



OFFICE OF THE SENIOR VICE PRESIDENT –
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200

October 6, 2005

ITLC MEMBERS

Re: Input Specifications for New Corporate Staffing System (STF)

Dear Colleagues:

The IR&C Data Warehouse and Corporate Systems group, working with the systemwide and campus Budget Offices, is developing a new corporate staffing system to replace the existing SLC system. The project team has met with both functional and technical representatives from the campuses to review the revised file layout for staffing data supplied by the campuses to UCOP. The attachment to this letter provides specifications for campus interface files for the new system, which will use the acronym STF.

The project team will work with pilot campuses (Riverside and Santa Cruz), who have volunteered to provide staffing data in the revised format by October 31, 2005. The core functionality of the new system will be tested using this data to validate the file layout. Should any changes to the file layout be identified, they will be communicated to the ITLC by the end of this calendar year.

The Staffing data for Fiscal 2006 will be provided in both the old and new formats. Subsequent submissions will be in the new format only. Specific due dates for the above-mentioned files will be established by the Systemwide Budget Office in the Closing - Budget and Staffing Schedule.

STF files must be submitted using the secure UNIX server at vsftp.ucop.edu. The initial directory upon connecting to vsftp.ucop.edu is **/ftphome/ftpusr***, with the asterisk (*) indicating the campus number 1 through 10. The STF files will be written to the subdirectory **.../put/stf/** with the filenames **STF100.MMMyy** and **STF200.MMMyy**, with the extension **MMMyy** indicating the cycle date, e.g., the first complete year of STF100 and STF200 submissions will use extensions OCT06, DEC06, MAR07, MAY07, and FNL07 (final).

Please distribute this letter and attachment to the appropriate personnel on your campus. Both documents will be posted on the Web at <http://www.ucop.edu/irc/itlc>. If you have questions, please contact Vish Conjeevaram at (510) 987-0337 or Vish.Conjeevaram@ucop.edu.

Sincerely,



Kristine Hafner
Associate Vice President
Information Resources and Communications

Attachment

cc: Campus Budget Directors
Helmut Blaschczyk, Budget Office
Chet Burgess, IR&C Data Warehouse and Corporate Systems
Vish Conjeevaram, IR&C Data Warehouse and Corporate Systems
Karla Holmberg, IR&C Data Warehouse and Corporate Systems
Bruce James, IR&C Application Technology Services
Jerry Kissler, Budget Office
Denise Ledesma, Budget Office