

Permanent Salaries Base Instructions

Purpose

- To provide a detailed breakdown, by Job Code, of the Permanent Salaries (Object Code 511100) base, as authorized by a budget bill and/or an A-Bill. It also shows FTE, or Full-Time Equivalent, teammates by Job Code.

Getting Started

In the left-margin menu, under **Base**, click **“Permanent Salaries.”**

- Budget Cycle** defaults to the current cycle.
- Select **Agency**, **Division** (if applicable), **Version**, **Program**, and **Subprogram** from the options that have been assigned to you (see Time-Saver Tip #1 on the right margin).
- If the shortened **Job Titles** are difficult to read, point your mouse over them for a complete job title (also see the Screen Tip on the right margin).
- FTE and salary history is pre-loaded into the system. Unchecking the FY18, FY19 or FY20 History boxes and clicking **Change** removes those columns from the display.

1. Click **Edit** to begin entering amounts for the selected subprogram.

Job Code	Job Title	FY18 FTE	FY18 Actual	FY19 FTE	FY19 Actual	FY20 FTE	FY20 Actual	FY21 Cur FTE	FY21 Cur Appr	Est Salary
G19524	BUDGET MGMT	1.04	105,638	1.00	86,888	1.00	86,888			
K09212	BUSINESS MA	1.00	47,236	1.00	47,551	1.00	47,551			
K19511	BUDGET MANA	0.00		0.57	28,635	0.57	28,635			
K19512	BUDGET MANA	3.99	226,607	3.00	168,896	3.00	168,896			
N00250	DAS DIVISIO	1.00	161,781	1.00	162,939	1.00	162,939			
N00700	DISCRETIONA	0.05	5,585	0.00		0.00				
V19513	BUDGET MANA	2.58	221,104	3.00	236,508	3.00	236,508			
Totals		9.66	\$767,951	9.57	\$731,418	9.57	\$731,418	0	\$0	\$0

Start-Up TIP

If any of the drop-down menus fail to show expected choices, you may need to have your **Security** settings adjusted.

Contact your NBRRS Agency Administrator or the State Budget Division for assistance.

Time-Saver TIP #1

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen. Once your selections are made, press

Save

2. Enter **Current FTE**, **Current Appropriation** and **June 30 Estimated Salary** for FY 2020-21, or “FY21” for each Job Code. Negative numbers are not permitted.

- Each **Job Code** with current FTE must also provide current Appropriation and vice versa.
- FY21 Cur FTE** represents Full-Time Equivalent teammates based on a 2,080-hour year (e.g., 4 part-time teammates working 10 hours/week equals 1.00 FTE) rounded to two decimal places.
- FY21 Cur Appr** is the allocation of Personal Service Limitation, or PSL, to the subprogram for permanent salaries and wages as authorized by a budget bill and/or an A-Bill. Administratively authorized PSL for federal grants approved by the State Budget Division should not be included.
- Est Salary** represents the June 30, 2021 “annualized salary” (i.e., June 30 salary amount applied to a full year) reflecting any mid-year salary increases.
 - Reclassifications or position changes which are anticipated to occur beyond the base year, FY21, should be requested as an **Agency Issue** on the **Issue Details** screen.

Job Code	Job Title	FY18 FTE	FY18 Actual	FY19 FTE	FY19 Actual	FY20 FTE	FY20 Actual	FY21 Cur FTE	FY21 Cur Appr	Est Salary	Delete
G19524	BUDGET MGMT	1.04	105,638	1.00	86,888	1.00	86,888				
K09212	BUSINESS MA	1.00	47,236	1.00	47,551	1.00	47,551				
K19511	BUDGET MANA	0.00		0.57	28,635	0.57	28,635				
K19512	BUDGET MANA	3.99	226,607	3.00	168,896	3.00	168,896				
N00250	DAS DIVISIO	1.00	161,781	1.00	162,939	1.00	162,939				
N00700	DISCRETIONA	0.05	5,585	0.00		0.00					
V19513	BUDGET MANA	2.58	221,104	3.00	236,508	3.00	236,508				
Totals		9.66	\$767,951	9.57	\$731,418	9.57	\$731,418	0	\$0	\$0	

Screen TIP

Free up screen space by selecting **Hide Menu** above the left-margin menu of any screen. Select **Show Menu** to bring back the left-margin menu.

CAUTION: You must click **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

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3. To add Job Codes, either enter a known **Job Code** and click the **Add** button; or click the **Search Job Codes** button to search by Job Code or Job Title.

Job Code:

- On the search screen, the **Job Code** field will search for codes that begin with what is entered while the **Job Title** field will search for the characters contained in the **Job Title**.
- Click on .

Search for JobCodes (Agency: 065 - ADMINISTRATIVE SERVICES)

Job Code: Job Title:

Show: 30 per page

1 2 3

89 Job Codes found, displaying 1 to 30. Page 1 / 3

Select	Job Code	Job Title	Grade
<input type="checkbox"/>	S01112	OFFICE CLERK II	
<input type="checkbox"/>	S01113	OFFICE CLERK III	
<input type="checkbox"/>	S01120	OFFICE SUPERVISOR	
<input checked="" type="checkbox"/>	S01210	TYPIST	
<input type="checkbox"/>	S01311	WORD PROCESSING SPECIALIST I	
<input type="checkbox"/>	S01312	WORD PROCESSING SPECIALIST II	
<input type="checkbox"/>	S01313	WORD PROCESSING SPECIALIST III	

- You may select multiple Job Codes from the search results.
- Sort by **Job Code** or **Job Title** by simply clicking either column header.
- Click to return to the previous screen with the selected Job Code(s).
- Click to clear the criteria entered.
- Click to return to the previous screen without returning a Job Code.
- Job Codes added unnecessarily can be deleted by clicking the button.

Permanent Salaries Base

Budget Cycle: 2021-2023 Agency: 065 - ADMINISTRATIVE SERVICES Division: 03 - BUD Version: 11 - AGENCY REQUEST

Program: 509 - BUDGET DIVISION Subprogram: 001 - OPERATIONS

Display History: FY18 History FY19 History FY20 History

Job Code:

Job Code	Job Title	FY18 FTE	FY18 Actual	FY19 FTE	FY19 Actual	FY20 FTE	FY20 Actual	FY21 Cur FTE	FY21 Cur Appr	Est Salary	Delete
A19211	ACCOUNTANT										<input type="button" value="Delete"/>
G19524	BUDGET MGMT	1.04	105,638	1.00	86,888	1.00	86,888				
K09212	BUSINESS MA	1.00	47,236	1.00	47,551	1.00	47,551				
K19511	BUDGET MANA	0.00		0.57	28,635	0.57	28,635				
K19512	BUDGET MANA	3.99	226,607	3.00	168,896	3.00	168,896				
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Time-Saver TIP #2
To copy data from the **FY21 Cur Appr** column to the **Est Salary** column, use the button.

NOTE: The **Est Salary** column should include the annualized impact of any mid-year salary increases and thus may differ from the **FY21 Cur Appr** column.

4. Click to commit the data entered to the database. The **FY21 Cur Appr** salary total will be automatically inserted into the 511100 Object on the **Base Appropriation** screen.

5. Click to exit Edit Mode. From this point you can select another Program or Subprogram.

CAUTION: You must click whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.