July 8, 2013

SUBJECT: June 2013 Interim Budget & Staffing Reports

The attached PDF budget and staffing reports reflect activities in your organizations as of June 2013 Interim budget periods.

Fiscal Closing Calendar

Below is a summary of the Fiscal Year-End calendar:

July 10 – VC Final for OLTFs affecting Perm. Budget - all expense accounts
July 10 – Submit Provisions for Final Staffing
July 10 – Submit Frozen Payroll

July 13 – Begin using authorize “CSV” templates for current year only

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 has passed. These changes are used only to balance UCSD’s staffing reports transmitted to UCOP and will not be reflected in PPS. Instructions on processing frozen payroll adjustments can be found on the CBO website referenced above.

Updates made via the frozen payroll system will be deleted from the staffing reports in July. Please pay close attention to your frozen payroll entries to determine which records require corresponding PPS updates in the new fiscal year.

Closing Approval Templates for Current Year Only

During the year-end closing period, special approval templates are established to allow the processing of OLTF’s by Vice Chancellor offices after the preliminary ledger cutoff. Any VC office that will be processing current year OLTF’s July 13th through July 26th will need to have a
CSV template established. Please review the attached listing of user id’s with CSV templates for current year OLTF’s, and let me know if you want to add or delete someone from the templates.

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

Sincerely,

Hugo Rios