Constitutional Officer Information Network

C•IN

Budget Request Guide

Commonwealth Attorney

Compensation Board
December 1, 2015

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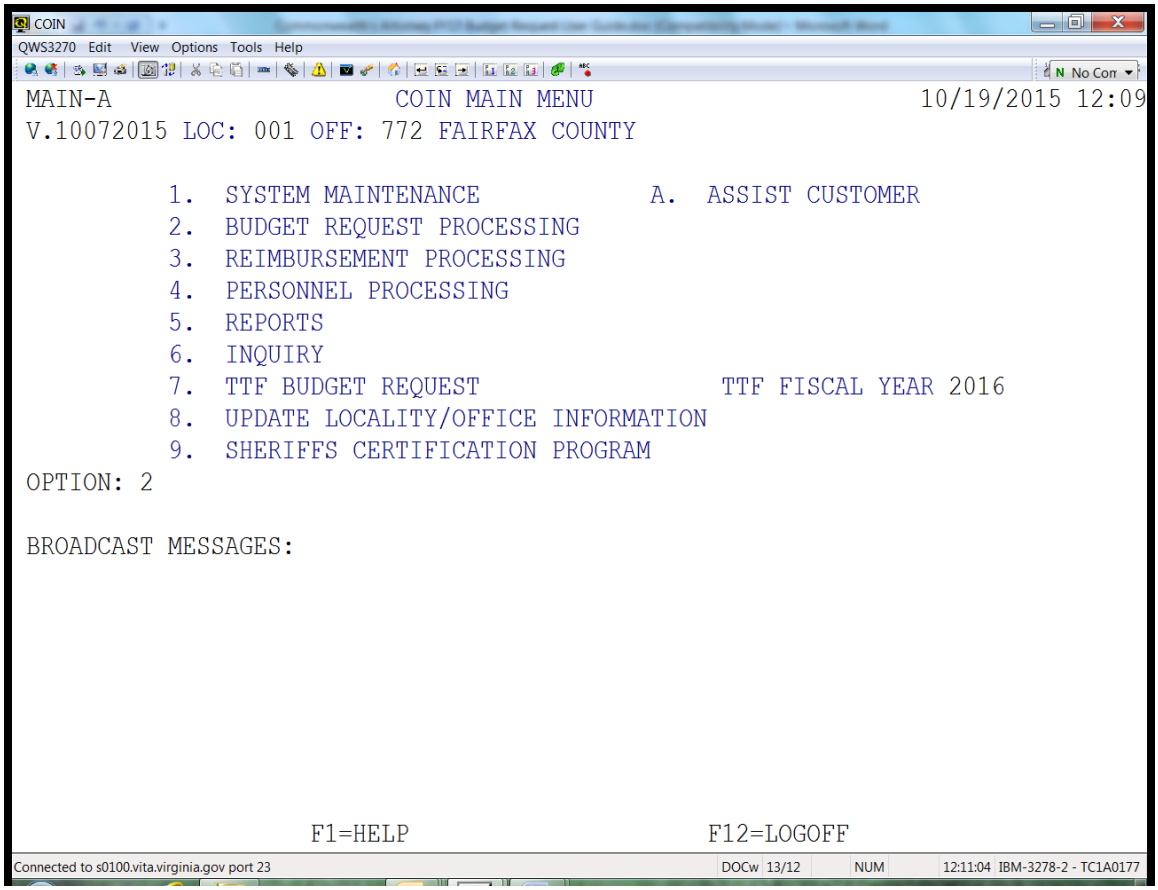
1. COIN MAIN MENU



- **Select Option #2 "Budget Request Processing"**

2. Main Menu - Option #2, Budget Request (OLB) Menu

Purpose:

The Budget Request menu is accessed from the COIN main menu. All Budget Request functionality will be accessed through this menu. A user may choose to view the Permanent Personnel data sorted by Last Name, or Position Number. The user may also select a starting value whereby the Permanent Personnel screen will display the record requested or the next record in the sort sequence if the requested record was not found.

Navigational Path

- Coin Main Menu – Select Option #2, COIN Budget Request

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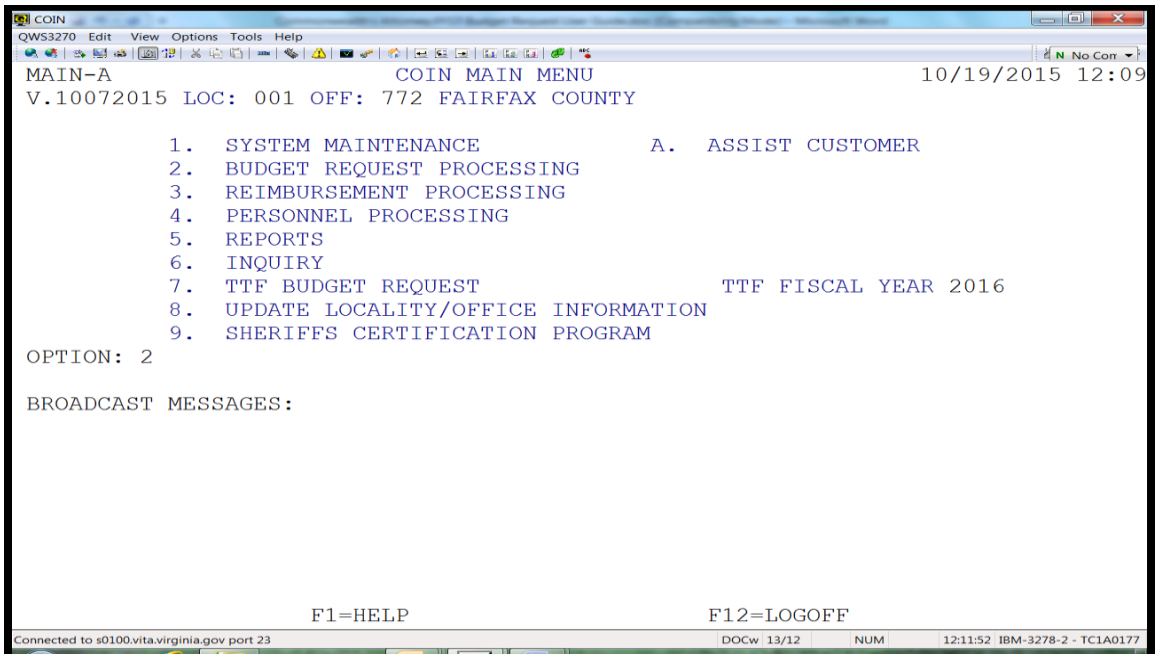
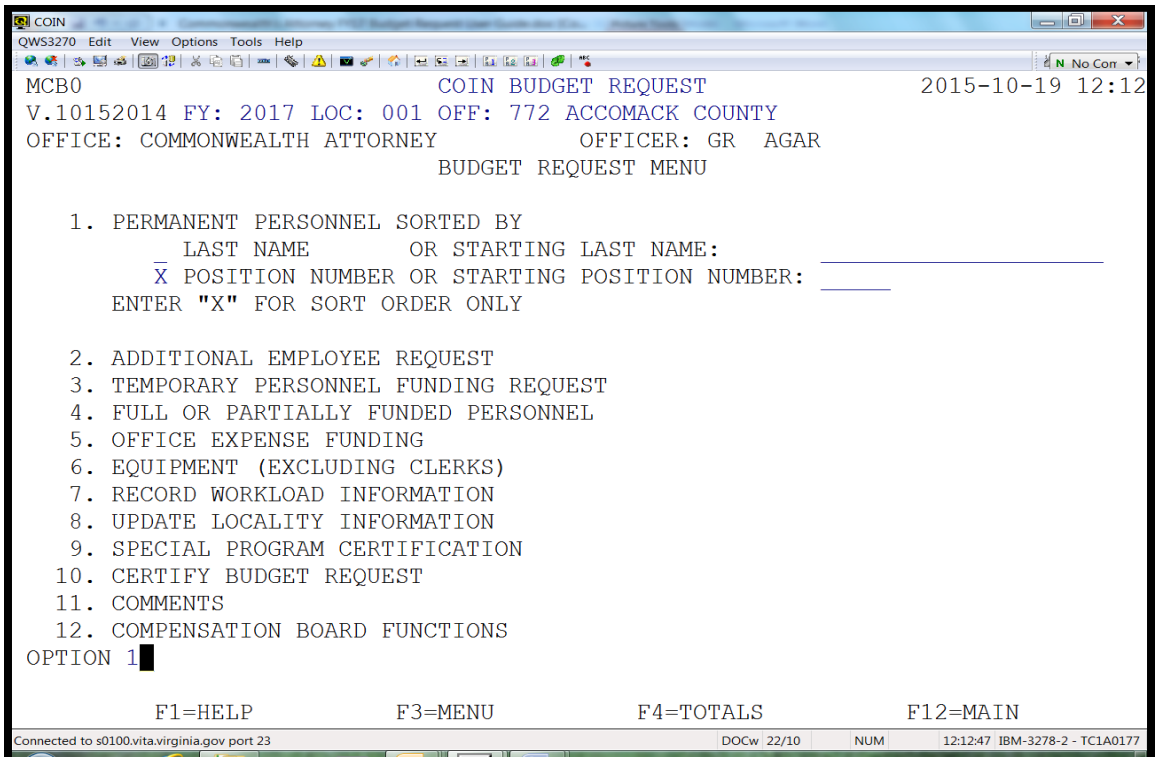


Helpful Hints:

- COIN Budget Request Menu provides access to other related screens
- Locality and office code will be displayed by COIN when you log into the COIN system
- 'FY' - The upcoming fiscal year will be pre-filled on your COIN Budget Request Menu
  - ✓ If you wish to view a prior fiscal years Budget Request, type over the supplied fiscal year
- If the required fields have not been completed, the system will not allow you to certify your Budget Request

Budget Request Menu- continued

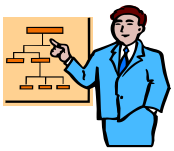


Helpful Hints (Continued):

- The 'Last Name' sort is the default sort option if no sort option is selected or no partial entry is found
  - ✓ The user may enter an 'X' in the 'Last Name' sort field to start at the 1st name listed alphabetically for your office, or
  - ✓ Tab to the 'Starting Last Name' field and input the Last Name of the employee you choose to start the sort
  - ✓ If a starting point or partial initial selection is selected but not found, the Permanent Personnel screen will be displayed starting at the next closest record
  - ✓ Only one sort order option or full/partial starting key may be chosen
- Screen selections #2 through #11 are accessed by entering the choice into the "Option" field in the lower left hand corner of the screen
  - ✓ Invalid option will result in an error message.

Procedures:

- Select an 'Option' __
  - ✓ If Option #1, Permanent Personnel, input 'X' next to the sort order you want to view
- 'F' Function Hot Keys allow back and forth movement between commonly used screens
- Press 'F3' or 'F12' to exit the screen to the COIN Main Menu



3. Option #1, Permanent Personnel

Purpose:

The Permanent Personnel Request Screen is accessed from the COIN Budget Request menu. This screen allows the user to review and update the Permanent Personnel for the Budget Request. The user may update the Local Salary, Salary Amount Requested and Class Change. The Compensation Board (CB) may update Annual Salary, Salary Amount Requested and Class fields. Totals for various fields may be accessed from this screen.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #1, Permanent Personnel

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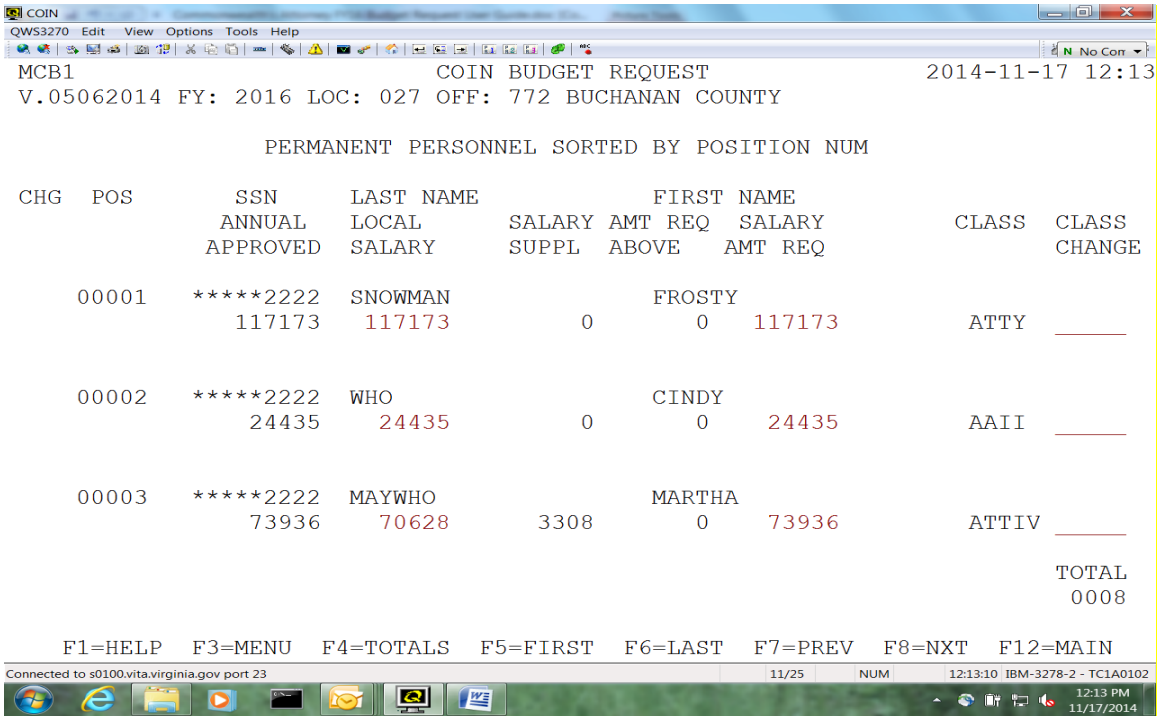


```
MCB1                          COIN BUDGET REQUEST                2014-11-17 12:13
V.05062014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

                 PERMANENT PERSONNEL SORTED BY POSITION NUM

CHG  POS        SSN      LAST NAME            FIRST NAME
              ANNUAL     LOCAL       SALARY AMT REQ  SALARY          CLASS  CLASS
             APPROVED    SALARY      SUPPL  ABOVE    AMT REQ                CHANGE

     00001   *****2222   SNOWMAN              FROSTY
                117173    117173         0       0   117173          ATTY  _____

     00002   *****2222   WHO                  CINDY
                 24435     24435         0       0    24435          AAII  _____

     00003   *****2222   MAYWHO               MARTHA
                 73936     70628      3308       0    73936          ATTIV _____

                                                                           TOTAL
                                                                            0008

   F1=HELP   F3=MENU   F4=TOTALS   F5=FIRST   F6=LAST   F7=PREV   F8=NXT   F12=MAIN
```

Option #1, Permanent Personnel

```
MCB1                          COIN BUDGET REQUEST                    2014-11-17 12:13
V.05062014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

                    PERMANENT PERSONNEL SORTED BY POSITION NUM

CHG   POS        SSN      LAST NAME            FIRST NAME
               ANNUAL     LOCAL       SALARY AMT REQ  SALARY          CLASS  CLASS
              APPROVED    SALARY      SUPPL  ABOVE    AMT REQ                CHANGE

     00001    *****2222  SNOWMAN              FROSTY
                117173    117173         0       0    117173          ATTY  _____

     00002    *****2222  WHO                  CINDY
                 24435     24435         0       0     24435          AAII  _____

     00003    *****2222  MAYWHO               MARTHA
                 73936     70628      3308       0     73936          ATTIV _____

                                                                           TOTAL
                                                                            0008

    F1=HELP   F3=MENU   F4=TOTALS   F5=FIRST   F6=LAST   F7=PREV   F8=NXT   F12=MAIN
```

Helpful Hints:

- Option #1, Permanent Personnel screens display salaries for all CB funded employees
- This screen displays each position record for your office
  - ✓ If needed, multiple screens will be displayed to view all position records for your office
- If salary adjustments are made to the 'Salary Amount Requested', COIN will calculate the difference from the CB annual salary approved and place the difference in the amount requested above field
- Personnel changes (CB10s) processed during the time period that the online budget system is available to your office will automatically update personnel and salary data in COIN
  - ✓ The processing of a CB10 could eliminate any salary increase and/or change requests previously entered on this screen for the affected position if the officer has not yet signed off on the completed budget request
- The following codes may be listed in the 'CHG' data field
  - ✓ Blank Space = No CB10 action taken
  - ✓ 'C' = CB10 Change
- If the type of request entered for the affected position prior to the personnel change is still desired after the personnel change, the request must be re-entered on the Permanent Personnel screen in Budget Request prior to sign off by the officer

Option #1, Permanent Personnel

```
MCB1                          COIN BUDGET REQUEST                2014-11-17 12:13
V.05062014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

                 PERMANENT PERSONNEL SORTED BY POSITION NUM

CHG   POS        SSN      LAST NAME            FIRST NAME
               ANNUAL     LOCAL       SALARY AMT REQ  SALARY          CLASS  CLASS
              APPROVED    SALARY      SUPPL  ABOVE    AMT REQ                CHANGE

     00001    *****2222  SNOWMAN              FROSTY
                117173    117173         0       0    117173          ATTY  _____

     00002    *****2222  WHO                  CINDY
                 24435     24435         0       0     24435          AAII  _____

     00003    *****2222  MAYWHO               MARTHA
                 73936     70628      3308       0     73936          ATTIV _____

                                                                           TOTAL
                                                                            0008

   F1=HELP   F3=MENU   F4=TOTALS   F5=FIRST   F6=LAST   F7=PREV   F8=NXT   F12=MAIN
```

PROCEDURES:

Annual Approved: Supplied by CB (Can be changed by CB)

Local Salary: Enter the total salary for each position including locality supplement if applicable. If no local supplement funded press Enter and CB Annual Approved Salary will be used.

Salary Suppl: Calculated for you = Total Locality amount minus the Compensation Board Approved Salary gives you the salary Supplement

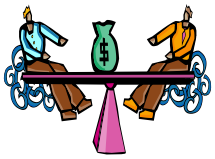
Amt Req Above: Calculated for you = Salary Amount Requested – Annual Salary gives you amount requested above

Sal Amt Req: Entered by Officer or Compensation Board

Class: Supplied by system

Class Change: Enter the class you are requesting for a salary alignment for the employee currently in this position.

- After all requested data has been entered, press "Enter" to update
- Press 'F8' to proceed to the next screen
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office



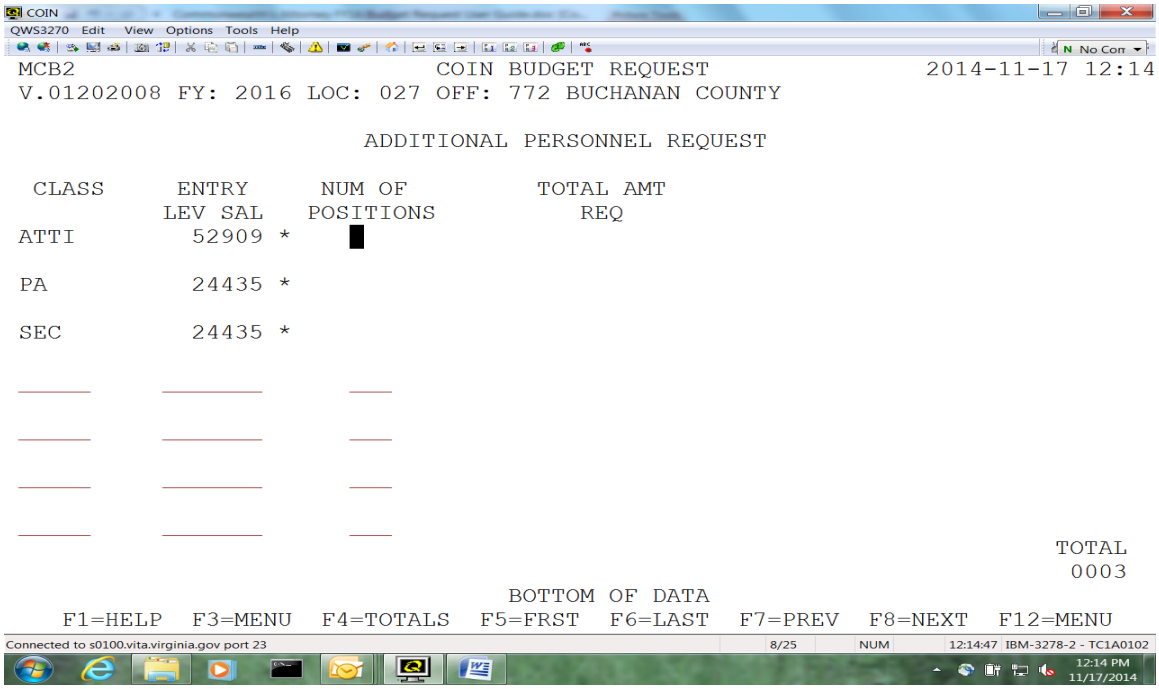
4. Option #2, Additional Personnel Request

Purpose:

The Additional Personnel Request Screen is accessed from the COIN Budget Request menu. This screen will allow the User to Request Additional Personnel. The User may request additional personnel by Class type.

Navigational Path:

- Coin Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #2, Additional Personnel Request

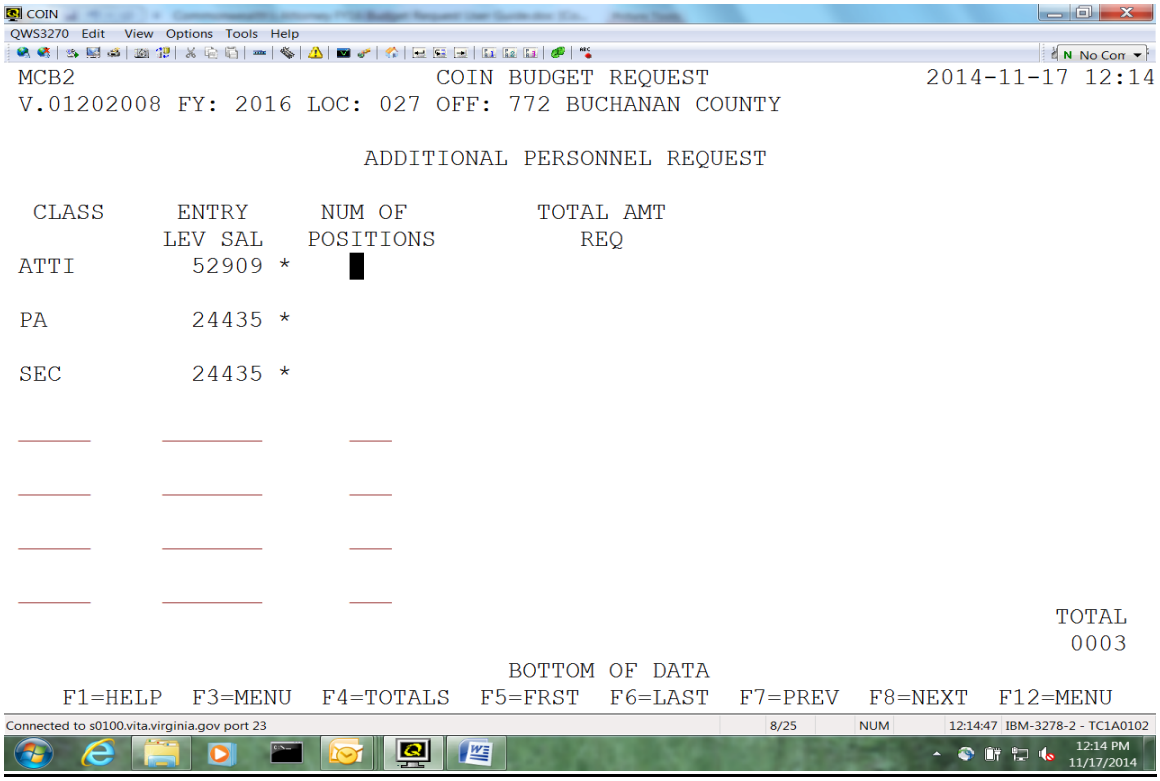


Helpful Hints:

- Complete this section to request additional full-time CB funded positions of a predefined class, or
- Complete this section to request additional full-time CB funded positions other than a predefined class
- Blank data fields (Class, Entry Level Salary and Number of positions) are provided to enter request for Additional Personnel other than pre-listed CB classes and/or salaries
- COIN calculates the total amount for each class based on the number of positions requested
- 'Number of Positions' fields **are required,** you <u>must</u> enter a '0' or the number of additional full-time CB funded positions requested

- Any new positions approved by the General Assembly or any reallocated positions will be allocated by the Compensation Board in FY16, as they were in FY08, based upon the request and in accordance with the Compensation Board's staffing standards
- A valid CB Class must be entered; the salary request must be between minimum and maximum of pay band of class requested

Option #2 Additional Personnel Request



Procedures:

Class:	Supplied by CB. If the supplied class is not the class you wish to add, tab to the blank field under the class column and input the class code you wish to request. Valid CB Class must be entered, if unknown, see salary scales in the Appendix.
Entry Level	Supplied by CB. If the supplied salary is not the salary you wish to request, tab to the blank field under the 'Entry Level' column and enter the salary you wish to request
Number of Positions:	Enter the number of positions you are requesting
Blank Fields (Other)	Enter Class, Salary and number of positions requested

- Press the "Enter" key after completing the information requested
- Press "F8"to proceed to the next screen
- Press **'F3=Exit'** to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

5. Option #3, Temporary Personnel Fund Request

Purpose:

The Temporary Personnel Request Screen is accessed from the COIN Budget Request menu. The Temporary Personnel Request Screen allows the user to review or update the total dollar amount requested for the Temporary Personnel funding in the Budget request.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #3, Temporary Personnel Request

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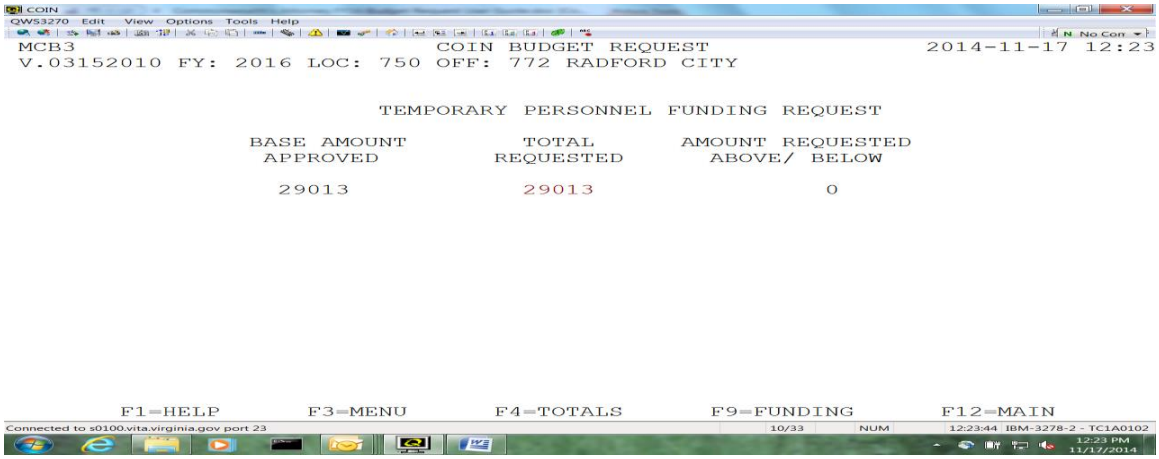
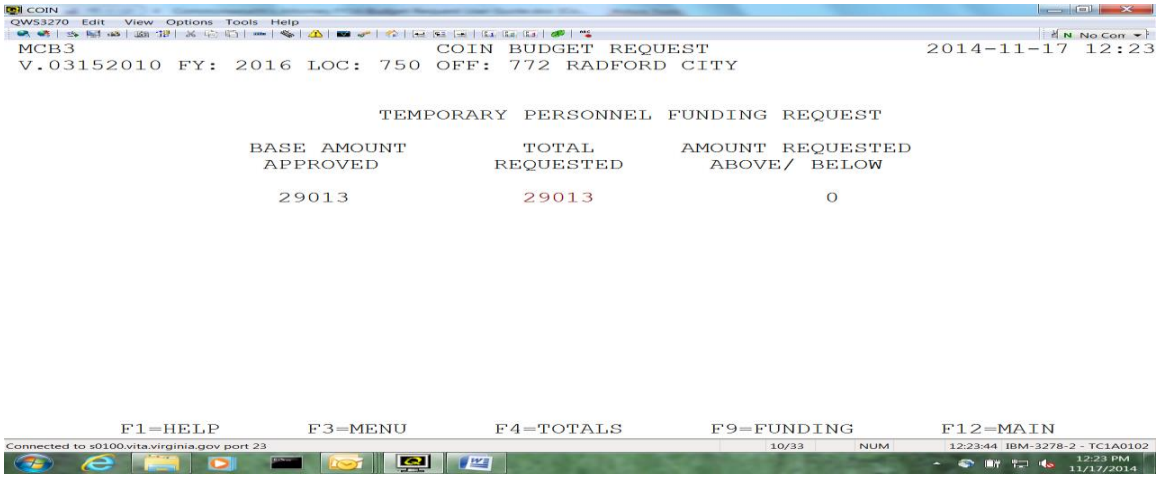


Helpful Hints:

- The budgeted amount for the prior fiscal year for Temporary Employee funding is displayed in 'Base Amount Approved' column
- The 'Total Requested' data field should reflect your total request needed for Temporary Personnel funding
  - ✓ If no additional funds are needed above the 'Base Amount Approved', enter the 'Base Amount Approved' as your total request for Temporary Personnel
  - ✓ If additional or reduced funding is reflected in the 'Total Request' data field, the 'Amount Requested Above/Below' will be recalculated
- Check the Base Amt Approved to your Original July 1 Approved Budget to make sure that fund transfers approved during the current year are not included in this figure, unless the approved Compensation Board minutes state that this is a Base Budget Adjustment

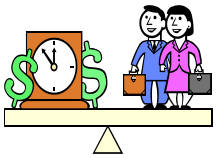
Option #3, Temporary Personnel Fund Request



Procedures:

Base Amt Approved:	Supplied by COIN
Total Req:	Enter your 'Total Request' for temporary funding
Amt Req Above/Below:	This field will be calculated for you

- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office



6. Option #4, Fully Or Partially Funded Personnel

Purpose:

The Fully or Partially Funded Personnel screen is accessed from the Budget Request Screen or Temporary Personnel Screen. Total Funds, Hourly Rate, Class, First Name, Last Name, Fund Source, and Annual Hours are displayed for a locality.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #4, Fully or Partially Funded Positions

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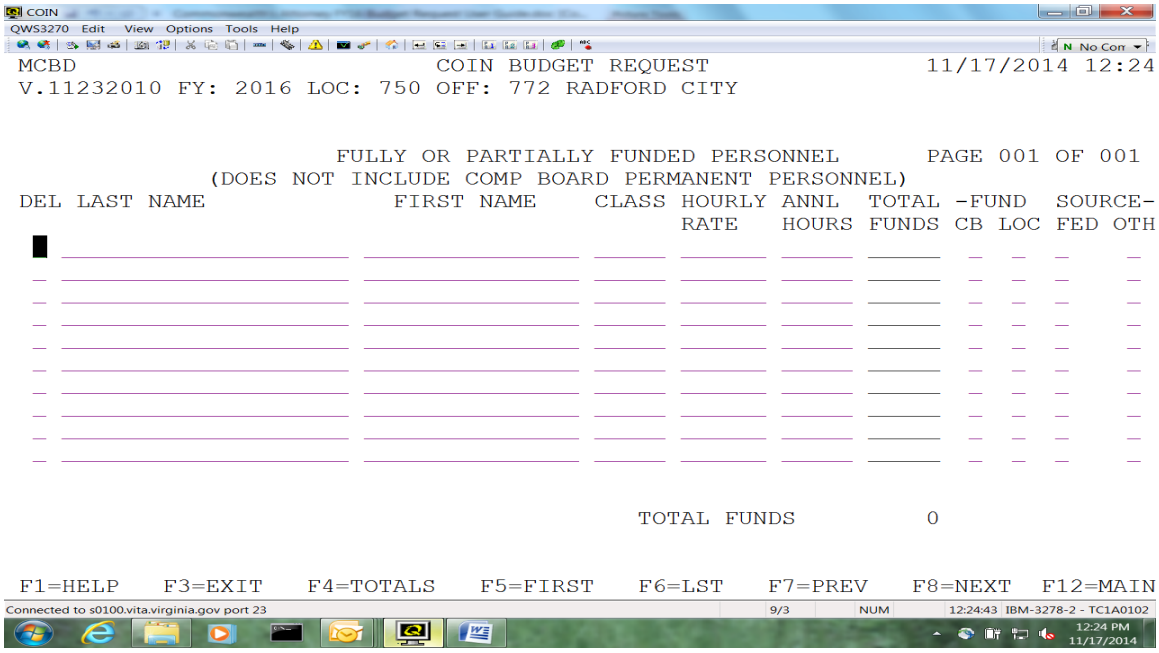
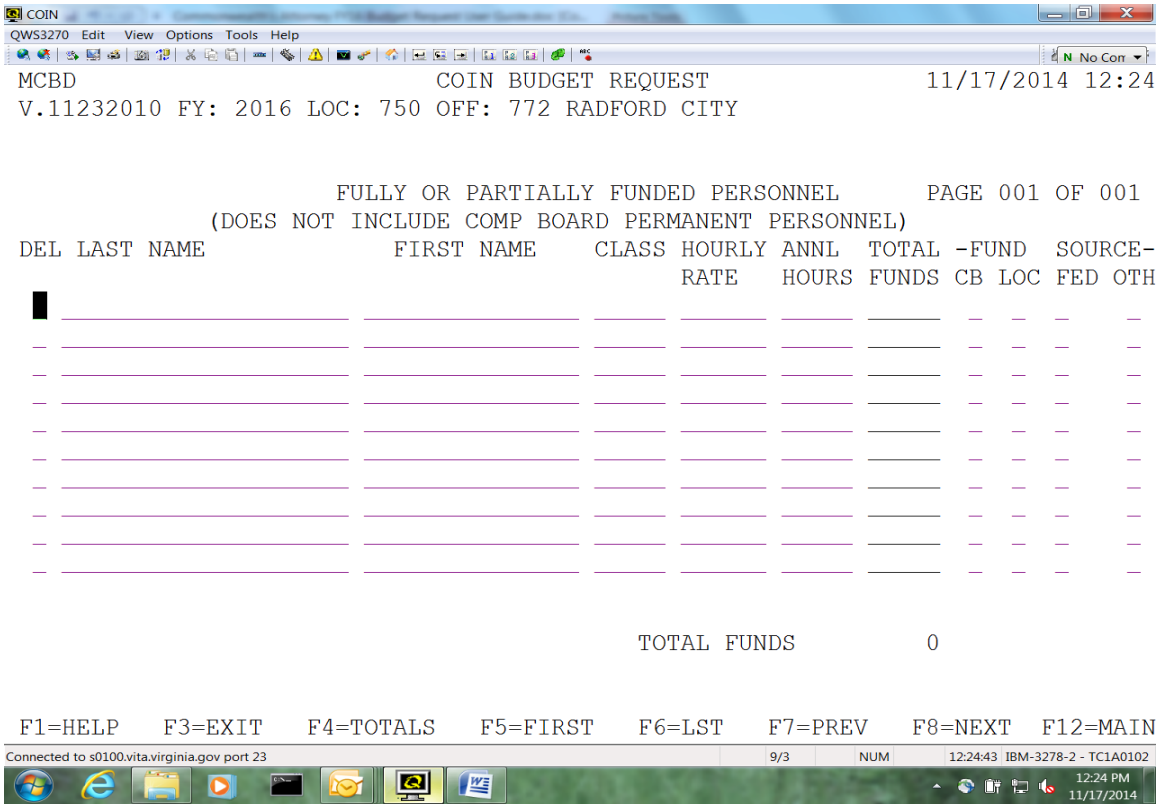


Option #4, Fully Or Partially Funded Positions



Helpful Hints:

- This screen should be used to enter salary information of positions fully or partially funded by the Compensation Board, the Locality or other sources
- This **does not** include positions identified as current permanent employees under Option #1, which may be supplemented by another source
- Upon entry of the required fields, the system will calculate the fund amount for each person and the total funds for your office
- For each temporary employee for whom reimbursement will be requested from CB approved temporary personnel funding, last name, first name, class, hourly rate, planned number of hours to be reimbursed for the fiscal year and the source(s) of funding for the personnel must be provided
  - ✓ If employee is unknown, key 'Vacant' in the 'Last Name' data field
  - ✓ Annual hours cannot exceed 2,080 per individual
  - ✓ Enter "X" in at least one fund source field
  - ✓ 'X' may be entered in as many of the Fund Source fields as are applicable for that record

Option #4, Fully Or Partially Funded Positions

```
COIN
QWS3270  Edit  View  Options  Tools  Help
MCBD                          COIN BUDGET REQUEST                    11/17/2014 12:24
V.11232010 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY

                      FULLY OR PARTIALLY FUNDED PERSONNEL        PAGE 001 OF 001
            (DOES NOT INCLUDE COMP BOARD PERMANENT PERSONNEL)
DEL LAST NAME              FIRST NAME     CLASS HOURLY ANNL  TOTAL -FUND  SOURCE-
                                                RATE   HOURS FUNDS CB LOC FED OTH
 _ ____________________ ________________ ______ ______ _____ _____ _  _  _   _
 _ ____________________ ________________ ______ ______ _____ _____ _  _  _   _
 _ ____________________ ________________ ______ ______ _____ _____ _  _  _   _
 _ ____________________ ________________ ______ ______ _____ _____ _  _  _   _
 _ ____________________ ________________ ______ ______ _____ _____ _  _  _   _
 _ ____________________ ________________ ______ ______ _____ _____ _  _  _   _
 _ ____________________ ________________ ______ ______ _____ _____ _  _  _   _
 _ ____________________ ________________ ______ ______ _____ _____ _  _  _   _
 _ ____________________ ________________ ______ ______ _____ _____ _  _  _   _
 _ ____________________ ________________ ______ ______ _____ _____ _  _  _   _

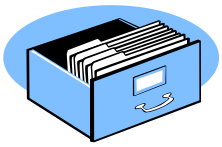
                                          TOTAL FUNDS          0

F1=HELP   F3=EXIT   F4=TOTALS   F5=FIRST   F6=LST   F7=PREV   F8=NEXT   F12=MAIN
Connected to s0100.vita.virginia.gov port 23   9/3   NUM   12:24:43 IBM-3278-2 - TC1A0102
                                                                  12:24 PM
                                                                  11/17/2014
```

Procedures:

Del:	Enter 'D' to delete entry
Last Name:	Enter the employee's last name; if Vacant, type "Vacant"
First Name:	Enter the employee's first name if known; if 'Vacant' this data field may be left blank because the system will look for 'Vacant' in the 'Last Name' data field
Class:	Enter the employee's class (Does not have to be a CB classification)
Hourly Rate:	Enter the employee's hourly wage rate
Annl Hours:	Enter the total number of hours worked <u>annually</u>
Tot Funds:	This field will be calculated for you
CB:	Enter "X", if employee is partially or fully funded by the CB from temporary personnel funds
Loc:	Enter "X", if employee is partially or fully funded by the Locality
Fed:	Enter "X", if employee is partially or fully federally funded
Other:	Enter "X", if employee is partially or fully funded by other sources

- Press the "Enter" key after completing the information requested
- Press 'F8' for next blank page when applicable
- Press 'F3' to exit the screen to the Budget Request Menu



7. Option #5, Office Expense Funding Request

Purpose:

The Office Expense Funding Request screen is accessed from the COIN Budget Request menu. The Office Expense screen allows the user to review or update the total dollar amount requested for the Office Expense Budget request.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #5, Office Expense Funding Request

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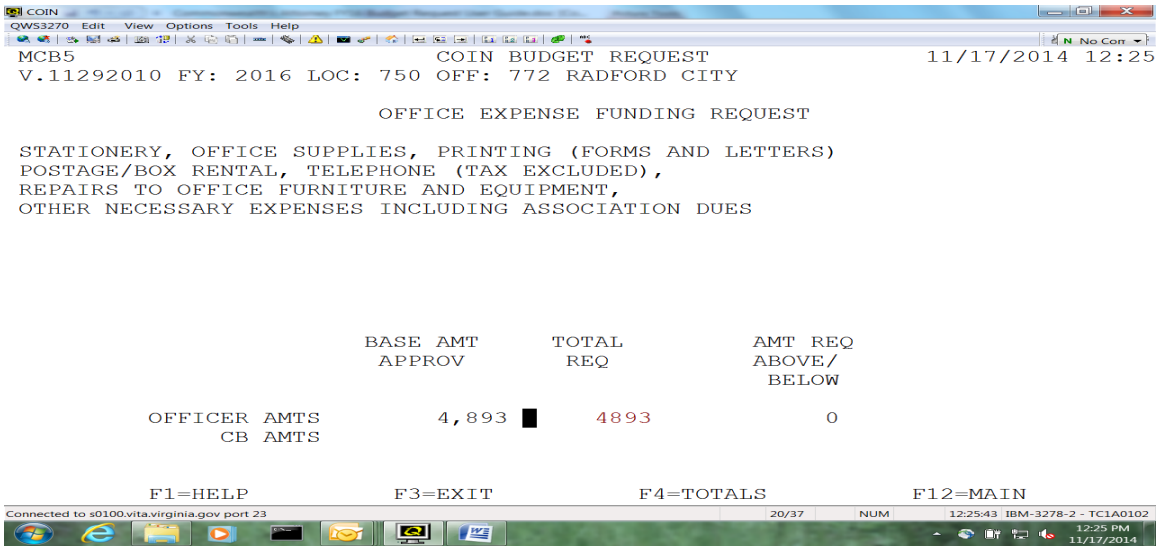
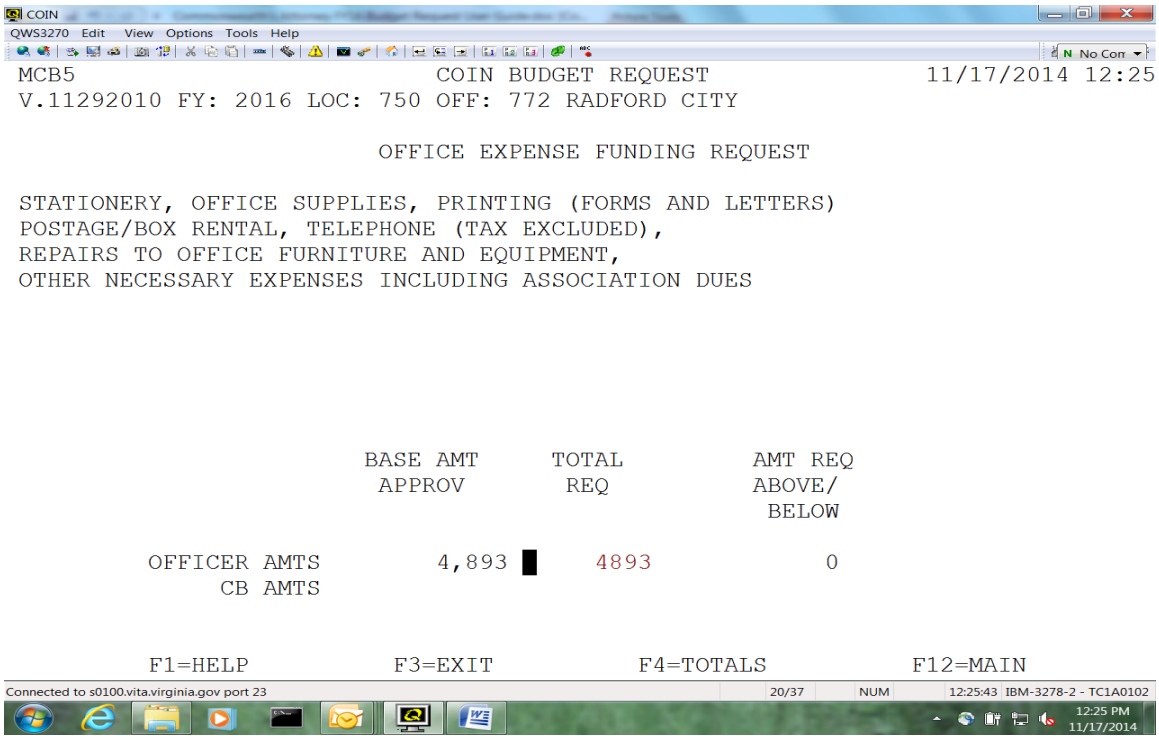


Helpful Hints:

- The total office expenses for the prior year will be displayed as your 'Base Amount Approved'
- This screen allows you to request an increase or decrease to your office expense funding or retain the same amount in the "Total Request" field
- COIN will recalculate the 'Amount Requested Above/Below' based on the 'Total Request' entered
- Participation of the Compensation Board in Office Expenses is limited to certain items as provided by the Code of Virginia (1950), as amended
  - ✓ Any additions or transfers made during the current fiscal year may be included in the supplied figures
  - ✓ Check the supplied amount to the original Compensation Board approved Budget, or approved minutes for changes affecting the base budget.

Option #5, Office Expense Funding



Procedures:

- Press the "TAB" key to go to the next field of entry

Base Amt Approved:	Supplied by COIN
Total Request:	Enter your 'Total Request' for office expense funding
Amt Req Above/Below:	This field will be calculated for you

- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

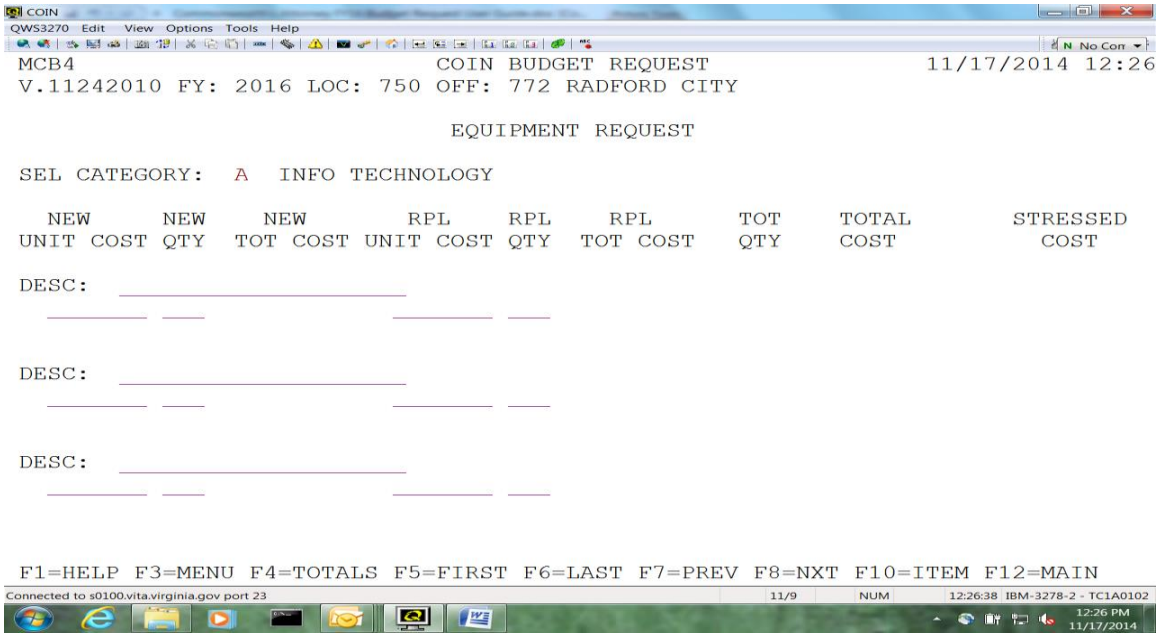
8. Option #6, Equipment

Purpose:

The Equipment Request Screen is accessed from the COIN Budget Request menu. Requests for Equipment are made by Category and costs are calculated by quantity.

Navigational Path:

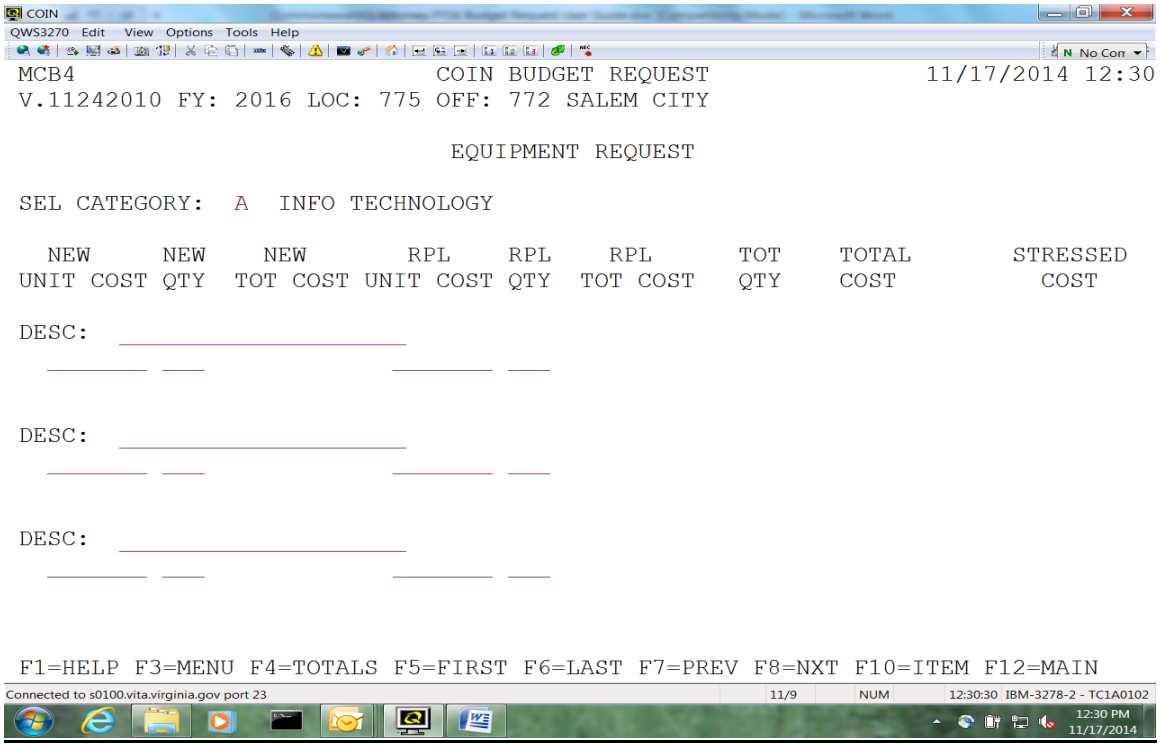
- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #6, Equipment



Helpful Hints:

- The system will calculate the total amount for each equipment item requested and the total amount for all items for your office
- These screens allow the user to request Information Technology (IT) equipment items along with the unit cost and quantity
- NOTE: The Compensation Board may require justification for these items upon review of your budget request.

Option #6 Equipment



Procedures:

- User will select and input the equipment category they wish to request
  - ✓ Category 'A', IT Equipment
  - ✓ Category 'B', Office Equipment
  - ✓ Category 'C', Furniture
- To proceed to your next equipment category, enter in your next 'SEL CATEGORY'

Desc:	List requested equipment or utilize the 'F1' help function	
New Unit Cost:	Enter unit cost of the new equipment requested	
New Qty:	Enter the quantity here, if this is New equipment not presently owned	
New Total Cost:	Calculated	
RPL Unit Cost:	Enter unit cost of the replacement equipment requested	
RPL Qty:	Enter the quantity here, if this is Replacement equipment for existing equipment being replaced	
RPL Total Cost:	Calculated	
Total Qty:	Calculated	(New + Replacement)
Total Cost:	Calculated	(New + Replacement)
Stressed Cost:	Calculated	(See Operating Manual)

- Press the "Enter" key after all information has been entered
- Press '**F8= Next**' key to proceed to the next screen if additional screens are needed for your equipment request
- Press '**F3 = Exit**' to exit the screen to the Budget Request Menu
- Press '**F4 = Totals**' to display "Totals" for your office

Option #6, Equipment

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Category A – Information Technology (It) Equipment

```
MCB4                          COIN BUDGET REQUEST                11/17/2014 12:28
V.11242010 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY

                               EQUIPMENT REQUEST

SEL CATEGORY:  A  INFO TECHNOLOGY

  NEW      NEW     NEW        RPL     RPL     RPL       TOT     TOTAL        STRESSED
UNIT COST QTY   TOT COST UNIT COST QTY   TOT COST    QTY     COST           COST

DESC:  PC
     1200   2       2400   _______ ___ __________      2        2400       2,400.00


DESC:  PRINTER
  _______ ___ __________        600   1        600      1         600         600.00


DESC:  ______________________
  _______ ___               _______ ___


RECORD UPDATED SUCCESSFULLY
F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F10=ITEM F12=MAIN
```

Help Pop-Up Screens - Within Alpha Data Fields (Resqportal Only)

- Utilize **'F3 =Exit'** to close the help window
- Utilize '**F7 = Previous'** to move to the previous screen
- Utilize **'F8= Next'** to move to other listed equipment categories

Option #6, Equipment

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Category B – Office Equipment

```
MCB4                          COIN BUDGET REQUEST                 11/17/2014 13:18
V.11242010 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY

                               EQUIPMENT REQUEST

SEL CATEGORY:  B  OFFICE EQUIPMNT

  NEW      NEW     NEW        RPL     RPL     RPL       TOT     TOTAL        STRESSED
UNIT COST QTY   TOT COST UNIT COST QTY   TOT COST    QTY     COST           COST

DESC:  COPIER
  _______ ___ __________       4000   1       4000      1        4000       4,000.00

DESC:  SCANNER
      500   1        500   _______ ___ __________      1         500         500.00

DESC:  ______________________
  _______ ___              _______ ___
```

Category C – Furniture Equipment

```
MCB4                          COIN BUDGET REQUEST                 11/17/2014 13:20
V.11242010 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY

                               EQUIPMENT REQUEST

SEL CATEGORY:  C  FURNITURE

  NEW      NEW     NEW        RPL     RPL     RPL       TOT     TOTAL        STRESSED
UNIT COST QTY   TOT COST UNIT COST QTY   TOT COST    QTY     COST           COST

DESC:  BOOK SHELVES
      150   4        600   _______ ___ __________      4         600         600.00

DESC:  FILE CABINETS
      200   3        600   _______ ___ __________      3         600         600.00

DESC:  ______________________
  _______ ___              _______ ___
```

COMMONWEALTH ATTORNEY's

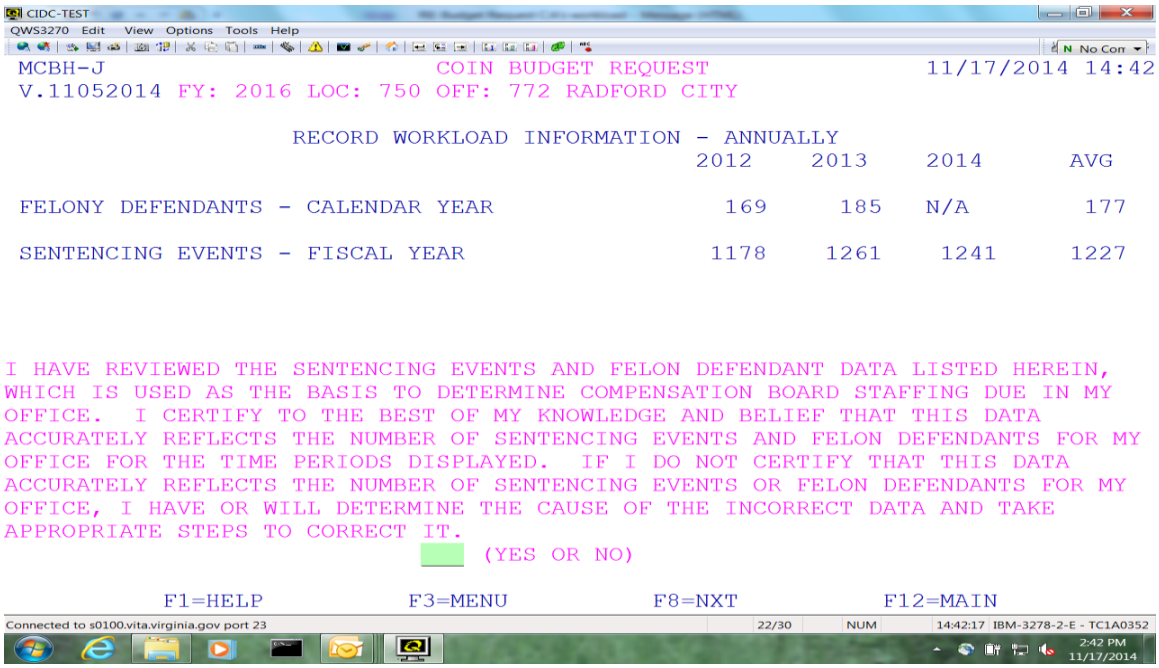
9. Option #7, Record Workload Information

Purpose:

The Record Workload Information menu is accessed from the Budget Request menu.

Navigational Path:

- COIN Main Menu- Select Option #2, COIN Budget Request
- COIN Budget Request Menu- Select Option #7, Record Workload Information



Enter "YES" or "NO" in response to the correctness of workload data

Option #7 Record Workload Information

Staffing Standards

In determining the allocation of additional positions, the Compensation Board considers the following criteria:

1. The position (or positions) must be requested by the Commonwealth's Attorney as part of the Compensation Board's annual budget request process.

2. The basis of the request must be only the statutorily prescribed duty of the prosecution of felonies.

3. Funds and positions must be appropriated by the General Assembly.

4. The Compensation Board will use the staffing methodology and weighted three-year average workload criteria, developed by VACA to determine the appropriate level of Compensation Board-funded assistant Commonwealth's Attorneys for each office requesting additional positions.

5. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-4, inclusive, and additional positions shall be allocated in the order of percentage of need. Offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is to the total number of current positions.

The staffing methodology for positions in the Commonwealth's Attorney's offices was developed by VACA and adopted by the Compensation Board.

1. The formula calculates the sum of a three-year average of felony defendants plus a three-year average of sentencing events, resulting in an average total workload figure. The workload figure is divided by a specified factor that has been devised to take into account economies of scale in larger offices, with the result being the total number of attorney positions due in the office.

2. The data elements are as follows:

   3-Year Average Defendants Data is the average of the number of felony defendants in the Circuit Court for each locality for the three most recent calendar years, as reported by the Supreme Court.

   3-Year Average Sentencing Events is the average of the number of felony sentencing events in the Circuit Court for each locality for the three most recent fiscal years as reported by the Virginia Sentencing Commission.

   Current F.T.E. Attorney Staffing is adjusted to reflect the actual salary amounts reduced as a result of FY03 budget reductions, based upon the most recent Compensation Board salary average of an attorney position.

3. Offices are grouped based on the size of the office (determined by the average total workload figure), and assigned an escalating workload factor assuming economies of scale. Compensation Board funded assistant Commonwealth's Attorneys who are part-time (i.e., eligible to engage in private law practice) are to be considered as 0.5 of a F.T.E. position for staffing standards purposes, instead of as 1 F.T.E. position.

1. .

Option #7 Record Workload Information

Office Size	**Range of Workload Totals per office size** (AVG Defendants + AVG Sentencing Events)	**Factor**
Super	3,000 +	125
Large	1,000 to 2,999	100
Mid	300 to 999	84
Small	0 to 299	70

4. The formula is as follows:

$$\text{\# Attorneys} = \frac{\text{Workload Total (3-Yr AVG felony defendants + 3-Yr AVG sentencing events)}}{\text{Factor}}$$

Amendments on January 16, 2005 recommended by VACA and approved by the Compensation Board changed "…most recent calendar years…" of sentencing events to "…most recent fiscal years…" and consider the effect of FY04 budget reductions on salaries by reducing the current FTE attorney positions by the FY06 un-restored salary reduction in each office.

Paralegal and Administrative Positions - In determining the allocation of additional positions, the Compensation Board considers the following criteria:

1. The position (or positions) must be requested by the Commonwealth's Attorney as part of the Compensation Board's annual budget request process.

2. Funds and positions must be appropriated by the General Assembly.

3. The Compensation Board will use a staffing standard which establishes the appropriate level of administrative staff support at one administrative support position for every two Compensation Board-funded Commonwealth's Attorney and/or assistant Commonwealth's Attorney positions.

4. The Compensation Board will use a staffing standard which establishes the appropriate level of paralegal staff at one paralegal position for every four (4) Compensation Board-funded Commonwealth's Attorney and/or assistant Commonwealth's Attorney positions.

5. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-4, inclusive, and additional positions shall be allocated in the order of percentage of need. Offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is to the total number of current positions.

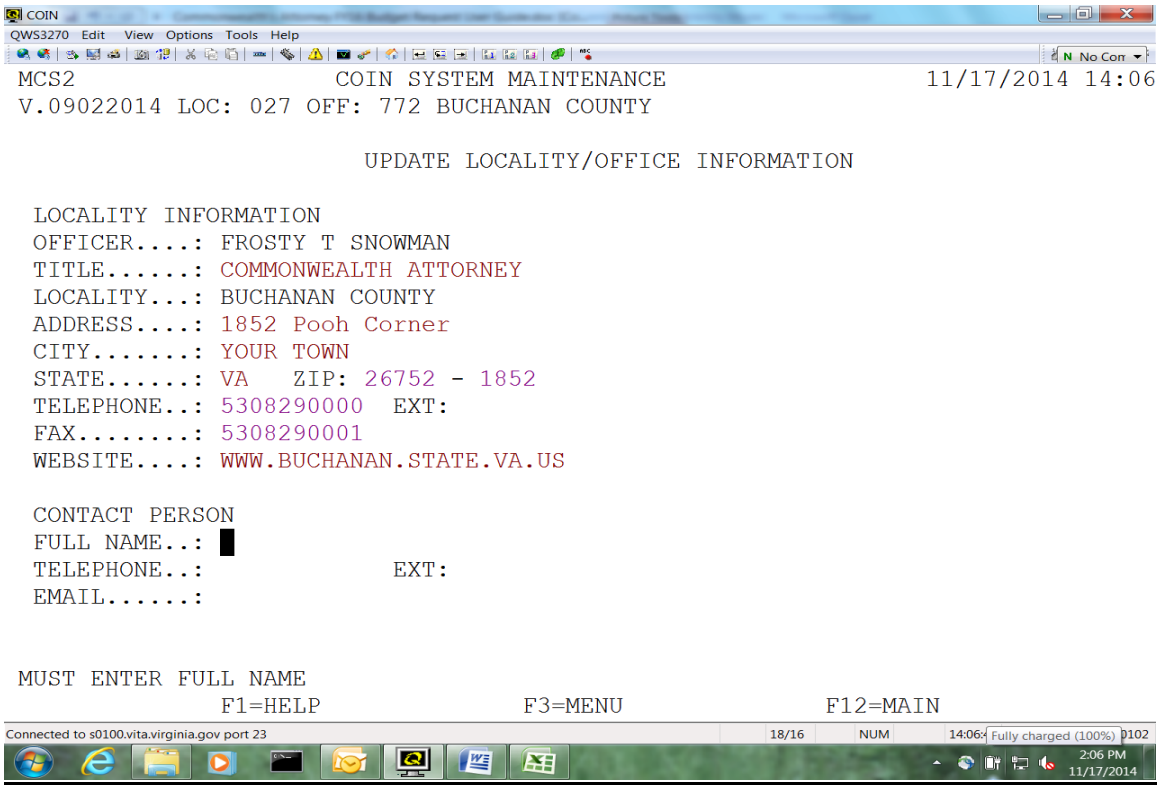
10. Option #8 – Update Locality Information

Purpose:

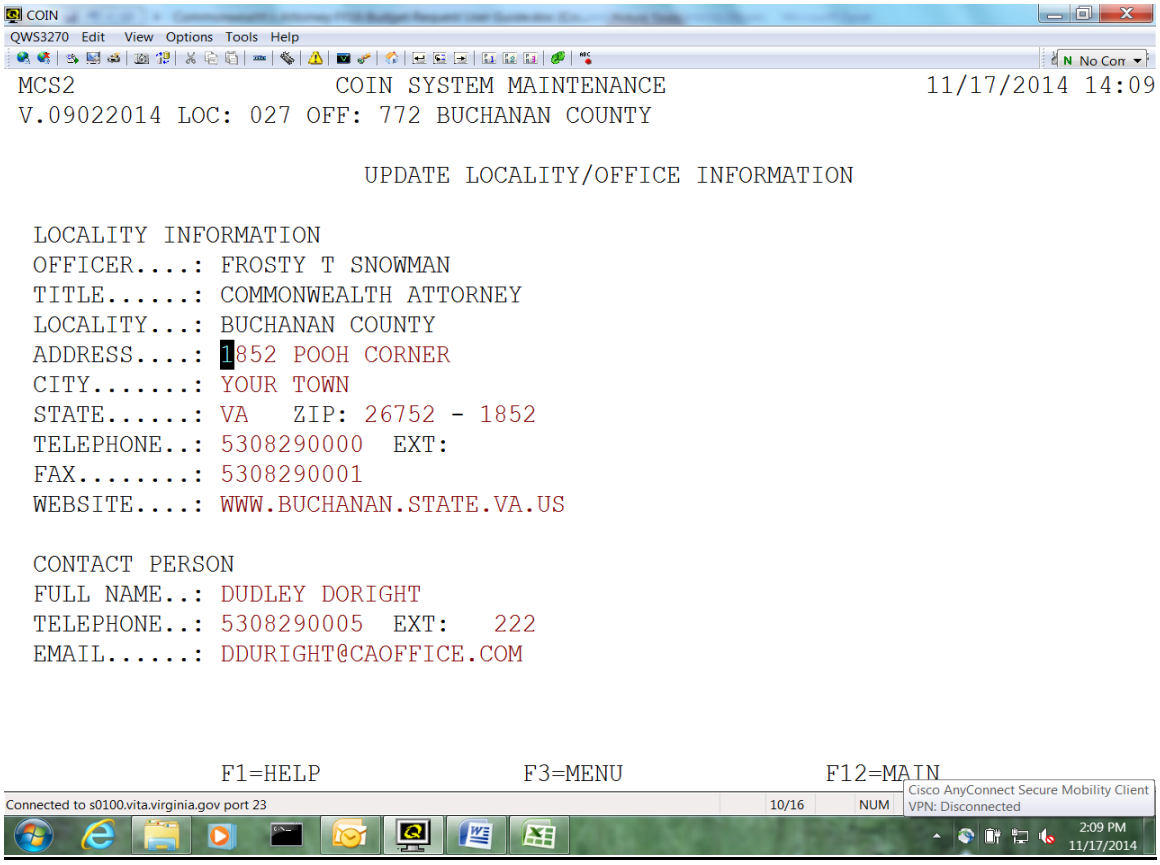
This screen will be displayed when 'Option #8, Update Locality Information' is selected on the Budget Request Menu. This screen is available for updating the locality address, phone, and fax numbers. It is also used to advise the Compensation Board staff of appropriate contacts for questions regarding the budget request, personnel processing, and reimbursement processing.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #8, Update Locality Information



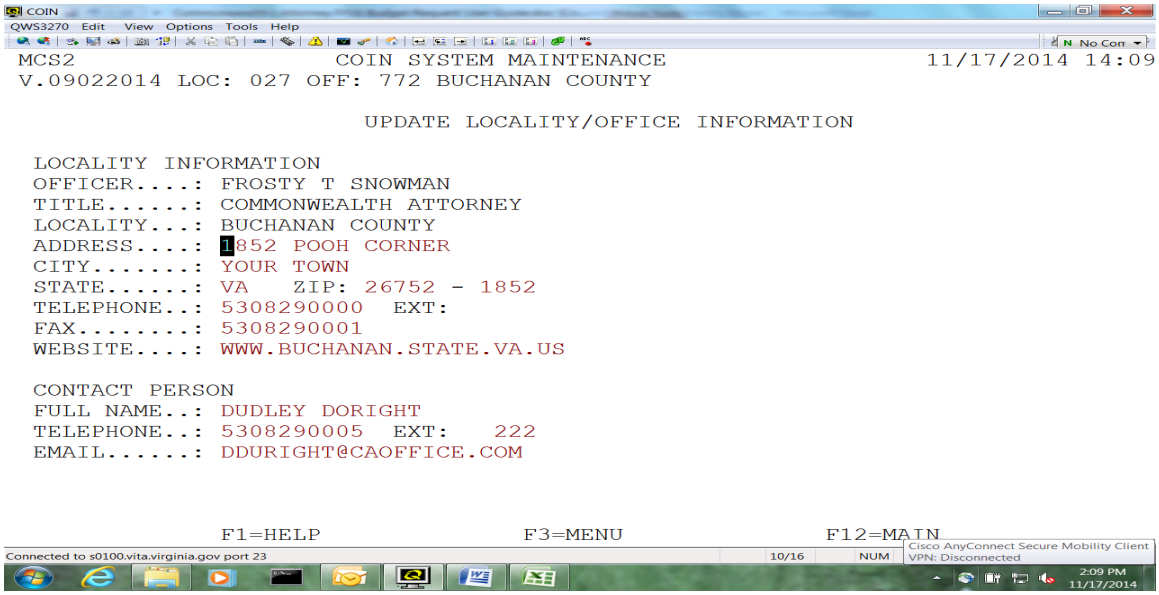
Option #8 Update Locality Information



Helpful Hints:

- Data fields on the Update Locality Information screen must be completed before Certifying the Budget Request
- It is very important that we obtain the name of the person we can contact if we have questions regarding your Budget Request
- Screens will time out after 15 minutes of inactivity.
- Contact Person- office contact for reimbursement and budget submission information

Option #8 Update Locality Information



Procedures:

This screen can be used to change address, phone and fax numbers for your office. To change the information currently displayed on the screen type over the information and depress the "enter" key. You will receive an update confirmation message.

1. Press the "TAB" key to move to the desired field.
2. Enter the following information to update the locality information

Locality Information

Officer Name:	For display purposes only.
Title:	For display purposes only.
Locality:	Enter County/City name
Address:	Enter the correct mailing address for your office.
City:	Enter the correct City for your mailing address.
State:	Enter the correct State for your mailing address.
Zip:	Enter the correct Zip code for your mailing address. If the last 4 positions of the zip code are not known, you may leave this field blank.
Telephone:	Enter the correct Phone number for your office.
Fax #:	Enter the correct Facsimile number for your office.
Website:	Enter the correct
Contact Person:	Enter the correct name of person responsible for entering data in COIN system.
Telephone:	Enter the correct Phone number for contact person.
Email:	Enter the correct email address for contact person.

3. Press the 'Enter' key, when you have corrected and completed the information requested
4. Press 'F3 =Exit' to exit the screen to budget request menu

NOTE: When changes in the address occur during the year you may use option 8 from the COIN Main Menu to update this information.

Update Officer and/or County/City Administrator Email Address (Compensation Board Website www.scb.virginia.gov)

5. If you wish to receive communications from the Compensation Board via email, you may update the email addresses for Constitutional Officers, Contact or county/city administrators for your offices by clicking on the link below and following these instructions:
    a. http://www.scb.virginia.gov/cbemail1.cfm
    b. Enter your FIPS Code **001-840** (Accomack-Winchester) The number you use to access COIN each month
    c. Enter you Office Code **-772** (Commonwealth's Attorney)
    d. To change a current email address click on the email address, correct the email address and then click '**UPDATE**'
    e. Click '**SUBMIT'**
    f. To add a new email address Click '**ADD EMAIL ADDRESS'**
    g. To delete an email address, click on the email address to be deleted and click '**DELETE**'
    h. To change a current email address click on the email address, correct the email address and then click '**UPDATE**'

11. Option #9, Special Program Certification

Purpose:

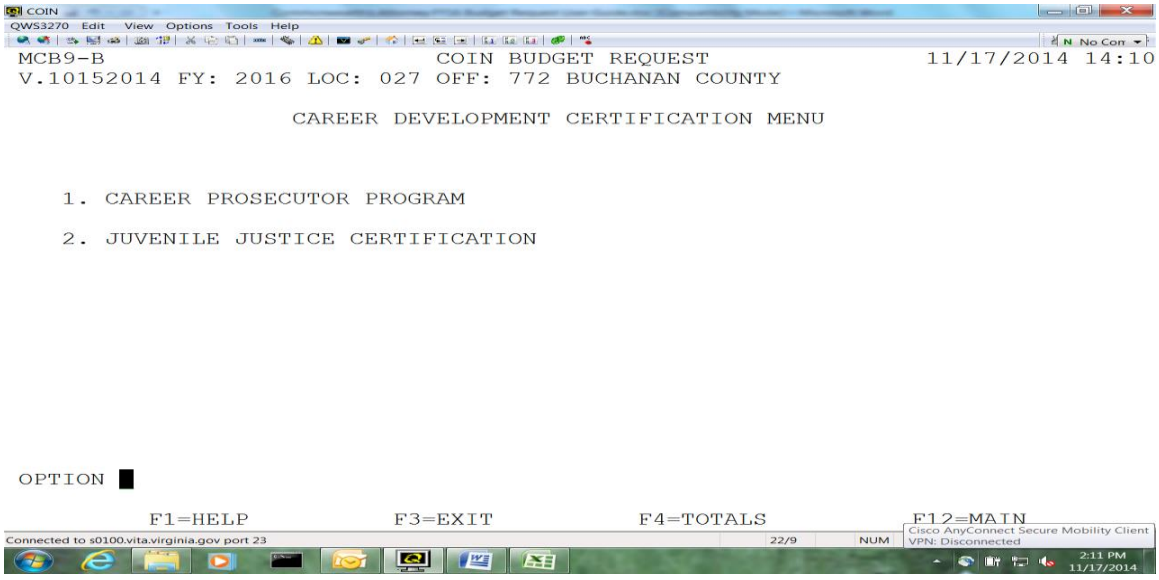
The Special Programs Certification screens are accessed from the COIN Budget Request Menu. These screens are used to certify that you or your employees are eligible to receive or maintain a 19.48% salary increase.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #9, Special Program Certification

Procedures:

- Read through each Special Program Certification Screen and if you comply with the program criteria as stated
  - ✓ Certify Officer's Approval UserID
  - ✓ List employees that qualify, or will qualify in FY15, in the Career Prosecutor Program



- Option 1 Career Prosecutor Program (available to all offices)
- Option 2 Juvenile Justice Certification (displayed if office has a juvenile justice program)

Option # 9 Special Program Certification

Option # 1 Career Prosecutor Program

Screen 1 of 5

```
MCCH-A                          COIN BUDGET REQUEST                 11/17/2014 14:11
V.10292014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

                              CAREER PROSECUTOR PROGRAM

I HEREBY CERTIFY THAT THE CAREER DEVELOPMENT PLAN FOR ATTI AND JATTI
ASSISTANTS CURRENTLY IN EFFECT FOR THIS OFFICE MEETS THE MINIMUM CRITERIA FOR
SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD AND INCORPORATES THE
FOLLOWING CRITERIA:

   A. CERTIFICATION OF PARTICIPATION IN AN EMPLOYEE EVALUATION PLAN MEETING
      THE MINIMUM CRITERIA ESTABLISHED BY THE COMPENSATION BOARD;

   B. COMPETITIVE SELECTION PROCESS IN WHICH THE COMMONWEALTH ATTORNEY MAKES
      THE FINAL DECISION REGARDING SELECTION;

   C. MINIMUM LENGTH OF SERVICE REQUIREMENT OF THREE YEARS AS AN ASSISTANT
      COMMONWEALTH'S ATTORNEY IN VIRGINIA;

   D. JOB PERFORMANCE INCLUDING TWO EVALUATIONS WHICH MEET ABOVE AVERAGE
      RATINGS, AND NO VIRGINIA STATE BAR DISCIPLINARY ACTION IN THE PAST THREE
      YEARS;
F8 TO PROCEED TO CERTIFICATION
F1=HELP F2=ATH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN
```

Option # 9 Special Program Certification

Screen 2 of 5

```
COIN
QWS3270  Edit  View  Options  Tools  Help
MCCH-B                        COIN BUDGET REQUEST                11/17/2014 14:12
V.10292014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

                              CAREER PROSECUTOR PROGRAM

I HEREBY CERTIFY THAT THE CAREER DEVELOPMENT PLAN FOR ATTI AND JATTI
ASSISTANTS CURRENTLY IN EFFECT FOR THIS OFFICE MEETS THE MINIMUM CRITERIA FOR
SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD AND INCORPORATES THE
FOLLOWING CRITERIA:

   E. ADDITIONAL EDUCATION REQUIREMENTS OF FORTY HOURS ABOVE THE MINIMUM
      VIRGINIA STATE BAR MCLE CREDITS IN THE LAST THREE YEARS PRECEDING
      SELECTION, AND EDUCATIONAL REQUIREMENTS ABOVE MINIMUM VIRGINIA STATE BAR
      MCLE REQUIREMENTS HAVE BEEN ESATBLISHED TO MAINTAIN CAREER PROSECUTOR
      STATUS;

   F. A PROCEDURE FOR THE REMOVAL OF ASSISTANTS FROM THE CDP FOR INADEQUATE
      JOB PERFORMANCE, DISCIPLINARY ACTION, A VIRGINIA STATE BAR DISCIPLINARY
      ACTION OR FAILURE TO MAINTAIN MINIMUM ADDITIONAL EDUCATIONAL
      REQUIREMENTS;

   G. EQUAL OPPORTUNITY FOR ALL ASSISTANTS;
F8 TO PROCEED TO CERTIFICATION
F1=HELP F2=ATH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN
Connected to s0100.vita.virginia.gov port 23   1/1   NUM   14:12:07 IBM-3278-2 - TC1A0102
2:12 PM 11/17/2014
```

Option # 9 Special Program Certification

Screen 3 of 5

```
MCCH-C                          COIN BUDGET REQUEST                11/17/2014 14:12
V.10292014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

                            CAREER PROSECUTOR PROGRAM

I HEREBY CERTIFY THAT THE CAREER DEVELOPMENT PLAN FOR ATTI AND JATTI
ASSISTANTS CURRENTLY IN EFFECT FOR THIS OFFICE MEETS THE MINIMUM CRITERIA FOR
SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD AND INCORPORATES THE
FOLLOWING CRITERIA:

   H. STATEMENT OF PURPOSE;

   I. SCOPE OF THE PLAN;

   J. UNDERSTANDING OF EMPLOYMENT STATUS AS AN ASSISTANT COMMONWEALTH'S
      ATTORNEY;

   K. ADDITIONAL COMPENSATION;



F8 TO PROCEED TO CERTIFICATION
F1=HELP F2=ATH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN
```

Option # 9 Special Program Certification

Screen 4 of 5

```
MCCH-F                          COIN BUDGET REQUEST                 11/24/2015 12:40
V.10292014 FY: 2016 LOC: 001 OFF: 772 ACCOMACK COUNTY

                          CAREER PROSECUTOR PROGRAM

THE FOLLOWING ATTI AND JATTI ASSISTANT(S) IN THIS OFFICE MEET ALL CRITERIA
FOR SELECTION AS CAREER PROSECUTOR AS OF THE DATE(S) SHOWN:

                                                      DATE OF
 POS.   LAST NAME                FIRST NAME          SELECTION
_____   ______________________   ______________   MM / DD / YYYY
_____   ______________________   ______________   MM / DD / YYYY
_____   ______________________   ______________   MM / DD / YYYY
_____   ______________________   ______________   MM / DD / YYYY
_____   ______________________   ______________   MM / DD / YYYY
_____   ______________________   ______________   MM / DD / YYYY
_____   ______________________   ______________   MM / DD / YYYY
_____   ______________________   ______________   MM / DD / YYYY
_____   ______________________   ______________   MM / DD / YYYY
_____   ______________________   ______________   MM / DD / YYYY
_____   ______________________   ______________   MM / DD / YYYY
_____   ______________________   ______________   MM / DD / YYYY
F8 TO PROCEED TO CERTIFICATION
F1=HELP F2=ATH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN
```

Enter the following information for each person expected to meet all criteria for the Career Prosecutor Program:

Do not list persons already participating in the program.

Only CB funded persons in ATTI or JATTI classified positions.

- Position Number = enter CB position number or leave blank for locality position
- Last Name
- First Name
- Date of Selection

Press the 'Enter' key, when you have corrected and completed the information requested

Press 'F8 = to advance to Career Prosecutor certification screen

Screen 5 of 5

```
MCCH-G                          COIN BUDGET REQUEST                 11/17/2014 14:13
V.10292014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

                              CAREER PROSECUTOR PROGRAM

THIS IS TO CERTIFY THAT THE CAREER DEVELOPMENT PLAN IN THIS OFFICE MEETS THE
MINIMUM CRITERIA FOR SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD.  I
UNDERSTAND THAT FUNDING TO PROVIDE A SALARY INCREASE ASSOCIATED WITH THE
SELECTION AS CAREER PROSECUTOR IS CONTINGENT UPON THE APPROVAL OF ADDITIONAL
FUNDING BY THE GENERAL ASSEMBLY.

MY OFFICE IS REQUESTING FUNDING FOR THE CP PROGRAM  (Y/N):

APPROVAL:                ,       OFFICER USER-ID: _________

F1=HELP F2=ATH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN
```

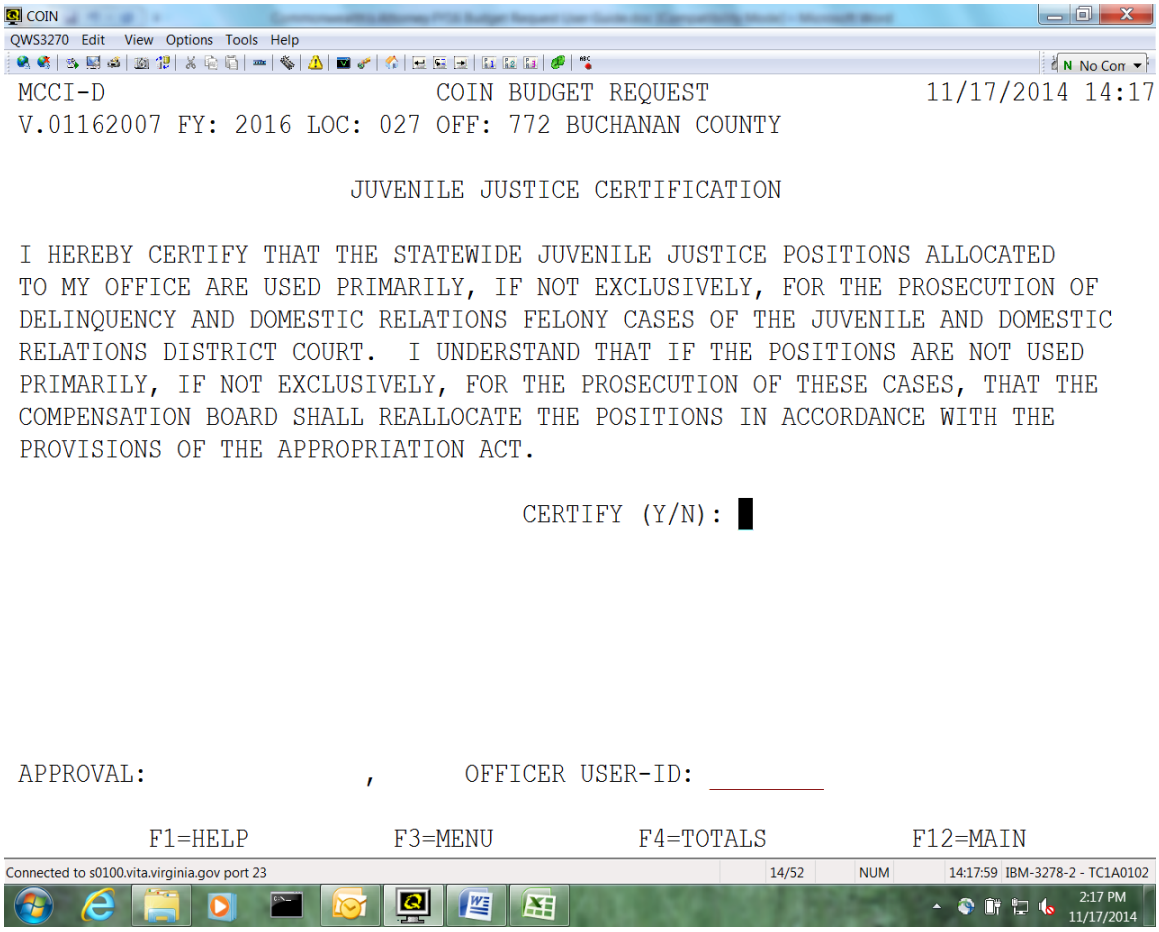
Enter 'Y' or 'N' if officer is requesting additional funding for assistant attorneys eligible to participate but are not currently in the Career Prosecutor Program.
Enter the Officer's SCB USERID to certify Career Prosecutor Program

Press the 'Enter' key, when you have completed the information requested

Press 'F3 =Exit' to exit the screen to budget request menu

Option # 2 Juvenile Justice Certification (Displayed if office has a juvenile justice program)

Screen 1 of 1



Enter a 'Y' or 'N' if positions primary, if not exclusive, responsibility is to the Juvenile and Domestic Relations District Court

Enter the officer's SCB USERID to certify Juvenile Justice Certification

Press the 'Enter' key, when you have corrected and completed the information requested

Press 'F3 =Exit' to exit the screen to budget request menu

12. Option #10 - Certify Budget Request

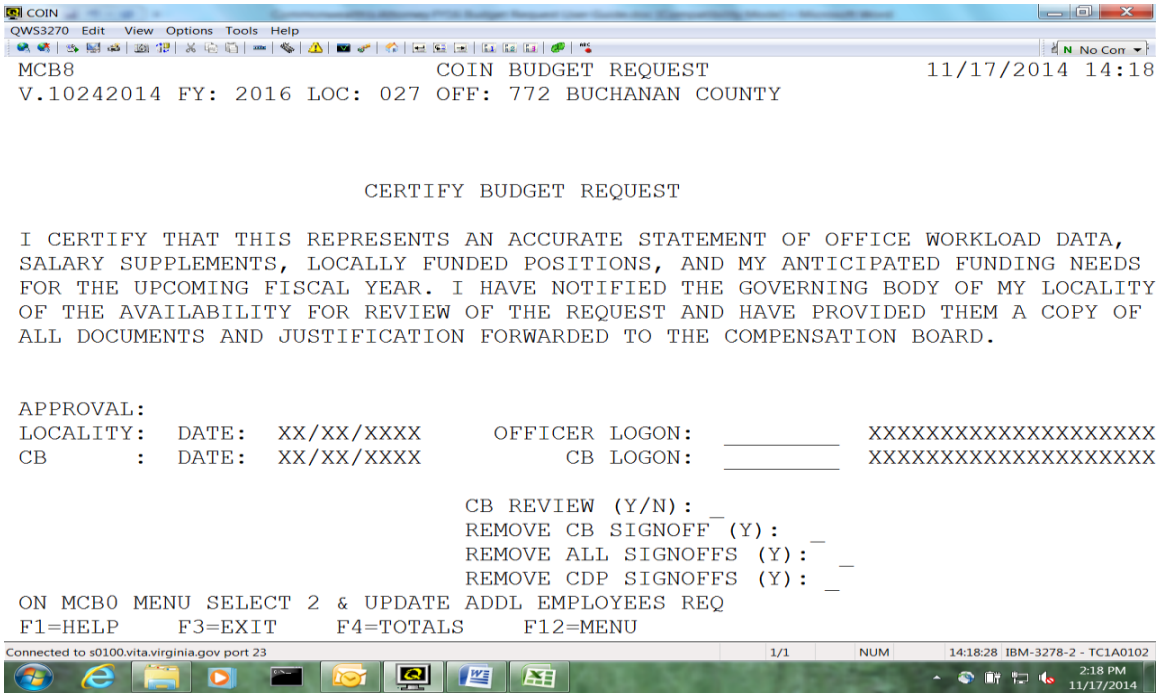
Purpose:

The Certify Budget Request screen is accessed from the COIN Budget Request Menu. This screen enables the Local Officer to certify that the budget request is accurate and also enables the Compensation Board to approve that the budget request is within CB policy.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #10, Certify Budget Request

COMMONWEALTH ATTORNEY's



```
MCB8                          COIN BUDGET REQUEST                11/17/2014 14:18
V.10242014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY


                        CERTIFY BUDGET REQUEST

I CERTIFY THAT THIS REPRESENTS AN ACCURATE STATEMENT OF OFFICE WORKLOAD DATA,
SALARY SUPPLEMENTS, LOCALLY FUNDED POSITIONS, AND MY ANTICIPATED FUNDING NEEDS
FOR THE UPCOMING FISCAL YEAR. I HAVE NOTIFIED THE GOVERNING BODY OF MY LOCALITY
OF THE AVAILABILITY FOR REVIEW OF THE REQUEST AND HAVE PROVIDED THEM A COPY OF
ALL DOCUMENTS AND JUSTIFICATION FORWARDED TO THE COMPENSATION BOARD.

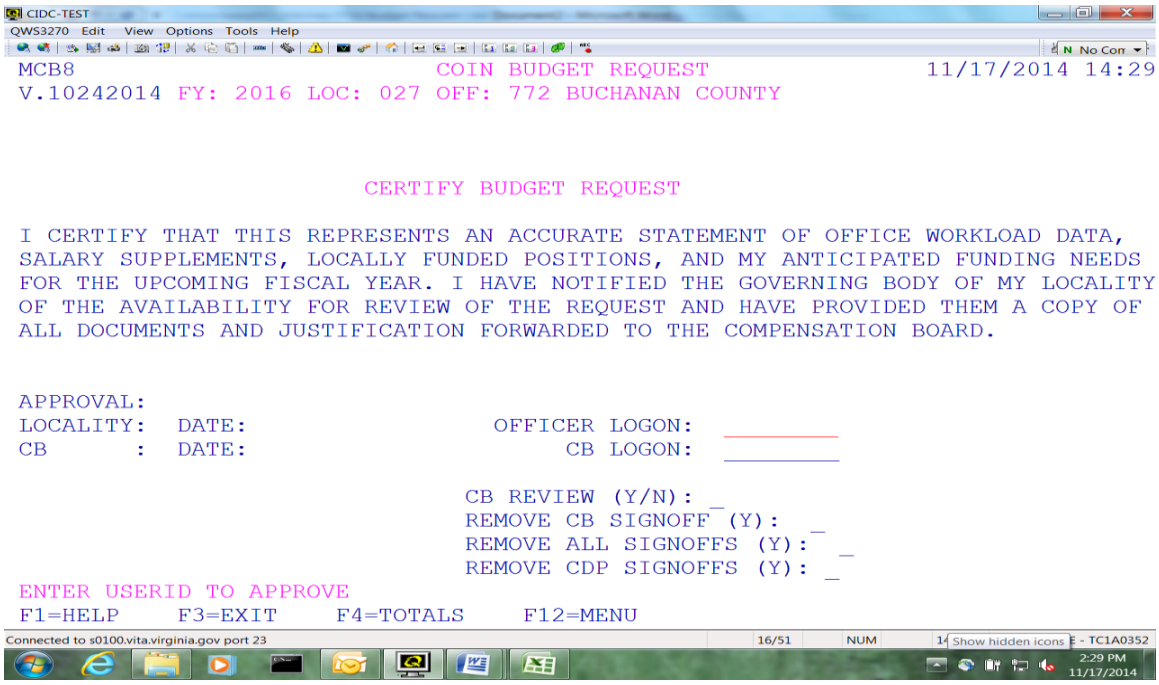

APPROVAL:
LOCALITY:  DATE:  XX/XX/XXXX     OFFICER LOGON:  _________  XXXXXXXXXXXXXXXXXXXX
CB       :  DATE:  XX/XX/XXXX          CB LOGON:  _________  XXXXXXXXXXXXXXXXXXXX

                              CB REVIEW (Y/N): _
                              REMOVE CB SIGNOFF (Y):  _
                              REMOVE ALL SIGNOFFS (Y):  _
                              REMOVE CDP SIGNOFFS (Y): _
ON MCB0 MENU SELECT 2 & UPDATE ADDL EMPLOYEES REQ
F1=HELP     F3=EXIT     F4=TOTALS     F12=MENU
```

Helpful Hints:

- If you enter the Officer's SCB USERID to submit your budget request and all screens that have required fields have not been processed, the system will not accept your sign off
  - ✓ Under this condition, the system will inform you that a required process has not been completed and a message will direct you to the incomplete process selection on the On-line Budget Menu
- Once you have submitted your budget request you may not further modify your request
  - ✓ From the time of your submission, which is due February 1, you may only view your submission

Option #10, Certify Budget Request



Helpful Hints (Continued):

- Upon approval of your budget on May 1, you will be able to view your budget submission as approved, which will include any adjustments made by the Compensation Board
- Please check your request for any final changes
  - ✓ If the Officer's SCB USERID has been entered, you cannot make changes to your Budget Request.
  - ✓ If your screen has error messages on the bottom of the screen, you have not Certified
    - Please go back to the 'Option' shown in the error on the bottom of your screen and complete the required fields, and then return to the certification screen to certify your budget request

Procedures:

- Enter the officer's SCB USER ID as the 'Officer Logon' to Certify fiscal year budget submission
- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu

13. Option #11, Comments

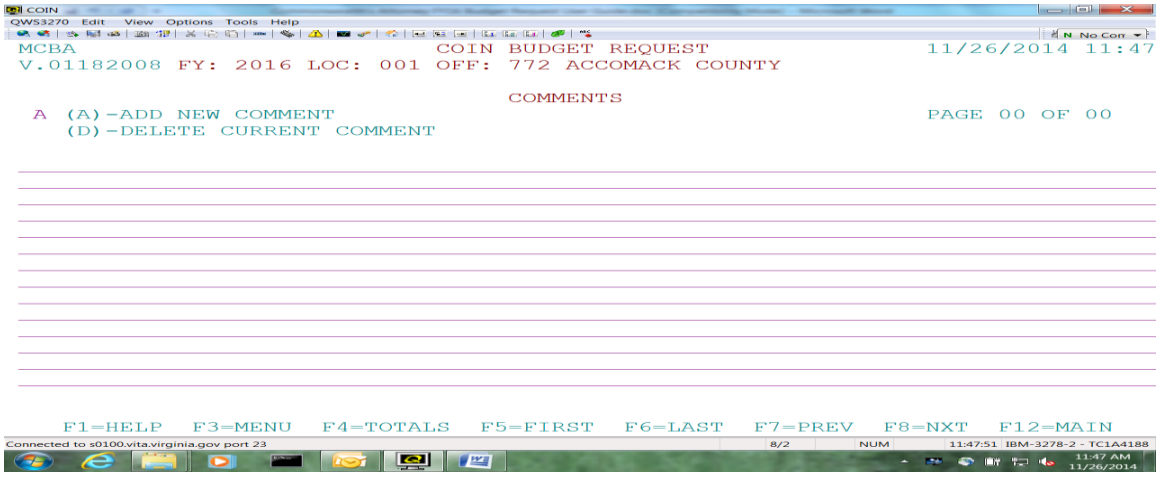
PURPOSE:

The Comments screen is accessed from the COIN Budget Request Menu. This screen allows comments by any local officer or Compensation Board representative.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #11, Comments

COMMONWEALTH ATTORNEY's



HELPFUL HINTS:

- There are unlimited 'Comment' screens that allow the entry of comments in a free form format
- This screen will Time Out if your computer is idle for 15 minutes
  - ✓ Suggest that you have all the information needed before starting this process
- The use of these screens is optional and the data entered is not edited
- This screen is available for any information you think is necessary for the Compensation Board to know about your on-line budget request

PROCEDURES:

- Enter "A" to add a comment or "D" to delete a comment
- Input the information you want to address
- Press the "Enter" key after your comments have been entered
- Reference the section of the on-line budget request your comments are referring to
  - ✓ Example: Option #2, Additional Employee Request
- Press 'F3' to exit the screen to the Budget Request Menu

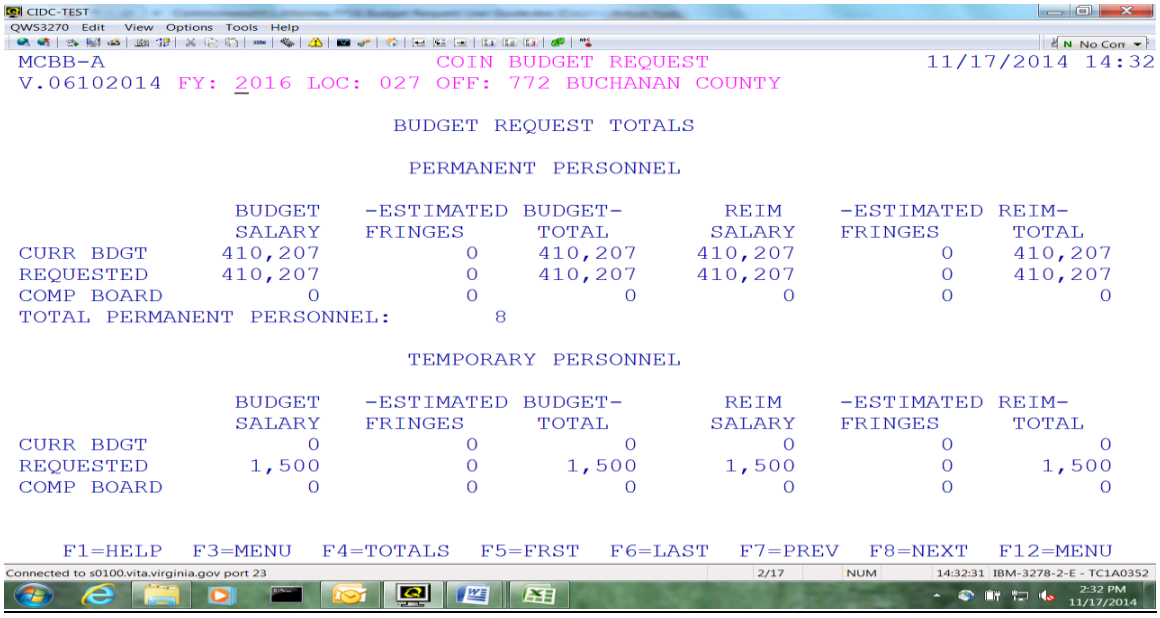
14. Function Key 'F4' - Budget Request Totals

PURPOSE:

The 'F4=Totals' Function Hot Key screen reflects your Budget Request Totals. These screens capture your Current Budget, Budget Requested Totals and Compensation Board Approved Budget for the next fiscal year that will be displayed by May 1 of each year. The categories captured within these screens are Permanent Personnel, Additional Personnel, Temporary Personnel, Office Expenses and Equipment.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Function Key 'F4'



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MCBB-A                    COIN BUDGET REQUEST                    11/17/2014 14:32
V.06102014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

                          BUDGET REQUEST TOTALS

                           PERMANENT PERSONNEL

                 BUDGET    -ESTIMATED BUDGET-       REIM     -ESTIMATED REIM-
                 SALARY    FRINGES     TOTAL        SALARY   FRINGES     TOTAL
CURR BDGT       410,207          0    410,207      410,207          0   410,207
REQUESTED       410,207          0    410,207      410,207          0   410,207
COMP BOARD            0          0          0            0          0         0
TOTAL PERMANENT PERSONNEL:       8

                           TEMPORARY PERSONNEL

                 BUDGET    -ESTIMATED BUDGET-       REIM     -ESTIMATED REIM-
                 SALARY    FRINGES     TOTAL        SALARY   FRINGES     TOTAL
CURR BDGT             0          0          0            0          0         0
REQUESTED         1,500          0      1,500        1,500          0     1,500
COMP BOARD            0          0          0            0          0         0

   F1=HELP   F3=MENU   F4=TOTALS   F5=FRST   F6=LAST   F7=PREV   F8=NEXT   F12=MENU
```

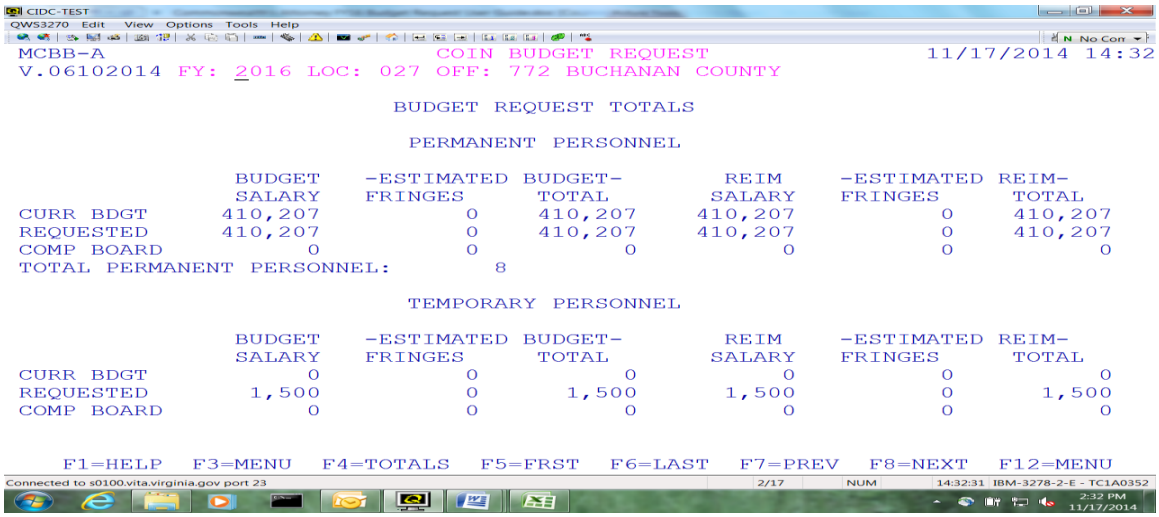
HELPFUL HINTS:

- The Budget Request Totals are displayed on three screens
  - ✓ Screen #1 displays the totals for Permanent and Temporary Personnel funding requests
  - ✓ Screen #2 displays the totals for Equipment funding requests
  - ✓ Screen #3 displays the totals for all budget request categories
- To navigate through the screens use the 'F7' key to view a previous page or 'F8' to view the next page
- This screen can be accessed from any Budget Request screen by depressing the 'F4' key
- Pressing the 'F3' key will return you to the screen from which you accessed the Budget Request Totals screen.

'F4' Budget Request Totals

COMMONWEALTH ATTORNEY's

1ST SCREEN OF 3:



```
MCBB-A                          COIN BUDGET REQUEST                    11/17/2014 14:32
V.06102014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

                                BUDGET REQUEST TOTALS

                                 PERMANENT PERSONNEL

                 BUDGET    -ESTIMATED BUDGET-        REIM     -ESTIMATED REIM-
                 SALARY    FRINGES      TOTAL        SALARY    FRINGES      TOTAL
CURR BDGT       410,207           0    410,207       410,207           0    410,207
REQUESTED       410,207           0    410,207       410,207           0    410,207
COMP BOARD            0           0          0             0           0          0
TOTAL PERMANENT PERSONNEL:        8

                                 TEMPORARY PERSONNEL

                 BUDGET    -ESTIMATED BUDGET-        REIM     -ESTIMATED REIM-
                 SALARY    FRINGES      TOTAL        SALARY    FRINGES      TOTAL
CURR BDGT             0           0          0             0           0          0
REQUESTED         1,500           0      1,500         1,500           0      1,500
COMP BOARD            0           0          0             0           0          0

   F1=HELP   F3=MENU   F4=TOTALS   F5=FRST   F6=LAST   F7=PREV   F8=NEXT   F12=MENU
```

PROCEDURES:

- **1ST SCREEN OF 3:**
  - ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your current budget information as of December 31st
  - ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
    - This information is subject to change as you make revisions to your budget request
    - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request
  - ✓ **'COMP BOARD' -** This line of information refers to the budget request as being reviewed or approved by the Compensation Board
    - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
    - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'
  - ✓ **'FRINGE'** benefits listed are estimates only
  - ✓ **'REIMBURSABLE'** figures displayed are the actual dollar amounts that will be returned to your locality

'F4' Budget Request Totals

COMMONWEALTH ATTORNEY's

2ND SCREEN OF 3:

```
MCBB-B                          COIN BUDGET REQUEST                 11/17/2014 14:35
V.06102014 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY

                              BUDGET REQUEST TOTALS
                                    EQUIPMENT
   NEW        NEW     REPLACE  REPLACE    TOTAL       TOTAL       STRESSED
   QTY        COST      QTY      COST       QTY        COST         COST
   TOTAL CATEGORY A:  INFORMATION TECHNOLOGY
     2       1,200       1        600       3        3,000         3,000

   TOTAL CATEGORY B:  OFFICE EQUIPMENT
     1         500       1      4,000       2        4,500         4,500

   TOTAL CATEGORY C:  FURNITURE
     7         350       0          0       7        1,200         1,200



   EQUIPMENT TOTAL:
    10       2,050       2      4,600      12        8,700         8,700
     0           0       0          0       0            0             0

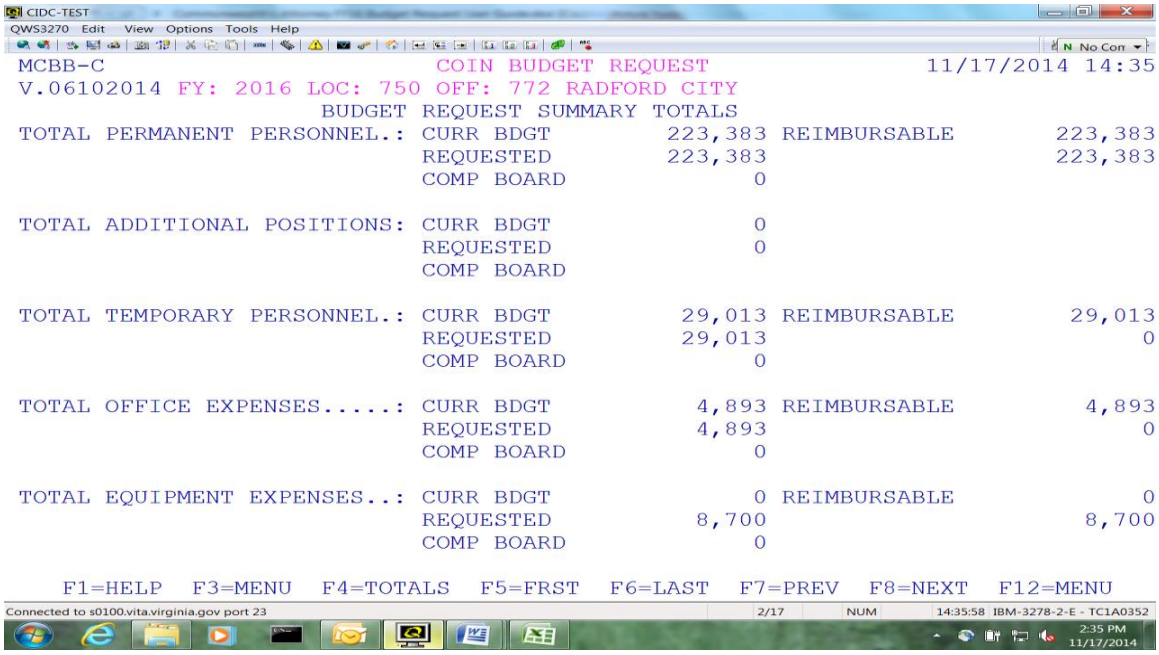
   F1=HELP   F3=MENU   F4=TOTALS   F5=FRST   F6=LAST   F7=PREV   F8=NEXT   F12=MENU
```

- **2ND SCREEN OF 3:**
  - ✓ This screen displays equipment totals by equipment category
  - ✓ **FIRST LINE** of information displayed relates to the request you have made or in the process of making
    - This information is subject to change as you make revisions to your budget request
    - Line 1 becomes 'locked-in' when the Constitutional Officer certifies their budget request
  - ✓ **SECOND LINE** of information displayed relates to the in-progress or approved request as completed by the Compensation Board
    - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
    - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

'F4' Budget Request Totals

COMMONWEALTH ATTORNEY's

3RD SCREEN OF 3:



```
MCBB-C                          COIN BUDGET REQUEST                    11/17/2014 14:35
V.06102014 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY
                          BUDGET REQUEST SUMMARY TOTALS
TOTAL PERMANENT PERSONNEL.: CURR BDGT        223,383 REIMBURSABLE        223,383
                            REQUESTED        223,383                     223,383
                            COMP BOARD             0

TOTAL ADDITIONAL POSITIONS: CURR BDGT              0
                            REQUESTED              0
                            COMP BOARD

TOTAL TEMPORARY PERSONNEL.: CURR BDGT         29,013 REIMBURSABLE         29,013
                            REQUESTED         29,013                           0
                            COMP BOARD             0

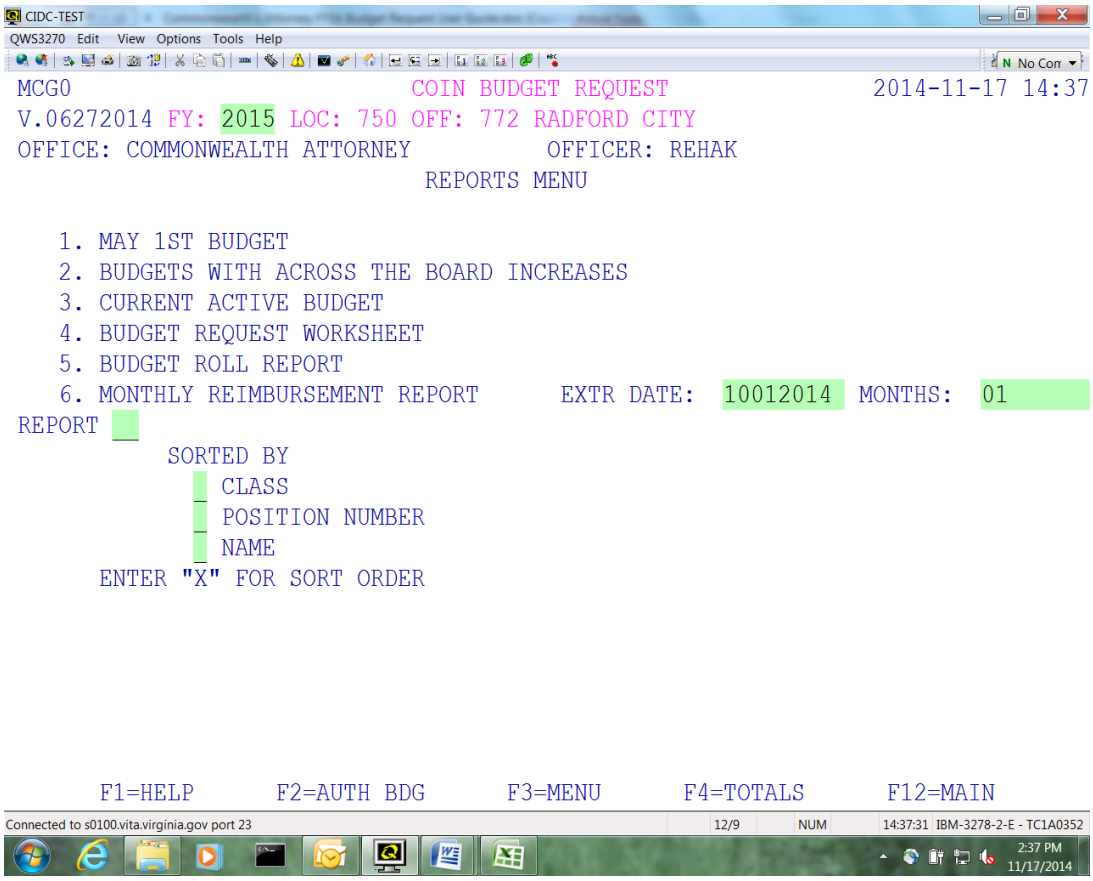
TOTAL OFFICE EXPENSES.....: CURR BDGT          4,893 REIMBURSABLE          4,893
                            REQUESTED          4,893                           0
                            COMP BOARD             0

TOTAL EQUIPMENT EXPENSES..: CURR BDGT              0 REIMBURSABLE              0
                            REQUESTED          8,700                       8,700
                            COMP BOARD             0

   F1=HELP   F3=MENU   F4=TOTALS   F5=FRST   F6=LAST   F7=PREV   F8=NEXT   F12=MENU
```

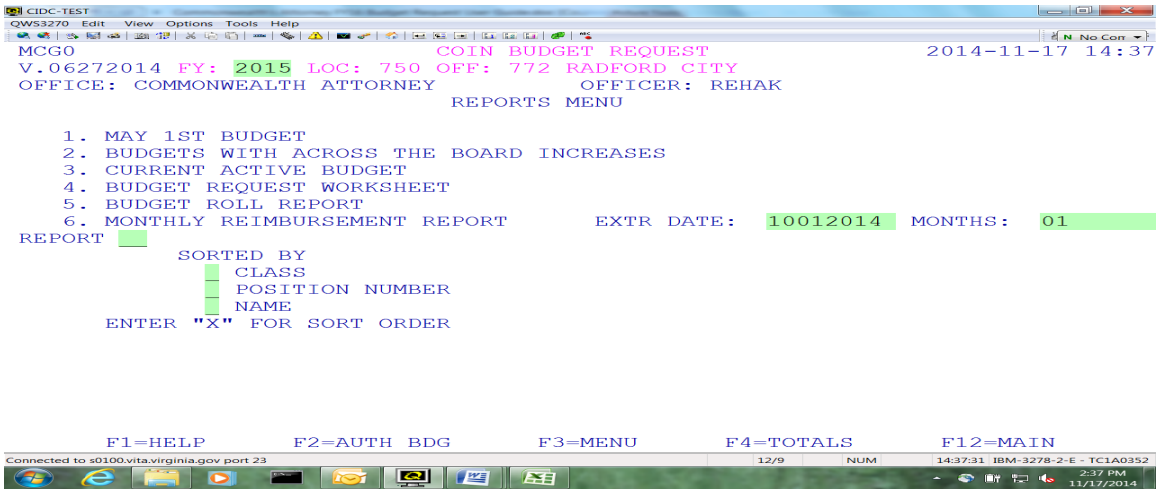
- **3RD SCREEN OF 3:**
  - ✓ Displays totals for each budget request broad-based category:
    - Permanent Personnel
    - Additional Positions
    - Temporary Personnel Funding
    - Office Expense Funding
    - Equipment Requests
  - ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your current budget information as of December 31st
  - ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
    - This information is subject to change as you make revisions to your budget request
    - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request
  - ✓ **'COMP BOARD'** - This line of information refers to the budget request as being reviewed or approved by the Compensation Board
    - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
    - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'
- Press 'F3' to exit the screen to the Budget Request Menu

15. Main Menu Option #5 - Budget Reports



- **Select Option #5- "Reports"**

Main Menu Option #5 - Budget Reports



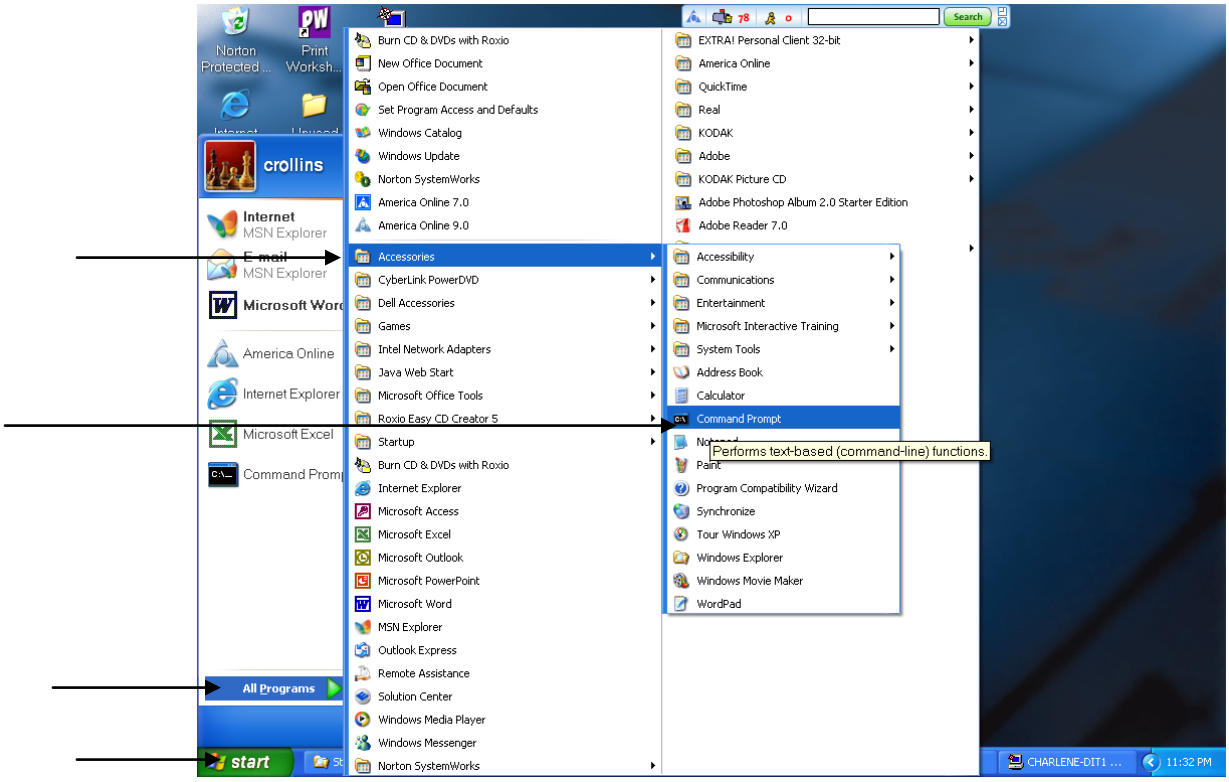
There are 6 versions of the Budget Report that are available.

- Option #1 "May 1st Budget"- This is the Historical Budget Report, listing all changes to your budget since it went into effect.
- Option #2 "Budget Report W/Aug. Increase"- This is the Budget with the August 1 increases factored in. This report is available in July.
- Option #3 "Current Active Budget"– This is the Budget showing the personnel changes entered to date.
- Option #4 "Budget Request Worksheet"- This is the Budget Request Worksheet, this report may be downloaded to enter all personnel changes before entering them into the COIN system.
- Option #5 "Budget Roll"- This is the Budget as set on May 1st for the current Fiscal Year.
- Option #6 "Monthly Reimbursement Report"- This report details the salary and fringe benefit amounts for each individual position. By selecting the date and number of months to be viewed, multiple months may be downloaded at one time.

1. Change the Fiscal Year to the new fiscal year or fiscal year desired
2. Enter the desired Budget Report option

3. Enter the sort option desired (if no sort sequence is specified the Budget Report will be printed in Class Code order). Governing Bodies will have the ability to request a Budget Report for each office in their locality. You will need to enter the Starting Office and Ending Office as well as the Sort Sequence. We recommend submitting a separate request for each office in your locality.
4. Press Enter and print the screen
5. **The name of the file to download will be displayed at the bottom of the screen.** Enter the name of the file in the download instructions #10

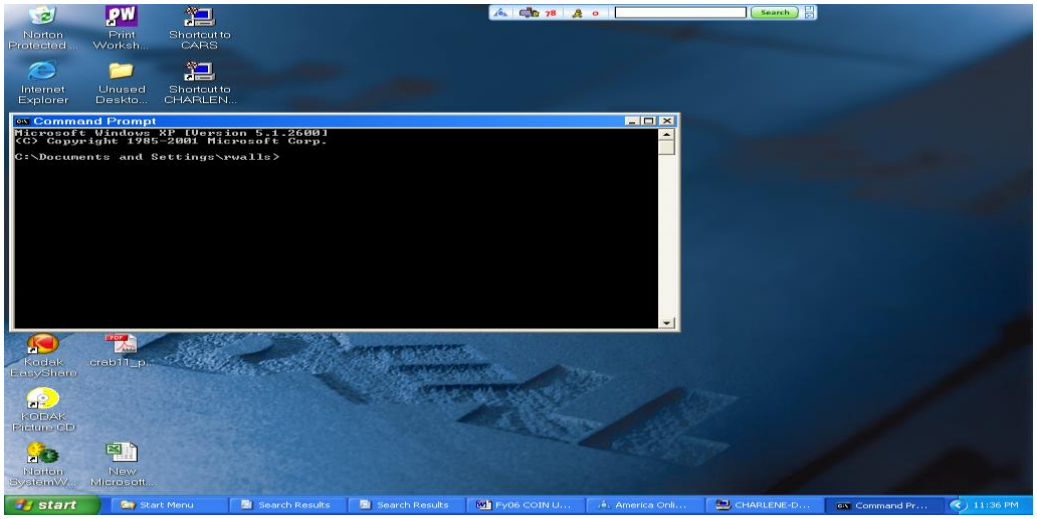
16. Download Instructions



Download Instructions

1. Click "Start" – "All Programs" – "Accessories" – "Command Prompt"

Download Instructions



2.- TYPE: **ftp** Press the "ENTER" key
3. -TYPE: ***open ditmvs2.state.va.us*** Press the "Enter" key
4. -USERNAME: ***scbte06*** *(lowercase)* Press the "Enter" key
5. -PASSWORD: ***scbte06*** *(lowercase* Press the "Enter" key
6. -TYPE: ***user*** *(lowercase)* Press the "Enter" key
7. -USERNAME: ***Type your COIN Userid*** *(lowercase)* Press the "Enter" key
8. -PASSWORD: ***Type your COIN password*** (lowercase) Press the "Enter" key
9. -TYPE: ***get*** Press the "Enter" key
10-TYPE: ***'scb.prod.coin.l001.o307.bud51.rtf'*** Press the "Enter" key (lowercase with single quotes, lowercase L-locality l001.lowercase O-office code.budget.rtf) (Accomack – Sheriff)

1. The file to download for option 1 is 'scb.prod.coin.lxxx.oxxx.bud51.rtf'
2. The file to download for option 2 is 'scb.prod.coin.lxxx.oxxx.abudget.rtf'
3. The file to download for option 3 is 'scb.prod.coin.lxxx.oxxx.budget2.rtf'
4. The file to download for option 4 is 'scb.prod.coin.lxxx.oxxx.wbudget.rtf'
5. The file to download for option 5 is 'scb.prod.coin.lxxx.oxxx.budroll.rtf'
6. The file to download for option 6 is 'scb.prod.coin.lxxx.oxxx.remrpt.rtf'

11.- LOCAL FILE NAME: **"c:/budgetreport.rtf"(**with double quotes) Press the "Enter" key

12. BYTES OF DATA TRANSFERRED: Press the "Enter" key
13. TO EXIT: Type **quit** – Press the "Enter" key
Type **exit** – Press the "Enter" key
14. TO PRINT: Open Microsoft Word
15. OPEN FILE: **Budgetreport.rft** (or the name you gave the file)

Download Instructions

Additional Printing Instructions:

- Open Microsoft word
- Look for a file that ends with the extension '.rtf' (denotes Rich Text Format)

  OR
- Open Window Explorer
- Click on Local Disk (C:)
- Right click on the file
- Select print.

These files should require no additional formatting for printing.

Technical Assistance

If you should experience problems with retrieving a file, and would like to have your Budget Report emailed to you, please email one of the individuals listed below. Please be sure to include your Locality number and your Office number in your email request.

Anne Wilmoth – anne.wilmoth@scb.virginia.gov
Dan Munson – dan.munson@scb.virginia.gov
Melanie Morrison- melanie.morrison@scb.virginia.gov

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17. Appendix

Classifications and Pay Plans

COMMONWEALTH ATTORNEY'S

CLASSIFICATION AND PAY PLAN FOR EMPLOYEES OF THE COMMONWEALTH'S ATTORNEY INELIGIBLE TO ENGAGE IN PRIVATE PRACTICE
SEPTEMBER 1, 2015 - JUNE 30, 2015

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX
SECRETARY JUVENILE JUSTICE SECRETARY DRUG PROSECUTOR ASSISTANT	SEC JSEC DPAII	2	Sr. Administrative	24,924	47,977
PARALEGAL JUVENILE JUSTICE PARALEGAL ADMINISTRATIVE ASSISTANT I	PA JPA AAI				
ADMINISTRATIVE ASSISTANT II	AAII	5	Professional	33,386	57,337
ATTORNEY I JUVENILE JUSTICE ATTORNEY I	ATTI JATTI	9	Sr. Professional	53,967	103,654
ATTORNEY II CAREER PROSECUTOR JUVENILE JUSTICE CAREER PROSC	ATTII CPII JCPII				
ATTORNEY III DRUG PROSECUTOR III	ATIII DPIII	10	Supervisory/ Management	68,434	127,558
ATTORNEY IV	ATTIV				

CLASSIFICATION AND PAY PLAN FOR EMPLOYEES OF THE COMMONWEALTH'S ATTORNEY ELIGIBLE TO ENGAGE IN PRIVATE PRACTICE
SEPTEMBER 1, 2015 - JUNE 30, 2015

CLASS	ABBREV	PAY BAND	ROLE	MIN	MAX
SECRETARY A JUVENILE JUSTICE SECRETARY A	SECA JSECA	2	Sr. Administrative	12,462	23,988
SECRETARY B PARALEGAL B JUVENILE JUSTICE PARALEGAL B	SECB PAB JPAB				
ATTORNEY A JUVENILE JUSTICE ATTORNEY A	ATTA JATTA	9	Sr. Professional	26,983	51,828
ATTORNEY B	ATTB				

CP - denotes participation in Career Prosecutor Development Program

* Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.