

2011-2012 Year-End Staffing Budget Schedule

(Supplement to 2012 Spring Letter on Academic Merits, Promotions, and Other Salary Related Items)

Last business day in May

- Departments must have their Staffing in balance. If Staffing is not balanced on June 1st, RPB will debit the department's budget to cover any variance.
- BEAs for establishing/changing permanent budget for 2012/13AY must be processed by May 31, 2012.
- Permanent BEAs in the month of June can be done with the approval of the Dean/Vice Chancellor office and must be entered in UCRFS by July 5th using 6/30/12 as the journal date.
- Departments may enter Unit 18 (lecturers and supervisors of teacher education only) merits and title code changes that are effective July 1 through June 30, 2012. Departments should not make any additional entries into PPS that affect Staffing from July 1 through July 11. (Note this date may be subject to change and an email notification will be sent if the change is required.)

Friday, 6/1/2012

- ASP end date extension to be processed by campus departments.

Wednesday, 6/6/2012

- Budget (BSL) reports and Staffing files are due to OP with an "as of" date of 5/31/12.

Friday, 6/29/2012

- Departments must have their Staffing in balance. If Staffing is not balanced on July 1 RPB will debit the department's budget to cover any variance.
- Department cut-off for on-line payroll entries that will affect Staffing.
- Department cut-off for all 2011/12 BEAs.
- Department cut-off for provision adds, changes and deletions. (* Departments will not be able to access provisions until staffing is complete around the end of July).

Sunday, 7/1/2012

- Departments should not make any additional entries into PPS that affect Staffing until after July 11. (Note this date may be subject to change and an email notification will be sent if the change is required.)

Monday & Tuesday, 7/2/12 thru 7/3/12

- Payroll to enter academic merits and promotions into PPS.

Wednesday, 7/4/2012

- Holiday

Thursday, 7/5/12

- All permanent BEAs must be entered using 6/30/12 as the journal date.

Friday & Monday 7/6/12 thru 7/09/12

- Costing reports run by OP.
- BEAs created and posted.

Tuesday & Wednesday, 7/10/12 thru 7/11/12

- RPB will process any transactions needed for the final balancing of Staffing (includes late merits).