Topic Based Zoom:
What to do with the Funding Issues Report
4/11/22
Today’s Topics

- Review Key Concepts
- Funding Issues Report
- Resources
- Best Practices and Q&A
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 a 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.

<table>
<thead>
<tr>
<th>Eff Date</th>
<th>Eff Sequence</th>
<th>Chartstring</th>
<th>Funding End Date</th>
<th>Dist %</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2021</td>
<td>0</td>
<td>Fund A</td>
<td>12/31/2021</td>
<td>100%</td>
</tr>
<tr>
<td>1/1/2022</td>
<td>0</td>
<td>Fund B</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>4/1/2022</td>
<td>0</td>
<td>Fund C</td>
<td>4/30/2022</td>
<td>100%</td>
</tr>
<tr>
<td>6/1/2022</td>
<td>0</td>
<td>Fund D</td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Eff Date</th>
<th>Eff Sequence</th>
<th>Chartstring</th>
<th>Funding End Date</th>
<th>Dist %</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2021</td>
<td>0</td>
<td>Fund A</td>
<td>12/31/2021</td>
<td>100%</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Eff Date</th>
<th>Eff Sequence</th>
<th>Chartstring</th>
<th>Funding End Date</th>
<th>Dist %</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2021</td>
<td>0</td>
<td>Fund A</td>
<td>12/31/2021</td>
<td>100%</td>
</tr>
<tr>
<td>1/1/2022</td>
<td>0</td>
<td>Fund B</td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>
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)
<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
<th>Action to take</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions_1</td>
<td>Instructions on how to review the report</td>
<td></td>
</tr>
<tr>
<td>Positions Without Funding_2</td>
<td>Lack of Funding on the Position</td>
<td>Add or Update Position Funding. Process a Direct Retro for payroll that has already hit the department default</td>
</tr>
<tr>
<td>Funding and Project End Dates_3</td>
<td>A Funding End Date in UCPath has passed or the project end date in Oracle has passed</td>
<td>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.</td>
</tr>
<tr>
<td>No Task or Funding Source_4</td>
<td>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</td>
<td>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.</td>
</tr>
<tr>
<td>Parameters Page_5</td>
<td>Parameters of the Report</td>
<td></td>
</tr>
</tbody>
</table>
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**
- SDCMP

**Department**
- begins with

**Fiscal Year**
- begins with

**Budget Level**
- begins with

**Position Pool ID**
- begins with

**Position Number**
- begins with

**Empl ID**
- begins with

**Empl Record**
- begins with

**Name**
- begins with

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Department</th>
<th>Fiscal Year</th>
<th>Budget Level</th>
<th>Position Pool ID</th>
<th>Position Number</th>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDCMP</td>
<td>2022</td>
<td>Position</td>
<td>(blank)</td>
<td>97</td>
<td>09</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SDCMP</td>
<td>2021</td>
<td>Position</td>
<td>(blank)</td>
<td>97</td>
<td>09</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SDCMP</td>
<td>2020</td>
<td>Position</td>
<td>(blank)</td>
<td>97</td>
<td>09</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Funding Entry

- Request ID: NEW
- Set ID: GUICMP
- Department: 0003
- Fiscal Year: 2022
- Budget Level: Position
- Position Pool ID: 40

Add a New Value

Job Data Snapshot

- Name: [Blank]
- Emp ID: [Blank]
- Effective Date: 03/01/2022
- Eff Seq: 0
- Department: [Blank]
- Job Code: 004042
- Job Code Desc: STOT RESEARCHER
- Payroll Status: Active
- End Date: 06/30/2022

Earnings Distribution

- [Content related to earnings distribution]
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
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
Resources

**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

Find the DR number under the Cost Transfer Code column on the DOPE report