

Instructions for Completing the Compensation Board's JAG Reporting Template

- 1) Go to the Compensation Board's AARA Reporting Page and click on the Database Entitled 'FY10 JAG Reporting Database'. The link directly to the AARA page is www.scb.virginia.gov/jagstimfunds.cfm
- 2) Click on 'Save' and save the database to your computer or file server.
- 3) After the database has been saved to your computer or file server, open the database and Click on 'Queries'.
- 4) Click on the Query named 'JAG_Reporting_for_February' to select it and then double click to Open. You will be prompted to enter your Locality Code. Enter your 3-digit Locality Code and Click on 'OK'. (i.e. 001-Accomack)
- 5) When the Query results are displayed, 1)click on 'File' and then select 'Export' and 2) export the query results with the 'Save as Type' Excel 97-2003, 3) then in 'file Name' add your 3-digit locality code to the file name 'Jag Reporting for February_001' 4) then select 'Export all', 5) then re-enter your 3-digit code when prompted and click 'OK'
- 6) Open the saved spreadsheet. The following information will be displayed for sworn staff and should not be changed:
 - Reimbursement_Month - 2010-02-01
 - Office - 307
 - Locality – 3-digit locality code
 - Position_Number – 5-digit Compensation Board position number
 - Last_Name
 - First_Name
 - Class – Compensation Board classification
 - Monthly_Salary – COIN monthly salary for February
 - Monthly_OASDI – COIN OASDI for February
 - CB_Annual_Salary – COIN current annual salary
- 7) In the provided columns, enter the following information for each Compensation Board funded sworn employee:
 - February_Actual_Hours_Worked - Actual hours worked in February, 2010 (excluding leave hours)
 - Total_Work_Hours_in_Quarter - Total number of work hours in a full-time schedule for the quarter: January 1, 2010 through March 31, 2010 (as an example, 40 hrs per week x 13 weeks per quarter = 520 hours in a full-time quarter; however, use your normal shift schedules to determine the normal full-time work hours in the quarter)
 - February_Actual_Salary_Amount - Actual salary amount paid in February, 2010 (local salary amount; only matches CB salary amount if there is no local supplement)

- 8) Email your completed spreadsheet to jagreporting@scb.virginia.gov no later than Friday, March 12, 2010. **Please also include in this email a confirmation that your CCR Account has been established per Code of Federal Regulations, CFR 176.50 (c). The CDFA number for this grant is 16.803.**

Should you have questions regarding these instructions please contact the following Compensation Board Staff:

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