

COMMON PICS ACTIONS IN THE 17-19 LAB

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A.

A package previously approved in the Governor’s Budget (GB) is not approved in Legislatively Adopted Budget (LAB) yet the same actions from that package are approved in a new package:

A reclassification on a position was originally processed and approved in a Package 090 in the GB. In the LAB Package 090 is not approved. However, the same set of actions on the same position are now approved and being performed in Package 801.

Steps in PICS:

1. Bring up the position record in PBPB.
2. Key OFF into the ACTION field and hit the ENTER button (this eliminates the Pkg 090 actions and reverts the position back to the Base record).
3. Type RCL (or whatever PICS action you need to process) in the ACTION field and hit the ENTER button.
4. Key 801 into the PKG field in the offsetting segment (the first PKG field located closer to the top of the screen). Continue to the next PKG field on the screen and also key in 801. Process the reclassification actions by adjusting the class/comp info in the active segment and hit the ENTER button.
5. The next PICS screen will allow you to review the record prior to finalizing the actions. If all looks well on this screen go to the ACTION field, key in CHG, and hit the ENTER button. This will finalize the actions in Pkg 801 and should result in a message towards the bottom of the screen stating “Position Successfully Updated.”

B.

Additional changes to a position created in a package previously approved in the GB:

A position was established in Package 106 in the GB. This position was additionally modified in Package 106 in the LAB to shift funds from 100% GF to 50% GF and 50% OF.

NOTE this package focuses on a fund shift, most actions available in PICS can be applied using the same steps below (reclassifications, reallocations, etc.).

Steps in PICS:

1. Bring up the position record in PBPB.
2. Go to the GF field and overwrite the value in the field by keying in .50
3. Tab to the OF field, and overwrite the value by keying in .50
4. Go to the ACTION field and key in CHG and hit the ENTER button.

C.

A package that modified a base record and was approved in the GB is not approved in the LAB

A position was reallocated from a permanent part-time to a permanent-full time position in Package 106 in the GB. This package is now denied in the LAB. The steps below will eliminate the previously approved package segments and revert the position back to just the base record.

Steps in PICS:

1. Bring up the position record in PBPB
2. Key in OFF in the ACTION field and hit the ENTER button.
3. Key in CHG in the ACTION field and hit the ENTER button

D.

A package-on-package scenario

A position was transferred to a different SCR as part of a Package 060 Technical Adjustment during CSL preparation. In the LAB the position also has the funds shifted from 100% GF to 100% OF in Package 801.

The position record already has the Package 060 actions contained on it so additional actions cannot be keyed into PICS because the system will only accept one set of package actions. Therefore, ALL of the actions for 17-19 have to be keyed into one package in the system. For this example Pkg 801 is chosen as the "one" package to key all the actions into. Now as part of Pkg 801 you will be keying in the new SCR information and the fund shift.

Steps in PICS :

1. Bring up the position record in PBPB
2. Key in OFF in the ACTION field and hit the ENTER button (this removes the Pkg 060 actions and reverts the position to the base record).
3. Key in FND in the ACTION field and hit the ENTER button.
4. Key 801 into the PKG field in the offsetting segment (the first PKG field located closer to the top of the screen). Continue to the next PKG field on the screen and also key in 801. Process the SCR change and the fund shift in the appropriate fields and hit the ENTER button.
5. The next PICS screen will allow you to review the record prior to finalizing the actions. If all looks well on this screen go to the ACTION field, key in CHG, and hit the ENTER button. This will finalize all the actions in Pkg 801 and should result in a message towards the bottom of the screen stating "Position Successfully Updated." Be mindful of the need to perform reconciling actions in both Pkg 060 and 801 in ORBITS to ensure the system balances to the budget report totals.