



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

Use this task to Update 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.

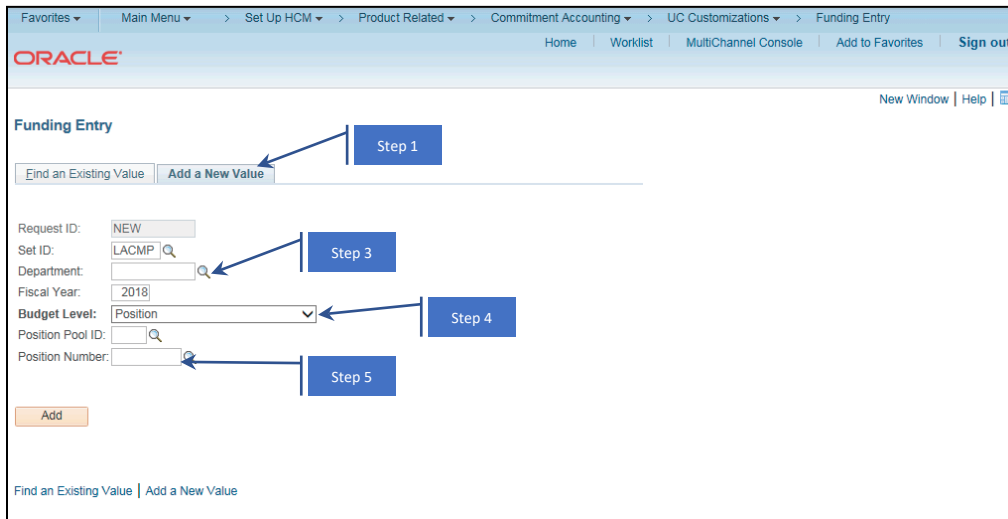
Considerations:

- **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](#)

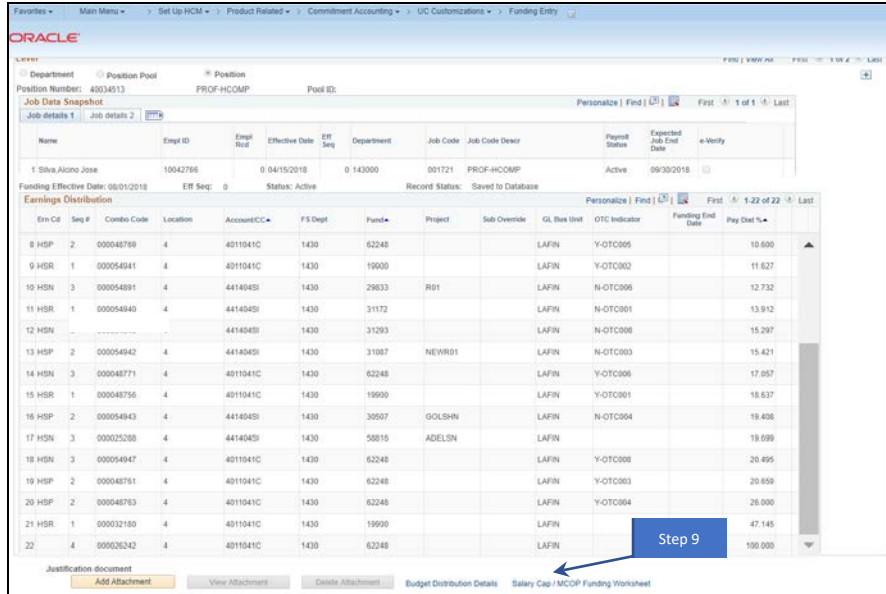
Step	Action
1.	<p>When you navigate to the Funding Entry page, the system displays the Find an Existing Value tab. Begin the steps for entering funding on the Add a New Value tab.</p> <p>Click the Add a New Value tab.</p> 



The screenshot shows the Oracle Funding Entry interface. The breadcrumb trail is: Favorites > Main Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry. The page title is 'Funding Entry'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs are several input fields: Request ID (NEW), Set ID (LACMP), Department (with a search icon), Fiscal Year (2018), Budget Level (a dropdown menu with 'Position' selected), Position Pool ID (with a search icon), and Position Number (with a search icon). An 'Add' button is located below the fields. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'. Five blue callout boxes labeled 'Step 1' through 'Step 5' point to the 'Add a New Value' tab, the Department field, the Budget Level dropdown, the Position Number field, and the Position Number field respectively.

Step	Action
2.	<p>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.</p> <p>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.</p>
3.	<p>Enter the Department into the Department field.</p> <input data-bbox="337 1297 500 1333" type="text"/> <p>NOTE: You can use the Prompt Button that appears next to the field to see all the departments you have access to.</p>
4.	<p>Select Position from the Budget Level Field.</p> <input data-bbox="337 1453 470 1488" type="text"/>

Step	Action																																													
5.	<p>Search using Position or Employee.</p> <p>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.</p> <p>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.</p> <div data-bbox="337 535 1075 1255" style="border: 1px solid black; padding: 5px;"> <p>Look Up Position Number Help</p> <p>Position Number begins with <input type="text"/> Step 5a</p> <p>Description begins with <input type="text"/></p> <p>Empl ID begins with <input type="text"/></p> <p>Empl Record = <input type="text"/> Step 5b</p> <p>Name begins with <input type="text"/></p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View 100 First 1-8 of 8 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Position Number</th> <th>Description</th> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>40034369</td> <td>RES-AY-1/9-B/E/E</td> <td>10055552</td> <td>3</td> <td>Chang, Jane Pei-Chen</td> </tr> <tr> <td>40034922</td> <td>ADM CRD OFCR</td> <td>10057318</td> <td>0</td> <td>Grimm, Schaffer</td> </tr> <tr> <td>40036020</td> <td>GSR-PARTIAL FEE REM</td> <td>10060330</td> <td>0</td> <td>Guevara De Jesus, Michael</td> </tr> <tr> <td>40038473</td> <td>GSR-PARTIAL FEE REM</td> <td>10058070</td> <td>0</td> <td>Lee, Taehwan</td> </tr> <tr> <td>40043150</td> <td>RES-AY-1/9-B/E/E</td> <td>10062930</td> <td>2</td> <td>Carman, Gregory P</td> </tr> <tr> <td>40045515</td> <td>GSR-PARTIAL FEE REM</td> <td>10060686</td> <td>0</td> <td>Acosta, Adrian</td> </tr> <tr> <td>40058527</td> <td>STDT AFFAIRS OFCR 4</td> <td>10054055</td> <td>0</td> <td>O'cadiz, Maria Pilar</td> </tr> <tr> <td>40062170</td> <td>MGT SVC OFCR 3</td> <td>10064500</td> <td>0</td> <td>O-Lee, Tsai-Tsai</td> </tr> </tbody> </table> </div>	Position Number	Description	Empl ID	Empl Record	Name	40034369	RES-AY-1/9-B/E/E	10055552	3	Chang, Jane Pei-Chen	40034922	ADM CRD OFCR	10057318	0	Grimm, Schaffer	40036020	GSR-PARTIAL FEE REM	10060330	0	Guevara De Jesus, Michael	40038473	GSR-PARTIAL FEE REM	10058070	0	Lee, Taehwan	40043150	RES-AY-1/9-B/E/E	10062930	2	Carman, Gregory P	40045515	GSR-PARTIAL FEE REM	10060686	0	Acosta, Adrian	40058527	STDT AFFAIRS OFCR 4	10054055	0	O'cadiz, Maria Pilar	40062170	MGT SVC OFCR 3	10064500	0	O-Lee, Tsai-Tsai
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6.	<p>Click the Add button.</p> <div data-bbox="337 1312 487 1354" style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #f4a460;">Add</div>																																													



Step	Action
7.	<p>The Funding Entry page displays the Salary Cap / MCOP Worksheet link <u>only</u> for a filled position with a single incumbent and there is a Capped Fund.</p> <p>If you attempt to enter funding on the Funding Entry page instead of the Salary Cap/MCOP Worksheet <u>and</u> the employee's salary is <u>above</u> the cap, the system displays an error and you cannot save the data. You <u>Must</u> use the Salary Cap / MCOP Funding Worksheet.</p> <p>If the employee's salary is <u>below</u> the cap, the system displays a warning message. You can decide whether to use the Salary Cap / MCOP Funding Worksheet or the Funding page.</p>
8.	Scroll to the bottom of the screen.
9.	<p>Click the Salary Cap / MCOP Funding Worksheet link.</p> <p>Salary Cap / MCOP Funding Worksheet</p>

Oracle
 Salary Cap/MCOP Funding Worksheet

Empl ID: 10042758 Empl Rcd: 0
 Position Number: 40034513 PROF-HCOMP
 Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019

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

As of Date: 04/15/2018 Eff Seq: 0
 Salary Plan: APU3 Comp Freq: UC 12/12 - FY
 Salary Grade: 1 FTE: 1.000000
 Step: 1

Pay Component	Em Cd	Monthly	Annual	Percentage
X	HSR	\$16,615.43	\$199,385.16	44.947087
X'	HSP	\$4,982.30	\$59,787.58	13.477821
Y	HSN	\$15,368.92	\$184,427.00	41.575092
Total UC Salary		\$36,966.65	\$443,599.74	100.000000

Default Funding Profile Find | View All | First | 1 of 2 | Last

Effective Date: 06/01/2018 Eff Seq: 0

Em Cd	OTC Indicator	Combo Code	Location	Account/CC	F3 Dept	Fund	Project	Sub Override	GL Bus Unit	Distribution %
1	HSR	Yes	000032180	4	4011041C	19900			LAFIN	100.000
2	HSR	No	000032180	4	4011041C	19900			LAFIN	100.000
3		Yes	000026242	4	4011041C	62248			LAFIN	100.000
4		No	000026242	4	4011041C	62248			LAFIN	100.000

Funding Distribution Worksheet Find | View All | First | 1 of 1 | Last

Date of Entry: 06/18/2018 Eff Seq: 0 Last Updated By: 10123606

Begin Date	End Date	Em Cd	Combo Code	Location	Account/CC	F3 Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	UC Monthly Salary	Annual Rate	Total Allocated Amt	S Amt Freq?	Percent of Pay	Percent of Effort	Cap Type	Cap Rate (\$/month)	Projected Cap Rate (\$/month)	Projected Cap Rate (Monthly)
1 06/01/2018	06/30/2019		000024447	4	441404S		31172			LAFIN		\$36,966.65	\$443,599.74	\$25,425.94		6.253042	14.630000	HHS	\$189,600.00	\$189,600.00	\$15,800.00
2 06/01/2018	06/30/2019		000043842	4	441404S		31087	NEWRO1		LAFIN		\$36,966.65	\$443,599.74	\$24,314.62		5.979499	13.900000	HHS	\$189,600.00	\$189,600.00	\$15,800.00
3 06/01/2018	06/30/2019		000048477	4	441404S		30507	GOLSHN		LAFIN		\$36,966.65	\$443,599.74	\$10,636.56		2.915763	6.120000	HHS	\$189,600.00	\$189,600.00	\$15,800.00
4 06/01/2018	06/30/2019		000046904	4	441404S		29833	RO1		LAFIN		\$36,966.65	\$443,599.74	\$25,861.44		6.358696	14.880000	HHS	\$189,600.00	\$189,600.00	\$15,800.00
5 06/01/2018	06/30/2019		000027283	4	441404S		29833			LAFIN		\$36,966.65	\$443,599.74	\$2,050.84		0.504347	1.180000	HHS	\$189,600.00	\$189,600.00	\$15,800.00
6 06/01/2018	06/30/2019		000054937	4	441404S		22913	GOLSHN		LAFIN		\$36,966.65	\$443,599.74	\$13,256.23		3.200000	3.200000				
7 06/01/2018	06/30/2019		000032180	4	4011041C		19900			LAFIN		\$36,966.65	\$443,599.74	\$86,165.55		21.190000	21.190000				
8 06/01/2018	06/30/2019		000025288	4	441404S		58816	ADELSN		LAFIN		\$36,966.65	\$443,599.74	\$33,303.25		8.190000	8.190000				
9 06/01/2018	06/30/2019		000054936	4	441404S		55133			LAFIN		\$36,966.65	\$443,599.74	\$4,269.64		1.050000	1.050000				
10 06/01/2018	06/30/2019		000054939	4	441404S		53164			LAFIN		\$36,966.65	\$443,599.74	\$2,561.78		0.630000	0.630000				
11 06/01/2018	06/30/2019		000030507	4	441404S		31293			LAFIN		\$36,966.65	\$443,599.74	\$25,951.44		6.358696	14.880000	HHS	\$189,600.00	\$189,600.00	\$15,800.00

Step	Action
10.	<p>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.</p> <p>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.</p> <p>NOTE: Contact your HCM Initiator in order to make changes or adjustments to the Compensation Data.</p>

Salary Cap/MCOP Funding Worksheet

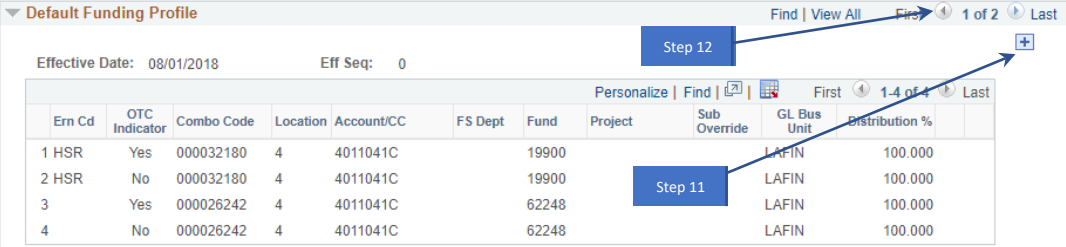
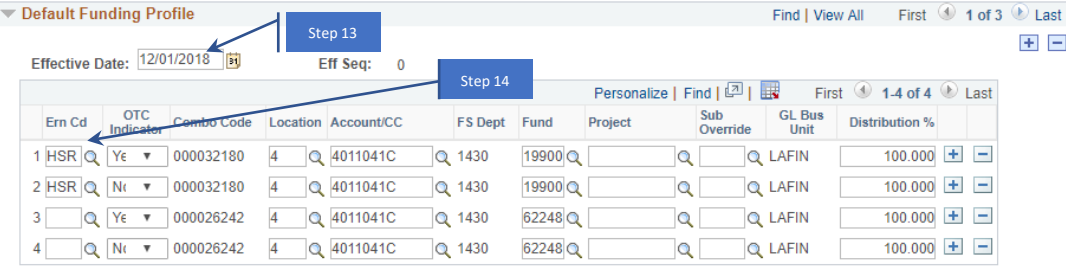
Empl ID: 10042766 Empl Rcd: 0
 Position Number: 40034513 PROF-HCOMP
 Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019

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

As of Date: 04/15/2018 Eff Seq: 0
 Salary Plan: APU3 Comp Freq: UC 12/12 - FY
 Salary Grade: 1 FTE: 1.000000
 Step: 1

Pay Component	Em Cd	Monthly	Annual	Percentage
X	HSR	\$16,615.43	\$199,385.16	44.947087
X'	HSP	\$4,982.30	\$59,787.58	13.477821
Y	HSN	\$15,368.92	\$184,427.00	41.575092
Total UC Salary		\$36,966.65	\$443,599.74	100.000000

Step 10

Step	Action
11.	<p>Click the Add Row button located in 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.</p> <p>For default funding you should receive prior department approval. There should be No restricted funds in the Default funding.</p> 
12.	<p>Click the Show Previous Row to update/change the defaults. UCPath will retain the prior fund sources so that you do not have to rekey the defaults.</p>
13.	<p>Enter the Effective Date into the Effective Date field.</p> <div style="border: 1px solid gray; width: 80px; height: 20px; margin-bottom: 10px;"></div> <p>UCPath uses effective dates to store historical, current, and future information. Effective dates enable you to identify when the Default Funding is to be used or was in effect.</p> <p>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.</p> <p>Past Effective Date - If the Effective Date is in the Past then UCPath considers that as being effective now <u>unless</u> there is another Effective Date that takes its place.</p> <p>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.</p> 
14.	<p>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.</p> <p>NOTE: UCPath will require at least 1 row where the ERN Cd is blank in order to assign the</p>
15.	<p>Select No from the OTC Indicator field to indicate the "catch all" overage funding source. Select Yes from the OTC Indicator field to indicate the over-the-cap (OTC) funding source.</p>

Step	Action
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 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.
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.

Default Funding Profile

Effective Date: 12/01/2018 | Eff Seq: 0

Ern Cd	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Distribution %
1	HSR	Ye	000032180	4	4011041C	1430	19900		LAFIN	100.000
2	HSR	Nt	000032180	4	4011041C	1430	19900		LAFIN	100.000
3		Ye	000026242	4	4011041C	1430	62248		LAFIN	100.000
4		Nt	000026242	4	4011041C	1430	62248		LAFIN	100.000

Step	Action
18.	If necessary, scroll down to display the Funding Distribution Worksheet section.
19.	Click the Add Row button located in the Funding Distribution Worksheet section to update/change the Funding details for the different components of pay or capped funds.
20.	Click the Show Previous Row to update/change the distributions. UCPATH will retain the prior fund sources so that you do not have to rekey the defaults.
21.	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.
22.	Indicate when the funding will end using the End Date field.
23.	Leave the ERN Cd blank unless you need to have dollars charged to a specific earn code.

Funding Distribution Worksheet

Date of Entry: 08/10/2018 | Eff Seq: 0 | Last Updated By: 10/12/2018

Begin Date	End Date	Ern Cd	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	U.C. Monthly Salary	Annual Rate	Final Allowable Rate	# Act Payroll	Percent of Plan	Percent of Earnings	Cap Type	Cap Rate (Actual)	Priced Cap Rate (Actual)	Priced Cap Rate (Budget)
1 08/01/2018	08/30/2018		000024437	A	88184001	1430	31172			LAFIN		\$36,369.00	\$443,589.74	\$26,426.94	0	0.252442	14.630000	HR-01	\$105,000.00	\$105,000.00	\$105,000.00
2 08/01/2018	08/30/2018		000040842	A	88184001	1430	31067	NEW7001		LAFIN		\$36,369.00	\$443,589.74	\$24,214.62	0	0.252442	14.630000	HR-01	\$105,000.00	\$105,000.00	\$105,000.00
3 08/01/2018	08/30/2018		0000408217	A	88184001	1430	30961	00187001		LAFIN		\$36,369.00	\$443,589.74	\$18,636.96	0	0.252442	14.630000	HR-01	\$105,000.00	\$105,000.00	\$105,000.00
4 08/01/2018	08/30/2018		0000408054	A	88184001	1430	29633	RD1		LAFIN		\$36,369.00	\$443,589.74	\$29,801.44	0	0.252442	14.630000	HR-01	\$105,000.00	\$105,000.00	\$105,000.00
5 08/01/2018	08/30/2018		000027262	A	88184001	1430	29633			LAFIN		\$36,369.00	\$443,589.74	\$2,959.84	0	0.252442	14.630000	HR-01	\$105,000.00	\$105,000.00	\$105,000.00
6 08/01/2018	08/30/2018		000046237	A	88184001	1430	27913	00187001		LAFIN		\$36,369.00	\$443,589.74	\$12,296.25	0	0.252442	14.630000	HR-01	\$105,000.00	\$105,000.00	\$105,000.00
7 08/01/2018	08/30/2018		000032180	A	88184001	1430	19900			LAFIN		\$36,369.00	\$443,589.74	\$36,750.55	0	0.252442	14.630000	HR-01	\$105,000.00	\$105,000.00	\$105,000.00
8 08/01/2018	08/30/2018		000025205	A	88184001	1430	58816	ACEL001		LAFIN		\$36,369.00	\$443,589.74	\$33,203.25	0	0.252442	14.630000	HR-01	\$105,000.00	\$105,000.00	\$105,000.00
9 08/01/2018	08/30/2018		000014938	A	88184001	1430	51713			LAFIN		\$36,369.00	\$443,589.74	\$4,269.64	0	0.252442	14.630000	HR-01	\$105,000.00	\$105,000.00	\$105,000.00
10 08/01/2018	08/30/2018		000014930	A	88184001	1430	51704			LAFIN		\$36,369.00	\$443,589.74	\$2,501.70	0	0.252442	14.630000	HR-01	\$105,000.00	\$105,000.00	\$105,000.00
11 08/01/2018	08/30/2018		000030917	A	88184001	1430	31263			LAFIN		\$36,369.00	\$443,589.74	\$78,001.44	0	0.252442	14.630000	HR-01	\$105,000.00	\$105,000.00	\$105,000.00

24. Update 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.

The screenshot shows a table with columns: Begin Date, End Date, Em Ctd, Combo Code, Location, Account/CC, FS Dept, Fund, Project, Sub Override, GL Bus Unit, Alt Acct, OTC Indicator, UC Monthly Salary, Annual Rate, Total Allocated Amt, \$ Amt Firm?, and Percent of Pay. Callouts point to specific fields: Step 21 & 22 points to the Location field, Step 23 points to the Account/CC field, and Step 24 points to the Fund field.

25. If necessary, scroll right to display additional fields and page options.

26. 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.

The screenshot shows a table with columns: Total Allocated Amt, \$ Amt Firm?, Percent of Pay, Percent of Effort, Cap Type, Cap Rate (Annual), Cap Rate (Annual), Prorated Cap Rate (Monthly), and buttons for adding and deleting rows. Callouts point to: Step 26 points to the Total Allocated Amt field, Step 28 points to the Cap Rate (Annual) field, and Step 29 points to the Prorated Cap Rate (Monthly) field.

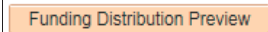
27. If you are entering funding distribution for a capped fund, the system defaults the **Cap Type** and the **Cap Rate (Annual)** values from the Type of Fund.

28. 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.

29. Continue to enter the necessary funding distribution detail for the selected position. You can insert additional rows or remove rows by clicking the **Add a new row** button or the **Delete row** button.



30. When you are finished entering funding distribution details in the **Funding Distribution Worksheet** and **Default Funding Profile** sections, click the **Funding Distribution Preview** button.



Step	Action
31.	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. You can make changes to the OTC lines where necessary.

Position Number 40032591 PROF-HCOMP
Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019
Funding Distribution Preview Find | View All First 1 of 1 Last
Date of Entry: 09/04/2018 Eff Seq: 0

Begin Date: 09/01/2018 End Date: 09/30/2018 Total Monthly Amount: \$20,228.15 Percent of Pay: 100.000

Emr 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	HSR	N-OTC001	000051525	4	441404SI	1430	31172		LAFIN		\$770.51	3.809098	8.911998	\$189,600.00	\$103,749.12	\$8,645.76
2	HSR	Y-OTC001	000051526	4	4011041C	1430	62248		LAFIN		\$1,032.22	5.102900	0.000000			
3	HSR		000024516	4	4011041C	1430	62248		LAFIN		\$5,565.35	27.512916	27.512916			
4	HSR	N-OTC002	000051527	4	441404SI	1430	31087	NEWR01	LAFIN		\$736.81	3.642482	8.522173	\$189,600.00	\$103,749.12	\$8,645.76
5	HSR	Y-OTC002	000051528	4	4011041C	1430	62248		LAFIN		\$987.07	4.879691	0.000000			
6	HSP		000024516	4	4011041C	1430	62248		LAFIN		\$2,726.31	13.477821	13.477821			
7	HSN		000024516	4	4011041C	1430	62248		LAFIN		\$8,409.87	41.575092	41.575092			

Begin Date: 10/01/2018 End Date: 11/30/2018 Total Monthly Amount: \$20,228.15 Percent of Pay: 100.000

Emr 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	HSR	N-OTC003	000051529	4	441404SI	1430	31172		LAFIN		\$770.51	3.809098	8.911998	\$189,600.00	\$103,749.12	\$8,645.76
2	HSR	Y-OTC003	000051530	4	4011041C	1430	62248		LAFIN		\$1,032.22	5.102900	0.000000			
3	HSR	N-OTC004	000051531	4	441404SI	1430	31087	NEWR01	LAFIN		\$736.81	3.642482	8.522173	\$189,600.00	\$103,749.12	\$8,645.76
4	HSR	Y-OTC004	000051532	4	4011041C	1430	62248		LAFIN		\$987.07	4.879691	0.000000			
5	HSR	N-OTC005	000051533	4	441404SI	1430	30507	GOLSHN	LAFIN		\$966.96	4.780264	11.184198	\$189,600.00	\$103,749.12	\$8,645.76
6	HSR	Y-OTC005	000051534	4	4011041C	1430	62248		LAFIN		\$1,295.40	6.403934	0.000000			
7	HSR	N-OTC006	000051535	4	441404SI	1430	29833	R01	LAFIN		\$1,411.74	6.979096	16.328718	\$189,600.00	\$103,749.12	\$8,645.76
8	HSR	Y-OTC006	000051536	4	4011041C	1430	62248		LAFIN		\$1,891.26	9.349622	0.000000			
9	HSP	N-OTC007	000051537	4	441404SI	1430	29833	R01	LAFIN		\$939.30	4.643520	10.864264	\$189,600.00	\$103,749.12	\$8,645.76
10	HSP	Y-OTC007	000051538	4	4011041C	1430	62248		LAFIN		\$1,258.34	6.220744	0.000000			
11	HSP	N-OTC008	000051539	4	441404SI	1430	29833		LAFIN		\$165.72	0.819276	1.916829	\$189,600.00	\$103,749.12	\$8,645.76
12	HSP	Y-OTC008	000051540	4	4011041C	1430	62248		LAFIN		\$222.01	1.097553	0.000000			
13	HSP		000051524	4	441404SI	1430	22913	GOLSHN	LAFIN		\$140.94	0.696728	0.696728			
14	HSN		000024516	4	4011041C	1430	62248		LAFIN		\$7,478.60	36.976174	36.976174			
15	HSN		000051524	4	441404SI	1430	22913	GOLSHN	LAFIN		\$930.28	4.598918	4.598918			

Begin Date: 12/01/2018 End Date: 06/30/2019 Total Monthly Amount: \$20,228.15 Percent of Pay: 100.000

Emr 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	HSR	N-OTC009	000051541	4	441404SI	1430	30507	GOLSHN	LAFIN		\$966.96	4.780264	11.184198	\$189,600.00	\$103,749.12	\$8,645.76
2	HSR	Y-OTC009	000051542	4	4011041C	1430	62248		LAFIN		\$1,295.40	6.403934	0.000000			
3	HSR	N-OTC010	000051543	4	441404SI	1430	29833	R01	LAFIN		\$2,351.04	11.622616	27.192982	\$189,600.00	\$103,749.12	\$8,645.76
4	HSR	Y-OTC010	000051544	4	4011041C	1430	62248		LAFIN		\$3,149.60	15.570366	0.000000			
5	HSR	N-OTC011	000051545	4	441404SI	1430	29833		LAFIN		\$165.72	0.819276	1.916829	\$189,600.00	\$103,749.12	\$8,645.76
6	HSR	Y-OTC011	000051546	4	4011041C	1430	62248		LAFIN		\$222.01	1.097553	0.000000			
7	HSR		000051524	4	441404SI	1430	22913	GOLSHN	LAFIN		\$941.23	4.653078	4.653078			
8	HSP		000024516	4	4011041C	1430	62248		LAFIN		\$2,596.33	12.835253	12.835253			
9	HSP		000051524	4	441404SI	1430	22913	GOLSHN	LAFIN		\$129.98	0.642568	0.642568			
10	HSN		000024516	4	4011041C	1430	62248		LAFIN		\$8,409.87	41.575092	41.575092			

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

Step	Action
32.	The preview displays fiscal year funding distributions broken down by each set of Begin Dates from the Salary Cap / MCOP Worksheet and includes any OTC rows, if applicable.
33.	An OTC Indicator value identifies whether a distribution line is the up-to-the-cap row or an over-the-cap row. <ul style="list-style-type: none"> • 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.
34.	If necessary, scroll right to display additional fields and page functions.

Begin Date: 12/01/2018 End Date: 06/30/2019 Total Monthly Amount: \$20,228.15 Percent of Pay: 100.000

Emn Cd	OTC Indicator	Combo Cd	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	HSR	N-OTC009	000051541	4	441404SI	1430	30507	GOLSHN	LAFIN	\$966.96	4.780264	11.184198	\$189,600.00	\$103,749.12	\$8,645.76
2	HSR	Y-OTC009	000051542	4	4011041C	1430	62248	LAFIN		\$1,295.40	6.403934	0.000000			
3	HSR	N-OTC010	000051543	4	441404SI	1430	29833	R01	LAFIN	\$2,351.04	11.622616	27.192982	\$189,600.00	\$103,749.12	\$8,645.76
4	HSR	Y-OTC010	000051544	4	4011041C	1430	62248	LAFIN		\$3,149.60	15.570366	0.000000			
5	HSR	N-OTC011	000051545	4	441404SI	1430	29833	LAFIN		\$165.72	0.819276	1.916829	\$189,600.00	\$103,749.12	\$8,645.76
6	HSR	Y-OTC011	000051546	4	4011041C	1430	62248	LAFIN		\$222.01	1.097553	0.000000			
7	HSR	000051524	4	441404SI	1430	22913	GOLSHN	LAFIN		\$941.23	4.653078	4.653078			
8	HSP	000024516	4	4011041C	1430	62248	LAFIN			\$2,596.33	12.835253	12.835253			
9	HSP	000024516	4	441404SI	1430	22913	GOLSHN	LAFIN		\$129.98	0.642568	0.642568			
10	HSN	000024516	4	4011041C	1430	62248	LAFIN			\$8,409.87	41.575092	41.575092			

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

Step	Action
35.	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.
36.	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.
37.	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
38.	The system copies the funding rows from the worksheet to the Earnings Distribution section of the Funding Entry page.

Funding Entry

Request ID: FE00007000
Set ID: LACMP Department: 143000 Neurobiology Request Status: In Progress
Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019

Level: Department: Position Pool: Position: PROF-HCOMP Pool ID:
Position Number: 4002591
Job Data Snapshot

Name	Empl ID	Empl Pool	Effective Date	EFF Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	Verify
1	10039199	0	02/01/2018	1	143000	001721		Active		



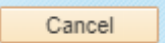
Funding Effective Date: 12/01/2018 Eff Seq: 0 *Status: Active Record Status: In Progress

Emn Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Alt Acct	OTC Indicator	Funding End Date	Pay Dist %
1	HSR	1	000051541	4	441404SI	1430	30507	GOLSHN	LAFIN		N-OTC009		10.635
2	HSR	1	000051542	4	4011041C	1430	62248	LAFIN			Y-OTC009		14.248
3	HSR	1	000051543	4	441404SI	1430	29833	R01	LAFIN		N-OTC010		25.858
4	HSR	1	000051544	4	4011041C	1430	62248	LAFIN			Y-OTC010		34.642
5	HSR	1	000051545	4	441404SI	1430	29833	LAFIN			N-OTC011		1.023
6	HSR	1	000051546	4	4011041C	1430	62248	LAFIN			Y-OTC011		2.442
7	HSR	1	000051524	4	441404SI	1430	22913	GOLSHN	LAFIN				10.352
8	HSP	2	000024516	4	4011041C	1430	62248	LAFIN					95.232
9	HSP	2	000051524	4	441404SI	1430	22913	GOLSHN	LAFIN				4.760
10	HSN	3	000024516	4	4011041C	1430	62248	LAFIN					100.000
11		4	000024516	4	4011041C	1430	62248	LAFIN					100.000

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

Approver document upload: Initiator Comment: Updated Funding Example

Save Submit


Step	Action
39.	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.
40.	Use the Initiator Comment field to enter the reason for the change to help your approvers make an informed decision.
41.	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. 
42.	If there are no errors, the system displays the Submit button. 
43.	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. 
44.	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.


► **Approver document upload**


Initiator Comment:


Request ID: FE00007800, Set ID: LACMP, Dept ID: 143000, Year: 2019:Pending [View/Hide Comments](#)

1

Skipped
 STroy Romero - UCLA
 UC AWE Approver 01
 09/04/18 - 7:46 PM

Pending
 Multiple Approvers
 UC AWE Approver 01

Not Routed
 Multiple Approvers
 UC AWE Approver 02



Step 45

► **Comments**

Step	Action
45.	After you submit the request, it's automatically routed to the appropriate approver(s).

Step	Action
46.	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” .

Funding Entry

Request ID: FE00007800
 Set ID: LACMP Department: 143000 Neurobiology Request Status: Pending Approval
 Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019

Level: Department: Position Pool: Position: PROF-HCOMP Pool ID:

Position Number: 40032591

Job Data Snapshot

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1	10039199		02/01/2018	1	143000	001721		Active		

Funding Effective Date: 12/01/2018 Eff Seq: 0 Status: Active Record Status: In Progress

Earnings Distribution

Em Cd	Seq #	Combo Code	Lc	Unit/CC	F5 Dept	Fund	Project	Sub Override	GL Bus Unit	Alt Acct	OTC Indicator	Funding End Date	Pay Dist %
1	HSR	1	000051541	4	441404SI	1430	30507	GOLSHN	LAFIN		N-OTC009		10.635
2	HSR	1	000051542	4	4011041C	1430	62248		LAFIN		Y-OTC009		14.248
3	HSR	1	000051543	4	441404SI	1430	29833	R01	LAFIN		N-OTC010		25.858
4	HSR	1	000051544	4	4011041C	1430	62248		LAFIN		Y-OTC010		34.642
5	HSR	1	000051545	4	441404SI	1430	29833		LAFIN		N-OTC011		1.823
6	HSR	1	000051546	4	4011041C	1430	62248		LAFIN		Y-OTC011		2.442
7	HSR	1	000051524	4	441404SI	1430	22913	GOLSHN	LAFIN				10.352
8	HSP	2	000024516	4	4011041C	1430	62248		LAFIN				95.232
9	HSP	2	000051524	4	441404SI	1430	22913	GOLSHN	LAFIN				4.768
10	HSN	3	000024516	4	4011041C	1430	62248		LAFIN				100.000
11		4	000024516	4	4011041C	1430	62248		LAFIN				100.000

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

Step	Action
47.	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				
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	\$4,488.28	\$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												
Effective Date:	02/01/2018		Eff Seq:	0								
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.

Begin Date	End Date	Eff Cd	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Alt Acct	OTC Indicator	UC Monthly Salary	Annual Rate	Total Allocated Amt	\$ Amt First?	Percent of Pay	Percent of Effort	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)
02/01/2018	06/30/2018	NCB	000031077	4	4026101A	0125	19935			LAFIN			\$19,350.28	\$232,203.30	\$74,420.10		70.918907	70.918907				
02/01/2018	06/30/2018	NMC	000030525	4	442611DD	0125	30293			LAFIN			\$19,350.28	\$232,203.30	\$5,843.76		0.029966	10.000000	HMS	\$187,000.00	\$140,250.00	\$11,687.50
02/01/2018	06/30/2018	NMC	000030814	4	442611DD	0125	79081			LAFIN			\$19,350.28	\$232,203.30	\$5,299.37		5.438969	9.000000	HMS	\$187,000.00	\$140,250.00	\$11,687.50
02/01/2018	06/30/2018	NMC	000031014	4	442611DD	0125	29981			LAFIN			\$19,350.28	\$232,203.30	\$2,384.88		2.464965	4.081093	HMS	\$187,000.00	\$140,250.00	\$11,687.50

Figure 3 Funding Distribution Worksheet

FUNDING DISTRIBUTION PREVIEW

Preview funding distribution before submitting funding entry for approval.

Eff 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	NMC	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	NMC	Y-OTC001	000051361	4	442611DD	0125	57779		LAFIN		\$766.28	3.960034	0.000000			
3	NMC	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	NMC	Y-OTC002	000051363	4	442611DD	0125	57779		LAFIN		\$689.65	3.564031	0.000000			
5	NMC	N-OTC003	000051364	4	442611DD	0125	29981		LAFIN		\$476.98	2.464966	4.081093	\$187,000.00	\$140,250.00	\$11,687.50
6	NMC	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			

Figure 4 Funding Distribution Preview

Appendix – Example 2 of a Faculty Position with NSTP

Salary Cap/MCOP Funding Worksheet

Empl ID: 10045110 Empl Rcd: 0
 Position Number: 40044410 PROF-AY
 Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019

Compensation Data Snapshot

As of Date: 07/01/2018 Eff Seq: 0
 Salary Plan: T001 Comp Freq: UC 912 - AY
 Salary Grade: 1 FTE: 1.000000
 Step: 3

Pay Component	Em Cd	Monthly	Annual	Percentage
NNC		\$4,100.00	\$49,200.00	23.076919
NCB		\$13,666.67	\$164,000.04	76.923081
Total UC Salary		\$17,766.67	\$213,200.04	100.000000

Default Funding Profile

Effective Date: 07/01/2018 Eff Seq: 0

Em Cd	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Distribution %
1	No	000042640	4	4058631B	1935	19900			LAFN	100.0000
2	Yes	000042640	4	4058631B	1935	19900			LAFN	100.0000

Funding Distribution Worksheet

Date of Entry: 08/23/2018 Eff Seq: 0 Last Updated By: 10056272

Begin Date	End Date	Em Cd	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	UC Monthly Salary	Annual Rate	Total Allocated Amt	\$ Amt Firm?	Percent of Pay	Percent of Effort	Cap Type	Cap Rate (Annual)	Prorate Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1 07/01/2018	01/31/2019	NCB	000042640	4	4058631B	1935	19900			LAFN		\$17,766.67	\$213,200.04	\$34,822.67		28.000000	28.000000				
2 07/01/2018	06/30/2019	NNC	000029820	4	445963GP	1935	31027			LAFN		\$17,766.67	\$213,200.04	\$32,815.37		15.391826	23.076919	HHS	\$189,600.00	\$142,200.00	\$11,850.00
3 07/01/2018	06/30/2019	NCB	000042640	4	445963GP	1935	29006			LAFN		\$17,766.67	\$213,200.04	\$28,440.00		13.339585	20.000000	HHS	\$189,600.00	\$142,200.00	\$11,850.00
4 07/01/2018	06/30/2019	NCB	000029820	4	445963GP	1935	31027			LAFN		\$17,766.67	\$213,200.04	\$9,826.02		4.608827	6.910000	HHS	\$189,600.00	\$142,200.00	\$11,850.00
5 07/01/2018	01/31/2019	NCB	000054995	4	445963GP	1935	30970			LAFN		\$17,766.67	\$213,200.04	\$9,124.50		7.336772	11.000000	HHS	\$189,600.00	\$142,200.00	\$11,850.00
6 07/01/2018	01/31/2019	NCB	000054996	4	445963GP	1935	31361			LAFN		\$17,766.67	\$213,200.04	\$9,124.50		7.336772	11.000000	HHS	\$189,600.00	\$142,200.00	\$11,850.00
7 02/01/2019	06/30/2019	NCB	000042640	4	4058631B	1935	19900			LAFN		\$17,766.67	\$213,200.04	\$44,416.67		50.000000	50.000000				

Figure 5 - Funding Worksheet in UCPATH

Empl ID: 10045110 Empl Rcd: 0
 Position Number: 40044410 PROF-AY
 Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019

Funding Distribution Preview

Date of Entry: 08/23/2018 Eff Seq: 0

Begin Date: 07/01/2018 End Date: 01/31/2019 Total Monthly Amount: \$17,766.67 Percent of Pay: 100.000

Em Cd	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Monthly Rate	Percent of Pay	Percent of Effort	Cap Rate (Annual)	Prorate Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1 NNC	N-OTC001	000054997	4	445963GP	1935	31027			LAFN	\$2,734.61	15.391826	23.076919	\$189,600.00	\$142,200.00	\$11,850.00
2 NNC	Y-OTC001	000054998	4	4058631B	1935	19900			LAFN	\$1,365.39	7.685093	0.000000			
3 NCB		000042640	4	4058631B	1935	19900			LAFN	\$6,204.67	34.923081	34.923081			
4 NCB	N-OTC002	000054999	4	445963GP	1935	29006			LAFN	\$2,370.00	13.339585	20.000000	\$189,600.00	\$142,200.00	\$11,850.00
5 NCB	Y-OTC002	000055000	4	4058631B	1935	19900			LAFN	\$1,183.33	6.660415	0.000000			
6 NCB	Y-OTC003	000055001	4	4058631B	1935	19900			LAFN	\$650.83	3.663228	0.000000			
7 NCB	N-OTC003	000055002	4	445963GP	1935	30970			LAFN	\$1,303.50	7.336772	11.000000	\$189,600.00	\$142,200.00	\$11,850.00
8 NCB	Y-OTC004	000055004	4	4058631B	1935	19900			LAFN	\$650.83	3.663228	0.000000			
9 NCB	N-OTC004	000055003	4	445963GP	1935	31361			LAFN	\$1,303.50	7.336772	11.000000	\$189,600.00	\$142,200.00	\$11,850.00

Begin Date: 02/01/2019 End Date: 06/30/2019 Total Monthly Amount: \$17,766.67 Percent of Pay: 100.000

Em Cd	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Monthly Rate	Percent of Pay	Percent of Effort	Cap Rate (Annual)	Prorate Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1 NNC	N-OTC001	000054997	4	445963GP	1935	31027			LAFN	\$2,734.61	15.391826	23.076919	\$189,600.00	\$142,200.00	\$11,850.00
2 NNC	Y-OTC001	000054998	4	4058631B	1935	19900			LAFN	\$1,365.39	7.685093	0.000000			
3 NCB		000042640	4	4058631B	1935	19900			LAFN	\$10,113.34	56.923081	56.923081			
4 NCB	Y-OTC002	000055000	4	4058631B	1935	19900			LAFN	\$1,183.33	6.660415	0.000000			
5 NCB	N-OTC002	000054999	4	445963GP	1935	29006			LAFN	\$2,370.00	13.339585	20.000000	\$189,600.00	\$142,200.00	\$11,850.00

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

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: 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	10046110	0	07/01/2018	0	193500	001100		Active		<input type="checkbox"/>

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

Em Ctl	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	<input type="text"/>	66.698
2	NNC	2	000054998	4	4058631B	1935	19900		LAFIN	Y-OTC001	<input type="text"/>	33.302
3	NCB	3	000042640	4	4058631B	1935	19900		LAFIN		<input type="text"/>	74.000
4	NCB	4	000055000	4	4058631B	1935	19900		LAFIN	Y-OTC002	<input type="text"/>	8.659
5	NCB	5	000054999	4	445963GP	1935	29006		LAFIN	N-OTC002	<input type="text"/>	17.341
6			000042640	4	4058631B	1935	19900		LAFIN		<input type="text"/>	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

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.

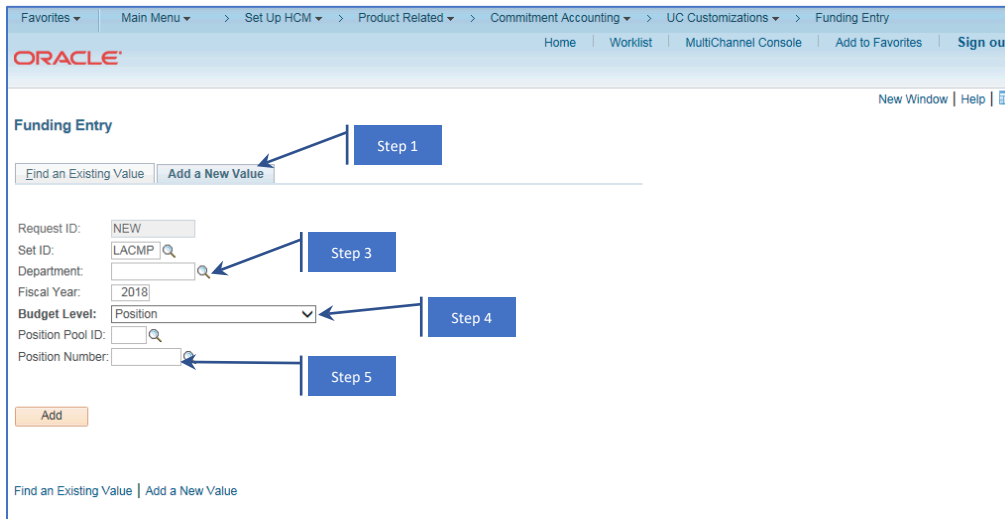
Considerations:

- **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 too 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”.

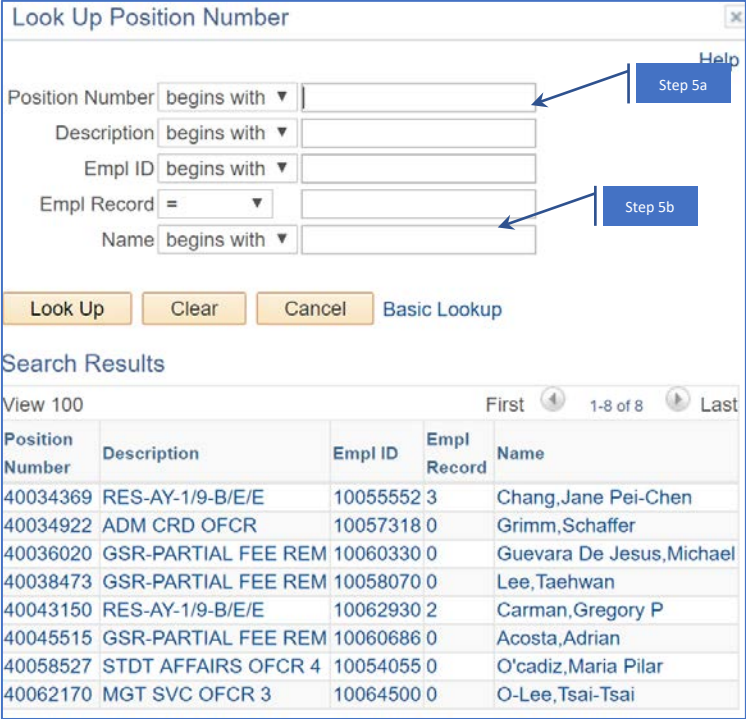
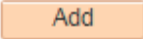
Steps:

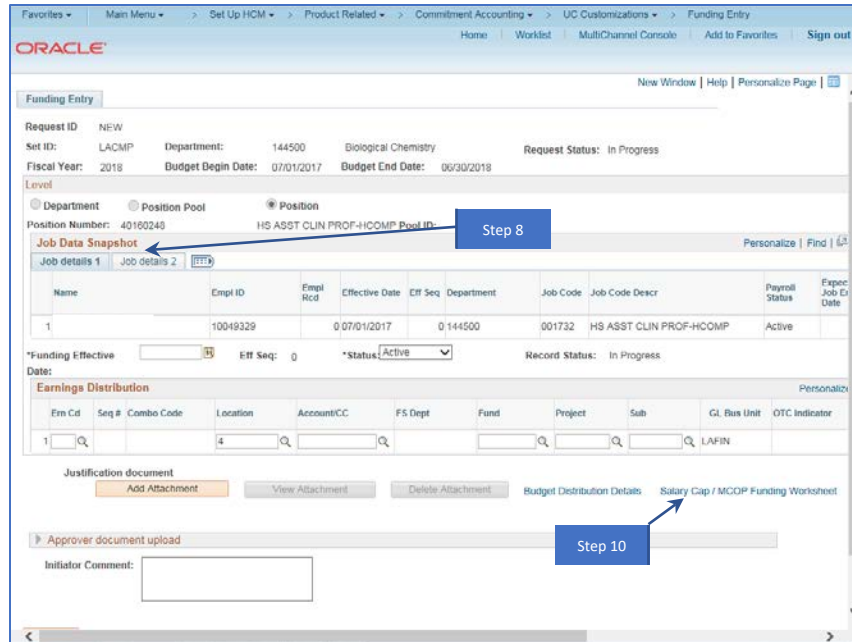
Navigation: PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry

Step	Action
1.	<p>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.</p> <p>Click the Add a New Value tab.</p> 

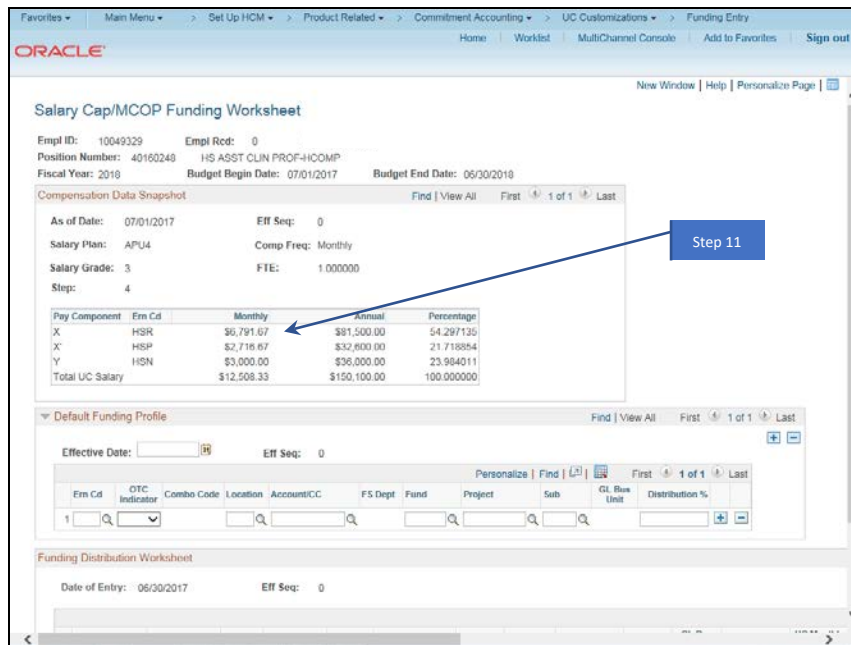


Step	Action
2.	<p>Use the fields on the Add a New Value tab select the appropriate position and fiscal year for which you want to request position funding.</p> <p>Notice that in this example, the Set ID and Fiscal Year field values default. You can accept the default values or update them as necessary.</p>
3.	<p>Enter the Department into the Department field.</p> <input data-bbox="337 1297 500 1333" type="text"/> <p>NOTE: You can use the Prompt Button that appears next to the field to see all the departments you have access to.</p>
4.	<p>Select Position from the Budget Level Field.</p> <input data-bbox="337 1444 472 1486" type="text"/>


Step	Action																																													
5.	<p>Search using Position or Employee.</p> <p>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.</p> <p>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.</p>  <p>Look Up Position Number</p> <p>Position Number begins with <input type="text"/> Step 5a</p> <p>Description begins with <input type="text"/></p> <p>Empl ID begins with <input type="text"/></p> <p>Empl Record = <input type="text"/> Step 5b</p> <p>Name begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View 100 First 1-8 of 8 Last</p> <table border="1"> <thead> <tr> <th>Position Number</th> <th>Description</th> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>40034369</td> <td>RES-AY-1/9-B/E/E</td> <td>10055552</td> <td>3</td> <td>Chang, Jane Pei-Chen</td> </tr> <tr> <td>40034922</td> <td>ADM CRD OFCR</td> <td>10057318</td> <td>0</td> <td>Grimm, Schaffer</td> </tr> <tr> <td>40036020</td> <td>GSR-PARTIAL FEE REM</td> <td>10060330</td> <td>0</td> <td>Guevara De Jesus, Michael</td> </tr> <tr> <td>40038473</td> <td>GSR-PARTIAL FEE REM</td> <td>10058070</td> <td>0</td> <td>Lee, Taehwan</td> </tr> <tr> <td>40043150</td> <td>RES-AY-1/9-B/E/E</td> <td>10062930</td> <td>2</td> <td>Carman, Gregory P</td> </tr> <tr> <td>40045515</td> <td>GSR-PARTIAL FEE REM</td> <td>10060686</td> <td>0</td> <td>Acosta, Adrian</td> </tr> <tr> <td>40058527</td> <td>STDT AFFAIRS OFCR 4</td> <td>10054055</td> <td>0</td> <td>O'cadiz, Maria Pilar</td> </tr> <tr> <td>40062170</td> <td>MGT SVC OFCR 3</td> <td>10064500</td> <td>0</td> <td>O-Lee, Tsai-Tsai</td> </tr> </tbody> </table>	Position Number	Description	Empl ID	Empl Record	Name	40034369	RES-AY-1/9-B/E/E	10055552	3	Chang, Jane Pei-Chen	40034922	ADM CRD OFCR	10057318	0	Grimm, Schaffer	40036020	GSR-PARTIAL FEE REM	10060330	0	Guevara De Jesus, Michael	40038473	GSR-PARTIAL FEE REM	10058070	0	Lee, Taehwan	40043150	RES-AY-1/9-B/E/E	10062930	2	Carman, Gregory P	40045515	GSR-PARTIAL FEE REM	10060686	0	Acosta, Adrian	40058527	STDT AFFAIRS OFCR 4	10054055	0	O'cadiz, Maria Pilar	40062170	MGT SVC OFCR 3	10064500	0	O-Lee, Tsai-Tsai
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40062170	MGT SVC OFCR 3	10064500	0	O-Lee, Tsai-Tsai																																										
6.	<p>Click the Add button.</p> 																																													
7.	<p>The system displays the Funding Entry page.</p> <p>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.</p>																																													
8.	<p>The Job Data Snapshot section displays the incumbent employee's job details over two tabs: Job details 1 and Job details 2.</p>																																													

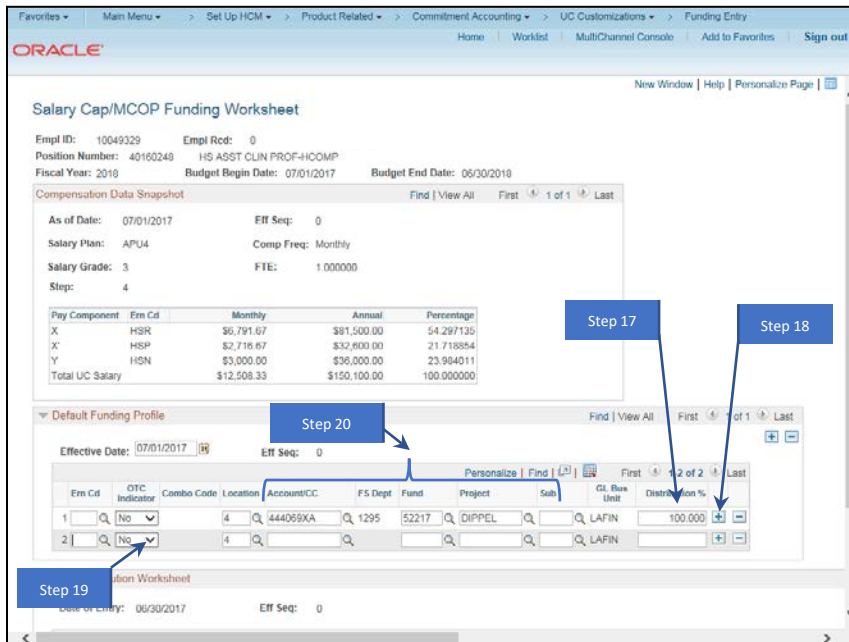
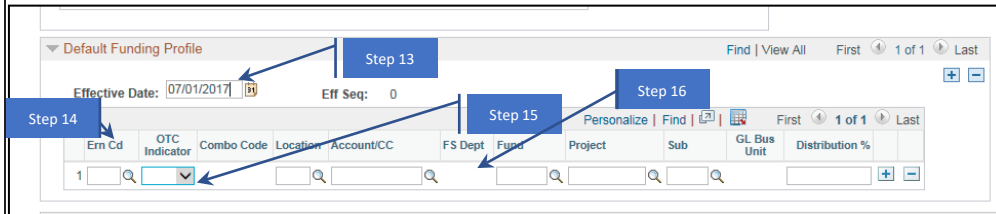


Step	Action
9.	<p>The Funding Entry page displays the Salary Cap / MCOP Worksheet link <u>only</u> for a filled position with a single incumbent and there is a Capped Fund.</p> <p>If you attempt to enter funding on the Funding Entry page instead of the Salary Cap/MCOP Worksheet <u>and</u> the employee's salary is <u>above</u> the cap, the system displays an error and you cannot save the data. You <u>Must</u> use the Salary Cap / MCOP Funding Worksheet.</p> <p>If the employee's salary is <u>below</u> the cap, the system displays a warning message. You can decide whether to use the Salary Cap / MCOP Funding Worksheet or the Funding page.</p>
10.	<p>Click the Salary Cap / MCOP Funding Worksheet link.</p> <p>Salary Cap / MCOP Funding Worksheet</p>
11.	<p>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.</p> <p>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.</p> <p>NOTE: Contact your HCM Initiator in order to make changes or adjustments to the Compensation Data.</p>



Step	Action
12.	<p>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.</p> <p>For default funding you should receive prior department approval. There should be No restricted funds in the Default funding.</p>
13.	<p>Enter the Effective Date into the Effective Date field.</p> <p><input type="text"/></p> <p>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.</p> <p>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.</p> <p>Past Effective Date - If the Effective Date is in the Past then UCPath considers that as being effective now <u>unless</u> there is another Effective Date that takes its place.</p> <p>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.</p>
14.	<p>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.</p> <p>NOTE: UCPath will require at least 1 row where the ERN Cd is blank in order to assign the</p>

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.

The screenshot displays the Oracle HR system interface for 'Funding Entry'. At the top, there are navigation tabs: Favorites, Main Menu, Set Up HCM, Product Related, Commitment Accounting, UC Customizations, and Funding Entry. The main content area is divided into several sections:

- As of Date:** 07/01/2017, **Eff Seq:** 0
- Salary Plan:** APLU4, **Comp Freq:** Monthly
- Salary Grade:** 3, **FTE:** 1.000000
- Step:** 4

Below this is a table of funding components:

Pay Component	Em Cd	Monthly	Annual	Percentage
X	HSR	\$6,791.67	\$81,500.00	54.297135
X'	HSP	\$2,716.67	\$32,600.00	21.718854
Y	HSN	\$3,000.00	\$36,000.00	23.994011
Total UC Salary		\$12,508.33	\$150,100.00	100.000000

The 'Default Funding Profile' section includes an 'Effective Date' of 07/01/2017 and an 'Eff Seq' of 0. Below this is a table for funding distribution with columns: Em Cd, OTC Indicator, Combo Code, Location, Account/CC, FS Dept, Fund, Project, Sub, GL Dist Unit, and Distribution %.

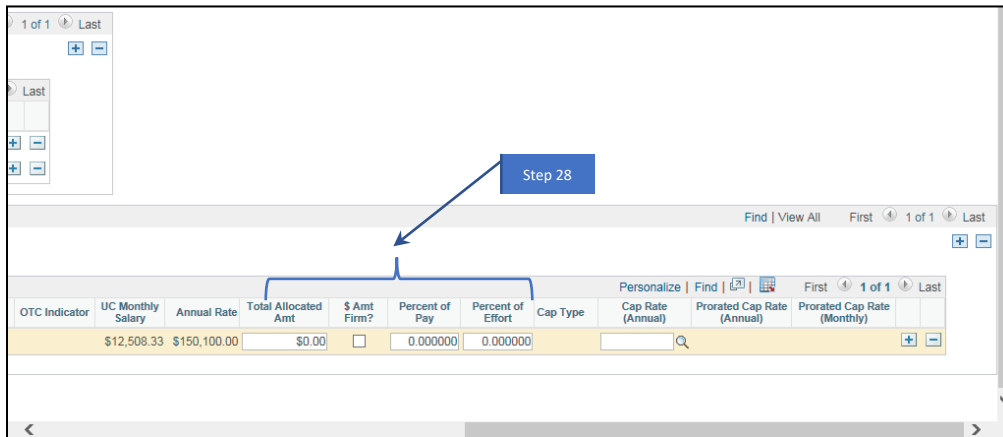
The 'Funding Distribution Worksheet' section shows a 'Date of Entry' of 06/30/2017 and 'Last Updated By: 10031075'. It contains a table with columns: Begin Date, End Date, Em Cd, Combo Code, Location, Account/CC, FS Dept, Fund, Project, Sub, GL Dist Unit, OTC Indicator, and UC Monthly Salary.

Blue callout boxes indicate the following steps:

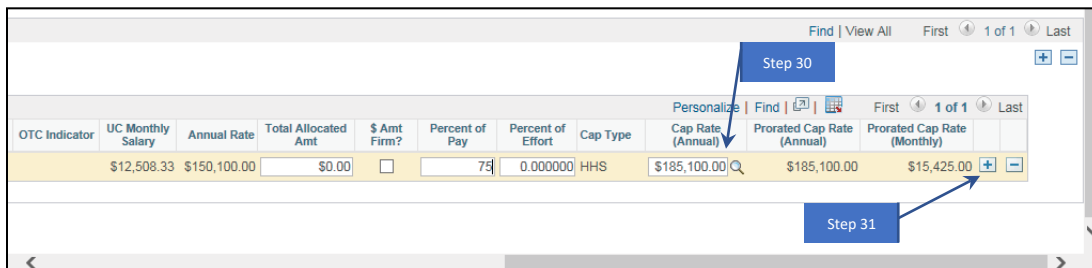
- Step 21:** Points to the 'Distribution %' column in the funding components table.
- Step 22:** Points to the 'OTC Indicator' dropdown in the funding distribution table.
- Step 23:** Points to the 'Begin Date' field in the funding distribution table.
- Step 24:** Points to the 'End Date' field in the funding distribution table.
- Step 25:** Points to the 'ERN Cd' field in the funding distribution table.
- Step 26:** Points to the 'UC Monthly Salary' field in the funding distribution table.



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.

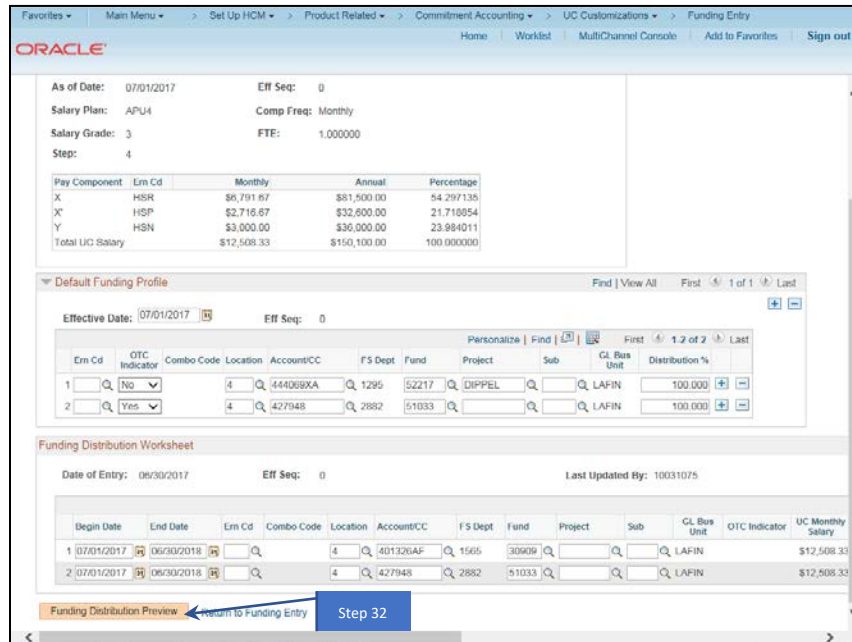
26.	<p>Enter the appropriate fund sources, including Location, Account/CC, Fund, Project and SUB (FAU). NOTE: The Sub will always default to 00 for Faculty and Academics. Staff will default as 01. There are some academics that could be 02. Under that situation select 02 so that the system will override Sub 00 with Sub 02.</p> <p>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.</p>
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. 🔍

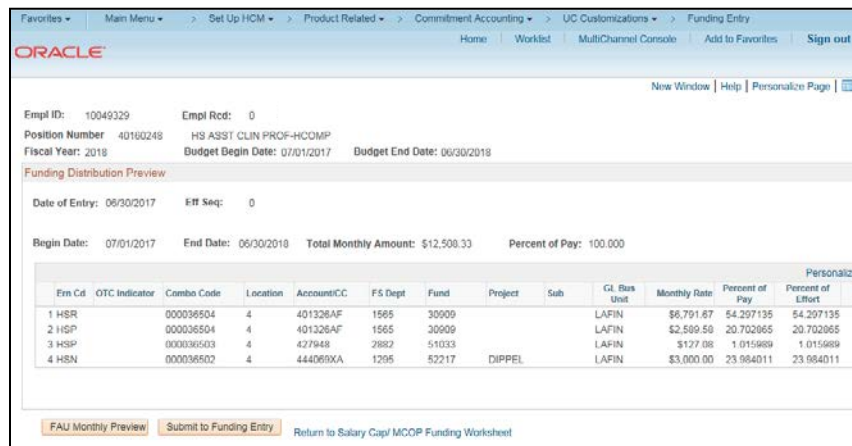


Step	Action
31.	Continue to enter the necessary funding distribution detail for the selected position. You can insert additional rows as necessary by clicking the Add a new row button. 
32.	When you are finished entering funding distribution details in the Funding Distribution Worksheet and Default Funding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



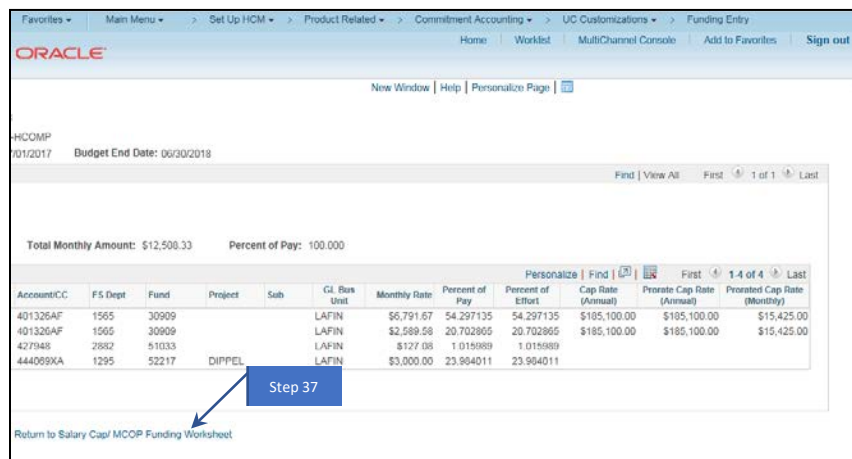
The screenshot shows the Oracle HRMS interface. At the top, there are navigation menus: Favorites, Main Menu, Set Up HCM, Product Related, Commitment Accounting, UC Customizations, and Funding Entry. Below the navigation, there are fields for 'As of Date: 07/01/2017', 'Eff Seq: 0', 'Salary Plan: APU4', 'Comp Freq: Monthly', 'Salary Grade: 3', and 'FTE: 1.000000'. A table shows 'Pay Component' details with columns for Em Cd, Monthly, Annual, and Percentage. Below this is the 'Default Funding Profile' section with 'Effective Date: 07/01/2017' and 'Eff Seq: 0'. It contains a table with columns: Em Cd, OTC Indicator, Combo Code, Location, Account/CC, F5 Dept, Fund, Project, Sub, GL Bus Unit, and Distribution %. Below that is the 'Funding Distribution Worksheet' section with 'Date of Entry: 06/30/2017' and 'Last Updated By: 10031075'. It contains a table with columns: Begin Date, End Date, Em Cd, Combo Code, Location, Account/CC, F5 Dept, Fund, Project, Sub, GL Bus Unit, OTC Indicator, and UC Monthly Salary. At the bottom, there are buttons for 'Funding Distribution Preview', 'Return to Funding Entry', and 'Step 32'.

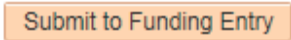
Step	Action
33.	The system displays the funding distribution preview data. The data on this page is view-only, except for Location-specific chartfields fields for the OTC funding lines.



The screenshot shows the Oracle HRMS interface. At the top, there are navigation menus: Favorites, Main Menu, Set Up HCM, Product Related, Commitment Accounting, UC Customizations, and Funding Entry. Below the navigation, there are fields for 'Empl ID: 10049329', 'Empl Rcd: 0', 'Position Number: 40160248', 'HS ASST CLIN PROF-HCOMP', 'Fiscal Year: 2018', 'Budget Begin Date: 07/01/2017', and 'Budget End Date: 06/30/2018'. Below this is the 'Funding Distribution Preview' section with 'Date of Entry: 06/30/2017' and 'Eff Seq: 0'. It contains a table with columns: Begin Date, End Date, Total Monthly Amount, and Percent of Pay. Below that is a table with columns: Em Cd, OTC Indicator, Combo Code, Location, Account/CC, F5 Dept, Fund, Project, Sub, GL Bus Unit, Monthly Rate, Percent of Pay, and Percent of Effort. At the bottom, there are buttons for 'FAU Monthly Preview', 'Submit to Funding Entry', and 'Return to Salary Cap/ MCOP Funding Worksheet'.

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. <ul style="list-style-type: none"> • 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 Pop-up 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. 
40.	The system copies the funding rows from the worksheet to the Earnings Distribution section of the Funding Entry page.

Set ID: LACMP Department: 144500 Biological Chemistry Request Status: In Progress
 Fiscal Year: 2018 Budget Begin Date: 07/01/2017 Budget End Date: 06/30/2018

Level
 Department Position Pool Position
 Position Number: 40160248 HS ASST CLIN PROF HCOMP Pool ID:

Job Data Snapshot
 Job details 1 Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expec Job Ex-Date
1	10049329		07/01/2017	0	144500	001732		Active	

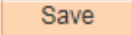
Funding Effective Date: 07/01/2017 Eff Seq: 0 *Status: Active Record Status: In Progress

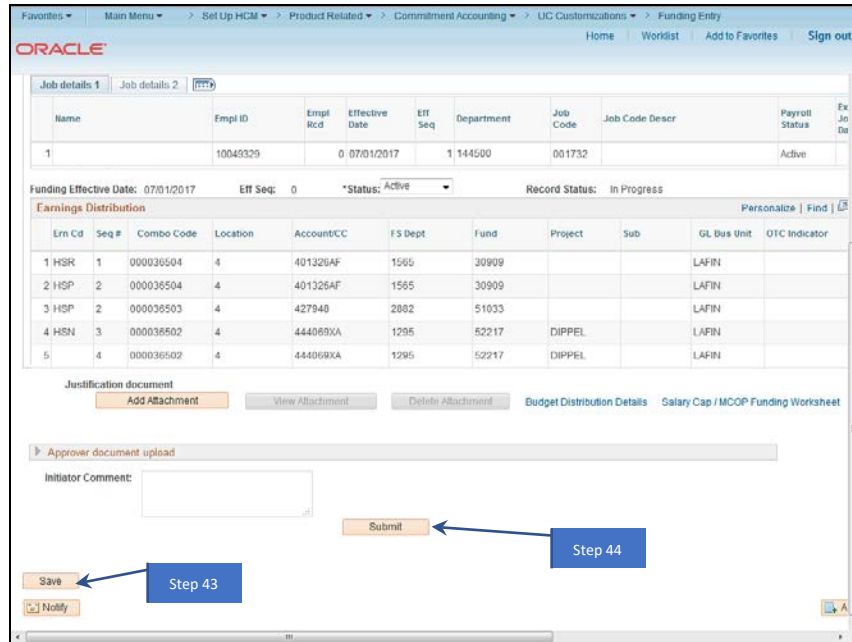
Earnings Distribution

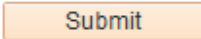
Em Ctl	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator
1 HSR	1	000036504	4	401326AF	1565	30909			LAFIN	
2 HSP	2	000036504	4	401326AF	1565	30909			LAFIN	
3 HSP	3	000036503	4	42794B	2882	51033			LAFIN	
4 HSN	4	000036502	4	444069XA	1295	52217	DIPPEL		LAFIN	
5		000036502	4	444069XA	1295	52217	DIPPEL		LAFIN	

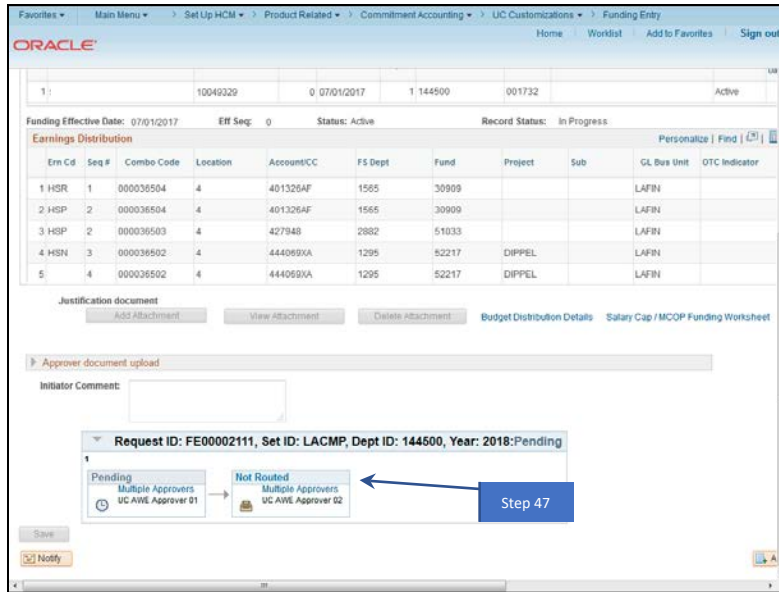
Justification document
 Add Attachment View Attachment Delete Attachment Budget Distribution Details Salary Cap / MCOP Funding Worksheet

Approver document upload
 Initiator Comment:

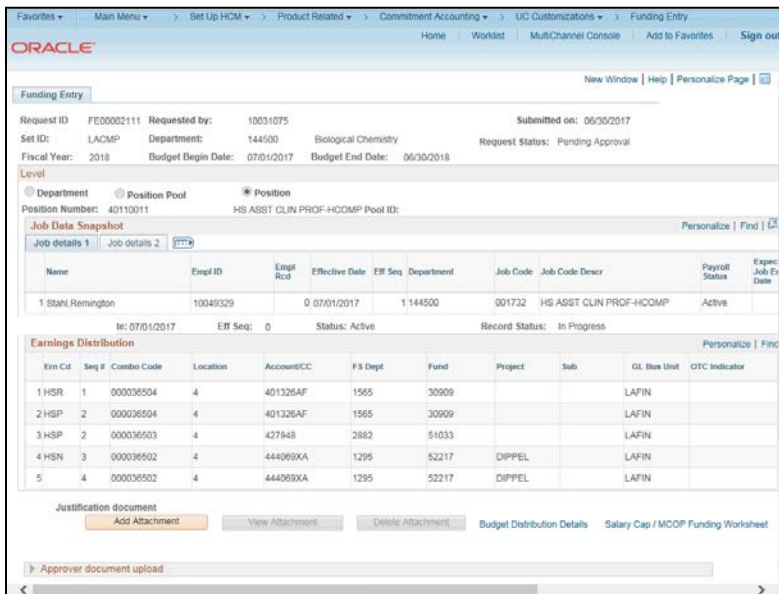
Step	Action
41.	To attach a supporting document, click the Add Attachment button, search for and select the appropriate file. If you add an attachment, the options for viewing or deleting the attachment are available. Only the user who adds an attachment is able to delete it from the transaction. After 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. 



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. 
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.

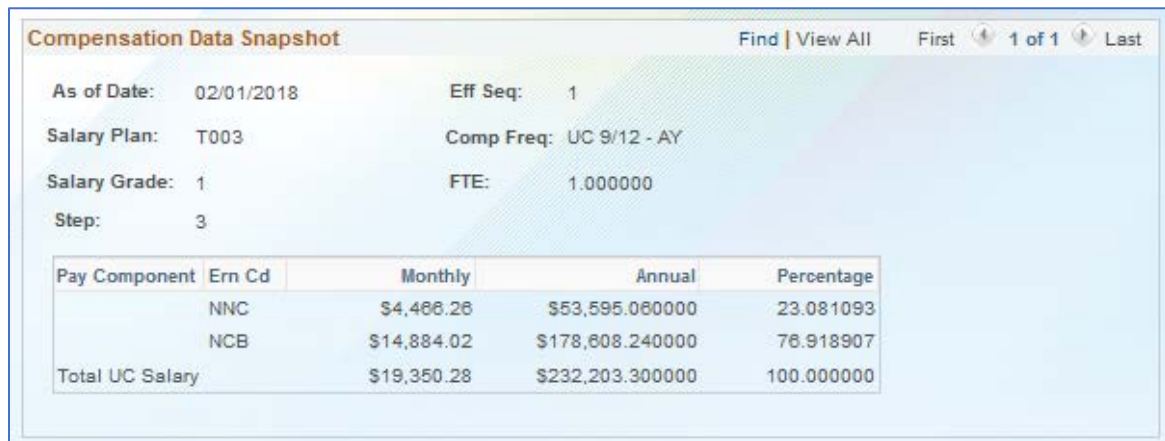
Appendix – Example 1 of a Position with NSTP

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

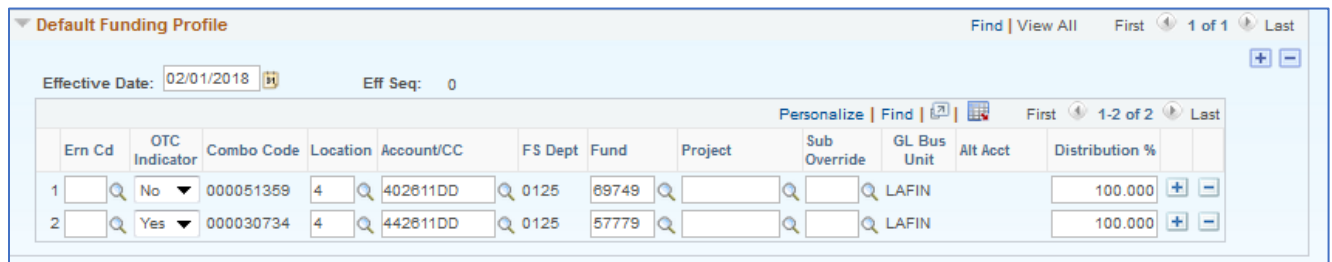
As of Date: 02/01/2018 Eff Seq: 1
Salary Plan: T003 Comp Freq: UC 9/12 - AY
Salary Grade: 1 FTE: 1.000000
Step: 3

Pay Component	Ern Cd	Monthly	Annual	Percentage
	NNC	\$4,488.28	\$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

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.

Begin Date	End Date	Em Cd	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Alt Acct	OTC Indicator	UC Monthly Salary	Annual Rate	Total Allocated Amt	Rate	Percent of Pay	Percent of Effort	Cap Type	Personance	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)
02/01/2018	05/30/2018	NCB	000031077	4	4020101A	0125	19935			LAFIN			\$19,350.28	\$232,203.30	\$74,420.10		70.918907	70.918907					
02/01/2018	05/30/2018	NNC	000035525	4	442611DD	0125	30293			LAFIN			\$19,350.28	\$232,203.30	\$5,843.75		0.029966	10.000000	HMS	\$187,000.00	\$140,250.00	\$11,687.50	
02/01/2018	05/30/2018	NNC	000038814	4	442611DD	0128	79081			LAFIN			\$19,350.28	\$232,203.30	\$5,289.37		5.438969	9.000000	HMS	\$187,000.00	\$140,250.00	\$11,687.50	
02/01/2018	05/30/2018	NNC	000031014	4	442611DD	0125	29981			LAFIN			\$19,350.28	\$232,203.30	\$2,384.88		2.454965	4.081093	HMS	\$187,000.00	\$140,250.00	\$11,687.50	

Figure 3 Funding Distribution Worksheet

FUNDING DISTRIBUTION PREVIEW

Preview funding distribution before submitting funding entry for approval.

Em 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			

Figure 4 Funding Distribution Preview

Appendix – Example 2 of a Faculty Position with NSTP

Salary Cap/MCOP Funding Worksheet

Empl ID: 10045110 Empl Rcd: 0
 Position Number: 40044410 PROF-AY
 Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019

Compensation Data Snapshot

As of Date: 07/01/2018 Eff Seq: 0
 Salary Plan: T001 Comp Freq: LIC 912 - AY
 Salary Grade: 1 FTE: 1.000000
 Step: 3

Pay Component	Empl Cst	Monthly	Annual	Percentage
NPC		\$4,100.00	\$49,200.00	23.076919
NCB		\$13,696.67	\$164,000.04	76.923081
Total UC Salary		\$17,796.67	\$213,200.04	100.000000

Default Funding Profile

Effective Date: 07/01/2018 Eff Seq: 0

Empl Cst	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Distribution %
1	Y	000042540	4	4058631B	1935	19900			LAFN	100.000
2	Y	000042540	4	4058631B	1935	19900			LAFN	100.000

Funding Distribution Worksheet

Date of Entry: 06/23/2018 Eff Seq: 0 Last Updated By: 10058272

Begin Date	End Date	Empl Cst	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	UC Monthly Salary	Annual Rate	Total Allocated Amt	\$ Amt Fovr?	Percent of Pay	Percent of Effort	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1 07/01/2018	01/31/2019	NNC	000042540	4	4058631B	1935	19900			LAFN		\$17,796.67	\$213,200.04	\$34,822.67		28.000000	28.000000				
2 07/01/2018	06/30/2019	NNC	000026820	4	445963GP	1935	31027			LAFN		\$17,766.67	\$213,200.04	\$32,815.37		15.391826	23.076919	HH	\$189,500.00	\$142,200.00	\$11,850.00
3 07/01/2018	06/30/2019	NCB	000042540	4	445963GP	1935	29006			LAFN		\$17,766.67	\$213,200.04	\$28,440.00		13.339585	20.000000	HH	\$189,500.00	\$142,200.00	\$11,850.00
4 07/01/2018	06/30/2019	NCB	000026820	4	445963GP	1935	31027			LAFN		\$17,766.67	\$213,200.04	\$9,826.02		4.608827	6.910000	HH	\$189,500.00	\$142,200.00	\$11,850.00
5 07/01/2018	01/31/2019	NCB	000054998	4	445963GP	1935	30970			LAFN		\$17,766.67	\$213,200.04	\$9,124.50		7.336772	11.000000	HH	\$189,500.00	\$142,200.00	\$11,850.00
6 07/01/2018	01/31/2019	NCB	000054998	4	445963GP	1935	31361			LAFN		\$17,766.67	\$213,200.04	\$9,124.50		7.336772	11.000000	HH	\$189,500.00	\$142,200.00	\$11,850.00
7 02/01/2019	06/30/2019	NCB	000042540	4	4058631B	1935	19900			LAFN		\$17,766.67	\$213,200.04	\$44,416.67		50.000000	50.000000				

Figure 5 - Funding Worksheet in UCPath

Funding Distribution Preview

Empl ID: 10045110 Empl Rcd: 0
 Position Number: 40044410 PROF-AY
 Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019

Date of Entry: 08/23/2018 Eff Seq: 0

Begin Date: 07/01/2018 End Date: 01/31/2019 Total Monthly Amount: \$17,766.67 Percent of Pay: 100.000

Empl Cst	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Monthly Rate	Percent of Pay	Percent of Effort	Cap Rate (Annual)	Prorate Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1 NNC	N-OTC001	000054997	4	445963GP	1935	31027			LAFN	\$2,734.61	15.391826	23.076919	\$189,500.00	\$142,200.00	\$11,850.00
2 NNC	Y-OTC001	000054998	4	4058631B	1935	19900			LAFN	\$1,365.39	7.685093	0.000000			
3 NCB		000042540	4	4058631B	1935	19900			LAFN	\$6,204.67	34.923081	34.923081			
4 NCB	N-OTC002	000054999	4	445963GP	1935	29006			LAFN	\$2,370.00	13.339585	20.000000	\$189,500.00	\$142,200.00	\$11,850.00
5 NCB	Y-OTC002	000055000	4	4058631B	1935	19900			LAFN	\$1,183.33	6.660415	0.000000			
6 NCB	Y-OTC003	000055001	4	4058631B	1935	19900			LAFN	\$650.83	3.663228	0.000000			
7 NCB	N-OTC003	000055002	4	445963GP	1935	30970			LAFN	\$1,303.50	7.336772	11.000000	\$189,500.00	\$142,200.00	\$11,850.00
8 NCB	Y-OTC004	000055004	4	4058631B	1935	19900			LAFN	\$650.83	3.663228	0.000000			
9 NCB	N-OTC004	000055003	4	445963GP	1935	31361			LAFN	\$1,303.50	7.336772	11.000000	\$189,500.00	\$142,200.00	\$11,850.00

Begin Date: 02/01/2019 End Date: 06/30/2019 Total Monthly Amount: \$17,766.67 Percent of Pay: 100.000

Empl Cst	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Monthly Rate	Percent of Pay	Percent of Effort	Cap Rate (Annual)	Prorate Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1 NNC	N-OTC001	000054997	4	445963GP	1935	31027			LAFN	\$2,734.61	15.391826	23.076919	\$189,500.00	\$142,200.00	\$11,850.00
2 NNC	Y-OTC001	000054998	4	4058631B	1935	19900			LAFN	\$1,365.39	7.685093	0.000000			
3 NCB		000042540	4	4058631B	1935	19900			LAFN	\$10,113.34	56.923081	56.923081			
4 NCB	Y-OTC002	000055000	4	4058631B	1935	19900			LAFN	\$1,183.33	6.660415	0.000000			
5 NCB	N-OTC002	000054999	4	445963GP	1935	29006			LAFN	\$2,370.00	13.339585	20.000000	\$189,500.00	\$142,200.00	\$11,850.00

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

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

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

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1	10046110	0	07/01/2018	0	193500	001100		Active		<input type="checkbox"/>

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

Earnings Distribution Personalize | Find | First 1 of 6 Last

Em 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	<input type="text"/>	66.698
2	NNC	2	000054998	4	4058631B	1935	19900		LAFIN	Y-OTC001	<input type="text"/>	33.302
3	NCB	3	000042640	4	4058631B	1935	19900		LAFIN		<input type="text"/>	74.000
4	NCB	4	000055000	4	4058631B	1935	19900		LAFIN	Y-OTC002	<input type="text"/>	8.659
5	NCB	5	000054999	4	445963GP	1935	29006		LAFIN	N-OTC002	<input type="text"/>	17.341
6			000042640	4	4058631B	1935	19900		LAFIN		<input type="text"/>	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