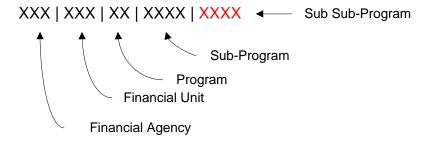


STATE OF MARYLAMD STATEWIDE PERSONNEL SYSTEM (SPS) PROJECT POSITION CONTROL & MANAGEMENT BACKGROUND INFORMATION

R*Stars Financial Codes:

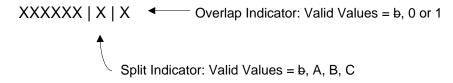


PIN Budget: XXX | XXX | XX Budget: XXX | XXX | XXX | XXX

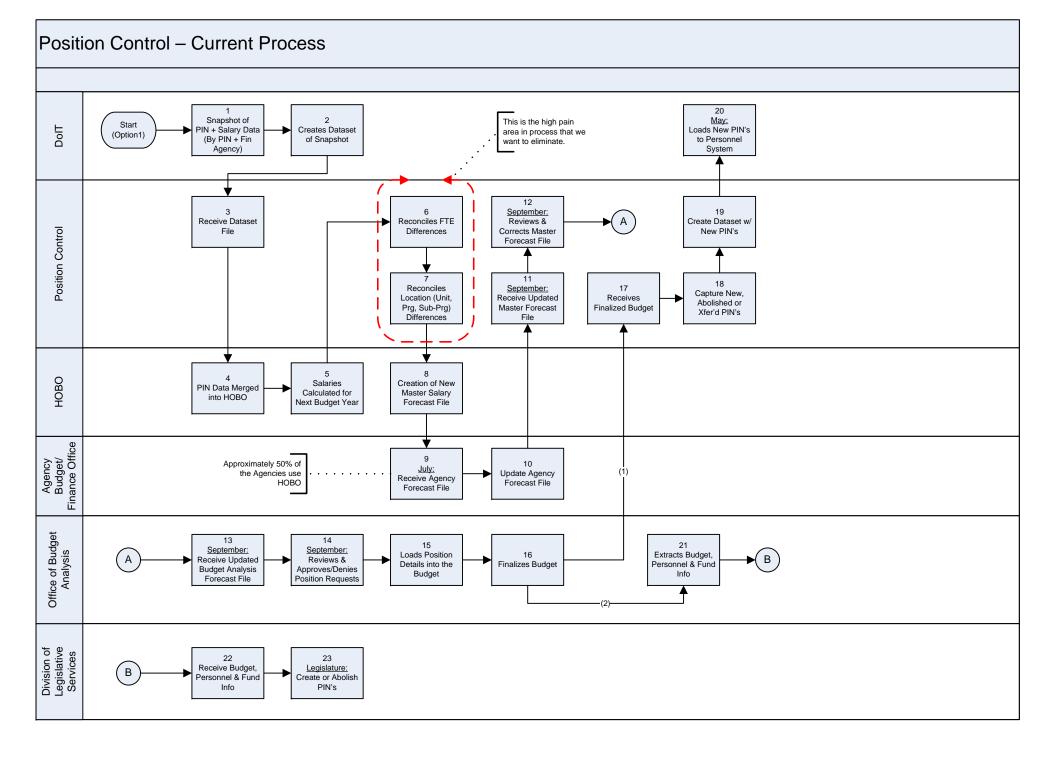
Labor Distribution Allocation: XXX | XXX | XX | XXXX | XXXX

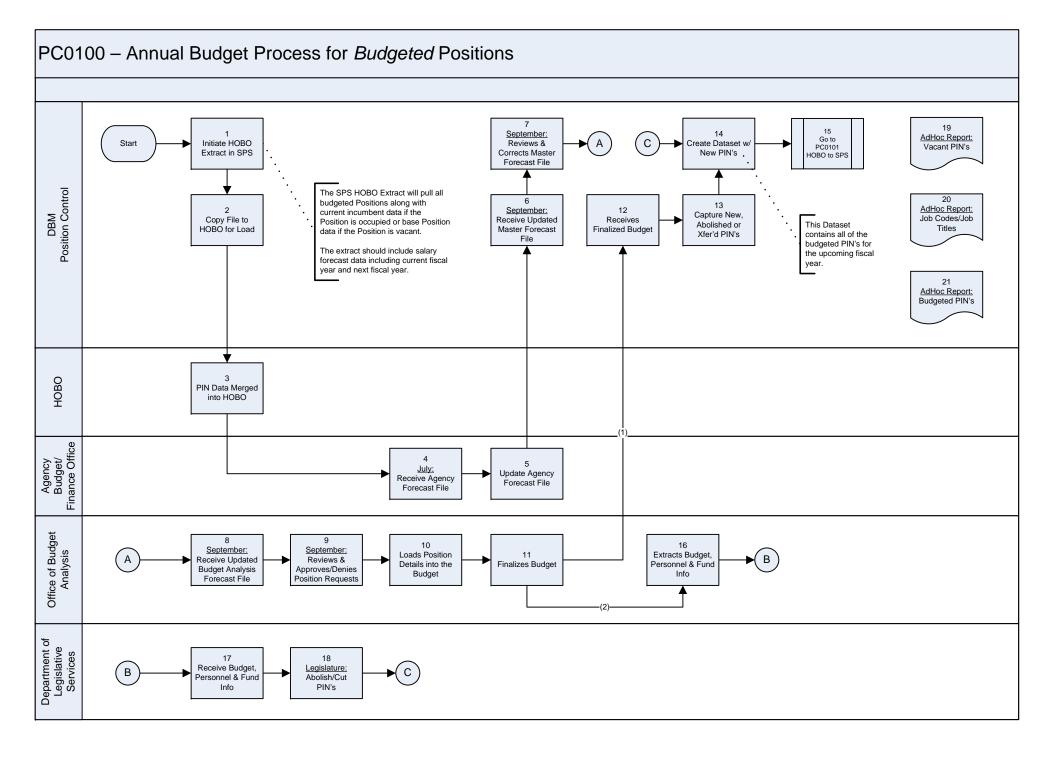
Financial Agency + Financial Unit + Program + Subprogram An Agency may never modify this value for a Position. All updates to Financial Agency must be made by DBM Position Control. An Agency has the authority to modify these values for a budgeted Position without gaining DBM Position Control approval

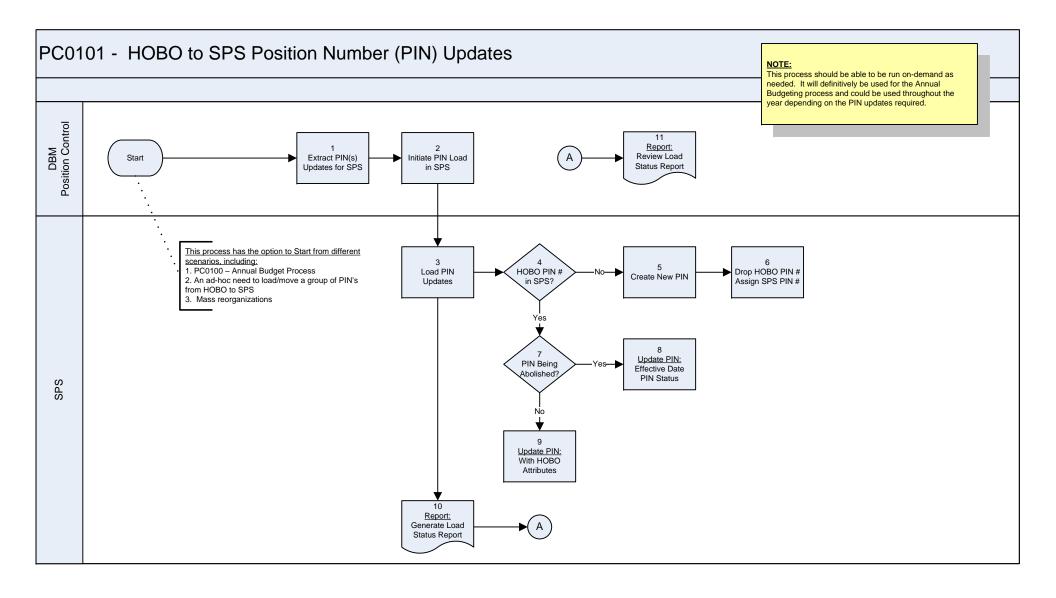
Split & Overlap PIN's:

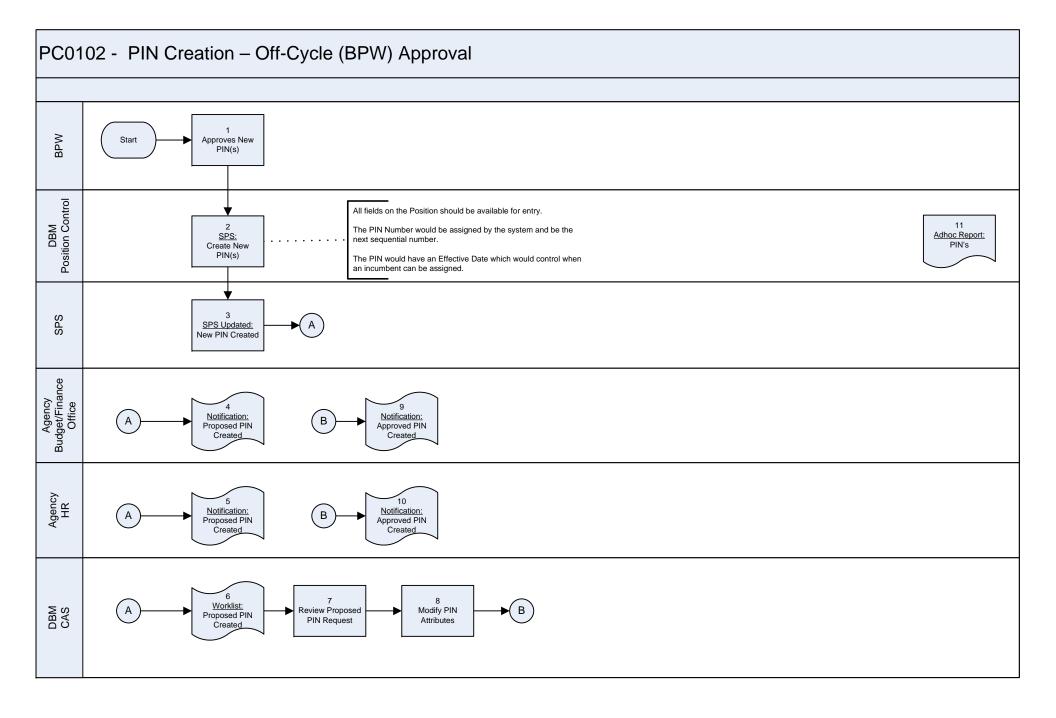


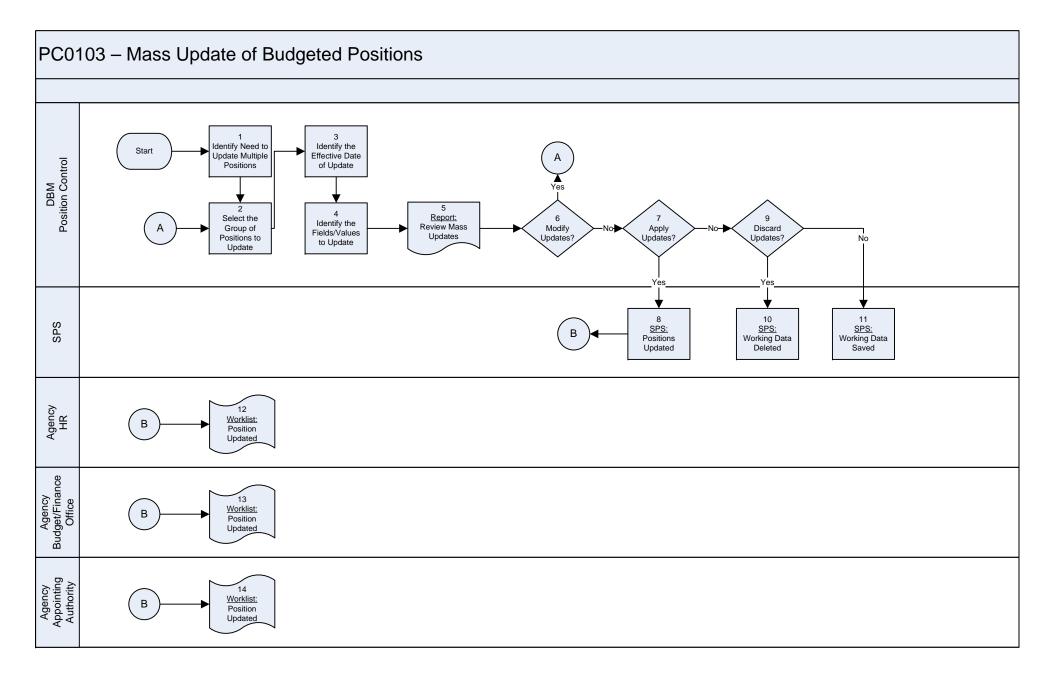
Examples: 123456_0, 123456_1, 123456A, 123456B

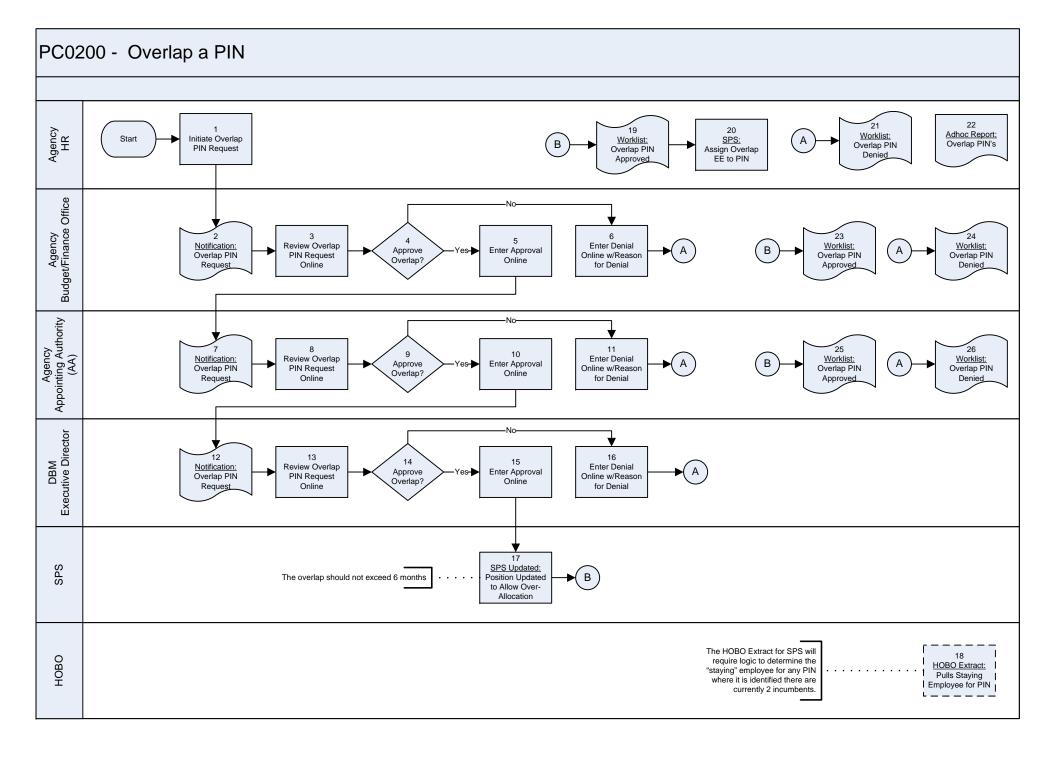




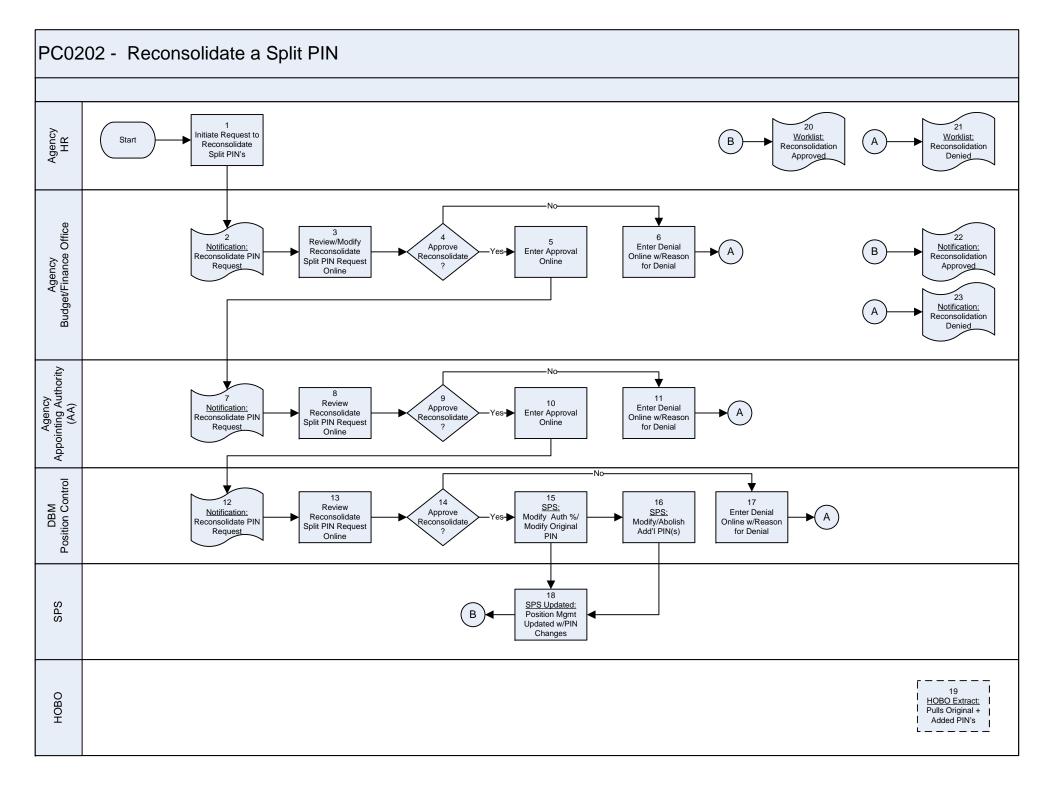




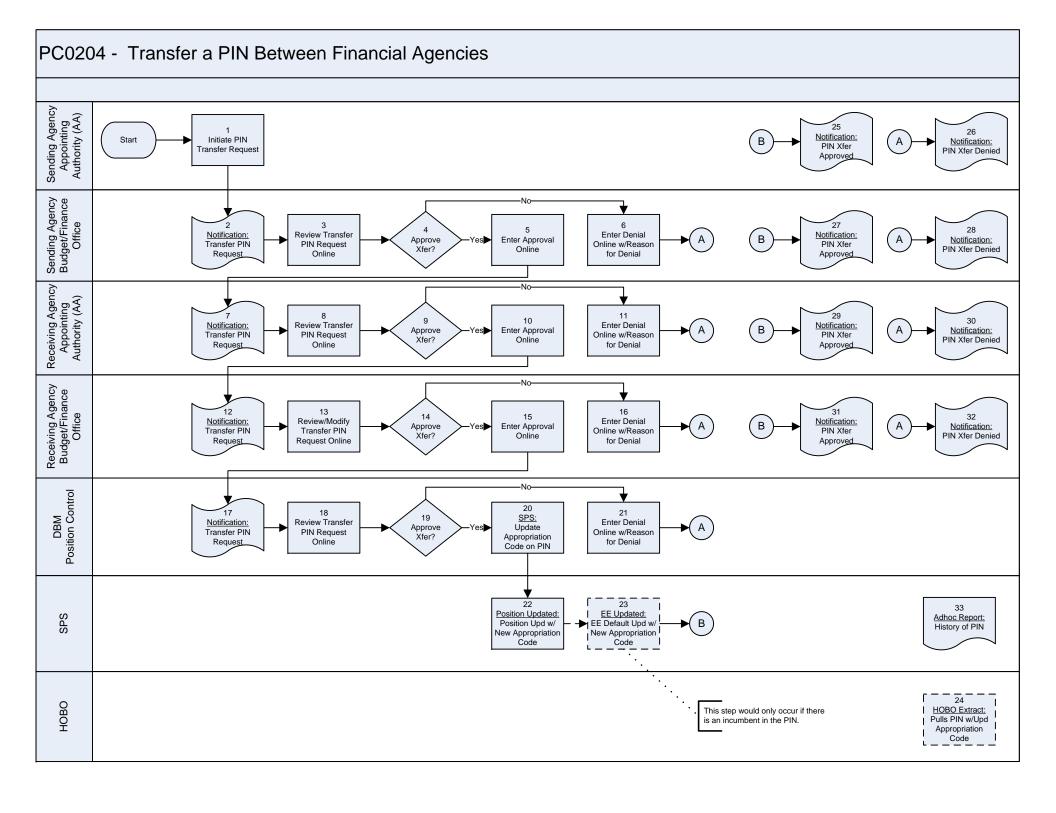




PC0201 - Split a PIN 20 Agency HR Worklist: Start Initiate Split Α Worklist: Split PIN PIN Request Split PIN Denied Approved Agency Budget/Finance Office 6 Review/Modify Enter Denial Worklist: Notification: Approve Enter Approval В Split PIN Request Online w/Reason Split PIN Split PIN Request Split? Online Online for Denial Approved 23 Worklist: Split PIN Denied Agency Appointing Authority (AA) 11 10 Enter Denial Notification: Review Split PIN Approve Enter Approval Online w/Reason Split PIN Request Request Online Split? Online for Denial DBM Position Control 15 16 12 13 14 SPS: Enter Denial SPS: Review Split PIN Approve Reduce Auth %/ Notification: Create/Modify Online w/Reason Modify Original Split PIN Request Request Online Split? Add'l PIN(9) for Denial PIN The PIN numbers associated with the additional PIN's will not be "smart numbered". Instead, they The total of the Authorized % 18 will be assigned the next sequential PIN number across the "split" PIN's will equal SPS SPS Updated: by the system. the Authorized % on the original B Position Mgmt PIN. Updated w/PIN For example, the original PIN = 1000001 and the 2 additional "split" PIN's are 1000332 and 1000333 Changes HOBO 19 HOBO Extract: Pulls Original + Added PIN's

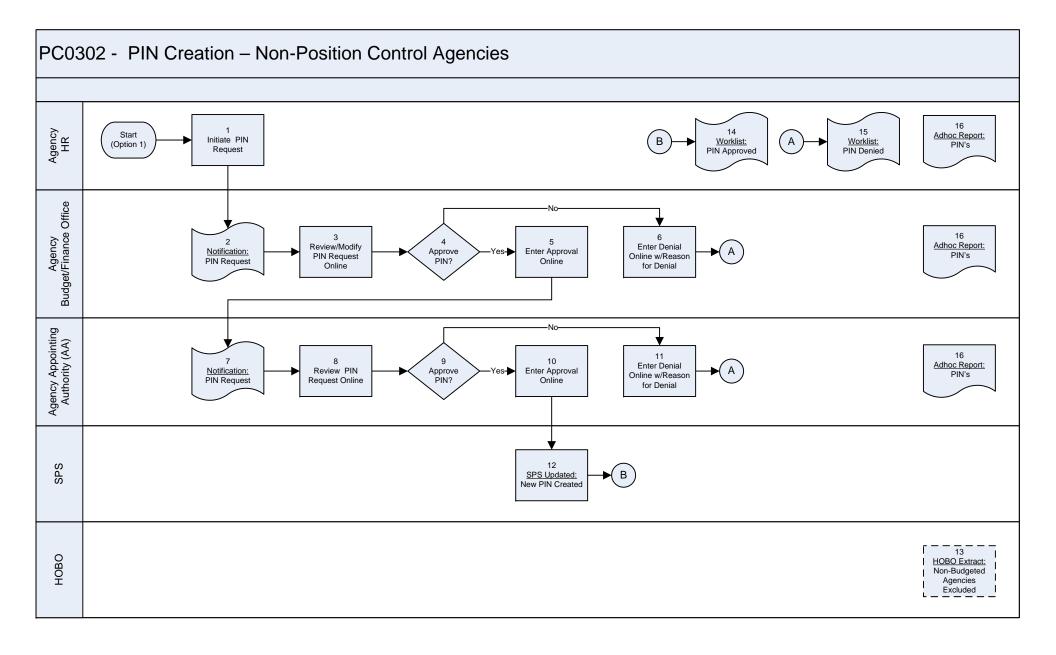


PC0203 - Transfer a PIN within a Financial Agency 15 Agency HR Notification: Start Initiate PIN Notification: PIN Xfer Transfer Request PIN Xfer Denied Approved -No-Agency Appointing Authority (AA) 17 18 3 2 Notification: Notification: (в) Review Notification: Enter Denial PIN Xfer PIN Xfer Denied Approve Enter Approval Transfer PIN Transfer PIN Online w/Reason Xfer? Approved Online Request Request Online for Denial Agency Budget/Finance Office 10 Notification: Review/Modify **Enter Denial ▶**(B Approve Enter Approval Transfer PIN Transfer PIN Online w/Reason Xfer? Online Request Request Online for Denial The Agency Budget/Finance Office would be 12 restricted from updating the Financial Agency Position Updated: associated with the Position. They would be able Position Updated to update the Financial Unit, Program and/or w/Appropriation Subprogram values. Code 13 HOBO HOBO Extract: Pulls PIN w/Upd Appropriation Code

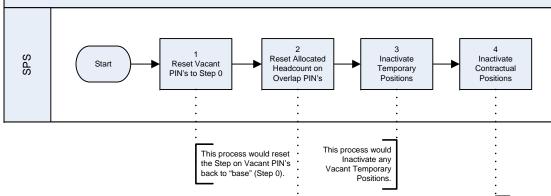


PC0300 - PIN Creation - Contractuals The request would include: -> All Fields Required to Establish the Position 23 21 Agency HR -> DBM Certification Required? Initiate Worklist: Worklist: Adhoc Report: Start В Α -> Estimated Hours Per Week Contractual Contractual PIN's Contractual PIN Contractual PIN -> Hourly Rate PIN Request Denied Approved -> Estimated Duration -> Total Contract Amount Agency Budget/Finance Office 23 6 Adhoc Report: Notification: Review/Modify Enter Denial Approve Enter Approval Contractual PIN Contractual PIN Online w/Reason Contractual PIN's Online Request Request Online for Denial Agency Appointing Authority (AA) 11 10 23 Notification: Review Enter Denial Approve Enter Approval Contractual PIN Adhoc Report: Contractual PIN Online w/Reason Online Contractual PIN's Request Request Online for Denial 13 19 SPS SPS Updated: SPS Updated: DBM Cert New PIN Created New PIN Created Required? The HOBO Extract will as Proposed as Approved offer the option to include or exclude Contractuals. And, if Contractual extract data is significantly different we may require a HOBO 20 different extract. **HOBO Extract** 23 14 15 18 16 17 Adhoc Report: Worklist: Review Enter Denial DBM Enter Approval Approve Online w/Reason Contractual PIN's Contractual PIN Contractual PIN? Online Request for Denial Request

PC0301 - PIN Creation – Temporary Workers, Volunteers, Interns and Non-Budgeted Permanent Agency HR Adhoc Report: Initiate PIN Start В Worklist: Α Worklist: Temp, Vol & Intern PIN's PIN Approved PIN Denied Agency Budget/Finance Office 23 Adhoc Report: Notification: Review/Modify Enter Denial Temp, Vol or Approve Enter Approval Temp, Vol & PIN Request Online w/Reason Intern PIN's Intern PIN Online for Denial Agency Appointing Authority (AA) 23 11 Notification: 10 Adhoc Report: Review **Enter Denial** Temp, Vol or Approve Enter Approval Temp, Vol & PIN Request Online w/Reason Intern PIN Online Intern PIN's Online for Denial 13 SPS SPS Updated: SPS Updated: PIN = New PIN Created New PIN Created Permanent? as Proposed as Approved 20 HOBO Extract: Temps, Vols & Interns Excluded 23 18 Adhoc Report: Enter Denial Worklist: Review Approve Enter Approval Temp, Vol & Permanent PIN Permanent PIN Online w/Reason Intern PIN's Request Request for Denial



PC0400 - Position Number (PIN) Maintenance



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.