Chapter Four: Salary Budget Instructions

BARS is a standardized software used by numerous states. The screens used to prepare the salary and wage section of the budget include columns and fields that are not used in the preparation of the North Dakota budget request. The instructions will note these specific areas and users should not input or change data in these fields.

Position salary and fringe related information is based on a download from the PeopleSoft payroll system.

A summary of the windows and tabs used to view and prepare the total salaries budget request is presented below.

Budget Checklist Screen

Position Detail Data – By checking Complete, the system will recalculate and allocate the total salary and benefits for the agency. The salary and benefits amounts will be posted to each reporting level in the budget request.

Position Information

Position Data tab – Provides a list of each employee by name, position number, and position type. Each employee is listed twice, once for each fiscal year of the biennium. This screen is used to update employee information. It is also used to add new FTE or to unfund present positions.

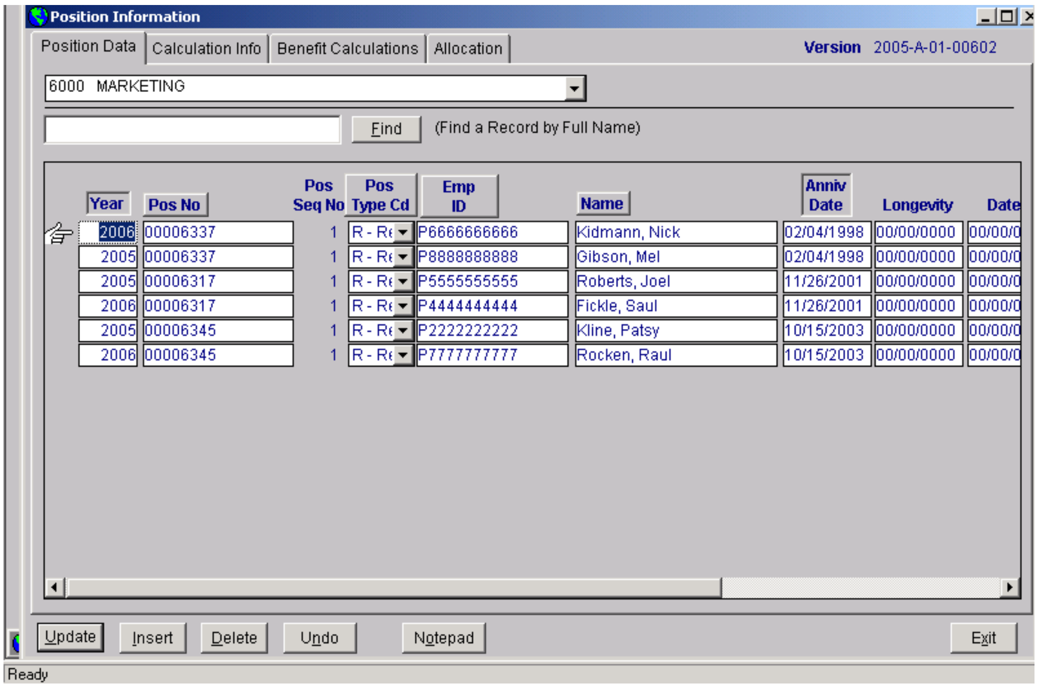
Calculation Info tab – Used to view, update, and enter specific data for an individual employee position such as classification code, retirement program, salary level, pay type, and other fringe benefits.

Benefit Calculation tab – Used to view the resulting salary and benefits amounts based on the information entered on the Calculation Information tab.

Allocation tab – Used to specify the reporting levels and funding sources for each position.

Position Data

Position Data Screen



Navigation
Log on=>Preparation=>Position Data Maintenance=>Position Information=>Position Data tab
or
Budget Request Checklist=>Position Detail Data=>Position Data tab

Purpose
Add, delete and change employee name, position number, identification number, and position type. This screen is also used to add new FTE that are being requested or to report positions that are unfunded in the budget request. Vacant positions are not included in the payroll download, and need to be added to the position data list. A line of data must be completed for each year of the biennium.

General Information
Before updating the Position Data, note the following:

- Emergency Commission and Budget Section approved positions continuing into the next biennium must be requested as new positions and requested through a Budget Change Package.

- New employees, additional temporary, overtime or shift differential dollars, and other salary changes that will increase or decrease the budget request must be documented and requested through a Budget Change Package.
- The positions on the Position Data screen may be sorted according to the user's preference by clicking on the corresponding column heading.
- The system rounds if more than two decimal places are used.
- Temporary, overtime, board member, shift differential, pooled and equity adjustment are not included in the position data download. These position types must be added. A separate position should be set up for each reporting level in which temporary, overtime, shift differential, equity adjustment, and pooled positions are used. Multiple temporary, overtime, pooled, or shift differential positions may be in one reporting level as Temp1, Temp2, Overtime1, Overtime2, etc.
- For shared positions, the total FTE must not exceed 100 percent.
- If an employee is being paid from more than one reporting level, the total must not exceed 100 percent. The percent can only be entered up to two decimal places.
- The only agencies that may use "Pooled" positions are components of North Dakota University System.
- If funding allocation for salary increases is different than regular salary, the allocations must each equal 100 percent.

Using the Screen
Select the desired Reporting Level from the drop down list. To view a list of all agency positions, go to the drop down list and click in the blank space directly above the first reporting level title.

Click Insert to add a new record, or click on an existing record, to make changes to the present data.

<u>Review Position Information for Accuracy</u>

Position Number	Same as the number used in PeopleSoft payroll.
Position Type	**F** – Faculty and **L** – Pooled are only used by components of the North Dakota University System. **O –** Overtime **P –** Permanent Employees – Not used by North Dakota **R –** Regular Employee – The code for permanent employees used by North Dakota. **B –** Board Member – Board Members will have to be added to the position data. Board Members are not included in the payroll download.

	W – Resident Worker used only by State Hospital and Veterans' Home, etc. Resident workers will have to be added and are not included in the payroll download. **S** – Shift Differential – Code is used by agencies for shift work compensation, such as the Mill and Elevator. **T** – Temporary – All temporary positions will need to be added. Temporary positions are not included in the download information from the PeopleSoft payroll. **E –** Equity Adjustment – Code is used by agencies to add a pool of funds. **U** – Underfunded Salary – Code is used by agencies to underfund the salary plan in anticipation of savings related to vacancies and turnover. **X** – Executive Budget Adjustment – To be used by OMB only.
Employee ID No.	This is the PeopleSoft employee ID number. Enter "0" for vacant positions, which will automatically insert "Vacant" in the Name field.
Employee Name	Use "Vacant" for an authorized position that is not filled at the time of budget preparation.
Unused Fields	Some fields are not used by ND. Scroll to the right of the screen. The columns labeled Anniversary, Longevity, Date 2, Date 3, Qualified B, and Qualified C are not applicable to North Dakota and will not be used by agencies in preparation of their budget.
Unfunded	Select "0-Funded" for funded positions and "1-Unfunded-Do Not Post" for unfunded positions. Do not mark a position as unfunded if the position is part of an optional request. **Do not use "2 – Unfunded – Post" (this option is not used by North Dakota).**
Com Incr Ind	The compute increase indicator is automatically checked for each employee position. A check mark in this column means that the position is set to receive any statewide compensation increase that is recommended. Uncheck the box if a position should be excluded from the increase, such as in the case of board members and temporary positions.
New FTE	Place a check mark in this field if the position is a new position for the agency.

Once an employee record is complete, click Update at the bottom of the screen to save the data.

Add an Existing Agency Position

Select the reporting level, and click Insert. The year field will populate with the first year of the next biennium. Enter the position information in each of the required fields and tab off. Update when the record is complete. Click Insert to add the position for the second year of the biennium. Click the Year field and enter the second year of the biennium. Tab off and continue to enter the position information as done for the first year. Update the record when complete.

Add a Record for a New FTE

Click Insert. The Year field will populate with the first year of the biennium. Tab to the Position Number field and enter a position number. The number should be the next in the sequence of position numbers used by the agency. Leave the Employee ID field at “0”, and the Employee name will be displayed as “Vacant”. Scroll to the far right of the window and if appropriate, click the Compute Increase Indicator box. Tab to the New FTE field and click or use the space bar to display a checkmark. Update the record when complete. Click Insert to add the position information for the second year of the biennium. Enter the second year of the biennium in the Year field, tab off, and continue to enter the position information as done for the first year. Update the record when complete.

Add a Board Member

Board Members can be added one of three ways:

1. Click Insert and input a specific position number for each member and insert the Board Member’s Employee ID and Name.
2. Click Insert and input Board Member 1, Board Member 2, etc. in the Position No, Employee ID, and Name fields.
3. Use one entry for the biennium, or one entry per year, for all board member compensation. To accomplish this, enter the words “Board Member” in each of the fields, and enter a total amount for the salaries for all members.

Tip ***If one position is split between two or more reporting levels, enter one position number and allocate that position, using the Allocation tab, to the appropriate reporting levels.***

Temporary Employees, Shift Differential, Overtime and Equity pools

If an agency has multiple temporary employees, shift differential, overtime and equity pools, each should be identified in the Position Number and Employee Identification Number fields with a sequentially numbered title such as Temp 1, Temp 2, and Overtime

1 and Overtime 2. Zero **"0"** should not be used in the employee identification number field for these Position Types. The system will automatically complete the Name field with the same title as the Position and Employee Identification numbers.

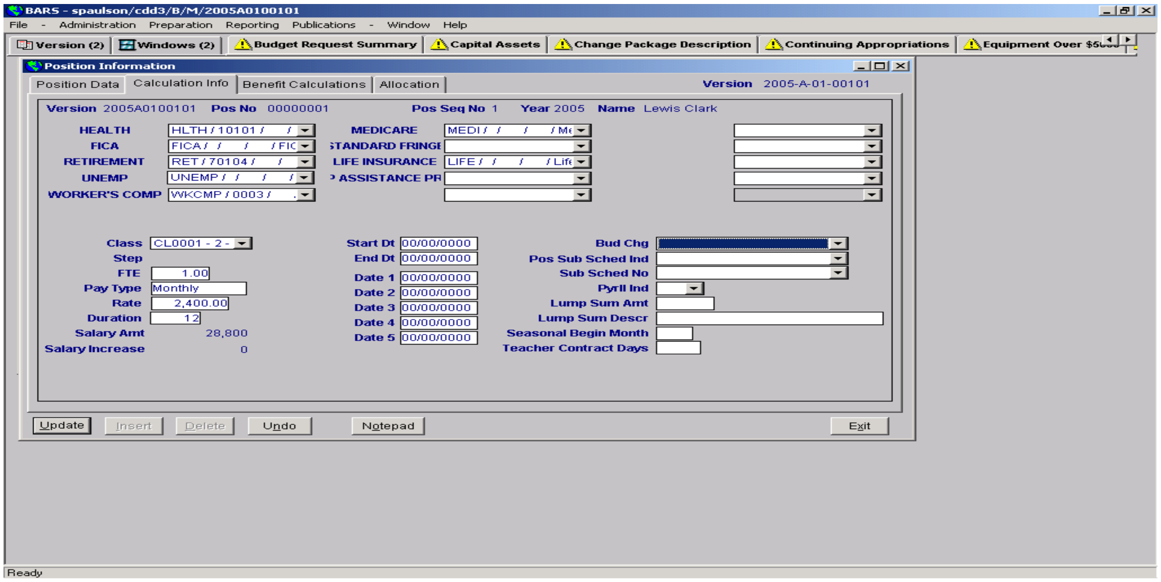
Temporary	Budget for temporary positions using the position type "T - Temporary." Type "Temp" in the position number column. On the Calculation Info tab select the standard fringe rate. Select class code 9008 or 9031 to 9038. Enter one FTE. The FTE field is required for the compensation amount to calculate correctly, however, the FTE will not be added to the agency's FTE total.
Board Member	Budget for board member compensation using the position type "B – Board members." Budget for board member compensation using a lump sum for all board members, or enter individual board members. On the Calculation Info tab select the standard fringe rate. Select Class Code 9006. Enter one FTE. The FTE field is required for the compensation amount to calculate correctly; however, the FTE will not be added to the agency's FTE total.
Resident worker	Budget for residents who are paid for hours worked. This position code is applicable only for the Veterans' Home and the State Hospital. On the Calculation Info tab select the standard fringe rate. Select class code 9008 or 9031 to 9038. Enter one FTE. The FTE field is required for the compensation amount to calculate correctly, however, the FTE will not be added to the agency's FTE total.
Equity Adjustment	Use position type "E – Equity Adjustment" on the Position Data screen for salary equity increases. Do not check the compute increase indicator checkbox. On the Calculation Info screen, leave benefit fields blank. Select Class Code "9998." Enter "1" in the FTE field, "annual" in the Pay Type field, and "0" in the Rate field. Enter the total biennial cost of the equity adjustment, along with any associated fringe benefit costs, in the Lump Sum Amount field. Enter "Equity," or a similar short description, in the Lump Sum Description field.

Tip ***Salary Equity adjustments will not be displayed on the CR02 reports because that report does not include lump sum amounts.***

Underfund Salary	Use position type "U - Underfund Salary" to reduce the salary budget by a lump sum amount as discussed with the assigned budget analyst. Do not check the compute increase indicator checkbox. On the Calculation Info screen, leave benefit fields blank. Select Class Code "9998." Enter "1" in the FTE field, "annual" in the Pay Type field, and "0" in the Rate field. Enter the total biennial cost of the underfunded share of salary, along with any associated fringe benefit costs, as a negative number, in the Lump Sum Amount field. Enter "Underfund Salary," or a similar short description, in the Lump Sum Description field.
Executive Budget Adjustment	The position type "X – Executive Budget Adjustment" is for OMB use only.

Calculation Information

Calculation Information Screen



Navigation
Log on=>Preparation=>Position Data Maintenance=>Position Information=>Calculation Information

Purpose
The Calculation Info tab is used to enter individual position data, such as health insurance, FICA, unemployment, and workers compensation codes. The data in BARS is based on the month of the download from the PeopleSoft payroll system.

Using the Screen
Indicate with the cursor an employee record on the Position Data screen. Click on the Calculation Info tab to get to the calculation screen. The salary and benefit information is displayed in each field for that particular position. If a new record has been added the fields will be blank.

Completing Upper Half of Screen—Fringe Benefits

The upper half of the window includes the fringe benefit fields of Health, FICA, Retirement, Unemployment, Workers Compensation, Medicare, Life Insurance and Employee Assistance.

Refer to the Appendix for the list of Fringe Benefit Codes.

Review each position to make certain the benefit information is accurate and current. To make changes, click on the selection in the drop down next to each field. Tab to the next field.

The blank fields following Employee Assistance should be bypassed by tabbing. These fields are available for future modifications to benefits and are not utilized at this time.

Tip ***The Standard Fringe field is used for Temporary Employees, Resident Worker, Board Member and Pooled positions only.***
If this field is used, the other fringe benefit fields should remain blank.

Completing Lower Half of Screen

The lower half of the window contains the Position Classification code, FTE, Pay Type, Rate of Pay, and Duration. Review the information for accuracy. Make changes by clicking on the specific field, enter the correct value, and then tab to the next field.

Class	Refer to the Appendix for a list of Job Class Codes.
Step	The Step field is not used by North Dakota.
FTE	For positions less than one FTE, enter the pay rate that would apply if the position were a full FTE. For example, if a .5 FTE is paid $1,000 per month, enter the FTE at .5, enter the Pay Type as monthly, enter the Rate as $2,000, and the Duration as 12 (months per year). BARS will use the FTE percentage, the rate, and the duration to calculate the correct salary amount.
Pay Type & Duration	The duration will default to 12 for monthly pay type and 2080 for hourly pay type. Contact the assigned budget analyst prior to changing these numbers.
Unused Fields	Start and End Date, Date 1 through 5, are not used. No entries should be made in these fields.
Bud Chg	The Budget Change field must be used for all new positions that will result in an increase or decrease from the present budget.

IT Positions

Pos Sub Sched Ind	IT positions are identified by using the Position Subschedule field. If a position is designated as an IT Position, the entire 1.0 FTE salary amount will post to the IT Plan. The Position Subschedule and Subschedule Number fields cannot be completed until IT projects have been entered and saved in the IT Capture section. Tab to the Position Subschedule Indicator field for IT employees. Select IT Position from the drop down box and tab to the Subschedule Number field. Select from the drop down list either infrastructure or the particular project that applies to the salary and benefits for this FTE. BARS will use these indicators to post the salaries and wages associated with this position to the appropriate IT Project or IT Infrastructure. This posting will take place upon completion of the payroll subschedule. The Payroll Indicator field will display an "A". No changes should be made to this field.

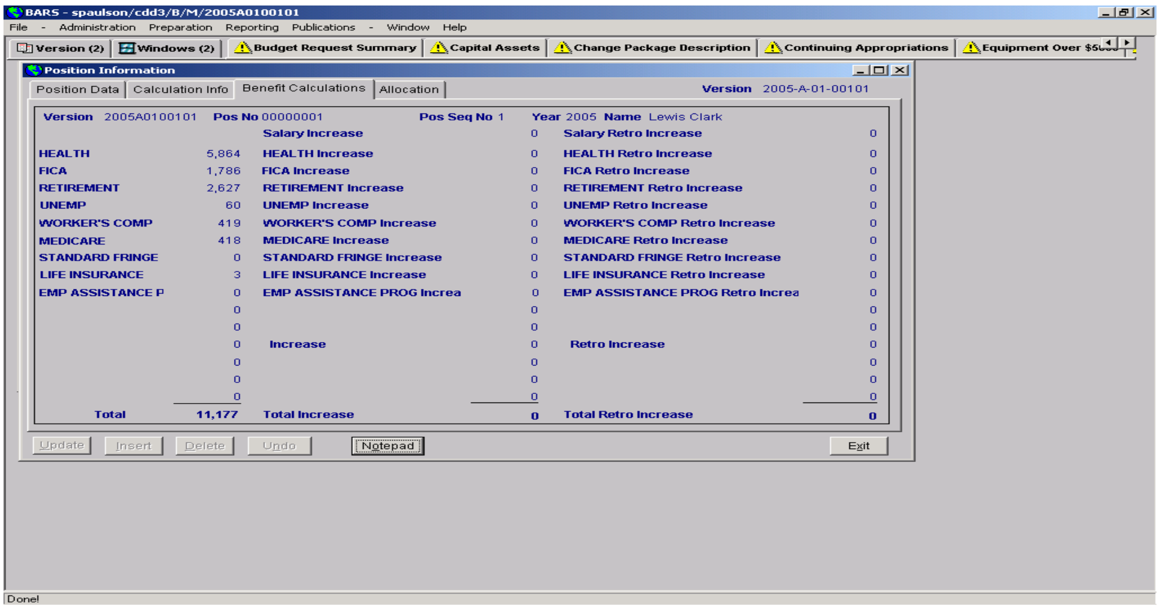
Lump Sum Payments

Lump Sum Amt	Tab to the Lump Sum Amount field and enter the amount of the lump sum payment for this position.
Lump Sum Descr	Type an abbreviated description such as Retirement or bonus.

Tip ***Budget changes should be entered for both years of the biennium for each position.***

Benefit Calculation

Benefit Calculation Screen



Navigation

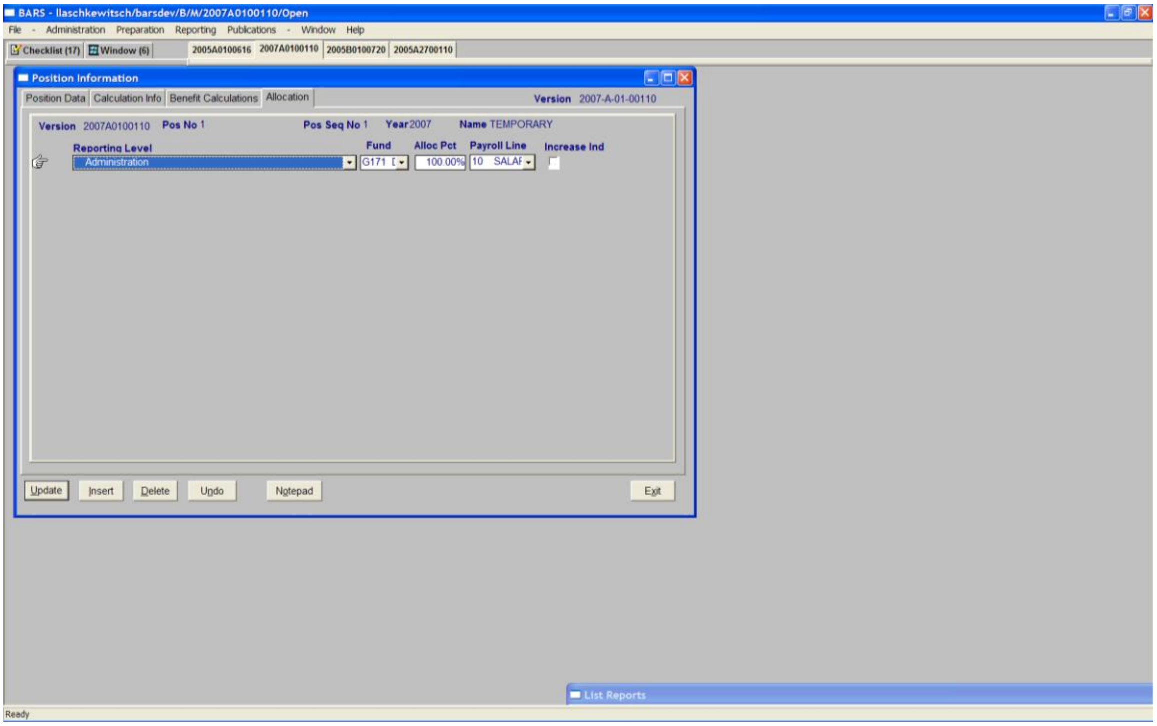
LogOn=>Preparation=>PositionDataMaintenance=>PositionInformation=>Benefit Calculations

Purpose

This is a **view only screen** that provides an itemized list, per employee position, of fringe benefits calculations. Users cannot make entries on this screen.

Allocation Tab

Allocation Screen



Navigation
LogOn=>Preparation=>PositionDataMaintenance=>PositionInformation=>Allocation

Purpose
To allocate the salary of the selected position to reporting levels and specific funding sources.

Using the Screen
Go to the Reporting Level field and select from the drop down list, the reporting level that will be used to begin the allocation of salary.

Tip ***The Version, Position No., Position Sequence Number, Year and Employee Name are displayed at the top of the screen to assist users. Review this information to ensure that the correct position is open before entering allocation data.***

Tip ***For existing positions, the information displayed in each of the fields is based on the allocation used in the PeopleSoft payroll download. If the data is the same as the allocation method for the next biennium, no entries are required on the screen.***

Tip ***The selections on the bottom left hand side of the screen allow an agency to Update (Save), Insert a new allocation line, Delete an allocation line, and Undo an entry or line, and use Notepad for commentary.***

If allocation changes are required, tab from the Reporting Level field to the Fund field. The drop down box will provide the choices of General Fund 001, specific Special Funds used by an agency, and Federal Funds listed by individual grant numbers. If a fund is missing from the selection, contact the assigned budget analyst.

Make a selection from the choices, tab to the Allocation Percent field. Enter the percentage of the salary that will be charged to the fund identified in the Fund field.

Tab to the Payroll Line field. Choose, from the drop down box, the appropriation line item that will be used to budget the salary expenses. In most cases this is 10 - Salary and Wages; however, some agencies budget salaries to special line appropriations.

The Increase Indicator field should remain blank in most cases. When the funding allocation for the executive salary increase is different than for the base salary, insert a new line. Press the space bar to place a checkmark in the field indicating that these allocations should be used for salary increases.

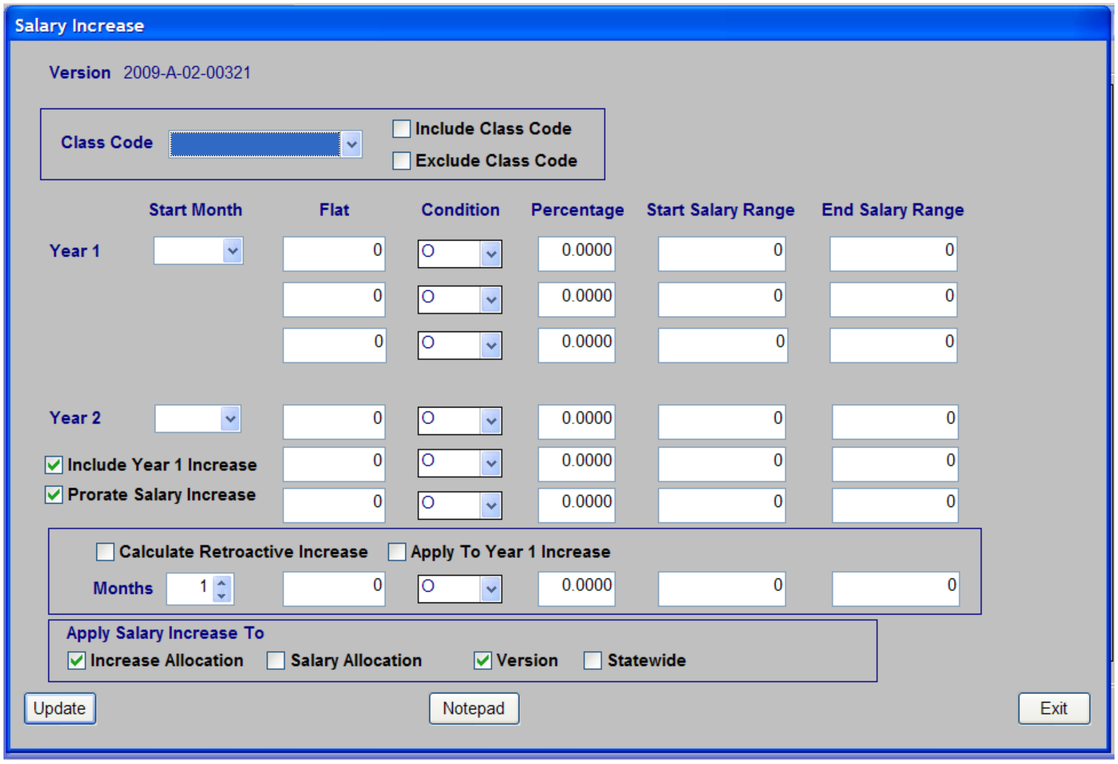
Save the data by using the Update button.

If additional allocations are required, use the Insert button. Follow the same process as described above until total percent reaches the level desired for this reporting level. Repeat this process for the second year of the biennium.

Tip ***If a position needs to be moved from one reporting level to another, simply change the reporting level for that individual on the Allocation tab rather than deleting and creating a new position on the Position Data tab. Remember to update the allocation for each year of the biennium.***

Salary Increase

Salary Increase Screen



Navigation
Log on=>Preparation=>Position Data Maintenance=>Salary Increase

Purpose
This screen can be used to run various salary increase scenarios for an entire agency and apply increases to all or select groups of agency positions.

Using the Screen

<u>Class Code</u>
The Class Code section of the screen, with the Include and Exclude indicators, should be left blank if the salary increase is to apply to all positions. However, if the scenario is based on increases for a specific employee classification, select the code from the Class Code drop down and check the Exclude or Include indicator as appropriate for this particular scenario.

Year
Select from the drop down list the Month and Year for which the salary increase should become effective.

Flat, Condition, Percentage
Enter a flat dollar amount, such as $100 or enter a percentage such as .04, or enter increases for a range of salaries. The Condition column can be set to apply the flat rate before or after the percentage. Selecting "or" will apply the greater of the two.

Include Year 1 Increase
A check in the Include Year 1 increase means that the base upon which the Year 2 salary increase will be applied includes the Year 1 salary increase.

Prorate Salary Increase
When running salary scenarios with a flat rate, this option will prorate the increase for positions that are less than 1.0 FTE.

Apply Salary Increase To
When running salary scenarios, by selecting the Increase Allocation box, the increase will be applied to the expenditure accounts of Salary Increase 599110 and Benefit Increase 599160. These amounts will be identified separately on the Budget Request Summary.

Important Note

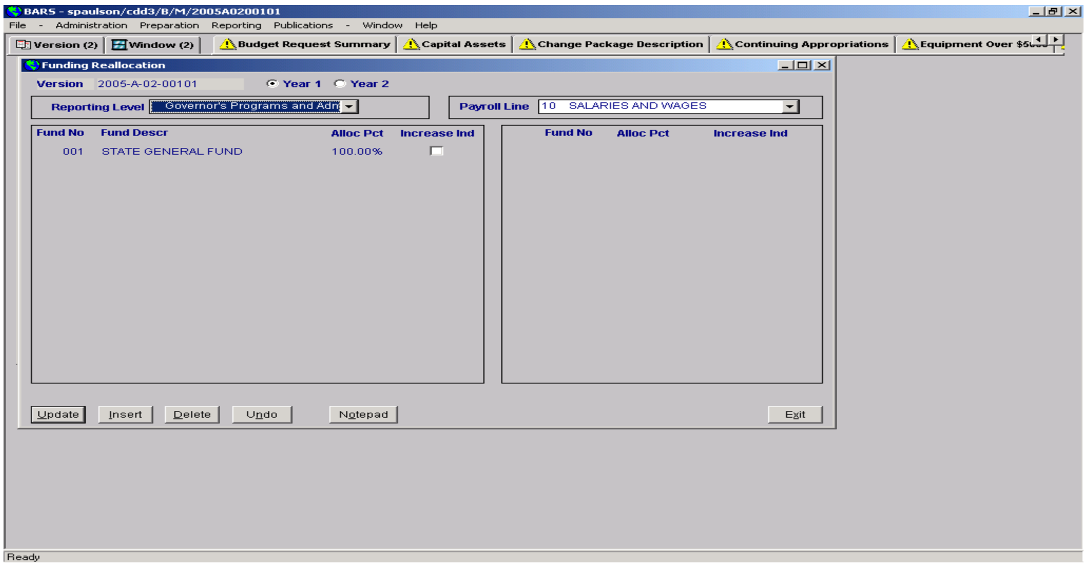
The budget version "submitted" to OMB cannot include any amounts in the following expenditure accounts:

599110	***Salary Increase***
599160	***Benefit Increase***

These account codes are used in the executive recommendation for the compensation package.

Funding Reallocation

Funding Reallocation Screen



Navigation

Preparation=>Position Data Maintenance=>Funding Reallocation

Purpose

To perform reallocation of position within a selected reporting level.

Using the Screen

Go to Preparation in the main menu, select Position Data Maintenance then select Funding Reallocation from the drop down list.

Select the Reporting Level from the drop down.

Select Year 1 or Year 2 from the radio buttons above the Reporting Level field.

Tab to Payroll Line and make a selection from the drop down list. Once this selection is made, the allocation method currently in the system will be displayed on the left side of the screen.

Click Insert and a Fund field, Allocation Percent and Increase Indicator will appear on the right side of the screen.

Select the new Fund from the drop down list. Tab to the Allocation Percent Field and enter the appropriate percent. Keep in mind that the total of the new percentages must equal 100 percent. If the funding source for salary increases is different, insert an additional line with the appropriate funding source and check the Increase Indicator box. Those sources will also have to equal 100 percent.

Continue this same process until the new allocation method is complete.

When finished with the record, click Update to save, Undo to undo changes, Delete to delete the selected record or Exit to return to the prior window. Notepad can be used to enter notes about the record.