

Budget Application Program (BAP) Instructions For Personnel Related Requests

1. Open Budget Application Program (BAP)

- a. Open your internet browser and type in <http://bap>
- b. The BAP main screen display will ask for a user ID and password. The user ID for each department is the elected official or department head first name.last name and the password is "budget". Please keep in mind that the password is case sensitive and must be entered in all lower case letters. *Note: Do NOT use the back and forward button on the toolbar of the internet browser. This may create a problem with your data entry that could result in loss of data.*
- c. If you are having issues login in to the database, please refer to the BAP instructions on the county website for a recap on how to log in into the program.

2. Main Form

- a. The main Form is the budget request form and is displayed when you click "select" on the account number you wish to work on. **(Screen 1.1)**
- b. Below is the list of the Personnel related request options available on the main form: **(Screen 1.1)**
 - i. Personnel Adjustments – Reclassification of a position/s due to a substantial increase in assigned duties and responsibility. A reclassification requires a change in title that corresponds to and is appropriate for the new job description that applies to the reclassification. Reclassifications must be approved by HR, Civil Service and Commissioner’s Court.
 - ii. Additional Positions – Enter any additional positions being requested.

Screen 1.1

BAP - Budget Request Module

FUND : GENERAL FUND
 FUNCTION :
 DEPARTMENT :
 ACCOUNT :

Department Request Form

Select	Object Code	Object Name	2014 Actual Expenditures	2015 Actual Expenditures	2017 Request Budget
Select	112	DEPARTMENT HEADS	\$93,056.41	\$92,012.47	\$95,481.00
Select	113	PERMANENT FULL-TIME EMPLOYEES	\$808,980.61	\$656,011.84	\$884,629.00
Select	115	LONGEVITY PAY	\$6,051.55	\$5,184.10	\$4,980.00
Select	211	HEALTH INSURANCE	\$102,679.50	\$87,439.57	\$117,192.00
Select	212	LIFE INSURANCE	\$683.94	\$547.48	\$713.64
Select	220	SOCIAL SECURITY AND MEDICARE (FICA) CONTRIBUTIONS	\$66,738.90	\$55,161.57	\$75,359.39
Select	230	RETIREMENT CONTRIBUTIONS	\$98,775.11	\$80,308.02	\$110,822.63

4. Personnel Adjustments

- a. The Personnel Adjustment request module is displayed when you click on the Personnel Adjustments option from the main form. **(Screen 1.1)**
- b. Below is the list of options available on the Personnel Adjustments module: **(Screen 4.1)**
 - i. Add New – A window will display all information required to add a new Personnel Adjustment.
 - ii. Edit/View- From the Personnel Adjustments list, you can select a position and edit or review the information.
 - iii. Delete – From the Personnel Adjustments list, you can select a position and delete the record. If you delete a record, it will not appear on your 2017 budget request.
 - iv. View Report – Displays a Personnel request form for each Personnel Adjustment requested. Please print for your records.

Screen 4.1

BAp - Budget Request Module

FUND : GENERAL FUND
FUNCTION :
DEPARTMENT :
ACCOUNT :

4b-i **4b-ii** **4b-iii** **4b-iv**

Personnel Adjustments List

Select	Slot No.	Position Title	Salary Adjustment	Total Allowances	Fringe Benefits	Total Adjustment (Inc/Dec)
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Total Salary Adjustment	Total Allowances	Fringe Benefits	Total Adjustment (Inc/Dec)
\$0.00	\$0.00	\$0.00	\$0.00

4a

- c. Add New (Expanded)- **(Screen 4.2)**
 - i. Current Slot # - Select position you wish to adjust from your current Salary Schedule.
 - ii. Requested Position Title – Enter title that you wish to reclassify slot to.
 - iii. Current Budgeted Amount – Current Budgeted Amount column will self-populate once you select a slot number.

- iv. Proposed Budgeted Amount – New salary request (increase /decrease). At least one amount from the proposed budgeted amount column must change (increase / decrease) for the personnel adjustment request to be accepted.
- v. Funding Source – How will this adjustment be funded. Enter a funding source to subsidy this request.
- vi. Position Type, Civil Service, FLSA – Indicate one option.
- vii. Justification – Summarize why this adjustment is essential.
- viii. Comments - Add any comment you wish to make about this request.
- ix. Allowance – Acceptable justification for the allowance adjustment (increase / decrease).

Screen 4.2

The screenshot shows the 'Personnel Adjustment Form' with the following fields and annotations:

- 4c-ii**: Points to the 'Current Slot#' dropdown menu.
- 4c-i**: Points to the 'Requested Position Title' text field.
- 4c-iii**: Points to the 'Current Budgeted Amount' column header in the 'Salary and Allowances Request' table.
- 4c-iv**: Points to the 'Proposed Budgeted Amount' column header in the 'Salary and Allowances Request' table.
- 4c-v**: Points to the 'Calculate' button at the bottom of the form.
- 4c-vi**: Points to the 'Position/Allowance to be funded from one of the following:' section, specifically the 'Will Required Additional Funds' radio button.
- 4c-vii**: Points to the 'Justification /Priority: Explain why this position or adjustment request is essential.' text area.
- 4c-viii**: Points to the 'Comments : Any comment you wish to make regarding this request.' text area.
- 4c-ix**: Points to the 'Allowance / Other Pay Adjustment Request Justification' text area.

- d. The record will be saved when all the information is entered. Personnel Adjustments can be found under object code 900 in the main form. **(Screen 4.3)**

Screen 4.3

BAP - Budget Request Module

FUND : GENERAL FUND
 FUNCTION :
 DEPARTMENT :
 ACCOUNT :

4d

Department Request
 Personnel Adjustments
 Additional Positions

Department Request Form

Select	Object Code	Object Name	2014 Actual Expenditures	2015 Actual Expenditures	2017 Request Budget
Select	650	SOFTWARE - CONTROLLED	\$0.00	\$0.00	\$0.00
Select	660	FURNISHINGS AND EQUIPMENT - CONTROLLED	\$1,491.47	\$0.00	\$0.00
Select	661	MINOR OFFICE FURNITURE AND EQUIPMENT	\$0.00	\$0.00	\$0.00
Select	665	MINOR COMPUTER EQUIPMENT	\$0.00	\$0.00	\$0.00
Select	751	MACHINERY AND EQUIPMENT	\$0.00	\$3,454.24	\$0.00
Select	753	FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00
Select	780	CAPITAL LEASES	\$5,959.95	\$2,087.76	\$2,087.76
Select	810	DUES AND MEMBERSHIPS	\$300.00	\$300.00	\$709.24
Select	855	LATE FEES, PENALTIES, AND FINANCE CHARGES	\$50.00	\$0.00	\$0.00
Select	900	PERSONNEL ADJUSTMENTS	\$0.00	\$0.00	\$0.00
Select	950	ADDITIONAL POSITIONS	\$0.00	\$0.00	\$67,515.56

Current Budget Level : \$38,484.00



For District Courts and County Courts at Law ONLY: If you are requesting any personnel adjustments, funding must come from within your current budget level.

5. Additional Positions

- a. The Additional Positions request module is displayed when you click on the Additional Positions option on the left hand side of the main form. **(Screen 1.1)**
- b. Below is the list of options available on the Additional Positions request module: **(Screen 5.1)**
 - i. Add New – A new window will display with all the information required to add a position.
 - ii. Edit/View– From positions list, you can select a position and edit or review current information.
 - iii. Delete – From the positions list, you can select a position and delete the record. If you delete the record, the request will not appear on your budget for the year 2017.
 - iv. View Report – Displays a Personnel Adjustment Request Form of all the positions requested. Please print for your records.

Screen 5.1

5b-i

5b-ii **5b-iii** **5b-iv**

5a

BAP - Budget Request Module

FUND : GENERAL FUND
FUNCTION :
DEPARTMENT :
ACCOUNT :

Department Request
 Personnel Adjustments
 Additional Positions

Additional Positions List

Select	ID	Position Title	Base Salary	Total Allowances	Total Comp.	Fringe Benefits	Total Position	Qty	Total Cost
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c. Add New (Expanded) – (Screen 5.2)

- i. Requested Position Title
- ii. Proposed Budgeted Salary – Enter new position salary
- iii. Interpreter Pay – A supplement for Court interpreters
- iv. Supplemental Pay – An allowance based on education and/or licenses
- v. Auto Allowance – An allowance to employees for the use of their personal vehicle to conduct local county business
- vi. Clothing Allowance – An allowance to employees to cover cost of Clothing/uniforms
- vii. Total Other Allowances – Sum of Item 3 thru 6 (automatically calculated)
- viii. Total Compensation – Sum of annual salary and other allowances calculated automatically
- ix. Workers Compensation Classification – The drop down option should display all the workers compensation classifications. Select the one that best fits the new position title
- x. Total Benefits – Total Fringe benefits will be calculated automatically by selecting WC classification.
- xi. Total Position Cost – Calculated automatically by entering data in fields 2-6.
- xii. Justification - Acceptable justification as to why the position is essential to the department.
- xiii. Comments - Major Duties and Responsibilities
- xiv. Position Type, Civil Service, FLSA – Choose one option.
- xv. Position/Allowance Funding Source – Choose where the position will be funded from.

Screen 5.2

Additional Position Form [OK] [Cancel]

Requested Position Title

JUSTIFICATION/PRIORITY: Explain why this position is essential

COMMENTS: Any comments you wish to make regarding this request.

Workers Compensation Classification: [Select Rate]

PositionType **Civil Service** **FLSA**

Full Time Employee
 Part Time Employee
 Exempt
 Not-Exempt
 Exempt
 Not-Exempt

Position/Allowance to be funded from one of the following:

Current Department Budget
 Salary Adjustment
 Will Required Additional Funds
 Other

Proposed Budgeted Salary	0.00
Other Allowances	
Interpreter Pay	0.00
Supplemental Pay	0.00
Auto Allowance	0.00
Clothing Allow.	0.00
Total Other Allowances	0.00
Total Compensation	0.00
Fringe Benefits	
Health Insurance	0.00
Life Insurance	0.00
Social Security Contributions	0.00
Retirement Contributions	0.00
Unemployment Contributions	0.00
Worker's Compensation	0.00
Total Benefits	0.00
Total Position Cost	0.00
[Calculate]	
Grand Total	0.00

d. The record will be saved when all the information is entered. Totals for Additional Positions entered can be found under object code 950 in the main form (Screen 5.3).

Screen 5.4

BAP - Budget Request Module

FUND : GENERAL FUND
 FUNCTION :
 DEPARTMENT :
 ACCOUNT :

[Add New Object] [Delete Object Code] [Edit/View] [View Report] [Back] [Budget Issues]

Department Request Form

Select	Object Code	Object Name	2014 Actual Expenditures	2015 Actual Expenditures	2017 Request Budget
Select	650	SOFTWARE - CONTROLLED	\$0.00	\$0.00	\$0.00
Select	660	FURNISHINGS AND EQUIPMENT - CONTROLLED	\$1,491.47	\$0.00	\$0.00
Select	661	MINOR OFFICE FURNITURE AND EQUIPMENT	\$0.00	\$0.00	\$0.00
Select	665	MINOR COMPUTER EQUIPMENT	\$0.00	\$0.00	\$0.00
Select	751	MACHINERY AND EQUIPMENT	\$0.00	\$3,454.24	\$0.00
Select	753	FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00
Select	780	CAPITAL LEASES	\$5,959.95	\$2,087.76	\$2,087.76
Select	810	DUES AND MEMBERSHIPS	\$300.00	\$300.00	\$709.24
Select	855	LATE FEES, PENALTIES, AND FINANCE CHARGES	\$50.00	\$0.00	\$0.00
Select	900	PERSONNEL ADJUSTMENTS	\$0.00	\$0.00	\$10,869.67
Select	950	ADDITIONAL POSITIONS	\$0.00	\$0.00	\$67,515.56

Current Budget Level : \$38,484.00



After you enter any adjustments the total cost will be reflected in object code 900 and 950 (created for Department of Budget and Management Use Only for budgeting purposes).