

Calculating and Allocating Compensation Budgets Per Edit

In Hyperion you have the option of calculating and allocating after each transaction or all at one at the end of all of your transactions.

This instruction guide shows you how to complete these tasks to run calculations and allocations for each edit you make.

BEST PRACTICE

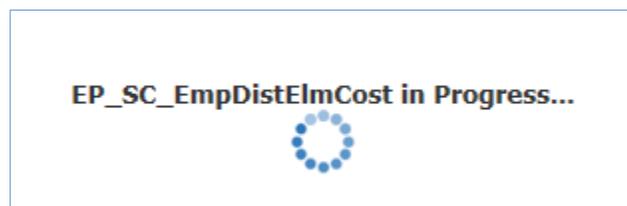
Because of the amount of time it takes for the system to complete the running of these options, the Budget Office recommends running this at the end of your transactions, rather than after each transaction. Once you have made a change, click the **Save** button.

1. Navigate to **My Task List > Budget Preparation > Maintain filled positions**
2. **Right-click** on the employee name.
3. Click **Calculate Compensation Expense**.

		Job	Posi Sta Da
P_00005739	Releford,Cyrus P-00101001	ACADEMIC SUPP SVCS, CRD 1 - 001235	7/1
P_00005814	Estevido,Charlize B-33000661		
P_00006108	To be Hired 1		
P_00008608	Sorel,Cherie S-20222200		
P_00008831	Tress, George E-99343349		
P_00009022	Thoms,Rachele 1561165170		
P_00009052	To be Hired 6		
P_00009080	Dai,Minh 98979695		
P_00017120	Sumlin, Janise P 11010110		
P_00020122	Moody,Alyssa E -81888118		
P_00020367	Keating,Analise - 19681432		
P_00021200	Rockford,Harold -52252525		

- Calculate Compensation Expense
- Allocate Compensation Budget to GL Accounts
-
- Delete Employee Assignment
-
- Assign Employee ▶
- Edit Employee Details
- Change Status
- Review Employee Allocation Results
- Edit ▶
- Adjust ▶
- Comments
- Supporting Detail
- Change History

- You will see this prompt on the page until the process is completed.

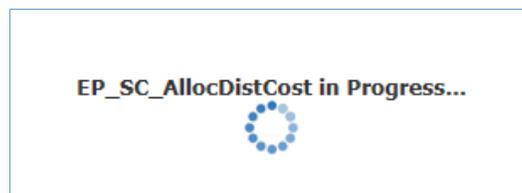


4. **Right-click** on the page again.
5. Select **Allocate Compensation Budget to GL Accounts**.

		Job	Posi Sta Da
P_00005739	Releford,Cyrus P-00101001	ACADEMIC SUPP SVCS, CRD 1 - 001235	7/1
P_00005814	Estevido,Charlize B-33000661		
P_00006108	To be Hired 1		
P_00008608	Sorel,Cherie S-20222200		
P_00008831	Tress, George E-99343349		
P_00009022	Thoms,Rachele 1561165170		
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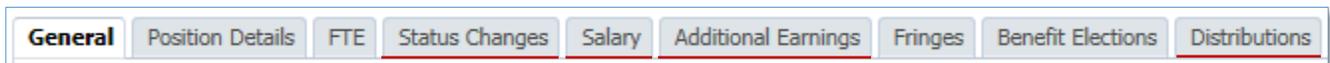
- Calculate Compensation Expense
- Allocate Compensation Budget to GL Accounts
- Delete Employee Assignment
- Assign Employee
- Edit Employee Details
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- A pop-up message will appear indicating your success.

You can run the two-calculation-per-edit in any of these tabs.



If you need help with...

- Technical issues, contact the UF Help Desk:
 - 392-HELP(4357)
 - helpdesk@ufl.edu
- Policies and Directives, contact the UF Budget Office:
 - 392-2402
 - <http://cfo.ufl.edu/administrative-units/budget/>