Commitment Accounting

PHCMGENL201:
Position Funding Entry and Updates
Intended Audience

The target audience for this course are employees:

- Shared Services Centers (SSC)
- Business and Financial Services (BFS)
- Using UCPath (PeopleSoft) System

****Department personnel will be using ServiceLink****
Instructor

- Dora Rubio
- UCPath role: Financial Process Trainer
- Years at UC: -1
- Functional experience: 10 years of corporate training experience. Compliance Training background.
Attendees

- Name
- University role
- What is/will be your experience with Position funding, FAU and SCT, if any?
Training Logistics

Safety and Housekeeping

- Emergency evacuation procedures
- Restrooms
- Course duration: 2 hours
- Breaks

Classroom Etiquette

- Please turn off cell phones
- No email or web surfing
- Return from breaks on time
- Please use trash receptacles in the room

** Please sign the Attendance Sign In Sheet
Course Agenda

1: New Position Funding
2: Position Funding Updates (FAU)
3: Direct Retro Funding Updates (SCT)
Course Objectives

By the end of this course, you should be able to:

- Describe the position funding entry process.
- Submit a position funding entry request in UCPath
- Describe the position funding (FAU) update process.
- Enter a position funding (FAU) update in UCPath
- Describe the direct retro funding (SCT) update process.
- Enter direct retro funding (SCT) updates in UCPath.
The module learning objectives are:

- Describe the position funding entry process.
- Submit a position funding entry request.
- Upload a funding file in UCPath.
New Position Funding – Process Overview

- Locations can set up funding at the department or position level.
  - UCR will be establishing funding at the position level.
  - Department level is used for default funding when errors are encountered.
- Use the Funding Entry page to enter all payroll funding-related data (new or update existing) for a particular department or position.
  - SSC will be handling New Position funding and complex FAU changes on the Funding Entry page based on the request by departments via ServiceLink.
- This page displays each Location’s specific chart of accounts configuration.
- Submitting a transaction triggers approval workflow (AWE) at the Location level and upon final approval, UCPath saves the data to the Department Budget tables.
  - The AWE approval will occur at the SSCs.
New Position Funding – UCPath Process

1. Navigate to the Funding Entry page
2. Enter the appropriate Set ID, Department, Fiscal Year and Position Number
3. Enter funding details
4. Enter comments including ServiceLink request ID and click Save
5. Click Submit to send for review and approval
New Position Funding – Search Page

Navigation: PeopleSoft Menu → Set Up HCM → Product Related → Commitment Accounting → UC Customizations → Funding Entry

Funding Entry

- Find an Existing Value
- Add a New Value

Request ID: NEW
Set ID: RVCMP
Department: D01160
Fiscal Year: 2018
Budget Level: Position
Position Pool ID: 
Position Number: 40004948

Begin the steps for entering position funding on the Add a New Value tab.

Enter the appropriate data for the new position funding.

When you are finished entering the appropriate data, click Add to display the page on which you enter the new funding details.
Funding Entry Page – New Position

Begin the system steps for adding funding details by entering the effective date.

Enter the appropriate funding source(s) and distribution percentage(s).

Supporting documentation should be available in ServiceLink, therefore enter ServiceLink request ID in the comments field and other applicable information regarding the funding.

UCR will not be using the Funding End Date field. This field should be left blank.

When you are ready to submit the transaction for approval, click Submit. After you submit it, the system displays the workflow routing details (not pictured here) below the Initiator Comment field.

Click Save to check for errors. Upon successfully saving, the system displays a unique UCPath Request ID at the top of the page which should be entered into ServiceLink for cross reference purposes.

This example shows the Funding Entry page for an unfilled position, so there is not incumbent data in the Job Data Snapshot section.
This example shows the Funding Entry page for a filled position. The page displays the incumbent’s employee details in the Job Data Snapshot section.

You can view employee details across two tabs in this section.

The e-Verify option indicates whether the employee has been E-Verified.
Submit New Position Funding Exercise

- Open the UCPath Help site: [https://goo.gl/uYQ7Qt](https://goo.gl/uYQ7Qt)
Salary Cap/MCOP Worksheet (cont’d)

Use to manage funding distributions for employees who have multiple components of pay (MCOP) and/or funding sources that are subject to salary cap.

The Compensation Data Snapshot section displays the incumbent’s employee compensation data from the Job Data component, including a breakdown of their pay components.

Use the Default Funding Profile section to set your “catch all” funds for anything NOT over the cap (OTC Indicator = No) and to fill OTC dollars (OTC Indicator = Yes).

Enter funding by date range. After you select a capped fund, the system displays the corresponding cap type and cap rate.
The Funding Distribution Preview page displays a preview of all funding distributions, so you can verify whether the data is accurate and complete, and includes the necessary applied caps and calculated OTC amounts.

The preview displays for the selected fiscal year.

The preview displays all funding distributions, which are broken down by each pay period from the Salary Cap / MCOP Worksheet, including OTC rows, if applicable (as in this example).

This is a view-only page, except for Location-specific Chartfields fields for the OTC funding line(s).

Click to display the monthly distribution amounts by each FAU/Combo Code.

Click to transfer data to the Earnings Distribution section of the Funding Entry page.
To practice this task on your own, open the UCPath Help site: https://goo.gl/uYQ7Qt
Approval Verification – Email Notification

After final approval of the funding entry, the system automatically sends an email notification to the SSC Fulfiller, which indicates the transaction is approved.

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Your request for a Funding Entry transaction for Department 802200 has been approved at all levels, and has been processed into the PeopleSoft database.


This communication was sent via Oracle Workflow Technology. Please do not reply to this email.
If the SSC AWE Approver denies a funding entry transaction, you have the option to copy the data from the denied transaction to a new one.
Position Funding (FAU) Updates

Module 2
The module learning objectives are:

- Describe the position funding (FAU) update process.
- Enter a position funding (FAU) update.
- Understand UCR’s approach to simple and complex FAU updates.
Position Funding Updates – Process Overview

- After (UCR) creates a position and enters funding, the (SSC) also has the ability to manage all associated funding entry (FAU) updates in UCPath.
  - Departments will initiate FAU updates via ServiceLink tool.
- SSC will use the Funding Entry page to update position-level (FAU) funding.
  - For complex FAU updates, departments will initiate via ServiceLink and SSC will input complex FAU changes in the Funding Entry in UCPath.
  - This page is effective-dated, which allows a (UCR) to retain a history of the position’s funding throughout each fiscal year.
  - This page also allows for effective sequencing, in the event you must make more than one update on the same effective date.
Position Funding Updates – Process Overview

- In UCPath the SSC will use the MCOP worksheet to enter complex FAU changes.
- Simple FAU changes will be automatically uploaded into UCPath by departments using the ServiceLink tool.
- In UCPath DOS codes are now called “Earn Codes”
- UCR will use “Blank” Earn code to represent the general funding for a position. Specific earn codes should only be defined if the funding is truly different.
- Funding distribution must total 100% for every specified Earnings Code when funding is established or changed, regardless of whether FTE is 1.0 or less.
- Funding distribution lines will be able to have future Effective Dates, as long as the dates fall in the same fiscal year.
- Funding End Dates will not be used at UCR
Typical position funding updates include:

- Modify the distribution percentage being paid across Fund A and Fund B. For example a new grant that was recently awarded requiring employees to work on the new grant.
- Changes to a funding start date.
Position Funding (FAU) Updates – System Process for Complex FAU changes.

1. Navigate to Funding Entry page
2. Search for and select appropriate position funding record
3. Insert effective-dated row and enter updates
4. Enter comments including ServiceLink request ID, and click Save
5. Click Submit to send for review and approval
Enter Position Funding Update – Search Page

Navigation: PeopleSoft Menu → Set Up HCM → Product Related → Commitment Accounting → UC Customizations → Funding Entry

Funding Entry

Begin the steps for entering an update to existing funding on the Add a New Value tab.

Enter the appropriate data to access the existing funding details for which you will submit updates.

When you are finished entering the appropriate data, click Add to display the page on which you enter updated funding data.
Enter Position Funding Update – Funding Entry Page

After you search for and select the appropriate funding entry, begin the system steps for updating the funding by inserting a new row and entering the funding effective date.

Enter the appropriate Combo Code for UCR funding source(s) and distribution percentage(s).

Supporting documentation should be available in ServiceLink, enter ServiceLink request ID in the comments field and other applicable information regarding the updates.

Click Save to check for errors. Upon successfully saving, the system displays a unique Request ID at the top of the page which should be entered into ServiceLink for cross reference purposes.

When you are ready to submit the transaction for approval, click Submit. After you submit it, the system displays the workflow routing details (not shown here) below the Requester Comment field.

This is the same page you use to enter new funding for a position. It is effective-dated so that you can maintain a history of funding changes.
Enter Position Funding Update Exercise

- To practice this task on your own open the UCPath Help site: https://goo.gl/uYQ7Qt
As with submitting a funding entry transaction for new position funding in UCPath:

- After final SSC AWE approval of the funding update, the system automatically sends an email notification to the (SSC Fulfiller) indicating the transaction is approved (or denied).
Having completed this module, you should be able to:

- Describe the position funding (FAU) update process.
- Enter a position funding (FAU) update.
- Understand UCR’s approach to simple and complex FAU updates.
Check Your Understanding

Introduction

- You now have the opportunity to assess your knowledge of the information presented in this module.
- The questions and answers presented in this review help you to determine whether you remember and understand the important points.
False. Use the **Funding Entry** page in UCPath to enter the necessary update.
After you search for and select the appropriate position funding (FAU) record, before you can make updates to the funding data, you must insert a new row and enter the **Funding Effective Date**.
Direct Retro Funding (SCT) Updates

Module 3
The module learning objectives are:

- Describe the direct retro funding (Salary Cost Transfer) update process.
- Enter direct retro funding (Salary Cost Transfer) updates.
Custom process to move salary costs from one account or fund to another; for example, regular pay and stipends. 

**Note:** Salary expenses related to vacation taken will also need to be moved.

**Examples**

- Move costs from one fund to another.
- Correct retroactive funding (delay in approval).
- Move costs to the appropriate fund to clear the suspense account (FAU that has been inactivated).
- Move costs to the appropriate fund to clear the “default” account (FAU that was not designated at the position level).
Direct Retro Funding (SCT) Update – Notes

**PPS**

- PPS will be available for a limited time period to process SCTs when UCPath goes live at UCR.
- SCTs will be transacted in PPS for payroll expenses originally processed in PPS.
- SCTs will be transacted in UCPath for payroll expenses originally processed in UCPath.
- The PPS SuperDope will include the PPS SCTs processed after go live.
- The UCPath SuperDope will include FY2017 & FY2018 PPS data.
Direct Retro Funding Update – System Process

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 and submit for approval.
A high risk direct retro (SCT) transaction requires an additional, higher-level approval in UCPath. NOTE: The majority of these transactions will be stopped at the ServiceLink level.

Increases expenses on a Federal or Flow-through Fund (FFT)

More than **120 days** after original transaction pay period end date

*or*

Where the grant or fund end date is more than **90 days** in the past

High Risk Approval Routing
Process Direct Retro Page – Add a New Value


- Begin the steps for entering a direct retro transaction on the Add a New Value tab.
- Notice that the Run Control ID displays a default value of NEW. You cannot update this value; when you successfully submit the transaction, the system automatically assigns your request a Direct Retro ID number.

- Click Add to display the page on which you enter the new funding details.
1) Begin the system steps by entering the appropriate earnings date range and the employee's ID, then click **Search**.

2) Then, select the specific payroll date(s) for which you want to update funding and click **Save**.

3) Next, click **Run** to display the **Review Retro Distribution** page on which you enter the necessary funding updates.
In the New Data section, enter the funding update(s) and then click Check Balance. The New Data amount must equal the Old Data amount.

Enter SCT Request ID in the Comments. Supporting documents will be entered in ServiceLink.

For transactions where work study split is required, select the appropriate option from Apply/Remove Work Study list.

Select the reason for the adjustment.

Complete the Questionnaire section, if applicable for High Risk Transactions only.

To submit the transaction for review and approval, click Submit. After you submit it, the system displays the workflow routing details (not pictured here) below the Initiator Comment field.

When you are finished entering updates, click Save to check for errors.

The Old Data section displays the current funding detail.
Enter Direct Retro Funding Update Exercise

- To practice this task on your own open the UCPath Help site: https://goo.gl/uYQ7Qt
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 Salary Cap/Multiple Components of Pay (MCOP) Worksheet link.
Use to enter and link funding to the **New Data** section of the Direct Retro Update page.

When you navigate to the worksheet, the system defaults the new data to the same values as the old data, and you make the necessary updates to reflect how the expenses should be transferred.

After you make the necessary updates, click **Preview** to see how the system will allocate OTC amounts for new data. You can then adjust the OTC FAUs that are generated.
Direct Retro Distribution Preview

The Preview Direct Retro Distribution Worksheet page displays a preview of all funding distributions, so you can verify whether the data is accurate and complete, and includes the necessary applied caps and calculated OTC amounts.

This page is view-only except for Location-specific charfields for OTC funding lines where the OTC Indicator begins with letter Y. These rows must be funded by uncapped funds. If a Y-OTC Default Funding Profile was defined in the Funding Entry definition, the system copies the FAU into the Direct Retro Preview Y-OTC row. You can override or enter (if blank) the FAU on the Y-OTC row.

If you notice inaccuracies in the funding lines, return to the Direct Retro Salary Cap/MCOP Funding Worksheet to make necessary changes and regenerate the preview 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 transferred data on the Process Direct Retro page.
Exercise

Enter Direct Retro Funding Update – MCOP

- This is your opportunity to practice this task on your own.
- Open the UCPath Help site: [https://goo.gl/uYQ7Qt](https://goo.gl/uYQ7Qt)
- Refer to the *Enter Direct Retro Funding Update – MCOP* topic.
- Launch the **Try It** version of the topic.
After final approval of a direct retro update, the system automatically sends an email notification to the SSC Fulfiller, which indicates the transaction is approved.

![Email Notification]

Your transaction for [details] has been approved and submitted to UCPC to be processed into UCPath. As a reminder, it is effective as of 8/11/17.

You can view this transaction at
[Link to Transaction]

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.
Direct Retro Funding (SCT) Updates – Additional Notes

- Departments will need to submit an FAU and SCT requests together when FAU request has a retroactive effective date and payroll has already been charged against an incorrect FAU.

- SCTs can only be performed on completed Payroll Distributions.

- A SCT cannot be initiated on pending transfers.

- SCTs processed in UCPath will appear in the Department’s ledger within 1 to 2 business days.
Having completed this module, you should be able to:

- Describe the direct retro funding (SCT) update process.
- Enter direct retro funding (SCT) updates.
Module Review

Introduction

- You now have the opportunity to assess your knowledge of the information presented in this module.
- The questions and answers presented in this review help you to determine whether you remember and understand the important points.
False. Direct Retro transactions flow through AWE. Upon receiving final Location approval, the transaction page updates the Direct Retro transaction status to **Approved**, which then makes the transaction available for Update Actuals Distribution processing.
After entering funding updates in the **New Data** section of the **Retro Distribute Earnings** page, click the **Check Balance** button to prompt the system to validate net dollar amounts from the old distribution data to the new.
Multiple Choice

The **Process Direct Retro** page displays the **Salary Cap/MCOP Worksheet** link when you enter a/an _________________ in the **New Data** section and the employee's prorated UC Annual Salary exceeds the prorated Fund Annual Cap Rate.

A. Uncapped fund
B. **New Earnings Amount** field value above $5,000
C. Unknown **Project Code** field value
D. Capped fund
E. All of the above
Course Review
Course Agenda

1: New Position Funding
2: Position Funding Updates
3: Direct Retro Funding Updates
Putting It All Together

- UCR will be establishing funding at the position level.
- SSC will use Funding Entry page to enter New Position funding and complex FAU changes based on the ServiceLink requests entered by departments.
- A position can have a single funding source or multiple funding sources.
- For an employee with a capped salary, the Salary Cap / MCOP Funding Worksheet is available on the Funding Entry page after the employee is hired into the position. The worksheet aids in helping you complete the appropriate funding.
- Departments will initiate FAU updates via the ServiceLink tool.
- Funding End Dates will not be used at UCR.
- A Direct Retro (SCT) transaction is a process to move salary costs from one account or fund to another/multiple.
- Departments will initiate SCTs via the ServiceLink tool.
- The ServiceLink Request ID should always be referenced in the comments field in UCPath for all transactions.
Course Objectives Review

Having completed this course, you should be able to:

- Describe the position funding entry process.
- Submit a position funding entry request.
- Describe the position funding (FAU) update process.
- Enter position funding (FAU) updates.
- Describe the direct retro funding (SCT) update process.
- Enter direct retro funding (SCT) updates.
Where to Get Help

• The UCPath Help site is your first level of support. Search for conceptual content, job aids or step-by-step instructions for UCPath tasks.
  • From the UCPath portal homepage, expand the Help / FAQ section on the left side of the page and then click the appropriate link to open the site. An Adobe PDF version is available for users with screen readers.
  • From any UCPath page or component, click the Help link in the upper right corner of the page to find help topics specific to the page/component.
Additional Courses

- UCPath GEN110 Funding Entry Inquiry
- UCPath GEN115 Direct Retro Inquiry
- UCR FAU110 FAU Management
- Job Aids
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Your Feedback Please

https://tinyurl.com/ucrfomucpathfeedback
Thank You