



Work Program Module

Nevada Executive Budget System

Nevada Department of Administration
Division of Budget and Planning





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Introduction

Overview

The Nevada Executive Budget System (NEBS) work program module is a new tool that will automate the existing manual work program preparation and submittal process. Currently, this process is labor-intensive and generates a large set of printed documents that must change hands many times before an appropriation or authorization change in Advantage Financial is ultimately made. Not only does this create many opportunities for errors to be introduced, it is anything but a speedy process.

Work Program Packet

One of the primary functions of the new work program module is to produce a work program packet. The packet includes the Work Program Form itself along with the supporting documents that comprise the work program request. The module both supports the collection of data needed for the work program packet and allows users to print the packet and any of its individual components.

IFC Meeting Support

Some work programs will require Interim Finance Committee (IFC) approval and others won't depending on such things as the dollar amounts involved, the source of funding, cumulative changes that have been made to that program, and so on. Some of these 'triggers' can be identified by NEBS while others will require an ana-

lyst to assess the situation. In all cases, NEBS' suggested course of action can be overridden by the user and the final yes or no decision as to whether a given work program requires IFC approval will be made by the budget analyst.

For those work programs that will be heard at an IFC meeting, the module provides a way to quickly review and manage their status for the meeting's agenda. Agendas and work program packets for any given IFC meeting recorded in NEBS can be easily printed with the click of a mouse.

Features

The online, automated components of the work program module have the same look and feel as the existing printed documents. Some of the module's features are:

- Data entry sections retain the appearance of those required in the existing 5-part work program document
- Users can include multiple attachments of Word, Excel or PDF files
- Spell check is active
- Drop-down menus for revenue GLs and object codes populate both the number and description
- Users may customize titles for revenue GLs and object codes
- File Maintenance forms may be completed and attached to the packet
- The entire work program packet may be printed
- Prior work programs may be searched and referenced online

Approval Process

The NEBS work program module supports a multi-step approval workflow process whereby a work program can be ‘routed’ to the users who are required to sign-off on it. As a work program moves through the approval process, its status may change. A work program can be approved, modified, or rejected at each stage in the process.

When the final approval for a work program is applied, it will be marked with ‘approved’ status and the work program amounts will be included in the approved amounts for the budget account.

When a work program has been rejected back to the original submitter, it will be marked as ‘rejected’ and the work program will no longer be shown in the pending amounts for the budget account. While a work program is still awaiting final approval it will be marked as ‘pending’ and will be included in pending amounts for the budget account.

Security Roles

The security function for the work program module is similar to the existing security function roles for individual NEBS users. These roles have been expanded to accommodate the particular security needs for each agency’s organizational structure for administering the work program process.

Individual User and Approval Roles

There are four approval roles for the work program module. Only the WP Department Approver role is required for every agency. The other roles are optional and may be added to accommodate the approval process for your agency if needed. Users will only have access to the specific budget accounts identified in their work program module security profile.

WP Data Entry Users

This is an optional role. Users at this level can enter and modify draft work programs. Once the work program has been submitted to a higher level approver, data

entry users may not make any additional changes to the work program unless it is rejected back to this level.

WP Agency Budget Account Approver Users

This is an optional role. These users can perform data entry functions, apply agency budget account level approval, and submit the work program to the next level. Once the work program has been submitted to a higher level, budget account level users may not make changes unless the work program is rejected back to this level.

WP Division Approver User

This is an optional role. These users can perform data entry functions and can apply the Division level approval to the work program. Once a work program has been submitted to the department level, a division level reviewer may not make additional changes unless the work program is rejected to this level.

WP Department Approver User

This role is required at each agency. Once the work program has been submitted to the Budget Division, the department level user may not make further changes unless the work program is rejected back to this level.

Synopsis of Agency Security Roles

User Level	Can create, edit, and submit work programs	Can approve work programs for a budget account	Can approve work programs for a division	Can approve work programs for a department	Required
Department	✓	✓	✓	✓	✓
Division	✓	✓	✓		
Budget Account	✓	✓			
Data Entry	✓				

Depending on your approval process, your agency may require two, three, or even all four approval levels. Typically, smaller agencies will require fewer lev-

els than larger agencies. You are encouraged to discuss these options with your assigned budget analyst. Once the individual roles are determined, you must complete the Individual Confidentiality Agreement security forms for the work program module and they must be signed by the appointing authority. The completed forms can be mailed or faxed to the Budget Division.

view stage. When a work program is marked for LCB access, the system will send an email notification to selected LCB staff.

Budget Division Approvals

Once a work program has passed through the agency approvals it will enter the Budget Division workflow. Budget Division roles are restricted to applicable Budget Division staff.

Approvals				
Approval Type	User	Date	Status	Action
Data Entry	aclerk	10/17/2007 8:47	Submitted	Reject to here...
Agency Approval 1	auserv	10/17/2007 8:47	Applied	Reject to here...
Agency Approval 2	asupv	10/17/2007 13:12	Applied	Reject to here...
Budget Analyst Approval			Pending	Apply...
Budget Approval 2			Pending	

Synopsis of Budget Division Security Roles

User Level	Can approve work programs for assigned budget accounts	Can approve work programs for all budget accounts	Can approve work programs for inclusion on an IFC agenda	Can provide final approval for a work program after IFC approval
Team Lead	✓	✓		
Budget Analyst	✓			
IFC Agenda			✓	
IFC Final				✓

At each stage in the approval process, a work program may either be approved or rejected through the use of the approval grid. When a reviewer views a work program that is pending approval, the grid appears at the top of the screen. The action column of the grid (above) shows what actions you can perform. Simply click on the links in the action column to perform that action. If you have already approved the work program or if you do not have the authority to give your approval, there will be no link available in the action column.

Approvals

At any stage in the process, when a reviewer approves a work program the following occur:

- The reviewer’s user ID and a time stamp are added to the approval log.
- The reviewer will no longer be able to edit the work program.
- The work program moves on to the next reviewer unless this was the final step in which case the work program is marked as approved.
- Work programs approved in earlier stages that now require your review will appear in your ‘to do’ list.

If you are reviewing a work program that requires correction to one or more items, you may either reject the entire work program or you may edit it.

DoIT Approval

Certain work programs will require DoIT approval. For those that are so flagged, a DoIT specific section will be added to the list of approvals. DoIT reviewers may not modify work program transactions and may only enter comments if rejecting transactions.

Rejections

If want one of the prior reviewers or the user who entered the work program to make the change, reject the work program. Selecting one of the ‘reject to here...’ levels in the approval grid removes all approvals down to and including the selected level. The users who approve at the level to which the work program is rejected will once again see the work program on their ‘to do’ list with any rejection comments made by the reviewer who re-

LCB Access

LCB staff can view any work program once it has been ‘transmitted’ from the Budget Division and added to an IFC agenda. In some instances it may be desirable to give LCB staff access to work programs before they are finalized by the Budget Division and sent to LCB. For this reason, each work program has an ‘LCB Access’ checkbox that can be checked by a Budget Division approver. Checking the box allows LCB users to view the work program while it is still in the Budget Division re-

jected it. The users at this level may make the change or reject the work program to a lower level if appropriate.

Editing

Instead of rejecting a work program that requires corrections, a reviewer may edit it themselves. As long as a reviewer’s status still shows as ‘pending’ they may edit and make changes to a work program that is in the process of being approved. The exception to this is for those work programs requiring DoIT approval. DoIT reviewers completing the DoIT approval process are limited to read-only access and cannot make edits to the work programs.

Once a work program has been marked as ‘approved,’ users may still include ‘post-approval’ attachments. These attachments will be identified as having been added after the work program was approved and they will not be considered to be part of the work program itself. The attachments will be marked with the ID of the user who attached the item and the date and time it was attached.

Workflow Management

To help manage the workflow of pending work programs, the module provides the ‘Work Programs in Process’ dashboard (*below*). The dashboard displays the queue of pending work programs and allows them to be managed based on the age of the documents at the various stages of approval. Use of the dashboard will help to ensure that work programs do not get ‘stuck’ at some stage in the approval process. The dashboard will create summary reports of work program aging and provides the ability to ‘drill down’ to view the individual work programs. The workflow dashboard is particularly useful in obtaining an executive level view of the status of pending work programs.

The 'Filter By' interface includes the following controls:

- Status: Pending Only
- IFC Status: Non-IFC Items Only
- Department: All Departments
- Division: All Divisions
- Budget Account: All Budget Accounts
- IFC Meeting Date: All Meeting Dates
- Budget Analyst: All Analysts
- LCB Analyst: All Analysts
- From Date: [Empty text box]
- To Date: [Empty text box]
- Apply Filter button

In addition to the dashboard, the ‘View Workflow Management’ page offers the following ways to search and sort work programs (*shown above*):

- Show just those work programs that are pending
- List work programs within a specified date range
- Show only work programs that are going to the IFC (or those that aren’t)
- Filter by budget account, department, or division
- Summarize by approval level within a budget account, department, division, or a particular reviewer

The above filters can be combined to produce lists of work programs customized to your reporting needs.

Work Programs in Process											
Approval Level	Total	Age (Days)								Rejected	
		Avg	Min	Max	0-7	8-14	15-30	30+	By	To	
Budget Account	3	4.2	1	10	2	1	0	0	0	1	
Division	10	12	1	41	5	2	1	1	1	1	
Department	10	11.1	1	39	5	2	1	1	1	1	
DoIT	8	8.7	1	28	5	2	1	0	0	0	
Budget Analyst	9	7.2	1	18	5	2	1	0	1	0	
Team Lead	7	7.8	1	13	5	2	0	0	0	0	
IFC Agenda	6	4.3	1	10	4	2	0	0	0	0	
IFC Approved	6	7.7	1	11	2	4	0	0	0	0	
Overall	59	9.3	1	41	33	17	4	2	3	3	

CHAPTER **3**

Using the Work Program Module

Required Use of the Work Program Module

It is mandatory that all work programs be submitted using the NEBS work program module effective June 16, 2008 for fiscal year 2009 and all subsequent fiscal years. Your agency assigned budget analyst will be responsible for ensuring the FY 2009 work programs that have received approval prior to the roll out date as well as those that are pending approval are accurately recorded in the NEBS work program module.

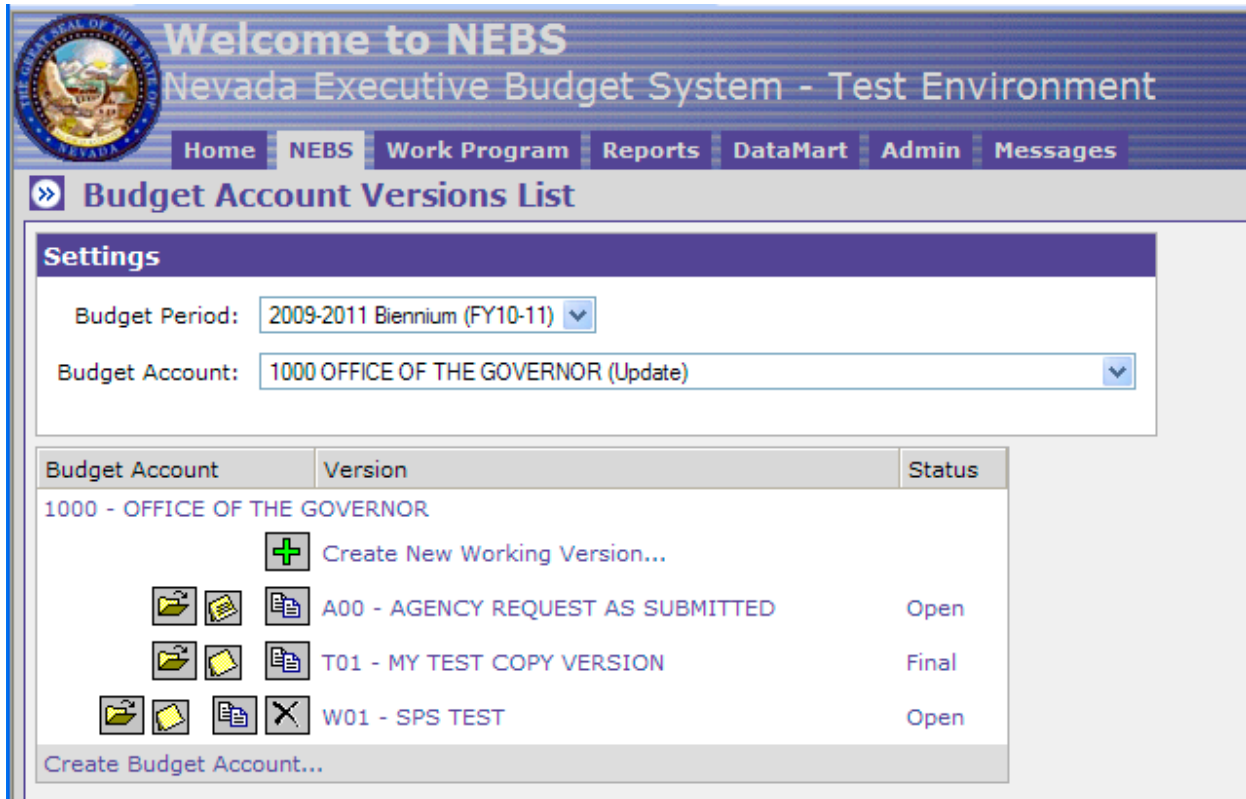
This module will accommodate both executive and non-executive budget account work programs. At the beginning of each fiscal year, NEBS will be loaded with the legislatively approved budgets while non-executive budget accounts will be initiated with a balance forward work program. NEBS will automatically update the cumulative amounts for subsequent work programs in a manner similar to that of the Excel form that had been used previously.

Work Program Module Navigation

The NEBS main screen (*below*) is the first screen you will see after you have logged into NEBS. To access the work program module, simply click on the Work Program tab.

Personal To Do List

When you enter the work program screen in NEBS (*shown on the following page*), your 'to do' list will show how many pending items require your action. Clicking on the link for pending items will show a list of those items. The list will also show any work programs you have entered that have been rejected. Click on the link to display the item and the message submitted by the reviewer who rejected it. If you have items on your 'to do' list requiring action, a red flag will appear on the work program tab.



Personal To Do List
 8 New Work Program transactions pending approval
 Create New Work Program...

IFC Meetings
 March 13, 2008 - 6 Work programs
 April 24, 2008 - 7 Work programs
 June 17, 2008 - 0 Work programs
 June 17, 2008 - 0 Work programs
 January 01, 2009 - 1 Work programs
 Create new IFC Meeting Agenda...

Work Programs in Process

Approval Level	Total	Age (Days)							Rejected	
		Avg	Min	Oldest	0-7	8-14	15-30	30+	By	To
Budget Account Approval	10	103.1	52	129	0	0	0	10	0	0
Division Approval	4	108.0	108	108	0	0	0	4	0	0
Department Approval	1	51.9	52	52	0	0	0	1	0	0
Budget Analyst Approval	1	52.0	52	52	0	0	0	1	0	0
Team Lead Approval	3	84.6	52	101	0	0	0	3	0	0
IFC Agenda Approval	1	51.9	52	52	0	0	0	1	0	0
IFC Final Approval	3	89.3	52	108	0	0	0	3	0	0
Overall	23	93.0	108	52	0	0	0	23	0	0

Recently Accessed Work Programs
 C12559 101/300/2706 - NDE - DISCRETIONARY GRANTS - UNRESTRICTED
 C12573 101/300/2705 - NDE - TEACHER EDUCATION AND LICENSING
 C00000 101/010/1000 - OFFICE OF THE GOVERNOR

IFC Meetings

Clicking on one of the IFC meeting dates in the list will take you to the View/Edit IFC Agenda page for that date.

Recently Accessed Work Programs

This is a list of the work programs you have most recently accessed. Each item in the list links to a detail page for that work program.

Work Programs in Process

This screen shows a summary view of items in your approval queue.

Work Programs Task Bar

Inquiry
 List Work Programs
 List IFC Meetings
 View Workflow
 WP #

New Entry
 Create New Work Program
 Create New IFC Meeting

My Profile
 Make this Tab my Home

Personal To Do List
 8 New Work Program transactions pending approval
 Create New Work Program...

IFC Meetings
 March 13, 2008
 April 24, 2008
 June 17, 2008
 June 17, 2008
 January 01, 2008
 Create new IFC Meeting

Work Programs in Process

Approval Level	Total	Age (Days)				
		Avg	Min	Oldest	0-7	8-14
Budget Account Approval	10	103.1	52	129	0	0

Work Programs Task Bar

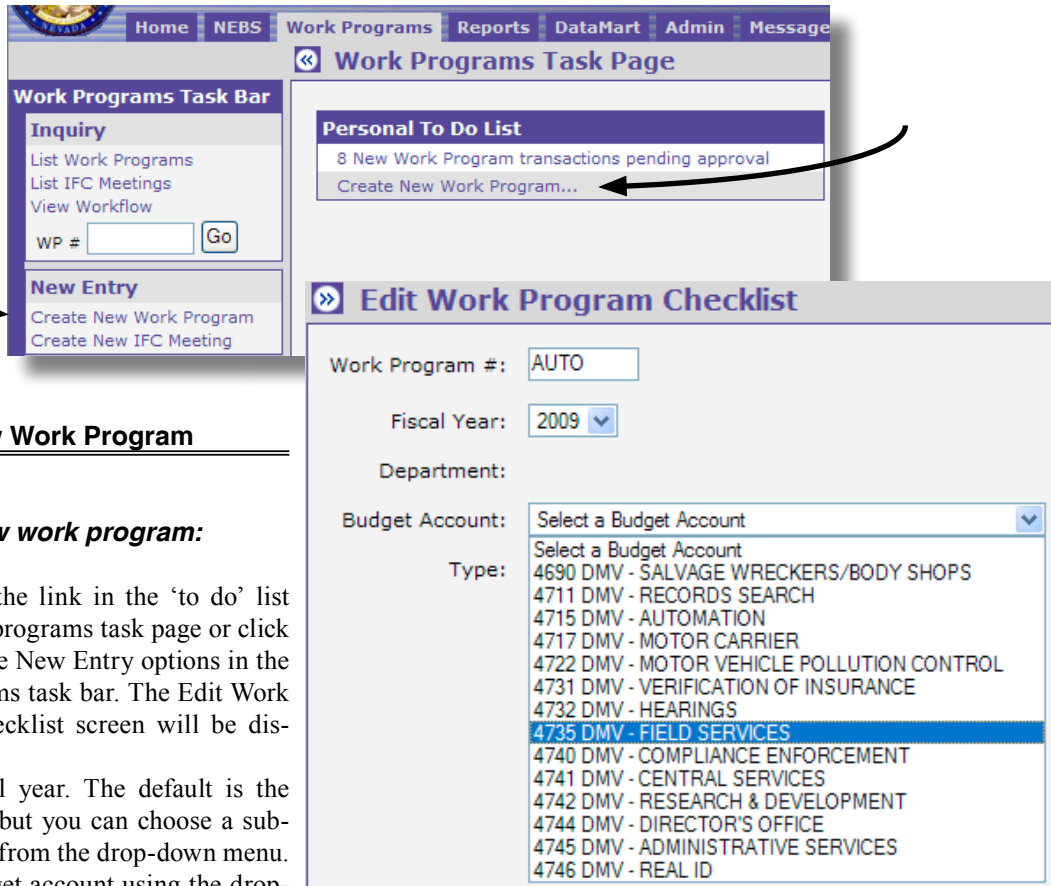
The task bar (*above*) features links to key tasks within the Work Program Module including:

Inquiry - Allows you to list work programs, IFC meetings, view workflow status, or go to a specific work program.

New Entry - Use this to create a new work program. Budget Division staff can also new IFC meetings here.

Reports - This feature allows you to print various executive level reports. Note: At the time the work program module was activated (June 2008), this feature was not yet active and the specific reports it provides had not been finalized.

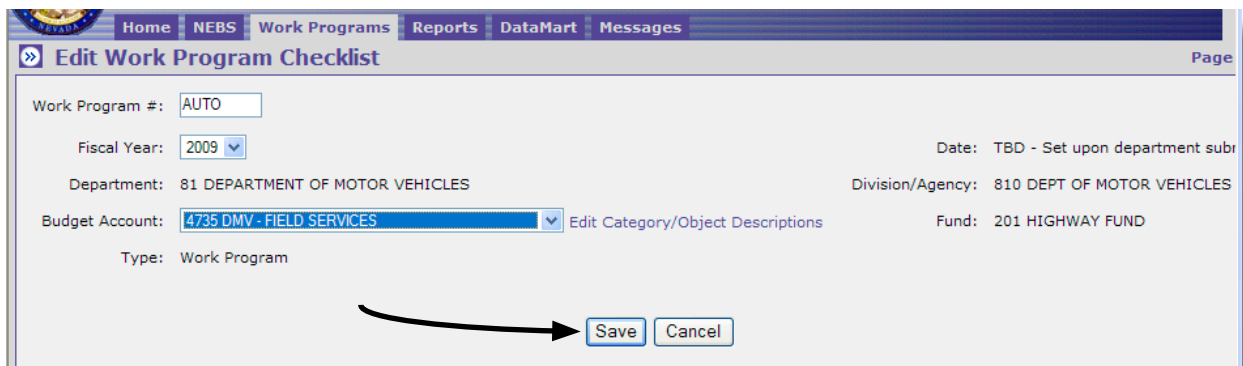
My Profile - You may customize your user profile here and make the work program tab the default screen when you log into NEBS.



Creating a New Work Program

To create a new work program:

1. Either click the link in the 'to do' list on the work programs task page or click the link in the New Entry options in the work programs task bar. The Edit Work Program Checklist screen will be displayed.
2. Set the fiscal year. The default is the current year but you can choose a subsequent year from the drop-down menu.
3. Select a budget account using the drop-down menu (*right*). The department, agency, and fund information will be automatically populated when the budget account is selected.
4. Click the Save button (*below*). The main Edit Work Program Checklist page will be displayed.



Transaction Status: Draft

Approval	User	Date	Status	Action
Data Entry	cwatson1	05/25/2008 12:28 PM	Draft Saved	

Work Program #: C12606
 Fiscal Year: 2009
 Department: 81 DEPARTMENT OF MOTOR VEHICLES
 Budget Account: 4735 - DMV - FIELD SERVICES Edit Category/Object Descriptions
 Type: Work Program

Date: TBD - Set upon department submission
 Division/Agency: 810 DEPT OF MOTOR VEHICLES
 Fund: 201 HIGHWAY FUND

Main Attachments IFC Approval

<input checked="" type="checkbox"/> Work Program Checklist (this page)	View...	Print...
<input type="checkbox"/> Work Program Form	View...	Print...
<input type="checkbox"/> Cover Sheet	View...	Print...
<input type="checkbox"/> Cumulative Sheet	View...	Print...

Delete Modify Print Back

Work Program Checklist

The checklist page (*above*) is similar to the old printed work program checklist. It shows the items required for any given work program and provides the ability to attach files that will be included in the work program packet.

Main Tab

In addition to the budget account, department, agency, fund, and fiscal year information that was defined when the work program was created, the 'main' tab of the checklist page shows the following:

Work program number - This is generated by the system. Although you can replace it with one of your choosing, it is preferred that you use the number provided by NEBS.

Type - This can be either 'Work Program' or 'Budget Amendment.' The 'Budget Amendment' choice is only available during the budget cycle.

The 'main' tab also offers the following reports:

- Work program checklist
- Work Program Form
- Cover sheet and transmittal memo
- Cumulative sheet

These reports are discussed in detail later in this manual.

Department: 81 DEPARTMENT OF MOTOR VEHICLES Division/Agency: 810 DEPT OF
 Budget Account: 4735 DMV - FIELD SERVICES Edit Category/Object Descriptions Fund: 201 HIGHWA
 Type: Work Program

Main Attachments IFC Approval

- Financial/Budget Status Reports (Required) Edit...
- Budget Projections Edit...
- Fund Map (Required) Edit...
- NPD 19/Organizational Chart Edit...
- Quotes for Purchased Items Edit...
- Spreadsheets/Supporting Calculations Edit...
- Grant History/Reconciliation Form Edit...
- Grant Awards for Current Year
- Grant Budget
- Summary of the grant program and purpose (if not included in the award document)
- File Maintenance Request
- Other Attachments Edit...

To include an attachment, simply click the Edit link that corresponds to what you wish to attach. For example, if you wish to attach a fund map, click the Edit link on the same line.

Click the + button to add the attachment for the fund map.

Work Program Attachments: Fund Map
 [Insert generic attachment instructions here]

Action	Attachment Name	File	Size (KB)
+	Add New Attachment...		

Cancel

Edit Work Program Attachment Item

New Work Program Attachment: Fund Map

Select File to Attach: Browse...

Description of File:

Click the Browse button to locate the fund map file you wish to attach and type in the description of the file.

Click the Add button when done.

Add Cancel

Attachments Tab

The attachments tab (above) allows you to include the following types of documents with the work program:

- Financial and budget status reports
- Budget projections
- Fund maps
- NPD 19s and organizational charts
- Quotes for purchased items

- Spreadsheets and supporting calculations
- Grant history and reconciliation forms
- Grant awards for the current fiscal year

To attach a file, click the 'edit' link for that type of file. When the View Work Program Attachments screen appears, click Add New Attachment and then click Browse to locate the file you wish to attach. Select the file and click Add.

This Work Program does NOT require IFC approval because

- Less than \$20,000 cumulative for category 20,000 or less cumulative for all expenditure categories
- New grant less than \$100,000
- Continuing grant less than \$50,000 or 10%
- Less than \$50,000 or 10% cumulative for category Less than 50,000 or 10% cumulative for all expenditure categories
- Less than \$5,000 for cats 02, 03, 05 & 30 or less than \$10,000 for all other cats
- Implements general/highway fund salary adjustments approved by BOE
- Places funds in reserve only
- Accounting Only
- Balance Forward - No change in purpose
- Non-executive budget
- Other

IFC Approval Tab

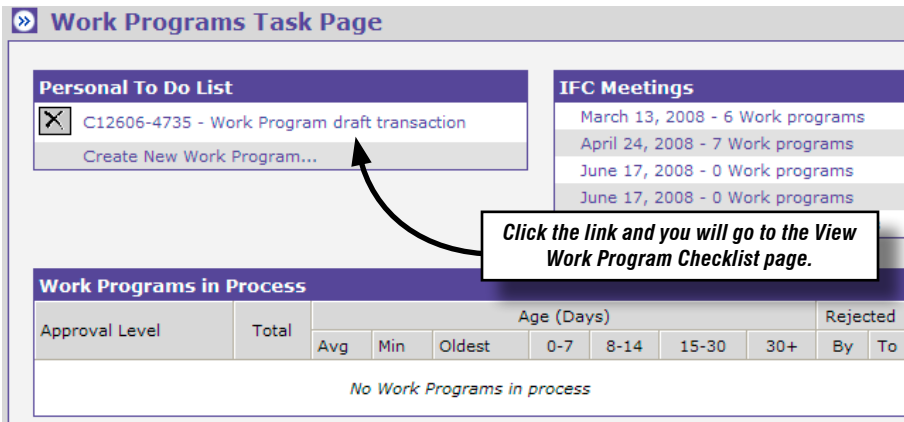
The Budget Division uses the IFC Approval tab (*above*) to define IFC approval requirements for work programs. NEBS will indicate whether IFC approval might be required, but this can be overridden by the Budget Division.

If any one of the following reasons is checked the work program will be flagged as requiring IFC approval. Only one 'primary' reason may be checked with the exception of 'Includes new positions' which can always be selected in addition to another reason.

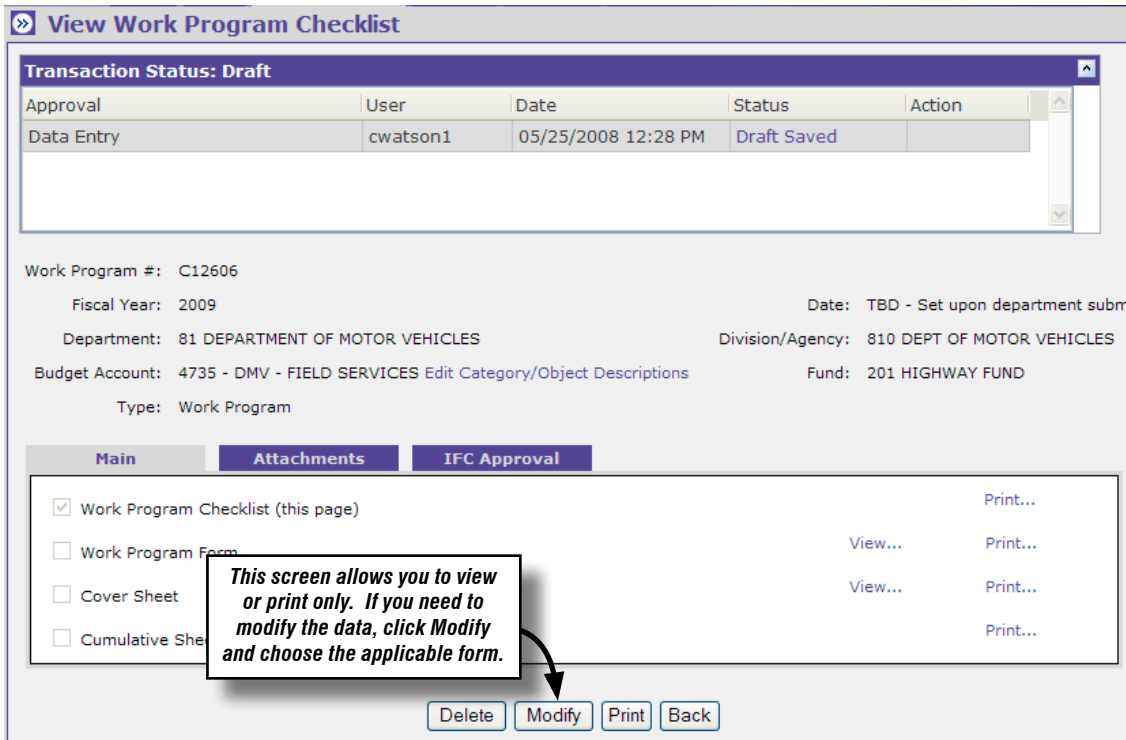
- Includes new positions (attachment of an NPD 19 or an organizational chart will cause NEBS to automatically check this box)
- Exceeds \$50,000 cumulative for category (NEBS will display the current cumulative amount)
- Exceeds \$20,000 and 10% cumulative for category (NEBS will show the cumulative amount and percentage)
- New grant in excess of \$100,000
- Non-governmental grant or gift in excess of \$50,000
- Continuing grant or adjustment in excess of \$50,000 or 10% of legislatively approved budget for category
- Involves the allocation of block grant funds (this action requires a public hearing per NRS 353.345)

- Other (enter a description)
- If IFC approval is not required, this may be indicated by checking one of the following:
 - Less than \$20,000 cumulative for the category (NEBS will show the current amount)
 - New grant less than \$100,000
 - Continuing grant less than \$50,000 or 10% for the category
 - Less than \$50,000 or 10% cumulative for the category
 - Less than \$5,000 for categories 02, 03, 05, and 30 or less than \$10,000 for all other categories (NEBS will show this)
 - Implements general or highway fund salary adjustments approved by the Board of Examiners (BOE)
 - Places funds in reserve only
 - Accounting only
 - Balance forward
 - Work Program is for a non-executive budget account
 - Other (enter a description)

If any of these choices are checked, any boxes checked under the 'requires IFC approval' section will be cleared and the work program will be flagged as not requiring IFC approval.



Once you have initiated a work program, it will be saved as a draft until it is submitted or deleted.



Work Program Form

The financial details and associated comments for a work program are entered on the Work Program Form page. Data managed on this page appears in the work program packet and work program description reports. The following tools are available:

Revenue Grid

The revenue grid (following pages) shows the current authority for the budget account associated with the

work program. You can adjust the amounts as needed, but all amounts that represent increases or decreases to the total expenditures must balance to the corresponding increases or decreases in the expenditures grid.

Expenditures Grid

The expenditures grid shows the current expenditures by category for the budget account associated with the work program. As with the revenue grid, you may adjust these amounts but any increases or decreases to the total expenditures must balance with corresponding increases or decreases in the revenue grid. You will be required to select the appropriate object code within each category.

Edit Work Program Checklist

Work Program #: C12606
 Fiscal Year: 2009
 Department: 81 DEPARTMENT OF MOTOR VEHICLES
 Budget Account: 4735 DMV - FIELD SERVICES
 Type: Work Program

Date: TBD - Set up
 Division/Agency: 810 DEPT OF
 Fund: 201 HIGHWA

Main Attachments IFC Approval

Work Program Checklist (this page)
 Work Program Form
 Cover Sheet
 Cumulative Sheet

Click to edit the Work Program Form

Enter the revenue GL and click the + button. Use the binoculars to view your choices.

Funds Available

GL: +

GL	Description	Current	Pending	Work Program	Total
All other GL lines		50,583,774	0		50,583,774
Totals (*includes all GLs in this account)		50,583,774	0		0 50,583,774

Expenditures

Catg: GL: +

Category	Description	GL	Description	Current	Pending	Work Program	Total
All other Categories				50,583,774	0		50,583,774
Totals (*includes all Categories in this account)				50,583,774	0		0 50,583,774

Edit Work Program Detail

Work Program #: C12606
 Fiscal Year: 2009
 Department: 81 DEPARTMENT OF MOTOR VEHICLES
 Budget Account: 4735 DMV - FIELD SERVICES
 Type: Work Program

Date: TBD - Set upon submission
 Division/Agency: 810 DEPT OF MOTOR VEHICLES
 Fund: 201 HIGHWAY FUND

Work Program out of balance: -2,143,526

Funds Available

GL: +

GL	Description	Current	Pending	Work Program	Total
<input checked="" type="checkbox"/> 4602	HIGHWAY FUND SALARY ADJUSTMENT	2,143,526	0	-2,143,526	0
All other GL lines		48,440,248	0		48,440,248
Totals (*includes all GLs in this account)		50,583,774	0		

Expenditures

Catg: GL: +

Category	Description	GL	Description	Current	Pending	Work Program	Total
All other Categories				50,583,774	0		50,583,774
Totals (*includes all Categories in this account)				50,583,774	0		0 50,583,774

After completing the revenue section, repeat the process for the expenditure section. NEBS will warn you if the two sections don't balance.

Purpose and impact of change

This field (following page) will be completed by the requesting agency and can be seen by anyone who views the work program.

Analyst's comments

This field is for Budget Division use and can only be seen by selected Budget Division staff.

Funds Available

GL:

GL	Description	Current	Pending	Work Program	Total
<input checked="" type="checkbox"/> 4602	HIGHWAY FUND SALARY ADJUSTMENT	2,143,526	0	<input type="text" value="-2,143,526"/>	
All other GL lines		48,440,248	0		48,440,248
Totals (*includes all GLs in this account)		50,583,774	0	-2,143,526	48,440,248

Expenditures

Catg: GL:

Category	Description	GL	Description	Current	Pending	Work Program	Total
<input checked="" type="checkbox"/> 01	PERSONNEL	5100	SALARIES	31,576,340	0	<input type="text" value="-2,143,526"/>	29,432,814
All other Categories				19,007,434	0		19,007,434
Totals (*includes all Categories in this account)				50,583,774	0	-2,143,526	48,440,248

Purpose and Impact of Change: *This text is displayed on the Work Program Form and the IFC agenda. It can be edited.*

You must select an object code along with the applicable category. Use the generic object code (5000, 6000, 7000) unless you are instructed differently. The Controller will continue to post to the category level.

Once expenditures and revenues balance, click Save. You will be able to edit this form until the work program has been submitted to the next approval level. To edit the work program again, click the Modify button as described earlier.

Cover Sheet and Transmittal Memo

Additional details about a work program that typically appear in the cover memo are shown here. Some items can be inferred from existing NEBS data while others must be entered by the user requesting the work program. The following data is displayed:

- **Header data** - This is boilerplate text specific to the department, division, and budget account. The header includes the department name, budget account name, work program number, and the fiscal year. Other information that had been on the printed forms such as addresses, phone numbers, and key personnel names is no longer included.
- **Date** - The work program date will be the date when the final agency approval is given and will be populated by NEBS.
- **Budget Account's Primary Purpose, Function, and Statutory Authority** - This field will be drawn from the program statement already stored in NEBS for each budget account and cannot be edited in the work program module.
- **Purpose of Work Program** - This field is the same as the 'Remarks' box on the old printed Work Program

Form. Accurately and concisely describe why the work program is being requested and what it will accomplish. This will print on the Work Program Form.

- **Justification** - Use this field to describe why the work program should be approved. What are its practical effects on your budget and on the state as a whole? Again, be concise and be able to support any claims you make.
- **Expected Benefits to be Realized** - Provide in this field a list of the benefits you expect approval of the work program will provide to the state. Also include a description of the potential impact of not approving the work program. Be prepared to support your claims.
- **Explanation of Projections and Documentation** - Include support for any projections used in your request here. You may wish to reference by name any attachments included with the work program that provide this documentation.
- **New Positions** - If you are requesting a work program that includes new positions, please check this box.
- **Summary of Alternatives and Why Current Proposal is Preferred** - Summarize the alternatives to this work program and describe why the approach your work program takes was chosen.

Main Attachments IFC Approval

<input checked="" type="checkbox"/> Work Program Checklist (this p...		<input type="button" value="Print..."/>
<input checked="" type="checkbox"/> Work Program Form	<input type="button" value="Edit..."/>	<input type="button" value="Print..."/>
<input type="checkbox"/> Cover Sheet	<input type="button" value="Edit..."/>	<input type="button" value="Print..."/>
<input checked="" type="checkbox"/> Cumulative Sheet		<input type="button" value="Print..."/>

On the Main tab of the Edit Work Program Checklist, click Edit for the Cover Sheet.

» Edit Work Program Cover Sheet

Work Program #: C12606

Fiscal Year: 2009

Date: TBD - Set upon submission

Department: 81 DEPARTMENT OF MOTOR VEHICLES

Division/Agency: 810 DEPT OF MOTOR VEHICLES

Budget Account: 4735 DMV - FIELD SERVICES

Fund: 201 HIGHWAY FUND

Type: Work Program

Budget Account's Primary Purpose, Function and Statutory Authority:

This text displays on the Work Program Form as well as the checklist and IFC agenda

The Department of Motor Vehicles, Field Services Division, is responsible for direct customer service operations for the driver licensing and vehicle registration functions. Field Services assures that only safe, knowledgeable drivers receive the privilege to drive on our highways. It also registers vehicles, collects appropriate fees and taxes imposed upon the owners and operators of vehicles, and provides service in the insurance verification program. This budget is funded primarily from Highway Fund revenues, Governmental Services, Tax Commissions, and Penalties.

Purpose of Work Program:

This text displays on the Work Program Form as well as the checklist and IFC agenda

Justification:

Expected Benefits to be Realized:

(Sample Instruction Text: Include specific examples with measurable benefits)

Explanation of Projections and Documentation:

New Positions

Summary of Alternatives and Why Current Proposal is Preferred:

Save Cancel

Edits/Validations for the Submittal of the Work Program Packet

NEBS will attempt as best as possible to validate the information you enter about your work program. When NEBS detects the following problems, you will be unable to submit your work program:

- **Negative dollar amounts** - individual GL and category amounts may not be adjusted below zero.
- **Revenue and expenditure amounts are out of balance** - total increases and decreases entered as part of the revenue and expenditure grids must balance.
- **Missing required components** - A work program may not be submitted without the following entries or attachments on the checklist page:
 - * Checklist
 - * Work Program Form and cumulative sheet
 - * Transmittal memo
 - * Financial and budget status reports
 - * Fund map

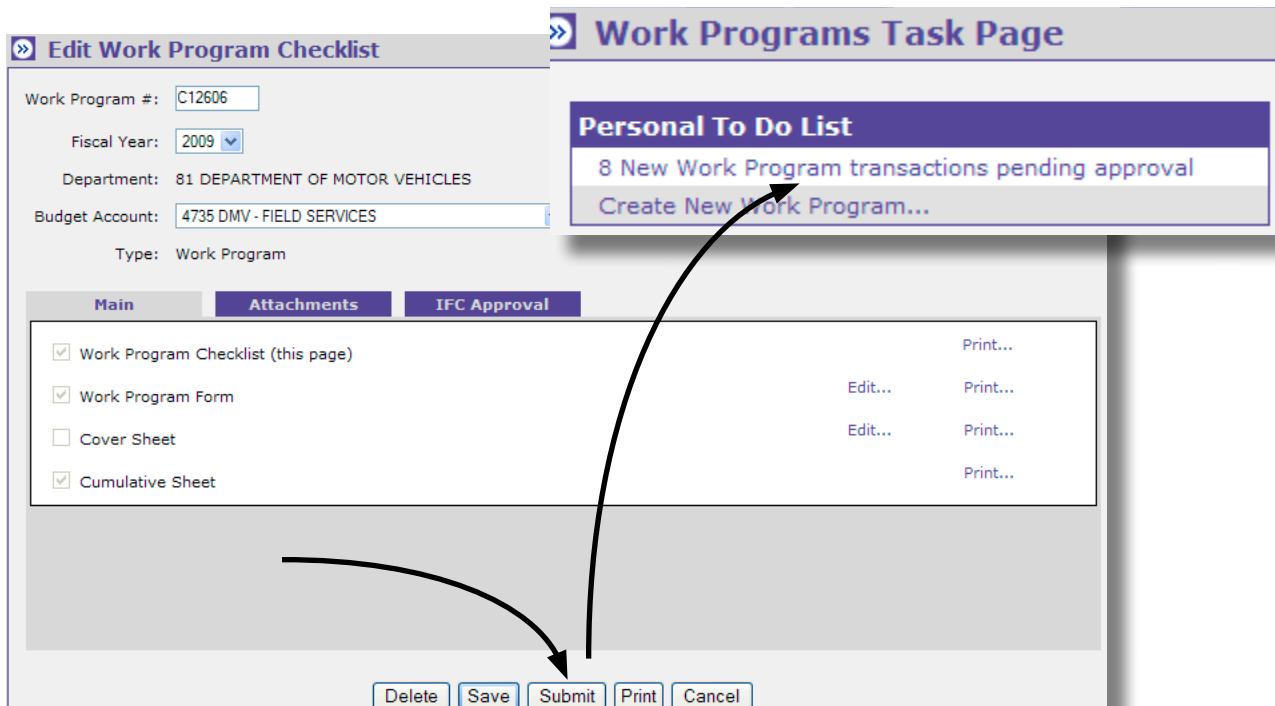
Other issues NEBS detects will relate total amounts of categories, sources of funding, and other characteristics

of the work program. These may not be actual errors and will not prevent you from submitting the work program, but will appear on a checklist page for your reference.

Submit Work Program Packet to Next Approval Level

Once the work program packet is completed and ready to submit to the next approval level, navigate to the Edit Work Program Checklist screen and click the Submit button (*below*). If NEBS finds an error when it validates the work program, the submission will fail and you will receive an error message.

If you successfully submit a work program to the next approval level, it will be removed as a draft from your personal ‘to do’ list and appear on the next approval level’s ‘to do’ list as pending approval. Once the work program moves to the next approval level you will only have read-only access to it unless it is rejected back to you.

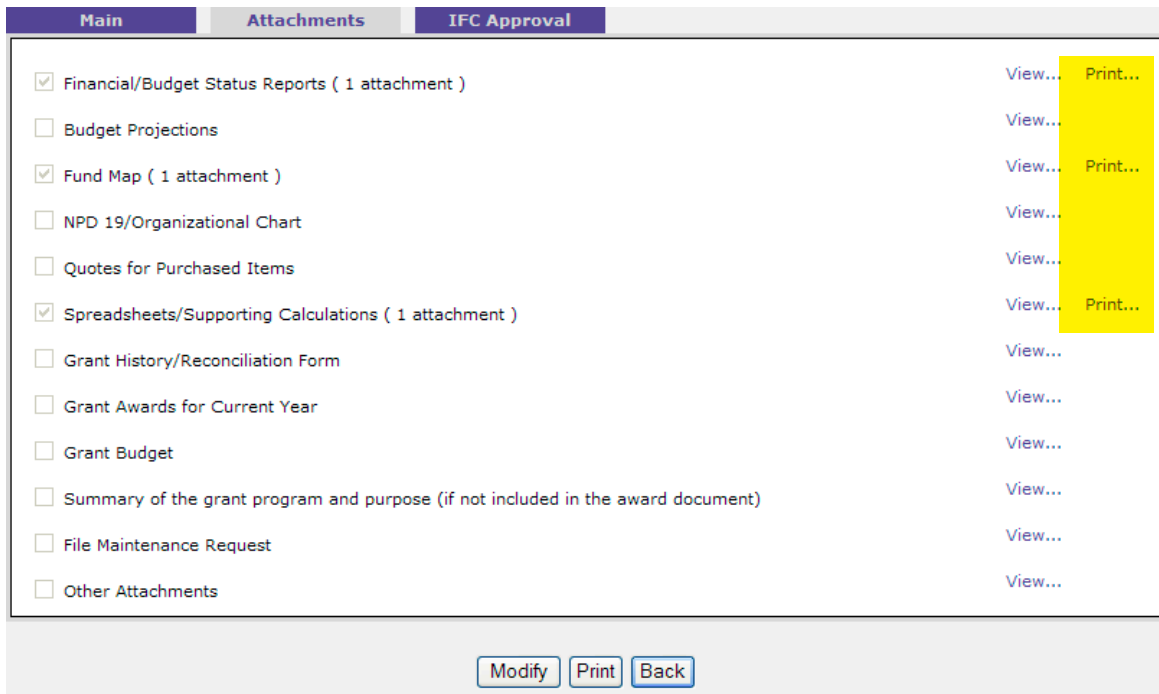
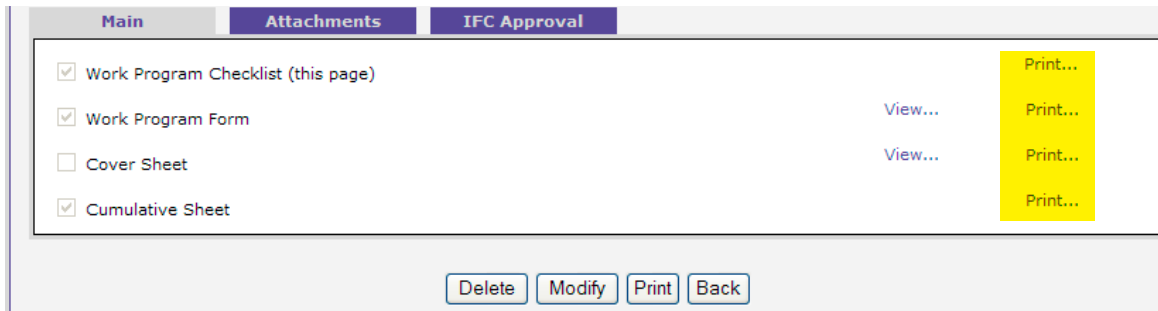


Reporting

Printing and Viewing Reports

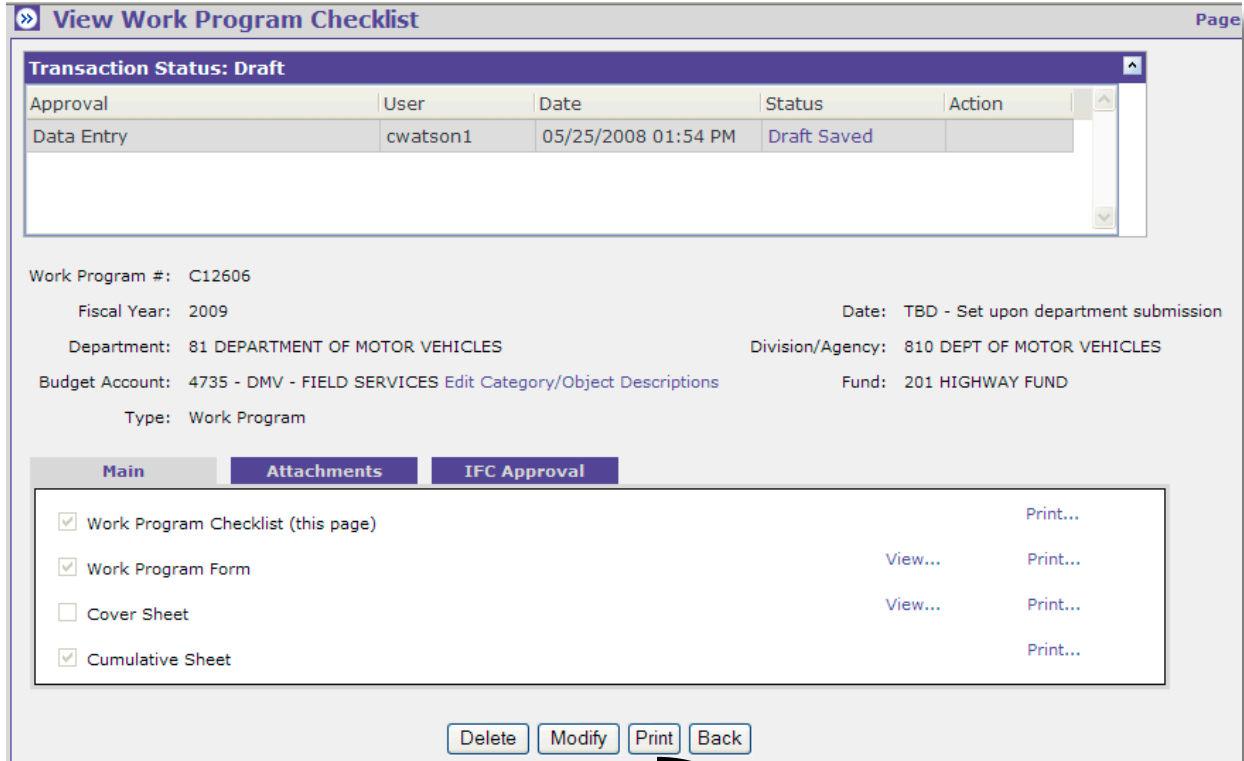
Individual Reports

You can print individual reports by clicking the print link on the Main tab of the View Work Program Checklist screen or individual attachments shown on the Attachments tab.



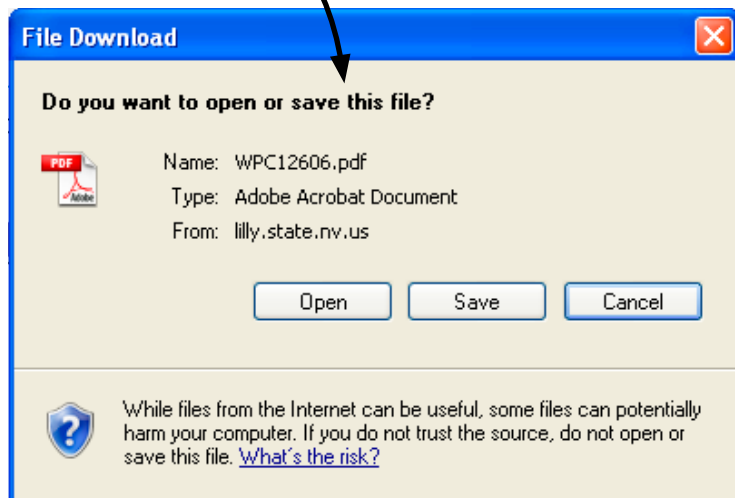
Work Program Packet

If you wish to print the entire work program packet, click the Print button (*below*) from the View Work Program Checklist. A File Download window will appear. Click the Open button to view the various components of the work program packet.



The Work Program Forms will appear and print in the following order:

1. Work program packet checklist
2. Work Program Form
3. Cover sheet and transmittal memo
4. Cumulative modification worksheet
5. Attachments (in the order they appear in the system)



Work program packet checklist

The online checklist is managed by the system and can be printed. This document is based on the data entered in the work program checklist page.

BUDGET ACCOUNT #
WORK PROGRAM #

**Department of Administration
Work Program Packet Checklist**

- Work program packet checklist
- Work program form
- Cumulative modification worksheet
- Cover Page detailing the reasons for the revision, benefits to the division, department and state and consequences if not approved
- Financial/Budget Status Reports (current)
- Budget projections with corresponding detail
- Fund map reflecting amounts before and after the revision
- NPD 19 (If requesting new position) **include copy of current organizational chart w/proposed change**
- Quotes for the purchase of unbudgeted items (i.e. equipment, computers etc)
- Spreadsheets/detailed calculations supporting request

WORK PROGRAM REVISIONS INVOLVING GRANTS MUST ALSO INCLUDE

- Grant history/reconciliation form for grants
- Copies of all grant awards for the current year listed on the grant reconciliation form
- Copy of grant budget – if applicable
- Summary of the grant program and purpose if not included in the grant award document

IFC determination evaluation (reason work program does or does not require IFC approval indicated with an X)

Requires IFC approval because:

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> New grant in excess of \$100,000 <input type="checkbox"/> Non-governmental grant or gift in excess of \$10,000 <input type="checkbox"/> Continuing grant or adjustment in excess of \$50,000 or 10% of legislatively approved budget for category <input type="checkbox"/> Includes new positions | <ul style="list-style-type: none"> <input type="checkbox"/> Exceeds \$50,000 cumulative or category <input type="checkbox"/> Exceeds \$20,000 and 10% cumulative for category <input type="checkbox"/> Involves the allocation of block grant funds and this action requires a public hearing per NRS 353.345 <input type="checkbox"/> Other _____ |
|---|--|

Does not require IFC approval because

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Less than \$20,000 cumulative for category <input type="checkbox"/> New grant less than \$100,000 <input type="checkbox"/> Continuing grant less than \$50,000 or 10% <input type="checkbox"/> Less than \$50,000 or 10% cumulative for category <input type="checkbox"/> Less than \$5,000 for cats 02,03,05 & 30 or less than \$10,000 for all other cats <input type="checkbox"/> Implements general/highway fund salary adjustments approved by the BOE | <ul style="list-style-type: none"> <input type="checkbox"/> Places funds in reserve only <input type="checkbox"/> Accounting only <input type="checkbox"/> Balance forward <input type="checkbox"/> Non-executive budget <input type="checkbox"/> Other _____ |
|---|--|

Approved by:
Date:

Work Program Form

This is the key work program document and closely resembles the old manual form. The document will print as multiple pages if there are more items than will fit on a single page.

State of Nevada Work Program

WP Number: B94552

FY 2007

<input type="checkbox"/> XXX	Add Original Work Program	<input type="checkbox"/>	Modify Work Program	BUDGET DIVISION USE ONLY DATE _____ APPROVED ON BEHALF OF THE GOVERNOR BY _____
DATE	FUND	AGENCY	BUDGET	DEPT/DIV/BUDGET NAME
06/16/07	410	088	1558	SPWB GENERAL CIP PROJECTS

Funds Available							
Budgetary GLs (2501 - 2599)	Description	WP Amount	Revenue GLs (3000 - 4999)	Description	WP Amount	Current Authority	Revised Authority
2501	APPROPRIATION CONTROL	16,785,604					
Subtotal Budgetary General Ledgers		16,785,604	Subtotal Revenue General Legers(RB)		0		0
Total Budgetary & Revenue GLs					16,785,604		

Expenditures			
CAT	Amount	CAT	Amount
35	1,636,158		
37	1,762,415		
38	3,230,135		
42	511,043		
45	482,100		
62	3,207,842		
64	5,955,911		
Sub Total Category Expenditures			16,785,604

Remarks
 Pursuant to SB 578, Sections 1.1 and 1.3.
 To establish

 Cat: 35 07-C35 Cat: 37 07-M02B Cat: 38 07-M03 Cat: 42 07-M22
 Cat: 45 07-M45 Cat: 62 07-C02 Cat: 64 07-C20

Total Budgetary General Ledgers and Category Expenditures (AP) 33,571,208

 Authorized Signature

 Date

 Controller's Office Approval

Cover Sheet

The information on the cover sheet is largely drawn from information entered in the Work Program Cover Sheet Screen.

Page 1 of 1
HHS Sierra Regional Center

**STATE OF NEVADA
DIVISION OF MENTAL HEALTH AND DEVELOPMENT SERVICES**

**Budget Account 3280 – HHS Sierra Regional Center
Work Program C31104
Fiscal Year 2007**

Submitted April 12, 2007

Budget Account's Primary Purpose, Function and Statutory Authority

The primary purpose of the budget account taken from the NEBS program statement will be inserted here. Lorem ipsum dolor sit amet, pellentesque odio. Donec tincidunt, tortor suscipit sagittis dapibus, velit tellus lacinia lorem.

Purpose of Work Program

This section will contain the the same text as the 'remarks' section of the work program entry page. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis neque.

Practical Effect of Work Program Action

This text is taken from the corresponding field on the Cover Sheet Edit page. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis neque. Donec tincidunt, tortor suscipit sagittis dapibus, velit tellus lacinia lorem.

Conditions Making Work Program Advisable/Impact if not approved

This text is taken from the corresponding field on the Cover Sheet Edit page. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis neque. Donec tincidunt, tortor enim. Morbi pulvinar. Maecenas rhoncus sapien sit amet ligula. Etiam vitae urna. Fusce quis erat. Etiam accumsan pellentesque odio. Aliquam lorem velit, nonummy in, vehicula vel, porttitor sed.

Expected Benefits to be Realized

This text is taken from the corresponding field on the Cover Sheet Edit page. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis neque.

Cost of Request and Impact on General Funds or Other Agencies

This text is taken from the corresponding field on the Cover Sheet Edit page. This section is likely to reference attachments with cost calculations. They must be referenced by name and then attached to the work program.

New Positions: No

Summary of Alternatives and Why Current Proposal is Preferred

This text is taken from the corresponding field on the Cover Sheet Edit page. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis neque. Donec tincidunt, tortor suscipit sagittis dapibus, velit tellus lacinia lorem, ut elementum risus turpis nec tellus. Ut non enim. Morbi pulvinar. Maecenas rhoncus sapien.

Cumulative Modification Worksheet

This report is similar to the old cumulative sheet with a few minor changes. The 'Percent Change' column will not be listed for each cumulative change. Instead, only a single percent change column will be shown for the total of all work program changes.

The report draws from the legislature approved budget as well as any previous work programs that affect the current budget. Only the current work program and prior approved and pending work programs will be shown on the cumulative sheet. The order of the work programs

printed in the columns labeled 'First,' 'Second,' 'Third,' etc. will be based upon the following rules:

- Approved work programs will be listed first in the order of approval.
- Listed next will be work programs transmitted to IFC based on the order of transmittal (sequence number assigned).
- Following these will be work programs submitted to the Budget Division in the order that they were approved at the agency level (approval date/time).
- Work programs that have not reached the step in the workflow process that defines a date will not be shown.

STATE OF NEVADA WORK PROGRAM
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
DIVISION OF MENTAL HEALTH AND DEVELOPMENT SERVICES
SIERRA REGIONAL CENTER
B/A 3280 SFY07

G.L. #	REVENUES Description	Original or Legislatively Approved Work Program	APPROVED		PENDING		Total Amount
			FIRST	SECOND	SECOND		
			Work Program Change Document # C31104	Work Program Change Document # C45678	-----CUMULATIVE----- Dollar Change Percent Change		
2501	APPROPRIATIONS	18,759,781					18,759,781
2511	BAL FWD PRIOR YR	-					-
2522	SUPPLEMENTAL APPROP	-		125,000	125,000	N/A	125,000
3802	CLIENT CHARGE	-					-
3849	ICF-MR CLIENT LIABILITY	150,879					150,879
3860	TITLE XIX-ICF-MR	3,363,466					3,363,466
3861	TITLE XIX-CASE MGMT	9,362,357					9,362,357
3861	TITLE XIX-COMM.SRVCS	946,137					946,137
3870	TITLE XX	272,262					272,262
3874	CHARGES FOR SERVICES	284,569					284,569
4601	GEN FUND SAL ADJ	200,009					200,009
4669	TRANS FROM OTHER B/A	-					-
	Total Revenues	33,339,460		125,000	125,000		33,464,460
	EXPENDITURES						
Cat	Description						
01	PERSONNEL	8,525,216					8,525,216
02	OUT-OF-STATE TRAVEL	880	900		900	102.3%	1,780
03	IN-STATE TRAVEL	20,817					20,817
04	OPERATING	721,403					721,403
05	EQUIPMENT	2,852					2,852
07	MAINT OF B & G	104,359					104,359
11	RESIDENTIAL PLACEMENT	18,703,654		125,000	125,000	0.7%	18,828,654
18	FAMILY SUPPORT	303,495					303,495
26	INFORMATION SERVICES	163,858					163,858
30	TRAINING	17,763	(900)		(900)	-5.1%	16,863
33	MOJAVE	-					-
37	JOB & DAY TRAINING	656,664					656,664
38	CTC DAY TRAINING	3,980,722					3,980,722
59	UTILITIES	132,540					132,540
87	PURCHASING ASSESSMENT	5,237					5,237
93	RESERVE FOR REVERSION	-					-
	Total Expenditures	33,339,460	-	125,000	125,000	0.37%	33,464,460