

## PICS Update Form for Emergency Board Position and FTE Actions

Agency Name: \_\_\_\_\_

Emergency Board Date: \_\_\_\_\_

Agency #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Note:** All columns need to be completed by agency before submission (refer to back page for instructions)

Action	Position #	Repr Code / Class # / Pay/ Range Options	Class Title	Salary Rate	Position Type	Detail Cross Reference	FTE	# of Months	Phase-In Date	Phase-Out Date	Funding			
											General %	Other %	Federal %	Lottery %
<b>Example #1</b> E <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span>	1040023	OA C0104 AA <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>	Office Spec 2	\$2,395 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3</span>	PF <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">4</span>	451-01-00-00000	0.75 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5</span>	18 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6</span>	1/00 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">7</span>	9999 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">7</span>	100%			
<b>Example #2</b> D - To	3250001	MMN X7002 AA	PEM B	\$3,383	PP	010-01-00-00000	0.50	12	07/01	9999	100%			
D - From	3250001	MMN X7002 AA	PEM B	\$3,383	PF	010-01-00-00000	1.00	24	07/01	9999	100%			

### Instructions

**Note: All columns need to be completed by agency before submission**

1. **Action:** A = Abolish  
D = Decrease Months\*  
E = Establish  
F = Fund Shift\*
- I = Increase Months/FTE\*  
R = Reclass\*  
T = Transfer

\*These actions must be comprised of two lines, a "from" line and a "to" line

2. **Representation Code:** Identifies union representation code, i.e., OA  
**Classification:** Identifies position classification i.e., C0104  
**Pay/Range Options:** Identifies pay/range i.e., AA vs IA

3. **Salary Rate:** Establishments are automatically set up at 2nd step  
Not applicable to reclasses or abolishments

4. **Position Type:** PF = Permanent Full-Time  
PP = Permanent Part-Time  
LF = Limited Duration Full-Time  
LP = Limited Duration Part-Time  
SF = Seasonal Full-time  
SP = Seasonal Part-Time

5. **FTE:** Full-time equivalent amount based on the number of months on the position divided by 24

6. **# of Months:** Biennial number of months on the position

7. **Phase-In / Phase-Out:** Dates a position will be established and/or expire for the current biennium.  
Permanent positions require phase-in dates only.  
Seasonal positions, use this field for annual season start and end dates.

8. **Funding:** Show position fund split by percentage in the correct fund type column