

# Preparing for Fiscal Year End in UCPath

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Topic Based Zoom

6/7/23



## Fiscal Year

**Fiscal Year 2023**

**July 1, 2022 to  
June 30, 2023**

**Fiscal Year 2024**

**July 1, 2023 to  
June 30, 2024**

# Preparing for Fiscal Year End in UCPath

Understand the  
**Fiscal Year End  
Rollover  
Process**

1

- DO NOT ENTER FUNDING IN UCPATH between: Friday 6/23 @ 8:00 AM – Thursday 6/29 @ 12:00 PM.
- ALL funding transactions must be locally approved by Thursday 6/22

Approve  
**Direct Retros**  
by the  
deadlines

2

- Complete all SCTs by:
- Thursday 6/22 5:59AM MO/BW High-Risk DR's
- Friday 7/7 5PM MO/BW Non-High-Risk DR's

Review your  
resources on  
setting up  
**Summer Salary**

3

- Earn Codes determine CBR assessment
- Summer Salary CBR rates are different for FY2023 and FY2024

# 1 | Positions with Regular Funding Entry

The rollover process will take the position funding effective in Fiscal Year 2023 and roll it over to Fiscal Year 2024 with an Effective Date of 7/1/2023.

Funding WILL NOT rollover:

1. If Funding Entry for Fiscal Year 2024 has already been entered
2. Any lines in the Funding Entry Earnings Distribution have Funding End Dates in Fiscal Year 2023 will rollover with Program Code: END

**Funding Entry**

Request ID: FE00807898 Requested by: 10404944 Submitted on: 04/22/2022  
Set ID: SDCMP Department: 000303 MEDICINE Request Status: Saved to Database  
Fiscal Year: 2023 Budget Begin Date: 07/01/2022 Budget End Date: 06/30/2023

Funding Effective Date: 07/18/2022 Eff Seq: 0 Status: Active Record Status: Saved to Database

**Earnings Distribution** Personalize Find First 1 of 1 Last

Em Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Funding End Date	Pay Dist %
1	1	000379874	16130	15003	3000023	400		1009933			6					100.000

Justification document  
Add Attachment View Attachment Delete Attachment Budget Distribution Details

# 1 | Positions Funded Using the Salary Cap/MCOP Worksheet

MCOP worksheet lines with 6/30/2023 End Dates will be rolled over to FY 2024 with a Begin Date of 7/1/2023 on the new MCOP worksheet lines

Funding WILL NOT rollover:

1. If Funding Entry for Fiscal Year 2024 has already been entered
2. If any lines in the Funding Entry Earnings Distribution have Funding End Dates in Fiscal Year 2023
3. If salary component dollars have changed and resulted in new percentages by Earn Code from the prior fiscal year

Salary review actions and changes to compensation should be entered after the Salary Cap/MCOP Funding Entry Rollover process

# 1 | Example

## Regular Funding Effective 7/18/22 with no Funding End Date

**Funding Entry**

Request ID: FE00807898 Requested by: 10404944 Submitted on: 04/22/2022  
Set ID: SDCMP Department: 000303 MEDICINE Request Status: Saved to Database  
**Fiscal Year: 2023** Budget Begin Date: 07/01/2022 Budget End Date: 06/30/2023

Level Find | View All First 1 of 1 Last

Department  Position Pool  Position  
Position Number: 40893822 ASC PHYSCN Pool ID:

**Job Data Snapshot** Personalize | Find First 1 of 1 Last

Job details 1 | Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 Elena Hamilton	10564836	0	08/01/2022	0	000303	000771	ASC PHYSCN	Active	07/17/2023	<input type="checkbox"/>

Funding Effective Date: 07/18/2022 Eff Seq: 0 Status: Active Record Status: Saved to Database

**Earnings Distribution** Personalize | Find First 1 of 1 Last

Em Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Funding End Date	Pay Dist %
1	1	000379874	16130	15003	3000023	400		1009933			6					100.000

Justification document  
Add Attachment View Attachment Delete Attachment Budget Distribution Details

Will it rollover? **Yes!** The rollover process will take the position funding effective in Fiscal Year 2023 and roll it over to Fiscal Year 2024 with an Effective Date of 7/1/2023.

# 1 | Example

Regular Funding Effective 7/1/22 with one line with Funding End Date 7/31/22 (in Fiscal Year 2023)

**Funding Entry**

Request ID: FE00488086 Requested by: 10425966 Submitted on: 03/05/2021  
Set ID: SDCMP Department: 000220 PHYSICS Request Status: Saved to Database  
Fiscal Year: 2023 Budget Begin Date: 07/01/2022 Budget End Date: 06/30/2023

Level: Find | View All First 1 of 1 Last

Department  Position Pool  Position  
Position Number: 40690855 BLANK AST 3 Pool ID:

**Job Data Snapshot** Personalize | Find | First 1 of 1 Last

Job details 1 | Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 Alma Leuterio	10427361	0	06/26/2022	0	000220	004722	BLANK AST 3	Active		<input type="checkbox"/>

Funding Effective Date: 07/01/2022 Eff Seq: 0 Status: Active Record Status: Saved to Database

**Earnings Distribution** Personalize | Find | First 1-2 of 2 Last

Em Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Funding End Date	Pay Dist %
1	1	000429164	16110	13991	1000144	400		1001131			1					17.000
2	1	000533647	16110	20000	1000144	440		1032465			5	7032790			07/31/2022	83.000

Justification document  
Add Attachment View Attachment Delete Attachment Budget Distribution Details

Will it rollover? **Yes!** The lines without a Funding End Date will roll over. And the lines with a Funding End Date in Fiscal Year 2023 will rollover with Program Code: END.

# 1 | Example

Regular Funding Effective 7/18/22 with Funding End Date 12/31/23

**Funding Entry**

Request ID: FE00807898 Requested by: 10404944 Submitted on: 04/22/2022  
Set ID: SDCMP Department: 000303 MEDICINE Request Status: Saved to Database  
**Fiscal Year: 2023** Budget Begin Date: 07/01/2022 Budget End Date: 06/30/2023

Level Find | View All First 1 of 1 Last

Department  Position Pool  Position  
Position Number: 40893822 ASC PHYSCN Pool ID:

**Job Data Snapshot** Personalize | Find First 1 of 1 Last

Job details 1 | Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 Elena Hamilton	10564836	0	08/01/2022	0	000303	000771	ASC PHYSCN	Active	07/17/2023	<input type="checkbox"/>

Funding Effective Date: 07/18/2022 Eff Seq: 0 Status: Active Record Status: Saved to Database

**Earnings Distribution** Personalize | Find First 1 of 1 Last

Em Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Funding End Date	Pay Dist %
1	1	000379874	16130	15003	3000023	400		1009933			6				<b>12/31/2023</b>	100.000

Justification document  
Add Attachment View Attachment Delete Attachment Budget Distribution Details

Will it rollover? **Yes!** The funding line with an end date of 12/31/23 will rollover because the end date is in Fiscal Year 2024



# 1 | Example

## Regular Funding Effective 8/10/23 with Funding End Date 5/31/24

**Funding Entry**

Request ID: FE00936467 Requested by: 10546826 Submitted on: 09/12/2022  
Set ID: SDCMP Department: 000601 CELL & DEVELOPMENTAL BIOLOGY Request Status: Saved to Database  
**Fiscal Year: 2024** Budget Begin Date: 07/01/2023 Budget End Date: 06/30/2024

Level: Find | View All First 1 of 1 Last

Department  Position Pool  Position  
Position Number: 40901697 POSTDOC-FELLOW Pool ID:

**Job Data Snapshot** Personalize | Find | First 1 of 1 Last

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 Kevin Kuricheti	10449165	1	08/10/2022	2	000601	003253	POSTDOC-FELLOW	Active	05/31/2024	<input type="checkbox"/>

Funding Effective Date: 08/10/2023 Eff Seq: 0 Status: Active Record Status: Saved to Database

**Earnings Distribution** Personalize | Find | First 1-2 of 2 Last

Em Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Funding End Date	Pay Dist %
1	1	001223858	16110	20001	1000131	440		2021363			1	7011043			05/31/2024	87.970
2	1	000884027	16110	13991	1000131	440		2005273			1				05/31/2024	12.030

Justification document  
Add Attachment View Attachment Delete Attachment Budget Distribution Details

Will it rollover? **No!** The funding was already set up for Fiscal Year 2024 so it will remain in place! 😊

# 1 | Example

## Positions Funded Using the Salary Cap/MCOP Worksheet with no Funding End Date in the Earnings Distribution lines

The screenshot displays a web application interface for a Funding Entry. At the top, the Request ID is FE00854962, submitted on 06/24/2022. The Department is MEDICINE, and the Request Status is 'Saved to Database'. The Fiscal Year is 2023, Budget Begin Date is 07/01/2022, and Budget End Date is 06/30/2023. The Position Number is 40654779, and the Pool ID is BIOINFORMATICS PROGR 5. The Job Data Snapshot shows one employee, Gregory Lighthall, with an effective date of 07/01/2022. The Earnings Distribution table has three rows, with the 'Funding End Date' column highlighted in red. The Funding Distribution Worksheet table has two rows, with the 'Begin Date' and 'End Date' columns highlighted in red.

Em Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Funding End Date	Pay Dist %
1	REG	1	000423549	16130	20001	3000015	440	1006426			1	7018465				50.000
2	REG	1	001128040	16130	20001	3000015	440	2018445			1	7018465				50.000
3		2	000368986	16130	13991	3000015	400	1001321			1					100.000

Begin Date	End Date	Em Cd	Combo Code	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	UC Monthly Salary	Annual Rate	Total Allocated Amt	\$ Amt Firm?	Percent of Pay	Percent of Effort	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1 07/01/2022	06/30/2023		000423549	16130	20001	3000015	440		1006426			1	7018465			\$16,682.00	\$200,184.00	\$100,092.00		50.000000	50.000000	HHS	\$203,700.00	\$203,700.00	\$16,975.00
2 07/01/2022	06/30/2023		001128040	16130	20001	3000015	440		2018445			1	7018465			\$16,682.00	\$200,184.00	\$100,092.00		50.000000	50.000000	HHS	\$203,700.00	\$203,700.00	\$16,975.00

Will it rollover? Yes! Since there are no Funding End Dates on the main Funding Entry page, the MCOP worksheet lines with 6/30/2023 End Dates will be rolled over to FY 2024 with a Begin Date of 7/1/2023 on the new MCOP worksheet lines.

# 1 | Example

Positions Funded Using the Salary Cap/MCOP Worksheet with an Earnings Distribution row with an end date in Fiscal Year 2023

**Funding Entry**

Request ID: FE00854962 Submitted on: 06/24/2022  
Set ID: SDCMR Department: 000303 MEDICINE Request Status: Saved to Database  
Fiscal Year: 2023 Budget Begin Date: 07/01/2022 Budget End Date: 06/30/2023

Level: Find | View All First 1 of 1 Last

Department  Position Pool  Position  
Position Number: 40654779 BIOINFORMATICS PROGR 5 Pool ID:

**Job Data Snapshot** Personalize | Find | First 1 of 1 Last

Job details 1 | Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 Gregory Lighthall	10371290	0	07/01/2022	0	000303	005993	BIOINFORMATICS PROGR 5	Active		<input type="checkbox"/>

Funding Effective Date: 07/01/2022 Eff Seq: 0 Status: Active Record Status: Saved to Database

**Earnings Distribution** Personalize | Find | First 1-3 of 3 Last

Ern Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Funding End Date	Pay Dist %
1	REG	1	000423549	16130	20001	3000015	440	1006426			1	7018465			6/30/2023	50.000
2	REG	1	001128040	16130	20001	3000015	440	2018445			1	7018465				50.000
3		2	000368986	16130	13991	3000015	400	1001321			1					100.000

Justification document: Add Attachment | View Attachment | Delete Attachment | Budget Distribution Details | **Salary Cap / MCOP Funding Worksheet**

Will it rollover? No! The Salary Cap/MCOP Funding worksheet will not rollover if any row on the main Funding Entry page has a Funding End Date.

# 1 | Call to Action

FYE Rollover Process	Skip FYE Rollover Process
<ul style="list-style-type: none"><li>• If you want position funding to rollover, you will need to make sure Fiscal Year 2023 funding is updated before the Fiscal Year End Rollover Process</li></ul>	<ul style="list-style-type: none"><li>• If you already entered funding for Fiscal Year 2024 then no action is necessary</li><li>• If you know the FYE Rollover Process will be skipped, manually enter position funding for Fiscal Year 2024</li></ul>

This year the Funding Entry Rollover will be processed from **Friday 6/23 @ 8:00 AM – Thursday 6/29 @ 12:00 PM**. NO funding transactions should be entered on the Fund Entry Page or the MCOP Worksheet during this time. ALL funding transactions must be locally **approved by End of Day on Thursday, 6/22**.

## 2 | Direct Retros

Complete and Approve  
all Direct Retros,  
including payroll on  
default projects from  
the Funding Issues  
Report

- High-Risk DR's (MO/BW)
  - Approve by 5:59AM Thursday 6/22/23
- Not High-Risk DR's (MO/BW)
  - Approve by 5PM Friday 7/7/23

### 3 | Summer Salary Resources

Summer Salary CBR rates will be different for June (FY 2022-23) vs July and August (FY 2023-2024)

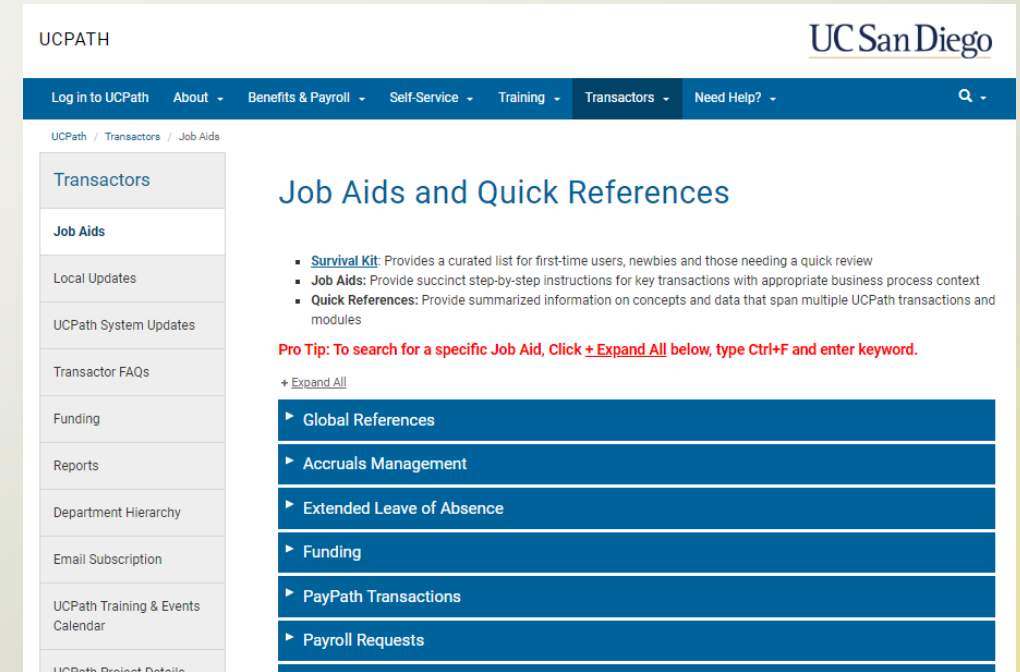
Review resources and process Summer Salary and Payments correctly:

- [How to Process Summer Salary for Professors, LSOEs, and Recalls](#)
- [How to Process Payments for Lecturers in Summer Session](#)
- [How to Process Payments for Graduate Students in Summer Session](#)
- [How to Process Faculty Administrator 1/12 Payments](#)

# Local Resources | UC San Diego's UCPATH Resource Site

UCPath information for Self-Service Users (Employees and Managers) and Transactional Users (Initiators, Approvers, Inquiry)

- [Fiscal Year-End Funding Rollover](#)
- [How to Update Position Funding](#)
- [How to Update Position Funding with the Salary Cap/MCOP Worksheet](#)
- [How to Submit a Direct Retro](#)
- [How to Submit a Direct Retro for Work-Study](#)
- [How to Submit a Direct Retro with the Salary Cap/MCOP Worksheet](#)
- [Correcting Discrepancies in UCPATH Labor Ledger \(DOPES\) Caused by UCPATH Fund Entry Errors](#)
- [Correcting Discrepancies Between OFC General Ledger \(GL\) and UCPATH Labor Ledger \(DOPES\)](#)
- [Understanding Default and Catch-All Funding Sources](#)
- [Payroll Reconciliation Toolkit](#)



# Local Resources | Book a 1:1 Appointment

## Book a 1:1 "How-To" Appointment

### UCPath HR Transactions

Monday through Friday

BOOK AN APPOINTMENT

### UCPath Finance

Every Wednesday

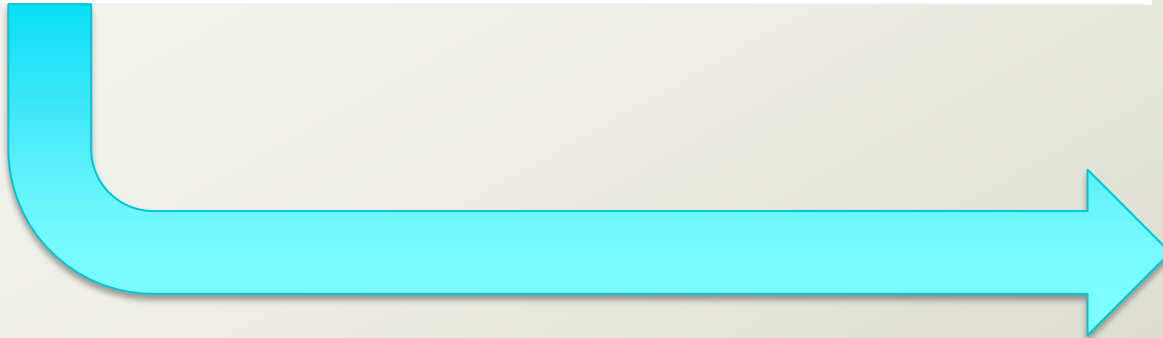
BOOK AN APPOINTMENT

### Campus Timekeeping

Every Friday

BOOK AN APPOINTMENT

Reporting: Request a 1-on-1 session by emailing [ucpathreports@ucsd.edu](mailto:ucpathreports@ucsd.edu)



UC San Diego UCPath Support

Welcome to the UC San Diego UCPath Support scheduling page. Please use this application to register for a 1:1 appointment slot. New slots open each Thursday for following week.

- UCPath Finance Transaction Support for Week of Apr 17**  
Sign up for a 15 minute appointment to get help with UCPath Funding Transactions, Direct Retros, Payroll Reconciliation, and CBR, GAEL & VLA Assessments. Please r...
- UCPath HR Transaction Support for Week of Apr 17**  
Sign up for a 15 minute appointment to get help with a specific UCPath transaction. Please review the relevant job aids on the UC San Diego Job Aids and Quick Ref...
- Campus Timekeeping Support for Week of Apr 17**  
Sign up for a 15 minute appointment to get help with Campus Timekeeping. Please review the relevant job aids and KBAs before your appointment.

[Cookie settings](#)



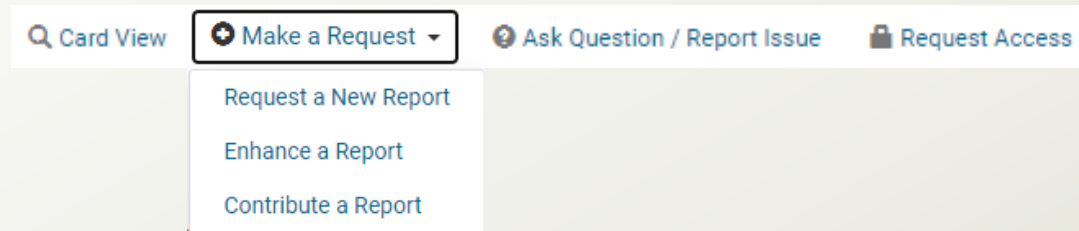
# Local Resources | UC San Diego Services & Support

- Knowledge Base Articles
- Browse by category or search by keyword
- Submit a case to the local UCPath support team
- [KBA: What do I Do if the Incorrect CBR Rate has been Applied?](#)
- [KBA: UCPath Funding FAQs](#)

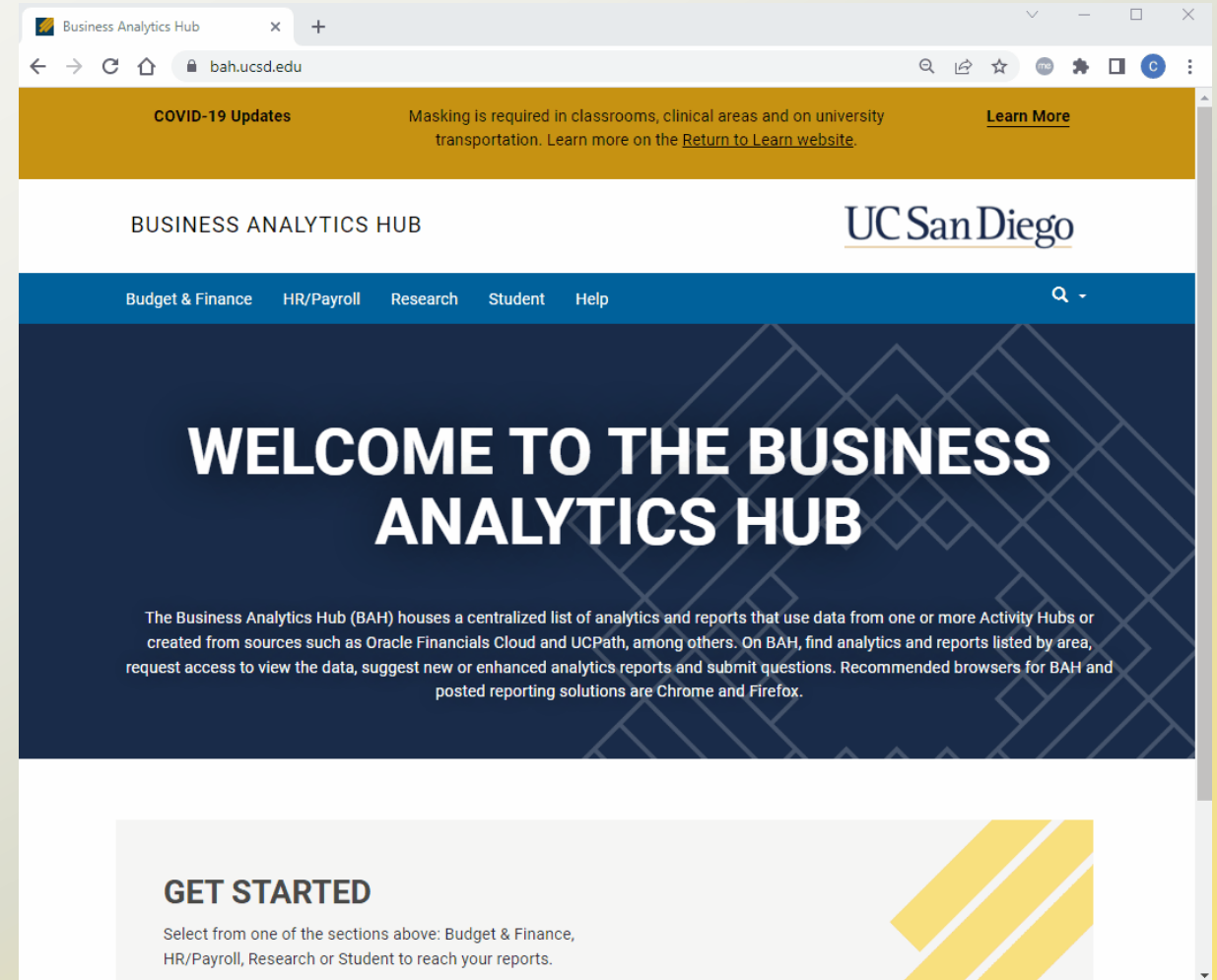
The screenshot shows the UC San Diego Services & Support website. At the top, the UC San Diego logo is on the left, and 'Services & Support' is on the right. A dropdown menu is open, showing 'Payroll, Academic Personnel & HR'. Below this is a navigation bar with links for 'Find Answers', 'Get Help & Order Services', 'My Stuff', and 'Agent View'. A user profile for 'Bea Katrina Florentino' is visible. The main content area features a large background image of a coastal campus with a pier. Overlaid on this is the text 'Payroll, Academic Personnel & HR' and a search bar. Below the search bar are three main service tiles: 'FIND ANSWERS' (Browse information about UCPath), 'GET HELP & ORDER SERVICES' (Submit a ticket and order services), and 'MY TICKETS' (View incidents & requests you've submitted to UC Path Services).

# Local Resources | Business Analytics Hub

- <https://bah.ucsd.edu/hr-payroll/index.html>
- Browse by tab or search by keyword
- Click [View Details](#) hyperlink to read report description and criteria



- **Funding Issues Report**
- **Funding and Project End Date Report**
- **Position Funding Report**
- **Positions without Funding Report**





UC San Diego



# Notes

- What is the difference between high risk and non-high risk BW direct retros? **High Risk DR = Federal Funds or Flow Thru Funds + Over 120 day post the original date of expense. High risk direct retros need to be approved by SPF so the earlier deadline.**
- **High risk: DR from federal to federal**
- **Non-high risk (low risk) could be “Federal to non-sponsored” or “non-sponsored to non-sponsored”**
- If a new position with begin date 7/1/2023 is updated now with funding, will the funding entry remain in tact when an EID is associated with the position? Student GSR. **If you already set up funding for FY 2024 then the FYE Rollover Process will skip this position. Position Funding is set up by Fiscal Year, Position Number and Department. So as long as the employee being hired is in that department you should be good.**
- do we have Object Code? I am preparing an audit and the payroll sample has Account Code (Object Code). I don't know if I can find this in UCPath? **Account code shows up in the DOPES but not UC Path as it is related to Oracle transactions.**
- What is the benefit of using the "Funding End Date" in Funding Entries? **Funding end date also prevents payroll projections in the reports from “over projecting” support**

# Notes

- I have already entered my funding changes for FY 2024 and are approved - am I ok , and will they roll over to the new FY? **If you already entered FY2024 funding they will stay in place. The FYE Rollover Process will skip over any positions that already have FY 2024 funding entries.**
- Active position, entered funding for FY 2024, effective 7/1/23. **If you are entering funding effective 7/1/23 make sure you select FY 2024.**