

BASE BUDGET

The Kuali Budget Module (KBM) is the tool in the Kuali Financial System (KFS) used to manage the Base Budget (Permanent Budget) for the campus. The Base Budget is developed incrementally throughout the current fiscal year and becomes the unit's initial operating (July 1st) budget allocation for the next fiscal year. Only certain fund group funds are "budgeted funds" and can be permanently budgeted. Extramural funds (contracts, grants, and gifts) are not budgeted funds.

Base Budget incremental allocations include funding committed by the Provost, merit and range allocations for permanently funded academic and administrative employees, and other allocations provided by the unit's Coordinating Point/Dean's Office. KBM Budget Appropriation Transaction (BAT) documents allows users to create both Current Budget and Base Budget entries that are fed to the KFS General Ledger. Current Budget entries have a Balance Type Code of "CB" (Current Budget) and the budget feed from KBM posts in the Fiscal Period "BB" (Beginning Balance). The ledger description for these Current Budget and Base Budget entries shows "Initial Budget".

It is also possible to see ledger detail transactions impacting only the base budget as it is developed over the year to impact the next year July 1 Initial Budget. The Balance Type Code for Base Budget entries is "BB". All Base Budget-specific reports can be found in the KFS Decision Support portlet under "Base Budgeting and Staffing".

The largest component of a unit's Base Budget is the allocation for academic and administrative staff salaries and corresponding benefits. KBM produces a Staffing List that reports on annual salary base budget funding by position for both filled and open vacant positions, and compares that salary budget to the committed payroll on SWG0 or SWG1 with completed FTE field indicating permanently funded positions in the UCPath Payroll System. The Staffing List should be reconciled monthly to keep the budget aligned with the commitments, and to ensure that funding. SWG0 is being handled centrally, so users should not be adjusting any budgets involving SWG0 in KBM. Additionally, the reconciled Staffing List is provided quarterly to the Office of the President for their various reporting requirements and needs.

MANAGING THE BASE BUDGET

The Base Budget is a tool for planning and managing critical permanent resources allocated to the organization. The process of managing the base budget is multi-faceted. It involves:

- Aligning, tracking, and balancing base budget resources with approved permanent positions.
- Ensuring that base budget allocations are all positive.
- Working with the Budget Office to adjust SWG0 funding as needed.
- Reallocating funds to align permanent resources with anticipated expenditures. This is particularly important for benefits. Benefits budgets should be adjusted to ensure that

permanent and current year resources are adequate to cover projected expenses. All permanently budgeted FTEs should also have a corresponding permanently budgeted benefit component. If the unit does not have enough permanent resources to support both salary and benefits, then the position should have its FTE reduced or be temporarily funded on SWG2

Base Budget funding adjustments like those described above can help ensure that resources are prudently allocated.

KBM STAFFING LIST

The Staffing List consists of Position Numbers that connect (1) Base Budget data, and (2) UCPATH Payroll for permanently funded employees. It compares, by position number, the Base Budget and Base FTE amount to the Annual Payroll salary and Payroll FTE for these employees and displays the variances between the budget records and the payroll records. For the Staffing List to be balanced, the variances for both dollars and FTE must be zero.

PERMANENTLY BUDGETED ACADEMIC FACULTY POSITIONS

All permanently budgeted faculty positions need to be approved by the Provost. The Budget Office will create new positions in UCPATH as needed. Units should not be creating faculty positions for those that are centrally funded and should be using the approved position numbers only. Units will be responsible for editing the position fields in Path as well as update funding and BDP. KBM Staffing budget and FTE variances for SWG0 will be handled centrally by the Budget Office. For questions about this, please contact your assigned portfolio manager in the Budget Office. A list of unit contacts can be found on the budget office website: <https://www.budgetoffice.uci.edu/about/contact.php>

HOW TO RUN THE STAFFING LIST

There are two ways to run the Staffing List:


I. Via Decision Support: Recommended method to run around the 12th and 27th of every month when a unit is balancing their staffing and after UCPATH snapshot has been taken. UCPATH payroll snapshots require a 2 day process, so UCPATH BDP updates will need to be finalized 2 days before 4pm prior to the snapshot for UCPATH perm budgets and FTE to appear on the KBM Staffing reports. A calendar is posted on the Budget Office website for reference: <https://www.budgetoffice.uci.edu/pdf/path-kbm-annual-timeline-calendar-view.pdf> A list view is also available: <https://www.budgetoffice.uci.edu/pdf/path-kbm-annual-timeline-list-view.pdf>

1. The Staffing List is found under the KFS Decision Support section and the Base Budgeting and Staffing section.

KFS Decision Support

[Expand All |](#)

- Decision Support Cognos Connection #
- + Accounts Receivable
- + Capital Asset
- + Chart of Accounts - Lookups
- + Chart of Accounts - Crosswalk (KFS/LegacyFS)
- + Chart of Accounts - KFS Tables - Field Attribute Listings
- + General Ledger - Campus Reports
- + General Ledger - Central Reports
- + General Ledger Ad Hoc templates
- + Purchasing/Accounts Payable
- Base Budgeting and Staffing
 - Base Budget Fund Summary #
 - Base Budget Ledger Detail #
 - Base Budget Summary by Organization, Account and Consolidation #
 - Central Only - June Final Staffing #
 - Position Detail Report #
 - RAFG Summary #
 - Staffing List by Account or Org Hierarchy #



2. Choose the Fiscal Period and enter the Roll up Organization Code and select Consolidation Code SWG1. Filter option to display only Accounts with Variances then hit Run

Staffing List by Account or Organization Hierarchy

v2003

Fiscal Year **Chart Code** **Max/Min Columns** Maximum Columns Minimum Columns **Hide accounts where variance = 0** Display only Accounts with Variance (Amt/FTE) Show All Accounts

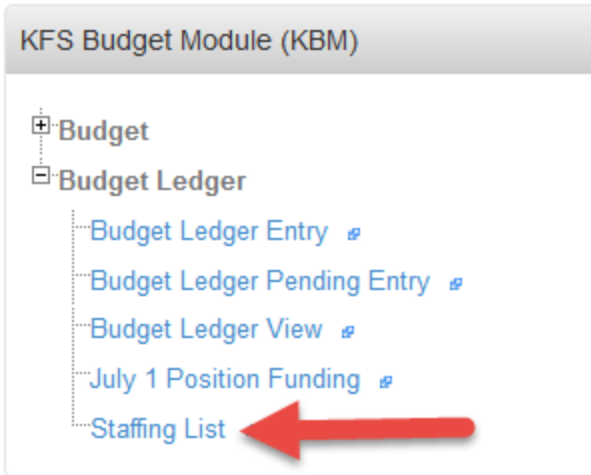
Fiscal Period **Consolidation Code** SW00 - SALARIES & WAGES ACADEMIC SW01 - SALARIES & WAGES STAFF

Roll Up Organization **Search** **Organization** **Search**

Control Account **Search** **Account** **Search** **Position Number** **Search**

II. Via KBM: Recommended to run as needed or when Decision Support has not yet been updated or has maintenance issues; this version of the Staffing list can only be run at the account level or lowest level org within the unit.

1. The Staffing List is found under the KFS Budget Module (KBM) section and the **Budget Ledger** section.



2. Enter the Organization Code or Account Number and Object code 0001. Then hit Search

Staffing List 📄

* Fiscal Year: 🔍

* Chart Code: 🔍

Organization Code: 🔍

Account Number: ←

Sub-Account Number: 🔍

Object Code: ←

Sub-Object Code: 🔍

Consolidation Option:
 Consolidation Detail Exclude Sub-Accounts

PPM Tracker Option:
 PPM Tracker PPM Tracker Override

A unit's permanent staffing list is considered completely balanced when both the budget and FTE variances (columns in blue) are zero

Highlighting the important columns and what they entail:

Beginning Balance	Adjusted Base Budget Amount	PPM Gross Salary	Base Budget/PPM Variance	Base Budget FTE	PPM FTE	Base Budget/PPM FTE Variance
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- Beginning Balance = July 1st Initial budget
- Adjusted Base Budget Amount = Unit's permanent resource designated to SWG1 position
- PPM Gross Salary = Annual Salary from UCPath
- Base Budget/PPM Variance = Difference between the Adjusted Base Budget Amount and PPM Gross Salary. This needs to be zero in order to be considered balanced
- Base Budget FTE = Unit's permanent FTE

- PPM FTE = FTE from UCPATH
- Base Budget/PPM FTE Variance = Difference between the Base Budget FTE and the PPM FTE. This needs to be zero in order to be considered balanced

HOW UCPATH INTERACTS WITH KBM STAFFING

Once a unit determines that a career position on UCPATH should be made permanent as they have enough permanent funds to support both the position's salary and benefits, the Budget Distribution Page (BDP) needs to be created/updated in UCPATH in order for that position to appear on the KBM Staffing.

Budget Distribution Page (BDP)

Navigate to BDP: PeopleSoft Homepage – General Ledger Administration – General Ledger Tasks – Budget – Budget Distribution

To create a new BDP: New BDPs need to be created when:

- New positions/hires with new position numbers need to be permanently budgeted
- Existing permanent positions with a dept ID# change.

Click on Add a New Value tab, enter the dept ID# that the position number belongs to and the position number. Hit Add

Budget Distribution

Find an Existing Value | **Add a New Value**

*Set ID | RCMP

*Department

*Position Number

Add

Find an Existing Value | Add a New Value

Once the information has been entered, the Set ID, Dept and Position will be automatically populated.

Budget Distribution

Set ID Department ← this information will be automatically populate once the dept# and pos# has been entered

Position (Active)

Choose the correct effective date: The effective date should be based on the new hire start date or the date of an existing position's move/change in dept ID#. Dates can be found on the UCPATH Workforce Job Summary. When properly chosen, the Job Data Snapshot and the Position Budget fields will automatically populate with the incumbent's correct information

Budgeting Entry Find | View All

Job Data Snapshot Personalize | Find | 1 of 1 | Last

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr
1							

*Effective Date: Eff Seq: 1 *Status: Active

← once the effective date has been correctly chosen, the Job Data Snapshot and the Position Budget information will automatically populate

Position Budget

Position FTE	1.000000	Annualized Budget Rate	<input type="button" value="Refresh ABR"/>
Max Position Head Count	1	Adjustment Amount	<input type="text"/>
Total Position FTE	1.000000	Per Headcount Total Budget	
Current Job Headcount	1	Total Position Budget	
Total Job FTE	1.00		

Default Funding Entry: In most cases, the funding module in Path is where the position will be paid and permanently budgeted, thus hitting this button auto populates the information from the Funding module to the Budget Distribution box below. In rare instances, the permanent budget for the position might reside elsewhere (e.g., incumbent is temporarily paid on grant funds but is a career permanent position). If that is the case, the Budget Distribution should be manually keyed in.

Job Data Snapshot Personalize | Find | [?] | [?] First 1 of 1 Last

Job details 1 | Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr
1							

*Effective Date: Eff Seq: 1 *Status: Active Default Funding Entry

Default Funding Entry pulls from the Funding module in Path and brings that info to the Budget Distribution below

Position Budget

Position FTE: 1.000000 Annual Budget Rate: Refresh ABR

Max Position Head Count: 1 Adjustment Amount:

Total Position FTE: 1.000000

Current Job Headcount: 1 Per Headcount Total Budget:

Total Job FTE: 1.00 Total Position Budget:

Budget Distribution Personalize | Find | [?] | [?] First 1 of 1 Last

*Earn Code	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Over the Cap	Budget End Date	Budget FTE	Budget Amount	*Budget Sub	STF Flag
1 REG	IR						IRFIN							Staff-S	<input checked="" type="checkbox"/>

Highlighted modules in the Budget Distribution are required in order for this position to appear on the KBM Staffing:

Budget Distribution Personalize | Find | [?] | [?] First 1 of 1 Last

*Earn Code	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Over the Cap	Budget End Date	Budget FTE	Budget Amount	*Budget Sub	STF Flag
1 REG	IR						IRFIN							Staff-S	<input checked="" type="checkbox"/>

If the Earn code is not a permanent earn code (e.g. Holiday pay, Overtime, etc), or the Sub is anything other than SWG0 or SWG1, or the STF Flag box is not checked, the position will not appear on the KBM Staffing. Incorrect earn codes or SWGs will result in a Payroll Position Maintenance error (PPME) that will appear on KBM users action list for which they must acknowledge and correct on UCPath BDP.

To update an existing BDP: Adjustments to existing BDPs are only needed when:

- Replacement of vacant/open positions: effective date needs to be updated to reflect the replacement's start date
- Vacancy: the system automatically downgrades a vacant open position to the minimum of the job code. If a unit wants the permanent salary to be higher than the minimum, then the Adjustment Amount field in BDP needs to be added for the difference. For SWG1, the only time the Adjustment Amount field is used is during this instance
- Dissolving/Repurposing permanent budget on vacant position: if a unit decides to dissolve and repurpose their permanent budget as they are no longer planning to replace the vacancy, then the STF Flag box needs to be unchecked so it will no longer appear on the KBM Staffing
- Resolving PPMEs: Incorrect SWGs or earn codes will need to be updated. Or the STF Flag box unchecked if the Employee Class code for the position is not considered to be permanent (e.g., Empl Class 5, Student: Casual/Restricted, or Empl Class 8, Staff: Floater, etc)

Click on Find an Existing Value, enter either the position number or the Empl ID and click on Correct History. Hit Search:

Budget Distribution

Enter any information you have and click Search. Leave fields blank for a list of all values.

The screenshot shows the 'Budget Distribution' search interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them is a 'Search Criteria' section with several input fields: 'Set ID' (begins with), 'Department' (begins with), 'Position Number' (begins with), 'Description' (begins with), 'Empl ID' (begins with), 'Empl Record' (=), and 'Name' (begins with). Each field has a search icon to its right. Below the search criteria are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A red arrow points to the 'Find an Existing Value' button at the top left. Another red arrow points to the 'Correct History' checkbox. A third red arrow points to the 'Search' button. A fourth red arrow points to the 'Position Number' field.

Update changes as needed and Hit Save. Once saved, the “Last Upd DtTm” will update, and then this module can be exited:

Created by: UC_CONV_TM

Last Upd DtTm

Last Updt by:

BDP does not require workflow approval and once BDP is saved, it is considered updated. Any message pop up that appears on BDP, please hit OK and address as needed. The system will always want to pull the latest information based on effective date and if the salary/FTE is not what a user expects, then most likely the effective date chosen is incorrect. Effective date changes should again be based on Workforce Job Summary in UCPATH.

Workforce Job Summary

Navigate to Workforce Job Summary: PeopleSoft Homepage - Workforce Administration – HR Tasks – Job Data Related – Workforce Job Summary

Workforce Job Summary is an inquiry screen and helps determine which effective dates to use on UCPATH BDP

Workforce Job Summary

Empl Status Active EMP Empl ID
Hire Date

Go To Job Data

Job Information Personalize | Find | [Print] | [Refresh] First 1 of 1 Last

General | Job Information | **Work Location** | Salary Plan | Compensation | UC Job

Organizational Relationship	Empl Record	Effective Date	Seq	Action	Action Reason	Description	Job Indicator
EMP	0	12/08/2021	0	Hire	HIR	Hire - No Prior UC Affiliation	Primary

Return to Search Notify



Twice a month, a snapshot of UCPATH data is taken. UCI's IT program filters the BDP's for those positions with the STF Flag check marked to determine if a position is permanently budgeted. It then takes the salary from the position's latest compensation + any Adjustment Amount in BDP to display the PPM Gross Salary in the KBM Staffing List. This is why for any merits/ranges/reclass/equity/salary increases, BDP does not need to be updated as the system will pick up the latest compensation.

If a unit wants historical data to be kept in UCPATH BDP, then they may update for all changes including salary increases based on effective date by going to the top right corner of an existing BDP and hitting the "+" to add a new record:



As mentioned in the prior section, UCPATH payroll snapshots require a 2 day process, so UCPATH BDP updates will need to be finalized 2 days before 4pm prior to the snapshot for UCPATH perm budgets and FTE to appear on the KBM Staffing reports. A calendar is posted on the Budget Office website for reference: <https://www.budgetoffice.uci.edu/pdf/path-kbm-annual-timeline-calendar-view.pdf> A list view is also available: <https://www.budgetoffice.uci.edu/pdf/path-kbm-annual-timeline-list-view.pdf>

BUDGET APPROPRIATION TRANSACTION DOCUMENT

Use a Budget Appropriation Transaction (BAT) document to adjust the Base Budget and/or Current budget for fiscal year funds. The BAT document is also used to adjust the budgeted FTE for permanently funded positions.

BAT documents created by a KBM user route to the Fiscal Officer and the Accounting Reviewer for approval. Due to the unique information displayed on this type of BAT document, the accounting line is not editable once the document is submitted by the KBM user.

Creating a Budget Appropriation Transaction (BAT) Document


Go to Main Menu tab in KFS. Click on Budget Appropriation Transaction (Fiscal Year Accounts) located in the KFS Financial Processing section and the Financial and Current Budget Transactions section.



Document Overview Tab

DOCUMENT OVERVIEW

OVERVIEW

 * Description : Explanation :

Organization Document Number :

FINANCIAL DOCUMENT DETAIL

* Year : 2022

* Accounting Period : FEB. 2022

Enter a description for the document in the **Description** field. This is a required field and this information will show in the workflow Action List and should be informative for the approvers. Additional information about the transaction can be entered in the **Explanation** field. **Organization Document Number** is a unit assigned number that can be used to meet tracking and reporting needs. Accounting Period defaults to the current open period.

Accounting Lines Tab

ACCOUNTING LINES

FROM/DECREASE




COPY ALL

DELETE ALL

HIDE DETAILS

IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	CURRENT AMT	BASE AMT	ACTIONS
IR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0	
LINE DESCRIPTION	POSITION	POSITION FTE	TRANSACTION CLASS	TRANSACTION TYPE					
<input type="text"/>	<input type="text"/>	<input type="text"/>	Adjustment	B - Other					


TO/INCREASE



DELETE ALL

HIDE DETAILS

IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	CURRENT AMT	BASE AMT	ACTIONS
IR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0	
LINE DESCRIPTION	POSITION	POSITION FTE	TRANSACTION CLASS	TRANSACTION TYPE					
<input type="text"/>	<input type="text"/>	<input type="text"/>	Adjustment	B - Other					

To reduce budget in an account, enter the amount in the **From/Decrease** section.

To increase budget in an account, enter the amount in the **To/Increase** section.

Enter the Account Number and Object Code.

ACCOUNTING LINES			
FROM/DECREASE			
* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT
IR			
LINE DESCRIPTION	POSITION	POSITION FTE	
TO/INCREASE			
* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT
IR			
LINE DESCRIPTION	POSITION	POSITION FTE	

Account, Object, Project and Org Ref Id are optional fields that a Unit can use for tracking and reporting needs.

Object codes to be used for budget entries are:

- 0000 – for Salaries & Wages Academic; Consolidation Code SWG0
- 0001 – for Salaries & Wages Staff; Consolidation Code SWG1
- 0002 – for Salaries & Wages General Assistance; Consolidation Code SWG2
- 0003 – for Supplies and Materials; Consolidation Code SUPL
- 0004 – for Equipment; Consolidation Code EQIP
- 0005 – for Travel; Consolidation Code TRVL
- 0006 – for Benefits; Consolidation Code BENF
- 0007 – for General Expenses; Consolidation Code GENX
- 0008 – for Unallocated Budget; Consolidation Code UNAL

To address permanent Staffing budget variances the Base Amt column needs to be entered. To address any FTE variances the Position FTE field needs to be entered. If there are no FTE variances then the Position FTE field should be left blank.

Base Amount is entered with whole dollars only (no cents) (e.g., 830). FTE uses a two decimal format (e.g., 0.50 or 1.00).

A BAT document can also be used to adjust the Current Budget; this has no impact on resolving permanent Staffing budget variances. Current Amount is entered with cents (e.g., 415.00 or 414.52). For example, current budget may be adjusted when there is a mid year hire of a permanently budgeted position. Funding would be given on the current year for half a year's salary and the full annual salary would be entered as the Base amount.

ACCOUNTING LINES

FROM/DECREASE

COPY ALL DELETE ALL HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	CURRENT AMT	BASE AMT	ACTIONS
IR							0.00	0	+
LINE DESCRIPTION	POSITION	POSITION FTE	TRANSACTION CLASS	TRANSACTION TYPE					
			Adjustment	B - Other					

TO/INCREASE

DELETE ALL HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	CURRENT AMT	BASE AMT	ACTIONS
IR							0.00	0	+
LINE DESCRIPTION	POSITION	POSITION FTE	TRANSACTION CLASS	TRANSACTION TYPE					
			Adjustment	B - Other					

Position FTE only used if there is an FTE variance - otherwise leave these fields blank

Enter a Line Description for the transaction(s). Whenever object code 0001 is used to resolve permanent Staffing budget variances, a Position Number must be entered on the To/From sides as needed. All other object codes should NOT have a position number as we do not permanently budget down to that level of detail. Only SWG1 and SWG0 is permanently budgeted by position number.

If the BAT impacts next year's base budget only, use the Transaction Class drop-down list to select "Increment" (default is set to "Adjustment"). Increments can only be used in the 4th Quarter of the fiscal year. For all other BAT's, the Transaction Class should be "Adjustment".

Select the appropriate Transaction Type from the drop-down list. The default is set to "B," and rarely requires a change for BAT's initiated at the unit level, unless the BAT relates to staff salary changes. The Transaction Type options are:

- 1 – Budget Act/Prelim Allocations (Budget Office use only)
- 2 – Inter-locations (Budget Office use only)
- 3 – Budget Act/Final Allocations (Budget Office use only)
- 4 – Academic Merit (Budget Office use only)
- 5 – Staff Merit
- 6 – Academic Range (Budget Office use only)
- 7 – Staff Range
- 8 – Reclassification
- 9 – Equity Increase/Misc Salary Adj
- A – Downgrade
- B – Other (e.g., Increase in FTE, Misc rounding)

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	CURRENT AMT	BASE AMT	ACTIONS
IR							0.00	0	+
LINE DESCRIPTION	POSITION	POSITION FTE	TRANSACTION CLASS	TRANSACTION TYPE					
			Adjustment	B - Other					

Note that the From and To lines for expense budget allocations, the transaction type and the transaction class need to equal.

A single BAT document can only involve one fund.

Once a BAT document has been saved, the results can be reviewed prior to submission. Expand the Labor Ledger Pending Entries to double-check that the accounting lines appear correct.

LABOR LEDGER PENDING ENTRIES



In addition to funding salaries, department budgets should also include funding to cover benefits. Please use the table below as the projected rates for budgeting benefits:

For Employees with Full Benefits	FY 23 CBR
Faculty	32.7%
HComp-MSPPhys2-LawFac-Nurse-Police	24.4%
Post Doc	19.8%
Staff Exempt + Other Academic	41.3%
Staff Non-Exempt + Food-Custodian_Grounds-BMW1	48.7%
For Employees with Less than Full Benefits and Students	
Faculty Summer Salary	6.6%
Student and No Benefits + Partial Benefit Eligibility	2.6%

Departments are responsible for covering the increased costs of benefits in all funds. Units are expected to address benefit cost increases by permanently budgeting resources at a level more closely aligned with their permanently budgeted positions. A position should not be permanently budgeted, if the unit cannot also permanently support the position benefits.

CBR rates change annually. Please refer to link for the most up to date CBR rates:

<https://accounting.uci.edu/cost-analysis/composite-benefit-rates.html>

ADDRESSING BASE BUDGET DEFICITS

Since a unit’s Base Budget becomes their initial July 1st budget in the following fiscal year, it is imperative that the Base Budget is not in deficit by consolidation code. Each Account’s consolidation code(s) cannot be in deficit. They must be solvent before fiscal close. This may require units to reduce their permanent FTEs or dissolve them completely as needed in order to address any Base Budget deficits. Reminders will be sent out to units with any negative Base Budgets in the 4th quarter. If units do not resolve their deficits before fiscal close, central will take what actions are needed in order to bring the consolidation codes solvent with a focus on Core Funds including dissolving FTEs

USEFUL REMINDERS

- SWGO academic faculty budget variances are handled centrally by the Budget Office. Please do not issue base budget adjustments for SWGO positions. UCPath BDP for SWGO should be maintained by the units. If you have any questions on SWGO, please refer to your portfolio manager. A list of unit contacts can be found on the budget office website: <https://www.budgetoffice.uci.edu/about/contact.php>

- No Staff or Faculty can be put on permanent funds if both salaries and benefits cannot be covered on a permanent basis. If a unit does not have the permanent funds available, then the employee should remain on SWG2
- Be mindful that any permanent budgeted employee that receives equity, reclass, or any type of salary increases should also get a corresponding permanent benefit budget increase
- No permanent budget should be in deficit at fiscal year end close by consolidation code
- Only object code 0001(SWG1) and 0000 (SWG0) should always have a position number – no other object codes should have a position number as we do not permanently budget to that level of detail.
- Only when there is a FTE variance, should the FTE field in the BAT document be used. If there is no variance, then this field should be blank. FTEs should only be used on object code 0001
- When resolving permanent budget variances, especially for salary increases, be mindful where the source is coming from. The resource should not be coming from permanent benefits (0006) as most units already seem to struggle with supporting benefits. Do not cause deficits in any permanent consolidation codes in order to address Staffing variances; if there are no permanent resources, then FTEs will need to be reduced to accommodate the permanent budget that a unit has
- A BAT document can also be used to adjust the current year budgets under the current amount column; but to address any permanent Staffing budget variances, the base amount column needs to be used
- The permanent budget should be a reflection of your expected expenses (or revenue) for new fiscal year; it sets up your initial budgets for the following fiscal year

KBM TERMS

Base Budget – The permanent funding available for the next fiscal year. It is also referred to as the Permanent Budget.

Current Year Budget – The funding available to spend in the current fiscal year. It is commonly referred to as the operating budget for the current fiscal year.

Budget Adjustment Transaction Document (BAT) – Used to adjust the base budget and/or to adjust the FTE associated with permanently funded positions. The document is also used to adjust the current year budget for fiscal year funds.

Vacant/Open Provision – Place holders for unfilled permanently budgeted positions.

Position – Provides the foundation and the link for the budget and payroll records

PPM – Payroll Position Maintenance