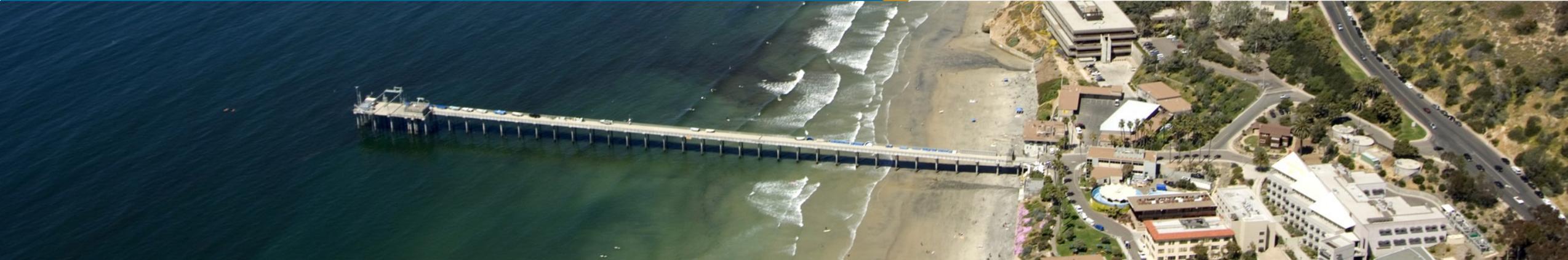




Topic Based Zoom: Funding and Direct Retro Critical Concepts

12/15/21



Today's Topics



Resource Review



Concepts



Best Practices



Q&A

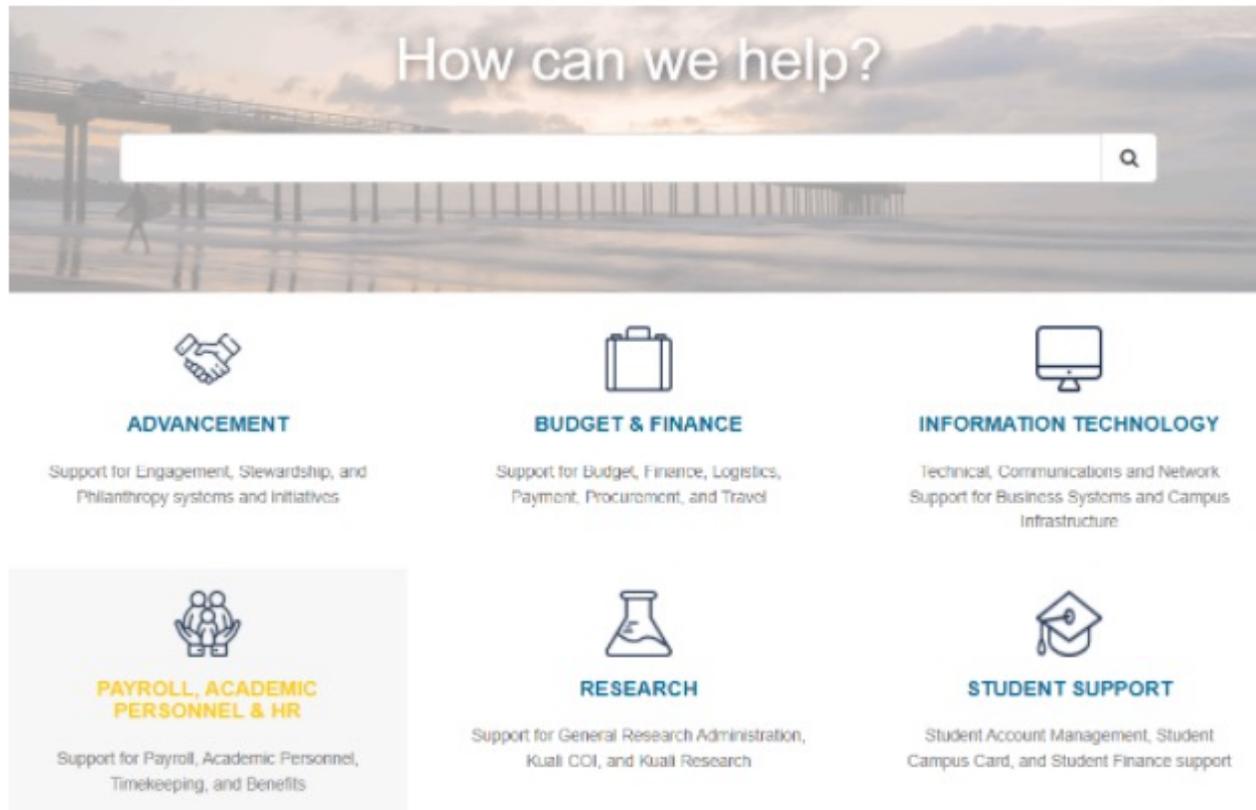
Submitting a ticket in SNOW for help

The UCPath-Finance team can help you with:

- UCPath Funding Transactions
- Direct Retros
- Payroll Reconciliation
- CBR, GAEL and VLA

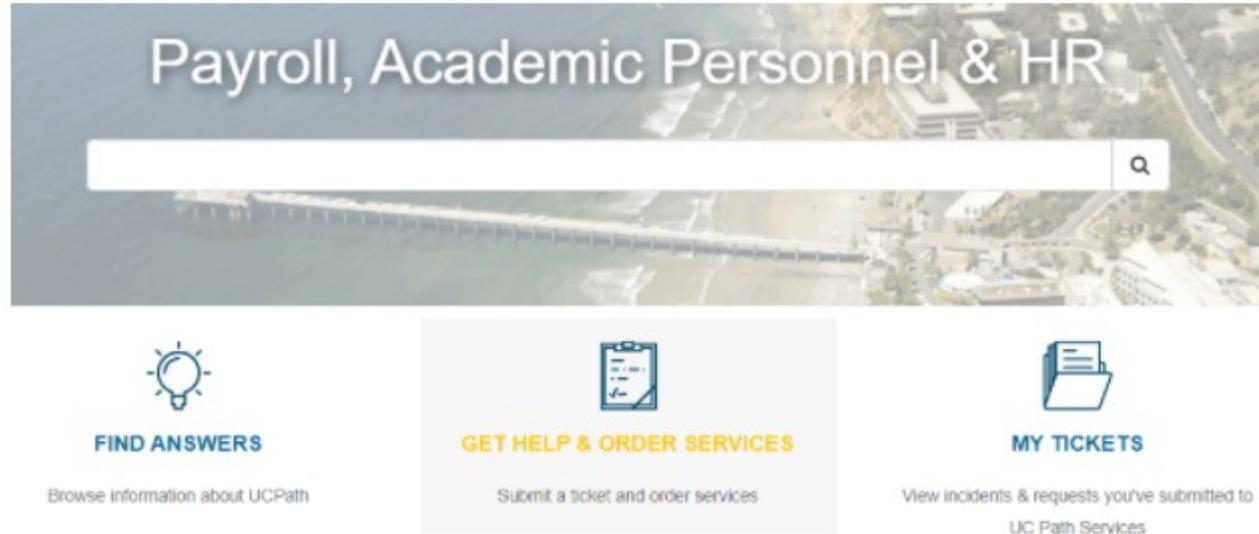
Steps to Take

1. Go to the Services & Support Portal
2. Click on "Payroll, Academic Personnel & HR"

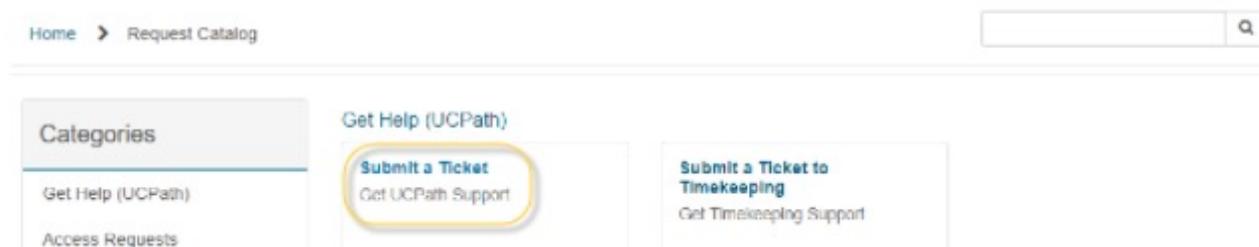


Submitting a SNOW ticket

3. Click on "Get Help & Order Services"



4. Under "Get Help (UCPath)", Click on "Submit a Ticket"



Submitting a SNOW ticket

5. In the "I want to..." drop down, select either "Make a request" or "Report Issue"

Home > Payroll Academic Personnel and HR Request Catalog > Get Help (UCPath) > Submit a Ticket

Submit a Ticket
Get UCPath Support

*I want to...

-- None --

Make a request

Report an issue

*About...

*Related to...

Add attachments

Submit

Required information

I want to... Subject

Description About...

Related to...

Submitting a SNOW ticket

6. Enter your Subject and Description

7. In the "About..." drop down, select either "UCPath-Employee Support" or "UCPath-Transaction Support"

Home > Payroll Academic Personnel and HR Request Catalog > Get Help (UCPath) > Submit a Ticket

Submit a Ticket
Get UCPath Support

* I want to...
-- None --

* Subject

* Description

* About...
UCPath-Employee Support
UCPath-Other
UCPath-Student Support
UCPath-Transaction Support

Submit

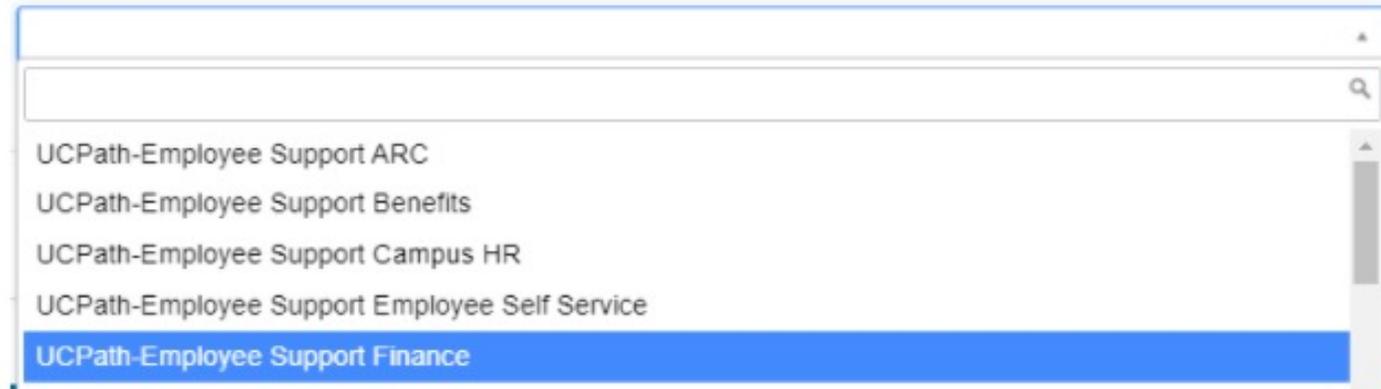
Required information
I want to... Subject
Description About...
Related to...

Add attachments

Submitting a SNOW ticket

8. In the "Related to..." drop down, select either "UCPath-Employee Support Finance" or "UCPath-Transaction Support Finance"

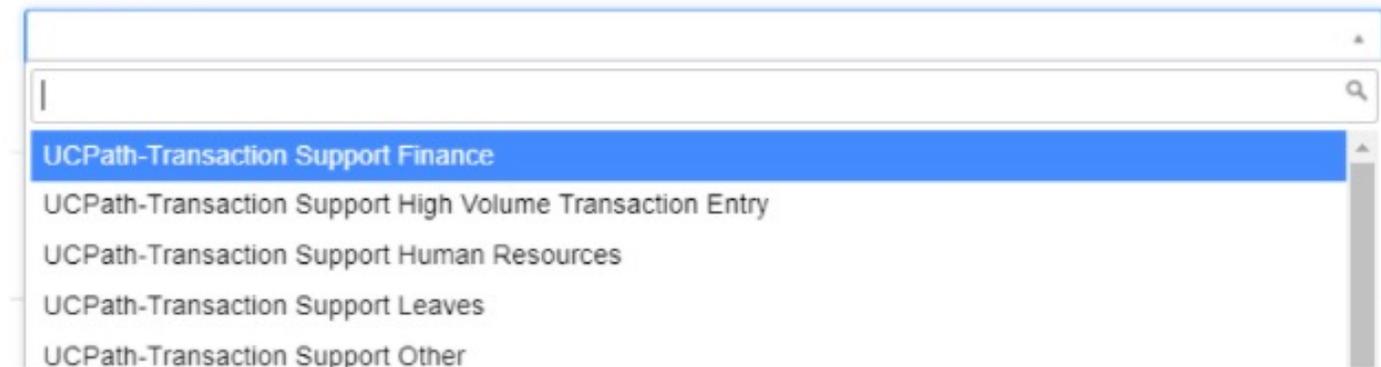
*Related to...



A screenshot of a web form's dropdown menu. The dropdown is titled '*Related to...'. It contains a search bar with a magnifying glass icon. Below the search bar, a list of options is displayed. The option 'UCPath-Employee Support Finance' is highlighted in blue. Other options include 'UCPath-Employee Support ARC', 'UCPath-Employee Support Benefits', 'UCPath-Employee Support Campus HR', and 'UCPath-Employee Support Employee Self Service'.

- UCPath-Employee Support ARC
- UCPath-Employee Support Benefits
- UCPath-Employee Support Campus HR
- UCPath-Employee Support Employee Self Service
- UCPath-Employee Support Finance**

*Related to...



A screenshot of a web form's dropdown menu. The dropdown is titled '*Related to...'. It contains a search bar with a magnifying glass icon. Below the search bar, a list of options is displayed. The option 'UCPath-Transaction Support Finance' is highlighted in blue. Other options include 'UCPath-Transaction Support High Volume Transaction Entry', 'UCPath-Transaction Support Human Resources', 'UCPath-Transaction Support Leaves', and 'UCPath-Transaction Support Other'.

- UCPath-Transaction Support Finance**
- UCPath-Transaction Support High Volume Transaction Entry
- UCPath-Transaction Support Human Resources
- UCPath-Transaction Support Leaves
- UCPath-Transaction Support Other

9. Add attachments

Home > Payroll Academic Personnel and HR Request Catalog > Get Help (UCPath) > Submit a Ticket

Submit a Ticket

Get UCPath Support

* I want to...
-- None --

* Subject

* Description

* About...
UCPath-Employee Support

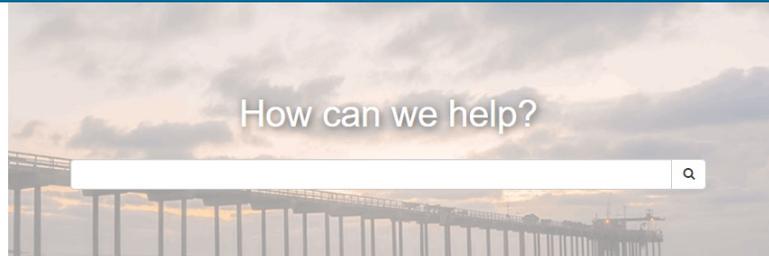
* Related to...
UCPath-Employee Support Finance

 Add attachments

Required information

10. Click the "Submit" button on the right hand side

Knowledge Based Article (KBA)



1

Grid of service categories:

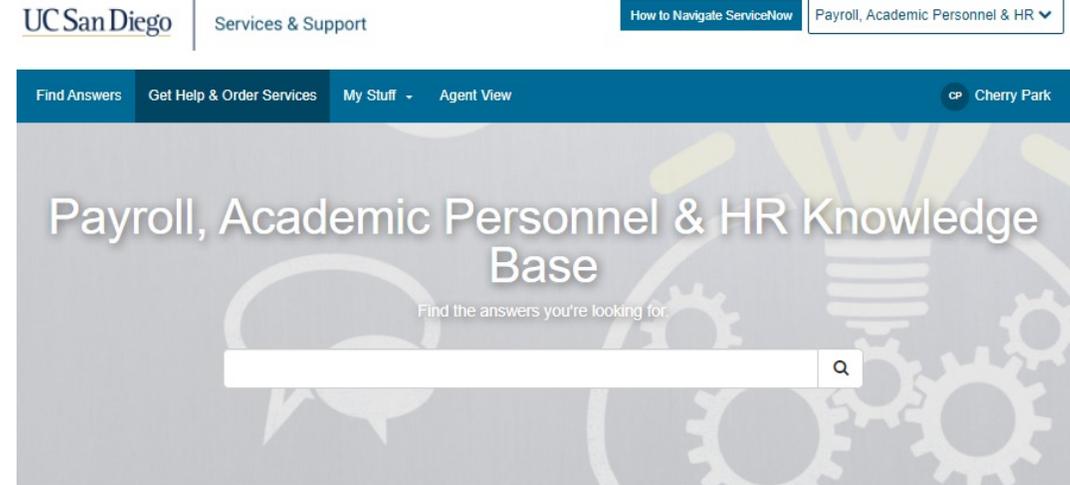
- ADVANCEMENT**: Support for Engagement, Stewardship, and Philanthropy systems and initiatives
- BUDGET & FINANCE**: Support for Budget, Finance, Logistics, Payment, Procurement, and Travel
- INFORMATION TECHNOLOGY**: Technical, Communications and Network Support for Business Systems and Campus Infrastructure
- PAYROLL, ACADEMIC PERSONNEL & HR**: Support for Payroll, Academic Personnel, Timekeeping, and Benefits
- RESEARCH**: Support for General Research Administration, Quali COI, and Quali Research
- STUDENT SUPPORT**: Student Account Management, Student Campus Card, and Student Finance support



2

Grid of navigation options:

- FIND ANSWERS**: Browse information about UCPath
- GET HELP & ORDER SERVICES**: Submit a ticket and order services
- MY TICKETS**: View incidents & requests you've submitted to UC Path Services



3

Browse the Knowledge Base

Check out the most popular knowledge articles in each category.

Funding in UCPath Creating and updating funding, direct retros, advanced funding concepts, and salary & fringe expenses 5 articles <ul style="list-style-type: none">UCPath Funding FAQsHow to Understand Vacation Accounting Transactions in UCPathWhat do I Do if the Incorrect CBR Rate has been Applied?How to Submit a Case to the UCPath-Finance TeamWork Study FAQs See all articles	Hires, Terminations & Transfers Template transactions in UCPath, choosing the correct template for transactions 1 article <ul style="list-style-type: none">Use of Auto-Termination Checkbox for Academic Student Employees (Best Practice) See all articles	Local Reports HR, Academic Personnel, Payroll, Financial and Reconciliation reporting dashboard, access FAQs, and navigation information 5 articles <ul style="list-style-type: none">How to Request a New UCPath ReportStatus of UCPath report access approvalUCPath Reports FAQHow to Request Access to UCPath ReportsHow to View and Run UCPath Dashboard Reports See all articles
---	--	---

Job Aids

[How to Create New Position Funding](#)

This job aid describes how to create position funding.

[How to Update Position Funding](#)

This job aid describes how to update existing position funding.

[How to Create New Position Funding with the Salary Cap/MCOP Worksheet](#)

This job aid describes how to create position funding when the Salary Cap/MCOP Worksheet is required. This job aid includes examples.

[How to Update Position Funding with the Salary Cap/MCOP Worksheet](#)

This job aid describes how to update position funding when the Salary Cap/MCOP Worksheet is required. This job aid includes examples.

[How to Submit a Direct Retro](#)

This job aid describes how to submit direct retro transactions to transfer salary costs that have already hit the ledger.

[How to Submit a Direct Retro for Work-Study](#)

This job aid describes how to submit a direct retro that involves work-study funding.

[How to Submit a Direct Retro with the Salary Cap/MCOP Worksheet](#)

This job aid describes how to submit a direct retro when the Salary Cap/MCOP Worksheet is required. This job aid includes an example.

[Correcting Discrepancies in UCPATH Labor Ledger \(DOPES\) Caused by UCPATH Fund Entry Errors](#)

This job aid describes how to correct discrepancies in UCPATH Labor Ledger (DOPES) caused by UCPATH fund entry errors.

[Correcting Discrepancies Between OFC General Ledger \(GL\) and UCPATH Labor Ledger \(DOPES\)](#)

This job aid describes how to correct discrepancies between OFC General Ledger (GL) and UCPATH Labor Ledger (DOPES).

[Payroll Reconciliation Toolkit](#)

This Toolkit is a step-by-step guide to assist you in identifying and correcting discrepancies between the UCPATH Labor Ledger (DOPES) and the OFC GL/PPM.

Quick References

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

This quick reference describes the differences between the default and catch-all funding sources.

[Funding Entry Calculator](#)

Use this Excel spreadsheet to determine what distribution percentages to use for employees with FTE values less than 1.00.

[Fiscal Year-End Funding Rollover](#)

This quick reference provides information on the 2021 Fiscal Year End (FYE) processes for UCPATH.

Concepts

- Default Funding
- Earn Codes
- Funding End Dates
- Combo Codes

UCPath Department Default vs Oracle FinU Project Default

The **UCPath Department Default** is the chartstring a salary expense is posted to in the UCPath Labor Ledger (DOPE) if there is no Position funding entered or if the chartstring entered is incorrect or invalid. Whereas, the **OFC Default Project** is a project setup by Financial Unit (FinU) where recharges or unprocessed costs are posted if active/appropriate project is not available.

Funding Defaults

Three types of errors will cause expenses to hit your department default chartstring (listed in the Program Field):

DEFAULT (FND)

There is no funding set up on the position

SUSPENSE (END)

The Funding End Date on the position has passed

EDIT ERROR (CMB)

The chartstring is not valid in Oracle after data entry

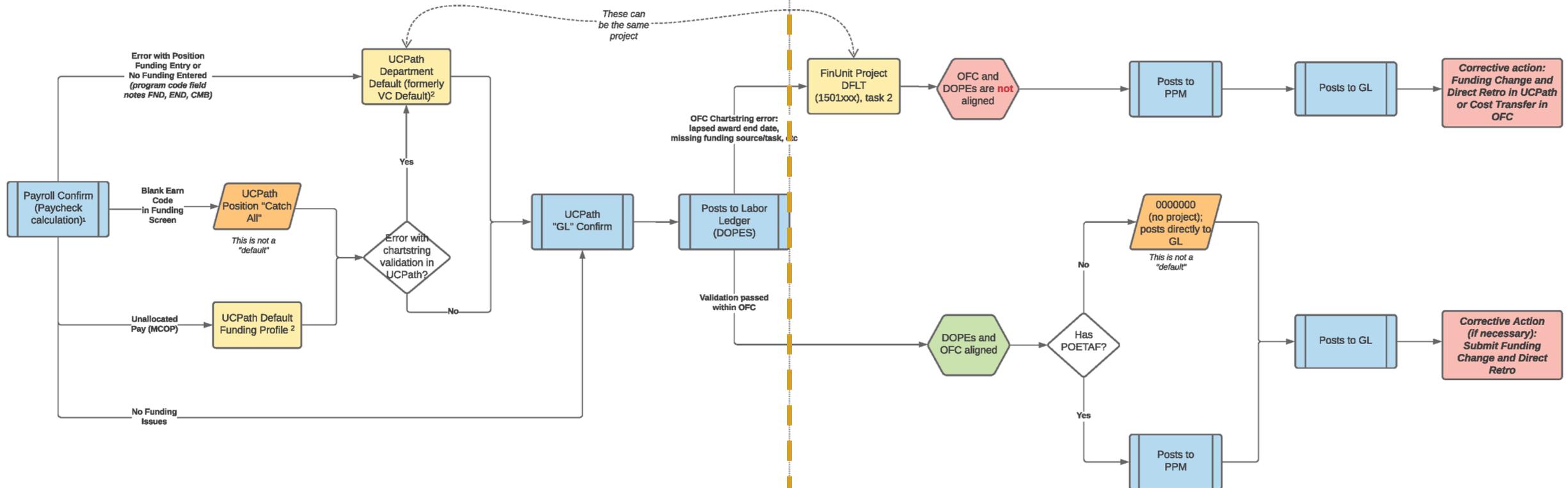
Generally, if an error like these occur, both a historical funding update and Direct Retro are needed

Payroll "Default" Transactions

UCPATH

ORACLE

Payroll "Default" Transactions



¹ Paycheck must be calculated before labor can be distributed in GL confirm

² PPS index (legacy) default may have been inadvertently used as the UCPATH department default or default funding profile FAU

Earn Codes

Earn Codes define a type of earnings. Similar to DOS codes. Ex: Regular Pay (REG) and Stipend (STP).

The Earn Codes in the Earning Distributions section on the Funding page determine which funding sources are charged when an employee is paid a particular type of earning.

The sum of all funding lines for each earn code must equal 100%.

- The Earnings Distribution section on the Funding Entry page allocates funding by Earn Code
- In funding, specify which Earn Code(s) are to be charged to different fund(s)

Positions must have at least one funding line with a Blank Earn Code to identify the Catch-All funding for earnings.

- For those positions where the same fund(s) is to be charged regardless of earnings, only the **Blank** Earn Code should be used
- If an Earn Code in the employee's earnings distribution does not exist on the Funding page, expenses will be charged to the funds associated with the **Blank** Earn Code

Note: Not adhering to these rules will result in an error message, preventing submission

Using Earn Codes | An Example

- The Earn Code field is blank for bottom 3 rows. For all earnings that don't have the SAS earn code, funding will be split across these 3 distributions with a blank earn code
- If the employee were to have earnings using the SAS Earn Code then Funding would be split to 3 distributions as indicated by the SAS rows
- The sum of all funding lines **for each earn code** must equal 100%

*Funding Effective Date: 10/01/2020 Eff Seq: 0 *Status: Active Record Status: In Progress

Em Cd	Seq #	Combo Code	Entity	Financial Unit	Fund	Project	Task	Function	Program	Alt Acct	OTC Indicator	Activity	Funding End Date	Pay Diet %
SAS		000382739	16180	8000024	20001	1019002	1	440						20.000
SAS		000388593	16180	8000024	E4117			440						30.000
SAS		000400801	16180	8000024	20001	1019055	1	440						50.000
		000405327	16180	8000024	20001	1008481	1	440						10.000
		000412455	16180	8000024	20700	1021099	1	440						12.000
		000428207	16180	8000024	20001	1008613	1	440						78.000

Blank Earn Code (points to rows 4, 5, 6)

Sum of all distributions by Earn Code must equal 100% (points to 10.000 + 12.000 + 78.000 = 100.000)

Using Funding End Dates

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

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 Appointment End Dates
- Funding End Dates impact funding, not pay
- Once Funding End Date is reached, salary expenses hit the default account

EXAMPLE:

- If an employee has an Appointment End Date of 3/31/19 and a Funding End Date of 3/20/19, the employee will receive pay until 3/31/19
- The funding source for pay from 3/21/19 – 3/31/19 will not be charged as it will have expired on 3/20/19; the department will need to enter a direct retro to correct

Combo Codes

A Combo Code is the shortcut assigned to a Chartstring for easy use within UCPATH for financial transactions/reference. Before a new Combo Code can be created and utilized the entire Chartfield String must be sent to UCPATH by Oracle. After you receive confirmation that the chartstring you requested has been entered in Oracle, it won't be available in UCPATH until the next morning.

If the Task value is not valid or if the Project has exceeded its end date, the chartstring combination will not be sent to UCPATH. Verify in PPM that the Task and Project you want to use is still valid and not expired.

- If the Project has expired and you are awaiting an extension, you can resubmit the combination request after the end date has been changed in PPM.
- If the Project has expired and will not be extended but you still need to make historical funding changes or perform a direct retro in UCPATH, please submit a SNOW ticket to the UCPATH-Finance team for assistance.

If you receive an error when entering the chartstring in UCPATH, be sure that you are typing in the correct values. Also, any chart segment that has an all-zero value in OFC should be left blank in UCPATH.

- Run the [UCSD-DSH Project Information Lookup/Project Information Lookup Panorama report](#) in bah.ucsd.edu/financial to look up the Project COA and verify you are using the correct values, such as financial unit and UCPATH-specific fund, for the Project.
- Once you've verified that you have all of the correct values for the chartstring and still receive an error upon entry, run the [Combo Code Report](#) in bah.ucsd.edu to see if the combination has been sent to UCPATH correctly. If it is not there, please submit a SNOW ticket to the UCPATH-Finance team with the entire chartstring from the [Project COA Lookup report](#) and screenshot of the UCPATH error.

Direct Retro Reminders

- For a direct retro funding update 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
- Approved Direct Retros are processed in UCPATH according to the pay processing calendar but will not be visible on the DOPE/Labor Ledger report until the pay run labor ledger detail is sent to UCSD (generally 3 business days after pay confirm).
- Direct Retro approval deadlines by pay cycle can be found on our [Transactors page](#).



Review training materials, job aids and KBAs

- Review available materials before beginning a complicated funding transaction
- If you need help submit a SNOW ticket to UCPath-Finance



Ensure every position has a catch-all funding line

- All positions should have a blank earn code associated with the position



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



Earn Codes define types of earning

- The sum of all funding lines for each earn code on the screen must equal 100%
- Positions must have at least one funding line with a Blank Earn Code to identify the Catch-All funding for earnings



Be careful when using Combo Codes

- A combo code is a shortcut key for a chartstring combination
- Make sure all the chartstring segments are correct



Pay attention to deadlines

- Ensure funding entry and update transactions are submitted and approved the day before the Pay Confirm Date
- Direct Retro approval deadlines are posted on our Transactors page



- I have a question about DOPEs but I am not sure if this is the appropriate place to ask. What is the difference between "Job FTE" and "Salary Derived Effort Percent" columns? **Job FTE = Full time equivalent or employment percentage of full time. FTE is defaulted from Position Data. Salary Derived Effort Percent = If an Earn Code is "non-effort bearing", then the overall Derived Effort Percent (and associated Paid Percent) will be set to 0%. If an Earning Code is "effort bearing", then a Derived Effort Percent will be calculated. You can find the explanation of columns on the DOPE on the [Payroll Reconciliation Toolkit](#).**
- Is there a list of pending UCPATH issues that is published? **No, but we have UCPATH System wide updates posted on: <https://ucpath.ucsd.edu/transactors/system-updates.html> and local updates at: <https://ucpath.ucsd.edu/transactors/local-updates.html>. Another good place to look for known issues is the [KBA: UCPATH Funding FAQs](#) which is updated as we notice questions are being frequently asked.**
- is there a direct retro calculator that will show exactly how much will be moving (including HSIT and NGN etc processed outside of UCPATH)? could be useful to incorporate with the Payroll Projection tool that's being developed/updated for the revised PI report. **Please bring up to Heather Sear's team working on that project.**
- An issue I run into is when I look up a combo code multiple combo codes come up that look like they have the same information. Sometimes I have to go through multiple codes until I find one that works. Is there a way to clean up combo codes that don't work anymore? **Each combination of chartstring values have a unique combo code. Make sure that there is no OTC indicator. Combo codes with OTC indicators are only usable in that particular MCOP worksheet. Combo Code report on <https://bah.ucsd.edu/hr-payroll/index.html>, How to Determine a Chart String (CoA Reference Guide) https://support.ucsd.edu/services?id=kb_article_view&sys_kb_id=29962af41b4bf81c73462fc4604bcb0e**

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. This text is enclosed in a blue rectangular frame with a white border. The top-right corner of the frame is cut off, and a blue trident symbol is positioned at the end of the top line.

UC *Path*

UC San Diego

UC San Diego
Health Sciences