**Jour 5155**

**Database Reporting**

**Exam 1**

**100 points**

*This is an open-book exam. You can use any printed materials, including your textbook, notes or any other handouts as reference material.*

Excel portion

Download the Excel file called “MetCouncil\_2008sals”

This contains salary information for everyone paid a salary in 2008 by the Metropolitan Council. There are multiple worksheets. One of them shows the record layout.

Here are some code translations and other information you might need to know about this data:

MTRAN --Metro Transit

RGADM--Regional Administration

ENVSR --Environmental Services

Metro Transit and Environmental Services are Met Council’s two big operating units. Metro Transit has a fleet of 830 buses and 27 light rail vehicles that serve 113 routes and provide about 250,000 rides per weekend. Environmental Services has eight regional plants and 600 miles of regional sewer that collect and treat some 300 million gallons of wastewater per day from more than 100 metro area communities.

For the purposes of this payroll listing, Regional Administration includes all of Met Council’s central and support services, as well as the Community Development Division (local-regional planning, regional parks planning and Metro HRA) and the Metropolitan Transportation Services Division (which includes operating Metro Mobility, overseeing a number of contracted transit routes, and transportation planning).

It also includes the salaries of the 16 council members, who are elected officials and get paid a flat salary, regardless of the hours they work.

Salaries for non-elected employees are broken down by base pay, overtime pay, recognition pay and payout. Recognition pay would be from awards (years of service, employee of the month, etc). Payout primarily consists of pay for accumulated vacation and leave when an employee leaves the agency and/or pay for unused floating holidays as provided for in contracts with several of the bargaining units.

Questions:

1) (5 points) What is the total Met Council paid out in salaries in 2008? Also explain how you came to this answer.

$194,919,508 (rounded). SUM function on the totalpay field

2) (5 points) What percentage of the total salaries paid in 2008 were from overtime? Explain how you came to this answer.

8%. SUM function on the overtime field. Then did a percent of total between the sum of overtime and the sum of totalpay

3) (5 points) Which unit had the highest percentage of its total salaries go to overtime? Explain how you came to this answer.

Environmental services - 9% of its total salaries went to overtime. Pivot table on the Unit field, putting “sum of OT” and “sum of total pay” into the data section. Then calculated percent of total on each of the three departments.

4) (5 points) Which employee had the greatest share of his/her total pay coming from overtime (include name, job title and unit)? Explain how you came to this answer.

Glenn Vierling, bus operator for MTRAN, 50% (49.7%) of his salary came from overtime.

5) (5 points) Who worked the most hours of overtime? (Hint: Assume the person’s overtime pay rate is 1.5 times their hourly rate. Use this to do the math to estimate the hours they worked earning their overtime pay). What would this be if averaged out on a weekly basis? In other words, on average, how many OT hours did he work per week (Hint: assume there are 52 weeks in a year). Explain how you got these numbers.

Also Glenn Vierling, with 1,487 (rounded) hours total. Average of 28.6 hours of OT per week (to get this take the OT hours and divide by 52).

Created a new field that came up with their overtime pay rate (hourly rate\*1.5)

Created another field that divided the total overtime pay by the overtime rate. Sorted on this field to see who had the most hours.

6) (15 points) Write a lede for a story on overtime, featuring the person you found in question #5. Be sure to put this person in context with the bigger picture on overtime. You’ll be graded on accuracy of your information and how well you “characterize” your findings.