

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, Financial Planning & Analysis (FPA) 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, FPA 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 FPA. 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. FPA 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 FPA 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 FPA 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

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 1990 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					
<hr/>												
<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					
<hr/>												
<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:

Totals for A01000, BC25, 40, 19900	<u>FTE</u>	<u>Amount</u>		
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

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.