

**VOLUME II**

**RESOURCE JUSTIFICATION MODEL**

**USER DOCUMENTATION**

## A. GENERAL INFORMATION

### A.1 Introduction

The Resource Justification Model (RJM) is a tool that enables the States to provide their own input to the budget request. The RJM allows the States to present their requirements and justify them by basing costs on performance. The worksheets in this model capture historical costs for the previous fiscal year (FY), actual costs to date for the current year as well as projected costs for the remainder of the current FY, and projected costs for the next FY, as well as for the budget request FY. Completing past year, present year, next year, and request year data in sequential order on each form enables built-in calculations to carry some data forward from one fiscal year to the next. Establishing these and other internal management controls allows the States to build their business case with confidence.

### A.2 Purpose and Structure of This Document

The purpose of this document is twofold:

1. to explain the structure of the RJM Excel files and how to load and access them on your system
2. to explain how to fill out the RJM forms.

This manual consists of three sections:

Section A provides the General Information you need to understand the files and the worksheets you will be working with. Section A:

- explains the structure of the Resource Justification Model as well as the linkages between the RJM Excel files (**Subsection A.3**)
- describes the files you will receive and how to load them onto your system (**A.4**)
- explains the formatting and conventions used in the various worksheets (**A.5**)
- presents the Table of Forms which describes each form and provides the location of the form in Section B, its corresponding instruction in Section C, and any additional instructions specific to the form in Section A (**A.6**)
- contains general guidelines for filling out the RJM forms (**A.7**)
- provides form-specific instructions in the last subsection (**A.8**).

Section B is a compilation of all the RJM Forms as they appear on your screen. The forms are provided to you as a reference so you can take each one out of the binder and view it side by side with its corresponding instruction from Section C.

Section C contains the RJM Instructions. The instructions for each form have been typed directly into the worksheet so you can readily see in which of three ways the information in each cell is obtained:

- You type in a value yourself.
- An Excel formula calculates the value.
- An Excel formula obtains the value through a link to another cell.

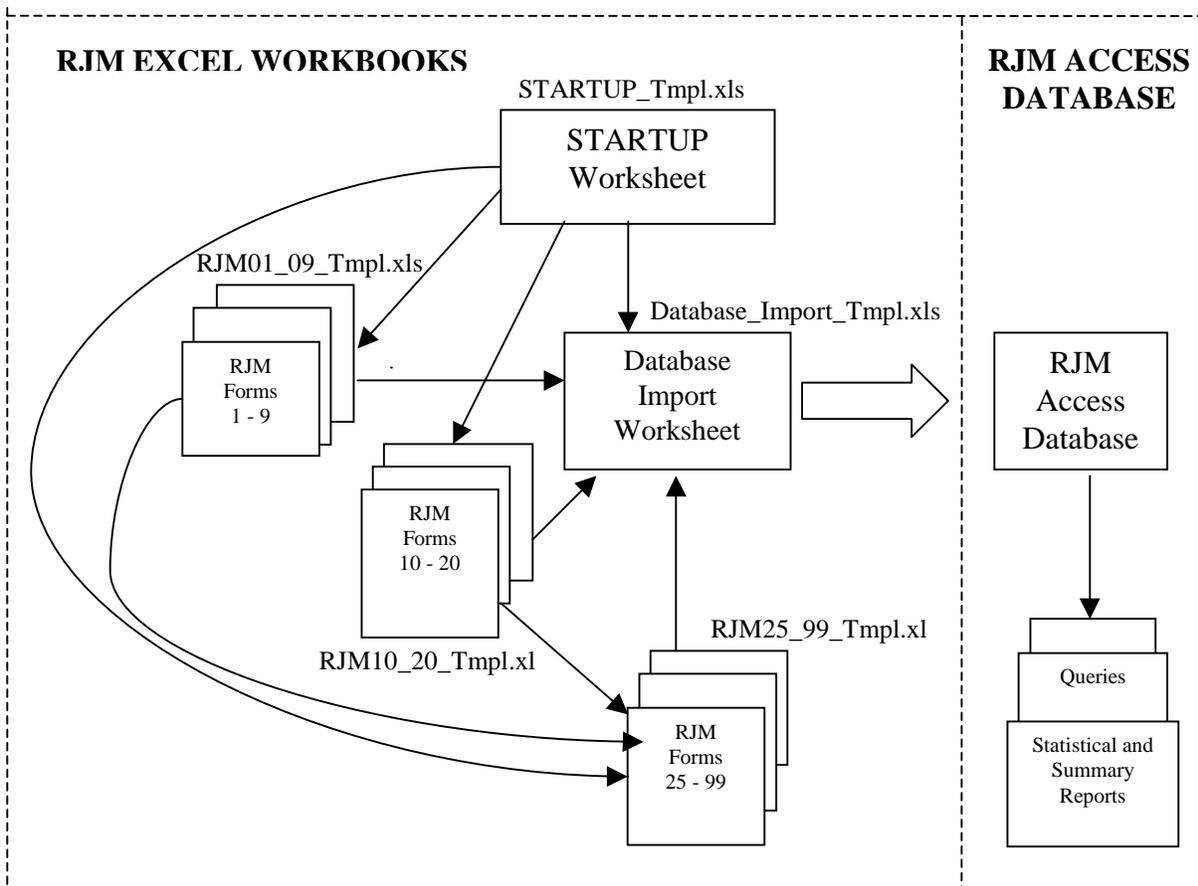
This document employs different fonts for illustration purposes. The table below incorporates the fonts as they appear in the document:

Font	Color	Description of Use
Times New Roman, 11 point	Black	Normal text
Courier New, 12 point	Blue	Examples of text that you type in
Arial, 10 point	Black	Names of Excel workbooks, worksheets, cell identifiers, contents of cells (display or formula and corresponding instructions)

**Table A-1. Use of Fonts in This Document**

### A.3 Structure of the RJM

This instruction manual pertains to the procedures involved in data collection for the RJM. Data collection involves the use of five Excel workbooks, four of which contain the RJM forms required for the state submission to the Regional Office (RO). The fifth workbook contains the worksheet that “collects” the data calculated in the RJM forms in a format that can be imported to the RJM Access Database. The RJM Access Database generates summary and statistical reports required by the RO for validation of the data to be submitted for the State’s budget request. The diagram below shows the purpose of and the relationships between the RJM files.



The following is a description of each of the Excel files. The name of each file has the suffix *\_Tmpl*. This suffix is the convention used to designate a *template workbook*, i.e., a file in which no actual state data have been entered. Each template workbook is copied and renamed with your State's abbreviation as a suffix to create the file you will use to enter data.

<b>Descriptive Name: Excel File Name</b>	<b>Description</b>
STARTUP File: STARTUP_Tmpl.xls	This workbook, called <b>STARTUP</b> , serves as the RJM control file. It contains only one worksheet whose name is also <b>STARTUP</b> . This worksheet contains the key variables that are "passed" or linked to all other worksheets in all other workbooks. The key variables are the state name and budget year. Calculations in the <u>STARTUP Worksheet</u> derive the values for previous year, current year, next year, and request year based upon the value you enter for budget year. In addition to the state name and budget year, the <b>STARTUP Worksheet</b> supplies other data elements to the Database Import File: a state identifier assigned to the state name and date of submission.
RJM 1-9 File: RJM01_09_Tmpl.xls	This file contains RJM Forms 1–9. There is a separate RJM-1 worksheet that calculates the PS/PB cost per position for each functional activity code, and RJM-2 calculates workloads for pertinent activities. A separate RJM-3 worksheet calculates Minutes Per Unit (MPU) for workload activities, and RJM-4 derives the hours worked per position for the entire U.I. Program. RJM-5 calculates the total position requirements for all workload activities, and a separate RJM-6 worksheet calculates position requirements for non-workload activities. RJM Forms 7–9 are summaries. The RJM 1-9 File receives key data elements from the STARTUP File and passes state data elements to the RJM 25-99 File and the Database Import File.
RJM 10-20 File: RJM10_20_Tmpl.xls	This file contains RJM Forms 10–18 and 20. Each form allows for the entry of detail costs, agency indirect costs, and required enhancements pertaining to a specific Non Personal Service (NPS) Item. The RJM 10-20 File receives key data elements from the STARTUP File and passes state data elements to the RJM 25-99 File and the Database Import File.
RJM 25-99 File: RJM25_99_Tmpl.xls	This file contains worksheets that serve a variety of purposes. Some worksheets: summarize data contained in other files; record supporting data for other worksheets; or record characteristics about the state. The RJM 25-99 File receives key data elements from the STARTUP File and the RJM 10-20 File, and passes state data elements to the Database Import File.
Database Import File: Database_Import_Tmpl.xls	This file contains only one worksheet called the <u>Database Import Worksheet</u> (Excel tab name <b>Main</b> ). This worksheet consists entirely of data elements linked to worksheets in the other workbooks. The Database Import Worksheet receives the following key identifying elements from the <b>STARTUP Worksheet</b> : state, state ID, budget FY, and date of submission. Data elements in the <b>PREVIOUS</b> , <b>CURRENT</b> , <b>NEXT</b> , and <b>REQUEST</b> columns come from corresponding columns in RJM forms from the RJM 1-9, the RJM 10-20, and the RJM 25-99 files. Columns entitled <b>RJM_REF</b> , <b>WKSHEET</b> , and <b>IDENTIFER</b> designate the specific worksheet and line to which data elements in the <b>PREVIOUS</b> , <b>CURRENT</b> , <b>NEXT</b> , and <b>REQUEST</b> columns are linked.

**Table A-2. RJM Excel Files**

#### A.4 Loading and Updating the RJM Files

### A.4.1 System Requirements

The configuration needed for your system to access and update the Resource Justification Model efficiently is as follows:

- Windows 97 or later
- Excel 97 (NOTE: Do not use Excel 2000 because of downward incompatibility).
- 16MG RAM
- 2MG hard drive for RJM files, more if you wish to include your own supporting data files

### A.4.2 Excel Proficiency Requirements

The procedures for loading and accessing the RJM files and for filling out the RJM forms assume an intermediate proficiency in Excel. You must understand the concept of cell references and how the value entered in one cell can change the contents of another cell in the same or different workbook. You must be able to change the source of links if you need to copy a blank worksheet from a *template workbook* into your State's data workbook. You must know how to insert rows above the last line in a list, rather than add a row below the last line, so that Excel formulas will automatically include the amounts in calculations.

### A.4.3 RJM Physical Files

Section A.3 above, Structure of the RJM, explained the workbook files and how they're linked. You will receive two complete sets of files. Each file in the first set has a suffix of **\_Tmpl.xls**. These files are *template workbooks* and the blank sheets in them are *template worksheets*. Do not enter data in these files. Preserving the blank worksheets in their original state safeguards all calculations and links so the RJM generates the data needed for budget review properly. The second set of files has your State's two-character identifier as its suffix. Enter data only in these files.

### A.4.4 Loading the RJM Files

In order to readily distinguish the RJM template and data files, it is recommended to create the folder **\RJM** in the root directory of your c: drive. Then create a subfolder called **\Templates** and copy the set of files on the diskette having the suffix **\_Tmpl.xls** into the subfolder. Create another subfolder called **\Data** and copy the set of files with your State's abbreviation as a suffix into it.

**Because of the extensive data linkages among the RJM files,  
keep all the files in a set in the same directory.**

Now that you have copied all the files onto your hard drive, you are ready to begin entering data. The RJM worksheets are designed so that data elements you enter are used in Excel formulas to calculate values in other cells or used in cell references to copy the values into other cells. The "destination" cells are very frequently in a different workbook. Conceptually, the Resource Justification Model is built like an inverted pyramid: The relatively few data elements that are entered manually are the foundation for ever-expanding levels of summary. For the RJM to have all the data elements required for budget review in the Database Import Worksheet, it is critical that the data elements be entered in the workbooks in a specific order. The workbook that must be updated first is STARTUP. The procedure for entering initial key elements is described below in Section A.4.5.

#### A.4.5 Entering Initial Key Elements in the STARTUP Worksheet

You must update the STARTUP Worksheet first because key elements from it are linked to every other worksheet in every other workbook in the Resource Justification Model. To enter the initial key elements:

1. Select your State's name from the pull down list.
2. Enter the Budget Year.
3. Enter the No. of Reported Months (the number of months for which historical data are presented in reports in the Current Fiscal Year)

From the value you enter in Budget Year, Excel calculates the values for the Previous, Current, Next, and Request Years. The elements that have been entered or calculated in the STARTUP Worksheet are used to "pre-fill" headings in the RJM forms. At this point in the RJM update process, you have not entered all the data elements necessary for budget review. Do not change the response to ARE YOU READY TO SUBMIT DATA FOR REVIEW? The default response is **N** (no).

#### A.4.6 Updating the RJM Files

Now that you have entered the key elements into the STARTUP Worksheet, you can begin to update the rest of the files. Each time you want to enter or update data in the RJM, because of the extensive data linkages among the RJM files:

**Open RJM files and enter data into the workbooks in this order:**

1. STARTUP File
2. RJM 1-9 File
3. RJM 10-20 File
4. RJM 25-99 File [See Note <sup>1</sup> below.]
5. Database Import File [See Note <sup>2</sup> below.]

NOTE <sup>1</sup>: Worksheets RJM-30 through RJM-34 in the RJM 25-99 File are the supporting backup to worksheets RJM-10 through -12 and RJM-14 in the RJM 10-99 File, respectively. The RJM-30 series forms are optional, but they provide the regional office a way of validating the non-personal service costs you are submitting in the RJM-10 series forms. You should fill out these detailed listing forms before you enter data into the RJM-10 forms. (Note that there are no links back to the RJM-10 series worksheets from the RJM-30 series sheets.) This means that you will need to manually enter the results of the calculations you did in the RJM-30 sheets into the RJM-10 forms.

NOTE <sup>2</sup>: None of the cells in the Database Import Worksheet requires further data entry. This is because all the cells are either links to other workbooks or zeros entered manually in some of the "year" columns. The Database Import File is listed above as a reminder to verify that the cells have been properly populated with the all the budget data you wish to submit to the RO. If this is not the case, not all the data elements have been entered into the other workbooks as required.

Since data elements from one workbook are linked to elements in other workbooks, and the data elements are entered in a logical progression:

**Always open all the workbooks already containing data.**

**Always open the workbooks in sequence.**

#### *A.4.7 Copying a Template Worksheet into Your Data Workbook*

In the event data entry errors become too arduous to correct, you will need to delete the affected sheet in your State's data workbook, then insert the corresponding template worksheet into your data workbook. To do this, open the corresponding template workbook, click on the tab of the sheet you wish to copy and perform these steps:

1. Click on **Edit**.
2. Click on **Move or Copy Sheet**.
3. At the bottom of the dialog box, click on the check box **Create a copy**.

WARNING! The default setting for this check box is blank. Failure to click on the check box to create a copy will remove the blank sheet from the template workbook entirely.

4. Click on the arrow beside the **To workbook** combo box to pull down the list of open workbooks. Click on the workbook in which the worksheet belongs.
5. In the **Before sheet** list box, click on the name of the worksheet the template worksheet should be copied in front of. You will now be in the copied worksheet. You will need to change the source of the links from the template workbook to your data workbook.
6. Click on **Edit**.
7. Click on **Links**.
8. Click on the name of the file with the suffix **\_Tmpl**. Click on **Change Source**. In the Source list box, click on the corresponding file containing your State's identifier as a suffix, and click **OK**. Repeat Step 8 until the source of all **\_Tmpl** files has been changed.

NOTE <sup>3</sup>: If you do not find the required file in the list, you do not have it open. In this event, click **Cancel** and open the file. Change the source of the links in the manner described above.

## **A.5 Worksheet Formats and Conventions**

### *A.5.1 RJM Form Cell Formats*

The RJM Excel forms contain cell border and shading formats that enable you to identify the type of action that is required to populate the cell with a value. Presented below are the formats used in the RJM forms. The examples are from RJM-1 U.I. Program found in Section B, Workbook RJM01\_09\_Tmpl.xls, Worksheet RJM\_01\_UI, page 1.

<b>Item Name from RJM-1 Form</b>	<b>Cell Format</b>	<b>Description of Format</b>	<b>Action Taken to Populate Cell With a Value</b>

Item Name from RJM-1 Form	Cell Format	Description of Format	Action Taken to Populate Cell With a Value
TOTAL PERSONAL SERVICE COST	\$0	Heavy border, no shading.	You manually type in a value. [Col. 2] Value pre-filled with 0, you re-enter correct value as whole number, Excel display as currency.
TOTAL POSITIONS PAID	0.00	Heavy border, no shading.	You manually type in a value. [Col. 2] Value entered and displayed in two decimal places.
MONTHS REPORTED YTD	12	No border, no shading.	An Excel formula obtains the value through a link to another cell. [Col. 2] Excel retrieves the value of No. Months Reported YTD from the STARTUP Worksheet.
STRAIGHT LINE PROJECTED PS COST PER POSITION	#DIV/0!	No border, no shading.	An Excel formula calculates the value. [Col.2] System calculates RESULT OF (Total Personal Service Cost divided by Total Positions Paid) divided by RESULT OF (Months Reported YTD times 12 Months Per Year)
DOCUMENTED PS INCREASES PER POSITION 1.		Heavy border, no shading.	You manually type in a value. [Col. 2] You enter value entered as whole number, Excel displays as currency.
DOCUMENTED PS INCREASES PER POSITION 1.		No border, gray shading.	No value is placed in the cell. {Col. 1} Gray shading indicates no manual or Excel data entry.

**Table A-3. Worksheet Formulas**

*A.5.2 Number of Decimal Places*

Data elements in the worksheets are to be rounded to a specific number of decimal places:

Data Element	Decimal Places
Dollars	Whole dollars
Positions	2 decimal places
MPU	3 decimal places
Work hours	2 decimal places
Workload	Whole numbers

**Table A-4. Number of Decimal Places**

The Excel formats in the worksheets will automatically display the elements in the correct number of decimal places. Table A-4 above presents the level of precision in which you are to prepare data for entry.

### A.5.3 Pre-filled Values

Information that applies to the entire budget request package is provided in the STARTUP Worksheet. The data elements listed below are key to the budget submission information generated in the RJM. These key RJM elements are forward to all worksheets where appropriate and will not have to be entered on each individual worksheet:

Each key RJM element in the STARTUP Worksheet has an Excel *defined name*. For example, the defined name for the value of State Name is STATENAME, and for Budget Year is BUDGETYR. The means by which the key elements are forwarded from the STARTUP Worksheet to all other worksheets is by use of the Excel defined name in a formula. For illustration purposes, let's say the name of your state is **YOUR STATE** and your state abbreviation is YS. When you bring up Workbook RJM01\_09\_YS.xls, Worksheet RJM\_01\_UI on your screen, you will see YOUR STATE displayed on the left near the top. When you look at the formula in the cell, you will see:

=STARTUP\_YS.xls!STATENAME

For each key RJM element in the STARTUP Worksheet, Table A-5 below presents a description and its Excel defined name.

Key RJM Element	Description	Excel Defined Name
State Name	Name of your state	STATENAME
Budget Year	Fiscal year for which budget is being requested	BUDGETFY
Previous Year	Most recently completed fiscal year	PREVIOUSFY
Current Year	Current operating fiscal year	CURRENTFY
Next Year	Future fiscal year for which budget has already been submitted	NEXTFY
Request Year	Future fiscal year for which budget is being requested	REQUESTFY
No. Months Reported YTD	Number of months in the current FY for which historical data have been collected from reports	NMRMONTHS
ARE YOU READY TO SUBMIT DATA FOR REVIEW?	Response indicating whether or not all data have been entered in the RJM forms and you are ready to load the Database Import Worksheet. N (no) is the default.	READYRESPONSE
DATE OF SUBMISSION	The date on which you respond Y (yes) to being ready to load the Database Import Worksheet for submission to the RO. System enters the Current Date into this element.	SUBMISSIONDATE

**Table A-5. Key Elements from STARTUP**

### A.5.4 RJM Form Column and Line Numbers

The RJM forms have been designed so that “changeable” data elements are identified with unique column and line numbers. The area containing changeable data elements excludes headings and pre-filled values and includes the cells whose values would be different for each state. These column and line numbers are referenced in the instructions.

Returning to the example in Table A-3 above, Form RJM-1 U.I. Program, the Excel column and row designations for the changeable data element area are C12 through F50. Cells C11 through F11 contain

the RJM column numbers 1 through 4, respectively. Cells A12 through A50 contain the RJM line numbers of the changeable data area, whereas cells B12 through B50 contain the Item Name that describes the data elements in the line.

In Form RJM-1 U.I. Program, as in most of the other RJM forms, Columns 1 through 4 designate the years for which data elements are captured for RO review:

Column	Fiscal Year
1	PREVIOUS
2	CURRENT
3	NEXT
4	REQUEST

**Table A-6. Fiscal Year Column Numbers**

The first 14 lines in Form RJM-1 U.I. Program are presented in Table A-7 below. The entries in this table are contained in cells A12 through B25. This range is not within the changeable data area.

Form Line No.	Item Name
1	TOTAL PERSONAL SERVICE COST
2	
3	TOTAL POSITIONS PAID
4	
5	MONTHS REPORTED YTD
6	
7	STRAIGHT LINE PROJECTED PS COST PER POSITION
8	
9	DOCUMENTED PS INCREASES PER POSITION
10	1.
11	2.
12	3.
13	
14	PS COST PER POSITION

**Table A-7. Example of Form Line Numbers**

Note <sup>4</sup>: Lines 10 through 12 have no item name other than 1., 2., and 3., respectively. These lines are an exception to the rule that changeable data elements start from Column C (in Excel) or Column 1 (in RJM form). In RJM-1 these lines are provided for you to specify what the PS increases are for each fiscal year. In other words, you will provide the item name for the values you will enter for each fiscal year in Columns C through F (in Excel), Columns 1 through 4 (in RJM form).

Combining RJM form column and line numbers as a single identifier for a changeable data element is illustrated in the following examples:

- Col. 1 Line 3 is Total Positions Paid for Previous Fiscal Year

- Col. 3 Line 7 is Straight Line Projected PS Cost per Position for Next Fiscal Year

The RJM instructions include both the item names and the form column and line numbers for ease of reference. The instructions for Form RJM-1 U.I. Program is located in Section C, Workbook RJM\_Instructions, Worksheet RJM\_01\_UI, pages 3-5. The specific instruction for Straight Line Projected PS Cost per Position for Current Fiscal Year is:

System projects PS Cost Per Position Balance of Year using straight line method. System calculates RESULT OF (Total Personal Service Cost YTD divided by Total Positions Paid YTD) divided by RESULT OF (Months Reported YTD times 12 Months Per Year) **[(Col. 2 Line 1 / Col. 2 Line 3) / (Col. 2 Line 5 \* 12 months)].**

## A.6 RJM Forms

The worksheets contained in each file are listed in the Table of Forms below. The first three columns of the table contain a sequential number for the form, a short name for the form, and its purpose. Next are three major sections pertaining to the location of the form in Section B, the location of its corresponding instruction worksheet in Section C, and the location of additional instructions specific to the form (if any) in Section A.

A location in either Section B or Section C requires the name of the Excel workbook file, the Excel worksheet name, and the page numbers within the workbook.

All the instruction worksheets are contained in a file called the RJM Instruction Workbook (RJM\_Instructions.xls). There is only one instruction sheet per form in this workbook. Even though there are many RJM-1 forms (a separate one for every functional activity code), there is only one instruction worksheet because the manner in which all RJM-1 forms is filled out is the same. The same applies to the RJM-6 forms. There is an instruction worksheet for RJM-3 Wage Records (RJM\_03\_WR) and a separate one for RJM-3 Tax (RJM\_3\_Tax). This is because these two forms are unique and require different instructions. The first RJM-3 form in the RJM Instructions Workbook is for Initial Claims (RJM\_03\_IC). This form can be used as an example of how to fill out the RJM-3 forms for the remaining functional activity codes.

Page numbering in all Excel workbooks is set up similarly, in the footers. This applies to the RJM Form workbooks in Section B as well as the RJM Instructions Workbook in Section C. You can identify the specific workbook and worksheet as well as the pages in which a form or the instruction worksheet can be found by looking at the information in the lower left and center sections of the footer. In the descriptions below, words or characters that are standard for all worksheets are typed in boldface.

### Footer – Lower Left Section:

**Volume II Section B [WorkbookName.xls] WorksheetName**

In the case of the RJM Instructions Workbook in Section C, the text will be:

**Volume II Section C [RJM\_Instructions.xls] WorksheetName**

### Footer – Center Section:

**Page X of Y**

Note <sup>5</sup>: All worksheets in a workbook are printed together as a set. The convention of using “Page X of Y” is useful for determining the relative position of a specific worksheet within the workbook.)

## **A.7 Positions**

The term positions and staff years may be used interchangeable throughout the RJM process.

TABLE OF FORMS										
Form No.	Form Name	Purpose of Form	Location of Form in Section B			Location of Instruction in Section C			Add'l Instructions in Section A	
			Excel Workbook Name	Excel Worksheet Name	Page Nos.	Excel Workbook Name	Excel Worksheet Name	Page Nos.	Section No.	Beg. Page No.
1	STARTUP Worksheet	Allows for the entry of the key elements required to identify the data records submitted to the regional office for review: state name, budget year, and date of submission. Calculates previous year, current year, next year, and request year based upon the value entered for budget year. Also allows for entry of number of reported months, an element required in some calculations.	STARTUP_Tmpl.xls	STARTUP	1-2	RJM_Instructions.xls	STARTUP	1-2	A.8.1	A-20
2	RJM-1 U.I. Program	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for all U.I. positions.	RJM01_09_Tmpl.xls	RJM_01_UI	1	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
3	RJM-1 AS&T	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for all AS&T positions.	RJM01_09_Tmpl.xls	RJM_01_AST	2	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
4	RJM-1 Initial Claims	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the initial claims functional activity code.	RJM01_09_Tmpl.xls	RJM_01_IC	3	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
5	RJM-1 Weeks Claimed	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the weeks claimed functional activity code.	RJM01_09_Tmpl.xls	RJM_01_WK	4	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
6	RJM-1 Non Monetary Determinations	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the non monetary functional activity code.	RJM01_09_Tmpl.xls	RJM_01_NMD	5	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
7	RJM-1 Appeals	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the appeals functional activity code.	RJM01_09_Tmpl.xls	RJM_01_APP	6	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
8	RJM-1 Wage Records	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the wage records functional activity code.	RJM01_09_Tmpl.xls	RJM_01_WR	7	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
9	RJM-1 Tax	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the tax functional activity code.	RJM01_09_Tmpl.xls	RJM_01_TAX	8	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
10	RJM-1 Benefits Travel	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the benefits travel	RJM01_09_Tmpl.xls	RJM_01_BEN_T	9	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22

TABLE OF FORMS										
Form No.	Form Name	Purpose of Form	Location of Form in Section B			Location of Instruction in Section C			Add'l Instructions in Section A	
			Excel Workbook Name	Excel Worksheet Name	Page Nos.	Excel Workbook Name	Excel Worksheet Name	Page Nos.	Section No.	Beg. Page No.
		functional activity code.								
11	RJM-1 Appeals Travel	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the appeals travel functional activity code.	RJM01_09_Tmpl.xls	RJM_01_APP_T	10	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
12	RJM-1 Tax Travel	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the tax travel functional activity code.	RJM01_09_Tmpl.xls	RJM_01_TAX_T	11	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
13	RJM-1 Benefit Payment Control	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the benefit payment control functional activity code.	RJM01_09_Tmpl.xls	RJM_01_BPC	12	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
14	RJM-1 Internal Security	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the initial claims functional activity code.	RJM01_09_Tmpl.xls	RJM_01_INTSEC	13	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
15	RJM-1 U.I. Performs	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the quality control functional activity code.	RJM01_09_Tmpl.xls	RJM_01_UIPER	14	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
16	RJM-1 Interstate Coordinator	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the interstate coordinator functional activity code.	RJM01_09_Tmpl.xls	RJM_01_INTER	15	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
17	RJM-1 Support	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the support functional activity code.	RJM01_09_Tmpl.xls	RJM_01_SUPP	16	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
18	RJM-1 TRA Coordinator	Calculates the cost per position by personal services, personnel benefits and the total cost of PS/PB for the TRA coordinator functional activity code.	RJM01_09_Tmpl.xls	RJM_01_TRA	17	RJM_Instructions.xls	RJM_01_UI	3-5	A.8.2	A-22
19	RJM-2 Annualized Workloads	Calculates the annualized workloads for initial claims, weeks claimed, non monetary determinations, appeals, wage records, and subject employers.	RJM01_09_Tmpl.xls	RJM_02	18	RJM_Instructions.xls	RJM_02	6=7	General instructions apply.	N/A

TABLE OF FORMS										
Form No.	Form Name	Purpose of Form	Location of Form in Section B			Location of Instruction in Section C			Add'l Instructions in Section A	
			Excel Workbook Name	Excel Worksheet Name	Page Nos.	Excel Workbook Name	Excel Worksheet Name	Page Nos.	Section No.	Beg. Page No.
20	RJM-3 Initial Claims	Calculates the amount of initial claims positions required, the MPU required, the quality measures associated with this activity and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_03_IC	19	RJM_Instructions.xls	RJM_03_IC	8-10	A.8.3	A-23
21	RJM-3 Weeks Claimed	Calculates the amount of weeks claimed positions required the MPU required, and the quality measures associated with this activity and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_03_WC	20	RJM_Instructions.xls	RJM_03_IC	8-10	A.8.3	A-23
22	RJM-3 Non Monetary Determinations	Calculates the amount of non-monetary determinations positions required, the MPU required, the quality measures associated with this activity and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_03_NMD	21	RJM_Instructions.xls	RJM_03_IC	8-10	A.8.3	A-23
23	RJM-3 Appeals	Calculates the amount of appeals positions required, the MPU required, the quality measures associated with this activity and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_03_APP	22	RJM_Instructions.xls	RJM_03_IC	8-10	A.8.3	A-23
24	RJM-3 Wage Records	Calculates the amount of wage record positions required, the MPU required, the quality measures associated with this activity and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_03_WR	23	RJM_Instructions.xls	RJM_03_WR	11-13	A.8.3	A-23
25	RJM-3 Tax	Calculates the amount of tax positions required, the MPU required, the quality measures associated with this activity and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_03_TAX	24	RJM_Instructions.xls	RJM_03_TAX	14-16	A.8.3	A-23
26	RJM-4 Leave Summary	Calculates the leave hours per position and the work hours per position for the U.I. program.	RJM01_09_Tmpl.xls	RJM_04	25	RJM_Instructions.xls	RJM_04	17-19	A.8.4	A-23
27	RJM-5 Workload Items	Summarizes the MPU workload and position requirements for all workload items, and calculates total positions required.	RJM01_09_Tmpl.xls	RJM_05	26	RJM_Instructions.xls	RJM_05	20-22	General instructions apply.	N/A
28	RJM-6 Benefits Travel	Calculates the amount of benefits travel positions required and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_06_BEN_T	27	RJM_Instructions.xls	RJM_06_BEN_T	23-24	A.8.5	A-23
29	RJM-6 Appeals Travel	Calculates the amount of appeals travel positions required and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_06_APP_T	28	RJM_Instructions.xls	RJM_06_BEN_T	23-24	A.8.5	A-23
30	RJM-6 Tax Travel	Calculates the amount of tax travel positions required and an itemized list of	RJM01_09_Tmpl.xls	RJM_06_TAX_T	29	RJM_Instructions.xls	RJM_06_BEN_T	23-24	A.8.5	A-23

TABLE OF FORMS										
Form No.	Form Name	Purpose of Form	Location of Form in Section B			Location of Instruction in Section C			Add'l Instructions in Section A	
			Excel Workbook Name	Excel Worksheet Name	Page Nos.	Excel Workbook Name	Excel Worksheet Name	Page Nos.	Section No.	Beg. Page No.
		enhancements requested.								
31	RJM-6 Benefit Payment Control	Calculates the amount of benefit payment control positions required and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_06_BPC	30	RJM_Instructions.xls	RJM_06_BEN_T	23-24	A.8.5	A-23
32	RJM-6 Internal Security	Calculates the amount of internal positions required and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_06_INTSEC	31	RJM_Instructions.xls	RJM_06_BEN_T	23-24	A.8.5	A-23
33	RJM-6 U.I. Performs	Calculates the amount of U.I. performs positions required and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_06_UIPER	32	RJM_Instructions.xls	RJM_06_BEN_T	23-24	A.8.5	A-23
34	RJM-6 Interstate Coordinator	Calculates the amount of interstate coordinator positions required and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_06_INTER	33	RJM_Instructions.xls	RJM_06_BEN_T	23-24	A.8.5	A-23
35	RJM-6 Support	Calculates the amount of support positions required and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_06_SUPP	34	RJM_Instructions.xls	RJM_06_BEN_T	23-24	A.8.5	A-23
36	RJM-6 TRA Coordinator	Calculates the amount of TRA coordinator positions required and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_06_TRA	35	RJM_Instructions.xls	RJM_06_BEN_T	23-24	A.8.5	A-23
37	RJM-6 AS&T	Calculates the amount of AS&T positions required and an itemized list of enhancements requested.	RJM01_09_Tmpl.xls	RJM_06_AST	36	RJM_Instructions.xls	RJM_06_BEN_T	23-24	A.8.5	A-23
38	RJM-7 Position Summary	Summarizes the position requirements for all functional activity codes, and calculates total positions required.	RJM01_09_Tmpl.xls	RJM_07	37	RJM_Instructions.xls	RJM_07	25-26	General instructions apply.	N/A
39	RJM-8 PS/PB Cost Per Position Summary	Summarizes the cost per position for all functional activity codes.	RJM01_09_Tmpl.xls	RJM_08	38	RJM_Instructions.xls	RJM_08	27-28	General instructions apply.	N/A
40	RJM-9 PS/PB Cost Summary	Summarizes the PS/PB costs for all functional activity codes.	RJM01_09_Tmpl.xls	RJM_09	39	RJM_Instructions.xls	RJM_09	29-31	General instructions apply.	N/A
41	RJM-10 Communications Cost Summary	Calculates the amount of dollars required for communications and an itemized list of enhancements requested.	RJM10_20_Tmpl.xls	RJM_10	1	RJM_Instructions.xls	RJM_10	32-33	A.8.6	A-24
42	RJM-11 Facility Cost Summary	Calculates the amount of dollars required for facilities and an itemized list of enhancements requested.	RJM10_20_Tmpl.xls	RJM_11	2	RJM_Instructions.xls	RJM_10	32-33	A.8.6	A-24
43	RJM-12 Computer Service Cost Summary	Calculates the amount of dollars required for computer services and an itemized list of enhancements requested.	RJM10_20_Tmpl.xls	RJM_12	3	RJM_Instructions.xls	RJM_10	32-33	A.8.6	A-24

TABLE OF FORMS										
Form No.	Form Name	Purpose of Form	Location of Form in Section B			Location of Instruction in Section C			Add'l Instructions in Section A	
			Excel Workbook Name	Excel Worksheet Name	Page Nos.	Excel Workbook Name	Excel Worksheet Name	Page Nos.	Section No.	Beg. Page No.
44	RJM-13 Travel Cost Summary	Calculates the amount of dollars required for travel and an itemized list of enhancements requested.	RJM10_20_Tmpl.xls	RJM_13	4	RJM_Instructions.xls	RJM_10	32-33	A.8.6	A-24
45	RJM-14 Office Equipment (Non ADP Cost Summary	Calculates the amount of dollars required for office equipment (non-ADP) and an itemized list of enhancements requested.	RJM10_20_Tmpl.xls	RJM_14	5	RJM_Instructions.xls	RJM_10	32-33	A.8.6	A-24
46	RJM-15 Supply Cost Summary	Calculates the amount of dollars required for supplies and an itemized list of enhancements requested.	RJM10_20_Tmpl.xls	RJM_15	6	RJM_Instructions.xls	RJM_10	32-33	A.8.6	A-24
47	RJM-16 Utility Cost Summary	Calculates the amount of dollars required for utilities and an itemized list of enhancements requested.	RJM10_20_Tmpl.xls	RJM_16	7	RJM_Instructions.xls	RJM_10	32-33	A.8.6	A-24
48	RJM-17 Personal Service Contract Cost Summary	Calculates the amount of dollars required for personal service contracts and an itemized list of enhancements requested.	RJM10_20_Tmpl.xls	RJM_17	8	RJM_Instructions.xls	RJM_17	34	A.8.6	A-24
49	RJM-18 Miscellaneous Cost Summary	Calculates the amount of dollars required for miscellaneous and an itemized list of enhancements requested.	RJM10_20_Tmpl.xls	RJM_18	9	RJM_Instructions.xls	RJM_10	32-33	A.8.6	A-24
50	RJM-20 State Indirect Cost Summary	Calculates the amount of dollars required for State indirect cost and an itemized list of enhancements requested.	RJM10_20_Tmpl.xls	RJM_20	10	RJM_Instructions.xls	RJM_10	32-33	A.8.6	A-24
51	RJM-25 Non-Personal Service Cost Summary	Summarizes the amount of non-personal service dollars required. Data from RJM 10-20.	RJM25_99_Tmpl.xls	RJM_25	1	RJM_Instructions.xls	RJM_25	35	General instructions apply.	N/A
52	RJM-26 Non Personal Service Cost Per Position	Calculates the cost per position for all non personal services.	RJM25_99_Tmpl.xls	RJM_26	2	RJM_Instructions.xls	RJM_26	36-37	General instructions apply.	N/A
53	RJM-30 Detail Listing of Communications Equipment over \$500	List of major communications equipment purchased and a detail list of planned purchases.	RJM25_99_Tmpl.xls	RJM_30	3	RJM_Instructions.xls	RJM_30	38-39	A.8.7	A-25
54	RJM-31 Detail Listing of Facilities	List of facilities occupied by U.I. staff, the amount of square foot per staff, the cost per square foot and whether facility is owned or leased.	RJM25_99_Tmpl.xls	RJM_31	4	RJM_Instructions.xls	RJM_31	40	A.8.7	A-25
55	RJM-32 Detail Listing of Computer Purchases over \$500	List of major computer equipment purchased and a detail list of planned purchases.	RJM25_99_Tmpl.xls	RJM_32	5	RJM_Instructions.xls	RJM_32	41-42	A.8.7	A-25
56	RJM-34 Detail Listing of Non ADP Office Equipment over \$500	List of major office equipment (non-ADP) purchased and a detail list of planned	RJM25_99_Tmpl.xls	RJM_34	6	RJM_Instructions.xls	RJM_34	43-44	A.8.7	A-25
57	RJM-50 Contingency Salary Rate	Calculates the cost of a contingency position.	RJM25_99_Tmpl.xls	RJM_50	7	RJM_Instructions.xls	RJM_50	45	General instructions	N/A

TABLE OF FORMS										
Form No.	Form Name	Purpose of Form	Location of Form in Section B			Location of Instruction in Section C			Add'l Instructions in Section A	
			Excel Workbook Name	Excel Worksheet Name	Page Nos.	Excel Workbook Name	Excel Worksheet Name	Page Nos.	Section No.	Beg. Page No.
									apply.	
58	RJM-60 Funding Expense Summary	Shows the amount of Federal dollars and State dollars of the U.I. program.	RJM25_99_Tmpl.xls	RJM_60	8	RJM_Instructions.xls	RJM_60	46-47	General instructions apply.	N/A
59	RJM-64 Allocation Requested	Displays dollars requested in the format that is currently being utilized to fund States.	RJM25_99_Tmpl.xls	RJM_64	9	RJM_Instructions.xls	RJM_64	48	General instructions apply.	N/A
60	RJM-65 Dollars Requested by Cost Code	Calculates total costs for each functional activity code and non personal service, and calculates the grand total dollar amount requested.	RJM25_99_Tmpl.xls	RJM_65	10	RJM_Instructions.xls	RJM_65	49-51	General instructions apply.	N/A
61	RJM-66 Detail of Positions Requested	Displays MPU, workload, and position requirements for each functional activity code and calculates totals for benefits functions, operating functions, AS&T, overall total positions, and total positions excluding U.I. Performs and interstate coordinator.	RJM25_99_Tmpl.xls	RJM_66	11	RJM_Instructions.xls	RJM_66	52-53	General instructions apply.	N/A
62	RJM-67 Comparison Current Year Positions to Positions Required	Compares positions requested next year to positions received in the current year, and positions requested in the budget request year to positions received next year.	RJM25_99_Tmpl.xls	RJM_67	12	RJM_Instructions.xls	RJM_67	54-56	General instructions apply.	N/A
63	RJM-68 Comparison Current Year Funded to Funds Requested	Compares funds requested next year to funds received in the current year, and funds requested in the budget request year to funds received next year.	RJM25_99_Tmpl.xls	RJM_68	13	RJM_Instructions.xls	RJM_68	57-60	General instructions apply.	N/A
64	RJM-70 MPU Comparison Broadband Level Studied / Utilized	Compares studied MPU to utilized MPU in the previous, current, next, and request years..	RJM25_99_Tmpl.xls	RJM_70	14-15	RJM_Instructions.xls	RJM_70	61-64	A.8.8	A-26
65	RJM-71 MPU Comparison Broadband Level Funded / Utilized	Compares funded MPU to utilized MPU in the previous and current years.	RJM25_99_Tmpl.xls	RJM_71	16	RJM_Instructions.xls	RJM_71	65-66	General instructions apply.	N/A
66	RJM-94 State Characteristics	Document used to show how the agency operates and characteristics that specific to that agency.	RJM25_99_Tmpl.xls	RJM_94	17-20	RJM_Instructions.xls	RJM_94	67-71	A.8.9	A-26
67	RJM-95 Organizational Structure-Cost Centers that Charge to U.I. Program	Lists all cost center that charge to the U.I. program and the amount of positions charged.	RJM25_99_Tmpl.xls	RJM_95	21	RJM_Instructions.xls	RJM_95	72	General instructions apply.	N/A
68	RJM-96 Organizational Structure-Cost Center Charges	List all cost of the U.I. program by cost center.	RJM25_99_Tmpl.xls	RJM_96	22	RJM_Instructions.xls	RJM_96	73	General instructions apply.	N/A

<b>TABLE OF FORMS</b>										
<b>Form No.</b>	<b>Form Name</b>	<b>Purpose of Form</b>	<b>Location of Form in Section B</b>			<b>Location of Instruction in Section C</b>			<b>Add'l Instructions in Section A</b>	
			<b>Excel Workbook Name</b>	<b>Excel Worksheet Name</b>	<b>Page Nos.</b>	<b>Excel Workbook Name</b>	<b>Excel Worksheet Name</b>	<b>Page Nos.</b>	<b>Section No.</b>	<b>Beg. Page No.</b>
69	RJM-99 Form Checklist	Checklist of all forms used in the RJM	RJM25_99_Tmpl.xls	RJM_99	23	RJM_Instructions.xls	RJM_99	74-75	A.8.10	A-26
70	Database Import Worksheet	Contains data elements linked to worksheets in the other workbooks. Data in this sheet is submitted to the regional office for budget review and is imported to the RJM Access Database for statistical analysis and summary reporting. Records (rows) are identified by key elements from the STARTUP Worksheet.	Database_Import_Tmpl.xls	Main	1-4	RJM_Instructions.xls	Main (Top_2_Lines)	76-78	A.8.11	A-26
						RJM_Instructions.xls	Main (Data_Cols)	79-89		

The Table of Forms above can be used as a roadmap for finding all the reference material that will help you fill out each form properly. For example, if you want to find out how to fill out the RJM-1 form for Initial Claims:

1. Find the name of the form in the table:  
Form No.: **4**  
Form Name: **RJM-1 Initial Claims**
2. See where the form is located in Section B.  
Excel Workbook Name: **RJM01\_09\_Tmpl.xls**  
Excel Worksheet Name: **RJM\_01\_IC**  
Page No.: **3**
3. Pull the page out of the binder.
4. Look up where the instruction pages for the form are located in Section C.  
Excel Workbook Name: **RJM\_Instructions.xls**  
Excel Worksheet Name: **RJM\_01\_UI**  
Page Nos.: **3-5**

NOTE <sup>6</sup>: The Table of Forms shows that the instructions for RJM-1 Initial Claims are the same as for RJM-1 U.I. Program. Even though the data elements to be entered for initial claims would be different from those for the U.I. Program, the manner in which the elements are entered is the same.

5. Pull out the instruction pages from the binder and set them next to the form.
6. The last thing to check in the Table of Forms is whether there are specific instructions for RJM-1. In this example, the Table of Forms indicates that there are specific instructions for RJM-1. Turn to that page and read the instructions. Leave the page open for ready reference while reviewing the form and the instructions.

## A.7 General Instructions

### A.7.1 Functional Instructions

Data in the worksheets are to include charges to fund ledger code 210 as well as those that were made against state funds but could have been charged to 210 if sufficient resources had been available.

### A.7.2 Technical Instructions

The general instructions below pertain to filling out the forms. The words in boldface at the beginning of each instruction serve as a headliner that describes the contents of the instruction. You can use the headliners as a reminder or a kind of index to look up a particular instruction.

**Enter data in cells with a heavy border.** The instruction worksheets describe how every cell is populated with a value. A value can be entered into a cell in one of three ways: (1) You type in the value yourself; (2) Excel calculates the value; (3) Excel retrieves the value through a cell reference or link. The

only cells you need to be concerned with are the ones in which you enter the data. If you want to get started filling out the forms as quickly as possible, just look for the cells with the heavy border in the RJM form and its corresponding instruction worksheet.

**Insert additional items; don't add them to the bottom of the list.** Some forms contain a list that requires you to type in the item name in Excel column B as well as enter data elements in Excel column C (RJM Column 1), and following. You may have more items to report than there are lines in the form. If this is the case, left click the Excel row number (not the RJM line number in column A) of the last row in the list to highlight the row. Insert as many additional rows as you need. When you insert the lines in a list in this manner, Excel will automatically adjust calculations to include all the old and new items. On the other hand, if you insert lines below the list, Excel calculations will not generate the correct results. The table below shows all the RJM forms that may require inserting additional items:

<b>RJM Form</b>	<b>RJM Line Nos.</b>	<b>Category</b>
RJM-1	10-12	DOCUMENTED PS INCREASES PER POSITION
RJM-1	27-29	DOCUMENTED PB INCREASES PER POSITION
RJM-3	10-14	MPU ENHANCEMENTS
RJM-3	21-23	TIER I QUALITY MEASURES
RJM-4	26-28	TOTAL DOCUMENTED INCREASES OR DECREASES
RJM-6	10-14	POSITION ENHANCEMENTS
RJM-6	21-23	TIER I QUALITY MEASURES
RJM-10	9-23	OTHER COMMUNICATIONS COSTS
RJM-10	30-34	COMMUNICATIONS ENHANCEMENT NEEDS
RJM-11	9-23	OTHER FACILITY COSTS
RJM-11	30-34	FACILITY ENHANCEMENT NEEDS
RJM-12	9-23	COMPUTER SERVICE COSTS
RJM-12	30-34	COMPUTER SERVICE ENHANCEMENT NEEDS
RJM-13	9-23	OTHER TRAVEL COSTS
RJM-13	30-34	TRAVEL ENHANCEMENT NEEDS
RJM-14	8-23	OTHER OFFICE EQUIPMENT (NON-ADP) COSTS
RJM-14	30-34	OFFICE EQUIPMENT ENHANCEMENT NEEDS
RJM-15	8-23	OTHER SUPPLY COSTS
RJM-15	30-34	SUPPLY ENHANCEMENT NEEDS
RJM-16	7-23	OTHER UTILITY COSTS
RJM-16	30-34	UTILITY ENHANCEMENT NEEDS
RJM-17	30-34	PS CONTRACT ENHANCEMENT NEEDS
RJM-18	1-23	MISCELLANEOUS COSTS
RJM-18	30-34	MISCELLANEOUS ENHANCEMENT NEEDS
RJM-20	1-23	STATE INDIRECT COSTS
RJM-20	30-34	STATE INDIRECT ENHANCEMENT NEEDS
RJM-30	4-8	COMMUNICATIONS EQUIPMENT PURCHASED PREVIOUS FISCAL YEAR
RJM-30	11-13	COMMUNICATIONS EQUIPMENT PURCHASED CURRENT YEAR TO DATE
RJM-30	16-18	COMMUNICATIONS EQUIPMENT PURCHASED PLANNED CURRENT YEAR
RJM-30	21-23	COMMUNICATIONS EQUIPMENT PURCHASED NEXT YEAR

RJM Form	RJM Line Nos.	Category
RJM-30	26-28	COMMUNICATIONS EQUIPMENT PURCHASED BUDGET REQUEST YEAR
RJM-31	2-4	STATE OWNED BUILDINGS
RJM-31	8-34	PRIVATELY OWNED BUILDINGS
RJM-32	4-8	COMPUTER EQUIPMENT PURCHASED PREVIOUS FISCAL YEAR
RJM-32	11-13	COMPUTER EQUIPMENT PURCHASED CURRENT YEAR TO DATE
RJM-32	16-18	COMPUTER EQUIPMENT PURCHASED PLANNED CURRENT YEAR
RJM-32	21-23	COMPUTER EQUIPMENT PURCHASED NEXT YEAR
RJM-32	26-28	COMPUTER EQUIPMENT PURCHASED BUDGET REQUEST YEAR
RJM-34	4-8	NON ADP OFFICE EQUIPMENT PURCHASED PREVIOUS FISCAL YEAR
RJM-34	11-13	NON ADP OFFICE EQUIPMENT PURCHASED CURRENT YEAR TO DATE
RJM-34	16-18	NON ADP OFFICE EQUIPMENT PURCHASED PLANNED CURRENT YEAR
RJM-34	21-23	NON ADP OFFICE EQUIPMENT PURCHASED NEXT YEAR
RJM-34	26-28	NON ADP OFFICE EQUIPMENT PURCHASED BUDGET REQUEST YEAR
RJM-60	11-12	OTHER FEDERAL FUNDING
RJM-60	20-21	OTHER STATE FUNDS
RJM-95	1-25	COST CENTERS THAT CHARGE TO U.I. PROGRAM
RJM-96	1-23	COST CENTER CHARGES

**Table A-8. Lists That May Need Insertion**

**You cannot type over cells containing formulas.** Data validation checks have been incorporated into the RJM forms that will not allow you to enter data into cells containing Excel formulas. This is to ensure that the integrity of the data is preserved throughout all the worksheets, and that the way the data elements are prepared is standardized for all States.

**If disaster strikes, copy a template worksheet into your data workbook.** Accidents can happen even when the greatest care is taken in filling out the forms. Data elements could be inadvertently deleted or the physical file could be damaged somehow. In the event data entry errors become too arduous to correct, delete the affected worksheet and copy in the corresponding worksheet from the appropriate template workbook (suffix ends in \_Tmpl.xls). This procedure is described in Section A.4.6 above.

**Do final check of all cells.** When you're finished entering data in a form, look at all the linked cells to ensure the values in them are correct. You can use the instruction worksheet to determine the cells that contain links to other cells. The instruction will say, System copies from .... Find the referenced cell in the appropriate worksheet and see if the value contained in it copied over correctly. Check the calculations to ensure the results are correct. If a particular form had no data elements to enter, check calculations and links as described above. Lastly, think about what the data means and make sure the bottom line numbers make sense.

**Make the RJM Form Checklist work for you.** RJM-99 is a checklist of all the forms to be submitted to the RO for budget review. There are some forms that you don't enter data in at all, but these forms contain information that is referenced in other forms or is needed in the Database Import Worksheet. Use the RJM Form Checklist to verify that you have not only entered all the data elements you are supposed to, but you have verified that all calculated and referenced cells contain the correct information,

also. Using the checklist in this manner will be an aid for ensuring the data elements you submit to the RO for budget review are complete and accurate.

## A.8 Form-specific Instructions

Below are instructions for specific RJM forms. Not every form has specific instructions, in which case only the general instructions apply.

### A.8.1 Instructions for the STARTUP Worksheet

You will enter data into the STARTUP Worksheet twice: (1) to enter initial key elements at the very beginning of the RJM development and update cycle; and (2) to respond **Y** to the question, ARE YOU READY TO SUBMIT DATA FOR REVIEW?, thereby initiating the final update of the Database Import Worksheet to be forwarded to the RO. The procedures for updating the STARTUP Worksheet are presented below. Although the procedures for entering the initial key elements are described in Section A.4.5 above, they are repeated here for completeness.

#### STARTUP Worksheet Update Phase 1: Entering Initial Key Elements

To enter the initial key elements:

1. Select your State's name from the pull down list. (See Note <sup>7</sup> below.)
2. Enter the Budget Year. (See Note <sup>8</sup> below.)
3. Enter the No. of Reported Months (the number of months for which historical data are presented in reports in the Current Fiscal Year) (See Note <sup>9</sup> below.)

From the value you enter in Budget Year, Excel calculates the values for the Previous, Current, Next, and Request Years. The elements that have been entered or calculated in the STARTUP Worksheet are used to "pre-fill" headings in the RJM forms. At this point in the RJM update process, you have not entered all the data elements necessary for budget review. Do not change the response to ARE YOU READY TO SUBMIT DATA FOR REVIEW? The default response is **N** (no).

NOTE <sup>7</sup>: When you click on the cell in which you are to enter your State's name, an input message appears:

SELECT STATE NAME FROM LIST

Click on the arrow and select state name from the pull down list.

If you attempt to enter a state name that is not in the list, a data validation check displays this error message:

INVALID ENTRY

Click on Cancel, then click on the down arrow and select state name from the pull down list.

The STARTUP Worksheet contains the list of all the State names and associated numeric reference identifiers. Data validation checks will not allow you to type over any of the States' names. The State name you select and its associated numeric identifier are copied to the STATE and State\_ID columns, respectively, in the Database Import Worksheet. After you have selected your State's name from the pull down list, you can make the input message disappear by merely clicking on another cell in the worksheet.

NOTE <sup>8</sup>: When you click on the cell in which you are to enter the budget year, an input message appears:

**BUDGET YEAR ENTRY**

Enter year as a 4-digit number in format yyyy. Must be "1999" or later

If you attempt to enter a budget year that is not in the required format, a data validation check displays this error message:

INVALID ENTRY

Re-enter year as a 4-digit number in format yyyy. Must be "1999" or later.

NOTE <sup>9</sup>: When you click on the cell in which you are to enter the budget year, an input message appears:

**NO. MOS. REPORTED YTD ENTRY**

Enter number of months of historical data contained in accounting reports for Current FY. Example: Enter "7" for accounting reports run in April.

If you attempt to enter number of months that is not in the required format, a data validation check displays this error message:

INVALID ENTRY

Must be a whole number from 1 to 12. Corresponds to the number of months in the current year for which actual data is being reported.

**STARTUP Worksheet Update Phase 2: Initiating Final Import Data Update**

This update takes place after you have entered and verified all the data elements required for submission to the RO for budget review. Perform these steps:

1. Open all the RJM files in sequence:
  - STARTUP File
  - RJM 1-9 File
  - RJM 10-20 File
  - RJM 25-99 File
  - Database Import File
2. In the STARTUP Worksheet, click on the cell in which you are to enter your response to ARE YOU READY TO SUBMIT DATA FOR REVIEW? Select **Y** from the pull down list. (See Note <sup>10</sup> below).
3. Pull up the Database Import Worksheet (Excel tab name Main) in the Database Import File. Verify that the values for Budget Year, Date of Submission, State Identifier, and State Name have been copied via link to Database Import Worksheet columns BUDGET\_FY, DATE\_SUBM, State\_ID, and STATE columns, respectively. (See Note <sup>11</sup> below.)

NOTE <sup>10</sup>: When you enter **Y** in the Ready Response cell in the STARTUP Worksheet, an input message appears:

**READY TO SUBMIT ENTRY**

N (No) is the default. Click the arrow and select Y (Yes) only if all data have been entered in the RJM forms and you are ready to load the Database Import Worksheet.

If you attempt to enter a value that is neither **N** or **Y**, a data validation check displays this error message:

INVALID ENTRY

"N" is the default. Click Cancel, then click the arrow and select "Y" from the pull down list only if you are ready to load data into the RJM Database Excel Import Worksheet.

When you select **Y**, the following values are displayed in other cells as follows:

- In Form Line 24 in the cell below the **Y** response: DATE OF SUBMISSION IS CURRENT DATE
- In Line 25: DATE OF SUBMISSION, with the current date in mm/dd/yyyy format in the adjacent cell.

NOTE <sup>11</sup>: Date of Submission is a key element required for the final update prior to submission of your State's data to the RO for budget review. If you do not physically change the Ready Response value to **Y**, the current date will not be placed in the DATE\_SUBM column in the Database Import Worksheet. Instead, the value #DATE ERR! is displayed, and the data cannot be imported into the RJM Access Database. Incorporating the data validation check to require physically changing the Ready Response, helps to prevent inadvertent submission of data before all data elements have been entered and verified.

### A.8.2 Instructions for RJM-1

A separate RJM-1 form in the RJM 1-9 File will be completed for each functional activity code and a composite of the Unemployment Insurance (UI) program which will include all of the functional activity codes except Administrative Support and Technology (AS&T).

In those States that do not use activity codes that correspond to those in the RJM-1, the same data will be used for the corresponding cost per position. A state that has elected to use functional activity code 200 for both initial and weeks claimed will show the same calculation for both initial claims and weeks claimed. The same procedure would apply to tax/ tax travel, etc.

Each state receives salary increases in different manners. It will be necessary for each state to prepare its own spreadsheet to demonstrate the salary increases that its staff will be receiving. This spreadsheet will be submitted with the corresponding law or regulations. It is unacceptable to estimate a certain percentage of increase. If employees are to receive a 6% increase on their anniversary date, approximately 1/12 of the employees would receive the increase each month. If employees are to receive a 6% increase on July 1, then the increase would only be for ¼ of the fiscal year.

The RJM allows entry of increases and anticipated enhancements. A request for increases on personal service dollars and personnel benefits dollars will only be allowed if there is documented proof of the increase. An estimated increase is unacceptable. The only increases that can be utilized in the calculations are those in which the increases are provided by law or regulation or there is pending legislation. Annual increases are tied to the Consumer Price Index (CPI) that will be provided by DOL.

### A.8.3 Instructions for RJM-3

RJM-3 in the RJM 1-9 File calculates the MPU of the annualized workloads of pertinent functional activities. There is a standard RJM-3 form to be filled out for Initial Claims, Weeks Claimed, Non Monetary Determinations, and Appeals. In this standard form, Col. 2 Line 5 contains the following formula:

$$=D12*60/D14$$

System calculates RESULT OF (Total Hours Worked YTD times 60 minutes per hour) divided by Workload YTD [(Col. 2 Line 1\*60) / Col. 2 Line 3].

A separate RJM-3 form is to be filled out for Wage Records and for Tax. In both of these unique forms, the data elements you enter are the same as the standard form. However, Lines 2 and 3 contain different item names, and Col. 2 Line 2 contains a calculation:

$$=D12/STARTUP_Tmpl.xls!NBRMONTHS*12$$

System calculates the Total Hours Worked YTD divided by NBRMONTHS from the STARTUP Worksheet times 12 Months.

The formula in Col. 2 Line 5 uses the result of the above calculation as the Total Hours Worked amount:

$$=D13*60/D14$$

System calculates Total Hours Worked Annualized times 60 Minutes Per Hour divided by Workload-Annual [Col. 2 Line 2 \* 60 / Col. 2 Line 3].

### A.8.4 Instructions for RJM-4

The intention of RJM-4 in the RJM 1-9 File is to calculate the number of hours worked per position. The ultimate derivation of this value is based on the premise that the number of hours paid minus the number of hours of leave equals the number of hours worked. The accounting reports do not split out number of hours of leave by functional activity code. Therefore, the number of hours paid and number of hours of leave are total hours for all of U.I., and Hours Worked per Position represents an average of all U.I. personnel, regardless of functional activity.

The RJM allows entry of increases or decreases in number of hours leave. A request for increases on will only be allowed if there is documented proof of the increase. An estimated increase is unacceptable. The only increases that can be utilized in the calculations are those in which the increases are provided by law or regulation or there is pending legislation.

### A.8.5 Instructions for RJM-6

RJM-6 in the RJM 1-9 File calculates position requirements for non-workload functional activities: Benefits Travel, Appeals Travel, Tax Travel, Benefit Payment Control, Internal Security, U.I. Performs, Interstate Coordinator, Support, and TRA Coordinator (if your state has one).

The RJM allows entry of anticipated increase or decrease enhancements. Present the reasons you are requesting increases as thoroughly as possible. Requests for increases are more likely to be considered if your documentation clearly justifies them.

#### A.8.6 Instructions for RJM-10 through 20

Forms RJM-10 through 20 allow for the entry and summarization of various types of Non Personal Service (NPS) costs. The worksheets are set up similarly. Table A-9 below presents the categories found in the forms and how the values are entered.

<b>Category</b>	<b>Description/ Method of Entry</b>
NPS-Specific Items	Item names appear on the form. Names are typically found in accounting reports. You type in the costs for each FY in Cols. 1-4.
Other Items	These are NPS costs that are not specifically named in the lines above. In the lines beginning with the row below the words OTHER (LIST BELOW) and ending with Line 23, you type in the item name as well as the associated costs for each FY in Cols. 1-4.
Agency Indirect Costs	Personnel cost indirectly associated with the NPS item. You type in the costs for each FY in Cols. 1-4 in Line 25.
Enhancements (+ or -)	These are requests for increases or decreases in costs for the NPS item. You type in the name of each enhancement on a different line and its associated costs for each FY in Cols. 1-4 in Lines 30-34.
Total Enhancements	System adds the costs of all the enhancements in Cols. 1-4 in Line 36.
Total Requirements	System adds all costs in Cols. 1-4 in Line 38.

**Table A-9. NPS Form Categories**

Form RJM-17 has the following exceptions: (1) There are no lines for Other Items; (2) Excel column C, which contains the new data element CODE (functional activity code), becomes Form Column 1. (3) The Previous, Current, Next, and Request FY columns are now numbered 2 through 5.

Worksheets RJM-30 through RJM-34 in the RJM 25-99 File are the supporting backup to worksheets in the RJM 10-20 File. The RJM-30 series forms are optional, but they provide the regional office a way of validating the NPS costs you are submitting in the RJM-10 series forms. You should fill out these detailed listing forms before you enter data into the RJM-10 forms. Since there are no links back to the RJM-10 series worksheets from the RJM-30 series sheets, you will need to manually enter the results of the calculations you did in the RJM-30 sheets into the RJM-10 forms. Table A-10 below lists the worksheets in the RJM 1-9 File with corresponding supporting detail worksheets in the RJM 25-99 File.

<b>Summary Worksheets in RJM 10-20 File</b>	<b>Supporting Detail Worksheets in RJM 25-99 File</b>
RJM-10, Communications Cost Summary	RJM-30, Detail Listing of Communications Equipment Purchases over \$500
RJM-11, Facility Cost Summary	RJM-31, Detail Listing of Facilities
RJM-12, Computer Service Cost Summary	RJM-32, Detail Listing of Computer Purchases over \$500
RJM-14, Office Equipment (Non ADP) Cost Summary	RJM-34, Detail Listing of Non ADP Office Equipment Purchases over \$500

**Table A-10. NPS Supporting Worksheets**

Data elements in the summary worksheets RJM-10, -12, and -14 are derived directly from values you enter in the corresponding detail worksheets. On the other hand, you enter values into RJM-11, and RJM-15 through 20 from agency records.

#### A.8.7 Instructions for RJM-30 through 34

These worksheets are the supporting detail for RJM-10 through 12 and RJM-14 (see Section A.8.6).

#### Forms RJM-30, RJM-32, and RJM 34

Each line in these detail worksheets should correspond to a line in the NPS-Specific Items, Other Items, Agency Indirect Costs, or Enhancements category in the summary worksheet. The detail requested in RJM-30, -32, and -34 is essentially a breakdown of the cost for a particular fiscal year in RJM-10, -12, and -14. This means that you are to enter the Quantity and Unit Cost of the item as well as the percentage of the cost that is attributed to U.I. Excel then calculates Total Whole Dollars and the percentage of the cost not attributed to U.I. In instances in which a dollar amount is actually a total or a bundled cost, the value in Quantity would be 1.

TOTAL WHOLE DOLLARS (Col. 3) in lines in the detail worksheet corresponds to the cost in columns in the summary worksheet. Table A-11 below shows the correlation.

<b>TOTAL WHOLE DOLLARS (Col. 3) in Lines in RJM-30, -32, and -34</b>	<b>Cost Contained in Columns in RJM-10, -12, and -14</b>
Lines 4-8: PREVIOUS FISCAL YEAR	Col. 1: PREVIOUS FISCAL YEAR
Lines 11-13: CURRENT YEAR TO DATE	Col. 2: CURRENT FISCAL YEAR (Sum of CURRENT YEAR TO DATE and PLANNED CURRENT YEAR lines)
Lines 16-18: PLANNED CURRENT YEAR	Col. 2: CURRENT FISCAL YEAR (Sum of CURRENT YEAR TO DATE and PLANNED CURRENT YEAR lines)
Lines 21-23: NEXT YEAR	Col. 3: NEXT FISCAL YEAR
Lines 26-28: BUDGET REQUEST YEAR	Col. 4: REQUEST FISCAL YEAR

**Table A-11. Corresponding Elements**

There are no links back from these detail worksheets to the corresponding cost summary worksheets in the RJM 10-20 File. This is because the total number of detail items and the categories to which they belong varies greatly across the States. After you enter Quantity and Unit Cost and Excel calculates the value of Total Whole Dollars, enter the amount in the appropriate fiscal year column in the corresponding line in the summary worksheet.

You may find that the detail forms do not contain as many lines for each fiscal year as you need. If so, insert the additional lines you need according to the instructions with the headliner “**Insert additional items, don’t add them to the bottom of the list**” in Section A.7.2.

### Form RJM-31

This form is the detail listing of State owned and privately owned buildings in Lines 2-4 and 8-34, respectively, for the current year only. In each line, enter the number of U.I. Staff, the cost to U.I., the number of square feet allotted to U.I., cost per square foot, and the number of square feet per employee. Excel calculates, for State owned and for privately owned buildings: Total U.I. Staff, Total U.I. Cost, Total Square Feet, Cost Per Square Foot, and Square Feet Per Employee. Ensure that the Total U.I. Cost for State owned buildings matches the amount you entered from agency records in Col. 2 Line 1 of Form RJM-11, and Total U.I. Cost for privately owned buildings matches the amount you entered from agency records in Col. 2 Line 2.

### *A.8.8 Instructions for RJM-70*

This worksheet compares the MPU studied with MPU actually utilized on the broadband level. Enter the MPU studied amount in three decimal places for each broadband activity in Lines 1-12 for the Previous Fiscal Year. Excel will copy these same amounts to the corresponding activities for the Current, Next, and Request Fiscal Years. Enter the MPU Utilized for each broadband activity for the Previous and Current FYs. Enter the Requested MPUs for the Next and Request FYs. Excel will calculate the difference between the utilized and studied MPU and the percentage of MPU utilized.

### *A.8.9 Instructions for RJM-94*

Form RJM-94 allows you to enter characteristics of your State's current operations. Worksheet RJM\_94 in Workbook RJM\_Instructions explains the specific values that you enter in applicable cells. Most of the values you are to enter in TJM-94 are percentages of total for various categories. Excel calculates the total percentage for the category. Data validation checks prevent you from accidentally typing over the total percentage calculation, whereas conditional formatting serves as a visual cue for how close your percentage entries are to summing to 100%:

- Green indicates sum is less than 100%.
- Black stands for a sum of 100%.
- Red represents a total of over 100%.

### *A.8.10 Instructions for RJM-99*

This is the Forms Checklist. It is provided as a tool to ensure that all required elements have been entered and verified in every RJM form. No information from RJM-99 is linked to the Database Import Worksheet, so it is your option to “check off” each form electronically or on hard copy.

### *A.8.11 Instructions for the Database Import Worksheet*

To verify that all data elements are correct for submission to the RO for budget review, perform the following steps:

1. Since this worksheet is the end product of all previous data entry efforts, open all the workbook files in sequence, starting with the STARTUP File and ending with the Database Import File.

2. CHANGE THE READY RESPONSE TO **Y** IN THE STARTUP FILE. (Follow the procedures in STARTUP Worksheet Update Phase 2: Initiating Final Import Data Update in Section A.8.1 above.)
3. Verify that the current date has been entered in all the cells in the DATE\_SUBM column in the Database Import Worksheet.
4. Verify that all the cells in the BUDGET\_FY, State\_ID, and STATE columns contain the corresponding values from the STARTUP Worksheet.
5. Refer to Worksheet Main (Data Cols) to determine how each value in the PREVIOUS, CURRENT, NEXT, and REQUEST “Year” columns is obtained. If a value was derived via a link to a cell in another workbook, go to the worksheet in which it is located and verify that the correct value was entered into the Database Import Worksheet.

If you find that all data elements are correct, you’re ready to submit your data to the RO for budget review.

**B. RJM Forms**

## **C. RJM Instructions**