Academic Resource Center – Compensation & Timekeeping (ARC – CT) unit

FY 18-19 SalPro Budget Training Process
January 17, 2018
AGENDA

• Introductions

• ARC – CT Unit Clients, Staff, and Contacts for SalPro Budget

• SalPro Budget & PPS Implementation Timeline for ARC

• New SalPro Updates

• SalPro iShare website and Process

• Faculty Salary Worksheet Demo

• Tips & Questions

UC San Diego
Health Sciences
ARC – CT Unit Client Groups

- Cellular & Molecular Medicine
- Center for Research in Biological System
- Dean’s Office-Med School
- Dermatology
- Emergency Medicine
- Family Medicine & Public Health
- Institute of Genomic Medicine
- Medical Education
- Medicine
- Moores Cancer Center
- Neurosciences
- Ophthalmology
- Orthopaedic Surgery
- Pathology
- Pediatrics
- Pharmacology
- Psychiatry
- Radiation Medicine & Applied Sciences
- Radiology
- Reproductive Medicine
- Surgery
- Urology
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<tr>
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<th>Position</th>
<th>Extension</th>
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<tbody>
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# ARC – CT Contacts for SalPro by Departments

## ARC-CT Faculty and MSP Assignments

<table>
<thead>
<tr>
<th>SUSAN MADSEN</th>
<th>LATTERLY ORTEGA</th>
<th>JUANA REYES</th>
<th>RUSS TKEBUCHAVA</th>
<th>SUSAN YAN</th>
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Please send any budget related emails to **ARCrequest@ucsd.edu**
# Budget + Implementation Process Timeline for ARC

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<th>Month</th>
<th>Action(s</th>
<th>Deadline</th>
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<tr>
<td>December</td>
<td>• Departments review and confirm the FY 2017-18 SalPro History worksheet provided by ARC.</td>
<td>12/18/17</td>
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<td>January</td>
<td>• SOM generates the SalPro worksheets for the department contacts to review.</td>
<td>01/12/18</td>
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<td>January – March</td>
<td>• Department/fund managers fill in salary and/or funding on all the worksheets to provide to ARC for review/upload to SalPro website.</td>
<td>03/22/18</td>
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<td>March</td>
<td>• SalPro worksheets are DUE. After ARC deadline of 3/22/18, ARC will not review the worksheets and will only upload to SalPro website.</td>
<td>03/29/18</td>
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<td>April</td>
<td>• Final budgets are due.</td>
<td>4/27/18</td>
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<td>June</td>
<td>• All final budgeted worksheets are saved in “For PPS Implementation Folder” in the iShare website. Depts. need to review and update for ARC to implement into PPS.</td>
<td>06/24/18</td>
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<td>June - July</td>
<td>• ARC begins PPS implementation</td>
<td>06/25/18</td>
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<td>• ARC audits PPS and makes adjustments before PPS deadline</td>
<td>07/13/18</td>
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<td>August</td>
<td>• ARC prepares FY salary letters for department review</td>
<td>08/31/18</td>
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SalPro/Faculty Salary Worksheet
- Faculty + MSP Salary/Benefits
- Income (Service Agreement, RCHSD, Consult/Witness, VCO transfers, Dept. clinical benefits, etc.)

Staffing Module
- Non-Faculty Academic Salary/Benefits
  - Staff Salary/Benefits

Health System Support App.
- Income (ASC, Start Up, and other Health System supports)

Landing Page – Budget P&L
- Supplies & Other Non-payroll Expenses
  - Income (Care Payments, etc.)

Financial Statement Budget
Updates from Previous Year

- Projected 0% increase on Health Sciences Faculty Salary Scales for FY 2018-2019
- Benefit rates - increased the current actuals by 2.1%
- Effort section in SalPro website and fund types on SalPro worksheets do not need to be completed.
- Audit Explanations (at risk funding, 10% increase/decrease, and AAMC <30%) are not required but should be used as management tools by department leadership.
- 100% SalPro Worksheets compliance - salaries and benefits must be budgeted at an individual/fund (index) level. Manual adjustments have been removed for these line items.
- Once a department/division “locks” their budget landing page, no updates will be allowed until it is unlocked. Departments must communicate early about any cross-departmental funding and agree on the timelines to submit SalPro Worksheets. SalPro Worksheets that contain funding lines for locked departments will be rejected.
SalPro Links

- SalPro iShare website – use Internet Explorer only: SalPro iShare
  (to access and submit SalPro worksheets)

- SalPro iShare training video: in the ARC website > Department Toolkit > Training Documents > SalPro Training: SalPro iShare Training Video

- Web-based SalPro application - SalPro application
  (to access harvested results, reports, incomes, etc.)
START – Go to iShare website: Click on "Original" folder to copy and paste the worksheets to a desired location

The department makes updates/changes on the worksheets if needed

The department moves/uploads the worksheets to "For ARC Review" folder

ARC-CT informs the department that harvest is completed & any necessary corrections

ARC-CT reviews and moves the worksheets to "Completed" folder for harvesting into SalPro website
- Department needs to complete the “Income” section in the SalPro website.
- For any new (TBN) employees, please contact ARC-CT to generate a temporary ID in SalPro website and SalPro Worksheet.
- On-demand harvest -> Click on “Schedule Harvest”
FOR PPS IMPLEMENTATION FOLDER

- ARC will move all the latest faculty salary worksheets to “For PPS Implementation” folder.
- ARC will email the department a summary of all the faculty’s salary & funding information. (i.e. Missing worksheet, funding issues – fake/invalid indices, missing effort, etc.)
- Department will have until 06/24/18 to make any necessary updates or adjustments on these worksheets.
- After ARC deadline (06/24/18), please submit any changes using the ARC Fund Change Form in Service Now. Due to tight deadline, these changes are not guaranteed to be processed prior to the July PPS deadline.
SalPro Worksheet Guide

SOM Dean’s office
Comment: I need to change the APU on the worksheet.

Answer: The department prepares a memo from the Chair to Dean Brenner outlining the justification for the change. Please forward the memo to Monica Gudea (VC) to obtain approval from the Dean’s Office. ARC-CT will update the APU field on the worksheet. In addition, we will help the department to prepare the APU profile form.
Question: My PI is going to be dropping out of the HSCP, what do I need to do to have the worksheet updated?

Answer: Please inform your appropriate ARC-CT contact. We will update the worksheet accordingly (drop to only X component).
Tips on the Faculty Salary Worksheet for SalPro

Question: My PI has been awarded a grant/contract but the index is not created yet. How can I show that on the worksheet?

Answer: For SalPro, please use a holding index or fake index (i.e., SOMFAKE). Prior to PPS implementation, we will contact the department to provide a valid index for any fake or invalid indices.
Tips for PPS Implementations

Question: Once the worksheets are finalized for PPS Implementation (after 6/24/18 deadline) and there are updates to the funding/salary/effort information, where should I send the updates?

Answer: Please submit all changes through ARC Fund Change form in Service Now. Note that for July PPS implementation, our July PPS deadline is not applicable to faculty. It is not guaranteed that the funding changes will be processed in July.
Tips for PPS Implementations

Question: How about MSPs and RTADs? If the funding was already provided in the SalPro Budget Worksheets, will these be the indexes used for their new or renewal appointments in PPS?

Answer: MSP and RTAD SalPro budget worksheets are for the budget purpose ONLY.