

The background of the slide features several overlapping, irregular yellow paint splashes of varying sizes, creating a textured, artistic effect.

Human Capital Planning

**Training Manual and
Reference Guide for FY2020
Salary Roll Development
In Hyperion**



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Essential Information

1. CLASS, UCLASS, WAGES, and WAGET account codes are included in the salary planning process. Undergrad student records (Benefits Code 'NEL") and GRAD will NOT be downloaded from the HR system; all other WAGES records will be downloaded. However, they do not carry a position code, and any number of student records may be added to assist in salary budgets planning.
2. Add Vacant Positions – Vacant positions are not loaded and must be added in order to include your anticipated salary requirements for these positions. Refer to Page 14 for important information concerning necessary field values for these budgets. Absolutely NO VACANT positions are allowed in FUND 18. Any Vacant position must be entered with the first word Vacant. (Other descriptions such as To be hired have been used and these will not be found in a search for Vacant positions.)
You may add total student pool wages into one vacant position.
3. Because of timing, it is possible that a position that had been vacant has since been filled and needs to be considered in the salary roll development process. The position number should already be established, simply add a position budget for it using the "Add" feature and use the established CU position number.
4. Data entered in the HCP Budget panels does not affect any change to any other HR or Financial data.

Essential Information (cont.)

5. Coordinate the salary planning of positions that reside outside your area for which your area has salary responsibility with the Business Officer of the other area. If contact has not already been made by the home department or center to coordinate the data entry, make the appropriate contact to coordinate the data entry. Please do not budget a full 100% of a position's salary if you only pay a portion of the salary. No position should be budgeted in total at greater than 100%
6. Run the Review Allocation report before you make any changes to have your "starting point" (See pg. 19 for instructions).
7. Budget Centers are to review and edit the loaded salary roll dated 01/15/2019 by **April 12, 2019**.

Hyperion Log-In Instructions

Supported Browsers:



Firefox (see next page)

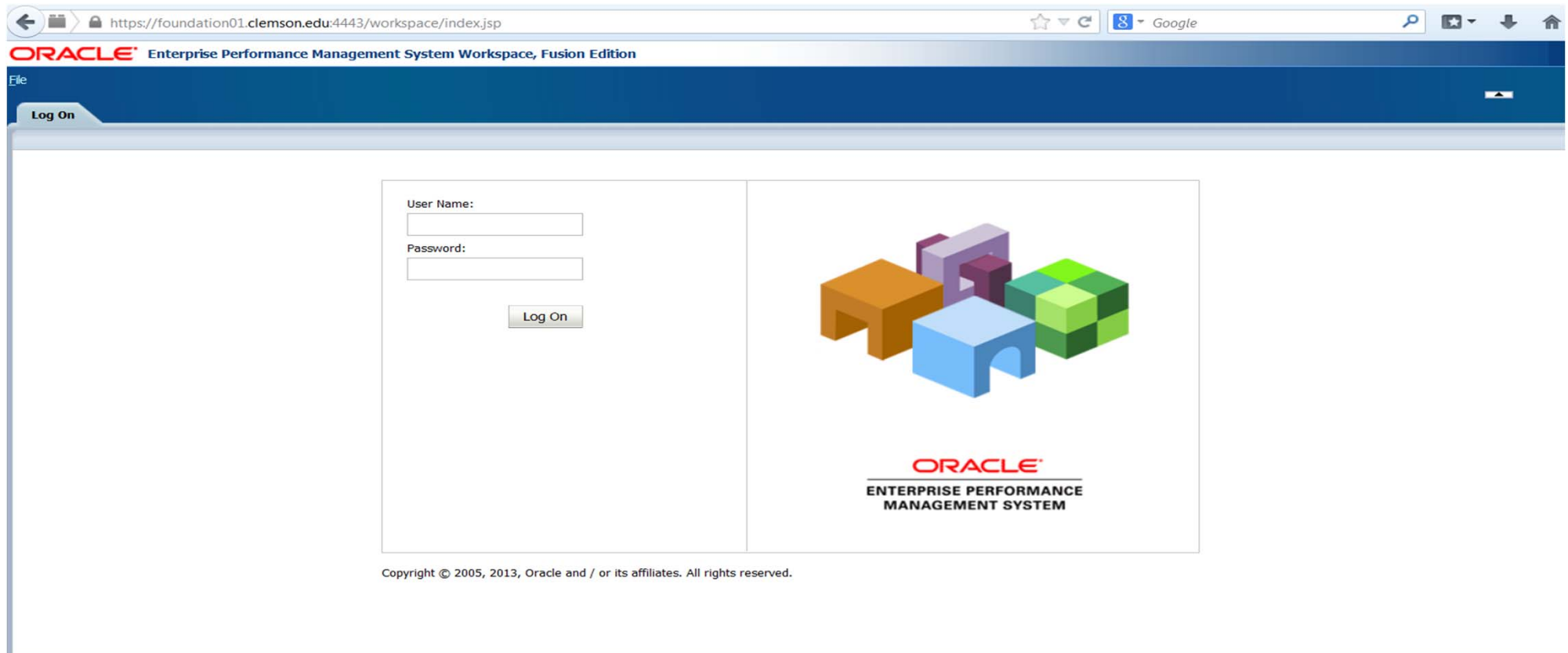


Internet Explorer (version 9 or lower)

Hyperion URL:

<https://foundation01.clemson.edu:4443/workspace/index.jsp>

Log in with your Novell user name and password

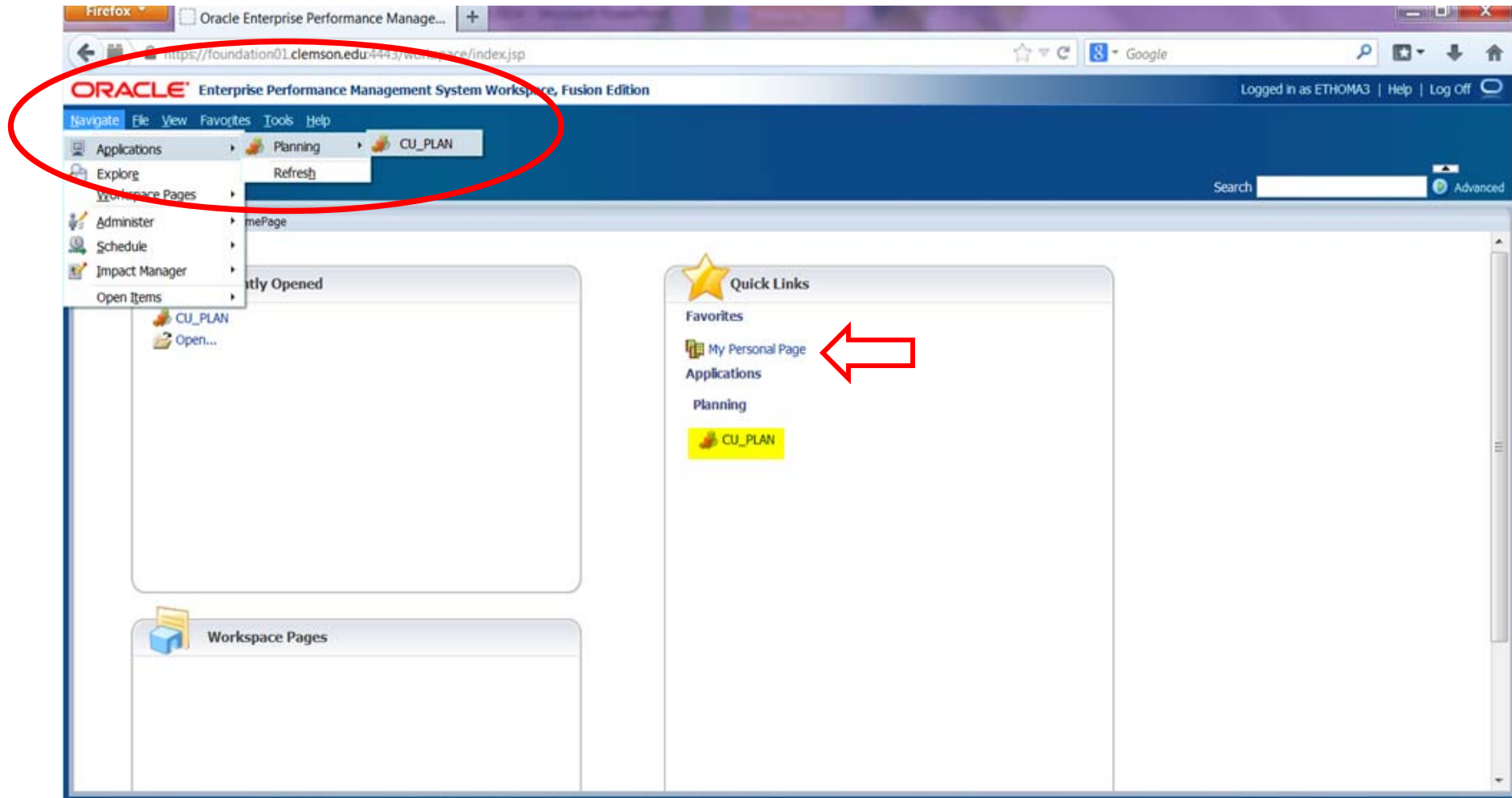


The screenshot shows a web browser window with the address bar displaying <https://foundation01.clemson.edu:4443/workspace/index.jsp>. The page title is "ORACLE Enterprise Performance Management System Workspace, Fusion Edition". The main content area is divided into two sections. The left section contains a login form with the following elements:

- User Name:
- Password:
- Log On button

The right section features a graphic of four interlocking cubes in orange, purple, blue, and green. Below the graphic is the Oracle logo and the text "ENTERPRISE PERFORMANCE MANAGEMENT SYSTEM". At the bottom of the page, a copyright notice reads: "Copyright © 2005, 2013, Oracle and / or its affiliates. All rights reserved."

Initial Human Capital Planning (HCP) access requires selection of the navigation string circled below: Navigate, Applications, Planning, CU_Plan. The CU_Plan connection will appear in the *Quick Links* panel for all subsequent log-in's.



One Time Set Up Of User Preferences

Once logged into CU_Plan, changes to user preferences are required. This is done by selecting **Preferences** located in left panel, then choose **User Variable Option** tab. Enter the Employee, Entity, Scenario, Version, and Year (i.e. FY20) and SAVE.

The screenshot shows the CU_Plan User Preferences window. The left sidebar has a 'Preferences' link highlighted with a red box. The main window has a 'User Variable Options' tab selected, also highlighted with a red box. The table below shows the current settings:

Dimension	User Variable Name	Selected Member
Employee	uvEmployee	"Unspecified Employee"
Entity	uvDepartment	Select your Budget Center from drop down member selection (ex. AAH, HEHD, PSAG)
Scenario	Current Scenario	Budget
Version	Current Stage	Stage 1
Year	Current Year of View	FY19

A 'Member Selection' dialog is open, showing a list of members under the 'Entity' dimension. The 'DP_AA' member is selected. The dialog has 'Add', 'Remove', and 'Remove All' buttons. The 'OK' and 'Cancel' buttons are at the bottom right of the dialog.

Hyperion Terminology:

Entity = Represents the four digit department number (future non-compensation use only; selection does not restrict access)

Scenario = Differentiates initial budget, budget amendments, and actuals

Version = Represents stages of budget development entry

Year = Represents the fiscal year


Human Capital Planning (HCP) Updates

The first step to updating employee records within the HCP forms is to select ***My Task List*** in the left panel then expand ***the CU_Plan Budget Preparation*** folder, finally left click ***Maintain Position & Employee Assignments***.

The screenshot displays the HCP software interface. On the left, the 'Forms' panel is expanded to show 'My Task List'. Under the 'CU_PLAN Budget Preparation' folder, the 'Maintain Position and Employee Assignment' task is highlighted with a red rectangle. The main area, titled 'Task List Status', shows a 3D pie chart indicating that the task is 'Incomplete, 100.0%'. Below the chart is a legend with three categories: 'Incomplete' (red), 'Complete' (green), and 'Overdue' (yellow). At the bottom, the 'Task List Tasks - All' table lists the tasks and their current status.

Task	Type	Status	Due Date	Alert	Completed Date	Instructions	Action
CU_PLAN Budget Preparation							
Maintain Position and Employee Assignments							
Review Allocations							
Review Compensation Budgets							
Review Position Budgets							
Review Employee Budgets							
Review Element Budgets							

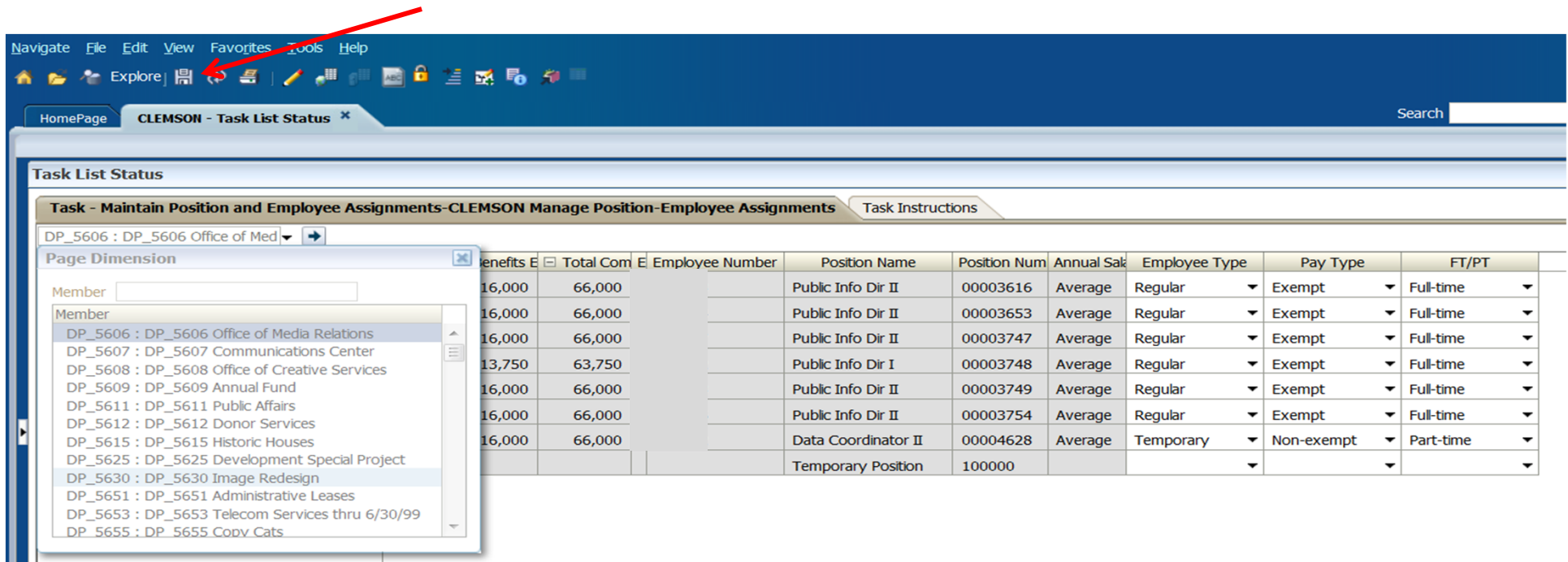
Human Capital Planning Department (Entity) Selection

A single department selection is necessary to begin individual employee record updates as shown below. Simply select the drop down box and enter the four digit home department number (not pay department), and select **Go**. 

This populates each employee record within the selected department. Note: additional information for each employee record can be viewed by scrolling to the right.

Information contained in white cells only, may be modified throughout Hyperion panels.

Yellow filled cells identify unsaved record information, and updates can be saved by selecting the save icon.



The screenshot shows the 'Task List Status' window for 'CLEMSON - Task List Status'. The 'Task - Maintain Position and Employee Assignments-CLEMSON Manage Position-Employee Assignments' tab is active. A dropdown menu for 'Page Dimension' is open, showing a list of departments. A red arrow points to the 'Go' button next to the selected department 'DP_5606 : DP_5606 Office of Med'. The main table displays employee records with columns for Employee Number, Position Name, Position Num, Annual Sal, Employee Type, Pay Type, and FT/PT.

Employee Number	Position Name	Position Num	Annual Sal	Employee Type	Pay Type	FT/PT
16,000	Public Info Dir II	00003616	Average	Regular	Exempt	Full-time
16,000	Public Info Dir II	00003653	Average	Regular	Exempt	Full-time
16,000	Public Info Dir II	00003747	Average	Regular	Exempt	Full-time
13,750	Public Info Dir I	00003748	Average	Regular	Exempt	Full-time
16,000	Public Info Dir II	00003749	Average	Regular	Exempt	Full-time
16,000	Public Info Dir II	00003754	Average	Regular	Exempt	Full-time
16,000	Data Coordinator II	00004628	Average	Temporary	Non-exempt	Part-time
	Temporary Position	100000				

Human Capital Planning (HCP) Employee Record Updates

To update individual employee records, right click on **position** and choose **Go To Assignment** on the pop-up menu.

The screenshot displays the 'Task List Status' window for 'CLEMSON - Task List Status'. The main task is 'Maintain Position and Employee Assignments-CLEMSON Manage Position-Employee Assignments'. The current scenario is 'Budget', the current stage is 'Stage 1', and the current year of view is 'FY15'. The selected position is 'DP_5606 : DP_5606 Office of Med' and the selected employee is 'PS_00003748 : 00003748 - Public'.

Salary and Benefits

E Employee Number	Position Name	Position Number	Override Option Val Salary Amount	Basic Salary Expens	Benefits Expense	Total Compensat	Benefit Program	Benefit Amount	Annual Salary Sprea
	Public Info Dir I	00003748	50,000	50,000.00	13,750	63,750.00	9MO	27.5	Average

Allocations

	Percentage Allocation	Allocated Flat Amount	Allocated Expense	Fund Segment	Entity Segment	Account Segment	Program Segment	Class Segment	Project Segment
1st Allocation	34		34,000	FD_15	DP_5606	AC_CLASS_PLAN	PG_INSSP_PLAN	CL_130	PJ_1500000
2nd Allocation	33		33,000	FD_16	DP_5601	AC_CLASS_PLAN	PG_AUXIL_PLAN	CL_155	PJ_1600012
3rd Allocation	33		33,000	FD_16	DP_5601	AC_CLASS_PLAN	PG_AUXIL_PLAN	CL_155	PJ_1600012
Percentage Allocation Assignments	100		100,000						

Specific Employee Record Updates: (white cells only)

Salary amounts, Annual salary spread (Average, 9 months, Summer Pay), and Chartfield strings are to be updated at this time.

Saving information will automatically update total compensation in the **Salary & Benefits Section** (highlighted above) as well as calculate the allocated expense column in the **Allocations Section** (highlighted above). **Note: You must save Salary and Benefit information first before editing the Allocations section.**

Note: Users may manually update the allocated expense column by right clicking anywhere in the **Allocations Section** (highlighted above) and selecting **Add (Delete) Allocation Information**.

HCP: Add Allocation/Chartfield Distribution To Existing Employee Record

In adding a Chartfield string, **right click in BOTTOM row “Percentage Allocations Assignments”** ***or*** **“Flat Allocation Assignments”** which refers to employee allocation type (flat equals dollar amount vs. a percentage spread). Note: Selecting any row other than listed above will result in an error message

Oracle Enterprise Performance Management System Workspace, Fusion Edition

Task List Status

Task - Maintain Position and Employee Assignments-CLEMSON Manage Position-Employee Assignments

CLEMSON Manage Position-Employee Assignments > Manage Assignments

Current Scenario: Budget | Current Stage: Stage 1 | Current Year of View: FY15

Salary and Benefits

Employee Name	Position Name	Position Number	Salary Amount	Basic Salary Expense	Benefits Expense	Total Compensation	Benefit Program	Benefit Amount
	Dir I	00003748	60,000	60,000	16,500	76,500	9MO	27.5

Allocations

Amount	Allocated Expense	Fund Segment	Entity Segment	Account Segment	Program Segment	Class Segment	Project Segment
	20,400	FD_15	DP_5606	AC_CLASS_PLAN	PG_INSSP_PLAN	CL_130	PJ_1500000
	19,800	FD_16	DP_5601	AC_CLASS_PLAN	PG_AUXIL_PLAN	CL_155	PJ_1600012
	19,800	FD_16	DP_5601	AC_CLASS_PLAN	PG_AUXIL_PLAN	CL_155	PJ_1600012
	60,000						

Percentage Allocation Assignments

Shortcut: To eliminate selecting each chartfield string member, you can copy allocation distributions by using keystrokes Ctrl + C to copy the populated chartfield string and Ctrl + V to paste into a new allocation line.

After selecting **Add Allocation Information** from pop up menu, the appropriate allocation type must be chosen. Next, fill in corresponding percentage or flat dollar amount, then click **ADD**.

Prompt Text	Value
* Allocation Type	"Percentage Allocation Assignments"
Enter Allocation Percentage	if percentage is used, enter % here
Enter Allocated Flat Amount	if flat allocation is used, enter flat amount here

Add Cancel

HCP: Delete Allocation/Chartfield Distribution On Existing Employee Record

Right click on specific allocation row to delete and select **Delete Allocation Information**

Note: Error message will display if:

Percentage Allocation Type: Allocation total is greater than 100%

Flat Allocation Type: Allocation total is less than or greater than the allowed salary amount

☐ Allocations

	Percentage Allocation	Allocated Flat	Allocated Expense	Fund Segment	Entity Segment	Account Segment	Program Segment	Class Segment	Project Segment	Allocation Validation
1st Allocation	34		20,400	FD_15 ▼	DP_5606 ▼	AC_CLASS_PLAN ▼	PG_INSSP_PLAN ▼	CL_130 ▼	PJ_1500000 ▼	
2nd Allocation	33		19,800	FD_16 ▼	DP_5601 ▼	AC_CLASS_PLAN ▼	PG_AUXIL_PLAN ▼	CL_155 ▼	PJ_1600012 ▼	
3rd Allocation	33		19,800	FD_16 ▼	DP_5601 ▼	AC_CLASS_PLAN ▼	PG_AUXIL_PLAN ▼	CL_155 ▼	PJ_1600017 ▼	
4th Allocation	10			▼	▼	▼	▼	▼	▼	
☐ Percentage Allocation Assignments	110		60,000							
Validation Message										Assignment has over 100% Allocation

HCP: Add Vacant Position

From the **Maintain Position & Employee Assignments** form, right click and select **Add Position**.

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Logged in as ethoma3 | Help | Log Off

Navigate File Edit View Favorites Tools Help

Explore

HomePage CLEMSON - Task List Status

Search Advanced

Task List Status

Task - Maintain Position and Employee Assignments-CLEMSON Manage Position-Employee Assignments Task Instructions

DP_5606 Office of Media Relations

	Basic Salary Expense	Benefits Expense	Total Compensation	Employee	Position Name	Position Number	Annual Salary	Employee Type	Pay Type	FT/PT
00003616 - Public Info Dir II	60,000	19,200	79,200		Public Info Dir II	00003616	Average	Regular	Exempt	Full-time
00003653 - Public Info Dir II	60,000	16,000	66,000		Public Info Dir II	00003653	Average	Regular	Exempt	Full-time
00003747 - Public Info Dir II			66,000		Public Info Dir II	00003747	Average	Regular	Exempt	Full-time
00003748 - Public Info Dir I			76,500		Public Info Dir I	00003748	Average	Regular	Exempt	Full-time
00003749 - Public Info Dir II			66,000		Public Info Dir II	00003749	Average	Regular	Exempt	Full-time
00003754 - Public Info Dir II			66,000		Public Info Dir II	00003754	Average	Regular	Exempt	Full-time
00004628 - Data Coordinator			66,000		Data Coordinator II	00004628	Average	Temporary	Non-exempt	Part-time

Go to Assignment
Assign Employee
Add Position
Delete Position Across All Versions
Edit
Adjust
Comments
Supporting Detail
Show Change History
Document Attachments
Lock/Unlock Cells
Filter
Sort
Select All

Complete Previous Incomplete Previous Next Incomplete Next Task List Home

Enter position title, eight digit position number (Begin the Position Number with the four digit dept. number where the position resides followed by a four digit number using a sequential numbering format), and default job. Follow previous instructions for entering salary, benefit and Chartfield allocation information (pg. 10). Click **ADD**.

Runtime Prompts - Add Position

Prompt Text	Value
* Enter Position Name	Enter Position Title Here (ie: Admin Assistant, Student Pool)
* Enter Position Number	56060001
* Select Job	Default_Job

HCP: Add To-Be-Hired Employee

From the **Maintain Position & Employee Assignments** form, right click and select **Assign Employee**, then **Assign To-Be-Hired Employee**.

Note: This action will be tied to a specific employee; create a vacant position first, then designate this position as “Vacant-To Be Hired”

The purpose of utilizing the To Be Hired functionally is to further ensure an accurate budget. By only budgeting partial year compensation based on projected start dates, budget vs. actual variances will decrease. You will also have more funds available to budget for non-compensation items.

The screenshot displays the 'CU_PLAN Manage Position-Employee Assignments' form. A table lists various positions with columns for Position Name, Position Number, Annual Salary Spread, and Employee Type. A right-click context menu is open over the table, showing options such as 'Go to Assignment', 'Assign Employee', 'Add Position', 'Delete Position', 'Delete Position Across All Versions', 'Spread Allocations', 'Edit', 'Adjust', 'Comments', 'Supporting Detail', 'Show Change History', 'Document Attachments', 'Lock/Unlock Cells', and 'Filter'. The 'Assign Employee' option is highlighted, and a sub-menu is visible with 'Assign Existing Employee' and 'Assign To-Be-Hired Employee' options. The 'Assign To-Be-Hired Employee' option is selected. In the background table, the 'Vacant' position is circled in red.

	B	B	E	E	Position Name	Position Number	Annual Salary Spread	Employee Type
Henders	00003473	- Ac	6	2	Accounting/Fiscal Mgr I	00003473	Average	Regular
Robbins	00003475	- Ac	8	2	Accounting/Fiscal Mgr II	00003475	Average	Regular
Wetzel	00003477	- Ac			Student Svcs	00003477	Average	Regular
Simpson	00003478	- Ac				00003478	Average	Regular
Richard	00003480	- Ac				00003480	Average	Regular
Pruitt, R	00003481	- Ac				00003481	Average	Regular
Chambers	00003485	- Ac				00003485	Average	Regular
Litzenberger	00003487	- Ac				00003487	Average	Regular
Smith, A	00003559	- Ac				00003559	Average	Regular
Chai, Sh	000036198	- Ac				000036198	Average	Temporary
Gracia, M	000037834	- Ac				000037834	Average	Temporary
Queen, K	000039183	- Ac				000039183	Average	Temporary
And, The	0000370001	- Ac			Analyst III	0000370001	Average	Regular
New Position	5	1	3	1	Temp Employee	52070002		

HCP: To be Hired Instructions

Note: A new line will appear above the newly created Vacant position. This is NOT a duplication. You will add salary and benefit information to the To Be Hired position only.

Runtime Prompts - Assign To-Be-Hired Employee

Prompt Text	Value
* Enter Employee Name	John Doe
Enter Employee Number	000123
* Select FT/PT	Full-time
* Select Pay Type	Exempt
* Select Employee Type	Regular
* Enter Hire Date	1/1/15

Assign Cancel

Task - Maintain Position and Employee Assignments-CU_PLAN Manage Position-Employee Assignments Full Form Task Instructions

CU_PLAN Manage Position-Employee Assignments Full Form > Manage Assignments

Current Scenario: Budget Current Stage: Stage 1

DP_5307 Student Financial Services To be Hired 26 New Position 5

Salary and Benefit

Employee Name	Employee Number	Position Name	Position Number	Salary Amount	Basic Salary Expense	Benefits Expenses	Total Compensation	Benefit Program	Benefit Amount	Annual Salary Spread
John Doe	000123	Acct/Fiscal Analyst III	53070001	50,000	25,000.00	8,500	33,500.00	STA	34	Average

The screen shot above shows a projected hire date of 1/1/15. HCP automatically adjusts the salary amount to capture only the salary & benefit expense of the time to be worked in the fiscal year. In this example, the basic salary expense is calculated at 50% of the salary amount, representing the employee working half of the fiscal year (Jan 1 to June 30). The adjusted basic salary expense carries down to the Allocation section.

Allocations

	Percentage Allocation	Allocated Flat Amount	Allocated Expense	Fund Segment	Entity Segment	Account Segment	Program Segment	Class Segment	Project Segment
1st Allocation	100.000		25,000	FD_15	DP_5307	AC_CLASS_PLAN	PG_INSSP_PLAN	CL_130	PJ_1500000
Percentage Allocation Assignments	100.000		25,000						

HCP: Terminate Employee Salary & Benefits

To terminate an employee in HPC, Zero out salary dollars in the Salary & Benefits section and SAVE. **Note: It is important that no employee record is deleted.**

Task - Maintain Position and Employee Assignments-CLEMSON Manage Position-Employee Assignments Task Instructions

CLEMSON Manage Position-Employee Assignments > Manage Assignments

Current Scenario: Budget Current Stage: Stage 1 Current Year of View: FY15

DP_5606 Office of Media Relations 00003748 - Public Info Dir I

Salary and Benefits

Employee Name	Employee Number	Position Name	Position Number	Salary Amount	Basic Salary Expense	Benefits Expense	Total Compensation	Benefit Program	Benefit Amount
		Public Info Dir I	00003748	0	0		0	9MO	27.5

Allocations

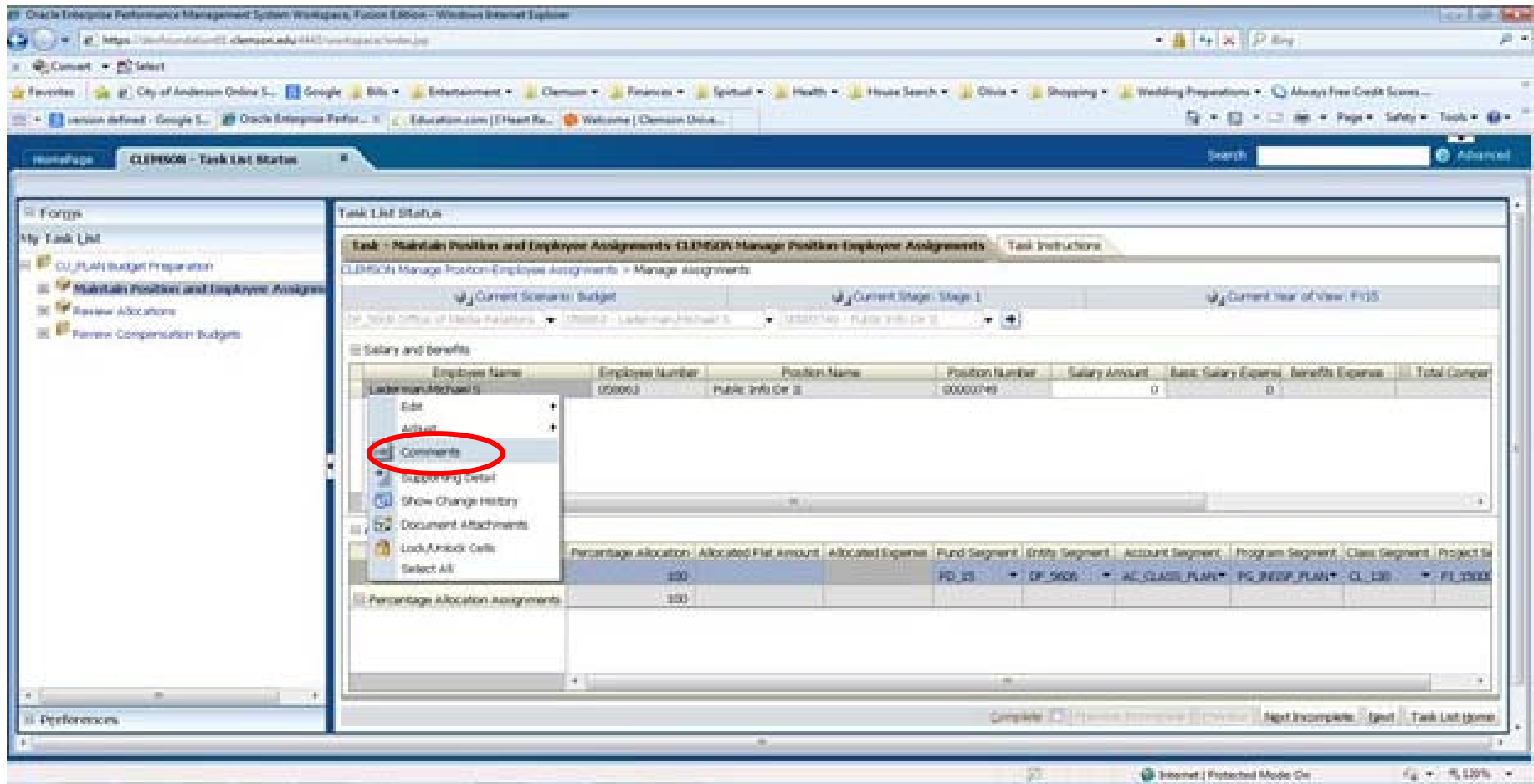
	Percentage Allocation	Allocated Flat Amount	Allocated Expense	Fund Segment	Entity Segment	Account Segment	Program Segment	Class Segment	Project Segment
1st Allocation	34			FD_15	DP_5606	AC_CLASS_PLAN	PG_INSSP_PLAN	CL_130	PJ_1500000
2nd Allocation	33			FD_16	DP_5601	AC_CLASS_PLAN	PG_AUXIL_PLAN	CL_155	PJ_1600012
3rd Allocation	33			FD_16	DP_5601	AC_CLASS_PLAN	PG_AUXIL_PLAN	CL_155	PJ_1600017
Percentage Allocation Assignments	100								


Note: Zero budgets will not be created in non-compensation budget development by having empty allocation rows (as shown above).

NEVER LEAVE “PERCENTAGE ALLOCATION” OR “ALLOCATED FLAT AMOUNT” BLANK. IF YOU DON’T WANT THE ROW, DELETE IT.

HCP: Adding Comments to Employee Records

Within the **Manage Assignments** form, right click on employee name, select **Go To Assignment**, then right click within the Salary and Benefit section or the Allocation section and select **Comments**.



Select the green plus sign  on the Comment window to add detail to employee record and click ADD. Once a comment is added, a triangle will appear in the employee name cell in the Salary and Benefit section or the Allocation spread (% or Flat) cell in the Allocation section.

HCP: Review Position Budgets

Select **Review Allocations** under **My Task List** for final review of updated HCP budgets. Note: Data may be viewed by department or by budget center. Click on **uvDepartment** (circled below) and choose an individual department or budget center.

The screenshot shows the 'Task List Status' window with the 'Review Allocations' task selected. The 'uvDepartment: DP_A+A' is circled in red. The table below shows the allocation data for the selected department.

Task	Current Scenario	Current Stage	Current Year of View	uvDepartment
DP_5601 VP for Advancement	Budget	Stage 1	FY15	DP_A+A
DP_5602 Development	Budget	Stage 1	FY15	DP_A+A

The 'Member Selection' dialog box shows the 'Entity' dimension. The 'DP_A+A' budget center is selected, and the 'DP_5601' department is highlighted. Red arrows point to the 'DP_A+A' and 'DP_5601' with the labels 'Select budget center' and 'Select department' respectively.

When you click on uvDepartment, the member selection box appears. To select an individual department, select the desired department number and use blue arrow to move across into the right panel and click OK. Follow the same steps to select an entire budget center for review.

The Review Allocation data may be exported to Excel. From Menu options choose **Tools**, then **Export as Spreadsheet**

The screenshot shows the 'Tools' menu with the 'Export as Spreadsheet' option highlighted.

HCP: Review Compensation Budgets

The first screenshot shows the 'Task - Review Position Budgets-Position' view. The 'My Task List' sidebar has 'Review Compensation Budgets' highlighted. The main table shows 'All Positions' with a 'YearTotal' of 590,960.10.

The second screenshot shows the 'Task - Review Employee Budgets-Emp' view. The 'My Task List' sidebar has 'Review Compensation Budgets' highlighted. The main table shows 'Total Employees' with a 'YearTotal' of 590,960.10.

Users can review compensation budget totals by department by selecting **Review Compensation Budgets** under **My Task List**. There are three review options for compensation budgets: by position, by employee, and by element. Each option allows users to drill in and out by using the expand/collapse buttons.

The screenshot shows the 'Task - Review Element Budgets-Element Expenses for each Period - Elements on' view. The 'My Task List' sidebar has 'Review Compensation Budgets' highlighted. The main table shows a list of element expenses with a 'YearTotal' of 590,960.10.

		YearTotal
00003616 - Public Info Dir II	Total Compensation Expenses	94,101.50
00003653 - Public Info Dir II	Total Compensation Expenses	93,167.52
00003747 - Public Info Dir II	Total Compensation Expenses	106,854.28
00003748 - Public Info Dir I	Total Compensation Expenses	80,420.10
00003749 - Public Info Dir II	Total Compensation Expenses	87,100.00
00003754 - Public Info Dir II	Total Compensation Expenses	92,486.80
00004628 - Data Coordinator II	Total Compensation Expenses	36,829.90
All Positions	Total Compensation Expenses	590,960.10

HCP: Employee Search

Users have the ability to search for an individual employee using the **Employee Search** option located under **My Task List**. Select **uvEmployee** (circled below) to bring up employee member selection box.

Forms

My Task List

- CU_PLAN Budget Administration
- CU_PLAN Budget Preparation
 - Maintain Position and Employee Assignments
 - Review Allocations
 - Employee Search**
 - Review Compensation Budgets

Task List Status

Task - Employee Search-CU_PLAN Employee Search Task Instructions

Employee: Current Scenario: Budget Current Stage: Stage 1 Current Year of View: FY15 uvEmployee: EP_059409

Salary Amount	Employee Name	Employee Number	Position Name	Position Number	Annual Salary Spread	Ter
00007468 - Eng/Assoc Eng III	DP_5952 Univ Fac:Capital Projects		No Position	00007468	Average	Ter

Member Selection

Dimensions Employee

Members Variables

AnyPartOfName

Alias

- Employee
- Total Employees

Make sure "ALIAS" is selected; this will allow users to search by employee name and employee number.

Add Remove Remove All

OK Cancel

When you click on uvEmployee, the employee member selection box appears. Type part of the employee name you are searching for flanked by *'s (these asterisks act as wildcards) and click the magnifying glass icon. The search results will populate in the left panel. To choose desired employee simply double click on the employee name or select employee and move across to left panel with add arrow and select OK. Users may go directly into employee record from this point using *Go To Assignment* function (pg. 10).

HCP: Attaching Documentation & Comments

You have the ability to attach documents to positions in HCP, note that the document must be uploaded into Hyperion before you can attach it (upload functionality is currently limited to the Budget Office). Please work with your budget office liaison on any documentation you wish to upload and attach in HCP.

In addition you can add Comments to positions in HCP. Best practices is that you add the Comment to the Position number field.

HCP: Hyperion Hints

The arrows circled below can expand your view of the HCP forms.

The screenshot displays the Hyperion HCP interface. The top navigation bar includes 'Navigate', 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The left sidebar shows a 'Forms' section with a 'My Task List' containing 'CU_PLAN Budget Preparation', 'Maintain Position and Employee Assignments', 'Review Allocations', and 'Review Compensation Budgets'. The main area is titled 'Task List Status' and shows a pie chart for 'Task List Status - All' with a legend for 'Incomplete' (red), 'Complete' (green), and 'Overdue' (yellow). Below the chart is a table titled 'Task List Tasks - All' with columns: Task, Type, Status, Due Date, Alert, Completed Date, Instructions, and Action. The table lists tasks such as 'CU_PLAN Budget Preparation', 'Maintain Position and Employee Assignments', 'Review Allocations', 'Review Compensation Budgets', 'Review Position Budgets', 'Review Employee Budgets', and 'Review Element Budgets'. Red circles highlight the expand arrows in the top right and left sidebars.

Task	Type	Status	Due Date	Alert	Completed Date	Instructions	Action
CU_PLAN Budget Preparation							
Maintain Position and Employee Assignments							
Review Allocations							
Review Compensation Budgets							
Review Position Budgets							
Review Employee Budgets							
Review Element Budgets							



Unsaved Data: If you have unsaved data (yellow cells), and you DO NOT wish to save the changes, simply exit the form and begin again if needed.

Sorting Employee Data: On the Maintain Position & Employee Assignments panel, right click on the column headings (i.e.: employee name, position number, etc.), click Sort, and choose sort option.

Addendum A: Benefit Program Code Table

Pooled Fringe
Rates

Effective Date 07/01/2019

Personalize Find   First 1-21 of 21 Last						
	Benefit Program	Description	Classified/Unclassified Indc	Fringe Pool Type	Fringe % Rate	
1	9MO	9 Month Regular FTE	Temporary	9MO	0.362	+ -
2	9MO	9 Month Regular FTE	Unclassifd	9MO	0.362	+ -
3	AT9	Temporary > 30	Temporary	AT9	0.362	+ -
4	ATP	Temporary > 30	Temporary	ATP	0.439	+ -
5	FED	Federal	Unclassifd	12MO	0.439	+ -
6	GRD	Graduate	NoPosn	STDNT	0.071	+ -
7	GST	Temporary	Grant	12MO	0.439	+ -
8	GST	Temporary	Time Limit	12MO	0.439	+ -
9	GT9	Temporary	Grant	9MO	0.362	+ -
10	GT9	Temporary	Time Limit	9MO	0.362	+ -
11	MSC	Miscellaneous	Unclassifd	12MO		+ -
12	MT9	Temp measure full	Temporary	MT9	0.362	+ -
13	MTP	Temp measure full	Temporary	MTP	0.439	+ -
14	NEL	Undergraduate	NoPosn	STDNT	0.011	+ -
15	STA	12 Month Regular FTE	Classified	12MO	0.439	+ -
16	STA	12 Month Regular FTE	Unclassifd	12MO	0.439	+ -
17	TLR	Permanent Regular	Classified	PTMP	0.258	+ -
18	TLR	Permanent Regular	Unclassifd	PTMP	0.258	+ -
19	TMP	Temporary	Time Limit	PTMP	0.258	+ -
20	TMP	Temporary	NoPosn	PTMP	0.258	+ -
21	TMP	Temporary	Temporary	PTMP	0.258	+ -

To report an issue:

Please send an email to Jake Hooker (jhooker@Clemson.edu) and/or Greg Ball (gball@Clemson.edu). The subject line should be a brief description of the issue, with the details in the body. Screenshots and attachments can also be used.

Link to Production:

Hyperion Planning

<https://foundation01.Clemson.edu:4443/workspace/index.jsp>

SmartView install instructions:

Instructions to install SmartView, if not already installed (this will require shutting down Office products and a possible reboot): <https://clemson.box.com/InstallSmartViewDoc>