

# **Plan Faculty Budget-FPM**

**Winter 2009**

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## **I. Plan Faculty Budget - FPM**

In this section are discussed the data entry and options available in Financial Projection Module (FPM) during the budget season, for the purpose of budgeting Plan Faculty. Note that these options are only available during the budget process, typically from mid-January to mid-June.

### ***Relationship between FPM and the Dean's Office All-Funds Budget Program***

The funding information for all Plan Faculty's salaries for the upcoming budget year is entered in the All-Funds Budget Program (AFB) via FPM. The Department user loads the budget year information into AFB from the FPM on an individual basis. The information may be updated repeatedly during the budget process until the budget is locked. Budget benefits for the X + Y will also be automatically calculated based on the individual's 12 month average adjusted by estimated benefit cost increases as known. Budget Z benefits are separately calculated using the Z/stipend rates for the individual.

The Dean's Office loads current year projection information for Plan Faculty X & Y salary for the January to June period one time only in January based on funding data in the FPM at that time known through June. Each individual is separately listed under the AFB "Actual + Projected Tab". The information is expensed to the owner of the account in the FAU. Additionally, benefit information for Plan Faculty will be automatically projected for January to June based on the December benefit ratio less 4% (an estimation of vacation usage offset). No Zs or Z benefit information is loaded for the projection period of January to June. Departments are able to update manually the projection totals for Zs, benefits, and other items via the AFB projection tab during the budget process.

Other than Plan Faculty information, all other income and expense information required as part of the budget process is manually entered in the All-Funds Budget Program.

### ***Selecting the Correct Fiscal Year in FPM***

From the Main Menu the right most menu item allows you to select the available Fiscal Year for data entry or review. You enter plan faculty data for upcoming years by selecting the CURRENT fiscal year from the drop down menu. For example to enter information for fiscal year July 2009- June 2010 you would select fiscal year 2008-2009. Until the budget is approved for an upcoming year, the current fiscal year provides that year's data PLUS any data that is entered as part of the spring budget process and even further into the future. Once the budget for the upcoming year is approved, which typically happens in June, there will be a menu selection item for the newly approved fiscal year.

Plan Faculty funding for their appointments is reviewed on an annual basis for the fiscal year July-June. Therefore, if you need to project several years into the future for the purpose of Contract & Grant reporting, enter the data in increments of fiscal years.

When you select a fiscal year, that year appears in the main menu bar as seen below.

#### **2008-2009**

For example if we are in February 2009, select 2008-2009 if you need to make changes to the FY 08-09 data or if you want to budget for FY 09-10.



**2007-2008**

If it is still February 2009 and you want to view data or make retro changes to data from FY 07-08, select 2007-2008.

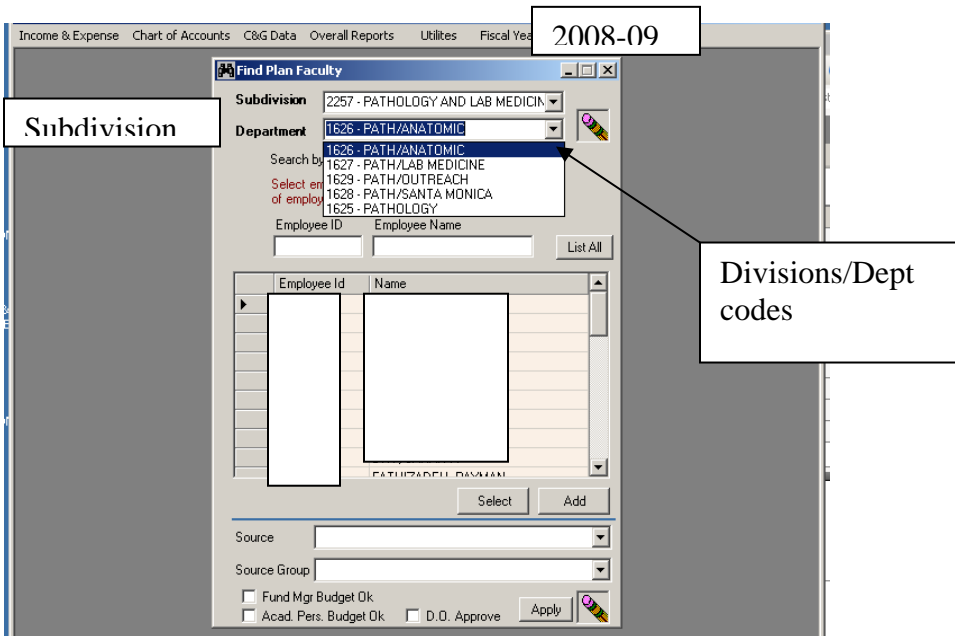


***Entering Appointment and Funding Information as Part of the Budget Process***

For Plan Faculty all information on appointments and funding must be entered into the budget via the FPM module.

***Filtering the Search for Plan Faculty***

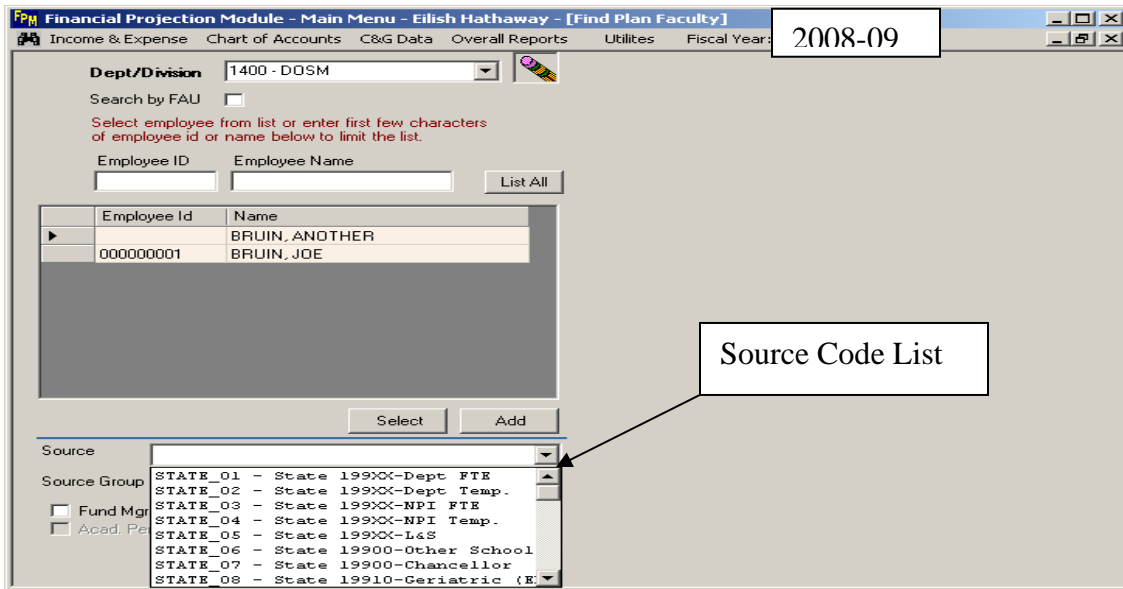
A Subdivision feature has been added for the convenience of those departments with more than one subdivision and/or department code (i.e. divisions) within their purview. This feature is particularly helpful for staff with access to more than one subdivision.



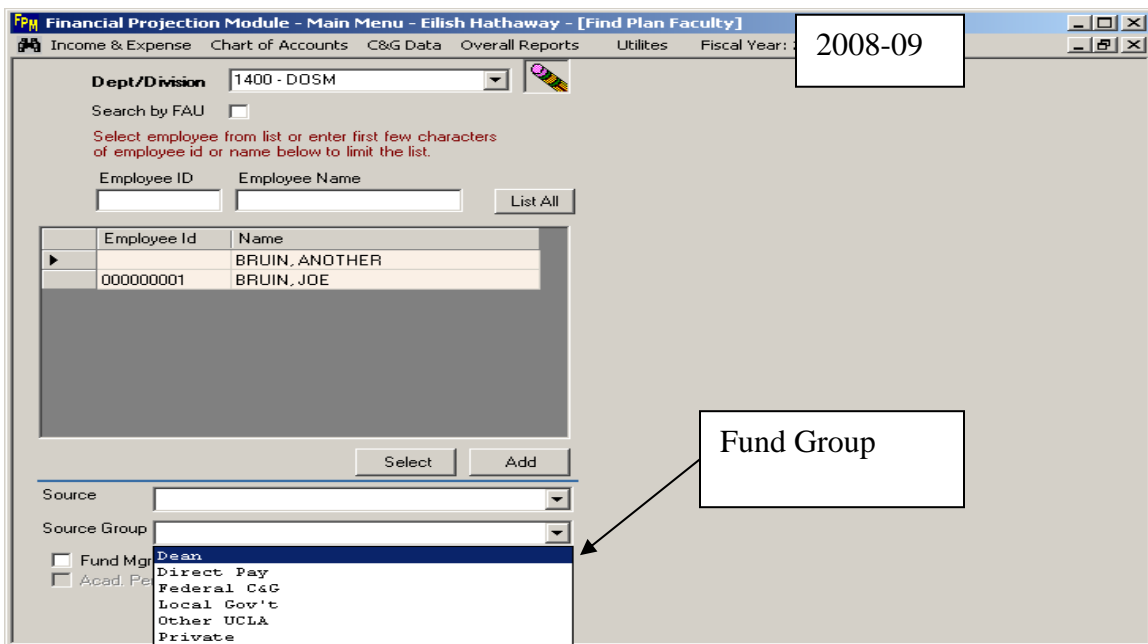
Select the subdivision. Generally, the lowest numbered department/division appears with the faculty applicable to that code. To see all of the faculty within that subdivision, click on the eraser next to department/division to remove the department/division selection. This feature also operates as a filter when running overall reports in FPM.

During the Budget Process period for FPM, there is an option that allows you to filter the list of plan faculty by funding source coding. For example this would be useful if you wanted to see a list of all faculty in your department receiving particular funds. On the faculty screen there are

two drop down lists called “Source” and “Source Group”. It is from the drop down lists that you select the filter for fund groupings. The Source list is a listing of Faculty Fund Source Codes, which are very specific.

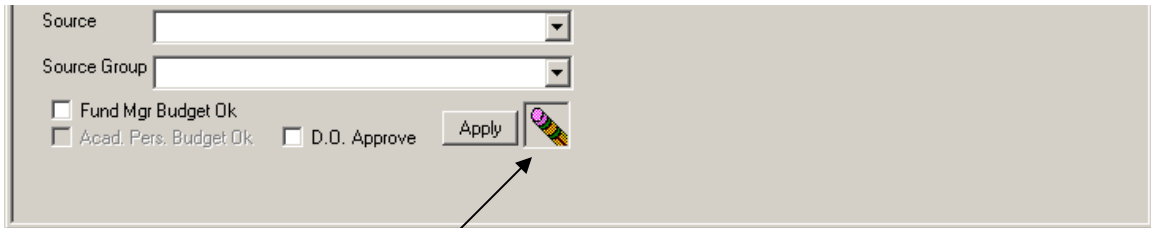


For a complete listing and explanation of Faculty Fund Source Codes please see the Appendix section of this FPM Budget manual. Select from this list for a narrower search



The Source Group list includes broad categories of funding types (Dean, Direct Pay, Federal C&G etc.) and gives a less restrictive filter than the Source list.

It is suggested that you only select from one of the categories, i.e., either Source OR Source Group. When you have selected a category from either the Source or Source Groups List, click on the Apply button to put the filter in place. Your list of Plan Faculty will only be those paid from the funding source or source group you have selected. If you use both filters and select a Source that does not match the Source Group you will not get any data.



To clear the filter, click on the Eraser **AND** then click the Apply button.

These filters can be used whenever you are in the Find Faculty screen.

Select the individual Plan Faculty member to update, edit or review.

### ***Funding Tab***

Employee ID: 000000001 Name: BRUIN, JOE Department: 1400 DOSM 369

Partial Month:  Begin LYM: 200907 End LYM: 201006 12 months

Direct Pay:  Account: 401133 CC: 1A Fund: 62160 Fund End: 12/31/2025 Project: [ ]

Source: CPL\_04 Salary: 20,000 % of Salary: 0.1375 Monthly Salary: 1,666.67 Pay Component: Delta Y Mission: C

MC Type: Directorship MC Rec: [ ] Request Status: Prior approved

	Begin	End	Salary	Monthly	Source	Missio	Account	CC	Fund	Project	NIH CAP	Comments
▶	* 200907	201006	20,000	1,667	CPL_04	C	401133	1A	62160		0	
	* 200907	201006	10,000	833	DEAN_05	C	401133	1A	09549		0	
	* 200907	201006	40,000	3,333	NIH_01	R	441133	JB	29423		18	

Reports by Indiv. WORKSHEETS: 1

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The funding tab is the default screen after you select the faculty member to update, edit or review. At the top are the Employee ID, Employee Name, Department Code and Department Name. Just below this are 6 tabs during the budget period. These tabs are Funding, Appointment, Z Stipend, Retro, Defaults, Budget. Selecting each tab takes you to a different screen.

The middle of the screen is called the Data Grid. For this screen the data grid provides a summary line for each FAU entered for the faculty member. It does not include default full accounting units (FAUs) for the individual’s appointment. If there is no funding entered, then the faculty member is paid from the default FAUs. See “Default Tab.” If a line is highlighted the data from that pay line feeds into editable boxes above it. You can edit the fields as needed for any information that has changed. You get two option boxes before you make any corrections. These are Delete (which deletes a line) and Add (which adds a blank line). If you edit a field there are now three option boxes, **Save As** (which allows you to edit a line and then save it as a new line without deleting the original entry), **Cancel** (which allows you to cancel the entire edit operation), or **Save** (which saves the edited data and REPLACES the original line of data).

**Funding Screen Editable fields:**

} Edit Fields

On the funding screen you can enter information or edit existing information for the following fields. Be aware that these fields apply to each line of funding. As mentioned earlier you can use the “Save As” Feature to facilitate data entry and copy information from one line to another.

**Partial month:** Check this box if the funding period includes a partial month, e.g., if someone started on July 15<sup>th</sup> rather than July 1. The beginning and end date fields change from a “ledger year format” to a month-day-year format (7/1/2009) accordingly.

**Begin LYM:** Using the syntax YYYYMM (200907=July 2009), enter the starting month for the funding line.

**End LYM:** Using the syntax YYYYMM (201006=June 2010), enter the ending month for the funding line.

**Comments:** Use this field to enter a comment for the funding line.

Direct Pay: Check the box if the faculty member receives pay from an outside agency such as the VA or the County.

Account, CC, Fund: Use these fields to enter the Account, Cost Center, and Fund (FAU) for the funding source to be charged for the salary.

Project: You can use this field to enter a project code if desired.

NIH Code: This field appears next to the Project field when an NIH funding line is highlighted. The code for the NIH funding is selected from a drop down list. This code shows what salary cap is in place for the NIH funding (see below). The level changes based on the time period for the funding.

Source: You can enter the funding source code , e.g., NIH funds, Compensation Plan, Dean's support etc from a drop down list. This list matches the funding sources used for the budget process.

Faculty Salaries and NIH caps: For Faculty the equivalent of the annual salary or X+Y is called the TNS or Total Negotiated Salary. This is the Salary that is negotiated between the faculty member and his department that is subsequently approved by the Dean's Office. When a faculty member has federal funds as one of his funding sources, the regulations that attach to federal funding must be followed. Salary Rates for faculty are "Capped" at certain levels for different years (the cap has gradually increased since FY1990). These Caps (usually called the NIH Cap) may be lower than the faculty member's TNS. What this means in practical terms is that the distribution lines for funding from NIH sources and those from Non-NIH sources (usually called "Uncapped lines") will have different monthly salary rates. Below is a brief description of each field and how it is calculated. Please go to <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-05-024.html> for more information on Salary Caps. A summary of the Salary Cap for FY1990 – FY2009 may be found at [http://grants1.nih.gov/grants/policy/salcap\\_summary.htm](http://grants1.nih.gov/grants/policy/salcap_summary.htm).

Salary and % of Salary: These two fields work in conjunction with each other and with the Begin LYM and End LYM. You can either enter an absolute dollar amount in the Salary field or you can enter a percent (5 % would be entered as .05). In the Salary field you enter the total dollar amount from the particular funding source you are referencing for the time period given in the Begin and End LYM fields. This is an absolute amount and reflects the total dollars used for salary from that source for the time period indicated at the top. Conversely you can enter a percent in the % of salary field and FPM calculates that salary amount based on the TNS without taking the Cap into account.

Employee ID: 000000001 Name: BRUIN, JOE Department: 1400 DOSM 369

Funding Appointment Z / Stipend Retro Defaults Budget

Partial Month Begin LYM End LYM eg. 200506 Comments  
 200807 200906 12 months

Direct Pay Account CC Fund Fund End Project NIH Code Est. Dist %  
 441133 JB 29423 Cap? 10/22/2008 17 [186,600-1/1/07 to present] 0.1842

Source Salary % of Salary Monthly Salary Pay Component Mission  
 NIH\_01 34,380 0.1599 2,865.00 Automatic R

Delete Add

	Begin	End	Salary	Monthly	Source	Mission	Account	CC	Fund	Project	NIH CAP	Comments
*	200707	200806	10,000	833	SNS_01	C	441133	1A	66666		0	
*	200807	200906	20,000	1,667	DEAN_06	E	401133	1C	53287		0	
*	200807	200906	34,380	2,865	NIH_01	R	441133	JB	29423		17	

Capped line

Monthly salary: This is a calculated amount that gives you the total salary entered in the Salary field divided by the number of months that funding applies to. The number of months is calculated by using the Begin LYM and End LYM dates.

Estimated Dist %: This is an estimate of the percentage that will be in the distribution line which takes into account the NIH cap. In the above example, since this is a capped line i.e. the funding source is the NIH, the percent calculated is equal to the total salary amount (“Salary”) divided by the applicable NIH cap, in this case a prior period cap of \$186,600. The other distribution lines will have to be adjusted appropriately in instances of the TNS being greater than the NIH cap. Please see the Dean’s Office Academic Personnel website for listing of current and past NIH cap rates or [http://grants1.nih.gov/grants/policy/salcap\\_summary.htm](http://grants1.nih.gov/grants/policy/salcap_summary.htm).

The Pay Component is usually set to Automatic from the Drop down list. This allows FPM to automatically determine which component is paid from each funding source following certain set rules. However you also have the option to select any of the salary component parts: “BaseX-11mo”, “Add’1 X <=.30”, “Add’1 X >.30,” or “Delta Y” that then specifically allocates the funding to either the X or Y salary component.

Mission generally follows the Dean’s Office algorithms for cost center or if unidentified from cost center from account. Please review that the coding is correct for the source information.

For questions related to Faculty salaries and the NIH Cap please contact Ricky Lee in the Dean’s office (x 48197 or [rglee@mednet.ucla.edu](mailto:rglee@mednet.ucla.edu)).

During the budget process sources from the Dean’s Office and Medical Center require special handling in selecting source codes, MC or DO type, and request status. These are illustrated and explained in the following paragraphs.

## Special Funding-Dean's Office Support

TEST - Financial Projection Module - Main Menu - Rochelle Caballero

Home & Expense Chart of Accounts C&G Data Overall Reports FSE Utilities Fiscal Year: 2008-09

**Plan Faculty**

Employee ID: 000000001 Name: BRUIN, JOE Department: 1400 DOSM 369

Funding Appointment Retro Z / Stipend Defaults Budget

Partial Month Begin LYM End LYM eg. 200506  
 200907 201006 12 months

Direct Pay Account CC Fund Fund End Project  
 401133 1A 09549 Cap? 12/31/2025

Source Salary % of Salary Monthly Salary Pay Component Mission  
 DEAN\_05 10,000 0.0687 833.33 Delta Y C

DO Type Ref ID Request Status  
 ED&R [ ] Prior approved

Make Selection  
 ED&R  
 Anatomy  
 SAO  
 Deans' Compensation  
 Recruitment  
 Retention  
 Other  
 New Chair/Recruit  
 New Chair/Other

Salary	Monthly	Source	Missio	Account	CC	Fund	Project	NIH CAP	Comments
20,000	1,667	CPL_04	C	401133	1A	62160		0	
10,000	833	DEAN_05	C	401133	1A	09549		0	
40,000	3,333	NIH_01	R	441133	JB	29423		18	

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When selecting sources applicable to Dean's Office support (Source Codes beginning "DEAN"), also select DO Type and Request Status from the drop down list. DO Type includes: ED & R (Education Development & Research), Anatomy, SAO (for Student Affairs), Deans Comp (for Deans who are paid as faculty plan members), Recruitment (not related to New Chair agreements), Retention, Other, New Chair/Recruitment and New Chair/Other. The Request Status choices for a department are either Prior Approved or Pending. If another selection is made, a message will appear when you attempt to save the changes and prompt you to select another choice. Expense will be created for either pending or prior approved in the AFB. Only the Prior Approved status will create revenues in AFB. Dean's Office staff will update for approvals or denials in the AFB on the DO Support Tab at the end of the budget process. Corresponding revenues will be created in AFB for the newly approved items.

The "Ref ID" connects the item to records in the Dean's Office database of support commitments. The "Ref ID" may be found on the current year funding or will be given to the department user by the Dean's Office.

There is no longer a DEAN\_XX source option. If you are in doubt as to the source, select DEAN\_01 for professional fees.

**Special Funding – Medical Center Directorships & Support**

Plan Faculty

Employee ID: 000000001      Name: BRUIN, JOE      Department: 1400    DOSM      369

Funding | Appointment | Retro | Z / Stipend | Defaults | Budget

Partial Month     Begin LYM: 200907    End LYM: 201006    eg. 200506    12 months    Comments: \_\_\_\_\_

Direct Pay     Account: 401133    CC: 1A    Fund: 62160    Fund End: 12/31/2025    Project: \_\_\_\_\_

Source: CPL\_04    Salary: 20,000    % of Salary: 0.1375    Monthly Salary: 1,666.67    Pay Component: Delta Y    Mission: C

MC Type: Directorship    MC Rec: \_\_\_\_\_    Request Status: Prior approved    [Delete]    [Add]

	Begin	End	Salary	Monthly	Source	Missio	Account	CC	Fund	Project	NIH CAP	Comments
▶ *	200907	201006	20,000	1,667	CPL_04	C	401133	1A	62160		0	
*	200907	201006	10,000	833	DEAN_05	C	401133	1A	09549		0	
*	200907	201006	40,000	3,333	NIH_01	R	441133	JB	29423		18	

When selecting sources applicable to Medical Center funding commitments and requests (Source Codes beginning CPL\_04, CPL\_05, and CPL\_07), also select MC Type and Request Status from the drop down list. The source codes for the Medical Center reflect the hospital name for the source. The codes CPL\_04 is Westwood, CPL\_05 is Santa Monica, and CPL\_07 is the Neuropsychiatric Hospital. To denote whether the source is for a directorship or support an MC Type appears with a drop down list. Departments may select only Prior Approved or Pending as the Request Status. All new requests including extensions and increases are entered in AFB. Expense will be created for either pending or prior approved in the AFB. Only the Prior Approved status will create revenues in AFB. Medical Center funding has been pre-loaded by the Dean’s Office and may be subject to change. Dean’s Office staff will update for approvals or denials in the AFB on the MC Support Tab at the end of the budget process as well as updating the MC record field. Corresponding revenues will be created in AFB for newly approved items.

### Special Funding-State 19900 FTE Support-Temporary Funding

Employee ID: 201283200 Name: GANZ, PATRICIA A Department: 1993 M/REM/UNC

Funding Appointment Retro Z / Stipend Defaults Budget

Partial Month Begin LYM End LYM eg. 200506  
 200907 201006 12 months

Direct Pay Account CC Fund-State Fund End Project  
 401026 1C 19900 Cap? 6/30/2025

Source Salary % of Salary Monthly Salary Pay Component Mission  
 STATE\_06 120,000 0.32 10,000.00 Automatic

	Begin	End	Salary	Monthly	Source	Mission	Account	CC	Fund	Project	NIH
	200901	200901	13,725	13,725	STATE_0	E					0
	200901	200906	30,000	5,000	GFT_01	R					0
	200902	200906	8,020	1,604	PCG_01	R					0
	200902	200906	37,177	7,435	NIH_01	R					18
	200902	200906	49,446	9,889	STATE_0	E					0
▶	200907	201006	120,000	10,000	STATE_0	E	401026	1C	19900		0

Enter on the Funding Tab the State 19900 FTE support for the individual faculty member coming to the School on a temporary annual basis from another school or the College of Letters & Sciences or the Chancellor. Use Source Codes STATE\_05 for the College of Letters and Sciences or STATE\_06 for Other Schools, or STATE\_07 for Chancellor.

### Appointment Tab

FPM TEST - Financial Projection Module - Main Menu - Rochelle Caballero

Income & Expense Chart of Accounts C&G Data Overall Reports FSE Utilities Fiscal Year: 2008-09

Plan Faculty Employee ID: 000000001 Name: BRUIN, JOE Department: 1400 DOSM 369

Funding Appointment Retro Z / Stipend Defaults Budget

Begin Date 07/01/2009 End Date 06/30/2010 mm/dd/yy

Base X 80,400 Department 1400 - DOSM

Addl Base <= .3 24,100 Title Code 1739 ASSOC P BSCP Step 2

Addl Base > .3 0 APU 1400AD Scale 7 Update Salary

Delta Y 41,000 Time % 1.0000

TNS 145,500 Affiliated FTE 0.0000

Off Scale  State FTE  NPI FTE

Delete Add

	Begin Date	End Date	Dept	APU	Scale	Title	Step	X	AddX1	AddX2	Y	T
	07/01/2008	06/30/2009	1400	1400AD	7	1739	2	80,400	24,100	0	41,000	1
▶	07/01/2009	06/30/2010	1400	1400AD	7	1739	2	80,400	24,100	0	41,000	1

Reports by Individ. WORKSHEETS: 1

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FPM has automatically initialized appointments for 2009-10 for plan faculty based on information on the 2008-09 appointments. If there are changes to the appointment for 2009-2010, users can edit the appointment fields as shown below. The fields in white are editable and those that are beige are not. Specifically the begin and end dates, the Department, Title Code, Step, APU, Scale, Time % can be changed. In addition the boxes for Off Scale, State FTE, and NPI FTE can be checked or unchecked as needed.

**Caution:** Please note that special requirements and approvals are needed to change the scale associated with an APU. Do not change this information unless the approval process has been completed.

When you click on the Appointment tab from the main faculty review screen you are taken to the above screen. In the Data Grid is a line initialized for the budget year. When you click on the line you wish to review the data feeds into fields above it. Similar to the Funding screen, those that are white are editable.

The Appointment Tab may be more useful to Academic Personnel staff. An explanation of the fields follows.

**Begin Date:** This is the start date of the current appointment typically this will be July 1 of the current fiscal year. Use of other dates is applicable for new appointments anticipated later in the year.

**End Date:** This is the end date of the current appointment typically this will be June 30 of the current fiscal year.

### ***Salary and component fields:***

#### **Base Salary (X)**

The Base salary is the approved salary component on one of the Health Sciences Compensation Plan Salary Scales, associated with the faculty member's academic rank, step and academic programmatic unit. The Glossary of the FPM Manual contains a definition of APU. The base salary is covered under the University of California Retirement Plan (UCRP) up to the amount permissible under law and in accordance with UCRP provisions and regulations. Salary scales are assigned to academic programmatic units as recommended by the Chair and approved by the Senior Associate Deans.

In the FPM Base X is divided into three portions: 1) Base X, 2) Additional Base X up to Scale 3, and 3) Additional Base X greater than Scale 3. The first part, Base X, is the portion of salary corresponding to the individual's salary on the Fiscal Year Salary Scale according to his or her approved rank and step or pending rank and step for any merit or promotion. State funds may be used up to the Fiscal Year salary. State 19910 and AIDS funds may be used only for non-Regular Rank state-supported faculty.

#### **Addl Base $\leq .3$ and Addl Base $> .3$**

The second part of the Base X is the Additional Base X up to Scale 3, referred to as Add'l Base X  $\leq .3$ , is the difference between the Fiscal Year Salary Scale and Scale 3. The third part, Additional Base X greater than Scale 3, referred to as Add'l Base X  $> .3$ , is the portion

representing the difference between Scale 3 and the higher Scales 4 through 9 approved for the individual's APU. The Additional Base X portions may also be referred to as Additional Retirement Income. They may be funded from any source that permits faculty salary charges except State 199XX and AIDS funds. Visiting and RECALL titles on all plans as well as ILP and SFT are not eligible for the Additional Retirement Increment.

TNS: The TNS is the Total Negotiated Salary for the Faculty member. It's equal to all the Bases plus the Delta Y. Enter the new negotiated salary total in the white box. The salary component amounts will be automatically adjusted.

Department and Department code: Home department of faculty member.

Title Code: The code refers to the academic series and rank for a faculty member. Use the drop down list to update the code for any promotions or series changes anticipated or approved for the budget year.

Step: Update the Step from the drop down list for any merits.

APU/Scale: Review the APU code for the individual. Make sure the appropriate one is entered. The APU field and Scale field are editable in FPM. However, modifications are allowed only after the APU and scale have been approved. Contact the Dean's Office Academic Affairs before making any APU/Scale changes.

The scale associated with the APU code is listed, e.g. 3 for Scale 3. The APU designation along with the title code and step determine the Base X (all X's) values. The APU coding is a six-digit code made up of the 4-digit department accounting hierarchy code and the two-digit (alpha or numeric) code determined by the department. For example for a member of the Medical Compensation Plan in the Department of Medicine, the code is 1565AA, the 1565 is the Department code and the AA represents the faculty group and scale associated.

An Academic Programmatic Unit (APU) is defined as a group of faculty with similar clinical and/or teaching and research responsibilities. All plan members in an APU are on the same scale. When an APU is established, it is approved at one of the Health Sciences' scales. These scales determine an individual plan faculty member's covered compensation for retirement purposes, subject to IRS regulations. State funding (199XX) may cover only scale 0 values. Other funding is required beyond scale 0 and for scale 0 for those individuals who do not have state funding. When the contributions to the retirement system are reinstated by the Office of the President, a corresponding benefit charge will be made against the funds supporting the approved scale level.

The Chair of the Department may make recommendations annually to the Dean as part of the budget/annual negotiation process. The department is to submit its recommendations to the Dean's Office for review and approval. Explanations and criteria along with faculty participation (refer to the Department's Compensation Plan Bylaws) are to be submitted in a separate letter to the Senior Associate Dean for Academic Affairs and the Senior Associate Dean for Finance. The Dean's Office recommends that all Visiting and Recall appointees be in an APU set at Scale 0 as they are not eligible for retirement coverage.

An APU may advance to the next highest scale one year at a time assuming there is evidence of a continuing income stream sufficient to support the increase in salary and benefit costs. However, an APU may be reassigned to the next lower scale after one year in cases where there is a drop in available funding. There are 10 Health Sciences scales numbered 0-9. For the annual rates in current use for the scales, visit the Dean's Office Academic Personnel website at <http://www.deans.medsch.ucla.edu/academic/>.

**Update Salary Button:** After making changes to the title code and/or step, press update salary to change the salary component amounts applicable to the new rank and/or step and APU scale. This button is active only during the budget process. Each of the salary components is adjusted with the Delta Y being the remaining amount to reach the TNS.

**Time %:** Percentage time for the appointment in decimal form. Full time (100%) is 1.0000.

**Affiliated FTE:** Indicates that the FTE is through a UCLA Affiliate.

**Off Scale:** If a faculty member is paid using a non-typical scale, this box is checked.

**State FTE:** If a faculty member is from the Regular academic series they receive state funding (19900) equivalent to the base amount. If the faculty member is receiving this type of funding this box is checked.

**NPI FTE:** This box is checked if a faculty member has an FTE through NPI.

When you first highlight the Appointment information for a faculty member, there will be two buttons at the right hand side just above the Data Grid. These buttons are Delete and Add. When you make a change to any editable field (you cannot change the data in the other fields), these buttons switch to Save As, Cancel, and Save. The concepts of these buttons are discussed under the Funding Tab.

### ***New Faculty: Entering a new or prospective faculty member into FPM***

During the budget process the Department enters prospective faculty or open positions to capture as much commitment of resources as possible affecting the budget year.

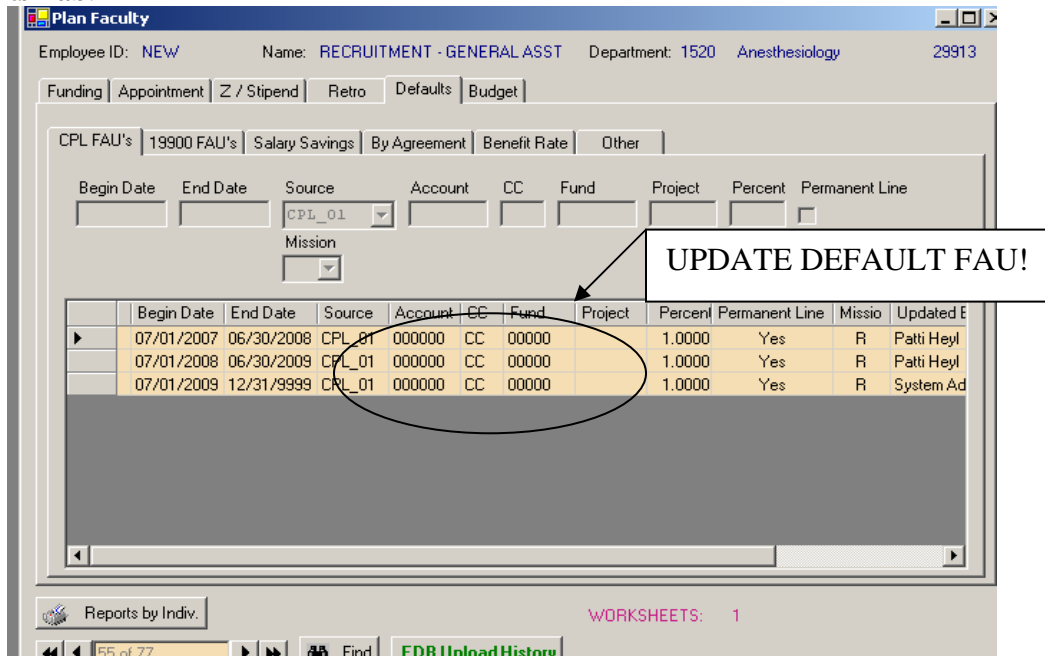
The usual process for entering new or prospective faculty is for the home department to submit a dossier or a letter of appointment for visiting appointment for applicants who have accepted offers of employment. Once this dossier and the appointment is approved by the Dean, Dean's Office Academic Personnel staff enters the relevant information into the Dean's Office Academic Database (ADB). The information feeds from the ADB to the FPM. The "feed" happens automatically on a nightly basis. When the new faculty member is entered into EDB by the Department and then gets assigned an employee ID, Dean's Office Academic Personnel staff adds the information to ADB, which in turn is fed into FPM. The Department completes the funding information to the FPM as it becomes known.

Alternatively, users in a Department can add a faculty member as a "To Be Named (TBN)" with any other identifying information. The employee id is unknown at this point in time. Before adding any new TBN faculty, review your faculty selections to identify TBNs or OPEN positions from prior budget periods that may be updated for use during the current budget period. Other information including title code and funding can be entered into FPM. A Monthly Distribution Summary worksheet can be generated if needed with the payroll DOS (Description of Service)

code based on the salary component. If a prospective faculty member is put into FPM with a name by the Department and there is already an existing entry in FPM (through a feed from ADB), the two records are synchronized and merged. Care should be taken to ensure that names are entered correctly and match otherwise there will be two entries in FPM for the same faculty member.

The budget process period temporarily suspends the synchronization between the FPM and the ADB so that departments may enter future information merits, promotions, and changes in total negotiated salary, new positions and faculty that have not gone through the academic approval process.

For all new or prospective or open positions the department **MUST** update the FAUs in the **Defaults Tab**.



### **Defaults Tab**

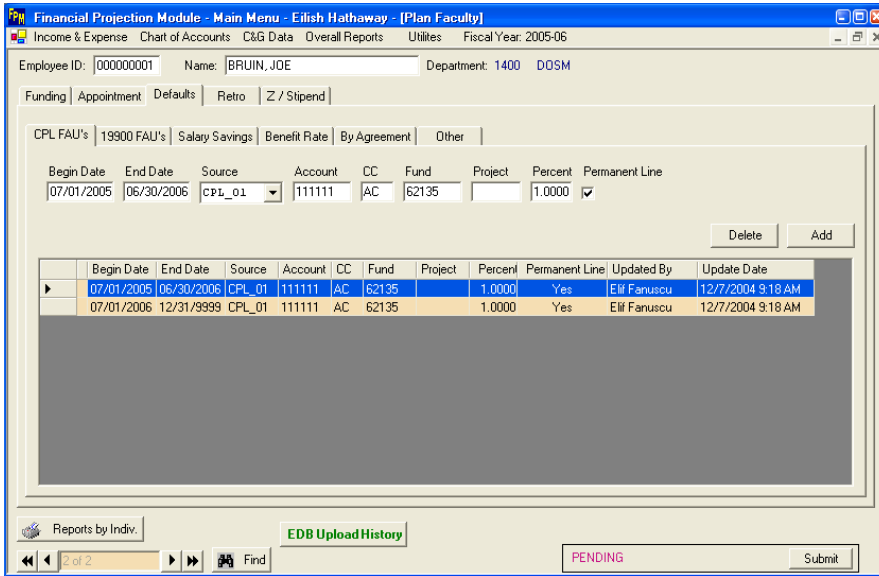
Under the Defaults Tab there are six sub tabs. These are CPL FAU's, 19900 FAU's, Salary Savings, Benefit Rate, By Agreement and Other. Only the CPL FAU's and 19900 FAU's are pertinent to the budget process.

### **Defaults: "CPL FAU's" Sub Tab**

The CPL FAUs screen allows the user to enter the default compensation plan FAUs for the Department. The FAU that automatically appears when starting out is usually 000000-CC-00000 for compensation plan funds and 000000-CC-19900 for State 19900 funds. It is extremely important that this FAU be updated to the correct account, cost center, and fund. Information as derived from the FAU (e.g., department, mission) is transmitted to the AFB.

This FAU serves an important function. All funding sources and amounts are entered into FPM for each faculty member. FPM then automatically creates the Monthly Distribution Summary (Ricky's worksheets) and distributes the funding into the various components of the faculty member's salary. If there is insufficient funding to cover the TNS for a faculty member, the

shortfall is automatically calculated and the amount is supplied from the funding source designated in the Default CPL's FAU screen. If you don't wish to fund the shortfall from the CPL fund, you can use this information as a flag that indicates the shortfall to you and you can subsequently enter another source on the "Funding" tab.



Update "Defaults" for all new and TBN appointments

Permanent Line Option Box: Every faculty member has a funding source designated to pay the salary if for some reason the temporary funding lines are not in effect ("fall off"). Both the Default CPL FAUs and 19900 FAUs screen have an option box called "Permanent Line" that can be checked. This designates the funding source for the permanent lines. If the plan faculty member has an FTE with 19900 funding, this funding source is used for the base (see section on 19900 FAUs) and the Default CPL FAU is used for the remainder of the funding. For non-19900 paid faculty the CPL FAU pays all the permanent or record purpose lines.

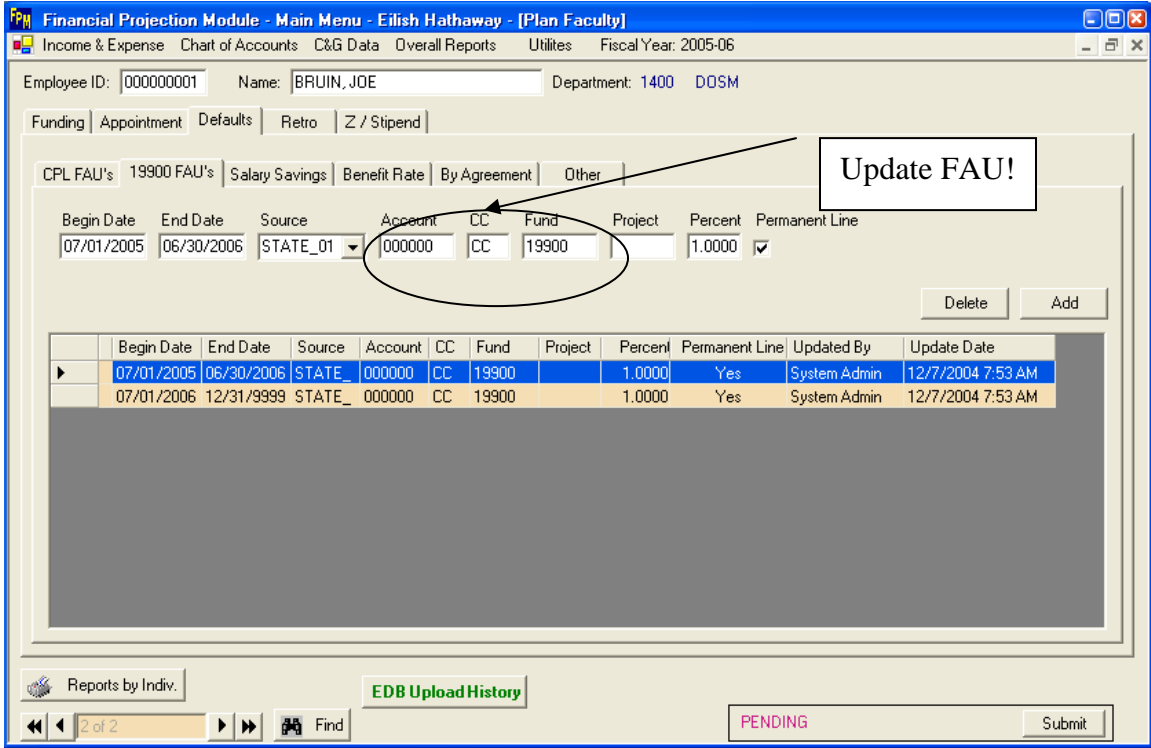
As for other screens, highlighting a line in the Data Grid feeds the information into field boxes.

The following fields are on this screen

- Begin Date: Begin Date of Appointment
- End Date: End Date of Appointment
- Source: Select comp plan source from the drop down list
- Account: Enter FAU account
- CC: Enter FAU Cost center
- Fund: Enter FAU fund
- Project: Enter an optional project code
- Percent: Enter percent time as a decimal, 1.0000 equals 100%
- Permanent Line: Check this box to select this funding source for the faculty member's permanent funding line (see above).

As for other screens, the option buttons are available ("Delete", "Add" etc) once a line is added or selected for editing.. See discussion on the Funding Tab.

**Default: “1990 FAU’s” Sub Tab**



The 1990 FAUs screen allows the user to enter the default 1990 (State Funds) for the Department. These FAUs are then automatically used for the Base X funding lines on the Monthly Distribution Summary worksheets and in EDB for faculty in the Regular series. As noted above there is an option box called “Permanent Line”. If this box is checked the FAU is used to pay the base 1990 pay for plan faculty members with an FTE.

As for other screens, highlighting a line in the Data Grid feeds the information into field boxes. The following fields are on this screen

- Begin Date: Begin Date of Appointment
- End Date: End Date of Appointment
- Source: Select the 1990 fund source from the drop down list.
- Account: Enter FAU account
- CC: Enter FAU Cost center
- Fund: Enter 1990-type fund
- Project: Enter an optional project code
- Percent: Enter percent time as a decimal, 1.0000 equals 100%
- Permanent Line: Check this box to select this funding source for the faculty member’s permanent funding line.

As for other screens, the option buttons are available (“Delete”, “Add” etc) once a line is added or selected for editing.

**Default: “19900 FAU’s” Sub Tab-Permanent FTE from Letters & Sciences College and Other Schools & Chancellor**

The screenshot shows a software interface with several tabs: Funding, Appointment, Retro, Z / Stipend, Defaults, and Budget. The 'Z / Stipend' tab is active. Below the tabs, there are sub-tabs: CPL FAU's, 19900 FAU's, Salary Savings, By Agreement, Benefit Rate, and Other. The '19900 FAU's' sub-tab is selected.

The form contains the following fields:

- Begin Date: 07/01/2009
- End Date: 06/30/2010
- Source: 19900-Other Schools (dropdown menu)
- Account: 401104
- CC: 1C
- Fund: 19900
- Project: CLLG
- Percent: 0.5
- Permanent Line:

Below the form is a table with columns: Begin Date, End Date, Source, Account, CC, Fund, Project, Percent, Permanent Line, Missio, and Updated E. The table contains the following data:

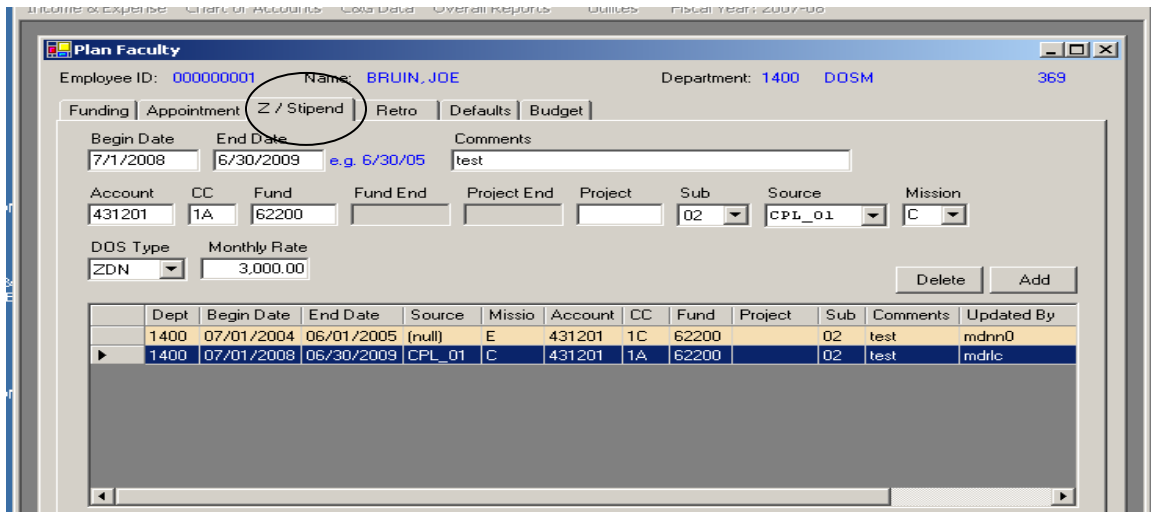
Begin Date	End Date	Source	Account	CC	Fund	Project	Percent	Permanent Line	Missio	Updated E
07/01/2008	06/30/2009	STATE_	401104	1C	19900		1.0000	Yes	E	Guadalupe
* 07/01/2009	06/30/2010	STATE_	401104	1C	19900		0.5000	Yes	E	Constance
* 07/01/2009	06/30/2010	STATE_	401104	1C	19900	CLLG	0.5000	Yes	E	Rochelle C
07/01/2010	12/31/9999	STATE_	401104	1C	19900		1.0000	Yes	E	System Ad

For those faculty for whom we got FTE 19900 support from the College of Letters & Sciences or Other Schools, e.g. Public Health for their tenure at UCLA, we have split the FTE to reflect this scenario. The FAU may be the same as the School of Medicine FTE, however, the Source selection is either STATE\_05 for Letters & Sciences or STATE\_06 for Other Schools, or STATE\_07 for Chancellor.

**Z / Stipends Tab**

The Z/Stipend Tab is used to budget Z payments, typically incentive or bonus payments, or Stipends to faculty. Only the budgeted Z estimations are used during the budget process. The stipends referred to under this tab also include payments for administrative services not covered by the compensation plan negotiated salary such as Chair stipends.

Z payments may be made on special timing periods such as quarterly. The Department user enters one line for each estimated payment with the start and end date to reflect the ledger month the payment will hit. Typically, an entire year is entered. See discussion regarding the “monthly rate” field. The DOS code for Z payments is ZDN, this code should only be used for plan faculty and not for any other type of payment. The DOS code listing for plan faculty may be found in the FPM manual.



The following are the fields on the Z/ Stipends tab screen.

**Begin Date:** Using the syntax MM/DD/YYYY(07/01/2009), enter the starting month. Note this syntax is different than the funding screen.

**End Date:** Using the syntax MM/DD/YYYY (06/30/2010), enter the ending month. Note this syntax is different than the funding screen.

**Comments:** Use this field to enter a comment for the Z/Stipend line.

**Account, CC, Fund:** Use these fields to enter the Account, Cost Center, and Fund for the funding source to be charged for the Z payment or stipend.

**Fund End:** (Non editable field) Current budget year end date.

**Project End:** (Non editable field) Project end date.

**Project:** You can use this field to enter a project code if desired.

**Sub:** Z payments are typically paid from sub 02, the positive time reporting sub account.

**DOS Type:** Use the code ZDN for a Z payment.

**Monthly Rate:** **Caution!** Even though the Z payment may be quarterly or some other time period, the FPM values are entered as a monthly figure. The annual amount is determined from multiplying the number of months times the monthly rate. For example, if a full twelve-month period has been entered, then the monthly rate will be multiplied times 12. If you want to enter the full annual amount in the monthly rate field, then change the dates to be only one month. In the illustration a monthly rate of \$3,000 has been entered along with a twelve-month (July to June) period. Then \$3,000X12 equals \$36,000. This is the budgeted annual amount.

The usual Add, Delete, Save, Save As, and Cancel buttons appear as you edit the fields.

## Budget Tab

The Budget Tab is only in effect during January to June for the budget process. Below is the Budget tab of the FPM program.

The screenshot shows the 'Budget' tab of the FPM program. The 'Budget' tab is circled in red, and the word 'LOCKED' is displayed in red text above it. The form contains various fields for faculty information, including AAMC Specialty (Anesth27), Sex (Male), Location (SMMC), Firm (X+Y), and benefit rates. There are also checkboxes for 'Fund Mgr Budget Ok', 'Acad. Pers. Budget Ok', 'D.O. Approved', 'Fellow', 'Chair', 'Merit/Promotion', 'No Export', and 'PCCP/SFT'. A 'Notes' field contains the text 'testing changes'. The 'Updated on' field shows '1/26/2009 9:11:26 AM' and the 'Updated by' field shows 'Rochelle Caballero'. At the bottom right, there are 'Cancel' and 'Save' buttons. A callout box with an arrow points to these buttons, containing the text 'Save or Cancel'.

At the top of the screen information on the faculty member is provided based on the name selected. Across the top of the screen is the employee ID number, then name of the faculty member and the Department code and name.

All white background fields are editable. Much of the information is for academic review and reports during the budget process.

**AAMC Specialty:** This field allows the user to select the appropriate Association of American Medical College (AAMC) specialty for the plan faculty member from a drop down list specific to the plan faculty member's department. There is a number following the abbreviation for the specialty that we use to differentiate AAMC table data. The program uses the number "27" for "M.D., Public and Private Schools, all pay" for MCP faculty and "34" to indicate the table with data for "Ph.D. or Other Doctoral, Public and Private Schools, with all pay components" for PCCP or BSCP faculty. New specialties may have been added since the last budget process, so review and select the most appropriate specialty.

**Location:** Select the primary location for the plan faculty member from a drop down list. For example if the primary location is Center for the Health Sciences, select "CHS". If an individual is at more than one location, select the primary location, preferably based on the location with the greatest percentage of time.

**Sex:** Select the sex of the faculty member from the drop down list. Pre-existing faculty should have this information completed. For open positions, leave the field blank. The information is used for gender reporting comparisons.

**Firm:** The term "Firm" refers to how the individual plan faculty member's salary will be handled when (and if) the Regents approve new salary scales for the budget year. The two most common choices are X+Y firm (the default value) and Y firm. The selection of X+Y firm means that the Total Negotiated

Salary (TNS) for the plan faculty member remains the same even if the X is increased. The Delta Y salary is reduced by the amount of the X salary change so that the overall salary does not change. The selection of Y firm means that if there is an increase in the X, the TNS increases by this amount. That is, the X increases but Y remains the same (“firm”) so the overall salary increases. The choice of these two options is selected is based on Department guidelines or how individual faculty members’ salaries are negotiated. The other choice is “UCLAPAY”. UCLAPAY means the amount that UCLA is paying the faculty member remains constant, usually for faculty that have disclosed salary from an outside source such as an affiliated hospital, e.g. the VA. If the amount from the outside source changes the TNS will adjust so that the UCLA portion remains the same.

At the right hand side of the screen are six check boxes. These are:

Fellow: Check the box if the plan faculty member is considered a “fellow” in the Department. This is regardless of the actual title code for the member, which can be Clinical Instructor.

Chair: Check the box for the faculty member who is Chair of the Department.

Merit/Promotion: Check this box if a merit or promotion action is pending for the plan faculty member. Check the box and enter “pending” and the date or “approved” and the date in the Notes section of the screen.

No Export: The box is checked for plan faculty members located at Olive View or Harbor and are partially funded from professional fees from the Department at Westwood. Checking this data excludes the information from being exported to the Dean’s Office Academic Database (ADB) for salary analysis purposes.

PCCP/SFT: Check the box if the plan faculty member belongs to either of these compensation plans or arrangements. The information is used for salary analysis purposes.

On Z Report: By default this box is checked. If a plan faculty member is ineligible for the department’s Z incentive arrangement, then this box should be unchecked. If the box is checked the faculty member’s name appears on the special Z report in the All Funds Budget Program that reflects the Department’s efforts to meet Schoolwide targets for Z incentives.

Benefit Rates on Budget Tab:

For continuing faculty: Benefit rates to use for Base X & Add’l Xs & Delta Y rate are the average last 12 months including vacation usage.

The Dean’s Office may adjust the X & Y rate for any anticipated cost increases, such as for health insurance. There is anticipated reinstatement of UCRP contributions, which would affect the benefit costs on the X & Add’l X salary components, that is the covered compensation salary for retirement. Should there be changes during the budget process to the estimated benefits, the Dean’s Office will make the changes and refresh the budget data. You may have to review special funding such as Dean’s Office or Medical Center due to the change in benefit calculations. The Delta Y portion of salary is not covered compensation for retirement purposes.

Benefit rate to use for Delta Z has been initialized with an average 5%. The field is editable for the department’s average Delta Z benefit rate.

Benefit rates that are negative or appear too low may be adjusted by the department. Not all positions are eligible for retirement and may require adjustment to the benefit rate accordingly.

For “To be Named” or “Open Position” faculty:

Editable benefit rate fields are available for use in the budget program. You may use an average rate, or rates utilized by contracts & grants proposals, or some other rate that may be higher.

Notes: In the middle of the screen is a section for notes. Use this box to provide information if any of the following circumstances apply. The notes will appear on the Annual Negotiated Salary Report in the AFB.

- part time appointment (fill in % Time on appointment screen)
- new appointment effective date
- separation effective date
- sabbatical leave dates if funded at less than full salary
- outside agency description for direct payments for source code DP\_07 Direct Pay Other Affiliated Hospitals and DP\_09 Direct Pay Other
- as mentioned earlier, information on effective dates for “pending” and “approved” actions

When completing the information, press “Save” or “Cancel”.

Below the notes section are some boxes that assist in tracking the status of the budget process.

There are two check boxes to monitor the review by the fund manager and the academic personnel staff respectively. These are: “Fund Mgr Budget Ok” and “Acad Pers. Budget Ok”. Note that the “Acad Pers. Budget Ok” check box will not be active (will be grayed) if the user has not been set up in FPM as an academic personnel staff member. Please call or send an email to Rita Moreno in the Dean’s office if you have questions about setting up a staff member for academic personnel review functions.

Fund Managers should check the “Fund Mgr Budget Ok” box when the funding for an individual plan faculty member has been reviewed and is appropriate.

Academic Personnel should check the “Acad Pers. Budget Ok” box to designate that a review of the appointment and funding information for the individual plan faculty member has been done and is correct.

In addition to the review boxes for fund managers and academic personnel there is a check box called “DO Approved”. This box is checked if the Dean’s office has reviewed and approved the budget information for the individual plan faculty.

Below the Notes section at the right hand of the screen are two boxes that provide information on the last update for faculty member. The box “Updated on:” has the date and time of the last update. The box “Updated by:” has the user name of who did the last update.

Option buttons for the Budget Year

At the bottom left hand side of the screen will appear “In Budget” if information on that plan faculty member has already been sent to the All-Funds Budget Program. This will allow users to track previous versions. It will also say “Last Updated” with a date to tell the user when the Budget information was last updated.

At the bottom middle of the screen is a button labeled “Send to Budget”. Once all data entries, reviews, corrections, changes are made for the individual faculty member’s appointment and funding information have been made, this button is checked to send the information to the Budget program. Sending to the budget may be repeated any number of times until locked.

The “Delete from Budget” button on the right deletes the information from the “Budget Tab” of FPM. IT DOES NOT AFFECT APPOINTMENT AND DISTRIBUTION TABS, etc., OF FPM. IT DOES DELETE THE FACULTY MEMBER’S BUDGET INFORMATION FROM THE ALL-FUNDS BUDGET PROGRAM (AFB), INCLUDING APPOINTMENTS AND DISTRIBUTIONS.

Send to Budget/Delete from Budget buttons:

Users can keep sending information and updates to the budget until the budget is locked.

**Caution!** At the bottom of the screen are the same option buttons that appear on all the tabs (Report by Individual, CD buttons, EDB Upload History and the Status box with the Submit button). These buttons pertain to the CURRENT fiscal year and NOT to the upcoming budget year.

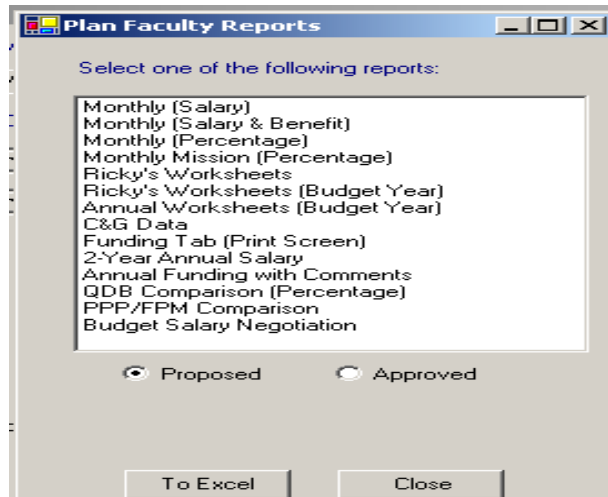
***Special Reports Available During the Budget Process***

There are special reports available within FPM during the budget process. These are found in two places, Reports by Individual and Overall Reports.

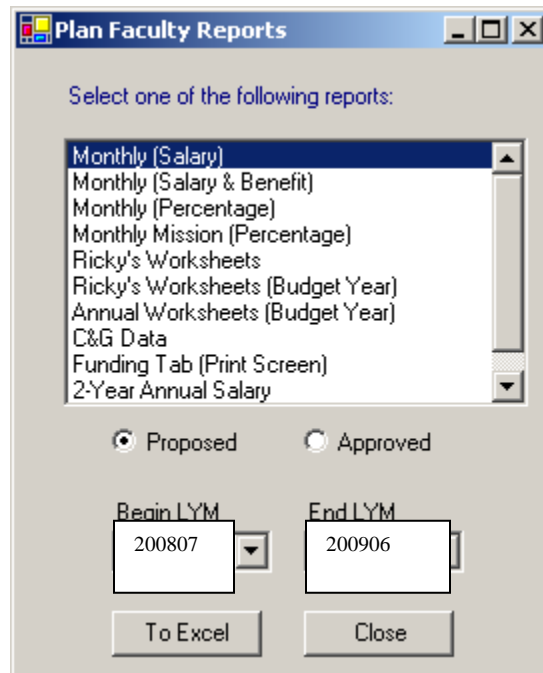
***Reports by Individual***

Access “Reports by Individual” via the button called “Reports by Indiv.” The button is available from any of the tab screens for Plan Faculty. These reports are specific to an individual plan faculty member.

When you click on this button, you get the following list of reports. The reports particularly applicable during the budget process are: “Ricky’s Worksheets (Budget Year)”, “Annual Worksheets (Budget Year)”, “2 Year Annual Salary”, and “Annual Funding with Comments.” (Report on list may not be visible in



Note: Some reports allow the user to select budget year for the report as shown below.



The values default to the current budget year but the Begin LYM and End LYM can be changed to match the upcoming budget year.

The reports that allow you to change the Begin LYM and End LYM values are  
 Monthly (Salary)  
 Monthly (Salary & Benefit)  
 Monthly (Percentage)  
 Monthly Mission (Percentage)


### Sample Reports

Following are samples of reports applicable during the budget process.: Ricky's Worksheet (Budget Year) and Annual Worksheet (Budget Year).

School of Medicine

Monthly Distribution Summary (Proposed)

Date: 11/6/07 10:09

<b>Name: BRUIN, JOE</b> <b>Emp #: 00000001</b> Step: Offscale: <b>Titlecode: 1721 3 N</b> <b>TNS: \$215,000</b> APU: 1400AA <b>Period: 7/1/2008</b> ----- <b>6/30/2009</b>		<b>Dept: 1400 - DOSM</b> <b>Series: REG</b> <b>Rank: Prof</b> <b>Plan: MCP</b> <b>Scale: 5</b> <b>%Time: 1.00</b> <b>Disc Amt: 0</b> <b>Ann Rate: 215,000</b> <b>State FTE: Y</b> %: <b>0.9997</b> <b>NPI FTE: N</b> <b>O/S Cov'd Comp: 0</b>		
Covered Base: 104,300 Comp: Addl Base Up to .3: 31,300 \$156,500 Addl Base > .3: 20,900 Other Delta: 58,500 TNS: 215,000	Annual 104,300 31,300 20,900 58,500 215,000	Monthly 8,691.67 BRS 2,608.33 BBS 1,741.67 HSS 4,875.00 NRS 17,916.67	O/S Cov'd Comp: 0	


Base Funding Acct #:		STATE_01 4010XX 1A 19900				8,691.67 BRS		FTE	VAC
Source	Account/CC/Fund #	M	Annual \$	NIH	ADJ	%	RATE	Monthly \$	
STATE_01	4010XX 1A 19900		104,300	0	0	0.4710	18,451.04	8,690.44 TRT	1.00
			104,300			0.4710	8,690.44		1.00
Addl Base to .3 Funding Acct #:		CPL_01 4010XX 1A 62XXX				2,608.33 BBS			
Source	Account/CC/Fund #	M	Annual \$	NIH	ADJ	%	RATE	Monthly \$	
CPL_01	4010XX 1A 62XXX	I	31,300	0	0	0.1413	18,451.04	2,607.13 TXT	
			31,300			0.1413	2,607.13		
Addl Base > .3 Funding Acct #:		CPL_01 4010XX 1A 62XXX				1,741.67 HSS			
Source	Account/CC/Fund #	M	Annual \$	NIH	ADJ	%	RATE	Monthly \$	
CPL_01	4010XX 1A 62XXX	I	20,900	0	0	0.0943	18,451.04	1,739.93 HSD	
			20,900			0.0943	1,739.93		
Other Delta Funding Acct #:		CPL_01 4010XX 1A 62XXX				4,875.00 NRS			
Source	Account/CC/Fund #	M	Annual \$	NIH	ADJ	%	RATE	Monthly \$	
NIH_01	441133 JB 29423		34,380	17	0	0.1842	15,550.00	2,864.31 TRN	
CPL_01	4010XX 1A 62XXX	I	24,120	0	0	0.1089	18,451.04	2,009.32 TRN	
			58,500			0.2931	4,873.63		
<b>TOTAL:</b>			<b>215,000</b>			<b>0.9997</b>	<b>17,911.13</b>		<b>0.00</b>

Z / Stipend	Account/CC/Fund #	Project	Sub	Begin Date	End Date	Monthly \$	DOS
	4010XX 1A 62XXX		2	7/1/2008	6/30/2009	36000	ZDN

School of Medicine

Annual Budget Worksheet (Proposed)

Date: 11/6/2007

<b>Name:</b> BRUIN, JOE <b>Emp #:</b> 000000001 <b>Step:</b> 3 <b>Offscale:</b> N <b>Titlecode:</b> 1721 <b>TNS:</b> \$215,000 <b>APU:</b> 1400AA <b>Period:</b> 7/1/2008 ----- 6/30/2009		<b>Dept:</b> 1400 - DOSM <b>Series:</b> REG <b>Rank:</b> Prof <b>Plan:</b> MCP <b>Scale:</b> 5 <b>%Time:</b> 1.00 <b>Discl Amt:</b> 0 <b>Ann Rate:</b> 215,000 <b>State FTE:</b> Y    %: 0.0000 <b>NPI FTE:</b> N <b>O/S Cov'd Comp:</b> 0							
<b>Covered</b> Base: 104,300 <b>Monthly</b> 8,691.67 <b>Comp:</b> Addl Base Up to .3: 31,300    2,608.33 \$156,500 Addl Base > .3: 20,900    1,741.67 Other Delta: 58,500    4,875.00 <b>TNS:</b> 215,000    17,916.67									
FTE    VAC									
<b>Base Funding Acct #:</b>									
<b>Source</b>	<b>Account/CC/Fund #</b>	<b>M</b>	<b>Annual \$</b>	<b>NIH ADJ</b>	<b>%</b>	<b>RATE</b>	<b>Monthly \$</b>		
STATE 01	4010XX 1A 19900		104,300	0					
			104,300	0.0000			0.00		0.00
<b>Addl Base to .3 Funding Acct #:</b>									
<b>Source</b>	<b>Account/CC/Fund #</b>	<b>M</b>	<b>Annual \$</b>	<b>NIH ADJ</b>	<b>%</b>	<b>RATE</b>	<b>Monthly \$</b>		
CPL 01	4010XX 1A 62XXX	I	31,300	0					
			31,300	0.0000			0.00		
<b>Addl Base &gt; .3 Funding Acct #:</b>									
<b>Source</b>	<b>Account/CC/Fund #</b>	<b>M</b>	<b>Annual \$</b>	<b>NIH ADJ</b>	<b>%</b>	<b>RATE</b>	<b>Monthly \$</b>		
CPL 01	4010XX 1A 62XXX	I	20,900	0					
			20,900	0.0000			0.00		
<b>Other Delta Funding Acct #:</b>									
<b>Source</b>	<b>Account/CC/Fund #</b>	<b>M</b>	<b>Annual \$</b>	<b>NIH ADJ</b>	<b>%</b>	<b>RATE</b>	<b>Monthly \$</b>		
CPL 01	4010XX 1A 62XXX	I	24,120	0					
NIH 01	441133 JB 29423		34,380	17					
			58,500	0.0000			0.00		
<b>TOTAL:</b>			215,000	0.0000			0.00		0.00

Departments find the following reports helpful in reviewing funding for an individual for the current year and the budget year.

## 2 Year Annual Report

Annual Salary (PROPOSED)  
 BRUIN, JOE  
 1/20/2009  
 5:10:43 PM

Annual TNS						145,500	145,500
Account	CC	Fund	Project	Source	Fund Group	FY 2008-09	FY 2009-10
111111	AC	62135		CPL_01	Compensation Plan	65,100	
401133	1A	62160		CPL_04	Compensation Plan		20,000
401133	1A	9549		DEAN_05	Indirect Cost Recovery		10,000
441133	JB	29423		NIH_01	C & G - NIH		40,000
111111	1A	19900		STATE_01	State Appropriations	80,400	75,500
						145,500	145,500

## Annual Report with Comments

ANNUAL FUNDING (PROPOSED)  
 BRUIN, JOE  
 1/20/2009 5:20:16 PM

				FY 2008-09	FY 2009-10
Base:				80,400	80,400
Addl Base Up to .3:				24,100	24,100
Addl Base > .3:				0	0
Other Delta:				41,000	41,000
TNS:				145,500	145,500

Name:	BRUIN, JOE	Division:	DOSM
Emp #:	1	APU:	1400AD
Title:	1739 - ASSOC PROF GHS-BSCP	Step:	2

FY 0809					Benefits at		
Account-CC-Fund-Project	Source	Pay Period	Comments	Salary	10.00%	Total	
111111-1A-19900	STATE_01	07/01/2008 - 06/30/2009		80,400	8,040	88,440	
111111-AC-62135	CPL_01	07/01/2008 - 06/30/2009		65,100	6,510	71,610	
<b>Total</b>				<b>145,500</b>	<b>14,550</b>	<b>160,050</b>	

FY 0910					Benefits at		
Account-CC-Fund-Project	Source	Pay Period	Comments	Salary	10.00%	Total	
111111-1A-19900	STATE_01	07/01/2009 - 06/30/2010		75,500	7,550	83,050	
401133-1A-09549	DEAN_05	07/01/2009 - 06/30/2010		10,000	1,000	11,000	
401133-1A-62160	CPL_04	07/01/2009 - 06/30/2010		20,000	2,000	22,000	
441133-JB-29423	NIH_01	07/01/2009 - 06/30/2010		40,000	4,000	44,000	
<b>Total</b>				<b>145,500</b>	<b>14,550</b>	<b>160,050</b>	

# Budget Salary Negotiation Report:

## FY 2009-10 Faculty Salary Negotiation Worksheet - BSCP

Name: APPLE, ARNOLD

1/22/2009 4:09:46 PM

Current FY Rank & Step: PROFESSOR - 1

Budget FY Rank & Step: PROFESSOR - 2

### Salary History:

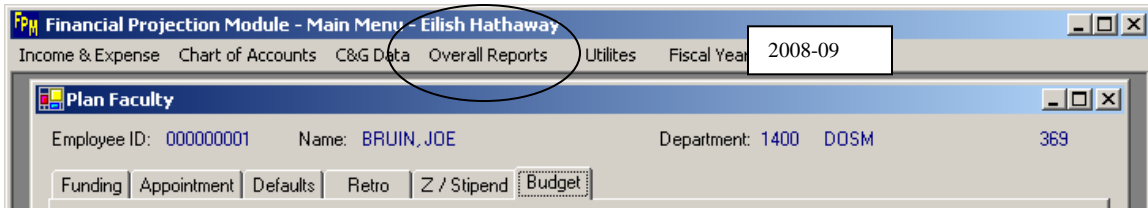
SALARY COMP.	FY 2007-08 SALARY RATE	FY 2008-09 SALARY RATE	FY 2009-10 Pending "Merit Increase"	FY 2009-10 Proposed Change \$ +/-	FY 2009-10 SALARY RATE
X	90,200	90,200	7,000		97,200
Add X	9,000	9,000	700		9,700
Y	20,800	20,800		(2,700)	18,100
TNS	120,000	120,000			\$ 125,000
Z	-	-		-	-
TNS + Z	\$ 120,000	\$ 120,000	\$ 7,700		\$ 125,000

### Salary Funding from FPM:

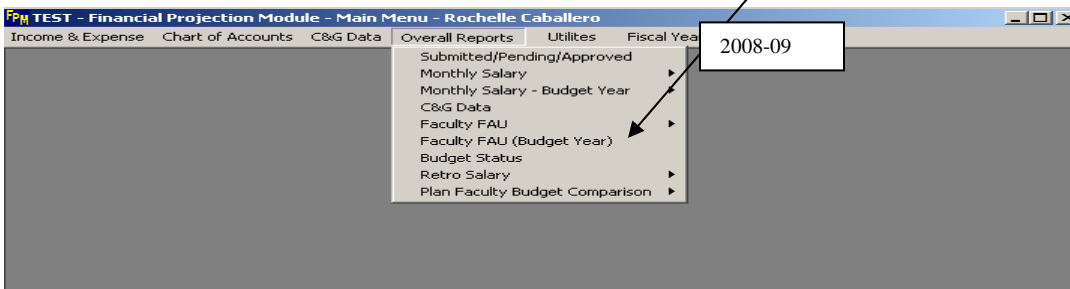
	2008-09	2009-10 Projections
NIH_01 Fed C & G-NIH/SAMHSA	120,000	120,000
TOTAL SALARY SUPPORT	120,000	120,000
TNS	\$ 120,000	\$ 125,000
Balance +/-	-	(5,000)

### Overall Reports

Overall Reports is one of the choices on the main menu bar available from any tab in FPM. These reports are department-based and give summary information for all faculty in the department.



If you click on the Overall Reports option you get the following list.



Four reports are applicable to the budget process, these are:

- Monthly Salary – Budget Year, (sample report not included here.) It lists each faculty member with corresponding FAU information and each month from July to June and a total. A summation of Salary Savings is included by month at the bottom.
- Faculty FAU (Budget Year) – see sample below
- Budget Status – see sample below
- Plan Faculty Budget Comparison – see sample below

# Sample Reports

Faculty FAU (Budget Year) . Additional fields have since been added, so run from program for latest.

FACULTY FAU REPORT (PROPOSED)  
 FISCAL YEAR 2006-07  
 Dept: 15XX  
 1/12/2006 11:03:32 AM

Name	Employee ID	Title	Plan	FROM	APU	Scale	Step	Off-Scale	State	NPI	Pay	Fund Group	Fund	Account	CC	Project	Annual Amount	TNS	NIH Code	Mission
ALLO, JOHN	060211111	1732 MCP	FTEM	15XXMD	8	3	N	N	N	N	AddX1	Compensation Plt62XXX	40XXXX 1A	17,980	200,000	0	C			
ALLO, JOHN	060211111	1732 MCP	FTEM	15XXMD	8	3	N	N	N	N	AddX2	Compensation Plt62XXX	40XXXX 1A	41,880	200,000	0	C			
ALLO, JOHN	060211111	1732 MCP	FTEM	15XXMD	8	3	N	N	N	N	X	Compensation Plt62XXX	40XXXX 1A	43,880	200,000	0	C			
ALLO, JOHN	060211111	1732 MCP	FTEM	15XXMD	8	3	N	N	N	N	X	Compensation Plt62XXX	40XXXX 1C	15,980	200,000	0	E			
ALLO, JOHN	060211111	1732 MCP	FTEM	15XXMD	8	3	N	N	N	N	Y	Compensation Plt62XXX	40XXXX 1A	80,180	200,000	0	C			
BROWN, MARY	503250000	1732 MCP	FTEM	15XXMD	8	1	N	N	N	N	AddX1	Compensation Plt62XXX	40XXXX 1A	16,188	190,000	0	C			
BROWN, MARY	503250000	1732 MCP	FTEM	15XXMD	8	1	N	N	N	N	AddX2	Compensation Plt62XXX	40XXXX 1A	37,696	190,000	0	C			
BROWN, MARY	503250000	1732 MCP	FTEM	15XXMD	8	1	N	N	N	N	X	Compensation Plt62XXX	40XXXX 1A	38,684	190,000	0	C			
BROWN, MARY	503250000	1732 MCP	FTEM	15XXMD	8	1	N	N	N	N	X	Compensation Plt62XXX	40XXXX 1C	15,200	190,000	0	E			
BROWN, MARY	503250000	1732 MCP	FTEM	15XXMD	8	1	N	N	N	N	Y	Compensation Plt62XXX	40XXXX 1A	82,194	190,000	0	C			
CHASE, BEVER	900488888	1734 MCP	FTEM	15XXMD	8	1	N	N	N	N	AddX1	Compensation Plt62XXX	40XXXX 1A	23,586	238,000	0	C			
CHASE, BEVER	900488888	1734 MCP	FTEM	15XXMD	8	1	N	N	N	N	AddX2	Compensation Plt62XXX	40XXXX 1A	54,883	238,000	0	C			
CHASE, BEVER	900488888	1734 MCP	FTEM	15XXMD	8	1	N	N	N	N	X	Compensation Plt62XXX	40XXXX 1A	64,256	238,000	0	C			
CHASE, BEVER	900488888	1734 MCP	FTEM	15XXMD	8	1	N	N	N	N	X	Compensation Plt62XXX	40XXXX 1C	14,226	238,000	0	E			
CHASE, BEVER	900488888	1734 MCP	FTEM	15XXMD	8	1	N	N	N	N	Y	Compensation Plt62XXX	40XXXX 1A	20,992	238,000	0	C			
CHASE, BEVER	900488888	1734 MCP	FTEM	15XXMD	8	1	N	N	N	N	Y	Compensation Plt62XXX	40XXXX 6J	59,976	238,000	0	C			
CONNOR, MICH	202711111	1732 MCP	FTEM	15XXMD	8	1	N	N	N	N	AddX1	Compensation Plt62XXX	40XXXX 1A	16,188	190,000	0	C			
CONNOR, MICH	202711111	1732 MCP	FTEM	15XXMD	8	1	N	N	N	N	AddX2	Compensation Plt62XXX	40XXXX 1A	37,696	190,000	0	C			
CONNOR, MICH	202711111	1732 MCP	FTEM	15XXMD	8	1	N	N	N	N	X	Compensation Plt62XXX	40XXXX 1A	41,088	190,000	0	C			
CONNOR, MICH	202711111	1732 MCP	FTEM	15XXMD	8	1	N	N	N	N	X	Compensation Plt62XXX	40XXXX 1C	12,797	190,000	0	E			
CONNOR, MICH	202711111	1732 MCP	FTEM	15XXMD	8	1	N	N	N	N	Y	Compensation Plt62XXX	40XXXX 1A	52,193	190,000	0	C			

## Budget Status Report

The report provides an overall picture of the review process within a department to track the status of the budget review process. There are entries for the fund manager and academic personnel review options which show if the reviews have been done. A sample follows.

Dept Code	Dept Title	Employee ID	Name	Fund Mgr. OK	Acad. Pers. OK
15XX	Department Name	308123111	ALLO, JOHN		
15XX	Department Name	308123112	BELKOFF, MARY		
15XX	Department Name	308123113	GRANGER, GEORGE		

## Plan Faculty Budget Comparison Report

The report provides a comparison between what has been sent to the All Funds Budget (AFB) Program and the latest information in FPM that may have changed since budget completion.

### PLAN FACULTY BUDGET COMPARISON (PROPOSED)

FISCAL YEAR 2009-10

Subdivision: 2241 Dept: 1520

01/22/09 1:34:17 PM

Name	Employee ID	Fund Group	Account	CC	Fund	Project	Total Budget	Total FPM	Variance
APPEL, BERTRAND	700700700	C&G - Private	4413XXKP		59087SON		18,225	0	18,225
APPEL, BERTRAND	700700700	Compensation Plan	4010XX1C		62160		18,225	0	18,225
APPEL, BERTRAND	700700700	Gifts	4010XX1C		53287DEANS		36,450	0	36,450
APPEL, BERTRAND	700700700	Compensation Plan	4010XX1C		62160		0	36,450	(36,450)
APPEL, BERTRAND	700700700	Gifts	40100X2Y		53287DEANS		0	36,450	(36,450)

***Appendix to Plan Faculty Budget FPM***

**Faculty Fund Source Codes**

In the budget (AFB) program we have a source coding to designate groups of fund numbers. The same coding has been incorporated into FPM. The source coding is key to the summary of resources reports. Budgeted salary and benefit information will be automatically calculated to the respective fund or fund group based on department owner of the account from FPM as well as corresponding projections for January to June period of FY08. It is important to include the account and actual fund number whenever projecting or budgeting is at the fund number level, e.g. Indirect Cost Recovery funds. For Contracts & Grants and Gifts and Endowments, it is not critical for budgeting purposes to enter a specific fund number. The listing and description of the budget program source codes, their restrictions, and corresponding University fund codes follows. These are provided as a “drop down list” in FPM and on the Plan Faculty Tab in the budget program for filtering.

***Source Codes List for Faculty Salaries***

<u>Grouping</u>	<u>New Code</u>	<u>Description</u>
State Funds	STATE_01	State Funds-199XX-Dept FTE
	STATE_02	State Funds-199XX-Dept Temp
	STATE_03	State Funds-199XX-NPI FTE
	STATE_04	State Funds-199XX-NPI Temp
	STATE_05	State Funds-199XX-Letters & Sciences Tem
	STATE_06	State Funds-19900-Other Schools, e.g. Publ Hlth
	STATE_07	State Funds-19900 Chancellor
	STATE_08	State Funds 19910 Geriatric Research or Other
Federal C& G	NIH_01	Fed C& G-NIH/SAMHSA
	FCG_01	Fed C&G-Other Agenices
Private	PCG_01	Private-Contracts & Grants
	CTR_01	Clinical Trials
	GFT_01	Private-Gifts
	END_01	Endowments
Local Gov't	LCG_01	Local Gov't-L.A. Co. Agmt-Harbor
	LCG_02	Local Gov't-L.A. Co. Agmt-Ol Vw
	LCG_03	Local Gov't -Other
	SCG_01	State Agmt
Prof. Fees	CPL_01	Prof Fees-Dept
	CPL_02	Prof Fees-Academic Enrichment
	CPL_03	Prof Fees-Salary Savings-Fund Source Exchange
	CPL_04	Prof Fees-Med Ctr -Westwood Hospital (name change)
	CPL_05	Prof Fees-Med Ctr -Santa Monica Hospital (name change)
	CPL_06	Prof Fees-CPN/SCN (3906)
	CPL_07	Prof Fees-NPH (name change)
Dean	DEAN_01	Dean's Office Support
	DEAN_02	Dean's Office-Student Fees- (EDR)-20226
	DEAN_03	Dean's Office-State Funds-199XX- (Fund Source Exchange)
	DEAN_04	Dean's Office-State Funds-199XX-Salary Savings Support
	DEAN_05	Dean's Office-Indirect Cost Recovery
	DEAN_06	Dean's Office-Geffen Fund (Gifts)
	DEAN_07	Dean's Office-Other Gifts & Endowments

	DEAN_08	Dean's Office-Sales & Services
	DEAN_09	Dean's Office-Contracts & Grants
	DEAN_10	Dean's Office – Lincy 2 Funds (Gifts, new)
Other UCLA	ICR_01	Indirect Cost Recovery-Opportunity & Overhead
	SNS_01	Other-6XXXX (Sales & Services & Other)
Direct Pay	DP_01	Direct Pay-Vet Admin-Wadsworth (West LA)
	DP_02	Direct Pay-Vet Admin-Sepulveda
	DP_03	Direct Pay-Vet Admin-Brentwood
	DP_04	Direct Pay-L.A. Co. Harbor
	DP_05	Direct Pay-L.A. Co. Ol Vw
	DP_06	Direct Pay-L.A. Co. MLK
	DP_07	Direct Pay-Other Affil Hosp
	DP_08	Direct Pay- HHMI
	DP_09	Direct Pay- Other

- **STATE FUNDS-199XX (See also Dean's Office Sources)**

These are sources provided to the University by the State of California that the Accounting Office assigns in the fund block 19900-19999. General Funds (19900) are the most common source in this category. They may be used to fund an individual's base salary equal to the Fiscal Year (11-Month) Regular Salary Scale 0 only subject to Academic Personnel policy limitations regarding the title series. Geriatric Research Funds 19910 may be used only for base salaries of non-Regular Rank state-supported faculty. Funds in block 19900-19999 may not be used for Plan members' compensation above Scale 0. For temporary 19900 funds provided by the Dean's Office, refer to the section below under **Dean's Office Sources**.

For our budgeting purposes we have designated six Sources as follows:

STATE\_01 State Funds 199XX-Dept FTE.

Use this source code to designate those 19900 funds that are assigned to the department for filled positions.

STATE\_02 State Funds 199XX-Dept Temp.

Use this source code to designate those 19900 funds that are available to the department from salary savings or positions allocated to the department but currently unfilled on a permanent basis.

STATE\_03 State Funds 199XX-NPI FTE

Use this source code to designate those 19900 funds that are assigned to the NPI for filled positions. For example, Psychiatry, Neurology, and Pediatrics have faculty with NPI FTE.

STATE\_04 State Funds 199XX-NPI Temp.

Use this source code to designate those 19900 funds that are available to the department from salary savings or positions of NPI FTE but are currently unfilled on a permanent basis.

STATE\_05 State Funds 199XX-Letters & Sciences Temp.

Use this source code to designate those 19900 funds that are to be provided from the College of Letters and Sciences. Although the individual may have a permanent FTE in Letters and Sciences, for our School's Budget we will designate these funds as "temporary".

STATE\_06 State Funds 19900-Other Schools, e.g. Public Health, Dentistry

Use this source code to designate those 19900 funds that are to be provided from other Schools, such as Public Health or Dentistry. Although the individual may have a permanent FTE in Public Health or Dentistry, or some other School, for our School's Budget we will designate these funds as "temporary".

STATE\_07 State Funds 19900 Chancellor

Use this source code to designate those 19900 funds that are provided from the Chancellor for service to central committees, boards, etc.

STATE\_08 State Funds 19910 Geriatric Research (EDR) or Other

Use this source code to designate support from the Geriatric Research Fund 19910 or other 19900-19999 sources not specifically listed above. The Geriatric Research Fund 19910 may be used only for base salaries of non-Regular Rank state-supported faculty.

- **FEDERAL CONTRACTS AND GRANTS** (*See also Dean's Office sources*)

These are sources provided to the University through contracts and grants with federal agencies that the Accounting Office assigns in the fund block 21000-33999. Only include funded renewals or continuation grants. Do not include any grant up for competitive renewal unless you have received funding notification.

For our budgeting purposes we have designated two Sources as follows:

NIH\_01 Federal C& G-NIH/SAMHSA/AHRQ

Use this source code for awards made by the National Institutes of Health (NIH), the Substance Abuse and Mental Health Services Administration (SAMHSA), or the Agency for Healthcare Research and Quality (AHRQ). From awards made by these agencies from appropriation funds as of January 1, 2008, the salary limitation (NIHCAP) annual rate was increased to \$191,300. See the Dean's Office Academic Personnel website for a complete history or the government website [http://grants1.nih.gov/grants/policy/salcap\\_summary.htm](http://grants1.nih.gov/grants/policy/salcap_summary.htm). Any updates will be communicated to you.

FCG\_01 Fed C& G-Other Agencies.

Use this source code for awards made by federal agencies other than NIH, SAMHSA, or AHRQ.

- **PRIVATE CONTRACTS, GRANTS, GIFTS, AND ENDOWMENTS** (*See also Dean's Office sources*)

These are sources provided to the University from private or non-governmental agencies. The Accounting Office assigns private contracts, grants, and gifts to fund blocking 39800-59999 and 77500-84999 (new range effective FY07). For endowments or funds functioning as endowments, the Accounting Office assigns them to fund blocking 04100-09799, while the endowment income is assigned to 34100-39799. For our budgeting purposes, we are including any Agency fund, that is, in the blocking 00001-00299 to be with this grouping.

For our budgeting purposes we have designated four Sources as follows:

PCG\_01 Private-Contracts & Grants

Use this source code to designate those awards that are processed through the Office of Sponsored Research (formerly Office of Contract and Grant Administration). Also use this coding for any plan faculty sources charged to Agency funds (fund codes 00001-00299).

CTR\_01 Clinical Trials

Use this source code to designate those funds for clinical trials. You may have previously coded these with Private Contracts & Grants. UCLA's Office of Contract and Grants Administration issued the following definition of a clinical trial.

"A clinical trial is a study designed to assess in humans the safety, efficacy, benefits, adverse reactions, and/or other outcomes of drugs, devices, diagnostics, treatments, procedures, medical evaluations, monitoring or preventive measures."

GFT\_01 Private-Gifts

Use this source code to designate those awards that are processed through the Public Affairs and Development Office.

#### END\_01 Endowments

Use this source code to designate sources in blocking 04100-09799 and 34100-39799 except fund numbers designated as Indirect Cost Recovery, e.g. 09549, 05399.

- **LOCAL GOVERNMENT (See also Dean's Office Sources)**

These are contracts and grants awarded by local government agencies and the State, including special State appropriations, and assigned by the Accounting Office in fund blockings 18000-18887, 18889-18999, 20400-20999, 77001-77499 (change in block range effective FY07). For funds provided for General funding purposes from the State see STATE\_01 to STATE\_08.

For our budgeting purposes we have designated the Sources as follows:

#### LCG\_01 Local Gov't-L.A. Co. Agmt- Harbor

Use this source code to designate that portion of the Operating Agreement with Los Angeles County for teaching and professional services at Harbor-UCLA Medical Center. The fund number in current use is **77114** for 2008-09. For direct pay to the faculty member by Los Angeles County, refer to Source DP\_04, Direct Pay-Los Angeles County, Harbor.

#### LCG\_02 Local Gov't-L.A. Co. Agmt- Olive View

Use this source code to designate that portion of the Operating Agreement with Los Angeles County for teaching and professional services at UCLA - Olive View Medical Center. The fund number in current use is **77114** for 2007-08. For direct pay to the faculty member by Los Angeles County, refer to Source DP\_05, Direct Pay-Los Angeles County, Olive View.

#### LCG\_03 Local Gov't-Other

Use this source code to designate awards from local government agencies in fund blocking 20600-20999 and 77001-77499 (new block ranges effective FY07) excluding ANY fund designated for the L.A. County agreements for Harbor and Olive View within the last 4 years (20981, 77062, 77102, 77110).

#### SCG\_01 State Agreements

Use this source code to designate the specific contracts and grants or special appropriations in fund blockings 18000-18887, 18889-18999, and 20400-20599 (change in block range effective FY07). Funds awarded by the University-wide Task Force on Aids (funds 20520-20522) may not be used for Regular Rank state-supported faculty. Also, they may not be used for compensation above Scale 0 for any faculty.

- **PROFESSIONAL FEES (See also Dean's Office Sources)**

These are funds pursuant to the terms of the respective Compensation Plans. These funds are assigned in the fund blocking 60000-69999.

For budgeting purposes we have identified breakdown categories as follows:

#### CPL\_01 Prof Fees-Dept

Use this coding to designate the department's professional fees that are derived from current operations. See other codes for current funds provided by the Dean Offices and recharges to the UCLA Medical Center and the Neuropsychiatric Hospital. See CPL\_02 for special circumstances, including use of compensation plan funds pending receipt of contracts and grants.

#### CPL\_02 Prof Fees-Academic Enrichment

Use this coding to designate the department's professional fees that have been designated for academic improvement for the division or individual or if the department is temporarily using compensation plan funds pending approved contracts and grants. A pop-up box will appear for selection of type of use, such as, "pending contracts and grants", "start-up", "retention", or use of "individual reserves". Use of this code will create a report detailing the identified categories.

CPL\_03 Prof Fees-Salary Savings-Fund Source Exchange

Optionally, use this coding to designate the department's professional fees that will be received in exchange for other sources. Example, faculty in the Department of Psychiatry receive 19900 funds for service on committees that are exchanged with professional fees from the Dean's Office. Use of this source code will create a value on the Interfund (Revenue side) row as well as the appropriate faculty expense. A benefit calculation will be added automatically for the revenue figure based on the individual's benefit rate for the salary component.

CPL\_04 Prof Fees-Med Ctr-Westwood Hospital (name change)

Use this coding to designate professional fees generated by recharging or transfers with the UCLA Medical Center for faculty services provided for administrative functions and patient care services or for support for the Westwood Hospital. Expenses for faculty salaries are entered against professional fees. A corresponding revenue recharge or transfer under Medical Center Westwood Hospital for professional fees is created for approved items. No benefit calculations will be added for the revenue figure.

CPL\_05 Prof Fees-Med Ctr –Santa Monica Hospital (name change)

Use this coding to designate professional fees generated by recharging or transfers with the UCLA Medical Center for faculty services provided for administrative functions and patient care services or for support for the Santa Monica Hospital. Expenses for faculty salaries are entered against professional fees. A corresponding revenue recharge or transfer under Medical Center Santa Monica Hospital for professional fees is created for approved items. **No benefit** calculations will be added for the revenue figure.

CPL\_06 Prof Fees-Community Physician/Specialty Care Network

Use this coding to designate professional fees generated by recharging the UCLA Community Physician Network or Specialty Care Network for faculty services provided for administrative functions and patient care services. Use of this source code will create a revenue entry (CPN/SCN Recharges) as well as expense. It is expected that this may be phasing out as the CPN has its own fund number and faculty now have staff physician titles. Also, the SCNs are transitioning back to departments. A benefit calculation will be added automatically for the revenue figure based on the individual's benefit rate for the salary component.

CPL\_07 Prof Fees-Neuropsychiatric Hospital (name change)

Use this coding to designate professional fees generated by recharging or transfers with the UCLA Medical Center for faculty services provided for administrative functions and patient care services or for support for the Neuropsychiatric Hospital. Expenses for faculty salaries are entered against professional fees. A corresponding revenue recharge or transfer under Medical Center Santa Monica Hospital for professional fees is created for approved items. No benefit calculations will be added for the revenue figure.

### ***Dean's Office Sources***

These funds can be from any source available to the Dean's Office. The codes are expanded to accommodate "all funds budgeting." Use of the source codes for plan faculty salaries is for continuing, pre-approved items only. Please refer to the section of this workbook on "Dean's Support" for what to do for new, increase, or extended funding requests. Enter salary amounts only. Benefits based on the individual's rate will be calculated for you for the revenue portion of the transaction. So, if the approved, continuing amount of support is \$50,000 and the individual's benefit rate is 14%, divide the \$50,000 by 1.14, which equals \$43,860. Enter \$43,860 for the salary portion in FPM. The benefit portion of 14% times \$43,860 is \$6,140. \$43,860 + \$6,140 is \$50,000. Use of the codes in FPM will create appropriate

expenses and revenues to the respective fund or fund grouping. Items will also appear on the grids under the Dean's Support tab.

**DEAN\_01 Dean's Office Support**

The Dean's Office will select this code if the source is to be one of the Dean's Office compensation plan professional fee sources. Use of this code will generate expenses to professional fees. A corresponding revenue transfer under Support from Dean's Office in to professional fees is created for approved items. Explanations and descriptions will be required.

**DEAN\_02 Dean's Office-Student Fees- (EDR)-20226**

Use this source code to designate support from the Dean's Office from fund 20226, Student Fees. The fund source is used predominantly for service to the Dean's Office Educational Development & Research (ED&R) unit. Use of this code will generate expenses to the professional fee portion of the budget. A corresponding revenue transfer under Support from Dean's Office in to professional fees is created for approved items. (Support from Dean's Office). Explanations and descriptions will be required.

**DEAN\_03 Dean's Office -State Funds-199XX-Fund Source Exchange**

The Dean's Office will select this code to designate use of temporary 19900 funds that will be made available to the department in exchange of a transfer from the department of professional fee funds. Use of this code will not affect plan faculty expenses to the department's professional fee funds, but will generate an Interfund Transfer Expense. Beginning with FY08 Plan Faculty expenses will be reflected on State-19900 sources. Corresponding revenue under State Appropriations will be calculated.

**DEAN\_04 Dean's Office State Funds 199XX-Academic Salary Savings**

Use this source code to designate those 19900 funds that are to be provided as support from the Dean's Office salary savings on a temporary basis. Use of this code will not affect plan faculty expenses or revenues to the department's professional fee funds. Explanations and descriptions will be required. Beginning with FY08 Plan Faculty expenses will be reflected on State-19900 sources. Revenue including a calculation for benefits will be reflected under "Support from Dean's Office" for approved items only.

**DEAN\_05 Dean's Office Indirect Cost Recovery (name change FY08)**

The Dean's Office will select this code to designate funds requested from the Dean's Office that may be from Dean's Indirect Cost Recovery. Use of this code will not affect plan faculty expenses or revenues to the department's compensation plan funds. Explanations and descriptions will be required. Beginning with FY08 Plan Faculty expenses will be reflected for the specific ICR fund. Revenue will be reflected under "Support from Dean's Office" for approved items only.

**DEAN\_06 Dean's Office-Geffen Fund**

This code will be selected to designate funds from the Dean's Office that will be from the Geffen Gift fund 53287. Use of this code will not affect expenses or revenues to the department's compensation plan funds or reports. Explanations and descriptions will be required. Beginning with FY08 Plan Faculty expenses will be reflected for the Gifts & Endowments fund group. Revenue will be reflected under "Support from Dean's Office" for approved items only.

**DEAN\_07 Dean's Office-Other Gifts & Endowments**

This code will be selected to designate funds from the Dean's Office that will be from Gift or Endowments other than the Geffen Gift fund 53287. Use of this code will not affect expenses or revenues to the department's compensation plan funds or reports. Explanations and descriptions will be required. Beginning with FY08 Plan Faculty expenses will be reflected for the Gifts & Endowments fund group. Revenue will be reflected under "Support from Dean's Office" for approved items only.

DEAN\_08 Dean's Office-Sales & Services

This code will be selected to designate funds from the Dean's Office that will be from Sales & Services funds, such as the Provost Fund or Patent Fund. . Use of this code will not affect expenses or revenues to the department's compensation plan funds or reports. Explanations and descriptions will be required. Beginning with FY08 Plan Faculty expenses will be reflected for the specific Sales & Service fund (e.g. Patent fund). Revenue will be reflected under "Support from Dean's Office" for approved items only.

DEAN\_09 Dean's Office-Contracts & Grants

This code will be selected to designate funds from the Dean's Office that will be from Contract & Grant funds, such as the Los Angeles County contract or ED&R grant funding. Use of this code will not affect expenses or revenues to the department's compensation plan funds or reports. Explanations and descriptions will be required. Beginning with FY08 Plan Faculty expenses will be reflected for the Contracts & Grants fund group. Revenue will be reflected under "Support from Dean's Office" for approved items only.

DEAN\_10 Dean's Office-Lincy 2 Funds (Gifts)

This code will be selected to designate funds from the Dean's Office that will be from the Lincy 2 Gift fund 54821. Use of this code will not affect expenses or revenues to the department's compensation plan funds or reports. Explanations and descriptions will be required. Faculty expenses will be reflected for the Gifts & Endowments fund group. Revenue will be reflected under "Support from Dean's Office" for approved items only.

- **OTHER UCLA SOURCES (See also Dean's Office Sources)**

For budgeting purposes we have designated the following two Sources:

ICR\_01 Opportunity Funds-Department

Use this source code to designate a new source code for Departmental Indirect Cost Recovery funds. If the Indirect Cost Recovery funding is from the Dean's Office, however, use source code DEAN\_05.

SNS\_01 Other-6XXXX

These are funds assigned in the fund blocking 60000-69999 but are not the Professional Fee (plan) funds. Generally these are other revenue-generating activities of a department. If these sources are supporting a material part of a Plan member's salary due to her providing ongoing services to the operations, then the department should not directly charge the 6XXXX source. The salary should instead be charged to the professional fee fund (see CPL\_01 to CPL\_07 above) and the revenue-generating activity should be recharged for the salary cost.

- **DIRECT PAY**

These are amounts paid directly to the individual and are included as part of the total negotiated salary.

For budgeting purposes we have designated the following nine Sources:

DP\_01 Direct Pay-Vet Admin-Wadsworth

DP\_02 Direct Pay-Vet Admin-Sepulveda

DP\_03 Direct Pay- Vet Admin-Brentwood

Use these source codes for direct salary payments to the individual from the Veterans' Administration Hospital- Wadsworth, Sepulveda, and Brentwood, respectively.

DP\_04 Direct Pay Los Angeles County-Harbor

DP\_05 Direct Pay Los Angeles County-Ol Vw

DP\_06 Direct Pay Los Angeles County-MLK

Use these source codes for direct salary payments to the individual from the Los Angeles County locations of Harbor, Olive View, and Martin Luther King, respectively. See also LCG\_01 and LCG\_02 for faculty salaries charged to the UCLA-L.A. County Operating Agreement fund.

DP\_07 Direct Pay-Oth Affil Hosp

Use this source code for direct salary payments to the individual from other affiliated hospitals, such as Cedars-Sinai Medical Center. Annotate source description in the notes area for the individual.

DP\_08 Direct Pay- HHMI

Use this source code for direct salary payments to individuals who are Howard Hughes Medical Investigators (HHMI).

DP\_09 Direct Pay-Other

Use this source code for direct payments by any other agency, such as Rand. Annotate source description in the notes area for the individual.

***Use great care in estimating the direct pay categories. These are used in determining the net gross pay provided by the University when adjusting the salaries in July.***