SUBMITTING AND REVISING A TABLE OF ORGANIZATION

SUMMARY

A department's table of organization (TO) is a computerized listing of all budgeted and overage positions by division and occupational code. It also shows which positions are filled or vacant.
- The "Adopted Budget" column will remain unchanged during the fiscal year to accurately reflect the positions which were approved at the start of the fiscal year;
- The "Current Budget" column may change during the fiscal year due to personnel actions such as "Overages" must be approved by the Office of Management and Budget (OMB). If you have an overage which is not reflected on your T/O, submit the appropriate paperwork to the Human Resources Department (HR) in order to property reflect these positions;
- "Supplemental" – This includes the total number of non-full-time positions.

Unauthorized positions will appear if there are more employees than authorized positions or the employee's budget status code is incorrect. This procedure explains when and how to revise a TO.

PROCEDURE

Initial activation of the TO is at the beginning of the fiscal year. The Office of Management and Budget (OMB) signs off on the TO approved by the department director and forwards that TO to the Payroll and Information Management (PIM), Human Resources Department.

Submitting Original TO
1. The TO for the next fiscal year (October 1 - September 30) is loaded each September. Use the most recent computer printout (generated bi-weekly) of the TO to make changes to Budget and Overage columns.
2. Cross out the old number and write in changes on the computer printout in Adopted Budget, Overage or Frozen columns only. Do not "white out" old numbers or create additional columns. Recalculate total positions for each division and the overall for the department.
3. Submit changes to the respective department director or authorized person for signature.
4. Submit to OMB for approval by September 1. OMB will forward to HR (PIM).

Revising the TO
1. Department receives the bi-weekly printout of the TO and verifies the number of budgeted and overage positions.
2. Make changes to current Budget and Overage columns on the computerized form.
3. Cross out the old number and write in changes on computerized form in Current Budget, Overage or Frozen columns only. Do not "white out" old numbers. Recalculate the total positions for each division and the overall for the department.
4. Submit to the respective department director or authorized person for signature.
5. Send to OMB for approval. OMB will forward to HR after approval.

Unauthorized Positions
All positions on the T/O are identified by division-occupational code. Unauthorized positions will appear on the T/O if there are more persons in the particular division and occupation than are currently budgeted. Therefore, if an employee is not properly reflected in the correct division or occupational code in the payroll system, the employee may appear as unauthorized.

In some cases, the unauthorized person may be a valid due to:
1. Timing differences. For example, there may be an overlap due to delays in the transfers in and out of the same position.
2. Mutual understanding between the department and OMB.
3. An operational need to temporarily place employees in one particular division, e.g. trainees in safety sensitive departments.

The following numbers correspond to the employee's budget status:

CODE	DESCRIPTION
1	Budgeted
2	Overage
3	Budget Unauthorized – entered as a budgeted status "1" by HR but the system changes it to "3" as a result of no positions available on the TO.
4	Budget Unauthorized – entered as a budgeted status "2" by HR but the system changes it to "4" as a result of no positions available on the TO.
5	Supplemental – Part time, Temporary, Seasonal, budget status code "5" is reflected on Supplemental Salary Forecast.

CONTACT(S):
Department/Division
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