

INSTITUTIONS OF HIGHER EDUCATION
PERSONAL SERVICES REQUEST INSTRUCTIONS
FOR THE 2018-2019 FISCAL YEAR

ARKANSAS DEPARTMENT OF HIGHER EDUCATION
AUGUST 30, 2017

PERSONAL SERVICES REQUEST INSTRUCTIONS

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PERSONAL SERVICES REQUEST INSTRUCTIONS FOR THE 2018-2019 FISCAL YEAR

GENERAL INFORMATION

Institutions of higher education will submit their 2018-2019 personal services requests for non-classified & classified positions to the Arkansas Department of Higher Education (ADHE).

Both instructions and forms for non-classified & classified personal services requests for the 2018-19 fiscal year can be found at:

<http://www.adhe.edu/institutions/institutional-finance/fiscal-appropriation-process/>

Each institution will have access to a Microsoft Excel spreadsheet containing Forms A and B. **Please be sure to double check FORM A against your current appropriation Act.**

It will not be necessary for you to submit forms unless you have new personal services requests. If you have new request(s), completed forms should be emailed to Sarah.Cox@adhe.edu no later than **September 15, 2017**.

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

- ◆ **Appropriation bills have been drafted based on the second year recommendation of the 2017-2019 biennial session.**
- ◆ **Can your needs be addressed through the Higher Education Central Pool?**
- ◆ **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 Sarah.Cox@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 to

ADHE by email to Sarah.Cox@adhe.edu. Please include Forms A and B and other supporting documents no later than **Friday, September 15, 2017**.

Requests for Line Item Maximums for Non-Classified Positions for the New Fiscal Year: ADHE Guidelines

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 1.4%; these increases are reflected on Form A. Follow Transaction Procedures for any requested increases greater than these guidelines.

Central Pool Positions

The universities and colleges have a separate non-classified & classified central pool 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 now reviews non-classified & classified position requests, Form A contains both non-classified & classified administrative, faculty, and auxiliary services positions as authorized in your 2017-2018 Appropriation Act.

Already provided for the institution, Form A contains:

- Current line item numbers;
- Current position titles;
- Current number of positions
- Current authorized line item maximum or grade for each position title;
- 2018-2019 line-item maximum salary or grade for each position title.

This information is reflected in your institutional appropriation act(s) and should not be changed unless you first consult with ADHE Finance. (You may make changes according to the instructions provided below for completing Form A.)

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 2017-2018 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 ADHE.

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 JUSTIFICATION 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 & classified positions only.

ADHE Institutional Finance staff will review requests and make recommendations to the Arkansas Higher Education Coordinating Board at its regular meeting on October 27, 2017. The Board's recommendations will 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 15, 2017**. Email electronic **copies** of Forms A and B and any other supporting documentation to Sarah.Cox@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) Justification Narrative explaining the need for additional/new positions; the need for requested salaries that are more or less than the amount calculated through existing guidelines; the need for status changes from classified to non-classified or vice-versa; and/or the need for any other personnel changes requested.

INSTRUCTIONS FOR COMPLETING FORM A

(1) It is not necessary to complete Form A if you do not have any changes.

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

- Column (H): Enter the number of actual positions paid in 2016-2017. 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): For Non-Classified positions, enter the **highest annualized salary** paid to any incumbent of a position of that title in 2016-2017. For Classified positions, enter the authorized Grade for the position title.
- Column (J): Enter the number of positions budgeted in 2017-2018.
- Column (K): For Non-Classified positions, enter the highest annualized salary budgeted in 2017-2018. For Classified positions, enter the authorized Grade for the position title.

(3) Verify that the requested number of positions, the line-item maximum salaries and the authorized grade for each position title are correct.

(4) If a change in non-classified and/or classified positions are 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 2017** 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: IPC INTERIM POSITION CHANGE – CROSS/DOWNGRADED POSITIONS (CLASSIFIED POSITIONS ONLY)

Procedure: This code should be used to designate cross/downgraded positions approved during the biennium. **Institutions should add any cross/downgraded positions that are not reflected on the Form A** by either adjusting the number of positions authorized for the position title or inserting the position immediately below the current title with the next highest or equal grade and alphabetically within the grade with an item number equal to the number above the inserted line plus 0.01. Enter "IPC" in the Transaction Code (TC) column for all cross/downgraded positions. Enter all information for the authorized, paid, budgeted and requested columns. See Attachment C for example.

Code: N NEW TITLE.

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"). For non-classified 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. For classified positions, the line should be inserted immediately below the current title with the next highest or equal grade and alphabetically within the grade 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 class code in column (B) (classified positions only) and the requested title indented two spaces. Leave current authorization, paid and budgeted information blank. Enter the number of positions and the requested salary or grade. Only request for classified titles that are currently in the Higher Education Uniform Classification and Compensation Act will be considered. List the new positions on Form B. See Attachment C for example.
Supporting narrative is required.

Code: T TITLE CHANGE. (NON-CLASSIFIED POSITIONS ONLY)

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 of 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. **Supporting narrative is required.**

Code:	U	SALARY DECREASE. (NON-CLASSIFIED POSITIONS ONLY)
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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 (NON-CLASSIFIED POSITIONS ONLY)
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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 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 non-classified titles. If you are unable to delete a position(s) in exchange for requesting a new or additional position(s), please explain why. 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.

Title Changes

Provide an explanation of the need for the title change and confirmation that there has been no significant change of duties for the position.

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 Higher Education Uniform Classification and Compensation Act (Act 599 of 2017).

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

CENTRAL POOL POSITIONS: Positions established during the year by the authority of A.C.A § 21-5-1415 (Act 599 of 2017).

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, 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

T C	CL CODE	ITEM #	POSITION TITLE	AUTHORIZED		PAID		BUDGETED		REQUESTED		AHECB
				#	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	112,199	
		(2)	Vice Chanc. for Academic Affairs	1	88,150	1	85,916	1	88,150	1	89,384	
		(3)	Vice-Chanc. for Student Affairs	1	82,523	1	80,432	1	82,523	1	83,678	
		(4)	Vice-Chanc. for Fiscal Affairs	1	82,523	1	80,432	1	82,523	1	83,678	
		(5)	Asst. to the Chancellor	1	82,523	1	80,432	1	82,523	1	83,678	
N		(5.01)	Director of Development							1	84,641	
		(6)	Dir. of Human Services	1	69,642	1	67,877	1	69,642	1	70,617	
		(7)	Dir. of Institutional Adv.	1	69,369	1	67,611	1	69,369	1	70,340	
		(8)	Counselor	3	66,829	3	65,135	3	66,829	3	67,765	
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	64,897	
		(11)	Dir. of Student Financial Aid	1	63,869	1	62,250	1	63,869	1	64,763	
		(12)	Dir. of Institutional Research	1	63,286	1	61,682	1	63,286	1	64,172	
		(13)	Dir. of Computer Services	1	62,726	1	61,136	1	62,726	1	63,604	
		(14)	Business Manager	1	61,273	1	59,720	1	61,273	1	62,131	
		(15)	Controller	1	61,273	1	59,720	1	61,273	1	62,131	
		(16)	Dean of Advanced Studies	1	60,733	0	0	1	60,733	1	61,583	
C		(16.01)	Dir. of Physical Plant	1	59,077	1	57,580	1	59,077	1	59,904	
T		(17)	Dir. of Admissions	1	58,189	1	56,714	1	58,189	0	0	
T		(17.01)	Director of Enrollment Management							1	59,004	
		(18)	Dir. of Disability Services	1	47,357	1	46,157	1	47,357	1	48,020	
		(19)	Director of Administrative Support Svcs.	1	42,260	1	41,189	1	42,260	1	42,851	
				<u>22</u>		<u>20</u>		<u>22</u>		<u>23</u>		<u>0</u>
TWELVE MONTH EDUCATIONAL AND GENERAL CLASSIFIED POSITIONS												
N	A052C	(19.01)	Accounting Coordinator							1	GRADE C121	
IPC	A074C	(20)	Fiscal Support Supervisor	0	GRADE C118	0	GRADE C118	0	GRADE C118	0	GRADE C118	
	A091C	(21)	Fiscal Support Analyst	1	GRADE C115	1	GRADE C115	1	GRADE C115	1	GRADE C115	
IPC	S033C	(22)	Maintenance Supervisor	2	GRADE C115	2	GRADE C115	2	GRADE C115	2	GRADE C115	
	A090C	(23)	Payroll Services Specialist	1	GRADE C115	1	GRADE C115	1	GRADE C115	1	GRADE C115	
	S031C	(24)	Skilled Tradesman	1	GRADE C115	1	GRADE C115	1	GRADE C115	1	GRADE C115	
				<u>5</u>		<u>5</u>		<u>5</u>		<u>6</u>		<u>0</u>
TWELVE MONTH EDUCATIONAL AND GENERAL ACADEMIC POSITIONS												
		(20)	Division Chairperson	4	75,388	4	73,478	4	75,388	4	76,443	
		(21)	Head Librarian	1	68,279	1	66,549	1	68,279	1	69,235	
		(22)	Dir. of Resource Center	1	50,600	1	49,318	1	50,600	1	51,308	
		(23)	Student Development Specialist	4	43,289	4	42,192	4	43,289	4	43,895	
		(24)	Asst. Librarian	2	42,034	2	40,969	2	42,034	2	42,622	
				<u>12</u>		<u>12</u>		<u>12</u>		<u>12</u>		<u>0</u>
NINE MONTH EDUCATIONAL AND GENERAL ACADEMIC POSITIONS												
		(85)	Faculty	62		55		58		62		
			Professor		62,516		60,932		62,516		63,391	
			Assoc. Professor		58,838		57,347		58,838		59,662	
			Asst. Professor		51,854		50,540		51,854		52,580	
			Instructor		45,051		43,909		45,051		45,682	
A		(86)	Part-Time Faculty	<u>100</u>	35,596	<u>96</u>	34,694	<u>100</u>	35,596	<u>105</u>	36,094	
				<u>162</u>		<u>151</u>		<u>158</u>		<u>167</u>		<u>0</u>
TWELVE MONTH AUXILIARY ENTERPRISES NON-CLASSIFIED POSITIONS												
D		(97)	Dir. of Food Service	<u>1</u>	53,982	<u>0</u>	0	<u>0</u>	0	<u>0</u>	0	<u>0</u>
				<u>1</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
			TOTAL DSU	<u>202</u>		<u>188</u>		<u>197</u>		<u>208</u>		<u>0</u>