

INSTITUTIONS OF HIGHER EDUCATION
PERSONAL SERVICES REQUEST INSTRUCTIONS
FOR THE 2027-29 BIENNIUM

ARKANSAS DIVISION OF HIGHER EDUCATION
APRIL 10, 2026

PERSONAL SERVICES REQUEST INSTRUCTIONS

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PERSONAL SERVICES REQUEST INSTRUCTIONS FOR THE 2027-29 BIENNIAL YEAR

GENERAL INFORMATION

Institutions of higher education will submit their 2027-29 personal services requests for positions to the Arkansas Division of Higher Education (ADHE).

Deadline and Technical Notes

Personal services requests must be submitted by email to Chandra.Robinson@adhe.edu as instructed in the paragraph below.

The request is a Microsoft Excel spreadsheet - Form A and Form B. **Do not change the format of the spreadsheet (Form A), as your information must be combined with other institutions' information.**

Uniformity is required for submission to the Arkansas Higher Education Coordinating Board, the Governor, and the General Assembly. Please return the completed forms for non-classified positions to ADHE via email with Forms A and B including any other supporting documents no later than **Monday - May 11, 2026**.

Requests for Line-Item Maximums for New Fiscal Years: ADHE Guideline

The Arkansas Division of Higher Education will recommend to the Arkansas Higher Education Coordinating Board salary increases for line-item maximum salaries. As a starting point, ADHE has increased maximum salaries by 2.4%; these increases are reflected on Form A. Follow Transaction Procedures for any requested increases greater than these shown on Form A.

Central Pool Positions

Central pool positions may be established during the year. These positions are to be designated by the letter "C" in the Transaction Code column. Institutions/entities should add central pool positions approved to the list of positions in Form A and designate them in this manner. **NOTE: These positions should be designated on your institutions/entities Form A.**

Surrender Pool Positions

Surrender pool positions may be established during the year. These positions are to be designated by the letter "S" in the Transaction Code column. Institutions/entities should add surrender pool positions approved to the list of positions in Form A and designate them in this manner. **NOTE: These positions should be designated on your institutions/entities Form A.**

Form A

Form A is the primary personal services request document. Since ADHE reviews position requests, Form A contains administrative, faculty, and auxiliary services positions as authorized in your 2025-26 Appropriation Act.

Already provided for the institution, Form A contains:

- Current line-item numbers
- Current position titles
- Current number of positions authorized for each position title
- 2027-29 line-item maximum salary for each position title

This information is reflected in your institutional/entity appropriation act(s) and should not be changed unless you first consult with ADHE Institutional Finance staff. (You may add lines and/or make changes according to the instructions provided below for completing Form A.)

Institutional input is required in the "Paid" and "Budgeted" columns. These columns **MUST** be completed. **All changes to the "Requested" columns must be explained in Form B and the submission of a Justification Narrative.** The line-item maximum salary requests have been calculated at an increase over Authorized 2026-27 amounts using expected guidelines. Institutions need to verify the salary requests and numbers of positions and enter any requested personnel changes in number and salary. Detailed instructions are provided later in this document on how to make these changes.

Additional Positions

Institutions/entities should request positions, as they consider necessary. To limit increases in numbers of positions, institutions/entities are asked to consider whether other positions can be deleted where additional positions are requested. To document this process, Form B should list all additional positions and identify the position(s) to be deleted.

Provisional Positions

Provisional positions as provided for by A.C.A. 6-63-305 are authorized by institutional boards of trustees each year and approved by ADHE.

The legislative intent is to allow institutions to take advantage of federal or private grants, gifts, or other revenue sources that had **not been anticipated** during the budget review process. The legislative stance has been that these positions should not become obligations of the state and continue to be renewed as provisional positions.

Requests for provisional positions **should not** be included in the personal services

request unless the request is to convert a provisional position to a regularly authorized position. Such requests should be made only when the institution intends to fund the positions from general revenue.

Converted provisional positions will be requested as either new or additional positions, whichever is applicable. In the narrative, designate that the additional or new position is to replace a provisional position and indicate why the state needs to assume the position.

The request for provisional positions authorized in A.C.A. 6-63-305 will be completed at a later date.

Review Process

ADHE Institutional Finance staff will review requests and make recommendations to the Arkansas Higher Education Coordinating Board at its regular meeting on July 24, 2026. The Board's recommendations will be transmitted to the Governor and the General Assembly for approval and legislative action.

SUBMITTAL INSTRUCTIONS

Personal services requests must be submitted to ADHE **no later Monday - May 11, 2026**. Email a copy of Forms A and B including any other supporting documentation (narratives) to Chandra.Robinson@adhe.edu.

When collating request documents, please collate in this order:

- (1) Form A
- (2) Form B
- (3) Narrative explanation of the need for additional/new positions
- (4) Narrative for requested salaries that are more or less than the amount calculated through existing guidelines

INSTRUCTIONS FOR COMPLETING FORM A

Requests with No Changes

(1) Enter the following information for each position title listed:

- Column (G): Enter the number of actual positions paid in 2025-26. If there have been two or more individuals serving at various times during the fiscal year for one particular position, count only one position filled. Enter "0" if no positions were filled. **NOTE: For any positions in a pool, you will enter the number of positions next to each title**
- Column (H): Enter the **highest annualized salary** paid to any incumbent of a position of that title in 2025-26. **NOTE: For any position in a pool, you will enter the highest annualized salary next to each title**
- Column (I): Enter the number of positions budgeted for 2026-27.
- Column (J): Enter the highest annualized salary budgeted in 2026-27.

(2) Verify that the requested number of positions and line-item maximum salaries are correct. If changes are needed in the requested columns, use the instructions below.

(3) It is necessary for each institution/entity to submit a completed Form A even if no changes are requested for FY28 or FY29

Requests with Changes

(1) Complete Steps (1) and (2) above.

(2) Enter the following information for each position title listed:

- Column (G): Enter the number of actual positions paid in 2025-26. If there have been two or more individuals serving at various times during the fiscal year for one particular position, count only one position filled. Enter “0” if no positions were filled.
- Column (H): For all positions, enter the highest annualized salary paid to any incumbent of a position of that title in 2025-26.
- Column (I): Enter the number of positions budgeted for 2026-27.
- Column (J): For all positions, enter the highest annualized salary budgeted in 2026-27.

(3) Verify that the requested number of positions (FY28 - column K & FY29 - column M) and the line-item maximum salaries (FY28 - column L & FY29 - column N) for each position title are correct.

(4) If a change in positions is requested, enter in column (A) of Form A the appropriate transaction code from the list below. Follow the instructions for Transaction Codes and Procedures. More than one transaction code may be entered. When a line must be inserted to complete a request, enter the transaction code on BOTH the existing and additional lines (i.e., “IPC,” “M” & “T”). If a line must be inserted to complete a request, assign a line-item number to the inserted line that equals the line-item number above plus 0.01. For example, if the title is to be changed for the position authorized on item number (16) insert a line below and number it (16.01). The next assigned number within that line item would be (17), if there were no additional lines to insert.

Transaction Codes and Procedures

To enter institutional/entity requests for changes in currently authorized positions on Form A, the following transaction codes should be entered into column (A) on those lines where a change in position authorization is being requested.

Code:	A	ADDITIONAL POSITIONS
Procedure: Enter the Transaction Code “A” to indicate that additional positions of a currently authorized title are requested. In column (K) and (M) enter the total number of positions requested (current number plus additional positions). See Attachment C for example. List the new positions on Form B. Supporting narrative is required.		

Code:	D	DELETION OF POSITIONS
<p>Procedure: If the number of positions of a title is to be reduced, enter Transaction Code "D". Enter any paid or budgeted information and the number of positions requested. If all the positions of a given title are to be deleted, enter "0" (zero) in all REQUESTED columns (FY28 - column K & FY29 - column M). List deleted positions on Form B.</p>		
Code:	C	CENTRAL POOL
<p>Procedure: This code should be used to designate Central Pool positions authorized during the biennium. If the title does not exist in an institution/entity's current appropriation act, ADHE has included any Central Pool positions that have been approved since June 2025 by inserting the position immediately below the current title with the next highest or equal salary with an item number equal to the number above the inserted line plus 0.01. The Transaction Code (TC) "C" has been entered in the column "A" of the inserted line. Enter all information for the paid, budgeted and requested columns. See Attachment C for example. NOTE: These positions should be designated on your institutions/entities Form A.</p>		
Code:	S	SURRENDER POOL
<p>Procedure: This code should be used to designate Surrender Pool positions authorized during the biennium. Institutions/entities should add any Surrender Pool positions that have been surrendered and/or approved for FY26. If the title did not exist prior to approval, you will insert the position immediately below the current title with the next highest or equal salary with an item number equal to the number above the inserted line plus 0.01. Enter "S" in the Transaction Code (TC) column (A) for all Surrender Pool positions (those surrendered as well as those requested and approved). Enter all information for the authorized, paid, budgeted, and requested columns. See Attachment C for example. NOTE: These positions should be designated on your institutions/entities Form A.</p>		
Code:	M	MOVE POSITION TO NEW SECTION
<p>Procedure: If the request is to move a position title from one section of the personal services schedule to another, enter transaction code "M" in column (A) of the existing item number. Enter information in the paid and budgeted columns as normal. Enter "0" (zero) in the requested columns (K) through (M) as well as columns (L) and (N). Next, insert a line where the position would fall in the new section with an item number equal to the one above plus an extension of 0.01. Enter transaction code "M" on the inserted line in column (A). Enter the authorized title indented two spaces. Enter the number of positions requested in column (K) and (M) and the requested salaries in columns (L) and (N).</p>		

Code:	N	NEW TITLE
<p>Procedure: If a position(s) of a new title not currently authorized in the institution's/entity's appropriation act is requested, insert a line in the appropriate section of positions (such as "Twelve Month Educational and General Administrative Positions"). The line should be inserted immediately below the current title with the next highest or equal salary with an item number equal to the number above the inserted line plus 0.01. Enter "N" in Transaction Code column of the inserted line. Enter the requested title indented two spaces. Leave current authorization, paid and budgeted information blank. Enter the number of positions (column K and column M) and the requested salaries in columns (L) through (N). See Attachment C for example. List the new positions on Form B. Supporting narrative is required.</p> <p>New Pool Requests - If you would like to request a pool of positions, please include the pool on Form A just as you would for a new position as mentioned above. Please contact ADHE staff prior to submission to discuss the merits of the pool. Supporting narrative is required.</p>		
Code:	T	TITLE CHANGE
<p>Procedure: Enter the transaction code "T" for a title change from a position's current title to a new title not currently listed in the institution's appropriation act. The new title should have no significant change in duties or salary changes beyond ADHE guidelines. If duties are to change significantly, request a new position. Enter information in the paid columns (column G and column H) and budgeted columns (column I and column J) as normal. Enter "0" (zero) in the requested column (K) through column (N). Next, insert a line directly below the old position with an item number equal to the one above plus an extension of 0.01. Enter transaction code "T" on the inserted line in column (A). Enter the requested title indented two spaces. Enter the number of positions requested in columns (K) and (M) and the requested salaries in columns (L) and (N). See Attachment C for example.</p>		
Code:	U	SALARY DECREASE.
<p>Procedure: If a request is made to reduce a line-item salary to an amount less than that on columns (L) and (N), enter the transaction code "U" in column (A). Complete all information in the paid and budgeted columns. Enter the new salaries requested salaries in columns (L) and (N). Supporting narrative is required.</p>		
Code:	X	EXCEPTIONAL SALARY INCREASE
<p>Procedure: If a request is made to increase a line-item maximum salary above the maximum salaries listed in columns (L) and (N), enter the transaction code "X" in column (A). Complete all information in the paid and budgeted columns. Enter the new salaries requested salaries in columns (L) and (N). See Attachment C for example. Supporting narrative is required.</p>		

Vacancies Report

Each Form A file for the 2027-29 biennium includes a tab to report vacancies. Please provide the total number of positions vacant for 2025-26 per line item in column (G). In addition, please provide the total number of positions vacant for two (2) years or more in column (I).

INSTRUCTIONS FOR COMPLETING FORM B

To limit overall increases in numbers of positions, institutions/entities are asked to consider whether other positions can be deleted when additional positions are requested. If the new or additional positions are not recommended, ADHE's policy is to recommend the continuation of positions that the institution has requested to be deleted in exchange for the requested new or additional positions.

To document this process, Form B should list all additional and new positions by the item number on Form A and, if appropriate, identify any position(s) to be deleted. Form B (Attachment B) can be found on the spreadsheet labeled "Form B."

INSTRUCTIONS FOR COMPLETING SUPPORTING NARRATIVES

Please read and follow these instructions to complete the narrative portion of your request.

New or Additional Positions, Including New Pool Requests

Provide an explanation of the need for the position(s) and a summary of job duties and reporting structure. A job description is required for new titles. Multiple titles may be submitted on the same page.

If the position was a provisional position, note that the position is to replace a provisional and why the State needs to assume the position. Be specific about the former funding source and why the source no longer exists.

Title Changes

Provide an explanation of the need for the title change and confirmation that there has been no significant change of duties for the position.

Salary Request Other than ADHE Guidelines

Explain the need for a salary change other than that listed by ADHE in columns (L) and (N). Such needs might include recruiting problems, internal equity problems, organizational restructuring, or expansion of job duties. Institutions/entities are encouraged to provide supporting survey information.

ATTACHMENT A: DEFINITION OF TERMS

ADDITIONAL POSITION: Position requested in addition to other positions of a title currently authorized in the institution's appropriation act.

DELETION: Request to reduce or remove a currently authorized position.

CENTRAL POOL POSITIONS: Positions established during the year by the authority of A.C.A § 21-5-1415 (Act 778 of 2023).

SURRENDER POOL POSITIONS: Positions surrendered and those established during the year by the authority of A.C.A § 6-63-319. (Act 778 of 2023).

NEW POSITION: Requested position of a title not currently authorized in the institution's appropriation act.

PROVISIONAL POSITION: Temporary position established under the authority of A.C.A. § 6-63-305 which is funded by unexpected revenue sources such as federal grants, or private gifts or grants. The positions are generally established by the local board of trustees, reviewed by ADHE, and reported to the Legislative Council, to fulfill functions necessary for the completion of the objectives of the grant or the program funded through non-state institutional revenues.

TITLE CHANGE: Change in the title of a position to another title not currently in the appropriation act, but with no significant change in duties or in salary beyond the ADHE guidelines. If duties and/or salaries are to change significantly, request a new position.