

**Topic Based Zoom:**  
**What to do with the Funding Issues**  
**Report**  
4/11/22



# Today's Topics

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Review Key Concepts



Funding Issues Report



Resources



Best Practices and Q&A

## Pay vs Funding

Employees will be paid even if position funding has not been set up. If position funding has not been set up, payroll expenses will hit the Department Default.

Everything in UCPath is effective date driven. If there is an end date on an effective dated row of funding, payroll expenses after that end date will hit the Department Default.

## Using Funding End Dates in UCPath

Funding End Dates are generally used for contracts, grants or temporary funding.

- Funding End Date is optional and should not be used for permanent funds
- Funding End Dates do not equal Job End Dates
- Funding End Dates impact funding, not pay

### EXAMPLE:

- If an employee has an Job End Date of 3/31/2022 and a Funding End Date of 3/20/2022, the employee will receive pay until 3/31/2022
- The payroll expenses for 3/21/2022 – 3/31/2022 will be charged to the Department Default because of the 3/20/2022 Funding End Date

# Effective Dates and Funding End Dates

The system will charge the funding source based on effective dates and funding end dates.

Eff Date	Eff Sequence	Chartstring	Funding End Date	Dist %
10/1/2021	0	Fund A	12/31/2021	100%
1/1/2022	0	Fund B		100%
4/1/2022	0	Fund C	4/30/2022	100%
6/1/2022	0	Fund D		100%



May 2022 payroll expenses will hit the Department Default because there is a funding end date of 4/30/2022 for the 4/1/2022 effective dated row and the next effective dated row is 6/1/2022.

Scenario 1: If you only entered one row for Effective Date 10/1/2021, the system will charge the Department Default after the 12/31/2021 end date.

Eff Date	Eff Sequence	Chartstring	Funding End Date	Dist %
10/1/2021	0	Fund A	12/31/2021	100%

Scenario 2: If you entered another row for 1/1/2022, the system will charge the new funding source after the 12/31/2021 end date.

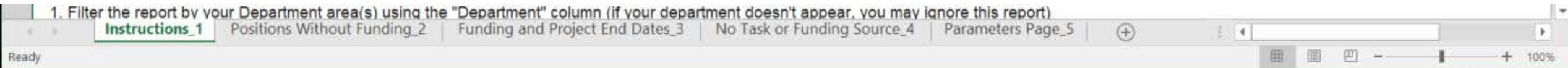
Eff Date	Eff Sequence	Chartstring	Funding End Date	Dist %
10/1/2021	0	Fund A	12/31/2021	100%
1/1/2022	0	Fund B		100%

## Funding Issues Report

There are 3 main reasons why payroll posts to the default project in error:

1. Lack of Funding on the Position
2. The project end date in Oracle has passed or a funding end date in UCPATH has passed
3. A chartstring without a task (required for projects) and/or funding source (required for sponsored projects)

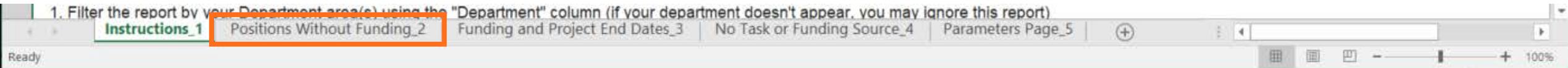
# Funding Issues Report Tabs



Tab	Description	Action to take
Instructions_1	Instructions on how to review the report	
Positions Without Funding_2	Lack of Funding on the Position	Add or Update Position Funding. Process a Direct Retro for payroll that has already hit the department default
Funding and Project End Dates_3	A Funding End Date in UCPATH has passed or the project end date in Oracle has passed	First determine if the info is correct in UCPATH or Oracle. Then either update Position Funding and process a DR in UCPATH or process an Oracle PPM Cost Transfer.
No Task or Funding Source_4	A chartstring for a project was entered in UCPATH without a task or a chartstring for a sponsored project was entered in UCPATH without a task and/or funding source	Update Position Funding to add task and/or funding source. Process a Direct Retro for payroll that has already hit the FinUnit Default in Oracle in error.
Parameters Page_5	Parameters of the Report	

## Funding Issues Report

- Positions Without Funding
- Funding and Project End Dates
- No Task or Funding Source



1. Filter the report by your Department area(s) using the "Department" column (if your department doesn't appear, you may ignore this report)
2. Add funding for these positions in UCPATH \*Health Sciences - submit funding changes to SWAT/HHR/ARC with the new Project Number, Expenditure Organization, Expenditure Type, Task Number, Award Number & Funding Source (POETAF)
3. Process a Direct Retro or submit a DrPat request (VCAA/VCHS) for any transactions related to these positions that recorded to your FinUnit default chartstring in UCPATH in prior periods

Reminder: When using PayPath to transfer an employee to a different department, even if there is no change in position number or fund source, you are still required to add a new fund entry row for their new department code. Because there is no automatic connection made between their new department and their position number, the funding will not carry forward. Failure to add a new row will cause the funding instead to hit the department default, rather than the correct department fund source.

# Example

## Funding Entry Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### Search Criteria

\*Set ID =

Department begins with

Fiscal Year =

Budget Level =

Position Pool ID begins with

Position Number begins with

Empl ID begins with

Empl Record =

Name begins with

Case Sensitive

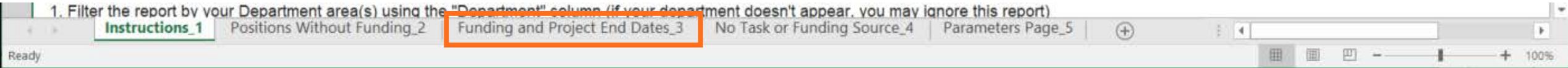
	A	B	C	D	E	F	G	H	I
1	Position Number	Chancellor	Vice Chancellor	Department Code	Department	Employee Name Current	Employee ID	Employee Record	HR Status
7	0	VCHSS	VC-HEALTH SCIENC	27			25	0	Active
26	0	VCHSS	VC-HEALTH SCIENC	04			00	0	Active
27	9	VCHSS	VC-HEALTH SCIENC	11			69	1	Active
30	3	VCHSS	VC-HEALTH SCIENC	04			27	0	Active
31	3	VCHSS	VC-HEALTH SCIENC	04			64	0	Active
36	4	VCHSS	VC-HEALTH SCIENC	70			86	1	Active
38	8	VCHSS	VC-HEALTH SCIENC	10			83	0	Active
43	9	VCHSS	VC-HEALTH SCIENC	12			62	1	Active
44	9	VCHSS	VC-HEALTH SCIENC	03			67	1	Active
45	8	VCHSS	VC-HEALTH SCIENC	04			64	1	Active
48	0	VCHSS	VC-HEALTH SCIENC	03			09	5	Active
50	1	VCHSS	VC-HEALTH SCIENC	27			57	1	Active
55	0	VCHSS	VC-HEALTH SCIENC	03			00	1	Active

## Search Results

View All First 1-3 of 3 Last

Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Position Number	Empl ID	Empl Record	Name
SDCMP	25	2022	Position	(blank)	097	09 3		
SDCMP	25	2021	Position	(blank)	097	09 3		
SDCMP	25	2020	Position	(blank)	097	09 3		





1. Filter the report by your Department area(s) using the "Department" column (if your department doesn't appear, you may ignore this report)
2. Filter the "End Dates Category" column by the "End Date Past" category (if your department doesn't appear, go to step 4)
3. Confirm if the end date relates to Position Funding or the Project
4. Filter the "End Dates Category" column by all other categories (focusing on near term expirations first) and ensure that funding and or project updates have been made beyond the expiration date to prevent future defaults
5. Process a Direct Retro or submit a DrPat request (VCAA/VCHS) for any expired entries that recorded to your FinUnit default chartstring in UCPATH in prior periods
6. Process an Oracle PPM Cost Transfer for entries that are correctly recorded in UCPATH, but went to your default project in Oracle PPM

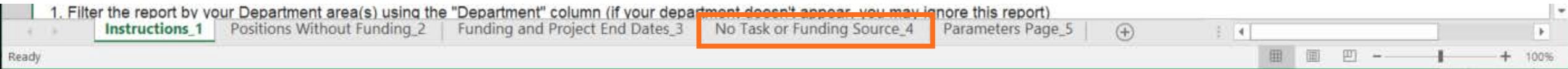
# Example

	L	M	N	O	P	Q	R
1	Job Expected End Date	Job FTE	End Dates Category	Position Funding End Date	Days Remaining Until Funding End Date	Project End Date	Days Remaining Until Project End Date
15	05/29/2022	0.2500	End Date Past			09/30/2021	-189
17	06/30/2022	0.4000	End Date Past	09/19/2021	-200	08/31/2022	146
18	06/30/2022	0.4000	End Date Past	09/19/2021	-200	08/31/2022	146
19	06/30/2022	0.4000	End Date Past	09/19/2021	-200	09/30/2022	176
20	06/30/2022	0.4000	End Date Past	09/19/2021	-200	08/31/2022	146
21	06/30/2022	0.4000	End Date Past	09/19/2021	-200	08/31/2026	1,607
25		1.0000	End Date Past	06/30/2022	84	03/01/2022	-37
26	06/30/2022	0.2500	End Date Past	08/31/2021	-219	07/02/2220	72,404
27	06/30/2022	0.5000	End Date Past	08/31/2021	-219	07/02/2220	72,404
28	06/30/2022	0.5000	End Date Past	08/31/2021	-219	07/02/2220	72,404
30		1.0000	End Date Past	06/30/2022	84	03/01/2022	-37
31		1.0000	End Date Past	06/30/2022	84	03/01/2022	-37

Position Funding End Date refers to the End Date entered on the funding row in UCPath.

Project End Date is tied to the Project and the information is stored in Oracle.

Payroll expenses charged after one of these dates may cause it to hit the Department Default or FinUnit Default in error.



1. Filter the report by your Department area(s) using the "Department" column (if your department doesn't appear, you may ignore this report)
2. Update funding where task and or funding source is missing **\*Health Sciences - submit funding changes to SWAT/HHR/ARC (depending on priority and complexity) with new Project Number, Expenditure Organization, Expenditure Type, Task Number, Award Number & Funding Source (POETAF)**
3. Process a Direct Retro or submit a DrPat request (VCAA/VCHS) for invalid entries that were recorded to your FinUnit default chartstring in UCPATH in prior periods

## Job Aids:

- [How to Create New Position Funding / How to Update Position Funding](#) - For assistance with non salary cap or MCOP Funding
- [How to Create New Position Funding with the Salary Cap/MCOP Worksheet / How to Update Position Funding with the Salary Cap/MCOP Worksheet](#) - For assistance with salary cap or MCOP Funding
- [How to Submit a Direct Retro](#) - For assistance with non salary cap or MCOP Direct Retros
- [How to Submit a Direct Retro with the Salary Cap/MCOP Worksheet](#) - For assistance with salary cap or MCOP Direct Retros

## **KBA:**

- For assistance with Cost Transfers in Oracle PPM [KB0033457 How to Perform a Full, Split or Select Multiple Transactions/Costs for a Cost Transfer in Oracle](#)

## BAH:

- To determine a chartstring for a project, use the "Project Information Lookup Report" in the [Business Analytics Hub under the BI & Financial Reporting tab](#)
- This Funding Issues Report is available to run on demand in the [Business Analytics Hub under the HR/Payroll tab](#)



## If an employee changes departments, funding needs to be set up for the new position-department pairing

- When position funding is not set up it will hit the department default
- There is no automatic connection made between their new department and their position number, the funding will not carry forward



## Do Not Enter a Position Funding End Date in UCPATH

- Unless the Project is ending or the position can no longer be funded by that project
- Enter a new effective dated row to fund the position after the position will no longer be funded by that project



## Payroll expenses charged after one of these dates may cause it to hit the Department Default or FinUnit Default in error

- **Position Funding End Date** refers to the End Date entered on the funding row in UCPATH
- **Project End Date** in Oracle is tied to the Project



- **How to submit a Ticket to the UCPATH Finance Team:**
- [https://support.ucsd.edu/path?id=kb\\_article\\_view&sys\\_kb\\_id=a273021287984d14947a0fa8cebb353e](https://support.ucsd.edu/path?id=kb_article_view&sys_kb_id=a273021287984d14947a0fa8cebb353e)
- **Find the DR number under the Cost Transfer Code column on the DOPE report**

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. The 'Path' text is enclosed in a blue rectangular frame with a white border. A blue trident symbol is positioned at the top right corner of the frame.

UC *Path*

UC San Diego

UC San Diego  
Health Sciences