Fiscal Year End

This presentation covers the following information for biweekly agencies:

- Fiscal Year End Calendar for May, 2016
- Fiscal Year End Calendar for June, 2016
- Comp Time Payoff
- Annual Employees
- Wage and Salary Reports
- Additional Information

Monday	Tuesday	Wednesday	Thursday	Friday
May Fiscal Year End Calendar				
2 Agencies can start coding position control changes	3	4	5	6 AU449243 ACA Lookback Preprocessing will be available for review.
9	10	11	12	13 AU449243 ACA Lookback Final will be available for review.
16 Agencies can start updating Tier levels in IPOPS for employees requiring a change for ACA requirements.	17	18	19	20
23	24	25 Required Tier changes must be entered into IPOPS by 3:00 pm	26	27
30	31			

Note: FYE dates are subject to change according to any potential payroll conflicts that may arise during the FYE process. However, if there are changes, they will be minor (such as putting a report in online reporting out one day later than scheduled). The IPOPS deadlines will not change.

Fiscal Year End Timeline
May 2, 2016

- **May 2, 2016** - During the month of April, agencies have been processing their new fiscal year indexes, PCAs, grants and projects and uploading them into STARS. Once this information has been processed through to IPOPS, agencies can start coding position control changes effective for the new fiscal year.
  - From this point on, agencies will see two fiscal years on IPOPS documents.
  - Note: Any new position set-ups, distribution updates, reclassifications, and any other changes effective for the new fiscal year (2017), should have an effective date of June 5, 2016 to be reflected on the Wage and Salary report and to be in effect for the first pay date of the new fiscal year (July 1, 2016).

Fiscal Year End Time Line May 16, 2016

- Agencies will update Tier levels in IPOPS for employees requiring a change using effective date 5/8/16.
- These employees must remain in Tier 1 until the Standard Stability period is complete.
- Any employee who changes Tier levels will need to fill out a new Certification of Insurance Offered form.

Monday	Tuesday	Wednesday	Thursday	Friday
June Fiscal Year End Calendar				
		1	2 Position control adds/updates must be in ‘awaiting release’ status by 3pm	3 DSP will copy FY 2016 positions to FY 2017
6 FYE reports available	7	8 Payroll preprocessing: last payroll of the fiscal year (after 5pm)	9 Final payroll processing: last payroll of the fiscal year (after 5pm)	10 If your agency picks up a file from DSP after payroll, you will need to pick it up before the adjustment payroll runs
13 Payroll MVAs for the adjustment payroll must be ‘Awaiting DSP Approval” by 3pm	14 Adjustment payroll preprocessing	15 Adjustment payroll final processing	16 Month end processing	17 June month end reports available. FYE reports available
20	21	22 Payroll Preprocessing for the first payroll of fiscal year 2017	23 Final Payroll Processing for the first payroll of fiscal year 2017: comp time payoff	24
27	28	29	30	

Fiscal Year End Timeline
June 2, 2016

- **June 2, 2016** - Position control additions and updates entered into IPOPS for fiscal year 2016 that need to be copied to fiscal year 2017 must be in an 'Awaiting Release' status by 3pm in order to be uploaded, processed and copied for fiscal year 2017.
  - Please make sure all of your agency position control actions have been approved by your agency signer, as well as all external agencies, and are in 'Awaiting Release' status by 3pm on June 2, 2016.
    - An easy way to make sure all position control actions have made their way through the approval process is to create a custom view in IPOPS. Let's view an example of a custom view that has been created for position control documents.
  - If a position is not copied from FY 2016 to 2017, it will not show up for your agency in IPOPS. You will then need to do a position control action to set-up the position again for fiscal year 2017.

Position Control Actions

Save | Save & Run | Delete | Cancel

Title

Position Control Actions

Sort Order

- (●) ascending
- ( ) descending

Search Criteria

Database(s)	Documents	Status	Column Headings
In Process	Payroll Remarks	All	Effective Date
2015 Archive	PCN Budget	Agency-Disapproved	Action
2014 Archive	PCN Delete	Archived	Agy-Pay Loc
2013 Archive	PCN Distribution	Awaiting-Agency-Approval	Amount
2012 Archive	PCN Reactivation	Awaiting-Approval	Batch Number
2011 Archive	PCN Reclass	Awaiting-BOE-Approval	Current Approver
2010 Archive	PCN Remarks	Awaiting-DFM-Approval	Earnings Code
2009 Archive	PCN Setup	Awaiting-DHR-Approval	Employee Name
2008 Archive	PCN Update	Awaiting-DPA-Approval	Pay Location
2007 Archive	Personnel Remarks	Awaiting-DSP-Approval	PCN
2006 Archive	Rate/Salary Update	Awaiting-Governor-Approval	Plan Effective Date
2005 Archive	Rehire Appt	Awaiting-OGI	Rate/Salary
2004 Archive	Sep Employment	Awaiting-Release	SSN

Advanced Search

Effective Date (mm/dd/yyyy)	SSN	Agency	Pay Location	Change Reason

Search for Word(s)

[Return to Prior Page]

Fiscal Year End Timeline June 3, 2016

- **June 3, 2016**: DSP will copy FY 2016 positions to FY 2017. All fiscal year 2016 position control actions, such as distribution updates, reclassifications, deletions, etc., processed after June 6th will require a 2nd position control action for fiscal year 2017 (if needed for the new fiscal year).
  - Example: you just found out that one of your PCNs needs to have the distribution updated. The fiscal year end copy has already taken place. You would need to do a position control distribution update for the PCN for FY 2016 and then do the same action for FY 2017.
  - At this point, any updates to the FY 2016 information will only affect the last payroll of FY 2016 (paid on June 17, 2016).

Fiscal Year End Timeline June 6, 2016

- **June 6, 2016**: a memo will be sent out by DSP when the following reports are ready to be viewed.
  - New Fiscal Year Position List (A-448110): this report shows a list of positions that were copied to the new fiscal year position file (click on the report name to see an example of this report).
  - Deleted Position List (B-448110): this report shows a list of positions that were not copied to the new fiscal year position file because the position has been in 'delete' status for two or more years (click on the report name to see an example of this report).

  Agencies will want to check these reports to make sure PCNs that should have been copied were copied and to see which PCNs have been deleted for the agency. These reports are listed in SYS ID AUIS44F in online reporting.

NEW YEAR	PCN
	0001
	0002
	0003
	0004
	0005
	0006
	0007
	0008
	0009
	0010
	0011
	0012
	0013
	0014
	0015
	0016
	0017
	0018
	0019
	0020
	0021
	0022
	0023
	0025
	0026
	0027
	0028
	0030
	0031
	0100
	0101
	0102
	0103
	0104
	0105
	0106
	0107
	0108
	0109
	0110
	0111
	0112
	0113
	0114
	0115
	0116
	0117
	0118
	0119
	0120
	0121
	0122
	0124

This is a list of all the positions that were copied from the fiscal year 2016 position file to the 2017 position file.

S T A T E O F I D A H O
EMPLOYEE INFORMATION SYSTEM
DELETED POSITION LIST

YEAR	PCN
	0001
	0002
	0061
	0136

FYTD ACTUAL REGULAR:	0.00	BUDGETED SALARY:	0.00
FYTD ACTUAL OVERTIME:	0.00	BUDGETED BENEFITS:	0.00
FYTD ACTUAL FRINGE:	0.00		
FYTD ACTUAL BENEFITS:	0.00	BUDGETED TOTAL:	0.00
FYTD ACTUAL TOTAL:	0.00	POSITION COUNT:	4

This is a list of all the positions that were not copied to the fiscal year 2017 file because the position has been in ‘deleted’ status for two years or more.
If a position displays on this list as a deleted position, an agency can do a position control set-up action to get it back on the system for the new fiscal year.

Fiscal Year End Timeline June 08 & 09, 2016

- **June 08, 2016**: DSP will run payroll preprocessing for the last biweekly payroll of FY 2016 after 5pm on the 8th.
  - All FY 2016 expenditures must be processed on or before this payroll.
- **June 09, 2016**: DSP will process the last final biweekly payroll in FY 2016 (to be paid on June 17, 2016) after 5pm on the 11th.
  - Payroll preprocessing reports will be available via online reporting the morning of June 09, 2016 and final payroll processing reports will be available via online reporting on June 10, 2016.
  - Agencies should look at Payroll Costs as Vouchered (AU444533) in online reporting. This report and the preprocessing reports are located in SYS ID AUIS44BP (Bi-Weekly Preprocessing)

S T A T E O F I D A H O
EMPLOYEE INFORMATION SYSTEM
LABOR DISTRIBUTION INTERFACE
PAYROLL COSTS AS VOUCHERED

PAGE: 1
PROGRAM: AU444533
RUN DATE:
PAYROLL NBR: PAY DATE:

INDEX	PCA	GRANT/PROJECT	EXPENDITURE SUBOBJECT	AMOUNT
	11101		4105 EMPLOYEES	13,284.00
	11101		4205 GRP INS LIFE	194.25
	11101		4210 GRP INS HLTH & ACCID	2,229.14
	11101		4215 WORKER'S COMPENSATION	47.76
	11101		4225 EMPR RETIRE CONTR	1,385.25
	11101		4230 RETIREMENT SICK LEAVE	86.35
	11101		4250 PERSONNEL COMMISSION	4.13
	11101		4255 EMPLOYMENT SECURITY	37.83
	11101		4260 F. I. C. A.	995.00
			* 11101 PCA TOTAL	18,263.71
			* 11101 TAXABLE FRINGE BENEFIT	48.59
	11102		4105 EMPLOYEES	1,452.00
	11102		4205 GRP INS LIFE	21.23
	11102		4210 GRP INS HLTH & ACCID	379.16
	11102		4215 WORKER'S COMPENSATION	5.48
	11102		4225 EMPR RETIRE CONTR	150.86
	11102		4230 RETIREMENT SICK LEAVE	9.44
	11102		4250 PERSONNEL COMMISSION	4.44
	11102		4255 EMPLOYMENT SECURITY	6.29
	11102		4260 F. I. C. A.	106.99
			* 11102 PCA TOTAL	2,135.89
	12101		4105 EMPLOYEES	4,082.25
	12101		4205 GRP INS LIFE	[illegible]
	12101		4210 GRP INS HLTH & ACCID	
	12101		4215 WORKER'S COMPENSATION	
	12101		4216 W/C AUDIT ADJUSTMENT	
	12101		4225 EMPR RETIRE CONTR	
	12101		4230 RETIREMENT SICK LEAVE	
	12101		4250 PERSONNEL COMMISSION	
	12101		4255 EMPLOYMENT SECURITY	
	12101		4260 F. I. C. A.	
			* 12101 PCA TOTAL	
			* 12101 TAXABLE FRINGE BENEFIT	
	12102		4105 EMPLOYEES	
	12102		4115 EMPLOYEES - TEMP	
	12102		4205 GRP INS LIFE	
	12102		4210 GRP INS HLTH & ACCID	
	12102		4215 WORKER'S COMPENSATION	
	12102		4216 W/C AUDIT ADJUSTMENT	.07
	12102		4225 EMPR RETIRE CONTR	1,871.94
	12102		4230 RETIREMENT SICK LEAVE	117.08
	12102		4250 PERSONNEL COMMISSION	47.85

This report lists state account dollars (for this pay period) by index (or PCA) and displays the expenditure sub-object code. Agencies can use the totals shown on this report to make sure the amount listed here is not more than the budget for the same index (or PCA) in STARS.

Fiscal Year End Timeline
June 13, 2016

- **June 13, 2016**: Payroll corrections for FY 2016 that require a manual and/or void, must be submitted on an IPOPS Payroll MVA and be in 'Awaiting – DSP Approval' status by 3pm to be included on the adjustment payroll.
  - An adjustment payroll is an agency's last chance to correct any monetary mistakes that were made through payroll processing during fiscal year 2016.
    - This is not an agency's last chance to do a void and manual to fix an employee's record. An adjustment payroll is just the last time an agency can make changes to how money was paid out during the fiscal year.

Fiscal Year End Timeline June 14 & 15, 2016

- **June 14, 2016**: adjustment payroll preprocessing will run after 5pm.
- **June 15, 2016**: final payroll processing for the adjustment payroll will run after 5pm.
  - Preprocessing reports for the adjustment payroll will be available via online reporting on June 15, 2016. Agencies should check the online report Payroll Costs as Vouchered again to make sure they have not overspent for FY 2016. The SYS ID in online reporting for these reports is AUIS44BP (Bi-weekly preprocessing)
  - Final payroll processing reports for the adjustment payroll will be available via online reporting on June 16, 2016. The SYS ID in online reporting for final reports is AUIS44 (DSP Biweekly Payroll)

Fiscal Year End Timeline June 16 & 17, 2016

- **June 16, 2016**: DSP will process June's month end early due to fiscal year end processing.
  - On June 17, 2016 the month end reports will be available via online reporting. These reports are located in SYS ID AUIS44M.
- **June 17, 2016**: the following FYE report will be available via online reporting in SYS ID AUIS44F.
  - Positions with Invalid Distributions for Fiscal Year 2017 (AU448135): this report shows positions with blank or invalid distributions. If your agency has any positions listed on this report, they will need to be corrected as soon as possible (click on the report title to see an example of this report).

S T A T E O F I D A H O
EMPLOYEE INFORMATION SYSTEM
POSITIONS WITH INVALID DISTRIBUTIONS
FISCAL YEAR

PAGE: 1
PROGRAM: AU448135
RUN DATE:
RUN TIME:

PCN	POS STAT	SEQ	INDEX	CUR DISTRIBUTION PCA	GRANT/PROJ	PCT	ACTUALS REG	OT	BEN	BUDGETED SALARY	BENEFITS	ERROR MESSAGE
9430	V	A	0000	49201		1.0000	.00	.00	.00	.00	.00	INVALID PCA CODE

TOTAL POSITIONS: 1

This report displays positions with blank or invalid distributions. When an agency does not have any positions to report, a message will be displayed.

NOTE: It is not necessary to fix PCNs that are in ‘delete’ status.

Fiscal Year End Timeline June 22, 2016

- **June 22, 2016**: All personnel, payroll and position control actions for the first payroll of fiscal year 2017 (paid on July 1, 2016) must be in 'awaiting release' status by 3pm in order to be processed for this payroll (any IPOPS actions requiring approval must be submitted by June 17th).
  - Please make sure that all of your agency IPOPS actions have been approved by your agency signers and any external agencies that those actions may require.
  - Agencies will need to make sure they do not have any timesheets awaiting release that have time coded to invalid PCAs, grants, indexes or projects. This situation can occur if an employee filled out a future time sheet and coded time to a now invalid PCA, index, grant or project.
  - Payroll preprocessing reports will be available via online reporting the morning of June 23, 2016. Please note that prior comp balance payoffs will process with this payroll.

Fiscal Year End Timeline: Comp Time Payoff

- All FLSA covered employees (codes C, F, L or Z) that have a previous six month comp balance as of pay date June 17, 2016 will automatically be paid for those hours on the first payroll of FY 2017 (July 1, 2016)
  - Automatic Prior Comp Balance Payoff (A-449252) is a biweekly payroll online report that displays each FLSA covered employee that has an accumulated comp time balance that was earned during any one-half fiscal year but not taken by the end of the following one-half fiscal year (click on the report title to see an example of the report).
  - The ILV screen on the Employee Information System will show you an individual's comp time balance. Let's review the ILV screen.

S T A T E O F I D A H O
EMPLOYEE INFORMATION SYSTEM
AUTOMATIC PRIOR COMP BALANCE PAYOFF

PAGE: 39
PROGRAM: A-449252
RUN DATE:

EMPLOYEE NAME/SSN	COMP BALANCES PRIOR BAL TO BE PAID (GCP)	CURRENT	TOTAL	POSITION PCN	FLSA	INFO RATE IND	MESSAGE
	24.8	6.0	30.8	0463	C	H	
	1.4	21.8	23.2	5108	C	H	
	8.3	24.0	32.3	6080	C	H	
	4.5	.0	4.5	6637	C	H	
	2.3	.0	2.3	4314	C	H	
PAY LOCATION TOTALS -->	41.3		93.1				
PAY LOCATION CURRENT COMP ZEROED -->		51.8					

This report will give you an idea of the comp time payoffs for your agency that will be occurring on the first payroll of the new fiscal year.

NOTE: Agencies SHOULD NOT submit comp time pay offs (CPP) using the special payment form in IPOPS for the first payroll in July.

Fiscal Year End Timeline
Comp Time Payoff

```
AU440305        STATE OF IDAHO - EMPLOYEE INFORMATION SYSTEM    AU44MP05
                     EMPLOYEE LEAVE INQUIRY BY AGENCY              14:19
CONTROL FIELDS:                          ILV  _________

EMPLOYEE  :
AGENCY    :                                PAY LOC:
CSS HRS   :    25873.60   AGY CSS HRS     :    25873.60  MULTIPLE AGENCY:  N
8MO TEMP DT :             8MO TEMP CSS HRS:
PROB APPT DT:             PROB CSS HRS    :
PCN   LV  SCH/ACC  FLSA   PCN  LV   SCH/ACC  FLSA   PCN   LV  SCH/ACC   FLSA
5151  CA    0.06923  C

AS OF PAY DATE :  04/26/2013        PAY PER END DATE :  04/13/2013
                          COMP        RHH       OCH     MILITARY
LAST PP ACCRUED  :         3.90
LAST PP TAKEN    :         4.30
YTD LV ACCRUED   :        79.30
YTD LV TAKEN     :        56.00
TOTAL BALANCE    :       125.50
CUR 6MO COMP BAL :        79.30
HIGHEST RATE (H) :        17.59
DOLLAR VALUE     :      2207.54
```

To calculate a comp time payoff: take the total balance – current six month comp balance = hours to be paid.
Example to the left: 125.5 – 79.3 = 46.2 CPP to be paid.

Fiscal Year End
Annual Employees

- The payroll process calculates an annual employee's salary by dividing the annual salary by the number of pay periods to be paid. Several state agencies have annual employees with contract periods that coincide with the fiscal year.
- 1) At fiscal year end, the system compares the employee's year to date contract salary paid to the employee's adjusted contract amount. If the difference between those two fields is less than one pay period amount, equal to one pay period amount, or is not more than one pay period amount plus one dollar, the payroll process will generate an override amount.
  - This generated amount uses a FX change reason and an effective date equal to the pay period end date of the current pay period. The override dates are the pay period begin date and the pay period end date.

Fiscal Year End
Annual Employees

- 2) The system checks whether the year-to-date contract salary paid is equal to the adjusted contract amount. The system will generate an FX change reason to change the employee's time sheet required switch from a 'N' to a 'Y' and then zero out their YTD contract Salary Paid accumulation. The effective date of the FX change reason will be the pay period end date of the current payroll.

Fiscal Year End Timeline
Wage and Salary Report

- The Wage and Salary Reports are designed, owned and used by the Division of Financial Management. DFM will send out a memo in July to let agencies know when the reports are available for viewing under SYS ID DSP Fiscal Year End (AUIS44F) in online reporting.
- All personnel and position control actions processed through Friday, July 15, 2016 will be reflected on the Wage and Salary Reports.
- Please contact DFM with any questions or problems regarding the wage and salary report.
- Agency budgeting formulas are available in the SCO Payroll/Personnel User Manual.

S T A T E O F I D A H O
EMPLOYEE INFORMATION SYSTEM
RESULTS OF POSITION BUDGET CALCULATION

PAGE: 502
PROGRAM: A-448120
RUN DATE:

PCN	POSITION TITLE / INCUMBENT NAME	CLASS CODES	PAY SCH	APPT TYP	LONG SW	SHFT IND	PAY STAT	PAY RATE	R I	CSS HRS	% OF YEAR	PP HRS	FY2014 TOTAL BUDGETED SALARY	BENEFITS	HRS
0001	ADMIN PURCHASING	20302	00	NR							1.00	80.00	81,723	26,788	2,080.00
		20302	00000	NRR	N	N	A	39.29	H	9,911.60	1.00	80.00			2,080.00

----------P O S I T I O N B E N E F I T B R E A K D O W N----------

	FICA SSDI	FICA SSHI	MAX	UI	LIFE	HEALTH	DENTAL	EAP	DHR	RET	SICK	WC
	5,066.83	1,184.98		245.16	551.63	9,100.00				9,251.06	531.20	858.09

0002	GRANTS/CNTRCTS MGMT	08843	M	CR							1.00	80.00	51,958	23,292	2,080.00
	* V A C A N T P O S I T I O N *														
0004	OFFICE SPECIALIST 2	01239	G	CR							1.00	80.00	29,182	15,505	2,080.00
		01239	HG	CPR	N	N	A	14.03	H	15,444.90	1.00	80.00			2,080.00

----------P O S I T I O N B E N E F I T B R E A K D O W N----------

	FICA SSDI	FICA SSHI	MAX	UI	LIFE	HEALTH	DENTAL	EAP	DHR	RET	SICK	WC
	1,809.30	423.14		87.54	196.98	9,100.00			89.29	3,303.44	189.68	306.41

0009	MANAGEMENT ASSISTANT	05272	J	CR							1.00	80.00	37,440	17,318	2,080.00
		05272	HJ	CPR	N	N	A	18.00	H	24,409.40	1.00	80.00			2,080.00

----------P O S I T I O N B E N E F I T B R E A K D O W N----------

	FICA SSDI	FICA SSHI	MAX	UI	LIFE	HEALTH	DENTAL	EAP	DHR	RET	SICK	WC
	1.28	542.88		112.32	252.72	9,100.00			114.56	4,238.20	243.36	393.12

0011	PURCHASING OFCR,DIV/	04853	L	CR							1.00	80.00	45,968	20,607	2,080.00
	* V A C A N T P O S I T I O N *														
0012	TECH RECORDS SPEC 1	01104	H	CR							1.00	80.00	28,392	15,332	2,080.00
		01104	HH	CPR	N	N	A	13.65	H	1,752.00	1.00	80.00			2,080.00

----------P O S I T I O N B ----------

	FICA SSDI	FICA SSHI	MAX	UI	LIFE	HEAL	WC
	1,760.30	411.68		85.17	191.64	9,10	98.11

This report is used to balance FYE. It shows the calculated budget information and position benefit breakdown for the new fiscal year.

S T A T E O F I D A H O
EMPLOYEE INFORMATION SYSTEM
WAGE AND SALARY WARNING REPORT

AGENCY	PCN	MESSAGES
	2005	2220 INDEX NOT FOUND ON DAFIC FILE
	2005	2224 INDEX NOT FOUND ON DAFIC FILE
	9500	*** POSITION RECORD WITHOUT ACTUALS ***
	9899	*** POSITION RECORD WITHOUT ACTUALS ***
	9900	*** POSITION RECORD WITHOUT ACTUALS ***
	9901	*** POSITION RECORD WITHOUT ACTUALS ***
	9903	*** POSITION RECORD WITHOUT ACTUALS ***
	9905	*** POSITION RECORD WITHOUT ACTUALS ***
	9911	*** POSITION RECORD WITHOUT ACTUALS ***
	9990	*** POSITION RECORD WITHOUT ACTUALS ***
	9993	*** POSITION RECORD WITHOUT ACTUALS ***
	9994	*** POSITION RECORD WITHOUT ACTUALS ***
	9995	*** POSITION RECORD WITHOUT ACTUALS ***
	9996	*** POSITION RECORD WITHOUT ACTUALS ***
	9999	*** POSITION RECORD WITHOUT ACTUALS ***

This report checks the DSP position file against STARS and creates an error report on any differences that may have occurred.

This report shows money that was spent in the last fiscal year on a PCN that is not on the agency's register of PCN numbers with DSP.

PCN	POSITION TITLE / INCUMBENT NAME	**MSG CDS	CLASS CODES	PAY SCH GRST	POS TYPE	PAY RT	R I	CSS HRS	DST PCT	FTP FTI	FY 2013 ACTUAL COSTS REG	O/T	BENEFITS	FY 2014 ESTIMATE SALARY	BENEFITS	FY 2015 PROJECTION SALARY	BENEFITS
FUND: 0001 DETAIL:																	
1000	DIRECTOR- DEPT O	1	20300	00	NR			.40	.40		43,894	0	13,059	37,148	11,569	37,148	12,550
											*	56,953		*	48,718	*	49,699
			20300	HR		44.65	H	21,879.6	.40								
1005	PROGRAM SPECIALI		05274	K	CR			1.00	1.00		44,554	0	17,568	48,464	19,738	48,464	21,711
											*	62,123		*	68,202	*	70,175
			05274	HK		23.30	H	13,347.0	1.00								
5108	IT RESOURCE MGR	1	01610	N	CR			.00	.00		3,683	0	867	0	0	0	0
											*	4,550		*	0	*	0
			01610	HN		36.15	H	13,832.0	.00								
5470	FINANCIAL OFFICE	1	04241	O	NR			.25	.25		11,752	0	3,752	20,872	6,792	20,872	7,380
											*	15,505		*	27,665	*	28,253
			04241	HO		40.14	H	8,058.0	.25								
9491	TEMPORARY EMPLOY	1	95000	00	NG			.28	.00		5,922	0	501	5,922	501	5,922	501
											*	6,423		*	6,423	*	6,423
*** G R O U P P O S I T I O N ***																	
**** VACANT POSITION ****																	
			0001		FUND DETAIL TOTAL:					109,806	0	35,748	112,407	38,601	112,407	42,144
										*	145,555		*	151,009	*	154,551
									FTP =	1.65						
									FTI =	1.65						
			0001	FUND TOTAL:						109,806	0	35,748	112,407	38,601	112,407	42,144
										*	145,555		*	151,009	*	154,551
									FTP =	1.65						
									FTI =	1.65						
0009	MANAGEMENT ASSIS		05272	J	CR			1.00	1.00		38,125	0	16,316	37,440	17,318	37,440	19,172
											*	54,442		*	54,758	*	56,612
			05272	HJ		18.00	H	24,409.4	1.00								
0320	FINANCIAL TECHNI		04248	H	CR			1.00	1.00		30,429	0	15,460	26,000	14,807	26,000	16,538
											*	45,889		*	40,807	*	42,538
			04248	HH		12.50	H	1,023.0	1.00								

This report shows actual cost, estimated salary benefits and projected salary benefits amounts by PCN within budget unit, fund detail and fund by agency.

* INDICATES TOTAL REGULAR, OVERTIME AND BENEFITS
** MESSAGE CODES ARE DETAILED ON AGENCY TOTALS PAGE
TOTAL FTP DOES NOT INCLUDE GROUP OR DELETED POSITIONS

S T A T E O F I D A H O
EMPLOYEE INFORMATION SYSTEM
WAGE AND SALARY REQUIREMENTS
AGENCY SUMMARY

	FTP	FTI	FY 2013 ACTUAL SALARY	FY 2013 ACTUAL BENEFITS	FY 2014 ESTIMATE SALARY	FY 2014 ESTIMATE BENEFITS	FY 2015 PROJECTION SALARY	FY 2015 PROJECTION BENEFITS
REGULAR DISTR CNT: 241								
FUND DETAIL: 0001	28.62	28.07	1331,875.83	533,212.93	1324,134.64	551,042.03	1324,134.64	606,994.75
			* 1,865,088.76		* 1,875,176.67		* 1,931,129.39	
FUND: 0001	28.62	28.07	1331,875.83	533,212.93	1324,134.64	551,042.03	1324,134.64	606,994.75
			* 1,865,088.76		* 1,875,176.67		* 1,931,129.39	
FUND DETAIL: 0125 11	9.25	8.25	447,557.25	169,222.01	429,391.04	174,528.72	429,391.04	191,991.24
			* 616,779.26		* 603,919.76		* 621,382.28	
FUND: 0125	9.25	8.25	447,557.25	169,222.01	429,391.04	174,528.72	429,391.04	191,991.24
			* 616,779.26		* 603,919.76		* 621,382.28	
FUND DETAIL: 0450 14	0.20	0.20	11,025.59	3,300.00	16,698.24	5,434.32	16,698.24	5,904.67
			* 14,325.59		* 22,132.56		* 22,602.91	
FUND: 0450	0.20	0.20	11,025.59	3,300.00	16,698.24	5,434.32	16,698.24	5,904.67
			* 14,325.59		* 22,132.56		* 22,602.91	
FUND DETAIL: 0519	2.00	2.00	105,288.85	38,521.49	112,590.40	42,716.95	112,590.40	46,832.92
			* 143,810.34		* 155,307.35		* 159,423.32	
FUND: 0519	2.00	2.00	105,288.85	38,521.49	112,590.40	42,716.95	112,590.40	46,832.92
			* 143,810.34		* 155,307.35		* 159,423.32	
FUND DETAIL: 0125 12	7.14	6.04	311,278.05	119,180.00	335,733.61	142,048.64	335,733.61	156,544.41
			* 430,458.05		* 477,782.25		* 492,278.02	
FUND: 0125	7.14	6.04	311,278.05	119,180.00	335,733.61	142,048.64	335,733.61	156,544.41
			* 430,458.05		* 477,782.25		* 492,278.02	
FUND DETAIL: 0450 04	0.83	0.83	27,531.99	10,638.23	45,885.84	17,625.36	45,885.84	19,324.43
			* 38,170.22		* 63,511.20		* 65,210.27	
FUND DETAIL: 0450 18	3.37	3.27	121,091.15	45,746.40	186,444.32	72,183.27	186,444.32	79,179.72
			* 166,837.55		* 258,627.59		* 265,624.04	
FUND DETAIL: 0450 22	3.59	3.34	182,754.87	67,543.66	188,824.48	75,994.78	188,824.48	83,535.27
			* 250,298.53		* 264,819.26		* 272,359.75	
FUND: 0450	7.79	7.44	331,378.01	123,928.29	421,154.64	165,803.41	421,154.64	182,039.42
			* 455,306.30		* 586,958.05		* 603,194.06	
FUND DETAIL: 0365	24.75	23.75	1233,899.59	459,556.67	1257,297.60	500,286.08	1257,297.60	549,610.54
			* 1,693,456.26		* 1,757,583.68		* 1,806,908.14	
FUND: 0365	24.75	23.75	1233,899.59	459,556.67	1257,297.60	500,286.08	1257,297.60	549,610.54
			* 1,693,456.26					

This report shows the base personnel costs, which are then adjusted for the following year's appropriation.

* INDICATES TOTAL REGULAR, OVERTIME AND BENEFITS.
TOTAL FTP DOES NOT INCLUDE GROUP OR DELETED POSITIONS.

S T A T E O F I D A H O
EMPLOYEE INFORMATION SYSTEM
WAGE AND SALARY REQUIREMENTS
BUDGET UNIT SUMMARY

	FTP	FTI	FY 2013 ACTUAL SALARY	FY 2013 ACTUAL BENEFITS	FY 2014 ESTIMATE SALARY	FY 2014 ESTIMATE BENEFITS	FY 2015 PROJECTION SALARY	FY 2015 PROJECTION BENEFITS
REGULAR DISTR CNT: 21								
FUND DETAIL: 0001	1.65	1.65	103,884.22	35,247.68	106,485.60	38,100.60	106,485.60	41,643.13
			*	139,131.90	*	144,586.20	*	148,128.73
FUND: 0001	1.65	1.65	103,884.22	35,247.68	106,485.60	38,100.60	106,485.60	41,643.13
			*	139,131.90	*	144,586.20	*	148,128.73
FUND DETAIL: 0125 11	9.25	8.25	447,557.25	169,222.01	429,391.04	174,528.72	429,391.04	191,991.24
			*	616,779.26	*	603,919.76	*	621,382.28
FUND: 0125	9.25	8.25	447,557.25	169,222.01	429,391.04	174,528.72	429,391.04	191,991.24
			*	616,779.26	*	603,919.76	*	621,382.28
FUND DETAIL: 0450 14	.20	.20	11,025.59	3,300.00	16,698.24	5,434.32	16,698.24	5,904.67
			*	14,325.59	*	22,132.56	*	22,602.91
FUND: 0450	.20	.20	11,025.59	3,300.00	16,698.24	5,434.32	16,698.24	5,904.67
			*	14,325.59	*	22,132.56	*	22,602.91
FUND DETAIL: 0519	2.00	2.00	105,288.85	38,521.49	112,590.40	42,716.95	112,590.40	46,832.92
			*	143,810.34	*	155,307.35	*	159,423.32
FUND: 0519	2.00	2.00	105,288.85	38,521.49	112,590.40	42,716.95	112,590.40	46,832.92
			*	143,810.34	*	155,307.35	*	159,423.32
GROUP DISTR CNT: 5								
FUND DETAIL: 0001	.00	.00	5,922.00	501.19				17
			*	6,423.19				
FUND: 0001	.00	.00	5,922.00	501.19				17
			*	6,423.19				
FUND DETAIL: 0125 11	.00	.00	10,998.00	930.73	10,998.00	930.75	10,998.00	930.75
			*	11,928.73	*	11,928.75	*	11,928.75
FUND: 0125	.00	.00	10,998.00	930.73	10,998.00	930.75	10,998.00	930.75
			*	11,928.73	*	11,928.75	*	11,928.75
FUND DETAIL: 0450 14	.00	.00	4,230.00	358.00	4,230.00	357.98	4,230.00	357.98
			*	4,588.00	*	4,587.98	*	4,587.98

This report shows the base personnel costs, which are then adjusted for the following year's appropriation.

* INDICATES TOTAL REGULAR, OVERTIME AND BENEFITS
TOTAL FTP DOES NOT INCLUDE GROUP OR DELETED POSITIONS.

Fiscal Year End Additional Information

- Donated/received leave hours will be reset to zero after the last payroll of the fiscal year.
- Make sure any new hires for your agency with hire dates before June 5, 2016 have been hired into IPOPS by June 17th.
- The monthly premium for supplemental life insurance and voluntary term life insurance deductions is recalculated every year at fiscal year end. The calculation is based on the employee's age as of July 1st of the current fiscal year.
  - A list of all employees that have a current supplemental life insurance deduction (430) or voluntary term life insurance deduction (410, 411, 412, 413, 414, 415, 416 or 417) will display on the online report 'Voluntary Term Life Rate Changes' (AU448107) under AUIS44F.

Thank You for Participating!

If you have additional questions that were not included in this online session, please utilize the following options:

- Access the help button within a SCO application.
- Contact your local payroll office or
- E-mail the DSP Help Desk at dsphelp@sco.idaho.gov
- For questions regarding this PowerPoint or for training needs, please contact dsptrainer@sco.idaho.gov