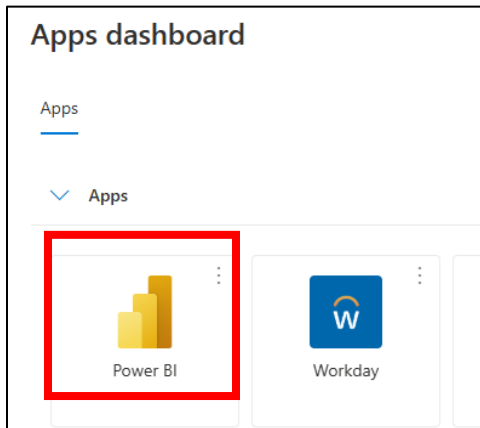


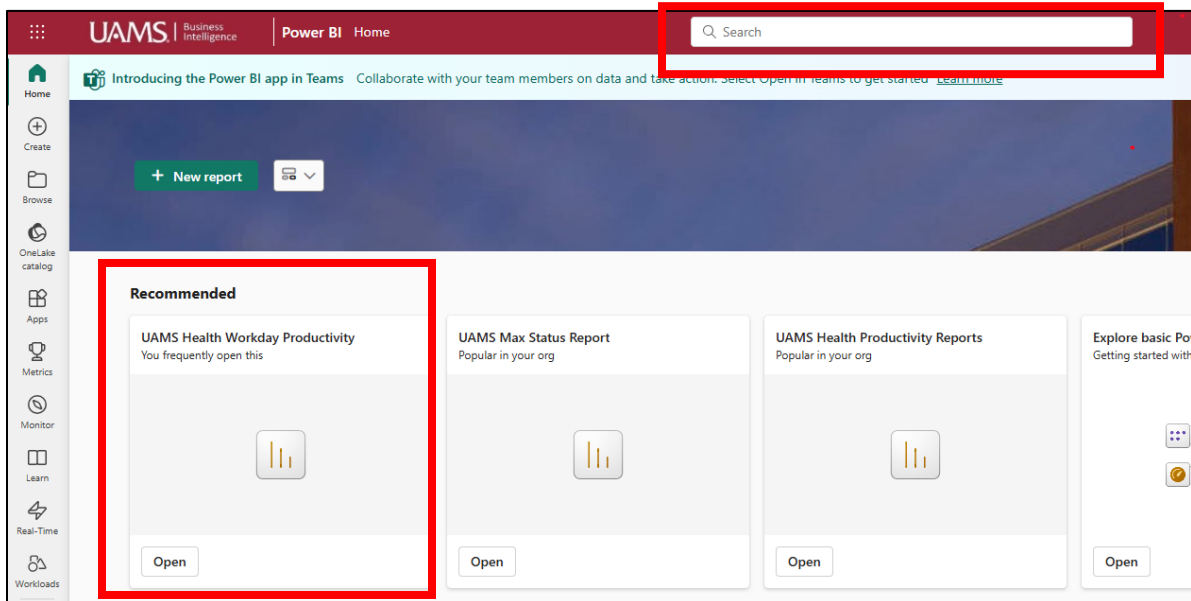
# How to Locate Your Cost Center's Productivity Information

This guide will help you identify your cost center's target type and walk you through where to locate your productivity index or budgeted FTE amounts needed to complete the Workforce Position Review Request (WPRR) form. To complete this task, you must already have access to the dashboard. If you do not, please email [UAMS Productivity Support@uams.edu](mailto:UAMS_Productivity_Support@uams.edu)

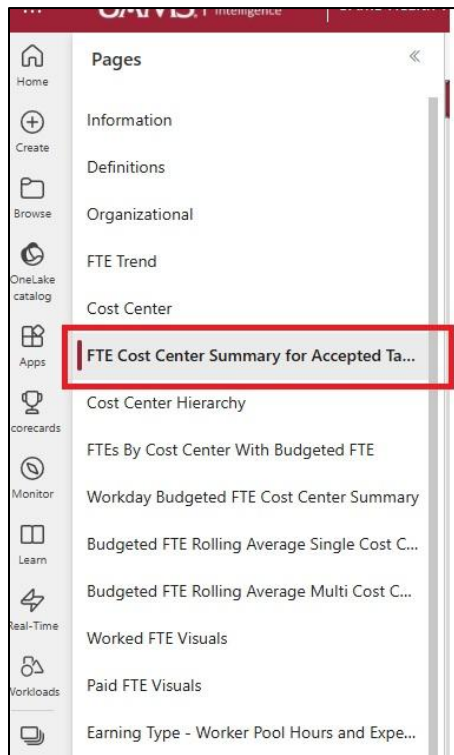
1. Open the **PowerBI** app in your browser



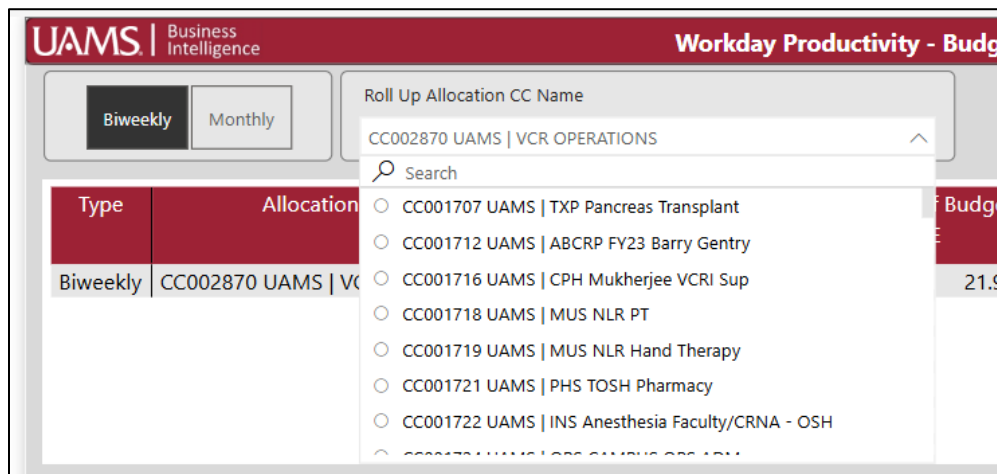
2. Once inside PowerBI, search for the **UAMS Health Productivity dashboard**



### 3. Open FTE Cost Center Summary for Accepted Targets



### 4. Search by your cost center



5. Your **Target Type** will be displayed at the top center of the screen and will indicate either **Fixed** or **Variable**. This is the option that should be selected on the WPRR form. If both the Target Type and Avg Productivity Index fields are blank, this means your cost center does not currently have established productivity targets. In that case, select **No – Based on Budgeted FTE** on the WPRR.

\* Does the main (greater %) cost center funding this request have established productivity targets?

Yes - Fixed

Yes - Variable

No - Based on budgeted FTE

6. If the cost center is identified as **Fixed** or **Variable**, copy the number shown in the applicable red box (the Average Index). The top box represents a **Variable** target type, while the bottom box represents a **Fixed** target type.

**Fixed Example**

**Worked Hours Per UOS and FTEs - Rolling Prior 4 Pay Periods**

7.01  
Avg Worked FTE  
(Blank)  
Avg Unit of Service Volume  
(Blank)  
Avg Worked Hours Per UOS  
(Blank)  
Avg Variable Target  
(Blank)  
Avg Productivity Index (UOS)

Wkd FTE or WHPUOS	Variable Target
7.50	
6.79	
6.90	
6.83	

**Paid and Overtime FTEs - Rolling Prior 4 Pay Periods**

7.67  
Avg Paid FTE  
7.06  
Target Paid FTE  
0.27  
Avg Overtime FTE  
3.81%  
Overtime Hrs % of Worked  
92.1%  
Avg Productivity Index (Pd FTE)

Paid FTE	Target Paid FTE
8.18	7.61
7.61	7.60
7.60	7.29

**Target Type**

Fixed  
Budgeted FTEs

UAMS Period End	Unit of Service Volume
04/11/2026	
03/28/2026	
03/14/2026	
02/28/2026	
02/14/2026	
01/31/2026	
01/17/2026	
01/03/2026	
12/20/2025	
12/06/2025	
11/22/2025	
11/08/2025	
10/25/2025	
10/11/2025	

**Productivity Index by UAMS Pe**

102.3%  
92.5%

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# Variable Example

## Worked Hours Per UOS and FTEs - Rolling Prior 4 Pay Periods

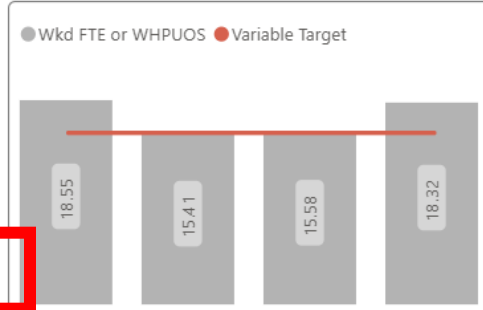
**36.00**  
Avg Worked FTE

**171.00**  
Avg Unit of Service Volume

**16.96**  
Avg Worked Hours Per UOS

**15.570**  
Avg Variable Target

**91.8%**  
Avg Productivity Index (UOS)



### Target Type

Variable  
Equivalent Patient Days

UAMS Period End	Unit of Service Volume
04/11/2026	151.0
03/28/2026	190.0
03/14/2026	181.0
02/28/2026	162.0
02/14/2026	150.0
01/31/2026	119.0
01/17/2026	145.0
01/03/2026	141.0
12/20/2025	157.0
12/06/2025	138.0
11/22/2025	165.0
11/08/2025	162.0
10/25/2025	171.0
10/11/2025	193.0

## Paid and Overtime FTEs - Rolling Prior 4 Pay Periods

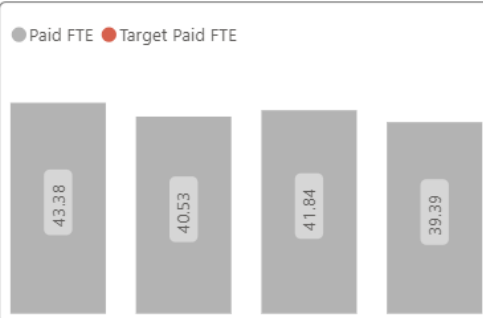
**41.29**  
Avg Paid FTE

**(Blank)**  
Target Paid FTE

**1.25**  
Avg Overtime FTE

**3.46%**  
Overtime Hrs % of Worked

**(Blank)**  
Avg Productivity Index (Pd FTE)

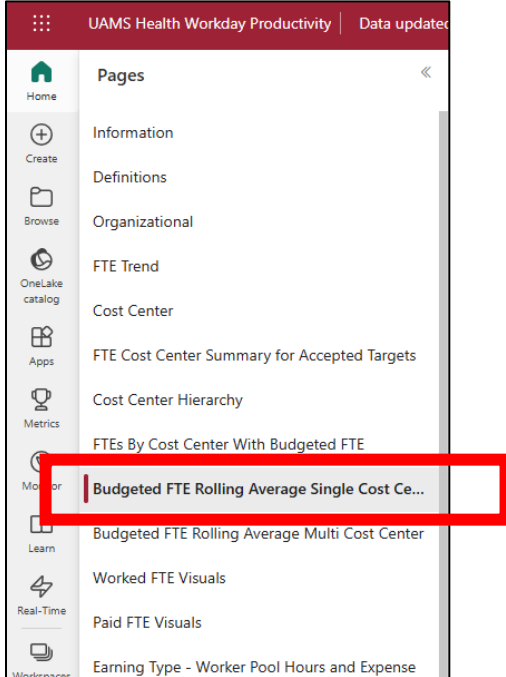


### Productivity Index by UAM:

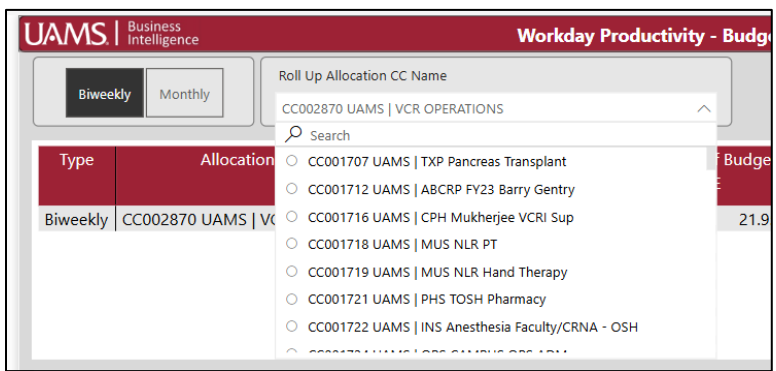


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- If the cost center does not have established Productivity targets. You will need to navigate to the **Budgeted FTE Rolling Average Single Cost Center tab** within PowerBi.



- Search by your cost center



- Use these numbers to populate the WPRR request form.

CC Name	Average Worked FTE	Average Paid FTE	Average of Budget FTE	FTE Comb
OPERATIONS	17.33	19.55	21.95	Budget FTE: 21.95   Worked FTE: 17.33   Paid FTE: 19.55