

# UCR

## Staffing Update

Financial Planning & Analysis  
FY2017-2018

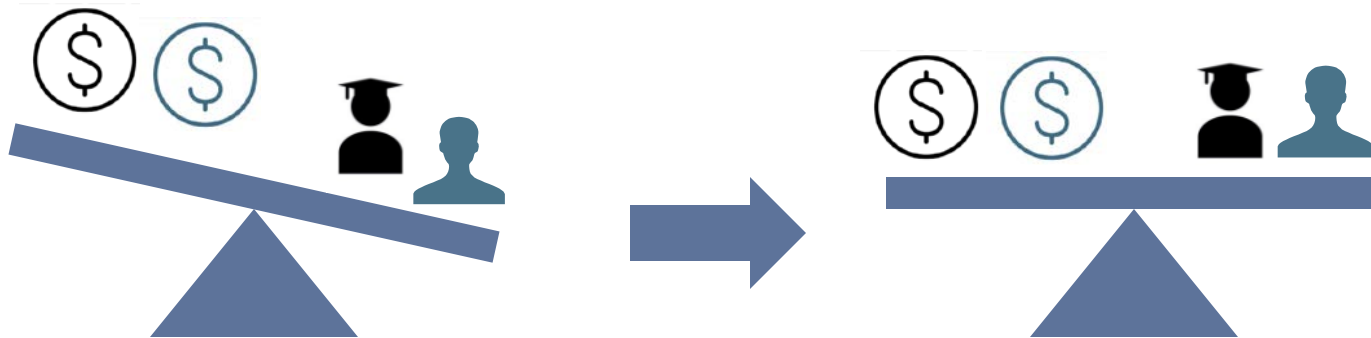
UNIVERSITY OF CALIFORNIA, RIVERSIDE

# Agenda

- Purpose of Staffing
- Staffing Process Explanation
  - New: Budgeted Positions
  - Explanation of Staffing Reports
  - Open Provisions
  - Reconciliation Process
- Future UCPath Enhancements

# Learning Objectives

1. Understand the Staffing list
2. Use UCRFS to run Staffing reports
3. Use UCRFS to create and modify open Provisions
4. Use UCRFS to edit the “Budgeted Positions Application”
5. Balance your Staffing list



# Purpose of Staffing

- Ensures adequate funds are available in each department to pay all permanent academic and staff employees for the upcoming fiscal year
- Provides mandatory reporting to the Office of the President as well as to the State; used in the budget acquisition process.

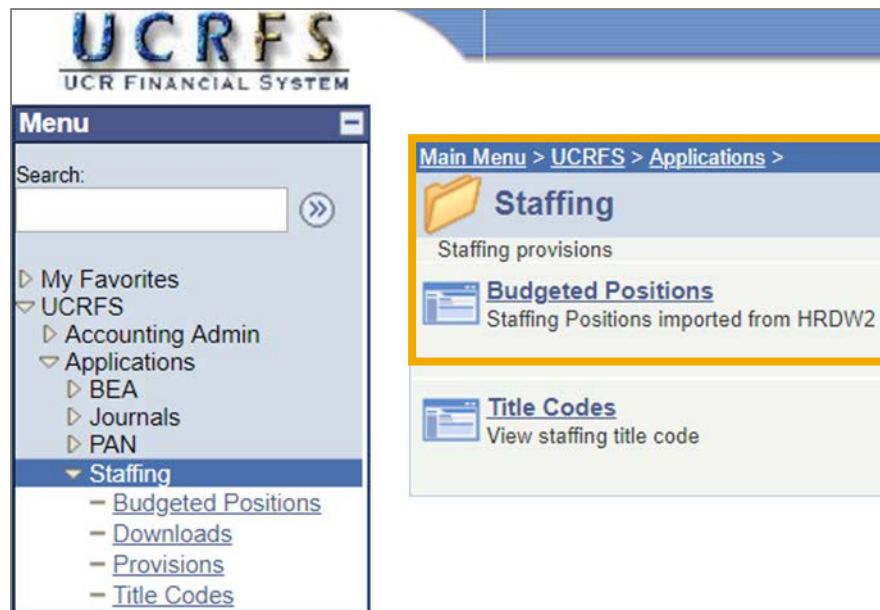


# Staffing Formula Explanation

$$\begin{array}{l} \text{Budgeted FTE* \& } \\ \text{Funding from} \\ \text{Budgeted} \\ \text{Applications} \end{array} + \text{Provisions} = \text{Permanent Budget}$$

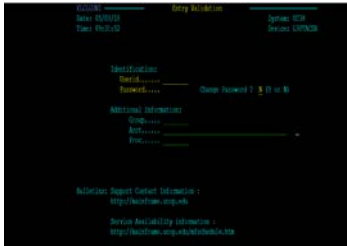
*\*Budgeted FTE within the UCRFS application is a calculation and based on data pulled from HRDW.*

# What is *Budgeted Positions* in UCRFS?



- The Budgeted Positions Applications shows academic and staff employees that can potentially be considered to have a permanently budgeted position.
- Budgeted Positions ties permanently budgeted FTE to a corresponding FAU of the employee, which then feeds into the Staffing reports.

# PPS & UCPath Budget Mapping Differences



- DOS Codes ASP & COA with any end date are permanently budgeted
- 99/99/99 end dates showed up in Staffing
- HS1 with any end date & HSY with 99/99/99

- DOS Codes are eliminated
- 99/99/99 end dates are eliminated
- New “EARN” codes do not have applicable end dates
- EARN codes in Staffing: REG or blank
- Biomed: HSR, HSN, HSP

# How does the Application function?

## Triggers for the Budgeted Positions Application in Staffing

BC 10	Faculty Appointments
BC 12	Librarians
BC 13	Academic Administrators
BC 14	Acad Other: Only Expense Group 142
BC 25	Staff Appointments

- BC 26 and BC11 require Provisions
- DOS Codes, 99/99/99 end dates and other end dates are eliminated
- Instead, units will need to change “P” pending to Yes or No

Applications

- BEA
- Journals
- PAN
- Staffing
  - Budgeted Positions
  - Downloads
  - Provisions
  - Title Codes
- Reports and Inquiry
- UCRFS Admin
  - Process Monitor
  - Report Manager
  - Query Viewer
  - Golden Trees
- Vendors
- Purchasing
- Accounts Payable
- General Ledger

UCRFS Test Environment snapshot; EID & names hidden

	Budgeted Position	emplID	Position Number	Position Description	Title Code	Name
1	Y		40104754	FINANCIAL ANL 3	0077	
2	Y		40104811	FINANCIAL ANL MGR 1	0002	
3	Y		40097584	FINANCIAL ANL 4	0077	
4	Y		40103546	FINANCIAL ANL 3	0077	
5	Y		40101093	FINANCIAL ANL MGR 3	0002	
6	N		40102753	FINANCIAL ANL 3	0077	
7	P		40098247	EXEC AST 3	0073	
8	Y		40103307	FINANCIAL ANL 4	0077	
9	Y		40102192	FINANCIAL ANL 4	0077	

Yes: Permanently budgeted positions

No: Positions that are not permanently budgeted



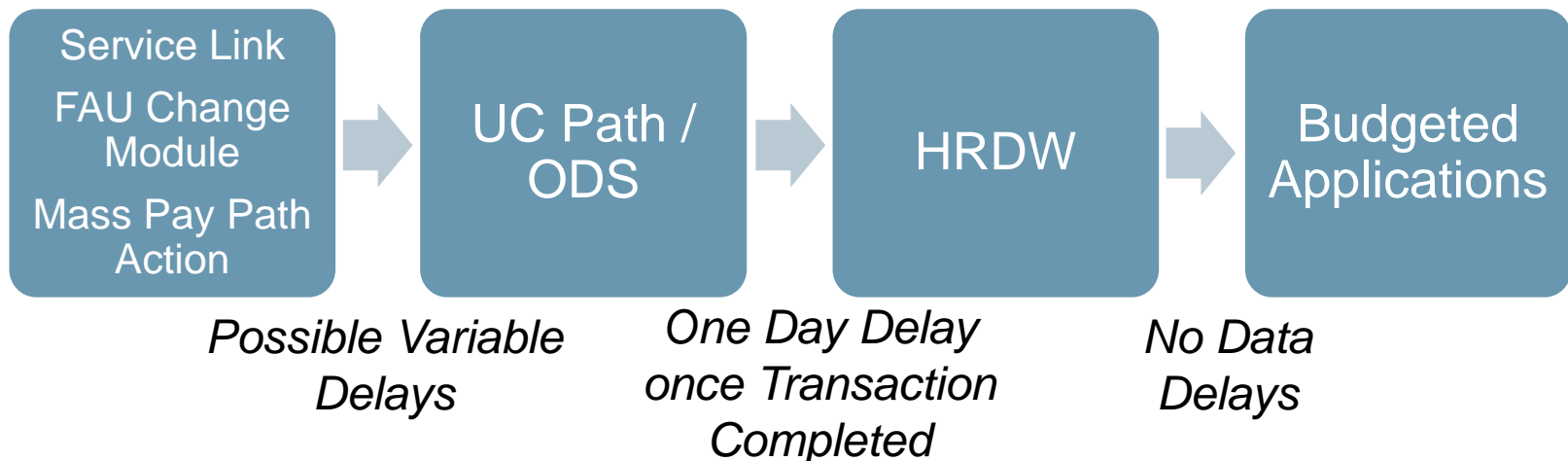
# How does the Application function?

## Changes to Ongoing Staffing Maintenance

YES	NO	PENDING
<ul style="list-style-type: none"> <li>▪ Permanently Budgeted</li> <li>▪ Coaches</li> <li>▪ Assistant Professors</li> <li>▪ HSR, HSN, HSP</li> </ul>	<ul style="list-style-type: none"> <li>▪ BC26</li> <li>▪ Restricted, Limited, Contract employees</li> <li>▪ Students</li> </ul>	<ul style="list-style-type: none"> <li>▪ Exception basis only if units have questions or concerns</li> <li>▪ Future employees</li> <li>▪ Onboarded employees that have yet to earn a paycheck and shouldn't show up in Staffing</li> </ul>

# How does the Application function?

1. The nightly update process will preserve the Budgeted Position as long as there are no changes. Triggers affect only FAU lines, not the entire EID
2. Changes to any of the following fields resets the FAU of the Budgeted Position back to Pending: Employee ID, FTE, FAU, or Job Code, Position Code, DOS/Earn Code
3. Pending requires further action – you will need to select Y for Permanently Budgeted positions and No for positions that aren't Permanently Budgeted.



# Application now allows for manual overrides

Units can override FTE for positions that have a portion of salary paid on temporary funds, but are actually permanently budgeted.



Simplified View of Old World

Staffing	Employee's PPS Data	
FAU Splits	FTE	Dist%
Perm FAU1	.15	.15
Perm FAU2	.85	.75
Temp FAU3		.10
	<b>1.00</b>	

*In the past, a future dated staffing distribution line with a 99/99/99 end date would trigger Staffing*




Enhancements in New World

Employee's HRDW Data			UCRFS Original	UCRFS Modified
Position	FTE	Dist%	BP FTE	BP FTE
1	.15	100	.15	.15
2	.85	63.333	.75	<b>.85</b>
	.85	36.667	.10	Select "N"
				<b>1.00</b>

*Since we don't have the ability to pick up a staffing distribution line, we must modify a current FAU.*

# Override option automatically recalculates salary

However, the salary amount can also be manually adjusted if needed

 Employee's HRDW Data				UCRFS BP Application Original		UCRFS BP Application Modified	
<i>FAU Splits</i>	<i>Position</i>	<i>FTE</i>	<i>Dist%</i>	BP FTE	BP Salary	Manual Input	Automatically Calculates
				BP FTE	BP Salary	BP FTE	BP Salary
Perm FAU1	1	.15	100	.15	\$15,000	.15	\$15,000
Perm FAU2	2	.75	88.235	.75	\$75,000	<b>.85</b>	<b>\$85,000</b>
<b>Temp</b> FAU3		.75	11.765	.10	\$10,000	"N" Not on Staffing	-
Permanently Budgeted Staffing FTE						1.00	\$100,000

# Sample Application Background Calculations

Informational Only

Information currently available in HRDW of an Academic Employee with an Annual Salary of \$100,000

Position	Position & Job FTE	Pay Status	Job Pay Rate	Account	FAUHR Status	Distribution	Dist %	
1	0.15	A	1250	300110	FAU1	A	100	1
2	0.85	A	7083.3333	300110	FAU2	A	88.235	0.88235
2	0.85	A	7083.3333	300110	FAU3	A	11.765	0.11765

UCRFS Budgeted Applications Test Environment – Current Calculations

Budgeted Position FTE	= ROUND(DIST %*JOB FTE,2)	Budgeted Salary	=ROUND(JOB PAY RATE*12*DIST %,0)
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**Faculty would require a manual override if FAU3 is temporarily paid on C&G fund.**

Information currently available in HRDW of an Hourly Employee: \$20/HR, \$41,760 Annually

Position	Position & Job FTE	Pay Status	Job Pay Rate	Account	FAU	HR Status	Distribution	Dist %
1	1.00	A	20.00	500110	FAU1	A	.4	40%
1	1.00	A	20.00	500110	FAU2	A	.25	25%
1	1.00	A	20.00	500110	FAU3	A	.25	25%
1	1.00	A	20.00	500110	FAU4	A	.1	10%

UCRFS Budgeted Applications Test Environment – Current Calculations

Budgeted Position FTE	= ROUND(DIST %*JOB FTE,2)	Budgeted Salary	=ROUND(JOB PAY RATE*2088*DIST %,0)
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**No Manual Override required since only 1 position is split over 4 different permanently budgeted FAU's**

**From our current understanding, the calculations above should not be affected as HRDW adds new features and/or updates naming conventions.**

# Budgeted Positions Search Capabilities

Main Menu > UCRFS > Applications >

**Staffing**

Staffing provisions

**Budgeted Positions**  
Budgeted Positions group by Org, Div, Dept, Activity, and Employee

- By Activity
- By Department
- By Division
- 2 More...



**Position By Emp**

Enter any information you have and click Search. Leave fields blank

**Find an Existing Value**

EmpID: begins with ▼

Name: begins with ▼

Search Clear Basic Search Save Search Criteria

*Position by Employee will now display all related FAU lines*

Staffing

Budgeted Positions

- By Activity
- By Department
- By Division
- By Org**
- By EID



**Positions By Org**

Enter any information you have and click Search. Leave fields blank

**Find an Existing Value**

Organization: begins with ▼

Search Clear Basic Search Save Search Criteria

*Searching by an Org or Activity will now display all related FAU lines within that search category*

The following screenshots are from UCRFS testing environment and may look slightly different in production

# FTE Override calculates Mod Annual Amount

Orig Budgeted FTE	Annual Amount	Mod Budgeted FTE	Mod Annual Amount
1.000000	126029.00	1.000000	126029.00



At this point, modifying an FTE is necessary when an employee with a split Position has a split FAU that contains both temporary and permanent funding.

However, if changing that FTE causes the calculated salary to have a rounding issue, the salary amount can also be manually adjusted

# Review of Staffing Process Post UCPath



# General Information on Staffing

- Final entries must post by the deadline.
- Automatic entries that will take effect during the nightly UCPATH burst to HRDW will need to be made the day before.
- Allow for additional processing time for Service Link and the UCPATH pay center if necessary.

## Due Dates

Oct 31<sup>st</sup>

Dec 31<sup>st</sup>

Mar 31<sup>st</sup>

May 31<sup>st</sup>

**June 30<sup>th</sup>**

# Staffing still utilizes 3 different files

- Payroll Personnel from UCRFS Budgeted Positions Application, derived from HRDW
- Staffing Provisions
- Permanent Budget

Budgeted FTE & Funding from Budgeted Applications

 Provisions  Permanent Budget

$$\text{Budgeted FTE \& Funding from Budgeted Applications} + \text{Provisions} = \text{Permanent Budget}$$

# Temporary Staffing and Payroll Changes

Temporary reductions in time or other temporary payroll changes should not impact Permanently Budgeted Positions

- **At this time**, HRDW accounts for current FAU lines and Budgeted Positions is triggered by what appears within HRDW
- Temporary FAU lines should not appear within Staffing via the Budgeted Positions Application
- In the event a permanently budgeted employee is paid entirely on a temp fund for a limited amount of time, a Provision will need to be created.





# Partial Year Appointments

Partial year appointments should not impact the data in the Budgeted Position Application since the application is pulling the annualized salary amount.

# Funding Post Budget Model Redesign

## Adjustments Going Forward....

*Note that incremental adjustments are dependent on **available funding** from the State or Student Fee increases*

-  Faculty Merits & Promotions
-  Employee Benefits & Retirement
-  Staff Merits, Range Adjustments
-  Staff Equity Adjustments via Call

Funding for range and merit increases for permanently budgeted staff positions paid on core funds are currently funded centrally.

Everything else is an organizational responsibility.

*Central Funding is typically 19900.*

# Staffing Reports

There are currently two reports:

Staffing Detail Report

Staffing Summary Report

Both reports should be instantly updated once a change in the Budgeted Position application is made and saved.

# Open Provisions

There are three types of provisions that can be established:

- Regular Provisions
  - Group Provisions
  - Stipends
- 
- Note: Provisions is not yet integrated with Position Data Management and will still need to be maintained separately just as before UCPath implementation.

## 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

## 2. Teaching Assistants

- Provisions need to be established with the annual salary and FTE

# Stipend Provisions

3. Stipend provisions need to be established for any stipend that is permanently budgeted.
  - Only REG, HSR, HSN, HSP earn codes will show up via the “Budgeted Positions Application.”

# Academic Open Provisions

## New faculty filling an open provision

Delete open provision thru UCRFS

# When to Use an Open Provisions

When someone vacates a permanently budgeted position:

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

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

For example:

Cindy Miller left her 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.

# General Information

If your staffing does not balance:

- Make appropriate personnel change through Service Link.
- Prepare a BEA to add or decrease funds and/or FTE.
- Add an open provision for a permanently funded position that is unfilled.

## Staffing - Steps

1. Review and edit the “Budgeted Positions” Application within UCRFS
2. Print Staffing List Detail Report through UCRFS
3. Evaluate changes in each employee
4. Request missing funding from central for centrally funded employees (cluster hires, newly appointed administrators, etc)
5. Review if all Permanently Budgeted Positions appear on the staffing detail report
6. Prepare BEA’s as needed
7. Create or modify open provisions as needed