Title	**Legislative Reporting – December/January Annual Reports**
Version	1.0
Date	December 29, 2010
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Process Owner	SDBOR
Dept/Division	SDBOR
Get help with this process	RIS or HR SDBOR
Processes	PZRLR01, PZRLR02, PZRLR03
	PZRLR04, PZRLR05, PZRLR06
	PZRLR07, PZRLR09
	PZRTNOV
	NA

Description:

These reports are completed after the December payroll prior to the legislative session. Certain data is provide to BOP regarding the totals. PZRLR03 is also used for the FactBook and can be run at any time.

Reference Information:
Payroll History primarily.

PZRLR01 – Longevity costs by Fund Sources. This is pulled from payroll history for earnings and fund source. This program looks only at the earnings code for longevity (LNG). This program looks at any LNG earning regardless if employee is active, terminated or on leave. This program uses all forms of payrolls (monthly or corrections). In addition to the costs, this program documents all that were eligible to receive longevity for the given FY (Eligible) as well as those that will be able to in the future (All). Always use the last full completed FY.

PZRLR02 – City/County Counts. This report counts all addresses from SPRADDR that work in a city and reside in a County. Then numbers may not match as some of our employees reside outside of the state of South Dakota. We are only looking for those that reside in SD and work in SD. This report helps BOP build on total employee counts for legislative updates during their presentation. This report is based on all employees that are not terminated and do not have ECLS 45.

PZRLR03 – Employee Counts. This report is based on total employee headcounts. One of the parameters for this report is Payroll. It is best to pull payroll December (12) for this report as we have a full population of employees. This report documents for BOP total A, B, C employees. A = 40 hours week employee, B = 20 or more hours week employee, C less than 20 hours week. A and B are eligible for health and leave benefits. C is only able to accrue leave. Currently, this report uses PEBEMPL but will need to be changed to PEREHIS.

PZRLR04 – Average Years of Service. This reports by institution total number of years of service. We only use this report for average years of service to assist BOP in reviewing the total longevity of employees and their average. The average salary would not necessarily be accurate for reporting as it does not accurately reflect less than 12 month appointments per se.   This is looking at all employees not terminated.

PZRLR05 – COMPA Ratio. Compa-ratios are a percentage representation of a employee's pay levels as they compare either to the company's own structure (Minimum, Midpoint and Maximum). In the simplest form, a one-position company paying $9,000 for a position whose structure or competitive level is $10,000 would have a compa-ratio of 9/10 or 90%. In other words, the market or compa-ratio is determined by dividing the employee's salary by the competitive structure: Compa-ratio = Employee Level / Pay Structure. It is a term used in salary administration regarding employees. For example, "He's making $9,000 and his comp ratio is 90%." It can also be appropriately applied to departments, companies, and other comparison situations.

This report is pulled on employees who are not terminated and their P and S job data. The information that is submitted to the State is only the FTE and Midpoint Values see example.

Group	FTE	Ratio
BM-FULL	801.11	90.205
BM-PART	31.10	98.738
AT-MID	558.14	100.051
ABOVE	262.17	107.390

Calculation example:

POSITION IN DEPT. A	SALARY ($)*	COMPETITIVE LEVEL ($)*	COMPA-RATIO (%)
Secretary	10,000	6,000	167
Communications Coordinator	20,000	10,000	200
Research Analyst	15,000	15,000	100
Marketing Analyst	20,000	19,000	105
Marketing Manager	25,000	25,000	100
TOTAL	**90,000**	**75,000**	**120**

*The numbers are used for illustration purposes only.

Calculation Example BOR:

Inst	BM FT	YR	Grade	TBAMT	TFTE	Ave Sal	Midpoint	C-Ratio	
BOR		<=2	N06	$ 50,000	3	$ 16,667	$ 18,000	92.59259	
		3..5	N06	$ 25,000	1.5	$ 16,667	$ 18,000	92.59259	
		6..10	N06	$ 15,000	1	$ 15,000	$ 18,000	83.33333	
		11+	N06	$ 15,000	1	$ 15,000	$ 18,000	83.33333	
		All							
		Empl	N06	$ 105,000	6.5	$ 15,833	$ 18,000	87.96296	87.96%

In this example - YR = Years of Service. TBAMT = Total Average FY Salary. TFTE = Total
FTE. Ave Salary = TBAMT/TFTE = Ave Sal. Midpoint is midpoint of grade and then C-Ratio
is the Ave Sal/Midpoint.

This report will kick out errors if the employee has an ECLS and Grade that does not match. I.e.,
ECLS 03 is exempt should have a S grade not a H grade.

PZRLR06 – Cost of Benefits by Fund Sources. This is pulled from payroll history for
deductions and fund source. This program looks only at the employer BDCA Benefits (i.e., 020,
025, 030, 035, 100, etc). This program looks at any of these benefits regardless if employee is
active, terminated or on leave. This program uses all forms of payrolls (monthly or corrections).
Always use the last full completed FY. Send the state the totals for each institution.

PZRLR07 – COL increase. This report documents those employees that receive the COL
increase, a Partial COL increase or no COL increase.   If the salary policy is 0%, the report
should have 0 for all counts. If numbers are reflected, RIS can provide you the detail and have

the campus explain the change in pay. Sometimes this is due to permanent additional duty pay and use of the first effective date in the FY.

PZRLR09 – Faculty Salary Data. This report is used for the FACTBOOK for average faculty salaries. Once the FACTBOOK is completed. That data can be sent on Faculty to BOP. However, this report also provides for CSA and NFE numbers. You will need to send over the CSA Average, CSA Median, NFE Average and NFE Median in addition to the Factbook average faculty salaries.

PZRTNOV – For reporting to the state. Provide only the values: Gross Avoidable Turnover for Benefit Eligible and for total employees (Avoidable only). There is a whitepaper on this report. For more information go to the training site.

For example: Avoidable Turnover Benefit Eligible = 5.04%
                         Gross Turnover Benefit Eligible = 9.05%

Related Documents:
PZRTNOV has a training document.

Data Sent in CY2010
Below is an example of the FY09 email submitted:

FY09 - CY09
Legislative Reports - I

*****For validation purposes, there are SQLs on the P drive; Legislative Validation that are helpful to validate detail to totals. RIS can also dump the detail for BOR.

Links:
NA