Dear CAOs & CFOs,

In a continued effort to provide you with the most up-to-date information on UC Path, please find below updates to Reporting, Fund Management for Work Study, and Known Defects. This email may be shared with all Department HR and Financial Managers – please forward appropriately.

**Reporting Updates**

- **NEW* Payroll Reports Available in QDB Ad Hoc/Excel Add-in:** The Business Analytics team has released a new version of QDB/GLPPP FPM Ad Hoc Reporting tool available to current FPM users, which has 8 new payroll reports remediated for UCPath. Please note, these reports will contain data as of UC Path live date of September 2018. Please continue to use the reports listed under “PPP QDB REPORTS” for data prior to UC Path. You can download the new version from the DGSOM Dean’s Office Finance & Administration website here. If you have any questions about these reports, please contact Elif Fanuscu at efanuscu@mednet.ucla.edu.

- **ODS Reports:** As requested, the Current Funding, Future Funding, and No Funding reports in Cognos CDW now allow for the selection of multiple departments.

- **DOPE Report updates:** Requested updates compiled here from DGSOM Departments are under review by the UCPath team. No updates have yet been made.

- **Dean’s Office Shared Report Folder in Cognos CDW:** New reports are available to show funding data by Position, Account, and Home Departments. Please contact Megan Graves at megraves@mednet.ucla.edu for questions on using these reports.

**Funding Manager Updates**

**Correction of Work Study Funds:** Work Study Funds “change” every year. If you plan to hire work study students, please ensure your Acct/CC combinations are linked to the associated Work Study Fund. Please connect with your Work Study Fund Manager to ensure your FAUs are correctly linked. Failure to do this will result in Default Accounts being charged with a project code of “COMBO”. Please do not process any Direct Retros until you have confirmed that the Account/CC and Work Study Funds are linked. Please refer to this link for the work study fund numbers for award year 2018-19.

**Known Defects**

- **Funding Entry Page:** Users cannot add a funding entry before the initial funding entry once a position transfers from one Department to another. Once the initial funding line is added, dates cannot be changed. For example, if an employee transfers to your Department as of Nov 01, but the first funding entry is mistakenly input as Nov 15, there is no way to change or backdate the Nov 15 funding entry to Nov 01. UC Path is working to correct this limitation.
with programmers. Please ensure that when adding a funding entry, dates should be back to the pay period begin date (i.e. Sunday vs. Monday) unless an employee’s first official date of employment is different.

- **Leave Accrual:** Vacation charges were assessed on the X components but not other funding sources. Additionally, the accrual rates for employees who reported vacation and/or sick time in September were incorrect. These should be fixed by the end of this month. Please check your ledgers in December.

- **Direct Retro:** The Check Balance does not calculate correctly when changing a capped fund. It was supposed to be fixed by November 15th but it has not been corrected as of today.

DGSOM user assistance hours will be offered every Tuesday starting this week from 12-1pm at the Friedman Boardroom.

CRU can be contacted via email at contactcru@ucla.edu or (310) 825-1089, Option 5, Mon-Fri 8am-4pm.

Thank you,
Dean’s Office Finance & Academic Personnel