

1.7 PERSONNEL BUDGETING (PINs)

1.7.1 POSITIONS (PINs)

File Submission

Data must be submitted via HOBO, HOBO printouts with handwritten corrections, or an approved electronic format (mainframe, spreadsheet or dataset). Any questions regarding the submission of personnel data should be directed to Vanessa Plante-McDonald, (410-260-7659).

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.

Paper submissions

If not submitting an electronic file, adhere to the following rules for submitting printouts:

- Only original HOBO printouts should be submitted.
- Cross out; **do not white out** any original printed information.
- **Do not cross out a PIN and re-enter the same PIN somewhere else on the printout.** (See below for use of “rtf” and “rtt.”)

HOBO Data Submissions

- Update the record ID, class code, class title, FY 2016 positions and dollars, FY 2017 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),
 - **rn** - requested new position (column 22),
 - **cc** - contractual conversion (column 136),
 - **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 2015 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 2016 and FY 2017 Data

The HOBO printout or HOBO personnel file should be modified to include:

For FY 2016:

- position abolitions,
- new positions for FY 2016,
- reorganizations approved in FY 2016 **if they've been submitted and approved in Workday,**
- agency/program/subprogram changes **if they've been submitted and approved in Workday,**
- fund changes **if they've been submitted and approved in Workday,**
- and reclassifications **if they've been submitted and approved in Workday.**

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. In either case, include only **approved reclassifications that have been submitted and approved in Workday.**

For FY 2017:

- budget request abolitions or transfers, and
- new positions only if budgeted within the target.
- 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, even if funded within the target.

Salaries Used for FY 2017 Budget

Refer to Sections 2.14-2.24 for salary rates.

- The salary schedule effective July 1, 2016 will be used as the basis for budgeting FY 2017 salaries.
- The FY 2016 salaries should reflect salaries as of July 1, 2015, which would incorporate
 - any approved FY 2016 Annual Salary Review adjustments (as of July 1, 2015)
 - FY 2015 COLA (as of January 1, 2015).
 - any reclassifications that have been submitted and approved in Workday.
- **No additional funds should be budgeted for any FY 2017 Collective Bargaining Agreement Adjustments.** The Department of Budget and Management will include any adjustments that may result from FY 2017 collective bargaining negotiations (Fall 2015), including an FY 2017 COLA or step increases. *Agencies with non-general funded positions should anticipate the possibility of an FY 2017 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 at DBM, to ensure the OPSB database is up-to-date.

New Position Requests

Every effort should be made to meet agency needs within the existing workforce before requesting new positions. New position requests, including contractual conversions, must be requested as over-the-target items, even if the agency plans to fund the positions within the general fund target. 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.

New position requests that can be covered within the target should be entered into HOBO (or other acceptable format) by agency personnel before submitting the request to DBM. New position requests that require funds, in addition to the target, will be entered into HOBO by the DBM budget analyst, if approved in December. 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. Any desired adjustment above the base should be budgeted in Comptroller Object 0112, reclassifications. Contractual conversions should be budgeted no greater than one step above the grade/step of the current contract.

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. 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 2016 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 might give priority for contractual conversions to existing workers who have been working in a contractual capacity for at least two years.