

DG INFORM MONTHLY DEFAULT FAU REPORT

Revised August 13, 2020

DUE DATE

Updates and Action Taken on Issues are Due the Last Working Day of Each Month

The report is run the 2nd of every month

- The report is saved each month to the O/Funds/DivName/_UCPath folder
- The MSO and at least one FM is cc'd on the report generation email each month
 - This email should serve as a reminder to check the _UCPath folder for the latest report, and to begin working on any issues.
 - The version saved to the UCPATH folder is the cleaned version
 - Columns where totals are \$0 have been hidden
 - Rows where totals are \$0 have been hidden
 - This report includes employees in your Division who have hit, or are projected to hit either the DOM Default FAU (401028-UC-62165) and or the Division Default FAU (4010xx-UC-62165)
 - Please note:
 - This report is run via EARNED, not PAID
 - This report does not include benefits

Why does payroll hit the Default FAU?

- **Vacation: VAC**
 - Sometimes it hits correctly, sometimes it does not – Not sure why!
 - VAC should be Direct Retro'd according to correct funding distribution, if possible
 - Even though a corresponding credit may appear in sub 06 to make a \$0 net on the Default FAU balance, the VAC lines should still be DR'd off the Default FAU.
 - If the overall VAC transaction (Salary + Benefits) = \$0, then you can DR the entire transaction to your Division compensation plan FAU
 - Be sure to run the Employee Sum report to determine if the net value of the transaction = \$0
 - Get approval to use the comp plan FAU from your MSO prior to processing the DR
- **Terminal Vacation: TRM**
 - Generally hits the Default, as it is processed as a special payment
 - TRM should be Direct Retro'd according to correct funding distribution, if possible
 - Even though corresponding credit may appear in sub 06 to make a \$0 net on the Default FAU balance, the TRM lines should still be DR'd to the correct funds.
 - If the overall TRM transaction (Salary + Benefits) = \$0, then you can DR the entire transaction to your Division compensation plan FAU
 - Be sure to run the Employee Sum report to determine if the net value of the transaction = \$0
 - Get approval to use the comp plan FAU from your MSO prior to processing the DR
- **Z payments: HZC**
 - Sometimes it hits correctly, sometimes it does not – Not sure why!
 - HZC should be Direct Retro'd to the DOM Comp Plan FAU: 401028-1A-62165
- **Other special payments**, e.g. retro 9RG payments, etc.

- **New faculty/staff** do not have any funding listed in the Funding Entry (FE) update screens in UCPATH
 - FE update needs to be processed to add correct funding distribution
 - For Faculty, in the MCOP Worksheet, under the Default Funding Profile section, add the appropriate Division specific Default FAUs 4010__-UC-62165 for both the OTC-Y and OTC-N lines.
 - Direct Retro may need to be processed if payroll has already hit the Default
- An **Earn Code was added to the funding distribution** line for **STAFF** (e.g. REG), and the payment that hit the Default does not fall under this Earn Code
 - FE update needs to be processed to remove Earn Codes from funding distribution lines
 - Direct Retro may need to be processed if payroll has already hit the Default
 - Please note: MCOP faculty should have Earn Codes associated with their funding distribution lines (e.g. HSR, HSP, HSN)
- An **End Date was added to the funding distribution** line for staff (or faculty other than the Fiscal Year End (FYE) date, e.g. 06/30/2021)
 - FE update needs to be processed to remove End Dates from funding distribution lines
 - Direct Retro may need to be processed if payroll has already hit the Default
- An employee's **funding did not roll over correctly**, or at all, with the new fiscal year
 - FE update needs to be processed to add correct funding distribution
 - If faculty member, create an MCOP worksheet
 - Direct Retro may need to be processed if payroll has already hit the Default

Updating the DG Inform Default Report Each Month

- **Completed DG Inform Default Report is due the last working day of EVERY month!**
- Add a "**Comments**" column at the end of the report, after the Total column
- **Color coding each line:**

COLOR KEY

Yellow = Future months projected salary - Take action NOW to prevent salary from hitting the Default

Gray = All funding issues have been resolved

Orange = UCPATH issue will not allow transaction to be corrected. CRU ticket has been submitted. Indicate CRU ticket number in the Comments.

Purple = Someone else is responsible for updating UCPATH (e.g. Albert's office for clinic, Heather for residents/fellows).

Green = Employee has not started at UCLA yet, so cannot update funding in UCPATH. Will update funding as soon as employee starts

Pink = Other issue. Explain in comments.

- Reports to run to determine what happened & what needs to be done to correct the issue:
 - QDB UCPATH Salary & Percentage By Month, by Employee, Asterisk in all the FAU fields, **PAID**
 - I will often run this all the way back to the start of UCPATH (Sept 2018). If not, I will run it back to at least Jan 2020
 - This gives me an idea of the history of the funding distribution
 - Also shows me what months I need to pull the Direct Retros
 - QDB UCPATH Employee Sum
 - Provides the UCPATH Employee ID and Position Number to make running the UCPATH FE updates and DRs easier
 - Provide details of payroll including Earn Codes, etc.
 - UCPATH Funding Entry
 - Helps determine correct funding distribution in order to process DRs

Correcting Issues

- Process all FE updates and Direct Retros as necessary
 - See notes under “Why Does Payroll Hit the Default FAU?”
- If you cannot make the correction in UCPath yourself due to UCPath issue, and need to submit a ticket to CRU, please include the CRU ticket # and a description of the issue in the Comments section, as we are trying to compile a list of the Default-related CRU tickets to get them fast-tracked
 - Include screen shots of warning/error messages whenever possible, in both the ticket request and Default Comment section
- If you have residents/fellows, you may want to send the report to Heather Herrera to confirm she will be responsible for any DRs and/or FE updates