How to Process an Online UPAY

Revised December 4, 2009

Note: The EDB system will allow you to process an online UPAY up to 13 ledger months from the original transaction date. Payroll transactions older than 13 months will have to be processed using the hard copy Brown UPAY forms:

http://www.payroll.ucla.edu/forms/upay646.xls

Brown UPAYs should be completed, printed, signed, and sent to Ernie Norris. Once Ernie approves the Brown UPAY, he will forward to Raellen Man. Raellen will also approve, then send the original Brown UPAY to Payroll, and forward a copy back to the preparer.

Reminder: Make sure EDB has been updated PRIOR to processing UPAYs!

For Online UPAYs, Login to AIS

From the Main Menu, type in “PPP” for Personnel/Payroll System, and hit Enter.

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Enter your AIS Login ID and Password, and then hit Enter.
For Online UPAYs, type in the Function Code “EDAT” for Dept Adj Trans, and hit the Enter key.

In the “Next Func:” field, type in “EDAT” for Dept Adj Trans, and then hit Enter.

EDTS – Single Expense Transfer = used to transfer all or part of a single line of payroll expense.

EDTM – Mass Expense Transfer = used to move multiple lines of payroll expense in one transfer.

The lines of payroll have to be contiguous, e.g. moving lines 02 through 10, and the lines also have to be on the same PPP5302 page.

Next Func: Enter EDTS or EDTM, depending on what type of transaction you are processing.

ID or Name. Hint: if the name is common, it will be easier to use the employee ID #.

Pay Cyle: Enter either B1, B2, or MO

Pay end: Enter the date based on the Payroll calendar.

See next page for full explanation of each field.
Type in the following:

**Next Func:** Either EDTS or EDTM depending on what type (single or mass) of UPAY transaction you are processing.

**ID or Name:** Last name, First name (Note: no space between comma and first name).

**Pay Cycle:** Either B1, B2, or MO depending on when you want to schedule the UPAY to be processed. See Payroll chart below for an example.

**Pay End:** Type in the corresponding Pay End date for the Pay Cycle. Please see the Payroll calendar for the appropriate dates:

http://map.ais.ucla.edu/portal/site/UCLA/menuitem.789d0eb6c7e67ef0d66b02dd848344a/?vgnextoid=b6f5145d5231110VgnVCM200000ddd76180RCRD

**Example:**

![Pay Cycle Code vs Pay End Date Table](image)

**Reminder:** The Pay End date represents the date you want EDB to process the online UPAY, based on the Pay Period end date for the corresponding Pay Cycle. The Pay End date is **NOT** the same as the Period End Date field from the PPP5302 payroll ledgers!

Hit the Enter key to get to the next screen.
Enter the data from the PPP5302 ledger. It is recommended that you always use the PPP5302 to get your data. If possible, do not use a QDB download.

1. ET Month
2. ET Page
3. ET Line
4. Reason Code – use “C” which stands for Other, i.e. you will be adding your own justification on the post authorization comments screen of the UPAY transaction.

5. Hit Enter – doing so will bring up the original FAU charged

Original Gross Earnings. See next page.

Benefits. See next page.
Enter the following information:

- **Transfer To (Debit)** (the new or correct FAU) FAU Loc/Acct/CC/Fund/PC/Sub.
- **Original Gross Earnings** from the PPP5302 Gross Earnings column (see previous page for PPP5302 sample).
- **Sign** (-) if applicable, e.g. the gross and/or benefits are negative.
  - Example: Vacation credits. Be sure to use sub 06, and enter a “-“ in each Sign field.
- **Benefits** from the PPP5302 Total Benefits column (see previous page for PPP5302 sample).
- **Transfer Gross Earnings** – the amount you want to transfer to the new FAU.
- **Hit the Enter key** to save your data.
- **Hit the F9 (Update) key** to go to the next UPAY Justification screen (see next page).
- **Override Employee ID** – only required if the Employee ID# on the PPP5302 is different from the current Employee ID#.

Make sure you get the “Input accepted” message after hitting the Enter key, and before you hit the F9 key.
**Note:** You do not have to enter the amount of benefits that should be moved. EDB will automatically calculate the benefits to be moved based on the Transfer Gross Earnings amount.

**UPAY Post Authorization Justification Screen**

Type in your UPAY justification. Your justification **MUST** answer the following questions:

1. **Reason for Transfer** (Remember, "To correct an error" or "Department Error" is NOT sufficient. Explain)

2. Why the expense was originally charged as it was? (Why didn't the department submit a Request for Authority to Spend (RAS), or use an unrestricted fund?)

3. How was it determined that this expense belongs to the Account/CC/Fund now being charged? (What is the employee’s job title and what specific services did the employee perform for the project?)

4. **Reason for delayed action, and steps taken to prevent future delays?**

**Shortcut:** If you are processing numerous UPAYs, all with the same justification, it is easier to copy your justification from the first UPAY, and paste the justification into subsequent UPAYs.

Once your justification has been typed, or pasted in, hit Enter to save your data.
Note: Please do not use “x of xx” (Example: 1 of 20, 2 of 20, etc.) as a justification for the following reasons:

1) If one of the transactions is chosen for review by an external auditor at a later date, it may not be easy for UCLA’s Audit & Advisory services to find the first transaction that lists the full justification.

2) If one of the transactions is chosen for review by an auditor, and the auditor sees that the transaction is 1 of xx, the auditor may now ask to see all of the UPAY transactions instead of just the original request.

If you do not need to add any additional Reviewers, you can hit F9 (Update) key to complete the UPAY transaction. Otherwise follow the instructions on the next page to add additional Reviewers.

Reminder: Even if you are a Mandatory Reviewer for UPAYs, if you are the UPAY Preparer, EDB will automatically remove you as a Reviewer. Therefore, you will need to add yourself as a Reviewer if you want a copy of the transaction.

To add yourself or anyone else as a Reviewer, hit the F10 (NotfPrep) key on your keyboard.

This screen shows you who the current Mandatory Reviewers are.

To add additional Reviewers, hit the F6 (Directory) key on your keyboard.
In the “Search: Last Name:” field, type in the last name of the individual you would like to add as a Reviewer and hit the Enter key.

Use the Tab key to tab up to the name you want to add as an additional Reviewer. Type an “S” by the name, and hit Enter.

Hit the Tab key until the cursor is to the right of the name you would like to select.

Type an “S” for select by the name, and hit the Enter key.

Hit the F3 key to go back to the list of Reviewers.
The names you added should now appear at the end of the list.

The last step is to hit the F9 (Update) key.

Once you get the “Update process complete message”, you are now done!

You are now done!

From here, you can hit the F3 button on your keyboard to go back to the EDAT menu screen in order to process additional UPAYs.
Reminders:

- Print out a copy of each online UPAY you process to file in the appropriate binder.
  - Make sure to reconcile the UPAYs against the PPP5302 ledger for the month you scheduled the UPAY to be processed.
  - For audit purposes, copies of the UPAYs should be kept, along with any backup supporting documentation (e.g. ledgers, emails from the PI requesting transfer, etc.).

- If a typo or an error is made on the online UPAY, the error will have to be fixed after the incorrect UPAY hits the ledger. You cannot correct the UPAY within the same ledger month.