UCDAVIS
Budget and
Institutional Analysis

July 2020

Approval Process for Transferring a Program to a New Org

This document describes the steps to be taken once the Chancellor and/or Provost has approved the transfer of a unit from one Vice Chancellor, Dean, or equivalent level org to another. This may include consolidation (merging of two or more units by dissolution of existing ones and creation of a single new unit) if one of the units to be consolidated will be reporting to a new Vice Chancellor, Dean, or equivalent. This process is not required for transfers within the same Vice Chancellor, Dean, or equivalent level org; however, the guidelines may be helpful in those situations as well.

1. The appropriate administrative officer (i.e., Vice Chancellor, Vice Provost, Dean) should consult with interested parties and affected units in advance to gather input and recommendations. Consultations should include, but are not limited to:

- The Vice Chancellor, Dean, or equivalent of the affected unit
- Staff in units whose programs are affected by the proposal
- Finance, Operations, and Administration (FOA); central human resources; and Information and Educational Technology (IET) for guidance in making a smooth transition

The following list includes recommended topics to cover during the consultation process:

- Justification for the move in terms of campus and Universitywide administrative needs and potential improved contribution to campus and Universitywide goals
- How it relates to the campus' and unit's strategic plans
- The unit's objectives
- The impact of the change on other campus units and/or programs
- An organization chart showing any changes in the delegation of authority and responsibilities of the unit
- Possible administrative overlap with other existing campus units

2. Units should expect the budget associated with the org to move. Because identifying the budget of an org can be challenging given different practices around centralized vs. decentralized costs across units, both units must consult with Budget and Institutional Analysis (BIA) to establish the following:

- A five-year projection of annual operating costs prepared in consultation with Budget and institutional Analysis (BIA) including:

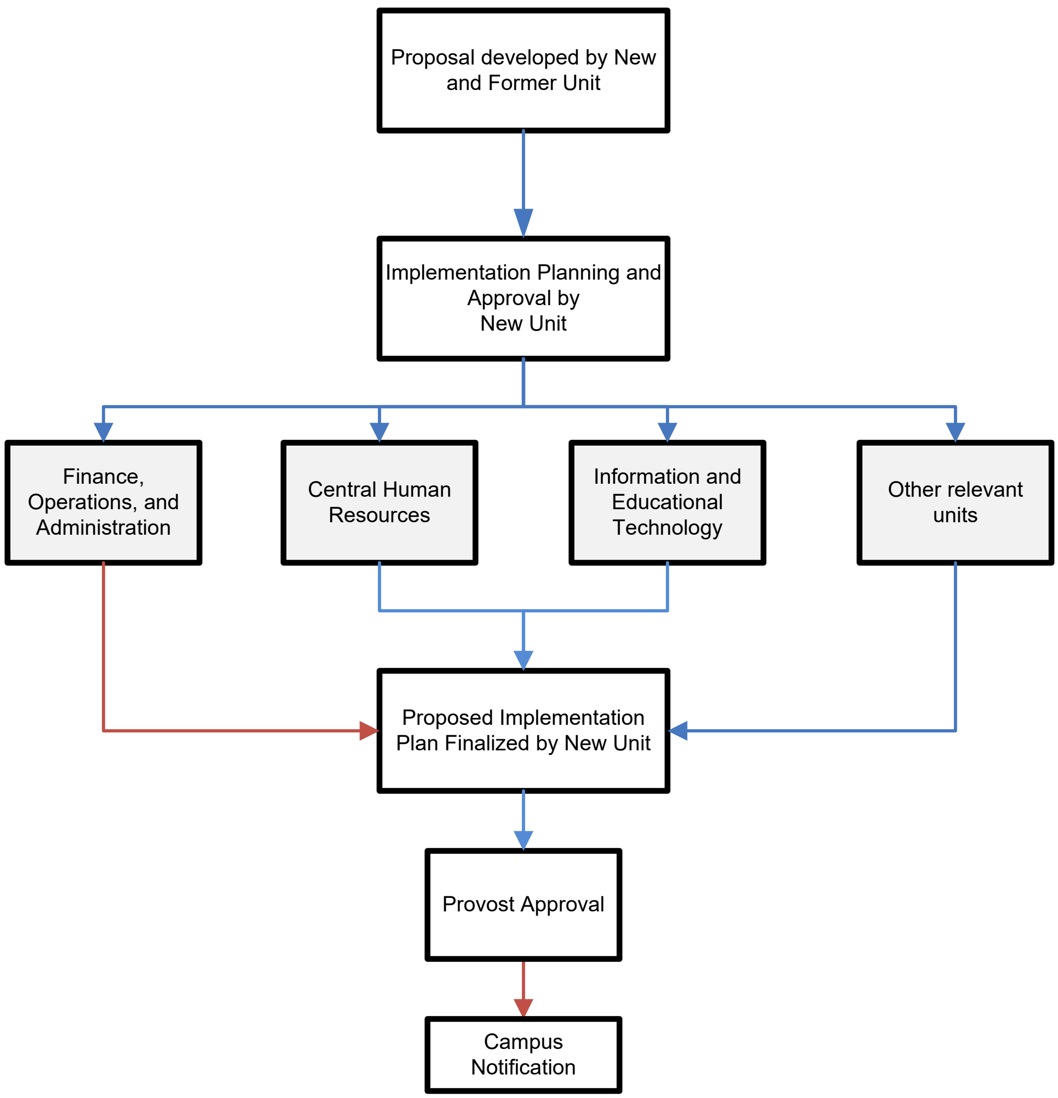
- The base budget proposed to be transferred with the workload and authority for the unit. It is expected that the historical budget allocated to the program will be transferred as base budget funds, even in instances when historical actuals were regularly funded with current funds. These funds should cover the following:
    - Operating funds required to run the direct costs of the program (based on historical actuals). This should also include funding for and refreshment of desktop equipment based on standard replacement schedules, as well as funding for any software licenses.
    - Salaries/benefits/GAEL for all staff
    - An additional agreed upon amount of operating funds for each FTE. This amount will be expected to cover standard campus assessments and various types of overhead associated with the program. The standard amount recommended is $5,000 per FTE, but there are exceptions where this amount may be higher. Essentially, the operating funds per FTE should capture any costs that might be reflected in the unit at a level not distributed to an individual program.
- A description of any physical facilities changes needed to implement the transfer
- An estimate of any staff requirement changes as a result of the transfer
- An estimate of any IET requirements as a result of the transfer
- A description of any non-standard overhead costs to be transferred. Depending on the type of program and how the transferring organization is structured, this could include activities such as financial, business, and budget management; communications support; or facilities support. Again, funding for any costs not distributed to an individual program should be accounted for.
- A brief overview of the consultation/discussion that has taken place (step 1 above) and where any points of difference are between units as to budget and/or next steps.

Once BIA has received a final transition plan and budget proposal as outlined above, they will review and make recommendations to the Provost, who will make the final decision. At that point, the new and former VCs, Deans, or equivalents will jointly notify the affected units, FOA, Central HR, and IET of the approval.

Upon approval, the units may begin with implementation of the transfer.

Approval Process for Transferring a Program to a New Org

Blue arrows indicate consultation and input
Red arrows indicate approval



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Guidelines for Transitioning a Program to a New Org

Executive Summary

These guidelines were developed with the purpose of identifying the actions needed to transition a program from one Vice Chancellor (VC), Dean, or equivalent level org to another. The primary goal is to provide a smooth transition for incoming staff as well as maintain the quality and availability of associated services. **This document includes significant detail and may or may not apply directly to every org. It is intended to provide units with an example of the many issues that can arise in an org move, but is not intended as prescriptive directions.**

Academic units should also consult PPM 200-20 and PPM 200-25 for additional guidelines and Academic Senate processes.

Purpose

These guidelines will support the transition decision by assisting with logistics and support the unit through onboarding. The scope includes identifying and assisting with HR, business-related, and technical onboarding actions such as granting systems access, updating system records, updating websites, identifying administrative support, and communicating business processes. The scope of these guidelines excludes some issues, such as facilities moves, that should also be considered.

Benefits

A well-planned-out approach will provide the following benefits:

- A smooth transition and a positive first experience for staff as they join a new unit.
- Identification and completion of the actions and processes required for transitioning a program to a new unit.
- Assurance that all resource issues are identified and addressed before the transition is finalized.

Note

These guidelines were prepared before the campus fully transitioned to UC Path. In some cases, guidelines refer to processes that are changing with UC Path. Guidelines will be updated as more is known, but units should consult with HR on the most up-to-date procedures.

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1 Scope

In Scope

The scope of these guidelines includes:

1. Identifying common processes, resources, and answers related to moving orgs.
2. Ensuring the applicable HR, business, and technical actions are taken to onboard staff into a new unit.
3. Granting new staff access to any required systems/applications.
4. Identifying required strategic technical and business decisions and initiating related discussions.
5. Finalizing an agreement between VC, Dean, or equivalent-level orgs for ongoing services, support and budget, as needed.

Out of Scope

Work that is important to consider but out of the scope of these guidelines includes:

1. Planning, managing, and tracking facility moves and related activities.
2. Making strategic business decisions related to organizational changes. These guidelines assume the department will be moved, but retain its current org structure.
3. Identifying, mapping, and implementing future-state business processes, procedures, and operations or generally changing/improving existing processes.
4. Creating new resources (e.g., service units) or processes.

2 Transition Plan

2.1 Approach and Methodology

These guidelines focus on organizational change and the discovery and execution of actions required to bring in a new team. Collaboration and discussions are required with each unit's HR, Business Office, and technical units to identify what actions and strategic decisions are needed to successfully complete the transition. While discovery of requirements throughout the process requires a level of flexibility and adaptability, standard project management processes and documentation can be utilized to track and follow up on action items and meet project deadlines. Because these are relatively short and intensive projects, documentation may be fairly light.

The project team should be comprised of leadership and management representing each unit involved in the transition. The team should establish regular meetings to discuss issues and updates and to identify new issues requiring action. In addition to providing information and updates, someone from the receiving unit should be assigned to assist the incoming team in feeling supported and heard, create a dialogue, and provide a venue for talking through issues, ideas, and concerns.

2.2 Organization, Responsibilities, and Key Stakeholders

It is important to identify all individuals involved with the transition and their specific roles. Communication with key stakeholders throughout the transition is essential.

2.3 Risks and Constraints

As with any organizational change, acceptance and resistance are potential risks. The project team should implement Organizational Change Management techniques to help address these risks and utilize the Change Management Toolkit as needed.

Unless otherwise noted, the transition is to be made with existing resources, and the final budget must align with current department spend (i.e., be budget neutral).

2.4 Transition Plan

The milestones and activities outlined below represent what is typically required for transitioning a program to a new unit. Your unit may have different, more, or fewer issues than are listed in this document, and which may still need to be addressed in the transition.

2.4.1 Accounting Structure

As soon as a decision is made to move an org, General Accounting should be informed and begin working with the units on preparations to move the accounts associated with the org. General Accounting will work with you to review the old org structure, particularly UC Accounts and the Annual Report Codes (ARC), and determine what changes need to be made for the new organization.

Prior to moving the org and/or any related accounts, the former unit needs to ensure that the accounts are up to date. This includes deactivating accounts that are no longer necessary, ensuring there are no accounts in deficit, all expenses are paid to date, etc.

Once the accounts are cleaned up, the units can develop a plan in coordination with General Accounting for relocating the accounts to the new unit. Using the template in Appendix D, General Accounting will work with your unit to determine whether new accounts will need to be created and advise on how best to complete the transition.

2.4.2 Budget

Whenever a program moves from one VC-level org to another, unless an org is told specifically otherwise, the historical budget allocated to the program should be transferred as base budget funds. Units should inform BIA as soon as a decision is made to move an org. BIA will help units identify funds to transfer, including:

- Operating funds required to run the program (based on historical actuals).
- Salaries/benefits/GAEL for all staff.
- An additional agreed upon amount of operating funds for each FTE. This amount will be expected to cover standard campus assessments and various types of overhead associated with the program. The standard amount recommended is $5,000 per FTE, but there are exceptions where this amount may be higher. Essentially, the operating funds per FTE should capture any costs that might be reflected in the unit at a level not distributed to an individual program.
- Funding for and refreshment of desktop equipment.

- Funding for any software licenses.

Other considerations related to Budget:

- Notify Risk Management Services to ensure the program is accounted for in the correct unit going forward - GAEL rates could be affected, which is driven by home department code.
- Confirm OP Tax is being assessed to the correct unit. The unit receiving the new program should see an increase in its OP Tax. However, since the data used to assess the OP tax is two years in arrears, the expenses will only show up in the receiving unit's assessment if the entire original org and accounts were moved. If a new org and new accounts were created, the assessment may show up in the old unit. Please work with BIA as needed to confirm the OP Tax is assessed to the correct unit.
- Consider the impact on ledger review. Contact General Accounting with any questions.

BIA must approve the final budget of the program that is moving. See the org move approval process document for more information about what is entailed in BIA's review of the budget proposal.

2.4.3 Facilities

Facilities moves are out of scope for these guidelines. That said, some items should be reviewed to ensure there are no issues.

- Keys/building access – determine if the organizational change will result in any building access issues for the staff being transitioned.
- Safety Coordinator – determine if the organizational change will result in any safety coordinator issues for the staff being transitioned.
- Mail delivery – changes need to be communicated to the campus Mail Division. The incoming department may need to notify vendors of their address changes for invoicing.

2.4.4 HR, Business, and Technical Onboarding Requirements

"Appendix A – Onboarding Checklist & Timeline" includes a complete list of the onboarding actions, and this section includes the details and process for completing those actions. ***Note that the guidelines below were prepared before the transition to UC Path and will be updated. Please work closely with your HR contacts while new processes are being established.***

The following sections detail the actions necessary for onboarding. Some of these actions may be irrelevant to the particular transition and can be reviewed and marked as complete/unnecessary as appropriate.

Before onboarding

These actions should happen in the months and weeks leading up to the incoming group's start date in the new unit.

- [ ] Send list of orgs and accounts to General Accounting

  Change: Develop plan to move org/accounts or create new accounts.

  Process: Contact General Accounting who will work with you to review the old UC Accounts and Annual Report Codes (ARC) and determine what changes need to be made for the new organization. It is recommended to complete Appendix D before reaching out to General Accounting.

Timing: Contact General Accounting as soon as you receive approval to transfer a program from one VC level org to another. This should be one of the first steps taken to ensure there is time to make any necessary changes.

- Update UC Path

Change: Make home department changes in UC Path.

Process: Departments will be using a web form on the UCD website (currently in development) to request new home department additions/updates. The UC Path production support team will take the requirements and create a Business Requirements Document (BRD) to send through a UCD Review/Approval Team at Campus and Health. Once approved, the UCD Production Support Team will open a change request in Jira for review and approval by the UC Path team to correctly create the home department, home department security tree, and department default FAU. UC Path will work with the UCD Production support team to validate changes and a final communication will be sent to the department requestor as a confirmation.

Timing: This should be started as soon as the change is approved.

Change: Ensure proper approval workflow is in place and staff departmental information is up-to-date. Identify who should have access in the new unit and remove old unit team members.

Process: After the new home department code is created, email pahelp@ucdavis.edu and provide them with the list of approvers and a list of the incoming staff with their new department code and name.

Timing: This should be started at least two weeks before the employees start in the new unit.

- HR & Business/Finance Transition Meetings

Process: This could be one meeting or two separate meetings. The former unit will provide a briefing to the new unit on matters related to Business/Finance and HR. Units should discuss any ongoing issues or areas of concern and update staff on any items in recruitment, compensation, or Employee and Labor Relations. Coordinate with Central HR as needed.

Timing: This should be started at least two weeks before the employees start in the new unit.

- Update AggieService

Change: Ensure proper routing and approval workflow is in place and that the new unit approvers are familiar with procedures. Identify who in the new unit will be added as Aggie Service approvers and remove former unit approvers.

Process: Depending on the units involved, meeting with the SSO or AUSS-C to discuss the transition from former unit to new unit and SSC/AUSS-C points of contact may be advisable. Approvers, case teams (who can see the cases), and case routing (to whom cases route in the SSC/AUSS-C) need to be requested for the new group by sending an email to aggieservice@ucdavis.edu (which opens an AggieService ticket).

Timing: This should be started at least two weeks before the employees start in the new unit.

- Create Banner exception

Change: Banner will automatically revoke access for users whose home department code changes. It's important to ensure Banner access isn't revoked from those incoming staff who will still need it.

Process: Email the Banner team with the list of incoming staff and request that if there are any Banner users whose access would be revoked that they be granted an exception.

Timing: This should coincide with the timing of requesting a new home department code and/or should be requested a month to a few weeks in advance of the new employee's start date.

- Move orgs/Accounts

Change: Move orgs/accounts to new unit.

Process: Following the guidance from General Accounting, move orgs/accounts or create new accounts in new unit.

Timing: These moves should be completed roughly one week prior to the transition date.

- [ ] Update departmental email list

Change: Update staff email list to include the new employees.

Process: Units should follow internal processes.

Timing: By preparing this list prior to the start date of the incoming group, it can be used immediately for communications when they begin in the new unit. At least a week in advance would suffice.

Upon arrival

These actions should be initiated within the first week after the start date of the incoming group:

- [ ] Send incoming staff an onboarding email

Change: Provide incoming staff with basic information to help them get started in the new unit.

Process: Send an email to all incoming staff.

Timing: This should be sent to all incoming staff on their first day in the new unit.

- [ ] Update Online Directory

Change: Update department information for all incoming staff listings to the new organization.

Process: If a new home department code has been created, the Department Approver will need to request the new department be added to Online Directory. New employees should update their online directory listing.

Timing: The new department can be created in the Online Directory as soon as the new home department code has been created. Staff listings can be updated to the new department once it's been successfully created in Online Directory, and this change should ideally be initiated within the first week of the incoming group's start date.

- [ ] Update KFS

Change: Update organizational information and reporting org for KFS users.

Process: KFS is typically only used in finance-related positions. When a new group joins a unit, check KFS against the list of incoming staff to see if any have KFS accounts. If they do, the appropriate contact in the unit's business office can assign the new org code to their KFS ID. It is also important to update any KFS workgroups within the units and update the delegate information on all accounts.

Timing: This should be done shortly after the start date of the new group or it could impact someone's ability to perform their job functions.

- [ ] Update AggieBudget access

Change: Review security.

Process: Submit New User Request form to assign appropriate access depending on job duties.

- For users in the original org who are granted access to any org above the org that is moving, security will automatically be removed for the org that is moving since it will no longer be in the hierarchy that the user has access to.
- For users in the original org who are granted access directly to the org that is moving, a user change request is required to remove access to the org that is moving.

- For users in the new org who are granted access to any org above the moved org, security will now automatically include the moved org.

Timing: This should be done shortly after the start date of the new group or it could impact someone's ability to perform their job functions.

- [ ] Plan to budget by account in AggieBudget

Change: Create plan files in plan file manager by account.

Process: Since plan file manager is only available at the beginning of the fiscal year planning, the receiving org should know that they will have to plan for the moved org by *account* until the next time plan file manager is open.

Timing: Plan file manager (PFM) opens in or around February. From the AggieBudget perspective, it is best to have orgs moved by February when PFM will be open for the upcoming fiscal year. Since this differs from most other processes on campus, units should be advised that planning by account may be necessary for the first fiscal year after the move.

- [ ] Update AggieTravel

Change: Ensure proper access, routing, approvals, and workflows are in place.

Process: Staff departmental information updates automatically. Request the names of staff who will be requesting and/or approving travel from the appropriate managers and add those staff as requestors and approvers in the system. Staff who will be travelling should add appropriate travel delegates in the system.

Timing: This should be done shortly after the start date of the new group or it could impact someone's ability to request or be reimbursed for travel.

- [ ] Update Online Pre Purchasing (OPP)

Change: Ensure proper access, routing, approvals, and workflows are in place.

Process: Identify Director/Manager to approve requests, establish OPP workgroups, and establish appropriate staff who will support the department as needed.

Timing: This should be done shortly after the start date of the new group or it could impact the team's ability to make purchases.

- [ ] Update AggieBuy

Change: Ensure proper approval workflow is in place.

Process: Staff departmental information updates automatically. Identify appropriate staff who will assist with shopping cart check out as needed.

Timing: This should be done shortly after the start date of the new group or it could impact the team's ability to make purchases.

- [ ] Provide training on purchasing/travel processes and systems to incoming staff

Change: Provide an overview of unit's purchasing and travel processes and training on how to use OPP, AggieBuy, and AggieTravel.

Process: Schedule training with staff who are designated as requestors or approvers for travel and purchasing.

Timing: It would be valuable to do this as quickly as possible after the new group starts so that they are familiar with unit-specific processes and are able to efficiently meet their business needs. Perhaps dedicate one of the first few days to training in this area and others (e.g., HR, technical processes, etc.).

- [ ] Share unit's admin support functions and roles documentation with the incoming team

Change: Share unit's admin support functions and roles documentation with the incoming team.

Process: Provide org chart and any other documentation to new employees so they are informed about whose role it is to support various functions in the unit.

Timing: This should be done as soon as possible within the first week of when the new group begins.

- Update TRS

  Change: Ensure proper approval workflow is in place.

  Process: Staff departmental information automatically updates. Timesheet approvers may stay the same for some staff, while others may require new approvers to be designated depending on new supervisory roles. Notify bi-weekly staff that they may see two different timesheets during the same pay period (one for previous department and one for new department). Add appropriate staff member in new unit as optional back-up.

  Timing: This should be done within the first few days after a new team onboards and before the next payroll cycle.

- Update EPAR system

  Change: Ensure system access, proper reporting relationships, and department information is current.

  Process: The EPAR system automatically updates staff departmental information. Reporting relationships should also be updated, as needed.

  Timing: The system will update automatically. Reporting relationships should be updated shortly after the new group joins.

- Update Layoff Lists

  Change: Layoff lists need to reflect transition from former unit to new unit.

  Process: Meet with former unit manager if necessary to discuss department layoff lists. Both layoff lists in former unit and new unit will need to be updated.

  Timing: This should be done shortly after the employees join the new unit.

- Add new staff to any necessary email lists and update any collaboration tools used internally

  Change: Ensure incoming staff are added to the appropriate mailing lists and any collaboration tools.

  Process: Manually update Sympa/Exchange/other mailing lists and internal collaboration tools (i.e.: Box, Confluence, Sharepoint, etc.)

  Timing: This should happen within the first few days of the incoming group joining the new unit so that these staff don't miss any communications.

- Provide training on the new unit's HR processes to incoming staff

  Change: Provide an overview of the new unit's HR processes and documentation, including who to contact and when (i.e.: what is the process for calling out).

  Process: Schedule training with incoming employees.

  Timing: It would be valuable to do this as quickly as possible after the new group starts so that they are familiar with the new unit's processes and are able to efficiently meet their HR needs. Perhaps dedicate one of the first few days to training in this area and others (e.g., business, technical processes, etc.).

- Collect emergency contact information

  Change: Update appropriate database with emergency contact information for new employees.

Process: Follow internal process.

Timing: This should be initiated no later than the first week or two of the new team starting in the new unit.

- ☐ Update and distribute any relevant emergency preparedness communication

  Change: Add new employee contact information and distribute updated copies to all leadership and managers.

  Process: Collect emergency contact information from incoming employees. Update, print, and distribute any relevant documentation.

  Timing: This should happen in the first month of the employees starting in the new unit.

Short Term

These items don't need to happen immediately, but should be initiated at least within the first month:

- ☐ Update campus Mail Division

  Change: Provide the campus Mail Division with information on the new department, replace old department names, and indicate mail drops for the new department.

  Process: Complete this form: http://afs.ucdavis.edu/local_resources/documents-uploaded/NewMailIDorStop.pdf. Email mailservices@ucdavis.edu and provide a list of people by group and location.

  Timing: This should happen in the first few weeks of the employees starting in the new unit to ensure mail delivery is not disrupted.

- ☐ Update equipment/custodial codes in CAMS

  Change: Equipment codes description or, if necessary, numbering scheme must be changed to reflect proper information in CAMS.

  Process: Contact appropriate staff member in new unit for information on how to update.

  Timing: This should happen in the first month of the employees starting in the new unit.

- ☐ Update org charts

  Change: Add the new organization to org charts.

  Process: Confirm with leadership what the organizational and reporting structure is for the incoming group. Update relevant org charts and share as appropriate.

  Timing: This should happen in the first month of the employees starting in the new unit.

- ☐ Notify new employees of training requirements and update LMS access

  Change: Make new employees aware of training requirements and expectations for all staff. Update LMS access.

  Process: All staff are required to complete the following training:

Living the Principles of Community	One-time
UC Cyber Security Awareness Training	Annual
UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors	Every 2 years
UC Compliance Briefing: Ethical Values and Conduct	Every 3 years

In addition to mandatory training for all staff, the new employees should be made aware of additional training requirements and expectations specific to the new unit.

Timing: Employees should be notified of staff training requirements within the first month after they begin in the new unit.

- ☐ Ensure all physical desktop and mobile equipment is being tracked

  Change: Ensure all physical desktop and mobile equipment is being tracked and is tagged with the new unit's bar codes or other mechanisms used.

  Process: Talk to employees about how they are tracking desktop and mobile equipment. Ask them to conduct a physical desktop equipment inventory audit. Coordinate with the appropriate IT contact in the new unit so that they can tag equipment as needed.

  Timing: This should be initiated in the first month of the employees starting in the new unit.

- ☐ Update departmental websites

  Change: Ensure that all websites are updated to reflect new staff/services as appropriate.

  Process: The process may vary depending on what updates are needed. The previous organization's website may need to be decommissioned or redirected and a new website should be established within the new unit's website structure.

  Timing: This should be initiated in the first month of the employees starting in the new unit.

- ☐ Complete ergonomics evaluation of any new workstations

  Change: Ensure that all new employees receive an ergonomics evaluation.

  Process: Employees should complete Workstation Training: https://safetyservices.ucdavis.edu/sites/default/files/documents/Computer Workstation Training-1.pdf. Managers/Supervisors can submit an Ergonomics Services Request as needed.

  Timing: This should be initiated in the first month of the employees starting in the new unit.

- ☐ Meet with Central HR

  Change: Meet with Central HR Compensation, Recruitment, and Employee and Labor Relations to discuss the transition and any areas of concern.

  Process: Reach out to Central HR to request a meeting if desired.

  Timing: This should be initiated within the first month or two of the employees starting in the new unit.

Long Term

These items may occur several months after the transition:

- ☐ Transfer expenses to new accounts

  Change: Transfer any applicable expenses to the new accounts.

  Process: Use the appropriate document in KFS to transfer any expenses that should be charged to the new unit.

  Timing: This may need to be done for several months after the transition, but should be resolved within one fiscal year. It is important to monitor your accounts to ensure expenses are being charged to the correct accounts.

- ☐ Debrief Meeting

  Process: Schedule debrief meeting for team discussion of what went well with the transition and any key issues or follow up questions.

  Timing: This should be completed within two months after the transition.

3 Communications

The communications related to the transition are detailed in Appendix B – Sample Communications Schedule. The scope of communications includes audiences of staff from both affected units and leadership on both sides, as well as any clients.

4 Project Budget

Units should expect that any transitions will be completed using existing resources. No additional budget should be expected from central campus for the transition activities.

5 Recommendations/Best Practices

Several recommendations resulted from previous organizational transitions. These should be incorporated into your approach and schedule:

1. Have regular team meetings –

   Regular meetings (e.g., weekly) provide support and an opportunity for dialogue to the incoming team. They are a chance for status updates as well as an outlet for feelings, concerns, issues, questions, decisions, and more.

2. Provide training as early as possible –

   Within the first two months, provide training on the new unit's technical, business, and HR processes. Earlier is better.

3. Centrally coordinate administrative support functions, roles, and information –

   A thorough review of all administrative support functions should be conducted to transition these to the new unit as appropriate.

4. Be proactive with strategic planning, budget planning, and communications.

Appendix A – Onboarding Checklist & Timeline

* Denotes systems which have a dependency on home department code

Before onboarding

HR/Payroll

- ☐ Update UC Path (This should be one of the first steps taken to ensure there is sufficient time to establish a new home department code, if needed)
- ☐ HR & Business/Finance Transition Meeting
- ☐ * Update PeopleAdmin
- ☐ * Update AggieService
- ☐ Create Banner exception
- ☐ Update departmental email lists

Business/Finance

- ☐ Send list of orgs and accounts to Accounting (This should be one of the first steps taken to ensure there is time to make any necessary changes)
- ☐ Business/Finance Transition Meeting
- ☐ Move orgs/Accounts

Upon arrival (1 week)

HR/Payroll

- ☐ Send incoming staff an onboarding email
- ☐ * Update Online Directory
- ☐ Share org chart/staff functions and roles documentation with the incoming team
- ☐ * Update TRS
- ☐ * Update EPAR system
- ☐ Update Layoff Lists
- ☐ Add staff to relevant email lists and internal collaboration tools
- ☐ Provide training on HR processes to incoming staff
- ☐ Collect emergency contact information
- ☐ Update and distribute any relevant emergency preparedness communication

Business/Finance

- ☐ * Update KFS
- ☐ Update AggieBudget
- ☐ * Update AggieTravel
- ☐ * Update Online Pre Purchasing (OPP)

- ☐ * Update AggieBuy
- ☐ Provide training on purchasing and travel process and systems to incoming staff

<u>Short term (within 1 month)</u>

HR/Payroll

- ☐ Update org charts
- ☐ Notify new employees of any training requirements and update LMS access
- ☐ Update departmental websites
- ☐ Ergonomics evaluation of new workstations
- ☐ Meet with Central HR

Business/Finance

- ☐ Update campus Mail Division
- ☐ Update equipment/custodial codes in CAMS
- ☐ Ensure all physical desktop and mobile equipment is being tracked

<u>Long term</u>

- ☐ Transfer expenses to new accounts
- ☐ Debrief meeting

Appendix B – Sample Communications Schedule

Communication	Medium	Delivery Date	Description/Notes	Owner
Meeting with unit leadership	Meeting	Before Onboarding	Former unit and receiving unit managers/leadership meet to discuss the high level reasons for the change. Request to share information with individual staff.	
Meeting with former unit leadership and affected employees	Meeting	Before Onboarding	First meeting with employees about plan for transition and the high level reasons for the change.	
Meeting with unit leadership	Meeting	Before Onboarding	Follow up to meeting above.	
Announcement from new unit leadership to existing employees	email	Before Onboarding	Initial notification to existing employees in unit of plans for additional employees to join unit and the high level reasons for the change.	
Email update from new unit leadership to affected employees	email	Before Onboarding	Update to employees joining new unit, announcing the new organization and any new governance.	
Welcome message to incoming staff	email	Upon Arrival	Message welcoming incoming staff to new unit on their first day as part of the organization. Include the principles supporting the transition and a list of all of the incoming staff.	
Bi-weekly updates	email	Bi-weekly Upon Arrival	Status updates on the transition and other information for all staff in new unit	
Welcome statement at staff meeting	All Staff Meeting	Upon Arrival	Brief statement at the start of the next staff meeting welcoming all new staff.	
One-on-one meetings with affected employees	Meeting	Upon Arrival	Discuss the transition, including any concerns, challenges, needs, etc.	
HR/Business Overview	Meeting	TBD	HR and Business team staff provide an overview of processes, including relevant documentation and contact info to the new employees. Provides an opportunity for the incoming employees to ask questions.	

Appendix C – Sample Administrative Functions and Roles List

TASK or ISSUE	Admin Support Provider	NOTES
ORDERING OF OFFICE SUPPLIES FROM AGGIEBUY		
ROOM RESERVATIONS		
STAFF MEETING SUPPORT		
ERGONOMIC REVIEW		
TRAVEL: AGGIETRAVEL REPORT PREPARATION AND ASSISTANCE		
CATERING ARRANGEMENTS		
COPY MACHINE (STOCK PAPER, TONER, CALL IN REPAIRS)		
NEW EMPLOYEE ONBOARDING ITEMS (NAME TAG, OFFICE NAME PLATE)		
RECEIVING OF OFFICE SUPPLIES		
WATER DELIVERY ISSUES		
BARGAIN BARN COORDINATION		
BATTERY RECYCLING		
CARD KEYS		
COM RESOURCES ORDERS (DESK PHONES/DATA NAMS/VLANS/MOVES)		
KEY CONTROL/KEY CUSTODIAN (METAL KEYS)		
OFFICE RECONFIGURATIONS		
SHREDDER BIN ISSUES		
WORK ORDERS TO FACILITIES (ELECTRICAL, LIGHTING, TEMP, REPAIRS, CUSTODIAL, ETC.)		
WORK ORDERS TO SPECIAL SERVICES (CUBICLE ADJUSTMTS, HANG WHITEBOARDS ETC)		
PURCHASING POLICY ASSISTANCE		
SUBSCRIPTIONS		
EMERGENCY COORDINATION		
PURCHASE REQUISITIONS (ORDERS EXCEEDING $5,000 AND SERVICES)		
ADMINISTRATIVE SUPPORT TO EXECUTIVE OR DIRECTOR		
RECEPTION		
HR SUPPORT, POLICY INTERPRETATION, PROCEDURES		

TASK or ISSUE	Admin Support Provider	NOTES
ORG CHART UPDATES		
PAYROLL ASSISTANCE (LOST CHECK, DIRECT DEPOSIT, ETC COORDINATE WITH SSC)		
STAFF PERSONNEL ACTIONS: COORDINATION WITH SSC or AUSS-C		
STAFF RECRUITMENT SUPPORT (SCHEDULE ROOM FOR INTERVIEWS, PACKETS ETC)		
STUDENT HIRING/SEPARATION/LONGEVITY COORDINATION WITH SSC or AUSS-C		
TRS TIMESHEET ASSISTANCE & COORDINATION WITH SSC or AUSS-C		
WORKERS COMP INJURY REPORTING ASSISTANCE		
EPAR COORDINATION		
ACCOUNTING POLICY ASSISTANCE		
BUDGET AND FINANCIAL ANALYSIS, INFORMATION		
BUDGET PLANNING AND DEVELOPMENT		
LEDGER REVIEW		
COM RESOURCES ORDERS (SERVER NAMS/VLANS)		
EQUIPMENT INVENTORY		
SALVAGE OF EQUIPMENT		
PHONE LIST		

Appendix D – General Accounting Template

Please complete the template below (or develop your own list of accounts including the key information below) and send to General Accounting at fishelp@ucdavis.edu, along with a brief description of the change taking place. It is important to include all accounts related to the program that will be transitioning to a new VC, Dean, or equivalent level org.

When accounts/programs are moving to a different school/college or vice chancellor's office, normally you should create new accounts under the organization for the new school/college or vice chancellor's office. You should not use the same UC Account. General Accounting will work with you to review the old UC Accounts and the Annual Report Codes (ARC) and determine what changes need to be made for the new organization.

Org	Account	UC Account	Annual Report Code