
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6270	SPAHRs Human Resource WSF Personal Services Budget Request/Recommendation Overview	Revision Date: 12/27/2011 Version: 3

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Objective

Develop an understanding of the personal services budget request submitted by state agencies and the SPB budget recommendations process

Outcome

On-line capability for agencies to prepare personal service budget requests with appropriate supporting documentation and schedules; and the capability for State Personnel Board to review and make recommendations

Overview

The budget process of SPAHRS automates the personal services budget request and recommendation process for state agencies and the State Personnel Board (SPB). This budget process includes the preparation of required budget schedules for submission to SPB, review and recommendations by SPB, and final approval or disapproval of the request. This process and the relevant screens are detailed in this workbook.

There are several key processes used in the budget process. Each of these is discussed below.

Budget Requests

The budget request process includes the preparation of the actual personnel budget schedules that are submitted with the agency budget. The Prepare Budget Requests Menu, under the Budget Recommendations Menu (**PW BR BQ**), lists each schedule by its identifying letter, as follows:

- A New Positions
- B Reallocations
- C Reclassifications
- D Educational Benchmark Award
- E Special Compensation Plan Experience Benchmark Award
- F Additional Compensation Currently Authorized - Not Projectable
- G Additional Compensation Not Currently Authorized
- H FLSA Overtime Currently Authorized
- I FLSA Overtime Not Currently Authorized
- J Status Change
- K Standby Pay Currently Authorized

There are multiple data entry panels for each schedule. Schedules A, B, C, D and J require the following information on the program budget panel: program number, program percentage, general funds percentage, federal funds percentage, and other funds percentage. The remaining schedules (E, F, G, H, I, K) require the actual dollar amount.

The justification panel contains justification for the request, responsibility of position, and consequences of disapproval. It also provides space for the agency to indicate whether hard-copy attachments to the budget such as the organizational chart, Job Content Questionnaire (JCQ) and other related documents, will be delivered to the designated SPB analyst for consideration in the review process.

Special Features of Budget Request Schedules

The first panel of each schedule has a field entitled “Transaction Type”. There are several options, used at specific times, by the agency or SPB. These are described as follows:

- F Funded. After the specific budget request has been funded by the Legislature through the appropriation process, an F is entered by the agency to complete the budget request and recommendation record.
- M Amendment. An M is entered by SPB if the analyst amends the budget request during the review and recommendation process.
- N New Request. This code is entered by the agency at the time of initial preparation and submission to SPB.
- R Reconsideration. An R is entered by the agency upon submission of a reconsideration request of a disapproved or amended action.
- U Addendum. This code is used by the agency or by SPB to indicate that an addendum has been attached to the request.

There is a field entitled “Qty of PINs Funded” on the New Positions screen (Schedule A), which must be completed after the Legislative Budget process has ended. The agency must enter the number of new positions that were funded to complete the budget request record.

Reclassifications (Schedule C)

Positions can only be requested for reclassification if the Current and Requested Occupations have been previously approved by the SPB as part of the agency’s Authorized Reclassification List. When the agency enters the fields entitled “Current Occu and Requested Occu”, the request is validated against the approved reclassification list. If the relevant occupations are not there, then the user will get an error message.

Budget Recommendations

The budget recommendations process requires the SPB analyst to review the agency - submitted personnel budget requests and to make recommendations in the approval indicator field for each request. The full State Personnel Board gives final approval, but the action cannot become effective until Legislative funding has been authorized.

The budget recommendation screens contain multiple panels. The panels reflect the agency’s request on the left side of the screen and SPB recommendation on the right side of the screen. All budget recommendation screens include a program budget panel and an SPB justification panel. Note: The screen for Reclassifications, Schedule C, does not require justification.

Budget Schedule Inventory Checklist

This feature allows agencies to submit schedules to SPB, or allows SPB to send schedules back to the agencies, thus limiting ownership of the schedules to either the agency or to SPB at a given time. There are two separate Schedule Inventory checklists: Agency (**PW BR SI**) and SPB (**PW BR SB**).

Procedure for Preparation, Submission and Approval of Agency Budget Schedules

The following steps provide a high level explanation of the procedure for preparing, submitting and approving agency budget schedules:

- SPB creates a valid Agency Fiscal Year record and Agency FY Program Budget record for each SPAHRS agency.
- SPB adds an inventory shell for the applicable fiscal year for all agencies in SPAHRS by accessing the Add Budget Schedule Inventory for all Agencies (**PW BR AI**) screen.
- Agency staff accesses the budget schedule screens and enter their budget data for all requests. After completing the schedules, agencies indicate what is being submitted to SPB for each schedule on the Agency Budget Schedule Inventory (**PW BR SI**) screens. This option contains five panels. Initially, all schedules should be submitted to SPB at once.
- The first panel of the Agency Budget Schedule Inventory screen indicates the status of the budget schedules. For example, the submit budget and funding schedules indicators, the board approved date, funding submitted date, date ready for final system edit, and date approved for fiscal year conversion are provided on this screen. This screen is also used to change ownership of the budget schedules.
- After the agency has submitted its data to SPB, the SPB analyst reviews the schedules to arrive at a recommendation. At any time during the review process, the agency can request SPB to return the request for revision, or the analyst can return it to the agency requesting that revisions be made. To release the schedules back to the agency, the SPB analyst accesses the SPB Budget Schedule Inventory (**PW BR SB**) screen and indicates the appropriate schedules are being returned. When the changes are made to the schedules and the agency resubmits them, the system changes the ownership back to SPB and the status back to Pending.
- When SPB completes its recommendations, the SPB analyst enters the approval, disapproval, or amended indicator for each request. The budget recommendations are then submitted to the Board for final approval.
- When Board approval is granted, SPB accesses the Set Board Approved Date for Budget Schedules (**PW BR AD**) and enters the Board approved date along with the fiscal year for which it applies. The data then goes through a series of system edits. If the data passes the edits, the system will complete the date approved for fiscal year conversion.
- The analysts then release the budget schedules back to the agencies. When the release occurs, a notification will appear at the agency. At this point the agencies can access the schedules to review the recommendations.
- After the Legislature authorizes funding, agency staff access the schedules and enter F (Funded) into the transaction type field for all funded requests. For Schedule A, the number of PINs funded must also be entered.
- At this point, the agency uses the Agency Budget Schedule Inventory to enter **Yes** in the “Submit Funding Schedules to SPB” field. SPB verifies and corrects any funding items and, when complete, enters the “Date Ready for Final System Edit” on its inventory

screen.

- The system runs an edit on all funded items and, if all edits pass, loads the “Date Approved for Fiscal Year Conversion” to the Inventory screen. If the edits fail, the “Date Ready for Final System Edit” is removed, and an edit listing is produced for use by SPB to make the necessary corrections.

There are also several browse options available to review the budget recommendations and justifications, the agency fiscal year data, and the statewide PIN data.