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).

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

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

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.
Funding transactions only require local approval

*OPAFS = Office of Post Award Financial Services
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

Job Aid: Payroll Reconciliation Toolkit

ORACLE
<table>
<thead>
<tr>
<th>Direct Retro</th>
<th>Setup direct retro / salary cost transfer transaction</th>
<th>PeopleSoft Menu &gt; Payroll for North America &gt; Payroll Distribution &gt; UC Customizations &gt; Process Direct Retro</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Entry Inquiry</td>
<td>View funding information for positions</td>
<td>PeopleSoft Menu &gt; Set Up HCM &gt; Product Related &gt; Commitment Accounting &gt; UC Customizations &gt; Funding Entry Inquiry</td>
</tr>
<tr>
<td>Funding Entry</td>
<td>Setup or update funding for positions</td>
<td>PeopleSoft Menu &gt; Set Up HCM &gt; Product Related &gt; Commitment Accounting &gt; UC Customizations &gt; Funding Entry</td>
</tr>
<tr>
<td>Review Direct Retro</td>
<td>View existing direct retro transactions</td>
<td>PeopleSoft Menu &gt; Payroll for North America &gt; Payroll Distribution &gt; UC Customizations &gt; Review Retro Distribution</td>
</tr>
</tbody>
</table>
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
Process a Direct Retro | Key System Steps

1. Navigate to Process Direct Retro page and click Add a New Value tab
2. Click Add to display Process Direct Retro Distribution page
3. Search for appropriate payroll data and select applicable transactions
4. Run the process to display Review Retro Distribution component
5. Enter new data and submit for approval
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.

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.
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.

Earnings amounts and earn codes cannot be changed in Direct Retro, only redistributed. UCPC assistance needed to correct data.

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):

<table>
<thead>
<tr>
<th>Default (FND)</th>
<th>Suspense (END)</th>
<th>Edit Error (CMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is no funding set up on the position</td>
<td>The Funding End Date on the position has passed</td>
<td>The chartstring is not valid in Oracle after data entry</td>
</tr>
</tbody>
</table>

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

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### Direct Retro Scenario 3 | Salary Cap/MCOP Worksheet

<table>
<thead>
<tr>
<th>Earnings Details</th>
<th>Old Accounting Period</th>
<th>Earnings Code</th>
<th>Old Combo Code</th>
<th>Financial Unit</th>
<th>Fund</th>
<th>Project</th>
<th>Task</th>
<th>Function</th>
<th>Funding Source</th>
<th>Location</th>
<th>Program</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0034316451</td>
<td>15130</td>
<td>3000111</td>
<td>15003</td>
<td>1009762</td>
<td></td>
<td>1</td>
<td>400</td>
<td>1</td>
<td>1034567</td>
<td></td>
<td>7018462</td>
</tr>
</tbody>
</table>

**Total:** $70,833.33

**Balance:** $50.00

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

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

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.
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.
Resources

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
Best Practices

- 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 chartsting, 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 |

- 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 an "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.**
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 UCPayroll payroll data to determine how to charge. UCPayroll 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