

2015/16 Staffing and Permanent Budget Instructions

Staffing

- Staffing must be in balance by 5/31/15. (Note that PPS changes must be made no later than 5/29/15 to be included in May's staffing file).
- Every attempt should be made to keep Staffing in balance during the month of June.
- Additional information regarding important Staffing dates related to academics can be obtained from Academic Personnel's web site.
- Permanent budgets should not be associated with BC28 and BC22/BC31. In the case of the **Vacation Accrual budget categories (BC22, BC31)**, these budget categories were established to aid in the analysis and monitoring of benefit and vacation related costs. In theory, these budget categories should zero out over time. The **Staff Salary Non-Perm funding budget category (BC28)** was created to allow for the monitoring and tracking of career positions funded from non-permanent funding sources.

Permanent Budget

- BEAs for establishing/changing your permanent budget for 2015/16 (effective July 1, 2015) must be processed by May 31, 2015.
- **When preparing a BEA, remember to change the Transaction Class from an "A" (Adjustment) to an "I" (Incremental) if the transaction is permanent only and is an incremental increase to the base budget. If the BEA has both temporary and permanent components for the same FAUs, you should use a transaction class of "A." A full description and list can be found in the Staffing Instructions available on the Resource Planning and Budget web site:**

<http://rpb.ucr.edu/policies.html>

- Check for budget categories with deficit amounts. Re-budget as necessary to ensure deficits are cleared by June 30th.
- Review all permanent fund sources in your budget paying close attention to self-supporting funds, e.g., sales and service, especially those that may not have been adjusted for several years. Adjust the external revenue or recharge income and related expenses for self-supporting funds to reflect the 2015/16 approved budgets. Ensure recently approved sales and service funds have been established in the budget. This should be done prior to May 31. Note that any sales and service activities requiring COSSA review should not adjust their budgets until approval is received from the Executive Vice Chancellor and Provost..
- Self-supporting funds should have the 2015/16 projected range, merit, and/or parity fund increases budgeted in BC77, when applicable.
- All funds currently budgeted in function 80 must be distributed to other functions for the July 1 budget.

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- Some organizations have fund number changes that must be processed, e.g., Academic Senate and Summer Session. You should use a transaction code of “I” for these entries. Do not forget to process any related payroll changes.
- During your budgetary review, if you determine that there are any Activities that your Organization is not using, please submit an Organization FAU Golden Tree Modification Request to Resource Planning and Budget to inactivate the Activity to avoid any future transactions from being posted against it. Note that before an Activity can be inactivated there must be a zero balance in all budget category, fund, and function combinations used with the Activity.

Central Office Allocations

- If you have any Chancellor’s Resource Commitments for 2014/15 that have not been allocated, in which all conditions of the allocation have been satisfied, please provide the appropriate FAU and information so the commitments can be allocated by June 10th . .

If you have any questions, please contact Cindy Williams x2-7375 for Permanent Budget and BEA related questions, Linda Slocum x2-6680 for Academic Staffing related questions, and Robb Miller x2-3244 for Staff related questions.