

1.7 PERSONNEL BUDGETING (PINs)

1.7.1 POSITIONS (PINs)

State Personnel System (SPS) Users: New Process

The Office of Budget Analysis (OBA) has developed a new process for validating personnel information extracted from the Statewide Personnel System (SPS). This process is intended to make sure that data extracted from SPS matches the budget data and to avoid extra work later in the process.

OBA will download data from SPS on July 1, 2016 and compare that data to the FY 2017 working appropriation data. OBA will validate FTE counts and Position Identification Numbers (PINs) to ensure the following:

- FY 2017 position abolitions are reflected, including Section 20 abolitions
- New FY 2017 position data is reflected
- Salary data is complete
- FTE counts reconcile to the FY 2017 Fiscal Digest
- Location of positions are correct

OBA will add non-July increments to the FY 2017 working appropriation as appropriate.

Agency Review - SPS Users

In mid-July, OBA will provide a report to the agencies that identifies any discrepancies between SPS and the working appropriation. Agencies will have the opportunity to make edits for the following:

- Change in program/subprogram information. Please discuss with your assigned budget analyst if the changes are due to a reorganization. Note that while PINs can move for a reorganization, the grade, step, PIN and total funding amount should stay the same, with funding changes reflected in 0112.
- Change funding percentage of a position
- Change the FTE count to reflect FY 2018 abolitions ONLY

Agencies will return the updated file to OBA no later than four weeks after the date of distribution.

The salary values in the finalized salary forecast for FY 2018 should reconcile to the total funding requested in subobject 0101 in the budget file. Agencies should fund any position salary adjustments within subobject 0112. Reclassifications can be completed in FY 2017; however in 2017 this will be funded out of the agency budget and reflected in subobject 0112 for FY 2018.

NON-State Personnel System (SPS) Users

Any planned position abolitions and transfers should be included in the budget request rather than deferred for later administrative action.

Proposed reorganization and related budgetary position actions should be reflected in the request **only after prior consultation with the assigned DBM budget analyst.**

Salary values in the personnel file for FY 2018 must reconcile to the total funding requested in subobject 0101 in the budget file. Agencies must fund any position salary adjustments within subobject 0112.

File Submission

Data must be submitted via HOBOS or an approved electronic format. Any questions regarding the submission of personnel data should be directed to Vanessa Plante-McDonald, (410-260-7659).

HOBOS Data Submissions

- SPS users will already have the personnel data verified through the agency review process in July.
- Non-SPS users should update the record ID, class code, class title, FY 2017 positions and dollars, FY 2018 positions and dollars, and/or fund percent changes as necessary.
- Insert a “flag” in Column 19 to identify data changes. This “flag” can be any character the agency chooses.
- Changes to FTE counts must be reflected by use of the following codes in the listed columns:
 - **ra** - requested abolition (column 22),
 - **ptft or ftpt** (part-time to full-time or full-time to part-time) for a change in an FTE count (column 19),
 - **rtf** - requested transfer from (column 22),
 - **rtt** - requested transfer to for a fiscal year transfer of a position (column 22).
Use **rtt** and **rtf** only if it has been submitted and approved in Workday.
- The percent of employment for positions is shown by the decimal equivalent (50% should be shown as .50).
- **Any text entry should be left-justified.**

FY 2016 Salary Data

Actual amounts expended for regular earnings (subobject 0101) are available by **program and class code**. DBM will combine the data from Central Payroll with the position control files as of June 30, and have the actual year data necessary to print the personnel detail in the budget books. R*STARS adjustments are not reflected, and merging of salaries for a position that was reclassified **are not** reflected. (For example: an Office Secretary II became an Office Secretary III and the two salaries need to be merged with the position record.)

FY 2017 and FY 2018 Data

Personnel file should be modified to include:

For FY 2017:

- position abolitions,
- reorganizations approved in FY 2017 **ONLY IF APPROVED BY DBM**

Agencies submitting multiple budgets should not reflect changes that impact budgets already submitted unless the corresponding action in the submitted budget was reflected at the time of submission.

For FY 2018:

- budget request abolitions or transfers, and
- DBM will add requested new positions above the target if approved.

ALL new positions must be submitted as an over-the-target request on a DA-21A and B

Salaries To Be Used by All Agencies for FY 2018 Budget

Refer to Sections 2.14-2.26 for salary rates.

- The salary schedule effective July 1, 2017 will be the basis for budgeting FY 2018 salaries.
- The FY 2017 salaries must reflect salaries as of January 1, 2016, which incorporate
 - any approved FY 2017 Annual Salary Review adjustments (as of July 1, 2016),
 - FY 2017 increment increases,
 - Salary adjustments related to State Law Enforcement Officers Alliance Bargaining provisions, and
 - only reclassifications that have been submitted and approved in Workday.
- No additional funds should be budgeted for any FY 2018 Collective Bargaining Agreement Adjustments. The Department of Budget and Management will include any adjustments that may result from FY 2018 collective bargaining negotiations (Fall 2016), including an FY 2018 COLA or step increases. *Agencies with non-general funded positions should anticipate the possibility of an FY 2018 COLA and/or increment increase, and should estimate the effect this increase will have on available balances of special and federal fund sources. Historically, annual COLA increases are 2% to 3%.*
- Agencies must submit requests in Workday in a timely manner, allowing time for processing by OPSB and OBA.

New Position Requests

All new positions must be submitted as an over-the-target request on a DA-21A and B. New position requests, even if to be covered within the target, are no longer to be submitted by agencies within the personnel file, nor should the funding for those PINs be included in the standard personnel subobjects (0101 and fringes).

Every effort should be made to meet agency needs within the existing workforce before requesting new positions. **ALL** new position requests, including contractual conversions, must be requested as over-the-target items. The over-the-target requests must be limited to demands from major workload growth already in effect, new facilities already approved, new mandates, program transfers that cannot be met by reallocations, and federal contracts and grants.

Any new position, if approved, will be entered into HOB0 by the OBA analyst in December.

In detail submitted as part of the over-the-target request, include the number of positions (decimal equivalent), title, class code, annual salary, and justification. New positions, other than contractual conversions, are to be requested at the base salary even though recruitment for the position may be planned at a higher step. Contractual conversions should be budgeted no greater than one step above the grade/step of the current contract.

All of the following conditions must be met for new position requests to be given consideration:

- There is a justified need for and a benefit from the new position (quantifiable workload).
- The work cannot be absorbed by existing staff, performed by student help, patient/inmate labor, or positions reallocated from other areas (program discontinuations or excessive vacancies).
- The function is expected to be needed for at least three fiscal years.
- The need is for a full-time employee at least 40 weeks during the year.
- The funding for the position (federal/private/local government grant program or student government fees) is reasonably expected to be available for more than three years.
- **The budgeted turnover rate for the agency does not exceed 5.9%.**

Contractual Conversions

Agencies may request contractual conversions as an item above the target and only as part of an overall staffing plan that eventually significantly reduces the total number of authorized PINs and contractual FTEs. New positions may be requested to replace contractual employees (Comptroller Object 0220) only when **all** of the following conditions are met:

- There is a justified need for an employee.
- The employee is not student help, patient labor, or an inmate.
- The function is expected to be needed for at least three fiscal years.
- The need is for a full-time employee, or at least 32 hours a week, for 40 weeks during the year.
- The funding for the position (federal/private/local government grant program or student government fees) is reasonably expected to be available for more than three years.
- The contract position and funding were approved in the FY 2017 legislative appropriation.
- Funding for the conversion **is included in object 01 in the general fund target and there is a corresponding reduction in contractual services (object 02)**. The amount for a new position must include health insurance (0152), retiree health insurance (0154), FICA (0151), retirement (0161, 0163, 0165, 0168, 0169), unemployment compensation (0174), and turnover (0189). Do not include any amount for workers' compensation (0175).
- Agencies should give priority for contractual conversions to existing workers who have been working in a contractual capacity for at least two years.