



GOVERNOR'S OFFICE OF Planning & Budget

Driving the best investment and use of Utah's resources

FY 24 Comp Prep Guide

OVERVIEW:

The Comp Prep system is available at compprep.utah.gov/. If you do not already have access, please send an email to **James Bowman** at jbowman@utah.gov.

This manual provides general guidance for navigating through Comp Prep. Please contact your agency's analyst in the Governor's Office of Planning & Budget (GOPB) for additional assistance.

GOPB will use the data in Comp Prep to develop the Governor's recommendation for incremental changes to the state compensation package for FY 24. Since they may differ, total personnel costs from Comp Prep will not be used to pre-populate your personnel services expenditures in Budget Prep. Please accurately account for the total Comp Prep personnel costs when calculating your personnel services expenditures for Budget Prep.

This year, we have added turnover savings report to Comp Prep. This report was previously reviewed using shared spreadsheets

To provide sufficient time for GOPB to analyze various compensation package scenarios and provide agencies with summary reports to inform FY 24 base submissions, agencies must complete all Comp Prep work ***no later than Friday, Sept. 16, 2022.***

Common Data Errors

To minimize mistakes and avoid extra work during GOPB and LFA review, below is a list of common errors:

FTE VALUE GREATER THAN 1: The total FTE value in Comp Prep for an employee identification number (EIN) should not sum to a total above 1. If an employee transfers to another position within the same agency or at another agency, do not utilize the former employee and their EIN as a placeholder for a replacement. The replacement needs to be added as a vacancy.

This guide includes instructions on how to create a vacancy using a position already in the system. In rare case, such as a position share, that one employee works over 1 FTE, please note in Comp Prep.

BENEFIT SPLIT: If an employee receives benefits, this value should aggregate to one. If they do not, it should be zero. Issues frequently arise when an employee is split between appropriations

BOARD MEMBERS: If a job class title is Board/Commission Member, they should be marked as a board member. Ensure benefits values are correct for board members and note it is uncommon for them to receive benefits. Since board members are typically paid via “Alt Hours”, ensure that value is correct.

VACANCIES ALIGN WITH ACTUAL STAFFING TRENDS: In most instances, vacancies should align with actual staffing trends. There are two specific instances where this is not the case which cause concern:

1. Your total FTE and payroll costs in Comp Prep should reflect levels that your agency can realistically execute within your anticipated FY 23 base budget. For example, if an agency includes vacancies totaling 100 FTE, they should be able to realistically hire enough staff to increase the total FTE utilization by 100 compared to current staffing levels.

In the past, when agencies have been asked how they plan to fill an abnormally high number of vacancies identified in Comp Prep, agencies respond that they are using savings from turnover in other positions. In reality, turnover savings should be accounted for in the payroll costs of on-board positions listed in Comp Prep. While a percentage of positions may turn over, the specific positions are not known. Existing positions serve as a cost and FTE placeholder for future replacements.

GOPB and LFA expect agencies with a significant number of vacancies in Comp Prep to be able to justify how the positions will be hired and funded without turnover savings.

2. The benefit and retirement plan mix for vacancies should align with the average mix for existing staff. For example, it is not appropriate to assign the most expensive retirement and benefit plans to all vacancies. If a vacancy is created based on an actual position or a new vacancy for someone who has already been hired, rely on the best knowledge of what the benefit retirement mix will likely be. When adding vacancies where the benefit and retirement mix is unknown, you should align with averages for existing staff throughout your agency.

Your GOPB analyst can provide assistance with these calculations if necessary. LFA has indicated that they will flag any variance greater than 20% compared to current staff for review and potential revisions.

BASIC COMP PREP PROCESS:

1. **Review and update personnel data.** Each agency is responsible to ensure that **all** Comp Prep data are accurate—this means reviewing **each** personnel record for accuracy. It is **not** appropriate to assume that since the data was pulled from the State Data Warehouse that it is without error.

The initial data in the system is the most recently available payroll data as of the opening of Comp Prep. If another pay period is a better representation of a “regular” period, you may select another period(see page 12). You may also update or add individual records (see pages 8-12). Only add vacant positions if you plan to fill them before or during FY 23. Do not include contingent positions that will only be filled under unusual or unanticipated circumstances (see page 12).

Ensure that the *General Increase* flag is checked consistent with your intent to administer an increase to a position if funding is provided. **DO NOT** check the flag for employees in temporary positions (i.e., schedule codes IN and TL) if you do not intend to administer funded increases to employees in these positions.

2. **Review and update funding data.** The initial data in the system reflect the funding spread from the most recent legislative session as maintained by the Legislative Fiscal Analyst (see page 19).
3. **Submit final data** Update all statuses to “GOPB Review” by Sept. 17 (see page 20).

HOME PAGE NAVIGATION:

The screenshot shows the 'Personnel Grid' page on the Utah Comp Prep website. The browser address bar shows 'compprep.utah.gov'. The page title is 'Utah Comp Prep' and the navigation menu includes 'Home', 'Funding', 'Turnover Savings', and 'Admin'. The main content area is titled 'Personnel Grid' and contains a table of personnel records. The table has columns for Name, FTE Val, Rate, Estimate, Appr, Inactive, Status, Gen Incr, Max, Emp Num, Class Title, PCN, Line, Schedule, Mod, Board Member, and FTE. The table is filtered by 'KMCAB'. There are several callouts (1-14) pointing to various elements: 1. Department/Line Item Selection (KMCA DHHS Department Oversight); 2. Appropriation Unit Selection (KMCAB); 3. Filter records (Filter Criteria); 4. Personnel Data Update (checkbox in Name column); 5. Update Multiple Records (button); 6. Add Record (button); 7. Add blank vacancy (button); 8. Board Member (checkbox in Board Member column); 9. Appropriation Info (text above table); 10. Benefit Rates (text above table); 11. Download Excel Spreadsheet (button); 12. Funding Page (address bar); 13. Submit Records to GOPB (button); 14. Turnover Savings Report (address bar).

Action

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1. Department/Line Item Selection

Choose the department or line item to view from the drop-down menu

The screenshot shows the 'Personnel Grid' interface on the Utah Comp Prep website. A dropdown menu is open, showing a list of department and line item options. The selected option is '560 - Dept of Natural Resources'. The grid below displays personnel records with columns for Name, FTE Val, Rate, Estimate, Appr, Lf Ins, 401K, Dis Abit, Un-empl, COLA, Max, Emp Num, Class Title, PCN, Line, Schedule, and Mod.

Name	FTE Val	Rate	Estimate	Appr	Lf Ins	401K	Dis Abit	Un-empl	COLA	Max	Emp Num	Class Title	PCN	Line	Schedule	Mod
	0	0	\$0.00	RAA												Nov 8
	1	14.29	\$51,029.80	RAA											TL	Nov 8
	1	24.04	\$82,313.68	RAA											AD	Nov 8
	1	57.07	\$176,232.27	RAA											AD	Nov 8
	1	57.07	\$176,231.72	RAA											AD	Nov 8
	1	61.9	\$185,892.44	RAA											AB	Nov 8

2. Appropriation Unit Selection

Select the appropriation unit(s) to view

The screenshot shows the 'Personnel Grid' interface on the Utah Comp Prep website. A dropdown menu is open, displaying a list of appropriation units: All, RAB, RAD, RAF, RDA, RDB, RDC, RDD, RDE, RDF, RDG, REA, REB, REC, RED, and REE. The 'All' option is currently selected. Below the dropdown is a table with columns for Name, FTE Val, Rate, Estimate, Appr, Inactive, Status, Health, Dental, Retirement, COLA, Max, Emp Num, Class Title, PCN, Line, Schedule, and Mod. The table contains six rows of personnel records, each with a checkbox in the 'Appr' column. The first row has 'RAA' in the 'Appr' column, and the other rows have 'RAA' in the 'Appr' column. The table also includes columns for 'Health', 'Dental', and 'Retirement' with various codes and values.

You may view multiple appropriation units. Select one unit from the drop-down menu, then select as many others as needed. . To remove an appropriation unit, click the "X" to the left of the appropriation unit.

3. Filter records

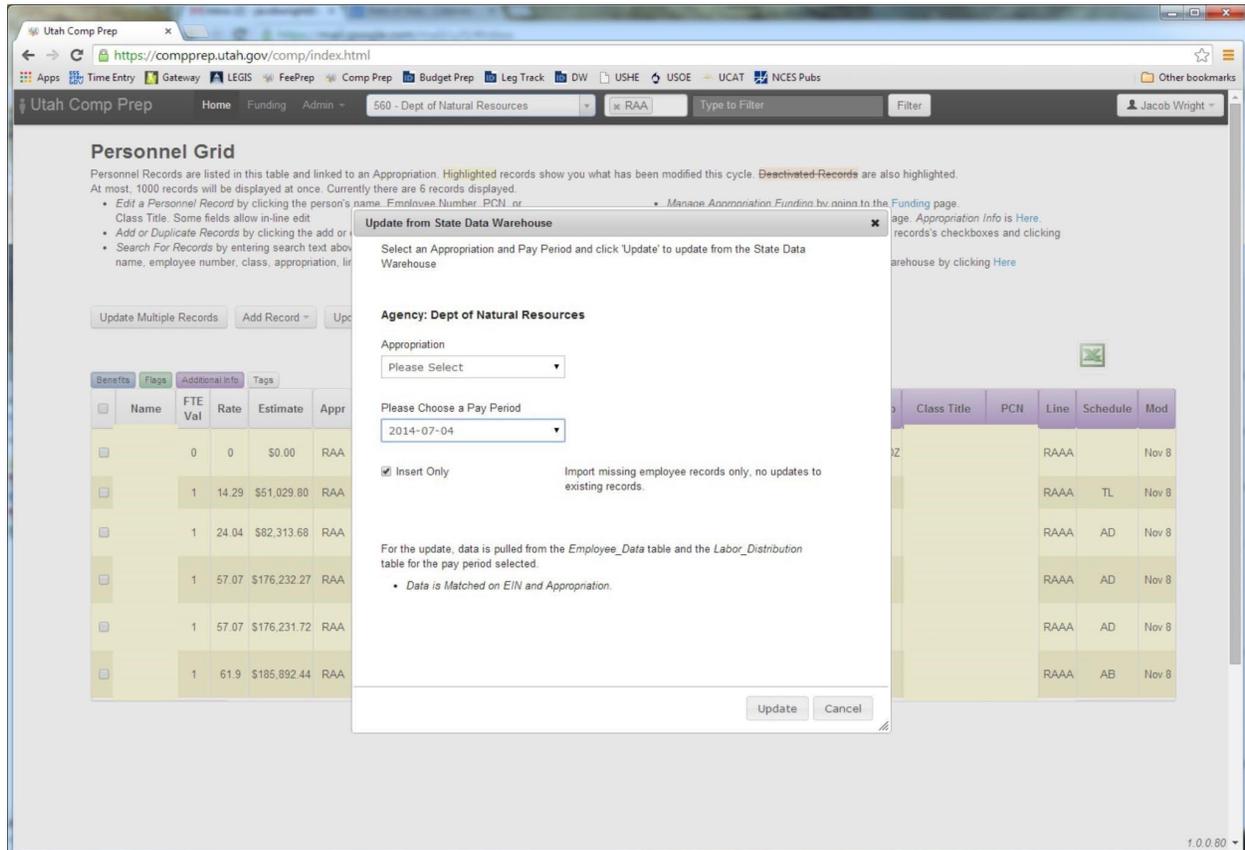
Filter the records by name, EIN, PCN, tags, or appropriation

The screenshot shows the Utah Comp Prep web application interface. At the top, there is a navigation bar with the title "Utah Comp Prep" and a user profile for "Jacob Wright". Below the navigation bar, there is a search area with a dropdown menu set to "RAAA DNR Natural Resources Admin..." and a search box containing the text "Doo". A dropdown menu is open, showing filter options: "NAME", "Class Title", "EIN", "NAME" (highlighted in blue), "PCN", and "TAGS". Below the search area, there is a "Personnel Grid" section. The grid contains a table with columns: Name, FTE Val, Rate, Estimate, Appr, Inactive, Status, Health, Dental, Retire, LF Ins, 401K, Dis Ablt, Un-empl, Gen Incr, Max, Emp Num, Class Title, PCN, Line, Schedule, Mod, Board Member, FTE, and Tags. The first row in the table is highlighted with a red box and contains the following data: Name: Doo, John; FTE Val: 1; Rate: 42.42; Estimate: \$134,087.00; Appr: RAA; Inactive: ; Status: Agency Review; Health: HD SUMF; Dental: PEHP F; Retire: DEFT2; LF Ins: ; 401K: \$0.00; Dis Ablt: ; Un-empl: ; Gen Incr: ; Max: ; Emp Num: 191657; Class Title: ; PCN: ; Line: ; Schedule: AD; Mod: May 5; Board Member: ; FTE: 1; Tags: 0200. A red arrow points from the "Doo" text in the search box to the "Doo, John" entry in the grid.

Use the filter to quickly find records. You may filter by Class Title, EIN, Name, PCN, or Tags. Choose the desired category from the drop-down menu, type the criterion into the filter box, and press enter or click the "Filter" button. To remove the filter, delete the criterion from the filter and press enter or click the "Filter" button.

4. Personnel Data Update

Update personnel records with data from the State Data Warehouse



Click on “Add Record” and then “Add From SDW”, or the hyperlinked “Here” at the end of the final bullet point labeled “Update Personnel Data” to import compensation data for a specific appropriation unit from the State Data Warehouse. Then follow these steps:

1. Select the appropriation unit.
2. Select the pay period.
3. Choose whether to import only missing records by checking the “Insert Only” box, or to overwrite all the data by unchecking the “Insert Only” box.
4. Click “Update” at the bottom left. A message box will appear as a final opportunity to cancel the import—click “OK” to proceed with and complete the import.

NOTE: If you would like to import compensation data for more than one appropriation unit simultaneously, please contact your GOPB analyst.

5. Update Multiple Records

Perform updates to all records with the box to their left checked

The screenshot shows the Utah Comp Prep web application interface. On the left, the 'Personnel Grid' displays a table of personnel records. The first three rows have their checkboxes checked, and these checkboxes are highlighted with a red box. The 'Mass Update Personnel Records' pop-up window is open in the center, allowing for simultaneous updates to the selected records. The window contains various fields for updating record information, including:

- General:** Appropriation (text field), Status (dropdown menu set to 'No Update').
- FTE (Full-Time Employee):** FTE Value (text field), Hourly Rt (text field).
- Benefits:** Health (dropdown menu set to 'No Update'), Dental (dropdown menu set to 'No Update'), Retirement (dropdown menu set to 'No Update'), Unemployment (dropdown menu set to 'No Update'), Long Term Disability (dropdown menu set to 'No Update'), COLA (dropdown menu set to 'No Update'), Life Insurance (dropdown menu set to 'No Update').

At the bottom of the pop-up window are 'Save' and 'Cancel' buttons. On the right side of the main page, a table shows details for selected records:

Class Title	PCN	Line	Schedule	Mod
		RAAA		Nov 8
		RAAA	TL	Nov 8
		RAAA	AD	Nov 8
		RAAA	AD	Nov 8
		RAAA	AD	Nov 8
		RAAA	AB	Nov 8

Use this option to update multiple records simultaneously. To update records, follow these steps:

1. Check the box to the left of each record you wish to include in the mass update.
2. Click on the "Update Multiple Records" button and make the necessary changes in the resulting pop-up window.
3. Click "Save" to update the selected records with any changes you have made, or "Cancel" to cancel any changes and close the window.

6. Add Record

Personnel Grid

Personnel Records are listed in this table and linked to an Appropriation. Highlighted records show you what has been modified this cycle. Deactivated Records are also highlighted.
At most, 1000 records will be displayed at once. Currently there are 6 records displayed.

- *Edit a Personnel Record* by clicking the person's name, Employee Number, PCN, or Class Title. Some fields allow in-line edit
- *Add or Duplicate Records* by clicking the add or duplicate buttons
- *Search For Records* by entering search text above. Search will look at the person's name, employee number, class, appropriation, line or tags.
- *Manage Appropriation Funding* by going to the [Funding](#) page.
- *See Calculations Rates* on the [Benefit Rates](#) page. *Appropriation Info* is [Here](#).
- *Mass Update* multiple records by checking the records's checkboxes and clicking 'Mass Update'
- *Update Personnel Data* from the State Data Warehouse by clicking [Here](#)

Update Multiple Records Add Record Update Statuses to LFA Review Update Statuses to Agency Review

Benefits	Flags	Additional	Name	FTE	Rate	Status	Health	Dental	Retire	LF Ins	401K	Dis Abt	Un-empl	COLA	Max	Emp Numb	Class Title	PCN	Line	Schedule	Mod	
<input type="checkbox"/>			Klops, Wada	0	\$0.00	RAA	LFA Review	NONE	NONE	NONCONTRIB	<input type="checkbox"/>	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		LLNBSJ6HDZ	BUSINESS SYSTEM SUPERVISOR		RAAA		Nov 8
<input type="checkbox"/>			Lucero, Janette	1	14.29 \$51,029.80	RAA	LFA Review	PEHPA 2	PEHP 2	NONCONTRIB	<input checked="" type="checkbox"/>	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		174834	OFFICE SPECIALIST I	56001000	RAAA	TL	Nov 8
<input type="checkbox"/>			Arfinson, Kaelyn E	1	24.04 \$82,313.68	RAA	LFA Review	PEHPA F	PEHPP F	NONCONTRIB	<input type="checkbox"/>	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		166716	EXECUTIVE ASSISTANT, APPOINTED	56001002	RAAA	AD	Nov 8
<input type="checkbox"/>			Pearson, Robyn R	1	57.07 \$176,232.27	RAA	LFA Review	HD ADVF	PEHPP F	NONCONTRIB	<input type="checkbox"/>	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		159852	DEPUTY DIRECTOR, DNR	56001006	RAAA	AD	Nov 8
<input type="checkbox"/>			Bird, Darin G	1	57.07 \$176,231.72	RAA	LFA Review	PEHPA F	PEHPP F	NONCONTRIB	<input type="checkbox"/>	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		131355	DEPUTY DIRECTOR, DNR	56001017	RAAA	AD	Nov 8
<input type="checkbox"/>			Styler, Michael Russel	1	61.9 \$185,892.44	RAA	LFA Review	PEHPA 2	PEHPP 2	NONCONTRIB	<input type="checkbox"/>	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		116909	EXECUTIVE DIRECTOR, DNR	56001005	RAAA	AB	Nov 8

1. **ADD BLANK VACANCY:** Please include only those vacancies that are likely to be filled before or during FY 23. DO NOT include contingency positions that will only be filled under unusual or unanticipated circumstances. Please provide a justification for including the vacancy in the notes field (found at the bottom of the pop-up window that results after clicking on a record's name). Do not add vacancies based on anticipated savings you achieved when other active positions in Comp Prep turnover. Those active positions serve as a placeholder for the FTE and cost of future turnover.
2. **ADD VACANCY FROM EXISTING:** Check the box to the left of the record you wish to duplicate. Make any necessary changes to the data in the resulting popup window and click "Save."
3. **ADD BY SPLITTING EMPLOYEE:** Use this option to split an employee between multiple appropriation units. Check the box to the left of the record you wish to split. Make any necessary changes to the data in the resulting pop-up window and click "Save."
4. **ADD FROM SDW:** To add from the State Data Warehouse, click the link or scroll to the previous section for details.

7. Add blank vacancy

Add New Personnel Record

New Personnel Record

Agency: Dept of Natural Resources

Employee Name: Vacant

EIN: NewEmpNzcoMS

Class Title*
Select a Class/Title

PCN*

Schedule Code*
Select a Schedule

Appropriation*

Status
Agency Review

Board Member

FTE Value*
1.0

Hourly Rt*

Inactive
 Max Rate

Benefits

Health
BP ADVF

Dental
PEHP F

Retirement
NONE

Life Insurance
 Unemployment

COLA
 Long Term Disability

Advanced (Click to Open)

Benefit Split

~~Alternative Hours~~

401k Match

Alt Life Ins Premium

TermPool
--Please Select--

System Id:
Data Warehouse Key:

Estimate

Tags

Tags

Add Tag

Save Cancel

You must select the appropriate schedule code. Once you have saved the vacancy, you will be unable to change the schedule code.

DO NOT enter alternative hours for any position. If an employee will not work the full 2,088 hours of the fiscal year, please adjust the FTE value. Contact GOPB if you have any questions.

Please include only those vacancies that are likely to be filled in FY 24. DO NOT include contingency positions that will only be filled under unusual or unanticipated circumstances. The average mix of benefits for all vacancies in your agency should align with the average mix of benefits for existing positions in your agency.

Please provide an explanatory note (in the Notes field) for each vacancy.

8. Board Member

Identify board and commission members

Personnel Grid

Personnel Records are listed in this table and linked to an Appropriation. **Highlighted** records show you what has been modified this cycle. **Deactivated Records** are also highlighted.

At most, 1500 records will be displayed at once. Currently there are 6 records displayed.

- [Edit a Personnel Record](#) by clicking the person's name, Employee Number, PCN, or Class Title. Some fields allow in-line edit
- [Add or Duplicate Records](#) by clicking the add or duplicate buttons
- [Search For Records](#) by entering search text above. Search will look at the person's name, employee number, class, appropriation, line or tags.
- [Manage Appropriation Funding](#) by going to the [Funding](#) page.
- See [Calculations Rates](#) on the [Benefit Rates](#) page. [Appropriation Info](#) is [Here](#).
- [Mass Update](#) multiple records by checking the records's checkboxes and clicking 'Mass Update'
- [Update Personnel Data](#) from the State Data Warehouse by clicking [Here](#)

Update Multiple Records Add Record Submit Records to GOMB

Name	FTE Val	Rate	Estimate	Appr	Inactive	Status	Health	Dental	Retire	Lf Ins	401K	Dis Ablt	Un-empl	Gen Incr	Max	Emp Num	Class Title	PCN	Line	Schedule	Mod	Board Member	FTE	Tags
	0.88	27.4	\$78,642.35	LAG	<input type="checkbox"/>	Agency Review	SUMMIT 2	PEHP 2	HYBT2	<input checked="" type="checkbox"/>	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				LAAA	B	May 5	<input type="checkbox"/>	0.88	1701
																			LAAA	B	May 5	<input type="checkbox"/>		1708
Doe, John	0.95	30.19	\$95,322.99	LAG	<input type="checkbox"/>	Agency Review	HD ADVF	PEHP F	DEFT2	<input checked="" type="checkbox"/>	\$26.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				LAAA	B	May 5	<input type="checkbox"/>	0.95	1701
																			LAAA	B	May 5	<input type="checkbox"/>		1706
	1	44.28	\$143,369.08	LAG	<input type="checkbox"/>	Agency Review	PEHPA F	PEHP F	NONCONTRIB	<input checked="" type="checkbox"/>	\$26.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				LAAA	AD	May 5	<input type="checkbox"/>	1	1701
																			LAAA	B	May 5	<input type="checkbox"/>		1706
	1	33.72	\$112,813.17	LAG	<input type="checkbox"/>	Agency Review	PEHPA F	PEHP F	NONCONTRIB	<input checked="" type="checkbox"/>	\$26.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				LAAA	B	May 5	<input type="checkbox"/>	1	1701
																			LAAA	B	May 5	<input type="checkbox"/>		1706
	1	28.81	\$89,553.84	LAG	<input type="checkbox"/>	Agency Review	PEHPA 1	PEHP 2	NONCONTRIB	<input checked="" type="checkbox"/>	\$26.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				LAAA	B	May 5	<input type="checkbox"/>	1	1701
																			LAAA	B	May 5	<input type="checkbox"/>		1706
	1	35.41	\$117,703.28	LAG	<input type="checkbox"/>	Agency Review	SUMMIT F	PEHP F	NONCONTRIB	<input checked="" type="checkbox"/>	\$26.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				LAAA	B	May 5	<input type="checkbox"/>	1	1701

Check the Board Member box to identify the records of board or commission members that are present in Comp Prep. GOBP will exclude all board members from the incremental compensation increase calculation. Do not add records for board members that are not present in the Comp Prep.

9. Appropriation Info

Select the appropriation unit(s) to view

Utah Comp Prep

https://compprep.utah.gov/comp/apprView.html

Utah Comp Prep Home Funding Admin - Jacob Wright

Appropriation Unit Lookup

This information comes from the State Data Warehouse (Appropriation_Unit table).
This is the appropriation information for Dept of Natural Resources for 2014.

Appropriation Units										
Department	Appr	Appr Desc	Line	Line Info	Line Detail	Category	Type	Note	Unit Info	Fiscal Year
Dept of Natural Resources	RAA	RAA DNR Executive Director	RAAA	RAAA DNR Natural Resources Administration	RAAA SB5 Item 001 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	RAB	RAB DNR Administrative Services	RAAA	RAAA DNR Natural Resources Administration	RAAA SB5 Item 001 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	RAD	RAD DNR Public Affairs	RAAA	RAAA DNR Natural Resources Administration	RAAA SB5 Item 001 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	RAE	RAE DNR Lake Commissions	RAAA	RAAA DNR Natural Resources Administration	RAAA SB5 Item 001 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	RAF	RAF DNR Law Enforcement	RAAA	RAAA DNR Natural Resources Administration	RAAA SB5 Item 001 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	RBA	RBA DNR Building Operations	RBAA	RBAA DNR Building Operations	RBAA SB5 Item 003 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	RCA	RCA DNR Warehouse ISF	RCAA	RCAA DNR Internal Service Fund	RCAA SB5 Item 038 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 6600	2014
Dept of Natural Resources	RDA	RDA DNR FFSL Division Administration	RDAA	RDAA DNR Forestry, Fire & State Lands	RDAA SB5 Item 005 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	RDB	RDB DNR FFSL Fire Management	RDAA	RDAA DNR Forestry, Fire & State Lands	RDAA SB5 Item 005 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	RDC	RDC DNR FFSL Fire Suppression	RDAA	RDAA DNR Forestry, Fire & State Lands	RDAA SB5 Item 005 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	RDD	RDD DNR FFSL Land Management	RDAA	RDAA DNR Forestry, Fire & State Lands	RDAA SB5 Item 005 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	RDE	RDE DNR FFSL Forest Management	RDAA	RDAA DNR Forestry, Fire & State Lands	RDAA SB5 Item 005 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	RDF	RDF DNR FFSL Program Delivery	RDAA	RDAA DNR Forestry, Fire & State Lands	RDAA SB5 Item 005 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	RDG	RDG DNR FFSL Lone Peak Center	RDAA	RDAA DNR Forestry, Fire & State Lands	RDAA SB5 Item 005 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	RDH	RDH DNR FFSL Project Management	RDAA	RDAA DNR Forestry, Fire & State Lands	RDAA SB5 Item 005 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	REA	REA DNR OGM Administration	REAA	REAA DNR Oil, Gas & Mining	REAA SB5 Item 006 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014
Dept of Natural Resources	REB	REB DNR OGM Oil & Gas Program	REAA	REAA DNR Oil, Gas & Mining	REAA SB5 Item 006 2013 General Session	IAAA Natural Resources	IAAA Natural Resources		560 1000	2014

10. Benefit Rates

View benefit rates and hours per FTE utilized to calculate total salary and benefit costs

Utah Comp Prep Saved to this PC

compprep.utah.gov/benefitView.html Duncan Evans

Utah Comp Prep Home Funding Turnover Savings Admin

Benefit Rates

The current rates for estimate calculations are listed below. Rates are either a Percentage or a Flat Cost. The appropriate column will be populated for each rate.



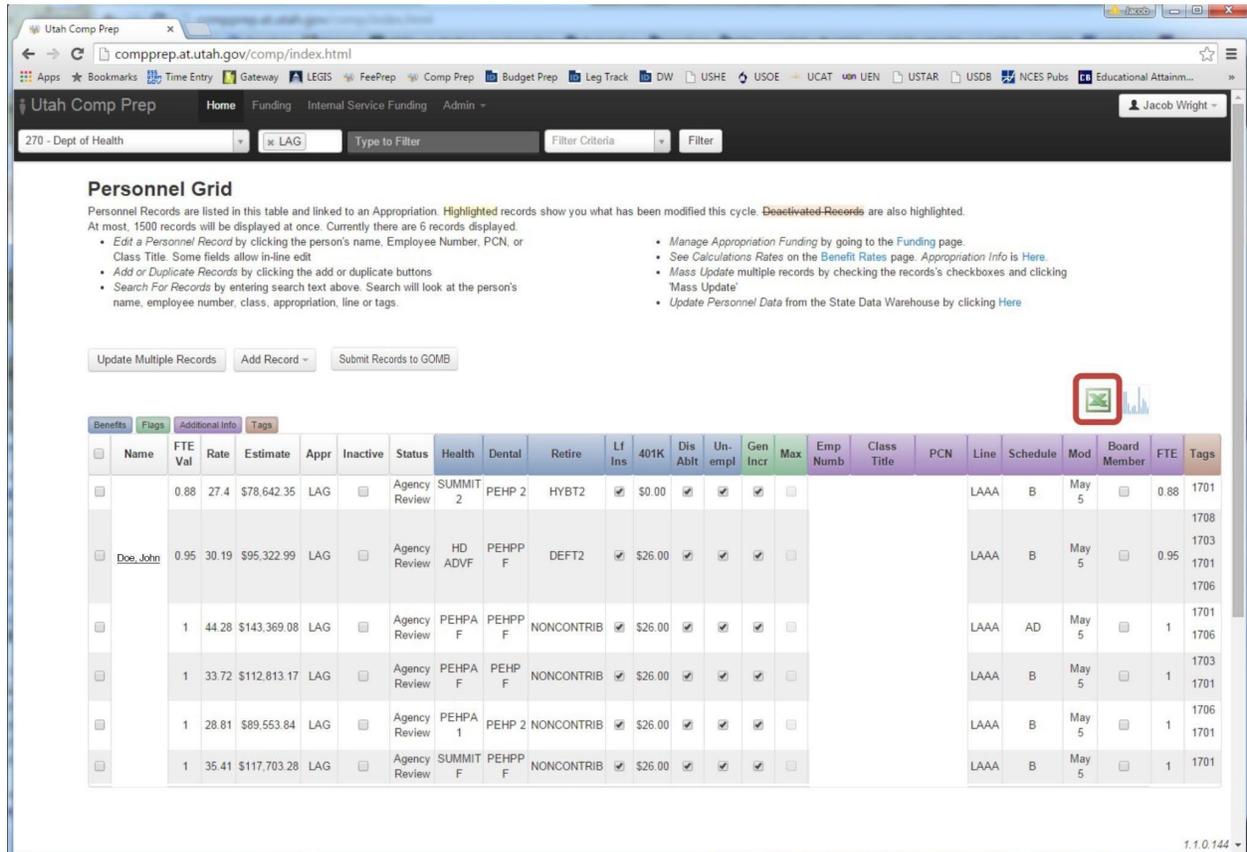
Calculation						
Name	Type	Year	Percentage	Flat Rate		
Life Insurance	Calculation	2023		32.76		
Medicare	Calculation	2023	0.0145			
Workers Comp 810	Calculation	2023	0.0160			
Workers Comp	Calculation	2023	0.0061			
Disability	Calculation	2023	0.0050			
Unemployment	Calculation	2023	0.0010			
Social Security	Calculation	2023	0.0620			
Social Security Cap	Calculation	2023		147000.00		
Max Match 401k	Calculation	2023		26.00		
Base Hours	Calculation	2023		2088.00		
Year	Calculation	2023		2023.00		

Dental						
Name	Type	Year	Percentage	Flat Rate		
NONE	Dental	2023		0.00		
PEHP 1	Dental	2023		311.48		
PEHP 2	Dental	2023		578.50		
PEHP F	Dental	2023		1051.96		
PEHPP 1	Dental	2023		311.48		
PEHPP 2	Dental	2023		578.50		
PEHPP F	Dental	2023		1051.96		
VCARE 1	Dental	2023		311.48		

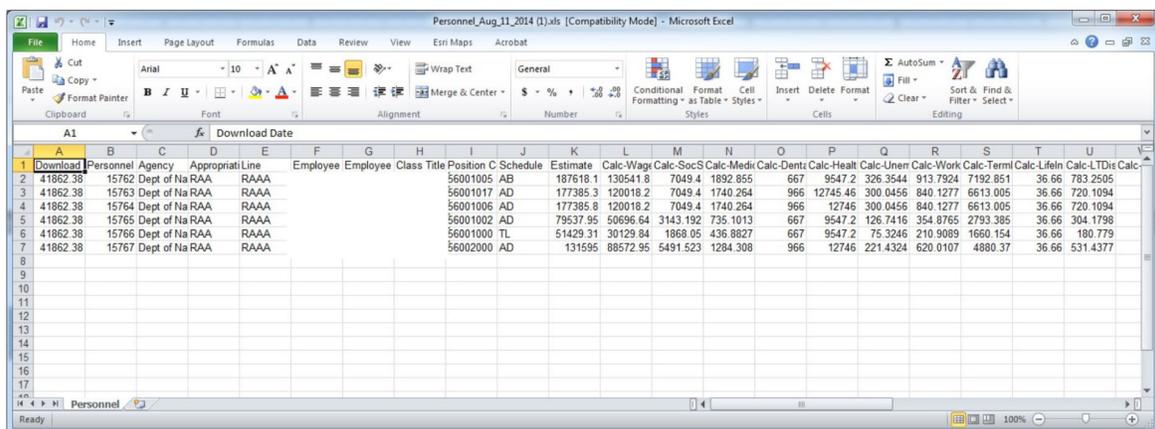
2.0.0-64-g5b0b0a0

11. Download Excel Spreadsheet

Download data in excel spreadsheet format



Click on the Excel icon to download the data in an Excel spreadsheet.



12. Funding Page

View and edit appropriation unit funding sources

The screenshot shows the 'Funding' page in the Utah Comp Prep system. The 'Funding' menu item is highlighted in red. Below the navigation bar, there is a table of appropriations. The first row is highlighted with a red box:

Appropriation	Department	FTE Total	Funded	Estimate
RAA	Dept of Natural Resources	5	100%	\$671,699.94

A red line connects this row to a 'Funding Update' window. This window shows a table of funding sources for the selected appropriation:

Fund	Name	Default	Percent	Notes
1000	1000.GP.General Fund.Unrestricted	80	95	H.B. 103 decreased available fee revenue. [X]
9600	9600.Dedicated Credits Revenue	20	5	H.B. 103 decreased the fee supporting personnel [X]
	Total		100	

Below the table is a drop-down menu for selecting a fund, followed by input fields for 'Default', 'Amount', and 'Note', and an 'Add Fund' button.

Click “Funding” on the menu bar to edit the funding spreads. The “Funding” page should reflect the spread of funding sources for personnel services expenditures. The system is pre-populated with the funding spread from the most recent legislative session.

- To add additional funding sources, select a fund from the drop-down menu, enter the amount (as a percent of the total funding), add appropriate notes, and click Add Fund. Repeat as necessary.
- To update the percent attributed to a fund, click on the fund name in the table, adjust the amount, add appropriate notes, and click Update Fund.
- To remove a funding source, click the red box to its right.

The initial funding spread loaded into Comp Prep is based on the LFA’s FY 24 ongoing funding base budget, and this value is stored in the “Default” field. If you change the default percentage or add a new funding source, please provide justification in the notes field.

13. Submit Records to GOPB

Submit all records to GOPB for review

Personnel Grid

Personnel Records are listed in this table and linked to an Appropriation. **Highlighted** records show you what has been modified this cycle. **Deactivated Records** are also highlighted.

At most, 1500 records will be displayed at once. Currently there are 6 records displayed.

- **Edit a Personnel Record** by clicking the person's name, Employee Number, PCN, or Class Title. Some fields allow in-line edit
- **Add or Duplicate Records** by clicking the add or duplicate buttons
- **Search For Records** by entering search text above. Search will look at the person's name, employee number, class, appropriation, line or tags.
- **Manage Appropriation Funding** by going to the [Funding](#) page.
- **See Calculations Rates** on the [Benefit Rates](#) page. [Appropriation Info](#) is Here.
- **Mass Update** multiple records by checking the records's checkboxes and clicking 'Mass Update'
- **Update Personnel Data** from the State Data Warehouse by clicking [Here](#)

Update Multiple Records Add Record **Submit Records to GOMB**

Name	FTE Val	Rate	Estimate	Appr	Inactive	Status	Health	Dental	Retire	Lf Ins	401K	Dis Abt	Un-empl	Gen Incr	Max	Emp Num	Class Title	PCN	Line	Schedule	Mod	Board Member	FTE	Tags
Doe, John	0.88	27.4	\$78,642.35	LAG	<input type="checkbox"/>	Agency Review	SUMMIT 2	PEHP 2	HYBT2	<input checked="" type="checkbox"/>	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			LAAA	B	May 5	<input type="checkbox"/>	0.88	1701	
																		LAAA	B	May 5	<input type="checkbox"/>	0.95	1703	
	0.95	30.19	\$95,322.99	LAG	<input type="checkbox"/>	Agency Review	HD ADVF	PEHP F	DEFT2	<input checked="" type="checkbox"/>	\$26.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			LAAA	B	May 5	<input type="checkbox"/>	0.95	1701	
																		LAAA	AD	May 5	<input type="checkbox"/>	1	1706	
	1	44.28	\$143,369.08	LAG	<input type="checkbox"/>	Agency Review	PEHPA F	PEHP F	NONCONTRIB	<input checked="" type="checkbox"/>	\$26.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			LAAA	B	May 5	<input type="checkbox"/>	1	1703	
																		LAAA	B	May 5	<input type="checkbox"/>	1	1701	

Once you have reviewed all records and believe them to be correct, click “Submit Records to GOPB.” A box will pop up with a message asking if you have reviewed the funding spread. If not, click Cancel, review the funding spread ([see page 19](#)), and then submit records.

Please submit all records no later than Friday, Sept. 16, 2022.

NOTE: Once you have submitted records to GOPB for review, you will no longer be able to edit those records. Please contact your GOPB analyst if you need to edit them after they have been submitted for GOPB review.

14. Turnover Savings Report

New for FY 24

The Turnover Savings review was previously completed with shared spreadsheets and has now been added to Comp Prep. LFA and GOPB utilize the data to meet two separate reporting requirements.

Agencies should review this vacancy report for accuracy and provide suggested amendments to their GOPB analyst by Friday, September 16. When completed, update status to "GOPB Review".

Budget data fields for both years represent the FINET budget for personnel services. **Actual data fields** for both years represent actual personnel services expenditures in FINET. Updates should be coordinated with your GOPB analyst for the budget and actual data fields. **Appropriated data fields** for both years represent the appropriations provided for personnel services and are tracked in LFA's COBI. If you have questions regarding this amount, please contact your LFA analyst.

Department: 060

[Update Statuses to Agency Review](#) [Update Statuses to GOPB Review](#) [Update Statuses to LFA Review](#)

Line Item	Line Item Name	FY22 Appropriated	FY22 Budget	FY22 Actual	FY23 Appropriated	FY23 Budget	FY23 Actual	Status	Notes
CCCA	Colorado River Authority of Utah	N/A	N/A	N/A	\$600,000	\$600,000	\$616,774	Agency Review	
CEAA	GOV Criminal & Juvenile Justice	\$7,043,800	\$5,810,602	\$6,038,292	\$6,841,000	\$5,718,053	\$6,291,387	Agency Review	
CAAA	GOV Governor's Office	\$5,701,600	\$5,263,700	\$5,357,483	\$5,559,600	\$5,582,000	\$5,891,494	Agency Review	
CFDA	GOV Indigent Defense Commission	\$1,248,900	\$1,055,742	\$919,039	\$2,413,500	\$932,914	\$1,368,760	Agency Review	
CBAA	GOV Office of Management & Budget	\$3,959,800	\$3,657,500	\$3,153,813	\$4,881,600	\$4,094,300	\$3,889,715	Agency Review	

Data for the report comes from the following sources:

- Budget data fields for both years represent the FINET budget for personnel services.
- Actual data fields for both years represent actual personnel services expenditures in FINET.
- Appropriated data fields for both years represent the appropriations provided for personnel services and are tracked in LFA's COBI. If you have questions regarding this amount, please contact your LFA analyst.

If you see any discrepancies with the data, please note the discrepancies and work with your GOPB analyst to resolve those. After you have completed your agency review, please update the status to GOPB review.