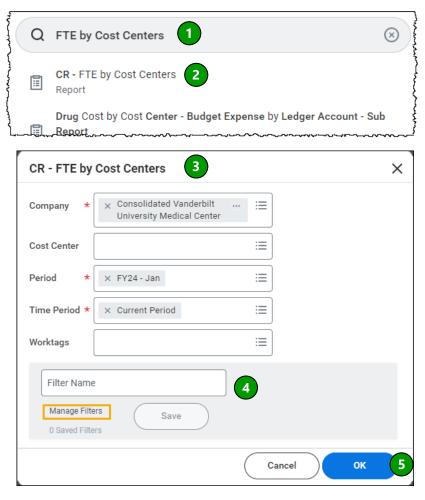# FTE by Cost Centers Report

The FTE by Cost Center Report is available in Workday to review your FTE's by your Cost Centers. This report displays by worktag, job profile, and pay group, Regular, Overtime, and total productive hours and FTE's.
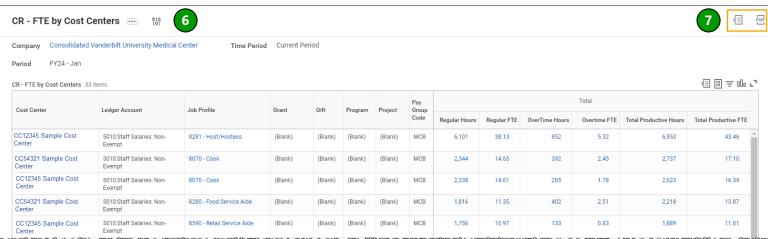
From the Workday Home Page:

1. Type **FTE by Cost Centers** to the search bar.

2. Choose the **CR—FTE by Cost Centers Report**.

3. The **Company**, **Period,** and **Time Period** will auto-populate. You can adjust these as needed. You can also filter for specific Cost Centers or Worktags but this is optional. All of the Cost Centers you have access to will appear in the report if you leave this field blank.

Note: FTE Reports can only be run for **closed** fiscal periods. Running for a current, open period will display inaccurate results.

4. Enter a **Filter Name** and **Save** to quickly select the same prompts in the future. Save filters can be run by selecting **Manage Filters**.

5. Select **OK**.

6. The **FTE by Cost Centers Report** will appear with the filters you applied.

7. You can download the report for your records by selecting the **Excel** or **PDF** icon.

CR - FTE by Cost Centers

Cost Center	Ledger Account	Job Profile	Grant	Gift	Program	Project	Pay Group Code	Total					
								Regular Hours	Regular FTE	OverTime Hours	Overtime FTE	Total Productive Hours	Total Productive FTE
CC12345 Sample Cost Center	5010:Staff Salaries: Non-Exempt	8281 - Host/Hostess	(Blank)	(Blank)	(Blank)	(Blank)	MCB	6,101	38.13	852	5.32	6,953	43.46
CC54321 Sample Cost Center	5010:Staff Salaries: Non-Exempt	8070 - Cook	(Blank)	(Blank)	(Blank)	(Blank)	MCB	2,344	14.65	392	2.45	2,737	17.10
CC12345 Sample Cost Center	5010:Staff Salaries: Non-Exempt	8070 - Cook	(Blank)	(Blank)	(Blank)	(Blank)	MCB	2,338	14.61	285	1.78	2,623	16.39
CC54321 Sample Cost Center	5010:Staff Salaries: Non-Exempt	8280 - Food Service Aide	(Blank)	(Blank)	(Blank)	(Blank)	MCB	1,816	11.35	402	2.51	2,218	13.87
CC12345 Sample Cost Center	5010:Staff Salaries: Non-Exempt	8590 - Retail Service Aide	(Blank)	(Blank)	(Blank)	(Blank)	MCB	1,756	10.97	133	0.83	1,889	11.81

Company: Consolidated Vanderbilt University Medical Center   Time Period: Current Period
Period: FY24 - Jan

QUESTIONS?

Please email BusinessEducation@vumc.org.