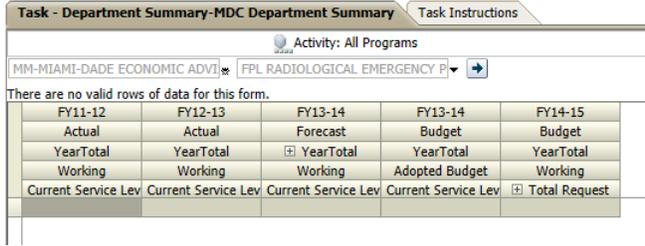
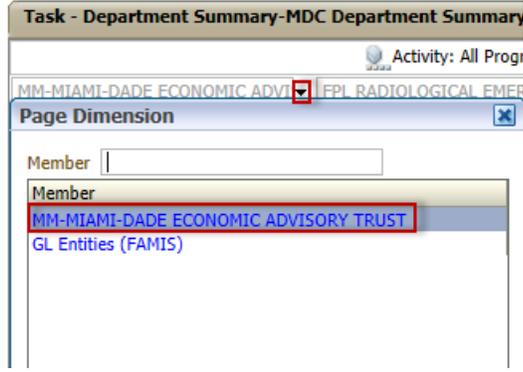


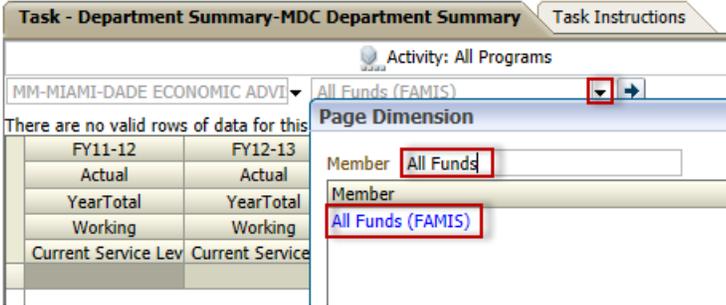
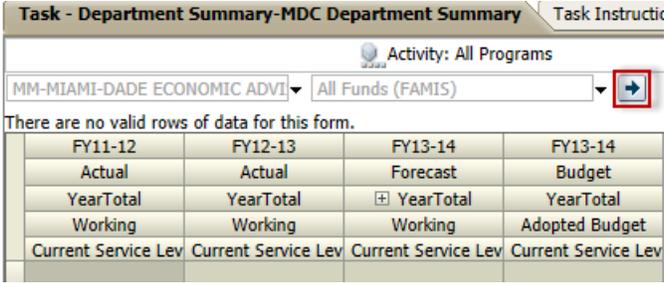
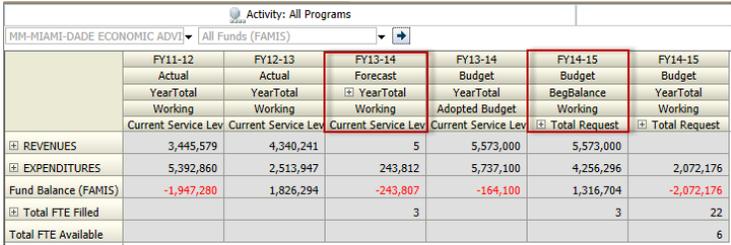
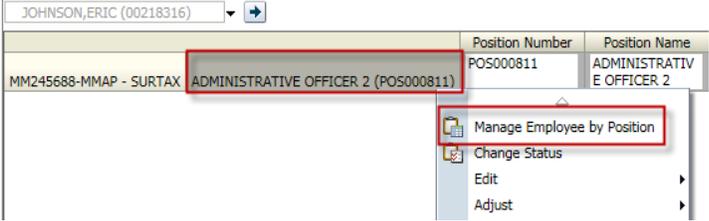
## Job Aide – Calculating BAT Data

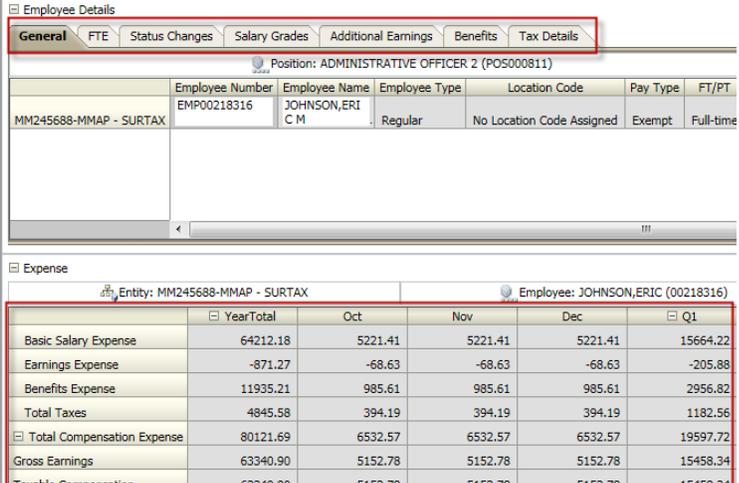
This job aide will guide you through the steps to calculate your department data in the BAT system. If you have been making changes in the Operating Plan or HCP forms and you are reviewing data in Web Forms or BAT Reports, you may notice that data in the Year Total column may not be calculating correctly.

Follow the steps below to Calculate the data in your department. Once the data is calculated, it will display correctly on all Web Forms and BAT Reports.

The calculate option action is completed from the BAT Task List in the Inquire > Department Summary form.

Step	Action	Notes
1.	From the Task List, navigate to Task List > Operating Preparation > Inquire > Department Summary.	
2.	<p>The Department Summary form displays.</p> 	
3.	<p>From the Entity drop-down list, click the Search Arrow and click your department code.</p> 	
4.	From the Fund drop-down list, click the Search Arrow and type All Funds in the Search Field.	

Step	Action	Notes
	<p>Select the All Funds (FAMIS) member.</p> 	
4.	<p>Click the Go arrow.</p> 	
4.	<p>There are 2 scenarios that need to be calculated in the BAT system:</p> <ul style="list-style-type: none"> <li>• Forecast FY13-14</li> <li>• Budget FY14-15</li> </ul> 	
5.	<p>Right-click the <b>column header</b> for FY13-14 Forecast. From the menu select <b>Manage Employee by Position</b>.</p> 	

Step	Action	Notes																																																												
6.	<p>The employee details, including earnings, display on the screen.</p>  <p>Employee Details</p> <p>Position: ADMINISTRATIVE OFFICER 2 (POS000811)</p> <table border="1"> <thead> <tr> <th>Employee Number</th> <th>Employee Name</th> <th>Employee Type</th> <th>Location Code</th> <th>Pay Type</th> <th>FT/PT</th> </tr> </thead> <tbody> <tr> <td>EMP00218316</td> <td>JOHNSON, ERIC M</td> <td>Regular</td> <td>No Location Code Assigned</td> <td>Exempt</td> <td>Full-time</td> </tr> </tbody> </table> <p>Expense</p> <p>Entity: MM245688-MMAP - SURTAX Employee: JOHNSON, ERIC (00218316)</p> <table border="1"> <thead> <tr> <th></th> <th>YearTotal</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> <th>Q1</th> </tr> </thead> <tbody> <tr> <td>Basic Salary Expense</td> <td>64212.18</td> <td>5221.41</td> <td>5221.41</td> <td>5221.41</td> <td>15664.22</td> </tr> <tr> <td>Earnings Expense</td> <td>-871.27</td> <td>-68.63</td> <td>-68.63</td> <td>-68.63</td> <td>-205.88</td> </tr> <tr> <td>Benefits Expense</td> <td>11935.21</td> <td>985.61</td> <td>985.61</td> <td>985.61</td> <td>2956.82</td> </tr> <tr> <td>Total Taxes</td> <td>4845.58</td> <td>394.19</td> <td>394.19</td> <td>394.19</td> <td>1182.56</td> </tr> <tr> <td>Total Compensation Expense</td> <td>80121.69</td> <td>6532.57</td> <td>6532.57</td> <td>6532.57</td> <td>19597.72</td> </tr> <tr> <td>Gross Earnings</td> <td>63340.90</td> <td>5152.78</td> <td>5152.78</td> <td>5152.78</td> <td>15458.34</td> </tr> <tr> <td>Taxable Compensation</td> <td>63340.90</td> <td>5152.78</td> <td>5152.78</td> <td>5152.78</td> <td>15458.34</td> </tr> </tbody> </table>	Employee Number	Employee Name	Employee Type	Location Code	Pay Type	FT/PT	EMP00218316	JOHNSON, ERIC M	Regular	No Location Code Assigned	Exempt	Full-time		YearTotal	Oct	Nov	Dec	Q1	Basic Salary Expense	64212.18	5221.41	5221.41	5221.41	15664.22	Earnings Expense	-871.27	-68.63	-68.63	-68.63	-205.88	Benefits Expense	11935.21	985.61	985.61	985.61	2956.82	Total Taxes	4845.58	394.19	394.19	394.19	1182.56	Total Compensation Expense	80121.69	6532.57	6532.57	6532.57	19597.72	Gross Earnings	63340.90	5152.78	5152.78	5152.78	15458.34	Taxable Compensation	63340.90	5152.78	5152.78	5152.78	15458.34	
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