March 8, 2012

DAWN BUTTRELL  
JOSIE HOLLINGER  
JAKE GUSS  
ARTIE EVERTZ  
KATHY FARRELLY  
DENISE CHRISTIANSEN  
NANCY SANTUCCI  
JUDY JOHNSON  
SHARON WALKER  
SUSIE PIKE HUMPREY  
JACKIE DIAZ

SUBJECT: February 2012 Revised Budget & Staffing Reports

By now you are all aware that yesterday’s Staffing List for February did not include any of the bargaining unit implementations. I sampled a few employees before sending out for each bargaining unit and it appears they are present. Please review today’s new Staffing Reports.

**Wage Implementations**
We will distribute auto-costing reports for Main Academics (PR112), SX (PR113), RX (PR114) & TX (PR115). You were provided 99 Staff Merits manual costing and retro reports for your units yesterday. Please review your costing reports. For the month of March we will auto-cost CX and manually cost EX.

**Budget and Staffing Cutoff Dates**
The cutoff for permanent OLTF’s affecting the January reporting cycle is Tuesday, April 3, 2012. The cutoff for current year OLTF’s and Provision updates is Friday, April 6, 2012. Please refer to the FY 2011/12 Budget and Staffing Cutoff Schedule available on the CBO website at: [http://www-cbo.ucsd.edu/staffing_cutoff.aspx](http://www-cbo.ucsd.edu/staffing_cutoff.aspx)

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

Sincerely,

Hugo Rios