

Updating EDB Guidelines

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UCLA College - Budget Office

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What is the Staffing List Detail Report?

1. The Staffing List is a budget tool that tracks permanently funded academic and staff salaries (ie. Ladder faculty salary on 1A-19900-sub00 and sub01)
2. Amy Yip reconciles the Sub00 Staffing List for the College on a monthly basis.
3. UCOP uses the June Final Staffing List to calculate merit/equity/range adjustment funding to the campus.

The Staffing List Detail Report gets its information from three UCLA online systems

- EDB (Employee Data Base)
- TOF (Transfer of Fund)
- Open Provision System

Today we will talk about the EDB system. The other two systems are done centrally.

How does EDB affect the Staffing List?

Staffing List will pick up

Three Rules:

1. Any distribution line with dos code **REG** and an Indefinite end date.
2. Any distribution line with dos code **RGA** and an **end date**.
3. Any distribution line with dos code **RSA** or **RES** (suspense codes) and an **end date**.

Notes on dos code:

RGA and RSA codes are used with Assistant Professor title.

RES is used with Associate and Full Professor titles.

REG can be used with any titles.

Important reminder:

Please use one of these 3 rules at all times to reflect ladder faculty's permanent funded salary and distribution %.

(Exception: During June Preliminary, there is a one week window where new year actions can be entered concurrently.)

Please do not use these rules for actions that are temporary in nature such as faculty going on sabbatical leave, administration, fellowship or research.

The distribution lines for these temporary funded actions should have dos code REG or sabbatical dos codes with an end date and are always accompanied by a suspense line RES or RSA with an end date.

The following are some EDB examples.

EDB Example1: A typical tenured faculty appointment on 1A-19900-00

```

Appt: 10 TC: 1100 PROFESSOR - ACADEMIC YEAR      Grade:      Pgm/Typ: A/5
Begin Dt: 07/01/86 Ann/Hr Rt : 175500.00  %: 1.00 F/V: F   Rt   : A
End Dt  :          Bas/Pd Ovr: 09/12   FLSA: EXEMPT   Lv  : N Sched: MO
Dur     : T Tenure Dept Cd  : 119000   TUC/AREP/ASHC: A4/C/   Time : R
SubL    :

Dis: 17 L/A/C/F/P/S  4 404032 1A  19900      0      POLI SCI-OPERATIONS/ACAD
Begin: 10/01/07 Dis %: 1.0000 Rate/Amt: 14625.00 Step/OA:      /A  DOS: REG
End   :          FTE: 0.00 Dept Cd: 119000 PRQ:      DUC:  WSP:

Dis:  L/A/C/F/P/S
Begin:      Dis %:      Rate/Amt:      Step/OA:      DOS:
End   :      FTE:      Dept Cd:      PRQ:      DUC:  WSP:
Next Func:  ID:      Name:      SSN:

==>
F: 1-Help      2-Browse      3-PrevMenu
F:      8-Forward      9-MainMenu      12-Exit
    
```

- **Distribution line 17 will create an entry in the Staffing List because indefinite end date and dos code REG are used. (See rule 1 on pg 4)**

EDB Example2 (page 1 of 2) : A Mid-Year Ladder Faculty Appointment (exceptional cases only such as faculty with visa issue)

```

Appt: 10 TC: 1303 ASSISTANT PROFESSOR-AY-1/9TH  Grade:          Pgm/Typ: A/5
      Begin Dt: 10/01/08 Ann/Hr Rt :   90000.00  %: 1.00  F/V: F   Rt   : A
      End Dt  : 06/30/09 Bas/Pd Ovr: 09/09   FLSA: EXEMPT   Lv : N  Sched: MO
      Dur    :           Dept Cd  : 098000   TUC/AREP/ASHC: A4/C/   Time : R
      SubL   :

Dis: 11 L/A/C/F/P/S  4 403836 1A   19900          0   CHEM&BIOC-OPERATIONS/ACA
      Begin: 10/01/08 Dis %: 1.0000 Rate/Amt: 10000.00 Step/OA:   3/0  DOS: REG
      End   : 06/30/09 FTE: 0.00 Dept Cd: 098000 PRQ:      DUC:   WSP:

Dis:   L/A/C/F/P/S
      Begin:           Dis %:           Rate/Amt:           Step/OA:           DOS:
      End   :           FTE:           Dept Cd:           PRQ:           DUC:   WSP:
Next Func:   ID:           Name:           SSN:

===>
F:  1-Help      2-Browse      3-PrevMenu
F:             8-Forward      9-MainMenu           12-Exit
    
```

- Faculty is appointed effective October 1 thus 9/9 pay basis is used in the first year, notice title code 1303 is used (for more info, refer to helpful tips on page 13);
- This 9/9 pay basis is a temporary arrangement for the first year and to ensure it does not appear on the Staffing List, dos code *REG* and an end date 6/30/09 are input for distribution line 11. Note the monthly rate is 9/9. See 2nd year appointment line on next page..

EDB Example2 (pg 2 of 2): A mid-year ladder faculty appointment

```
Appt: 20 TC: 1300 ASSISTANT PROFESSOR-ACAD YR   Grade:          Pgm/Typ: A/5
      Begin Dt: 07/01/09 Ann/Hr Rt :   90000.00   %: 1.00   F/V: F   Rt   : A
      End Dt  : 06/30/10 Bas/Pd Ovr: 09/12   FLSA: EXEMPT   Lv : N Sched: MO
      Dur    :          Dept Cd  : 098000   TUC/AREP/ASHC: A4/C/   Time : R
      SubL   :

Dis: 21 L/A/C/F/P/S   4 403836 1A   19900          0   CHEM&BIOC-OPERATIONS/ACA
      Begin: 07/01/09 Dis %: 1.0000 Rate/Amt: 7500.00 Step/OA:   3/0   DOS: RGA
      End  : 06/30/10 FTE: 0.00 Dept Cd: 098000 PRQ:      DUC:   WSP:

Dis:   L/A/C/F/P/S
      Begin:          Dis %:          Rate/Amt:          Step/OA:          DOS:
      End  :          FTE:          Dept Cd:          PRQ:          DUC:   WSP:
Next Func:          ID:          Name:          SSN:

===>
F: 1-Help          2-Browse          3-PrevMenu
F: 7-Backward          9-MainMenu          12-Exit
```

- Appt 20 shows the second year of this Assistant Professorial appt. Title code is changed to 1300 and this corresponds to a 9/12 pay basis.
- Distribution line 21 will create an entry in the Staffing List because dos code RGA is used (see rule 2 on pg 4). Note the monthly rate is 9/12 pay basis.

EDB Example3 (page1 of 2): Faculty receiving sabbatical supplement in the form of a grant and Dean's supplement

```

Begin Dt: 07/01/04 Ann/Hr Rt : 148400.00 %: 1.00 F/V: F Rt : A
End Dt : Bas/Pd Ovr: 09/12 FLSA: EXEMPT Lv : N Sched: MO
Dur : Dept Cd : 113000 TUC/AREP/ASHC: A4/C/ Time : R
SubL :

Dis: 14 L/A/C/F/P/S 4 403909 AS 66369 0 HISTORY-FACULTY SUPPORT/
Begin: 07/01/08 Dis %: 0.3307 Rate/Amt: 12366.67 Step/OA: 2/0 DOS: REG
End : 06/30/09 FTE: 0.00 Dept Cd: 113000 PRQ: DUC: WSP:
SLS

Dis: 15 L/A/C/F/P/S 4 403908 1A 19900 0 HISTORY-OPERATIONS/ACADE
Begin: 07/01/08 Dis %: 1.0000 Rate/Amt: 12366.67 Step/OA: 2/0 DOS: RES
End : 06/30/09 FTE: 0.00 Dept Cd: 113000 PRQ: DUC: WSP:
Next Func: █ ID: Name: SSN:

==>
F: 1-Help 2-Browse 3-PrevMenu
F: 8-Forward 9-MainMenu 12-Exit
    
```

- **Distribution line 15 puts the faculty's permanent funded salary in FAU 1A-19900-00 in suspense. This line will create an entry in the Staffing List because dos code RES is used (see rule 4 on pg 4).**
- **See comment for distribution line 14 on next page.**

EDB Example3 (page2 of 2): Faculty receiving sabbatical supplement in the form of a grant and Dean's supplement

```
Begin Dt: 07/01/04 Ann/Hr Rt : 148400.00 %: 1.00 F/V: F Rt : A
End Dt : Bas/Pd Ovr: 09/12 FLSA: EXEMPT Lv : N Sched: MO
Dur : Dept Cd : 113000 TUC/AREP/ASHC: A4/C/ Time : R
SubL :
```

```
Dis: 16 L/A/C/F/P/S 4 403908 1A 19900 0 HISTORY-OPERATIONS/ACADE
Begin: 07/01/08 Dis %: 0.6667 Rate/Amt: 12366.67 Step/OA: 2/0 DOS: SLT
End : 06/30/09 FTE: 0.00 Dept Cd: 113000 PRQ: DUC: WSP:
```

```
Dis: 18 L/A/C/F/P/S 4 403909 AS 19900 0 HISTORY-FACULTY SUPPORT/
Begin: 07/01/08 Dis %: 0.0026 Rate/Amt: 12366.67 Step/OA: 2/0 DOS: SLS
End : 06/30/09 FTE: 0.00 Dept Cd: 113000 PRQ: DUC: WSP:
Next Func: ID: Name: SSN:
```

==>

```
F: 1-Help      2-Browse    3-PrevMenu
F: 7-Backward  9-MainMenu  12-Exit
```

- **Distribution lines 14, 16, 18 show how the faculty is being paid for this academic year via grant and sabbatical. These actions are temporary and thus should not be picked up by the Staffing List. They are processed correctly for having sabbatical codes and end dates. Note also for the grant and dean supplements, the faculty cost center should be used and not the 1A.**

EDB Example4: Faculty on 2/3 sabbatical leave

```
Dur   : T Tenure Dept Cd   : 065000   TUC/AREP/ASHC: A4/C/   Time : R
SubL  :

Dis: 22 L/A/C/F/P/S   4 403944 1A   19900       0   LING-OPERATIONS/ACADEMIC
Begin: 07/01/08 Dis %: 0.6700 Rate/Amt: 15708.33 Step/OA:   7/0   DOS: SLT
End   : 10/31/08 FTE: 0.00 Dept Cd: 065000 PRQ:   DUC:   WSP:

Dis: 23 L/A/C/F/P/S   4 403944 1A   19900       0   LING-OPERATIONS/ACADEMIC
Begin: 07/01/08 Dis %: 1.0000 Rate/Amt: 15708.33 Step/OA:   7/0   DOS: RES
End   : 10/31/08 FTE: 0.00 Dept Cd: 065000 PRQ:   DUC:   WSP:
Next Func: █ ID:      Name:      SSN:

===>
F: 1-Help      2-Browse     3-PrevMenu
F:             9-MainMenu   12-Exit
```

- Distribution line 23 will be picked up by the Staffing List because of the RES code with an end date are used. (rule 4 on page 3)
- Distribution line 22 indicates faculty is on sabbatical at 2/3 (dos code SLT) for Fall qtr. As of 11/1/08, the system should drop line 22 and revert line 23 back to 100% regular pay with an indefinite end date; however, department needs to check EDB to make sure these happen.

Commonly Used DOS Codes for Ladder Faculty

DOS CODE	DESCRIPTION
ACA	ADD'L COMP-ADMINISTRATIVE
ACR	ADD'L COMP-RESEARCH
ACT	ADD'L COMP-TEACHING
FHA	FACULTY HOUSING ALLOW
LWP	LEAVE WITH PAY
REG	REGULAR PAY
RES	REGULAR PAY-SUSPENSE
RGA	REGULAR PAY-ASST PROF
RSA	REGULAR PAY-ASST PROF-SUS
SLJ	SABBATICAL LEAVE - 44%
SLK	SABBATICAL LEAVE - 56%
SLL	SABBATICAL LEAVE - 50%
SLS	SABBATICAL LV-SUPPLEMENT
SLT	SABBATICAL LEAVE-2/3
STP	STIPEND
WOS	WITHOUT SALARY

Helpful Tips

- **Monthly rate on distribution line always end in 0.00 or 0.33 or 0.67.**
- **Annual rate for ladder faculty titles always rounded to the nearest hundred. (ie: \$1 to \$49.99 round down; \$50 to \$99 round up) Example: \$87,549 is rounded to \$87,500.**
- **New ladder faculty are only paid on a 9/9 pay basis when their start dates fall on October 1, January 1 or April 1. In these cases, title codes 1103 (Full Prof); 1203 (Assoc Prof); 1303 (Asst Prof) should be used. Economic faculty should use 1145, 1245 and 1345 respectively.**
- **If pending actions for Assistant Professors are not approved by July 1, do extend the appointments and distributions in the EDB at the current rank and rate for one year. When the actions are approved, please go back and update the EDB to reflect the two year period. Most likely, payroll adjustments for retroactive periods may also be needed.**
- **When a faculty receives a retroactive salary adjustment due to merit or promotion, remember to adjust any summer ninths the faculty may get during the affected period to reflect the new rate.**

Academic Personnel Issues Budgetary Guidelines

UCLA College - Budget Office

Introduction

- Common mistakes
- New staff
- Budgetary basic guidelines
- Provide tips and helpful hints to the departments
- Clarify role of Departmental staff and Divisional Budget Analyst
- Information from departments

FUNDS and FAUs

- **Permanent Budget**
 - For 1A-19900-00 – funded July 1 permanent budget
 - Salaries for Faculty
 - Stipends for Chairs\Vice Chairs are included in this allocation
 - Departments are responsible for reconciling 1A cost center

- **Subs**
 - Sub 00: Salary and stipends for academic personnel
 - Sub 02: Summer ninths
 - Sub 05: Housing allowance
 - Sub 06: Benefits related to salary

- **Payroll for Academic Personnel**
 - 1A-19900\19935 : Ladder faculty
 - 1B -19900\19935: Temporary faculty (Unit 18 lecturers and Visiting Professors)
 - 1C -19900\19935: TAs
 - TIF charges on all these cost centers are the departments' responsibility

PAYROLL FOR ACADEMIC PERSONNEL

- **Stipends for Ladder Faculty**
 - 11 months, (August – June) on 1A-19900-00
 - Funded by APB (Perm July 1 Budget)
 - Additional temporary stipends may be funded by Dean's office

- **Sub 00 Transfers**
 - No transfers allowed except via request to the Divisional Budget Analyst
 - Transferring funds into Sub 00 from other subs is allowed.

PAYROLL FOR ACADEMIC PERSONNEL

- **Ninths payments**
 - Max three summer ninths - all fund sources
 - Max 2 summer ninths per year on 19900 funds.
 - Contact Divisional Budget Analyst for instructions.
 - Contact Professors
 - Coordinate with other departments (multiple departments, funding sources)
 - Sub 02 on all funding sources

PAYROLL FOR ACADEMIC PERSONNEL

- **Ninths payments**
 - DOS code of **ACA or ACR or ACT.**
 - Funding example:
 - Administrative duties - 19900
 - Recruitment or retention - 6931X or departmental funds
 - Grant or Endowed chair - Department to determine
 - Payment schedule for ninths - the Campus APO website
 - Retroactive promotion or merit
 - Adjust ninth payments (EDB)
 - Notify the Division Budget Analyst via CC on PAN for funding
 - Other funds - contact funding source

LEAVES/NON-TEACHING QUARTERS

■ Leave

- Normal distribution on 1A-19900-00 is reduced
- The following usually involve leave:
 - Partial sabbatical
 - Faculty Fellowships
 - Administrative duties
 - Leave no pay
- EDB updated
- Leave returns to the departments depends on individual Divisional policy
- Yearly schedule with quarterly updates to Divisional Budget Analyst

LADDER FACULTY SEARCH & RELOCATION

- **Ladder Faculty Search Expenses**
 - Cost center for all expenses - 5A
 - Move unallowable costs (alcohol etc) to a non-state fund (non-199XX)
- **Ladder Faculty Relocation**
 - One year limit for expense forms (Divisional Budget Analyst)
 - Please review Relocation guidelines for information

LADDER FACULTY RECRUITMENT & RETENTION

Recruitment and Retention Accounts

■ **General Info**

- 6931X fund
- Expenses : Summer ninths, research support, relocation expenses, and housing allowances

■ **Establishing R&R Accounts for Ladder Faculty**

- Department is responsible for establishing a R&R account for each newly recruited professor
- Please contact Paulita (Polly) Japson-Means (pmeans@finance.ucla.edu or x48211)
- Provide FAU information to the Divisional Budget Analyst

■ **Subs**

- Sub 02: Summer ninths and relocation expenses reimbursement (EDB)
- Sub 03: Research support
- Sub 05: Housing allowance and relocation expenses

■ **6931X Balances**

- No deficit – if no more funding from Dean, NPEAR expenses off the FAU.

LADDER FACULTY RECRUITMENT & RETENTION

Housing Allowance for Ladder Faculty

- Sub 05 with a DOS code of **FHA not BHA**
- Notify via CC on PAN
 - Divisional Budget Analyst for funds
 - Sheila Wallace (Campus APO) for audit purposes

Appointment 30	FACULTY RECRUITMENT ALLOWANCE	Department	CHEM & BIOC	
+ Action(s)	40-Other Appointment Action	Department Code	098000<none>	Sub Location
+ Title Code	3993<none>	FLSA	1-exempt<none>	Grade
+ Begin Date	07/01/08<none>	Ann/Hr Rate		Program
+ End Date	07/31/08<none>	Rate Code	A-Annually<none>	Type
+ Duration		Basis/Paid Over		Leave Accrual
+ TUC	87-Indeterminate<none>	% Time		Pay Schedule
+ AREP	U-Uncovered<none>	Fixed/Variable	F-Fixed<none>	Time Code
				A-Academic<none>
				5-Academic<none>
				N-No vacation/no days sick<none>
				MO-Monthly<none>
				Z-Positive<none>

Appointment 30 Distribution(s)											
Dist #	Full Accounting Unit	Begin Date	End Date	Dist%	FTE	Rate	DOS	Step	O/A	Work Study Program	
+ 31	CHEM&BIOC-FACULTY RES & SUPPOR										
+ 4	403835 PH 69314 5	07/01/08	07/31/08	0.0000	0.00	.00	BHA				

WRONG

HELPFUL TIPS

- Check for unallowable expenses (object code: 3308) on all state funds (e.g.: 19900 and 19935).
- Reconcile ledger for all funds and correct any problems.
- Reconcile payroll for academic personnel
- Check balances on fund 693XX for deficits
- Review un-transferred “at cost” commitments from the Division and notify the Divisional Budget Analysts for transfers
- All TIF charges should be covered by departmental funds

Reconcile! Reconcile! Reconcile!

Contacts

- Humanities Division : Mark Tanaka – Divisional Budget Analyst
- Social Sciences : Kathlene Avakian – Divisional Budget Analyst
- Physical Sciences: Jeff Korerat – Divisional Budget Analyst
- Life Sciences: Areli Lucatero – Divisional Budget Analyst
- College : Prema Windokun – Manager, Budget and Finance
- College : Amy Yip – Manager, Institutional Analysis and Reporting



Thank You!

October 28, 2008

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