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MEMORANDUM

Office of Academic Planning & Budget  
2115 Murphy Hall  
140501

**May 03, 2023**

**To:** Chief Financial Officers

**From:** APB Campus Budget Services

**Subject:** UCPATH Staffing Roster

In preparation for the fiscal year-end close, please start working on balancing the 07/01/23 Sub 00 and Sub 01 Staffing Roster for submission to the Office of the President. The UCPATH Staffing Roster must be balanced by **Friday 06/30/23**. This is the last day to process Sub 00 and Sub 01 permanent TOFs and make updates to the Budget Distribution page in UCPATH before the final Staffing Roster snapshot is taken. After this date you will not have access to process permanent TOFs on Sub 00 and Sub 01.

Note that UCOP requires that we balance the UCPATH Staffing Roster to 7/1. If a 7/1/23 effective date is used in UCPATH, it will appear on the LACMP\_20230701 snapshot of the UCPATH Staffing Roster. If you run into any issues with this, please reach out so that we can discuss. As you start running the LACMP\_20230701 snapshot of the UCPATH Staffing Roster in Cognos, it will show data for all budget and salary information with a 7/1/23 effective date. You do not need to wait until 7/1 for it to appear on the UCPATH Staffing Roster.

Below is a list of the funds that must be balanced. The STF Flag should be unchecked on the Budget Distribution Page in UCPATH for positions budgeted on funds not listed below. This will ensure that those positions are not included on the Staffing Roster submitted to the Office of the President.

- General Funds: 19900, 19924, 19931
- Fee Funds: 20000 through 20399
- Overhead Funds: 05397, 05399, 07427, 09549, 19933, 19940, 69749, 69750
- Other Funds: 66125, 69085, 69087, 69460, 69996

If Academic Salary Adjustment funding for Sub 00 on 19900 is required, please complete Form B with the appropriate documentation for each appointment and send to your APB analyst Mo Kailani ([mkailani@ponet.ucla.edu](mailto:mkailani@ponet.ucla.edu)) or Matt Sanchez ([msanchez@ponet.ucla.edu](mailto:msanchez@ponet.ucla.edu)). Note that the grayed out columns are calculated fields. Do not try to enter any data into these fields.

We would appreciate it if you could start by balancing the Sub 00 Staffing Roster as this will help us with financial projections. It is also especially important to balance the Sub 01 Staffing Roster. **Please keep in mind that filled positions on the 7/1 Staffing Roster will be the basis on which we provide funding for merit increases and associated CBR.**

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