

A stone wall sign for the University of California, Irvine. The sign is made of light-colored stone blocks and features the university's name in large, dark, serif letters. To the left of the name is a circular seal of the University of California. The sign is set against a background of green trees and a clear blue sky. In the foreground, there is a field of tall, green grasses.

University of California, Irvine

Faculty Setup Overview for FY25

Presented by Sullivan Galindo – October 08, 2024

UCI Division of Finance and Administration | With U • For U

Current Setup Process - Overview

Setup Approach:

- Cohort-Based Setup Funding:
 - Setup funding is pooled by cohort, where schools receive a collective allocation for all faculty members hired in a given year.

Data Compilation:

- Unit's Responsibilities:
 - Provide the Budget Office with an accurate account of each faculty member's setup expenditures if additional transfers are required after the October.
 - Budget Office will prepopulate the faculty list based on available date, from our New hires list, and any Offer Letters received
 - Track all setup expenditures, including those across multiple accounts and funds for a particular faculty member, and enter this in the shared Setup Workbook.
- Budget Office Responsibilities:
 - Track setup fund balances, record new setup approvals, and update totals after transfers are generated. Both the Unit and Budget office can view the information via the shared Setup Workbook.

Setup Funding – Current Workflow

Funding Allocations:

- Timeline of Transfers:
 - October: First round of funding transfers will take place based on initial setup allocation.
 - January: Units will be asked to review their expenditures and submit any updates for mid-year hires.
 - February: Critical period for allocating setup funds for any faculty that onboarded mid-year.
 - May: Units need to add any additional expense/late faculty onboarding requests early to avoid delays in preparation for final June transfers.
 - June: The final transfers.

Shared Setup Template:

- Template includes:
 - Summaries of setup expenditures by faculty member, cohort, and funding pool.
 - Updates visible to both the Budget Office and Unit.
 - Allows Units to enter their own funding, if applicable, and to reallocate setup funds between faculty as needed.

Setup Timeline for FY25

Date/Timeframe	Action	Responsible Party
October	Initial Setup Funding Transfers	Budget Office
December/January	Setup Analysis for Standard Allocations	Units Submit Offer Letters; Budget Office Conducts Analysis
January/February	Mid-year Review of Setup Expenditures and New Hires Updates	Units Submit Data Updates; Budget Office Allocates any Additions
May	Final Request for June Transfers	Units Request Additional Transfers Needed
June	Final	Budget Office Finalizes Based on Actuals

Current Setup Schedule

Standard Setup Allocations:

- Schedule
 - 1st year – 25%
 - 2nd year – 20%
 - 3rd through 5th year – 15%
 - 6th year – 10%
- Factors that may alter schedule:
 - Expenditures exceeding funds in one year.
 - Expenditures fall below funding in one year.
 - Amount of funds already transferred.

Expenditures Exceed or Fall Below Funding

- Initial Funding Transfers:
 - Transferred in October close based on standard setup allocation percentage
- Expenditures Exceed Funding:
 - Funding distributions are ultimately based on actual expenditures.
 - Distribution may be completed in less than 6 years.
 - Reallocate between faculty if there remaining balances or unit will cover.
 - Submit setup request early in the year or spread throughout the year, such as December, January, and May, to avoid bottlenecks in June.
- Funding Exceeds Expenditures:
 - No June adjustments if expenditures are below funding.
 - Extra funds can be reallocated between faculty at Unit's discretion.

Standard and Exceptional Setup Funds

Fund numbers:

- Standard Cohort Setup
 - FY25 - 69980 Funds
 - FY24 - 69980 Funds
 - FY23 - 75025 Funds
 - FY22 - 75025 Funds
 - FY21 - 09535 Funds
 - FY20 - 05397 Funds
- Exceptional Setup
 - 16711 Funds
 - 09535 Funds

Setup Workbook Crosswalk

Org_Lookup		Sullivan Galindo:		Last Name		Sullivan Galindo:		Mouse	Mouse	Goof
FACULTY SETUP BANK		Cohort Funding:		First Name		Budget Office: Pre-populate based on available data, such as New Hire List, UCPath, and Signed Offer Letters.		Mickey	Minnie	Goofy
ACCOUNT TO USE FOR TRANSFERS:		FY25 - 69980 Funds		Position No.		Unit: Check for Faculty and Setup accuracy. Any missing faculty or setup error, please provide backup.		12345678	23456789	34567891
Single Account		FY24 - 69980 Funds		Individual Accts						
ABS12345		FY23 - 75025 Funds		Alloc Fund #				69980	69980	69980
		FY22 - 75025 Funds		DOH				7/1/2024	7/1/2024	7/1/2024
		FY21 - 09535 Funds								
		FY20 - 05397 Funds								
Entered By		KFS Doc #	Date	Fiscal Yr	TOTAL			100,000.00	100,000.00	100,000.00
PROVOST COMMITMENT					300,000.					
ADJUSTMENTS										
Reallocate between faculty					N/A					
Sullivan Galindo:										
Setup Allocation:										
1st Year - 25%										
2nd Year - 20%										
3rd to 5th Year - 15%										
6th Year 10%										
TOTAL ADJUSTMENTS										
TOTAL COMMITMENT + ADJUSTMENTS					300,000.00			100,000.00	100,000.00	100,000.00
APPROVED TRANSFERS TO SCHOOLS										
2025 Transfer					FY					
SRG					FY25	(75,000.00)	(25,000.00)	(25,000.00)	(25,000.00)	(25,000.00)
TOTAL Approved/Completed Transfers					(75,000.00)	(25,000.00)	(25,000.00)	(25,000.00)	(25,000.00)	(25,000.00)
Commitment Balance to be Allocated to School					225,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
SCHOOL EXPENSES FOR FUNDING REQUEST										
2025 - Expenses					TRF STATUS	FY				
Pending					FY25	-				
TOTAL Requested TRANSFERS					-	-	-	-	-	-
					225,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
SCHOOL ACCOUNT(S) FOR SETUP EXPENDITURES:						Acct 1	Acct 1	Acct 1	Acct 1	
						Project	Project	Project	Project	
Optional Information										
TOTAL SETUP COMMITMENT (ALL SOURCES)					300,000	100,000	100,000	100,000	100,000	100,000
SCHOOL SETUP OBLIGATION					-	-	-	-	-	-
SETUP EXPENSES FUNDED BY SCHOOL:										
FY21					-	-	-	-	-	-
					-	-	-	-	-	-
SCHOOL BALANCE					-	-	-	-	-	-

Setup Workbook Crosswalk Cont.

Org_Lookup				Last Name	Mouse	Mouse	Goof
FACULTY SETUP BANK	Single Account			First Name	Mickey	Minnie	Goofy
ACCOUNT TO USE FOR TRANSFERS:	ABS12345			Position No.	12345678	23456789	34567891
				Individual Accts			
				Alloc Fund #	69980	69980	69980
				DOH	7/1/2024	7/1/2024	7/1/2024
Entered By	KFS Doc #	Date	Fiscal Yr	TOTAL			
PROVOST COMMITMENT				300,000.00	100,000.00	100,000.00	100,000.00
ADJUSTMENTS							
Reallocate between faculty	N/A			-		(10,000.00)	10,000.00
Sullivan Galindo: Expense Transfers to be made based on Expenses and remaining budget.						(10,000.00)	10,000.00
TOTAL COMMITMENT				300,000.00	100,000.00	90,000.00	110,000.00
APPROVED TRANSFERS TO SCHOOLS							
			FY				
2025 Transfer	SRG	12345678	10/22/24	FY25	(75,000.00)	(25,000.00)	(25,000.00)
2025 - Expenses	SRG	23456789	7/12/25	FY25	(90,000.00)	(5,000.00)	(85,000.00)
TOTAL Approved/Completed Transfers				(165,000.00)	(25,000.00)	(30,000.00)	(110,000.00)
Commitment Balance to be Allocated to School				135,000.00	75,000.00	60,000.00	-
SCHOOL EXPENSES FOR FUNDING REQUEST							
		TRF STATUS	FY				
2025 - Expenses		Completed	FY25		(165,000.00)	(20,000.00)	(30,000.00)
TOTAL Requested				(165,000.00)	(20,000.00)	(30,000.00)	(115,000.00)
SCHOOL EXPENSES				135,000.00	75,000.00	60,000.00	-
SCHOOL EXPENDITURES:					Acct 1	Acct 1	Acct 1
unit gets to keep to cover other faculty.					Project	Project	Project
Optional /							
TOTAL SCHOOL EXPENSES (RESOURCES)				300,000	100,000	100,000	100,000
SCHOOL EXPENSES FUNDED BY SCHOOL:							
FY21				-	-	-	-
SCHOOL BALANCE				-	-	10,000	(10,000)

Sullivan Galindo:
Allowed to reallocate between faculty at Unit's discretion.

Sullivan Galindo:
Expense Transfers to be made based on Expenses and remaining budget.

Sullivan Galindo:
Provide actual expenses: Underspend - "surplus" unit gets to keep to cover other faculty.

Overspend - Allocation to be made based on Oct. Transf. If remaining balance is \$0, unit will need to cover extra expenses or reallocate from other faculty.

Setup Workbook Crosswalk Cont.

Org_Lookup				Last Name	Mouse	Mouse	Goof
FACULTY SETUP BANK				Single Account	Minnie	6789	Goofy
ACCOUNT TO USE FOR TRANSFERS:				ABS12345			
				Position No.	6789	34567891	
				Individual Accts	980	69980	
				Alloc Fund #	2024	7/1/2024	
				DOH			
Entered By				KFS Doc #	Date	Fiscal Yr	TOTAL
PROVOST COMMITMENT							300,000.00
ADJUSTMENTS							
Reallocate between faculty				N/A			
TOTAL ADJUSTMENT				Sullivan Galindo: Second year transfers			(10,000.00)
TOTAL COMMITMENT + ADJUSTMENTS							300,000.00
APPROVED TRANSFERS TO SCHOOLS							
2025 Transfer				SRG	12345678	10/22/24	FY25
							(75,000.00)
2025 - Expenses				SRG	23456789	7/12/25	FY25
							(90,000.00)
2026 Transfer				SRG	34567891	10/22/25	FY26
							(35,000.00)
TOTAL Approved/Completed Transfers							
							(200,000.00)
Commitment Balance to be Allocated to School							
							100,000.00
SCHOOL EXPENSES FOR FUNDING REQUEST				TRF STATUS	FY		
2025 - Expenses				Completed	FY25		
							(165,000.00)
TOTAL Requested TRANSFERS							
							(165,000.00)
SCHOOL ACCOUNT(S) FOR SETUP EXPENDITURES:				Acct 1	Acct 1	Acct 1	
				Project	Project	Project	
Optional Information							
TOTAL SETUP COMMITMENT (ALL SOURCES)							
							300,000
SCHOOL SETUP OBLIGATION							
							-
SETUP EXPENSES FUNDED BY SCHOOL:							
FY21							
							-
SCHOOL BALANCE							
							-

Sullivan Galindo:
Since Minnie exceeded their setup budget by \$5K in the 1st-yr allocation, this amount will be advanced from their 2nd-year allocation. The \$5K overage will be deducted from the 20% (\$20K) allocation scheduled for the 2nd year, effectively reducing the 2nd-year allocation to \$15K. This adjustment will alter her setup funding schedule going forward.

Sullivan Galindo:
Similarly, since Goofy exceeded the total setup allocation for the 1st year, the Budget Office will not allocate any additional setup funds in subsequent years.

Sullivan Galindo:
Since Mickey spent below the setup amount, their 2nd year allocation will follow standard Schedule.

Open Forum Question

Question:

If the setup amount is \$200k and the Budget Office provides \$50k for year 1, but the school requests another \$40k, what would the year 2 allocation be?

Answer:

In this example, if the total setup amount is \$200K, and \$50K is allocated for Year 1, but the school spends then requests an additional \$40K from Year 2's allocation, the Year 2 allocation would initially be zero, as they've already drawn from it. The remaining setup funds would then continue following the original schedule, starting with the Year 3 allocation.

However, if the school incurs further expenses in Year 2 (e.g., spending another \$30K), they can submit for actuals at that time, and the Budget Office would process the request accordingly. This would mean that the Year 3 allocation would also be adjusted to reflect any additional spending in Year 2, potentially reducing it to zero. This process can repeat in subsequent years, where the unit submits for actuals based on incurred expenses, which may result in adjustments to the future schedule until all funds committed have been allocated.

As we manage these allocations, some scenarios may need to be handled on a case-by-case basis, especially if spending patterns differ significantly from the standard schedule.

Open Forum Question Crosswalk

Org_Lookup		Last Name	Man
FACULTY SETUP BANK	Single Account	First Name	Spider
ACCOUNT TO USE FOR TRANSFERS:	ABS12345	Position No.	12345678
		Individual Accts	
		Alloc Fund #	69980
		DOH	7/1/2024

Entered By	KFS Doc #	Date	Fiscal Yr	TOTAL	Sullivan Galindo: Standard Setup Schedule:
PROVOST COMMITMENT				200,000	Year 1 - \$50,000
ADJUSTMENTS					Year 2 - \$40,000
Reallocate between faculty	N/A				Year 3 - \$30,000
					Year 4 - \$30,000
					Year 5 - \$30,000
					Year 6 - \$20,000
Sullivan Galindo: Altered Schedule: Year 1: Standard setup plus exceeding expenditures.				200,000.00	
TOTAL				200,000.00	200,000.00

APPROVED TRANSFERS TO SCHOOLS		FY					
Sullivan Galindo: Altered Schedule: Year 2: No standard setup, but may request expenses.	2025 Transfer	SRG	12345678	10/22/24	FY25	(50,000.00)	(50,000.00)
	2025 - Expenses	SRG	23456789	7/12/25	FY25	(40,000.00)	(40,000.00)
	2026 Transfer	SRG			FY26	-	-
	2026 - Expenses	SRG	34567891		FY26	(30,000.00)	(30,000.00)
Sullivan Galindo: Altered Schedule: Year 3: No standard setup.	2027 Transfer	SRG			FY27	-	-
	2028 Transfer	SRG	45678912	10/22/27	FY28	(30,000.00)	(30,000.00)
	2029 Transfer	SRG	56789123	10/22/28	FY29	(30,000.00)	(30,000.00)
	2030 Transfer	SRG	67891234	10/22/29	FY30	(20,000.00)	(20,000.00)
Sullivan Galindo: Altered Schedule: Year 4 - 6: Continue the altered schedule until commitment has fulfilled.	Completed Transfers					(200,000.00)	(200,000.00)
Commitment Balance to be Allocated to School						-	-
OR FUNDING REQUEST		TRF STATUS			FY		
	2025 - Expenses	Completed			FY25	(90,000.00)	(90,000.00)
	2026 - Expenses	Completed			FY26	(30,000.00)	(30,000.00)
TOTAL Requested TRANSFERS						(120,000.00)	(120,000.00)

SCHOOL ACCOUNT(S) FOR SETUP EXPENDITURES:	Acct 1	Project
Optional Information		
TOTAL SETUP COMMITMENT (ALL SOURCES)		100,000
SCHOOL SETUP OBLIGATION		(100,000)
SETUP EXPENSES FUNDED BY SCHOOL:		
FY21		-
SCHOOL BALANCE		(100,000)

Shared Responsibility and Communication

- Shared Responsibilities:
 - Units are responsible for ensuring that all expenditures are tracked and reported.
 - In addition, review and update the setup workbook (January) based on new hires who have onboarded mid-year and return the workbook to the Budget Office so setup can be allocated in February and then again in May for June allocations.
 - Please update on any faculty that are separating as soon as you know.
 - The Budget Office provides oversight on balances but cannot manage without the Unit's input.
- Critical Gaps:
 - Open communication with Faculty onboarding or failed recruitments.
 - Providing backup for Faculty onboarding, such as Tentative Offer Letters and Signed Offer Letters.
 - Regular updates throughout the year on faculty hiring status to avoid setup delays.
 - Units submit final setup requests if needed before June, if at all possible.

Proposed Improvements – Shared platform for Setup Workbook

Current Challenges:

- **Version Control:** Current setup workbook requires manual updates, creating risk of errors and outdated information.
- **Communication:** Constant emails exchanges and files passing create confusion and delays.

Proposed Solution:

- **Implement a Shared platform:** Create a shared platform where both the Unit and Budget Office can update the workbook in real time.
 - **Benefits:**
 - No more version control issues or email exchanges
 - Easy access for units to update and track faculty setup expenditures.
 - Real-time collaboration and fewer delays.

Questions to Consider:

- What is the most effective platform? (SharePoint or Teams)
- How do we ensure security and controlled access for different units?

Setup - Questions and Comments

If you have any questions, comments, suggestions, or concerns, feel free to contact:

Sullivan Galindo (srgalind@uci.edu)

Katherine Warnke-Carpenter (kcarpent@uci.edu)

Thank you!!

Reminders

Faculty Set-Up:

- The standard setup analysis is due in December/January, so please ensure any missing offer letters from previous hires are submitted by then.
- Share this information with other units, CPOs, or other key personnel who have a role with setup within the unit to ensure proper communication and action.

Open Forum:

- Open Forum Feedback Survey - A survey will be sent out tomorrow to gather feedback on Open Forum. Survey submissions will be due by October 31st.
- 10/22 Open Forum – Staffing - Reports Demo (Pt. 2).

Questions?