Workforce: USER GUIDE & METHODOLOGY

BACKGROUND

Data Source – Current	UCPATH for Nov 2018 data and later data; Personnel Payroll Query Database (PP QDB) for 2016 & 2017 data; Cognos for data earlier than 2016
Logic – Current	Available & explained below
Data Source – Prior to Nov 2017	Was PPS until Nov 2017 (then all past data was replaced by the above data sources)
Logic – Prior to Nov 2017	Unavailable

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

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 Cognos, QDB & UCPATH (for the respective time periods of data as described in the "Background" above), 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 job code / title code in a specific department in payroll records. 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 the audit/leger table in a given month.
CTO - class title outline	A grouping of related job codes / title codes. See links at the end for details.

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

CTO = class title outline, a grouping of job codes (title codes)

WORKFORCE CATEGORY CRITERIA	
Senior Management Group	Class Indicator of '3' for the job code
Clinical Faculty	Professor of Clinical ___ & Health Sciences Clinical Professor CTOs (317, 341)
Ladder and Equivalent Faculty	None of the above categories and job code has a union code of (A4, A%) (signifies Senate) or CTOs of (010, 011,030, 031, 040, 041, 114, 124, 520 or 521) (signifies Ladder)
Lecturer	None of the above categories and the Lecturer CTO (221, 225, 357)
Other Faculty	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'
Medical Intern/Resident	None of the above categories and the Intern or Resident CTO (446)
Postdoctoral Scholar	None of the above categories and the Postdoctoral Scholar CTO (575)
Tutor	None of the above categories and Tutor job codes (2288, 2289, 2860, 2861)
Academic Apprentice	None of the above categories and 'Associate-Student' job codes (1502, 1506) or 'Teaching Assistant & Equivalent' job codes (2300, 2310)
Reader	None of the above categories and Reader job codes (2850, 2851, 2852)
Graduate Student Researcher	None of the above categories and the Graduate Student Researcher CTO (436)
Other Academic – Non-Student	None of the above categories and the Class Indicator code of Academic ('A') for the job 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)
Other Academic - Student	None of the above categories and the Class Indicator of Academic ('A') for the job code and any payroll line item for the appointment is marked as Casual/Restricted (appointment type of '4')
Student Staff	None of the above categories and any payroll line item for the appointment is marked as Student (UCPATH: employee class of '5' Student; QDB: appointment type of '4' Casual/Restricted)
Management and Senior Professional	None of the above categories and the Class Indicator of '2' for the job code
Professional and Support Staff	All others

CALCULATION OF FTE

FTE by Fund Type

1. Take the Derived Percent Time for each line item of pay for the month in question as the starting point needed to compute the workforce FTE.
   a. For UCPATH multiply by 1.0875 for biweekly pay cycles (November has two biweekly pay cycles but the Derived Percent Time field is populated assuming 26 pay cycles/12 months' worth of pay cycles/month).
   b. If a person is paid by more than one source, they would have multiple line items of pay.
   c. The UCPATH ODS data dictionary describes this field as "the numeric value that represents the calculated derived percent effort." The field has the same purpose in Cognos and UCPATH.
2. 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.
3. If the FTE per person per pay cycle is over 1.0, compute the proportion factor that is needed to reduce it to 1.0. For an FTE of 2.0, the proportion factor would be 0.5. If the FTE per person is 1 or less, this factor is 1. This is the intermediate FTE.
   a. Exclude pay cycles whose sum of Derived Percent Time is 0 or negative when counting pay cycles.
4. For data from Cognos or QDB, if a person has pay for multiple pay cycles in the month, average the intermediate FTE across the number of pay cycles for each appointment. For data from UCPATH, sum the intermediate FTE across all pay cycles (do not average it).
5. Sum the resulting values per appointment per fund type (i.e. Core Funds or Non-Core Funds). This is the final FTE per person per appointment per fund type.
6. 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 their FTE by Appointment.
7. FTE by Fund Type is the FTE used in UCLA's Office of Academic Planning & Budget's Budget Conference Exhibit 5.

FTE by Appointment

8. Use the results above to sum FTE at the person and appointment level.
   a. Exclude appointments whose sum FTE is zero or less for the month in question.

FTE by Person

9. Use the results above to sum FTE at the person level.
   a. Exclude appointments whose sum FTE is zero or less for the month in question.

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 ("job code" and "class indicator" in UCPATH) and appointment type, see the QDB Data Dictionary: https://www.it.ucla.edu/enterprise-data-warehouse/qdb-data-dictionary. However, which job codes/title codes belong to which CTOs is now decided by UCOP as of September 2018, not UCLA.