

5/26/21

To All KBM Users –

Please see the Fiscal Close Calendar 2021 for deadlines and key dates related to fiscal close for Base Budget Fiscal Year end

Several reminders as you are reviewing your Staffing List to balance:

- Please acknowledge any PPMEs in your action list. Any PPMEs received will be because a position with the stf flag checked on the BDP doesn't fit the criteria to permanently budget the position. To resolve a PPME, users will just need to acknowledge the PPME, and fix the issue in Path. Most common fixes are either removing the stf check mark or correcting the DOS/ERN code
- All vacant positions in Path automatically downgrade to the minimum of the title/job code. If depts want to 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- when there is a pop up message displaying the minimum salary after you change the effective date, this is correct, and you need to accept the message before adding the Adjustment Amount.
- Please ensure that all permanently budgeted employees have enough permanent funds to cover both their salaries and benefits. If a unit does not have the perm funds available, then there should be a reduction in perm FTEs or they should be moved to sub02
- No perm budget should be in deficit by consolidation code at fiscal year end close; please resolve any negative perm budgets

The next UCPATH to KBM update will be on Friday June 4th – so any updates to permanently budgeted employees will have to go to final in UCPATH before 4pm on Wed in order to be captured and reflected on KBM Staffing on Friday. Please be aware that any payroll snapshots taken require a 2day process, so UCPATH updates will need to be finalized 2 days before 4pm prior to the snapshot for perm budgets and FTE to appear on KBM Staffing.

As we head to fiscal close, we will be running payroll snapshots weekly in June to allow users to adjust BDP as needed and be able to see changes in KBM more quickly

--Budget Office

