

# Academic Affairs Permanent Sub 1 Staffing

## Fiscal Contacts Group

September 21, 2010

Denise Christensen

# TOPICS

- Overview of the Permanent Staffing Lists
- How to Establish a New Staff FTE on General Funds
- Funding Employee Benefits
- How to Disestablish FTE's
- Projecting Non-Budgeted Employee Benefits (NBEB)

# PERMANENT STAFFING

- Why do we have a staffing list?
- Alignment of permanent salary budgets
- Who gets an FTE?
- Where does the data come from?
- Requesting provisions

# Why do we have a Staffing List?

- To accurately budget salary costs for permanently budgeted fund sources.
- To Ensure that our campus receives all base related salary increases.
- To Fulfill State of California and Office of the President reporting requirements.

# Permanent Staffing

- UCOP requires that campuses align their permanent salary budgets with actual faculty and staff salary commitments.

<u>Permanent Budget</u>	<u>Permanent Staffing</u>			
Sub 1 \$178,000 3.5 FTE	FTE	Title	Annual	Status
	1.00	Sr. Analyst	\$68,000	Filled
	1.00	Analyst	\$51,000	Vacant
	1.00	Admin Asst III	\$38,000	Filled
	0.50	Admin Specialist	\$21,000	Filled

# Who is on the Staffing List?

Employees who are:

- Funded from Sub 0 and Sub 1
- Indefinite Appointments
- Funded from a permanent fund source (FTE holder)

# Full Time Equivalent (FTE)

The FTE represents the percentage of a position which is permanently budgeted.

- 100% permanent funding = 1.00 FTE
- 67% permanent funding = 0.67 FTE
- FTE's are used to record both filled and vacant positions (provisions)

- Navigate to FinancialLink
- Select Queries
- Select Permanent Budget Easy Queries
- Staffing List Detail Reports
- <https://www-act.ucsd.edu/cgi-bin/financiallink.pl/1284496966/Node58678>

**FinancialLink - Queries - Windows Internet Explorer**

https://www-act.ucsd.edu/cgi-bin/financiallink.pl/1284496966/Node58678

File Edit View Favorites Tools Help

FinancialLink - Queries

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**FinancialLink**

Where Do You Want To Go? [Go]

FinancialLink > Queries

**Reports**  
[Transactions](#)  
[Tools](#)  
[Queries](#)  
[Approvals](#)  
[Mail List Subscription](#)  
[Link Family](#)

Did You Get What You Wanted?  
  
 taube

**Welcome to FinancialLink!**

★ Getting Started: [Basic Query Tutorial](#)  
[Advanced Query Tutorial](#)

Click on the icon next to the query title to see the associated help information.

**Chart of Account Queries**

- [Index](#)
- [Fund](#)
- [Fund Managers](#)
- [Organization](#)
- [Account](#)
- [Program](#)
- [Location](#)

**Award Queries**

- [Award Data For Departments - Detail](#)
- [Award Data For Departments - Summary](#)

**Accounts Payable Queries**

- [Check or Payment Invoice](#)
- [Express Order](#)
- [Federal Express Payment](#)

**Financial Easy Queries**

- [Active Indexes for an Organization](#)
- [Adjusted Budget](#)
- [Cell Phone Monthly Charge Summary - New](#)
- [E-Verify Funds \*\*NEW\*\*](#)
- [Furlough Excluded Funds](#)
- [General Liability Detail](#)
- [Indexes for a Fund](#)
- [Journal Voucher](#)
- [NGN Recharges by Index](#)
- [NGN Recharges by Employee](#)
- [Payment Authorization Document](#)
- [Statement of Operations](#)

**Travel Queries**

- [MyTravel](#)
- [Travel Event Planner Cardholder](#)
- [Travel Event Planner Transactions](#)

**Financial**

- [Balanc](#)
- [Distrib](#)
- [Genera](#)
- [Genera](#)
- [Level 4](#)
- [Next G](#)
- [Online](#)
- [Operat](#)
- [Operat](#)
- [Operat](#)
- [Project](#)

**AR Aging Queries**

- [Sponsored Projects AR Aging](#)

**Purchase Order Queries**

- [Purchase Order](#)
- [Vendor Address](#)

**Permanent Budget Queries**

- [Permanent Budget](#)

**Permanent Budget Easy Queries**

- [Staffing List Detail](#)
- [Staffing List Out Of Balance Exception](#)

**Express Card Queries**

- [Express Card Cardholder](#)
- [Express Card Transactions](#)

**Permanent Budget Easy Queries**

- [Staffing List Detail](#)
- [Staffing List Out Of Balance Exception](#)

- Reports can also be viewed through Budgetlink -
- <https://www-act.ucsd.edu/bsl/home>



https://www.act.ucsd.edu/qlink/viewer?linkevent=QueryServer

### Staffing List Detail

[Query Last Modified on 02/19/2005](#)

**Accounting Period** choose one

**Organization** equal to

**Fund** equal to

**Program** equal to

**Sub Account** choose one or more  
use the 'Ctrl' key to  
choose multiple items

- Faculty Salaries
- Staff Salaries

Query Options:  Send Data to Report

Did you get what you wanted? 😊 😞

Done Internet 100%

- Enter Accounting Period using the drop-down menu
- Enter Organization
- Select Sub Account
- Submit



Staffing List Detail Report - Windows Internet Explorer  
 https://www-act.ucsd.edu/qlink/viewer?jlinkevent=EasyqueryResultsServer

File Edit View Favorites Tools Help X Convert Select

**SLRPT225**  
 LOC 06 U C SAN DIEGO  
 SAU 0 LOCAL

**STAFFING LIST DETAIL REPORT**  
 PROGRAM SLPGM225 SEQUENCE 1 VERSION 01 FORMAT SELECT-OPTIONS -

REPORT DATE: 06/30/2010  
 RUN DATE: 09/16/2010  
 REFRESH DATE: 09/13/2010

SUB-CAMPUS: 1 - VC - ACADEMIC AFFAIRS  
 SUB 1 STAFF SALARIES

FUND:19900A - GENERAL FUND  
 INDEX: HISBD01 - COMMON AREA & ETHNIC STUDIS & RES

ORG:416203 - COMMON AREA & ETHNIC STUDIS & RES  
 PROG:400000 - GENERAL INSTRUCTION

TRAN TYPE	DOC REF	DESCRIPTION				F.T.E.	APPROPRIATION
	-----	INITIAL BUDGET PLUS ALL DETAIL TO CUTOFF DATE OF 09/13/2010				3.00CR	127,828CR
	-----	ADJUSTED BUDGET TOTAL				3.00CR	127,828CR

  

EMP #	EMPLOYEE NAME	DIST	MONTHLY AMOUNT	ANNUAL AMOUNT	F.T.E.	SALARY	EMPL					APT					
							E	U	R	S	D	T	S	R	P		
							C	T	P	C	C	C	P	C	C	C	B
6453	PROGRAM REPRESENTATIVE II																
Xxxxx	Employee A	12	3,444.42	41,333	1.00	41,333	E	99	C			99	C				
Xxxxx	Employee B	45	3,444.42	41,333	1.00	41,333	E	99	C			99	C				
----- TOTAL POSITIONS -----					2.00	82,666											
6453	PROGRAM REPRESENTATIVE II																
110155	REGULAR PROVISION		3,763.50	45,162	1.00	45,162							C				99
----- TOTAL PROVISIONS -----					1.00	45,162											
6453	TOTAL - PROGRAM REPRESENTATIVE II				3.00	127,828											
***** TOTALS ***** 19900A-416203-400000-1					POSITION	2.00	82,666										
					PROVISION	1.00	45,162										
					POSITION/PROVISION TOTAL	3.00	127,828										
					ADJUSTED BUDGET TOTAL	3.00	127,828										

Where Does the Data Come From?

- Permanent Budget Report (FinancialLink or Budgetlink)
- Positions - Payroll Personnel System (PPS)
- Provision Master File
- Budget and Staffing reports are refreshed weekly – new data is available every Tuesday
- PPS and Provision updates run on a monthly basis

Staffing List Detail Report - Windows Internet Explorer

https://www-act.ucsd.edu/q/ink/viewer?jlinkevent=EasyqueryResultsServer

File Edit View Favorites Tools Help

SLRPT225  
LOC 06 U C SAN DIEGO  
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							C	T	P	C	C	C	C	P	C	C	C	C	B
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Xxxxx	Employee A	12	3,444.42	41,333	1.00	41,333	E	99	C			99	C						
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### July 1 Permanent Budget

- +/- Current Year Adjustments
- Adjustments: Only 2 types of transactions affect your salary budget:
  - Payroll Documents (Costing Allocations) = PRXXX
  - Transfer of Funds = TFYXXXXX (where FY = fiscal year)



# Staffing List – Filled Positions

Information is pulled from PPS and must meet the following criteria:

- FTE > 0.00 (but less than 1.00)
- Sub 0 or Sub 1 Distribution
- Indefinite End Date
- Permanent Source of Funding
- REG or RGS Distribution of Service (DOS) codes \*

\*If you have both an REG and RGS line, the employee's FTE will be greater than 1.00, causing him/her to be double counted.

# Staffing List – Filled Positions

## PPS Example

```

PPIAPP0-I1716          SD EDB Inquiry          02/05/07 13:10:26
02/02/07 20:32:29    Appointment/Distribution          Userid: SDRSMNMN
ID:                   Name:
Hm Dept: 000148      Emplmt Status: A Pri Pay: MO
Gen No : 0048        Total Appt/Dis: 01/01 Remaining Appt/Dis: 00/00
LOA Beg:            LOA Return:            LOA Type:            SLCG Grade:
Appt: 20 TC: 6962 PLANNER, EDUCATIONAL FACILTY, SR Grade: 7      Pgm/Typ: 1/2
  Begin Dt: 07/01/06 Ann/Hr Rt : 66800.00 %: 1.00 F/U: F      Rt : A
  End Dt  : 99/99/99 Bas/Pd Ovr: 00/00   FLSA: EXEMPT      LU : K Sched: MO
  Dur     : I Indef Dept Cd  : 000148   TUC/AREP/ASHC: 99/C/   Time : A

Dis: 21 Index/Fund/Sub : CMPCP02 19900A 1      GENERAL FUND - CAPITAL P
  Begin: 10/01/06 Dis %: 1.0000 Rate/Amt: 5566.67 Step/OA:      DOS: REG
  End   : 99/99/99 FTE: 1.00 Dept Cd:      PRQ:      DUC: WSP:

Dis:   Index/Fund/Sub :
  Begin:   Dis %:      Rate/Amt:      Step/OA:      DOS:
  End   :   FTE:      Dept Cd:      PRQ:      DUC: WSP:
Next Func:   ID:      Name:      SSN:

===>
F: 1-Help      2-Browse      3-PrevMenu  4-Print
F:              9-MainMenu
  
```

Permanent  
Funding

Indefinite  
End Date

FTE > 0.00

Sub Account

REG DOS Code

## Staffing List – Filled Positions PPS Example RGS DOS Code

The RGS DOS code is used to maintain FTE on the Staffing List when an employee is temporarily paid on another fund source.

- RGS line holds FTE value
- RGS Distribution Percentage = 0.00%
- RGS End Date = Indefinite (99/99/99)

Dis: 11	Index/Fund/Sub	: MEDBOFC 07427A 1	MED/OPPT FUNDS/BUSINESS		
Begin:	01/22/07	Dis %: 1.0000	Rate/Amt: 3570.00	Step/OA:	DOS: REG
End :	99/99/99	FTE: 0.00	Dept Cd:	PRQ:	DUC: WSP:
Dis: 12	Index/Fund/Sub	: MED1123 19900A 1	DEPARTMENT OF MEDICINE		
Begin:	01/22/07	Dis %: 0.0000	Rate/Amt: 3570.00	Step/OA:	DOS: RGS
End :	99/99/99	FTE: 1.00	Dept Cd:	PRQ:	DUC: WSP:



# Staffing List – Filled Positions

## Helpful Hints:

- No employees should have a combined FTE > 1.00
- End-dates will cause employees to “drop-off” Staffing Lists
- Employees paid on non-budgeted funds should not have FTE values

# Staffing List – Provisions

A means by which a department can reserve the FTE and salary related to an unfilled position on the permanent staffing list until the position is filled. Serves as a placeholder.

SAU	SUB CAMPUS	Fund	ORG	ACCT	PROG	TITLE CODE
0	1	19900A	416285	610000	400000	0245

PROVISION #	PROV TYPE	MONTHLY RATE	FTE	ANNUAL AMOUNT	PERB	REP
110343	R	\$6,833.33	1.00	\$82,600	99	c

# Staffing List – Provisions

Provision changes are submitted on a monthly basis (ref. CBO Budget & Staffing Cutoff Dates) [http://www-cbo.ucsd.edu/staffing\\_cutoff.aspx](http://www-cbo.ucsd.edu/staffing_cutoff.aspx) through the VCAA office, Attn: Denise Christensen.

Provision requests should include:

- Fund
- Organization
- Employee Name
- Effective Date of Separation
- Title Code
- Monthly Rate
- Annual Rate
- FTE
- Bargaining Unit & Rep Code

# Maintaining Balanced Staffing Lists

- A staffing list is “out of balance” when the budgeted salary and FTE does not equal the total salary and FTE for the staff listed on the report.
- Changes to the staffing list are made by changes entered in PPS or when provisions are created to hold a position.
- If Staffing Out of Balance e-mail is sent out each month.
- We recommend reviewing the Staffing Lists at least 2-3 times per year. More if department has a lot of turnover. At year end.
- Ensure that employees with permanent FTE’s are listed on the report, especially important when there are merits and ranges.

# How to Establish a New FTE

- Department secures permanent funding.
- Department hires and enters employee in PPS. Enter employee's budgeted FTE %.
- Process an on-line transfer of funds to fund salary and benefits (current and permanent).

For budgeted positions funded by State General Funds (19900A, 19906A, & 19924A) benefits are transferred to the Central Benefits Pool. For a list of Central Benefits Pool indexes and for employee benefits rates effective 7/1/10, please go to <http://adminrecords.ucsd.edu/ppm/docs/380-6.pdf>

# Employee Benefits Rates as of July 1, 2010

[http://www-cbo.ucsd.edu/benefits\\_ratechart.aspx](http://www-cbo.ucsd.edu/benefits_ratechart.aspx)

## Composite Employee Benefits Rates Components

As of July 1, 2010		ACADEMIC	STAFF
<b>Variable Costs</b>			
Annuitant Health/Dental Program (inc. Admin)		3.48%	3.48%
Employee Incentive Award Program		n/a	0.39%
Employee Support Program *		0.23%	0.23%
Medicare		1.45%	1.45%
OASDI		6.20%	6.20%
UC Retirement Plan		4.00%	4.00%
Unemployment Insurance **		0.46%	0.46%
Worker's Compensation Insurance *		0.58%	0.58%
	<b>Total Variable Rates</b>	<b>16.4%</b>	<b>16.8%</b>
<b>Fixed Costs</b>			
Dental Plan		0.85%	1.60%
Health Plan		8.30%	15.70%
Life Insurance (Employer Paid)		0.05%	0.09%
Non-Industrial Disability Insurance		0.07%	0.12%
Vision Plan		0.14%	0.27%
	<b>Total Fixed Rates</b>	<b>9.4%</b>	<b>17.8%</b>
<b>Total Composite Benefits Rates</b>		<b>25.8%</b>	<b>34.6%</b>

Rounded to:

26% 35%

# Establishing New FTE

Example – Calculating Salary & Benefits for employee hired on State General Funds

- A new staff member hired full time at \$36,000 annually, @ 1.00 FTE with a starting date of February 1<sup>st</sup> (5 months of service left in the current fiscal year).

\*Full Monthly Rate = Annual Salary/12 (\$36,000/12 = \$3,000 monthly salary)

\*\*EB Rate – Ref. Employee Benefit Rates Effective 7/1/10. Use full published benefit rates - Academic 26%, Staff 35%.

Calculation	FTE	*Full Monthly Rate	**EB Rate	Months	Salary	Benefits Due
Current Year	1.00	\$3,000	35%	5	\$15,000	\$5,250
Permanent	1.00	\$3,000	35%	12	\$36,000	\$12,600

- Current Year:

Salary:  $1.00 \times \$3,000 \times 5 = \$15,000$

Benefits:  $1.00 \times \$3,000 \times 35\% \times 5 = \$ 5,250$

# On-Line Transfer of Funds (OLTF) Example

Sequence: 001 (Funding Salary)							
COA	INDEX	FUND	ORGN	ACCT	PROG	CURRENT AMOUNT	DR/CR
A	"BD" Index	19900A	41xxxxx	680000	400000	15,000.00	-
CURRENT DESCRIPTION To: "BD" index Simpson, 7646, Hire							
SAU	SC	CL	TYPE	FTE	DR/CR	PERM AMT	DR/CR
0	1	A	B			36,000.00	-

Sequence: 002 (Funding Salary)							
COA	INDEX	FUND	ORGN	ACCT	PROG	CURRENT AMOUNT	DR/CR
A	"BD" Index	19900A	41xxxxx	610000	400000	15,000.00	+
CURRENT DESCRIPTION FR: "BD" index Simpson, 7646, Hire							
SAU	SC	CL	TYPE	FTE	DR/CR	PERM AMT	DR/CR
0	1	A	B	1.00	+	36,000.00	+



# On-Line Transfer of Funds (OLTF) Example

Sequence: 003 (Funding Benefits)							
COA	INDEX	FUND	ORGN	ACCT	PROG	CURRENT AMOUNT	DR/CR
A	"BD" Index	19900A	41xxxx	680000	400000	5,250.00	-
CURRENT DESCRIPTION To: RMGBD06 Simpson, 7646, Hire – EB							
SAU	SC	CL	TYPE	FTE	DR/CR	PERM AMT	DR/CR
0	1	A	B			12,600.00	-
PERMANENT DESCRIPTION To: RMGBD06 Simpson, 7646, Hire - EB							

Sequence: 004 (Funding Benefits)							
COA	INDEX	FUND	ORGN	ACCT	PROG	CURRENT AMOUNT	DR/CR
A	RMGBD06	19900a	419999	660000	400001	5,250.00	+
CURRENT DESCRIPTION FR: "BD" Index Simpson, 7646, Hire - EB							
SAU	SC	CL	TYPE	FTE	DR/CR	PERM AMT	DR/CR
0	1	A	B			12,600.00	+
PERMANENT DESCRIPTION FR: "BD" Index Simpson, 7646, Hire - EB							

# Disestablishing FTE's

If a department decides to permanently disestablish a staff FTE, they can request reimbursement from the central benefits pool (reference PPM 380-6)

- If a department can “prove” the rate funded, that amount will be reimbursed (22% or 35% if new rate was used at the time FTE was created).
- For older FTE's without proof, departments will be reimbursed using the current funded rate of the pool (20.75% for 2009/10).

# Disestablishing FTE's - Process

- Process on-line transfer of funds to move salary and FTE from sub 1 to sub 8 or sub 3 Account (current and perm)
- Submit request to have the associated benefits reimbursed back to the department
- The request can be submitted through VCAA or directly to the Campus Budget Office.
- The request must have the following information:
  - Department
  - Organization #
  - Fund
  - Index ("BD" Index)
  - Employee Name or Provision Number
  - Title Code and Name
  - FTE % and Salary Disestablished
  - TOF Number processed to disestablish FTE
  - If requesting benefits at 22% or 35%, provide original transfer number

# Non-Budgeted Employee Benefits

- For employee benefit costs incurred as a result of payroll from non-budgeted salary activity, departments are responsible for providing benefits funding to the central benefits pool. The state funded benefits policy can be referenced under PPM 380-6.
- Procedure only applies to central benefits pool for funds 19900A, 19906A, and 19924A.
- Departments prepare an On Line Transfer of Funds (OLTF) after the close of each fiscal year to fund current year benefits to the central benefits pool on non-budgeted salary activity in subs 1 and 2 (actual salary expense greater than permanently budgeted salaries).
- Do not include Sub 0 salary costs. Academic (sub 0) activity is managed centrally by VCAA.

# Projecting Costs for Staff NBEB Activity

- Pull Permanently budgeted sub 1 salary as of June 30<sup>th</sup> by Organization (Permanent Budget Query or Staffing List Detail Report)
- Pull Actual salary and benefits for sub 1 and sub 2 (excluding Academic Salaries paid under sub 2) for July 1 – June 30 by Organization (DOPES)
- Compare permanently budgeted sub 1 salaries to actual salary expense for subs 1 and 2
- If actual salary expense is greater than permanently budgeted salaries, reimbursement of NBEB will need to be processed by calculating the overage x the actual benefit rate.

# Projecting Costs for Staff NBEB Activity

Non-budgeted employee benefits paid from the State funded employee benefits pool (Sub 1 and 2 only) for funds 19900A, 19906A, and 19924A (excludes 19900Z).

Sub Acct	Permanently Budgeted Salaries as of June 30th (a)	Actual Salary July – June (b)	Salary Variance	Actual Benefits (b)	Actual Benefit Rate (c)	Non-Budgeted Benefit Costs (Salary Variance x Actual Benefit Rate)
1	9,509,444	8,922,682	586,762	2,420,396	No Calculation necessary	
2	0	1,219,318	(1,219,318)	47,430	3.9%	
<b>Total</b>	<b>9,509,444</b>	<b>10,142,000</b>	<b>(632,556)</b>	<b>2,467,826</b>	<b>3.9%</b>	<b>24,670</b>

- (a) Permanent Budget Query or Staffing List Detail Report for fiscal year ending June 30.
- (b) FinancialLink DOPE data for July to June.
- (c) Actual Benefit Rate equals actual benefits divided by actual salaries for each sub account.

# Helpful websites:

Campus Budget Office (CBO) website

<http://www-cbo.ucsd.edu/default.aspx>

- Staffing  
Staffing Overview and FY 2010/11 Budget & Staffing Cutoff Schedule
- Tools  
How to Fund Employee Benefits & Employee Benefits Calculator  
Non-Budgeted Employee Benefits  
Central Benefits Pool Indexes  
Benefits Rate Chart  
Current Funded Rate for Disestablished FTE's  
Budget Query Tools  
On Line Transfer of Funds  
PPM 380-6 Administration of Employee Benefits
- Training  
Information on Budget Classes  
Budgeting 101A – Best Fiscal Practices  
Budgeting 101B – Online Transfer of Funds  
Budgeting 135 – Staffing List Basics  
Campus Operating Budget
- For assistance or questions, please contact Denise Christensen at ext. 2-0443 or email at [-dechristensen@ucsd.edu](mailto:dechristensen@ucsd.edu).