

Schedule: Balancing annual June 30th Academic (Sub 00) and Staff (Sub 01) Rosters

Below is a list of the funds that must be balanced. If you want to remove positions from the Staffing Roster on unrequired funds, the STF Flag should be unchecked on the Budget Distribution Page in UCPATH and the position Budget Distribution Page should be set to inactive. This will ensure that those positions are not included on the UCPATH Staffing Roster submitted to the Office of the President.

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| General Funds | 19900, 19924, 19935 |
| Fee Funds | 20000, 20002 |
| Other Funds | 66122, 66125, 69086, 69087, 69750 |

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| 05/25/26, Monday | Updated UCPATH Staffing Roster LACMP_20260630 snapshot will be available in Cognos |
| 06/01/26, Monday | Updated UCPATH Staffing Roster LACMP_20260630 snapshot will be available in Cognos |
| 06/08/26, Monday | Updated UCPATH Staffing Roster LACMP_20260630 snapshot will be available in Cognos |
| 06/15/26, Monday | Updated UCPATH Staffing Roster LACMP_20260630 snapshot will be available in Cognos Preliminary deadline for having Sub 00 rosters in balance. |
| 06/18/26, Thursday | Updated UCPATH Staffing Roster LACMP_20260630 snapshot will be available in Cognos |
| 06/22/26, Monday | Updated UCPATH Staffing Roster LACMP_20260630 snapshot will be available in Cognos |
| 06/24/26, Wednesday | Updated UCPATH Staffing Roster LACMP_20260630 snapshot will be available in Cognos |
| 06/25/26, Thursday | Updated UCPATH Staffing Roster LACMP_20260630 snapshot will be available in Cognos |
| 06/26/26, Friday | Updated UCPATH Staffing Roster LACMP_20260630 snapshot will be available in Cognos |

**This is the last work 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 today you will not have access to process permanent TOFs on Sub 00 and Sub 01.**

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| 06/29/26 Monday | Updated UCPATH Staffing Roster LACMP_20260630 snapshot will be available in Cognos Please be in touch with Matthew Sanchez if your final June 30th UCPATH Staffing Roster is out of balance. |
| 06/30/26, Tuesday | Final June 30th UCPATH Staffing Roster snapshot will be available in Cognos |

Note that snapshots will be taken at 5pm on Friday to be available on Monday.
So if you make changes over the weekend, they won't appear until the next snapshot is taken.