Preparing for Fiscal Year End in UCPath

Topic Based Zoom
6/7/23
Fiscal Year

Fiscal Year 2023
July 1, 2022 to June 30, 2023

Fiscal Year 2024
July 1, 2023 to June 30, 2024
Preparing for Fiscal Year End in UCPath

1. Understand the Fiscal Year End Rollover Process
   - DO NOT ENTER FUNDING IN UCPATH between: Friday 6/23 @ 8:00 AM – Thursday 6/29 @ 12:00 PM.
   - ALL funding transactions must be locally approved by Thursday 6/22

2. Approve Direct Retros by the deadlines
   - Complete all SCTs by:
     - Thursday 6/22 5:59AM MO/BW High-Risk DR’s
     - Friday 7/7 5PM MO/BW Non-High-Risk DR’s

3. Review your resources on setting up Summer Salary
   - Earn Codes determine CBR assessment
   - Summer Salary CBR rates are different for FY2023 and FY2024
The rollover process will take the position funding effective in Fiscal Year 2023 and roll it over to Fiscal Year 2024 with an Effective Date of 7/1/2023.

Funding WILL NOT rollover:

1. If Funding Entry for Fiscal Year 2024 has already been entered
2. Any lines in the Funding Entry Earnings Distribution have Funding End Dates in Fiscal Year 2023 will rollover with Program Code: END
1 | Positions Funded Using the Salary Cap/MCOP Worksheet

MCOP worksheet lines with 6/30/2023 End Dates will be rolled over to FY 2024 with a Begin Date of 7/1/2023 on the new MCOP worksheet lines

Funding WILL NOT rollover:

1. If Funding Entry for Fiscal Year 2024 has already been entered
2. If any lines in the Funding Entry Earnings Distribution have Funding End Dates in Fiscal Year 2023
3. 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
Will it rollover? Yes! The rollover process will take the position funding effective in Fiscal Year 2023 and roll it over to Fiscal Year 2024 with an Effective Date of 7/1/2023.
Regular Funding Effective 7/1/22 with one line with Funding End Date 7/31/22 (in Fiscal Year 2023)

Will it rollover? Yes! The lines without a Funding End Date will roll over. And the lines with a Funding End Date in Fiscal Year 2023 will rollover with Program Code: END.
Will it rollover? Yes! The funding line with an end date of 12/31/23 will rollover because the end date is in Fiscal Year 2024.
1 | Example

Regular Funding Effective 8/10/23 with Funding End Date 5/31/24

Will it rollover? **No! The funding was already set up for Fiscal Year 2024 so it will remain in place! 😊**
1 | Example

Positions Funded Using the Salary Cap/MCOP Worksheet with no Funding End Date in the Earnings Distribution lines

Will it rollover? Yes! Since there are no Funding End Dates on the main Funding Entry page, the MCOP worksheet lines with 6/30/2023 End Dates will be rolled over to FY 2024 with a Begin Date of 7/1/2023 on the new MCOP worksheet lines.
Will it rollover? No! The Salary Cap/MCOP Funding worksheet will not rollover if any row on the main Funding Entry page has a Funding End Date.
# Call to Action

<table>
<thead>
<tr>
<th>FYE Rollover Process</th>
<th>Skip FYE Rollover Process</th>
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<tbody>
<tr>
<td>• If you want position funding to rollover, you will need to make sure Fiscal Year 2023 funding is updated before the Fiscal Year End Rollover Process</td>
<td>• If you already entered funding for Fiscal Year 2024 then no action is necessary</td>
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<td>• If you know the FYE Rollover Process will be skipped, manually enter position funding for Fiscal Year 2024</td>
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This year the Funding Entry Rollover will be processed from **Friday 6/23 @ 8:00 AM – Thursday 6/29 @ 12:00 PM**. NO funding transactions should be entered on the Fund Entry Page or the MCOP Worksheet during this time. ALL funding transactions must be locally approved by End of Day on Thursday, 6/22.
2 | DirectRetros

Complete and Approve all Direct Retros, including payroll on default projects from the Funding Issues Report

- High-Risk DR’s (MO/BW)
  - Approve by 5:59AM Thursday 6/22/23
- Not High-Risk DR’s (MO/BW)
  - Approve by 5PM Friday 7/7/23
Summer Salary CBR rates will be different for June (FY 2022-23) vs July and August (FY 2023-2024)

Review resources and process Summer Salary and Payments correctly:

- 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
Local Resources | UC San Diego’s UCPath Resource Site

UCPath information for Self-Service Users (Employees and Managers) and Transactional Users (Initiators, Approvers, Inquiry)

- Fiscal Year-End Funding Rollover
- How to Update Position Funding
- How to Update Position Funding with the Salary Cap/MCOP Worksheet
- 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
- 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

https://ucpath.ucsd.edu/
Local Resources | Book a 1:1 Appointment

Book a 1:1 "How-To" Appointment

UCPath HR Transactions
Monday through Friday
BOOK AN APPOINTMENT

UCPath Finance
Every Wednesday
BOOK AN APPOINTMENT

Campus Timekeeping
Every Friday
BOOK AN APPOINTMENT

Reporting: Request a 1-on-1 session by emailing ucpathreports@ucsd.edu

https://calendly.com/ucpathtransactionsupport
Local Resources | UC San Diego Services & Support

- Knowledge Base Articles
- Browse by category or search by keyword
- Submit a case to the local UCPath support team
- **KBA: What do I Do if the Incorrect CBR Rate has been Applied?**
- **KBA: UCPath Funding FAQs**

https://support.ucsd.edu/
Local Resources | Business Analytics Hub

- [https://bah.ucsd.edu/hr-payroll/index.html](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

[https://bah.ucsd.edu/hr-payroll/index.html](https://bah.ucsd.edu/hr-payroll/index.html)
What is the difference between high risk and non-high risk BW direct retros? High Risk DR = Federal Funds or Flow Thru Funds + Over 120 day post the original date of expense. High risk direct retros need to be approved by SPF so the earlier deadline.

High risk: DR from federal to federal

Non-high risk (low risk) could be “Federal to non-sponsored” or “non-sponsored to non-sponsored”

If a new position with begin date 7/1/2023 is updated now with funding, will the funding entry remain in tact when an EID is associated with the position? Student GSR. If you already set up funding for FY 2024 then the FYE Rollover Process will skip this position. Position Funding is set up by Fiscal Year, Position Number and Department. So as long as the employee being hired is in that department you should be good.

do we have Object Code? I am preparing an audit and the payroll sample has Account Code (Object Code). I don't know if I can find this in UCPath? Account code shows up in the DOPES but not UC Path as it is related to Oracle transactions.

What is the benefit of using the "Funding End Date" in Funding Entries? Funding end date also prevents payroll projections in the reports from “over projecting” support
Notes

• I have already entered my funding changes for FY 2024 and are approved - am I ok, and will they roll over to the new FY? If you already entered FY2024 funding they will stay in place. The FYE Rollover Process will skip over any positions that already have FY 2024 funding entries.

• Active position, entered funding for FY 2024, effective 7/1/23. If you are entering funding effective 7/1/23 make sure you select FY 2024.