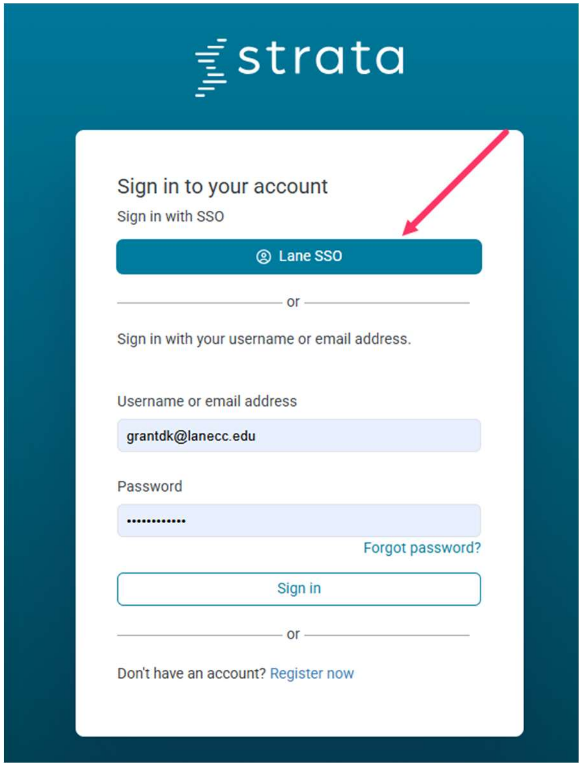
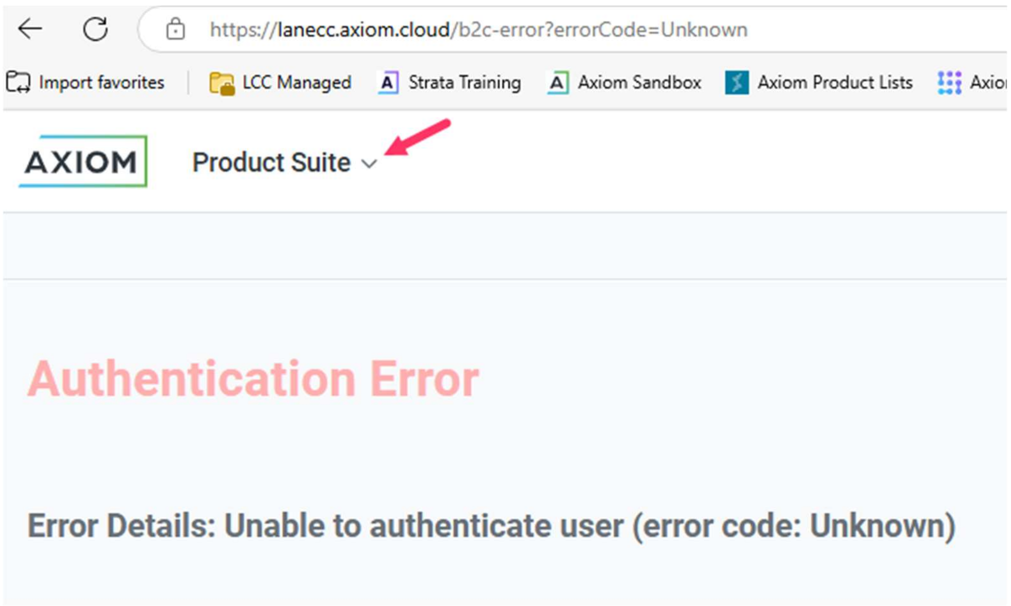
Labor Planning in Axiom

Step 1: Please log in to Axiom using the following link: https://lanecc.axiom.cloud/ Ensure that you select the "Lane SSO" login option as indicated below.

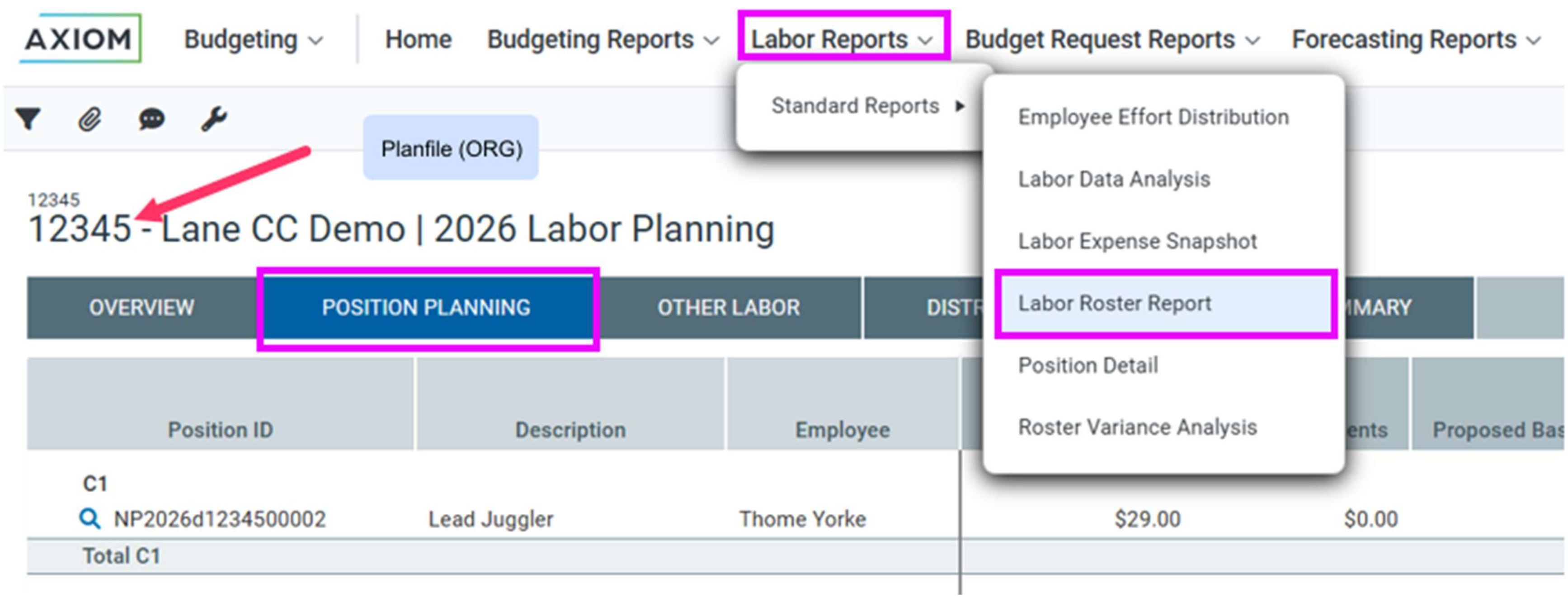


Step 2: After logging into the site, if you encounter an error, please select the dropdown menu labeled "Product Suite" and choose "Budgeting".



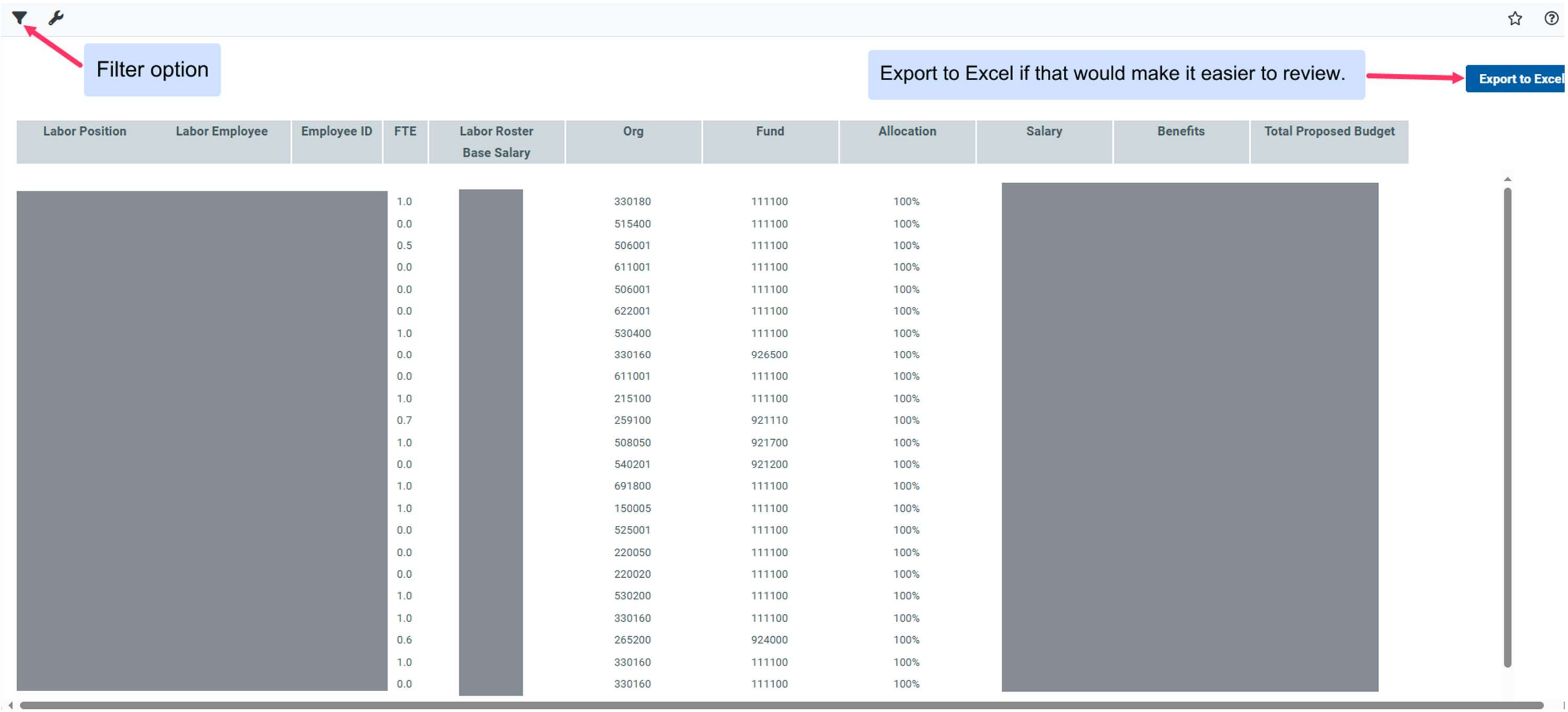
This will direct you to the options for Operational Budget Planning, with the Budgeting tab set as the default selection. We recommend beginning with Labor Planning to ensure that the labor data incorporated into the Budget Planning is current before proceeding with that phase.

Step 3: Before you make any entries into the Labor Planning Module, you will need to review all positions within each Planfile (aka ORG). You can do this by navigating to the "Labor Reports" dropdown menu and select the "Labor Roster Report".



*Helpful Tip: This will prompt a message asking if you would like to leave the page without saving. Please select 'Yes,' as no changes have been made.

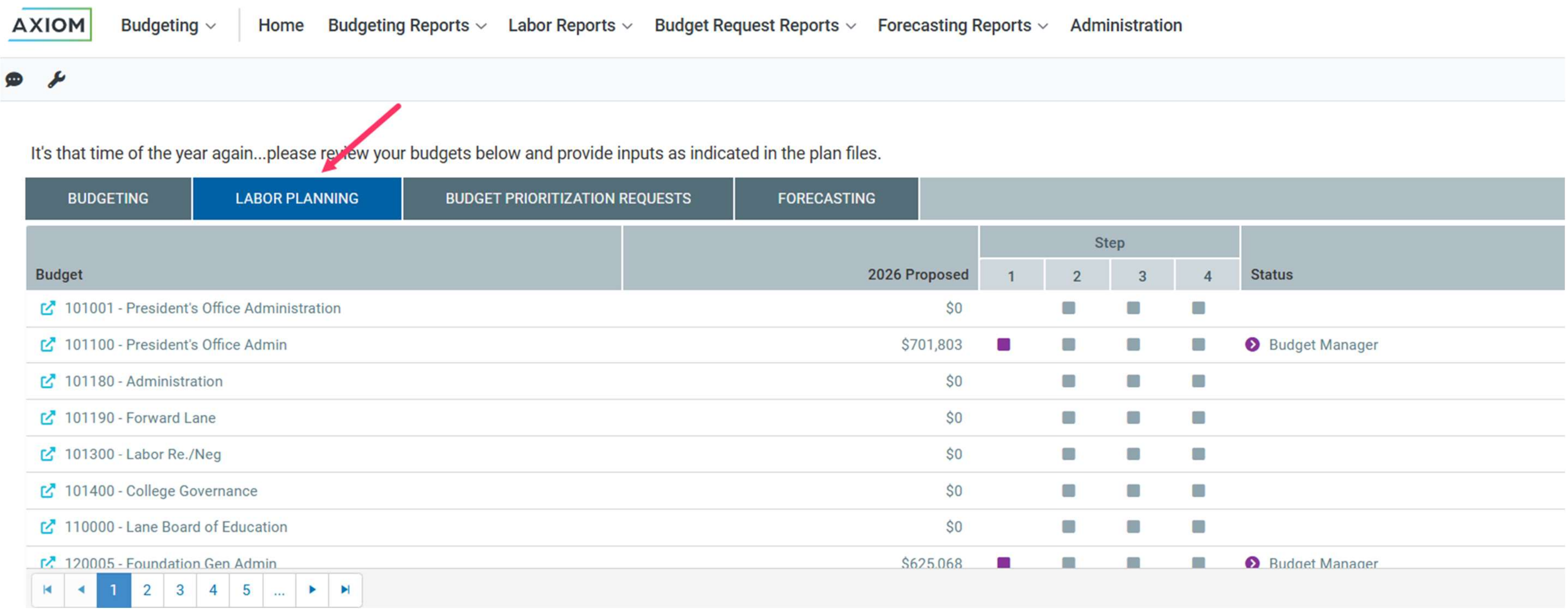
Step 4: Review the Roster Report to ensure that all individuals receiving compensation for your division are accurately listed. If you notice any missing positions or identify any discrepancies like a position missing or a position listed that isn't for your division, kindly email the Budget Office for further investigation and resolution. (Redacted personal information)



Labor Position	Labor Employee	Employee ID	FTE	Labor Roster Base Salary	Org	Fund	Allocation	Salary	Benefits	Total Proposed Budget
[redacted]	[redacted]	[redacted]	1.0	[redacted]	330180	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	0.0	[redacted]	515400	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	0.5	[redacted]	506001	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	0.0	[redacted]	611001	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	0.0	[redacted]	506001	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	0.0	[redacted]	622001	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	1.0	[redacted]	530400	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	0.0	[redacted]	330160	926500	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	0.0	[redacted]	611001	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	1.0	[redacted]	215100	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	0.7	[redacted]	259100	921110	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	1.0	[redacted]	508050	921700	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	0.0	[redacted]	540201	921200	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	1.0	[redacted]	691800	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	1.0	[redacted]	150005	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	0.0	[redacted]	525001	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	0.0	[redacted]	220050	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	0.0	[redacted]	220020	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	1.0	[redacted]	530200	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	1.0	[redacted]	330160	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	0.6	[redacted]	265200	924000	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	1.0	[redacted]	330160	111100	100%	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	0.0	[redacted]	330160	111100	100%	[redacted]	[redacted]	[redacted]

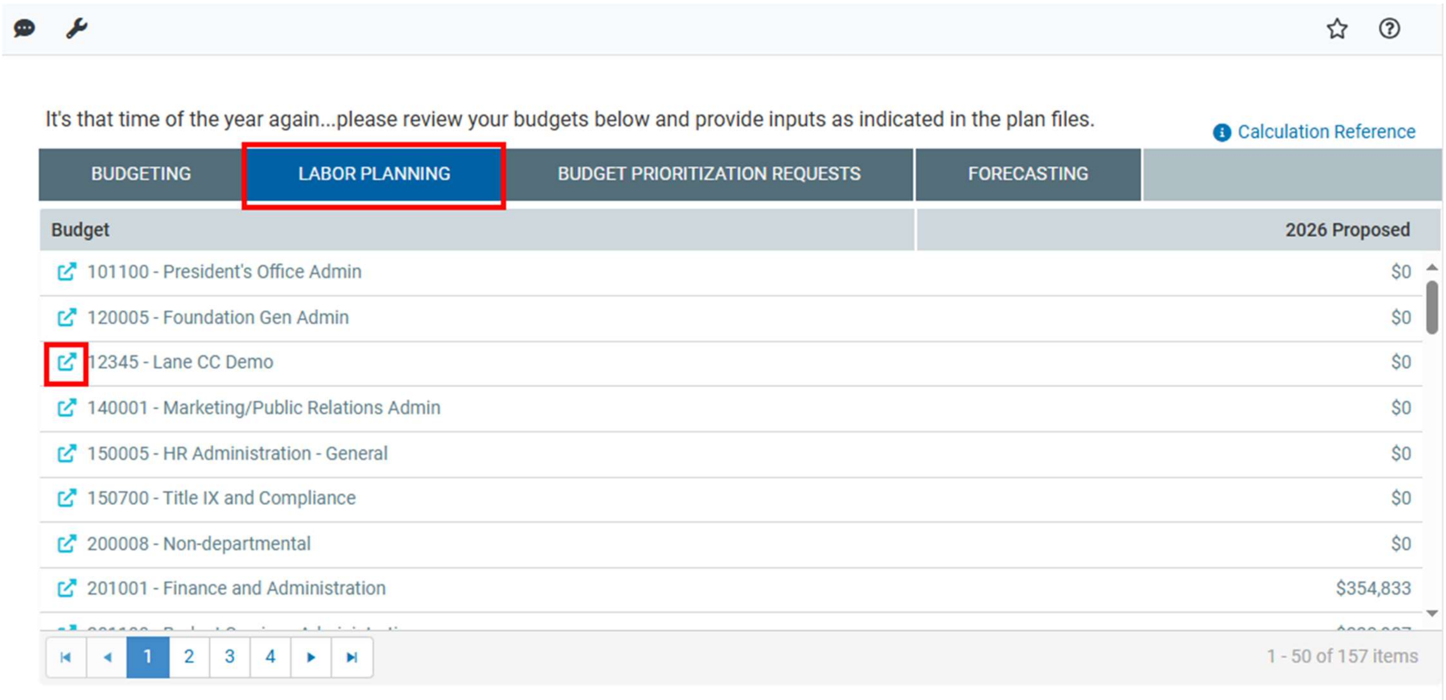
*Helpful Tip: After completing your review of the Roster Report, you may return to the Labor Planning page by clicking the Back Button. Alternatively, you can also click the Home button to return to the budgeting page.

Step 5: To begin Labor Planning, please select the "Labor Planning" tab. This step is crucial as the information you enter in the Labor Planning module will be integrated into the Budget Planning module. The Labor Planning module is designed to assist you in planning your labor expenses and calculating necessary adjustments.

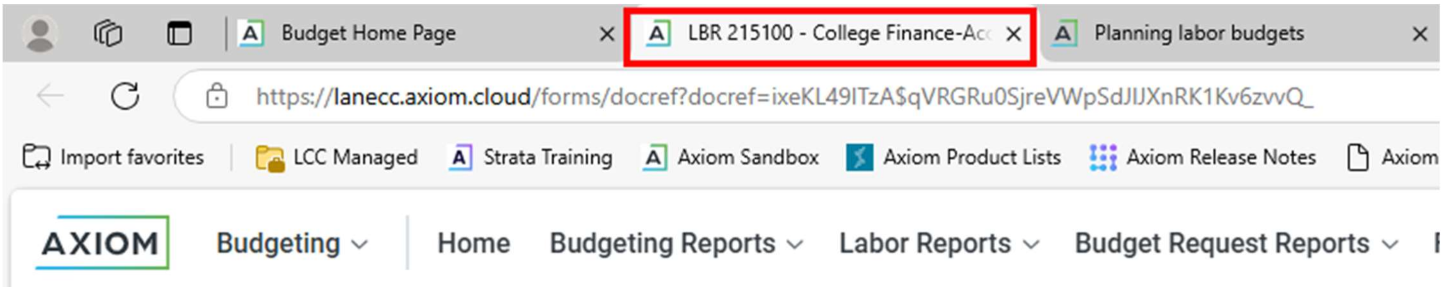


*Helpful Tip: Be advised that changes in Labor Planning are limited to adding new PT Positions accounts and incorporating comments.

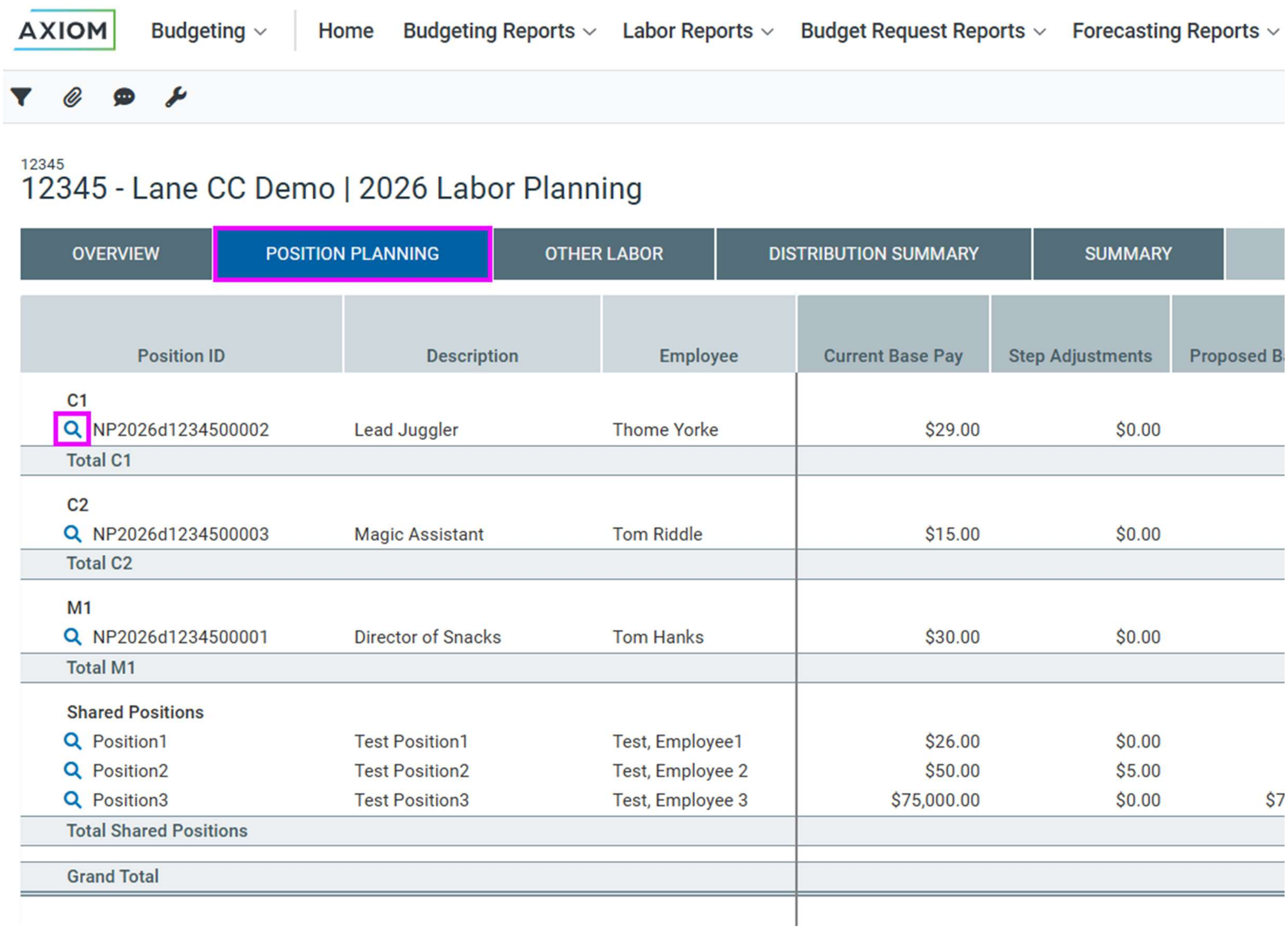
Step 6: Select a Planfile (aka ORG) by clicking on the blue box icon with the arrow, which will open a new web browser tab for that specific organization.



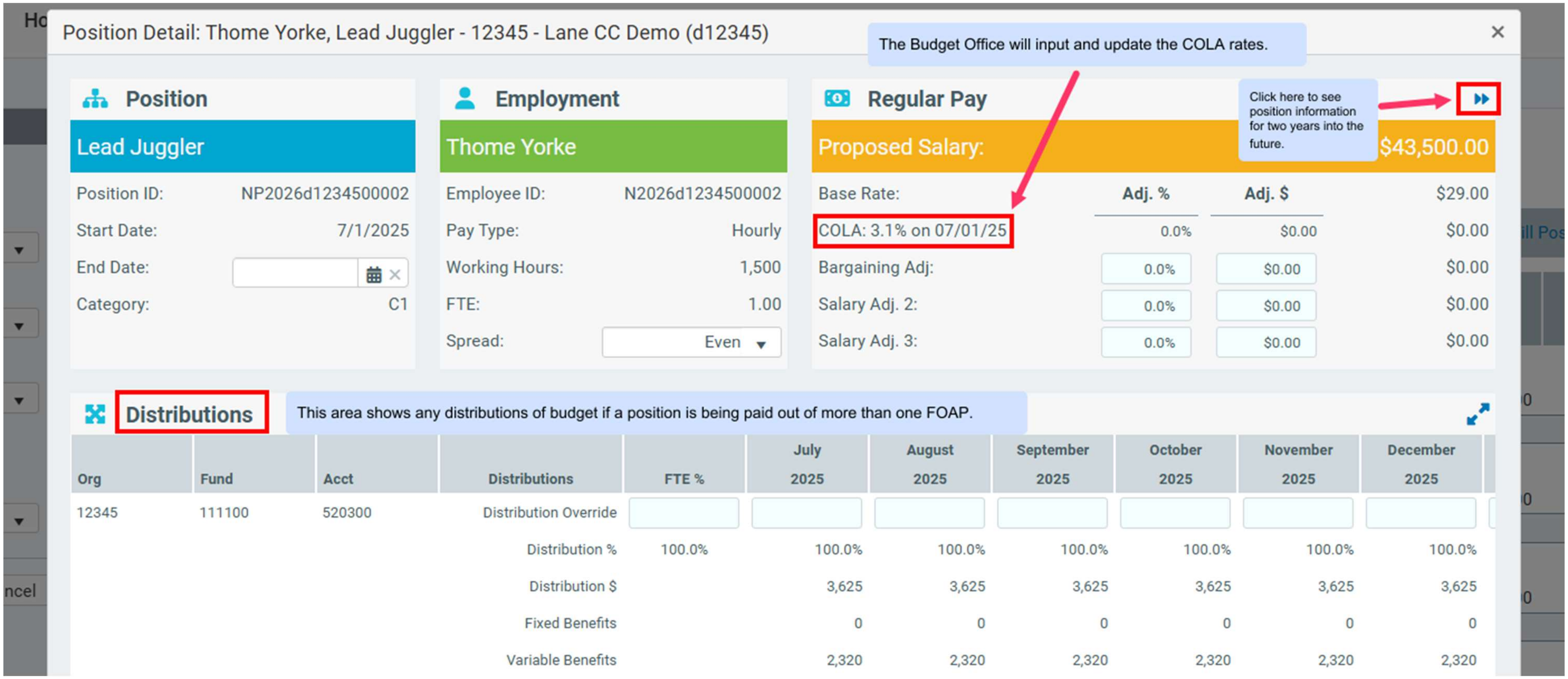
*Helpful Tip: This new browser tab will enable you to navigate between the Planfile (aka ORG) tabs and the tab with the Homepage.



Step 7: Once you have navigated to the Position Planning tab, you will see a list of positions assigned to this ORG. Please review and let the Budget office know if you notice anything that needs changes. The magnifying glass next to each position allows you to access the Position Detail Card. A box will pop up with information that provides you with essential information regarding the position.

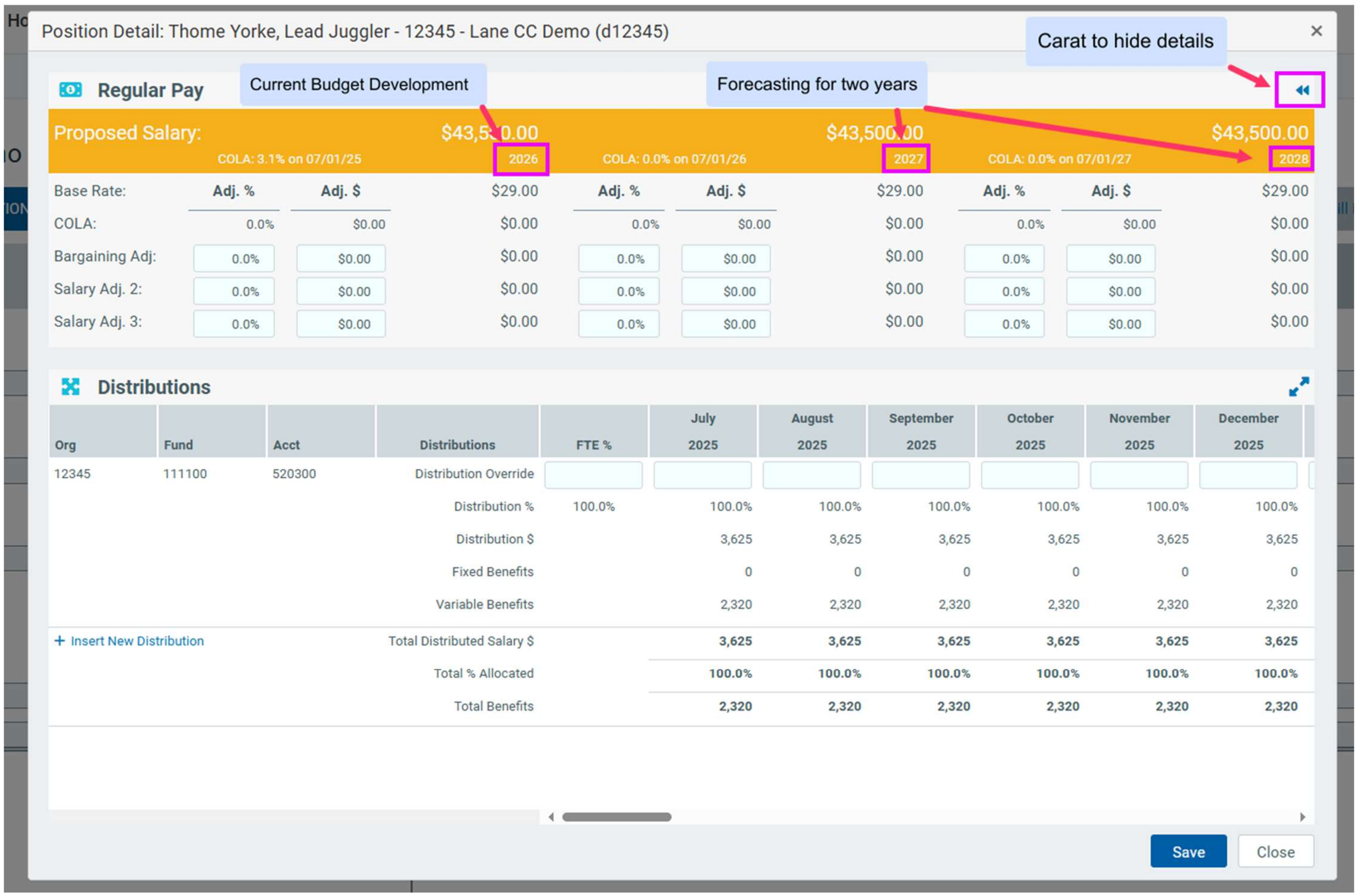


The Position Detail Card:



Additionally, the Position Detail Card features integrated forecasting capabilities. To access the forecasting details for this position, please click on the two caret icons  located at the top right corner of the position card (as indicated in the attached screenshot).

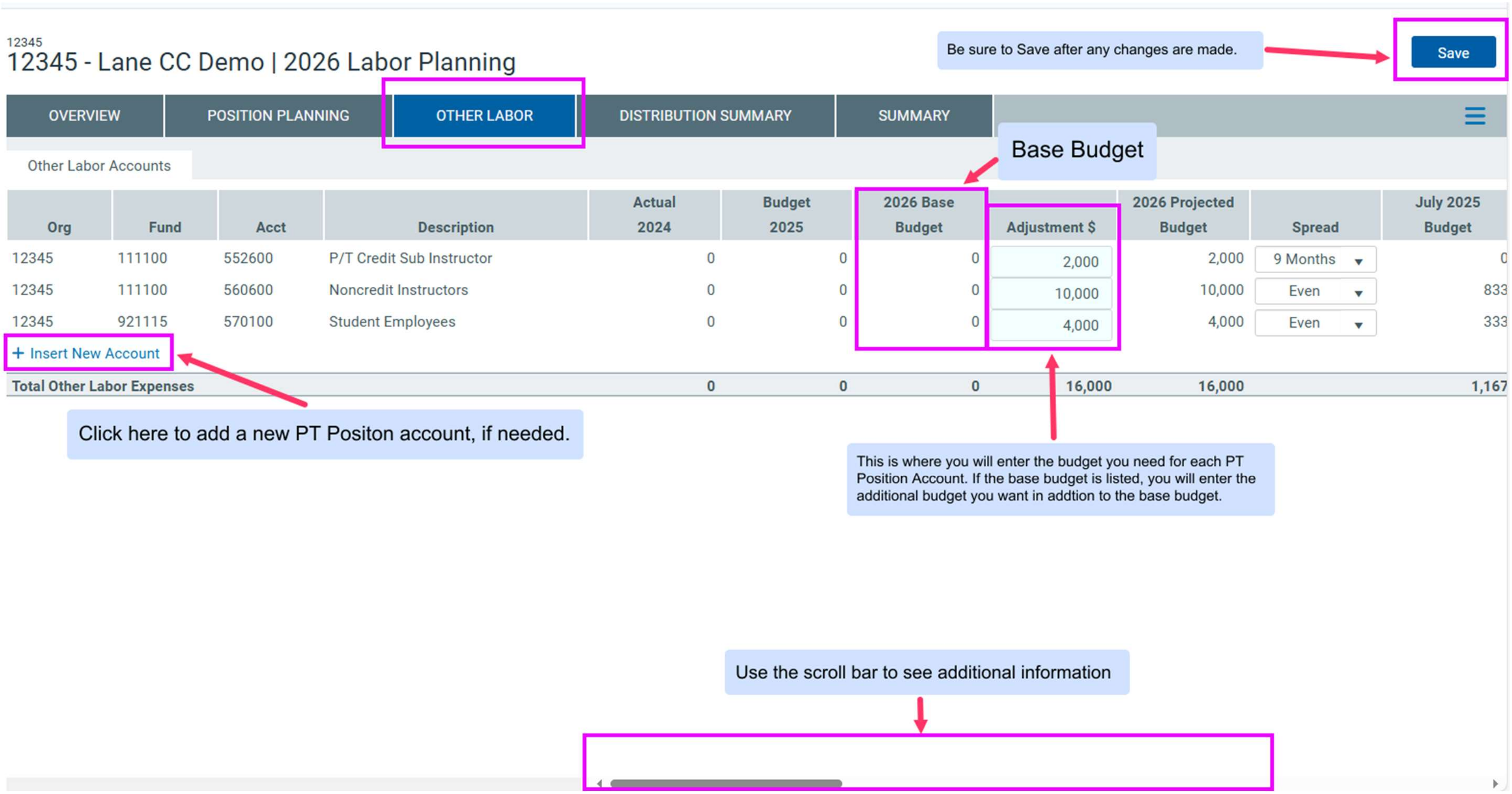
By clicking the carets in the upper right of the screen, it will show you the position and the impact on the next two years. In the future you can use the distribution area to account for employees that will be taking leave. This is a coming option. If this occurs before you have access, let the budget office know. This includes vacant positions. The Position Detail Card is only for informational use for users at this point. You can close out of the additional info by clicking the Close button to go back to the Position Planning screen.



*Helpful Tip: Each module includes tools for your convenience. The Funnel icon will activate a menu displaying all available filter options, which can be sorted by Position, Employee, and/or Bargaining Unit. To exit the filter options, simply click on the Funnel icon again.

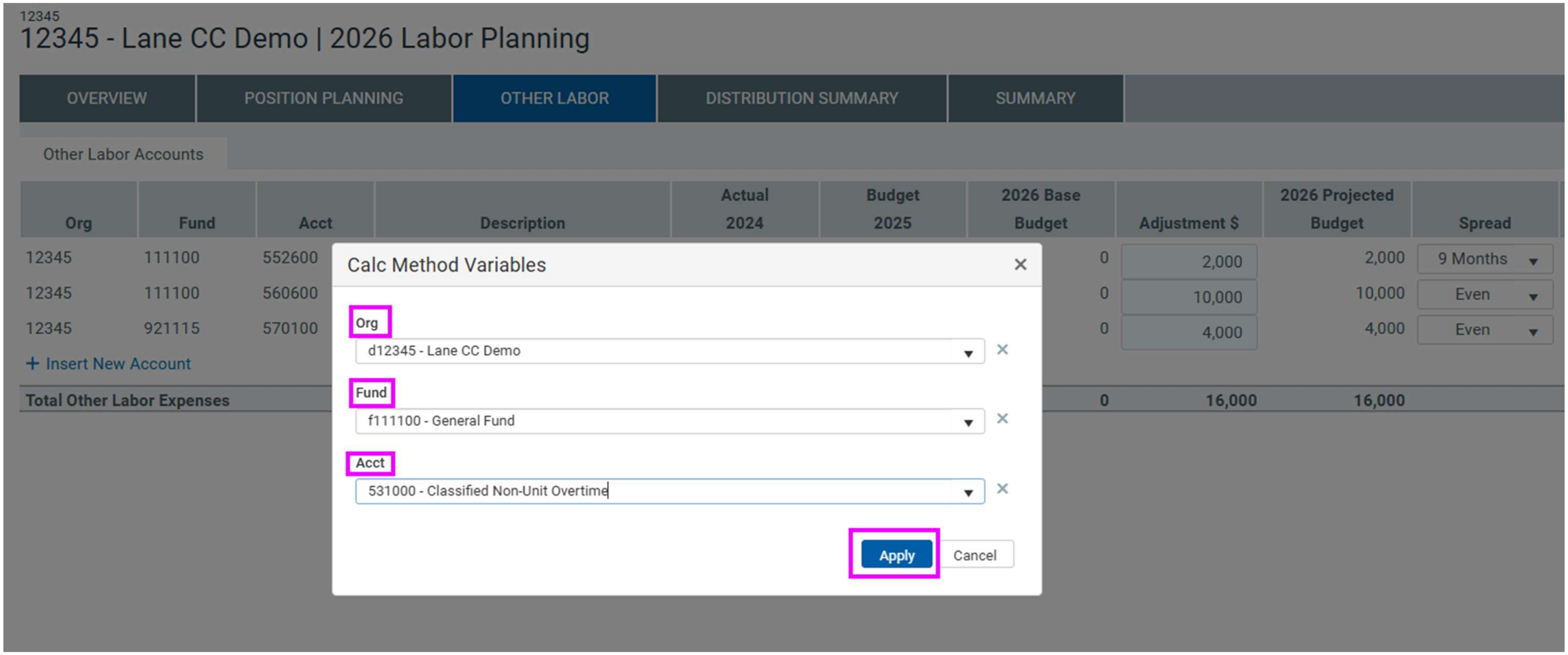
Position ID	Description	Employee	Current Base Pay	Step Adjustments	Proposed Base Pay	COLA	Proposed Salary	Salary Budget Current Org	Benefits	Total Budget
C1										
NP2026d1234500002	Lead Juggler	Thome Yorke	$29.00	$0.00	$29.00	$0.00	$43,500.00	$43,500.00	$27,840.00	$71,340.00
Total C1								$43,500.00	$27,840.00	$71,340.00
C2										
NP2026d1234500003	Magic Assistant	Tom Riddle	$15.00	$0.00	$15.00	$0.00	$1,500.00	$1,125.00	$0.00	$1,125.00
Total C2								$1,125.00	$0.00	$1,125.00
M1										
NP2026d1234500001	Director of Snacks	Tom Hanks	$30.00	$0.00	$30.00	$0.00	$62,400.00	$62,400.00	$39,936.00	$102,336.00
Total M1								$62,400.00	$39,936.00	$102,336.00
Shared Positions										
Position1	Test Position1	Test, Employee1	$26.00	$0.00	$26.00	$0.00	$54,080.00	$54,080.00	$34,611.20	$88,691.20
Position2	Test Position2	Test, Employee 2	$50.00	$5.00	$55.00	$0.00	$114,400.00	$114,400.00	$0.00	$114,400.00
Position3	Test Position3	Test, Employee 3	$75,000.00	$0.00	$75,000.00	$0.00	$75,000.00	$75,000.00	$48,000.00	$123,000.00
Total Shared Positions								$243,480.00	$82,611.20	$326,091.20
Grand Total								$350,505.00	$150,387.20	$500,892.20

Step 8: The “Other Labor” tab is where you will budget for PT Pool Positions. We don’t budget for PT by position. You will enter a flat dollar amount for the total you think you will need for PT Positions for each Planfile (aka ORG). You will need to add the desired budget for each account under the Adjustment $ column. Be sure to SAVE after you have entered any information in Axiom. Don’t hit submit until you are absolutely sure you are done reviewing each Planfile (aka ORG).

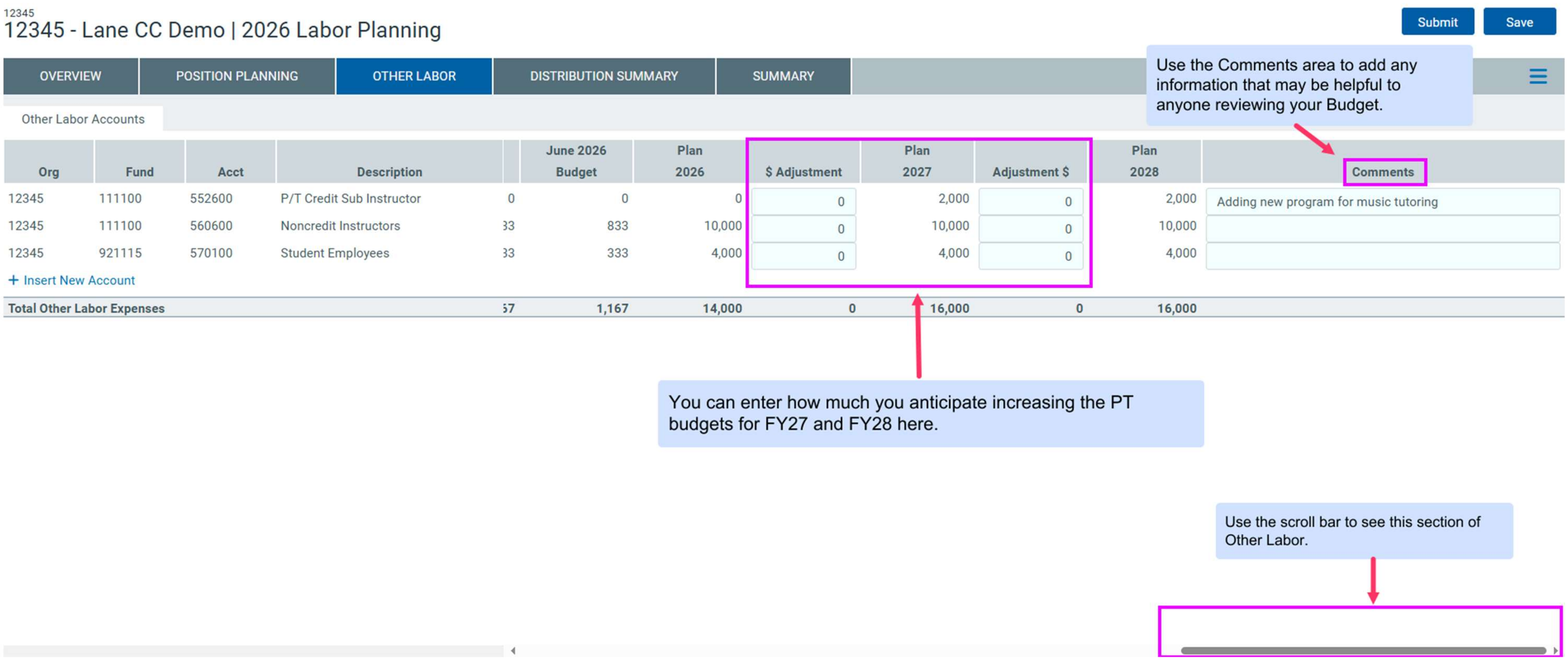


If you are missing a PT Position account or don't have any accounts listed and need to plan for PT Position budgets, click on the link "Insert New Account" (in screenshot above).

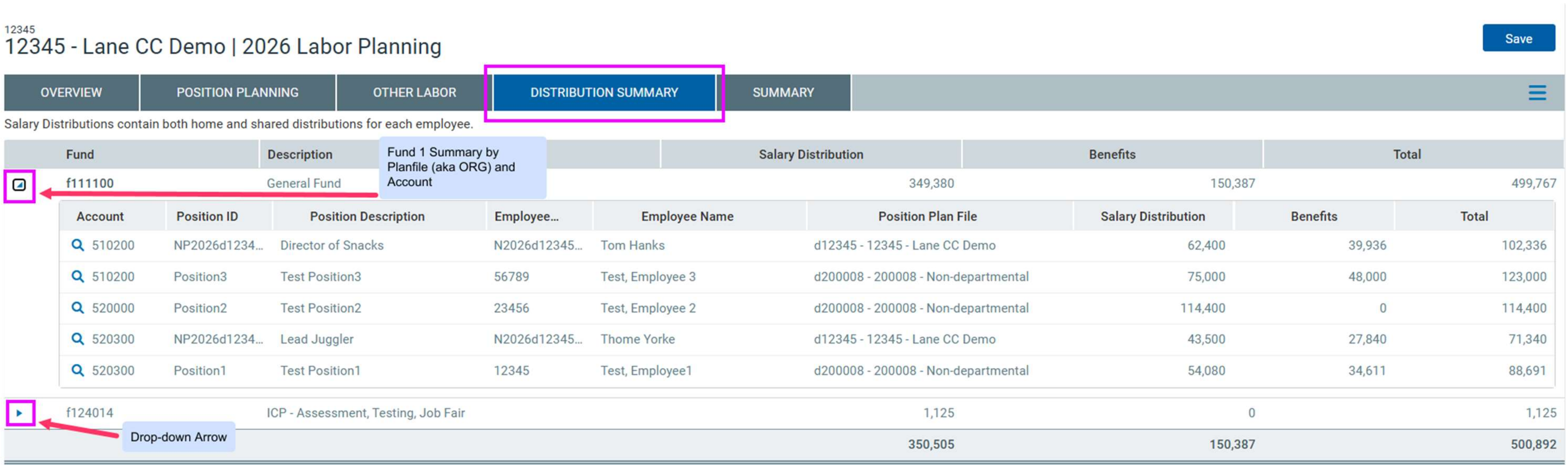
A box will pop up for you to choose Calc Methods. This is the ORG, Fund, and Account you would like to use for whichever PT position account you need to budget for. Click Apply. This will close the popup box. This will bring you back to the "Other Labor" tab.



Step 9: In the “Other Labor” tab, you can scroll to the right of the page and you will see more options to add information for the next two budget years (FY27 and FY28). There is a section to add a Comment to help communicate your changes to the Budget Office.



Step 10: The next two tabs are informational. In the Labor Planning module there is the "Distribution Summary" and "Summary" tabs. In the Distribution Summary tab, this screen shows the labor budget broken down by Fund. You can click on the drop-down arrow next to each fund to see the summary of your Planfile (aka ORG). If something doesn't look right, email the Budget Office. No entries need to be made in the Distribution Summary or Summary tabs.

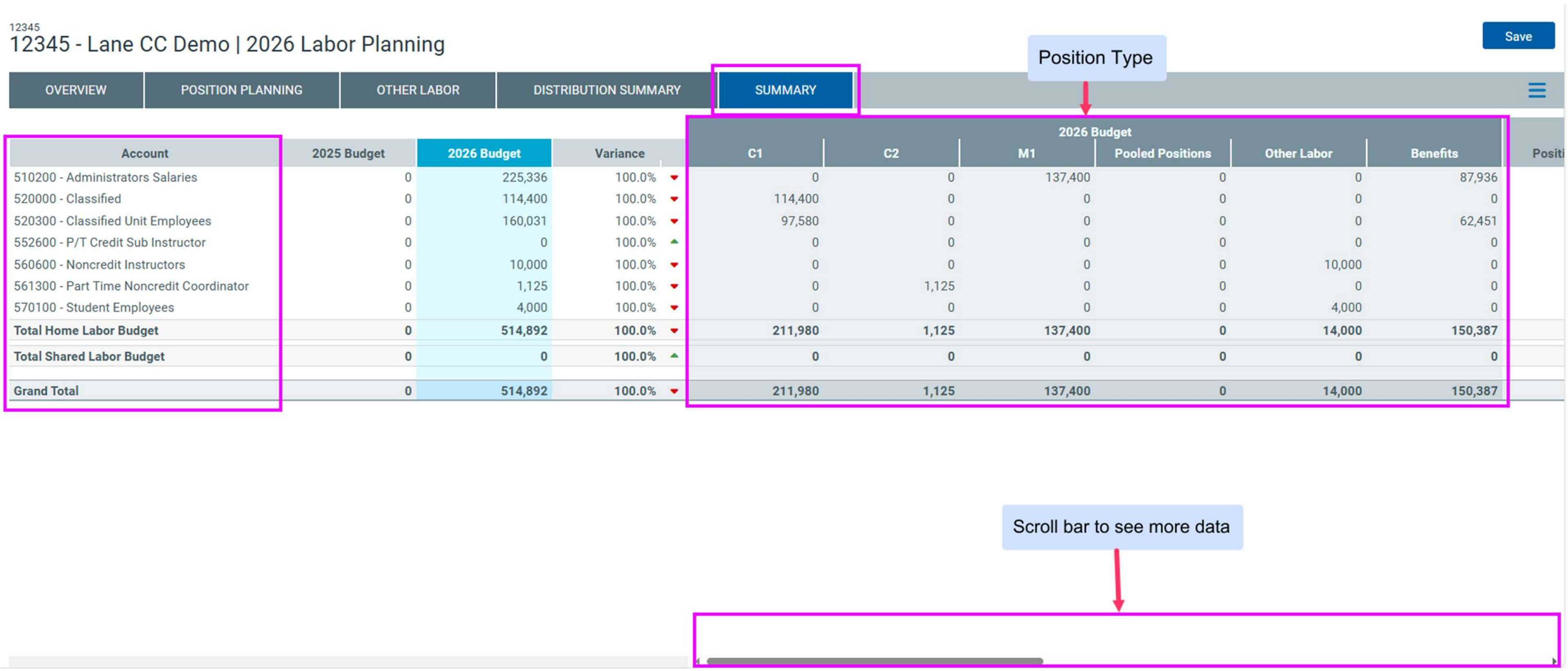


Fund	Description	Salary Distribution	Benefits	Total
f111100	General Fund	349,380	150,387	499,767

Account	Position ID	Position Description	Employee...	Employee Name	Position Plan File	Salary Distribution	Benefits	Total
510200	NP2026d1234...	Director of Snacks	N2026d12345...	Tom Hanks	d12345 - 12345 - Lane CC Demo	62,400	39,936	102,336
510200	Position3	Test Position3	56789	Test, Employee 3	d200008 - 200008 - Non-departmental	75,000	48,000	123,000
520000	Position2	Test Position2	23456	Test, Employee 2	d200008 - 200008 - Non-departmental	114,400	0	114,400
520300	NP2026d1234...	Lead Juggler	N2026d12345...	Thome Yorke	d12345 - 12345 - Lane CC Demo	43,500	27,840	71,340
520300	Position1	Test Position1	12345	Test, Employee1	d200008 - 200008 - Non-departmental	54,080	34,611	88,691

Fund	Description	Salary Distribution	Benefits	Total
f124014	ICP - Assessment, Testing, Job Fair	1,125	0	1,125
		350,505	150,387	500,892

Step 11: The “Summary” tab offers yet another way to look at the data for Labor Planning by account code and position type. If you scroll to the right, you will see additional information to help with forecasting for future years.



Account	2025 Budget	2026 Budget	Variance	2026 Budget C1	C2	M1	Pooled Positions	Other Labor	Benefits
510200 - Administrators Salaries	0	225,336	100.0%	0	0	137,400	0	0	87,936
520000 - Classified	0	114,400	100.0%	114,400	0	0	0	0	0
520300 - Classified Unit Employees	0	160,031	100.0%	97,580	0	0	0	0	62,451
552600 - P/T Credit Sub Instructor	0	0	100.0%	0	0	0	0	0	0
560600 - Noncredit Instructors	0	10,000	100.0%	0	0	0	0	10,000	0
561300 - Part Time Noncredit Coordinator	0	1,125	100.0%	0	1,125	0	0	0	0
570100 - Student Employees	0	4,000	100.0%	0	0	0	0	4,000	0
Total Home Labor Budget	**0**	**514,892**	**100.0%**	**211,980**	**1,125**	**137,400**	**0**	**14,000**	**150,387**
Total Shared Labor Budget	**0**	**0**	**100.0%**	**0**	**0**	**0**	**0**	**0**	**0**
Grand Total	**0**	**514,892**	**100.0%**	**211,980**	**1,125**	**137,400**	**0**	**14,000**	**150,387**

Step 12: Once you've finished reviewing and/or adjusting information in the "Other Labor" tab, click the "Save" button.

Step 13: If you feel confident in your review, then click the "Submit" button to send the information to the next step in the approval process. You will click Submit for every Planfile (aka ORG) in your division. A box will pop up with the workflow direction of who will have access to review the information next.

The Planfile (aka ORG) approvals should be in the AVP/VP step (step 3) by Feb. 14th.

If you submitted a Planfile (aka ORG) and realize you made a mistake, let the Budget Office know and we can move it back a step to you so you can edit again. Once you've made any edits, you will need to click the Submit button again to move it to the next Step again.

YOU HAVE NOW COMPLETED LABOR PLANNING!