

GENERAL INSTRUCTIONS

All schedules are to be completed as prescribed by the instructions outlined herein. Review these instructions thoroughly before completing and submitting the Staff Management Planning requests. Questions should be directed to the Office of Classification and Compensation of the State Personnel Board.

Fiscal Year 2009 Personal Budget Requests are due to the State Personnel Board on August, 1, 2007. Agencies should submit a complete copy of their Budget Request for Fiscal Year Ending June 30, 2009, as is also submitted to the Legislative Budget Office (LBO). In addition, agencies must submit a completed copy of the FY 2009 Human Resources Needs Narrative (See Attached) for each subagency and a complete proposed organizational chart with all requested new positions and reallocations easily identifiable.

Detailed letters of justification are not required for each individual request on August, 1, 2007. Job Content Questionnaires (JCQ) are only required for Reallocation requests. In regard to New Positions, JCQ's are only required for those positions actually funded during the Fiscal Year 2009 appropriation process and implemented effective July 1, 2008. Detailed justification will be required at that time only if the agency is proposing a change to the occupational classification of any new position or reallocation previously recommended for approval. For information technology positions, Role Description Questionnaires (RDQ) are required for New Position and Reallocation requests.

The following are instruction and guidelines to follow when submitting your FY-2009 Personal Services Budget Request:

1. Any typographical errors, including, but not limited to, incorrect occupational codes or PINs, must be corrected by August, 15, 2007. **No amendments or additional documentation will be accepted after August, 15, 2007.** Agencies submitting requests after August, 15, 2007, will be instructed to resubmit such requests for Fiscal Year 2010.
2. Personal Services budget Requests should be entered on-line using Schedules A, B, C, D, E, F, G, H, I, J, and K in accordance with the Wage, Salary, and Fringe Benefits section of SPAHRS (Statewide Payroll and Human Resources System) Human Resources Training Workbook.

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3. The following publications of the State Personnel Board should be consulted to ensure accuracy in the preparation of materials to justify all requests:

Policy Memorandum No. 1 – FY 2006, (April 25, 2007)

Policy Memorandum No. 2 – FY 2006, (April 25, 2007)

Policy Memorandum No. 5 – FY 2006, (April 25, 2007)

Schedule of Authorized Reclassifications, (June 20, 2007)

Special Compensation Plans, (June 20, 2007)

Additional copies and relevant information concerning these documents may be obtained from the Office of Classification and Compensation.

4. Do not duplicate PIN entries on Schedules B and C.
5. All job codes, job titles, and starting salaries should be derived from SPAHRS except where a new job title is requested in conjunction with a request for reallocation or a new position.
6. All proposed salary increases resulting from reallocation or reclassification will be calculated by SPAHRS using promotional formula as outlined in the Variable Compensation Plan, Policy Memorandum No. 2 – FY 2008.
7. Once all information has been entered into SPAHRS the Inventory Screen should be used to facilitate transmission of the budget request to the State Personnel Board. The five (5) panels of this screen should be used as a checklist for required documentation. This screen is entitled Agency Budget Schedule Inventory and may be found by following the path **PW, BR, SI** within SPAHRS. Further instructions for this process can be found in the Wage, Salary, and Fringe Benefits section of the SPAHRS Human Resources Training Workbook. **The Inventory Screen should be completed and transmitted by all agencies even if no request is made by the agency.** Agencies with no requests will complete the required fields with zeros. Prior to entering budget requests into SPAHRS, please reference the State Personnel Board memorandum entitled: **“Data entry of FY 2009 Personal Services Budget Requests into SPAHRS”**.
8. Agency Program Budget Data for FY 2009 must be completed in accordance with instructions contained in the Mississippi State Personnel Board Policy and Procedures Manual. Agencies receiving changes in programs must provide the State Personnel Board a copy of the letter from the Department of

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Finance and Administration and/or the Legislative Budget Office indicating the new program(s) or the elimination of existing programs.

Agencies will be required to enter the Agency Program Budget information into SPAHRS by following the path **AG, MA, PB**. Please reference the SPAHRS Human Resources Training Workbook – Agency segment for procedures regarding this process. This information can also be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Offices; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

9. Only one (1) copy of all documentation is required. The originally submitted package, and amendments, will be considered the Official Budget Request for the agency.
10. Failure to submit documentation for a request in accordance with these instructions will preclude review by the State Personnel Board and will subsequently result in a recommendation of denial to the Legislative Budget Office and the Department of Finance and Administration.

SPECIAL NOTE: REQUESTS TO CREATE NEW JOB CLASSIFICATIONS

Only those requests submitted in conformance with State Personnel Board policies and procedures will be analyzed for consideration. Agency-unique classes are normally discouraged. Only those requests for new classes which involve emerging technologies or result demonstrably in the elimination of existing classes will be considered. Requests for new classes must include valid salary survey data justifying the proposed pay range as certified by the agency director and submitted on the Agency Salary Survey Data form SPB 411.c.8 (Rev 3/93). New occupations should be requested in Accordance with the Occupation section of the SPAHRS Human Resources Training Workbook. This information can also be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Offices; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

SCHEDULE A: REQUEST FOR NEW POSITIONS

New positions may be requested as specified below. State Personnel Board policy is to recommend additional positions only in those cases where programs are added to the agency's budget by the Mississippi Legislature, new positions are necessary for the continuation of an existing program, or there has been an expansion of an existing program or existing workloads.

The following documentation is required to support a request for new positions:

1. An organizational chart (s) identifying where each requested new position is to be utilized. Charts must reflect the position's title, starting salary, FLSA code, and organizational code. If the position is non-state service it should be indicated by showing the exclude code in parentheses (e.g. X-16).
2. If a new classification is being requested, a proposed class specification and salary survey form SPB 411.C-88 (Rev. 4/07) must accompany the request.
3. Written justification as required in "**Section I. New Position (SPB Schedule A)**" on the **FY 2009 Human Resources Needs Narrative**.
4. A Role Description Questionnaire (RDQ) must accompany all requests for new information technology positions.

In addition to submitting the abovementioned documents to the State Personnel Board, agencies will be required to enter requests for new positions into SPAHRS. Please reference the SPAHRS User Training Workbook – Wage, Salary, and Fringe Benefits section for procedures for entering requests for new positions into SPAHRS. This information can also be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Offices; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

FUNDING FOR EXISTING VACANT POSITION

Funding for existing vacant positions not currently funded may be requested by providing written justification by office.

The following documentation is required to support a request for funding for existing vacant positions:

1. An organizational chart(s) identifying where each requested position is currently located. Charts must reflect the position's title, starting salary, FLSA code, and organizational code. If the position is non-state service it should be indicated by showing the exclude code in parenthesis (e.g.X-16).
2. Written justification as required in "**Section II. Funding for Existing Vacant Positions**" on the **FY 2009 Human Resources Needs Narrative**.

SCHEDULE B: REQUEST FOR REALLOCATIONS

When requesting the reallocation of a filled position, the agency must anticipate the incumbent meeting the minimum qualifications of the proposed job classification at the time of implementation.

The following documentation is required to support a request for reallocation:

1. Written justification as required in “**Section III. Upward Reallocation (SPB Schedule B)**” on the **FY 2009 Human Needs Narrative**.
2. Current and Proposed Organizational charts. Charts must reflect the position’s current and proposed titles, starting salaries, FLSA code (s), and organizational code (s). If the position is non-state service it should be indicated by showing the exclude code in parenthesis (e.g.X-16).
3. Job Content Questionnaire(s) supporting the proposed reallocation request(s).
4. A Role Description Questionnaire (RDQ) must accompany all requests for reallocation of information technology positions.
5. If a new classification is being requested, a proposed class specification and salary survey form SPB 411.C-88 (Rev. 4/07) must accompany the request.

**SPECIAL NOTE: REALLOCATION REQUESTS PREVIOUSLY APPROVED
AS A PART OF THE FY 2008 BUDGET REQUEST**

Reallocations previously submitted and approved by the State Personnel Board but not implemented for FY 2008 may be included in the FY 2009 Personal Services Budget Request. Because these reallocations have already been recommended for approval, the FY 2009 Human Resources Needs Narrative should simply identify which requests are being carried forward from the previous year’s request. The narrative should also indicate the continued need for the request(s) and certification that the organizational placement and duties of the position(s) have not changed. These positions should also be entered into SPAHRS for FY 2009.

Agencies will be required to enter requests for budgeted reallocations into SPAHRS. Please reference the SPAHRS Human Resources Training Workbook – Wage, Salary, and Fringe Benefits section for procedures regarding this process. This information can also be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Offices; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

SCHEDULE C: REQUEST FOR RECLASSIFICATION

Reclassification requests may be submitted for positions allocated to a job series wherein movement from one level to another is dependent upon acquisition of licensure, certification, registration, or sufficient experience to perform at the journeyman level. Such requests may only include those job classes listed in the Schedule of Authorized Reclassifications for Fiscal Year 2008.

Agencies will be required to enter requests for reclassifications into SPAHRS. Please reference the SPAHRS Human Resources Training Workbook – Wage, Salary, and Fringe Benefits section for procedures regarding this process. This information can also be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Offices; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

SCHEDULE D: EDUCATIONAL BENCHMARK AWARD

Requests for Educational Benchmark will be submitted in accordance with procedures outlined in the State Personnel Board Policy and Procedures Manual, and the Variable Compensation Plan for Fiscal Year 2008.

Agencies will be required to enter the Schedule D information into SPAHRS. Please reference the SPAHRS Human Resources Training Workbook – Wage, Salary, and Fringe Benefits section for procedures regarding this process. This information can also be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Offices; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

**SCHEDULE E: SPECIAL COMPENSAION PLAN/EXPERIENCE
BENCHMARK AWARD**

This schedule is used to request funds for salary increases authorized under an FY 2008 Special Compensation Plan based upon an employee's years of experience. An example of the use of this schedule is to request funds to compensate an Academic Teacher I, II, or III for an additional year of teaching experience.

The following information is required to support a request for Special Compensation/ Experience Benchmarks:

1. The type of special compensation plan(s) and number of positions required under each plan as required in **Section VI. Special Compensation/ Experience Benchmarks (SPB Schedule E)** on the **FY 2009 Human Resources Needs Narrative**.

Agencies will be required to enter the Schedule E information to include projected implementation costs into SPAHRS. Please reference the SPAHRS User Training Workbook – Wage, Salary, and Fringe Benefits section for procedures regarding this process. This information can also be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Offices; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

SCHEDULE F: CALLBACK PAY: CURRENTLY AUTHORIZED

This schedule is used only to request Callback Pay for those occupational classes that are already authorized for such pay.

Callback Pay is provided to individuals in a designated occupational class who are required by the appointing authority to return to work after regularly assigned working hours to perform emergency services.

Estimated costs should include any adjustments for proposed reallocation or reclassification of positions authorized payment of Callback Pay.

Agencies will be required to enter the Schedule F information to include projected implementation costs in SPAHRS. Please reference the SPAHRS User Training Workbook – Wage, Salary, and Fringe Benefits section for procedures regarding this process. This information can also be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Offices; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

SCHEDULE G: ADDITIONAL COMPENSATION NOT CURRENTLY AUTHORIZED

This schedule is used to request funding for Additional Compensation, other than FLSA overtime, for occupational classifications for which the agency is **not currently authorized**.

The following information is required to support a request for Additional Compensation (Not Currently Authorized):

1. The number of positions anticipated being paid additional compensation and written justification for additional compensation NOT currently authorized as required in **Section VIII. Additional Compensation (Not Currently Authorized) (SPB Schedule G)** on the **FY 2009 Human Resources Needs Narrative**.

Projected costs should include any adjustments for proposed reallocation or reclassification of positions for which additional compensation is requested.

Agencies will be required to enter Schedule G information to include projected implementation costs into SPAHRS. Please reference the SPAHRS User Training Workbook – Wage, Salary, and Fringe Benefits section for procedures regarding this process. This information can also be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Offices; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

SCHEDULE H: FLSA OVERTIME CURRENTLY AUTHORIZED

This schedule is used to request funding for overtime compensation for nonexempt FLSA status positions which are presently coded to receive payment for overtime.

Estimated costs should include any adjustments for proposed reallocation or reclassifications of positions authorized payment of FLSA overtime.

Note: For law enforcement officers on a 28-day work cycle, the base compensation is projected for 160 hours in a 28-day cycle. Hours worked from 161 to 171 may be paid at straight time. For hours in excess of 171, compensation must be calculated at time and a half.

Agencies will be required to enter the Schedule H information to include projected implementation costs into SPAHRS. Please reference the SPAHRS User Training Workbook – Wage, Salary, and Fringe Benefits section for procedures regarding this process. This information can also be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Offices; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

SCHEDULE I: FLSA OVERTIME NOT CURRENTLY AUTHORIZED

This schedule is used to request finding for overtime compensation for nonexempt FLSA status positions which are not currently coded to receive payment for overtime.

The following information is required to support a request for Additional Compensation (Not Currently Authorized):

1. Written justification for overtime pay NOT currently authorized as required in **Section IX. FLSA Overtime Pay (SPB Schedules H and I)** on the **FY 2009 Human Resources Needs Narrative**.

Projected costs should include any adjustments for proposed reallocation or reclassification of positions for which FLSA overtime payment is requested.

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Note: For law enforcement officers on a 28-day work cycle, the base compensation is projected for 160 hours in a 28-day cycle. Hours worked from 161 to 171 maybe paid at straight time. For hours in excess of 171, compensation must be calculated at time and a half.

Agencies will be required to enter the Schedule I information to include projected implementation costs into SPAHRS. Please reference the SPAHRS User Training Workbook – Wage, Salary, and Fringe Benefits section for procedures regarding this process. This information can also be located on the Department of Finance and

Administration website as follows: www.dfa.state.ms.us; DFA Offices; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

SCHEDULE J: REQUEST TO CHANGE STATUS OF POSITIONS

This schedule is used only to request change of status of currently authorized positions from part-time to full-time or full-time to part-time or time limited to permanent or permanent to time-limited.

The State Personnel Board acknowledges change of status requests, but makes no recommendations.

Agencies will be required to enter the Schedule J information into SPAHRS. Please reference the SPAHRS User Training Workbook – Wage, Salary, and Fringe Benefits section for procedures regarding this process. This information can also be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Offices; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

SCHEDULE K: STANDBY PAY CURRENTLY AUTHORIZED

This schedule is used only to request Standby Pay for occupational classes for which these payments are currently authorized.

Standby Pay is provided to individuals in a designated occupational class who are required by the appointing authority to be on call after regularly assigned working hours to perform emergency services.

Estimated costs should include any adjustments for proposed reallocation or reclassification of positions authorized payment of Standby Pay.

Agencies will be required to enter the Schedule K information to include projected implementation costs into SPAHRS. Please reference the SPAHRS User Training Workbook – Wage, Salary, and Fringe Benefit section for procedures regarding this process. This information can also be located on the Department of Finance and

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Administration website as follows: www.dfa.state.ms.us; DFA Offices; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

REQUEST TO ABOLISH POSITIONS

Requests for position abolishments should be submitted on-line in accordance with the position section in the SPAHRS User Training Workbook. This information can also be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Offices; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS.

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