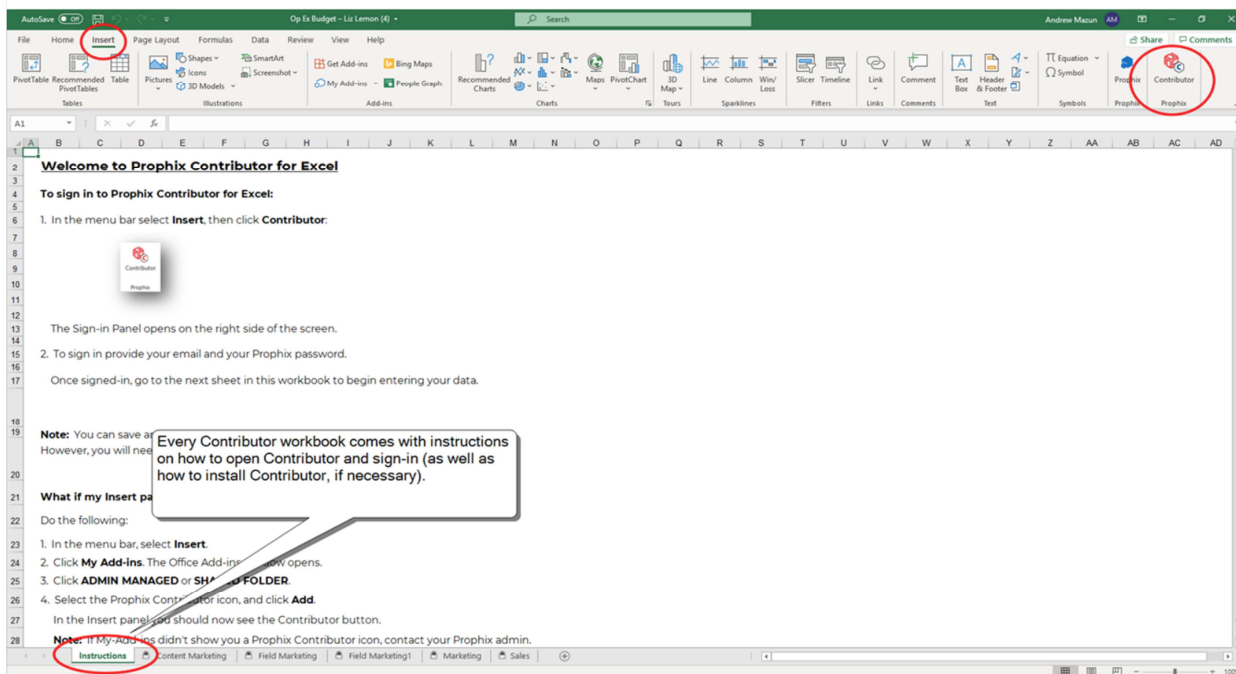


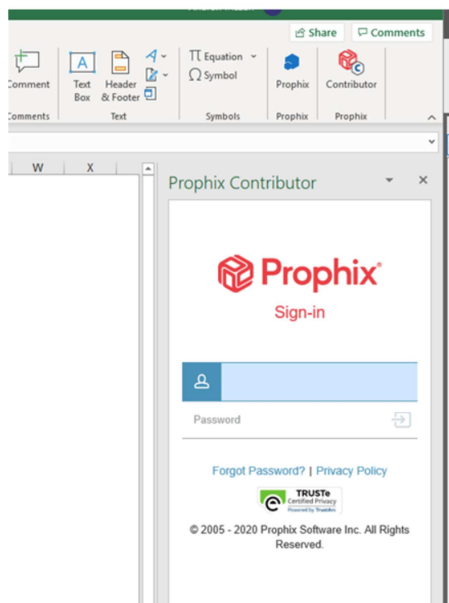
## Data Entry Template – Prophix Excel Contributor

### Accessing Templates

- 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.



## Data Entry as Task Owner

- Tasks labelled as “**Position FTE Input - Dept.#### – Your Name**” are tasks that you are the owner of and are responsible for completing the FTE data entry for.
- **\*Note-Fill out the FTE data only for the departments listed in the task name.**
- 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		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

[illegible]

- 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

165	VR Patient Care Servs/Chief Nursing Officer							
166	Warehouse Operations Manager							
167	New Position 1							
168	New Position 2							
169	New Position 3							
170	New Position 4							
171	New Position 5							
172	<b>All</b>							
173								

- 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.

Prophix Contributor

Op Ex Budget

Work in progress

Due: November 5, 2020

Pages

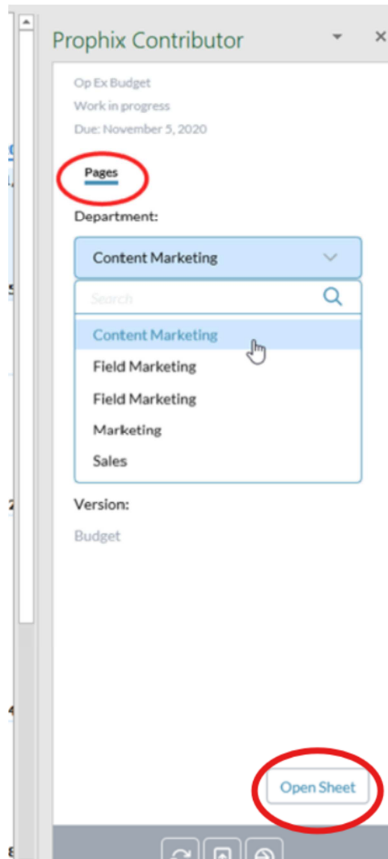
Department:


Content Marketing

Version:

Budget

- 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.

## Primary Approval Tasks

- Tasks labelled as “**Position FTE Planning – Manager’s Name**” are tasks that you are the Primary Approver of and are responsible for reviewing and approving or rejecting.
- When you open the task as the primary approver you will only be able to see the Departments that the individual identified in the Task Name is responsible for.
- For example, the primary approver on the task “Position FTE Planning – Michael Scott”, will only see Michael’s departments and will be responsible for reviewing these sheets and approving or rejecting them
- After reviewing all available departments select the Approve or Reject Icon in the Contributor Panel

- **\*Note:** Approvers can make edits to the template before approving or rejecting.

Prophix Contributor

Op Ex Budget  
Work in progress  
Due: November 5, 2020

Pages

Department:

Content Marketing

Version:

Budget

Approve

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