

# BUDGET BOOT CAMP MODULE 2: THE SHARE SYSTEM FOR BUDGET ANALYSTS



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# MODULE OVERVIEW

1. **Creating budget journals in SHARE – Types, components and process**
  - Demonstration in SHARE
2. **Other processes in SHARE: Routing and posting journals, department level budgets, chartfield requests**
3. **Useful budget/financial reports generated from SHARE**
  - Background and demonstration
4. **Applications of information pulled from SHARE**
  - Completing budget projections
  - 50% rule verification

# CREATING BUDGET JOURNALS IN SHARE

- **Navigator > Commitment Control > Budget Journals > Enter Budget Journal > Add a New Value**
  - Clicking Add when NEXT is in the Journal ID box will auto-generate a number for the journal ID once you save the journal
  - You may instead enter a custom ID if your agency has specific naming conventions
  - Generally all journals establishing a budget will need an appropriation journal and a revenue journal
- **TRANSFER: Navigator > Commitment Control > Budget Journals > Enter Budget Transfer > Add a New Value**
  - Generally used to transfer budget authority in the same ledger group, such as from the 300 to the 400 category in a category transfer BAR
- **Adjust date as needed for when journal needs to be effective (such as 6/30/20 for a corrective adjustment to prior FY)**

# THE BUDGET HEADER PAGE

Unit 34100      Journal ID NEXT      Date 08/24/2020

\*Ledger Group  

Fiscal Year      Period

Control ChartField      \*Currency  

Budget Header Status None      Rate Type  

\*Budget Entry Type  

Exchange Rate  

Parent Budget Options      Cur Effdt  

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Budget Type

\*Entry Type  

Attachments (0)

Long Description

254 characters remaining

# THE BUDGET HEADER FIELDS

- **Ledger Group**
  - **APROP\_P**: P-code level expenditure budget, entered at category level (200, 300, etc)
  - **DEPT**: Sub P-code level expenditure budget (category level). Note that revenue budgets are not entered at this level.
  - **DETAIL**: 6 digit line item expenditure level – not budgeted
  - **REVENUE**: P-code level revenue budget
- **Budget Entry Type**
  - **Original**: used when establishing a budget for the first time (new appropriations)
  - **Adjustment**: used when adjusting an already established budget. Includes federal BARs for new grants (adjusting established federal budget)
- **Long Description**: Describe purpose of journal, including reference numbers or statutory citations if applicable
- **Alternate Description**: Generally not used, optional

# THE BUDGET HEADER FIELDS

- **Curr Effdt**
  - Generally match the date you established when you added the journal
- **Entry type**
  - Very important as this determines how journal is routed
  - **AGY:** Agency level adjustments such as department-level BARs. Do not go to DFA for approval.
  - **BAR:** Budget Adjustment Request (any type) to DFA
  - **BRF:** Budget Reallocation Form (adjustment to nonrecurring appropriation or Court) to DFA
  - **CBAR, CBRF, CBUD:** Capital outlay requests to DFA Capital Outlay Bureau
  - **OPBUD-3:** Establishes recurring (Section 4) budget. Generated from external budget system and imported into SHARE. OPBUD-3 journals are almost never created directly in SHARE.
  - **OPBUD-4:** Establishes nonrecurring budget such as for Section 5, 6, and 7 appropriations

# THE BUDGET LINES PAGE

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Unit 34100      Journal ID NEXT      Date 08/03/2020      Budget Header Status None  
 Approval Header Status Not Submitted

\*Process   Submit For Approval

**Lines** Personalize | Find | View All | First 1 of 1 Last

[Chartfields and Amounts](#) | [Base Currency Details](#)

Delete	Line	Approval Line Status	Ledger	Account	Fund▲	Dept▲	Class	Bud Ref	Set Options	Currency
<input type="checkbox"/>	1	Not Submitted	APRP_P_BUD	<input type="text"/>	<input type="button" value="Set Options"/>	USD				

Lines to add:

**Totals**

Total Lines 1      Total Debits 0.00      Total Credits 0.00

# THE BUDGET LINES FIELDS

- Account
  - Enter expenditure category if in APROP\_P or DEPT ledgers or revenue line if in REVENUE ledger
  - CAREFUL!! SHARE **does not** stop you from entering the wrong account type in the ledger you are in (possible to enter revenue codes in an APROP\_P journal)
- Fund
  - Enter fund number for journals
  - Use magnifying glass icon to look up if necessary
- Department
  - Use P-code for adjustments to program level recurring budgets
  - Use Z-code for adjustments to nonrecurring budget / special appropriations
  - Use A-code for capital budget adjustments
  - Use 10 digit code for adjustments to department-level budgets in a DEPT ledger group journal with AGY entry type ONLY

# THE BUDGET LINES FIELDS

- **Class**
  - All recurring Section 4 budgets have the same class in a fiscal year, such as E0000
  - Each nonrecurring appropriation has a unique class code that closely matches its Zcode (ZE5101, class E5101)
  - E2020: executive orders for calendar year 2020
- **Budref**
  - All recurring Section 4 budgets have the same budref in a fiscal year, starts with 1 and ends with the FY (121)
  - Nonrecurring appropriations have 3-5 digit budrefs, such as 92024, with component parts:
    - 9: denotes nonrecurring appropriation
    - 20: FY in which the appropriation began
    - 24: Authorized length of appropriation. Note this does not mean 24 full months but rather the remainder of the current FY and all of the next FY. 36 = rest of current FY + two more FYs, etc.
  - A three digit budref such as 921 is only valid in the denoted FY
  - Budrefs for nonrecurring appropriations are provided on the Table of Budget Codes

# BUDGET LINES FIELDS

- Amount
  - Enter amounts in whole numbers, not rounded
  - Enter reductions as negative numbers
  - Positive numbers will show as credits below, negative as debits
  - Be sure that debits and credits equal on transfer journals
- Click the + under the lines to create a new line and copy the info down, adjust as needed
- Saving and Submitting
  - Click Save below to save journal and give it a number if you didn't give it a custom one
  - In drop down menu above lines, click Submit Journal and Process (Submit for Approval checkbox should auto-populate)

# ROUTING AND POSTING JOURNALS

- Level 1: When the journal creator submits a journal it should be routed to the next level of approver at the agency
- Level 2 Agency Approval
  - AGY entry type: authority to approve in queue and post journal (click on Post Journal and Process in lines tab)
  - Other entry types: authority to approve in queue which submits to DFA
- Level 3 DFA Approval
  - Authority to approve in queue and post journal
  - Agencies should never attempt to post own journals that are not AGY entry types

# JOURNAL ERRORS

- Generally the only errors SHARE will identify when you are creating a journal is if you try to enter an invalid value in a certain field
  - If you are certain the value is correct (such as a certain class code), contact your SBD analyst – may need to be activated
- SHARE **does not** check journals against available budget until posting is attempted – please ensure accuracy of journal and prevent activities from hitting budget until posted
- Most common journal errors encountered by SBD when posting
  - Details found by clicking on Error next to Budget Header Status
  - Child Exceed Parent: DEPT level budget was not reduced before attempting to reduce APROP\_P budget
  - Exceeds Budget Tolerance: Not enough available budget to reduce by journal amount
  - Value not at CF Level: Some sort of incorrect entry in account, department, class field that SHARE didn't pick up on initially (for example, revenue accounts entered in APROP\_P journal)

# ESTABLISHING DEPARTMENT LEVEL BUDGETS

- Lower-level budgets using 10 digit department codes that roll up to P-code budget, used by larger agencies to subdivide their budgets. No revenue budget.
  - Not controlled by SBD except to check that a department level budget is reduced before an APROP\_P level category transfer BAR
- Agencies may create journals in SHARE to set up these budgets and post with 7/1 effective date after SBD has posted APROP\_P level budget journals for new FY
- Ledger group DEPT, Entry Type AGY.
- Account should be expenditure categories
- Same class and budref as current FY recurring budget



# CHARTFIELD REQUESTS, DEPARTMENT AND FUND MAINTENANCE FORMS

- Used to establish new fund, inactivate fund, create new department code, change accounting structure, etc.
- Reviewed and approved by both CAFR and SBD
- Find in SHARE: Setup Financial Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request
- Complete and attach appropriate Fund or Department Maintenance Form, ensure info on the form matches info entered in SHARE. Forms on FCD website.
- For more assistance contact FCD or the SHARE Help Desk

 <b>Department of Finance and Administration</b> <b>Financial Control Division</b> <b>Fund Maintenance Form</b> 	
Agency Information	
Requesting Agency:	Agency Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name of Agency Contact:	Phone: (    )
Agency Contact Email:	
Fund Information	
Add Fund*: <input type="checkbox"/>	Change Fund Name: <input type="checkbox"/> Inactivate Fund: <input type="checkbox"/> Fund Number to change or inactivate <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

# BUDGET OVERVIEW REPORT

- Navigator > Commitment Control > Review Budget Activities > Budget Overview
- Shows budget, expense, encumbrances for a P-code or other budget for certain number of FYs in selected ledger group

Inquiry OVERVIEW Description

Amount Criteria

**Budget Type**

\*Business Unit   Ledger Group/Set  Ledger Group    
 View Stat Code Budgets Approp Parent Budget Group  
 Display Chart

**Time Span**

\*Type of Calendar

**Budget Criteria** Personalize | Find | View All |  |  First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	APROP_P	<input type="text" value="SM"/> <input type="button" value="Q"/>	<input type="text" value="2020"/> <input type="button" value="Q"/>	<input type="text" value="1"/> <input type="button" value="Q"/>	<input type="text" value="2021"/> <input type="button" value="Q"/>	<input type="text" value="1"/> <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	Update/Add
Dept	<input type="text" value="ZE5047"/> <input type="button" value="Q"/>	<input type="text" value="ZE5047"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	Update/Add
Fund	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	Update/Add

**Budget Status**

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

# BUDGET OVERVIEW REPORT

- **Ledger Group:** Can look at expenditure or revenue budget, select Detail if you want to see expenditures at 6 digit line item level
- **Type of Calendar:** generally use Summary Accounting Period
- **Calendar ID:** SM. Note if pulling up by FY, enter 1 in both period fields
- **Chartfield Criteria**
  - Leave % in any fields that you want to return all possible values (no filter)
  - Enter same value in From and To fields if you only want results for that value
  - **Account:** enter range of accounts you want depending on report's ledger group
  - **Dept:** could be P-code, Z-code, 10 digit code, etc.
- **Click on Search button near top of report to run**

# BUDGET OVERVIEW REPORT

Ledger Totals (1 Rows)

Budget	300,000.00	Net Transfers	0.00
Expense	0.00		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	300,000.00		
Associate Revenue	0.00		
Available Budget	300,000.00		

Budget Overview Results

	Sup	Fund	Dept	Account	Bud Ref	Class	Fiscal Year	Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*
1		43180	ZE5047	300	92024	E5047	2020	1	300,000.00	0.00	0.00	0.00	300,000.00

- Can download results into Excel using button at right above results lines, so you can manipulate data, create pivot tables, etc.

# TRIAL BALANCE REPORT

- Useful for tracking revenue and expenditure history of funds, getting fund balance of special revenue funds for BARs and budgeting purposes
- Navigator > General Ledger > General Reports > NMS Trial Balance Fund/Account

The screenshot shows the 'NMS Trial Balance Fund/Account' configuration window. At the top, it displays 'Run Control ID TRIAL\_BALANCE' and navigation links for 'Report Manager', 'Process Monitor', and a 'Run' button. The main configuration area contains several input fields: '\*Business Unit' with the value '41900', '\*Fund' with '02300' and a note 'Enter % for ALL fundcode', '\*Fiscal Year' with '2021', '\*Accounting Period From' with '1', and '\*Accounting Period To' with '2'. There is also an unchecked checkbox for 'Include Adjustment Period (998)'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

# TRIAL BALANCE REPORT

1. Enter fund, fiscal year, and accounting period (may specify range of months)
2. Click Run, then OK.
3. Click Process Monitor, click Refresh until Run Status = Success and Distribution Status = Posted
4. Click Report Manager

Process List | Server List

View Process Request For

User ID: ANDREW.MINE | Type: | Date Range: | From: 08/24/2020 | To: 08/25/2020 | Refresh

Server: | Name: | Instance From: | Instance To: | Report Manager

Run Status: | Distribution Status: |  Save On Refresh

Process List | Personalize | Find | View All | First | 1-10 of 10 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	11920812		BI Publisher	NMS_TRLBL_AE	ANDREW.MINER	08/25/2020 1:53:42PM MDT	Success	Posted	Details

- Click on report in Excel format on left

View Reports For

Folder: | Instance: | to: | Refresh

Name: | Created On: | Last: | 1 | Days: |

Reports | Personalize | Find | View All | First | 1-10 of 10 | Last

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	NMS_TRLBL_AE - NMS Trial Balance Fund-Account.xlsx	NMS_TRLBL_AE - NMS TRIAL BALANCE FUND-ACCOUNT.XLSX	General	08/25/20 1:54PM	11632893	11920812

# TRIAL BALANCE REPORT – RESULT IN EXCEL

	A	B	C	D	E	F
1	Agency - 41900 - Economic Development Dept.					
2	NMS Trial Balance Fund/Account as of 08/31/2020					
3	Fiscal Year: 2021 - Accounting Period 1 - 2					
4					Report ID: NMS Trial	
5					Balance Fund/Account	
6					Page No:1 of 1	
7					Run Date: 08/25/2020	
8					Run Time: 1:54:18 PM	
9	<b>Fund-02300 - Development Fund</b>					
10	<b>Account #</b>	<b>Description</b>	<b>Beginning Balance</b>	<b>Period Activity</b>	<b>Ending Balance</b>	
11	101800	Agency Interest in SGFIP	\$2,774,913.56	(\$154,815.86)	\$2,620,097.70	
12	103001	Cash Auth Bank Accts - Res LT	\$180,000.00	\$0.00	\$180,000.00	
13	115900	Long Term Investments	\$1,531,719.33	\$311.25	\$1,532,030.58	
14	133900	Loans Receivable	\$25,000.00	\$0.00	\$25,000.00	
15	134900	Accrued Interest Receivable	\$0.00	\$0.00	\$0.00	
16	139900	Other Receivables	\$28,518.14	(\$28,518.14)	\$0.00	
17	141900	Due From Other Funds	\$0.00	\$0.00	\$0.00	
18	201900	Vouchers Payable	(\$333,334.00)	\$333,334.00	\$0.00	
19	292900	Other Liabilities	\$150,000.00	(\$150,000.00)	\$0.00	
20	325900	Restricted FB - Gov	(\$4,326,261.36)	\$0.00	(\$4,326,261.36)	
21	328900	Unassigned FB - Gov	(\$30,555.67)	\$0.00	(\$30,555.67)	
22	441201	Interest On Investments	\$0.00	(\$311.25)	(\$311.25)	
23	<b>Total by 02300 :</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

# SINGLE YEAR CAFR BUDGET STATUS REPORT

- Navigator > Commitment Control > Budget Reports > Budget Status
- Select chartfields to include in report, sequence to be ordered in, and range of values for each
- Follow same Run > Process Monitor > Report Manager sequence as for Trial Balance Report

Commitment Control Budget Status Report

Run Control ID NMS\_Single      Report Manager Process Monitor

Language English

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**Report Request Parameters**

\*Unit  Energy, Minerals & Resources

\*Ledger Group  Approp Parent Budget Group

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**ChartField Selection**      Personalize | Find | |      First 1-15 of 15

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
<input type="text" value="1"/>	Bud Ref	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="119"/>	<input type="text" value="119"/>
<input type="text" value="2"/>	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="P745"/>	<input type="text" value="P745"/>
<input type="text"/>	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

# SINGLE YEAR CAFR BUDGET STATUS REPORT

- Output will be PDF
- Results tie more closely to GL than Budget Overview

PEOPLESOFT GL										
BUDGET STATUS REPORT										
Report ID: GLS8020									Page No. 1	
Bus. Unit: 52100--Energy, Minerals & Resources									Run Date 08/26/2020	
Ledger Grp: APROP_P -- Approp Parent Budget Group									Run Time 08:44:27	
Currency : USD										
Chartfields Criteria										
Bud Ref: 119	Account: All values							Dept: P745		
<u>Bud Ref</u>	<u>Account</u>	<u>Dept</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>Planned</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>	
119	200	P745	4,398,300.00	0.00	0.00	0.00	0.00	3,828,445.21	569,854.79	
119	300	P745	131,400.00	0.00	0.00	0.26	0.19	131,397.36	2.19	
119	400	P745	325,900.00	0.00	0.00	0.00	2,290.18	313,633.97	9,975.85	
Grand Total :			4,855,600.00	0.00	0.00	0.26	2,290.37	4,273,476.54	579,832.83	

# COMPLETING BUDGET PROJECTIONS

- Template available on SBD website, Budget Adjustment Requests tab
- Updated every FY with new account codes and number of salary hours (such as 2,080)
- Use for budget management and planning during FY
- Submit to DFA as BAR backup (showing need/effect of BAR) and budget availability for HR actions such as raises or upward reclasses of positions
- Complete one projection packet per P-code, and different tabs for each funding source within that P-code
- Category tab is a summary rollup and copies from detail tabs – shouldn't need to hard type any numbers here

# COMPLETING BUDGET PROJECTIONS

- Detail tab
  - Populate column B with line item budgets, column C with adjustments through BARs
  - Populate columns E and F with actual expenditures / encumbrances from SHARE reports at detail level
  - Column I (projected expenditures) in the 200s (PSEB) will populate from data entered on Salary Projections tab. Manual entry required for 300s, 400s, 500s

General Fund Transfers Detail			Business Unit Number and Agency Name							08/25/20	
			Based on NMS Budget Vs Actuals Report by Pcode dated MM/DD/YYYY							02:17 PM	
			Pcode Number and Program Name								
			FY21								
			B	C	D	E	F	G	H	I	J
			FY21	FY21	FY21	FY21	FY21	FY21	FY21	FY21	FY21
CHARTFIELD	DESCRIPTION	SHARE CHART FIELD	ORIGINAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	EXPENDED YEAR TO DATE*	ENCUMBRANCES YEAR TO DATE*	TOTAL OBLIGATIONS	UNOBLIGATED BALANCE	PROJECTED EXPENDITURES TO YEAR END*	BALANCE AVAILABLE
	Exempt Perm Positions P/T&F/T	520100			0.00		0.00	0.00	0.00	0.00	0.00
	Term Positions	520200			0.00		0.00	0.00	0.00	0.00	0.00
	Classified Perm Positions F/T	520300			0.00		0.00	0.00	0.00	0.00	0.00
	Classified Perm Positions P/T	520400			0.00		0.00	0.00	0.00	0.00	0.00
	Temporary Positions F/T & P/T	520500			0.00		0.00	0.00	0.00	0.00	0.00
	Paid Unused Sick Leave	520600			0.00		0.00	0.00	0.00	0.00	0.00
	Overtime & Other Premium Pay	520700			0.00		0.00	0.00	0.00	0.00	0.00
	Annl & Comp Paid At Separation	520800			0.00		0.00	0.00	0.00	0.00	0.00
	Differential Pay	520900			0.00		0.00	0.00	0.00	0.00	0.00
	Group Insurance Premium	521100			0.00		0.00	0.00	0.00	0.00	0.00
	Retirement Contributions	521200			0.00		0.00	0.00	0.00	0.00	0.00
	F I C A	521300			0.00		0.00	0.00	0.00	0.00	0.00
	Workers' Comp Assessment Fee	521400			0.00		0.00	0.00	0.00	0.00	0.00
	GSD Work Comp Insur Premium	521410			0.00		0.00	0.00	0.00	0.00	0.00
	Unemployment Comp Premium	521500			0.00		0.00	0.00	0.00	0.00	0.00

# COMPLETING BUDGET PROJECTIONS

- Salary Projections tab
  - Complete each field with current HR data
  - Class = Exempt, Term, Exempt, Perm F/T, Perm P/T, Temp
  - Obj Code = job classification
  - Enter annual salary, hourly wage will autopopulate
  - Enter remaining pay hours based on current data and payroll schedule tab
  - Enter insurance costs per pay period dependent on employee's insurance plan and salary
  - Projected remaining costs for each line item will calculate in column S > used for PSEB projections on Detail tab
- Vacant Positions
  - Enter remaining work hours based on when you plan to fill position
  - Enter zero if no plans to fill position
  - Enter salary based on estimate of what you plan to pay position, use midpoint of salary range if unsure
  - Use single coverage to estimate insurance costs

# COMPLETING BUDGET PROJECTIONS

Business Unit Number and Agency Name											06/23/20						
Based on NMS Budget Vs Actuals Report by Pcode dated MM/DD/YYYY											03:47 PM						
Pcode Number and Program Name																	
FY21																	
General Fund Salary Projections																	
POSITION NO.	FTE	CLASS	OBJ CODE	NAME	RANGE	ANNUAL SALARY @ 2088	HOURL Y WAGE	REMAININ G PAY HOURS FY21	REMAININ G SALARY FY21	INSURANC E*Per Pay Period	REMAININ G Insurance Costs	ANNIY INCREAS E	PERSONAL SERVICES & BENEFITS SUMMARY FY21		Exempt	Term	
10101111	1.00	Term	Env Spec	Jo Bob	60	40,000	19.157	1800	34,482.76	1,000.00	22,500.00		OBJ CDE	DESCRIPTION	TOTAL SALARY	0.00	34,482.76
													520100	Exempt Perm Pos-F/T-P/T	0.00	0.00	0.00
													520200	Term Position	34,482.76	0.00	0.00
													520300	Classified Professional P/T	0.00	0.00	0.00
													520400	Classified Professional P/T	0.00	0.00	0.00
													520500	Temp Position P/T-P/T	0.00	0.00	0.00
													520600	Part Month Sub Lease	0.00	0.00	0.00
													520700	Overhead & Other Perm. Pay	0.00	0.00	0.00
													520800	Recruit/Comp Paid Search	0.00	0.00	0.00
													520900	Differential Pay	0.00	0.00	0.00
													523000	COVID Related Minus Lease	0.00	0.00	0.00
													523100	COVID Related EPFLA	0.00	0.00	0.00
													523200	COVID Related Time/Waived	0.00	0.00	0.00
													<b>Total Personal Services</b>		<b>34,482.76</b>	0.00	0.00
													521100	Group Insurance Perm.	22,500.00	0.00	0.00
													521200	Retirement Contributions	5,944.83	0.00	0.00
													521300	FICA	2,637.93	0.00	0.00
													521400	Work Comp Reinsurance	0.00	0.00	0.00
													521401	OSD Work Comp Premium	0.00	0.00	0.00

## PAYROLL SCHEDULE - FISCAL YEAR 2021

Pay Period Number	Pay Period Begins	Pay Period Ends	Pay Date	# Hours to Date	# PPs to Date	# Hours Remaining	# PPs Remaining	Payroll posted
1	6/27/2020	7/10/2020	7/17/2020	64	1	2,024	26	
2	7/11/2020	7/24/2020	7/31/2020	144	2	1,944	25	
3	7/25/2020	8/7/2020	8/14/2020	224	3	1,864	24	
4	8/8/2020	8/21/2020	8/28/2020	304	4	1,784	23	
5	8/22/2020	9/4/2020	9/11/2020	384	5	1,704	22	
6	9/5/2020	9/18/2020	9/25/2020	464	6	1,624	21	
7	9/19/2020	10/2/2020	10/9/2020	544	7	1,544	20	
8	10/3/2020	10/16/2020	10/23/2020	624	8	1,464	19	
9	10/17/2020	10/30/2020	11/6/2020	704	9	1,384	18	
10	10/31/2020	11/13/2020	11/20/2020	784	10	1,304	17	
11	11/14/2020	11/27/2020	12/4/2020	864	11	1,224	16	
12	11/28/2020	12/11/2020	12/18/2020	944	12	1,144	15	
13	12/12/2020	12/25/2020	1/1/2021	1024	13	1,064	14	
14	12/26/2020	1/8/2021	1/15/2021	1104	14	984	13	
15	1/9/2021	1/22/2021	1/29/2021	1184	15	904	12	
16	1/23/2021	2/5/2021	2/12/2021	1264	16	824	11	

# 50% RULE VERIFICATION

- 6-3-6 NMSA 1978: State agency expenditures for the first 6 months of every odd-numbered fiscal year are limited to one half of the approved budget for that year
  - Ensure that at least half of an agency's budget is available to new agency heads or elected officials taking office after an election
- Does not apply to legislative committees, legislative council, State Fair
- Applies to agency as a whole, not individual programs
- Can request exemptions for certain portions of budget – must be approved by DFA Secretary
- Around December 1 of each odd-numbered FY agencies must submit verification that they are in compliance with the 50% rule
  - Instructions and forms distributed by SBD in advance
  - Use SHARE reports to verify actual expenditure data and rule compliance

# END OF MODULE 2 – THE SHARE SYSTEM FOR BUDGET ANALYSTS

