September 18, 2018

Job Aid - Create Funding for Positions with Salary Caps or Involve Multiple Components of Pay at UCLA

Use this task to add funding for a filled, single-headcount position using the **Salary Cap / MCOP Funding Worksheet**.

Use the **Salary Cap / MCOP Worksheet**, which is accessible from the **Funding Entry** page to set up complex funding, such as funding subject to salary cap rates or positions with multiple components of pay.

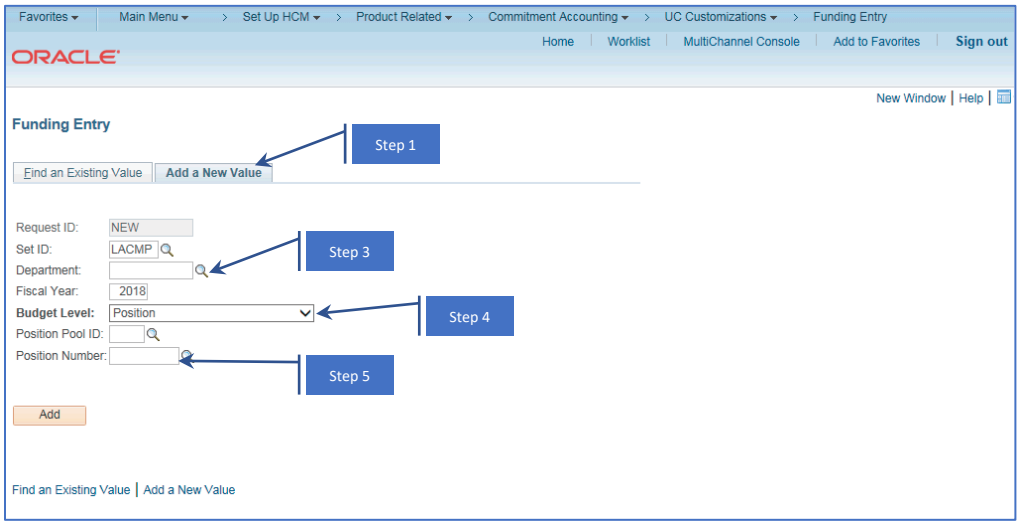
Considerations:

- **Effective Dates** – Use Effective Dates to indicate when Fund Sources are changing or need to change. These dates can be in the future though it is recommended to not plan to far in the future should the Funding need to change. Once the Future Date is reached, UCPath automatically begins using the Fund Sources effective on that date.
- **Fund Ending Dates** – The use of the Fund End Date can be used but can cause charges to the department Suspense/Default accounts when there is not another effective dated row in place when the End Date is reached. For example, if a fund source has a Fund End Date of 9/30/2020 then there should be fund source(s) with an Effective Date of 10/1/2020, otherwise the Suspense/Default accounts will be charged.
- **Begin Date and End Date** – These fields can be used to plan out the entire year for Multiple Components of Pay and Salary Cap.
- **Blank Earn Codes** (Catch All) – Used to identify the Fund Source(s) that will always be charged UNLESS a different Fund Source should be charged for a specific set of Earnings.
- **Over-The-Cap** – Use the OTC Indicator of "Y" to designate the Fund Source(s) that are to be charged when salary exceeds the Cap. There are no Earning Codes used to designate over-the-cap, only the indicator of "Y".

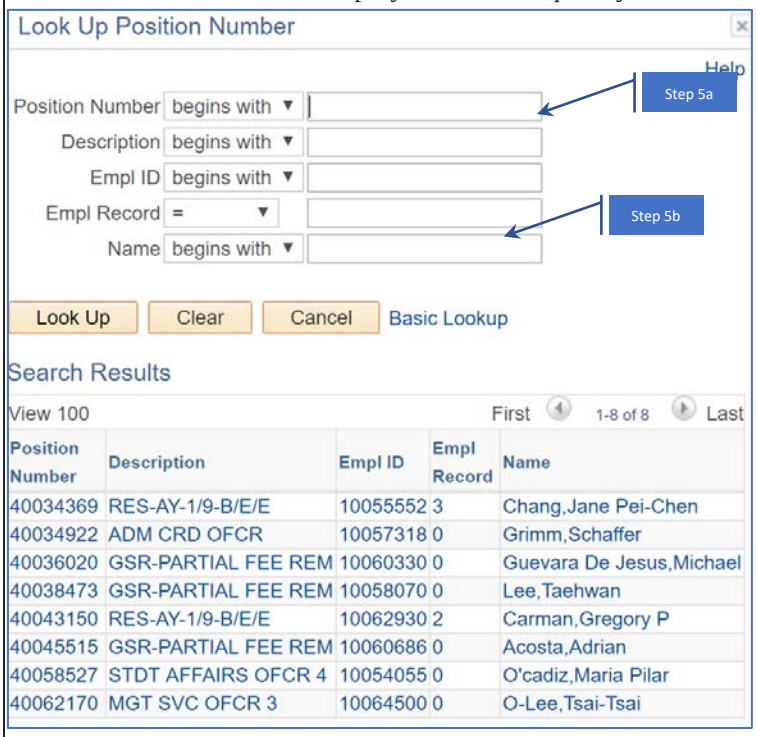
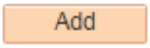
Steps:

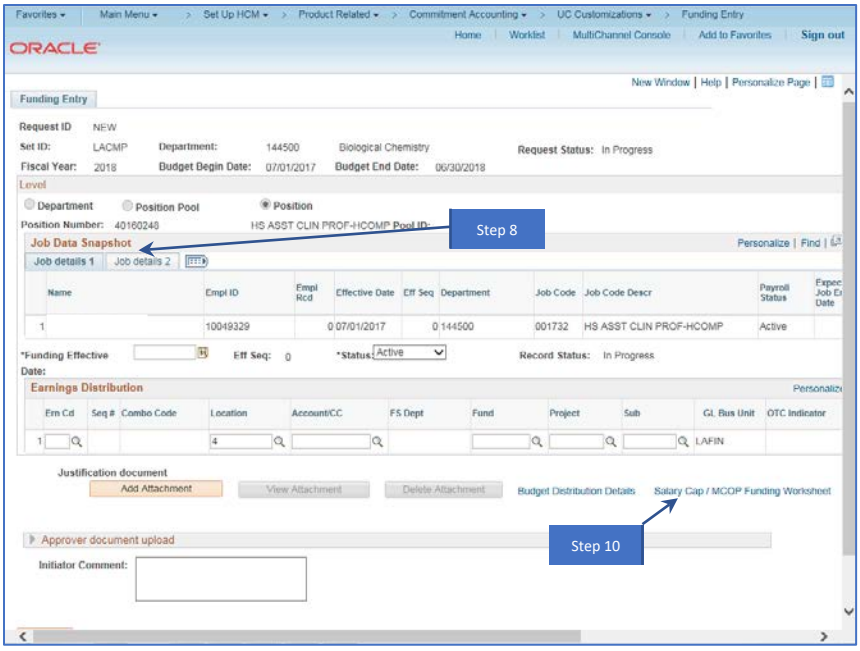
Navigation: PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry

Step	Action
1.	When you navigate to the **Funding Entry** page, the system displays the **Find an Existing Value** tab. Begin the steps for entering funding on the **Add a New Value** tab. Click the **Add a New Value** tab.

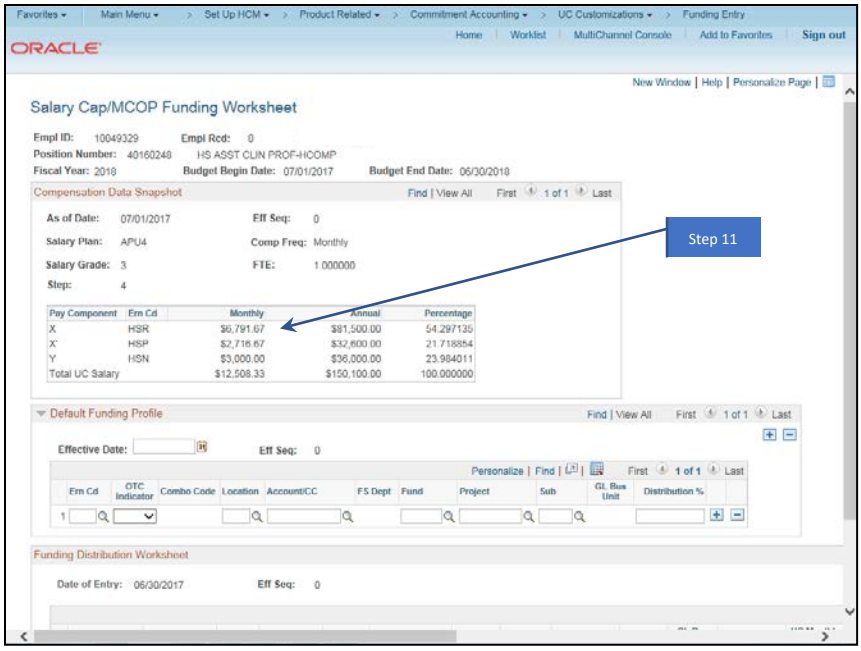


Step	Action
2.	Use the fields on the **Add a New Value** tab select the appropriate position and fiscal year for which you want to request position funding. Notice that in this example, the **Set ID and Fiscal Year** field values default. You can accept the default values or update them as necessary.
3.	Enter the Department into the **Department** field. NOTE: You can use the Prompt Button that appears next to the field to see all the departments you have access to.
4.	Select **Position** from the **Budget Level** Field.

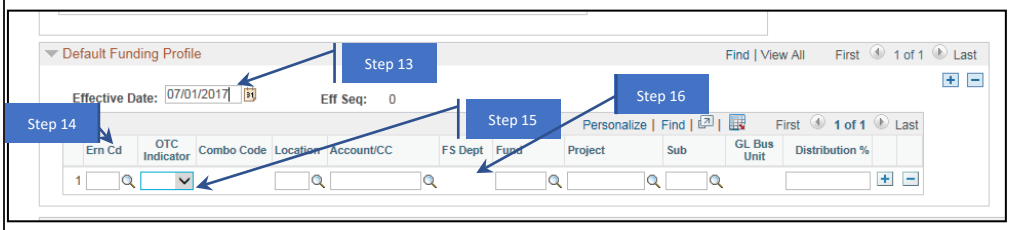
Step	Action
5.	Search using **Position** or **Employee.** 5a) If you know the position you can enter the **Position Number** or use the **Position Prompt button** to locate the position. Click the hyperlink for the Position. 5b) If you know the **Employee** you can click the **Position Prompt button** that appears to the right of the **Position** field to see the positions with the Employee Name and Employee Number. You can then search for the employee and subsequently select the Position for that Employee. 
6.	Click the **Add** button. 
7.	The system displays the **Funding Entry** page. The position details appear at the top of the page and the **Request Status** is **In Progress**. After you save and submit the position funding request, the system will display the status of **Pending Approval**.
8.	The **Job Data Snapshot** section displays the incumbent employee's job details over two tabs: **Job details 1** and **Job details 2**.

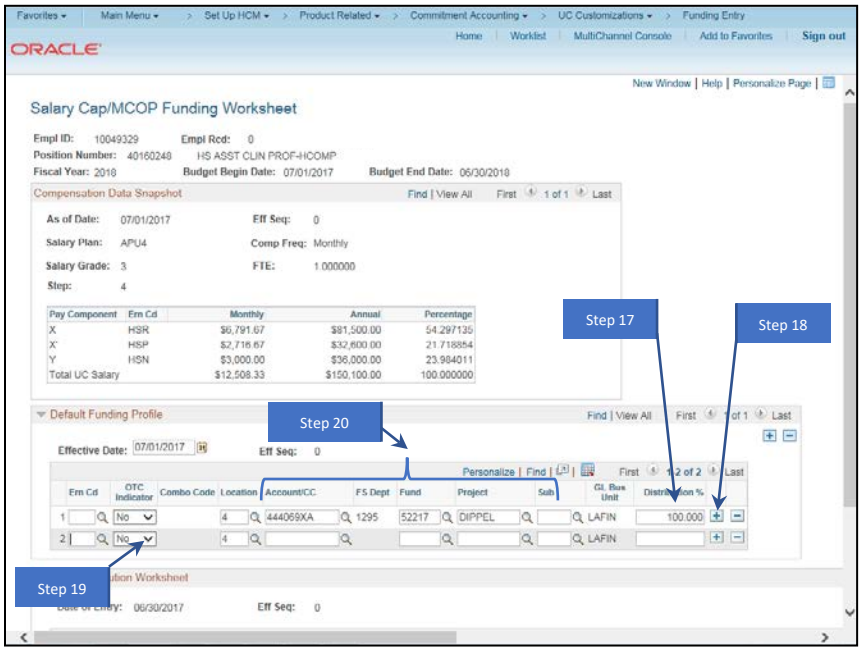


Step	Action
9.	The **Funding Entry** page displays the **Salary Cap / MCOP Worksheet** link only for a filled position with a single incumbent and there is a Capped Fund. If you attempt to enter funding on the Funding Entry page instead of the Salary Cap/MCOP Worksheet and the employee's salary is above the cap, the system displays an error and you cannot save the data. You Must use the **Salary Cap / MCOP Funding Worksheet.** If the employee's salary is below the cap, the system displays a warning message. You can decide whether to use the **Salary Cap / MCOP Funding Worksheet or the Funding page.**
10.	Click the **Salary Cap / MCOP Funding Worksheet** link. Salary Cap / MCOP Funding Worksheet
11.	The **Compensation Data Snapshot** section displays the incumbent employee's compensation data from Job Data, including **Salary Plan**, **Salary Grade**, **Step**, **Comp Frequency** and **FTE**. This is view-only data to help you complete the MCOP worksheet. The **Pay Component** detail defaults from the employee's job earnings distribution (JED) from Job Data, including the earnings codes, and the monthly and annual dollar amount breakdowns, and the breakdown percentages as a percentage of the Total UC Salary. NOTE: Contact your HCM Initiator in order to make changes or adjustments to the Compensation Data.

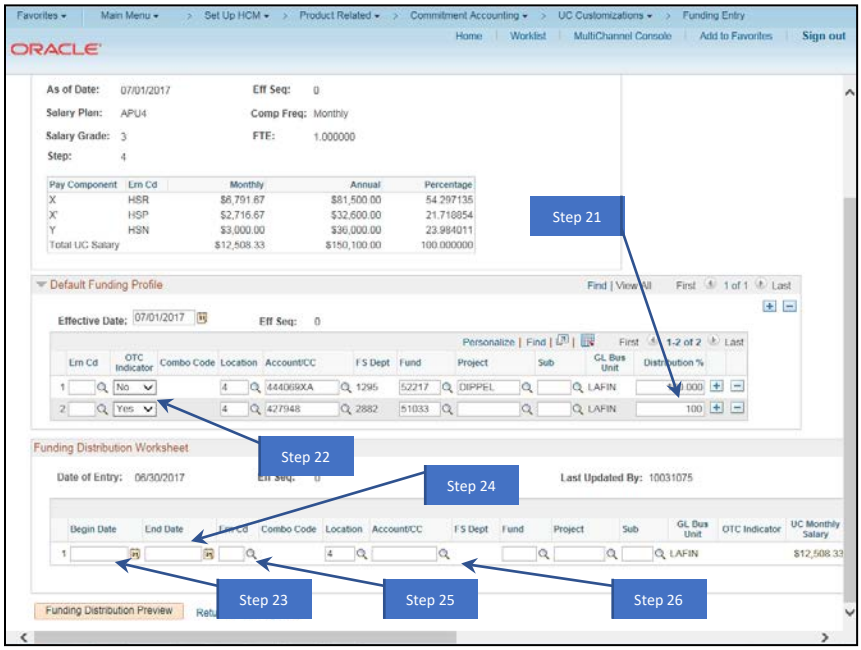


Step	Action
12.	Use the **Default Funding Profile** section to set standard over-the-cap (OTC) fund sources. If the dollar amount that is part of the employee's total UC salary is **not** fully allocated on the **Salary Cap / MCOP Worksheet**, the system uses this data to create funding lines for any pay components. For default funding you should receive prior department approval. **There should be No restricted funds in the Default funding.**
13.	Enter the **Effective Date** into the Effective Date field. UCPath uses effective dates to store historical, current, and future information. Effective dates enable you to identify when Funding is to be used or was in effect. **Future Effective Date** - If the Effective date is in the Future then the Funding will only be used once that future date becomes the Present date. **Past Effective Date** - If the Effective Date is in the Past then UCPath considers that as being effective now unless there is another Effective Date that takes its place. **Current Effective Date** - If the Effective Date is Today then Funding will use this date to apply Funding on any subsequent Payrolls until the next Effective Date, if one exists.
14.	The **ERN Cd** should be blank for the "catch all" row. Leave the Earn Code blank unless you need to have dollars charged to a specific earn code. The "catch all" row is used to designate the Fund Source that will be charged for all earnings up-to-the-cap unless you designate an Earn Code. NOTE: ***UCPath will require at least 1 row where the ERN Cd is blank in order to assign the***

Step	Action
15.	Select **No** from the **OTC Indicator** field. **No** indicates the "catch all" overage funding source.
16.	Enter the appropriate **funding** values: **Location** (Required) = 4 **Account/CC** (Required) = Account and Cost Center are combined in UCPath **FS Department** (Derived) = Will default based on the Account and Cost Center provided **Fund** (Required) **Project** (Optional) **Sub** (Optional) = The Sub will always be 00 for Faculty and Academics. Staff will default as 01. There are some academics that could be 02. Under that situation select 02 so that the system will override Sub 00 with Sub 02. 
17.	Enter the **Distribution Percentage** for EACH row. The sum of the **Distribution Percentage** must sum to 100% for each Earn Code and OTC indicator combination. For example, if you have 2 rows for the "catch all" with OTC Indicator of "No" then the sum of those 2 rows would need to equal 100% so that UCPath can distribute <u>all</u> 100% of the earnings to the fund sources.
18.	Insert an additional row to set up the over-the-cap (OTC) funding source. Click the **Add** a new row button that appears to the right of the row just updated in prior steps.

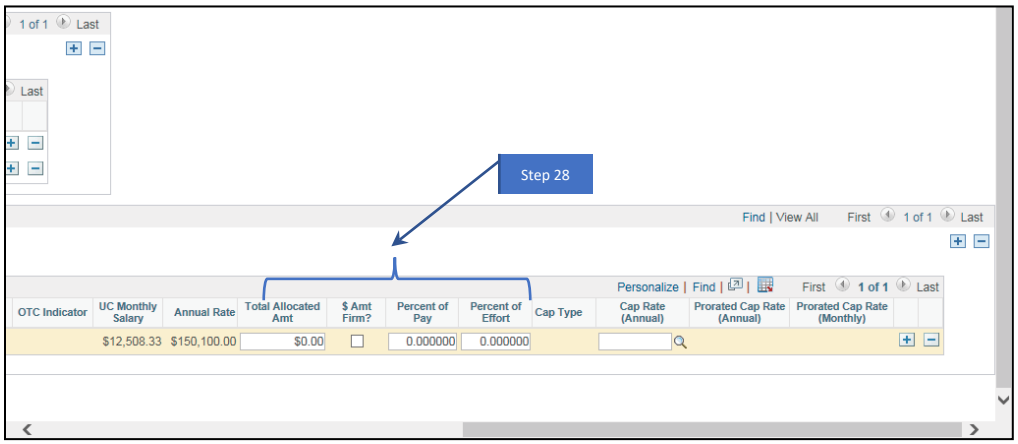


Step	Action
19.	Click the button to the right of the **OTC Indicator** field and select **Yes**. This designates the data you enter as the over-the-cap (OTC) funding source.
20.	Enter the appropriate **funding** values: **Location** (Required) = 4 **Account/CC** (Required) = Account and Cost Center are combined in UCPath **FS Department** (Derived) = Will default based on the Account and Cost Center provided **Fund** (Required) **Project** (Optional) **Sub** (Optional) = The Sub will always default to 00 for Faculty and Academics. Staff will default as 01. There are some academics that could be 02. Under that situation select 02 so that the system will override Sub 00 with Sub 02
21.	Enter the **Distribution Percentage** for EACH row. The sum of the **Distribution Percentage** must sum to 100% for each Earn Code and OTC indicator combination. For example, if you have 2 rows for the OTC Yes row then the sum of those 2 rows would need to equal 100%.
22.	If necessary, scroll down to display the **Funding Distribution Worksheet** section.

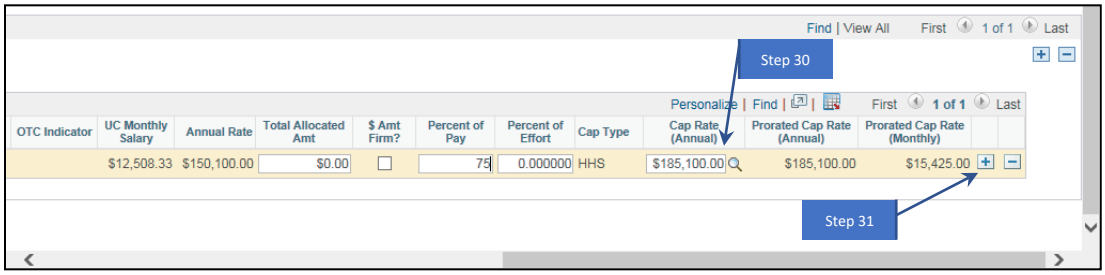


Step	Action
23.	In the **Funding Distribution Worksheet** section enter the **Begin Date**. The Begin Date identifies when the funding is to go into effect. If there are multiple Begin Dates then UCPath will create multiple Effective Dates to ensure that only the funding that is in effect at that time is used.
24.	Indicate when the funding will end using the **End Date** field.
25.	Leave the **ERN Cd** blank unless you need to have dollars charged to a specific earn code.

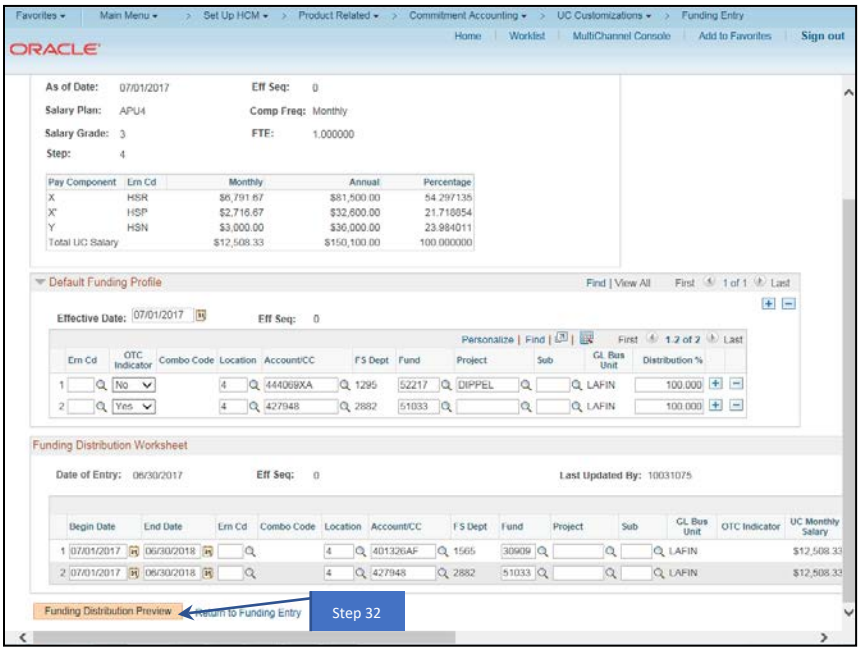
26.	Enter the appropriate fund sources, including Location, Account/CC, Fund, Project and SUB (FAU). NOTE: The Sub will always default to 00 for Faculty and Academics. Staff will default as 01. There are some academics that could be 02. Under that situation select 02 so that the system will override Sub 00 with Sub 02. If the dollar amount that is part of the employee's total UC salary (Visible in the Compensation Data Snapshot section) is **not** fully allocated on the **Funding Distribution Worksheet**, the system uses the Funding from the Default Funding Profile section to create funding lines for the unallocated amounts.
27.	If necessary, scroll right to display additional fields and page options.



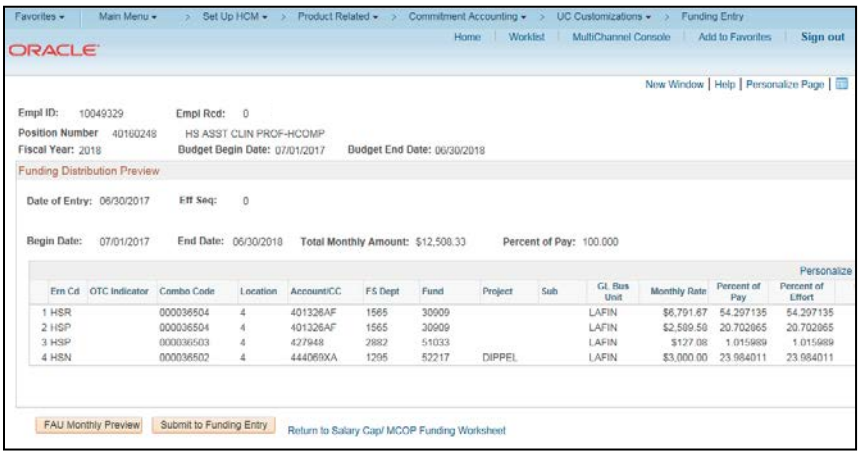
Step	Action
28.	You can enter a value in only one of the following fields: **Total Allocated Amount**, **Percent of Pay** or **Percent of Effort.** The system derives the value for the other two fields and those fields are not editable. If necessary, you can delete the value in the field for which you entered a value to prompt the system to make the other fields editable again. It is recommended to enter the Total Allocated Amount and let the system calculate Percent of Pay and Percent of Effort.
29.	If you are entering funding distribution for a capped fund, the system defaults the **Cap Type** and the **Cap Rate (Annual)** values from the Type of Fund.
30.	Select the **Cap Rate (Annual)** from the list of values by clicking the Prompt button next to the Cap Rate (Annual) field. The Cap Rate should be the rate that is in effect at the time of the award.



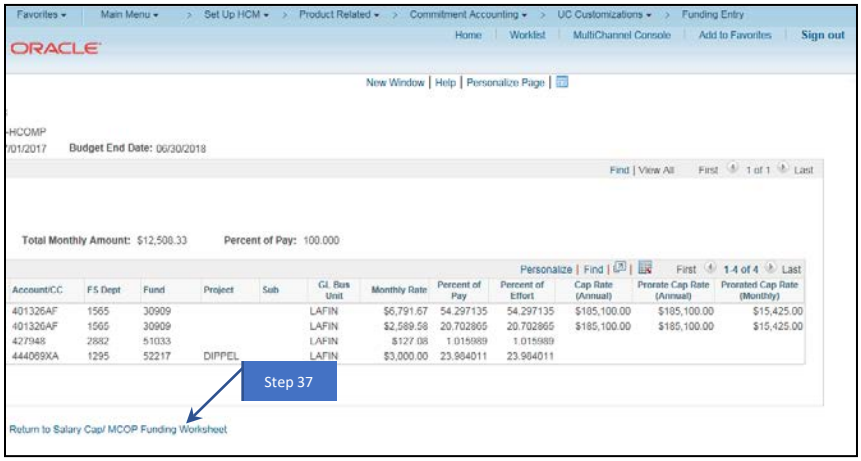
Step	Action
31.	Continue to enter the necessary funding distribution detail for the selected position. You can insert additional rows as necessary by clicking the **Add a new row** button.
32.	When you are finished entering funding distribution details in the **Funding Distribution Worksheet** and **Default Funding Profile** sections, click the **Funding Distribution Preview** button. Funding Distribution Preview



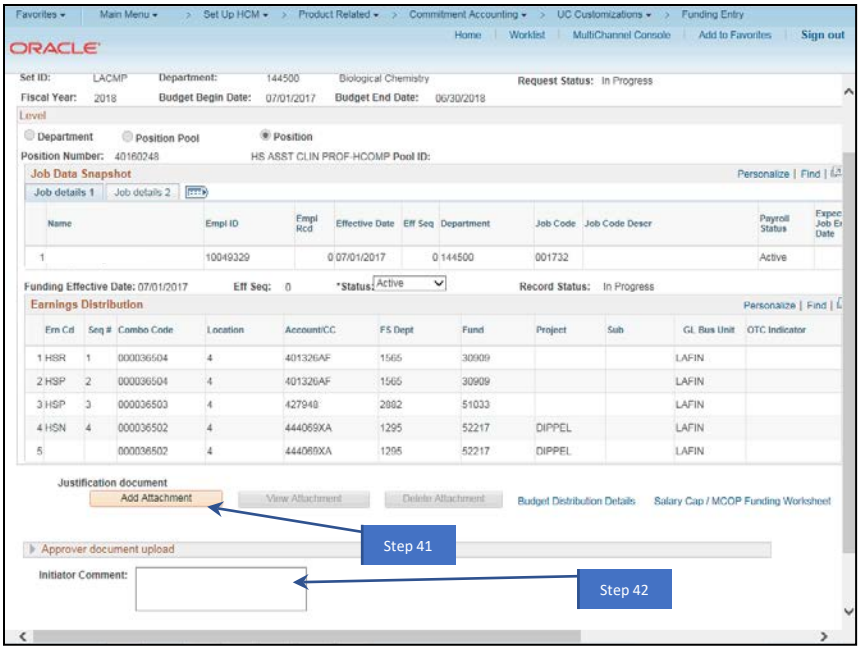
Step	Action
33.	The system displays the funding distribution preview data. The data on this page is view-only, except for Location-specific chartfields fields for the OTC funding lines.



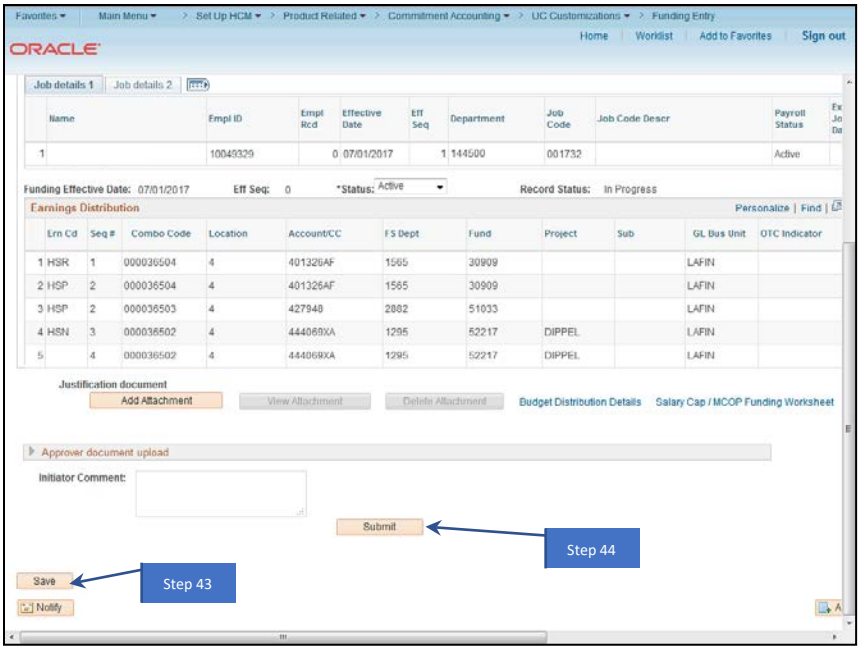
Step	Action
34.	The preview displays fiscal year funding distributions broken down by each pay period from the **Salary Cap / MCOP Worksheet** and includes any OTC rows, if applicable.
35.	An **OTC Indicator** value identifies whether a distribution line is the up-to-the-cap row or an over-the-cap row. • Uncapped rows do not have an OTC Indicator (field is blank). • An OTC Indicator starting with **N** is the up-to-the-cap row. • An OTC Indicator starting with **Y** is the over-the-cap row. • An OTC value with **-OTCXXX** at the end links the OTC row to the capped funding source line that is responsible for OTC funding line.
36.	If necessary, scroll right to display additional fields and page functions.



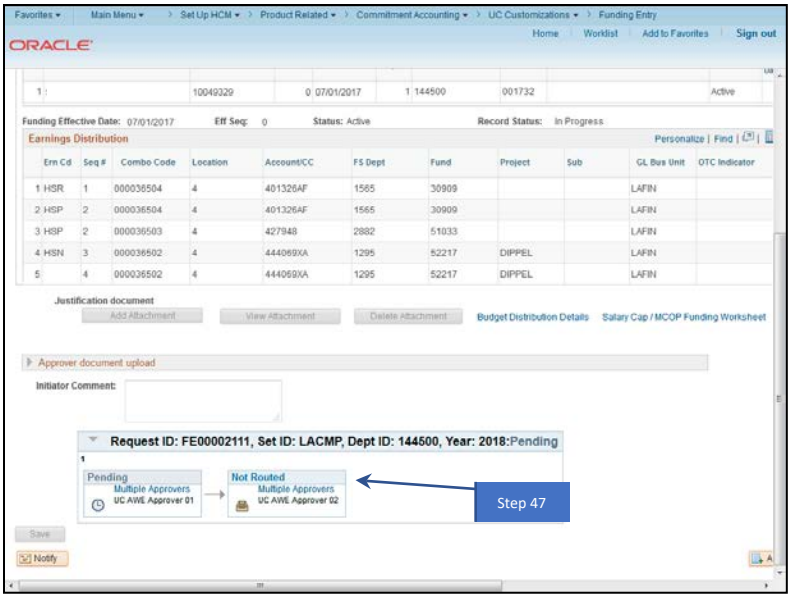
Step	Action
37.	If any of the funding lines are inaccurate, click the **Return to the Salary Cap/ MCOP Worksheet** link to return to the worksheet, make necessary changes, and regenerate the preview.
38.	To preview the distributions for the year, click the **FAU Monthly Preview** button. The system generates an Excel spreadsheet, which you are prompted to open or save. NOTE: Be sure to turn off Popup Blocker otherwise the excel file will not open.
39.	If everything is correct then it is time to load the Funding from the worksheet into the main funding entry page, click the **Submit to Funding Entry** button. Submit to Funding Entry
40.	The system copies the funding rows from the worksheet to the **Earnings Distribution** section of the **Funding Entry** page.



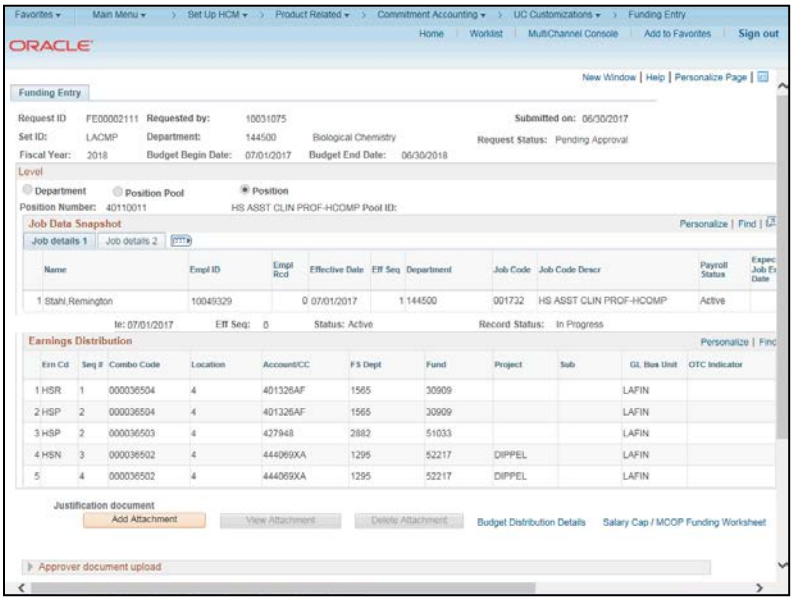
Step	Action
41.	To attach a supporting document, click the **Add Attachment** button, search for and select the appropriate file. If you add an attachment, the options for viewing or deleting the attachment are available. Only the user who adds an attachment is able to delete it from the transaction. After the transaction is fully approved, attachments can no longer be added or deleted, but are viewable by any user with access to the page/transaction.
42.	Use the **Initiator Comment** field to enter the reason for the request to help your approvers make an informed decision.
43.	When are you finished entering data, click the **Save** button. You can also use the Save button to save your work in the event you need to review and submit at a later time. Save



Step	Action
44.	If there are no errors, the system displays the **Submit** button. When you are ready to submit the funding entry for review and approval, click the **Submit** button. Submit
45.	After you save the transaction, the system displays the **Cancel** button at the top of the page. After you save a funding entry transaction, if necessary, you can cancel it before submitting it for review and approval.
46.	The system automatically assigns the transaction a unique **Request ID** number. If necessary, you can access and submit the funding entry transaction for review and approval at a later time using the Position, Department or the Request ID.
47.	After you submit the request, it's automatically routed to the appropriate approver(s).



Step	Action
48.	In the page header, the system updates the **Request Status** from **In Progress** to **Pending Approval** and also displays the **Submitted on** date. After final Location approval the system updates the **Request Status** and **Record Status** to "**Saved to Database"**.



Step	Action
49.	You have added funding for a filled, single-headcount position using the **Salary Cap / MCOP Worksheet**. **End of Procedure.**

Appendix – Example 1 of a Position with NSTP

COMPENSATION DATA

This section gives you the breakdown of the NSTP earn codes and annual amount.

REG = NCB (19900), NCC (Regular Based Salary – did not use), NCG (regular scale cap gap supplement – did not use) = **NCB in UCPath**

NNC (non NIH cap funds), NCU (NIH Funds), NGU (Cap Gap) = **NNC in UCPath**

Compensation Data Snapshot — Find | View All — First 1 of 1 Last

As of Date: 02/01/2018 — Eff Seq: 1

Salary Plan: T003 — Comp Freq: UC 9/12 - AY

Salary Grade: 1 — FTE: 1.000000

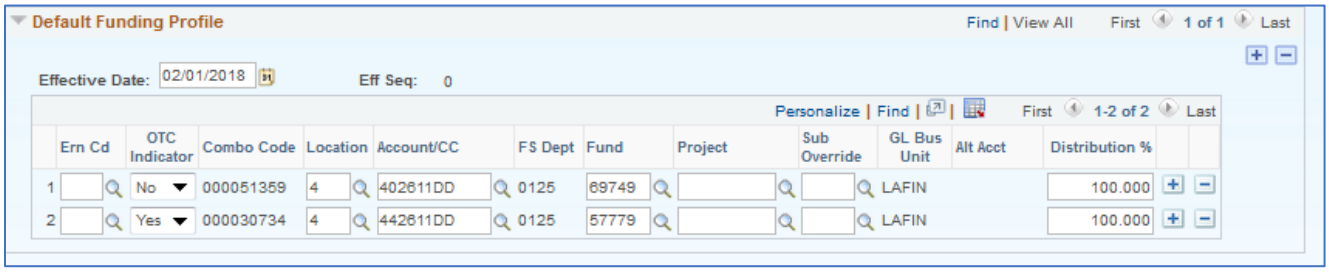
Step: 3

Pay Component	Ern Cd	Monthly	Annual	Percentage
	NNC	$4,466.26	$53,595.060000	23.081093
	NCB	$14,884.02	$178,608.240000	76.918907
Total UC Salary		$19,350.28	$232,203.300000	100.000000

Figure 1 Compensation Data Snapshot

DEFAULT FUNDING PROFILE

NIH CAP GAP – Put in unrestricted/private gift/endowment /industry FAU under default funding profile and select "Yes" under the OTC Indicator. Flat rate will be paid automatically. If multiple accounts will be used for the NIH CAP GAP, add FAU line and allocate distribution accordingly.



Default Funding Profile — Find | View All — First 1 of 1 Last

Effective Date: 02/01/2018 — Eff Seq: 0

Personalize | Find | First 1-2 of 2 Last

	Ern Cd	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Alt Acct	Distribution %
1		No	000051359	4	402611DD	0125	69749			LAFIN		100.000
2		Yes	000030734	4	442611DD	0125	57779			LAFIN		100.000

Figure 2 Default Funding Profile

FUNDING DISTRIBUTION WORKSHEET

Add all funding from the NSTP DOS Code spreadsheet based on Begin and End Date. Enter under the Total Allocated Amount column, the total dollar amount to be charged to the specific FAU. The percent of effort will equate to 100%. Note that the percent of pay will not add up to 100% if you are using NIH Cap Funds.

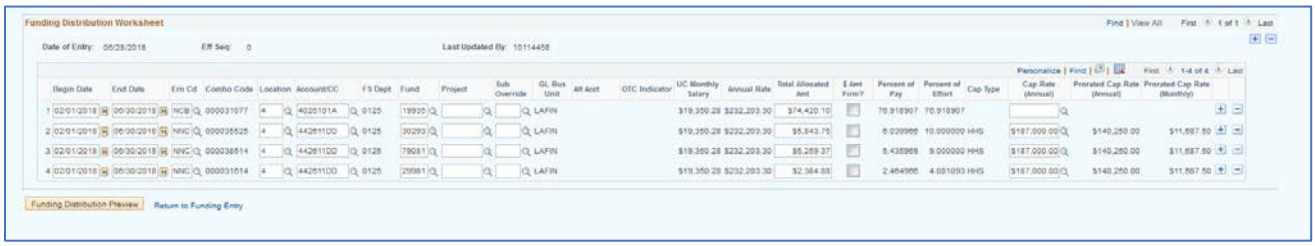
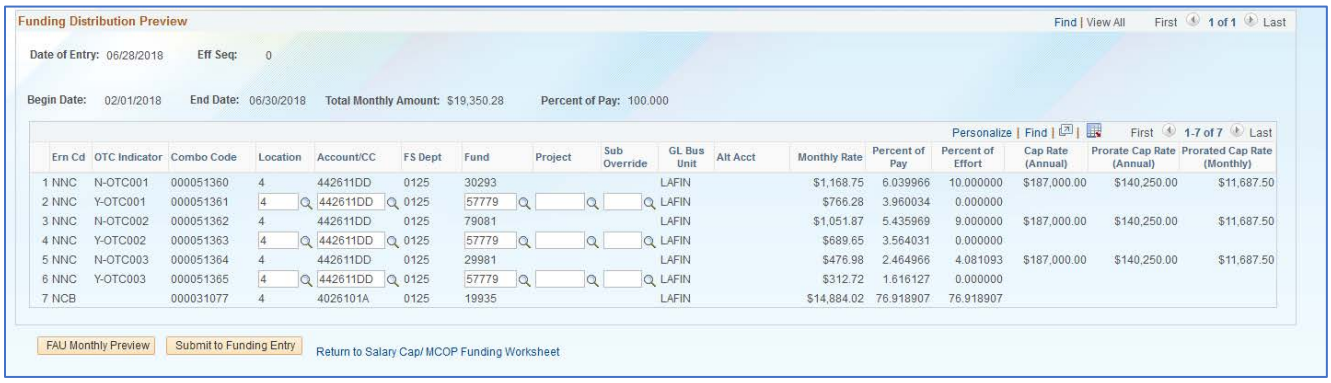


Figure 3 Funding Distribution Worksheet

FUNDING DISTRIBUTION PREVIEW

Preview funding distribution before submitting funding entry for approval.



Funding Distribution Preview

Find | View All First 1 of 1 Last

Date of Entry: 06/28/2018 Eff Seq: 0

Begin Date: 02/01/2018 End Date: 06/30/2018 Total Monthly Amount: $19,350.28 Percent of Pay: 100.000

Personalize | Find | First 1-7 of 7 Last

	Ern Cd	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Alt Acct	Monthly Rate	Percent of Pay	Percent of Effort	Cap Rate (Annual)	Prorate Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1	NNC	N-OTC001	000051360	4	442611DD	0125	30293			LAFIN		$1,168.75	6.039966	10.000000	$187,000.00	$140,250.00	$11,687.50
2	NNC	Y-OTC001	000051361	4	442611DD	0125	57779			LAFIN		$766.28	3.960034	0.000000			
3	NNC	N-OTC002	000051362	4	442611DD	0125	79081			LAFIN		$1,051.87	5.435969	9.000000	$187,000.00	$140,250.00	$11,687.50
4	NNC	Y-OTC002	000051363	4	442611DD	0125	57779			LAFIN		$689.65	3.564031	0.000000			
5	NNC	N-OTC003	000051364	4	442611DD	0125	29981			LAFIN		$476.98	2.464966	4.081093	$187,000.00	$140,250.00	$11,687.50
6	NNC	Y-OTC003	000051365	4	442611DD	0125	57779			LAFIN		$312.72	1.616127	0.000000			
7	NCB		000031077	4	4026101A	0125	19935			LAFIN		$14,884.02	76.918907	76.918907			

FAU Monthly Preview | Submit to Funding Entry | Return to Salary Cap/ MCOP Funding Worksheet

Figure 4 Funding Distribution Preview

Appendix – Example 2 of a Faculty Position with NSTP

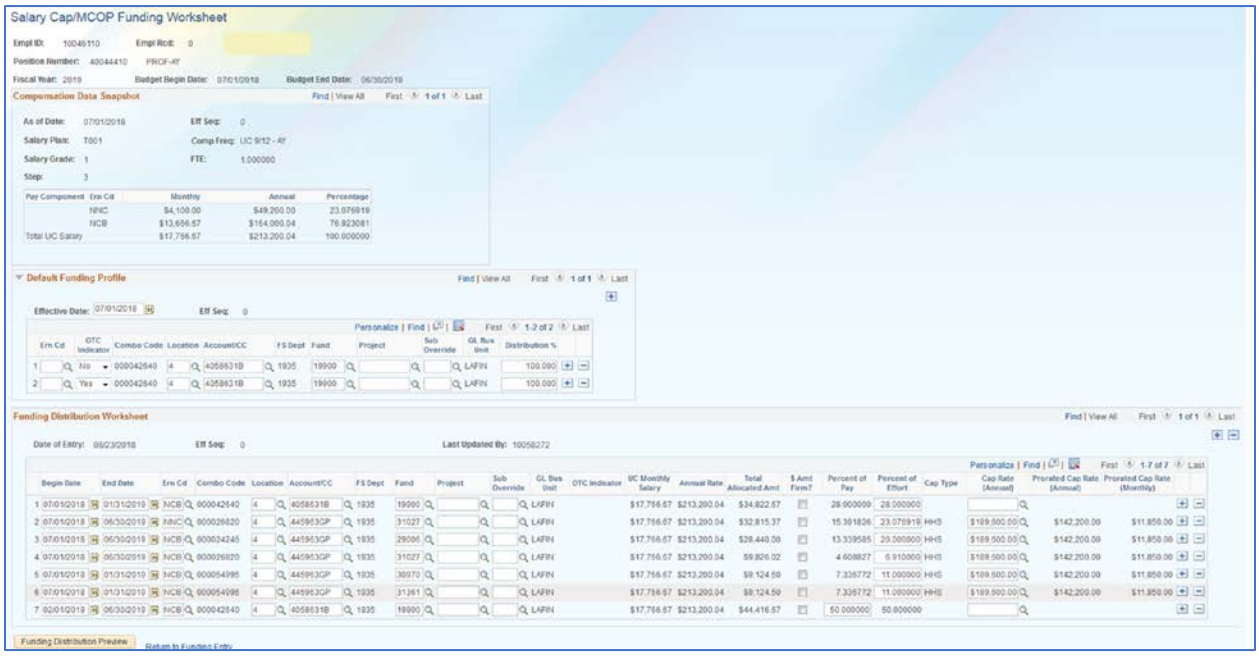


Figure 5 - Funding Worksheet in UCPath

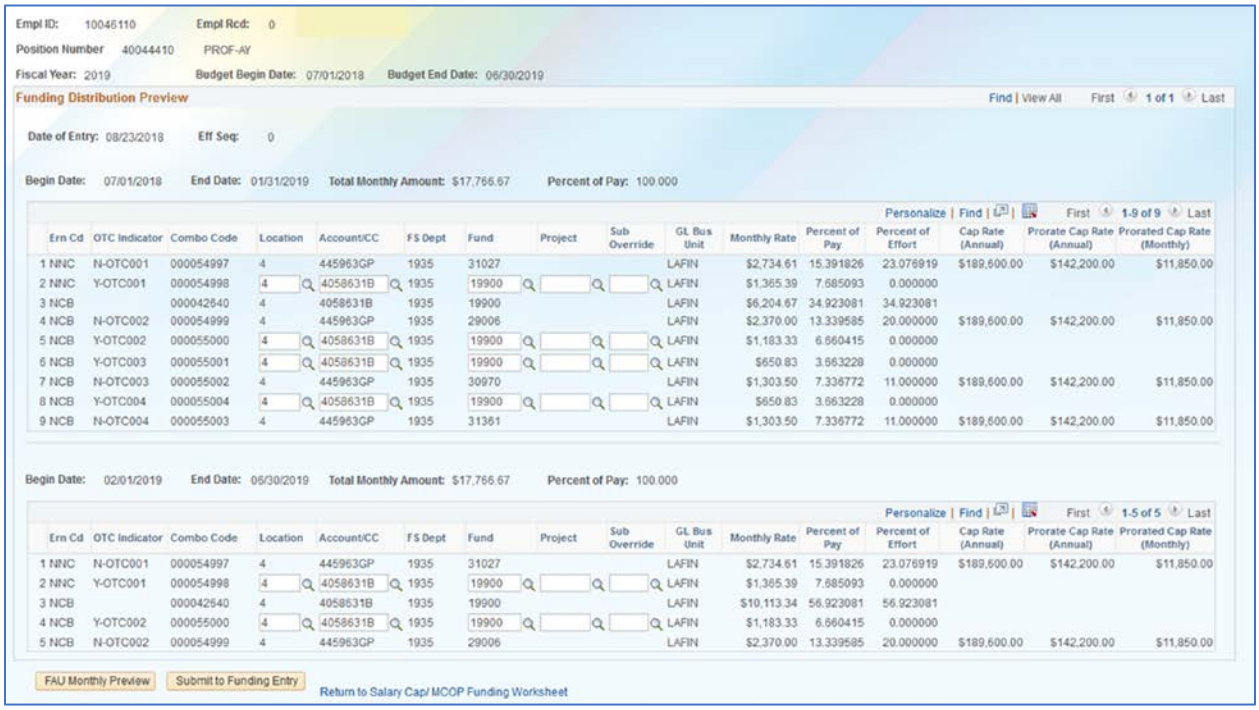
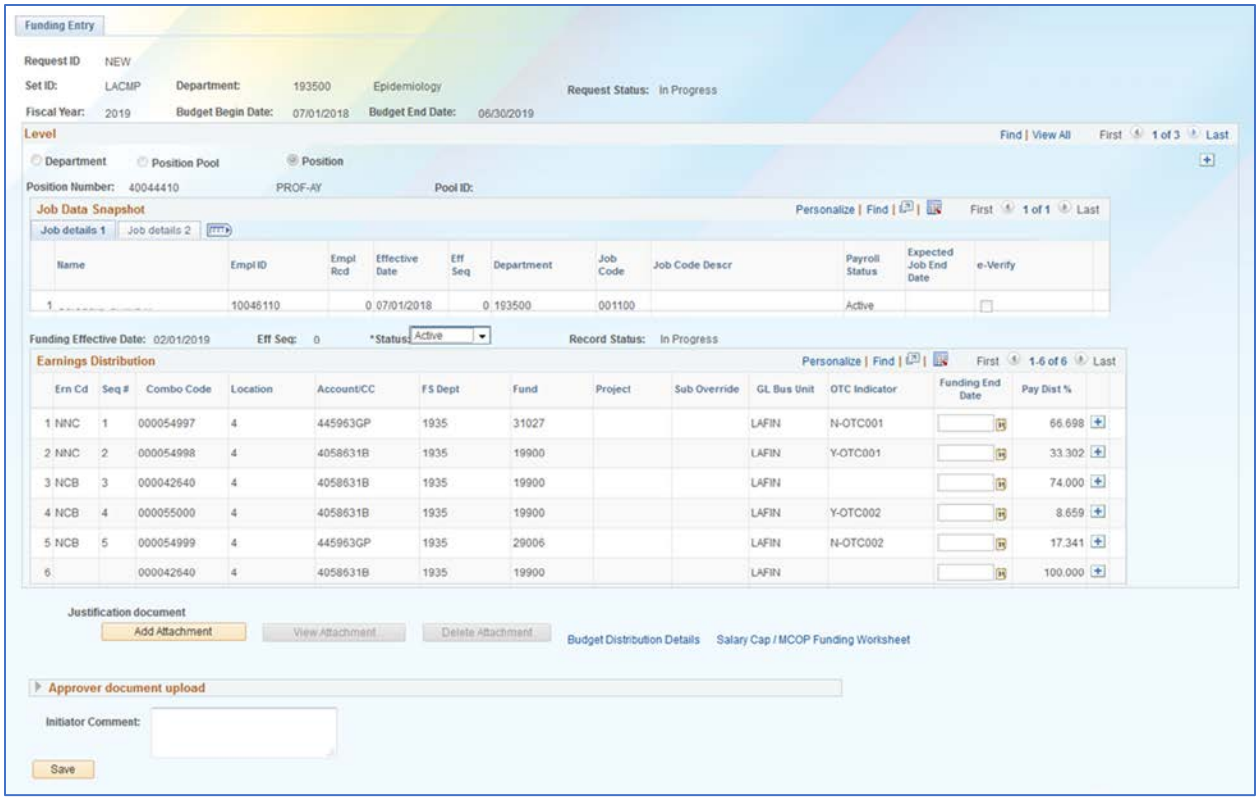


Figure 6 - Funding Distribution Preview Worksheet in UCPath



Funding Entry

Request ID NEW
Set ID: LACMP Department: 193500 Epidemiology Request Status: In Progress
Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019

Level — Find | View All — First 1 of 3 Last

Department | Position Pool | Position
Position Number: 40044410 PROF-AY Pool ID:

Job Data Snapshot — Personalize | Find | First 1 of 1 Last

Job details 1 | Job details 2

	Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1	[illegible]	10046110	0	07/01/2018	0	193500	001100		Active		☐

Funding Effective Date: 02/01/2019 Eff Seq: 0 *Status: Active Record Status: In Progress

Earnings Distribution — Personalize | Find | First 1-6 of 6 Last

	Ern Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	Funding End Date	Pay Dist %
1	NNC	1	000054997	4	445963GP	1935	31027			LAFIN	N-OTC001		66.698
2	NNC	2	000054998	4	4058631B	1935	19900			LAFIN	Y-OTC001		33.302
3	NCB	3	000042640	4	4058631B	1935	19900			LAFIN			74.000
4	NCB	4	000055000	4	4058631B	1935	19900			LAFIN	Y-OTC002		8.659
5	NCB	5	000054999	4	445963GP	1935	29006			LAFIN	N-OTC002		17.341
6			000042640	4	4058631B	1935	19900			LAFIN			100.000

Justification document
Add Attachment | View Attachment | Delete Attachment | Budget Distribution Details | Salary Cap / MCOP Funding Worksheet

Approver document upload

Initiator Comment:

Save

Figure 7 - Funding Page Submitted for Approval in UCPath