UCPath MCOP Worksheet

How to Update the MCOP Worksheet After the Annual Component of Pay Update

UCLA DEPARTMENT OF MEDICINE
OFFICE OF RESEARCH ADMINISTRATION
ZOOM TRAINING

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Recap Faculty Funding Components

- \( X = \text{Base} = \text{HSR} \)
- \( X' = \text{X Prime} = \text{HSP} = \text{“Retirement Factor”} \)
- \( Y = \text{Delta} = \text{HSN} = \text{“Negotiated”} \) (may be zero)
- \( Z = \text{Bonus} = \text{HZC or HZA} \) (may be zero)

\( X + X' = \text{Covered Comp} + Y = \text{Total Negotiated Salary (TNS)} + Z = \text{Total Compensation} \)
Recap MCOP Worksheet Purpose

• Tool to establish the funding distribution of the **Total Negotiated Salary** for personnel with **Multiple Components of Pay (X + X’ + Y)**

• Designed to assist in the calculation of Cap Gap funding requirements
  • CAP Gap (otherwise referred to as Over the Cap, or OTC) is the difference between capped salary rates and the total negotiated salary rate that an employee receives.
How often do I need to Update the MCOP Worksheet?

• Prior to Fund Expiration
  • *Example:* If your C&G Fund (12345) expires on 09/30/2021, ensure you have a new funding distribution with an effective date of 10/01/2021 entered and approved in UC Path before the October GL Post Confirm date*
  • Payroll Processing Schedules can be found here: [https://ucpath.universityofcalifornia.edu/pages/payroll-processing-schedules-working-hours](https://ucpath.universityofcalifornia.edu/pages/payroll-processing-schedules-working-hours)

• After a new funding source is available to provide effort and/or Over the Cap support
  • If you have a retroactive start date, ensure the Funding Entry distribution is updated and Direct Retros are processed for historical pay that has already been processed

• Every July 1st! *Fiscal Year Rollover*
  • Current state, the MCOP Worksheet does not rollover from one fiscal year to the next. Manual input is required annually.

• After a change to the Component of Pay structure is processed in UC Path
  • Faculty components are typically updated each October, aka range adjustments

**THIS SESSION!**

*Bi-weekly employees follow bi-weekly post-confirm dates, Monthly employees follow monthly post-confirm dates*
Which Faculty to Update After Component of Pay Update

• **DO Update:**
  • DOM MCOP Faculty with more than one FAU in their funding distribution

• **OPTIONAL Update:**
  • DOM MCOP Faculty only paid on one, non-capped FAU
What will happen if the MCOP Worksheet Isn’t Updated?

• Over-the-Cap charges may be directed to the Default FAU

• C&G Funds will be charged incorrectly

• Department Fund Manager will be required to process Direct Retros to correct the erroneous charges
How To Update the Workbook

- If there has been no change to the % Effort outlined in the previous MCOP Worksheet:
  1. Navigate To: Funding Entry → Add New → Load Faculty → MCOP Worksheet
  2. Add (+) a new Funding Distribution Worksheet record
  3. Delete rows with start/end dates that align with the old component structure
     - Example: If Jane Bruin’s Component of Pay structure was updated effective 10/01/2021 you’ll see rows for
       - 07/01/2021-09/30/2021 Delete These
       - 10/01/2021-06/30/2022 Keep These
  4. Click “Funding Distribution Preview”, then confirm all Over-the-Cap charges are assigned to the correct, unrestricted FAU (NOT UC-62165)
  5. Submit to Funding Entry, Enter your Name & Comment, then Submit

- If there has been a change to the % Effort on any FAU outlined in the previous MCOP Worksheet (Including if FAU(s) needs to be added/removed from the distribution)
  - Follow usual instructions for completing the MCOP Worksheet
  - DOM MCOP Worksheet Basic Training Slides are available on our website
  - See the UC Path Job Aid for Updating Funding for Multiple Components of Pay
Live Demonstration
Links from Today’s Class

• DOM ORA UC Path Training materials and Templates
  • https://medschool.ucla.edu/ora/ucpath

• UC Path Training Series
  • https://www.centralresourceunit.ucla.edu/s/courses-lms

• UC Path Website
  • https://ucpath.universityofcalifornia.edu

• Anonymous Feedback Survey 😊
  • https://forms.gle/c1UJV3TnDYQbrkwE9