

Special Session -- PICS Update Form for Position and FTE Actions

Agency Name: _____

Special Session Date: _____

Agency #: _____

Contact Person: _____

Phone #: _____

Note: All columns need to be completed by agency before submission (refer to back page for instructions)

Action	Reduction Type	Bill #	Position #	Representation Code / Classification / Pay / Range Option	Salary Rate on PICS	Position Type	Org Structure	FTE	# of Months	Phase-In Date	Phase-Out Date	Funding		
												General %	Other %	Federal %
Example #1 A ①	Perm ②	SB 5575 ③	1040023	OA C0104 AA ④	\$ 2,472 ⑤	PF ⑥	451-01-00-00000	0.50 ⑦	12 ⑧	07/01 ⑨	06/02 ⑨	100%		⑩
Example #2 D - To	Perm	SB 5575	3250001	MMN X7002 AA	\$ 3,383	PP	010-01-00-00000	0.50	12	07/01	9999	100%		
D - From	Perm	SB 5575	3250001	MMN X7002 AA	\$ 3,383	PF	010-01-00-00000	1.00	24	07/01	9999	100%		

Instructions

Note: All columns need to be completed by agency before submission

1. **Action:** A = Abolish
D = Decrease Months*
E = Establish
F = Fund Shift*
I = Increase Months/FTE*
R = Reclasp*
T = Transfer

*These actions must be comprised of two lines, a "from" line and a "to" line
2. **Reduction Type:** Perm = Permanent
Temp = Temporary
3. **Bill #:** Provide bill number that is directing action
4. **Representation Code:** Identifies union representation code, i.e., OA
Classification: Identifies position classification i.e., C0104
Pay/Range Options: Identifies pay/range i.e., AA vs IA
5. **Salary Rate:** Establishments are automatically set up at 2nd step
Not applicable to reclasses or abolishments
6. **Position Type:** PF = Permanent Full-Time
PP = Permanent Part-Time
LF = Limited Duration Full-Time
LP = Limited Duration Part-Time
SF = Seasonal Full-time
SP = Seasonal Part-Time
7. **FTE:** Full-time equivalent amount based on the number of months on the position divided by 24
8. **# of Months:** Biennial number of months on the position
9. **Phase-In / Phase-Out:** Dates a position will be established and/or expire for the current biennium.
Permanent positions require phase-in dates only.
Seasonal positions, use this field for annual season start and end dates.
10. **Funding:** Show position fund split by percentage in the correct fund type column

