



MEMORANDUM

Office of Academic Planning & Budget
2115 Murphy Hall
140501

May 14, 2018

To: Chief Financial Officers

From: Elisabeth Pilcher
Associate Budget Director/Budget Administration

Subject: Academic (Sub 00) and Staff (Sub 01) Rosters

Each year, the campus is required to submit a balanced June 30 Academic and Staff Roster to the Office of the President. This year, the June 30 Academic and Staff Roster data will also be used for UC Path data conversion. In order to ensure successful data conversion, all Permanent Budget FAUs with Subs 00 and 01 must be in balance.

Below is a list of the funds that must be balanced. All other funds must either be balanced or removed from the Permanent Budget.

- General Funds: 19900, 19924, 19931, 19935
- Fee Funds: 20000 through 20399
- Overhead Funds: 05397, 05399, 07427, 09549, 19933, 19940, 69749, 69750
- Other Funds: 69085, 69460, 69996

The “Schedule” posted on the Office of Academic Planning and Budget (APB) website at www.apb.ucla.edu lists the upcoming processing deadlines for Open Provisions, Transfer of Funds, and Employee Database entries. Please notify staff members within your organizations who oversee the Academic and Staff Roster of this website, which also includes this memo as well as Form B and Form C.

If Academic Salary Adjustment funding for Sub 00 on 19900 and 19935 is required, please complete Form B with the appropriate documentation for each appointment as soon as possible. APB will attempt to submit these TOFs by the May Roster update scheduled on 06/07/18 or by the June Prelim Roster update scheduled on 06/20/18.

Please have your Rosters in balance by the 06/20/18 June Prelim update. If the Prelim is out of balance, you will be required to complete and return Form C with notations summarizing what changes and/or corrections have been made to balance each FAU. These completed spreadsheets are due back to APB by 3pm on Thursday, June 28, 2018.

All of the above referenced permanent funds with Account/CCs under your management must be in balance by 06/29/2018. After that date, you will not have access to Open Provisions or Permanent Transfer of Funds for Subs 00 or 01. **Do not process any EDB actions between 06/29/18 - 07/03/18.**

If you have any questions regarding Academic and Staff Rosters, please contact Homa Mojtabai on extension 5-5754.