

May 5, 2020

To: Chief Financial Officers

From: APB Campus Budget Services

Subject: UCPATH Staffing Roster

In preparation for the fiscal year-end close, please start working on balancing the 07/01/20 Sub 00 and Sub 01 Staffing Roster for submission to the Office of the President. The UCPATH Staffing Roster must be balanced by **Tuesday 06/30/20**. This is the last day to process Sub 00 and Sub 01 permanent TOFs and make updates to the Budget Distribution page in UCPATH before the final Staffing Roster snapshot is taken. After this date you will not have access to process permanent TOFs on Sub 00 and Sub 01.

Note that UCOP is requiring that we balance the UCPATH Staffing Roster to 7/1/20. In the past, UCLA balanced the Staffing Roster to 6/30. This year will be different. If a 7/1/20 effective date is used in UCPATH, it will appear on the UCPATH Staffing Roster. If you run into any issues with this, please reach out so that we can discuss. As you start running the LACMP_20200701 snapshot of the UCPATH Staffing Roster in Cognos, it will show data for all budget and salary information with a 7/1/20 effective date. You do not need to wait until 7/1 for it to appear on the UCPATH Staffing Roster.

Below is a list of the funds that must be balanced. The STF Flag should be unchecked on the Budget Distribution Page in UCPATH for positions budgeted on funds not listed below. This will ensure that those positions are not included on the Staffing Roster submitted to the Office of the President.

- 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

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 and send to Stephen Ngao (sngao@ponet.ucla.edu). Note that Stephen is piloting a new Form B. Please try using Form B (Batch Process) and provide feedback. Do not enter any data into the grayed out columns I and N. These are calculated fields.

We are aware that this is a busy time of year and that every organization is dealing with issues related to COVID-19; however, it will help us greatly to have balanced Staffing Rosters as soon as possible. We would appreciate it if you could start by balancing the Sub 00 Staffing Roster as this will help us with financial projections.
