Additional Training Courses

**Suggested Prerequisites**

- UCRONB102 UCR: Onboarding for Academic Personnel, Staff and Student Employees
- PHCMWFAL250 UCPATH: Template Transactions Part I
- UCRPDM100 UCR: Position Data Management

**Required Additional Course**

- PHCMGEN110 UCPATH: Funding Entry Inquiry
- PHCMGEN115 UCPATH: Direct Retro Inquiry
- UCRFAU110 UCR: FAU Management
Trainer Introduction

Name: Violet Vargas
Title: Subject Matter Expert for Academic Personnel
Department: Retiree from School of Medicine
Years @ UC: 25
Previous Experience: Payroll, Human Resources, Academic Personnel
Participants Introduction

Name:
Title:
Department:
Years at UC:
Expectations for this training:
What has been your experience with managing SOM Appointees and financial management at UCR?
Housekeeping

Cell Phones  Breaks  Restrooms
Learning Objectives (1 of 3)

1. Demonstrate the ability to use and understand the new UCPath terminology, ERN Codes and Comp Rate Codes for HCOMP appointees

2. Describe the Salary Admin Plan and how it is used for HCOMP appointees
Learning Objectives (2 of 3)

3. Determine how to pay a HS WOS appointee

4. Describe the UCPath system design functionality of the Salary CAP/MCOP worksheet and understand when and how it is used.
Learning Objectives (3 of 3)

5. Understand UCPath basic system functionality of Direct Retro
Overview of Health Science Populations

- Volunteer Clinical Professor Series (Paid stipend or unpaid)
- Professor of (e.g., Psychology) In residence (End dates)
- Professor of Clinical (e.g., Medicine) Series (End dates)
- Health Science Clinical Professor Series (End dates)
- Professor Series Ladder Rank (End dates only for assistant professors title series only)

If these are 51% or more they are in Health Science Comp Plan.
Overview of Health Science Populations

**Health Science Clinical Professor Series**

- 001734, 001733, 001732, 001731
- Titles in this series are assigned to academically qualified individuals whose predominant responsibilities are in teaching basic sciences, the mastery of clinical procedures, and clinical service. Also engage in scholarly or creative activities. May be salaried or unsalaried.

**Volunteer Clinical Professor Series**

- 002017, 002037, 002057
- Titles in this series are clinicians in the community on a part-time, unsalaried, voluntary basis in the areas of teaching clinical and basic sciences in areas of patient care.
Overview of Health Science Populations
(Academic Senate Title Series)

Professor of (e.g. Psychology) in residence series
- 001726, 001725, 001724
- Titles in this series are assigned to academically qualified individuals who engage in teaching, research or other creative work, and University and public service.

Professor of Clinical (e.g., Medicine) Series
- 001453, 001454, 001455
- Titles in this series are assigned to academically qualified individuals whose predominant responsibilities are in teaching, clinical service and creative activities.

Professor Series (Ladder Rank)
- 001721, 001719, 001717
- Titles in this series are assigned to academically qualified individuals whose predominant responsibilities are instructional, as well as research, University, and public service.
UCPath Overview of H-Comp appointees

1. **POSITION**: Salary Admin Plan and grade

2. **JOB**: Step and compensation and how it populates when choosing the step and adding off scale and Y component
   - Comp rate code to earn code mapping
     - Review all HSCP Comp Rate and earn codes
   - Job Earnings Distribution (JED) - Automated

3. **ADDITIONAL PAY**
   - Earn codes for Health Sciences
   - Z Payments
   - UCWOS Appointees
H-Comp appointees – Position Data

1. Salary Admin Plan – They will choose
2. Grade – They will choose
1. Add step and this will auto populate rows 2 and 3 under Pay components X (UCHSX) and X prime (UCHSP).
2. You can also add additional components such as an off scale (UCHSO1) and the Y component (UCHSY).
3. All HCOMP Compensation components are distributed automatically in Job Earnings Distribution (JED) – Distributes REG earnings to different earn codes (distributing each earning pay component to appropriate earn code).
4. JED earnings are by monthly amounts and also displays the associated percentage.
### H-Comp appointees Comp Rate/Earn Codes

<table>
<thead>
<tr>
<th>Comp Rate Code</th>
<th>Comp Rate Description</th>
<th>Comments</th>
<th>Earn Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCHSX</td>
<td>HSCP &quot;X&quot; - Annual Rate</td>
<td>Populated automatically on job after step is entered</td>
<td>HSR</td>
</tr>
<tr>
<td>UCHSP</td>
<td>HSCP &quot;X Prime&quot; - Annual Rate</td>
<td>Populated automatically on job after step is entered</td>
<td>HSP</td>
</tr>
<tr>
<td>UCHSAX</td>
<td>HSCP Above Scale - X</td>
<td>Populated manually on job by user.</td>
<td>HSR</td>
</tr>
<tr>
<td>UCHSAP</td>
<td>HSCP Above Scale – X Prime</td>
<td>Populated manually on job by user.</td>
<td>HSP</td>
</tr>
<tr>
<td>UCHSO1</td>
<td>HSCP Off Scale 1 (Eligible)</td>
<td>Populated manually on job by user. Eligible for range adjustment increase</td>
<td>HOS</td>
</tr>
<tr>
<td>UCHSO2</td>
<td>HSCP Off Scale 2 (Ineligible)</td>
<td>Populated manually on job by user. Ineligible for range adjustment increase</td>
<td>HOS</td>
</tr>
<tr>
<td>UCHSO3</td>
<td>HSCP Off Scale 3 (Decrease)</td>
<td>Populated manually by user. Off scale decreases when scale rate increases.</td>
<td>HOS</td>
</tr>
<tr>
<td>UCHSY</td>
<td>HSCP Negotiated [FIRM]</td>
<td>Y-Firm compensation is not decreased after a range adjustment, meaning that their total compensation will increase.</td>
<td>HSN</td>
</tr>
<tr>
<td>UCHSN</td>
<td>HSCP Negotiated [NOT FIRM]</td>
<td>Y- Not Firm compensation is decreased in proportion to the range adjustment, so that their total compensation does not change.</td>
<td>HSN</td>
</tr>
</tbody>
</table>
H-Comp appointees **MIN SCALE**
Comp Rate/Earn Codes - **Not Used** by UCR

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>UCHSMA</td>
<td>HSCP Min Scale - Above Sc X</td>
</tr>
<tr>
<td>UCHSMP</td>
<td>HSCP Min Scale - X Prime</td>
</tr>
<tr>
<td>UCHSMX</td>
<td>HSCP Min Scale - X</td>
</tr>
<tr>
<td>UCHMAP</td>
<td>HSCP Min - Above Sc X Prime</td>
</tr>
<tr>
<td>UCHMO1</td>
<td>HSCP Min-Off Scale 1 (Elig)</td>
</tr>
<tr>
<td>UCHMO2</td>
<td>HSCP Min-Off Scale 2 (Inelig)</td>
</tr>
<tr>
<td>UCHMO3</td>
<td>HSCP Min-Off Scale 3 (Decr)</td>
</tr>
</tbody>
</table>
1. When you click on the hour class the Earn Codes are displayed for the appointees earnings program and should only display eligible earn codes for HCOMP Appointees

Z payments are paid as additional pay.

Please note that recurring additional pay payments have a record in the system and one time pays go straight to the pay line and are not stored in the system. Records of one time payments are available in SuperDope.
Job Data for UCWOS Employee (No additional Pay)
Additional Pay screen for UCWOS Employee
1. Effective Date of Change
2. Use action code PAY
3. Use Reason Code WOS
4. Take out pay rate code/UCWOS
Additional Pay Screen for UCWOS Employee (Received additional Pay)

1. Click on the hour glass for Earning Code and a list of Earnings Codes will appear.
Funding Entry Functionality Overview

1. Salary Cap/MCOP Funding worksheet (Used for HSCP and Over the Cap Salary)
   - Compensation Data snapshot
     - Populated from the job record
     - Components by percent of pay
     - For each component percent can't exceed what is listed in the profile

2. Default Funding Profile
   - Requirements
     - One “catch all” fund; one over the cap fund if necessary
     - One recommendation is to use percentages when possible
Funding Entry Functionality Overview

Funding Process
• Blank Funding Entry screen
• MCOP worksheet
• Funding distribution preview screen
• Return to completed funding entry screen
• Add funding for additional pay on Funding Entry page

Direct Retro/salary cost transfer
• Transfer funds
Funding Entry – Initial Screen

Navigation: Main Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry

Navigation: Main Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry Inquiry
THE COMPENSATION DATA SNAPSHOT SECTION: This section displays the employee’s compensation, Salary Plan, Salary Grade, Step, Comp Frequency and FTE.

DEFAULT FUNDING PROFILE: This section displays “catch all” and OTC funding.

FUNDING DISTRIBUTION WORKSHEET: This section you enter a value in only one of the following fields: Total Allocated Amount, Percent of Pay or Percent of Effort.
## Funding Compensation Data Snapshot

**Salary Cap/MCOP Funding Worksheet**

- **Empl ID:** 10092259
- **Empl Rcd:** 0
- **Flower, Helena**
- **Position Number:** 40106145
- **ASST PROF-HCOMP**
- **Fiscal Year:** 2018
- **Budget Begin Date:** 07/01/2017
- **Budget End Date:** 06/30/2018

### Compensation Data Snapshot

<table>
<thead>
<tr>
<th>As of Date</th>
<th>Eff Seq</th>
<th>Salary Plan</th>
<th>Comp Freq</th>
<th>Salary Grade</th>
<th>Step</th>
<th>FTE</th>
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<tr>
<td>07/01/2017</td>
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<td>APU1</td>
<td>UC 12/12 - FY</td>
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<td>1.000000</td>
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</table>

<table>
<thead>
<tr>
<th>Pay Component</th>
<th>Ern Cd</th>
<th>Monthly</th>
<th>Annual</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>X</td>
<td>HSR</td>
<td>$6,525.00</td>
<td>$78,300.00</td>
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<tr>
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<tr>
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<td>HOS</td>
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<tr>
<td><strong>Total UC Salary</strong></td>
<td></td>
<td><strong>$10,391.67</strong></td>
<td><strong>$124,700.04</strong></td>
<td><strong>100.000000</strong></td>
</tr>
</tbody>
</table>

**THE COMPENSATION DATA SNAPSHOT SECTION:** This section displays the employee's compensation, Salary Plan, Salary Grade, Step, Comp Frequency and FTE.
**Default Funding Entry**

**DEFAULT FUNDING PROFILE:** This section displays “catch all” and OTC funding. Use the Default Funding Profile section to set standard over-the-cap (OTC) fund sources. Select the appropriate indicator with blank Ern code.
- No – indicates the "catch all" overage funding source. This is required.
- Yes – indicates the OTC funding source

*(OTC indicator is only necessary when salary is over-the-cap on capped funds)*
FUNDING DISTRIBUTION WORKSHEET: This section you enter a value in only one of the following fields: Total Allocated Amount, Percent of Pay or Percent of Effort. The system derives the value for the other two fields and those fields are not editable. You cannot exceed the total allocated amount or percent of pay for each component that is listed on the data snapshot.

PS will populate the current Cap Rate when you enter a capped fund. You can change an alternate Cap year by clicking on the hourglass. If the salary is Over-the-Cap, you can only enter the percent of pay that is up the CAP. If you use percent of effort, the system will calculate the percent charged to the capped fund and the OTC fund on the Funding Distribution Preview page.
**Funding Distribution Preview Screen:** The system displays the funding distribution preview data. The data on this page is view only. The preview displays fiscal year funding distributions broken down by each pay period from the Salary Cap / MCOP Worksheet and includes any OTC rows, if applicable.

An OTC Indicator value identifies whether a distribution line is the up-to-the-cap row, over-the-cap row or uncapped.

- Uncapped does 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.

### Table: Funding Distribution Preview

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Empl Rcd</th>
<th>Position Number</th>
<th>Fiscal Year</th>
<th>Budget Begin</th>
<th>Budget End Date</th>
<th>Date of Entry</th>
<th>Eff Seq</th>
<th>Total Monthly Amount</th>
<th>Percent of Pay</th>
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<td></td>
<td>102250</td>
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<td>06/30/2018</td>
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</table>

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>OTC Indicator</th>
<th>Centre Code</th>
<th>Account (UCR)</th>
<th>Activity</th>
<th>HR Dept</th>
<th>Fund</th>
<th>Project Code</th>
<th>GL Bus Unit</th>
<th>Function</th>
<th>Monthly Rate</th>
<th>Cap Rate (Annual)</th>
<th>Prorate Cap Rate (Annual)</th>
<th>Prorate Cap Rate (Monthly)</th>
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</thead>
<tbody>
<tr>
<td>00007526</td>
<td>N</td>
<td>00130</td>
<td>A0106</td>
<td>001059</td>
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**Return to Salary Cap / MCOP Funding Worksheet**

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[UCRIVERSIDE FOMIUCPath Training]
Funding Entry - Complete
Process Direct Retro

**Navigation:** Main Menu > Payroll for North America > Payroll Distribution > UC Customizations > Process Direct Retro

### Process Direct Retro Distribution

- **Direct Retro ID:** NEW
- **Set ID:** RVCMP

**Processing Option**
- **Apply to Transactions:** All

**Earnings End Dates**
- **Begin Date:** 07/01/2017
- **End Date:** 06/30/2018

**Search Employee**
- **Empl ID:** 10002209
- **Empl ID:** Flower, Helena
- **Emp ID:** 0
- **Surface:** ASST PROF-HCOMP

1. **Search Employee by ID number**
2. **Payroll Data will auto populate**
3. **Select payroll month(s) that you are making fund changes to**

### Payroll Data

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>Pay Run ID</th>
<th>Pay End Date</th>
<th>Off Cycle?</th>
<th>Sep Child</th>
<th>Earnings</th>
<th>Department</th>
<th>Title</th>
<th>Processing Status</th>
<th>Request Status</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
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<td>07/31/2017</td>
<td></td>
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<td>10391.67</td>
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<td>ASST PROF-HCOMP</td>
<td>Complete</td>
<td>Approved</td>
<td>10/17/2017</td>
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<td>09/30/2017</td>
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<td>ASST PROF-HCOMP</td>
<td>Complete</td>
<td>Approved</td>
<td>10/17/2017</td>
</tr>
</tbody>
</table>
Process Direct Retro

1. Old Data is current funding
2. New Data section is duplicated to make changes to FAU’s
3. MCOP worksheet becomes available when you enter a capped fund in the New Data section
Funding

DEMO 1
PayPath– Position Data
PayPath - Job Data
Funding Entry
Salary CAP/MCOP Worksheet
### Funding Distribution Preview

- **Empl ID:** 10089175  
- **Empl Rcd:** 0  
- **Ballou, Kenneth A**  
- **Position Number:** 40102477  
- **HS ASST CLIN PROF-HCOMP**  
- **Fiscal Year:** 2018  
- **Budget Begin Date:** 07/01/2017  
- **Budget End Date:** 06/30/2018

**Funding Distribution Preview**

- **Date of Entry:** 12/03/2017  
- **Eff Seq:** 0  
- **Begin Date:** 07/01/2017  
- **End Date:** 06/30/2018  
- **Total Monthly Amount:** $16,791.67  
- **Percent of Pay:** 100.00%

| Item | Emr Cd | OTC Indicator | Combo Code | Account (UCR) | Activity | HR Dept | Fund | Project Code | GL Bus Unit | Function | Monthly Rate | Percent of Pay | Percent of Effort | Cap Rate (Annual) | Prorate Cap Rate (Annual) | Prorate (Mo) |
|------|--------|---------------|------------|---------------|----------|---------|------|--------------|-------------|----------|---------------|----------------|-----------------|------------------|-------------------------|-------------------|--------|
| 3    | HSP    | 000152618     | 300130     | A02091        | D02003   | 60111   | MSKBA | RVFIN       | 60          | $745.81   | 4.441563      | 4.441563        | 4.441563        | 4.441563        | 4.441563                  | 4.441563        | 4.441563 |
| 4    | HSP    | 000155970     | 300130     | A02091        | D02003   | 60111   | MSKBA | RVFIN       | 60          | $1,870.85 | 11.141564     | 11.141564       | 11.141564       | 11.141564       | 11.141564                 | 11.141564       | 11.141564 |
| 5    | HSN    | 000152618     | 300130     | A02091        | D02003   | 60111   | MSKBA | RVFIN       | 60          | $6,252.24 | 37.234156     | 37.234156       | 37.234156       | 37.234156       | 37.234156                 | 37.234156       | 37.234156 |
| 6    | HSN    | 000154163     | 300130     | A02254        | D02003   | 30164   | MSKBA | RVFIN       | 62          | $1,397.76 | 8.324156      | 8.324156        | 8.324156        | 8.324156        | 8.324156                  | 8.324156        | 8.324156 |

[Funding Distribution Preview](#)  
[HSG Website](#)  
[Submit to Funding Entry](#)  
[Return to Salary Cap/MCOP Funding Worksheet](#)
### Funding Entry Complete

#### Job Data Snapshot

<table>
<thead>
<tr>
<th>Name</th>
<th>Emp Id</th>
<th>Emp Bid</th>
<th>Effective Date</th>
<th>Eff Seq</th>
<th>Department</th>
<th>Job Code</th>
<th>Job Code Descr</th>
<th>Payroll Status</th>
<th>Expected Job End Date</th>
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<tr>
<td>Ballou Kenneth A</td>
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#### Earnings Distribution

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<tr>
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<th>Account (OCR)</th>
<th>Activity</th>
<th>HR Dept</th>
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</table>
Funding
DEMO 2
# PayPath - Job Data

![PayPath Job Data](image)

### Position Data
- **Empl ID**: 10065704
- **Empl Record**: 1
- **Academic Faculty**: HR Status: Active, Payroll Status: Active

### Job Data
- **Effective Date**: 12/29/2017
- **Effective Sequence**: 0
- **Current Effective Date**: 10/01/2017
- **Current EE Sequence**: 0
- **Position Number**: 01010101
- **Biweekly Unit**: Limited (ROUCH)
- **Department**: CO2902
- **Location Code**: R005
- **Job Code**: 001711
- **Union Code**: A5
- **Reports To Position Number**: FNL Status: Exempt
- **Salary Administration Plan**: AF0100
- **Salary Grade**: 1
- **FTUE**: 1.000000
- **Appointment End Date**: 12/31/2017

### Earnings Distribution Type
- **Comp Rate**: 410.0000000000
- **Standard Hours**: 00.00000000
- **Pay Frequency**: UC 12/12 - FY

### Pay Components

<table>
<thead>
<tr>
<th>Rate Code</th>
<th>Comp Rate</th>
<th>Personals</th>
<th>Pld</th>
<th>Comp Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC01HIN</td>
<td>2,100.000000000</td>
<td>Annual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC3HAP</td>
<td>99,999.00000000</td>
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<td>Annual</td>
<td></td>
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</table>

### Earnings Distribution

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Personnel</th>
<th>Pld</th>
<th>Comp Rate</th>
<th>Construction</th>
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</thead>
<tbody>
<tr>
<td>1: HIN</td>
<td>HSOP-Nonexempt (Y)</td>
<td>22,575.00000000</td>
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<tr>
<td>2: HSP</td>
<td>HSOP-Nonexempt (O)</td>
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<td>3: USR</td>
<td>HSOP-Exempt (Non)</td>
<td>11,000.00000000</td>
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### UC Job Data
Salary CAP/MCOP Worksheet

### Compensation Data Snapshot

- **As of Date:** 10/01/2017
- **Eff Seq:** 0
- **Salary Plan:** APU
- **Comp Freq:** UC 12/12 - FY
- **Salary Grade:** 1
- **FTE:** 1.00000

<table>
<thead>
<tr>
<th>Pay Component</th>
<th>Emr Cd</th>
<th>Monthly</th>
<th>Annual</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>HSR</td>
<td>$11,186.67</td>
<td>$138,800.00</td>
<td>27.780000</td>
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<tr>
<td>C</td>
<td>ASP</td>
<td>$7,520.00</td>
<td>$90,200.00</td>
<td>18.000000</td>
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<tr>
<td>Y</td>
<td>HSN</td>
<td>$22,570.00</td>
<td>$270,000.00</td>
<td>54.180000</td>
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<td>Total UC Salary</td>
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<td>$41,276.67</td>
<td>$500,000.00</td>
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### Default Funding Profile

- **Effective Date:** 07/01/2017
- **Eff Seq:** 0

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<thead>
<tr>
<th>Emr Cd</th>
<th>OTC Indicator</th>
<th>Combo Code</th>
<th>Account (OCR)</th>
<th>Activity</th>
<th>HR Dept Fund</th>
<th>Project Code</th>
<th>GL Bus Unit</th>
<th>Cost Center</th>
<th>Function</th>
<th>Distribution %</th>
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<td>050000</td>
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<tr>
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<td>050000</td>
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</tbody>
</table>

### Funding Distribution Worksheet

- **Date of Entry:** 12/03/2017
- **Eff Seq:** 0
- **Last Updated By:** 10014683

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>End Date</th>
<th>Emr Cd</th>
<th>OTC Indicator</th>
<th>Combo Code</th>
<th>Account (OCR)</th>
<th>Activity</th>
<th>HR Dept Fund</th>
<th>Project Code</th>
<th>GL Bus Unit</th>
<th>Cost Center</th>
<th>Function</th>
<th>Cap Rate (Annual)</th>
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</thead>
<tbody>
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<td>10/01/2017</td>
<td>10/03/2018</td>
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<td>40</td>
<td>27.780000</td>
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<tr>
<td>10/01/2017</td>
<td>10/03/2018</td>
<td>HSN</td>
<td></td>
<td>00010000</td>
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<td></td>
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<td>40</td>
<td>27.780000</td>
</tr>
<tr>
<td>10/01/2017</td>
<td>10/03/2018</td>
<td>HSN</td>
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<td></td>
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<td>40</td>
<td>27.780000</td>
</tr>
</tbody>
</table>
# Funding Distribution Preview

**Empl ID:** 10085704  
**Empl Rcd:** 1  
**Pai, Ramdas G**

**Position Number:** 40101524  
**PROF-HCOMP**

**Fiscal Year:** 2018  
**Budget Begin Date:** 07/01/2017  
**Budget End Date:** 06/30/2018

---

## Funding Distribution Preview

**Date of Entry:** 12/03/2017  
**Eff Seq:** 0

**Begin Date:** 10/01/2017  
**End Date:** 06/30/2018  
**Total Monthly Amount:** $41,666.67  
**Percent of Pay:** 100.00%

---

## Table

| Em Cd | OTC Indicator | Combo Code | Account (UCR) | Activity | HR Dept | Fund | Project Code | GL Bus Unit | Function | Monthly Rate | Percent of Pay | Percent of Effort | Cap Rate (Annual) |
|-------|---------------|------------|---------------|----------|---------|------|--------------|-------------|----------|--------------|-----------------|-----------------|------------------|---------------------|
| 1     | HSR           | 000155902  | 300110        | A02090   | D02002  | 19900| MSRPA        | RVFIN       | 40       | $11,566.67   | 27.760000      | 27.760000       |                   |
| 2     | HSP           | 000152641  | 300110        | A02090   | D02002  | 60111| MSRPA        | RVFIN       | 60       | $7,525.00    | 18.060000      | 18.060000       |                   |
| 3     | HSN           | 000152641  | 300110        | A02090   | D02002  | 60111| MSRPA        | RVFIN       | 60       | $22,575.00   | 54.180000      | 54.180000       |                   |

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**FAU Monthly Preview**  
**Submit to Funding Entry**  
**Return to Salary Cap/MCOP Funding Worksheet**
Funding Entry Complete
Key Points

• The Salary Admin Plan on Position maps to the Academic Salary Table 5, APU Scales 0-9.
• The X and X prime compensation amounts populate automatically after adding the step on the job record. Off scale, above scale, and Y components are entered manually by the user.
• JED is automatically calculated and entered on Job Data for HCOMP appointees.
• The UCWOS comp rate code must be removed with an overnight wait before a “WOS” appointee can be paid one time or recurring additional pay payments.
Key Points

- Position must be filled with incumbent before you can enter funding on the Salary Cap/MCOP Worksheet.
- The Salary Cap/MCOP Worksheet must be used for HCOMP Appointees with Multiple components of pay (X, X', Y, Z) and for anyone paid on CAP funds whose salary exceeds the CAP rate.
- Users must add a row for “Catch All” funding on the MCOP Worksheet.
- A row must be added for over the cap funds (OTC Indicator = ‘Y’) in the Default funding profile for appointees who exceed the salary cap.
- Use of the over the cap earn code AAC has been replaced with the OTC Indicator (=‘Y’).
Online Evaluation

https://tinyurl.com/ucrfomucpathfeedback
FOM|UCPath Training Team Email

FOMUCPathtraining@ucr.edu
Training Resources

http://fomucpath.ucr.edu/training/resources.html
Thank You