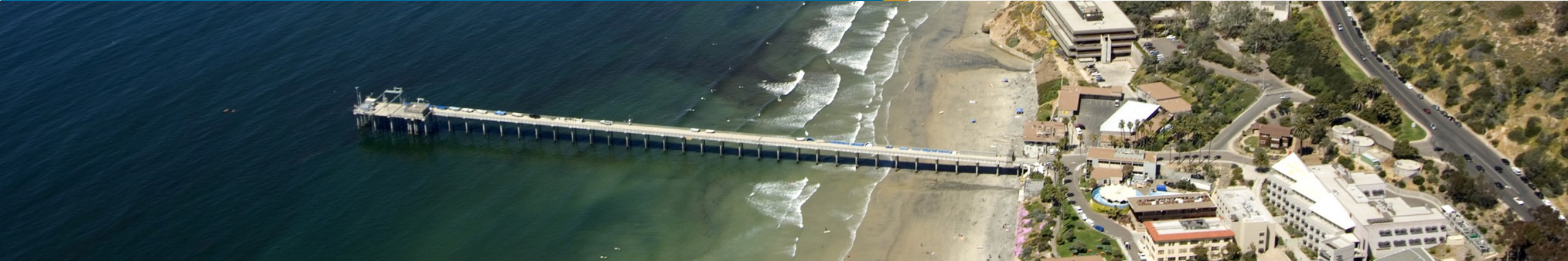




Topic Based Zoom
Direct Retro Scenarios
8/25/21



Today's Topics



Review Key Terms & Funding Concepts



Direct Retro Scenarios



Resources



Best Practices and Q&A

Position Funding

Funding is stored at the position-level and entered in the Funding Entry module of UCPath by Funding Initiators (not HR Initiators).

Every department has a **default chartstring** which gets charged if there is no funding on a position.

Employees will **still get paid**, even if their position is not funded.

Funding Initiators should partner with HR Initiators and leverage reporting to ensure costs impact the correct funding.

Types of Funding Transactions Available

There are 2 types of **Funding Transactions**.

- **Funding Entry:** Add funding to a position or modify funding on a position
- **Direct Retro:** Move salary costs that have already hit the labor ledger

Direct Retro & Position Funding

Take current position funding into consideration when performing Direct Retro cost transfers.

WHAT TO DO

When you perform a Direct Retro cost transfer, make the same update on the Funding Entry page. If Direct Retro is done on MCOP worksheet, you cannot update position funding if currently vacant.

WHY IT MATTERS

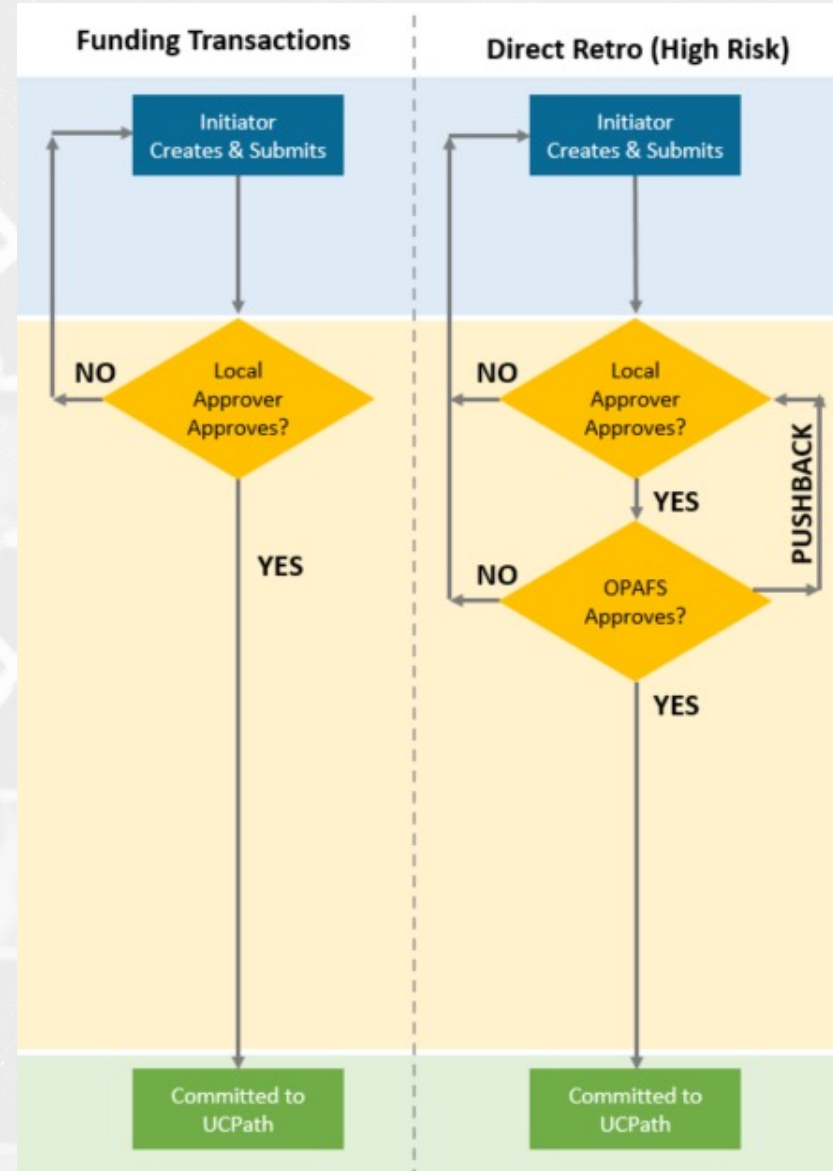
This ensures any retroactive payment is paid from the correct fund.

HOW TO DO IT

Add an Effective - Dated row on the Funding Entry page that reflects the correct funding for the pay periods updated in your Direct Retro cost transfer.

Approval Workflow Engine (AWE)

Funding transactions only require local approval



*OPAFS = Office of Post Award Financial Services

Direct Retro

A **Direct Retro** transaction is used to move salary and benefit expenses that have already hit the Labor Ledger, such as regular pay and stipends, from one or more fund sources to another fund source(s)

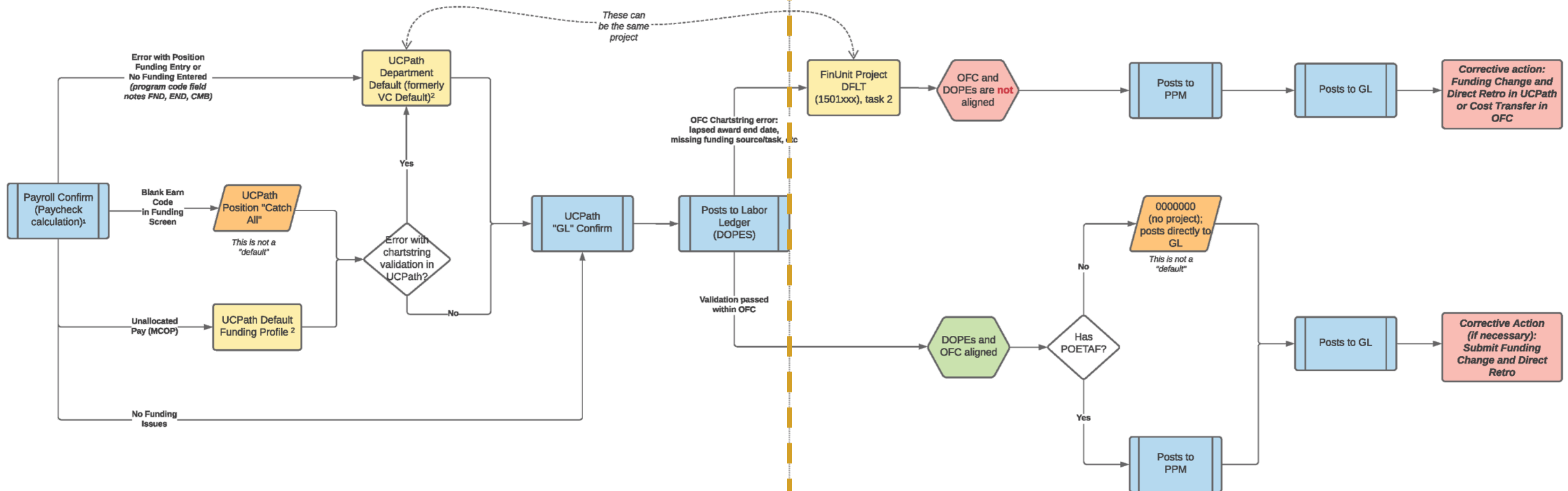
- For a direct retro transaction the **new data total must match the old data total**
- After saving a direct retro transaction, **no other changes** to the employee's pay period data can be made until this transaction is complete
- When performing direct retros to move the salary costs that hit the incorrect funds, you should also make **historical updates** in funding entry, and vice versa
- Use the **Review Direct Retro Page** to look up initiated transactions that have not been approved/canceled/denied

Payroll "Default" Transactions

UCPATH

ORACLE

Payroll "Default" Transactions



¹ Paycheck must be calculated before labor can be distributed in GL confirm

² PPS index (legacy) default may have been inadvertently used as the UCPATH department default or default funding profile FAU

Direct Retro <i>Setup direct retro / salary cost transfer transaction</i>	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > Process Direct Retro
Funding Entry Inquiry <i>View funding information for positions</i>	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry Inquiry
Funding Entry <i>Setup or update funding for positions</i>	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry
Review Direct Retro <i>View existing direct retro transactions</i>	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > Review Retro Distribution

Direct Retro Scenarios

- Review Key System Steps
- Scenario 1: Moving Off Default
- Scenario 2: Split Funding
- Scenario 3: Moving to Capped Fund using Salary Cap/MCOP Worksheet



On the **Process Direct Retro** page, click the **Add a New Value** tab, then click **Add** to begin the steps for processing a direct retro.

NAVIGATION

- PeopleSoft Menu
- Payroll Distribution
- UC Customizations
- **Process Direct Retro**



Process Direct Retro

[Find an Existing Value](#) **Add a New Value**

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

The **Run Control ID** displays a default value of **NEW**. You cannot update this value. The system will automatically assign your request a **Direct Retro ID** number once it is submitted.

Process Direct Retro

Process Direct Retro Distribution

Direct Retro ID: DR00000000743

Cancel Run

*Set ID: UCOP1

Processing Option

Apply to Transactions: All

Earnings End Dates

*Begin Date: 01/01/2017 *End Date: 06/30/2018

Search Employee

*Empl ID: 10000295 Smith, Zirui

Empl Record: 0 DIGITAL COMM SPEC 3

Search

Payroll Data

	Selected	Pay Group	Pay Run ID	Pay End Date	Off Cycle ?	Sep Chk#	Earnings	Department	Title	Processing Status	Re
1	<input checked="" type="checkbox"/>	MME	170131M0X	01/31/2017	<input type="checkbox"/>	0	6010.40	MARKETING COMMUNICATIONS	DIGITAL COMM SPEC 3		
2	<input checked="" type="checkbox"/>	MME	170228M0X	02/28/2017	<input type="checkbox"/>	0	6619.04	MARKETING COMMUNICATIONS	DIGITAL COMM SPEC 3		

Save Notify

1. Enter date range into the **Earnings End Dates** section, the Employee ID in the **Search Employees** section and select the correct **Empl Record**. Click **Search**.
2. Click the checkbox in the **Selected** column for the distribution that needs to be adjusted and then click **Save**.
3. Click **Run**. The salary-related details will display on the **Review Retro Distribution** page, where you will enter the funding updates.

This field defaults to the current fiscal year. A direct retro that spans multiple pay periods can be entered by expanding the date range.

If the employee has multiple jobs, select the appropriate job record by clicking the **Lookup** icon and selecting the job record.

NOTE: After saving the transaction, no other changes to the employee's pay period data can be made until this transaction is either canceled by Initiator or approved/cancelled by your local Approver

Funding Defaults

Three types of errors will cause expenses to hit your department default chartstring (listed in the Program Field):

DEFAULT (FND)

There is no funding set up on the position

SUSPENSE (END)

The Funding End Date on the position has passed

EDIT ERROR (CMB)

The chartstring is not valid in Oracle after data entry

Generally, if an error like these occur, both a historical funding update and Direct Retro are needed

Direct Retro Scenario 1 | Move off Default



In the Old Data section, notice the program code **FND**, this indicates that the payroll was charged to the department default because there was no funding set up for the current Fiscal Year.

The system defaults the new data to the same values as the old data. Clear out the combo code and enter the new chartstring segments.

You should also update the position funding so that retroactive payments get charged to the correct funding source.

[Retro Distribute Earnings](#) | [Retro Distribute Deductions](#) | [Retro Distribute Taxes](#) | [Earnings Messages](#) | [Deduction Messages](#) | [Tax Messages](#)

Retro Distribution Transaction

Run Cntl: DR00000510527 Created By: ██████████ Park,Cherry Created: 08/20/2021
 Trans Type: Direct Date of Pay: 08/21/2021
 Processing Status: Initiated Request Status: In Progress

[Cancel](#)

Check Earnings

Empl ID: ██████████ Empl Record: 2
 Company: UCS Pay Group: 6AC Pay Begin Date: 07/01/2021 Pay End Date: 07/31/2021
 Pay Run ID: 210731M0X Off Cycle [Earnings Distribution](#)

Old Data

Empl Rcd#	Earnings Code	Combination Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	OTC Indicator	Activity	Earnings
1	2 REG	000752162	16110	1000142	13991	1501432	2	400			FND				\$4,726.00

New Data

Empl Rcd#	Earnings Code	New Combo Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	OTC Indicator	Activity	New Earnings Amount	Apply/Remove Work Study
1	2 REG	000752162	16110	1000142	13991	1501432	2	400							\$4,726.00	+

[Check Balance](#) Total: \$4,726.00
 Balance: \$0.00 Direct Retro Salary Cap/MCOP Funding Worksheet

Direct Retro Scenario 2 | Split Funding



If you need to split the funding into two or more funding sources, click the + button to add another row.

[Retro Distribute Earnings](#) | [Retro Distribute Deductions](#) | [Retro Distribute Taxes](#) | [Earnings Messages](#) | [Deduction Messages](#) | [Tax Messages](#)

Retro Distribution Transaction

Run Cnt: DR00000511060 Created By: [REDACTED] Park, Cherry Created: 08/20/2021
 Trans Type: Direct Date of Pay: 08/21/2021
 Processing Status: Initiated Request Status: In Progress

[Cancel](#)

Check Earnings Find | View All First 1 of 1 Last

Empl ID: [REDACTED] Empl Record: 1
 Company: UCS Pay Group: 6AC Pay Begin Date: 07/01/2021 Pay End Date: 07/31/2021
 Pay Run ID: 210731M0X Off Cycle [Earnings Distribution](#)

Old Data Personalize | Find | First 1 of 1 Last

Empl Rcd#	Earnings Code	Combination Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	OTC Indicator	Activity	Earnings
1	1 REG	000752168	16110	1000144	13991	1501434	2	400							\$1,282.60

New Data Personalize | Find | First 1 of 1 Last

Empl Rcd#	Earnings Code	New Combo Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	OTC Indicator	Activity	New Earnings Amount	Apply/Remove WorkStudy
1	1 REG	000752168	16110	1000144	13991	1501434	2	400							\$1,282.60	+

[Check Balance](#) Total: \$1,282.60 Balance: \$0.00 Direct Retro Salary Cap/MCOP Funding Worksheet

Direct Retro Scenario 2 | Split Funding



Clear out the combo code(s) and enter the new chartstring segments.
 You should also update the position funding so that retroactive payments get charged to the correct funding source.

[Retro Distribute Earnings](#) | [Retro Distribute Deductions](#) | [Retro Distribute Taxes](#) | [Earnings Messages](#) | [Deduction Messages](#) | [Tax Messages](#)

Retro Distribution Transaction

Run Cntl: DR00000511060 Created By: ██████████ Park, Cherry Created: 08/20/2021
 Trans Type: Direct Date of Pay: 08/21/2021
 Processing Status: Initiated Request Status: In Progress [Cancel](#)

Check Earnings

Empl ID: ██████████ Empl Record: 1
 Company: UCS Pay Group: 6AC Pay Begin Date: 07/01/2021 Pay End Date: 07/31/2021
 Pay Run ID: 210731M0X Off Cycle [Earnings Distribution](#)

Old Data Personalize | Find | | First 1 of 1 Last

Empl Rcd#	Earnings Code	Combination Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	OTC Indicator	Activity	Earnings
1	1 REG	000752168	16110	1000144	13991	1501434	2	400							\$1,282.60

New Data Personalize | Find | | First 1-2 of 2 Last

Empl Rcd#	Earnings Code	New Combo Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	OTC Indicator	Activity	New Earnings Amount	Apply/Remove WorkStudy
1	1 REG	<input type="text" value="000752168"/>	<input type="text" value="16110"/>	<input type="text" value="1000144"/>	<input type="text" value="13991"/>	<input type="text" value="1501434"/>	<input type="text" value="2"/>	<input type="text" value="400"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	\$1,282.60	<input type="button" value="+"/>
2	1 REG	<input type="text" value="000752168"/>	<input type="text" value="16110"/>	<input type="text" value="1000144"/>	<input type="text" value="13991"/>	<input type="text" value="1501434"/>	<input type="text" value="2"/>	<input type="text" value="400"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	\$1,282.60	<input type="button" value="+"/> <input type="button" value="-"/>

[Check Balance](#) Total: \$1,282.60 Balance: \$0.00 Direct Retro Salary Cap/MCOP Funding Worksheet

Direct Retro Scenario 2 | Split Funding



The total New Earnings Amount should equal the total Old Earnings amount by Earn Code. If the totals do not match you will get an error message.

Retro Distribute Earnings | Retro Distribute Deductions | Retro Distribute Taxes | Earnings Messages | Deduction Messages | Tax Messages

Retro Distribution Transaction

Run Cntl: DR00000511060 Created By: Park,Cherry Created: 08/20/2021
Trans Type: Direct Date of Pay: 08/21/2021
Processing Status: Initiated Request Status: In Progress

Check Earnings

Empl ID: Company: UCS Pay Group: 6AC Pay Begin Date: Pay Run ID: 210731M0X Off Cycle

Old Data

Earning details | Job details | Old Accounting Period

Empl Rcd#	Earnings Code	Combination Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	OTC Indicator	Activity	Earnings
1	1 REG	000752168	16110	1000144	13991	1501434	2	400			FND				\$1,282.60

New Data

Earning details | Job Details | Posting Accounting Period

Empl Rcd#	Earnings Code	New Combo Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	OTC Indicator	Activity	New Earnings Amount	Apply/Remove WorkStudy
1	1 REG	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	\$1,000.00	<input type="button" value="+"/>
2	1 REG	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	\$200.00	<input type="button" value="+"/> <input type="button" value="-"/>

 Total: \$1,282.60 Balance: \$82.60

Direct Retro Salary Cap/MCOP Funding Worksheet

Message

Before and After amounts do not match for the Earn Code: REG. Before Amount = 1282.6, After Amount = 1200. (32001,425)

Ensure the net dollar change by Earnings Code is zero before proceeding.

Direct Retro | Salary Cap/MCOP Worksheet

Use the Salary Cap/MCOP Worksheet in a Direct Retro transaction if you enter a **capped fund** in the New Data section and the employee's **total UC salary exceeds the fund's annual salary cap**.

Direct Retro Scenario 3 | Salary Cap/MCOP Worksheet



Retro Distribute Earnings | Retro Distribute Deductions | Retro Distribute Taxes | Earnings Messages | Deduction Messages | Tax Messages

Retro Distribution Transaction

Run Cntl: DR00000359041 Created By: 10365848 Redden, Tyler William Created: 01/12/2021
Trans Type: Direct Date of Pay: 01/01/2021
Processing Status: Initiated Request Status: In Progress

Check Earnings

Empl ID: Empl Record: 0
Company: UCS Pay Group: 6HS Pay Begin Date: 09/01/2020 Pay End Date: 09/30/2020
Pay Run ID: 200930M0X Off Cycle

Old Data

Empl Rcd#	Earnings Code	Combination Code	Entity	Financial Unit	Fund	Project
1	0 HSP	000431415	16130	3000111	15003	1009782
2	0 HSR	000431415	16130	3000111	15003	1009782
3	0 HSZ	000431415	16130	3000111	15003	1009782

New Data

Empl Rcd#	Earnings Code	New Combo Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	OTC Indicator	Activity	New Earnings Amount	Apply/Remove Work Study
1	0 HSP	000431415	16130	3000111	15003	1009782	1	400							\$13,541.67	<input data-bbox="2066 992 2091 1006" type="button" value="+"/>
2	0 HSR	000431415	16130	3000111	15003	1009782	1	400							\$10,833.33	<input data-bbox="2066 1035 2091 1049" type="button" value="+"/>
3	0 HSZ	000535261	16180	8000018	20001	1032597	1	440	7019462						\$46,458.33	<input data-bbox="2066 1078 2091 1092" type="button" value="+"/>

 Total: \$70,833.33 Balance: \$0.00

Initiator Comment:

1. Enter capped fund in **New Data** section
2. If you enter a capped fund in the **New Data** section, and the employee's total UC salary exceeds the fund's annual salary cap, the **Process Direct Retro** page displays the **Salary Cap/Multiple Components of Pay (MCOP) Worksheet** link.
3. Click OK on Error Message
Click on **Direct Retro Salary Cap/MCOP Worksheet** link

Message

Error - Total UC Salary is greater than Salary Cap (32008,79)

Employee's Total UC Salary is greater than Salary Cap, use the Direct Retro Salary Cap/MCOP Funding Worksheet to enter funding distributions

Direct Retro Salary Cap/MCOP Funding Worksheet link is now active.

Direct Retro Salary Cap/MCOP Funding Worksheet



[Retro Distribute Earnings](#) | [Retro Distribute Deductions](#) | [Retro Distribute Taxes](#) | [Earnings Messages](#) | [Deduction Messages](#) | [Tax Messages](#)

Retro Distribution Transaction

Run Cntl: DR00000359041 Created By: 10365848 Redden, Tyler William Created: 01/12/2021
 Trans Type: Direct Date of Pay: 01/01/2021
 Processing Status: Initiated Request Status: In Progress

[Cancel](#)

The system defaults the new data to the same values as the old data.

Use the worksheet to redistribute funding for earnings that are part of the Total UC Salary (Earn Codes defined in JED). Other earnings (i.e., BON, STP) can be distributed on the **Retro Distribute Earnings** page.

Check Earnings

Empl ID: Empl Record: 0
 Company: UCS Pay Group: 6HS Pay Begin Date: 09/01/2020 Pay End Date: 09/30/2020
 Pay Run ID: 200930M0X Off Cycle [Earnings Distribution](#)

Old Data Personalize | Find | | First 1-3 of 3 Last

Empl Rcd#	Earnings Code	Combination Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	OTC Indicator	Activity	Earnings
1	0 HSP	000431415	16130	3000111	15003	1009782	1	400							\$13,541.67
2	0 HSR	000431415	16130	3000111	15003	1009782	1	400							\$10,833.33
3	0 HSZ	000431415	16130	3000111	15003	1009782	1	400							\$46,458.33

New Data Personalize | Find | | First 1-3 of 3 Last

Empl Rcd#	Earnings Code	New Combo Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	OTC Indicator	Activity	New Earnings Amount	Apply/Remove WorkStudy
1	0 HSP	<input type="text" value="000431415"/>	<input type="text" value="16130"/>	<input type="text" value="3000111"/>	<input type="text" value="15003"/>	<input type="text" value="1009782"/>	<input type="text" value="1"/>	<input type="text" value="400"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$13,541.67	<input type="button" value="+"/>
2	0 HSR	<input type="text" value="000431415"/>	<input type="text" value="16130"/>	<input type="text" value="3000111"/>	<input type="text" value="15003"/>	<input type="text" value="1009782"/>	<input type="text" value="1"/>	<input type="text" value="400"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$10,833.33	<input type="button" value="+"/>
3	0 HSZ	<input type="text" value="000431415"/>	<input type="text" value="16130"/>	<input type="text" value="3000111"/>	<input type="text" value="15003"/>	<input type="text" value="1009782"/>	<input type="text" value="1"/>	<input type="text" value="400"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$46,458.33	<input type="button" value="+"/>

[Check Balance](#) Total: \$70,833.33 Balance: \$0.00 Direct Retro Salary Cap/MCOP Funding Worksheet

Direct Retro Salary Cap/MCOP Funding Worksheet



Direct Retro Salary Cap/MCOP Funding Worksheet

Run Control ID DR00000359041 Created By 10365848
Trans Type Direct Access Changes Date of Pay 01/01/2021 Processing Status Initiated

Check Earnings

Empl ID _____ Empl Record 0
Company UCS Pay Group 6HS Pay Begin Date 09/01/2020 Pay End Date 09/30/2020
Pay Run ID 200930M0X Off Cycle ?

Old Data																	Personalize	Find	First	1-3 of 3	Last
ErnCd	OTC Indicator	Combination Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	Activity	Earnings	Percent of Pay	Percent of Effort	UC Monthly Salary	Cap Type	Cap Rate(Annual)	Prorated Cap Rate(Annual)	Prorated Cap Rate(Monthly)
1	HSP	000431415	16130	3000111	15003	1009782	1	400						\$13,541.670000	55.555569	55.555569	\$24,375.00				
2	HSR	000431415	16130	3000111	15003	1009782	1	400						\$10,833.330000	44.444431	44.444431	\$24,375.00				
3	HSZ	000431415	16130	3000111	15003	1009782	1	400						\$46,458.330000	0.000000	0.000000	\$24,375.00				

New Data																					Personalize	Find	First	1-3 of 3	Last
ErnCd	OTC Indicator	New Combo Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	Activity	Earnings	Percent of Pay	Percent of Effort	UC Monthly Salary	Cap Type	Cap Rate(Annual)	Prorated Cap Rate(Annual)	Prorated Cap Rate(Monthly)				
1	HSP	000431415	16130	3000111	15003	1009782	1	400						\$13,541.670000	55.555569	55.555569	\$24,375.00				+				
2	HSR	000535261	1618	8000018	20001	1032597	1	440	701946					\$7,307.406678	29.979104	44.444431	\$24,375.00	HHS	\$197,300.00	\$197,300.00	\$16,441.67	+			
3	HSZ	000431415	16130	3000111	15003	1009782	1	400						\$46,458.330000	0.000000	0.000000	\$24,375.00				+				

Check Balance OTC to be Distributed: \$0.00 **5** Preview Direct Retro Distribution Return to Direct Retro
Total (with OTC): \$24,375.00
Balance: \$0.00

4. Use the **Direct Retro Salary Cap/MCOP Funding Worksheet** to update the funding distribution in **New Data**
5. Click the **Preview Direct Retro Distribution** button

After you make the necessary updates, click **Preview** to see how the system will allocate over the cap (OTC) amounts for new data. You can then update the OTC funding rows that are generated.

When you enter a capped fund, the **Cap Type** and the **Cap Rate (Annual)** values are displayed on the **Direct Retro Salary Cap/MCOP Funding Worksheet**. You can use the look up button to see a list of Cap Rate options. The Cap Rate should be the rate that is in effect at the time of the award.

Preview Direct Retro Distribution Worksheet

Preview Direct Retro Distribution Worksheet

Run Control ID DR00000359041 Created By 10365848
Trans Type Direct Access Changes Date of Pay 01/01/2021 Processing Status Initiated

Check Earnings

Empl ID _____ Empl Record 0
Company UCS Pay Group 6HS Pay Begin Date 09/01/2020 Pay End Date 09/30/2020
Pay Run ID 200930M0X Off Cycle ?

New Data														Personalize	Find	First	1-4 of 4	Last			
EmCd	OTC Indicator	New Combo Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	Activity	Earnings	Percent of Pay	Percent of Effort	UC Monthly Salary	Cap Type	Cap Rate(Annual)	Prorated Cap Rate(Annual)	Prorated Cap Rate(Monthly)
1	HSZ	000431415	16130	3000111	15003	1009782	1	400						\$46,458.330000	0.000000	0.000000	\$24,375.00				
2	HSR	N-OTC001 000535261	16180	8000018	20001	1032597	1	440	7019462					\$7,307.406678	29.979104	44.444431	\$24,375.00	HHS	\$197,300.00	\$197,300.00	\$16,441.67
3	HSR	Y-OTC001												\$3,525.923322	14.465327	0.000000	\$24,375.00				
4	HSP	000431415	16130	3000111	15003	1009782	1	400						\$13,541.670000	55.555569	55.555569	\$24,375.00				

Submit to Direct Retro Page

Return to DR Distribution Worksheet

This page displays a preview of all funding distributions so that you can verify that the data is accurate.

This page is view-only except for lines where the OTC Indicator begins with the letter Y. These rows must be funded by uncapped funds. You will override or enter the fund data on the Y-OTC row.

The Percent of Pay and Monthly Rate that are unaccounted for on the Worksheet are added on a new distribution line.

Preview Direct Retro Distribution Worksheet



Preview Direct Retro Distribution Worksheet

- 6. Enter the over-the-cap funding source(s)
- 7. Click the **Submit to Direct Retro Page** button

Run Control ID DR00000359041 Created By 10365848
Trans Type Direct Access Changes Date of Pay 01/01/2021 Processing Status Initiated

Check Earnings

Empl ID _____ Empl Record 0
Company UCS Pay Group 6HS Pay Begin Date 09/01/2020 Pay End Date 09/30/2020
Pay Run ID 200930M0X Off Cycle ?

New Data																	Personalize	Find	First	1-4 of 4	Last		
ErnCd	OTC Indicator	New Combo Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	Activity	Earnings	Percent of Pay	Percent of Effort	UC Monthly Salary	Cap Type	Cap Rate(Annual)	Prorated Cap Rate(Annual)	Prorated Cap Rate(Monthly)		
1	HSZ	000431415	16130	3000111	15003	1009782	1	400						\$46,458.330000	0.000000	0.000000	\$24,375.00						+
2	HSR	N-OTC001 000535261	16180	8000018	20001	1032597	1	440	7019462					\$7,307.406678	29.979104	44.444431	\$24,375.00	HHS	\$197,300.00	\$197,300.00	\$16,441.67		+
6	3	HSR	Y-OTC001		1613	3000111	15003	1009782	1	400				\$3,525.923322	14.465327	0.000000	\$24,375.00						+
4	HSP	000431415	16130	3000111	15003	1009782	1	400						\$13,541.670000	55.555569	55.555569	\$24,375.00						+

Submit to Direct Retro Page

Return to DR Distribution Worksheet

7. After all distributions rows are accurate, click **Submit to Direct Retro Page**. If the data passes the page funding edits, the system displays the data on the Process Direct Retro page.

If you notice inaccuracies in the funding lines, return to the **Direct Retro Salary Cap/MCOP Funding Worksheet** to make changes and regenerate the preview.

Retro Distribute Earnings Page



[Retro Distribute Earnings](#) |
 [Retro Distribute Deductions](#) |
 [Retro Distribute Taxes](#) |
 [Earnings Messages](#) |
 [Deduction Messages](#) |
 [Tax Messages](#)

Retro Distribution Transaction

Run Cntl: DR00000359041 Created By: 10365848 Redden, Tyler William Created: 01/12/2021
 Trans Type: Direct Date of Pay: 01/01/2021
 Processing Status: Initiated Request Status: In Progress [Cancel](#)

After using the worksheet to redistribute funding for earnings that are part of the Total UC Salary, other earnings (i.e., BON, STP) can be distributed on the **Retro Distribute Earnings** page, if applicable.

Check Earnings

Empl ID: Empl Record: 0
 Company: UCS Pay Group: 6HS Pay Begin Date: 09/01/2020 Pay End Date: 09/30/2020
 Pay Run ID: 200930M0X Off Cycle [Earnings Distribution](#)

Old Data Personalize | Find | | First 1-3 of 3 Last

Empl Rcd#	Earnings Code	Combination Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	OTC Indicator	Activity	Earnings
1	0 HSP	000431415	16130	3000111	15003	1009782	1	400							\$13,541.67
2	0 HSR	000431415	16130	3000111	15003	1009782	1	400							\$10,833.33
3	0 HSZ	000431415	16130	3000111	15003	1009782	1	400							\$46,458.33

New Data Personalize | Find | | First 1-4 of 4 Last

Empl Rcd#	Earnings Code	New Combo Code	Entity	Financial Unit	Fund	Project	Task	Function	Funding Source	Location	Program	Alt Acct	OTC Indicator	Activity	New Earnings Amount	Apply/Remove Work Study
1	0 HSZ	000431415	16130	3000111	15003	1009782	1	400							\$46,458.33	+
2	0 HSR	000658945	16180	8000018	20001	1032597	1	440	7019462				N-OTC001		\$7,307.41	+
3	0 HSR	000819241	16130	3000111	15003	1009782	1	400					Y-OTC001		\$3,525.92	+
4	0 HSP	000431415	16130	3000111	15003	1009782	1	400							\$13,541.67	+

[Check Balance](#) Total: \$70,833.33
 Balance: \$0.00 Direct Retro Salary Cap/MCOP Funding Worksheet

Job Aids

- [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 \(DOPES\)](#)
- [Payroll Reconciliation Toolkit](#)
- [Understanding Default and Catch-All Funding Sources](#)
- [Funding Entry Calculator](#)
- [Fiscal Year-End Funding Rollover](#)

Funding KBAs in SNOW

https://support.ucsd.edu/path?id=kb_view





Historical updates should be made in Funding Entry, even if you have already processed Direct Retros

- This ensures that retroactive payments are paid from the correct fund
- A historical MCOP funding entry update cannot be done on a vacant position



Follow the funding transaction processes step-by-step

- Not following the step-by-step process for funding and direct retro transactions is the primary cause of GL-related errors in UCPath
- Don't get creative



Monitor reports to identify funds with approaching end dates and your department default fund

- Funding & HR Initiators must communicate
- This will help your unit minimize the need for direct retro funding updates



Direct Retros should be processed one pay period at a time

- High Risk Routing issues
- Will lock out all pay periods if something goes wrong

Key Takeaways

- For a direct retro the **new data total must match the old data total**
- After saving a direct retro transaction, **no other changes** to the employee's pay period data can be made until this transaction is complete
- When performing direct retros to move the salary costs that hit the incorrect funds, you should also make **historical updates** in funding entry and vice versa
- Use the **Review Direct Retro Page** to look up initiated transactions that have not been approved/canceled/denied
- If you enter a **capped fund** in the New Data section, and the employee's **total UC salary exceeds the fund's annual salary cap**, the Process Direct Retro page displays the Direct Retro Salary Cap/MCOP Funding Worksheet link. Use the worksheet to redistribute funding for earnings that are part of the **Total UC Salary**; other earnings (i.e., BON, STP) can be distributed on the Retro Distribute Earnings page.

Key Takeaways

- Three types of errors will cause expenses to hit your department default account: **default, suspense, and edit error**
- Process direct retros one pay period at a time. If there is an issue with one of the pay periods, all of the pay periods on the direct retro transaction will be locked out.
- Make sure you are choosing the correct empl record



- If 1 PTF is included in multiple ErnCd lines, and only a portion of the effort has to move, does it matter how we reduce the effort (as long as the dollar matches the target)? Academic compensation. **Please submit a SNOW ticket under the Payroll, Academic Personnel & HR with the specific example.**
- Is there list of known errors in UCPATH and the current status of the errors? **We don't not have a central list. We are working on one.**
- How are NGN, GAL, Vacation Accrual, and Vacation Reimbursements moved? **NGN is handled outside of UCPATH. GAEL, Vacation accruals and Vacation reimbursements are moved with salary in UCPATH. There is some training being developed for Fund Managers.**
- **You can do a DR as far back as we went live with UCPATH. Anything before UCPATH conversion you will need to correct in Oracle.**
- is there a copy feature — biweeklies sometime have 3-4 DRs needed for the same split/reason? So if we have salary needing moved for an entire year for an employee, you're suggesting we do 12 DRs? 1 per pay period? **No copy feature for DRs. Yes we are suggesting one per period. High risk DR, known defect: Group together many pay periods, and one is high risk it will not get routed to OPAFS, also if one has issues all will be stuck.**
- Is there a way to find a complete list of Combo Codes? **Combo Code Report available in BAH.**
<https://bah.ucsd.edu/hr-payroll/index.html>

- Does HSTSC, NGN, Vacation, accrual (expenses tied to effort) all move automatically proportional to the DR moved? Are there known issues we should watch out for? **We cannot speak with about HSTSC and NGN but vacation accruals/expenses, CBR, GAEL will move with DR. We'll look into seeing if there can be a matrix showing how these things move/who owns. Any assessments that are processed in UCPATH will move with the DR.**
- How do we know what Combo code is the correct one when there are 2-10 combs codes from the same project and task and we can't tell which one is assigned to the correct CAP? **Type in the entire chartstring fields. You cannot use combo codes with a OTC indicator. See KBA Funding FAQ.**
https://support.ucsd.edu/path?id=kb_article_view&sysparm_article=KB0032792&sys_kb_id=48b4dfee1b6d3c1048e9cae5604bcbca
- Can you talk about the questionnaire at the end of the Direct Retro process? When to complete? High Risk criteria? **Only need to fill out the questionnaire for High Risk DRs.**
- Trying to process a Direct Retro to move the over-the-cap lines. They are not editable in the MCOP worksheet. **Please submit a SNOW ticket with screenshots and specifics.**
- Can you clarify when we request a cost transfer vs deleting the combo code and reentering the chartstring? **If UCPATH is correct, you will need to do a Cost Transfer in Oracle.**
- **Combo Codes are not like indexes. Please enter the chartstring, do not use the combo code.**

- Why is the MCOP worksheet so complicated to complete? I can do everything perfectly and still received strange error messages. I have to submit a ticket for 6 out of 10 direct retros I processes. The proposed solution of making sure I tab through and fill in all the fields is not a solution. The errors are beyond that. Spending 3-5 hours on one direct retro is not sustainable. Can the finance group offer a 1:1 zoom session so the subject matter expert can watch us transact and see the pain point? **You can book 1:1 zoom session for assistance with UCPATH Funding transactions:**

UCPath Funding Transactions	Tuesdays	https://calendly.com/ucpathtransactionsupport
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- Funding entry is tightly controlled. why was DR access released? Is there talk of taking it back, or is the volume just too high? Lost access to UCPATH Funding Entry. Health Science only grants DR access. **We can ask ARC why.**
- When you download dopes, sometimes incorrect fund number is associated with FU/Proj/Task. Will this ever be fixed? **Check funding entry in UCPATH, it may need to be updated with the correct PTF. The DOPES should look the same as the Funding Entry page in UCPATH or on the DR transaction. If UCPATH looks correct, the correction will need to be done in Oracle.**
- My accountant is attempting to use the MCOP worksheet with salary cap to move a clinical faculty onto research funds, but the combo code is linking to only a "uncapped" option for fund#20701 which should be capped. She is doing everything by the instructions but still coming up with error. **Have her/him try to enter the full chart string instead of the combo code.**

Fund Management Office Hours	Thursdays, 11-12:00 p.m. Watch Recorded Office Hours	Zoom Link
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HSIT and NGN will *follow* a direct retro one month in arrears (except in June, there is a catch up before FYE). HSIT and NGN processing leverages UCPATH payroll data to determine how to charge. UCPATH is not where these expenses or transfers are being processed; therefore, they do not appear on the Distribution of Payroll Expense reports.

The Distribution of Payroll Expense reports will show the salary and benefits expenses moved with a direct retro. Any other non-UCPATH cost transfers can be seen on Business Activity Hub reports such as the UCSD-DSH Project Cost Transfer Panorama or UCSD-DSH General Ledger Panorama.

Telecom Recharge Details Report on bah.ucsd.edu

The logo features the letters 'UC' in white on a gold square background. To the right, the word 'Path' is written in a blue, italicized sans-serif font. This text is enclosed in a blue rectangular frame that has a slight 3D effect. At the top right corner of the frame, there is a blue trident symbol with three upward-pointing arrows.

UC *Path*

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