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UTSC Financial Forecasts
Lunch & Learn Session - February 23, 2024

AGENDA

What is the Compensation Planning Tool (CPT)?

Verifying and Editing Employee Records

CPT Reports

What is Cost Plan?

Entering Cost Plan

Cost Plan Reports

Question & Answer Period

UNIVERSITY OF TORONTO SCARBOROUGH

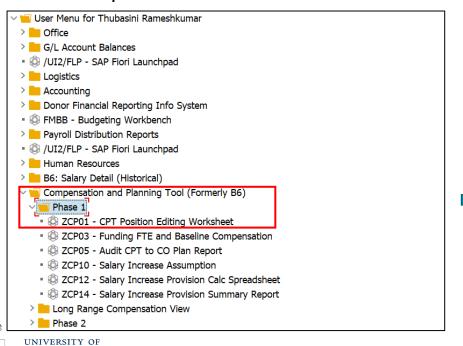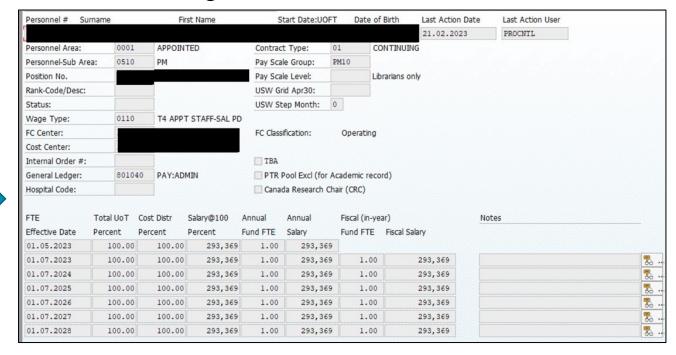# WHAT IS THE COMPENSATION PLANNING TOOL (CPT)?

Compensation Planning Tool (CPT) allows compensation planning for both appointed and non-appointed staff along with multi-year planning. CPT Phase 1 is open in February every year for compensation planning. Phase 1 will be populated with all employee records as per Jan 31st payroll. The current budget cycle year is 2024, version "current". This information is verified against the final Target Budget Letters(TBL) for salaries of appointed and non-appointed staff. The goal is to align the CPT and the TBL for total compensation budget.

The menu path to access CPT:

CPT Position Editing Worksheet:

Verifying and Editing USW Employee Records

1. For the USW group, the CPT reflects the April 30 salary and step of the current fiscal year. If a USW staff member's anniversary month is in February, March, or April (i.e.. after the January payroll information), and is eligible for receiving a grid step increase, the CPT program will automatically update the salary to the next step. No manual adjustment to the salary level is required to reflect the April 30 salary.

2. Expected prorated step increases in the new fiscal year will not be entered in CPT and entered as provision in cost plan. May and July salary will be the same.

3. Prorated step amount found in the TBL under various union groups to be added to the salary and benefit provision in Cost Plan.
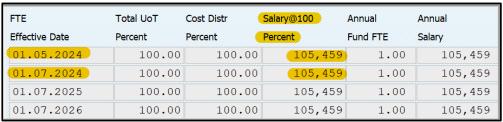
KEY FEATURES IN CPT

Verifying and Editing USW Staff

Target Budget Letter- USW tab

LAST NAME	FIRST NAME	PERSONNEL#	FISCAL START PAY SCALE GROUP	FISCAL START PAY SCALE LEVEL	FISCAL START APPT FTE	STEP DATE	MAY 1, 20XX ANNUAL SALARY	STEP	JUL 1, 20XX ATB	PRORATED ATB	PRORATED STEP	APR 30, 20XX FISCAL SALARY WITHOUT ATB	APR 30, 20XX FISCAL SALARY	APR 30, 20XX BENEFITS	APR 30, 20XX FISCAL +BENEFITS
USW Local 1998 - Appointed Salaries															
Department A- 10XXXX-100XX															
Employee#1	Employee#1	9999999	15	3	1.00000	Dec 7, 2024	105,459	3,226	2,109	1,758	1,283	106,742	108,500	26,582	135,082
											24.50%				
											790	Benefits			

- May 1, 20XX salary needs to match in the "Position Edit" page under Salary @ 100 Percent for FTE Effective Date "01.05.20XX" and "01.07.20XX".
- Prorated Step will be entered as a provision under GL# 800640 for salary and GL# 800940 for benefits. The provision is entered as a lump sum amount in Cost Plan. TBL prorated column does not include benefits. Calculate benefits @ 24.5% for Fiscal 2024.

CPT-Position Edit Worksheet – ZCP01 for Salary

FTE Effective Date	Total UoT Percent	Cost Distr Percent	Salary@100 Percent	Annual Fund FTE	Annual Salary
01.05.2024	100.00	100.00	105,459	1.00	105,459
01.07.2024	100.00	100.00	105,459	1.00	105,459
01.07.2025	100.00	100.00	105,459	1.00	105,459
01.07.2026	100.00	100.00	105,459	1.00	105,459

Cost Plan – KP06 to enter Provision

Cost element	Text	Total Planned Costs	A. Distr...	Long Text
800640	Comp:Union:Salary Provision	1283.00 *	1	
800940	Benefits:Appointed Provision	790.00 *	1	

KEY FEATURES IN CPT

Verifying and Editing Hourly Staff

1. Download will group staff by "P.Subarea" and "Surname" (i.e. Engineer B) instead of separate record for each individual personnel number

2. 3 records or less will be required: "Regular" salary, Shift Premium (if needed) and Overtime (if needed) for each FC-CC

3. Salary will be based on regular hours worked over 12 months (February to this January) period multiplied by current rate

4. Enter amount as lump sum by employee group/Psubarea instead of by employee. On the TBL, Salaries are listed by "Personnel number"

KEY FEATURES IN CPT

Verifying and Editing Hourly Staff

Target Budget Letter

LAST NAME	FIRST NAME	PERSONNEL#	POSITION NUMBER	FISCAL START PAY SCALE GROUP	FISCAL START PAY SCALE LEVEL	FISCAL START APPT FTE	MAY 1, 20XX ANNUAL SALARY	APR 30, 20XX FISCAL SALARY WITHOUT ATB	APR 30, 20XX FISCAL SALARY	APR 30, 20XX BENEFITS	APR 30, 20XX FISCAL +BENEFITS	APR 30, 20XX ANNUAL SALARY
Employee 1	Employee 1	xxxxxx	1300EngB-12401	04U	1	1.00000	71,998	71,998	71,998	17,639	96,592	71,998
Employee 2	Employee 2	xxxxxx	1300EngB-20769	04U	1	1.00000	71,998	71,998	71,998	17,639	96,592	71,998
Employee 3	Employee 3	xxxxxx	1300EngB-22654	04U	1	1.00000	71,998	71,998	71,998	17,639	96,592	71,998
Employee 4	Employee 4	xxxxxx	1300EngB-28218	04U	1	1.00000	71,998	71,998	71,998	17,639	96,592	71,998
Employee 5	Employee 5	xxxxxx	1300EngB-33254	04U	1	1.00000	71,998	71,998	71,998	17,639	96,592	71,998
Employee 6	Employee 6	xxxxxx	1300EngB-37010	04U	1	1.00000	71,998	71,998	71,998	17,639	96,592	71,998
Employee 7	Employee 7	xxxxxx	1300EngB-51231	04U	1	1.00000	71,998	71,998	71,998	17,639	96,592	71,998
Total						7.00000	$503,983	$503,983	$503,983	$123,476	$676,145	$503,983

CPT – Position Edit Worksheet – ZCP01 for Salary

May 1, 20XX salary amounts for each employee group is entered as a lumpsum amount in CPT

CPT records for 2024 - 25	Plan Year 00		Version CURRENT					Total Records:		31	
P.Area	P.Su...	Pers.No.	Surname	First Name	Funds cent	Cost cente	G/L Accoun	July Annual Salary	July Fiscal Salary	July Fiscal Fund FTE	July Annual Fund FTE
0001	1300	0	ENGINEER B	VARIOUS	111243	10000	801050	191,734	191,734	0.00	0.00
0001	1300	0	ENGINEER B	VARIOUS	111243	10000	801050	872	872	0.00	0.00
0001	1300	0	ENGINEER B	VARIOUS	111243	10000	801050	503,983	503,983	7.00	7.00

KEY FEATURES IN CPT

Verifying and Editing Non-Appointed Staff – Casual, TA and Stipend

1. UTSC non appointed staff for casual, TA and Stipend will be entered in CPT by Financial Services.

2. Download will group staff by "personnel subarea" (i.e., various employee groups: TA, SL, USW, etc.). Records will show Name: Various.

3. Salaries are based on the actual salaries paid in the last 12 months (February to this January).

4. Do not delete or edit records on CPT with "Various" under both Surname and First name.

P....	P....	Pers.No.	Surname	First Name	Funds cent	Cost cente	G/L Accoun	July Annual Salary	July Fiscal Salary	July Fiscal Fund F...	July Annual Fund...
0002	5150	0	VARIOUS	VARIOUS			801140	16,145	16,145	0.57	0.57
0002	5200	0	VARIOUS	VARIOUS			801140	761	761	0.05	0.05

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KEY FEATURES IN CPT

Verifying and Editing Faculty and Librarian

Consistent with the Provostial directive, faculty appointments effective after January 31st are considered new hires. As such, these positions are not entitled to ATB or PTR increases in the following year. In the CPT application, identifying individuals who started after January 31st is facilitated by ticking the "PTR Pool Excl" indicator.

PTR Pool Excl (Academic)   ☐ CRC: ☐   TBA: ☐

KEY FEATURES IN CPT

Verifying and Editing:

Professional and Managers (PM) and Confidential

Update employee records to match to Target Budget Letter for Base positions only.

To Be Appointed Positions (TBA)

The downloaded CPT data does not include TBA information. TBA positions are entered by the Operating Budget Team as per the final TBL of your department. When matching total compensation budget against CPT, total TBA budget should be taken out from the respective compensation line on the TBL in order to balance (this doesn't apply to self-funded or ancillary units).

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KEY FEATURES IN CPT

Verifying and Editing:

Secondments

1. Salary records should match Target Budget Letter
2. Salary download will reflect employees new position (secondment)
3. Employee records will only be visible if it's within the same FIS hierarchy
4. Create new employee record for employee who went on secondment from department and delete employee records of employees filling secondment in your department
5. Update employee records to match to Target Budget Letter (Base Position)

Reclassifications

1. Salary records should match Target Budget Letter
2. Salary download might reflect employees salary information prior to reclassification
3. Delete record and create new record to match salary amount to Target Budget Letter

KEY FEATURES IN CPT

Multi-Year Planning

1. Planning for new fiscal year plus 5-year by modifying positions, FTE and salary to allow adjustments for LTD, retirement, etc.

2. **This function may be used in the future. At this time we are not entering detailed long term planning in CPT.**

3. Current year CPT salary should equal future year salary for Fiscal 2025 and onwards.

4. Once the salary is entered in the new fiscal year press "enter" and remaining year information will be auto filled

CPT REPORTS

CPT Reports to run:

- ZCP03 – CPT Funding FTE and Baseline Compensation
- ZCP05 – Audit CPT to CO Plan Report (please note that this report needs to be run after completing the Cost Plan entries)

CPT REPORTS

In the ZCP03 screen enter the following data in the report criteria and then select the execute button

LOCKING THE DATA IN CPT

Once you have made your changes and your CPT data match your corresponding TBL data, not including prorated salary increases (salaries and benefits only) then, and only then, click on the 'lock' icon. This freezes your data - you will no longer be able to edit. However, your budget contact person at UTSC Financial Services will still be able to make changes to your records until the data is locked at the UTSC Financial Services level.

WHAT IS COST PLAN?

Cost plan is a detail form of your total budget on the TBL broken down into various cost elements. After Compensation Planning Tool (CPT) is completed and balanced, Cost Plans in FIS must be entered in order to receive your budget for the upcoming fiscal year on May 1.

1. The access for the cost plan entry in FIS is located in the UTSC module in SAP. Path: UTSC/Planning/Cost Centre Planning/KP06-Change.

ENTERING COST PLAN

2. In the KP06 – change CElem/Activity Input Planning screen, input the following:

Please note that Fiscal year should be set to 2025 for Cost Plan

Change Cost Element/Activity Input Planning: Initial Screen

| Layout | ZUOFT-1 | CC plan 1 |

Variables

Version	1	Original Plan
From period	1	
To period	12	
Fiscal year	2025	

Cost Center	10000	← Enter the cost center here if you only have one or you wish to enter one cost centre at a time
to		
or group		← Enter the Cost Centre Group number if you have more than one cost centre and would like to enter your group of cost centres at one time
Cost Element		
to		
or group	UOFT-ALL	U of T - All Cost Elements

ENTERING COST PLAN

3. Select 'Free' under the 'Entry' options at the bottom of the screen.

4. Once completed select the 'Overview' icon to access the planning screen.

5. In the planning screen ("Change Cost Element/Activity Input Planning: Overview screen"), enter a GL and corresponding amount in the waiting open fields. When you press Enter on your keyboard, the name of the GL will appear and you can continue onto the next line.
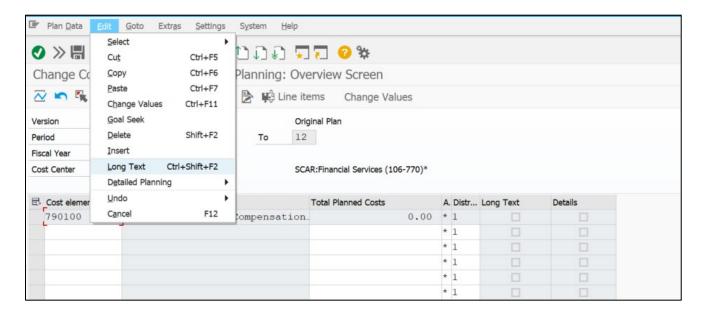
ENTERING COST PLAN

6. To save your data, click on the 'Disk' icon. When you have completed your plan, or at any time you wish to sum the amounts, save your entries, click 'Goto' on the top menu bar, select 'Period Screen' from the roll-down menu and then click on the 'Green back arrow' to return to the setup screen. Then click on the 'Overview' icon.

ENTERING COST PLAN

7. Revenue and recovery accounts must always be entered as a negative amount. The negative sign can be added either before or after the number. Each revenue entry must have a note entered in the Long Text.

To enter note in the Long Text:

- Highlight the cost element line
- Click on Edit on the menu bar
- Select Long Text from the roll-down menu
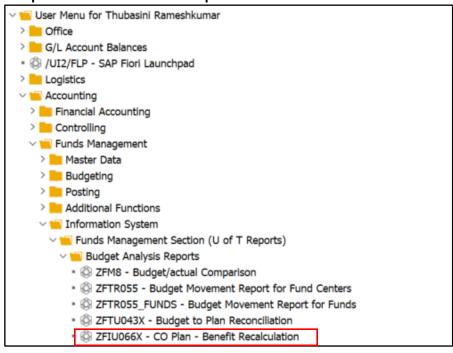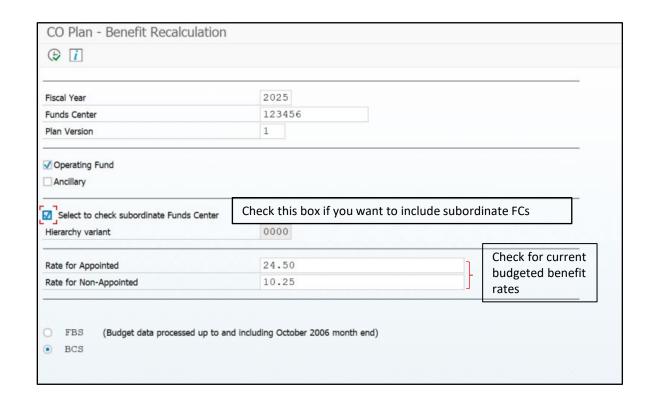- Enter your text and click on the Disk icon to save

COST PLAN REPORTS

The following reports need to be run after completing Cost Plans:

1. **ZFIU066X – CO Plan – Benefit Recalculation**

FIS path to run the report:

COST PLAN REPORTS

ZFIU066X – CO Plan – Benefit Recalculation report:

University of Toronto

CO Plan – Benefit Recalculation
Operating Fund   Fiscal Year: 2024   (BCS)
Plan version: 001 to Plan version: 001 Appt. : 24.50   Non-appt. : 10.25

Page :   1   of   1
Program :   ZFIU066X
User :   RAMESTHU
Date :   21/02/24
Time :   14:41

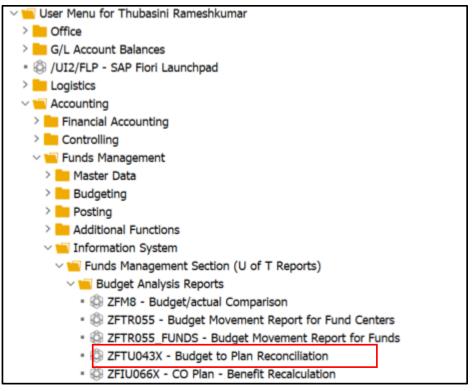| CFC Name CC/OR G/L Name CI Name	Salary Amount	New Ben (calculated)	Old Ben (Dept.suppl.)	Diff. Ben
3456 UTSC:Department A				
19999 UTSC:Department A				
801010 Pay:Academic HR-APP-AC	5,313,404.00	1,301,784.00		
801015 Pay:Admin/Clini HR-APP-AC	15,000.00	3,675.00		
801040 Pay:Admin HR-APP-AD	230,834.00	56,554.00		
801050 Pay:Union HR-APP-UN	1,052,519.00	257,867.00		
Total (801910)	6,611,757.00	1,619,880.00	1,619,880.00	0.00
801140 Pay:Casual Admi HR-NAPP-AD	31,063.00	3,184.00		
801160 Pay:Stipend Tea STIPEND-NAP	18,127.00	1,858.00		
Total (801920)	49,190.00	5,042.00	5,042.00	0.00
Overall Total	6,660,947.00	1,624,922.00	1,624,922.00	0.00

Check and ensure that difference in benefits column has no variance. Any rounding difference should be adjusted in Cost Plan to remove variances.

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COST PLAN REPORTS

2. **ZFTU043X – Budget to Plan Reconciliation**
The purpose of this report is to reconcile operating budgets entered in the Cost plans with the amounts on your final TBL. The total on the bottom of the report should match with the total revenue/expenditure budget on the TBL.
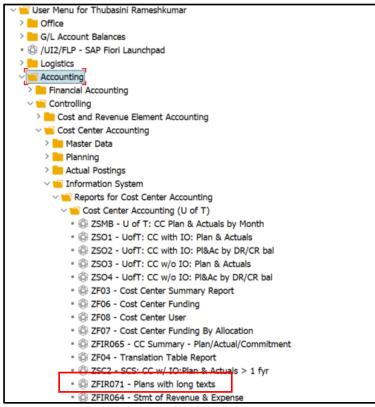
COST PLAN REPORTS

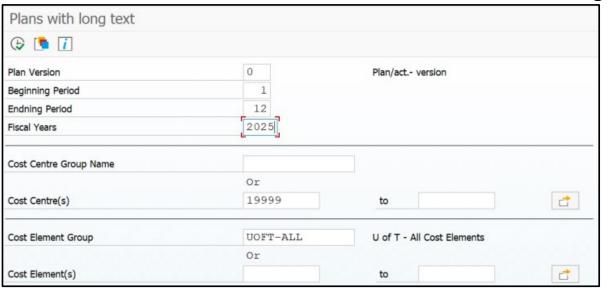3. **ZFIR071 – Plans with long texts**

FIS path to run the report:

Enter information as below and select one cost centre or a group

The report with Long Text for revenue items:

Cost element Description		Total Planned Costs	Long Text
Internal Recovery Supplies Gene	798250	1,386.00-	Includes SHRL Admin Dept OH, Parking Admin Dept OH, Food Dept Admin OH, RCS Admin Dept OH.
Internal Recovery Facility/Serv	799067	9,742.00-	Includes SHRL Admin Dept OH, Parking Admin Dept OH, Food Dept Admin OH, RCS Admin Dept OH.

ENTERING COST PLAN

Important Tips and Considerations

1. The salaries in the CPT report must not exceed the salaries in the Cost Center plan. Fiscal 2025 benefit rate for appointed staff is 24.5%, non-appointed staff is 10.25% which are also the benefit rates used on your Target Budget Letter.

2. Enter dollars only; do not use cents when entering your cost plans.

3. To change a saved amount to a new amount in Cost Plan, highlight and type over it.

4. To add a line to a saved plan, type in the cost element and amount in the next blank line. Then do the Save>Goto>Period Screen>Green Arrow back>Overview routine to include the new line in the total.

5. To delete a line, highlight the line, go to 'Edit' on the blue menu bar and select 'Delete' on the roll-down menu.

6. Once your cost plan has been entered into FIS please do not request changes to your FIS hierarchy or updates in cost centre linking until May 01 2024. Any changes to your hierarchy may affect which CFC your budget is loaded into in the new fiscal year.

QUESTION & ANSWER PERIOD

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FINANCIAL SERVICES CONTACT INFORMATION

Who to contact in Financial Services in case you need further help and support with the financial forecasts.

Thubasini Rameshkumar	Cindy Yang	Carlton Li	Aileen Cabrera	Carmina Elefano
AccessAbility Services	Campus Planning and Analysis	Anthropology	Bookstore	Academic Advising and Career Centre
Biology	Community Partnership and Engagement	Art's Culture & Media, Incl. Cultural Affairs	International Academic Program Initiatives Business Development	Arts and Science Co-op
Centre for Teaching & Learning	Computer & Mathematical Sciences	Doris McCarthy Gallery		Atheletics and Recreation
Library	Design & Construction Management	Health & Society		Department of Student Life
Human Resources	Facilities Management	Management		Health and Wellness Centre
Equity Diversity and Inclusion Office	Global Development Studies	Office of the Vice-Principal Academic and Dean		International Development Studies Co-op
Development and Alumni Relations	Human Geography	Registrar and Admissions Office		International Student Centre
Marketing and Communications	Philosophy	Sociology		Management Co-op
Office of the Vice-President and Principal	Political Science	Transition Year Program		Office of Student Affairs
Physical and Environmental Sciences	Historical Cultural Studies	Psychology		
Office of the Vice-Principal Research and Innovation	Office of Business Operations and Strategic Affairs	Information and Instructional Technology Services		
English	Financial Services	Campus Safety Security and Critical Incidence Response Office		
Language Studies				
Culinaria Research Centre				
Centre for Disability Studies				

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