

Salary Reserve Request Form Instructions

This form is used by DPH personnel authorized to request an increase or decrease to the budgeted salary of a position in Beacon. This form is divided into the following three sections:

Salary Reserve Recon

If it is determined that you will need salary reserve to increase the budgeted salary of a position(s) you may contact the business officer who monitors your program and ask for a "Salary Reserve Recon". Let your business officer know the center and account of the funding source and your business officer will complete this section and return to you via email. The business officer will complete this section by comparing the annual amount of budget dollars held in the requested center with the annual amount obligated as per Beacon for each position's funding source. The business officer may need to adjust the budget dollars to account for pending actions. This will ensure that the amounts on both the budget column and Beacon column are annual amounts. The business officer will prepare a separate "Salary Reserve Recon" for each center requested.

Beacon Position Salary Adjustment

Once you have received the completed "Salary Reserve Recon" from your business officer you may use this section to list the position(s) that you want to adjust the budgeted salary in Beacon. It is important that you first consult with the DPH HR office to ensure that the action that you are requesting that needs the salary reserve is viable, and that you are requesting an appropriate amount of salary reserve. You may list more than one position in the section, but all must be funded by the same center as listed on the "Salary Reserve Recon". The information to complete this section can be obtained from a current Beacon report that DPH HR will provide upon request.

The following guidelines may be used to complete this section:

Center: This includes the fund, RCC, and FRC and is listed on the Beacon report. An example would be 1110-1103-99. Do not list the company 2B01.

Account: this is listed on the Beacon report and includes the following:

531211- used for positions funded by appropriations

531212- used for positions funded by receipts or grants

531213- used for cost allocated positions

531222- used for time-limited positions funded by receipts or grants

531223- used for time-limited cost allocated positions

Job Title: as listed on the Beacon report

Pay Grade/Banded Level: The pay grade for the position may be obtained from a Beacon report. GR is listed next to the pay grade for most positions. MG is listed next to the pay grade for medical positions. The pay grades for banded positions are not listed on a beacon report. If you know the level of your banded position you may list it in this box. The levels include a "C" for contributing, a "J" for journey, and an "A" for advanced.

Position Number: List the 8 digit position number of the position that you want to increase the salary.
Current Budgeted Salary: List the current salary as listed on the budgeted amount column on the Beacon report.

Proposed Salary: list the proposed salary

Amount of Adjustment: This number will automatically calculate. It is the difference between the current salary and the proposed salary, and is the amount of salary reserve needed.

Action Type: List the action that will change the position salary. Examples include an in-range adjustment, reallocation, promotion, or Neogov posting.

Salary Reserve Identified/Created

There are several ways to provide the salary reserve needed to increase a position. You may check all that apply and you may use a combination of methods to increase your position.

Use reserve already budgeted as per "Salary Reserve Recon": Check this option and list the amount from your "Salary Reserve Recon" that you want to use to increase your position(s).

Vacant Position(s) listed below will be reduced to create salary reserve: List vacant positions that are to be decreased to provide for the increase to your position. You may use the instructions listed above in the "Beacon Position Salary Adjustment" section to complete this line. You may use a Beacon report obtained from HR to complete this section. The position must be listed in Beacon as vacant before the position can be decreased. Positions cannot be decreased below the minimum of the pay grade or banding rate. The positions also must be funded by the same source. For instance, you cannot decrease a position from one grant to fund a position in another grant. If positions selected to be decreased are from the same grant, but in different centers, a budget revision will have to be prepared to realign the funds. **IT IS IMPORTANT THAT YOU DO NOT DECREASE A VACANT POSITION THAT IS ACTIVELY BEING RECRUITED.**

Budget Revision will be prepared: Check this option when a budget revision will need to be prepared in order to fund the position salary increase. For example, you may check this box if the funds to provide the increase are to be taken from operating budgets, or if the funds need to be realigned. You may consult with your business officer who will provide guidance regarding budget revision preparation.

Current HR guidelines call for a separate justification memo to be included with each action request submitted to HR. If a budget revision is required, a copy of the justification memo required by HR must be submitted to your business officer as a separate attachment.

Comments: You may use this box to provide instructions regarding a budget revision that will be prepared, or you may use the comments box to provide any information that will be helpful in the identification/or creation of salary reserve. For example, you may list that the grant award provides for the increase of the position and a budget revision will need to be prepared.

Authorized DPH Personnel email address: Please type the email address of the person who is authorized to utilize your sections salary reserve. List the date that the form is forwarded by email to your business officer.

Program Branch Head email address: Please type the email address of your program's branch head. List the date that the form is forwarded by email to your business officer.

When the form is complete please forward by email to your business officer. List "Salary Reserve Recon" as the subject of your email.

Your business officer will review the form for accuracy, and if a budget revision is not required, will forward the form by email to the salary control officer. If a budget revision is required, the business officer will prepare and submit a budget revision for approval. Once the budget revision is approved, the business officer will list the budget revision number and the approval date on the form. Once the budget revision is approved the form may be forwarded by email to the salary control officer.

The salary control officer will review the form for accuracy. If the form is correct the salary control officer will enter the salary adjustment(s) in Beacon. The salary reserve officer will then type their name and the date they entered the change into Beacon. The salary control officer will then return the form by email to the authorized DPH Personnel as listed on the form and copy the programs Branch head.

Once the positions budgeted salary has been adjusted in beacon you may proceed with forwarding appropriate paperwork to HR to have the needed HR action implemented.