

BENJAMIN J. CAYETANO
GOVERNOR



NEAL MIYAHIRA
DIRECTOR

WAYNE H. KIMURA
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
P.O. BOX 150
HONOLULU, HAWAII 96810-0150

EMPLOYEES' RETIREMENT SYSTEM
HAWAII PUBLIC EMPLOYEES HEALTH FUND
OFFICE OF THE PUBLIC DEFENDER
PUBLIC UTILITIES COMMISSION

ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION

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.

Explanation of BJ1-BT1-BJ1A File

<u>Column</u>	<u>Title</u>	<u>Explanation</u>
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.

Explanation of BJ1-BT1-BJ1A File

<u>Column</u>	<u>Title</u>	<u>Explanation</u>
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