

Funding vs. Pay

Topic Based Zoom

6/21/23



Funding vs Pay

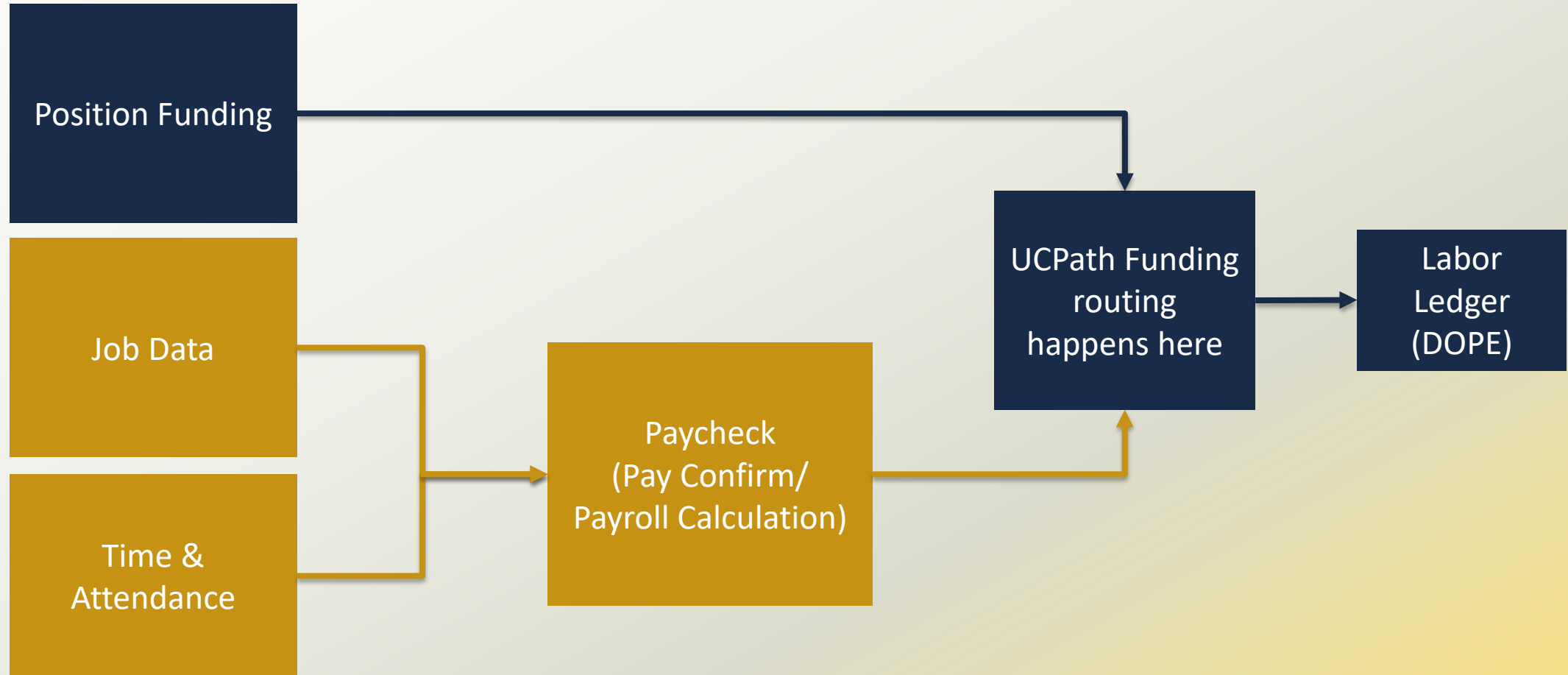
Funding

- Funding is stored at the position level
- Position Funding establishes what funding source will get charged whenever the employee receives pay
- If funding is not set up in time the pay will get charged to the department default
- Use Direct Retros to move payroll expenses from one funding source to another

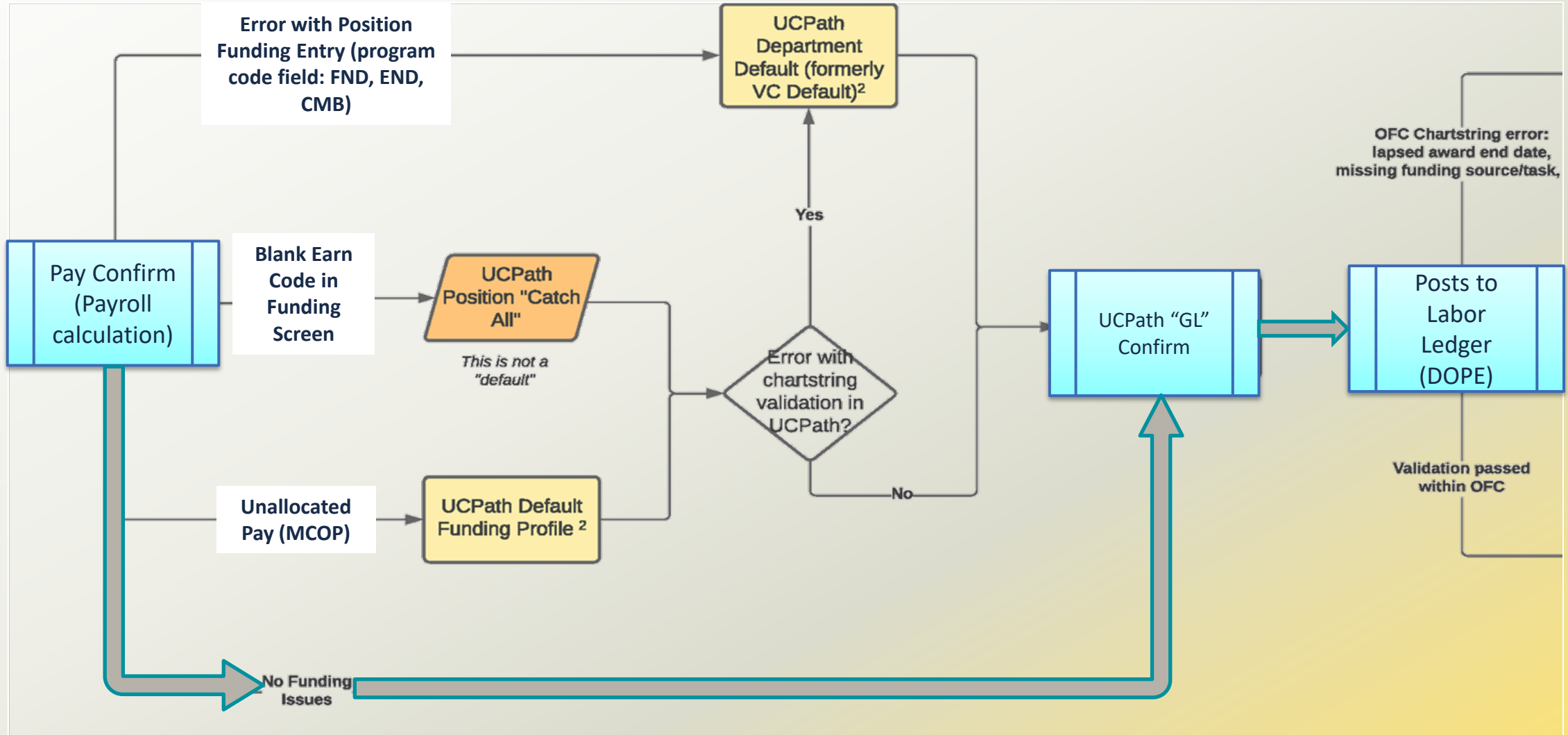
Pay

- Employees are paid based on their Job Data and Time & Attendance
- Monthly Employees are paid based on Payroll Status (paid/unpaid), FTE, any exceptions reported in T&A, and any additional pay entered in the system
- Biweekly Hourly Employees are paid based on Payroll Status (paid/unpaid), hours they report in T&A and any additional pay entered in the system.

High Level Overview of Funding & Pay

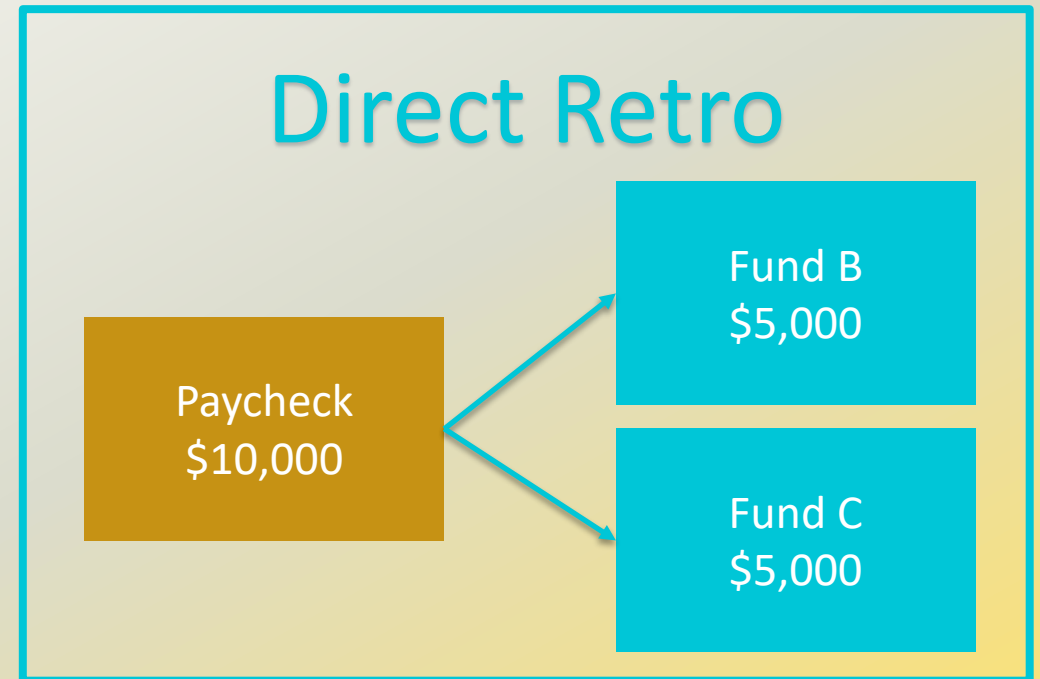
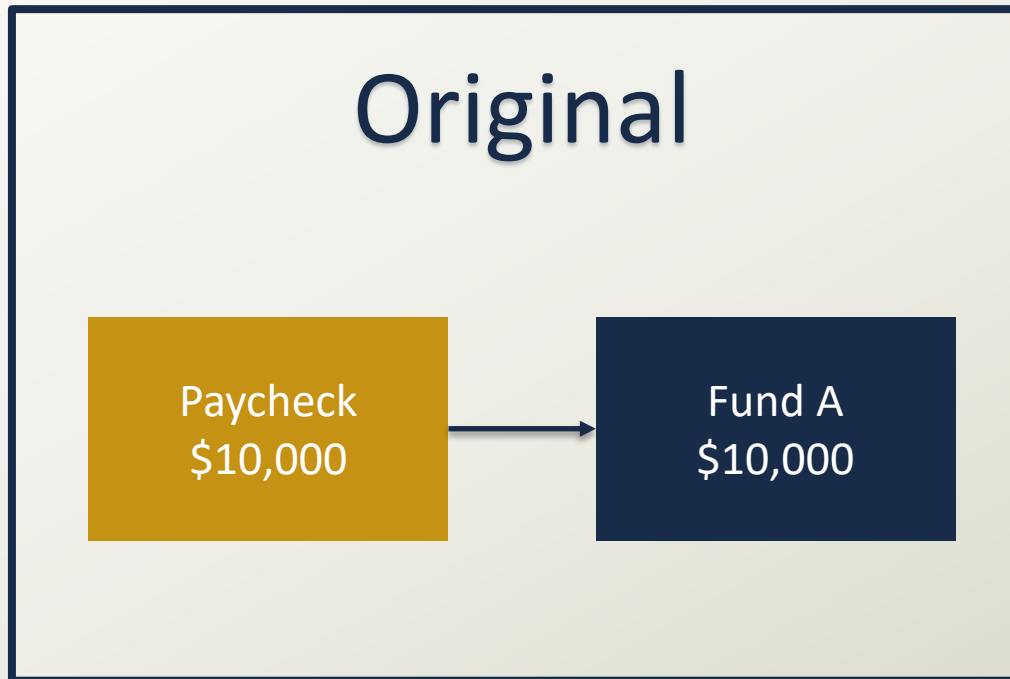


UCPath Funding Routing



Direct Retros (aka moving Pay to different Funding)

- When pay was charged to the incorrect funding source, do a **Direct Retro** to move the amounts charged to the incorrect funding source to the correct funding source.
- Because Funding does not generate Pay, you can only move the dollar amounts originally charged.



Deadlines

Funding Deadlines

- E-702 Funding Entry Page is due by 7pm the day before the pay confirm
- Direct Retro deadlines to post in the same accounting period (DRs that are final approved after DR deadline but before end of calendar month may result in mismatch between Acctg Period and Run ID)

Pay Confirm

Pay Impacting Deadline

- Employee Data Change Deadline
- Employee data changes that affect payroll must be submitted and approved in UCPATH by 3:00 PM (This includes Recurring Additional Pay entered via PayPath and Self Service Transactions Links via the E330 batch load process)

• Employee Data Change ***
(3:00 PM)

After 3:00 PM changes will not be processed for current pay cycle

Local Resources | UC San Diego's UCPATH Resource Site

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

- [Troubleshooting Incorrect Pay](#)
- [HR Status Vs. Payroll Status](#)
- [Payroll Reconciliation Toolkit](#)
- [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](#)

The screenshot shows the UCPATH website interface. At the top, there is a navigation bar with the UCPATH logo on the left and the UC San Diego logo on the right. The navigation bar includes links for 'Log in to UCPATH', 'About', 'Benefits & Payroll', 'Self-Service', 'Training', 'Transactors', and 'Need Help?'. Below the navigation bar, there is a breadcrumb trail: 'UCPath / Transactors / Job Aids'. On the left side, there is a sidebar menu with the following items: 'Transactors', 'Job Aids', 'Local Updates', 'UCPath System Updates', 'Transactor FAQs', 'Funding', 'Reports', 'Department Hierarchy', 'Email Subscription', 'UCPath Training & Events Calendar', and 'UCPath Project Details'. The main content area is titled 'Job Aids and Quick References' and contains a list of resources: 'Survival Kit' (Provides a curated list for first-time users, newbies and those needing a quick review), 'Job Aids' (Provide succinct step-by-step instructions for key transactions with appropriate business process context), and 'Quick References' (Provide summarized information on concepts and data that span multiple UCPATH transactions and modules). Below this list, there is a red 'Pro Tip' that says: 'To search for a specific Job Aid, Click + Expand All below, type Ctrl+F and enter keyword.' Underneath the tip, there is a '+ Expand All' link. At the bottom of the main content area, there is a list of expandable sections: 'Global References', 'Accruals Management', 'Extended Leave of Absence', 'Funding', 'PayPath Transactions', and 'Payroll Requests'.

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

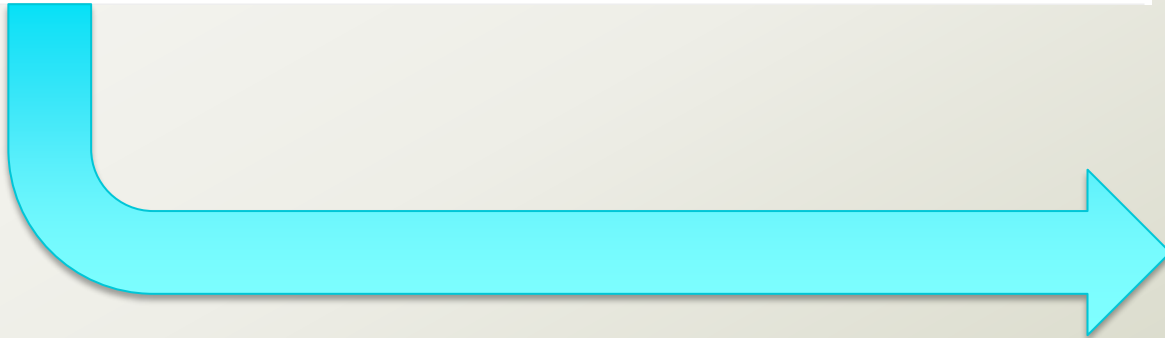
BOOK AN APPOINTMENT

Campus Timekeeping

Every Friday

BOOK AN APPOINTMENT

Reporting: Request a 1-on-1 session by emailing ucpathreports@ucsd.edu



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

The screenshot shows the UC San Diego Services & Support Knowledge Base interface. At the top, there is a navigation bar with the UC San Diego logo, 'Services & Support', and a dropdown menu for 'Payroll, Academic Personnel & HR'. Below this is a secondary navigation bar with links for 'Find Answers', 'Get Help & Order Services', 'My Stuff', and 'Agent View', along with a 'Cherry Park' indicator. The main heading is 'Payroll, Academic Personnel & HR Knowledge Base' with a search bar and the text 'Find the answers you're looking for.' Below the heading is a section titled 'Browse the Knowledge Base' with the subtext 'Check out the most popular knowledge articles in each category.' This section contains three columns of category cards: 'Funding in UCPATH' (12 articles), 'Hires, Terminations & Transfers' (1 article), and 'Local Reports' (4 articles). The 'Funding in UCPATH' card is highlighted with a red border and lists articles such as 'UCPATH Funding FAQs', 'How to Calculate Salary & Benefits Accrual for Bi-weekly Employees', and 'How to Understand Vacation Accounting Transactions in UCPATH'. At the bottom of the page, there are additional category cards for 'Managing Leaves & Accruals', 'My Benefits', and 'My Employment Record & Personal'.

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

Card View **Make a Request** Ask Question / Report Issue Request Access

- Request a New Report
- Enhance a Report
- Contribute a Report

- **Funding Issues Report**
- **Funding and Project End Date Report**
- **Position Funding Report**
- **Positions without Funding Report**
- **Direct Retro Summary Report**
- **DOPE Report**

BUSINESS ANALYTICS HUB UC San Diego

Budget & Finance HR/Payroll Research Student Help

HOME / HR/Payroll

HR/Payroll List View Make a Request Ask Question / Report Issue Request Access

To view reports by folder, click on "Card View" (next to the spyglass above)

Access Note: Each report folder category (e.g. Human Resources, Payroll & Financial, Academic Personnel, and Payroll Accounting & Reconciliation) requires a separate access request.

Filter by Category

- All Reports
- Academic Personnel Reports
- Academic Personnel Reports (Restricted)
- Community Reports
- Human Resources EDI Reports (Restricted)
- Human Resources Reports
- Human Resources Reports (Restricted)
- Payroll Accounting and Reconciliation
- Payroll and Financial Reports
- Payroll and Financial Reports (Restricted)

Filter by Keyword

Benefit Costs Report
Report provides benefit costs associated with employees' earnings charged to the department.
View Details Launch >

Default Project Payroll
This report provides detailed information about charges posted to departmental default projects, including person names and other payroll information.
View Details Launch >

Direct Retro Summary Report
Reports on Direct Retros and their Processing Status at a summary level. The report includes a drill-through link to show all linked funding line details. It also highlights Direct Retro funding lines which ...
View Details Launch >



UC San Diego



Notes

- When something like a stipend is added by HR to someone's pay - how long does that take to appear in UCPath (I need to make sure the funding for it is correct)? **It all depends on when the transaction is submitted/locally approved. If it misses the employee data change deadline then it will be added to the following paycheck. Funding you can add at any time, just make sure the funding effective date is on a date that is on or before the stipend earnings begin date (use pay period begin dates).**
- Should all faculty with multiple components of pay (ie. HCOMP faculty) have an MCOMP worksheet? **Yes. The Salary Cap/MCOP worksheet is for employees with multiple components of pay.**
- What does E-702 mean? **CEMLI – it's just a number that is given to the online Funding Entry pages**