



# INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)

## USER GUIDE for SALARY CONTROL

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## Overview

The Salary Control form in IBIS shows the current Authorized budget for salaries compared to the current obligation for funded positions for each Budget Code, budget fund, salary account and funding source group, as reported by the HR/Payroll system ("BEACON"). The difference between these two amounts is called **Salary Reserve**. Salary reserve varies throughout the year as positions are created, abolished, or receive salary adjustments.

The Certified budget sets the starting point for salary budgets, but this can be modified throughout the fiscal year by budget revisions. The new adjusted total is the Authorized Budget.

The Salary Control form also shows the Authorized position count (IBIS FTE) compared to the HR position count (Beacon FTE). IBIS FTE totals can also be modified throughout the fiscal year by budget revisions.

OSBM is responsible for ensuring that annualized salary obligations do not exceed an agency's Authorized budget. The State Budget Act describes which kinds of revisions OSBM is authorized to allow. The policies are explained in [Section 3.8.2 of the State Budget Manual](#).

## Scope

Salary Control tracks data for many – but not all – Salary Accounts

### Included Accounts

IBIS Salary Control details are provided for Accounts in the 511XXXXX and 512XXXXX series only.

Because this account is often in question, we are calling it out in this guide specifically to show that it IS included in the IBIS Salary Control display:

51140000      SEC/COUNCIL OF ST SAL

### Excluded Accounts

The following accounts are **excluded** from IBIS Salary Control display:

51254000      SPA TEACHING SUPPLEMENT  
 51310000      REG(N S) TEMP WAGES  
 51350000      STU TEMP WAGES  
 51450000      DUAL EMPL WAGES  
 51652000      COMPEN TO OTH ELECTED OFF

## Recent Notes and System Updates

### Interface to the HR/Payroll (“BEACON”) system – Regular processing vs. Year-End Close Out

BEACON is the system of record for position salaries. BEACON sends nightly data files to Salary Control that contains current position salary amounts. This data feeds directly into the Beacon totals (Salary + FTE) shown in Salary Control.

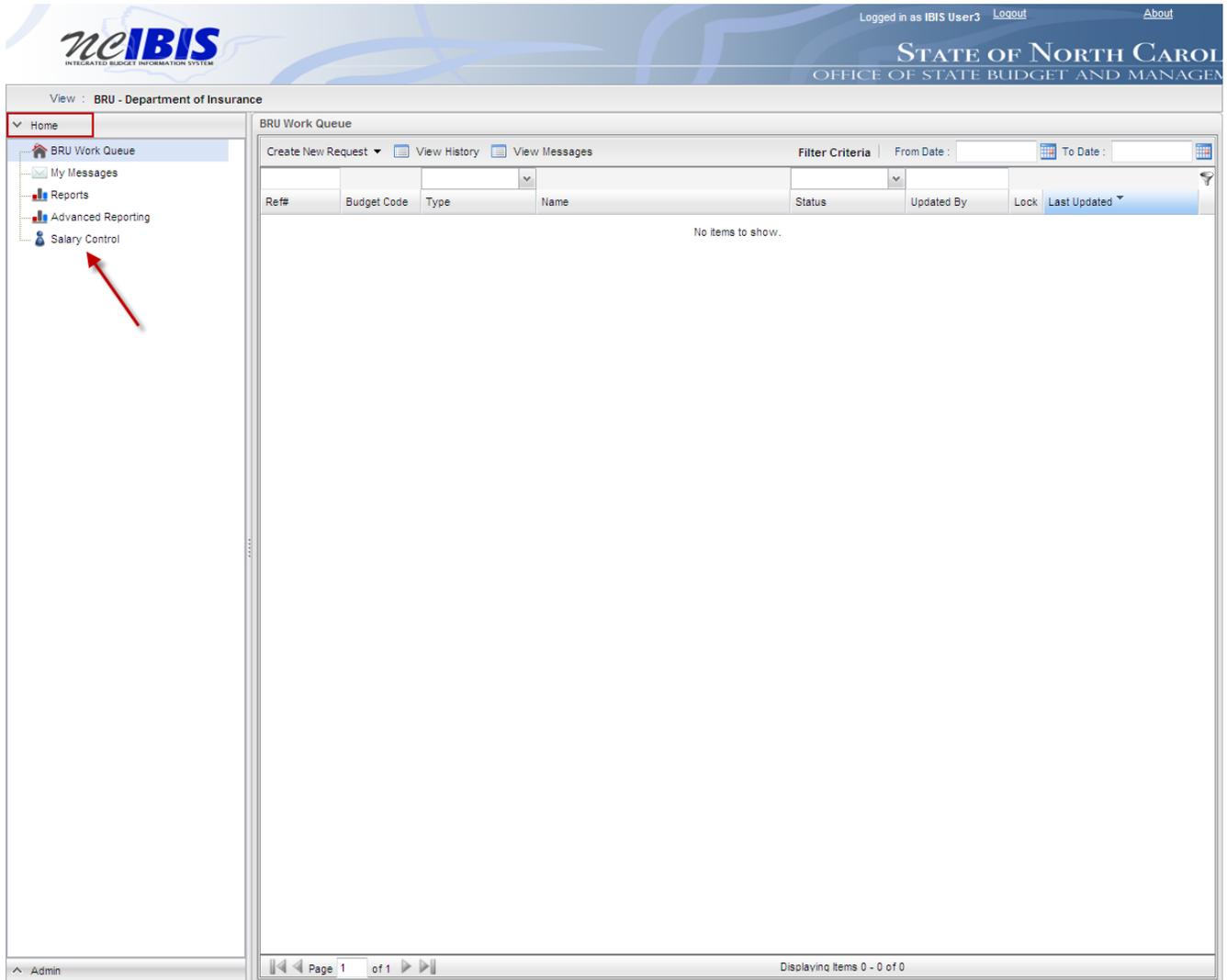
During the Fiscal Year-End Close Out, the interface files from BEACON for the next fiscal year may be paused to allow for reconciliation of the previous year. Please reach out to your Budget Analyst to confirm the Salary Control schedule during Year-End Close Out.

## Accessing Salary Control in IBIS

Once you have successfully logged in, you should see the BRU Work Queue Page. This could also be an Agency Work Queue or the OSBM Work Queue page depending on your log-in credentials.

The screenshot displays the IBIS application interface. At the top, the neIBIS logo is on the left, and the text 'STATE OF NORTH CAROLINA OFFICE OF STATE BUDGET AND MANAGEMENT' is on the right. The user is logged in as 'IBIS User3'. The main content area is titled 'BRU Work Queue' and shows a table with the following columns: Ref#, Budget Code, Type, Name, Status, Updated By, Lock, and Last Updated. The table is currently empty, with the text 'No items to show.' displayed in the center. The left sidebar contains a navigation menu with options: Home, BRU Work Queue, My Messages, Reports, Advanced Reporting, and Salary Control. The bottom of the page shows a status bar with 'Page 1 of 1' and 'Displaying Items 0 - 0 of 0'.

In the left-navigation, under the Home panel, select **Salary Control**.



**Note:** If you are unable to see the Salary Control option, please check with your IBIS agency administrator to verify that your security role has been granted access to this module. If you are authorized for access and still do not see Salary Control, please submit an IBIS Help ticket for assistance.

# Using Salary Control

## Layout of Panels

Once selected, you will see the **Salary Control** module populated into the right pane of your screen as shown below.

The top of the form has four panels:

1. Budget Code
2. Budget Fund
3. Account + Funding Source
4. Transactions for a Position

The bottom of the Salary Control window has 1 panel:

5. Detailed View

The screenshot shows the 'Salary Control' window with the following components:

- Top Panel:** Includes 'Biennium' (2023-2025), 'Fiscal Year' (2024/2025), and a 'Position Search' field.
- Four Selection Panels (1-4):**
  - Panel 1:** Budget Code list (13900, 13902, 23900, 23901, 23903, 54625).
  - Panel 2:** Budget Fund (No items to show).
  - Panel 3:** Account + Funding Source (No items to show).
  - Panel 4:** Transactions for a Position (No items to show).
- Bottom Panel (5): Detailed View**

Radio buttons:  Auto,  Budget Code,  Budget Fund,  Account/Funding,  Transaction.

Code	Description	IBIS FTE	Beacon FTE	IBIS Budget	Beacon Salary	Salary Reserve	Note #
13900	Insurance - General Fund	457.953	458.458	\$35,065,603.00	\$34,403,496.00	\$662,107.00	0
13902	Insurance - General Fund	141.700	141.700	\$11,018,549.00	\$10,887,485.00	\$131,064.00	0
23900	Insurance - Special Fund - Inte	5.385	5.390	\$436,334.00	\$434,571.00	\$1,763.00	0
23901	Insurance - Special Fund - Nor	3.497	3.467	\$277,776.00	\$245,075.00	\$32,701.00	0
23903	Insurance - Special - Noninter	1.344	1.344	\$78,094.00	\$67,439.00	\$10,655.00	0
54625	Public Education Property Insu	7.000	7.000	\$432,005.00	\$432,005.00	\$0.00	0
63901	Insurance - Trust	2.126	2.126	\$111,275.00	\$111,275.00	\$0.00	0
63902	Insurance - Volunteer Safety V	0.250	0.000	\$0.00	\$0.00	\$0.00	0
63903	Insurance - Trust - Internal Ser	23.340	23.340	\$1,861,219.00	\$1,857,951.00	\$3,268.00	0

When selections are made in one or more of the top four columns, the system displays the details below.

There are 5 radio button choices between the top and bottom of the form: Auto, Budget Code, Budget Fund, Account/Funding / Transaction. You can use these choices to change the display in the Detailed View panel on the bottom of the page.

The Detailed View defaults to Auto, which means it displays Budget Codes when the form is first opened.

### Biennium Field

The Biennium field is highlighted in the screenshot below. By default, the current Biennium is shown.

To change the biennium: Click the dropdown arrow and select a new biennium, then select the **Refresh** button.

**Note:** During the annual Fiscal Year Closeout period, the Biennium field will continue to show the biennium that is currently being reviewed. The default Biennium setting will be advanced forward once the closeout period completes. This typically occurs in August.

Salary Control

Biennium : 2023-2025 Fiscal Year :  2023/2024  2024/2025 Refresh

Position Search :  Search

Budget Code	Description	Budget Fund	Description	Account	Description	Fnd Src	Description	Effective Date	Position #
13900	Insurance - General Fund								
13902	Insurance - General Fund								
23900	Insurance - Special Fund - Intere								
23901	Insurance - Special Fund - Non-								
23903	Insurance - Special - Noninteres								
54625	Public Education Property Insur								

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Detailed View :  Auto  Budget Code  Budget Fund  Account/Funding  Transaction

Code	Description	IBIS FTE	Beacon FTE	IBIS Budget	Beacon Salary	Salary Reserve	Note #
13900	Insurance - General Fund	457.953	458.458	\$35,065,603.00	\$34,403,496.00	\$662,107.00	0
13902	Insurance - General Fund	141.700	141.700	\$11,018,549.00	\$10,887,485.00	\$131,064.00	0
23900	Insurance - Special Fund - Inte	5.385	5.390	\$436,334.00	\$434,571.00	\$1,763.00	0
23901	Insurance - Special Fund - Nor	3.497	3.467	\$277,776.00	\$245,075.00	\$32,701.00	0
23903	Insurance - Special - Noninter	1.344	1.344	\$78,094.00	\$67,439.00	\$10,655.00	0
54625	Public Education Property Insu	7.000	7.000	\$432,005.00	\$432,005.00	\$0.00	0
63901	Insurance - Trust	2.126	2.126	\$111,275.00	\$111,275.00	\$0.00	0
63902	Insurance - Volunteer Safety W	0.250	0.000	\$0.00	\$0.00	\$0.00	0
63903	Insurance - Trust - Internal Ser	23.340	23.340	\$1,861,219.00	\$1,857,951.00	\$3,268.00	0

### Fiscal Year Field

The Fiscal Year field is highlighted in the screenshot below. By default, the current Fiscal Year is selected.

To change the Fiscal Year:

- Select the radio button for the Fiscal Year that is needed, then select the **Refresh** button

**Note:** During the annual Fiscal Year Closeout period, the Fiscal Year field will continue to show the year that is currently being reviewed. The default will be advanced forward once the closeout period completes. This typically occurs in August.

Code	Description	IBIS FTE	Beacon FTE	IBIS Budget	Beacon Salary	Salary Reserve	Note #
13900	Insurance - General Fund	457.953	458.458	\$35,065,603.00	\$34,403,496.00	\$662,107.00	0
13902	Insurance - General Fund	141.700	141.700	\$11,018,549.00	\$10,887,485.00	\$131,064.00	0
23900	Insurance - Special Fund - Inte	5.385	5.390	\$436,334.00	\$434,571.00	\$1,763.00	0
23901	Insurance - Special Fund - Nor	3.497	3.467	\$277,776.00	\$245,075.00	\$32,701.00	0
23903	Insurance - Special - Nonintere	1.344	1.344	\$78,094.00	\$67,439.00	\$10,655.00	0
54625	Public Education Property Insu	7.000	7.000	\$432,005.00	\$432,005.00	\$0.00	0
63901	Insurance - Trust	2.126	2.126	\$111,275.00	\$111,275.00	\$0.00	0
63902	Insurance - Volunteer Safety W	0.250	0.000	\$0.00	\$0.00	\$0.00	0
63903	Insurance - Trust - Internal Ser	23.340	23.340	\$1,861,219.00	\$1,857,951.00	\$3,268.00	0

Once the Biennium and Fiscal Year has been set, you will see the Budget Code panel populate with Budget Codes for the BRU. The Detailed View panel at the bottom of the screen populates with Budget Code data.

### View Budget Code Level Data

After refreshing the data (if needed) for the Biennium and Fiscal year, the Detailed View (bottom of the screen) will automatically show summary amounts by Budget Code.

The screenshot shows the 'Salary Control' interface. At the top, there are filters for 'Biennium: 2023-2025' and 'Fiscal Year: 2024/2025'. Below this is a table with columns for Budget Code, Description, Budget Fund, Description, Account, Description, Fnd Src, Description, Effective Date, and Position #. A red box highlights the first row: 13900 Insurance - General Fund. A red arrow points from this row to the 'Detailed View' table below. The 'Detailed View' table has columns for Code, Description, IBIS FTE, Beacon FTE, IBIS Budget, Beacon Salary, Salary Reserve, and Note #. The first row of the detailed view is highlighted in red and matches the highlighted row in the upper table.

Code	Description	IBIS FTE	Beacon FTE	IBIS Budget	Beacon Salary	Salary Reserve	Note #
13900	Insurance - General Fund	457.953	458.458	\$35,065,603.00	\$34,403,496.00	\$662,107.00	0
13902	Insurance - General Fund	141.700	141.700	\$11,018,549.00	\$10,887,485.00	\$131,064.00	0
23900	Insurance - Special Fund - Inte	5.385	5.390	\$436,334.00	\$434,571.00	\$1,763.00	0
23901	Insurance - Special Fund - Nor	3.497	3.467	\$277,776.00	\$245,075.00	\$32,701.00	0
23903	Insurance - Special - Noninter	1.344	1.344	\$78,094.00	\$67,439.00	\$10,655.00	0
54625	Public Education Property Insu	7.000	7.000	\$432,005.00	\$432,005.00	\$0.00	0
63901	Insurance - Trust	2.126	2.126	\$111,275.00	\$111,275.00	\$0.00	0
63902	Insurance - Volunteer Safety W	0.250	0.000	\$0.00	\$0.00	\$0.00	0
63903	Insurance - Trust - Internal Ser	23.340	23.340	\$1,861,219.00	\$1,857,951.00	\$3,268.00	0

You can also display Budget Code data by hovering over the Budget Code in the upper left portion of the screen.

This screenshot shows the same interface as the previous one, but with a tooltip displayed over the budget code '13900' in the upper left table. The tooltip contains the following information:

- Code: 13900
- Description: Insurance - General Fund
- IBIS FTE: 457.953
- Beacon FTE: 458.458
- IBIS Budget: \$35,065,603.00
- Beacon Salary: \$34,403,496.00
- Salary Reserve: \$662,107.00
- Note #: 0

The detailed view table below remains the same as in the previous screenshot.

### View Budget Fund Level Data

After selecting a Budget Code, the list of Budget Funds is populated in the Budget Fund pane. The Detailed View updates to show summary amounts by Budget Fund.

Salary Control - Administrative Office of the Courts

Biennium: 2023-2025 Fiscal Year: 2023/2024 2024/2025 Refresh

Budget Code	Description	Budget Fund	Description	Account	Description	Fnd Src	Description	Effective Date	Position #	
13900	Insurance - General Fund	101601	DOI 1100 ADMINISTRATION BC	No items to show.						No items to show.
13902	Insurance - General Fund	101603	DOI 1200 COMPANY SERVICES	No items to show.						No items to show.
23900	Insurance - Special Fund - Intert	101611	DOI 1400 PRODUCERS AND PF	No items to show.						No items to show.
23901	Insurance - Special Fund - Non-	101612	DOI 1500 OFFICE OF STATE FIF	No items to show.						No items to show.
23903	Insurance - Special - Noninterest	101613	DOI 1600 CONSUMER ASSISTAN	No items to show.						No items to show.
54625	Public Education Property Insur	101615	DOI 1700 FRAUD CONTROL	No items to show.						No items to show.

Detailed View: Auto Budget Code Budget Fund Account/Funding Transaction

Code	Description	IBIS FTE	Beacon FTE	IBIS Budget	Beacon Salary	Salary Reserve	Note #
101601	DOI 1100 ADMINISTRATION E	77.888	77.888	\$6,842,133.00	\$6,800,977.00	\$41,156.00	0
101603	DOI 1200 COMPANY SERVIC	98.340	97.915	\$8,411,734.00	\$8,303,734.00	\$108,000.00	0
101611	DOI 1400 PRODUCERS AND	51.660	51.660	\$3,630,559.00	\$3,605,691.00	\$24,868.00	0
101612	DOI 1500 OFFICE OF STATE	99.353	100.283	\$7,221,161.00	\$6,960,589.00	\$260,572.00	0
101613	DOI 1600 CONSUMER ASSIS	59.712	59.712	\$3,825,667.00	\$3,617,682.00	\$207,985.00	0
101615	DOI 1700 FRAUD CONTROL	71.000	71.000	\$5,134,349.00	\$5,114,823.00	\$19,526.00	0

### View Account / Funding Source Level Data

After selecting a Budget Code and a Budget Fund, the list of Accounts + Funding Source combinations is populated in the Account/Funding Source pane. The Detailed View updates to show summary amounts by Account + Funding Source.

Salary Control - Administrative Office of the Courts

Biennium: 2023-2025 Fiscal Year: 2023/2024 2024/2025 Refresh

Budget Code	Description	Budget Fund	Description	Account	Description	Fnd Src	Description	Effective Date	Position #	
13900	Insurance - General Fund	101601	DOI 1100 ADMINISTRATION BC	51140000	SEC/COUNCIL OF ST SAL	0XXX	UNDESIGNATED	No items to show.		
13902	Insurance - General Fund	101603	DOI 1200 COMPANY SERVICES	51140000	SEC/COUNCIL OF ST SAL	1XXX	APPROPRIATIONS	No items to show.		
23900	Insurance - Special Fund - Intert	101611	DOI 1400 PRODUCERS AND PF	51210000	SPA-REG SALARIES	1XXX	APPROPRIATIONS	No items to show.		
23901	Insurance - Special Fund - Non-	101612	DOI 1500 OFFICE OF STATE FIF	51210000	SPA-REG SALARIES	2XXX	RECEIPTS	No items to show.		
23903	Insurance - Special - Noninterest	101613	DOI 1600 CONSUMER ASSISTAN	No items to show.						No items to show.
54625	Public Education Property Insur	101615	DOI 1700 FRAUD CONTROL	No items to show.						No items to show.

Detailed View: Auto Budget Code Budget Fund Account/Funding Transaction

Account	Description	Fnd Src	Description	IBIS FTE	Beacon FTE	IBIS Budget	Beacon Salary	Salary Reserve	Note #
51140000	SEC/COUNCIL OF ST SA# 0XXX		UNDESIGNATED	0.000	0.000	\$0.00	\$0.00	\$0.00	0
51140000	SEC/COUNCIL OF ST SA# 1XXX		APPROPRIATIONS	1.000	1.000	\$168,384.00	\$168,384.00	\$0.00	0
51210000	SPA-REG SALARIES 1XXX		APPROPRIATIONS	76.888	76.888	\$6,673,749.00	\$6,637,593.00	\$36,156.00	0
51210000	SPA-REG SALARIES 2XXX		RECEIPTS	0.000	0.000	\$0.00	\$0.00	\$0.00	0

### View Transaction Level Data

After selecting a Budget Code, a Budget Fund, and an Account/Funding Source, the Detailed View updates to show Transactions which have adjusted that combination.

The fourth panel on the top right is a short version of the Transaction. The full Transaction information is displayed in the Detail View on the bottom.

**Note:** To see Transactions in Salary Control, you must have the “Detailed Salary Control Access” role added to your IBIS login account. Check with your agency IBIS administrator to request this role.

The screenshot shows the IBIS Salary Control interface. At the top, there are filters for 'Fiscal Year' (2023/2024) and 'Position Search'. Below this is a grid with columns: Budget Code, Description, Budget Fund, Description, Account, Description, Fnd Src, Description, Effective Date, and Position #. A red box highlights a row with Budget Code 9900, Description Insurance - General Fund, Budget Fund 101601, Description DOI 1100 ADMINISTRATION BC, Account 51140000, Description SEC/COUNCIL OF ST SAL, Fnd Src 0XXX, Description UNDESIGNATED, Effective Date 07/01/2023, and Position # BD 307. A red arrow points from this row to the 'Detailed View' panel below. The 'Detailed View' panel has a dropdown menu set to 'Auto' and shows a table with columns: Effective Date, Position, Fnd Src, IBIS FTE, Beacon FTE, IBIS Budget, Beacon Salary, Transaction Type, and Notes. The table contains several rows of transaction data, with the last row highlighted in blue, showing an effective date of 09/11/2023, position System Corre 1000, IBIS FTE 0.000, Beacon FTE 76.848, IBIS Budget \$0.00, Beacon Salary \$6,110,088.00, Transaction Type BEACON, and Notes System Correction.

There are several types of Transactions:

1. **IBIS** - Transactions from budget revisions with position tab entries.
2. **BEACON** - Transactions from BEACON that altered a position’s salary.
3. **BD307** – The Certified budget (BD307) functions as the budgetary ‘starting point’ for the Fiscal Year. The Certified budget is loaded after the Certification process is complete.
4. **CURRENT SALARIES** – This is the BEACON salary ‘starting point’ value for the Fiscal Year.
5. **System Correction** – This is an automated correcting entry that occurs when position changes are shown in the ‘Summary’ file, but there are no related transactions for those changes. See the section below for more information on “Summary” file and transactions in BEACON.

### Where BEACON Amounts Come From

The “Summary” amounts are the totals shown after clicking Budget Code or Budget Fund in the top panels.

These summary amounts are fed from a large file sent from BEACON on a nightly basis. The file shows position salary and FTE amounts at the time that the file was generated by BEACON the night before. This file does not contain the individual transactions that constitute the total salary and FTE amounts.

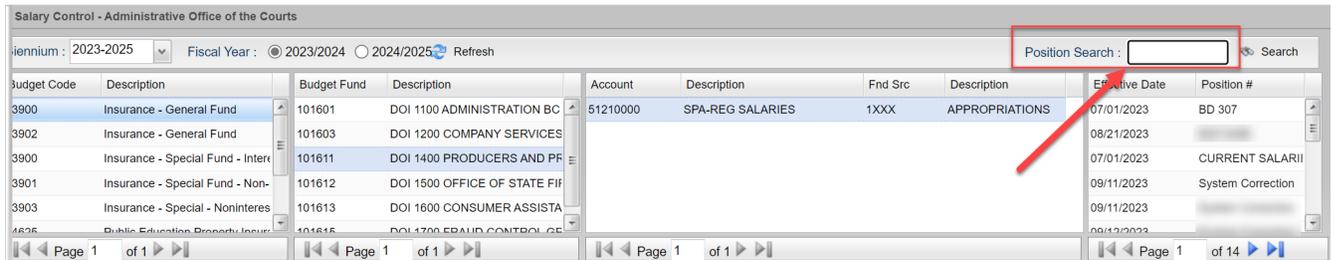
The Account + Funding Source views, show all transactions underlying the totals at the Budget Fund and Budget code levels. These transactions come from a different BEACON file containing all salary actions from the previous day.

*This means that actions that are applied with current dates or retroactive dates will be represented in the counts. Actions applied with future effective dates will not be represented.*

If the totals in the BEACON Summary file do not match the total transactions sent from BEACON , IBIS automatically creates a balancing transaction called a “System Correction” transaction.

### Position Search

To locate Transactions for a specific Position, enter the Position number in the **Position Search** field and then click the Search button.



If Transactions for the Position are found, IBIS will open a pop-up window with the list of Transactions.

## Entering Notes

Notes allow you to add information to a record that may help clarify issues or create reminders of special circumstances.

### Add a Note

In the Detail View pane at the bottom of the screen, double click one of these items to open the Notes window:

- A Budget Fund row
- An Account + Funding Source row

The screenshot shows the IBIS software interface. At the top, there are filters for Biennium (2023-2025) and Fiscal Year (2024/2025). Below this is a table with columns: Budget Code, Description, Budget Fund, Description, Fnd Src, Description, Effective Date, and Position #. The row for Budget Code 23900 is highlighted with a red circle and a '1'. Below this is a 'Detailed View' section with a table. The table has columns: Code, Description, IBIS FTE, Beacon FTE, IBIS Budget, Beacon Salary, Salary Reserve, and Note #. The row for Code 204001 is highlighted with a red circle and a '2'. The 'Note #' column for this row contains the number '3', which is circled in red with an arrow pointing to it.

Number of notes will update once a note is added

1. Select a Budget Code or Budget Fund from the top panels
2. In the Detail View, double-click the row that you would like to add a note for.
3. The Note# column will show you a count of notes that are already added for that row.

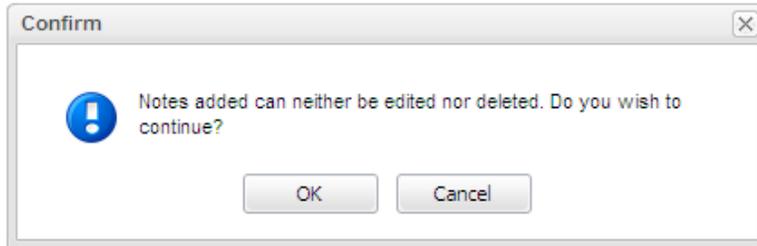
A Notes window will pop-up.

- At the top of the window (not pictured), you'll see the history of all notes that have previously been added.
- At the bottom of the window (shown below), you'll see an area for composing and formatting a new note.

The screenshot shows a 'New Note' window. At the top right, there is a 'Position No' field. Below this is a text input area with a rich text editor toolbar containing icons for bold (B), italic (I), and underline (U). At the bottom of the window, there are two buttons: 'Add Note' and 'Close'.

Enter your text, format as needed and then click the **Add Note** button.

**IMPORTANT:** You will see a warning to ask you to confirm the note. **Once added, notes cannot be edited or deleted.**



When you close the form after adding a note, you will see that the Note# on the far side of the screen displays the number of notes that have been added for that row.

Note #
1

### View a Note

In the Detail View pane at the bottom of the screen, double click a row where the Note# column shows a count of notes that is 1 or more.

The Notes window will open. The note history will be shown at the top of the window.

## Exporting Salary Control Data to Excel

To export Salary Control data to Excel for additional analysis, select the 'Export to Excel' option. This will run the export and open the file in an Excel (.XLSX format) for your review.

The data currently in view on the bottom Detail View panel, is the data that will be exported to Excel. You can export Budget Code, Budget Fund, Account + Funding Source or Transaction data.

The screenshot shows the IBIS Salary Control interface. At the top, there are filters for Biennium (2023-2025), Fiscal Year (2023/2024, 2024/2025), and a Position Search field. Below this is a table with columns for Budget Code, Description, Budget Fund, Description, Account, Description, Fnd Src, Description, Effective Date, and Position #. The row for Budget Code 13900, Description 'Insurance - General Fund', Budget Fund 101603, Description 'DOI 1200 COMPANY SERVICES', Account 51210000, Description 'SPA-REG SALARIES', Fnd Src 1XXX, Description 'APPROPRIATIONS', Effective Date 07/01/2023, and Position # BD 307 is highlighted. Below the table is a 'Detailed View' section with radio buttons for 'Auto', 'Budget Code', 'Budget Fund', 'Account/Funding', and 'Transaction'. The 'Export to Excel' button is highlighted with a red box and a red arrow.

## Example Excel Export

BRU	Budget Code	Budget Code Title	Fund Code	Fund Code Title	Account	Account Title	Fund Source						
120	13900	Insurance - General Fund	101611	DOI 1400 PRODUCERS	51210000	SPA-REG SALARIES	1XXX						
Transaction ID	Actual Date	Effective Date	Position #	Fund Source	Fund Source Desc	IBIS FTE	Beacon FTE	IBIS Budget	Beacon Salary	Salary Reserve	Transaction Source	Note	
2275574	07/01/2023	07/01/2023	BD 307	1000	APPROPRIATIONS	52.660	0.000	\$ 3,438,276.00	\$ -	\$ 3,438,276.00	IBIS	BD 307	
2175137	01/18/2024	07/02/2023	NA	1000	APPROPRIATIONS	0.000	0.000	\$ (2,000.00)	\$ -	\$ (2,000.00)	IBIS	(110034)Budget Revision sent to salary control detail	
2301031	02/22/2024	07/01/2023		1000	APPROPRIATIONS	0.000	0.000	\$ 3,182.00	\$ -	\$ 3,182.00	IBIS	(110053)Budget Revision sent to salary control detail	
2301242	02/22/2024	07/01/2023		1000	APPROPRIATIONS	0.000	0.000	\$ 3,151.00	\$ -	\$ 3,151.00	IBIS	(110053)Budget Revision sent to salary control detail	
2301243	02/22/2024	07/01/2023		1000	APPROPRIATIONS	0.000	0.000	\$ 1,966.00	\$ -	\$ 1,966.00	IBIS	(110053)Budget Revision sent to salary control detail	
2301244	02/22/2024	07/01/2023		1000	APPROPRIATIONS	0.000	0.000	\$ 2,280.00	\$ -	\$ 2,280.00	IBIS	(110053)Budget Revision sent to salary control detail	

## Salary Control Reports in IBIS

While the Date Export to Excel as shown above can be useful for helping to review and balance Salary Control totals, for additional analysis, you may prefer to run one or more of the Salary Control Reports in the IBIS Reports module.

These Reports are located in the **IBIS Reports > Self Service Reports > Budget Execution Reports** folder:

- Salary Control – Reconciliation Report
- Salary Control – Transaction Extract Report
- Salary Control Incomplete Records
- Salary Control Summary – Salary Reserve

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	<b>Salary Control – Reconciliation Report</b> 7/28/2024 1:54 PM
	<b>Salary Control – Transaction Extract Report</b> 7/25/2024 8:53 AM
	<b>Salary Control Incomplete Records</b> 7/24/2024 3:56 PM
	<b>Salary Control Summary - Salary Reserve</b> 8/15/2024 8:08 AM

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## User Interface Controls

### Adjusting the Size of the Top and Bottom Panels

There is a small control in the middle of the top and bottom panels. Click the “...” and drag the control up or down to resize the heights of the top and bottom panels. This can be useful when there are long lists of Budget Codes or Budget Funds.

Before:

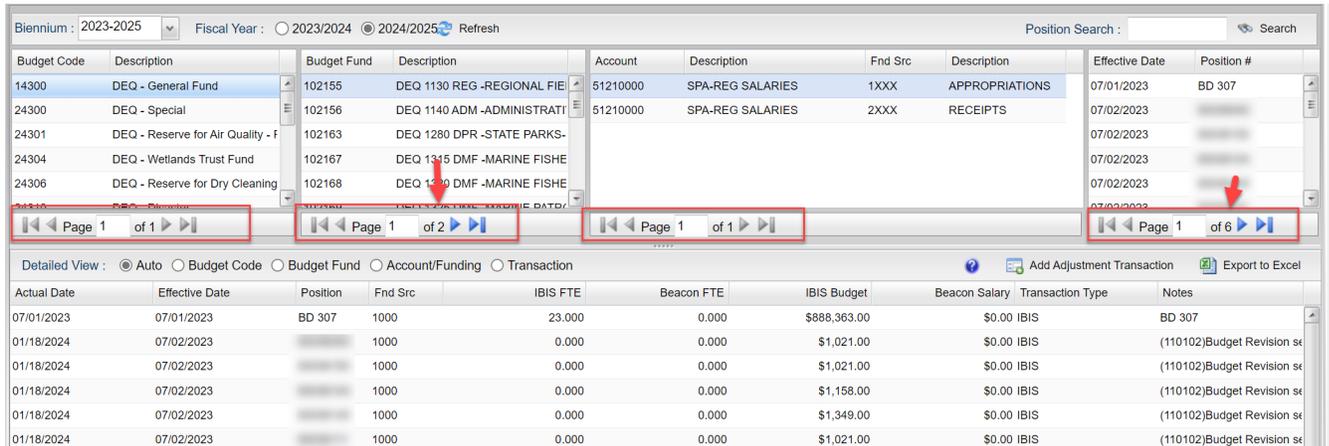
The screenshot shows the IBIS Salary Control interface. At the top, there are dropdown menus for 'Biennium: 2023-2025' and 'Fiscal Year: 2023/2024 2024/2025', along with a 'Refresh' button and a 'Position Search' field. Below this is a table with columns for Budget Code, Description, Budget Fund, Description, Account, Description, Fnd Src, Description, Effective Date, and Position #. The table contains several rows of data. Below the table, there are three pagination controls, each showing 'Page 1 of 1'. A red box highlights a small control consisting of six dots '.....' located between the middle and right pagination controls. A red arrow points to this control. Below the pagination controls is a 'Detailed View' section with radio buttons for 'Auto', 'Budget Code', 'Budget Fund', 'Account/Funding', and 'Transaction'. To the right of these buttons are icons for 'Add Adjustment Transaction' and 'Export to Excel'. Below this is another table with columns for Account, Description, Fnd Src, Description, IBIS FTE, Beacon FTE, IBIS Budget, Beacon Salary, Salary Reserve, and Note #. This table contains four rows of data.

After:

This screenshot is identical to the one above, showing the same interface elements. However, the table below the pagination controls is now taller, indicating that the bottom panel has been resized. The red box and arrow highlighting the '.....' control are still present, showing its position relative to the larger table below.

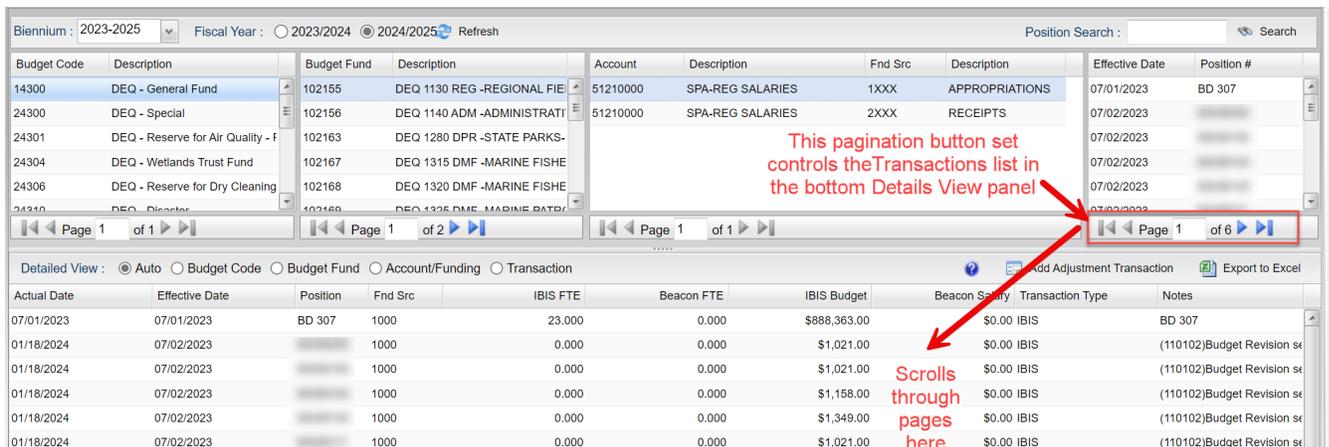
### Pagination Buttons

In the top panels (Budget Codes, Budget Funds, Account + Funding Source, Transactions), use the pagination buttons to navigate through multiple pages of data to see the results in long lists.



Note that the pagination buttons in the Transaction panel on the top right are what control the view of the different pages of Transactions in the Details View panel on the bottom of the screen.

In the example below, there are 6 pages of Transactions.



### Transactions – Notes Column – Hover to See Full Details

When viewing Transaction in the Details View pane, if the Notes column on the far right is too small to see the Note without scrolling, you can also use your mouse to hover over the Note and a pop-up will display the full text of the Note.

The screenshot displays the IBIS Salary Control interface. At the top, there are filters for Biennium (2023-2025) and Fiscal Year (2023/2024, 2024/2025). Below this is a table with columns for Budget Code, Description, Budget Fund, Description, Account, Description, Fnd Src, Description, Effective Date, and Position #. The table lists several transactions, including those for EPA-REG SALARIES and SPA-REG SALARIES. Below the table, there is a 'Detailed View' section with radio buttons for 'Auto', 'Budget Code', 'Budget Fund', 'Account/Funding', and 'Transaction'. The 'Transaction' view is selected, showing a table with columns for Actual Date, Effective Date, Position, Fnd Src, IBIS FTE, Beacon FTE, IBIS Budget, Beacon Salary, Transaction Type, and Notes. A red arrow points to a note in the 'Notes' column: '(110034)Budget Revisi'. A red box highlights this note, and a tooltip is shown above it containing the full text: '(110034)Budget Revision sent to salary control detail'.

Actual Date	Effective Date	Position	Fnd Src	IBIS FTE	Beacon FTE	IBIS Budget	Beacon Salary	Transaction Type	Notes
07/01/2023	07/01/2023		1000	75.433	0.000	\$5,182,270.00	\$0.00	IBIS	BD 307
01/18/2024	07/02/2023	NA	1000	0.000	0.000	\$1,500.00	\$0.00	IBIS	(110034)Budget Revisi
01/18/2024	09/01/2023		1000	(0.550)	0.000	\$(4,250.00)			(110034)Budget Revision sent to salary control detail
01/18/2024	07/02/2023		1000	0.000	0.000	\$1,000.00	\$0.00	IBIS	(120045)Budget Revisi

## Appendix A – When Position Salaries May Not Match Employee Salaries

### *Example: OSHR Mercer Project – June 2022*

In June 2022, OSHR (through OSC), implemented the OSHR Mercer Project, which is an adjustment to classification salary ranges based on a salary survey. Based on implementing these new ranges, some employees have lower salaries than the new minimum starting salary for their Classification. The plan is for agencies to provide salary adjustments to bring affected Employees up to the minimum. However not all agencies have the funding to make these salary adjustments right away.

OSC will track employees that are under the new minimum but work for agencies that don't yet have funding to increase the salaries through a new EXCLUDED list. This will stop the automatic matching of the Employee Salary to the Position Salary in BEACON each night for these Positions.

OSC considers this a temporary situation. As agencies have the funds, they will bring the employee up to the minimum for the salary range and then the positions will no longer be on the "Excluded" list.

At the time that the automatic matching for these Excluded employees was stopped, their Employee Salary and Position Salary **were both exactly the same and will stay that way** until an agency applies one of the special OSC-designated salary actions to bring the Employee to the minimum, or until the Legislative Increase (LI) salary action is applied. These are the triggers that OSC will look for, check if the Employee salary is now at or above the minimum and then remove the Employee from the Excluded list. This will then restart the matching of their Position salary to Employee Salary again.

**It is important to note that IBIS receives the POSITION salary amounts from BEACON each night.** If an agency has applied a salary action to an Excluded employee that is not one of the salary actions that OSC is expecting, it will not trigger the removal of the Employee from the Excluded list. This could cause IBIS to receive a lower POSITION salary than what the Employee is actually being paid.