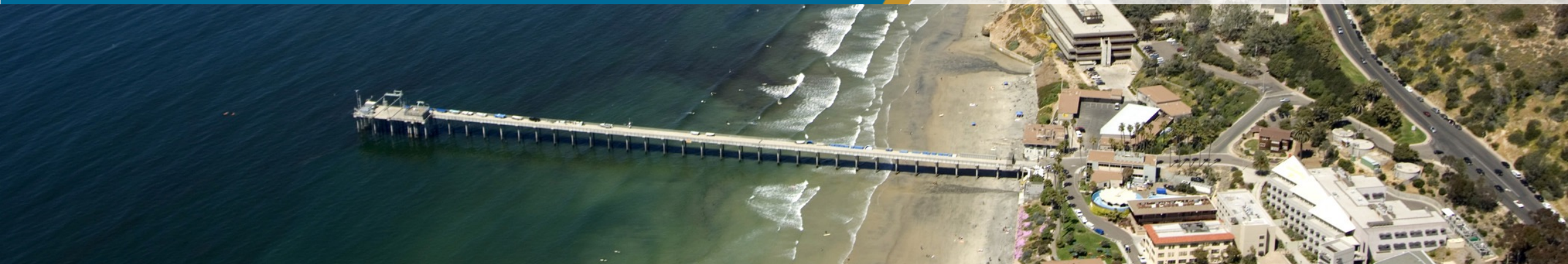
UC San Diego

UC San Diego
Health Sciences

Topic Based Zoom:
How to Read and Reconcile the DOPE Report

7/21/21

UC Path



Today's Topics

- Overview
- How to Read and Reconcile the DOPE Report
- Best Practices
- Q&A

Payroll Reconciliation Overview

Two fundamental questions to ask each month:

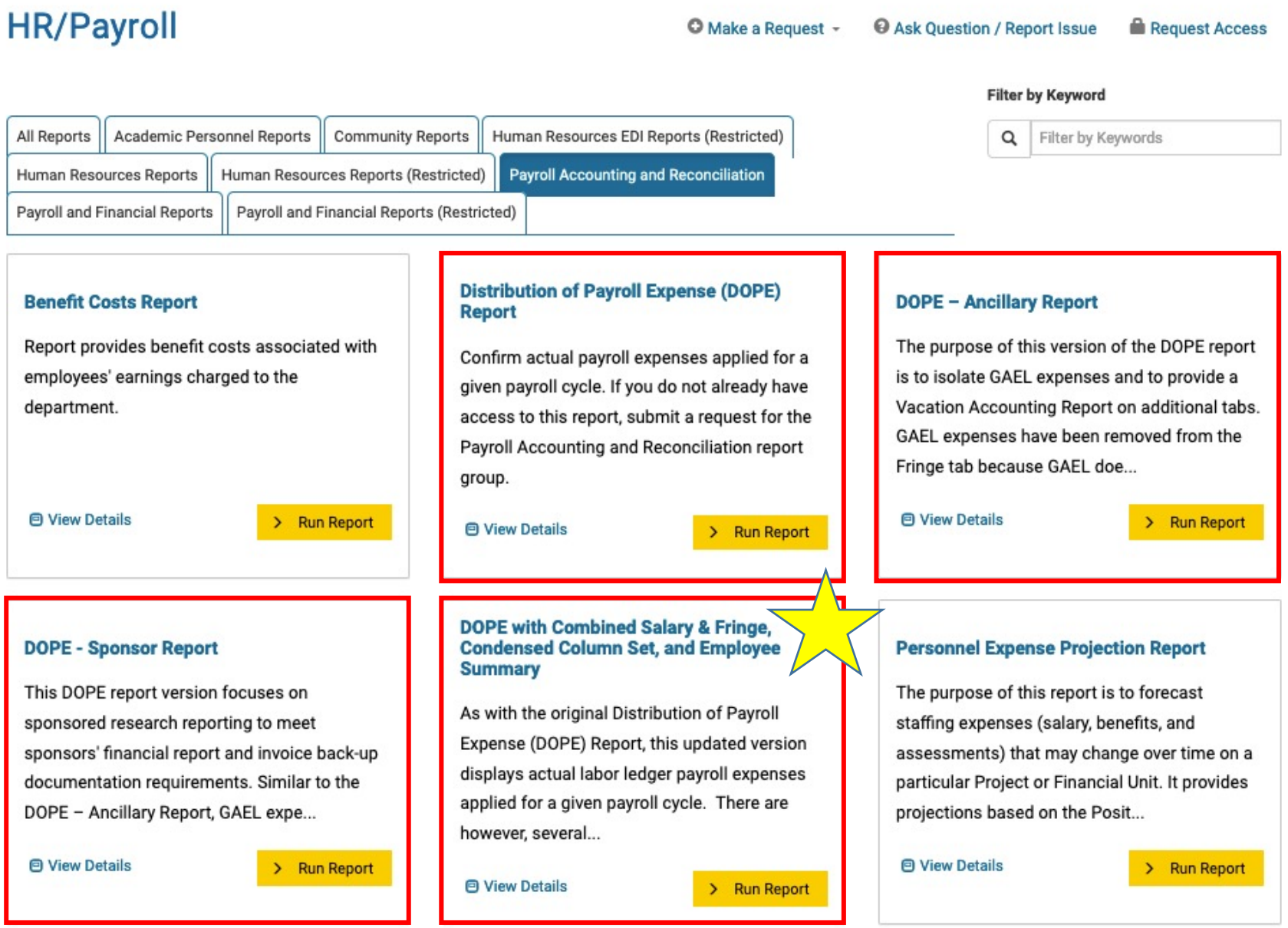
Q1: Does the payroll that posted to the Labor Ledger match what I was expecting?

Compare your own record to DOPES

Q2: Does the payroll that posted to the Labor Ledger match what posted to Oracle?

Compare DOPES to Oracle expenditures

Overview


HR/Payroll
Make a Request
Ask Question / Report Issue
Request Access
Filter by Keyword
Filter by Keywords
All Reports
Academic Personnel Reports
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)
Benefit Costs Report
Report provides benefit costs associated with employees' earnings charged to the department.
View Details
Run Report
Distribution of Payroll Expense (DOPE) Report
Confirm actual payroll expenses applied for a given payroll cycle. If you do not already have access to this report, submit a request for the Payroll Accounting and Reconciliation report group.
View Details
Run Report
DOPE – Ancillary Report
The purpose of this version of the DOPE report is to isolate GAEL expenses and to provide a Vacation Accounting Report on additional tabs. GAEL expenses have been removed from the Fringe tab because GAEL doe...
View Details
Run Report
DOPE - Sponsor Report
This DOPE report version focuses on sponsored research reporting to meet sponsors' financial report and invoice back-up documentation requirements. Similar to the DOPE – Ancillary Report, GAEL expe...
View Details
Run Report
DOPE with Combined Salary & Fringe, Condensed Column Set, and Employee Summary
As with the original Distribution of Payroll Expense (DOPE) Report, this updated version displays actual labor ledger payroll expenses applied for a given payroll cycle. There are however, several...
View Details
Run Report
Personnel Expense Projection Report
The purpose of this report is to forecast staffing expenses (salary, benefits, and assessments) that may change over time on a particular Project or Financial Unit. It provides projections based on the Posit...
View Details
Run Report

Overview

OLD VERSIONS

Distribution of Payroll Expense Report
- Original report
- Full column set
- Salary and Fringe on different tabs

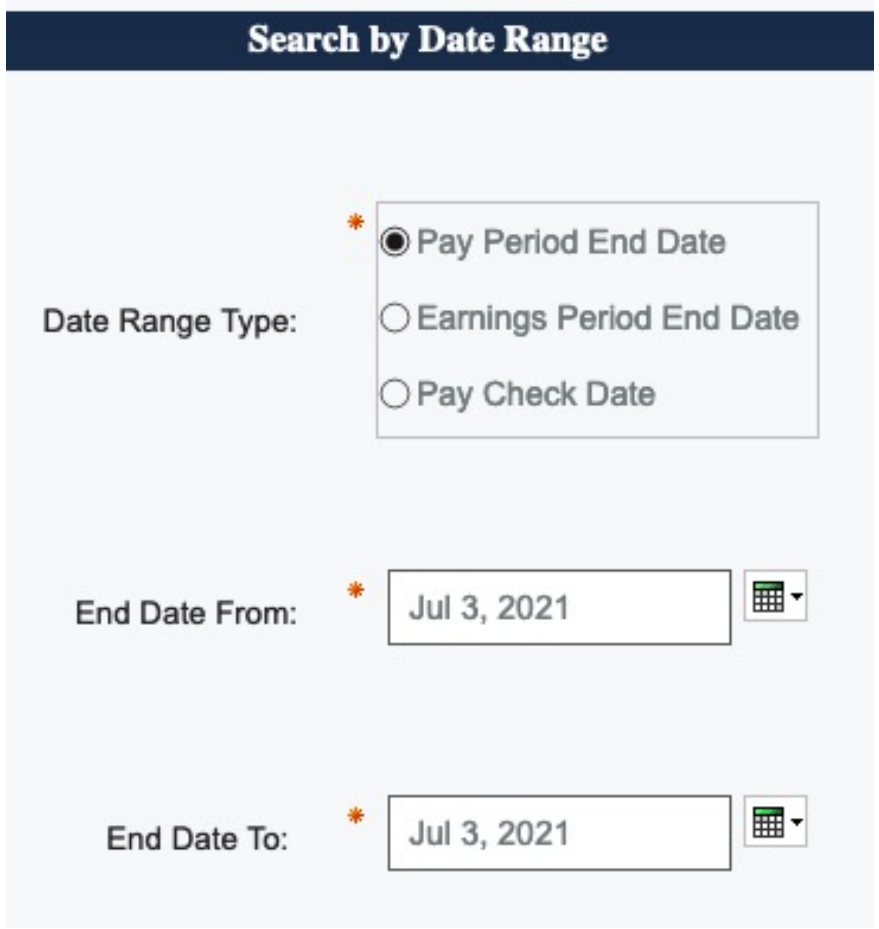
DOPE Ancillary Report
- Like original report, but separates out General Liability and Vacation Accrual

DOPE Sponsor Report

DOPE with Combined Salary & Fringe, Condensed Column Set, and Employee Summary Report
- **Enhanced prompts**
- **Salary and fringe combined on one tab**
- **Limited column sets for easy readability**

NEW & IMPROVED!

DOPE with Combined Salary & Fringe, Condensed Column Set, and Employee Summary Report: Prompt Page



Pay Period End Date: Last day of the period when the payroll was run
Best choice when reconciling payroll

Earnings Period End Date: Last day of the period when the payroll was for
Best choice when determining effort during a period

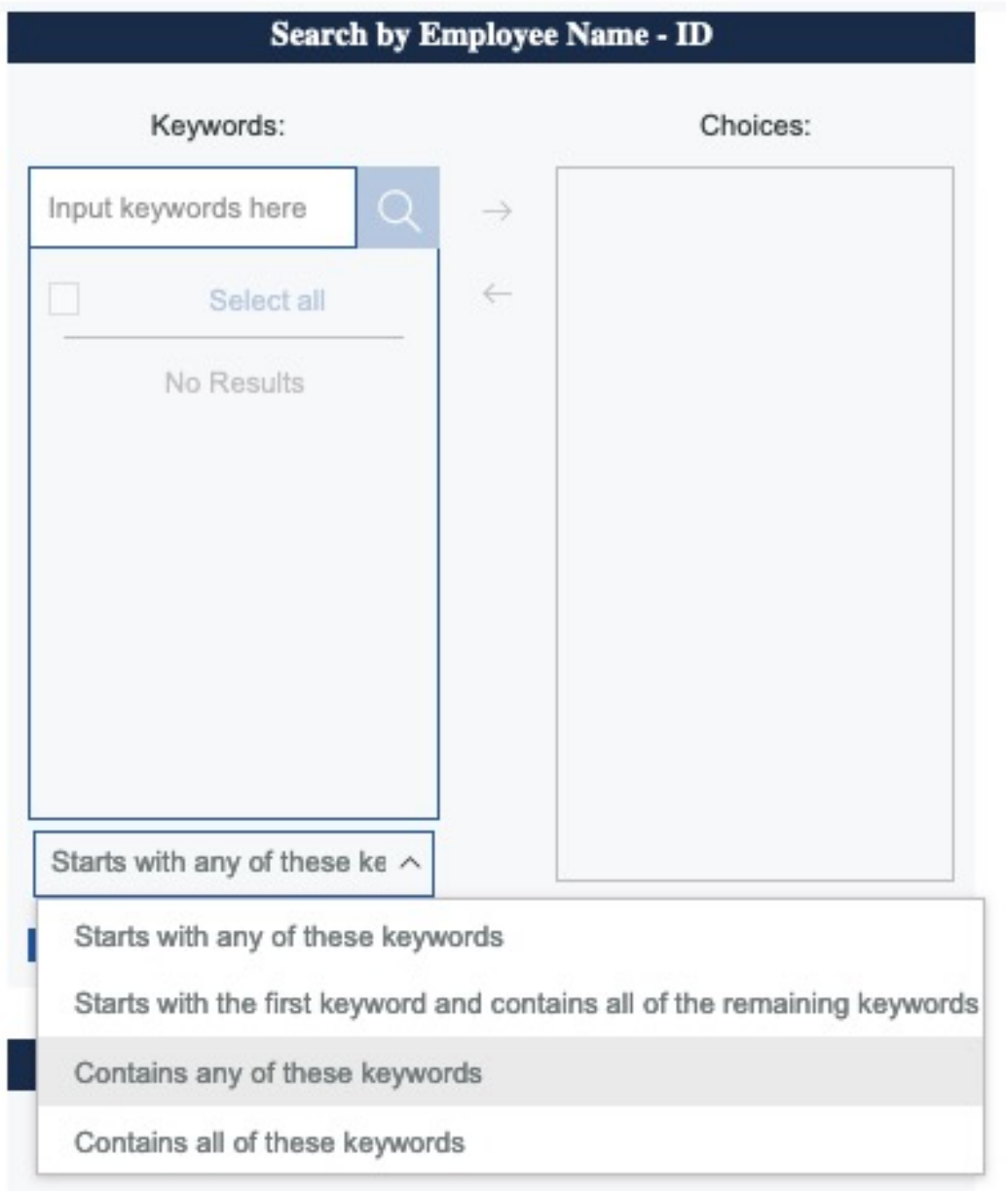
<u>Regular Payroll</u>
Pay Period End Date = Earnings Period End Date

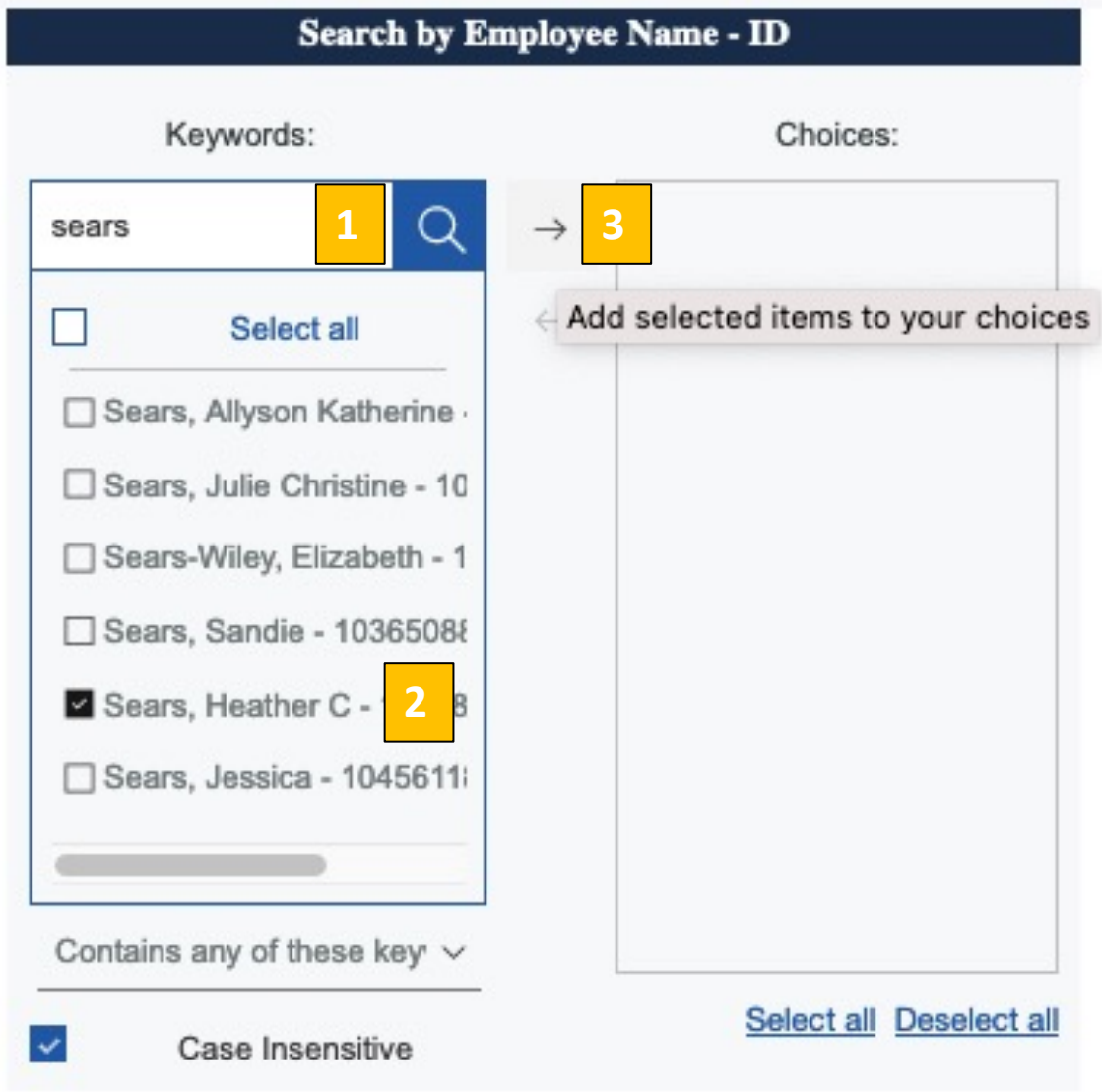
<u>Direct Retros</u>
Pay Period End Date = Period when the DR posted
Earnings Period End Date = Period the salary being moved originally posted

DOPE with Combined Salary & Fringe, Condensed Column Set, and Employee Summary Report: Prompt Page

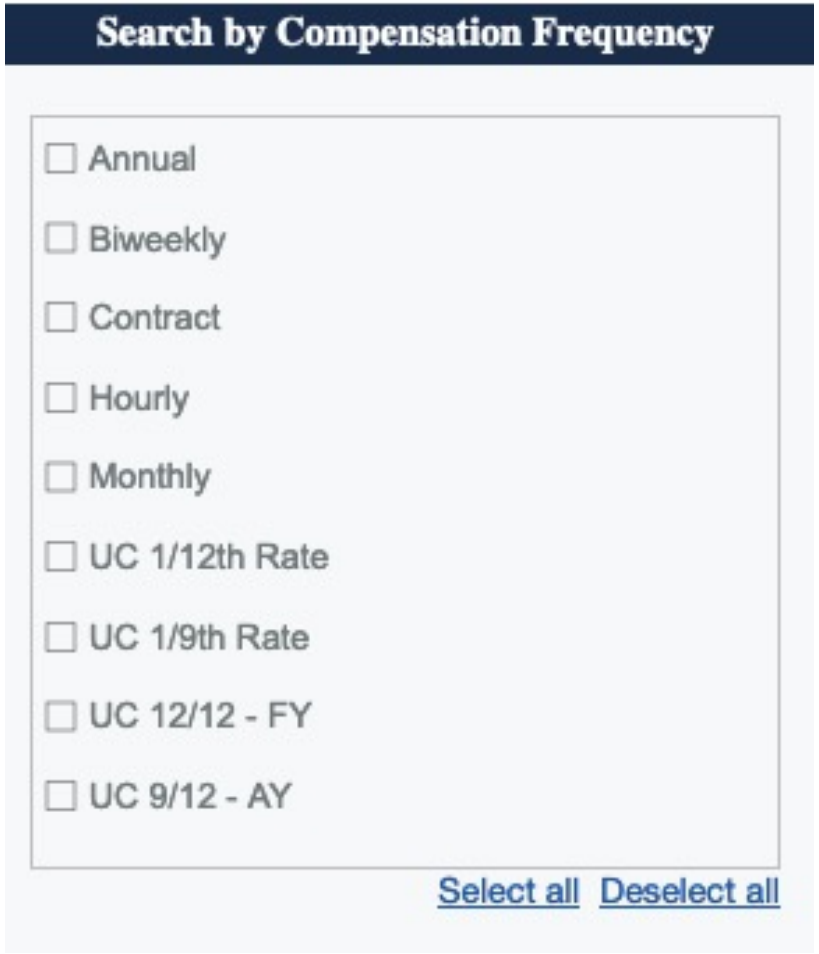
Prompt	Uses
Employee Name – ID	**Search for a specific employee**
Department ID – Name	Search for all employees in a department (based on appointment)
Project – Task	**Search for all payroll paid from a specific project/task**
Project Manager	**Search for all payroll paid from a PI's projects**
Original Transaction Reference Number	**Copy and paste from Oracle Expenditure Details to identify payroll details associated with the expenditure**
Fin Unit/Fund/Entity – Code	Search for all payroll paid from certain financial unit
Cost Transfer Code	**See when a Direct Retro posted, see the from and to transactions**
Job Code – Description	Narrow a search when an employee has more than one job (e.g. GSR-TUIT & FEE REM vs GSR-NO REM)
Compensation Frequency	e.g. Search for faculty summer vs academic salary

Using the Prompts





Using the Prompts

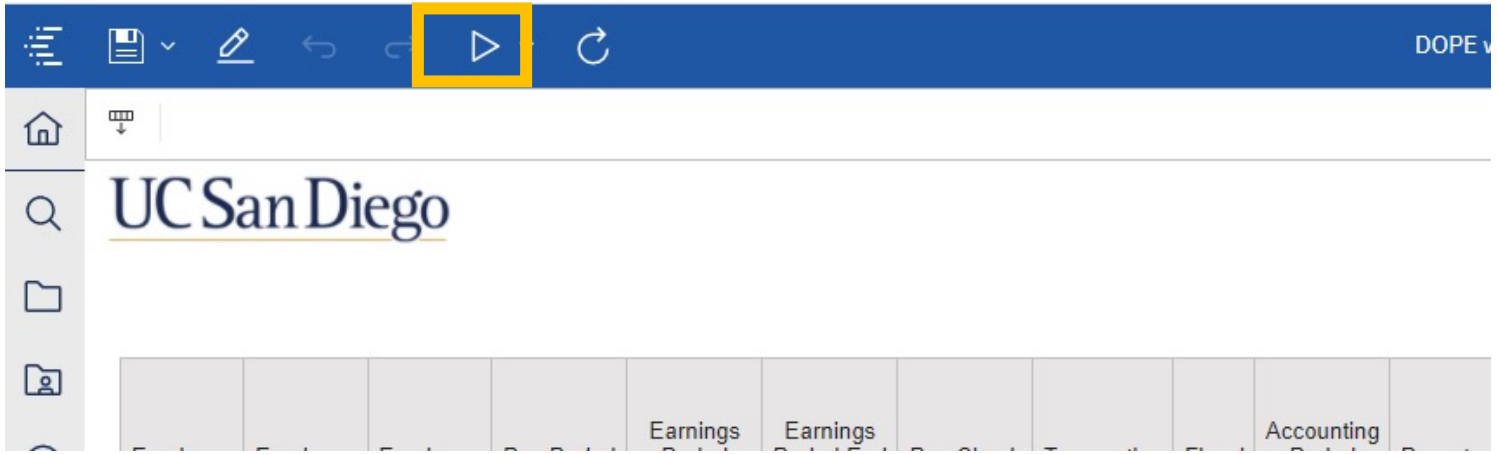


Select nothing = Return everything!

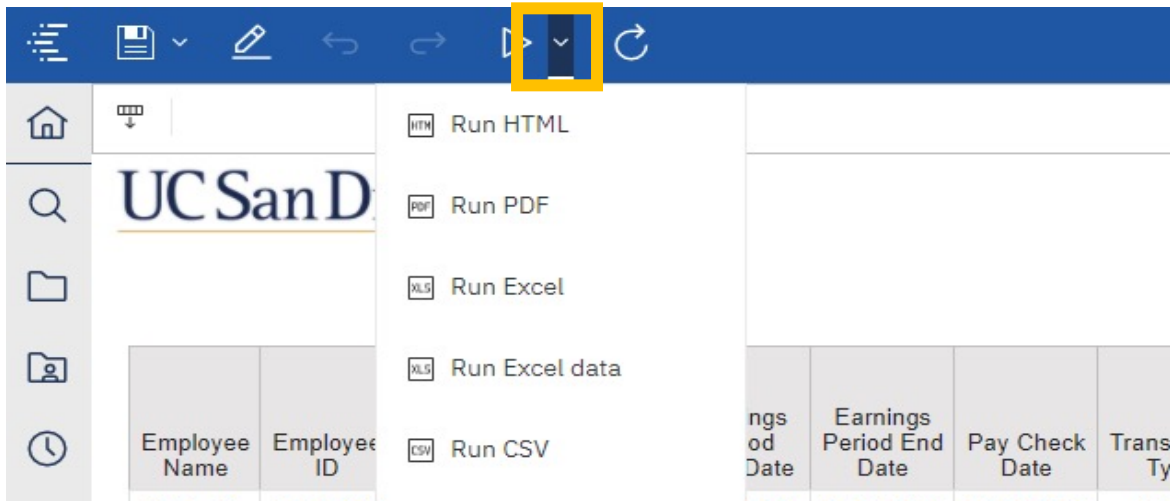
Use checkboxes only if you need to filter for something specific

Running the Report

To reset prompts after report has run, press the "Play" button on top left corner



To export report into a different format, press the caret next to the reset button



Salary-Fringe Condensed Summary view

Salary-Fringe Combined | Salary-Fringe Condensed Detail | **Salary-Fringe Condensed Summary** | Parameter Page

Primary use: Reconciliation to anticipated payroll

Employee Name	Employee ID	Position	Pay Period End Date	Earnings Period End Date	Project - Task	Salary Grouped Total	Fringe Grouped Total	Salary and Fringe Grouped Total
		40649404 - ASST PROJ SCIENTIST-FY	05/31/2021	05/31/2021	1032464-1	$6,191.67	$3,202.33	$9,394.00
		- Total				**$6,191.67**	**$3,202.33**	**$9,394.00**
		40760503 - GSR-TUIT & FEE REM	05/31/2021	05/31/2021	1030284-12	$2,583.73	$58.65	$2,642.38
						$2,583.73	**$58.65**	**$2,642.38**
		40779620 - SRA 3	05/31/2021	05/31/2021	2000511-1	$2,435.95	$1,425.52	$3,861.47
					2005630-1	$2,435.95	$1,398.48	$3,834.43
						$4,871.90	**$2,824.00**	**$7,695.90**
		40726860 - GSR-NO REM	05/31/2021	05/31/2021	1030284-12	$698.73	$15.86	$714.59
						$698.73	**$15.86**	**$714.59**
		40656415 - PROF-AY	05/31/2021	01/31/2021	2006460-1	$1,541.00	$555.22	$2,096.22
				02/28/2021	2006460-1	$1,541.00	$555.22	$2,096.22
				03/31/2021	2006460-1	$1,541.00	$555.22	$2,096.22
				04/30/2021	2006460-1	$1,541.00	$555.22	$2,096.22
				05/31/2021	1016597-2	$1,643.76	$578.93	$2,222.69
					1032464-1	$5,442.97	$1,917.02	$7,359.99
					2006460-1	$1,541.00	$555.22	$2,096.22
						$14,791.73	**$5,272.05**	**$20,063.78**

Note

- Salary amount includes:
  - vacation usage
  - salary accruals
- Fringe amount includes:
  - general liability
  - benefits accruals
  - vacation assessment
  - vacation reimbursement
  - UCRP supplement assessment

Salary-Fringe Condensed Detail view

Salary-Fringe Combined | **Salary-Fringe Condensed Detail** | Salary-Fringe Condensed Summary | Parameter Page

Primary use: View additional key payroll details like compensation and CBR rates, fringe detail

Employee Name	Employee ID	Pay Period End Date	Earnings Period End Date	Department	Position Number	CCOA Project	CCOA TASK	Transaction Type - Account	CCOA Funding Source	Salary Cap Rate	Job Compensation Rate	Employee CBR Rate	Salary Hours	Salary Derived Effort Percent	Salary Total Pay Component Percent	Monetary Amount
		06/30/2021	06/30/2021	000303 - MEDICINE	40650028 - PROF-HCOMP	1009597 - OTHR OP MEDICINE UNIVERSITY CORE FUNDS	1 - MED Chairs Office Operating Account	Salary - 500000 - Academic Salary and Wages			$20,108.33	0.2766	5.28	3.00%	3.00%	$603.24
		06/30/2021	06/30/2021	000303 - MEDICINE	40650028 - PROF-HCOMP	1029738 - SP RADY CHILDRENS HOSPITAL	1 - SP RADY CHILDRENS HOSPITAL	Salary - 500000 - Academic Salary and Wages	7022598 - RADY CHILDREN'S HOSPITAL-SAN D	$16,441.67	$20,108.33	0.2766	7.11	4.94%	4.04%	$811.88
		06/30/2021	06/30/2021	000303 - MEDICINE	40650028 - PROF-HCOMP	1029738 - SP RADY CHILDRENS HOSPITAL	1 - SP RADY CHILDRENS HOSPITAL	Salary - 500000 - Academic Salary and Wages	7022598 - RADY CHILDREN'S HOSPITAL-SAN D	$16,441.67	$20,108.33	0.2766	14.48	10.06%	8.23%	$1,654.35
		06/30/2021	06/30/2021	000303 - MEDICINE	40650028 - PROF-HCOMP	1009597 - OTHR OP MEDICINE UNIVERSITY CORE FUNDS	1 - MED Chairs Office Operating Account	Fringe - 508000 - Composite Benefit Rate Campus			$20,108.33	0.2766				$166.86
		06/30/2021	06/30/2021	000303 - MEDICINE	40650028 - PROF-HCOMP	1029738 - SP RADY CHILDRENS HOSPITAL	1 - SP RADY CHILDRENS HOSPITAL	Fringe - 508000 - Composite Benefit Rate Campus	7022598 - RADY CHILDREN'S HOSPITAL-SAN D		$20,108.33	0.2766				$224.57
		06/30/2021	06/30/2021	000303 - MEDICINE	40650028 - PROF-HCOMP	1029738 - SP RADY CHILDRENS HOSPITAL	1 - SP RADY CHILDRENS HOSPITAL	Fringe - 508000 - Composite Benefit Rate Campus	7022598 - RADY CHILDREN'S HOSPITAL-SAN D		$20,108.33	0.2766				$457.59
		06/30/2021	06/30/2021	000303 - MEDICINE	40650028 - PROF-HCOMP	1009597 - OTHR OP MEDICINE UNIVERSITY CORE FUNDS	1 - MED Chairs Office Operating Account	Fringe - 508300 - Leave Assessment			$20,108.33	0.2766				$48.26
		06/30/2021	06/30/2021	000303 - MEDICINE	40650028 - PROF-HCOMP	1029738 - SP RADY CHILDRENS HOSPITAL	1 - SP RADY CHILDRENS HOSPITAL	Fringe - 508300 - Leave Assessment	7022598 - RADY CHILDREN'S HOSPITAL-SAN D		$20,108.33	0.2766				$64.95
		06/30/2021	06/30/2021	000303 - MEDICINE	40650028 - PROF-HCOMP	1029738 - SP RADY CHILDRENS HOSPITAL	1 - SP RADY CHILDRENS HOSPITAL	Fringe - 508300 - Leave Assessment	7022598 - RADY CHILDREN'S HOSPITAL-SAN D		$20,108.33	0.2766				$132.35
		06/30/2021	06/30/2021	000303 - MEDICINE	40650028 - PROF-HCOMP	1009597 - OTHR OP MEDICINE UNIVERSITY CORE FUNDS	1 - MED Chairs Office Operating Account	Fringe - 531001 - General Liability Program GAEL			$20,108.33	0.2766				$4.89
Overall - Total																$4,168.94

Salary-Fringe Condensed Detail view

Salary-Fringe Combined | **Salary-Fringe Condensed Detail** | Salary-Fringe Condensed Summary | Parameter Page

Salary Derived Effort Percent

Only calculated for effort-bearing Earn Codes.

0% for incentives, bonuses, cap gap.

Known issue: Direct Retros on capped salary do not display correct effort percentage. Use Monetary Amount/Salary cap rate to determine effort percentage.

Salary Total Pay Component Percent

% of total salary (including incentives, bonuses, cap gap, etc.) paid the transaction represents; total salary % is 0 for bi-weekly accrual or accrual reversal transactions

Employee CBR Rate

CBR rate for the assigned group of the primary job. This may not be the actual rate applied when the position is split funded between MC and campus. The earn code must also be eligible for CBR rate application.

Salary cap rate

Salary cap applied to the funding source. Not necessarily the salary rate for the employee, if the employee's salary is under the cap.

Salary-Fringe Condensed Detail view

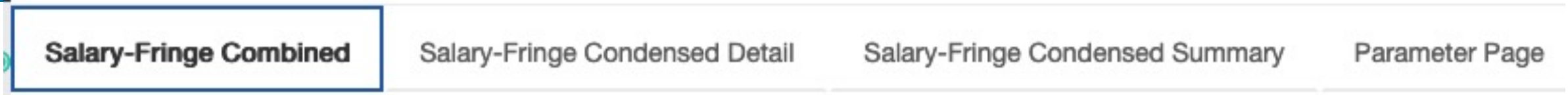
Salary-Fringe Combined | Salary-Fringe Condensed Detail | Salary-Fringe Condensed Summary | Parameter Page

Provides the entire column set for detailed analysis

Column Heading	Description
Job FTE	Full time equivalent or employment percentage of full time. FTE is defaulted from Position Data.
Job Code	Job number
Earnings Code, Type	Salary earnings code, description
Compensation Frequency	Hourly or Monthly, 9/12-AY or 12/12-FY
Full chartstring	Entity, Fund, FinU, Function, Project, Task, Account
Project Manager	As assigned in Oracle
OTC Indicator Code	OTC-N (up to the cap amount) or OTC-Y (over the cap amount)
Cost Transfer Code	Direct Retro number
Original Transaction Reference Number	Used to tie UCPath transaction detail to OFC summarized expenses. Concatenated string of [Pay run code].[Journal ID].[Journal Line number]

Descriptions for all column headings available on the **Payroll Reconciliation Toolkit**

Salary-Fringe Condensed Detail view

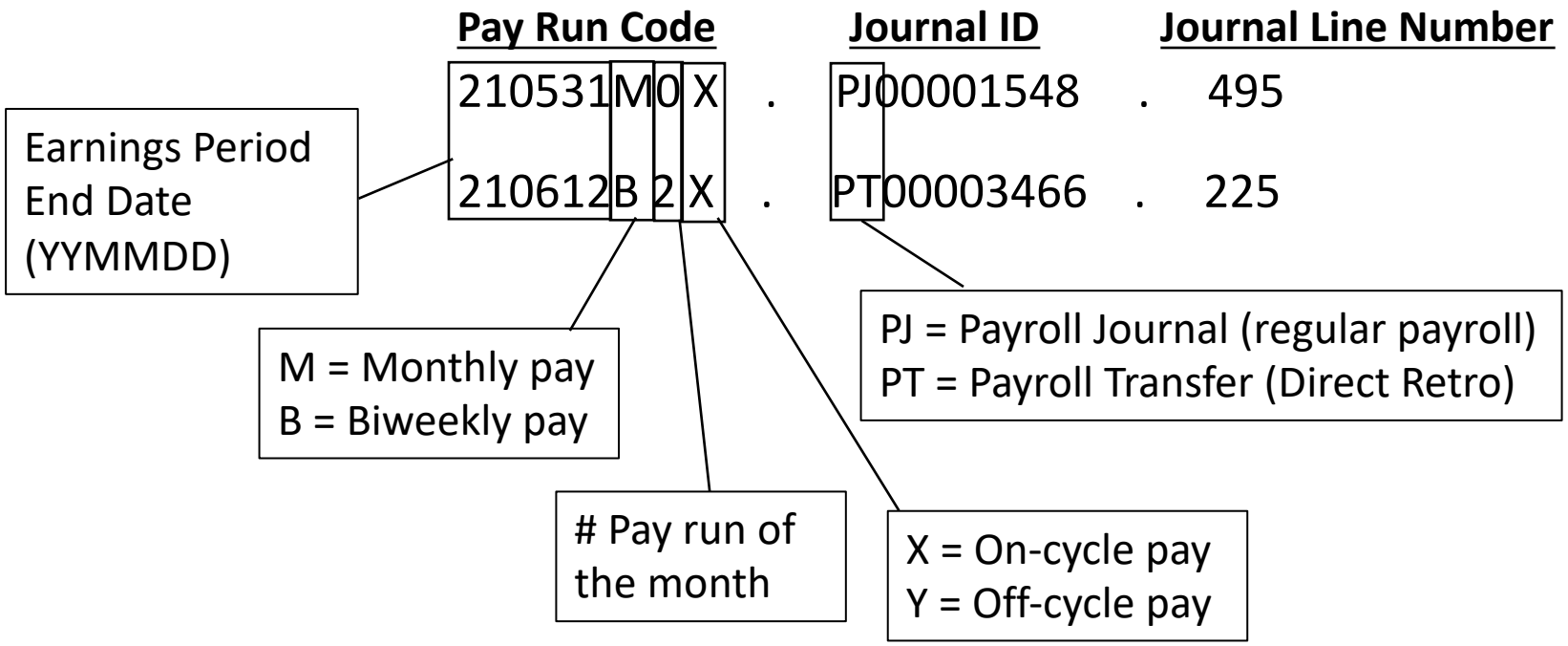


Primary Use: Troubleshooting specific issues

- Identify specific Direct Retros to see how they posted
- Identify specific Original Transaction Reference Numbers
- Identify all payroll charges (salary, benefits, accruals) for a person and period and tie to Original Transaction Reference Numbers to do cost transfers in Oracle
- Troubleshoot discrepancies between Labor Ledger and Oracle, including default project reconciliation
  COVERED IN DETAIL NEXT WEEK!

Original Transaction Reference Number

The key that ties the Labor Ledger (UCPath) to the financial ledger (Oracle)



NOTE: All individuals for a given chartstring and pay date will be included in a single Original Transaction Reference Number

Common Salary and Fringe Account Codes

Salary
500000 – Academic Salary and Wages
501000 – Non-Academic Salary and Wages
504000 – Academic Salary Accrual
504001 – Non-Academic Salary Accrual
511002 – Graduate and Postdoc Aid/Fellowship
500005 – Academic Vacation Used
501005 – Non-Academic Vacation Used

Fringe
508000 – Composite Benefit Rate Campus
505500 – UCRP Supplement Assessment (RPNI)
508200 – Benefits Accrual/Reversal
531001 – General Liability Program GAEL
508300 – Leave Assessment
501005 – "Non-Academic Vacation Used" (Vacation Reimbursement on/before 6/30/2021)
508306 – Vacation Reimbursement (replaces 501005 7/1/2021+)

***Note**: 500005/501005 Oracle Expenditure Type is "Vacation Reimbursement" under Personnel Expenses. This will be updated in FY22 to reflect vacation used as a salary expense.*

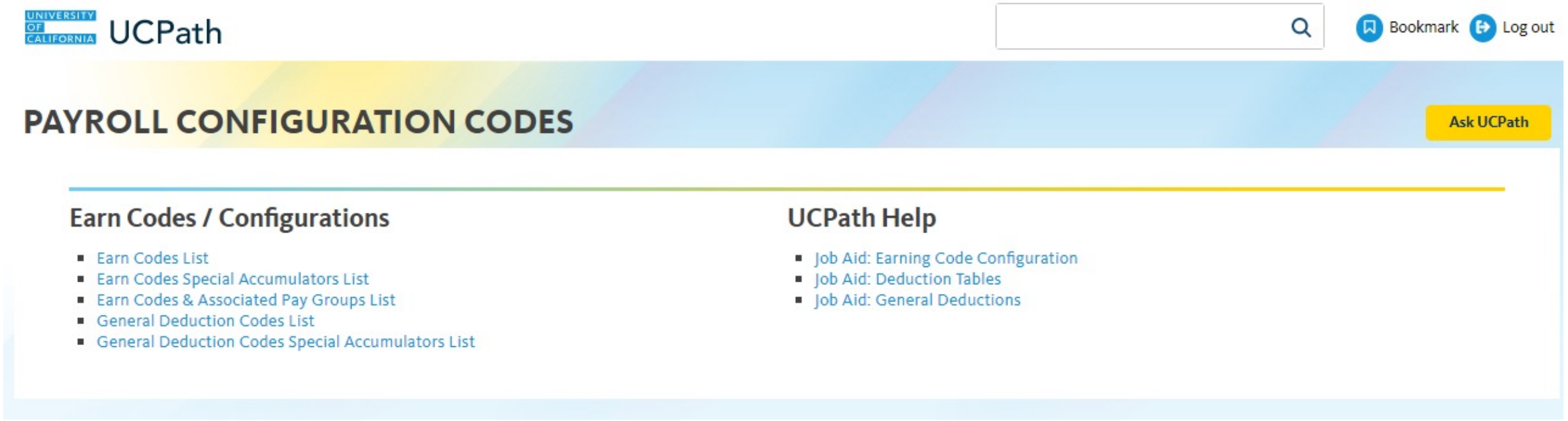
Commonly Used Earn Codes

Code	Description	Usage	CBR-eligible
REG	Regular Pay		Yes
HLN/HOL	Holiday-Regular Hourly/Salaried		No
VCN/VAC	Vacation Leave-Used Hourly/Salaried		No
S1L/SKL	Sick Leave-Paid Hourly/Salaried		Yes
OTS/OTP	Overtime Pay-Straight/Premium		Yes
ACA	Additional Comp-Admin	Summer salary for administration for 9-month faculty	Yes
ACR	Additional Comp-Research	Summer salary from grants for 9-month faculty	Yes
NNC	Negotiated Sal Plan-Additional	Negotiated increment for GCCP	Yes
HSR	HSCP-Regular (X)		Yes
HSP	HSCP-Differential (X Prime)		Yes
HSN	HSCP-Negotiated (Y)	Negotiated Increment for Health Sciences Comp Plan	Yes
HSZ	HLTH Sciences-Z (General)	Health Sciences Comp Plan Incentives	No
RG8/RG9	NRA Regular Pay	Non-Resident Aliens	Yes

Earn codes impact vacation and benefits assessments

Assessments are based on eligible earn codes and their configurations.

- **Earn Codes Detail Report available on BAH (updated report in development)**
- **UCPath > QuickLinks > Payroll Resources > Payroll Configuration Codes > Earn Codes List**



Important things to note about the DOPEs and Assessments

CBR

- Report shows Composite Benefit Rate (CBR) for primary job
- Split funding between Med Center and campus is calculated using each entity's rate and % of total pay.
- Summer Salary group and rate not correct prior to July 1, 2021

VLA

- The cost of accrued vacation leave equals the Vacation Leave Assessment rate multiplied by the gross salary on each eligible earn code.
- Vacation Leave Assessment will continue to be charged against applicable earnings even after an employee reaches their vacation accrual maximum
- There is no Vacation Leave Assessment for employees whose leave entitlement doesn’t create a liability at the end of their employment (i.e. if it’s governed by a “use it or lose it policy”)

GAEL & RPNI

- General Liability (GAEL) and UCRP Supplemental Interest (RPNI) are redirected when the position funding contains a Fund that UCPath recognizes as a federal or federal-flow-through sponsored project

Additional Resources on CBR/VLA

CBR
https://blink.ucsd.edu/finance/costing-analysis/cbrs/index.html
What do I Do if the Incorrect CBR Rate has been Applied?
https://support.ucsd.edu/path?id=kb_article_view&sys_kb_id=049c99001bfea410df40ed7dee4bcbd6

Vacation Leave Accounting
https://blink.ucsd.edu/finance/payroll/processes/vaclac.html
How to Understand Vacation Accounting Transactions in UCPath
https://support.ucsd.edu/path?id=kb_article_view&sys_kb_id=ea59e7f31bcd7c10506f64e8624bcb38

UCPath Funding FAQs
https://support.ucsd.edu/path?id=kb_article_view&sys_kb_id=0721b07b1b743c10506f64e8624bcb32

Reporting Resources

KBA0032888: UCPath Reports FAQ

UCPath Reports Blink page

Job Aid: How to Run Reports from the Reports Dashboard

Payroll Reconciliation Toolkit

BEST PRACTICES

Use the DOPE with Combined Salary & Fringe, Condensed Column Set, and Employee Summary Report

- This one has everything you need!

Check your search criteria

- Do not enter too many search criteria
- Use "contains any of these key words"
- Use check boxes only if you need to filter for something specific

Notes

- Is it possible to generate the new DOPE report by VC area? **Yes you should be able to filter by entity or finu.**
- The new DOPE report is great, but we need the same information that was on the DOPE report in the old system, the new summary report doesn't have all the same info. We need the old system DOPE report for billing purposes. **Please submit an enhancement request.**
- When looking for the employee, is it possible to have the list be alphabetical? The Employee Name field only picks up the last name, and then the results are not alphabetical, and for someone with a common last name, it takes a long time to find the employee. **Please submit enhancement request.**
- **Recording and ppt will be posted: https://ucpath.ucsd.edu/training/review.html**
- Is there a list of payroll connected expenses that are moved when a direct retro is processed. For example NGN, HSIT, GAEL. **BAH report for NGN, GAEL is on DOPEs NGN/HSIT moved in arrears.**
- **CBR Summer salary corrections: Nov 2020, March 2021, and June 2021**
- Sylvia mentioned that some employees have “use it or lose it” and won’t continue to accrue. What is an example of what type of employee is “use it or lose it" **Post Docs, House Staff**

Notes

- If I just need to see efforts for RPPR, what is the best report to run? **Use the DOPES**

- The total effort tends to fluctuate for employees that are 1.0 FTE - some months have .98 and other might show over 1.0 FTE. Will this be corrected? **Submit a SNOW ticket with examples.**

- In general, do you know why the amount paid for two consecutive bi-weekly pay periods for an employee can vary by hundreds if not thousand dollars? It can be difficult to anticipate how much will be charged for a pay period. Does the Payroll Projection Report/Personnel Expense Projection Report help with this? **Submit a SNOW ticket with examples.**

- If we have GAEL posted on a sponsored account should we start a ticket? **Submit a SNOW ticket if you do not see the credit, there should have been a correction.**

- We have about 10 employees with UCPATH payroll that hit the DOPES (for May & June 2020), but posted to a legacy/IFIS index. We've been trying to find a way to move them off IFIS and onto Oracle, via a ticket submission about a month and a half ago, but no resolution yet. Any suggestions here on how to move those to correct project numbers? **Oracle Cost Transfer tool is your best option.**

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