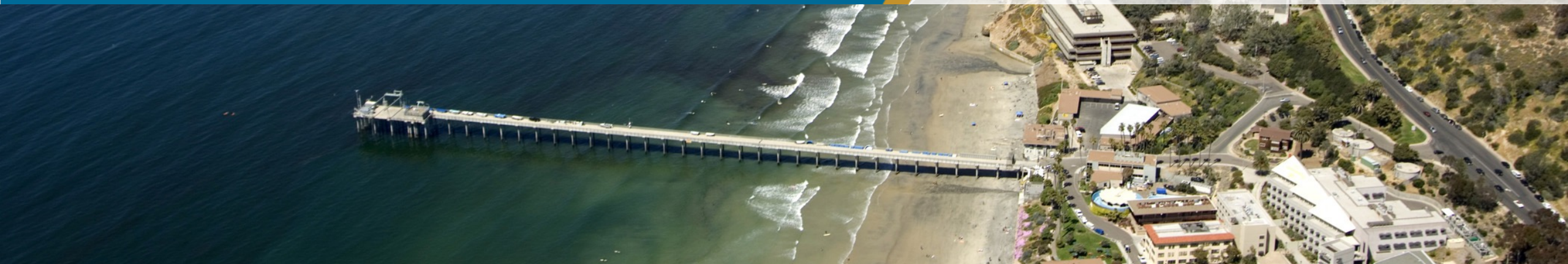
UC San Diego

UC San Diego
Health Sciences

Topic Based Zoom:
Effective Dates and Sequencing
11/3/21

UC Path



Today's Topics

- Effective Dates & Sequencing Concepts
- Scenarios
- Resources & Best Practices
- Q&A

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Concepts

- Effective Dates
- Effective Sequencing
- Workforce Job Summary
- Funding Entry
- Additional Pay

Effective Date

The date on which the associated information takes effect. The information is in effect until a new entry is made with a more current effective date. There is no “stop dates” on effective dated data. Caution: the Effective Date usually defaults to the system's current date so update accordingly.

Effective Sequencing

The effective sequence indicated in what order the data was input or changes on a particular effective date. You can correct an existing effective dated row by stacking another row on top using effective sequencing. When an effective sequence row is added that row becomes top of stack and will be used as of that effective date instead of any previous rows with that same effective date.

Considerations

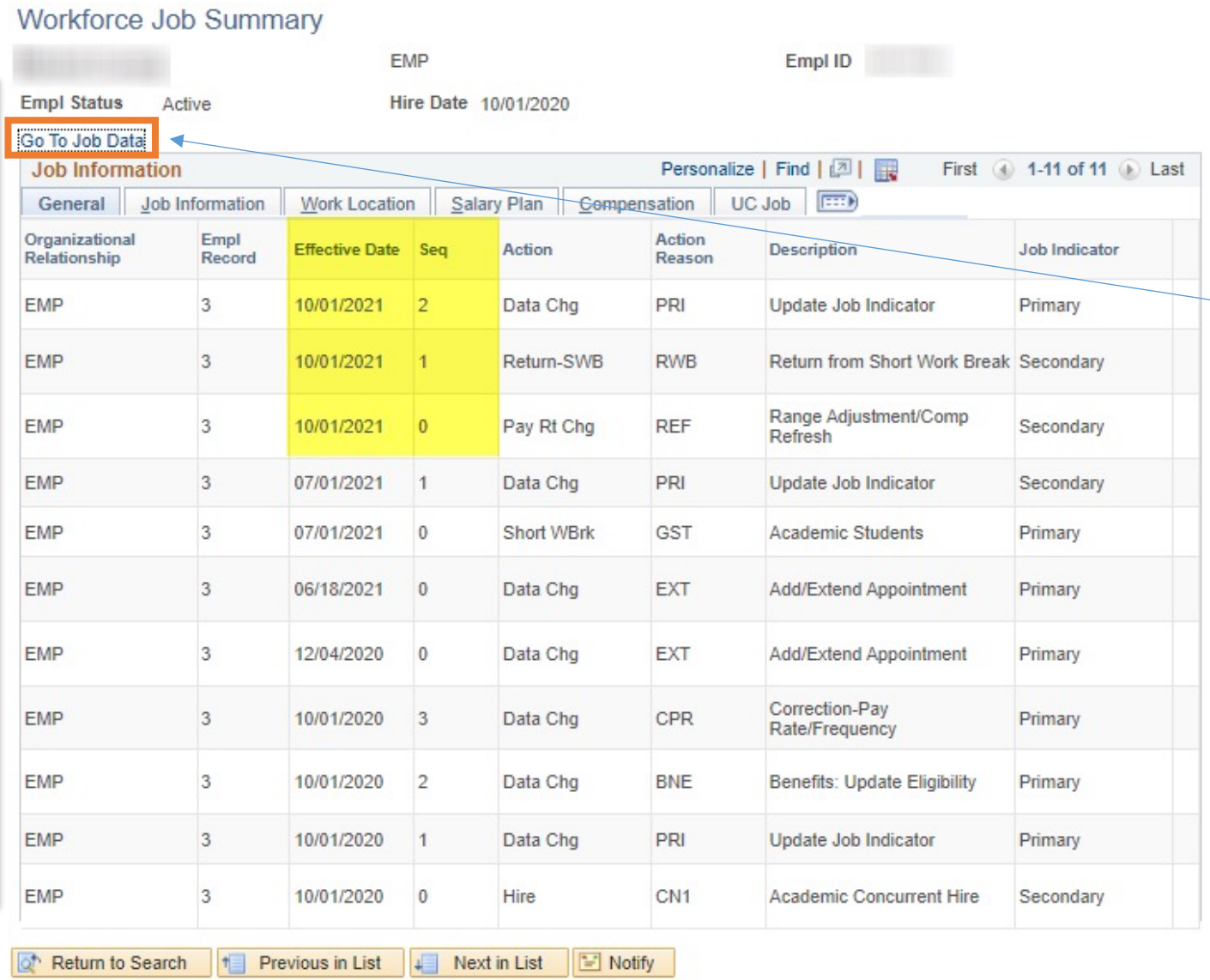
	Effective Date Considerations	Sequence Considerations
Position	• Only one position data update can be submitted on any single Effective Date. • Best Practice is to use an Effective Date one month prior to the anticipated hire date to ensure ample effective dates for updates to the position prior to the hire date. If the hire date falls on the date of a salary scale change then use the hire date as the position Effective Date.	• There is no effective sequencing on Position. • When an update is needed on an effective date that already exists on the position, UCPC will have to make the correction. Submit the Position Update form to ASK UCPath Center.
PayPath	• Effective Dates cannot be prior to hire date, after the Expected Job End Date, or prior to conversion. • Job data has effective sequencing, so the same Effective Date can be used for multiple actions. But because updates cascade forward, best practice is to not use Effective Dates too far in the future.	• Retroactive updates will cascade forward and enter an effective sequence row for every subsequent effective date. Only the changed fields will move forward when using effective sequence. All other fields will remain the same.
Funding	• The Effective Date for a funding entry is the day the funding source(s) will be used for payroll processed on or after that date. • Funding entry Effective Dates can be in the future; once that future date becomes the present, UCPath begins using the new funding source(s). • Funding entry Effective Dates can be in the past; but a direct retro is necessary to move payroll that has already hit the incorrect funding source.	• Funding entry has effective sequencing, so Effective Dates can be re-used to fix incorrect funding. • Retroactive updates will not cascade forward so if needed the funding will need to be updated on each subsequent effective date.

Workforce Job Summary

Navigation: Main Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary

A new Effective Sequence row is created in Job Data when a new transaction is entered with the same Effective Date as an existing data row.

The Effective Sequence field will begin at zero and increase as additional rows of data are entered.



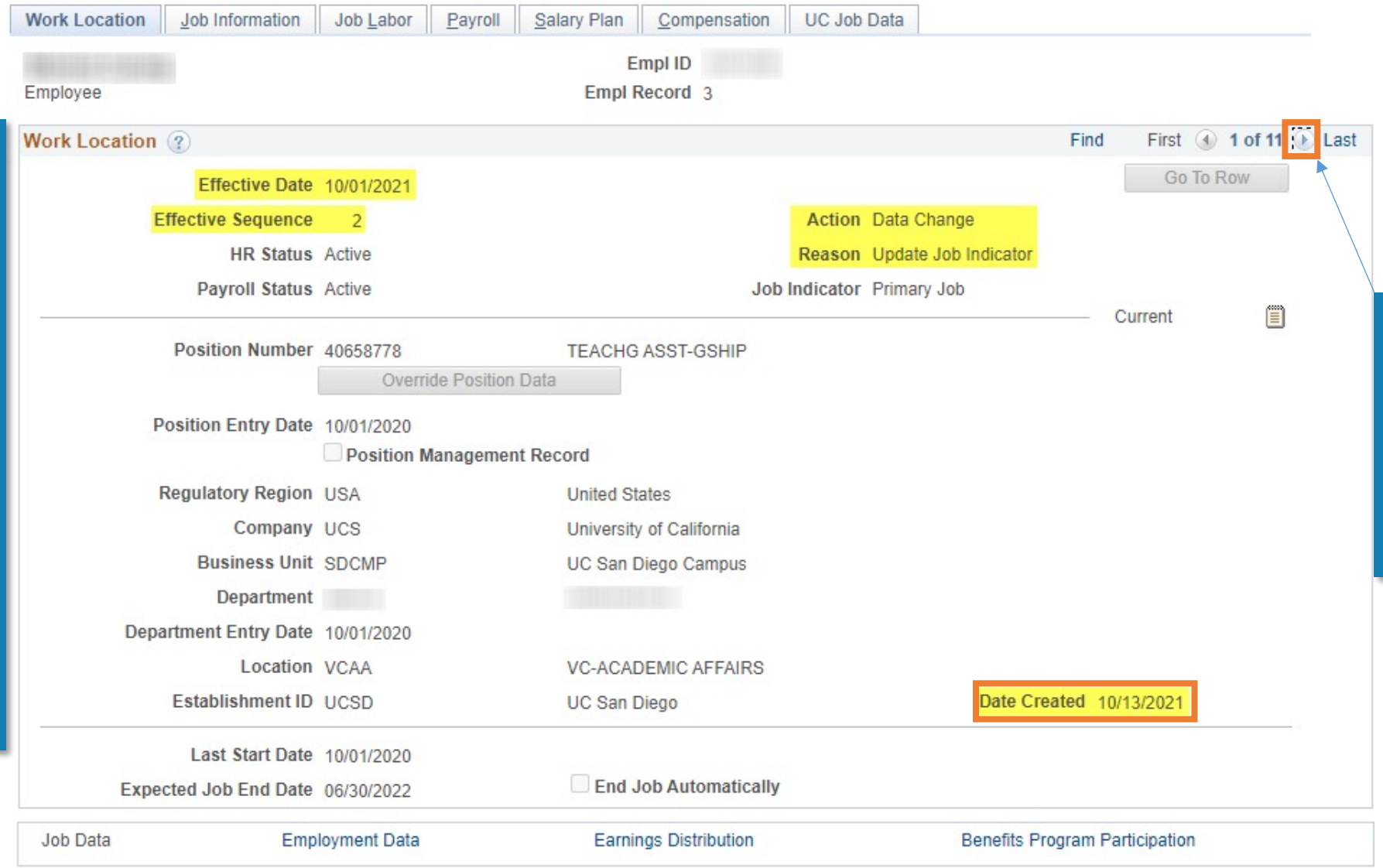
Click on the 'Go To Job Data' hyperlink to view when the effective sequence row was entered into the system

[UCPath Transactor Help Site Job Aid: Job Data - Effective Sequence and Impacts]

Job Data

The Effective Sequence field is found on the Work Location tab of the Job Data page below the Effective Date and again at the top of each Job Data tab.

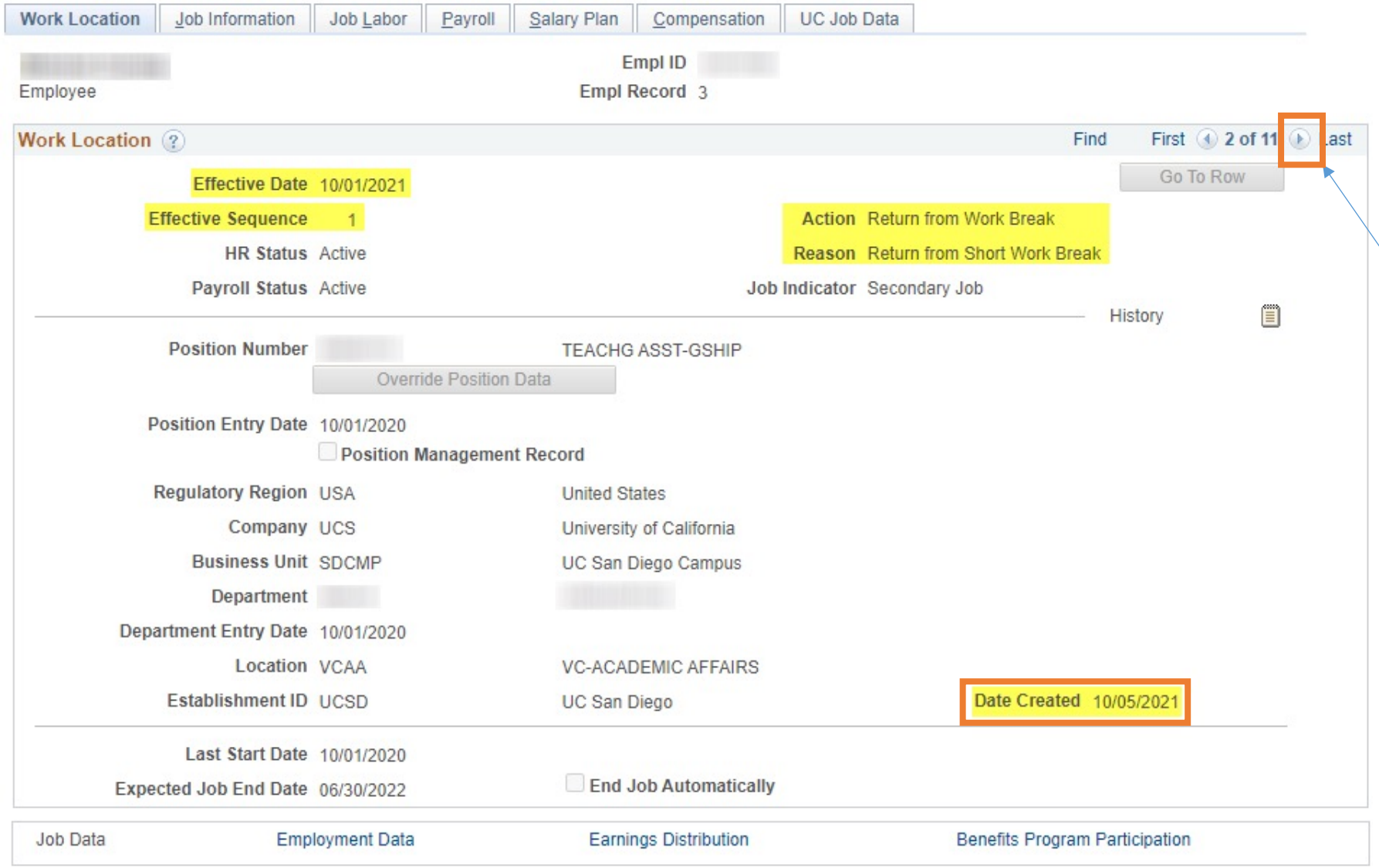
The Date Created informs you when the update was made in the system.



Click on the arrow to view the next page

[UCPath Transactor Help Site Job Aid: Job Data - Effective Sequence and Impacts]

Job Data



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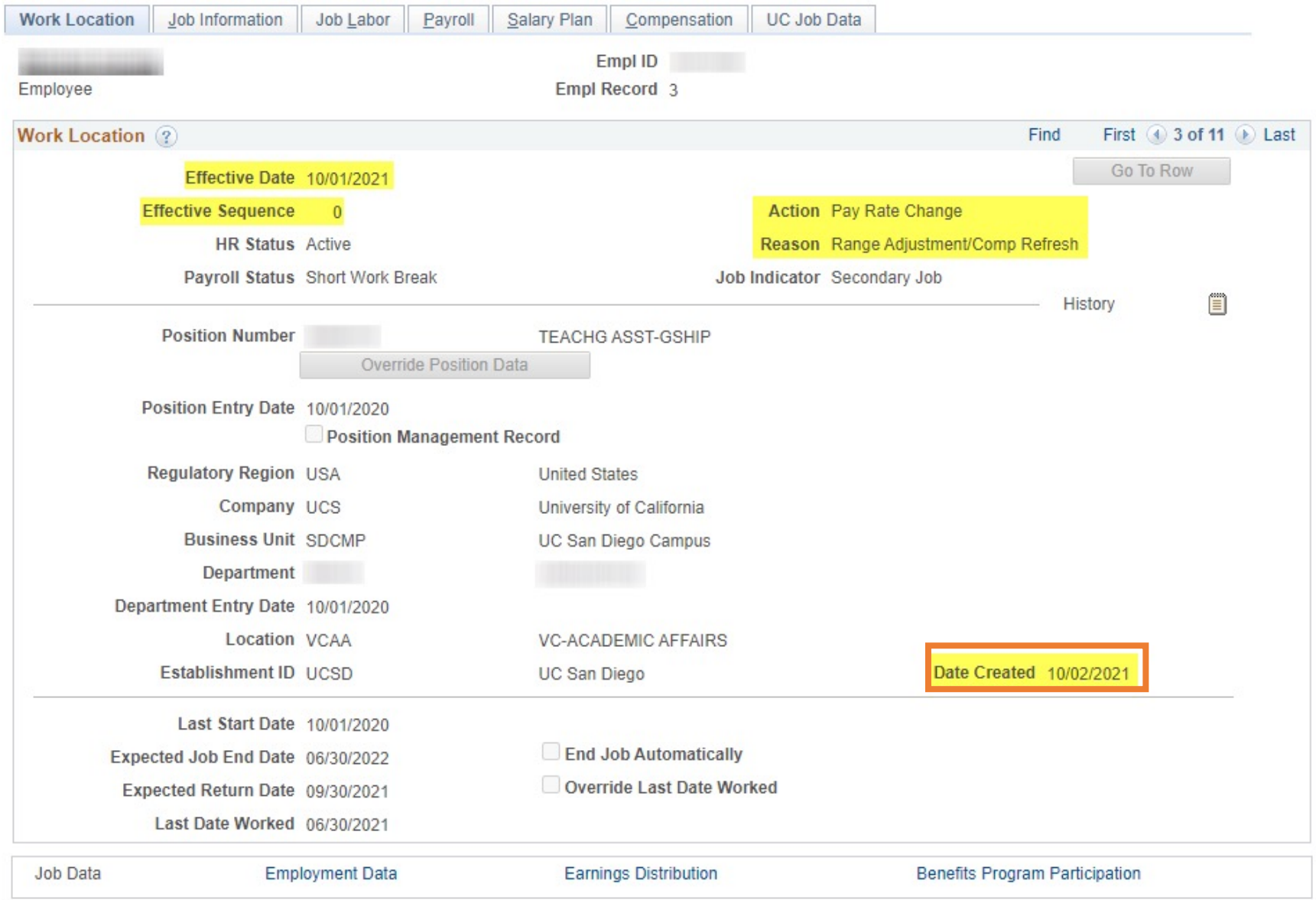
[UCPath Transactor Help Site Job Aid: Job Data - Effective Sequence and Impacts]

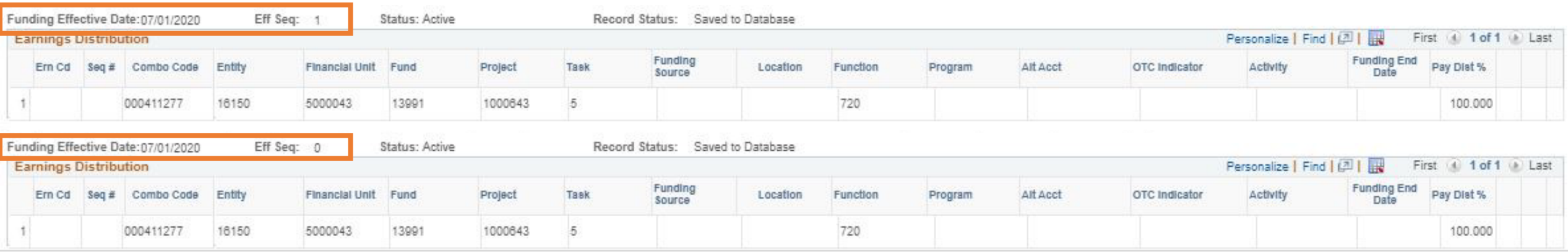
Job Data



[UCPath Transactor Help Site Job Aid: Job Data - Effective Sequence and Impacts]

Effective Sequence in Funding

- Use effective sequencing to make an update to an existing effective dated row
- Add a row with the same effective date and the system will generate a higher effective sequence for the new row



Funding Effective Date:07/01/2020 Eff Seq: 1 Status: Active Record Status: Saved to Database

Earnings Distribution

Personalize | Find | First 1 of 1 Last

	Ern Cd	Seq #	Combo Code	Entity	Financial Unit	Fund	Project	Task	Funding Source	Location	Function	Program	Alt Acct	OTC Indicator	Activity	Funding End Date	Pay Dist %
1			000411277	16150	5000043	13991	1000643	5			720						100.000

Funding Effective Date:07/01/2020 Eff Seq: 0 Status: Active Record Status: Saved to Database

Earnings Distribution

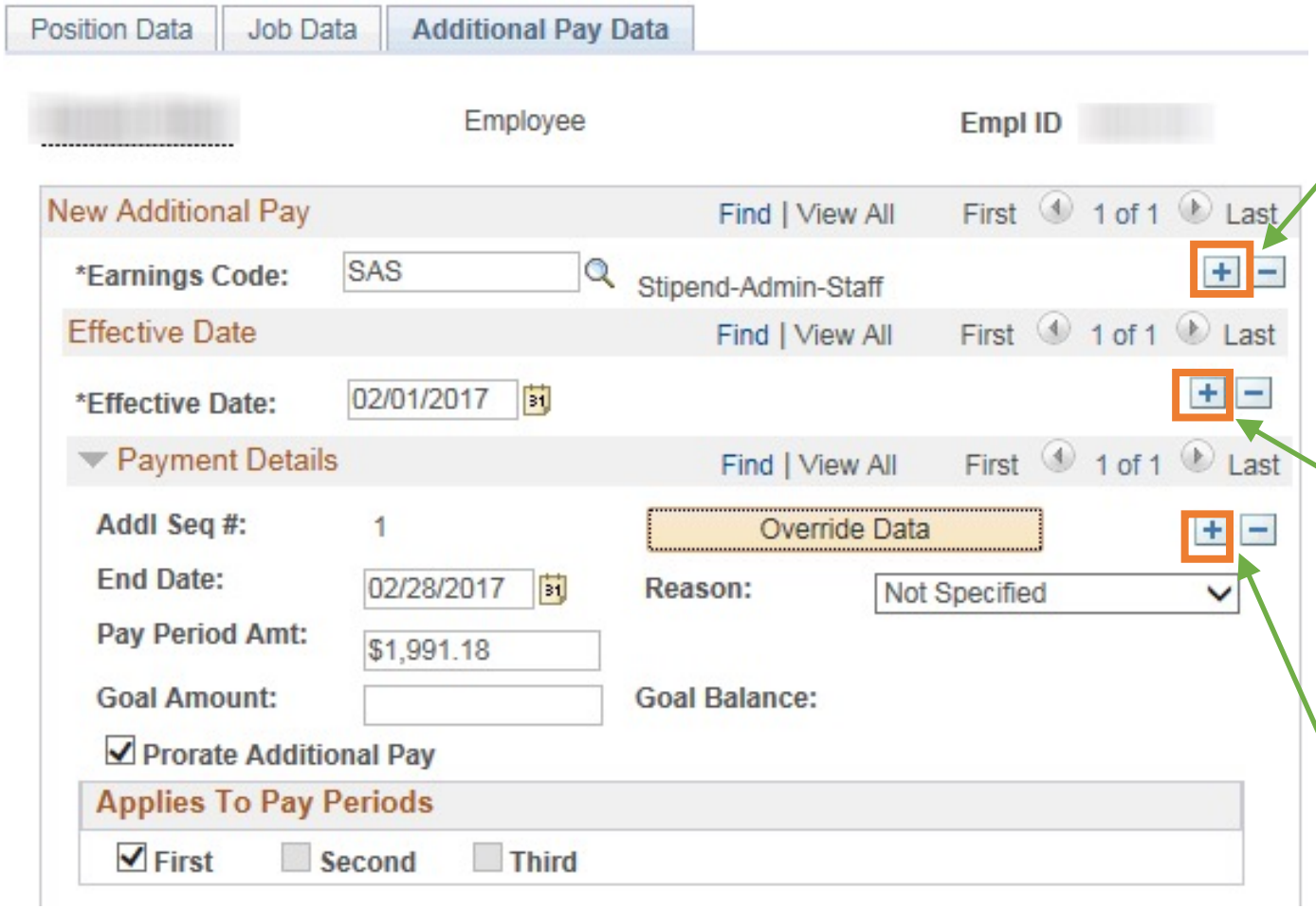
Personalize | Find | First 1 of 1 Last

	Ern Cd	Seq #	Combo Code	Entity	Financial Unit	Fund	Project	Task	Funding Source	Location	Function	Program	Alt Acct	OTC Indicator	Activity	Funding End Date	Pay Dist %
1			000411277	16150	5000043	13991	1000643	5			720						100.000

Navigation: Main Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry

UCPath generates a higher effective sequence number for new rows, with the previous sequence becoming obsolete.

Effective Dates & Sequencing in Additional Pay



In **EARNINGS CODE** section, add an additional row to enter another type of **Additional Pay** with different **Earnings Code**, **Effective Date** and **Payment Details.**

In the **EFFECTIVE DATE** section, add a row to enter another **Additional Pay** for the same **Earnings Code** but a different **Effective Date** and **Payment Details.**

In the **PAYMENT DETAILS** section, add a row to enter another **Additional Pay** for the same **Earnings Code** and **Effective Date** but different **Payment Details.**

You can enter **multiple Additional Pay Data updates** in a single transaction.

Unlike Position Data and Job Data updates, **Effective Date may vary** across Additional Pay Data updates and still be submitted in a single transaction.

Earn Code and Payment Details may also vary across Additional Pay Updates.

[UCPath Transactor Help Site: Initiate Update to Additional Pay PayPath Transaction (Staff/Acad)]

Scenarios

- PayPath
- Funding Entry
- Additional Pay

Scenario 1: PayPath

You need to update the pay rate for an employee effective 9/1/21. There is already an effective dated row for 9/1/21 for a pay rate increase with the incorrect pay rate. Since this is a Job Data update you know that you can use the effective date again in PayPath.

Steps to take:

1. Review the PayPath Action Reason Code Job Aid to determine the Action Reason codes that best fit your situation
2. Enter the update in PayPath with effective date 9/1/21 and the Action Reason codes that you chose in step 1
3. Enter comments and click Save and Submit
4. After your approver approves your transaction, review the Workforce Job Summary page to make sure the update you intended was accomplished. If you notice that the update didn't stick, you may try submitting it through PayPath again or you will need to submit a Job Data Update form to UCPath Center.

Scenario 2: Funding Entry

You need to update funding effective 7/1/21 and there are effective dated rows for 7/1/21, 9/1/21 and 12/1/21. You know that retroactive funding updates do not cascade forward so you will need to enter an effective sequence row for each of the effective dates you want the new funding to take effect.

Steps to take:

1. On the Funding Entry Page click View All to see all the effective dated rows.
2. Once you have determined which effective dated rows you need to update to the new funding source, click the + button on the right side of the effective dated row to enter a new effective sequence for that effective date.
3. Once you have updated all the effective dated rows you need, enter your comments and click Save and Submit.
4. You will need to do Direct Retro transactions for all payroll that has already hit the incorrect funding source.

Scenario 3: Additional Pay

You need to enter a stipend for an employee on the same earn code STP: 9/1 - 12/31 for $100 per month and 10/1-10/31 for $50. You know there are a lot of issue with updating additional pay.

Steps to take:

1. Enter 3 separate rows (additional sequence) by clicking the + button next to effective date
    1. Addl Seq #: 1, Effective Date: 9/1, End Date: 9/30, Pay Period Amount: $100, Goal Amount: $100
    2. Addl Seq #: 2, Effective Date: 10/1, End Date: 10/31, Pay Period Amount: $150, Goal Amount: $150
    3. Addl Seq #: 3, Effective Date: 11/1, End Date: 12/31, Pay Period Amount: $100, Goal Amount: $200

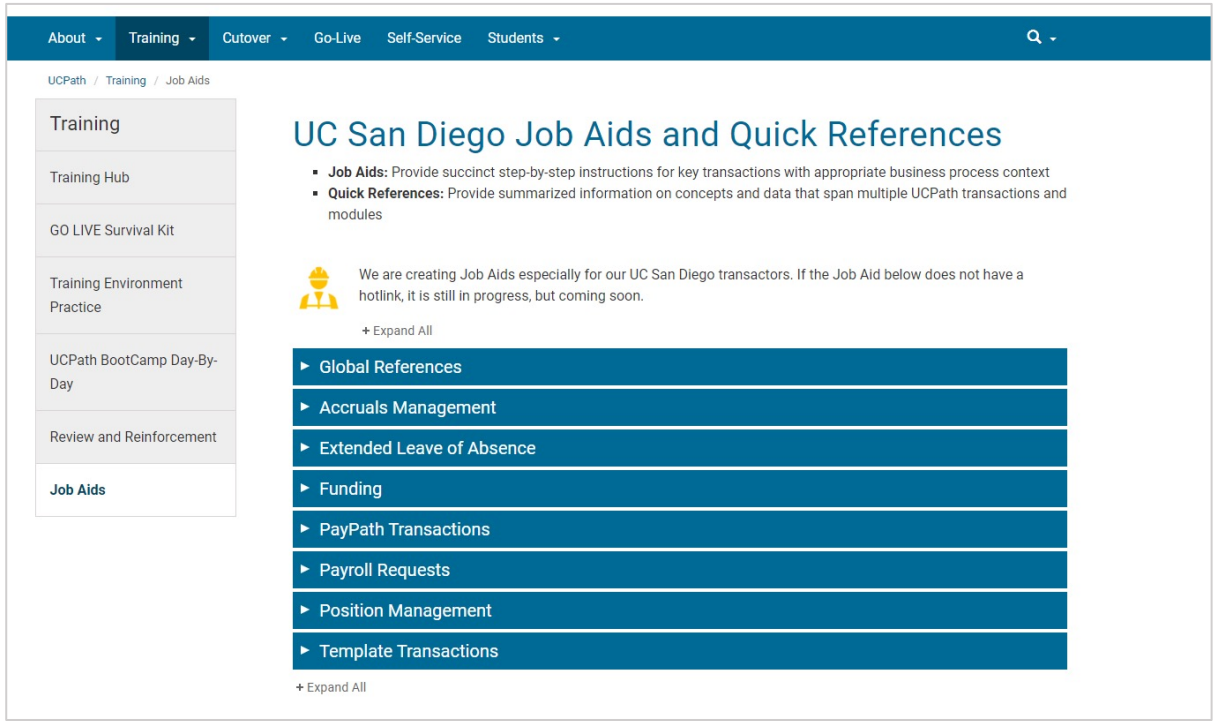
Let's say you need to enter a stipend for an employee on earn code STP for $50 effective 10/1-10/31 BUT there is already a reoccurring STP effective 9/1 - 12/31 for $100 per month. You know there are a lot of issue with updating additional pay. Today is 10/15.

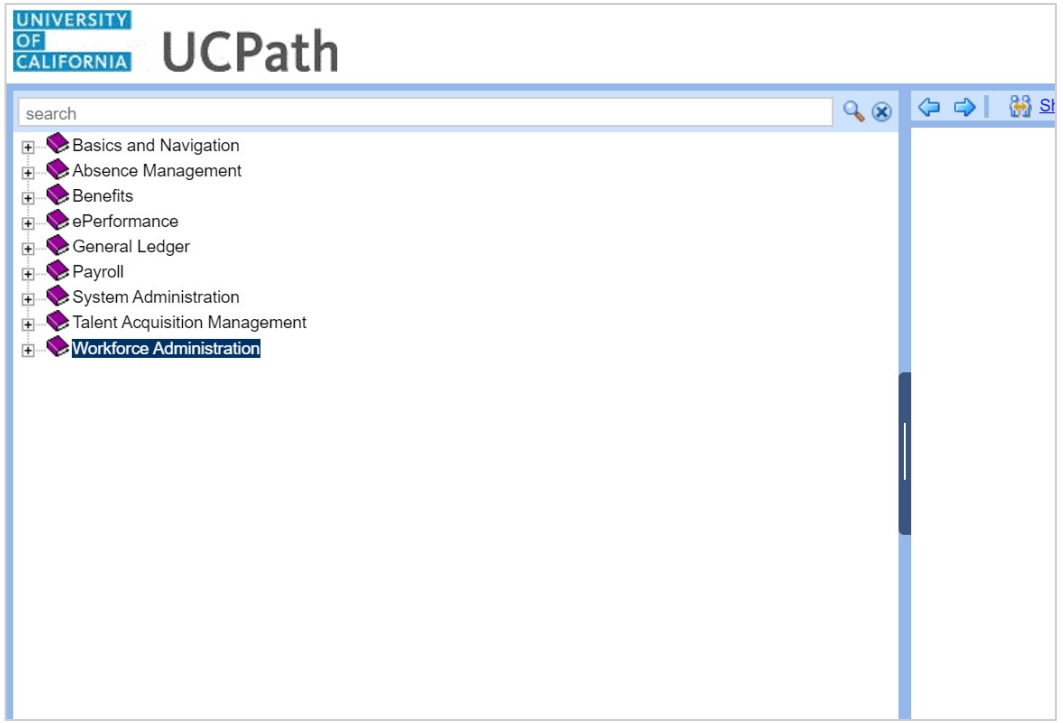
Steps to take:

1. Submit the STP for 10/1-10/31 through One Time Payment and make sure it is approved by the employee data change deadline to be added to the on cycle paycheck

Resource Review

- UC San Diego Job Aids and Quick References: https://ucpath.ucsd.edu/transactors/job-aids.html
- UCPath Help Site for Transactional Users: https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/data/toc.html





BEST PRACTICES

Pay attention to Effective Dates

- The Effective Date is the date the transaction will take place. Remember to pay attention to this date when doing Retro and Future dated transactions.

Enter Effective Date rows in chronological order

- When inserting a row with an Effective Date that precedes an existing future dated row, the system adds an additional sequence to each row with a future Effective Date.

Do not submit Job Data change transactions too far in advance

- When retroactive transactions are added, many additional rows can be created for the employee in Job Data

BEST PRACTICES

There is no effective sequencing on Position

- If you need to use an effective date that has already been used for a Position update, submit the Position update form to UCPC

Funding Entry updates have effective sequencing

- Retroactive updates will not cascade forward so if needed the funding will need to be updated on each subsequent effective date
- Retroactive funding updates require a direct retro to move payroll that has already hit the incorrect funding source

Additional Pay is tricky

- Additional sequence in not the same as effective sequence. To update an existing additional pay use the Override Data button.
- When making updates to additional pay monitor the paycheck to make sure you see the intended results

Notes

- **Check in with Kelly on status of updates for summer salary issues CS0747388 many others are experiencing the same issue with inconsistency in UCPC's processing & response**

- Unrelated: Are there any updates with the auto populated ends dates for employees transferring from a limited/Floater position to a Career position? **The JIRA change request is currently in review status. There will be an update sent through the biweekly emails when it has been completed. No ETA. To subscribe to the mailing list go to: https://ucpath.ucsd.edu/transactors/email-subscription.html**

- I have a current situation where, in PayPath, the fields on the Position tab are not editable. So I can't make any adjustments at all. Have you seen this? More info: Employee was hired twice into the same position number, so two empl records were created in error. Employee was paid on both empl records. **Position updates to multi head count positions cannot be made through PayPath. To void the empl record that was created in error submit an involuntary termination action reason code: Never Started Employment. As long as UCPC doesn't process the termination template you should still be able to submit the overpayment request, write detailed comments and provide the termination template transactions number. Extra step to make sure UCPC process them together you can submit an inquiry to UCPC referencing both transaction numbers and explain the situation.**

- I need to check the funding for a person/position and when I search the position number, I don't get any results. Is there a reason why no matches found? Hitting dept default account. **Sounds like position funding was not set up. Try Add A New Value Tab.**

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