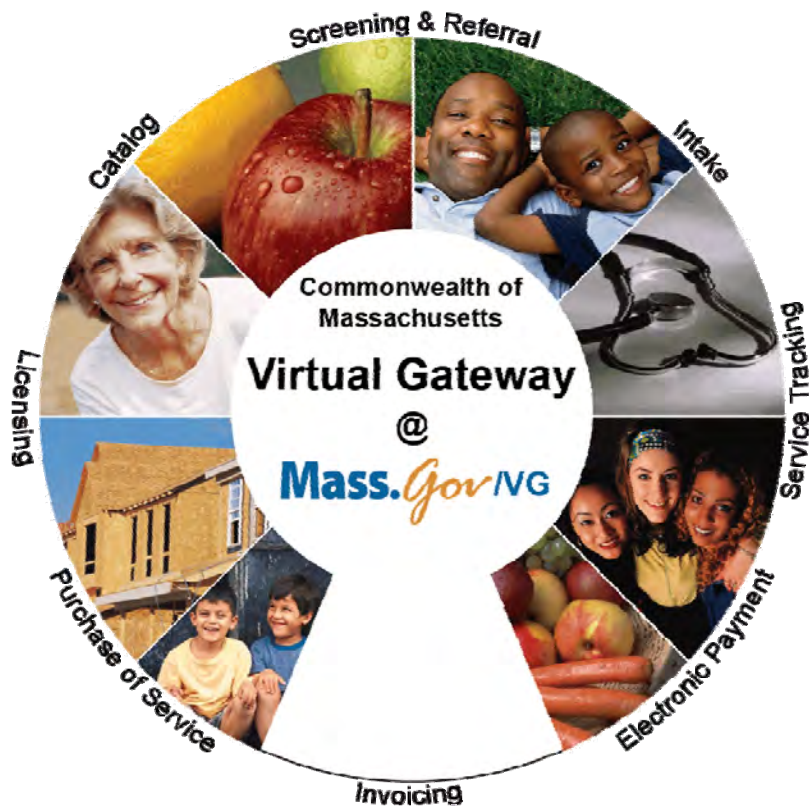# Commonwealth of Massachusetts
Executive Office of Health and Human Services

Virtual Gateway

Salary Reserve FY 2012 Reference Guide
December 15, 2011

Table of Contents

Chapter 1: Accessing Provider Data Management to View Salary Reserve Data

Introduction   This section of the Provider Data Management *(PDM)* Service is for the implementation of a data collection web-based application which will collect payroll data from providers and will facilitate the distribution of approximately $10M to Purchase of Service contractors who provide human and social services to Commonwealth clients.

The Salary Reserve web application provides Purchase of Service (POS) providers and EOHHS agency staff with access to real-time data over the internet. The Salary Reserve web application will be the system of record for all of the Salary Reserve data content. This application will be made available whenever Salary Reserve is part of the Budget.

You can access *PDM* to

- view

- update

- manage
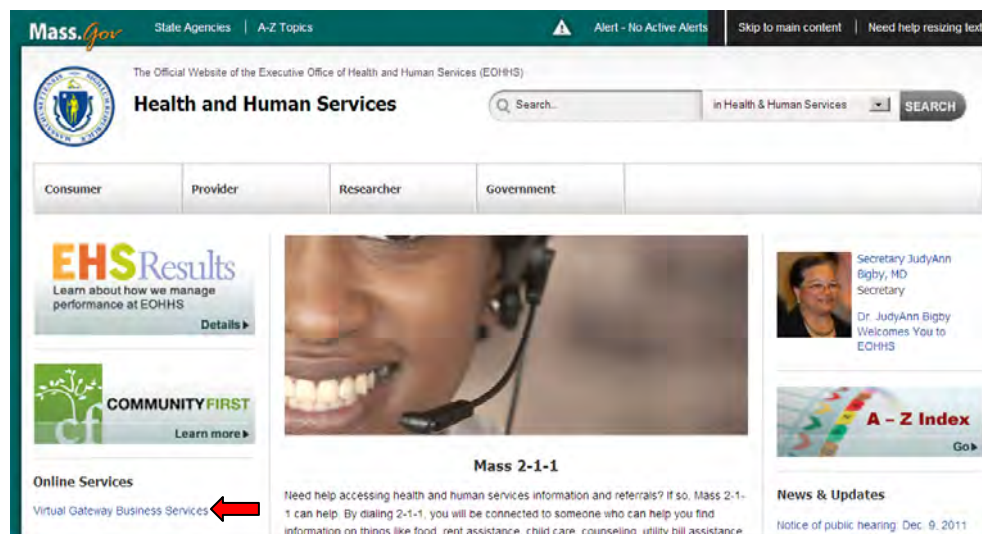
Salary Reserve FY 2012 data.

**Accessing
PDM through
the Virtual
Gateway**

To access *PDM*:

1. Open a web browser.

2. Type Web address www.mass.gov/vg in browser.

Health and Human Services Virtual Gateway portal page appears.

3. Click the **Virtual Gateway Business Services** link listed under **ONLINE SERVICES** on the left.

*The **Virtual Gateway Login** page appears.*

Note: Security requires that each person have a username and password.

For more information on logging into the Virtual Gateway, refer to Virtual Gateway Login Job Aid at www.mass.gov/vg/loginassistance .

4. Enter your **Username** and **Password** in the **Login** box, and then click the **Login** button.

*The **Virtual Gateway Business Services** page appears. (view may be different)*

Once logged in, you have access to the Virtual Gateway services.

To access *PDM*, click the **View Purchase of Service Provider Data** link.

Then select **Access POS**

Purchase Of Service(POS) Provider Qualifications:

- Access POS

This link serves as the central repository of EOHHS POS providers information including the following:

- General Information Details
- Provider Contract Summary
- Provider Qualification
- Financial Measures
- Corrective Measures Based on CPA, OSA, or EHS Reviews

Viewing the Provider Business Functions Page

*The **Provider Business Functions** page appears.*

Access the **Salary Reserve Data Summary** page by clicking the Salary Reserve link from the **Business Functions** page

*The **Salary Reserve Data Summary** page appears.*

Accessing the Salary Reserve Data Summary Page

You will only be able to view, manage and update data that pertains to your organization.

The following information is viewable from this page:

- Contact Information

- Salary Reserve Wage Detail

- Contract Detail

Test Organization | Salary Reserve Data Summary

To enter Salary Reserve Data select the corresponding Update link.

Contact Information — Update

123 Common Ave
Boston MA 12345 USA
(123)-123-1234
http://www.testorg.com
TIN / FEIN: 000000000
Vendor Customer Code: N/A

Salary Reserve Contact:

Phone:
Title:
E-mail: N/A

Salary Reserve Wage Detail — Update

UFR Title	No. of FTEs	Total Annual Wages	Average Salary
Program Director	2.0	$1,234.00	$617.00
Dietician/Nutritionist	2.0	$123.00	$61.50
Teacher	2.0	$125.25	$62.62
Assistant Program Director	2.0	$23,245.00	$11,622.50

Contract Detail — Update

ID	Contract No	Dept	Activity Code	FTEs <=$40K	Annual Salaries FTEs <=$40K	% of Program Purchased by Dept.	Adjusted Salaries <=$40K

Once all data is entered click submit to confirm. The deadline for submitting your FY2008 Salary Reserve Data is Thursday, October 4, 2007 at 5:00 PM. For more information please refer to the Salary Reserve Web page: http://www.mass.gov/salaryreserve

Submit

Important Note: Deadline for FY2012 SR Data is Friday, March 9, 2012

Chapter 2: Managing Salary Reserve Data

Introduction

You can manage or update the following:

- Salary Reserve Contact Information
- Salary Reserve Contract Data
- Wage Data

Accessing the Salary Reserve Contact Page

To access the **Update Salary Reserve Contact** page, click the Update link from the **Salary Reserve Data Summary** page.

Updating Salary Reserve Contact information

The Update Salary Reserve Contact page appears.

Tip: If you answer **Yes** to *"Is Salary Reserve Contact the same as PDM contact?"* the required fields below it are disabled. Then, click

 .

*You are returned to the **Salary Reserve Contract Data Summary** page with the updated contact information displayed.*

Tip: Asterisk denotes required fields.

To update Salary Reserve Contact information:

1. Enter first and last name.

2. Enter title.

3. Enter phone number.

(*Tip*: space for extension up to 5 digits).

4. Enter e-mail address.

5. Click .

Updating Salary Reserve Contact Information *(continued)*

*You are returned to the **Salary Reserve Data Summary** page with the newly entered contact information displayed.*

Accessing the Salary Reserve Contract Data Page

To access the **Manage FY12 Salary Reserve Contracts** page, click the Update link from the **Salary Reserve Data Summary** page.

Managing FY12 Salary Reserve Contracts

The Manage FY12 Salary Reserve Contracts page appears.

Test Organization   **Manage FY08 Salary Reserve Contracts**

To add eligible contracts for the FY08 Salary Reserve, fill out the form below. Once you have entered a contract, click on ADD & SAVE. If you would like to view or edit any of the contracts already entered, click on the contract link in the Contract Summary box.

Please note: The "Annual Salaries for FTE" data entered for each contract should only be for the length of the contract in this fiscal year. For example: If a contract ends on October 31, 2007 then the data entered should only be 4 months worth. If the contract ends on June 30, 2008 or later then the data entered should be for the entire year.

Add Contract

Contract Number (20 digits):* Select One ▾   Agency:* Select One ▾

Or enter Contract Number below

[   ]   Activity Code:* [   ]

Accounting Line: [   ]

Salary Category	Number of FTEs *	Annual Salaries for FTE *	% of Program Purchased by State Agency *
Less than or equal to $40,000	[ ]	[ ]	[ ]

Add & Save

Contract Summary

ID	Contract Number	Dept	Activity Code	FTEs <=$40K	Annual Salaries FTEs <=$40K	% of Program Purchased by Dept.

Back to Salary Reserve Data Summary

Tip: Asterisk denotes required fields. Do not use the dollar sign or commas.

To add a contract to manage FY12 Salary Reserve Contract data:

1. Select a contract from the drop down box *or* enter (up to 20 digits) contract number in appropriate field.

2. Enter required field information.

3. Click **Add & Save**.

Tip: To add another contract enter data and then click **[Add & Save]**.

Managing FY12 Salary Reserve Contracts *(continued)*

The page reappears with the newly entered contract displayed.

ID	Contract Number	Dept	Activity Code	FTEs <=$40K	Annual Salaries FTEs <=$40K	% of Program Purchased by Dept.
146	523454235345	EHS	33	33.03	$12,345.00	25%

Back to Salary Reserve Data Summary

The unique **ID** number for each line item corresponds to the contract number, appropriation, and activity code.

To return to the **Salary Reserve Data Summary** page, click the Back to Salary Reserve Data Summary link.

Updating Salary Reserve Contract Data

To update contract data:

1. Click the contract number link on the **Manage FY12 Salary Reserve Contracts** page.

*The **Update Salary Reserve Contract** page appears.*

Test Organization   Update Salary Reserve Contract

To update the information, make any necessary changes and click UPDATE. If you would like to delete this contract entirely, click DELETE.

Please note: The "Annual Salaries for FTE" data entered for each contract should only be for the length of the contract in this fiscal year. For example: If a contract ends on October 31, 2007 then the data entered should only be 4 months worth of total salaries. If the contract ends on June 30, 2008 or later, then the data entered should be the total salaries for the entire fiscal year.

Update Contract

Contract Number (20 digits):* 523454235345   Agency:* EHS

Activity Code:* 33

Accounting Line: 44

Salary Category	Number of FTEs *	Annual Salaries for FTE *	% of Program Purchased by State Agency *
Less than or equal to $40,000	33.03	12345.0	25

2. Enter changes and then click **Update**.

Caution: If you click **Delete** the contract record will be deleted.

*You are returned to the **Manage FY12 Salary Reserve Contracts** page with the updated data displayed.*

Manage Salary Reserve Wage Data

To access the **Manage Salary Reserve Wage Data** page, click the Update link from the **Salary Reserve Data Summary** page.

The Manage Salary Reserve Wage Data page appears.

Test Organization		Manage Salary Reserve Wage Data	

Please complete the information below for ALL of the employees in your organization that 1) fall in any of the UFR Title categories listed below; and 2) make less than $40,000 a year. Once you have entered data for a specific title, click on ADD & SAVE. If you would like to view or edit any of the titles already entered, click on the title link under the UFR TITLE column.

Please Note: The data collected in this section is used for reporting purposes only. It is not used to calculate your Salary Reserve allocations.

Add Wage Data

UFR Title *	Number of FTEs*	Total Annual Wages*
Select One		

Add & Save

UFR Title	Number of FTEs	Total Annual Wages	Average Salary
Program Director	2.0	$1,234.00	$617.00
Dietician/Nutritionist	2.0	$123.00	$61.50
Teacher	2.0	$125.25	$62.62
Assistant Program Director	2.0	$23,245.00	$11,622.50

Back to Salary Reserve Data Summary

Tip: Asterisk denotes required fields.

To enter wage data:

1. Select UFR title from drop down box.

2. Enter number of FTEs.

3. Enter total annual wages.

4. Click Add & Save.

The page reappears with the newly entered data displayed.

Tip: To add another wage, click Add & Save.

To return to the **Salary Reserve Data Summary** page, click the Back to Salary Reserve Data Summary link.

Updating Salary Wage Data

To update a salary wage data you have previously entered, click the UFR Title link.

UFR Title	Number of FTEs	Total Annual Wages	Average Salary
Program Director	2.0	$1,234.00	$617.00
Dietician/Nutritionist	2.0	$123.00	$61.50
Teacher	2.0	$125.25	$62.62
Assistant Program Director	2.0	$23,245.00	$11,622.50

*The **Update Wage Data** page appears.*

Test Organization   Update Wage Data

To update the information, make any necessary changes and click UPDATE. If you would like to delete this title entirely, click DELETE.

Update Wage Data

UFR Title *	Number of FTEs *	Total Annual Wages *
Program Director	2.0	1234.0

Delete   Update

Update Wage data, and then click **Update**.

Caution: If you click **Delete** the contract record will be deleted.

*You are returned to the **Update Salary Reserve Wage Data** page with newly entered data displayed.*

Notes:

Chapter 3:   Confirming FY 2012 Salary Reserve Data

Introduction

After the Salary Reserve data for FY 2012 has been entered for your organization, you will need to complete the submittal and confirmation process.

Submitting Salary Reserve Data

Once all FY 2012 Salary Reserve Data has been entered and reviewed, click **Submit** .

Important Note: Deadline for FY2012 SR Data is Friday, March 9, 2012

Confirming Salary Reserve Data

*The **Final Confirmation** page appears. (view will read 2012)*

To confirm *Final Confirmation* click the check box to confirm data entered is complete and accurate and then click Confirm .

Once data has been confirmed, an email notification will be sent to the Salary Reserve Administrator.

*The **Salary Reserve Final Confirmation** page appears.*

1. Click 🖨 to print a copy of **the Salary Reserve Final Confirmation** printer friendly version for your records.

*The printer friendly version of the **Salary Reserve Final Confirmation** page appears.*

2. View printer friendly version.

Viewing Purchase of Service (POS) Salary Reserve Page

Click the Salary Reserve Updates link from the navigation bar, to view the latest information about Salary Reserve.

*The **Purchase of Service (POS) Salary Reserve** page appears.*

Chapter 4: Glossary

Introduction

The following table lists the data elements and their definitions for the Salary Reserve Data Collection Application.

Tip: Asterisk denotes required field.

Data Element	Definition
Contractor name	Agency name as used in articles of incorporation or organization.
*Contact person	The name of the person who can answer Salary Reserve questions about the survey, should any arise.
*Telephone	The contractor's telephone number, including area code and extension, if any.
FEIN	9 digit federal employer identification number (FEIN).
*FY 2012 contract number	20 digit MMARS contract identification number.
*Dept.	3 letter identifier of the department with whom contractor has a contract.
*Full-time equivalents earning less than $40,000 in program	The number of eligible employees (full and part time) in terms of full time equivalents (FTEs) earning less than $40,000 that work in the program.
*Annual salaries of employees earning less than $40,000 in program	The annual salaries of eligible employees earning less than $40,000 for the portion of their time attributable to a program.
*Percentage of program purchased by department	This is the percentage of the program that is purchased by the department.

Data Element	Definition
Annual salaries less than $40,000 attributable to this contract and program	No entry (see note below). This column is calculated by a built-in formula that multiplies percentage of program purchased by eligible salaries of <$40,000.
*MMARS activity code	Enter the MMARS activity code associated with the listed program.
Accounting Line Number *(optional)*	Enter the accounting line number associated with the listed program.

Notes: