

# Technical Adjustments

## Overview

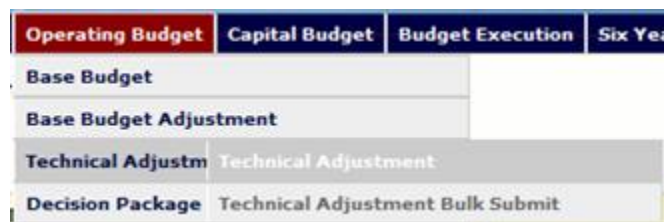
Technical adjustments are agency generated adjustments to your base budget, used only for binnial budget development. Similar to base adjustments, technical adjustments can be submitted for one or more of the following purposes:

- Remove one-time costs not included in base adjustments,
- Net zero transfer of dollars or positions between programs or service areas,
- Account for additional nongeneral fund revenues that involve no policy changes,
- Account for an increase in position level to reflect actions already approved administratively, or
- Other technical changes or corrections to the agency base budget.

## Quick Guide

### AGENCY ANALYST

1. Mouse over the **Operating Budget** Functional Area menu item and then **Technical Adjustment**. From the resulting dropdown menu, select **Technical Adjustment**. Once Technical Adjustment is selected, the Overview tab will appear.

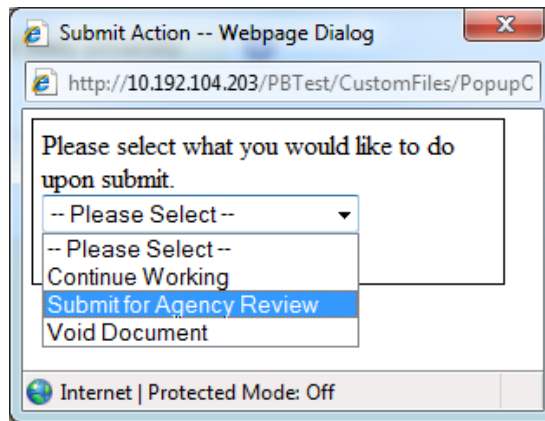


2. Complete the **Overview** tab as described in the Overview tab instructions.
3. Complete the **Narratives** tab as described in the Narratives tab instructions.
4. Complete the **NGF Revenue Source** tab as described in the NGF Revenue Source tab instructions. This tab only needs to be completed if there an NGF revenue request associated with the technical adjustment.
5. Complete the **Position Planning** tab as described in the Position Planning tab instructions.
6. Complete the **Budget Detail** tab as described in the Budget Detail tab instructions.

- Complete the **Budget Summary** tab as described in the Budget Summary tab instructions.
- Click **Submit** and select the appropriate action from the available options.

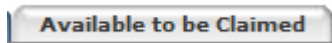


- **Continue Working** - Saves the technical adjustment and returns the work item to the Available Work Items tab on the Work Tray for users with similar credentials to claim.
- **Submit for Agency Review** - Submits the technical adjustment to the next step in the workflow.
- **Void Document** - Voids the technical adjustment.

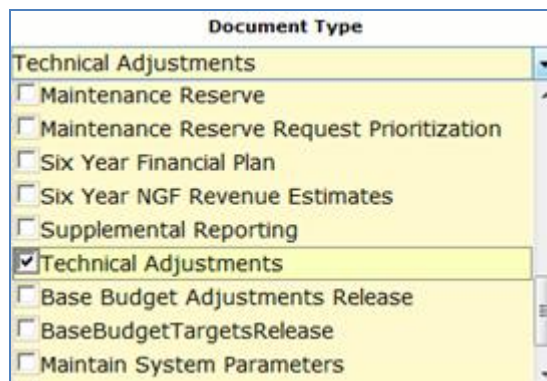


## AGENCY REVIEWER

- Click on **Available to be Claimed** from the Work Tray.



- Select the **Document Type** filter and select **Technical Adjustment** to filter on the technical adjustments.



3. Click **Claim** next to a technical adjustment that is ready for review. Once technical adjustment is claimed, the **Overview** tab will appear.

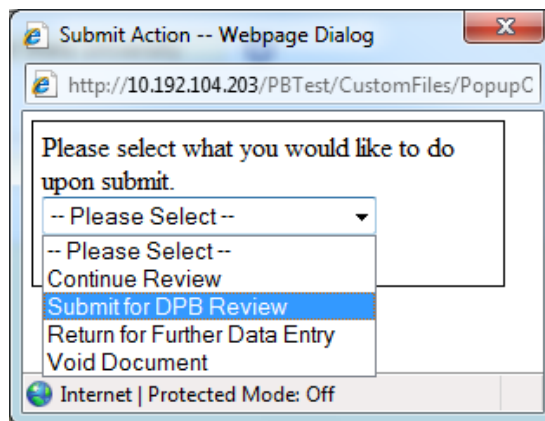


4. Review the **Overview** tab for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.
5. Click on the **Budget Summary** tab and review for completeness and accuracy. Refer to the DPB transmittal for any policy guidance.
6. Click on the **Narratives** tab and review for 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 **Submit** and select the appropriate action from the available options.



[Submit](#)

- **Continue Review** - Saves the technical adjustment and returns the work item to the Available Work Items tab on the Work Tray for users with similar credentials to claim.
- **Submit for DPB Review** - Submits the technical adjustment to DPB.
- **Return for Further Data Entry** - Returns the technical adjustment to the data entry workflow step.
- **Void Document** - Voids the technical adjustment.



11. Once all technical adjustments have been submitted, follow the technical adjustments bulk submit instructions to make the final submission to DPB.

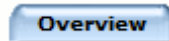
## Overview Tab

### Overview

The purpose of the Overview tab is to capture the identifying information for the technical adjustment and select the level at which the budget details will be entered.


### Instructions

1. Click on the **Overview** tab.




2. Select the **Agency** to which the technical adjustment will be applied.

*Note: This will default if a user only has access to one Agency.*


 

3. Select the **Biennium** to which the technical adjustment will be applied.

*Note: This will default if only one biennium is valid.*

4. Select the **Budget Round** to which the technical adjustment will be applied.

5. Enter the **Title** for the technical adjustment.

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

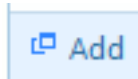
6. Select a link for the technical adjustment to an agency **Objective/Measure** in the Strategic Link grid. Additionally, apply a **General Fund Percentage** and **Nongeneral Fund Percentage** and **Description** of the link.

Agencies must link a decision package to either a measure(s) or an

objective, not both. If you opt to link to a measure or measures, then you should not also link to that objective. The percentages you apply to each measure would, when added up, effectively equal the objective total. Numbers must add up to a 100 percent.

Strategic Link				
	Objective/Measure	Description	GF Percentage	NGF Percentage
1				

7. Add rows to the **Strategic Link** grid as needed to specify multiple objective/measure links by using the button shown below.



8. Enter the **Description** for the technical adjustment.

Summarize the actions your agency proposes to take with the requested technical adjustment. If the technical adjustment is for language only, explain what the language will allow the agency to do.

Description

9. Check the **Show Cost Code?** and/or **Show Project Code?** checkboxes, if the budget details for the technical adjustment will be entered at the cost code level, project code level, or both.

Show Cost Code?
 Show Project Code?

## Budget Summary Tab

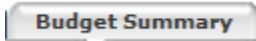
### Overview

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 technical adjustment. ***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 technical adjustment to DPB.*** If the Total Services grid on

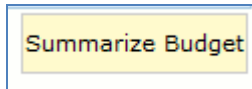
the Budget Detail tab has already been entered, the Summarize Budget functionality can be used to populate the first two years of the Summary of Costs and Positions grid based upon the data entered in the Total Services grid.

## 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 technical adjustment 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.

You must enter something in the out-years, even if "zero."

Summary of Costs and Positions							
	Object Type	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
1	GF Dollars						
2	NGF Dollars						
3	GF Positions						
4	NGF Positions						
5	GF Transfer						
6	GF Revenue						

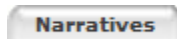
## Narratives Tab

### Overview

The purpose of the Narratives tab is to capture the justification for the technical adjustment.

### Instructions

1. Click on the **Narratives** tab.



2. Enter the **Rationale or Need for the Request**.

Clearly articulate the rationale or need for the request. What issue or problem are you trying to resolve? What is the need for the proposed action? Be specific as possible.

Rationale or Need for the Request

3. Enter the **Methodology for Cost of Proposal**.

Explain how you calculated your request and any assumptions used. Enter as much detail as necessary to fully explain the methodologies used.

Methodology for Cost of Proposal

4. Attach **Supporting documentation** to the technical adjustment as needed.

Please attach supporting documentation

Browse...

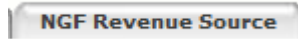
## NGF Revenue Source Tab

### Overview





The purpose of the NGF Revenue Source tab is to capture a six-year estimate of any NGF Revenues that will be collected from the implementation of the technical adjustment. The revenue estimate should include any NGF revenue that the agency will collect, receive from another agency, or send to another agency if the technical adjustment is approved.

## 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 NGF revenue.

NGF Revenue Estimate			
		Fund	Revenue Source
1	 		

3. In the **NGF Revenue Estimate** grid, select the **Revenue Action** (send to or receive from) and **Agency** associated with that action if applicable.

Revenue Action	Agency
	

4. In the **NGF Revenue Estimate** grid, enter a NGF Revenue Estimate for up to six years in the columns labeled with the out-years, **FY 20XX Dollars**.

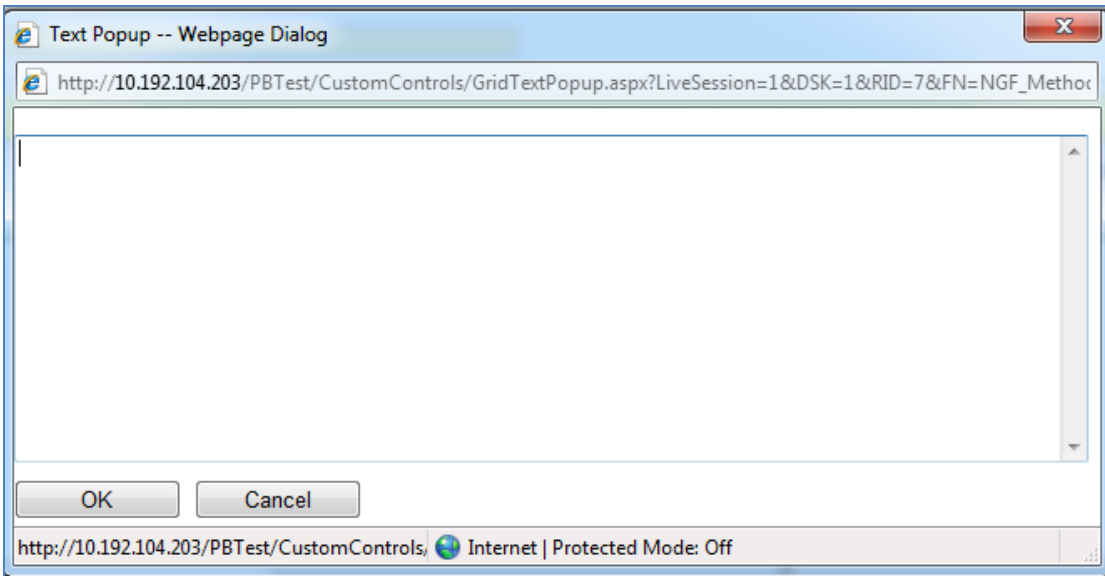
You must enter something in the out-years, even if "zero."

FY 2011 Dollars	FY 2012 Dollars	FY 2013 Dollars	FY 2014 Dollars	FY 2015 Dollars	FY 2016 Dollars

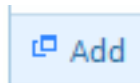
5. In the **NGF Revenue Estimate** grid, click on the **Methodology** cell for revenue source that is currently being estimated. In the popup window that appears, enter the methodology for that estimate.

Explain how you calculated your estimate and any assumptions used to come up with the nongeneral fund estimate. Enter as much detail as necessary to fully explain the methodologies used.





6. Add rows to the **NGF Revenue Estimate** grid as needed to specify multiple NGF Revenue sources for the technical adjustment, by using the button shown below.



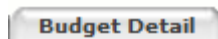
## Budget Detail Tab

### Overview

The purpose of the **Budget Detail** tab is to capture the budget details, line by line, for the technical adjustment. A user will be required to enter the program, fund, subobject, and FY 20XX and FY 20XX dollars for each budget line associated with the technical adjustment. 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. Additionally, the Position Planning tab must be used to budget for any positions associated with the Technical Adjustment.



### Instructions

1. Click on the **Budget Detail** tab.





2. 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.

- In the **Total Services** grid, enter the **Program** (Program, Service Area or Component), **Fund**, and **Subject** for each nonpersonal services budget line. Additionally, if applicable for the budget line, enter the **Cost Code** and/or **Project Code**.

Total Services						
		Program	Fund	Subobject	FY 2011 Dollars	FY 2012 Dollars
1	 	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Total Services grid displaying the DPB required level of budget detail

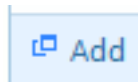
Total Services								
		Cost Code	Program	Fund	Subobject	Project Code	FY 2011 Dollars	FY 2012 Dollars
1	 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Total Services grid displaying Cost Code and Project Code

- Enter the **FY 20XX Dollars** for the budget line, where XX is the first and second years of the biennium.

FY 2011 Dollars	FY 2012 Dollars
<input type="text"/>	<input type="text"/>

- Add rows to the **Total Services** grid as needed to specify multiple nonpersonal services budget lines by using the button shown below.



## Position Planning Tab

### Overview

The purpose of the **Position Planning** tab is to capture, by position or role, position changes associated with the technical adjustment. 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.

### Details

#### *Position Planning by Role*






- Click on the **Position Planning** tab.



2. Select the **Role** radio button.
3. In the **Position Planning** grid, enter the program, fund, and subobject for the role. Additionally, if applicable for the role, enter the cost code and/or project code.

Position Planning				
		Program	Fund	Subobject
1	 			

Position Planning grid displaying the DPB required level of budget detail

Position Planning						
		Cost Code	Program	Fund	Subobject	Project Code
1	 					

Position Planning grid displaying Cost Code and Project Code

4. In the **Position Planning** grid, select the **Role**.

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

Role

5. In the **Position Planning** grid, enter the **Salary** for the selected role.

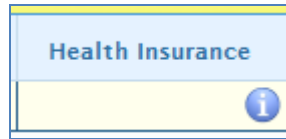
Enter the projected annual base salary for the position being requested. Do not include any benefit amounts. The requested amount must be within salary range and should be based on starting salaries for recent hires in this role.

Salary

6. In the **Position Planning** grid, select the **Health Insurance** for the role.

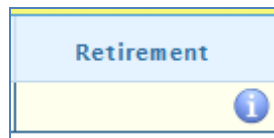
Select a health premium. You can select the statewide average, or the actual employers premium for single, employee plus one, and family

coverage.

A dropdown menu with a blue header containing the text "Health Insurance" and a yellow selection area below it. A blue information icon is located in the bottom right corner of the menu.

7. In the **Position Planning** grid, select the **Retirement** for the role.

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

A dropdown menu with a blue header containing the text "Retirement" and a yellow selection area below it. A blue information icon is located in the bottom right corner of the menu.

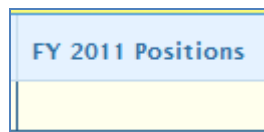
8. In the **Position Planning** grid, enter the number of pay periods for the role for the first year of the biennium in the **FY 20XX Pay Periods** cell if the role is valid for the first year of the biennium.

22 pay periods should be used for a new position.

A dropdown menu with a blue header containing the text "FY 2011 Pay Periods" and a yellow selection area below it.

9. In the **Position Planning** grid, if the role is valid for the first year of the biennium, enter the number of positions allocated to the specified role for the first year of the biennium in the **FY 20XX Positions** cell.

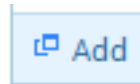
Enter to two decimal places.

A dropdown menu with a blue header containing the text "FY 2011 Positions" and a yellow selection area below it.

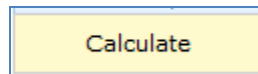
10. In the **Position Planning** grid, enter the percentage of the role that will be allocated to the Program, Fund, and Subobject in the first year of the biennium. This is entered in the **FY 20XX Percentage** cell if the role is valid for the first year of the biennium.

FY 2011 Percentage

11. Add rows to the **Position Planning** grid as needed to specify multiple programs, roles, or percentage allocations of existing roles, using the button shown below.



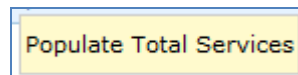
12. Once all roles have been added to the **Position Planning** grid, click the Calculate button to calculate the budget for both years of the biennium for the specified roles. This calculation is based upon the data entered for each role.



13. 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.

FY 2011 Budget	FY 2012 Budget

14. 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 budget for the **Budget Details** tab based upon the data entered in the **Position Planning** grid.



### ***Position Planning by Position***








1. Click on the **Position Planning** tab.



2. Select the **Position** radio button.
3. In the **Position Planning** grid, enter the **Program, Fund, and Subobject** for the role. Additionally, if applicable for the position, enter the **Cost Code** and/or **Project Code**.

Position Planning				
		Program	Fund	Subobject
1	 			

Position Planning grid displaying the DPB required level of budget detail

Position Planning						
		Cost Code	Program	Fund	Subobject	Project Code
1	 					

Position Planning grid displaying Cost Code and Project Code

- In the Position Planning grid, enter the Position Title.

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

Position Title

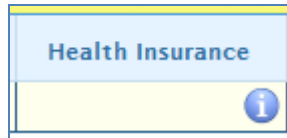
- In the **Position Planning** grid, enter the **Salary** for the selected position.

Enter the projected annual base salary for the position. 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.

Salary

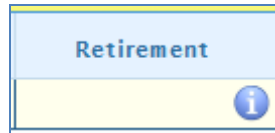
- In the **Position Planning** grid, select the **Health Insurance** for the position.

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

A dropdown menu with a light blue header containing the text "Health Insurance" and a yellow selection area below it. A small blue circular icon with a white letter 'i' is located in the bottom right corner of the selection area.

7. In the **Position Planning** grid, select the **Retirement** for the position.

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

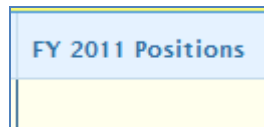
A dropdown menu with a light blue header containing the text "Retirement" and a yellow selection area below it. A small blue circular icon with a white letter 'i' is located in the bottom right corner of the selection area.

8. In the **Position Planning** grid, 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.

22 pay periods should be used for a new position.

A dropdown menu with a light blue header containing the text "FY 2011 Pay Periods" and a yellow selection area below it.

9. In the **Position Planning** grid, enter 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.

A dropdown menu with a light blue header containing the text "FY 2011 Positions" and a yellow selection area below it.

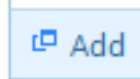
10. In the **Position Planning** grid, enter the percentage of the position that will be allocated to the program, fund, and subobject in the first year of the biennium. This is entered in the **FY 20XX Percentage** cell if the position is valid for the first year of the biennium.

A dropdown menu with a light blue header containing the text "FY 2011 Percentage" and a yellow selection area below it.

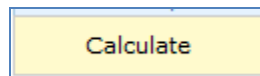
11. In the **Position Planning** grid, enter/select the **FY 20XX Pay Periods**, **FY 20XX Positions**, and the **FY 20XX Percentage**, where 20XX is the second year of the biennium. Data will only be entered for the second

year of the biennium if the position is valid for the second year of the biennium.

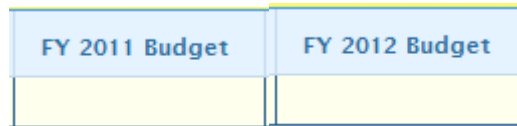
12. Add rows to the **Position Planning** grid as needed to specify multiple programs, positions or percentage allocations of existing positions, by using the button shown below.



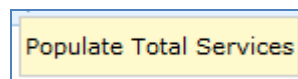
13. Once all roles have been added to the **Position Planning** grid, click the Calculate button to calculate the budget for both years of the biennium for the specified positions. This calculation is based upon the data entered for each.



14. 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.



15. 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 budget for the **Budget Details** tab based upon the data entered in the **Position Planning** grid.



## Field Definitions

Field Name	Description
Agency	Source agency of the technical adjustment.
Biennium	A dropdown list that allows for the selection of a biennium to which the technical adjustment will be applied.
Budget Round	A dropdown field that allows for the selection of the budget round to which the technical adjustment will be applied.



Calculate	A button that allows for the calculation of the FY 20XX budget fields.
Cost Code	A popup box that allows for the selection of an agency cost code.
Description	A text field that allows for the entry of a description for the technical adjustment
Fund	A popup list that allows for the selection of a fund detail.
FY 20XX Positions	A numeric field that allows for the entry of the number of positions associated with the first or second year of the biennium for a role or position.
FY 20XX Budget	A calculated field that displays the budget for a position or role for the first or second year of the biennium.
FY 20XX Dollars	A numeric field that allows for the entry of dollars associated with the XX year.
FY 20XX Pay Periods	A numeric field that allows for the entry of 0 to 24 pay periods associated with the first or second year of the biennium for a position or role.
FY 20XX Percentage	A percentage field that allows for the entry of one percent to 100 percent associated with the first or second year of the biennium for a position or role.
Health Insurance	A dropdown list that allows for the selection of the health insurance plan associated with a position or role.
Methodology	A popup text box that allows for the entry of the methodology associated with a nongeneral fund revenue estimate.
Methodology for Cost of Proposal	A text field that allows for the entry of the methodology for cost of proposal.
NGF Revenue Estimate	A grid that allows for the estimation of nongeneral fund impact of the technical adjustment.
Populate Total Services	A button that populates the personal services data in the Total Services grid on the Budget Details tab.
Position	A text field that allows for the entry of a position title.
Position Planning Grid	A grid that allows for the entry of position planning data, by role or position, for the technical adjustment.
Program	A popup list that allows for the selection of a program, service area, or component, depending on the structure of the programs for a given

	agency.
Project Code	A popup box that allows for the selection of an agency project code
Rationale or Need for the Request	A text field that allows for the entry of the rationale or need for the request.
Retirement	A dropdown list that allows for the selection of the retirement plan associated with a position or role.
Revenue Action	A dropdown list that allows for the specification of the action related to nongeneral fund revenue.
Revenue Source	A popup list that allows for the selection of a revenue source code.
Role	A popup list that allows for the selection of a role.
Salary	A numeric field that allows for the entry of the salary associated with a position or role.
Select by Role or Position	Allows a user to select to budget by role or position by choosing a radio button.
Show Cost Code?	A check box that allows for the entry of budget details at the cost code level.
Show Project Code?	A check box that allows for the entry of budget details at the project code level.
Strategic Link	A grid that allows for the linking of a strategic objective to the technical adjustment.
Subobject	A popup list that allows for the selection of a subobject.
Summary of Costs and Positions	A grid that allows for the entry of summary information for a technical adjustment by general fund and nongeneral fund.
Title	A text field that allows for the entry of a title for the technical adjustment.