

2023 Human Resource/Personnel Funding Requests



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DIVISION OF STATE HUMAN RESOURCES
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Agenda

- ▶ Introduction
- ▶ Purpose
- ▶ Timeline

Proviso 117.139: Statewide Strategic Personnel Budgeting

117.139. (GP: Statewide Strategic Personnel Budgeting) (A) To encourage consistency in human resources compensation decisions, support data driven decisions regarding expenditure of funds for personnel in state government, and improve the state's ability to recruit and retain top talent, all state agencies are directed as follows:

With regard to the annual Appropriations Act budget plan submission, agencies shall submit all human resources and personnel related budget requests to the Department of Administration's Executive Budget Office and Division of State Human Resources on or before September 1 of the current fiscal year. The Executive Budget Office and the Division of State Human Resources shall jointly review the budget requests and make recommendations for funding consideration. These funding recommendations shall be submitted to the Governor, the Chairman of the House Ways and Means Committee, and the Chairman of the Senate Finance Committee.

Agencies shall comply with all human resources rules, regulations, standards, plans, policies, and directives of the Division of State Human Resources.

Statewide Strategic Personnel Budgeting Purpose

- ▶ The goal of the proviso-mandated Statewide Strategic Personnel Budgeting process is to encourage consistency in human resources compensation decisions and improve the state's ability to recruit and retain top talent.
- ▶ The process allows the South Carolina Department of Administration's (Admin) Division of State Human Resources (DSHR) and agencies to partner before the submission of budget requests to ensure requests are driven and supported by appropriate and accurate data.

Timeline

- ▶ **Sept. 1** – Personnel Budget Request submission deadline
- ▶ **September through October** – Review requests with agencies
- ▶ **December** – DSHR's final recommendations submitted to the Governor's Office at which time those recommendations will be shared with the agencies.

DSHR Personnel Budget Requests

- ▶ To assist in the submission and review of human resources and personnel related-budget requests for FY 2023-2024, an Excel form is available to complete utilizing Admin's Program Management Office's IT Data Collection System.
- ▶ The form allows agencies to provide DSHR with preliminary information regarding the submission of personnel budget requests, such as information on additional FTEs requested or funds requested related to employee salary adjustments.
- ▶ In addition to completing the form, agencies should utilize the system to upload documents related to the request, such as external market data relative to proposed salary increases or evidence of recruitment and retention difficulties.
- ▶ DSHR's HR Consultants will be available to assist agencies and answer questions regarding the process.

DSHR Compensation Staff



Cheryl Hinson



Justin Griffis

Thank You

