Zoom-A-Day: Funding Entry
Today’s Topics

- How to Create and Update Funding
- How to Use the MCOP Worksheet (briefly)
- How to Approve Funding Transactions
Where can I get help?

- UC San Diego Job Aids and Quick References: [https://ucpath.ucsd.edu/training/job-aids.html](https://ucpath.ucsd.edu/training/job-aids.html)
- UCPath Help Site for Transactional Users: [https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/data/toc.html](https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/data/toc.html)
How to Create and Update Funding

- Review System Steps
- Demo
- Resources
The Earn Codes in the Earning Distributions section on the Funding page determine which funding sources are charged when an employee is paid a particular type of earning.

- The Earnings Distribution section on the Funding Entry page allocates funding by Earn Code
- In funding, specify which Earn Code(s) are to be charged to different fund(s)
- The sum of all funding lines for each earn code must equal 100%.

Positions must have at least one funding line with a Blank Earn Code to identify the Catch-All funding for earnings.

- For those positions where the same fund(s) is to be charged regardless of earnings, only the Blank Earn Code should be used
- If an Earn Code in the employee’s earnings distribution does not exist on the Funding page, expenses will be charged to the funds associated with the Blank Earn Code
- The Blank Earn Code should be the last in the funding page earnings distribution sequence
The Earn Code field is blank for bottom 3 rows. For all earnings that don’t have the SAS earn code, funding will be split across these 3 distributions with a blank earn code.

If the employee were to have earnings using the SAS Earn Code then Funding would be split to 5 distributions as indicated by the SAS rows.

The sum of all funding lines for each earn code must equal 100%.
Work Study Funding

- If the position has a **Position Pool** for the current Award Period then the position is considered a work study position.

- UCPath manages the Work Study Distribution and Split Percentage via the **Position Pool ID**.

- Work Study Distributions **cannot be entered** on the Funding Entry Page.

- The **Department Funding** is established on the **Funding Page**.

Example: If Work Study will cover 50% of the funding then the other 50% will come from the Department Funding established on the Funding Page.

- If there is an Award Balance, UCPath will split the funding for Work Study Eligible Earnings:
  - The Work Study portion will be charged to the Work Study Distribution.
  - The remainder will be charged to the distributions identified on the Funding page for that position.

- A hire or update of a WS position must always have the first day of the payroll period as the effective date, otherwise the WS split will not distribute correctly.

- If Direct Retro transaction required, use the "Apply WS" drop down or student's award balance will be adversely affected.
Click the **Add a New Value** tab, enter the required search fields, and then click **Add** to begin the steps for processing a new position funding. Note that Funding Entry updates are organized by **Fiscal Year**.

- **Request ID** defaults to NEW. **DO NOT** change this value.
- **Required search fields**: Set ID, Department, Fiscal Year, Budget Level and Position Number for the new position funding.
Funding Entry page for a **vacant position**; no incumbent data in the **Job Data Snapshot** section.

1. Enter the **Effective Date**
2. Enter funding source(s) and distribution percentage(s) in the **Earnings Distribution** section.
3. Click **Save** to check for errors and generate a **Request ID** at the top of the page.
4. Click **Submit**.

**Use the Funding End Date field if the fund source has a date in which it will no longer be effective, or leave blank.**

**Attach supporting documentation and enter applicable comments regarding the funding.**
Funding Entry page for a **filled position**; the incumbent’s employee details are displayed in **Job Data Snapshot** section.

You can view employee details across two tabs in this section.

The **e-Verify** option indicates whether the employee has been E-Verified.
Enter Position Funding Update | Search Page

Begin entering an update to existing funding on the **Add a New Value** tab.

When you are finished entering the appropriate data, click **Add** to display the page on which you enter updated funding data.

NAVIGATION
- PeopleSoft Menu
- Set Up HCM
- Product Related
- Commitment Accounting
- UC Customizations
- Funding Entry
This is the same page you use to enter new funding for a position. The Funding Entry page utilizes effective-dating and effective sequencing so that you can maintain a history of funding changes.

Upon successfully saving, the system displays a unique Request ID at the top of the page.

1. Insert a new row
2. Enter the Effective Date
3. Enter the updated funding source(s) and distribution percentage(s)
4. Attach supporting documents and enter comments
5. Click Save then Submit
Add and Approve Historical Rows

You can enter an effective date that is earlier than the date for the current effective row. This would be considered a historical row.

FUNDING INITIATOR

The Initiator will insert a new row in the appropriate “place” and enter the proper historical effective date and an Initiator Comment that indicates the change is an historical row and identify the effective date the approver should review.

FUNDING APPROVER

By default, the system displays only the most current effective-dated row; the approver should click the Include History button to display all rows on the transaction and review the comment to determine which row(s) to review.
To ensure funding update is processed with payroll the best practice is to ensure entry by the day before the Pay Confirm date.

<table>
<thead>
<tr>
<th>Pay Cycle</th>
<th>Check Date</th>
<th>Pay Period Dates</th>
<th>Run ID Schedule</th>
<th>Location</th>
<th>Med Center Only</th>
<th>UCPath Center</th>
<th>Leave Accrual Available on UCPath (After 5pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO</td>
<td>Fri 05-01-20</td>
<td>04-01-20 - 04-30-20</td>
<td>200430M0X</td>
<td>Tue 04-21-20</td>
<td>Wed 04-22-20</td>
<td>Thu 04-23-20</td>
<td>Mon 04-27-20 - Fri 05-01-20</td>
</tr>
<tr>
<td>B1</td>
<td>Wed 05-13-20</td>
<td>04-19-20 - 05-02-20</td>
<td>200502B1X</td>
<td>Fri 05-01-20</td>
<td>Tue 05-05-20</td>
<td>Wed 05-06-20</td>
<td>Mon 05-11-20 - Mon 05-11-20</td>
</tr>
<tr>
<td>B2</td>
<td>Wed 05-27-20</td>
<td>05-03-20 - 05-16-20</td>
<td>200516B2X</td>
<td>Fri 05-15-20</td>
<td>Tue 05-19-20</td>
<td>Wed 05-20-20</td>
<td>Tue 05-21-20 - Tue 05-26-20</td>
</tr>
</tbody>
</table>

**** Inbound Files - Description

- E-084: Manage Accurals
- E-330: Batch Load Additional Pay
- I-160: Tuition Reimbursement
- I-176: Parking Deductions
- I-181: Regular Time Entry
- E-353: Batch Load One-Time Payments
- I-171: Reoccurring General Deductions
- I-178: Parking Deductions Corrections
- I-378: One Time General Deductions
- I-618: Flat Dollar Amount.

*** Employee Data Change

- One Time Pay
- Manage Accrual
- Mass Hire
- HR template
- Leave Transaction
- Union Enrollment
Update Funding

Scenario: Employee was hired 3/1. Funding was entered for 3/1 but needed to be locally corrected twice. Then funding was updated to a new funding source effective 5/1.

Today is 5/21. We learn that the funding should have been updated to a new funding source effective 4/1, not 5/1 and to split funding between the current funding and a new additional funding source.

Note: Direct retro will need to be processed for April, but there is still time to have the funding update approved for the June check (May earnings).
Important Things to Remember

• The Blank Earn Code row(s) acts as a catch-all; it’s generally used to represent REG funding, but will fund any Earn Code not otherwise funded.

• If there is no funding on the position, if the chartstring errors during the payroll run, or if the funding has ended (Funding End Date has passed) the employee will still be paid and the salary costs will hit the VC-Area Default funding source.

• A direct retro transaction is required to move salary costs off the VC-Area default and onto the correct funding source(s); the funding must also be corrected in Funding Entry.

• Funding transactions must be approved by the day before Pay Confirm to ensure they are used in payroll processing.

• You don’t need UCPC to delete funding entries; override incorrect entries by submitting a new funding entry transaction with the same Effective Date.
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How to Use the MCOP Worksheet (briefly)

- When to use the Worksheet
- System Steps
- Important Things to Remember
- Resources
When to Use the Salary Cap/MCOP Worksheet

Use the Salary Cap/MCOP Funding Worksheet for:

1. Any position that has regular compensation composed of multiple components of pay (GCCP, HSCP)
2. Positions funded by capped funds (e.g., NIH, CIRM); the MCOP Worksheet is the only page where you can see the over-the-cap indicator

If you enter a capped fund on the Funding Entry page:
- Employee’s Total UC Salary is **below** the salary cap: warning message displayed
- Employee’s Total UC Salary is **above** the cap: error message indicating system requires use of the Worksheet
The worksheet is a tool to **manage the complex funding rules associated with salary caps and limitations on compensation plan (HSCP/GCCP) earnings**. As a result, there are two key differences between the Funding Entry page and the Salary Cap/MCOP Funding Worksheet:

<table>
<thead>
<tr>
<th>Difference #1: <strong>On the Worksheet, the sum of all funding lines will equal 100% (per begin/end date)</strong></th>
<th>Difference #2: <strong>On the Worksheet, positions must have a Default Funding Profile</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ This is the opposite of the Funding Entry page which requires a sum of 100% per Earn Code</td>
<td>▪ Instead of a Blank Earn Code row, the worksheet uses the Default Funding Profile which includes two Blank Earn Code rows</td>
</tr>
<tr>
<td>▪ The Worksheet uses begin and end dates instead of Effective Dates (Exception: Default Funding Profile)</td>
<td>▪ One Catch-All for up-to-the-cap earnings; one for the over-the-cap earnings</td>
</tr>
<tr>
<td></td>
<td>▪ If part of the employee's total UC salary is not fully allocated, the system inserts the appropriate Catch-All row</td>
</tr>
<tr>
<td></td>
<td>▪ There should be <strong>no</strong> restricted funds in the Default Funding Profile</td>
</tr>
</tbody>
</table>
Overview of the Salary Cap/MCOP Worksheet

Compensation Data Snapshot shows the pay associated with the position.

Default Funding Profile is where Blank Earn Code funding is set up for up-to and over-the-cap funding.

Funding Distribution Worksheet is where you enter funding for each earn code using date ranges.
Funding Distribution Preview

The Funding Distribution Preview page displays a preview of all funding distributions. If you must make changes to the funding lines, return to the Salary Cap/MCOP Funding Worksheet to make necessary updates and regenerate the Funding Distribution Preview.

Funding distributions are broken down by each differently funded pay period from the Salary Cap / MCOP Funding Worksheet.

The three numbers at the end of the OTC Indicator reference the capped funding source line that is responsible for the OTC funding line.

Click to display the monthly distribution amounts by fund source for the fiscal year in Excel.

Click to transfer data to the Earnings Distribution section of the Funding Entry page.
Important Things to Remember

- The chartstrings entered in the Default Funding Profile are often the same for both the up-to-the-cap and over-the-cap default funding sources.
- It is common to enter the funding source for the employee’s base pay as funding source in the Default Funding Profile.
- Restricted funding sources should NOT be entered in the Default Funding Profile.
- You cannot allocate a greater Percent of Effort/Pay/Amount per Earn Code than indicated in the Job Data Snapshot.
- The worksheet also enforces policy related to restricted funding.
- This Funding Distribution Preview is the only screen where the OTC Indicator field is visible and where funding lines for over-the-cap amounts are visible and can be modified.
- The OTC Indicator is part of the chartstring; this means the Funding Distribution Preview page will generate a new Combo Code for the chartstring.
  - This Combo Code is different than what will display on the Funding Distribution Worksheet; however, it does not change any other chartfield values and the same chartfields are applied on the Labor Ledger.
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How to Approve Funding Transactions

- System Steps
- Important Things to Remember
- Resources
Critical Fields

- Always double-check **Effective Date**
- If possible, review the chartstring; it is easy to make a data entry error in these fields
- Remember you may have to click “back” to review historical rows
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