

# Luma Budget Quick Reference Guide (QRG) Position Allocation Form (8100) & Employee Allocation Error Report

## Position Allocation Form & Employee Allocation Error Report

**Initiator:** Any Budget Employee

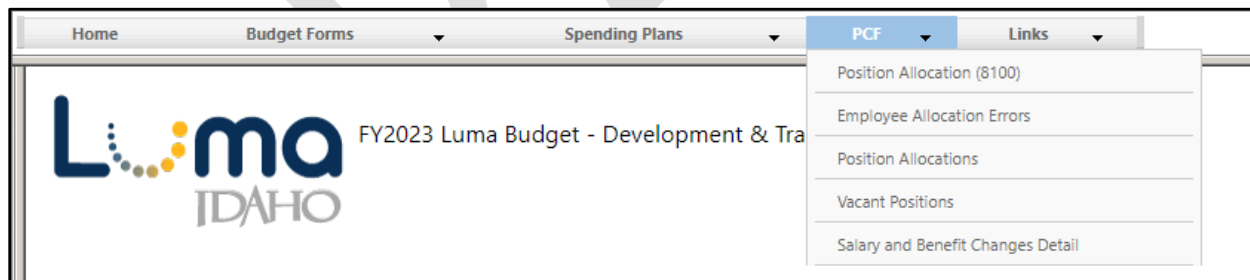
**Reason:** Correct employee payroll allocation data in the Luma Budget system.

**General Notes:**

- This is an optional form that allows agencies to correct position allocation data that has been uploaded from the EIS Payroll System into Luma Budget, lessening the need for PC adjustments.
- **If used, ensure that this form is completed prior to completing any other budget forms that manage position data.**
- EIS Payroll system position data is uploaded after the fiscal year is closed, updating the Luma Budget system with data from the last pay period of the prior fiscal year.
- Once completed, advance this form to stage 8120 to set the position allocations and prepare for transfers or other changes to positions in the next budget year.
- Once moved to stage 8120, the form will become unavailable.

**Note:** Transfers and other personnel actions for the next budget year are made in other budget forms. Performing these actions in this form (8100) may cause problems with data in Salary & Benefit Changes (6200).

1. Select Position Allocation (8100) from the PCF drop-down menu.
  - The Employee Allocation Errors report is accessed from the same menu.



2. Click **Add New** to open the “Create a new Budget Form – 8100” screen.

A screenshot of the 'Create a new Budget Form - 8100' screen. The title is 'Create a new Budget Form - 8100' with a 'Close' button. Below the title is a form with two required fields: 'Stage:\*' with a dropdown menu showing 'Select a Stage Code', and 'Agency:\*' with a dropdown menu and a search icon. At the bottom of the form are 'Save' and 'Cancel' buttons.

3. Fill in mandatory fields:
  - a. **Stage:** Select the appropriate stage.
  - b. **Agency:** Select the agency you are making corrections for.
4. Click **Save** to continue to the “Budget Form Header” screen.

## HEADER TAB

- There is no narrative required in the Header Tab. The Notes / Comments text field can be used by the Agency. This form will not be submitted with the Agency budget request to DFM and LSO.
5. Select the “Position Allocation” tab.

**Budget Form Header**

Comment History Comment Submit Close

Instance ID	Form Definition	Definition Name	Name	Agency
9375	8100	Position Allocation	State Controller	140

Stage Code:\* 8101  
Staff Entry (Primary 1)

Agency 140  
State Controller

Position Allocations

Name:\* State Controller Save

Notes / Comments

## POSITION ALLOCATION TAB

- The Position Allocation Tab will have all the personnel information and the allocations for all current employees, filled and vacant.
6. Review and correct position allocation data:

### Budget Form Lines

ID	Form	Agency	Form Name
9375	8100	140 - State Controller	Position Allocation

Actions:

Row	Audit Trail	Emp ID	Position	Job Class	Approp*	Fund*	Org Unit	Program	Project	Allocation Percent (1.00 = 100%)*	
1		100446	1400002	01714	SCDA	48000	0	0	0	0.6700	
2		100446	1400002	01714	SCDA	10000	0	0	0	0.3300	
3		101664	1400128	05122	SCCA	10000	0	0	0	0.5000	
4		101664	1400128	05122	SCBA	10000	0	0	0	0.5000	
5		101924	1400209	01714	SCDA	48000	0	0	0	1.0000	
6		103190	1400204	22430	SCCA	10000	0	0	0	1.0000	
7		103858	1400240	04246	SCBA	10000	0	0	0	1.0000	
8		103934	1400243	01731	SCDA	48000	0	0	0	1.0000	
9		103935	1400233	01715	SCDA	48000	0	0	0	1.0000	
10		106260	1400001	22430	SCDA	48000	0	0	0	1.0000	
11		107382	1400105	22424	SCCA	10000	0	0	0	1.0000	
12		107758	1400231	04248	SCBA	10000	0	0	0	1.0000	
13		107759	1400261	22404	SCDA	48000	0	0	0	1.0000	
14		107901	1400118	04246	SCBA	10000	0	0	0	1.0000	

Records per page: 50

Records: 1 - 50 of 116 - Pages: 1

**Note:** Click **Show Filter** to reveal advanced filter options for each column, used to narrow the listed allocations as needed. Click **Apply Filter** to apply your filter settings, **Hide Filter** to hide the filter settings, and **Clear Filter** to remove applied filter settings.

- Pencil Edit:** Clicking the pencil icon at the end of a form line will allow you to make quick edits directly to form line fields.
  - Field data selected while in pencil edit mode will appear red until **Save All** is clicked, which will save your changes.
  - Changes must be saved before navigating between record pages. Unsaved changes will be reverted.
- Export & Import:** Click **Export** to download the template and any existing line information. Modify the form in Excel and save it before clicking **Import** to upload your changes.
  - Exporting is the only way to add new allocation lines on this form.



Emp ID	Empl Name	Position	Job Class	JIC Name	Approp*	Approp Name	Fund*	Fund Name	Org Unit	Org Unit Name	Program	Program Name	Project	Project Name	Allocation Percent (1.00 = 100%)
100446	Jason A Manning	1400002	01714	IT SOFTWARE ENGINEER I	SCDA	Computer Center	48000	Data Processing Services	0	Not Assigned	0	Not Assigned	0	Not Assigned	0.070000
100466	Jason A Manning	1400002	01714	IT SOFTWARE ENGINEER I	SCDA	Computer Center	10000	General Fund	0	Not Assigned	0	Not Assigned	0	Not Assigned	0.230000
101664	George M Otero	1400128	05122	TRAINING SPEC	SCCA	Statewide Payroll	10000	General Fund	0	Not Assigned	0	Not Assigned	0	Not Assigned	1.000000
101924	Dennis F Vest	1400209	01714	IT SOFTWARE ENGINEER I	SCDA	Computer Center	48000	Data Processing Services	0	Not Assigned	0	Not Assigned	0	Not Assigned	1.000000
103190	Scott E Smith	1400204	22430	DEPUTY CONTROLLER	SCCA	Statewide Payroll	10000	General Fund	0	Not Assigned	0	Not Assigned	0	Not Assigned	1.000000
103858	Sandra L Tisdale	1400240	04246	FINANCIAL SPECIALIST	SCBA	Statewide Accounting	10000	General Fund	0	Not Assigned	0	Not Assigned	0	Not Assigned	1.000000
103934	Steven J Trevisakis	1400243	01731	IT INFO SYS AND INFR ENG III	SCDA	Computer Center	48000	Data Processing Services	0	Not Assigned	0	Not Assigned	0	Not Assigned	1.000000
103935	Justin K Sleight	1400233	01735	IT SOFTWARE ENGINEER II	SCDA	Computer Center	48000	Data Processing Services	0	Not Assigned	0	Not Assigned	0	Not Assigned	1.000000
106260	Teresa R Ford	1400001	22430	DEPUTY CONTROLLER	SCDA	Computer Center	48000	Data Processing Services	0	Not Assigned	0	Not Assigned	0	Not Assigned	1.000000
107382	Emily Panicia	1400105	22424	PAVROLL SUPPORT SPECIALIST	SCCA	Statewide Payroll	10000	General Fund	0	Not Assigned	0	Not Assigned	0	Not Assigned	1.000000
107758	Susan Steed	1400231	04248	FINANCIAL TECHNICIAN	SCBA	Statewide Accounting	10000	General Fund	0	Not Assigned	0	Not Assigned	0	Not Assigned	1.000000
107759	Cheyenne H Von Kostka	1400261	22404	IT OPS ANALYST, SCO	SCDA	Computer Center	48000	Data Processing Services	0	Not Assigned	0	Not Assigned	0	Not Assigned	1.000000
107901	Lanae A Potter	1400118	04246	FINANCIAL SPECIALIST	SCBA	Statewide Accounting	10000	General Fund	0	Not Assigned	0	Not Assigned	0	Not Assigned	1.000000
108337	John N Iasonides	1400135	22430	DEPUTY CONTROLLER	SCAA	Administration	10000	General Fund	0	Not Assigned	0	Not Assigned	0	Not Assigned	0.700000
108337	John N Iasonides	1400135	22430	DEPUTY CONTROLLER	SCBA	Statewide Accounting	10000	General Fund	0	Not Assigned	0	Not Assigned	0	Not Assigned	0.100000
108337	John N Iasonides	1400135	22430	DEPUTY CONTROLLER	SCCA	Statewide Payroll	10000	General Fund	0	Not Assigned	0	Not Assigned	0	Not Assigned	0.050000
108337	John N Iasonides	1400135	22430	DEPUTY CONTROLLER	SCDA	Computer Center	48000	Data Processing Services	0	Not Assigned	0	Not Assigned	0	Not Assigned	0.150000
109040	David R Ahrens	1400206	01708	IT OPS & SUPPORT SR TECHNICIAN	SCDA	Computer Center	48000	Data Processing Services	0	Not Assigned	0	Not Assigned	0	Not Assigned	1.000000
109142	Annette C Valenzuela	1400211	22431	PROGRAM COORDINATOR SENIOR	SCAA	Administration	10000	General Fund	0	Not Assigned	0	Not Assigned	0	Not Assigned	1.000000

- Every field outlined in red in this example image requires data in order to import properly. Use 0 (zero) as a placeholder as needed.
- "... Name" columns (e.g. Org Unit Name) are not required and will apply a value of "Not Assigned" if left blank or a 0 is entered.

7. Click **Save All** to apply your changes. The Luma Budget system will update position allocation changes made using this form during hourly update cycles.

## EMPLOYEE ALLOCATION ERRORS

- This report has been created to alert when there are positions that allocations do not equal 1.00 on the Position Allocation (8100) form.

The screenshot shows the 'Sherpa Budget' application interface. The 'PCF' dropdown menu is open, and 'Employee Allocation Errors' is highlighted with a red box. Other menu items include Projections, Position, Employee, Job Class, Salary Tables, Pay Progressions, Benefits, PCF Configuration, and Position Allocation (8100). The background shows the 'Position Allocation (8100)' form with a search bar and a table of records.

- This report can be exported to view all the positions that do not equal 1.00.

8. Select Position Allocation (8100) from the PCF drop-down menu.
9. "The Employee Allocations Errors – Alloc<> 100%" report will display, listing any allocation errors. Use form 8100 to correct these errors.

The screenshot shows the 'Employee Allocation Errors - Alloc <> 100%' report. It features a search bar, a 'Show Advanced Filters' button, and an 'Export to XLSX' button. Below is a table header with columns: Position, Employee #, Employee Name, and Allocation Percent. The report title is 'Employee Allocation Errors - Alloc > 100%'. At the bottom, there is a 'Records per page' dropdown set to 25 and a page navigation bar showing 'Records: 0 - Page: 1'.

10. Once the position allocations are corrected, submit the form 8100 parent entry for your agency to advance the form to Stage 8120.

**Result:** You successfully completed the Position Allocation Form (8100) and resolved allocation issues identified on the Employee Allocation Error report.

Additional training resources can be found on the SCO website's Luma Budget Training page: <https://www.sco.idaho.gov/LivePages/luma-budget-support-and-training.aspx>

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