GME Finance 101
Academic Year Transition Tips

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Agenda

- FTE and Fund 1900 Review
- Function Codes
- GME Chartstring Guide
- Payroll Distributions
- Health Insurance: June reporting
- Summary
**FTE and Fund 1900 Review**

- Verify accuracy of chartstrings with MyReports for charges to GME Projects.
- Monthly average FTEs are within monthly budgeted FTEs.
  - Move off overages
- Monitor Salary & Benefits charged to State fund 1900
  - Should be within your department's budgeted amounts
  - Adjust payroll distributions, move off overages
- Prepare Payroll Expenditure Transfer (PETU) and submit to GME for review and approval.
**Function Codes**

- **What is a function code?**
  - Function is a two digit chartfield to track higher education classifications.
  - Defines Mission/Purpose of the transaction
  - Dean’s Office P&L statement – Clinical Education activities

- **Most commonly used function codes for GME Residents & Fellows:**
  - 41 – Clinical Education
  - 40 – Non Clinical Education (Research)
  - 40 or 44 – Sponsored Projects
### 16-17 GME Resident and Fellows Chartstrings

<table>
<thead>
<tr>
<th>GME Clinical Education - Medical Center ¹</th>
<th>GME Research Education</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fund</strong></td>
<td><strong>Dept ID</strong></td>
</tr>
<tr>
<td>UCSF Health - (UCMC)</td>
<td>5014</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### GME Clinical Education - Affiliates ¹

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept ID ²</th>
<th>Project</th>
<th>Activity</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Hospital</td>
<td>5014</td>
<td>Dept ID</td>
<td>1000103</td>
<td>n/a</td>
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<tr>
<td>California Pacific Medical Center</td>
<td>5014</td>
<td>Dept ID</td>
<td>1000104</td>
<td>n/a</td>
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<tr>
<td>Kaiser</td>
<td>5014</td>
<td>Dept ID</td>
<td>1000105</td>
<td>n/a</td>
</tr>
<tr>
<td>Shriners</td>
<td>5014</td>
<td>Dept ID</td>
<td>1000106</td>
<td>n/a</td>
</tr>
<tr>
<td>VAMC</td>
<td>5014</td>
<td>Dept ID</td>
<td>1000107</td>
<td>n/a</td>
</tr>
<tr>
<td>Kaiser Hawaii</td>
<td>5014</td>
<td>Dept ID</td>
<td>1000109</td>
<td>n/a</td>
</tr>
<tr>
<td>St. Mary’s</td>
<td>5014</td>
<td>Dept ID</td>
<td>2005236</td>
<td>n/a</td>
</tr>
<tr>
<td>Saint Francis</td>
<td>5014</td>
<td>Dept ID</td>
<td>2012226</td>
<td>n/a</td>
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<tr>
<td>Jewish Senior Living Group</td>
<td>5014</td>
<td>Dept ID</td>
<td>2012524</td>
<td>n/a</td>
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<tr>
<td>Sonoma Cty Behavioral Health</td>
<td>5014</td>
<td>Dept ID</td>
<td>2013857</td>
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</tbody>
</table>

### GME Clinical Education - 1900 State Funds ¹

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept ID ²</th>
<th>Project</th>
<th>Activity</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Educational Appropriations</td>
<td>1900</td>
<td>Dept ID</td>
<td>1000001</td>
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</tbody>
</table>

### GME Gift or Endowment Funded

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept ID ²</th>
<th>Project</th>
<th>Activity</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift Funded</td>
<td>7600/7700</td>
<td>Dept ID</td>
<td>70XXXXX</td>
<td>varies</td>
</tr>
<tr>
<td>Endowment Funded</td>
<td>7710/7700</td>
<td>Dept ID</td>
<td>77XXXXX</td>
<td>varies</td>
</tr>
</tbody>
</table>

1 Only Resident & Fellow salaries and benefits allowed on these chartstrings

2 Dept ID: use your department’s Dept ID, please do not use 122112 (GME) or 122119 (Dean’s Office)

3 SFGH Activity Period: changes each year, 16-17 SFGH activity period: 04

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**Health Insurance Notes:**
- Health Insurance chartstring should follow payroll chartstring.
- For payroll corrections that affect affiliates or Medical Center chartstrings, please send the Payroll Expenditure Transfer (PETU) to GME for approval.
- GME will prepare a journal to correct the health insurance chartstring.
Payroll Distribution

- Insure payroll distributions for new trainees are complete and accurate

- Blumberg Loans:
  ◦ Insure trainee home mailing address and direct deposit are complete. (do not use Box #) Missing information will delay loan payment.

- ITS Computing Device Support monthly recharge:
  ◦ GME trainees are exempt, if title code is missing or incorrect, your department will be recharged $51/FTE.
Health Insurance June Reporting

- Health insurance reporting should follow payroll distribution chartstring and FTE, with the exception of June health insurance:
  - **June health insurance**
    - 15–16 trainees, follow payroll distribution
  - 16–17 trainees, although health insurance coverage is effective as of their start date, do not include 16–17 trainees on June’s health insurance template
Summary

- Review FTE early and submit PETU corrections now.
- Chartstrings on the Chartstrings Guide are a joint responsibility of GME and the department.
- Questions – deanna.woo@ucsf.edu