

HUMAN RESOURCE SERVICES MANUAL

SECTION 8: MANAGEMENT REPORTS

Management Reports

The management reports are issued each month approximately five days before the end of the month. The function of the reports is to show the payroll dollar effect of all employees for a given period of time. Four reports are generated: one by account summary and another by employee summary. There is also a separate report generated for summer session appointment pay. These three reports report both expended and encumbered dollars. A fourth report that is issued is the expense distribution report. It is processed for each hourly and salaried pay cycle and reports all payroll costs for that cycle. These reports are ordered and distributed by the Payroll Office.

1. Account Summary Management Report

The account summary report (see sample at top of page 8-5) lists all salaried employees' pay by account department and then account number within account department. The report lists expended prior and current months dollars, projected encumbrances and totals for all employees for the fiscal year.

2. Employee Summary Management Report

The employee summary management report (see sample at bottom of page 8-5) lists all employees by home department and then account number. It is different from the account summary report in that it lists employees pay and encumbrances by month for the fiscal year. It also has columns to show roll ins and roll outs for rollforward accounts.

3. Summer Session Management Reports

The summer session management reports (see sample at top of page 8-6) show all summer session pay and encumbrances by months for those employees who have summer session pay appointments.

4. Expense Distribution Reports

The expense distribution reports (see sample at bottom of page 8-6) are issued after each payroll hourly and salaried processing cycle. They show all hours, salaried and hourly dollars, and fringe costs that are charged to an account for that pay period.

Payroll Expense Distribution Changes

Changes to the distribution of payroll activity is handled in one of two ways.

1. Changes to distributions for months not yet paid - Changes of distribution for future months which includes the current month up to 6 days before the end of the current month (deadline for making current month screen changes) are made by departmental personnel going into screen 20 and correcting the account number(s) on the lower part of the screen (see page 10-25).
2. Changes to distribution(s) for months already paid - Any changes to distributions already paid must be processed on an Expense Transfer (ET) form (see sample on page 8-7).

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Expense Transfers (ET)

Federal auditors carefully examine and often strongly criticize the transfer of costs made by universities. Because of this, rigid compliance must be followed when making expense distribution corrections. Every effort should be made to insure that the original charge gets charged to the correct account so that corrections are not necessary.

When a correction is necessary it should be processed promptly after the discovery of need. Any request to correct a clerical error must be accompanied by an explanation of:

1. Why the original entry was in error.
2. How the error occurred.
3. Why the entry is appropriate to the project being charged.

The Expense Transfer certification statement must be signed by a person having first-hand knowledge or suitable means of verification of the work activities.

The following timing requirements apply:

1. For federally funded projects, contracts or agreements, the shorter of the time periods listed below applies. Incorrect charges which need to be transferred from a federal fund account after these time periods must be charged to other appropriate non-federal funds.
 - A. Corrections must be submitted within a 90 day period following the recording of the original charge.
 - B. Corrections must be submitted within a 60 day period following the end date of the project.
2. For non-federal funds, corrections submitted after a 90 day period following the recording of the original charge must include an explanation of the reason for the delay and be approved by the department head or dean.

Sponsored Program Salary Clearing Numbers

If a sponsored program account number is not known when the staffing pattern or the Personal Action Sheet is completed, salaries may be encumbered for the future months by using a clearing account 5-394XX. Subsequently, when the employee's activity is assigned to a project, the account number of the project must be assigned by a expense distribution change to screen 20 or an ET transaction whichever is appropriate. In no case should a paid salary charge to a Salary clearing number remain in a clearing number more than one month and the account should be cleared out of all paid items by June of each year.

Departmental Administration

1. General

Federal requirements make it necessary for the University to separately account for departmental administration charges within the resident instruction fund 1-3. The separate data is necessary for proper accounting, budgeting and indirect cost compilation and distribution.

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Departmental Administration (Continued)

2. Criteria for Departmental Administration Charges

- A. General Criteria. Departmental administration expenses are those expenses incurred by academic organizational units for administrative and supporting services that benefit common or joint activities. They exclude expenses directly identifiable with the instruction function or a project, program or activity classified as sponsored research, other sponsored activities or sales and services of educational departments (see definitions below).

Administration applicable to Experiment Station activity is separately identified to Experiment Station administration projects and is not classified as departmental administration expense.

B. Specific Criteria

1. Offices of Deans. In these offices all salaries of both professional and non professional staff and the expenses, to the extent attributable to the administrative functions, are departmental administrative expenses.
2. Heads of Academic Departments. Salaries of the heads of academic departments, to the extent attributable to administrative functions, are departmental administration expenses.
3. Other Professional and Professional Staff in Academic Departments. To the extent that these individuals perform administrative work that benefits sponsored projects, such work is departmental administrative expense.
4. Other Salaries and Expenses. Other salaries and expenses which are incurred in academic departments and are attributable to administrative functions constitute departmental administrative expenses. Like treatment must be given consistently in like circumstances.

3. Definitions

- A. Instruction means teaching and training activities and includes sponsored instruction. The instruction function includes departmental research which consists of research and development activities that are not devoted to organized research projects and are not separately budgeted and accounted for.
- B. Organized research means all research and development activities that are separately budgeted and accounted for, except for Experiment Station projects. Included are all sponsored research activities and those research projects which are funded by the University and are separately accounted for. Included are all expenses attributable to organized research projects, whether reimbursed by a sponsor or not. (See section on cost sharing below.)
- C. Other Sponsored Activities means programs and projects which are partially or entirely sponsored by external agencies and organizations for activities other than organized research and instruction. Included are technical assistance projects such as those of Consortium for International Development and Agency for International Development.
- D. Sales and Services of Educational Departments refers to self supporting operations providing products or services to non-university clients incidental to other University functions. This classification consists exclusively of the 2-2 and 2-9 fund operations.

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Departmental Administration (Continued)

4. Account Number Assignment and Use

An account for departmental administration will always end in zero; i.e., 1-3XXX0. All expenses charged to that account must be departmental administration charges in accordance with criteria in paragraph 2 above.

5. Procedures

A. Establish Account. Required accounts will be established and budget provided during the staffing pattern process.

B. Reporting. All charges for salaries and other expenses of the office of the dean, department heads or other professorial or professional staff to the extent such costs meet the criteria in paragraph 2 should be charged to the departmental administration account established by the college, department or other organizational unit.

Salary charges for departmental administration must be reflected on the Certification Report. Operating expenses of Dean and Department Head offices which are not directly related to instruction and research should be charged to the departmental administration account. Direct operating expenses of instruction should be charged to either the Summer Session account or an instructional account within the 1-3 fund.

Cost Sharing

Federal requirements make it necessary to separately identify cost sharing in the University's accounting records. Costs of organized research projects include all mandatory cost sharing and all voluntary cost sharing applicable to the projects. Therefore, salaries and wages attributable to organized research projects but not reimbursable by a sponsor must be charged to a cost sharing account.

Database and Spreadsheet Download Files

Information Systems has provided users with the capability of downloading database and spreadsheet files. Coordinators not currently using download files but having the need (as well as the equipment and technology) for utilizing the data can contact Information Systems at 15491 for help with installation. The database download files are used extensively in the budgeting process for the colleges and some administrative units. Pages 8-8 through 8-11 contain a list of data elements that are included in the data base along with the structure of data fields.

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HPA10R1 1784 15211 ACCTDEPT: 1784-SOCIOLOGY		COLORADO STATE UNIV. PAYROLL/PERSONNEL MANAGEMENT REPORTING PROCESS ACCOUNT SUMMARY		FISCAL	04/24/90	04:32	PAGE 3727
				CURRENT MONTH END		04/30/90	
ACCT: 152111 - IMPACTS OF HUMAN MIGRATIO		SUBCODE 2210		SUMMARY DATE BEG: 07/01/89		END: 06/30/90	
EMPLOYEE ID/NAME			EXPENDED PRIOR MONTHS	EXPENDED CURRENT MONTH	PROJECTED ENCUMBRANCES	TOTALS	INTERNAL USE
123-45-6789	SMITH, JOHN Q	S	6,444.04	877.00	571.80	7,892.84	
		M	3.67	.50	.33	4.50	
234-56-7890	BROWN, HENRY	S	5,034.70	692.00	451.18	6,227.88	
		M	3.67	.50	.33	4.50	
TOTAL FOR SUBCODE 2210		S	11,528.74	1,569.00	1,022.99	14,120.73	
		M	7.35	1.00	.65	9.00	
ACCT: 152111 - IMPACTS OF HUMAN MICRATIO		SUBCODE 2405					
345-67-8901	JONES, MARY A	S	4,074.75	459.25	918.50	5,452.50	
		M	2.25	.25	.50	3.00	
TOTAL FOR SUBCODE 2405		S	4,074.75	459.25	918.50	5,452.50	
		M	2.25	.25	.50	3.00	
ACCT: 152111 - IMPACTS OF HUMAN MICRATIO		SUBCODE 2410					
345-67-8901	JONES, MARY A	B	806.79	90.93	181.86	1,079.58	
TOTAL FOR SUBCODE 2410		B	806.79	90.93	181.86	1,079.58	
TOTAL FOR ACCOUNT (NON-SUMMER)		S	15,603.49	2,028.25	1,941.48	19,573.22	
		B	806.79	90.93	181.86	1,079.58	
		M	9.60	1.25	1.15	12.00	
TOTAL FOR ACCOUNT (SUMMER)		S	.00	.00	.00	.00	
		B	.00	.00	.00	.00	
		M	.00	.00	.00	.00	
TOTAL FOR ACCOUNT (ALL)		S	15,603.49	2,028.25	1,941.49	19,573.23	
		B	806.79	90.93	181.86	1,079.58	
		M	9.60	1.25	1.15	12.00	

HPA 10R2
2003

COLORADO STATE UNIV. PAYROLL/PERSONNEL
MANAGEMENT REPORTING PROCESS
EMPLOYEE SUMMARY

FISCAL 07/11/90 22:02 PAGE 196
CURRENT MONTH END: 06/30/90

HOME DEPT: 2003 - OFFICE OF INFORMATION TECH

ACCT #	DEPT	123-45-6789	SMITH, JOHN Q	\$59,400	12	008510	P											ROLLED TO NEXT FTE	
		MAY PRIOR	JUNE PRIOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL	MAY ROLL	JUNE ROLL	
135003-2001																			
SUBCODE 2005		.00	.00	3500.00	3500.00	3500.00	3500.00	3500.00	3500.00	3500.00	3500.00	3500.00	3500.00	3500.00	3500.00	42000.00	.00	.00	
SUBCODE 2010		.00	.00	693.00	693.00	693.00	693.00	693.00	693.00	693.00	693.00	693.00	693.00	693.00	693.00	8316.00	.00	.00	
ACCOUNT TOTAL		.00	.00	4193.00	4193.00	4193.00	4193.00	4193.00	4193.00	4193.00	4193.00	4193.00	4193.00	4193.00	4193.00	50316.00	.00	.00	
ACCOUNT FTE		.00	.00	.75	.75	.75	.75	.75	.75	.75	.75	.75	.75	.75	.75	9.00	.00	.00	
212460-2009																			
SUBCODE 2005		.00	.00	1166.67	1166.67	1166.67	1166.67	1166.67	1166.67	1166.67	1166.67	1166.67	1166.67	1166.67	1166.67	14000.04	.00	.00	
SUBCODE 2010		.00	.00	231.00	231.00	231.00	231.00	231.00	231.00	231.00	231.00	231.00	231.00	231.00	231.00	2772.00	.00	.00	
ACCOUNT TOTAL		.00	.00	1397.67	1397.67	1397.67	1397.67	1397.67	1397.67	1397.67	1397.67	1397.67	1397.67	1397.67	1397.67	16772.04	.00	.00	
ACCOUNT FTE		.00	.00	.25	.25	.25	.25	.25	.25	.25	.25	.25	.25	.25	.25	3.00	.00	.00	
EMPL SUMMARY																			
SUBCODE 2005		.00	.00	4666.67	4666.67	4666.67	4666.67	4666.67	4666.67	4666.67	4666.67	4666.67	4666.67	4666.67	4666.67	56000.04	.00	.00	
SUBCODE 2010		.00	.00	924.00	924.00	924.00	924.00	924.00	924.00	924.00	924.00	924.00	924.00	924.00	924.00	11088.00	.00	.00	
EMPLOYEE TOTAL		.00	.00	5590.67	5590.67	5590.67	5590.67	5590.67	5590.67	5590.67	5590.67	5590.67	5590.67	5590.67	5590.67	67088.04	.00	.00	
EMPLOYEE FTE		.00	.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00	.00	.00	

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HPA10R4 1673		COLORADO STATE UNIV. PAYROLL/PERSONNEL MANAGEMENT REPORTING PROCESS SUMMER SESSION EMPLOYEE SUMMARY				SUMMER 05/29/90 20:13 PAGE 157 CURRENT MONTH END: 5/31/90
HOME DEPT: 1673 – RADIOLOGY-RADIATION BIOLOGY						
ACCT #	DEPT	123-45-6789	SMITH, JOHN Q	\$60,200	09	007420 F
533801-1673		MAY	JUNE	SUBTOTAL	JULY	AUGUST SUMM TOTAL
SUBCODE 2005		.00	.00	.00	6,688.89	.00 6,688.89
SUBCODE 2010		.00	.00	.00	1,290.96	.00 1,290.96
ACCOUNT TOTAL		.00	.00	.00	7,979.85	.00 7,979.85
ACCOUNT FTE		.00	.00	.00	1.00	.00 1.00
533884-1673		MAY	JUNE	SUBTOTAL	JULY	AUGUST SUMM TOTAL
SUBCODE 2005		2,326.57	.00	2,326.57	.00	4,361.15 6,687.72
SUBCODE 2010		460.66	.00	460.66	.00	841.70 1,302.36
ACCOUNT TOTAL		2,787.23	.00	2,787.23	.00	5,202.85 7,990.08
ACCOUNT FTE		.34	.00	.34	.00	.65 1.00
536558-1673		MAY	JUNE	SUBTOTAL	JULY	AUGUST SUMM TOTAL
SUBCODE 2005		.00	6,688.89	6,688.89	.00	.00 6,688.89
SUBCODE 2010		.00	1,324.40	1,324.40	.00	.00 1,324.40
ACCOUNT TOTAL		.00	8,013.29	8,013.29	.00	.00 8,013.29
ACCOUNT FTE		.00	1.00	1.00	.00	.00 1.00
EMPL SUMMARY		MAY	JUNE	SUBTOTAL	JULY	AUGUST SUMM TOTAL
SUBCODE 2005		2,326.57	6,688.89	9,015.46	6,688.89	4,361.15 20,065.50
SUBCODE 2010		460.66	1,324.40	1,785.06	1,290.96	841.70 3,917.72
EMPLOYEE TOTAL		2,787.23	8,013.29	10,800.52	7,979.85	5,202.85 23,983.22
EMPLOYEE FTE		.34	1.00	1.34	1.00	.65 3.00

PEXP03C/PP6200XX/110188 6997		COLO. STATE UNIV PAYROLL/PERSONNEL EXPENSE DISTRIBUTION PROCESS EXPENSE DISTRIBUTION REPORT				PAGE NO. 157 RUN DATE 03/23/90 ACCT PER END 03/31/90						
ACCT DEPT:	6997 – ACCTG POOLS-DISBURSE	ACCOUNT: 241211-6997		-	EXCESS SICK LEAVE							
EMPLOYEE NAME	EMPLOYEE ID NO.	JOB CLASS	COST CIR	POS NUMBER	PERIOD ENDING	EARN TYPE	HOURS	RATE	EARNINGS	BENEFITS CHARGED	ADJUSTMENTS	
>>OBJECT CLASS 2020												
EMPLOYEE #3	000000003	008660			03/31/90	PRO	176.00	19.413	3,416.67	676.50		
RECORD COUNT	1	TOTAL OBJECT CLASS		2020			176.00		3,416.67	676.50		
>>OBJECT CLASS 2030												
EMPLOYEE #4	000000004	008660			03/31/90	PRX	176.00	16.146	2,841.67	.00		
RECORD COUNT	1	TOTAL OBJECT CLASS		2030			176.00		2,841.67	.00		
>>OBJECT CODE 2405												
EMPLOYEE #7	000000007	G3A4XX			02/28/90	SCR	40.00	13.288	531.50	105.24	XFER R010065	
EMPLOYEE #8	000000008	H2I3XX			02/28/90	SCR	160.00	15.056	2,409.00	476.98	XFER R010140	
RECORD COUNT	2	TOTAL OBJECT CLASS		2405			200.00		2,940.50	582.22		
ACCOUNT TOTAL									552.00	9,198.84	1,258.72	

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Earn Type: Employees earnings type, from Expense Distribution Report

+/-: Enter - for account to be credited (the account the salary was originally charged to). Enter + for the account to be debited (the account the salary is now to be charged to).

Time: Enter amount of hours to be transferred, from Expense Distribution Report.

Employees Job Class Number

Gross Amount: Amount to be credited or debited.



Pay End Date: Pay period ending date of salary to be transferred.

EXPENSE TRANSFER

PAYROLL ADJUSTMENTS/CORRECTIONS

Leave Blank

Schedule

--	--	--

Employee ID		Employee Last Name		First Name		MI	
-------------	--	--------------------	--	------------	--	----	--

	Trans	Account	Job Class	Earn Type	Gross Amount	+/-	Time	Pay End Date	Adj
Employees Social Security Number	E	T							
Employees Name	E	T							
Account Number 6 digits	E	T							
	E	T							
	E	T							
	E	T							
	E	T							
	E	T							

Reason why transfer is needed

Justification

In one pay period, the amount transferred out must equal the amount transferred in.

prepared by _____ date _____

campus phone _____

CERTIFICATION

Authorized signature for any charge to different department or project. (Omit if signer at right is authorized to commit such funds.)

Signature _____ Date _____

Reviewed and approved by _____

Office of Sponsored Research _____ Date _____

I certify that each individual listed was employed by the University during the month and that the percentages of activity indicated are reasonably correct representations to the best of my knowledge and belief. Absence of revision to the current or prior month indicates that correct percentages of activity are reflected. I further certify that either I have first-hand knowledge of the work activities indicated or I have suitable means of verification that the work was performed as shown.

Signature _____ Date _____

Department Head _____ Date _____

Signatures of fund approval is required

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COLORADO STATE UNIVERSITY INFORMATION SYSTEMS DELPHI PROJECT April 13, 1991

HRS DATA SET

Coding

G General information, non-specific

History

NONE

Frequency

Three times per month as determined by the payroll cycle.

Security

User will be given permission to see all persons whose HRS_DEPT is the same as the Delphi user. The users HRS_DEPT is determined via their PID. Two basic accesses are provided: by department and college level.

Personnel Data (HGGENP00)

This is the basic general download from HRMS that includes current and former employees who have been terminated in the current fiscal year.

PID	Char (9)
Name	Char (30)
HRS_Dept	Char (4)
Basis_of_service	Char (2)
Appoint_Type	Char (1)
Employee_Type	Char (2)
Grade	Char (2)
Step	Char (2)
Anniversary	Date
SP_Position	Char (5)
Part_Time_Frac	Number (5,4)
Annual_Base_Sal	Number (6,0)
New_Base_Sal	Number (6,0)
Appoint_Class	Char (6)
Class_Desc	Char (1)
Title	Char (25)
Gender	Char (1)
HRS_Ethnicity	Char (1)
HRS_Ed_Level	Char (2)
Tenure	Char (1)
Birth_Date	Date
PERA_Entry	Date
Orig_Hire	Date
Employment	Date
Empl_Status	Char (1)
Empl_Status_Date	Date

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INFORMATION SYSTEMS DELPHI PROJECT (Continued)

Appoint_Begin	Date
Appoint_End	Date
Extract_Date	Date
CSU_Employ_Group_Code	Char (1)
Special_Status	Char (1)
Special_Status_Date	Date
Handicap	Char (1)
Military_Status	Char (1)
Ed_Level_Year	Char (2)
Street_1	Char (30)
City	Char (13)
State	Char (2)
Zip	Char (10)
Phone_Home	Char (10)
Phone_Work	Char (10)
Building	Char (4)
Room_Number	Char (6)
VISA_Type	Char (2)
VISA_Expire	Date
VISA_Country	Char (3)
Reg_Temp_Flag	Char (1)
Pay_Status	Char (1)
Seniority_Date	Date
Full_Part_Time_Flag	Char (1)
Appt_Home_HRS_Dept	Char (8)
Budget_HRS_Dept	Char (4)
Retirement_Plan	Char (1)
I_9_Flag	Char (1)
FICA_Medicare_Flag	Char (1)
Separation_Reason	Char (2)
LOA_Reason	Char (2)
LOA_Return_Date	Char (4)
Emergency_Contact	Char (30)
Emergency_Relationship	Char (8)
Emergency_Contact_Phone	Char (10)

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HGGENP_PID	(PID,HRS_Dept) unique
HGGENP_Name	(Name)
HGGENP_HRS_Dept	(HRS_Dept)

Relations

HGGENP00 <-> HGJBAC00 via PID in the Department view
HGGENP00 <->> HGJBAC00 via the College view
HGGENP00 <->> HGDEGR00 via PID
HGGENP00 <->> HGLANG00 via PID
HGGENP00 <->> HGCERT00 via PID
HGGENP00 <->> HGAWRD00 via PID

Degree Data (HGDEGR00)

PID	Char (9)
HRS_Dept	Char (4)
Degree	Char (4)
Degree_Type	Char (1)
Degree_Earned_Yr	Char (2)
Degree_Major	Char (14)

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HGDEGR_PID	(PID,HRS_Dept)
HGDEGR_HRS_Dept	(HRS_Dept)

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INFORMATION SYSTEMS DELPHI PROJECT (Continued)

Relations

HGGENP00 <->> HGDEGR00 via PID

Language Data (HGLANG00)

PID	Char (9)
HRS_Dept	Char (4)
Language	Char (15)
Language_Prof	Char (1)

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HGLANG_PID	(PID,HRS_Dept)
HGLANG_HRS_Dept	(HRS_Dept)

Relations

HGGENP00 <->> HGLANG00 via PID

License/Certification Data (HGCERT00)

PID	Char (9)
HRS_Dept	Char (4)
License_Cert	Char (14)
License_Cert_Yr	Char (2)
License_Cert_Expire	Date

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HGCERT_PID	(PID,HRS_Dept)
HGCERT_HRS_Dept	(HRS_Dept)

Relations

HGGENP00 <->> HGCERT00 via PID

Honors/Awards Data (HGAWRD00)

PID	Char (9)
HRS_Dept	Char (4)
Honor_Award	Char (18)
Honor_Award_Yr	Char (2)

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HGAWRD_PID	(PID,HRS_Dept)
HGAWRD_HRS_Dept	(HRS_Dept)

Relations

HGGENP00 <->> HGAWRD00 via PID

Extract_date	Date	
Total_Salary	Number (10,2)	
Total_Fringe	Number (10,2)	
Total_Compensation	Number (10,2)	
Total_FTE	Number (10,4)	Refined on Delphi

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HGJBAC_PID	(PID,HRS_Dept) unique
HGJBAC_Job_Class	(Job Class)
HGJBAC_Acct_Number	(Acct_Number)
HGJBAC_HRS_Dept	(HRS_Dept)

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INFORMATION SYSTEMS DELPHI PROJECT (Continued)

Relations

HGJBAC00 <--> HGGENP00 via PID in Department view

HGJBAC00 <--> HGGENP00 via PID and HRS_Dept in College view

Personnel/Job Account Data (HGJBAC00)

PID	Char (9)
Acct_Dept	Char (6)
Acct_Number	Char (6)
Job_Class	Char (6)
Fund_Group	Char (3)
NACUBO_9_10	Char (2)
Earn_Type	Char (3)
HRS_Dept	Char (4)
Pr_May_Salary	Number (10,2)
Pr_May_Fringe	Number (10,2)
Pr_May_FTE	Number (10,4)
Pr_June_Salary	Number (10,2)
Pr_June_Fringe	Number (10,2)
Pr_June_FTE	Number (10,4)
Jul_Salary	Number (10,2)
Jul_Fringe	Number (10,2)
Jul_FTE	Number (10,4)
Aug_Salary	Number (10,2)
Aug_Fringe	Number (10,2)
Aug_FTE	Number (10,4)
Sep_Salary	Number (10,2)
Sep_Fringe	Number (10,2)
Sep_FTE	Number (10,4)
Oct_Salary	Number (10,2)
Oct_Fringe	Number (10,2)
Oct_FTE	Number (10,4)
Nov_Salary	Number (10,2)
Nov_Fringe	Number (10,2)
Nov_FTE	Number (10,4)
Dec_Salary	Number (10,2)
Dec_Fringe	Number (10,2)
Dec_FTE	Number (10,4)
Jan_Salary	Number (10,2)
Jan_Fringe	Number (10,2)
Jan_FTE	Number (10,4)
Feb_Salary	Number (10,2)
Feb_Fringe	Number (10,2)
Feb_FTE	Number (10,4)
Mar_Salary	Number (10,2)
Mar_Fringe	Number (10,2)
Mar_FTE	Number (10,4)
Apr_Salary	Number (10,2)
Apr_Fringe	Number (10,2)
Apr_FTE	Number (10,4)
May_Salary	Number (10,2)
May_Fringe	Number (10,2)
May_FTE	Number (10,4)
Jun_Salary	Number (10,2)
Jun_Fringe	Number (10,2)
Jun_FTE	Number (10,4)
NACUBO_1_2	Char (2)
NACUBO_7_8	Char (2)