



Workforce: USER GUIDE & METHODOLOGY

BACKGROUND

Prior Data Source	Mainframe
Prior Logic	Unavailable
Current Data Source	Personnel Payroll Query Database (PP QDB)
Current Logic	Available & explained below
Future Data Source	UC PATH
Future Logic	To be determined

INCLUSION/EXCLUSION CRITERIA

Who is included?	People who are paid by UCLA payroll for a pay period ending in November of a given year
Who is excluded?	<p>People who are not paid for pay periods ending in November of a given year</p> <p>People who are not paid (some Emeriti, Volunteers, etc.)</p> <p>People not paid by your department via payroll (paid by another department) will not show up as FTE for your department (Department-department lump fund transfers are not reflected in payroll data.)</p> <p>People who do not have a pay cycle with positive total pay per an appointment</p> <p>People whose appointments have a Derived Percent Time of 0 or less</p>

DEFINITIONS

FTE – full-time equivalent	If a person works full-time, their FTE is 1.0. If a person works half-time (20 hours a week), their FTE is 0.5. If a person has two appointments, each for 0.5, their FTE is 1.0. The initial FTE numbers are taken from QDB (the tbl_emp_ern_audit table), but if a person's FTE over multiple appointments adds up to more than 1.0 (due to concurrent rows for some appointments), we override the sum with a cap of 1.0.
Appointment	The unique combination of a person with a specific title code in a specific department (as found in payroll, specifically the QDB "tbl_emp_ern_audit" table). If a person is an Associate Professor in two departments, they have two appointments. Most employees have only one appointment.
Primary Appointment	For people with multiple appointments, the primary appointment is that with the highest FTE. If tied, use the highest workforce category (per the order of the listing on the next page), and if still tied, the lowest department code number.
Paid	A person is paid for an appointment if the appointment has a positive Percent Derived Time line of pay in QDB's "tbl_emp_ern_audit" table in a given month.
CTO - class title outline	A grouping of related title codes. See links at the end for details.

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Each appointment is assigned a workforce category as follows. Criteria is applied in the order listed.

CTO = class title outline, a grouping of title codes

WORKFORCE CATEGORY CRITERIA	
<i>Senior Management Group</i>	Executive Program CTO (M05)
<i>Clinical Faculty</i>	Professor of Clinical ___ & Health Sciences Clinical Professor CTOs (317, 341)
<i>Ladder and Equivalent Faculty</i>	None of the above categories and the title code has a ladder title indicator or a senate title indicator and not in the Professor In-Residence CTO (311)
<i>Lecturer</i>	None of the above categories and the Lecturer CTO (221, 225, 357)
<i>Other Faculty</i>	None of the above categories and the CTOs beginning with a 0, 1, 2, or 3 which signify these groups of CTOs: 'Regular Teaching Faculty –Ladder Ranks', 'Regular Teaching Faculty – Acting Ranks', 'Lecturers', 'Other Teaching Faculty'
<i>Medical Intern/Resident</i>	None of the above categories and the Intern or Resident CTO (446)
<i>Postdoctoral Scholar</i>	None of the above categories and the Postdoctoral Scholar CTO (575)
<i>Tutor</i>	None of the above categories and Tutor title codes (2288, 2289, 2860, 2861)
<i>Academic Apprentice</i>	None of the above categories and 'Associate-Student' title code (1502, 1506) or 'Teaching Assistant & Equivalent' title codes (2300, 2310)
<i>Reader</i>	None of the above categories and Reader title codes (2850, 2851, 2852)
<i>Graduate Student Researcher</i>	None of the above categories and the Graduate Student Researcher CTO (436)
<i>Other Academic – Non-Student</i>	None of the above categories and the Personnel Program code of Academic ('A') for the title code and <u>no</u> payroll line item for the appointment is marked as Casual/Restricted (appointment type of '4') and <u>not</u> CTO (426, 436, 456, 467, 477)
<i>Other Academic - Student</i>	None of the above categories and the Personnel Program Code of Academic ('A') for the title code and any payroll line item for the appointment is marked as Casual/Restricted (appointment type of '4')
<i>Student Staff</i>	None of the above categories and any payroll line item for the appointment is marked as Casual/Restricted (appointment type of '4')
<i>Management and Senior Professional</i>	None of the above categories and the Personnel Program code of Tier 2 ('2') for the title code
<i>Professional and Support Staff</i>	All others

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CALCULATION OF FTE

FTE by Person

1. Take the Derived Percent Time (ern_derived_pct) from QDB for each line item of pay for the month in question as the starting point needed to compute the workforce FTE.
 - a. If a person is paid by more than one source, they would have multiple line items of pay.
 - b. The QDB data dictionary describes this field as, "A value derived to facilitate the percent-time based calculations for the Effort Reporting System (ERS)."
2. Count how many appointments the person has (based on the unique appointments found among all the payment line items) for the month in question.
3. For people who only have one line of pay for a single appointment in a single pay cycle for the month in question, their Derived Percent Time for that pay line is the same as their final FTE by Person.
4. If a person has pay for multiple pay cycles in the month, average the Derived Percent Time across the number of pay cycles for each appointment, again capping at a maximum of 1. This is the intermediate FTE for the appointment.
 - a. Exclude pay cycles whose sum of Derived Percent Time is 0 or negative when counting pay cycles per appointment.
 - b. Exclude appointments whose sum, across all pay cycles, of Derived Percent Time is 0 or negative, when counting appointments per person.
5. Sum up the intermediate FTE per appointment to get the intermediate FTE for the person.
6. For individuals whose total FTE per person is greater than 1, override the total to be 1. This is the final FTE per person.
7. If the intermediate FTE per person was over 1.0, compute the proportion factor that was needed to reduce it to 1.0. For an intermediate FTE of 2.0, the proportion factor would be 0.5. If the intermediate FTE per person was 1 or less, this factor is 1.

FTE by Appointment

8. An individual's final workforce FTE per person is then distributed among all of that person's appointments proportionally.
9. Multiply the intermediate FTE per appointment (#4 above) by the proportion factor (#7 above) to get the final FTE per appointment.

FTE by Fund Type (per Appointment)

10. The final FTE per appointment can be further divided by fund type (i.e. Core Funds or Non-Core Funds). If the appointment is only paid by one fund type (either all Core Funds or all Non-Core Funds), then the final FTE per fund type (per appointment) is the same as the final FTE for the appointment.
11. If the appointment is paid by both Core Funds and Non-Core Funds, distribute the FTE per fund type.
 - a. Take the absolute value of the paid amount for each fund type per appointment; sum them up.
 - b. Divide by the Core Funds paid amount (for the appointment) by the paid amount (in step #11a) to get the percent Core Funds per appointment. Do the same for Non-Core Funds.
 - c. Distribute the final FTE per appointment according to these percentages to get the final FTE per Fund Type.
12. If the total paid amount for the fund type (per appointment) is \$0, count the final FTE per Fund Type as 0.

FTE by Fund Type is the FTE used in UCLA's Office of Academic Planning & Budget's Budget Conference Exhibit 5.

ADDITIONAL INFORMATION

- ✓ Class title outline (CTO) codes and their descriptions: <http://payroll.ucop.edu/DD/TCT/TCT1070.HTML>
- ✓ Title code descriptions: <http://www.ucop.edu/academic-personnel-programs/files/acad-title-codes/academic-titles-tc-sorted-cto.pdf>
- ✓ For definitions of class title outline code, title code, personnel program and appointment type, see the QDB Data Dictionary: <https://www.it.ucla.edu/enterprise-data-warehouse/qdb-data-dictionary>.