



MISSISSIPPI STATE PERSONNEL BOARD

LYNN FITCH
EXECUTIVE DIRECTOR

MEMORANDUM

To: Elected Officials, Agency Directors, and Personnel Officers
State Government Agencies

From: Mary M. McDonald 
Deputy Director

Date: May 18, 2011

Re: FY 2012 Conversion Schedule

In order to assist you with FY 2012 conversion, attached please find the "Conversion and Registration of Authorized Agencies, Positions, & Program Budget Data Instructions for FY 2012." MSPB staff is prepared to provide you with support and assistance throughout the conversion process.

We ask that you begin the process of clearing transactions from your system including, but not limited to, items which have been entered into the system but have not been transmitted to MSPB for approval. The final day to enter transactions with an effective date of June 30, 2011, is before the close of business on June 21, 2011. Please do not enter any transactions into SPAHRS after June 21, 2011, other than those specifically requested by MSPB staff. After June 22, 2011, agencies will have read-only access to SPAHRS. Items which cannot be resolved prior to the June 23, 2011, will be returned for processing at a later date.

Also, please hold entering transactions with an effective date of July 1, 2011, or later until the conversion process has been completed. Transactions for FY 2012 which are entered prior to the completion of conversion cannot be approved and must be returned or purged from the system.

We ask that you designate a HR professional with approval authority and appropriate knowledge to assist MSPB staff as needed during conversion. If your designated HR professional is different from the HR professional identified on the MSPB Agency Contact Personnel Listing, please notify your MSPB consultant of the change.

Thank you for your assistance. We appreciate your support and look forward to working with you through this year's conversion process. Please do not hesitate to contact us if you have any questions or need additional information.

Conversion and Registration of Authorized Agencies, Positions, & Program Budget Data Instructions for FY 2012

A. PROCEDURES

1. All permanent and time-limited employment positions authorized in each agency's appropriation act shall be registered by the close of business on **June 1, 2011**. **All inconsistencies between Fiscal Year 2012 authorization and current Mississippi State Personnel Board agency, position and employee data must be resolved by this date, including the completion of any plan to adjust positions (adjustments: establish, abolish, transfer, consolidate, or change status from part-time to full-time or full-time to part-time or from time limited to permanent or permanent to time limited), execute a reduction in force or implement a legislatively mandated reorganization. EXCEPTIONS TO THESE PROCEDURES MAY BE MADE ON A CASE BY CASE BASIS.**
2. All permanent and time-limited positions authorized in each agency's appropriation act shall be updated to reflect actual Fiscal Year 2012 Program Budget Data by program and fund source by close of business on **June 1, 2011**.
3. Authorized time-limited and permanent positions shall be the basis for assessment of fees for services provided by the Mississippi State Personnel Board.
4. The Mississippi State Personnel Board has no authority to certify, process, or otherwise acknowledge requests to implement position changes which would result in exceeding the authorized number of permanent and/or time-limited employment positions or which have the potential of increasing funding requirements during Fiscal Year 2012 not specifically authorized by legislative or budgetary escalation approval.

5. Organizational charts shall be revised to reflect employment position adjustments required to conform to Fiscal Year 2012 authorization and submitted to the Mississippi State Personnel Board by close of business on **June 1, 2011**. The charts shall be annotated "Fiscal Year 2012" prior to the submission of two (2) file copies to the Mississippi State Personnel Board. The organizational chart must account for all authorized positions within an agency and must depict the organizational code, the non-state service status with exclude code (e.g. x-16), the correct start salary of the position (depicted as three digits, e.g. \$39.8), the PIN number and the correct occupational title of the position. A legislatively mandated reorganization shall be monitored by the Mississippi State Personnel Board to ensure compliance with legislative intent. A reorganization initiated by the agency or necessitated to conform to the agency's Fiscal Year 2012 position authorization or an adjustment to an existing staffing plan shall require prior Mississippi State Personnel Board approval. Such conformance reorganization proposals must be submitted to the Mississippi State Personnel Board sixty (60) days prior to implementation.

B. COVERAGE OF THE PROCEDURES

These procedures shall govern agency and position changes for:

1. State service agencies and positions;
2. Non-state service agencies and positions excluded from the state service but subject to the salary setting authority of the MSPB by Section 25-9-107 (c), Mississippi Code of 1972, Annotated, as amended;
3. Agencies voluntarily operating under limited provisions of the Mississippi State Personnel Board; and/or
4. Time-limited positions [Reference, Section 25-9-107 (c) (xiv), Mississippi Code of 1972, Annotated, as amended].

C. ADMINISTRATIVE PROCEDURES

1. Continuation of Position(s)
 - a. **Permanent Positions.** Documentation will not be required to continue established, permanent positions within the agency where no change has occurred.
 - b. **Time-Limited Positions.** To ensure the continuation of currently authorized Time-Limited positions, agencies must designate the positions to be continued by accessing the "Time-Limited Re-authorization" screen (PO, MP, TL) through the "Position" segment of SPAHRS and flagging each position to be re-authorized or re-escalated for Fiscal Year 2012.

This process must be completed no later than close of business on **June 1, 2011.**

2. Establishment of Position(s)

The establishment of positions occurs either at the start of the fiscal year, at conversion for newly appropriated positions, or during the operating fiscal year when mandated by special circumstances such as budget escalations authorized by the Department of Finance and Administration or deficit appropriation. All documents required to establish new positions shall be forwarded to the Mississippi State Personnel Board by close of business on **June 1, 2011.**

- a. The following attachments shall be included with all requests to establish new positions:
 - (1) A copy of the appropriations act or Department of Finance and Administration escalation authority authorizing the position establishment;
 - (2) An organizational chart depicting the precise location of all authorized positions, including ones to be established;
 - (3) A Job Content Questionnaire (JCQ) for each position being requested. A Role Description Questionnaire (RDQ) must be substituted for the JCQ when requesting new information technology positions. A representative JCQ or RDQ may be submitted when all positions are to be allocated to the same job class and will be assigned substantially the same work;
 - (4) A letter of request addressed to the State Personnel Director and signed by the agency head; and
 - (5) Requests for new positions in a new job class shall also include documentation required for a class establishment.
- b. Requests for new positions during the operating fiscal year (typically escalations) must include items (1) through (5) of this section. In addition, agencies must enter the request into SPAHRS by accessing the "Maintain Position Information" screen (PO, MP, MP) and completing the required fields.
- c. If the position to be established was approved by the Mississippi State Personnel Board as part of the agency's annual Personal Services Budget Request, agencies must access the "Wage, Salary and Fringe, Budget Recommendations" menu (PW, BR, BQ) to determine if the positions to

be established are currently depicted on "Schedule A." If the positions are included on the schedule, the agency must change the Transaction Type to indicate "F" for funded and transmit the schedule to the Mississippi State Personnel Board.

New positions which were not requested during the regular budget cycle may be included in the agency's appropriation act. Agencies will be required to add these positions to "Schedule A" through the "Wage, Salary and Fringe, Budget Recommendations" menu (PW BR BQ). In addition, the agency must provide items (1) through (5) of this section as supporting documentation for these new positions.

Please reference the SPAHRS User Training Workbook-Wage, Salary and Fringe Benefits Segment for procedures regarding the submission of budget requests. This information can be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Office; MMRS, Management Reporting; SPAHRS Training Materials; SPAHRS/ Human Resources; Wage Salary and Fringe.

- d. The establishment of authorized positions which may require the establishment of a new agency shall be coordinated between the agency representative and the Mississippi State Personnel Board.
 - e. The Position Identification Number (PIN) shall be assigned by the Statewide Payroll and Human Resources System (SPAHRS) during the fiscal year conversion process.
3. Abolishment of Position(s)
- a. Agencies will **only** be required to access the "Abolish Position" screen (PO, MP, AA) and complete the required fields. All position abolishment information shall be entered into SPAHRS by close of business on **June 1, 2011**. Please reference the SPAHRS User Training Workbook-Position Segment for procedures regarding the abolishment of positions.
 - b. Only those abolishments required to come into compliance with an agency's appropriation act will be allowed during the conversion period. **Abolishment of positions only to re-establish them at a higher level is strictly prohibited under the provisions of this policy.**
 - c. Positions must be vacant prior to abolishment; therefore, incumbents occupying positions to be abolished shall be pre-terminated in accordance with established policies and procedures.
 - d. The abolishment of an established agency shall be coordinated between the agency representative and the Mississippi State Personnel Board.

4. Position Adjustment

- a. **During the operating fiscal year**, a request to change the status of an established position from part-time to full-time (or full-time to part-time) will require agencies to access the “Full-Time/Part-Time Swap” screen (PO, MP, RA) and complete the required fields.
- b. During Conversion, a request to change the status of an established position from part-time to full-time (or full-time to part-time) shall be coordinated between the agency representative and the Mississippi State Personnel Board.
- c. Filled positions which are designated for a status change from part-time to full-time will require the submission of an updated Experience and Training Record (either an original or a copy initialed by the Personnel Director) to the Mississippi State Personnel Board by close of business on **June 1, 2011**.
- d. Authority to transfer and/or consolidate established positions between agencies will require coordination between the agency representative and the Mississippi State Personnel Board. Program budget data changes (to include Program Number, Program Percent, General Fund Percent, Federal Fund Percent and Other (Special) Fund Percent), which would result from the transfer or consolidation of positions, will require adjustment concurrently.

5. Revision of Agency/Position Program Budget Data

Revision of agency program budget data based on Fiscal Year 2012 appropriations acts will require agencies to access the “Maintain Agency FY Program Budget” screen (AG, MA, PB) and update the data. All agency program budget data must be updated in SPAHRS by close of business on **June 1, 2011**.

- a. This information must be updated at the following times:
 - during conversion from the current fiscal year to the newly appropriated fiscal year;
 - as part of the submission of the annual Personal Services Budget Request for the future fiscal year;
 - when adding an agency or program during the operating fiscal year;
or

- when changing the worker's compensation rate during the operating fiscal year.
- b. Change, deletion, or addition of a program will require documentation of Legislative Budget Office and Department of Finance and Administration concurrence.
- c. Changes to position program budget data will require agencies to access the "Position Program Budget Information" screen (PO, MP, PB) and update the data. Changes to position program budget data must be updated by close of business on **June 1, 2011**.

Please reference the SPAHRS User Training Workbook for additional instructions regarding procedures for submission of information through SPAHRS. This information can be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Office; MMRS, Management Reporting; SPAHRS Training Materials; SPAHRS/Human Resources; Wage Salary and Fringe.

Should you have any questions concerning the procedures set forth in this memorandum, please contact the Office of Human Capital Core Processes at 359-1406.