



BUDGET & POLICY
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FY-2017 Budget Work Program Instructions

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General Information

Introduction

State law (Title 62, Section 34.42A) says that agency Budget Work Programs (BWPs) are due “On or before the first day of June in each year, or as soon thereafter as possible...”

Once the Regular Session of the Legislature is over and appropriation bills have been enacted, the BWP needs to be submitted to OMES via the Hyperion Budgeting System. Please be sure to accommodate all law changes that impact the agency for FY-2017. In the event of a Special Session, we will notify agencies of any necessary changes to the process.

Agency directors and / or finance officers are still required to provide a separate explanation of the assumptions and methodologies used in developing the FY-2017 BWP. Please be sure to read the requirements and address each of them in the material you send to us.

Finally, agencies are still required to submit a balanced budget to the Office of Management and Enterprise Services. Remember that the BWP expenditures must be balanced to funds available. Funds available equal projected annual revenue plus available cash. The budget must also tie to line-item appropriations and comply with the various budgetary employee and expenditure limitations. Further, the state will be using Statewide Programs this year in budgeting. ***Please keep in mind, these budgets will be used during the year by OMES and the Legislature as well as provided to the public if requested.***

Noteworthy items regarding Budget Work Program Requirements

- For FY-2017, agencies must budget at the six-digit account code level.
- If your agency received any Special Cash appropriations for FY-2017, please note that approximately 65% of that cash will be available in July, with the remainder available in December. This is because SB 1616 Sections 191 & 193, which transfers \$215 million into the Special Cash Fund, do not take effect until December 1, 2016. This does not apply to supplemental appropriations from Special Cash for FY-2016.
- In the General Appropriations bill, SB 1616, the Legislature used revolving fund authority language to allow time- and dollar amount-limited relaxation of statutory uses of certain revolving funds. If this is the case for your agency, note that these sections do not change the codified purposes or uses of the fund permanently, but do allow the agency to utilize the funds in the prescribed amounts for duties of the agency during FY-2017. OMES considers these authorized amounts to be part of the base for the agency’s FY-2017 funding level. As you incorporate these funds into your operating budget, use the actual revolving fund number in the class fund dimension / chartfield, and note the intended uses in your expenditure assumptions.
- HB 2062 (Title 62 Section 35.5), signed into law May 29, 2013, directs that certain elements of IT expenditures be budgeted as a separate line item within agency budgets. For that reason, all agencies must budget the cost of their IT Shared Services to expenditure code 515380.

- Budgeting Furloughs – If your agency is budgeting furloughs in FY-2017, please contact your budget analyst.
- For FY-2017, agencies have the option of utilizing the automated organizational chart from the HCM module. This report is based on the reports-to structure in the HCM system. If your agency has designated someone to approve time in that system and that does not reflect your agency’s hierarchy, this report may not be the appropriate solution. The organizational chart submitted with your FY-2017 BWP must align with your position data. This will replace the 47 & 47.1 forms. Note: You may need to include additional forms to distinguish any break-out of pooled positions.

Please Remember

- To enter FY-2017 budgets in Hyperion, set the User Variable Options to:

Scenario: Budget

Version: **Agency BWP**

Year: FY17

Request: Current Service Level.

User Variable Options is found under the Preferences menu. Please remember: As of this date, **Do NOT** use the Agency Request version to enter information for your FY-2017 budget work program. If you have questions about if/when your information was copied over, contact your OMES Budget Analyst.

- If you have a question about your agency’s assigned class fund number/s, please contact your budget analyst.
- Agencies should enter their appropriated funds as revenue in their Line-Item budgets using the 631100 “Transfers In”. Any Transfers In should be a positive number. In Hyperion we have added the 621100 code to use for purposes of “Transfers Out”. Any Transfers Out will be a positive number.
- Note the distinction between Statewide programs and Agency programs.
- Attach any supplemental documents to your email submission.
- Information Technology Project plans are due by July 1, 2016, and must be entered electronically via the following URL:
<https://ppmsook.saas.hp.com/itg/web/knta/global/Logon.jsp>
- The complete box at the bottom of every Hyperion task is for your own benefit and does not have any functionality other than updating the pie chart on the home page with the percentage of tasks you’ve completed. It does not save any data or prevent you from making changes once checked.
- With the implementation of performance-informed budgeting, agencies will be attaching dollars to Statewide Programs. For FY-2017, please provide assumptions that include the reasoning for your choices. This is required even if the option “No Program” is chosen.

- The Budget Transfer Law is still applicable in the absence of Legislative limits bills (see the Budget Transfer section for further explanation).

Work Session Schedule

We will host work sessions this year. *If you plan to attend a work session, it is very important that you schedule with your OMES budget analyst. Without first taking this step, there is no guarantee an analyst will be at the computer lab to assist you.*

BUDGET WORK PROGRAM WORK SESSION SCHEDULE:

June 6th-7th & 9th -10th, 9:00 AM – 4:30 PM, **Frates Building, 5005 N. Lincoln, Computer Lab**

June 8th, 9:00 AM – 1:30 PM, **Frates Building, 5005 N. Lincoln, Computer Lab**

June 13th – 17th - 9:00 AM – 4:30 PM, **Frates Building, 5005 N. Lincoln, Computer Lab**

June 20th - 9:00 AM – 4:30 PM, **Frates Building, 5005 N. Lincoln, Computer Lab**

June 23rd - 12:00 PM – 4:30 PM, **Frates Building, 5005 N. Lincoln, Computer Lab**

FY-2015 and FY-2016 Carryover Budgeted in FY-2017

Lapse date language for FY-2015 and FY-2016 appropriations generally allows those funds to be carried forward to the FY-2017 budget. There are several factors to keep in mind as you include these carryover funds in your FY-2017 budget.

- Most FY-2015 and FY-2016 funds can be used in FY-2017 once they are removed from the FY-2015 or FY-2016 budget. Unless specifically changed by other legislation, the purpose of the appropriation does not change. Therefore, if an FY-2016 appropriation for "Motor Vehicles" was not entirely used in FY-2016, the amount that carries over to FY-2017 must still be used for "Motor Vehicles".
- These carryover funds need to be budgeted in the FY-2017 Budget Work Program before they can be spent for FY-2017 obligations.
- A new appropriation number will be assigned to these carryover funds;
- These funds have to be removed from the FY-2016 BWP prior to being budgeted in FY-2017;
- Agencies will not be able to budget carryover funds in their initial FY-2017 budget, but will be able to do a revision in FY-2017 to budget them in their FY-2017 BWP.

Agency Program Budget Structure

FY-2017 Budget Work Program Surveys were sent to agency finance officers. These surveys allowed you to request changes to your department structure, among other things, for FY-2017. If you did not turn in a survey, your FY-2017 budget model will be set up the same as your FY-2016 budget model.

Appropriation Line-items

Appropriations for FY-2017 included in agency appropriation bills will be effective July 1, 2016 or after. Various bills passed by the legislature to adjust or finalize agency appropriations may not have an emergency clause and may have an effective date of August 25, 2016. Appropriation adjustments can take several different forms, and because of the later effective date, the amount of monthly cash allocations to your agency and the date on which we will allot these funds will be affected.

Check the effective date of the appropriations made to your agency. If the agency reconciliation bill contains an increase and/or decrease and is passed without an emergency clause, the appropriation changes made in the bill will not go into effect until August 25, 2016. For example, if an agency's reconciliation bill passed with decreased funding from 197 General Revenue and an increase in funding from the Special Cash Fund or another fund but did not pass with an emergency clause, the agency will receive 1/12 of the amount appropriated in SB 1616, the General Appropriations Bill for July and August. The decrease in General Revenue and increase in funding from other funds will be effective for the remaining ten months of the fiscal year. Please note, no funds/accounts, whether it is an increase or decrease, will be allotted prior to the effective date of the appropriation.

Inflated Budgets

Budgets that inflate estimated revenues, expenditures or FTEs beyond what can be justified or what is reasonable will not be approved even if they are within legislated limits. If such inflated items are discovered after approval, the budget may be placed on hold until it is revised.

Revenue Budget

Agencies should enter their appropriated funds as revenue in their Line-Item budgets using the 631110 and 621110 account codes. This process will allow agencies to see all revenues on their online analysis.

Also remember, all agencies that program expenditures from continuing funds (revolving funds, federal funds, etc.) must submit revenue account information for each agency fund through the Hyperion line-item budgeting process. Please estimate the amount of revenue by revenue account that will be deposited in each agency fund by quarter/month.

OMES analysts will be reviewing the forecasting methodologies and may contact you about assumptions you use. Please be as specific as possible regarding these revenue estimates.

Information Technology Project Expenditures:

In order to acquire the Office of Management and Enterprise Services (OMES) approval for Information Technology and Telecommunications project purchases for FY-2017:

1) The Information Technology (IT) Projects (defined as any initiative with total outlays expected to exceed \$15,000) for FY-2017 must be entered electronically, by July 1, 2016, via the following URL: <https://ppm-sook.saas.hp.com/itg/web/knta/global/Logon.jsp> . Initial passwords and instructions were provided to all agency IT Staff responsible for IT Portfolio Management. You may contact the OMES Service Desk for additional assistance (ServiceDesk@omes.ok.gov).

2) The plan must include the individual projects planned for FY-2017. The plan is a one year plan focusing on specific projects and costs by predefined categories. **The amount that you enter into the Project and Portfolio Management tool should match the amount that you submit in your Budget Work Program for IT and Telecom Expenditures (i.e. only include expenditures in your IT/Telecom Plan that you have budget for).**

3) Individual projects identified must be detailed (software, PC's, servers, printers, mainframe, consulting services, etc.) in the agency's one year plan.

4) Please notify the OMES's Help Desk via email, when the agency plan is complete.

If you have any questions about this process or any other IT-related matters, please contact your IT Strategist or your Executive Sponsor. A list of these individuals as well as their contact information can be found by clicking on this link: [Partnering with OMES IS Contact List](#).

Budgetary Limits / FTEs

If your agency appropriation bills for FY-2017 include legislated budgetary, program or FTE limits, these limits prescribe maximums (the language is specific and will be self-explanatory) that an agency can program or budget. The limits may apply to expenditures or to the number of full-time-equivalent (FTE) employees. The language in the limits section may be different than the standard language. Please read it. If you have questions, contact your budget analyst.

Even if your agency does not have program or FTE limits this year, for the purpose of the transfer law, your agency's original BWP will establish the "limits" which will affect any subsequent changes you make to your budget. This applies to the IT divisions, as well.

Note: Once the BWP has been submitted and approved, the agency must spend according to the accounts that have been established in the budget. For example, funds budgeted for the "Administration" division cannot be spent for the "Care and Custody" division. Funds appropriated for the "Motor Vehicles" division cannot be spent for the "Enforcement" division. Please remember that agency program and division both refer to an agency's department code at the 2-digit level. This includes the IT divisions. Any movement between divisions will trigger the Transfer Law.

Budget Transfers

The State Transfer Law (Title 62 Section 34.52) allows for transfers between agency program categories (divisions) and between appropriation line-items. Pursuant to state law:

Up to 25% can be transferred with approval of the Director of Management and Enterprise Services and up to 40% with Contingency Review Board (CRB) approval.

All transfer requests must be signed by the administrative head of the agency or the designated request officer.

OMES Form 48P (Transfer Form) in portrait format only must be submitted to

(1) House of Representatives Fiscal Director, Mark Tygret, tygretma@okhouse.gov (include a copy of the revision forms and the Allotment Request Revision Letter with assumptions letter),

(2) Senate Fiscal Director, Randy Dowell, dowell@oksenate.gov (include a copy of the revision forms and the Allotment Request Revision Letter with assumptions information), and

(3) the Office of Management and Enterprise Services to the attention of the Director of Management and Enterprise Services (include the Allotment Request Letter with assumptions information).

Once submitted, the Legislature has twelve days to disapprove the request. If not disapproved, the transfer will be processed by OMES or forwarded to the CRB (percentages over 25%). Transfers take a minimum of thirteen calendar days to process based on the time given to the oversight committee for review.

The transfer process applies to:

- expenditure limits between divisions / agency programs,
- line-item appropriations, or
- divisions as set forth in an agency's initial budget, or as set by the Legislature in a limit bill.

The transfer form, Form 48P, can be found through the following link:

http://ok.gov/OSF/Forms/Budget_Model_Survey_Work_Programs_Forms_and_Instructions/.

Personnel Benefit and Tax Information

Employee Salaries

As a reminder to you, Title 74 Section 840-2.17 prohibits employee pay raises not authorized by the Legislature and OMES-Human Capital Management rules. Keep in mind that all personnel actions require certification by appointing authorities that the action can be implemented for the current fiscal year and the subsequent fiscal year without the need for additional funding to increase the personal services budget. If you have any questions about pay issues, see the contact list in the attachments.

Retirement System Contributions

Oklahoma Public Employees Retirement System (OPERS), the employer contribution rate remains at 16.5% (74 OS, Section 920 (5)).

Oklahoma Uniform Retirement System for Justices and Judges (OURSJJ), the employer contribution rate increases to 17.5% (20 OS, Section 1103.1).

Oklahoma Teachers Retirement System (OTRS), the employer contribution rate will be 9.5% (70 OS, Section 17-108.1).

Oklahoma Police Pension and Retirement System (OPPRS), the employer contribution rate remains at 13% (11 OS, Section 50-109).

Oklahoma Law Enforcement Retirement System (OLERS), the employer contribution rate will continue to be 11% (47 OS, Section 2-304).

F.I.C.A. Rates

Agencies' budget models are set up to account for the blended FICA rate over the two calendar years within our fiscal year (CY-2016 = \$118,500 and CY-2017 = \$126,000) F.I.C.A. taxes should be calculated using 7.65% [6.2% FICA plus 1.45% Medicare Qualified Federal Employee (MQFE)] on the first \$118,500 of taxable wages and 1.45% MQFE on all wages above \$118,500 for CY-2016. F.I.C.A. taxes should be calculated using 7.65% [6.2% FICA plus 1.45% Medicare Qualified Federal Employee (MQFE)] on the first \$126,000 of taxable wages and 1.45% MQFE on all wages above \$126,000 for CY-2017. The CY-2017 estimate for F.I.C.A. is provided by APA.

Unemployment Taxes

In calendar year 2016, the annual tax rate is 1% of the employer's maximum base of \$17,500 for a total maximum of \$175 per employee per year (1% x \$17,500 = \$175). An estimated 4.48% increase will occur in calendar year 2017, resulting in a maximum base of \$18,284 for a total maximum of \$182.84 per employee per year.

Health Insurance Rates

The State will continue providing each employee with a fixed monthly benefit allowance for Plan Year 2016 (January 1, 2016 through December 31, 2016). The actual *agency* cost will depend on whether employees choose to cover their dependents. The State will continue providing funds for part of the employee's dependent health costs. If the employee chooses a plan with a cost that exceeds the benefit allowance, the employee will pay the difference. If the employee chooses a plan with a cost that is less than the benefit allowance, the employee will be allowed to take the difference as taxable income or apply it to optional benefits such as dependent dental, vision coverage, supplemental life insurance, flexible spending accounts, etc.

The current Benefit Allowance for Plan Year 2016 is based on the chart shown below:

Benefit Allowance	
Employee	640.98
Plus Child	870.89
Plus Children	1,006.19
Plus Spouse	1,312.75
Spouse & 1 Child	1,542.66
Spouse & 2 Children	1,677.96

If you have questions about insurance rates, or for details regarding the benefit allowance cost for your agency, see the contact list in the attachments.

Deferred Savings Incentive Plan

For FY-2017, the \$25 per month which the State provides as a match for employee contributions to the Oklahoma Employees Deferred Savings Incentive Plan (SoonerSave) will be paid by each agency when payrolls are prepared, as they were in FY-2016. The administrative fee paid by the State for each qualified participant is \$2.23 per month, \$1.03 on a bi-weekly basis, and \$1.11 on a semi-monthly basis. If you have questions, contact the Oklahoma Public Employees Retirement System at (405) 858-6737.

Required Documents and Information

The following documents/information are required to be included with the Budget Work Program. **This should *not* be considered an exhaustive list.** Your budget analyst will contact you if other information is needed.

- Request to Allot the FY-2017 Budget Work Program Letter
- Debt Service Tables
- Organizational Charts
- Revenue Assumptions
- Expenditure Assumptions
- Statewide Program Assumptions

Further information on these items are detailed below.

Request to Allot the FY-2017 Budget Work Program

Statutes require that each spending agency's executive officer sign the budget work program and allotment requests. Included in the BWP packet is an example of a statement that each agency head will be required to sign and submit before the FY-2017 Budget Work Program will be approved and allotted.

The statement you are being asked to sign is a request for allotment of the FY-2017 Budget. The statement also verifies that the FY-2017 Budget complies with legislated budgetary limits, line-item appropriations and current statutes. The statement further verifies that the FY-2017 Budget has been submitted to provide for a full year of operation and debt service payments without the need for a supplemental appropriation. Finally, the agency must state that the budget only includes salary increases as authorized by the Legislature and the Human Capital Management Division rules.

Revisions to the FY-2017 BWP during the year will require a similar request to be submitted. A copy of the required statement is in the packet.

Request Officer

Statutes also allow each agency to designate a "request officer" who can submit revisions and requests for allotment of the budget. If the agency director desires to designate a request officer, please use the form letter provided on page 18. The request officer can then submit revisions to the budget and request allotment of the same. Agency directors may designate more than one request officer per agency.

Debt Service Payments

Agencies must provide for and pay your full debt service payments. Please provide information on debt service payments paid by the agency in FY-2016, the debt service payments required in FY-2017 and the amount of appropriations increased or decreased to accommodate the change. Please use an account code beginning with 543xx, excluding the 543160 account code, when budgeting unless your agency makes their own debt payments. In those cases, the 54800 account code should be used.

Below is an example of the table each agency will submit for bond projects that require a debt service payment.

Debt Service Table

Project Name	NACEA
Date of Issuance	July 1, 2002
Bond Series	2005C
Amount of Bond Issue	\$32,907,833.25
Amount to satisfy FY-2017 debt service	\$2,355,853.93
Date Bond will be repaid	July 1, 2027

Organizational Chart

The FY-2017 Budget Work Programs is not complete without the latest organizational chart. The chart should be in sufficient detail so that each position in the agency can be identified by referring to the chart. The chart should also display the lines of authority within the agency. If you have questions about the chart, contact your budget analyst.

For FY-2017, agencies have the option of utilizing the automated organizational chart from the PeopleSoft HCM module. This report is based on the reports-to structure in the HCM system. If your agency has designated someone to approve time in that system and that does not reflect your agency's hierarchy, this report may not be the appropriate solution. The organizational chart submitted with your FY-2017 BWP must align with HCP data in Hyperion.

The Organizational Chart must include the Position Number, Job Class Number, Name of Incumbent (or Vacant), Job Title and Department ID. To assist you with this process, your HR Department can run the PeopleSoft query GO_HR_VISIO_IMPORT to extract the appropriate information from the HCM system into an Excel file. Then using Microsoft's Visio software and its Organizational Chart Wizard, you can import the Excel file and Visio will create your Org Chart. If you have a question regarding this process, please see the contact information included in the attachments.

If you do not have Visio software, you may request that OMES-HCM run this report and create the organizational chart for your agency. You must verify your agency's hierarchical structure and make any necessary changes through your agency's HR in PeopleSoft HCM to ensure the information adequately reflects the structure of your organization. Please send the electronic file for your organizational chart to your OMES budget analyst.

Budget Assumptions

To complete your BWP submission, you must explain the assumptions used to develop your budget. As a part of the BWP instructions, we've included material that will help you provide this information. The statement explaining the assumptions used in developing the revenue and expenditure projections should be attached to the "Allotment Request Letter".

Note: The Budget Division has an assumption template available. If you would like to utilize this option, please contact your budget analyst.

Revenue assumptions should address all revenues, including revenues from federal programs, collected by the agency. Specifically indicate whether revenues are increasing or decreasing from the previous fiscal year, by how much and why for each continuing fund. Explain how the agency estimated the amounts to be collected for each fund. Please indicate if you use historical receipts trends or more sophisticated forecasting methodologies. Each major funding source should be addressed by indicating estimated changes in the rates, number of items, clients served, etc.

Note: Please include in your revenue assumptions any new fees or any fee information which needs to be updated.

Expenditure assumptions should explain the net increase (or net decrease) in the agency budget from last fiscal year to the new fiscal year. Please provide a summary of changes by division and account and explain the changes. Agencies do not need to explain every dollar, but assumptions should adequately explain significant increases and decreases from the prior fiscal year.

Please include an adequate explanation of the following items. Be sure to include a description of actions taken by the agency to absorb budget reductions. Provide the following information, if applicable, by program:

- Caseload information including projected changes in the number of clients served from last year to this year;
- Appropriate performance measures and targets (Please update or add to the information provided during budget request);
- Rate adjustments (increases or decreases) for service providers;
- Anticipated cost increases or decreases in service contracts;
- Planned expenditures for special projects;
- Agency reorganizations;
- Personnel adjustments;
- Any generic inflationary factors used;
- A list of debt service payments budgeted (for each debt / bond issue: list the purpose of the debt issuance, then amounts by fund and subactivity for each) (See Page 12 concerning the required Debt Service Table);

- Changes in federal programs;
- Changes in fees charged or in the number of charges made; and
- Other pertinent budget assumptions.

When comparing numbers from FY-2016 to FY-2017, please include the full number, not just the change (for instance: “we’re estimating an increase in caseload of 25, taking it to 75 for FY-2017;” or “our estimates are based on increasing the provider rate to \$24 per case; an increase of \$2 from FY-2015.”).

Statewide Program Assumptions

With the implementation of performance-informed budgeting, agencies are required to attach dollars to Statewide Programs. This allows for dollars spent and progress made to be shown in the 5 focus areas of state government:

- Healthy Citizens & Strong Families;
- Safe Citizens & Secure Communities;
- Educated Citizens & Exemplary Schools;
- Prosperous Citizens & Thriving Economy; and
- Effective Services & Accountable Government.

In coordination with agencies, 51 Statewide Programs were established across the five goal areas. Over 160 performance objectives have been established to approximate statewide performance against the 51 Statewide Programs. Performance objectives indicate the state’s current performance and desired future progress.

The website OKStateStat has been revitalized to publicly show both financial information and performance information by Statewide Programs. The new OKStateStat with financial and performance dashboards for each Statewide Program will be launched during FY-2017.

As such, for FY-2017 please include the reasoning for your agency’s Statewide Program alignment. If applicable, please provide the relationship between your agency’s programs/divisions and the chosen Statewide Program(s). This is required even if no program is chosen. In that case, please explain why your agency (or a particular function of it) does not align with any currently identified Statewide Programs.

Final Note

Agencies are required to submit a balanced budget to the Office of Management and Enterprise Services. Remember that the BWP expenditures must be balanced to funds available. Funds available equal projected annual revenue plus available cash. The budget must also tie to line-item appropriations and comply with the various budgetary employee and expenditure limitations. Further, this year, budgeting should be done at the six-digit level (ex. 521140).

If you have any questions about submitting your BWP, please contact your Budget Analyst. Also, remember the Hyperion Training Manuals, UPK, and the Helpful Tips Sheets are all good references.

Attachments

BWP Document Checklist

- Request to Allot the FY-2017 Budget Work Program Letter
- Debt Service Tables
- Organizational Charts
- Revenue Assumptions
- Expenditure Assumptions
- Statewide Program Assumptions

Contact List

Questions About:

Employee Salaries.....	521-6327
Tax and Benefits.....	521-6356
Visio Organizational Charts.....	521-6350
IT Budgets/Plans.....	Contact your IT Strategist or Executive Sponsor. See the Information Technology Project Expenditures section for contact information.
Statewide Programs.....	Contact your budget analyst.

Addressing Hyperion Issues

Scenario 1:

If you are experiencing the following or similar problems:

- Locked out of Hyperion
- Unable to open Hyperion in IE 11
- The “Bindows” error in IE 11
- Experiencing slowness
- Receiving a server error

Please email the Helpdesk, copying your budget analyst, at helpdesk@omes.ok.gov with a screenshot and detailed description.

Scenario 2:

If you are experiencing the following or similar problems:

- Unable to enter data into a cell
- Unable to perform certain actions in HCP
- Receiving a Remote XUL Manager add-on error in Firefox
- Seeing errors (other than a server error) while attempting to navigate in Hyperion

Please email or call your budget analyst

- If sending an email, please include a screenshot and a detailed description of the issue.

Request to Allot the FY-2017 Budget Work Program Template

{TO BE TYPED ON AGENCY LETTERHEAD}

{Date}

Request to Allot the FY-2017 Budget Work Program

Mr. Preston Doerflinger
Director of Management and Enterprise Services
Attention: Budget Division

Dear Mr. Doerflinger:

Please allot the FY-2017 Budget Work Program (BWP) submitted to you on {date}. The BWP complies with all legislated budgetary limitations and any line-item appropriations made to our agency. The BWP has been developed to fully fund FY-2017 operations and debt service payments based on the agency's best estimates of need at this time. The agency has not built into this budget the need for supplemental appropriations. In addition, this BWP provides for salary increases only as authorized by the Legislature and Human Capital Management Division rules (pursuant to Title 74, Section 840-2.17).

{Note: include the following paragraph only if you wish to designate a Request Officer}

As authorized by Title 62, Section 34.42, I hereby designate {name} as our agency "request officer" thereby authorizing them to submit revisions to our FY-2017 BWP and to request allotment of the same.

Executive Officer	-Signature	_____
	-Name (typed)	_____
	-Title (typed)	_____

Request Officer	-Signature	_____
	-Name (typed)	_____
	-Title (typed)	_____

Request to Allot a Revision to the FY-2017 Budget Work Program Template

{TO BE TYPED ON AGENCY LETTERHEAD}

{Date}

Request to Allot a Revision to the FY-2017 Budget Work Program

Mr. Preston Doerflinger
Director of Management and Enterprise Services
Attention: Budget Division

Dear Mr. Doerflinger:

Please allot the revision to the FY-2017 Budget Work Program (BWP) submitted to you on {date}. The BWP as revised complies with all legislated budgetary limitations and any line-item appropriations made to the agency. The BWP as revised has been developed to fully fund FY-2017 operations and debt service payments based on the agency's best estimates of need at this time. The agency has not built into this budget the need for supplemental appropriations. In addition, this BWP as revised provides for salary increases only as authorized by the Legislature and Office of Personnel Management rules (pursuant to Title 74, Section 840-2.17).

This revision [include revision number here] is necessary because {please describe the situation that makes this revision necessary. Describe any program changes or personnel changes involved and if there is any effect on future budget requirements because of this revision, explain them and how they will be addressed.}

If necessary, please include revised information on your forecasting methodologies and assumptions in a separate attachment.

Executive Officer	-Signature	_____
or	-Name (typed)	_____
Request Officer *	-Title (typed)	_____

*** If a Request Officer has been designated by the Executive Officer**