

A stone wall sign for the University of California, Irvine. The sign is made of light-colored stone blocks 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 green trees and a clear blue sky. In the foreground, there is a field of tall, green grasses.

University of California, Irvine

FY25 Budget Office Open Forum 10/22/2024

Existing Reports to budget SWG1

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

Agenda

- Using existing reports to budget SWG1:
 1. Status Quo – continue using BDP & KFS Staffing. BDP tips
 2. Hybrid – using BDP & KFS Staffing with your Coordinating Point
 3. Org, Fund, SWG1 Consolidation – for units that opt not to maintain BDP & KFS Staffing there are existing reports to determine the SWG1 budget. Explore two recommended reports:
 - UC Path FTE Report
 - Job Distribution Report

Status Quo – Continue using BDP & KFS Staffing

- Reports: KFS Staffing List by Account or Org Hierarchy, BDP in Path
- Reminders and tips for units that have decided to continue to use BDP in Path and KBM Staffing to permanently budget at the SWG1 position level
- Instances where BDP should be created include:
 - New career staff positions to be made permanent
 - Permanent positions that have moved depts

The screenshot displays the 'General Ledger Tasks' interface. On the left, a sidebar menu includes 'Budget' (expanded), 'Budget Data Export', and 'Budget Distribution' (highlighted). The main content area is titled 'Budget Distribution' and contains a 'Find an Existing Value' section with a search criteria dropdown and a text input field. A green arrow points to an 'Add a New Value' button. To the right, a separate form titled 'Add a New Value' contains three search fields: '*Set ID' (with 'IRCMP' entered), '*Department', and '*Position Number', each with a magnifying glass icon. An 'Add' button is located below these fields.

Status Quo – Continue using BDP & KFS Staffing

- Instances where BDP should be updated include:
 - Dissolving/Inactivating vacant positions – STF box should be unchecked:

Budget Distribution															Personalize	Find	First	1 of 1	Last
	*Earn Code	KFS Chart Code	Fund	KFS Account	KFS Org	KFS Sub Account	Project ID	GL Bus Unit	Sub	Work Study Ind	Over the Cap	Budget End Date	Budget FTE	Budget Amount	*Budget Sub	STF Flag			
1		IR	19900					IRFIN	01						Staff-S	<input checked="" type="checkbox"/>	+	-	

- Vacant positions: the system automatically downgrades to the minimum of the title code. If a unit wants to reflect a permanent salary that is higher, then the Adjustment Amount field in BDP needs to be added for the difference. For SWG1, this is the only time that the Adjustment Amount field should be used

Position Budget		
Position FTE	1.000000	Annualized Budget Rate Refresh ABR
Max Position Head Count	1	Adjustment Amount <input type="text"/>
Total Position FTE	1.000000	Per Headcount Total Budget
Current Job Headcount	1	Total Position Budget
Total Job FTE	1.00	

Status Quo – Continue using BDP & KFS Staffing

- Resolving PPMEs: Incorrect SWGs or earn codes will need to be updated. Or the STF needs to be unchecked if the Employee Class is not considered to be permanent (e.g. Empl Class 5, Student)
- BDP does not need to be updated when salary increases occur. The program always takes the latest annual compensation in Path and uses the BDP FTE + the Adjustment Amount field (if any amount is entered) for its calculation
- 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>

Hybrid – BDP, KFS Staffing w/Coordinating Pt

- Reports: KFS Staffing List by Account or Org Hierarchy, BDP in Path, Base Budget Fund Summary
- Instead of budgeting SWG1 salaries on the position number, units can use the KFS Staffing report and address variances at the consolidation level on their Coordinating accounts by fund
- For example: KFS Staffing for UC19900 has 6 positions that have base budget variances. Instead of issuing a BAT to adjust the SWG1 budget on each position#, the BAT can reflect the total sum of the variances at \$10K (entering one line on the To/Increase side) on SWG1 and can be reflected on the unit's coordinating point

Acct#	Position#	Perm Budget Variance	Fund	Unit's Coordinating Pt
GF11122	40308503	-2,200	19900	
GF13456	40309258	-1,500	19900	
GF11215	40316460	-2,000	19900	
GF13456	40329013	-1,300	19900	
GF11215	40317126	-2,000	19900	
GF13456	40320668	-1,000	19900	
Total Variances		-10,000		

Unit's Coordinating Pt: GF10235

BAT: To/Increase SWG1 of \$10K to Coordinating Pt in fund 19900 w/no pos#

Hybrid – BDP, KFS Staffing w/Coordinating Pt

- Same as how the permanent Benefits budget might be held at the unit's coordinating point; the coordinating point can serve as the repository for SWG1 increases and decreases
- This method works best if the coordinating point contains a positive unallocated budget from which to fund from
- Because coordinating points cannot have any expenses, this method might require units to allocate current year budgets to their dept accounts so that they are not in deficit at fiscal close (similar to how units might fund benefits to their dept accts at year end)
- Overall, the SWG1 base budget is still being adjusted and is representative of a unit's recurring obligations by fund

Org, Fund, SWG1 Consolidation – UCPath FTE

- Reports: UCPath FTE Dashboard, Base Budget Fund Summary
- Units who do not want to maintain BDP in Path or use the KFS Staffing report, will need another way to determine what their SWG1 obligations are to know how much to budget their recurring career staff salaries

UCPath Decision Support

[Report Status](#)

[Decision Support Data Loading](#)

[UCPath Report Overview Recording](#)

[UCPath Report "Quick Guide"](#)

**** As of 5/19/2023 ****

[UCPath Tableau Help Guide](#)

[UCPath Report Google Group](#)

[UCPath DOPE vs KFS Reconciliation Tips Presentation](#)

+ **Absence**

+ **Benefit**

- **Budget/FTE**

[Budget Distribution Report \(RUCI140\)](#)

[UCPath Budget Summary Report \(RUCI144\)](#)

**** Central Office Only ****

[UCPath FTE Dashboard \(RUCI283\)](#)

Org, Fund, SWG1 Consolidation – UCPath FTE

- DEMO
- Notes: (visual on next slide for the bullets below)
 - Quarterly snapshots: October 2024 should be made available in mid-Nov
 - On hamburger menu, go to Employee Group and select only: Staff_Career Management & Staff_Career Professional Support
 - Change Salary Amount to “FTE Salary”
 - Employee info is available if needed by clicking on “Show Employee Detail”
 - Expand on Core vs Non Core header by clicking on the + sign and keep expanding until reaching the UC Fund column
 - This report does not show funding information
- Compare to Base Budget Fund Summary:
 - The Annual Salary total on the UCPath FTE report should be compared to the Base Budget Fund Summary filtered on SWG1 and SWG2 by fund and the amount can be under budgeted by 5%-10% depending on the size of the unit
 - Budget adjustments to be made on coordinating accounts by fund as needed

Org, Fund, SWG1 Consolidation – UCPath FTE

FTE Analysis by KFS Org | FTE Analysis by HR Dept | Notes

UCI Decision Support

Quarterly Snapshots: October will be made available in Nov

UCPath FTE

By KFS Org

Select FTE Salary to get the annual salary vs a position's total compensation

optional: use drop down to select on "Show Employee Detail" if needed

Snapshot Calendar Year: 2024 | Snapshot Month: June | Org Level 3: (All) | Budget Fund Cat 0: (All) | Retro Pay: Exclude Retro Pay | Fund Hierarchy: Show Fund Hierarchy | Org Hierarchy: Hide Hierarchy | Salary Amount: FTE Salary | Employee Detail: Hide Employee Detail

Budget Fund Cat 1: (All) | Chart: IR - UCIRVINE | Job Code: (All)

Budget Fund Cat 2: (All) | Org Level 4: (All) | Employee ID: []

UC Fund: (All) | Org Level 5: (All) | Employee Group: (Multiple values)

- (All)
- Academic_Faculty
- Academic_Instruction
- Academic_Other
- Academic_Student
- Staff_Career Management
- Staff_Career Professional Support
- Staff_Contract/Limited
- Staff_Student
- Unmapped

use hamburger menu and select on these employee groups to filter for career staff positions

Cancel | Apply

Org, Fund, SWG1 Consolidation – Job Distribution

- Reports: Job Distribution, Base Budget Fund Summary
- Another report option is: Job Distribution Report in UCPATH Decision Support. This allows users to see more details such as funding information

UCPATH Decision Support

The screenshot displays a hierarchical tree view of reports under the 'Job' category. The tree is organized into several sub-sections:

- Job**
 - Academic Senate**
 - Benefits Eligibility Report (RUCI56)
 - Central HR**
 - Employee Rosters Report (RUCI03)
 - FLSA Mismatch Report (RUCI55)
 - Grad Division CWR Report (RUCI195)
** Grad Division Only **
 - Grad Division Funding Report (RUCI176)
** Grad Division Only **
 - Grad Division Report (RUCI121)
** Grad Division Only **
 - Hours Towards Career Status (RUCI105)
 - HR Business Partners**
 - HR Transaction Report (RUCI161)
 - Intra-Location Transfers (RUCI143)
 - Job Audit Report (RUCI71)
 - Job Code Equity Report (RUCI146)
 - Job Distribution Report (RUCI25)** (highlighted in yellow)

Org, Fund, SWG1 Consolidation – Job Distribution

Job As of Date

Funding Date Type
 As of Date
 Date Range

Funding As of Date

Funding End Date
 From: Oct 22, 2024
 Earliest date
 To:
 Latest date

View Report By
 By Employee
 By Department
 By Fund
 Employees w/ Department Default Funding
 By Reports To
 Fiscal Year Rollover Audit

HR Status
 A - Active
 I - Inactive

WOS/CWR Paygroup
 Include WOS/CWR Paygroup
 Exclude WOS/CWR Paygroup

Employee Status
 A - Active
 D - Deceased
 L - Unpaid Leave of Absence
 P - Paid Leave of Absence
 R - Retired
 T - Terminated
 W - Short Work Break

Column Options
 Minimum Columns
 Maximum Columns
 Custom Columns

Customize Output Options

boxes in green are new selections. the other check marks are default which are being kept

<input checked="" type="checkbox"/> Annual Rate	<input type="checkbox"/> Employee e-Verify Flag	<input type="checkbox"/> HR Status	<input checked="" type="checkbox"/> KFS Project	<input type="checkbox"/> Step
<input type="checkbox"/> Annual Rate X FTE	<input checked="" type="checkbox"/> Employee ID	<input checked="" type="checkbox"/> Job #	<input type="checkbox"/> KFS Project Name	<input checked="" type="checkbox"/> Sub
<input checked="" type="checkbox"/> Budget Level Indicator	<input checked="" type="checkbox"/> Employee Name	<input type="checkbox"/> Job Auto Term Flag	<input type="checkbox"/> KFS Sub Account	<input type="checkbox"/> UC Account
<input checked="" type="checkbox"/> Comp Frequency	<input type="checkbox"/> Employee PPS ID	<input checked="" type="checkbox"/> Job Code	<input type="checkbox"/> KFS Sub Account Name	<input type="checkbox"/> UC Account Name
<input type="checkbox"/> Comp Rate	<input checked="" type="checkbox"/> Employee Status	<input type="checkbox"/> Job Code Description	<input type="checkbox"/> Off Scale	<input checked="" type="checkbox"/> UC Fund
<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> FLSA Status Description	<input type="checkbox"/> Job Comp Rate	<input type="checkbox"/> Org Instance Service Date	<input type="checkbox"/> UC Fund Name
<input type="checkbox"/> Department Description	<input checked="" type="checkbox"/> FTE	<input type="checkbox"/> Job Entry Date	<input type="checkbox"/> Original Hire Date	<input type="checkbox"/> UCINetID
<input checked="" type="checkbox"/> Distribution Percent	<input type="checkbox"/> Full/Part Time	<input type="checkbox"/> Job Expected End Date	<input type="checkbox"/> Pay Frequency	<input type="checkbox"/> Union
<input checked="" type="checkbox"/> Earn Code	<input type="checkbox"/> Fund Cap Rate	<input type="checkbox"/> Job Expected Return Date	<input checked="" type="checkbox"/> Pay Group	<input type="checkbox"/> Union Description
<input type="checkbox"/> Earn Code Description	<input checked="" type="checkbox"/> Fund Cap Type	<input type="checkbox"/> Job Hire Date	<input type="checkbox"/> Pay Group Description	
<input type="checkbox"/> Effective Date	<input type="checkbox"/> Fund Cap Type Description	<input type="checkbox"/> Job Last Hire Date	<input checked="" type="checkbox"/> Position	
<input type="checkbox"/> Eligibility Group Code	<input type="checkbox"/> Fund Cap Type Effective Date	<input checked="" type="checkbox"/> KFS Account	<input checked="" type="checkbox"/> Position Pool ID	
<input type="checkbox"/> Eligibility Group Description	<input type="checkbox"/> Fund e-Verify Flag	<input type="checkbox"/> KFS Account Name	<input type="checkbox"/> Position Representation Code	
<input checked="" type="checkbox"/> Employee Class	<input checked="" type="checkbox"/> Funding Effective Date	<input checked="" type="checkbox"/> KFS Org	<input type="checkbox"/> Reports To Email	
<input checked="" type="checkbox"/> Employee Class Description	<input type="checkbox"/> Funding End Date	<input checked="" type="checkbox"/> KFS Org Name	<input type="checkbox"/> Reports To Employee ID	
<input type="checkbox"/> Employee Email	<input type="checkbox"/> Grade		<input type="checkbox"/> Reports To Employee Name	

Search by Roll-Up HR Department Clear

Keywords: Search

Results: Insert Remove

Choice:

can be ran at org level 3-5; in some cases at org 6

Search by HR Department Clear

Keywords: Search

Results: IR8006 - Facilities Management-UNIVERSITY-IRVN-IR9002-IR8802-IR8006 Insert Remove

Choice: IR8006 - Facilities Management-UNIV

Search by Employee Clear

Keywords: Search

Results: Insert Remove

Choice:

Search by Job Code Clear

Keywords: Search

Results: Insert Remove

Choice:

Org, Fund, SWG1 Consolidation – Job Distribution

- Since this info is taken from the Funding page in UCPath, there is a need to eliminate duplicates for the multiple earn codes and calculate annual costs by distribution % & FTE by position
- DEMO
- Once downloaded as excel:
 - To eliminate duplicates, filter Earn code for blanks
 - Add a column to calculate Annual salary by distribution % & FTE
 - Optional: add another column to calculate CBR based on FLSA Status
 - Create pivot by KFS sub, org and fund
- Notes:
 - Compare Job Distribution to Base Budget Fund Summary and make base adjustments as needed
 - If the report times out – please try again

Questions?