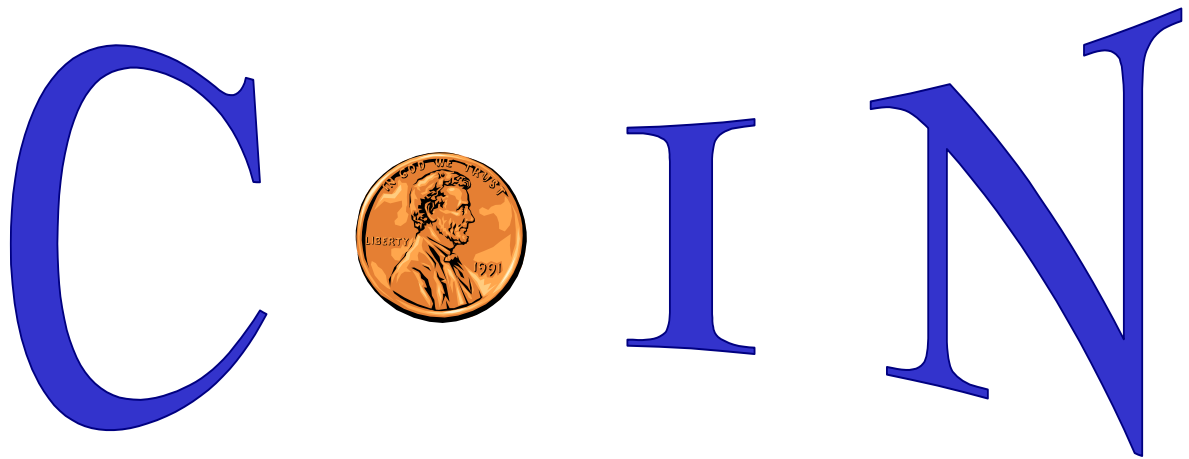


# Constitutional Officer Information Network



## *Budget Request Guide*

*Circuit Court Clerks*

**Compensation Board**  
**December 1, 2024**

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CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE  
BUDGET REQUEST (OLB)

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## 1. COIN MAIN MENU

```
MAIN-A                               COIN MAIN MENU                               10/29/2024 10:01
V.05062016 LOC: 001 OFF: 773 ACCOMACK COUNTY

      1. SYSTEM MAINTENANCE                A. ASSIST CUSTOMER
      2. BUDGET REQUEST PROCESSING
      3. REIMBURSEMENT PROCESSING
      4. PERSONNEL PROCESSING
      5. REPORTS
      6. INQUIRY
      7. TTF BUDGET REQUEST                TTF FISCAL YEAR █
      8. UPDATE LOCALITY/OFFICE INFORMATION

OPTION: 2

BROADCAST MESSAGES:

F1=HELP                                F12=LOGOFF
```

- Select Option #2 “Budget Request Processing”



## 2. Main Menu - Option #2, Budget Request (OLB) Menu

### Purpose:

The Budget Request menu is accessed from the COIN main menu. All Budget Request functionality will be accessed through this menu. A user may choose to view the Permanent Personnel data sorted by Last Name, or Position Number. The user may also select a starting value whereby the Permanent Personnel screen will display the record requested or the next record in the sort sequence if the requested record was not found.

### Navigational Path

- Coin Main Menu – Select Option #2, COIN Budget Request

### CLERK'S

```

MCB0                                COIN BUDGET REQUEST                2024-10-29 10:02
V.01042021 FY: 2025 LOC: 001 OFF: 773 ACCOMACK COUNTY
OFFICE: CIRCUIT COURT CLERK          OFFICER: TALIA C TAYLOR
                                     BUDGET REQUEST MENU

1. PERMANENT PERSONNEL SORTED BY
   _ LAST NAME          OR STARTING LAST NAME: _____
   POSITION NUMBER OR STARTING POSITION NUMBER: _____
   ENTER "X" FOR SORT ORDER ONLY

2. ADDITIONAL EMPLOYEE REQUEST
3. TEMPORARY PERSONNEL FUNDING REQUEST
4. FULL OR PARTIALLY FUNDED PERSONNEL
5. OFFICE EXPENSE FUNDING
6. EQUIPMENT (EXCLUDING CLERKS)
7. RECORD WORKLOAD INFORMATION
8. UPDATE LOCALITY INFORMATION
9. SPECIAL PROGRAM CERTIFICATION
10. CERTIFY BUDGET REQUEST
11. COMMENTS
12. COMPENSATION BOARD FUNCTIONS
OPTION 1_

F1=HELP      F3=MENU      F4=TOTALS      F12=MAIN
    
```

### Helpful Hints:

- COIN Budget Request Menu provides access to other related screens
- Locality and office code will be displayed by COIN when you log into the COIN system
- 'FY' - The upcoming fiscal year will be pre-filled on your COIN Budget Request Menu
  - ✓ If you wish to view a prior fiscal year's Budget Request, type over the supplied fiscal year
- If the required fields have not been completed, the system will not allow you to certify your Budget Request

## Budget Request Menu

```

MCB0                                COIN BUDGET REQUEST                                2024-10-29 10:02
V.01042021 FY: 2025 LOC: 001 OFF: 773 ACCOMACK COUNTY
OFFICE: CIRCUIT COURT CLERK        OFFICER: TALIA C TAYLOR
                                     BUDGET REQUEST MENU

1. PERMANENT PERSONNEL SORTED BY
   _ LAST NAME          OR STARTING LAST NAME: _____
   X POSITION NUMBER OR STARTING POSITION NUMBER: [ ] _____
   ENTER "X" FOR SORT ORDER ONLY

2. ADDITIONAL EMPLOYEE REQUEST
3. TEMPORARY PERSONNEL FUNDING REQUEST
4. FULL OR PARTIALLY FUNDED PERSONNEL
5. OFFICE EXPENSE FUNDING
6. EQUIPMENT (EXCLUDING CLERKS)
7. RECORD WORKLOAD INFORMATION
8. UPDATE LOCALITY INFORMATION
9. SPECIAL PROGRAM CERTIFICATION
10. CERTIFY BUDGET REQUEST
11. COMMENTS
12. COMPENSATION BOARD FUNCTIONS
OPTION 1_

F1=HELP      F3=MENU      F4=TOTALS      F12=MAIN
    
```

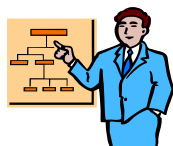
### Helpful Hints (Continued):

- The 'Last Name' sort is the default sort option if no sort option is selected or no partial entry is found
  - ✓ The user may enter an 'X' in the 'Last Name' sort field to start at the 1<sup>st</sup> name listed alphabetically for your office, or
  - ✓ Tab to the 'Starting Last Name' field and input the Last Name of the employee you choose to start the sort
  - ✓ If a starting point or partial initial selection is selected but not found, the Permanent Personnel screen will be displayed starting at the next closest record
  - ✓ Only one sort order option or full/partial starting key may be chosen
- Screen selections #2 through #11 are accessed by entering the choice into the "Option" field in the lower left hand corner of the screen
  - ✓ Invalid option will result in an error message.

### Procedures:

- Select an 'Option' \_\_\_\_
  - ✓ If Option #1, Permanent Personnel, input 'X' next to the sort order you want to view
- 'F' Function Hot Keys allow back and forth movement between commonly used screens
- Press 'F3' or 'F12' to exit the screen to the COIN Main Menu

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE  
BUDGET REQUEST (OLB)



### 3. Option #1, Permanent Personnel

**Purpose:**

The Permanent Personnel Request Screen is accessed from the COIN Budget Request menu. This screen allows the user to review and update the Permanent Personnel for the Budget Request. The user may update the Local Salary, Salary Amount Requested and Class Change. The Compensation Board (CB) may update Annual Salary, Salary Amount Requested and the Class fields. Totals for various fields may be accessed from this screen.

**Navigational Path:**

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #1, Permanent Personnel

#### CLERK'S

CIDC-TEST

QWS3270 Edit View Options Tools Help

MCB1

V.05062014

FY: 2016

LOC: 001

OFF: 773

ACCOMACK COUNTY

COIN BUDGET REQUEST

2014-11-06 15:26

PERMANENT PERSONNEL SORTED BY POSITION NUM

CHG	POS	SSN	LAST NAME	FIRST NAME	CLASS	CLASS
		ANNUAL	LOCAL	SALARY	AMT REQ	SALARY
		APPROVED	SALARY	SUPPL	ABOVE	AMT REQ
	00001	*****1111	WINTERS	VICTORIA		
		106522	106522	0	0	106522
						CLERK
	00002	*****1111	DEVLIN	BURKE		
		32013	32013	0	0	32013
						DCIII
	00003	*****1111	STODDARD	CAROLYN		
		32013	32013	0	0	32013
						DCIII
						TOTAL
						0006

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23

11/25

NUM

15:26:28 IBM-3278-2-E - TC1A2232

3:26 PM 11/6/2014

**Compensation Board**

Last Updated: 11-28-22 2:54 PM

## Option #1, Permanent Personnel

CIDC-TEST QWS3270 Edit View Options Tools Help

MCB1 COIN BUDGET REQUEST 2014-11-06 15:26  
V.05062014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

PERMANENT PERSONNEL SORTED BY POSITION NUM

CHG	POS	SSN	LAST NAME	FIRST NAME	CLASS	CLASS CHANGE
		ANNUAL APPROVED	LOCAL SALARY	SALARY AMT REQ SUPPL ABOVE	SALARY AMT REQ	
	00001	*****1111 106522	WINTERS 106522		VICTORIA 0 0 106522	CLERK _____
	00002	*****1111 32013	DEVLIN 32013		BURKE 0 0 32013	DCIII _____
	00003	*****1111 32013	STODDARD 32013		CAROLYN 0 0 32013	DCIII _____
						TOTAL 0006

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 11/25 NUM 15:26:28 IBM-3278-2-E - TC1A2232

3:26 PM 11/6/2014

### Helpful Hints:

- Option #1, Permanent Personnel screens display salaries for all CB funded employees
- This screen displays each position record for your office
  - ✓ If needed, multiple screens will be displayed to view all position records for your office
- If salary adjustments are made to the 'Salary Amount Requested', COIN will calculate the difference from the annual salary approved and place the difference in the amount requested above field
- Personnel changes (CB10s) processed during the time period that the online budget system is available to your office will automatically update personnel and salary data in COIN
  - ✓ The processing of a CB10 could eliminate any salary increase and/or change requests previously entered on this screen for the affected position if the officer has not yet signed off on the completed budget request
- The following codes may be listed in the 'CHG' data field
  - ✓ Blank Space = No CB10 action taken
  - ✓ 'C' = CB10 Change
- If the type of request entered for the affected position prior to the personnel change is still desired after the personnel change, the request must be re-entered in the Permanent Personnel Screens of Budget Request prior to sign off by the officer

## Option #1, Permanent Personnel

CIDC-TEST QWS3270 Edit View Options Tools Help

MCB1 COIN BUDGET REQUEST 2014-11-06 15:26

V.05062014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

PERMANENT PERSONNEL SORTED BY POSITION NUM

CHG	POS	SSN	LAST NAME	FIRST NAME	CLASS	CLASS CHANGE
		ANNUAL APPROVED	LOCAL SALARY	SALARY SUPPL	AMT REQ ABOVE	SALARY AMT REQ
	00001	*****1111 106522	WINTERS 106522		0 0	VICTORIA 106522 CLERK
	00002	*****1111 32013	DEVLIN 32013		0 0	BURKE 32013 DCIII
	00003	*****1111 32013	STODDARD 32013		0 0	CAROLYN 32013 DCIII
						TOTAL 0006

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 11/25 NUM 15:26:28 IBM-3278-2-E - TC1A2232

3:26 PM 11/6/2014

### PROCEDURES:

**Annual Approved:** Supplied by CB (Can be changed by CB)

**Local Salary:** Enter the total salary for each position including locality supplement if applicable. If no local supplement funded press the "Enter" key and the CB Annual Approved Salary will be used.

**Salary Suppl:** Calculated for you = Total Locality amount minus the Compensation Board Approved Salary gives you the salary Supplement

**Amt Req Above:** Calculated for you = Salary Amount Requested – Annual Salary gives you amount requested above

**Sal Amt Req:** Entered by Officer or Compensation Board

**Class:** Supplied by system

**Class Change:** Enter the class you are requesting for a salary alignment for the employee currently in this position.

- After all the requested data has been entered, press the "Enter" key to update
- Press 'F8' to proceed to the next page if needed
- Press 'F3' to exit the screen to the Budget Request Manual
- Press 'F4' to display "totals" for your office

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE  
BUDGET REQUEST (OLB)



## 4. Option #2, Additional Personnel Request

### Purpose:

The Additional Personnel Request Screen is accessed from the COIN Budget Request menu. This screen will allow the User to Request Additional Personnel. The User may request additional personnel by Class type.

### Navigational Path:

- Coin Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #2, Additional Personnel Request

A screenshot of a computer screen displaying the 'COIN BUDGET REQUEST' application. The window title is 'CIDC-TEST'. The menu bar includes 'Edit', 'View', 'Options', 'Tools', and 'Help'. The status bar at the bottom shows 'Connected to s0100.vita.virginia.gov port 23', '8/25', 'NUM', and '15:39:17 IBM-3278-2-E - TC1A0843'. The main content area shows the following text:  
MCB2 COIN BUDGET REQUEST 2017-11-30 15:39  
V.01202008 FY: 2019 LOC: 003 OFF: 773 ALBEMARLE COUNTY  
ADDITIONAL PERSONNEL REQUEST  

CLASS	ENTRY LEV SAL	NUM OF POSITIONS	TOTAL AMT REQ
CTII	21278 *	—	
DCI	25422 *		
GOC	21278 *		
MT	21278 *		
			TOTAL 0004

OFFICER HAS NOT SIGNED OFF YOU CANNOT MODIFY  
F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

### Helpful Hints:

- Complete this section to request additional full-time CB funded positions of a predefined class, or
- Complete this section to request additional full-time CB funded positions other than a predefined class
- Blank data fields (Class, Entry Level Salary and Number of positions) are provided to enter a request for Additional Personnel other than pre-listed CB classes and/or salaries
- COIN calculates the total amount for each class based on the number of positions requested
- 'Number of Positions' fields **are required**, you must enter a '0' or the number of additional full-time CB funded positions requested
- Any new positions approved by the General Assembly or any reallocated positions will be allocated by the Compensation Board based upon the request and in accordance with the Compensation Board's staffing standards
- Valid CB Class must be entered; salary request must be between minimum and maximum of pay band of class requested

## Option #2 Additional Personnel Request

The screenshot shows a terminal window titled 'CIDC-TEST' with a menu bar (QWS3270, Edit, View, Options, Tools, Help) and a toolbar. The main display area contains the following text:

MCB2 COIN BUDGET REQUEST 2017-11-30 15:37  
V.01202008 FY: 2019 LOC: 001 OFF: 773 ACCOMACK COUNTY

ADDITIONAL PERSONNEL REQUEST

CLASS	ENTRY LEV SAL	NUM OF POSITIONS	TOTAL AMT REQ
CTII	21278 *	0	0
DCI	25422 *	1	25,422
GOC	21278 *	2	42,556
MT	21278 *	0	0
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

TOTAL  
0004

\*\*\* UPDATE SUCCESSFUL \*\*\*

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

Connected to s0100.vita.virginia.gov port 23 8/25 NUM 15:37:57 IBM-3278-2-E - TC1A0843

### Procedures:

<b>Class:</b>	Supplied by CB. If the supplied class is not the class you wish to add, tab to the blank field under the class column and input the class code you wish to request. Valid CB Class must be entered, if unknown, see the salary scales in the appendix
<b>Entry Level</b>	Supplied by CB. If the supplied salary is not the salary you wish to request, tab to the blank field under the 'Entry Level' column and enter the salary you wish to request
<b>Number of Positions:</b>	Enter the number of positions you are requesting
<b>Blank Fields (Other)</b>	Enter Class, Salary and number of positions requested

- Press the "Enter" key after completing the information requested
- Press "F8" to proceed to the next screen
- Press 'F3=Exit' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office



## 5. Option #3, Temporary Personnel Fund Request

### Purpose:

The Temporary Personnel Request Screen is accessed from the COIN Budget Request menu. The Temporary Personnel Request Screen allows the user to review or update the total dollar amount requested for the Temporary Personnel funding in the Budget request.

### Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #3, Temporary Personnel Request

### CLERK'S

The screenshot shows a window titled 'CIDC-TEST' with a menu bar (File, Edit, View, Options, Tools, Help) and a toolbar. The main display area contains the following text:

MCB3 COIN BUDGET REQUEST 2017-11-30 15:42  
V.03152010 FY: 2019 LOC: 173 OFF: 773 SMYTH COUNTY

TEMPORARY PERSONNEL FUNDING REQUEST

BASE AMOUNT APPROVED	TOTAL REQUESTED	AMOUNT REQUESTED ABOVE/ BELOW
2497	2497	0

At the bottom of the screen, there are function keys: F1=HELP, F3=MENU, F4=TOTALS, F9=FUNDING, and F12=MAIN. The status bar at the very bottom shows 'Connected to s0100.vita.virginia.gov port 23', '10/33', 'NUM', and '15:42:35 IBM-3278-2-E - TC1A0843'.

### Helpful Hints:

- The budgeted amount for the prior fiscal year for Temporary Employee funding is displayed in 'Base Amount Approved' column
- The 'Total Requested' data field should reflect your total request needed for Temporary Personnel funding
  - ✓ If no additional funds are needed above the 'Base Amount Approved', enter the 'Base Amount Approved' as your total request for Temporary Personnel
  - ✓ If additional or reduced funding is reflected in the 'Total Request' data field, the 'Amount Requested Above/Below' will be recalculated
- Check the Base Amt Approved to your Original July 1 Approved Budget to make sure that fund transfers approved during the current year are not included in this figure, unless the Compensation Board approved minutes state that this is a Base Budget Adjustment

### Option #3, Temporary Personnel Fund Request

The screenshot shows a terminal window titled "CIDC-TEST" with a menu bar (QWS3270, Edit, View, Options, Tools, Help) and a toolbar. The main display area contains the following text:

```

MCB3          COIN BUDGET REQUEST          2017-11-30 15:43
V.03152010 FY: 2019 LOC: 173 OFF: 773 SMYTH COUNTY

          TEMPORARY PERSONNEL FUNDING REQUEST

          BASE AMOUNT          TOTAL          AMOUNT REQUESTED
          APPROVED            REQUESTED      ABOVE/ BELOW

          2497                5600          3103
    
```

At the bottom of the screen, there is a status bar with the following information:

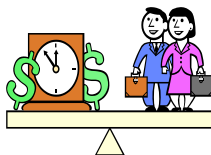
```

*** UPDATE SUCCESSFUL ***
F1=HELP      F3=MENU      F4=TOTALS      F9=FUNDING      F12=MAIN
Connected to s0100.vita.virginia.gov port 23      10/33      NUM      15:44:09 IBM-3278-2-E - TC1A0843
    
```

#### Procedures:

<b>Base Amt Approved:</b>	Supplied by COIN
<b>Total Req:</b>	Enter your 'Total Request' for temporary funding
<b>Amt Req Above/Below:</b>	This field will be calculated for you

- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office



## 6. Option #4, Fully Or Partially Funded Personnel

**Purpose:**

The Fully or Partially Funded Personnel screen is accessed from the Budget Request menu or Temporary Personnel Screen. Total Funds, Hourly Rate, class, first name, last name, Fund Source, and **Annual** Hours are displayed for a locality.

**Navigational Path:**

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #4, Fully or Partially Funded Positions

**CLERK'S**[illegible]

**Helpful Hints:**

- Compensation Board**  
**COIN Reimbursement Process User Guide**  
 Last Updated: 12/2/2024 @2:54 PM

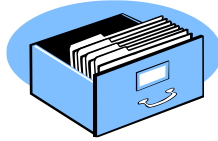
### Option #4, Fully Or Partially Funded Positions

QWS3270 Edit View Options Tools Help									
MCBD COIN BUDGET REQUEST					11/30/2017 15:51				
V.11232010 FY: 2019 LOC: 173 OFF: 773 SMYTH COUNTY									
								FULLY OR PARTIALLY FUNDED PERSONNEL	PAGE 001 OF 001
(DOES NOT INCLUDE COMP BOARD PERMANENT PERSONNEL)									
DEL LAST NAME	FIRST NAME	CLASS	HOURLY RATE	ANNL HOURS	TOTAL FUNDS	-FUND CB	LOC	SOURCE- FED	OTH
_ COLLINS	BARNABAS	DEPCL	017.76	2080	36940	X		X	
D HUFFMAN	JULIA	DCII	010.50	659	06919			X	
_ WINTER	VICTORIA	DCI	012.22	1040	12708			X	
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
TOTAL FUNDS					56569				
F1=HELP    F3=EXIT    F4=TOTALS    F5-FIRST    F6=LST    F7=PREV    F8=NEXT    F12=MAIN									
Connected to s0100.vita.virginia.gov port 23					10/5	NUM	155145 IBM-3278-2-E - TCIA0843		

### **Procedures:**

<b>Del:</b>	Enter 'D' to delete entry
<b>Last Name:</b>	Enter the employee's last name; if Vacant, type "Vacant"
<b>First Name:</b>	Enter the employee's first name if known; if 'Vacant' this data field may be left blank because the system will look for 'Vacant' in the 'Last Name' data field
<b>Class:</b>	Enter the employee's class (Does not have to be a CB classification)
<b>Hourly Rate:</b>	Enter the employee's hourly wage rate
<b>Annual Hours:</b>	Enter the total number of hours worked <u>annually</u>
<b>Tot Funds:</b>	This field will be calculated for you
<b>CB:</b>	Enter "X", if employee is partially or fully funded by the CB from temporary personnel funds
<b>Loc:</b>	Enter "X", if employee is partially or fully funded by the Locality
<b>Fed:</b>	Enter "X", if employee is partially or fully federally funded
<b>Other:</b>	Enter "X", if employee is partially or fully funded by other sources

- Press the “Enter” key after completing the information requested
- Press ‘F8’ for the next blank page when applicable
- Press ‘F3’ to exit the screen to the Budget Request Menu



## 7. Option #5, Office Expense Funding Request

### Purpose:

The Office Expense Funding Request screen is accessed from the COIN Budget Request menu. The Office Expense screen allows the user to review or update the total dollar amount requested for the Office Expense Budget request.

### Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #5, Office Expense Funding Request

### CLERK'S

BASE AMT APPROV	TOTAL REQ	AMT REQ ABOVE/ BELOW
467	467	0

OFFICER AMTS  
CB AMTS

F1=HELP F3=EXIT F4=TOTALS F12=MAIN

### Helpful Hints:

- The total office expenses for the prior year will be displayed as your 'Base Amount Approved'
- This screen allows you to increase or decrease your office expense funding or retain the same amount in the "Total Request" field
- COIN will recalculate the 'Amount Requested Above/Below' based on the 'Total Request' entered
- Participation of the Compensation Board in Office Expenses is limited to certain items as provided by the Code of Virginia (1950), as amended
  - ✓ Any additions or transfers made during the current fiscal year may be included in the supplied figures
  - ✓ Check the supplied amount to the original Compensation Board approved Budget, or approved minutes for changes affecting the base budget.

## Option #5, Office Expense Funding

### Procedures:

- Press the "TAB" key to go to the next field of entry

**Base Amt Approved:** Supplied by COIN

**Total Request:** Enter your 'Total Request' for office expense funding

**Amt Req Above/Below Approved:** This field will be calculated for you

- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office



## 8. Option #7, Record Workload Information

### Purpose:

The Record Workload Information menu is accessed from the Budget Request menu. Users can select the frequency for recording workload information.

### Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #7, Record Workload Information

### CLERK'S

```
MCB6                                COIN BUDGET REQUEST                10/29/2024 10:07
V.11052008 FY: 2025 LOC: 001 OFF: 773 ACCOMACK COUNTY

RECORD WORKLOAD INFORMATION

SELECT RECORDING FREQUENCY OF WORKLOAD INFORMATION:

1. MONTHLY
2. QUARTERLY
3. ANNUALLY

CALENDAR YEAR: 2024

OPTION: 3

F1=HELP      F3=MENU      F4=TOTALS      F12=MAIN
```

- In January, offices must record one full year of workload data for the most recently completed Calendar Year (CY)
- Provide requested information in accordance with Section 15.2-1636.7, Code of Virginia. Information requested is based **on the most recent calendar year (Monthly/Quarterly no longer available)**
- **Select 'Option 3', "Annually"** and press the **"Enter"** key to proceed to the next screen
- The Workload Measures screens must be processed and an amount must be entered for each workload measure for the most recent ending calendar year
  - ✓ The screens will also display the amounts for the previous two calendar years
  - ✓ Enter the number of transactions for each workload measure listed; if not applicable, to your office enter '0', and "TAB" to the next field
  - ✓ **Do Not Leave Blanks** or the system will default the item to zero
- Press **'F3=Exit'** to exit the screen to the Budget Request Menu
- Press **'F12=Main'** returns you to the COIN Main Menu

The following pages display the individual Workload Measures by program that must be completed

## Option #7 Record Workload Information

### Option #3 Annual Screen

MCBH-C COIN BUDGET REQUEST 11/30/2017 15:57  
V.11222017 FY: 2019 LOC: 173 OFF: 773 SMYTH COUNTY

RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2015	2016	2017	AVG
1. CRIMINAL CASES COMMENCED	1075	1110		1093
2. CIVIL ACTIONS COMMENCED	416	543		480
3. WILLS/ESTATES INITIATED	264	257		261
4. JUDGMENTS/ADMIN LEINS/NOTICES	1230	1526		1378
5. DEEDS RECORDED	2799	2853		2826
6. FINANCING STATEMENTS (OF)	21	29		25
7. FICTITIOUS NAMES	49	49		49
8. MARRIAGE LICENSES	223	232		228
9. NOTARY QUALIFIED	83	63		73
10. GAME LICENSES	0	0		0
11. CONCEALED HAND GUN PERMITS ISSUED	601	731		666
12. RESTITUTION	840	762		801
13. PASSPORTS ISSUED	0	0	0	0

F1=HELP F3=MENU F8=NXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 7/63 NUM 15:57:40 IBM-3278-2-E - TCIA0843

1. **CRIMINAL CASES:** Criminal cases commenced as reported on the monthly caseload reports. If the caseload reports are properly prepared, each count in the indictment is a separate case and each reinstatement is a separate case. Some of the work included is setting up the file and docket; summoning the grand jury and grand jury witnesses; issuing capiases; determination of indigence; receiving all papers filed; attending all hearings; processing all orders; summoning trial jurors and witnesses; securing exhibits; payment to jurors and witnesses; allowing the public and press access to case papers; keeping track of court reporter cost and recordings; keeping track of court-appointed attorney cost; computing fines and costs; collecting fines, costs and restitution; debt set-off processing; communicating with prisoner, DMV, Department of Corrections and Probation and Parole office; preparing record for appeal to higher court; filming and indexing orders and maintained files.
2. **CIVIL ACTIONS COMMENCED:** Civil Action cases commenced as reported on the monthly caseload reports. Counted at the time cases are filed even though the case may remain on the docket for years. Any trust fund administration is included as part of the original case and not as a separate case. Reinstatements are counted as separate cases. Law cases on the average take more of the clerk's time than chancery because chancery cases rarely require a jury and many are decided in chambers on written depositions.
3. **WILLS/ESTATES INITIATED:** A file opened for a decedent, a trust or a person under a disability, counted only at the time the file is initiated and not re-counted at the time of subsequent transactions. This should include affidavits of intestate transfer. A single case may involve the probate of will, the qualification of an executor, recording a bond, recording list of heirs, certificates of qualification, recording final accounting, and perhaps many interim accounting, perhaps qualification of administrator, c.t.a., d.b.n., recording affidavit of probate notice, show cause orders and court hearings on delinquent fiduciaries; and writing clerk's order associated with any of the above. At the other extreme, a case MAY BE NOTHING MORE THAN THE RECORDING AND FILING OF AN AFFIDAVIT OF INTESTATE TRANSFER.

## Option #7 Record Workload Information Option #3 Annual Screen

- 4. JUDGEMENTS/ADMIN LENDS/NOTICES:** All court judgments and administrative liens and notices required to be recorded in the judgment lien docket. Only original judgments are counted. The work involved includes receiving the judgment with fee at the counter or through judgment worth fee at the counter or throughout the mail, and logging it in; filming or typing the judgment in the docket book according to local practice; maintaining an up-to-date index, assisting the public in determining what is on their record; and recording assignments and releases.
- 5. DEEDS RECORDED:** Each separate instrument recorded in the land records. When more than one instrument is included in a single document recorded, they can be counted separately. The work involved includes computing the fees and taxes and collection payment; logging into the instrument; filming and indexing; maintains the land records for use by the public, and providing transfer.
- 6. FINANCING STATEMENTS:** Only original filings are counted. Continuation and termination statements are considered part of the same case.
- 7-11 FICTITIOUS NAME, MARRIAGE LICENSE, NOTARY QUALIFIED, GAME LICENSES:** Count each activity that occurs, except for game licenses count each privilege, even if it is on one sheet of paper, for which the clerk receives a \$1.00 fee per privilege.
- 11. CONCEALED HANDGUN PERMITS:** Each application filed, whether approved or not and including any transfer from another jurisdiction. The court reported should be consistent with the number reported on the monthly caseload statistics reports.
- 12. RESTITUTION:** The total number of checks written for Restitution within the Calendar year.
- 13. PASSPORTS ISSUED:** Information is collected, but is not weighted for staffing standards.

CIDC-TEST  
QWS3270 Edit View Options Tools Help

MCBH-C COIN BUDGET REQUEST 11/30/2017 15:59  
V.11222017 FY: 2019 LOC: 173 OFF: 773 SMYTH COUNTY

RECORD WORKLOAD INFORMATION - ANNUALLY	2015	2016	2017	AVG
1. CRIMINAL CASES COMMENCED	1075	1110	1252	1146
2. CIVIL ACTIONS COMMENCED	416	543	256	405 *
3. WILLS/ESTATES INITIATED	264	257	267	263
4. JUDGMENTS/ADMIN LEINS/NOTICES	1230	1526	1652	1469
5. DEEDS RECORDED	2799	2853	2967	2873
6. FINANCING STATEMENTS (OF)	21	29	35	28 *
7. FICTITIOUS NAMES	49	49	46	48
8. MARRIAGE LICENSES	223	232	235	230
9. NOTARY QUALIFIED	83	63	65	70
10. GAME LICENSES	0	0	0	0
11. CONCEALED HAND GUN PERMITS ISSUED	601	731	845	726 *
12. RESTITUTION	840	762	685	762
13. PASSPORTS ISSUED	0	0	0	0

I0048 RECORD UPDATED SUCCESSFULLY  
F1=HELP F3=MENU F8=NXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 7/63 NUM 15:59:17 IBM-3278-2-E - TC1A0843

Pressing "F8" from the Annual workload screen brings up the percent of need screen for your office.

## Option #7 Record Workload Information

### Option #3 Annual Screen

CIDC-TEST QWS3270 Edit View Options Tools Help

MCBI-A COIN BUDGET REQUEST 11/06/2014 16:13  
V.01242014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

RECORD WORKLOAD INFORMATION - FTE TOTALS  
APRIL (BEFORE ALLOCATIONS)

TOTAL FULL TIME	BUDGET REDUCTION FTE	FTE TOTAL	FTE REQUIRED	FTE DIFFERENCE	WEIGHTED
6	0.14-	5.86	5.00	0.86-	8759.32

NEED PERCENT REQUEST NEW

14.68- 4

F1=HELP F2=AUTH BUDGET F3=MENU F4=TOTALS F7=PREV F12=MAIN

Connected to s0100.vita.virginia.gov port 23 1/1 NUM 16:13:23 IBM-3278-2-E - TC1A2232

4:13 PM 11/6/2014

This screen shows the following information based on the data entered during the budget request process:

- Total Full Time- The total full-time employees currently in the office
- Budget Reduction FTE- The Full-Time Equivalent adjustment made to current CB FTE and is based on the actual salary amounts reduced as a result of budget reductions divided by the average salary of a position.
- FTE Total- The total number of Full-Time equivalent positions this office has
- FTE Required- According to the workload information they have submitted, and the weights attached to each workload, this is how many full time positions this office should have.
- FTE Difference- The difference between the FTE Total and FTE Required
- Weighted- The weighted workload is the combined result of multiplying the 3-year average of each workload item by their applicable weights.
- Need Percent- The percent of need for your office
- Requested New- The number of new positions requested

## Option #7 Record Workload Information

### STAFFING METHODOLOGY

Calendar year transaction data for each workload element is supplied by each of the Clerks' offices during the budget request process each year. To determine the hours worked, a three-year average of transactions is multiplied by the following weights developed in conjunction with the VCCA, which represent the median time per transaction reported to perform each type of workload transaction:

<b><u>WORKLOAD</u></b>	<b><u>WEIGHTS</u></b>
Criminal Cases	8.59
Law Cases	2.31
Wills & Estates	1.62
Deeds	0.61
Judgments	0.44
Financing Statements	0.35
Marriage Licenses	0.66
Game Licenses	0.20
Fictitious Names	0.38
Notary Qualified	0.39
Concealed Handgun Purchases	0.64
Restitution	0.46

After determining the total weighted workload for each office, staff need is calculated by the following formula:

$$\text{Staff Need} = \text{Fixed Staff} + (\text{Total weighted workload} / \text{Variable workload factor})$$

Office Size based on Weighted Workload Hours			Fixed Staff	Variable Wkld Factor
Small	0	11,999	2.50	3,500
Mid	12,000	59,999	3.00	
Large	60,000	229,999	5.00	
Super	230,000	+	7.00	

The allocation of additional hourly-wage (part-time) funds is made using the same methodology.

## Option #7 Record Workload Information

- Select option 3 "Annual" you will only have to enter workload data in January for the previous calendar year

## Option #1 Monthly Screen

This function is no longer available. Workload data must be entered Annually.

## Option #2 Quarterly Screen

This function is no longer available. Workload data must be entered Annually.

## Option #3 Annually Screen

QWS3270 Edit View Options Tools Help

MCBH-C COIN BUDGET REQUEST 11/30/2017 15:59  
V.11222017 FY: 2019 LOC: 173 OFF: 773 SMYTH COUNTY

RECORD WORKLOAD INFORMATION - ANNUALLY	2015	2016	2017	AVG
1. CRIMINAL CASES COMMENCED	1075	1110	1252	1146
2. CIVIL ACTIONS COMMENCED	416	543	256	405 *
3. WILLS/ESTATES INITIATED	264	257	267	263
4. JUDGMENTS/ADMIN LEINS/NOTICES	1230	1526	1652	1469
5. DEEDS RECORDED	2799	2853	2967	2873
6. FINANCING STATEMENTS (OF)	21	29	35	28 *
7. FICTITIOUS NAMES	49	49	46	48
8. MARRIAGE LICENSES	223	232	235	230
9. NOTARY QUALIFIED	83	63	65	70
10. GAME LICENSES	0	0	0	0
11. CONCEALED HAND GUN PERMITS ISSUED	601	731	845	726 *
12. RESTITUTION	840	762	685	762
13. PASSPORTS ISSUED	0	0	0	0

AN ENTRY IS REQUIRED  
F1=HELP F3=MENU F8=NXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 7/63 NUM 16:02:21 IBM-3278-2-E - TC1A0843



## 9. Option #8 – Update Locality Information

### Purpose:

This screen will be displayed when 'Option #8, Update Locality Information' is selected on the Budget Request Menu. This screen is available for updating the locality address, phone, and fax numbers. It is also used to advise the Compensation Board staff of appropriate contacts for questions regarding the budget request, personnel processing, and reimbursement processing.

### Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #8, Update Locality Information

```

C:\CISC-TEST
QW53270 Edit View Options Tools Help
MCS2 COIN SYSTEM MAINTENANCE 11/06/2014 15:53
V.09022014 LOC: 001 OFF: 773 ACCOMACK COUNTY

UPDATE LOCALITY/OFFICE INFORMATION

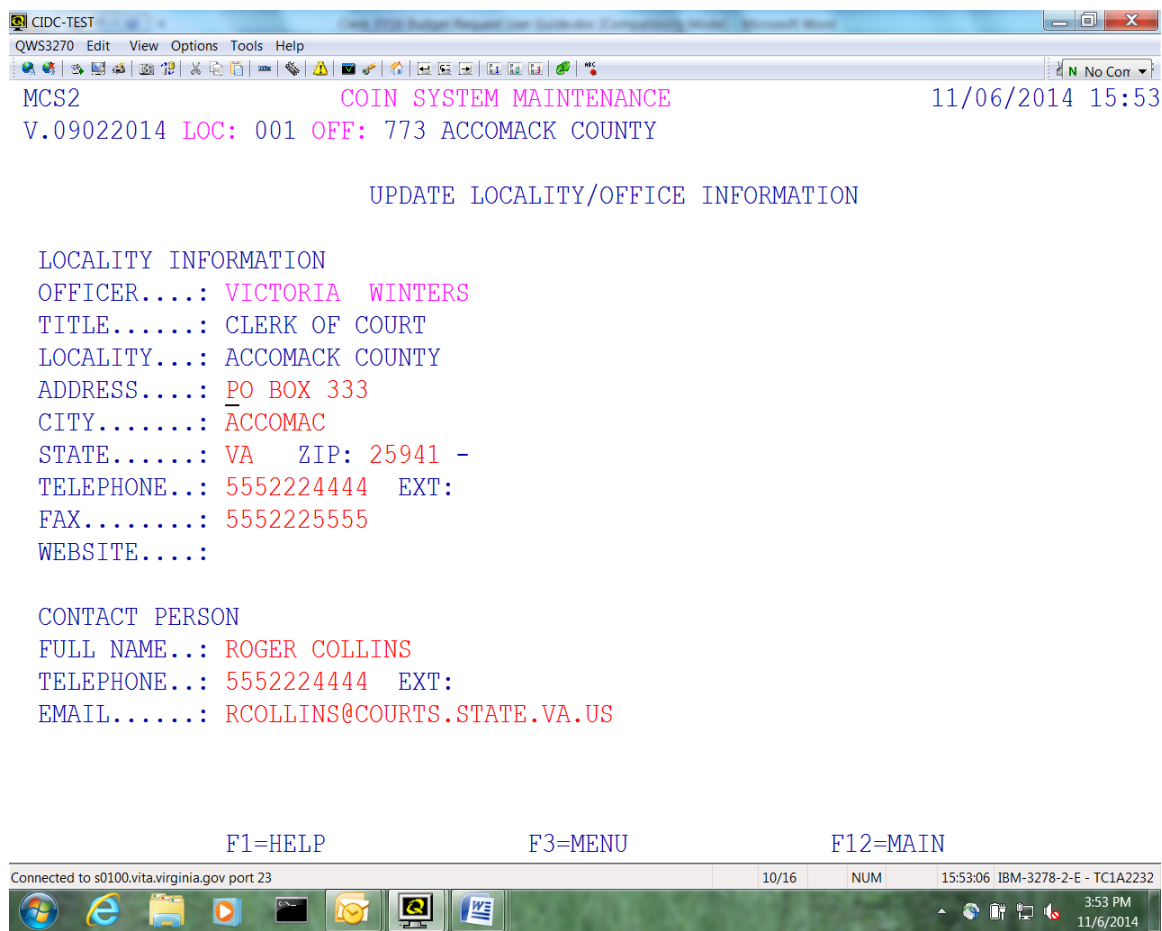
LOCALITY INFORMATION
OFFICER..... VICTORIA WINTERS
TITLE..... CLERK OF COURT
LOCALITY... ACCOMACK COUNTY
ADDRESS..... PO BOX 333
CITY..... ACCOMAC
STATE..... VA ZIP: 25941 -
TELEPHONE... 5552224444 EXT:
FAX..... 5552225555
WEBSITE.....

CONTACT PERSON
FULL NAME... ROGER COLLINS
TELEPHONE... 5552224444 EXT:
EMAIL..... RCOLLINS@COURTS.STATE.VA.US

F1=HELP F3=MENU F12=MAIN
Connected to s0100.vita.virginia.gov port 23 10/16 NUM 15:53:06 IBM-3278-2-E - TC1A2232
3:53 PM 11/6/2014

```

## Option #8 Update Locality Information



CIDC-TEST QWS3270 Edit View Options Tools Help

MCS2 COIN SYSTEM MAINTENANCE 11/06/2014 15:53  
V.09022014 LOC: 001 OFF: 773 ACCOMACK COUNTY

UPDATE LOCALITY/OFFICE INFORMATION

LOCALITY INFORMATION  
OFFICER....: VICTORIA WINTERS  
TITLE.....: CLERK OF COURT  
LOCALITY...: ACCOMACK COUNTY  
ADDRESS....: PO BOX 333  
CITY.....: ACCOMAC  
STATE.....: VA ZIP: 25941 -  
TELEPHONE..: 5552224444 EXT:  
FAX.....: 5552225555  
WEBSITE....:

CONTACT PERSON  
FULL NAME..: ROGER COLLINS  
TELEPHONE..: 5552224444 EXT:  
EMAIL.....: RCOLLINS@COURTS.STATE.VA.US

F1=HELP F3=MENU F12=MAIN

Connected to s0100.vita.virginia.gov port 23 10/16 NUM 15:53:06 IBM-3278-2-E - TC1A2232

3:53 PM 11/6/2014

### Helpful Hints:

- Data fields on the Update Locality Information screen must be completed before Certifying the Budget Request
- It is very important that we obtain the name of the person we can contact if we have questions regarding your Budget Request
- Screens will time out after 15 minutes of inactivity.
- Contact Person- office contact for reimbursement and budget submission information

## Option #8 Update Locality Information

```

C:\CICD-TEST
QWS3270 Edit View Options Tools Help
MCS2 COIN SYSTEM MAINTENANCE 11/06/2014 15:53
V.09022014 LOC: 001 OFF: 773 ACCOMACK COUNTY

UPDATE LOCALITY/OFFICE INFORMATION

LOCALITY INFORMATION
OFFICER..... VICTORIA WINTERS
TITLE..... CLERK OF COURT
LOCALITY..... ACCOMACK COUNTY
ADDRESS..... PO BOX 333
CITY..... ACCOMACK
STATE..... VA ZIP: 25941 -
TELEPHONE... 5552224444 EXT:
FAX..... 5552225555
WEBSITE.....

CONTACT PERSON
FULL NAME... ROGER COLLINS
TELEPHONE... 5552224444 EXT:
EMAIL..... RCOLLINS@COURTS.STATE.VA.US

F1=HELP F3=MENU F12=MAIN
Connected to s0100.vita.virginia.gov port 23 10/16 NUM 15:53:06 IBM-3278-2-E - TC1A2232
3:53 PM 11/6/2014

```

### Procedures:

This screen is used to update address, phone and fax numbers for your office. To change the information currently displayed on the screen type over the information and depress the “enter” key. You will receive an update confirmation message.

1. Press the “TAB” key to move to the desired field.
2. Enter the following information to update the locality information

#### Locality Information

<b>Officer Name:</b>	For display purposes only.
<b>Title:</b>	For display purposes only.
<b>Locality:</b>	Enter County/City name
<b>Address:</b>	Enter the correct mailing address for your office.
<b>City:</b>	Enter the correct City for your mailing address.
<b>State:</b>	Enter the correct State for your mailing address.
<b>Zip:</b>	Enter the correct Zip code for your mailing address. If the last 4 positions of the zip code are not known, you may leave this field blank.
<b>Telephone:</b>	Enter the correct Phone number for your office.
<b>Fax #:</b>	Enter the correct Facsimile number for your office.
<b>Website:</b>	Enter the correct
<b>Contact Person:</b>	Enter the correct name of person responsible for entering data in COIN system.
<b>Telephone:</b>	Enter the correct Phone number for contact person.
<b>Email:</b>	Enter the correct email address for contact person.

3. Press the ‘Enter’ key, when you have corrected and completed the information requested
4. Press ‘F3 =Exit’ to exit the screen to budget request menu

**NOTE: When changes in the address occur during the year you may use option 8 from the COIN Main Menu to update this information.**

**Update Officer and/or County/City Administrator Email Address**  
(Compensation Board Website [www.scb.virginia.gov](http://www.scb.virginia.gov))

5. If you wish to receive communications from the Compensation Board via email, you may update the email addresses for Constitutional Officers, Contact or county/city administrators for your offices by clicking on the link below and following these instructions:
  - a. <http://www.scb.virginia.gov/cbemail1.cfm>
  - b. Enter your FIPS Code **001-840** (Accomack-Winchester) The number you use to access COIN each month
  - c. Enter you Office Code -**773** (Clerk)
  - d. To change a current email address, click on the email address, correct the email address and then click '**UPDATE**'
  - e. Click '**SUBMIT**'
  - f. To add a new email address, Click '**ADD EMAIL ADDRESS**'
  - g. To delete an email address, click on the email address to be deleted and click '**DELETE**'
  - h. To change a current email address, click on the email address, correct the email address and then click '**UPDATE**'

## 10. Option #9, Special Program Certification

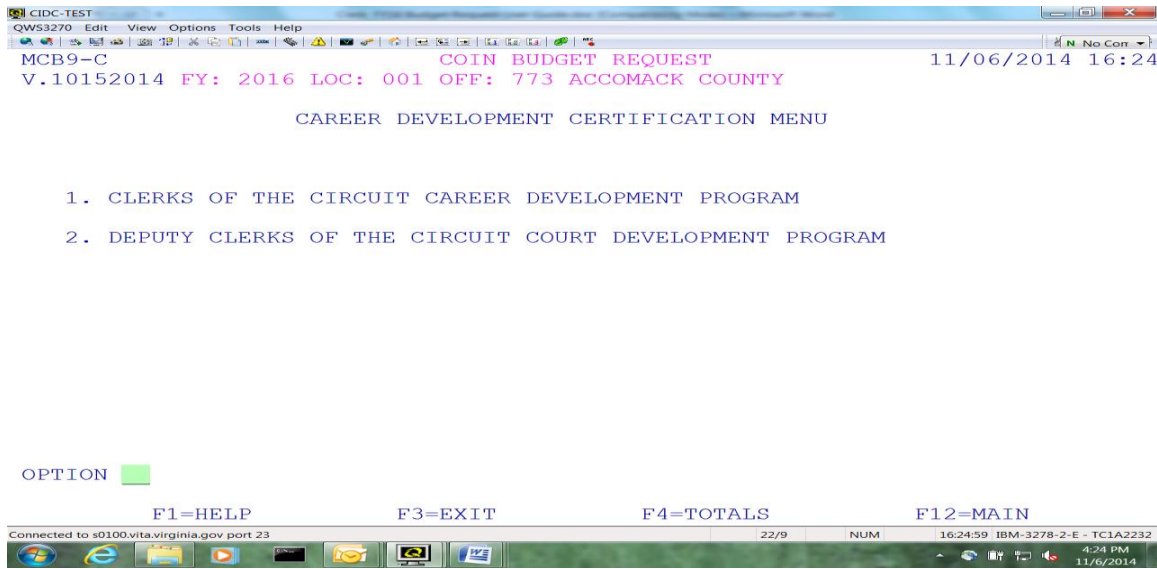
### Purpose:

Specified Certification Programs are accessed from the COIN Budget Request menu. The program will determine based on locality and office which special programs to display.

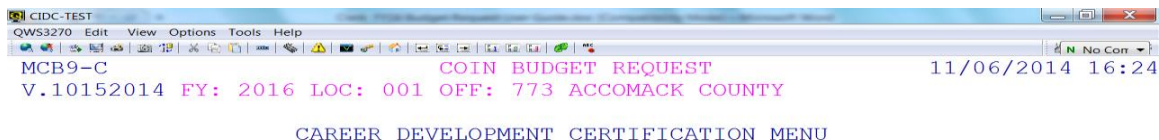
- **Circuit Court Clerk Career Development Program**
  - **If the Circuit Court Clerk is not certified**, you **must** answer the question “Clerk meets all Criteria of CDP Y/N” with “Y” for Yes and “N” for No and signoff on the program. This verifies that the screen was viewed by each office.
  - If the Clerk has already received their increase, they **must** re-apply for career development **each year** by completing the Circuit Court Clerk Career Development Certification in COIN by February 1 to maintain the CDP increase.
  - The Officer must adopt the Deputy Clerk Career Development Program to be eligible for participation in the Circuit Court Clerk Career Development Program.
  - Do not enter the Clerk’s name on this screen.
- **Deputy Clerk Career Development Program**
  - ✓ The blanks on this screen are only for the names of VCCA Certified Deputy Clerks, **not** deputies who are participating and enrolled.
  - ✓ Deputies that have already received their CDP increase **must** be entered on this screen **each year** to maintain the salary increase for the Career Development Program.

### Navigational Path:

- COIN Main Menu – Select #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #9, Special Program Certification



## Option #9, Special Program Certification



1. CLERKS OF THE CIRCUIT CAREER DEVELOPMENT PROGRAM
2. DEPUTY CLERKS OF THE CIRCUIT COURT DEVELOPMENT PROGRAM



### Procedures:

- Read through each Special Program Certification Screen and if you comply with the program criteria as stated
  - ✓ List employees that participate in the Career Development Programs
  - ✓ Enter the Officer's SCB USERID as the Approval User-ID
- Option #1 Clerks of the Circuit Court Career Development Program
- Option #2 Deputy Clerks of the Circuit Court Career Development Program

## Option #9, Special Program Certification

### Option #1 Clerk of the Circuit Court Career Development Program

Screen 1 of 6

Browser: https://www.scb.virginia.gov/FVTerm/

Page: 11/17/2019 17:21

MCCP-A COIN BUDGET REQUEST

V.01182019 FY: 2020 LOC: 001 OFF: 773 ACCOMACK COUNTY

CIRCUIT COURT CLERKS CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

A. I HAVE ACHIEVED AND MAINTAINED THE CERTIFIED COURT MANAGER DESIGNATION FROM THE NATIONAL CENTER OF STATE COURTS ON: MM / DD / YYYY

B. I COMPLETED 8 CONTACT HOURS OF INSTRUCTION IN EMPLOYMENT LAW ON: MM / DD / YYYY

C. I HAVE COMPLETED A MINIMUM OF 15 CONTACT HOURS OF INSTRUCTION FOR RECERTIFICATION ON: MM / DD / YYYY

ENTER SECTION "C" RECERTIFICATION DATE

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

Windows Taskbar: QWS3270..., RSA 000411204..., File Explorer, First Flyne..., Terminal F..., VLC medi..., Word 2016, Desktop, Links, 5:21 PM 11/17/2019

- Enter the dates achieved Certification from National Center of State Courts
- Enter the date completed 8 contact hours of Lawful Employment
- Enter the date achieved 15 contact hours for recertification,
  - If you previously completed the initial Clerks Certification
  - If this is the first year you completed the Clerks Certification from NCSC, enter the same date in this option as these fields are required.

Read and then Press 'F8' to proceed to the next page

# CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE

MCCP-B COIN BUDGET REQUEST 11/17/2019 17:19  
V.01182019 FY: 2020 LOC: 001 OFF: 773 ACCOMACK COUNTY

CERTIFICATION OF CAREER DEVELOPMENT FOR CLERK OF THE CIRCUIT COURT

D. I CERTIFY THAT EMPLOYEES OF THIS OFFICE HAVE COMPLETED BETWEEN 4 AND 40 CONTACT HOURS OF INSTRUCTION BASED UPON OFFICE SIZE AND THE DATE OF ACCREDITATION OF THE TRAINING BY THE CAREER DEVELOPMENT PROGRAM COMMITTEE CONSISTING OF VIRGINIA CIRCUIT COURT CLERKS;

POSITION	LAST NAME	FIRST NAME	NUM OF TRAINING HRS

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

Based on your population enter the employees that have completed between 4 and 40 contact hours of instruction. It is **not** necessary to enter all employees that have completed course work on this screen but only employees necessary to meet the required number of annual contact hours based on your population.  
**Example** – If your population is between 70,000-99,999, and one employee completed 22 hours of contact course work then enter only the one employee on this screen.

## Locality Population\*\* Hours

## Required Minimum Number of Annual Contact

Less than - 19,999	4
20,000 – 39,999	10
40,000 – 69,999	16
70,000 – 99,999	22
100,000 – 174,999	28
175,000 – 249,999	34
250,000 and over	40

Screen 2 of 6

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE

COIN  
QWS3270 Edit View Options Tools Help  
N No Corr

MCCP-B COIN BUDGET REQUEST 11/29/2017 17:28  
V.12042015 FY: 2019 LOC: 001 OFF: 773 ACCOMACK COUNTY

CIRCUIT COURT CLERKS CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

E. I HAVE DEVELOPED AND IMPLEMENTED WRITTEN POLICIES CONSISTENT WITH STATE AND FEDERAL LAW ADDRESSING LEAVE AND ATTENDANCE, EQUAL OPPORTUNITY, SEXUAL HARASSMENT, RECRUITMENT AND SELECTION, EMPLOYEE DISCIPLINARY PROCEDURES, AND FREEDOM OF INFORMATION OR OTHERWISE ADOPTED, BY WRITTEN STATEMENT, LOCAL GOVERNMENT POLICIES THAT MEET THE SAME STANDARD;

F. I HAVE WRITTEN JOB DESCRIPTIONS FOR EACH FULL-TIME EMPLOYEE AND CONDUCT ANNUAL PERFORMANCE EVALUATIONS WITH EACH FULL-TIME EMPLOYEE;

G. I HAVE ADOPTED THE COMPENSATION BOARD'S MINIMUM CRITERIA FOR DEPUTY CLERK CAREER DEVELOPMENT PLANS;

F8 TO PROCEED TO CERTIFICATION  
F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 1/1 NUM 17:29:05 IBM-3278-3-E - TC1A0573

Read and then Press 'F8' to proceed to the next page

## Option #9, Special Program Certification

Screen 3 of 6

The screenshot shows a terminal window titled 'COIN' with a menu bar (QWS3270, Edit, View, Options, Tools, Help) and a toolbar. The main display area contains the following text:

MCCP-C COIN BUDGET REQUEST 11/29/2017 17:29  
V.12042015 FY: 2019 LOC: 001 OFF: 773 ACCOMACK COUNTY

CIRCUIT COURT CLERKS CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

H. THE AUDIT REPORT FOR YEAR ENDING ON: MM / DD / YYYY FROM THE AUDITOR OF PUBLIC ACCOUNTS (APA) OR OF A LOCAL CPA FIRM ENGAGED TO COMPLETE THE FISCAL YEAR AUDIT OF THE LOCALITY'S CIRCUIT COURT CLERK PERSUANT TO SECTION 15.2.2511 OF THE CODE OF VIRGINIA REPORTED NO FINDINGS OF MATERIAL WEAKNESS UNDER DIRECTION OF THE CLERK DURING THE CLERK'S TERM OF OFFICE OR INTERNAL CONTROL SHORTCOMINGS IN THE PRIOR YEAR'S REPORT DURING THE CLERK'S TERM OF OFFICE THAT ARE REPEATED IN THE CURRENT AUDIT REPORT. I HAVE TWO CONSECUTIVE AUDITS WITH BOTH AUDITS BEING COMPLETELY WITHIN MY TERM OF OFFICE;

F8 TO PROCEED TO CERTIFICATION

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

The status bar at the bottom shows: Connected to s0100.vita.virginia.gov port 23, 8/45, NUM, 17:29:21 IBM-3278-3-E - TC1A0573

Read and then Press 'F8' to proceed to the next page

## Option #9, Special Program Certification

Screen 4 of 6

The screenshot shows a terminal window titled 'COIN' with a menu bar (QWS3270, Edit, View, Options, Tools, Help) and a toolbar. The main display area contains the following text:

```

MCCP-D                                COIN BUDGET REQUEST                                11/29/2017 17:29
V.12042015 FY: 2019 LOC: 001 OFF: 773 ACCOMACK COUNTY

CIRCUIT COURT CLERKS CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

I. I HAVE BY WRITTEN STATEMENT ADOPTED THE FINANCIAL POLICIES AND PROCEDURES
   PUBLISHED IN THE SCV USERS GUIDE. IF I HAVE CHOSEN NOT TO ADOPT ANY
   POLICY OR PROCEDURE IN THIS DOCUMENT, I HAVE A WRITTEN ALTERNATIVE
   PROCESS WHICH DISPLAYS ADEQUATE INTERNAL CONTROLS AND INCLUDES A STAFF
   TRAINING PLAN ON THE ALTERNATIVE PROCESS AS WELL AS METHODS TO INSURE THE
   PROCESS AND TRAINING ARE UPDATED AS SYSTEMS, STATUTES, AND ALTERNATIVE
   PROCESSES EVOLVE;

J. I HAVE A WRITTEN CUSTOMER SERVICE POLICY;

F8 TO PROCEED TO CERTIFICATION
F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN
    
```

The status bar at the bottom indicates: 'Connected to s0100.vita.virginia.gov port 23', '1/1', 'NUM', '17:29:40 IBM-3278-3-E - TC1A0573'.

Read and then Press 'F8' to proceed to the next page

## Option #9, Special Program Certification

Screen 5 of 6

COIN  
QWS3270 Edit View Options Tools Help

MCCP-E COIN BUDGET REQUEST 11/29/2017 17:29  
V.12042015 FY: 2019 LOC: 001 OFF: 773 ACCOMACK COUNTY

CIRCUIT COURT CLERKS CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

K. I HAVE ADOPTED AND PUBLISHED PERFORMANCE STANDARDS FOR EACH MAJOR DUTY OF THE OFFICE OF THE CIRCUIT COURT CLERK, WHICH MEET OR EXCEED CODE OF VIRGINIA REQUIREMENTS. THESE PERFORMANCE STANDARDS FOR EACH MAJOR DUTY ARE ESTABLISHED AND BASED UPON ADOPTION OF THE PERFORMANCE, PROCEDURAL, AND BEST PRACTICE SUGGESTIONS PUBLISHED IN THE 5 MAJOR PRACTICE MANUALS JOINTLY PREPARED AND PUBLISHED BY THE VIRGINIA COURT CLERK'S ASSOCIATION AND THE OFFICE OF THE EXECUTIVE SECRETARY OF THE SUPREME COURT OF VIRGINIA. IF I ADOPT ALTERNATE PROCEDURES IN MY OFFICE THAT DIFFER FROM A PROCEDURE SUGGESTED IN SAID PRACTICE MANUALS, THEN;

- (1) I MAINTAIN DOCUMENTATION OF THE ALTERNATIVE PROCEDURE(S);
- (2) THE ALTERNATIVE PROCEDURES MEET INTERNAL CONTROL REQUIREMENTS ACCEPTABLE TO THE STATE AUDITOR; AND
- (3) I MAINTAIN A STAFF TRAINING PLAN ON THE ALTERNATIVE PROCEDURES AS WELL AS METHODS TO KEEP THE PROCEDURES AND STAFF TRAINING UPDATED AS TECHNOLOGY, STATUTES AND REGULATIONS, AND ALTERNATIVE PROCESSES EVOLVE.

F8 TO PROCEED TO CERTIFICATION

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 1/1 NUM 17:30:39 IBM-3278-3-E - TC1A0573

Read and then Press 'F8' to proceed to the next page

## Option #9, Special Program Certification

Screen 6 of 6

COIN BUDGET REQUEST 11/29/2017 17:30

MCCP-F  
V.12042015 FY: 2019 LOC: 001 OFF: 773 ACCOMACK COUNTY

CIRCUIT COURT CLERKS CAREER DEVELOPMENT PROGRAM

L. I PROVIDE SECURE REMOTE ACCESS TO LAND RECORDS (EFFECTIVE JULY 1, 2008).

I UNDERSTAND THAT I MUST SUBMIT THIS CERTIFICATION AS PART OF MY ANNUAL BUDGET REQUEST TO THE COMPENSATION BOARD BY FEBRUARY 1 OF EACH YEAR IN ORDER TO BE CONSIDERED FOR A PAY RAISE EFFECTIVE THE FOLLOWING JULY 1ST.

I AGREE TO PROVIDE SUCH DOCUMENTATION AS NECESSARY TO SUBSTANTIATE THIS CERTIFICATION UPON REQUEST OF THE COMPENSATION BOARD, MY GOVERNING BODY OR ANY INDIVIDUAL OR ORGANIZATION COVERED UNDER THE VIRGINIA FREEDOM OF INFORMATION ACT. I UNDERSTAND THAT I WILL HAVE SEVEN CALENDAR DAYS TO RESPOND TO COMPENSATION BOARD REQUESTS, AND THAT FAILURE TO RESPOND WITHIN THE TIME LIMIT WILL RESULT IN MY APPLICATION FOR CERTIFICATION BEING DENIED FOR THAT YEAR. I HAVE PROVIDED A COPY OF THIS CERTIFICATION TO MY GOVERNING BODY.

CLERK MEETS ALL CRITERIA OF THE CDP (Y/N) : \_

APPROVAL: , OFFICER APPROVAL USER-ID: \_\_\_\_\_  
NAME :

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

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Read and then Press 'F8' to proceed to the next page

- Enter a 'Y' or 'N' for "Clerk meets all criteria for CDP".
- Enter the Officer's SCB USERID to certify

### Helpful Hints

- If the Clerk is **not certified** you **must** answer "N" to the question "Clerk meets all criteria of CDP".

## Option #9, Special Program Certification

### Option #2 Deputy Clerk of the Circuit Court Career Development Program

Read through each screen to determine compliance with Compensation Board Minimum Standards for Deputy Clerk Career Development Program.

Screen 1 of 6

CIDC-TEST

QWS3270 Edit View Options Tools Help

MCCQ-A COIN BUDGET REQUEST 11/30/2017 15:35  
V.10272017 FY: 2019 LOC: 001 OFF: 773 ACCOMACK COUNTY

CERTIFICATION OF CAREER DEVELOPMENT FOR DEPUTY CLERK OF THE CIRCUIT COURT

THE CAREER DEVELOPMENT PLAN FOR DEPUTY CLERKS CURRENTLY IN EFFECT FOR THIS OFFICE INCORPORATES THE FOLLOWING CRITERIA:

- A. CERTIFICATION OF PARTICIPATION IN AN EMPLOYEE EVALUATION PLAN MEETING THE MINIMUM CRITERIA ESTABLISHED BY THE COMPENSATION BOARD;
- B. COMPETITIVE SELECTION PROCESS IN WHICH THE CLERK MAKES THE FINAL DECISION REGARDING SELECTION;
- C. MINIMUM LENGTH OF SERVICE REQUIREMENT OF 3 CONTINUOUS YEARS AS A DEPUTY CLERK OR COMPARABLE SERVICE IN THE OFFICE IN WHICH APPOINTMENT IS SOUGHT;
- D. JOB PERFORMANCE EVALUATION FOR TWO CONSECUTIVE ANNUAL EVALUATIONS WHICH (1) HAVE OVERALL ABOVE AVERAGE RATINGS; (2) HAVE NO JOB PERFORMANCE OBJECTIVE BELOW AVERAGE, AND (3) NO MORE THAN ONE WRITTEN REPRIMAND FROM THE CLERK WITHIN TWO YEARS IMMEDIATELY PRECEDING APPLICATION FOR SELECTION;

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

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Read and then Press 'F8' to proceed to the next page

Screen 2 of 6

CIDC-TEST

QWS3270 Edit View Options Tools Help

MCCQ-B COIN BUDGET REQUEST 11/30/2017 15:35  
V.10272017 FY: 2019 LOC: 001 OFF: 773 ACCOMACK COUNTY

CERTIFICATION OF CAREER DEVELOPMENT FOR DEPUTY CLERK OF THE CIRCUIT COURT

THE CAREER DEVELOPMENT PLAN FOR DEPUTY CLERKS CURRENTLY IN EFFECT FOR THIS OFFICE INCORPORATES THE FOLLOWING CRITERIA:

- E. THE DEPUTY CLERK MUST HAVE ACHIEVED THE MASTER DEPUTY CLERK DESIGNATION FROM THE VCCA CERTIFICATION REVIEW COMMITTEE AND A MINIMUM OF 60 ACCREDITED CONTACT HOURS OF INSTRUCTION HAVE BEEN ACHIEVED AS WELL AS A MINIMUM OF 10 HOURS OF ANNUAL ACCREDITED CONTACT HOURS OF INSTRUCTION HAVE BEEN ACHIEVED AFTER THE INITIAL 60 HOURS WERE EARNED;
- F. A PROCEDURE FOR THE REMOVAL OF DEPUTIES FROM THE CDP FOR INADEQUATE JOB PERFORMANCE, DISCIPLINARY ACTION, OR FAILURE TO MAINTAIN MINIMUM ADDITIONAL EDUCATIONAL REQUIREMENTS;
- G. EQUAL OPPORTUNITY FOR ALL DEPUTIES;
- H. STATEMENT OF PURPOSE;

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

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Read and then Press 'F8' to proceed to the next page

## Option #9, Special Program Certification

Screen 3 of 6

CIDC-TEST

QWS3270 Edit View Options Tools Help

MCCQ-C COIN BUDGET REQUEST 11/30/2017 15:35

V.10272017 FY: 2019 LOC: 001 OFF: 773 ACCOMACK COUNTY

CERTIFICATION OF CAREER DEVELOPMENT FOR DEPUTY CLERK OF THE CIRCUIT COURT

THE CAREER DEVELOPMENT PLAN FOR DEPUTY CLERKS CURRENTLY IN EFFECT FOR THIS OFFICE INCORPORATES THE FOLLOWING CRITERIA:

I. SCOPE OF PLAN;

J. UNDERSTANDING OF EMPLOYMENT STATUS AS A DEPUTY CLERK;

K. POSITIONS ELIGIBLE FOR PARTICIPATION IN THE PLAN; AND

L. STATEMENT OF ADDITIONAL COMPENSATION AND AVAILABILITY OF FUNDING.

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 1/1 NUM 15:35:27 IBM-3278-2-E - TC1A0843

Read and then Press 'F8' to proceed to the next page

## Option #9, Special Program Certification

Screen 4 of 6

CIDC-TEST

QWS3270 Edit View Options Tools Help

MCCQ-F COIN BUDGET REQUEST 11/30/2017 15:34

V.10272017 FY: 2019 LOC: 001 OFF: 773 ACCOMACK COUNTY

CERTIFICATION OF CAREER DEVELOPMENT FOR DEPUTY CLERK OF THE CIRCUIT COURT

I HEREBY CERTIFY THAT THE FOLLOWING COMPENSATION BOARD FUNDED DEPUTY CLERKS MEET OR EXCEED THE CRITERIA SET FORTH IN C, D, AND E ABOVE AND A 9.3% SALARY INCREASE IS REQUESTED.

POSITION	LAST NAME	FIRST NAME	NUM OF TRAINING HRS

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

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Enter the “POSITION NUMBER” for each employee who is a sworn Deputy Clerk and for whom you seek a 9.3% pay increase **or any deputy who has already received the increase and maintained the certification:**

## CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE

Last and First Name will appear based on the Current Information contained in COIN's tables once you hit 'ENTER' you must enter the number of Training hours to process.

Screen 5 of 6

CIDC-TEST  
QWS3270 Edit View Options Tools Help  
MCCQ-F COIN BUDGET REQUEST 11/30/2017 16:35  
V.10272017 FY: 2019 LOC: 690 OFF: 773 MARTINSVILLE CITY

CERTIFICATION OF CAREER DEVELOPMENT FOR DEPUTY CLERK OF THE CIRCUIT COURT

I HEREBY CERTIFY THAT THE FOLLOWING COMPENSATION BOARD FUNDED DEPUTY CLERKS MEET OR EXCEED THE CRITERIA SET FORTH IN C, D, AND E ABOVE AND A 9.3% SALARY INCREASE IS REQUESTED.

POSITION	LAST NAME	FIRST NAME	NUM OF TRAINING HRS
00002	NUNN	JEAN	22
00003	COPLIN	JENNIFER	36
00004	MORTON	TERRY	15
00006	WAGONER	BETTY	19
00007	HAMILTON	ERIKA	27
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*\*\* UPDATE SUCCESSFUL \*\*\*

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 11/6 NUM 16:35:18 IBM-3278-2-E - TC1A0872

Press 'F8' to proceed to the next page

### Helpful Hints

- Only VCCA certified deputies should be on this page.
- This page **is not** for deputies that are simply participating and enrolled.
- VCCA certified deputies must complete 60 hours of instruction of contact course work for initial certification and 10 hours annual for recertification

## Option #9, Special Program Certification

### Screen 6 of 6

MCCQ-G COIN BUDGET REQUEST 11/30/2017 16:35  
 V.10272017 FY: 2019 LOC: 690 OFF: 773 MARTINSVILLE CITY

CERTIFICATION OF CAREER DEVELOPMENT FOR DEPUTY CLERK OF THE CIRCUIT COURT

I ALSO CERTIFY THAT THE CAREER DEVELOPMENT PLAN IN THIS OFFICE MEETS THE  
 MINIMUM CRITERIA FOR SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD, MY  
 GOVERNING BODY OR ANY INDIVIDUAL OR ORGANIZATION COVERED UNDER THE VIRGINIA  
 FREEDOM OF INFORMATION ACT. I UNDERSTAND THAT I WILL HAVE SEVEN BUSINESS  
 DAYS TO RESPOND TO COMPENSATION BOARD REQUESTS, AND THAT FAILURE TO RESPOND  
 WITHIN THE TIME LIMIT WILL RESULT IN MY APPLICATION FOR CERTIFICATION BEING  
 DENIED FOR THAT YEAR. I HAVE PROVIDED A COPY OF THIS CERTIFICATION TO MY  
 COUNTY ADMINISTRATOR/COUNTY MANAGER.

EMPLOYEES ARE ELIGIBLE FOR CDP INCREASE? (Y/N): \_

APPROVAL: , OFFICER APPROVAL USER-ID: \_\_\_\_\_  
 NAME :

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

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Enter a 'Y' or 'N' for "Deputy is eligible for the CDP increase"

- Only use 'N' if you have no eligible deputies

Enter the Officer's SCB USERID to certify

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE  
BUDGET REQUEST (OLB)



## 11. Option #10 - Certify Budget Request

### Purpose:

The Certify Budget Request is accessed from the COIN Budget Request Menu. This screen enables the Local Officer to certify that the budget request is accurate and also enables the Compensation Board to approve that the budget request is within CB policy.

### Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #10, Certify Budget Request

### CLERK'S

CIDC-TEST  
QWS3270 Edit View Options Tools Help  
MCB8 COIN BUDGET REQUEST 11/30/2017 16:04  
V.01062017 FY: 2019 LOC: 173 OFF: 773 SMYTH COUNTY

CERTIFY BUDGET REQUEST

I CERTIFY THAT THIS REPRESENTS AN ACCURATE STATEMENT OF OFFICE WORKLOAD DATA, SALARY SUPPLEMENTS, LOCALLY FUNDED POSITIONS, AND MY ANTICIPATED FUNDING NEEDS FOR THE UPCOMING FISCAL YEAR. I HAVE NOTIFIED THE GOVERNING BODY OF MY LOCALITY OF THE AVAILABILITY FOR REVIEW OF THE REQUEST AND HAVE PROVIDED THEM A COPY OF ALL DOCUMENTS AND JUSTIFICATION FORWARDED TO THE COMPENSATION BOARD.

APPROVAL:  
LOCALITY: DATE: XX/XX/XXXX OFFICER LOGON: \_\_\_\_\_ XXXXXXXXXXXXXXXXXXXX  
CB : DATE: XX/XX/XXXX CB LOGON: \_\_\_\_\_ XXXXXXXXXXXXXXXXXXXX

CB REVIEW (Y/N): \_  
REMOVE CB SIGNOFF (Y): \_  
REMOVE ALL SIGNOFFS (Y): \_  
REMOVE CDP SIGNOFFS (Y): \_

ON MCB0 MENU SELECT 2 & UPDATE ADDL EMPLOYEES REQ  
F1=HELP F3=EXIT F4=TOTALS F12=MENU

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### Helpful Hints:

- If you entered the Officer's SCB USERID to submit your budget request and all screens that have required fields have not been processed, the system will not accept your sign off
  - ✓ Under this condition, the system will inform you that a required process has not been completed and a message will direct you to the incomplete process selection on the On-line Budget Menu
- Once you have submitted your budget request you may not further modify your request
  - ✓ From the time of your submission, which is due February 1, you may only view your submission

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE  
BUDGET REQUEST (OLB)

### Option #10, Certify Budget Request

The screenshot shows a terminal window titled "CIDC-TEST" with a menu bar (QWS3270, Edit, View, Options, Tools, Help) and a toolbar. The main display area contains the following text:

MCB8 COIN BUDGET REQUEST 11/06/2014 16:03  
V.10242014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

CERTIFY BUDGET REQUEST

I CERTIFY THAT THIS REPRESENTS AN ACCURATE STATEMENT OF OFFICE WORKLOAD DATA, SALARY SUPPLEMENTS, LOCALLY FUNDED POSITIONS, AND MY ANTICIPATED FUNDING NEEDS FOR THE UPCOMING FISCAL YEAR. I HAVE NOTIFIED THE GOVERNING BODY OF MY LOCALITY OF THE AVAILABILITY FOR REVIEW OF THE REQUEST AND HAVE PROVIDED THEM A COPY OF ALL DOCUMENTS AND JUSTIFICATION FORWARDED TO THE COMPENSATION BOARD.

APPROVAL:  
LOCALITY: DATE: OFFICER LOGON: \_\_\_\_\_  
CB : DATE: CB LOGON: \_\_\_\_\_

CB REVIEW (Y/N): \_  
REMOVE CB SIGNOFF (Y): \_  
REMOVE ALL SIGNOFFS (Y): \_  
REMOVE CDP SIGNOFFS (Y): \_

ENTER USERID TO APPROVE  
F1=HELP F3=EXIT F4=TOTALS F12=MENU

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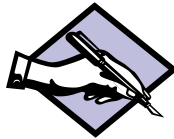
The taskbar at the bottom shows various application icons and the system clock indicating 4:03 PM on 11/6/2014.

#### Helpful Hints (Continued):

- Upon approval of your budget on May 1, you will be able to view your budget submission as approved, which will include any adjustments made by the Compensation Board
- Please check your request for any final changes
  - ✓ If the officer's SCB USERID has been entered, you cannot make changes to your Budget Request.
  - ✓ If your screen has error messages on the bottom of the screen, you have not Certified
    - Please go back to the 'Option' shown in the error on the bottom of your screen and complete the required fields, and then return to the certification screen to certify your budget request

#### Procedures:

- Enter the officer's SCB USERID as the 'Officer Logon' to Certify the fiscal year budget submission
- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu



## 12. Option #11, Comments

### PURPOSE:

The Comments screen is accessed from the COIN Budget Request Menu. This screen allows comments by any local officer or Compensation Board representative.

### NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #11, Comments

### CLERK'S

### HELPFUL HINTS:

- There are unlimited 'Comment' screens that allow the entry of comments in a free form format
- This screen will Time Out if your computer is idle for 15 minutes
  - ✓ Suggest that you have all the information needed before starting this process
- The use of these screens is optional and the data entered is not edited
- This screen is available for any information you think is necessary for the Compensation Board to know about your on-line budget request

### PROCEDURES:

- Enter "A" to add a comment or "D" to delete a comment
- Input the information you want to address
- Press the "Enter" key after your comments have been entered
- Reference the section of the on-line budget request your comments are referring to
  - ✓ Example: Option #2, Additional Employee Request
- Press 'F3' to exit the screen to the Budget Request Menu



### 13. Function Key 'F4' - Budget Request Totals

#### PURPOSE:

The 'F4=Totals' Function Hot Key screen reflects your Budget Request Totals. These screens capture your Current Budget, Budget Requested Totals and Compensation Board Approved Budget for the next fiscal year that will be displayed by May 1 of each year. The categories captured within these screens are Permanent Personnel, Additional Personnel, Temporary Personnel, Office Expenses, and Equipment.

#### NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Function Key 'F4'

CIBC-TEST

QWS3270 Edit View Options Tools Help

MCBB-A

COIN BUDGET REQUEST

11/06/2014 16:41

V.06102014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

BUDGET REQUEST TOTALS

PERMANENT PERSONNEL

	BUDGET SALARY	-ESTIMATED FRINGES	BUDGET- TOTAL	REIM SALARY	-ESTIMATED FRINGES	REIM- TOTAL
CURR BDGT	260,497	0	260,497	260,497	0	260,497
REQUESTED	260,497	0	260,497	260,497	0	260,497
COMP BOARD	0	0	0	0	0	0
TOTAL PERMANENT PERSONNEL:		6				

TEMPORARY PERSONNEL

	BUDGET SALARY	-ESTIMATED FRINGES	BUDGET- TOTAL	REIM SALARY	-ESTIMATED FRINGES	REIM- TOTAL
CURR BDGT	0	0	0	0	0	0
REQUESTED	1,533	0	1,533	1,533	0	1,533
COMP BOARD	0	0	0	0	0	0

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

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2/17

NUM

16:41:09 IBM-3278-2-E - TC1A2232

4:41 PM

11/6/2014

#### HELPFUL HINTS:

- The Budget Request Totals are displayed on three screens
  - ✓ Screen #1 displays the totals for Permanent and Temporary Personnel funding requests
  - ✓ Screen #2 displays the totals for Equipment funding requests
  - ✓ Screen #3 displays the totals for all budget request categories
- To navigate through the screens use the 'F7' key to view a previous page or 'F8' to view the next page
- This screen can be accessed from any Budget Request screen by depressing the 'F4' key
- Pressing the 'F3' key will return you to the screen from which you accessed the Budget Request Totals screen.

## 'F4' Budget Request Totals

### CLERK'S

#### 1<sup>ST</sup> SCREEN OF 3:

The screenshot displays the 'COIN BUDGET REQUEST' screen for user 'MCBB-A' on 11/06/2014 at 16:41. The screen shows budget request totals for permanent and temporary personnel. The permanent personnel section shows a current budget of 260,497, requested budget of 260,497, and 6 total permanent personnel. The temporary personnel section shows a current budget of 0, requested budget of 1,533, and 0 total temporary personnel. The screen also includes navigation keys (F1=HELP, F3=MENU, F4=TOTALS, F5=FRST, F6=LAST, F7=PREV, F8=NEXT, F12=MENU) and a status bar at the bottom.

BUDGET REQUEST TOTALS							
PERMANENT PERSONNEL							
	BUDGET SALARY	-ESTIMATED FRINGES	BUDGET- TOTAL	REIM SALARY	-ESTIMATED FRINGES	REIM- TOTAL	
CURR BDGT	260,497	0	260,497	260,497	0	260,497	
REQUESTED	260,497	0	260,497	260,497	0	260,497	
COMP BOARD	0	0	0	0	0	0	
TOTAL PERMANENT PERSONNEL:		6					
TEMPORARY PERSONNEL							
	BUDGET SALARY	-ESTIMATED FRINGES	BUDGET- TOTAL	REIM SALARY	-ESTIMATED FRINGES	REIM- TOTAL	
CURR BDGT	0	0	0	0	0	0	
REQUESTED	1,533	0	1,533	1,533	0	1,533	
COMP BOARD	0	0	0	0	0	0	

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

Connected to s0100.vita.virginia.gov port 23 2/17 NUM 16:41:09 IBM-3278-2-E - TC1A2232 4:41 PM 11/6/2014

#### PROCEDURES:

##### • 1<sup>ST</sup> SCREEN OF 3:

- ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your currently authorized budget information as of December 31<sup>st</sup>
- ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
  - This information is subject to change as you make revisions to your budget request
  - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request
- ✓ **'COMP BOARD'** - This line of information refers to the budget request as being reviewed or approved by the Compensation Board
  - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
  - When budget requests are approved by the Compensation Board (May 1<sup>st</sup> of each year) this information also becomes 'locked-in'
- ✓ **'FRINGE'** benefits listed are estimates only
- ✓ **'REIMBURSABLE'** figures displayed are the actual dollar amounts that will be returned to your locality

## 'F4' Budget Request Totals

### CLERK'S

#### 2<sup>ND</sup> SCREEN OF 3:

The screenshot shows a terminal window titled 'CIDC-TEST' with a menu bar (QWS3270, Edit, View, Options, Tools, Help) and a toolbar. The main display area contains the following text:

MCBB-B COIN BUDGET REQUEST 11/06/2014 16:42  
V.06102014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY

BUDGET REQUEST TOTALS  
EQUIPMENT

NEW QTY	NEW COST	REPLACE QTY	REPLACE COST	TOTAL QTY	TOTAL COST	STRESSED COST
0	0	0	0	0	0	0
0	0	0	0	0	0	0

EQUIPMENT TOTAL:

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

Connected to s0100.vita.virginia.gov port 23 2/17 NUM 16:42:40 IBM-3278-2-E - TC1A2232 4:42 PM 11/6/2014

#### • 2<sup>ND</sup> SCREEN OF 3:

- ✓ This screen displays equipment totals by equipment category
- ✓ **FIRST LINE** of information displayed relates to the request you have made or are in the process of making
  - This information is subject to change as you make revisions to your budget request
  - Line 1 becomes 'locked-in' when the Constitutional Officer certifies their budget request
- ✓ **SECOND LINE** of information displayed relates to the in-progress or approved request as completed by the Compensation Board
  - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
  - When budget requests are approved by the Compensation Board (May 1<sup>st</sup> of each year) this information also becomes 'locked-in'

## 'F4' Budget Request Totals

### CLERK'S

#### 3<sup>RD</sup> SCREEN OF 3:

The screenshot shows a terminal window titled 'CIDC-TEST' with the following content:

```

MCBB-C COIN BUDGET REQUEST 11/06/2014 16:43
V.06102014 FY: 2016 LOC: 001 OFF: 773 ACCOMACK COUNTY
BUDGET REQUEST SUMMARY TOTALS
TOTAL PERMANENT PERSONNEL.: CURR BDGT 260,497 REIMBURSABLE 260,497
                             REQUESTED 260,497 260,497
                             COMP BOARD 0
TOTAL ADDITIONAL POSITIONS: CURR BDGT 0
                             REQUESTED 85,791
                             COMP BOARD
TOTAL TEMPORARY PERSONNEL.: CURR BDGT 0 REIMBURSABLE 0
                             REQUESTED 1,533 1,533
                             COMP BOARD 0
TOTAL OFFICE EXPENSES.....: CURR BDGT 0 REIMBURSABLE 0
                             REQUESTED 1,500 1,500
                             COMP BOARD 0
TOTAL EQUIPMENT EXPENSES...: CURR BDGT 0 REIMBURSABLE
                             REQUESTED 0
                             COMP BOARD 0

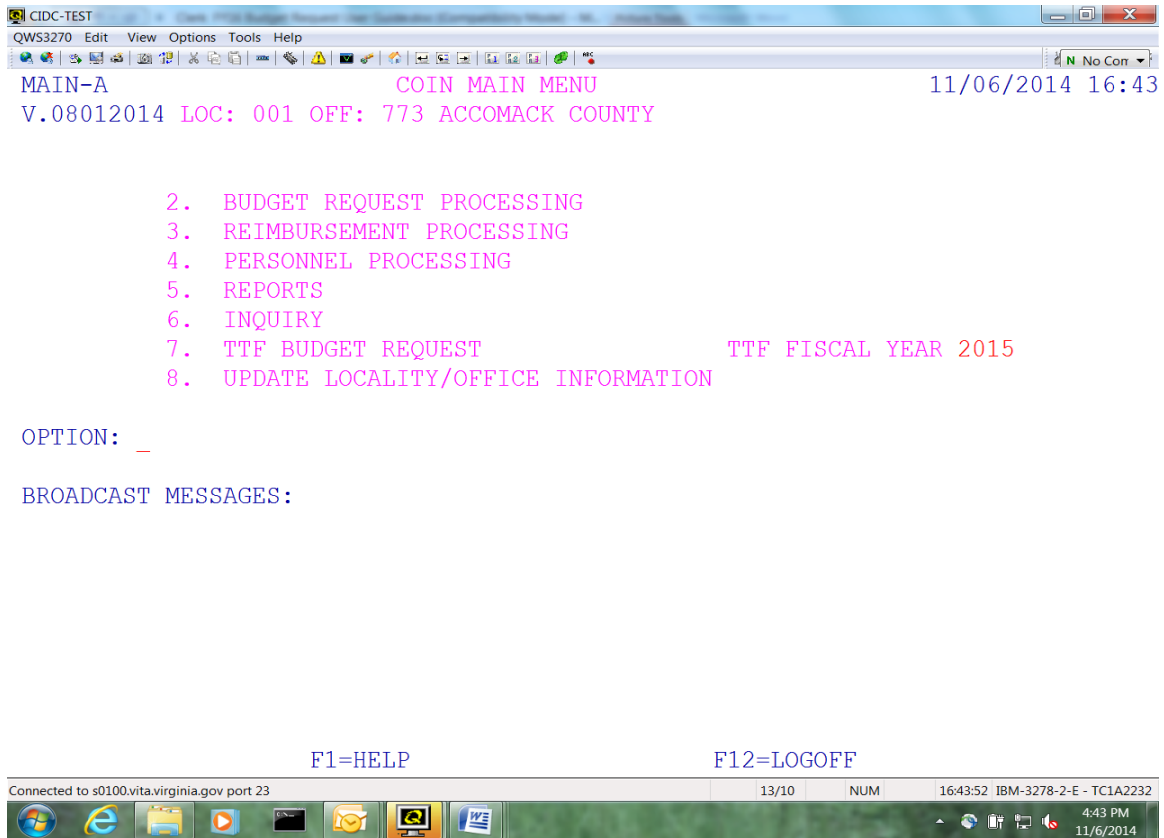
F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU
Connected to s0100.vita.virginia.gov port 23 2/17 NUM 16:43:08 IBM-3278-2-E - TC1A2232
  
```

#### • 3<sup>RD</sup> SCREEN OF 3:

- ✓ Displays totals for each budget request broad-based category:
  - Permanent Personnel
  - Additional Positions
  - Temporary Personnel Funding
  - Office Expense Funding
  - Equipment Requests
- ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your currently authorized budget information as of December 31<sup>st</sup>
- ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
  - This information is subject to change as you make revisions to your budget request
  - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request
- ✓ **'COMP BOARD'** - This line of information refers to the budget request as being reviewed or approved by the Compensation Board
  - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
  - When budget requests are approved by the Compensation Board (May 1<sup>st</sup> of each year) this information also becomes 'locked-in'

- Press 'F3' to exit the screen to the Budget Request Menu

## 14. Main Menu Option #5 - Budget Reports

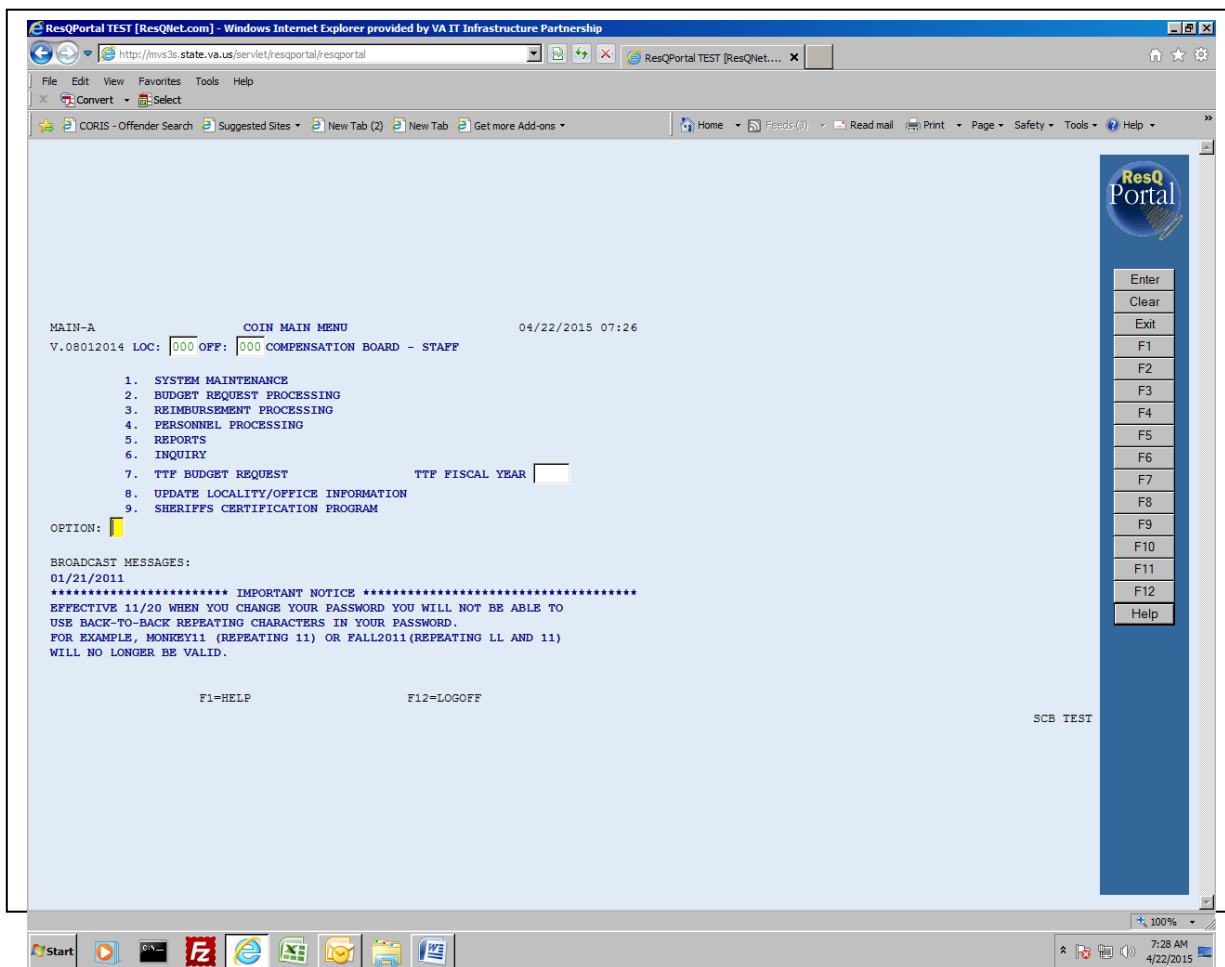


- Select Option #5- “Reports”

## Main Menu Option #5 - Budget Reports

### Downloading Budget Reports from COIN

### Generating Reports in COIN



- Navigate to the COIN Main Menu; from the Main Menu, select option 5 (Reports) and press the 'Enter' key.

## Main Menu Option #5 – Reports

MC90 COIN BUDGET REQUEST 2018-06-15 08:14

V.01242018 FY: 2019 LOC: 001 OFF: 307 ACCOMACK COUNTY OFFICER: GODWIN

OFFICE: SHERIFF OFFICER: GODWIN

REPORTS MENU

1. MAY 1ST BUDGET
2. BUDGETS WITH ACROSS THE BOARD INCREASES
3. CURRENT ACTIVE BUDGET
4. BUDGET REQUEST WORKSHEET
5. BUDGET ROLL REPORT
6. MONTHLY REIMBURSEMENT REPORT

EXTRA DATE: 05012018 MONTHS: 01

REPORT 1

SORTED BY (ENTER "X" FOR SORT ORDER)

☐ CLASS

☒ POSITION NUMBER

☐ NAME

REPORTS WILL BE SENT BY E-MAIL. ENTER E-MAIL ADDRESS BELOW:

KHARRETT@CO.ACCOMACK.VA.US

F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F12=MAIN

SCB TEST

There are 6 reports that are available:

- **Option #1 “May 1<sup>st</sup> Budget”**- This is the Budget as typically approved by the Compensation Board during its April board meeting. This is the basis for the budget effective July 1 of each year. Note: Be sure to change **FY** at the top of the screen for the Budget “**ending**” year that you are requesting (i.e. FY24).
- **Option #2 “Budget Report with Across the Board Increases Increase”**- This report lists current positions and the salary increase, if any, as provided by the Appropriation Act. This report is typically available **one month prior** to the effective date of the salary increase.
- **Option #3 “Current Active Budget”**– This is the historical budget report, listing all changes to your budget since it went into effect.
- **Option #4 “Budget Request Worksheet”**- This is the Budget Request Worksheet; this report may be downloaded to enter all personnel changes before entering them into the COIN system.
- **Option #5 “Budget Roll Report”** – This is the Budget as it went into effect on July 1. This could differ from the May 1<sup>st</sup> Budget.
- **Option #6 “Monthly Reimbursement Report”** – These reports list all line items for a specified month’s reimbursement.

## Main Menu Option #5 – Reports

The screenshot shows the 'COIN BUDGET REQUEST' screen in the ResQ Portal. The page header includes the URL 'http://mvs31.state.va.us/servlet/resqportal/resqportal' and the title 'ResQ Portal TEST (ResQNet...)'. The main content area displays the following information:

- MC60 COIN BUDGET REQUEST 2018-06-15 08:11:4
- V,01242018 FY: 2019 LOC: 001 OFF: 307 ACCOMACK COUNTY OFFICER: GODWIN
- OFFICE: SHERIFF REPORTS MENU
- 1. MAY 1ST BUDGET 4. BUDGET REQUEST WORKSHEET
- 2. BUDGETS WITH ACROSS 5. BUDGET ROLL REPORT
- 3. CURRENT ACTIVE BUDGET 6. MONTHLY REIMBURSEMENT REPORT
- EXTRA DATE: 05012018 MONTHS: 01
- REPORT [ ]
- SORTED BY (ENTER "X" FOR SORT ORDER)
- CLASS
- POSITION NUMBER
- NAME
- REPORTS WILL BE SENT BY E-MAIL. ENTER E-MAIL ADDRESS BELOW:
- KRARRETT@CO.ACCOMACK.VA.US
- F1-HELP F2-AUTH BDG F3-MENU F4-TOTALS F12-MAIN
- SCB TEST

The bottom status bar shows the date and time: 8:16 AM 6/15/2018.

- Change the Fiscal Year to 2024 ( FY24 Approved Budget Report)
- Enter the report option (1-6)
- Enter the desired sort sequence, if no sort sequence is specified, the Budget Report will be printed in Class Code order.
- Change the default email address to the specific email address of the individual to receive the report

Governing Bodies have the ability to request a Budget Report for each office type in their locality by entering the office code on the COIN Main Menu, proceed to option 5 (reports) for each specific office type, and then follow the instructions above (307-Sheriffs/Superintendents; 717-Directors of Finance; 771-Commissioners of the Revenue; 772-Commonwealth's Attorneys; 773-Circuit Court Clerks; 774-Treasurers).

## Technical Assistance

Users with **Google-hosted email** may experience problems with receiving a file attachment in the email received from the COIN system. Instead, users with Google-hosted email may receive the budget report loaded into the body of the email. If you experience this problem (report contained in body of email and no file attachment received), please email one of the individuals listed below and notify them that you have experienced this specific problem. Please be sure to include your Locality number and your Office number in your email request so that we may assist you in receiving the budget report in a file attachment.

Paige Christy – [Paige.Christy@scb.virginia.gov](mailto:Paige.Christy@scb.virginia.gov) (Commonwealth's Attorneys and Clerks)  
 Joan Bailey – [Joan.Bailey@scb.virginia.gov](mailto:Joan.Bailey@scb.virginia.gov) (Treasurers, Finance Directors, Commissioners)  
 Brian Bennett – [brian.bennett@scb.virginia.gov](mailto:brian.bennett@scb.virginia.gov) (Sheriffs/Superintendents)  
 Donna Foster – [donna.foster@scb.virginia.gov](mailto:donna.foster@scb.virginia.gov) (Sheriffs/Superintendents)  
 Bill Fussell – [william.fussell@scb.virginia.gov](mailto:william.fussell@scb.virginia.gov) (All Offices)  
 Dan Munson – [dan.munson@scb.virginia.gov](mailto:dan.munson@scb.virginia.gov) (All Offices)

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## 15. Appendix

### Classifications and Pay Plans

CLERK'S

CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE CLERK OF CIRCUIT COURT					
JULY 1, 2024 - JUNE 30, 2025					
CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
MICROFILM TECHNICIAN	MT, MMT	1	Administrative	40,410	50,166
GENERAL OFFICE CLERK CLERK TYPIST II	GOC, MGOCTII, MCTII				
DEPUTY CLERK I CASHIER	DCI, MDCI CASH, MCASH	2	Sr. Administrative	40,410	61,303
BOOKKEEPER SENIOR CLERK TYPIST	BKKR, MBKKR SCT, MSCT				
ACCOUNTING TECHNICIAN DEPUTY CLERK II	AT, MAT DCII, MDCII	4	Professional	40,410	78,291
DEPUTY CLERK III	DCIII, MDC3				
ADMINISTRATIVE ASSISTANT	AA, MAA				
DEPUTY CLERK IV	DCIV, MDCIV	7	Sr. Professional	46,866	102,254
ACCOUNTANT	ACCT, MACCT				
ASSISTANT CHIEF DEPUTY	ACD, MACD				
CHIEF DEPUTY CLERK I	CDCI, MCDCI	8	Supervisory/ Management	60,523	156,181
COMPTROLLER	COMP, MCOMP				
CHIEF DEPUTY CLERK II	CDCII, MCDC2				
CHIEF DEPUTY CLERK III	CDC3, MCDC3				
M - denotes participation in Deputy Clerks Career Development Program					
* Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.					