

WORKING WITH GRAPH/TABLE DATA

Selecting Multiple Items

You can select multiple bars in a chart (or cells in a table) by using the 'Ctrl' button on your keyboard and clicking each bar/cell OR holding down your mouse and clicking and dragging your cursor over the area of interest.

Deselect Option

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

Negative Amounts Display

Any negative variances in a table will be depicted in red with either a minus sign (-) for FTE or brackets around dollar amounts. To drill down to this information, simply 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 below.

1. Budget Variance 2. Faculty/Division 3. Monthly Budget 4. Professional Staff 5. Academic Staff											
Staff Group	Occ Level	Budget FTE	Actual FTE	Variance FTE	Month Budget	Month Actual	Month Variance	YTD Budget	YTD Actual	YTD Variance	
Professional Staff	Hew 04	0.6	1.0	-0.4	\$14,060	\$6,049	\$8,011	\$44,899	\$22,685	\$22,214	
	Hew 05	9.4	10.2	-0.8	\$61,647	\$66,021	(\$4,373)	\$191,792	\$212,944	(\$21,152)	
	Hew 06	8.1	9.0	-0.9	\$69,421	\$71,331	(\$1,910)	\$210,983	\$228,958	(\$17,975)	
	Hew 07	3.6	4.6	-1.0	\$43,443	\$38,724	\$3,719	\$127,969	\$119,501	\$8,468	
	Hew 08	4.1	4.0	0.1	\$39,840	\$40,741	(\$801)	\$121,026	\$123,910	(\$2,884)	
	Hew 09	3.9	5.0	-1.1	\$54,641	\$55,887	(\$1,246)	\$166,525	\$165,740	\$785	
	Hew 10 plus package	1.0	1.0	0.0	\$21,799	\$20,989	\$810	\$64,916	\$69,530	\$5,386	
	Total Professional Staff	38.7	34.8	4.1	\$304,852	\$306,742	(\$1,890)	\$808,716	\$833,368	(\$24,652)	
	Total	38.7	34.8	4.1	\$304,852	\$306,742	(\$1,890)	\$808,716	\$833,368	(\$24,652)	

Variance FTE	Occ. Lvl.	Emp Status	Occ Type	Occ Level	Occ Step	Occupancy Start	Occupancy end	Current FTE	Annual Leave Days	Other Leave Days	LSA/Parental/LWOP (da-)
-0.2	Tro.	40.	Fixed-Term	SUB	Hew 05	01	12/03/2014	1.0	-	-	-
-0.0	Mis.	33.	Ongoing	SUB	Hew 05	05	-	1.0	-	-	1.0
-0.0	Ch.	32.	Ongoing	SUB	Hew 05	06	-	1.0	1.0	1.0	1.0
-0.0	Tro.	31.	Ongoing	SUB	Hew 05	06	-	0.5	2.0	-	-
-0.0	Hil.	31.	Ongoing	SUB	Hew 05	05	-	1.0	-	-	-
-0.1	Mis.	33.	Ongoing	SUB	Hew 05	04	-	1.0	1.0	-	-
-0.0	Hil.	31.	Ongoing	SUB	Hew 05	06	-	1.0	3.0	-	-
-0.0	Ch.	36.	Ongoing	SUB	Hew 05	03	-	1.0	-	-	1.0
-0.0	Tro.	31.	Fixed-Term	SUB	Hew 09	04	-	1.0	4.0	5.0	-
-0.0	Ch.	36.	Ongoing	SUB	Hew 05	02	-	1.0	3.0	1.4	-
-0.5	Tro.	36.	Ongoing	SUB	Hew 05	02	-	1.0	5.0	5.0	-

Expand/Collapse Options

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 Hew level will expand the view to list all Cost Collectors associated with this Hew level, while using the arrow  will drill down to display only that Hew level data.

Occ Level	Budget FTE	Actual FTE	Variance FTE	Month Budget	Month Actual	Month Variance	YTD Budget	YTD Actual	YTD Variance
Hew 04	0.6	1.0	-0.4	\$14,060	\$6,049	\$8,011	\$44,899	\$22,685	\$22,214
Hew 05	9.4	10.2	-0.8	\$61,647	\$66,021	(\$4,373)	\$191,792	\$212,944	(\$21,152)
Hew 06	8.1	9.0	-0.9	\$69,421	\$71,331	(\$1,910)	\$210,983	\$228,958	(\$17,975)
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Hew 09	3.9	5.0	-1.1	\$54,641	\$55,887	(\$1,246)	\$166,525	\$165,740	\$785
Hew 10 plus package	1.0	1.0	0.0	\$21,799	\$20,989	\$810	\$64,916	\$69,530	\$5,386

To Collapse the listing, click on the minus sign  that appears.

Expand/Collapse ALL

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

Occ Level	Budget FTE	Actual FTE	Variance FTE	Month Budget
Expand Occ Level	0.6	1.0	-0.4	\$14,060
Collapse Occ Level	9.4	10.2	-0.8	\$61,647
Sort	8.1	9.0	-0.9	\$69,421
Export Crosstab 1 (1) (1)	3.6	4.6	-1.0	\$43,443
Hew 07	4.1	4.0	0.1	\$39,940
Hew 08	3.9	5.0	-1.1	\$54,641
Hew 09	1.0	1.0	0.0	\$21,799
Hew 10 plus package				

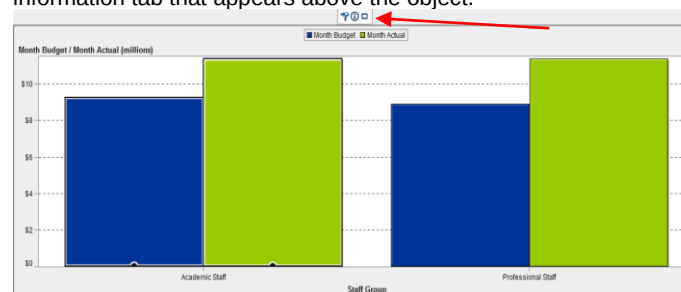
Resizing Table Columns

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.

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

Maximising Graphs

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



To restore to its original size, simply click on the double box shape in the information tab.



HELP

Help and user guides can be found on the NINA help webpage.

For additional information on the Staff Profile Management and Reporting project and FAQs, please refer to the [SPMR Project](#) link.



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Quick Reference Guide

Salary Budget Reporting

A Guide to the new Budget vs Actual Salary Reporting

Version 0.2 (2015)

(Print by selecting 'Print on both sides – Flip pages on short edge')

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HR SALARY BUDGET REPORTING

ACCESSING HR REPORTS

MIS (NINA) Portal

The Newcastle Information and Analytics (NINA) Portal offers users an exciting and interactive visualisation of critical information, including the new Salary Budget reports.

NINA Access

The 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.

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.

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.

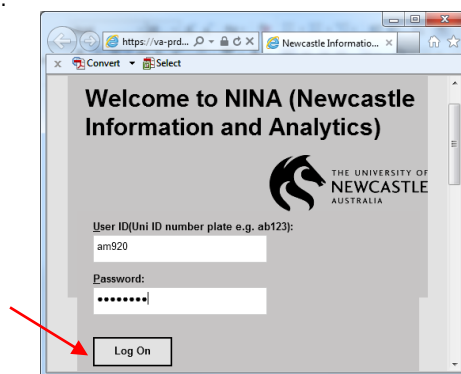
Log in

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 use the direct URL:

<http://va-prd.newcastle.edu.au/SASVisualAnalyticsHub>

Enter your User ID (*ie. number plate*) and password within the relevant boxes in the login window (as seen below), then click 'Log On'.



Log off

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

To ensure that you successfully log out of the system, it is recommended to click 'Log Off' in the top-right corner of the screen.

NINA Home Page

Once you log into the system, you are taken to the NINA Home page.

What you can view on the Home page depends very much on your assigned role in NINA. If authorised for the Salary Budget reporting, the Salary Budget link will appear.

Report Links Available

As a Salary Budget reporting authorised user, you have access to monthly reports in the Salary Budget reporting hub. Depending on your access, you will be able to view all Faculty/Division reports, or simply your own Faculty/Divisional information, including its associated Schools/Units.

From the NINA Home Page, click on the hyperlink to the report you wish to access, in this case being the Human Resources *Salary Budget* option, which will then open the HR Reporting page. From this page you can access various report links, in line with your NINA access. When you click on a reporting link, the selected report will open within your browser.

REPORT FUNCTIONS

It should be noted that the reporting in NINA is currently limited to Operational Funded staff only.

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 reporting pane.

Depending on your access, a couple or all of the following tabs will become available.

- **Budget Variance** – Overall Faculty/Divisional Institutional view, including graphs depicting variances between budget and actual spend across the University. This dashboard view will be for key Financial Budget Committee members.
- **YTD Salary Budget** – Users with full access can view all Faculty/Division and School/Unit YTD Salary Budget data, while other users will access only areas for which they are responsible.
- **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 and spending for all Faculty/Divisions or simply the areas of responsibility.
- **Professional Staff** – Users with full access can view all Professional staff information, while other users will access only staff data in areas which they are responsible.
- **Academic Staff** – Users with full access can view all Academic staff information, while other users will access only staff data in areas which they are responsible.

Filtering Data

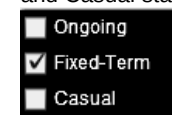
The drop-down menus that appear to the left of the report pane allow you to filter data. There are options to filter on Faculty/Divisions, School/Unit and Staff Group (*ie. Professional/Academic*).

In certain reports there will also be filters around Monthly figures, enabling users to view historic information in line with the current reporting period.

Once a different filter is chosen, all graphs and table information in that reporting pane will change in line with the selection.

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 options will be chosen.



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.

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.

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.

It is recommended to select the 'Save as' option and 'Comma-Separated Values (*.csv)' from the drop-down list.

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*.