C-BIG Technical Training

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Available Resources

- **Budget Prep Document**
  - Contains important dates, links, resources, and other reminders

- **Video Tutorials**
  - Leads users through entire budget process
    - Go to Box folder and download each video
    - Be sure to turn on audio
    - Different Box link for MEDNET users [here](www.apb.ucla.edu/resource-management/c-big)
Salary & Benefits Data Entry

- Since UCPATH go-live, salary data has been primarily mapped to one object code falling within the “Faculty Ladder” or “Career Staff” categories in CBIG.

- Within CBIG, actual data has been remapped for ACADEMIC salaries to the former object codes:
  - To help map to the CBIG categories (e.g. Faculty Ladder, Faculty Temp, Academic Apprentice, Academic Other)

- STAFF salary data (e.g. Career Staff, Non-Career Staff) remains as is from UCPATH:
  - Due to this, the sum of Career Staff and Non-Career Staff will be entered into the CAREER STAFF line within the budget forms.

- For compensation and benefits, the rows where data will be entered are outlined in GREEN.
Wrapping Up

• Please validate using the following reports after entering data for each department and fund combination:
  • 18a Bud Input Prelim - Spread Check
  • 24a Bud Input Prelim – Monthly w Detail

• You may notice an additional form, **03. Organization Seasonality Form**, which can be used as a report to check submitted data. The format of the form is different from the other budget forms as an alternative way of viewing the data.

• There will be NO formal approval process within C-BIG
  • Each organization/department is responsible for coordinating review and approvals
  • Once budget season ends, data submissions are considered final