

SBFS Frequently Asked Questions

1. I have a full-time position that came over from the HR/Payroll system as a .90 FTE, and it should be 1.00 FTE. How do I fix this?

Go into SBFS, Position Search & Edit, find the position, and go to the Future Change Tab on that position record. Fill in all of the boxes (all of the information you need is in the position info panel in the upper left quadrant) for the future change line (07/2006 for the date), paying close attention to making FTE, Salary%, and Benefit% 100.000. If it is a Non-Rep position, remember to include the salary (see the first tab of the position record).

2. I have a position currently underfilled, which is costing out at the underfill incumbent's rate. We will be filling the position by the start of FY 2006-07. How do I get it to cost correctly?

This can also be accomplished with a Future Change. Fill the boxes out as described above, but plug the anticipated salary into the Salary field (Rep or Non-Rep). If the incumbent also has a lower-than-normal health benefit election, simply plug some additional dollars into 517000 in the proper centercode on a Technical Adjustment Form.

3. Do I have to use Future Change to adjust position costing?

No – if you are not trying to increase the FTE amount (see #1 above), adjustments can be made on a Technical Adjustment Form to 511000, 512000, and 517000. These adjustments need to be explained on the Justify line or Justification Tab.

4. Can I allocate a position 100% to another center?

Yes. But such a change was not the original intent of the Position Allocation Tab. Because of the way SBFS calculates position costs in order to capture monthly variations like step increases and anniversaries, position costs are divided by 12, calculated, and then recombined. This can lead to stray multiples of \$4-12 remaining in the original center. These can be adjusted out on a Technical Adjustment Form if necessary.

5. What snapshot should I be using for SBFS reports?

Always pick the most recent Baseline snapshot prior to the last upload from HR/Payroll (01/05/2006 this budget season). After that, use the one for the relevant budget version (V_52 Request Total, V_53 Proposed Total, etc.). These snapshots reflect what is posted to BRASS in accounts 511, 512 (part-time positions only), and 517 for the appropriate column. The Full COLA snapshot is intended only as informational, and will not be posted to BRASS. See the table below for snapshot assumptions.

Personal Services Assumptions in BRASS FY 2006-07 (11/22/2005)

Baseline SBFS Snapshot (posted to BRASS V51 column)	Full COLA SBFS Snapshot (not posted to BRASS)
Salaries per most current FY 2005-06 Compensation Plan ¹	Salaries inflated by 3.8% (anticipated CPI-W) ²
Step increases based upon the Promote Date imported from the IBIS HR system.	Step increases based upon the Promote Date imported from the IBIS HR system.
Health Care costs at FY 2006-07 rates (95/5 assumed).	Health Care costs at FY 2006-07 rates (95/5 assumed).
PERS costs at the 14.07% and 14.04% (Tier 3 or OPSRP) rates ¹	PERS costs inflated to 16.07% and 16.04% (Tier 3 or OPSRP) rates ²
Social Security (OASDI) at 6.20% using a \$96,398 maximum base.	Social Security (OASDI) at 6.20% using a \$96,398 maximum base.
Medicare at 1.45%.	Medicare at 1.45%.
TriMet at 0.6318% ¹	TriMet inflated to 0.6418% ²
Long Term Disability and Life Insurance where applicable.	Long Term Disability and Life Insurance where applicable.
2080 Hours.	2080 Hours.

¹ – Forecast increases for the items noted (still unknown at this time when or if they may happen) are held in the compensation set-aside for the **General Fund Bureaus only**. Non General Fund bureaus need to make their own arrangements budgetarily for potential increases in these areas.

² - The Full COLA SBFS Snapshot is provided as a *guide* for **non General Fund bureaus** to estimate what they may need to set aside for potential Personal Services increases in these areas. It is not a recommended amount, but a suggestion or starting point for non General Fund bureaus. It does not necessarily reflect what may be in the General Fund compensation set-aside for the General Fund bureaus.

6. What costing assumptions are used for vacant/new/cut positions?

These assumptions are held in the SBFS category tables that are set up for each bargaining unit, and within each unit for each increment of full-time (100%) and part-time (50%, 63%, 75%, 88%). The table below shows the default benefit assumptions:

COPPEA, DCTU, ECO, Fire, Rec, Non-Rep	Police
Step 1 (or start of range) Salaries per most current FY 2005-06 Compensation Plan	Step 1 (or start of range) Salaries per most current FY 2005-06 Compensation Plan
Health Care costs at FY 2006-07 rates (95/5 assumed), CityCore 2 Party (\$10,209)	Health Care costs at FY 2006-07 rates (95/5 assumed), CitySelect 2 Party (\$9,956 + \$867 = \$10,823)

PERS costs at the 14.07% and 14.04% (Tier 3 or OPSRP) rates	None
Social Security (OASDI) at 6.20% using a \$96,398 maximum base.	Social Security (OASDI) at 6.20% using a \$96,398 maximum base.
Medicare at 1.45%.	Medicare at 1.45%.
TriMet at 0.6318%	TriMet at 0.6318%
Long Term Disability and Life Insurance where applicable.	Long Term Disability and Life Insurance where applicable.
2080 Hours (except Fire).	2080 Hours.

The Position Tab on BRASS Budget Forms will calculate costs based upon these assumptions. You will need to adjust to them as needed. This is especially the case with positions being deleted.

7. I have a Limited Term position that shows up on the report as an FTE of 0.00 and no dollars. What happened?

Look the position up in Position Maintenance of Position Search & Edit. In the position information part of the panel, in the lower right quadrant, are two boxes – Fund Avail and Fund Term. There will be dates in these boxes that were brought in from the HR/Payroll system. They represent the time period that the position is authorized for. If the Fund Term date is prior to 7/2006, then the position will neither cost out nor have an FTE. If your bureau has not extended the position through HR by the time SBFS is “frozen” (01/05/2006), you will need to do a Future Change adjustment as described above in #1 & #2 – remember to plug in the salary amount. If you have a Limited Term position that is costing in the new Fiscal Year, it is because the Fund Term date is after 7/2006. If for some reason you don’t want the position to cost out or have an FTE in the new Fiscal Year, and it is not a budget reduction, Future Change will also fix this situation. Fill out the Future Change as described in #1 & #2 above, but make sure that FTE, Salary%, and Benefit% are at 0.000.

8. When will I see my SBFS changes?

*The Baseline snapshot (after 01/05/2006 the one for the relevant budget version; (V_52 Request Total, V_53 Proposed Total, etc.) is recalculated every night at **7:30 pm**. It is available for reporting at **9:00 pm**. The results of the snapshot are posted to BRASS (in order to show up in reports and spreadsheet views) by **8:00 am** the following morning.*

Every payday from September through early January, we reload new HR/Payroll information and create a new snapshot for that date. This process takes from 1-4 hours depending upon the number of errors we have to chase down.