

ADS PERSONAL SERVICES ROSTER APPLICATIONS

PS Check, *Roster Edit*, and *Roster PayPeriods* work together to calculate Personal Services costs for the FY2010 B-1 Request for Allotment of Appropriations. *PS Check* scans the roster for incorrect, incongruous or missing data elements. *Roster Edit* is used to adjust and correct the roster for current, valid position and person information. *Roster PayPeriods* calculates FY2010 salaries - increased by collective bargaining and displayed by pay period for each position – and saves these amounts to the B-1.

Data was extracted from CORE-CT on June 3rd. Revise the Roster so that the sum of filled and vacant positions equals the current total authorized for FY2009 – please review your vacancies carefully to insure that the total filled + vacant does not exceed the FY2009 authorized level. Inspect base salaries to insure that they reflect the final FY2009 payroll (June 4th end date) for collective bargaining purposes - do not revise roster records to account for collective bargaining increases after June 4th. Pay Periods will apply FY2010 collective bargaining according to Schedule A (see page 7).

FY2010 B1 PROCESSING -- NEW

All instructions that follow continue in effect – please note the following:

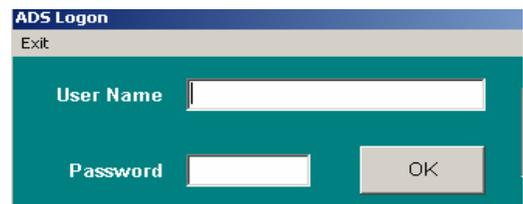
- RIP Vacancies not approved for refill are shown with Incumbent code = X; these positions are included in your authorized count but do not roll out in PayPeriods
- RIP Vacancies approved for refill are shown with Incumbent Code = R; please revise these positions to show “Approved RIP Vacancy” in the Name field, and set the Change Date to the date approved for refill so that PayPeriods reflects proper funding

COLLECTIVE BARGAINING

Increases are calculated based on each roster position's Bargaining Unit, Salary Plan and Step, and Next AI Date. **Important: PayPeriods assumes that all FY2009 collective bargaining is reflected in the base. Update the roster for any FY2009 collective bargaining missing from base salaries.**

LOGIN

To launch the applications click Start/All Programs/FY2010-2011 Midterm/FY2010 ADS Desktop. Complete the logon panel with your username and password. Select the roster programs from the main menu.



Distribution of new software and updates is automated. The system checks the version of your software each time you log on and downloads updated files to your computer while providing a message on the reason for the update.

PS ROSTER CHECK

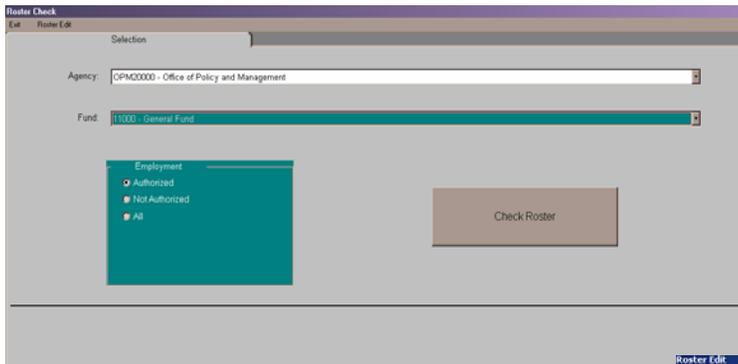
Roster Check scans data elements for errors that would cause the PayPeriods software to bypass or miscalculate a position record, returning a list of errors for you to correct. Some "errors" are based on allowable variances in personnel coding rules may be left as is without causing a PayPeriods miscalculation.

Some common errors revealed by PS Check include:

Unexpected BU (based on Salary Plan)	Unexpected Salary Plan (based on Class)
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Unexpected Step value (based on Salary Plan)	Biweekly Salary < \$100
Null values in fields (i.e.: missing fund/SID code)	Percent splits do not add to 100%
Unknown program code	Roster record's salary/Salary Plan table
Missing AI date	Missing Change date for Vacant/Cancelled/New position

VR99 Positions are represented in nearly every bargaining unit; the scan does not try to compare these with an expected BU Code. MP Positions coded to BU 03 (Confidential) also are not verified in the scan.

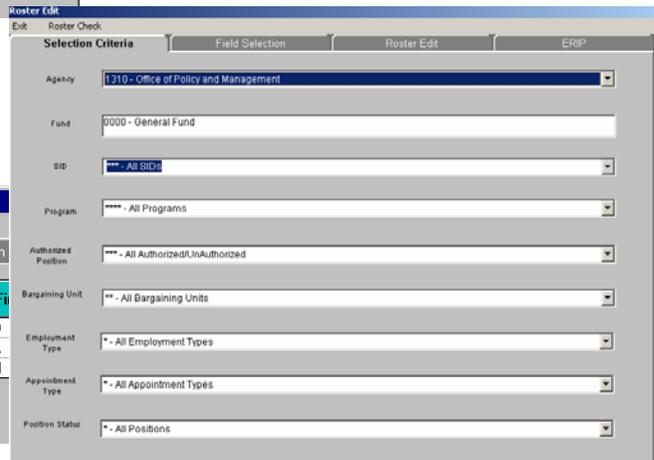
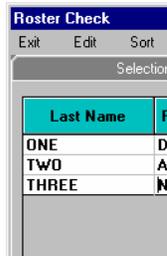


Select "Authorized", "Not Authorized", or "All" and click Check Roster to bring up the screen shown below.

To view all erroneous records found, click the View Error Report tab. To correct records by error type, select an

error and click Correct Roster.

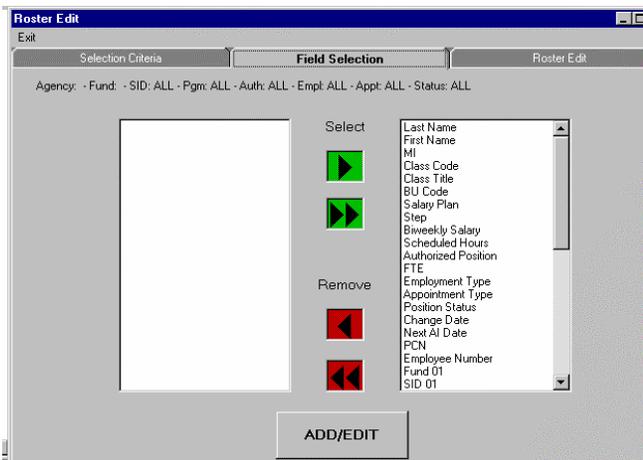
Correct the record using traditional roster editing facilities. Fields shaded green have lists associated with them; double-clicking produces a list from which to select the appropriate value. Enter data directly in other fields.



Menu Commands:

- Edit -
 - Find - locates records with a specific value (based on the selected column)
 - Replace - changes specific records or all records with the same Find criteria - works like Replace in word processing or spreadsheet software
 - Sort - provides 3 sort fields; select a value from each of the lists provided and choose ascending or descending order

Continue processing with Roster Check until all errors have been eliminated. You may re-run Roster Check at any time during the roster validation and B1 processes.



ROSTER EDIT

Roster Edit enables updates for filled/vacant positions, promotions/upgrades, and the like. Remember that Roster PayPeriods computes FY2009 collective bargaining on bi-weekly salaries updated for the pay period that concluded on June 4, 2009.

The LookUp menu command provides quick access to records by Last Name or PCN without going through the selection criteria and Field Selection screens. For Last Name enter the full name or the first few letters; PCN entries must be complete and exact.

Use the drop-down lists on the Selection Criteria tab to pull up subsets of roster records; for example, all positions coded to SID 10010. Items on the Field Selection tab can be used to identify the data elements you wish to display for editing; for example, Last Name, Class Code/Title, Bargaining Unit, Salary Plan, Step, and Bi-weekly Salary. The single arrow selects only the highlighted field; the double arrow button selects all fields. Double-clicking on a field also selects it. **Important:** *You must select all fields if you wish to add new position records* (note that the command button at the bottom of the Field Selection screen reads "Add/Edit" only if you have picked all fields).

Some inter-related fields are always grouped; they are the Classification Grouping (Class Code, Class Title, BU, Salary Plan, Step, Bi-Weekly Salary and Scheduled Hours) and the Fund Groupings 01-05 (Fund, SID, Program, and Percent).

Click on the EDIT (or ADD/EDIT) Button to bring up the ROSTER EDIT screen. This screen displays data based on your Selection Criteria and Field Selection specifications, and is sorted on the first three fields that you pick.

Menu Commands:

- Edit -
 - Find and Replace - as described above in PS Roster Check
 - Delete - deletes the selected row (click on the row number to select)
 - Undelete Last - restores the row most previously deleted when done prior to Saving
 - Undelete All - restores all previously deleted rows when done prior to Saving
 - Copy/Paste Append - creates a new record (or multiple records) at the bottom of the display based on the row selected
 - New - creates a new, blank record at the bottom of the display for you to complete
- Filter - select from 1 to 3 fields and enter values to reduce the number of records displayed; Filter Reset restores the original display
- Sort - provides 3 sort fields; select a value from each of the lists provided and choose ascending or descending order
- Save - saves all edits made in the current session, **and recalculates PayPeriods based on saved/deleted position data.** Save is active after a change is made and you move off the revised cell; Delete, Paste Append and New commands also activate SAVE.

	Last Name	First Name	MI	Class Code	Class Title	BU Code	Sal
1	ONE	W	E	2333	Data Processing Technical Analyst 3	15	Et
2	TWO	O		2329	Data Processing Technical Analyst 2	15	Et
3	THREE	W	C	2333	Data Processing Technical Analyst 3	15	Et
4	FOUR	I		2327	Systems Developer 3	15	Et
5	FIVE	M		2327	Systems Developer 3	15	Et

PAYPERIODS

PayPeriods computes collective bargaining increases for all Permanent Full-time positions, and saves these amounts to the FY2010 B1. Increases are based on the terms of settled collective bargaining agreements. Estimated increases for unsettled bargaining units will not be included in the PayPeriods rollout, or the B1 Amount to be Allotted. Refer to page 7 for salary increase percentages and the number of pay periods by Bargaining Unit.

PayPeriods applies collective bargaining increases as shown on Schedule A, and computes 26 pay periods for each bi-weekly position and 24 payperiods for each semi-monthly position, per the following (PS Roster data elements written in *italics*):

- *Als* – *Salary Plan* and *Step* are used to look up the next step amount on the Salary Plan table (A Lump Sum is calculated where applicable if position is at max). Month and day data from *Next AI Date* is used to select the AI pay period (usually January or July); *BU Code* is used to look up the number of pay periods effected in Schedule A. *Als* paid after the General Wage increase are adjusted to incorporate the effect of the increase. This AI value is added to the base for the number of pay periods impacted.

Certain Bargaining Unit agreements call for "Als" for non-stepped pay plans. These increases are calculated by percentage for a set number of pay periods for all roster positions coded to the bargaining unit.

- General Wage Increases – *BU Code* is used to look up Schedule A percentage and number of pay periods. The percentage increase is added to the base for each pay period affected.

The sequence of increases computed is governed by Schedule A. The table below shows how roster data is used for the PayPeriods calculation, and CORE upload:

Field	Used to Update CORE position tables	How Loaded/Changed
Name	No	Cannot be blank, user entry for changes
Class Code	No	Classification Group Item, also fills in BU, Salary Plan, Scheduled Hours
Class Title	No	Classification Group Item, also fills in BU, Salary Plan, Scheduled Hours
BU Code (Bargaining Unit)	No	Classification Group Item
Salary Plan	No	Classification Group Item
Step	No	Classification Group Item
Bi Weekly Salary	No	Classification Group Item; System generated for changes to stepped positions, user entry for changes to positions in range plans.
Scheduled Hours	No	Classification Group Item
Authorized Position	No	Toggle Yes/No
FTE (Full-time Equivalent)	No	Derived, then user entry
Employment Type	No	From picklist
Appointment Type	No	From picklist
Position Status	No	From picklist; Incumbent Code - 1, V, C, N
Change Date	No	Required for Vacant/New/Cancelled positions
Next AI Date	No	Required for stepped salary plans
PCN (Position Control Number)	No	Protected; unique statewide identifier in CORE (POSITION_NBR)
Employee Number	No	User entry for changes
Fund01	No	User entry for changes

SID01	No	User entry for changes
Pct01 (Percent funded)	No	Sum of all Pcts must total 100%
Pgm01 (Program)	Yes	Updates the CORE PROGRAM_CODE value for the position
CT_Fin_DeptID01	Yes	Updates the CORE CT_FIN_DEPTID value for the position
Fund02 – 05, SID02 – 05, Pct02 – 05, Pgm02 – 05, CT_Fin_DeptID02 - 05	No (except for Pgm and CT_Fin_DeptID codes)	For split funded positions
Core FTE	Yes	Updates the CORE FTE value for the position
Core Adds to FTE	Yes	Toggle Y/N; updates the CORE "Adds to FTE Actual" value for the position
Budget Reference	Yes	No edits needed for appropriated funds; updates the CORE "Budget Reference" value for the position

To begin processing, select Agency and Fund (if more than one available), "Authorized", "Not Authorized", or "All", then click Compute.

Menu Commands:

- Print - prints the Summary or Detail
- Save - saves summary data for the B1
- Sort - as described above in Roster Check

The Report Summary at the top of the FY09 screen displays Position Count and Quarterly Dollar Amount Totals by position types. These results will be integrated to the B1 (Schedule 2, Allotment of Personal Services, and Personal Services Breakout). Rules for determining Position Type are as follows:

- **Filled**
Incumbent Code = 1 and C (considered filled until change date - Cancelled if change date is within budget year).
Authorized Position = Yes
Employment Type = F (Full-time)
Appointment Type = P (Permanent)
- **Vacant**
Incumbent Code = V (Vacant if change date is within budget year).
Authorized Position = Yes
Employment Type = F (Full-time)
Appointment Type = P (Permanent)
- **New**
Incumbent Code = N (New if change date is within budget year).
Authorized Position = Yes

Employment Type = F (Full-time)

Appointment Type = P (Permanent)

- **Cancelled**

Incumbent Code = C (Cancelled if change date is within budget year).

Authorized Position = Yes

Employment Type = F (Full-time)

Appointment Type = P (Permanent)

- **Total**

Sum of Filled + Vacant + New - Cancelled

The Detail Report – both Bi-Weekly and Semi-Monthly - displays a record for each valid position showing: Name, Salary Plan, Pay Periods, Quarterly Totals, Annual Total, grouped by Bargaining Unit, and sorted by Salary Plan within BU. Bi-Weekly-Salary amounts are increased per Schedule A. Twenty-six bi-weekly and twenty-four semi-monthly pay periods are shown in the Detail Report. The FY2010 Increases screen shows collective bargaining cash costs for each position.

HELP LINES

Contact:

Linda Lach 418-6314

linda.lach@po.state.ct.us

Charles Pomeroy 418-6370

charles.pomeroy@po.state.ct.us

Jamie Gamble 418-6276

jamie.gamble@po.state.ct.us

Gregg Blackstone 418-6219

gregg.blackstone@po.state.ct.us

Schedule A

FISCA L_YEA R	BU_CO DE	BU_TITLE	WAGE_I NCREAS E_PCT	WAGE_P AY_PERI ODS	AI_JUL_ PAY_PE RIODS	AI_JAN_ PAY_PE RIODS	AI_OTHE R_PAY_ PERIOD S	EXCEPTI ON1_INC REASE_ PCT	EXCEPTI ON1_PA Y_PERIO DS	EXCEPTI ON1_ELI GIBILITY
2010	1	Exempt/Elected/Appointed	0	0	0	0	0	0	0	A
2010	2	Managerial Confidential (MP Pay Plan)	0	0	0	0	0	0	0	A
2010	3	Confidential - Other than Mgr Pay Plan	0	0	0	0	0	0	0	V
2010	4	Non-bargaining	0	0	0	0	0	0	0	0
2010	5	State Police (NP-1)	0	0	25	12	0	0	0	0
2010	6	Services, Maintenance (NP-2)	0	0	25	12	0	0	0	0
2010	7	Administrative Clerical (NP-3)	0	0	0	0	0	0	0	0
2010	8	Correction Officers (NP-4)	0.025	24.6429	12	0	0	0	0	0
2010	9	Protective Services (NP-5)	0	0	25	12	0	0	0	0
2010	10	Health Care Unit -Non-Professional (NP-6)	0	0	0	0	0	0	0	0
2010	11	Health Care Unit - Professional (P-1)	0	0	0	0	0	0	0	0
2010	12	Social Services (P-2)	0	0	0	0	0	0	0	0
2010	13	Education Administrative (P-3A)	0	0	0	0	0	0	0	0
2010	14	Education Technical (P-3B)	0	0	0	0	0	0	0	0
2010	15	Engineering, Science and Technical (P-4)	0	0	0	0	0	0	0	V
2010	16	Administrative Residual (P-5)	0	0	0	0	0	0	0	0
2010	17	Vocational Schools - Faculty	0	0	0	0	0	0	0	0
2010	18	Vocational Schools - Directors 82	0	0	0	0	0	0	0	0
2010	19	Comm-Tech Colleges - Faculty	0	0	0	0	0	0	0	0
2010	20	Comm-Tech Colleges - Exempt	0	0	0	0	0	0	0	0
2010	21	State University - Faculty	0	0	0	0	0	0	0	A
2010	22	State University - Non-faculty Professionals	0	0	0	0	0	0	0	0
2010	23	State University - Exempt	0	0	0	0	0	0	0	0
2010	25	Community Colleges - Faculty - 12 Months	0	0	0	0	0	0	0	0
2010	26	Community Colleges - Exempt	0	0	0	0	0	0	0	0
2010	27	DHE Manager Employees	0	0	0	0	0	0	0	0
2010	28	University - Faculty	0	0	0	0	0	0	0	0
2010	29	University - Non Faculty Professional	0	0	0	0	0	0	0	0
2010	31	University - Exempt	0	0	0	0	0	0	0	0
2010	32	University Health Center - Exempt	0	0	0	0	0	0	0	0
2010	33	University Health Center - Faculty	0	0	0	0	0	0	0	0
2010	34	UConn Law School - Faculty	0	0	0	0	0	0	0	0
2010	39	Legislative Mgt	0	0	0	0	0	0	0	0
2010	40	Judicial Judges	0	0	0	0	0	0	0	0
2010	41	Judicial - Managerial & Confidential	0	0	0	0	0	0	0	0
2010	42	Judicial - Professional	0	0	0	0	0	0	0	0
2010	43	Judicial - Non-Professional	0	0	0	0	0	0	0	0
2010	44	Judicial Law Clerks	0	0	0	0	0	0	0	0
2010	45	University Health Center -Non-Faculty Professional	0	0	0	0	0	0	0	0
2010	46	RCTC Admin	0	0	0	0	0	0	0	0
2010	47	BSAA Exempt	0	0	0	0	0	0	0	0
2010	50	RCTS Managerial DHE Professionals	0	0	0	0	0	0	0	0
2010	51	Higher Ed Exempt	0	0	0	0	0	0	0	0
2010	52	Managerial Confidential (MP Pay Plan)	0	0	0	0	0	0	0	0
2010	53	Criminal Justice Non-Managerial	0	0	0	0	0	0	0	0

Exempt										
2010	54	CT Association of Prosecutors	0	0	25	12	0	0	0	0
2010	55	Technical Colleges - Administrators	0	0	0	0	0	0	0	0
2010	56	Connecticut Development Authority	0	0	0	0	0	0	0	0
2010	57	Criminal Justice Residual (DCJ Employees)	0	0	0	0	0	0	0	0
2010	59	DHE-Professionals	0	0	0	0	0	0	0	0
2010	60	Charter Oak College - Professional	0	0	0	0	0	0	A	0
2010	61	Criminal Justice - Juvenile Prosecutors	0	0	0	0	0	0	0	0
2010	63	DHE- Confidentials	0	0	0	0	0	0	0	0
2010	65	Judicial Marshals	0	0	25	12	0	0	0	0
2010	66	BESB Industries Division "360" Employees (NP-7)	0	0	0	0	0	0	0	0
2010	67	Correction Supervisors (NP-8)	0.02	24	12	0	0	0	0	0
2010	70	Criminal Justice Exempt/Managerial	0	0	0	0	0	0	0	0
2010	71	Criminal Justice Statutory	0	0	0	0	0	0	0	0
2010	72	DPDS Assistant Public Defenders	0	0	0	0	0	0	0	0
2010	73	DPDS Chief Public Defenders	0	0	0	0	0	0	0	0
2010	74	Criminal Justice Inspectors	0	0	0	0	0	0	0	0
2010	75	DPDS Confidential/Exempt	0	0	0	0	0	0	0	0
2010	76	DPDS Executive Public Defenders	0	0	0	0	0	0	0	0
2010	77	Auditors of Public Accounts	0	0	0	0	0	0	0	0
2010	78	RCTC - Counselors & Librarians	0	0	0	0	0	0	0	0
2010	79	Div Public Srvs - Statutory (Chief & Dep Chief PD)	0	0	0	0	0	0	0	0
2010	80	Judicial Supervising Marshals	0	0	25	12	0	0	0	0
2010	99	No Designated Unit	0	0	0	0	0	0	0	0
2011	1	Exempt/Elected/Appointed	0	0	0	0	0	0	0	0
2011	2	Managerial Confidential (MP Pay Plan)	0	0	0	0	0	0	A	0
2011	3	Confidential - Other than Mgr Pay Plan	0	0	0	0	0	0	V	0
2011	4	Non-bargaining	0	0	0	0	0	0	0	0
2011	5	State Police (NP-1)	0.03	25	0	0	0	0	0	0
2011	6	Services, Maintenance (NP-2)	0.03	24	0	0	0	0	0	0
2011	7	Administrative Clerical (NP-3)	0.025	24	18	5	0	0	0	0
2011	8	Correction Officers (NP-4)	0.025	24.6429	12	25	0	0	0	0
2011	9	Protective Services (NP-5)	0.03	25	25	12	0	0	0	0
2011	10	Health Care Unit -Non-Professional (NP-6)	0.025	24	18	5	0	0	0	0
2011	11	Health Care Unit - Professional (P-1)	0.025	24	18	5	0	0	0	0
2011	12	Social Services (P-2)	0.025	24	18	5	0	0	0	0
2011	13	Education Administrative (P-3A)	0.025	25	18	5	0	0	0	0
2011	14	Education Technical (P-3B)	0.025	25	18	5	0	0	0	0
2011	15	Engineering, Science and Technical (P-4)	0.025	24.1	18	5	0	0.02	18	V
2011	16	Administrative Residual (P-5)	0.0325	25	25	12	0	0	0	0
2011	17	Vocational Schools - Faculty	0.03	20	20	0	0	0	0	0
2011	18	Vocational Schools - Directors	0	0	0	0	0	0	0	0
2011	19	Comm-Tech Colleges - Faculty	0	0	0	0	0	0	0	0
2011	20	Comm-Tech Colleges - Exempt	0	0	0	0	0	0	0	0
2011	21	State University - Faculty	0.03	21	0	0	0	0.025	8	A
2011	22	State University - Non-faculty Professionals	0.042967	25	0	0	0	0	0	0
2011	23	State University - Exempt	0	0	0	0	0	0	0	0
2011	25	Community Colleges - Faculty - 10 & 12 Months	0	0	0	0	0	0	0	0
2011	26	Community Colleges - Exempt	0	0	0	0	0	0	0	0

2011	27	DHE Manager Employees	0	0	0	0	0	0	0	0
2011	28	University - Faculty	4.99	21	0	0	0	0	0	0
2011	29	University - Non Faculty Professional	0.05	24.2	0	0	0	0	0	0
2011	31	University - Exempt	0	0	0	0	0	0	0	0
2011	32	University Health Center - Exempt	0	0	0	0	0	0	0	0
2011	33	University Health Center - Faculty	0	0	0	0	0	0	0	0
2011	34	UConn Law School - Faculty	0	0	0	0	0	0	0	0
2011	39	Legislative Mgt	0	0	0	0	0	0	0	0
2011	40	Judicial Judges	0	0	0	0	0	0	0	0
2011	41	Judicial - Managerial & Confidential	0	0	0	0	0	0	0	0
2011	42	Judicial - Professional	0.025	25	18	5	0	0	0	0
2011	43	Judicial - Non-Professional	0.025	25	18	5	0	0	0	0
2011	44	Judicial Law Clerks	0	0	0	0	0	0	0	0
2011	45	University Health Center -Non-Faculty Professional	0	0	0	5	0	0	0	0
2011	46	RCTC Admin	0	0	0	0	0	0	0	0
2011	47	BSAA Exempt	0	0	0	0	0	0	0	0
2011	50	RCTS Managerial DHE Professionals	0	0	0	0	0	0	0	0
2011	51	Higher Ed Exempt	0	0	0	0	0	0	0	0
2011	52	Managerial Confidential (MP Pay Plan)	0	0	0	0	0	0	0	0
2011	53	Criminal Justice Non-Managerial Exempt	0	0	0	0	0	0	0	0
2011	54	CT Association of Prosecutors	0.03	25	0	0	0	0	0	0
2011	55	Technical Colleges - Administrators	0	0	0	0	0	0	0	0
2011	56	Connecticut Development Authority	0	0	0	0	0	0	0	0
2011	57	Criminal Justice Residual (DCJ Employees)	0.025	24	18	5	0	0	0	0
2011	59	DHE-Professionals	0	0	0	0	0	0	0	0
2011	60	Charter Oak College - Professional	0.03	25	0	0	0.0265	12	A	
2011	61	Criminal Justice - Juvenile Prosecutors	0.03	25	25	12	0	0	0	0
2011	63	DHE- Confidentials	0	0	0	0	0	0	0	0
2011	65	Judicial Marshals	0.03	25	0	0	0	0	0	0
2011	66	BESB Industries Division "360" Employees (NP-7)	0	0	0	0	0	0	0	0
2011	67	Correction Supervisors (NP-8)	0.02	24	25	12	0	0	0	0
2011	70	Criminal Justice Exempt/Managerial	0	0	0	0	0	0	0	0
2011	71	Criminal Justice Statutory	0	0	0	0	0	0	0	0
2011	72	DPDS Assistant Public Defenders	0.03	25	25	12	0	0	0	0
2011	73	DPDS Chief Public Defenders	0	0	0	0	0	0	0	0
2011	74	Criminal Justice Inspectors	0.025	25	18	5	0	0	0	0
2011	75	DPDS Confidential/Exempt	0	0	0	0	0	0	0	0
2011	76	DPDS Executive Public Defenders	0	0	0	0	0	0	0	0
2011	77	Auditors of Public Accounts	0	0	0	0	0	0	0	0
2011	78	RCTC - Counselors & Librarians	0	0	0	0	0	0	0	0
2011	79	Div Public Svcs - Statutory (Chief & Dep Chief PD)	0	0	0	0	0	0	0	0
2011	80	Judicial Supervising Marshals	0.035	25	0	0	0	0	0	0
2011	99	No Designated Unit	0	0	0	0	0	0	0	0

Exception 1 - Depending on the Bargaining Unit title, these salary increases include annual increments, payments in lieu of annual increments, PARS payments, and Merit payments.