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EXECUTIVE DEPARTMENT
DIVISION OF THE BUDGET
STATE CAPITOL
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TO: ALL DEPARTMENT AND AGENCY HEADS

FROM: Robert L. Megna *Robert L. Megna*

SUBJECT: Automation of Budget Director's Approval (BDA) Forms

This Bulletin provides information related to the automation of Budget Director's Approval (BDA) forms. Such automation will replace the paper BDA forms on November 9, 2009 and will be accessed through the New York State Electronic Personnel (NYSTEP) system. After November 9, paper BDAs should not be submitted by agencies who use NYSTEP for Division of the Budget (DOB) and/or Governor's Appointments Office (GAO) review. However, DOB and/or GAO will continue to review and process paper BDA requests which were submitted prior to November 9.

Agencies that do not use NYSTEP will continue using the existing procedures for processing paper BDAs.

The new automated system will:

- Provide greater security for the transmittal and review of sensitive information;
- Retrieve key information directly from the NYSTEP system;
- Eliminate the need to perform a separate compensation adjustment transaction to align the Civil Service and payroll (PayServ) databases with the action approved via the BDA;
- Make it easier to retrieve records and reports; and
- Meet the Governor's directive to reduce waste and promote "green" initiatives.

Policy Guidelines

Pursuant to Section 44 of the State Finance Law, DOB makes salary determinations for employees whose compensation is not otherwise prescribed in law.

A BDA is required for new appointments and salary increases (except for general salary increases and performance advances consistent with approved Non-Statutory (NS) performance advance plans) for exempt class and NS non-competitive positions and positions allocated to Salary Grade 38/M-8. These requirements are also applicable to positions which are pending such jurisdictional classification. Additionally, BDAs will now be required for policy-influencing phi-tagged positions.

Procedure

A data entry screen that replicates the necessary fields of the existing paper BDA will be used by agencies to request approval of affected positions' appointments and salary changes. Agencies will electronically submit their requests (identifying the type of request, salary data and effective date information) along with information on the proposed appointee. The requesting agency must attach supporting documents to its request (i.e., Agency Justification; Duties Description; Agency Head Certification; Minimum Qualifications of the position; Resume; and other supporting documents, if required).

The agency will then electronically route the request to the GAO for review using NYSTEP's workflow. Upon favorable action by the GAO, such request will be electronically routed to DOB. For those agencies that do not require GAO review, BDA requests will be routed directly from the agency to DOB. If DOB and GAO approve the BDA, the approval will be recorded in NYSTEP's database and that information will be conveyed to PayServ at the Office of the State Comptroller (OSC) via an existing file transfer process.

A reporting capability exists to allow agencies, GAO, DOB and OSC to track the status of BDAs throughout the determination process.

Security Protocols

Agencies must designate select individuals who will have access to the automated BDA system in NYSTEP. Contact the Department of Civil Service to request such access for affected agency staff. Detailed instructions have been provided in a NYSTEP Broadcast Message.

Questions

Any questions regarding this Bulletin should be directed to your budget examiner.