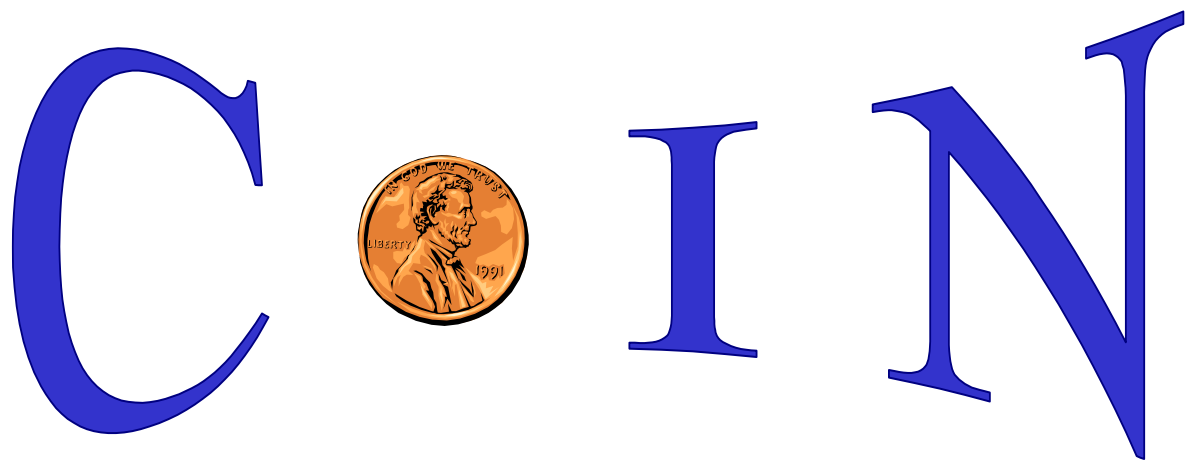# Constitutional Officer Information Network

C●IN

Budget Request Guide

Commonwealth Attorney

Compensation Board
December 1, 2024

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Table of Contents

1. COIN MAIN MENU

```
MAIN-A                    COIN MAIN MENU              10/29/2024 10:21
V.05062016 LOC: 001 OFF: 772 ACCOMACK COUNTY


        1.  SYSTEM MAINTENANCE
        2.  BUDGET REQUEST PROCESSING
        3.  REIMBURSEMENT PROCESSING
        4.  PERSONNEL PROCESSING
        5.  REPORTS
        6.  INQUIRY
        7.  TTF BUDGET REQUEST              TTF FISCAL YEAR 2025
        8.  UPDATE LOCALITY/OFFICE INFORMATION


OPTION: |


BROADCAST MESSAGES:
07/01/2023
*********************** IMPORTANT NOTICE ************************************
Effective 7/1/2023, as a reminder, please try to log into COIN at least every
30 days to make sure your account credentials remain current. After 30 days
of inactivity, your password may become locked and you may need to call VCCC to
get it reset. After a prolonged time of inactivity, your account will be
deactivated.
PLEASE PROCEED, ENTER VALID OPTION 1-9
            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

COMMONWEALTH ATTORNEY's

```
MAIN-A                      COIN MAIN MENU                 10/29/2024 10:21
V.05062016 LOC: 001 OFF: 772 ACCOMACK COUNTY

            1.   SYSTEM MAINTENANCE
            2.   BUDGET REQUEST PROCESSING
            3.   REIMBURSEMENT PROCESSING
            4.   PERSONNEL PROCESSING
            5.   REPORTS
            6.   INQUIRY
            7.   TTF BUDGET REQUEST              TTF FISCAL YEAR 2025
            8.   UPDATE LOCALITY/OFFICE INFORMATION

OPTION: 2

BROADCAST MESSAGES:
07/01/2023
*********************** IMPORTANT NOTICE ***********************************
Effective 7/1/2023, as a reminder, please try to log into COIN at least every
30 days to make sure your account credentials remain current. After 30 days
of inactivity, your password may become locked and you may need to call VCCC to
get it reset. After a prolonged time of inactivity, your account will be
deactivated.
PLEASE PROCEED, ENTER VALID OPTION 1-9
                F1=HELP                          F12=LOGOFF
```

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- continued

```
COIN                                                                    _ □ ×
QWS3270  Edit  View  Options  Tools  Help
                                                                    N No Con ▼
MCB0                      COIN BUDGET REQUEST              2015-10-19 12:12
V.10152014 FY: 2017 LOC: 001 OFF: 772 ACCOMACK COUNTY
OFFICE: COMMONWEALTH ATTORNEY              OFFICER: GR  AGAR
                        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
Connected to s0100.vita.virginia.gov port 23          DOCw 22/10   NUM   12:12:47 IBM-3278-2 - TC1A0177
```

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 1st 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
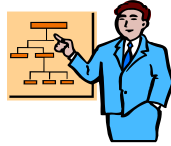
3.   Option #1, Permanent Personnel

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 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

COMMONWEALTH ATTORNEY's

```
MCB1                        COIN BUDGET REQUEST              2014-11-17 12:13
V.05062014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

            PERMANENT  PERSONNEL  SORTED  BY  POSITION  NUM

CHG   POS      SSN      LAST NAME          FIRST NAME
            ANNUAL      LOCAL       SALARY AMT REQ  SALARY        CLASS  CLASS
            APPROVED    SALARY      SUPPL  ABOVE    AMT REQ              CHANGE

      00001  *****2222  SNOWMAN            FROSTY
            117173      117173         0        0   117173        ATTY   _____

      00002  *****2222  WHO                CINDY
            24435       24435          0        0   24435         AAII   _____

      00003  *****2222  MAYWHO             MARTHA
            73936       70628       3308        0   73936         ATTIV  _____

                                                                 TOTAL
                                                                 0008


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

Option #1, Permanent Personnel


```
MCB1                    COIN BUDGET REQUEST              2014-11-17 12:13
V.05062014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY


             PERMANENT PERSONNEL SORTED BY POSITION NUM

CHG   POS      SSN      LAST NAME           FIRST NAME       CLASS  CLASS
            ANNUAL    LOCAL    SALARY AMT REQ  SALARY               CHANGE
           APPROVED   SALARY   SUPPL  ABOVE   AMT REQ

      00001 *****2222  SNOWMAN           FROSTY
            117173    117173      0        0   117173      ATTY   _____


      00002 *****2222  WHO               CINDY
             24435     24435      0        0    24435      AAII   _____


      00003 *****2222  MAYWHO            MARTHA
             73936     70628   3308       0    73936      ATTIV  _____

                                                               TOTAL
                                                                0008


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

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 CB 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 on the Permanent Personnel screen in Budget Request prior to sign off by the officer

Option #1, Permanent Personnel


```
MCB1                          COIN BUDGET REQUEST              2014-11-17 12:13
V.05062014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY


                    PERMANENT PERSONNEL SORTED BY POSITION NUM

CHG   POS       SSN       LAST NAME              FIRST NAME
              ANNUAL    LOCAL      SALARY AMT REQ  SALARY      CLASS   CLASS
              APPROVED  SALARY     SUPPL  ABOVE    AMT REQ             CHANGE

      00001  *****2222  SNOWMAN              FROSTY
              117173    117173        0        0   117173      ATTY    _____


      00002  *****2222  WHO                  CINDY
               24435     24435        0        0    24435      AAII    _____


      00003  *****2222  MAYWHO               MARTHA
               73936     70628     3308        0    73936      ATTIV   _____

                                                                      TOTAL
                                                                      0008


      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    12:13:10 IBM-3278-2 - TC1A0102
```

PROCEDURES:

Annual Approved:	Supplied by CB (Can be changed by CB)
Local Salary:	Enter the <u>total salary</u> for each position including locality supplement if applicable. If no local supplement funded press Enter and 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 requested data has been entered, press "Enter" to update
- Press 'F8' to proceed to the next screen
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

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

```
COIN
QWS3270  Edit   View   Options  Tools  Help

MCB2                      COIN BUDGET REQUEST              2014-11-17 12:14
V.01202008 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

                        ADDITIONAL PERSONNEL REQUEST

    CLASS        ENTRY     NUM OF          TOTAL AMT
               LEV SAL    POSITIONS          REQ
    ATTI        52909  *     █

    PA          24435  *

    SEC         24435  *

    _____    _____    _____

    _____    _____    _____

    _____    _____    _____

    _____    _____    _____                            TOTAL
                                                           0003

                          BOTTOM OF DATA
    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    12:14:47 IBM-3278-2 - TC1A0102
```

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 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 <u>must</u> 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 in FY24, as they were in FY23, based upon the request and in accordance with the Compensation Board's staffing standards
- A valid CB Class must be entered; the salary request must be between minimum and maximum of pay band of class requested

Option #2 Additional Personnel Request

```
COIN
QWS3270  Edit  View  Options  Tools  Help

MCB2                        COIN BUDGET REQUEST              2014-11-17 12:14
V.01202008 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY


                        ADDITIONAL PERSONNEL REQUEST


   CLASS       ENTRY      NUM OF          TOTAL AMT
               LEV SAL    POSITIONS          REQ
ATTI            52909 *     █

PA              24435 *

SEC             24435 *


  _____      _____      ____

  _____      _____      ____

  _____      _____      ____

                                                           TOTAL
  _____      _____      ____                              0003


                        BOTTOM OF DATA
    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      12:14:47 IBM-3278-2 - TC1A0102
```

Procedures:

Class:	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 salary scales in the Appendix.
Entry Level	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
Number of Positions:	Enter the number of positions you are requesting
Blank Fields (Other)	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

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 approved Compensation Board minutes state that this is a Base Budget Adjustment

Option #3, Temporary Personnel Fund Request

Procedures:

Base Amt Approved:	Supplied by COIN
Total Req:	Enter your 'Total Request' for temporary funding
Amt Req Above/Below:	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 Screen 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

Option #4, Fully or Partially Funded Positions

Helpful Hints:

- This screen should be used to enter salary information of positions fully or partially funded by the Compensation Board, the Locality or other sources
- This **does not** include positions identified as current permanent employees under Option #1, which may be supplemented by another source
- Upon entry of the required fields, the system will calculate the fund amount for each person and the total funds for your office
- For each temporary employee for whom reimbursement will be requested from CB approved temporary personnel funding, last name, first name, class, hourly rate, planned number of hours to be reimbursed for the fiscal year and the source(s) of funding for the personnel must be provided
  - ✓ If employee is unknown, key 'Vacant' in the 'Last Name' data field
  - ✓ Annual hours cannot exceed 2,080 per individual
  - ✓ Enter "X" in at least one fund source field
  - ✓ 'X' may be entered in as many of the Fund Source fields as are applicable for that record

Option #4, Fully or Partially Funded Positions

Procedures:

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

- Press the "Enter" key after completing the information requested
- Press 'F8' for 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

COMMONWEALTH ATTORNEY's


```
MCB5                    COIN  BUDGET  REQUEST                11/17/2014 12:25
V.11292010 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY

                        OFFICE  EXPENSE  FUNDING  REQUEST

STATIONERY, OFFICE SUPPLIES, PRINTING (FORMS AND LETTERS)
POSTAGE/BOX RENTAL, TELEPHONE (TAX EXCLUDED),
REPAIRS TO OFFICE FURNITURE AND EQUIPMENT,
OTHER NECESSARY EXPENSES INCLUDING ASSOCIATION DUES




                        BASE AMT        TOTAL           AMT REQ
                         APPROV          REQ           ABOVE/
                                                        BELOW

        OFFICER AMTS      4,893 ■        4893              0
           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 request an increase or decrease to 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


```
MCB5                        COIN BUDGET REQUEST            11/17/2014 12:25
V.11292010 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY


                        OFFICE EXPENSE FUNDING REQUEST


STATIONERY, OFFICE SUPPLIES, PRINTING (FORMS AND LETTERS)
POSTAGE/BOX RENTAL, TELEPHONE (TAX EXCLUDED),
REPAIRS TO OFFICE FURNITURE AND EQUIPMENT,
OTHER NECESSARY EXPENSES INCLUDING ASSOCIATION DUES




                        BASE AMT        TOTAL           AMT REQ
                        APPROV          REQ             ABOVE/
                                                        BELOW

             OFFICER AMTS    4,893       4893               0
                CB AMTS


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

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:	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
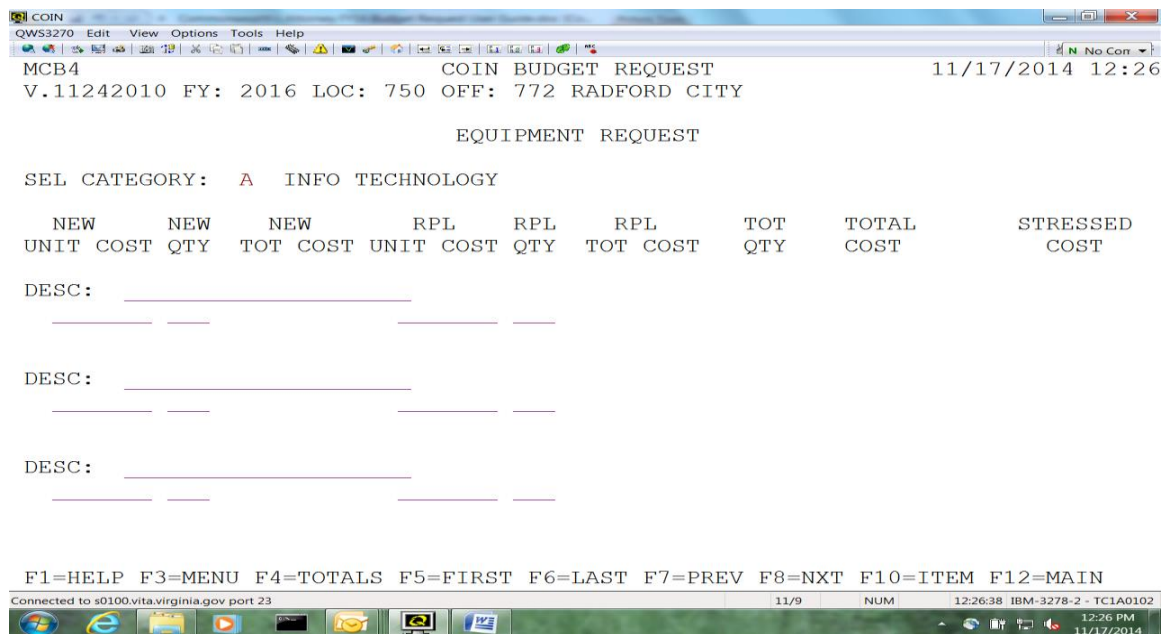
8.   Option #6, Equipment

Purpose:

The Equipment Request Screen is accessed from the COIN Budget Request menu. Requests for Equipment are made by Category and costs are calculated by quantity.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #6, Equipment

Helpful Hints:

- The system will calculate the total amount for each equipment item requested and the total amount for all items for your office
- These screens allow the user to request Information Technology (IT) equipment items along with the unit cost and quantity
- NOTE: The Compensation Board may require justification for these items upon review of your budget request.

Option #6 Equipment

```
 COIN
QWS3270  Edit  View  Options  Tools  Help

MCB4                    COIN BUDGET REQUEST           11/17/2014 12:30
V.11242010 FY: 2016 LOC: 775 OFF: 772 SALEM CITY

                        EQUIPMENT REQUEST

SEL CATEGORY:  A  INFO TECHNOLOGY

   NEW      NEW      NEW        RPL     RPL     RPL      TOT    TOTAL        STRESSED
 UNIT COST QTY    TOT COST  UNIT COST  QTY   TOT COST   QTY    COST           COST

 DESC:  _____
        _____ ____          _____ ____


 DESC:  _____
        _____ ____          _____ ____


 DESC:  _____
        _____ ____          _____ ____




 F1=HELP  F3=MENU  F4=TOTALS  F5=FIRST  F6=LAST  F7=PREV  F8=NXT  F10=ITEM  F12=MAIN
Connected to s0100.vita.virginia.gov port 23        11/9      NUM      12:30:30  IBM-3278-2 - TC1A0102
```

Procedures:

- User will select and input the equipment category they wish to request
  - ✓ Category 'A', IT Equipment
  - ✓ Category 'B', Office Equipment
  - ✓ Category 'C', Furniture
- To proceed to your next equipment category, enter in your next 'SEL CATEGORY'

Desc:	List requested equipment or utilize the 'F1' help function	
New Unit Cost:	Enter unit cost of the new equipment requested	
New Qty:	Enter the quantity here, if this is New equipment not presently owned	
New Total Cost:	Calculated	
RPL Unit Cost:	Enter unit cost of the replacement equipment requested	
RPL Qty:	Enter the quantity here, if this is Replacement equipment for existing equipment being replaced	
RPL Total Cost:	Calculated	
Total Qty:	Calculated	(New + Replacement)
Total Cost:	Calculated	(New + Replacement)
Stressed Cost:	Calculated	(See Operating Manual)

- Press the "Enter" key after all information has been entered
- Press '**F8= Next**' key to proceed to the next screen if additional screens are needed for your equipment request
- Press '**F3 = Exit**' to exit the screen to the Budget Request Menu
- Press '**F4 = Totals**' to display "Totals" for your office

Option #6, Equipment

COMMONWEALTH ATTORNEY's

Category A – Information Technology (It) Equipment

Help Pop-Up Screens - Within Alpha Data Fields (Resqportal Only)

- Utilize **'F3 =Exit'** to close the help window
- Utilize '**F7 = Previous'** to move to the previous screen
- Utilize **'F8= Next'** to move to other listed equipment categories

Option #6, Equipment

Category B – Office Equipment

Category C – Furniture Equipment

COMMONWEALTH ATTORNEY's

9.   Option #7, Record Workload Information

Purpose:

The Record Workload Information menu is accessed from the Budget Request menu.

Navigational Path:

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

Enter "YES" or "NO" in response to the correctness of workload data

Option #7 Record Workload Information

Staffing Standards

The staffing standards for the allocation of Assistant Commonwealth's Attorney positions were developed based upon the June 2024 Virginia Prosecutor Workload Assessment study and report produced under contract with the National Center for State Courts, recommended by the Virginia Association of Commonwealth's Attorneys and approved by the Compensation Board, and may not reflect all duties performed by the Commonwealth's Attorney. Positions needed for each office are based only upon the duties and workload measures identified specifically in the Staffing Standards. Many Commonwealth's Attorneys perform additional duties at their discretion or provide other services not required by state law. The number of Compensation Board funded positions due in a specific Commonwealth's Attorney's office are based upon duties required by law to be performed by the Commonwealth's Attorney, or duties which nearly all Commonwealth's Attorneys perform.   Here is a link to the overall study https://www.scb.virginia.gov/docs/2023CAWorkloadreport.pdf

1.   The position (or positions) must be requested by the Commonwealth's Attorney as part of the Compensation Board annual budget request process.

2.   The basis of the request must be only the statutorily prescribed duties of the Commonwealth's Attorney, with focus on the prosecution of felonies as prescribed by state law.

3.   Funds and positions must be appropriated by the General Assembly.

4.   The Compensation Board will use the staffing methodology and weighted three-year average workload criteria developed in conjunction with the National Center for State Courts and the Virginia Association of Commonwealth's Attorneys (VACA), to determine the appropriate level of Compensation Board assistant Commonwealth's Attorney positions for each office requesting additional positions.

5.   Whole positions due for allocation are based upon rounding of partial positions to the next whole position in a standard rounding convention of rounding down from 0.49 and rounding up from 0.50, except that where the total positions due for the prosecution of felonies falls between 1.0 and 1.49, the staffing standard shall round up to a minimum of 2.0 whole positions.

6.   The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive, and additional positions shall be allocated in the order of percentage of need, where the offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the net number of additional positions needed is of the total number of current funded positions.

10. 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

Option #8 Update Locality Information

```
COIN
QWS3270  Edit  View  Options  Tools  Help

MCS2                    COIN SYSTEM MAINTENANCE              11/17/2014 14:09
V.09022014 LOC: 027 OFF: 772 BUCHANAN COUNTY


                       UPDATE LOCALITY/OFFICE INFORMATION


   LOCALITY INFORMATION
   OFFICER....: FROSTY T SNOWMAN
   TITLE......: COMMONWEALTH ATTORNEY
   LOCALITY...: BUCHANAN COUNTY
   ADDRESS....: 1852 POOH CORNER
   CITY.......: YOUR TOWN
   STATE......: VA   ZIP: 26752 - 1852
   TELEPHONE..: 5308290000  EXT:
   FAX........: 5308290001
   WEBSITE....: WWW.BUCHANAN.STATE.VA.US


   CONTACT PERSON
   FULL NAME..: DUDLEY DORIGHT
   TELEPHONE..: 5308290005  EXT:   222
   EMAIL......: DDURIGHT@CAOFFICE.COM




          F1=HELP              F3=MENU              F12=MAIN
Connected to s0100.vita.virginia.gov port 23          10/16    NUM
```

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
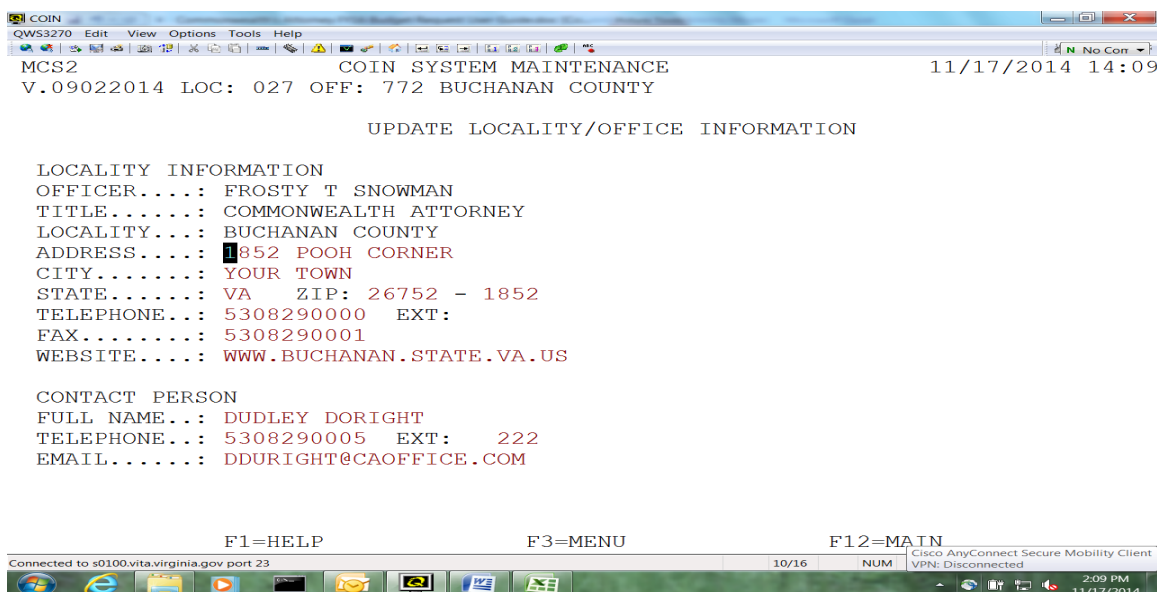
Procedures:

This screen can be used to change 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	
Officer Name:	For display purposes only.
Title:	For display purposes only.
Locality:	Enter County/City name
Address:	Enter the correct mailing address for your office.
City:	Enter the correct City for your mailing address.
State:	Enter the correct State for your mailing address.
Zip:	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.
Telephone:	Enter the correct Phone number for your office.
Fax #:	Enter the correct Facsimile number for your office.
Website:	Enter the correct
Contact Person:	Enter the correct name of person responsible for entering data in COIN system.
Telephone:	Enter the correct Phone number for contact person.
Email:	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)

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 your Office Code -**772** (Commonwealth's Attorney)

    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**'

11.   Option #9, Special Program Certification

Purpose:

The Special Programs Certification screens are accessed from the COIN Budget Request Menu. These screens are used to certify that you or your employees are eligible to receive or maintain a 19.48% salary increase.

Navigational Path:

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

Procedures:

- Read through each Special Program Certification Screen and if you comply with the program criteria as stated
  - ✓ Certify Officer's Approval User ID
  - ✓ List employees that qualify, or will qualify in FY19, in the Career Prosecutor Program
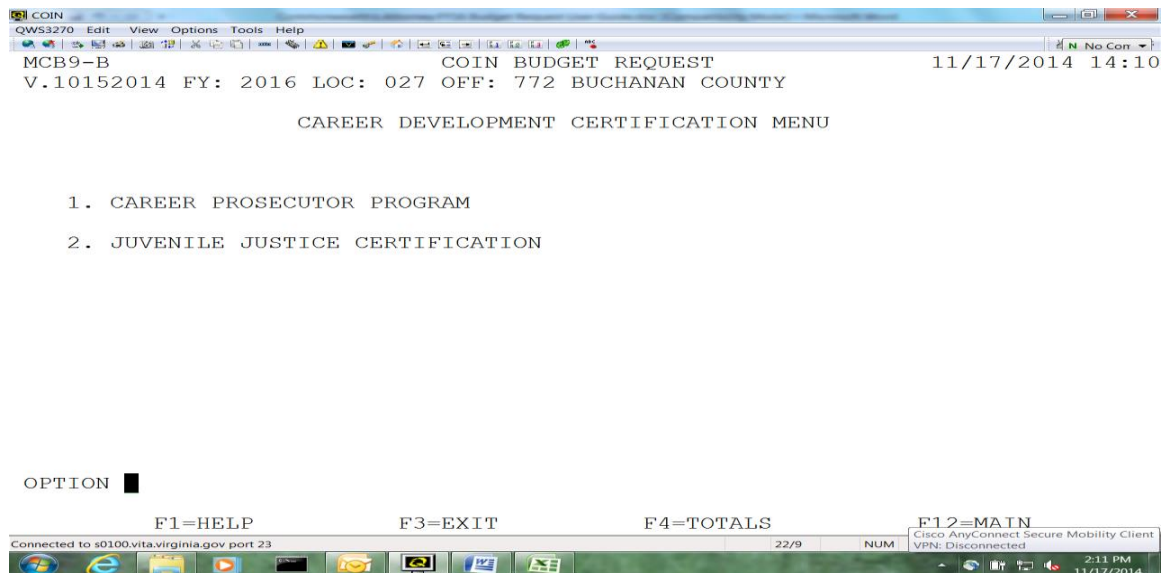
- Option 1 Career Prosecutor Program (available to all offices)
- Option 2 Juvenile Justice Certification (We no longer have these classifications. Just enter a Y on this screen, press enter.)

Option # 9 Special Program Certification

Option # 1 Career Prosecutor Program

Screen 1 of 5

```
COIN
QWS3270  Edit   View   Options   Tools   Help

MCCH-A                    COIN BUDGET REQUEST              11/17/2014 14:11
V.10292014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY


                        CAREER PROSECUTOR PROGRAM


I HEREBY CERTIFY THAT THE CAREER DEVELOPMENT PLAN FOR ATTI AND JATTI
ASSISTANTS CURRENTLY IN EFFECT FOR THIS OFFICE MEETS THE MINIMUM CRITERIA FOR
SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD AND 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 COMMONWEALTH ATTORNEY MAKES
       THE FINAL DECISION REGARDING SELECTION;

    C. MINIMUM LENGTH OF SERVICE REQUIREMENT OF THREE YEARS AS AN ASSISTANT
       COMMONWEALTH'S ATTORNEY IN VIRGINIA;

    D. JOB PERFORMANCE INCLUDING TWO EVALUATIONS WHICH MEET ABOVE AVERAGE
       RATINGS, AND NO VIRGINIA STATE BAR DISCIPLINARY ACTION IN THE PAST THREE
       YEARS;
F8 TO PROCEED TO CERTIFICATION
F1=HELP F2=ATH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23        6/2        NUM        14:11:39 IBM-3278-2 - TC1A0102
```

Option # 9 Special Program Certification

Screen 2 of 5

```
MCCH-B                    COIN BUDGET REQUEST              11/17/2014 14:12
V.10292014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY


                         CAREER PROSECUTOR PROGRAM

I HEREBY CERTIFY THAT THE CAREER DEVELOPMENT PLAN FOR ATTI AND JATTI
ASSISTANTS CURRENTLY IN EFFECT FOR THIS OFFICE MEETS THE MINIMUM CRITERIA FOR
SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD AND INCORPORATES THE
FOLLOWING CRITERIA:

  E. ADDITIONAL EDUCATION REQUIREMENTS OF FORTY HOURS ABOVE THE MINIMUM
     VIRGINIA STATE BAR MCLE CREDITS IN THE LAST THREE YEARS PRECEDING
     SELECTION, AND EDUCATIONAL REQUIREMENTS ABOVE MINIMUM VIRGINIA STATE BAR
     MCLE REQUIREMENTS HAVE BEEN ESATBLISHED TO MAINTAIN CAREER PROSECUTOR
     STATUS;

  F. A PROCEDURE FOR THE REMOVAL OF ASSISTANTS FROM THE CDP FOR INADEQUATE
     JOB PERFORMANCE, DISCIPLINARY ACTION, A VIRGINIA STATE BAR DISCIPLINARY
     ACTION OR FAILURE TO MAINTAIN MINIMUM ADDITIONAL EDUCATIONAL
     REQUIREMENTS;

  G. EQUAL OPPORTUNITY FOR ALL ASSISTANTS;
F8 TO PROCEED TO CERTIFICATION
F1=HELP F2=ATH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN
```

Option # 9 Special Program Certification

Screen 3 of 5

```
MCCH-C                    COIN BUDGET REQUEST           11/17/2014 14:12
V.10292014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY


                        CAREER PROSECUTOR PROGRAM

I HEREBY CERTIFY THAT THE CAREER DEVELOPMENT PLAN FOR ATTI AND JATTI
ASSISTANTS CURRENTLY IN EFFECT FOR THIS OFFICE MEETS THE MINIMUM CRITERIA FOR
SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD AND INCORPORATES THE
FOLLOWING CRITERIA:

    H. STATEMENT OF PURPOSE;

    I. SCOPE OF THE PLAN;

    J. UNDERSTANDING OF EMPLOYMENT STATUS AS AN ASSISTANT COMMONWEALTH'S
       ATTORNEY;

    K. ADDITIONAL COMPENSATION;




    F8 TO PROCEED TO CERTIFICATION
    F1=HELP F2=ATH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN
```

Option # 9 Special Program Certification

Screen 4 of 5

Enter the following information for each person expected to meet all criteria for the Career Prosecutor Program:

==Do **not** list persons already participating in the program==.
==**Only CB funded persons in ATTI classified positions.**==

- Position Number = enter CB position number or leave blank for locality position
- Last Name
- First Name
- Date of Selection (The date this person achieved <u>all</u> the criteria for participation, and the Commonwealth Attorney agrees this person is eligible to participate. **Do not enter a future date**.)

Press the 'Enter' key, when you have corrected and completed the information requested

Press 'F8 = to advance to Career Prosecutor certification screen

Option # 9 Special Program Certification

Screen 5 of 5


```
MCCH-G                     COIN BUDGET REQUEST              11/17/2014 14:13
V.10292014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY


                          CAREER PROSECUTOR PROGRAM

THIS IS TO CERTIFY THAT THE CAREER DEVELOPMENT PLAN IN THIS OFFICE MEETS THE
MINIMUM CRITERIA FOR SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD.  I
UNDERSTAND THAT FUNDING TO PROVIDE A SALARY INCREASE ASSOCIATED WITH THE
SELECTION AS CAREER PROSECUTOR IS CONTINGENT UPON THE APPROVAL OF ADDITIONAL
FUNDING BY THE GENERAL ASSEMBLY.







MY OFFICE IS REQUESTING FUNDING FOR THE CP PROGRAM  (Y/N):    █

APPROVAL:                 ,        OFFICER USER-ID:  _____

F1=HELP F2=ATH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN
```

Enter 'Y' or 'N' if officer is requesting additional funding for assistant attorneys eligible to participate but are not currently in the Career Prosecutor Program.
Enter the Officer's SCB USERID to certify Career Prosecutor Program
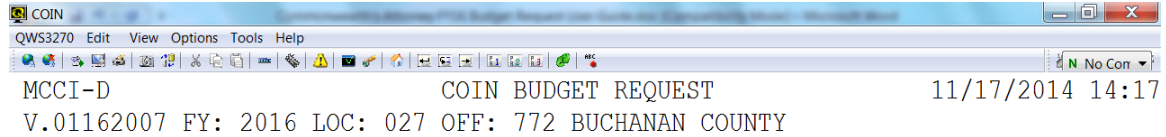
Press the 'Enter' key, when you have completed the information requested
Press 'F3 =Exit' to exit the screen to budget request menu

Option # 2 Juvenile Justice Certification (Displayed if office has a juvenile justice program)

Screen 1 of 1


```
MCCI-D                      COIN BUDGET REQUEST           11/17/2014 14:17
V.01162007 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY


                      JUVENILE JUSTICE CERTIFICATION


I HEREBY CERTIFY THAT THE STATEWIDE JUVENILE JUSTICE POSITIONS ALLOCATED
TO MY OFFICE ARE USED PRIMARILY, IF NOT EXCLUSIVELY, FOR THE PROSECUTION OF
DELINQUENCY AND DOMESTIC RELATIONS FELONY CASES OF THE JUVENILE AND DOMESTIC
RELATIONS DISTRICT COURT.  I UNDERSTAND THAT IF THE POSITIONS ARE NOT USED
PRIMARILY, IF NOT EXCLUSIVELY, FOR THE PROSECUTION OF THESE CASES, THAT THE
COMPENSATION BOARD SHALL REALLOCATE THE POSITIONS IN ACCORDANCE WITH THE
PROVISIONS OF THE APPROPRIATION ACT.


                          CERTIFY (Y/N): █




APPROVAL:                   ,      OFFICER USER-ID: _____


        F1=HELP            F3=MENU           F4=TOTALS          F12=MAIN
```
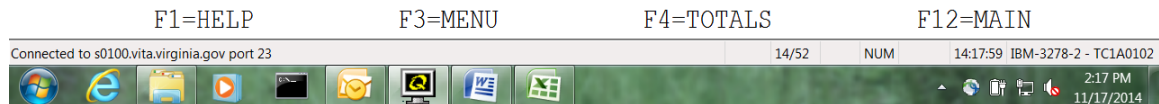
Enter a 'Y' or 'N' if positions primary, if not exclusive, responsibility is to the Juvenile and Domestic Relations District Court

Enter the officer's SCB USERID to certify Juvenile Justice Certification

Press the 'Enter' key, when you have corrected and completed the information requested

Press 'F3 =Exit' to exit the screen to budget request menu

12.   Option #10 - Certify Budget Request

Purpose:

The Certify Budget Request screen 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

Helpful Hints:

- If you enter 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

Option #10, Certify Budget Request

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
    - o 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 USER ID as the 'Officer Logon' to Certify fiscal year budget submission
- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu
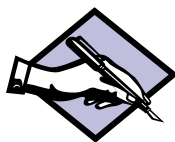
13. Option #11, Comments

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

<div style="background-color:yellow">

COMMONWEALTH ATTORNEY's

</div>

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

14. 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'

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

COMMONWEALTH ATTORNEY's

1ST SCREEN OF 3:

```
CIDC-TEST
QWS3270  Edit   View   Options   Tools   Help
MCBB-A                    COIN  BUDGET  REQUEST              11/17/2014 14:32
V.06102014  FY:  2016 LOC:  027 OFF:  772 BUCHANAN COUNTY

                       BUDGET  REQUEST  TOTALS

                        PERMANENT  PERSONNEL

              BUDGET   -ESTIMATED BUDGET-      REIM    -ESTIMATED REIM-
              SALARY    FRINGES    TOTAL      SALARY    FRINGES    TOTAL
CURR BDGT    410,207       0      410,207    410,207       0      410,207
REQUESTED    410,207       0      410,207    410,207       0      410,207
COMP BOARD       0         0          0          0         0          0
TOTAL PERMANENT PERSONNEL:        8

                        TEMPORARY  PERSONNEL

              BUDGET   -ESTIMATED BUDGET-      REIM    -ESTIMATED REIM-
              SALARY    FRINGES    TOTAL      SALARY    FRINGES    TOTAL
CURR BDGT        0         0          0          0         0          0
REQUESTED     1,500        0       1,500      1,500        0       1,500
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   14:32:31 IBM-3278-2-E - TC1A0352
```

PROCEDURES:

- **1ST SCREEN OF 3:**

  ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your current budget information as of December 31st

  ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
    o This information is subject to change as you make revisions to your budget request
    o 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
    o During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
    o When budget requests are approved by the Compensation Board (May 1st 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

COMMONWEALTH ATTORNEY's

2ND SCREEN OF 3:

- **2ND SCREEN OF 3:**

  ✓ This screen displays equipment totals by equipment category

  ✓ **FIRST LINE** of information displayed relates to the request you have made or in the process of making
    o This information is subject to change as you make revisions to your budget request
    o 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
    o During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
    o When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

'F4' Budget Request Totals

COMMONWEALTH ATTORNEY's

3RD SCREEN OF 3:


```
CIDC-TEST
QWS3270  Edit  View  Options  Tools  Help

MCBB-C                     COIN BUDGET REQUEST              11/17/2014 14:35
V.06102014 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY
                    BUDGET REQUEST SUMMARY TOTALS
TOTAL PERMANENT PERSONNEL.: CURR BDGT      223,383 REIMBURSABLE      223,383
                            REQUESTED      223,383                   223,383
                            COMP BOARD           0

TOTAL ADDITIONAL POSITIONS: CURR BDGT            0
                            REQUESTED            0
                            COMP BOARD

TOTAL TEMPORARY PERSONNEL.: CURR BDGT       29,013 REIMBURSABLE       29,013
                            REQUESTED       29,013                         0
                            COMP BOARD           0

TOTAL OFFICE EXPENSES.....: CURR BDGT        4,893 REIMBURSABLE        4,893
                            REQUESTED        4,893                         0
                            COMP BOARD           0

TOTAL EQUIPMENT EXPENSES..: CURR BDGT            0 REIMBURSABLE            0
                            REQUESTED        8,700                     8,700
                            COMP BOARD           0

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

- **3RD SCREEN OF 3:**

    ✓ Displays totals for each budget request broad-based category:
       o Permanent Personnel
       o Additional Positions
       o Temporary Personnel Funding
       o Office Expense Funding
       o Equipment Requests

    ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your current budget information as of December 31st

    ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
       o This information is subject to change as you make revisions to your budget request
       o 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
       o During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
       o When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

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

15. 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
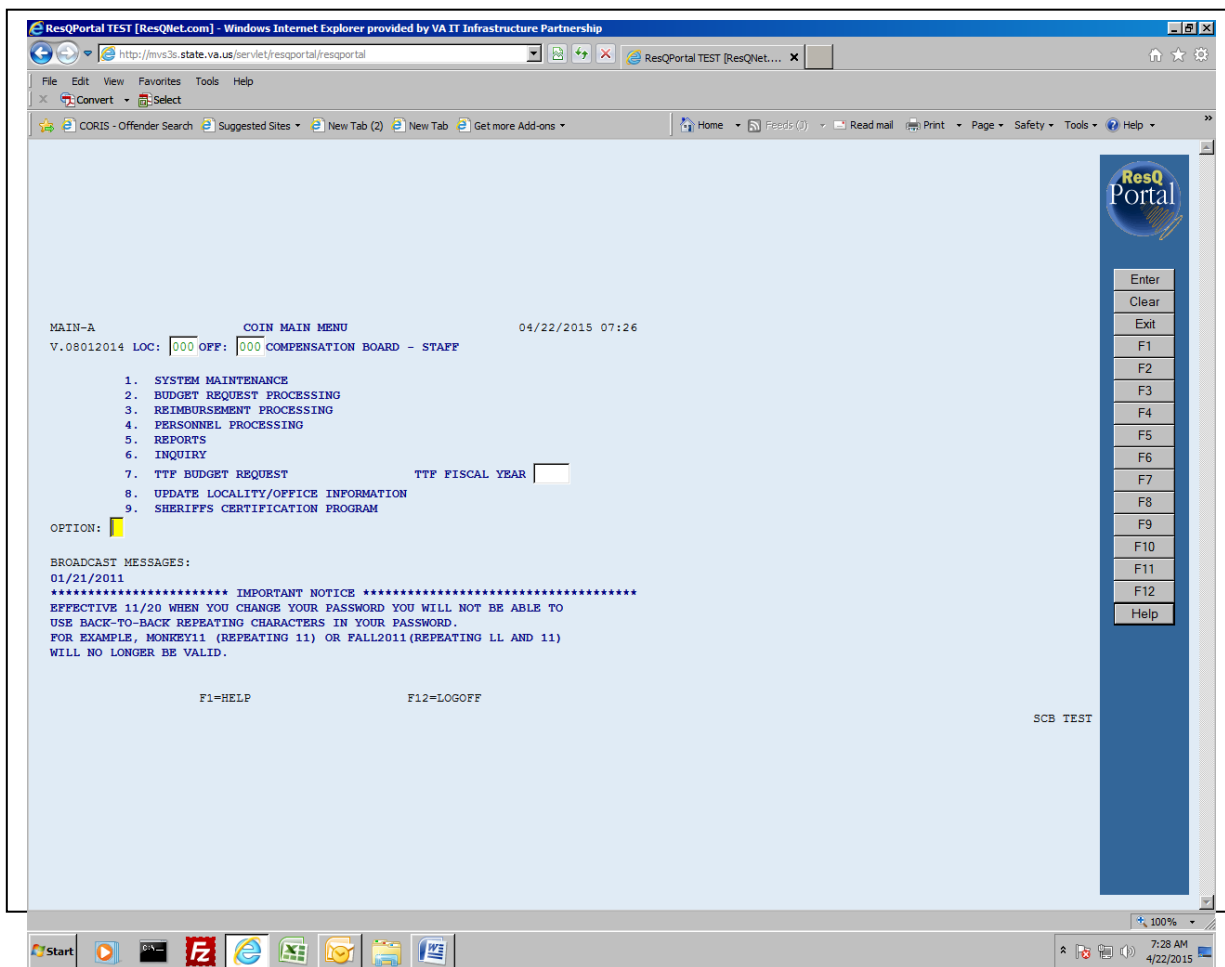
- Navigate to the COIN Main Menu; from the Main Menu, select option 5 (Reports) and press the 'Enter' key.

Main Menu Option #5 – Reports

There are 6 reports that are available:

- **Option #1 "May 1ˢᵗ Budget"**- This is the Budget as typically approved by the Compensation Board during its April board meeting (note, the FY22 budget was approved at the June board meeting). This is the basis for the budget effective July 1 of that year. Note: Be sure to change **FY** at the top of the screen for the Budget "**ending**" year (2023).

- **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 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 1ˢᵗ Budget.

- **Option #6 "Monthly Reimbursement Report"** – This reports list all line items for a specified month's reimbursement.

Main Menu Option #5 – Reports
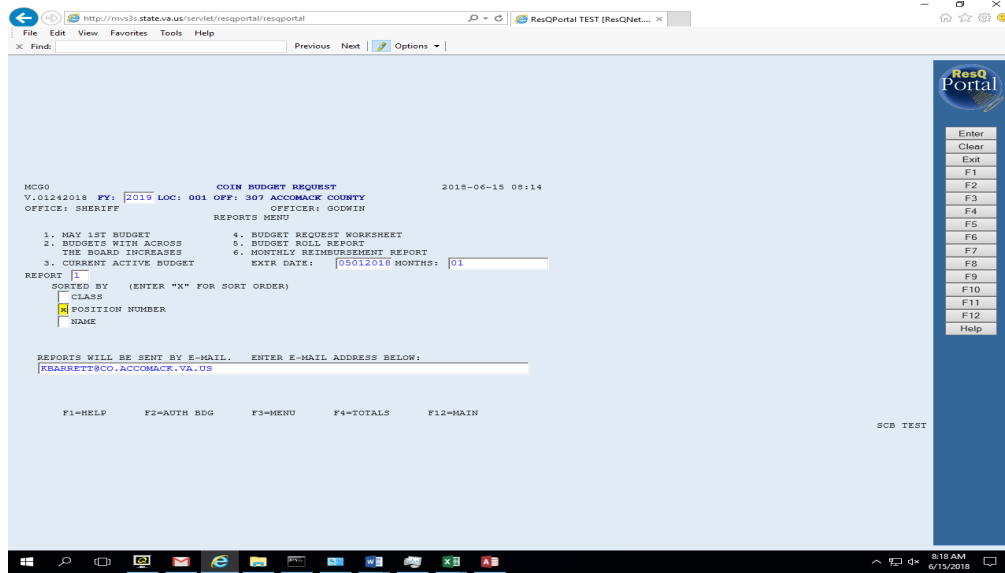
- Change the Fiscal Year to 2024 (FY24 Approved Budget Report)
- Enter the report option (1-6)
- Enter the desired sort sequence, if no sort sequence is specified, the Budget Report will be printed in Class Code order.
- Change the default email address to the specific email address of the individual 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.

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

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16.   Appendix

COMMONWEALTH'S ATTORNEY

CLASSIFICATION AND PAY PLAN FOR EMPLOYEES OF THE COMMONWEALTH'S ATTORNEY INELIGIBLE TO ENGAGE IN PRIVATE PRACTICE ("Full-Time")
December 1, 2023 - June 30, 2024

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX
SECRETARY DRUG PROSECUTOR ASSISTANT	SEC DPAII	2	Sr. Administrative	30,918	59,517
PARALEGAL ADMINISTRATIVE ASSISTANT I	PA AAI				
ADMINISTRATIVE ASSISTANT II	AAII	5	Professional	41,418	71,130
ATTORNEY I	ATTI	9	Sr. Professional	73,500	128,585
ATTORNEY II	ATTII	9	Sr. Professional	82,488	128,585
CAREER PROSECUTOR	CPII	9	Sr. Professional	87,820	128,585
ATTORNEY III DRUG PROSECUTOR III INSURANCE FRAUD PROSECUTOR	ATIII DPIII FPIII	10	Supervisory/ Management	94,472	158,239
ATTORNEY IV	ATTIV		Supervisory/ Management	104,955	158,239

CLASSIFICATION AND PAY PLAN FOR EMPLOYEES OF THE COMMONWEALTH'S ATTORNEY ELIGIBLE TO ENGAGE IN PRIVATE PRACTICE ("Part-Time")
December 1, 2023 - June 30, 2024

CLASS	ABBREV	PAY BAND	ROLE	MIN	MAX
SECRETARY A JUVENILE JUSTICE SECRETARY A	SECA	2	Sr. Administrative	15,459	29,759
SECRETARY B PARALEGAL B JUVENILE JUSTICE PARALEGAL B	SECB PAB				
ATTORNEY A JUVENILE JUSTICE ATTORNEY A	ATTA	9	Sr. Professional	36,750	64,293
ATTORNEY B	ATTB				

CP - denotes participation in Career Prosecutor 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.