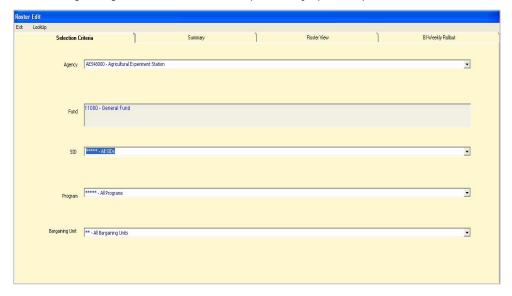# FY2010 PERSONAL SERVICES REDUCTION PLAN INSTRUCTIONS

PS Reductions software uses roster data taken from CORE on Tuesday, March 31st to assist you in formulating 5%, 7%, and 10% PS Reduction Plans for FY2010 (and ongoing savings in FY2011). Please see the memos from Secretary Genuario dated March 31, April 9, and April 17, 2009 (subject: Personal Services Reduction Plans) for more information. Specifics:

- The FY2010 Recommended Current Services amount is used to calculate the 5%/7%/10% targets;
- OCE positions can be selected to include towards achieving the savings targets;
- Tech Services and General Services revolving funds have separate targets; select these positions and enter other costs as necessary to achieve the targeted savings.
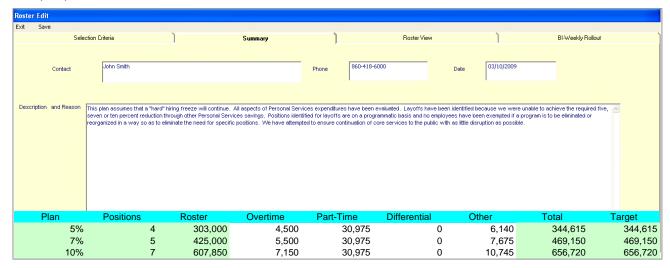
SELECTION SCREEN

- Select *Agency*, appropriated *Fund* and *SID* to begin.
- Use *Program* and *Bargaining Unit* selections to help identify specific positions.

SUMMARY SCREEN

Enter - *Contact, Phone,* and *Description and Reason* (these fields are required before a Save is permitted).

Data shown in the *Positions* and *Roster* columns are passed from the Roster View and Bi-Weekly Rollout screens.

Enter - *Overtime, Part-Time, Differential* and *Other PS* cost savings to match the Target amounts shown for the 5%, 7%, and 10% lines.

Plan	Positions	Roster	Overtime	Part-Time	Differential	Other	Total	Target
5%	4	303,000	4,500	30,975	0	6,140	344,615	344,615
7%	5	425,000	5,500	30,975	0	7,675	469,150	469,150
10%	7	607,850	7,150	30,975	0	10,745	656,720	656,720

ROSTER VIEW SCREEN

Staffing Plan	Class Code	Class Title	BU Code	Salary Plan	Step	Biweekly Salary	Authorized Position	FTE	Empl. Type	Appt. Type	Incumbent Co	PCN
5	1316MP	Teacher	3	MP57	0	2,519.09	Y	1	F	R	1	11755
5	0123VR	Teacher	15	VR99	0	1,550.40	N	0.86	P	R	1	11777
5	0127VR	Special Education Teacher	15	VR99	0	4,667.40	Y	1	F	R	1	11895
5	3048VR	Teacher	2	VR99	0	5,952.92	Y	1	F	R	1	78893
7	1551VR	Teacher	2	VR99	0	5,724.26	Y	1	F	R	1	11828
10	0942VR	Para	15	VR99	0	3,073.95	Y	1	F	R	1	74394
10	0373VR	Art Teacher	15	VR99	0	2,695.83	Y	1	F	R	1	11853
0	7539CL	Teacher	7	CL16	10	2,029.01	Y	1	F	R	1	11863
0	0124VR	Accountant	15	VR99	0	2,656.37	Y	1	F	R	1	11843
0	0373VR	Watershed Operator I	15	VR99	0	3,498.70	Y	1	F	R	1	11842
0	7539CL	Teacher	7	CL16	10	2,029.01	Y	1	F	R	1	11858
0	0167VR	Math Teacher	15	VR99	0	2,495.37	Y	1	F	R	1	11878
0	0124VR	Food Services Dept.	15	VR99	0	2,779.35	Y	1	F	R	1	11816
0	0127VR	Data Processing	15	VR99	0	4,064.26	Y	1	F	R	1	11872
0	0942VR	Teacher	15	VR99	0	4,013.30	Y	1	F	R	1	11905
0	1551VR	Teacher	2	VR99	0	5,125.29	Y	1	F	R	1	11827
0	0167VR	WTP Operator	15	VR99	0	2,112.65	Y	1	F	R	1	91383
0	0942VR	Teacher	15	VR99	0	4,013.30	Y	1	F	R	1	11908
0	0127VR	Firefighter	15	VR99	0	4,667.40	Y	1	F	R	1	11859
0	0125VR	Computer Lab Para	6	VR99	0	1,674.37	Y	1	F	R	1	11847

Identify employees - Double click in the *Staffing Plan* cell for those positions earmarked for layoff under the 5%, 7%, and 10% plans as follows:

Staffing Plan Value	Result
5	included in the 5%, 7%, and 10% plans
7	included in the 7% and 10% plans
10	included in the 10% plan

Menu Commands

- Print – Creates a print based on identified employees within your selection criteria by target percentage.
- Edit -
  - Find and Replace – locates/replaces records with a specific value (based on the selected column)
  - Delete - deletes the selected row (click on the row number to select)
  - Undelete Last - restores the row most previously deleted when done prior to Saving
  - Undelete All - restores all previously deleted rows when done prior to Saving
  - Copy/Paste Append - creates a new record (or multiple records) at the bottom of the display based on the row selected
  - New - creates a new, blank record at the bottom of the display for you to complete
- Filter - select from 1 to 3 fields and enter values to reduce the number of records displayed; Filter Reset restores the original display
- Sort - provides 3 sort fields; select a value from each of the lists provided and choose ascending or descending order
- Save - saves all edits made in the current session, **and recalculates Bi-Weekly Rollout based on saved/deleted position data**. Save is active after a change is made and you move off the revised cell; Delete, Paste Append and New commands also activate SAVE.

BIWEEKLY ROLLOUT SCREEN

Shows the rollout for earmarked positions – totals are carried to the *Positions* and *Roster* columns on the Summary Screen.

BU Title/Class Title	SID	Salary Plan	Inc. Code	07/03	07/17	07/31	08/14	08/28	09/11	09/25	2010 Quarter 1
Teacher	10010	MP57	1	2,519.09	2,519.09	2,519.09	2,519.09	2,519.09	2,519.09	2,519.09	17,633.63
Teacher	10010	VR99	1	1,550.40	1,550.40	1,550.40	1,550.40	1,550.40	1,550.40	1,550.40	10,852.80
Managerial Confidential (MP Pay Plan)				4,069.49	4,069.49	4,069.49	4,069.49	4,069.49	4,069.49	4,069.49	28,486.43
Special Education Teacher	10010	VR99	1	4,667.40	4,667.40	4,667.40	4,667.40	4,667.40	4,667.40	4,667.40	32,671.80
Confidential - Other than Mgr Pay Plan				4,667.40	4,667.40	4,667.40	4,667.40	4,667.40	4,667.40	4,667.40	32,671.80
Para	10010	VR99	1	5,952.92	5,952.92	5,952.92	5,952.92	5,952.92	5,952.92	5,952.92	41,670.44
Administrative Clerical (NP-3)				5,952.92	5,952.92	5,952.92	5,952.92	5,952.92	5,952.92	5,952.92	41,670.44
Associate Firefighter	10010	VR99	1	5,724.26	5,724.26	5,724.26	5,724.26	5,724.26	5,724.26	5,724.26	40,069.82
Computer Lab Para	10010	VR99	1	3,073.95	3,073.95	3,073.95	3,073.95	3,073.95	3,073.95	3,073.95	21,517.65
Food Services Technician	10010	VR99	1	2,695.83	2,695.83	2,695.83	2,695.83	2,695.83	2,695.83	2,695.83	18,870.81
Engineering, Science and Technical (P-4)				11,494.04	11,494.04	11,494.04	11,494.04	11,494.04	11,494.04	11,494.04	80,458.28
AGENCY: ZZZ00000 FUND 11000 - TOTALS				26,183.85	26,183.85	26,183.85	26,183.85	26,183.85	26,183.85	26,183.85	183,286.95

NON-ROSTER AGENCIES

Agencies that do not participate in CORE are required to enter all fields, including the savings target grid, on the **Summary Screen**.

Plan	Positions	Roster	Overtime	Part Time	Differential	Other	Total	Target
5%	0	0	0	0	0	0	0	2,285,304
7%	0	0	0	0	0	0	0	3,199,426
10%	0	0	0	0	0	0	0	4,570,608

SUBMITTAL REQUIREMENTS

Your plans are due on April 24, 2009 - click **Submit to OPM** on the Summary screen menu.
Please transmit hardcopy of the summary report signed by your head of agency - **Print** on the Summary tab.

GETTING HELP

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

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