## TBAs

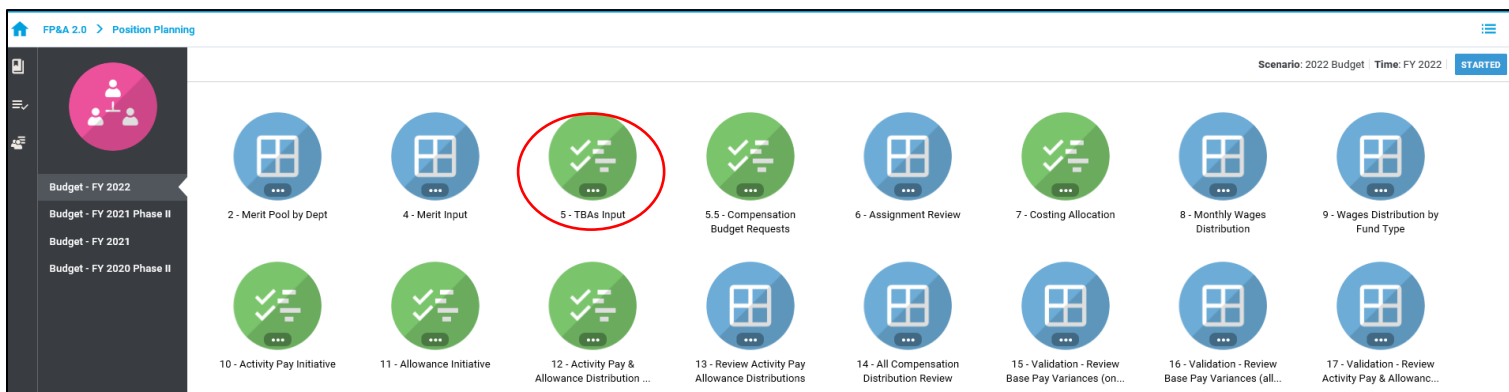**TBAs** are defined as positions that are yet to be announced or determined.

TBAs are budgeted in Tidemark for Faculty or Non-Faculty employees. The below activities are to be budgeted as TBAs:
- Employee Promotion
- Employee Reclassification
- Fill Open Position
- New Hire
- Other (Specify)

## TBA Creation: New TBA Assignment

Step 1) **Navigate** to the TBA input panel

- Path: Tidemark >> FP&A 2.0 >> Position Planning >> TBAs Input



Step 2) **Select** your cost center level. Tidemark defaults your *slice* based on your security level. Users with security at the budget unit level or higher have the option to narrow down to the cost center level by clicking on the *slice* and navigating down the hierarchy or searching for the desired cost center. It is recommended to add initiative records at the cost center level.

Step 3) **Click +NEW**



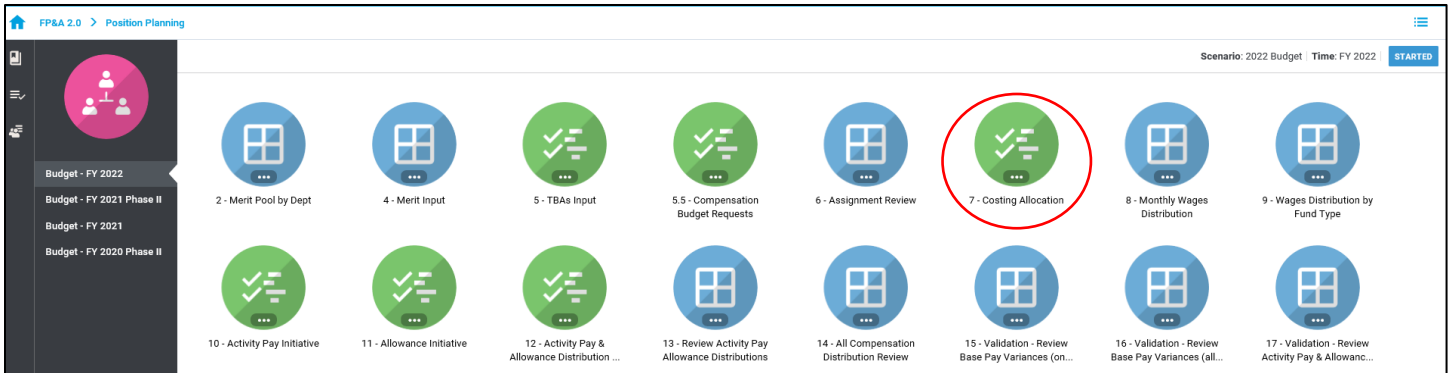Step 4) **Complete** required fields in the pop-up window

a) **Employee:**
   - If the employee **is known**, select the employee by searching for employee name or ID.
   - If the employee **is unknown**, select the corresponding cost center / employee type (i.e. CC0000-Faculty TBA).

b) **Position:**
   - If a Workday position number **exists** for the underlying TBA (e.g. P000000000 Accountant), select the position number tied to the TBA.
   - If a position number **is unknown** for the underlying TBA, select a corresponding employee type and cost center (i.e. **CC0000 – Faculty TBA** or **CC0000 – Non-Faculty TBA**).

c) **Sequence:**
   - For new TBA assignments, select a sequence number in the drop-down menu, starting on ref # 2.

d) **Job Profile:**
   - If an existing Workday position number was used in the position field, select the corresponding job profile for the position (e.g. Accountant, Financial Analyst, Assoc. Professor, etc.).
   - If a position number does not exist but the job profile **is known**, select the job profile for the underlying TBA (e.g. Accountant, Financial Analyst, Assoc. Professor, etc.).

e) **Start Month/Day and End Month/Day**: select period corresponding to the TBA assignment

a) **FTE:** 1 for full-time employees and 0.5 for part-time employees

f) **TBA Reason:** select one of the below:
   - Employee Promotion
   - Employee Reclassification
   - Fill open Position
   - New Hire
   - Other (Specify)
   - Equity Adjustment

g) **TBA Text Description:** enter detailed description for promotion as a reference

h) **Employee Type**: enter employee type corresponding to the position:
   - *Hourly – 75 Hrs:* 75hr Bi-weekly
   - *Hourly – 80 Hrs:* 80hr Bi-weekly
   - *Salary 12 month*: Includes 9/12 Faculty; 12 month Faculty; and 12 month Non-Faculty
   - *Salary 9 month*: 9 month Faculty

i) **Academic Appointment Tenure Status:** select the TBA tenure status if applicable:
   - Tenured
   - Tenure track
   - Non-Tenure track
   - Not Applicable

j) **Salary**: enter full salary or hourly total (depending on employee type)

k) Click **Save**

l) **Costing Allocation:** enter costing allocation. Please see instructions on costing allocations for TBAs.

## TBA: Costing Allocation

Once you have completed your **TBA assignments**, you may review all assignments with costing allocations in the **"Costing Allocation"** panel. Please make sure all assignments have a corresponding distribution that equals 100%.
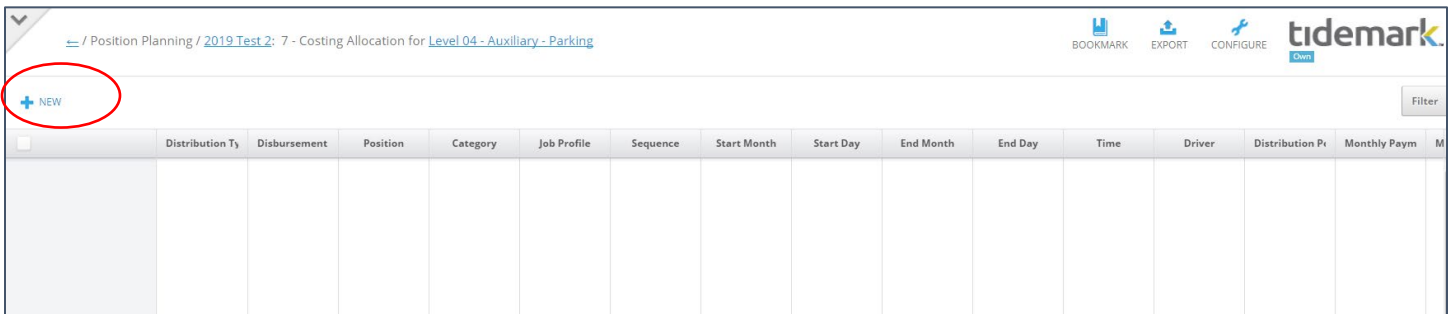
Step 1) **Navigate** to the Costing Allocation panel

Path: Tidemark >> FP&A 2.0 >> Position Planning >> Costing Allocation



Step 2) **Click +New**



Step 3) **Complete** required fields in the pop-up window

a) **Distribution Type:** select **Base Pay**
b) **Disbursement Plan:** select a plan for the corresponding employee type
c) **Employee:**
   - If the employee is known, select the employee by searching for employee name or ID.
   - If the employee **is unknown**, select the corresponding cost center / employee type (i.e. CC0000-Faculty TBA).
d) **Position:**
   - If a Workday position number exist for the underlying TBA (e.g. P000000000 Accountant), select the position number tied to the TBA.
   - If a position number is unknown for the underlying TBA, then select a corresponding employee type and cost center (i.e. CC0000 – Faculty TBA or CC0000 – Non-Faculty TBA).
e) **Job Profile:**
   - If an existing Workday position number was used in the position field, select the corresponding job profile for the position (e.g. Accountant, Financial Analyst, Assoc. Professor, etc.).
   - If a position number does not exist but the job profile is known, select the Job profile for the underlying TBA assignment (e.g. Accountant, Financial Analyst, Assoc. Professor, etc.).
f) **Sequence:**
   - Select a sequence number in the drop-down menu, starting on ref # 2.
g) **Time**: defaulted to FY 2023
h) **Start Month/Day and End Month/Day**: select period corresponding to the TBA assignment
i) **Category:**
   - Select applicable category

j) **Driver**: enter corresponding Driver Worktag
k) **Distribution Percentage**: enter the percent that will be paid from the selected Driver Worktag
l) **Monthly Payment/Monthly Distribution Payment**: calculated field; displays % distributed in Driver Worktag
m) Click **Save**

**<u>*Very important:</u>** when entering costing allocations, please make sure all applicable fields match the assignment for which you are entering a costing allocation. For example, employee, position, sequence, and start/end date **must** match the TBA assignment information entered in the TBA input initiative.

Below are two examples for TBA costing allocation:
- **Without** a known position number and with a job profile
- **With a** known position number and Job profile **\* A Job profile must always be selected unless it is unknown, in which case select "TBA" as job profile.**

| Edit CC00349 - Non-Faculty TBA | | Create Initiative | |
|---|---|---|---|
| Distribution Type | Base Pay | Distribution Type | Base Pay |
| Disbursement Plan | General Salary Plan | Disbursement Plan | General Salary Plan |
| Employee | CC00349 - Non-Faculty TBA | Employee | CC00057 - Non-Faculty TBA |
| Position | CC00349 - Non-Faculty TBA | Position | P100008426 Parking Service Officer (Unfilled) |
| Category | SC06201 - Professional & Administrative Payroll | Category | SC06201 - Professional & Administrative Payroll |
| Sequence | 2 | Sequence | 3 |
| Job Profile | Manager, Business Operations | Job Profile | Parking Service Officer |
| Start Month | 2018.Jun | Start Month | 2018.Jun |
| Start Day | 1 | Start Day | 1 |
| End Month | 2019.May | End Month | 2019.May |
| End Day | 30 | End Day | 30 |
| Time | FY 2019 | Time | FY 2019 |
| Driver | PG003725 Sociology | Driver | PG003884 Parking Administration |
| Distribution Percentage | 100 | Distribution Percentage | 100 |
| Monthly Payment | **5,000** | Monthly Payment | **3,333** |
| Monthly Distribution Payment | **5,000** | Monthly Distribution Payment | **3,333** |
| 1 of 1 | | | |
| | CANCEL   SAVE | | CANCEL   SAVE |

## TBA: Monthly Wages Distribution Panel

Once you have completed your **TBA assignments** and **Costing Allocation**, you may review each assignment with its distribution to make sure all the information is correct and shown properly.

Step 1) **Navigate** to the Monthly Wages Distribution panel

Path: Tidemark >> FP&A 2.0 >> Position Planning >> Monthly Wages Distribution Panel



Select 2) **Select** page edges (filters) you would like to display