How your Staff Complement Works

Permanent Staff Complement is maintained by Budgets and Analysis in the form of an Excel spreadsheet.

Its function is to provide a uniform method for departments to forecast and monitor labour cost during the entire budget cycle.

When we prepare Staff Complements for the next budgeting year we take positions as they are stated in Banner on November 1st and make an assumption that at increment date, positions’ step will change according to the particular collective agreement.

In some cases step changes occur not as planned so there could be discrepancies between Staff Complement and actual Banner HR/Payroll records.

Also, for employees with increment dates other than April 1st salary Step on Staff Complements will not agree with Banner steps after the date of incremental increase.

Budgeted amounts for the employee’s salary for the next fiscal year are recorded under the ‘Salary’ column. Salary amount that is entered in the Staff Complement worksheet is not actual employee’s salary at some point in time but a prorated amount based on current contractual agreements and HR Banner records.

Example:
- FSA Instructor; Step 12 on April 1, 2004; October 1, 2004 is next increment date.

Budgeted salary calculated as:
- 6 months at step 12 salary grid as at April 1, 2004 ($69,620 * 6/12 = $34,810)
- 6 months at Step 13 salary grid as at April 1, 2004 ($71,740 * 6/12 = $35,870)
This amount will be recorded in the Staff Complement for the FSA position $70,680

Therefore, for the first 6 month salary amount in the Staff Complement, it will be higher than the actual amount in Banner ( $70,680 > $69,620) and after October 1 incremental increase Staff Complement salary will be lower than the actual Banner amount ($70,680 > $71,740). In the above case, salary amount in Staff Complement at no point is exactly equal to the Banner records. Only for incremental increases on April 1\textsuperscript{st} will Staff Complement records match Banner salary amounts.

It’s not a normal practice to change records in Staff Complement and to increase/decrease amounts for budgeted salary after the Operating Budget is approved by the BOG. The exception to this rule is redistribution of centrally kept funds for anticipated changes to contractual agreements. In all other cases, it is the responsibility of the budget unit manager to cover additional cost (example: hiring at the higher level than budgeted, reclassification of a particular position)

\textbf{Please note:} Staff Complement records are not duplicate to actual Banner records. Grades, steps and salary amounts are forecasted data for the fiscal year created prior to that fiscal year.