

A stone wall sign for the University of California, Irvine. The sign is made of light-colored rectangular stones and features the university's name in large, dark, serif letters. To the left of the name is a circular seal of the University of California. The sign is set against a background of lush green trees and tall grasses in the foreground.

University of California, Irvine

FY25 Budget Office Open Forum 9/10/2024

Staffing Update

UCI Division of Finance and Administration | With U • For U

Staffing SWG1 Update

- Units have the option to either:
 1. Continue to utilize the BDP in Path and KBM Staffing to permanently budget at the SWG1 position level
 2. Permanently budget at the org, fund, and consolidation level
- Units should still make updates to their Base budget. It should be a meaningful reflection of anticipated spend but the process of balancing staffing to each position is not required
- There is a KBM Base Budget & Staffing guideline on the Budget office website for units that still want to make updates to BDP from page 6-10: <https://www.budgetoffice.uci.edu/base-budgeting/index.php>
- Expectations: Overall, a unit's SWG1 should have enough permanent budget to cover obligations and can be slightly under budgeted for a 5%-10% vacancy factor depending on the size of the unit

SWG1 Example Budget

Fund Category 0	Control Account	Consolidation	YTD Budget	YTD Actuals	Variance w/o Encumbrance	%variance
CORE CAMPUS SUPPORT	UC05397	SWG1	\$838,063.00	\$767,388.82	<u>\$70,674.18</u>	109%
		BENF	\$381,803.00	\$422,868.72	<u>(\$41,065.72)</u>	90%
	TOTAL 05397		\$1,219,866	\$1,190,258		102%
	UC19900	SWG1	\$1,391,903.00	\$1,116,502.88	<u>\$275,400.12</u>	125%
		BENF	\$668,306.00	\$552,848.14	<u>\$115,457.86</u>	121%
	TOTAL 19900		\$2,060,236	\$1,669,351		123%
	UC69980	SWG1	\$1,169,883.00	\$1,177,201.25	<u>(\$7,318.25)</u>	99%
		BENF	\$544,102.00	\$827,086.80	<u>(\$282,984.80)</u>	66%
	TOTAL 69980		\$1,713,985	\$2,004,288		86%

Recommendations:

1. UC69980 - Move some career staff from UC69980-SWG1 to UC19900 to fully utilize the funding available in UC19900
2. UC05397 - move budget from SWG1 to BENF
3. Unit should be managing within their funds and reflect a perm budget based on their expected expenses

Staffing SWG1 – Q&A

Q1: Are BDP updates required?

A1: No – BDP updates will not be required. We will not be using the BDP data to inform core funds base budget. We will be using the Base Budget Fund Summary to provide us with this information. However, if units opt for and continue to manage their SWG1 at the position level, then it would be necessary for these units to update BDP to provide meaningful data. We will still be running our bi-monthly Snapshots that pull Path data to KBM Staffing

Q2: What should the SWG1 base budget represent?

A2: Career Staff with non ending dates. It should be representative of career staff obligations targeted at roughly ~95% at the org fund consolidation level. Any variances greater than 95% will come from the unit's default acct for that fund

Q3: Are units required to balance SWG1 Staffing?

A3: No – at a minimum, a unit's SWG1 perm budget should have enough funds to cover their obligations. We will be viewing the SWG1 perm budget at the consolidation level and not at the granular position level detail. Central will be providing the 2% perm budgets to institutional support units and academic will receive their funding based on the budget model. They will be provided in each unit's default acct- so units can opt to operate from this coordinating point and provide salary & benefit perm funding to their depts as needed in order to perm budget where the recurring expenses will hit. Reminder that no expenses should be posted on a unit's default account

Q4: When new hires come on board, how do I determine if they should be on SWG1 or SWG2?

A4: All career staff employees should be on SWG1. SWG2 is for all others such as contract, students, etc. As units view their perm budgets and it is outside the targeted budget range, units should mitigate these variances by moving employees off these funds and placing them in other fund sources or unit income other

Q5: Does this apply to any funds with budgeted SWG1? And what should I do with my current SWG1 base budget?

A5: Yes this applies to any funds with budgeted SWG1. Units may leave their permanent funds at the position level in SWG1 but as you are updating your base budget, you may leave out the position detail in the BAT doc and budget at the consolidation level instead

SWG1 Example BAT

SWG1 salary increases on OS89552:

Org	Org Name	Account Number	Account Name	Obj Cons	Obj Code	Position Number	Position Status	Title Code	Title Name	Beginning Balance	Adjusted Base Budget Amount	PPM Gross Salary	Base Budget/PPM Variance	Base Budget FTE	PPM FTE	Base Budget/PPM FTE Variance
6002	FM/CUSTODIAL SERVICES	OS89552	642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40309260	FILLED	005117	CUSTODIAN	44,892	44,892	45,769	(877)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40309264	FILLED	005187	CUSTODIAL SUPV 1	65,016	65,016	67,752	(2,736)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40310159	FILLED	005117	CUSTODIAN	49,527	49,527	50,550	(1,023)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40310420	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40312556	FILLED	005117	CUSTODIAN	44,892	44,892	48,024	(3,132)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40314131	FILLED	005187	CUSTODIAL SUPV 1	54,672	54,672	56,976	(2,304)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40314887	FILLED	005117	CUSTODIAN	44,892	44,892	45,769	(877)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40316758	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40317062	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40317320	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40317446	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40318153	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40318296	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40318308	FILLED	005117	CUSTODIAN	49,527	49,527	50,550	(1,023)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40318460	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40318493	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40318515	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40318539	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40319053	FILLED	005117	CUSTODIAN	47,690	47,690	48,588	(898)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40319154	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40319212	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40319469	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40319708	FILLED	005117	CUSTODIAN	44,892	44,892	45,769	(877)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40320247	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40320273	FILLED	005117	CUSTODIAN	40,653	40,653	41,468	(815)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40320610	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40320879	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40320905	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40321140	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
			642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40321164	FILLED	005117	CUSTODIAN	48,588	48,588	49,527	(939)	1.00	1.00	0.00
642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40325855	FILLED	005117	CUSTODIAN	40,653	40,653	41,468	(815)	1.00	1.00	0.00			
642120-66990 FM/CUSTODIAL-IH/PLANT SRV	SWG1	0001	40309716	OPEN	005117	CUSTODIAN	41,468	41,468	40,653	815	1.00	1.00	0.00			
OS89552 - Total										1,540,534	1,540,534	1,573,876	(33,342)	32.00	32.00	0.00
6002 - Total										1,540,534	1,540,534	1,573,876	(33,342)	32.00	32.00	0.00

SWG1 – Example BAT

FROM/DECREASE

COPY ALL DELETE ALL

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	CURRENT AMT	BASE AMT
IR							0.00	0
LINE DESCRIPTION		POSITION	POSITION FTE	TRANSACTION CLASS	TRANSACTION TYPE			
				Adjustment	B - Other			
1	UC IRVINE	OS89552 642120-66990 FM/CUSTODIAL-IH/PLANT ... MOPP-PLANT SERVICE	0008 UNALLOCATED FUNDS BUDGET				0.00	33,342
LINE DESCRIPTION		POSITION	POSITION FTE	TRANSACTION CLASS	TRANSACTION TYPE			
25: FM Custodial - Salary Increases				Adjustment	7 - Range (Staff)			
2	UC IRVINE	OS89552 642120-66990 FM/CUSTODIAL-IH/PLANT ... MOPP-PLANT SERVICE	0008 UNALLOCATED FUNDS BUDGET				0.00	17,204
LINE DESCRIPTION		POSITION	POSITION FTE	TRANSACTION CLASS	TRANSACTION TYPE			
25: FM Custodial - Associated CBR				Adjustment	B - Other			

TO/INCREASE

DELETE ALL

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	CURRENT AMT	BASE AMT
IR							0.00	0
LINE DESCRIPTION		POSITION	POSITION FTE	TRANSACTION CLASS	TRANSACTION TYPE			
				Adjustment	B - Other			
1	UC IRVINE	OS89552 642120-66990 FM/CUSTODIAL-IH/PLANT ... MOPP-PLANT SERVICE	0001 SALARIES STAFF BUDGET				0.00	33,342
LINE DESCRIPTION		POSITION	POSITION FTE	TRANSACTION CLASS	TRANSACTION TYPE			
25: FM Custodial - Salary Increases				Adjustment	7 - Range (Staff)			
2	UC IRVINE	OS89552 642120-66990 FM/CUSTODIAL-IH/PLANT ... MOPP-PLANT SERVICE	0006 EMPLOYEE BENEFITS BUDGET				0.00	17,204
LINE DESCRIPTION		POSITION	POSITION FTE	TRANSACTION CLASS	TRANSACTION TYPE			
25: FM Custodial - Associated CBR				Adjustment	B - Other			

Useful Reports

- [Base Budget Fund Summary](#) – this will inform and convey a unit's overall sources and anticipated spend by Fund, KFS account and at the consolidation level
- [Job Distribution Report](#) – to view an employee's funding information, which includes: KFS acct#, sub, & distribution percent, as well as an employee's job (ie salary, union, and FLSA status)
- [Operating Budget Summary](#) – provides initial base budgets and any current budget adjustments at the KFS acct level and its actuals to date with ending balances
- [UCPath FTE Dashboard](#) – quarterly snapshots of a units total FTE and salary by Employee Group
- [Organizational Ledger Summary](#) – YTD budget and YTD actuals at the org level that can be filtered by fund and consolidation

Staffing SWG0 Impact

- No changes for SWG0 other than the following:
- SWG0 and SWG2 consolidations related to faculty and academic appointments need to be more meaningful and consistent.
- For academic appointees..
 - How do you use SWG0 currently?
 - How do you use SWG2 currently?

Staffing SWG0 -Payroll

- Budget Office proposes (as of Oct payroll) that units apply the following logic:
- SWG0 is for all instruction-related appointments. This should include all ladder faculty, prof of clinical __, clinical instructors, lecturers, adjuncts and visiting faculty with a defined teaching load, TAs, readers, learning assistants, etc.
- Include all appointments that are directly involved in delivery of instruction. For such positions, the full appointment can be on SWG0, even though faculty duties include research and service.
- We will differentiate between SWG0 on permanent funds and those that aren't based on title, funding, and the STF flag in the Budget Distribution Page (BDP) in UCPath.
- Academic appointees on SWG2 (NSTP, Summer Salary, Stipends) or research-related title codes

Staffing SWG0 - BDP

- The Budget Office will be responsible for managing the BDP for permanently funded faculty and group positions for lecturers and TAs, as usual.
- We coordinate with Health Sciences Payroll to manage faculty in the HComp plan and splits across units to ensure accurate pay.
- The Budget Office will be using the BDP upload function, as coordinated with the UCPath team, on a more regular basis following the same snapshot deadlines as in the past.
- The calendar can be found on the Budget Office website:
- [FY25 Path KBM Annual Timeline.xlsx \(uci.edu\)](#)

Staffing SWG0 – Actions Timeline Update

- Merits and Promotions – Using Academic Personnel Schedules

Estimated Faculty Merits, Promotions, Dean Merit/Promotion/Range, and assoc benefits (BASE)

- Range (OCT) – Send us the school's account to draw from to support the global BATs by mid to late September.
- Consistent with financial stability planning efforts, the Budget Office will follow up with unit leadership to align open FTE with available funding. If available funds fall below the level of an Assistant Professor III (in accordance with the applicable salary scale), the corresponding open FTE count will be reduced in proportion to available funding. This will avoid overstatement of resources that could unintentionally limit or restrict access to new FTE or future hiring programs. It will also provide a consistent definition of open positions for budget model purposes.

Questions?