

INSTITUTIONS OF HIGHER EDUCATION
PERSONAL SERVICES REQUEST INSTRUCTIONS
FOR THE 2016-2017 FISCAL YEAR

ARKANSAS DEPARTMENT OF HIGHER EDUCATION
AUGUST 3, 2015

PERSONAL SERVICES REQUEST INSTRUCTIONS

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PERSONAL SERVICES REQUEST INSTRUCTIONS FOR THE 2016-17 FISCAL YEAR

GENERAL INFORMATION

Institutions of higher education will submit their 2016-17 personal services requests for non-classified positions to the Arkansas Department of Higher Education (ADHE), and requests for classified positions to the Office of Personnel Management (OPM). **The following instructions relate to requests for non-classified positions only.** OPM will issue instructions for classified positions under separate cover.

Institutions should address questions relating to non-classified positions to ADHE and questions about classified positions to OPM.

NOTE: Before requesting new/additional positions please keep the in mind the following:

- ◆ Appropriation bills have been drafted based on the second year recommendation of the 2015-17 biennial session.
- ◆ Can your needs be addressed through the Higher Education Central Pool authorized by Act 978 of 2015?
- ◆ If requesting additional positions, are you currently utilizing all the positions authorized by your appropriation act?
- ◆ If requesting additional positions, are you able to delete positions authorized by your appropriation act?

Deadline and Technical Notes

Personal services requests must be submitted by email to Tara.Smith@adhe.edu. The request is a Microsoft Excel spreadsheet with Form A and Form B found on separate tabs on the spreadsheet. **Do not change the format of the spreadsheet, as your information must be combined with other institutions' information.**

Uniformity is required for submission to the Arkansas Higher Education Coordinating Board, the Governor, and the General Assembly. Please return the completed forms for non-classified positions to ADHE by email to Tara.Smith@adhe.edu. Please include Forms A and B and other supporting documents no later than **Friday, September 4, 2015.**

Requests for Line Item Maximums for New Fiscal Year: ADHE Guideline

The Department of Higher Education will recommend to the Arkansas Higher Education Coordinating Board salary increases for line-item maximum salaries. As a starting point, ADHE has increased maximum salaries by 3%; these increases are reflected on Form A. When DFA establishes state salary guidelines, ADHE will revise these

increases if necessary. Follow Transaction Procedures for any requested increases greater than these guidelines.

Central Pool Positions

The universities and colleges have separate non-classified central pools from which positions may be established during the year. Central pool positions are to be designated by the letter “C” in the Transaction Code column. Institutions should add those pool positions approved to the list of positions in Form A and designate them in this manner.

Form A

Form A is the primary personal services request document. Since ADHE reviews only non-classified position requests, Form A contains only non-classified administrative, faculty, and auxiliary services positions as authorized in your 2015-16 Appropriation Act.

Already provided for the institution, Form A contains:

- Current line item numbers,
- Position titles,
- Numbers of positions authorized for each title,
- 2016-17 line-item maximum salary for each title,

This information is reflected in your institutional appropriation act(s) and should not be changed unless you first consult with your ADHE Finance Officer. (You may add lines to reflect additional positions as explained later.)

Institutional input is required in the "Paid" and "Budgeted" columns. All changes to the "Requested" columns must be explained in Form B and a Justification Narrative. The line-item maximum salary requests have been calculated at an increase over Authorized 2015-16 amounts using expected guidelines. Institutions need to verify the salary requests and numbers of positions and enter any requested personnel changes in number and/or salary. Detailed instructions are provided later in this document on how to make these changes.

Additional Positions

Institutions should request positions, as they consider necessary. To limit increases in numbers of positions, institutions are asked to consider whether other positions might be deleted where additional positions are requested. To document this process, Form B should list all additional positions and identify the position(s) to be deleted.

Provisional Positions

Provisional positions as provided for by A.C.A. 6-63-305 are authorized by institutional boards of trustees each year and approved by OPM.

The legislative intent is to allow institutions to take advantage of federal or private grants, gifts, or other revenue sources that had not been anticipated during the budget

review process. The legislative stance has been that these positions should not become obligations of the state and continue to be renewed as provisional positions.

Requests for provisional positions **should not** be included in the personal services request unless the request is to convert a provisional position to a regularly authorized position. Such requests should be made only when the institution intends to fund the positions from general revenue.

Converted provisional positions will be requested as either new or additional positions whichever is applicable. In the NARRATIVE, designate that the additional or new position is to replace a provisional position and why the state needs to assume the position.

Review Process

ADHE will review requests affecting non-classified positions only. **Do not send requests for classified positions to ADHE.**

ADHE Institutional Finance staff will review requests and make recommendations to the Arkansas Higher Education Coordinating Board at its regular meeting on October 30, 2015. The Board's recommendations will be combined with OPM's recommendations and will then be transmitted to the Governor and the General Assembly for approval and legislative action.

SUBMITTAL INSTRUCTIONS

Personal services requests must be submitted to ADHE **no later than Friday, September 4, 2015**. Email electronic **copies** of Forms A and B and any other supporting documentation Tara.Smith@adhe.edu.

When collating request documents, please collate in this order:

- (1) Title page
- (2) Table of Contents
- (3) Form A
- (4) Form B
- (5) Narrative explanation of the need for additional/new positions
- (6) Narrative for requested salaries that are more or less than the amount calculated through existing guidelines
- (7) Narrative of the need for status changes from classified to non-classified or vice-versa

INSTRUCTIONS FOR COMPLETING FORM A

Requests with No Changes

(1) Enter the following information for each position title listed:

- Column (H): Enter the number of actual positions paid in 2014-15. If there have

been two or more individuals serving at various times during the fiscal year for one particular position, count only one position filled. Enter "0" if no positions were filled.

- Column (I): Enter the **highest annualized salary** paid to any incumbent of a position of that title in 2014-15.
- Column (J): Enter the number of positions budgeted in 2015-16.
- Column (K): Enter the highest annualized salary budgeted in 2015-16.

(2) Verify that the requested number of positions and line-item maximum salaries are correct. If changes are needed in the requested columns, use the instructions below.

Requests with Changes

(1) Complete Steps (1) and (2) above.

(2) If a change in non-classified positions is requested, enter in column (A) of Form A the appropriate transaction code from the list below. Follow the instructions for Transaction Procedures. More than one transaction code may be entered. When a line must be inserted to complete a request, enter the transaction code on BOTH the existing and additional lines. If a line must be inserted to complete a request, assign a line item number to the inserted line that equals the line item number above plus 0.01. For example, if the title is to be changed to the position authorized on item number (4) insert a line below and number it (4.01). The next assigned number within that line item would be (4.02).

Transaction Codes and Procedures

To enter institutional requests for changes in currently authorized positions on Form A, the following transaction codes should be entered in Column (A) on those lines where a change in position authorization is being requested.

Code:	A	ADDITIONAL POSITIONS
Procedure: Enter the Transaction Code "A" to indicate that additional positions of a currently authorized title are requested. In Column (L) enter the total number of positions requested (current number plus additional positions). See Attachment C for example. List the new positions on Form B. Supporting narrative is required.		
Code:	D	DELETION OF POSITIONS
Procedure: If the number of positions of a title is to be reduced, enter Transaction Code "D". Enter any paid or budgeted information and the number of positions requested. If all the positions of a given title are to be deleted, enter "0" (zero) in REQUESTED column. List deleted positions on Form B.		
Code:	C	CENTRAL POOL
Procedure: This code should be used to designate Central Pool positions authorized during the biennium. Institutions should add any Central Pool positions that have been approved since July 2015 by inserting the position immediately below the current title with the next highest or equal salary with an item number equal to the		

number above the inserted line plus 0.01. Enter "C" in the Transaction Code (TC) column of the inserted line. Enter all information for the authorized, paid, budgeted and requested columns. See Attachment C for example.

Code:	M	MOVE POSITION TO NEW SECTION.
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Procedure: If the request is to move a position from one section of the personal services schedule to another, enter transaction code "M" in column (A) of the existing item number. Enter information in the paid and budgeted columns as normal. Enter "0" (zero) in the requested columns (L) through (M). Next, insert a line where the position would fall in the new section with an item number equal to the one above plus an extension of 0.01. Enter transaction code "M" on the inserted line in column (A). Enter the authorized title indented two spaces. Enter the number of positions requested in Column (L) and the requested salaries in Columns (M).

Code:	N	NEW TITLE.
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Procedure: If a position(s) of a new title not currently authorized in the institution's appropriation act is requested, insert a line in the appropriate section of positions (such as "Twelve Month Educational and General Administrative Positions"). The line should be inserted immediately below the current title with the next highest or equal salary with an item number equal to the number above the inserted line plus 0.01. Enter "N" in Transaction Code column of the inserted line. Enter the requested title indented two spaces. Leave current authorization, paid and budgeted information blank. Enter the number of positions and the requested salary. See Attachment C for example. List the new positions on Form B. **Supporting narrative is required.**

Code:	T	TITLE CHANGE.
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Procedure: Enter the transaction code "T" for a title change of a non-classified position from its current title to a new title not currently listed in the institution's appropriation act. The new title should have no significant change duties or salary changes beyond ADHE guidelines. If duties are to change significantly, request a new position. Enter information in the paid and budgeted columns as normal. Enter "0" (zero) in the requested column (L) through (M). Next, insert a line directly below the old position with an item number equal to the one above plus an extension of 0.01. Enter transaction code "T" on the inserted line in column (A). Enter the requested title indented two spaces. Enter the number of positions requested in column (L) and the requested salary in column (M). See Attachment C for example.

Code:	U	SALARY DECREASE.
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Procedure: If a request is made to reduce a line item salary to an amount less than that on column (M), enter the transaction code "U" in column (A). Complete all information in the paid and budgeted columns. Enter the new salary requested in column (M). **Supporting narrative is required**

Code:	X	EXCEPTIONAL SALARY INCREASE
Procedure: If a request is made to increase a line item maximum salary above the maximum salaries listed in column (M), enter the transaction code "X" in column (A). Complete all information in the paid and budgeted columns. Enter the new salary requested in column (M). See Attachment C for example. Supporting narrative is required.		

INSTRUCTIONS FOR COMPLETING FORM B

To limit overall increases in numbers of positions, institutions are asked to consider whether other positions might be deleted when additional positions are requested. If the new or additional positions are not recommended, ADHE's policy is to recommend the continuation of positions that the institution has requested to be deleted in exchange for the requested new or additional positions.

To document this process, Form B should list all additional positions by the item number on Form A and, if appropriate, identify the corresponding position to be deleted. Form B (Attachment B) can be found on the spreadsheet tab labeled "Form B".

INSTRUCTIONS FOR COMPLETING SUPPORTING NARRATIVES

Please read and follow these instructions to complete the narrative portion of your request.

New or Additional Non-classified Positions

Provide an explanation of the need for the position(s) and a summary of job duties and reporting structure. A job description is required for new titles. Multiple titles may be submitted on the same page.

If the position was a provisional position, note that the position is to replace a provisional and why the State needs to assume the position. Be specific about the former funding source and why the source no longer exists.

Salary Request Other than ADHE Guidelines

Explain the need for a salary change other than that listed by ADHE in column (M). Such needs might include recruiting problems, internal equity problems, organizational restructuring, or expansion of job duties. Institutions are encouraged to provide supporting survey information.

ATTACHMENT A: DEFINITION OF TERMS

ADDITIONAL POSITION: Position requested in addition to other positions of a title currently authorized in the institution's appropriation act.

CLASSIFIED POSITION: Positions assigned a classification title and pay grade (rather than a maximum salary amount) in accordance with the provisions of the Uniform Classification and Compensation Act.

DELETION: Request to reduce or remove a currently authorized position.

CENTRAL POOL POSITIONS: Positions established during the year by the authority of Act 978 of 2015.

NEW POSITION: Requested position of a title not currently authorized in the institution's appropriation act.

NON-CLASSIFIED POSITION: An authorized position that is assigned a maximum salary amount (rather than a pay grade).

PROVISIONAL POSITION: Temporary position established under the authority of A.C.A. 6-63-305 which is funded by unexpected revenue sources such as federal grants, or private gifts or grants. The positions are generally established by the local board of trustees, reviewed by ADHE/OPM, and reported to the Legislative Council, to fulfill functions necessary for the completion of the objectives of the grant or the program funded through non-state institutional revenues.

TITLE CHANGE: Change in the title of a non-classified position to another title not currently in the appropriation act, but with no significant change in duties or in salary beyond the ADHE guidelines. If duties and/or salaries are to change significantly, request a new position.

ATTACHMENT B: BLANK FORM B

ADDITIONAL/NEW POSITIONS FORM B: Analysis of Personal Services Requests

List titles and numbers of additional and new positions in columns to the left. Enter the line item number of the additional/new position in the columns "Line Item No." In the right side columns, list titles and line item numbers of positions deleted for the additional/new positions. Should ADHE not recommend the additional/new position, the deleted titles you have indicated will be restored.

Additional/New Positions			Deleted Positions		
Line Item No.	Number of Positions	Position Title	Line Item No.	Number of Positions	Position Title

ATTACHMENT C: PERSONAL SERVICES REQUEST FORM A EXAMPLE

												AHECB	
T	CL	ITEM	POSITION	AUTHORIZED		PAID		BUDGETED		REQUESTED		RECOMMENDED	
C	CODE	#	TITLE	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL
DELTA STATE UNIVERSITY													
TWELVE MONTH EDUCATIONAL AND GENERAL													
ADMINISTRATIVE POSITIONS													
		(1)	Chancellor, DSU	1	110,650	1	107,846	1	110,650	1	113,970		
		(2)	Vice Chanc. for Academic Affairs	1	88,150	1	85,916	1	88,150	1	90,795		
		(3)	Vice-Chanc. for Student Affairs	1	82,523	1	80,432	1	82,523	1	84,999		
		(4)	Vice-Chanc. for Fiscal Affairs	1	82,523	1	80,432	1	82,523	1	84,999		
		(5)	Asst. to the Chancellor	1	82,523	1	80,432	1	82,523	1	84,999		
N		(5.01)	Director of Development							1	84,641		
		(6)	Dir. of Human Services	1	69,642	1	67,877	1	69,642	1	71,731		
		(7)	Dir. of Institutional Adv.	1	69,369	1	67,611	1	69,369	1	71,450		
		(8)	Counselor	3	66,829	3	65,135	3	66,829	3	68,834		
X		(9)	Registrar	1	64,001	1	62,379	1	64,001	1	71,453		
		(10)	Dir. of Continuing Education	1	64,001	0	0	1	64,001	1	65,921		
		(11)	Dir. of Student Financial Aid	1	63,869	1	62,250	1	63,869	1	65,785		
		(12)	Dir. of Institutional Research	1	63,286	1	61,682	1	63,286	1	65,185		
		(13)	Dir. of Computer Services	1	62,726	1	61,136	1	62,726	1	64,608		
		(14)	Business Manager	1	61,273	1	59,720	1	61,273	1	63,111		
		(15)	Controller	1	61,273	1	59,720	1	61,273	1	63,111		
		(16)	Dean of Advanced Studies	1	60,733	0	0	1	60,733	1	62,555		
C		(16.01)	Dir. of Physical Plant	1	59,077	1	57,580	1	59,077	1	60,849		
T		(17)	Dir. of Admissions	1	58,189	1	56,714	1	58,189	0	0		
T		(17.01)	Director of Enrollment Management							1	59,935		
		(18)	Dir. of Disability Services	1	47,357	1	46,157	1	47,357	1	48,778		
		(19)	Director of Administrative Support Svcs.	1	42,260	1	41,189	1	42,260	1	43,527		
				22		20		22		23		0	
TWELVE MONTH EDUCATIONAL AND GENERAL													
ACADEMIC POSITIONS													
		(20)	Division Chairperson	4	75,388	4	73,478	4	75,388	4	77,650		
		(21)	Head Librarian	1	68,279	1	66,549	1	68,279	1	70,327		
		(22)	Dir. of Resource Center	1	50,600	1	49,318	1	50,600	1	52,118		
		(23)	Student Development Specialist	4	43,289	4	42,192	4	43,289	4	44,588		
		(24)	Asst. Librarian	2	42,034	2	40,969	2	42,034	2	43,295		
				12		12		12		12		0	
NINE MONTH EDUCATIONAL AND GENERAL													
ACADEMIC POSITIONS													
		(85)	Faculty	62		55		58		62			
			Professor		62,516		60,932		62,516		64,391		
			Assoc. Professor		58,838		57,347		58,838		60,603		
			Asst. Professor		51,854		50,540		51,854		53,410		
			Instructor		45,051		43,909		45,051		46,403		
A		(86)	Part-Time Faculty	100	35,596	96	34,694	100	35,596	105	36,664		
				162		151		158		167		0	
TWELVE MONTH AUXILIARY ENTERPRISES													
NON-CLASSIFIED POSITIONS													
D		(97)	Dir. of Food Service	1	53,982	0	0	0	0	0	0		
				1		0		0		0		0	
			TOTAL DSU	197		183		192		202		0	