

April 24, 2024

To: CNAS Financial & Administrative Officers
 CNAS Management Service Officers
 CNAS Financial Operations Managers

Re: 2023-2024 Fiscal Close Deadlines

As part of the 2023-2024 year-end closing process, the CNAS Dean’s Office has prepared this communication to assist you and your departmental staff with key due dates and processes. Below are items which require your attention along with a corresponding due date. If you have any questions regarding specifics, please contact the analyst assigned.

Description/Analyst	Due Date
<p>NEW <u>Salary Cap UCPATH Adjustments (Daniela Nastase)</u> The Dean’s Office has not yet reinstated a collegewide salary cap audit for FY24, but we plan to reinvent an audit for FY25. Departments should review salaries paid on capped awards/projects to ensure compliance with agency salary cap limitations and initiate payroll expense transfers as appropriate.</p>	Friday April 26, 2024
<p>Faculty Visa & Removal Expenses (Org14) (Daniela Nastase) The Dean’s Office will provide funds to cover reimbursement for visa related and actual removal expenses for new faculty members as defined in their appointment letters. Please submit your request for reimbursement of these expenses to Daniela by May 3.</p> <p><i>Category E – Removal/Relocation and Non-Resident Faculty Assistance</i></p> <ul style="list-style-type: none"> • Up to \$10,000 in removal costs allowable under APM 560, in addition to the 30% gross up (3,000) of all allowable reimbursements under UCR 650-31, totaling \$13,000. • Up to \$8,000 in costs associated with non-resident faculty assistance 	Friday May 3, 2024
<p>Tax Supplement for Gross up on Removal (Daniela Nastase) FY21 implemented the gross up for taxable moving expenses, policy 650-32. The CNAS Dean’s Office will reimburse these expenses similar to removal and visa expense. Please send the actual expenditures from Totals to Daniela by May 3. Be sure to include affiliated benefits costs in BC20 and BC47.</p>	Friday May 3, 2024
<p>NEW <u>Paper Salary Cost Transfers (SCT) (Rosalba Lepe/Len Pavlov)</u> High Risk Paper SCTs requiring CFAO signature need to be emailed with documentation to Rosalba and Len no later than May 7. Once approved, the paperwork will be forwarded to Accounting for processing by May 10 to ensure inclusion in FY24.</p>	Tuesday May 7, 2024
<p>CE Faculty Recruitment Expenses (Daniela Nastase) Expenses incurred due to the recruitment and hire of CE faculty can be reimbursed by ANR. Please send a spreadsheet of expenses to Daniela by May 10. Requests for ITFs need to be submitted to ANR by May 15.</p>	Friday May 10, 2024
<p>CE Faculty Removal Expenses (Daniela Nastase) The Dean’s Office will request funds to cover reimbursement for actual removal expenses for new CE faculty as defined in their appointment letters. Please submit your request for reimbursement of removal expenses to Daniela by May 10. Requests for ITFs need to be submitted to ANR by May 15.</p>	Friday May 10, 2024
<p>NEW <u>Dean’s Office Annual Awards (Daniela Nastase)</u> Awards provided annually, such as CUBRI (fund #44412) & Delfino (fund #46053) (7/1/23 – 6/30/24), are provided for a one-year term. FY24 CUBRI awards were allocated via BEA to departments in June 2023. Delfino were not awarded for FY24. CUBRI awards funded for FY24 are eligible for a maximum one-year extension upon request. Please provide a reconciliation of your balances of CUBRI and Delfino awards and request for one-year extension where applicable by</p>	Friday May 24, 2024

May 24. Expired funds will be pulled back to the Dean's Office and amounts added to the awards pool in the next year. Daniela will confirm the sum of all departmental reconciliations reflects the ORG14 balance.

Start-Up/Initial Compliment Reconciliation (Sanjesh Lal)**Friday May 31, 2024**

Please note that for FY24 we will be reporting 14 months of data to include May 2023 through June 2024. To make this work, we require several steps. First, ensure all I/C expenditures recorded in FY24 have the appropriate Flex 2 identification by May 31. Second, provide actual I/C expenditures for May - June 2023 (to include faculty name, BC codes, and total spending) recorded in the prior system, to Sanjesh by May 31. NOTE: We will not be using the Budget Office forms/format from the prior years. Please utilize UCRFS and provide the data in a simplified format.

The Dean's Office will begin reviewing actual spending data (using Flex 2) for FY24 for all active faculty with Start-Up/Initial Compliment funds on June 1 and will monitor actuals throughout the month of June. Actual expenditures recorded in your I/C activity codes will support Dean's Office reporting. Your careful audit of your I/C expenditures will be appreciated.

Sanjesh will provide a final 14-month I/C report, by PI, detailing expenditures (May 2023 through June 2024) by July 26.

NEW Salary Cost Transfers (SCT) (Rosalva Lepe/Allan Underwood)**Monday June 3, 2024****Friday June 14, 2024**

NOTE: Bi-Weekly approved SCTs must be in the SCT Tool by June 3 and Monthly approved SCTs must be in the SCT Tool by June 14. Due to UCPath blackout dates, any SCTs beyond these dates will likely be processed in FY25.

Renovations (Yung Phung)**Tuesday June 4, 2024**

For approved projects funded by the Dean, please submit a list of detailed expenses to Yung by June 4.

Chair Research Support Allocation (Sanjesh Lal)**Tuesday June 4, 2024**

The known research support amounts for FY24 have been funded by the Dean's Office. *You are not required to provide any additional information.* Should you have any concerns about the funding that has already taken place, please contact Sanjesh no later than June 4 should we need to revisit the amounts that have been transferred to your department.

Chair Summer Salaries (Sanjesh Lal)**Tuesday June 4, 2024**

These salaries for FY24 have been funded by the Dean's Office. *You are not required to provide any additional information.* Should you have any concerns about the funding that has already taken place, please contact Sanjesh no later than June 4 should we need to revisit the amounts that have been transferred to your department.

Course Buy-Outs (Allan Underwood/Len Pavlov)**Friday June 7, 2024**

Please provide any approved course buy-outs for FY24 to Allan and Len by June 7.

ANR CE Administrative Support Fund – 19977 (Allan Underwood/Daniela Nastase)**Friday June 7, 2024**

ANR provides CE specialist administrative support funding in 19977 on an annual basis. Allocated funds must be spent in full and any unused portion will be pulled back by ANR at year end. It is important to review your accounts and to make appropriate use of this funding. If you have encumbrances in FY24 that may not hit by June 30, we can make a request to ANR to retain sufficient funds to cover the charges in FY25. Please contact Allan and Daniela with any questions or concerns by June 7. The Dean's Office will work with ANR to retain funds where appropriate and to pullback unused balances.

Clear UCPath Suspense Fund 69993 (Allan Underwood)**Monday June 10, 2024**

All prior month postings (for up to May payroll) to fund 69993 should be cleared by initiating SCT requests using the Salary Cost Transfer Tool *ASAP*. For adjustments needed for multiple pay periods, it could take up to several weeks to fully complete the correction and will likely require paper transfers.

Paper Non-Payroll Cost Transfers (NCT/FCT) (Sanjesh Lal/Len Pavlov)**Monday June 10, 2024**

Exceptional paper cost transfers requiring CFAO signature need to be emailed with documentation to Sanjesh and Len no later than June 10. Once approved, the paperwork will be forwarded to Accounting for processing by June 14 at 5pm to ensure inclusion in FY24.

Staffing (Len Pavlov)**Wednesday June 12, 2024**

In preparation for fiscal close, permanent staffing via Oracle Budget and UCPATH BDP must be in balance as of June 12 to support year-end reporting (UCOP reporting will be drawn June 14 by the central Budget Office).

NOTE: Changes to position funding will not be available while UC Path is processing the funding rollover task that starts 6/15 and extends through 7/2.

As with all other staffing periods, departments will be required to balance their Staff staffing prior to the campus deadline in order to allow the Dean's Office to review and make any necessary adjustments. The Dean's Office will manage balancing Academic staffing.

Released Faculty Salaries (Rosalba Lepe/Len Pavlov)**Friday June 14, 2024**

The Dean's Office will pull back all unused faculty salary due to administrative appointments, unpaid leaves, etc. Rosalba/Len will provide you with an itemized list of all known releases, including the dollar amount that will be pulled back, by June 7. Please review the list to ensure that all of your released salary is accounted for and notify Rosalba and Len of any necessary changes.

Hatch Salary Funding (Daniela Nastase)**Initial Analysis: Friday, June 14, 2024**
Final Reconciliation: Friday July 5, 2024

We intend to process Budget Transfers, no later than June 14, in support of funding for FY24 Hatch salaries and benefits. We will use actual information through May payroll & provide funds for June on a projection basis. We will complete a final reconciliation after the June payroll closes. If adjustments are necessary to balance your Hatch funds, Budget Transfers will be processed by July 5. *No action is required at the department level.*

CWR (Contingent Worker) Appointment List (Sarah Dillon)**Friday, June 21, 2024**

The Harvest HR Team will be providing a list of CWR/student volunteers to departments by May 31. Departments can review and submit necessary snapshots to extend or separate appointments by June 21.

Application SAA Roles (Len Pavlov)**Friday June 21, 2024**

There are application SAA roles for various system applications, including ePay, eBuy, eCAF, LRSS, Contracting Out, Concur, and related Oracle modules. This is a reminder to please review employees and roles (especially for changes effective July 1) in each application to ensure that all appropriate individuals are included, and send an email of the completion to Len by June 21.

NEW CFD 19900 Fund Reconciliation (Len Pavlov)**Friday June 21, 2024**

A simple reconciliation of 19900 resources held in the departments by activity code is expected in June of each year. Departmental reconciliation should include total CFD budget for the new year where any individual faculty holding more than \$50K is identified. Start-up funds should be identified by individual or S/U amounts can be shown as a departmental reserve for future hires. Funds reserved for department initiatives of \$50K or more per instance should also be noted. Overall, we expect details for items exceeding \$50K; otherwise, smaller amounts can be identified as miscellaneous. The reconciliation is expected to reflect a total consistent with your CFD balance.

NEW Faculty Recruitment Cost Reimbursement (Rosalba Lepe)**Friday June 21, 2024**

Departments can request reimbursement for faculty recruitment expenses (up to a maximum of \$4,000) for new faculty members as defined in their appointment letters. Please submit your request for reimbursement of these expenses, along with justification that your CFD cannot support the cost, to Rosalba by June 21.

PERM Budget Transfers (Len Pavlov)**Tuesday June 25, 2024**

We request that all PERM Budget Transfers at the BC code level, not related to staffing, be entered to clear any deficits in general funds budget by June 25. Campus deadline for PERM Budget Transfers is June 30. NOTE: Please use the staffing deadlines for PERM Budget Transfers related to staffing.

Graduate Student Recruitment Travel (Rosalba Lepe)**Wednesday June 26, 2024**

Departments can request reimbursement for recruitment travel expenses not funded by the Graduate Division for graduate student travel over 100 miles, up to \$400 for airfare or mileage per student. Please submit your request for reimbursement of these expenses, along with justification that your CFD cannot support the cost. Along with your request, please provide a spreadsheet to the Dean's office with the following information for each reimbursement requested: student name, total

expenses, amount that Grad Division is reimbursing, and the amount that you are requesting from the Dean's Office. The form will be provided via a separate email. We do not require supporting documentation when reviewing your information but ask that you return the completed spreadsheet to Rosalva by e-mail no later than June 26.

“Transportation expenses for visits to UCR for all admitted students who are US citizens or permanent residents or international students residing in the US. Only received airfare or ground transportation (for travel from more than 100 miles away) and parking will be covered.”

Year-End Benefits Reconciliation (Rosalva Lepe/Len Pavlov)**Thursday June 27, 2024**

The Dean's Office has decentralized benefits funding for career staff and faculty in FY24 to support Oracle functionality. A reconciliation to determine any unspent benefits (related to career positions) in FY24 will be conducted in June using July 2023 – May 2024 actuals and June 2024 projection. Analysis will be provided to departments by June 24. Please provide any discrepancies to Rosalva no later than June 27. Once June actuals post, the Dean's Office will reconcile and make any necessary adjustments, such as to provide additional funds or pull back, to balance y/e benefits. *Please inform the Dean's Office of any budget transfers in benefits BC codes BC20 and BC30.*

Primary Temp Teaching for FY24 (Rosalva Lepe)**Friday June 28, 2024**

Fall Primary Temp Teaching has already been funded, and Winter and Spring allocations will be funded by June 14 (with June being a projection based on May actuals). Please review the expenditures and provide your confirmation and any reconciliations to Rosalva by June 28.

TA Childcare Reimbursements (Sanjesh Lal/Daniela Nastase)**Friday June 28, 2024**

The Dean's Office will reimburse expenses for qualifying TA's utilizing the Graduate Student Childcare Reimbursement Program with the department quarterly TA reimbursements. GSR's utilizing the program are expected to be covered by the home department. If you have any questions or corrections, please contact Sanjesh and Daniela no later than June 28.

Academic Salary Reconciliation (Len Pavlov)**Friday June 28, 2023****Friday July 5, 2023**

Balances remaining in academic budget categories (BC10, BC11, BC13, BC14 and BC21) will be pulled back to the Dean's Office in July. *Any anticipated balances that must be retained by the department should be justified by the department and sent to Len via e-mail no later than **June 28**.*

NEW Impact23 Staff Workload Additions (Rosalva Lepe/Len Pavlov)**Tuesday July 2, 2024**

Reimbursement for additional staff hired to help with Impact 23 workload in FY24. Please provide the Looker Payroll Distribution reports for each reimbursement as backup, including employee name, employee ID, job title, earnings end date, pay period end date, total salary, total benefits, and complete COA.

Academic & Staff Vacation Accruals Clean Up (Daniela Nastase)**Wednesday July 3, 2024**

Department academic and staff vacation accruals (BC22 & BC31) need to be funded by the department and balanced by July 3. The Dean's Office will review vacation accruals on July 5.

2023-24 TA Allocation Reconciliation (Sanjesh Lal)**Wednesday July 3, 2024**

Fall and Winter TA allocations (for FY24) have already been provided to the departments, and Spring will be distributed by the end of April. Any unspent funds will be pulled back to the Dean's Office. Please provide data for any unspent funds to Sanjesh by July 3.

TEMP Budget Transfers (Len Pavlov)**Monday July 8, 2024**

We request that all TEMP Budget Transfers affecting the college (between units) be processed by 5pm Monday, July 8. All other departmental Budget Transfers should be completed by 5pm Tuesday, July 9.

Lottery Funds for Instructional Equipment (Yung Phung)**Friday August 2, 2024**

Yung will be sending a worksheet on July 26 that identifies the equipment and funding distributed by unit. Please submit final expenditure amounts for all instructional equipment purchased using lottery funds during the period June 2023 through June 2024 (13 periods) by August 2. Any minor adjustments will be transacted in FY25.

AES Research and GSR Funding Program 19900 Pull Back (Daniela Nastase)**Monday August 12, 2024**

Funds from the AES Research and GSR Funding Program should be expended by 6/30/2023, except for any approved extensions. Daniela will reconcile the funds in August 2024.

Update Department Head Matrix (Len Pavlov)

Friday August 9, 2024

The Dean's Office will prepare an updated Department Head List to submit to LRSSFeedback@ucr.edu for FY24 on behalf of the entire ORG. We will send departments an updated list to verify no later than August 7.

Any additional transactions you are still waiting on, please notify the Dean's Office by Friday June 7, 2024.