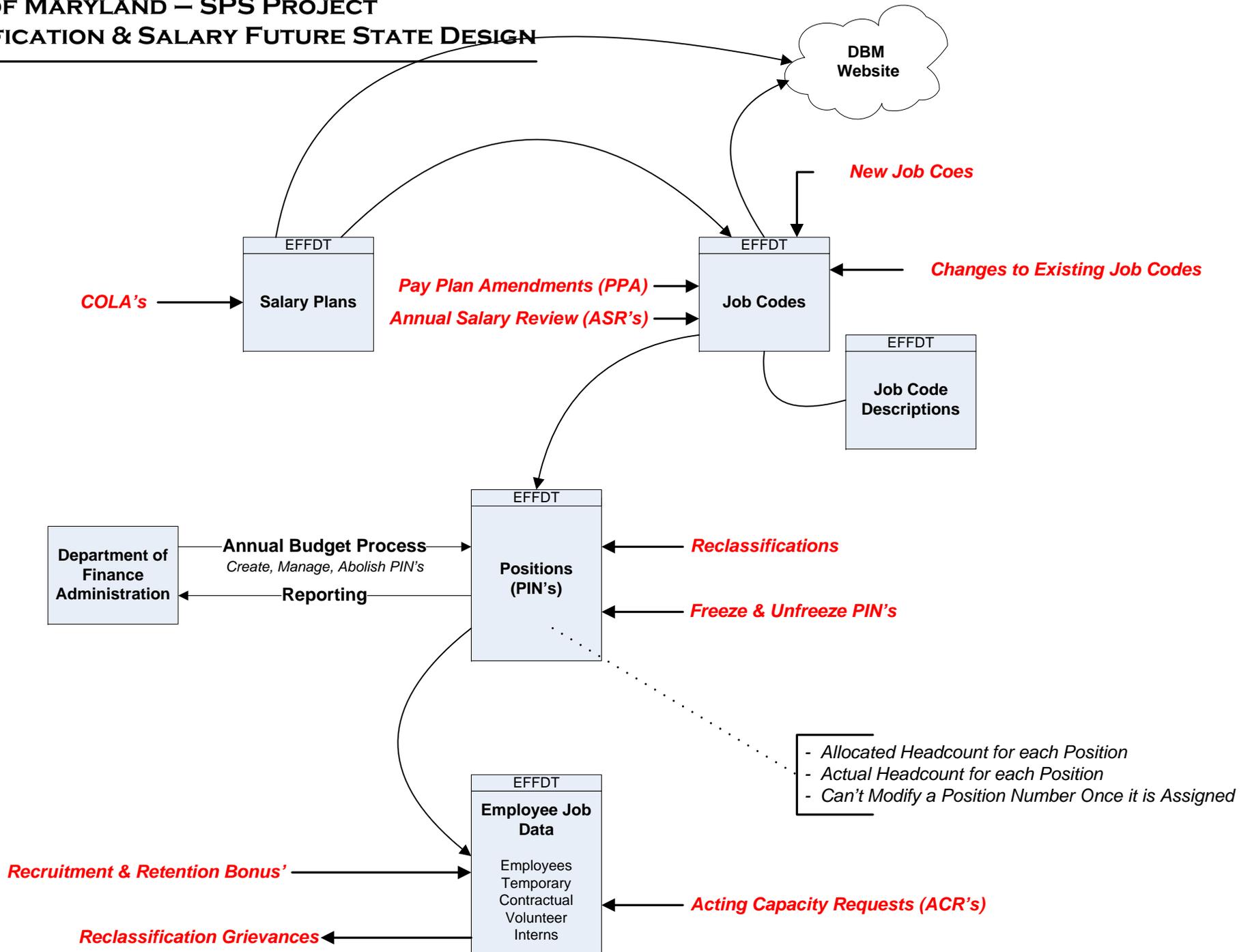
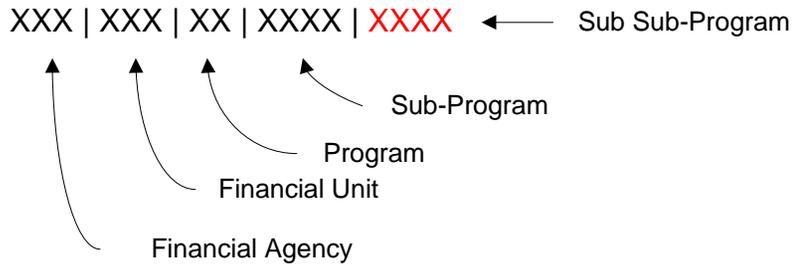


# STATE OF MARYLAND – SPS PROJECT CLASSIFICATION & SALARY FUTURE STATE DESIGN



# STATE OF MARYLAND STATEWIDE PERSONNEL SYSTEM (SPS) PROJECT POSITION CONTROL & MANAGEMENT BACKGROUND INFORMATION

## R\*Stars Financial Codes:



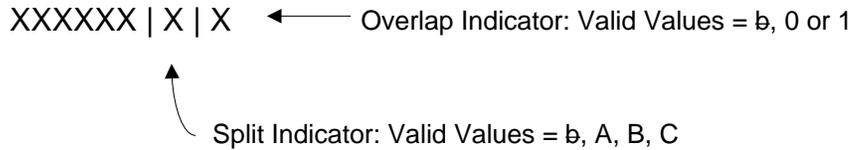
PIN Budget: XXX | XXX | XX  
 Budget: XXX | XXX | XX | XXXX  
 Labor Distribution Allocation: XXX | XXX | XX | XXXX | XXXX

**Financial Agency + Financial Unit + Program + Subprogram**

An Agency may never modify this value for a Position. All updates to Financial Agency must be made by DBM Position Control.

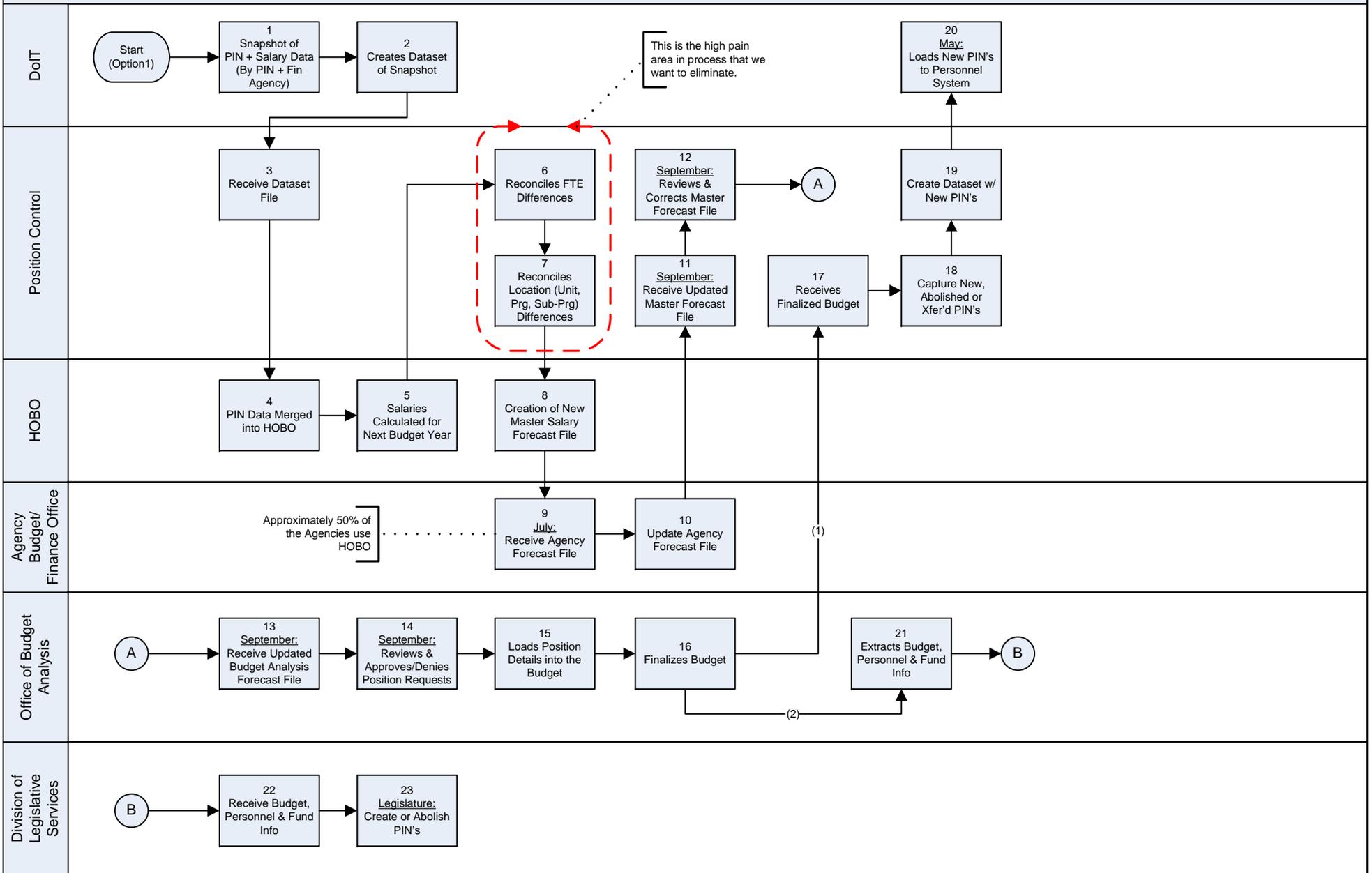
An Agency has the authority to modify these values for a budgeted Position without gaining DBM Position Control approval

## Split & Overlap PIN's:

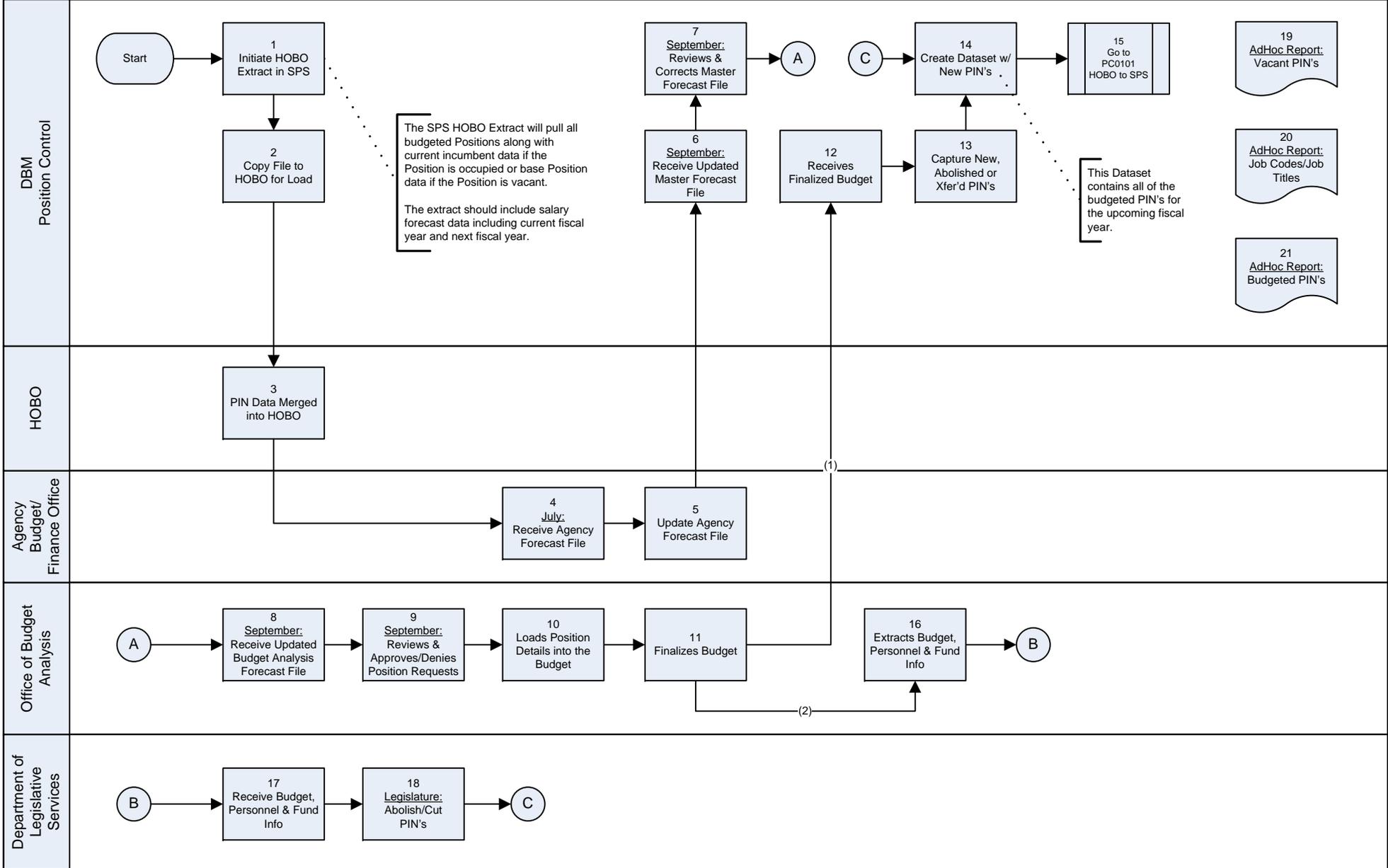


Examples: 123456\_0, 123456\_1, 123456A, 123456B

# Position Control – Current Process

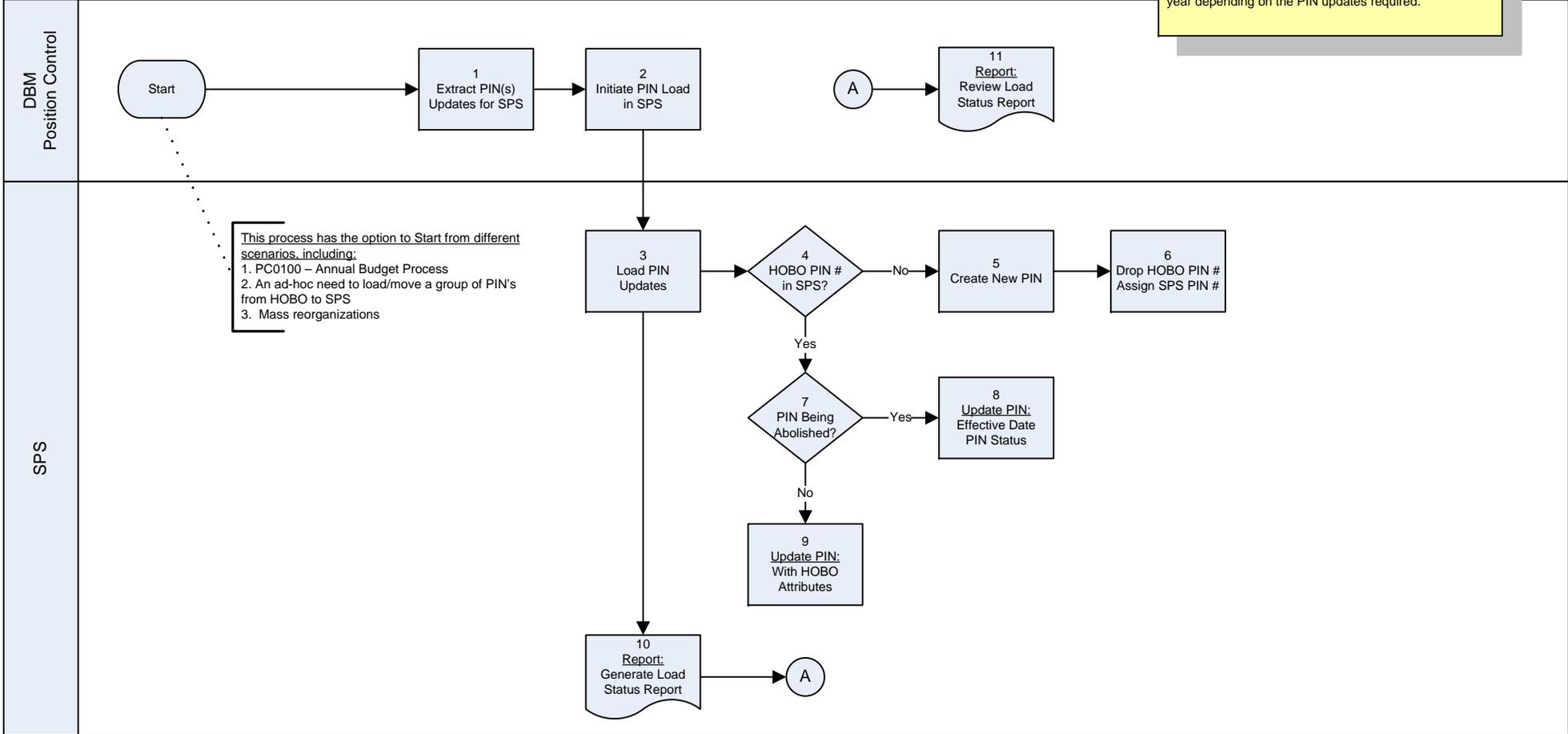


# PC0100 – Annual Budget Process for *Budgeted* Positions

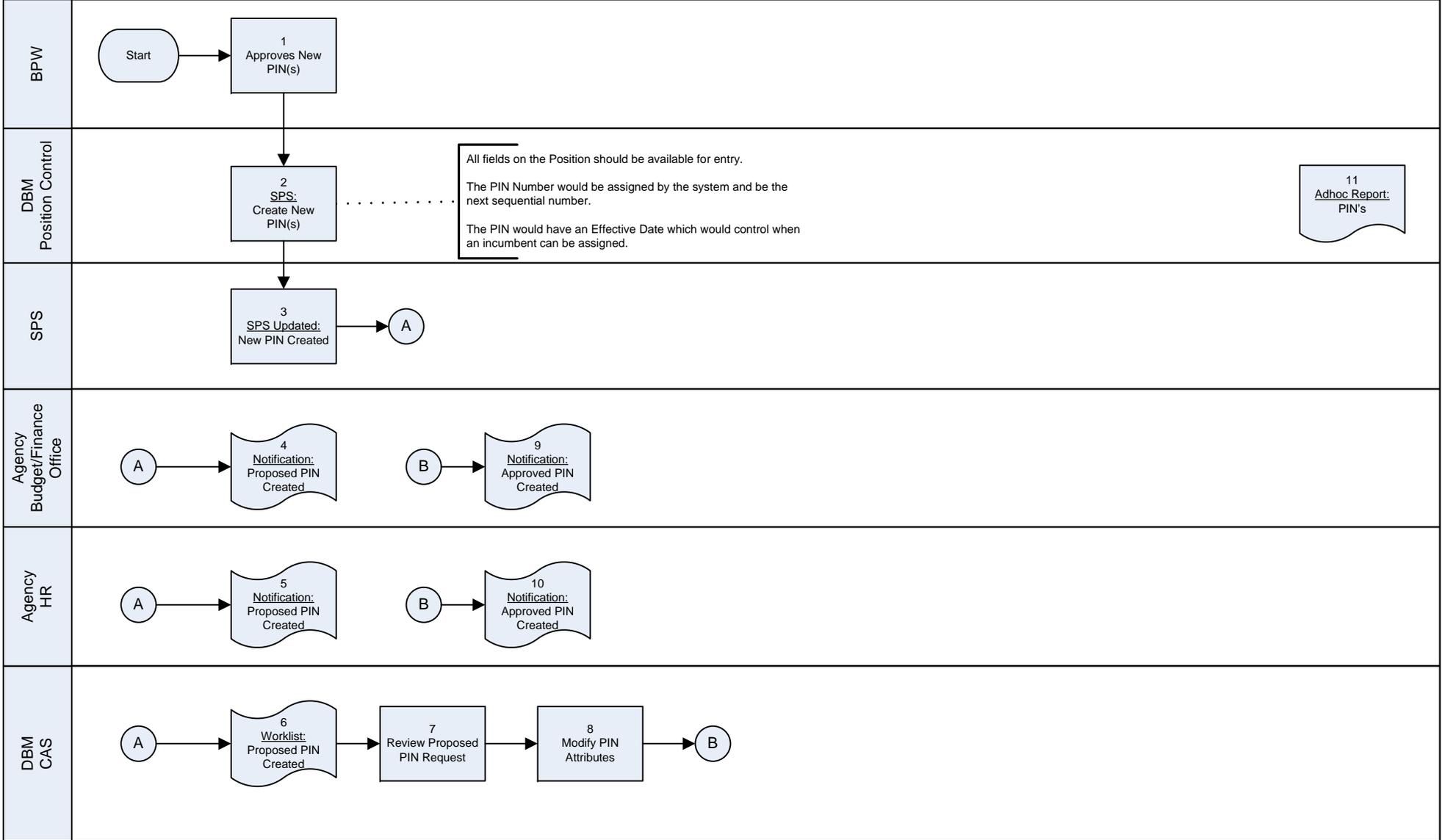


# PC0101 - HOBO to SPS Position Number (PIN) Updates

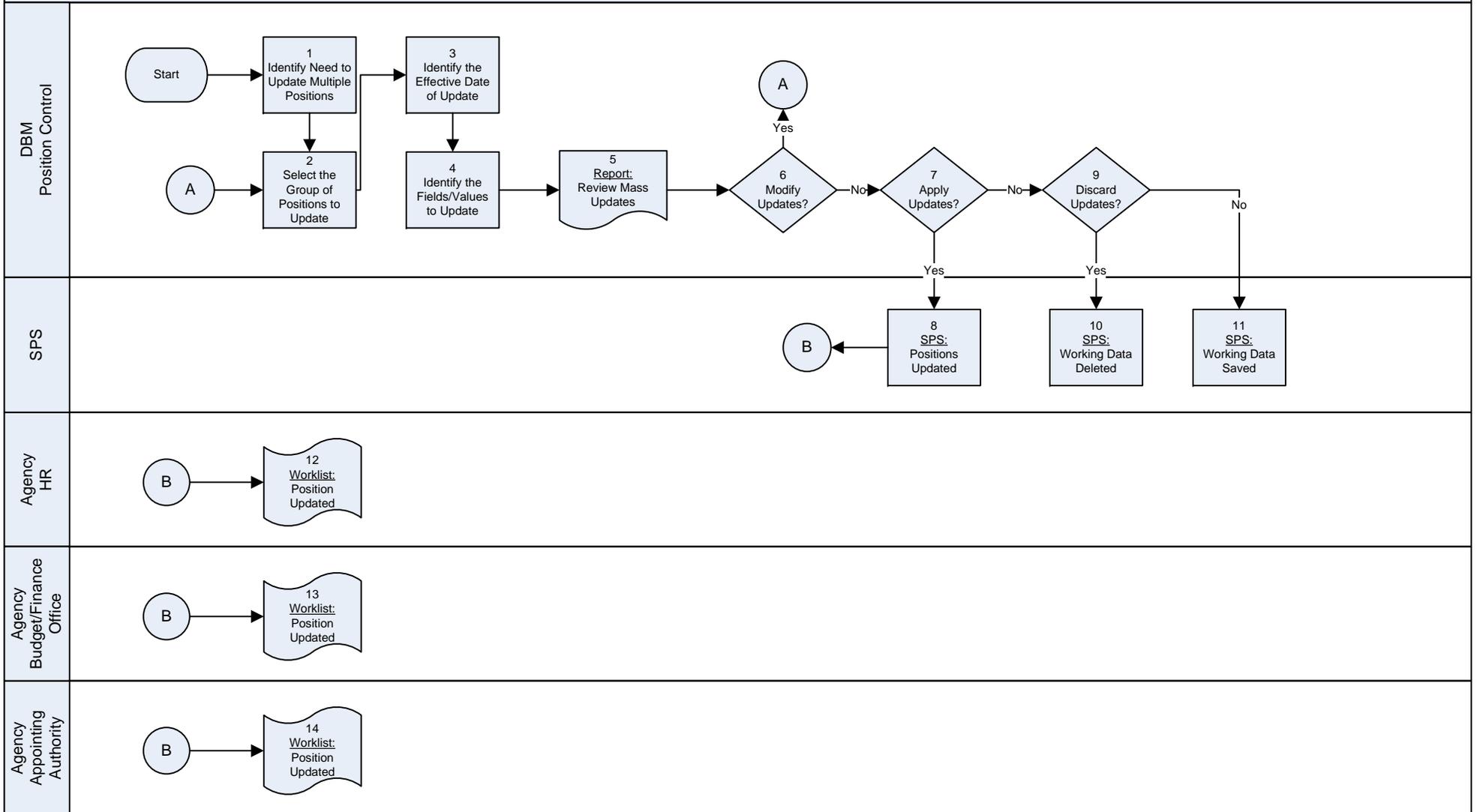
**NOTE:**  
 This process should be able to be run on-demand as needed. It will definitely be used for the Annual Budgeting process and could be used throughout the year depending on the PIN updates required.



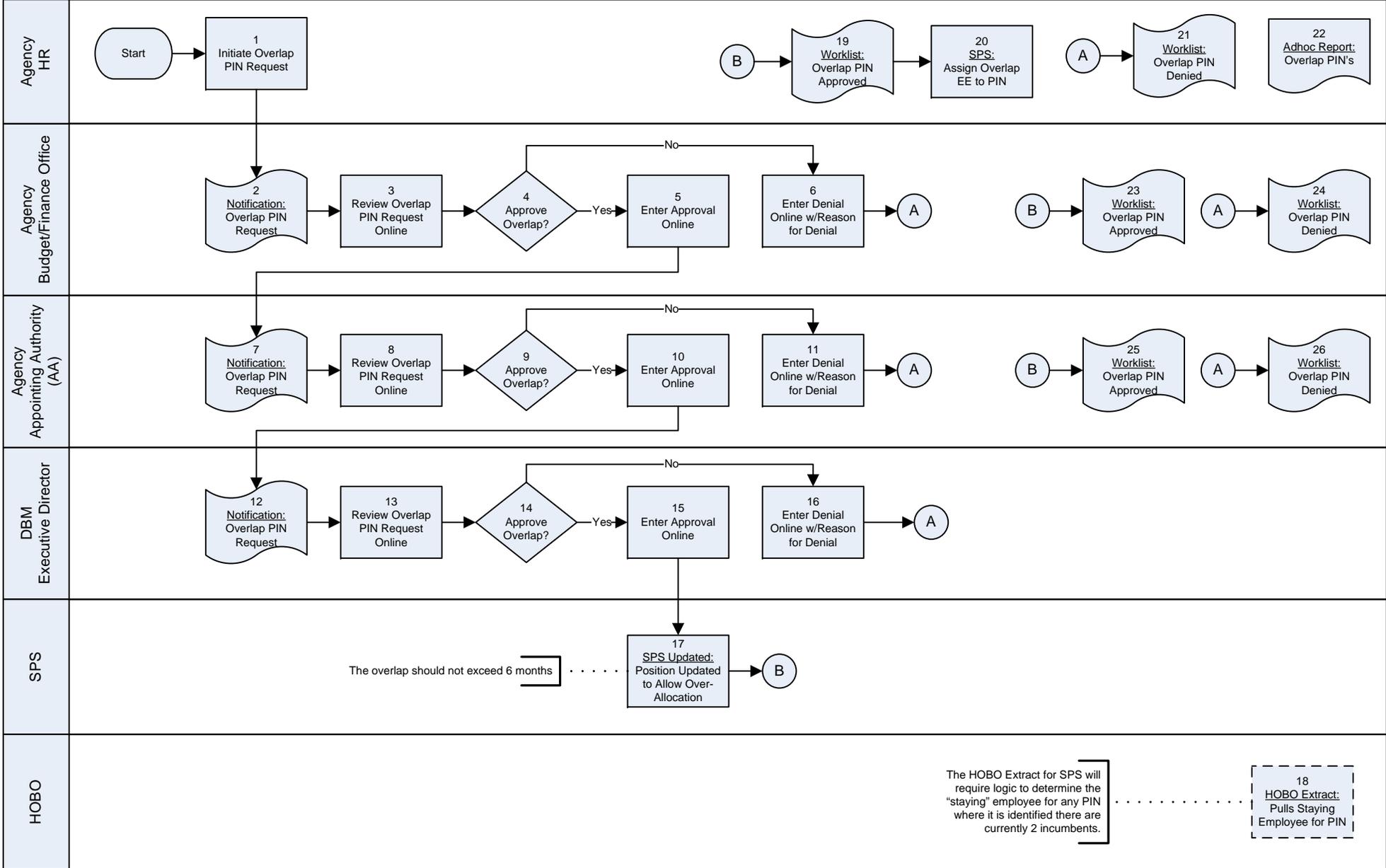
# PC0102 - PIN Creation – Off-Cycle (BPW) Approval



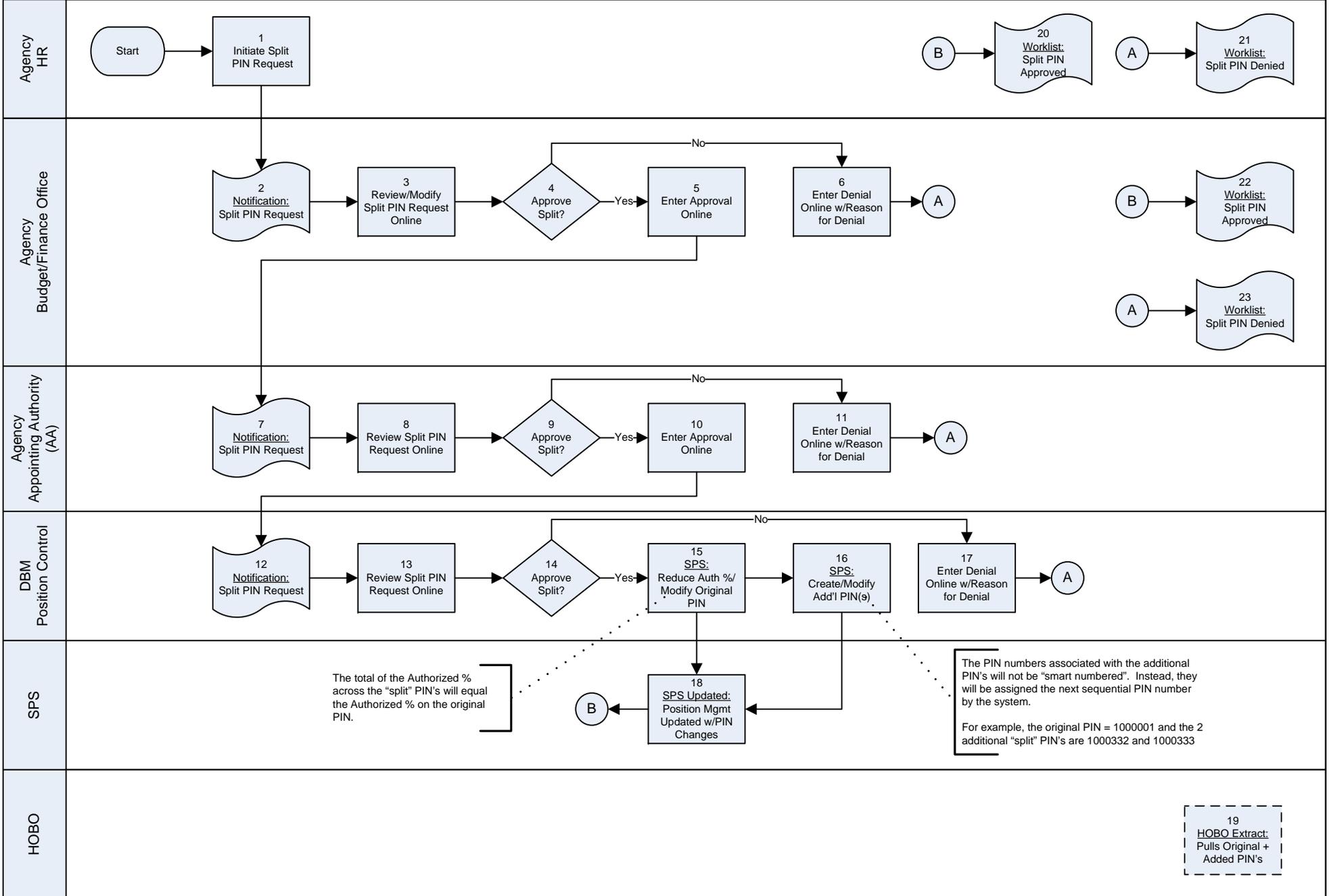
# PC0103 – Mass Update of Budgeted Positions



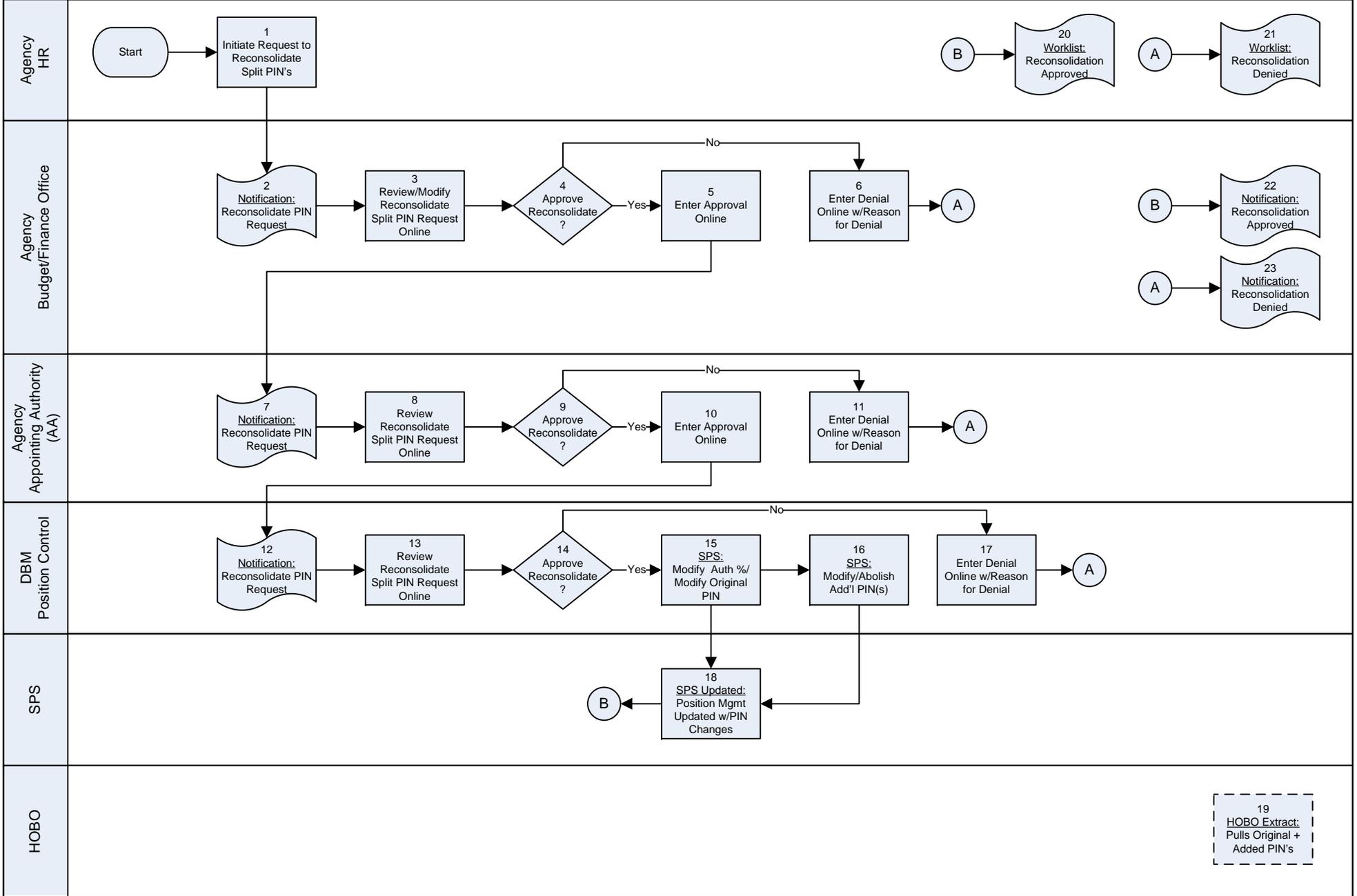
# PC0200 - Overlap a PIN



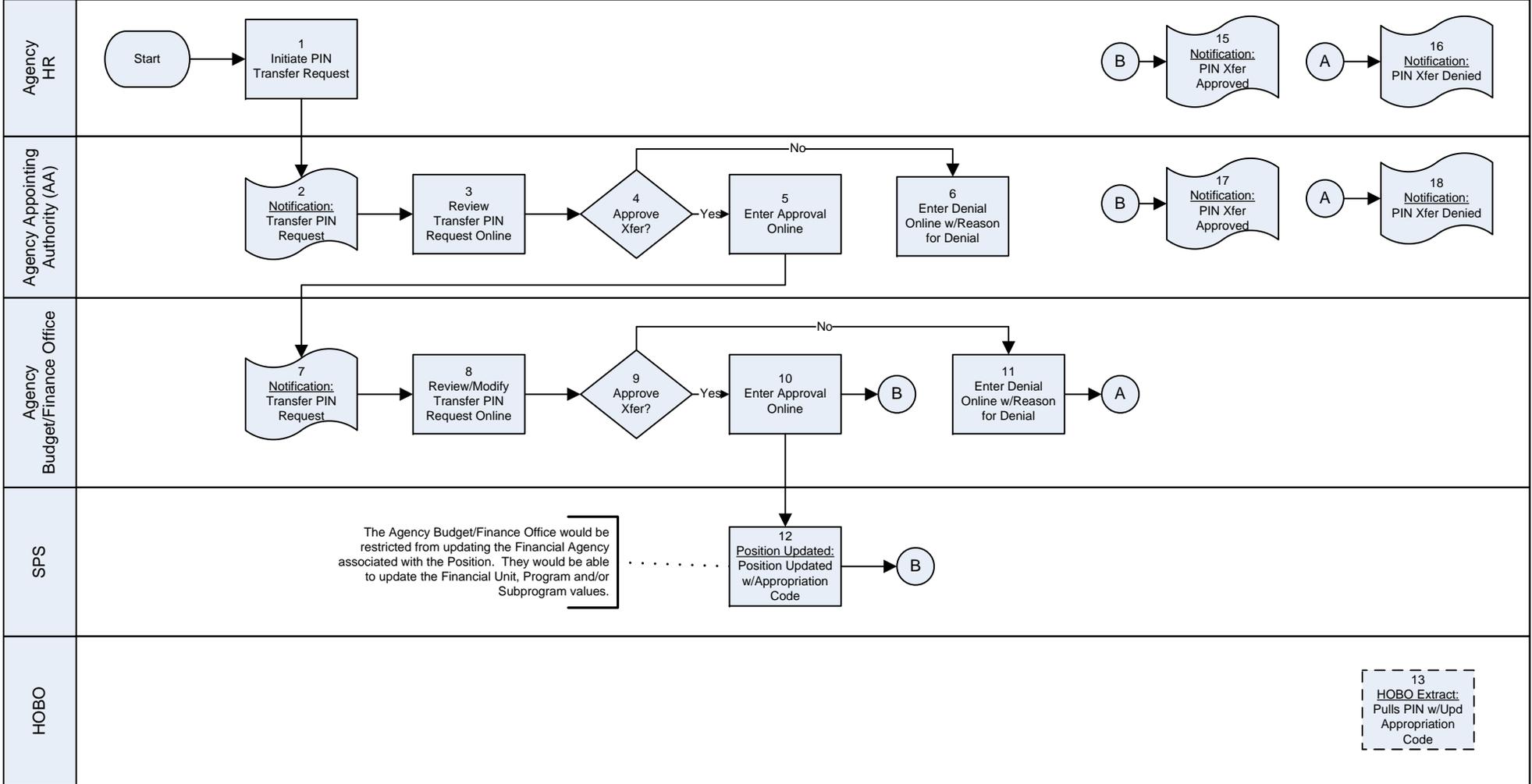
# PC0201 - Split a PIN



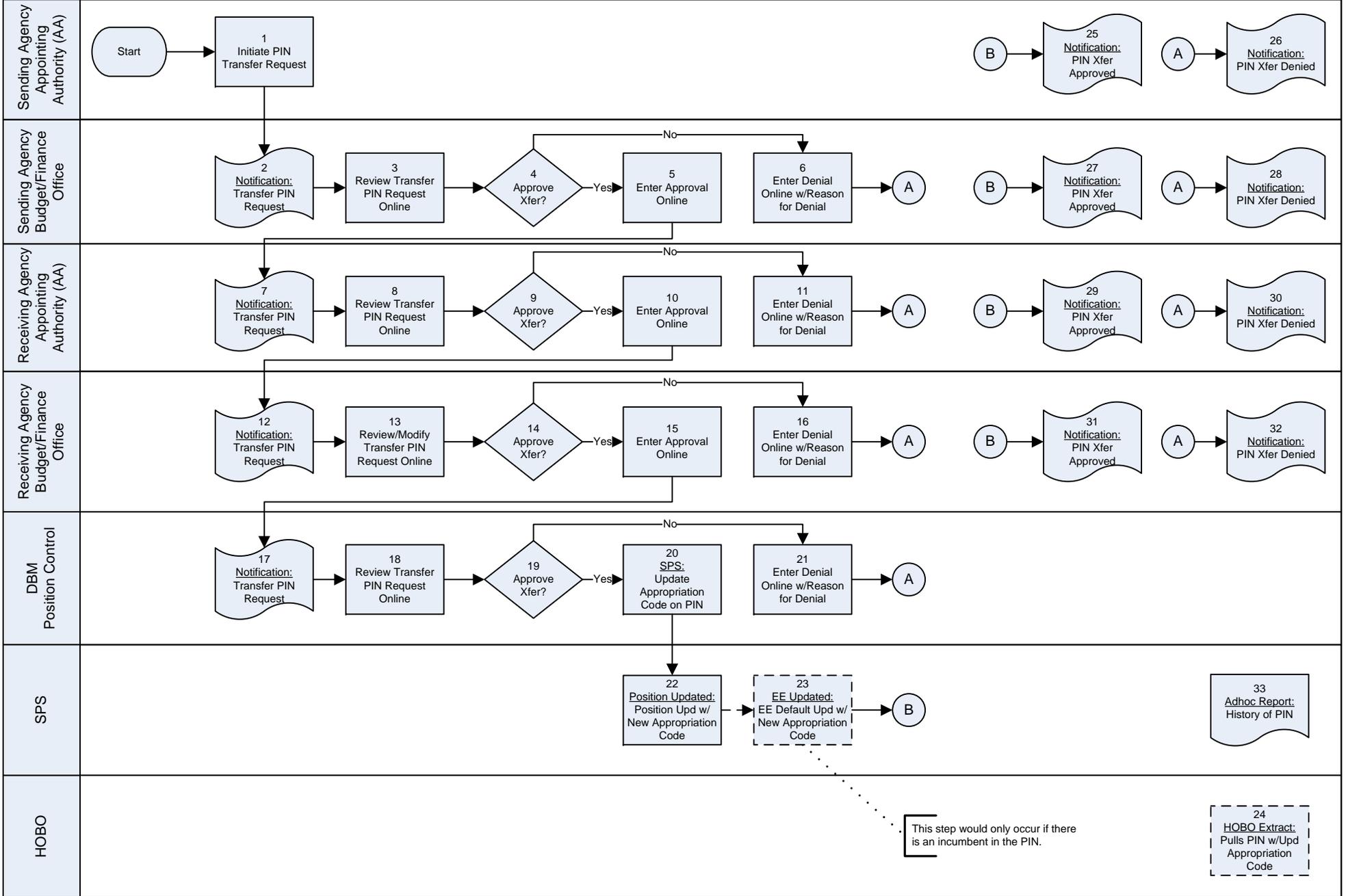
# PC0202 - Reconsolidate a Split PIN



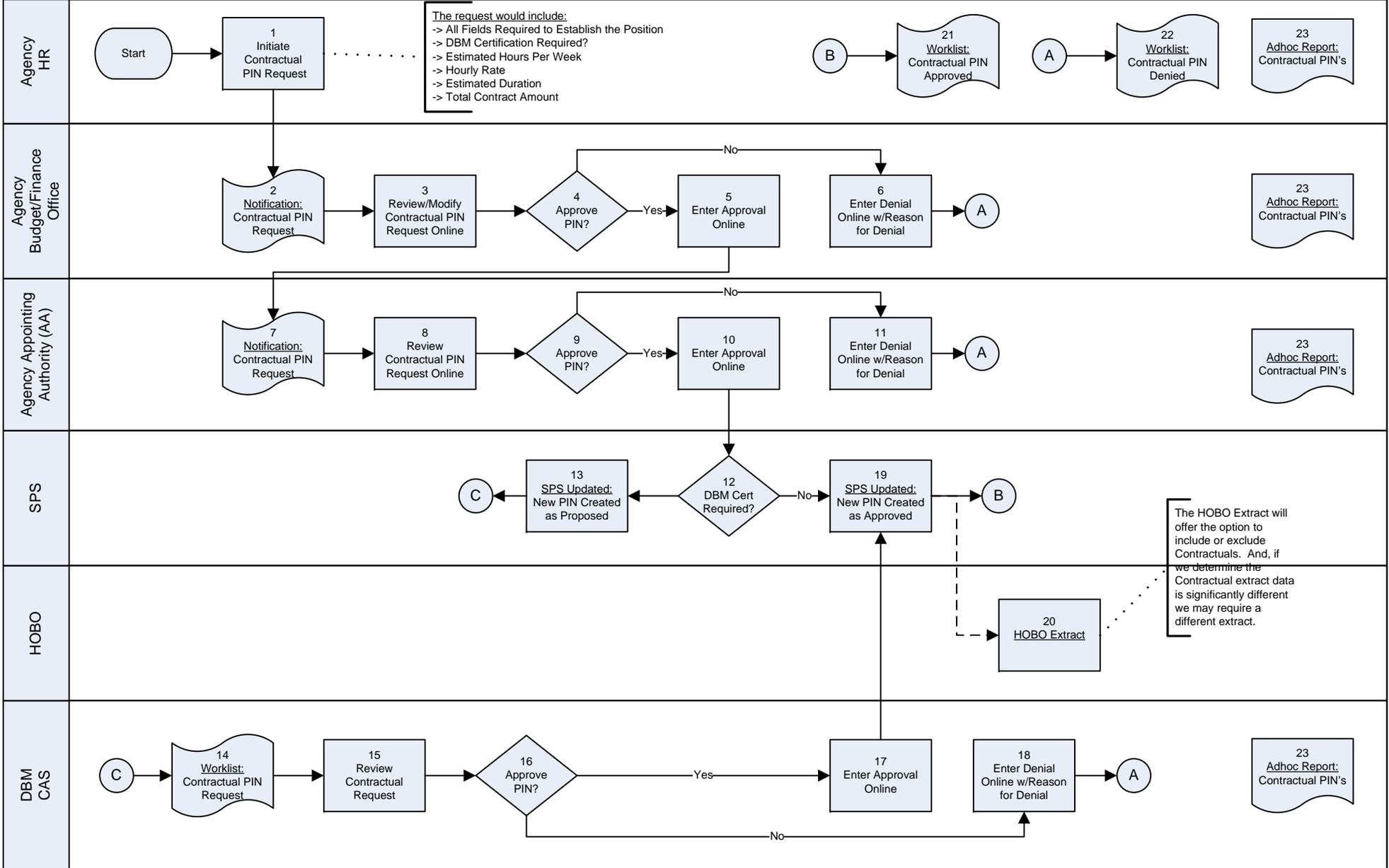
# PC0203 - Transfer a PIN within a Financial Agency



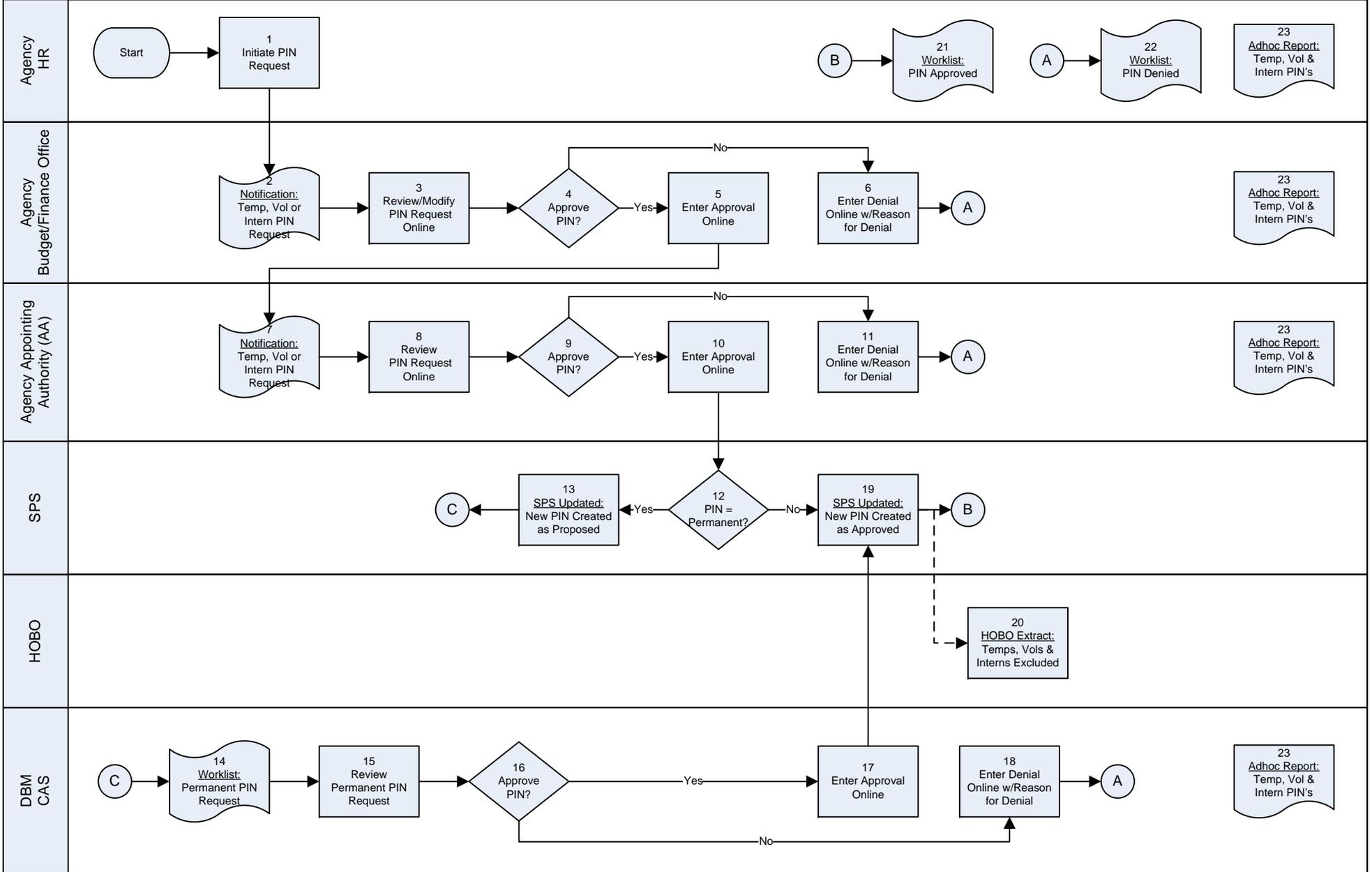
# PC0204 - Transfer a PIN Between Financial Agencies



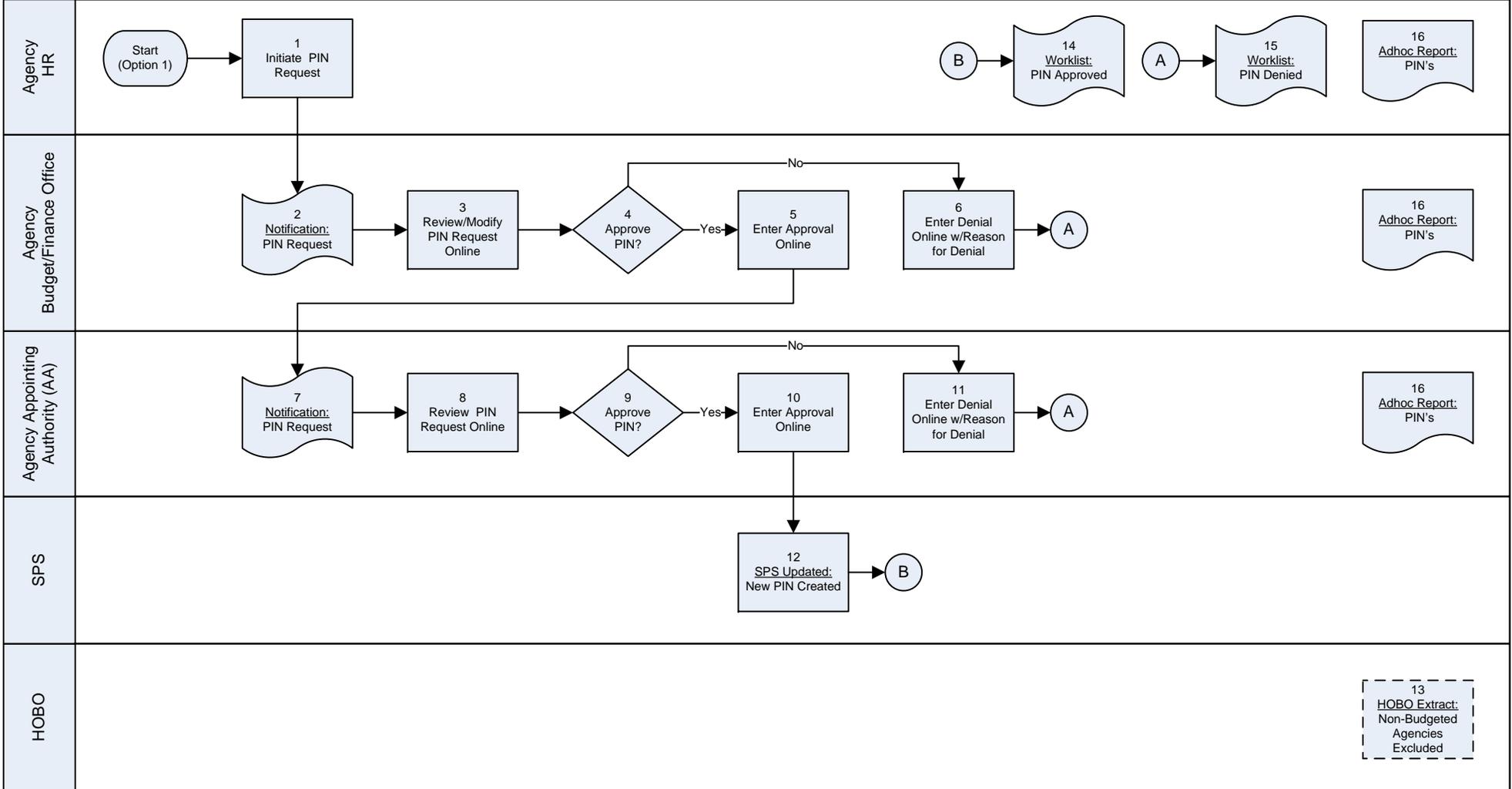
# PC0300 - PIN Creation - Contractuals



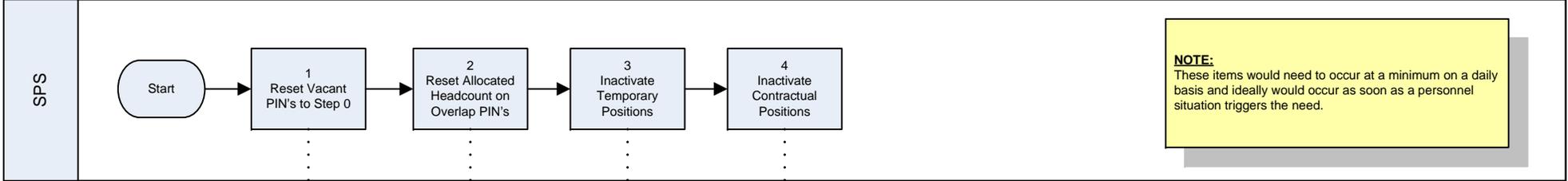
# PC0301 - PIN Creation – Temporary Workers, Volunteers, Interns and Non-Budgeted Permanent



# PC0302 - PIN Creation – Non-Position Control Agencies



# PC0400 - Position Number (PIN) Maintenance



This process would reset the Step on Vacant PIN's back to "base" (Step 0).

This process would Inactivate any Vacant Temporary Positions.

This process would Inactivate any Vacant Contractual Positions.

This process would reset the Allocated Headcount back to 1 for PIN's where the Allocated Headcount was increased to accommodate an Overlap scenario.

This update would only occur if the Actual Headcount = 1 and the Allocated Headcount = 2 on a Budgeted Position.

**NOTE:**  
These items would need to occur at a minimum on a daily basis and ideally would occur as soon as a personnel situation triggers the need.

SPS