CHANGE IN EMPLOYEE BUDGET STATUS

SUMMARY

This procedure explains how to change an employee's budget status if it is incorrect.

PROCEDURE

1. Unauthorized positions will appear on the Table of Organization (TO) if the employee's budget status is incorrect.
2. Refer to the County Salary Forecast or to the Payroll screen PRM1, to determine current employee budget status. The following numbers correspond to the employee budget status:
   1 - Budgeted
   2 - Overage
   3 - Budget Unauthorized – enter as a budgeted status "1" by PIM but the system changes it to "3" as a result of no positions available in the specific division and occupational code on the TO.
   4 - Overage Unauthorized – enter as a budgeted status "2" by PIM but the system changes it to "4" as a result of no positions available in the specific division and occupational code on the TO.
   5 - Supplemental – Part time, Temporary, Seasonal, budget status code "5" is reflected on Supplemental Salary Forecast.

3. Prepare a Personnel Change Document (PCD) and indicate in the Remarks Section the requested change. In most cases the corrective action will be moving "body and position". This should be clearly noted in the Remarks Section.

CONTACT(S):
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