AGNES SHIN
ARTIE EVERTZ
DENISE CHRISTIANSEN
JACKIE DIAZ
JAKE GUSS
JOSIE HOLLINGER
KATHY FARRELLY
NANCY SANTUCCI
SHARON WALKER
SUSIE PIKE HUMPREY

SUBJECT: June 2012 Final Budget & Staffing Reports

Fiscal year 2011/12 has come to an end for all VCs and departments (except us) so this is a good opportunity to thank each of you for all your hard work during fiscal close.

The attached PDF budget & staffing reports reflect activities in your organizations as of June 2012 Final budget period.

**Frozen Payroll**
The purpose of the frozen payroll process is to artificially add or delete employees from the staffing reports after the final employee database deadline of 7/6/12. These changes were used only to balance UCSD’s staffing reports transmitted to UCOP and will not be reflected in PPS.

Updates made via the frozen payroll system will be deleted from the August staffing reports. Please review your frozen payroll entries to determine which records require corresponding PPS updates in the New Year. I processed 77 entries!

**Force Balancing – Permanent Staffing Entries**
Entries to force balance organizations were recorded on transfers T1208766 and T1208774.

**July Budget & Staffing Reports**
As a reminder, CBO will not distribute budget and staffing reports for the month of July. The first set of reports distributed for the 2012/13 fiscal year is scheduled for September 13, 2012 and will reflect budget and staffing data through August 2012.
**Budget and Staffing Cutoff Dates**

The cutoff for permanent OLTF’s affecting the August reporting cycle is Tuesday, September 4, 2012. The cutoff for current year OLTF’s and Provision updates is Friday, September 7, 2012. Our website has been updated with a new budget and staffing cutoff schedule for 2012/13, however January 2013 through May 2013 is still pending because GA has not posted their calendar for this period. The calendar is available on our website [http://www-cbo.ucsd.edu/](http://www-cbo.ucsd.edu/)

If you have any questions, please contact me at extension 4-6191, or email hrios@ucsd.edu.

Sincerely,

Hugo Rios