



COMMONWEALTH of VIRGINIA

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MEMORANDUM

TO: Agency Human Resource Directors

FROM: E. Steve Hastey
PMIS Systems Analyst

Bob Weaver
Senior Human Resource Management Consultant

SUBJECT: New Budget Codes PMIS Implementation

The following information is provided for implementation of new PMIS budget codes in support of the Department of Planning and Budget accounting code conversion effective July 1, 2006. Please ensure that appropriate staff are aware of these procedures. Questions should be directed as indicated in the memorandum. Thank you for your cooperation.

1) Budget Coding Structure Change

The Program budget field name will not change, and the field will remain three digits in length. Only the values assigned to this field will change. For the "Subprogram" field, the field name will change to "Service." This field will still be a two-digit field. It will have new values assigned to it in addition to its having a new field name.

The current Program/Subprogram data values on PMIS must be updated to the new Program/Service values. For some agencies, the update will be a simple crosswalk from the old Program/Subprogram values to the new Program/Service data values. Others may require a complex update of individual position records.

The new budget code values will be posted to PMIS via batch (bulk) update, not by keying transactions. DHRM will distribute files to agency HuRMan folders on March 1, 2006 for agencies to download, update and return. File guidance will be provided at <http://web1.dhrm.virginia.gov/itech/> under the broadcast message link "New PMIS Budget Codes".

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2) Valid Agency Budget Codes Excel File – Lists the Valid Values

The “Valid Agency Budget Codes” Excel workbook lists the acceptable Program/Service codes for each agency. This workbook contains the valid values that agencies must use for Program/Service codes. There is a link to the workbook embedded in the broadcast message “New PMIS Budget Codes” on the ITech Web page referenced above.

3) Importing Data Files into Excel – Import All Fields in Text Data Format

Assuming you have saved the file to be converted to your Desktop PC, to import text file data, open Excel, go to File, Open. This opens the “Look in” box to find the file. At the bottom of this window in “Files of type”, select All Files from the drop down selection list. Navigate through the folders and find the file you have saved on your computer. Highlight this file and select Open.

In the Text Import Wizard:

1. Select Delimited. Leave “Start import at row” as 1 and leave “File origin” as Windows ANSI. Use both of these default selections. Then select Next.
2. Select the type of delimiter used by deselecting TAB, selecting Other, and filling in the pipe bar symbol (located above the Enter key, upper case) at the flashing cursor in the box. Then select Next.
3. Slide the navigator bar to see the last column to be imported, hold down the <Shift> key and click on this column. Under “Column data format,” select Text. Click Finish.

4) Update Methods

There are two update methods for agencies to choose between. Please choose only one of the two update methods. DHRM will not be able to support a combination of the two methods.

4A. Program/Subprogram to Program/Service Update Method

This method may be used where there is a one-to-one crosswalk; in other words, where every position in the agency with a given program/subprogram code will move to a common new program/service code. For example, all positions (or partial positions) with the current codes 619/01 may move to the new codes 699/01.

The “ProgramSubprogram-to-ProgramService” Excel workbook explains the layout of the PgmSub-to-PgmSvc file that will be stored into agencies' HuRMan repository folders on March 1. The PgmSub-to-PgmSvc file is a pipe-delimited text file containing current program and subprogram codes intended for your agency's import into Excel or another relational type tool. For simple budget-code crosswalk conversions, please update and return this file for use in batch updating PMIS. If a current code will not be used, leave the Program/Service New Value as zeros. There is a link to the workbook embedded in the broadcast message “New PMIS Budget Codes” on the ITech Web page referenced above.

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4B. Individual Position Update Method

Where there is not a one-to-one crosswalk from program/subprogram to program/service, agencies will need to identify the new code(s) for each individual position. The Excel workbook "IndividualPositionUpdate" explains the layout of the Individual-Pos-Upd file that will be stored into agencies' HuRMan repository folders on March 1. The Individual-Pos-Upd file is a pipe-delimited text file intended for your agency's import into Excel or another relational type tool. For complex budget data conversions, this file can be updated and returned for use in batch updating PMIS. There will be a separate field (filled with zeroes) to the right of the program/subprogram field where you will enter the program/service code(s) for each position.

The "IndividualPositionUpdate" Excel workbook and Individual-Pos-Upd file include additional fields that your agency may wish to review and update. Included are the positions' Element, Project, Cost, and Fund codes, as well as the Percent that these codes apply to the positions. Updating these additional fields is optional. To update them, you will need to replace the existing codes with the new codes. There are no new fields for this information, so the original codes will be lost from the file after the changes are made. We recommend that you save a copy of the original file before making these changes. **If you update these optional fields, please retain any leading zeros.**

5) File Return Procedures and Deadline

Please return your file by June 1, 2006. Requests for deadline extensions and policy questions can be directed to Bob Weaver, Senior Human Resource Consultant, (804) 225-2251 or e-mail to bob.weaver@dhrm.virginia.gov. DHRM/ITech will update PMIS on July 1, 2006. We will use the month of June to resolve any technical issues relating to the batch update files and to perform pre-update tests on the files returned for use in updating PMIS.

Save your Excel file or other relational type file as a tab-delimited text file. For Excel, save by going to File, Save As, and select a location on your Desktop PC to save the file. Then in the "Save as type" dialog box, select "Text (Tab delimited) (*.txt)". Before clicking "Save", change the filename date to the current date (MMDDCCYY). Should you need to re-import your tab-delimited file into Excel for further updates, follow the paragraph-3 import instructions above, substituting TAB as the type delimiter. Maintain fields as "text" with leading zeros.

Send your text file via FTP to your agency HuRMan Incoming folder, or upload your file using our File Upload Utility located at <http://web1.dhrm.virginia.gov/itech/> [under the Workforce Planning tab]. Registration is required for access to the HuRMan Agency Repository (HuRMan portal), and is required for access to the File Upload Utility. Registration is accomplished via the DHRM ITech Web site referenced above.

We anticipate that this conversion process will run smoothly. Please direct questions or problems regarding the New Budget Codes PMIS technical implementation to the DHRM Help Desk via <http://web1.dhrm.virginia.gov/itech/> [Help Desk tab]. If your agency has internal human resource systems, please ensure that appropriate staff are advised of this transition process. Thank you in advance for your assistance.

cc: Sara Redding Wilson, Director, DHRM
Rick Pugh, Director, Agency Human Resource Services, DHRM
Belchior Mira, Director, Office of Information Technology (ITech), DHRM