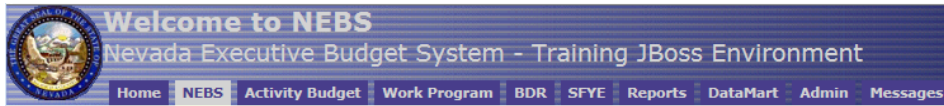


**Creating a Decision Unit – Classified to Unclassified Position Reclassification  
Screen Process Flow**

- Create an enhancement decision unit to change a classified position to an unclassified position.
  
- The example given is changing a classified Admin Aide position to an unclassified Executive Assistant in E806.

# Creating a Decision Unit – Classified to Unclassified Position Reclassification Screen Process Flow

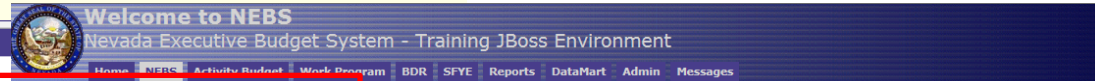


## Budget Account Versions List

Budget Period: 2017-2019 Biennium (FY18-19)  
Budget Account: 2020 WE CARE (Update)  
- OR -  
Enter Search Text: 2020 WE CARE

Select Budget Account and Version

Budget Account  
2020 - WE CARE

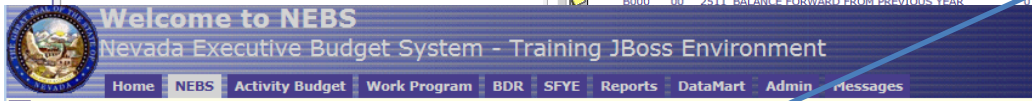


## Budget Account Line Item List

Budget Period: 2017-2019 Biennium (FY18-19)  
Budget Account: 2020 WE CARE  
Version: A00 AGENCY REQUEST AS SUBMITTED

From Acct Maint Tab Select + icon to add a decision unit

Summary		Line Items	Schedules	Positions	Mapping	Acct. Maint.					
Decision Unit Filter: B000 BASE											
Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	1										
	B000	00	2501	APPROPRIATION CONTROL	149,979	153,412	149,979	0	130,780	0	None -
	B000	00	2510	REVERSIONS	0	0	0	0	0	0	None -
	B000	00	2511	BALANCE FORWARD FROM PREVIOUS YEAR	1,525	1,525	1,525	0	0	0	None -
					0	0	0	0	0	0	None -

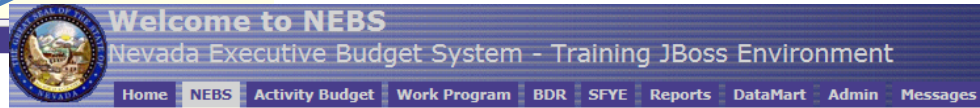


## Budget Account Decision Unit List

Budget Period: 2017-2019 Biennium (FY18-19)  
Budget Account: 2020 WE CARE  
Version: A00 AGENCY REQUEST AS SUBMITTED

Summary	Line Items	Schedules	Positions	M
View: Decision Units   Categories   GLs   Line Item Position Groups   Assessment Settings				
	Code	Description	Department Priority	Budget Account Priority
		Add Decision Unit...		
	B000	BASE	n/a	n/a
	M100	STATEWIDE INFLATION	n/a	n/a
	M150	ADJUSTMENTS TO BASE	n/a	n/a

Select the appropriate E Decision Unit (Classified or Unclassified)



## Budget Account Decision Unit

Budget Period: 2017-2019 Biennium (FY18-19)  
Budget Account: 2020 WE CARE  
Version: T01 INSTRUCTOR EXAMPLE  
Decision Unit: New Decision Unit for this Budget Account

Basic Info	
Code:	E805 CLASSIFIED POSITION RECLASSIFICATIONS
Name:	E806 UNCLASSIFIED POSITION SALARY INCREASES
Department Priority:	E807 CLASSIFIED POSITION RECLASSIFICATIONS
Budget Account Priority:	E808 CLASSIFIED POSITION RECLASSIFICATIONS
	E809 CLASSIFIED POSITION RECLASSIFICATIONS
	E810 CLASSIFIED POSITION RECLASSIFICATIONS
	E811 UNCLASSIFIED POSITION CHANGES
	E812 SWORN SALARY ADJUSTMENTS
	E813 POSITION UPGRADES
	E814 POSITION UPGRADES
	E815 POSITION UPGRADES
	E816 POSITION UPGRADES

# Creating a Decision Unit – Classified to Unclassified Position Reclassification

## Create Decision Unit

Welcome to NEBS  
Nevada Executive Budget System - Training JBoss Environment

Home | NEBS | Activity Budget | Work Program | BDR | SFYE | Reports | DataMart | Admin | Messages

**Budget Account Line Item List**

Budget Account Line Items

Budget Period: 2017-2019 Biennium (FY18-19)  
Budget Account: 2020 WE CARE  
Version: T01 INSTRUCTOR EXAMPLE

Summary | **Line Items** | Schedules | Positions | Mapping | Acct. Maint.

Decision Unit Filter: **B000 BASE**

Display all Decision Units

- B000 BASE
- M100 STATEWIDE INFLATION
- M150 ADJUSTMENTS TO BASE
- M300 FRINGE BENEFITS RATE ADJUSTMENT
- E226 EFFICIENT AND RESPONSIVE STATE GOVERNMENT
- E350 SAFE AND LIVABLE COMMUNITIES
- E670 SALARY ADJUSTMENT FOR 2018-2017 BIENNIUM
- E805 CLASSIFIED POSITION RECLASSIFICATIONS**
- E901 TRANSFER FROM BA1337 TO BA2020

Pgm	Year 1	Change	Year 2	Change	Schedule
53,412	130,149	0	130,780	0	- None -
0	0	0	0	0	- None -

This is the result of adding the decision unit from the Acct Maint. Tab. Now you have to add your position information. Copy position from Base twice: opposite copy from Base and a positive copy to reflect the new classification info.

Another option is to copy a position from Base to your decision unit and then opposite copy this PCN again within the decision unit. Change the positive copy to reflect the new classification info.

Budget Account Line Item List

Budget Period: 2017-2019 Biennium (FY18-19)  
Budget Account: 2020 WE CARE  
Version: T01 INSTRUCTOR EXAMPLE

Summary | **Line Items** | Schedules | Positions | Mapping | Acct. Maint.

Decision Unit Filter: **E805 CLASSIFIED POSITION RECLASSIFICATIONS**

Save Save and Return Cancel Edit Actual/WP

Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
+	1										

No Line Items Found

Total Revenue	0	0	0	0
Total Expenditures	0	0	0	0
Difference	0	0	0	0

Save Save and Return Cancel

# Creating a Decision Unit – Classified to Unclassified Position Reclassification Synopsis and Justification

## Budget Account Decision Unit List

### Budget Account Decision Units

Budget Period: 2017-2019 Biennium (FY18-19)  
 Budget Account: 2020 WE CARE  
 Version: A00 AGENCY REQUEST AS SUBMITTED

Summary	Line Items	Schedules	Positions	Mapping	Acct. Maint.
View: Decision Units   Categories   GLs   Line Item Position Groups   Assessment Settings					
Code	Description	Department Priority	Budget Acct.		
	Add Decision Unit...				
B000	BASE	n/a			
M100	STATEWIDE INFLATION	n/a			
M150	ADJUSTMENTS TO BASE	n/a			
M300	FRINGE BENEFITS RATE ADJUSTMENT	n/a			
E226	EFFICIENT AND RESPONSIVE STATE GOVERNMENT	9999			
E501	ADJUSTMENTS TO E901	9999			
E670	SALARY ADJUSTMENT FOR 2015-2017 BIENNIUM	n/a			
<b>E806</b>	<b>UNCLASSIFIED POSITION SALARY INCREASES</b>	9999			
E901	TRANSFER FROM BA1337 TO BA2020	9999			

### Budget Account Decision Unit Text

**Budget Account Decision Unit Text**  
 Budget Period: 2017-2019 Biennium (FY18-19)  
 Budget Account: 2020 WE CARE  
 Version: A00 AGENCY REQUEST AS SUBMITTED  
 Decision Unit: E806 UNCLASSIFIED POSITION SALARY INCREASES

**Additional Text**  
 Dec Unit Synopsis (Prints in Executive Budget Book):  
 This decision unit requests funding to reclassify a classified Administrative Aid position to and Unclassified Executive Assistant position.

Justification:  
 The duties and responsibilities associated with this position have shifted to from general front office support to supporting the function and duties of the Administrator and Assistant Administrator of the Division. This position will be responsible for .....

Analyst Comments:

Attachments: 2013-15 Request - NPD-19 AA4 to PO1- BADGETT.DOC

Find File:

Once you create your E806 decision unit, return to the Acct Maint tab and provide your Dec Unit Synopsis and Justification information. Copies of your NDP-19s and Updated Org Charts are required for classified position reclassification request. Unclassified position reclassification do not require NDP-19s, but some form of job description and justification is required. Many agencies find that the NDP-19 form is convenient to use for this purpose.

# Creating a Decision Unit – Classified to Unclassified Position Reclassification

## Copy Position From Base to Decision Unit

**Budget Account Line Item List**

Budget Period: 2017-2019 Biennium (FY18-19)  
 Budget Account: 2020 WE CARE  
 Version: A00 AGENCY REQUEST AS SUBMITTED

**Budget Account Line Items**

Budget Period: 2017-2019 Biennium (FY18-19)  
 Budget Account: 2020 WE CARE  
 Version: T01 INSTRUCTOR EXAMPLE

**Budget Account Positions**

Budget Period: 2017-2019 Biennium (FY18-19)  
 Budget Account: 2020 WE CARE  
 Version: T01 INSTRUCTOR EXAMPLE

**Position Copy**

**Copy Position**

**Source:**

Budget Period: 2017-2019 Biennium (FY18-19)  
 Budget Account: 2020 WE CARE  
 Version: T01 INSTRUCTOR EXAMPLE  
 Decision Unit: B000 BASE  
 Position: 000002  
 Class: 02221 ADMIN AID

**Destination:**

Budget Period: 2017-2019 Biennium (FY18-19)  
 Budget Account: 2020 WE CARE  
 Version: A00 AGENCY REQUEST AS SUBMIT  
 Decision Unit: B000 BASE  
 Number of Copies: 1  
 Reuse PCN#:  OR- Starting PCN#:   
**Opposite Copy:**   
 Position Copy Type: Exact Copy

Also make a positive copy (uncheck the box). That is the position you will update with your unclassified position information.

# Creating a Decision Unit – Classified to Unclassified Position Reclassification Update with Unclassified Position Information

## Budget Account Version Position List

**Budget Account Positions**

Budget Period: 2017-2019 Biennium (FY18-19) Position Deleted

Budget Account: 2020 WE CARE

Version: A00 AGENCY REQUEST AS SUBMITTED

Summary | Line Items | Schedules | Positions | Mapping | Acct. Maint.

Decision Unit Filter: E806 UNCLASSIFIED POSITION SALARY INCREASES

View: Basic | Fringe | Salary Jump To Page: 1 Jump To PCN:

Viewing page 1 of 1: Save Save and Return Cancel Copy/Transfer... Recalo Payroll...

	DU	PCN #	Line Item Group	Class	Class Description	Type	Grade	Step	Adj	Act	Total FTE: 0.00
	E806	000002	G1 DEFAULT GROUP	U3750	EXECUTIVE ASSISTANT	Existing	99	99	0	0.00	
	E806	000002	G1 DEFAULT GROUP	02221	ADMIN AID	Existing	21	10	0	0.00	
											Total FTE: 0.00

**Position Detail**

Budget Period: 2017-2019 Biennium (FY18-19)

Budget Account: 2020 WE CARE

Version: A00 AGENCY REQUEST AS SUBMITTED

Decision Unit: E806 UNCLASSIFIED POSITION SALARY INCREASES

PCN #: 000002

Cancel

**Basic Info** | Additional Text

Start: January 2015 End: June 2020

Anniversary: July

Type: Existing

Line Item Group: G1 DEFAULT GROUP

Retirement Code: 1 REGULAR

Class: U3750 EXECUTIVE ASSISTANT Default Grade: 99

Override Grade:  Step: 99 Salary Adjustment: 0

	Actual	Work Pgm.	Year 1	Year 2
FTE:	0.00	0.00	1.00	1.00
Man. Annl. Sal.:	0	0	0	0
COLA Sal.:			0	0
Merit Increase:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Health Ins.:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Partial:  If checked, the position sharing the expense must be specified

**Fringes/Assessments**

Ret.:  WC:  Pers Assmt:  Unemp. Ins.:

Pyrl Assmt:  Ret. Grp.:  Medicare:  PLCA:

AG Tort:  Empl Bond:  EITS Ent Ass:  EITS Contr Adm:

EITS Sec:  EITS Plan:

Save Save and Return Cancel Copy... Costs... Delete Recalc...

**Position Cost**

Budget Period: 2017-2019 Biennium (FY18-19) Done

Budget Account: 2020 WE CARE

Version: A00 AGENCY REQUEST AS SUBMITTED

Decision Unit: E806 UNCLASSIFIED POSITION SALARY INCREASES

Position: 000002 EXECUTIVE ASSISTANT

*Note -- the data on this page is recalculated each time it is displayed. It reflects any changes that have been made to the position. Viewing this page does NOT regenerate budget line items or affect report totals. In order for budget line items and reports to reflect position changes, a recalculation of the entire account is required.*

Summary	Year 1	Year 2
	SUM	SUM
Salary	56,265	56,265
Benefits		
Retirement	8,158	8,158
Group Insurance	8,391	8,391
Worker's Comp	853	853
Personnel Assessment	338	338
Unemployment Insurance	40	40
Payroll Assessment	79	79
Retirement Group Insurance	1,328	1,328
Medicare	816	816
Benefits Total	20,003	20,003
Total	76,268	76,268

Must save and Reclac for costs to be transmitted to your E806 decision unit.

# Creating a Decision Unit – Classified to Unclassified Position Reclassification E806 Unclassified Position Cost of Enhancement

**Position Cost**

Budget Period: 2017-2019 Biennium (FY18-19)  
 Budget Account: 2020 WE CARE  
 Version: A00 AGENCY REQUEST AS SUBMITTED  
 Decision Unit: E806 UNCLASSIFIED POSITION SALARY INCREASES  
 Position: 000002 EXECUTIVE ASSISTANT

Summary	Year 1	Year 2
	SUM	SUM
Salary	56,265	56,265
Benefits		
Retirement	8,158	8,158
Group Insurance	8,391	8,391
Worker's Comp	853	853
Personnel Assessment	338	338
Unemployment Insurance	40	40
Payroll Assessment	79	79
Retirement Group Insurance	1,328	1,328
Medicare	816	816
Benefits Total	20,003	20,003
Total	76,268	76,268

**Position Cost**

Budget Period: 2017-2019 Biennium (FY18-19)  
 Budget Account: 2020 WE CARE  
 Version: A00 AGENCY REQUEST AS SUBMITTED  
 Decision Unit: E806 UNCLASSIFIED POSITION SALARY INCREASES  
 Position: 000002 ADMIN AID

Summary	Year 1	Year 2
	SUM	SUM
Salary		
Benefits		
Retirement	-5,332	-5,332
Group Insurance	-8,391	-8,391
Worker's Comp	-867	-849
Personnel Assessment	-221	-221
Unemployment Insurance	-26	-26
Payroll Assessment	-51	-51
Retirement Group Insurance	-868	-868
Medicare	-534	-534
Benefits Total	-16,290	-16,272
Total	-53,064	-53,046

**Budget Account Line Item List**

Budget Period: 2017-2019 Biennium (FY18-19)  
 Budget Account: 2020 WE CARE  
 Version: A00 AGENCY REQUEST AS SUBMITTED

Summary	Line Items	Schedules	Positions	Mapping	Acct. Maint.						
Decision Unit Filter: E806 UNCLASSIFIED POSITION SALARY INCREASES											
Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Sch
	1										
	E806	00	2501	APPROPRIATION CONTROL	0	0	23,204	0	23,222	0	- No
	E806	01	5100	SALARIES	0	0	19,491		19,491		PAY
	E806	01	5200	WORKERS COMPENSATION	0	0	-14		4		PAY
	E806	01	5300	RETIREMENT	0	0	2,826		2,826		PAY
	E806	01	5400	PERSONNEL ASSESSMENT	0	0	117		117		PAY
	E806	01	5500	GROUP INSURANCE	0	0	0		0		PAY
	E806	01	5700	PAYROLL ASSESSMENT	0	0	28		28		PAY
	E806	01	5750	RETIRED EMPLOYEES GROUP INSURANCE	0	0	460		460		PAY
	E806	01	5800	UNEMPLOYMENT COMPENSATION	0	0	14		14		PAY
	E806	01	5840	MEDICARE	0	0	282		282		PAY
	E806	04	7050	EMPLOYEE BOND INSURANCE	0	0	0		0		PAY
	E806	04	7054	AG TORT CLAIM ASSESSMENT	0	0	0		0		PAY
	E806	26	7554	EITS INFRASTRUCTURE ASSESSMENT	0	0	0		0		PAY
	E806	26	7556	EITS SECURITY ASSESSMENT	0	0	0		0		PAY
	Total Revenue				0		23,204		23,222		
	Total Expenditures				0		23,204		23,222		
	Difference				0		0		0		

Minus

The costs shown are only Cat 01 salary costs. The final E806 costs will include all position related costs including your associated FTE costs in category 04: Bond Insurance, AG Tort, EITS Infrastructure and EITS Security Assessment costs.  
 Cost 01 salary cost calc:  
 $\$76,268 - \$53,064 = \$23,204$   
 $\$76,268 - \$53,046 = \$23,222$