



CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS

Agencies must complete this form for personnel actions involving director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Merit Adjustment Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

1. Business Area/Agency:			
2. Type of Action Requested:			
3. Employee Name:			
4. Employee Personnel Number (if any):			
5. Position Number:			
6. Job Title:			
7. Class Code:		8. Grade:	
9. Current Salary:			
10. Requested Salary:			
11. Change in Salary:			
12. Change in Personal Services Match:			
13. Total Budgetary Impact:			
14. Fund Center:			
15. Cost Center:			
16. Funding Source:			
17. Current Budget for Appropriation:			
18. Certified Funding for Appropriation:			

Justification:

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.

Agency Director

Date

INSTRUCTIONS FOR THIS FORM

1. **Business Area/Agency**—Enter your business area and agency name.
2. **Type of Action Requested** – This is a drop down box. Choose which type of personnel action the agency is requesting. Currently the options are as follows: Director's Discretion—Incumbent, EWQ Agency Discretion, Growth Pool, Surrender Pool, and Temporary Transition Pool.
3. **Employee Name** – This box will only be completed for 10% Director's Discretion or 15% EWQ requests.
4. **Employee Personnel Number** – This box will only be completed for 10% Director's Discretion or 15% EWQ requests.
5. **Position Number**—Enter the position number that is the subject of the request.
6. **Job Title** – This is the title of the position being requested. In the event of a surrender pool request, this would be the title of the position being requested not any of the positions being surrendered. If the position is crossgraded, enter the crossgraded title.
7. **Class Code** – This is the Class Code associated with the Job Title listed in #6.
8. **Grade** – This is the grade assigned to the Class Code and Job Title listed in #s 6 & 7.
9. **Current Salary** – This is the current salary of the position without the requested change.
 - a. For the 15% EWQ, if this is a currently vacant position, the current salary would be the entry salary for the class code. (If the position was not budgeted during the AOP process, the current salary would be \$0)
 - b. For a growth pool or temporary transition pool positions, the current salary would be \$0 as this position would not have been accounted for in the current budget.
 - c. For a surrender pool request, the current salary would be the cumulative budgeted salaries of the positions being surrendered. (If any of the surrendered positions were not budgeted during the AOP process, the salary amount for those positions is \$0.)
10. **Requested Salary**—Enter the salary requested.
 - a. For EWQ or incumbent discretion, the salary requested cannot exceed 15% or 10% of the entry or current salary, respectively.
 - b. For pool positions, enter the entry salary of the position being requested; if requesting more than one position, enter the cumulative entry salaries.
11. **Change in Salary** – This field is calculated as the difference between the current salary and the requested salary. In the event of a surrender pool request, this amount could be negative if the difference between the salary of the 1 new position is less than the sum of the surrendered positions' salaries.
12. **Change in Personal Services Match** – This is the amount benefits would increase as a result of the increase in salary. In most instances, using a rate of 26% to calculate this cost would be sufficient, but be aware that in the case of growth or temporary transition pool positions, insurance of \$420 per month would also need to be added.
13. **Total Budgetary Impact** – This is a calculated field with the sum of lines 11 and 12. This is the total increased cost projected that the agency would have to be able to support with current funding.
14. **Fund Center** – This is the fund center of the appropriation where the requested position is funded from.
15. **Cost Center** – This is the cost center that the position is paid from within the Fund Center in #11.
16. **Funding Source** – This is the type of revenue used to support the appropriation from #s 11 & 12.
17. **Current Budget for Appropriation** – This is the total budgeted appropriation for the fund center listed above. Be sure to include any budgeted pay plan amount as that is not reflected in AASIS.
18. **Certified Funding for Appropriation** – This is the total amount of funds currently certified to support the budget above.

Justification – This should list how the agency plans to offset the increased cost of the personnel action being requested, whether this be by reducing operating costs, unbudgeting another position, current funding levels exceed the current budget, etc. Be as specific as possible in explaining these changes, up to detailing the line item that will be reduced, or the position number and title of the vacant position that will be unbudgeted. In the case of a surrender pool request, this is also where an agency would list the position number, title, grade, and salary of the positions being surrendered and if the positions being surrendered were budgeted in a different fund center or from a different funding source than the requested new position.