

# Sample Reports

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This section lists all 80+ Budget Builder civilian personnel reports and provides numerous sample reports on the pages indicated. The report listing is organized similar to the Reports panel:

- Payroll Reports
- Personnel Reports
- Payroll and Personnel Reports
- Reports Not on Reports Panel



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# Basic Payroll Reports

## # 70.0 Super Payroll Report

<b>Super Payroll</b>						
Sort	: PayPd End					
Filter	: Off					
Run Date	: 03/30/2005 at 11:20					
Report Dates	: FY 2005					
						
						
Item	Nr Paid Last Pd	Regular Dollars	Overtime Dollars	Other Dollars	Benefit Dollars	Total Dollars
PPE 10/02/2004	0.00	12,617.61	1,494.49	10,206.28	3,897.80	28,216.18
PPE 10/16/2004	0.00	131,726.91	612.48	338.40	40,785.94	173,463.73
PPE 10/30/2004	0.00	134,153.19	3,074.94	501.34	41,472.36	179,201.83
PPE 11/13/2004	0.00	133,884.06	1,575.03	339.74	41,315.10	177,113.93
PPE 11/27/2004	100.00	133,843.70	3,168.77	900.65	41,583.86	179,496.98
<b>Report Total</b>	<b>100.00</b>	<b>546,225.47</b>	<b>9,925.71</b>	<b>12,286.41</b>	<b>169,055.06</b>	<b>737,492.65</b>
<b>Working Files</b>						
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### Report Notes

This report displays payroll data between the dates specified in four columns: Regular, Overtime, Other and Benefits. Payroll costs are included in the correct column by using the DCPS type hour code contained in detailed biweekly payroll data.

A Number Paid column is also included. The Nr Paid column reports employees that worked FTE hours during the last pay period. This excludes persons that may appear in the last pay period only because of a retroactive payment, an employer FEHB contribution amount, or similar payment. This is not just a count of distinct SSN in the last pay period.

Forecast – The forecast button allows future pay periods to be included or not. If included in the report using either of two forecast methods may be used:

1. The Recommended Forecast
2. The Last Pay Period Forecast

Normally the Recommended Forecast is best. Users may run each forecast method and compare results. Relevant pay and benefit increases are applied in both methods.

Numerous sort sequences and filters are available. Six levels of subtotals and are available. Options are available for rounding dollar amounts as desired.

Totals Only - Normally Totals Only is checked due to the volume of payroll data. To see all payroll details do not check Totals Only. This may be useful when used with a filter to report some payroll details.

# # 70. 4 Payroll Premium Pay Report

## Payroll Premium Pay Report

70.4  
 Sort : Org  
 Filter : Off  
 Run Date : 03/30/2005 at 11:51  
 Report Dates : FY 2005

Item	Regular Dollars	Overtime Dollars	Awards Dollars	LSL Dollars	SIP Dollars	Night Dollars	Sunday Dollars	Holiday Dollars	Other OC 11	Other OC 13	Benefit Dollars	Total Dollars
Org 002C	21,937	0	0	0	0	0	0	0	0	0	9,722	31,658
Org 101	13,696	0	0	0	0	0	0	0	0	0	4,841	18,537
Org 22AAAAA	21,703	195	0	0	0	0	0	0	0	0	5,333	27,230
Org 24BCAAA	33,197	1,416	0	0	0	211	0	0	0	0	9,620	44,443
Org 2A	39,016	125	0	3,307	0	0	0	0	0	0	10,996	53,444
Org 2B	23,427	0	0	0	0	0	0	0	0	0	7,529	30,956
Org 4C	24,531	0	0	0	0	0	0	0	0	0	7,164	31,695
Org 4DA	33,541	337	0	0	0	0	0	0	0	0	10,271	44,149
Org 4DB	28,953	1,409	50	0	0	0	0	0	0	0	11,019	41,430
Org 7W0003	36,003	0	1,050	0	0	0	0	0	0	0	12,549	49,602
Org B066	36,569	0	0	0	0	0	0	0	0	0	7,596	44,165
Org BB	22,730	1,523	100	0	0	0	0	0	0	0	5,920	30,273
Org BE	21,930	0	0	0	0	0	0	0	0	0	8,486	30,416
Org GE02010	30,038	1,252	0	0	0	0	0	0	0	0	9,111	40,401
Org IIF	22,857	1,933	200	0	0	0	0	0	0	0	5,984	30,974
Org KLOA0B0	23,573	603	100	0	0	176	0	0	0	0	7,751	32,204
Org MRS001A	22,662	666	0	0	0	0	0	0	0	0	8,136	31,464
Org Y031F	79,863	368	200	6,893	0	0	0	0	0	0	27,008	114,332
Report Total	546,225	9,926	1,700	10,199	0	387	0	0	0	0	169,055	737,493

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### Report Notes

This report displays payroll premium costs in separate columns. Premium costs shown are: overtime, awards, LSL (lump sum leave), SIP (separation incentive pay), night pay, Sunday pay, holiday pay, and other Object Class 11 (compensation) costs.

# Column Detail Reports

Users sometimes questioned what data was in one specific column of a Super Payroll or Premium Pay Report. Super Payroll or Premium Pay details could be shown but that included all columns and provided much more data than desired. Column Detail Reports were created to efficiently identify data in one column. There are eight Column Detail Reports. One report addresses the Other Column of the Super Payroll Report. The other seven reports are for Premium Pay report columns. This window appears when Column Detail Reports are chosen.

**Column Detail Reports** X

Column Detail reports are good to show data in a single column of a Premium Pay or Super Payroll report. Reports are restricted to data in the chosen column.

Super Payroll  Other column

Premium Pay  LSL column

Premium Pay  SIP column

Premium Pay  Night column

Premium Pay  Sunday column

Premium Pay  Holiday column

Premium Pay  Other OC 11 column

Premium Pay  Other OC 13 column

# 139.0 Lump Sum Leave (Premium Pay)

# 140.0 Separation Incentive (Premium Pay)

# 141.0 Night Pay (Premium Pay)

# 142.0 Sunday Pay (Premium Pay)

# 143.0 Holiday Pay (Premium Pay)

# 144.0 Other Object Class 11 (Premium Pay)

# 145.0 Other Object Class 13 (Premium Pay)

## Other Object Class 11

144.0  
 Sort : Org, Name  
 Filter : Off  
 Run Date : 04/02/2009 at 16:14  
 Report Dates : FY 2009

Item	Premium Hours	Non FTE Hours	Other OC11 Dollars
Name CHAUCER GEOFFREY	0	0	10,000
Name NIETZSCHE FREDERICK	0	-5	0
Org AA184C	0	-5	10,000
Name ARISTOTLE	-2	-2	-111
Name DOMINO FATS	-26	-26	-1,891
Org AA1C1C	-28	-28	-2,002
Name SUPERMAN	-17	-17	-800
Name WHITE VANNA	0	-5	0

## Other Column (Super Payroll)

146.0

Sort : Org, Name  
 Filter : Off  
 Run Date : 04/02/2009 at 23:25  
 Report Dates : FY 2009

Item	Nr Paid	Premium Hours	Overtime Hours	Non FTE Hours	Other Dollars
Name BONAPARTE NAPOLEON	0.00	344.00	0.00	344.00	1,693.12
Name CHAUCER GEOFFREY	0.00	112.00	0.00	112.00	10,552.16
Name FALSTAFF JACK	0.00	428.00	0.00	428.00	2,096.36
Name FARROW MIA	0.00	274.00	0.00	274.00	966.98
Name JETSON GEORGE	0.00	344.00	0.00	344.00	1,223.12
Name MAPLE RICHARD	0.00	344.00	0.00	344.00	1,610.64
Name MARQUEZ GABRIEL GARCIA	0.00	344.00	0.00	344.00	1,289.20
Name MONROE JAMES	0.00	400.00	0.00	400.00	2,043.80
Name MOUSE MINNIE	0.00	80.00	0.00	80.00	227.20
Name NIETZSCHE FREDERICK	0.00	0.00	0.00	-5.00	0.00
Name PASTEUR LOUIS	0.00	428.00	0.00	428.00	2,096.36
Name RODGERS RICHARD	0.00	116.00	0.00	116.00	537.48
Name SEINFELD JERRY	0.00	344.00	0.00	344.00	1,442.00
Name WAGNER RICHARD	0.00	424.00	0.00	424.00	2,235.08
Name WHITNEY ELI	0.00	428.00	0.00	428.00	2,096.36
Org AA184C	0.00	4,410.00	0.00	4,405.00	30,109.86
Name ARISTOTLE	0.00	-2.00	0.00	-2.00	-110.66
Name DOMINO FATS	0.00	-26.00	0.00	-26.00	-1,890.98
Org AA1C1C	0.00	-28.00	0.00	-28.00	-2,001.64
Name SUPERMAN	0.00	-16.75	0.00	-16.75	-799.65
Name WHITE VANNA	0.00	0.00	0.00	-4.50	0.00
Org AA1C2C	0.00	-16.75	0.00	-21.25	-799.65
Name COSTANZA GEORGE	0.00	49.00	0.00	92.00	1,747.34
Name FORBES STEVE	0.00	8.00	0.00	8.00	318.00
Name Lump Sum Leave	0.00	0.00	0.00	0.00	4,500.00
Name PRYOR RICHARD	0.00	8.00	0.00	8.00	320.88
Name ROONEY ANDY	0.00	8.00	0.00	8.00	320.88
Name WORTHHEIMER LINDA	0.00	0.00	0.00	-40.00	0.00
Org AA711C	0.00	73.00	0.00	76.00	7,207.10
Name Awards	0.00	0.00	0.00	0.00	100,000.00
Name GLASS IRA	0.00	0.00	0.00	-18.00	0.00
Name HOLMES SHERLOCK	0.00	0.00	0.00	21.00	0.00
Name KARENINA ANA	0.00	0.00	0.00	-320.00	0.00
Org AAC00C	0.00	0.00	0.00	-317.00	100,000.00
Name TRUFFAUT FRANÇOIS	0.00	0.00	0.00	-160.00	0.00
Org AAE30C	0.00	0.00	0.00	-160.00	0.00
Name WELTY EUDORA	0.00	26.50	0.00	26.50	2,008.80
Org AAF20C	0.00	26.50	0.00	26.50	2,008.80
Report Total	0.00	4,464.75	0.00	3,981.25	136,524.47

### Report Notes

This report displays the details of the "Other" column of the Super Payroll Report

# Payroll Status

## # 70.7 Payroll Fund Status Report

### Payroll Fund Status

70.7  
 Sort : Org  
 Filter : Off  
 Run Date : 03/30/2005 at 12:22  
 Report Dates : FY 2005

Item	Nr Paid Last Pd	Auth Dollars	Actual Dollars	Forecast Dollars	Total Dollars	Auth Remaining	Auth % Used
Org 002C	4	200,000	31,658	0	31,658	168,342	16%
Org 101	2	126,000	18,537	0	18,537	107,463	15%
Org 22AAAAA	4	200,000	27,230	0	27,230	172,770	14%
Org 24CBCAA	7	301,000	44,443	0	44,443	256,557	15%
Org 2A	6	362,000	53,444	0	53,444	308,556	15%
Org 2B	4	210,000	30,956	0	30,956	179,044	15%
Org 4C	5	215,000	31,695	0	31,695	183,305	15%
Org 4DA	7	299,000	44,149	0	44,149	254,851	15%
Org 4DB	6	281,000	41,430	0	41,430	239,570	15%
Org 7W0003	6	336,000	49,602	0	49,602	286,398	15%
Org B066	4	299,000	44,165	0	44,165	254,835	15%
Org BB	4	205,000	30,273	0	30,273	174,727	15%
Org BE	4	206,000	30,416	0	30,416	175,584	15%
Org GE02010	6	274,000	40,401	0	40,401	233,599	15%
Org I1F	4	210,000	30,974	0	30,974	179,026	15%
Org KLOA0B0	5	218,000	32,204	0	32,204	185,796	15%
Org MEPS01A	7	282,000	41,584	0	41,584	240,416	15%
Org Y03YF	15	776,000	114,332	0	114,332	661,668	15%
Report Total	100	5,000,000	737,493	0	737,493	4,262,507	15%

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### Report Notes

This report is useful when authorizations have been entered in a payroll file. It subtracts actual and forecast costs from the authorized amounts to compute the amount remaining and the percentage used.

This report is usually run by the code used to assign authorizations. For example if authorizations were assigned by Org then the report is run in Org sequence.

Forecast - The forecast button allows future pay periods to be included or not.

Numerous sort sequences and filters are available.

The Nr Paid Last Period column reports only those employees that worked regular hours inside the 80 hour band during the last pay period. This excludes persons that may appear on the last payroll only because of a retroactive payment, or a employer FEHB contribution amount, or similar payment. This is not just a count of distinct SSN in the last pay period.

## # 70.8 Payroll Work Year Status Report

### Work Year Status

70.8  
Sort : Org  
Filter : Off  
Run Date : 03/30/2005 at 12:34  
Report Dates : FY 2005

Item	Authorized FTE WYS	Actual FTE WYS	Forecast FTE WYS	Total FTE WYS	Auth Remaining	Auth % Used
Org 002C	4.00	0.61	0.00	0.61	3.39	15%
Org 101	3.00	0.33	0.00	0.33	2.67	11%
Org 22AAAAA	4.00	0.60	0.00	0.60	3.40	15%
Org 24CBCAA	6.00	1.07	0.00	1.07	4.93	18%
Org 2A	7.00	0.92	0.00	0.92	6.08	13%
Org 2B	4.00	0.61	0.00	0.61	3.39	15%
Org 4C	4.00	0.72	0.00	0.72	3.28	18%
Org 4DA	6.00	1.07	0.00	1.07	4.93	18%
Org 4DB	6.00	0.92	0.00	0.92	5.08	15%
Org 7W0003	7.00	0.92	0.00	0.92	6.08	13%
Org B066	6.00	0.61	0.00	0.61	5.39	10%
Org BB	4.00	0.61	0.00	0.61	3.39	15%
Org BE	4.00	0.61	0.00	0.61	3.39	15%
Org GE02010	5.00	0.92	0.00	0.92	4.08	18%
Org 11F	4.00	0.61	0.00	0.61	3.39	15%
Org KL0A0B0	4.00	0.76	0.00	0.76	3.24	19%
Org MEPS01A	6.00	1.07	0.00	1.07	4.93	18%
Org Y03YF	16.00	2.29	0.00	2.29	13.71	14%
Report Total	100.00	15.23	0.00	15.23	84.77	15%

#### Working Files

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### Report Notes

This report is like the Payroll Fund Status Report except it reports the status of FTE work year authorizations (rather than fund authorizations). FTE work years are calculated from FTE hours.

This report is useful when work year authorizations have been entered in a payroll file. It subtracts actual and forecast work years from the authorized work years to compute the work years remaining and the percentage used.

This report is usually run by the code used to assign authorizations. For example if authorizations were assigned by Org then the report is run in Org sequence.

Forecast - The forecast button allows future pay periods to be included or not.

Numerous sort sequences and filters are available.

# Payroll Forecast

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## # 70.9 Payroll Forecast Report

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### Payroll Forecast

70.9  
Sort : Org  
Filter : Off  
Run Date : 03/30/2005 at 12:10  
Report Dates : FY 2005

Item	Nr Paid Last Pd	Actual Dollars	Forecast Dollars	Total Dollars
Org 002C	4	31,658	174,763	206,422
Org 101	2	18,537	98,830	117,367
Org 22AAAAA	4	27,230	151,672	178,902
Org 24CBCAA	7	44,443	247,689	292,132
Org 2A	6	53,444	275,890	329,334
Org 2B	4	30,956	172,538	203,494
Org 4C	5	31,695	190,478	222,173
Org 4DA	7	44,149	244,298	288,447
Org 4DB	6	41,430	229,029	270,459
Org 7W0003	6	49,602	269,795	319,396
Org B066	4	44,165	245,805	289,969
Org BB	4	30,273	167,527	197,800
Org BE	4	30,416	168,528	198,944
Org GE02010	6	40,401	224,906	265,307
Org I1F	4	30,974	170,531	201,505
Org KL0A0B0	5	32,204	179,501	211,705
Org MEPS01A	7	41,584	230,238	271,821
Org Y03YF	15	114,332	593,832	708,164
<b>Report Total</b>	<b>100</b>	<b>737,493</b>	<b>4,035,848</b>	<b>4,773,341</b>

### Report Notes

This report is like the Super Payroll Report except actual and forecasted amounts are shown in separate columns.

Forecast - The forecast button allows future pay periods to be included or not.

If included in the report using either of two forecast methods may be used:

1. The Recommended Forecast
2. The Last Pay Period Forecast

We believe the Recommended Forecast is best in 99.9% of cases. Users may run each forecast method and compare results.

Relevant pay raises are applied in both methods.

Numerous sort sequences and filters are available. Six levels of subtotals and are available. Options are available for rounding dollar amounts as desired.

Totals Only - Normally Totals Only is checked due to the volume of payroll data. To see all payroll details do not check Totals Only. This may be useful when used with a filter to report some payroll details.

The Nr Paid column reports employees that worked FTE hours during the last pay period. This excludes persons that may appear in the last pay period only because of a retroactive payment, an employer FEHB contribution amount, or similar payment. This is not just a count of distinct SSN in the last pay period.

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### # 70.16 Payroll Forecast Plus Report

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The report has both the columns of the Super Payroll Report and the Forecast Report in the same report.

Many sorts and filters are available.

# Payroll Authorizations

## # 136.0 Payroll Authorizations Report

### Payroll Authorizations

136.0

Sort : Batch, Name

Filter : Off

Run Date : 04/02/2009 at 23:15

Report Dates : 10/01/2008 to 09/30/2022

Item	Auth FTE WYs	Auth Dollars
Auth FY09 AA184C	16.0000	777,000
Auth FY09 AA1C1C	17.0000	870,000
Auth FY09 AA1C2C	12.0000	583,000
Auth FY09 AA600C	1.0000	66,000
Auth FY09 AA711C	5.0000	235,000
Auth FY09 AAC00C	19.0000	933,000
Auth FY09 AAD00C	5.0000	228,000
Auth FY09 AAD40C	1.0000	46,000
Auth FY09 AAD41C	1.0000	29,000
Auth FY09 AAD42C	1.0000	26,000
Auth FY09 AAE30C	1.0000	57,000
Auth FY09 AAF20C	21.0000	1,150,000
Batch AUTH 2009	100.0000	5,000,000
Auth FY12 11A Basic Comp	79.0000	3,853,000
Auth FY12 11B LSL	0.0000	10,000
Auth FY12 11C Overtime	3.0000	132,000
Auth FY12 11D Holiday	0.0000	22,000
Auth FY12 11E Sunday	0.0000	9,000
Auth FY12 11F Night	0.0000	23,000
Auth FY12 11X Other Comp	0.0000	18,000
Auth FY12 12B CSRS	1.0000	61,000
Auth FY12 12C FERS	7.0000	332,000
Auth FY12 12D TSP	2.0000	118,000
Auth FY12 12E OASDI	3.0000	150,000
Auth FY12 12F Medicare	1.0000	58,000
Auth FY12 12G FEGLI	0.0000	7,000
Auth FY12 12H FEHB	4.0000	206,000
Auth FY12 12X Other Bene	0.0000	1,000
Batch AUTH 2012	100.0000	5,000,000
Report Total	200.0000	10,000,000

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### Report Note

This report lists all authorizations in the active payroll file.

# Cost Transfer

## # 28.0 Cost Transfer Report

### Cost Transfer

28.0  
Sort : CT Serial, Name-  
Filter : Off  
Run Date : 04/02/2009 at 23:13  
Report Dates : FY 2009

CT Serial	Name	Remark	Total Hours	Total Dollars
0313A	PRYOR RICHARD	0313A xfer XY51 to XZ51	10	401
0313A	PRYOR RICHARD	0313A xfer XY51 to XZ51	80	3,209
0313A	PRYOR RICHARD	0313A xfer XY51 to XZ51	0	359
0313A	PRYOR RICHARD	0313A xfer XY51 to XZ51	0	32
0313A	PRYOR RICHARD	0313A xfer XY51 to XZ51	0	52
0313A	PRYOR RICHARD	0313A xfer XY51 to XZ51	0	6
0313A	PRYOR RICHARD	0313A xfer XY51 to XZ51	0	224
CT Serial 0313A			90	4,284
0313B	SANDERS COLONEL	0313B APC was XY30	8	327
0313B	SANDERS COLONEL	0313B APC was XY30	72	2,943
0313B	SANDERS COLONEL	0313B APC was XY30	0	366
0313B	SANDERS COLONEL	0313B APC was XY30	0	33
0313B	SANDERS COLONEL	0313B APC was XY30	0	45
0313B	SANDERS COLONEL	0313B APC was XY30	0	7
0313B	SANDERS COLONEL	0313B APC was XY30	0	329
0313B	SANDERS COLONEL	0313B APC was XY30	0	131
0313B	SANDERS COLONEL	0313B APC was XY30	0	191
CT Serial 0313B			80	4,370
1341	ALI MOHAMMED	1341 Transfer 13Mar09 Reversal	0	-111
1341	ALI MOHAMMED	1341 Transfer 13Mar09 Reversal	0	-10
1341	ALI MOHAMMED	1341 Transfer 13Mar09 Reversal	0	-14
1341	ALI MOHAMMED	1341 Transfer 13Mar09 Reversal	0	-2
1341	ALI MOHAMMED	1341 Transfer 13Mar09 Reversal	0	-55
1341	ALI MOHAMMED	1341 Transfer 13Mar09 Reversal	0	-40
1341	ALI MOHAMMED	1341 Transfer 13Mar09 Correction	0	232
CT Serial 1341			0	0
Report Total			170	8,654

Working Files  
P\_D10CT.DBF, DEMOCODE.DBF, DEMO\_APC.DBF

1 second

### Report Notes

This report list cost transfers in the active payroll file.  
Cost transfers are identified by a cost transfer serial.

In the Reversal cost transfer procedure a cost transfer serial prompted by Budget Builder.

In the Direct cost transfer procedure the cost transfer serial is assigned by the user. The general procedure is:

- 1 - Tag records - go to cost transfer view
- 2 - Enter cost transfer serial in applicable records (month-day-letter is recommended, for example 1123A)
- 3 - Enter correct accounting data
- 4 - Enter remark in DCPS/JO field (or maintain reason for cost transfer outside Budget Builder)

# Payroll Analysis

## # 13.0 Payroll Gains and Losses

### Payroll Gains and Losses

13.0  
 Filter : Off  
 Run Date : 03/30/2005 at 12:39  
 Report Dates : 10/01/2004 to 11/27/2004

Change	SSN	Name	Nr Paid	Gain	Loss	UIC	Org	Cost Center	Pay Sys	FTE Hours	LWOP Hours	Premium Hours	Paid Dollars
Total 10/02/2004			95	0	0								
Gain	145843690	Christie Agatha		1			W19FAA 22AAAAA	33	G1	80.00	0.00	0.00	1,436.80
Gain	333421618	Coltrane Alice		1			W18WAA 2B	33	G1	80.00	0.00	0.00	2,120.80
Gain	458058207	Marx Harpo		1			W18SAA KL0A0B0	33	G1	80.00	0.00	0.00	1,143.20
Gain	535601358	Chaucer Geoffrey		1			W19FAA 22AAAAA	33	G6	80.00	0.00	0.00	1,330.40
Gain	545447134	Mouse Minnie		1			W18ZAA 4C	33	G1	80.00	0.00	0.00	1,262.40
Gain	998853260	Poppins Mary		1			W2ADAA Y03YF	33	G1	80.00	0.00	0.00	2,363.20
Loss	095753395	Kronkite Walter			1								
Loss	498443158	Einstein Albert			1								
Total 10/16/2004			99	6	2								
Gain	388500473	Keats John		1			W18DAA 101	33	G1	40.00	0.00	0.00	524.60
Gain	831846362	Hobbes Thomas		1			W18ZAA 4C	33	G1	80.00	0.00	0.00	1,817.60
Total 10/30/2004			101	2	0								
Total 11/13/2004			101	0	0								
Loss	519503086	Kahn Genghis			1								
Total 11/27/2004			100	0	1								

Working Files  
 C:\BB9\_2000\P\_DEMO.DBF

1 second

### Report Notes

The Payroll Changes Report shows gains, and losses between consecutive payrolls. It is helpful to view changes when analyzing payroll data.

Employee gains are determined by appearing in a pay period when the employee was not in the previous pay period. Losses are determined by an employee appearing in a pay period and not appearing in the following pay period.

The From date should be the start date of the 1st available pay period.

Including only SSNs with FTE Hours excludes employees with only premium, benefit, and retroactive payroll records. This is helpful to focus on true employee changes. Including all SSNs is useful for seeing all SSN changes between payrolls.

## # 25.0 Payroll Increases and Decreases

### Payroll Increases and Decreases

25.0

Filter : Off

Run Date : 04/02/2009 at 23:18

Pay Period	Account	FTE Hrs Inc\Dec	NonFTE Hrs Inc\Dec	Dollars Inc\Dec
11/22/2008	11A Basic Comp	-7	0	-153
11/22/2008	11B LSL	0	0	0
11/22/2008	11C Overtime	0	-91	-4,487
11/22/2008	11D Holiday	0	12	341
11/22/2008	11E Sunday	0	38	215
11/22/2008	11F Night	0	160	311
11/22/2008	11G Hazardous	0	0	0
11/22/2008	11H Award	0	0	0
11/22/2008	11X Other Comp	0	-57	-10,824
11/22/2008	12B CSRS	0	0	16
11/22/2008	12C FERS	0	0	17
11/22/2008	12D TSP	0	0	-111
11/22/2008	12E OASDI	0	0	-3,032
11/22/2008	12F Medicare	0	0	-200
11/22/2008	12G FEGLI	0	0	1
11/22/2008	12H FEHB	0	0	117
11/22/2008	12J Allowances	0	0	0
11/22/2008	12X Other Bene	0	0	0
11/22/2008	13X BeneFmrEmp	0	0	0
11/22/2008	Total	-7	62	-17,789

Working Files

P\_D10AU.DBF, DEMOCODE.DBF, DEMO\_APC.DBF

1 second

### Report Note

This report shows the differences between two successive pay periods.

It can be run for all pay periods or just the last pay periods.

## # 27.0 Retroactive Transactions

### Retroactive Transactions

27.0  
 Sort : PayPd End, Name-  
 Filter : Off  
 Run Date : 04/01/2009 at 10:19  
 Report Dates : FY 2009

PayPd End	Name	PayPd End	PayPd Earned	Hours	Dollars
10/11/2008	COSTANZA GEORGE	10/11/2008	09/13/2008	-24	-856
10/11/2008	COSTANZA GEORGE	10/11/2008	09/13/2008	49	1,747
10/11/2008	COSTANZA GEORGE	10/11/2008	09/13/2008	0	-96
10/11/2008	COSTANZA GEORGE	10/11/2008	09/13/2008	0	-9
10/11/2008	COSTANZA GEORGE	10/11/2008	09/13/2008	0	13
10/11/2008	COSTANZA GEORGE	10/11/2008	09/13/2008	0	-34
10/11/2008	COSTANZA GEORGE	10/11/2008	09/13/2008	0	55
10/11/2008	COSTANZA GEORGE	10/11/2008	09/27/2008	43	0
10/11/2008	COSTANZA GEORGE	10/11/2008	09/27/2008	-30	-1,055
10/11/2008	COSTANZA GEORGE	10/11/2008	09/27/2008	0	-148
10/11/2008	COSTANZA GEORGE	10/11/2008	09/27/2008	0	-13
10/11/2008	COSTANZA GEORGE	10/11/2008	09/27/2008	0	-19
10/11/2008	COSTANZA GEORGE	10/11/2008	09/27/2008	0	-6
10/11/2008	COSTANZA GEORGE	10/11/2008	09/27/2008	0	-114
10/11/2008	COSTANZA GEORGE	10/11/2008	09/27/2008	0	-53
10/11/2008	COSTANZA GEORGE	10/11/2008	09/27/2008	0	-82
10/11/2008	HOLMES SHERLOCK	10/11/2008	09/27/2008	74	0
10/11/2008	HOLMES SHERLOCK	10/11/2008	09/27/2008	-6	-150
10/11/2008	HOLMES SHERLOCK	10/11/2008	09/27/2008	40	999
10/11/2008	HOLMES SHERLOCK	10/11/2008	09/27/2008	0	12
10/11/2008	HOLMES SHERLOCK	10/11/2008	09/27/2008	0	53
10/11/2008	WELTY EUDORA	10/11/2008	09/27/2008	27	2,009
10/11/2008	WELTY EUDORA	10/11/2008	09/27/2008	-3	-185
10/11/2008	WELTY EUDORA	10/11/2008	09/27/2008	0	26
10/11/2008	WELTY EUDORA	10/11/2008	09/27/2008	0	113
PayPd End	10/11/2008		008	170	2,209
10/25/2008	THOMAS DYLAN	10/25/2008	09/13/2008	0	37
10/25/2008	THOMAS DYLAN	10/25/2008	09/13/2008	0	147
PayPd End	10/25/2008		008	0	184
11/08/2008	TYLER JOHN	11/08/2008	10/25/2008	-72	-3,298
11/08/2008	TYLER JOHN	11/08/2008	10/25/2008	8	366
11/08/2008	TYLER JOHN	11/08/2008	10/25/2008	64	2,931
PayPd End	11/08/2008		008	0	0
11/22/2008	OMAR DAAL	11/22/2008	11/08/2008	-16	-369
11/22/2008	OMAR DAAL	11/22/2008	11/08/2008	16	369
PayPd End	11/22/2008		008	0	0
Report Total			008	170	2,393

Working Files  
 C:\(DEV)\P\_DEMO10.DBF, DEMOCODE.DBF, C:\(DEV)\DEMO\_APC.DBF

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### Report Notes

A retroactive transaction occurs when a payroll cost is reported in a period after the payroll cost was earned. In other words the pay period earned date is different from the pay period end date.

This report is normally run with Totals Only unchecked so the pay period earned and pay period end dates will appear in the report.

## # 69.0 Payroll Stragglers

### Payroll Stragglers

69.0

Sort : Account  
Filter : Off  
Run Date : 07/31/2005 at 21:05  
Report Dates : FY 2005

Item	Nr Paid Last Pd	Regular Dollars	Overtime Dollars	Other Dollars	Benefit Dollars	Total Dollars
Account 11B LSL	0.00	0.00	0.00	74,901.59	0.00	74,901.59
Account 11H Award	0.00	0.00	0.00	10,500.00	0.00	10,500.00
Account 11X Other Comp	0.00	0.00	0.00	-58.81	0.00	-58.81
Account 12B CSRS	0.00	0.00	0.00	0.00	8.21	8.21
Account 12C FERS	0.00	0.00	0.00	0.00	213.46	213.46
Account 12D TSP	0.00	0.00	0.00	0.00	192.28	192.28
Account 12E OASDI	0.00	0.00	0.00	0.00	5,259.15	5,259.15
Account 12F Medicare	0.00	0.00	0.00	0.00	1,437.68	1,437.68
Account 12G FEGLI	0.00	0.00	0.00	0.00	0.05	0.05
Account 12H FEHB	0.00	0.00	0.00	0.00	729,798.50	729,798.50
Account 12X Other Bene	0.00	0.00	0.00	0.00	275,473.61	275,473.61
Account 13X BeneFmrEmp	0.00	0.00	0.00	3,863.30	0.00	3,863.30
Report Totals	0.00	0.00	0.00	89,206.08	1,012,382.94	1,101,589.02

#### Working Files

P\_TX.DBF, DEMOCODE.DBF, DEMO\_APC.DBF

7 seconds

### Report Notes

The Payroll Stragglers Report reports only payroll costs of employees without FTE hrs in same pay period. In other words straggler costs are costs in a pay period from employees that did not work in the pay period.

The sample report above shows some of the type of costs that may be paid for employees that did not work. These costs may be considerable in organizations with many mobilized employees.

Several filters and sort sequences are available.

## # 29.0 Payroll Slackers

### Payroll Slackers

29.0  
 Filter : Off  
 Run Date : 08/14/2009 at 11:08  
 Report Dates : 09/28/2008 to 10/11/2008

PayPd	Name	FTE Hours	NonFTE Hours	Dollars	Type	Hour	Org	Pay Pl Sys an Temp	Retroactive Transaction
10/11	WHITE VANNA	5.00	0.00	178.45	LA	Annual	AA1C2C	NS	
10/11	WHITE VANNA	3.00	0.00	107.07	LS	Sick	AA1C2C	NS	
10/11	WHITE VANNA	8.00	0.00	285.52	RG	Regular (Graded)	AA1C2C	NS	
10/11	WHITE VANNA	0.00	-2.50	0.00	KC	AWOL	AA1C2C	NS	
10/11	WHITE VANNA	61.50	0.00	2,194.94	RG	Regular (Graded)	AA1C2C	NS	
Total	WHITE VANNA	77.50	-2.50	2,765.98					
10/11	COSTANZA GEORGE	-24.00	0.00	-855.84	LA	Annual	AA711C	G1	temp from 09/13/2008
10/11	COSTANZA GEORGE	0.00	49.00	1,747.34	PA	Lump Sum - Annual	AA711C	G1	temp from 09/13/2008
10/11	COSTANZA GEORGE	0.00	43.00	0.00	KA	Leave Without Pay (L	AA711C	G1	temp from 09/27/2008
10/11	COSTANZA GEORGE	-29.57	0.00	-1,054.61	LA	Annual	AA711C	G1	temp from 09/27/2008
Total	COSTANZA GEORGE	-53.57	92.00	-163.11					
10/11	GLASS IRA	0.00	-18.00	0.00	KA	Leave Without Pay (L	AAC00C	NS	
10/11	GLASS IRA	2.00	0.00	103.36	LA	Annual	AAC00C	NS	
10/11	GLASS IRA	20.00	0.00	1,033.60	RG	Regular (Graded)	AAC00C	NS	
Total	GLASS IRA	22.00	-18.00	1,136.96					
10/11	HOLMES SHERLOCK	0.00	74.00	0.00	KA	Leave Without Pay (L	AAC00C	NS	temp from 09/27/2008
10/11	HOLMES SHERLOCK	-6.00	0.00	-149.82	LA	Annual	AAC00C	NS	temp from 09/27/2008
10/11	HOLMES SHERLOCK	40.00	0.00	998.80	RG	Regular (Graded)	AAC00C	NS	temp from 09/27/2008
10/11	HOLMES SHERLOCK	18.00	0.00	449.46	RG	Regular (Graded)	AAC00C	NS	temp
10/11	HOLMES SHERLOCK	0.00	-44.00	0.00	KA	Leave Without Pay (L	AAC00C	NS	temp
10/11	HOLMES SHERLOCK	7.50	0.00	187.27	LA	Annual	AAC00C	NS	temp
10/11	HOLMES SHERLOCK	10.50	0.00	262.19	RG	Regular (Graded)	AAC00C	NS	temp
Total	HOLMES SHERLOCK	70.00	30.00	1,747.90					
10/11	KARENINA ANA	0.00	-16.00	0.00	KA	Leave Without Pay (L	AAC00C	NS	
10/11	KARENINA ANA	0.00	-64.00	0.00	KA	Leave Without Pay (L	AAC00C	NS	
Total	KARENINA ANA	0.00	-80.00	0.00					
10/11	CATTRALL KIM	24.00	0.00	1,713.60	RG	Regular (Graded)	AAD00C	NS	
Total	CATTRALL KIM	24.00	0.00	1,713.60					
10/11	TRUFFAUT FRANÇO	0.00	-8.00	0.00	KA	Leave Without Pay (L	AAE30C	NS	
10/11	TRUFFAUT FRANÇO	0.00	-32.00	0.00	KA	Leave Without Pay (L	AAE30C	NS	
=====									
Pay Period Total		139.93	-18.50	7,201.33					
=====									

Working Files  
 P\_DEMO10.DBF, DEMOCODE.DBF, DEMO\_APC.DBF  
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### Report Notes

The Payroll Slacker Report reports employees without 80 hrs in a pay period. Several pay periods may be reported. The sample report above shows just one pay period.

# Overtime / Awards

## # 137.0 Overtime

### Overtime

137.0  
Sort : Org, Name  
Filter : Off  
Run Date : 04/02/2009 at 23:47  
Report Dates : FY 2009

Item	Overtime Hours	Overtime Dollars
Name BONAPARTE NAPOLEON	158.00	7,701.76
Name CHAUCER GEOFFREY	12.00	490.80
Name CLEMENTE ROBERTO	63.00	3,582.81
Name FALSTAFF JACK	44.00	2,111.16
Name FARROW MIA	58.00	2,797.12
Name JETSON GEORGE	81.00	3,284.41
Name MAPLE RICHARD	68.00	3,174.76
Name MARQUEZ GABRIEL GARCIA	82.50	3,511.41
Name MONROE JAMES	52.00	2,528.64
Name NIETZSCHE FREDERICK	9.50	425.41
Name PASTEUR LOUIS	54.00	2,605.68
Name RODGERS RICHARD	4.00	146.52
Name SEINFELD JERRY	51.00	2,428.02
Name SEXTON ANNE	40.50	1,699.79
Name WAGNER RICHARD	164.00	8,065.09
Name WHITNEY ELI	29.00	1,429.54
Org Code AA184C	970.50	45,982.92
Name CHRISTIE AGATHA	2.00	104.44
Org Code AA1C2C	2.00	104.44
Name BERGMAN INGRID	40.00	1,738.40
Name FORBES STEVE	30.00	1,192.50
Name PRYOR RICHARD	40.00	1,604.40
Name ROONEY ANDY	40.00	1,604.40
Org Code AA711C	150.00	6,139.70
Name CHILD JULIA	0.10	6.72
Org Code AAC00C	0.10	6.72
Name WELTY EUDORA	-2.50	-185.45
Org Code AAF20C	-2.50	-185.45
Report Total	1,120.10	52,048.33

Working Files  
P\_DEMO.DBF, DEMOCODE.DBF, DEMO\_APC.DBF

## # 138.0 Awards

This report displays all costs in the 11H AWARD payroll account between the dates specified.

Examples of costs in 11H AWARD are:

YA Productivity Awards/Gainsharing Awards

YV Beneficial Suggestion

YW Incentive Award

YX SES Awards

If Totals Only is not checked all relevant detail records will be listed.

Various sort sequences and filters are available.

# Management Estimates

## # 36.0 Management Estimates Only

### Management Estimates Only

36.0  
 Sort : Batch Type, Batch+Date  
 Filter : Off  
 Run Date : 04/02/2009 at 23:22  
 Report Dates : FY 2009

Item	Total Dollars
GAIN 113 EDDIE Vacancy(like EDDIE CRAZY) 03/01/09 / /	50,345
GAIN 239 RETTO Vacancy (RETTON MARY LOU) 07/05/09 / /	20,730
GAIN 246 GATES Vacancy(like GATES WILLIAM) 12/21/08 / /	66,544
01 Gains	137,618
LOSS 348 BOND BOND JAMES (Loss) 03/29/09 / /	-43,764
LOSS 625 DA VI DA VINCI LEONARDO (Loss) 08/16/09 / /	-10,859
02 Losses	-54,622
PCS 908 Permanent Change of Station 02/01/09 02/14/09	10,000
05 PCS	10,000
LSL 025 Lump Sum Leave 03/01/09 03/14/09	4,500
17 Lum Sum Leave	4,500
AWD 754 Awards 04/12/09 04/25/09	100,000
23 Award	100,000
Report Total	197,496

### Report Notes

This report simplifies the review of management estimates. The report lists management estimates AND their effective dates.

## # 35.0 Payroll and Management Estimates

### Payroll and Management Estimates

35.0 (with recommended forecast and WGI=1500)  
 Sort : Pay-MgtEst, Batch Type  
 Filter : Off  
 Run Date : 08/19/2009 at 15:26  
 Report Dates : FY 2009

Item	Nr Paid Last Pd	Regular Dollars	Overtime Dollars	Other Dollars	Benefit Dollars	Total Dollars
AC Actual Payroll	105	1,477,371	51,740	28,268	358,241	1,915,621
FO Forecast	0	8,879,243	305,028	171,955	2,106,601	11,462,826
WG Within Grades	0	1,270	0	0	230	1,500
1 Payroll	105	10,357,884	356,768	200,223	2,465,072	13,379,947
01 Employee Gains	0	46,599	0	0	19,573	66,172
02 Employee Losses	0	-26,415	0	0	-7,499	-33,914
2 Management Estimates	0	20,184	0	0	12,074	32,258
Report Total	105	10,378,068	356,768	200,223	2,477,146	13,412,205

### Report Notes

In this report Management Estimates amounts are shown separately from other payroll amounts.

# Object Class / SF113

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## # 70.20 Object Class w/ SF 113

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### Object Class w/ SF 113

70.20 (with no forecast and WGI=0)  
Sort : Object Class, SF113 Line  
Filter : Off  
Run Date : 04/02/2009 at 23:20  
Report Dates : FY 2009

Item	Nr Paid Last Pd	Regular Dollars	Overtime Dollars	Other Dollars	Benefit Dollars	Total Dollars
2a Full-Time with Perm Appt	100	1,467,920	0	0	0	1,467,920
11.1 Full-Time Permanent	100	1,467,920	0	0	0	1,467,920
4a Part-Time with Perm Appt	1	7,339	0	0	0	7,339
6a Full-time: Temp&indef Appt	4	41,695	0	0	0	41,695
11.3 Other Than Full-Time Perm	5	49,034	0	0	0	49,034
2a Full-Time with Perm Appt	0	0	49,251	29,638	0	78,890
4a Part-Time with Perm Appt	0	0	0	0	0	0
6a Full-time: Temp&indef Appt	0	0	2,797	2,386	0	5,183
11.5 Other Personnel Comp	0	0	52,048	32,024	0	84,073
2a Full-Time with Perm Appt	0	0	0	0	358,771	358,771
4a Part-Time with Perm Appt	0	0	0	0	578	578
6a Full-time: Temp&indef Appt	0	0	0	0	8,023	8,023
12.1 Civilian Pers Benefits	0	0	0	0	367,372	367,372
3a Other Employment	0	0	0	0	0	0
13.0 Benefits for Former Pers	0	0	0	0	0	0
Report Total	105	1,516,954	52,048	32,024	367,372	1,968,399

Working Files  
P\_D10AU.DBF, DEMOCODE.DBF, DEMO\_APC.DBF

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### Report Notes

This report shows payroll costs by OMB circular A-11 object classes with object classes subdivided by the type of appointment as shown on the OPM Monthly Report of Federal Civilian Employment (SF-113G Format). Various sorts and filters are available.

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### # 70.21 Payroll Object Class

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This report shows payroll costs by OMB circular A-11 object classes. Various sorts and filters are available.

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### # 70.22 OPM SF 113

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This report shows payroll costs by appointment type as defined on the OPM Monthly Report of Federal Civilian Employment (SF-113G Format). Various sorts and filters are available.

# Payroll Benefits

## # 70.3 Payroll Benefits Report

Payroll Benefits Report												
Item	Life	Health	CSRS	FERS	OASDI	Medicare	TSP Basic	TSP Match	COLA	Other Benefits	Total Benefits	
70.3												
Sort	: Org											
Filter	: Off											
Run Date	: 07/13/2005 at 17:29											
Report Dates	: FY 2005											
Org 002C	36.89	2,237.49	0.00	2,454.25	1,313.82	307.26	219.39	630.29	2,522.32	0.00	9,721.71	
Org 101	30.40	1,592.40	0.00	1,532.35	819.60	191.68	136.96	448.86	0.00	88.99	4,841.24	
Org 22AAAAA	45.32	971.20	372.52	1,836.44	1,007.41	310.11	164.12	625.86	0.00	0.00	5,332.98	
Org 24CBCAA	70.52	3,053.11	378.84	3,108.54	1,732.16	484.44	194.55	597.49	0.00	0.00	9,619.65	
Org 2A	80.90	2,526.57	405.43	3,722.05	2,344.05	557.73	332.72	1,026.59	0.00	0.00	10,996.14	
Org 2B	39.25	3,380.50	593.84	1,671.87	869.13	319.70	149.45	505.28	0.00	0.00	7,529.02	
Org 4C	41.85	1,978.32	0.00	2,745.74	1,477.87	345.65	144.63	430.28	0.00	0.00	7,164.34	
Org 4DA	60.96	3,905.95	472.98	2,996.52	1,798.84	465.43	192.87	576.63	0.00	0.00	10,271.18	
Org 4DB	61.52	4,100.40	0.00	3,239.19	1,798.59	420.63	289.55	1,109.33	0.00	0.00	11,019.21	
Org 7W0003	74.74	3,992.05	0.00	4,027.91	2,208.78	516.57	360.00	1,368.45	0.00	0.00	12,548.50	
Org B066	74.45	995.48	894.74	2,661.20	1,462.33	524.43	237.89	745.34	0.00	0.00	7,595.86	
Org BE	48.00	1,136.07	341.20	1,997.76	1,453.55	339.95	178.56	424.43	0.00	0.00	5,919.52	
Org GEO2010	63.70	3,864.54	381.83	1,843.23	1,267.23	296.36	164.74	631.72	0.00	0.00	8,486.31	
Org IIF	48.29	1,633.81	0.00	3,360.63	1,933.86	452.26	261.58	447.19	0.00	957.76	9,110.79	
Org KLOA0B0	50.25	2,486.60	478.26	1,802.90	1,059.21	356.10	161.16	485.40	0.00	0.00	5,983.72	
Org MFP501A	69.53	2,656.96	705.81	2,639.09	1,441.28	337.07	196.75	600.43	0.00	0.00	7,751.47	
Org Y03YF	167.32	9,332.51	14.85	8,912.34	4,771.39	1,128.68	721.46	1,594.28	0.00	364.86	27,007.69	
Report Total	1,100.55	51,436.36	5,040.30	53,078.13	29,975.58	7,822.23	4,239.38	12,428.60	2,522.32	1,411.61	169,055.06	

Working Files  
P\_DEMO.DBF, DEMOCODE.DBF, C:\(DEV)\DEMO\_AP8.DBF

### Report Notes

This report displays payroll benefit costs in separate columns. Benefit costs shown are life insurance (FEGLI), health plan (FEHB), CSRS retirement, FERS retirement, OASDI, Medicare, TSP, COLA and other benefits. A total is shown which agrees with the benefits column on other payroll reports. Numerous sort sequences and filters are available.

# Work Year Costs

## # 70.12 Work Year Cost – Standard

### Standard Work Year Costs

70.12  
 Sort : Org  
 Filter : Off  
 Run Date : 03/15/2005 at 16:39  
 Report Dates : FY 2005

Item	FTE WYs	Regular Dollars	Benefit Dollars	Total Dollars	Regular WY Cost	Benefits WY Cost	Total WY Cost
Org 002C	0.7700	26,752.00	11,832.25	38,584.25	34,742.86	15,366.56	50,109.42
Org 101	0.4100	16,532.66	5,810.26	22,342.92	40,323.56	14,171.37	54,494.93
Org 22AAAAA	0.7300	25,473.60	6,324.27	31,797.87	34,895.34	8,663.38	43,558.73
Org 24CBCAA	1.3400	40,484.00	11,710.23	53,865.13	30,211.94	8,738.98	40,197.86
Org 2A	1.1900	50,147.20	13,894.29	67,921.67	42,140.50	11,675.87	57,077.03
Org 2B	0.7700	28,828.00	9,221.71	38,049.71	37,438.96	11,976.25	49,415.21
Org 4C	0.8800	28,863.20	8,534.06	37,397.26	32,799.09	9,697.80	42,496.89
Org 4DA	1.3400	40,904.00	12,485.86	53,726.66	30,525.37	9,317.81	40,094.52
Org 4DB	1.1500	35,308.00	13,382.62	50,149.19	30,702.61	11,637.06	43,607.99
Org 7W0003	1.1500	43,885.60	15,242.88	60,178.48	38,161.39	13,254.68	52,329.11
Org B066	0.7700	44,596.00	9,237.77	53,833.77	57,916.88	11,997.10	69,913.99
Org BB	0.7700	27,720.00	7,214.21	36,557.50	36,000.00	9,369.10	47,477.27
Org BE	0.7700	26,728.80	10,327.99	37,056.79	34,712.73	13,412.97	48,125.70
Org GE02010	1.1500	36,632.00	11,078.29	48,962.02	31,853.91	9,633.30	42,575.67
Org I1F	0.7600	27,896.31	7,251.60	37,732.81	36,705.67	9,541.58	49,648.43
Org KL0A0B0	0.9200	27,851.12	9,215.90	37,982.24	30,272.96	10,017.28	41,285.04
Org MEPS01A	1.3400	39,832.00	9,922.38	50,680.75	29,725.37	7,404.76	37,821.46
Org Y03YF	2.8700	97,115.50	32,676.52	137,252.80	33,838.15	11,385.55	47,823.28
<b>Report Total</b>	<b>19.0700</b>	<b>665,549.99</b>	<b>205,363.09</b>	<b>894,071.82</b>	<b>34,900.37</b>	<b>10,768.91</b>	<b>46,883.68</b>

Working Files  
 C:\(DEV)\P\_DEMO.DBF, DEMOCODE.DBF, DEMO\_APC.DBF

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### Report Notes

There are three Work Year Cost reports:  
 Standard Work Year Costs  
 Air Force 1092 Work Year Costs  
 Overtime Work Year Costs

The Standard WY Cost Report, shown above, computes Regular WY Cost, Benefit WY Cost, and Total WY Cost.

Over 60 report sequences are available to calculate a variety of work year costs such as by budget activity, program element, APC, Org, job order, series, state, pay plan, local codes, etc.

Forecasted pay periods may be included or not included.

The AF 1092 Work Year Costs is similar to the Standard Work Year Cost Report except that the sort sequence is set to Pay Sys / OBAN. The work year costs computed are the same as on the Air Force 1092 Report.

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## # 70.13 Work Year Cost - AF 1092

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### AF 1092 Work Year Costs

70.13

Sort : Pay Sys, OBAN  
Filter : Off  
Run Date : 03/30/2005 at 12:30  
Report Dates : FY 2005

Item	FTE WYs	Regular Dollars	Benefit Dollars	Total Dollars	Regular WY Cost	Benefits WY Cost	Total WY Cost
OBAN	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
Pay Sys	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
OBAN	13.1100	448,129.36	144,293.18	614,049.26	34,182.25	11,006.34	46,838.23
OBAN 9311	2.4100	92,774.51	23,818.13	117,178.04	38,495.65	9,883.04	48,621.59
Pay Sys G1	15.5200	540,903.87	168,111.31	731,227.30	34,852.05	10,831.91	47,115.16
OBAN	0.1500	5,321.60	943.75	6,265.35	35,477.33	6,291.67	41,769.00
Pay Sys G6	0.1500	5,321.60	943.75	6,265.35	35,477.33	6,291.67	41,769.00
Report Total	15.6700	546,225.47	169,055.06	737,492.65	34,858.04	10,788.45	47,063.99

#### Working Files

C:\BB9\_2000\P\_DEMO.DBF, DEMOCODE.DBF, C:\BB9\_2000\APCVIDEO.DBF

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## Report Notes

The AF 1092 Work Year Cost report is similar to the Standard Work Year Cost Report except that the sort sequence is set to Pay Sys / OBAN. The work year costs computed are the same as these work year costs on the Air Force 1092 Report.

Regular WY Cost = AF 1092 Basic Avg Sal

Total WY Cost = AF 1092 Man Year Costs

Work years are computed from FTE hours then divided into dollars to compute the various work year costs.

Over 60 report sequences are available to calculate a variety of work year costs such as by budget activity, program element, APC, Org, job order, series, state, pay plan, local codes, etc.

Forecasted pay periods may be included or not included.

Totals Only will normally be checked on this report.

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## # 70.14 Work Year Cost – Overtime

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The Overtime Work Year Cost report computes overtime work year costs using overtime hours and dollars.

Over 60 report sequences are available to calculate a variety of work year costs such as by budget activity, program element, APC, Org, job order, series, state, pay plan, local codes, etc.

Forecasted pay periods may be included or not included.

Totals Only will normally be checked on this report.

# More Payroll Reports

## # 33.0 Payroll Interval Report

### Payroll Interval

33.0  
 Group by : None  
 Filter : Off  
 Run Date : 03/30/2005 at 12:36  
 Report Dates : FY 2005

Source	Period	On Board	Work Years	Regular	Overtime	Other	Benefits	Total
Payroll	10/31/2004	102.8	8.2764	288,060.86	5,294.41	11,070.29	89,107.18	393,532.74
Payroll	11/30/2004	87.7	7.3975	258,164.61	4,631.30	1,216.12	79,947.88	343,959.91
Payroll	12/31/2004		0.0000	0.00	0.00	0.00	0.00	0.00
Payroll	01/31/2005		0.0000	0.00	0.00	0.00	0.00	0.00
Payroll	02/28/2005		0.0000	0.00	0.00	0.00	0.00	0.00
Payroll	03/31/2005		0.0000	0.00	0.00	0.00	0.00	0.00
Payroll	04/30/2005		0.0000	0.00	0.00	0.00	0.00	0.00
Payroll	05/31/2005		0.0000	0.00	0.00	0.00	0.00	0.00
Payroll	06/30/2005		0.0000	0.00	0.00	0.00	0.00	0.00
Payroll	07/31/2005		0.0000	0.00	0.00	0.00	0.00	0.00
Payroll	08/31/2005		0.0000	0.00	0.00	0.00	0.00	0.00
Payroll	09/30/2005		0.0000	0.00	0.00	0.00	0.00	0.00
----- Total			15.6739	546,225.47	9,925.71	12,286.41	169,055.06	737,492.65

Working Files  
 C:\BB9\_2000\P\_DEMO.DBF, DEMOCODE.DBF

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### Report Notes

The Payroll Interval Report allows biweekly payroll data to be reported using another interval such as month or quarter.

Ratios are calculated to convert biweekly payroll data to a monthly, quarterly or other interval.

The maximum number of resulting periods is 54. Using the Year interval allows reporting up to 54 years. Up to 13 years may be reported by Quarter.

Several filters and sort sequences are available.

## # 70.1 Payroll D/R

### Payroll D/R

70.1  
Sort : Org  
Filter : Off  
Run Date : 03/30/2005 at 12:01  
Report Dates : FY 2005

Item	Direct Hours	Direct Dollars	Reimb Hours	Reimb Dollars	Not coded D or R	Total Dollars
Org 002C	984	25,595	328	6,063	0	31,658
Org 101	709	18,537	0	0	0	18,537
Org 22AAAAA	1,296	27,230	0	0	0	27,230
Org 24CBCAA	656	11,509	1,640	32,934	0	44,443
Org 2A	1,968	49,785	0	0	3,659	53,444
Org 2B	976	23,089	328	7,867	0	30,956
Org 4C	1,544	31,695	0	0	0	31,695
Org 4DA	2,296	44,149	0	0	0	44,149
Org 4DB	328	6,292	1,640	35,138	0	41,430
Org 7W0003	1,640	44,464	328	5,138	0	49,602
Org B066	1,312	44,165	0	0	0	44,165
Org BB	656	17,216	656	13,057	0	30,273
Org BE	1,312	30,416	0	0	0	30,416
Org GE02010	1,968	40,401	0	0	0	40,401
Org 11F	1,306	30,974	0	0	0	30,974
Org KL0A0B0	320	6,186	1,312	26,018	0	32,204
Org MEPS01A	2,296	41,584	0	0	0	41,584
Org Y03YF	3,928	85,377	984	20,335	8,620	114,332
Report Total	25,495	578,664	7,216	146,550	12,279	737,493

### Report Notes

This report has separate columns for payroll hours and dollars:

Direct hours and dollars

Reimbursable hours and dollars

Hours and dollars not coded as direct or reimbursable. Numerous sort sequences and filters are available.

## # 70.2 Payroll FY

### Payroll FY

70.2  
Sort : Org  
Filter : Off  
Run Date : 03/30/2005 at 12:06  
Report Dates : FY 2005

Item	Hours Prior FY	Prior FY Dollars	Hours Current FY	Dollars Current FY
Org 002C	288.00	7,182.21	1,312.00	31,658.35
Org 101	144.00	3,805.82	709.25	18,537.10
Org 22AAAAA	224.00	4,777.20	1,296.00	27,230.10
Org 24CBCAA	504.00	9,422.02	2,296.00	44,443.11
Org 2A	504.00	14,477.91	1,976.00	53,443.76
Org 2B	296.00	7,093.81	1,304.00	30,955.90
Org 4C	296.00	5,781.52	1,544.00	31,695.06

### Report Notes

This report has separate columns for current and prior year payroll hours and dollars:

Numerous sort sequences and filters are available.

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## # 70.5 Brief Payroll

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### Payroll Brief

70.5  
Sort : Org  
Filter : Off  
Run Date : 03/30/2005 at 12:03  
Report Dates : FY 2005

Item	Total Dollars
Org 002C	31,658
Org 101	18,537
Org 22AAAAA	27,230
Org 24CBCAA	44,443
Org 2A	53,444
Org 2B	30,956
Org 4C	31,695
Org 4DA	44,149
Org 4DB	41,430
Org 7W0003	49,602
Org B066	44,165
Org BB	30,273
Org BE	30,416
Org GE02010	40,401
Org 11F	30,974
Org KL0A0B0	32,204
Org MEPS01A	41,584
Org Y03YF	114,332
Report Total	737,493

### Report Notes

This is the Super Payroll Report with only the Total column. This is convenient when the Regular, Overtime, Other, and Benefit columns are not desired. Numerous sort sequences and filters are available.

---

### # 70.11 Super Payroll by Type Hour

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This report is the basic Super Payroll Report sorted by Type Hour and with Include Code Description checked in the Style window.

Questions sometimes arise concerning what costs are shown in the Other column of Budget Builder payroll reports. This report displays specifically each type of cost in each column, including the Other column.

Numerous sort sequences and filters are available.

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### # 70.10 Super Payroll with FTE Hours

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This report is a variation of the basic Super Payroll Report which includes a column for FTE hours.

Some users prefer to have FTE Hours included on the Super Payroll Report.

Forecast - The forecast button allows future pay periods to be included or not.

Numerous sort sequences and filters are available.

## # 70.15 Payroll Hours

### Payroll Hours

70.15  
Sort : Org  
Filter : Off  
Run Date : 03/30/2005 at 12:41  
Report Dates : FY 2005

Item	FTE Hours	NonFTE Hours	Firefighter Adj Hours	Total Hours on Payroll
Org 002C	1,312.00	1,312.00	0.00	2,624.00
Org 101	709.25	-146.75	0.00	562.50
Org 22AAAAA	1,296.00	8.00	0.00	1,304.00
Org 24CBCAA	2,296.00	216.00	0.00	2,512.00
Org 2A	1,976.00	95.50	0.00	2,071.50
Org 2B	1,304.00	0.00	0.00	1,304.00
Org 4C	1,544.00	0.00	0.00	1,544.00
Org 4DA	2,296.00	16.00	0.00	2,312.00
Org 4DB	1,968.00	65.00	0.00	2,033.00
Org 7W0003	1,968.00	0.00	0.00	1,968.00
Org B066	1,312.00	0.00	0.00	1,312.00
Org BB	1,312.00	71.25	0.00	1,383.25
Org BE	1,312.00	0.00	0.00	1,312.00
Org GE02010	1,968.00	380.00	0.00	2,348.00
Org 11F	1,305.75	65.75	0.00	1,371.50
Org KL0A0B0	1,632.00	140.50	0.00	1,772.50
Org MEPS01A	2,296.00	36.75	0.00	2,332.75
Org Y03YF	4,920.00	-61.00	0.00	4,859.00
Report Total	32,727.00	2,199.00	0.00	34,926.00

Working Files  
C:\BB9\_2000\P\_DEMO.DBF, DEMOCODE.DBF, C:\BB9\_2000\APCVIDEO.DBF

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### Report Notes

This report includes only payroll hours.

FTE Hours

NonFTE Hours

Firefighter Adjustment Hours

The report is useful to balance payroll hours against DFAS payroll reports which do not include an adjustment for firefighter hours.

Firefighters are shown with 112, 120, or 144 hours in several DFAS biweekly payroll reports. Budget Builder adjusts these firefighter hours for work year computations by entering negative hours when necessary so that the payroll file has the proper number of FTE hours for work year computations. A full time employee cannot have over 80 FTE hours in a pay period.

Numerous sort sequences and filters are available.

# Basic Personnel Reports

## # 8.0 Employee Report

### Employee Report

8.0  
Sort : Org  
Filter : Off  
Run Date : 03/30/2005 at 12:48  
Report Dates : FY 2006

Item	On Board	Work Years	Regular	Overtime	Other	Benefits	Total
Org 002C	4.0	4.0000	145,178	0	0	65,506	210,684
Org 22AAAAA	4.0	4.0000	148,792	0	0	37,249	186,041
Org 24CBCAA	7.0	7.0000	228,364	0	0	68,330	296,694
Org 2A	6.0	6.0000	260,230	0	0	75,016	335,246
Org 2B	4.0	4.0000	159,358	0	0	52,914	212,272
Org 4C	5.0	5.0000	182,236	0	0	55,095	237,331
Org 4DA	7.0	7.0000	226,188	0	0	71,846	298,034
Org 4DB	6.0	6.0000	193,994	0	0	81,394	275,389
Org 7W0003	6.0	6.0000	241,067	0	0	86,020	327,087
Org B066	4.0	4.0000	250,153	0	0	52,742	302,895
Org BE	4.0	4.0000	153,598	0	0	40,139	193,736
Org BE	4.0	4.0000	146,690	0	0	58,829	205,520
Org GE02010	6.0	6.0000	205,723	0	0	67,338	273,061
Org I1F	4.0	4.0000	154,372	0	0	39,927	194,300
Org KLOA0B0	5.0	5.0000	160,078	0	0	54,112	214,190
Org MEPS01A	7.0	7.0000	219,358	0	0	59,472	278,829
Org Y03YF	16.0	16.0000	612,408	0	0	202,256	814,664
Report Total	99.0	99.0000	3,687,788	0	0	1,168,185	4,855,973

Working Files  
C:\BB9\_2000\E\_DEMO.DBF, PAY\_0502.DBF, BENE\_05B.DBF, DEMOCODE.DBF

### Report Notes

The Employee report provides an itemized list of all budgeted personnel costs for a given period. The report also provides an important audit trail to support summary reports such as the Trend and Object Class reports. The details of the totals on those reports may be displayed by running an Employee Report with similar dates and filters.

Totals Only – When Totals Only is not checked the Landscape option in Printer Setup should be chosen because the detail report has columns for several pay and benefit codes including Pay Plan, Grade, Step, Pay Table, Retirement, TSP, FEHB, and FEGLI.

Dates - The report will calculate costs for all days between and including the dates set. For this report, the period cannot exceed one year. Clicking the Dates button allows you to easily set these dates without typing them in. Only employees who are on board at some point in this period will be costed in the report.

Numerous sort sequences and filters are available.

## # 8.0 Employee Report Detail (Last Page Only)

# Employee Report

8.0  
 Sort : Org  
 Filter : Off  
 Run Date : 03/30/2005 at 12:50  
 Report Dates : FY 2006

Org	Name	Pay			Benefits				Reqmt L Code	On Board	Work Years	Regular	Overtime	Other	Benefits	Total
		Plan	Gr	St Table	Ret	TSP	FEHB	L								
GE02010	London Joan	GS	04	03 POR	K	05	ZZY	C0	REG	1.0	1.0000	27,687	0	0	6,662	34,349
Org GE02010										6.0	6.0000	205,723	0	0	67,338	273,061
ILF	Bond James	GS	05	08 RCH	K	05	ZZY	Y3	REG	0.0	0.4600	15,869	0	0	3,818	19,687
ILF	Gershwin George	GS	05	09 RCH	K	05	ZZY	Y3	REG	0.0	0.4200	15,050	0	0	3,621	18,672
ILF	Da Vinci Leonardo	GS	07	10 RCH	1	00	104	90	REG	1.0	1.0000	45,624	0	0	7,586	53,210
ILF	Frost Robert	GS	05	10 RCH	K	00	112	Q5	REG	1.0	1.0000	36,840	0	0	15,039	51,879
ILF	Bond James	GS	05	09 RCH	K	05	ZZY	Y3	REG	1.0	0.5400	19,593	0	0	4,714	24,308
ILF	Gershwin George	GS	05	10 RCH	K	05	ZZY	Y3	REG	1.0	0.5800	21,396	0	0	5,148	26,544
Org ILF										4.0	4.0000	154,372	0	0	39,927	194,300
KL0A0B0	Emerson Ralph	GS	05	10 MFL	K	03	EE1	C0	REG	1.0	1.0000	38,020	0	0	11,864	49,884
KL0A0B0	Marx Harpo	GS	04	07 MFL	K	05	104	Z1	REG	0.0	0.9200	28,938	0	0	10,232	39,170
KL0A0B0	Potter Harry	GS	04	10 MFL	K	05	EE1	C0	REG	1.0	1.0000	33,986	0	0	11,274	45,261
KL0A0B0	Maple Richard	GS	04	05 MFL	K	01	ZZY	C0	REG	1.0	1.0000	29,631	0	0	6,240	35,872
KL0A0B0	White Vanna	GS	04	02 MFL	K	05	EE2	C0	REG	1.0	1.0000	27,006	0	0	13,621	40,628
KL0A0B0	Marx Harpo	GS	04	08 MFL	K	05	104	Z1	REG	1.0	0.0800	2,496	0	0	880	3,376
Org KL0A0B0										5.0	5.0000	160,078	0	0	54,112	214,190
MEPS01A	Farrow Mia	GS	04	07 STL	K	05	9G2	C0	REG	1.0	1.0000	30,104	0	0	15,080	45,184
MEPS01A	Bach Johann Sebastia	GS	04	08 STL	K	03	ZZY	Z5	REG	1.0	1.0000	30,951	0	0	7,138	38,089
MEPS01A	Jetson George	GS	04	08 STL	K	02	ZZY	N1	REG	0.0	0.3100	9,380	0	0	2,069	11,449
MEPS01A	Aristotle	GS	05	08 STL	1	00	MM2	Z5	REG	0.0	0.8500	29,256	0	0	9,492	38,748
MEPS01A	Trout Kilgore	GS	04	08 STL	K	00	ZZY	E3	REG	1.0	1.0000	30,951	0	0	8,860	37,811
MEPS01A	Cleopatra	GS	04	10 STL	1	00	104	D0	REG	1.0	1.0000	32,625	0	0	6,462	39,086
MEPS01A	Austen Jane	GS	04	05 STL	K	00	ZZY	C0	REG	1.0	1.0000	28,436	0	0	5,705	34,141
MEPS01A	Jetson George	GS	04	09 STL	K	02	ZZY	N1	REG	1.0	0.6900	22,147	0	0	4,886	27,034
MEPS01A	Aristotle	GS	05	09 STL	1	00	MM2	Z5	REG	1.0	0.1500	5,507	0	0	1,780	7,287
Org MEPS01A										7.0	7.0000	219,358	0	0	59,472	278,829
Y03YF	Seville Barbara	GS	05	09 RUS	K	00	105	Y1	REG	1.0	1.0000	35,437	0	0	15,176	50,613
Y03YF	Karenina Ana	GS	11	05 RUS	K	01	105	Z5	REG	0.0	0.5000	28,874	0	0	10,012	38,887
Y03YF	Poppins Mary	GS	09	10 999B	K	00	105	90	REG	1.0	1.0000	64,122	0	0	20,927	85,049
Y03YF	Bergman Ingrid	GS	05	10 RUS	K	03	ZZY	E1	REG	1.0	1.0000	36,367	0	0	8,385	44,753
Y03YF	Barrimore Drew	GS	05	08 RUS	K	05	ZZY	Z5	REG	0.0	0.5000	17,138	0	0	4,124	21,262
Y03YF	Curie Marie	GS	04	09 RUS	K	00	ZZY	Y5	REG	1.0	1.0000	31,674	0	0	6,354	38,027
Y03YF	Bloom Molly	GS	05	04 RUS	K	05	ZZY	X0	REG	0.0	0.8500	26,005	0	0	6,258	32,263
Y03YF	Truffaut François	GS	05	09 RUS	K	14	104	C0	REG	1.0	1.0000	35,437	0	0	12,074	47,511
Y03YF	Karenina Ana	GS	11	06 RUS	K	01	105	Z5	REG	1.0	0.5000	30,118	0	0	10,477	40,595
Y03YF	Landers Ann	GS	12	02 0290	K	05	112	C0	REG	1.0	1.0000	71,534	0	0	24,465	95,999
Y03YF	Forbes Steve	GS	04	02 RUS	K	00	ZZY	Z5	REG	1.0	1.0000	25,847	0	0	5,707	31,554
Y03YF	Fitzgerald Ella	GS	04	06 RUS	K	00	104	Z5	REG	1.0	1.0000	29,174	0	0	10,569	39,742
Y03YF	Kent Clark	GS	07	09 RUS	K	04	ZZY	Z5	REG	1.0	1.0000	43,894	0	0	10,560	54,453
Y03YF	Child Julia	GS	04	02 RUS	K	00	112	C0	REG	1.0	1.0000	25,847	0	0	12,446	38,293
Y03YF	Barrimore Drew	GS	05	09 RUS	K	05	ZZY	Z5	REG	1.0	0.5000	17,836	0	0	4,291	22,127
Y03YF	Bloom Molly	GS	05	05 RUS	K	05	ZZY	X0	REG	1.0	0.1500	4,912	0	0	1,182	6,094
Y03YF	Keeler Garrison	GS	04	10 RUS	K	07	105	E1	REG	1.0	1.0000	32,506	0	0	15,889	48,395
Y03YF	Holmes Sherlock	GS	04	02 RUS	K	01	111	H0	REG	1.0	1.0000	25,847	0	0	8,544	34,392
Y03YF	Glass Ira	GS	05	03 RUS	K	00	9K2	Z5	REG	1.0	1.0000	29,839	0	0	14,817	44,656
Org Y03YF										16.0	16.0000	612,408	0	0	202,256	814,664
Report Total										99.0	99.0000	3,687,788	0	0	1,168,185	4,855,973

Working Files  
 C:\BB9\_2000\E\_DEMO.DBF, PAY\_0502.DBF, BENE\_05B.DBF, DEMOCODE.DBF

1 second

## Report Notes

When Totals Only is not checked the Employee Report displays several additional columns.

You can print Budget Builder reports in font sizes from 4 to 36. This report was printed in font size 5 to avoid going to a landscape page.

## # 7.0 Object Class Report

### Object Class Report

#7.0  
 Order : (None) True  
 Filter : Off  
 Run Date : 07/13/2005 at 17:49  
 Report Dates : 10/01/2005 to 09/30/2011

Item	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Paid Days	260	260	262	261	261	261
FEHB Percent	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000
Pay Raise Pct	2.3000	2.3000	2.3000	2.3000	2.3000	2.3000
Pay Raise Date	8Jan06	7Jan07	6Jan08	4Jan09	3Jan10	2Jan11
Payout Date	5Mar06	4Mar07	2Mar08	1Mar09	14Mar10	13Mar11
Payout Percent	5.0000	5.0000	5.0000	5.0000	5.0000	5.0000
End Strength	99	99	99	99	99	99
FTE Work Years	99.0000	99.0000	99.0000	99.0000	99.0000	99.0000
Basic Comp	\$ 3,682,517	3,782,917	3,905,933	3,981,151	4,073,223	4,167,289
Overtime	\$ 0	0	0	0	0	0
Sunday Pay	\$ 0	0	0	0	0	0
Holiday Pay	\$ 0	0	0	0	0	0
Night Pay	\$ 0	0	0	0	0	0
Other Premium	\$ 0	0	0	0	0	0
Award	\$ 0	0	0	0	0	0
LSL	\$ 0	0	0	0	0	0
Other OC 11	\$ 0	0	0	0	0	0
Total OC 11	\$ 3,682,517	3,782,917	3,905,933	3,981,151	4,073,223	4,167,289
UA Annuit.	\$ 0	0	0	0	0	0
UB CSRS	\$ 33,610	34,437	35,506	36,186	37,025	37,878
UC FERS	\$ 358,673	368,590	380,671	387,987	396,965	406,123
UE FICA	\$ 0	0	0	0	0	0
UF Medicare	\$ 51,368	52,609	54,151	54,995	56,064	57,365
UJ OASDI	\$ 197,446	202,333	208,299	211,595	215,694	220,678
UD TSP Basic	\$ 32,025	32,914	33,980	34,634	35,437	36,260
UI TSP	\$ 90,247	92,503	95,286	96,910	98,913	100,965
UG FEGLI	\$ 7,374	7,553	7,789	7,958	8,119	8,298
UH FEHB	\$ 368,526	405,387	449,420	492,777	542,253	555,226
Other OC 12	\$ 27,795	28,604	29,706	30,377	31,127	31,932
Total OC 12	\$ 1,167,045	1,224,917	1,294,834	1,353,432	1,421,609	1,454,710
Benefit Pct	% 31.69	32.38	33.15	34.00	34.90	34.91
SIP	\$ 0	0	0	0	0	0
Other OC 13	\$ 0	0	0	0	0	0
Total OC 13	\$ 0	0	0	0	0	0
Total	\$ 4,849,554	5,007,826	5,200,770	5,334,584	5,494,816	5,622,001

### Report Notes

This is a primary report for multi year budgeting. It shows end strength, FTE work years, and several types of civilian personnel costs in OMB object classes:

- Object Class 11 - Salary
- Object Class 12 - Benefits
- Object Class 13 - Benefits to Former Employees

The report period can be several years or other intervals such as quarters or months. The report includes pay raises, health and other benefit increases, WGIs, and management estimates (gains, losses, overtime, awards, etc). Paid days, the pay raise percent, and the FEHB increase percent are shown when the interval is year. When a quarterly interval is used a yearly total for each line is shown. Some users find the quarterly interval report a suitable format for reimbursable cost estimates. The report lines at top for FEHB, Pay Raise, and Payout dates and percents are included when the 1<sup>st</sup> fiscal year is 2006 or higher and the interval is year.

# Employee Special Purpose

## # 62.0 Personnel Compare Report

### Personnel Compare Report

62.0  
 Run Date : 03/30/2005 at 14:26  
 Files Used : File1=C:\BB9\_2000\E\_DEMO\_A.DBF File2=C:\BB9\_2000\E\_DEMO\_B.DBF

Changes from File1 to File2				
SSN	Name	Change	From	To
----- Summary -----				
	Grp01 Gain	1		
	Grp02 Loss	2		
	Grp04 Position Nr	1		
	Grp06 Grade	2		
	Grp07 Step	3		
	Grp20 Retire Code	1		
	Grp21 TSP Percent	1		
	Grp23 FEHB	1		
	Grp24 FEGLI	1		
1 gain				
135255934	Potter Harry	Grp01 Gain		
2 losses				
497128242	Gershwin George	Grp02 Loss		
535601358	Chaucer Geoffrey	Grp02 Loss		
1 change in Position Nr				
884440235	Buddha Gautama	Grp04 Position Nr	HE-104813-	ABCD-123
2 changes in Grade				
051153354	Barrymore Drew	Grp06 Grade	5.00	9.00
145843690	Christie Agatha	Grp06 Grade	7.00	9.00
3 changes in Step				
051153354	Barrymore Drew	Grp07 Step	8.00	3.00
145843690	Christie Agatha	Grp07 Step	5.00	3.00
884440235	Buddha Gautama	Grp07 Step	4.00	5.00
1 change in Retire Code				
884440235	Buddha Gautama	Grp20 Retire Code	K	M
1 change in FEHB				
884440235	Buddha Gautama	Grp23 FEHB	ZZY	105
Working Files				
File1=C:\BB9_2000\E_DEMO_A.DBF		File2=C:\BB9_2000\E_DEMO_B.DBF		
1 second				

### Report Notes

This report compares two personnel files and lists differences. Differences listed are gains, losses, changes grade, step, pay plan, retirement plan, TSP, FEHB, FEGLI, Org, and position description number.

This report is run using the Compare button in the Open Personnel Files dialog.

## # 5.0 Proof Sheet

# Proof Sheet for Ali Mohammed

Pay Codes : GS 04 07 GS SSN: 727006583 0.00=FireF 11.50=COLA  
 Benefit Codes: Retire=K; TSP=; FEHB=892; FEGLI=V1  
 Quantity : 1.00 40 Hours/Week Series 0640 HEALTH TECHNICIAN  
 Onboard From : / / To:08/04/2007  
 Report Period: 10/31/2004 To:11/13/2004 10 Compensatory Days

Interval	FY 2005	Payroll	Difference
Requirement Code = REG			
End Strength	1		
FTE Work Years	0.0400		
Object Class 11	-----		
Rate Before Raise \$	12.37		
Rate After Raise \$	12.68		
Days Before Raise	10.00		
Days After Raise	0.00		
Basic Pay \$	989.60	989.60	0.00
Overtime \$	0.00	0.00	0.00
Sunday Pay \$	0.00	0.00	0.00
Holiday Pay \$	0.00	0.00	0.00
Night Pay \$	0.00	0.00	0.00
Other Premium Pay \$	0.00	0.00	0.00
Awards \$	0.00	0.00	0.00
Lump Sum Leave \$	0.00	0.00	0.00
OC 11 Other \$	0.00	0.00	0.00
Total OC 11 \$	989.60	989.60	0.00
Object Class 12	-----		
FEHB Before Change\$	181.91		
FEHB After Change \$	191.01		
Emp FEHB BeforeChg\$	60.64		
Emp FEHB After Chg\$	63.67		
K:CSRS %	0.0000		
K:FERS %	10.7000		
K:OASDI %	6.2000		
K:Medicare %	1.4500		
K:TSP Basic %	1.0000		
K:TSP %	0.0000		
UA Annuit. \$	0.00	0.00	0.00
UB CSRS \$	0.00	0.00	0.00
UC FERS \$	110.84	110.84	0.00
UD TSP Basic \$	9.90	9.90	0.00
UE FICA \$	0.00	0.00	0.00
UF MEDICARE \$	13.47	13.47	0.00
UG FEGLI \$	2.10	2.10	0.00
UH FEHB \$	181.91	181.91	0.00
UI TSP \$	0.00	0.00	0.00
UJ OASDI \$	57.60	57.60	0.00
UU NAF Retire \$	0.00	0.00	0.00
OC 12 Other \$	113.60	113.60	0.00
Total OC 12 \$	489.42	489.42	0.00
Object Class 13	-----		
SIP \$	0.00	0.00	0.00
OC 13 Other \$	0.00	0.00	0.00
Total OC 13 \$	0.00	0.00	0.00
=====			
Total \$	1,479.02	1,479.02	0.00
=====			

Pay Summary	Type	Hours	Rate	Hours	Dollars
11/13/2004	LH	12.37		8.00	98.96 Holiday Leave
11/13/2004	RG	12.37		72.00	890.64 Regular (graded)
11/13/2004	UC			0.00	110.84 Employer Cont - Fers (all)
11/13/2004	UD			0.00	9.90 Employer Cont - Tsp Basic
11/13/2004	UF			0.00	13.47 Employer Cont - Medicare
11/13/2004	UG			0.00	2.10 Employer Cont - FEGLI
11/13/2004	UH			0.00	181.91 Employer Cont - FEHB
11/13/2004	UJ			0.00	57.60 Employer Cont - OASDI
11/13/2004	YC	1.42		80.00	113.60 Cost Of Living Allowance (cola)
Total		9.24		160.00	1,479.02

## Report Notes

A Proof Sheet can be run for an SSN in an open personnel file or to document Calculator computations.  
 A Proof Sheet displays the rates and computations used to derive costs for one employee record or one employee folder. It is a key audit tool to prove Budget Builder cost computations. A Proof Sheet can be used to document vacancy cost computations.

Two types of Proof Sheets are available:

1. A Document Proof Sheet – This proof sheet calculates only the highlighted employee record. The top section of a document Proof Sheet shows all details used to compute costs. If the employee SSN is in the payroll file a Proof Sheet also includes relevant payroll data.
2. A Folder Proof Sheet – This proof sheet calculates all records in an employee folder. The top section of a folder Proof Sheet has less detail because details differ in records in an employee folder.

# Trend Report

## # 32.0 Trend Report

### Trend Report

32.0 Lapse Rate : 0.00%  
Group by : None  
Filter : Off  
Run Date : 03/30/2005 at 13:48  
Report Dates : 10/01/2004 to 09/30/2020

Source	Period	On Board	Work Years	Regular	Overtime	Other	Benefits	Total
Pers	09/30/2005	99.0	99.0000	3,570,922	0	0	1,112,172	4,683,098
Pers	09/30/2006	99.0	99.0000	3,687,785	0	0	1,168,187	4,855,974
Pers	09/30/2007	99.0	99.0000	3,790,435	0	0	1,226,534	5,016,979
Pers	09/30/2008	99.0	99.0000	3,913,706	0	0	1,296,500	5,210,202
Pers	09/30/2009	99.0	99.0000	3,989,002	0	0	1,355,130	5,344,126
Pers	09/30/2010	99.0	99.0000	4,080,968	0	0	1,423,286	5,504,264
Pers	09/30/2011	99.0	99.0000	4,175,122	0	0	1,456,382	5,631,511
Pers	09/30/2012	99.0	99.0000	4,254,914	0	0	1,471,651	5,726,569
Pers	09/30/2013	99.0	99.0000	4,366,139	0	0	1,497,141	5,863,285
Pers	09/30/2014	99.0	99.0000	4,466,749	0	0	1,518,974	5,985,721
Pers	09/30/2015	99.0	99.0000	4,570,165	0	0	1,541,449	6,111,614
Pers	09/30/2016	99.0	99.0000	4,693,474	0	0	1,570,354	6,263,835
Pers	09/30/2017	99.0	99.0000	4,765,725	0	0	1,581,850	6,347,561
Pers	09/30/2018	99.0	99.0000	4,875,365	0	0	1,605,568	6,480,946
Pers	09/30/2019	99.0	99.0000	5,006,746	0	0	1,636,138	6,642,896
Pers	09/30/2020	99.0	99.0000	5,141,907	0	0	1,667,630	6,809,542

#### Working Files

C:\BB9\_2000\E\_DEMO.DBF, PAY\_0502.DBF, BENE\_05B.DBF, DEMOCODE.DBF

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## Report Notes

The Trend Report displays costs from the personnel file for the specified report period according to the interval chosen. The report may include several fiscal years. The report allows a choice of intervals for trending costs. This report useful when payroll data is not available (as with new organizations and future fiscal years).

Interval - The report interval can be Year, Quarter, Month, Week, or Day. The maximum number of resulting periods is 54. Using the Year interval allows reporting up to 54 years. Up to 13 years may be reported by Quarter.

Group - Several different sort sequences are available. When a several groups are reported then a summary with the totals for all groups is included at the end of the report.

Lapse Rate - A lapse rate % may be used to reduce the number of employee work years by a percentage reflecting the fact that all employee positions will not be filled everyday due to personnel turnover. If the lapse rate is zero full costing results. A lapse rate greater than zero will reduce work years. When work years are reduced costs are reduced.

## # 34.0 Trend Report (including Payroll)

### Trend Report (including Payroll)

34.0 Lapse Rate : 0.00%  
 Group by : None  
 Filter : Off  
 Run Date : 03/30/2005 at 13:50  
 Report Dates : FY 2005

Source	Period	On Board	Work Years	Regular	Overtime	Other	Benefits	Total	Pers	Diff.
Payroll	10/02/2004	94.2	0.3610	12,618	1,494	10,206	3,898	28,216	17,308	-10,908
Payroll	10/16/2004	98.9	3.7909	131,727	612	338	40,786	173,463	173,714	251
Payroll	10/30/2004	100.4	3.8503	134,153	3,075	501	41,472	179,201	173,757	-5,444
Payroll	11/13/2004	100.1	3.8378	133,884	1,575	340	41,315	177,114	173,757	-3,357
Payroll	11/27/2004	100.0	3.8338	133,844	3,169	901	41,584	179,498	173,886	-5,612
Subtotal			15.6739	546,226	9,925	12,286	169,055	737,492	712,422	-25,070
Pers	12/11/2004	99.0	3.7917	133,190	0	0	40,691	173,886		
Pers	12/25/2004	99.0	3.7917	133,285	0	0	40,710	173,999		
Pers	01/08/2005	99.0	3.7917	133,285	0	0	40,710	173,999		
Pers	01/22/2005	99.0	3.7917	137,612	0	0	43,211	180,816		
Pers	02/05/2005	99.0	3.7917	137,612	0	0	43,211	180,816		
Pers	02/19/2005	99.0	3.7917	137,691	0	0	43,229	180,913		
Pers	03/05/2005	99.0	3.7917	137,691	0	0	43,229	180,913		
Pers	03/19/2005	99.0	3.7917	137,726	0	0	43,238	180,957		
Pers	04/02/2005	99.0	3.7917	137,833	0	0	43,263	181,090		
Pers	04/16/2005	99.0	3.7917	138,002	0	0	43,302	181,297		
Pers	04/30/2005	99.0	3.7917	138,101	0	0	43,324	181,418		
Pers	05/14/2005	99.0	3.7917	138,164	0	0	43,339	181,496		
Pers	05/28/2005	99.0	3.7917	138,164	0	0	43,339	181,496		
Pers	06/11/2005	99.0	3.7917	138,256	0	0	43,350	181,599		
Pers	06/25/2005	99.0	3.7917	138,325	0	0	43,366	181,684		
Pers	07/09/2005	99.0	3.7917	138,392	0	0	43,381	181,765		
Pers	07/23/2005	99.0	3.7917	138,392	0	0	43,381	181,765		
Pers	08/06/2005	99.0	3.7917	138,464	0	0	43,412	181,867		
Pers	08/20/2005	99.0	3.7917	138,594	0	0	43,444	182,029		
Pers	09/03/2005	99.0	3.7918	138,739	0	0	43,476	182,208		
Pers	09/17/2005	99.0	3.7917	138,846	0	0	43,499	182,340		
Pers	09/30/2005	99.0	3.7917	138,854	0	0	43,501	182,348		
Total			99.0914	3,571,444	9,925	12,286	1,114,661	4,708,193		

Working Files  
 C:\BB9\_2000\E\_DEMO.DBF, PAY\_0502.DBF, BENE\_05B.DBF, DEMOCODE.DBF, C:\BB9\_2000\P\_DEMO.DBF  
 DEMO.DBF  
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### Report Notes

The Trend Report (including Payroll) uses payroll and personnel files. Actual pay period data is used until the Budget Date then personnel data is used for following periods.

Interval - The report interval can be Year, Quarter, Month, Week, or Day. The maximum number of resulting periods is 54. Using the Year interval allows reporting up to 54 years. Up to 13 years may be reported by Quarter.

Group - Several different sort sequences are available. When a several groups are reported then a summary with the totals for all groups is included at the end of the report.

Filter - Note that fewer groups and filters are available when payroll and personnel data is used since data elements must be in both files to be filtered or grouped.

Lapse Rate - A lapse rate % may be used to reduce the number of employee work years by a percentage reflecting the fact that all employee positions will not be filled everyday due to personnel turnover. If the lapse rate is zero full costing results. A lapse rate greater than zero will reduce work years. When work years are reduced costs are reduced.

# Phasing

## # 6.0 Phasing Report

### Phasing Report

#6.0

Order : Name

Filter : Off

Run Date : 03/30/2005 at 13:06

Report Dates : FY 2006

Item	2006 Q1	2006 Q2	2006 Q3	2006 Q4	Total
Pitt Brad \$	11,626	12,018	12,051	12,051	47,746
Poppins Mary \$	20,783	21,389	21,439	21,439	85,050
Potter Harry \$	11,069	11,380	11,406	11,406	45,261
Pryor Richard \$	11,585	11,907	11,934	11,934	47,360
Raskolnikov Ro\$	11,640	12,032	12,065	12,065	47,802
Retton Mary Lo\$	8,806	9,092	9,109	9,109	36,116
Rodgers Richar\$	10,221	10,451	10,470	10,470	41,612
Rooney Andy \$	9,968	10,253	10,277	10,440	40,938
Sanders Colone\$	12,251	12,589	12,617	12,617	50,074
Scrooge Ebene\$	9,091	9,292	9,309	9,348	37,040
Seville Barbar\$	12,324	12,740	12,775	12,775	50,614
Sexton Anne \$	11,525	11,924	11,957	11,957	47,363
Superman \$	9,903	10,129	10,148	10,148	40,328
Temple Shirley\$	10,919	11,335	11,366	11,366	44,986
Thomas Dylan \$	17,856	18,267	18,301	18,301	72,725
Trout Kilgore \$	9,284	9,497	9,515	9,515	37,811
Troy Helen \$	14,459	14,843	14,875	14,875	59,052
Truffaut Fran\$	11,619	11,946	11,973	11,973	47,511
Turner Tina \$	14,548	14,940	14,973	14,973	59,434
Wagner Richard\$	12,956	13,386	13,422	13,422	53,186
Walken Christo\$	12,956	13,386	13,422	13,422	53,186
Wallace Willia\$	11,788	12,188	12,221	12,221	48,418
Welty Eudora \$	10,076	10,363	10,387	10,387	41,213
White Vanna \$	9,885	10,229	10,257	10,257	40,628
Worthheimer Li\$	20,567	21,122	21,168	21,168	84,025
Zimmerman Bob \$	10,002	10,366	10,396	10,396	41,160
Total \$	10,002	10,366	10,396	10,396	41,160

Working Files

C:\BB9\_2000\E\_DEMO.DBF, PAY\_0502.DBF, BENE\_05B.DBF, DEMOCODE.DBF

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### Report Notes

Costs are reported horizontally in the chosen interval and may be grouped in various ways such as employee name, series, grade, pay table, etc.

Numerous sequences are available. Other common report options are available such as Dates, Filter and dollar format.

# Employee Benefits

## # 8.1 Employee Benefits Report

### Personnel Benefits Report

8.1  
 Sort : Org  
 Filter : Off  
 Run Date : 03/15/2005 at 17:19  
 Report Dates : FY 2005

Item	Emp FERS	Emp CSRS	Emp FEHB	Emp FEGLI	Emp Medicare	Emp OASDI	Emp TSP	Emp BasicTSP	Emp Other Benefits	Emp Total Benefits
Org 002C	15,920	0	14,762	241	1,990	8,509	3,574	1,422	16,355	62,773
Org 22AAAAA	12,139	2,488	6,705	299	2,053	6,649	3,001	1,084	0	34,418
Org 24CBCAA	20,632	2,480	20,591	463	3,063	10,982	2,979	1,842	0	63,032
Org 2A	24,330	2,488	16,799	523	3,572	15,275	6,709	2,173	0	71,868
Org 2B	10,906	3,984	22,901	258	2,105	5,661	1,587	974	0	48,377
Org 4C	19,613	0	13,496	304	2,471	10,566	4,088	1,751	0	52,290
Org 4DA	19,600	3,082	26,254	399	2,992	10,254	2,841	1,750	0	67,172
Org 4DB	21,131	0	31,613	400	2,578	11,025	7,230	1,887	0	75,864
Org 7W0003	26,297	0	26,907	489	3,269	13,978	6,013	2,348	0	79,302
Org B066	17,626	5,851	6,705	491	3,456	9,678	4,926	1,574	0	50,308
Org BB	13,143	2,224	7,634	314	2,118	9,058	140	1,174	0	35,804
Org BE	12,071	2,488	25,588	239	1,937	8,284	4,312	1,078	0	55,997
Org GE02010	22,039	0	10,945	416	2,796	11,954	3,193	1,968	10,629	63,940
Org I1F	11,780	3,120	10,321	313	2,119	6,378	2,784	1,052	0	37,867
Org KL0A0B0	17,419	0	16,106	329	2,175	9,299	4,986	1,556	0	51,869
Org MEPS01A	16,483	4,600	18,234	453	2,977	8,976	2,714	1,472	0	55,910
Org Y03YF	66,268	0	61,785	1,236	8,237	35,220	11,749	5,918	0	190,413
<b>Report Total</b>	<b>347,396</b>	<b>32,806</b>	<b>337,347</b>	<b>7,165</b>	<b>49,911</b>	<b>191,746</b>	<b>72,825</b>	<b>31,023</b>	<b>26,984</b>	<b>1,097,204</b>

Working Files  
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### Report Notes

The Employee Benefits Report shows employee benefits in separate columns computed from a personnel file.

There are columns for FERS, CSRS, FEHB, FEGLI, Medicare, OASDI, TSP Basic and TSP Optional.

Numerous sort sequences and filters are available.

# Net Increase Reports

## # 17.0 WGI Cost Report

### WGI Cost Report

17.0  
Sort : Name  
Filter : Off  
Run Date : 03/20/2005 at 08:27  
Report Dates : 02/06/2005 to 09/30/2005

Item	Regular	Overtime	Other	Benefits	Total
Name Austen Jane	64	0	0	13	77
Name Blake William	768	0	0	184	952
Name Buddha Gautama	184	0	0	117	301
Name Case Steve	59	0	0	12	71
Name Child Julia	90	0	0	18	109
Name Clemente Roberto	176	0	0	35	211
Name Coltrane Alice	562	0	0	49	610
Name Eddie Crazy	59	0	0	12	71
Name Fitzgerald Ella	343	0	0	83	426
Name Forbes Steve	94	0	0	19	112
Name Glass Ira	422	0	0	85	507
Name Humbert Humbert	241	0	0	48	289
Name Keeler Garrison	224	0	0	54	278
Name Kennedy Jackie O	246	0	0	59	306
Name Kent Clark	572	0	0	137	709
Name Kesity Ken	88	0	0	21	109
Name Landers Ann	275	0	0	66	341
Name Lane Lois	1,071	0	0	257	1,329
Name London Joan	262	0	0	63	326
Name Luther Martin	551	0	0	110	662
Name Menotti Carlos	292	0	0	59	351
Name Mouse Minnie	528	0	0	126	654
Name Nietzsche Frederick	448	0	0	103	551
Name Sanders Colonel	560	0	0	135	695
Name Thomas Dylan	209	0	0	50	259
Name Truffaut François	493	0	0	118	610
Name White Vanna	262	0	0	63	326
Name Zimmerman Bob	343	0	0	83	426
Report Total	9,488	0	0	2,180	11,668

Working Files  
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### Report Notes

This report displays the net cost increase due to Within Grade Increases (WGI) for the specified period. The report shows the increased WGI costs in regular pay and benefits. The report first computes personnel costs without WGIs in the period specified, then computes costs with WGIs, and reports the difference.

Numerous sequences, including name, are available.

## # 21.0 Pay Raise Cost Report

### Pay Raise Cost Report - 2.3%

21.0  
Sort : Org  
Filter : Off  
Run Date : 03/15/2005 at 17:03  
Report Dates : FY 2006

Item	On Board	Work Years	Regular	Overtime	Other	Benefits	Total
Org 002C	4.0	4.0	2,402	0	0	798	3,200
Org 22AAAAA	4.0	4.0	2,486	0	0	481	2,966
Org 24CBCAA	7.0	7.0	3,785	0	0	739	4,524
Org 2A	6.0	6.0	4,317	0	0	949	5,266
Org 2B	4.0	4.0	2,641	0	0	440	3,081
Org 4C	5.0	5.0	3,024	0	0	675	3,699
Org 4DA	7.0	7.0	3,741	0	0	713	4,454
Org 4DB	6.0	6.0	3,183	0	0	758	3,941
Org 7W0003	6.0	6.0	3,998	0	0	899	4,897
Org B066	4.0	4.0	4,119	0	0	748	4,867
Org BB	4.0	4.0	2,538	0	0	479	3,017
Org BE	4.0	4.0	2,432	0	0	528	2,960
Org GE02010	6.0	6.0	3,374	0	0	1,006	4,380
Org I1F	4.0	4.0	2,589	0	0	481	3,070
Org KL0A0B0	5.0	5.0	2,646	0	0	616	3,262
Org MEPS01A	7.0	7.0	3,623	0	0	646	4,269
Org Y03YF	16.0	16.0	10,158	0	0	2,236	12,393
Report Total	99.0	99.0	61,055	0	0	13,192	74,247

#### Working Files

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### Report Notes

The Pay Raise Cost Report computes the net cost increase due to a pay raise. The report is normally run for one fiscal year.

The report shows the pay raise increase in regular pay and benefits. The report first computes costs without any pay raise, then computes costs with the set pay raise, and reports the difference.

The report is all zeros if the pay raise is zero.

Numerous sequences, including name, are available.

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## # 22.0 FEHB Cost Report

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### FEHB Cost Increase - 10%

22.0  
Sort : FEHB  
Filter : Off  
Run Date : 03/15/2005 at 17:08  
Report Dates : FY 2006

Item	On Board	Work Years	FEHB Inc Over PY
FEHB 104 BLUE CROSS AND BLUE SHIELD SER	13.0	13.0000	3,238
FEHB 105 BLUE CROSS AND BLUE SHIELD SER	14.0	14.0000	7,933
FEHB 111 BLUE CROSS AND BLUE SHIELD SER	2.0	2.0000	433
FEHB 112 BLUE CROSS AND BLUE SHIELD SER	5.0	5.0000	2,536
FEHB 451 Mail Handlers Benefit Plan	1.0	1.0000	249
FEHB 454 Mail Handlers Benefit Plan	1.0	1.0000	249
FEHB 455 Mail Handlers Benefit Plan	3.0	3.0000	1,636
FEHB 572 KAISER FOUNDATION HP - NORTHWE	1.0	1.0000	563
FEHB 6J2 AETNA HEALTH - TENNESSEE (NASH	1.0	1.0000	567
FEHB 892 TRIPLE - S	3.0	3.0000	1,089
FEHB 9G2 BLUECHOICE OF MISSOURI	1.0	1.0000	548
FEHB 9K2 ALTIUS HEALTH PLANS	1.0	1.0000	567
FEHB EB1 EXCELLUS HEALTH PLAN	1.0	1.0000	246
FEHB EE1 HUMANA MEDICAL PLAN - SOUTH FL	2.0	2.0000	433
FEHB EE2 HUMANA MEDICAL PLAN - SOUTH FL	1.0	1.0000	498
FEHB GA1 MVP HEALTH PLAN - EASTERN DIVI	1.0	1.0000	211
FEHB GF1 PACIFICARE OF TEXAS - SAN ANTO	2.0	2.0000	498
FEHB M92 MVP HEALTH PLAN - CENTRAL/NORT	1.0	1.0000	567
FEHB MK1 BLUE CHOICE OF NEW YORK	1.0	1.0000	185
FEHB MM2 GROUP HEALTH PLAN	1.0	1.0000	567
FEHB SG1 CAPITAL DISTRICT PHYSICIANS' H	3.0	3.0000	664
FEHB SG2 CAPITAL DISTRICT PHYSICIANS' H	1.0	1.0000	558
FEHB YM1 HMO BLUE TEXAS (NYLCARE HP's O	2.0	2.0000	498
FEHB YM2 HMO BLUE TEXAS (NYLCARE HP's O	1.0	1.0000	567
FEHB ZZX PENDING	3.0	3.0000	0
FEHB ZZY DECLINED ENROLLMENT	33.0	33.0000	0
Report Total	99.0	99.0000	25,097

#### Working Files

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## Report Notes

The FEHB Cost Report is similar to the Pay Raise Cost Report – except it reports the net cost increase of FEHB due to the percent FEHB increase set in the Health Plan Increases window.

The report is all zeros if zero FEHB increase is set for the year reported.

Numerous sequences, including name, are available.

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## # 23.0 Payout Cost Report

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The Payout Cost Report computes the net cost increase due to a payout. The report is normally run for one fiscal year.



# Pay Tables

## # 1 Pay Table

### FY 2009 Pay Table RUS - Rest Of The United States

Effective 4 January 2009

Incorporating a 2.90% general schedule increase and a locality payment of 13.86% for a net increase of 3.52%

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Interval
Grade 1	19,971	20,638	21,302	21,964	22,627	23,018	23,674	24,335	24,361	24,985	557
Grade 1 Hourly	9.57	9.89	10.21	10.52	10.84	11.03	11.34	11.66	11.67	11.97	0.27
Grade 2	22,454	22,988	23,731	24,361	24,634	25,358	26,082	26,806	27,530	28,254	644
Grade 2 Hourly	10.76	11.01	11.37	11.67	11.80	12.15	12.50	12.84	13.19	13.54	0.31
Grade 3	24,499	25,316	26,132	26,948	27,765	28,581	29,398	30,214	31,030	31,847	816
Grade 3 Hourly	11.74	12.13	12.52	12.91	13.30	13.69	14.09	14.48	14.87	15.26	0.39
Grade 4	27,504	28,421	29,337	30,254	31,170	32,087	33,003	33,920	34,837	35,753	917
Grade 4 Hourly	13.18	13.62	14.06	14.50	14.94	15.37	15.81	16.25	16.69	17.13	0.44
Grade 5	30,772	31,798	32,824	33,849	34,875	35,901	36,927	37,953	38,979	40,005	1026
Grade 5 Hourly	14.74	15.24	15.73	16.22	16.71	17.20	17.69	18.19	18.68	19.17	0.49
Grade 6	34,300	35,443	36,587	37,730	38,873	40,016	41,159	42,302	43,446	44,589	1143
Grade 6 Hourly	16.44	16.98	17.53	18.08	18.63	19.17	19.72	20.27	20.82	21.37	0.55
Grade 7	38,117	39,388	40,658	41,929	43,200	44,470	45,741	47,012	48,282	49,553	1271
Grade 7 Hourly	18.26	18.87	19.48	20.09	20.70	21.31	21.92	22.53	23.13	23.74	0.61
Grade 8	42,214	43,621	45,028	46,436	47,843	49,250	50,657	52,065	53,472	54,879	1407
Grade 8 Hourly	20.23	20.90	21.58	22.25	22.92	23.60	24.27	24.95	25.62	26.30	0.67
Grade 9	46,625	48,179	49,733	51,287	52,841	54,395	55,950	57,504	59,058	60,612	1554
Grade 9 Hourly	22.34	23.09	23.83	24.57	25.32	26.06	26.81	27.55	28.30	29.04	0.74
Grade10	51,345	53,056	54,768	56,479	58,190	59,902	61,613	63,324	65,036	66,747	1711
Grade10 Hourly	24.60	25.42	26.24	27.06	27.88	28.70	29.52	30.34	31.16	31.98	0.82
Grade11	56,411	58,291	60,170	62,050	63,930	65,810	67,690	69,570	71,449	73,329	1880
Grade11 Hourly	27.03	27.93	28.83	29.73	30.63	31.53	32.43	33.33	34.24	35.14	0.90
Grade12	67,613	69,867	72,120	74,373	76,627	78,880	81,133	83,387	85,640	87,893	2253
Grade12 Hourly	32.40	33.48	34.56	35.64	36.72	37.80	38.88	39.96	41.03	42.11	1.08
Grade13	80,402	83,083	85,763	88,443	91,123	93,804	96,484	99,164	101,844	104,525	2680
Grade13 Hourly	38.53	39.81	41.09	42.38	43.66	44.95	46.23	47.52	48.80	50.08	1.28
Grade14	95,010	98,178	101,346	104,513	107,681	110,848	114,016	117,184	120,351	123,519	3168
Grade14 Hourly	45.52	47.04	48.56	50.08	51.60	53.11	54.63	56.15	57.67	59.18	1.52
Grade15	111,760	115,486	119,211	122,937	126,662	130,388	134,113	137,839	141,564	145,290	3726
Grade15 Hourly	53.55	55.34	57.12	58.91	60.69	62.48	64.26	66.05	67.83	69.62	1.79

### Report Notes

This report prints any of hundreds of published pay tables (locality pay tables, special pay tables, Federal Wage System pay tables, etc) in Budget Builder.

Enter a valid pay table name such as ATL or AC-0061R and the fiscal year that the pay table was issued.

In addition to the published rates for general schedule pay tables these rates may be displayed.

- Hourly rate
- Daily rate
- Biweekly rate
- Overtime rate
- Night Differential rate
- Sunday Differential rate

## # 3.0 FY 2009 Pay Table Y500 - NSPS

### FY 2009 Pay Table Y500 - NSPS

Effective 4 January 2009

Plan & Band	Minimum	Maximum
Standard Career Group		
YA 1 Prof/Analyst	26,461	64,403
YA 2 Prof/Analyst	40,093	91,801
YA 3 Prof/Analyst	78,359	133,985
YB 1 Tech/Support	17,174	39,161
YB 2 Tech/Support	32,778	58,622
YB 3 Tech/Support	48,509	77,194
YC 1 Supv/Manager	32,778	64,403
YC 2 Supv/Manager	58,141	113,908
YC 3 Supv/Manager	81,700	133,985
YP 1 Student	17,174	64,403
Scientific & Engineering Career Group		
YD 1 Professional	26,461	64,403
YD 2 Professional	40,093	91,801
YD 3 Professional	78,359	133,985
YE 1 Tech/Support	17,174	39,161
YE 2 Tech/Support	32,778	58,622
YE 3 Tech/Support	48,509	77,194
YE 4 Tech/Support	65,894	91,801
YF 1 Supv/Manager	32,778	64,403
YF 2 Supv/Manager	58,141	113,908
YF 3 Supv/Manager	78,359	133,985
Medical Career Group		
YG 2 Phys/Dentist	89,269	175,000
YG 3 Phys/Dentist	115,143	225,000
YH 1 Professional	26,461	64,403
YH 2 Professional	40,093	108,483
YH 3 Professional	78,359	133,985
YI 1 Tech/Support	17,174	39,161
YI 2 Tech/Support	32,778	58,622
YI 3 Tech/Support	48,509	77,194
YJ 1 Supv/Manager	32,778	64,403
YJ 2 Supv/Manager	58,141	113,908
YJ 3 Supv/Manager	81,700	133,985
YJ 4 Supv/Manager	105,023	200,000
Investigative & Protective Services		
YK 1 Investigate	26,461	64,403
YK 2 Investigate	40,093	91,801
YK 3 Investigate	78,359	133,985
YL 1 Fire Protect	17,174	39,161
YL 2 Fire Protect	32,778	58,622
YL 3 Fire Protect	48,509	77,194
YL 4 Fire Protect	65,894	108,483
YM 1 Police/Secur	17,174	39,161
YM 2 Police/Secur	32,778	58,622
YN 1 Supv/Manager	32,778	64,403
YN 2 Supv/Manager	58,141	113,908
YN 3 Supv/Manager	81,700	133,985

#### Working Files

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### Report Notes

This report prints all NSPS pay bands.

In addition to the published pay bands an option is available to divide and display pay bands into 10 increments known as "stages" (see next report).

## # 3.0 FY 2009 Pay Table Y500 - NSPS w/10 Stages

# FY 2009 Pay Table Y500 - NSPS w/10 Stages

Effective 4 January 2009

Plan & Band	Stage1	Stage2	Stage3	Stage4	Stage5	Stage6	Stage7	Stage8	Stage9	Stage10	Interval
<b>Standard Career Group</b>											
YA 1	26,461	30,677	34,893	39,109	43,325	47,541	51,757	55,973	60,189	64,403	4,216
YA 2	40,093	45,838	51,583	57,328	63,073	68,818	74,563	80,308	86,053	91,801	5,745
YA 3	78,359	84,540	90,721	96,902	103,083	109,264	115,445	121,626	127,807	133,985	6,181
YB 1	17,174	19,617	22,060	24,503	26,946	29,389	31,832	34,275	36,718	39,161	2,443
YB 2	32,778	35,650	38,522	41,394	44,266	47,138	50,010	52,882	55,754	58,622	2,872
YB 3	48,509	51,696	54,883	58,070	61,257	64,444	67,631	70,818	74,005	77,194	3,187
YC 1	32,778	36,292	39,806	43,320	46,834	50,348	53,862	57,376	60,890	64,403	3,514
YC 2	58,141	64,337	70,533	76,729	82,925	89,121	95,317	101,513	107,709	113,908	6,196
YC 3	81,700	87,509	93,318	99,127	104,936	110,745	116,554	122,363	128,172	133,985	5,809
YP 1	17,174	22,422	27,670	32,918	38,166	43,414	48,662	53,910	59,158	64,403	5,248
<b>Scientific &amp; Engineering Career Group</b>											
YD 1	26,461	30,677	34,893	39,109	43,325	47,541	51,757	55,973	60,189	64,403	4,216
YD 2	40,093	45,838	51,583	57,328	63,073	68,818	74,563	80,308	86,053	91,801	5,745
YD 3	78,359	84,540	90,721	96,902	103,083	109,264	115,445	121,626	127,807	133,985	6,181
YE 1	17,174	19,617	22,060	24,503	26,946	29,389	31,832	34,275	36,718	39,161	2,443
YE 2	32,778	35,650	38,522	41,394	44,266	47,138	50,010	52,882	55,754	58,622	2,872
YE 3	48,509	51,696	54,883	58,070	61,257	64,444	67,631	70,818	74,005	77,194	3,187
YE 4	65,894	68,773	71,652	74,531	77,410	80,289	83,168	86,047	88,926	91,801	2,879
YF 1	32,778	36,292	39,806	43,320	46,834	50,348	53,862	57,376	60,890	64,403	3,514
YF 2	58,141	64,337	70,533	76,729	82,925	89,121	95,317	101,513	107,709	113,908	6,196
YF 3	78,359	84,540	90,721	96,902	103,083	109,264	115,445	121,626	127,807	133,985	6,181
<b>Medical Career Group</b>											
YG 2	89,269	98,795	108,321	117,847	127,373	136,899	146,425	155,951	165,477	175,000	9,526
YG 3	115,143	127,349	139,555	151,761	163,967	176,173	188,379	200,585	212,791	225,000	12,206
YH 1	26,461	30,677	34,893	39,109	43,325	47,541	51,757	55,973	60,189	64,403	4,216
YH 2	40,093	47,692	55,291	62,890	70,489	78,088	85,687	93,286	100,885	108,483	7,599
YH 3	78,359	84,540	90,721	96,902	103,083	109,264	115,445	121,626	127,807	133,985	6,181
YI 1	17,174	19,617	22,060	24,503	26,946	29,389	31,832	34,275	36,718	39,161	2,443
YI 2	32,778	35,650	38,522	41,394	44,266	47,138	50,010	52,882	55,754	58,622	2,872
YI 3	48,509	51,696	54,883	58,070	61,257	64,444	67,631	70,818	74,005	77,194	3,187
YJ 1	32,778	36,292	39,806	43,320	46,834	50,348	53,862	57,376	60,890	64,403	3,514
YJ 2	58,141	64,337	70,533	76,729	82,925	89,121	95,317	101,513	107,709	113,908	6,196
YJ 3	81,700	87,509	93,318	99,127	104,936	110,745	116,554	122,363	128,172	133,985	5,809
YJ 4	105,023	115,576	126,129	136,682	147,235	157,788	168,341	178,894	189,447	200,000	10,553
<b>Investigative &amp; Protective Services</b>											
YK 1	26,461	30,677	34,893	39,109	43,325	47,541	51,757	55,973	60,189	64,403	4,216
YK 2	40,093	45,838	51,583	57,328	63,073	68,818	74,563	80,308	86,053	91,801	5,745
YK 3	78,359	84,540	90,721	96,902	103,083	109,264	115,445	121,626	127,807	133,985	6,181
YL 1	17,174	19,617	22,060	24,503	26,946	29,389	31,832	34,275	36,718	39,161	2,443
YL 2	32,778	35,650	38,522	41,394	44,266	47,138	50,010	52,882	55,754	58,622	2,872
YL 3	48,509	51,696	54,883	58,070	61,257	64,444	67,631	70,818	74,005	77,194	3,187
YL 4	65,894	70,626	75,358	80,090	84,822	89,554	94,286	99,018	103,750	108,483	4,732
YM 1	17,174	19,617	22,060	24,503	26,946	29,389	31,832	34,275	36,718	39,161	2,443
YM 2	32,778	35,650	38,522	41,394	44,266	47,138	50,010	52,882	55,754	58,622	2,872
YN 1	32,778	36,292	39,806	43,320	46,834	50,348	53,862	57,376	60,890	64,403	3,514
YN 2	58,141	64,337	70,533	76,729	82,925	89,121	95,317	101,513	107,709	113,908	6,196
YN 3	81,700	87,509	93,318	99,127	104,936	110,745	116,554	122,363	128,172	133,985	5,809

### Working Files

E\_DEMO.DBF, PAY\_0901.DBF, BENE\_09.DBF

1 second

## Report Notes

This report displays NSPS pay bands in ten increments called stages.

## #47 Pay Table List

Lists effective dates and raise percentages for pay tables.

# Salary Profiles

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## # 4.0 Salary Range

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### Salary Range

4.0  
Order : Salary  
Filter : Off  
Run Date : 04/02/2009 at 23:29  
Report Dates : As Of 11/07/2008

---

Onboard  
7 Nov 2008

---

Salary: over \$ 20,000	1
Salary: over \$ 40,000	2
Salary: over \$ 50,000	9
Salary: over \$ 60,000	17
Salary: over \$ 70,000	5
Salary: over \$ 80,000	14
Salary: over \$ 90,000	10
Salary: over \$100,000	15
Salary: over \$110,000	12
Salary: over \$120,000	8
Salary: over \$130,000	6
Salary: over \$140,000	2
Salary: over \$150,000	7

Report Total 108

Working Files  
E\_DEMO.DBF, PAY\_0901.DBF, BENE\_09.DBF, DEMOCODE.DBF

1 second

### Report Note

This sample is a summary report. Names, annual salaries, and hourly rates of employees in each range may be shown.

An unmodified DCPDS\_02 file is required for this report. "Unmodified" means an imported file without additional or manual entries.

## # 24.0 Pay Band Usage

### Pay Band Usage

24.0  
 Run Date : 04/02/2009 at 23:28  
 Report Dates : As Of 01/10/2009

Career Group Plan and Band	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7	Stage 8	Stage 9	Stage 10	Total
<b>Standard Career Group</b>											
YA 1 Std: Prof/Analyt						1					1
YA 2 Std: Prof/Analyt		1	1	2	1	4	6	3	3	8	29
YA 3 Std: Prof/Analyt	1		2	4	3	3	1	1	1	1	17
YB 1 Std: Tech/Support											0
YB 2 Std: Tech/Support					1						1
YB 3 Std: Tech/Support											0
YC 1 Std: Supv/Manager											0
YC 2 Std: Supv/Manager				1		2		1			4
YC 3 Std: Supv/Manager				1	1	1	2	1	3		9
YP 1 Std: Student			1								1
<b>Scientific &amp; Engineering Career Group</b>											
YD 1 S&E: Professional											0
YD 2 S&E: Professional								1			1
YD 3 S&E: Professional		2		4	2		1		1		10
YE 1 S&E: Tech/Support											0
YE 2 S&E: Tech/Support											0
YE 3 S&E: Tech/Support						1					1
YE 4 S&E: Tech/Support											0
YF 1 S&E: Supv/Manager											0
YF 2 S&E: Supv/Manager									1		1
YF 3 S&E: Supv/Manager					1						1
<b>Medical Career Group</b>											
YG 2 Med: Phys/Dentist											0
YG 3 Med: Phys/Dentist											0
YH 1 Med: Professional											0
YH 2 Med: Professional			1				1				2
YH 3 Med: Professional											0
YI 1 Med: Tech/Support											0
YI 2 Med: Tech/Support											0
YI 3 Med: Tech/Support											0
YJ 1 Med: Supv/Manager											0
YJ 2 Med: Supv/Manager											0
YJ 3 Med: Supv/Manager											0
YJ 4 Med: Supv/Manager											0
<b>Investigative &amp; Protective Services</b>											
YK 1 I&E: Investigate											0
YK 2 I&E: Investigate											0
YK 3 I&E: Investigate											0
YL 1 I&E: Fire Protect											0
YL 2 I&E: Fire Protect											0
YL 3 I&E: Fire Protect							1				1
YL 4 I&E: Fire Protect											0
YM 1 I&E: Police/Secur											0
YM 2 I&E: Police/Secur											0
YN 1 I&E: Supv/Manager											0
YN 2 I&E: Supv/Manager											0
YN 3 I&E: Supv/Manager											0
<b>Total</b>											<b>79</b>

### Report Note

This is an onboard count of NSPS employees in each stage of each pay band..

An unmodified DCPDS\_02 file is required for this report. "Unmodified" means an imported file without additional or manual entries.

# Pay Pool

## # 18.1 Pay Pool Report

### Pay Pool Report

18.1  
Sort : Pay System, Plan  
Filter : PLAN does not = W\*  
Run Date : 04/02/2009 at 23:30  
Report Dates : As Of 07/05/2009

Item	On-board	Pers Base Salary	Pers Local Amt	Pers Adj Salary
ES SR EXECUTIVE SVC (SES)	1.0	158,500	0	158,500
Pay System ES	1.0	158,500	0	158,500
GS GENERAL SCHEDULE	8.0	499,843	104,418	604,261
Pay System G1	8.0	499,843	104,418	604,261
AD ADMIN DETERMINED RATES	1.0	68,705	0	68,705
Pay System G2	1.0	68,705	0	68,705
YA NSPS-STD-PROF/ANALYTICAL	47.0	3,924,294	819,783	4,744,077
YB NSPS-STD-TECH/SUPPORT	1.0	43,113	9,006	52,119
YC NSPS-STD-SUPV/MANAGER	13.0	1,374,862	287,208	1,662,070
YD NSPS-SCI/ENG-PROFESSIONAL	11.0	1,062,474	221,950	1,284,424
YE NSPS-SCI/ENG-TECH/SUPP	1.0	61,615	12,871	74,486
YF NSPS-SCI/ENG-SUPV/MANAGER	2.0	201,915	42,180	244,095
YH NSPS-MED-PROFESSIONAL	2.0	133,831	27,957	161,788
YL NSPS-INV/PROT-FIRE PROTECT	1.0	66,298	13,850	80,148
YP NSPS-STD-STUDENT	1.0	24,166	5,048	29,214
Pay System NS	79.0	6,892,568	1,439,853	8,332,421
Report Total	89.0	7,619,616	1,544,271	9,163,887

Working Files  
E\_DEMO.DBF, PAY\_0901.DBF, BENE\_09.DBF, DEMOCODE.DBF

1 second

### Report Note

An unmodified DCPDS\_02 file is required for this report. "Unmodified" means an imported file without additional or manual entries.

The Pay Pool Report shows salaries separated into base salary, the locality amount, and the adjusted base salary. Normally FWS employees are excluded because the salary amounts are provided as hourly amounts rather than per annum amounts.

# More Personnel Reports

## # 18.2 Leave Balances

### Leave Balances

18.2  
 Sort : Org, Name  
 Filter : Off  
 Run Date : 08/14/2009 at 15:56  
 Report Dates : As Of 11/07/2008

Item	AnnualLeave Balance	SickLeave Balance	CompTime Balance	MillLeave Balance	TimeOff Balance
Name ARISTOTLE	76	111	0	0	8
Name BALDWIN JAMES	264	535	0	0	0
Name BLOOM MOLLY	164	289	32	0	0
Name CASE STEVE	310	1	63	0	0
Name DOMINO FATS	98	132	0	0	24
Name EINSTEIN ALBERT	37	48	12	0	0
Name GERSHWIN GEORGE	312	342	0	0	0
Name JACKSON ANDREW	154	27	11	0	0
Name LANE LOIS	248	318	0	0	0
Name LARSON GARY	264	342	0	0	0
Name SANDERS COLONEL	280	185	0	0	0
Name THOMAS DYLAN	296	116	2	0	0
Name TROY HELEN	328	314	0	0	0
Name TYLER JOHN	166	203	0	0	0
Name WALKEN CHRISTOPHER	208	181	8	0	0
Name WALLACE WILLIAM	106	96	14	0	0
Name WINFREY OPRAH	92	132	0	0	0
Org AALC1C	3,403	3,370	142	0	32
Name CHRISTIE AGATHA	267	853	8	0	0
Name CHURCHHILL WINSTON	231	1	0	0	0
Name CLEOPATRA	290	321	0	0	0
Name COSBY BILL	286	496	0	0	0
Name HUMBERT HUMBERT	167	1	0	0	0
Name KAFKA FRANZ	314	804	0	0	0
Name KESEY KEN	239	830	0	0	0

An

### Report Note

An unmodified DCPDS\_02 file is required for this report. "Unmodified" means an imported file without additional or manual entries.

## # 11.0 Employee Changes

This report is usually used with manually maintained personnel files. It shows personnel changes (gains, losses, promotions, within grades, etc.) between the dates chosen. It also has an option to displays broken service chains. These are gaps or overlaps in an employee history.

The Employee Changes Report shows personnel changes (gains, losses, promotions, within grades, etc.) **within** the active personnel file – not between different files. The Compare Report shows personnel changes between **different** personnel files.

## # 12.0 Position Report

The Position report is similar to the Employee Report but its column layout includes position information. Total costs are shown but not itemized into regular, overtime, benefits, and other as on the Employee Report.

Numerous sort sequences and filters are available.

## #50 Calendar

This report prints a calendar for one fiscal year or one calendar month. Calendars for several fiscal years are on the Budget Builder web site.

# Payroll vs. Personnel Reports

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## # 9 Payroll vs. Personnel Report

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### Payroll vs. Personnel - Basic Pay



9.0  
Sort : Name  
Filter : Off  
Run Date : 03/14/2005 at 18:36  
Report Dates : 11/14/2004 to 11/27/2004

Item	Employees	Personnel Total	Payroll Total	Difference
=== All Employees				
1 Employees missing in personnel (but paid!)	2.0	0.00	3,185.60	-3,185.60
2 Employees missing in payroll	1.0	2,568.00	0.00	2,568.00
3 Cost differences under \$150 (often steps)	1.0	945.60	914.40	31.20
4 Cost differences over \$150	0.0	0.00	0.00	0.00
5 Employees matched exactly	97.0	129,677.60	129,677.60	0.00
Totals	101.0	133,191.20	133,777.60	-586.40

#### === Details by Category =====

1 Miss Per Name Kafka Franz	1.0	0.00	2,060.00	-2,060.00
1 Miss Per Name Keats John	1.0	0.00	1,125.60	-1,125.60
2 Miss Pay Name Landers Ann	1.0	2,568.00	0.00	2,568.00

#### Working Files

C:\(DEV)\E\_DEMO.DBF, PAY\_0502.DBF, BENE\_05B.DBF, C:\(DEV)\P\_DEMO.DBF, DEMOCODE.DBF, DEMO\_APC.DBF  
DBF, DEMO\_APC.DBF  
1 second

## Report Notes

This report compares basic pay costs in personnel and payroll. It shows employees missing from one file or the other. When employees are missing, either the payroll or personnel file is inaccurate.

The summary section, shown above, is provided when sorted in Name or SSN sequence. Check boxes may be used to list employees in various categories or not. Users can avoid listing perfectly matched employees. Numerous other sequences are available.

There is an option to report either (1) All Employees or (2) Only Duty Status 00 Employees.

Duty status 00 employees are employees in a normal pay status. If an organization has several employees in other than duty status 00 (such as mobilized employees) the option for duty status 00 only is useful.

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## # 8.2 to 8.11 Payroll vs. Personnel Report (10 reports)

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Ten additional Payroll vs. Personnel reports are available to separately compare employee benefits: FEHB, FEGLI, FERS, CSRS, Medicare, OASDI, TSP Basic, and TSP Optional. These reports are useful to research special situations. For example, the Payroll vs. Personnel - FEHB report is a variation of the basic Payroll vs. Personnel report. It compares Federal Employee Health Benefit costs in payroll and personnel.

Each report is normally run using the latest payroll pay period and a recent personnel file.

## # 19 BACC Differences

### BACC Differences

19.0  
Sort : Name, APC  
Filter : Off  
Run Date : 03/30/2005 at 15:18  
Report Dates : 11/14/2004 to 11/27/2004

Name	APC	PPE
------	-----	-----

```
===== Summary =====  
12 Matched Items  
90 Unmatched Items  
102 Total Items
```

```
Bach Johann Sebas PERSONNEL  
APC  
Bach Johann Sebas PAYROLL AA48 11/27/2004  
Bach Johann Sebas PAYROLL AA48 11/27/2004  
Bach Johann Sebas PAYROLL AA48 11/27/2004  
Bach Johann Sebas PAYROLL AA48 11/27/2004  
Bach Johann Sebas PAYROLL AA48 11/27/2004  
Bach Johann Sebas PAYROLL AA48 11/27/2004  
Bach Johann Sebas PAYROLL AA48 11/27/2004  
APC AA48  
  
Barrymore Drew PERSONNEL 33AA  
APC 33AA  
Barrymore Drew PAYROLL AA47 11/27/2004  
Barrymore Drew PAYROLL AA47 11/27/2004  
Barrymore Drew PAYROLL AA47 11/27/2004  
Barrymore Drew PAYROLL AA47 11/27/2004  
Barrymore Drew PAYROLL AA47 11/27/2004  
Barrymore Drew PAYROLL AA47 11/27/2004  
Barrymore Drew PAYROLL AA47 11/27/2004  
Barrymore Drew PAYROLL AA47 11/27/2004  
Barrymore Drew PAYROLL AA47 11/27/2004  
APC AA47  
Name Barrymore Drew
```

### Report Notes

This report lists differences between BACC (Budget And Accounting Classification Codes) in the active payroll and personnel files between the dates chosen. Typically the report is run for the last pay period to list employees with different program elements, APCs, AMSs, etc in payroll and personnel files.

The report has a summary option and detail option (shown above). The detail option lists each personnel and payroll record different on the selected item (APC in this example).

Bach's APC is blank in personnel and AA48 in payroll.  
Barrymore has 33AA in personnel and AA47 in payroll.

Sort - Just two sort items are allowed on this report. The first sort item is Name or SSN. The second sort item should be the BACC item to be reported (e.g. program element, APC, AMS, etc)

Totals Only - Check Totals Only to get a summary report of differences. Do not check Totals Only to get a listing of each payroll and personnel record with a different BACC code for the same employee.

## # 42 Payroll Differences Report

### Payroll Differences

#42.0  
 Filter : Off  
 Run Date : 03/30/2005 at 15:42  
 Report Dates : 11/14/2004 to 11/27/2004

	Empl	Personnel	Payroll	Difference
=====				
Payroll Summary				
=====				
Employees over budget	32 31%	48,270.80	57,291.23	-9,020.43
Employees under budget	17 17%	27,544.01	24,137.47	3,406.54
Employees on budget	54 52%	98,068.30	98,068.28	0.02
Total	103	173,883.11	179,496.98	-5,613.87 Diff is -3.2% of budget
=====				
Reason Summary				
=====				
Mismatches	4 4%	1,567.55	6,072.40	-4,504.85
Hours different than budget	30 29%	49,790.37	50,298.50	-508.13
Dollars different than budget	15 15%	24,456.89	25,057.80	-600.91
On Budget	54 52%	98,068.30	98,068.28	0.02
Total	103	173,883.11	179,496.98	-5,613.87
=====				
Reasons for Differences				
=====				
0-- Mismatches				
010 Not In Pers	3	0.00	4,425.60	-4,425.60
021 Empl w/Retroactive Adj	1	1,567.55	1,646.80	-79.25
Total	4	1,567.55	6,072.40	-4,504.85
2-- Hours different than budget				
225 LWOP hours	1	3,445.91	355.98	3,089.93
227 Night Diff. hours	9	13,330.09	13,507.03	-176.94
230 Overtime hours	18	29,813.21	32,982.06	-3,168.85
242 Work hours over budget	2	3,201.16	3,453.43	-252.27
Total	30	49,790.37	50,298.50	-508.13
4-- Rate different than budget				
6-- Dollars different than budget				
601 Award/Entitlement	1	3,038.88	3,900.08	-861.20
616 TSPB	4	5,774.33	5,728.40	45.93
621 TSP	5	8,202.31	8,156.09	46.22
623 Benefits	5	7,441.37	7,273.23	168.14
Total	15	24,456.89	25,057.80	-600.91
9-- On budget				
900 On Budget	54	98,068.30	98,068.28	0.02
Total	54	98,068.30	98,068.28	0.02

### Report Notes

The Payroll Differences report compares the personnel and payroll files by SSN, pointing out where, why, and by how much each employee is over, under, or on budget.

Report Logic: When dollar amounts are different a reason for the difference is determined and a reason code is assigned to the SSN. Reason codes are assigned **according to the first reason code that applies**. For example, an employee difference between personnel and payroll could occur because of retroactive payroll transactions, and because the hours worked are different, and because the hourly rates are different. In this case, the reason code for retroactive adjustments would be assigned to this employee because it comes before the other reasons. In other words, before the report examines dollar differences, it first separates cases where budget and payroll amounts cannot agree due to mismatched data (retroactive adjustments) or differences in hours worked.

# Reports Not on Reports Panel

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## # 5 Proof Sheet

This report is run from an open personnel file or the calculator.  
See Employee Special Purpose reports above.

## # 62 Personnel Compare Report

This report is run from the Open Personnel Files window.  
See Employee Special Purpose reports above.

## # 45 Payroll Compare Report

This report is run using the Compare button in the Open Payroll Files window.  
This report allows two payroll files to be compared on a specific field. For example, a Compare report can compare the amounts paid to an employee in different payroll files.