How to Create Employee Sets

STEP BY STEP GUIDE IN HOW TO SETUP EMPLOYEE SETS FOR USE IN CONSOLIDATING COST CENTERS THAT AN EMPLOYEE IS RESPONSIBLE FOR TO EASILY GROUP AND VIEW ON *WEBBASIS*

USING THE

DART APPLICATION

Possible Uses of Creating Employee Sets

This is a great tool to use when you want to display cost centers for an employee in a report type format for ease of viewing and locating information.

This allows you to segregate cost centers for an employee so that the information can be immediately reviewed by the employee via *webBASIS* in the order he/she may want to see the information.

Prior to starting your sets you should have a good idea of how you want to see the information laid out for the employee to view.

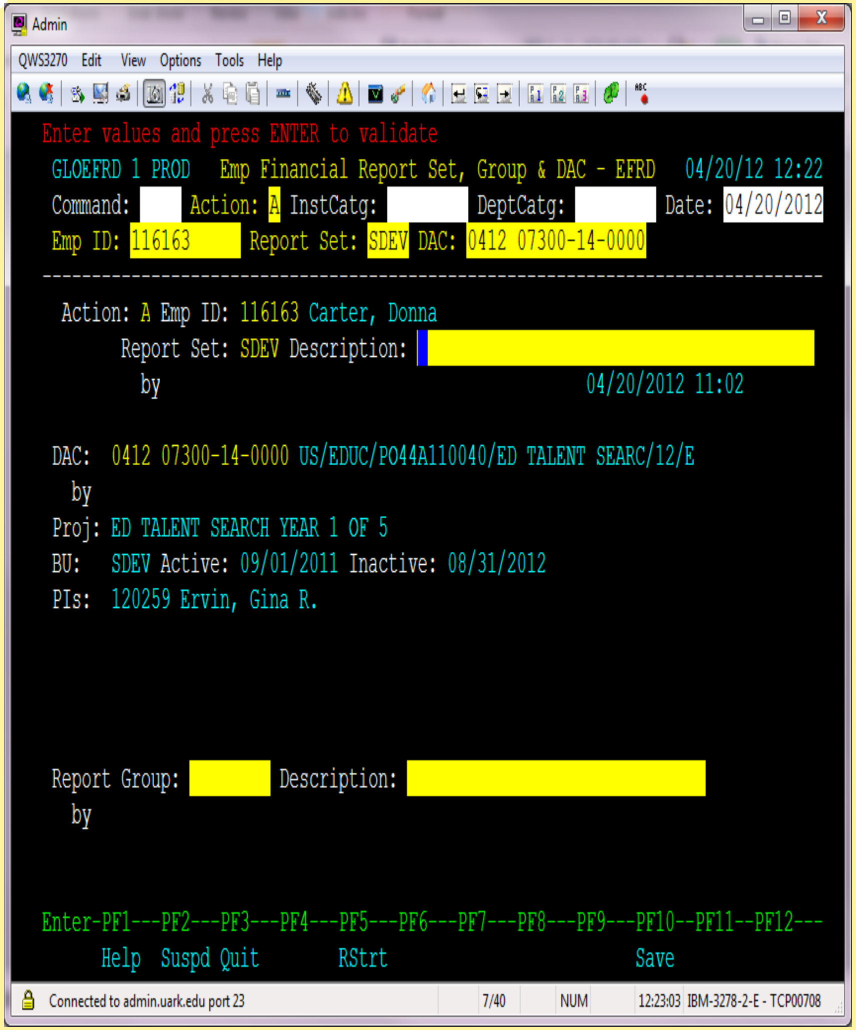
Once defined, the administrator also has the ability of viewing these sets via the Administrator login.

In the following example I am going to segregate cost centers for an employee who is responsible for viewing expenses for several areas.

Step 1: Creating the Employee Set

Before you start defining your Employee sets, you need to have a good idea of what you are wanting to track. In my example I am creating this set under my name, but please note that you would normally be creating these sets for other employees. I want this employee to easily view the cost centers for each area she oversees in regards to the expenses for that particular area for which he is the responsible PI or Administrator. In this example, there are 3 groupings I want to use to signify the different areas of each grant.

1. Type **EFRD** (Emp Financial Report Set,) in the *Command* Field; tab to the *Action* Field and type an **'A'** (add) ; press **'enter'**.
2. Your cursor will be displayed in the *Emp ID* Field. Press **PF1** to activate the help routine to select the employee ID for whom you are creating the set. Once you have selected the employee, their ID will displayed in this field.
3. Tab to the *Report Set* field and type the 4 digit name you are using to create this set. In my example I am naming the Report Set **SDEV** so I am typing that code in this field.
4. Tab to the *DAC* Field and type the first Departmental Accounting Center that will be used in this set. (In most instances the DAC and the Company Cost Center are the same, with the exception of Agri.) Press **'Enter'.**



Step 2: Defining the Report Groupings for the Employee Set

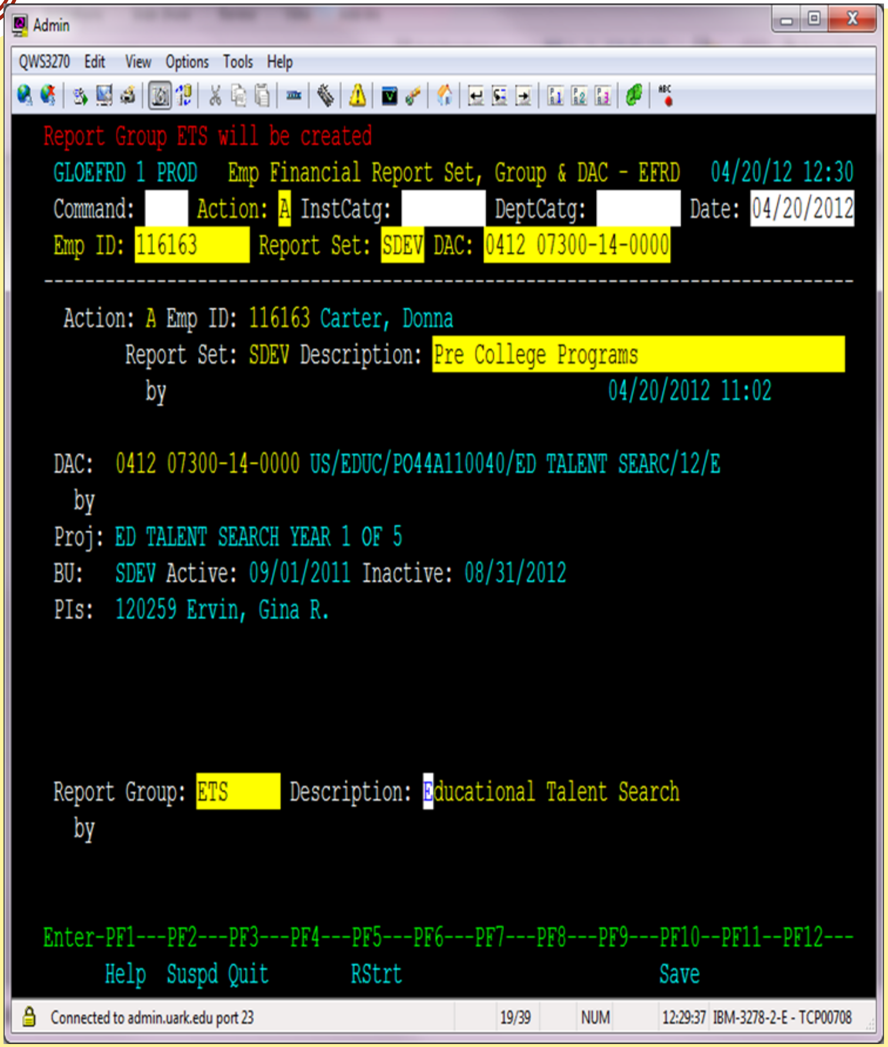
This step will define how each DAC is grouped within the Employee Set.

1. Your cursor will be in the *Description* Field. This is where you will name the Report Set. In my example I am going to name the Report Set*:* ***Pre College Programs***

2. Tab to the *Report Group* Field and type the group name you want to give to this Employee Set. (Remember I already decided I was going to create 3 groups for this set) You may also press **PF1** to select a Report Group already created. I am going to type: ***ETS***.

3. Now in the *Description* Field type a description of the Report Group identified. (If you selected a Report Group from your list, this field will already be populated with the description). For this example I am typing: ***Educational Talent Search***. Press **'enter'** to validate. You will receive a message, if you are entering a new Report Group that says "*Report Group ETS will be created"*. Press **PF10** to Save the new Report Group.

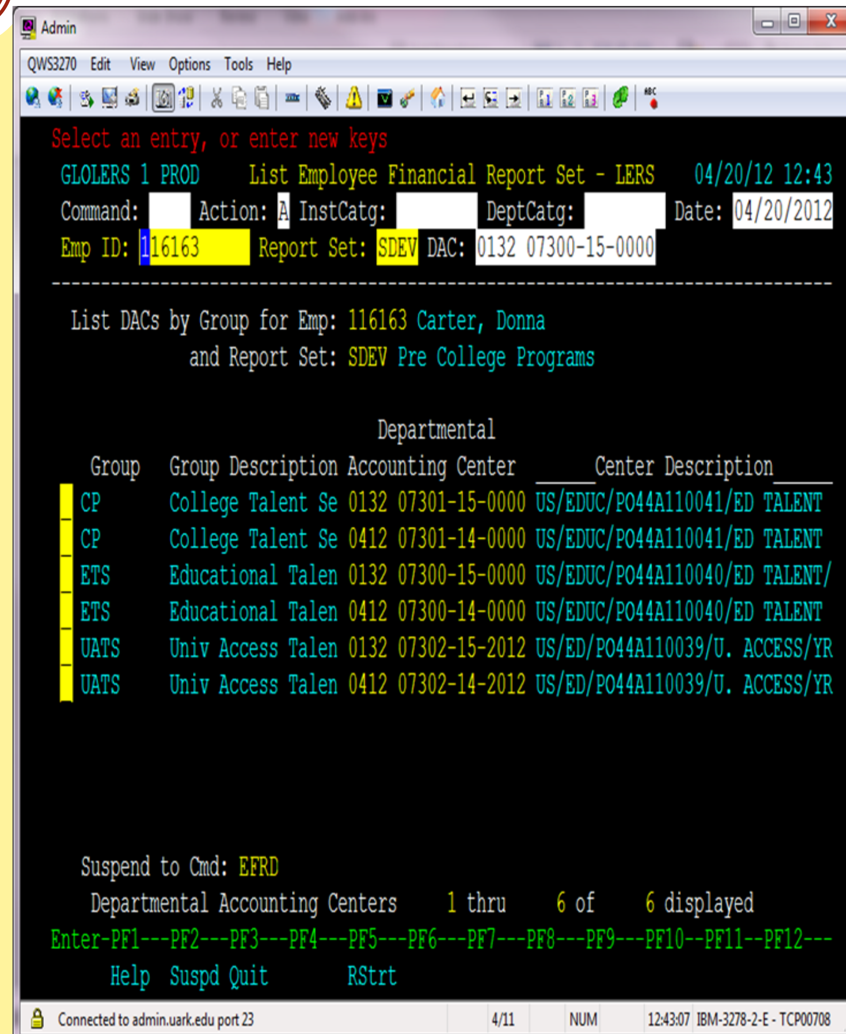
4. Repeat Steps 1 and 2 for all DACs that are being used either for this same Report Group or for any other Report Groups you are creating for your Employee Set**.**



Listing DACS for an Employee and Set

Once you have created the Employee Set and included the Report Groups and DACs, this list is a good one to use to make sure you have included everything the way you meant for it to be.

1. Type **LERS** *(List Employee financial Report Set*) in the *Command* Field and press ‘**enter**’.
2. In the *Emp ID* Field either type the Employee ID of the person you created the Set for, or press the **PF1** (help) to search for the *Emp ID*.
3. In the *Report Set* Field either type the set name you created or Press **PF1** to select from the list for the *Emp ID* you entered.
4. Press ‘**enter**’ and the list of DACs along with the Report Group will be listed.



Step 3: How the Employee Views the Employee Sets You Created

Once you have created the Employee Financial Set, the employee you created this for can view this information on *webBASIS* when they log in via the *Employee/Affiliate Access*.

1. Once they login, they will select the ***'My Cost Centers'*** link.

webBASIS Services **Main Menu**

Title	Description
webBASIS Notices	Browse *notices* of changes and enhancements that have been made to webBASIS. Notices are presented in most recent to least recent sequence. A brief summary of the change is presented in the list, and a full description is provided upon selection of a specific notice.
My Personal Data	This is where you can find, and in many cases change, your personal information such as *ethnicity, veteran status, addresses, emergency contact information, education data,* and *prior state service.*
My Pay	This is where you can find all of your Payroll information: *W4 tax options* and *Deposit Accounts* which can be changed here plus past *Pay Activity* (including all Earnings Statements), *Future Pay* (where you can perform what if analysis with your deductions), and *Annual Pay* history.
Hourly Time	This menu of facilities is only relevant to *hourly* employees and their *supervisors.* It includes functions related to the webBASIS *Time Clock* (clocking in and out on the web, and supervisor's acceptance of that time), and functions to browse *Wage Rates* and *Hourly Time Sheets.*
My Leave	Browse your monthly leave accounting data with options to view or e-mail a detail *Monthly Leave Report.*
My Benefits	View your current benefits information and, during November and December, perform your annual benefits enrollment.
My Travel	This is where you can find all of your Travel information: *Travel Authorizations, Travel Claims,* and *Traveler TCard Charges.* You can create new travel claims or update existing claims by first selecting the appropriate TA. Claim payment information can also be obtained by drilling down through your *authorizations* or viewing your *claims.*
My Assets	Browse the University owned *assets* for which you are responsible, or select an asset by its *Tag Number.* Options are available to view or e-mail detail information about an asset, or to request a change to an asset's *Budgetary Unit, Location,* or *Responsible Employee.*
My E-Business Charges	Browse electronic charges for which you are responsible – *office or scientific supplies* or *procurement, travel, or fuel card* purchases – with an option to view the associated charge detail. If you are not responsible for any of these types of purchases, there will be no charges available to display.
My Cost Centers	Browse *Company Cost Centers* for which *Financial Report Sets* have been created on your behalf or for which you have been designated a *Principal Investigator.* Options are available to view summary and detail financial information, or to perform federal *A21 effort certification.*
Admin ID Request	Request an admin.uark.edu *User ID* in order to access all BASIS administrative facilites via the 3270 terminal interface, or to access the administrative facilites available in webBASIS.

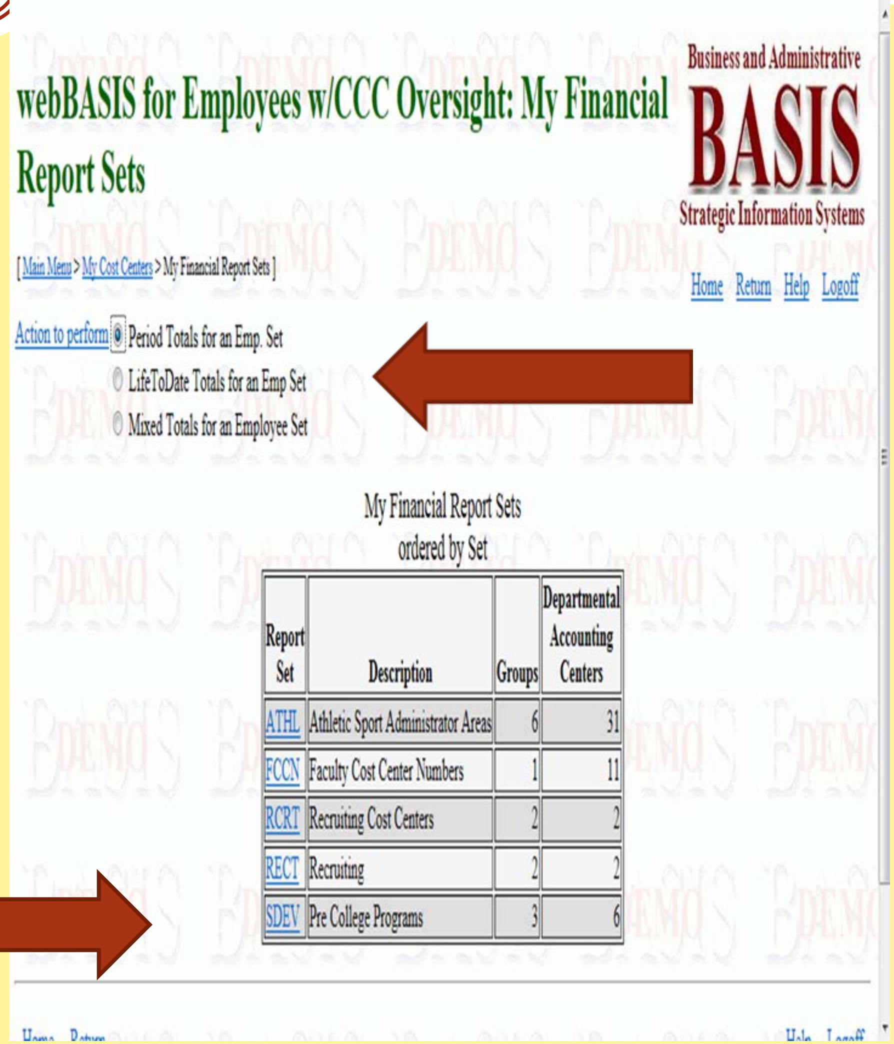
Accessing Financial Report Sets - Continued

1. Now the employee will select the '*My Financial Report Sets*' link

Title	Description
My Financial Report Sets	Browse the *Financial Report Sets* (collections of centers organized for financial reporting) established for you.
Cost Centers for a PI	Browse recently active *Company Cost Centers* for which you are defined as a *Principal Investigator* with options to view financial balances (either on a *life to date basis* or for an *accounting period*, based upon the Cost Center) and drill down to detail accounting transactions.
Period Totals for a PI	Browse recently active *Department Account Center* balances for which you are defined as a *Principal Investigator* with options to view category balances and their associated accounting transactions for specified time periods.
LifeToDate Totals for a PI	Browse life-to-date totals for recently active *Department Account Centers* for which you are defined as a *Principal Investigator*. Options are provided to view category balances and their associated accounting transactions.
Mixed Totals for a PI	Browse recently active *Department Account Center* summary balances for which you are defined as a *Principal Investigator*. Life to date or the most recent fiscal year balances are displayed, based upon the DAC. Options are provided to drill down to category balances and on to detail transactions.
PI (Research) A21 Certifications	Browse your *Company Cost Centers* and *Pay Dates* (as a Principal Investigator for the center) to see where there are federal A21 effort certifications Pending or Complete. Upon selection of a pay date, you may perform the necessary certification (pending) for all or some of those payments, or review the certifications already *completed*.

How the Employee can view the set via *webBASIS*

1. This particular example, is of the Employee Financial Report sets that have been setup for my *Emp ID*.
2. Notice the last set of **<u>SDEV</u>** is the Employee Set just created.
3. You will also see that there are **3** groups with a total of **6** DACS included.
4. Notice that there are **3** Actions to Perform: The default is to show *Period totals for an Emp Set*, but you may also choose to look at *LifeToDate* or *Mixed Totals*, if the cost centers included in your set are for both *LifeToDate* and *Period Based.*



webBASIS for Employees w/CCC Oversight: My Financial Report Sets

Business and Administrative
BASIS
Strategic Information Systems

[Main Menu > My Cost Centers > My Financial Report Sets]

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Action to perform: Period Totals for an Emp. Set
LifeToDate Totals for an Emp Set
Mixed Totals for an Employee Set

My Financial Report Sets
ordered by Set

Report Set	Description	Groups	Departmental Accounting Centers
ATHL	Athletic Sport Administrator Areas	6	31
FCCN	Faculty Cost Center Numbers	1	11
RCRT	Recruiting Cost Centers	2	2
RECT	Recruiting	2	2
SDEV	Pre College Programs	3	6

In this example I changed the Action to Perform to be *LifeToDate* and then selected the **SDEV** Employee Set. The following information is now displayed

Click to download as .xls

There is a link to download the accounting detail to excel

Life-To-Date Totals for Employee Set
SDEV (*Pre College Programs*)
ordered by Group and Departmental Account Center

DAC	Budget	Expense	Encumbrance	Pending	Commitment	Plan	Ending Balance
CP ***College Talent Search***							
0132 07301-15-0000	8,100.00	-4,582.39		-711.22	-435.09		2,371.30
US/EDUC/PO44A110041/ED TALENT S/C/S/Y1/B *UA COLLEGE TALENT SEARCH YEAR 1 OF 5*							
0412 07301-14-0000	212,962.96	-104,720.38	-48,156.82	-575.17			59,510.59
US/EDUC/PO44A110041/ED TALENT SEARC/Y1/B *UA COLLEGE TALENT SEARCH YEAR 1 OF 5*							
Total CP	**221,062.96**	**-109,302.77**	**-48,156.82**	**-1,286.39**	**-435.09**	**0.00**	**61,881.89**
ETS ***Educational Talent Search***							
0132 07300-15-0000	8,100.00	-4,574.67		-1,333.02	-803.25		1,389.06
US/EDUC/PO44A110040/ED TALENT/C/S/FY12/E *ED TALENT SEARCH YEAR 1 OF 5*							
0412 07300-14-0000	390,092.00	-203,144.23	-82,428.35	-682.96			103,836.46
US/EDUC/PO44A110040/ED TALENT SEARC/12/E *ED TALENT SEARCH YEAR 1 OF 5*							
Total ETS	**398,192.00**	**-207,718.90**	**-82,428.35**	**-2,015.98**	**-803.25**	**0.00**	**105,225.52**
UATS ***Univ Access Talent Search***							
0132 07302-15-2012	8,100.00	-6,664.20		-313.08	-435.10		687.62
US/ED/PO44A110039/U. ACCESS/YR 1/C/S/FUL *UNIVERSITY ACCESS YEAR 1 TALENT SEARCH*							
0412 07302-14-2012	212,962.96	-119,670.83	-49,430.46	-772.01			43,089.66
US/ED/PO44A110039/U. ACCESS/YR 1/FULLER *UNIVERSITY ACCESS YEAR 1 TALENT SEARCH*							
Total UATS	**221,062.96**	**-126,335.03**	**-49,430.46**	**-1,085.09**	**-435.10**	**0.00**	**43,777.28**
Total SDEV	**840,317.92**	**-443,356.70**	**-180,015.63**	**-4,387.46**	**-1,673.44**	**0.00**	**210,884.69**

Notice that each Grouping has a total

A total for ALL groups in the Set

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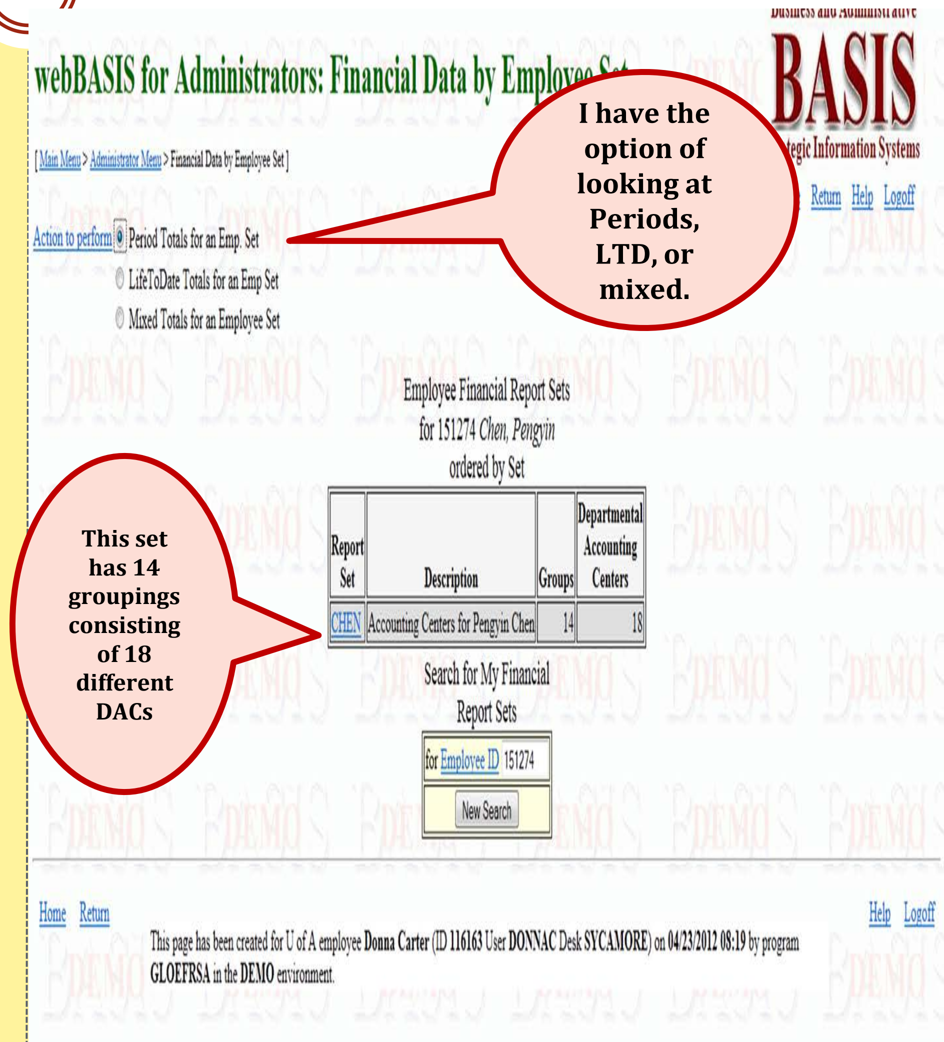
This page has been created for U of A employee Donna Carter (ID 116163 User DONNAC) on 04/20/2012 13:48 by program GLOESLTB in the DEMO

You Can Also View Sets Created via the Administrator Menu

You, as an Administrator, have the ability of viewing Employee Sets by accessing sets via the Administrator Menu. Once you have logged in, follow these steps:

1. Select the ***Administrator Menu***
2. Now select ***Employee Financial Report Sets***
3. You will now have the ability of searching for the *Employee ID* for which you want to view the sets.
4. To search for an Employee ID select the *Employee ID* link and a search help will be available for you to type the employee last name, first name to find.
5. If the *Employee ID* you selected has had Employee Sets created for their ID then they will be displayed.
6. You can now select a set to view the DACs included for that specific set.



Once you select the Set Name you will see the groups you have defined. In this example there are 14 different groupings. This is just a snapshot of the first 3. IMPORTANT: since I had selected on the previous screen that I wanted to see period based, you must insure that you use correct dates when you get to this screen

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Financial Report Set for Employee 151274 *Chen, Pengyin*

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Action to perform ◉ Period Summaries+Maint for a DAC

○ Period Summaries for a DAC

There is the ability of downloading the detail for the set to excel for further analysis

Period Totals for Employee Set
CHEN (*Accounting Centers for Pengyin Chen*)
for Month(s) **07/2011-06/2012**
with Column Exclusion Code **NONE** (*No exclusions*)
ordered by Group and Departmental Account Center

DAC	Beginning Balance	Budget	Expense	Encumbrance +Pending +Commitment +Planned	06/2012 Ending Balance
BSOY *Breeding Soybeans*					
0403 61008-24-0001	128,387.68	180,000.00	-134,038.35	-13,749.83	160,599.50
IN/SPB/BREEDING/CHEN *Breeding Soybeans for High Yield and Multiple Pest Resistance*					
CTS *Chloride Toxicity in Soybeans*					
0403 61152-24-0001	23,749.64		-23,749.64		0.00
IN/SPB/SOYBEAN CHLORIDE TOXICITY/CHEN *Assessing soybean for chloride toxicity*					
DSA *Drought Stress in Arkansas*					
0403 05639-24-0001	-5,295.12	55,833.00	-22,210.80		28,327.08