

To All KBM Users –

5/16/24

Please see the attached deadlines and key dates related to fiscal close for FY24 Base Budget Fiscal Year close.

Several reminders as you are reviewing your Staffing List to balance:

- Please acknowledge any PPMEs in your action list. PPMEs are generally because a position on the BDP doesn't fit the criteria to be permanently budgeted. To resolve, users should acknowledge the PPME, and either remove the "stf" check mark or correct the earn code.
- All vacant positions in Path automatically downgrade to the minimum of the title/job code. If depts want to permanently budget a higher amount than the minimum, the Adjustment Amount in BDP needs to be used to reflect the difference. The effective date needs to reflect the date the position became vacant. A pop-up message with the minimum salary will show after you change the effective date, this is normal. Accept the message before adding the Adjustment Amount.
- Ensure that all base budgeted employees have enough funds to cover both their salaries and benefits. If a unit does not have base funds available, then reduce the base FTEs by either changing funding or moving to SWG2.
- Resolve any negative base budgets by consolidation code. This may require reduction or elimination of FTE.
- The next UCPATH to KBM update will be on Wed May 29th – so any updates to permanently budgeted employees will have to go to final in UCPATH before 4pm on Fri May 24th in order to be captured and reflected on KBM Staffing on Wednesday.

If there are any updates/changes to these dates, we will communicate via this mailing list.

The Final UCPATH Snapshot will be Tues, June 18 and the last date to update KFS Base Budgets is Friday, 7/5. All faculty merits/promotions and policy-covered staff range increases with a 7/1/24 effective date should not be updated in UC Path until after the final close date (2nd week in July). Academic Personnel plans to upload approved merits and promotions to UCPATH in July and HR will coordinate a mass update to staff ranges as approved as well (contingent on state funding).

UCI Budget Office