

HR Impact Plan	Require NBAPBUD/JOB Change - Budget Office	Merit- Budget Office	Salary Planner Position - Budget Office <u>Single Positions Only</u>	Salary Planner Employee/Job - Budget Office	Budget Development-Budget Office		Salary Planner-Department	Budget Development- Department
EPAF	All changes below require a comment to be entered by the Budget Office							
New Hire	no	N/A	May need to update position budget. Check comment on Epaf on how to offset SP change or verify funds are in 6Z0.	Jobs added to Salary Planner nightly or when re-extract is on.	Salary pools update automatically if the position budget changes. It will impact target balancing. Rebalance by adjusting 6Z0 or other budget pool per the dept request.		Compare Epaf amount to amount budgeted for vacancy in SP.	If Epaf is different from the amount budgeted for the vacancy in SP, provide Budget Office with what budget pool to adjust to keep the fop/target balanced.
Transfer Gaining/Losing	no	If it involves a pay increase, they are no longer merit eligible. Remove Merit and have them marked as ineligible.	May need to update gaining position budget. Check comment on Epaf on how to offset SP change or verify funds are in 6Z0.	Jobs removed from old dept and added to new dept nightly or when re-extract is on.	Salary pools update automatically if the position budget changes. It will impact target balancing. Rebalance by adjusting 6Z0 or other budget pool per the dept request.		Compare gaining Epaf amount to amount budgeted for vacancy in SP.	If Epaf is different from the amount budgeted for the gaining vacancy in SP, provide Budget Office with what budget pool to adjust to keep the fop/target balanced.
Job Begin	no	N/A	May need to update position budget. Check comment on Epaf on how to offset SP change or verify funds are in 6Z0.	Jobs added to Salary Planner nightly or when re-extract is on.	Salary pools update automatically if the position budget changes. It will impact target balancing. Rebalance by adjusting 6Z0 or other budget pool per the dept request.		Compare Epaf amount to amount budgeted for vacancy in SP.	If Epaf is different from the amount budgeted for the vacancy in SP, provide Budget Office with what budget pool to adjust to keep the fop/target balanced.
Job End/Termination	no	Employee along with merit (if awarded) will be removed from SP nightly or when re-extract is on.	Position will stay budgeted as set up in Salary Planner unless merit was awarded. The System will remove those dollars tied to the position overnight or when the re-extract in on.	Jobs removed from Salary Planner nightly or when re-extract is on.	If merit in Prep, this will impact target balancing. Need to plug in 6Z0 the next day or next time the re-extract in on. If no merit in Prep, there won't be a change needed.		Jobs removed from Salary Planner nightly or when re-extract is on.	If merit in Prep, the system will remove those dollar tied to the position and Budget Office will plug in 6Z0. If no merit in Prep, there will be no change to the position budget and will not affect fop/target balancing.
Add Secondary Job, with FTE	no	N/A	May need to update position budget. Check comment on Epaf on how to offset SP change or verify funds are in 6Z0.	Jobs added to Salary Planner nightly or when re-extract is on.	Salary pools update automatically if the position budget changes. It will impact target balancing. Rebalance by adjusting 6Z0 or other budget pool per the dept request.		Compare Epaf amount to amount budgeted for secondary in SP.	If Epaf is different from the amount budgeted for the vacancy in SP, provide Budget Office with what budget pool to adjust to apply to keep the fop/target balanced.

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Add Secondary Job, 0 FTE (Overloads)	no	N/A	No action necessary.	Overloads are not loaded to Salary Planner when re-extract is on. They will be listed as an ‘FYI’ under “Other Jobs” in Salary Planner.	No Impact. Budget should be reserved in 6Z0 to cover overloads		Overloads are not loaded to Salary Planner. They will be listed as an ‘FYI’ under “Other Jobs” in Salary Planner.	No Impact. Budget should be reserved in 6Z0 to cover overloads, add a comment to identify the amount to be reserved for overloads.
Add Primary Job Recurring Pay (Overloads)	no	N/A	No action necessary.	Overloads are not loaded to Salary Planner when re-extract is on. They will be listed as an ‘FYI’ under “Other Jobs” in Salary Planner.	No Impact. Budget should be reserved in 6Z0 to cover overloads		Overloads are not loaded to Salary Planner. They will be listed as an ‘FYI’ under “Other Jobs” in Salary Planner.	No Impact. Budget should be reserved in 6Z0 to cover overloads, add a comment to identify the amount to be reserved for overloads.
Add Sec Job and Future End Job Summer	no	N/A	No action necessary.	No action necessary.	No action necessary.		No action necessary.	No action necessary.
Current and Future Labor Change	no	N/A	As instructed in SP Job, this change will be copied over if change is permanent for a single position.	Epaf does not fed into Salary Planner. If FOP change is permanent, verify annualized cost is available on FOP provided. If depts are locked out, update in Salary Planner. For single positions only, copy job distribution to position.	Salary pools update automatically once the position FOP changes. It will impact target balancing for both FOPs involved. Rebalance by adjusting 6Z0 or other budget pool per the dept request.		Epaf does not fed into Salary Planner. If submitting current and future labor change Epaf, add comments as to whether the change is temp (current FY Only) or perm (Prep FY as well). While Salary Planner is open to departments, the departments will need to verify the labor distribution for the employees and make any necessary adjustments. If depts are locked out, Budget Office can make the change in SP up until roll out at the beginning of August.	Verify annualized change is available in FOP provided for Salary Planner changes, provide Budget Office with what budget pool to adjust to keep the fop/target balanced.
Pay Change	no	Remove merit from employee detail and have them changed to merit ineligible. Unless pay change epaf is basis of completing a work-related certification or college degree. In this case, both merit and pay change are allowed)	Check comment on Epaf to see how to offset SP change or verify funds are in 6Z0. Update position.	Epaf does not fed into Salary Planner. Change in SP Job Detail Base (SM hourly MN annual) for all employees (single & pooled).	Salary pools update automatically once the position budget changes. It will impact target balancing. Rebalance by adjusting 6Z0 or other budget pool per the dept request.		Compare Epaf amount to amount budgeted for pay change in SP.	Verify annualized change is available in FOP provided for Salary Planner changes, provide Budget Office with what budget pool to adjust to keep the fop/target balanced.

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FTE Change	no	If going below .5 FTE, remove merit and have them changed to merit ineligible.	Check comment on Epaf to see how to offset SP change or verify funds are in 6Z0. Update position.	Epaf does not fed into Salary Planner. Change in SP Job Detail Base FTE & Proposed FTE, HPD, and HPP for all employees (single & pooled).	Salary pools update automatically if the position budget changes. It will impact target balancing. Rebalance by adjusting 6Z0 or other budget pool per the dept request.		Compare Epaf amount to amount budgeted for FTE change in SP.	Verify annualized change is available in FOP provided for Salary Planner changes, provide Budget Office with what budget pool to adjust to keep the fop/target balanced.
New Positions/Reclassifications								
New Position Requests	Yes in NBAPBUD; Activate in both years.	N/A	Verify annualized cost is available in FOP provided. New positions added nightly or when re-extract is on.	N/A	Salary budget pools will update overnight. It will impact target balancing overnight. Make adjustment to offset new position once it's in SP.		New positions are added to Salary Planner nightly or when re-extract is back on.	Verify annualized cost is available in FOP provided for Salary Planner changes, provide Budget Office with what budget pool to adjust to keep the fop/target balanced.
Reclassifications	If effective before 09/01 and there's a FOAP change, enter new labor distribution in NBAJOBS.	If it involves a pay increase, remove merit and have them changed to merit ineligible	Check comment on reclass on how to offset SP change or verify funds are in 6Z0. Update position.	Does not update automatically. Change employee info on job detail screen for all employees (single & pooled) including proposed title, base hourly rate for SM or base annual salary for MN.	Salary budget pools will update automatically from the Position Budget changes in Salary Planner. Rebalance by adjusting 6Z0 or other budget pool per the dept request.		Verify annualized increase is available in FOP provided for Salary Planner changes.	If reclass amount is different from the amount budgeted for the reclass in SP, provide Budget Office with what budget pool to adjust to keep the fop/target balanced.
Position Org Code Changes								
Position Org Code Changes. Preference is to do before depts are in.	Yes in NBAPBUD; in Prep FY only	Run HR389 Salary Increase report before making org changes. Pay changes will likely be removed overnight or once the re-extract is back on.	Org changes are posted to Salary Planner nightly. Verify the position moved to the new org the following day on the list by position screen.	Merit & other adjustments to the positions/incumbents entered in SP could be wiped out that the budget office must re-enter after Org change is applied if still approved by new dept.	Salary budget pools will update overnight from the Position Budget changes in Salary Planner. It could impact target balancing if changes were made before that need to be re-entered. After re-entry, no changes should be required.		Positions Org changes are added to Salary Planner nightly or when re-extract is back on.	No changes should be required. If there is a difference, double check merits were re-entered correctly.
Labor Distribution Changes								
Redistributions	N/A	N/A	N/A	No action necessary.	No action necessary.		No action necessary.	No action necessary.
Budget Revisions								
Permanent Revisions	N/A	N/A	N/A	N/A	Make budget pool adjustments as needed.		N/A	Permanent revisions cannot feed into prep after the prep roll (Mid-April). Revisions instead need to occur in the prep modules.
Temporary Revisions	N/A	N/A	N/A	N/A	No action necessary.		N/A	No action necessary.
Permanent Revisions with transfer(s)	N/A	N/A	N/A	N/A	Adjust transfer roster, then make budget pool adjustments as needed.		N/A	Transfers are rare, please contact Budget Office.