

This session will *not* be recorded, but this PowerPoint can be found

<https://medschool.ucla.edu/research/researcher-resources/administrative-support/department-medicine-office-research-administration/fund-management-training>

Payroll Topics - Staff

UCLA DEPARTMENT OF MEDICINE
OFFICE OF RESEARCH ADMINISTRATION
ZOOM TRAINING

Payroll Basics

- Payroll Reports
 - SOM FPM/QDB Payroll Reports (Excel Add-ins)
 - [Campus Data Warehouse \(CDW\) DOPE Report](#)
- UCPath Resources
 - [DOM UCPath](#)
 - [UCLA UCPath](#)

The screenshot shows an Excel spreadsheet with a custom report menu overlaid. The menu is titled "QDB/FPM Custom Reports - Main Menu" and is divided into two columns: "FS" (General Ledger Custom Reports) and "PP" (Payroll Expense Distribution). The "FS" column lists various reports such as "Summary of Funds", "Non-Salary Expense Projection by Month", and "Summary - By Sub Object". The "PP" column lists reports such as "UCPath Salary by Month", "UCPath Salary & Benefits by Month", and "UCPath Employee Sum". The "UCPath Salary & Benefits by Month" report is highlighted with a red box. At the bottom of the menu, there are radio buttons for "Report ppp for: Organizational" (selected) and "Employee". The Excel spreadsheet in the background has a ribbon with "Add-ins" selected, and a list of add-ins including "Dean's Office Programs", "RAPID Project Quick Wins", and "QDB/GLPPP FPM Adhoc Reporting".

CDW Payroll Reports

UCLA Campus Data Warehouse

- Home
- Search
- My content
- Team content**
- Recent

Team content

- Budget (6/18/2015 5:07 PM)
- Finance (9/10/2019 11:36 AM)
- Personnel and Payroll (5/25/2017 7:05 PM)
- Purchasing and Accounts Payable (6/27/2016 10:47 AM)
- Sales and Service Reports (3/13/2019 2:01 PM)
- Shared Reports (2/1/2021 4:03 PM)
- Staffing Roster (11/12/2020 1:42 PM)
- UCPath CDW (3/14/2021 10:24 AM)**

Team content > UCPath CDW

- Absence Management (10/14/2019 11:46 AM)
- COVID-19 Reports (4/3/2020 9:25 AM)
- DDODS Reports Package (3/8/2021 11:09 AM)
- Fastrax Reports (9/3/2020 4:01 PM)
- Funding - Payroll Ledger - Financial (3/14/2021 9:34 AM)
- Payroll (1/13/2021 3:29 PM)**
- Perm Budgeting (APB Re ... Budget Reports) (3/14/2021 10:13 AM)
- Reference Reports (3/14/2021 10:24 AM)
- Workforce Administration (2/5/2021 8:00 AM)

UCPath CDW > Payroll

- Action Reasons for Academic Salary Report (1/5/2021 1:08 PM)
- Distribution of Payroll Expenses (DOPE) (3/19/2021 3:23 PM)**
- Distribution of Payroll ... (DOPE) Condensed (1/25/2021 2:55 PM)
- Employee Claiming Tax Exemptions (11/20/2019 12:06 PM)
- Employee Pay Data - Earnings Details (8/31/2020 3:10 PM)
- Employee Pay Data Report - Check Details (1/5/2021 11:03 AM)
- Employee Pay Data Report - FAU Details (2/2/2021 4:38 PM)
- Employee Record of Earnings (3/10/2021 2:02 PM)
- Employees with Administrative Stipend (9/8/2020 4:07 PM)
- Local Deduction Remittance Report (1/13/2021 3:26 PM)
- Paper Pay Check Report (1/13/2021 3:29 PM)
- Recurring Additional Pay Report (9/8/2020 4:13 PM)
- Work Study Balance Report (2/17/2021 11:25 AM)

Payroll Basics

- UCPath Payroll Calendar – CRU Pay Processing Calendar
 - **Pay Period End:** This is the date that will appear on the ledger as the Earned Date.
 - **Pay Confirm:** Date Funding Entry must be **APPROVED** in UCPath in order to be processed for that pay cycle.
 - **GL Post Confirm:** Date payroll should be available on the ledger.

| Pay Cycle Information | | | | UCLA Campus Local Processing Schedule | | | | | UCPath Center | | |
|-----------------------|--------------|------------------|----------------|---------------------------------------|--------------------------------------|---------------------------|---------------------------|--|------------------------|-------------------------|----------------------------|
| Pay Cycle | Pay Date | Pay Period Begin | Pay Period End | Due to CRU by 3:00 PM | Due to UCPC by 3:00 PM | Due to CRU by 10:00 AM | Due to UCPC by 2:30 PM | Due to CRU by 10:00 AM | Complete by 4:00 PM | Complete by 10:00 AM | Available after 5:00 PM |
| | | | | Mass File Transactions | Pay Path, EE Data Changes, Leaves | Mass Pay Files | Inbound Files | Location corrections to Msg Error log | Pay Confirm | GL Post Confirm | Leave Accrual |
| MO | Thu 07-01-21 | 06-01-21 | 06-30-21 | Thu 06-17-21 | Fri 06-18-21 | Tue 06-22-21 | Tue 06-22-21 | Wed 06-23-21 | Fri 06-25-21 | Wed 06-30-21 | Thu 07-01-21 |
| BW1 | Wed 07-07-21 | 06-13-21 | 06-26-21 | Wed 06-23-21 | Thu 06-24-21 | Tue 06-29-21 | Tue 06-29-21 | Wed 06-30-21 | Thu 07-01-21 | Wed 07-07-21 | Tue 07-06-21 * |
| BW2 | Wed 07-21-21 | 06-27-21 | 07-10-21 | Wed 07-07-21 | Thu 07-08-21 | Tue 07-13-21 | Tue 07-13-21 | Wed 07-14-21 | Thu 07-15-21 | Tue 07-20-21 | |

UCPath & FM Responsibilities

- Process Funding Entry (FE) Updates for all PI funds (faculty & staff) (Lab 7-9b – April 4)
- Process all Salary Cost Transfers (SCTs) for all PI funds (faculty & staff) (Lab 7-9b – April 4)
- Follow up to assure UCPath transactions were approved
- Assure all employees are paid correctly, i.e. review funding in UCPath on a regular basis, and reconcile payroll ledgers (Class 10 – April 11)
- Update the MCOP worksheet for multi-component faculty (Class 9 – April 3)
- Review the Default FAUs on a monthly basis (Class 10 – April 10)
 - Division reports are available ~1st week of each month in the Funds/DivName/UCPath folder
- Submit tickets for any issues to the UCPath CRU (under HR/Admin)

Bi-Weekly vs. Monthly Employees

- Earned Dates on the ledger
 - **Monthly:** Earned Date is always the last day of the month, and represents all the working days for that month.
 - Example: Earned Date = 02/29/2024 (working days 02/01/2024 thru 02/28/2024)
 - **Bi-Weekly:** Earned Date is every two weeks, and can therefore, cross months.
 - Example: Earned Date = 03/02/2024 (working days 02/18/2024 thru 03/02/2024)
- In both instances, the Pay Period End date on the UCPath Calendar represents the Earn Date on the ledger

| Pay Cycle | Pay Date | Pay Period Begin | Pay Period End |
|-----------|--------------|------------------|----------------|
| MO | Tue 01-02-24 | 12-01-23 | 12-31-23 |
| BW1 | Wed 01-03-24 | 12-10-23 | 12-23-23 |
| BW2 | Wed 01-17-24 | 12-24-23 | 01-06-24 |
| BW3 | Wed 01-31-24 | 01-07-24 | 01-20-24 |
| MO | Thu 02-01-24 | 01-01-24 | 01-31-24 |
| BW1 | Wed 02-14-24 | 01-21-24 | 02-03-24 |
| BW2 | Wed 02-28-24 | 02-04-24 | 02-17-24 |
| MO | Fri 03-01-24 | 02-01-24 | 02-29-24 |
| BW1 | Wed 03-13-24 | 02-18-24 | 03-02-24 |

Bi-Weekly vs. Monthly Employees

- Why are the Earn Dates important?
 - Affects the allowability of the payroll expense on the contract or grant fund.
- How do you determine if the Bi-Weekly pay is allowable?
 - Check [UCPath payroll calendar](#) to determine pay period.
 - Are all of the dates of the pay period within the project period of the grant?
 - If yes, payroll is allowable.
 - If no, the dates outside the project period are unallowable and must be moved off (i.e. process a Direct Retro).
 - This may involve pulling Timesheets to determine actual work days for each employee!

Bi-Weekly vs. Monthly Employees

- Bi-Weekly: How can I prevent having to either process a Salary Cost Transfer (SCT) for a split paycheck, or determining if a BW paycheck is within the project period?
 - Process a UCPath FE Update in time, so that UCPath automatically splits the BW paycheck appropriately, e.g. 02/18-02/29 hits Fund A, and 03/01-03/02 hits Fund B
 - If there is flexibility with the fund you are processing the SCT from, process a FE Update or SCT at the start of a Bi-Weekly paycheck, e.g. 02/18/2024.
 - You can only do this if the salary for 02/18-02/29 is allowable on the fund you are moving the salary from, i.e. within the project period, and the employee worked on the old fund through 02/17/2024.
 - Is 02/18-02/29 within the 90 day pre-spending allowability (if applicable), and did the employee work on the new fund for this time period?

Bi-Weekly Accruals

- Bi-Weekly Accruals: Accruals are used to record expenses which were incurred during the month, but have not been recorded as expenses as of the end of the month.
- Example: February 2024 accruals = February 18 – February 29
 - These days represent the remaining days for the month of February which are not yet processed because the pay compute has not yet passed as of 02/29/2024
- Each month, the previous month accruals are zeroed out (since the expense has now been actualized), and the current month is added
- The payroll ledger will NOT match the GL ledger (sub 02 and sub 06), but the difference should be the accrual lines

Composite Benefit Rates (CBR)

- What are Composite Benefit Rates?
- How do they differ from actual benefit rates previously used pre-UCPath (Sept 2018)?
- What should I project in my grant application budget for the out years?
 - OCGA required language for Budget Justifications:
 - “The employee benefits are based on UCLA Composite Benefit Rates (CBR) proposed to DHHS”.
 - Also, list the actual CBR rates used in the proposal.
 - Example:

Fringe Benefits

The employee benefits are based on UCLA Composite Benefit Rates (CBR) proposed to DHHS.
HCOMP Senior Faculty, 39.3%
Staff – Exempt, 49.1%

RPNI - UCRP Supplemental Assessment Interest

- What is it: An assessment for the STIP Note and External Financing that covers debt service on advances made to UCRP in April 2011, July 2011, July 2014, and Dec 2015, and advances during FY17 and FY18.
- Applied to *Non-Federal* funding sources *only*
 - FY24: 0.68%

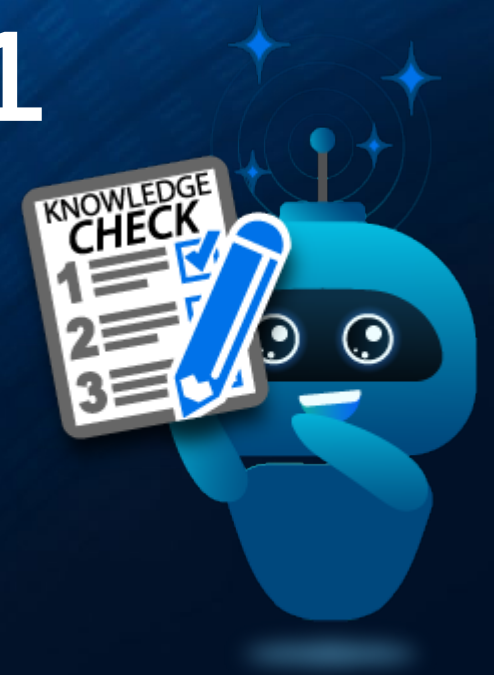
Vacation Pool

- All faculty & staff are currently assessed 6.7% for vacation accrual, **EXCEPT** for the following categories:
 - Summer Faculty
 - Post Docs
 - Students & Employees with Limited Benefits (e.g. Work-Study students, GSRs, recall Faculty)
- The 6.7% is assessed even if the employee is at vacation max!
- How does the Vacation Pool work?
- What about Terminal Vacation?

Ledger Example: VAC, CBR, and RPNI

| | A | E | F | J | L | N | O | P | Q | R | S | T | U | V | W | X |
|----|---------------------------|--------|------------|-----|-----------|------------------------|---------------|-----|----------|---------------------------|-----------------|-----------|-----|-------------------------------|---|---|
| 2 | Employee Name | LYM | Earn Date | Sub | Earn Code | Title Description | Hours/ Effort | H % | Pay Rate | Gross Earnings | Total Benefits | Total Pay | OTC | Line Description | | |
| 3 | | 202401 | 01/31/2024 | 00 | REG | ASST PROJ SCIENTIST-FY | 1.0000 | % | 6,608.33 | 6,608.33 | 0.00 | 6,608.33 | | | | |
| 4 | | 202401 | 12/31/2023 | 00 | REG | ASST PROJ SCIENTIST-FY | -0.1429 | % | 6,608.33 | (911.49) | 0.00 | (911.49) | | | | |
| 5 | | 202401 | 12/31/2023 | 00 | VAC | ASST PROJ SCIENTIST-FY | 0.1429 | % | 6,608.33 | 911.49 | 0.00 | 911.49 | | | | |
| 6 | | 202401 | | 06 | | ASST PROJ SCIENTIST-FY | 0.0000 | % | 0.00 | 0.00 | 44.94 | 44.94 | | Expense - RPNI Assessments | | |
| 7 | | 202401 | | 06 | | ASST PROJ SCIENTIST-FY | 0.0000 | % | 0.00 | 0.00 | 2,512.30 | 2,512.30 | | CBR Assessment - Expense | | |
| 8 | | 202401 | | 06 | | ASST PROJ SCIENTIST-FY | 0.0000 | % | 0.00 | 0.00 | 381.69 | 381.69 | | Leave Assessment - Expense | | |
| 9 | | 202401 | | 06 | | ASST PROJ SCIENTIST-FY | 0.0000 | % | 0.00 | 0.00 | (911.49) | (911.49) | | Vacation Usage Fringe Expense | | |
| 10 | | | | | | | | | | 6,608.33 | 2,027.44 | 8,635.77 | | | | |
| 11 | Employee Name Grand Total | | | | | | | | | 6,608.33 | 2,027.44 | 8,635.77 | | | | |
| 12 | | | | | | | | | | | | | | Formula | Notes | |
| 13 | | | | | | | | | | Jan REG Sal | 5,696.84 | | | R3 + R4 | | |
| 14 | | | | | | | | | | Jan CBR Assessment | 2,512.30 | | | S7 | Other Academics | |
| 15 | | | | | | | | | | CBR | 0.4410 | | | S14 / S13 | Other Academics CBR | |
| 16 | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | Leave Assessment | 381.69 | | | S8 | Transfer to Vacation Pool | |
| 18 | | | | | | | | | | VAC Accrual Rate | 0.0670 | | | S17 / S13 | Fiscal Year Faculty Vacation Accrual Rate | |
| 19 | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | RPNI | 44.94 | | | S6 | RPNI Assessment | |
| 21 | | | | | | | | | | RPNI Rate | 0.0068 | | | S20 / R11 | Assessed on TOTAL Gross Earnings (R10) | |

Knowledge Check #1



UCPath Hints & Tips, Known Issues

UCPath Hints & Tips

- **NIH go Day Pre-Spending:** You may need to contact EFM ahead of time, as UCPath will not allow Funding Entry or Direct Retros to be processed without EFM manually adding a second effective date for the fund.
- **When updating staff, do not enter Earn Codes** (e.g. REG) in the funding lines. Leave it blank. Otherwise, all the other Earn Codes (e.g. vacation, sick, etc) will hit the Default FAU.
- **For all DOM staff FE Updates, be sure to override the sub with "Sub 02"**. Otherwise, UCPath will default to Sub 01, which is generally not allowable on C&G funds.

Funding End Dates – A Discussion

To Include a Future Funding End Date, or Not to Include?

- Example: Grant ends 03/31/2024 and you know the fund will not be continued
 - Do you enter 03/31/2024 in the Funding End Date field for that FAU?
 - If so, at the same time, do also enter an second Earnings Distribution with a begin date of 04/01/2024 to include the replacement FAU?
 - How do you know what replacement FAU to use this far out?
 - If you don't add the replacement at the same time, what happens if you never add a replacement FAU?
 - Three months later, what happens if you need to make a FE Update effective 06/01/2024?
 - If you don't include an end date for the Earnings Distribution, what are the consequences?

UCPath Issues

- For **Part-Time Employees**, the Pay Rate field on Ledger is not based on the employee's total rate of pay (Comp Rate), but rather, on their pro-rated rate.
 - Example: Employee's monthly Comp Rate is \$5,000, but the employee has a part-time appointment of 50%. The Pay Rate field on the ledger will show as \$2,500.
- **Retro-Active Pay Lines** (not to be confused with Direct Retros) **MAY** have the incorrect Earned Date.
 - Pay close attention to these pay lines (Earn Code 9xx), as you need to determine if the retro pay is within the project period of the fund being charged.

Salary Cost Transfers (SCTs)

- Every SCT needs to be reconciled once it hits the payroll ledger to be sure all of the following moved correctly:
 - Benefits
 - Percent Paid
 - GAEL & TIF
 - Vacation & Sick Leave

If not, a [Benefit Cost Transfer \(BCT\)](#) form will need to be submitted to the to EFM for C&G BCTs or UCLA UCPATH Central Resource Unit (CRU) for non-C&G
- I processed a SCT, when will it hit the payroll ledger?
 - Did your departmental UCPATH approver, approve the SCT?
 - Is it a High Risk SCT?
 - UCPATH Direct Retro Processing Schedule

Helpful Hint – Using Project Codes

- It can be very helpful to use the employee's name as a Project Code in the FAU.
 - Doing so will also Project Code the related TIF and GAEL charges, so that it is easier to track if the appropriate TIF & GAEL moved with the Direct Retros.
 - It will also allow you to easily identify the TIF & GAEL that need to be NPEAR/BCTed off the fund.
- You can add "RETRO" to the project code when processing a SCT, so the benefits are separated from the current month's
- Project Code Reminder:
 - If a Project Code has never been used in UCPATH before, you will need to add it via the UCPATH Project Code Maintenance link that is located in the [UCLA Online Financial Systems](#). It takes 1 day for the newly requested Project Code to become usable within UCPATH.

UCPath Default FAU

- What is the UCPath Default FAU vs. Suspense FAU?
 - [UCPath Suspense Training](#)
- Why does it get used?
- What are the Default FAUs in the Department of Medicine:
 - [401028-UC-62165](#): DOM Admin Default
 - [4010xx-UC-62165](#): Division Defaults

UCPath Suspense

- UCPath Suspense System-Generated Project Codes (see next slide):
 - FUNDNG
 - ENDDTE
 - COMBO
- Be sure to DELETE these Project Codes when processing SCTs to move the payroll from the Default FAU to the correct funding source/s!
- Campus tracks these Project Codes to determine if suspense transactions have been corrected or not. Therefore, the fewer your department has of these project codes, the less likely campus will follow up with you to request the status.

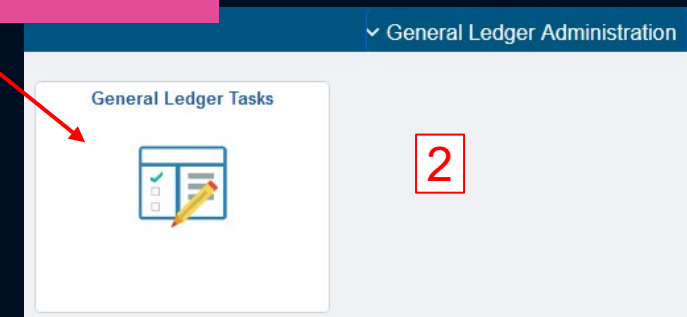
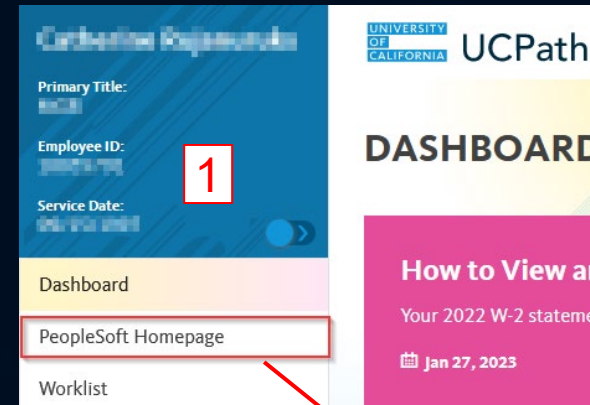
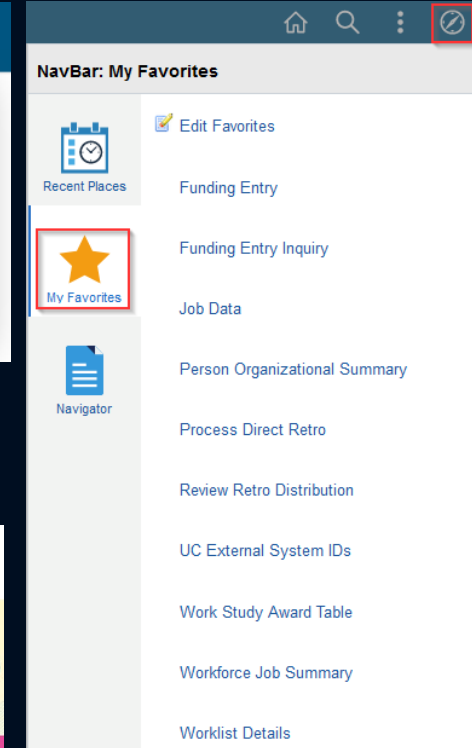
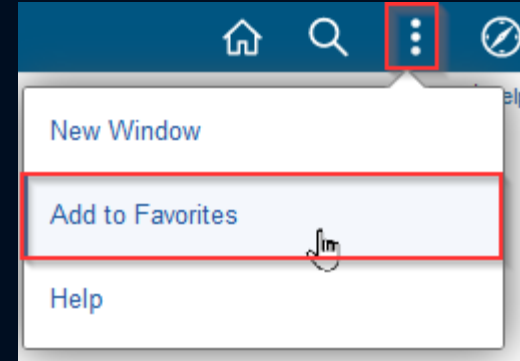
UCPath Suspense FAU Project Codes

- **FUNDNG:** Funding Entry Issue
 - No designated FAU in place on the position's Funding Entry page at the time payroll is processed.
- **ENDDTE:** Funding End Date Issue
 - Position's funding entry has an funding end date which has passed and the funding entry has not been updated.
 - Tip: Avoid using Funding End Dates when setting up a position's funding.
- **COMBO:** Invalid FAU Issue
 - FAU that was designated to be charged on the position's funding entry is no longer valid in the UCLA General Ledger.

UCPath Live Demonstration

Navigation within UCPath

- Recommended Favorites:
 - Funding Entry Inquiry
 - Funding Entry
 - Direct Retros
 - Review Direct Retros
 - Person Organizational Summary
 - UC External System IDs
 - Workforce Job Summary
 - Work Study Award Table (if needed)
- 2 Views: 1) **Classic**: click on PeopleSoft Homepage to access 2) “Fluid Navigation”
- **Hint & Tip**: Close the “Classic” portal tab & only leave “Fluid navigation” to extend time out time!



Funding Entry (FE) Inquiry

- How to look up an employee's Funding Entry
- Understanding the information in the Fund Entry Inquiry screens

Funding Entry Update


- [How to process a Funding Entry update?](#)
- What Effective Date should I use?
 - Monthly Employees
 - Bi-Weekly Employees
 - Strategize based on the Pay Period Begin date for the Bi-Weekly cycle
- Importance of robust Initiator comments. What should be included:
 - Initiator Name
 - What you are changing
 - Brief explanation of why the changes are being made
 - Effective date of change

General Ledger/Funding

Budget Resources ▾


Direct Retro Resources ▲


[Submit a Direct Retro at UCLA](#) 

[Submitting Direct Retro with Work Study Funding](#) 


[UCPath Direct Retro Page](#) 

Funding Resources ▲

[Create & Update Funding for Positions at UCLA](#) 

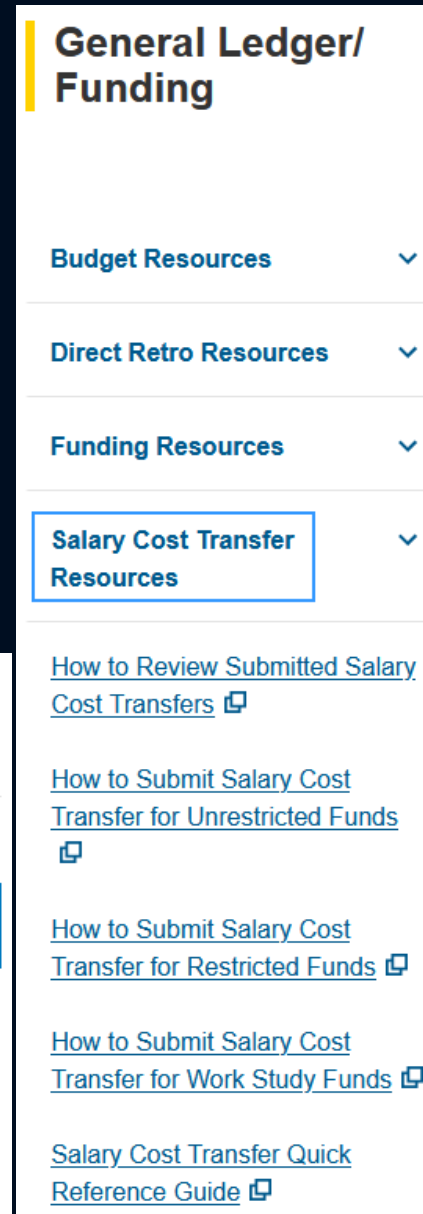
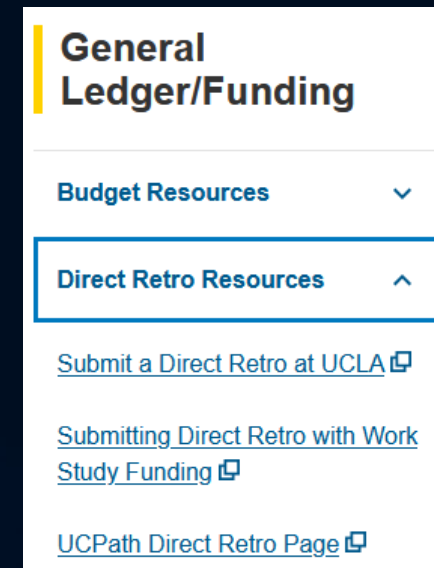
[Create Funding for Positions with Salary Caps or MCOP](#) 

[Mass Funding Upload at UCLA \(Non-MCOP\)](#) 

[Update Funding for Positions with Salary Caps or MCOP](#) 

Direct Retros (DRs) / Salary Cost Transfers (SCT)

- How to determine if a DR/SCT is required?
 - Is the start date of the payroll change prior to the next pay
 - Example: Today is March 20. What paychecks can I currently affect?
 - March Monthly?
 - BW₁, BW₂?
- SCT launched 11/23/23. SCT or DR??? Use DR for
 - Earnings prior to Oct 2021 **OR**
 - Earning between Oct 2021 & 11/23/23 that have existing DR already processed
 - SCT used for all other instances. UCPATH will direct which tool is appropriate (see next slide). Issues? Open CRU ticket. (bottom of slide #5)
- [How to process a DR or SCT?](#)



Direct Retros (DRs) or Salary Cost Transfers (SCT)??

General Ledger Tasks

- Budget
- Configuration
- Direct Retro
 - Process Salary Cost Transfer**
 - Review Salary Cost Transfer
 - Process Direct Retro
 - Review Retro Distribution
- Funding
- HR Employee Information
- Position Data
- Reporting/Dashboards

Process Salary Cost Transfer

Salary Cost Transfer ID: NEW

*Set ID: LACMP

Search By

Earns End Date Pay End Date

Search By Dates

*From Date: 01/01/2021 *Thru Date: 11/30/2021

Search Employee

*Empl ID: [] Empl Record: 0 Earnings Code: []

Search FAU

| Location | Fund | Account/CC | FS Dept | Sub/Object | Project | GL Bus Unit | Sub Override | OTC Indicator |
|----------|------|------------|---------|------------|---------|-------------|--------------|---------------|
| 1 | | | | | | | | |

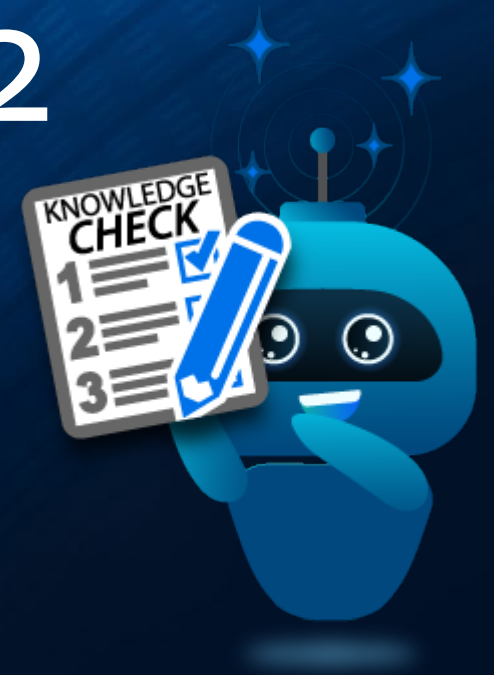
Search Clear FAU

Payroll Accounting Data

Pay Check Details | GL Details | Other Details

| Selected | Company | Pay Group | Pay Run ID | Off Cycle | Paycheck Number | Pay End Date | Earnings End Date | Posting Pay End Date | Earnings Code | Monetary Amount | Position Pool ID | Position Number | SCT Method | SCT Description |
|--------------------------|---------|-----------|------------|--------------------------|-----------------|--------------|-------------------|----------------------|---------------|-----------------|------------------|-----------------|------------|---------------------------|
| <input type="checkbox"/> | UCS | 4HS | 220430M0X | <input type="checkbox"/> | 58423709 | 07/31/2021 | 06/15/2021 | 04/30/2022 | VAC | 95.70 | 40063183 | 40063183 | SCT- No | SCT Eligible for Old Tool |
| <input type="checkbox"/> | UCS | 4HS | 220430M0X | <input type="checkbox"/> | 58423709 | 07/31/2021 | 06/15/2021 | 04/30/2022 | VAC | -95.70 | 40063183 | 40063183 | SCT- No | SCT Eligible for Old Tool |
| <input type="checkbox"/> | UCS | 4HS | 220131M0X | <input type="checkbox"/> | 60515423 | 01/31/2022 | 11/15/2021 | 01/31/2022 | VAC | 47.90 | 40063183 | 40063183 | SCT- Yes | SCT Eligible for New Tool |
| <input type="checkbox"/> | UCS | 4HS | 220131M0X | <input type="checkbox"/> | 60515423 | 01/31/2022 | 11/14/2021 | 01/31/2022 | VAC | 47.90 | 40063183 | 40063183 | SCT- Yes | SCT Eligible for New Tool |

Knowledge Check #2



Survey Link

<http://goo.gl/forms/C3gdjsL5y1>

We appreciate if you would take a few moments to complete a short 7 question anonymous survey to help us improve your training experience. Thank you!