

All Employees-Salary Savings as TOF Form-Monthly

Description:

This payroll report provides total salary expense and benefits amounts under the START (Reduced Time) program or the SRF (Salary Reduction and Furlough) program within date ranges you specify. The amounts are presented in the Transfer of Funds format with blank rows available for filling in the offsetting entries (by download to MS Excel or printing it and writing on it).

A duplicate version of this report is also available in the Financial Operating corporate document set.

Report Tabs/Views:

- TOF for START Salary
- TOF for SRF Salary
- TOF for START and SRF Salary (combined)
- TOF for START Benefits
- TOF for SRF Benefits
- TOF for START and SRF Benefits (combined)

Data Prompts:

- Org Code at any hierarchical level: type in one or more values, or type a 1 to return all values
- Fiscal period beginning date and ending date

Report Limitations:

- Includes
 - Salary expense totals by FOAPAL
 - Benefits expense totals by FOAPAL
 - DOS codes RTP, RTS, SRB and SRS
- Excludes
 - Benefits expense totals for funds 19900, 19906, 19917, 19922, 19924, 20000, 20360, 69750, 66043, and 66051

Customizations:

- Each report tab contain filters to separate START from SRF as appropriate

Cautions:

- Although this report can be used to indicate amounts that may need to be transferred, it DOES NOT indicate what amounts may have already been transferred. Careful review of prior budget transfers should be conducted before transferring any funds via FIS Banner.
- This report includes all funds with START or SRF salary expenses, not only "Core" funds that are subject to the 2010 budget cut. Whether or not salary savings from "Non-Core" funds may be transferred to offset the budget cut will depend on the use restrictions for that particular fund. Further, campus policies and procedures regarding transfer of funds must be followed. These include:
 - Don't cross funds
 - Don't cross functions (program codes) on general funds, with the exception of:
 - 40/43
 - 66/72
 - anything to/from 80
 - Any other cross-function transfer on general funds requires that a paper form be submitted to the Office of Planning and Budget for processing.
 - Don't transfer B00000 to B01000 or B02000 if the fund code is 19900
- This report is based on the "monthly salary expense" information from PPS (a.k.a. the "DOPE"). Salary expense data is updated once per month - typically by the 5th working day of the following month - not necessarily at the same time the expenses are loaded to the campus financial system (FIS Banner).



This report has passed the UCSC Data Warehouse's Report Certification Process (see http://planning.ucsc.edu/DataMgmt/dwh/bob/corp_docs.htm). Any user customizations that change the dynamics, functionality or purpose of the report negate the certification status. In such event, please remove all marks of certification from each report tab.

START Program Salary Expense Totals for Preparing Transfer of Funds

Fictitious Data - Sample Only

Document Number				Trans Date	Doc Total	Preparer	Extension
Fund	Orgn	Acct	Activity	-	+	Description	Doc Ref
17000	660470	B01000		3,813.10		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000					3,813.10	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	163410	B01000		1,163.82		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000					1,163.82	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	620006	B01000		3,775.48		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000					3,775.48	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
18000	846730	B01000		1,217.58		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
18000					1,217.58	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
18000	846730	B02000		244.92		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
18000					244.92	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
24000	846730	B02000		40.49		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
24000					40.49	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
55000	846730	B01000		84.20		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
55000					84.20	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
56000	846730	B02000	ABCDE	40.49		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
56000					40.49	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
66000	846730	B01000		4,810.65		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
66000					4,810.65	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
66000	846730	B02000		1,285.86		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
66000					1,285.86	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	

16,476.59 16,476.59



Salary Reduction Furlough Program Salary Expense Totals for Preparing Transfer of Funds **Fictitious Data - Sample Only**

Document Number				Trans Date	Doc Total	Preparer	Extension
Fund	Orgn	Acct	Activity	-	+	Description	Doc Ref
17000	407660	B01000		10,056.61		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	407662	B01000		4,783.80		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	407668	B01000		2,551.84		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000					17,392.24	SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	401000	B02000		78.83		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	407660	B02000		384.60		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	407662	B02000		1,252.35		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000					1,715.78	SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	437650	B01000		4,740.00		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	437651	B01000		3,100.98		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000					7,840.98	SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	437610	B02000		272.00		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	437651	B02000		85.48		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000					357.48	SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	660100	B01000		18,064.75		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	660107	B01000		636.68		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	660110	B01000		21,380.22		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	660115	B01000		14,576.80		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	660117	B01000		1,607.44		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	660130	B01000		4,162.61		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	660146	B01000		8,274.59		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	660170	B01000		3,496.30		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
17000	660178	B01000		753.99		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	



START and Salary Reduction Program Salary Expense Totals for Preparing Transfer of Funds

Fictitious Data - Sample Only

Document Number				Trans Date	Doc Total	Preparer	Extension
Fund	Orgn	Acct	Activity	-	+	Description	Doc Ref
17000	676042	B01000		13,869.71		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	667024	B01000		4,783.80		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	660478	B01000		2,551.84		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000					21,205.34	START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	410000	B02000		78.83		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	676042	B02000		384.60		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	667024	B02000		1,252.35		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000					1,715.78	START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	610734	B01000		1,163.82		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	653704	B01000		4,740.00		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	653714	B01000		3,100.98		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000					9,004.80	START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	610734	B02000		272.00		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	653714	B02000		85.48		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000					357.48	START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	600601	B01000		18,064.75		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	600607	B01000		636.68		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	601600	B01000		21,380.22		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	601650	B01000		14,576.80		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	601607	B01000		1,607.44		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	601613	B01000		4,162.61		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	601064	B01000		8,274.59		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
17000	601607	B01000		3,496.30		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	



START Program Benefits Expense Totals for Preparing Transfer of Funds

Fictitious Data - Sample Only

Document Number				Trans Date	Doc Total	Preparer	Extension
					3,778.08		
Fund	Orgn	Acct	Activity	-	+	Description	Doc Ref
18000	846730	B06000		455.14		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
18000		B06000			455.14	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
24000	846730	B06000		5.04		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
24000		B06000			5.04	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
55000	846730	B06000		12.28		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
55000		B06000			12.28	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
56000	846730	B06000	ABCDE	5.51		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
56000		B06000			5.51	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
66000	846730	B06000		1,411.07		START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
66000		B06000			1,411.07	START Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
				1,889.04	1,889.04		



Salary Reduction Program Benefits Expense Totals for Preparing Transfer of Funds

Fictitious Data - Sample Only

Document Number				Trans Date	Doc Total	Preparer	Extension
Fund	Orgn	Acct	Activity	-	+	Description	Doc Ref
33811	846730	B06000		267.39		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
33811					267.39	SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
36304	410000	B06000		353.4		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
36304					353.4	SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
55198	846730	B06000	ABCDE	61.55		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
55198					61.55	SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
56460	846730	B06000		6.17		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
56460					6.17	SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
62610	846730	B06000		182.55		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
62610					182.55	SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
69000	600601	B06000		165.8		SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
69000					165.8	SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12:00:00 AM	
				1,036.86	1,036.86		



START and Salary Reduction Program Benefits Expense Totals for Preparing Transfer of Funds

Fictitious Data - Sample Only

Document Number				Trans Date	Doc Total	Preparer	Extension
Fund	Orgn	Acct	Activity	-	+	Description	Doc Ref
18000	846730	B06000		455.14		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
18000		B06000			455.14	START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
24000	846730	B06000		5.04		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
24000		B06000			5.04	START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
33811	846730	B06000		267.39		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
33811		B06000			267.39	START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
36304	410000	B06000		353.4		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
36304		B06000			353.4	START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
55000	846730	B06000		12.28		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
55000		B06000			12.28	START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
55198	846730	B06000	ABCDE	67.06		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
55198		B06000			67.06	START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
56460	846730	B06000		6.17		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
56460		B06000			6.17	START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
62610	846730	B06000		1,593.61		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
62610		B06000			1,593.61	START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
69000	600601	B06000		165.8		START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	
69000		B06000			165.8	START and SRF Savings 1/1/2010 12:00:00 AM - 5/31/2010 12	

2,925.9 2,925.9

