

INSTITUTIONS OF HIGHER EDUCATION
PERSONAL SERVICES REQUEST INSTRUCTIONS
FOR THE 2026-27 FISCAL YEAR

ARKANSAS DIVISION OF HIGHER EDUCATION
SEPTEMBER 18, 2025

PERSONAL SERVICES REQUEST INSTRUCTIONS

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PERSONAL SERVICES REQUEST INSTRUCTIONS FOR THE 2026-27 FISCAL YEAR

GENERAL INFORMATION

Institutions of higher education will submit their 2026-27 personal services requests for positions to the Arkansas Division of Higher Education (ADHE).

Both instructions and forms for personal services requests for the 2026-27 fiscal year can be found:

<https://adhe.edu/institutions/fiscal-appropriation-process>

Each institution will have access to a Microsoft Excel spreadsheet containing Forms A and B. **Please be sure to double-check Form A against your current FY2025-26 appropriation Act.**

Even if there are no changes requested, please submit Form A with completed Paid 2024-25 positions and salaries for each position as well as the completed Vacancies tab. The completed forms should be emailed to Chandra.Robinson@adhe.edu no later than **October 10, 2025**.

NOTE: Before requesting new/additional positions please keep in mind the following:

- ◆ **Appropriation bills have been pre-drafted based on the second-year recommendation of the 2025-27 biennial session.**
- ◆ **Can your needs be addressed through the Higher Education Central Pool or Surrender Pool?**
- ◆ **If requesting additional positions, are you currently utilizing all the positions authorized by your appropriation act?**
- ◆ **If requesting additional positions, are you able to delete positions authorized by your appropriation act?**

Deadline and Technical Notes

Personal services requests must be submitted by email to Chandra.Robinson@adhe.edu. The request is a Microsoft Excel spreadsheet with Form A and Form B (used to notate changes). **Do not change the format of these spreadsheets (Form A, Vacancies tab or Form B), 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 to ADHE by email to Chandra.Robinson@adhe.edu. Please include Forms A, Vacancies tab (**in Excel format only**) and B as well as other supporting documents no later than **Friday, October 10, 2025**.

Requests for Line-Item Maximums for the New Fiscal Year: ADHE Guidelines

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 3.2%; these increases are reflected on Form A. Follow Transaction Procedures for any requested increases greater than these guidelines.

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. ADHE reviews position requests on Form A which 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 title
- Current number of positions
- Current authorized line-item maximum
- 2026-27 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 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 for any institution/entity submitting changes. The **"Paid"** columns **MUST** be completed for **ALL** institutions/entities **with no changes requested.** **All changes to the "Requested" columns must be explained in Form B and/or the submission of a Justification Narrative.** The line-item maximum salary requests have been calculated at an increase over Authorized 2025-26 amounts using expected guidelines. Institutions need to verify the salary requests and numbers of positions and enter any requested personnel changes in number and/or salary. Detailed instructions are provided later in this document on how to make these changes. **NOTE: Even if there are no changes requested, please submit Form A with completed Paid 2024-25 positions and salaries for each position as well as the completed Vacancies tab**

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/entities 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 annually 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 **Justification Narrative**, designate that the additional or new position is to replace a provisional position and why the state needs to assume the position.

Review Process

ADHE Institutional Finance staff will review requests and make recommendations to the Arkansas Higher Education Coordinating Board at its regular meeting on October 24, 2025. 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 than Friday, October 10, 2025**. Email **electronic copies** of Forms A , Vacancies tab and Form B including any other supporting documentation to Chandra.Robinson@adhe.edu.

Please submit the following:

- (1) (a) **NO CHANGES REQUESTED** - Form A with completed Paid 2024-25 information only and completed Vacancies tab. **(Must be submitted for institutions/entities with no changes for 2026-27 in Excel format only)**
(b) **CHANGES REQUESTED** - Completed Form A (Paid 2024-25, Budgeted 2025-26 including requested changes and completed Vacancies tab. **(Must be submitted for institutions/entities with changes for 2026-27 in Excel format only)**
- (2) Form B, if applicable
- (3) Justification Narrative explaining the need for additional/new positions; the need for requested salaries that are more or less than the amount calculated through existing guidelines; and/or the need for any other personnel changes (salary decreases and title changes) requested.

INSTRUCTIONS FOR COMPLETING FORM A

(1) It is necessary for each institution/entity to submit a completed Form A and Vacancies tab even if no changes are requested for FY25

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

- Column (G): Enter the number of actual positions paid in 2024-25. 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. **(Must be submitted for all institutions/entities)**
- Column (H): For all positions, enter the **highest annualized salary paid** to any incumbent of a position of that title in 2024-25. **(Must be submitted for all institutions/entities)**

(4) Column (I): Enter the number of positions budgeted for 2025-26. **(Must be submitted only for institutions/entities with changes for 2026-27 in Excel format only)**

(5) Column (J): For all positions, enter the **highest annualized salary budgeted** in 2025-26. **(Must be submitted only for institutions/entities with changes for 2026-27 in Excel format only)**

(3) Verify that the requested number of positions and the line-item maximum salaries for each position title are correct for 2026-27.

(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., “M”, “N”, and/or “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 to 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 are 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 in 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. Enter any paid or budgeted information (columns G, H, I & J). In Column (K) 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
Procedure: If the number of positions of a title is to be reduced, enter Transaction Code "D". Enter any paid or budgeted information (columns G, H, I & J). and the number of positions requested (columns K). If all the positions of a given title are to be deleted, enter "0" (zero) in the REQUESTED column (column K). List deleted positions on Form B.		
Code:	C	CENTRAL POOL
Procedure: This code should be used to designate Central Pool positions authorized during the biennium. Institutions/entities should add any Central Pool positions that have been approved and/or continued for FY26. ADHE has included any Central Pool positions that have been approved and/or continued since June 2025. If the Central Pool position was approved after June 2025 and is not included on Form A, 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 "C" in the Transaction Code (TC) column of the inserted line. Enter all information for the authorized, paid, budgeted, and requested columns (columns E, F, G, H, I, J, K & L). See Attachment C for example. NOTE: These positions should be designated on your institutions/entities Form A.		

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 as well as those continued for FY26. ADHE has included any Surrender Pool positions that have been approved and/or continued since June 2025. If the Surrender Pool position was approved after June 2025 and is not included on Form A, 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 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 (columns E, F, G, H, I, J, K & L). See Attachment C for example. NOTE: These positions should be designated on your institutions/entities Form A.</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 aligned as follows: Format cells – Alignment – Text Alignment – Horizontal: Left (indent) & Indent: 1. Leave current authorization, paid and budgeted information blank. Enter the number of positions and the requested salary (column K and column L). See Attachment C for example. List the new positions on Form B. 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/entity's appropriation act. The new title should have no notable change of duties or salary changes beyond ADHE guidelines. If duties are to change significantly, request a new position. Enter information in the paid and budgeted columns (columns G, H, I & J) as normal. Enter "0" (zero) in the requested columns (K) and (L). 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 aligned as follows: Format cells – Alignment – Text Alignment – Horizontal: Left (indent) & Indent: 1. Enter the number of positions requested in column (K) and the requested salary in column (L). See Attachment C for example. Supporting narrative is required.</p>		

Code:	U	SALARY DECREASE
<p>Procedure: If a request is made to reduce a line-item salary to an amount less than that in column (L), enter the transaction code "U" in column (A). Complete all information in the paid and budgeted columns (columns G, H, I & J). Enter the number of positions requested in column (K) & enter the new salary requested in column (L). 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 salary listed in column (L), enter the transaction code "X" in column (A). Complete all information in the paid and budgeted columns (columns G, H, I & J). Enter the number of positions requested in column (K) & enter the new salary requested in column (L). See Attachment C for example. Supporting narrative is required.</p>		

Vacancies Report

Each Form A file for the 2026-27 includes a tab to report vacancies. Please provide the total number of positions vacant for 2024-25 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 might 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 positions by the item number on Form A and, if appropriate, identify the corresponding position to be deleted. Form B (Attachment B).

INSTRUCTIONS FOR COMPLETING SUPPORTING NARRATIVES

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

New or Additional Positions

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. If you are unable to delete a position(s) in exchange for requesting a new or additional position(s), please

explain why. 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 position 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 notable 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 column (L). 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.

ATTACHMENTS

ATTACHMENT A: DEFINITION OF TERMS
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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 non-classified position to another title not currently in the appropriation act, but with no notable change in duties or in salary beyond the ADHE guidelines. If duties and/or salaries are to change significantly, request a new position.

ATTACHMENT B: BLANK FORM B

ADDITIONAL/NEW POSITIONS
FORM B: Analysis of Personal Services Requests

List titles and numbers of additional and new positions in columns to the left. Enter the line item number of the additional/new position in the columns "Line Item No." In the right side columns, list titles and line item numbers of positions deleted for the additional/new positions. Should ADHE not recommend the additional/new position, the deleted titles you have indicated will be restored.

Additional/New Positions				Deleted Positions		
Line Item No.	Number of Positions	Position Title		Line Item No.	Number of Positions	Position Title