

# 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, employees 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 FY14, FY15 or FY16 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	FY14 FTE	FY14 Actual	FY15 FTE	FY15 Actual	FY16 FTE	FY16 Actual	FY17 Cur FTE	FY17 Cur Appr	Est Salary
G19524	BUDGET MGMT	2.00	191,667	1.00	97,983	1.00	97,983			
K19512	BUDGET MANA	9.60	502,036	4.54	248,968	4.54	248,968			
N00250	DAS DIVISIO	1.88	279,717	0.97	147,717	0.97	147,717			
V09211	BUSINESS MA	2.00	101,330	1.00	51,801	1.00	51,801			
V19513	BUDGET MANA	4.00	325,598	2.00	166,449	2.00	166,449			
Totals		19.48	\$1,400,348	9.51	\$712,918	9.51	\$712,918	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 2016-17, or “FY17” for each Job Code. Negative numbers are not permitted.

- Each **Job Code** with current FTE must also provide current Appropriation and vice versa.
- FY17 Cur FTE** represents Full-Time Equivalent employees based on a 2,080-hour year (e.g., 4 part-time employees working 10 hours/week equals 1.00 FTE) rounded to two decimal places.
- FY17 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, 2017 “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, FY17, should be requested as an **Agency Issue** on the **Issue Details** screen.

Job Code	Job Title	FY14 FTE	FY14 Actual	FY15 FTE	FY15 Actual	FY16 FTE	FY16 Actual	FY17 Cur FTE	FY17 Cur Appr	Est Salary	Delete
G19524	BUDGET MGMT	2.00	191,667	1.00	97,983	1.00	97,983				
K19512	BUDGET MANA	9.60	502,036	4.54	248,968	4.54	248,968				
N00250	DAS DIVISIO	1.88	279,717	0.97	147,717	0.97	147,717				
V09211	BUSINESS MA	2.00	101,330	1.00	51,801	1.00	51,801				
V19513	BUDGET MANA	4.00	325,598	2.00	166,449	2.00	166,449				
Totals		19.48	\$1,400,348	9.51	\$712,918	9.51	\$712,918	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.

# 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** »Edit

Budget Cycle: 2017-2019 Agency: 065 - ADMINISTRATIVE SERVICES Division: 03 - BUD Version: A1 - AGENCY VERSION

Program: 509 - BUDGET DIVISION Subprogram: 001 - OPERATIONS

Display History:  FY14 History  FY15 History  FY16 History

Job Code:  Add

Job Code	Job Title	FY14 FTE	FY14 Actual	FY15 FTE	FY15 Actual	FY16 FTE	FY16 Actual	FY17 Cur FTE	FY17 Cur Appr	Est Salary	Delete
G09100	ACCOUNTABIL										<input type="button" value="Delete"/>
G19524	BUDGET MGMT	2.00	191,667	1.00	97,983	1.00	97,983				
K19512	BUDGET MANA	9.60	502,036	4.54	248,968	4.54	248,968				
N00250	DAS DIVISIO	1.88	279,717	0.97	147,717	0.97	147,717				
V09211	BUSINESS MA	2.00	101,330	1.00	51,801	1.00	51,801				
V19513	BUDGET MANA	4.00	325,598	2.00	166,449	2.00	166,449				
Totals		19.48	\$1,400,348	9.51	\$712,918	9.51	\$712,918	0	\$0	\$0	

**Time-Saver TIP #2**  
To copy data from the **FY17 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 **FY17 Cur Appr** column.

4. Click **Save** to commit the data entered to the database. The **FY17 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.