



**Governor's Office of Planning & Budget**

**FY27**  
**Budget Compensation**  
**Prep Guide**

**August 2025**



# GOVERNOR'S OFFICE OF PLANNING & BUDGET

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## FY27 Comp Prep Guide

### OVERVIEW

The Comp Prep system is available at <https://budgetprep.utah.gov/comp/home.html>. If you do not already have access, please send an email to **Hannah Elliott** at [helliott@utah.gov](mailto:helliott@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 FY27. 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.

To provide sufficient time for GOPB to analyze various compensation package scenarios and provide agencies with summary reports to inform FY27 base submissions, agencies must complete all Comp Prep work ***no later than Tuesday, September 30, 2025.***

## BASIC COMP PREP PROCESS

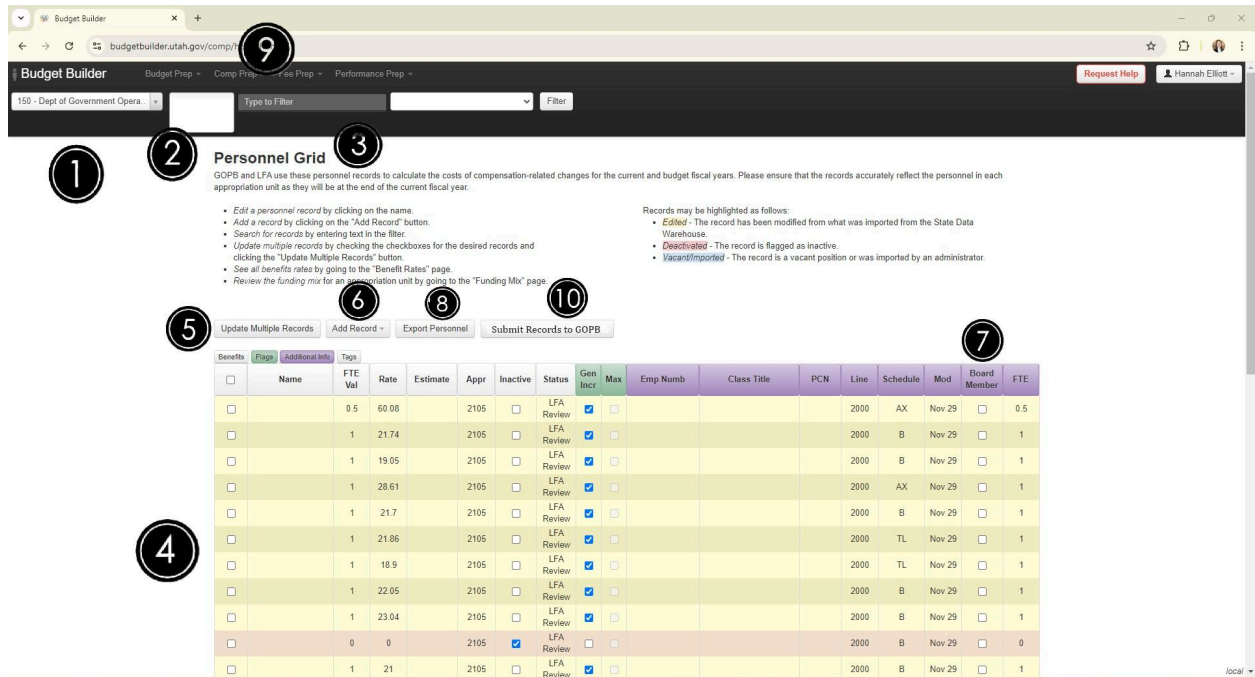
1. **Review and update personnel data.** Each agency is responsible to ensure that **all** Comp Prep data are accurate—this means reviewing **each** personnel record for accuracy. It is **not** appropriate to assume that since the data was pulled from the State Data Warehouse that it is without error.

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. You may also update or add individual records ([see pages 7-10](#)). Only add vacant positions if you plan to fill them before or during FY27. Do not include contingent positions that will only be filled under unusual or unanticipated circumstances ([see page 11](#)).

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 mix from the most recent legislative session as maintained by the Legislative Fiscal Analyst ([see page 13](#)).
3. **Submit final data** Update all statuses to “GOPB Review” by close of business on **September 30** ([see page 18](#)).

# HOME PAGE NAVIGATION



Action	Page
1. Department/Line Item Selection.....	3
2. Appropriation Unit Selection.....	5
3. Filter records.....	6
4. Personnel Data Update.....	7
5. Update Multiple Records.....	8
6. Add Record.....	9
6a. Add blank vacancy.....	10
7. Board Member.....	11
8. Export Personnel.....	12
9. Funding Page.....	13
9a. Turnover Savings Report.....	15
10. Review All Errors.....	16
11. Submit Records to GOPB.....	18

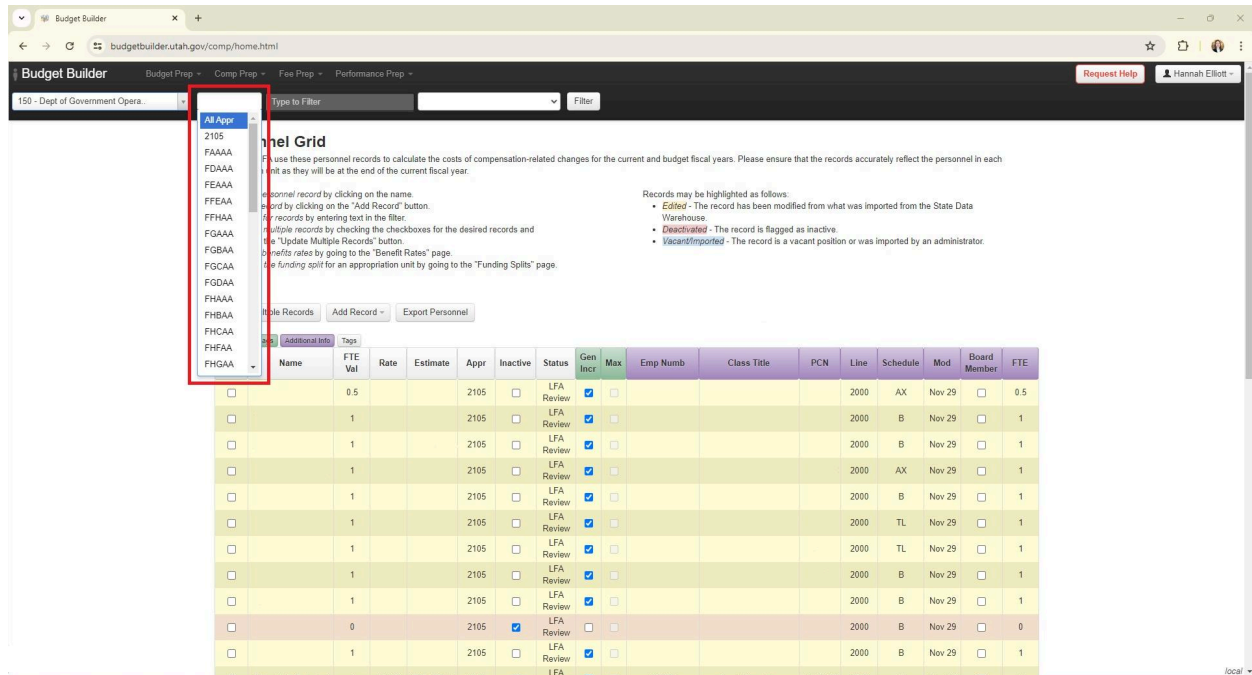
# 1. Department/Line Item Selection

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

The screenshot shows the Budget Builder web application interface. On the left, a dropdown menu is open, showing a list of departments and line items under the heading "150 - Dept of Government Opera...". The selected item is "2000 Restricted Special Revenue". The main area displays the "Personnel Grid" with a table of personnel records. The table has columns for Name, FTE Val, Rate, Estimate, Appr, Inactive, Status, Gen Incr, Max, Emp Numb, Class Title, PCN, Line, Schedule, Mod, Board Member, and FTE. The table contains several rows of data, with some rows highlighted in yellow and one row highlighted in red. The interface also includes a search bar at the top, a "Filter" button, and a "Request Help" button in the top right corner.

## 2. Appropriation Unit Selection

Select the appropriation unit(s) to view.



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 'Personnel Grid' interface in the Budget Builder application. A red box highlights the 'Type to Filter' dropdown menu, which is currently open and showing options: Class Title, EIN, NAME, PCN, and TAGS. Red lines connect these options to their respective columns in the table below. The table has columns for Name, FTE, Rate, Estimate, Appr, Inactive, Status, Gen Inctr, Max, Emp Numb, Class Title, PCN, Line, Schedule, Mod, Board Member, and FTE. The table contains several rows of data, with one row highlighted in red.

Benefits	Flags	Add Record	Info	Tags	Name	FTE	Rate	Estimate	Appr	Inactive	Status	Gen Inctr	Max	Emp Numb	Class Title	PCN	Line	Schedule	Mod	Board Member	FTE
<input type="checkbox"/>						0.5			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	AX	Nov 29	<input type="checkbox"/>	0.5
<input type="checkbox"/>						1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>						1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>						1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	AX	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>						1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>						1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	TL	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>						1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	TL	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>						1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>						1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>						0			2105	<input checked="" type="checkbox"/>	LFA Review	<input type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 29	<input type="checkbox"/>	0
<input type="checkbox"/>						1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 29	<input type="checkbox"/>	1

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.

**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.

- *Edit a Personnel Record* by clicking the person's Class Title. Some fields allow in-line edit
- *Add or Duplicate Records* by clicking the add or duplicate record's checkboxes and clicking [here](#)
- *Search For Records* by entering search text above the table. Search criteria include: name, employee number, class, appropriation, line number, etc.

Update Multiple Records   Add Record   Update

Benefits   Flags   Additional Info   Tags

Line	Schedule	Mod	Board Member	FTE
2000	B	Oct 24	<input type="checkbox"/>	0.04
2000	B	Oct 24	<input type="checkbox"/>	0.01
2000	B	Oct 24	<input type="checkbox"/>	0.11
5000	B	Oct 24	<input type="checkbox"/>	0.15
NAAA	AX	Oct 24	<input type="checkbox"/>	1
NAAA	B	Oct 24	<input type="checkbox"/>	1
NAAA	B	Oct 24	<input type="checkbox"/>	1
NAAA	B	Oct 24	<input type="checkbox"/>	1
NAAA	B	Oct 24	<input type="checkbox"/>	1
NAAA	B	Oct 24	<input type="checkbox"/>	1
NAAA	B	Oct 24	<input type="checkbox"/>	0.4

**Update from State Data Warehouse**

Select an Appropriation and Pay Period and click 'Update' to update from the State Data Warehouse

Agency: Dept of Environmental Quality

Appropriation: Please Select

Please Choose a Pay Period: 2023-07-21

Insert Only   Import missing employee records only, no updates to existing records.

For the update, data is pulled from the *Employee\_Data* table and the *Labor\_Distribution* table for the pay period selected.

- Data is Matched on EIN and Appropriation.

Update   Cancel

Click on “Add Record” and then “Add From SDW” 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 'Budget Builder' web application interface. At the top, there are navigation tabs for 'Budget Prep', 'Comp Prep', 'Fee Prep', and 'Performance Prep'. Below this, there's a filter section with '150 - Dept of Government Opera' and '2105' selected. The main content area is titled 'Personnel Grid' and contains a table with columns: 'Name', 'FTE Val', 'Rate', and a checkbox column. Two rows in the table have their checkboxes checked. A 'Mass Update Personnel Records' pop-up window is open, showing a form with sections for 'General', 'FTE (Full-Time Employee)', and 'Benefits'. The 'General' section includes 'Appropriation' and 'Status' dropdowns, and a 'Board Member' checkbox. The 'FTE' section includes 'FTE Value' and 'Hourly Rt' input fields, and 'Inactive' and 'Active' checkboxes. The 'Benefits' section includes 'Health' and 'Dental' dropdowns, and a 'Retirement' dropdown. A 'Save' button and a 'Cancel' button are at the bottom of the pop-up window.

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**

GOBP and LFA use these personnel records to calculate the costs of compensation-related changes for the current and budget fiscal years. Please ensure that the records accurately reflect the personnel in each appropriation unit as they will be at the end of the current fiscal year.

- Edit a personnel record by clicking on the name.
- Add a record by clicking on the "Add Record" button.
- Search for records by entering text in the filter.
- Update multiple records by checking the checkboxes for the desired records and clicking the "Update Multiple Records" button.
- See all benefits rates by going to the "Benefits Rates" page.
- Review the funding split for an appropriation unit by going to the "Funding Splits" page.

Records may be highlighted as follows:

- Edited - The record has been modified from what was imported from the State Data Warehouse.
- Deactivated - The record is flagged as inactive.
- Vacant/Imported - The record is a vacant position or was imported by an administrator.

Update Multiple Records   Add Record   Export Personnel   Submit Records to GOBP

Benefits	Flags	Additional	Name	Appr	Inactive	Status	Gen Incr	Max	Emp. Num	Class Title	PCN	Line	Schedule	Mod	Board Member	FTE
<input type="checkbox"/>				2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	AX	Nov 29	<input type="checkbox"/>	0.5
<input type="checkbox"/>			1	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>			1	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>			1	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	AX	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>			1	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>			1	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	TL	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>			1	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	TL	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>			1	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>			1	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 29	<input type="checkbox"/>	1
<input type="checkbox"/>			0	2105	<input checked="" type="checkbox"/>	LFA Review	<input type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 29	<input type="checkbox"/>	0
<input type="checkbox"/>			1	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 29	<input type="checkbox"/>	1

- ADD BLANK VACANCY:** Please include only those vacancies that are likely to be filled before or during FY27. 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.
- 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."
- 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."
- ADD FROM SDW:** To add from the State Data Warehouse, click the link or scroll to the previous section for details.

## 6a. Add blank vacancy

The screenshot shows the 'Add New Personnel Record' form. The 'Schedule Code' dropdown menu is highlighted with a red box and a red line pointing to a callout box. Another red box with a red line points to the 'Alternative Hours' field, which is crossed out with a red circle and slash. The callout boxes contain the following text:

**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 FY27. 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.

## 7. Board Member

Identify board and commission members.

The screenshot shows the 'Personnel Grid' in the Budget Builder application. The interface includes a navigation bar with 'Budget Builder', 'Budget Prep', 'Comp Prep', 'Fee Prep', and 'Performance Prep'. Below the navigation bar, there are filters for '150 - Dept of Government Opera' and '2105'. The main content area is titled 'Personnel Grid' and contains instructions for using the grid. A table of personnel records is displayed with columns for Name, FTE Val, Rate, Estimate, Appr, Inactive, Status, Gen Incr, Max, Emp Numb, Class Title, PCN, Line, Schedule, Mod, Board Member, and FTE. The 'Board Member' column is highlighted with a red box. The table contains 15 rows of data, with the 15th row highlighted in red.

Benefits	Flags	Additional Info	Tags	Name	FTE Val	Rate	Estimate	Appr	Inactive	Status	Gen Incr	Max	Emp Numb	Class Title	PCN	Line	Schedule	Mod	Board Member	FTE
					0.5			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	AX	Nov 25	<input type="checkbox"/>	0.5
					1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 25	<input type="checkbox"/>	1
					1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 25	<input type="checkbox"/>	1
					1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	AX	Nov 25	<input type="checkbox"/>	1
					1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 25	<input type="checkbox"/>	1
					1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	TL	Nov 25	<input type="checkbox"/>	1
					1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	TL	Nov 25	<input type="checkbox"/>	1
					1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 25	<input type="checkbox"/>	1
					1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 25	<input type="checkbox"/>	1
					0			2105	<input checked="" type="checkbox"/>	LFA Review	<input type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 25	<input type="checkbox"/>	0
					1			2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 25	<input type="checkbox"/>	1

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

## 8. Export Personnel

Download data in excel spreadsheet format.

**Personnel Grid**

GOBP and LFA use these personnel records to calculate the costs of compensation-related changes for the current and budget fiscal years. Please ensure that the records accurately reflect the personnel in each appropriation unit as they will be at the end of the current fiscal year.

- **Edit a personnel record** by clicking on the name.
- **Add a record** by clicking on the "Add Record" button.
- **Search for records** by entering text in the filter.
- **Update multiple records** by checking the checkboxes for the desired records and clicking the "Update Multiple Records" button.
- **See all benefits rates** by going to the "Benefits Rates" page.
- **Review the funding split** for an appropriation unit by going to the "Funding Splits" page.

Records may be highlighted as follows:

- **Edited** - The record has been modified from what was imported from the State Data Warehouse.
- **Deactivated** - The record is flagged as inactive.
- **Vacant/Imported** - The record is a vacant position or was imported by an administrator.

Buttons: Update Multiple Records, Add Record, **Export Personnel**, Submit Records to GOBP

Benefits	Flags	Additional Info	Tags	Name	FTE Val	Rate	Estimate	Appr	Inactive	Status	Gen Incr	Max	Emp Numb	Class Title	PCN	Line	Schedule	Mod	Board Member	FTE
					0.5			2105		LFA Review	<input checked="" type="checkbox"/>					2000	AX	Nov 29		0.5
					1			2105		LFA Review	<input checked="" type="checkbox"/>					2000	B	Nov 29		1
					1			2105		LFA Review	<input checked="" type="checkbox"/>					2000	B	Nov 29		1
					1			2105		LFA Review	<input checked="" type="checkbox"/>					2000	AX	Nov 29		1
					1			2105		LFA Review	<input checked="" type="checkbox"/>					2000	B	Nov 29		1
					1			2105		LFA Review	<input checked="" type="checkbox"/>					2000	TL	Nov 29		1
					1			2105		LFA Review	<input checked="" type="checkbox"/>					2000	TL	Nov 29		1
					1			2105		LFA Review	<input checked="" type="checkbox"/>					2000	B	Nov 29		1
					1			2105		LFA Review	<input checked="" type="checkbox"/>					2000	B	Nov 29		1
					0			2105	<input checked="" type="checkbox"/>	LFA Review	<input type="checkbox"/>					2000	B	Nov 29		0
					1			2105		LFA Review	<input checked="" type="checkbox"/>					2000	B	Nov 29		1

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

Download	Personnel Agency	Appropriation Line	Employee	Employee Class Title	Position	C. Schedule	Estimate	K	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	45147.71	32749	Departmer2005	2000	AB	152084.3	140480.6	8709.8	2036.969	0	0	0	856.9319	0	0	0	0	0	0	0	LFA Review
2	45147.71	49165	Departmer2005	2000	AD	152084.3	140480.6	8709.8	2036.969	0	0	0	856.9319	0	0	0	0	0	0	0	LFA Review
3	45147.71	49222	Departmer2005	2000	X	152084.3	140480.6	8709.8	2036.969	0	0	0	856.9319	0	0	0	0	0	0	0	LFA Review
4	45147.71	55955	Departmer DAC	DAAA	AB	75898.51	43618.32	2704.336	632.4656	578.5	15524.6	43.61832	266.0718	1260.569	32.76	218.0916	676	10333.18	0	0	LFA Review
5	45147.71	56052	Departmer DAC	DAAA	AB	148414.5	109056.2	6761.487	1581.315	0	0	109.0562	665.2431	3151.725	32.76	545.2812	676	25835.42	0	0	LFA Review
6	45147.71	51688	Departmer DAC	DAAA	AD	16403.54	15138	938.556	219.501	0	0	15.138	92.3418	0	0	0	0	0	0	0	LFA Review
7	45147.71	55930	Departmer DAC	DAAA	AD	238997.4	171257.8	9114	2483.238	311.48	7529.6	171.2578	1044.672	4949.349	32.76	856.2888	676	40570.96	0	0	LFA Review
8	45147.71	56053	Departmer DAC	DAAA	AD	81386.22	49005.36	3038.332	710.5777	578.5	15524.6	49.00536	298.9327	1416.255	32.76	245.0268	676	9810.873	0	0	LFA Review
9	45147.71	55925	Departmer DAC	DAAA	AB	124091.2	88197.12	5468.221	1278.858	311.48	7529.6	88.19712	538.0024	2548.897	32.76	440.9856	0	17657.06	0	0	LFA Review
10	45147.71	42014	Departmer DAC	DAAA	X	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	LFA Review
11	45147.71	55987	Departmer DAC	DAAA	X	125226.4	75857.04	4703.136	1099.927	1051.96	20724.86	75.85704	462.7279	2192.268	32.76	379.2852	676	17970.53	0	0	LFA Review
12	45147.71	46432	Departmer DAC	DAAA	X	6561.41	6055.2	375.4224	87.8004	0	0	6.0552	36.93672	0	0	0	0	0	0	0	LFA Review
13	45147.71	56044	Departmer DAC	DAAA	AB	97003.93	67233.6	4168.483	974.8872	311.48	7389.98	67.2336	410.125	1943.051	32.76	336.168	676	13460.17	0	0	LFA Review
14	45147.71	48802	Departmer DAC	DAAA	AC	153335.2	112689.4	6986.74	1633.996	0	0	112.6894	687.4051	3256.723	32.76	563.4468	676	26696.11	0	0	LFA Review
15	45147.71	42830	Departmer DAC	DAAA	AC	62570.83	41509.44	2573.585	601.8869	311.48	7529.6	41.50944	253.2076	1199.623	32.76	207.5472	0	8310.19	0	0	LFA Review
16	45147.71	56084	Departmer DAC	DAAA	AC	97226.91	59800.32	3707.62	867.1046	0	15524.6	59.80032	364.782	1728.229	32.76	299.0016	676	14166.7	0	0	LFA Review

## 9. Funding Page

View and edit appropriation unit funding sources.

**Budget Builder** Budget Prep ▾ Comp Prep ▾ Fee Prep ▾ Performance Prep ▾ Request Help Hannah E

### Funding Mix

Previously-approved Funding Exemptions: If you have received a funding exemption from the legislature that is not reflected in the default values, please contact GOPB to discuss changing the default values. If you have received a funding exemption from the legislature that is not reflected in the default values, please add a note that identifies when the legislature approved the exemption.

**New Funding Exemptions:** To request a new exemption to the default funding mix please update the "ISF Requested Funding Percent" and "Comp Requested Funding Percent" and add new sources as appropriate. You must also provide a compelling justification in the notes field for each change, or GOPB will restore the default values.

050 - State Treasurer ▾

Select a status... ▾

Line Item	Appropriation	ISF Default Funding Percent	ISF Requested Funding Percent	Comp Default Funding Percent	Comp Requested Funding Percent	Status	Actions
7208	7208 Navajo Trust Fund	1.0000	1.0000	1.0000	1.0000	GOPB Review	
EAAA	EAA Treasury & Investment	1.0000	1.0000	1.0000	1.0000	GOPB Review	
EAAA	EAB Unclaimed Property	1.0000	1.0000	1.0000	1.0000	GOPB Review	
EAAA	EAC Money Management Council	1.0000	1.0000	1.0000	1.0000	GOPB Review	
EAAA	EAD Land Trusts Protection and Advocacy Office	1.0000	1.0000	1.0000	1.0000	GOPB Review	

Click on "Funding Mix" located under the Comp Prep drop down to edit the funding spreads. This can also be accessed under the Budget Prep drop down menu. The "Funding" page should reflect the spread of funding sources for personnel services expenditures. The initial funding spread loaded into Comp Prep is based on the LFA's FY26 ongoing funding base budget, and this value is stored in the "default" field.

If you believe that a line item received a funding exemption from the legislature that is not reflected in the default values, please contact GOPB to discuss changing the default values. If GOPB agrees to a change, the agency **must add a note** to the appropriate funding record to identify when the legislature approved the exemption.

To request a new exemption to the default funding mix, agencies should update the "ISF Requested Funding Percent" and "Comp Requested Funding Percent" and add new sources as appropriate. Agencies **must also provide a compelling justification** in the notes for each change, or GOPB will restore the default values.

When GOPB calculates statewide compensation and ISF changes, they will not include newly requested funding exemptions. Rather, GOPB will separately calculate the cost of justified requests for funding exemptions. If the governor chooses to recommend these exemptions, GOPB will include them in the budget as distinct recommendations for the legislature to consider during the appropriations review process in the 2026 General Session.

To edit the funding mix for an appropriation unit, click the pencil icon at the right of the funding mix record.

- To add additional funding sources, click the “Add Funding Mix” button and enter the requested data.
- To request a new percentage for a funding source, click on the “requested funding pct” field value and update the number with a value ranging from 0.0000 to 1.0000.
- Make sure to justify each change in the “Notes” field, or GOPB will automatically delete the change.

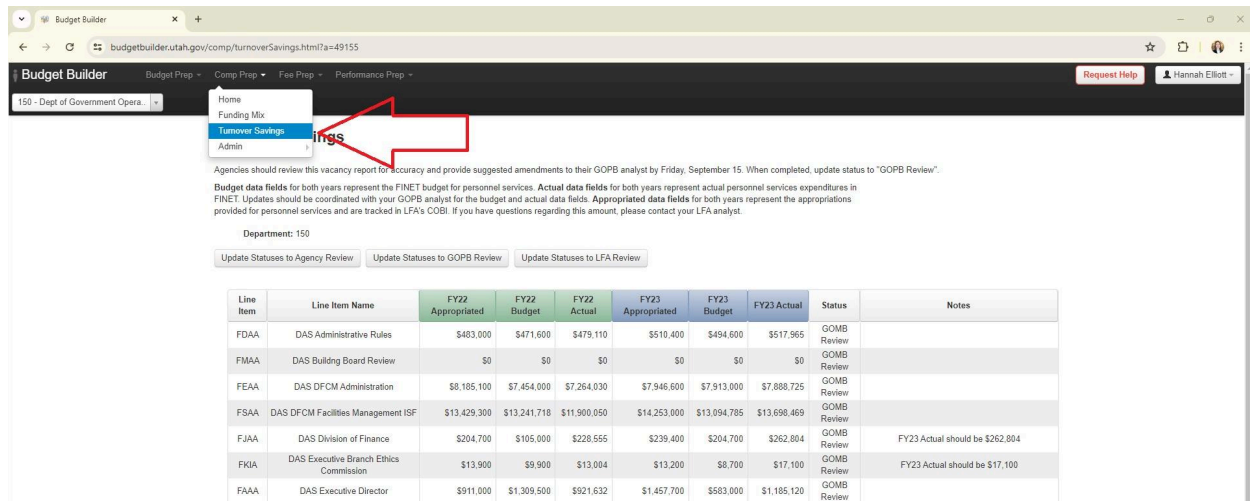
Agency: 150 - Dept of Government Operations  
 Line: 2105 DAS Office of State Debt Collection Fund

Fund	Category	ISF Default Funding Pct	ISF Requested Funding Pct	Comp Default Funding Pct	Comp Requested Funding Pct	Note
9800	Dedicated Credits	0.9999	0.9999	0.9999	0.9999	
9980	Other Financing Sources	0.0001	0.0001	0.0001	0.0001	
<b>Percent Total</b>		1.0000	1.0000	1.0000	1.0000	

## 9a. Turnover Savings Report

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.

This table is now in a new location. Under the Comp Prep tab, select the Turnover Savings option, which will populate the needed information.



Agencies should review this vacancy report for accuracy and provide suggested amendments to their GOPB analyst by Friday, September 15. 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: 150

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
FDA	DAS Administrative Rules	\$483,000	\$471,600	\$479,110	\$510,400	\$494,600	\$517,965	GOMB Review	
FMA	DAS Building Board Review	\$0	\$0	\$0	\$0	\$0	\$0	GOMB Review	
FEA	DAS DFCM Administration	\$8,105,100	\$7,454,000	\$7,264,030	\$7,946,600	\$7,913,000	\$7,888,725	GOMB Review	
FS	DAS DFCM Facilities Management ISF	\$13,429,300	\$13,241,718	\$11,900,050	\$14,253,000	\$13,094,785	\$13,698,469	GOMB Review	
FJA	DAS Division of Finance	\$204,700	\$105,000	\$228,555	\$239,400	\$204,700	\$262,804	GOMB Review	FY23 Actual should be \$262,804
FKA	DAS Executive Branch Ethics Commission	\$13,900	\$9,900	\$13,004	\$13,200	\$8,700	\$17,100	GOMB Review	FY23 Actual should be \$17,100
FAA	DAS Executive Director	\$911,000	\$1,309,500	\$921,632	\$1,457,700	\$883,000	\$1,185,120	GOMB 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 them. After you have completed your agency review, please update the status to GOPB review.

## 10. Review All Errors

Comp Prep now has a feature to “only show records with errors”. The “Comp Prep Common Data Errors” at the end of this guide can elaborate on what the error is. You will need to click into the individual personal record to see what the error is.

If records are identified as having errors, click into the individual record to see what the error is. A caution sign should be displayed to show what the error is and the corresponding correction.

For further clarification on comp errors and how to correct them, please reach out to your GOPB analyst.

clicking the **Update Multiple Records** button.

- Review the *funding mix* for an appropriation unit by going to the "Funding Mix" page.
- [vacant/imported](#) - The record is a

<input type="checkbox"/>	Name	FTE Val	Rate	Estimate	Appr	Inactive	Status	Gen Incr	Max	Emp Numb	Class Title
<input type="checkbox"/>		0.25	35.02	\$29,003.16		<input type="checkbox"/>	GOPB Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		0.25	79.07	\$60,101.78		<input type="checkbox"/>	GOPB Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		0.25	34.02	\$29,437.88		<input type="checkbox"/>	GOPB Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		0.25	33.97	\$29,403.79		<input type="checkbox"/>	GOPB Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		0.25	39.52	\$33,186.83		<input type="checkbox"/>	GOPB Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Appropriation

FLAAA

Status

GOPB Review

Board Member

Not Vacant

FTE (Full-Time Employee)

FTE Value



1.5

Please enter a value between 0.0 and 1.0 (ie '0.33') for the FTE Value field

Inactive

Max Rate

Benefits

Health

HD SUM2

Dental

NONE

Retirement

NONCONTRIB

Life Insurance

General Increase



Caution error and the corresponding error will appear

Save Cancel

## 11. Submit Records to GOPB

Submit all records to GOPB for review

**Budget Builder** Budget Prep - Comp Prep - Performance Prep -

180 - Dept of Public Safety x 2390 Type to Filter Filter

### 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.

- *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 GOPB**

Benefits	Flags	Additional Info	Tags	Name	FTE Val	Rate	Estimate	Appr	Inactive	Status	Emp Num	Class Title	PCN	Line	Schedule	Mod	Board Member	FTE
<input type="checkbox"/>					1	53.7	\$194,149.87	2390	<input type="checkbox"/>	LFA Review				2000	AX	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	32.36	\$120,942.68	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	37.08	\$129,206.93	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	23.13	\$87,740.92	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	37.08	\$139,146.07	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	37.08	\$135,747.75	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	37.08	\$129,785.43	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	43	\$164,335.32	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	46.95	\$165,896.01	2390	<input type="checkbox"/>	LFA Review				2000	AX	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	33.54	\$123,495.07	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1

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 15](#)), and then submit records.

Please submit all records no later than close of business on **Tuesday, September 30, 2025**.

**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.**

# Comp Prep Common Data Errors

## OVERVIEW

GOPB and LFA have identified common errors that users make when they edit data in Comp Prep. This document identifies these common errors, which agencies are responsible to correct before submitting Comp Prep data to GOPB.

Appropriation: FLAAA

Status: GOPB Review

Board Member  Not Vacant

FTE (Full-Time Employee)

FTE Value: 1.5

Please enter a value between 0.0 and 1.0 (ie '0.33') for the FTE Value field

Inactive  Max Rate

Benefits

Health: HD SUM2

Dental: NONE

Retirement: NONCONTRIB

Life Insurance  General Increase

Save Cancel

## PERSONNEL DATA ERRORS

### Benefit Split

The benefit split indicates the share of an employee's health insurance, dental insurance, life insurance, and \$26-per-pay-period 401(k) match benefits that are paid out of the given appropriation unit.

*A value of 1.0 indicates that 100% of the cost of these benefits is paid out of the given appropriation unit.*

- The **SUM of the benefit split** for the combined personnel records of any single employee (by employee identification number or EIN) in an agency **should equal 0.0 or 1.0**.
  - If the **SUM is greater than 1.0** or the **SUM is between 0.0 and 1.0** the **benefit split must be corrected**.

### FTE Value

An employee's full-time equivalent (FTE) value is the quotient of the number of hours an employee is scheduled to work in a year and the total number of work hours in the year.

- The **SUM of the FTE value** for the combined personnel records of any single employee (by employee identification number or EIN) in an agency **should not exceed 1.0**.
  - If the **SUM is greater than 1.0** the **FTE value must be corrected**.
- If the **FTE value is zero**, the personnel record should be **flagged as inactive** (*unless it is for a legislator or board member*).

### General Increase Flag

The general increase checkbox is used to flag personnel who are eligible for the annual statewide cost-of-living adjustment (COLA) based on schedule code.

- The general increase checkbox **SHOULD BE checked** for all records with the following schedule codes: **B, AD, AG, AO, AR, AS, AT, AW, AX, IN, or TL**.
- The general increase checkbox should **NOT be checked** for records with the following schedule codes: **AQ, AU**.

## **401(k) Match Amount**

This is the amount of the \$26 per-pay-period 401(k) match that an individual receives.

- The amount **should not exceed \$26** for any personnel record.
  - **If the amount exceeds \$26, reduce it to \$26.**
- Employees with the following retirement plans are **not eligible for the 401(k) match: NONE, JUDGES, PSNCRB, PSNCRA, REHIRED, NCRA.**
  - **Reduce the 401(k) match amount for these personnel records to \$0.**

## **Hourly Rate**

The hourly rate should not be less than minimum wage (\$7.25). The only exception is schedule-AU employees (patients and inmates employed in state institutions) who might have a lower hourly rate.

## **Board Member Flag**

The board member checkbox is used to identify only employee records with a board/commission member class title.

- If the box is checked for an employee whose class title is not board/commission member then it must be unchecked.

## **Board Member with Benefits**

With the exception of members of the State Board of Education, it would be unusual for a board member to receive benefits.

- Except for members of the State Board of Education, if a board/commission member personnel record has benefits they must be set to NONE or \$0, or unchecked.

## **Vacant FTE with Pre-July 2011 Retirement Plan**

Only employees employed by the State before July 2011 qualify for older plans (e.g., NONCONTRIB, CONTRIB, PSNONCONTRIB, or FIREFIGHT). It is unlikely that a newly hired FTE qualifies for the older retirement plans.

- If a vacant personnel record has one of these retirement plans then it must be changed as follows:
  - NONCONTRIB should be DEFT2 or HYBT2
  - CONTRIB should be DEFT2 or HYBT2
  - PSNONCONT should be PSDEFT2 or PSHYBT2
  - FIREFIGHT should be FFDEFT2 or FFHYBT2

## **Too Many Vacant FTEs with Family Health Plan**

It is not acceptable to simply select family health plans for all vacant positions. In appropriation units with two or more vacant FTEs, the percentage of vacant FTEs with family health plans should be less than 20% higher than the percentage of all personnel records in the appropriation with family health plans.

## **FUNDING MIX**

For compensation and ISF funding adjustments, [legislative rule JR4-2-406](#) requires the LFA to use a funding mix proportional to the base budget funding mix unless the Executive Appropriations Committee approves an exception. The default funding mix loaded into Comp Prep is based on agencies' current base budgets.

When agencies review the funding mix they must ensure that:

- Each appropriation unit's funding mix sums to exactly 1.0;
- Each change to a funding source's percentage is justified with an explanatory note in the notes field.