



# POSITION MANAGEMENT in NEXUS (SAMIS)

Presented by the Finance Department  
June 2024

## Before you get started



- ☐ The **budget workflow must be set up** before you can perform any modifications in Position Management. Your Agency's NEXUS administrator manages the workflow set up for your new contract. [Support: Wiki \(nexuscscbroward.org\)](#)
- ☐ **Only the budget creator** can create, edit, or modify changes in the Budget in NEXUS.
- ☐ **Only the budget creator** can create, edit, or perform changes to positions and staff in Position Management.
- ☐ If the **Budget is rejected** at any point in the process, it goes **back to the budget creator**, for only they can make changes.



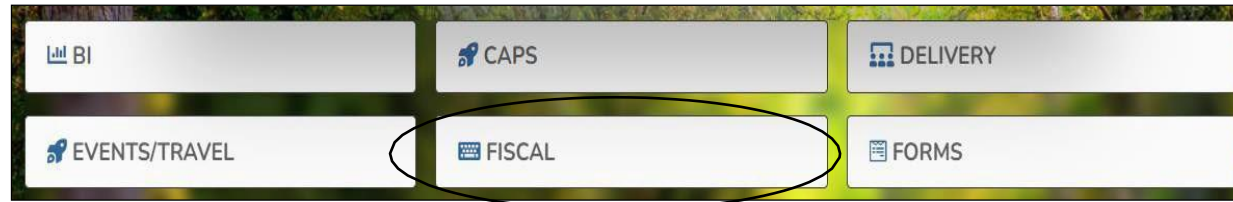
<https://www.nexuscscbroward.org/>



**Index by Subject Pg. 27**

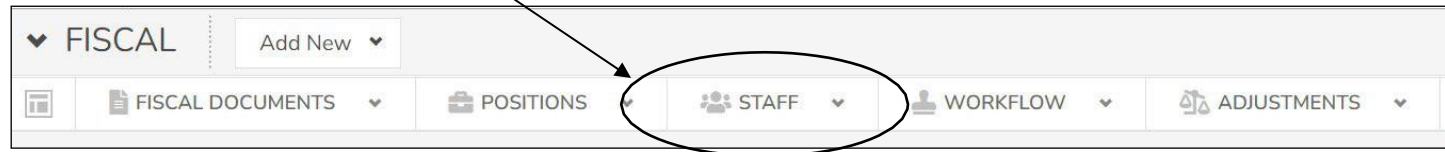
# Entering the Staff Names (Fiscal Module)

Begin by selecting the FISCAL module.



The Fiscal Module

- Under the FISCAL module, click on **STAFF**



A **NEW agency** to CSC Broward will not see anyone listed under **STAFF**; you are NEW! Proceed to the next page.

**An established provider** should recognize the names of current and past staff members in the *Results List*. If you have new staff members proceed to the next page.

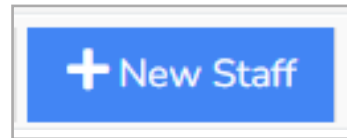
**Quick Tip:** Click on any of the *columns heading* to sort by that column.

		Active Programs↓	First Nam...	Last Na...	Active Positions	Date Created
1	<input type="checkbox"/> View	3198: CSA Testing Agency 44-4444	Bruno	Mars	14282: Senior Programs Manager	9/11/2019
2	<input type="checkbox"/> View	3198: CSA Testing Agency 44-4444	John	Brown	14288: Counselor	9/18/2019
3	<input type="checkbox"/> View	3198: CSA Testing Agency 44-4444	Kirk	Dasos	14288: Counselor	6/25/2020
4	<input type="checkbox"/> View	3164: Testing Agency - 33-3333  319...	Janet	Jackson	13823: Therapist  14289: Program Assistant	9/11/2019
5	<input type="checkbox"/> View	3164: Testing Agency - 33-3333	Elan	Rusk	13822: Seniors Programs Manager	6/25/2020

# Entering the Staff Names, cnt'd.

Record the names of the staff members working in the Program. If a position is currently vacant, no name will be required. You will need to update NEXUS as you hire the staff at a later date.

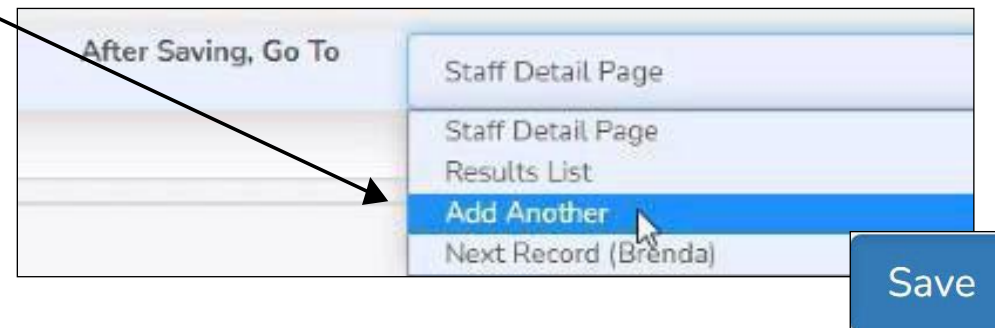
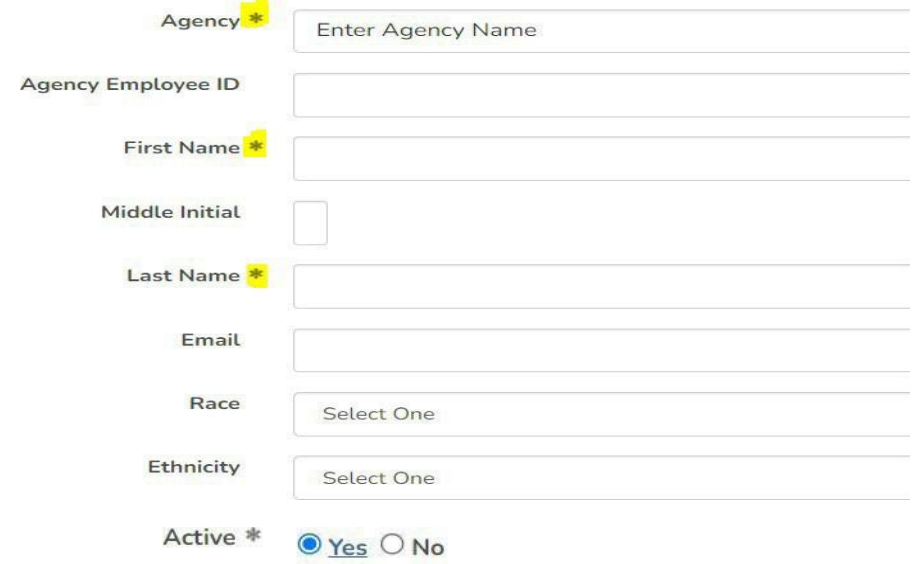
- Click the + **New Staff** button



- On the form, items marked by an \* asterisk are required fields:

**Agency, First Name, and Last Name**

- Use the efficiency dropdown menu to select **Add Another** if making multiple entries. First, make your selection, then click Save.
- When all the new names have been entered, select **Results List** to review your new staff roster!



# Creating & Assigning Positions Overview (Fiscal Module)

In the FISCAL module, on the main navigation menu, click on the POSITIONS tab.



A **NEW agency** to CSC Broward will not see any positions listed; you are NEW!

An **established provider** will see all the CSC's positions funded, past and present. The *Results List* can be sorted by clicking on the *column heading* of your choice.

Associated Programs	Position ID ↑	Title	Associated ...	Hour...	Full or ...	Ho...	Date Creat..
Testing Agency - 66-6666	14931	PUP Supervisor	Joshua Sue	35	Full-Time	2080	3/30/2022
Testing Agency - 66-6666	14932	PUP Clinician	Becky Sue	25	Part-Time	1040	3/30/2022
Testing Agency - 66-6666	14933	Administrative Support	Lecky Sue	15	Full-Time	2080	3/30/2022
Testing Agency - 66-6666  Testing A...	14940	Teacher 1	Becky Sue  Beck...	0		2080	4/14/2022
Single-Site Sample Program 88-8888	14943	Program Director	John Pink	38.46	Full-Time	2080	4/21/2022
Single-Site Sample Program 88-8888	14944	Lead Therapist	Mary James	28.85	Full-Time	2080	4/21/2022
Single-Site Sample Program 88-8888	14945	Family Support Worker	Sue Brown	25	Part-Time	2080	4/21/2022

## IMPORTANT NOTES to the Creator of the Budget:

- ☐ After creating a position, it is permanently stored in your Agency's *position library*.
- ☐ A position is assigned to a program using the specific contract number offered in the dropdown menu in the setup process.

# Creating & Assigning Positions: New Agency to CSC/New Program

## NOTES to the Budget Creator – cont'd.

- ☐ A position is only assigned once and will remain active in the Program for the term of the RFP, a four-year term for CSC Broward (or until the position assignment is end-dated/terminated).
  - ☐ Multiple programs can share a position, but the allocation cannot exceed 100%.
  - ☐ The staff member filling the position may change throughout the contract period (turnover); update the staff assigned.
  - ☐ Position management is an active, ongoing function of program management. Staff name(s), start, and end dates must be updated monthly.
- ☐ The PT/FT field is updated in the Position Library.
- ☐ All contracts are required to maintain an up-to-date staff roster in NEXUS.
- 

## From the following scenarios, are you A, B, or C?

### A. New Agency to CSC / New Program:

- Welcome to CSC Broward!
- Let's create your positions and assign the staff!
- Go to Pg. 9 of this document – Creating a New Position

# Creating & Assigning Positions -New RFP/New Contract #

## B. Existing Agency - New RFP or New contract #:

You are a returning provider, and this is a NEW RFP year in which you received a new contract number:

- If your positions and respective staff members already exist, the positions must be assigned to your new contract number. There is no need to "create" new positions or re-enter the staff members' names.
- A good starting point is the previous fiscal year budget in NEXUS. Review the positions' titles and prior year % allocations. **Do they match? If not, we will need to update the changes in Position Management.**

**If the position title changes (not an exact match):** The old position's staff, assignment, and position must be end-dated and closed. The old position becomes inactive in the position library.

**If the title matches, but the Type of Wage, Hourly Rate, Hours per Year, % Time in Program, or Weeks Funded changed:** All of these changes will need to be made within the budget form in Nexus.

Salary & Wages > Select the Position by clicking on the title > update the data as applicable.

SALARY ACCOUNT: REGULAR SALARIES AND WAGES		
ID	Position	Staff
14861	Administrative Assistant	Janet Brown (4581)

Staff	Janet Brown
Type of Wage *	<input type="radio"/> Salary <input checked="" type="radio"/> Hourly
Hourly Rate *	\$ 28.85
Hours per Year *	1248
% Time In Program *	60 %
Full or Part-Time	Full-Time
Weeks Funded *	52
Note	

**NEW position** to the Program: Proceed to create the position. See Pg. 9.

**Position(s) needs to be reassigned** to the NEW Contract # See Pg. 12

# Creating & Assigning Positions -NO Change in Contract #

## C. Renewal Contract – No change in contract number

You are a returning provider, and the contract number remained the same (CSC has 4-year RFP cycle):

- A good starting point is the previous fiscal year budget in NEXUS. Review the positions' titles and prior year % allocations. Do they match? If not, we will need to update the changes in Position Management.

If the **position title changes** (not an exact match): The old position's staff, assignment, and position **must be end-dated and closed**. The old position becomes inactive in the position library.

If the title matches, but the **Type of Wage, Hourly Rate, Hours per Year, % Time in Program, or Weeks Funded** changed:  
All of these changes will need to be made within the budget form in Nexus.

Salary & Wages > Select the Position by clicking on the title > update the data as applicable.

SALARY ACCOUNT: REGULAR SALARIES AND WAGES		
ID	Position	Staff
14861	Administrative Assistant	Janet Brown (4581)

Staff	Janet Brown
Type of Wage *	<input type="radio"/> Salary <input checked="" type="radio"/> Hourly
Hourly Rate *	\$ 28.85
Hours per Year *	1248
% Time In Program *	60 %
Full or Part-Time	Full-Time
Weeks Funded *	52
Note	

**NEW position to the Program:** Proceed to create the position (Pg. 9).

**If a position has been eliminated and will not be part of the new contract year:** The staff member, program assignment, and position will need to be end-dated/closed before populating the new budget.



# Creating a Position (Fiscal Module)

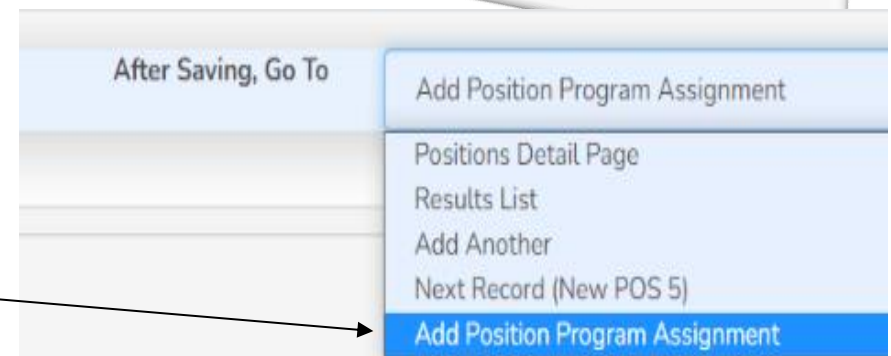
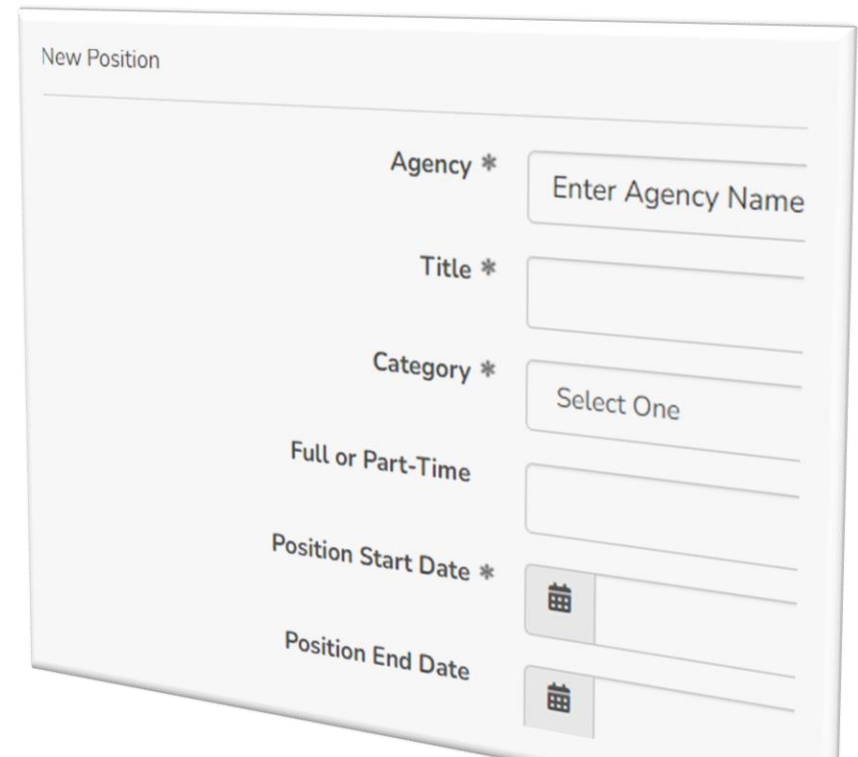
## Creating a Position (Positions Tab)

Click on the + New Position button.

+ New Position

On the form, items marked by an \* asterisk indicates it is a required field.

- Select your **Agency**
- Enter the **position's title** –  
**DO NOT USE ALL CAPS**  
Capitalize Each Word
- **Category** – obtained from the contract's staffing chart  
**Professional** – BA, Master, or Doctorate  
**Paraprofessional** – GED, HSD, and AA/AS
- **FT or PT** – to your agency
- **Position Start Date** aligns with the contract start date.
- **NO Position End Date** – we are building the budget.
- Use the efficiency dropdown menu to select  
**Add Position Program Assignment**  
First, make your selection, then click Save.



Save

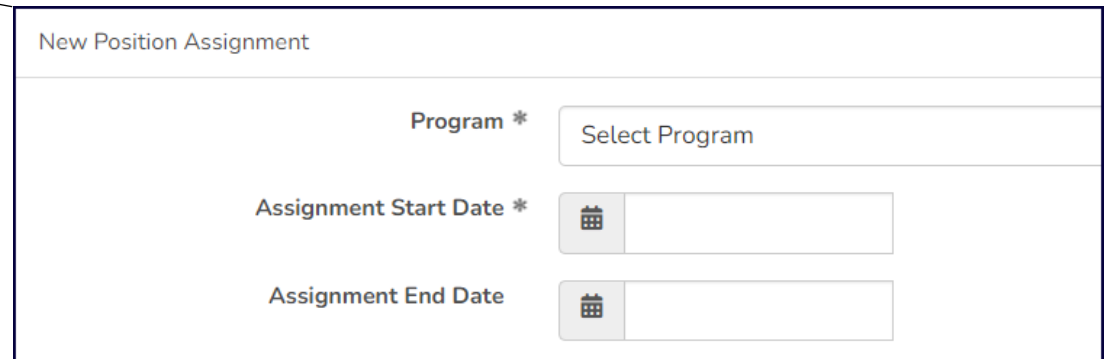
# Assigning the Position to the Program

## Assigning the Position to a Program

**First**, you will assign your new program/contract #. **Second**, you will record the staff member's details

### Program Assignment

- Select your program/contract number
- Assignment Start Date – same as the contract start date.
- **No** Assignment End Date – we are building our budget.



New Position Assignment

Program *	<input type="text" value="Select Program"/>
Assignment Start Date *	<input type="text" value=""/>
Assignment End Date	<input type="text" value=""/>



Staff Assignment continues on the next page...

➤ For **VACANT** positions, the **Select Staff** field **will remain blank – no selection is made**. At a later date, when the position is filled, we will record the newly hired staff member - **Pg. 3 Entering the Staff**.

# Assigning the Staff to a Program

## Assigning the Staff to a Program

### Staff Assignment

Staff	Found In Budget	Hr/Yr	% of Time	Start Date	End Date	Last Check Run Date	Termination
Select Staff							Select One

Select the staff member's name from the dropdown menu. Don't see the name, see **page 3 – Entering the Staff**.

**if the position is vacant at the time of the budget entry leave the Select Staff field blank,** but continue to enter the information in the following fields:

- Hr/Yr:** the # of hours per year a staff member works annually for the Agency (40 hrs. per wk. X 52 wks. per yr. = 2,080 hrs.). A PT staff member of the agency would report fewer hours than 2,080 annually.
- % of Time:** the % allocation of the specific staff member hours to the position – time allocation may not be greater than 100% for any employee.
- Start Date:** if the position is **vacant**, the start date = the contract's start date. If the position is **filled**, the start date = the staff member's hire date. Vacant positions will be updated when you hire the staff.

**No Position End Date** – we are building the budget. The end date is recorded when the staff member is terminated from the program.

**No Last Check Run Date** - required when you terminate a staff member. It is the final check run in which the staff member reports to the program, and the Agency pays wages.

**No Reason for Termination** - also required when terminating an individual from the program.

Save Assignment

# Reassigning a Position to a Program

## Reassigning a Position to a Program (Positions Tab)

- Start by recording the names of newly hired staff members into NEXUS. Complete the step before you begin to reassign the position(s) to the contract **Pg. 3 Entering the Staff**

- Next, review your active positions roster in NEXUS: **Fiscal > Positions Tab**  
Note titles and Position ID.



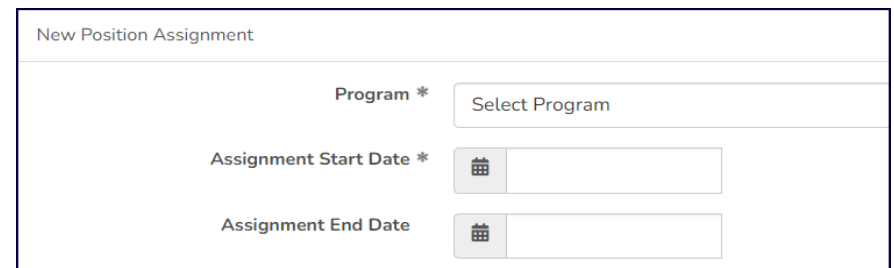
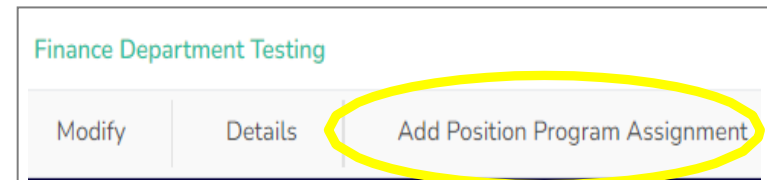
**TIP:** You can also review Position IDs using the prior year's program budget in NEXUS or the last Reimbursement Detail Report.

- Under the Positions Tab, find the positions you will need by title and note the Position ID# > click on View

- Click the **Add Position Program Assignment** button to reassign the position.



- Assign the new program
  - Assignment Start Date – same as the contract start date.
  - **No** Assignment End Date – we are building our budget.

A screenshot of a form titled 'New Position Assignment'. It contains three fields: 'Program \*' with a dropdown menu showing 'Select Program', 'Assignment Start Date \*' with a calendar icon and an empty text box, and 'Assignment End Date' with a calendar icon and an empty text box.

- Continue to record the staff member... next page

# Reassigning a Staff to a Program

## Staff Assignment

Staff	Found In Budget	Hr/Yr	% of Time	Start Date	End Date	 Last Check Run Date	Termination
Select Staff ▼							Select One ▼

Select the staff member's name from the dropdown menu. Don't see the name, see [page 3 – Entering the Staff](#). **Leave the Select Staff field blank if the position is vacant at the time of the budget entry,** but continue to enter the information in the following fields:

- **Hr/Yr:** the # of hours per year a staff member works annually for the Agency (40 hrs. per wk. X 52 wks. per yr. = 2,080 hrs.). A PT staff member of the agency would report fewer hours than 2,080 annually.
- **% of Time:** the % allocation of the specific staff member hours to the position – time allocation may not be greater than 100% for any employee.
- **Start Date:** if the position is **vacant**, the start date = the contract's start date. If the position is **filled**, the start date = the staff member's hire date. Vacant positions will be updated when you hire the staff.

**No Position End Date** – we are building the budget. The end date is recorded when the staff member is terminated from the program.

**No Last Check Run Date** - required when you terminate a staff member. It is the final check run in which the staff member reports to the program, and the Agency pays wages.

**No Reason for Termination** - also required when terminating an individual from the program.

Save Assignment

Once all the positions are created and staff is reassigned, you can **review the roster** by clicking:

**Positions Tab > Sort the listing by Associated Program**

# How To Review the Positions Assigned to your Program

## Assigning Staff to a Program (Cont'd)

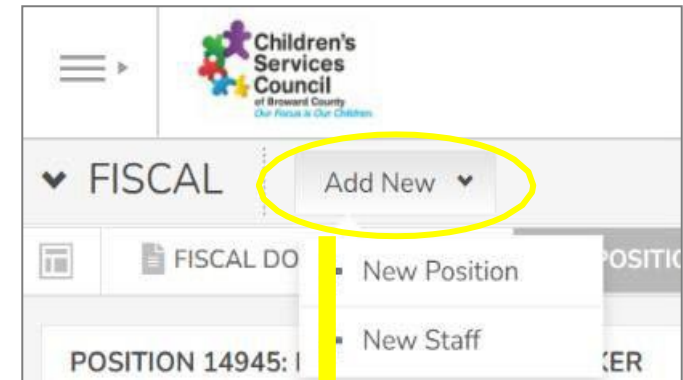
- Repeat the steps for all positions that need to be created - **Pg. 9 Creating a Position.**

Fiscal > Positions Tab > + New Position or use the quick access

- NEXUS will display an alert if:
  - A position is over 100%** allocated across CSC programs
  - A staff member is over 100%** allocated among all CSC positions

- A notification of an over-allocation error must be corrected before the budget is submitted. **See Pg. 26 to troubleshoot.**

- Once all the positions are created and staff is assigned, you can populate your budget shell, and review the roster by clicking on Salary and Wages.
- Review the calculations of % allocation x annual salaries, total # of hours x hourly rates. Math must be correct.
- Repeat the steps for all new positions **(Pg 9)**.



**Quick Access to add a New Position or Staff**

# The Budget Entry – Budget Form Review - Salaries and Fringe

## Start the BUDGET Entry with Regular Salaries and Wages

- Start by clicking on the blue hyperlink for **Regular Salary and Wages**:

Are the **position titles** and **staff names**, correct?

**Type of wages** reported correctly.

Are the **hours per year**, correct?

Is the **position % allocation**, correct?

SALARY ACCOUNTS	
Account...	Title
1	<a href="#">Regular Salaries and Wages</a>

ID	Position
13657	<a href="#">Administrative Assistant</a>

**\*\*Data entry errors will require the budget to be rejected or deleted\*\***

- Now **review** for fringe benefit rates, click into any blue, hyperlinked **position title**,  
Are your fringe benefits % rates visible? Do you have a **Calculate** button? If needed, see **Pg. 18**.

**Make all necessary corrections;** if corrections are not needed, click on Back to *Position List*

[Back to Position List](#)

- You can sort the *budget* by Position ID (smallest to largest), by Position Title (A-Z), or by Staff (A-Z). To sort, click on the *column heading*.
- If you are a **Multi-Site Program**, only enter data for the staff applicable to the specific site you are currently building.
- If you have a START-UP budget, only enter the approved Start-Up expense accounts.

SALARY ACCOUNT: REGULAR SALARIES AND WAGES								
ID	Position	Staff	Note	Hrs/Yr	% Time	Program Allocat...	CSC Allocation	Program Fringe
14945	<a href="#">Family Support Worker</a>	<a href="#">Sue Brown</a>		2080	100			
14944	<a href="#">Lead Therapist</a>	<a href="#">Mary James</a>		2080	70			
14943	<a href="#">Program Director</a>	<a href="#">John Pink</a>		2080	100			

# The Budget Entry – **NO, I do not have a calculate button.**

Click on the blue hyperlink Position Title (if recording a multisite budget ensure you are in the correct site).

- Always cross-reference the position ID and title. Adjust if necessary.
- The PT/FT field is updated in the **Position Library**.

Staff Janet Brown

Type of Wage \* ☐ Salary ☒ Hourly

Hourly Rate \* \$ 28.85

Hours per Year \* 1248

% Time In Program \* 60 %

Full or Part-Time Full-Time

Weeks Funded \* 52

Note

**NO, I do not have a calculate button:** This indicates that no fringe benefit rates were assigned to your Program (Step 1); therefore, NEXUS does not provide the calculate button. Proceed with your manual entry below.

## Proceed with the manual entry:

- First, completely fill the **Gross Salary & Wages** column with annualized amounts: SAL [\$ 60,000] Health [\$4,800] SUTA [\$379]
- Note that gross FICA is auto populated, e.g., [\$4,590]
- Proceed to enter the **Program Allocation** & **CSC Allocation** amounts @ a **60% allocation** as indicated by the position:  
SAL [\$36,000] FICA [\$2,754] Health [\$2,880] SUTA [\$227]
- The Program Allocation = CSC Allocation column – no exceptions.
- The **Other Fringe Benefits** category does not apply to CSC Broward.
- **Due to rounding**, an adjustment (+/- \$1) may have to be made in NEXUS. No cents are permitted in the budget.

Account	1 Gross Salary & Wages	Program Allocation	CSC Allocation
Regular Salaries and Wages	60000.00	0.00	0.00
FICA (7.65%)	4,590.00	0.00	0.00
Retirement Contributions	0.00	0.00	0.00
Life and Health Insurance	4800.00	0.00	0.00
Workers Compensation	0.00	0.00	0.00
Unemployment Compensation	379.00	0.00	0.00
Other Fringe Benefits	0.00	0.00	0.00
	\$9,769.00	\$0.00	\$0.00



# The Budget Entry – NO, I do not have a calculate button, review

## NO, CALCULATE button, Cont.

In the entry for a staff member partially allocated (i.e., 60%) to the Program, the **Gross Column will not equal** the same amount as the **Program Allocation** or the **CSC Allocation** or the column. Such as the sample position in the diagram below.

- If a staff member **100% allocated** to the Program, then, all three columns will total the same amount:

**Gross Salaries and Wages = Program Allocation = CSC Allocation**

- Refrain from using the Other Fringe Benefits category; it does not apply to CSC Broward.
- Use the efficiency dropdown menu to select your next **position**.
- Click **Save**.

**TIP:** Use the **Position ID#** to navigate the entry, especially if multiple positions share the same title.

- Complete the entry for each position and when finished click on-

Back to Summary

Account	Gross Salary & Wages	Program Allocation	CSC Allocation
Regular Salaries and Wages	60000.00	36000.00	36000.00
FICA (7.65%)	4,590.00	2754.00	2754.00
Retirement Contributions	0.00	0.00	0.00
Life and Health Insurance	4800.00	2880.00	2880.00
Workers Compensation	0.00	0.00	0.00
Unemployment Compensation	379.00	227.00	227.00
Other Fringe Benefits	0.00	0.00	0.00
	\$9,769.00	\$5,861.00	\$5,861.00

After Saving, Go To

Position #14858: Program Manager

Position #14859: Lead Success Coach

Position #14860: Counselor

Position #14861: Administrative Assistant

Save Salary Detail

### Note

Ret: 2%  
Health: \$400 per month  
WC: 1.35%  
SUTA: 2.7% of \$7,000

## **Required NOTE under Salaries and Wages:** Click on

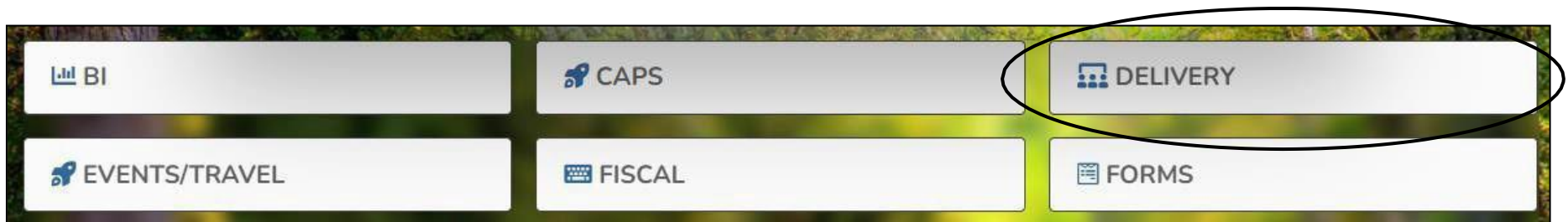
salaries and Wages > scroll to the bottom of the page to find the NOTE field > record the method of calculations for the fringe benefits budgeted.

# Define Fringe Benefits % Rates (Delivery Module)

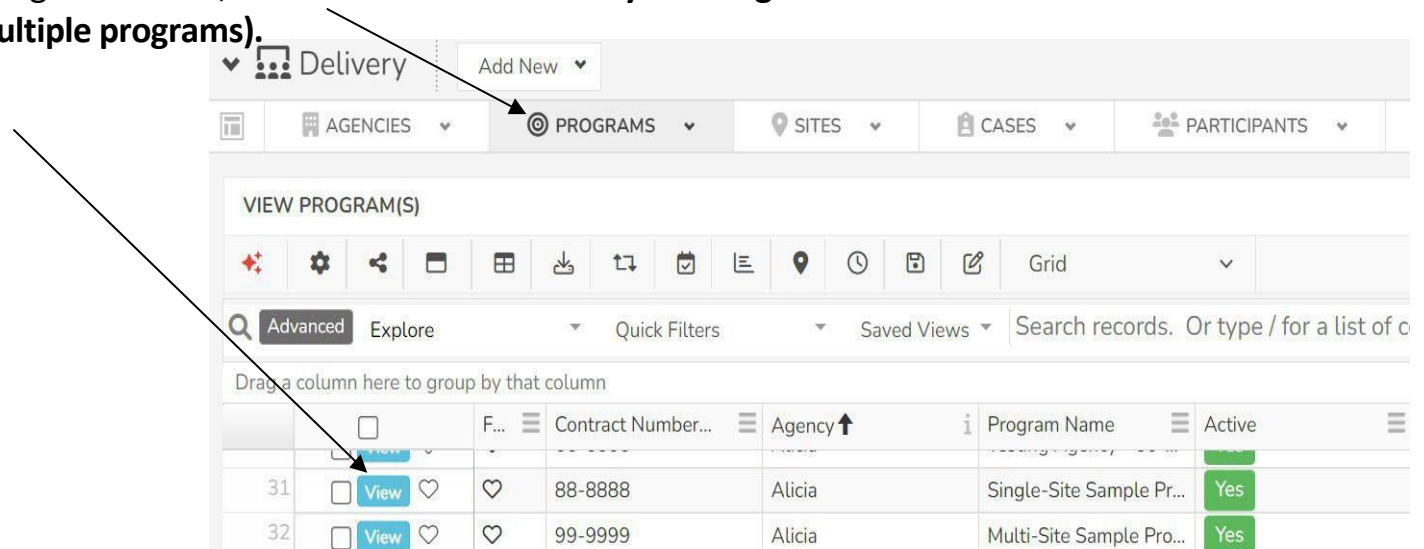
**FICA** is auto-populated in the Budget; therefore, **FICA** is not part of the fringe benefits described here. The fringe benefits are retirement, health insurance, worker's compensation (WC), and SUTA. Only enter % rates for fringe benefits calculated by multiplying the % rate X gross salary across **ALL positions** in the Budget.

For the most part, WC will be the only fringe benefit to apply, but there are some exceptions.

- To define the fringe benefits % rates, begin by selecting the **DELIVERY** module.



- From the main navigation menu, select **PROGRAMS** Select your Program (agencies with multiple programs).



# Define Fringe Benefits % Rates - Create New

- To assign a fringe benefit, click on the **Create New** dropdown menu. Then select **GL Fringe Percentages**.

The screenshot shows a web application interface for a program. At the top, it says 'SINGLE-SITE SAMPLE PROGRAM 88-8888' and 'Program Details'. Below this is a navigation bar with a heart icon, a 'Program Details' dropdown, a 'Create New ...' dropdown, and a 'Pods' button. The 'Create New ...' dropdown is open, showing a list of options: 'Create New ...', 'Cases', 'Files/Document Repository', 'Fiscal Document', 'Funder', 'GL Fringe Percentages' (which is highlighted), and 'Participant'. Below the navigation bar, there is a table with columns 'ID', 'Agency', and 'Contract Number'. The first row of data shows '3347', 'Alicia', and '88-8888'.

- For the most part, WC will be the only fringe benefit to apply, but there are some exceptions.
- The calculation = % rate X gross salary across ALL positions (rounded to the nearest dollar).
- Do not enter monthly costs (such as health insurance cost), only % rates.

# Define Fringe Benefits % Rates

## Complete the required fields:

- Select your **Fiscal Period**

Fiscal Period

- Select the Fringe Benefit **GL**

GL

- Enter the **Fringe %** rate

Fringe %

- up to 2 decimal points

- **no** % sign needed.

e.g., 2.36% = 2.36

### Retirement Contributions

Life and Health Insurance

Workers Compensation

Unemployment Compensation

Other Fringe Benefits

**Before you click save,** Select your next move from the dropdown menu.

- To assign a second fringe benefit % select **Add New [Funder]**, and Save!

After Saving, Go To

Program Detail Page

Program Detail Page

Modify Page

GL Fringe Percentages Detail

Add New [GL Fringe Percentages]

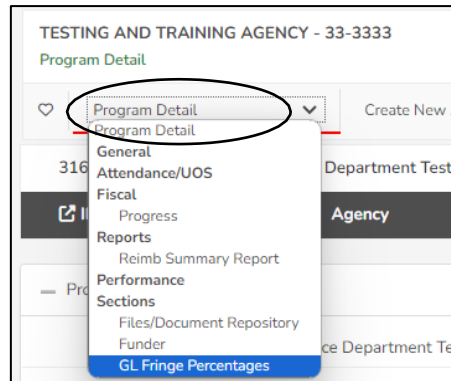
Add New [Funder]

Add New [Files/Document Repository]

# Fringe Benefits & Funders – Review & Corrections

Review your entry and make corrections to GL Fringe benefits or Funders assigned.

**Delivery Module** > Select your Program, click on View > Program Detail dropdown > Select Funder OR GL Fringe Percentages



Review the entries. **Click on View if a correction is needed.**

	F...	Fiscal P...	Contract N...	GL	Fri...	Agency (Program)
<input type="checkbox"/> View	♥	22-23	33-3333	Retirement Contributions	2	Finance Department Tes...
<input type="checkbox"/> View	♥	22-23	33-3333	Workers Compensation	1.35	Finance Department Tes...

Proceed to **Modify or Delete** the entry.

**GL Fringe Percentages**

Program Details

Modify Entry


Delete Entry

31649477Finance Department Testing

ID	Entry ID	Agency
GL Fringe Percentages		
Manage the % used in calculations for Fringe Benefits for the Positions for t		
Fiscal Period	22-23	
GL	Workers Compensation	
Fringe %	2.36	

# The Budget Entry – YES, I have a calculate button.

Click on the blue hyperlink Position Title (if recording a multisite budget ensure you are in the correct site).

- Cross-reference the position ID and title, if needed, adjust the **Type of Wage**, **Hourly Rate, Hours per Year, % Time in Program, or Weeks Funded**.
- The Full or Part Time field is updated in the **Position Library**.
- Use the **note field** to provide the details to the method of calculation, if needed.
- For the fringe with assigned rates, the calculation performed by NEXUS is:  
= Round (gross salary X fringe % rate X position % allocation)
- **Due to rounding**, an adjustment (+/- \$1) may have to be made in NEXUS to reflect the amount noted in the approved budget detail.
- **First**, complete the **Gross Salary & Wages** column with **annualized amounts**  
**SAL [\$60,000] Health [\$4,800] SUTA [\$379]**
- Note that gross FICA is auto populated **[\$4,590]**
- Click 
- NEXUS computes the formula in the  
**gross salary X fringe % rate X position % allocation**
- The **Program Allocation = CSC Allocation** column – no exceptions.

Let's review the results...

Staff Janet Brown

Type of Wage \* ☐ Salary ☒ Hourly

Hourly Rate \* \$ 28.85

Hours per Year \* 1248

% Time In Program \* 60 %

Full or Part-Time Full-Time

Weeks Funded \* 52

Note

Account	Fringe % <a href="#">Calculate</a>	Gross Salary & Wages	Program Allocation
Regular Salaries and Wages		60000.00	0.00
FICA (7.65%)		4,590.00	0.00
Retirement Contributions		0.00	0.00
Life and Health Insurance		4800.00	0.00
Workers Compensation	2.36%	0.00	0.00
Unemployment Compensation		379.00	0.00
Other Fringe Benefits		0.00	0.00
Total Fringe		\$9,769.00	\$0.00

# The Budget Entry – YES, I have a calculate button, review

In the entry for an FT staff member partially allocated (i.e., 60%) to the Program, the **Gross Column** will not equal the same amount as the **Program Allocation** or the **CSC Allocation** or the column. Such as the sample position in the diagram.

- For a staff member **100% allocated** to the Program, all columns will total the same amount:  
**Gross Salaries and Wages = Program Allocation = CSC Allocation**
- Refrain from using the Other Fringe Benefits category; it does not apply to CSC Broward.
- The **Program Allocation** = **CSC Allocation** column – no exceptions
- Use the efficiency dropdown menu to select your next **position**. **TIP:** Use the **Position ID#** to navigate the entry, especially if multiple positions share the same title.
- Complete the entry for each position and when finished click on---

Account	Fringe % <a href="#">Calculate</a>	① Gross Salary & Wages	① Program Allocation	① CSC Allocation
Regular Salaries and Wages		60000.00	36000.00	36000.00
FICA (7.65%)		4,590.00	2754.00	2754.00
Retirement Contributions		0.00	0.00	0.00
Life and Health Insurance		4800.00	2880.00	2880.00
Workers Compensation	2.36%	1416.00	850.00	850.00
Unemployment Compensation		379.00	227.00	227.00
Other Fringe Benefits		0.00	0.00	0.00
Total Fringe		\$11,185.00	\$6,711.00	\$6,711.00

[Back to Summary](#)

After Saving, Go To	Position #14858: Program Manager
	Position #14859: Lead Success Coach
	Position #14860: Counselor
	Position #14861: Administrative Assistant
<a href="#">Save Salary Detail</a>	

**\*\*Required NOTE under Salaries and Wages:** Click on salaries and Wages > scroll to the bottom of the page to find the NOTE field > record the method of calculations for the fringe benefits budgeted.

Note
Ret: 2%
Health: \$400 per month
WC: 1.35%
SUTA: 2.7% of \$7,000

# The Budget Entry – Salary and Fringe Benefits Entry Review

## The BUDGET Entry –

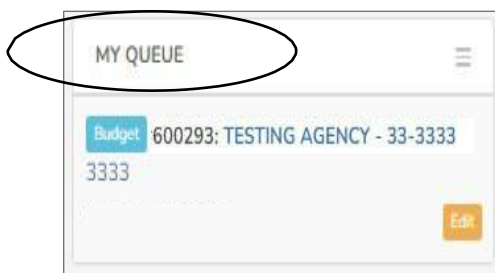
**At the summary level,** note the columns' titles changed to **Program Allocation, Original CSC Budget, and Amended CSC Budget**. Ensure the columns capturing Salaries and Fringe all total the exact amount before moving on to expenses.

**Review for errors:** Observe each salary line **across**; they should have the same amount listed in the three (3) columns. See Pg. 36 – How to troubleshoot an error.

**Trouble shooting an error? See Pg. 25**

SALARY ACCOUNTS				
Account #	Title	Program Allocation	Original CSC Budget	Amended CSC Budget
1	Regular Salaries and Wages	\$142,000.00	\$142,000.00	\$142,000.00
2	FICA	\$10,863.00	\$10,863.00	\$10,863.00
3	Retirement Contributions	\$4,575.00	\$4,575.00	\$4,575.00
4	Life and Health Insurance	\$8,160.00	\$8,160.00	\$8,160.00
5	Workers Compensation	\$710.00	\$710.00	\$710.00
6	Unemployment Compensation	\$1,021.00	\$1,021.00	\$1,021.00
7	Other Fringe Benefits	\$0.00	\$0.00	\$0.00
		\$167,329.00	\$167,329.00	\$167,329.00

## My Queue:



If you exit out of the Budget, you can access it under the **My Queue** pod by clicking on the blue hyperlink –

The budget sits under the Fiscal Module and can also be accessed through:

**Fiscal > Fiscal Documents tab > My Queue > View**





# Fixing Common Errors: A Difference in Salaries & Fringe Benefits

## The Totals on the columns are different (Summary Level)

- Review each expense line straight across the columns.
- Once the expense with the dollar variance is identified [[Retirement](#)], click on the blue hyperlink title of the expense account.

Account #	Title	Program Alloc...	Original CSC B...	Amended CSC Bu...
1	<a href="#">Regular Salaries and Wages</a>	\$153,775.00	\$153,775.00	\$153,775.00
2	<a href="#">FICA</a>	\$11,765.00	\$11,765.00	\$11,765.00
3	<a href="#">Retirement Contributions</a>	\$4,713.00	↔ \$4,613.00	\$4,613.00
4	<a href="#">Life and Health Insurance</a>	\$5,146.00	\$5,146.00	\$5,146.00
5	<a href="#">Workers Compensation</a>	\$584.00	\$584.00	\$584.00
6	<a href="#">Unemployment Compensation</a>	\$265.00	\$265.00	\$265.00
7	<a href="#">Other Fringe Benefits</a>	\$0.00	\$0.00	\$0.00
		\$176,248.00	\$176,148.00	\$176,148.00

- Sort the **Program Allocation** column by clicking on the *column heading*. Sorting the amounts from smallest to largest makes it easy to identify the error(s).

- Carefully review the amounts in the columns [Program Allocation vs. CSC Allocation](#)

ID	Position	Program Allocation ↑	CSC Allocation
14858	<a href="#">Program Manager</a>	\$372.00	↔ \$372.00
14861	<a href="#">Administrative Assistant</a>	\$450.00	↔ \$450.00
14941	<a href="#">Prog Mgr</a>	\$581.00	↔ \$581.00
14859	<a href="#">Lead Success Coach</a>	\$1,410.00	↔ \$1,410.00
14860	<a href="#">Counselor</a>	\$1,900.00	↔ \$1,800.00
		\$4,713.00	\$4,613.00

- Verify the amount(s)

- Click on the blue hyperlink position title.

- Adjust your numbers and save.

Retirement Contributions	3%	1800.00	1800.00	1800.00
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- Repeat the steps to adjust Salary and Wages, FICA and other fringe benefits.

# Fixing Common Errors: Data Entry Error and Staff Allocation Exceeds 100%

## The Program Allocation does not equal the CSC Allocation (+/-)

Your current CSC Allocation budget for one or more GL item exceeds your program budget by \$300.00. This issue must be resolved prior to Forwarding your budget.

Account	Fringe % Calculate	Gross Salary & Wages	Program Allocation	CSC Allocation
Regular Salaries and Wages		60000.00	42000.00	42000.00
FICA (7.65%)		4,590.00	3213.00	3213.00
Retirement Contributions	3%	1800.00	1260.00	1260.00
Life and Health Insurance		4800.00	3360.00	3660.00
Life and Health Insurance		4800.00	3360.00	3360.00

- After you saved your entry - NEXUS recognized a \$\$\$ **variance** in dollar amounts entered between the **Program Allocation** and **CSC Allocation** columns.
- Before moving on to the next position, review for the error  
 $\$3,660 - \$3,360 = \$300$
- Adjust your numbers to equal on both columns and save.

## **! Total Staff % of time exceeds 100%** Staff member is over 100% allocated amongst CSC positions

- Click on the blue hyperlinked Staff Name

- The Staff Summary page lists:

**OPEN ASSIGNMENTS:** List the staff member's active positions.

**ASSIGNMENT HISTORY:** List the Hrs./Yr. and % of time in active programs.

- Sue Brown (Staff) is allocated at **130%** across programs.
- The control is in the % allocation assigned per Program; Make the correction adjusting the staff members %. See **Pg 15 Budget Form Review - Salaries and Fringe**

Staff Member
Sue Brown
! Total staff % of time exceeds 100%

Employee ID	Active
! Total staff % of time exceeds 100%. Current total: 130 %.	
OPEN ASSIGNMENTS	
Family Support Worker Single-Site Sample Program 88-8888	10/01/21
Program Assistant Testing Agency - 66-6666	10/01/21

ASSIGNMENT HISTORY			
Program / Position	Hrs/Yr	% of Time	Start Date
Family Support Worker Single-Site Sample Program 88-8888	30	30%	10/01/2021
Program Assistant Testing Agency - 66-6666	2080	100%	10/01/2021

<b>Page #</b>	<b>POSITION MANAGEMENT PROCESS</b>
1	Title Page
2	Before you get started
3	Entering the Staff Names (Fiscal Module)
4	Entering the Staff Names, cnt'd.
5	Creating & Assigning Positions Overview (Fiscal Module)
6	Creating & Assigning Positions: New Agency to CSC/New Program
7	Creating & Assigning Positions -Existing Agency - New RFP or New contract #:
8	Creating & Assigning Positions -NO Change in Contract #
9	Creating a Position (Fiscal Module)
10	Assigning the Position to the Program
11	Assigning the Staff to a Program
12	Reassigning a Position to a Program
13	Reassigning a Staff to a Program
14	How To Review the Positions Assigned to your Program
15	The Budget Entry – Budget Form Review - Salaries and Fringe
16	The Budget Entry – NO, I do not have a calculate button.
17	The Budget Entry – NO, I do not have a calculate button, review
18	Define Fringe Benefits % Rates (Delivery Module)
19	Define Fringe Benefits % Rates - Create New
20	Define Fringe Benefits % Rates
21	Fringe Benefits & Funders – Review & Corrections
22	The Budget Entry – YES, I have a calculate button.
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