Zoom-A-Day
Approving Transactions
Today’s Topics

- Refresher: Approval Workflow Engine
- Key Fields for Approvers to Review
- Q&A
Approval Workflow Engine

- AWE Overview
- AWE by UCPath Module
- Approver Deadlines
Approval Workflow Engine (AWE) in UCPath systematically defines the approval routing for transactions.

**Initiator**
- Submits the transaction
- Receives email notification when the transaction is approved or denied

**Approver**
- Receives email notification once a transaction has been submitted for approval
- The transaction that needs review also appears on the approver’s Worklist
- Reviews and approves or denies transactions before they are committed to the system

Once UC San Diego approval is complete, transactions are either routed to the UCPath Center to be accepted and processed or are committed directly to the system.
Most UCPath transactions have three main steps:

- **START** – the transaction is initiated or entered in the system
- **AWE** - the transaction goes through approval routing
- **END** - the transaction is committed to the system

However, each transaction type has a specific workflow.
Payroll Processing Calendar deadlines are Approver deadlines.
Best practices will emerge as we become more familiar with UCPath. Here are a few thoughts:

- **Mark Worked** will remove an item from your worklist permanently (no recovery)
- **Funding Reallocation Log notifications** are just an FYI related to a nightly process that runs and picks up any upstream HR/WFA actions processed that impact existing funding distributions. The system will automatically re-allocate the funding for each component of pay in the defined order of operations. You should be able to mark them as worked to clear them from your worklist.
- **Service Batch User** in the From column with a Work Item value of Approval Escalation means the transaction has been waiting for approval for more than 3 days

What have you discovered? Let’s share at during the Q&A section of this call!
Key Fields for Approvers to Review

- Key Fields by Module
Critical Fields for Hire Templates

Always check the **Effective Date**

Hire transactions require the following but can be submitted without; be sure these are in the transaction or the Comments explain why they aren’t otherwise UCPC will cancel the transaction:

- Person email
- SSN
- Zero Compensation (FTE and blank Pay Components)

Closely review all compensation-related fields: **FTE, Salary Admin Plan, Grade, Step, Pay Components**, etc.

**FTE** should not be zero unless the employee will only receive pay via Additional Pay

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**Remember:** Denied Template Transactions can be cloned; the initiator does not need to start from scratch.

Review the **Approve HR Template Transaction UPK** on the [UCPath Help Site for Transactional Users](#)
Critical Fields for Terminations and Retirements

Ensure the **Effective Date** reflects the first day with terminated or retirement status, not the last date worked.

If the termination is part of the inter-location transfer process/staff to academic transfer process, it must have a transfer **Reason Code**.

Review the **Approve HR Template Transaction** UPK on the [UCPath Help Site for Transactional Users](#).
Critical Fields for Payroll Requests

Ensure the **Payout Accruals** box is checked, if applicable (final pay)

Review the **Comments** to ensure all required information is included

**For Final Pay:**
- Retirement/Termination template transaction number
- Last Day Worked
- Statement that employee did not use any accruals, if applicable
- Any time worked for which the employee is owed that cannot be entered on the Earnings or Leaves tabs
- Full description of what is owed to the employee, including additional pay (additional pay should not be entered on the earnings tab)

**For Off-Cycle Pay:**
- Any time worked for which the employee is owed that cannot be entered on the Earnings or Leaves tabs
- Full description of what is owed to the employee and the surrounding circumstances

**For Overpayments:**
- Any amounts the employee was overpaid that cannot be entered on the Earnings or Leaves tabs
- Full description of how the overpayment occurred and what the employee owes

Confirm hours for off-cycle pay (final or otherwise) are not duplicated in our I-181 file

Review the **Approve Payroll Request – Off Cycle** UPK on the [UCPath Help Site for Transactional Users](https://ucpathhelp.ucsd.edu)
Critical Fields for PayPath Transactions

The **Effective Date** defaults to today’s date PayPath; always check the **Effective Date**

Closely review all compensation-related fields: FTE, Salary Admin Plan, Grade, Step, Pay Components, etc.

FTE should not be zero unless the employee will only receive pay via Additional Pay

Review the **Approve PayPath Transaction** UPK on the [UCPath Help Site for Transactional Users](https://ucpathhelp.ucsd.edu)
In PPS...

- What an employee is paid is determined by their funding distribution
- Salary scale rate and off-scale pay components are combined into a single annual rate
- FTE is used only for permanently budgeted employees and Dist % = Pay Percent
In UCPath...

- What an employee is paid is determined by their Position Data and Job Data in PayPath.
- Scale and off-scale amounts are decoupled in UCPath as separate Pay Components.
- FTE = Dist % and is calculated as part of the Comp Rate, which shows the per-paycheck amount of compensation for a monthly employee (FTE of 0 won’t get paid).

If the FTE = 0.5, the Comp Rate would = $7,104

Sum of the two annual comp rates = $170,500.00
Critical Fields for Leaves of Absence

- Closely review dates to make sure they are not overlapping leave types on a particular date or dates.
- Review Notes to ensure they include appropriate detail.
- If you Deny a leave of absence transaction, including an edit, the initiator must submit a new absence request.

Review the Approve Extended Leave of Absence Request UPK on the UCPath Help Site for Transactional Users.
Examples of What Not To Approve

### Processing Trend 4: Overlapping Dates with leave transactions and LDW on the consecutive leaves don’t match the first leave entered.

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Empl ID</th>
<th>Name</th>
<th>*Start Date</th>
<th>*Expected Return Date</th>
<th>Actual Return Date</th>
<th>Leave</th>
<th>FMLA/CFRA/PDLL Leave</th>
<th>Absence Reason</th>
<th>Action</th>
<th>Action Reason</th>
<th>Workflow Status</th>
<th>Date Submitted</th>
<th>Notes</th>
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<td>2 266205</td>
<td>266661</td>
<td>Jane</td>
<td>05/13/2019</td>
<td>06/14/2019</td>
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<td>07/08/2019</td>
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### Processing Trend 5: Duplicate Transactions

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<th>*Expected Return Date</th>
<th>Actual Return Date</th>
<th>Leave</th>
<th>FMLA/CFRA/PDLL Leave</th>
<th>Absence Reason</th>
<th>Action</th>
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<td>01/01/2019</td>
<td>05/02/2019</td>
<td>06/02/2019</td>
<td>Employee's SHC-FMLA</td>
<td>Unpaid-Block</td>
<td>LOA</td>
<td>MED</td>
<td>Apprv Prc</td>
<td>10/02/2019</td>
<td>Notes</td>
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<tr>
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<td>266661</td>
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<td>05/02/2019</td>
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<td>06/05/2019</td>
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<td>MED</td>
<td>Apprv Prc</td>
<td>10/02/2019</td>
<td>Notes</td>
<td></td>
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</tbody>
</table>
Critical Fields for Manage Accruals

Ensure the transaction being entered should be an accrual transaction and not an action in Time and Attendance.

Ensure there are no future-dated entries (current and prior pay periods only).

Review the Approve Accrual Adjustment Transaction UPK on the UCPath Help Site for Transactional Users.
Critical Fields for Funding Entry

- 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

Review the **Approve Funding Request** UPK on the [UCPath Help Site for Transactional Users](https://ucpath.ucsd.edu/help)
Critical Fields for Direct Retro

If possible, review the chartstring; it is easy to make a data entry error in these fields.

Review the Approve Direct Retro Transaction UPK on the UCPath Help Site for Transactional Users