

# Preparing for Fiscal Year End in UCPath

Topic Based Zoom

May 29, 2024

# Today's Topics

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- Fiscal Year 2025
- UCPATH Fiscal Year End Checklist
- Review Resources
- Q&A

# FISCAL YEAR

## **Fiscal Year 2024**

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**July 1, 2023 to  
June 30, 2024**

## **Fiscal Year 2025**

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**July 1, 2024 to  
June 30, 2025**

# UCPath FYE Checklist:

- Understand the Fiscal Year End Rollover Process
- Submit and Approve all DR/SCTs
- Set up Summer Salary correctly

# Understanding the FYE Funding Rollover Process

# FYE Funding Rollover

The rollover process will take the position funding that is effective on **6/30/2024** and roll it over to **fiscal year 2025** with an effective day of **7/1/2024**.

Salary Cap/MCOP worksheet lines with **6/30/2024 End Dates** will be rolled over to **FY 2025 with a Begin Date of 7/1/2024 on the new Salary Cap/MCOP worksheet lines**

## Rollover Process Exclusions

- If Funding Entry for **Fiscal Year 2025** has already been entered
- For Non-Salary Cap/MCOP Worksheet: Any lines in the Funding Entry Earnings Distribution have Funding End Dates in Fiscal Year 2024 will rollover with **Program Code: END**
- For Salary Cap/MCOP Worksheet:
  - If any lines in the **Funding Entry Earnings Distribution** have Funding **End Dates in Fiscal Year 2024**
  - If salary component dollars have changed and resulted in new percentages by Earn Code from the prior fiscal year

# ROLLOVER PROCESS EXCLUSION (ALL)

FY2024 funding **WILL NOT** rollover if Funding Entry for Fiscal Year 2025 exists. FY2025 funding entered and approved prior to the rollover will remain as entered.

**Funding Entry Inquiry**

Set ID: SDCMP Department: [redacted]  
 Fiscal Year: 2025 Budget Begin Date: 07/01/2024 Budget End Date: 06/30/2025

Level: Department  Position Pool  Position   
 Position Number: [redacted] Pool ID: [redacted] Date Updated: 04/08/2024

**Job Data Snapshot**

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 [redacted]	[redacted]		01/01/2024	0	000170	006028	[redacted]	Active		<input type="checkbox"/>

Funding Effective Date: 07/01/2024 Eff Seq: 0 Status: Active

**Earnings Distribution**

Em Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Funding End Date	Pay Dist
1			0000A													
2		001154499	16110	12100	1000235	430		2019086			1					50.000000
3		001333675	16110	20000	1000235	440		2025676			1	7018820				50.000000

# ROLLOVER PROCESS EXCLUSION (REGULAR FUNDING)

Any lines in the Funding Entry Earnings Distribution have Funding End Dates in Fiscal Year 2024 will rollover with **Program Code: END**

Funding Entry Inquiry

Set ID: SDCMP Department: [REDACTED]  
Fiscal Year: 2024 Budget Begin Date: 07/01/2023 Budget End Date: 06/30/2024

Level Find | View All First 1 of 3 Last

Department  Position Pool  Position  
Position Number: [REDACTED] Pool ID: [REDACTED] Date Updated: 09/15/2023

Job Data Snapshot Personalize | Find | [REDACTED] First 1 of 1 Last

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 [REDACTED]	[REDACTED]	0	10/01/2023	1	000202	003252	[REDACTED]	Active	03/31/2025	<input type="checkbox"/>

Funding Effective Date: 08/01/2023 Eff Seq: 0 Status: Active

Earnings Distribution Personalize | Find | [REDACTED] First 1-2 of 2 Last

Em Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Funding End Date	Pay Dist
1			0000A													
2		001423838	16110	20702	1000194	440		2029607			1	7028786			06/30/2024	100.000000

Budget Distribution Details

# ROLLOVER PROCESS EXCLUSION (SALARY CAP/MCOP)

FY2024 funding for Salary Cap/MCOP Worksheet **WILL NOT** rollover if any lines in the **Funding Entry Earnings Distribution** have **Funding End Dates** in Fiscal Year 2024

**Funding Entry Inquiry**

Set ID: SDCMP Department: [redacted]  
 Fiscal Year: 2024 Budget Begin Date: 07/01/2023 Budget End Date: 06/30/2024

Level Find | View All First 1 of 12 Last

Department Position Pool Position  
 Position Number: [redacted] Pool ID: [redacted] Date Updated: 11/20/2023

**Job Data Snapshot** Personalize | Find | [redacted] First 1 of 1 Last

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 [redacted]	[redacted]	0	10/01/2023	1	000202	001143	[redacted]	Active		<input checked="" type="checkbox"/>

Funding Effective Date: 03/01/2024 Eff Seq: 4 Status: Active

**Earnings Distribution** Personalize | Find | [redacted] First 1-5 of 5 Last

Em Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Funding End Date	Pay Dist
1			0000A													
2	REG	000417594	16110	13991	1000194	400		1003952			1				06/30/2024	97.575000
3	REG	000647781	16110	RN641	1000194	440		2000607			1				06/30/2024	2.425000
4	NNC	001334263	16110	20700	1000194	440		2025680			1	1020251			06/30/2024	100.000000
5		000934700	16110	13991	1000194	400		2013724			1				06/30/2024	100.000000

Budget Distribution Details Salary Cap / MCOP Funding Worksheet



# ROLLOVER PROCESS EXCLUSION (SALARY CAP/MCOP)

FY2024 funding for Salary Cap/MCOP Worksheet **WILL NOT** rollover if salary component dollars have changed and resulted in new percentages by Earn Code from the prior fiscal year

Salary review actions and changes to compensation should be entered after the Salary Cap/MCOP Funding Entry Rollover process

If a department would rather enter salary changes early and load funding for the next FY via a Funding Entry transaction or a mass file, those records will be skipped by the rollover process

Note: If salary changes are entered early and then skipped in the rollover process, but the department forgets to add the new FY funding manually, all charges will hit the department default funding source.

# ACTION

## FYE Rollover Process

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If you want position funding to rollover, you will need to make sure Fiscal Year 2024 funding is updated before the Fiscal Year End Funding Rollover Process

## Skip FYE Rollover Process

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- If you already entered funding for Fiscal Year 2025 then no action is necessary
- If you know the FYE Rollover Process will be skipped, manually enter position funding for Fiscal Year 2025

# Submit and Approve all DR/SCTs

# FY2024 DEADLINES

## High Risk

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**DR/SCT** approve by **8PM on Wednesday 6/19**

## Not High Risk

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- Final **DR** approve **by 5PM on Thursday 7/4**
- Final **SCT** approve by **8PM on Sunday 7/7**

# Set up Summer Salary correctly

# Summer Salary

- Summer Salary CBR rates will be different for **June (FY2024)** vs **July and August (FY2025)**
- Review resources and process Summer Salary and Payments correctly

## Resources

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- [How to Process Summer Salary for Professors, LSOEs, and Recalls](#)
- [How to Process Payments for Lecturers in Summer Session](#)
- [How to Process Payments for Graduate Students in Summer Session](#)
- [How to Process Faculty Administrator 1/12 Payments](#)

# FY2024 DEADLINES

## Funding

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This year the Funding Entry Rollover will be processed from **Friday 6/21/24 – Thursday 6/27/24**. NO funding transactions should be entered on the Funding Entry Page or the MCOP Worksheet during this time. ALL funding transactions must be locally **approved by End of Day on Thursday, 6/20/24**.

## DR/SCT

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- **High-risk DR/SCT** approve by **8PM on Wednesday 6/19/24**
- There are two separate deadlines for **non-high-risk DR/SCT**:
  - Final **DR** approve by **5PM on Thursday 7/4/24**
  - Final **SCT** approve by **8PM on Sunday 7/7/24**

# Local Resources

## [UCPath Job Aids and Quick References \(ucsd.edu\)](#)

[Fiscal Year-End Funding Rollover](#)

[How to Update Position Funding](#)

[How to Update Position Funding 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 \(DOPES\)](#)

[Understanding Default and Catch-All Funding Sources](#)

[Payroll Reconciliation Toolkit](#)

UCPATH UC San Diego

Log in to UCPath About Self-Service Newsroom Transactors **Need Help?**

UCPath / Transactors / Local UCPath Job Aids

### Job Aids and Quick References

Our locally created Job Aids and Quick References provide succinct step-by-step instructions for key transactions in UCPath.

[View the latest job aid updates in our Newsroom here →](#)

Show  entries Search:

Module	Title
Absence Management	<a href="#">How to Enter an Accrual Adjustment</a> This job aid describes how to enter an accrual adjustment and identifies the transactions that can be submitted via the Manage Accruals page.
Absence Management	<a href="#">How to Manage Catastrophic Leave</a> This job aid describes the business process and system steps for the various processes involved in managing catastrophic leaves.
Absence Management	<a href="#">How To Enter Covid-19 Earn Codes</a> This job aid describes how to use new Earn Codes to process COVID-19 leave.
Absence Management	<a href="#">How to Request a Leave of Absence</a> This job aid describes how to request a leave of absence, including basic considerations for Sabbatical and Workers' Compensation.

# Local Resources

## Services & Support

- Knowledge Base Articles (Browse by category or search by keyword)
- Submit a case to the Payroll Financial Management
- Book a 1:1 appointment with the Payroll Financial Management
- KBA: What do I Do if the Incorrect CBR Rate has been Applied?
- KBA: UCPATH Funding FAQs
- KBA: UCPATH Salary Cost Transfer Troubleshooting Guide

The screenshot shows the UC San Diego Services & Support Knowledge Base search results for the keyword 'ucpath'. The page header includes the UC San Diego logo, 'Services & Support', and a 'Budget & Finance' dropdown menu. The user 'Cherry Park' is logged in. The search bar contains 'ucpath'. The search results are as follows:

- Budget & Finance Enhancement Request**  
Request new, modified or enhanced financial system features, reports, or business processes.
- How to Request a New Salary Cap Rate**  
when a sponsoring agency mandates a salary cap that is not currently available or configured in UCPATH when it limits the amount of salary it will reimburse, UCPATH, the University of California's s  
Article: KB0033886 · Published: 30d ago
- UCPATH Salary Cost Transfer Troubleshooting Guide**  
Overview This article provides a troubleshooting guide for resolving errors encountered when entering Chartstring within Salary Cost Transfer (SCT). It offers step-by-step instructions to help users n  
Article: KB0034934 · Published: about a month ago
- How to Understand Vacation Accounting Transactions in UCPATH**  
Overview UCPATH is used as the system of record for tracking absence entitlements, takes with eligible earn codes. Use the Job Aid: Earnings Code Configuration in combination with the UCPATH Earn Code  
Article: KB0033043 · Published: about a month ago

# Local Resources

- <https://bah.ucsd.edu/hr-payroll/index.html>
- Browse by tab or search by keyword
- Click **View Details** hyperlink to read report description and criteria
- **Funding Issues Report**
- **Funding and Project End Date Report**
- **Position Funding Report**
- **Positions without Funding Report**
- **Direct Retro Status Report**
- **New! Salary Cost Transfer Status Report**

BUSINESS ANALYTICS HUB UC San Diego UC San Diego

Budget & Finance Facilities **HR/Payroll** Research Student Help

HOME / HR/Payroll

**HR/Payroll** List View Make a Request Ask Question / Report Issue Request Access

Click on the spyglass link above to switch between List View and Card View.

**Access Notes:**

1. Each report category (e.g. Human Resources, Payroll & Financial, Academic Personnel, and Payroll Accounting and Reconciliation) requires a separate access request. Report categories have subcategories of Restricted and Non-restricted.
2. The DOPE Reports are in the Payroll Accounting and Reconciliation category.

Filter by Category

Filter by Keyword

All Reports Academic Personnel Reports Academic Personnel Reports (Restricted)  
Community Reports Human Resources EDI Reports (Restricted) Human Resources Reports  
Human Resources Reports (Restricted) **Payroll Accounting and Reconciliation**  
Payroll and Financial Reports Payroll and Financial Reports (Restricted)

**Benefit Costs Report**  
Report provides benefit costs

**Default Project Payroll**  
This report provides detailed

**Direct Retro Status Report**  
Reports on Direct Retros and their

# Fiscal Year End Support

## Finance Help Line

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(858) 246-4237

Tuesdays through  
Thursdays

10AM - 12PM | 1PM - 3PM

[Covered Topics](#)

## Office Hours

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[Attend Office Hours](#)

[Event Calendar](#)

Reporting: [Schedule a 1-on-1 Zoom Session](#)

[Meet with ICA Blink Page](#)

## Submit a Ticket

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[Submit a ticket in Services & Support](#)

[Browse the Knowledge Base](#)

# Need Help with UCPATH?

## Services & Support

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- Submit a ticket:
- [https://support.ucsd.edu/finance?id=sc\\_cat\\_item&sys\\_id=48a60e85dbbb8014dbd6f2b6af961999](https://support.ucsd.edu/finance?id=sc_cat_item&sys_id=48a60e85dbbb8014dbd6f2b6af961999)

## 1:1 Appointments

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- Wednesdays
- <https://blink.ucsd.edu/finance/about-us/divisions/ica/meet.html>

## Office Hours

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- Last Wednesday of the Month, 1:00-2:00 PM
- [Finance Office Hours Support \(ucsd.edu\)](#)

## Teams Channel

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- [UCPath Community of Practice | General | Microsoft Teams](#)





# Notes

- is the Rollover process the same for RTAD? Retired faculty. **Yes. Anyone who is paid thru UCPATH and will receive pay in FY 2025 will need funding set up for FY2025. The FYE 2024 rollover will rollover whatever funding is active in FY2024 to FY2025 except the 4 exclusions covered during this presentation.**
- If no funding end date is entered in the funding transaction, am I assuming correctly that no action is required? **If there is no funding end date in FY2024 then no action is required, the system will rollover the active funding to FY2025. Except for: FY2024 funding for Salary Cap/MCOP Worksheet WILL NOT rollover if salary component dollars have changed and resulted in new percentages by Earn Code from the prior fiscal year**
- reallocation of funding needed?when there is no funding end date, would reallocation of funding be needed? **If you are happy with where things are currently being charged then there is no need to reallocate.**
- **Be aware of your Project End Dates and update FY 2025 Funding as needed. Funding lines with projects that are ending in FY 2024 will end up on the department default unless you update with an active project or funding source.**