Topic Based Zoom: Salary Cap/MCOP Worksheet Critical Concepts
3/16/22
Today’s Topics

- Resource Review
- Salary Cap/MCOP Worksheet Critical Concepts
- Reminders and Key Takeaways
- Best Practices and Q&A
For assistance completing a transaction schedule a **1:1 Appointment**

For assistance troubleshooting or to report an issue submit a **SNOW ticket to the UCPath-Finance team**

For general questions about UCPath attend the **UCPath Office Hours**
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Salary Cap/MCOP Worksheet

Critical Concepts

- Funding Entry
- Direct Retro
Salary Cap/MCOP Worksheet Scenarios

There are three scenarios that require the Worksheet.

1. Regular pay is composed of multiple components of pay (GCCP, HSCP)

2. Pay is funded by one or more capped funds

3. Regular pay is composed of multiple components of pay and funded by one or more capped funds
Funding with the Worksheet | Key System Steps

1. Navigate to the Funding Entry page; Add a New Value tab
2. Enter the appropriate Set ID, Department, Fiscal Year and Position Number
3. Click Salary Cap/MCOP Funding Worksheet
4. Create/adjust Default Funding Profile if needed
5. Enter Funding Distribution Worksheet details
6. Review Funding Distribution Preview; allocate OTC costs
7. Review FAU Monthly Preview
8. Click Submit to Funding Entry
9. Attach supporting documents, enter comments and click Save
10. Submit for review and approval
The employee’s job details are displayed in Job Data Snapshot. When a position is vacant there will be no data. The Job details 2 tab contains links to the Job Earnings Distribution and Additional Pay for review.

Review the effective dated funding entries. The latest effective dated row will be on top. You can click View All to see them all on the page.

Use the Funding End Date field if the fund source has a date in which it will no longer be effective, or leave blank.

The sum of the distribution percent across the funding lines = 100% per Earn Code.

Salary Cap/MCOP Worksheet link only visible for filled positions

Do not click “Add” before submitting – it returns you to the Add a Value page.
Salary Cap/MCOP Funding Worksheet

Compensation Data Snapshot shows the pay associated with the position. Contact your HR Initiator in order to make changes or adjustments to the Compensation Data.

Default Funding Profile is where Blank Earn Code funding is set up for up-to and over-the-cap funding. The Distribution Percentage must sum to 100% for each Earn Code and OTC Indicator combination.

You will get an error message if Total Allocated Amt, Percent of Pay, or Percent of Effort exceed 100% for the Earn Code and Begin/End Date.

The Capped fund line can account for the full REG Percent of Effort, but is configured not to fund the over-the-cap amount (cap-gap). This is why the Percent of Pay and Total Allocated Amt may not “match” the Percent of Effort on a capped funding line (e.g., NIH, etc.).

It is recommended to enter the Percent of Effort and let the system calculate Percent of Pay and Total Allocated Amt.

The system defaults the Cap Type and the Cap Rate (Annual) values from the Type of Fund. 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 effective period.

Click the Funding Distribution Preview button to review the funding and fund the over-the-cap amount.

The Begin Date identifies when the funding will go into effect. If there are multiple Begin Dates then UCPATH will create multiple Effective Dates to ensure that only the funding that is in effect at that time is used.
The OTC Indicator value identifies whether a distribution line is the up-to-the-cap row or an over-the-cap-row:

- Uncapped rows do not have an OTC Indicator (field is blank)
- An OTC Indicator starting with N is the up-to-the-cap row
- An OTC Indicator starting with Y is the over-the-cap row
- An OTC value with –OTCXXX at the end links the OTC row to the capped funding source line that is responsible for the OTC funding line

The Percent of Pay and Monthly Rate that are unaccounted for on the Worksheet are added on a new distribution line, using the over-the-cap default funding source from the Default Funding Profile. You can choose to change the chartstring (funding source) for this line here.

The Percent of Pay and Percent of Effort should total to 100% on the Worksheet.

Funding distributions are broken down by each differently funded pay period from the Salary Cap / MCOP Funding Worksheet.

Click to transfer data to the Earnings Distribution section of the Funding Entry page.
Direct Retro with the Worksheet | Key System Steps

1. Navigate to **Process Direct Retro** page and click **Add a New Value** tab
2. Click **Add** to display **Process Direct Retro Distribution** page
3. Search for appropriate payroll data and select applicable transactions
4. Run the process to display **Retro Distribution** component
5. Enter **New Data** using the **Direct Retro Salary Cap/MCOP Worksheet**
6. Review **Preview Direct Retro Distribution** and enter OTC fund sources
7. Click **Submit to Direct Retro Page**
8. Finish entering **New Data** and check balance
9. Attach supporting documents, enter comments, choose **Reason** and click **Save**
10. Submit for review and approval
The Direct Retro Salary Cap/MCOP Funding Worksheet link activates when you enter a capped fund in the New Data section, and the employee’s total UC salary exceeds the fund’s annual salary cap.

After using the Worksheet, click Check Balance to ensure a $0 balance.
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 expense.

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.
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.

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.
Reminder

Beginning 10/1/21, the use of sponsored Funds is NOT allowed in the Default Funding Profile in Funding Entry and is NOT allowed for the Over-the-Cap in Direct Retro. No sponsored Funds can be used for Over-the-Cap (cap gap) in UCPATH, even if allowed by the private agency/award.

If a sponsored Fund was previously entered in the Default Funding Profile, it will remain until there is a change made to the MCOP/salary cap worksheet. At that point, an error message will appear and the Default Funding Profile must be corrected before the funding update can be submitted.

KBA: UCPATH Funding FAQs
The salary cap worksheet is not working correctly for BW/hourly positions that are less than 1.0 FTE, where a capped Fund is used, and the employee's hourly rate exceeds the cap rate. Because of this issue, starting 2/7/2022, the link to the salary cap worksheet has been disabled for hourly/BW positions where a capped Fund is used. This means that you will have to calculate the under-the-cap & OTC percentages and enter them into the main Funding Entry page. When the person’s hourly rate changes or the cap rate changes, you will have to change the percentages in Funding Entry accordingly. The removal of the link and the need to calculate the under-the-cap and over-the-cap also applies to direct retros.

**Note**: this is only necessary when the person’s hourly rate exceeds the annual cap rate/2088 hrs.
Key Takeaways

- Use the Salary Cap/MCOP Funding Worksheet for: (1) Any position that has regular compensation composed of **multiple components of pay** (GCCP, HSCP) and/or (2) Positions funded by **capped funds**

- The Salary Cap/MCOP Funding Worksheet link is not available on the Funding Entry page until an employee is hired into the position (link appears on hire date or after)

- The Process Direct Retro page displays the Direct Retro Salary Cap/MCOP Funding Worksheet link when 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 Salary Cap/MCOP Worksheet is the only page where you can see the over-the-cap indicator

- Use Funding Distribution Preview and the Preview Direct Retro Distribution to update the chartstrings for the over the cap amounts

- There is a current defect in the Funding Distribution Preview page that does not allow you delete the Combo Code and as a result you will not be able to override the OTC. Until this defect is fixed you will need to do a Direct Retro.
On the Worksheet, positions must have a Default Funding Profile to set up one Catch-All for up-to-the-cap earnings; one for the over-the-cap earnings. If part of the employee's total UC salary is not fully allocated, the system uses the appropriate Catch-All row.

On the Worksheet, the sum of all funding lines will equal 100% (per begin/end date). The Worksheet uses begin and end dates instead of Effective Dates.

Best practice = Enter Percent Effort and let the system calculate Percent of Pay and Total Allocated Amt

The Combo code generated in the MCOP worksheet is specific to that worksheet and cannot be used anywhere else.

The use of sponsored Funds is NOT allowed in the Default Funding Profile in Funding Entry and is NOT allowed for the Over-the-Cap in Direct Retro. No sponsored Funds can be used for Over-the-Cap (cap gap) in UCPath, even if allowed by the private agency/award.
BEST PRACTICES

Review training materials and job aids
- It will take time to become familiar with using Salary Cap/MCOP Worksheet
- Review available materials before beginning a complicated funding transaction

Plan your Worksheet Transaction
- Using an Excel spreadsheet or another tool, plan the funding across begin and end dates as well as fund sources

Follow the funding transaction processes step-by-step
- Not following the step-by-step process for funding and direct retro transactions is the primary cause of GL-related errors in UCPath
- Don’t get creative
• Will there be an Excel template for FE and DR transactions? **Funding Entry Calculator**
  Use this Excel. There is also a button to download the data table to excel. (enter screen shot here)
  spreadsheet to determine what distribution percentages to use for employees with FTE values less than 1.00

• **How to Submit a Case to the UCPath-Finance Team** Please include specific examples and screenshots and include the DOPE you are looking at.

• What does the status “Editing” mean? **It means it passed approval but waiting for the next salary cost transfer run.** SCTs run in between BW and MO pay cycle runs. This is one reason why you should only do 1 pay period per DR transaction. If you do multiple it may be stuck pending processing all together. It will not show up on the DOPE report until after the SCT run.

• Who can help with Cost Transfer? **You can find resources for help with transactions in Oracle at:**
  [https://blink.ucsd.edu/finance/resources-training/calendar-schedules/office-hours-support.html](https://blink.ucsd.edu/finance/resources-training/calendar-schedules/office-hours-support.html)