

**SCHEDULE 7A—BUDGET SUPPLEMENT OF AUTHORIZED POSITIONS  
SALARIES AND WAGES (PROCESSING)**

**6418**

(Revised 4/2018)

The Schedule 7A spreadsheets are distributed to departments via e-mail from their Finance analyst, usually in late July. Departments should carefully review and make all changes per the instructions provided in the Salaries and Wages Spreadsheet Budget Letter.

Only the important, significant programs or sub functions which are necessary to understand the department's organization or operations should be presented. Insignificant sub functions should not be shown separately even though they may have been separately shown on the Schedule 8 tabulation. Changes to the arrangement may be made in the latest salary supplement only after consulting with Finance.

Within each such significant expenditure class or subclass, combine all identical full-time equivalent positions by classification regardless of differences in pay rates or other factors. Part-time or part-salary positions of the same class are combined irrespective of the fraction of time. Position classifications are listed in descending order of the minimum step of the salary range.

Under the Number of Positions column, show each year's number of positions for each classification or title. Positions should be shown with the net position count, based on establishment or abolishment dates. Temporary help blanket position counts and the dollars associated with them must be displayed on the temporary help line, not the overtime line. Dollar amounts are to be reported to the nearest dollar. All full time equivalent positions approved in the immediate past final budget are to be included. For the past year, positions are counted on an actual basis. Do not make any proposed staff changes in the Schedule 7A spreadsheets. Such changes should be reported in the Changes in Authorized Positions presentation under Workload and Administrative Adjustments in the Governor's Budget. A position count for temporary help blanket positions (seasonal, temporary help, etc.) is included in totals. For the past year, enter actual full time equivalent positions of employment. For the current and budget years enter the exact number of full time equivalent positions authorized by the Legislature as of the immediate past enacted budget. The necessary changes in temporary help positions will be reported under Workload and Administrative Adjustments in the Changes in Authorized Positions presentation.

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The Salary Range column will show, for each classification, the established minimum and maximum rates of the approved monthly salary range as of June 30, past year; or, if appropriate, show the established flat monthly rate (e.g., \$1,430-2,138; or \$2,101). Flat rate salaries fixed by Constitution or statute are shown on an annual basis.

For each temporary help position (or authorization), show the actual amounts used in the past year in parenthesis. For the current and budget years enter the full time equivalent positions and dollar amounts authorized by the Legislature. Generally, the authorized temporary help amounts do not change from year to year. However, they may be increased to include previously approved general or special salary range changes. If general salary increases are not effective at the start of the current fiscal year, it may not be included in Schedules 7A and 8. All other changes proposed for temporary help positions must first be approved by the Legislature as Workload and Administrative Adjustments before being included in the Salary and Wages Supplement. When the Salary and Wages Supplement is prepared in this fashion, no additional explanation or justification of temporary help positions is required.

If an administratively authorized position has been established and has been paid from temporary help blanket funds, the position will terminate on June 30 of the same fiscal year. However, it may be reestablished upon approval of Finance, provided it is included in the budget submitted to the Legislature as described previously, and provided that this does not result in the establishment of positions previously deleted by the Legislature. See Section 31.00 of the Budget Act.

For a more complete definition and description of temporary help positions, see SAM Section [6518](#).

The Totals, Authorized Positions line shows the count of full time equivalent positions filled and actual amount expended for the past year, the number of full time equivalent positions and amounts approved by the Legislature in the immediate past approved budget for the current and budget years.