

Instructions for Completing the Compensation Board's Budget Reduction Template

- 1) Go to the Compensation Board's Constitutional Officers Budget and Salary web page and click on the Database Entitled 'FY12 Budget Reduction Database'. The link directly to this page is www.scb.virginia.gov/budgets.cfm.
- 2) Click on 'Save' and save the database to your computer or file server.
NOTE: If you do not have Microsoft Access, please contact your program technician so that your spreadsheet can be emailed to you.
- 3) After the database has been saved to your computer or file server, open the database and click on the 'Queries' button on the left-hand side of the screen.
- 4) Double-click on the Query named specifically for your office (for example, Office_307_query). 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 'Office_XXX_YYY' (where xxx is your office number and YYY is your Locality code) 4) then select 'Export all', 5) then re-enter your 3-digit code when prompted and click 'OK'. **NOTE: The Compensation Board is running Excel 2003, so if you are running a more recent version of Excel, please save as an 'Excel 97-2003' version.**
- 6) Open the Excel spreadsheet that you saved to your PC or file server. The information listed below is on the spreadsheet. **Please do not change the values or content of information in the columns entitled: Office, Locality, Position_num, Class, Last_name, First_name and Current_Salary.**
 - **Locality** – Your Locality Code
 - **Position_Num** – This is the position number as found on COIN.
NOTE: Position number 'ftemp' denotes temporary personnel funds. Position number 'offex' denotes office expenses funds. Position number 'rdamt' denotes the budget reduction target for your office.
 - **Class** – This is the class code as found on COIN for the specific position number.
 - **Reclass** – You should enter a class code into this field if you wish to reclassify the position. If you do not wish to reclassify the position, please do not enter anything into this field.
 - **Last_Name** – This is the last name of the individual currently in the position.
 - **First_Name** – This is the first name of the individual currently in the position.
 - **Current Salary** – This is the FY11 salary currently in effect, representing the base salary of the position prior to any salary reductions.

- **FY12_Salary** – This is the FY12 Budgeted Salary to be established by the Compensation Board, including any salary reductions based on the default reduction implementation plan.
 - **Budget Reduction** – This is the difference between the Current_Salary and the FY12_Salary based upon Compensation Board changes. To ensure that this column calculates properly when you make requested changes, please enter a formula to subtract Current Salary from the FY12 salary (i.e. =i2-h2 in the first row of the data, and then copy down to all rows containing data).
- 7) **Please do not change the order of the columns or the headings associated with the columns. Do not change the contents of any figures in the last row containing the budget reduction target (position_number "rdamt").**
 - 8) If you would like to change the FY12_Salary information, please key over the data in the column. All figures entered must be whole dollars and must be within the pay-band of the Class or Reclass.
 - 9) If you would like to change the class code associated with the position, enter the new class code in the column labeled 'Reclass'. Please use a valid five character class code.
 - 10) Please do not change the Class, Last_name, First_name, or Current_Salary. If changes need to be made to these fields, enter the appropriate CB-10 in the COIN system, or contact your program technician for assistance.
 - 11) You may wish to add totals after the last row of data in your spreadsheet to make it easier to balance changes you are requesting to your budget reduction. If your spreadsheet is balanced properly, the total of the budget reduction column will be zero.
 - 12) Email your completed Excel spreadsheet to customerservice@scb.virginia.gov **no later than Thursday, April 14, 2011**. No requests to change the default budget reduction implementation plan will be accepted after April 14, 2011.

Should you have questions regarding these instructions or need assistance in preparing your spreadsheet, please contact the following Compensation Board Staff:

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