Instructions for the Submission of

Technical Adjustments

2016-2018 Biennial Budget

****

**Department of Planning and Budget**

**August 2015**

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Overview of Technical Adjustments

These instructions provide guidance to address the next step in the preparation of the Governor’s introduced budget for the 2016-2018 biennium -- the submission of technical adjustments.

Submissions are due to DPB by **August 31, 2013.** These technical adjustments are requests intended to adjust base budgets established by DPB in June. See the “[BD 1.17 -Agency Budget Requests](https://pbreporting.virginia.gov/DPBReports/rdPage.aspx?rdReport=OB_BudgetReqRec117)” report in the PB system for base budget details or ask your DPB budget analyst if you have questions about the base budget.

This submission is one of two that are due at the end of August. The other submission involves required base budget adjustments involving targets issued by DPB. Base budget adjustments are technical changes to your budget generated by DPB that you will need to spread to your agency’s budget details. Please see the separate instructions on DPB’s website (<http://dpb.virginia.gov> or <http://dpb.virginia.gov/forms/forms.cfm?search=%202016%20Base%20Adjustments%20Instructions%20and%20Targets>) for more information on the base adjustments submission.

The technical adjustment submission is your opportunity to request non-policy changes to your agency’s budget that are not already covered by base adjustments. Similar to base budget adjustments, technical adjustments can be submitted for one or more of the following purposes:

* Remove one-time costs not included in base budget adjustments;
* Transfer of dollars or positions between or within programs with a net zero result;
* The addition of nongeneral fund appropriation to reflect actions already approved administratively;
* Account for an increase in position level to reflect actions already approved administratively; or
* Other technical changes or corrections to the agency base budget that do not involve policy considerations.

Technical adjustments are actually a special category of decision packages. As such, you will use the decision package module to submit technical adjustments. If you intend for a budget request to be considered as a technical adjustment, you should categorize it as “Technical Adjustment” in the “Category” field of the decision package “Overview” tab. The section titled “Decision Package Module Detailed Instructions” below will explain the step-by-step process for submitting these adjustments.

**NOTE: Technical adjustments increasing agency general fund dollars will not be accepted. Any such request will need to be submitted as part of the decision package submission due in September. Instructions for the September submission will be issued at a later date.**

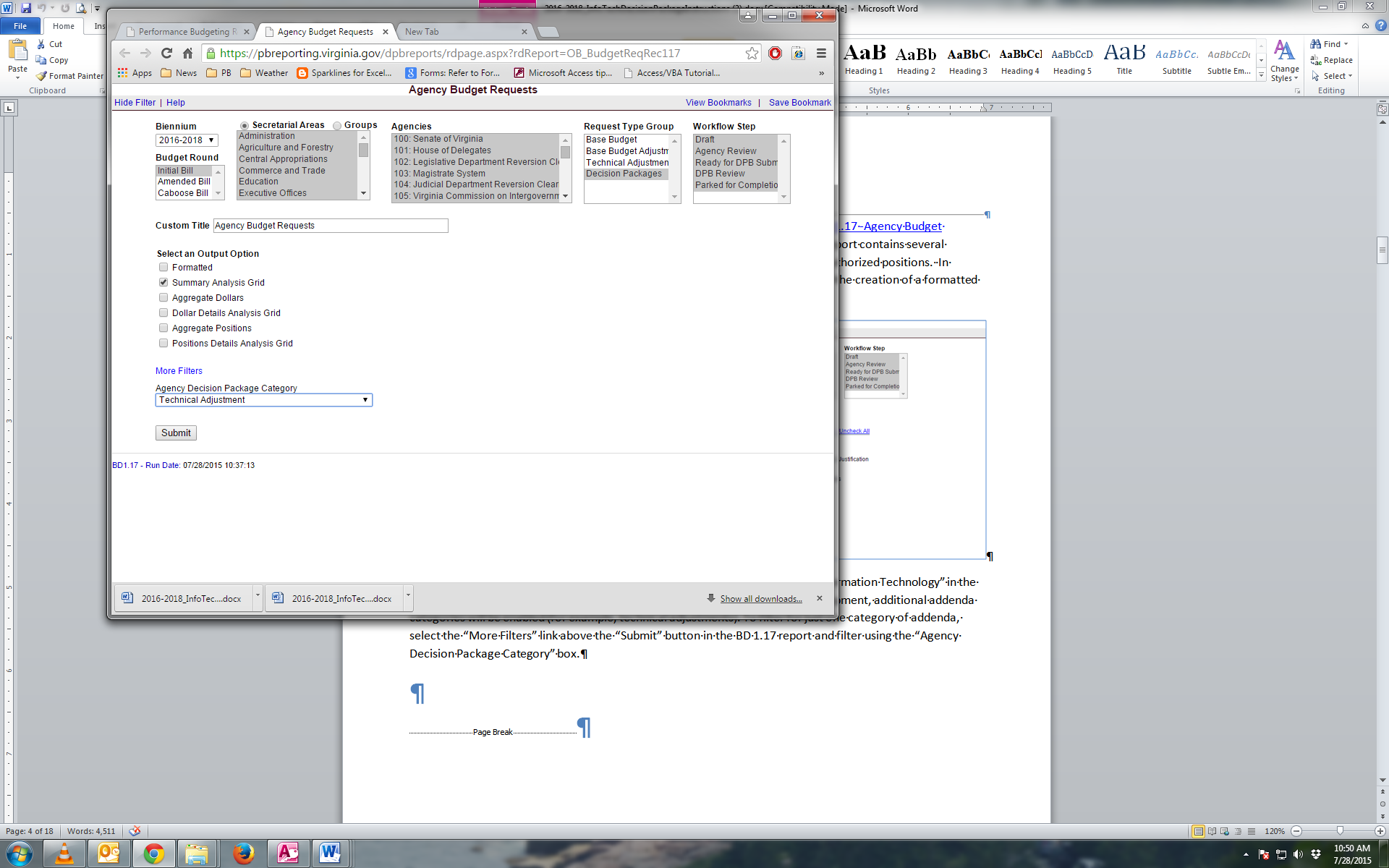
Contact your budget analyst if you have questions about whether an adjustment meets the above criteria.

Budget Calendar

For a complete view of the tentative budget calendar for the remainder of the summer, please visit the [DPB Web Site](http://dpb.virginia.gov/) (or go directly to <http://dpb.virginia.gov/forms/20130426-2/BudgetCalendarAgency.pdf> ).

Reports

To view any technical adjustments you have entered, you may run a report of your decision package submissions by clicking on the “[BD 1.17 -Agency Budget Requests](https://pbreporting.virginia.gov/DPBReports/rdPage.aspx?rdReport=OB_BudgetReqRec117)” report within the Performance Budgeting system reports menu. This report contains several options that allow you to run detailed reports on requested dollar amounts and authorized positions. In addition, there are options that allow the viewing of summarized information and the creation of a formatted report.



Note 1: This submission deals with just those decision packages categorized as “Technical Adjustment” in the addenda category field with the Decision Package module. Later in budget development, additional addenda categories will be enabled. To filter for just one category of addenda, select the “More Filters” link above the “Submit” button in the BD 1.17 report and filter using the “Agency Decision Package Category” box.

Note2: You may also use the BD 1.17 report to obtain detailed information about your agency’s base budget or any base budget adjustments that you have created. Just make the appropriate selection in the “Request Type Group” box in the report filter.

Personal Services

Benefit Rates

If any of your base adjustments involve personal services, you should use the rates included in the table below as applicable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Sub Object* | Benefit | | | | *2016-18 Budget Development**Rates/Factors1* |
| **1111** | **VRS Retirement Contributions** | | | |  |
|  | State Employees | | | | 14.22%\* |
|  | Virginia Law Officers Retirement (VaLORS) | | | | 19.00%\* |
|  | State Police (SPORS) | | | | 27.83%\* |
|  | Judges (JRS) | | | | 50.02%\* |
| **1112** | **Social Security 2** | | | | 6.20% **capped** at $118,500 |
| **1112** | **Medicare** | | | | 1.45% |
| **1114** | **Group Life** | | | | 1.19% |
| **1115** | **Annual Employer Health Insurance Premiums** | | | |  |
|  | | ***COVA Care*** | | Single | $6,519 |
|  | | Employee + One | $11,676 |
|  |  | | Family | | $17,124 |
|  |  | |  | |  |
|  | | ***COVA High Deductible*** | | Single | $5,580 |
|  | | Employee + One | $10,368 |
|  |  | | Family | | $15,144 |
|  |  | |  | |  |
|  | ***HealthAware*** | | Single | | $6,519 |
|  |  | | Employee + One | | $11,676 |
|  |  | | Family | | $17,124 |
|  |  | |  | |  |
|  | | ***Kaiser Permanente*** | | Single | $6,168 |
|  | | Employee + One | $10,956 |
|  | | Family | $16,020 |
|  |  | |  | |  |
| **1116** | **Retiree Health Insurance Credit Premium** | | | | 1.05% |
| **1117** | **VSDP & Long-Term Disability Insurance** | | | | 0.66% |
| **1118** | **Teachers Insurance and Annuity3 Plan 1** | | | | 10.40% |
| **1118** | **Teachers Insurance and Annuity3 Plan 2** | | | | 8.50% |
| **1119** | **Defined Contribution Plan4** | | | | 10.40% |
| **1138** | **Deferred Compensation Match Payments** | | | | One-half of employee’s contribution per pay period, up to a max of $20 per pay period or $480 annually |

1 Percentages refer to percent of salaries. Health insurance premiums are the annual employer dollar cost for an individual.

2 The Social Security cap applies to calendar year 2015. Future year caps are unknown at this time.

3 For institutions of higher education: This includes alternative retirement options, such as TIAA-CREF, for those employees as defined in § 51.1-126 of the Code of Virginia. Plan 1 employees are those employees hired before July 1, 2010. Plan 2 employees were hired after June 30, 2010.

4 Used for employees eligible for a defined contribution plan established pursuant to § 51.1-126.5 of the Code of Virginia.

Nonpersonal Services

For nonpersonal services, you should array any applicable changes by major object of expenditure unless a more detailed subobject detail is utilized in your base budget. In order to obtain more detailed and accurate information about selected expenses, you should use the subobject codes listed below, especially if they have been used in your base budget and if they are applicable to your anticipated expenses. The purpose of collecting budget information at the more detailed subobject level for these selected subobject codes is to better identify these areas of cost and to more completely understand the impact of agency based rate changes. In other cases, the subobject detail represents an area targeted for cost control and/or management, or an area where better tracking of costs are needed.

Any remaining dollar amount for nonpersonal services beyond those required in the list below may be grouped in the “xx95” convenience codes, which are listed on the following page. **No other convenience subobject codes may be used.**

Detailed Nonpersonal Services Subobject Codes

|  |  |
| --- | --- |
| 1205 | Seat Management Services |
| 1214 | Postal Services |
| 1215 | Printing Services |
| 1216 | Telecommunications Services (provided by VITA) |
| 1217 | Telecommunications Services (provided by non-state vendor) |
| 1218 | Telecommunications Services (provided by another state agency) |
| 1241 | Auditing Services |
| 1242 | Fiscal Services |
| 1243 | Attorney Services |
| 1244 | Management Services |
| 1245 | Personnel Management Services |
| 1246 | Public Informational and Public Relations Services |
| 1247 | Legal Services |
| 1248 | Media Services |
| 1271 | Information Management Design and Development Services (provided by VITA) |
| 1272 | VITA Pass Thru Charges |
| 1273 | Information Management Design and Development Services (provided by another State agency (not VITA) or vendor) |
| 1274 | Computer Hardware Maintenance Services |
| 1275 | Computer Software Maintenance Services |
| 1276 | Computer Operating Services (provided by VITA) |
| 1277 | Computer Operating Services (provided by another State agency (not VITA) or vendor) |
| 1278 | VITA Information Technology Infrastructure Services (Provided by VITA) |
| 1279 | Computer Software Development Services |
| 1292 | VITA Services Provided to Out of Scope Agencies |
| 1321 | Coal |
| 1322 | Gas |
| 1323 | Gasoline |
| 1324 | Oil |
| 1325 | Steam |
| 1326 | Wood Fuels |
| 1431 | Categorical Aid to Local Governments and Constitutional Officers (Not Technology) |
| 1432 | Payments in Lieu of Taxes |
| 1433 | General Revenue Sharing |
| 1434 | Disaster Aid to Local Governments |
| 1435 | Special Payments to Localities |
| 1436 | Categorical Aid to Local Governments and Constitutional Officers for Technology |
| 1441 | Payments to Substate Entities |
| 1442 | Payments to Individuals |
| 1451 | Grants to Intergovernmental Organizations |
| 1452 | Grants Nongovernmental Organizations |
| 1453 | Out-of-State Political Entities |
| 1455 | Disaster Cost Reimbursements to Other State Agencies |
| 1456 | Disaster Aid to Nongovernmental Organizations |
| 1511 | Aircraft Insurance |
| 1512 | Automobile Liability |
| 1513 | Flood Insurance |
| 1514 | Inland Marine Insurance |
| 1515 | Marine Insurance |
| 1516 | Property Insurance |
| 1517 | Boiler and Machinery Insurance |
| 1521 | Computer Capital Leases |
| 1522 | Central Processor Capital Leases |
| 1523 | Computer Software Capital Leases |
| 1524 | Equipment Capital Leases |
| 1525 | Building Capital Leases |
| 1526 | Land Capital Leases |
| 1527 | Land and Building Capital Leases |
| 1531 | Computer Rentals (not mainframe) |
| 1533 | Computer Software Rentals |
| 1534 | Equipment Rentals |
| 1535 | Building Rentals |
| 1536 | Land Rentals |
| 1537 | Land and Building Rentals |
| 1538 | Building Rentals – State Owned Facilities |
| 1539 | Building Rentals – Non-State Owned Facilities (Payment administered by DGS) |
| 1542 | Electrical Service Charges |
| 1543 | Refuse Service Charges |
| 1544 | Water and Sewer Service Charges |
| 1547 | Private Vendor Service Charges |
| 1551 | General Liability Insurance |
| 1552 | Money and Securities Insurance |
| 1553 | Medical Malpractice |
| 1554 | Surety Bonds |
| 1555 | Workers' Compensation |
| 1561 | Computer Peripheral Installment Purchases |
| 1562 | Computer Processor Installment Purchases |
| 1563 | Computer Software Installment Purchases |
| 2211 | Desktop Client Computers (microcomputers) |
| 2212 | Mobile Client Computers (microcomputers) |
| 2214 | Mainframe Computers and Components |
| 2215 | Network Servers |
| 2216 | Network Components |
| 2217 | Other Computer Equipment |
| 2218 | Computer Software Purchases |
| 2219 | Development Tools Purchases |
| 3111 | Bond Issuance Expenses |
| 3112 | Bond Issuance Fees |
| 3113 | General Obligation Bond Financing |
| 3114 | General Obligation Bond Interest Retirement |
| 3115 | Revenue Bond Financing |
| 3116 | Revenue Bond Interest Retirement |
| 3117 | Revenue Bond Principal Retirement |
| 3121 | Anticipation Loan Interest Retirement – Not drawdown or mortgage loans |
| 3131 | Anticipation Loan Interest Retirement – Drawdown and Mortgage Loans |
| 3132 | Mortgage Loan Interest Retirement |
| 3196 | Indirect Cost Recoveries from Auxiliary Programs for Obligations |
| 3198 | Inter-Agency Recoveries for Obligations |
| 3199 | Intra-Agency Recoveries for Obligations |

Allowable Nonpersonal Services Convenience Codes

|  |  |
| --- | --- |
| 1295 | Undistributed Contractual Services |
| 1395 | Undistributed Supplies and Materials |
| 1495 | Undistributed Transfer Payments |
| 1595 | Undistributed Continuous Charges |

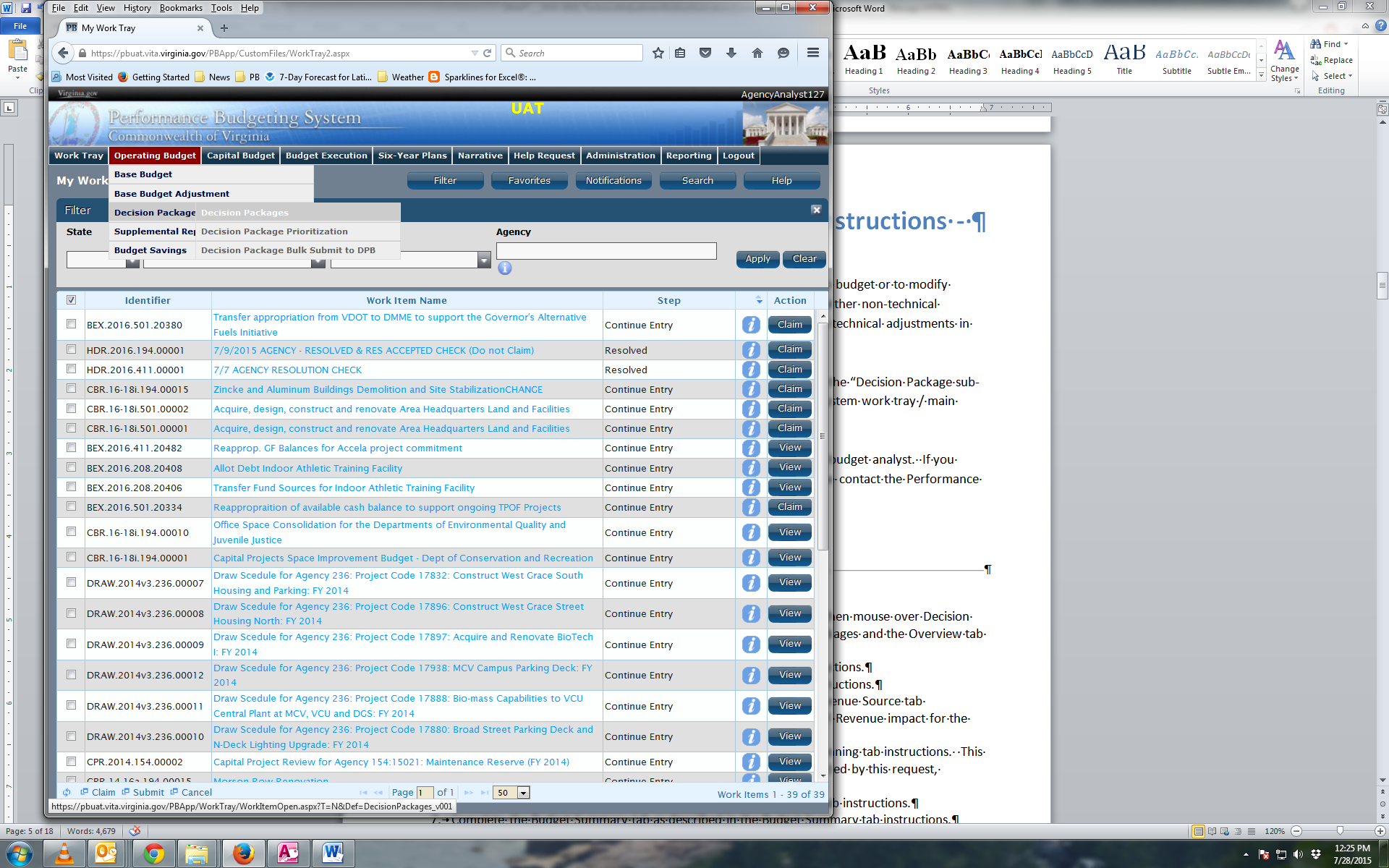
|  |  |
| --- | --- |
| 2195 | Undistributed Property and Improvements |
| 2295 | Undistributed Equipment |
| 2395 | Undistributed Plant and Equipment |
| 3195 | Undistributed Obligations |

Decision Package Module Detailed Instructions -

**Performance Budgeting System**

The decision package module is used for proposals to modify your agency's budget or to modify language in the Appropriation Act. These proposals will be in the form of either non-technical requests or technical adjustments. In this submission, you will be entering technical adjustments in the Decision Package module.

To access the decision package module, select “Decision Packages” within the “Decision Package sub-menu under the “Operating Budget” link on the Performance Budgeting System work tray / main screen.



If you have any questions of a procedural nature, please contact your DPB budget analyst. If you experience technical issues with the Performance Budgeting System, please contact the Performance Budgeting system helpdesk at[PBHelpDesk@vita.virginia.gov](mailto:PBHelpDesk@vita.virginia.gov).

Decision Package Module Quick Guides

**AGENCY ANALYST QUICK GUIDE**

1. Mouse over the Operating Budget functional area menu item and then mouse over Decision Packages. From the resulting dropdown menu, select Decision Packages and the Overview tab will appear.
2. Complete the Overview tab as described in the Overview tab instructions.
3. Complete the Narratives tab as described in the Narratives tab instructions.
4. Complete the NGF Revenue Source tab as described in the NGF Revenue Source tab instructions. This tab only needs to be completed if there is an NGF Revenue impact for the decision package.
5. Complete the Position Planning tab as described in the Position Planning tab instructions. This tab only needs to be completed if positions are requested or impacted by this request, including position reductions.
6. Complete the Budget Detail tab as described in the Budget Detail tab instructions.
7. Complete the Budget Summary tab as described in the Budget Summary tab instructions.
8. Complete the Rate Adjustment tab as described in the Rate Adjustment tab instructions. Only complete this tab if you are a central service agency submitting a request for a rate adjustment.
9. Click Submit and select the appropriate action from the available options.
10. Continue Working - Saves the decision package and returns the work item to the Available Work Items tab on the Work Tray for users with similar credentials to claim.
11. Submit for Agency Review - Submits the decision package to the next step in the workflow.
12. Void Document - Voids the decision package.

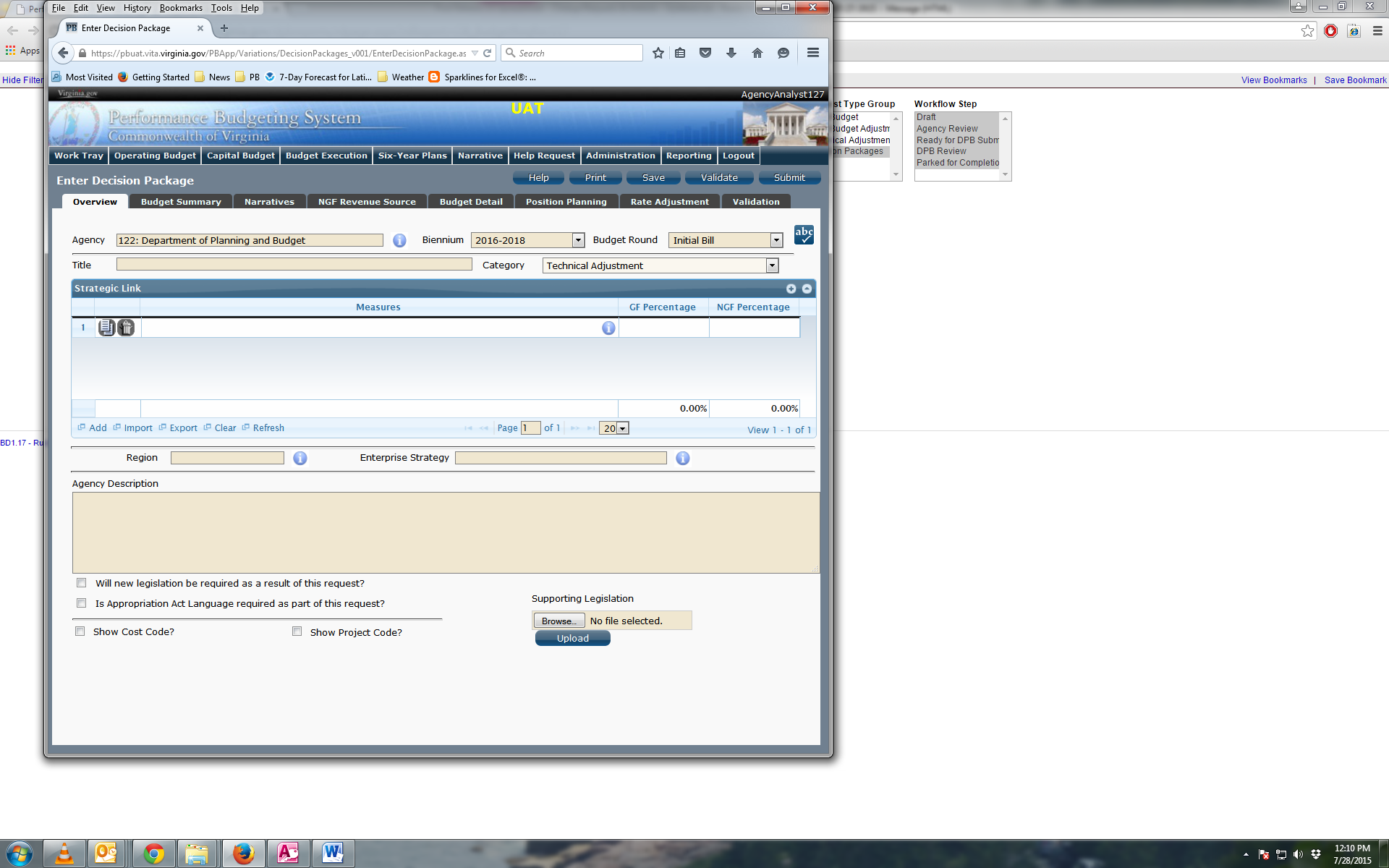
**AGENCY REVIEWER QUICK GUIDE**

1. Click on Available to be Claimed from the Work Tray.
2. Select the Document Type filter and select Decision Package to filter on the decision packages.
3. Click Claim next to a decision package that is ready for review. Once decision package is claimed, the Overview tab will appear.
4. Review the Overview tab for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.
5. Click on the Budget Summary tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.
6. Click on the Narratives tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.
7. Click on the NGF Revenue Source tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.
8. Click on the Budget Detail tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.
9. Click on the Position Planning tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.
10. Click on the Rate Adjustment tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.
11. Click Submit and select the appropriate action from the available options.
    1. Continue Review - Saves the decision package and returns the work item to the Available Work Items tab on the Work Tray for users with similar credentials to claim.
    2. Ready For DPB Bulk Submit – Places the decision package in a batch to be submitted to DPB via the Decision Package Bulk Submit to DPB module.
    3. Return for Further Data Entry - Returns the decision package to the data entry workflow step.
    4. Void Document - Voids the decision package.

Overview Tab

Overview Tab Overview

The purpose of the **Overview** tab is to describe the decision package and select the level at which the budget details will be entered.  Additionally, the ability to specify if new legislation or Appropriation Act language changes and attach a file related to those changes is provided.



Overview Tab Instructions

1. Click on the **Overview** tab.
2. Select the Agency to which the decision package will be applied.
3. Select the Biennium to which the decision package will be applied.   
   (Note: Select “2016-2018” for this submission.)
4. Make sure the correct budget round is selected (initial budget, amended, or caboose).  
   (Note: Select “initial” budget for this submission.)
5. Enter the Title for the decision package.

Insert a short descriptive title.  Remember that your title should begin with a verb such as increase, add, reduce, transfer, shift, expand, etc.

1. Select the Category for the decision package.

Make sure to select the “Technical Adjustments” category. Budget requests involving any other category should be submitted later as part of decision package submissions due in September or as part of the information technology submission due in mid-August.

1. You may link a decision package to one or more performance measures in your agency’s strategic plan via the **Strategic Link** grid. If you opt to link to a measure or measures you will need to enter the percent from GF and NGF sources associated with the request and applied to each applicable measure. These percentages must add up to a 100 percent. Note: measures are from agency strategic plans in Virginia Performs.
2. Select the **Region** of the state that the decision package most impacts.  If it impacts more than one region, select "Multiple Regions".
3. If applicable, select the statewide **Enterprise Strategy** that the decision package supports.  It is not necessary to force a selection if the decision package does not clearly support any of the strategies listed.
4. Enter the Agency Description for the decision package.

Summarize the actions your agency proposes to take with the requested dollars or positions.  If the decision package is for language only, explain what the language will allow the agency to do.  In addition, provide detailed information to indicate the need for the proposed service.  Cite quantitative data wherever possible.

1. Check **Will new legislation be required as a result of this request?** if new legislation is required as a result of the decision package.
2. Check **Is Appropriation Act Language required as part of this request?** if Appropriation Act language is required for the decision package.
3. Upload any supporting documentation for the decision package by clicking Browse, selecting the file to be uploaded, and clicking the Upload button.

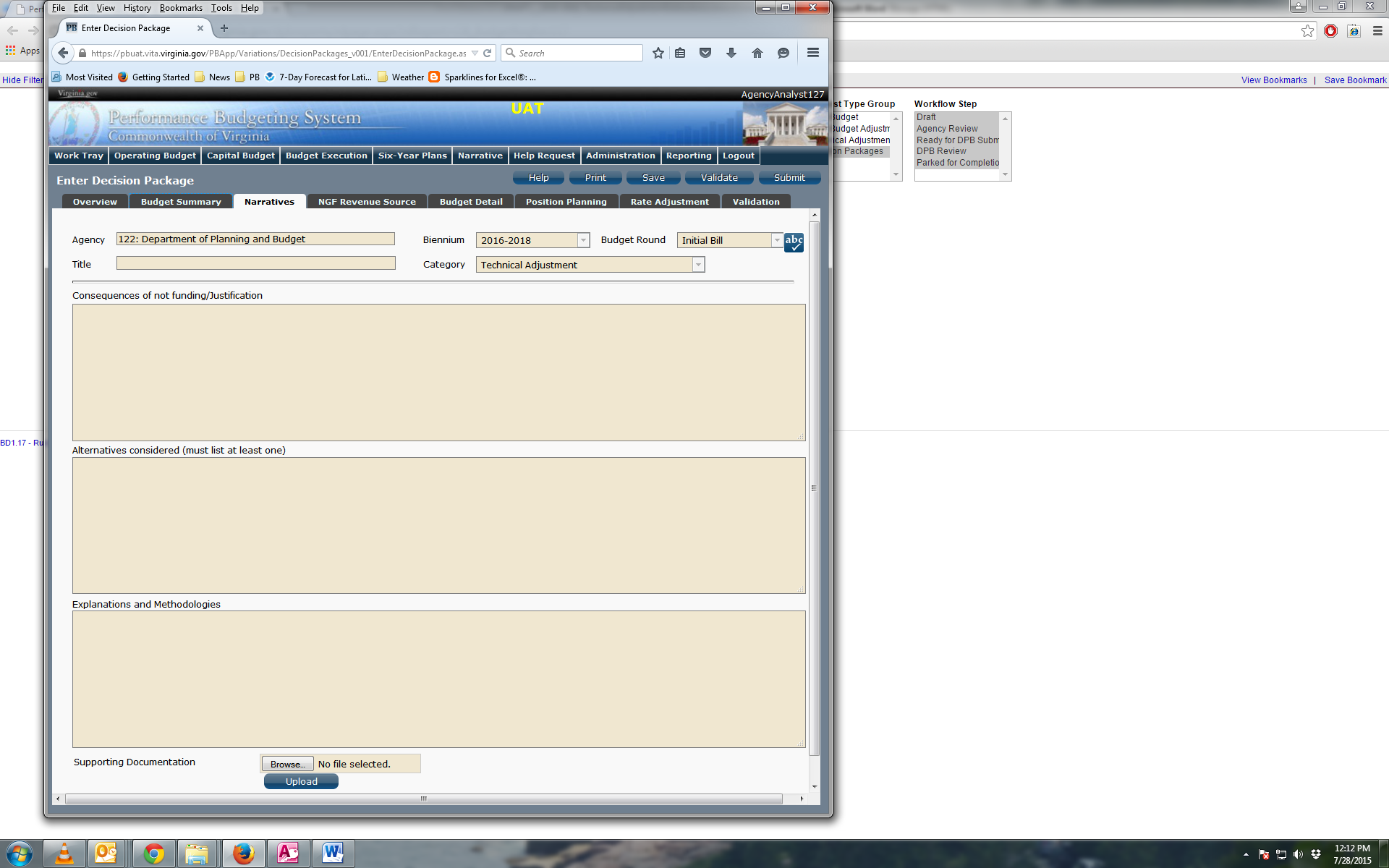
Note: This will be required if either the check box about new legislation or new Appropriation Act Language is checked.  Changes will be shown using the appropriate italics or strike-through.

1. Check **Show Cost Code and/or Show Project Code** if the budget details for the decision package will be entered at the cost code level, operating project code level, or both.

Narratives Tab

Narratives Tab Overview

The purpose of the **Narratives** tab is to capture the justification for the decision package, including justification for any rate adjustments.  Remember, quality is important!  Decision-makers may have only your narrative as a basis for evaluating your agency's proposal.    You will need to be as thorough as possible to explain what the proposal involves and why it should be funded.



Narratives Tab Instructions

1. Click on the **Narratives** tab.
2. Enter the Consequences of not funding/justification.

Indicate the consequences you expect if your proposal is not approved.  Detail how not funding this action will impact the agency's performance measures and targets.

1. Enter the Alternatives considered (must list at least one).

Indicate any other alternatives you considered for accomplishing the objectives of the request and why you selected the proposed action.  Briefly list the pros and cons of each alternative.

1. Enter the Explanations and Methodologies.

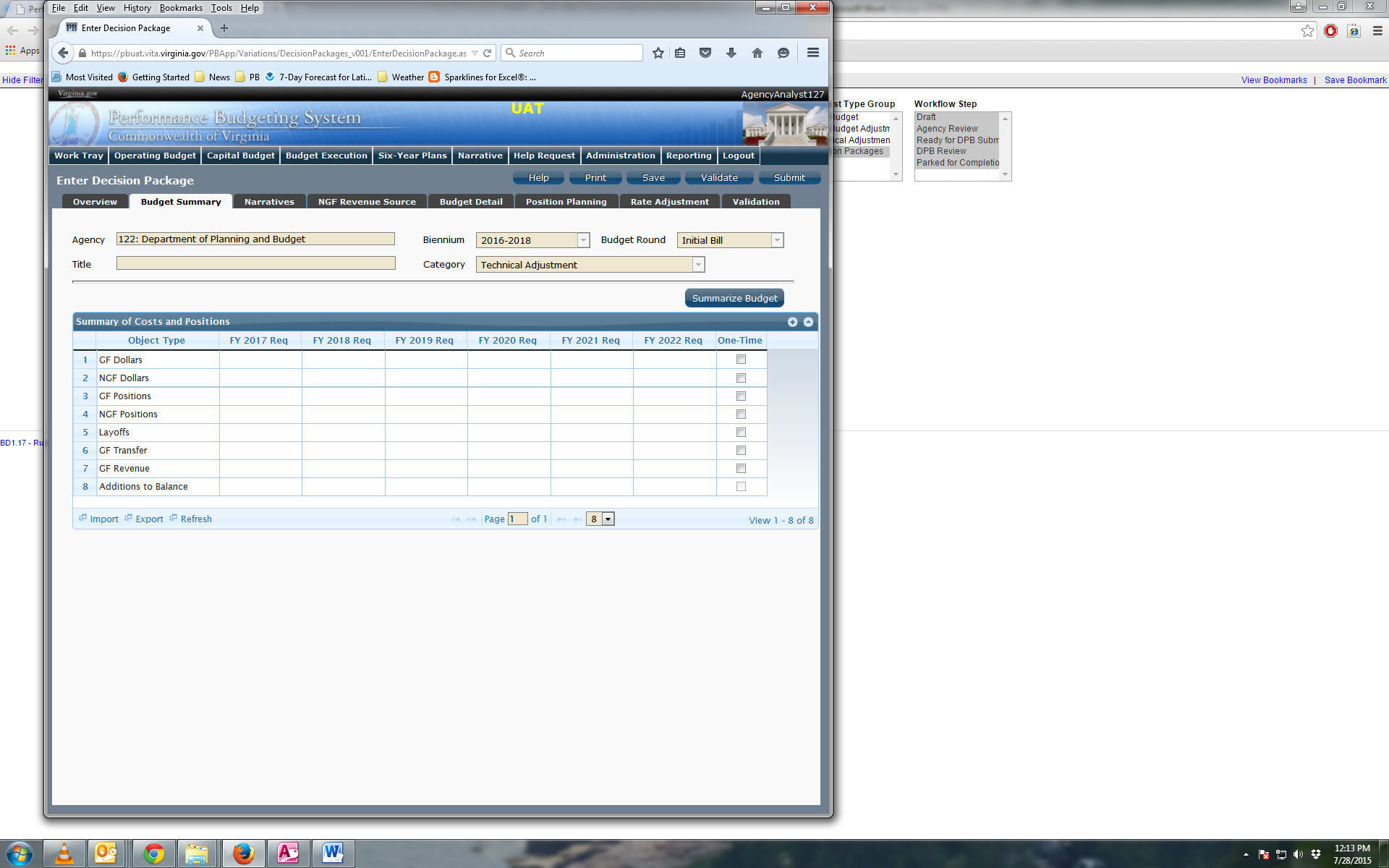
Explain how you calculated your request and any assumptions used, the methodology used.  Enter as much detail as necessary to fully explain the methodologies used. For requests involving additional funds for employee salaries, agencies should address the extent to which current salaries are recruiting, retaining, and motivating employees; how total compensation compares to what is offered by other relevant employers for similar positions; and the impact on the agency's ability to provide services and recruit, retain, and motivate employees.

1. Attach any Supporting Documentation to further justify the need for the decision package.

Budget Summary Tab

Budget Summary Tab Overview

The purpose of the **Budget Summary** tab is to capture the high level general fund (GF) and nongeneral fund (NGF) six-year budget impact for the decision package.  The information on this tab can be entered before the **Budget Detail** tab is completed as a placeholder if an agency is unsure if they are going to submit a decision package to DPB.  If the **Total Services** grid on the **Budget** **Detail** tab has already been entered, the Summarize Budget functionality can be used to populate the first two years of the **Summary of Costs and Positions** grid based upon the data entered in the **Total Services** grid.



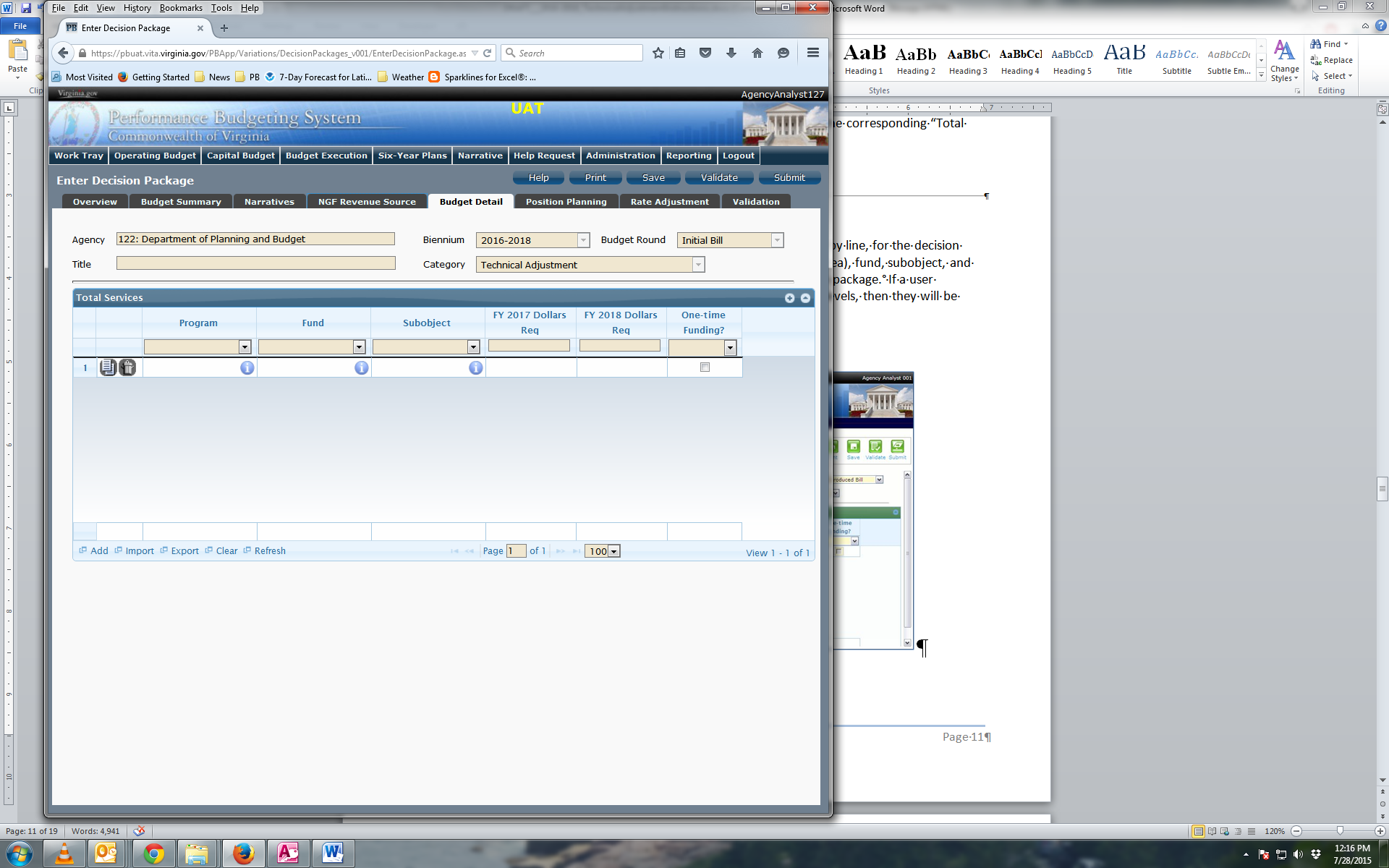
Budget Summary Tab Instructions

1. Click on the **Budget Summary** tab.
2. If the data has already been entered in the **Total Services** grid on the **Budget Detail** tab, click Summarize Budget.  This will populate the GF and NGF data for the first two years in the **Summary of Costs and Positions** grid based upon the data entered in the **Total Services** grid on the **Budget Detail** tab.
3. Enter the out-year impact for the decision package in the **Summary of Costs and Positions** grid and, if entering Budget Summary first, enter data for the two years of the biennium for which work is currently being completed.  Agencies must enter data for all six years, even if the amount is zero.
4. If the decision package results in a change in general fund resources/revenue, enter the amount in the applicable row at the bottom of the summary grid. "GF Transfer" is for nongeneral fund cash transfers to the general fund, "GF Revenue" is for changes in general fund revenue coming in to the Commonwealth, and "Additions to Balance" is for the reversion of general fund balances from agencies to the General Fund. For the most part, “GF Revenue”, “GF Transfer”, and “Additions to Balance” amounts should be entered as positive numbers and you should not attempt to spread these amounts to the corresponding “Total Services” grid on the “Budget Detail” tab.

Budget Detail Tab

Budget Detail Tab Overview

The purpose of the **Budget Detail** tab is to capture the budget details, line by line, for the decision package.  A user will be required to enter the program (including service area), fund, subobject, and FY 20XX and 20XX dollars for each budget line associated with the decision package.  If a user specifies that they will be budgeting at the cost code and/or project code levels, then they will be allowed to enter this level of detail when entering the budget details.



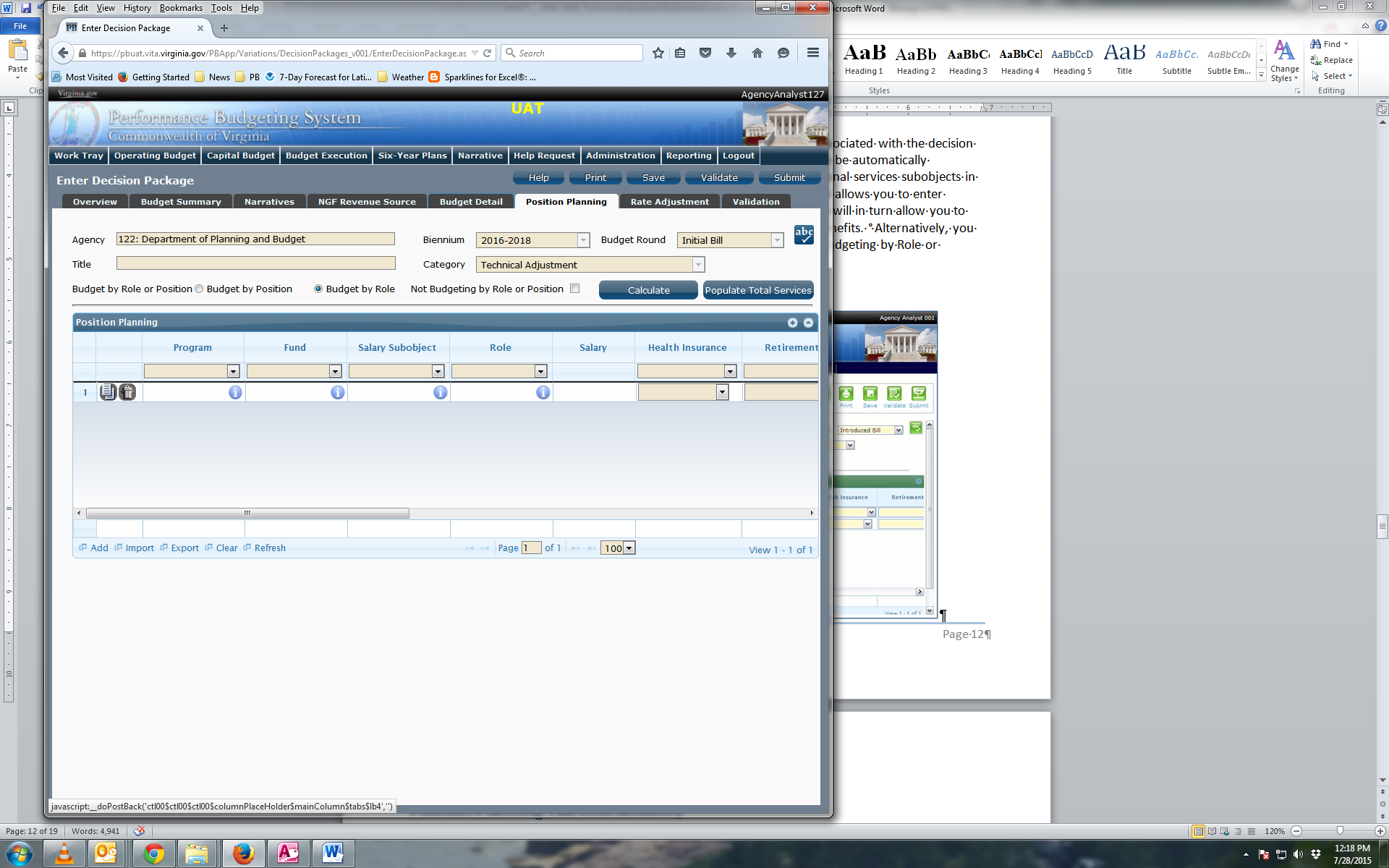
Budget Detail Tab Instructions

1. Click on the **Budget Detail** tab.
2. If applicable, confirm the personal services data that populated the **Total Services** grid from the **Position Planning** tab is correct.  If the data is incorrect, return to the **Position Planning** tab to make corrections and then repopulate the data as described in the **Position Planning** tab instructions.
3. In the **Total Services** grid, enter the Program (program, service area and component), Fund, and Subobject for each nonpersonal services budget line.  Additionally, if applicable for the budget line, enter the Cost Code and/or Project Code.
4. Enter the FY 20XX Dollars for the budget line.
5. In the **Total Services** grid, if the budget line specified is one-time funding, then check the One-time Funding checkbox.  If a budget line contains a mix of one-time and ongoing funding, create a separate line for the one-time amount and another for the ongoing funding requirements.
6. Add rows to the **Total Services** grid as needed to specify multiple nonpersonal services budget lines by using the button.

Position Planning Tab

Position Planning Tab Overview

The purpose of the **Position Planning** tab is to capture position changes associated with the decision package.  Once the positions are entered, the personal services budget can be automatically calculated and the resulting budget data can be used to populate the personal services subobjects in the **Total Services** grid on the **Budget Detail** tab.  The position planning tab allows you to enter authorized position and salary information by either position or role which will in turn allow you to calculate the overall cost of new positions to include compensation and benefits.   Alternatively, you may enter just the authorized position information by selecting the "Not Budgeting by Role or Position" option.



Position Planning Tab Instructions

**Position Planning for Authorized Positions Only**

Use this method if you do not need to calculate the cost of positions in the Performance Budgeting System and only want to record the authorized position level associated with the base adjustment.

1. Click on the **Position Planning** tab.
2. Check the **Not Budgeting by Position or Role** checkbox.
3. In the **Position Planning** grid, enter the total number of positions for the Agency for both the first year and second years of the biennium in the **FY 20XX Positions** cells.
4. Add rows to the **Position Planning** grid, by clicking the **Add** button in the lower left corner of the grid as needed.
5. Authorized positions can also be uploaded from an .xls file.

**Position Planning by Role**

Use this method if you would like to use the capabilities of the Performance Budgeting System to assist in the calculation of the dollar costs of positions associated with the base adjustment.

1. Click on the **Position Planning** tab.
2. Select the **Role** radio button.
3. In the **Position Planning** grid, enter or edit the **Program**, **Fund**, and **Subobject** for a role.  Additionally, if applicable for the role, enter the **Cost Code** and/or **Project Code**.
4. Select or edit the **Role**.

Enter the proper role title for the position you are requesting.  Please contact the Department of Human Resource Management (DHRM), the DHRM website, or your agency human resource department for this proper role title.

1. Enter or edit the **Salary** for the selected role.

Enter the base salary for the position being requested.  Do not include any benefit amounts.  The requested amount must be within salary range and should be based on starting salaries for recent hires in this role.

1. Select or edit the **Health Insurance** for the role.

Select a health premium.  You can select the statewide average, or the actual employers premium for single, employee plus one, and family coverage.

1. Select or edit the **Retirement** for the role.

Select the retirement type for the position: regular VRS, VaLORS, SPORS, judges' retirement, or defined contribution.

1. Enter or edit the number of pay periods for the role for the first year of the biennium in the FY 20XX **Pay Periods** cell if the role is valid for the first year of the biennium.
2. Enter or edit the number of positions allocated to the specified role for the first year of the biennium in the **FY 20XX Positions** cell if the role is valid for the first year of the biennium.
3. Enter or edit the **FY 20XX Pay Periods**and**FY 20XX Positions**, where 20XX is the second year of the biennium.  Data will only be entered for the second year of the biennium if the role is valid for the second year of the biennium.
4. Add rows to the **Position Planning grid**, by clicking the **Add** button in the lower left corner of the grid as needed.
5. Once all roles have been added to the **Position Planning** grid, click the **Calculate** button to calculate the dollar impact for both years of the biennium for the specified roles.  This calculation is based upon the data entered for each role.
6. Confirm the calculation of the budget for both the first and second years of the biennium **FY 20XX Budget**.  If the amounts are not correct, edit the values entered for a role and recalculate the budget for that role.
7. Once the budget for both years of the biennium for each role is satisfactory, click the **Populate Total Services** button to calculate the personal services amounts for the **Budget Details** tab based upon the data entered in the **Position Planning** grid.

**Position Planning by Position**

Use this method if you would like to use the capabilities of the Performance Budgeting System to assist in the calculation of the dollar costs of positions associated with the base adjustment.

1. Click on the **Position Planning** tab.
2. Select the **Position** radio button.
3. In the **Position Planning** grid, enter or edit the **Program**, **Fund**, and **Subobject** for the role.  Additionally, if applicable for the position, enter the **Cost Code** and/or **Project Code**.
4. Enter or edit the **Position** Title.

Enter the proper position title for the position you are requesting.  Please contact the Department of Human Resource Management (DHRM), the DHRM website, or your agency human resource department for this proper title.

1. Enter or edit the**Salary** for the selected position.

Enter the base salary for the position being requested.  Do not include any benefit amounts.  The requested amount must be within salary range and should be based on starting salaries for recent hires in this position.

1. Select or edit the **Health Insurance** for the position.

Select a health premium.  You can select the statewide average, or the actual employers premium for single, employee plus one, and family coverage.

1. Select or edit the **Retirement** for the position.

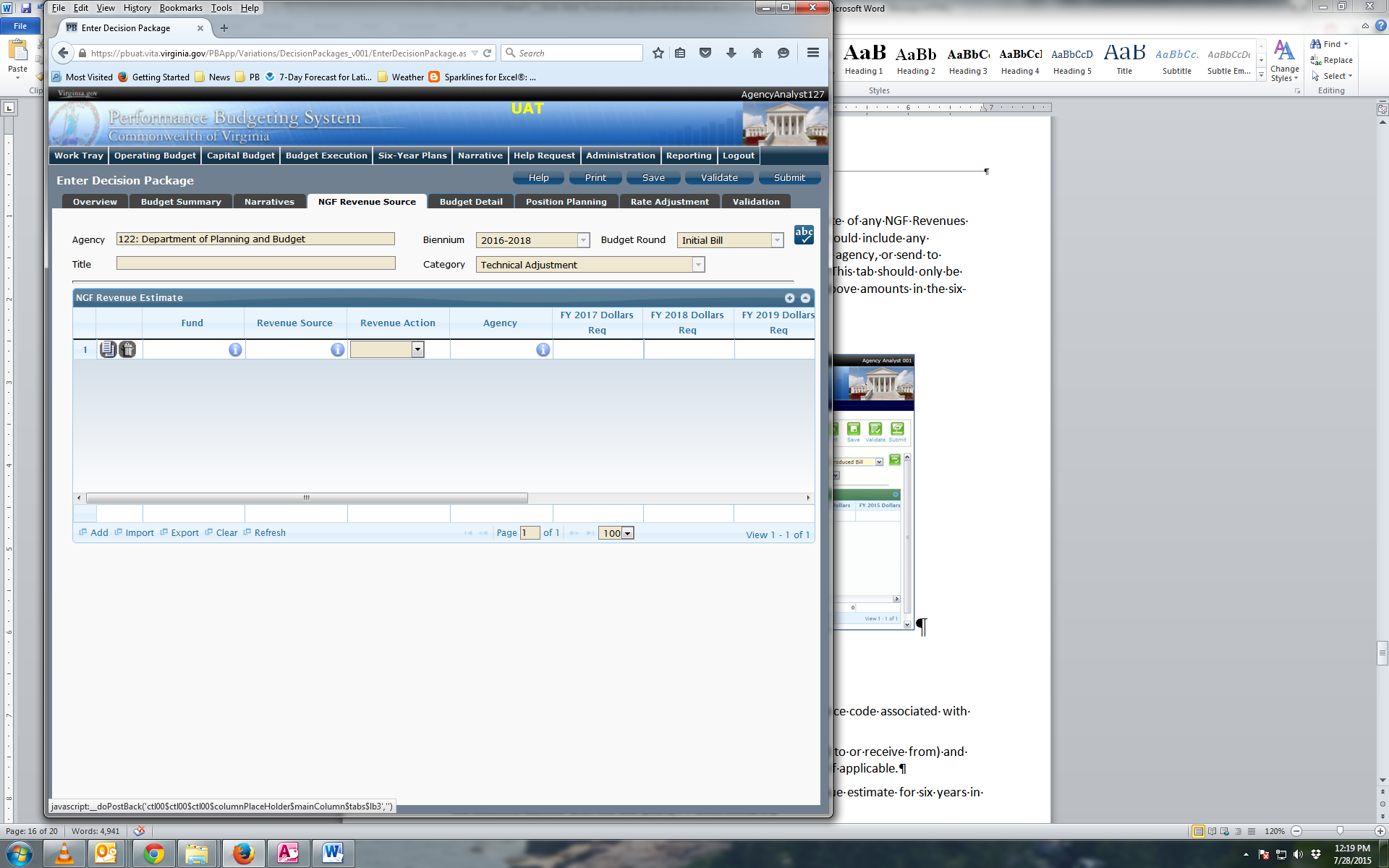
Select the retirement type for the position:  regular VRS, VaLORS, SPORS, judges'retirement, or defined contribution.

1. Enter the number of pay periods for the position for the first year of the biennium in the **FY 20XX Pay Periods** cell if the position is valid for the first year of the biennium.
2. Enter or edit the number of positions allocated to the specified position for the first year of the biennium in the **FY 20XX Positions** cell if the position is valid for the first year of the biennium.
3. Enter or edit the **FY 20XX Pay Periods** and **FY 20XX Positions**, where 20XX is the second year of the biennium.  Data will only be entered for the second year of the biennium if the position is valid for the second year of the biennium.
4. Add rows to the **Position Planning** grid, by clicking the**Add** button in the lower left corner of the grid as needed.
5. Once all roles have been added to the **Position Planning** grid, click the **Calculate** button to calculate the dollar impact for both years of the biennium for the specified positions.  This calculation is based upon the data entered for each.
6. Confirm the calculation of the budget for both the first and second years of the biennium FY 20XX Budget.  If the amounts are not correct, edit the values entered for one or more positions and recalculate the budget for that those positions by repeating step 12.
7. Once the budget for both years of the biennium for each position is satisfactory, click the **Populate Total Services** button to calculate the personal services amounts for the **Budget Details** tab based upon the data entered in the **Position Planning** grid.

NGF Revenue Source Tab

NGF Revenue Source Overview

The purpose of the **NGF Revenue Source** tab is to capture a six-year estimate of any NGF Revenues that will be generated from the decision package.  The revenue estimate should include any nongeneral fund revenue that the agency will collect, receive from another agency, or send to another agency based upon the implementation of the decision package.   This tab should only be completed if there is a nongeneral fund request/impact.  This is over and above amounts in the six-year nongeneral revenue fund estimates module.



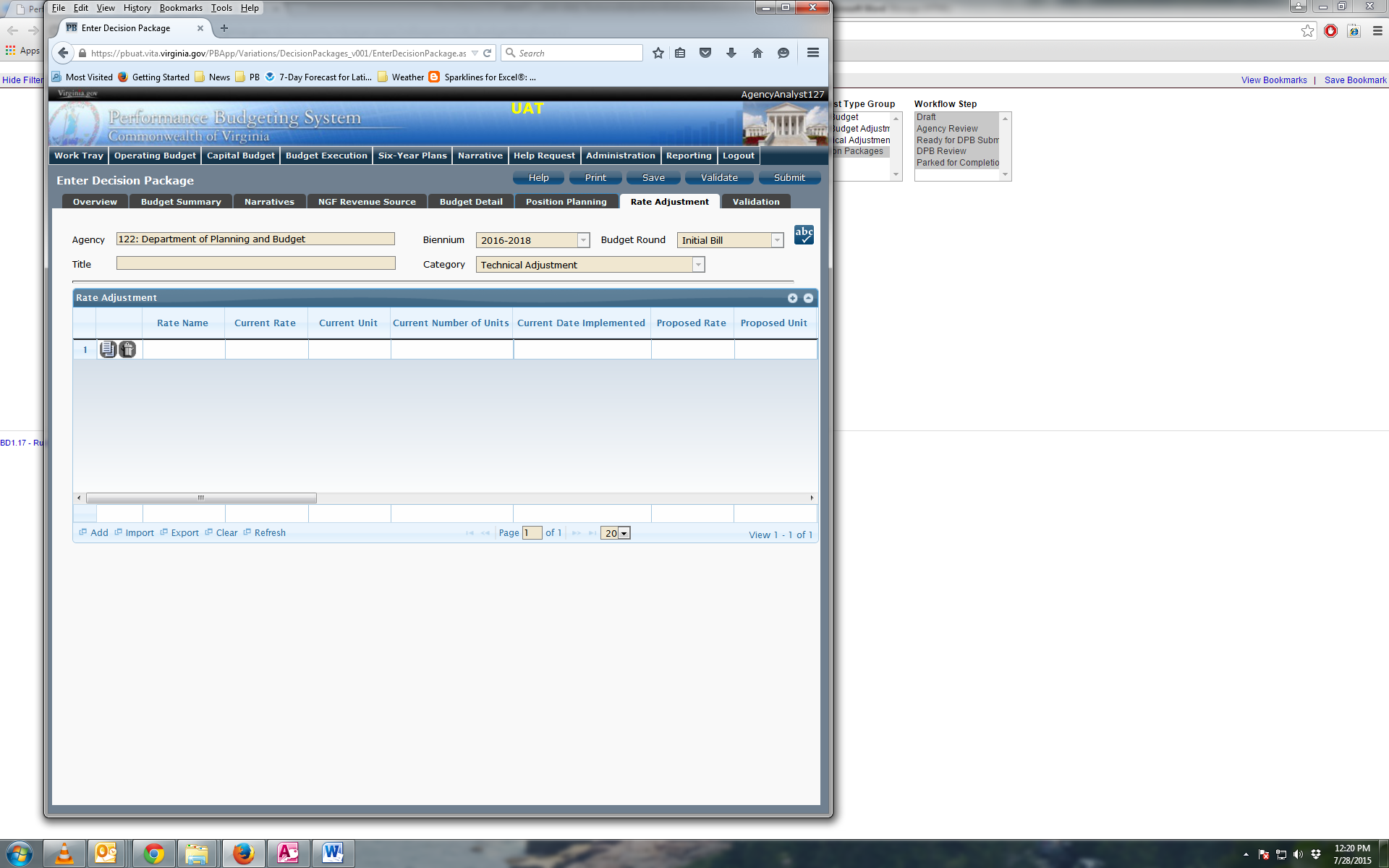
NGF Revenue Source Instructions

1. Click on the **NGF Revenue Source** tab
2. In the **NGF Revenue Estimate** grid, enter the fund and revenue source code associated with the nongeneral fund revenue.
3. In the **NGF Revenue Estimate** grid, select the Revenue Action (send to or receive from) and Agency (pass through or may be blank) associated with that action if applicable.
4. In the **NGF Revenue Estimate** grid, enter an nongeneral fund revenue estimate for six years in the columns labeled with the out-years, FY 20XX Dollars.
5. In the **NGF Revenue Estimate** grid, click on the Methodology cell for revenue source that is currently being estimated.  In the popup window that appears, enter the methodology used to make the estimate.
6. Add rows to the **NGF Revenue Estimate** grid as needed to specify multiple nongeneral revenue sources for the decision package by using the button shown below.

Rate Adjustment Tab

Rate Adjustment Tab Overview

The purpose of the **Rate Adjustment** tab is only for central service agencies that anticipate a change in their assessed rates for internal service fund services they provide to other state government agencies.    A spreadsheet showing the impact of the proposed rate change, by agency, must be attached to the **Narratives** tab.



Rate Adjustment Tab Instructions

1. Click on the **Rate Adjustment** tab.
2. In the **Rate Adjustment** grid, enter a Rate Name for rate that will be adjusted.

Enter the official name/title of the rate as it is commonly known.

1. In the **Rate Adjustment** grid, enter the Current Rate, Current Unit, Current Number of Units, and the most Current Date Implemented for the rate that will be adjusted.
2. In the **Rate Adjustment** grid, enter the Proposed Rate, Proposed Unit, Proposed Number of Units, and the Proposed Effective Date for the rate that will be adjusted.
3. Enter the FY 20XX Revenue Impact for the rate that will be adjusted, where XX is the first and second years of the biennium and the four out-years.
4. Enter the Rationale for Rate Change for the rate that will be adjusted.  Associated/required narrative fields can be found on the narratives tab.

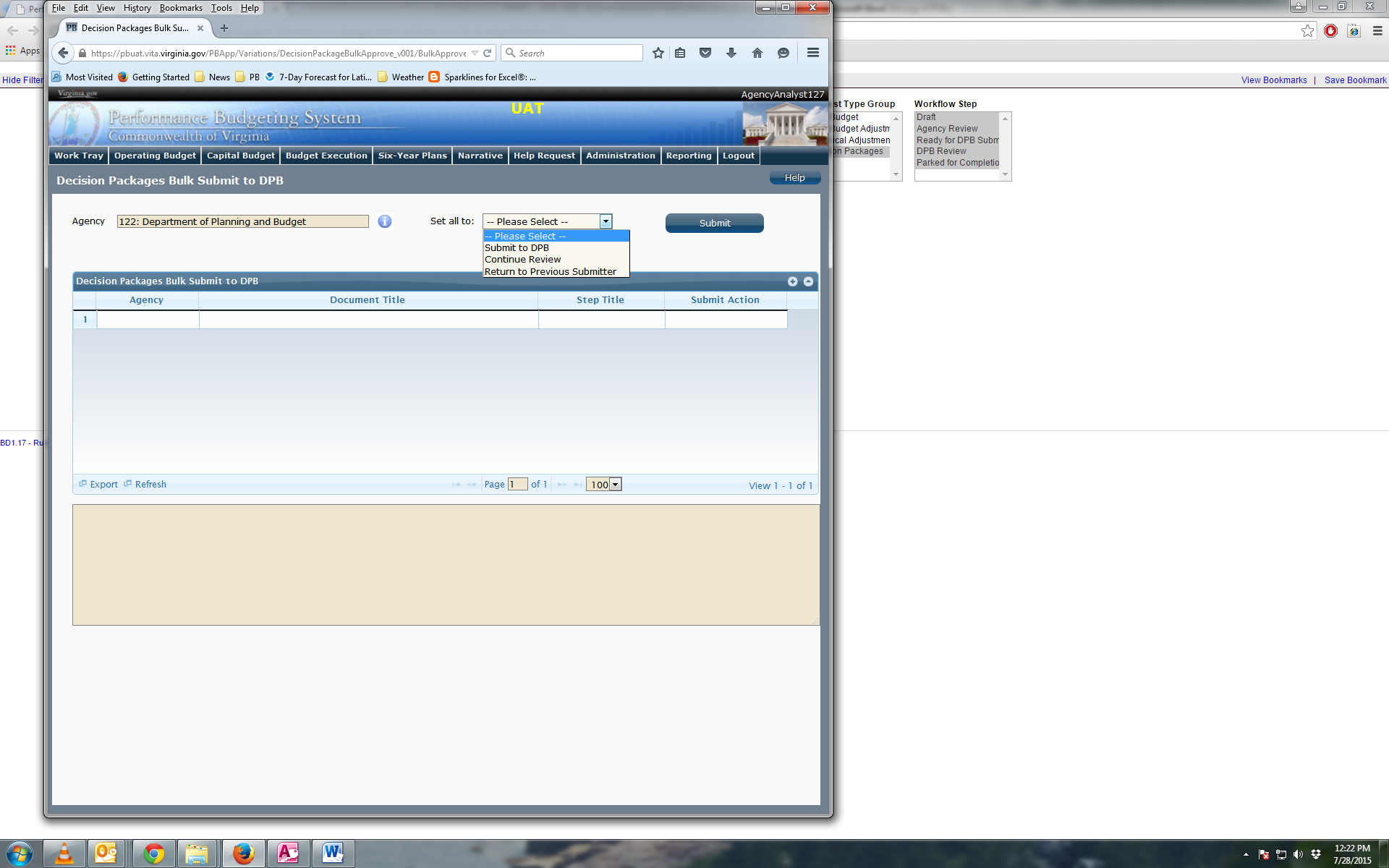
Describe the anticipated results or objectives your agency expects to accomplish if the proposed rate adjustment is approved.

Decision Package Bulk Submit Instructions

**Performance Budgeting System**

Bulk Submit Overview

The purpose of the Decision Package Bulk Submit to DPB module is to allow an agency to submit all their decision packages to DPB at once.



Bulk Submit Instructions

1. To ensure that all requests are accounted for, look at the Document Title column to review the base budget adjustments.
2. Confirm that the Step Title and State fields are correct for each of the base budget adjustments.
3. To bulk manage the submit action, click the Set all to dropdown and select the submit action that the requests require: Submit to DPB, Continue Review, or Return to Previous Submitter.  If submitting to DPB, all requests must be set to Submit to DPB.  The submit actions correspond to the submit actions in the Decision Package module documentation.
4. Click the Submit button.  A message will display in the text box below the submit button to alert you that the submission was successful. If you receive a message that one or more work items could not be submitted, you should navigate to the work tray and open the work items to determine if they are failing validation rules for some reason.