

STAFFING



TRAINING

Staffing Training



Section 1

Introduction




Agenda

- Overview of the Staffing Process
- Staffing Reports
- Open Provisions
- Reconciliation Procedures
- Comprehensive Exercise

You are the Expert!

After Today You Will Be Able to...

- Understand the staffing list,
- Use UCRFS to run staffing reports,
- Use UCRFS to create and modify open provisions,
- Balance your staffing list



What is the Staffing Process?

Staffing is the process of balancing the permanent budget to permanently budgeted positions.

What is the Staffing Process?

Staffing utilizes three different files:

- Payroll Personnel System (PPS)
- Staffing Provisions
- Permanent Budget

What is the Staffing Process?

Staffing Equation:

The information from the Payroll/Personnel System (PPS) + Regular/Group/Stipend Provisions should = Permanent Budget and FTE.



+ Provisions = FTE & \$

What is the Staffing Process?

Staffing is prepared for five academic budget categories (BC10, 11, 12, 13, 14) and two staff budget categories (BC25 and 26)

Due Dates

The campus requires that staffing be in balance on these dates:

- October 31
- December 31
- March 31
- May 31
- June 30



General Information

Staffing must be in balance on the balancing deadlines.

This means that final entries (PPS, BEA and provisions) must be submitted for processing no later than the day before the deadline so that departments can verify their staffing is in balance on the day that it is due.

Temporary Staffing Changes

Temporary reductions in time or other temporary payroll changes should not have indefinite end dates.



Partial Year Appointments

Partial year appointments require a pro-rated FTE entered into the distribution line.



Partial Year Appointments

Example: If someone is paid 100% for 10 months, divide 10 by 12 and the result of .83 is what needs to be entered on the indefinite appointment line

$$\text{FTE} = .83$$

Where does the funding come from?

Funding for range and merit increases for permanently budgeted staff positions paid on general funds or registration fees are paid centrally.

Everything else is an organizational responsibility.

Funding of Range & Merits

- Automated Costing
 - Centrally funded for general funds and registration fees.
 - Appropriated from same activity, fund, function and BC77 for all others

- Manual Costing

Quiz

What is the staffing process?

- A. The process of comparing the temp budget and the perm budget.
- B. The process of balancing permanently budgeted positions and provisions to the permanent budget.
- C. Something that I only need to worry about at fiscal close.

Staffing Training



Section 2

Reports

Staffing Reports

There are currently two reports:

Staffing Detail Report

Staffing Summary Report

Staffing Detail Report

Staff and Faculty will appear on the staffing report if they have an indefinite distribution.

Exceptional DOS codes:

ASP

COA

HS1

If these DOS codes are used, and the person has an active appointment, the individual will appear on staffing.

Who is on the Staffing list?

DOS CODES AND APPOINTMENT INFORMATION FOR USE IN THE UCRFS STAFFING PROCESS

<u>Rate Code</u>	<u>DOS Code</u>	<u>End Date</u>
A	REG (regular)	99/99/99
A	ASP (Assistant Professor)	any
A	COA (Coaches)	any
A	HS1 (Reserved for Biomed Sci)	any
A	HSY (Reserved for Biomed Sci)	99/99/99
A	STP (Stipends)	99/99/99

Making Changes to the Staffing List

Staffing is maintained by:



- ✓ Ensuring that all PPS entries are up to date
- ✓ Creating or modifying open provisions
- ✓ Preparing Permanent BEA's

Staffing In UCRFS

In UCRFS, you can:

- Print staffing detail and summary reports
- Create and update open provisions

Running Reports

Hands-On

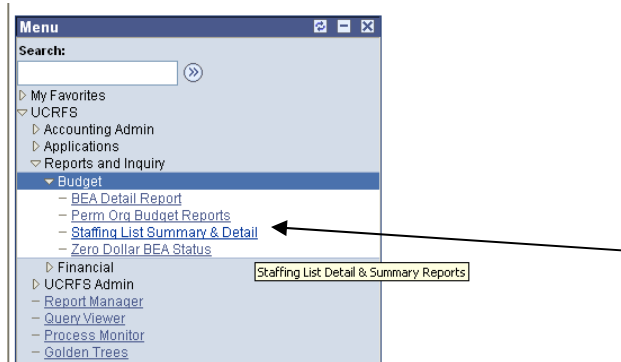


Generating Staffing Reports in Version 8.8 (Web)

To begin, login to UCRFS via the iViews Portal

From the left menu, select

UCRFS, Reports and Inquiry, Budget



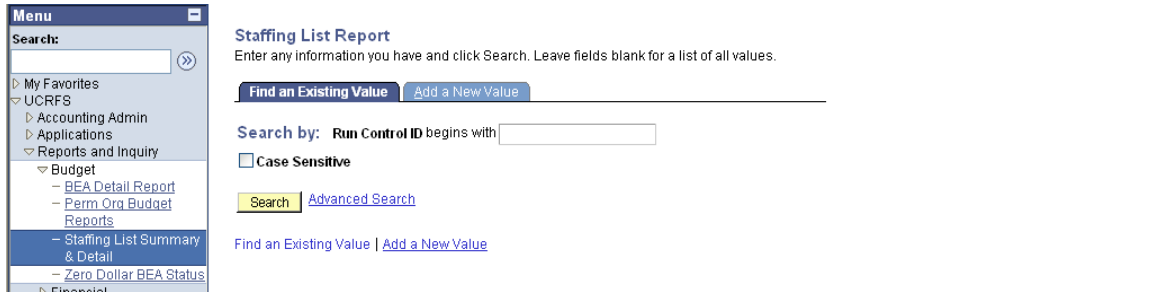
and then select **Staffing List Summary & Detail**

The resulting page provides two options:

Find an Existing Value – to bring up a saved report/query

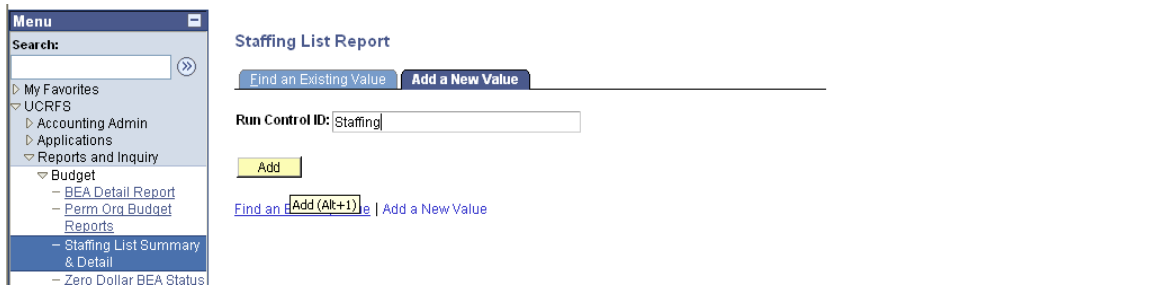
OR

Add a New Value – to add a new report name



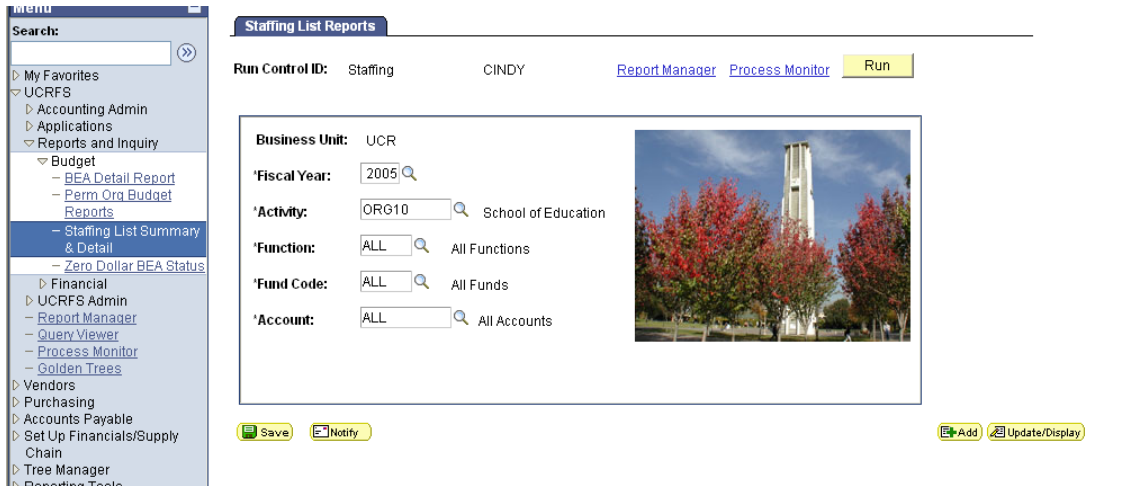
If this is the first time you have run a report, click the **ADD A NEW VALUE** tab to create a new Run Control ID.

Enter the Run Control ID and click the **ADD** button



A window will display with fields to enter your report criteria.

Valid values can be any level on the “Golden Trees”. For example under activity, you could select an organization, division, department or activity.



The “magnifying glass” button will display a listing of valid values.

Enter the report criteria for which you would like to generate a staffing report.

You can save this report criteria by clicking on the save icon located at the lower left corner of your screen.

Click the **RUN** button to generate the report.

The Process Schedule Request window will display. Verify the SERVER NAME is set to PSUNX.

Process Scheduler Request

User ID: CINDY Run Control ID: Staffing

Server Name: PSUNX Run Date: 08/04/2005

Recurrence: Run Time: 2:24:30PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	
<input type="checkbox"/>	Staffing List Summary Report	STAFFSUM	SQR Report	Web	PDF	
<input type="checkbox"/>	Detail Report as of 1/31/03	STFL2003	SQR Report	Web	PDF	
<input type="checkbox"/>	Detail Report as of 12/31/03	STFL2004	SQR Report	Web	PDF	
<input type="checkbox"/>	Detail Report as of 12/31/04	STFL2005	SQR Report	Web	PDF	
<input type="checkbox"/>	Staffing List Detail Report	STFLIST	SQR Report	Web	PDF	
<input type="checkbox"/>	Summary Report as of 1/31/03	STFS2003	SQR Report	Web	PDF	
<input type="checkbox"/>	Summary Report as of 12/31/03	STFS2004	SQR Report	Web	PDF	
<input type="checkbox"/>	Summary Report as of 12/31/04	STFS2005	SQR Report	Web	PDF	

[OK](#) [Cancel](#)

Select the report(s) that you would like to generate.

The Staffing Summary report shows a total of permanent budget, open provisions and PPS data, but no detail. This report is ideal to see out-of-balances quickly.

The Staffing Detail report will list all permanent budget transactions for the year, open provisions and PPS information.

Select OK to start the report generation process.

You are then returned to the report window.

To view the status of your report, click the REPORT MANAGER button

Staffing List Reports Processing

Run Control ID: Staffing CINDY [Report Manager](#) [Process Monitor](#) [Run](#)

Report Distribution List Instance: 6697,6698

Business Unit: UCR

Fiscal Year: 2005

Activity: ORG10 School of Education

Function: 40 Instruction & Research

Fund Code: ALL All Funds

Account: ALL All Accounts

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

and then select the ADMINISTRATION tab

Explorer **List** Administration Archives

View Reports For

Folder: Instance: to: [Refresh](#)

Name: Created On: Last: 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	Report				

You should see your selected reports listed.

Explorer **List** Administration Archives

View Reports For

User ID: CINDY Type: Last: 1 Days [Refresh](#)

Status: Folder: Instance: to:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5594	6698	Staffing List Detail Report	08/04/2005 2:29:24PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5593	6697	Staffing List Summary Report	08/04/2005 2:29:23PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

[Delete](#) Click the delete button to delete the selected report(s)

There are four status values for reports:

- QUEUED
- PROCESSING
- SUCCESS
- POSTED

Click the **REFRESH** button to update the status view.

The report is available for viewing when

The **STATUS = POSTED**

You may view the report output by clicking the DESCRIPTION link .

The PDF file will open in a new web browser window.

At this time you can print the report or save the file to your computer.

Generated reports are available for approximately 30 days simply by clicking on the **Administration** tab and then selecting the previously generated report.

You can also retrieve any previously generated report by clicking on the **UCRFS Admin** tab and then the **Report Manager** option.



Exercise 1:

While in UCRFS, display a Summary report for your organization.

Exercise 2:

Display the most current detail for your activity.

Parameters:

Setid: UCR
Business Unit: UCR
Fiscal Year: 2005
Activity: ORG11
Function: ALL
Fund Code: ALL
Account: ALL

ORGANIZATIONAL STRUCTURE
Budget Category: BC10

Activity	Fund	Function	PPS Data		Provisions		Total Staffing		Total Budget		Out of Balance	
			FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
<u>A01004 - Comp Science</u>												
	19900	- 40	23.0000	2,251,500.00	2.0000	167,000.00	25.0000	2,418,500.00	25.0000	2,418,500.00	0.0000	0.00
TOTAL A01004 - Comp Science			23.0000	2,251,500.00	2.0000	167,000.00	25.0000	2,418,500.00	25.0000	2,418,500.00	0.0000	0.00
<u>A01006 - Electrical Engineering</u>												
	19900	- 40	18.1000	1,546,180.00	0.0000	0.00	18.1000	1,546,180.00	17.6000	1,508,480.00	0.5000	37,700.00
TOTAL A01006 - Electrical Engineering			18.1000	1,546,180.00	0.0000	0.00	18.1000	1,546,180.00	17.6000	1,508,480.00	0.5000	37,700.00
<u>A01008 - Chemical/Environ. Engineering</u>												
	19900	- 40	12.0000	1,253,600.00	1.5000	117,300.00	13.5000	1,370,900.00	14.0000	1,404,850.00	-0.5000	-33,950.00
TOTAL A01008 - Chemical/Environ. Engineering			12.0000	1,253,600.00	1.5000	117,300.00	13.5000	1,370,900.00	14.0000	1,404,850.00	-0.5000	-33,950.00
<u>A01010 - Mechanical Engineering</u>												
	19900	- 40	11.0000	922,200.00	1.0000	64,700.00	12.0000	986,900.00	12.0000	986,900.00	0.0000	0.00
TOTAL A01010 - Mechanical Engineering			11.0000	922,200.00	1.0000	64,700.00	12.0000	986,900.00	12.0000	986,900.00	0.0000	0.00
<u>A01586 - COE - Unallocated</u>												
	19900	- 40	0.0000	0.00	9.0000	611,100.00	9.0000	611,100.00	8.7500	594,125.00	0.2500	16,975.00
TOTAL A01586 - COE - Unallocated			0.0000	0.00	9.0000	611,100.00	9.0000	611,100.00	8.7500	594,125.00	0.2500	16,975.00
TOTAL BC10 , SAV 0			64.1000	5,973,480.00	13.5000	960,100.00	77.6000	6,933,580.00	77.3500	6,912,855.00	0.2500	20,725.00
TOTAL BC10 - BC, Faculty Appointments			64.1000	5,973,480.00	13.5000	960,100.00	77.6000	6,933,580.00	77.3500	6,912,855.00	0.2500	20,725.00

Report ID: STA

STAFFING SUMMARY REPORT

Page: 2
Run Date 05/04/05
Run Time 14:43:34

Parameters:

Setid: UCR
Business Unit: UCR
Fiscal Year: 2005
Activity: ORG11
Function: ALL
Fund Code: ALL
Account: ALL

ORGANIZATIONAL STRUCTURE
Budget Category: BC11

Activity

Fund	Function	PPS Data		Provisions		Total Staffing		Total Budget		Out of Balance	
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
<u>A01586 - COE - Unallocated</u>											
19900	- 40	0.0000	0.00	29.7200	866,188.00	29.7200	866,188.00	29.7200	866,188.00	0.0000	0.00
19900	- 44	0.0000	0.00	0.0000	301,879.00	0.0000	301,879.00	0.0000	301,879.00	0.0000	0.00
TOTAL A01586 - COE - Unallocated		0.0000	0.00	29.7200	1,168,067.00	29.7200	1,168,067.00	29.7200	1,168,067.00	0.0000	0.00
<u>TOTAL BC11, SAU 0</u>											
0.0000		0.00	29.7200	1,168,067.00	29.7200	1,168,067.00	29.7200	1,168,067.00	0.0000	0.00	
<u>TOTAL BC11 - BC, Apprentices Appointments</u>											
0.0000		0.00	29.7200	1,168,067.00	29.7200	1,168,067.00	29.7200	1,168,067.00	0.0000	0.00	

Parameters:

Setid: UCR
Business Unit: UCR
Fiscal Year: 2005
Activity: ORG11
Function: ALL
Fund Code: ALL
Account: ALL

ORGANIZATIONAL STRUCTURE
Budget Category: BC13

Activity		PPS Data		Provisions		Total Staffing		Total Budget		Out of Balance	
Fund	Function	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
<u>A01002 - Engineering - Dean's Office</u>											
19900	- 40	0.0000	0.00	1.5000	259,300.00	1.5000	259,300.00	1.5000	259,300.00	0.0000	0.00
TOTAL A01002 - Engineering - Dean's Office		0.0000	0.00	1.5000	259,300.00	1.5000	259,300.00	1.5000	259,300.00	0.0000	0.00
<u>A01004 - Comp Science</u>											
19900	- 40	0.0000	0.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	0.00
TOTAL A01004 - Comp Science		0.0000	0.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	0.00
<u>A01006 - Electrical Engineering</u>											
19900	- 40	0.0000	0.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	0.00
TOTAL A01006 - Electrical Engineering		0.0000	0.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	0.00
<u>A01008 - Chemical/Environ. Engineering</u>											
19900	- 40	0.0000	0.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	0.00
TOTAL A01008 - Chemical/Environ. Engineering		0.0000	0.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	0.00
<u>A01010 - Mechanical Engineering</u>											
19900	- 40	0.0000	0.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	0.00
TOTAL A01010 - Mechanical Engineering		0.0000	0.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	3,200.00	0.0000	0.00
TOTAL BC13 , SAV 0		0.0000	0.00	1.5000	272,100.00	1.5000	272,100.00	1.5000	272,100.00	0.0000	0.00
TOTAL BC13 - BC, Academic Admin		0.0000	0.00	1.5000	272,100.00	1.5000	272,100.00	1.5000	272,100.00	0.0000	0.00

Report ID: STAL

STAFFING SUMMARY REPORT

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Run Date 05/04/05
Run Time 14:43:34

Parameters:

Setid: UCR
Business Unit: UCR
Fiscal Year: 2005
Activity: ORG11
Function: ALL
Fund Code: ALL
Account: ALL

ORGANIZATIONAL STRUCTURE
Budget Category: BC14

Activity

Fund	Function	PPS Data		Provisions		Total Staffing		Total Budget		Out of Balance	
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
<u>A01012 - CE-CERT</u>											
	60299 - 44	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
	TOTAL A01012 - CE-CERT	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
	TOTAL BC14 , SAU 0	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
	TOTAL BC14 - BC, Academic - Other	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00

Parameters:

Setid: UCR
Business Unit: UCR
Fiscal Year: 2005
Activity: ORG11
Function: ALL
Fund Code: ALL
Account: ALLORGANIZATIONAL STRUCTURE
Budget Category: BC25

Activity		PPS Data		Provisions		Total Staffing		Total Budget		Out of Balance	
Fund	Function	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
<u>A01002 - Engineering - Dean's Office</u>											
19900	- 40	10.5500	689,926.00	0.0000	18,583.00	10.5500	708,509.00	10.5500	708,509.00	0.0000	0.00
TOTAL A01002 - Engineering - Dean's Office		10.5500	689,926.00	0.0000	18,583.00	10.5500	708,509.00	10.5500	708,509.00	0.0000	0.00
<u>A01004 - Comp Science</u>											
19900	- 40	7.0000	329,432.00	0.0000	42,637.00	7.0000	372,069.00	7.0000	372,069.00	0.0000	0.00
TOTAL A01004 - Comp Science		7.0000	329,432.00	0.0000	42,637.00	7.0000	372,069.00	7.0000	372,069.00	0.0000	0.00
<u>A01006 - Electrical Engineering</u>											
19900	- 40	5.7000	248,931.00	0.0000	0.00	5.7000	248,931.00	5.7000	248,931.00	0.0000	0.00
TOTAL A01006 - Electrical Engineering		5.7000	248,931.00	0.0000	0.00	5.7000	248,931.00	5.7000	248,931.00	0.0000	0.00
<u>A01008 - Chemical/Environ. Engineering</u>											
19900	- 40	5.0000	246,577.00	2.0000	73,285.00	7.0000	319,862.00	5.0000	286,610.00	1.0000	33,252.00
61038	- 43	1.0000	30,048.00	0.0000	0.00	1.0000	30,048.00	1.0000	30,048.00	0.0000	0.00
TOTAL A01008 - Chemical/Environ. Engineering		6.0000	276,625.00	2.0000	73,285.00	8.0000	349,910.00	7.0000	316,658.00	1.0000	33,252.00
<u>A01010 - Mechanical Engineering</u>											
19900	- 40	3.0000	136,732.00	1.0000	33,252.00	4.0000	169,984.00	4.0000	167,270.00	0.0000	2,714.00
TOTAL A01010 - Mechanical Engineering		3.0000	136,732.00	1.0000	33,252.00	4.0000	169,984.00	4.0000	167,270.00	0.0000	2,714.00
<u>A01012 - CE-CERT</u>											
19900	- 44	0.8900	41,905.00	0.0000	0.00	0.8900	41,905.00	0.8900	41,905.00	0.0000	0.00
60201	- 44	2.0000	98,203.00	0.0000	37,463.00	2.0000	135,666.00	2.0000	135,666.00	0.0000	0.00
60299	- 44	1.9700	104,585.00	0.0000	24,238.00	1.9700	128,823.00	1.9700	128,823.00	0.0000	0.00
66245	- 44	1.0000	29,976.00	0.0000	7,395.00	1.0000	37,371.00	1.0000	37,371.00	0.0000	0.00
69150	- 44	1.0000	67,349.00	0.5000	42,874.00	1.5000	110,223.00	1.5000	110,223.00	0.0000	0.00
TOTAL A01012 - CE-CERT		6.8600	342,018.00	0.5000	111,970.00	7.3600	453,988.00	7.3600	453,988.00	0.0000	0.00
<u>A01495 - ENG - Development Office</u>											
19900	- 40	0.0000	0.00	1.0000	100,000.00	1.0000	100,000.00	1.0000	100,000.00	0.0000	0.00
TOTAL A01495 - ENG - Development Office		0.0000	0.00	1.0000	100,000.00	1.0000	100,000.00	1.0000	100,000.00	0.0000	0.00
<u>A01586 - COE - Unallocated</u>											
19900	- 40	0.0000	0.00	0.0000	543.00	0.0000	543.00	0.0000	543.00	0.0000	0.00
TOTAL A01586 - COE - Unallocated		0.0000	0.00	0.0000	543.00	0.0000	543.00	0.0000	543.00	0.0000	0.00
<u>A01725 - Ctr for Nano Sci & Engr</u>											
19900	- 40	1.0000	52,031.00	0.0000	0.00	1.0000	52,031.00	1.0000	52,031.00	0.0000	0.00
TOTAL A01725 - Ctr for Nano Sci & Engr		1.0000	52,031.00	0.0000	0.00	1.0000	52,031.00	1.0000	52,031.00	0.0000	0.00

Parameters:

Setid: UCR
Business Unit: UCR
Fiscal Year: 2005
Activity: ORG11
Function: ALL
Fund Code: ALL
Account: ALL

ORGANIZATIONAL STRUCTURE
Budget Category: BC25

Activity

Fund	Function	PPS Data		Provisions		Total Staffing		Total Budget		Out of Balance	
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
<u>A01771 - COE - Student Affairs</u>											
	19900 - 40	6.0000	251,737.00	1.0000	33,901.00	7.0000	285,638.00	7.0000	281,356.00	0.0000	4,282.00
TOTAL A01771 - COE - Student Affairs		6.0000	251,737.00	1.0000	33,901.00	7.0000	285,638.00	7.0000	281,356.00	0.0000	4,282.00
<u>TOTAL BC25 , SAU 0</u>											
		46.1100	2,327,432.00	5.5000	414,171.00	51.6100	2,741,603.00	50.6100	2,701,355.00	1.0000	40,248.00
TOTAL BC25 - BC, Staff Appointments		46.1100	2,327,432.00	5.5000	414,171.00	51.6100	2,741,603.00	50.6100	2,701,355.00	1.0000	40,248.00

Parameters:

Setid: UCR
Business Unit: UCR
Fiscal Year: 2005
Activity: ORG11
Function: ALL
Fund Code: ALL
Account: ALL

ORGANIZATIONAL STRUCTURE
Budget Category: BC26

Activity		PPS Data		Provisions		Total Staffing		Total Budget		Out of Balance	
Fund	Function	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
<u>A01012</u>	<u>- CE-CERT</u>										
	59150 - 44	0.0000	0.00	0.0000	1,196.00	0.0000	1,196.00	0.0000	1,196.00	0.0000	0.00
	TOTAL A01012 - CE-CERT	0.0000	0.00	0.0000	1,196.00	0.0000	1,196.00	0.0000	1,196.00	0.0000	0.00
	TOTAL BC26 , SAV 0	0.0000	0.00	0.0000	1,196.00	0.0000	1,196.00	0.0000	1,196.00	0.0000	0.00
	TOTAL BC26 - BC, Staff stipends, Allows/OT	0.0000	0.00	0.0000	1,196.00	0.0000	1,196.00	0.0000	1,196.00	0.0000	0.00

SAMPLE STAFFING DETAIL REPORT

UCRFS

STAFFING LIST DETAIL REPORT

Parameters:

Organizational Structure:

PAGE: 1
 RUN DATE: 06/14/05
 RUN TIME: 08:40:15

Activity A01000 Sample Department, Budget Category BC25 - BC, Staff Appointments , Function 40 - Instruction & Research , Fund 19900 General Funds

Section (A):

Class	Type	BEA Journal #	DESCRIPTION	Journal Line Reference	FTE	Amount
			July 1 Beginning Balance		6.00	300,300
A		53 0000245669	New Asst Admin Analyst	7244	0.50	15,450
Totals, Permanent Budget					6.50	315,750

Section (B):

Staffing Detail:

Prov Number or Employee ID	Employee Name	Prov Type	Dist Number	Monthly Amount	Annual Amount	FTE	Gross Salary	Empl Rel Code	Empl Unit Code	Title Unit Code	Appt Rep Code	Empl Rep Code
<u>0363 - ASSOC ADM/COORD/OFC (FTL AREA)</u>												
858365555	JONES, MARY		22	7,600.00	91,200	1.00	91,200	B	99	99	U	U
TOTAL 0363 - ASSOC ADM/COORD/OFC (FTL AREA)						1.00	91,200					
<u>4353 - STUDENT AFFAIRS OFFICER II</u>												
853555555	SMITH, SALLY		14	3,500.00	42,000	1.00	42,000	E	99	99	C	C
850333333	MONTGOMERY, MARY		21	4,000.00	48,000	1.00	48,000					
853444444	JONES, DOUG		14	3,650.00	43,800	1.00	43,800	E	99	99	C	C
853111111	LONG, TAMARA		18	3,400.00	40,800	0.50	20,400	E	99	99	C	C
999991-2	Open - Mason separation	Regular		3,550.00	42,600	0.50	21,300	E	99	99	C	C
TOTAL 4353 - STUDENT AFFAIRS OFFICER						4.00	175,500					
<u>7244 - Asst. Admin Analyst</u>												
854888888	LEWIS, CARRY		32	2,800.00	33,600	1.00	33,600	E	99	99	C	C
999992	Open - New Position	Regular		2,575.00	30,900	0.50	15,450	E	99	99	C	C
TOTAL 7244 - Asst Admin Analyst						1.50	49,050					

Report ID: STFLIST

UCRFS
STAFFING LIST DETAIL REPORT

Parameters:

Organizational Structure:

PAGE: 2
RUN DATE: 06/14/99
RUN TIME: 08:40:15

Section (C):

Totals, Staffing Detail:

	<u>FTE</u>	<u>Amount</u>		
Totals for A01000, BC25, 40, 19900				
Staffing:	5.50	279,000		
Provisions:	1.00	36,750		
Staffing & Provisions:	6.50	315,750		
Permanent Budget:			6.50	315,750
Variance:			0.00	0

Section (D):

Totals for A01000				
Staffing:	5.50	279,000		
Provisions:	1.00	36,750		
Staffing & Provisions:	6.50	315,750		
Permanent Budget:			6.50	315,750
Variance:			0.00	0

Staffing Detail Report – Section A

Displays the following:

- July 1 Permanent Budget (FTE and \$)
- Detailed BEA information for the year
- Current Permanent Budget (FTE and \$)

Staffing Detail Report – Section B

PPS info – Salary and FTE detail by person is displayed

And

Open Provisions – Information that is currently in the open provision file in UCRFS

Staffing Detail Report – Section C

Staffing Detail totals

This section compares total FTE and salaries to the permanent budget.

Any out of balance must be reconciled.



Staffing Detail Report – Section D

Displays the out-of-balance that reflects all fund sources within the activity.



Staffing Detail Report – Section E

Provides a sample reconciliation showing various staffing and budget entries required to balance this departments staffing.

Exercise



Exercise 3:

Jane Simpson is currently classified as a Senior Clerk (TC 4673). Over the years, the position has evolved to include more responsibilities and at a higher level. After reviewing the new job responsibilities, Human Resources agrees that the position should now be classified as an Administrative Assistant II (TC 4723).

Jane's current salary is: \$1,800/month or \$21,600/year

Jane's new salary is: \$2,300/month or \$27,600/year

Effective date of the reclassification is: January 1, 20XX

What is the Permanent BEA amount? \$ _____

What is the Temporary BEA amount? \$ _____

What entries will have an impact on Staffing? (Circle all that apply)

Temp BEA

Perm BEA

PPS Entry

What is the appropriate transaction type? _____

What should the line description be? _____

Staffing Training



Section 3 Provisions

Open Provisions

There are three types of provisions that can be established:

- Regular Provisions
- Group Provisions
- Stipends

Regular Provisions

- ✓ Regular provisions must be established for each position that will not be filled by the balancing dates.
- ✓ Established at 1.00 FTE or less
- ✓ Annual salary is calculated by taking the monthly rate x FTE x 12

Group Provisions

Used for the following:

1. Limited Appointments or Casual Restricted Employees

Normally positions that are hourly or have end dates.

No FTE is used

Group Provisions

2. Teaching Assistants

Provisions need to be established with the annual salary and FTE

Stipend Provisions

Stipend provisions need to be established for any stipend that is permanently budgeted.

- BC13 for Academic Stipends (305130)
- BC26 for Staff Stipends (501110)

Academic Open Provisions

Provisions must be established at the Assistant Professor III level for all separating faculty.

Academic Open Provisions

Separation of Ladder Rank Faculty

Department will downgrade to ASP III and transfer FTE and funds to Dean's unallocated.

Resource Planning and Budget (RPB) will pull back downgrade funds.

Academic Open Provisions

New faculty filling an open provision

Delete open provision thru UCRFS

If upgrade/downgrade adjustments are needed contact Linda Slocum X2-6680 in RPB.

When to Use an Open Provisions

When someone vacates a permanently budgeted position:

1. Pull turnover savings as applicable
2. Create open provision

Open Provisions

Turnover Savings is calculated by taking the difference between the current salary of the position and the new salary of the position.



Open Provisions

For example:
Scott Mason left his position and had an annual salary of \$40,000.
The provision will be established at \$35,000.
The difference between the two is \$5000 which is the turnover savings.

Creating Provisions

Exercise & Hands on



Exercise 4:

Michael Jones is currently a Maintenance Supervisor (TC 8160) with a salary of \$1,800/month. He has turned in his resignation effective February 1. It has been decided the open provision would be established at the minimum of the pay scale which is \$3,300/month (\$39,600/annually). Assume the position will be filled effective July 1.

What is the Permanent BEA: \$ _____

Line Description: _____

What is the Temporary BEA: \$ _____

Line Description: _____

What is the transaction type: _____

Is an Open Provision needed? _____

If yes, what is the annual amount? _____

Exercise 5:

Kim Anderson resigned effective January 1 and was being paid at Step 1. A replacement was hired effective April 1 and is also being paid at Step 1.

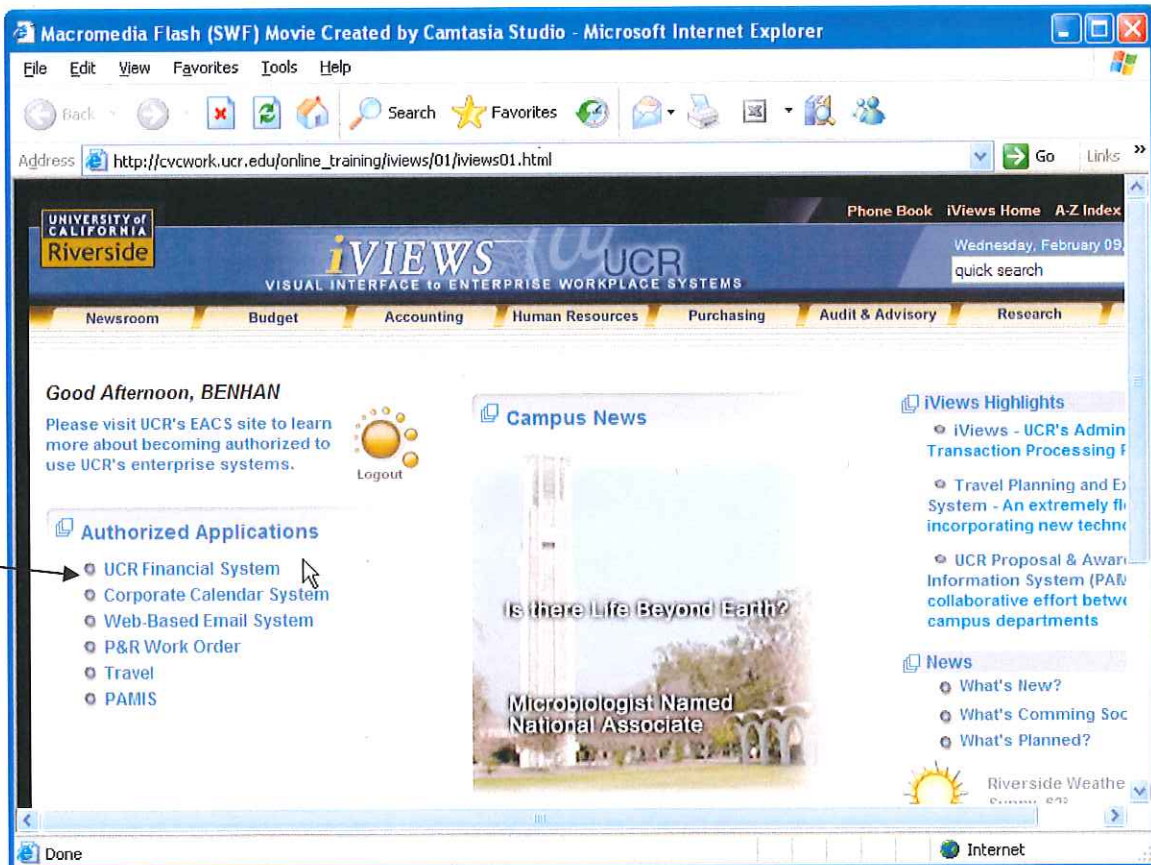
What type of BEA is necessary?

Temp Perm Both A BEA is not needed

If a BEA is necessary, what should the line description be?

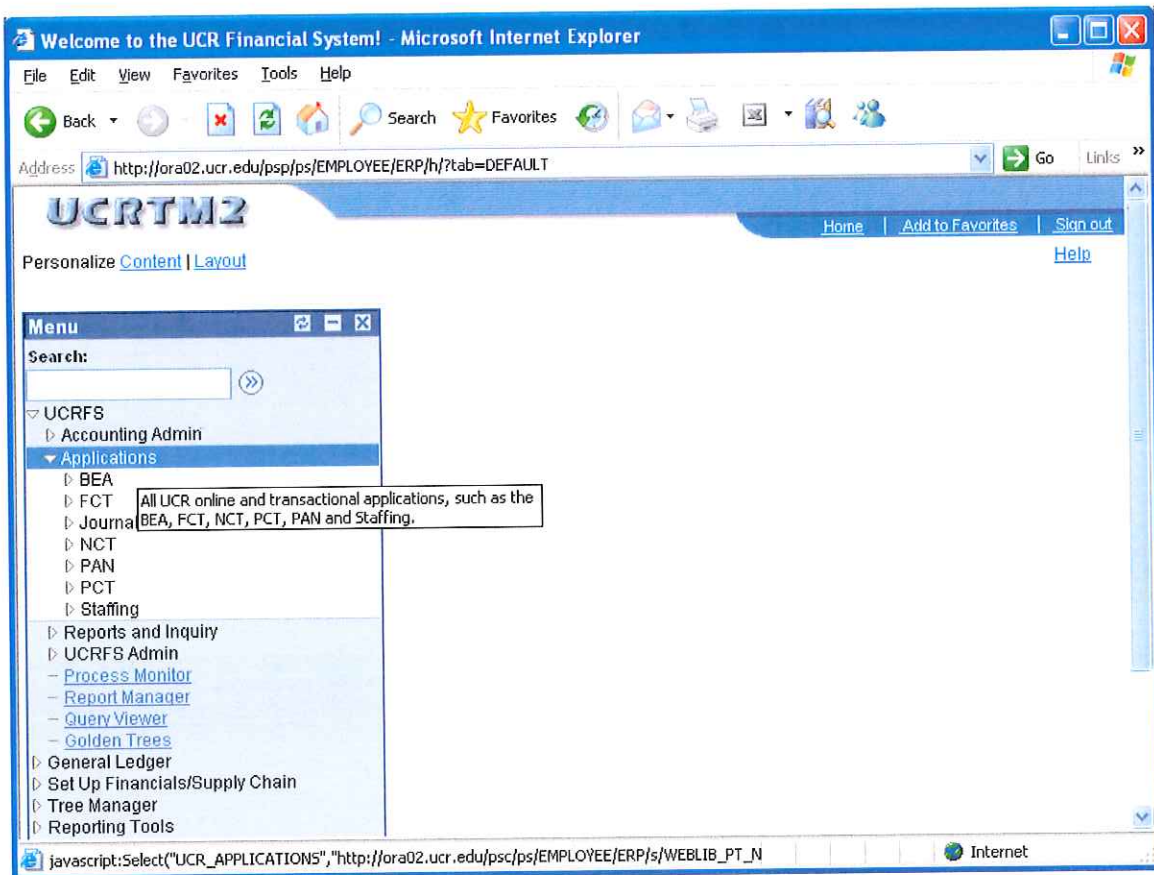
Creating Open Provisions in UCRFS

To access the Staffing application, you must first **log into UCRFS** thru the iViews portal and then **select UCR Financial System (UCRFS)** from the list of Authorized Applications.



All UCR online and transactional applications that you have access to are readily available via the '**Applications**' menu item.

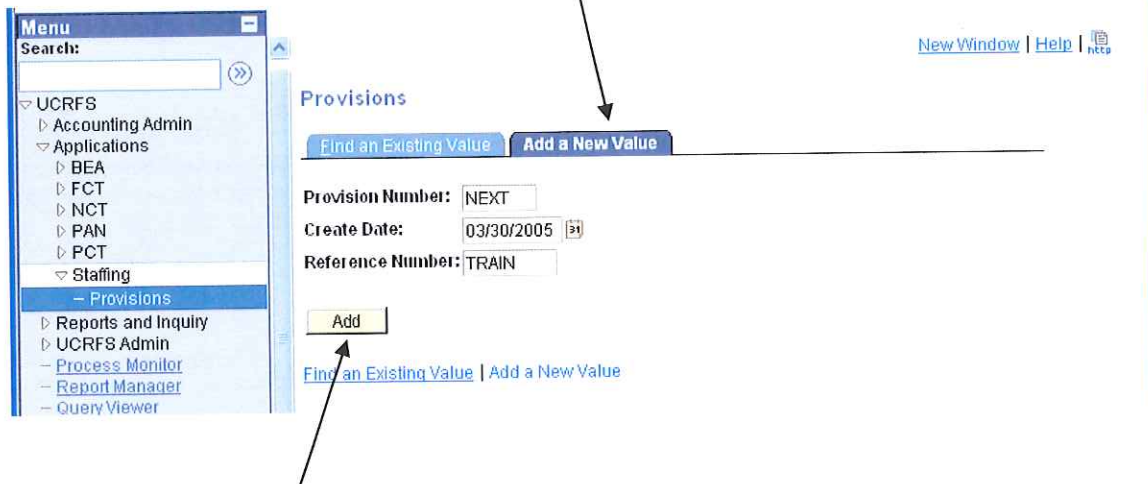
Next, select **Applications** and then **Staffing**.



The staffing application allows the creation and management of open provisions by clicking on the **Provisions** option.

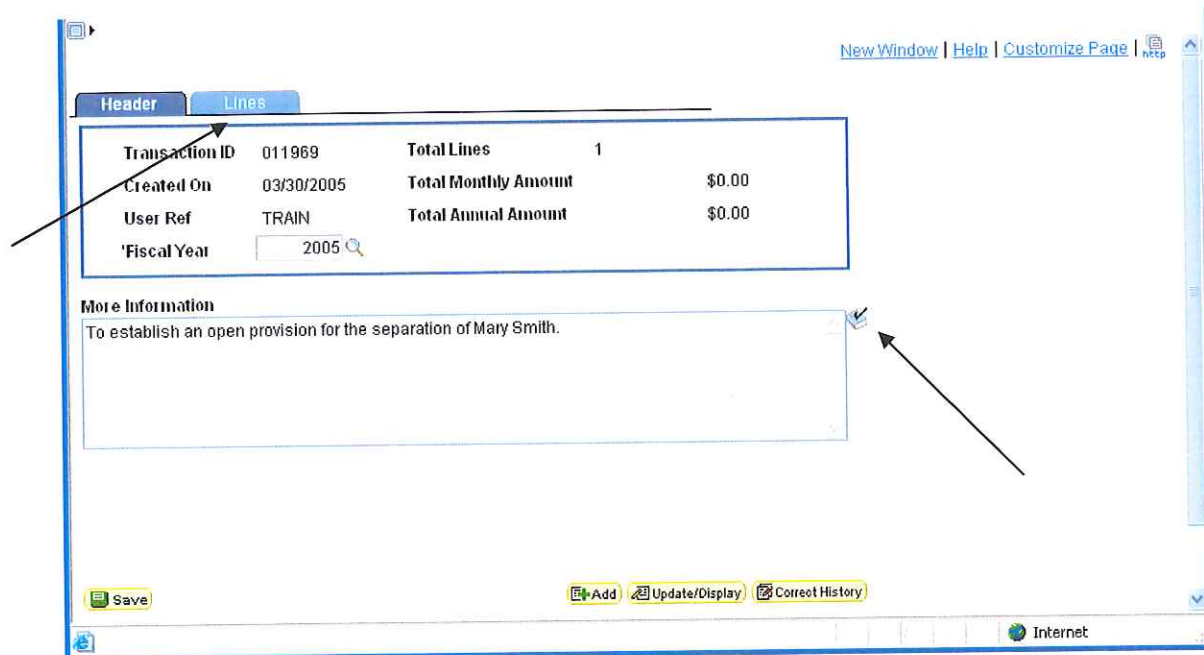


To add a new provision, click on **Add a New Value**.



The **Provision Number** will be assigned automatically when the provision is saved. The **Create Date** will also be automatically assigned. Enter a reference number which can be letters, numbers or any combination. After the reference number has been entered, click on **Add**.

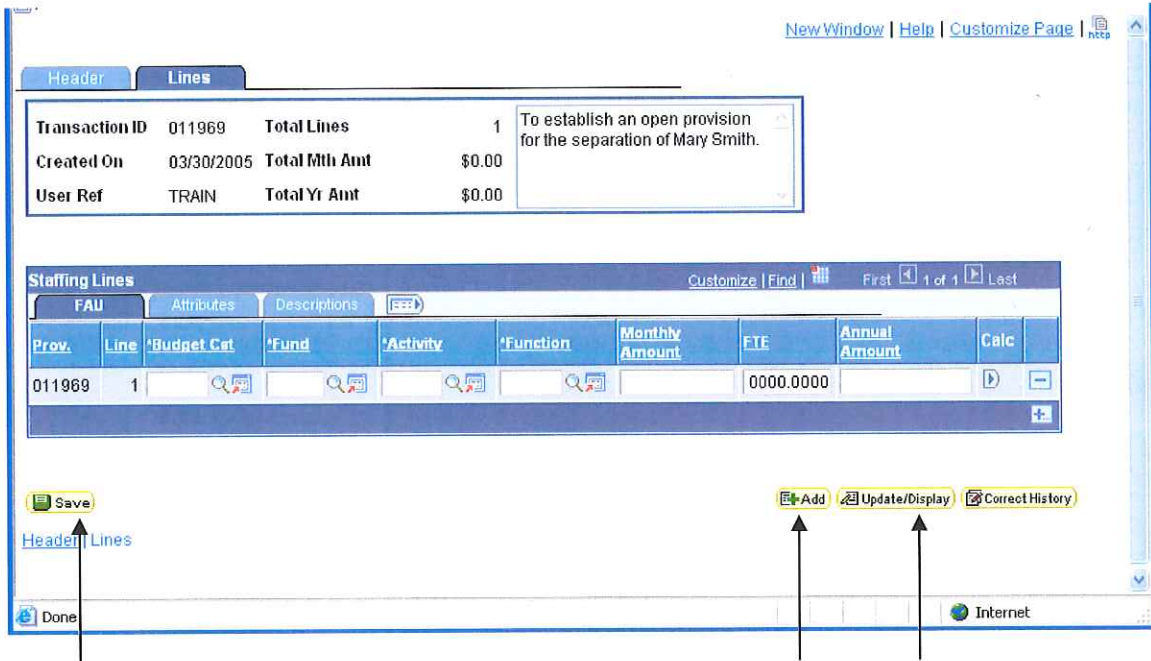
Enter information related to the provision or provisions that you are creating in the **More Information** box.



You can spell check this box by clicking on the dictionary icon.

Once the information is entered, click on **Lines**.

Only the icons that are available to you in your current panel and application will be visible.



Some of these icons for the staffing application include:

The **Add** icon which is used if you want to add another Provision
and the

Update/Display icon which will return you to the main Staffing menu that allows you to select a previously saved Provision.

Opening a new window can be done by simply clicking on **New Window** which is located in the top right of your panel.

To Save a Provision, click on the **Save** icon located in the lower left corner of the panel.

When creating a new provision, the first thing to enter is the FAU information.

Enter the appropriate budget category, fund, activity and function.

Valid values can be found by clicking on the magnifying glass to the right of each FAU element. Information about an entered value can be found by clicking on the account description icon.

The screenshot displays a software interface with a top navigation bar containing links for [New Window](#), [Help](#), and [Customize Page](#). Below this is a tabbed interface with 'Header' and 'Lines' tabs. The 'Lines' tab is active, showing a summary table with the following data:

Transaction ID	011969	Total Lines	1	To establish an open provision for the separation of Mary Smith.
Created On	03/30/2005	Total Mth Amt	\$0.00	
User Ref	TRAIN	Total Yr Amt	\$0.00	

Below the summary table is a 'Staffing Lines' section with a table. The table has columns for 'Prov.', 'Line', 'Budget Crt', 'Fund', 'Activity', 'Function', 'Monthly Amount', 'FTE', 'Annual Amount', and 'Calc'. The first row contains the following values: 011969, 1, BC25, 19900, A01000, 40, 1800, 1.00. The interface also includes a 'Save' button, 'Add', 'Update/Display', and 'Correct History' buttons, and a 'Header | Lines' breadcrumb at the bottom left.

Next, enter the monthly amount for the provision and then the FTE.

Click on the **Calculate** button to calculate the annual amount when a monthly amount and an FTE are entered.

The screenshot shows the 'Staffing Lines' interface with the 'FAU' tab selected. The 'Header' section displays the following information:

Transaction ID	011969	Total Lines	1	To establish an open provision for the separation of Mary Smith.
Created On	03/30/2005	Total Mth Amt	\$0.00	
User Ref	TRAIN	Total Yr Amt	\$0.00	

The 'Staffing Lines' table below shows one line item:

Prov.	Line	*Budget Cat	*Fund	*Activity	*Function	Monthly Amount	FTE	Annual Amount	Calc
011969	1	BC25	19900	A01000	40	1800.00	0001.0000	21600.00	[D] [-]

An arrow points to the 'Calc' button in the 'Staffing Lines' table. At the bottom, there are buttons for 'Save', 'Add', 'Update/Display', and 'Correct History'.

When the FAU information and salary data are entered, click on the **Attributes** Folder tab.

The screenshot shows the 'Staffing Lines' interface with the 'Attributes' tab selected. The 'Header' section displays the same information as the previous screenshot:

Transaction ID	011969	Total Lines	1	To establish an open provision for the separation of Mary Smith.
Created On	03/30/2005	Total Mth Amt	\$0.00	
User Ref	TRAIN	Total Yr Amt	\$0.00	

The 'Staffing Lines' table below shows one line item:

Prov.	Line	*Title Code	Description / Employee Title Unit Code	*Provision Type	Representation	Active?
011969	1					<input checked="" type="checkbox"/>

An arrow points to the 'Attributes' tab, and a circle highlights the 'Active?' checkbox. At the bottom, there are buttons for 'Save', 'Add', 'Update/Display', and 'Correct History'.

Enter the Title code and Provision Type.

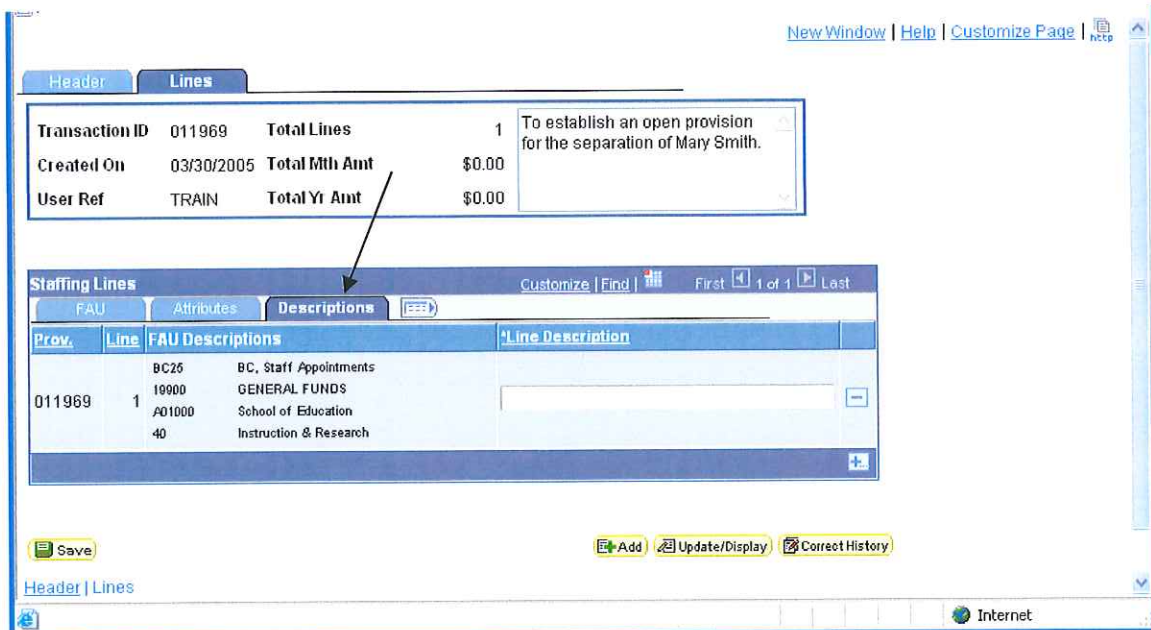
Provisions can be established as either a **Regular** Provision, **Group** Provision or **Stipend** Provision.

A check mark in the **Active?** box allows you to mark a provision as active and then when the provision is filled you can un-check the box to make it an in-active provision. If Active, the provision will appear in your staffing.

The title code description and representation codes will fill in automatically when the provision is saved.

Note: The provision can't be saved until all data elements are entered.

Next, click on the **Descriptions** folder tab.



Enter the line description for this provision.

The screenshot shows a web application interface with a 'Header' and 'Lines' tab. The 'Lines' tab is active, and the 'Line Description' field is highlighted with a red oval. The description entered is 'Provision for Smith separation'. Below the table, there are buttons for 'Save', 'Add', 'Update/Display', and 'Correct History'. The 'Save' button is highlighted with a red arrow.

Transaction ID	011969	Total Lines	1	To establish an open provision for the separation of Mary Smith.
Created On	03/30/2005	Total Mth Amt	\$1,800.00	
User Ref	TRAIN	Total Yr Amt	\$21,600.00	

Prov.	Line	FAU Descriptions	Line Description
011969	1	BC25 BC, Staff Appointments 19900 GENERAL FUNDS A01000 School of Education 40 Instruction & Research	Provision for Smith separation

Buttons: Save, Add, Update/Display, Correct History

Click **Save** to save this provision.

Once the provision is saved you can return to the attributes panel and view the title code description and the representation codes which have now been updated.

The screenshot shows the same web application interface, but now the 'Attributes' panel is active. The 'Title Code' field is highlighted with a red oval, and the 'Representation' field is also highlighted. The 'Title Code' is '4723' and the 'Representation' is 'Regular'. The 'Active?' checkbox is checked. Below the table, there are buttons for 'Save', 'Add', 'Update/Display', and 'Correct History'. The 'Save' button is highlighted with a red arrow.

Transaction ID	011969	Total Lines	1	To establish an open provision for the separation of Mary Smith.
Created On	03/30/2005	Total Mth Amt	\$1,800.00	
User Ref	TRAIN	Total Yr Amt	\$21,600.00	

Prov.	Line	Title Code	Description / Employee Title Unit Code	Provision Type	Representation	Active?
011969	1	4723	ASSISTANT II	CX Regular	Covered	<input checked="" type="checkbox"/>

Buttons: Save, Add, Update/Display, Correct History

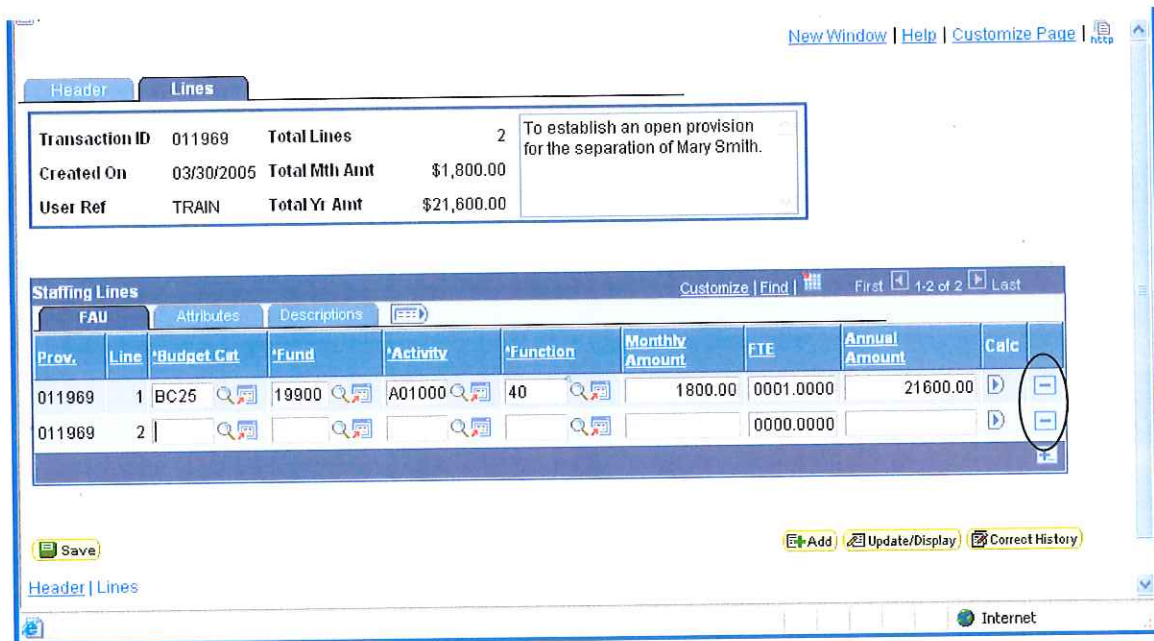
To enter another line to this provision, click on the add row icon. You will then be asked how many new rows you would like to add.



The dialog box is titled "Explorer User Prompt" and has a close button (X) in the top right corner. It contains a "Script Prompt:" label, a text input field with the number "1" entered, and two buttons: "OK" and "Cancel".

Once the appropriate number is entered click **OK**. The number of rows that you have selected have now been inserted.

To delete a row, simply click on the delete row icon to the right of the row that you wish to delete.



The screenshot shows a web application interface with a summary box and a table of staffing lines.

Summary Box:

Transaction ID	011969	Total Lines	2	To establish an open provision for the separation of Mary Smith.
Created On	03/30/2005	Total Mth Amt	\$1,800.00	
User Ref	TRAIN	Total Yr Amt	\$21,600.00	

Staffing Lines Table:

Prov.	Line	Budget Cat	Fund	Activity	Function	Monthly Amount	FTE	Annual Amount	Calc	Del
011969	1	BC25	19900	A01000	40	1800.00	0001.0000	21600.00	D	Del
011969	2						0000.0000		D	Del

At the bottom of the interface, there are buttons for "Save", "Add", "Update/Display", and "Correct History". The "Del" icons in the table are circled in red.

When you click on the delete row icon you will get a message that says the row will be deleted when you save the transaction. Click OK if this is your intention.



When you click OK, the row is immediately removed from the panel however still exists until you click on the save icon.

If you delete a row in error you can click on the Back button on your browser's toolbar to bring that row back up until the point you save.

Group Provisions

Group provisions have many uses including: setting up casual staff, teaching assistants, etc.

Group Provisions are set up in the same way as regular provisions with the Group Provision selected.

For example, a group provision has been set up for casual staff with an expected annual amount of \$150,000.

Stipend Provisions

Stipend provisions are set up in the same way as the other provisions with Stipend selected and no FTE.

UPDATING PROVISIONS

To update a previously saved provision either click on the Update/Display icon or click on Provision from the menu.

The screenshot shows the 'Menu' on the left with 'Provisions' selected. The main window displays a provision record for Transaction ID 011969, created on 03/30/2005, with a total monthly amount of \$1,800.00 and a total yearly amount of \$21,600.00. The description is 'To establish an open provision for the separation of Mary Smith.' Below the record is a 'Staffing Lines' table with one line item.

Prov.	Line	Budget Cat.	Fund	Activity	Function	Monthly Amount	FTE	Annual Amount	Calc
011969	1	BC25	19900	A01000	40	1800.00	0001.0000	21600.00	D

Buttons at the bottom include 'Save', 'Add', 'Update/Display', and 'Correct History'. An arrow points to the 'Update/Display' button.

From the Update/Display panel, enter the criteria for which you would like to search.

The screenshot shows the 'Provisions' search panel. It includes fields for 'Provision Number' (set to 'begins with 011969'), 'Create Date' (set to '='), and 'Reference Number' (set to 'begins with'). There are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. An arrow points to the 'Search' button.

You search for various ranges such as a range of provision numbers, a range of created dates or various reference numbers.

Once the criteria is entered, click **Search**.

A list of provisions that match the entered criteria is retrieved.

Select the appropriate provision from the list by clicking on any of the data elements associated with the provision that you would like to modify.

The screenshot shows a web application interface for managing provisions. On the left is a menu with categories like UCRFS, Accounting Admin, Applications, Staffing, and Provisions. The main area is titled 'Provisions' and contains search filters: Provision Number (set to 'begins with 011969'), Create Date (set to '='), and Reference Number (set to 'begins with'). Below the filters are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A 'Search Results' table is displayed with the following data:

Business Unit	Provision Number	Create Date	Reference Number
UCR	011969	03/30/2005	TRAIN
UCR	011969	08/19/2004	VICK12

Updates can also be made to the provisions. For example if a monthly amount has been changed due to a range adjustment, the monthly amount can be changed. The annual amount will not change automatically until you click on the calculate button.

Filled Open Provisions

When a provision is filled you can make the provision inactive by un-checking the active box.

Exercise 6:

Create an open provision for a _____Assistant I (4724), 1.00 FTE, monthly salary of \$1,915. Use the = sign to calculate the annual salary.

Save the provision.

Exercise 7:

Create a group provision for your students. The title code that you choose to use is 4920 – Assistant III.

You will put in 0 FTE and a value of \$92,000. (This is an estimate of what you think will be used for the year.)

Save the provision

Staffing Training




Section 4

Balancing Staffing

Balancing the Staffing List

First, What is the Staffing Equation?



PPS + Provisions = FTE & \$

General Information

If your staffing does not balance:

- Make appropriate personnel change through the Payroll Personnel System (PPS).
- Prepare a BEA to add or decrease funds and/or FTE.
- Add an open provision for a permanently funded position that is unfilled.

Step 1

Print staffing list thru UCRFS (both current and last balanced report).



Step 2

Evaluate change in each employee

Doug Jones, July 1	\$50,000
Merit adjustment	\$ 1,000
Current salary	\$51,000

Does the salary match the staffing list?

Step 3

Are all permanently budgeted positions appearing on the staffing detail report?



Step 4

Prepare BEA's as needed



Step 5

Create and/or modify open provisions as needed



Step 6

Staffing is balanced!



What Did We Learn?

Try Comprehensive Exercise



Staffing Reconciliation Procedures

1. Print the last balanced Staffing Detail Report.
2. Print the current Staffing Detail Report.
3. Gather all range/merit/parity costing rosters.
4. Compare Staffing Reports and check off, position by position, to identify the changes.
5. Changes can include:
 - a. Range/Merit/Parity increases (which should be verified against the Range/Merit/Parity Costing Reports).
 - b. Reclassification or equity given but has not been budgeted.
 - c. Separation for which no provision was created.
 - d. New position filled for which no provision previously existed and no BEA was prepared.
 - e. Person hired into a currently established provision and the provision was not inactivated.
 - f. Equity given but not budgeted.
 - g. Person not showing on roster due to end date on appointment.
 - h. Person hired above or below provision amount.
6. Once all differences are identified, mark those which require; 1) a BEA to correct, 2) a provision addition or change and/or, 3) a PPS entry.
7. Prepare all needed corrections.
8. On the next day, run the Staffing Detail Report again to verify changes and ensure your Staffing now balances.

Known Facts:

- Mary Jones received an equity increase effective January 1 and this was the only salary increase that she received.
- Sally Smith received a merit increase.
- Carry Lewis received a merit increase.
- Marty Lee filled open provision 999992
- Doug Jones received a merit increase.
- Tamara Long received a merit increase.
- Mary Montgomery retired effective March 1 (the department wants open provision established at 1st quartile).

Last Balanced Staffing Report

UCRFS STAFFING LIST DETAIL REPORT

Parameters: Organizational Structure:

PAGE: 1
RUN DATE: 06/14/05
RUN TIME: 08:40:15

Activity A01000 Sample Department, Budget Category BC25 - BC, Staff Appointments , Function 40 - Instruction & Research , Fund 19900 General Funds

Class	Type	BEA Journal #	DESCRIPTION	Journal Line Reference	FTE	Amount
			July 1 Beginning Balance		6.00	306,300
A		53 0000245669	New Asst Admin Analyst	7244	0.50	15,450
Totals, Permanent Budget					6.50	321,750

Staffing Detail:

Prov Number or Employee ID	Employee Name	Prov Type	Dist Number	Monthly Amount	Annual Amount	FTE	Gross Salary	Empl Rel Code	Empl Unit Code	Title Unit Code	Appt Rep Code	Empl Rep Code
<u>0363 - ASSOC ADM/COORD/OFC (FTL AREA)</u>												
858365555	JONES, MARY		22	7,600.00	91,200	1.00	91,200	B	99	99	U	U
TOTAL 0363 - ASSOC ADM/COORD/OFC (FTL AREA)						1.00	91,200					

4353 - STUDENT AFFAIRS OFFICER II

853555555	SMITH, SALLY		14	3,500.00	42,000	1.00	42,000	E	99	99	C	C
850333333	MONTGOMERY, MARY		21	4,500.00	54,000	1.00	54,000	E	99	99	C	C
853444444	JONES, DOUG		14	3,650.00	43,800	1.00	43,800	E	99	99	C	C
853111111	LONG, TAMARA		18	3,400.00	40,800	0.50	20,400	E	99	99	C	C
999991-2	Open - Mason separation	Regular		3,550.00	42,600	0.50	21,300	E	99	99	C	C
TOTAL 4353 - STUDENT AFFAIRS OFFICER						4.00	181,500					

7244 - Asst. Admin Analyst

854888888	LEWIS, CARRY		32	2,800.00	33,600	1.00	33,600	E	99	99	C	C
999992	Open - New Position	Regular		2,575.00	30,900	0.50	15,450	E	99	99	C	C
TOTAL 7244 - Asst Admin Analyst						1.50	49,050					

UCRFS
STAFFING LIST DETAIL REPORT

Parameters: Organizational Structure:

PAGE: 2
RUN DATE: 06/14/99
RUN TIME: 08:40:15

Totals, Staffing Detail:

Totals for A01000, BC25, 40, 19900	<u>FTE</u>	<u>Amount</u>		
Staffing:	5.50	285,000		
Provisions:	1.00	36,750		
Staffing & Provisions:	6.50	321,750		
Permanent Budget:			6.50	321,750
Variance:			0.00	0

Totals for A01000				
Staffing:	5.50	285,000		
Provisions:	1.00	36,750		
Staffing & Provisions:	6.50	321,750		
Permanent Budget:			6.50	321,750
Variance:			0.00	0

Staffing Report to Balance

UCRFS

STAFFING LIST DETAIL REPORT

Parameters: Organizational Structure:

PAGE: 1
 RUN DATE: 06/14/05
 RUN TIME: 08:40:15

Activity A01000 Sample Department, Budget Category BC25 - BC, Staff Appointments, Function 40 - Instruction & Research, Fund 19900 General Funds

Class	Type	BEA Journal #	DESCRIPTION	FTE	Amount
			July 1 Beginning Balance	6.00	306,300
A	53	0000245669	New Asst Admin Analyst	0.50	15,450
A	31	0000265555	AUTOMATED MERIT	0.00	3,600
A	31	0000265555	AUTOMATED MERIT	0.00	2,400
Totals, Permanent Budget				6.50	327,750

Staffing Detail:

Prov Number or Employee ID	Employee Name	Prov Type	Dist Number	Monthly Amount	Annual Amount	FTE	Gross Salary	Empl Rel Code	Empl Unit Code	Title Unit Code	Appt Rep Code	Empl Rep Code
<u>0363 - ASSOC ADM/COORD/OFC (FTL AREA)</u>												
858365555	JONES, MARY		22	8,000.00	96,000	1.00	96,000	B	99	99	U	U
TOTAL 0363 - ASSOC ADM/COORD/OFC (FTL AREA)						1.00	96,000					
<hr/>												
<u>4353 - STUDENT AFFAIRS OFFICER II</u>												
853555555	SMITH, SALLY		14	3,650.00	43,800	1.00	43,800	E	99	99	C	C
853444444	JONES, DOUG		14	3,800.00	45,600	1.00	45,600	E	99	99	C	C
853111111	LONG, TAMARA		18	3,500.00	42,000	0.50	21,000	E	99	99	C	C
999991-2	Open - Mason separation	Regular		3,550.00	42,600	0.50	21,300	E	99	99	C	C
TOTAL 4353 - STUDENT AFFAIRS OFFICER						3.00	131,700					
<hr/>												
<u>7244 - ASST. ADMIN ANALYST</u>												
854888888	LEWIS, CARRY		32	3,000.00	36,000	1.00	36,000	E	99	99	C	C
851222222	LEE, MARTY		21	2,675.00	32,100	0.50	16,050					
999992	Open - New Position	Regular		2,575.00	30,900	0.50	15,450	E	99	99	C	C
TOTAL 7244 - ASST ADMIN ANALYST						2.00	67,500					

Report ID: STFLIST

UCRFS
STAFFING LIST DETAIL REPORT

Parameters: Organizational Structure:

PAGE: 2
RUN DATE: 06/14/99
RUN TIME: 08:40:15

Totals, Staffing Detail:

Totals for A01000, BC25, 40, 19900	<u>FTE</u>	<u>Amount</u>		
Staffing:	5.00	258,450		
Provisions:	1.00	36,750		
Staffing & Provisions:	6.00	295,200		
Permanent Budget:			6.50	327,750
Variance:			0.50	32,550

Totals for A01000				
Staffing:	5.00	258,450		
Provisions:	1.00	36,750		
Staffing & Provisions:	6.00	295,200		
Permanent Budget:			6.50	327,750
Variance:			0.50	32,550

Sample costing report

UNIVERSITY OF CALIFORNIA - RIVERSIDE
 PAYROLL PROCESSING
 FUNDED STAFF SALARIES COST REPORT
 CURRENT FISCAL YEAR XX-XX

LOCATION 5

ACTION 04 - AUTOMATED MERIT ADJUSTMENT

ACTIVITY 01000 Sample Department

ORG01

IDENT NUMBER	EMPLOYEE NAME	EFFECT DATE	STOP DATE	DSC SVC	TITLE CODE	OLD PAY RATE	NEW PAY RATE	RATE DIFF	OLD ANN RATE	NEW ANN RATE	DIST %	AUGMENTATION	
FUND (19900)	FUNCTION (40)	ACCOUNT (500110)	(BC25)									CURRENT	PERM
853555555	SMITH, SALLY	7/1/2004	INDEF	REG	4353	3500	3650	150	42000	43800	1.00	1800	1800
854888888	LEWIS, CARRY	7/1/2004	INDEF	REG	7244	2800	3000	200	33600	36000	1.00	2400	2400
853444444	JONES, DOUG	7/1/2004	INDEF	REG	4353	3650	3800	150	43800	45600	1.00	1800	1800
SUBTOTAL												6000	6000
APPROPRIATED FROM BC77-0###-19900-80													



Salary Rates

Title Code	Payroll Title	Premium Overtime	Personnel Program Code	Bargaining Unit	Occupational Sub-Group
4353 <input type="checkbox"/>	STUDENT AFFAIRS OFFICER II	Yes	1 - PSS	99	A30 <input type="checkbox"/>

Direct link to the title classification

Direct link to the occupational sub-group classification

Effective 10/01/2007

On Call	No
----------------	-----------

Shift Differential	No
---------------------------	-----------

**STUDENT AFFAIRS OFFICER II
UNCOVERED (Grade 07)**

Range	Monthly	Hourly	Annual
Minimum	3,346.58	19.23	40,159.00
25%	4,104.92	23.59	49,259.00
Midpoint	4,863.25	27.95	58,359.00
75%	5,621.58	32.31	67,459.00
Maximum	6,379.83	36.67	76,558.00

STAFFING RECONCILIATION

Activity A01000
 Fund 19900
 Function 40
 BC BC25

Permanent Budget
 PPS + Provisions = FTE \$

	Change Required			PPS /Provision FTE	PPS/Provision Amount	Permanent Budget	
	PPS	Provision	BEA			Perm Budget FTE	Perm Budget Amount
Balances per current staffing list							
Adjustments Needed:							
Balances after adjustments				0.00	0	0.00	0

HELP!!

● If you need assistance with your staffing reconciliation contact:

- Linda Slocum for academic questions (2-6680)
- Robb Miller for staff questions (2-3244)



Staffing Training



Section 5

Reference Material

STAFFING INSTRUCTIONS

1. Purpose of Staffing

Staffing is prepared to assure that adequate funds are available in each department to pay all permanent academic and staff employees for the upcoming fiscal year. Final Staffing Lists are provided to the Office of the President as well as to the State and are used in the budget acquisition process. Every attempt should be made to present staffing as accurately as possible.

2. Due Date

The Staffing List Detail Report requires review regularly to ensure Staffing is in balance (e.g., that the staff salaries budget in the permanent budget system is equal to the cost of the annual salaries of career employees currently in the payroll system with indefinite end dates, plus open provisions).

- The campus requires that staffing be in balance at these dates: **October 31st, December 31st, March 31st, and May 31st** (in preparation for fiscal closing) and then **June 30th** (or last business day of applicable period). If a department's staffing does not balance on the first working day following these due dates, Resource Planning and Budget will prepare adjusting entries to force balance the staffing and will notify the CFAO. When Staffing re-opens, it is the CFAO/department's responsible to make the appropriate correcting entries.

3. General Procedures

1. The information on the Staffing List Detail Report is generated from employee payroll information contained within the on-line payroll system, open provision file, and the permanent budget. Therefore, changes to the Lists are accomplished through the balancing of three separate data elements:
 - a) On-line payroll system (PPS),
 - b) UCRFS provision file, and the
 - c) Permanent budget.

Please refer to the attached sample for a guide in balancing your Staffing list. It is located at the end of this document beginning on page 20.

2. Staffing is prepared for five academic budget categories (BC10, 11, 12, 13 and 14) and two staff budget categories (BC25 and 26). Available budget categories are listed on page 16. Academic budget categories and the accounts that roll up to the budget category are listed on pages 17 and 18. Staff budget categories and the accounts that roll up to each budget category are listed on page 19.

Note: BC28 should never be permanently budgeted. Its intended use is for career employees paid from non-permanent sources.

3. FTE – Due to the conversion necessary for UCOP, all FTE must be displayed as two decimal places. The PPS download has been modified to automatically truncate all FTE to two decimal places. Therefore, all indefinite distributions (12/31/9999, end dates) in PPS should have a maximum FTE of two decimal places.
4. If an activity's staffing does not balance on the due date, RPB will force balance the staffing by moving funds either to or from the activity's unallocated staff salaries budget category (BC77).
5. For Self-Supporting funds and Auxiliary Enterprises, please ensure that you have funds budgeted in BC77 (Unallocated Staff Salaries). When automated costing (range, merit, and parity) processes are run, the funding will be automatically appropriated from BC77.
6. Indefinite appointments should be used for all staff and academic employees filling permanently budgeted FTE positions. If you have someone paid from a contract and grant, gift fund, or any fund with an end date, the end date of the PPS entry should correspond with the end date of the fund.
7. When an employee in a career position needs to be moved on a temporary basis from where he/she is permanently budgeted to another fund or budget category, a permanent staffing distribution line also needs to be added in PPS as a placeholder until the person returns to that permanently budgeted position. For example: John Smith's position is permanently budgeted on A01000-19900, but he is going to be temporarily paid from a grant through 6-30-20XX. Within PPS, his appointment needs to have two distribution lines, one moving him to the contract and grant through 6-30-20XX and the second moving him back to A01000-19900 effective 7-1-20XX with an indefinite end date.
8. **PARTIAL YEAR CAREER STAFF** - To allow the automated costing process to run properly for partial year career staff, RPB requires two distribution lines in PPS -- one for staffing and one for payroll. For example: If Sally Smith is full time (1.00 FTE) for 10 months, she needs to have one distribution line that reads 1.00 FTE, 9-1-XX through 6-30-20XX and one distribution line that reads .83 (10 / 12) 7-1-20XX through 99/99/9999. This not only will ensure that staffing balances throughout the year but will also provide the correct amount of permanent funding via the automated costing process for merit and range increases. The temporary funding will still need to be adjusted.

9. Employees will appear on the staffing detail report if they have an indefinite distribution as of the day you run your staffing report. The following table outlines the DOS codes that appear in staffing and the end date requirement with the exceptions to the end date noted:

**DOS CODES AND APPOINTMENT
INFORMATION FOR USE IN UCRFS
STAFFING**

Rate Code	DOS Code	End Date
A	REG	99/99/99
A	ASP	Any
A	COA	Any
A	HS1	Any
A	HSY	99/99/99
A	STP	99/99/99
H	REG	99/99/99

4. Cost Adjustments

- a) All pay increases that are batch processed (i.e., range, merit, parity) will generate Costing Reports that will be distributed to the Dean's or Vice Chancellor's offices. A BEA will also be processed that will provide the appropriate funding and since this BEA is generated as an automatic process it will not generate PAN notices. Funding is provided centrally for range, merit, and parity increases (when there is a campus approved process and funding is available) for general funds and student services fees. Funding for all other increases (and all of SAU 5) will be charged to the employee's activity, fund, function and BC77. It is important to review these reports and notify Robb Miller (Staff) or Linda Slocum (Academic) of any errors, omissions or problems by the due date listed in the cover letter sent with Costing Reports. Requests for funds should be submitted listing all of the necessary details, similar to the information listed in the Costing Report. If shortfalls are discovered after the due date, they will need to be covered from funds budgeted within your unit.

PLEASE NOTE: In anticipation of UCOP not providing funding for open provisions, *beginning July 1, 2008, funding will no longer be provided for staff open provisions.*

- b) July 1 Academic Merit and Promotion Increases: These increases will not be reflected on Staffing Lists prior to their July due date to RPB. These merits and promotions will be processed by payroll in coordination with Academic Personnel the first week of July.

PLEASE NOTE: Effective July 1, 2012, new Academic Off-Scale salary increases associated with the Academic Merit and Promotion process will be funded under the Policy for Faculty Upgrade/Downgrade/Retention/Off-Scale Salary Funding – January 22, 2010. Schools and colleges will be responsible for funding two-thirds of the new off-scale salary increase with central funding providing one-third of the increase.

- c) **ACADEMIC OPEN PROVISIONS** – Provisions must be established at the Assistant Professor Step III (rates effective October 1, 2006) level for all separating faculty retained by the College/School. RPB will draw downgrade funds and pull back tenured Faculty FTE and salary as applicable. Provisions created for faculty temporarily on other appointments (i.e., Associate Dean) need to be set up at the faculty member's current salary and updated accordingly as pay increases occur. The line description for these provisions should include either the separating faculty member's name or the name of the faculty member for whom the provision is being held. To receive range or merit funding (as applicable) for these provisions submit the Funding Request Form (http://rpb.ucr.edu/documents/forms/Funding_Request_Form_2013.xlsx) via e-mail to Linda Slocum (Linda.Slocum@ucr.edu , x2-6680) entering the provision number in the ID # column. Provisions need to be updated manually via UCRFS to reflect the new pay rate.
- d) New faculty filling an open provision as of July 1 – If upgrade funds are needed, coordinate with your Dean's Office and inactivate open provision through UCRFS.
- e) New faculty filling new position – Coordinate with your Dean's Office for FTE and funding.
- f) **MANUAL COSTING** – Any pay increases that are not processed via the automated costing process will be funded, using the guidelines above, and after the increase has been entered in PPS. Requests for funding should be made by utilizing the Funding Request Form (http://rpb.ucr.edu/documents/forms/Funding_Request_Form_2013.xlsx) and sent to Robb Miller for Staff and Linda Slocum for Academic if funding is being provided centrally.
- g) If department funds are required to complete the reconciliation, please prepare a BEA with the necessary **permanent** entries, and note in the explanation section of the BEA that it is to affect staffing.
 - 1) Please prepare the BEA before the deadline, so that your Staffing will be in balance on the due date.
 - 2) Needed funds can be moved from another budget category (other than academic salaries) or another activity as appropriate. The payroll for

employees can also be moved to another funding source that has an available budget capable of absorbing the additional employees.

- 3) Employees can be removed from the Staffing List by eliminating indefinite end dates on the payroll distribution line.

5. Available Assistance

If assistance reconciling your staffing is needed, please go to your Financial Officer first. Additional help with staffing list reconciliation is available from Resource Planning and Budget Staff. Please call Robb Miller (ext. 2-3244) for staff questions or Linda Slocum (ext. 2-6680) for academic questions. If necessary, you may schedule an office appointment.

Open Provisions

Regular Provisions

1. Regular provisions must be created for each position that will not be filled by the balancing dates as mentioned on page 1.
2. If a provision is necessary for a step-based title code, it is recommended that the provision be created at step 1.
3. Provisions for PSS or MSP employees should be created at an appropriate level.
4. The annual salary for Regular (REG) provisions is calculated by taking the monthly rate x FTE x 12. The monthly rate must be entered with two decimal places, while the annual salary is rounded to nearest dollar.
5. If a provision is filled with someone who has an end date but they are intended to be indefinite (due to VISA requirements, etc.) they will not show up on the staffing report. Therefore, an open provision needs to be created for them at their current rate of pay.
6. Regular provisions cannot be set up with an FTE value of more than 1.00.
7. Creating provisions can only be done through the Staffing application in UCRFS.
8. The provision file is a perpetual file. Provisions will remain active and show on staffing detail reports as long as they are active regardless of the year they were entered into the system.

9. Be sure to check all open provisions and ensure they have been range adjusted to accurately reflect the current pay scale.

Group Provisions

Group provisions can be used for the following:

1. Limited Appointment or Casual Restricted Employees paid from BC25 (Staff appointments)

These are normally positions that are hourly or have end dates and a group provision must be established for them. Group these employees by title code, and establish one group provision for each title code.

For example:

If you have 20 casual employees, you need to establish a group provision with the funds that are available for their salaries. This type of group provision should have no FTE.

2. Teaching Assistants

Provisions need to be established for all teaching assistants with the annual salary and FTE. No monthly amount is needed.

Stipend Provisions

1. A stipend provision needs to be established for any employee receiving a stipend that is permanently budgeted. Stipend provisions need to be established in BC13 for academic stipends and BC26 for staff stipends. Stipend provisions need both monthly and annual amounts but no FTE.
2. When a stipend is established in PPS, the DOS code needs to be STP and the account number needs to be 305130 (academic) or 501110 (staff).

Staffing Codes

The following tables show a listing of the Title Unit Codes and the Employee Relations Codes that are used in staffing:

STAFFING CODES

<i>Unit Name</i>	<i>Title Unit Code (TUC)</i>	<i>Representation</i>
Stipend/Differential Pay	87	U
Not Represented	98	U
No Bargaining Unit	99	U
Academic Senate-UCR	A5	C
Clerical & Allied Services	CX	C
Patient Care Technical	EX	C
Non-Senate Acad Research Prof	FX	U
Patient Care Professionals	HX	C
Non-Academic	IX	C
Skilled Crafts	K5	C
Professional Librarians	LX	C
Registered Nurses	NX	C
Police Officers	PA	C
Research Support Professionals	RX	C
Service	SX	C
Systemwide Technical	TX	C

EMPLOYEE RELATIONS CODE

<i>Employee Relations Code (ERC)</i>	<i>Description</i>	<i>Representation</i>
A	Manager, Not Confidential	U
B	Manager, Confidential	U
C	Supervisor, Not Confidential	U
D	Supervisor, Confidential	U
E	All Others, Not Confidential	C
F	All Others, Confidential	U
G	Not covered by HEERA (Out of State)	C

Frequently Asked Questions

1. What is the difference between salary savings and turnover savings?

Salary savings is the temporary savings (in the current year, temporary budget) associated with a position being vacant for any amount of time. Turnover savings is the permanent component of the salary differential between the salary of the person leaving and the salary established in the open provision.

2. John Jacob, a career employee, is leaving on November 1st and I want to hire someone in October to learn his job before he leaves. How do I keep my staffing balanced?

In order to keep your staffing balanced you will need to put an end date (November 1) on John Jacob's appointment/distribution in PPS and create an open provision for the position. Once the new hire is made the open provision can be deactivated.

3. Where does the funding for reclassifications and equity increases come from for 19900 and 20000 funded positions?

Turnover savings was decentralized to the departmental level in the late 1990's therefore; the funding of reclassifications and equity increases now comes from within your organization's resources. Turnover savings is the general source of funds but other departmental funds can also be used to fund these salary changes. Check with your CFAO for specific guidance for your organization.

4. I have several staffing changes that require a BEA. Can't I just do one line and say 'Balancing Staffing' in the BEA line description?

Each change to a position's permanent budget must be done on a separate line with the title code, nature of change and person's name or provision number included in the BEA line description, and with the appropriate transaction type.

5. I forgot to balance my staffing and RPB balanced it for me. Does that mean I don't need to worry about it?

It is imperative that staffing be balanced before the deadlines. If for some reason the departmental staffing was not in balance and RPB did a "force" balancing entry for you, then you will need to reverse this entry and re-do the entry using the correct BEA line descriptions and transaction types for the situations that necessitated the budget variances.

6. My staffing was out of balance and I did a temporary BEA to correct it. When I ran my staffing this morning it is still out of balance. What happened?

Only permanent BEAs to BC10, BC11, BC12, BC13, BC14, BC25 or BC26 will have an impact on your staffing.

7. I have filled one of my open provisions. Should I just delete the provision?

It is better to un-mark the 'active' box for the provision and type in the note that the position has been filled and by whom. This leaves a good audit trail if you ever have to go back and research the history of provisions.

8. Where do I put turnover or downgrade savings?

Turnover and downgrade savings should be put in BC77 – Unallocated Staff Salaries. These funds can then be used to fund reclassifications, equities or new positions when approved.

9. Can I take funds from any budget category to cover a staff salary increase?

Standard practice is to budget for projected salary increases in BC77 (unallocated staff salaries) and also to transfer turnover savings into BC77. Then as salary increases occur and funds are needed in BC25, a BEA is done to move the funds (or budget) from BC77 to BC25.

If adequate funds are not available in BC77 (e.g., if costs are greater than what was initially budgeted) funds can be taken from other BC's as long as it does not put the BC into deficit.

10. Where can I find the salary ranges?

Current salary levels for staff can be obtained from the Human Resources Web Site address: http://tpp.ucr.edu/tpp/tpp_main.mainpage .

11. I have someone that starts on July 1, do I add them to Staffing? What if the person starts on July 2?

Since fiscal year end Staffing is effective July 1, the individual starting July 1 should appear in Staffing. If the individual starts on July 2, this individual should not appear in Staffing as of July 1. If the individual needs to be added, enter them in PPS with an end date temporarily and update to indefinite when fiscal close is complete.

12. When I make a change to my Staffing, how soon will it appear?

Provisions are effective immediately upon save, BEAs appear in staffing after posting which is generally the next day, and PPS updates are generally nightly, Monday through Friday and are available the next day.

13. I want to enter a career individual with an indefinite date but I don't have permanent funds.

If you don't have permanent funding and you would like to enter an individual as career staff with an indefinite appointment, enter them in PPS utilizing 504110 [Staff Non-Perm Funding Career]; which is under BC28 and is not a permanently budgeted budget category. (See page 20 for a complete listing of expense accounts).

TRANSACTION TYPES

<i>Transaction Type Code</i>	<i>Description</i>
10	Academic Downgrade
11	Academic Merits And Promotions
12	Academic Range Adjustments
13	Academic Upgrade
14	<Unassigned>
30	Staff Equity Adjustments
31	Staff Merit Increases
32	Staff Position Downgrade
33	Staff Promotions
34	Staff Range Adjustments
35	Staff Reclassifications
36	Staff Six-month Increases
37	Staff Turnover Savings
38	Staff Upgrade
50	Dean/VC Allocations/Adjustments
51	Cost Adjustments
52	Campus-Wide Budget Reductions
53	Miscellaneous Adjustments
54	RPB USE ONLY - Chancellorial Allocations/Adjs
70	RPB USE ONLY - Preliminary President's Allocations
71	RPB USE ONLY - Interlocation Transfer of Funds
72	RPB USE ONLY - Regents'/Presidential July 1 Action

Transaction Type Definitions and Sample Line Descriptions:

1. Most of the budgetary adjustments for a position -- for example, reclassification, turnover savings (step downgrade), equity increases, range adjustments, and merit increases) -- are tracked in the permanent budget system using identifying transaction types. For example, when a position is reclassified, this budget adjustment is coded as a transaction type 35 (staff reclassifications).
2. Transaction types and line descriptions are used on every **permanent** BEA to identify the type of budgetary adjustment is taking place. Consistent and accurate use of transaction types and meaningful BEA line descriptions are crucial for financial analysis, making informed decisions, efficient and effective review of transactions, and reconstructing what occurred.

What are the various transaction types, when should they be used, and what is a meaningful BEA line description?

The BEA line description should include the nature of the adjustment, the employee's name, and the title code. Samples by transaction code are noted below:

Transaction type 10 – Academic Downgrade

Used when an academic position is downgraded.

BEA Line Description: Downgrade - Pampa - 1144

Transaction Type: 10

Transaction type 11 – Academic Merits and Promotions

Used to adjust the budget to cover merit increases or promotions.

BEA Line Description: Merit - Pampa - 1144

Transaction Type: 11

Transaction Type 12 – Academic Range Adjustments

Used when academic range adjustments need to be made.

BEA Line Description: Range - Pampa – 1144

Transaction type: 12

Transaction Type 13 – Academic Upgrade

Used when an academic position is upgraded.

BEA Line Description: Upgrade – Pampa – 1144

Transaction type: 13

Transaction type 30 - Staff Equity Adjustments

Used when an equity increase is given. (This is not to be used for a merit increase.)

BEA Line Description: Equity - Smith - 0245

Transaction Type: 30

Transaction type 31 - Staff Merit Increases

Used to adjust the budget to cover a merit increase that is given through the campus merit process or as the result of a union agreement. These increases are generally done centrally through an automated costing process, and the department does not prepare a BEA for these.

BEA Line Description: Merit - Smith - 0245

Transaction Type: 31

Transaction Type 32 - Staff Position Downgrade

Used when a vacated position is downgraded to a lower level. Example – Susie Smith was an Administrative Assistant III, step 1 and leaves her position. It is decided that the position will be an Administrative Assistant II due to a new focus on lower level responsibilities. The difference between Susie Smith's AAlll step 1 salary and step 1 of an AAll is coded as position downgrade savings on the provision.

Transaction type: 32:

Line Description: Dwngrd Prov 012345 to 4723

Transaction Type 33 - Staff Promotions

Since promotional opportunities on our campus must go through a recruitment process so that all eligible employees have a chance to apply, this transaction type is rarely used.

Transaction Type 34 - Staff Range Adjustments

Used when a range increase is approved by the campus or as the result of a union agreement. These increases are generally done centrally through an automated costing process.

Transaction type: 34

Line Description: Range – Smith – 4722

Transaction Type 35 - Staff Reclassifications

Used when a **filled** position is reclassified (with the approval of the VCA Office and Human Resources). (If the position is vacant it would be considered a Staff Position Upgrade). The BEA is prepared to fund the incremental cost of the reclassification. Use the NEW title code in the line description on the BEA.

Transaction Type: 35
Line Description: Reclass - Smith – 4722

Transaction Type 36 - Staff Six-month Increases

Staff Six-month Increases no longer occur but the transaction is used for Parity Increases.

For FY2012-13, Transaction Type 36 used for Bi-Weekly conversion salary differential.

Transaction Type: 36
Line Description: Parity Smith – 4722 Eff 10/07

Transaction Type 37 - Staff Turnover Savings

When a person leaves, the difference between their salary and the salary on the open provision is considered turnover savings. It is recommended that open provisions be established at step 1 for step based positions and at the 1st quartile or below for PSS and MSP (grade based) positions.

Transaction Type: 37
Line Description: Turnover - Smith – 4722

See FAQ for a discussion on the difference between turnover savings and salary savings.

Transaction Type 38 - Staff Upgrade

Used when a **vacated** position is upgraded to a higher level. Example – Kim Alexander was an Assistant Administrative Analyst and leaves her position. It is now decided that the position will be an Administrative Analyst due to more responsibilities and a higher level of work duties. The new position classification has been approved by Human Resources. The difference between Kim Alexander's former salary and the minimum of an Assistant Administrative Analyst is coded as turnover savings. The difference between the minimum of the Assistant Analyst and the minimum (or up to first quartile) of the Administrative Analyst position is coded as an upgrade.

Transaction Type: 37
Line Description: Turnover – Smith – 7244
Transaction Type 38
Line Description: Upgrd Prov 012345 to 7243

Transaction Type 53 - Miscellaneous Adjustments

Used when no other transaction type is appropriate. Generally used for newly created or eliminated positions, change in % of time, changing funding source, or adjusting the budget to cover a new appointee's or promoted employee whose new salary is higher or lower than the budgeted salary on the open provision.

Sample Line Descriptions:

New position:

New – 7243 – Prov 012345

Change in % of time to a grant:

Chng % - Smith to 23456

Chng % - Smith fr 19900

Eliminate position:

Elim – 7243 Anderson

Exceptional appointment salary (above step 3 or first quartile for new employee):

Step5 hire Jones 7243

Mid pt hire Jones 7234

For all of the above transactions the overall journal description should give specific information relating to what is creating the need to adjust the budget (i.e., what is creating the variance from the approved budget plan).

BUDGET CATEGORIES

Benefits - Academic	
BC20 Benefits - Academic	BC22 Benefits - Acad Emp Vac Accr
BC21 Benefits - Acad, O/H Exc	
Salaries - Academic	
BC10 Faculty Appointments	BC13 Academic Admin
BC11 Apprentice Appointments	BC14 Academic - Other
BC12 Librarians	
Benefits - Staff	
BC30 Benefits - Staff	BC31 Benefits - Staff Vac Accrual
Salaries - Staff	
BC25 Staff Appointments	BC27 Staff Other
BC26 Staff Stipends, Allows/OT	BC28 Staff Sal Non-Perm Funding
C&G Sub-Contracts	
BC65 Sub-contracts Subj to OH	BC67 Sub-contracts Intercampus
BC66 Sub-contracts OH Excluded	BC68 Contra Sub-contract Intercampus
C&G Facilities & Admin	
BC80 C&G-Fac & Admin Cost Recov	
Capital Projects	
BC81 Site Clearance/Preparation	BC86 External A&E
BC82 Building Construction	BC87 Internal A&E
BC83 External Utilities	BC88 Surveys/Tests/Plans/Specs
BC84 Moveable Equipment	BC89 Plant Special Items
BC85 Landscaping	BC90 Plant Unallocated
Equip/Other Inventorial	
BC60 Equip/Other Inventorial	
Facilities	
BC70 Facilities	
Financial Aid	
BC35 Financial Aid	
General S&E	
BC40 Travel	BC46 Computing - Includes COGS
BC41 Supplies & Materials	BC47 Other, S&E
BC42 Services, Other	BC48 Amortization/Depreciation
BC43 Mail Services & Freight	BC49 Interest
BC44 Printing/Repro & Media	BC50 Foods and Staples
BC45 Communication	
Unallocated	
BC75 Unallocated General	BC77 Unallocated Staff Sal
BC76 Unallocated Employee Ben	
Preaward	
BC99 Pre-award Budgetary Offset	

These budget categories should *not* be permanently budgeted.

ACADEMIC

BUDGET

CATEGORY

EXPENSE GROUP

ACCOUNT NUMBER

BC10 - BC, Faculty Appointments

EG101 - EG,
Professors

300110 - Profs, Full
300120 - Profs, Associate
300130 - Profs, Assistant

EG102 - EG, Health Science

301110 - Health Sci School Comp Plan
301120 - Profs of Clinical ____
301130 - Profs of Clinical ____, Assoc
301140 - Profs of Clinical ____, Asst
301150 - Profs of ____ in Res
301160 - Profs of ____ in Res, Assoc
301170 - Profs of ____ in Res, Asst

EG103 - EG,
Instructors

302110 - Lecturers - SOE
302120 - Lecturers - Non-SOE

BC11 - BC, Apprentice Appointments

EG111 - EG, Students

303110 - Grad Stud Researchers
303120 - Teaching Assistants

BC12 - BC, Librarians

EG121 - EG, Librarians

304110 - Librarians-Career
304120 - Librarians-Non-Career

BC13 - BC, Academic Admin

EG131 - EG, Administrators

305110 - Admin Deans & Directors
305120 - Acad Admin & Coordinators
305130 - Acad Stipends

BC14 - BC, Academic - Other

EG142 - EG, Acad, Miscellaneous

307120 - CE Specialists & Agronomists
307140 - Researchers, Professional
307150 - Other Academics

STAFF

BUDGET CATEGORY	EXPENSE GROUP	ACCOUNT NUMBER
BC25 - BC, Staff Appointments	EG251 - EG, Staff Appointments	
		500110 - Staff, Career
		500120 - Staff, Casual Restr (Student)
		500130 - Staff, Limited
		500140 - Staff, Contract
BC26 - BC, Staff Stipends, Allows/OT	EG261 - EG, Staff Stipends, Allows/OT	
		501110 - Staff, Admin Stipends & Allows
		501120 - Staff, Shift Differential
		501130 - Staff, Overtime Premium
		501140 - Staff, Overtime Regular
BC28 - BC, Staff Sal Non-Perm Funding	- No Permanent Budget	
	EG281 - EG, Staff Salary Non-Perm Fndg	
		504110 - Staff Non-Perm Fnding-Career
		504120 - Staff Non-Perm Fnding-Casual R
		504130 - Staff Non-Perm Funding-Limited
		504140 - Staff Non-Perm Fnding Contract

Staffing Report to Balance

UCRFS

STAFFING LIST DETAIL REPORT

Parameters: Organizational Structure:

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Activity A01000 Sample Department, Budget Category BC25 - BC, Staff Appointments , Function 40 - Instruction & Research , Fund 19900 General Funds

Class	Type	BEA Journal #	DESCRIPTION	FTE	Amount
			July 1 Beginning Balance	6.00	300,300
A	53	0000245669	New Asst Admin Analyst	0.50	15,450
A	31	0000265555	AUTOMATED MERIT	0.00	3,600
A	31	0000265555	AUTOMATED MERIT	0.00	2,400

Totals, Permanent Budget 6.50 321,750

Staffing Detail:

Prov Number or Employee ID	Employee Name	Prov Type	Dist Number	Monthly Amount	Annual Amount	FTE	Gross Salary	Empl Rel Code	Empl Unit Code	Title Unit Code	Appt Rep Code	Empl Rep Code
<u>0363 - ASSOC ADM/COORD/OFC (FTL AREA)</u>												
858365555	JONES, MARY		22	8,000.00	96,000	1.00	96,000	B	99	99	U	U
TOTAL 0363 - ASSOC ADM/COORD/OFC (FTL AREA)						1.00	96,000					

4353 - STUDENT AFFAIRS OFFICER II

853555555	SMITH, SALLY		14	3,650.00	43,800	1.00	43,800	E	99	99	C	C
853444444	JONES, DOUG		14	3,800.00	45,600	1.00	45,600	E	99	99	C	C
853111111	LONG, TAMARA		18	3,500.00	42,000	0.50	21,000	E	99	99	C	C
999991-2	Open - Mason separation	Regular		3,550.00	42,600	0.50	21,300	E	99	99	C	C
TOTAL 4353 - STUDENT AFFAIRS OFFICER						3.00	131,700					

7244 - ASST. ADMIN ANALYST

854888888	LEWIS, CARRY		32	3,000.00	36,000	1.00	36,000	E	99	99	C	C
851222222	LEE, MARTY		21	2,675.00	32,100	0.50	16,050					
999992	Open - New Position	Regular		2,575.00	30,900	0.50	15,450	E	99	99	C	C
TOTAL 7244 - ASST ADMIN ANALYST						2.00	67,500					

UCRFS

S T A F F I N G L I S T D E T A I L R E P O R T

Parameters: Organizational Structure:

Totals, Staffing Detail:

Totals for A01000, BC25, 40, 19900	<u>FTE</u>	<u>Amount</u>		
Staffing:	5.00	258,450		
Provisions:	1.00	36,750		
Staffing & Provisions:	6.00	295,200		
Permanent Budget:			6.50	321,750
Variance:			0.50	26,550

Totals for A01000				
Staffing:	5.00	258,450		
Provisions:	1.00	36,750		
Staffing & Provisions:	6.00	295,200		
Permanent Budget:			6.50	321,750
Variance:			0.50	26,550

Explanation of Information Presented on Staffing Lists

Section (A):

This section displays information pertaining to the amount of budgeted FTE and dollars within the budget category, activity, fund and function.

The Permanent budget data shows your July 1 beginning permanent budget and all BEA transactions that have occurred throughout the year.

The Transaction Class column identifies whether an entry was an adjustment (A) to the current year budget or an increment (I) to the base budget to construct the new year's budget.

The transaction type refers to the type of transaction. (See listing of transaction types)

Section (B):

This section is generated from employee payroll information contained within the on-line payroll system (PPS) and from the open provision file that resides in the UCRFS. Salary and FTE detail information for each employee and provision that is assigned to the activity is shown. The Gross Salary is calculated by multiplying the annual rate times the FTE.

Section (C):

This section compares total FTE and Gross Salaries to the amount budgeted for each fund within the budget category, fund, and activity. Any out-of-balance must be reconciled. It is this reconciliation that is at vital to balancing and understanding of the staffing function.

Section (D):

This section is an out-of-balance that reflects all fund sources within the activity.