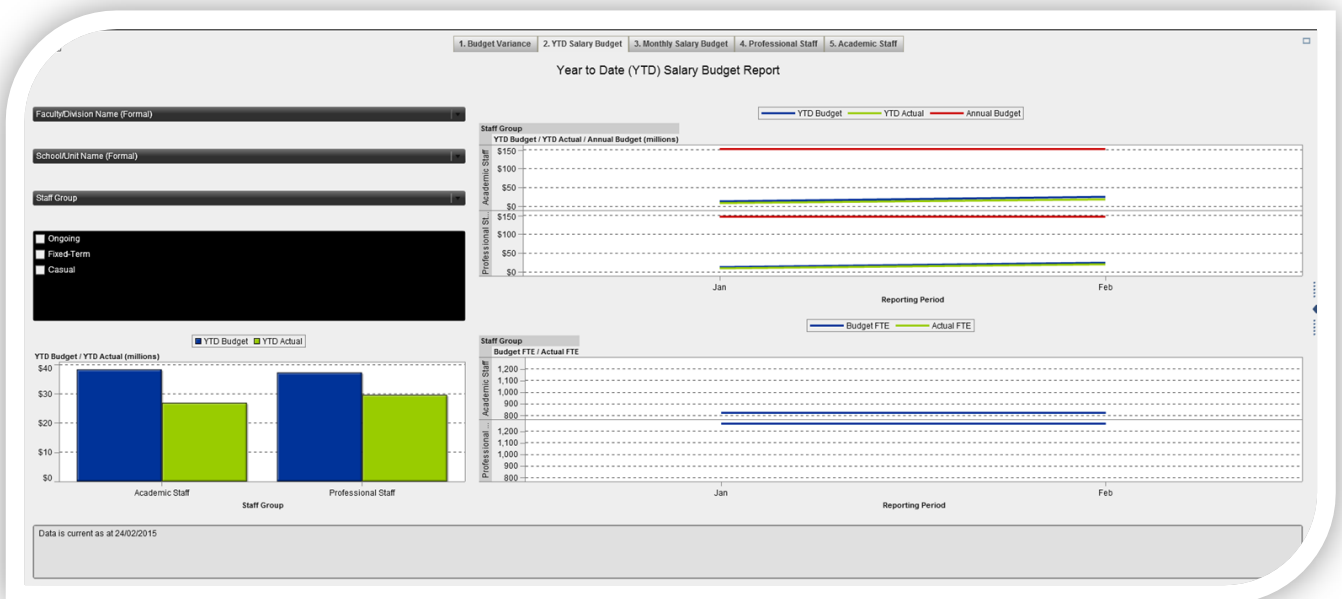




THE UNIVERSITY OF NEWCASTLE AUSTRALIA



Salary Budget Reports User Guide

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1 Introduction

1.1 Purpose

This document details the reporting functionalities available to the Faculty/Division and School/Unit users working with Salary Budget Reporting in the new Newcastle Information and Analytics (NINA) Portal. This user guide will cover:

- **Section 2:** NINA Salary Budget Reporting
- **Section 3:** Navigating NINA Reports
- **Section 4:** Exporting Data
- **Section 5:** Field Glossary
- **Section 6:** HELP

1.2 Scope

The implementation of the new on-line Salary Budget Reports will give Faculty/Division and School/Unit users' visibility of salary spend against the approved budgets.

This training guide will assist users to be able to work with the new NINA Reporting tool for Salary Budget reporting, clearly identifying the functionality that is required to assist these users perform their relevant tasks in the system.

1.3 NINA Report Access

The Security around the NINA Reporting for the Stage 1 release is as below:

Position/Role	Access Level	Functionality Available
• Key Financial Planning Committee members • HRIS and SPP Support Roles	Institution Level	• Budget Variance dashboard • YTD Budget v Actual • MTD Budget v Actual • Budget and Actual FTE Capabilities • Filter by Faculty/Division • Filter by School/Unit • All Faculty/Division Detail view/export
• HR Business Partners • Financial Operatives	All Faculties and Divisions	• YTD Budget v Actual • MTD Budget v Actual • Budget v Actual FTE Capabilities: • Filter by School/Unit • All Faculty/Division Detail view/export
• PVC/DVC • Faculty Associate Director or equivalent • Faculty Manager	Faculty/Division of responsibility	• YTD Budget v Actual • MTD Budget v Actual • Budget and Actual FTE Capabilities: • Filter by School/Unit • Own Faculty/Division Detail view/export

1.4 Prerequisite knowledge

This document assumes that readers have a clear understanding of the University of Newcastle's Budget and Salary Expenditure concepts.

1.5 Symbols

Throughout this guide you may see a number of symbols that mean the following:



Important information to note



What to do if there is a problem or the information you should be viewing is not coming up

2 NINA Salary Budget Reporting

2.1 What is NINA?

The Newcastle Information and Analytics (NINA) Portal offers users an exciting and interactive visualisation of critical information, including the new Salary Budget reports. Strategy, Planning and Performance (SPP) is currently working through a queue of additional developments and new reports will be released in batches on the first day of each month.

2.2 NINA Access

The Newcastle Information and Analytics (NINA) Portal is now available for you to access as part of the Salary Budget Reporting group. You are one of the first users to gain access to this new and exciting system. The SPP team hope you enjoy working with the portal and welcome any feedback or comments you may have.



Should you wish to view reports on your tablet device, a free app must be downloaded and configured. If you wish to view reports on your tablet outside of the University network a Virtual Private

Network (VPN) client for Tablets will be required. SPP will be happy to assist you with this process.

If you have difficulty accessing the Portal or experience extreme delays when loading reports, please contact [Meagan Morrissey](#) Senior Information Analyst, Strategy, Planning and Performance.

Individual or group NINA reporting training sessions are also available through this contact.

For security purposes, access to the NINA Portal offsite (*outside the University Private Network*) is via VPN. You can arrange to have the approved VPN client installed on a University laptop or home PC via the 17triplezero IT Service Desk.

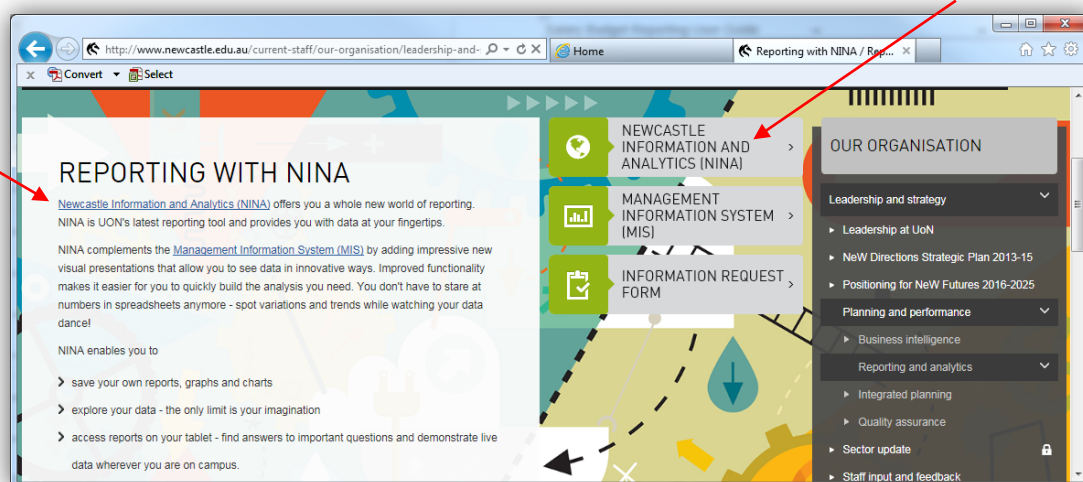
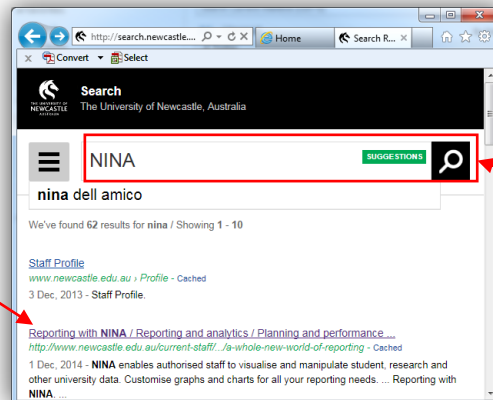
2.3 Log in

To navigate to the Portal login screen, go to [NINA](#) and save the URL to your favourites.

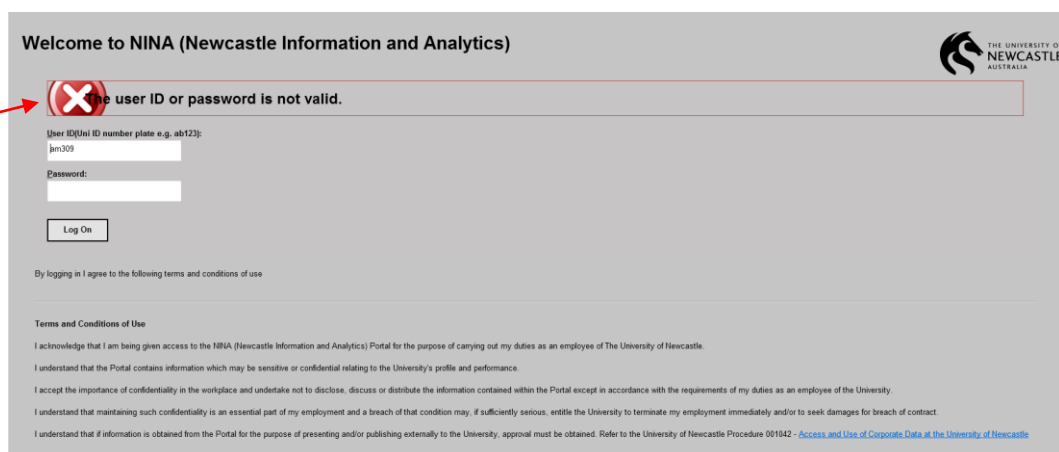
A quick link has also been setup on the University of Newcastle website. This is under *Current Staff > Systems and Tools > More Online Tools > Newcastle Information and Analytics (NINA)*.



You can also access the portal by typing *NINA* into the UoN website search box, then selecting the *Reporting with NINA* link from the search listing. This will offer other useful information and additional links into the NINA reporting tool.



Enter your User ID (*ie. number plate*) and password within the relevant boxes in the login window. If you enter an invalid User ID or Password, 'The user ID or password is not valid' message will appear. Simply re-enter your details, then press 'Enter' or click on the 'Log On' button.



Welcome to NINA (Newcastle Information and Analytics)

 The user ID or password is not valid.

User ID (Uni ID number plate e.g. ab123):
jm309

Password:
[Redacted]

By logging in I agree to the following terms and conditions of use

Terms and Conditions of Use

I acknowledge that I am being given access to the NINA (Newcastle Information and Analytics) Portal for the purpose of carrying out my duties as an employee of The University of Newcastle.

I understand that the Portal contains information which may be sensitive or confidential relating to the University's profile and performance.

I accept the importance of confidentiality in the workplace and undertake not to disclose, discuss or distribute the information contained within the Portal except in accordance with the requirements of my duties as an employee of the University.

I understand that maintaining such confidentiality is an essential part of my employment and a breach of that condition may, if sufficiently serious, entitle the University to terminate my employment immediately and/or to seek damages for breach of contract.

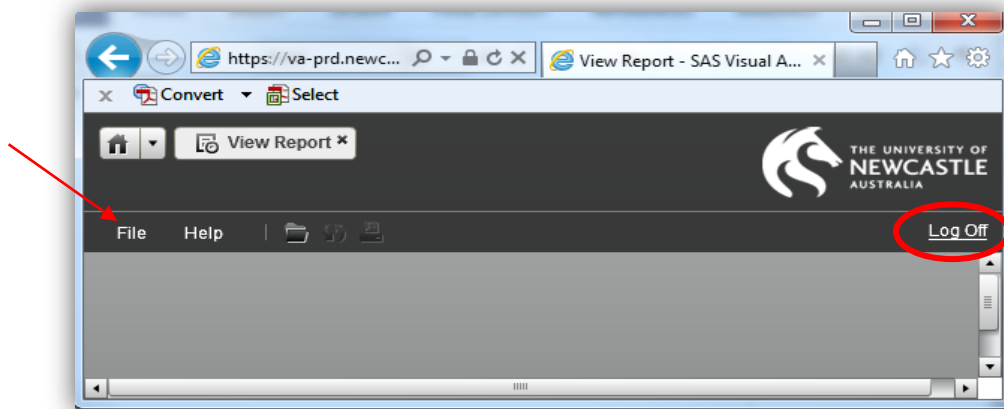
I understand that if information is obtained from the Portal for the purpose of presenting and/or publishing externally to the University, approval must be obtained. Refer to the University of Newcastle Procedure 001042 - [Access and Use of Corporate Data at the University of Newcastle](#)

What you can view in the system depends very much on your assigned role in NINA (*Refer Access Section 1.3*). If authorised for the Salary Budget reporting, once you log in into the NINA system, the *Human Resources > Salary Budgets* link will appear in the NINA home page.

2.4 Logoff

By default, any user will be logged out of the NINA system after 30 minutes of application inactivity.

You can also click on the *Log Off* option within the navigation bar in the top-right corner of the screen, or select *Log Off* from the *File* menu.



3 Navigating NINA Reports

Authorised staff can [access a range of reports](#) via NINA and the MIS Portal. The range of reports available in NINA are continually being updated. However, if you cannot find what you are looking for, try the MIS Portal or complete the [Information Request Form](#).

Users given the Salary Budget reporting access are able to view salary expenditure against budget data in alignment with their Faculty/Division and Schools/Units assigned.

Users requiring an overarching view of all Faculty/Division data will have access to the *Budget Variance* dashboard. Refer Reporting Tabs Section 3.1.5 for further information.

3.1 Working with Reports

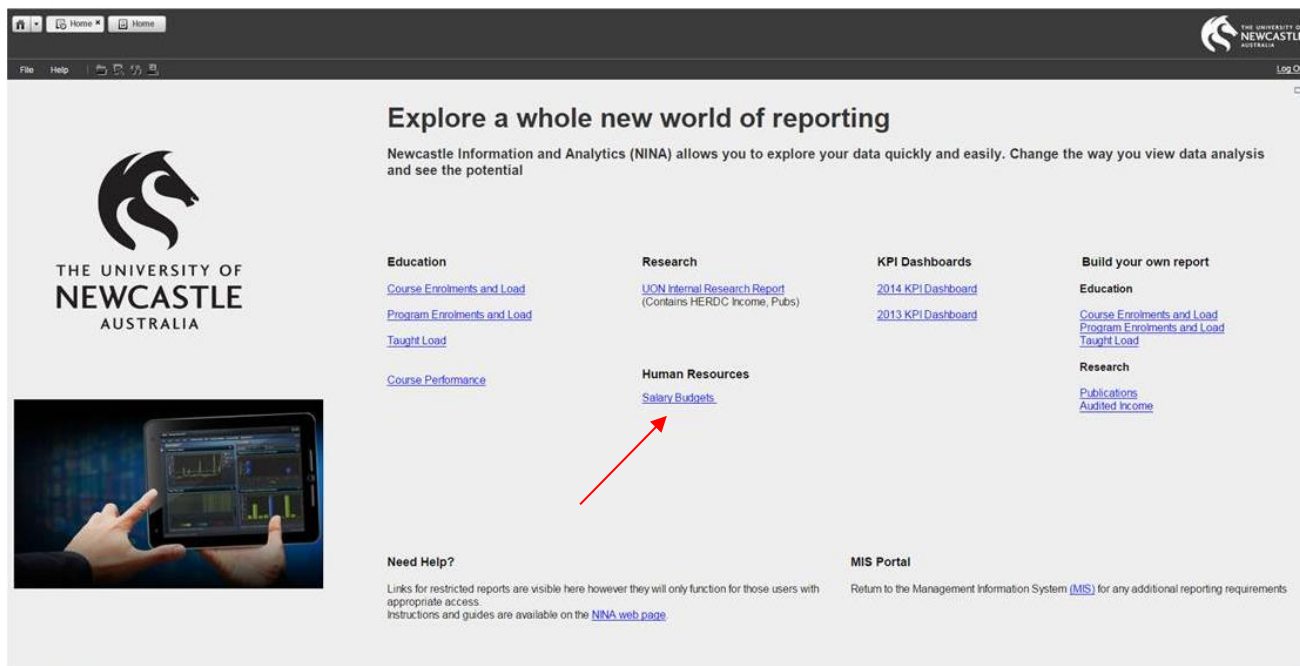
3.1.1 Types of Reports

As a Salary Budget reporting authorised user, you have access to monthly reports in the Salary Budget reporting hub. Depending on your access (*Refer Access Section 1.3*), you will be able to view all Faculty/Division reports, or simply your own or specified Faculty/Divisional information.

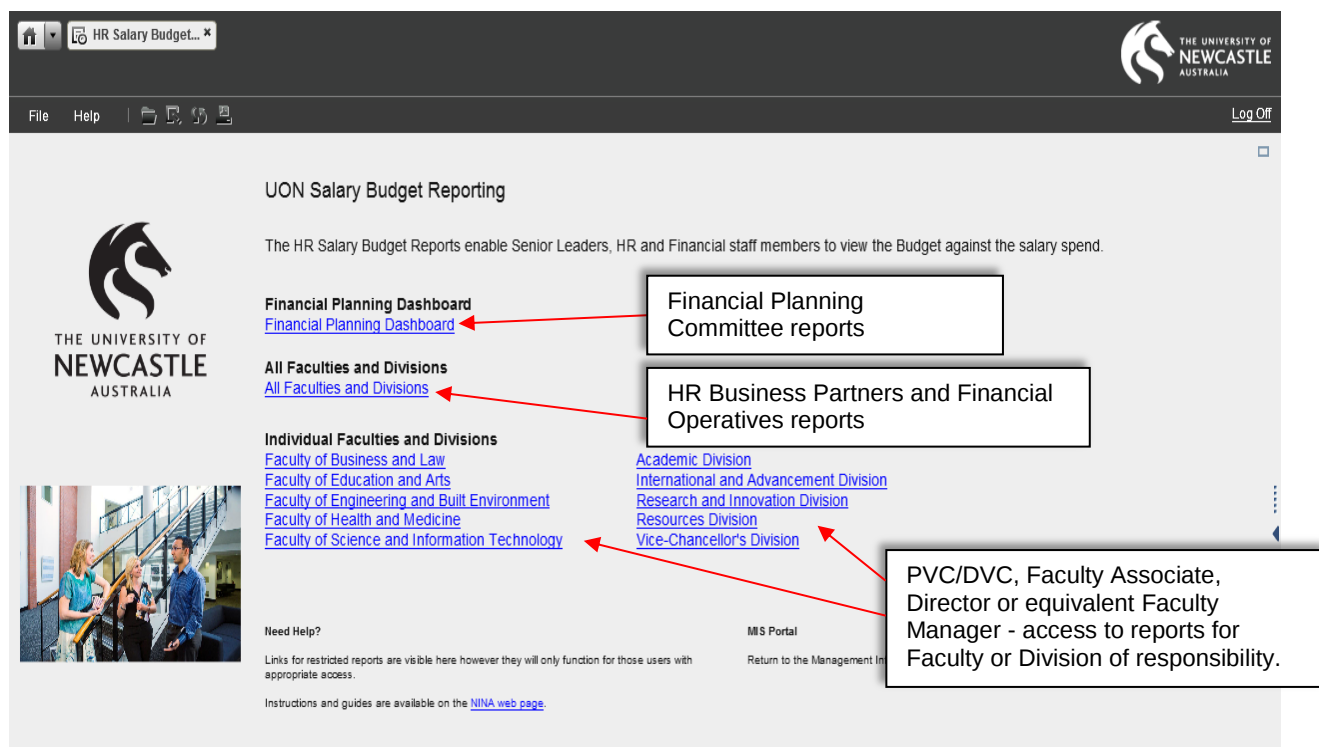
3.1.2 Accessing Reports

Accessing reports in NINA is easy. Once logged in, the first page will be the NINA home page which contains links to all reports available to you.

From the NINA home page, click on the hyperlink to the report you wish to access, in this case being the Human Resources *Salary Budgets* option, which will then open the HR reporting page.

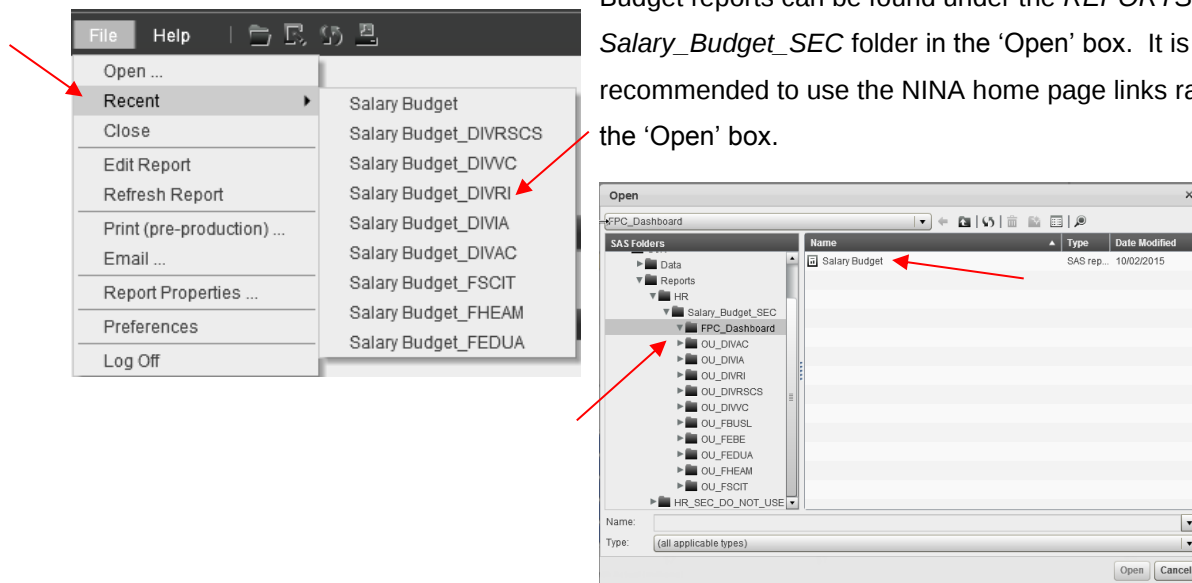


From the HR reporting page you can access various report links, in line with your NINA access (*Refer Access Section 1.3*). When you click on a reporting link, the selected report will open within your browser.

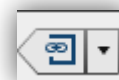


It is also possible to use the *File* menu to navigate to a report. From the *File* menu, select either *Open* or *Recent* (ie. to review previously selected reports) and then select the report required. The Salary

Budget reports can be found under the *REPORTS > HR > Salary_Budget_SEC* folder in the 'Open' box. It is recommended to use the NINA home page links rather than the 'Open' box.

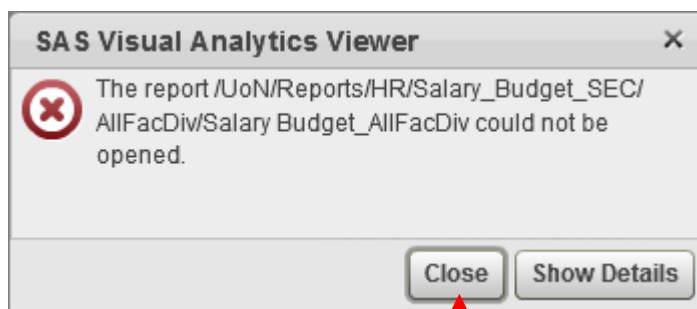


If you have selected a report link from the NINA home page, or HR reporting page to open a report, you can navigate back to these pages at any time by clicking on the *Return* icon, found in the top left of any reporting pane.



3.1.3 No Access to Reports Message

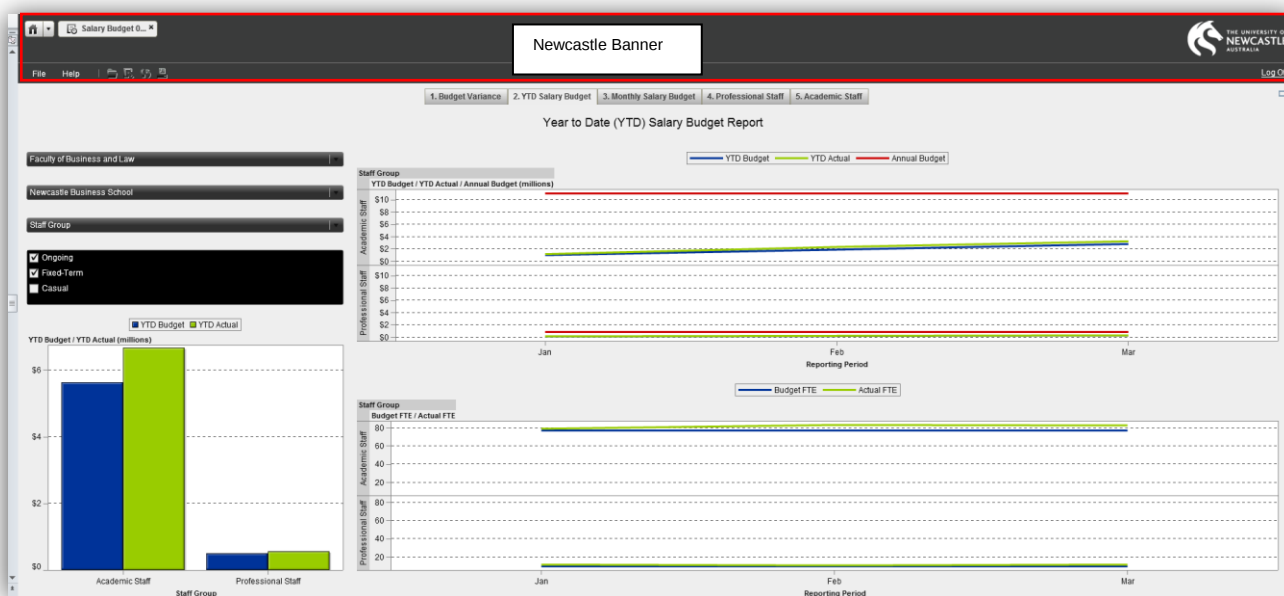
When a user does not have valid access to a selected report, then the following error message will appear (Refer Access Section 1.3).



Simply select 'Close' to cancel the error message, and then click on the reporting link for which you have correct access.

3.1.4 Hiding the Banner

If many graphs are displayed, you can hide the Newcastle banner to gain more screen space by clicking on the *Hide banner*  button found in the top-right corner of the reporting pane. To return the banner, simply click on the *Show banner*  button.



3.1.5 Reporting Tabs

Once the Salary Budget report is opened, you can select a different view of its report data by selecting one of the section tabs found along the top of the report.

Depending on your access (*Refer Access Section 1.3*), a couple or all of the following tabs will become available.

1. Budget Variance	2. YTD Salary Budget	3. Monthly Salary Budget	4. Professional Staff	5. Academic Staff
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Report Tab	Definition
Budget Variance	Clicking on this tab enables users with Institutional access to the Salary Budget reporting, mainly key Financial Planning Committee members and Support staff, to view all Faculty and Divisional data. This includes different graphs depicting variances between the budget and actual spend. Users are able to use the Filters available to drill down to different Faculties/Divisions and Schools/Units for Professional and Academic Staff.
YTD Salary Budget	Clicking on this tab enables users with full access to view all Faculty and Divisional data, including graphs depicting the YTD Budget FTE and salary against the YTD Actual FTE and salary. Users are able to use the Filters available to drill down to different Faculties/Divisions and Schools/Units for Professional and Academic Staff. If a user only has access to the Faculty/Division for which they are responsible, only this information will be displayed, and no other Faculty or Division option will be available from the filtered list.

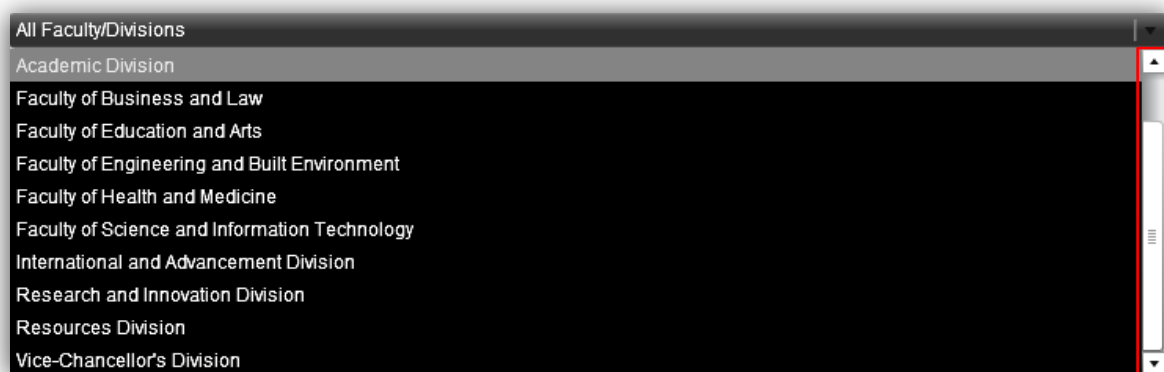
Report Tab	Definition
Monthly Salary Budget	This page will display information simply relating to the budget versus actual for a reporting month. Again, depending on your NINA access, you will either be able to view monthly budgets for all Faculty/Divisions or simply that for which you are responsible.
Professional Staff	Clicking on this tab enables users with full access to view all Professional staff data, including a summarised and detailed table of information. Users are able to use the Filters available to drill down to different Faculties/Divisions and Schools/Units for Professional staff. If a user only has access to the Faculty/Division for which they are responsible, only this information will be displayed, and no other Faculty or Division option will be available from the filtered list.
Academic Staff	Clicking on this tab enables users with full access to view all Academic staff data, including a summarised and detailed table of information. Users are able to use the Filters available to drill down to different Faculties/Divisions and Schools/Units for Academic staff. If a user only has access to the Faculty/Division for which they are responsible, only this information will be displayed, and no other Faculty or Division option will be available from the filtered list.

3.1.6 Filtering Data

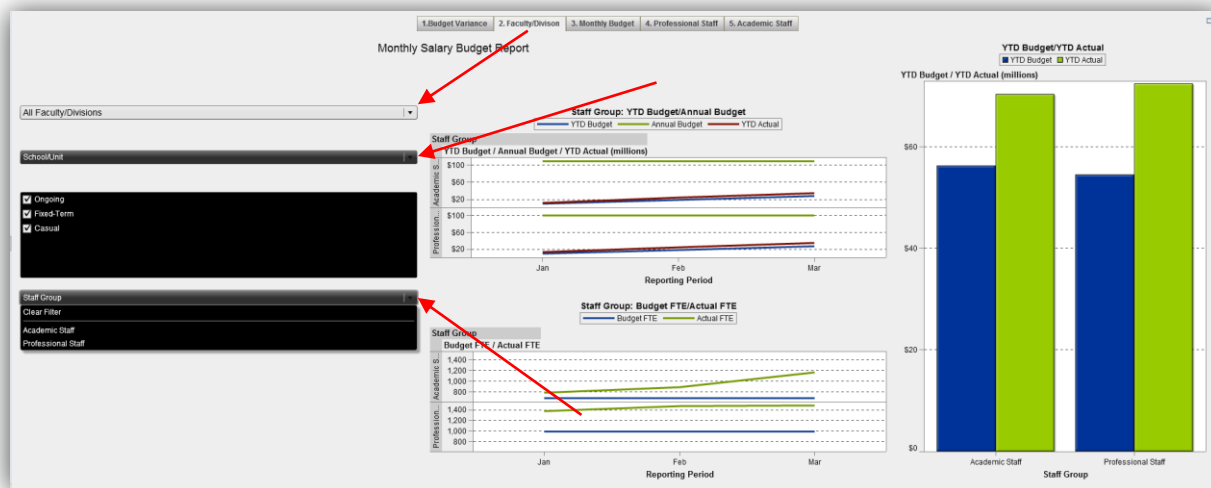
The drop-down menus that appear down the left of the report pane allow you to filter your data.



Once a different filter is chosen, all graphs and table information in that reporting pane will change in line with the selection. You will need to select filters in each of the reporting panes, as the filters do not transfer across into other tabs displayed.



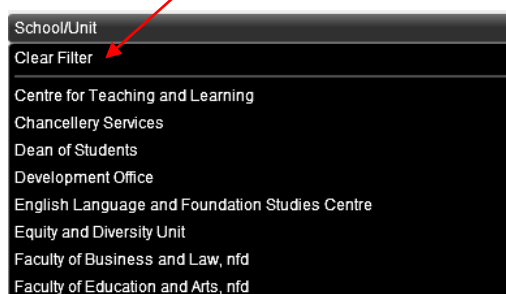
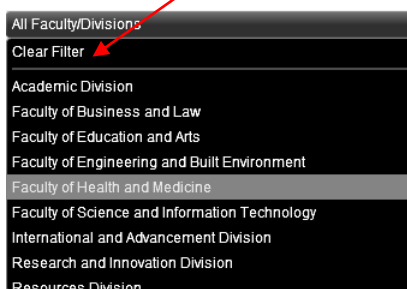
In the example below, there are filter options for Faculty/Divisions, School/Unit and Staff Group (*ie. Professional/Academic*). On other tabs there will also be filters for the reporting months, enabling you to view previous months of reporting data.



To find your selection in a long drop-down list (*eg. a list of School/Units*) select the drop down and type the first letter of the item for which you are searching. This will take you to the first occurrence of that letter in the list and allow you to find your selection faster.

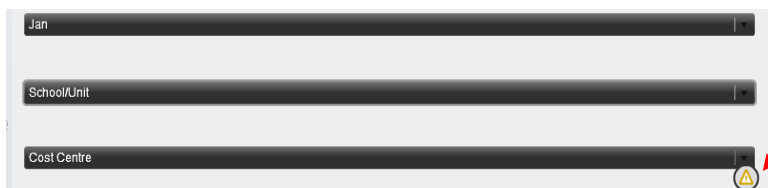


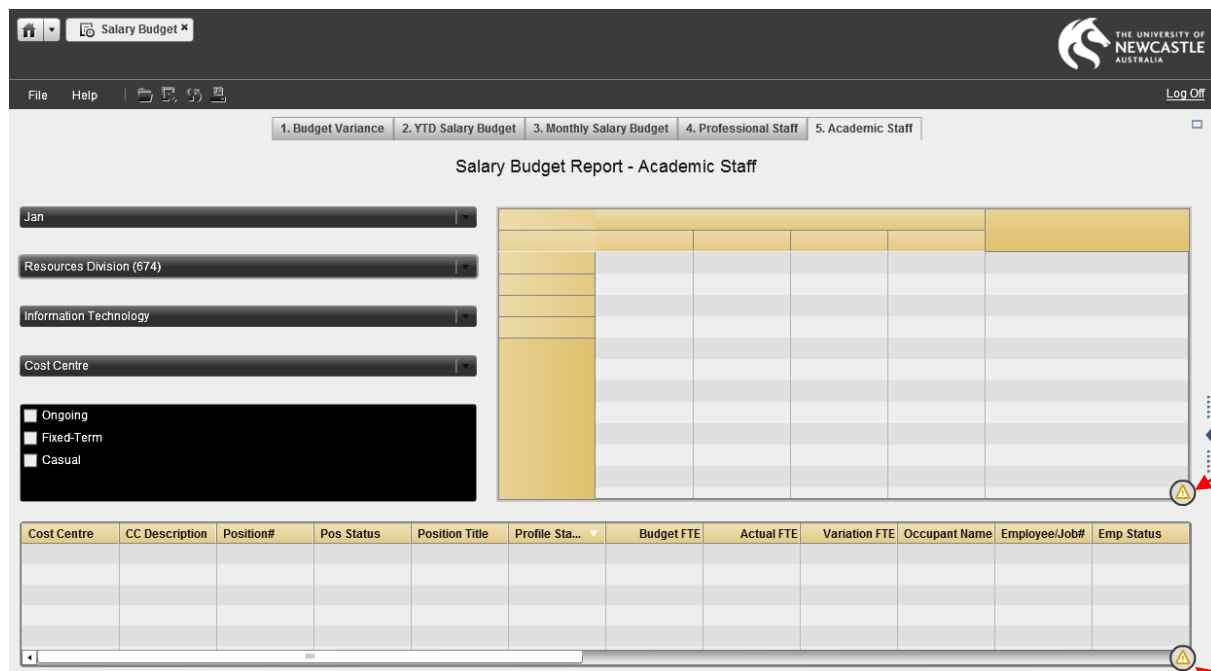
If the information displayed is not what you are expecting, it is often due to the selection of an incorrect filter. To clear a filter, select *Clear Filter* from the top of the related drop-down menu.



3.1.7 No Data Available

When using the various filters, there may be times when your selection will result in no rows of information being returned, or a filter containing no data. The exclamation (!) icon will appear in the bottom corner of the table or filter when this occurs.





3.1.8 Refresh Report Data

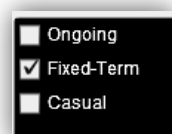
At any time, you can refresh reporting data to include the latest changes, or clear all filters. This is done by selecting *File > Refresh Report*, or by clicking on the  *Refresh Report* icon on the toolbar. Your reports are then automatically updated with the refreshed data and all filters will be cleared.

3.1.9 Position Status Display

You can also view your graphs and tables of information in line with the position status, including Ongoing, Fixed-Term and Casual staff. By default, all position status data will be displayed.

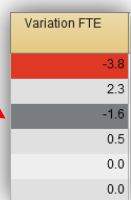


You can narrow the search by selecting one or multiple check boxes to either activate or deactivate its option. As an option is turned on or off, the displayed graphs and tables will update accordingly.



3.1.10 Selecting Data

You can select multiple bars in a chart by using the 'Ctrl' button on your keyboard and clicking each bar **OR** holding down your mouse and clicking and dragging your cursor over the area of interest. This method also works for selecting cells in a table, which will be highlighted dark grey when selected.



This is useful if you require viewing this information in more detail, or exporting simply the selected data.

3.1.11 Negative Values

Any negative variances in a table will be depicted in red with either a minus sign (-) for FTE values or brackets around dollar amounts, as seen below.

	Variation FTE	Month Budget	Month Actual	Month Variance
	-0.6		\$2,725	(\$2,725)
	-26.5	\$327,695	\$376,710	(\$49,015)
	-2.4		\$3,207	(\$3,207)
	0.0	\$30,609	\$31,322	(\$713)

Negative
FTE values

Negative Dollar
Amounts

To drill down to certain information, click on the cell required (*or select multiple cells by using the 'Ctrl' key and clicking on the cells required*), which will then display this selection in the detailed table area.

AB GROUP	Occ Level	Budget FTE	Projected FTE	Current FTE	Variation FTE	Month Budget	Month Salary	Commitment	Total Expected Cost
Hew 04	4.9	3.8	8.6	1.0	-0.6	\$32,537	\$38,841	\$171,149	\$208,639
Hew 05	0.6	1.0	2.0	0.5	-0.5	\$7,401	\$7,768		\$7,459
Hew 06	2.7	2.2	5.6	0.5	-0.5	\$31,656	\$36,725	\$119,838	\$145,456
Hew 09	1.1	1.5	2.9	0.4	-0.4	\$20,875	\$21,098	\$65,968	\$85,901
Total	9.3	8.5	19.1	6.7	-0.6	\$92,468	\$104,433	\$346,855	\$447,456

Cost	Ph.	Pos Status	Profile	Profile Status	Budget FTE	Proj. FTE	Emp Status	Projected FTE	Occ Type	Occ Level	Occ Step	Occupancy Start	Occupancy End	Current FTE	Variation FTE	Annual Leave Days	Other Leave Days	L.S.(Parental)WOP Days
1010	601	Ongoing	Admins.	In	0.6	Se	04	Ongoing	0.4	SUB	Hew 04	04	-	0.6	0.2	5.0	4.0	-
1010	601	Ongoing	Admins.	In	0.9	D	36	Ongoing	0.5	SUB	Hew 04	04	-	0.9	0.3	2.1	0.3	-
1010	604	Ongoing	Admins.	In	1.0	HL	11	Ongoing	0.6	SUB	Hew 04	04	-	1.0	0.4	5.0	-	-
1010	605	Ongoing	Person.	In	0.6	HL	32	Ongoing	0.7	SUB	Hew 05	04	-	1.0	-0.1	8.0	-	-
1010	610	Ongoing	School	In	1.0	Gr	32	Ongoing	0.6	SUB	Hew 08	07	-	1.0	0.4	13.0	-	-
1010	631	Ongoing	Team L	In	1.0	HL	31	Ongoing	0.6	SUB	Hew 06	04	-	1.0	0.4	2.0	-	-
1010	AA	Ongoing	Admins.	Out	Se	04	Ongoing	0.0	SUB	Hew 04	04	-	-	0.6	0.0	-	-	-
1010	AD	Ongoing	Admins.	Out	HL	32	Ongoing	0.3	SUB	Hew 05	04	-	-	1.0	-0.3	2.0	-	-
1010	EO	Ongoing	School	Out	Gr	32	Ongoing	0.3	SUB	Hew 08	07	-	-	1.0	-0.3	2.0	-	-

Detailed
Table



To clear a selection in a chart, table or button, use 'Ctrl' and Click.

3.1.12 Expand/Collapse Data

In tables with an established hierarchy (*ie. you will see a plus sign and an arrow, as in the example below*) you can drill through the data to see information at a specific level.

Clicking on the plus sign  to the left of an Occupancy Level will expand the view to list all Cost Collectors associated with this level, while using the arrow  will drill down to display only that level data.

Occ Level	Budget FTE	Actual FTE	Variation FTE	Month Budget	Month Actual	Month Variance	YTD Budget	YTD Actual
  Hew 03	0.4	0.4	0.0	\$2,086	\$2,773	(\$686)	\$2,086	\$2,688
  Hew 04	2.5	-2.9	5.4	\$12,123	\$2,076	\$10,046	\$12,123	\$2,970
  Hew 05	0.7	0.6	0.1	\$4,230	\$4,387	(\$157)	\$4,230	\$4,212
  Hew 06	-	-	-	-	(\$1,969)	\$1,969	-	(\$1,969)
  Hew 07	1.0	0.0	1.0	\$5,492	\$5,314	\$178	\$5,492	\$5,274
  Hew 09	2.3	2.0	0.3	\$22,760	\$26,647	(\$3,887)	\$22,760	\$25,688
  Hew 10	1.0	1.0	0.0	\$12,146	\$12,749	(\$603)	\$12,146	\$12,242

Expand -

Occ Level	Cost Collect...	Budget FTE	Actual FTE	Variation FTE
Expand Hew 03		0.4	0.4	0.0
Expand Hew 04	1010236 - Newcastle Law School - Callaghan	2.5	-2.9	5.4
Expand Hew 04	1010238 - Newcastle Law School - Newcastle Precinct	0.1		0.1
Subtotal: Hew 04		2.5	-2.9	5.4
Expand Hew 05		0.7	0.6	0.1
Expand Hew 06				
Expand Hew 07		1.0	0.0	1.0
Expand Hew 09		2.3	2.0	0.3
Expand Hew 10		1.0	1.0	0.0

To **Collapse** the listing, click on the minus sign 

Drill -

All GROUP H...	Professiona...	Hew 04		
Cost Collector ...	Budget FTE	Actual FTE	Variation FTE	Month Budget
1010236 - Newcastle Law School - Callaghan	2.5	-2.9	5.4	\$12,123
1010238 - Newcastle Law School - Newcastle Precinct	0.1	.	0.1	.

To return to the earlier listing, click on the previous grouping button, being 'Professional' in this example.

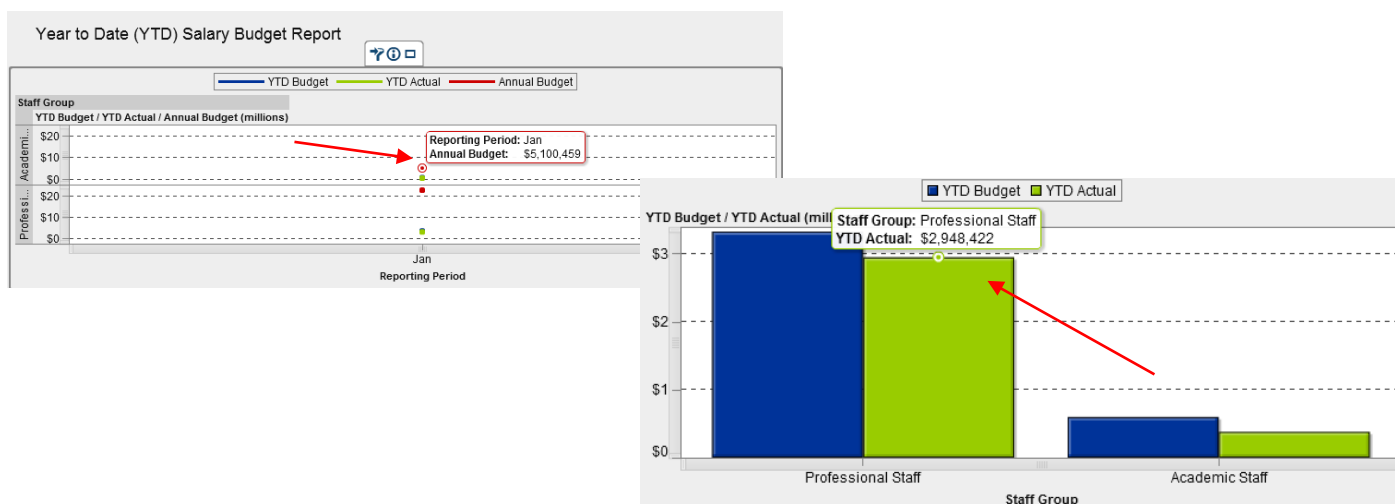


Expand or collapse all by right clicking on the column header required, then selecting the relevant *Expand* or *Collapse* option from the menu.

All GROUP H...		Professiona...				
Occ Level		Budget FTE	Actual FTE	Variation FTE	Month Budget	Month Actual
Drill Up to All GROUP Hierarchy						
+	Expand Occ Level		0.4	0.0	\$2,086	\$2,773
-	Collapse Occ Level		-2.9	5.4	\$12,123	\$2,076
+	Sort		0.6	0.1	\$4,230	\$4,387
Export Crosstab 1 (1) (1)						(\$1,969)
+	Hew 07	1.0	0.0	1.0	\$5,492	\$5,314
+	Hew 09	2.3	2.0	0.3	\$22,760	\$26,647
+	Hew 10	1.0	1.0	0.0	\$12,146	\$12,749
Total		8.0	1.1	6.9	\$58,837	\$51,977

3.1.13 Displaying Chart Values

To display the value associated with a particular data series in a chart, simply hover over the area you require displayed (as seen in the example charts below).



3.1.14 Resizing Table Columns

You can resize a column in a table by simply hovering over the column header border, then clicking and dragging to size. A double-headed arrow  will appear when hovered over the border (as seen below).



Cost ...	Position#	Pos Status	Position Title	Profile Status	Budget FTE	Actual FTE	Variation FTE	Occupant Name	Employee/Job#	Emp Status	Occ Type	Occ Level	Occ Step	Occupancy Start	Occupancy end
1010236	61234	Ongoing	Administrative As..	Out	.	.	.	Smith, Sam	315222-01	Ongoing	HDA	Hew 04	04	.	.
1010236	61333	Ongoing	Executive Officer	In	0.1	0.0	0.1	Phelps, Pat	313111-02	Ongoing	CON	Hew 07	05	.	.
1010236	61560	Ongoing	Executive Officer	Out	.	.	.	Percy, Trish	312227-01	Ongoing	CON	Hew 07	05	.	.
1010236	61722	Ongoing	Administrative As..	In	1.0	1.0	0.0	Jones, Brenda	326211-01	Ongoing	SUB	Hew 04	04	.	08/08/2014
1010236	61725	Ongoing	Executive Officer	In	1.0	.	1.0	Stevens, Wendy	403332-01	.	.	Hew 07	05	.	.
1010236	61812	Ongoing	Administrative As..	In	0.1	0.4	-0.3	Manor, Jon	361833-01	Ongoing	SUB	Hew 03	01	.	.
1010236	61824	Ongoing	Administrative As..	In	1.0	-4.9	5.9	Walters, Peter	315822-02	Ongoing	.	Hew 04	04	.	.
1010236	61856	Ongoing	Legal Practitioner	In	.	.	.	Marley, Marg	422011-02	Ongoing	CON	Hew 09	02	.	.

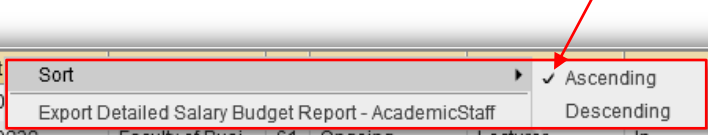


Double-clicking on a column border will also resize the column to its column header size.

3.1.15 Sorting Data

Sorting of data in the tables is available by clicking on any of the column headers, which will sort the table information by that column in ascending order (*which will show an up-pointing white arrow* ). Click the column header again to sort in descending order, depicted by the down-pointing arrow .

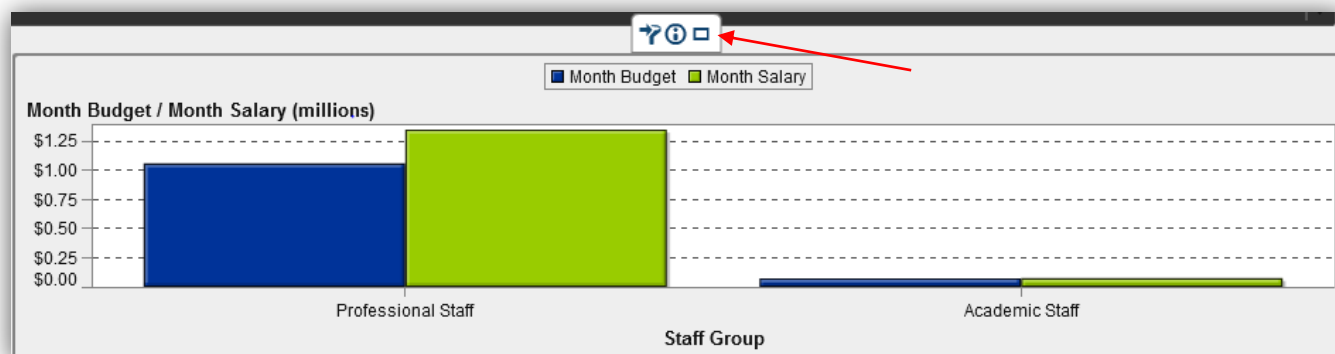
You can also right-click on any column and select *Sort*, then click on either the *Ascending* or *Descending* option. A tick beside an option depicts its current selection, as seen here with the tick beside the 'Ascending' option for the Cost Centre column.



Cost	Sort	Faculty of Busi...	61..	Ongoing	Lecturer	In	tatus	Budget FTE	Actual FTE	Variation FTE
1010	Export Detailed Salary Budget Report - AcademicStaff							0.0	.	0.0
1010232		Faculty of Busi...	61..	Ongoing	Lecturer	In		0.0	.	0.0
1010232		Faculty of Busi...	61..	Ongoing		In		0.5	.	0.5
1010232		Faculty of Busi...	61..	Ongoing		In		0.5	.	0.5
1010232		Faculty of Busi...	60..	Fixed-Term		Out		0.4	.	0.4
1010232		Faculty of Busi...	61..	Ongoing	Lecturer	In		0.0	.	0.0
1010232		Faculty of Busi...	61..	Fixed-Term	Lecturer	Out		.	.	.
1010232		Faculty of Busi...	60..	Ongoing	Deputy Head of..	In		1.0	1.0	0.0
1010232		Faculty of Busi...	61..	Ongoing		In		0.5	.	0.5
1010232		Faculty of Busi...	61..	Fixed-Term		Out		1.0	.	1.0
1010232		Faculty of Busi...	61..	Ongoing		In		0.0	.	0.0
1010232		Faculty of Busi...	62..	Ongoing		Out		0.7	.	0.7
1010232		Faculty of Busi...	61..	Ongoing	Lecturer	In		0.0	.	0.0

3.1.16 Maximising Graphs

All charts and tables can be maximised by simply clicking on the required object and then clicking on the box shape (*ie. Maximize button*) in the information tab that appears above the object.



To return an object to its original size, click on the double box shape (*ie. Restore button*) in the information tab.



4 Exporting Data

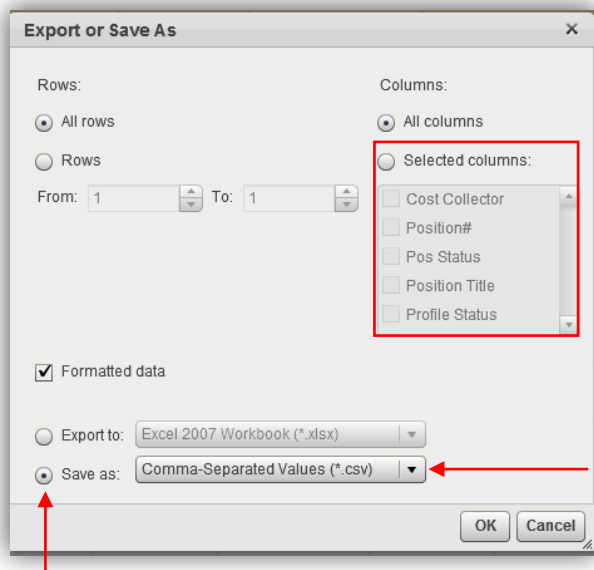
The new NINA application facilitates exportation of all your Faculty/Division Salary Budget data into an Excel spreadsheet, where further reports can then be generated.

This will be particularly useful for senior leaders to view the detail behind any variances found in the reports. An option is to click on any negative value in a summarised table, and then export the detailed table list that appears below.

Data can be exported from individual report objects by right clicking on the object and then selecting 'Export <object name>' where <object name> is the name of the graph or table you wish to export. In this example exporting the detailed table listing shows as 'Export Detailed Salary Budget – Professional Staff'.

Cost Collector	CC Description	Position#	Pos Status	Positic	Sort	Actual FTE	Variation FTE	Occupant Name	Employee/Job#
1010456 - TAF...	TAFE Recovery...		Ongoing	Admini	Export Detailed Salary Budget - Professional Staff				
1010523 - Rec...	Records Mana...		Ongoing	Information Officer	In	0.1	0.1	Peters, Jo	
1010523 - Rec...	Records Mana...		Ongoing	Information Officer	In	1.0	0.0	Smith, Peter	
1010523 - Rec...	Records Mana...		Fixed-Term	Administrative Assistant	Out	1.0	-1.0	King, Chris	
1010091 - Stud...	Student Suppor...		Ongoing	Administrative Project Officer	Out	1.0	-1.0	Fisher, Ellie	
1010312 - Sch ...	Sch of Architect...		Ongoing	Administrative Assistant	In	0.6	0.0	Gibson, Deb	
1010312 - Sch ...	Sch of Architect...		Ongoing	Administrative Assistant	In	1.1	0.7	Drisedale, Sam	
1010312 - Sch ...	Sch of Architect...		Ongoing	Administrative Assistant	In	1.0	0.0	Colins, George	

Selecting the *Export* option will open a dialog box containing export options (as seen below).



Various columns can be selected by using the '*Selected columns*' option, then clicking the columns required from the listing below.

By default, *All columns* will be exported.

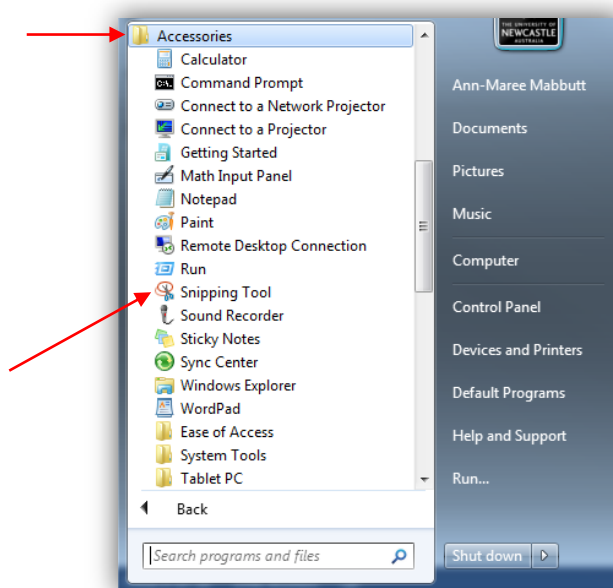


It is recommended to select the 'Save as' option and 'Comma-Separated Values (*.csv)' from the drop-down list to ensure that a saved version exists. Exporting in an Excel format is also workable, but remember to save any additional formatting made to the export file.

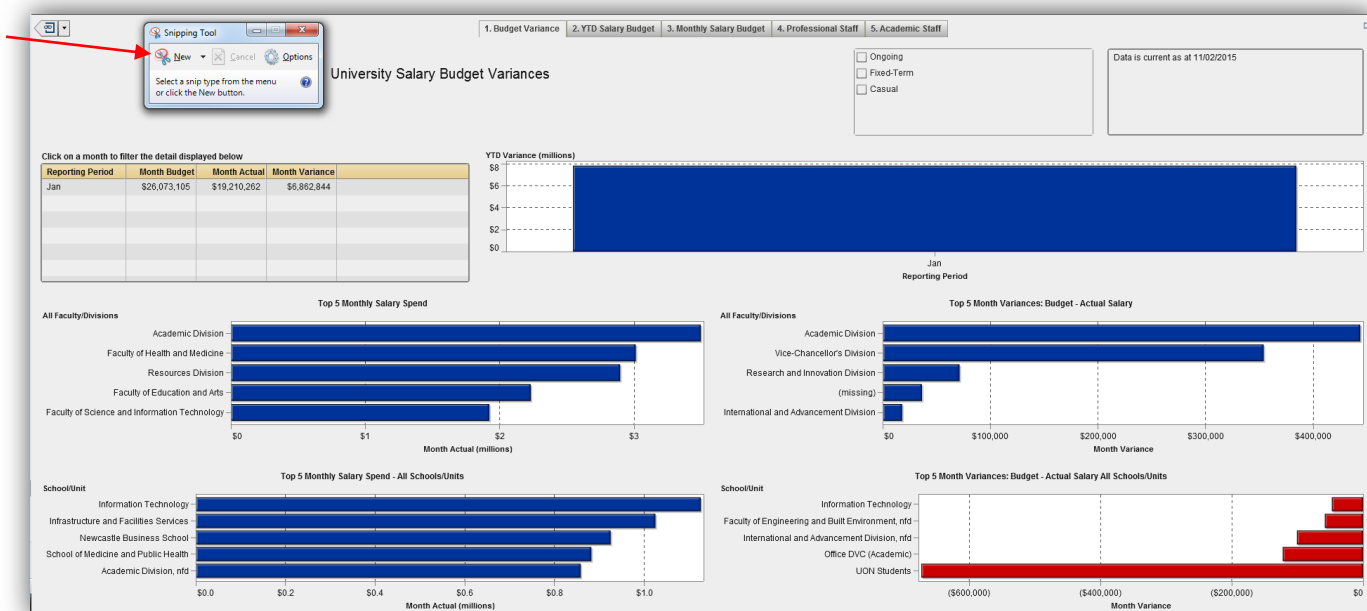
4.1 Capturing Screen Shots

The best method for capturing screen images, such as the graphs and Faculty/Division and School/Unit screen shots, is by using the Windows 7 Snipping Tool. This will enable you to save graphs to a document for distribution to the various Senior Leaders, if required.

This can be accessed by selecting the *Start menu > All Programs > Accessories > Snipping Tool*.



Once activated, you will notice the 'New' box is selected and a plus sign will appear when you hover over the screen. Click and drag over the area you want to capture, and a red box will appear around your selection. Release the mouse when you have the area you require and the captured image will appear in the Snipping Tool work area. Simply use *Edit > Copy* (Ctrl + C) and then Paste (Ctrl + V) functionality in the file requiring the capture.



5 Field Glossary

In the cross-tab and detailed table of information for Professional Staff and Academic Staff tabs, the following defines the fields displayed.

Report Label	Definition
Cost Centre	The seven (7) digit cost collector code used for reporting financial costs for organisation units or projects.
CC Description	Short description of the cost centre.
Position#	The position number for the current record displayed.
Pos Status	Position status for the position displayed, ie. Fixed-Term, Ongoing or Casual staff.
Position Title	Displays the position title description, which aligns with the position number displayed.
Profile Status	The Profile Status is recorded on the position record to indicate if the Position is in or not in the Operating Budget. Values will be either "In" or "Out".

Report Label	Definition
Budget FTE	The approved full-year Operating funded Full-time Equivalent (FTE) value.
Actual FTE	FTE value applicable to staff members for the reporting month. FTE is reduced proportionally when staff members are on Long Service Leave, Parental or Leave Without Pay for any period within the month, or where a staff member commences or ceases employment within the month.
Variation FTE	Budget FTE value minus the Actual FTE value for the reporting period.
Month Budget	The approved Budget amount for the month including salary oncosts. The budget value is proportioned over 12 months based on the number of working days in each month.
Month Actual	Displays the value of salary and oncosts charged to the cost centre for the reporting month. Salary expenses are for the number of working days within the month. Actuals will vary where: - Salary expenses related to prior periods where cost centre changes have been performed. - Additional expenses related to Enterprise Agreement salary increases. - Backdated salary rate changes applicable to individual staff, such as HDA or part-time working arrangements. - A staff member commences or ceases employment within the month.
Month Variance	Month Budget amount minus Month Actual amount.
Occupant Name	Surname and Preferred Name of the staff member.
Employee/Job#	Staff member's unique Staff number and their Job number for the current Job reported.
Emp Status	Employment status of the staff member, which can be: - Ongoing – Ongoing appointment. - Fixed-Term – Fixed-term contract. - Casual – Casual employment. Agency staff and external contractors are not included on the report.
Occ Type	Type of Occupancy the employee is on during the period reported. - SUB – Substantive role. - CON – Concurrent. Temporary arrangement that overrides the Substantive role, such as a secondment or reduction in working hours. - HDA - Higher Duties Allowance or Relieving Allowance. - VAC - Vacant. No staff member against that position for the period.
Occ Level	Academic or HEW salary level assigned to the staff member as per the Enterprise Agreement. Staff on salary rates higher than standard Academic or HEW level will display as HEW10+ or Level E+.
Occ Step	Salary Step that the staff member is on within the salary level.

Report Label	Definition
Occupancy Start	The start date of the staff member if commencing in the current year.
Occupancy End	The end date of the staff member if ceasing in the current year.
Current FTE	Current Position fraction for the reporting period.
Annual Leave Days	Number of days of Annual Leave taken (and paid) since the start of January in the Calendar year. The FTE will remain unchanged.
Other Leave Days	Number of days of Other Leave days taken (and paid) since the start of January in the Calendar year. The FTE will remain unchanged. Leave types included are: • Personal • Paid Study • Jury Duty • Sick • Examination • Roster Day • Workers Compensation
LSL/Parental/LWOP Days	This is the number of days of Long Service Leave/Parental/Leave Without Pay Leave taken (and paid) since the start of January in the Calendar year. The FTE will reduce proportionally by the amount of days taken during the reporting period/s.
YTD Budget	The approved Budget amount for the months up to the reporting period month for the reporting year (calendar year). Salary oncosts are included.
YTD Actual	This is the YTD value for all months in the reporting year up to the reported month. eg. the April YTD sums salary expenses for January to April.
YTD Variance	YTD Budget minus YTD Actual
Fac/Div	Faculty or Division Name Short Description, eg. FEBE for Faculty of Engineering and Built Environment. For use when data is exported.
Schl/Unit	School or Unit Name Short Description, eg. SENG for School of Engineering. For use when data is exported.
Reporting Period	Month of reporting period. For use when data is exported.

6 HELP

Help, FAQs and user guides can be found as links on the NINA HR reporting page and also on the [NINA help webpage](#).

For additional information on the Staff Profile Management and Reporting project and FAQs see [here](#)
Or contact your HR Business Partner and/or Financial Operative directly.