Mississippi Management and Reporting System

Department of Finance and Administration

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Objective

Develop an understanding of the personal services budget request submitted by state agencies.

Outcome

On-line capability for agencies to prepare personal service budget requests with appropriate supporting documentation and schedules.

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

This process includes the preparation of the actual personnel budget schedules that are submitted with the agency's budget request for review and recommendation by SPB. The Budget Recommendations Menu contains a Prepare Budget Requests Menu and a Prepare Budget Recommendations Menu. These menus list each schedule by its identifying letter (A, B, C, etc.).

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 hardcopy 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.

Your Action ...	System Response ...
1. Choose **PW** (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will appear.

```
PHFNC10  PHVK        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/19/2019
PHIMAINU PHIMAINM  Propose Wage, Salary and Fringe Benefits Menu       10:58 AM


           Code      Description                          FastPath


           SS    Salary Survey Menu                       SALS
           RR    Realignment Recommendations Menu         RLGN
           BR    Budget Recommendations Menu              BUDG
           BP    Budget Projection Menu                   BPRO
           RB    Budget Reports Menu                      BRPT
           RM    WSF Reports Menu                         WSFR
           OP    Occupation Proposal Menu                 PROC
           FC    Fiscal Year Conversion                   FYCO
           OW    SPB-Earnings Code Table                  SPBEC






      Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                   Quit
```

Your Action ...	System Response ...
2. Choose **BR** (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.

```
PHFNC10  PHVK        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/19/2019
PHIMAINU PHIMAINM            Budget Recommendations Menu                10:59 AM


          Code      Description                            FastPath

          BQ    Prepare Budget Requests                    BREQ
          BC    Prepare Budget Recommendations             BREC
          BS    SPB Browse Budget Schedule Inventory       INVB
          SI    Agency Budget Schedule Inventory           IVNT
          BA    Browse Schedule A by Fiscal Year
          BB    Browse Schedule B/C by Fiscal Year
          AI    Add Budget Sched. Inventory for all Agencies
          AD    Set Board Approved Date for Budget Schedules
          SB    Browse SPB Budget Schedule Inventory





     Code: __


Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Your Action ...	System Response ...
3. Choose **BQ** (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.

```
PHFNC10  PHVK        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/19/2019
PHOWBR1D PHOWBR1M              Prepare Budget Requests                 11:00 AM



              A New Positions
              B Reallocations
              C Reclassifications
              D Educational Benchmark Award
              E Special Compensation Plan Experience Benchmark Award
              F Additional Comp. 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




      Select Schedule: _   Show Recommendation: N (Y/N)
      Fiscal Year: ____  *Agency: ____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                               Quit
```

Schedule A - New Positions

This schedule is used by an agency requesting authorization for new positions. SPB policy is to recommend additional positions only for one of the following reasons: 1) there is a new program added to the agency's responsibility, 2) existing programs have been expanded, or 3) there is a need for additional positions for the continuation of existing programs.

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.

Your Action ...	System Response ...
1. Choose the schedule letter **A** (New Positions), enter the fiscal year and the agency number, and press ENTER.	The New Positions (Budget) screen will appear. See the following screen.

```
PHFNC10  PHVK        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/19/2019
PHOWQA1D PHOWQA1M                 New Positions (Budget)               11:03 AM
                                                                       3 more >
*Act: _ (A,B,C,D,M,P)
 FY : 2020 *Agency Nbr: 0160                                      Seq: ____
 Group: __          *Transaction Type: _     View: N


   Qty of PINs: ___                      Qty of PINs Funded: ___
Copy From PIN: _____ From FY: ____      Projected Eff Date: __ __ ____
 *FLSA Status: _                              *PIN County: __
        *OCCU: _____ *Proposed: N (Y/N)   SPB Process: _
        Title:                                  Org Code: _____
  Start Salary:         End Salary:             End Date: __ __ ____
*Exec Service: _                            *Supervision: _
*Service Type: __                          Geo. Location: __ __ __ __ __ __
 Service Date: __ __ ____                          *Type: _
    Part/Full:     FTE:                  Exceed Head Sal: _
       Months: __                                  Hours: __
        *Auth: ___                        Arrest Authority: _


Direct Command: _____    A Q
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd        Left  Right Quit
```

Your Action ...	System Response ...
2. Choose **A**dd or the desired action. Press ENTER.	
3. Enter the following information: Seq: The system assigned number. Group: The reference ID to identify a group of individual requests that have the same justification. Grouping is at the discretion of the agency. *Transaction Type: Enter the budget transaction type from the following options: **F** - Funded, **M** - Amendment, **N** - New Request, **R** - Reconsideration, and **U** - Addendum. Defaults to N. View: Enter **Ye**s to access a pop up window that displays the history of the transaction. Defaults to No. **Qty of PINs**: Number of PINs being requested. Qty of PINs Funded: Number of PINs funded by Legislature. Copy From PIN: The PIN, which can be copied to the requested PIN. From FY: The fiscal year in which the copy from PIN is being pulled.	

Your Action ...	System Response ...
Continue entering the following information: Press ENTER if the copy feature is used. **Projected Effective Date**: The projected effective date of the requested new position(s) - 07/01/____. ***FLSA Status**: Enter the FLSA code for the requested new position(s). ***PIN County**: Enter the county code for the requested new position(s). ***OCCU**: Enter the occupational code for the requested new position. *Proposed: (Y/N) Defaults to No. Change to Y (for Yes) if the occupation entered is a proposed new occupation. **SPB Process (Y/N)**: This field indicates if SPB processes the paperwork for the requesting agency regardless of whether or not the agency is a state service or non-state service agency. Title: Occupation title - this is completed by the system based on the occupational code. **Org Code**: This is usually a 5-, 6-, 7-, or 8-digit number, which corresponds to the number, indicated in each box of an organizational chart but does not correspond to the SAAS organization code. Start Salary: This is completed by the system based on the requested occupation. End Salary: This is completed by the system based on the requested occupation. ***Exec Service**: Executive compensation indicator code. ***Supervision**: Indicates whether the position is required to supervise. Valid values are 1 (No supervision) or 2 (Supervisor, Direct/Project). ***Service Type**: The code denoting if the position is state service or non-state service. Geo Location: The geographical location of the requested new position if applicable. Service Date: MM DD YYYY indicates the effective date of the service type. ***Type**: Permanent/Time Limited code for the position. Part/Full: This is completed by the system based on months and hours entered. FTE (Full Time Equivalent): This is completed by the system based on months and hours entered. Exceed Head Salary: Yes or No.	Data from the copied PIN will be populated and may be modified if different for the new requested PIN.

Your Action ...	System Response ...
Continue entering the following information: **Months**: The number of months per year projected for this position. **Hours:** The number of hours per week projected for this position. *Auth: Code denoting if this position was authorized in an appropriation bill or escalated through DFA. Arrest Authority: This field indicates if the requested new position has arrest authority.	
4. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```
PHFNC10  PHVK       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/19/2019
PHOWQA1D PHOWQA2M                New Positions (Budget)                 11:08 AM
< 1 more                                                              2 more >
*Act:   (A,B,C,D,M,P)
 FY : 2020 *Agency Nbr: 0160                                     Seq:
 Group: __         *Transaction Type: _     View: N


   Req Occupation:
     *WComp Class: _____              Teacher Months: __
        *Schedule: __          Number Times To Be Paid: __
 *Retirement Pgm: _____  _____         *Emolument Type: _____ Amt: _____
   *PAR Sort Code: ____             *Leg Mileage Type: ____    Mileage: ___
*Selection Exempt: __                    *Pay Method: _ *Pay Frequency: _
      EE04 Exempt: _                     PERS PIN Code: _____
 PAR Required Ind: _                      *Extra Hours: __





Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd        Left  Right Quit
```

Your Action ...	System Response ...
5. Enter or modify the following information: Req Occupation: This field is displayed based on the occu entered on the first panel. *Wcomp Class: Code indicating workers' compensation classification. Teacher Months: If the position is classified as a teacher, the number of months an employee in this position would work in a year.	

Your Action ...	System Response ...
Continue entering the following information: *Schedule: The code for the standard work schedule for the position. Number Times To Be Paid: The number of months of the year the position is to be paid - **if** the requested position is classified as a teacher. *Retirement PGM: Code indicating the retirement program for this PIN. This field is required if the SPB process field is yes. (In the position segment this defaults to regular retirement.) *Emolument Type: Amt: The type and amount, if any, of emoluments tied to this requested new position. *PAR Sort code: The performance appraisal review sort code, which allows grouping of positions and facilities report capabilities in PAR. *Leg Mileage Type: Enter the code for legislative mileage. Mileage: The amount of mileage incurred. *Selection Exempt: Indicates register code. **Pay Method**: The method of payment for this position; **H**ourly or **S**alary. **Pay Frequency**: The frequency of pay for this position; **B**iweekly, **M**onthly, **S**emi-monthly, or **W**eekly. EE04 Exempt: This field indicates if the requested new position is EE04 exempt (Yes or No). PERS PIN Code: Identification number for this position used by the Public Employee Retirement System. PAR Required Ind: Indicates if this position is required to comply with PAR. *Extra Hours: The code used for identifying the type of extra hours authorized. This code is entered into report time and taken into consideration in the payment process. This code must correspond to the FLSA code.	
6. Press F11 to access the third panel of this screen.	The third panel of this screen will appear.

```
PHFNC10  PHVK       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/19/2019
PHOWQA1D PHOWQA3M                 New Positions (Budget)               11:10 AM
< 2 more                                                             1 more >
*Act:  (A,B,C,D,M,P)
 FY : 2020 *Agency Nbr: 0160                                        Seq:
 Group: __         *Transaction Type: _    View: N


Req Occupation:

Pgm Budget -->       Description           *PGM#  PGM%   GF%    FF%    OF%
                                            __  _____ _____ _____ _____
                                            __  _____ _____ _____ _____
                                            __  _____ _____ _____ _____
                                            __  _____ _____ _____ _____
                                            __  _____ _____ _____ _____
                                            __  _____ _____ _____ _____
                                            __  _____ _____ _____ _____
                                            __  _____ _____ _____ _____
                                            __  _____ _____ _____ _____
                                            __  _____ _____ _____ _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
7. Enter or modify the following funding information: ***PGM#**: Enter the program budget number. **PGM%**: Enter the percentage this particular program will be used for the requested position's budget. The PGM% of all chosen programs must equal 100%. **GF%**: Enter the percentage of general funds that will be used to pay for the program. **FF%**: Enter the percentage of federal funds that will be used to pay for the program. **OF%**: Enter the percentage of other funds that will be used to pay for the program.	
8. Press F11 to access the fourth panel of this screen.	The fourth panel of this screen will appear.

```
PHFNC10  PHVK        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/19/2019
PHOWQA1D PHOWQAFM              New Positions (Budget)                 11:10 AM
< 3 more
*Act:   (A,B,C,D,M,P)
 FY : 2020 *Agency Nbr: 0160                                      Seq:
 Group:           *Transaction Type: _   View: N
*Req Reason         : _
Justification:                                    View: N     1   of   0
_____
_____
_____
Responsibility:                                   View: N     1   of   0
_____
_____
_____
Consequence of Disapproval:                       View: N     1   of   0
_____
_____
_____
Attachments--> Org Charts: _  JCQ: _  Other Related Documents: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
9. Enter the following information: *Req Reason: Indicates budget request reason code (1 - New Program, 2 - Expanded Program, 3-Continuation). Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification. Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility. Consequence of Disapproval: The consequences to the agency of SPB's disapproval of this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval. Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.	

Your Action ...	System Response ...
10. Press ENTER.	The system will display the following message: New Position A-Q-yyyy-aaaa-xx added successfully.

Schedule B - Reallocations

Schedule B is used by an agency to request authorization for reallocations of positions. This schedule contains three panels. The third panel is the justification panel.

Your Action ...	System Response ...
1. Choose **PW** (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will appear.
2. Choose **BR** (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose **BQ** (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.
4. Choose the schedule letter **B** (Reallocations), fiscal year and agency number and press ENTER.	The Reallocations (Budget) screen will appear.

```
PHFNC10  PHVK        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/19/2019
PHOWQB1D PHOWQBAM             Reallocations (Budget)                 11:13 AM
                                                                     2 more >
*Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency: 0160                                    Seq: ____
*PIN: _____   SSN:
Group: __     *Transaction Type: _   View: N
                  Current                    Requested
        -----------------------------------------------------------------
       *OCCU:                          |   _____  *Proposed: N
        Title:                         |
Start/End Sal:          -              |              -
*Service Type:                         |   __
*Exec Service:                         |   _
 *FLSA Status:                         |   _


               Request Annual Salary:
               Annual Cost With Fringe:



Direct Command: _____    B Q
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End         Note        Bkwd  Fwd        Left  Right  Quit
```

Your Action ...	System Response ...
1. Choose **A**dd and enter the following information: Seq: The system assigned number. ***PIN**: Enter the PIN number of the position being requested for reallocation. SSN: The system will populate if the PIN is filled.	
2. Press ENTER.	
3. Enter the following information, as applicable: Group: The reference ID of the group of positions being reallocated with identical justification. *Transaction Type: Enter the budget transaction type from the following options: **F** - Funded, **M** - Amendment, **N** - New Request, **R** - Reconsideration, and **U** - Addendum. Defaults to N. View: Enter **Y**es to access a pop up window that displays the history of the transaction. Defaults to No. Current Position information: All fields are completed by the system. **Requested OCCU**: The proposed occupation code of the position being requested for reallocation. *Proposed: (Y/N) This defaults to **N**o. Enter **Y**es if the occupation entered is a proposed new occupation. Title: Occupation Title - this is completed by the system. Start/End Salaries: This is completed by the system based on the requested occupation. *Service Type: The code denoting if the position is state service or non-state service. *Exec Service: Executive compensation indicator code. FLSA Status: Enter the code indicating the FLSA status of this position. Req Annual Salary: The requested salary for this position. This is completed by the system using the promotional formula. Annual Cost With Fringe: The annual cost for the position; this is completed by the system.	
4. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```
PHFNC10  PHVK       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/19/2019
PHOWQB1D PHOWQBBM              Reallocations (Budget)                11:14 AM
< 1 more                                                           1 more >
*Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency: 0160                                       Seq: ____
*PIN: _____    SSN:
 Group: __    *Transaction Type: _   View: N


         Current                              Requested
------------------------------------------------------------------------------
*PGM#  PGM%   GF%    FF%    OF%    Desc  |*PGM# PGM%   GF%    FF%    OF%
                                        | __  _____ _____ _____ _____
                                        | __  _____ _____ _____ _____
                                        | __  _____ _____ _____ _____
                                        | __  _____ _____ _____ _____
                                        | __  _____ _____ _____ _____
                                        | __  _____ _____ _____ _____
                                        | __  _____ _____ _____ _____
                                        | __  _____ _____ _____ _____
                                        | __  _____ _____ _____ _____
                                        | __  _____ _____ _____ _____
                                        | __  _____ _____ _____ _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End          Note      Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
5. Enter or modify the following funding information: *PGM#: Enter the program budget number. PGM%: Enter the percentage this particular program will be used for the requested position(s)' budget. The PGM% of all chosen programs must equal 100%. GF%: Enter the percentage of general funds that will be used to pay for the program. FF%: Enter the percentage of federal funds that will be used to pay for the program. OF%: Enter the percentage of other funds that will be used to pay for the program.	
6. Press F11 to access the third panel of this screen.	The third panel of this screen will appear.

```
PHFNC10  PHVK        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   06/19/2019
PHOWQB1D PHOWQBFM              Reallocations (Budget)                11:15 AM
< 2 more
 Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency: 0160                                   Seq: ____
*PIN: _____    SSN:
 Group: __    *Transaction Type: _  View: N
*Req Reason      : _
Justification:                                    View: N      1   of   0
_____
_____
_____
_____
Responsibility:                                   View: N      1   of   0
_____
_____
_____
_____
Consequence of Disapproval:                       View: N      1   of   0
_____
_____
_____
Attachments--> Org Charts: _  JCQ: _  Other Related Documents: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
7. Enter the following information: *Req Reason: Indicates budget request reason code (1 - New Program, 2 - Expanded Program, 3-Continuation). Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification. Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility. Consequence of Disapproval: The consequences to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval. Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.	
8. Press ENTER.	The system will display the following message: Sched (B): B-Q-yyyy-aaaa-xx added successfully.

Schedule C - Reclassifications

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.

Your Action ...	System Response ...
1. Choose **PW** (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will appear.
2. Choose **BR** (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose **BQ** (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.
4. Choose the schedule letter **C** (Reclassifications), fiscal year, and agency number and press ENTER.	The Reclassifications (Budget) screen will appear.

```
PHFNC10  PHVK       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/19/2019
PHOWQC1D PHOWQCAM               Reclassifications (Budget)             11:17 AM
                                                                       1 more >
*Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency: 0160                                          Seq: ____
*PIN: _____   SSN:
*Transaction Type: _   View: N
                Current                        Requested
     ---------------------------------------------------------------------------
        *OCCU:                            |   _____
         Title:                           |
Start/End Sal:          -                 |            -
*Service Type:                            |   __
*Exec Service:                            |   _
 *FLSA Status:                            |   _


                   Request Annual Salary:
                   Annual Cost With Fringe:



Direct Command: _____     C Q
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
5. Choose **A**dd and enter the following information: Seq: The system assigned number. ***PIN**: Enter the PIN number of the position requested for reclassification. SSN: System will populate if the PIN is filled.	
6. Press ENTER.	
7. Enter the following information, as applicable: *Transaction Type: Enter the budget transaction type from the following options: **F** - Funded, **M** - Amendment, **N** - New Request, **R** - Reconsideration, and **U** - Addendum. Defaults to No. View: Enter **Y**es to access a pop up window that displays the history of the transaction. Defaults to No. Current Position information: All fields are completed by the system. **Requested OCCU**: The proposed occupation code of the position being requested for reclassification. Title: Occupation Title - this is completed by the system based on the requested OCCU code. Start/End Salaries: This is completed by the system based on the requested occupation. *Service Type: The code denoting if the position is state service or non-state service. *Exec Service: Executive compensation indicator code. FLSA Status: Enter the code indicating the FLSA status of this position. Request Annual Salary: The requested salary for this position. This is completed by the system using the promotional formula. Annual Cost With Fringe: The annual cost for the position; this is completed by the system.	
8. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```
PHFNC10  PHVK      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   06/19/2019
PHOWQC1D PHOWQCBM             Reclassifications (Budget)           11:21 AM
< 1 more
*Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency: 0160                                   Seq: ____
*PIN: _____    SSN:
*Transaction Type: _   View: N


          Current                            Requested
-----------------------------------------------------------------------
*PGM# PGM%   GF%    FF%    OF%    DESC  |*PGM#  PGM%   GF%    FF%    OF%
                                       | __   _____  _____  _____  _____
                                       | __   _____  _____  _____  _____
                                       | __   _____  _____  _____  _____
                                       | __   _____  _____  _____  _____
                                       | __   _____  _____  _____  _____
                                       | __   _____  _____  _____  _____
                                       | __   _____  _____  _____  _____
                                       | __   _____  _____  _____  _____
                                       | __   _____  _____  _____  _____
                                       | __   _____  _____  _____  _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note      Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
9. Enter the following funding information: *PGM#: Enter the program budget number. PGM%: Enter the percentage this particular program is of the requested position(s)' budget. The PGM% of all chosen programs must equal 100%. GF%: Enter the percentage of general funds that will be used to pay for the program. FF%: Enter the percentage of federal funds that will be used to pay for the program. OF%: Enter the percentage of other funds that will be used to pay for the program.	
10. Press ENTER.	The system will display the following message: Sched (C): C-Q-yyyy-aaaa-xx added successfully.

Schedule D - Educational Benchmark Award

This schedule is used by an agency requesting an educational benchmark increase for specific employees. Qualifications for benchmarks are set each fiscal year by the Personnel Board and published prior to the deadline for entering budget requests.

Your Action ...	System Response ...
1. Choose **PW** (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will appear.
2. Choose **BR** (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose **BQ** (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.
4. Choose the Schedule letter **D** (Educational Benchmark Award) and press ENTER.	The Educational Benchmark (Budget) screen will appear.

```
PHFNC10  PHVK        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/19/2019
PHOWQD1D PHOWQDAM              Educational Benchmark (Budget)           12:32 PM
                                                                       2 more >
*Act: _ (A,B,C,D,M,P)
 FY : 2020  *Agency: 0160                                        Seq: ____
*PIN: _____    SSN:    - -
              Occu:
*Transaction Type  : _    View: N


            Current     Start       End
            Salary      Salary      Salary
 Current:


Proposed: _____                    SI Fringe Rate:
Annual Cost With Fringe  :

Educational Longevity Amt:
*Degree/Lic/Cert/Reg Code: _____



Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End          Note        Bkwd  Fwd          Left  Right Quit
```

Your Action ...	System Response ...
5. Choose **A**dd and enter the following information: Seq: The system assigned number. ***PIN**: Enter the employee's PIN that is requested for the educational benchmark.	
6. Press ENTER.	

Your Action ...	System Response ...

7. Enter the following information:
 	
   SSN: This is completed by the system.
   Occu: This is completed by the system.
   *Transaction Type: Enter the budget transaction type from **the** following options: **F** - Funded, **M** - Amendment, **N** - New Request, **R** - Reconsideration, and **U** - Addendum. Defaults to N.
   View: Enter **Y**es to access a pop up window that displays the history of the transaction. Defaults to No.
   Current Salary: This is completed by the system.
   Current/Start/End Salary: This is completed by the system.
   Proposed: Enter the proposed salary for this request.
   SI Fringe Rate: Percentage increase in fringe benefit costs used when an existing employee of an agency receives a pay increase in a given fiscal year. This is completed by the system.
   Annual Cost With Fringe: Total cost of increase is calculated by the system.
   Educational Longevity Amount: If an employee is at or beyond ending salary, he or she may only receive a one-time lump sum amount (longevity). Enter the amount.
   *Degree/Lic/Cert/Reg Code: The code indicating the type of benchmark achieved.	

8. Press F11 to access the second panel.	The second panel of this screen will appear.

```
PHFNC10  PHVK       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/19/2019
PHOWQD1D PHOWQJCM            Educational Benchmark (Budget)            12:34 PM
< 1 more                                                              1 more >
*Act: _ (A,B,C,D,M,P)                                                        D
 FY : 2020  *Agency: 0160                                       Seq: ____
*PIN: _____
*Transaction Type  : _   View: N


Pgm Budget -->        Description            *PGM#   PGM%   GF%    FF%    OF%
                                               __   _____  _____  _____  _____
                                               __   _____  _____  _____  _____
                                               __   _____  _____  _____  _____
                                               __   _____  _____  _____  _____
                                               __   _____  _____  _____  _____
                                               __   _____  _____  _____  _____
                                               __   _____  _____  _____  _____
                                               __   _____  _____  _____  _____
                                               __   _____  _____  _____  _____
                                               __   _____  _____  _____  _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd        Left  Right Quit
```

Your Action ...	System Response ...
9. Enter the following funding information: *PGM#: Enter the program budget number. PGM%: Enter the percentage this particular program is of the requested position(s)' budget. The PGM% of all chosen programs must equal 100%. GF%: Enter the percentage of general funds that will be used to pay for the program. FF%: Enter the percentage of federal funds that will be used to pay for the program. OF%: Enter the percentage of other funds that will be used to pay for the program.	
10. Press F11 to access the third panel.	The third panel of this screen will appear.

```
PHOWQDBM PHVK        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/19/2019
PHOWQD1D PHOWQDBM              Educational Benchmark (Budget)          12:34 PM
< 2 more
*Act: _  (A,B,C,D,M,P)                                                    D
 FY : 2020  *Agency: 0160                                      Seq: ____
*Transaction Type  : _   View: N


Justification:                                          View: N    1   of   0
  _____
  _____
  _____
Responsibility:                                         View: N    1   of   0
  _____
  _____
  _____
Consequence of Disapproval:                             View: N    1   of   0
  _____
  _____
  _____
Attachments-->  Org Charts: _   JCQ: _   Other Related Documents: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...

11. Enter the following information:
 	
    Justification: The justification for the request.
    View: Yes or No. Provides capability to view all lines in Justification.
    Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position.
    View: Yes or No. Provides capability to view all lines in Responsibility.
    Consequence of Disapproval: The consequences to the agency of SPB's disapproving this request.
    View: Yes or No. Provides capability to view all lines in Consequence of Disapproval.
    Attachments - Org Charts: Yes or No.
    JCQ: Yes or No.
    Other Related Documents: Yes or No.	

12. Press ENTER.	The system will display the following message: Budget D, J D-Q-yyyy-aaaa-xx added successfully.

Schedule E - Special Compensation Plan Experience Benchmark Award

This schedule is used by an agency requesting an increase for specific employees based upon the employee's years of experience under a pre-authorized special compensation plan.

Your Action ...	System Response ...
1. Choose **PW** (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will appear.
2. Choose **BR** (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose **BQ** (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.
4. Choose the schedule letter **E** (Special Compensation Plan Experience Benchmark Award) and press ENTER.	The Special Comp (Budget) screen will appear.

```
PHFNC10              STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/19/2019
PHOWQE1D PHOWQEBM                 Special Comp (Budget)                12:35 PM
                                                                      1 more >
*Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency Nbr: 0160                               Seq: ____
*Transaction Type: _ View: N
               *Plan Id: ___
            Qty of PINs: _____
Pgm Budget -->      Description        *PGM#  General   Federal    Other
                                        __   _____    _____    _____
                                        __   _____    _____    _____
                                        __   _____    _____    _____
                                        __   _____    _____    _____
                                        __   _____    _____    _____
                                        __   _____    _____    _____
                                        __   _____    _____    _____
                                        __   _____    _____    _____
                                        __   _____    _____    _____
                                        __   _____    _____    _____
                                        __   _____    _____    _____
                                Totals:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
     Help  Main  End         Note         Bkwd  Fwd        Left  Right Quit
```

Your Action ...	System Response ...
5. Choose **A**dd and press ENTER.	

Your Action ...	System Response ...
6. Enter the following information: Seq: The ID# assigned by the system in sequential order. *Transaction Type: Enter the budget transaction type from the following options: **F** - Funded, **M** - Amendment, **N** - New Request, **R** - Reconsideration, and **U** - Addendum. Defaults to N. View: Enter **Y**es to access a pop up window that displays the history of the transaction. Defaults to No *Plan ID: The identifying number of the specific special compensation plan pre-authorized and requested for the specified PINs. Quantity of PINs: The number of PINs for which special compensation is being requested. Requested Program Details: ***PGM#**: The program budget number. **General**: The amount of general funds to be used for this award (in dollars) relevant to the specific program number. **Federal**: The amount of federal funds to be used for this award (in dollars) relevant to the specific program number. **Other**: The amount of other funds to be used for this award (in dollars) relevant to the specific program number.	
7. Press F11 to access the second panel.	The second panel of this screen will appear.

```
PHFNC10  PHVK      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/19/2019
PHOWQE1D PHOWQEJM              Special Comp (Budget)               12:38 PM
< 1 more
*Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency Nbr: 0160                             Seq: ____
*Transaction Type: _  View: N


Justification:                                  View: N    1   of   0
_____
_____
_____

Responsibility:                                 View: N    1   of   0
_____
_____
_____

Consequence of Disapproval:                     View: N    1   of   0
_____
_____
_____

Attachments--> Org Charts: _  JCQ: _  Other Related Documents: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
8. Enter the following information: Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification. Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility. Consequence of Disapproval: The consequences to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval. Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.	
9. Press ENTER.	The system will display the following message: Schedule E-Q-yyyy-aaaa-xx added successfully.

Schedule F - Additional Compensation Currently Authorized – Not Projectable

Schedule F is used to request additional compensation, other than FLSA overtime, that is currently authorized but non-projectable.

Your Action ...	System Response ...
1. Choose **PW** (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will appear.
2. Choose **BR** (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose **BQ** (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.
4. Choose the schedule letter **F** (Additional Comp. Currently Authorized-Not Projectable) enter the fiscal year and the agency number and press ENTER.	The Add Comp Currently Authorized-Not Projectable screen will appear.

```
PHFNC10              STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/19/2019
PHOWQF1D PHOWQEXM  Add Comp Currently Authorized-Not Projectable       12:39 PM
                                                                       1 more >
*Act: _  (A,B,C,D,M,P)
 FY : 2020    *Agency: 0160                                     Seq: ____
*Transaction Type  : _   View: N                       Number of PINs: _____
             *Occu: _____

Pgm Budget -->      Description         *PGM#  General   Federal    Other
                                        __  _____  _____  _____
                                        __  _____  _____  _____
                                        __  _____  _____  _____
                                        __  _____  _____  _____
                                        __  _____  _____  _____
                                        __  _____  _____  _____
                                        __  _____  _____  _____
                                        __  _____  _____  _____
                                        __  _____  _____  _____
                                        __  _____  _____  _____
                                 Totals:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note      Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
5. Choose **A**dd and press ENTER.	

Your Action ...	System Response ...
6. Enter the following information: Seq: The ID# assigned by the system in sequential order. *Transaction Type: Enter the budget transaction type from the following options: **F** - Funded, **M** - Amendment, **N** - New Request, **R** - Reconsideration, and **U** - Addendum. Defaults to N. View: Enter **Y**es to access a pop up window that displays the history of the transaction. Defaults to No. *Number of PINs: The number of PINs for which callback pay is being requested. *Occu: Occu code for which callback pay is being requested. **PGM#**: The program budget number. **General**: The amount of general funds to be used for this award (in dollars) relevant to the specific program number. **Federal**: The amount of federal funds to be used for this award (in dollars) relevant to the specific program number. **Other**: The amount of other funds to be used for this award (in dollars) relevant to the specific program number.	
7. Press F11 to access the second panel.	The second panel of this screen will appear.

```
PHFNC10  PHVK       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/19/2019
PHOWQF1D PHOWQEJM  Add Comp Currently Authorized-Not Projectable     12:43 PM
< 1 more
*Act: _  (A,B,C,D,M,P)
 FY : 2020    *Agency Nbr: 0160                                Seq: ____
*Transaction Type: _  View: N

Justification:                                   View: N     1   of   0
_____
_____
_____
Responsibility:                                  View: N     1   of   0
_____
_____
_____
Consequence of Disapproval:                      View: N     1   of   0
_____
_____
_____
Attachments--> Org Charts: _  JCQ: _  Other Related Documents: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
8. Enter the following information: Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification. Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility. Consequence of Disapproval: The consequences to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval. Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.	
9. Press ENTER.	The system will display the following message: Schedule F-Q-yyyy-aaaa-xx added successfully.

Schedule G - Additional Compensation Not Currently Authorized

This schedule is used to request additional compensation, other than FLSA overtime, that is not currently authorized.

Your Action ...	System Response ...
1. Choose **PW** (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will appear.
2. Choose **BR** (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose **BQ** (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.
4. Choose the schedule letter **G** (Additional Compensation Not Currently Authorized) and press ENTER.	The Additional Compensation Not Currently Authorized (Budget) screen will appear.

```
PHFNC10              STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/19/2019
PHOWQG1D PHOWQEXM                Addl Comp Not Auth (Budget)              12:45 PM
                                                                       1 more >
*Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency: 0160                                       Seq: ____
*Transaction Type  : _   View: N                      Number of PINs: _____
            *Occu: _____

Pgm Budget -->      Description            *PGM#  General   Federal    Other
                                            __   _____   _____   _____
                                            __   _____   _____   _____
                                            __   _____   _____   _____
                                            __   _____   _____   _____
                                            __   _____   _____   _____
                                            __   _____   _____   _____
                                            __   _____   _____   _____
                                            __   _____   _____   _____
                                            __   _____   _____   _____
                                            __   _____   _____   _____
                                            __   _____   _____   _____
                                  Totals:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
5. Choose **A**dd and press ENTER.	

Your Action ...	System Response ...
6. Enter the following information: Seq: The ID# assigned by the system in sequential order. *Transaction Type: Enter the budget transaction type from the following options: **F** - Funded, **M** - Amendment, **N** - New Request, **R** - Reconsideration, and **U** - Addendum. Defaults to N. View: Enter **Y**es to access a pop up window that displays the history of the transaction. Defaults to No. *Number of PINs: The number of PINs for which additional compensation is being requested. *Occu: Occu code for which additional compensation is being requested. Requested Program Details: ***PGM#**: The program budget number. **General**: The amount of general funds to be used for this award (in dollars) relevant to the specific program number. **Federal**: The amount of federal funds to be used for this award (in dollars) relevant to the specific program number. **Other**: The amount of other funds to be used for this award (in dollars) relevant to the specific program number.	
7. Press F11 to access the second panel.	The second panel of this screen will appear.

```
PHFNC10  PHVK       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/19/2019
PHOWQG1D PHOWQEJM              Addl Comp Not Auth (Budget)            12:47 PM
< 1 more
*Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency Nbr: 0160                               Seq: ____
*Transaction Type: _  View: N


Justification:                                   View: N      1   of    0
       _____
       _____
       _____
Responsibility:                                  View: N      1   of    0
       _____
       _____
       _____
Consequence of Disapproval:                      View: N      1   of    0
       _____
       _____
       _____
Attachments--> Org Charts: _  JCQ: _  Other Related Documents: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
8. Enter the following information: Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification. Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility. Consequence of Disapproval: The consequences to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval. Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.	
9. Press ENTER.	The system will display the following message: Schedule G-Q-yyyy-aaaa-xx added successfully.

Schedule H - FLSA Overtime Currently Authorized

This schedule is used to request funds for FLSA overtime pay for non-exempt FLSA status classifications that are presently authorized to receive such compensation.

Your Action ...	System Response ...
1. Choose **PW** (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will appear.
2. Choose **BR** (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose **BQ** (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.
4. Choose the schedule letter **H** (FLSA Overtime Currently Authorized) and press ENTER.	The FLSA Overtime Currently Authorized (Budget) screen will appear.

```
PHFNC10              STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/19/2019
PHOWQH1D PHOWQHXM              FLSA OT CURR AUTH (BUDGET)             12:49 PM
                                                                     1 more >
*Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency: 0160                                  Seq: ___
*Transaction Type  : _   View: N              Number of Hours: _____
            *Occu: _____

Pgm Budget -->      Description            *PGM#  General   Federal   Other
                                           __  _____  _____  _____
                                           __  _____  _____  _____
                                           __  _____  _____  _____
                                           __  _____  _____  _____
                                           __  _____  _____  _____
                                           __  _____  _____  _____
                                           __  _____  _____  _____
                                           __  _____  _____  _____
                                           __  _____  _____  _____
                                           __  _____  _____  _____
                                Totals:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
5. Choose **A**dd and press ENTER.	

Your Action ...	System Response ...
6. Enter the following information: Seq: The ID# assigned by the system in sequential order. *Transaction Type: Enter the budget transaction type from the following options: **F** - Funded, **M** - Amendment, **N** - New Request, **R** - Reconsideration, and **U** - Addendum. Defaults to N. View: Enter **Y**es to access a pop up window that displays the history of the transaction. Defaults to No. *Number of Hours: The number of hours for which FLSA is being requested. *Occu: Occu code for which FLSA is being requested. Requested Program Details: ***PGM#**: The program budget number. **General**: The amount of general funds to be used for this award (in dollars) relevant to the specific program number. **Federal**: The amount of federal funds to be used for this award (in dollars) relevant to the specific program number. **Other**: The amount of other funds to be used for this award (in dollars) relevant to the specific program number.	
7. Press F11 to access the second panel.	The second panel of this screen will appear.

```
PHFNC10  PHVK        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/19/2019
PHOWQH1D PHOWQEJM                FLSA OT CURR AUTH (BUDGET)             12:51 PM
< 1 more
*Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency Nbr: 0160                                       Seq: ____
*Transaction Type: _   View: N

Justification:                                        View: N      1   of   0
 _____
 _____
 _____
Responsibility:                                       View: N      1   of   0
 _____
 _____
 _____
Consequence of Disapproval:                           View: N      1   of   0
 _____
 _____
 _____
Attachments--> Org Charts: _   JCQ: _   Other Related Documents: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...

8. Enter the following information:
 	
    Justification: The justification for the request.
    View: Yes or No. Provides capability to view all lines in Justification.
    Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position.
    View: Yes or No. Provides capability to view all lines in Responsibility.
    Consequence of Disapproval: The consequences to the agency of SPB's disapproving this request.
    View: Yes or No. Provides capability to view all lines in Consequence of Disapproval.
    Attachments - Org Charts: Yes or No.
    JCQ: Yes or No.
    Other Related Documents: Yes or No.	

9. Press ENTER.	The system will display the following message: Schedule H-Q-yyyy-aaaa-xx added successfully.

Schedule I - FLSA Overtime Not Currently Authorized

This schedule is used to request funds for FLSA overtime pay for non-exempt FLSA status classifications that are not presently authorized such compensation.

Your Action ...	System Response ...
1. Choose **PW** (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will appear.
2. Choose **BR** (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose **BQ** (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.
4. Choose the schedule letter **I** (FLSA Overtime Not Currently Authorized) and press ENTER.	The FLSA Overtime Not Currently Authorized (Budget) screen will appear.

```
PHFNC10            STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/19/2019
PHOWQI1D PHOWQHXM              FLSA OT Not Auth (Budget)              12:54 PM
                                                                     1 more >
*Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency: 0160                                   Seq: ____
*Transaction Type  : _   View: N                  Number of Hours: _____
            *Occu: _____

Pgm Budget -->      Description          *PGM#  General   Federal   Other
                                          __   _____   _____   _____
                                          __   _____   _____   _____
                                          __   _____   _____   _____
                                          __   _____   _____   _____
                                          __   _____   _____   _____
                                          __   _____   _____   _____
                                          __   _____   _____   _____
                                          __   _____   _____   _____
                                          __   _____   _____   _____
                                          __   _____   _____   _____
                                Totals:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
5. Choose **A**dd and press ENTER.	

Your Action ...	System Response ...
6. Enter the following information: Seq: The ID# assigned by the system in sequential order. *Transaction Type: Enter the budget transaction type from the following options: **F** - Funded, **M** - Amendment, **N** - New Request, **R** - Reconsideration, and **U** - Addendum. Defaults to N. View: Yes or No. Enter **Y**es to access a pop up window that displays the history of the transaction. Defaults to No. *Number of Hours: The number of hours for which FLSA is being requested. *Occu: Occu code for which FLSA is being requested. Requested Program Details: **PGM#**: The program budget number. **General**: The amount of general funds to be used for this award (in dollars) relevant to the specific program number. **Federal**: The amount of federal funds to be used for this award (in dollars) relevant to the specific program number. **Other**: The amount of other funds to be used for this award (in dollars) relevant to the specific program number.	
7. Press F11 to access the second panel.	The second panel of this screen will appear.

```
PHFNC10  PHVK      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/19/2019
PHOWQI1D PHOWQEJM            FLSA OT Not Auth (Budget)             12:55 PM
< 1 more
*Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency Nbr: 0160                               Seq: ____
*Transaction Type: _  View: N


Justification:                                     View: N      1   of   0
 _____
 _____
 _____
Responsibility:                                    View: N      1   of   0
 _____
 _____
 _____
Consequence of Disapproval:                        View: N      1   of   0
 _____
 _____
 _____
Attachments--> Org Charts: _   JCQ: _   Other Related Documents: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End          Note         Bkwd  Fwd        Left  Right Quit
```

Your Action ...	System Response ...
8. Enter the following information: Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification. Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility. Consequence of Disapproval: The consequences to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval. Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.	
9. Press ENTER.	The system will display the following message: Schedule I-Q-yyyy-aaaa-xx added successfully.

Schedule J - Status Change

This schedule is used to indicate a status change for a position, either from part-time to full-time or vice versa; or from permanent to time-limited or vice versa. This schedule contains three panels.

Your Action ...	System Response ...
1. Choose **PW** (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will appear.
2. Choose **BR** (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose **BQ** (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.
4. Choose the schedule letter **J** (Status Change) and press ENTER.	The Change Status (Budget) screen will appear.

```
PHFNC10  PHVK       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/19/2019
PHOWQJ1D PHOWQJAM                Change Status (Budget)                01:00 PM
                                                                      2 more >
*Act: _ (A,B,C,D,M,P)                                                        J
 FY : 2020 *Agency: 0160                                           Seq: ____
*PIN: _____   SSN:    -  -
             Occu:
*Transaction Type : _   View: N


    Exec Service:                            FLSA Status:
   *Service Type: __                         End Date: __ __ ____

Current:Part/Full:   FTE:       Hours:    Months:      Type:
Request:Part/Full: _ FTE:       Hours: __ Months: __  *Type: _

  Annual Cost Chg:



Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End          Note       Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
5. Choose **A**dd and enter the following information: Seq: The ID# assigned by the system in sequential order. ***PIN**: The PIN for which a status change is being requested.	

Your Action ...	System Response ...
6. Press ENTER.	
7. Enter the following information: SSN: This is completed by the system for filled positions. For vacant positions, it is left blank. OCCU: This is completed by the system. *Transaction Type: Enter the budget transaction type from the following options: **F** - Funded, **M** - Amendment, **N** - New Request, **R** - Reconsideration, and **U** - Addendum. Defaults to N. View: Enter **Y**es to access a pop up window that displays the history of the transaction. Defaults to No. *Exec Service: Executive service indicator code. This is completed by the system. *FLSA Status: The FLSA status code of this PIN. This is completed by the system. ***Service Type**: Enter the code denoting the appropriate service type. End Date: This field is only used for time-limited positions. If the request is to change a permanent position to time-limited, an end date is required. Curr: Part/Full: FTE: Hours: Months: Type: These are completed by the system. **Req: Part/Full: FTE: Hours: Months: *Type**: The number of months and hours projected for this position. Annual Cost Chg: This is completed by the system.	
8. Press F11 to access the second panel of this screen.	The second panel of this screen will be displayed.

_____
___

```
PHFNC10  PHVK        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/19/2019
PHOWQJ1D PHOWQJCM                 Change Status (Budget)              01:03 PM
< 1 more                                                            1 more >
*Act: _ (A,B,C,D,M,P)                                                      J
 FY : 2020  *Agency: 0160                                        Seq: ____
*PIN: _____
*Transaction Type  : _   View: N

Pgm Budget -->        Description           *PGM#   PGM%   GF%    FF%    OF%
                                             __   _____  _____  _____  _____
                                             __   _____  _____  _____  _____
                                             __   _____  _____  _____  _____
                                             __   _____  _____  _____  _____
                                             __   _____  _____  _____  _____
                                             __   _____  _____  _____  _____
                                             __   _____  _____  _____  _____
                                             __   _____  _____  _____  _____
                                             __   _____  _____  _____  _____
                                             __   _____  _____  _____  _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
9. Enter the following funding information: *PGM#: Enter the program budget number. PGM%: Enter the percentage this particular program is of the requested position's budget. The PGM% of all chosen programs must equal 100%. GF%: Enter the percentage of general funds that will be used to pay for the program. FF%: Enter the percentage of federal funds that will be used to pay for the program. OF%: Enter the percentage of other funds that will be used to pay for the program.	
10. Press F11 to access the third panel.	The third panel of this screen will appear.

```
PHFNC10  PHVK        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/19/201
PHOWQJ1D PHOWQJBM                 Change Status (Budget)               01:04 PM
< 2 more
*Act: _ (A,B,C,D,M,P)                                                        J
 FY : 2020 *Agency: 0160                                            Seq: ____
*PIN: _____
*Transaction Type : _    View: N
*Req Reason        : _
Justification:                                         View: N      1   of   0
 _____
 _____
 _____
Responsibility:                                        View: N      1   of   0
 _____
 _____
 _____
Consequence of Disapproval:                            View: N      1   of   0
 _____
 _____
Attachments-->  Org Charts: _   JCQ: _   Other Related Documents: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      Help  Main  End              Note          Bkwd  Fwd          Left  Right Quit
```

Your Action ...	System Response ...
11. Enter the following information: Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification. Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility. Consequence of Disapproval: The consequence to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval. Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.	
12. Press ENTER.	The system will display the following message: Budget D, J J-Q-yyyy-aaaa-xx added successfully.

Schedule K - Standby Pay Currently Authorized

This schedule is used to request standby pay for occupational classes for which these payments are currently authorized.

Your Action ...	System Response ...
1. Choose **PW** (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will appear.
2. Choose **BR** (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose **BQ** (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.
4. Choose the schedule letter **K** (Standby Pay Currently Authorized). Enter the Agency Number and Fiscal Year and press ENTER.	The Standby Pay Currently Authorized (Budget) screen will appear.

```
PHFNC10              STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/19/2019
PHOWQK1D PHOWQEXM            Standby Pay Curr Auth (Budget)             01:08 PM
                                                                      1 more >
*Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency: 0160                                    Seq: ____
*Transaction Type  : _   View: N                 Number of PINs: _____
            *Occu: _____

Pgm Budget -->      Description            *PGM#  General   Federal   Other
                                            __   _____   _____  _____
                                            __   _____   _____  _____
                                            __   _____   _____  _____
                                            __   _____   _____  _____
                                            __   _____   _____  _____
                                            __   _____   _____  _____
                                            __   _____   _____  _____
                                            __   _____   _____  _____
                                            __   _____   _____  _____
                                            __   _____   _____  _____
                                            __   _____   _____  _____
                                Totals:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd        Left  Right Quit
```

Your Action ...	System Response ...
5. Choose **A**dd and press ENTER.	

Your Action ...	System Response ...
6. Enter the following information: Seq: The ID# assigned by the system in sequential order. *Transaction Type: Enter the budget transaction type from the following options: **F** - Funded, **M** - Amendment, **N** - New Request, **R** - Reconsideration, and **U** - Addendum. Defaults to N. View: Enter **Y**es to access a pop up window that displays the history of the transaction. Defaults to No. *Number of PINs: The number of PINs for which Stand By pay is being requested. *Occu: Occu code for which FLSA is being requested. Requested Program Details: ***PGM#**: The program budget number. **General**: The amount of general funds to be used for this award (in dollars) relevant to the specific program number. **Federal**: The amount of federal funds to be used for this award (in dollars) relevant to the specific program number. **Other**: The amount of other funds to be used for this award (in dollars) relevant to the specific program number.	
7. Press F11 to access the second panel.	The second panel of this screen will appear.

```
PHFNC10  PHVK        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/19/2019
PHOWQK1D PHOWQEJM              Standby Pay Curr Auth (Budget)           01:30 PM
< 1 more
*Act: _ (A,B,C,D,M,P)
 FY : 2020    *Agency Nbr: 0160                                    Seq: ____
*Transaction Type: _   View: N


Justification:                                          View: N     1   of   0
_____
_____
_____
Responsibility:                                         View: N     1   of   0
_____
_____
_____
Consequence of Disapproval:                             View: N     1   of   0
_____
_____
_____
Attachments--> Org Charts: _   JCQ: _   Other Related Documents: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
8. Enter the following information: Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification. Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility. Consequence of Disapproval: The consequence to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval. Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.	
9. Press ENTER.	The system will display the following message: Schedule K-Q-yyyy-aaaa-xx added successfully.