



Office Memorandum

Date: May 24, 2016
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Cost Projection Reminder

The information in this bulletin is not new; its purpose is to serve as a reminder to staff.

Information about cost projections is available on SEMA4 Help's [Cost Projections Contents page](#). The information available includes:

- Overview
- Check List
- Pages and Fields
- Reports
- [Reference](#)

NOTE: The Reference link above provides detailed information about cost projections. See below for a sample of this information.

Cost Projection Setup

Cost projections use both position and job data entered by agency staff and business rules defined by Minnesota Management & Budget, Statewide Payroll Services staff, when calculating obligations. The accuracy of cost projections is dependent on the accuracy of the information used in the calculation.

Positions Fields

Several fields on the position's **Barg Unit/Cost Projection** page impact cost projections.

1. **Seasonal and Temporary positions:** Two fields control cost projections for seasonal and temporary employees. The fields, **Seas/Temp Start Dt** and **Seas/Temp End Dt**, are in the **Cost Projection Use** box. Agency staff must fill in these fields to project seasonal and temporary positions correctly. The program uses the date in each field to define the season for seasonal and temporary positions.
2. **Vacant positions:** Vacant positions will project only if the **Intend to Fill Date**, **Comp Frequency**, and the **Intend to Fill Amount** or **Intend to Fill Step** fields are filled in. The **Headcount Status** field will indicate Open for vacant positions.
3. **Filled positions:** Filled positions will project based upon the job and position data for the employee. The **Headcount Status** field will indicate Filled for filled positions.
4. **Inactive Filled positions:** Inactivating a filled position will not stop the program from projecting obligations when there is an employee (job record) assigned to the position. Whether a position is Active or Inactive is indicated in the **Status** field.
5. **Abolished positions:** Abolished positions will project until the **Intend to Fill Date** field is cleared. Note: This status would be indicated on the **Position Status** field on the position **Description** page.

Once the **Intend to Fill Date** field is cleared, the position will still appear on the Roster Staffing Report if actual expenses were paid during the fiscal year. Note: The **Intend to Fill Date** field will NOT be cleared automatically for abolished positions.

6. **On Hold positions:** Putting the position on hold will not stop the obligations from projecting. Note: This status would be indicated on the **Position Status** field on the position **Description** page.
7. **Leave of Absence positions:** Leave of Absence positions will project until the **Intend to Fill Date** field is cleared. If the **Intend to Fill Date** field has a date and the employee is on a leave of absence, cost projections will be calculated.
8. **Position End Date:** Projections will stop as of the date in the **Not To Exceed Date** field.

Reports/Timing

The cost projections reports are updated every 2 weeks. An updated version of each report is available Monday of payroll processing week.

- FIHR6670 - Positions with Invalid ChartStrings (DocumentDirect/InfoPac ID HP6670)
Note: From Mid-May through Mid-July, this report will usually run on the weekend and on every other Wednesday night and will be available the following workday. FIHR6670 will not run on Wednesdays in payroll processing weeks,
- FIHR6760 - Roster Staffing/Staffing Report (DocumentDirect/InfoPac ID HP6760)
- The timing of Human Resources transactions can affect the projections for a position. If an HR change was entered and the obligations do **not** look as though they include the change, you can:
 - 1) Verify the effective date and created date of the transaction, or
 - 2) Wait another pay period - then verify that the transaction includes the HR change.

NOTE: Accurate cost projections rely on both agencies and Minnesota Management & Budget updating/maintaining information in SEMA4.

Questions?

Agency Payroll, HR, and Accounting staff should contact Erin Gregory in Statewide Payroll Services at 651.201.8077 or erin.gregory@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF