To All KBM Users -   5/14/25

Please see the attached deadlines and key dates related to fiscal close for FY25 Base Budget Fiscal Year close.

If your unit is planning to continue to balance your SWG1 Staffing, please see below for some reminders:
- Please acknowledge any PPMEs in your action list. PPMEs are generally because a position on the BDP doesn't fit the criteria to be permanently budgeted. To resolve, users should acknowledge the PPME, and either remove the "stf" check mark or correct the earn code
- All vacant positions in Path automatically downgrade to the minimum of the title/job code. If depts want to permanently budget a higher amount than the minimum, the Adjustment Amount in BDP needs to be used to reflect the difference. The effective date needs to reflect the date the position became vacant. A pop-up message with the minimum salary will show after you change the effective date, this is normal. Accept the message before adding the Adjustment Amount
- SWG0 will continue to be managed centrally by the Budget Office at the position level in coordination with respective units as needed
- The next UCPath to KBM update will be on Wed May 28th – so any updates to permanently budgeted employees will have to go to final in UCPath before 4pm on Fri May 23rd in order to be captured and reflected on KBM Staffing on Wednesday
- The Final UCPath Snapshot will be Wed, June 18th at 4pm

If your unit is not planning to balance SWG1 Staffing at the position level, please see below for some reminders:
- Base budgets should be a meaningful reflection of anticipated spend but the process of balancing staffing to each position is not required. SWG1 base budget should be representative of career staff obligations targeted at roughly ~95% at the org, fund, consolidation level. Any variances greater than 95% will come from the unit's default account for that fund
- All Career Staff employees should be on SWG1, whenever possible.
- All appointments directly involved in the delivery of instruction and in academic title codes should be on SWG0. SWG2 is for all others such as contract, students, NSTP, Summer Salary, and any instruction in non-academic title codes, etc.
- As units view their permanent budgets and it is outside their targeted budget range, units should mitigate these variances by moving employees off these funds and place them in other fund sources or budget fund categories

The last date to update **KFS Base Budgets** is **Thursday, 7/3.** If there are any updates/changes to these dates, we will communicate via this mailing list.

All faculty merits/promotions with a 7/1/25 effective date should not be updated in UC Path until after the final close date (2nd week in July). Academic Personnel plans to upload approved merits and promotions to UCPath in July. Units may choose to manually transact on your own, but we ask that you wait until after the final close date to process these. HR will coordinate a mass update to staff ranges as approved as well (contingent on state funding and approved salary plan from UCOP). As a reminder all range actions for faculty and staff need to be covered by the unit and are no longer centrally funded.

UCI Budget Office