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October 13, 2000

FINANCE MEMORANDUM MEMO NO. 00-27

TO: All Department Heads

FROM: Neal Miyahira
Director of Finance

SUBJECT: Additional Budget Instructions - Personal Services Spreadsheet Files

As stated in Finance Memorandum No. 00-12, the Table BJ-1 and BT-1 turnaround forms are being generated using data from the Human Resources Management System (HRMS). However, because the data could not be loaded into the mainframe database in time to meet our deadlines, Excel spreadsheet files of the Tables BJ-1, BT-1 and BJ-1A have been created in lieu of the customary turnaround forms. These files combine the Table BJ-1, BT-1 and BJ-1A data into one Personal Services file and were e-mailed to your budget staff on October 10, 2000.

Departments which submit their budgets in electronic format (Department of Education, University of Hawaii, Department of Transportation, Department of Public Safety and Department of Human Services) are not affected by this memorandum and should submit their data in the usual manner. Departments which previously used the Wang VS3 Budget Request System must use the Excel files because the Budget Request System requires a download from the mainframe database which, as explained above, was not updated and therefore, cannot be used this year.

Revised Instructions and Due Dates:

Due by December 11, 2000

1. All updates to **Personal Services** must be done on the Excel spreadsheet. Loose BJ-1, BT-1 or BJ-1A forms can no longer be used. Please do not change the columns or format of the file. The file should be updated to reflect the final Executive Budget and should be returned, by e-mail if possible, to Department of Budget and Finance by December 11, 2000. A hardcopy is not required.

Updates to this file would include filling in complete program ID/org codes, deleting positions which would not ordinarily appear on the BJ-1 or BT-1 table such as CIP funded positions or casual hires, correcting the permanent or temporary letter code, etc.

Due as soon as possible

Spreadsheet files are available for the **Other Current Expenses, Equipment and Motor Vehicle** cost elements. However, departments have the option of submitting the turnaround forms, which were sent out in August. Whether you use the turnaround forms or Excel files, they should be updated to reflect your current funding level, including trade-offs, and submitted as soon as possible to facilitate budget review.

2. **BJ Summary Tables** must still be submitted on loose forms; they will not be generated automatically from the detail files. A template file of the BJ Summary Table is available for this purpose. BJ Summary tables reflecting your current funding level, including trade-offs, should be submitted as soon as possible.

3. **Tables A, B and C** (Performance Measures) should be updated to reflect your current funding level, including trade-offs, and submitted as soon as possible. Please be sure that your approved program structure changes are correctly incorporated into these tables.

An explanation sheet of the Personal Services file is attached. If there are any questions regarding the Excel files, your staff may contact Ms. Adele Muronaga at 586-1553.

Rev. 10/10/00

Explanation of BJ1-BT1-BJ1A File

Column	Title	Explanation
A	Program ID/org	Self-explanatory. If the program ID was blank, the three-letter department code was inserted. Please fill in the complete program ID. **Please be sure that every row has a complete program ID/org**.
B	Position Number	The position number assigned by DHRD. The line numbers of the BJ-1A items also appear in this column, and start with an A to distinguish them from position numbers. When inserting a new BJ-1A line item, please select a line number from the attached listing (sheet 2 of this spreadsheet) that corresponds best to the description of the new item. The line numbers are organized so that totals by item description can be calculated. **This field cannot be left blank.**
C	Perm/Temp	Indicates whether the position is permanent (R) or temporary (T). **For all positions, please verify that this code is correct.** For budget purposes, permanent means the position has a position count in the appropriations act. In other words, the position counts that you enter on your BJ Summary table will equal the total of only "R" positions in the program ID/org.
D	Civil Service/Exempt	"C" indicates that the position is in the civil service system, "E" indicates the position is exempt from civil service.
E	MOF	Means of Financing (MOF) of the item/position. **Please be sure that every row has an MOF code.**
F	Position title	Title of position as recorded in the Position Module of HRMS. For BJ-1A items, the item description will appear in this column. For new BJ-1A line items, you may enter the description of your choice; in other words, you are not required to enter the description from the attached list of line numbers which corresponds to the line number.
G	Name	Name of current incumbent of the position
H	BU Code	Bargaining unit code
I	SR/step	Salary grade and step of the incumbent of the position; if position is vacant, the SR grade is shown without a step.
J	Job Code	Code corresponding to the position title; formerly called class code.
K	Step Movement Date	Date of next step movement from block 39a of the SF5.

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Explanation of BJ1-BT1-BJ1A File

Column	Title	Explanation
L	SOH Org Code	10-digit organization code, formerly called DPS Org Code
M	FY 00 FTE	The full-time equivalent of the position.
N	FY 00 Comp Rate	Compensation rate of the incumbent, expressed as either a monthly or hourly dollar amount. If the position is vacant, this field will be blank.
O	FY 00 Comp Frequency	Indicates if the incumbent's compensation rate is hourly or monthly. "C" indicates a commissioner or board member. If the position is vacant, this field will be blank.
P	FY 00 Minimum Monthly Rate	Entry level compensation for the position. If the position is vacant, this amount will be used in calculating annual salary.
Q	FY 00 Annual Salary	Annual salary is calculated by multiplying the FTE (Col. M) x Comp Rate (Col. N) x 12 (months per year) or 2080 (hours per year), (depending if the comp frequency is monthly or hourly). If there is no amount in the comp rate column, (as in the case of vacant positions) the minimum monthly salary amount (column P) is used in the formula instead of Col. N.
R	FY 01 UAC	Appropriation account code of the position.
S - W		The explanations of columns M - Q apply to these columns.
X and Z	FY 02 and 03 FTE	The FTE's in FY 01 were copied into these columns.
Y and AA	FY 02 and 03 Annual Salary	The FY 01 Annual Salary column has been copied into these two columns.
AB and AC	Employee ID and Record Number	ID information for collective bargaining purposes.

Table BJ-1A Other Personal Services Costs Line Number Assignments

Non-Permanent Personnel 010 - 299

A010 - A039	Student Help/Summer Hires
A040 - A049	Hourly Certificated (DOE)
A050 - A059	Hourly Classified (DOE)
A060 - A099	Temporary, Emergency Hires
A100 - A199	Non-Permanent Personnel
A200 - A225	Temp Hires - Summer School (DOE)
A230 - A244	Consultant (28xx)

Salary Costs Other than Regular Pay 300 - 599

A300 - A319	Ordinary Overtime
A320 - A324	Holiday Pay
A325 - A329	Split Shift Overtime
A330 - A334	Split Shift Differential
A335 - A339	Night Shift Differential
A340 - A344	Temporary Assignment
A345 - A349	Overload Pay
A350 - A354	Other Differential
A355 - A359	Wages in kind
A360 - A364	Firefighting Differential
A365 - A369	Sabbatical Leave Differential
A370 - A374	Overseas Pay
A375 - A379	Stipends
A380 - A384	Standby Duty Premium
A385 - A389	Hazardous Duty Premium
A390 - A394	Emergency Work Premium
A400 - A404	Vacation Pay at Termination
A405 - A409	Transfer of Vacation Credits
A410 - A414	Meals
A415 - A419	Military Active Duty Pay (DEF)
A420 - A424	Retroactive Pay
A425 - A434	Increment Costs
A435 - A469	DOE - Differentials
A470 - A474	Recall Duty Premium
A475 - A479	Shortage Differential
A480 - A599	Unassigned

Fringe Benefit Contributions 600 - 699

A600 - A609	Fringe Benefits
A610 - A614	Pension Accumulation
A615 - A619	Post Retirement
A620 - A629	All Other Contributions to ERS
A630 - A634	OASI Social Security
A635 - A639	Group Life Insurance
A640 - A644	Health Plan
A645 - A649	Dental Plan
A650 - A654	Workers Comp, UI Comp Contributions
A655 - A659	Employers Share of Federal Retirement Contributions
A660 - A664	Assessment of Accrued Vacation & Sick Leave

Miscellaneous Salary Costs 700 - 999

A700 - A729	Contract Services
A730 - A749	Unassigned
A750 - A754	Payroll Lag
A755 - A759	Admin Overhead
A760 - A764	Other Salary Cost
A765 - A769	In-Service Training Cost
A800 - A850	UOH supplemental categories
A900 - A949	Funding Adjustments
A950 - A999	Unassigned