

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 FY20, FY21 or FY22 History boxes and clicking **Change** removes those columns from the display.

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

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.

Permanent Salaries Base »View Only

Budget Cycle: 2023-2025 Agency: 065 - ADMINISTRATIVE SERVICES Division: 03 - BOB Version: A1 - AGENCY REQUEST

Program: 509 - BUDGET DIVISION Subprogram: 001 - OPERATIONS

Edit

Display History: FY20 History FY21 History FY22 History Change

| Job Code | Job Title | FY20 FTE | FY20 Actual | FY21 FTE | FY21 Actual | FY22 FTE | FY22 Actual | FY23 Cur FTE | FY23 Cur Appr | Est Salary |
|---------------|-------------|----------|-------------|----------|-------------|----------|-------------|--------------|---------------|------------|
| G19524 | BUDGET MGMT | 1.00 | 89,515 | 1.00 | 89,515 | 1.00 | 89,515 | | | |
| G19524 | BUDGET MGMT | 1.00 | 89,515 | 1.00 | 89,515 | 1.00 | 89,515 | | | |
| K09212 | BUSINESS MA | 1.00 | 49,011 | 1.00 | 49,011 | 1.00 | 49,011 | | | |
| K09212 | BUSINESS MA | 1.00 | 49,011 | 1.00 | 49,011 | 1.00 | 49,011 | | | |
| K19511 | BUDGET MANA | 0.35 | 17,951 | 0.35 | 17,951 | 0.35 | 17,951 | | | |
| K19511 | BUDGET MANA | 0.35 | 17,951 | 0.35 | 17,951 | 0.35 | 17,951 | | | |
| K19512 | BUDGET MANA | 3.65 | 211,953 | 3.65 | 211,953 | 3.65 | 211,953 | | | |
| K19512 | BUDGET MANA | 3.65 | 211,953 | 3.65 | 211,953 | 3.65 | 211,953 | | | |
| N00250 | DAS DIVISIO | 1.00 | 167,865 | 1.00 | 167,865 | 1.00 | 167,865 | | | |
| N00250 | DAS DIVISIO | 1.00 | 167,865 | 1.00 | 167,865 | 1.00 | 167,865 | | | |
| V19513 | BUDGET MANA | 3.00 | 286,612 | 3.00 | 286,612 | 3.00 | 286,612 | | | |
| V19513 | BUDGET MANA | 3.00 | 286,612 | 3.00 | 286,612 | 3.00 | 286,612 | | | |
| Totals | | 20.00 | \$1,645,814 | 20.00 | \$1,645,814 | 20.00 | \$1,645,814 | 0 | \$0 | \$0 |

Edit

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

Permanent Salaries Base Instructions

- Enter **Current FTE**, **Current Appropriation** and **June 30 Estimated Salary** for FY 2022-23, or "FY23" for each Job Code. Negative numbers are not permitted.
 - Each **Job Code** with current FTE must also provide current Appropriation and vice versa.
 - FY23 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.
 - FY23 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, 2023 "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, FY23, should be requested as an **Agency Issue** on the **Issue Details** screen.

Permanent Salaries Base Edit

Budget Cycle: 2023-2025 Agency: 065 - ADMINISTRATIVE SERVICES Division: 03 - BUD Version: A1 - AGENCY REQUEST

Program: 509 - BUDGET DIVISION Subprogram: 001 - OPERATIONS

Save View Mode Reset Refresh

Display History: FY20 History FY21 History FY22 History Change

Job Code: Add Search Job Codes Copy Cur Appr to Est Sal

| Job Code | Job Title | FY20 FTE | FY20 Actual | FY21 FTE | FY21 Actual | FY22 FTE | FY22 Actual | FY23 Cur FTE | FY23 Cur Appr | Est Salary | Delete |
|----------|-------------|----------|-------------|----------|-------------|----------|-------------|--------------|---------------|------------|--------|
| G19524 | BUDGET MGMT | 1.00 | 89,515 | 1.00 | 89,515 | 1.00 | 89,515 | | | | |
| G19524 | BUDGET MGMT | 1.00 | 89,515 | 1.00 | 89,515 | 1.00 | 89,515 | | | | |
| K09212 | BUSINESS MA | 1.00 | 49,011 | 1.00 | 49,011 | 1.00 | 49,011 | | | | |
| K09212 | BUSINESS MA | 1.00 | 49,011 | 1.00 | 49,011 | 1.00 | 49,011 | | | | |
| K19511 | BUDGET MANA | 0.35 | 17,951 | 0.35 | 17,951 | 0.35 | 17,951 | | | | |
| K19511 | BUDGET MANA | 0.35 | 17,951 | 0.35 | 17,951 | 0.35 | 17,951 | | | | |
| K19512 | BUDGET MANA | 3.65 | 211,953 | 3.65 | 211,953 | 3.65 | 211,953 | | | | |
| K19512 | BUDGET MANA | 3.65 | 211,953 | 3.65 | 211,953 | 3.65 | 211,953 | | | | |
| N00250 | DAS DIVISIO | 1.00 | 167,865 | 1.00 | 167,865 | 1.00 | 167,865 | | | | |
| N00250 | DAS DIVISIO | 1.00 | 167,865 | 1.00 | 167,865 | 1.00 | 167,865 | | | | |
| V19513 | BUDGET MANA | 3.00 | 286,612 | 3.00 | 286,612 | 3.00 | 286,612 | | | | |
| V19513 | BUDGET MANA | 3.00 | 286,612 | 3.00 | 286,612 | 3.00 | 286,612 | | | | |
| Totals | | 20.00 | \$1,645,814 | 20.00 | \$1,645,814 | 20.00 | \$1,645,814 | 0 | \$0 | \$0 | |

Save View Mode Reset Refresh

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.

Permanent Salaries Base Instructions

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: Add

- 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**.

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 **Submit** to return to the previous screen with the selected Job Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning a Job Code.
- Job Codes added unnecessarily can be deleted by clicking the **Delete** button.

Permanent Salaries Base Agency: 065 - ADMINISTRATIVE SERVICES Division: 03 - BUD Version: A1 - AGENCY REQUEST

Budget Cycle: 2023-2025 Program: 509 - BUDGET DIVISION Subprogram: 001 - OPERATIONS

Display History: FY20 History FY21 History FY22 History

Job Code: Add

| Job Code | Job Title | FY20 FTE | FY20 Actual | FY21 FTE | FY21 Actual | FY22 FTE | FY22 Actual | FY23 Cur FTE | FY23 Cur Appr | Est Salary | Delete |
|----------|-------------|----------|-------------|----------|-------------|----------|-------------|--------------|---------------|------------|---------------------------------------|
| A19011 | ACCOUNTANT | | | | | | | | | | <input type="button" value="Delete"/> |
| G19524 | BUDGET MGMT | 1.00 | 89,515 | 1.00 | 89,515 | 1.00 | 89,515 | | | | |
| G19524 | BUDGET MGMT | 1.00 | 89,515 | 1.00 | 89,515 | 1.00 | 89,515 | | | | |
| K09212 | BUSINESS MA | 1.00 | 49,011 | 1.00 | 49,011 | 1.00 | 49,011 | | | | |
| K09212 | BUSINESS MA | 1.00 | 49,011 | 1.00 | 49,011 | 1.00 | 49,011 | | | | |
| K19511 | BUDGET MANA | 0.35 | 17,951 | 0.35 | 17,951 | 0.35 | 17,951 | | | | |
| K19511 | BUDGET MANA | 0.35 | 17,951 | 0.35 | 17,951 | 0.35 | 17,951 | | | | |
| K19512 | BUDGET MANA | 3.65 | 211,953 | 3.65 | 211,953 | 3.65 | 211,953 | | | | |
| K19512 | BUDGET MANA | 3.65 | 211,953 | 3.65 | 211,953 | 3.65 | 211,953 | | | | |
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| N00250 | DAS DIVISIO | 1.00 | 167,865 | 1.00 | 167,865 | 1.00 | 167,865 | | | | |
| V19513 | BUDGET MANA | 3.00 | 286,612 | 3.00 | 286,612 | 3.00 | 286,612 | | | | |
| V19513 | BUDGET MANA | 3.00 | 286,612 | 3.00 | 286,612 | 3.00 | 286,612 | | | | |
| Totals | | 20.00 | \$1,645,814 | 20.00 | \$1,645,814 | 20.00 | \$1,645,814 | 0 | \$0 | \$0 | |

Time-Saver TIP #2
To copy data from the **FY23 Cur Appr** column to the **Est Salary** column, use the **Copy Cur Appr to Est Sal** button.

NOTE: The **Est Salary** column should include the annualized impact of any mid-year salary increases and thus may differ from the **FY23 Cur Appr** column.

4. Click **Save** to commit the data entered to the database. The **FY23 Cur Appr** salary total will be automatically inserted into the 511100 Object on the **Base Appropriation** screen.

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

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