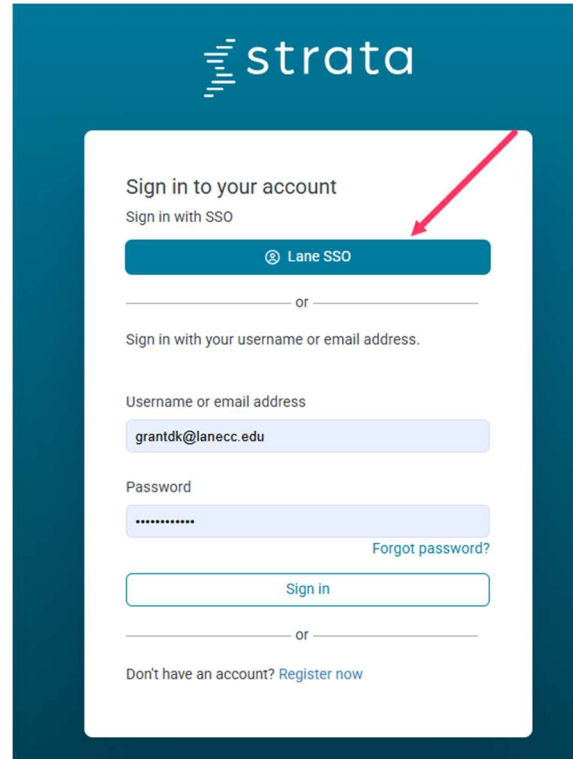


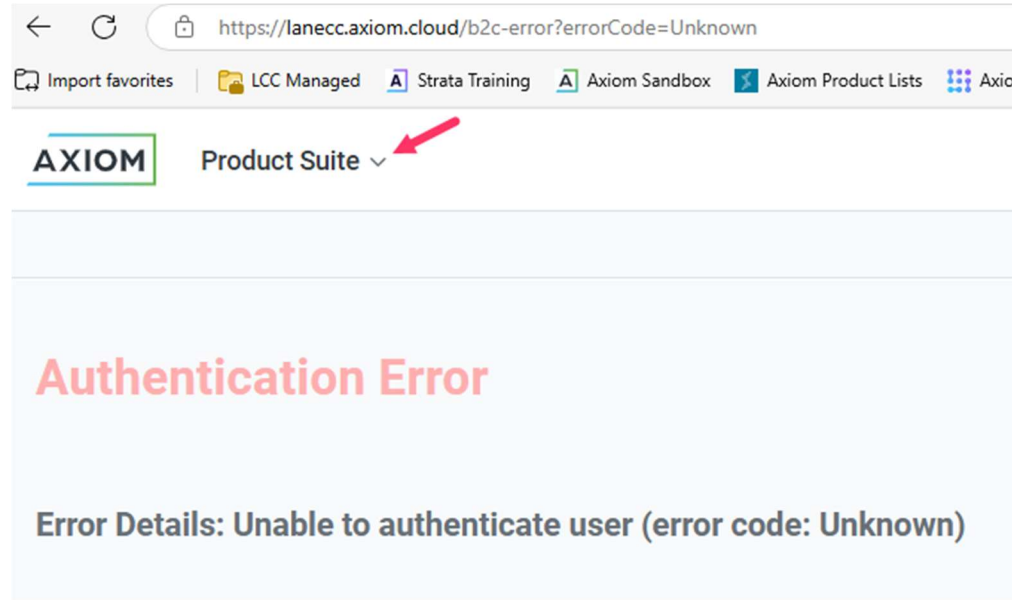
Labor Planning in Axiom

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.



The screenshot displays the Strata login page. At the top, the Strata logo is visible. Below it, the text "Sign in to your account" is followed by "Sign in with SSO". A red arrow points to a blue button labeled "Lane SSO". Below this button is a horizontal line with "or" in the center. Underneath, the text "Sign in with your username or email address." is followed by a text input field containing "grantdk@lanecc.edu". Below the email field is a password input field with masked characters "*****". To the right of the password field is a link that says "Forgot password?". Below the password field is a "Sign in" button. At the bottom, there is another horizontal line with "or" in the center, followed by the text "Don't have an account? Register now".

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.

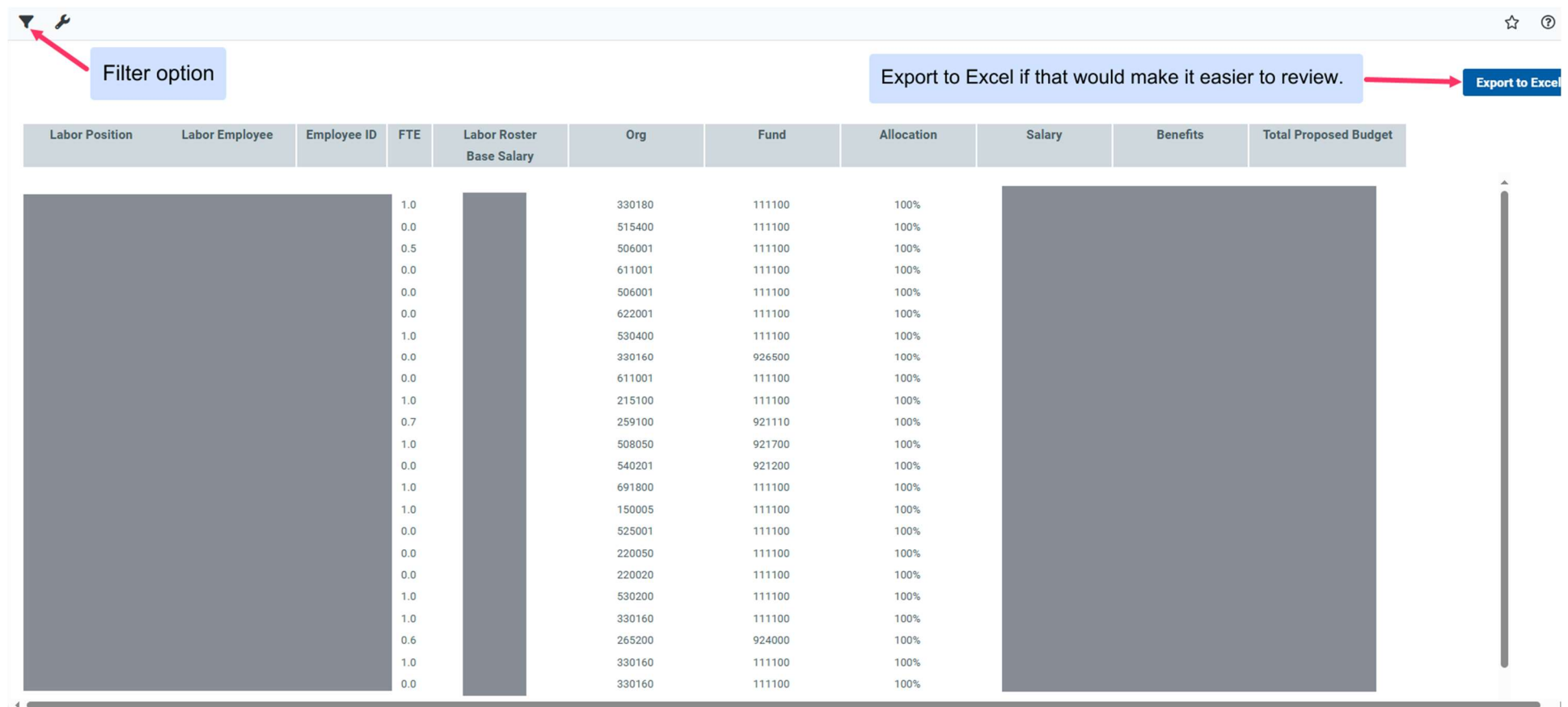
Step 3: Before you make any entries into the Labor Planning Module, you will need to review all positions within each Planfile (aka ORG). You can do this by navigating to the "Labor Reports" dropdown menu and select the "Labor Roster Report".

The screenshot shows the AXIOM Labor Planning interface. The top navigation bar includes 'AXIOM', 'Budgeting', 'Home', 'Budgeting Reports', 'Labor Reports', 'Budget Request Reports', and 'Forecasting Reports'. The 'Labor Reports' dropdown menu is open, showing options: 'Standard Reports', 'Employee Effort Distribution', 'Labor Data Analysis', 'Labor Expense Snapshot', 'Labor Roster Report' (highlighted), 'Position Detail', and 'Roster Variance Analysis'. A red arrow points to the '12345 - Lane CC Demo | 2026 Labor Planning' title. Below the title, the 'POSITION PLANNING' tab is selected. The table below shows position details for 'C1'.

Position ID	Description	Employee		
C1				
NP2026d1234500002	Lead Juggler	Thome Yorke	\$29.00	\$0.00
Total C1				

*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)



The screenshot shows a web application interface for a Roster Report. At the top, there is a header bar with a filter icon (a funnel and a wrench) on the left and a star/question mark icon on the right. Below the header, there are two callout boxes: one on the left pointing to the filter icon labeled "Filter option", and one on the right pointing to an "Export to Excel" button labeled "Export to Excel if that would make it easier to review.".

The main content area is a table with the following columns: Labor Position, Labor Employee, Employee ID, FTE, Labor Roster Base Salary, Org, Fund, Allocation, Salary, Benefits, and Total Proposed Budget. The table contains 20 rows of data. The first two columns (Labor Position and Labor Employee) and the last two columns (Salary and Benefits) are redacted with grey boxes. The FTE column contains values ranging from 0.0 to 1.0. The Org and Fund columns contain alphanumeric codes. The Allocation column shows 100% for all entries.

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

*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.

AXIOM

[Budgeting](#)
[Home](#)
[Budgeting Reports](#)
[Labor Reports](#)
[Budget Request Reports](#)
[Forecasting Reports](#)
[Administration](#)

It's that time of the year again...please review your budgets below and provide inputs as indicated in the plan files.

BUDGETING

LABOR PLANNING

BUDGET PRIORITIZATION REQUESTS

FORECASTING

Budget	2026 Proposed	Step				Status
		1	2	3	4	
101001 - President's Office Administration	\$0					
101100 - President's Office Admin	\$701,803					Budget Manager
101180 - Administration	\$0					
101190 - Forward Lane	\$0					
101300 - Labor Re./Neg	\$0					
101400 - College Governance	\$0					
110000 - Lane Board of Education	\$0					
120005 - Foundation Gen Admin	\$625,068					Budget Manager

1

2

3

4

5

...

*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.

☆

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It's that time of the year again...please review your budgets below and provide inputs as indicated in the plan files.

Calculation Reference

BUDGETING	LABOR PLANNING	BUDGET PRIORITIZATION REQUESTS	FORECASTING	
Budget			2026 Proposed	
101100 - President's Office Admin			\$0	
120005 - Foundation Gen Admin			\$0	
12345 - Lane CC Demo			\$0	
140001 - Marketing/Public Relations Admin			\$0	
150005 - HR Administration - General			\$0	
150700 - Title IX and Compliance			\$0	
200008 - Non-departmental			\$0	
201001 - Finance and Administration			\$354,833	

1

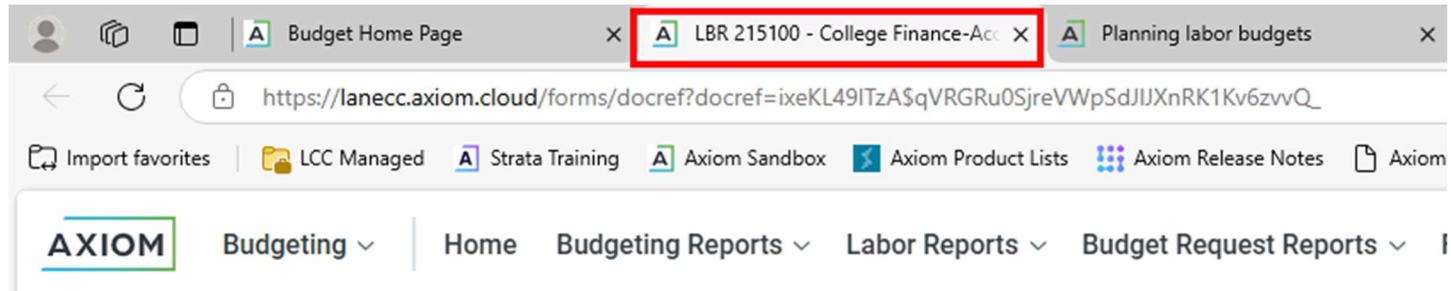
2

3

4

1 - 50 of 157 items

*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.

AXIOM

Budgeting

Home

Budgeting Reports

Labor Reports

Budget Request Reports

Forecasting Reports

12345

12345 - Lane CC Demo | 2026 Labor Planning

OVERVIEW	POSITION PLANNING	OTHER LABOR	DISTRIBUTION SUMMARY	SUMMARY	
Position ID	Description	Employee	Current Base Pay	Step Adjustments	Proposed B
C1					
<div></div> NP2026d1234500002	Lead Juggler	Thome Yorke	\$29.00	\$0.00	
Total C1					
C2					
<div></div> NP2026d1234500003	Magic Assistant	Tom Riddle	\$15.00	\$0.00	
Total C2					
M1					
<div></div> NP2026d1234500001	Director of Snacks	Tom Hanks	\$30.00	\$0.00	
Total M1					
Shared Positions					
<div></div> Position1	Test Position1	Test, Employee1	\$26.00	\$0.00	
<div></div> Position2	Test Position2	Test, Employee 2	\$50.00	\$5.00	
<div></div> Position3	Test Position3	Test, Employee 3	\$75,000.00	\$0.00	\$7
Total Shared Positions					
Grand Total					

The Position Detail Card:

Position Detail: Thome Yorke, Lead Juggler - 12345 - Lane CC Demo (d12345)

The Budget Office will input and update the COLA rates.

Position

Lead Juggler

Position ID: NP2026d1234500002

Start Date: 7/1/2025

End Date:

Category: C1

Employment

Thome Yorke

Employee ID: N2026d1234500002

Pay Type: Hourly

Working Hours: 1,500

FTE: 1.00

Spread: Even

Regular Pay

Proposed Salary: \$43,500.00

Base Rate: \$29.00

COLA: 3.1% on 07/01/25

Bargaining Adj: 0.0% \$0.00 \$0.00

Salary Adj. 2: 0.0% \$0.00 \$0.00

Salary Adj. 3: 0.0% \$0.00 \$0.00

[Click here to see position information for two years into the future.](#)

Distributions

This area shows any distributions of budget if a position is being paid out of more than one FOAP.

Org	Fund	Acct	Distributions	FTE %	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025
12345	111100	520300	Distribution Override							
			Distribution %	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
			Distribution \$		3,625	3,625	3,625	3,625	3,625	3,625
			Fixed Benefits		0	0	0	0	0	0
			Variable Benefits		2,320	2,320	2,320	2,320	2,320	2,320

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.

Position Detail: Thome Yorke, Lead Juggler - 12345 - Lane CC Demo (d12345)

Carat to hide details

Regular Pay

Current Budget Development

Forecasting for two years

Proposed Salary:

\$43,500.00

\$43,500.00

\$43,500.00

COLA: 3.1% on 07/01/25

COLA: 0.0% on 07/01/26

COLA: 0.0% on 07/01/27

2026

2027

2028

Base Rate:	Adj. %	Adj. \$	\$29.00	Adj. %	Adj. \$	\$29.00	Adj. %	Adj. \$	\$29.00
COLA:	0.0%	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
Bargaining Adj:	0.0%	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
Salary Adj. 2:	0.0%	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
Salary Adj. 3:	0.0%	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00	\$0.00

Distributions

Org	Fund	Acct	Distributions	FTE %	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025
12345	111100	520300	Distribution Override							
			Distribution %	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
			Distribution \$		3,625	3,625	3,625	3,625	3,625	3,625
			Fixed Benefits		0	0	0	0	0	0
			Variable Benefits		2,320	2,320	2,320	2,320	2,320	2,320
			Total Distributed Salary \$		3,625	3,625	3,625	3,625	3,625	3,625
			Total % Allocated		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
			Total Benefits		2,320	2,320	2,320	2,320	2,320	2,320

+ Insert New Distribution

Save

Close

*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.

AXIOM Bud Reports Budget Request Reports Forecasting Reports Administration

Paperclip to add files or backup documents

Filter for sorting by Position, Employee, and Bargaining Unit

12345 - Lane CC Demo | 2026 Labor Plan

Start here

Save

OVERVIEW		POSITION PLANNING	OTHER LABOR	DISTRIBUTION SUMMARY	SUMMARY	Bulk Edit Fill Position Add Position				
Position ID	Description	Employee	Current Base Pay	Step Adjustments	Proposed Base Pay	COLA	Proposed Salary	Salary Budget	Benefits	Total Budget
								Current Org		
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).

12345
12345 - Lane CC Demo | 2026 Labor Planning

Be sure to Save after any changes are made. [Save](#)

OVERVIEW POSITION PLANNING **OTHER LABOR** DISTRIBUTION SUMMARY SUMMARY

Other Labor Accounts

Org	Fund	Acct	Description	Actual 2024	Budget 2025	2026 Base Budget	Adjustment \$	2026 Projected Budget	Spread	July 2025 Budget
12345	111100	552600	P/T Credit Sub Instructor	0	0	0	2,000	2,000	9 Months	0
12345	111100	560600	Noncredit Instructors	0	0	0	10,000	10,000	Even	833
12345	921115	570100	Student Employees	0	0	0	4,000	4,000	Even	333
Total Other Labor Expenses				0	0	0	16,000	16,000		1,167

[+ Insert New Account](#)

Click here to add a new PT Positon account, if needed.

Base Budget

This is where you will enter the budget you need for each PT Position Account. If the base budget is listed, you will enter the additional budget you want in addition to the base budget.

Use the scroll bar to see additional information

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.

12345

12345 - Lane CC Demo | 2026 Labor Planning

OVERVIEW

POSITION PLANNING

OTHER LABOR

DISTRIBUTION SUMMARY

SUMMARY

Other Labor Accounts

Org	Fund	Acct	Description	Actual 2024	Budget 2025	2026 Base Budget	Adjustment \$	2026 Projected Budget	Spread	
12345	111100	552600					0	2,000	2,000	9 Months
12345	111100	560600					0	10,000	10,000	Even
12345	921115	570100					0	4,000	4,000	Even
Total Other Labor Expenses							0	16,000	16,000	

Calc Method Variables

Org

d12345 - Lane CC Demo

Fund

f111100 - General Fund

Acct

531000 - Classified Non-Unit Overtime

ApplyCancel

+ Insert New Account

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.

12345

12345 - Lane CC Demo | 2026 Labor Planning

SubmitSave

OVERVIEWPOSITION PLANNINGOTHER LABORDISTRIBUTION SUMMARYSUMMARY

Other Labor Accounts

Org	Fund	Acct	Description		June 2026 Budget	Plan 2026	\$ Adjustment	Plan 2027	Adjustment \$	Plan 2028	Comments
12345	111100	552600	P/T Credit Sub Instructor	0	0	0	0	2,000	0	2,000	Adding new program for music tutoring
12345	111100	560600	Noncredit Instructors	33	833	10,000	0	10,000	0	10,000	
12345	921115	570100	Student Employees	33	333	4,000	0	4,000	0	4,000	
Total Other Labor Expenses				57	1,167	14,000	0	16,000	0	16,000	

+ Insert New Account

Use the Comments area to add any information that may be helpful to anyone reviewing your Budget.

You can enter how much you anticipate increasing the PT budgets for FY27 and FY28 here.

Use the scroll bar to see this section of Other Labor.

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.








12345


12345 - Lane CC Demo | 2026 Labor Planning

Save

OVERVIEW	POSITION PLANNING	OTHER LABOR	DISTRIBUTION SUMMARY	SUMMARY				
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Salary Distributions contain both home and shared distributions for each employee.

Fund	Description	Fund 1 Summary by Planfile (aka ORG) and Account	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
 f124014	ICP - Assessment, Testing, Job Fair		1,125			0		1,125
			350,505			150,387		500,892



f124014

ICP - Assessment, Testing, Job Fair

1,125

0

1,125

Drop-down Arrow

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.

12345

12345 - Lane CC Demo | 2026 Labor Planning

Save

OVERVIEW	POSITION PLANNING	OTHER LABOR	DISTRIBUTION SUMMARY	SUMMARY	Position Type							
Account	2025 Budget	2026 Budget	Variance		C1	C2	2026 Budget			Other Labor	Benefits	Positi
							M1	Pooled Positions				
510200 - Administrators Salaries	0	225,336	100.0% ▼		0	0	137,400	0	0	0	87,936	
520000 - Classified	0	114,400	100.0% ▼		114,400	0	0	0	0	0	0	
520300 - Classified Unit Employees	0	160,031	100.0% ▼		97,580	0	0	0	0	0	62,451	
552600 - P/T Credit Sub Instructor	0	0	100.0% ▲		0	0	0	0	0	0	0	
560600 - Noncredit Instructors	0	10,000	100.0% ▼		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	0	
570100 - Student Employees	0	4,000	100.0% ▼		0	0	0	0	0	4,000	0	
Total Home Labor Budget	0	514,892	100.0% ▼		211,980	1,125	137,400	0	0	14,000	150,387	
Total Shared Labor Budget	0	0	100.0% ▲		0	0	0	0	0	0	0	
Grand Total	0	514,892	100.0% ▼		211,980	1,125	137,400	0	0	14,000	150,387	

Scroll bar to see more data

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!