



Tidemark Budget Data Entry – Payroll Budget (2017)

This document contains information for entering proposed budget amounts into the Tidemark software for Payroll.





Overview:

This document provides guidance for reviewing the proposed payroll budget and for entering suggested manager rates and suggested hours for team members within individual cost centers.

You will only have access to the panels in Tidemark that match to your security profile.

These instructions are focused on use of the Tidemark budgeting software only. These instructions do not include any guidance on calculating the suggested rates or suggested hours required for the budget. The Tidemark budgeting software will provide the current hourly pay rate by employee with trued-up FTE's and proposed rates. The person preparing the budget must support any changes to the initial proposed rate and proposed FTE and then input the suggested manager rate and suggested manager hours into the Tidemark budgeting software.

Tidemark Tips:

SCREENS WITHIN THIS DOCUMENT ARE FOR DEMONSTRATION AND TRAINING PURPOSES

All screens, within Tidemark, are security driven. What you see on your screens within the system may differ slightly than what is shown on the screens within this document.



ENTRY INTO INDIVIDUAL CELLS

*Information may only be entered into cells that are shaded in yellow or tan within an individual panel. Click **twice** on the cell to enter the information.*

NAVIGATION BETWEEN PANELS

Navigate to another panel by clicking on the blue tabs with the arrows at the sides of each panel, called "Paddles".

EXPORTING INFORMATION

To export a panel into Excel, click on the



EXPORT icon located in the upper right corner of the

Tidemark panel.



After logging into Tidemark you will be at a screen that lists the available applications within the system. The Financial Planning and Analysis (FP&A) application is the primary application used by Masonic Villages. Within the FP&A application there are sub-applications that will lead you to where you can view reports and perform various variance analysis activities. Click the **FP&A icon** to proceed.

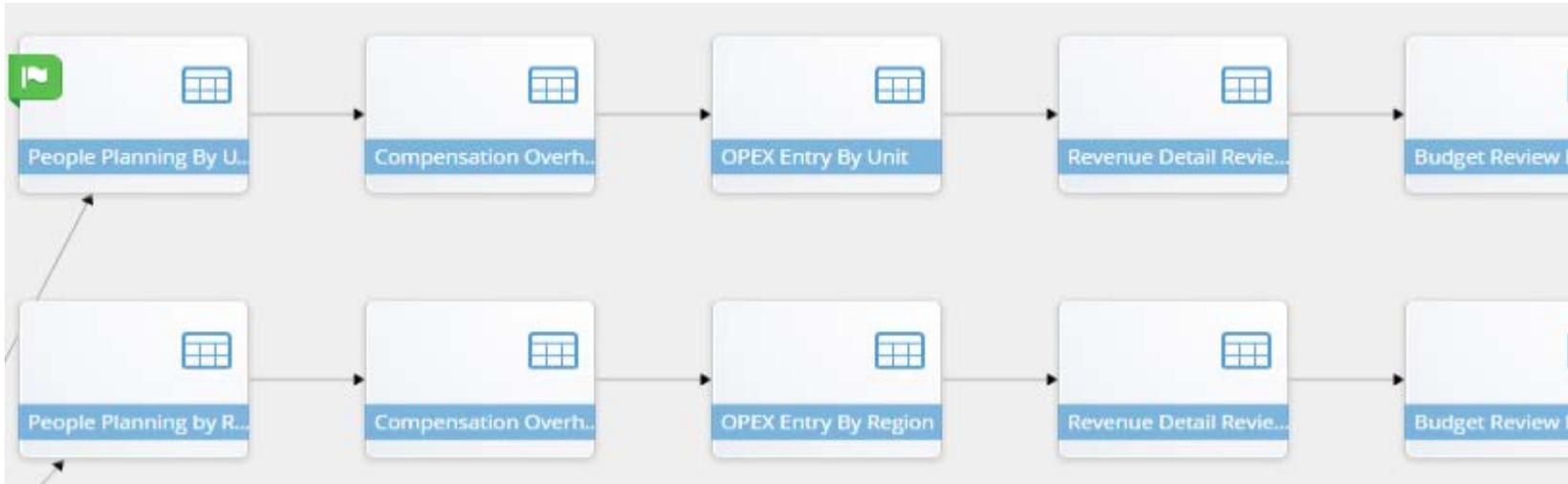


Click the **Planning and Budgeting icon** to bring up the Process Map.





On the Process Map, click on the icon labeled **People Planning by Unit** or **People Planning by Region**.



The Regions and Cost Centers for which you are responsible will populate the Page Edge drop down menus in the top left corner of the Tidemark panel.

COMPANY	REGION	COST CENTER	LABOR DISTRIBUTION	TIME	Current Hourly Pay Data	Current Hours	Loaded FTE	Current Salary	Initial Proposed Date	Suggested Manager Date	Suggested Manager Hours	Proposed FTE
Masonic Villages of ...	Elizabethtown	All Business Units	All Labor Distributi...	FY 2016								



If the default Region is not the one you want to work with, click on the Region field, then click the “x” beside the default region. This will remove the default region. Then select the Region you want to work with by scrolling through the list of regions available to you based on your security profile. Click on your selection, then click on the double arrow in the box, then click on the green Apply button.

If the default Cost Center is not the one you want to work with, click on the Cost Center field, then click the “x” beside the default cost center. This will remove the default cost center. Then select the Cost Center you want to work with by scrolling through the list of cost centers available to you based on your security profile. Or, if you know the number of the cost center you want to select, type the number within parentheses in the blank white field. Click on your selection, then click on the double arrow in the box, then click on the green Apply button.

If you want to change the Suggested Manager Rate or Suggested Manager Hours, within the cost center, and comment, you need to **select a Labor Distribution other than All Labor Distributions**. Click on the Labor Distribution field, then click the “x” beside All Labor Distributions. This will remove the default labor distribution. Then select a Labor Distribution type you want to work with by scrolling through the list. You might need to select **All Others** as the Labor Distribution and then click the double arrow in the box, then click on the green Apply button.





The People Planning By Unit or Region panel is used to review and revise the payroll budget for a cost center. This panel includes current hourly pay rate, current hours, loaded FTE, current salary, initial proposed rate, proposed FTE, total adjusted salary, projected FICA, projected Medicare and total salary plus payroll taxes. The following fictitious People Planning entry panel is an example of an in-progress budget entry process.

← / Planning and Budgeting / [2016 Working Budget](#): People Planning by Region for [All Regions](#)

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COMPANY	REGION	COST CENTER	LABOR DISTRIBUTION	TIME												
Masonic Villages of ...	Elizabethtown	Other Activities	All Others	FY 2016												
					Current Hourly Pay Rate	Current Hours	Loaded FTE	Current Salary	Initial Proposed Rate	Suggested Manager Rate	Suggested Manager Hours	Proposed FTE	Percent Adjustment	Total Adjusted Salary	Projected FICA	Proje Medi
Secretary	Greta Done				14.25	2,080	1.00	29,640	14.61			1.00		30,381	1,884	441
Director of Everything	Bosser Arounder				40.3	2,080	1.00	83,824	41.31			1.00		85,920	5,327	1246
	All Employees				54.55	4,160	2.00	113,464	55.91			2.00		116,301	7,211	1,686

REFRESH



If you have changes to the Initial Proposed Rate, which includes the budgeted raise percentage, and Proposed FTE, enter the Suggested Manager Rate and Suggested Manager Hours into the cells that are shaded in yellow or tan in the panel. Click **twice** on the cell to enter information and brief written explanations. Click on the Save button in the lower right corner of the Tidemark panel

A blue rectangular button with the word "SAVE" in white, uppercase letters.

If you need to enter information for another region and/or cost center, repeat the process for selecting a new region and cost center described previously in this document. If you have completed all of your data entry for payroll, click on the down arrow in the upper left corner of the panel to return to the Process Map, where other types of budget work may be performed.

Budgeting Replacement Factor Hours

Some departments may need to include hours and dollars in their payroll budget to account for employees providing coverage for other employees who are absent due to scheduled or unscheduled time off. Job profiles for “Replacement Factor” are available in the People Planning panels that will enable the input of suggested hours and an average hourly rate to be applied to those hours. The calculated dollars for a cost center’s “Replacement Factor” will be automatically included in a cost center’s total budget for the “Salaries and Wages” accounts. The calculated hours for a cost center’s “Replacement Factor” will be automatically included in a cost center’s total FTE.

Budgeting for Open Positions

Open Positions in the People Planning panel represent hours and dollars in the payroll budget that did not correspond to an existing employee at the time the payroll budget was initiated in Tidemark. This occurs due to employee turnover. The hours represented by Open Positions should be included in a preparer’s assessment of the adequacy of the total budgeted payroll hours for a cost center. The hourly pay rate assigned to Open Positions should be the starting rate applicable for the related job title recommended by the Human Resources function.

				Current Hourly Pay Rate	Current Hours	Loaded FTE	Current Salary	Initial Proposed Rate		Proposed FTE	Total Adjusted Salary	Projected FICA	Projected Medicare	
Replacement Factor	Open_Position_1	Open_Position_1	RN	32.5	345	0.00	11,213	33.31		0.00	11,493	713	167	12,372
			LPN	27.1	510	0.00	13,821	27.78		0.00	14,167	878	205	15,250
	Open_Position_9	Open_Position_9	Light Duty	100	50	0.00	5,000	102.5		0.00	5,125	318	74	5,517
			



Budgeting for Positions in Transition

Positions are sometimes approved for a partial year in a budget with the intent that the position will become a full-time position in the next budget year. This frequently occurs when a new resident unit opens or a new service begins in the middle of a budget year. Department directors are responsible for ensuring that the partial hours carried over from the prior year's approved payroll budget are increased to the full-time hours in the proposed payroll budget for the subsequent year. If this has not been completed by the Payroll and Human Resources functions in the People Planning panels prior to the start of the budgeting process, preparers should input information into the Suggested Manager Rate and Suggested Manager Hours columns. The reason for the additional budgeted hours should be described in the Comments column.

