

PROVISIONS

What are provisions?

- Provisions create place holders on the Staffing List Detail Report for vacant positions that you intend to fill.
- The provision commits FTE and permanent funding for the vacant position on the staffing list to indicate that the position will be filled in the future at a designated title code and salary.
- Without provisions for unfilled positions, your staffing list will be out of balance.
- Managed by departments via the Staffing List System (SLS) through OASIS.

What is the Staffing List System (SLS)?

- The SLS system is the online application that departments use to create, delete, and change provisions.
- The SLS system is located on the main menu in OASIS.
- Access is granted by the DSA of your department.
 - Preparer: DACSS – Oasis Function Access; Function: SLOPVUPD;
Function Description: SLO-Staffing List-Open Provision Update
 - Reviewer: DACSS Email Authorization; Process ID: OPV
- The actions are updated overnight but changes will not appear on the staffing list until the staffing list is run at month end.

How do I use SLS?

Off the OASIS main menu, enter SLS, the system immediately provides a list of existing provisions

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UCLA-AIS          OASIS  MENU
AISMENU

Use cursor to select application OR type Transaction ID: SLS_

Student Information Systems      ( SIS )
Financial Systems                ( FS00 )
Purchasing and Accounts Payable System ( AP00 )
Personnel/Payroll System        ( PPP )
Events System                    ( EVM )
UCLA ID System                   ( UIDS )
DACSS/ASAP Distributed Access Systems ( DAB1 )
Report Distribution System       ( RDS )
Staffing List System             ( SLS )
    
```

```

SLBPVDM          Online Staffing List System          04/19/
Userid: ENDWD    Open Provision - Browse             14:42

      Sub-
A/C  Loc  SAU  Campus  Account  CC  Fund  Project  Sub  Title  Prov.No.
-    M   4   1     440314  -- 19900  -----  01  7617  831401
-    M   4   1     440315  -- 19900  -----  01  7646  864504
-    M   4   1     440318  -- 19900  -----  01  7661  318001
-    M   4   1     440377  -- 19900  -----  01  7252  837701
-    M   4   1     440378  -- 19900  -----  01  7277  969438
-    M   4   1     440380  -- 05397  -----  01  0045  380005
-    M   4   1     440380  -- 07427  -----  01  0045  380006
-    M   4   1     440380  -- 19900  -----  01  7242  380001
-    M   4   1     620314  -- 19900  -----  01  7617  831402
-    M   4   1     620315  -- 19900  -----  01  7646  864504
-    M   4   1     620318  -- 19900  -----  01  7661  318002
-    M   4   1     620325  -- 19900  -----  00  3401  325001
-    M   4   1     620325  -- 19900  -----  01  4722  864509

Next L/SAU/SC/A/C/F/P/S/T:  -  -  -  -  -  -  -  -  -  -  -

F1=Help      F3=Exit      F5=Refresh   F7=Backward  F8=Forward
F10=Add New  Enter=Process
    
```

Definition of the fields (Browse Screen)

Column Heading:	Possible entries	Definitions:
A/C	I, C, D, M	Inquire (I), Change (C), Delete (D), or Model (M) a provision
Loc	4, M, 0	Loc is 4 for UCLA, Loc M for UCOP, Loc 0 for UC Merced.
SAU	0 or 4-9	SAU is 0 for UCLA and UC Merced, SAU is 4 to 9 for UCOP
Sub campus	1 or 2	General Campus = 1 Health Sciences = 2
Account/CC/Fund/Project/Sub	Unique to your department	Needs to be the same FAU connected to the staffing list
Title	Title Code for vacant position	Academic title codes can be found at http://www.ucop.edu/acadadv/acadpers/title.html . Staff title codes can be found at http://www.chr.ucla.edu/chr/tpp/tab_title_pay.html
Prov. No.	Assigned by your department	Departments can choose 6 numeric digits. The system will allow you to search for provisions by the provision number.

To CREATE a provision:

From the main listing of provisions, Hit F10, the required fields are underlined in white.

```

SLBPVDM      Online Staffing List System      04/19/
Userid: ENDWG      Open Provision - Browse      14:42

      Sub-
      A/C  Loc  SAU  Campus  Account  CC  Fund  Project  Sub  Title  Prov.No.
      -   -   -   -       -         -   -   -         -   -   -
      M   4   1       440314  -   19900  -         01  7617  831401
      M   4   1       440315  -   19900  -         01  7646  864504
      M   4   1       440318  -   19900  -         01  7661  318001
      M   4   1       440377  -   19900  -         01  7252  837701
      M   4   1       440378  -   19900  -         01  7277  969438
      M   4   1       440380  -   05397  -         01  0045  380005
      M   4   1       440380  -   07427  -         01  0045  380006
      M   4   1       440380  -   19900  -         01  7242  380001
      M   4   1       620314  -   19900  -         01  7617  831402
      M   4   1       620315  -   19900  -         01  7646  864504
      M   4   1       620318  -   19900  -         01  7661  318002
      M   4   1       620325  -   19900  -         00  3401  325001
      M   4   1       620325  -   19900  -         01  4722  864509

Next L/SAU/SC/A/C/F/P/S/T:  -  -  -  -  -  -  -  -

F3=Exit      F5=Refresh      F7=Backward      F8=Forward
Enter=Process
  
```

```

SLEPVDM      Online Staffing List System      03/05/2007
Userid: ENDWG      Open Provision - Detail      10:07:21

Action       : Add      Location: 4      SAU: 0      Sub Campus: _
A/C/F/P/S   : _____ / _____ / _____ / _____ / _____
Account Title: _____
Title Code  : _____      Prov.No.: _____      Doc.No.: _____
Prov.Type   : _____      Prov.Desc.: _____
Effect.Date : 03 05 2007      FTES: _____
Monthly Rate: _____      Gross Salary: _____
TUC Code    : _____      ASHC: _      AREP: _      RDUC: _
Last Userid : _____      Last Update Date/Time: _____
Info -      Please Enter New Open Provision Data

F1=Help      F3=Exit      F5=Refresh      F9=Update      Enter=Validate
  
```

```

SLEPVDM      Online Staffing List System      04/19/2007
Userid: ENDWG      Open Provision - Detail      15:23:02

Action       : Add      Location: 4      SAU: 0      Sub Campus: 1
A/C/F/P/S   : 660135 / _ / 19900 / _____ / 01
Account Title: ACADEMIC PLANNING AND BUDGET
Title Code  : 7275      Prov.No.: 999901      Doc.No.: _____
Prov.Type   : R      Prov.Desc.: PROGRAMMER/ANALYST III
Effect.Date : 03 01 2007      FTES: 1.00
Monthly Rate: 5000.00      Gross Salary: 60000
TUC Code    : 99      ASHC: _      AREP: U      RDUC: _
Last Userid : _____      Last Update Date/Time: _____
Info -      Open Provision Data Has Been Validated

F9 to update

F1=Help      F3=Exit      F5=Refresh      F9=Update      Enter=Validate
  
```

```

SLE010M      PAN EMAIL Notifications      SLE0101

      Name      EMAIL Address
* THE AUTO-EMAIL REVIEWERS TO RECEIVE NOTIFICATIONS ARE.

* YOU HAVE NOT SELECTED ANY ADDITIONAL EMAIL REVIEWERS
Bruin, Joe      Bruin@ucla.edu

The system will send an email notification to the reviewers.

Messages:
F1=Help      F3=Exit      F5=Additional EMAIL Addresses      F6=Text      F9=Send EMAIL
F10=Comments      F11=Delete Email Addr
  
```

Field Name:	NOTES:	
<u>A/C/F/P/S</u>	Account/ <u>CostCenter</u> /Fund/Project Code/Sub	The account/fund/sub used is tied to your staffing list.
Title Code	Title code of vacant position	Academic title codes can be found at http://www.ucop.edu/acadadv/acadpers/title.html . Staff title codes can be found at http://www.chr.ucla.edu/chr/tpp/tab_title_pay.ht
<u>Prov. No.</u>	Enter a provision number that is 6 numeric digits long	Departments can determine their own numbering system.
<u>Prov. Type</u>	Group (G)	These are normally positions that are hourly or have end dates and a group provision needs to be established for them. Group these employees by title code, and establish one group provision for each title code.
	Regular (R)	For regular academic and staff positions.
	Stipend (S)	For stipend payments that are permanently budgeted. For example, administrative stipends to Deans.
	Shift Differential (S)	Shift differential amount for hourly employees on sub 01.
<u>Prov. Desc.</u>	Usually title code name	Provide description of provision
<u>Effect. Date</u>	System derived	
FTEs	% of time of appointment	For example, if the position is full time the FTE would be 1.00. If 50% time, then .50FTE. Partial FTEs are allowed.
Monthly Rate	Usually beginning of pay scale or step 1 salary rate	Salary scales for academic appointments can be found at http://www.apo.ucla.edu/ . Salary scales for staff can be found at http://www.chr.ucla.edu/chr/tpp/tab_title_pay.html
Gross Salary	Annual rate of position	You will need to multiply the monthly rate by 12 to derive this number.
AREP	"C" - Covered "U" - Uncovered "S" - Supervisory	Appointment Representation Code indicates whether an appointment is eligible to be represented for collective bargaining purposes. Based on HEERA definitions there are three legal values.

To DELETE a provision:

- Provisions need to be deleted when positions are filled with indefinite appointments and are entered into the EDB. Indefinite appointments will create an entry on the staffing list.
- Enter the SLS system which will bring you to the main listing of provisions.
- You can either scroll down (F8) to your account/fund or you can enter L/SAU/SC/A/C/F/P/S/T on the bottom line to search for your specific provision.
- Once you have located your provision, enter a D in the A/C field and hit enter. F9 to update. The provision is now deleted.

```

SLBPVDM                               Online Staffing List System           03/05/2007
Userid: ENDWB                          Open Provision - Browse             11:34:55

      Sub-
  A/C  Loc  SAU  Campus  Account  CC  Fund  Project  Sub  Title  Prov.No.
  -    -    -    -    -    -    -    -    -    -    -
  -    M    4    1    440314  -   19900  -    01  7617  831401
  -    M    4    1    440315  -   19900  -    01  7646  864504
  -    M    4    1    440318  -   19900  -    01  7661  318001
  -    M    4    1    440377  -   19900  -    01  7252  837701
  -    M    4    1    440378  -   19900  -    01  7277  969438
  -    M    4    1    440380  -   05397  -    01  0045  380005
  -    M    4    1    440380  -   07427  -    01  0045  380006
  -    M    4    1    440380  -   19900  -    01  7242  380001
  -    M    4    1    620314  -   19900  -    01  7617  831402
  -    M    4    1    620315  -   19900  -    01  7646  864504
  -    M    4    1    620318  -   19900  -    01  7661  318002
  -    M    4    1    620325  -   19900  -    00  3401  325001
  -    M    4    1    620325  -   19900  -    01  4722  864509

Next L/SAU/SC/A/C/F/P/S/T: 4 - 0 - 1 - 660135 - - 19900 - - -
F1=Help      F3=Exit      F5=Refresh   F7=Backward  F8=Forward
F10=Add New  Enter=Process
  
```

```

SLBPVDM                               Online Staffing List System           03/05/2007
Userid: ENDWB                          Open Provision - Browse             11:37:29

      Sub-
  A/C  Loc  SAU  Campus  Account  CC  Fund  Project  Sub  Title  Prov.No.
  -    -    -    -    -    -    -    -    -    -    -
  D    4    0    1    660135  -   19900  -    01  0355  999902
  -    4    0    1    660137  -   19900  -    01  7663  999100
  -    4    0    1    660145  -   19900  -    01  7243  999901
  -    4    0    1    660148  -   69952  -    01  0738  999043
  -    4    0    1    660150  -   66226  -    01  0355  999043
  -    4    0    1    660150  -   66226  -    01  0356  999080
  -    4    0    1    660150  -   66226  -    01  0369  999048
  -    4    0    1    660150  -   66226  -    01  7243  999039
  -    4    0    1    660174  -   19900  -    01  4723  999103
  -    4    0    1    660175  -   19900  -    01  4722  999110
  -    4    0    1    660175  -   19900  -    01  7241  999099
  -    4    0    1    660387  -   19900  -    01  0737  999104
  -    4    0    1    660387  -   19900  -    01  0737  999105

Next L/SAU/SC/A/C/F/P/S/T: - - - - - - - - - - - - - - -
F9 to update.
F1=Help      F3=Exit      F5=Refresh   F7=Backward  F8=Forward
F10=Add New  Enter=Process
  
```

To CHANGE a provision:

- Many times the salary or FTE amount needs to be changed on an existing provision.
- Enter the SLS which will bring you to the main listing of provisions.
- Once you have located your provision, enter a C in the A/C field and hit enter.
- Make any necessary changes and F9 to update.

```

SLBPVDM          Online Staffing List System          03/05/2007
Userid: ENDWB    Open Provision - Browse             13:28:35

      Sub-
A/C  Loc  SAU  Campus  Account  CC  Fund  Project  Sub  Title  Prov.No.
  C    4    0    1    660135  __  19900  _____  01  0355  999902
  _    4    0    1    660137  __  19900  _____  01  7663  999100
  _    4    0    1    660145  __  19900  _____  01  7243  999901
  _    4    0    1    660148  __  69952  _____  01  0738  999043
  _    4    0    1    660150  __  66226  _____  01  0355  999043
  _    4    0    1    660150  __  66226  _____  01  0356  999080
  _    4    0    1    660150  __  66226  _____  01  0369  999048
  _    4    0    1    660150  __  66226  _____  01  7243  999039
  _    4    0    1    660174  __  19900  _____  01  4723  999103
  _    4    0    1    660175  __  19900  _____  01  4722  999110
  _    4    0    1    660175  __  19900  _____  01  7241  999099
  _    4    0    1    660387  __  19900  _____  01  0737  999104
  _    4    0    1    660387  __  19900  _____  01  0737  999105

Next L/SAU/SC/A/C/F/P/S/T:  -  -  -  -  -  -  -  -  -  -  -  -

F1=Help      F3=Exit      F5=Refresh    F7=Backward    F8=Forward
F10=Add New   Enter=Process
  
```

```

SLEPVDM          Online Staffing List System          03/05/2007
Userid: ENDWB    Open Provision - Detail             13:31:28

Action         : Change      Location: 4      SAU: 0      Sub Campus: 1

A/C/F/P/S      : 660135 / __ / 19900 / _____ / 01
Account Title:  ACADEMIC PLANNING AND BUDGET

Title Code     : 0355      Prov.No.: 999902      Doc.No.: A30391

Prov.Type      : R      Prov.Desc.: ADMIN/COORD/OFFICER

Effect.Date    : 01 06 2007      FTES: 1.00

Monthly Rate   : 6666.66      Gross Salary: 80000

TUC Code       : 99      ASHC: _      AREP: U      RDUC: _

Last Userid    : POBAM      Last Update Date/Time: 2007-02-21-07.45.24
Info - Provision 401660135 19900 010355999902 Is Ready to be Changed

F1=Help      F3=Exit      F5=Refresh    F9=Update     Enter=Validate
  
```

To MODEL a provision:

- SLS will allow you to model an existing provision.
- Once you have located a provision you would like to model, enter a M in the A/C filed and hit enter.
- This will create a new provision but you will need to assign a new provision # and update the other fields, if necessary.
- Hit F9 to update.

```

SLBPVDM          Online Staffing List System          04/23/2007
Userid: ENDWB   Open Provision - Browse              10:21:44

      Sub-
      A/C  Loc  SAU  Campus  Account  CC  Fund  Project  Sub  Title  Prov.No.
      -  -  -  -  -  -  -  -  -  -  -
      M    4    0    1    660135  _  19900  _  01  0355  999902
      -    4    0    1    660145  _  19900  _  01  7243  999901
      -    4    0    1    660148  _  69952  _  01  0738  999043
      -    4    0    1    660150  _  66226  _  01  0355  999043
      -    4    0    1    660150  _  66226  _  01  0355  999080
      -    4    0    1    660150  _  66226  _  01  0369  999048
      -    4    0    1    660150  _  66226  _  01  7243  999039
      -    4    0    1    660175  _  19900  _  01  4722  999110
      -    4    0    1    660175  _  19900  _  01  7241  999099
      -    4    0    1    660177  _  19900  _  01  7646  999111
      -    4    0    1    660387  _  19900  _  01  0737  999104
      -    4    0    1    660387  _  19900  _  01  0737  999105
      -    4    0    1    660387  _  19900  _  01  0738  999113

Next L/SAU/SC/A/C/F/P/S/T:  -  -  -  -  -  -  -  -  -  -  -

F1=Help      F3=Exit      F5=Refresh      F7=Backward      F8=Forward
F10=Add New  Enter=Process
    
```

```

SLEPVDM          Online Staffing List System          04/23/2007
Userid: ENDWB   Open Provision - Detail            10:25:15

Action         : Model          Location: 4          SAU: 0          Sub Campus: 1
A/C/F/P/S      : 660135 / _ / 19900 / _ / 01
Account Title  : ACADEMIC PLANNING AND BUDGET
Title Code     : 0355          Prov.No.: 999902    Doc.No.: A30391
Prov.Type      : R          Prov.Desc.: ADMIN/COORD/OFFICER(FUNC GILL)
Effect.Date    : 04 03 2007          FTES: 1.00
Monthly Rate   : 6666.66          Gross Salary: 80000
TUC Code       : 99          ASHC: _          AREP: U          RDOC: _
Last Userid    : POBAM          Last Update Date/Time: 2007-02-21-07.45.24
Info -         Provision 401660135 19900 010355999902 Is Ready to be Modeled

F1=Help      F3=Exit      F5=Refresh      F9=Update      Enter=Validate
    
```

```

SLEPVDM          Online Staffing List System          04/23/2007
Userid: ENDWB   Open Provision - Detail            10:25:15

Action         : Model          Location: 4          SAU: 0          Sub Campus: 1
A/C/F/P/S      : 660135 / _ / 19900 / _ / 01
Account Title  : ACADEMIC PLANNING AND BUDGET
Title Code     : 7275          Prov.No. 010355    Doc.No.: A30391
Prov.Type      : R          Prov.Desc.: PROGRAMMER/ANALYST III
Effect.Date    : 04 01 2007          FTES: 1.00
Monthly Rate   : 5000.00          Gross Salary: 60000
TUC Code       : 99          ASHC: _          AREP: U          RDOC: _
Last Userid    : POBAM          Last Update Date/Time: 2007-02-21-07.45.24
Info -         Open Provision Data Has Been Validated

F1=Help      F3=Exit      F5=Refresh      F9=Update      Enter=Validate
    
```

Assign a new Prov. #

```

SLE010M          PAN EMAIL Notifications            SLE0101

Name          EMAIL Address
* THE AUTO-EMAIL REVIEWERS TO RECEIVE NOTIFICATIONS ARE:
-----
* YOU HAVE NOT SELECTED ANY ADDITIONAL EMAIL REVIEWERS
Bruin, Joe          Bruin@ucla.edu

The system will send an email notification to the reviewers

Messages:
F1=Help      F3=Exit      F5=Additional EMAIL Addresses      F6=Text      F9=Send EMAIL
F10=Comments      F11=Delete Email Addr
    
```

The provision will appear on the staffing list and look like:

SLRPT220 STAFFING LIST DETAIL REPORT PAGE: 2416
 LOC 04 U C LOS ANGELES DEPT CODE: 1100 REPORT DATE: 03/01/07
 SAU 0 OTHER PROGRAMS (GENERAL C) ORG CODE: 6400 DIVISION CODE: 6420 RUN DATE: 03/07/07

CAMPUS: 1-GENERAL CAMPUS
 STAFF SALARIES

Budget Administration
 GENERAL FUNDS

FAU

Sub Account

TRAN TYPE	MM/YY	DOC REF	DESCRIPTION	F.T.E.	APPROPRIATION
A-B	02/07		MERITS/TOS		879CR
A-B	02/07		PROV 999901	1.000R	54,288CR
***** INITIAL BUDGET PLUS ALL DETAIL TO CUTOFF DATE OF 06/30/06 *****				2.00	CR 174,288CR

Permanent transfers to sub account
 i.e. Merit funding, funding for provision

CR = Credit
 Blank = Debit

Transfer of Funds Numbers

Title Code

Employee ID#

EMP #	EMPLOYEE NAME	PROJECT	DIST	MONTHLY AMOUNT	ANNUAL AMOUNT	F.T.E.	GROSS SALARY	YEARS AT RANK	STEP	EMPL	AFT	R	P	S	D	E
0245-2	DIRECTOR (FUNCTIONAL AREA)															
111222333	BRUIN JOE			10,000	120,000	1.00	120,000									
-	- TOTAL POSITIONS					1.00	120,000									
0245-2	TOTAL - DIRECTOR (FUNCTIONAL AREA)					1.00	120,000									

Distribution # from EDB

Labor & relations codes derived from EDB

Provision #

7243-1	ANALYST, ADMINISTRATIVE															
999901	ANALYST, ADMINISTRATIVE			4,524.00	54,288	1.00	54,288								U	99
	TOTAL PROVISIONS					1.00	54,288									
7243-1	TOTAL - ANALYST, ADMINISTRATIVE					1.00	54,288									
***** TOTALS *****																
	POSITION					1.00	120,000									
	PROVISION					1.00	54,288									
	TOTAL					2.00	174,288			2.00CR					1.74,288CR	

Account/Fund

TOTAL ** ACCOUNT	400000	Budget Administration	/ SUB-BUDGET 1 STAFF SALARIES
Number of Filled Positions		POSITION	1.00 120,000
Number of Vacant Positions		PROVISION	1.00 54,288
Total Cost of Positions & Provisions		TOTAL	2.00 174,288
			2.000R 174,288 CR

FTEs & Sub 01 PERM Budgets Must Be Equal

This screen shows you a sample when your Staffing List Detail Report is out of balance --

```

SLRFT220                STAFFING LIST  DETAIL REPORT                PAGE:                2416
LOC 04 U C LOS ANGELES                                REPORT DATE: 03/01/07
SAU 0 OTHER PROGRAMS (GENERAL C                      ORG CODE: 6400    DIVISION CODE: 6420    DEPT CODE: 1100    RUN DATE: 03/07/07
SUB-CAMPUS: 1-GENERAL CAMPUS                          ,Budget Administration    400000--
1 -STAFF SALARIES                                    GENERAL FUNDS            19900
    
```

TRAN TYPE	MM/YY	DOC REF	DESCRIPTION	F. T. E	APPROPRIATION
A-B	02/07	081627	MERITS/TOS		872CR
A-B	03/07	082748	PROV 999901	1,00CR	54,288CR
INITIAL BUDGET PLUS ALL DETAIL TO CUTOFF DATE OF 06/30/06					2.00 CR 174, 288CR

EMP #	EMPLOYEE NAME	PROJECT	DIST	MONTHLY AMOUNT	ANNUAL AMOUNT	F.T.E.	GROSS SALARY	YEARS AT RANK	STEP	EMEL	APT	R F
0248-2	DIRECTOR (FUNCTIONAL AREA)											
111222333	BRUIN JOE		11	10,000	120,000	1.00	120,000			B	U	99 U
TOTAL POSITIONS - - - - -						1.00	120,000					
0248-2 TOTAL - DIRECTOR (FUNCTIONAL AREA)						1.00	120,000					
7248-1	ANALYST, ADMINISTRATIVE											
999901	ANALYST, ADMINISTRATIVE			4,824.00	54,288	1.00	54,288					U 99
TOTAL PROVISIONS						1.00	54,288					
7248-1 TOTAL - ANALYST, ADMINISTRATIVE						1.00	54,288					
***** TOTALS ***** 400000- -19900 -1-POSITION						1.00	120,000					
PROVISION						1.00	54,288					
TOTAL						2.00	174,288	2.00	174,000 CR			

TOTAL ** ACCOUNT	400000	Budget Administration	/ SUB-BUDGET 1 STAFF SALARIES	POSITION	1.00	120,000
				PROVISION	1.00	54,288
				TOTAL	2.00	174,288

Total Payroll Costs From EDB



Amount in Sub 01 Perm Budget

you'll need to transfer Perm budget of \$288 to sub 01 to balance your Staffing Report

What are the differences between sub 00 (academic) and sub 01 (staff) provisions?

- Sub 00 provisions are created at the base rate. The base rate will vary from organization to organization. Please check with your Dean's/VC's office for the base rate of your organization.
- A Sub 00 group provision is created for a certain title code and is used as a holding account for upgrade and downgrade funding. For example, an academic unit can create a group provision for the assistant professor title code. All funding for upgrades or downgrades are maintained in this account and the amount of the provision is adjusted accordingly to balance the staff listing. If the new assistant professor is hired \$100 above the base rate, then you will need to reduce the assistant professor group provision by \$100 to fund the upgrade.
- Group provisions should not be used for sub 01.
- Sub 01 provisions are created with a specific title code at the base rate of the salary scale.

What are the advantages in using provisions?

- Provisions will keep your staffing list balanced.
- Provisions are range adjusted annually, depending on available funding from the State of California.

What happen if not using provisions on General Funds sub 01?

- Your staffing list will be out of balance if the FTE and permanent funds, associated with a vacant position, remain in sub 01.
- You can delete a provision, however you will have to delete the FTE and move any funding out of sub 01 on a permanent basis. There are 2 disadvantages if you manage your staffing list this way:
 1. The funding will not be range adjusted if it is moved outside of sub 01, 02 sub account. If you move funding back to sub 01 after a range adjustment occurs, you will need to provide the range adjusted rate from your permanent budget.
 2. The FTE can be deleted but if you want to create a new position/FTE in the future, you can create the FTE but you will need to transfer permanent funds to the General funds Employee Benefits Pool. Please contact the APB Budget Section for the % rate to use in calculating this amount, and the FAU to be credited.