

# Utilizing the Turnover Tab

## Introduction

The Turnover Tab is an optional tab in BARS that enables users to calculate and set turnover rates at any level of an agency. It can be used to both review existing turnover amounts and to calculate the adjustments created by changing turnover rates.

\*\*Note: As with all grids in BARS, the Turnover Tab relies on <u>Released</u> data in the system. If users have changed salaries, fringes, or turnover in other adjustments in BARS and they are not yet Released, calculations on this tab will not take those changes into account.

Step 1:

Log into BARS Production

#### Step 2:

From the **BARS** Homepage/Worktray, hover over **Operating Budget** at the top of the page and select **Adjustments** > **Agency / OBA Adjustments**.

#### Step 3:

Complete <u>Overview Tab</u> and select the **Turnover** button in the "Show Supporting Details" box at the bottom of the tab. This will bring up the hidden <u>Turnover SD Tab</u> in the row of tabs at the top of the page.

Show Supporting Details							
Positions	Turnover	✓	Real Estate				
Contract/Grant	Contractuals						

Any Over the Target Requests, Deficiency Requests, and Agency Reduction Options adjustments entered by agency users are required to include detail in the <u>Narrative Tab</u>, which includes detail on the **Impact** and **Justification** for the given adjustment.

#### Step 4:

In the <u>Turnover Tab</u>—select the magnifying glass next to the **Subprogram Filter** to bring up a window and select the units, programs, or subprograms where you want to edit turnover in your agency.

Subprogram(s) Q Load Turnover Show COA Names Set selected to: Update Selected Calculate								alculate		
Tur	Turnover Rates								O Dec	
-										Rate



To load a specific subdivision of an agency, click on that program or subprogram to bold that portion of the budget. Once you have highlighted all of the desired units, programs, and subprograms, select **Accept Selection** to ready those sections of the budget to be loaded.



Click on the Load Turnover button. The *Turnover Rates* grid will load with subprogram/fund type level data. The Current Position \$ values are comptroller subobjects 0101+0151+0161-0169+0174 for the relevant subprogram/fund type and match the data in the Expenditure tab. The Current Turnover \$ values are the 0189 for the same Chart of Accounts (COA) combination from Expenditure data. The Turnover Rate is that 0189/(0101+0151+0161-0169+0174). Turnover Change should all be 0.00% at first as no adjustments have been entered.

Turr	Turnover Rates (							00		
		Unit	Program	Sub-Program	Fund	Current Position \$	Current Turnover \$	Turnover Rate	Turnover Change	Upt Rate
					~					
1	Û	1	01		GF01: General Fund	\$663,830	(\$59,081)	-8.90%	0.00%	~
2	Û		01		GF01: General Fund	\$369,336	(\$32,871)	-8.90%	0.00%	
3	Û		01		FF05: Federal Funds	\$303,006	(\$26,967)	-8.89%	0.00%	
4	Ū	-	01		GF01: General Fund	\$396,831	(\$75,663)	-19.06%	0.00%	

#### Step 5:

Once the *Turnover Rates* grid has been populated, the user may (a) individually change each line to different turnover rates, (b) set multiple rows all to the same rate, or (c) do a combination of the two.

To change <u>individual</u> lines, simply type the desired rate into the **Turnover Rate** column for the specific row(s) then click **Update Selected** above the grid. In the example below, the first two rows were -8.90%, -10.00% was typed in the **Turnover Rate** column, **Update Selected** was pushed, and now **Turnover Change** has been populated with -1.10% for those rows to show the difference. Note - users can use this methodology to set different rates for every row if desired.

Set selected to: Update Selected Calculate							
0 0							
nt Turnover \$	Turnover Rate	Turnover Change	Update				
	Turnover Rate	rumover change	Rate				
			~				
(\$59,081)	-10.00%	-1.10%					
(\$32,871)	-10.00%	-1.10%					
(\$26,967)	-8.89%	0.00%					
(\$75,663)	-19.06%	0.00%					
(607.040)	0 000/	0.000/					



To change <u>multiple</u> lines <u>to the same rate</u> at once, click the box on each row in the **Update Rate** column, or check the box at the top of that column if every row in the grid is being changed at once. Then type the desired rate (must be negative) in the **Set All to:** box and click **Update Selected.** 

Set selected to	o: -10.00%	Update Selected	Calculate	2
			€	0
ent Turnover \$	Turnover Rate	Turnover Change	Update	
	rumoroi nato	Turnovor onango	Rate	
			~	
(\$59,081)	-10.00%	-1.10%	<b>&gt;</b>	
(\$32,871)	-10.00%	-1.10%	>	
(\$26,967)	-8.89%	0.00%		
(\$75,663)	-10.00%	9.06%	$\mathbf{Y}$	
(\$37,313)	-10.00%	-1.11%	$\checkmark$	
(\$4,430)	-8.90%	0.00%		

Users can implement a combination of the two methodologies in the same grid, but make sure <u>not</u> to check the box in the **Update Rate** column if you are entering in a different proposed **Turnover Rate** from what is above in the **Set selected to:** field. Doing so then clicking **Update Selected** will overwrite your manually typed data.

Users can also click **Export** at the bottom of the grid, work in Excel, then **Import** that work back into this grid.

Once a user has set all of their Turnover Rates and Turnover Changes in this grid and they are

satisfied with the data, click Calculate above the grid.

#### Step 6:

The lower grid **Turnover Adjustments to Apply** will now be populated with subprogram/fund type level values showing the new proposed turnover rate (**Revised Rate**), **Current Turnover \$** which is existing budgeted turnover pulled from the Expenditure data, **Revised Turnover \$** which is the new calculated amount, and **Turnover Adjustment \$** which is the dollar difference between current and revised.

Tur	urnover Adjustments to Apply									
		Unit	Program	Subprogram	Fund	Revised Rate	Current Turnover \$	Revised Turnover \$	Turnover Adjustment \$	
					~					
1	Ô		01		01: GF	-10.00%	(\$59,081)	(\$66,383)	(\$7,302)	
2	Û		01		01: GF	-10.00%	(\$32,871)	(\$36,934)	(\$4,063)	
3	Û		01		05: FF	-10.00%	(\$26,967)	(\$30,301)	(\$3,334)	
4	Û		01		01: GF	-10.00%	(\$75,663)	(\$39,683)	\$35,980	
5	Û		01		01: GF	-10.00%	(\$37,313)	(\$41,926)	(\$4,613)	
6	Û		01		05: FF	-10.00%	(\$4,430)	(\$4,977)	(\$547)	
7	Û		01		01: GF	-10.00%	(\$126,698)	(\$142,360)	(\$15,662)	
8	Û		01		01: GF	-10.00%	(\$31,133)	(\$34,981)	(\$3,848)	
9	Û		01		01: GF	-10.00%	(\$76,803)	(\$86,297)	(\$9,494)	



Except for the **Comments** column, this lower grid cannot be edited. If changes are desired, **Clear** this lower grid, access the **Turnover Rates** grid, make the changes there, then re-**Calculate**.

Once you have reviewed the data and are comfortable with the changes/values, click

Populate Expenditure

adjustments over to the <u>Expenditures Tab</u>.

# Step 7:

In the <u>Expenditure Tab</u>—review the data as populated from the Turnover Tab. <u>Note</u> that unlike data populated from other SD tabs, users <u>can</u> make changes on the Expenditures tab. BARS does not validate that the Turnover and Expenditures tabs match.

## Step 8:

As with all adjustments, users must complete <u>Revenue Tab</u> and clear all validation requirements to **Submit** the adjustment successfully.