

**Deloitte.**

## **UCOP Planning and Budgeting System (PBS)**

**FCST100: Forecast  
Planning**

Current as of  
March 2020

**UNIVERSITY  
OF  
CALIFORNIA**





Sign the attendance sheet at the beginning and end of the session.



Refrain from engaging in disruptive side conversations.



Silence cell phones, and minimize usage of cell phones and laptops for unrelated tasks during the session.



Check your e-mail during breaks only.



Participate actively, and share your experiences.



Complete the post-training survey prior to leaving this session.

*Let us see the expectations from this session.*



## This Training WILL....

- Frame exercises in standard UCOP scenarios.
- Equip staff for the new system.
- Discuss Workforce and Expense Forecasting.
- Rely on active staff involvement.



## This Training WILL NOT

- Cover Revenue Forecasting in depth, that is coming in FY20-21.
- Address ALL possible scenarios.
- Be the end of learning and ongoing support.

# Course Agenda

*Here is the agenda for today's session.*

Lesson	Covered Topics / Processes
Revenue Forecast	<ul style="list-style-type: none"><li>Coming Soon (FY20-21)</li></ul>
Workforce Forecast	<ul style="list-style-type: none"><li>Manage Existing Employees</li><li>New Hire Requisition</li><li>Fund and Financial Unit Allocation for Employees</li><li>Transferring Employees</li><li>Aggregate Forecast</li></ul>
Expense Forecast	<ul style="list-style-type: none"><li>Seeding the Expense Forecast</li><li>Submitting Total Forecast</li></ul>
Review Revenue Forecast	<ul style="list-style-type: none"><li>Coming Soon (FY20-21)</li></ul>
Review Workforce Forecast	<ul style="list-style-type: none"><li>Review Existing Employees Forecast</li><li>Fund and Financial Unit Allocation for Employees</li></ul>
Review Expense Forecast	<ul style="list-style-type: none"><li>Reviewing the Total Expense Forecast</li><li>Approve/Reject the forecast</li></ul>



**Delivery Type:**

ILT



**Prerequisites:**

IN100



**Duration**

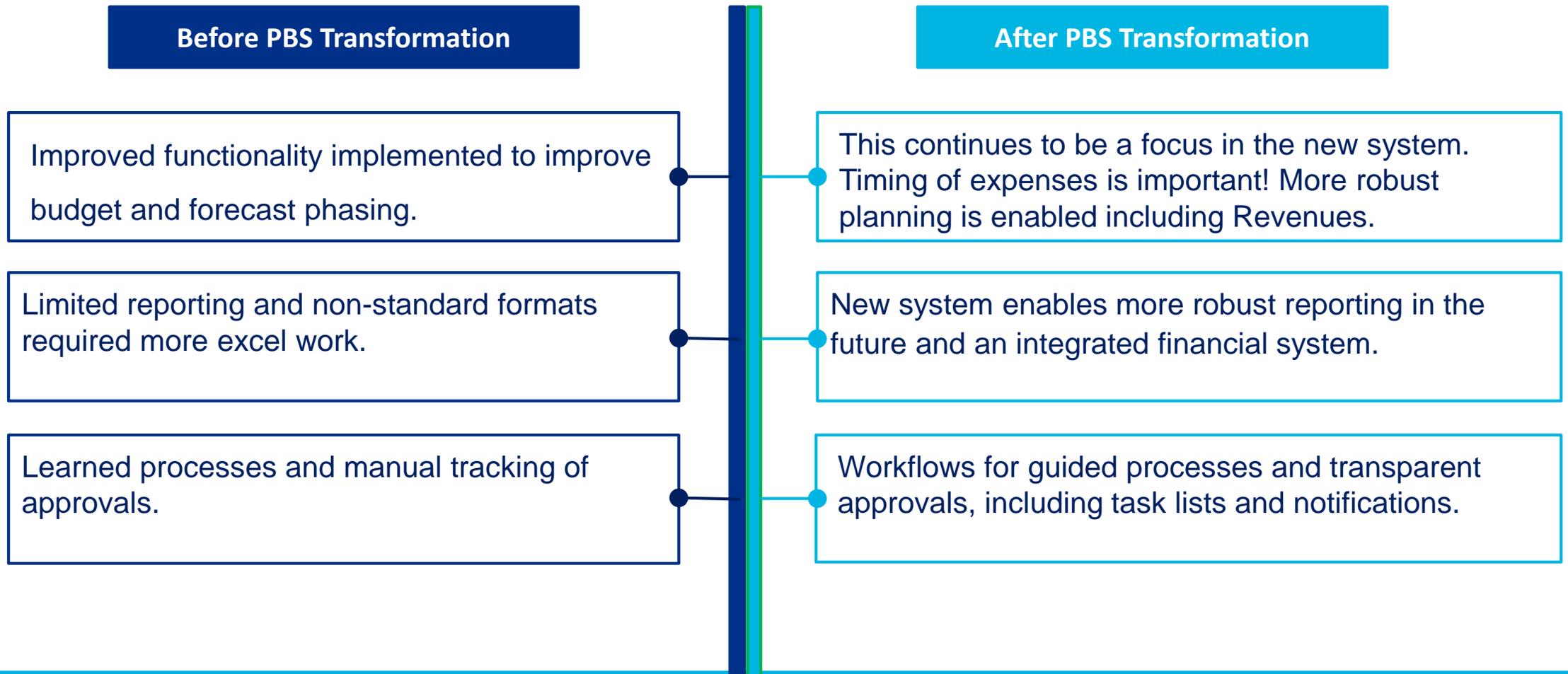
3 hours

*Upon completing this course, you will be able to:*

1. Explain the key changes in the Forecast process in PBS .
2. Manage planning and reviewing Expense Forecast and Workforce Forecast.
3. Forecast Fund and Financial Unit Allocation for Employees, New Hires and New Positions.
4. Understand the workflow and approval process for Forecast.
5. Understand reports used in connection with Forecast.

# Key Changes

- Here is a summary of key changes coming with the overall EPBCS system.



# Benefits to YOU

*The objective of the overall FSR program is to transform UCOP's financial management culture. Implementing Phase 1 of PBS is the first step toward achieving that goal. After implementing the additional functionality with Phase 2, you will see the following benefits:*



**Better stewardship of UC funds**



**Transparency and accountability**



**Strategic, multi-year planning**



**Data-informed decision making**



**Accurate, timely, real-time data**



**Data stability and integrity**



**Standardized processes**



**Visibility into budget variances**



**Less offline financial modeling**



**Reduced time on manual, offline, and reconciliation tasks**

# Introduction Roles



*Let's meet the roles involved in the Introduction process in PBS*

<b>Roles</b>	Manage Forecast Revenue budgets at summary level account for Restricted and Unrestricted Designated Funds	<b>Manage Forecast Expense budgets across various expense categories.</b>	<b>Manage Workforce Forecast for Existing Employees, New Hires, Employee Expense Allocation, and Transfer Pool Forecast at Unit, Function, Division, and Fund level</b>	Review Forecast Revenue budgets at summary level account for Restricted and Unrestricted Designated Funds	<b>Review Forecast Expense budgets across various categories.</b>	<b>Review Workforce Forecast for Existing Employees, New Hires, Employee Expense Allocation, and Transfer Pool Forecast at Unit, Function, Division, and Fund level</b>
<b>PLANNERS</b>	✓	✓	✓			
<b>REVIEWERS</b>				✓	✓	✓

# Components of Forecast Planning and Reviewing Module in PBS



*The Forecast Planning and Reviewing module in PBS consists of three major components.*

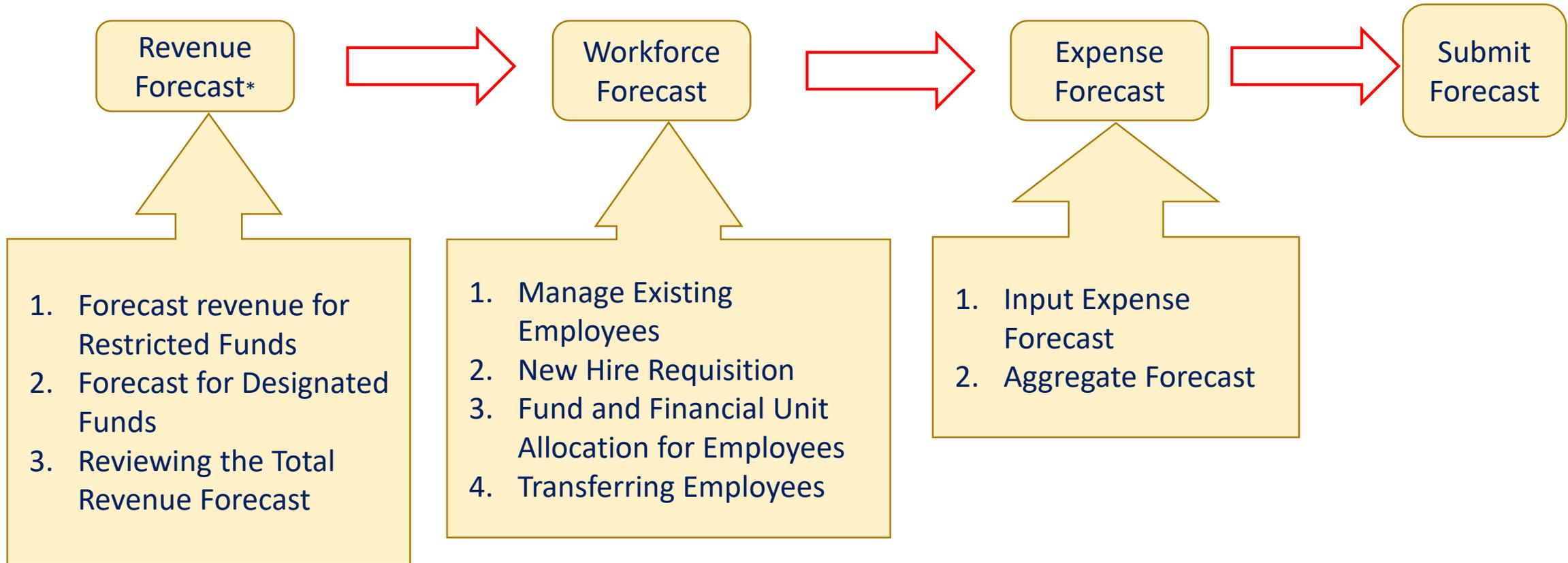
- 1. Revenue Forecast** (Coming Soon FY20-21)
- 2. Workforce Forecast**
- 3. Expense Forecast**

# Components of Forecast Planning and Reviewing Module in PBS (Cont'd)

The following table lists the key points about each component of the Forecast Planning and Reviewing module.

Components	Key Points
 <b>POV Setup</b>	Users choose dimensions to create their Point of View (POV) while conducting budgeting and planning activities. The Point of View has to be setup before performing any tasks by selecting the Fund, Function, Unit, and Division.
 <b>Revenue Forecast</b>	Revenue Forecasting is a zero based model, where revenue is being entered at the summary level account. (Coming soon FY20-21)
 <b>Workforce Forecast</b>	Users can assign specific Forecast Planning and Reviewing to existing employees, new hires, and/or transfer employees to a different Financial Unit.
 <b>Employee Allocation</b>	Shows distribution %, compensation for existing employees and new positions for a particular Financial Unit and Entity
 <b>Expense Forecast</b>	Expense forecast is based on the prior months' actuals and forecast data.

# Process Flow for Forecast Planning



\* Revenue forecasting will commence in the Divisions / Subdivisions in the FY20-21 year.

# Workforce Forecast

Duration: 113 minutes

Lesson: 1 2 3 4 5 6

*Upon completing this lesson, you will be able to:*

- Forecast for existing employee.
- Plan for vacant and new hire positions.
- Allocate employee expense by fund and financial unit.
- Transfer employees in the forecast.

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

Existing Employee Forecast Planning - This task allow users to view details for current employees for assigned unit and update employees' details.

1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
2. In the task list expand Workforce Forecast after expanding Planner and Forecast task lists.
3. Select the Existing Employee Forecast Planning Forecast to begin the process.

The screenshot illustrates the navigation process in two parts:

- Home Screen:** A grid of application tiles is shown. The 'Tasks' tile, located in the top-right quadrant, is highlighted with a red box and a red number '1'. A red arrow points from this tile to the right-hand screenshot.
- Tasks: All Task Lists:** This view shows a list of task categories. The 'Planner' and 'Forecast' categories are expanded. Under 'Forecast', the 'Workforce Forecast' category is expanded and highlighted with a red box and a red number '2'. Within 'Workforce Forecast', the 'Existing Employee Forecast Planning' item is highlighted with a red box and a red number '3'.

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. Select the required POV combination of Unit and Division for the existing employee details to be displayed in the Existing Employee Forecast Planning form.
2. Enter data in the distribution field to update employee's distribution.
3. Select Save once the changes have been completed.

**Existing Employee Forecast Planning** 🔍 👤 Save Refresh Actions Complete Previous Next Close

Years: FY19-20 | Unit: 3011050:Ucpath Ctr:Production | Division: 20520:Chief Operating Officer

				Distribution%	Total Compensation	Salary at full FTE	FTE
TONEY,JAIME MICHELLE	Position 40020192	007700 HR SUPV 2	19963:Systemwide UC Path State General Fund	100%			
Total Fund							
BELTRAN-ROSA,KARLA MARGERY	Position 40023539	000614 BENEFITS MGR 1	19963:Systemwide UC Path State General Fund	100%			
Total Fund							
EAGAN,MARYANN SANTOS	Position 40001747	000624 HR MGR 1	19963:Systemwide UC Path State General Fund	100%			
Total Fund							
MUSSELMAN,DEBORAH D	Position 40001260	007595 HR GENERALIST 2	19963:Systemwide UC Path State General Fund	100%			
Total Fund							
TILLERY,AMBER COLLINS	Position 40001013	007723 BENEFITS SUPV 2	19963:Systemwide UC Path State General Fund	100%			
Total Fund							
JOHNSON,MONICA T	Position 40000247	007700 HR SUPV 2	19963:Systemwide UC Path State General Fund	100%			
Total Fund							
ALLISON,GAYELEA	Position 40001047	000549 ADMIN MGR 3	19963:Systemwide UC Path State General Fund	100%			
Total Fund							
OROZCO,AURORAA	Position 40002163	000657 BUS SYS ANL 4	19963:Systemwide UC Path State General Fund	100%			
Total Fund							
TRAN,LI CHUAN	Position 40000376	000540 BUS SYS ANL SUPV 2	19963:Systemwide UC Path State General Fund	100%			
Total Fund							
HILL-JASSO,VANESSA A M	Position 40001985	007719 BENEFITS ANL 2	19963:Systemwide UC Path State General Fund	100%			
Total Fund							
GONZALEZ-SAENZ,AXEL ISAAC	Position 40000566	006941 PAYROLL SUPV 2	19963:Systemwide UC Path State General Fund	100%			
Total Fund							

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. On the Existing Employee Forecast Planning form, right click on the fund number corresponding to an employee.
2. Next select Employee Properties from the menu that appears.
3. Click Save.

The screenshot shows the 'Existing Employee Forecast Planning' interface. A context menu is open on the left, with 'Employee Properties' highlighted (labeled with a red '2'). The main table lists employee data with columns for Position, Fund, Distribution%, Total Compensation, Salary at full FTE, and FTE. The row for 'Position 40001013' is highlighted (labeled with a red '1'). The 'Save' button in the top right is highlighted with a red '3'.

Position	Fund	Distribution%	Total Compensation	Salary at full FTE	FTE
Position 40020192	007700 HR SUPV 2	100%			
Position 40023539	000614 BENEFITS MGR 1	100%			
Position 40001747	000624 HR MGR 1	100%			
Position 40001260	007595 HR GENERALIST 2	100%			
Position 40001013	007723 BENEFITS SUPV 2	100%			
Position 40000247	007700 HR SUPV 2	100%			
Position 40001047	000549 ADMIN MGR 3	100%			
Position 40002163	000657 BUS SYS ANL 4	100%			
Position 40000376	000540 BUS SYS ANL SUPV 2	100%			

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

Existing Employee Forecast –This task allow users to view/validate Employee Properties.

1. From the menu, the Employee Properties Forecast tab will display all the properties related to the employee.
2. To go back to the previous form, click on Manage Existing Employees.

**Existing Employee Forecast Planning** Save Refresh Actions Complete Previous Next Close

**2** Manage Existing Employees - Budget > Employee Properties\_ Forecast **1**

Years: FY20-21 | Unit: 3011050:UCPATH CTR:PRODUCTION | Job: 000624 HR MGR | Employee: Eagan, Maryann Santos

	July	August	September	October	November	December	January	February	March	April	May
Position Effective Date	5/9/19	5/9/19	5/9/19	5/9/19	5/9/19	5/9/19	5/9/19	5/9/19	5/9/19	5/9/19	5/9/19
Pay Group	Monthly										
Budgeted Salary	Annual										
Merit Month											
Earn Code	Regular										
FTE	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Headcount	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FLSA Status											
Merit Rate											
Status	Active										
Merit %	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Employee Class	Staff:Career										
Job_Class	MSP										
Position Effective Date	5/9/19	5/9/19	5/9/19	5/9/19	5/9/19	5/9/19	5/9/19	5/9/19	5/9/19	5/9/19	5/9/19
Sal_Grade	24	24	24	24	24	24	24	24	24	24	24
Fund Effective Date	7/1/19	7/1/19	7/1/19	7/1/19	7/1/19	7/1/19	7/1/19	7/1/19	7/1/19	7/1/19	7/1/19
Funding End Date											
Distribution%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Equity or Retention											

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning ,

Employee Details – This task allow users to update Stipends and Car Allowance.

1. On the Existing Employee Forecast Planning form, right click on the fund number corresponding to an employee.
2. Next select Employee Details from the menu that appears.
3. Click save.

3

The screenshot shows the 'Existing Employee Forecast Planning' interface. A context menu is open on the left, with 'Employee Details' highlighted by a red box and a red number '2'. The main table contains employee data with columns for Position, Fund, Distribution%, Total Compensation, Salary at full FTE, and FTE. The row for 'Position 40001013' is highlighted by a red box and a red number '1'. The table header includes 'Distribution%', 'Total Compensation', 'Salary at full FTE', and 'FTE'. The table body contains several rows of employee data, including 'Position 40020192', 'Position 40023539', 'Position 40001747', 'Position 40001260', 'Position 40001013', 'Position 40000247', 'Position 40001047', 'Position 40002163', and 'Position 40000376'. The interface also features a top navigation bar with 'Save', 'Refresh', 'Actions', 'Complete', 'Previous', 'Next', and 'Close' buttons, and a bottom navigation bar with 'Data', 'Ad hoc', and 'Format' buttons.

1

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. After selecting Employee Details, the Employee Details Forecast tab will display all the properties related to the employee.
2. Click (“+”) to expand the columns to see budget data by year or month.
3. Click on the Stipend or Car allowance cell to update the required values.
4. Click Save.
5. To go back to previous form, click on Manage Existing Employees.

**Existing Employee Forecast Planning**

5 [Manage Existing Employee](#) → Employee Details\_ Forecast 1

Years: FY20-21 | Unit: 3011050:Ucpath Ctr:Production | Job: 007700 HR SUPV 2 | Employee: TONEY,JAIME MICHELLE 2 | Division: 520:Chief Operating Officer | Position: 40020192 | Fund: 19963:Systemwide UC Path State General Fund

	YearTotal
Budgeted Salary	
Merit	
Total Salary	
Benefits	
Equity \$	
Stipend	3,500
Car Allowance	
Total Compensation	127,040

4 Save

3

	Q1	Q2	Q3	Q4	YearTotal
Budgeted Salary					
Merit					
Total Salary					
Benefits					
Equity \$					
Stipend		875	875	1,750	3,500
Car Allowance					
Total Compensation	39,814	40,689	40,689	41,564	162,756

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

Change Position - This task allow users to change employee’s position to a vacant.

1. On the Existing Employee Forecast Planning form, right click on the employee’s fund number.
2. Next to change an existing employee position select Change Position from the menu that appears.

The screenshot displays the 'Existing Employee Forecast Planning' interface. A context menu is open on the left, listing various actions. The 'Change Position' option is highlighted with a red box and a red number '2'. The main table contains employee data with columns for Position, Fund, Distribution%, Total Compensation, Salary at full FTE, and FTE. The row for 'Position 40001013' is highlighted with a red box and a red number '1'.

Position	Fund	Distribution%	Total Compensation	Salary at full FTE	FTE
Position 40020192	19963: Systemwide UC Path State General Fund	100%			
Position 40023539	19963: Systemwide UC Path State General Fund	100%			
Position 40001747	19963: Systemwide UC Path State General Fund	100%			
Position 40001260	19963: Systemwide UC Path State General Fund	100%			
Position 40001013	19963: Systemwide UC Path State General Fund	100%			
Position 40000247	19963: Systemwide UC Path State General Fund	100%			
Position 40001047	19963: Systemwide UC Path State General Fund	100%			
Position 40002163	19963: Systemwide UC Path State General Fund	100%			
Position 40000376	19963: Systemwide UC Path State General Fund	100%			

# Forecast Planning & Reviewing

## Navigation: Existing Employee Budget Planning

1. After selecting the menu option a window will display entitled “UCOP\_Change\_Position\_v1”.
2. Enter the required hours.
3. Select the Target Position by clicking on the hierarchy box next to the input boxes.
4. Select the drop down and choose the effective month.
5. Click on Launch button to submit.

Notification will pop-up to confirm the change.



# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. On the Existing Employee Forecast Form, click save to record changes.

1

**Existing Employee Forecast Planning** Save

Years FY19-20	Unit 3011050:UCPATH CTR:PRODUCTION	Division 20520:Chief Operating Officer								
	Position 40124714	007723 BENEFITS SUPV 2	19963:Systemwide UC Path State General Fund	Salary at full FTE	Distribution%	FTE	Total Compensation	Job FTE	Fund Effective Date	Funding End Date
			All Fund		100%		25,408	1.00	7/1/19	
	Position 40000897	007723 BENEFITS SUPV 2	19963:Systemwide UC Path State General Fund	50,816	100%	1.00	72,159	1.00	7/1/19	
			All Fund		100%	1.00	72,159			

To review/validate the Change Position action

1. Right click on the employee's fund number.
2. Select Employee Properties, to validate the changes made.
3. To go back to previous form, click on [Manage Existing Employees](#)

Manage Existing Employees - Forecast > Employee Properties\_Fcst

Years FY19-20	Unit 3011050:UCPATH CTR:PRODUCTION	Job 007723 BENEFITS SUPV 2	Employee	Fund 19963:Systemwide UC Path State General Fund	Division 20520:Chief Operating Officer	Position Position 40000897						
	July	August	September	October	November	December	January	February	March	April	May	June
Pay Group					Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Budgeted Salary					Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual
Merit Month												
Earn Code					Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
FTE					1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Headcount					1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

Transfer to Financial Unit – This task allows users to transfer employees to a different Financial Unit

1. On the Existing Employee Forecast Planning form, right click on the fund number corresponding to an employee.
2. Next select Transfer to Financial Unit from Transfer Employees from the menu that appears.

The screenshot shows the 'Existing Employee' form in the Planning and Budgeting Cloud. The employee list includes:

- BANKS, ROWENA MARTIN
- BUNGE-HEINDL, JENNIFER FAYE** (highlighted with a red box and '1')
- SHI, YUHANG

The data table below shows the distribution of funds for various employees:

Employee	Fund	Distribution%	Total Compensation	Salary at full FTF	FTE	Job F
AL ANL MGR 1	19943:UC General Fund	5%			0.05	
	19900:General Funds	76%			0.76	
	20851:Hatch-Non Integrated-Odd Year	9%			0.09	
	20901:Smith-Lever- FD-ACT Amend 1953	10%			0.10	
	Total Fund	100%			1.00	
AL ANL MGR 2	19900:General Funds	100%			1.00	
	Total Fund	100%			1.00	
AL ANL 5	19900:General Funds	95%			0.95	
	20901:Smith-Lever- FD-ACT Amend 1953	5%			0.05	

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

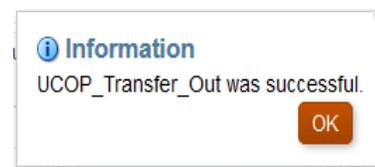
1. After selecting the menu option a window will display entitled “UCOP\_Transfer\_To\_FU\_v1”.
2. Enter comments pertaining to the transfer, Source FU will populate.
3. Select the effective month for the transfer.
4. Select the target FU from the hierarchy box.
5. Click on Launch button to submit.

The screenshot shows a web form titled "UCOP\_Transfer\_To\_FU\_v1". The form contains the following elements:

- 1**: The title "UCOP\_Transfer\_To\_FU\_v1" is highlighted with a red box.
- 2**: A "Comments:" text input field is highlighted with a red box.
- 3**: A "\* Month" dropdown menu is highlighted with a red box, showing "November" selected.
- 4**: A "\* Enter Target Financial Unit" text input field is highlighted with a red box, showing "All\_Financial Unit" selected. A small tree icon is visible to the right of the input.
- 5**: A "Launch" button is highlighted with a red box. A "Cancel" button is also visible to its right.

Other visible text in the form includes: "\* Source Financial Unit[DO NOT CHANGE]" and "All\_Financial Unit" in the source unit field.

Notification will pop-up to confirm the transfer.



# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

Transfer out to pool - This task allow users to transfer an employee to a common pool to be picked up by any Financial Unit/ Division.

1. On the Existing Employee Forecast Planning form, right click on the fund number corresponding to an employee.
2. Next select Transfer out to Pool from Transfer Employees from the menu that appears.

The screenshot displays the 'Existing Employee' form in the Planning and Budgeting Cloud. The employee 'BUNGE-HEINDL,JENNIFER FAYE' is selected. A context menu is open over the table, with 'Transfer Out to Pool' highlighted. The table below shows the distribution of funds for various employees.

	Distribution%	Total Compensation	Salary at full FTE	FTE	Job F
AL ANL MGR 1	5%			0.05	
19900:General Funds	76%			0.76	
20851:Hatch-Non Integrated-Odd Year	9%			0.09	
20901:Smith-Lever- FD-ACT Amend 1953	10%			0.10	
Total Fund	100%			1.00	
AL ANL MGR 2	100%			1.00	
Total Fund	100%			1.00	
AL ANL 5	95%			0.95	
20901:Smith-Lever- FD-ACT Amend 1953	5%			0.05	

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. After selecting the menu option a window will display entitled “UCOP\_Transfer\_Out”.
2. Select the effective month for the transfer.
3. Enter comments.
4. Click on Launch button to submit.

The screenshot shows a web form titled "UCOP\_Transfer\_Out". The form contains a "Comments:" text input field, a "\* Month" dropdown menu currently set to "November", and two buttons: "Launch" and "Cancel". Red boxes and numbers 1 through 4 highlight these elements: 1 is the title, 2 is the month dropdown, 3 is the comments field, and 4 is the Launch button.

Employee Properties: Example of an employee using November as the transfer out month

	July	August	September	October	November	December	January	February	March	April	May	June
Position Effective Date	11/24/15	11/24/15	11/24/15	11/24/15								
Pay Group	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Budgeted Salary	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual
Merit Month												
Earn Code	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
FTE	1.00	1.00	1.00	1.00	1.00							
Headcount	1.00	1.00	1.00	1.00	1.00							

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

Transfer Details - Displays employee Transfer details

1. On the Existing Employee Forecast Planning form, right click on the fund number corresponding to an employee.
2. Next select Transfer Detail from Transfer Employees from the menu that appears.

The screenshot shows the 'Existing Employee' form in the Planning and Budgeting Cloud. A context menu is open over the employee record 'BUNGE-HEINDL, JENNIFER FAYE', with 'Transfer Detail' selected. The table below shows the fund distribution for this employee.

Employee	Fund	Distribution%	Total Compensation	Salary at full FTE	FTE	Job F
AL ANL MGR 1	19943:UC General Fund	5%			0.05	
	19900:General Funds	76%			0.76	
	20851:Hatch-Non Integrated-Odd Year	9%			0.09	
	20901:Smith-Lever- FD-ACT Amend 1953	10%			0.10	
	Total Fund	100%			1.00	
AL ANL MGR 2	19900:General Funds	100%			1.00	
	Total Fund	100%			1.00	
AL ANL 5	19900:General Funds	95%			0.95	
	20901:Smith-Lever- FD-ACT Amend 1953	5%			0.05	

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. After selecting the menu option a form will open.
2. Edit the necessary information.
3. Click on Save to Save the modified data.

**Existing Employee Forecast Planning** ⓘ 1

Manage Existing Employees - Forecast > 2.0 UCOP\_Transfer Details\_Fcst

Save Refresh Actions |  Complete Previous Next Close

Years	Employee	Fund	Division	Position											
FY19-20	BUNGE-HEINDL,JENNIFER FAYE	19900:General Funds	20300:UCOP - Agricultural and Natural Resources	Position 40000348	»			Data	Ad hoc	Format					
						July	August	September	October	November	December	January	February	March	April
Earn Code	8014010:Budget	Regular	Regular	Regular		Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
FTE	8014010:Budget	1.0	1.0	1.0		1.0	1.0								
Status	8014010:Budget	Active	Active	Active		Active	Active	Active	Active	Active	Active	Active	Active	Active	Active

2

3

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. On the Existing Employee Forecast Planning form, right click on the fund number corresponding to an employee.
2. Next select Plan Departure from the menu that appears.

		Distribution%	Total Compensation	Salary at full FTE	FTE	Job F
LANL MGR 1	19943:UC General Fund	5%			0.05	
	19900:General Funds	76%			0.76	
	20851:Hatch-Non Integrated-Odd Year	9%			0.09	
	20901:Smith-Lever- FD-ACT Amend 1953	10%			0.10	
	Total Fund	100%			1.00	
LANL MGR 2	19900:General Funds	100%			1.00	
	Total Fund	100%			1.00	
LANL 5	19900:General Funds	95%			0.95	
	20901:Smith-Lever- FD-ACT Amend 1953	5%			0.05	
	Total Fund	100%			1.00	
LANL 2	19943:UC General Fund	5%			0.05	
	19900:General Funds	75%			0.75	
	20851:Hatch-Non Integrated-Odd Year	16%			0.16	

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. After selecting the menu option a window will display entitled “Plan Departure”.
2. Select the month, Action (departed/resigned), and other necessary parameters.
3. Click on Launch button to submit.

The screenshot shows a web form titled "Plan Departure". A red box labeled "1" highlights the title. A red box labeled "2" highlights a group of input fields including "Month" (set to July), "Action", "Comments", and "Select" (set to "No Fund"). A red box labeled "3" highlights the "Launch" button. Other fields include "Select" (set to "No Position"), "Select" (set to "DIV\_20300"), and "Year" (set to "FY20"). A "Cancel" button is also visible.

Employee Properties: Example of an employee using December as the departure month

	July	August	September	October	November	December	January	February	March	April	May	June
Position Effective Date	11/1/15	11/1/15	11/1/15	11/1/15	11/1/15	11/1/15	11/1/15	11/1/15	11/1/15	11/1/15	11/1/15	11/1/15
Pay Group	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Budgeted Salary	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual
Merit Month												
Earn Code	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
FTE	1.00	1.00	1.00	1.00	1.00							

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

**Change Existing Details** - This task allow users to change the employee’s salary details.

1. On the Existing Employee Forecast Planning form, right click on the fund number corresponding to an employee.
2. Next select Change Existing Details from the menu that appears.

The screenshot shows the 'Existing Employee Forecast Planning' interface. On the left, a list of employees is displayed. The employee 'BUNGE-HEINDL,JENNIFER FAYE' is highlighted with a red box and a red '1'. A context menu is open over the table, with 'Change Existing Details' highlighted with a red box and a red '2'. The table on the right shows data for various employees and funds, including columns for Distribution%, Total Compensation, Salary at full FTE, FTE, and Job F.

		Distribution%	Total Compensation	Salary at full FTE	FTE	Job F
LANL MGR 1	19943:UC General Fund	5%			0.05	
	19900:General Funds	76%			0.76	
	20851:Hatch-Non Integrated-Odd Year	9%			0.09	
	20901:Smith-Lever- FD-ACT Amend 1953	10%			0.10	
	Total Fund	100%			1.00	
LANL MGR 2	19900:General Funds	100%			1.00	
	Total Fund	100%			1.00	
LANL 5	19900:General Funds	95%			0.95	
	20901:Smith-Lever- FD-ACT Amend 1953	5%			0.05	
	Total Fund	100%			1.00	
LANL 2	19943:UC General Fund	5%			0.05	
	19900:General Funds	75%			0.75	
	20851:Hatch-Non Integrated-Odd Year	16%			0.16	

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. After selecting the menu option a window will display entitled “UCOP\_Change Existing Details\_GT”.
2. Select the criteria you want to change from dropdown (select Salary).
3. Click on next.
4. Enter the values of necessary parameters required (select Salary Default).
5. Click on Launch button to submit.

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. After selecting the menu option a window will display entitled “UCOP\_Change Existing Details\_GT”.
2. Select the criteria you want to change from dropdown (select Status).
3. Click on next.
4. Enter the values of necessary parameters required (select Active only).
5. Click on Launch button to submit.

**UCOP\_Change Existing Details\_GT** 1

Employee Change

Select the option to change

\* Change Employee **Status** 2

Back Next **Launch** Cancel 3

**UCOP\_Change Existing Details\_GT**

Status

Select a Status

Employee EMP\_10000055

Job JOB\_007300

\* Year FY20

\* Month January

\* Action Active

\* Duration(In Months) 12

Comments test|

Back Next **Launch** Cancel 5

4

*Note: Salary option changes employee’s details status to “active” from a move.*

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. On the Existing Employee Forecast Planning form, right click, and select Calculate Compensation from the menu that appears.
2. Click save.

The screenshot shows the 'Existing Employee Forecast Planning' interface. On the left, a list of employees is displayed. The employee 'BUNGE-HEINDL, JENNIFER FAYE' is highlighted with a red box and labeled '1'. A context menu is open over this row, with 'Calculate Compensation' highlighted by a red box and labeled '2'. The background shows a table with columns for Distribution%, Total Compensation, Salary at full FTE, FTE, and Job F. Buttons for Save, Refresh, and Actions are visible at the top right.

	Distribution%	Total Compensation	Salary at full FTE	FTE	Job F
LANL MGR 1	5%			0.05	
19900:General Funds	76%			0.76	
20851:Hatch-Non Integrated-Odd Year	9%			0.09	
20901:Smith-Lever- FD-ACT Amend 1953	10%			0.10	
Total Fund	100%			1.00	
LANL MGR 2	100%			1.00	
Total Fund	100%			1.00	
LANL 5	95%			0.95	
20901:Smith-Lever- FD-ACT Amend 1953	5%			0.05	
Total Fund	100%			1.00	
LANL 2	5%			0.05	
19900:General Funds	75%			0.75	
20851:Hatch-Non Integrated-Odd Year	16%			0.16	

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. After selecting “Calculate Compensation” from the menu option a business rule will recalculate compensation based on any changes made during changing existing details. A message will appear to inform the user that the calculation was successful.
2. Select Ok to close the information window.



# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. On the Existing Employee Forecast Planning form, right click on the fund number corresponding to an employee.
2. Next select Add Allocation from the menu that appears.

		Distribution%	Total Compensation	Salary at full FTE	FTE	Job F
LANL MGR 1	19943:UC General Fund	5%			0.05	
	19900:General Funds	76%			0.76	
	20851:Hatch-Non Integrated-Odd Year	9%			0.09	
	20901:Smith-Lever- FD-ACT Amend 1953	10%			0.10	
	Total Fund	100%			1.00	
LANL MGR 2	19900:General Funds	100%			1.00	
	Total Fund	100%			1.00	
LANL 5	19900:General Funds	95%			0.95	
	20901:Smith-Lever- FD-ACT Amend 1953	5%			0.05	
	Total Fund	100%			1.00	
LANL 2	19943:UC General Fund	5%			0.05	
	19900:General Funds	75%			0.75	
	20851:Hatch-Non Integrated-Odd Year	16%			0.16	

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. After selecting the menu option a new form will open.
2. Right click on any row and select Add Fund.
3. Provide value of Target Fund.
4. Click on the Launch button to add the new fund. Click Save.

**UCOP\_Add\_Fund**

\* Source Fund[DO NOT CHANGE] "FUND\_19900"

\* Target Fund "FUND\_19900"

Launch Cancel

**Existing Employee Forecast Planning**

Manage Existing Employees - Forecast > 1.1 Add Fund n FU Allocation\_Emp\_Fcst

Years: FY19-20, Division: 20300:UCOP

Position: 40000348, Job: 000213 FINANCIAL ANL MGR 2

**Total Compensation** | Salary at full FTE

**YearTotal** | **YearTotal**

**Right-click context menu:**

- Add New Fund
- Add Financial Unit
- Edit
- Adjust
- Supporting Detail
- Change History
- Lock/Unlock Cells
- Filter
- Sort
- Analyze
- New Ad Hoc Grid
- Predictive Planning

5. Add the distribution, and click the save button.

**Existing Employee Forecast Planning**

Manage Existing Employees - Forecast > 1.1 Add Fund n FU Allocation\_Emp\_Fcst

Years: FY19-20, Division: 20520:Chief Operating Officer, Position: 40124714, Job: 007723 BENEFITS SUPV 2

		Distribution%	Total Compensation
		Assumptions	YearTotal
19900:General Funds	3011050:UCPATH CTR:PRODUCTION	0%	25,408
19963:Systemwide UC Path State General Fund	3011050:UCPATH CTR:PRODUCTION	100%	25,408
<b>Total</b>		100%	108,238

# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Planning

1. Right click on fund and select Add Financial Unit.
2. Select Financial Unit value.
3. Click the launch button.
4. Added Financial Unit will appear, then add the new distribution amount (should not exceed 100%). Click Save.

Existing Employee

Manage Existing Employee

Years FY19-20 Division 20300:UCOP

1

- Add New Fund
- Add Financial Unit**
- Edit
- Adjust
- Supporting Detail
- Change History
- Lock/Unlock Cells
- Filter
- Sort
- Analyze
- New Ad Hoc Grid
- Predictive Planning

Allocation_Emp_Fcst	Job
Position 40000348	000213 FINANCIAL ANL MGR 2
<b>Total Compensation</b>	Salary at full FTE
<b>YearTotal</b>	<b>YearTotal</b>

UCOP\_Add\_FU

\* Financial Unit FU\_2551020

\* Enter Target Financial Unit FU\_2551030

2

3

Launch Cancel

		Distribution%
		Assumptions
69960:University Press Income	2551020:UC PRESS-GEN & ADMINISTRATION	50%
	2551030:UC PRESS-BERKELEY WAY BLIDG	0%
19963:Systemwide UC Path State General Fund	2551020:UC PRESS-GEN & ADMINISTRATION	50%
	<b>Total</b>	<b>100%</b>

4

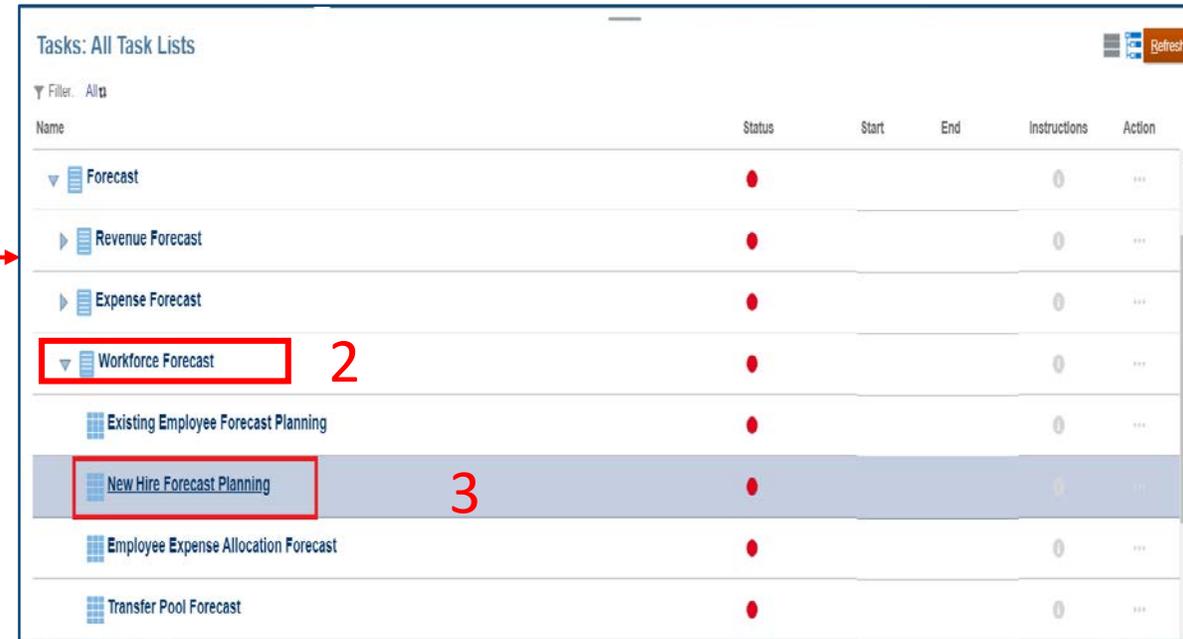
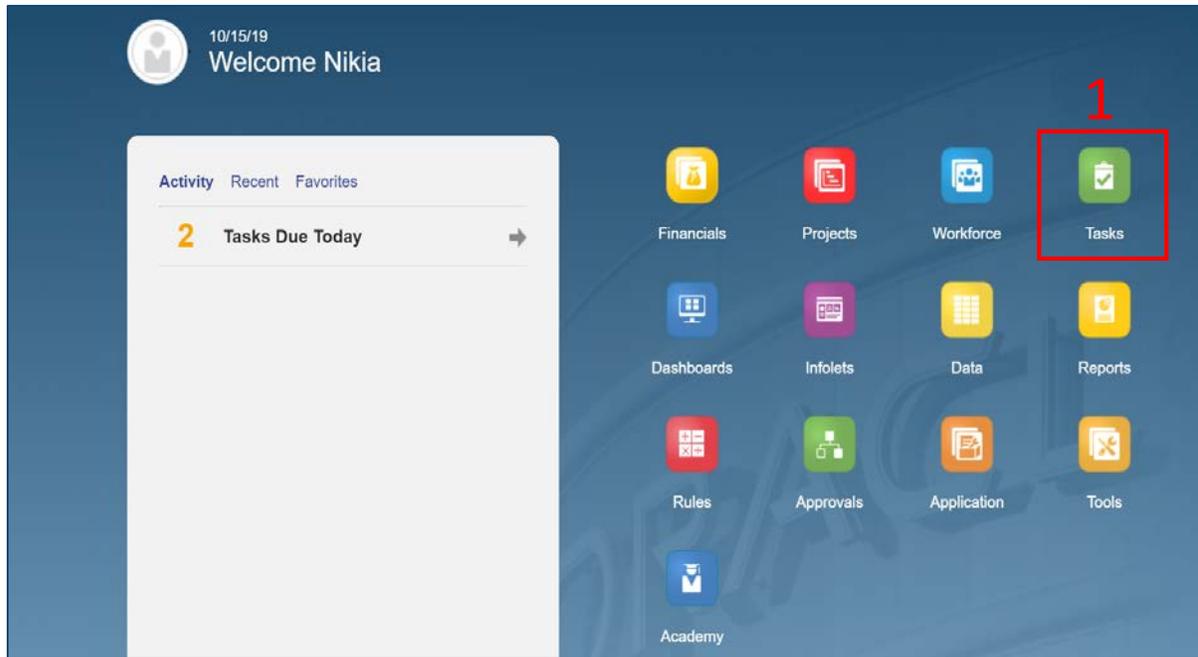
# Forecast Planning & Reviewing

## New Hire Forecast Planning

New Hire - This task allow users to view vacant and new added positions.

### Navigation:

1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
2. In the task list expand Workforce Forecast after expanding Planner and Forecast task lists.
3. Select the New Hire Forecast Planning Forecast to begin the process.



# Forecast Planning & Reviewing

## New Hire Forecast Planning

1. On Clicking the New Hire Forecast Planning, the below screen will be displayed.
2. Make sure the correct intersection of Unit, Fund and Division has been selected.
3. Click on the Action button to view the various options with respect to new hire requisition.
4. "UCOP Add New Position" window will be displayed selecting Add New Position.

The screenshot shows the 'New Hire Forecast Planning' interface. A red box labeled '1' highlights the title bar. A table below it, labeled '2', contains the following data:

Years	Unit	Fund	Division
FY19-20	3011050:Ucpath Ctr:Production	38614:2221J University Press Fund	20520:Chief Operating Officer

Below the table is the text 'Try Add Hiring Requisitions from Actions'. A red box labeled '3' highlights the 'Actions' dropdown menu, which is open to show options: 'Add New Position', 'Add Compensation to New Position', 'Delete Position', 'Change Requisition', and 'Recalculate Compensation'. A red box labeled '4' highlights the 'Add New Position' option. A red arrow points from this option to a secondary window titled 'UCOP\_Add\_Position', which has a 'Launch' button and a 'Select Job' dropdown menu.

# Forecast Planning & Reviewing

## New Hire Forecast Planning

1. From the Add Position window search or select a Job from the total job for the new position.
2. Next click on OK.
3. Once the Job is selected, Click on Launch on the “UCOP Add Position” window to submit.

The image shows two screenshots from a software interface. The first screenshot, titled "Select a Member", shows a search results list. A red box labeled "1" highlights the selected job "000026 ASC VP LAB OPS ADMSTN". A red box labeled "2" highlights the "OK" button in the top right corner. The second screenshot, titled "UCOP\_Add\_Position", shows a form with a red box labeled "3" around the "Launch" button. A red box labeled "1" highlights the "JOB\_000026" value in the "\* Select Job" field, with an arrow pointing from the selected job in the first screenshot to this field.

# Forecast Planning & Reviewing

## New Hire Forecast Planning

1. Once the rule has launched, a New hire requisition would be added.

**1**

Years	Unit	Fund	Division
FY19-20	3011050:Ucpath Ctr:Production	38614:2221J University Press Fund	20520:Chief Operating Officer

	Total Compensation	Distribution%
000026 ASC VP LAB OPS ADMSTN New Position 1	0	100%

2. Next, add compensation to the new position by selecting Actions.

3. Then select one of the options to Add Compensation to the New Position.

**2**

**2**

Years	Unit	Division	Fund
FY19-20	2532090:EQUITY AND INCLUSION	20515:Provost & Executive VP - Academic Affairs	[RF1_State General Funds].[FUND_19900]

Try Add Hiring Requisitions from Actions

- Add New Position
- Add MidPoint Salary to New Position**
- Add Salary by Rate to New Position**

**3**

*Note: Users can add salary by [rate] or by [midpoint].*

# Forecast Planning & Reviewing

## New Hire Forecast Planning (Midpoint Salary and Rate Salary)

1. Selecting compensation views.
2. Complete the required fields.
3. Add comments.
4. Click the launch button.

*Note: If creating new hire based on UC Path – put employee’s name in the comment field since the name isn’t in UC Path but you know the name of the new hire*

**UCOP\_New\_Hire\_Midpoint\_Salary** 1

**3**  
Launch Cancel

**2**

* Enter Position <input type="text"/>	* Month <input type="text" value="July"/>
* Select Job <input type="text"/>	* End Year <input type="text" value="FY20"/>
* Enter FTE <input type="text" value="1"/>	* End Month <input type="text" value="June"/>
* Employee Type <input type="text" value="Regular"/>	Comments <input type="text"/>
* Year <input type="text" value="FY20"/>	

**UCOP\_New\_Hire\_Rate\_Salary** 1

**3**  
Launch Cancel

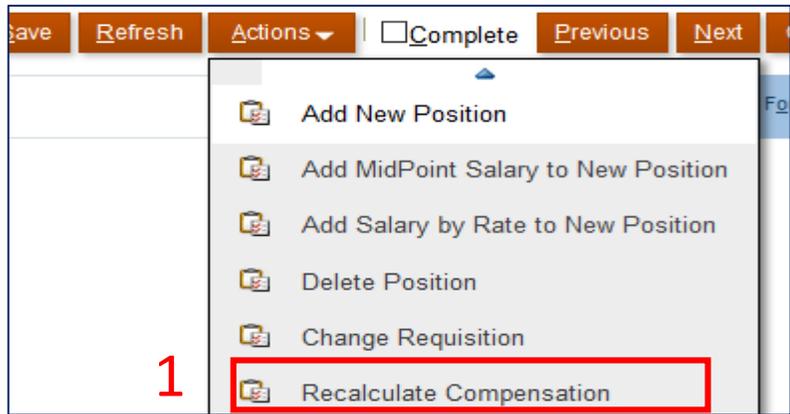
**2**

Enter FTE <input type="text" value="1"/>	* Select Job <input type="text"/>
* Employee Type <input type="text" value="Regular"/>	* Enter Position <input type="text"/>
* Year <input type="text" value="FY20"/>	* Salary Basis <input type="text" value="Annual"/>
* Month <input type="text" value="July"/>	* Enter Rate <input type="text"/>
* End Year <input type="text" value="FY20"/>	Comments <input type="text"/>

# Forecast Planning & Reviewing

## Navigation: New Hire Forecast Planning

1. Action menu, Recalculate Compensation once compensation, Requisition details are added to the New position.
2. Click on the Save button.



The rule will recalculate compensation.

2

**New Hire Forecast Planning** Save Refresh Actions  Complete Previous Next Close

Years: FY19-20 | Unit: 3011050:Ucpath Ctr:Production | Fund: 38614:2221J University Press Fund | Division: 20520:Chief Operating Officer

Years	Unit	Fund	Division	Total Compensation	Salary at full FTE	FTE	Start Month	Distribution%
FY19-20	3011050:Ucpath Ctr:Production	38614:2221J University Press Fund	20520:Chief Operating Officer	482,090	482,090.00	1.00	July	100%

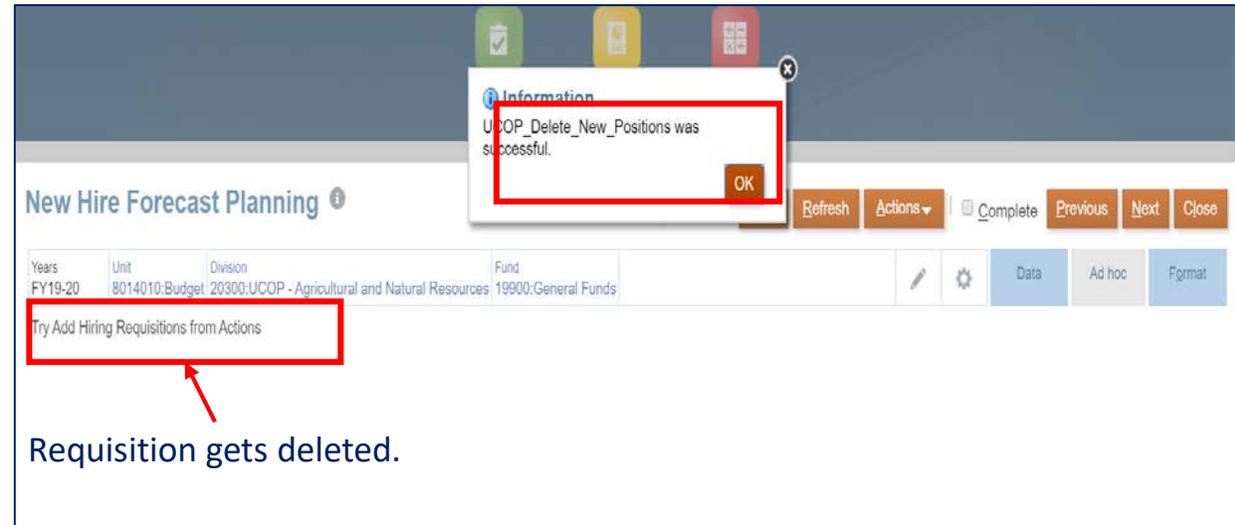
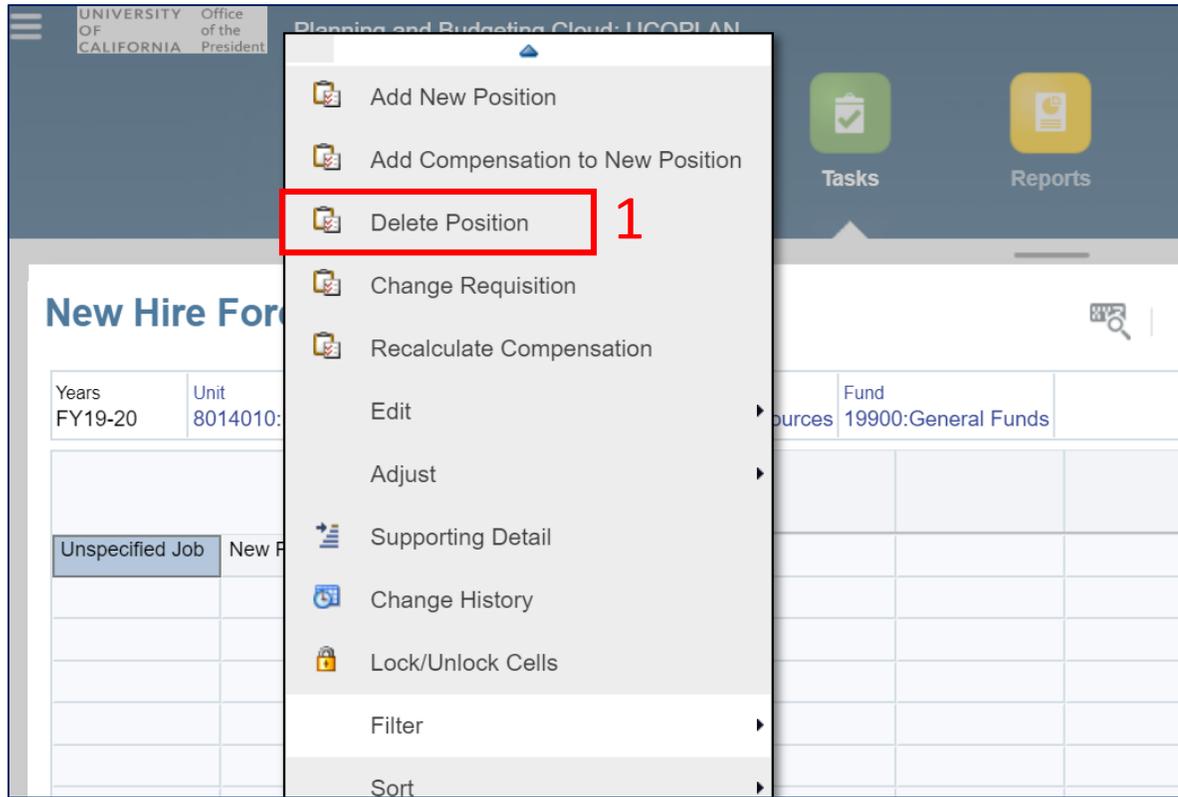
Note: To update the Comments field after launch, click on the added position, follow the same steps as adding compensation for a new hire.

# Forecast Planning & Reviewing

## New Hire Forecast Planning

1. On selecting a requisition, Right click and select Delete Position.

*Note - The rule will delete that particular requisition from the form.*

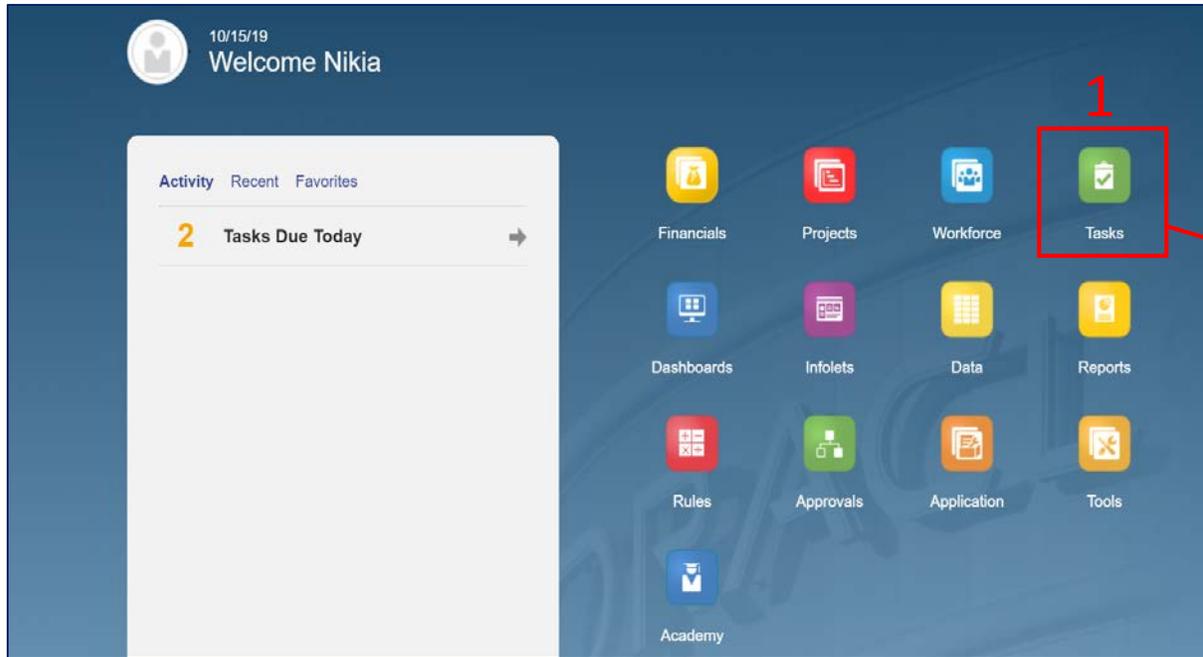


# Forecast Planning & Reviewing

**Employee Expense Allocation Forecast Planning** - This shows distribution %, compensation for current employees, new and added positions for a particular Financial Unit and Entity.

**Navigation:**

1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
2. In the task list expand Workforce Forecast after expanding Planner and Forecast task lists.
3. Select the Employee Expense Allocation Forecast to begin the process.



Tasks: All Task Lists

Filter: All

Name	Status	Start	End	Instructions	Action
▶ Revenue Forecast	●			0	...
▶ Expense Forecast	●			0	...
▼ Workforce Forecast	●			0	...
Existing Employee Forecast Planning	●			0	...
New Hire Forecast Planning	●			0	...
Employee Expense Allocation Forecast	●			0	...
Transfer Pool Forecast	●			0	...
Workforce Planning Forecast Data Reconciliation	●			0	...
Submit Forecast	●			0	...

# Forecast Planning & Reviewing

## Navigation: Employee Expense Allocation Forecast

1. To allocate Fund to an employee, click on the fund/position, then Action option on the Employee Expense Allocation Forecast form.
2. Next select Add Allocation option from the menu.

The screenshot shows the 'Employee Expense Allocation Forecast' application. The top toolbar includes buttons for 'Save', 'Refresh', 'Actions', 'Complete', 'Previous', 'Next', and 'Close'. The 'Actions' dropdown menu is open, showing options like 'Add Allocation', 'Edit', 'Adjust', 'Supporting Detail', 'Change History', 'Lock/Unlock Cells', 'Filter', 'Sort', 'Analyze', 'New Ad Hoc Grid', 'Predictive Planning', 'Business Rules', and 'Smart Push Details'. The 'Add Allocation' option is highlighted with a red box labeled '2'. The data table below has columns for 'Years', 'Division', 'Fund', 'Position', 'Distribution%', 'Total Employee Compensation', and 'Salary at full FTE'. A red box labeled '1' highlights the 'Actions' dropdown menu in the toolbar.

Years	Division	Fund	Position	Distribution%	Total Employee Compensation	Salary at full FTE
FY19-20	205	19963: Systemwide UC Path State General Fund	007719 BENEFITS ANL 2	100%	91,173	91,173
		19963: Systemwide UC Path State General Fund	007734 GEN ACCOUNTANT 4	100%		
		19963: Systemwide UC Path State General Fund	007584 BUS SYS ANL 3	100%		
		19963: Systemwide UC Path State General Fund	000549 ADMIN MGR 3	100%		
		19963: Systemwide UC Path State General Fund	007595 HR GENERALIST 2	100%		
		19963: Systemwide UC Path State General Fund	004722 BLANK AST 3	100%		
		19963: Systemwide UC Path State General Fund	007595 HR GENERALIST 2	100%		
		19963: Systemwide UC Path State General Fund	007719 BENEFITS ANL 2	100%		
		19963: Systemwide UC Path State General Fund	006943 PAYROLL ANL 2	100%		
		19963: Systemwide UC Path State General Fund	004722 BLANK AST 3	100%		
		19963: Systemwide UC Path State General Fund	006943 PAYROLL ANL 2	100%		
		19963: Systemwide UC Path State General Fund	007719 BENEFITS ANL 2	100%	91,173	91,173
		19963: Systemwide UC Path State General Fund	006943 PAYROLL ANL 2	100%		
		19963: Systemwide UC Path State General Fund	006943 PAYROLL ANL 2	100%		
		19963: Systemwide UC Path State General Fund	006943 PAYROLL ANL 2	100%		
		19963: Systemwide UC Path State General Fund	004722 BLANK AST 3	100%		
		19963: Systemwide UC Path State General Fund	007719 BENEFITS ANL 2	100%		
		19963: Systemwide UC Path State General Fund	000614 BENEFITS MGR 1	100%		
		19963: Systemwide UC Path State General Fund	004722 BLANK AST 3	100%		
		19963: Systemwide UC Path State General Fund	006943 PAYROLL ANL 2	100%		
		19963: Systemwide UC Path State General Fund	004722 BLANK AST 3	100%		

# Forecast Planning & Reviewing

## Navigation: Employee Fund and Financial Unit Allocation:

1. Selecting the add allocation option will display the Employee Expense Allocation Forecast window.
2. Click Actions to Add New Fund.
3. A new window will be displayed to enter or select Target Fund and Source Fund.
4. Select Launch.
5. Enter fund distribution.

		Distribution%
		Assumptions
69960:University Press Income	2551020:UC PRESS-GEN & ADMINISTRATION	100%
19963:Systemwide UC Path State General Fund	2551020:UC PRESS-GEN & ADMINISTRATION	0%
Total		100%

# Forecast Planning & Reviewing– Employee Expense Allocation

## Add Allocation - Add Financial Unit

1. Click on the row, then right click to Add Financial Unit.
2. Select Financial Unit, then click the launch button.
3. Click the OK notification.
4. Then add the new distribution amount (should not exceed 100%).

**Employee Expense Allocation Forecast**

1.0b Fund Allocation\_Emp Level Forecast > 1.1 Add Fund n FU Allocation\_Emp\_Fcst

Years	Division	Position	Job	Employee
FY19-20	20515:Provost & Executive VP - Academic Affairs	Position		
<div style="border: 1px solid red; padding: 2px;"> <span style="color: red; font-weight: bold; font-size: 24px;">1</span> </div>				
69960:University Press Income	2551020:UC PRESS-GEN			50%
19963:Systemwide UC Path State General Fund	2551020:UC PRESS-GEN			50%
	Total			100%

- Add New Fund
- Add Financial Unit
- Edit
- Adjust
- Supporting Detail

**Information**

UCOP\_Add\_FU was successful.

OK

**UCOP\_Add\_FU**

\* Source Financial Unit[DO NOT CHANGE]

\* Enter Target Financial Unit

Launch
Cancel

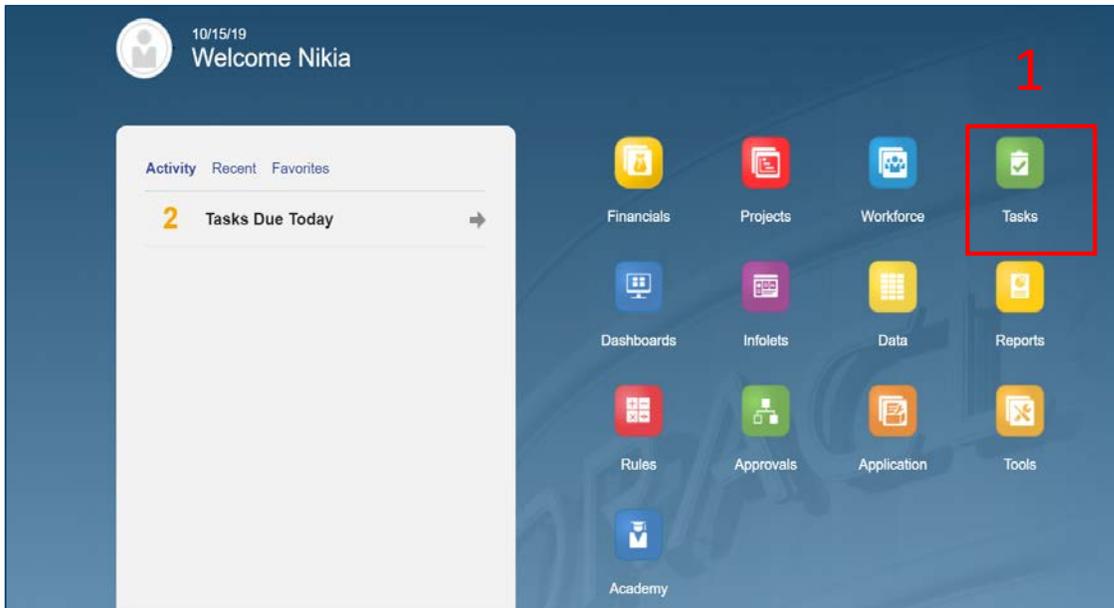
		Distribution%
Assumptions		
69960:University Press Income	2551020:UC PRESS-GEN & ADMINISTRATION	50%
	2551030:UC PRESS-BERKELEY WAY BLIDG	0%
19963:Systemwide UC Path State General Fund	2551020:UC PRESS-GEN & ADMINISTRATION	50%
	Total	100%

# Forecast Planning & Reviewing

**Transfer Pool Forecast Planning** - This task is to transfer employees from one Financial unit to another.

**Navigation:**

1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
2. In the task list expand Workforce Forecast after expanding Planner and Forecast task lists.
3. Select the Transfer Pool Forecast to begin the process.



# Forecast Planning & Reviewing

**Transfer Employees** - The Transfer Pool Forecast form shows all the employees that are transferred out from a Financial Unit to the pool.

1. To transfer an employee into a Financial Unit select Actions from the Transfer Pool Forecast form.
2. In the menu click on Transfer In.
3. Select the Target Division and Target Financial Unit where the employee will be transferred.
4. Click on Launch to submit.

**Transfer Pool Forecast**

Years	FY19-20	Eam Code	FTE	Headcount
GASCON,SARAH	004713 RECORDS ANL 2	19900.General Funds	1	1
		19968.Aids Research	1	1
OROZCO,AURORA A	000657 BUS SYS ANL 4	19963.Systemwide UC Path State General Fund	1	1
Quinones,Marissa Deziree	004722 BLANK AST 3	19963.Systemwide UC Path State General Fund	1	1
RUSSI,DANIEL GEORGE	000550 ADMIN MGR 4	19963.Systemwide UC Path State General Fund	1	1
TILLERY,AMBER COLLINS	007723 BENEFITS SUPV 2	19963.Systemwide UC Path State General Fund	1	1

**UCOP\_Transfer In**

Enter Target Division: "Unspecified\_Division" \* Enter Target FU: "OEP\_Unspecified Entity"

Buttons: Launch, Cancel

Transfer Pool Forecast Menu:

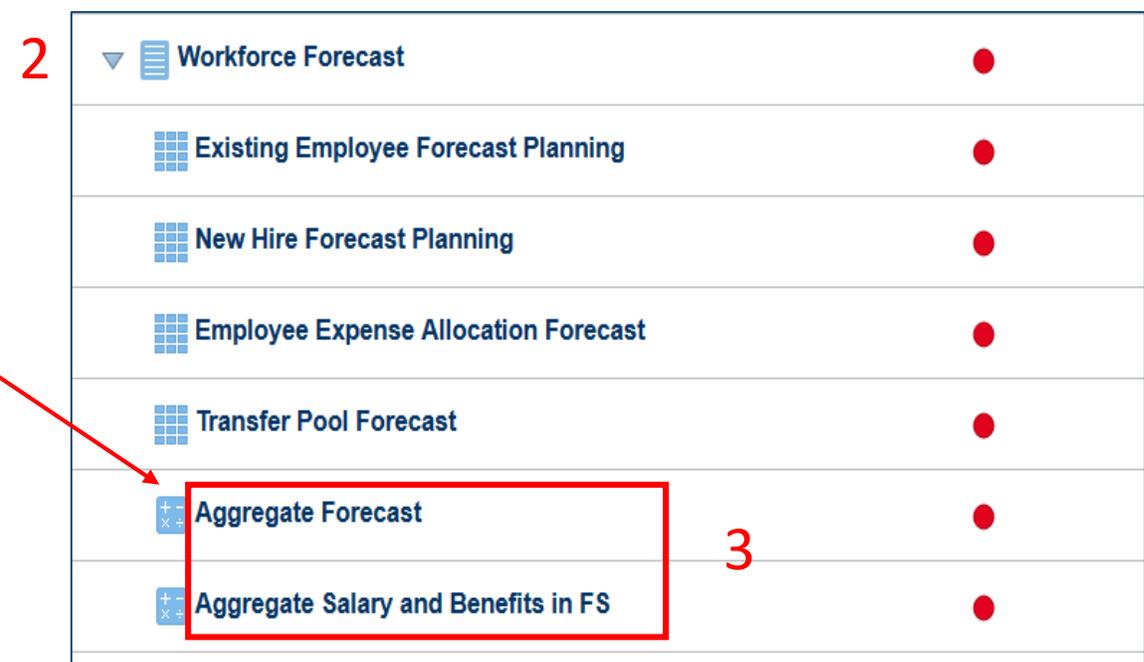
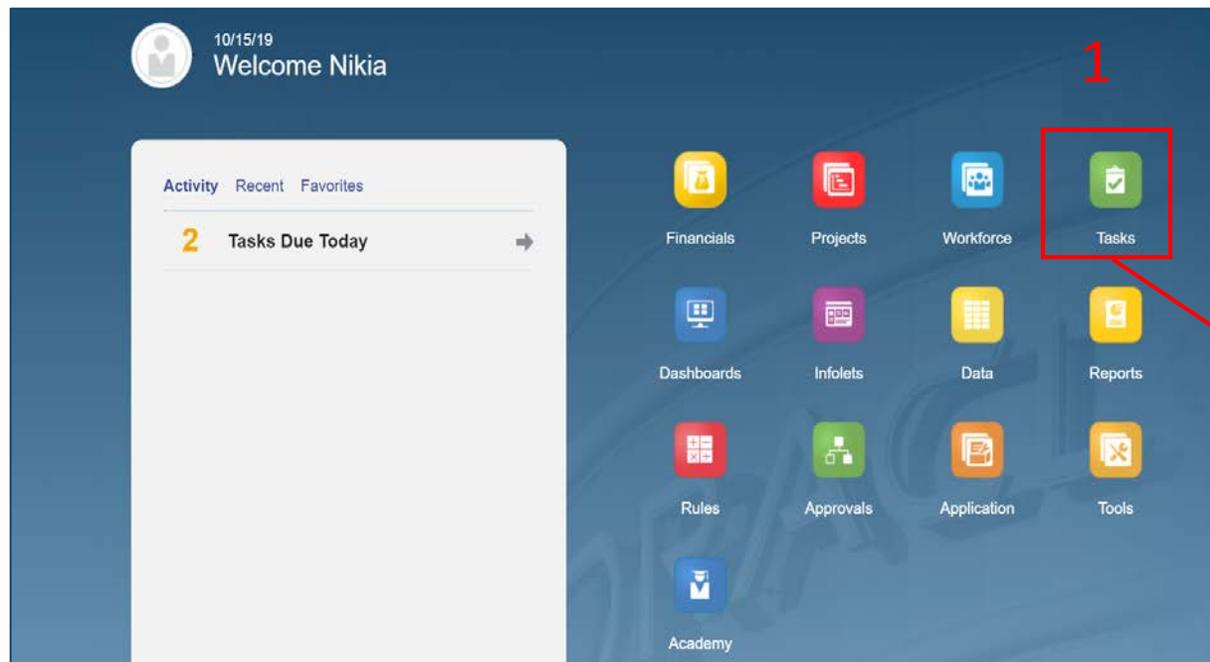
- Transfer In
- Edit
- Adjust
- Supporting Detail
- Change History
- Lock/Unlock Cells
- Filter

# Forecast Planning & Reviewing

**Aggregate Forecast** – This task allows user to aggregate the data in the Workforce cube on demand after Planners are done with their process.

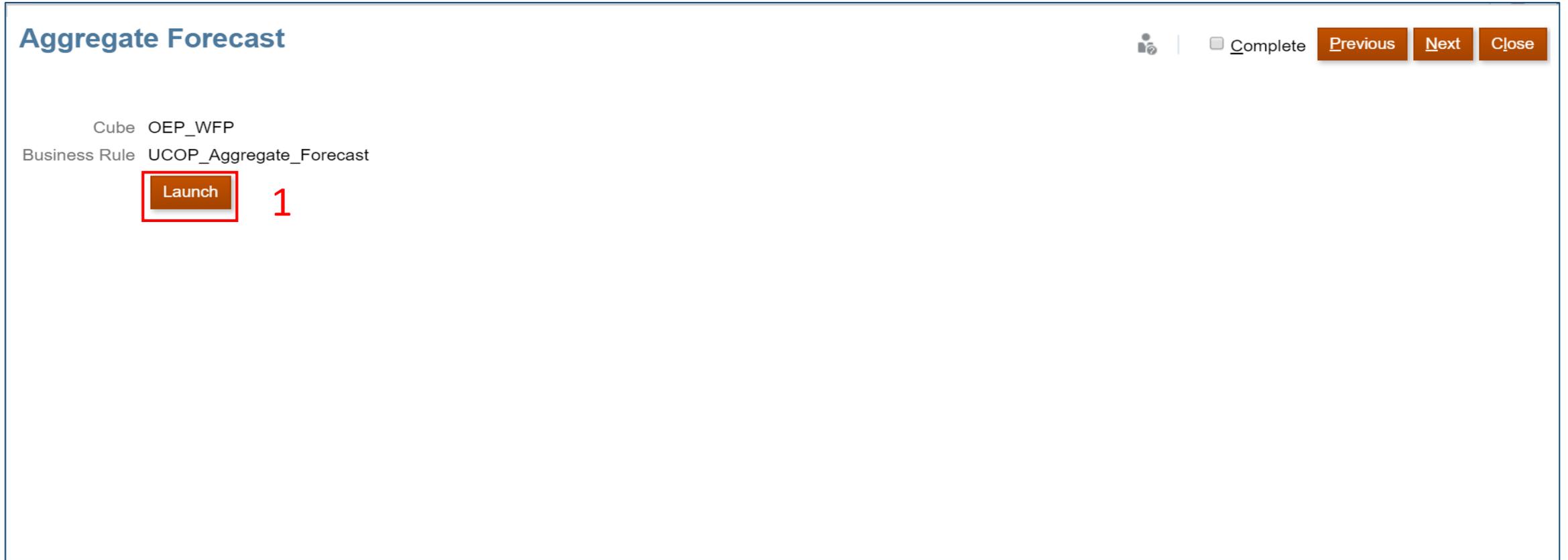
## Navigation:

1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
2. In the task list select expand Workforce Forecast after expanding Planner and Forecast task lists.
3. Select the Aggregate Forecast and Aggregate Salary and Benefits in FS task to begin the processes.



## Aggregate Forecast–

1. Click the Launch button to open the aggregation parameter screens .



**Aggregate Forecast**

Cube OEP\_WFP  
Business Rule UCOP\_Aggregate\_Forecast

Launch 1

Complete Previous Next Close

# Forecast Planning & Reviewing

## Aggregate Forecast–

1. Select Division and Unit and click on Launch.
2. Then Launch to submit.

*Note: This process ensures the roll-up level system data is consistent with the details.*

The screenshot displays the 'UCOP\_Agg\_WF\_Fcst' interface. On the left, there are two input fields: '\* Enter Division' and '\* Financial Unit'. Each field has a dropdown icon to its right, which is highlighted with a red box. A red arrow points from the first dropdown icon to the 'Select a Member' dropdown menu on the right. The 'Select a Member' menu is open, showing a search bar and a list of options. The 'Launch' button in the top right corner is also highlighted with a red box.

Division	Total Division	All Division
Total Division	All Division	200A:Office of the President
Unspecified Division	No Division	250A:Fiduciary Activities
		300A:Investment Pools
		410A:UCRP
		420A:UCRSP
		430A:PERS-VERIP
		440A:UCRHBT

# Forecast Planning & Reviewing

## Aggregation Salary and Benefits in FS–

1. Click on Launch.
2. Then Launch to submit.

*Note: This process ensures the roll-up level system data is consistent with the details.*

### Aggregate Salary and Benefits in FS

Cube OEP\_FS  
Business Rule UCOP\_WF\_Data\_Agg\_Fcst

**Launch** 1

Complete [Previous](#) [Next](#) [Close](#)

UCOP\_WF\_Data\_Agg\_Fcst in Progress...

# Forecast Planning & Reviewing

## TO Review Job Status–

1. Click on Jobs from the Navigator icon.
2. Click Jobs to review statuses.

The screenshot shows the UCOP Planning and Budgeting Cloud interface. On the left, the Navigator sidebar is visible, with the 'Jobs' option under the 'Application' section highlighted by a red box and labeled with a red '2'. A red '1' is placed to the left of the Navigator. The main content area shows the 'Jobs' page with a 'Pending Jobs' section that is currently empty. A 'Recent Activity' section on the right lists three items: 'UCOP\_WF\_Data\_Agg\_Fcst' (Completed 10 Minutes ago), 'New Hire - Request Budget' (Completed Yesterday at 9:57 AM), and 'UCOP\_WF\_Agg\_Unit' (Completed Yesterday at 9:57 AM). Red arrows point from the 'Jobs' box in the Navigator to the 'Jobs' page header and the 'Recent Activity' section.

# Forecast Planning & Reviewing

**Workforce Planning Forecast Data Reconciliation** – This task is used to validate data in Workforce Cube and Financial Cube.

## Navigation:

1. Access Tasks tile from the home screen.
2. From Task List page, go to Planner-> Forecast -> Workforce Planning Forecast Data Reconciliation.

The image shows two screenshots from a software interface. The left screenshot is a home screen for a user named Nikia, dated 10/15/19. It features a grid of application tiles including Financials, Projects, Workforce, Tasks, Dashboards, Infolets, Data, Reports, Rules, Approvals, Application, Tools, and Academy. The 'Tasks' tile is highlighted with a red box and a red number '1'. A red arrow points from this tile to the right screenshot. The right screenshot is titled 'Tasks: All Task Lists' and shows a table of tasks. The table has columns for Name, Status, Start, End, Instructions, and Action. The tasks listed are: Planner, Forecast, Revenue Forecast, Workforce Forecast, Workforce Planning Forecast Data Reconciliation (highlighted with a red box and a red number '2'), Expense Forecast, and Submit Forecast. Each task has a red dot in the Status column and an information icon in the Instructions column.

Name	Status	Start	End	Instructions	Action
Planner	●			ⓘ	⋮
Forecast	●			ⓘ	⋮
Revenue Forecast	●			ⓘ	⋮
Workforce Forecast	●			ⓘ	⋮
Workforce Planning Forecast Data Reconciliation	●			ⓘ	⋮
Expense Forecast	●			ⓘ	⋮
Submit Forecast	●			ⓘ	⋮

# Forecast Planning & Reviewing

## Workforce Planning Forecast Data Reconciliation

1. After selecting the Workforce Planning Forecast Data Reconciliation task from the task list, select Division.
2. Next, select Unit.
3. Compare data in the top and bottom sections. If both are the same, then close. **If not, re-run the aggregation again.**

### Workforce Planning Forecast Data Reconciliation 1

Years: FY19-20 | Scenario: Forecast | Unit: 2521020:SR VP-ACADEMIC AFFAIRS | Division: 20515:Provost & Executive VP - Academic Affairs

UCOP\_FS\_Compensation Forecast 2

	501000:Staff (Non-Student) S&W						Total Salary 3	508000:Composite Benefit Rate Campus Payment						
	December	January	February	March	April	May		June	December	January	February	March	April	May
69763:Lans-Llc Research/Admin Alloc	1,325.31	1,325	1,325	1,325	1,325	1,325	1,325	9,277	557	557	557	557	557	557
19900:General Funds	86,754	86,754	86,754	86,754	86,754	86,754	86,754	607,278	36,437	36,437	36,437	36,437	36,437	36,437
Total Fund	88,079	88,079	88,079	88,079	88,079	88,079	88,079	616,555	36,993	36,993	36,993	36,993	36,993	36,993

UCOP\_WF\_Comp Forecast 3

	December	January	February	March	April	May	June	Total Salary, Equity, Stipend and Car Allowance 3	December	January	February	March	April	May
	Total Salary.		Benefits	Benefits	Benefits	Benefits	Benefits	Benefits						
69763:Lans-Llc Research/Admin Alloc	1,325.31	1,325	1,325	1,325	1,325	1,325	1,325	9,277	557	557	557	557	557	557
19900:General Funds	86,754	86,754	86,754	86,754	86,754	86,754	86,754	607,278	36,437	36,437	36,437	36,437	36,437	36,437
Total Fund	88,079	88,079	88,079	88,079	88,079	88,079	88,079	616,555	36,993	36,993	36,993	36,993	36,993	36,993

*Let us see a live PBS demonstration!*

## New Hire Forecasting

**Duration:** 10 minutes

**Description:** This demonstration shows how to forecast for a new position.



# Let us Practice!

*Let us practice how to forecast for a new hire in PBS.*

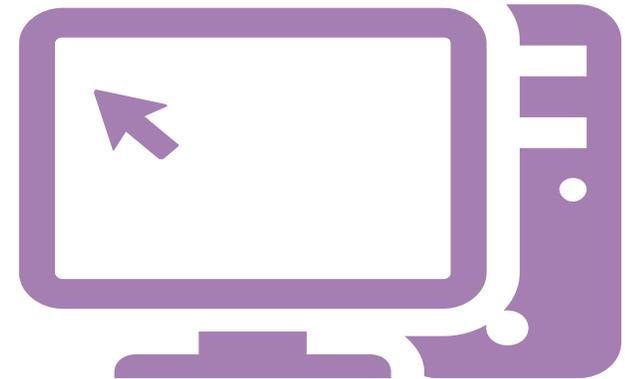
## New Hire Forecasting

**Duration:** 15 minutes

Complete the following exercise in the training environment:

**As a Planner, John wants to enter a new hire position to be considered for the budget planning year.**

- Apply the steps for New Hire Forecasting.



*Let us wrap-up by discussing the key messages from this lesson.*

**1** UCOP Planners have greater transparency of forecasting existing employees, new hires, and transferred employees for future years by month, Unit, Fund, and Division.

**2** With the introduction of workforce forecasting in PBS, Planners have a means of predicting employee distribution across various Financial Units and Funds.

# Expense Forecast

Duration: 41 minutes

Lesson: 1 2 3 4 5 6

# Lesson Objectives

*Upon completing this lesson, you will be able to:*

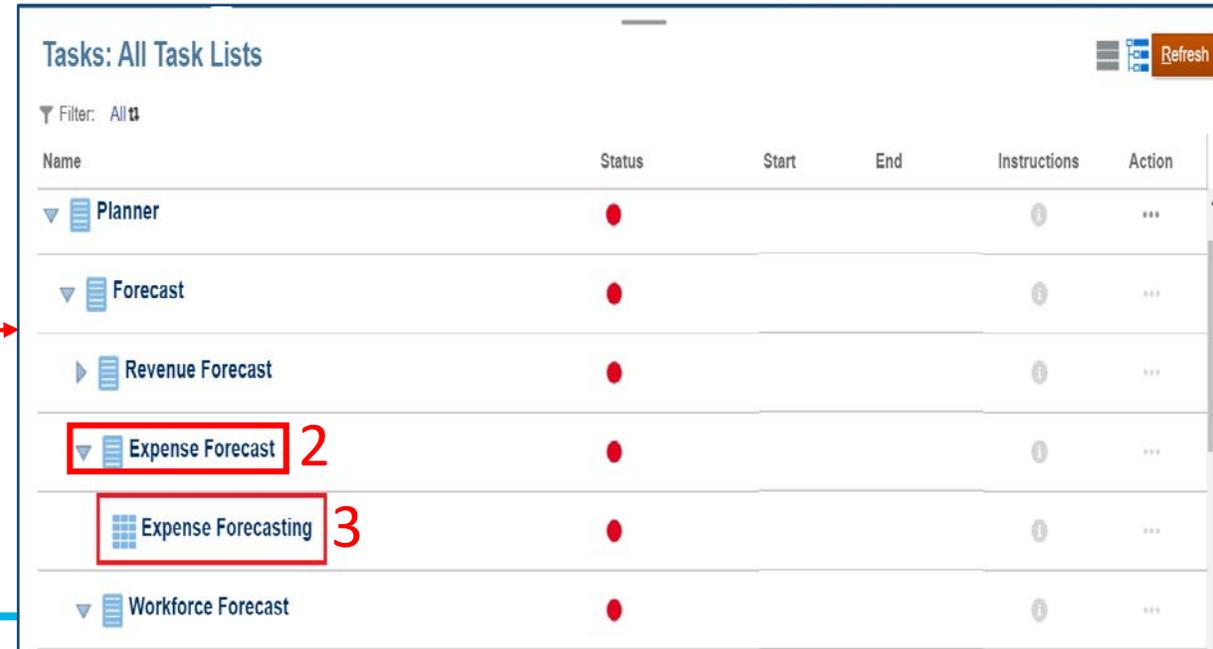
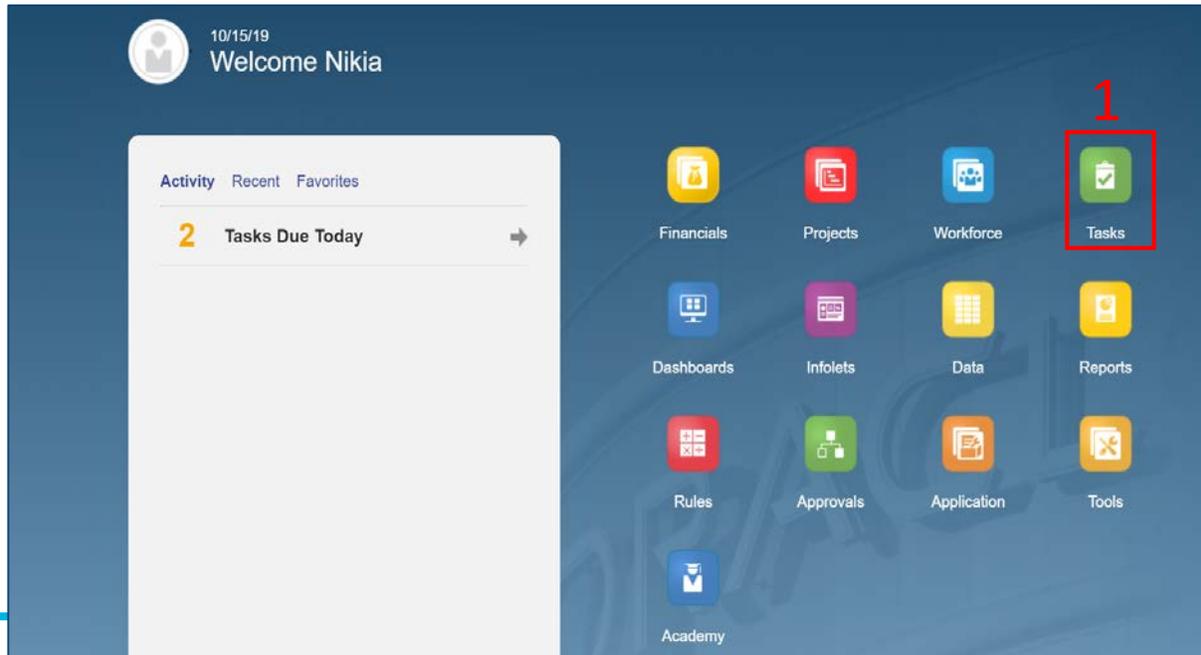
- Modify Expense Forecast data.

# Forecast Planning & Reviewing

**Expense Forecasting**— Expense forecast is based on the actuals and prior forecast data. Planners can overwrite cell data.

## Navigation:

1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
2. In the task list expand Expense Forecast after expanding Planner and Forecast task lists.
3. Select the Expense Forecast to begin the process.



# Forecast Planning & Reviewing

## Expense Forecasting

1. Once the Expense Forecast form is displayed, select the Unit that is desired for reviewing.
2. The option to enter or select a Unit will be displayed in a different window.
3. Select the Unit, then Ok.

**Expense Forecasting**

1

Unit	Fund	Function	Division
300000A: Chief Operating Officer	All Fund	All Function	All Unit

	FY18-19	FY19-20	FY19-20	FY19-20	FY19-20
	Actual	Total Budget	Actual	Forecast Working	Budget vs. Forecast
<b>YearTotal</b>	YearTotal	Y-T-D(August)	<b>YearTotal</b>	YearTotal	

**Select a Member**

3

Unit  
"All Financial Unit"

Search Unit

Total Financial Units	Total Financial Unit
Total Financial Unit	<input checked="" type="checkbox"/> <b>All Financial Unit</b> 2 100000A: Office of the Presid... 150000A: Chief Financial Offi... 200000A: VP - Office of the N... 250000A: Provost & Exec VP-Ac... 300000A: Chief Operating Offi... 350000A: External Relations a... 400000A: Exec VP UC Health 500000A: Sr VP Compliance and... 510000A: Ofc of General Counsel

OK Cancel

# Forecast Planning & Reviewing

## Expense Forecasting

1. After selecting a Unit, choose a Fund that corresponds to the selected Unit.
2. The option to enter or select the Fund will be displayed in a different window.
3. Select the Fund, then Ok.

**Expense Forecasting** 1

Unit: 300000A: Chief Operating Officer | Fund: All Fund | Function: All Function | Division: All Unit

Buttons: Save, Refresh, Actions, Complete, Previous, Next, Close

	FY18-19	FY19-20	FY19-20	FY19-20	FY19-20				
	Actual	Total Budget	Actual	Forecast Working	Budget vs. Forecast				
YearTotal	YearTotal	Y-T-D(August)	YearTotal	YearTotal					

**Select a Member** 3

Fund: "00003:New Fund - Designated Fund Balance"

Search Fund

Total Unrestricted Fund - Reg...	Unrestricted Designated Fund ...	RF1_Designated Fund Balance
Unrestricted Designated Fund ...	RF1_Designated Fund Balance	<input checked="" type="checkbox"/> 00003:New Fund - Designated F... <span>2</span>
Unrestricted Undesignated Fun...	RF1_Program-Designated	
	RF1_UC ANR State General Funds	
	RF1_UCPath State General Funds	
	RF1_Regents-Designated	
	RF1_UCPath Fee-For-Service	
	Designated	

Buttons: OK, Cancel

# Forecast Planning & Reviewing

## Expense Forecasting

1. After selecting a Fund, choose a Function that corresponds to the selected Unit and Fund.
2. The option to enter or select the Function will be displayed in a different window.
3. Select the Function, then Ok.

The image shows two overlapping software windows. The left window is titled "Expense Forecasting" and contains a table with columns for fiscal years (FY18-19, FY19-20) and data types (Actual, Total Budget, Forecast Working, Budget vs. Forecast, YearTotal). A red box labeled "1" highlights the "Function" dropdown menu in the top header, which currently shows "All Function". A red arrow points from this dropdown to the right window. The right window is titled "Select a Member" and displays a list of functions. A red box labeled "2" highlights the selected function "401: General Academic Instruc...". In the top right corner of the right window, a red box labeled "3" highlights the "OK" button.

# Forecast Planning & Reviewing

## Expense Forecasting

1. After selecting a Function, choose a Division that corresponds to the selected Unit, Fund, and Function.
2. The option to enter or select the Division will be displayed in a different window.
3. Select the Division, then Ok.

**Expense Forecasting**

1

Unit: 300000A: Chief Operating Officer | Fund: All Fund | Function: All Functions | Division: All Unit

	FY18-19	FY19-20	FY19-20	FY19-20	FY19-20				
	Actual	Total Budget	Actual	Forecast Working	Budget vs. Forecast				
YearTotal	YearTotal	Y-T-D(August)	YearTotal	YearTotal					

Buttons: Save, Refresh, Actions, Complete, Previous, Next, Close

Buttons: Data, Ad hoc, Format

**Select a Member**

3

Division: "20520: Chief Operating Officer"

Search Division

All Division	200A:Office of the President	205B:UCOP - Operations
200A:Office of the President	203B:UCOP - Agricultural and ...	2051C:UCOP - Operations
250A:Fiduciary Activities	204B:UCOP - Systemwide	
300A:Investment Pools	205B:UCOP - Operations	
410A:UCRP		
420A:UCRSP		
430A:PERS-VERIP		
440A:UCRHBT		

2

Buttons: OK, Cancel

# Forecast Planning & Reviewing

## Seeding the Expense Forecast:

1. Select the correct combination of Unit, Function, Division and Fund.
2. Expand the account by clicking the plus (“+”) icon corresponding to Account Level.
3. Click on save and check the complete checkbox after entering data by account and year or month.

**Expense Forecasting** 🔍 👤 Save Refresh Actions Complete Previous Next Close

1 Unit 8011010:Nutrition Policy Institute Research Division 20300:UCOP - Agricultural and Natural Resources Function 401: General Academic Instruction 3 » ⚙️ Data Ad hoc Format

	FY18-19	FY19-20	FY19-20	FY19-20				FY19-20
	Actual	Budget	Actual	Forecast				Budget \ Forecast
	YearTotal	YearTotal	Y-T-D(October)	Q1	Q2	Q3	Q4	YearTotal
<b>Other Office Miscellaneous</b>								
522000:Food					66	66	66	199
522001:Bottled Water								
530102:Event Services								
530103:Instructional Services								
532100:Rental of Space								
532102:Rental - Off Site Storage								
536000:Travel - In State								
563001:Travel-U.S. - Out of State								
536002:Foreign Travel								
536003:Bus Charter services								
536004:Transportation Services - Local (Non-Travel)								
536400:Meals- Special Entertainment								
536401:Student/Non-Student Prog Activity								
536402:Ticket Purchases								

2

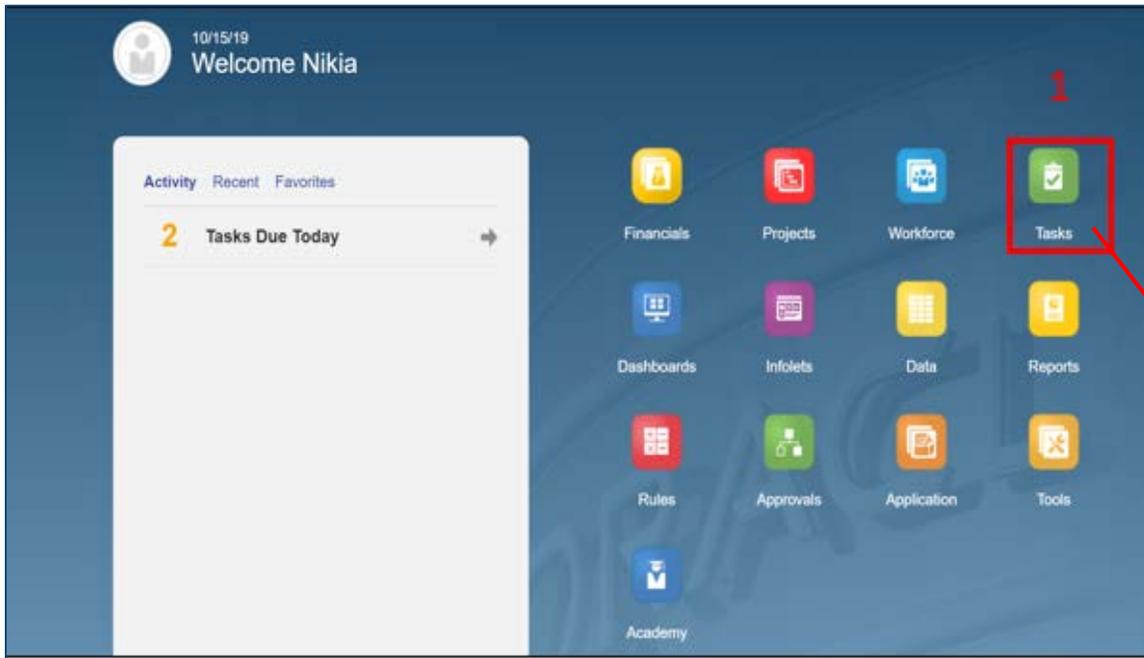
*Note: If you enter data at higher level (i.e. Year Total or Q1) it gets distributed equally amongst lower level (i.e. months).*

**Submit Forecast** – This task allows users to submit Forecast for approval process.

## Navigating to Submit Forecast Task list

1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
2. In the Planner task list, navigate to Submit Forecast under Forecast.

*Note: Before submitting your forecast, make sure the **Aggregates** completed and the **Workforce Planning Forecast Reconciliation Form** tables are in sync.*



Name	Status	Start	End	Instructions	Action
▼ Planner	●			ⓘ	⋮
▼ Forecast	●			ⓘ	⋮
▶ Revenue Forecast	●			ⓘ	⋮
▶ Workforce Forecast	●			ⓘ	⋮
▶ Workforce Planning Forecast Data Reconciliation	●			ⓘ	⋮
▶ Expense Forecast	●			ⓘ	⋮
▶ <b>Submit Forecast</b>	●			ⓘ	⋮
▶ Budget	●			ⓘ	⋮

## Submit Forecast

1. Select the Approval Unit for your Forecast.
2. Select the necessary action from drop down and click on Change Status and then Done to complete the process.

*Note: When there is any change in status of the Forecast after submission for approval, the planner will get an email notification regarding the status every time.*

**Approvals**

Sort By:  Filter:

	<b>153000B: Chief Financial Officer</b> Global Entity Approved
	<b>154000B: Systemwide Procurement Services</b> Anh.Tran-ucop.edu@ucop.edu Signed Off
	<b>154100C: Systemwide Procurement Services</b> Global Entity Approved
	<b>250000A: Provost &amp; Exec VP-Academic Affairs</b> No Owner Under Review
	<b>252000B: Provost &amp; Exec VP Acad Aff I/O</b> Global Entity Under Review
	<b>254000B: VP Student Affairs</b> Joshua.Maloney-ucop.edu@ucop.edu

**Change Status: 101000C:President Executive Office**

Action:  **2**

Annot:

Sign Off

Approve

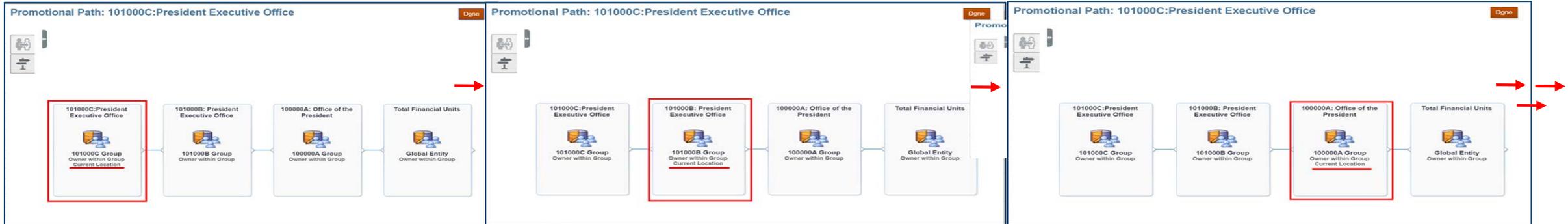
Change

Add An

Owner:

edu 11/14/19 8:21 AM

## Submit Forecast Workflow - Process



Submit Budget

Approvals

Sort By: Approval Unit Filter: Perm\_Budget OEP\_Working

101000C:President Executive Office	101000C Group	Not Signed Off
------------------------------------	---------------	----------------

Submit Budget

Approvals

Sort By: Approval Unit Filter: Perm\_Budget OEP\_Working

101000C:President Executive Office	101000B Group	Under Review
------------------------------------	---------------	--------------

Submit Budget

Approvals

Sort By: Approval Unit Filter: Perm\_Budget OEP\_Working

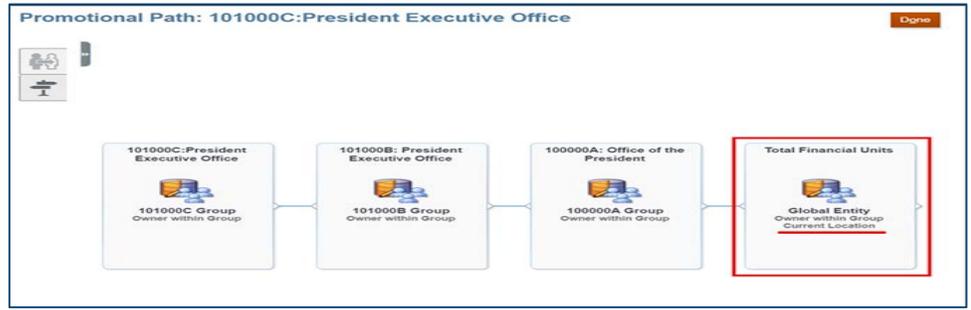
101000C:President Executive Office	100000A Group	Under Review
------------------------------------	---------------	--------------

C Group: Current Owner of Budget which prepares the Budget and has to promote to next level for review

B Group: Once Budget is promoted, it gets read only for the other users except current owner, which now has ability to edit, or reject or promote to next level

A Group: Budget is promoted to next level, it gets read only for the other users except current owner, which now has ability to edit, or reject or promote to next level

## Submit Forecast Workflow - Process



Submit Budget

Approvals

Sort By: Approval Unit Filter: Perm\_Budget OEP\_Working

101000C: President Executive Office
Global Entity Under Review

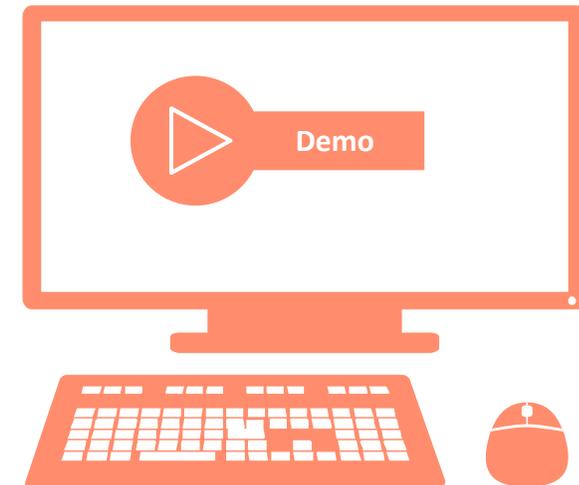
Budget will be signed off at this level, it gets read only for the other users except current owner, which now has ability to edit it or reject or sign off. Once signed off, Budget will be locked for all users.

*Let's see a live PBS demonstration!*

## Modify Expense Forecast

**Duration: 10 minutes**

**Description: This demonstration shows how to modify your expense forecast.**



# Let's Practice!

*Let's practice how to modify expense forecast in PBS.*

## Modify and Review Expense Forecast

**Duration: 15 minutes**

**Complete the following exercise in the training environment:**

**As a Planner, John wants to modify the expense forecast accounts that are populated in the forms.**

**As a Reviewer, Jane wants to review the expense forecast accounts that are populated in the forms.**

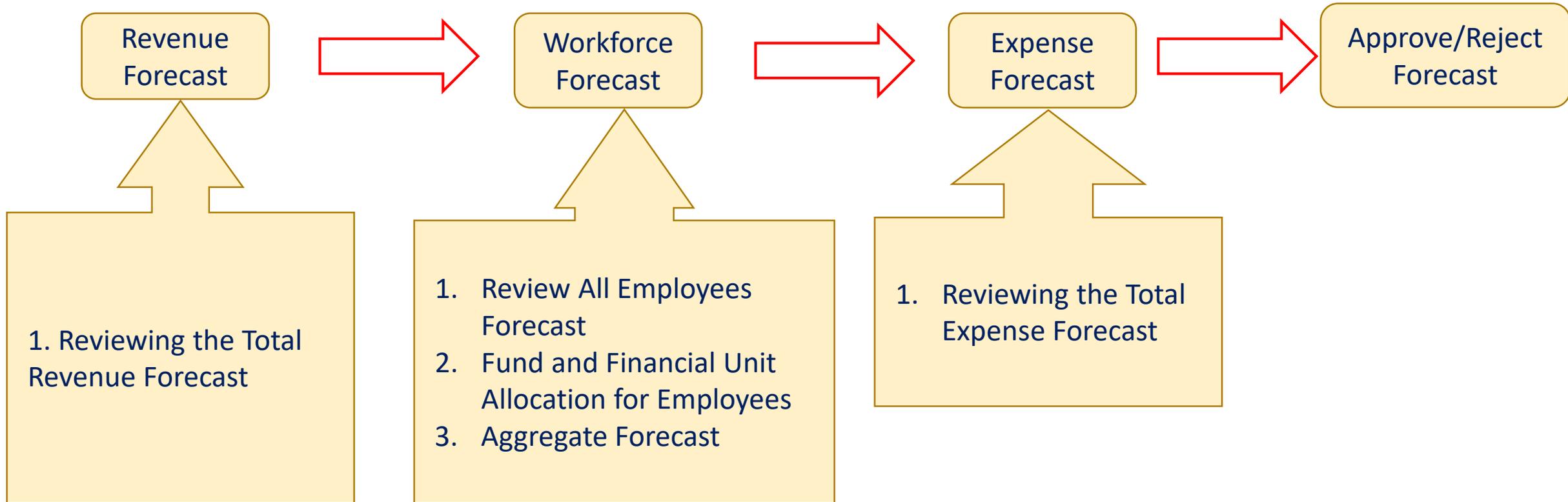
**Apply the steps to enter and review expense forecast data.**



*Let us wrap-up by discussing the key messages from this lesson.*

- 1 UCOP Divisions will forecast at expense account level.
- 2 UCOP Divisions are expected to align their expense forecasts to their revenues (no deficits).

# Process Flow for Forecast Reviewing



# Review Workforce Forecast

Duration: 41 minutes

Lesson: 1 2 3 4 5 6

# Lesson Objectives

*Upon completing this lesson, you will be able to:*

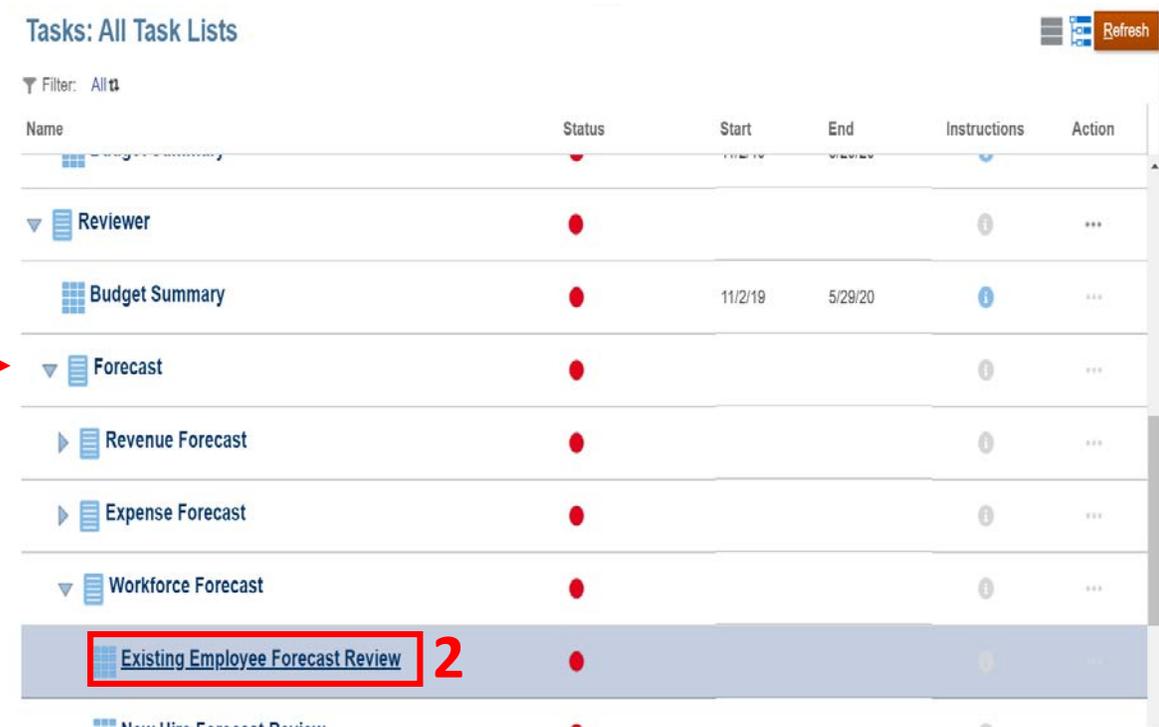
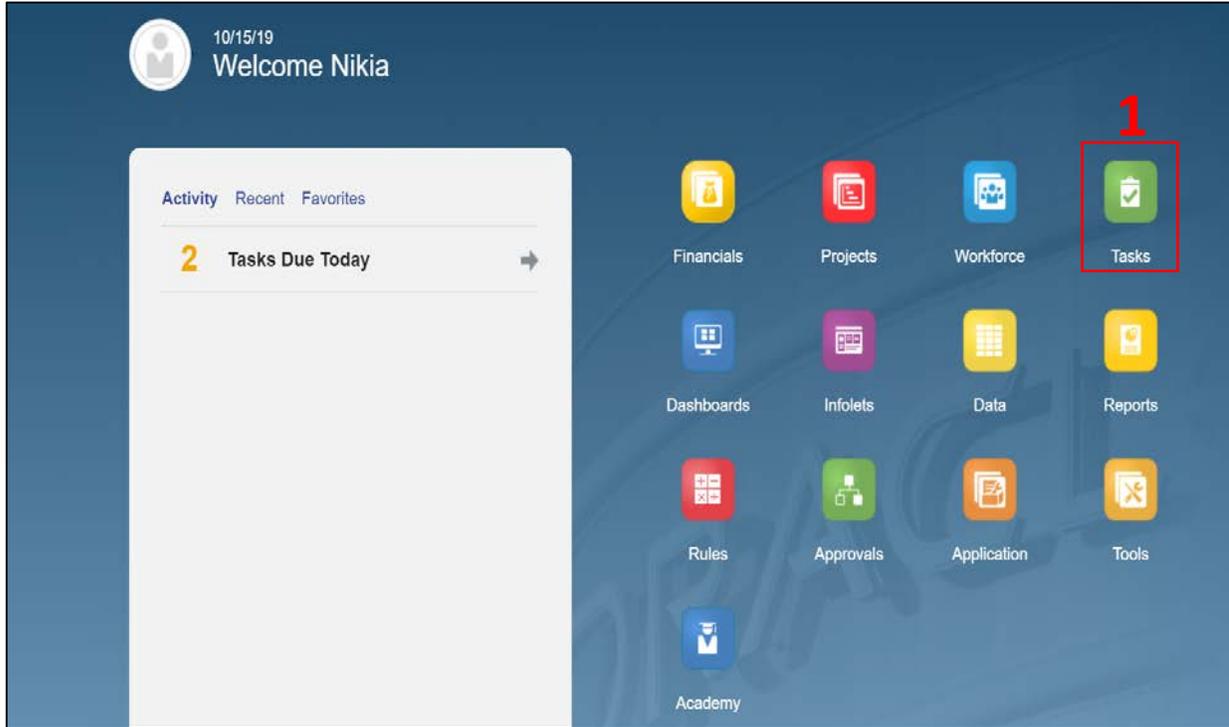
- Review Existing Employee Forecast (Existing employees includes new hire employees).
- Review Employee Expense Allocation.

# Forecast Planning & Reviewing

**Existing Employee Forecast Review**– Gives Reviewers the ability to view details for existing and new employees in any unit and division combination for the forecast planning year.

## Navigation: Reviewer

1. Access Tasks tile from the home screen.
2. From Task List page, go to Reviewer-> Forecast -> Workforce Forecast -> Existing Employee Forecast Review.



# Forecast Planning & Reviewing

## Navigation: Existing Employee Forecast Review Form

1. After selecting the Existing Employee Forecast Review task, select Unit on the Existing Employee Forecast form.
2. Next, select Division.
3. Once the reviewer has completed reviewing the Existing Employee Forecast details, click close.

**Existing Employee Forecast Review** 🔍 👤 Save Refresh Actions Complete Previous Next Close

Years: FY19-20 | **Division** 20520: Chief Operating Office | **Unit** 30110: Ucpath Ctr: Production | ⚙️ Data Ad hoc Format

				Distribution%	Total Compensation	FTE	Job FTE
ADAMS,DANA JENISE	Position 40002121	007719 BENEFITS ANL 2	19963:Systemwide UC Path State General Fund	100%			1.0
AHMED,HAUSA	Position 40023735	007734 GEN ACCOUNTANT 4	19963:Systemwide UC Path State General Fund	100%			1.0
ALLEN,ANGELLA D	Position 40001107	007584 BUS SYS ANL 3	19963:Systemwide UC Path State General Fund	100%			1.0
ALLISON,GAYELEA	Position 40001047	000549 ADMIN MGR 3	19963:Systemwide UC Path State General Fund	100%			1.0
ALMANZAR,ALAN JURGEN	Position 40001580	007595 HR GENERALIST 2	19963:Systemwide UC Path State General Fund	100%			1.0
ALVAREZ,NYSSA MACIEL	Position 40002388	004722 BLANK AST 3	19963:Systemwide UC Path State General Fund	100%			1.0
ANGEL,GRISelda	Position 40023591	007595 HR GENERALIST 2	19963:Systemwide UC Path State General Fund	100%			1.0
ARAGON,HILARY RUTH	Position 40023504	007719 BENEFITS ANL 2	19963:Systemwide UC Path State General Fund	100%			1.0
ARCHULETA,EMILY DIANE	Position 40023616	006943 PAYROLL ANL 2	19963:Systemwide UC Path State General Fund	100%			1.0
ARREOLA,ANDREW	Position 40001331	004722 BLANK AST 3	19963:Systemwide UC Path State General Fund	100%			1.0
AVILA,ISRAEL BOBADILLA	Position 40023615	006943 PAYROLL ANL 2	19963:Systemwide UC Path State General Fund	100%			1.0
BADILLO,AARON	Position 40001988	007719 BENEFITS ANL 2	19963:Systemwide UC Path State General Fund	100%			1.0
BALL,ASHLEY	Position 40002257	006943 PAYROLL ANL 2	19963:Systemwide UC Path State General Fund	100%			1.0
BARAJAS,MATTHEW JACOB	Position 40023610	006943 PAYROLL ANL 2	19963:Systemwide UC Path State General Fund	100%			1.0
BARRAZA,KAREN ROCIO	Position 40023613	006943 PAYROLL ANL 2	19963:Systemwide UC Path State General Fund	100%			1.0
BAZAN ISLAS,KARLA	Position 40002456	004722 BLANK AST 3	19963:Systemwide UC Path State General Fund	100%			1.0

# Forecast Planning & Reviewing

**Employee Expense Allocation Forecast Review**– Provides Reviewers the ability to view fund or financial unit allocation/ split for an employee (existing or new hire).

## Navigation:

1. Access Tasks tile from the home screen.
2. From Task List page, go to Reviewer-> Forecast -> Workforce Forecast -> Employee Expense Allocation Forecast Review.

The screenshot shows the user interface for 'Tasks: All Task Lists'. The table below represents the data shown in the task list:

Name	Status	Start	End	Instructions	Action
▼ Reviewer	●			i	...
■ Budget Summary	●			i	...
▼ Forecast	●			i	...
▶ Revenue Forecast	●			i	...
▼ Workforce Forecast	●			i	...
■ Existing Employee Forecast Review	●			i	...
■ <b>Employee Expense Allocation Forecast Review</b>	●			i	...
■ Aggregate Forecast	●			i	...

# Forecast Planning & Reviewing

## Employee Expense Allocation Forecast Review form

1. After selecting the Employee Expense Allocation Forecast Review task from the task list, select Division on the Employee Expense Allocation Forecast Review form.
2. Next, select Unit.
3. Once the reviewer has completed reviewing the Employee Expense Allocation Forecast details, click close.

**Employee Expense Allocation Forecast Review**

Save
Refresh
Actions
Complete
Previous
Next
Close

Years  
FY19-20

Division  
20520:Chief Operating Officer

Unit  
3011050:Ucpath Ctr:Production

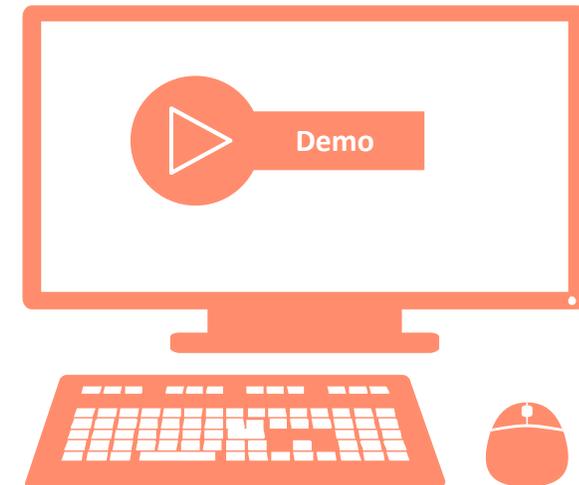
				Distribution%	Total Employee Compensation	Salary at full FTE
	1	2		100%		
ADAMS,DANA JENISE	Position 40002121	007719 BENEFITS ANL 2	19963:Systemwide UC Path State General Fund	100%		
AHMED,HAFSA	Position 40023735	007734 GEN ACCOUNTANT 4	19963:Systemwide UC Path State General Fund	100%		
ALLEN,ANGELLA D	Position 40001107	007584 BUS SYS ANL 3	19963:Systemwide UC Path State General Fund	100%		
ALLISON,GAYELEA	Position 40001047	000549 ADMIN MGR 3	19963:Systemwide UC Path State General Fund	100%		
ALMANZAR,ALAN JURGEN	Position 40001580	007595 HR GENERALIST 2	19963:Systemwide UC Path State General Fund	100%		
ALVAREZ,NYSSA MACIEL	Position 40002388	004722 BLANK AST 3	19963:Systemwide UC Path State General Fund	100%		
ANGEL,GRISELDA	Position 40023591	007595 HR GENERALIST 2	19963:Systemwide UC Path State General Fund	100%		
ARAGON,HILARY RUTH	Position 40023504	007719 BENEFITS ANL 2	19963:Systemwide UC Path State General Fund	100%		
ARCHULETA,EMILY DIANE	Position 40023616	006943 PAYROLL ANL 2	19963:Systemwide UC Path State General Fund	100%		
ARREOLA,ANDREW	Position 40001331	004722 BLANK AST 3	19963:Systemwide UC Path State General Fund	100%		
AVILA,ISRAEL BOBADILLA	Position 40023615	006943 PAYROLL ANL 2	19963:Systemwide UC Path State General Fund	100%		
BADILLO,AARON	Position 40001988	007719 BENEFITS ANL 2	19963:Systemwide UC Path State General Fund	100%		
BALL,ASHLEY	Position 40002257	006943 PAYROLL ANL 2	19963:Systemwide UC Path State General Fund	100%		
BARAJAS,MATTHEW JACOB	Position 40023610	006943 PAYROLL ANL 2	19963:Systemwide UC Path State General Fund	100%		
BARRAZA,KAREN ROCIO	Position 40023613	006943 PAYROLL ANL 2	19963:Systemwide UC Path State General Fund	100%		

*Let us see a live PBS demonstration!*

## Review New Hire Forecasting

**Duration:** 10 minutes

**Description:** This demonstration shows how to review a new hire forecasting in PBS.



*Let us practice how to forecast for a new hire in PBS.*

## Review New Hire Forecasting

**Duration:** 15 minutes

Complete the following exercise in the training environment:

**As a Reviewer, Jane wants to review a new hire position that is being considered for the budget planning year.**

- Apply the steps for New Hire Forecasting.



*Let us wrap-up by discussing the key messages from this lesson.*

**1** UCOP Reviewers have greater transparency of analyzing forecasted existing employees, new hires, and transferred employees for future periods by month, Unit, Fund, and Division.

**2** With the introduction of workforce forecasting in PBS, Reviewers have a means of assessing predicted employee distribution across various Financial Units and Fund.

# Review Expense Forecast

Duration: 39 minutes

Lesson: 1 2 3 4 5 6

# Lesson Objectives

*Upon completing this lesson, you will be able to:*

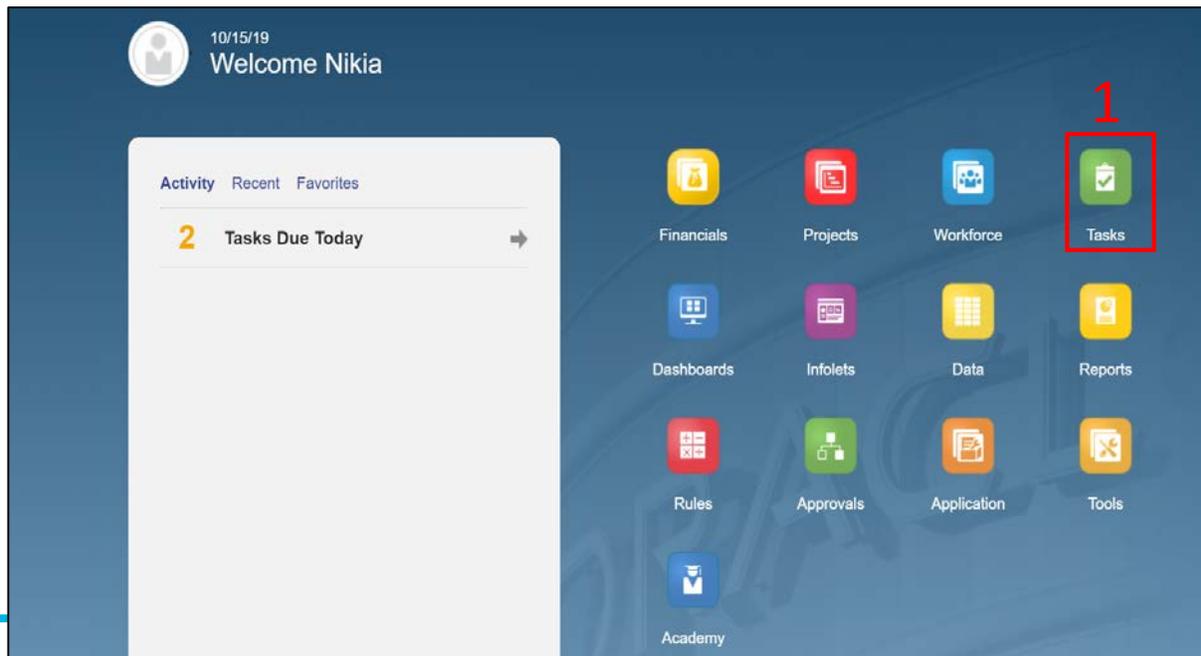
- Review the Expense Forecast.

# Forecast Planning & Reviewing

**Expense Forecast Review**— Expense forecast review is used to review the total expenses for the current forecast year as submitted for approval by the Planner.

**Navigation:**

1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
2. In the task list expand Expense Forecast after expanding Reviewer and Forecast task lists.
3. Select the Expense Forecast to begin the process.



Tasks: All Task Lists Refresh

Filter: All

Name	Status	Start	End	Instructions	Action
▼ Reviewer	●			i	...
Budget Summary	●	11/2/19	5/29/20	i	...
▼ Forecast	●			i	...
▶ Revenue Forecast	●			i	...
▼ Expense Forecast 2	●			i	...
Expense Forecasting	●			i	...
Expense Forecast Review 3	●			i	...
▶ Workforce Forecast	●			i	...

# Forecast Planning & Reviewing

## Expense Forecast Review:

1. After selecting a Function, choose a Division that corresponds to the selected Unit, Fund, and Function.
2. The option to enter or select the Division will be displayed in a different window.
3. Select Ok, once the Division selection has been made.

**Expense Forecasting**

1

Unit: 300000A: Chief Operating Officer | Fund: All Fund | Function: All Functions | Division: All Unit

	FY18-19	FY19-20	FY19-20	FY19-20	FY19-20				
	Actual	Total Budget	Actual	Forecast Working	Budget vs. Forecast				
YearTotal	YearTotal	Y-T-D(August)	YearTotal	YearTotal					

Buttons: Save, Refresh, Actions, Complete, Previous, Next, Close

**Select a Member**

3

Division: "20520: Chief Operating Officer"

Search Division

All Division	200A:Office of the President	205B:UCOP - Operations
200A:Office of the President	203B:UCOP - Agricultural and ...	2051C:UCOP - Operations
250A:Fiduciary Activities	204B:UCOP - Systemwide	
300A:Investment Pools	205B:UCOP - Operations	
410A:UCRP		
420A:UCRSP		
430A:PERS-VERIP		
440A:UCRHBT		

2

Buttons: OK, Cancel

# Forecast Planning & Reviewing

## Expense Forecast Review

1. Once the Expense Forecast Review form is displayed, select the Unit that is desired for reviewing.
2. The option to enter or select the unit will be displayed in a different window.
3. Select Ok, once the Unit selection has been made.

**Expense Forecasting**

1

Unit	Fund	Function	Division
300000A: Chief Operating Officer	All Fund	All Function	All Unit

	FY18-19	FY19-20	FY19-20	FY19-20	FY19-20
	Actual	Total Budget	Actual	Forecast Working	Budget vs. Forecast
<b>YearTotal</b>	YearTotal	Y-T-D(August)	<b>YearTotal</b>	YearTotal	

**Select a Member**

3

Unit: "All Financial Unit"

Search Unit

Total Financial Units	Total Financial Unit
Total Financial Unit	<input checked="" type="checkbox"/> <b>All Financial Unit</b> 2 100000A: Office of the Presid... 150000A: Chief Financial Offi... 200000A: VP - Office of the N... 250000A: Provost & Exec VP-Ac... 300000A: Chief Operating Offi... 350000A: External Relations a... 400000A: Exec VP UC Health 500000A: Sr VP Compliance and... 510000A: Ofc of General Counsel

OK Cancel

# Forecast Planning & Reviewing

## Expense Forecast Review

1. After selecting a Unit, choose a Fund that corresponds to the selected Unit.
2. The option to enter or select the Fund will be displayed in a different window.
3. Select Ok, once the fund selection has been made.

**Expense Forecasting** 1

Unit: 300000A: Chief Operating Officer | Fund: All Fund | Function: All Function | Division: All Unit

	FY18-19	FY19-20	FY19-20	FY19-20	FY19-20
	Actual	Total Budget	Actual	Forecast Working	Budget vs. Forecast
<input type="checkbox"/> YearTotal	YearTotal	Y-T-D(August)	<input type="checkbox"/> YearTotal	YearTotal	

**Select a Member** 3

Fund: "00003:New Fund - Designated Fund Balance"

Search Fund

Total Unrestricted Fund - Reg...	Unrestricted Designated Fund ...	RF1_Designated Fund Balance
Unrestricted Designated Fund ...	RF1_Designated Fund Balance	<input checked="" type="checkbox"/> 00003:New Fund - Designated F... <span>2</span>
Unrestricted Undesignated Fun...	RF1_Program-Designated	
	RF1_UC ANR State General Funds	
	RF1_UCPath State General Funds	
	RF1_Regents-Designated	
	RF1_UCPath Fee-For-Service	
	Designated	

# Forecast Planning & Reviewing

## Expense Forecast Review

1. After selecting a Fund, choose a Function that corresponds to the selected Unit and Fund.
2. The option to enter or select the Function will be displayed in a different window.
3. Select Ok, once the Function selection has been made.

**Expense Forecasting**

Unit: 300000A: Chief Operating Officer | Fund: All Fund | **Function: All Function** | Division: All Unit

Buttons: Save, Refresh, Actions, Complete, Previous, Next, Close

	FY18-19	FY19-20	FY19-20	FY19-20	FY19-20
	Actual	Total Budget	Actual	Forecast Working	Budget vs. Forecast
<b>YearTotal</b>	YearTotal	YearTotal	Y-T-D(August)	<b>YearTotal</b>	YearTotal

**Select a Member**

Function: "401: General Academic Instruction"

Buttons: OK, Cancel

All Function	40: Instruction
40: Instruction	<input checked="" type="checkbox"/> 401: General Academic Instruc...
42: Teaching Hospitals Function	411: Extension and Continuing...
43: Academic Support	
44: Research	
62: Public Service Function	
64: Operation & Maintenance o...	
68: Student Services	
72: Institutional Support	
76: Auxiliary Enterprises	

# Forecast Planning & Reviewing

## Expense Forecast Review:

1. Select the correct combination of Unit, Fund, Function, Division, and Period.
2. The Total Forecast will be displayed across different accounts with the Total Expense at the bottom of the form.
3. Select close after reviewing total expense forecast.

*Note – To Review at detailed level reviewer can drill down using plus icon.*

**Expense Forecast Review** ⓘ

Complete

1

Unit	Fund	Function	Division						
All Financial Unit	Total Fund	All Function	20300:UCOP - Agricultural and Natural Resources						
	FY18-19	FY19-20	FY19-20	Variance					
	Actual	Budget	Forecast	Budget vs Forecast					
	YearTotal	YearTotal	YearTotal						
Salaries	296,655.17	#missing	26,329,694	(26,329,694)					
Benefits	273,295	204	1,304,705	(1,304,502)					
Other Office Miscellaneous	.....	.....	.....	.....					
Meetings, Travel and Related Expenses	112,583	85,257	93,276	(8,019)					
Computer and Office Equipment Service Maintenance	1,701	4,140	4,528	(387)					
Utilities and Facilities, Space Leases	199,969	91,918	148,212	(56,294)					
Library	315	512	507	4					
External Services Computer and Others	3,235	1,693	2,914	(1,221)					
Consultants and Professional Services	#missing	4,403	5,083	(680)					
Temporary Labor	0	126,931	47,715	79,216					
Insurance	21,512	31,919	22,508	9,411					
Unmapped	(50,659)	1,141,096	446,946	694,150					
Expense Categories Total	866,274	1,582,581	28,476,815	(26,894,234)					

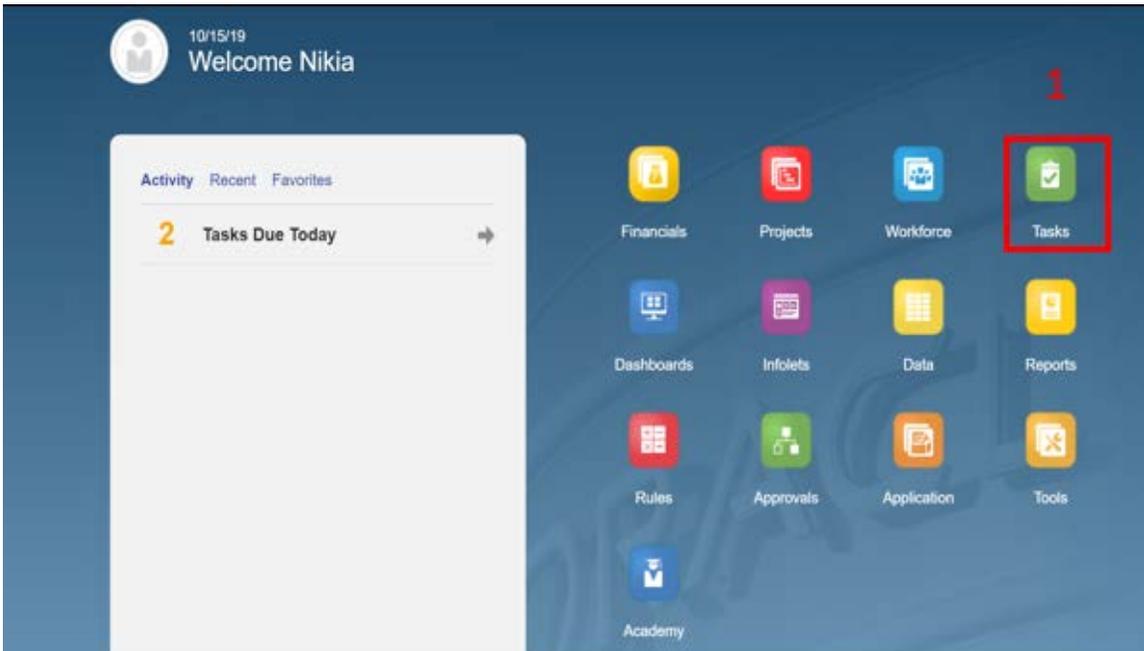
2

3

**Submit Forecast** – This task allows users to submit Forecast after approval process. Reviewer can accept/reject the forecast.

## Navigating to Submit Forecast Task list

1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
2. In the Reviewer task list, navigate to Submit Forecast under Forecast.



The screenshot shows a table with a filter set to 'All'. The table has columns for Name, Status, Start, End, Instructions, and Action. The 'Submit Forecast' task is highlighted in a red box with a red '2' next to it. A red arrow points from the 'Tasks' tile in the previous screenshot to this table.

Name	Status	Start	End	Instructions	Action
▼ Reviewer	●			i	...
■ Budget Summary	●			i	...
▼ Forecast	●			i	...
▶ Revenue Forecast	●			i	...
▶ Workforce Forecast	●			i	...
■ Workforce Planning Forecast Data Reconciliation	●			i	...
▶ Expense Forecast	●			i	...
■ <b>Submit Forecast</b>	●			i	...
▶ Budget	●			i	...

# Submit Forecast

## Submit Forecast

1. Select the Approval Unit for your Forecast.
2. Select the necessary action from drop down and click on Change Status and then Done to complete the process.

*Note: You can also add comments under Annotation, regarding your decision and explaining to the Planner about your action.*

**Approvals**

Sort By:  Filter: Perm\_Budget OEP\_Working

	<b>153000B: Chief Financial Officer</b> Global Entity Approved
	<b>154000B: Systemwide Procurement Services</b> Anh.Tran-ucop.edu@ucop.edu Signed Off
	<b>154100C: Systemwide Procurement Services</b> Global Entity Approved
	<b>250000A: Provost &amp; Exec VP-Academic Affairs</b> No Owner Under Review
	<b>252000B: Provost &amp; Exec VP Acad Aff I/O</b> Global Entity Under Review
	<b>254000B: VP Student Affairs</b> Joshua.Maloney-ucop.edu@ucop.edu

1



**Change Status: 101000C:President Executive Office** Refresh Done

Action:  Owner:

Annotation:

Change Status:

Add Annotation:

Originator: edu 11/14/19 8:21 AM

Freeze

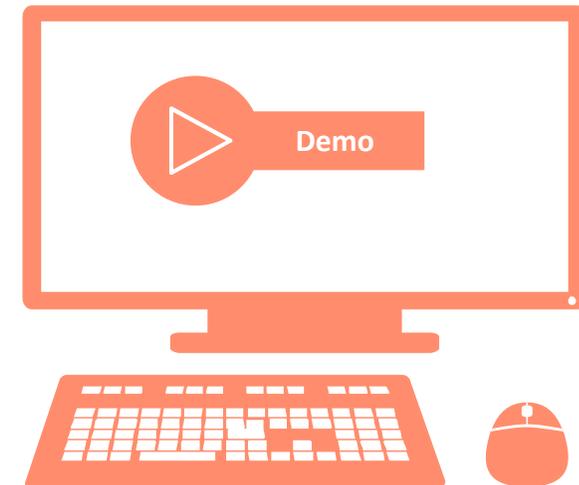
2

*Let us see a live PBS demonstration!*

## Review Expense Forecast

**Duration: 10 minutes**

**Description: This demonstration shows how to review the Expense Forecast.**



# Let us Practice!

*Let us practice how to review expense forecast in PBS.*

## Review Expense Forecast

**Duration: 15 minutes**

**Complete the following exercise in the training environment:**

**As a Reviewer, Jane wants to review the expense forecast accounts that are populated in the forms.**

**Apply the steps to review expense forecast data.**



*Let us wrap-up by discussing the key messages from this lesson.*

1

With the introduction of expense forecasting in PBS, Reviewers can gain a greater visibility of expense at Unit, Fund, Function, and Division level, and approve forecasts in the system.

# Course Key Messages

Let us wrap-up by discussing the key messages from this course.

1

With the introduction of revenue forecasting in PBS, Planners and Reviewers have a reliable and trusted way to enter and analyze revenue predictions. *Coming in FY20-21*

2

Expense forecasting in PBS, allow Planners and Reviewers to accurately enter and review expenses at Unit, Fund, Function, and Division level.

3

UCOP Planners and Reviewers have greater transparency of forecasting existing employees, new hires, and transferred employees for future periods at a lower level by Unit, Fund, and Division.

4

With the introduction of workforce forecasting in PBS, Planners and Reviewers have a means of predicting employee distribution across various Financial Units and Funds.

5

With the introduction of workforce planning forecasting data reconciliation in PBS, Planners have a means of validating workforce data as it transitions from one module to the next.

# Any Questions?

*Do you have any questions?*



**Contact Us:** In case of questions, please reach out to Nicole Terrell, [Nicole.Terrell@ucop.edu](mailto:Nicole.Terrell@ucop.edu)



**Reference Materials:** All learning materials for this course are stored at <https://www.ucop.edu/fsr>



**Reporting PBS Incident/Request Access:** Report Service Interruption at <https://ucop.service-now.com>



# Key Terms

*Here are some of the key terms you will come across in this course.*

<b>Transfer Pool</b>	A pool for transferring employees from one Financial unit to another.
<b>Plan Departure</b>	Plan Departure is used to model the cost of an employee leaving UCOP.
<b>Change Existing Details</b>	Change Existing Details is used change the employee's status or salary details.
<b>New Hire Forecast</b>	Forecast of a new position for the budget planning year that is not included in the current workforce budget.
<b>Seeding</b>	Includes loaded actuals and prepopulates the previous forecast input into the remainder months.

# Thank you!

