

## **FY 2023-24 Salary Rate Analysis Guidance and Resources**

Please submit the rate analysis to the Office of Policy and Budget analyst assigned to your agency.

1. The first analysis is due by Friday, September 29, 2023. The remaining quarters due dates are:
  - Tuesday, December 12, 2023
  - Tuesday, March 12, 2024
2. Agencies should review salary rate as frequently as personnel actions change and reconcile monthly to avoid deficits and unforeseen rate issues.
3. For purposes of annualization, the monthly salary factor will be 12; the biweekly salary factor will be 26.1.
4. You can obtain reports showing these adjustments through LAS/PBS by ordering Save-ID PLMO/Tran-ID PLRR from the statewide menu (STAM) and specifying the transaction type and TRAN DATE 07/01/20XX.
5. Annual Salary Rate is monitored at the budget entity level but may be controlled at a lower organizational level. The LAS/PBS Position and Salary Rate ledger, which is maintained by OPB, is the official medium for controlling and documenting approved annual salary rate.
6. Understanding transactions on the Position and Salary Rate Ledger that cause a change in rate:
  - AFP1 – Legislative Actions (Salary Rate in the General Appropriations Act)
  - AFP5 – Bills with Appropriations and Supplemental
  - AFP6 – Reorganizations
  - AFP7 – Pay Increases
  - AFP9 – Vetoes
7. A summary template is attached as a guide. Please use the People First rate report as guidance for the salary rate by position details report. Agencies that currently have a process or tracking tool for monitoring salary rate may use their format if it includes at minimum, the components of the attached summary. Agencies may use the attached summary and include position details as backup for supporting documentation.