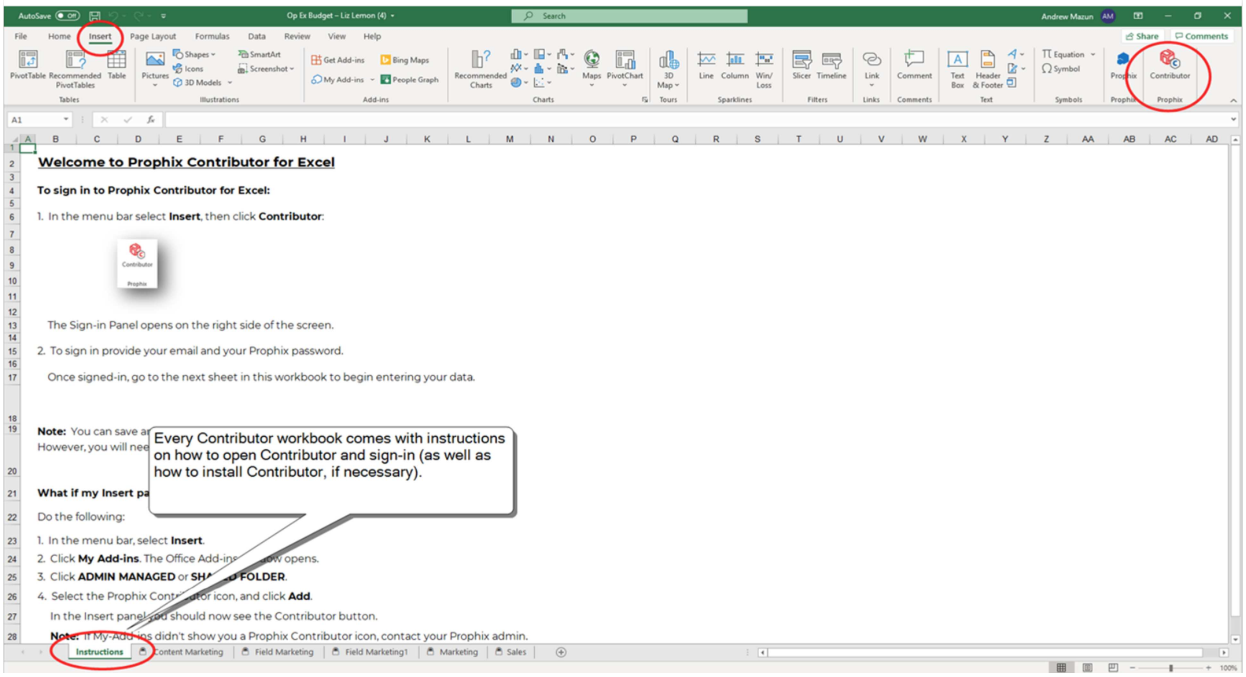
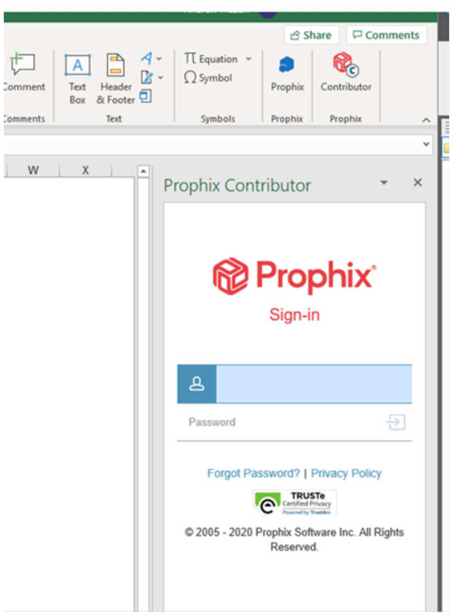
Data Entry Template – Prophix Excel Contributor

Position FTE Planning Input

- When your Prophix workflow Task has started you will receive a notification email. Click the link in the email and then select Download.
- Open the downloaded workbook in Excel.
- The first page of the template contains instructions for how to open Prophix Contributor.



- Sign in on the Contributor panel.



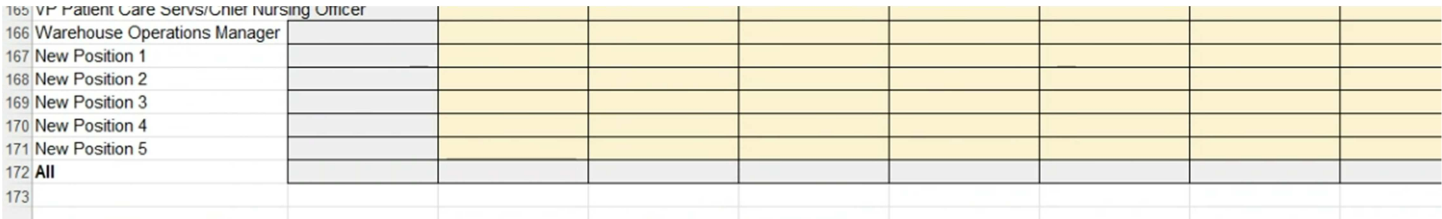
- Only Departments that you are responsible for will be available to you as separate pages in the workbook.
- Only the yellow cells in the template are editable.
- The first section displays Baseline FTE values that are based off the current roster as a reference.
- The bottom section is where you will fill out the Requested Change in FTE by Position. Input the values only in the first month they will be applied. In the below example, 2 Accounting Specialists will be hired in July, and 1 Admitting Intake Specialist will be hired in October.

	A	B	C	D	E	F	G	H	I	J
1	**Position FTE Planning Template**									
2	[redacted]	**Budget 2026**								
3										
4	**Baseline FTE (Based off Current Roster)**	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
5		**2026**	**Jul FY26**	**Aug FY26**	**Sep FY26**	**Oct FY26**	**Nov FY26**	**Dec FY26**	**Jan FY26**	**Feb FY26**
6	Clinical Unit Coordinator	**2.00**	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
7	Dialysis Technician II	**19.55**	19.55	19.55	19.55	19.55	19.55	19.55	19.55	19.55
8	Licensed Practical Nurse	**1.00**	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
9	Nurse Manager	**1.00**	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
10	Nurse Supervisor	**2.00**	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
11	PerDiem Dialysis Tech II	-	-	-	-	-	-	-	-	-
12	PerDiem Staff Nurse	-	-	-	-	-	-	-	-	-
13	Registered Nephrology Nurse	**6.50**	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50
14	**All**	**32.05**	**32.05**	**32.05**	**32.05**	**32.05**	**32.05**	**32.05**	**32.05**	**32.05**
15										
16	**Proposed FTE (after requested Additions/Reductions)**	**Total FTE**	**Total FTE**	**Total FTE**	**Total FTE**	**Total FTE**	**Total FTE**	**Total FTE**	**Total FTE**	**Total FTE**
17		**2026**	**Jul FY26**	**Aug FY26**	**Sep FY26**	**Oct FY26**	**Nov FY26**	**Dec FY26**	**Jan FY26**	**Feb FY26**
18	Accounting Specialist	**2.00**	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
19	Admitting Intake Specialist	**0.75**				1.00	1.00	1.00	1.00	1.00
20	Clinical Unit Coordinator	**2.00**	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
21	Dialysis Technician II	**19.55**	19.55	19.55	19.55	19.55	19.55	19.55	19.55	19.55
22	Licensed Practical Nurse	**1.00**	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
23	Nurse Manager	**1.00**	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
24	Nurse Supervisor	**2.00**	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
25	PerDiem Dialysis Tech II	-	-	-	-	-	-	-	-	-
26	PerDiem Staff Nurse	-	-	-	-	-	-	-	-	-
27	Registered Nephrology Nurse	**6.50**	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50
28	**All**	**34.80**	**34.05**	**34.05**	**34.05**	**35.05**	**35.05**	**35.05**	**35.05**	**35.05**
29										
30		*Input change in FTE in the first month it will be applied								
31	**Requested Change in FTE in Hire/Termination Month**	**Change in FTE**	**Change in FTE**	**Change in FTE**	**Change in FTE**	**Change in FTE**	**Change in FTE**	**Change in FTE**	**Change in FTE**	**Change in FTE**
32		**2026**	**Jul FY26**	**Aug FY26**	**Sep FY26**	**Oct FY26**	**Nov FY26**	**Dec FY26**	**Jan FY26**	**Feb FY26**
33	Accounting Specialist	**2.00**	2.00							
34	Admitting Intake Specialist	**1.00**				1.00				
35	Associate Chief Nursing Officer									
36	Benefit Administrator									
37	Billing Supervisor									
38	Biomedical Engineering Supervisor									

- In Column O there are cells available to add a Justification or New Position Name for your entered FTE Changes

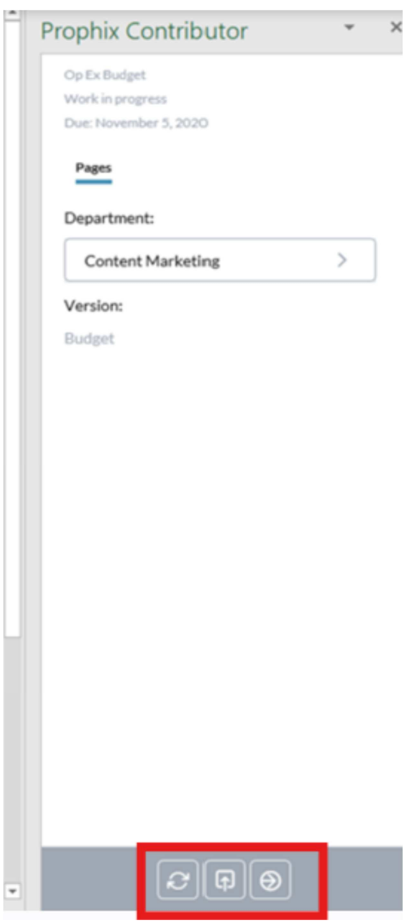
Change in FTE	**Change in FTE**	**Change in FTE**	
Apr FY26	**May FY26**	**Jun FY26**	**Justification (add New Position name if applicable)**

- If you need to add FTE's to a new Position that isn't listed on the template, use the generic rows for "New Position" to enter the data. Ensure you include the name of the position in Column O

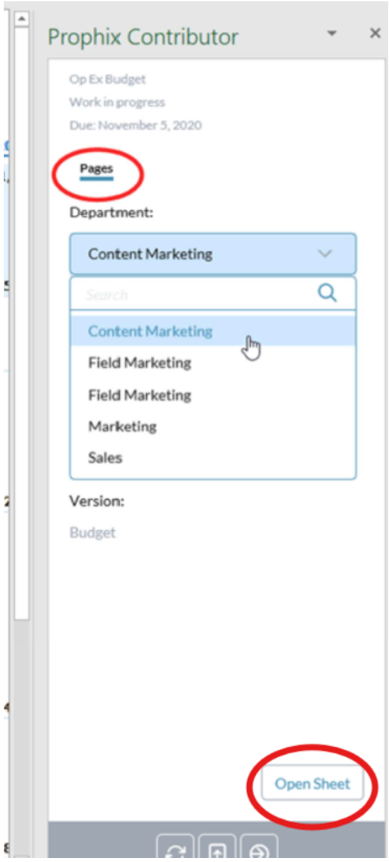


- Click the Save icon in the Contributor panel to save the entered FTE data and commit it to the model in Prophix.
- The middle section in green shows a summary of the Baseline FTE with the Requested Changes applied. Your entered Change in FTE data will only be reflected in this section for newly added positions after you save the template and redownload it from the notification email.
- The Refresh icon will refresh the data from the model in Prophix. Ensure you save your changes before refreshing.

*****Ensure you fill out data for all Sheets/Departments in the template**



- You can navigate between Sheets/Departments as you would in Excel, or you can use the Pages dropdown in the Contributor panel. Choose the Department and then click "Open Sheet"



- Once you have completed your data entry for all Departments, you can Submit your workflow task by clicking the Submit icon in the Contributor panel.
- Once a task is submitted you will no longer have access to the template to make changes. If a task is submitted in error and further edits are required, contact your Prophix Administrator.
- A submitted task will be passed on to the Approver for approval or rejection. If the task is approved, it is marked as Completed and no further action is required. If the task is rejected, you will receive an email notification and be required to make any necessary changes and then resubmit the task.