

UC Davis Policy and Procedure Manual

Chapter 330, Financial Management and Services

Section 26, Funding of Staff Salary Action

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Responsible Department: Office of Resource Management and Planning

Source Document: UC Accounting Manual, Chapter P-196-62, Payroll: Range Adjustments

I. Purpose

This section describes policies and procedures for staff salary actions funded by base (permanent) budgets.

II. Definitions

Additional definitions for terms used in this section are available in the Personnel Policies for Staff Members, Sections 2 and 30, and in the Accounting Glossary.

- A. Filled position—a funded and filled job defined in an approved position description.
- B. Open position (or provision)—placeholder in the base budget for a position that is funded but is vacant.

III. Policy

- A. Staff salary actions for filled positions funded by core funds.
 - 1. The central campus shall provide current year and base budget funding for the following salary actions for staff positions budgeted with the object consolidation code SubS (staff salaries):
 - a. Merit increases.
 - b. Range adjustments.
 - 2. The deans, vice chancellor, or vice provost shall provide current year and base budget funding for the following staff salary actions:
 - a. New positions.
 - b. Increase in salary or percentage of appointment base above time base authorized.
 - c. Increase in salary due to promotion, reclassification, or equity increase.
- B. Base budget funding for salary actions for filled positions funded by sources other than core funds are provided by the dean, vice chancellor, or vice provost, unless the Provost and Executive Vice Chancellor has provided written authorization for funding.
- C. The following provisions apply to all staff salary actions regardless of the fund source:
 - 1. The dean, vice chancellor, or vice provost must ensure that there is adequate funding for the action.
 - 2. The dean, vice chancellor, or vice provost shall retain current year and base budget funds for salary actions that result in unexpended salary funds (e.g., salary savings due to demotion), and from open and eliminated positions.
 - 3. Salary levels must comply with all relevant Human Resources policies and approval processes.

IV. Procedures

- A. Allocations for core-funded positions

1. Merit increases and range adjustments are funded through an automated process in the accounting system.
 2. Funding for new positions, increases in salary or appointment base, and promotional, reclassification, and equity increases are prepared and submitted through budget adjustment documents completed by the dean, vice chancellor, or vice provost. Responsibility may be delegated to departments/units.
 3. The Budget and Institutional Analysis (BIA) Office allocates other funding authorized by the Provost and Executive Vice Chancellor.
 4. Current year budget funding is for the actual number of months affected (e.g., a position for 7 months shall receive funding for 7/12 of the annual amount for the current budget). If the appointment has an indefinite end date, the base budget shall receive funding for the annual amount.
- B. Allocations for non-core-funded positions
1. The dean, vice chancellor, or vice provost is responsible for allocating funds sufficient to cover all salary actions.
 2. ORMP allocates funding authorized by the Provost and Executive Vice Chancellor (see III.B, above).
- C. Action dates
1. Funding for salary actions must be provided in the fiscal year the change is implemented.
 2. Payroll actions shall occur in the order prescribed by the applicable policy or contract.
- D. Staffing list reconciliation
- The dean, vice chancellor, or vice provost is responsible for completing staffing list reconciliation by the due date specified by BIA.
1. Staffing list reconciliation is an annual reconciliation of annual salary commitments based on appointments in PPS to the individual departmental/unit base budget.
 2. Responsibility for reconciliation may be delegated to the departmental level.
- E. The dean, vice chancellor, or vice provost may designate internal policies and procedures.

V. Further Information

- A. Contact BIA (<http://budget.ucdavis.edu>) or Accounting and Financial Services (<http://accounting.ucdavis.edu>) for more information.
- B. Information on staffing list reconciliation is available at <http://budget.ucdavis.edu/staffing/index.html>.
- C. Departments funded by UCOP Agriculture and Natural Resources should contact ANR Budget and Financial Services for salary funding questions.

VI. References and Related Policies

- A. UC Accounting Manual, Chapter P-196-62, Payroll: Range Adjustments (<http://www.ucop.edu/ucophome/policies/acctman/>).
- B. Personnel Policies for Staff Members (<http://manuals.ucdavis.edu/spp/spp-toc.htm>):
 1. Section 2, Definition of Terms.
 2. Section 30, Salary.
- C. University of California Systemwide Union Contracts

(http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_agreements.html).