

UC San Diego

Health Sciences

Topic Based Zoom Direct Retro Scenarios 8/25/21



Today's Topics



Review Key Terms & Funding Concepts

Direct Retro Scenarios



Resources



Best Practices and Q&A



UC San Diego

Position Funding



Funding is stored at the position-level and entered in the Funding Entry module of UCPath by Funding Initiators (not HR Initiators).

Hittingt.

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.



CHECK & CORRECT CALCULATOR



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

UC Path

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.





Approval Workflow Engine (AWE)



***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





Job Aid: Payroll Reconciliation Toolkit





Direct Retro Setup direct retro / salary cost transfer transaction	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > Process Direct Retro
Funding Entry Inquiry View funding information for positions	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry Inquiry
Funding Entry Setup or update funding for positions	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry
Review Direct Retro <i>View existing direct retro transactions</i>	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > Review Retro Distribution



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









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.

	Process Direct Retro		
NAVIGATION	Find an Existing Value Add a New Value	 The Due Control ID disd	lave a default
PeopleSoft Menu	Run Control ID: NEW	value of NEW . You cann	ot update
Payroll Distribution		this value. The system w automatically assign yo	vill ur request a
UC Customizations	 Add	Direct Retro ID number	once it is
Process Direct Retro		submitted.	
	Find an Existing Value Add a New Value		



Process Direct Retro Page | Search for Data





- 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.**
- 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):

DEFAULT (FND)	SUSPENSE (END)	EDIT ERROR (CMB)
There is no funding set up on the position	The Funding End Date on the position has passed	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

Direct Retro Scenario 1 | Move off Default

Balance: \$0.00



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Direct Retro Salary Cap/MCOP Funding Worksheet

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In the Old Data section, notice the program code **FND**,



Direct Retro Scenario 2 | Split Funding



tro Distribute Earnings	Retro Distribute Deductions	Retro Distribu	te Taxes	Earnings Mes	sages	Deduction Messages	Tax Mes	sages								
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Direct Retro Scenario 2 | Split Funding



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Check Balance

\$1,282.60 Balance: \$0.00

Total:

Direct Retro Salary Cap/MCOP Funding Worksheet



First 🕢 1-2 of 2 🕟 Last

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Direct Retro Scenario 2 | Split Funding



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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.**



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Direct Retro Scenario 3 | Salary Cap/MCOP Worksheet



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Direct Retro Salary		
Worksheet link is now active.		

Direct Retro Salary Cap/MCOP Funding Worksheet



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Direct Retro Salary Cap/MCOP Funding Worksheet



4. Use the **Direct Retro Salary Cap/MCOP**

Funding Worksheet to update the funding Direct Retro Salary Cap/MCOP Funding Worksheet distribution in New Data Run Control ID DR00000359041 Created By 10365848 Date of Pay 01/01/2021 Trans Type Direct Access Changes Processing Status Initiated 5. Click the Preview Direct Retro Distribution **Check Earnings** button Empl ID Empl Record Pay End Date 09/30/2020 Company UCS Pay Group 6HS Pay Begin Date 09/01/2020 Off Cycle ? Pay Run ID 200930M0X Old Data Personalize | Find | 2 | First (1-3 of 3 OTC Combination Entity Percent of Effort UC Monthly Salary Prorated Cap Prorated Cap Financial Location Program Alt Percent of Funding ErnCd Fund Project Task Function Activity Earnings Сар Туре Indicator Code Source Pav Rate(Annual) Rate(Annual) Rate(Mon 1 HSP 000431415 16130 3000111 15003 1009782 400 \$13,541,670000 55.555569 55.555569 \$24,375.00 2 HSR 000431415 16130 3000111 15003 400 \$10,833.330000 44.444431 44.444431 \$24.375.00 3 HSZ 400 0.000000 000431415 16130 3000111 15003 1009782 \$46,458.330000 0.000000 \$24,375.00 New Data Personalize | Find | 2 First 🕢 1-3 of 3 🕞 Last ErnCd OTC Funding Program Alt Activity UC Monthly Cap Cap Prorated Cap Prorated Cap New Combo Code Entity Financial Unit Fund Project Task Function Earnings Percent of Pay Percent of Effort Location Indicator Source Salary Туре Rate(Annual) Rate(Annual) Rate(Monthly) (4 + 1 HSP 000431415 Q 1613 Q 3000111 Q 15003 Q 1009782 Q 1 Q 400 Q \$13,541.670000 55.555569 Q Q Q 55.555569 \$24,375.00 2 HSR 000535261 Q 1618 Q 8000018 Q 20001 Q 1032597 Q 1 Q 440 Q 701946 Q \$7,307.406678 29.979104 44.444431 \$24,375.00 HHS \$197,300.00 Q \$197,300.00 \$16,441.67 + Q Q + 3 HSZ 000431415 Q 1613 Q 3000111 Q 15003 Q 1009782 0.000000 Q 1 Q 400 Q Q Q Q Q \$46,458,330000 0.000000 \$24,375.00 OTC to be Distributed: \$0.00 Preview Direct Retro Distribution Check Balance Return to Direct Retro Total (with OTC): \$24.375.00 Balance: \$0.00

> 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

Preview Direct Retro Distribution Worksheet

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		Submit to Direct	Retro	Page				Return to	DR Distributi	on Worksh	eet												

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.



Preview Direct Retro Distribution Worksheet



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Submit to Direct Retro Page

Return to DR Distribution Worksheet

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.



Retro Distribute Earnings Page



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	0 HSP	000431415	16130	3000111	15003	1009782	1	400										\$13,541,67		+







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
- <u>Correcting Discrepancies in UCPath Labor Ledger</u> (DOPES) Caused by UCPath Fund Entry Errors
- <u>Correcting Discrepancies Between OFC General Ledger</u> (GL) and UCPath Labor Ledger (DOPES)
- Payroll Reconciliation Toolkit
- Understanding Default and Catch-All Funding Sources
- <u>Funding Entry Calculator</u>
- Fiscal Year-End Funding Rollover

Funding KBAs in SNOW

https://support.ucsd.edu/path?id=kb_view









5

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-bystep process for funding and direct retro transactions is the primary cause of GLrelated 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











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. <u>https://bah.ucsd.edu/hr-payroll/index.html</u>







- 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=48b4d fee1b6d3c1048e9cae5604bcbca
- 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 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/ucpathtransa ctionsupport
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- 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 a "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.







Fund Management Office Hours	Thursdays, 11-12:00 p.m. Watch <u>Recorded Office Hours</u>	<u>Zoom Link</u>
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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 UCPath payroll data to determine how to charge. UCPath 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









Health Sciences