

United States Department of Agriculture

Agricultural Research Service

Financial Management Division

The
Salary Management System
(SAMS)
User Manual

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Introduction

This is the user manual for the automated Salary Management System (SAMS). SAMS is a financial management application designed for users throughout the nation at all levels of the organization (Headquarters, Areas, and Locations).

SAMS allows users to project salaries and enter and track salary and salary lapse information for each pay period. SAMS will recalculate projected salaries and salary lapse based upon the actual salary information entered.

This manual is designed to help users learn to use SAMS as quickly as possible. Read Section B - *Structure of This Manual*, starting on Page 3, for an overview of the SAMS user manual.

A. Background

In January 1989, the initial release of SAMS was implemented. With this release, SAMS became the agency's official system for capturing salary liability and reporting salary lapse.

Over the years, several updates and modifications to the SAMS program were made. These modifications were made to enhance user functionality, enable the exchange of information with other ARS systems (i.e., the Annual Resource Management Planning System (ARMPS)), and automatically aggregate salary lapse data.

The original SAMS program was developed in a DOS-based language (Clipper). With the advances in technology, it became more and more difficult to maintain and manage the SAMS program without updating its platform to conform to advancing personal computer (p.c.) platforms. In addition, SAMS was designed to be operated and managed at the local p.c. level. In order to update a management unit's (MU's) salary information, a user had to physically go to that p.c. where the information was stored. If a vacancy occurred and another location was asked to provide assistance in maintaining the information, a download of all the information had to be aggregated and moved to the servicing location's p.c. If a problem occurred with the software or a new version was released, all users in the Agency had to update their software on site. In order to report salary lapse, each location had to prepare a disk and mail it to their Area Office. The Area Office had to aggregate and check the data, make a new transmit disk, and mail that disk to Headquarters, and so on.

In 2003, preparations began (through a partnership with the Office of the Chief Information Officer (OCIO) and the Financial Management Division (FMD)) to migrate

SAMS to the Agency's web-based platform (Oracle). This platform was already being used to house the Agency's Agricultural Research Information System (ARIS) and was projected to house ARMPS, which was also scheduled for migrating. Housing all of the financial management systems on the same platform offered numerous opportunities for sharing information and reducing duplication of effort further down the road.

In November 2003, the new SAMS was implemented in the Northern Plains Area (NPA). NPA provided constant and immediate feedback, allowing the OCIO and FMD to make adjustments to the program while each of the remaining Areas implemented SAMS in the months to follow. Implementation across the Agency was completed in February 2004.

Although SAMS is still "a work in progress", in the short time since implementation quite a few benefits and efficiencies have already been realized from the new system:

- Updates to the software are handled centrally by the OCIO. No updates or adjustments are required to the local p.c. using the data. A computer technician is not required to load the software at each location.
- Each Area Office has the authority and ability to access each of their location's accounts. Therefore, if problems are identified, an Area Office person can look at the location's data from their own computer and help research the issue. If corrections to the data are required, the Area Office can make that correction or instruct the location on-line in what to do and see immediately if the correction was accomplished.
- If an administrative or accounting vacancy occurs at the location, the Area Office can make the necessary updates to the location's data or can assign rights to those accounts to another location to make updates. Having this capability allows salary information to remain current and not "stagnate" while the location is hiring a replacement.
- The OCIO automatically backs-up the data in their nightly routine, eliminating the risk of data being lost or unrecoverable and the requirement for the locations to prepare daily back-up disks.
- Salary lapse disks are no longer required. Once the lapse is calculated at the location level, the Area is notified for review and necessary corrections. Each location and/or Area runs reports at their level for file retention. Areas then notify Headquarters when the lapse exercise is complete for their respective Area. Headquarters then reviews the data and runs Agency lapse reports.
- Previously, once lapse information was received from the Areas, it took weeks, for FMD to obtain the ARIS information needed to report lapse to the Budget Staff, download it, and reconcile it to the information provided by the Areas, make all the corrections necessary, and produce the information in the appropriate format to feed Budget Staff and ARIS. Because both ARIS and SAMS are on the same platform, the exchange of information has greatly improved and this process, which previously took weeks, now only takes days.

OCIO and FMD will continue to explore opportunities for more efficient exchange of information between the ARS systems. User suggestions can be submitted to ARIS@ARS.USDA.GOV with the words “SAMS Suggestion” in the subject line.

B. Structure of This Manual

The SAMS User Manual follows this structure:

- Chapter One describes the process for accessing SAMS from a personal computer.
- Chapter Two describes how the system is organized and the processes of navigating within the system.
- Chapter Three describes how to enter and maintain information in SAMS.
- Chapter Four describes the reports and how to generate them.
- Chapter Five describes the information available under Reference.

The appendices (1 and 2) provide additional information about SAMS:

- Appendix 1 provides technical information including some of the calculations used within the system.
- Appendix 2 describes the ARS Salary Lapse Policy and how it is implemented in SAMS.

C. ARS Account Management Terms

A variety of terms such as ORG Code, Accounting Code, CRIS Number, and Salary Lapse will be used in this Manual. The following is an explanation of different account management terms and how they may impact the operation of SAMS.

ORG Codes (Commonly referred to as MODE Codes)

The ORG Code is an 18 digit number that uniquely identifies an organization within the Department of Agriculture. Its structure is as follows:

XX-XX-XX-XXXX-XX-XX-XX-XX

Each of the X groupings are known as **levels**. Level 1 is represented by the first two numbers of the ORG Code, while Level 8 (also known as the 8th level ORG or Mode Code), is represented by the last two digits. Each level means something unique.

Level 1 = The Agency. For ARS, it is the number 03. For the Cooperative State Research, Education, and Extension Service, it is 22.

Level 2 = The region. At one time, ARS was subdivided into regions for management purposes. The region numbers are:

01 Headquarters
10 Northeast Region
30 Midwest Region
50 Western Region
60 Southern Region

Level 3 = The Area. There are fourteen areas/entities in ARS (including Headquarters) that have been created to perform the various research and management functions in the Agency. The Area Numbers are:

01 Administrator and Immediate Staffs
02 International and National Research Programs
03 Administrative and Financial Management
04 HQ Operational Programs (i.e., OCIO, OTT, etc.)
12 Beltsville Area (Beltsville, MD)
19 North Atlantic Area (Philadelphia, PA)
40 International Research (Overseas Labs)
36 Mid West Area (Peoria, IL)
53 Pacific West Area (Albany, CA)
54 Northern Plains Area (Ft. Collins, CO)
62 Southern Plains Area (College Station, TX)
64 Mid South Area (Stoneville, MS)
66 South Atlantic Area (Athens, GA)
82 National Agricultural Library

Level 4 = The Location. This level denotes the next subunit below the Area, also known as the Division. The fourth level ORG Code is used to uniquely identify a large cost center within the Area. The first two digits of the ORG Code always equal the Area Number. Some examples of 4th level ORG Codes are:

0310 Financial Management Division
3625 Ames, IA
6217 Stillwater, OK

Level 5 = The Lab or Branch. This level denotes a Management Unit within the Location or Division.

Level 6 = Denotes a subunit of the Lab.

Level 7 = Denotes a subunit of the Level 6 ORG Code.

Level 8 = Denotes a subunit of the Level 7 ORG Code.

Levels 7 and 8 are rarely used within ARS.

So, an ORG Code like 03-01-03-0310-30-00-00-00 would mean:

Agency:	ARS	(03)
Region:	Headquarters	(01)
Area:	Administrative and Financial Management	(03)
Division:	Financial Management Division	(0310)
Branch:	Fiscal Operations Branch	(30)

SAMS is already loaded with the official ORG Codes. ORG Code information is maintained by the Human Resources Division (HRD). Updates are loaded into SAMS by the OCIO.

For simplicity's sake, SAMS uses and displays ORG codes starting with Level 3 and ending with Level 6. Therefore, the above example would be displayed as:

03-0310-30-00

Accounting Codes

The Accounting Code is similar to a bank account number. As goods and services are procured, they are charged to an account at the National Finance Center (the bank). An Accounting Code is required for all transactions. The Accounting Code is 10 digits long, organized as follows:

XXX-XXXX-XXX where: The first three digits indicate the fiscal year and appropriation type. The next four digits indicate the location (4th level ORG Code). The last three digits are the Account Number.

The Appropriation Code

The first three digits of the Accounting Code indicate which account at the bank is to be charged. Generally, the first digit of the Appropriation Code is the last digit of the Fiscal Year. The second two digits signify which pot of money is to be used. The digits may either be 01 (Direct Appropriation), 02 (Hazardous Waste), 08 (Reimbursable), etc. For example, an FY 2005 direct appropriation account for ARS would start with 501, while a reimbursable would start with 508.

Location Code

The Location Code is identical to the 4th level ORG (Mode) Code.

Account Number

Within the Location's allocation, there can be up to 999 different accounts. There is no specific Agency guidance regarding specific values for these last three digits. However, there are several "rules of thumb". If the last 3 digits start with a 9, the unit is an Indirect Research Cost (IRC) account. If the last 3 digits start with an 8, the unit is a Shared Research Cost (SRC) account. If the last 3 digits start with a 1, the unit is a research management unit (RMU). Finally, if the last 3 digits begin with an "R", the account relates to a capitalized improvement of a facility. Consult the Area Budget and Fiscal Office (ABFO) to see if they have any additional requirements for the Account Number.

Accounting Codes are established by the ABFO. Accounting Codes in SAMS can be loaded from ARMPMS and then maintained in the MU/CRIS Information screen or established directly in this screen. Confirm that all Accounting Codes established in SAMS have also been established at NFC.

CRIS Numbers

For each direct research account, there is at least one associated research program. In ARS, these are called CRIS (Current Research Information System) projects, which have individual CRIS numbers. CRIS Numbers are assigned by the National Program Staff (NPS) and relate to a single research project being performed. CRIS Numbers are 15 digits long as follows:

XXXX-XXXXX-XXX-XXA

where: The first four digits indicate the location performing the research.

The next five digits indicate research project(s).

The next three digits indicate the Activity Number relating to the research project at the location.

The last three places (two numeric and one alpha) are the sequential number.

The location performing the research is generally the 4th level ORG Code, unless the project is sponsored by NPS, in which case, the first four numbers are 0500.

Research projects are usually two digit codes that indicate a project relating to the 22 National Programs identified in the strategic plan of the Agency. Up to two research projects may be specified in the five digit field.

The Activity Number is a sequential number within the research project at the location. If there are research projects occurring at the same location performing research using the same project codes, the first project would have an Activity Number of 001, while the second would have 002.

The last three digits are the sequential number. If the appropriation is direct (X01), the last digit will always be D. If the appropriation is Reimbursable (X08), the last digit will be R. If the authority for the funds is through a Trust Fund (X93 or X91), the last digit will be T.

CRIS accountability in SAMS is accomplished by assigning all positions to CRIS' and by assigning all Plan Adjustments and All Other Pay to the proper CRIS'. If these are not done, then the Management Unit (MU) accounting will be accurate, but the CRIS segments will not add up to the MU total.

CRIS Numbers and their start and ending date information are maintained in the MU/CRIS Information screen.

Special CRIS Numbers

There is a CRIS number in SAMS that has a special meaning and is used for unique reporting purposes. The CRIS number is #####-77777-XXX-XXX (The ##### is the 4 digit location code found on most CRIS numbers at the location, while the XXX can be any three characters or numbers). These CRIS' are used

for interagency IRC costs. Lapse related to this CRIS is not reported on the Salary Lapse report.

Salary Lapse

The ARS salary lapse policy is designed to redistribute salary funds not used for the salaries for vacant, permanent positions projected at the start of the fiscal year to other high priority research needs within the Agency. The ARS salary lapse policy as it is implemented in SAMS is explained in Appendix 2 – Salary Lapse.

D. The SAMS – ARMPS Interface

In order to minimize duplication of effort, interfaces between SAMS and the ARS Annual Resource Management Planning System (ARMPS) have been (or will be) developed. These interfaces were established to transfer salary projection information between the two systems.

From ARMPS to SAMS

The ability to import data from ARMPS to SAMS has not yet been implemented.

From SAMS to ARMPS

The Rollover (under Action) function in SAMS allows current year data in SAMS to be rolled over and projected for the next fiscal year. This information can then be imported to ARMPS through the ARMPS software.

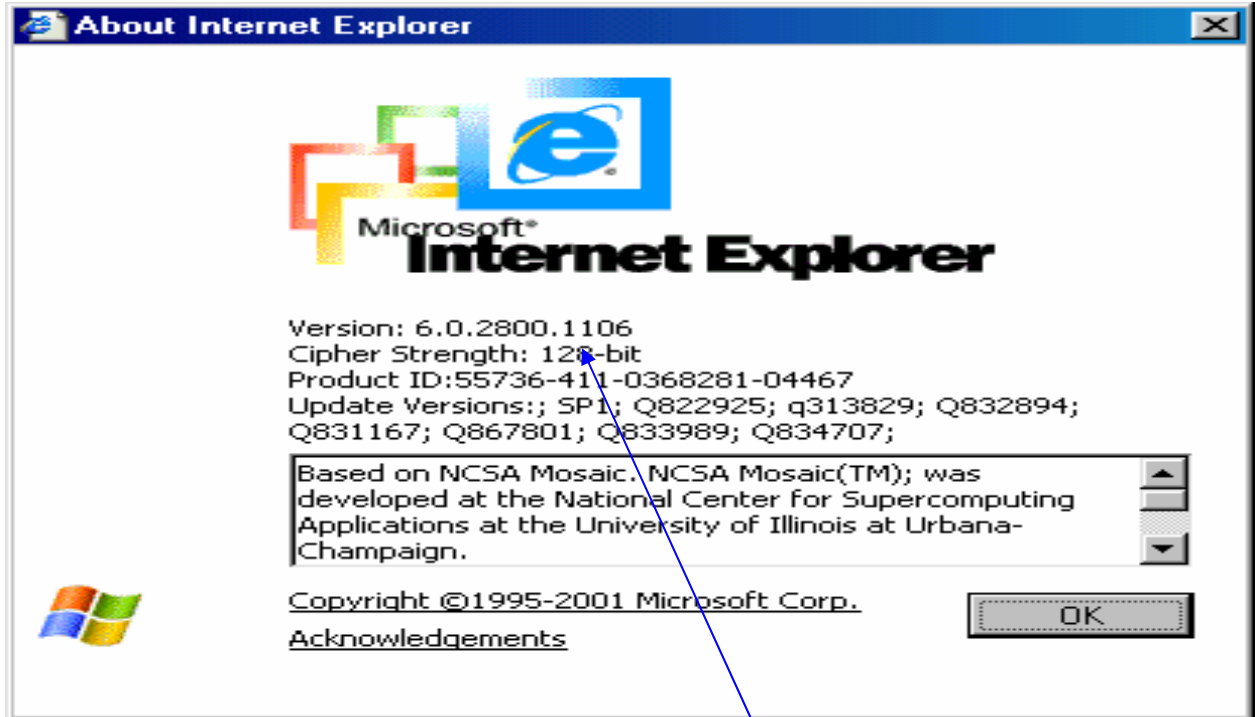
Chapter One – Accessing SAMS

This chapter provides the instructions necessary to access the Salary Management System. After verifying that authority to access SAMS has been requested by the Area Budget and Fiscal Office and received (a user name and password will be issued), confirm that Microsoft Internet Explorer (MSIE) 5.5 or higher is installed on the computer. To confirm this, follow these instructions:

1. Open the current version of MSIE residing on the computer
Click on “Help”
Click on About Internet Explorer



This screen will appear:

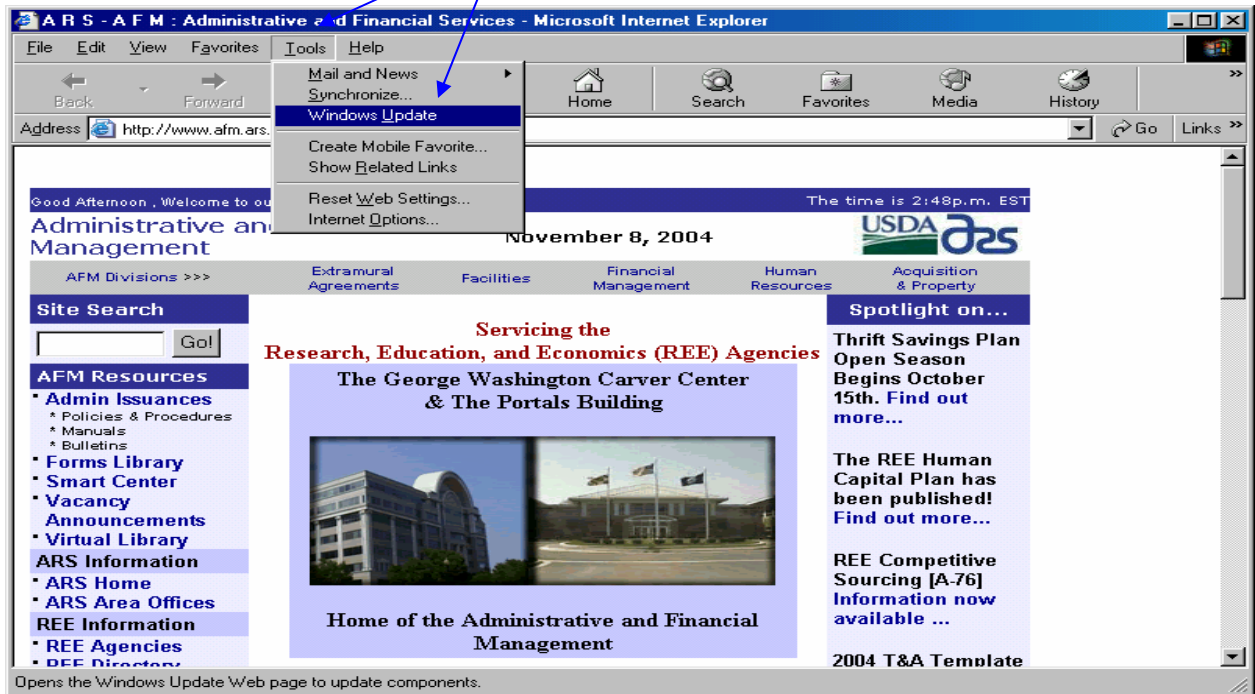


In the middle of the screen, the version of MSIE will appear.

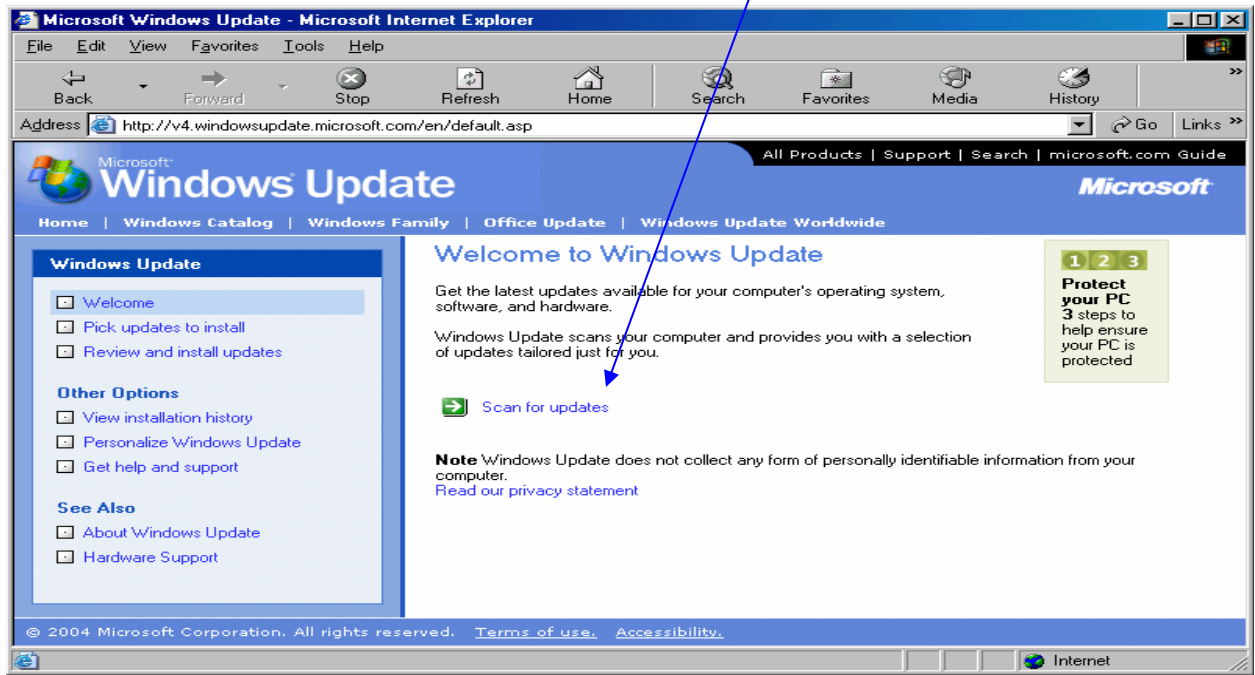
If it is MSIE 5.5 or higher, click “ok” and go to Step 4.

If it is not at least MSIE 5.5, please continue with Step 2.

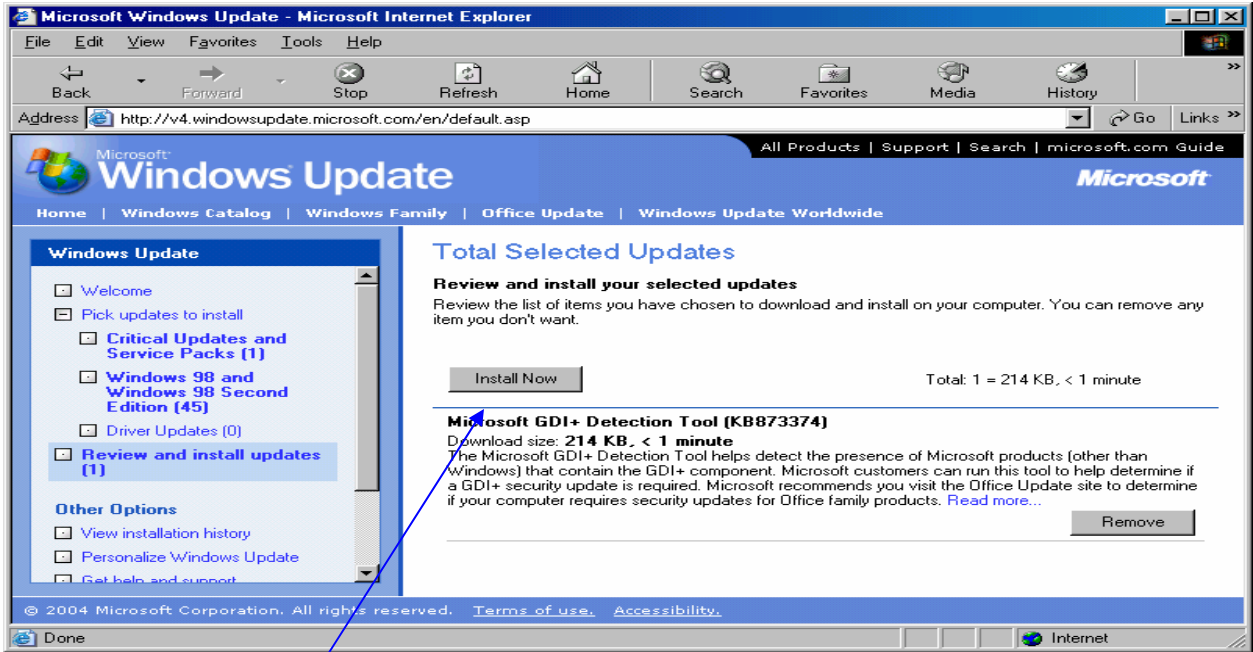
2. To update Microsoft Internet Explorer (MSIE):
From Main Screen, Click on “Tools”
Click on “Windows Update”



3. Once this screen appears, click on “Scan for updates”. MS Windows Update will test the computer to see what updates are available.



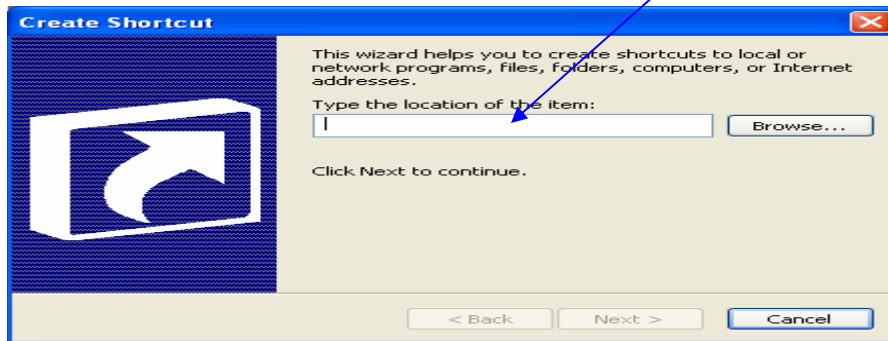
The following screen will appear:



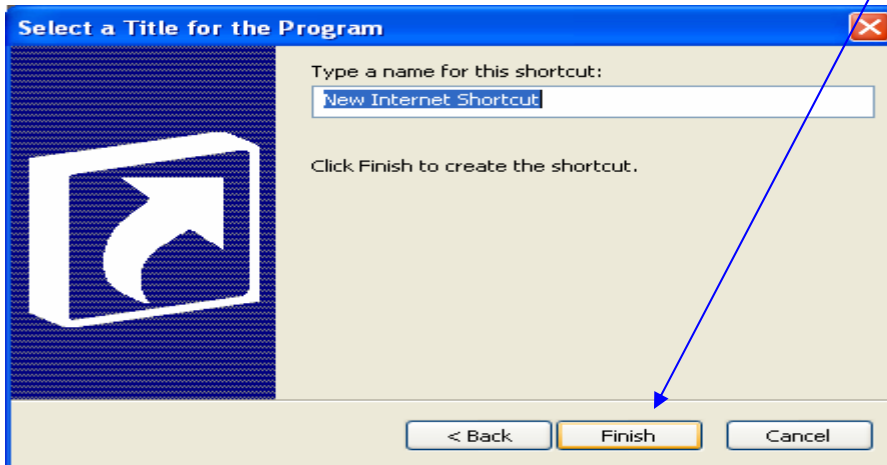
Click on “Install Now” and follow the prompts as instructed for installation.

After the initial download of MSIE 5.5 (or higher), it is strongly recommended that the Critical Updates Package also be downloaded for the version downloaded.

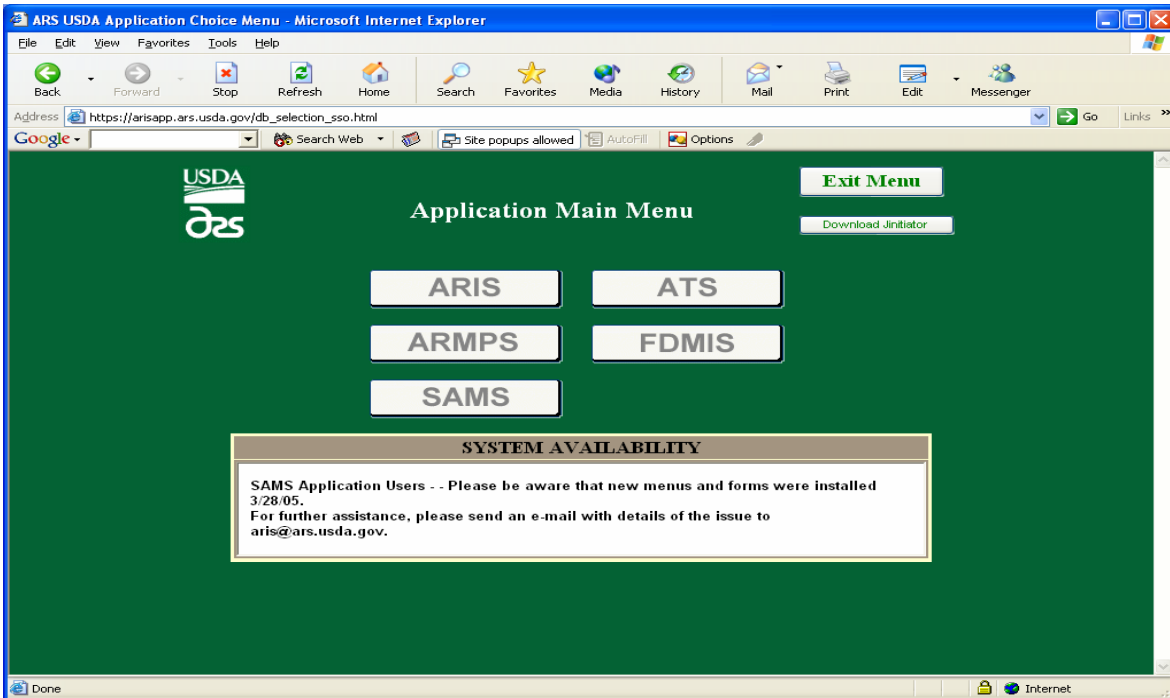
4. Setting the SAMS Address (NOTE: this does not need to be done if the p.c. already has access to ARIS.)
Place the mouse cursor on any blank place on the desktop and press the right mouse button. A box will be displayed with these options: **arrange icons by, refresh, undo delete, graphic option, display modes, new, and properties.** Select **new** and then **shortcut**. This will create a new shortcut on the desktop. The screen below will be displayed. In the box type: **https://arisapp.ars.usda.gov** (the web address for the SAMS application)



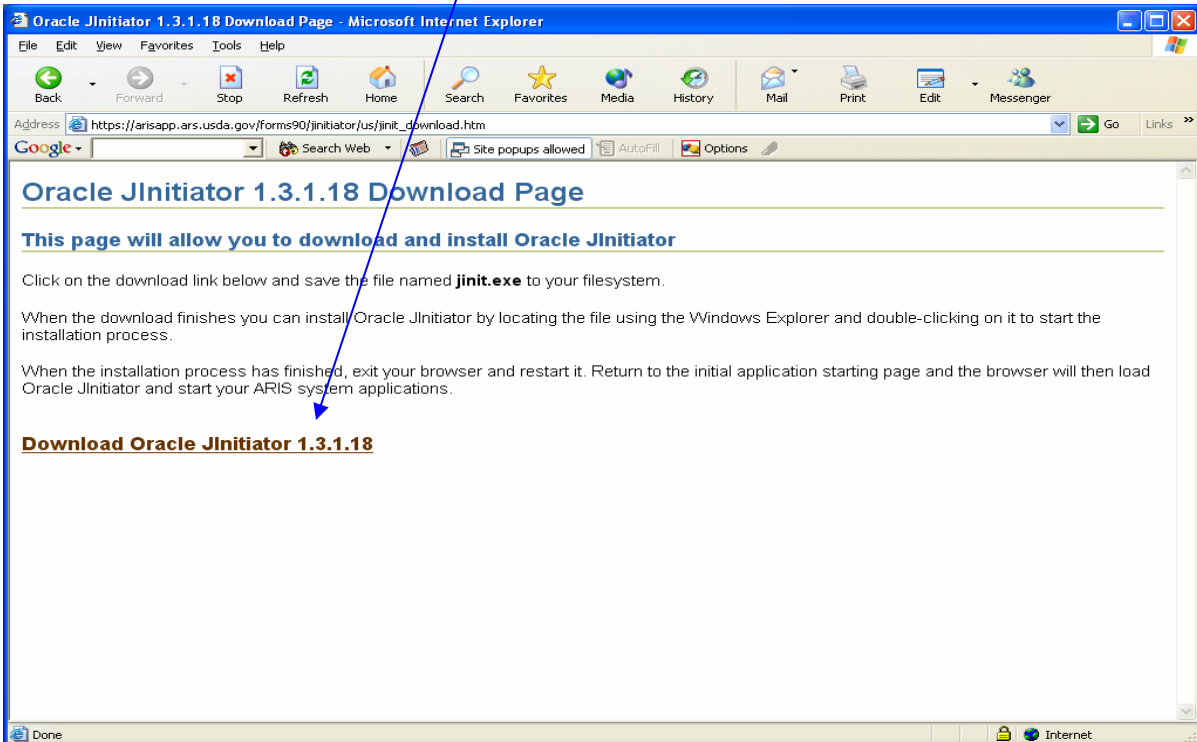
Once the address has been entered, press the **Next** button at the bottom. The screen below will appear. In the box, type the name to be displayed on the desktop for this shortcut. It could be SAMS. After typing the name for the shortcut, press the **Finish** button at the bottom.



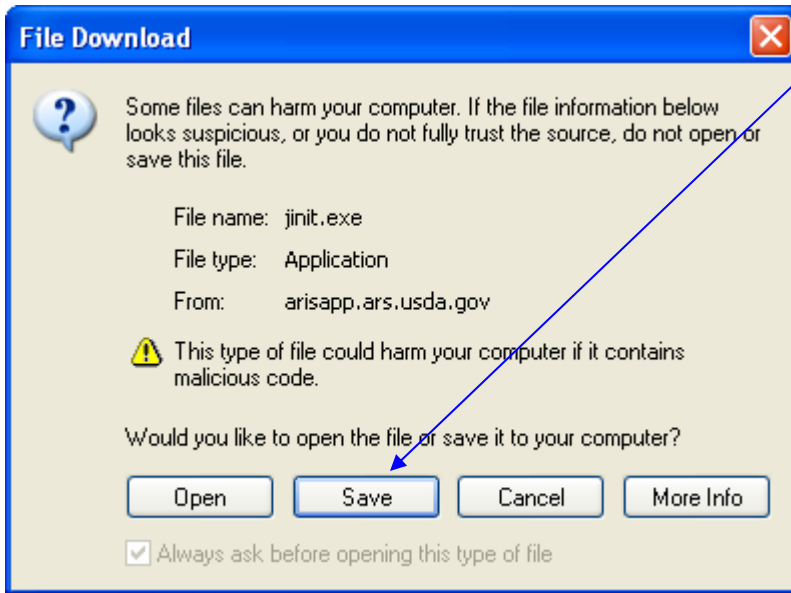
5. In order to run SAMS, the p.c. must have a piece of software called Jinitiator installed. If SAMS is accessed without Jinitiator installed, a blank screen will be displayed with this message along the top. **This site requires the following ActiveX control: 'Oracle Jinitiator' from 'Oracle Corporation'.** **Click here to install.** Close this screen by pressing the 'X' in the upper right hand corner. This will bring back the Application Main menu. On the Application Main Menu, in the upper right hand corner, press the button labeled '**Download Jinitiator**'. **BE AWARE, THE USER MUST HAVE ADMINISTRATOR RIGHTS IN ORDER TO INSTALL SOFTWARE.** If administrator rights are not available, please contact the local technical staff first.



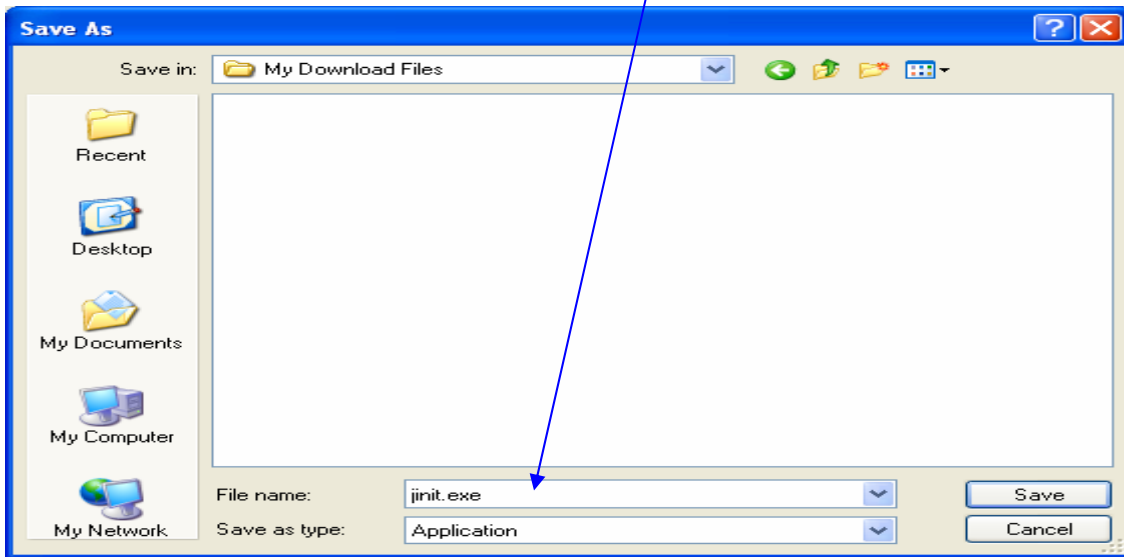
Once the Download Jinitiator button is pressed, the following screen will display. Press 'download Oracle Jinitiator 1.3.1.18'. This screen will always display the correct version of Jinitiator required for SAMS.



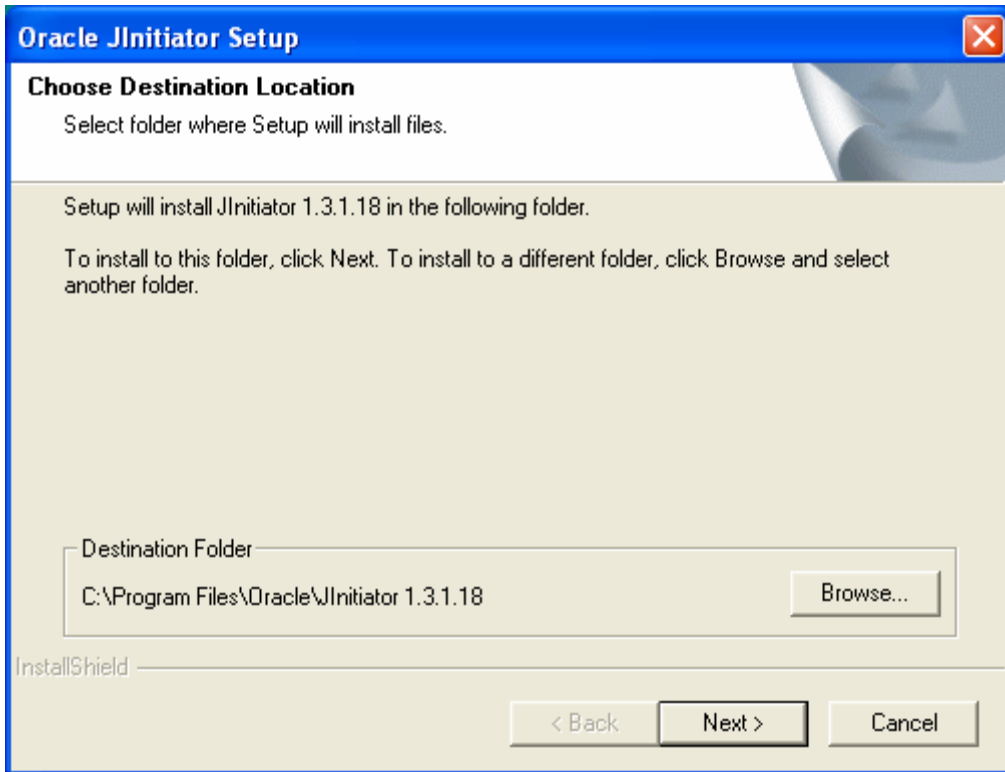
The system will next display a file download dialog box. Here, choose **Save**.



A save dialog box will be displayed. This will show the directory where this file will be saved. Please make sure and note the name of the directory where the file will be saved and press the **save** button. It will save as Jinit, do not change this name.

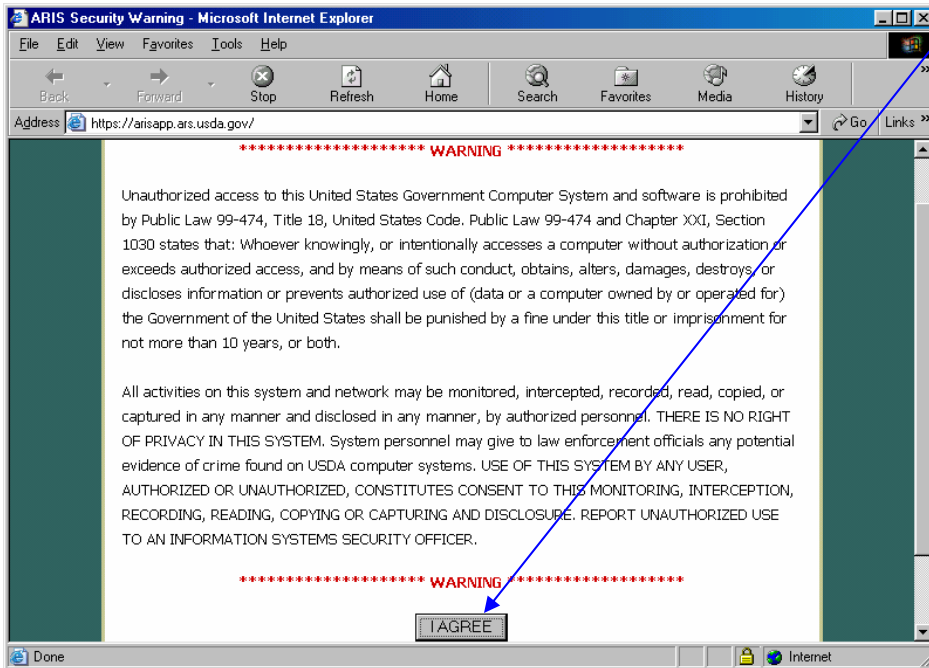


Once the file has been downloaded, go to the directory where the file was saved and double click on the Jinit file. The file will start install and the following screen will be displayed.

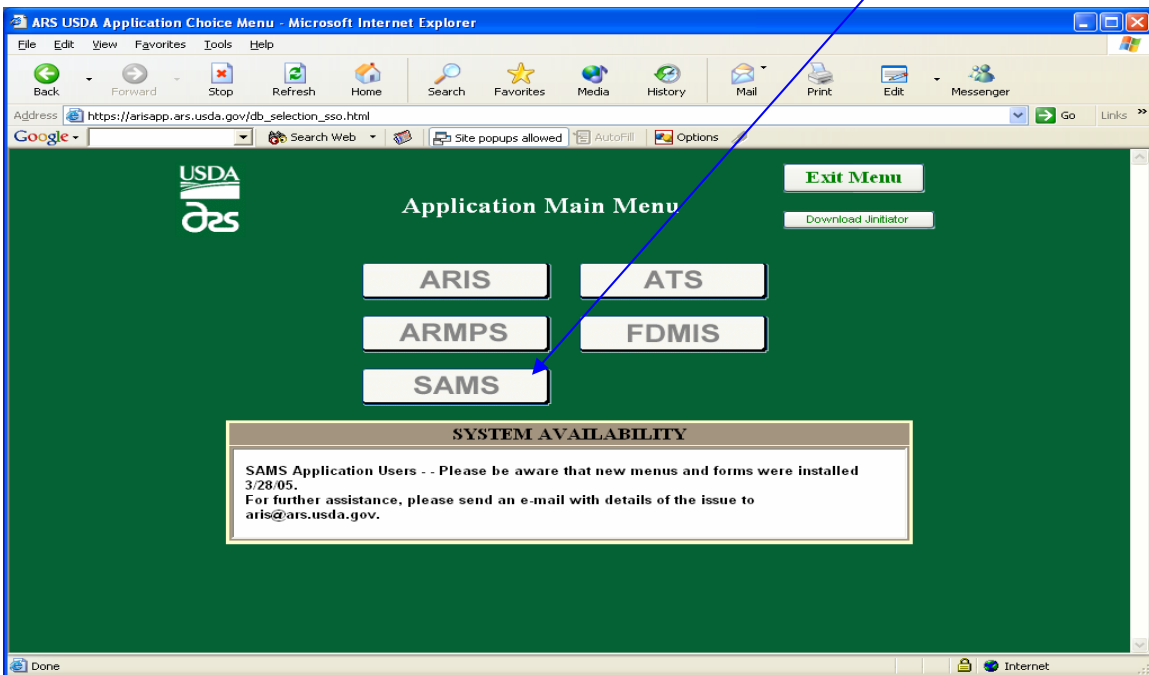


Press **next** and the software will install to the correct location. Do not change the destination folder. A couple of other screens will quickly display and then the message JInitiator successfully installed will be displayed. SAMS should now be able to be accessed.

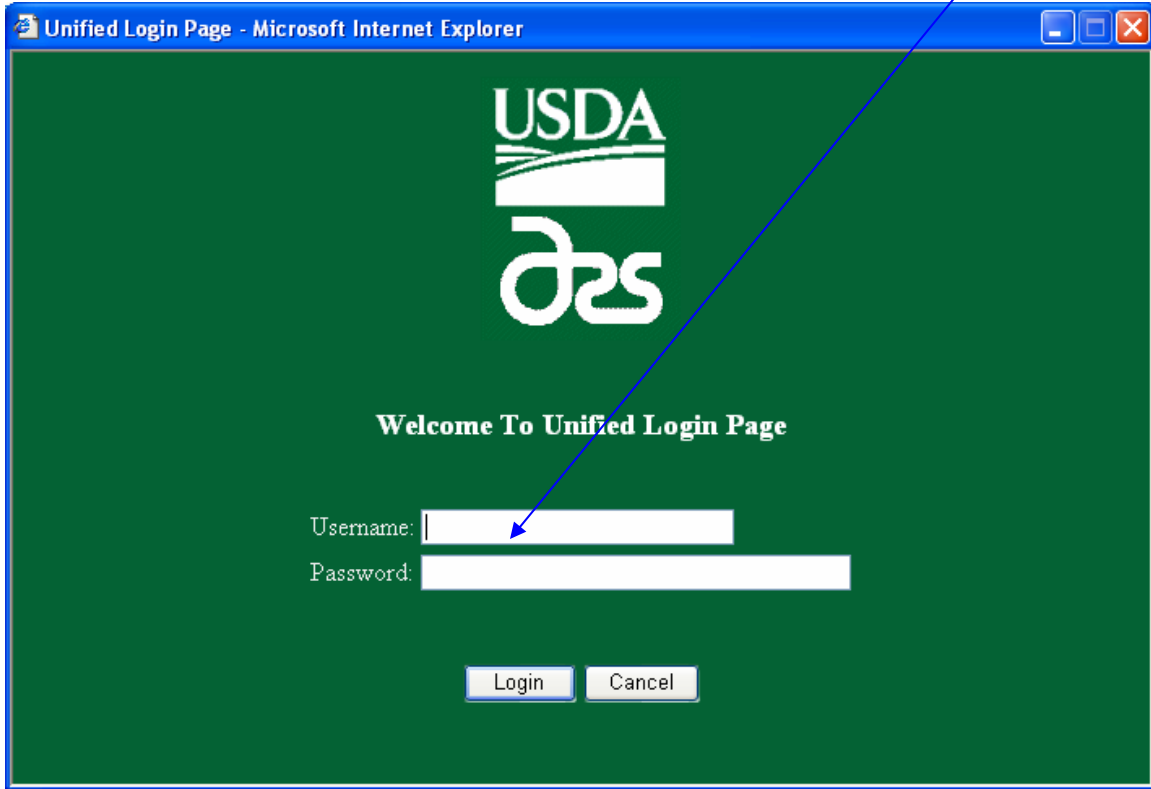
6. This screen will appear every time the system is accessed. Click “I Agree”.



The following screen will appear. Those programs for which users have authority to access will be highlighted. Click on SAMS System Application.



The log-on screen will appear. Enter the user name and password and click on “Login”. User passwords will need to be changed every 60 days. The password is case sensitive, so do not enter as capitals.



7. Adobe Software

In order to display reports in SAMS, either Acrobat Reader or Adobe Acrobat (full version) must be loaded on the computer. The Area Computer Specialist can assist with obtaining this software.

Chapter Two – Organization and Navigation

SAMS automates the salary projection process and serves as the Agency's instrument for gathering salary lapse information. The user must enter data into SAMS, update any information that impacts salary lapse, and produce the SAMS reports.

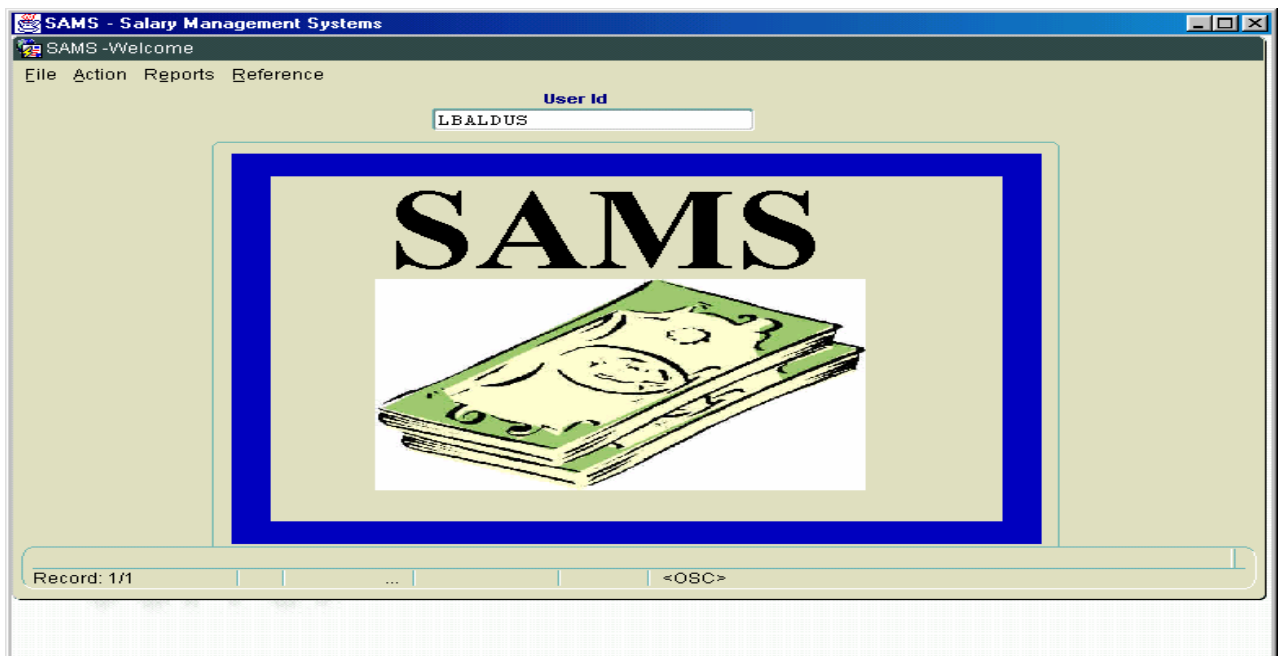
SAMS is designed for easy modification of data once entered. SAMS is in a windows-based environment with drop down menus and works similarly to other windows-based software programs. Move the cursor to the field to be modified and click the left mouse button to enter that field.

SAMS consists of drop down menus and query, list, and data screens as well as the report generation screens. Drop down menu screens are used to display the system options available to the user. Data input screens are used to enter and update data in SAMS.

The following sections will describe general features for each type of screen and the functions available during their use.

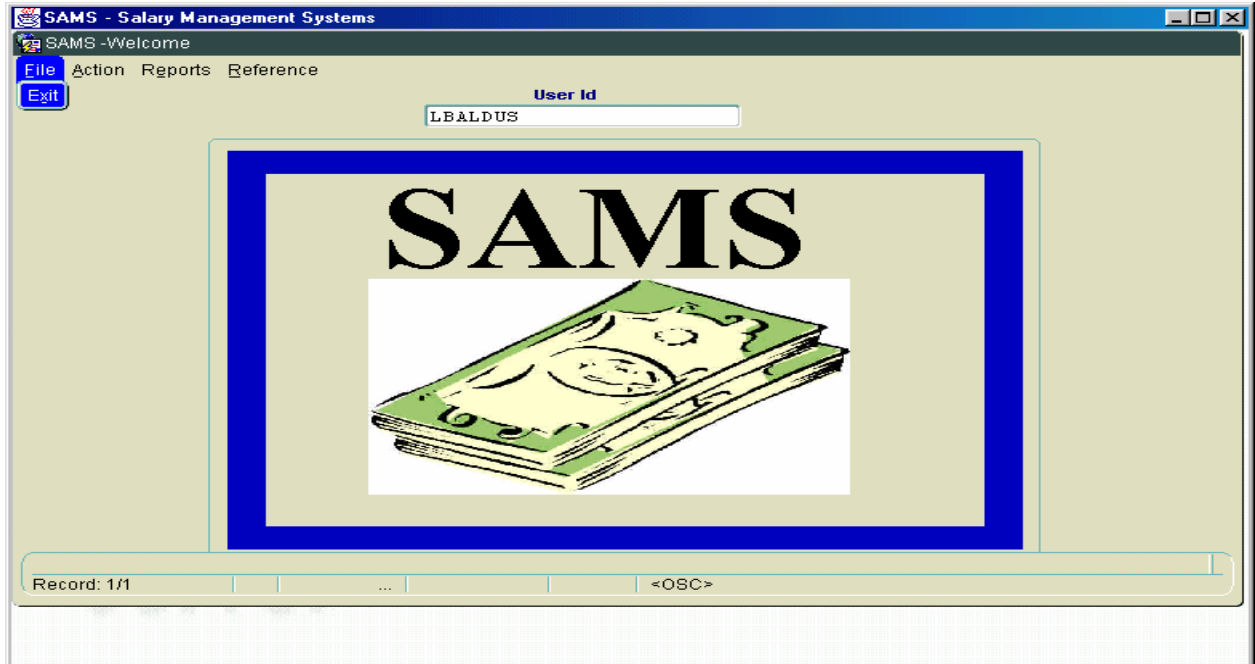
A. Main Menu

The primary menu in SAMS is the SAMS Main Menu. The SAMS Main Menu is the starting point for accessing SAMS data.

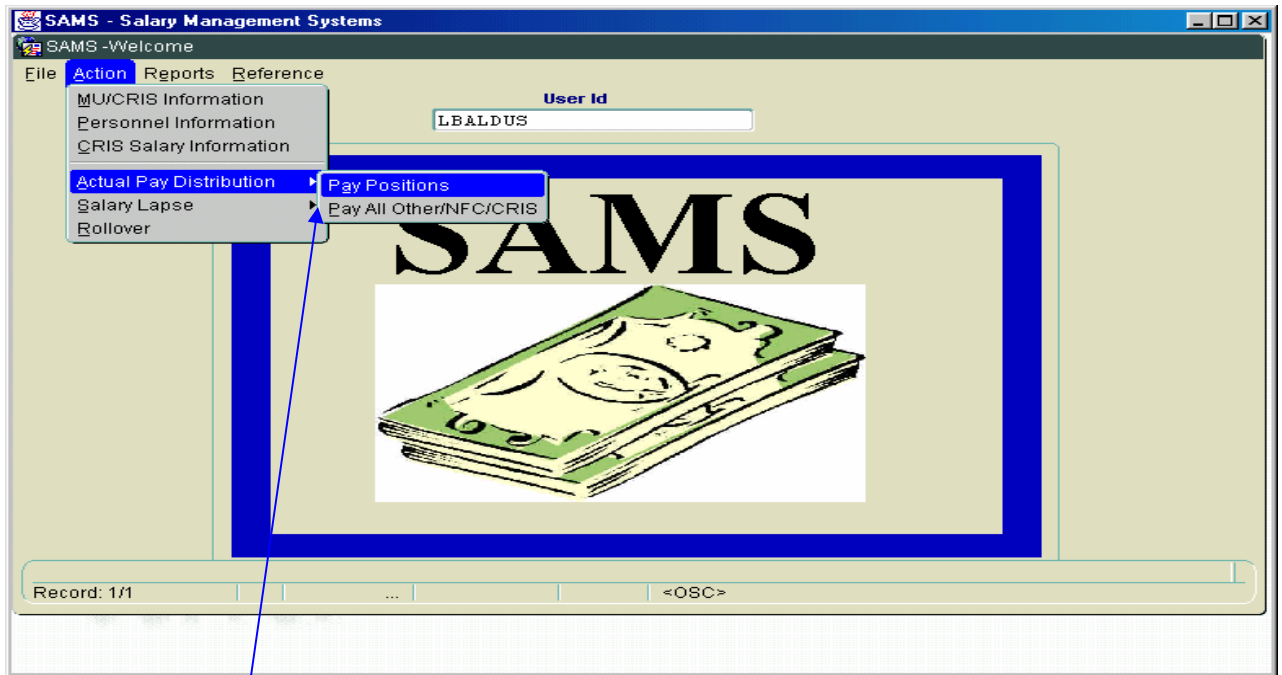


The Main Menu shows the SAMS logo and has 4 options along the top. These options represent different drop down menus. The options listed in the drop down menus allow the user to access the various data entry, reports and reference screens.

To exit from SAMS and return to the ARIS Application Main Menu, click File/Exit.

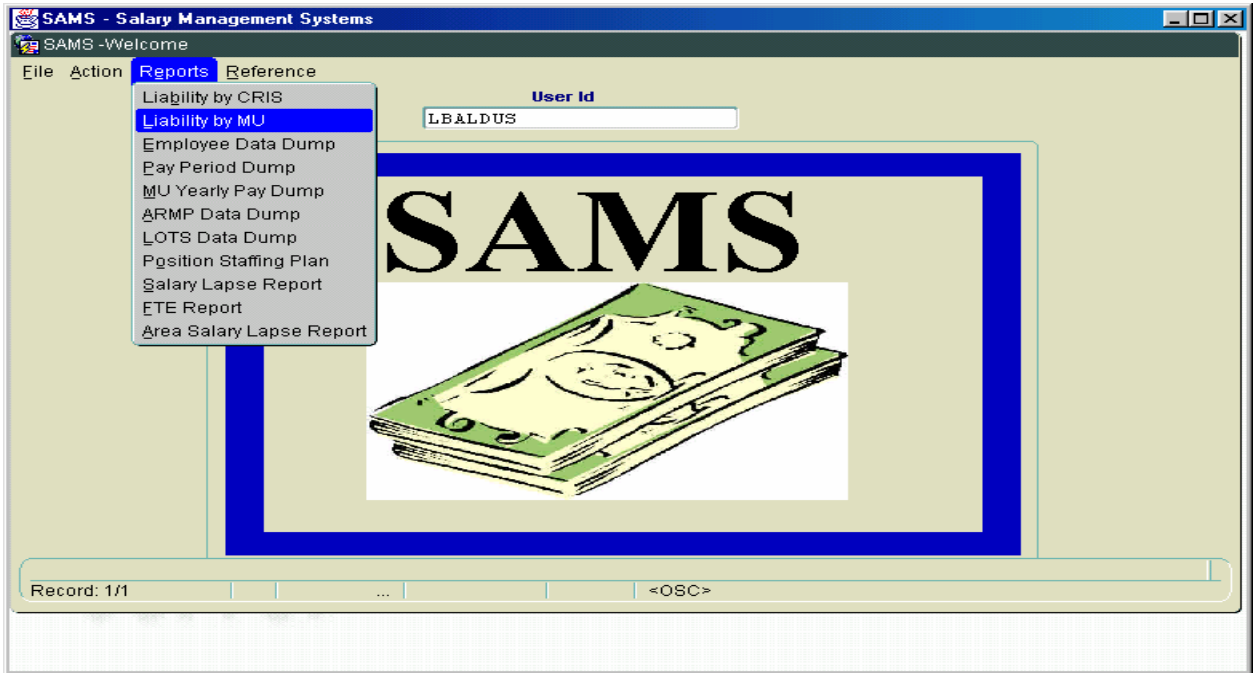


Under “Action”, the choices for the different data entry screens appear. Chapter 3 contains more detailed information on the individual screens under this category.

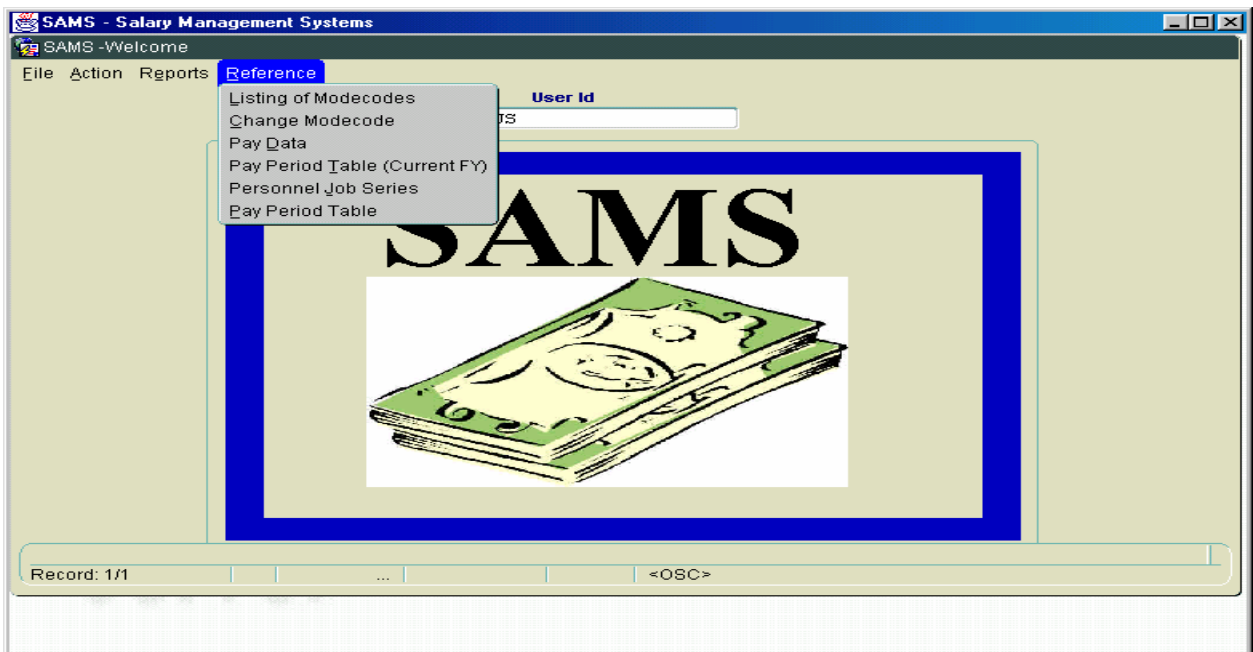


A carrot symbol (▶) to the right of the name of the screen indicates that there are multiple choices for that topic. Moving the cursor over a topic with a carrot will highlight the choices available. Move the cursor to the appropriate choice and left click the mouse button to enter that screen.

Under “Reports”, the list of the different SAMS reports appears. Chapter 4 contains more detailed information on the reports available and how to generate them.



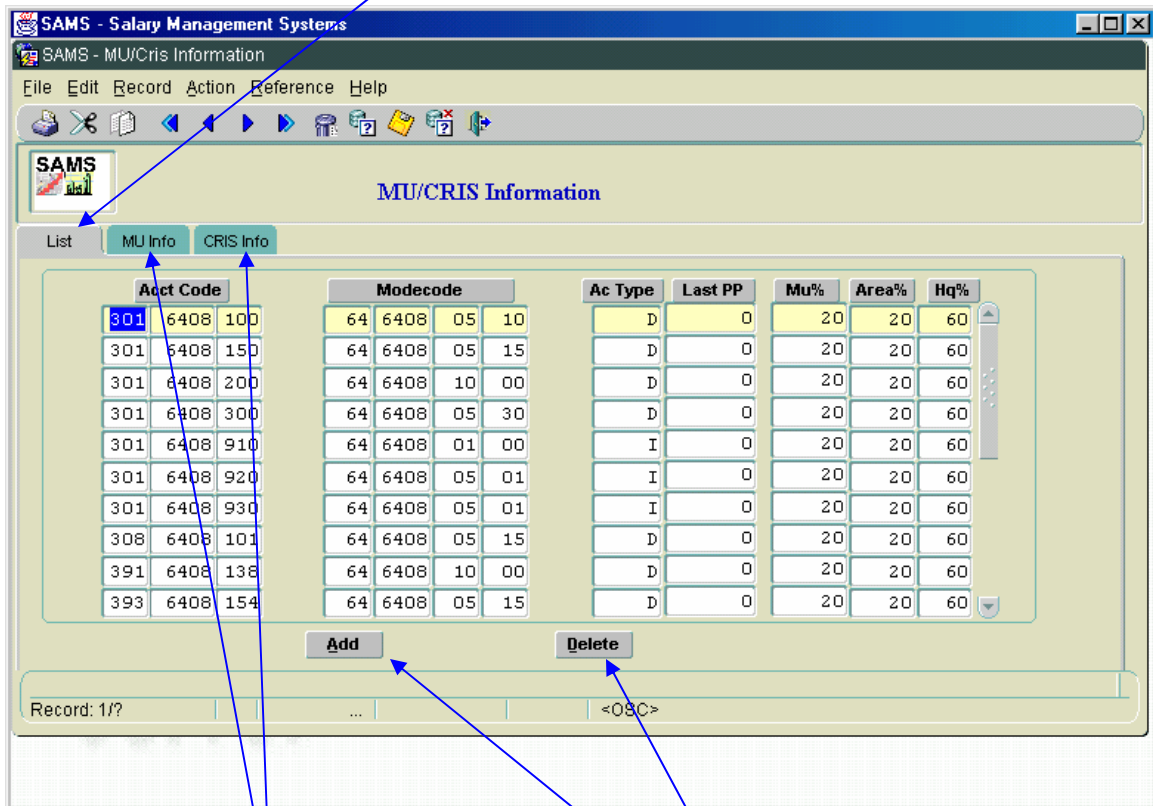
Under “Reference”, the list of available data reference tables appears. Chapter 5 contains more detailed information on these reference/data tables.



B. Navigating within the Screens

When one of the options under Action is selected, the user will be taken directly to either a list screen or a query screen. Each screen will display a menu bar and a tool bar, which will allow users to navigate between records.

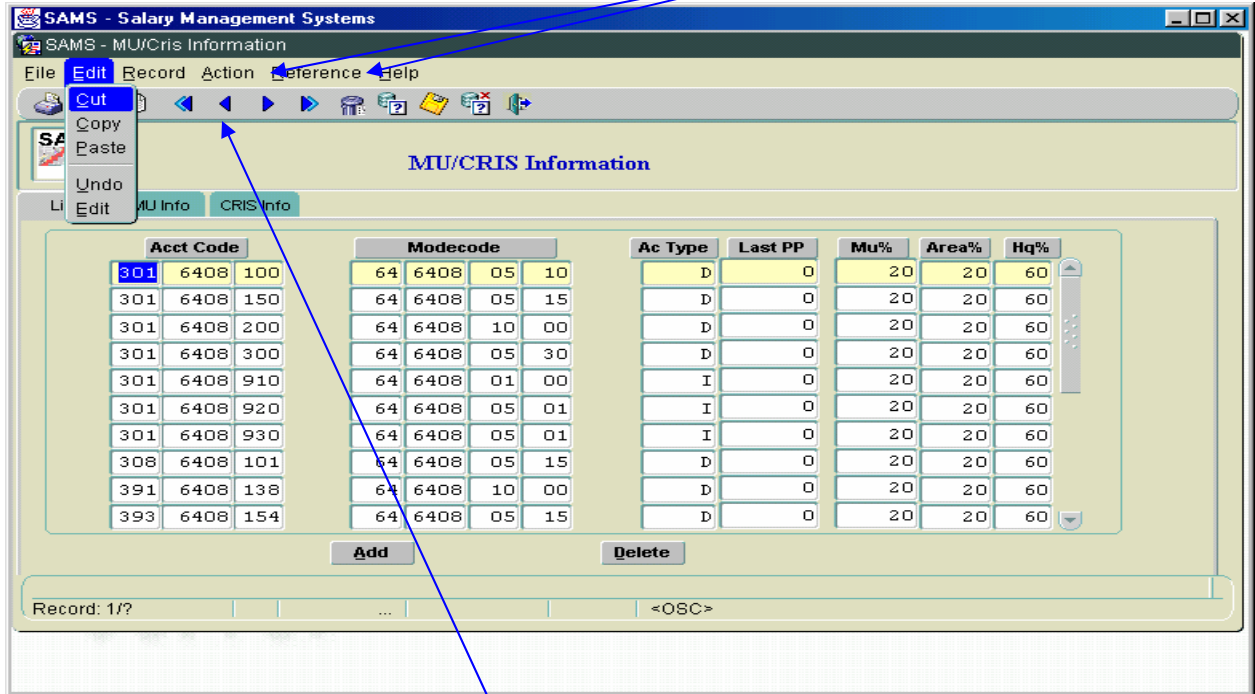
A sample List Screen follows:



This list screen will show all of the accounts for which the user is authorized to access. Following the list tab will be the data entry screens available for that topic. The active screen tab is grey. The inactive, yet available, data screen tabs are green. From this List Screen, the user can add a new record or delete an existing one.

NOTE: There is no restore function. Once a record is deleted, and confirmed for deletion, it cannot be restored. If a record is deleted by mistake, it will need to be re-entered.

At the top of the screen, more drop down menu choices are shown.



These choices are also available in icon form directly under the drop down menu titles. If the cursor is placed over the icon, a message will display explaining what that icon does. For instance, if the cursor is placed over the picture of a printer, then the word "print" will be displayed.

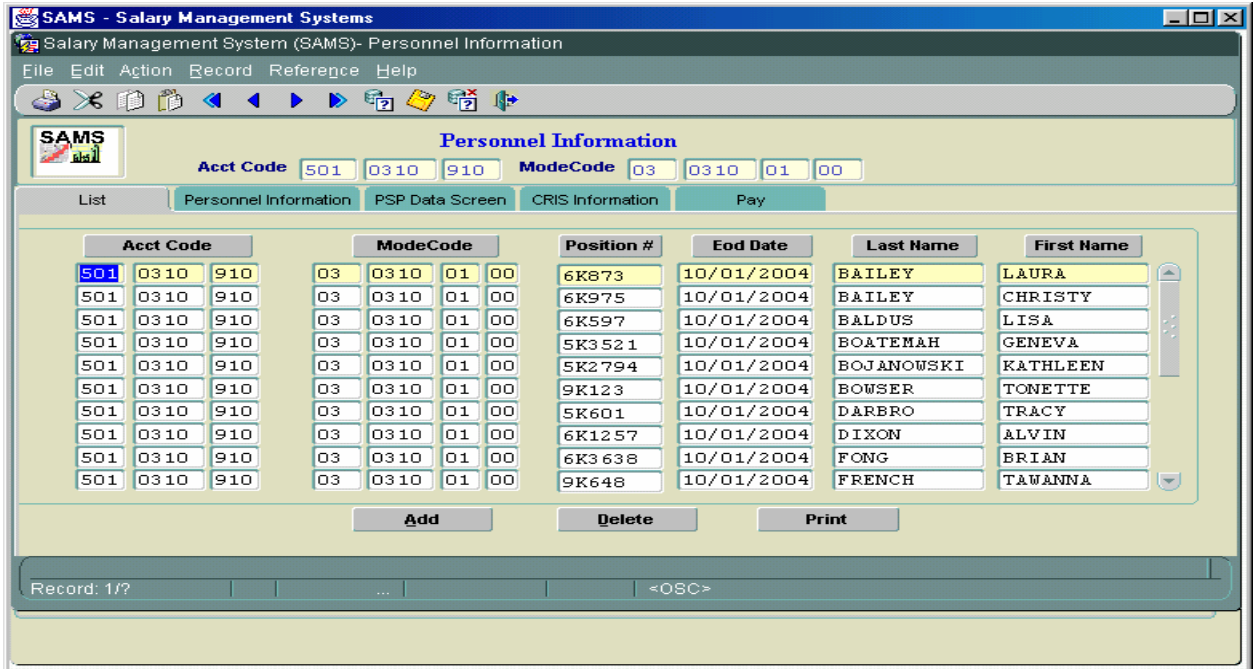
The drop down menus and the icons will help to navigate through the screens. They can be used to go forward ► to the next record or back ◀ to the previous one. The double carot can be used to go to the last record or the first record.

Basic editorial functions may be performed with the drop down menus or the icons. Options include cut, copy, clear, paste and undo.

A copy of the screen may then be printed. Save any changes made, enter new query requirements, and/or exit this screen back to the main menu.

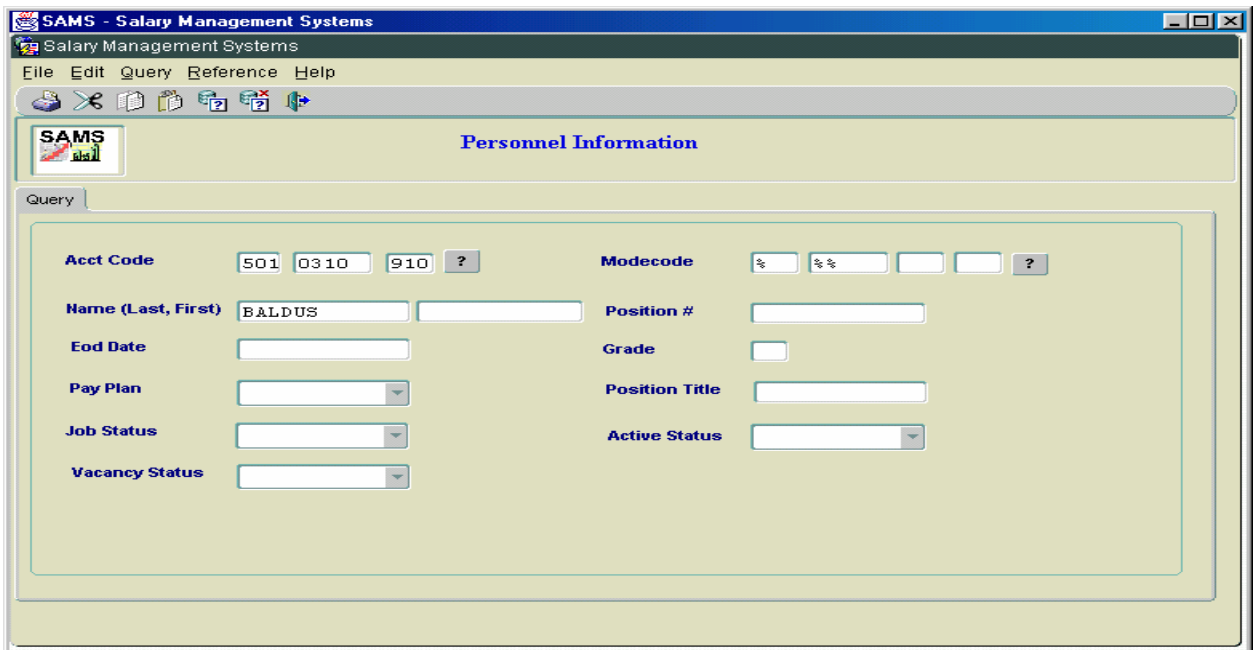
The Reference menu also allows use of some of the reference data tables without returning to the main menu.

Hitting enter brings forward a List Screen with all the data files associated:



From here, you can choose the particular record you are interested in.

More specific information may be entered in the query field, as follows:



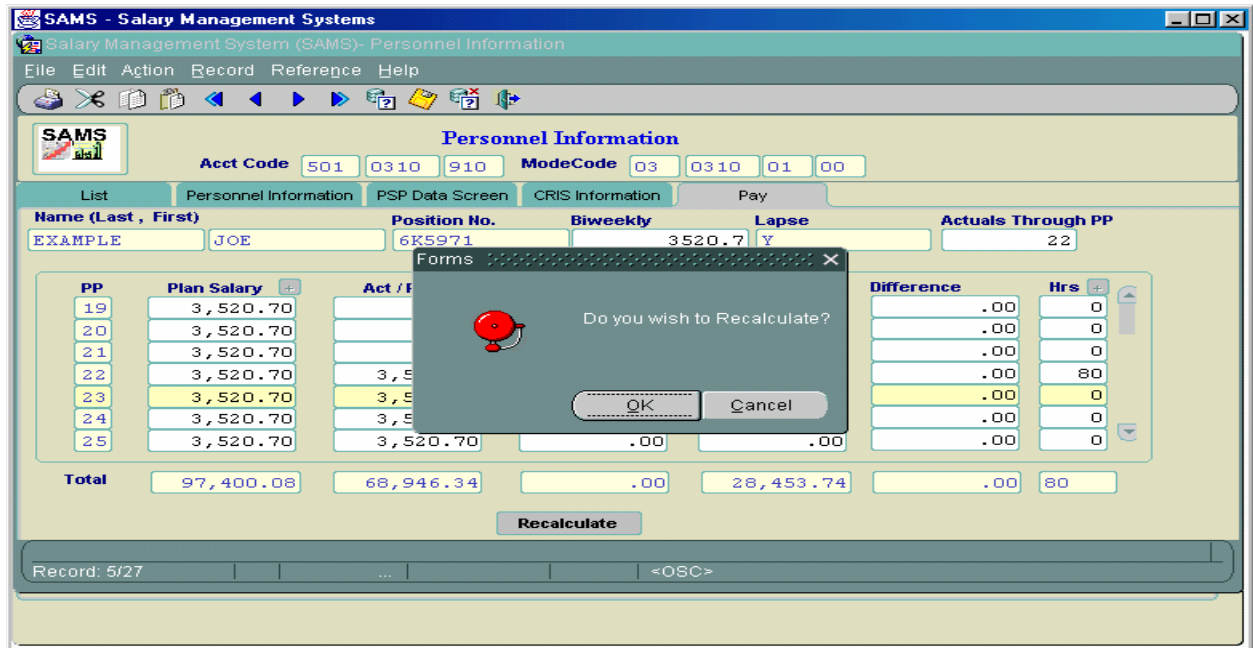
This will bring up the List Screen for all data matching that query:

The screenshot shows the SAMS - Salary Management Systems interface. The title bar reads "SAMS - Salary Management Systems". The main window title is "Salary Management System (SAMS)- Personnel Information". The menu bar includes "File", "Edit", "Action", "Record", "Reference", and "Help". Below the menu is a toolbar with various icons. The main area is titled "Personnel Information" and contains a search query: "Acct Code 501 0310 910 ModeCode 03 0310 01 00". There are four tabs: "List", "Personnel Information", "PSP Data Screen", "CRIS Information", and "Pay". The "List" tab is active, displaying a table with the following columns: "Acct Code", "ModeCode", "Position #", "Eod Date", "Last Name", and "First Name". The table contains one record: "501 0310 910 03 0310 01 00 6K597 10/01/2004 BALDUS LISA". Below the table are buttons for "Add", "Delete", and "Print". At the bottom, a status bar shows "Record: 1/1" and "<OSC>".

Acct Code	ModeCode	Position #	Eod Date	Last Name	First Name
501	03 0310 01 00	6K597	10/01/2004	BALDUS	LISA

C. System Messages

System messages are short informational messages that give the user some indication of a condition that must be met or must be resolved or a question to be answered. System messages will be issued as necessary to explain menu options, warn the user of error conditions, or provide recommended courses of action the user might take.



D. Data Entry/Edit Screens

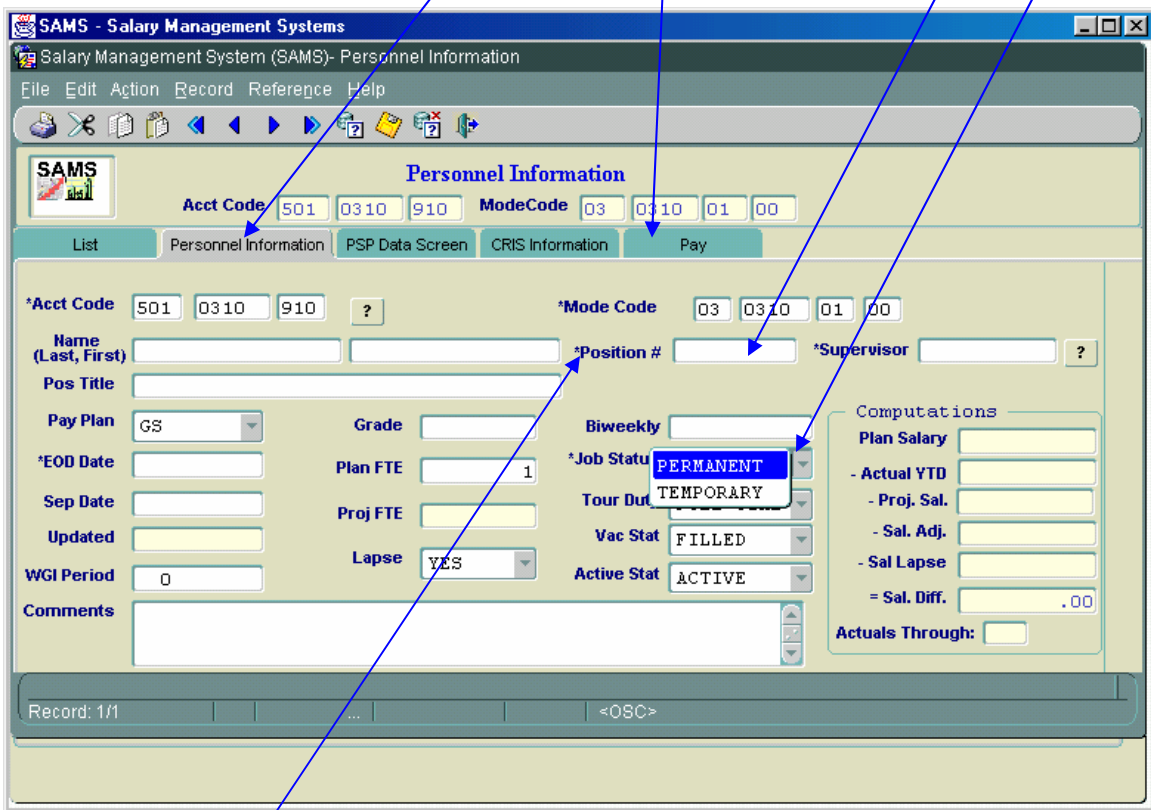
Data input screens allow structured entry and modification of SAMS data. Data input screens are composed of labeled fields, similar to a paper fill-in form. The SAMS system monitors the information entered into each field to ensure that it matches the information that is requested by the field. For example, the system would not permit a phone number to be entered in a field that requires a dollar amount. Each value entered must meet the requirements specified for the particular field. Refer to Chapter Three for specific information about data input screens.

Data is stored in units, called records, which comprise the SAMS database. The SAMS database is conceptually similar to the list of names and addresses in a phone book. Under this analogy, each name with corresponding address and phone number would represent one record in the phone book database. Each record in the SAMS database is comparable to the information displayed on one data input screen. Key values uniquely identify each database record. Key values for a phone book database might be the name and phone number in each entry. The SAMS system uses key values which are unique for each record within the database. Key values may not be modified. Key values in

SAMS are the **Accounting Code** and the **ORG (Mode) Code**. Once entered, these fields may not be modified. If a record is established with the incorrect Accounting Code or ORG Code, that record will have to be deleted and a new one established with the correct information.

The name of each data input screen appears as a tab at the top of the screen. Clicking on the tab will select that option and will bring up that data entry screen.

Use the tab key or the mouse to move from field to field within the screen. SAMS data input screens are composed of two types of data entry fields. The first type, Fill-In, requires that information be typed from the keyboard. The second type, Menu-Selection, has a carrot (▼) next to the field and provides the option of selecting the information from the drop down (list of values (LOV)) choices.



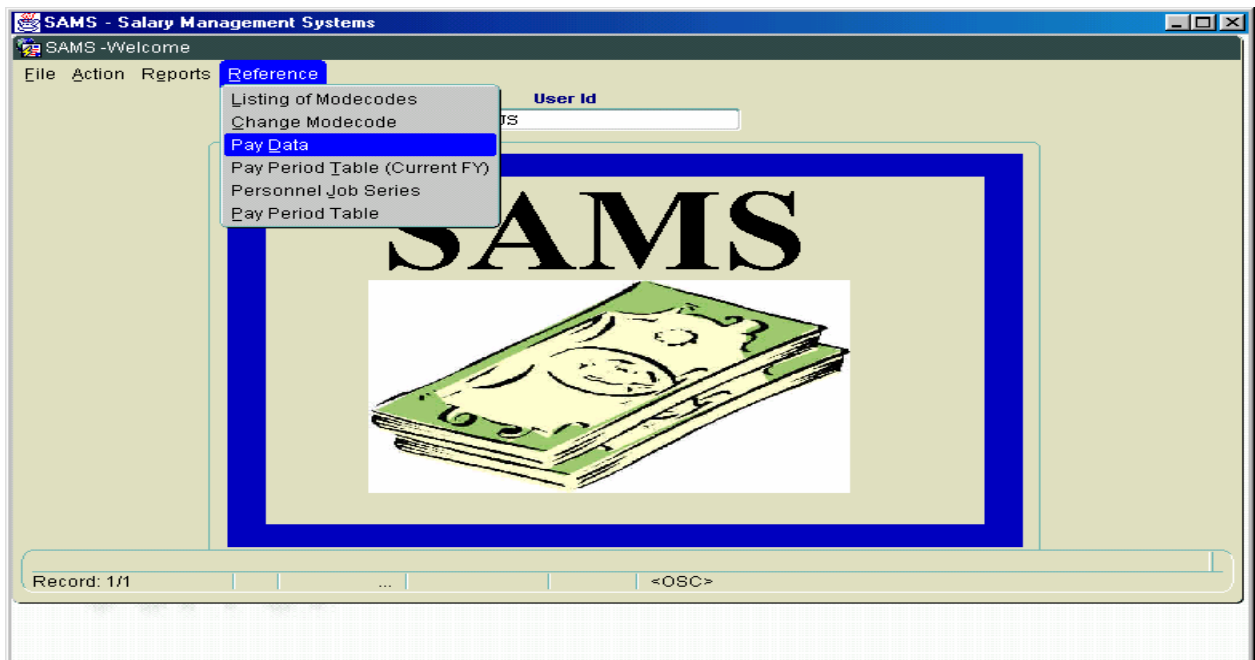
Fields with an asterisk must be completed. If save is attempted without completing all the required fields, the system will notify the user that data is missing. If the information is not completed correctly, the record can not be saved.

Chapter Three – Operating SAMS

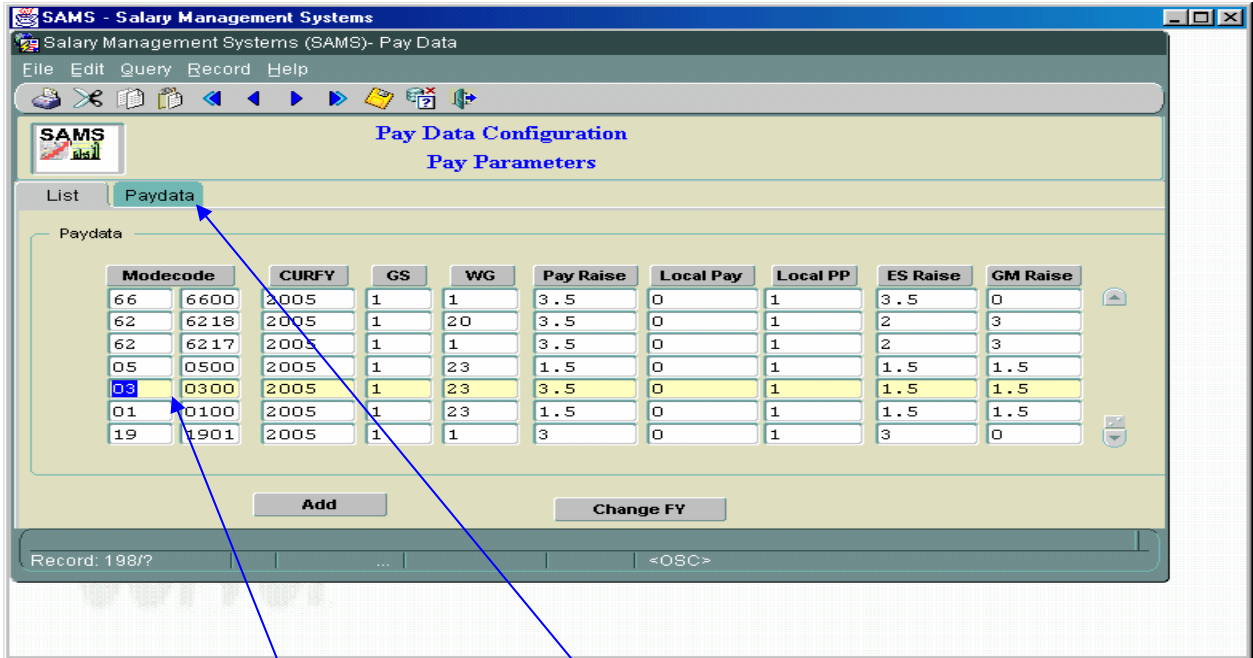
This chapter provides procedures to follow for establishing and maintaining SAMS records.

A. Ensure Pay Data Parameters are correct

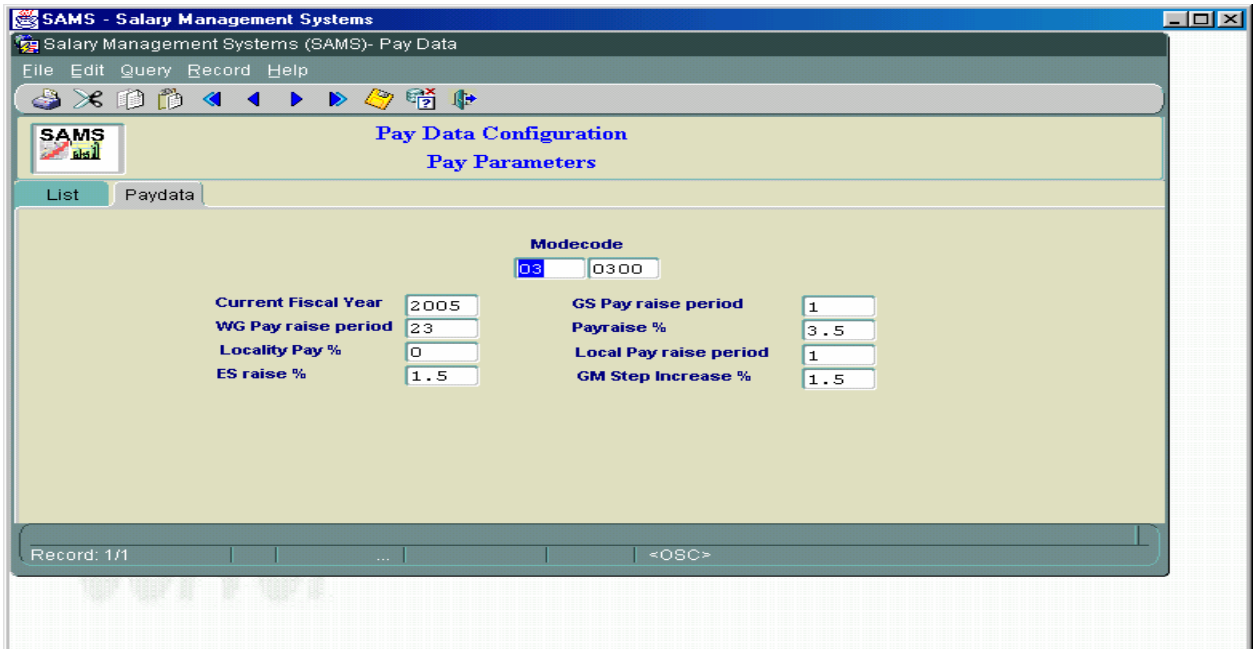
From the SAMS Main Menu, select Reference/Pay Data.



A list screen will appear with a list of all the accounting codes accessible to the user:



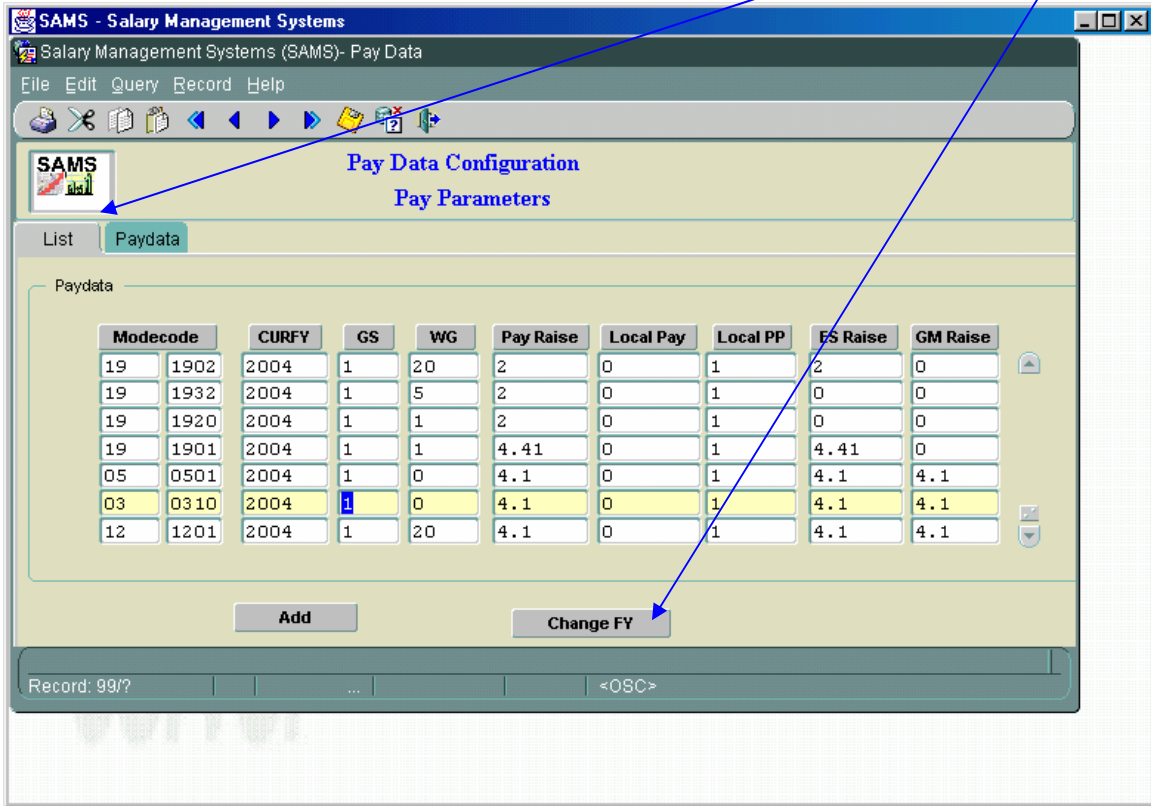
Click anywhere on the line with the appropriate Mode Code and fiscal year (the line will show as yellow) and click on the Paydata tab at the top.



This screen will show the fiscal year currently being worked under as well as the pay parameters that have been established for that ORG (Mode) Code. This information may be modified in this screen. If this information is modified and salaries projected, it will

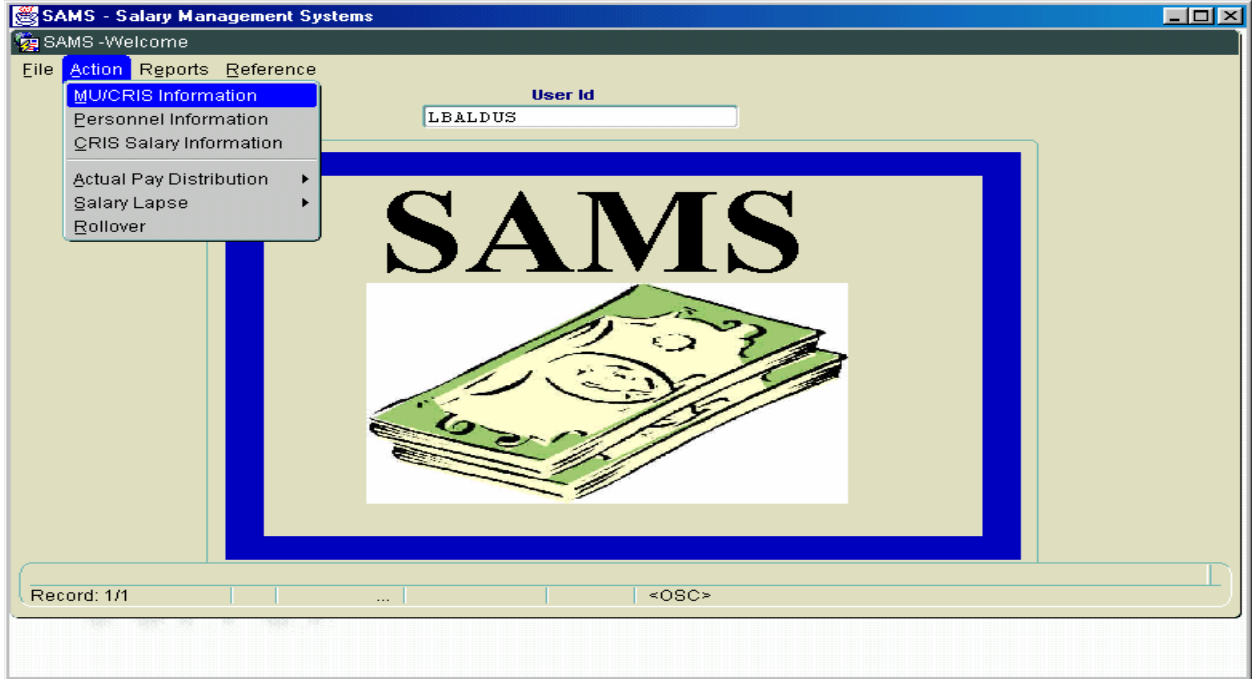
be necessary to return to the Personnel Information or the Actual Pay Distribution screens and recalculate each individual's salary.

If the fiscal year needs to be changed, return to the list screen by clicking on the List tab. Click on the Mode Code and fiscal year to be changed to, then click on Change FY at the bottom of the list screen.

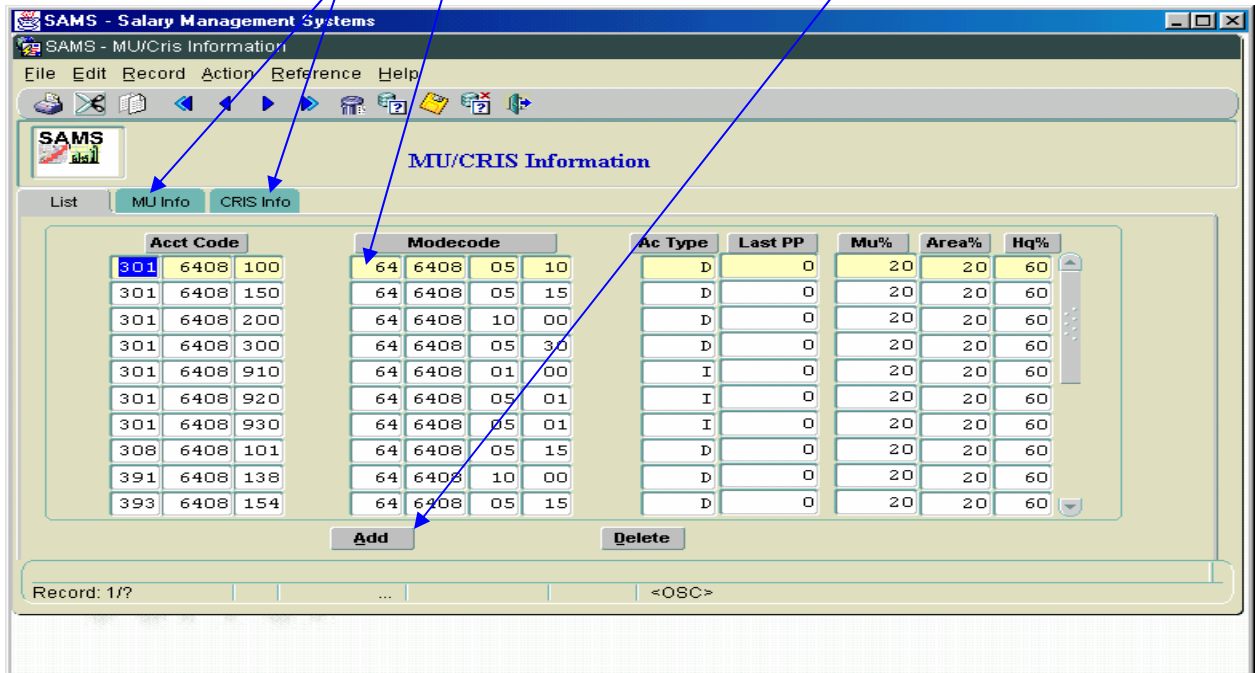


B. Establish/Modify MU/CRIS Information

Return to the SAMS Main Menu and access the MU/CRIS Information Screen under Action.



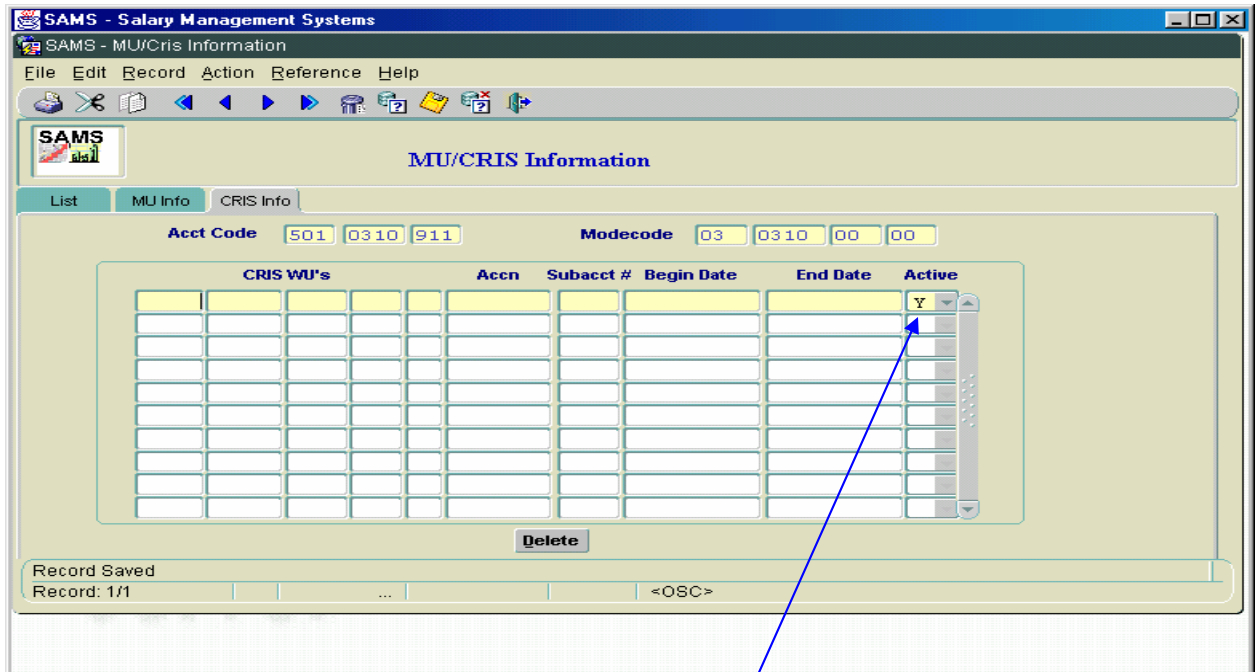
If the Management Unit (MU) has not yet been established, it will not be reflected on the List Screen. The MU will need to be added from this screen by clicking on Add at the bottom. If it has already been established and needs to be modified, highlight the correct account by clicking anywhere on that line (it will show yellow), and click on the MU Info or the CRIS Info tab.



When establishing a new account, enter the Accounting Code and select the Mode Code from the drop down list which is accessed by clicking on the “?” to the right of the box. Once selected, the MU Name, Location, and Area fields will be populated. Mode Code information is received through ARIS from the Human Resources Division (HRD). A valid Mode Code must be used. If a new Mode Code needs to be established, contact the appropriate HRD specialist. BE CAREFUL. Once an Accounting Code and Mode Code are entered and the data is saved, these two values cannot be modified. If an error is made, the information will have to be deleted and re-entered correctly.

Enter the Account Name, contact, Account Type (Direct or Indirect) and verify that the Salary Lapse Percentages are correct.

Once the MU Information has been completed, click on the CRIS Info tab.



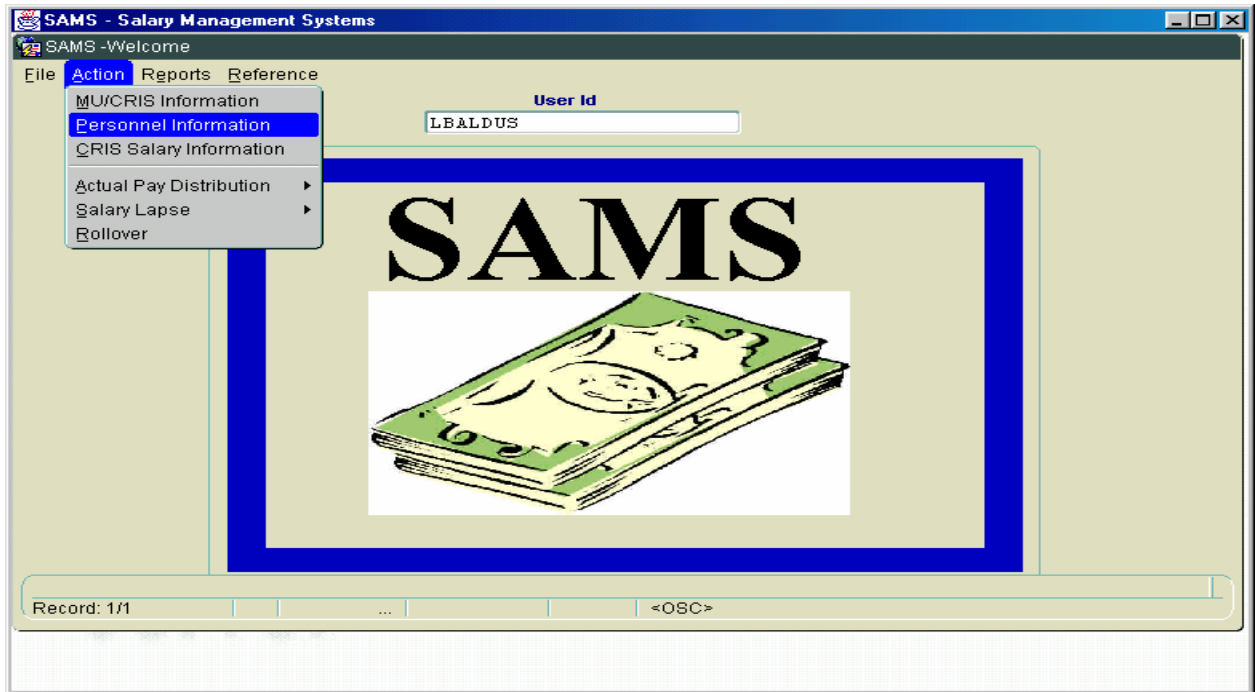
Enter the (valid) CRIS number. Once entered, SAMS will check the ARIS database to ensure the CRIS number is valid. If it has not been established in ARIS, an error message will be displayed and the user will not be allowed to save the record with this invalid CRIS number. If the CRIS number is valid, the Accn (Accession) number will be automatically populated from ARIS. Continue entering the subaccount number (optional), and beginning and ending date of the CRIS. Valid and up-to-date CRIS numbers and Accession numbers are crucial and cannot be fabricated. This information feeds the salary lapse process and incorrect data causes problems with updating allocations and ARIS information.

NOTE: CRIS Begin Dates MUST BE the first date of a pay period and End Dates MUST BE the last date of a pay period. If the first or last date is not used, SAMS will not be able to calculate values correctly on the Liability by CRIS reports.

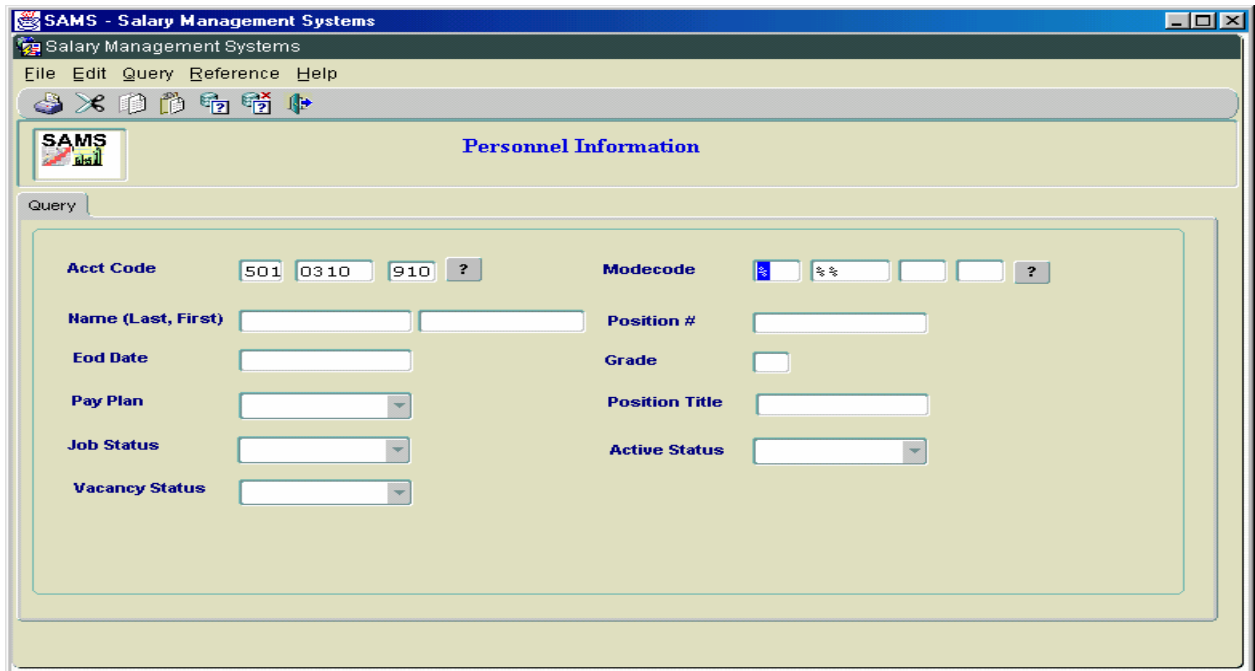
Make sure the Active flag is set to "Y". Once all the information has been entered, save and exit back to the SAMS Main Menu. In many cases, SAMS will automatically save the data without it being requested. However, it is a good practice to save before exiting each screen.

C. Add/Modify Personnel Information

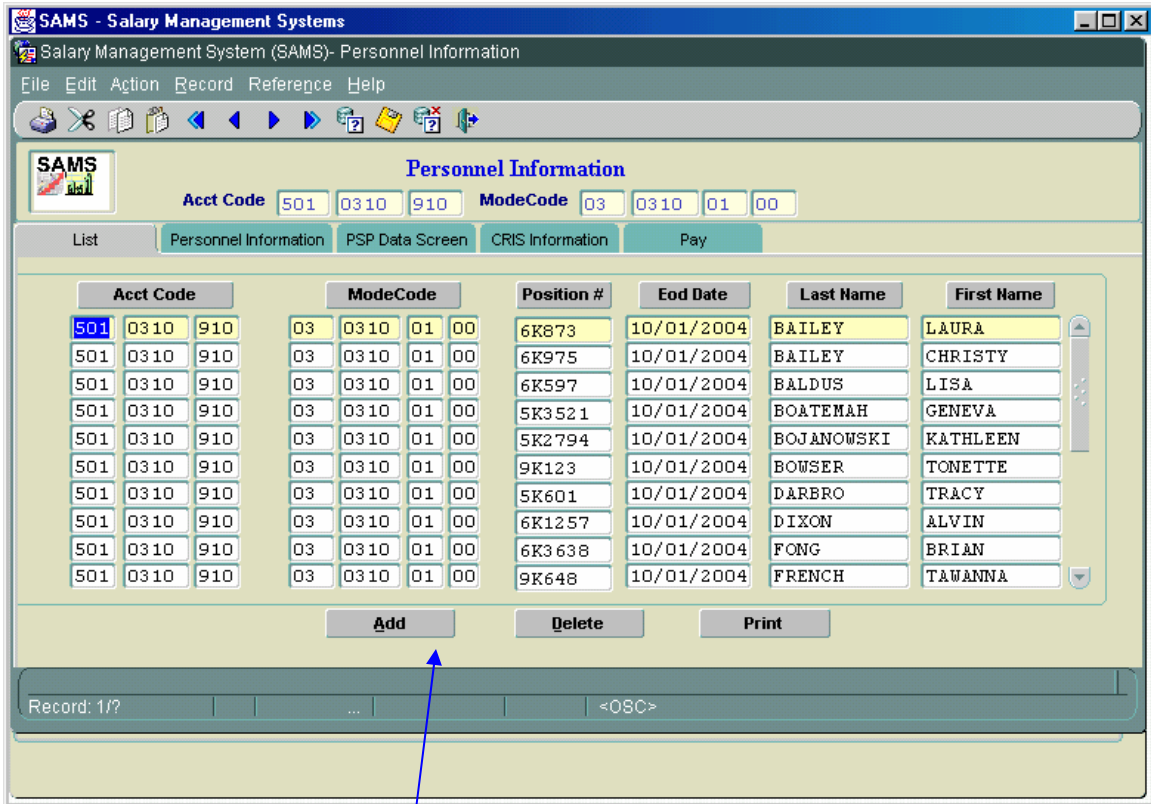
1. Access the Personnel Information Screen under Action.



Enter the appropriate information in the Query Screen.



This will bring up a List Screen for the selected account.

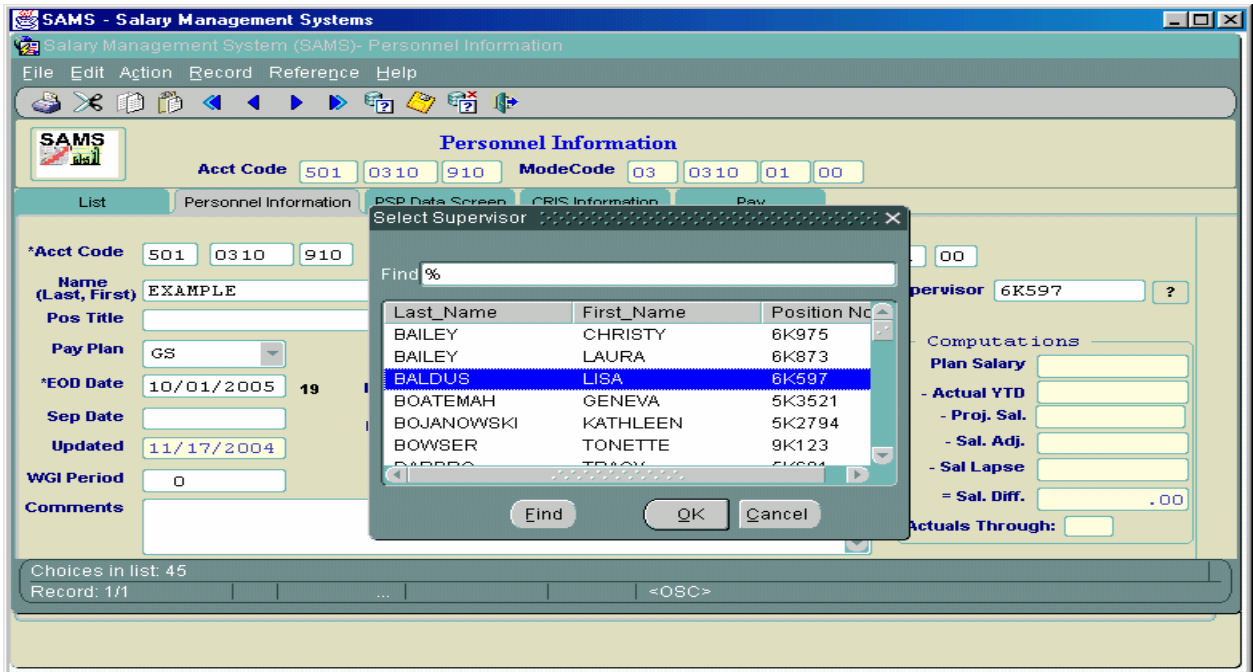


2. Add new records by selecting Add at the bottom of the List Screen.

The screenshot shows the 'Personnel Information' screen in the SAMS application. The window title is 'SAMS - Salary Management Systems'. The main title is 'Personnel Information'. The screen displays various input fields for personnel data, including Acct Code (501 0310 910), Mode Code (03 0310 01 00), Name (Last, First), Position #, Supervisor, Pay Plan (GS), Grade, Biweekly, Job Status (PERMANENT), Tour Duty (FULL TIME), Vac Stat (FILLED), Active Stat (ACTIVE), EOD Date, Sep Date, Updated, WGI Period (0), Lapse (YES), and a Computations section with Plan Salary, Actual YTD, Proj. Sal., Sal. Adj., Sal. Lapse, and Sal. Diff. (00). A blue arrow points from the text below to the Supervisor field's '?' button.

Enter the accounting code information. Once that is entered, the Mode Code information will automatically populate and the user will be forwarded to the next field (Last Name). Complete all of the fields (Fields in pink cannot be modified).

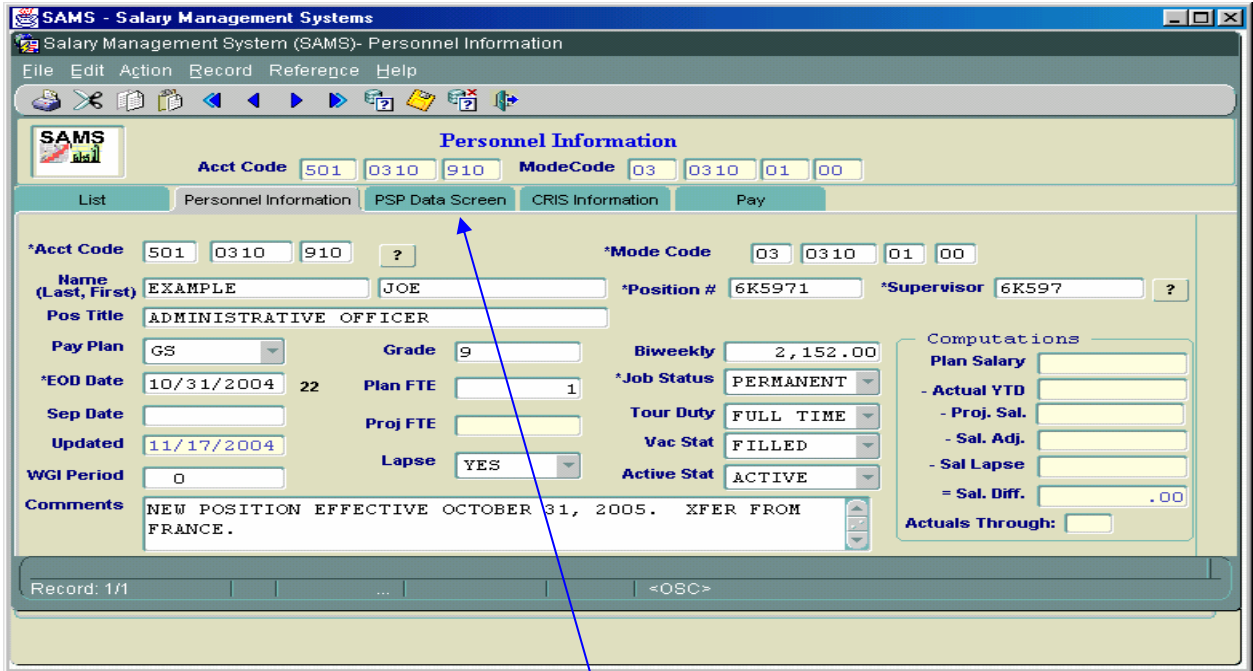
Supervisor Field: If the position being entered is the head of the MU (RL, etc.), then enter all 0000000 in this field. If not, click on the “?” to the right of the box and select from those positions already entered, or enter the position number of the supervisor.



If a supervisor's position number is entered which is not established for this account, then the record being entered will not be displayed on the Position Staffing Plan report. The user will receive an informational message identifying that this Supervisory Position Number has not yet been established.

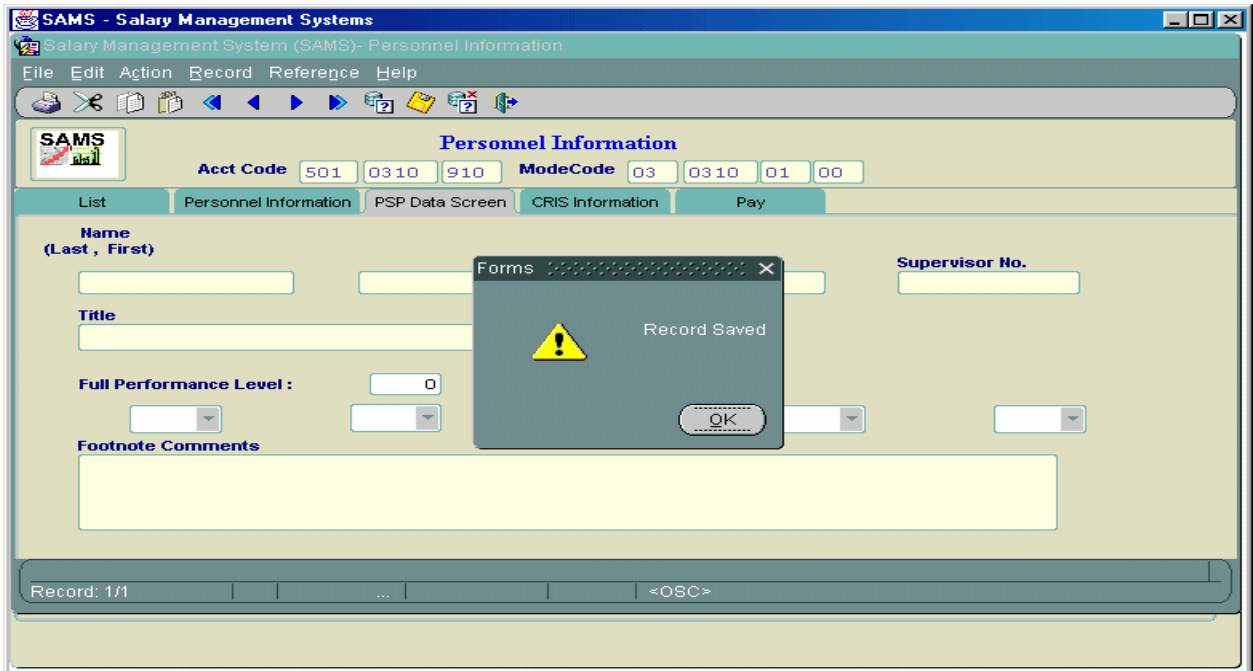
Comments Field: This information will be printed on the Liability by MU report under comments so it may be helpful to identify information here. For instance, dates of awards, WGI's or promotions, etc.

An example of a completed screen follows:



3. Once completed, click on the PSP Data Screen tab at the top.

If the user did not save before clicking on the tab, the following message will be displayed:



Click OK.

SAMS - Salary Management Systems

Salary Management System (SAMS)- Personnel Information

File Edit Action Record Reference Help

SAMS Personnel Information

Acct Code 501 0310 910 ModeCode 03 0310 01 00

List Personnel Information PSP Data Screen CRIS Information Pay

Name (Last, First) EXAMPLE JOE Position No. 6K5971 Supervisor No. 6K597

Title ADMINISTRATIVE OFFICER

Full Performance Level : 0

Footnote Comments

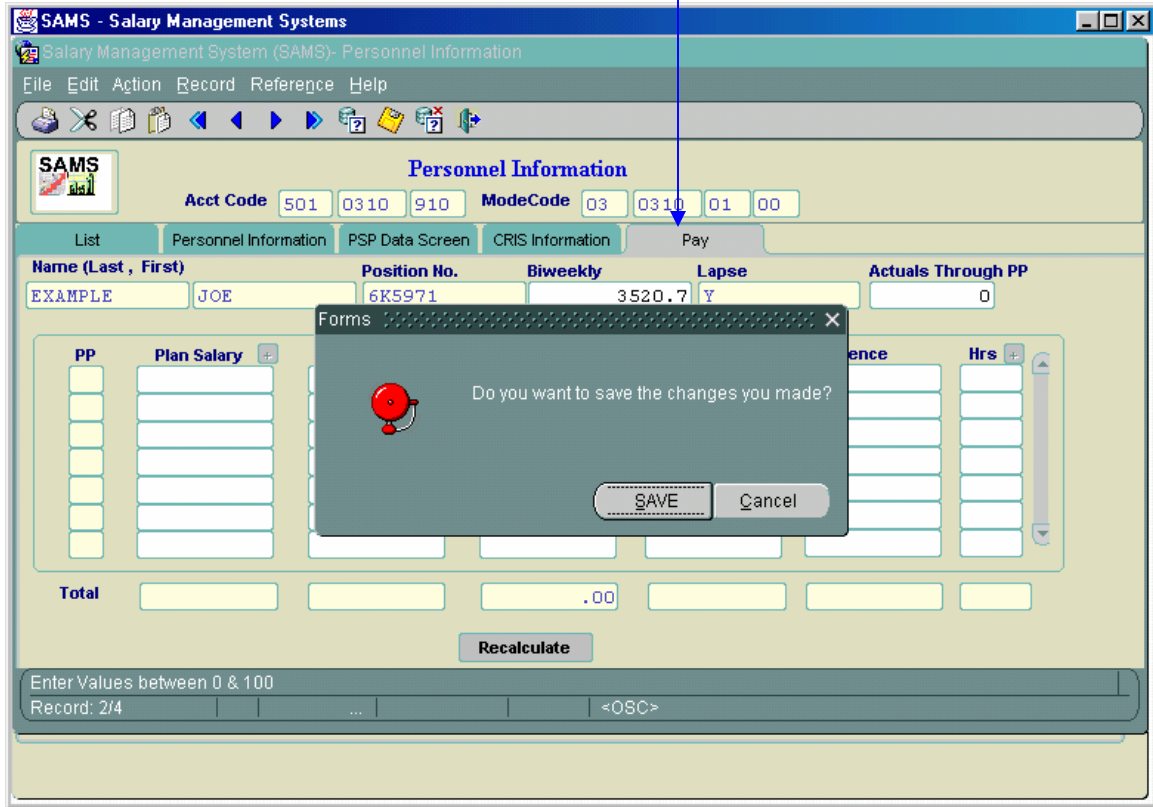
Record: 1/1 <OSC>

The PSP Data Screen will be populated with the information entered on the previous screen. Complete the full performance level and identify any footnotes to be displayed on the SAMS Position Staffing Plan report.

4. Once completed, click on the CRIS Information tab.

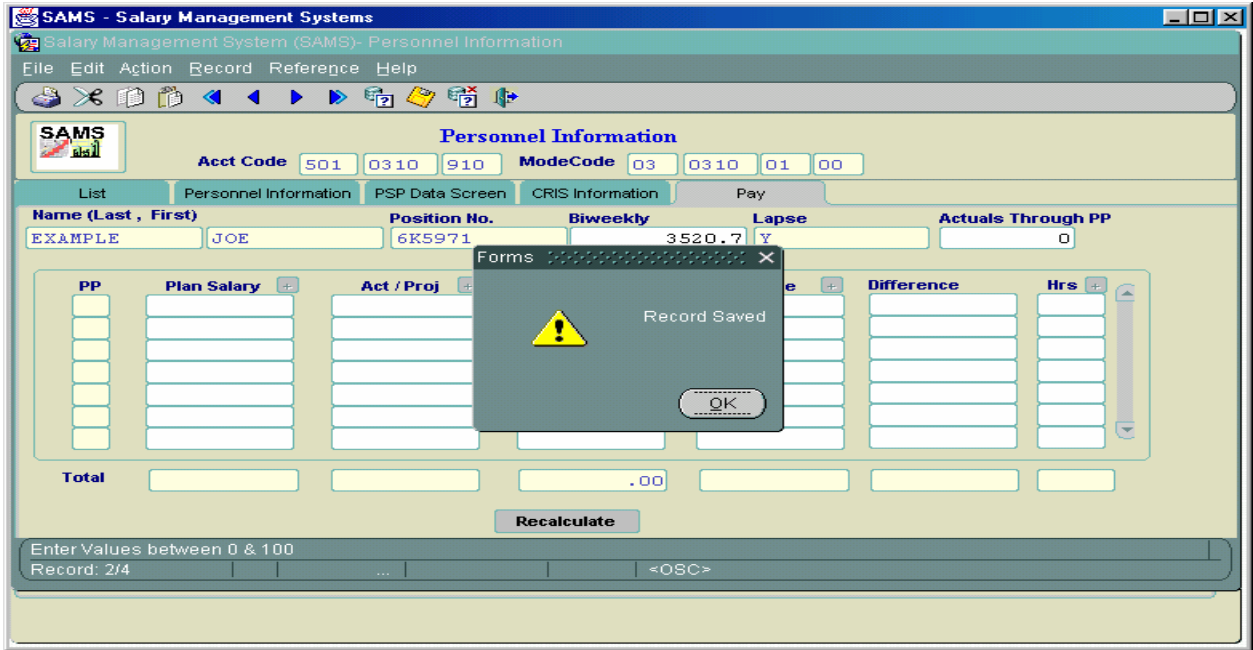
5. Once complete, click on the Pay tab at the top of the screen.

If the record has not already been saved, the following message will be displayed:

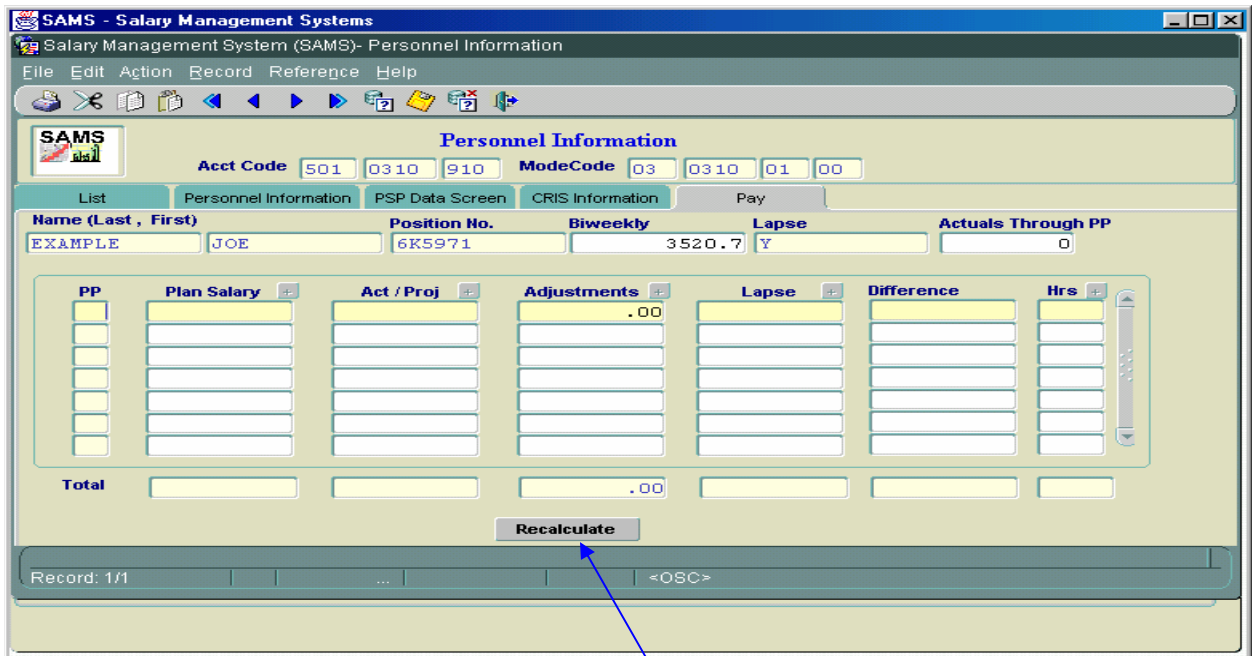


To save, click on save. If not, click on cancel.

Saving a record brings up the following message:

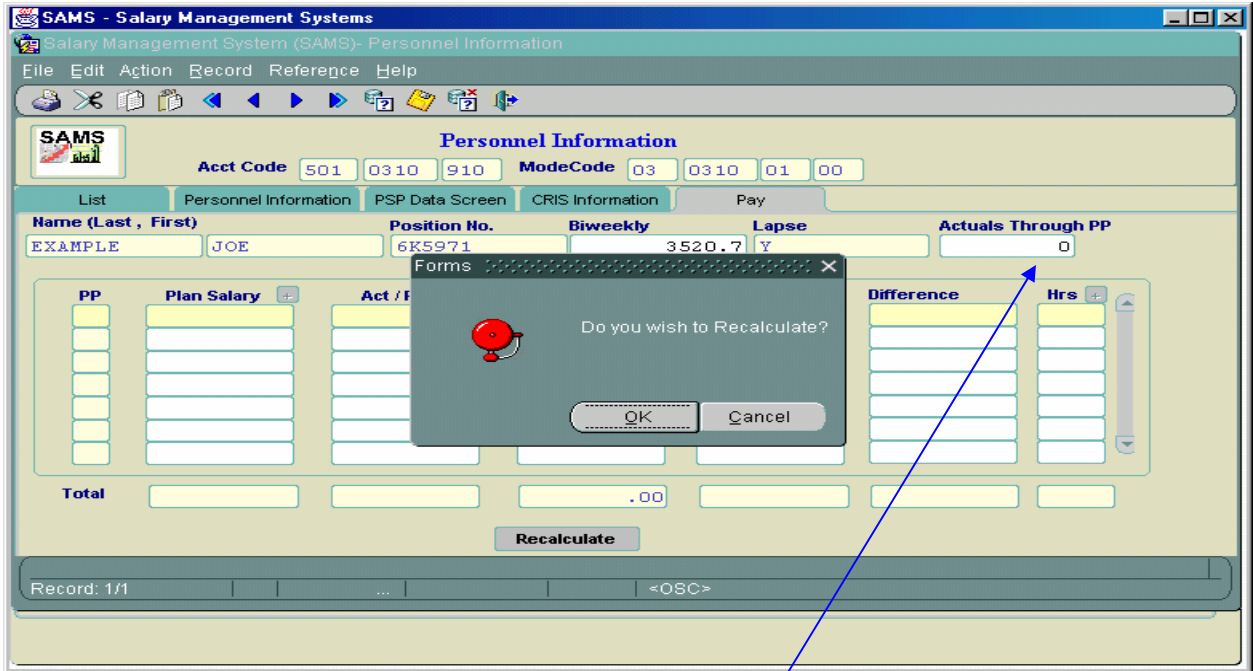


Click on OK. This will bring up the Pay data screen.



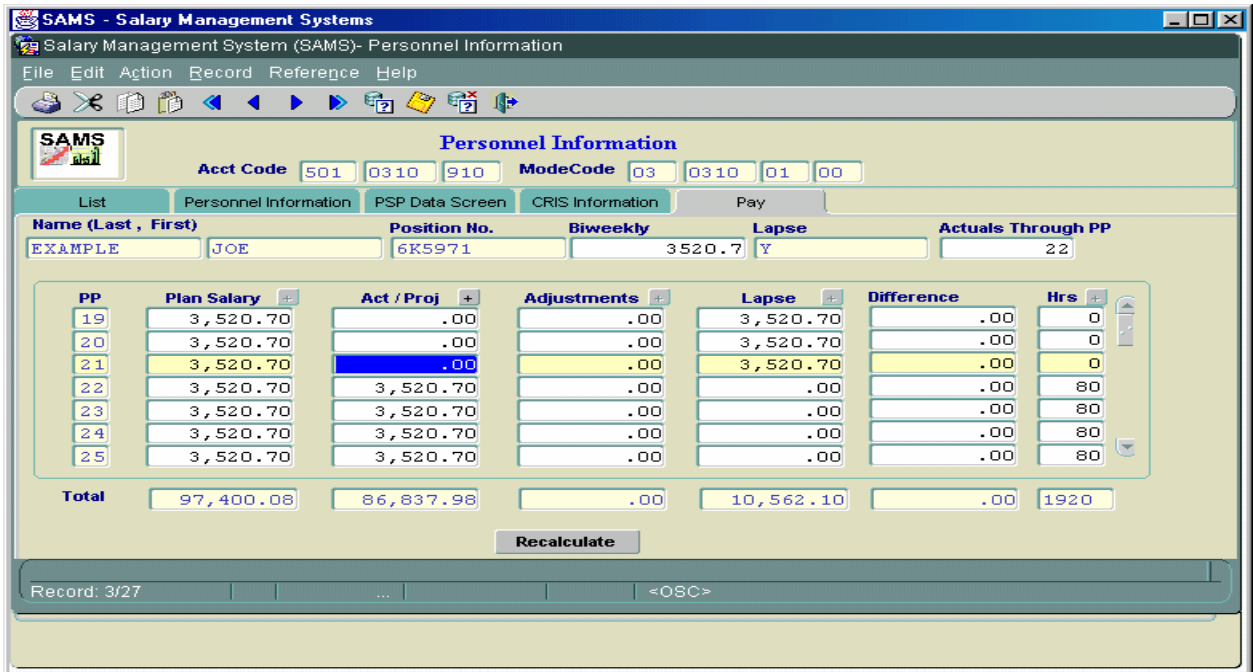
In order to project a salary for the year, click on Recalculate.

The following message will be displayed:



Click on OK.

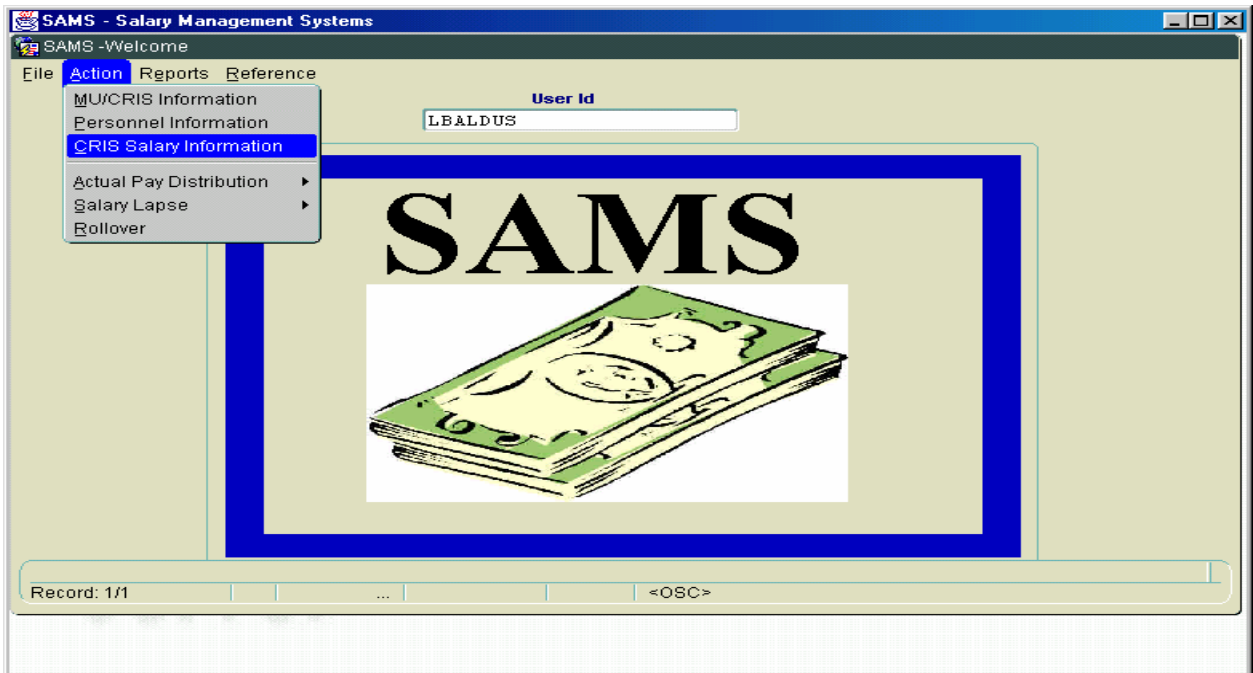
NOTE: If your machine is set to the current fiscal year but you are projecting a salary for the next fiscal year, the Actuals Through PP must = 0. Recalculating will return both a Planned Salary and an Act/Proj Salary. If a new person is being added to the current fiscal year and it has to be recalculated, Actuals Through PP may be set on any pay period and only Act/Proj Salary will be projected.



Once the salary projection and the salary lapse information has been verified, click on save and exit back to the SAMS Main Menu.

D. Assign Personnel to CRIS

1. Access the CRIS Salary Allocation table under Action.



2. Enter the desired Accounting Code and hit enter.

SAMS - Salary Management Systems
Cris Salary Allocation

File Edit Record Reference Help

SAMS

CRIS Salary Allocation

Acct Code: 501 0310 910 ?

SY Plan Adjustments: [0] [0] [0]
NSY Plan Adjustments: [0] [0] [0]

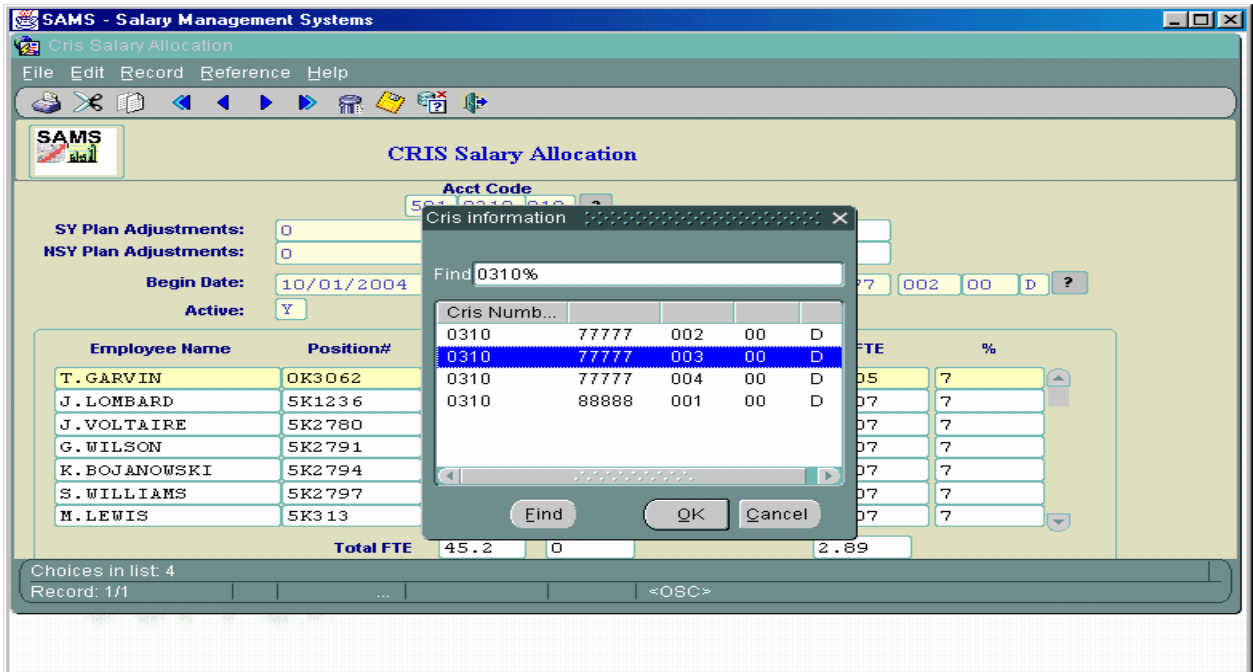
Begin Date: 10/01/2004
Cris No: 0310 77777 002 00 D ?
Active: Y
Subaccount#: 02

Employee Name	Position#	Full Year FTE	Unassigned Balance FTE	%	FTE	%
T. GARVIN	OK3062	.70	0	0	.05	7
J. LOMBARD	SK1236	1.00	0	0	.07	7
J. VOLTAIRE	SK2780	1.00	0	0	.07	7
G. WILSON	SK2791	1.00	0	0	.07	7
K. BOJANOWSKI	SK2794	1.00	0	0	.07	7
S. WILLIAMS	SK2797	1.00	0	0	.07	7
M. LEWIS	SK313	1.00	0	0	.07	7
Total FTE		45.2	0		2.89	

Record: 1/46

The personnel assigned to this account will be displayed.

3. Enter the percentage of time assigned to the CRIS displayed. Access other CRIS' by clicking on the "?" to the right of the CRIS number.

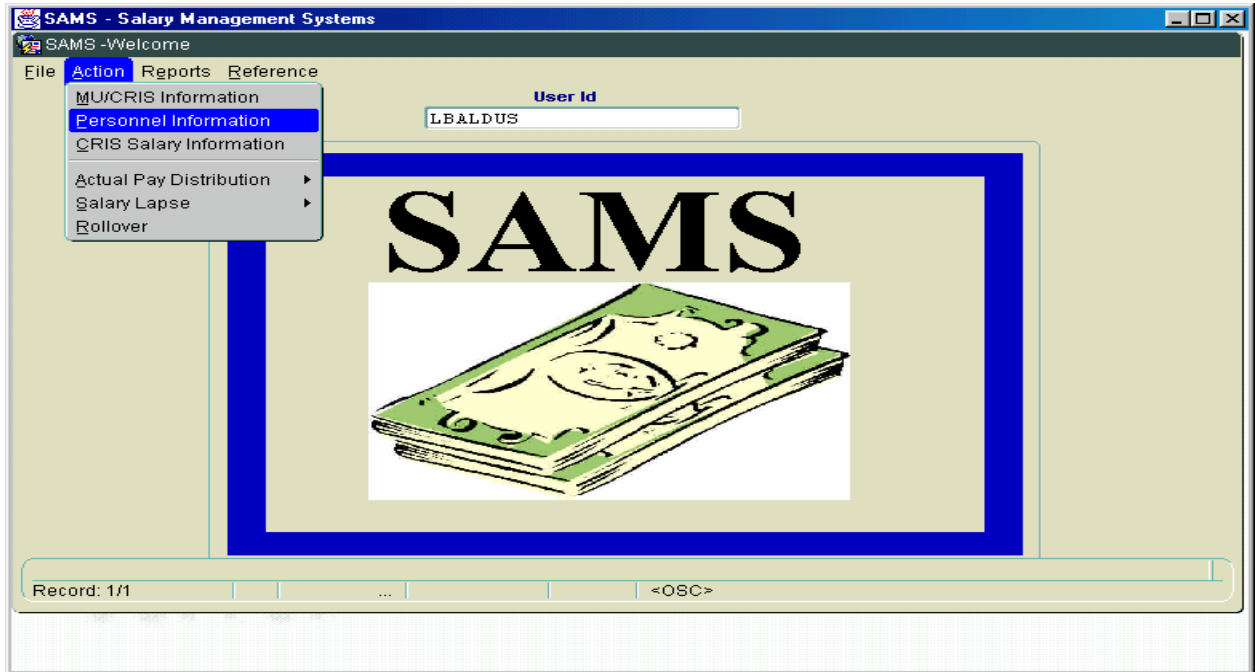


Highlight the CRIS to be displayed and click on OK. Continue assigning all of the personnel until the Unassigned Balance amounts = 0. When finished, click on save and exit back to the main menu.

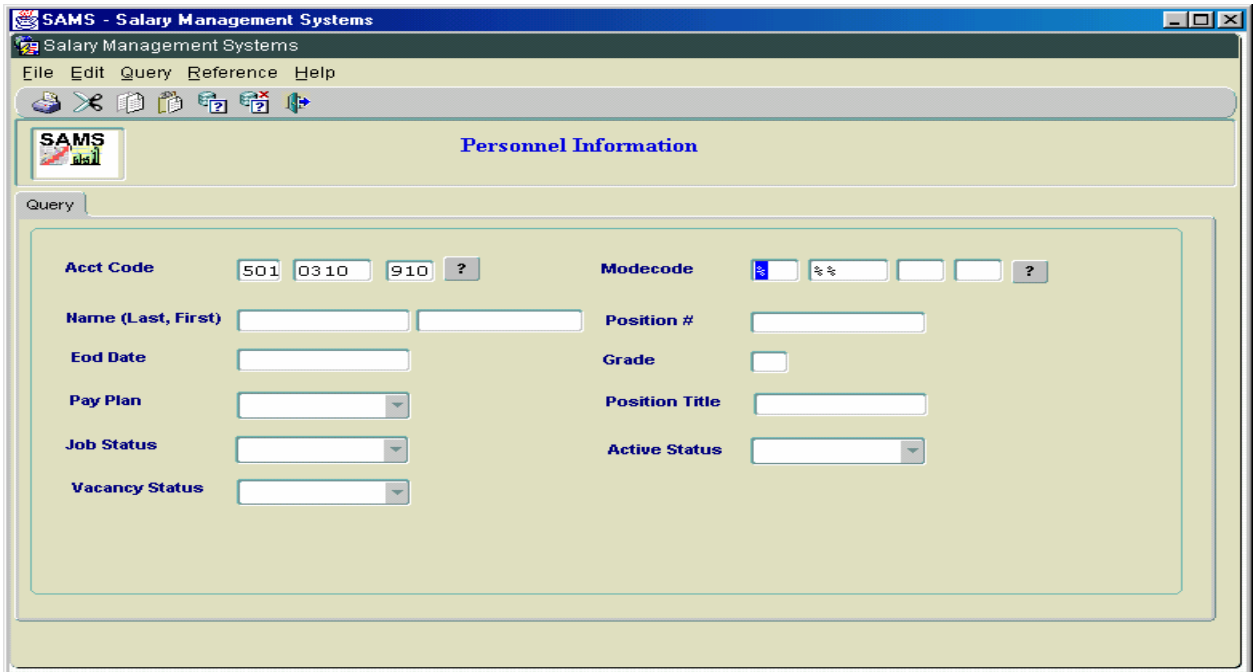
E. Updating and Maintaining Pay Data

There are two ways to update pay period data in SAMS.

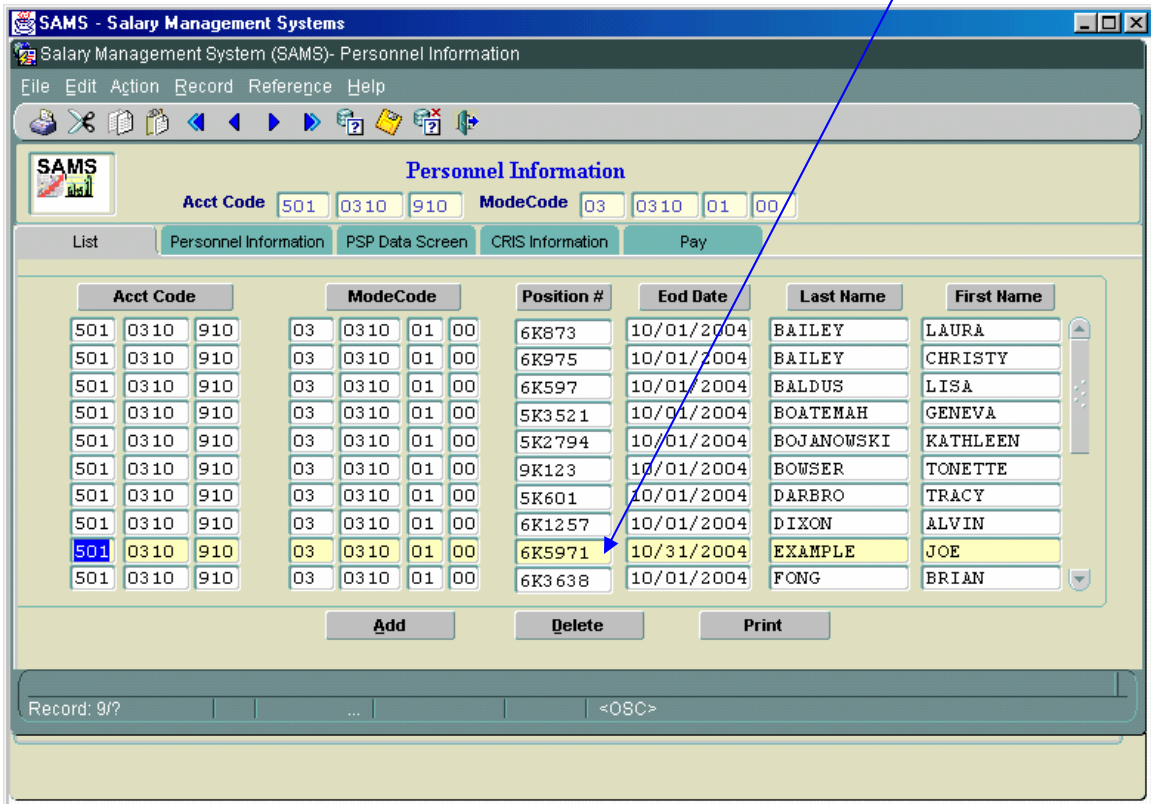
1. From the Personnel Information Screen:
 - a. From the SAMS Main Menu, access Personnel Information under Action.



- b. Enter the accounting code information at the Query Screen and hit enter.



- c. When the List Screen appears, select the employee to be updated by clicking anywhere on that line on the screen.



- d. Select the Pay tab. Click on the Act./Proj field for the pay period being updated.

The screenshot shows the SAMS - Salary Management Systems interface. The title bar reads "SAMS - Salary Management Systems". Below it is a menu bar with "File", "Edit", "Action", "Record", "Reference", and "Help". A toolbar contains various icons. The main area is titled "Personnel Information" and has several tabs: "List", "Personnel Information", "PSP Data Screen", "CRIS Information", and "Pay". The "Pay" tab is selected. Below the tabs, there are fields for "Name (Last, First)", "Position No.", "Biweekly", "Lapse", and "Actuals Through PP". The "Actuals Through PP" field is set to 22. Below this is a table with columns: "PP", "Plan Salary", "Act / Proj", "Adjustments", "Lapse", "Difference", and "Hrs". The table has rows for pay periods 19 through 25. The "Act / Proj" field for pay period 21 is highlighted in blue, and a blue arrow points to it from the text above. Below the table is a "Total" row and a "Recalculate" button. At the bottom, there is a status bar that says "Record: 3/27".

PP	Plan Salary	Act / Proj	Adjustments	Lapse	Difference	Hrs
19	3,520.70	.00	.00	3,520.70	.00	0
20	3,520.70	.00	.00	3,520.70	.00	0
21	3,520.70	.00	.00	3,520.70	.00	0
22	3,520.70	3,520.70	.00	.00	.00	80
23	3,520.70	3,520.70	.00	.00	.00	80
24	3,520.70	3,520.70	.00	.00	.00	80
25	3,520.70	3,520.70	.00	.00	.00	80
Total	97,400.08	86,837.98	.00	10,562.10	.00	1920

- e. Enter the modified amount. (If amount in that field is already correct, it is not necessary to modify it.) Enter the number of hours worked. If the amount is changed and the amount for the rest of the year's pay periods needs to be changed, enter the new amount in the biweekly field, and hit recalculate (at the bottom).

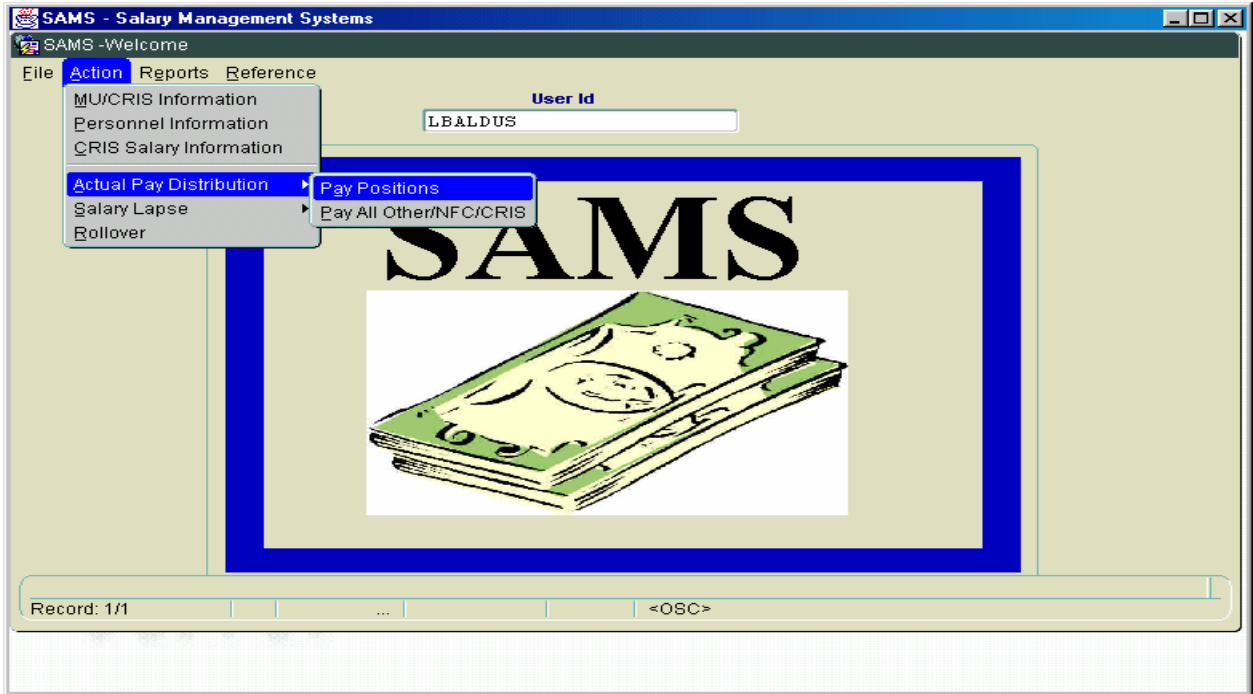
If an amount is changed and that amount needs to be entered in all the following cells, click on the "+" symbol.

Make sure Actuals Through PP value reflects the pay period just posted through.

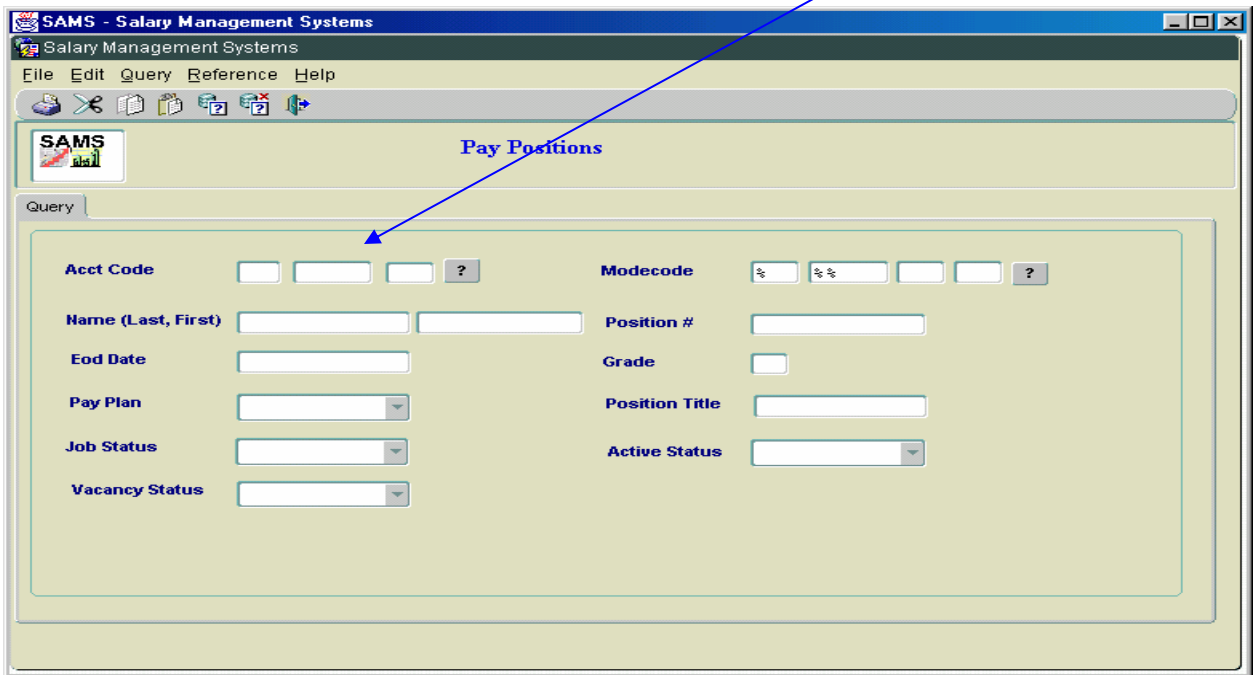
Click the forward icon (▶) to go to the next person's record in that account.

--or--

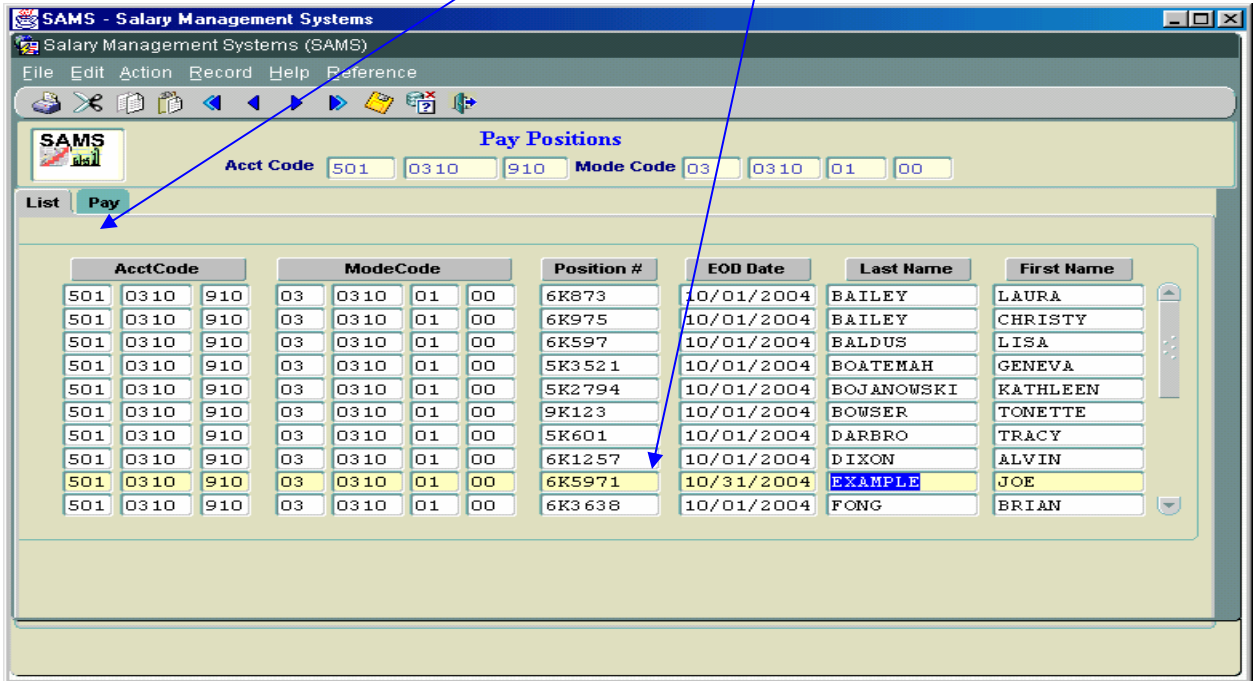
2. From the Actual Pay Distribution/Pay Positions Screen:



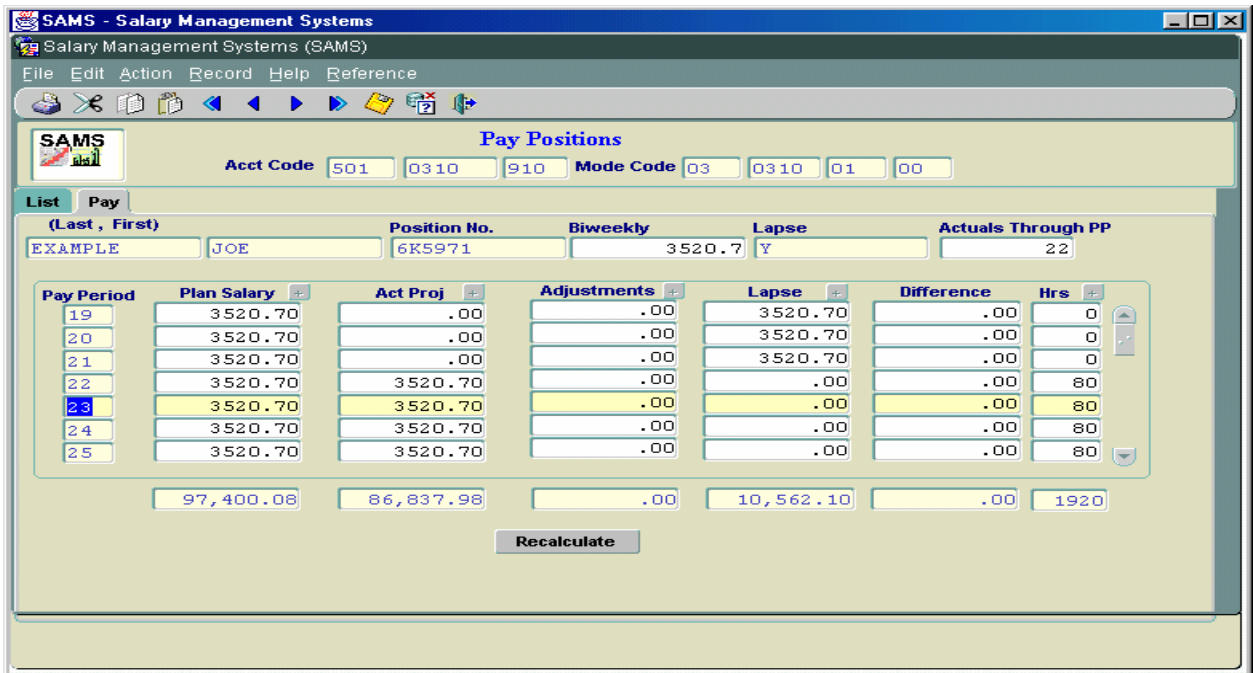
a. Enter the accounting code at the Query Screen.



- b. At the List Screen, click on the record you want to access and then click on the Pay tab.



The information displayed looks exactly like the screen accessed under Pay Information.

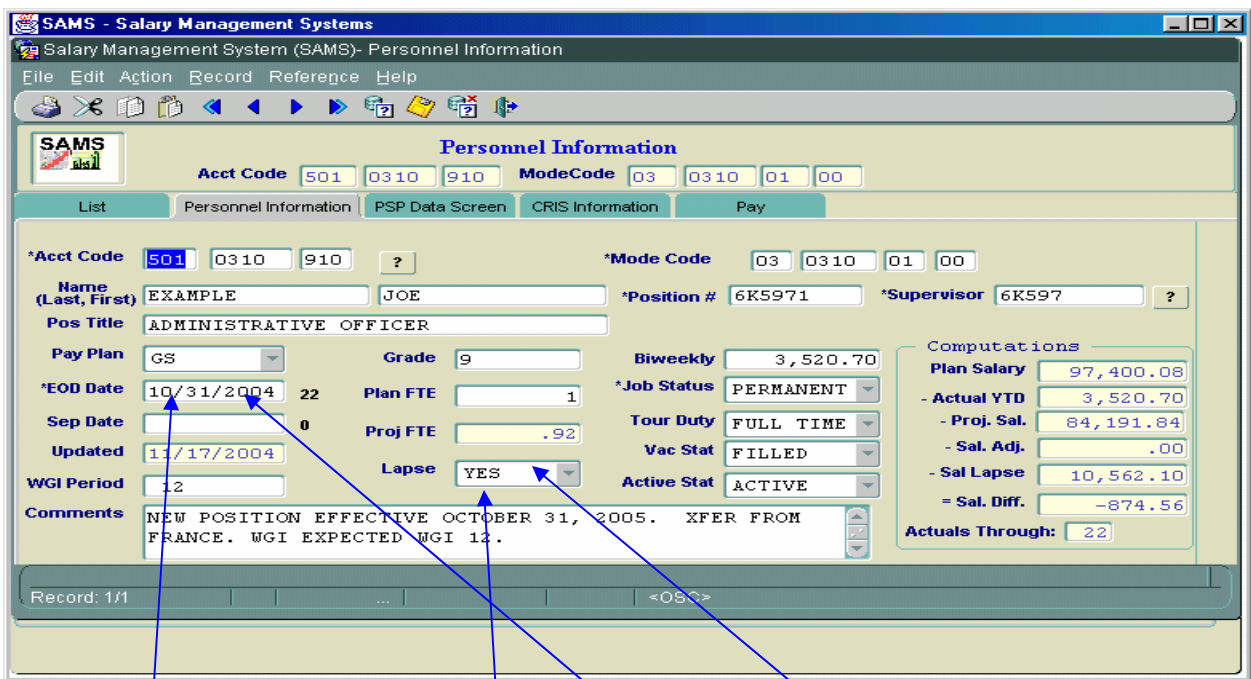


SAMS normally calculates/recalculates from the Actuals Through Pay Period + 1 through the end of the fiscal year. However, there are two exceptions to this:

- The first is Pay Period 0. This means that no Payroll Detail Ledgers (PDLs) have been received from NFC. All the salary liability will be projected.
- The second is Pay Period 99. Pay Period 99 means that all the PDL's have been received from NFC. All the salary liability is actual.

Example: A vacant position on the ARMPS is filled

If a position is filled before the end of the old fiscal year, replace the vacancy's information with the incumbent's information and change the flag to "filled".



This is not a lapse situation. Make sure the lapse flag is set to "No". Use 10/1 as the EOD date.

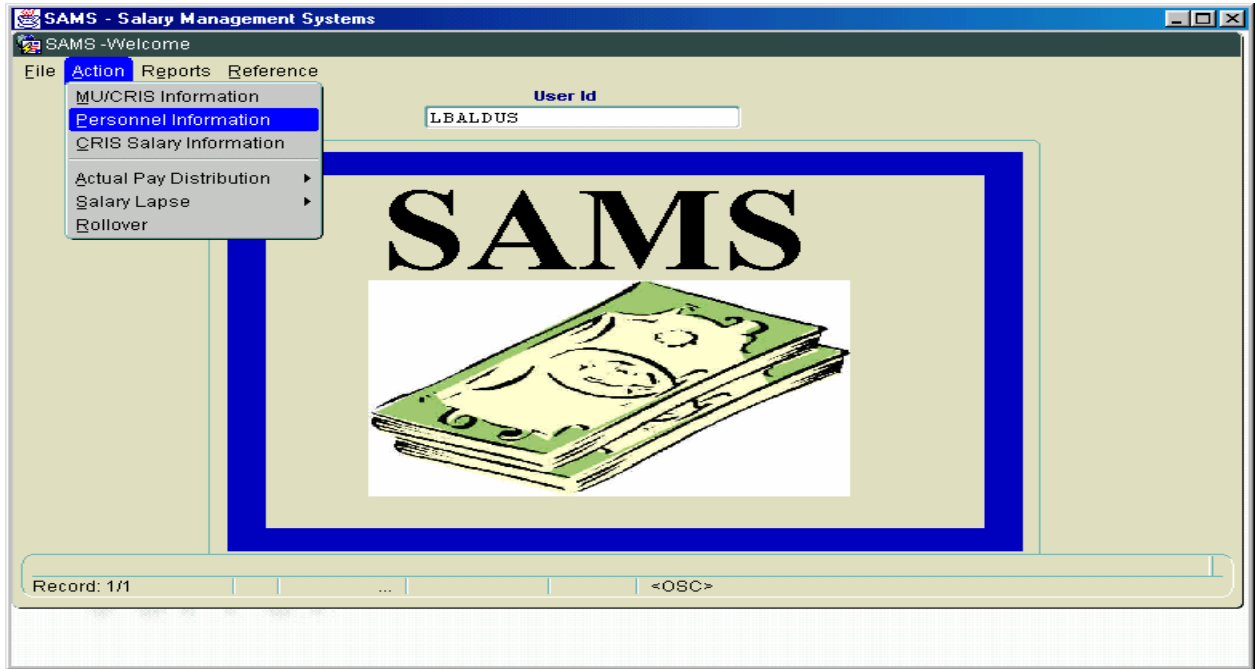
If a vacant Position is filled after the start of the fiscal year, replace the vacancy's information with the replacement's information. If the position is subject to lapse, make sure the Lapse flag is set to "Yes". Enter the appropriate start date.

Example: An occupied position on the ARMPS becomes vacant

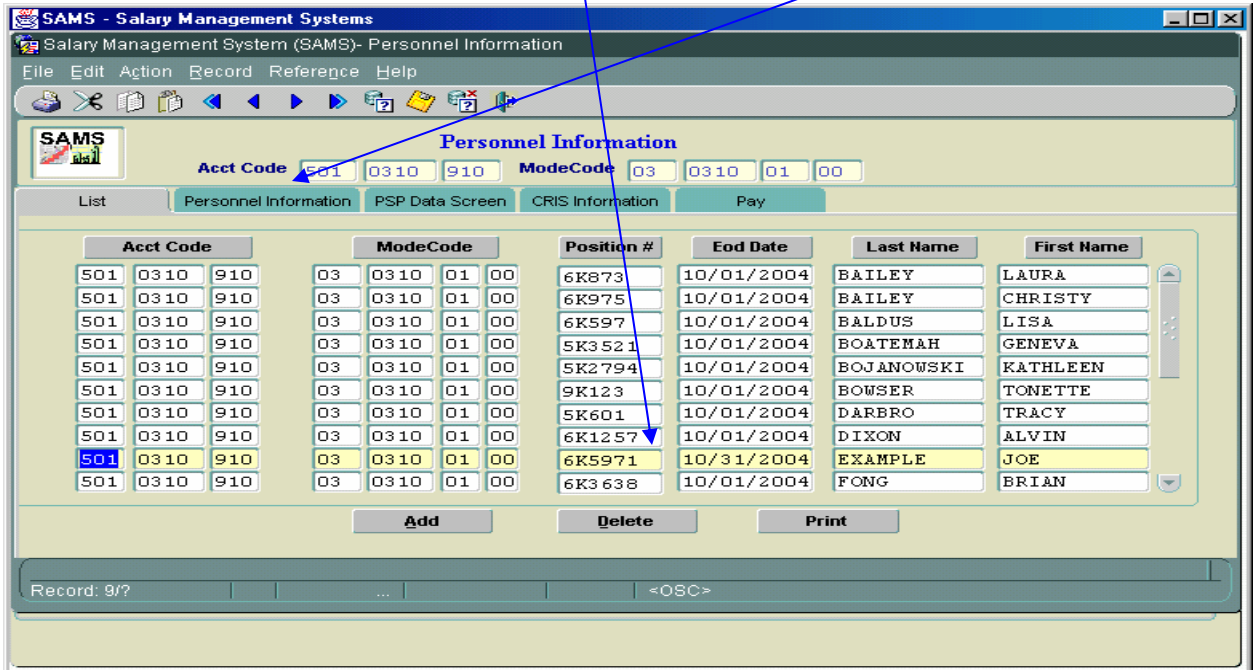
If the vacancy occurs before the start of the new fiscal year, then replace the person's information with the vacancy's information. Use the most accurate EOD Date possible. If the position is subject to salary lapse, make sure the Lapse Flag is set to "Yes".

If a person leaves during the fiscal year, do the following:

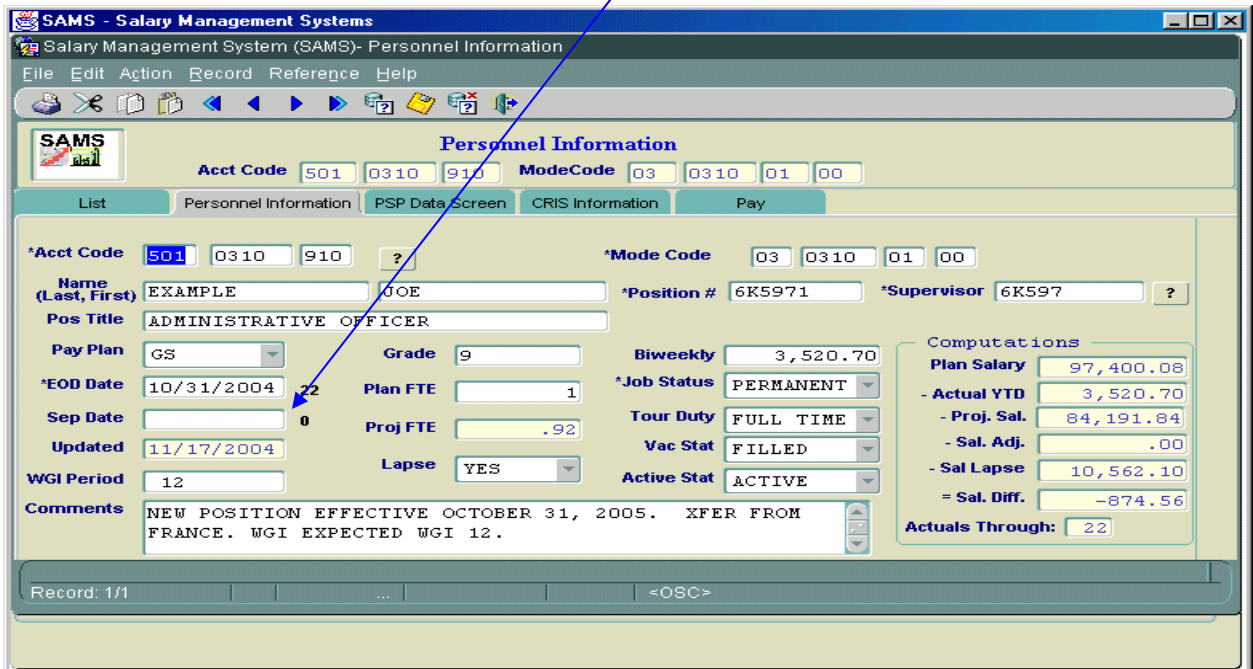
- a. Access the Personnel Information Screen under Action from the SAMS Main Menu.



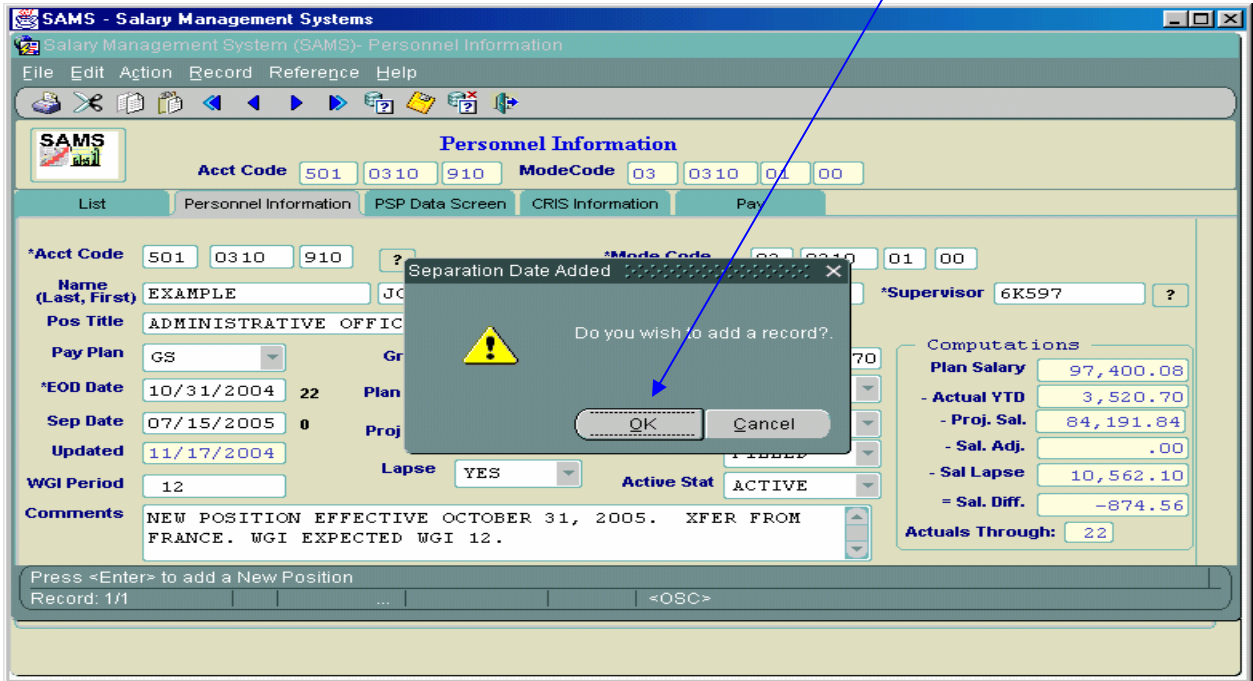
- b. Enter the accounting code at the Query Screen. Highlight the position being vacated and click on the Personnel Information tab.



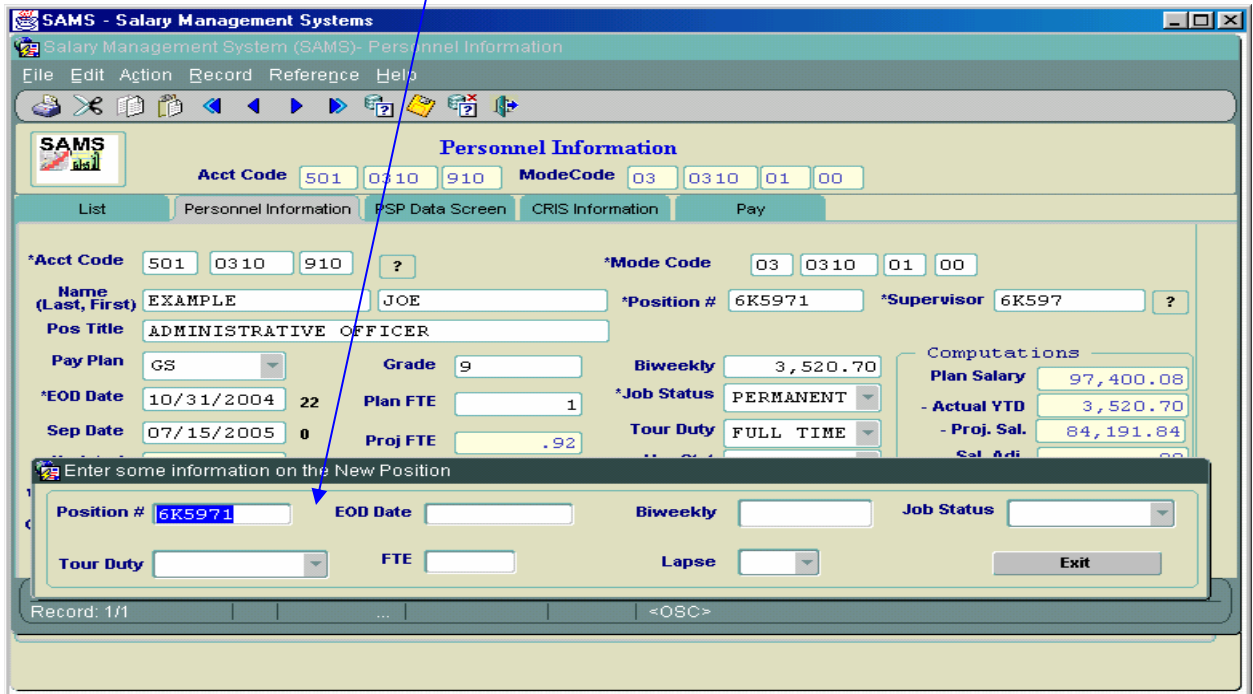
- c. Enter the separation date and hit **tab** (not save or enter).



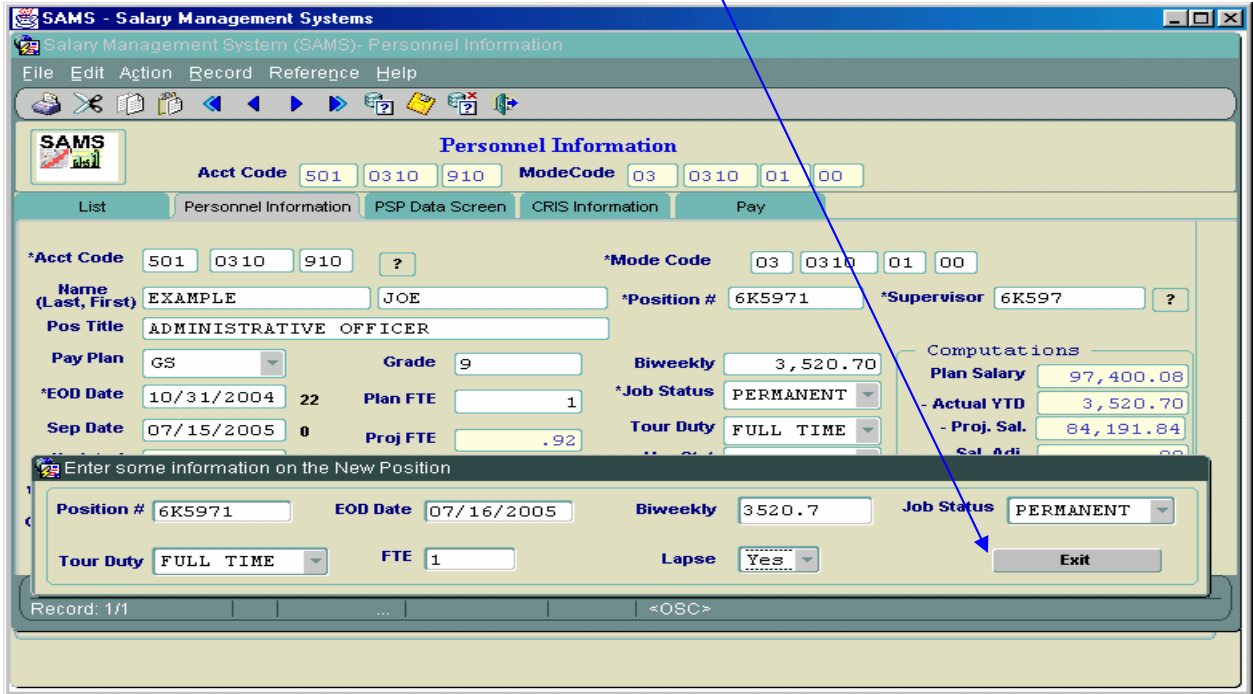
A window will be displayed asking if you wish to add a record (for the replacement position). Unless the position is being abolished, always click "OK".



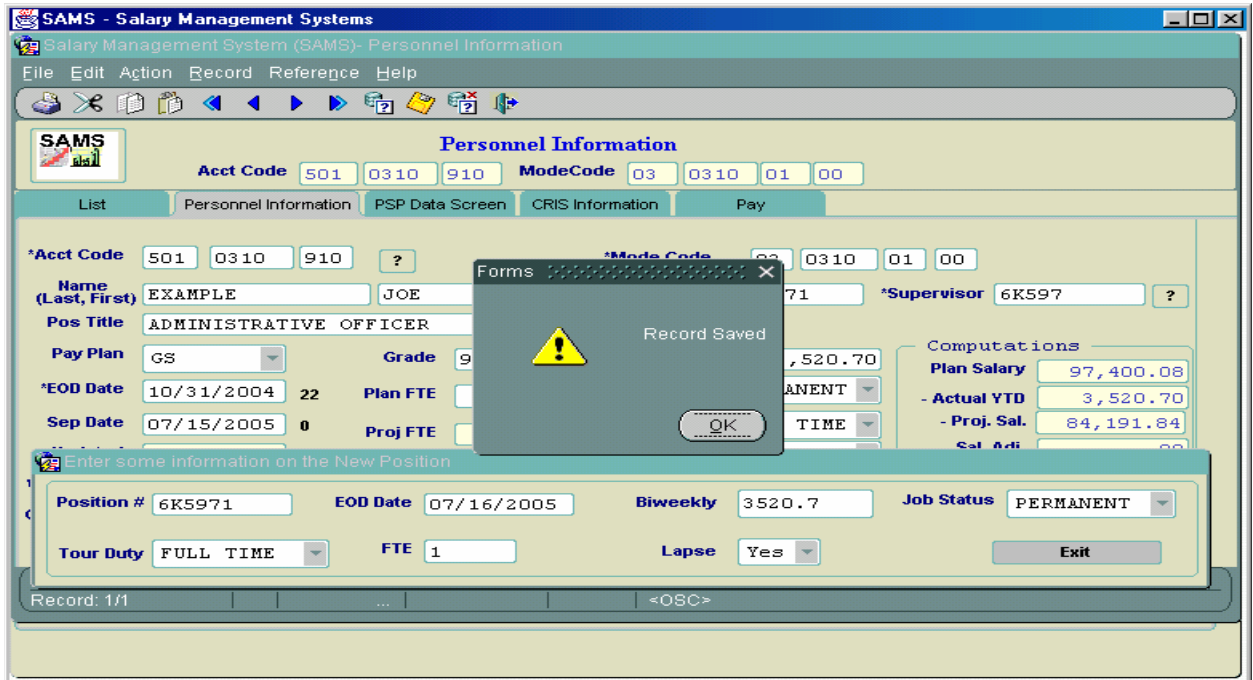
- d. Complete the information requested, including the most accurate EOD Date.



e. When the record is complete, click on exit.



The 'Record Saved' message will be displayed. Click OK.



The user will automatically be taken to the new position's Personnel Information Screen.

- f. Complete the missing information (i.e., title) and confirm all the other information. Add any footnotes and the full performance level to the PSP Data Screen. Add the appropriate CRIS assignment information to the CRIS Information Screen. Review the Pay Screen to ensure the Act/Proj amount is correct and that lapse is reflected accurately.

SAMS - Salary Management Systems

Salary Management System (SAMS)- Personnel Information

File Edit Action Record Reference Help

SAMS Personnel Information

Acct Code 501 0310 910 ModeCode 03 0310 01 00

List Personnel Information PSP Data Screen CRIS Information Pay

*Acct Code 501 0310 910 ? *Mode Code 03 0310 01 00

Name (Last, First) *Position # 6K5971 *Supervisor 6K597 ?

Pos Title ADMINISTRATIVE OFFICER

Pay Plan GS Grade 9 Biweekly 3,520.70

*EOD Date 07/16/2005 14 Plan FTE 1 *Job Status PERMANENT

Sep Date 0 Proj FTE Tour Duty FULL TIME

Updated Vac Stat VACANT

WGI Period 0 Lapse YES Active Stat ACTIVE

Comments

Computations

Plan Salary

- Actual YTD .00

- Proj. Sal. 21,124.20

- Sal. Adj. .00

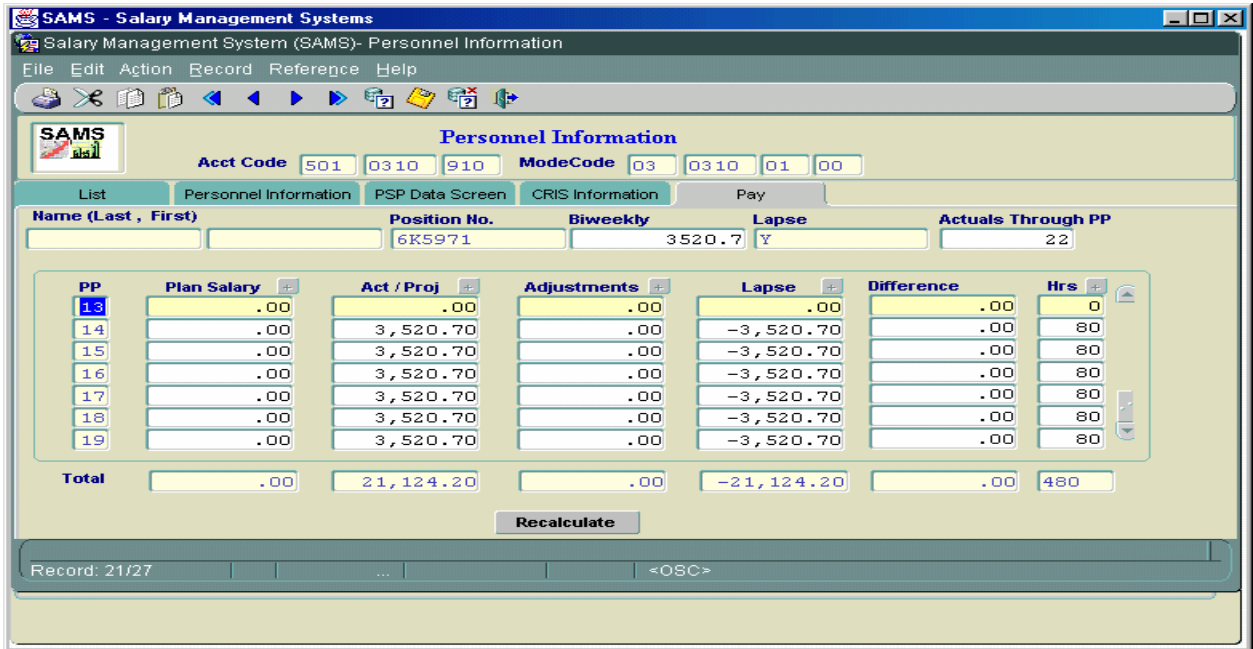
- Sal Lapse

= Sal. Diff.

Actuals Through: 22

Record: 1/1 <OSC>

There should not be any amount in the Planned column (the planned salary stays with the original position). If there is, zero it out.

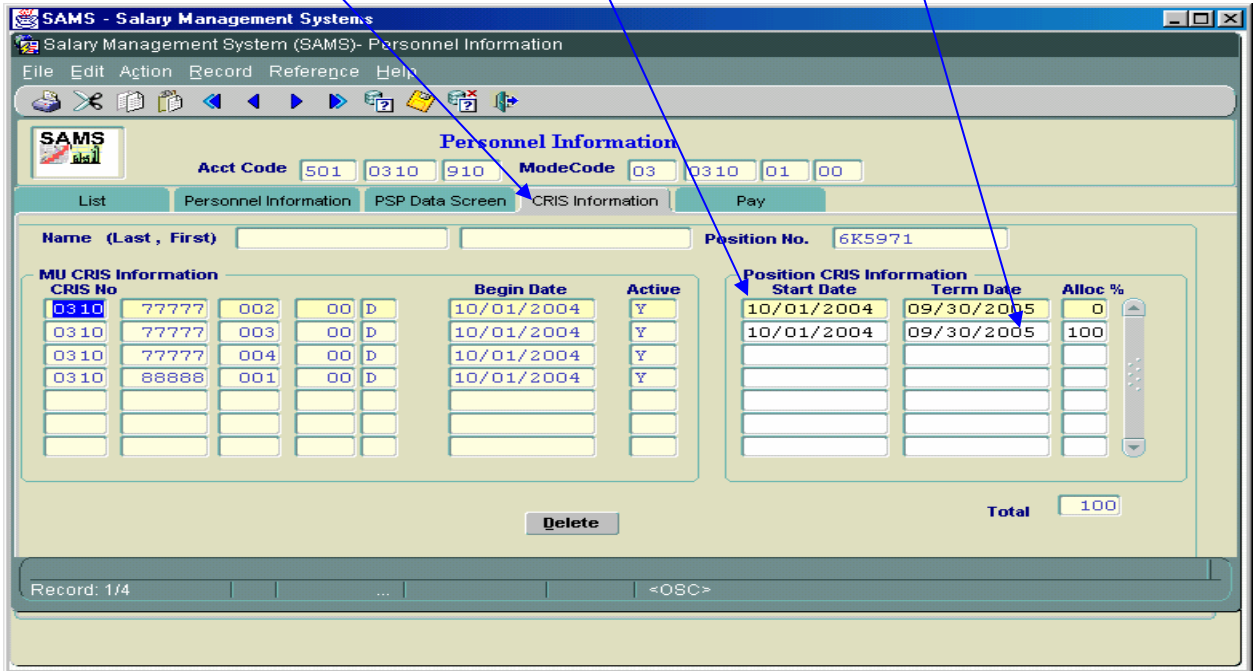


Example: An employee is on Leave Without Pay (LWOP) or is now working on a reimbursable agreement

If he/she is normally subject to salary lapse, then the salary not paid would create salary lapse. LWOP must be in excess of 30 days, otherwise the position is not subject to salary lapse.

Example: An employee is reassigned to another CRIS

If an employee has their CRIS assignment changed during the year, access the CRIS Information tab under Personnel Information to change the CRIS assignment. If the change involves a one for one assignment change (i.e., Carmen stops work on CRIS 003 on 12/31 and begins work on CRIS 002 on 1/1, change the Term Date on CRIS 003 to 12/31. On CRIS 002, enter a Start Date of 1/1 and a Term Date of 9/30. Enter the percentage as 100%.



This method works as long as there is no duplication of CRIS' from the first assignment to the next. If one (or more) CRIS' repeat themselves, then the following procedure must be followed.

On 10/1, Dave worked on the following CRISs:

CRIS A	0%
CRIS B	30%
CRIS C	50%
CRIS D	20%

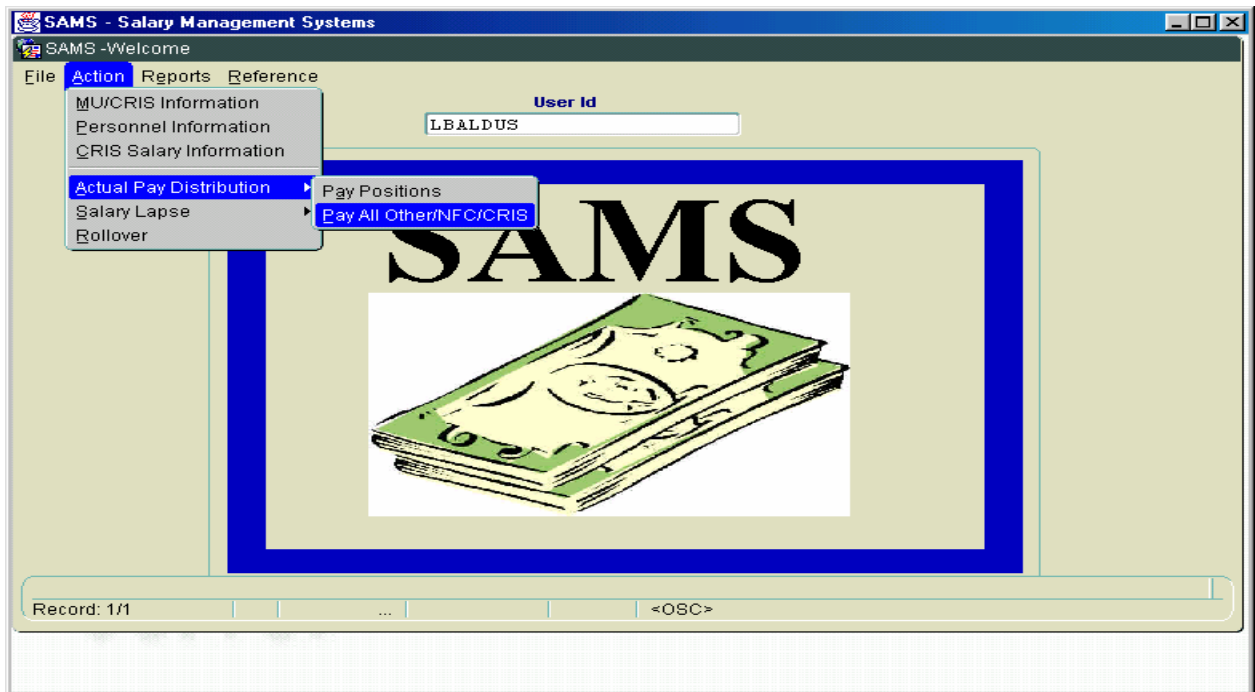
On 1/1, his assignment changed to 25% on all CRIS'. Perform the following steps:

- a. Add a separation date to Dave's record (under Personnel Information) of 12/31. Establish a new position for Dave starting 1/1. Add an "A" to the end of the Position Number to distinguish between the two Dave positions.

- b. Under the new Dave position, access the CRIS Information tab and assign him 25% to each CRIS with the start date of 1/1 and the Term Date of 9/30.

F. Updating/Maintaining Other Pay information

Other types of pay (i.e., awards, overtime, retention bonuses, etc.) may be captured under Actual Pay Distribution--Pay All Other/NFC/CRIS under Action from the SAMS Main Menu.



Enter the accounting code at the Query Screen.

SAMS - Salary Management Systems
SAMS - Pay All Other/NFC/CRIS

File Edit Record Query Reference Help

SAMS Pay All Other/NFC/CRIS

Acct Code 501 0310 910 ?

Mode Code [] [] [] [] ?

CRIS Number [] [] [] [] [] ?

Nfcother []

Record: 1/1 ... List of Valu... <OSC>

The resulting List Screen will show all the CRIS' available (identified as "C") for this account, a line for "other" ("O") pay, and a line for recording NFC errors ("N").

SAMS - Salary Management Systems
SAMS - Pay All Other/NFC/CRIS

File Edit Record Query Reference Help

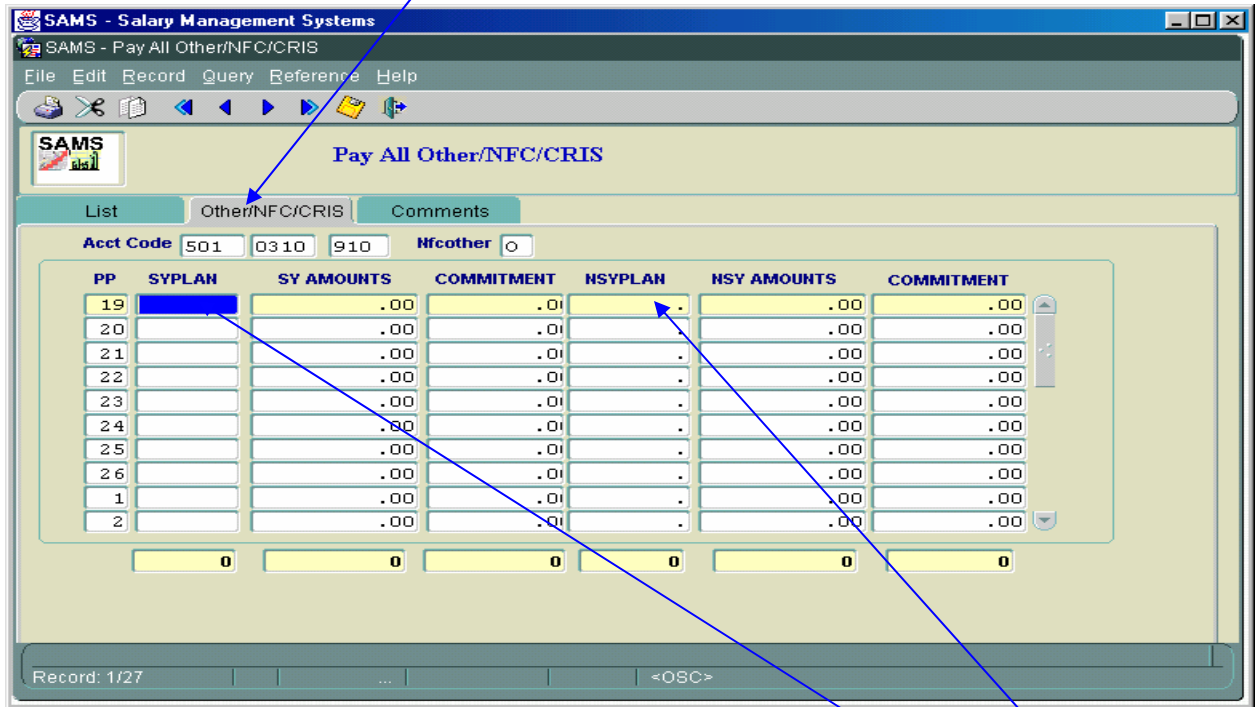
SAMS Pay All Other/NFC/CRIS

List Other/NFC/CRIS Comments

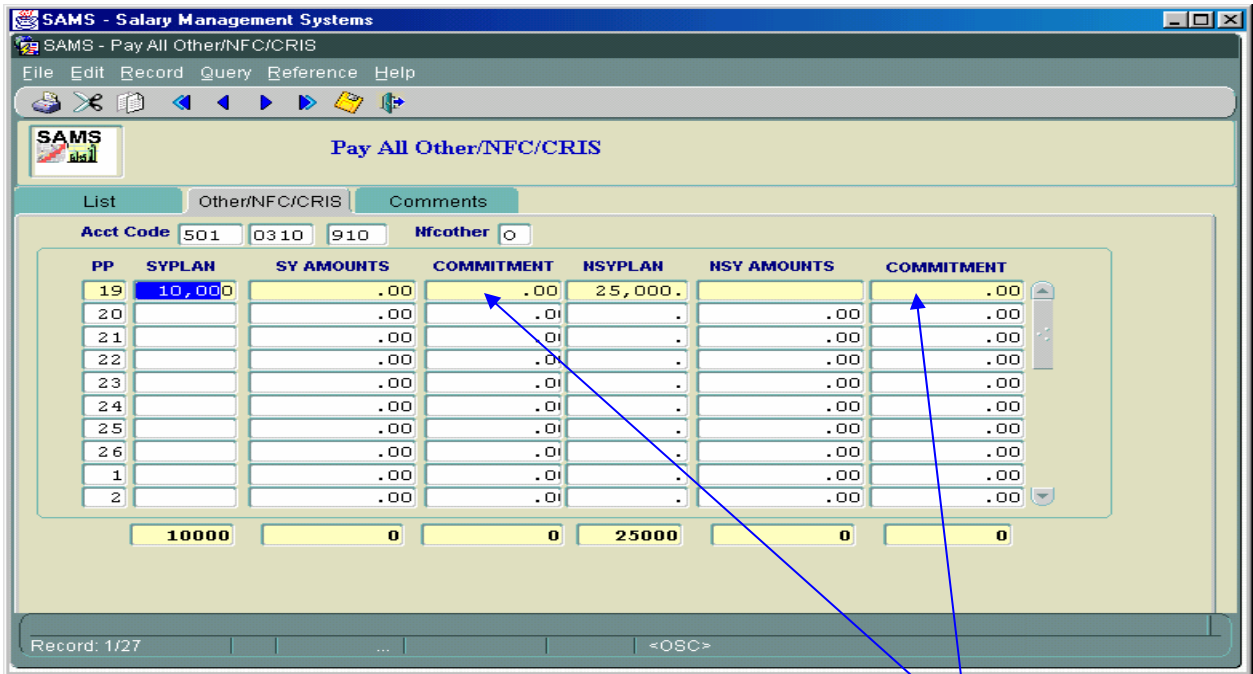
Acct Code			Modecode				O/C/N	CRIS				
501	0310	910	03	0310	01	00	C	0310	77777	002	00	D
501	0310	910	03	0310	01	00	C	0310	77777	003	00	D
501	0310	910	03	0310	01	00	C	0310	77777	004	00	D
501	0310	910	03	0310	01	00	C	0310	88888	001	00	D
501	0310	910	03	0310	01	00	N					
501	0310	910	03	0310	01	00	O					

Record: 1/6 ... <OSC>

1. Recording Other Pay
 - a. Highlight the Other “O” line and click on the Other/NFC/CRIS tab at the top.



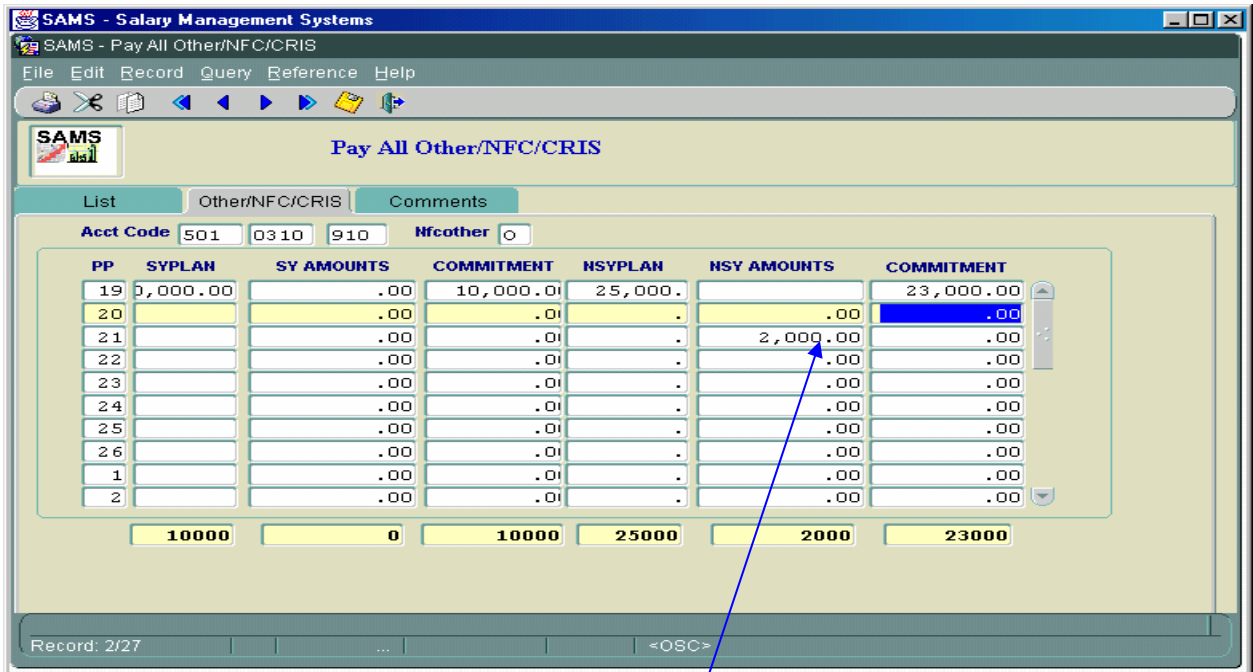
- b. Enter the planned Other Pay for SY and Non-SY (NSY). These figures should be obtained from the ARMP and should not be adjusted unless the official Financial Plan changes.



c. Enter the Commitment amount for SY's and NSY's.

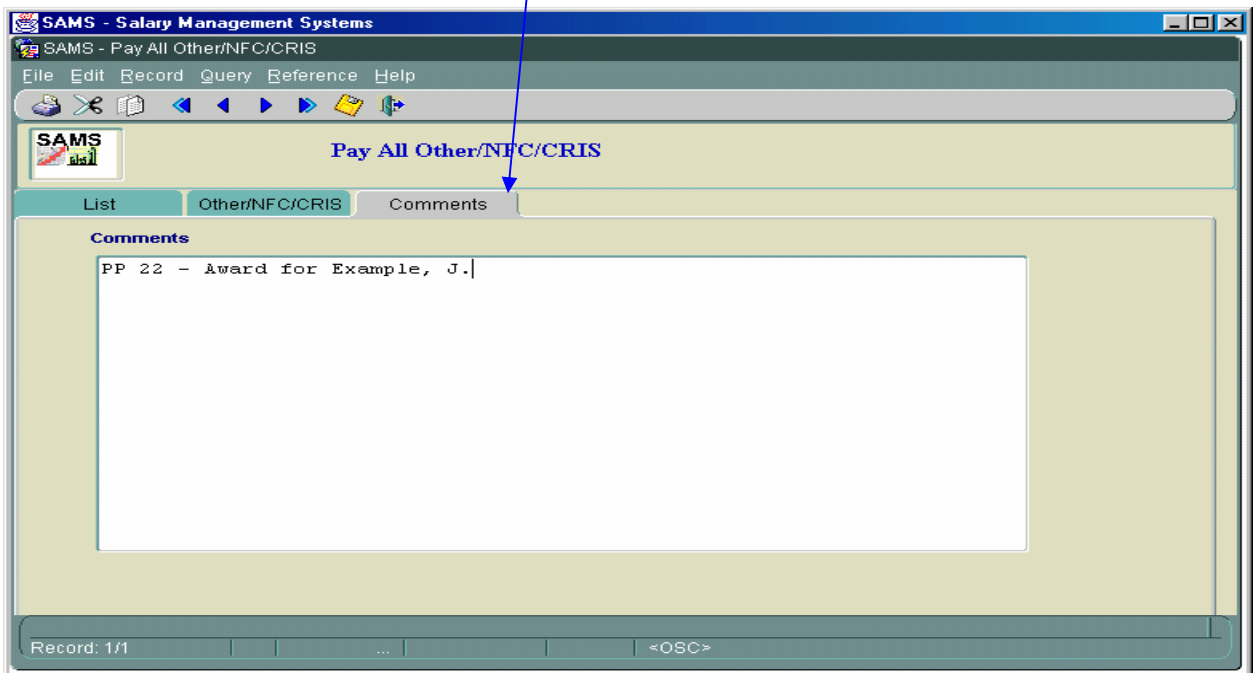
At the beginning of the year, the Plan amount and the Commitment amount should equal. However, when actual charges are recorded, the Commitment amount should be reduced by that same amount. The Commitment amount represents the projected "All Other" amount on the Liability by MU and Liability by CRIS reports.

NOTE: the commitment amount may not automatically adjust when an actual amount is recorded. If it does not automatically adjust, it will be necessary to manually calculate the new amount and enter it in the commitment column.



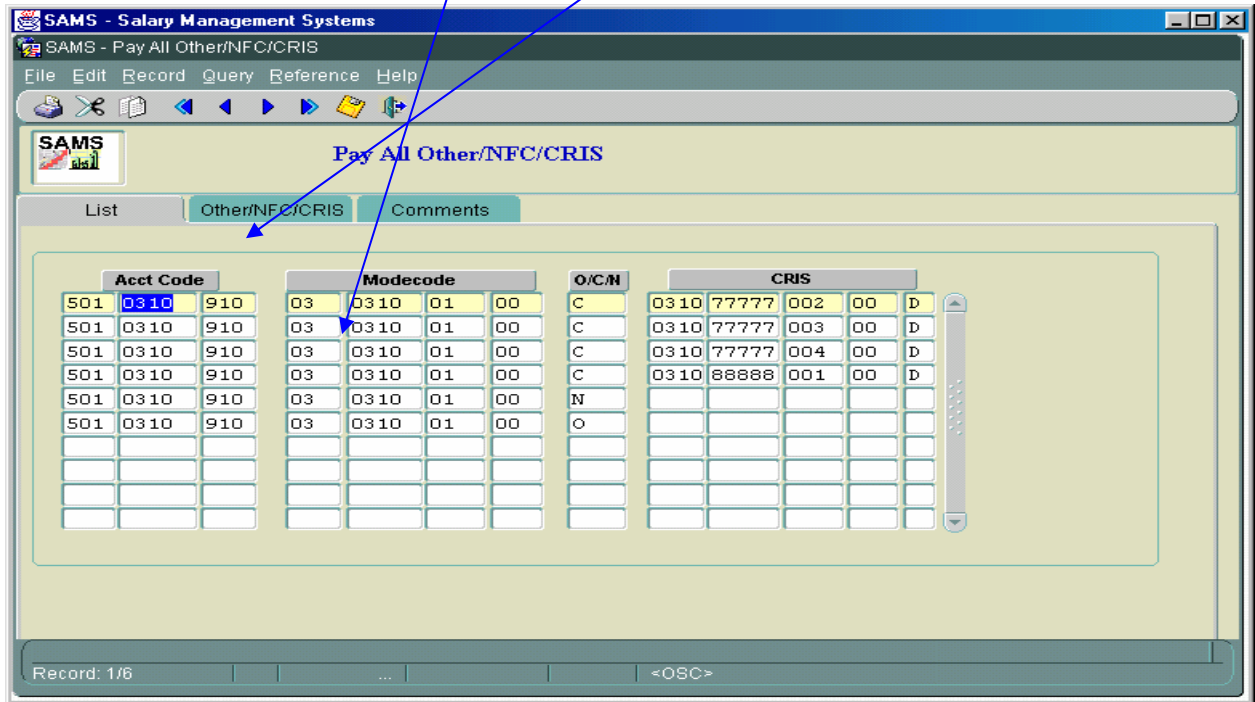
- d. When actual charges occur, enter the amount in the appropriate pay period either as a SY or a NSY cost.

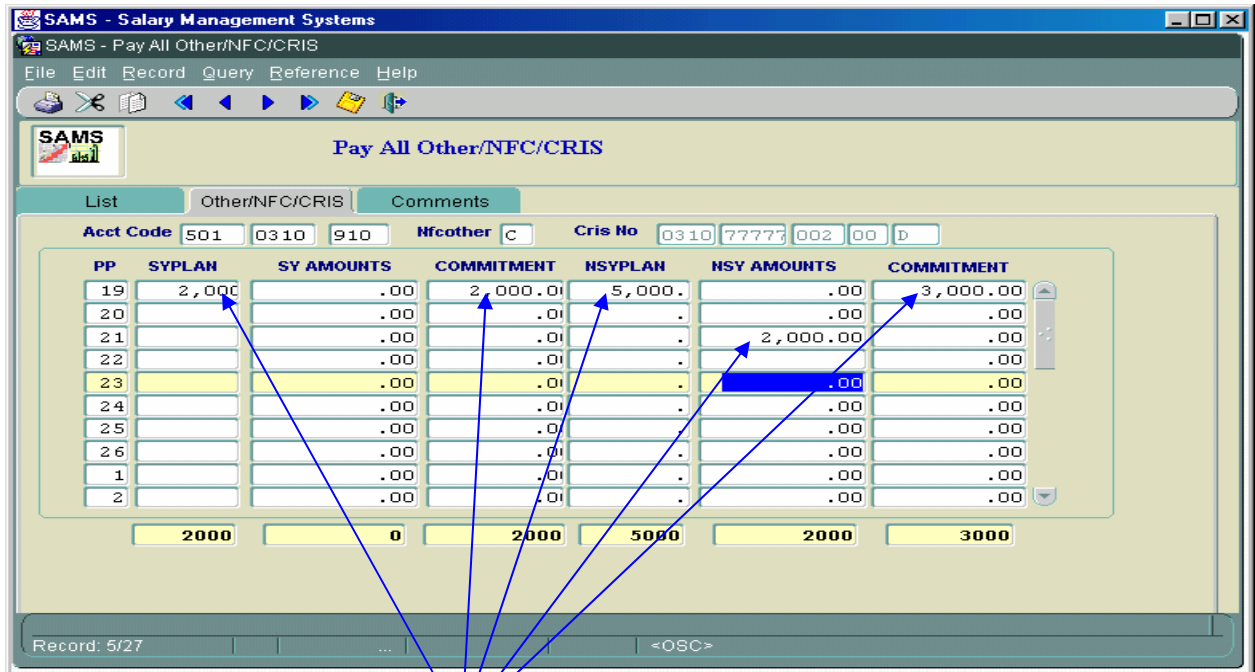
Click on the Comments tab to make any notes relevant to the charge.



- e. Return to the List Screen

2. Assigning Other Pay to CRIS
 - a. Access the appropriate CRIS that the amount(s) just recorded under “O” should be assigned to by highlighting that line and clicking on the Other/NFC/CRIS tab.





- b. The same information identified under Other (“O”) for Planned SY, Planned NSY and Commitments for both must now be distributed to the CRIS’. Again, this information should be taken from the MU’s ARMP.

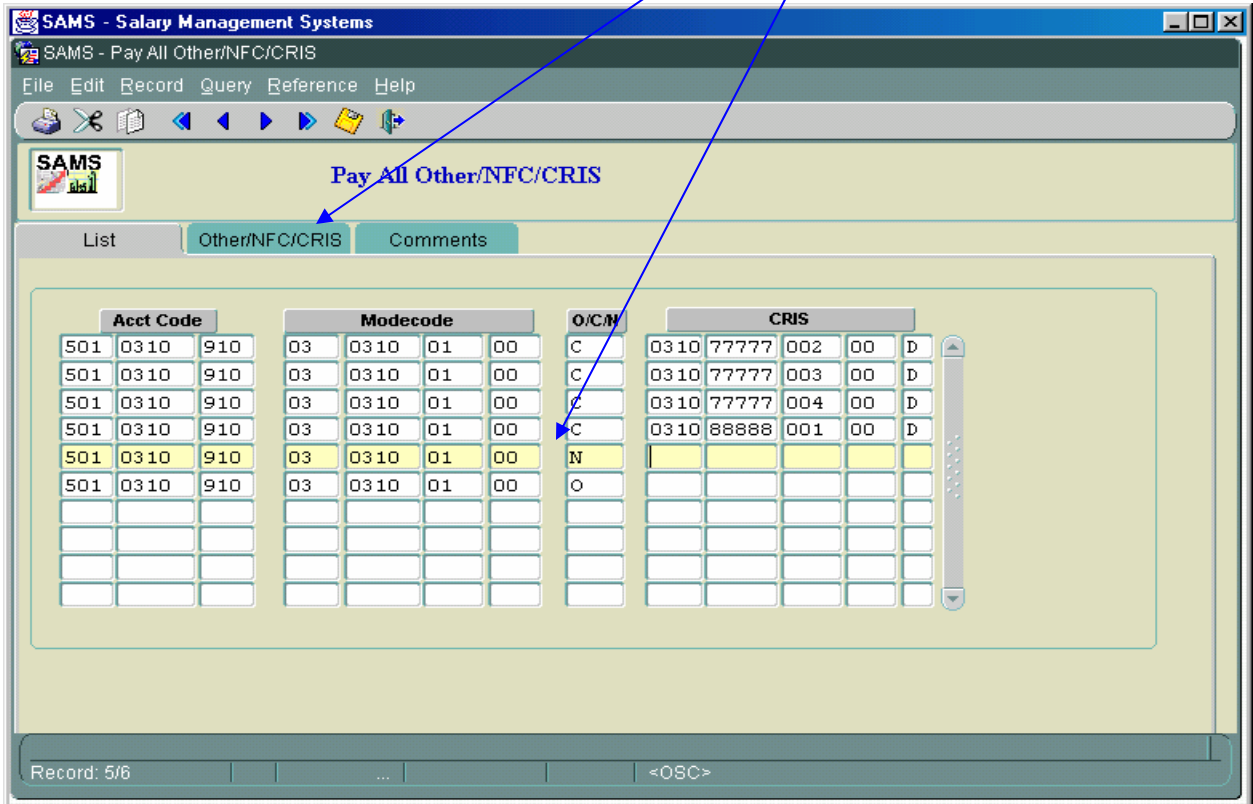
NOTE: If information is recorded in Other but not likewise recorded under the CRIS(s), then the Liability by CRIS reports will not provide the same cumulative totals as the Liability by MU. The User will receive an informational message saying that the two screens are not in synch.

- c. Comments may be added at the CRIS level as well by clicking on the Comments tab.

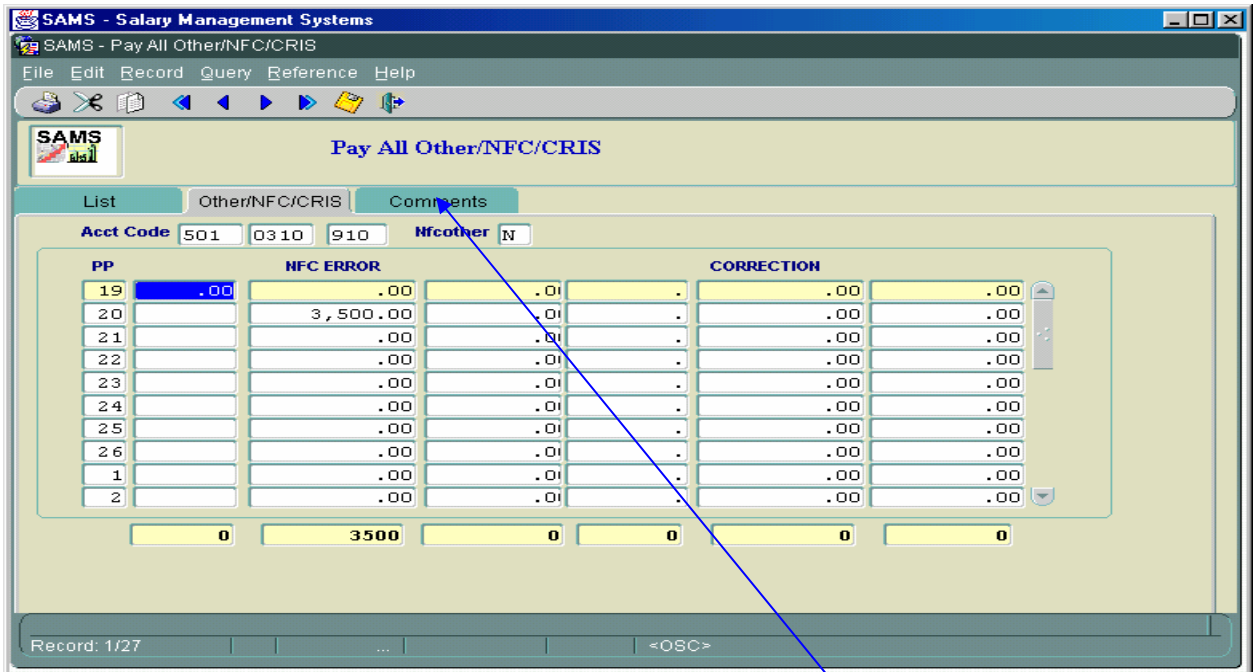
3. Recording Errors

Sometimes, charges hit accounts in error. These charges must be recorded so that the accounts reconcile to the official accounting records. These charges are recorded under the NFC (“N”) line.

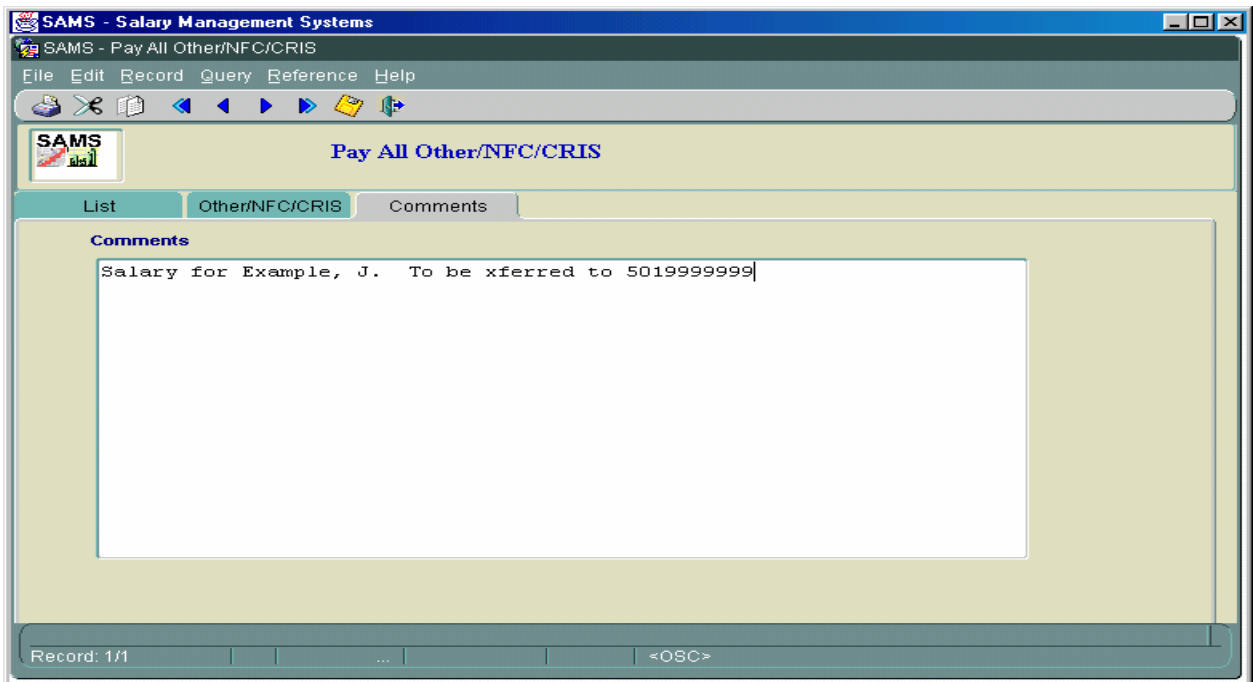
- a. Click on the NFC line to highlight it. Then click on the Other/CRIS/NFC tab at the top.



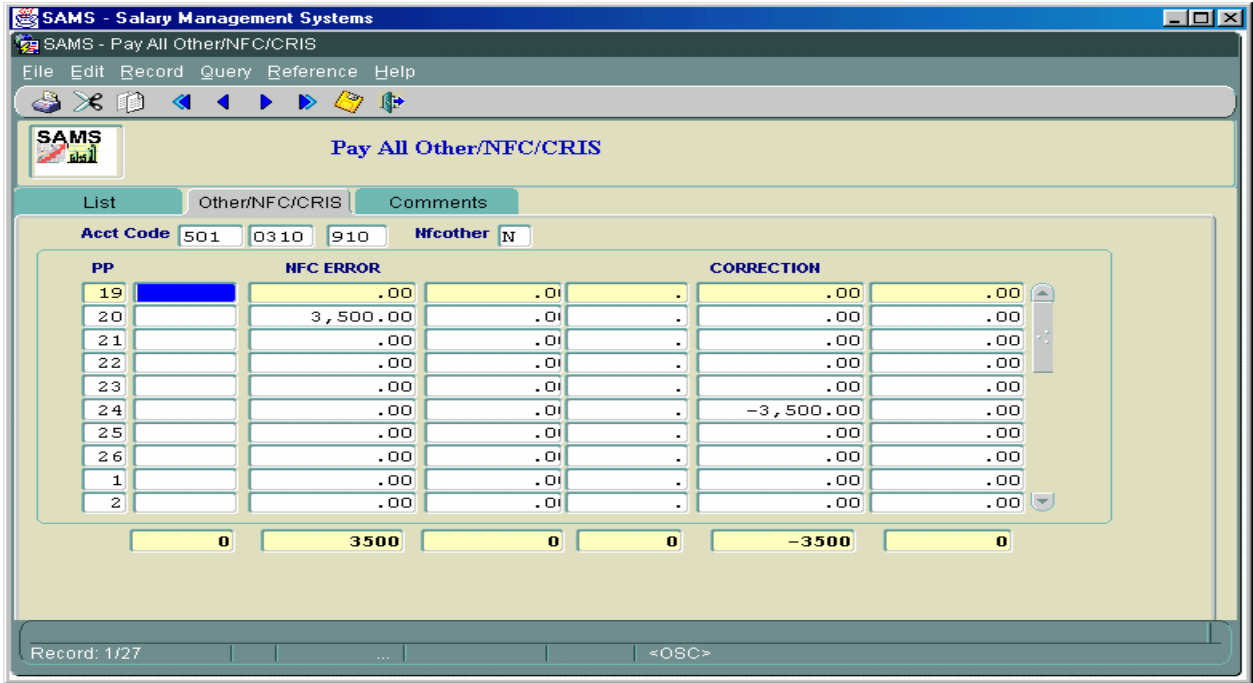
- b. Record the erroneous charge.



c. Record any notes under the Comments tab.



SAMS will automatically calculate the corresponding correction and display that amount on the Liability by MU under pending, so that the resulting effect equals \$0. Do not record the correction until it actually occurs in the official accounting system. When it does occur, enter the information in the appropriate pay period.



The NFC Errors screen cannot track costs to CRIS.

G. Modifying CRIS Information

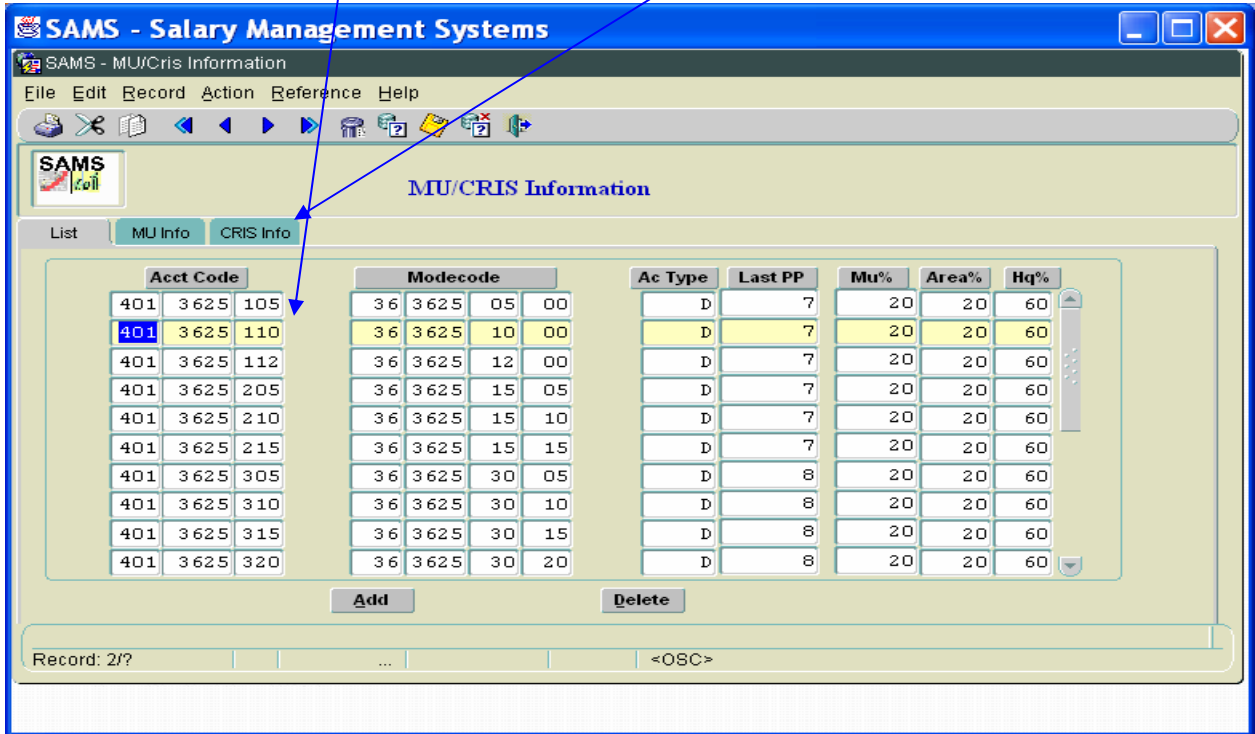
CRIS projects may last up to five years. At that time, they terminate. Usually, a new CRIS is established to replace the terminated CRIS. The following are instructions for updating SAMS for CRIS terminations.

Prior to beginning these steps for a CRIS termination, do the following:

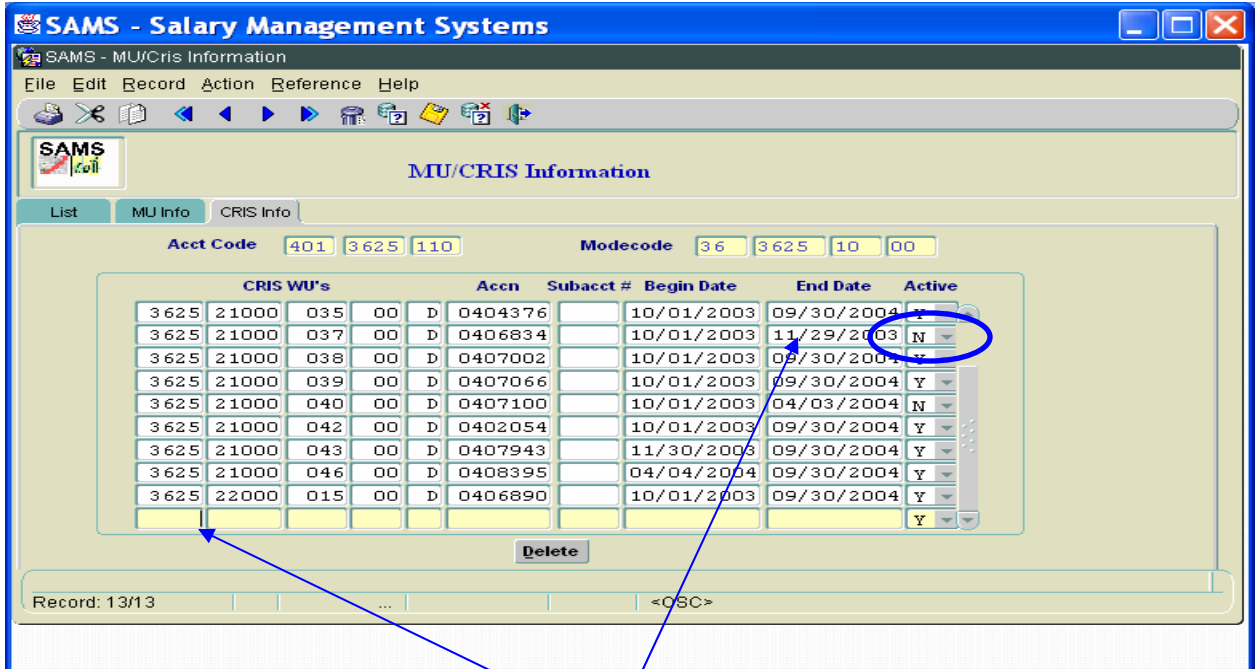
- 1) Ensure every position on the MU where the CRIS is terminating has been assigned to a CRIS.
- 2) Print a Liability by CRIS report for the MU where the CRIS is terminating.
- 3) Print a Liability by MU report and ensure the Liability by CRIS reports total to the figures on the Liability by MU report.
- 4) If these reports are correct, follow the CRIS termination instructions below. If the reports are not correct at this point, take steps to correct them before proceeding.

Begin CRIS Termination:

- a. Access the MU/CRIS Information Screen under Action from the SAMS Main Menu.
- b. Highlight the MU. Click on the CRIS Info tab.



- c. Highlight the CRIS to be terminated.

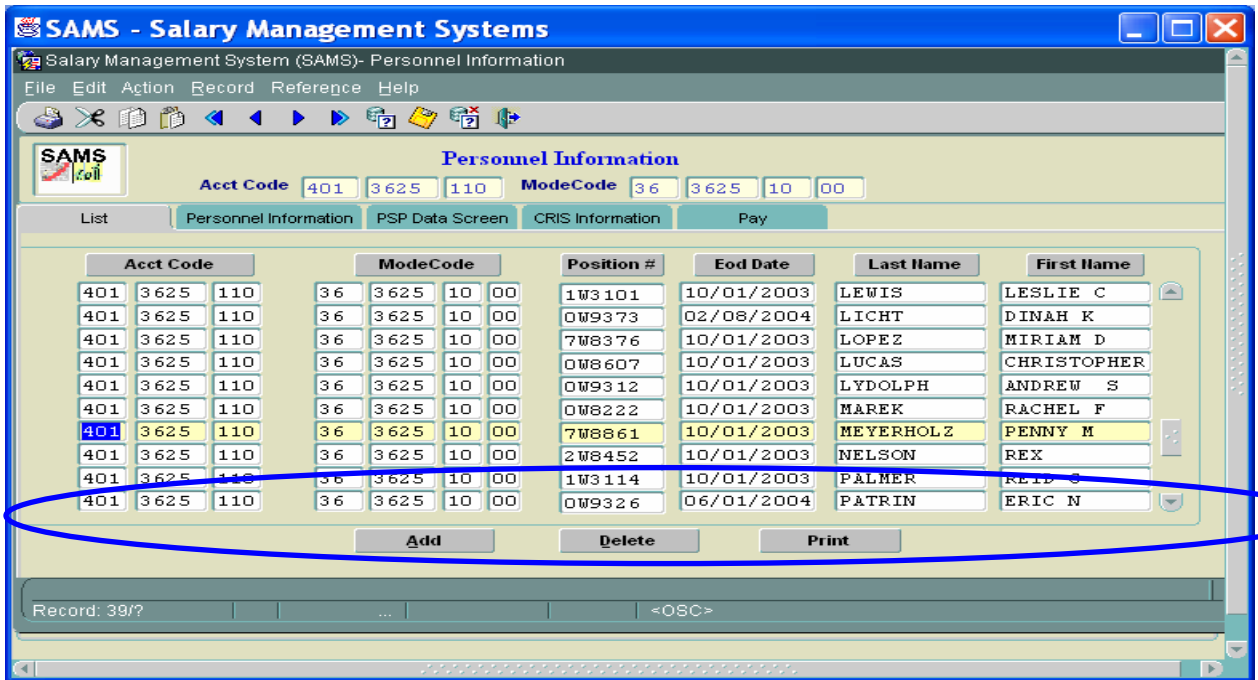


- d. Change the End Date on the terminating CRIS to date for Saturday on the last day of a pay period.
- e. Change 'Active' flag to 'N'
- f. Use the down arrow to move to the line below the last CRIS.
- g. Enter the CRIS information for the new (replacement) CRIS going across the line. Use the VALID Accession Number.

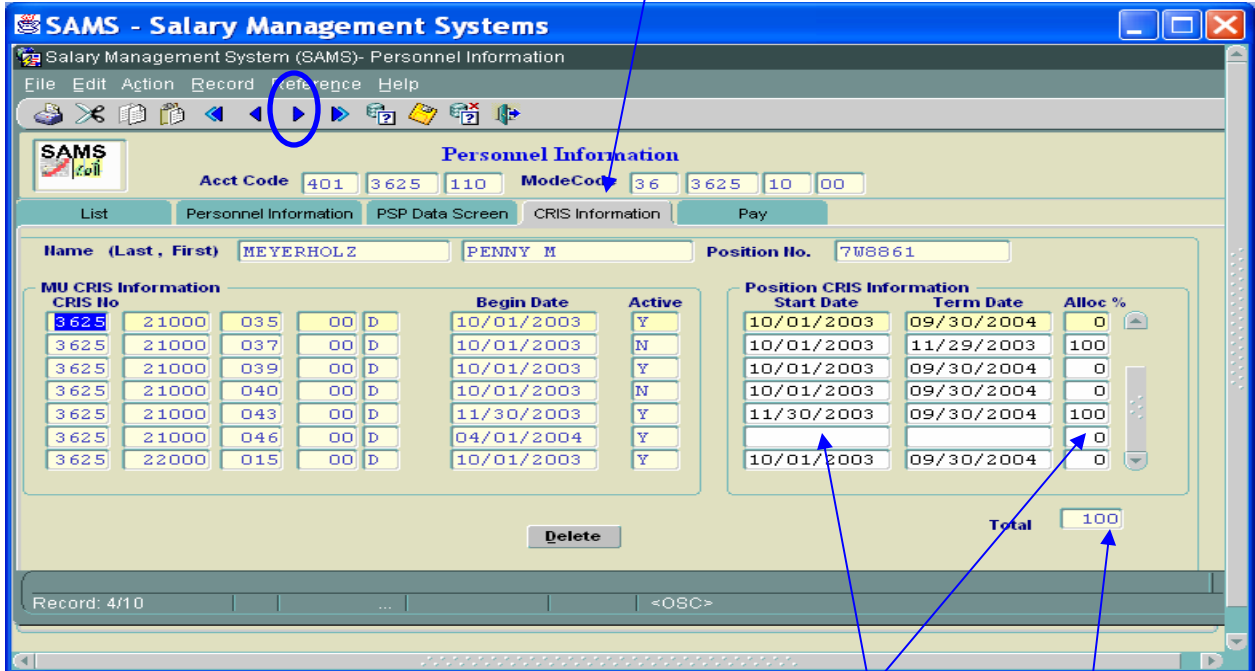
Use the first day of the next pay period for the Start Date on the New CRIS. (Example – ARIS says the fund transfer on the CRIS took place 12/3/2003. Since this is the first Wednesday of the pay period, use 11/29/2003 (last day of PP 23) for the termination date on the expiring CRIS and use 11/30/2003 (First day of PP 24) for the Start Date on the new CRIS.)

- h. Save the record.
- i. Once the new CRIS has been established and saved, exit back to the SAMS Main Menu.
- j. Access the Personnel Information Screen under Action. Enter the account required in the Query Screen.

- k. From the List Screen, locate the first person that was on the expired CRIS and click on that person



- l. Click on the CRIS Information tab.



- m. Review the expired CRIS and make sure the Term Date reflects the correct ending date.
- n. Go to the new CRIS and click on the 'Start Date'. This will automatically fill with the beginning CRIS date. Tab thru the 'Term Date' to the 'Percentage' column, enter the same % for this person that was on the expired CRIS. Ensure that the Total assignment equals 100%. Save the record.
- o. To assign the remaining people to the new CRIS, either:
 - (1) Return to the List Screen, select the next position that was on the old CRIS, and repeat the above process, or:
 - (2) Click on the forward arrow (▶) at the top of the screen to forward through each person in the unit. When a person needs to be assigned to the new CRIS, follow the same steps for adding the dates and assigning the 'Percentage'.
- p. Repeat this procedure until all positions that were on the terminated CRIS are now assigned to the 'new CRIS'.

NOTE: If an employee has separated and a vacancy has been added against the same position number, assign both positions to the 'new CRIS'.

- q. Run reports.

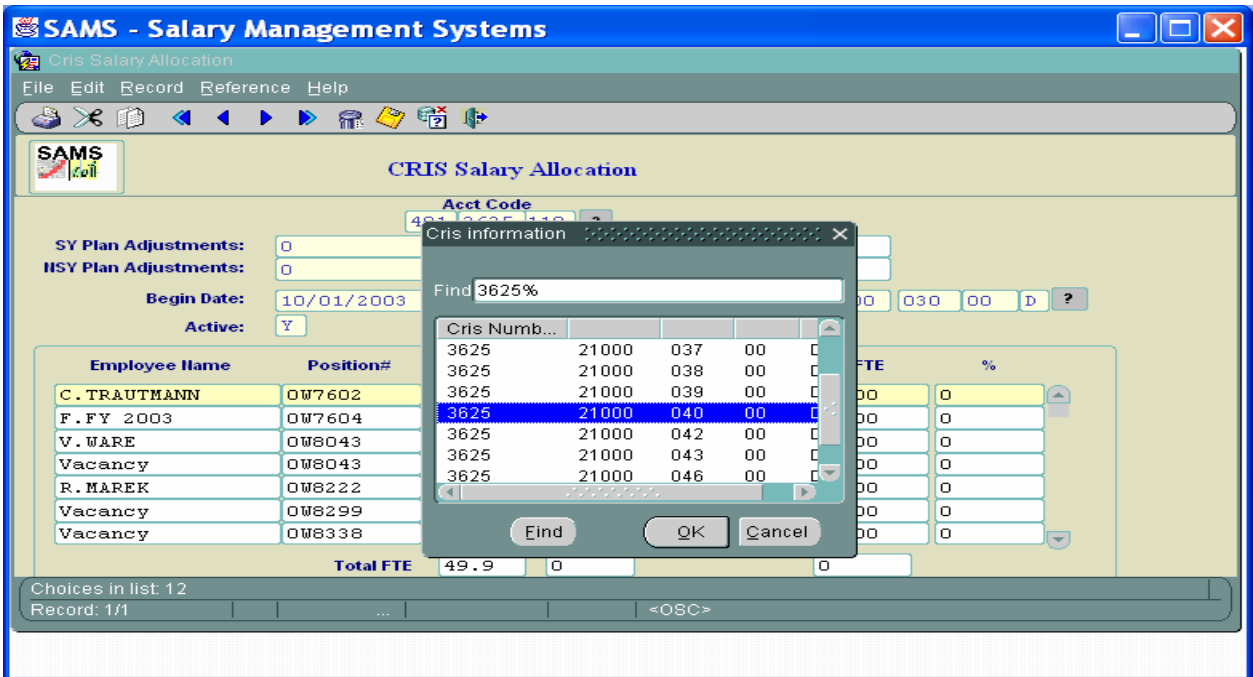
Keep in mind there may be a need to adjust the ‘SY Other Pay’ and the ‘NSY Other Pay’ dollars between the old and new CRIS and then rerun the reports, or do a Financial Plan Adjustment between the two CRIS.

Run the Liability by CRIS report and ensure the terminated CRIS and the new CRIS when added together have the same numbers that were on the old CRIS before beginning the CRIS termination.

The balance on the terminated CRIS should be \$0 (ignore pennies). If the balance on the terminated CRIS shows a surplus, move that money off the old CRIS and enter it on the new CRIS. If the terminated CRIS’ plan has a negative balance, increase dollars on the old CRIS and decrease dollars on the new CRIS. To do this in SAMS, take the following steps:

H. Making Financial Plan Adjustments to CRIS

1. Access the CRIS Salary Allocation Screen and enter the account being worked on. Search for the CRIS to be adjusted.



2. Once the CRIS' information is on the screen, enter adjustment amounts in the white boxes for 'SY Plan Adjustments' and 'NSY Plan Adjustments'. After these amounts have been entered, click on the "?" next to the CRIS No. and select the next CRIS to be adjusted.
3. Enter the corresponding adjustment amounts in the white boxes for 'SY Plan Adjustments' and 'NSY Plan Adjustments'.

NOTE: If financial plans are being adjusted due to a terminating CRIS, the overall adjustment amount for the MU will be \$0. Negating entries for the adjustments made to the terminating CRIS will need to be entered for the new CRIS. Example: If -\$500 is entered on the 'SY Plan Adjustments' for the terminated CRIS, then +\$500 must be entered on the 'SY Plan Adjustments' for the new CRIS. Repeat this type of entry on the 'NSY Plan Adjustments'.

SAMS - Salary Management Systems

Cris Salary Allocation

File Edit Record Reference Help

CRIS Salary Allocation

Acct Code: 401 3625 110 ?

SY Plan Adjustments: 0 37333 1249

NSY Plan Adjustments: 0 48377 3347

Begin Date: 10/01/2003

Active: N

Cris No: 3625 21000 040 00 D ?

Subaccount#:

Employee Name	Position#	Full Year FTE	Unassigned Balance FTE	%	FTE	%
C. TRAUTMANN	OW7602	.48	0	0	.00	0
F. FY 2003	OW7604	.63	0	0	.00	0
V. WARE	OW8043	.63	0	0	.00	0
Vacancy	OW8043	.00	0	0	.00	0
R. MAREK	OW8222	.34	0	0	.00	0
Vacancy	OW8299	.23	0	0	.00	0
Vacancy	OW8338	.23	0	0	.00	0
Total FTE		49.9	0		0	

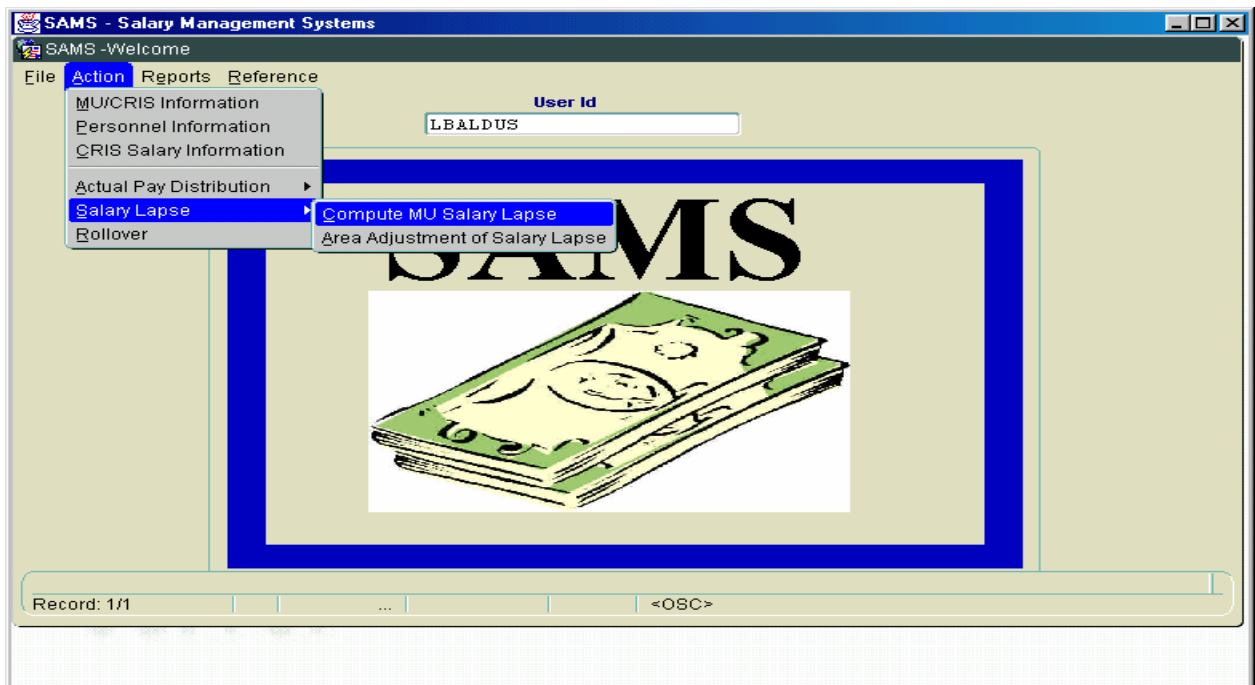
Record: 1/79

4. Save your changes.

NOTE: In order to make these financial plan adjustments "official", work with the Area Budget and Fiscal Officer to ensure the changes are accomplished in ARIS.

I. Salary Lapse

1. Make sure that the CRIS assignments for each position are correct. Use either the CRIS Information option of Personnel Information or the CRIS Salary Allocation option from the SAMS Main Menu.
2. Run the Liability by MU and the Liability by CRIS reports to verify the accuracy of the projected salary lapse by MU and CRIS. Verify that the totals for the Liability by CRIS equal those for the Liability by MU report.
3. From the SAMS Main Menu, select Salary Lapse/Compute MU Salary Lapse under Action.



4. Select Add and enter the accounting code for the management unit being computed. SAMS will identify any positions not fully assigned to a CRIS.

The screenshot shows the 'Salary Lapse' window in SAMS. At the top, there are fields for 'Acct Code' (501, 0310, 910) and 'Adj No' (2). Below this is a table with the following data:

Cris No	O/C	Previous Lapse	Lapse	Offset	Current Lapse	Total Lapse by CRIS	Adjust Between CRIS's	Rev. Net Lapse by CRIS
77777	002 00 D	SY	0	0	0	0	0	0
77777	002 00 D	NSY	0	0	0	0	0	0
77777	003 00 D	SY	0	0	0	0	0	0
77777	003 00 D	NSY	0	10,562	0	10,562	0	10,562
77777	004 00 D	SY	0	0	0	0	0	0
77777	004 00 D	NSY	0	0	0	0	0	0
88888	001 00 D	SY	0	0	0	0	0	0
88888	001 00 D	NSY	0	0	0	0	0	0
Total			0	10,562	0	10,562	0	10,562

At the bottom of the table, there are three buttons: 'Add', 'Delete', and 'Locate'. A blue arrow points to the 'Add' button. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

5. Add any adjustments between CRIS. Once the adjustments have been made, press save and exit from this screen.
6. Repeat these steps for each Management Unit.

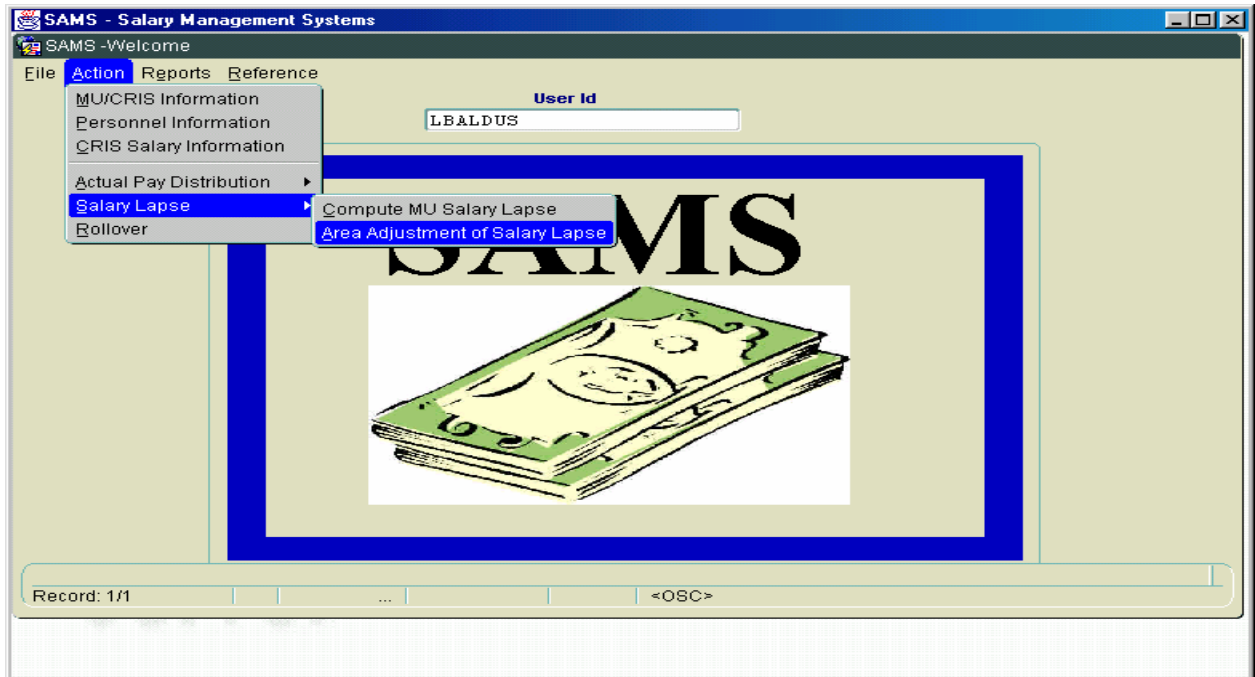
A salary lapse report (adjustment) must be generated for every MU, even if the MU does not have reportable salary lapse.

For information on the ARS Salary Lapse policy and how it is implemented in SAMS, see Appendix 2.

7. Once the MU salary lapse figures have been computed, rerun the Liability by MU and Liability by CRIS reports. Verify that the total of the salary lapse column on the new reports is correct (should be approximately \$0—within \$1-2). If the totals are correct, run the Salary Lapse report under Reports. Verify the salary lapse, refunds of salary lapse, and needs are reported correctly. If the report is correct for all of the MU's, the salary lapse exercise is considered complete.
8. Notify the Area Budget and Fiscal Office that the location's reports are complete.

J. Area Office Procedures for Salary Lapse

1. If modifications to a salary lapse report are necessary, use the Salary Lapse/Area Adjustment of Salary Lapse option under Action.



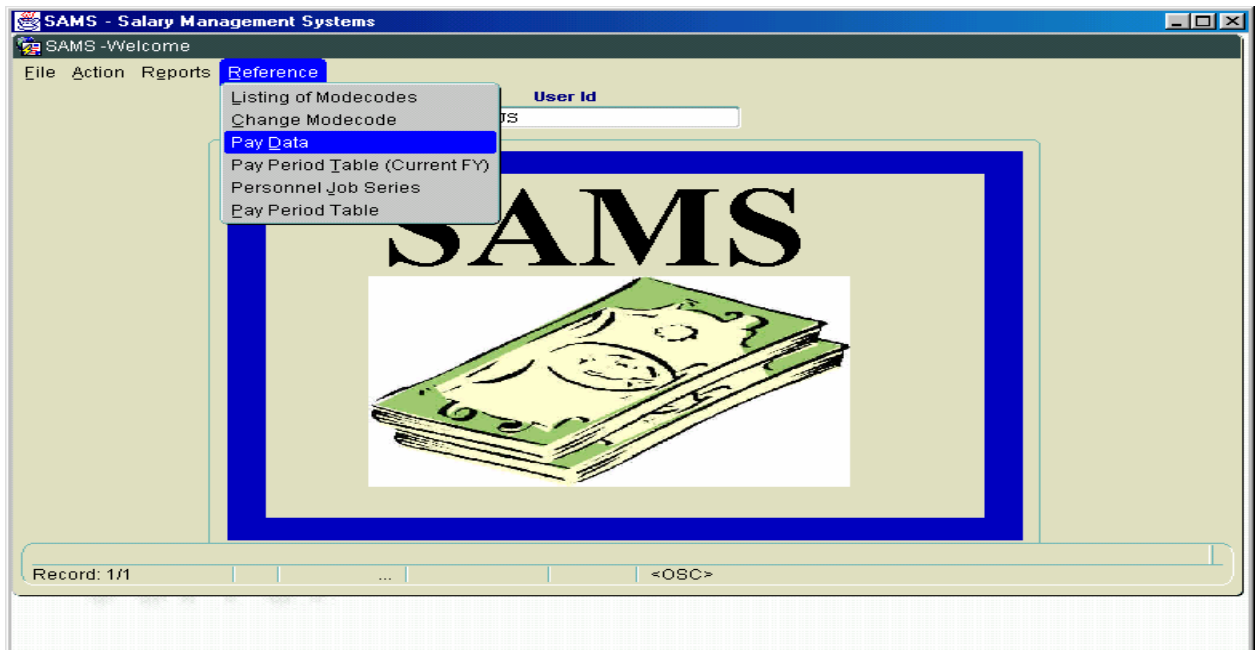
2. Locate the accounting code information. Make the necessary adjustments and save.
3. Once all the adjustments have been completed, validate the CRIS numbers against the latest allocation information from the Budget and Program Management Staff.
4. If any CRIS numbers in SAMS need to be adjusted, it will be necessary to delete the Salary Lapse information, make the necessary adjustments in the MU/CRIS Information Screen, then re-compute the salary lapse report. DO NOT adjust CRIS Information after the salary lapse report has been submitted to Headquarters.
5. Once all the data has been verified and is correct, print the Area Salary Lapse Report available under the Reports option. Notify the Financial Management Division that the Area reports are complete.

K. Rolling Over SAMS Data to a new Fiscal Year

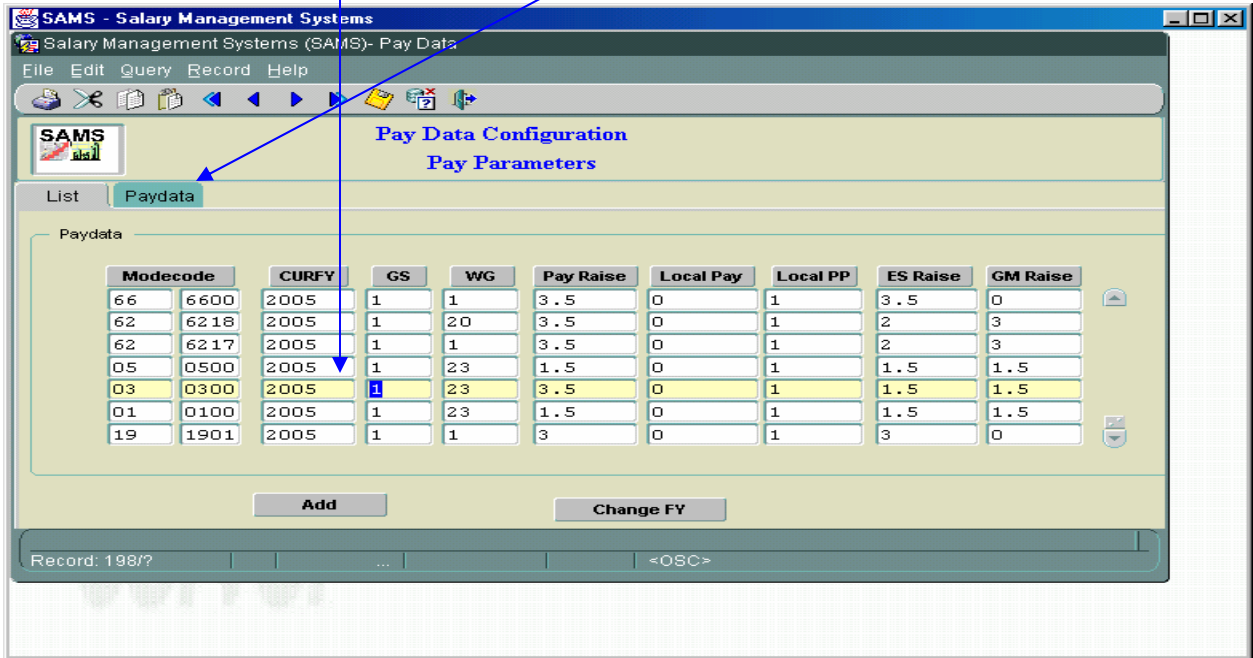
Rollover creates the next fiscal year's data in SAMS. This is usually the first step in the ARMP cycle for the upcoming fiscal year.

Before creating SAMS records for the next fiscal year, first make sure that the current Fiscal Year's data is correct.

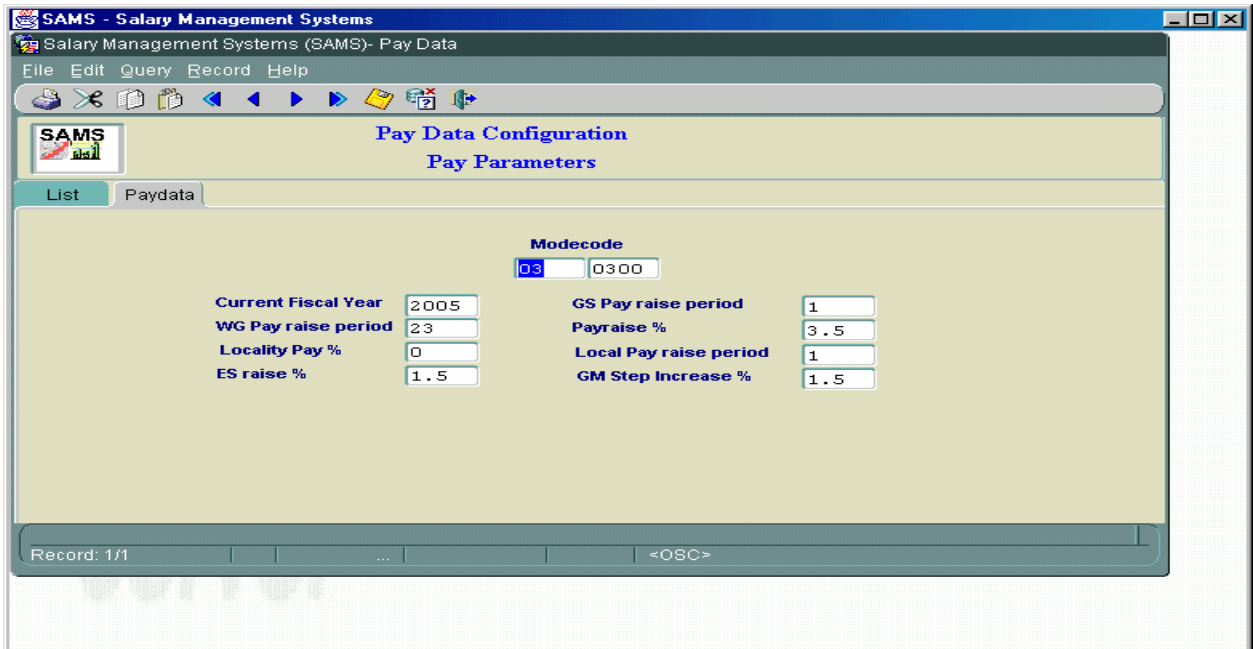
1. Make sure that the pay raise percentages for the year you are rolling over into are correct. Access Pay Data under Reference from the SAMS Main Menu.



- Highlight the mode code and fiscal year for the year into which data is being rolled. Select the Paydata tab.

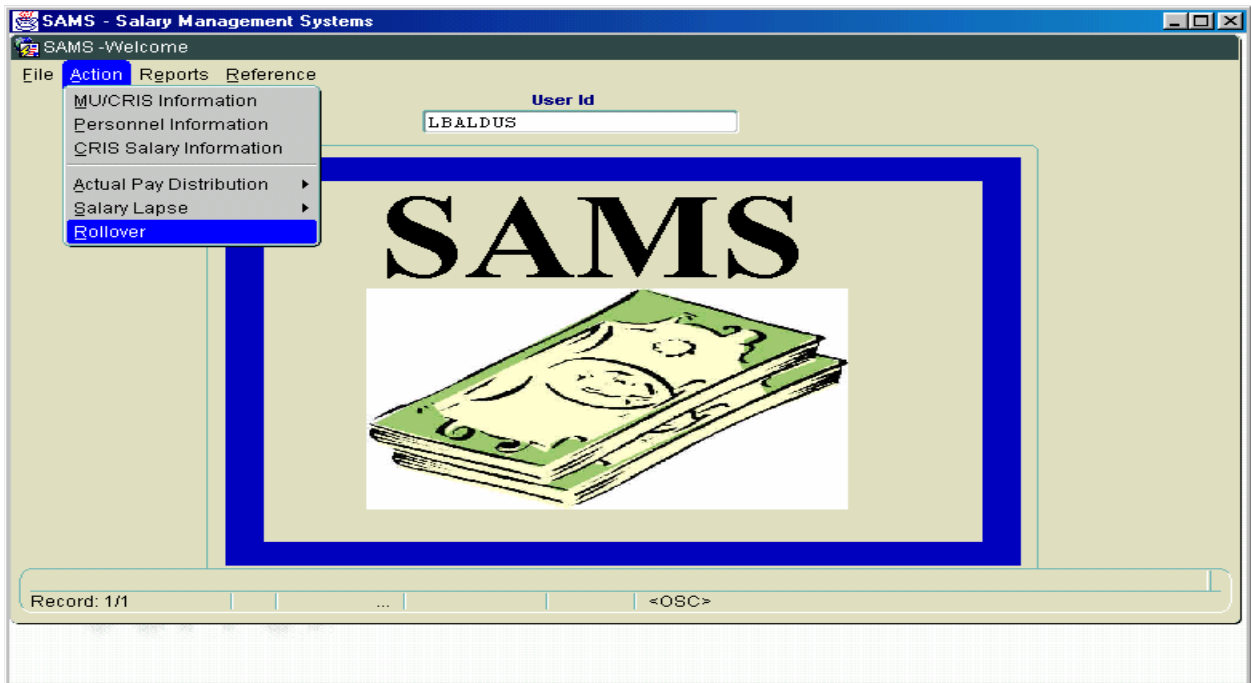


- Change the pay data information if necessary and save.

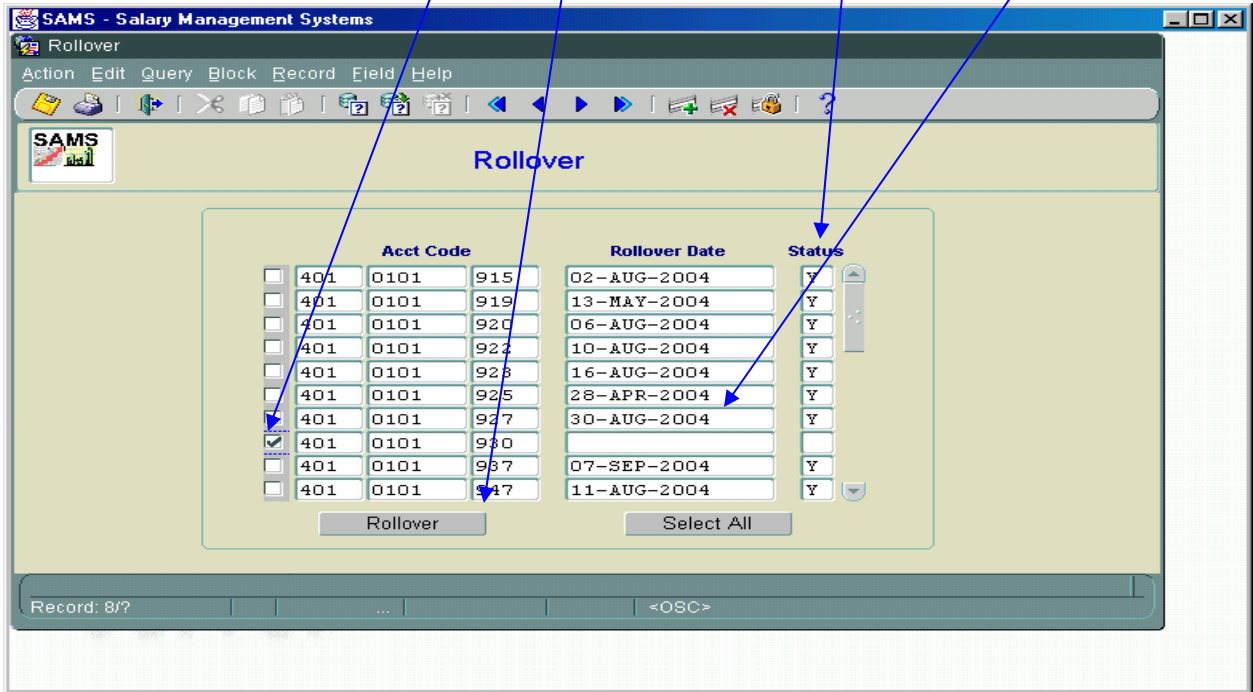


NOTE: Do not change the fiscal year to the NEXT fiscal year. It is not necessary to identify the number of days in the starting and ending pay periods or indicate if there is a Pay Period 27. These have already been programmed in SAMS.

4. Return to the SAMS Main Menu.
5. Firm up current fiscal year projections. SAMS uses the pay data found in the last pay period of the fiscal year to compute and calculate the next year's projected salary. All pay increases (promotions, within grade increases (WGI's), etc.) should be captured and reflected in the current year's data before performing a rollover. It is important not to have any bonus or lump-sum amounts in the ACT/PROJ column for the last pay period. These amounts should be in the Adjustments column. Do not adjust next-year's WGI periods yet.
6. From the SAMS Main Menu, select Rollover.



7. Select the account(s) to roll over by placing a check mark in the box(es) (clicking on it) to the left of the accounting code(s). Click on the Rollover button at the bottom of the screen. Once rollover is complete, a date will show under the Rollover Date column and the status column will have a Y.

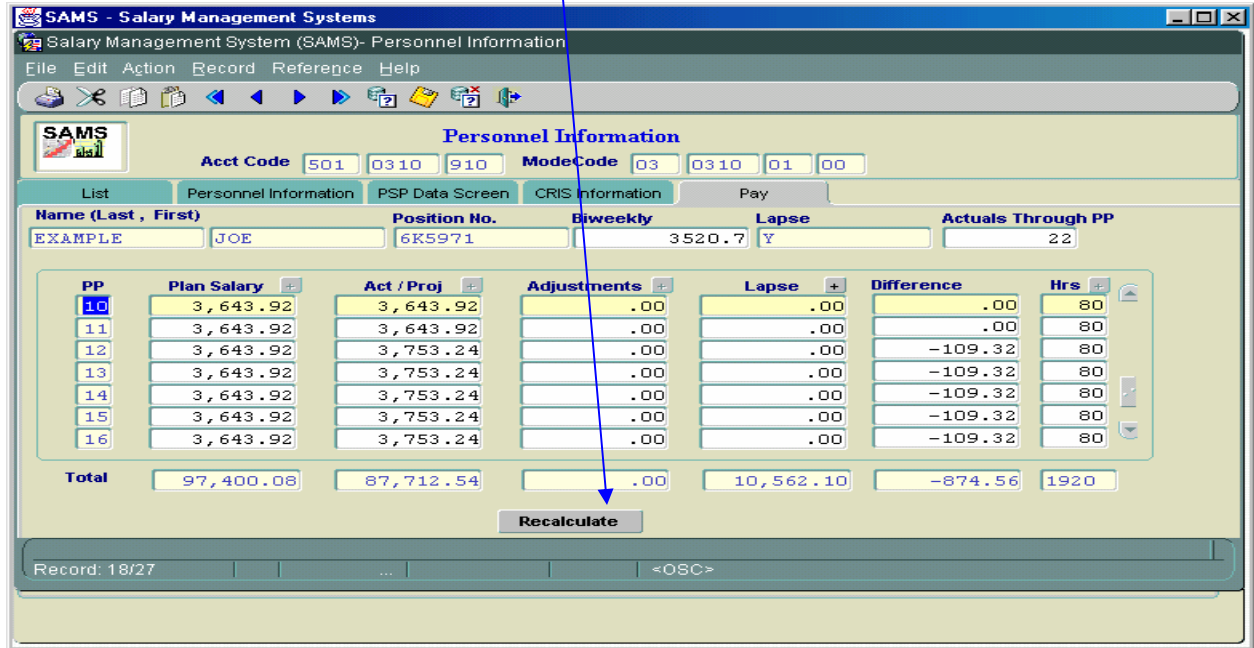


8. If an account which has been rolled over needs to be over-written (re-roll it over), change the status indicator to "N", save it, select the account, and click on the Rollover button again.
9. Return to the SAMS Main Menu.

- Access the Personnel Information screen from the SAMS Main Menu. Enter the accounting code to be modified. Highlight the line for the record to be accessed and click on the Personnel Information tab. Enter the WGI pay period for all positions projected to receive WGI's in the upcoming fiscal year.

- Go to the Pay tab.

12. Click on Recalculate.



The Act/Proj amount will automatically adjust from the pay period identified through the end of the Fiscal Year. If the Lapse flag is set to yes, the difference may reflect in the Lapse column and it will be necessary to manually move the amounts to the difference column.

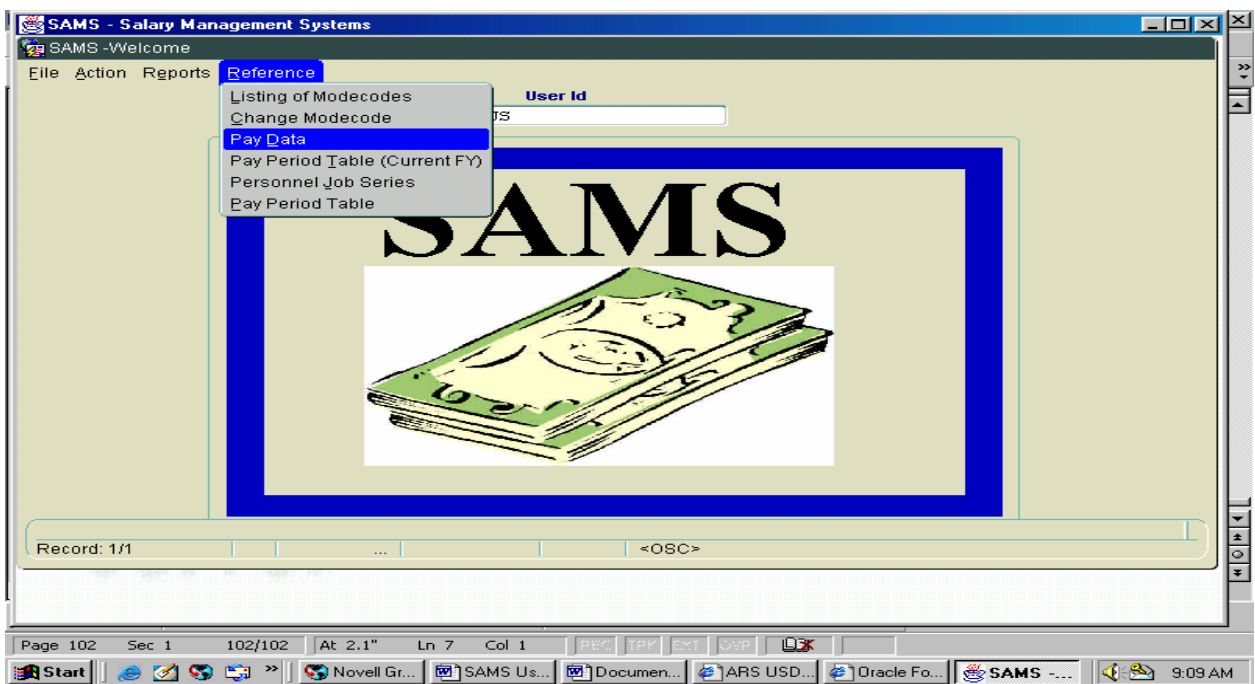
13. Once all the positions have been modified to reflect the correct information for the next year, return to the SAMS Main Menu.
14. Run a Liability by MU report to review the accuracy of the next fiscal year's projections. Pay close attention to the reasonableness of the Entrance on Duty (EOD) Dates.
15. If it is known that a new position(s) will be established in the next fiscal year, use the Personnel Information screen to add the new position(s).
16. If all is satisfactory, the rollover is done. The data may now be imported into ARMPS using the ARMPS system.

L. Projecting Salaries for Special Rate Employees

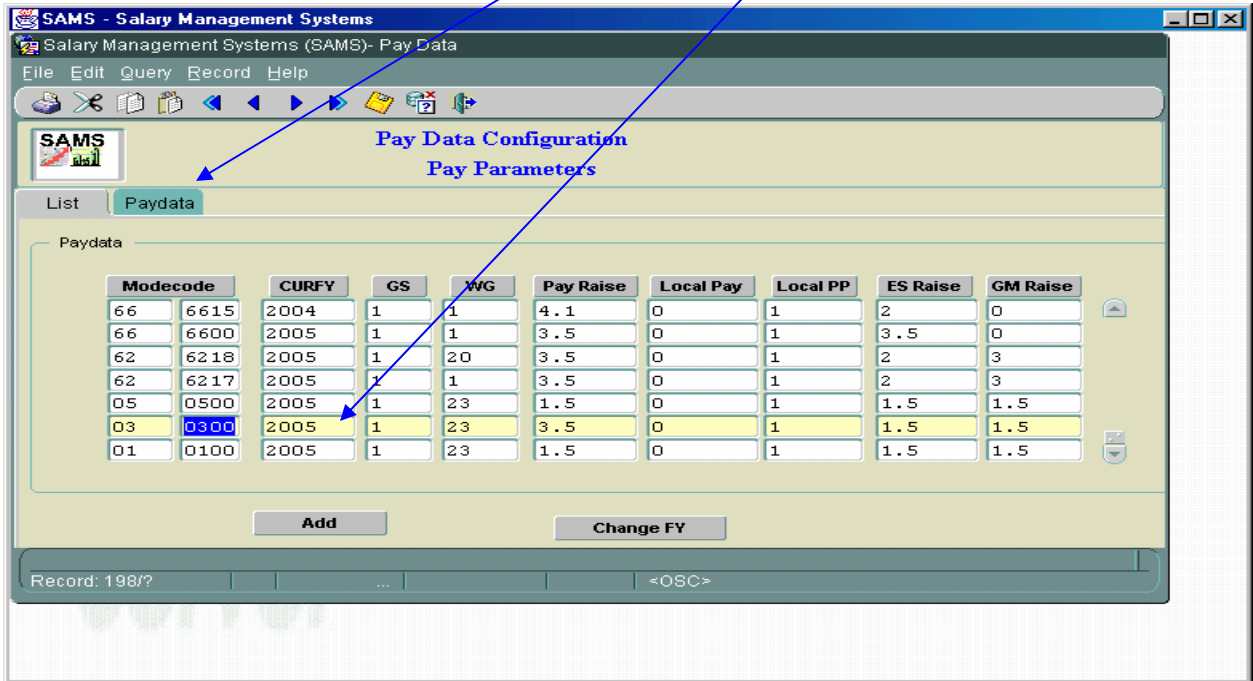
SAMS automatically applies the Pay Raise and Locality Pay to all GS employees. However, some GS employees, such as IT Specialists, Engineers, and Doctors, have their own pay rates and receive pay raises whenever their schedule is updated.

After projecting the “regular” salaries, follow these procedures for projecting salaries for special rate employees:

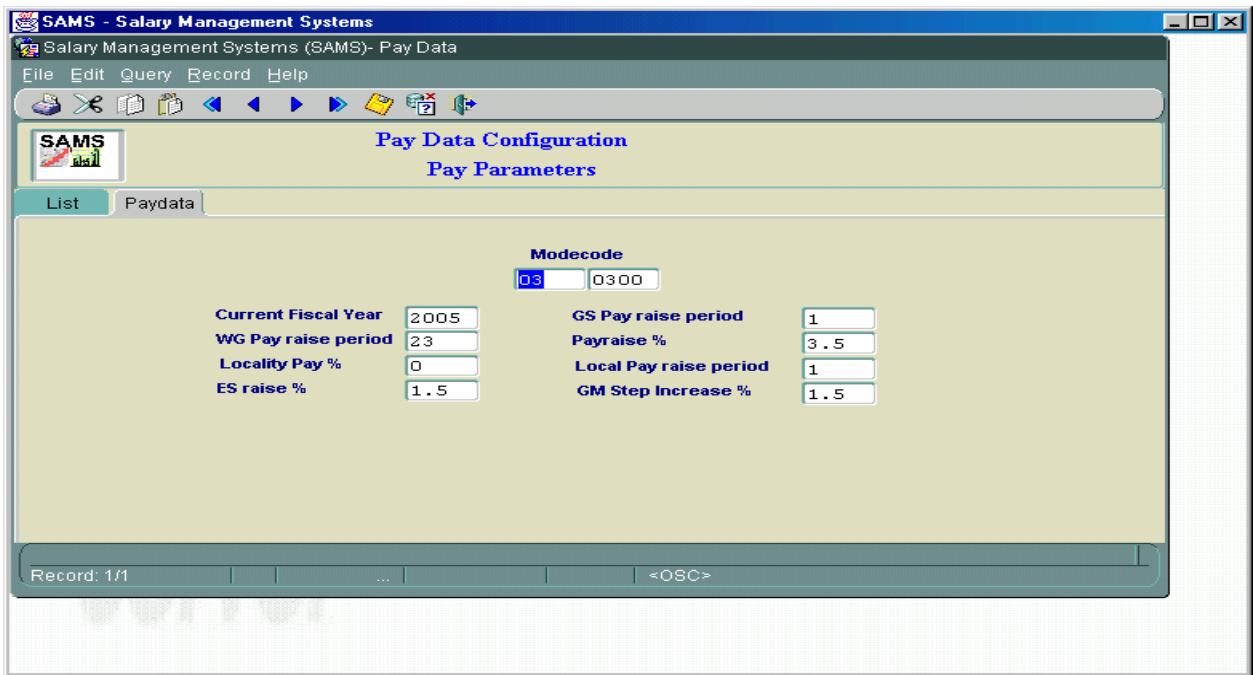
1. Access the Pay Data Screen under References from the SAMS Main Menu.



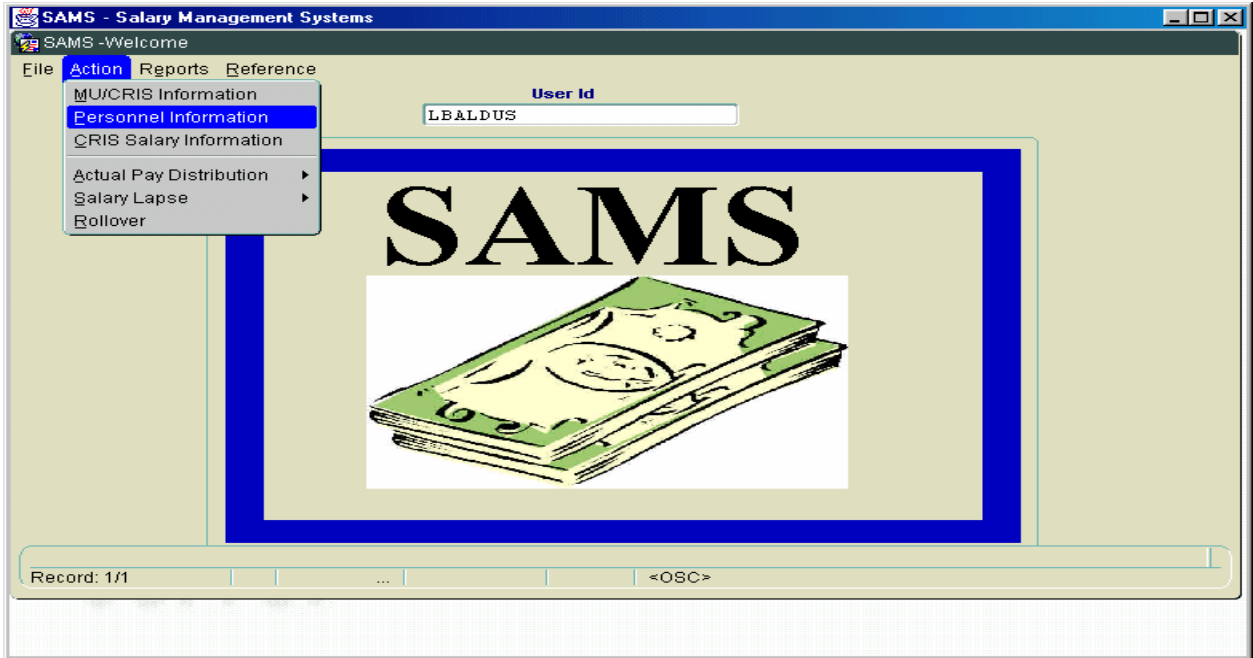
- Highlight the Mode Code and fiscal year to be adjusted and click on the Paydata tab.



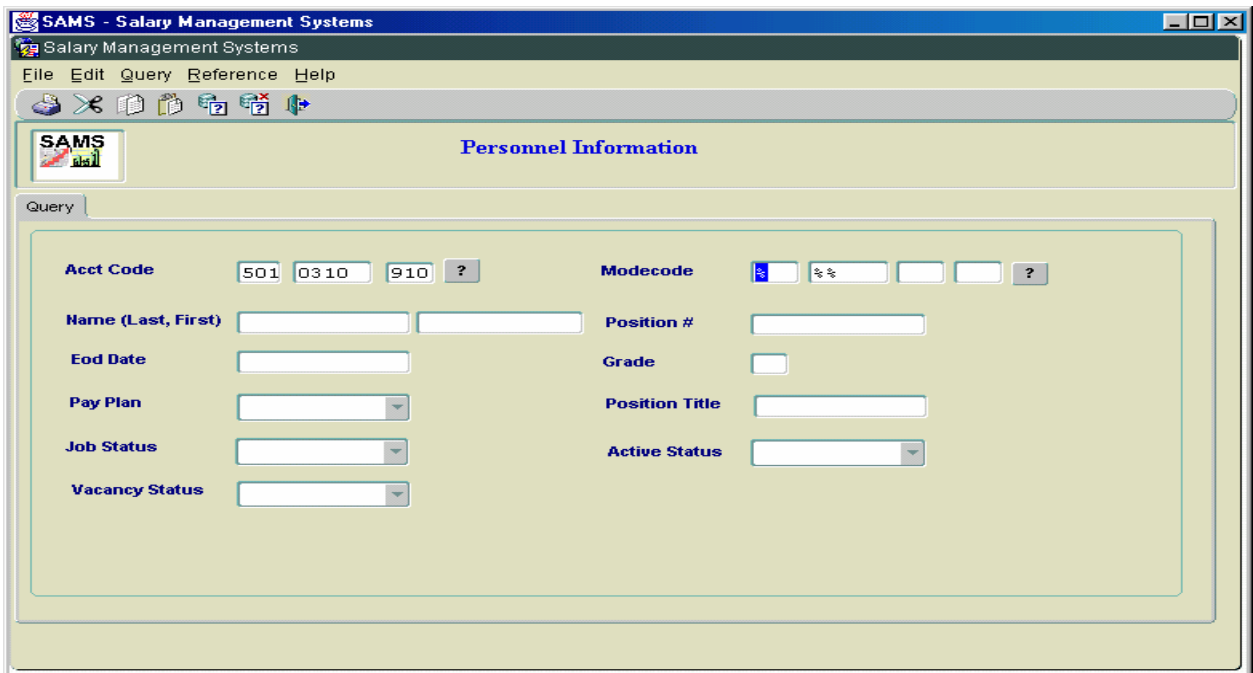
- Change the pay raise percentage to the rate for the Special Rate group being modified, click on save, and exit back to the SAMS Main Menu.



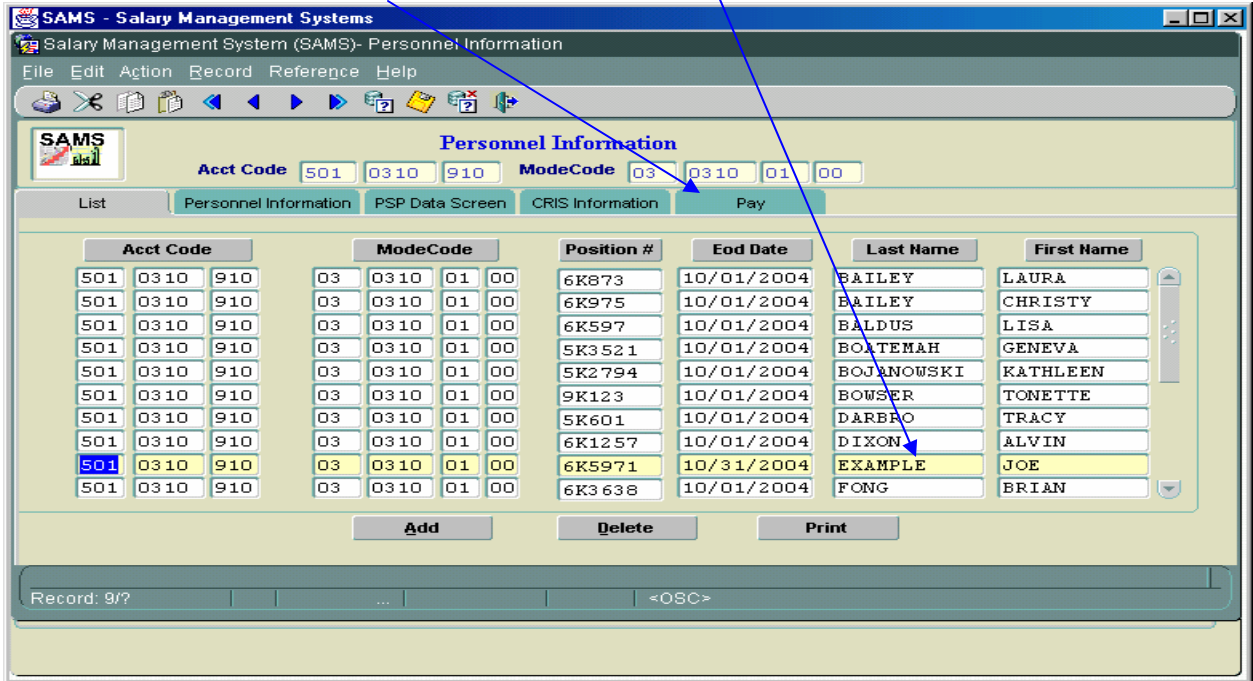
4. Access the Personnel Information Screen under Action.



5. Enter the Accounting Code at the Query Screen and hit enter.



- Highlight the line of the record to be adjusted and click on the Pay tab.

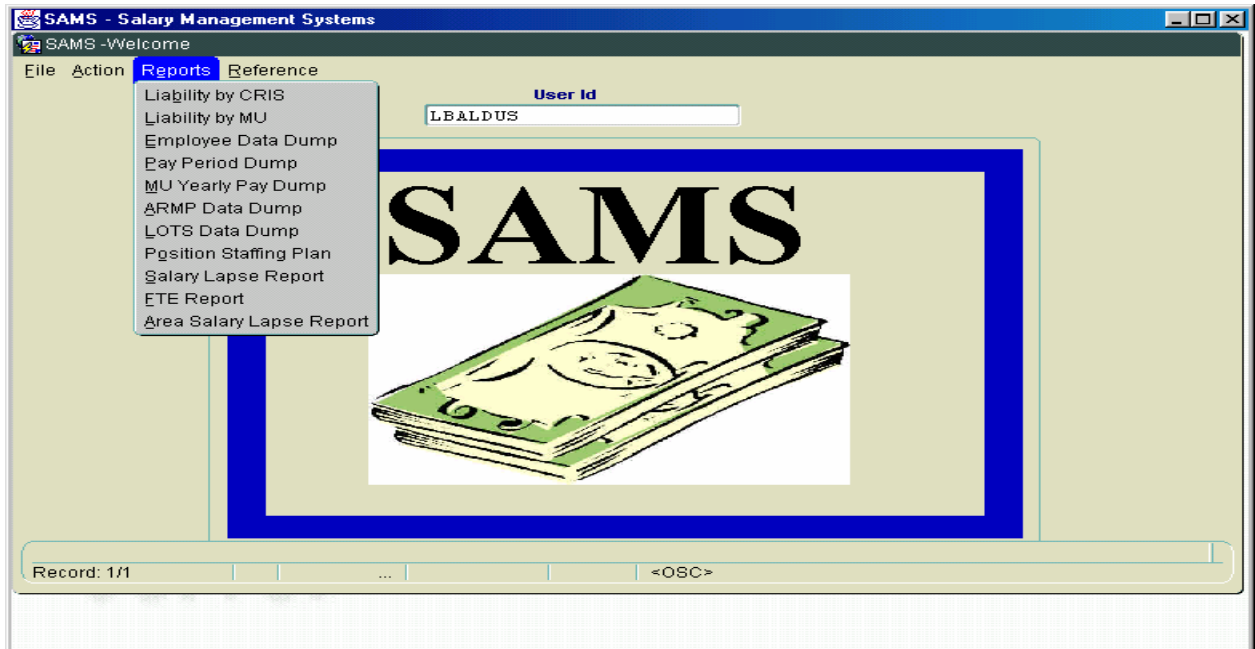


- Click on recalculate. The Act/Project amounts will change to reflect the adjusted Pay Cost amount. Repeat this for each position which is to receive the higher amount.

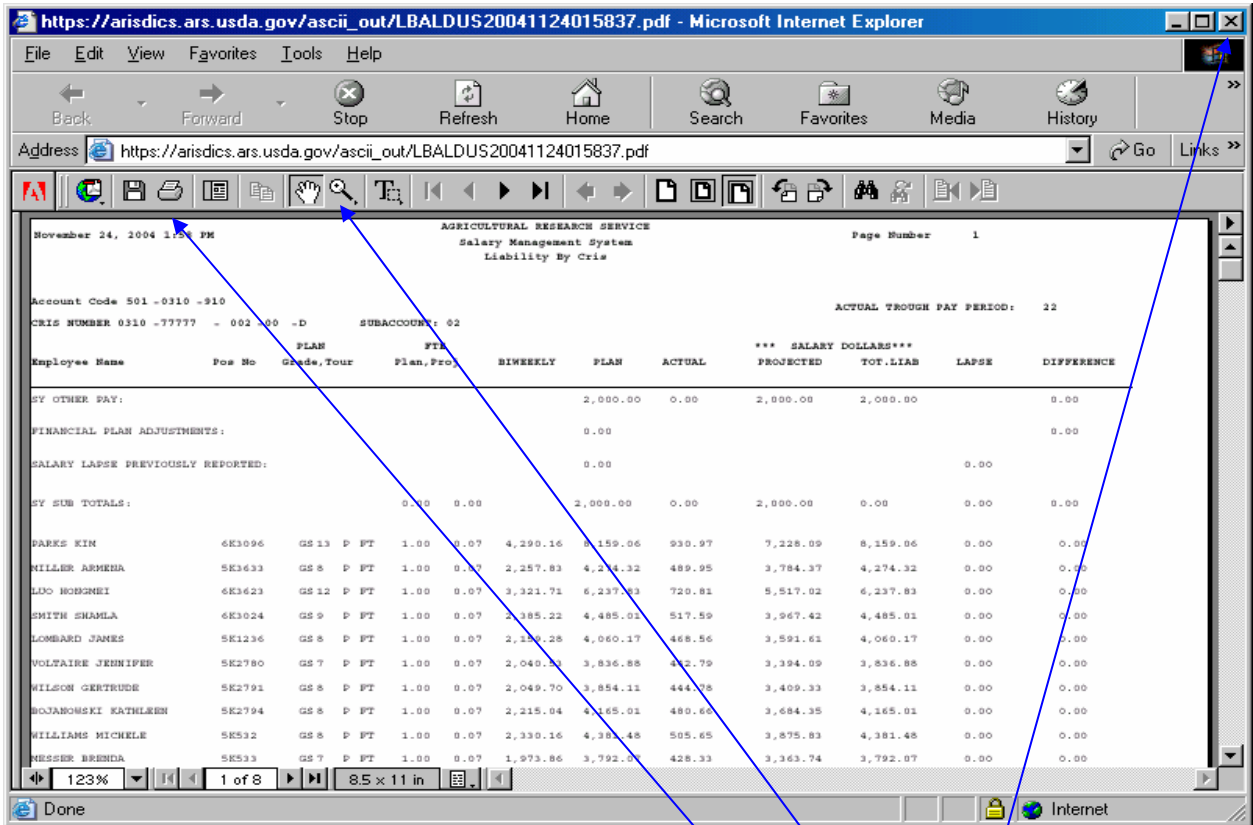
Remember to return to the Pay Data table and change the pay raise percentage back to the correct amount.

Chapter 4 – Generating Reports

SAMS produces numerous reports to support the fund status and salary reconciliation processes. These reports are identified under Reports from the SAMS Main Menu.



SAMS uses Adobe Acrobat to generate reports. Reports will be displayed on the screen, as follows:



The report is a little difficult to read on the screen. It can be enlarged by clicking on the zoom icon.

Print the report by clicking on File/Print or click on the printer icon.

To close out of the report, click on File/Close or click on the close icon.

The following is a list of available reports and their main uses:

Liability by CRIS – provides detailed salary obligation and projection information specific to each CRIS.

Liability by MU – provides detailed salary obligation and projection information cumulative for the whole management unit.

Employee Data Dump – provides all information associated with each record related to a specific MU, separated by CRIS and by pay period.

Pay Period Dump – shows the salary liability for each active position for a given pay period within the selected MU.

MU Yearly Pay Dump – shows salary liability by pay period for all the positions within the selected MU.

Position Staffing Plan – displays summarized personnel information for each employee within the MU. This report is displayed showing supervisory relationships.

Salary Lapse Report – shows the amount of lapse reported for each MU for the Current Period and Year to Date.

FTE Report – produces a listing by employee of planned, actual and projected FTE for the selected MU.

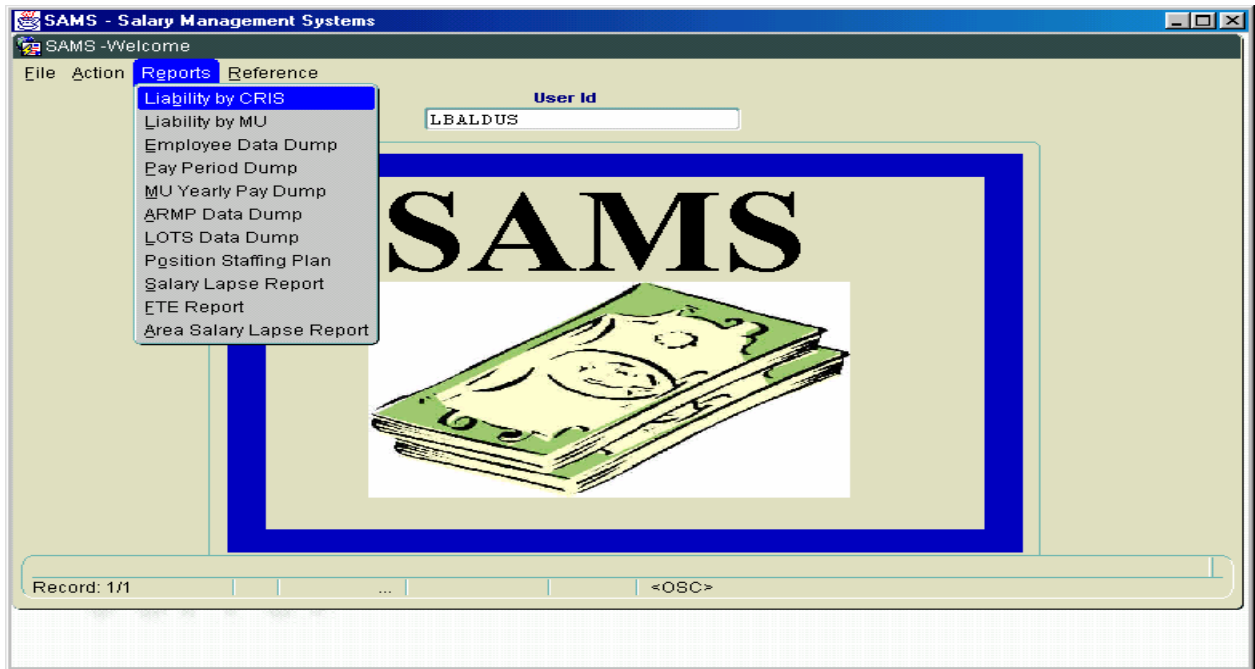
The following reports will be developed in the near future:

CATS Data Dump – shows the salary liability for each CRIS in a MU. This information is useful for posting into CATS.

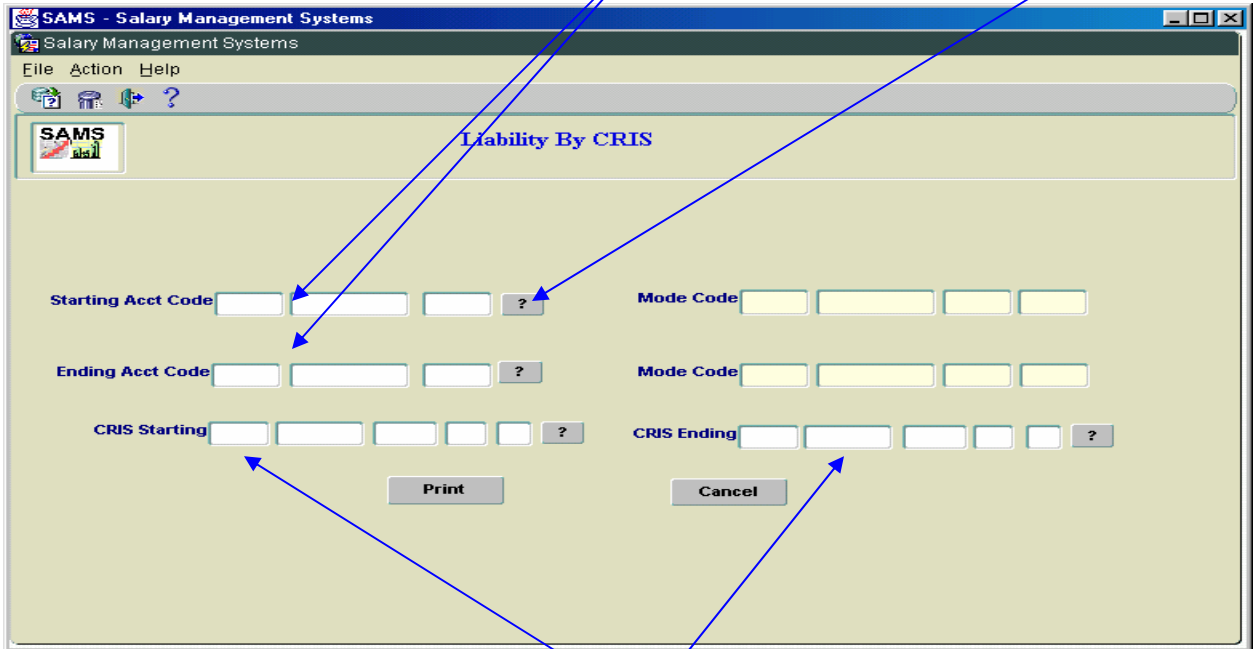
Area Salary Lapse Report – shows a summary of salary lapse for each location within a selected Area.

To generate a report:

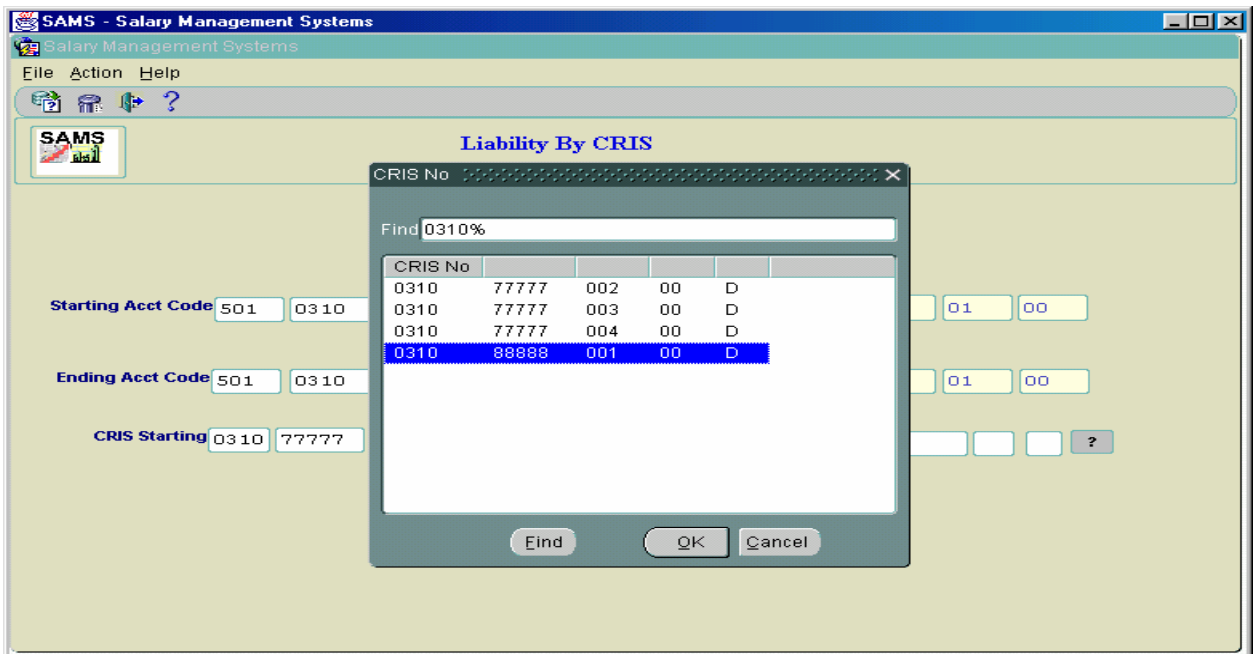
1. Access the report generation screen from the SAMS Main Menu.



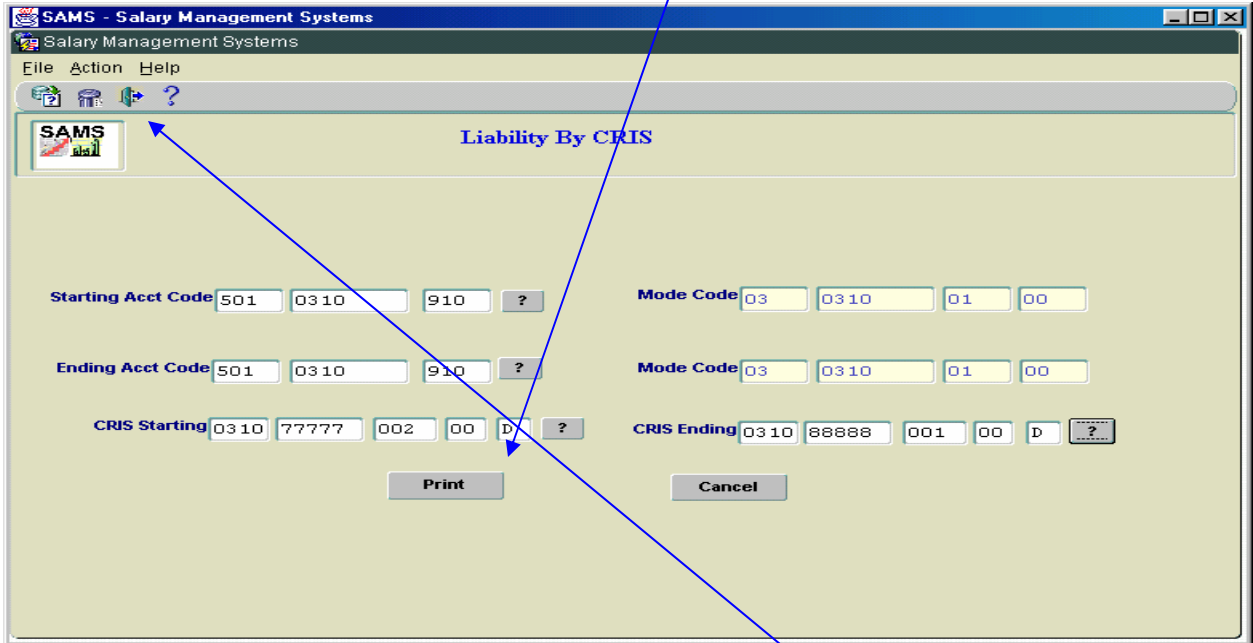
- Identify the Accounting Code (starting and ending) to be printed. To access a list of accounting codes, click on the “?” to the right of the box.



- On the Liability by CRIS report only, identify the CRIS Numbers to be printed (starting and ending). One, or all, of the CRIS' associated with the account may be selected.



- Once completed, click on the Print button.



- To exit from this screen and return to the SAMS Main Menu, click on the closed-door icon. You will return to the SAMS Main Menu.

Chapter 5 – Reference Information

A. Calculations

1. Salary Projections

SAMS will project the full year salary need for an individual if the initial biweekly salary amount is known. If the biweekly salary amount is unknown, it will be necessary to calculate it. In order to calculate the biweekly, it will be necessary to calculate the Full Year Salary Projection.

Access the Office of Personnel Management (OPM) website (www.opm.gov) and download the appropriate pay table for the city/state needed. By reviewing this table, the full year base pay may be determined for the grade being projecting. (NOTE: ARS policy states that all vacancies are projected at the Step 2.)

Determine if the position will be temporary, term, or permanent. Temporary positions (12 months and under) only earn certain benefits at a rate of 8%. Positions greater than 12 months earn full benefits at a rate estimated at 30%.

Increase the full year base amount by the appropriate benefit amount.

Divide this amount by the number of pay periods in that calendar year and you will have the biweekly projection.

Example:

2004 Base Pay for a GS-1 Step 2 in the Washington Metropolitan Area is \$18,508. The position is permanent so benefits of 30% equal \$5,552. That brings the base pay to \$24,060. There are 26.1 pay periods in calendar year 2004. \$24,060 divided by 26.1 gives you a biweekly projection of \$922.

The biweekly determined above is then prorated over all pay periods the position is in status throughout the remainder of the fiscal year, taking into account WGI's and the general pay raise.

Enter this amount as the biweekly pay in the Personnel Information screen and SAMS will project the appropriate planned full year salary projection.

After the planned salary has been established, the beginning pay period for Actual and Projected salary, based upon the EOD (enter-on-duty) date is computed. If a separation date has been entered, then the finishing pay period is calculated; otherwise, it will default to the last pay period of the fiscal year.

The Actual Pay and Hours Worked fields are loaded for the pay periods in status. The initial biweekly amount is then used to calculate the first biweekly salary in status.

2. Mid Year Pay Calculations

The last Pay Period updated (Actuals Through PP) field in the MU/CRIS Information, the Personnel Information, and the Actual Pay Distribution/Pay Position screens establishes the base point for the actual pay. Therefore, projected pay is based on the next pay period to be paid through the last pay period in the fiscal year.

When the Recalculate option is selected, the position's EOD date is checked. If it is later than the current pay period, the EOD is used as the starting point of the calculation, otherwise the next pay period is the beginning point. The last pay period to be paid is the separation date or the end of the fiscal year, whichever is sooner. Each pay period is loaded with the current biweekly salary and adjusted for any WGI or general pay raise yet to come.

Lapse is calculated if the Lapse flag is set to "Yes".

Difference is calculated based upon the following formula:

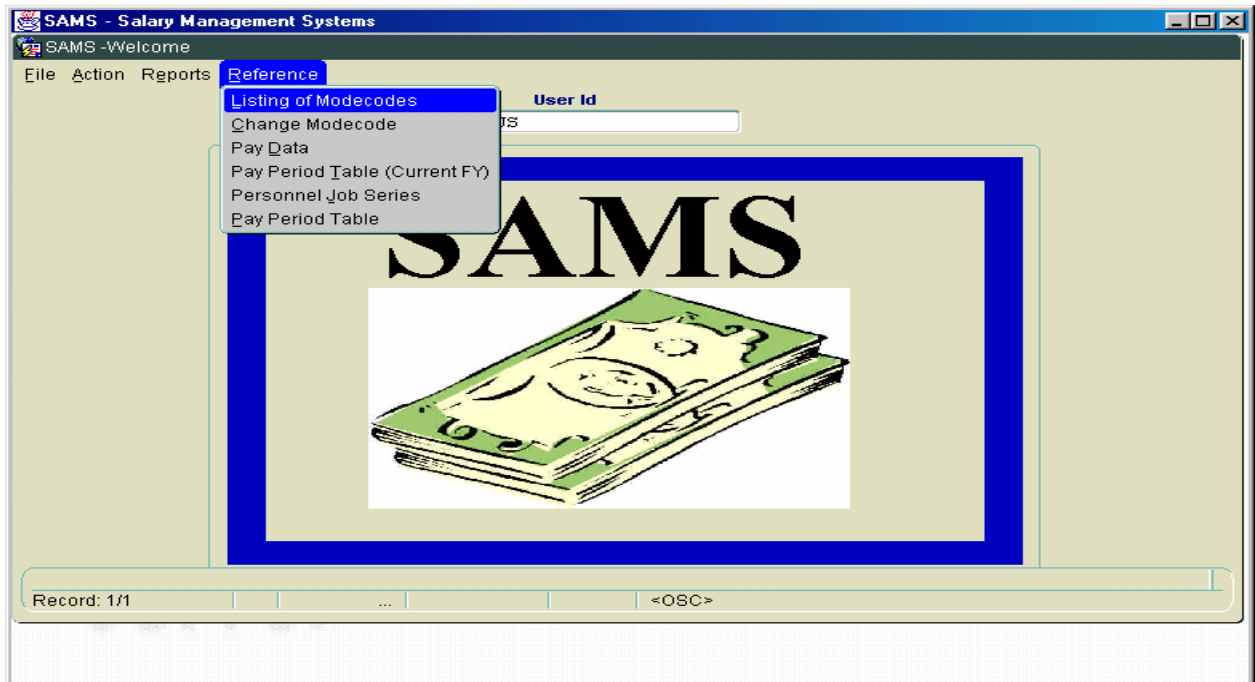
$$\text{Difference} = \text{Plan} - (\text{Actual} + \text{Projected} + \text{Adjustment} + \text{Lapse})$$

Difference is that amount that stays in the MU and is added to, or subtracted from, All Other funds.

B. Organizational/MODE Codes

SAMS has the official organizational/mode codes already loaded and available. These organizational codes are maintained by the Human Resources Division. Updates to the ARS systems (i.e., ARIS, ARMPS, SAMS) are accomplished routinely.

To see a listing of organizational/mode codes, access Listing of Modecodes under Reference from the SAMS Main Menu.



Enter the information needed to search for in the query screen. If only the 3rd level mode code (the Area code) is entered, then a listing of all Area mode codes will be provided.

SAMS - Salary Management Systems
 Agricultural Research Information System (ARIS)
 File Edit Action Record Query Help

Modecode Records

Query

Modecode 53 Status Status Date

Facility

Research Unit

Performing Organization 1) 2)

Responsible Organization 1) 2)

Responsible Person

Name (Last,First,MI,Suffix) Phone

Title

Address

City State Postal Code

Country

Mission Statement

SAMS - Salary Management Systems
 Agricultural Research Information System (ARIS)
 File Edit Action Record Query Help

Modecode Records

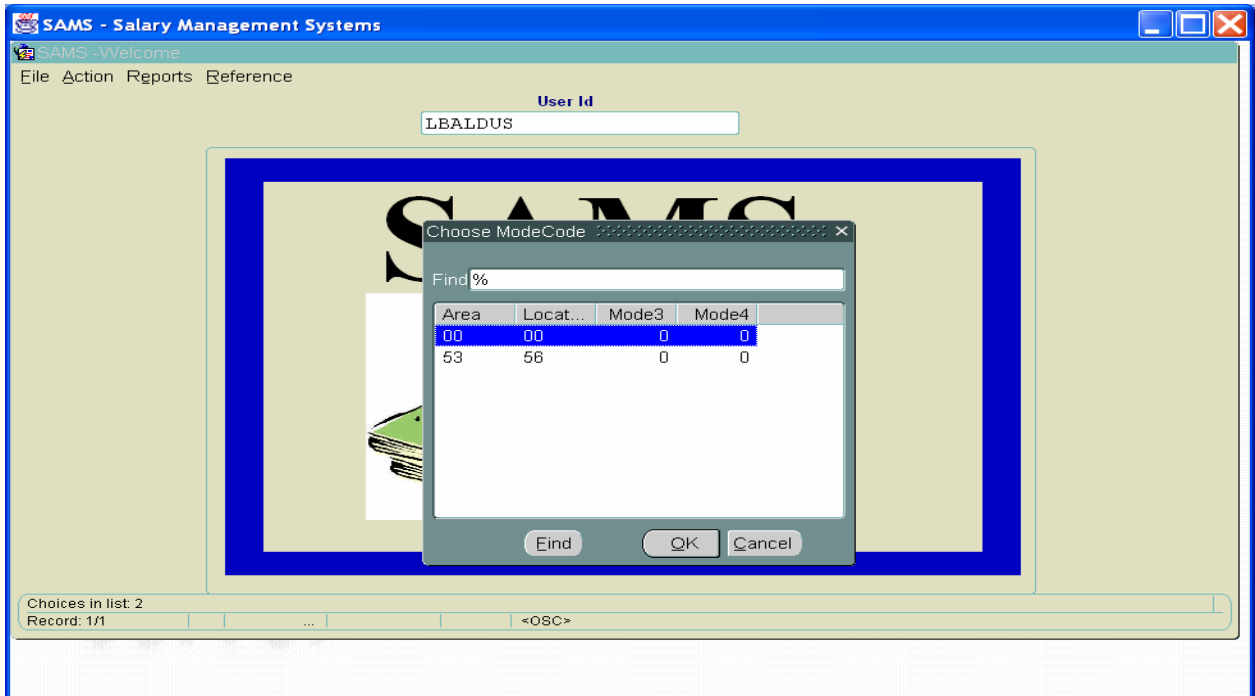
List Modecode Info Mission Statement

Modecode	Area / Location / Research Unit/ Management Unit Description
<input type="checkbox"/> 53 00 00 00	PACIFIC WEST AREA
<input type="checkbox"/> 53 01 00 00	PACIFIC WEST AREA OFFICE OF THE DIRECTOR
<input type="checkbox"/> 53 01 01 00	PACIFIC WEST AREA OFFICE OF THE DIRECTOR CONSULTANT/COLLABORATOR STAFF

Scroll down to continue the listing.

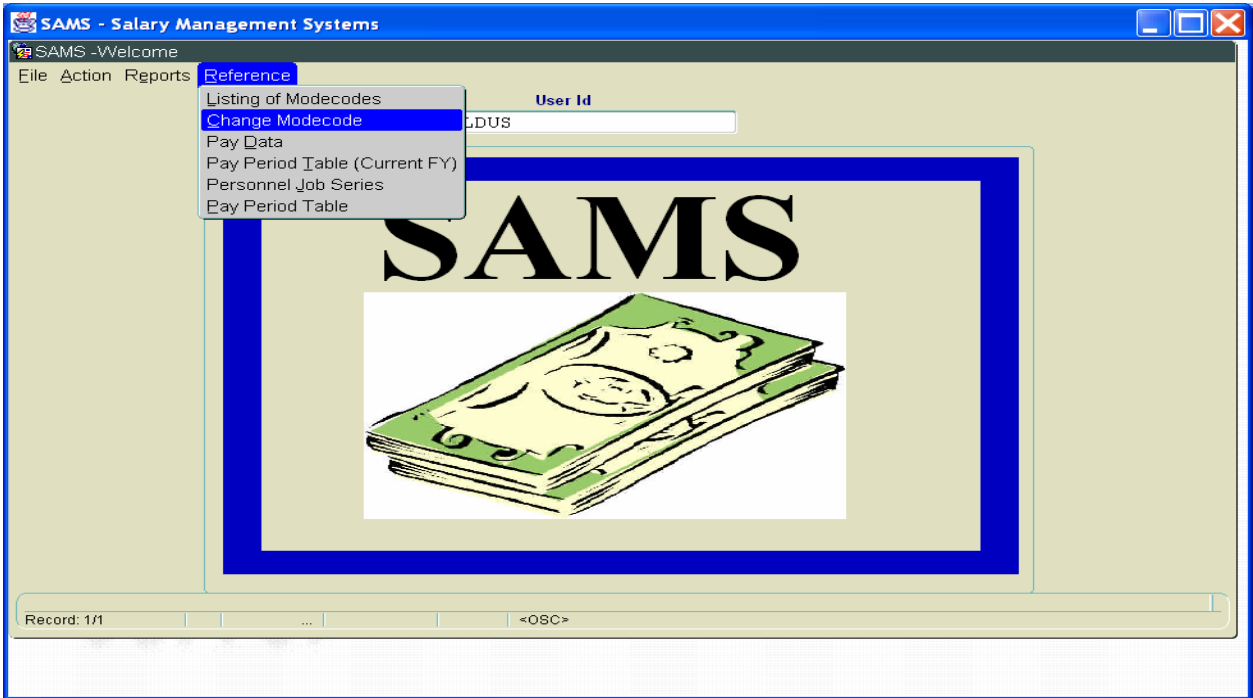
C. Access to Mode Codes

Some locations provide financial management to more than one location. When a user is established in SAMS, the mode codes they have authority to access are programmed into SAMS. If there are more than one 4th level codes, then a listing of available choices will be displayed when logging on.

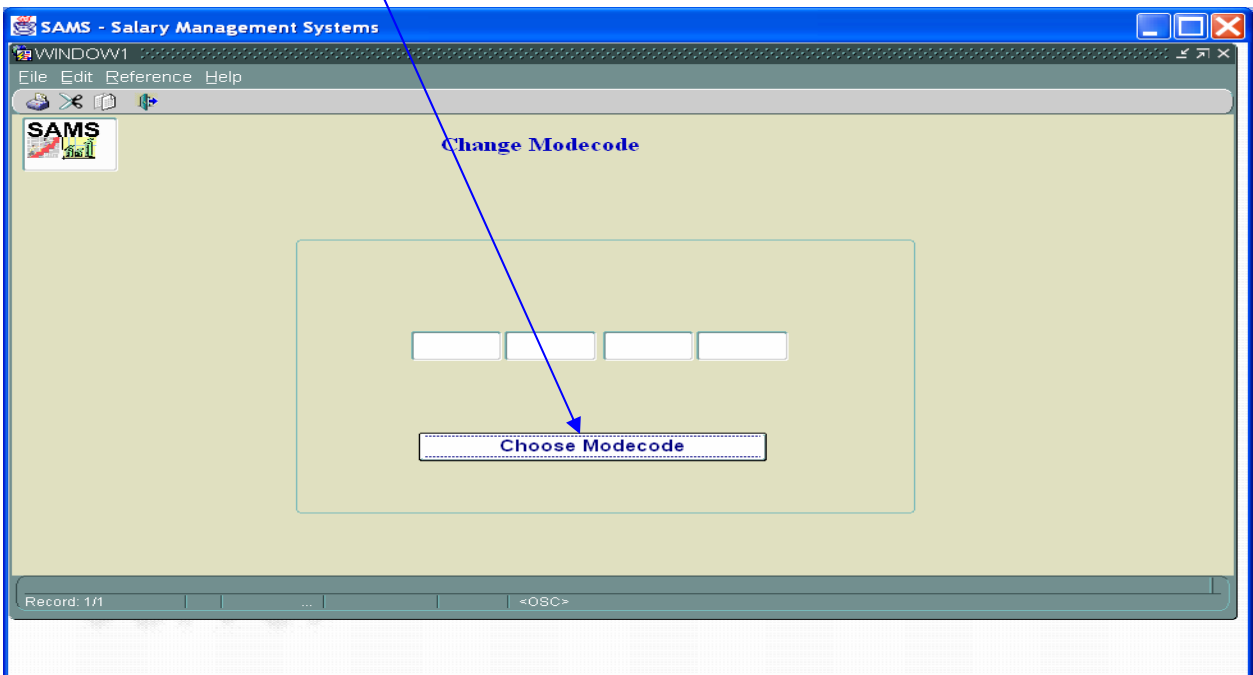


Select the appropriate mode code and click on OK.

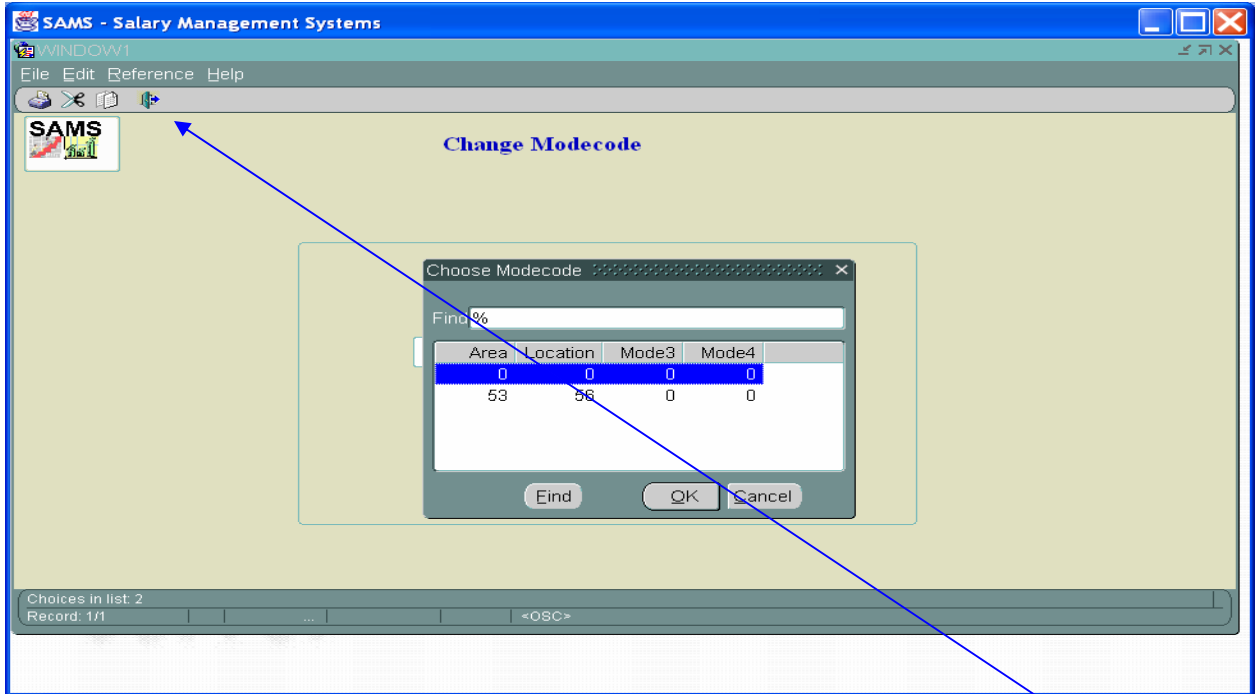
If a different mode code is required to be accessed while in SAMS, access Reference/Change Modecode, from the SAMS Main Menu.



Click on Choose Mode Code



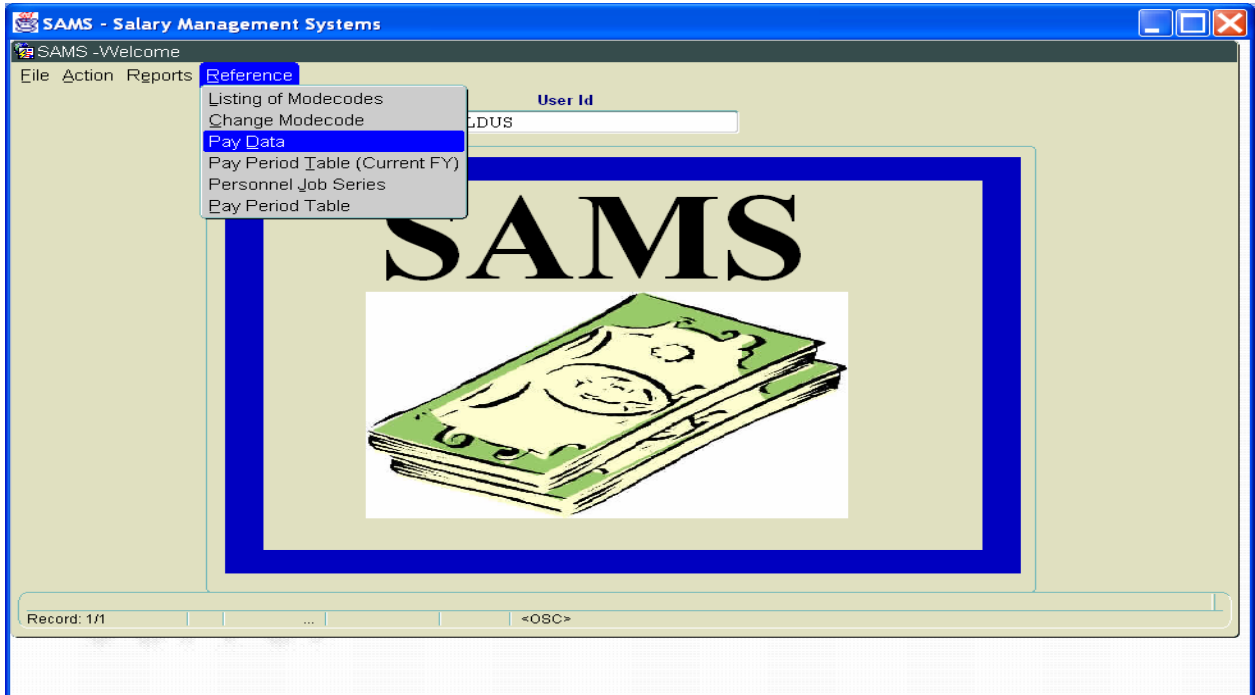
This will bring up the choices of mode codes to be selected from again.



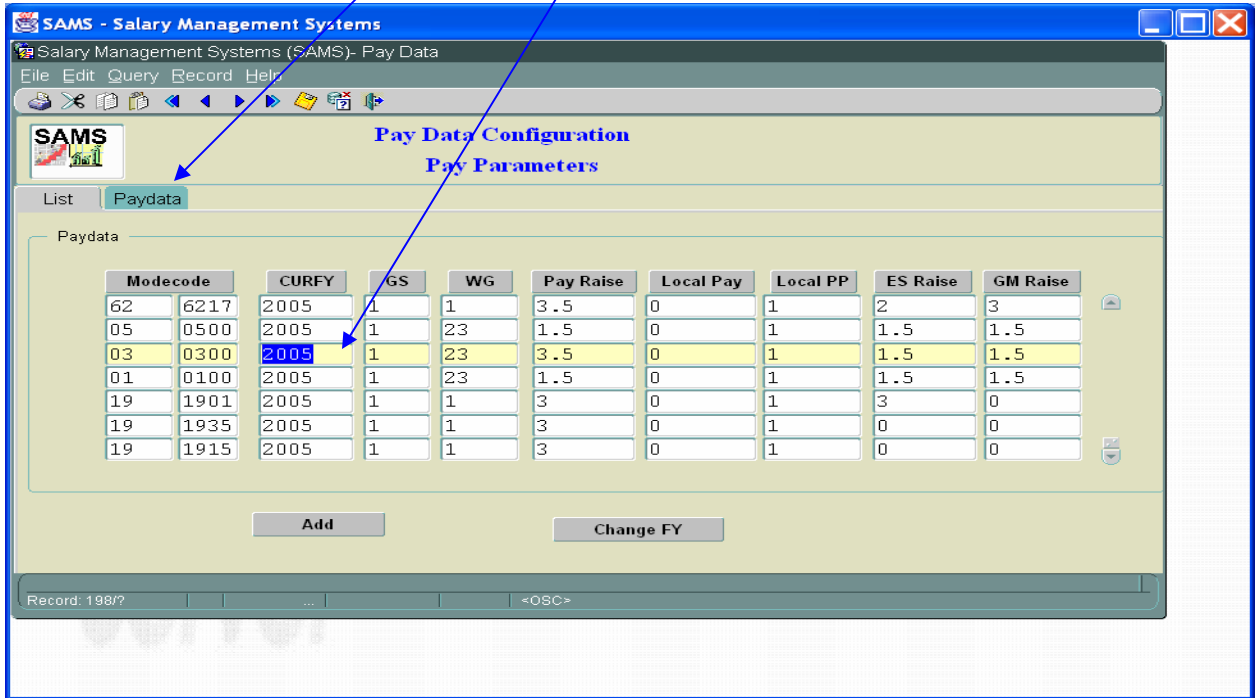
After selecting (highlighting) and clicking on “OK”, return to the SAMS Main Menu.

D. Pay Data

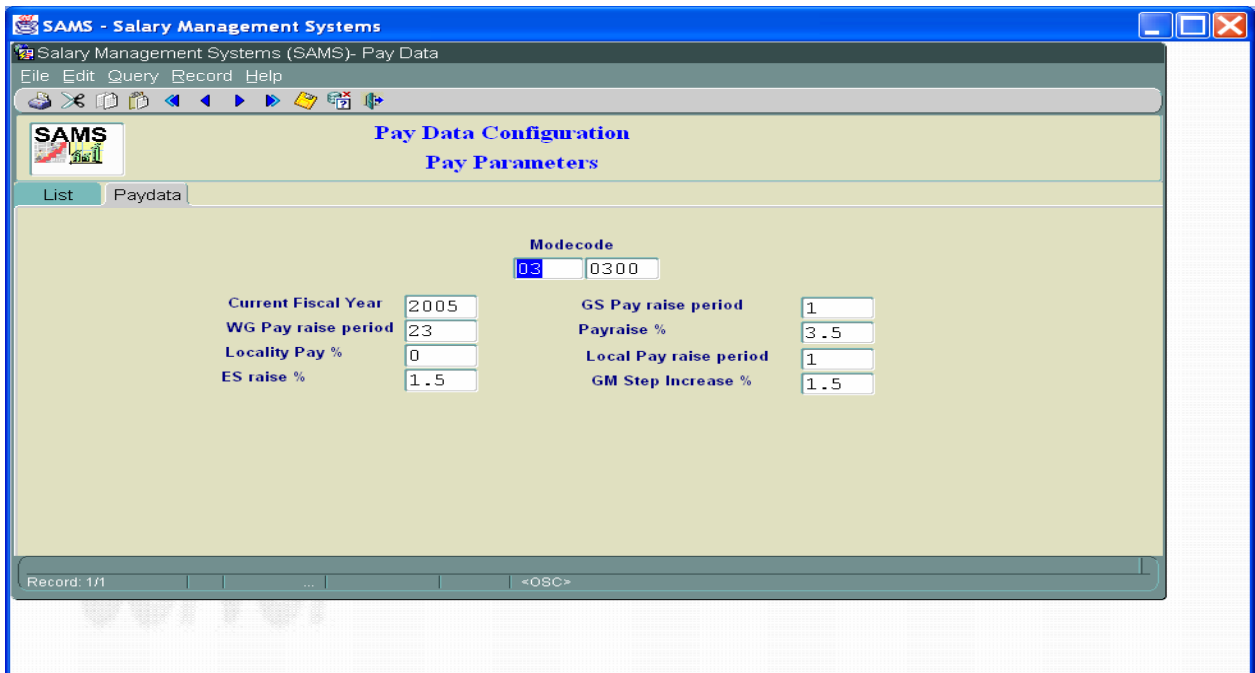
The Pay Data reference table sets the fiscal year being worked under and allows pay cost and locality pay increase percentages and dates to be set. Access Pay Data under Reference from the SAMS Main Menu.



Scroll down to the appropriate mode code, highlight the line (by clicking anywhere on that line) and click on the Pay Data tab.

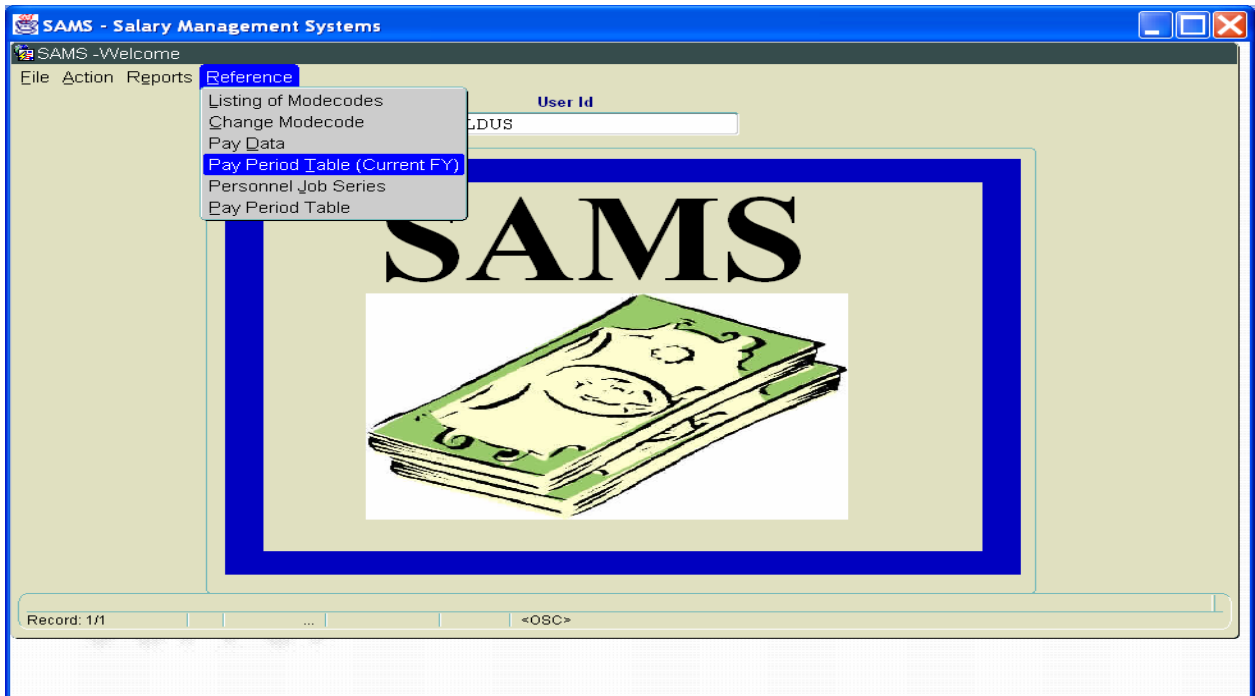


Any of the data may be changed except for the mode code. Please check with the Area Budget and Fiscal Officer if there is a question on the appropriate values to use.



E. Pay Period Information

The starting and ending dates of each pay period for the current and upcoming Fiscal Year can be found under Pay Period Table (Current FY) under Reference from the SAMS Main Menu.



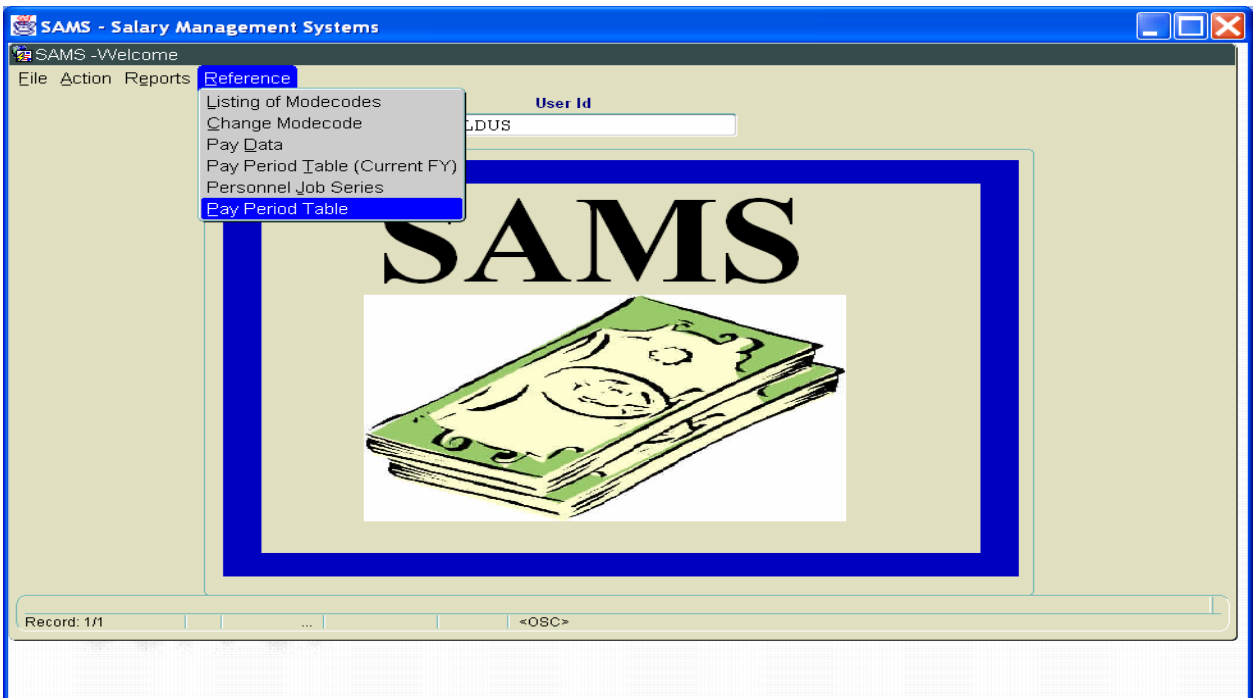
This table is useful for determining start and ending dates for CRIS' and for new or terminating employees.

The screenshot shows the 'Pay Period Table' in the SAMS application. It features two tables side-by-side for fiscal years 2005 and 2006. Each table has columns for 'PP' (Pay Period), 'Start', and 'End' dates. The 2005 table shows pay periods from 19 to 26, with the last five (1-5) continuing into 2006. The 2006 table shows pay periods from 19 to 5.

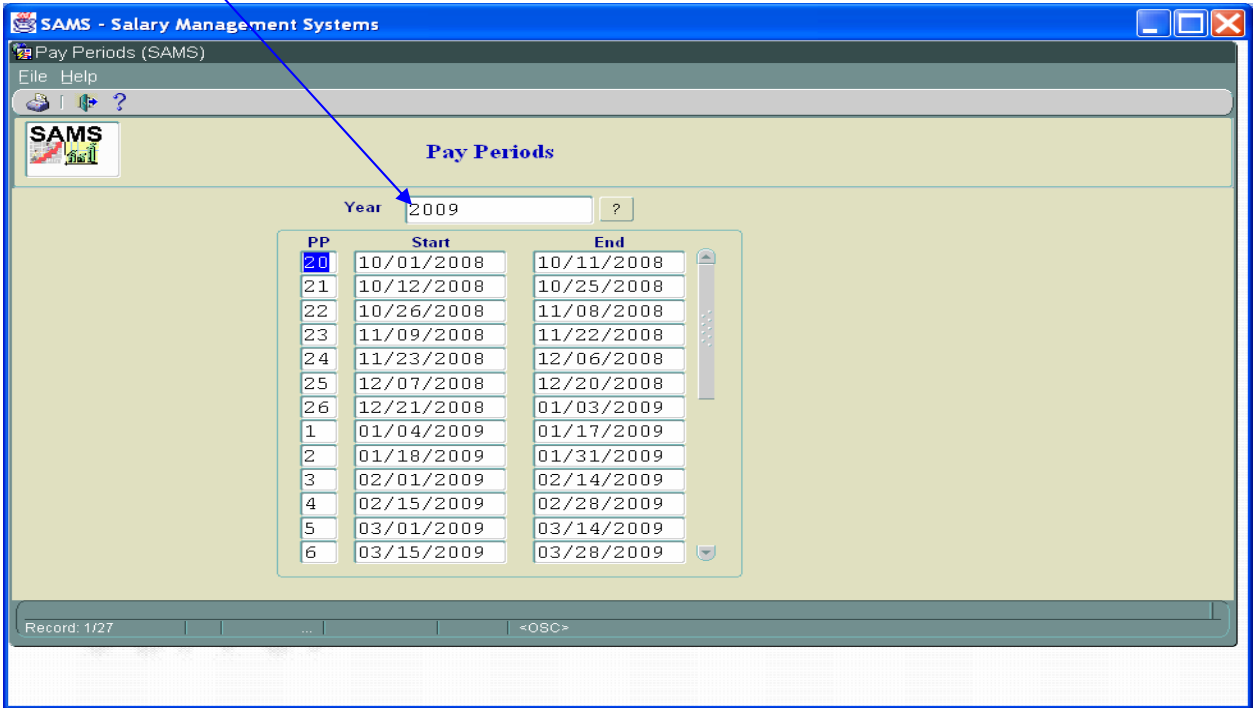
PP	Start	End
19	10/01/2004	10/02/2004
20	10/03/2004	10/16/2004
21	10/17/2004	10/30/2004
22	10/31/2004	11/13/2004
23	11/14/2004	11/27/2004
24	11/28/2004	12/11/2004
25	12/12/2004	12/25/2004
26	12/26/2004	01/08/2005
1	01/09/2005	01/22/2005
2	01/23/2005	02/05/2005
3	02/06/2005	02/19/2005
4	02/20/2005	03/05/2005
5	03/06/2005	03/19/2005

PP	Start	End
19	10/01/2005	10/01/2005
20	10/02/2005	10/15/2005
21	10/16/2005	10/29/2005
22	10/30/2005	11/12/2005
23	11/13/2005	11/26/2005
24	11/27/2005	12/10/2005
25	12/11/2005	12/24/2005
26	12/25/2005	01/07/2006
1	01/08/2006	01/21/2006
2	01/22/2006	02/04/2006
3	02/05/2006	02/18/2006
4	02/19/2006	03/04/2006
5	03/05/2006	03/18/2006

If searching for pay period information for other than the current or next fiscal year, access Pay Period Table under Reference from the SAMS Main Menu.

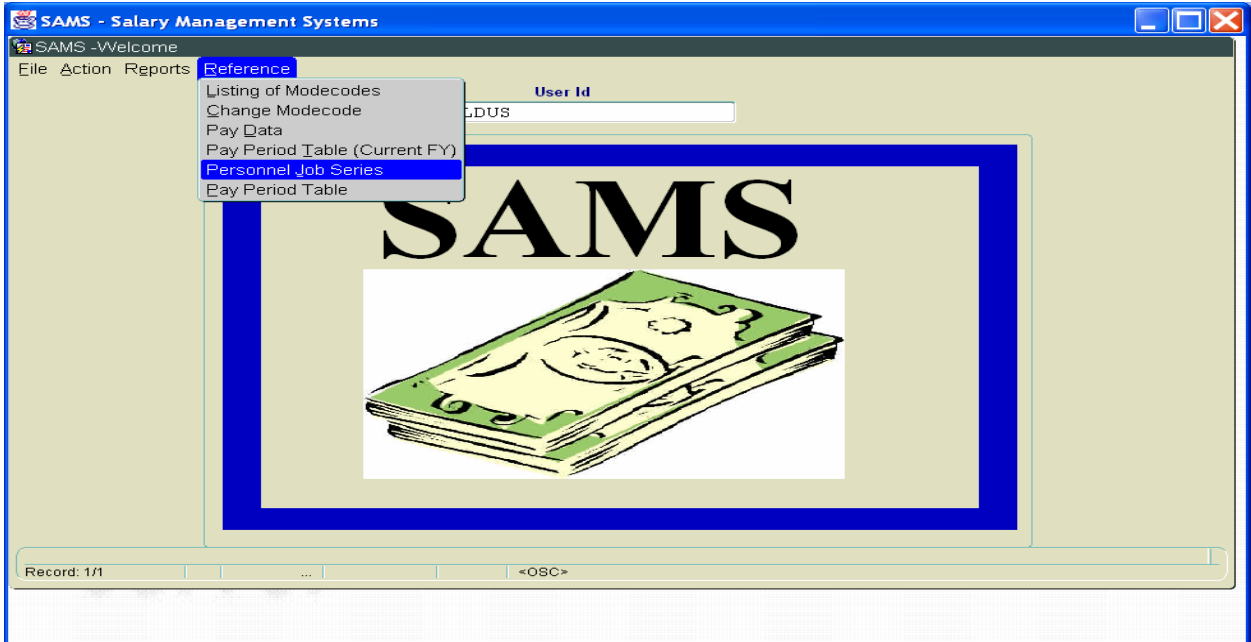


Enter the fiscal year required and hit enter. The pay period information will be displayed.



F. Personnel Job Series Information

Information relating to Job Series for different types of positions may be found under Personnel Job Series under Reference from the SAMS Main Menu.



This table provides the job series and appropriate titles.

The screenshot shows the SAMS - Salary Management Systems Job Series Information screen. It displays a table with the following columns: Job Series, Series Title, Status, and Status Date. The table lists various job series and their titles.

Job Series	Series Title	Status	Status Date
0309	Correspondence Clerk	A	
0312	Clerk-Stenographer & Reporter	A	
0313	Work Unit Supervising	A	
0318	Secretary	A	
0319	Closed Microphone Reporter	A	
0322	Clerk-Typist	A	
0326	Office automation Clerk and Assistance	A	
0332	Computer Operation	A	
0334	Computer Specialist	A	
0335	Computer Clerk and Assistant	A	

Appendix 1 - Footnotes

Footnotes may be added to the Personnel Information under the PSP Data Screen Tab. These footnotes are pre-established. If selected, they will print out on the Position Staffing Plan report. The following is a list of available SAMS footnotes:

- A1 Incumbent will be reassigned out of the MU and position to be abolished (arrangements have been made).
- A2 Position can no longer be supported (e.g., position's function is superfluous to the MU mission; inadequate funding for the position; etc.) and assistance is needed in placement of current incumbent.
- B When vacated, resources will be redirected.
- C (Numbered C1, C2,...C9) Position/employee is officially assigned to and supervised within this organization, devoting __ percent of work time, yet remainder of the time is spent in _____. (Can list up to three Accounting Codes.)
- D (Numbered D1, D2,...D9) Position/employee devotes __ percent of work time to this MU, but is officially assigned to and supervised within _____. (One Accounting Code.)

NOTE: A position cannot have both a C and a D footnote.

- E1 Research Associate – headquarters approved, headquarters funded
- E2 Research Associate – headquarters approved, some/all locally funded
- F Research Associate – locally approved, locally funded
- G Cooperative Education Program
- H Federal Junior Fellowship Program
- I L/A Appointment
- J Stay-in-School position
- K Summer Aid position
- LC Location Coordinator

- L1 Level 1 SY (i.e., Lead Scientist/Project Leader)
- L2 Level II SY (i.e., Research Leader)
- L3 Level III Scientist (i.e., Director)
- L4 Level IV Scientist (i.e., Area Director)
- M1 Exigency employee that must report to or remain on work site for weather or other emergency condition.
- M2 Exigency employee that must report to or remain on work site for budget shutdowns.
- M (Numbered M3, M4,...M9) MU defined exigency employees.
- P Position will be examined for performance by extramural effort (i.e., grant, contract, or Research Support Agreement).
- Q Position is reserved for the eventual return of an ARS employee who is currently assigned to an ARS overseas position administered by the Assistant to the Administrator, International Activities.
- R Includes funding from other sources.
- S (Numbered S1, S2,...S26) Employee is technically supervised by position number _____.
- X (Numbered X1, X2,...X9) Recruitment Incentives Apply.
- Z (Numbered Z1, Z2,...Z26) Other (MU must explain).

NOTE: Footnotes used for ARMPS have been revised. SAMS footnotes will be revised in the future to match those found in ARMPS.

Appendix 2 – Salary Lapse

This Appendix will identify the ARS Salary Lapse Policy and how it is implemented in SAMS. Integrated in this section are excerpts from the ARS Annual Resource Management System (ARMS) Manual and the ARS Salary Lapse Policy dated December 10, 1988.

What is Salary Lapse?

Salary Lapse is defined as that portion of the budgeted salary for a permanent position that becomes available to the Agency for redistribution. Salary Lapse accrues from the following situations:

- a. a vacant position budgeted in ARMP is not filled until some time after October 1;
- b. an encumbered position becomes vacant during the fiscal year and is not backfilled until later in the fiscal year;
- c. a new permanent position established after the ARMP and filled during the same fiscal year unless covered by an exception listed below. The salary cost of this new position must be annualized back to October 1 and salary lapse reported up to the enter-on-duty (EOD) date;
- d. an encumbered position becomes vacant temporarily due to leave without pay (LWOP) or absence without leave (AWOL) for 30 consecutive days or more;
- e. the budgeted salary of an incumbered position is reimbursed partially or fully through an agreement which has not been documented on the soft funds ARMP; and
- f. only MU's having reportable salary lapse (or conversely, negative lapse) in excess of \$1,000 are required to submit a salary lapse report.

All permanent positions are to be budgeted for the full year FTE established in the ARMP.

Salary lapse is reportable for all permanent positions with the following exceptions:

- 1) Positions established in the year that new program increases are appropriated.

- 2) Positions established in the current fiscal year with an EOD date in the *subsequent* fiscal year.
- 3) Positions abolished during the fiscal year as approved by the Area/NAL Director.
- 4) New positions established after the ARMP and filled during the same fiscal year to accommodate Agency mandated redirections or other Agency mandated actions. These positions do not have to be annualized in the year they are established.

What are Offsets?

Offsets are legitimate reductions to salary lapse reported by the MU. In SAMS, offsets are categorized by a negative amount in the Lapse column in the Actual Pay Distribution Screen or the Personnel Information Pay Screen. Categories of offsets are:

- a. Lump sum leave payments for accrued annual leave/compensatory time due to an unanticipated separation or retirement not budgeted in the ARMP.
- b. Back pay due to the appeals or reclassification processes.
- c. Overtime worked or the cost of short-term, temporary appointments from any source (Federal or non-Federal) during recruitment of a permanent position or to cover a period of extended LWOP.
- d. Substitution of one permanent Federal Position for another permanent Federal Position.
- e. Severance pay or separation incentives (buyouts), if approved for use by ARS.

The following are **not** offsets and should be funded from the MU's "All Other" funds:

- a. Lump sum leave payments if retirement date is known where the position will be abolished after the retirement and the salary is budgeted for only that part of the fiscal year in ARMP; i.e., the ARMP budget must include the estimated lump sum leave amount as well as the salary cost up to the retirement date.
- b. Actual cost for overtime, promotions, awards, etc., that exceeds the budgeted estimates for these costs in the ARMP.
- c. Increases in benefits or special pay occurring during the fiscal year.
- d. A new unbudgeted permanent position is established after the ARMP and filled during the same FY (unless covered by an exception).

- e. Cost incurred for recruitment and retention incentives (bonuses) and relocation expenses (allowances) to fill positions

Lapse Policy in SAMS

Whenever a vacancy is created, it is up to you, the user, to decide if the vacancy is subject to the salary lapse rules as defined above. Generally speaking, only permanent positions are subject to the lapse reporting requirements. If there is a change in a permanent position, it is necessary only to change the Lapse flag in the Personnel Information screen from “No” to “Yes” and add any additional information.

Reportable salary lapse is captured in the Compute MU Salary Lapse screen. This program must be run for every MU whenever a lapse exercise is called for.

The following is an explanation of the columns in the Compute MU Salary Lapse screen:

Lapse Previously Reported	This column shows the total amount of salary lapse reported in the previous exercises.
Lapse Amounts	This column shows the increase in positive salary lapse from the last lapse report.
Offset Amounts	This column shows the increase in negative salary lapse amounts from the last lapse report.
Need Carry Forward	If there is a need (total reportable lapse less than zero) from the last lapse report, then that amount is shown here.
Net Lapse by CRIS	The sum of Lapse – (Offsets + Need Carry Forward)
Adjustments Between CRIS	Within a MU, if one CRIS has a negative Net Lapse by CRIS and another CRIS has a positive Net Lapse, net the positive lapse against the negative lapse.
Revised Net Lapse by CRIS	The sum of Net Lapse by CRIS and Adjustments Between CRISs

These seven columns translate one for one to the Current Report of the Salary Lapse Report. In addition, there are five additional columns on the Current Report:

Net Lapse	All lapse will be shown here, unless the sum of all the offsets is greater than the reported lapse, in which case there is a Net Need.
Net Need	Shown without the minus sign, the Net Need shows that the CRIS has offsets exceeding lapse that cannot be satisfied from previously reported lapse.
MU Percentage	The amount of Salary Lapse that is to be retained in the MU. The percentage can be adjusted in the MU/CRIS Information screen for the Accounting Code.
Area Percentage	The amount of Salary Lapse that is to be retained by the Area. This percentage may also be adjusted in the MU/CRIS Information screen.
HQ Percentage	The amount of Salary Lapse that is to be retained by the ARS Administrator. This percentage may be adjusted in the MU/CRIS Information screen.

Is it Lapse?

The following situations are classified as Lapse or Not Lapse with supporting explanations. These situations are not meant to be a complete listing of all instances when salary lapse occurs. If in doubt if an event generates salary lapse, please contact the Area Budget and Fiscal Office.

- 1) SY leaves and a NSY position is created or vice versa.

MU's may use the salary costs of the newly created vacancy from the EOD Date through the end of the year as an offset to the lapse generated from the vacating position.

SAMS will attempt to budget the vacancy for the entire fiscal year. Add the new vacancy with a \$0 biweekly salary. Once the position has been established, change the salary and recalculate the position.

- 2) SY leaves and is replaced by SY or NSY leaves and is replaced by a NSY.

First position generates lapse. Replacement position generates offset (negative lapse). Note that lapse is generated from the pay period following the separation through the end of the fiscal year.

- 3) Filled position vacant for a short period of time. Overtime and temporary positions are used to cover the person's duties.

If the first position is not paid (i.e., LWOP for > 30 days) and is a Permanent position, Lapse is generated. For the overtime and the temporary, offset is generated up to the lapse generated by the first position.

If the person is being paid while absent (e.g., sick leave) then no lapse is generated and any overtime or temporary work funds must come out of the MU's All Other funds.

- 4) Employee works on a "new money" (program increase) CRIS and an "old money" CRIS. Employee generates salary lapse.

Lapse is generated in the amount the employee worked on the "old money" CRIS. Program increases ("new money") are not subject to lapse in the first year.

How is "Net Need" reported in SAMS?

A "Net Need" exists when the sum of the Offsets is greater than the sum of the Lapse. In this case, the MU reports no salary lapse to Headquarters, but carries forward the need to the next lapse reporting period. On the SAMS reports, the Net Need requires special instructions. If the Need is unfulfilled during the year, salary funds or All Other funds will have to be used to satisfy the deficiency. On the Liability by MU and the Liability by CRIS reports, an adjustments line is added between the SY and NSY Totals line and the MU Total line. The adjustment will transfer the need to the difference column, thereby lowering the amount available to the MU. The following illustration is an example:

	PLAN	ACTUAL	PROJ	TOTAL LIAB.	LAPSE	Difference
SY Totals	10,000	4,000	7,000	11,000	-2,000	1,000
NSY Totals	10,000	5,000	1,000	6,000	0	4,000
SY and NSY TOTALS	20,000	9,000	8,000	17,000	-2,000	5,000
Adjustment Of Net Need					2,000	-2,000
MU TOTALS	20,000	9,000	10,000	17,000	0	3,000

If, during the year, additional salary lapse is generated that will satisfy the \$2,000 need, then the adjustment line will not be printed, and the Difference amount will be \$5,000.

Salary Lapse Procedures

As presently envisioned, here is the salary lapse cycle:

- a. Location reviews Liability by MU and Liability by CRIS reports to ensure they reconcile and reflect the correct Salary Lapse amount.
- b. Location accesses Compute MU Salary Lapse screen and generates a screen for each Management Unit at the location.
- c. Location reviews information on screen and ensures that no needs are displayed for a CRIS if there is funding available from another CRIS. Location makes adjustments as necessary.
- d. Location informs the Area Office that the reports are generated and correct.
- e. Area reviews location reports and ensures data is complete and accurate. If changes are required, Area accesses data through the Area Adjustments of Salary Lapse screen under Action from the SAMS Main Menu.
- f. Area informs Fiscal Operations Branch (FOB), Financial Management Division, that reports are generated and correct. If corrections are identified, FOB will work with the Area office to make the change.
- g. Once the data is reviewed and is complete and accurate, the information is transmitted to the Budget and Program Staff for loading into the allocation system and ARIS.
- h. Budget Staff will adjust the CRIS allocations to reflect the withdrawal (or refund) of salary lapse.