

Staffing List Technical Program Information

The following information is detailed and complex, but is provided to give those interested a more complete picture of the staffing list process.

Payroll Distributions

The primary selection of payroll distributions includes all distributions having object consolidation equal to SB00-SB09 or SUBS. Next, for employees having multiple distributions for the same appointment, the following exclusion tests are applied:

PPS Multiple Distributions			Staffing List
BSE	and	Any Regular Pay DOS code*	BSE
BSE	and	HST	BSE
OSB	and	OSC	OSB
MAT	and	OSC	MAT

Note: For an employee having multiple distributions for the same appointment – one of which has an end date equal to June 30 of the current fiscal year, and the other has a begin date equal to July 1 of the next fiscal year - the June 30 distribution is deleted.

Next, distributions having the following description of service (DOS) codes are removed and not included on the staffing list: AYO, AYS, BIT, BNT, OTP, OT3, PRM, RTP, SLN, SLR, and WOS.

Lastly, a final test is applied to each distribution. Only distributions having an indefinite end date are included on the staffing list - with the following **exceptions**:

- Assistant professor distributions having title codes equal to one of the values in the following list and distribution end date is \geq July 1 of the current fiscal year: 1182, 1300, 1310, 1330, 1343, 1344, 1455, 1605, 1717, 1724, 1877, 1897, 1900, 2140, 3015, 3020, 3021, 3080, 3082, 3120, 3421, 3441, 3451, 3461 and 3475. (Does not apply to distribution with FYS, FYO or FTO DOS codes).
- School of Medicine distributions having title codes equal to: 1453, 1454, 1725, 1726, 1745, and 1746 **if** end date does not occur in current fiscal year.
- Distributions having DOS code equal to FYS, FYO or FTO and end date is greater than 'today's date' **AND** there is not an overriding BSE on the same appointment.
- Continuing appointee distributions with indefinite end dates are excluded from the staffing list. Title codes equal to: 1631, 1633, 1635, 1641, 1643, 1645, 2221, 2223, and 2284.
- Accounts with Sub Fund Group Type (SFGT) equal to: F (Federal Grants), H (State Contract & Grants), J (Private Contracts), L (Local Government Contracts), P (Private Grants), S (State Government) and C (Federal Cocontracts).
- OP sub 0 (academic) distributions on med comp funds are excluded if an OP sub 0 distribution does not exist for the same employee. OP sub 1 (staff) distributions on med comp funds are always excluded.

Standard Calculations: The standard calculations used in the staffing list are summarized below:

<u>Appointment Type</u>	<u>Gross Amount</u>
Regular	Monthly pay rate x FTE x 12
Hourly	Hourly pay rate x FTE x 2088
Bi Weekly	(Monthly pay rate/ 80) x 174 x FTE x 12
Teaching Assistants	Monthly pay rate x FTE x 9 (open provisions only).

The actual FTE amount that exists in the payroll system is always used in the calculation if the description of service (DOS) code is REG or BSE. If the DOS code is equal to SDF, WDF or NDF, then distribution percentage is used in the calculation, rather than FTE. **For all other DOS codes, if the FTE is zero, the program takes the monthly pay rate x % dist x 12 to calculate the gross amount.**

Provision Data (*vacant positions in the staffing list*): Open provisions if end date is null or $>$ "today's date" (processing date).

Base Budget Data: Display all approved transactions for object consolidations SB00-SB09 and SUBS. Base budgets can be verified in DaFIS with reports 58 and 59.

*Regular Pay DOS code List

DOS Code	Regular Pay Description
ADJ	RETRO BX ADJUSTMENT
CAP	REG PAY OVER SALARY CAP
DIS	DISABILITY PAY
ESL	EXTENDED SICK LEAVE GROSS
FTO	FY - TERM REG PAY + OSC
FYO	FY 11 MO OFF SCALE
FYS	FY 11 MO FACULTY REG
OSC	OFF SCALE COMPENSATION
PLN	PAY IN LIEU OF NOTICE
REG	REGULAR PAY
REO	REGULAR PAY + OFF-SCALE
RGN	REGULAR-NO RETIREMENT
RGT	REG - NO FLAT BENEFITS
SBT	VET MED SFT PLAN
SDP	SAFETY DISABILITY PAY
SST	VET MED BASE SALARY
WCR	WORKERS COMPENSATN REFUND
WCS	WORKER'S COMP-SAFETY
BY1	HSCP SCALE 1 OVER CAP
BY2	HSCP SCALE 2 OVER CAP
BY3	HSCP SCALE 3 OVER CAP
BY4	HSCP SCALE 4 OVER CAP
BY5	HSCP SCALE 5 OVER CAP
BY6	HSCP SCALE 6 OVER CAP
BY7	HSCP SCALE 7 OVER CAP
BY8	HSCP SCALE 8 OVER CAP
BY9	HSCP SCALE 9 OVER CAP
BYO	HSCP REG/OSC OVER CAP
BYR	HSCP REG OVER CAP
HST	HSCP REG COMP-RET (T)
MB1	HSCP SCALE1
MB2	HSCP SCALE 2
MB3	HSCP SCALE 3
MB4	HSCP SCALE 4
MB5	HSCP SCALE 5
MB6	HSCP SCALE 6
MB7	HSCP SCALE 7
MB8	HSCP SCALE 8
MB9	HSCP SCALE 9
MEG	HEALTH SCI COMP-REG PAY
MEO	HSCP REG + OFF-SCALE
VEG	VET MED HS REG PAY
VEO	VET MED HS REG PAY + OSC