SANTA MONICA COLLEGE **FISCAL SERVICES BUDGET OFFICE**	**PERSONNEL & BUDGET AUGMENTATION REQUEST FORM INSTRUCTION**

PURPOSE OF THIS FORM

The Personnel & Budget Augmentation Request (PBAR) Form is used for the following:
- *To request an augmentation to an Unrestricted Fund (Fund 01.0) departmental budget*
- *To request authorization to hire non-faculty personnel, both permanent and temporary, in both the Unrestricted (Fund 01.0) and Restricted (Fund 01.3) Funds*

Note: If a permanent position is vacated, the budget for the position does not stay with the department. A PBAR request for a new augmentation to hire a replacement has to be submitted for approval.

Expenditures related to a PBAR request cannot be incurred prior to the approval of the PBAR. Any department that incurs expenditures prior to having the PBAR approved will have to absorb the expenditure within the department's existing budget.

For request of personnel, both permanent and temporary, the PBAR Form must be completed **and** approved prior to an employee request being entered into ISIS approval system, even if the department or grant has an established budget for the position.

All PBAR Forms have to be submitted via Adobesign for approval by the area Vice -President (additionally approved by the Program Manager and the Accountant for Restricted Fund) before getting presented to the PBAR Committee for review and final approval.

In order to assess the effectiveness of an augmentation, the department who receives additional funding may be required to report on its use at the end of year.

Before starting to create a PBAR request in Adobe Sign, all pages of the PBAR Attachment to Adobesign have to be completely filled out and saved. Please see below C Steps to Fill Out PBAR Attachment to Adobesign.The completed PBAR Attachment to Adobe Sign and all supporting documents are REQUIRED to be uploaded in Adobe Sign .

A. STEPS TO SUBMIT AND APPROVE PBAR IN ADOBESIGN

To Login Adobe Sign:

1. Go to https://smc.edu/adobesign and click **Adobe Sign Login**
2. Enter your @smc.edu email address and click **Continue**
3. Login the same way you login your computer.

To Create a Personnel and Budget Augmentation Request

4. Click "**Start from Workflow**" .
5. In the search box, type "PBAR". There are three Personnel and Budget Augmentation Forms available:

   Fiscal - PBAR - Unrestricted Fund - Personnel : Use this form when requesting an approval to fill a position for Fund 01.0 Unrestricted Fund

   Fiscal - PBAR - Restricted Fund - Personnel : Use this form when requesting an approval to fill a position for Fund 01.3 Restricted Fund

   Fiscal - PBAR - Non-Personnel : Use this form when requesting for non-personnel augmentation to All funds.

   Click on the form you will use, then click **Start** . You will receive an email from Adobe Sign.

6. In the box "**Preparer",** enter your email address.
7. In the box "**Vice President",** enter email address of the Vice President approving the request.
8. For Fund 01.3 Restricted Fund Personnel Request, approval by Program Manager and Accountant is required. In the box "**Program Manager**", enter the email address of the Program Manager in charge of the program. In the box "**Accountant**", enter the email address of the Accountant in charge of the program.
9. All other email addresses will be prefilled in Adobe Sign.
10. For Document Name, enter 5-digit location number, description of the request and date in the parenthesis (e.g. PBAR-Unrestricted-Personnel (**00003_Permanent Admin Asst 1_2023-02-01**).
11. Under Documents, click **Browse...** click on Choose File from my Computer, select the completed PBAR Attachment to Adobe Sign related to the request, click **Open** and the document will be attached. You can upload up to two additional documents to support the request. If you have more than two documents, you will need to combine the files into one. Make sure to upload the correct file. Once a file is uploaded, it cannot be removed.
12. Click on **Send** and you will be brought to the Personnel and Budget Augmentation Form Request .
13. Fill out the GENERAL INFORMATION and PERSONNEL & BUDGET REQUEST INFORMATION (Account string and Brief Description of Request, One-time or Ongoing) in the PBAR form in Adobe sign . (Please see **B Steps to Fill out PBAR Form in Adobesign** below.)
14. Click on **Submit** at the bottom of the screen.

To Approve a Personnel and Budget Augmentation Request

15. An email will be sent to you by the preparer to approve the request. In the email, click on the box   `Review and sign` nd the PBAR form will open.

16. Scroll to the bottom of the form and click on   `Click here to sign`   . You will be asked to sign and click "Apply".   If you have signature in Adobe sign, the signature will automatically show.

17. To reject the form, click on "Options" which appears on the left side of the screen and click on "Decline to sign". You will be asked to indicate the reason for declining.   The preparer and previous signatories will receive an email informing them that the request was

18. When all signatures are completed, you will receive an email from Adobe Sign.   Approvers will get email from FCCC-Santa Monica College.

B. STEPS TO FILL OUT PBAR FORM IN ADOBESIGN

The GENERAL INFORMATION section and PERSONNEL AND BUDGET INFORMATION section will be filled out in Adobe Sign.

General Information Section

This section is used to identify the department manager or administrator making the request for budget augmentation and/or authorization to hire personnel. The name of the Vice President of the department and/or the Program Manger, if request is funded by other grant or other Restricted funds as designated in the e-mail will show once approved.

Personnel & Budget Request Information Section

This section is used to identify the type of personnel and/or budget request. This section should be completed for both personnel and non-personnel requests. Check all options that apply to the request. Available options include:

Personnel Request: *Check this box for all non-faculty personnel requests, Unrestricted (Fund 01.0) or Restricted Funds (Fund 01.3), permanent or temporary or non-merit, full-time or part time.*

New Augmentation Needed: *Check this box for all personnel requests that are not currently funded in the departmental/program budget. If a permanent position is vacated, the budget for the position does not stay with the department. A PBAR request for a new augmentation to hire a replacement has to be submitted for approval.*

No Augmentation Needed: *Check this box for all personnel requests that are currently funded in the departmental / program budget.*

Summary of Request: *In the Personnel & Budget Request Summary of Request section, identify the account string(s) that will be affected by this request, the amount of the effect and whether the funding for that account string is one-time or ongoing. If the request results in an account line being affected by both one-time and ongoing funding, please separate the account string into two lines; one for the one-time portion and one for the ongoing portion. All one-time funding, spent or unspent will end on June 30 of the fiscal year and will not carry over to the following year (This includes temporary personnel requests and overtime.) If new funding is needed, a PBAR request has to be submitted. You may need to contact the Accountant for the account string and email Budget@smc.edu for the salary and benefit amounts.*

C. STEPS TO FILL OUT PBAR ATTACHMENT TO ADOBESIGN

Personnel Related Request Section

This section is to be completed whenever a request is related to a permanent or temporary personnel. The requestor needs to complete the following:

Permanent Section: *Complete this section only if the position requested is a permanent position. Submit one PBAR request for each position. All applicable boxes should be checked. If any of the Shift Differential is checked, work schedule should be indicated.*

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Temporary and Non-Merit Section: Complete this section only if the position requested is for a temporary or non-merit position. Use this section also for working out of class request. All applicable boxes should be checked. The projected Start and End date or the number of positions requested by term needs to be completed. If the End date is beyond June 30 of the current year, please prepare two PBARs, one for the period covered by the current fiscal year and one for the period covered by the new fiscal year.

Position/Class Title: Enter the title of the position requested. A list of classified titles can be found in https://governmentjobs.com/careers/smc/classspecs

Number of Positions: For permanent positions, submit one request for each position. For temporary positions, enter the number of positions you are requesting that have the same work requirements. For example, if the request is for 3 Instructional Assistants who will all work the same hours, share the same start and end date, etc. enter 3.

Total Hours Per Week Per Position: Enter the projected total hours per week per position requested. For example, if the request is for 3 temporary Instructional Assistants to work 40 hours per week each, enter 40 hours in this box.

Expected Cost Per Position: Enter the projected salary and benefit cost per position. For position that are permanent and have a stepped salary schedule, assume the position will start at the second step plus differential, if any. For temporary positions, salary is at Step A and no differential. E.g. Hourly rate for temporary instructional assistant is $24.44 for 40 hours per week for 5 weeks equals salary of $4,888 plus benefits of $391 or a total of $5,279 per position. The PBAR salary calculator may be used to calculate the estimated salary and benefits and/or contact Budget@smc.edu for the cost estimate.

Est. Total Salary and Benefits For All Positions: Enter the estimated total salary and benefit cost for all positions with the same work requirement. For example, if the request is for 3 temporary Instructional Assistants, such as in the example above, enter $15,837 in this box. ($5,279 times 3 positions)

Primary Work site: Indicate the physical location the employee will be working.

Total Hours Requested in this PBAR (All Positions): Use this for temporary and non-merit positions. Enter the total number of hours requested for all positions under the same position/class title.

Candidates Requested (if known): Use this for temporary and non-merit positions. Enter last name, first name and maximum hours per week the employee is required to work.

Overtime Request Section
This section is to be completed whenever an augmentation request is for Overtime.

Justification for Request Section
In this section, describe the request in detail, explain the justification for the request, describe what this request will accomplish if funded and specifically describe how this request aligns with Board policy; the College's vision, mission, goals, and institutional objectives; the Educational Master Plan; the Facilities Master Plan; the Technology Master Plan; District Initiatives; State and/or Federal mandates; the department's program review, health and safety concerns, grant agreements and/or accreditation standards. Please attach documentation supporting your justification (i.e. If the request aligns with Educational Master Plan objective #12, please describe how and include a copy of objective #12. If the request is due to an increase in a contract that had not been previously budgeted include the pertinent section of the contract showing the year to year increase.) Any incomplete information may result in PBAR request being denied.

Other Relevant Information Section
This section is to give the requestor an opportunity to provide any additional information that would be pertinent to the request.

If the request contains a request for personnel, permanent or temporary, it is recommended that the requestor use this section to detail the specifics of the request and the possible effect on the department or District. For example, if the request is for a temporary backfill of a Buyer II position and the requestor believes that the position would be backfilled by the employee currently acting as a Buyer I, which in turn would cause a need for a backfill for the Buyer 1 position, please include that information in this section.

Personnel Hiring Options

In this section, please provide an explanation why any of the following options was not taken and recruitment is necessary.

> ***Option (a) : Leave the position unfilled*** *- Consider this option if the department can continue performing required operations by having existing employees absorb the essential duties of the position and/or by minor temporary restructuring.*
>
> ***Option (b): Use of temporary employee (s) -*** *This option may provide flexibility and short-term salary and benefits*
> ***Option (c): Temporary Work Out of Classification -*** *Current employees could be temporarily assigned to work out of*
> ***Option (d): Modify the current position -*** *Modifications could include change in hours, work schedule, budget source or shift in essential functions. Collective bargaining provisions prevail.*

Supporting Documentation

It is strongly recommended that the requestor include as much supporting documentation to the request as possible. Requests with little supporting documentation and linkage to a District planning document will not be as successful as requests that provide substantial supporting documentation and demonstrate a strong link to District planning documents.