

FY2010 PERSONAL SERVICES REDUCTION OPTIONS INSTRUCTIONS

PS Reduction Options software is designed for you to document savings initiatives toward the goals of 5%, 7%, and 10% of FY2010 Current Services recommended Personal Services. Please see the memos from Secretary Genuario dated March 31, April 9, and April 21, 2009 (subject: Personal Services Reduction Plans) for more information. Specifics:

- The FY2010 Recommended Current Services PS amount is used as the base to calculate the 5%, 7%, and 10% targets;
- Potential savings from programmatic and other structural changes are to be formulated and submitted in consideration of the Retirement Incentive Plan contained in the tentative SEBAC agreement and the on-going hiring freeze;
- Savings in other appropriated SIDs are to be included if they are affected by potential programmatic/structural staffing changes
- Technical Services and General Services revolving funds are included with separate targets.

SELECTION SCREEN

- Select an *Agency* and *Fund* to begin.
- Double-click on the green-shaded **Add New Reduction Option** row to create a new Option; or double-click on an existing Option title to open that option for edit.
- Refer to the Plan/Target grid to determine whether the sum of your Options meets the targeted 5%, 7%, or 10% savings.

Plan	Target	Total	Over/Under
5%	193,500	0	-193,500
7%	270,900	0	-270,900
10%	387,000	0	-387,000

Adjustment Title	Priority	Plan
Add New Reduction Adjustment		
Connecticut Wine Council	2.00	7%
Food Council	3.00	5%
Connecticut Seafood Advisory Council	4.00	5%
Vibrio Bacterium Program	5.00	5%
Connecticut Senior Farmers' Market Nutrition Program	6.00	5%

GENERAL INFORMATION SCREEN

Fill in the requested information for all fields. Contact, Title, Description and Reason, and Target Percentage are required before a Save is permitted. Be sure to select the savings plan percentage - 5%, 7%, or 10% - that this Option applies to. Rules for aggregating individual Option savings to the target are as follows:

Target Percentage Values	Result
5%	included in the 5%, 7%, and 10% plans
7%	included in the 7% and 10% plans
10%	included in the 10% plan

POSITION/FINANCIAL SCREEN

- Positions - Enter permanent full-time positions in the first row.
- Financial - Double click in the leftmost cell (under SID Code/Title) to generate a selectable list of SIDs. Adjustment amounts **MUST BE ENTERED WITH A PRECEDING MINUS SIGN (-)**.

	2008 Actual	2009 Estimated	2010 Base	2010 Agt/Adjust	2010 Revised	2011 Adjustment
Number of Full Time Positions	0	0	0	0	0	0
SID Code / Title						
10010 - Personal Services	0	0	0	0	0	0
12111 - Connecticut Wine Council	47,500	47,500	47,500	-47,500	0	0
SID CODE/TITLE						
SID CODE/TITLE	47,500	47,500	47,500	-47,500	0	0
10020 - Other Expenses						
10050 - Equipment						
12029 - Oyster Program						
12053 - CT Seafood Advisory Council						
12070 - Food Council						

SUBMITTAL REQUIREMENTS

Your plans are due on April 29, 2009:

- click **Submit to OPM** on the Selection screen menu
- **transmit a signed hardcopy** of the summary report (signed by your agency head - **Print /Summary** on the Selection screen menu)

GETTING HELP

Direct questions, comments, and suggestions to the Applications Development and Support Unit:

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