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:**

<table>
<thead>
<tr>
<th>COLOR KEY</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow = Future months projected salary</td>
<td>Take action NOW to prevent salary from hitting the Default</td>
</tr>
<tr>
<td>Gray = All funding issues have been resolved</td>
<td></td>
</tr>
<tr>
<td>Orange = UCPath issue will not allow transaction to be corrected. CRU ticket has been submitted. Indicate CRU ticket number in the Comments.</td>
<td></td>
</tr>
<tr>
<td>Purple = Someone else is responsible for updating UCPath (e.g. Albert’s office for clinic, Heather for residents/fellows).</td>
<td></td>
</tr>
<tr>
<td>Green = Employee has not started at UCLA yet, so cannot update funding in UCPath. Will update funding as soon as employee starts</td>
<td></td>
</tr>
<tr>
<td>Pink = Other issue. Explain in comments.</td>
<td></td>
</tr>
</tbody>
</table>

- 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