Using the Salary Cap/MCOP Worksheet
8/6/2020
Today’s Topics

Worksheet Overview

What We’ve Learned
Salary Cap/MCOP Worksheet Overview

- When should I use the Salary Cap/MCOP Worksheet?
- What UCPath pages are part of using the Worksheet?
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 Salary Cap/MCOP Funding Worksheet link is available only after the employee is hired into the position.
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.
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.
OTC Indicator

OTC Indicator Field

- OTC = over-the-cap
- Funding distribution will display the OTC Indicator in **Funding Distribution Preview**, when there are over-the-cap costs being funded
  - Uncapped funding rows do not have an OTC Indicator (field is blank)

OTC Indicator Values

- The OTC Indicator fields can have a value of Y (yes) or N (no)
  - **OTC Indicator = Y** is used to designate a fund source to be charged when salary exceeds the cap (over-the-cap row or cap-gap)
  - **OTC Indicator = N** indicates that the fund source cannot be charged for salary costs that exceed the cap (up-to-the-cap row)

**Note:** The addition of the OTC Indicator to the Chartstring generates a new Combo Code
There are three scenarios that require the Worksheet.

1. Regular pay is composed of multiple components of pay (GCCP, HSCP)

2. Pay is funded by one or more capped funds

3. Regular pay is composed of multiple components of pay **and** funded by one or more capped funds
Funding with the Worksheet | Key System Steps

1. Navigate to the Funding Entry page; Add a New Value tab
2. Enter the appropriate Set ID, Department, Fiscal Year and Position Number
3. Click Salary Cap/MCOP Funding Worksheet
4. Create/adjust Default Funding Profile if needed
5. Enter Funding Distribution Worksheet details
6. Review Funding Distribution Preview
7. Review FAU Monthly Preview
8. Click Submit to Funding Entry
9. Attach supporting documents, enter comments and click Save
10. Submit for review and approval
1. Click the **Add a New Value** tab
2. **Set ID** will default correctly to SDCMP
3. Enter **Department**
4. **Fiscal year** will default to the current fiscal year but can be updated if needed
5. Select **Position** for **Budget Level**
6. If you know the **Position Number** enter it or click the **Look Up** and search for the **Position Number** by **Name** or **Employee ID**
7. Click **Add**
8. Click the Salary Cap/MCOP Funding Worksheet link

Note: You do not need to click the [+]<br>button
Total UC Salary = $281,500.00
10. Add a new row in the Funding Distribution Worksheet
Note that this Total UC Salary exceeds the cap on the new fund.

The capped fund line can account for the full HSP Percent of Effort, but is configured not to fund the over-the-cap-amount (cap-gap). This is why the Percent of Pay and Total Allocated Amt may not “match” the Percent of Effort on a capped funding line (e.g., NIH, etc.).

11. Use the Funding Distribution Worksheet to enter the necessary funding distribution detail. Use the Funding Distribution Preview to review your work and fund the over-the-cap amount.
The OTC Indicator value identifies whether a distribution line is the up-to-the-cap row or an over-the-cap-row:

- Uncapped rows do not have an OTC Indicator (field is blank)
- An OTC Indicator starting with N is the up-to-the-cap row
- An OTC Indicator starting with Y is the over-the-cap row
- An OTC value with –OTCXXX at the end links the OTC row to the capped funding source line that is responsible for the OTC funding line

The Percent of Pay and Monthly Rate that are unaccounted for on the Worksheet are added on a new distribution line, using the over-the-cap default funding source from the Default Funding Profile. You can choose to change the chartstring (funding source) for this line here.

Note: Not all funding sources can be used for over-the-cap distribution lines.
This spreadsheet will preview the distributions for the year. In this example, we have funded March - April.
Notice there are multiple Effective Dates. Review your effective dated funding entries. The latest effective dated rows will be on top.

13. Click Submit to Funding Entry from the Funding Distribution Preview (not pictured)
14. Enter Comments
15. Click Save and then click Submit

You can add Funding End Dates if needed.

The sum of the distribution percent across the funding lines = 100% per Earn Code; 400% for our example.

Do not click “Add” before submitting – it returns you to the Add a Value tab.
What We’ve Learned

- Tips
- Funding Reallocation
- Knowledge Share
Tips

* OTC Indicator is part of the chartstring; Chartstrings with an OTC Indicator have different Combo Code than the same chartstring without the OTC Indicator

Closely review your percentages. They need to add up to the 6th decimal place

Do not use the [+ ] button on the Funding Entry page when updating the Worksheet; just open the Worksheet
Whenever we update FTE and/or rate changes via PayPath, there is a funding reallocation process (E-104) that is run each night to adjust/reallocate the funding information in MCOP worksheet.

However, sometimes the system will not be able to do this (e.g., when we add/remove a salary component in Job Data).

The Funding Reallocation notifications in your Worklist indicate when the automatic reallocation didn’t work.

For those that are excluded from the E-104 process, we will have to go into the “Funding Entry” screen to add a new sequence so that the new rate is reflected.
Example: Funding Reallocation Notification

Review the Validate Funding Reallocation UPK on the UCPath Help Site for Transactional Users
## Funding Reallocation Notification

### Log Details

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<th>Set ID</th>
<th>Department</th>
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<th>Fiscal Year</th>
<th>Position Number</th>
<th>Position Description</th>
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### Header Details

- **Fund Manager**: 10374551
- **Process Instance**: 2078755
- **Process Date**: 07/01/2020
- **Total Transactions**: 14
- **Total Error Rows**: 0
- **Total Valid Rows**: 0
## Example Workflows

### Option 1:
1. Make FTE/rate changes in PayPath (i.e. FTE, job code, salary admin plan, grade, step, offscale, negotiated, etc.) in PayPath
2. Go into Funding Entry to add the new sequenced update to the existing effective-dated funding, if needed

### Option 2:
1. Make FTE/rate changes in PayPath (i.e. FTE, job code, salary admin plan, grade, step, offscale, negotiated, etc.) in PayPath
2. One day after you update the PayPath review Funding Reallocation Notifications:
   - Go into “Worklist”
   - Select “Notification”
   - Click on the link for all the transactions that were processed the date before and see if the employee showed up in the “Log Details”
   - If they do, you will need to go to “Log Details 3” to then click on the “Transfer to Funding Entry” link to review and make any changes needed
### Funding Effective Date: 07/01/2020

#### Earnings Distribution

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<th>Em Seq</th>
<th>Combo Code</th>
<th>Entity</th>
<th>Financial Unit</th>
<th>Fund</th>
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<th>Task</th>
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<th>Location</th>
<th>Function</th>
<th>Program</th>
<th>All Acc</th>
<th>OTC Indicator</th>
<th>Activity</th>
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### Funding Effective Date: 02/01/2020

#### Earnings Distribution

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No more direct retros for May and June; use financial journal

Can I do Mass Funding Uploads? **May need to request provisioning, but, other than that, I think the answer is yes**

Earnings associated with the Covid earn code was not able to be moved in direct retro; **check to make sure it’s a payment, not a deduction earn code (negative dollars)**

Fund Source # was incorrect in chartstring used in May and June, but can’t be done now; **probably need to just wait and do journal**

Can you provide the deadline of when someone should process a financial journal via SNOW vs a direct retro in Path? **Use SNOW for financial journal for May or June earnings and for PPS earnings (follow up with support.ucsd.edu/path or FIS)**
Hi, I'm having trouble submitting Direct retros that are in progress. Not sure how I can get to those to have them submitted. I sent a ticket for this on CS0202275. **Go to Review Retro Distribution to search by a known criteria (e.g., EMPL ID), get Run Control ID and use that on the Find an Existing Value tab on the Process Direct Retro screen.**

- Template: Smart HR Transaction
- Leave: Request Extended Absence
- PayPath: go back to the individual record
- Funding Entry: Find an Existing Value tab on Funding Entry
- Direct Retro: Find an Existing Value tab on the Process Direct Retro