

Salary Cap/Multiple Components of Pay Worksheet

Ensure you have your phone or fob for the
Duo Mobile multi-factor authentication

Introductions

Instructor

- Name
- UCI role
- UCPath role
- Functional experience



Course Agenda

Topic



1: Purpose of Salary Cap/MCOP Funding Worksheet

2: Salary Capped Funding

3: Health Sciences Salary Caps & Multiple Components of Pay



Course Objectives



Key Objectives:

- Understand the Salary Cap/Multiple Components of Pay Worksheet
- Examine the difference between Salary Cap and MCOP NSTP worksheet
- Review Health Sciences Salary Caps & Multiple Components of Pay



A large, blue, curved arrow pointing from the left towards the text.

LESSON 1

Purpose of Salary Cap / MCOP Funding Worksheet



Lesson Objectives



1

Purpose of Salary Cap/MCOP
Funding Worksheet

2: Salary Capped Funding

3: Health Sciences Salary
Caps & Multiple Components
of Pay

In this lesson, we will:

- Why is the Salary Cap/MCOP Funding Worksheet needed
- How to access the Salary Cap/MCOP Funding Worksheet



Funding Entry Overview

Whenever a department creates a new position, funding has to be added to establish the account/fund to be used for the payroll expenses.

Many UCI employees are paid using funds that have salary caps (i.e., grant funds) and/or with multiple funding sources (i.e., NSTP or HCOMP).

The scenarios below trigger the use of the Salary Cap/MCOP Funding Worksheet.

- Entering an account/fund combination on the Funding Entry page that has a salary cap
- Entering multiple components of pay using multiple funding sources



Funding Entry - Accessing the Worksheet

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

Funding Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ Search Criteria

Request ID begins with |
Set ID begins with |
Department begins with |
Fiscal Year = | 2020
Budget Level = |
Position Pool ID begins with |
Position Number begins with |
Description begins with |
Empl ID begins with |
Empl Record = |
Name begins with |
Request Approval Status = |

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

To access the MCOP worksheet, you must navigate to the funding entry page.

To do this, click on the **Add a New Value** Tab.

[Please refer to funding entry training for additional information establishing position funding.](#)



Funding Entry - Add a New Value tab

To enter new funding, update existing funding, or view existing funding information, enter the following on the Add a New Value tab:

- **Department** in which the position resides
- **Position Number**

Note: The **Fiscal Year** will default to the current period. If you wish to enter funding for a future period, this field must be updated here.

Funding Entry

[Find an Existing Value](#) [Add a New Value](#)

Request ID

Set ID

Department

Fiscal Year

Budget Level

Position Pool ID

Position Number

[Find an Existing Value](#) | [Add a New Value](#)



Funding Entry Data Elements

Note: Incumbent information is located in the Job Data Snapshot.

Funding Entry

Request ID: NEW
Set ID: IRCMP Department: Request Status: In Progress
Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

Level: Find | View All First 1 of 3 Last

Department Position Pool Position

Position Number: 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								Active		<input type="checkbox"/>

Funding Effective Date: 03/08/2020

Earnings Distribution Personalize | Find | First 1-2 of 2 Last

Em Cd	Sec #	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Over the Cap	Funding End Date	Pay Dist %
1	REG	1	IR	FG21815	8702	30525	02	IRFIN					100.000
							02	IRFIN					100.000

Save

Delete Attachment Budget Distribution Details Salary Cap / MCOP Funding Worksheet

Funding Effective Date cannot pre-date hire date.

Review the Job Details tabs to view Job Data.

Initiators will be able to review Job details including EMPL ID, Effective Date, Job Code and Payroll status.

Pulls the data from the Salary Cap / MCOP Worksheet into the Funding Entry page.



Funding Entry – Enter KFS Account

Funding Entry

Request ID: NEW
Set ID: IRCMP Department: [Redacted]
Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: [Redacted]

Level

Department Position Pool Position

Position Number: [Redacted]

Job Data Snapshot

Job details 1 Job details 2 [More]

Name	Empl ID	Empl Rcd	Effective Date	Status
[Redacted]	[Redacted]	0	12/29/2019	Active

Funding Effective: 03/08/2020 Eff Seq: 1 Status: Active Record Status: In Progress

Date: [Redacted]

Earnings Distribution

Em Cd	Seq #	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Over the Cap	Funding End Date	Pay Dist %
1	REG	1	IR	FG21815	8702	30525	02	IRFIN				[Input]	100.000
2			IR	FG21815	8702	30525	02	IRFIN				[Input]	100.000

Justification document

[Add Attachment](#) [View Attachment](#) [Delete Attachment](#) [Budget Distribution Details](#) [Salary Cap / MCOP Funding Worksheet](#)

Approver document upload

Initiator Comment: [Text Area]

[Save](#)

Annotations:

- Use the Earnings Distribution Section to enter the approved KFS Account/FUND that will pay for the compensation identified on the employees job data.
- For employees that are receiving pay from multiple funding sources, percentage of pay by ERN code, Use the Earning Distro to allocate funding by ERN code.
- Pulls the data from the Salary Cap / MCOP Worksheet into the Funding Entry page.



How to access the worksheet

The **Salary Cap/MCOP Funding Worksheet** link is located at the bottom of the Funding Entry page.

In order to access the worksheet, an incumbent must be hired into the position. Incumbent information is located within the **Job Data Snapshot**.

The screenshot displays the UCPath Funding Entry interface. At the top, there are fields for Request ID, Set ID (IRCMP), Department, Fiscal Year (2020), Budget Begin Date (07/01/2019), and Budget End Date (06/30/2020). Below these are radio buttons for Department, Position Pool, and Position. A red box highlights the **Job Data Snapshot** section, which includes a table of incumbent information. A blue arrow points from the text box above to this section. Below the Job Data Snapshot is the **Earnings Distribution** table. At the bottom of the page, there are buttons for 'Add Attachment', 'View Attachment', and 'Delete Attachment', followed by a 'Budget Distribution Details' section containing a red-bordered link for 'Salary Cap / MCOP Funding Worksheet', which is pointed to by a red arrow.

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 UCI Employee	10280		01/01/2020	0			RECALL HCOMP	Active	06/30/2020	

Em Cd	Seq #	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Over the Cap	Funding End Date
1	REG	1	IR	SS12828	6097	60200	C	00	IRFIN			
2	REG	1	IR	GF15731	6087	19900		00	IRFIN			
3	REG	1	IR	SS12826	6097	60200	C	00	IRFIN			
4	HSN	2	IR	SS12826	6097	60200	C	00	IRFIN			
5		3	IR	GF15731	6087	19900		00	IRFIN			

Justification document: Add Attachment, View Attachment, Delete Attachment

Budget Distribution Details: [Salary Cap / MCOP Funding Worksheet](#)



A large, blue, curved arrow pointing from the left towards the text.

LESSON 2

Salary Capped Funding



Lesson Objectives



1: Purpose of Salary Cap/MCOP Funding Worksheet

2

Salary Capped Funding

3: Health Sciences Salary Caps & Multiple Components of Pay

In this lesson, we will:

- What are salary capped funds
- When do salary capped funds require the use of the worksheet
- How to setup the worksheet for salary capped funds



What is Salary Cap Funding

Many UCI employees are paid using funds that have salary caps.

- A custom effective-dated table that stores salary cap rates, fund and project attributes is available in UCPath.
 - The table is effective-dated so that changes to salary cap rates over time can be tracked and applied.
 - The following types of funds are stored in this table: Federal, sponsored, state, general, restricted, sponsor name, award type, federal flow through, and other sponsor types.
 - Cap rates will be prorated based on Compensation Frequency of the employee (e.g. 9 over 12).



Salary Cap/MCOP Funding Worksheet

The Salary Cap/ MCOP Funding Worksheet is required when an employee is compensated with funds that have a salary cap and their compensation exceeds the amount allowed for the capped fund.



Salary Cap/MCOP Funding Worksheet

Select the Salary Cap/MCOP Funding Worksheet hyperlink on the bottom right of page to access the MCOP funding worksheet.

Funding Entry

Request ID: Submitted on: 12/07/2019
Set ID: IRCMP Department: Request Status: Saved to Database
Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020
Level: Find | View All
 Department Position Pool Position
Position Number: Pool ID:

Job Data Snapshot Personalize | Find | First 1 of 1

Name	Empl ID	Empl Red	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 UCI Employee	10280		01/01/2020	0			RECALL HCOMP	Active	06/30/2020	<input type="checkbox"/>

Funding Effective Date: 12/01/2019 Eff Seq: 0 Status: Active Record Status: Saved to Database

Earnings Distribution Personalize | Find | First

Em Cd	Seq #	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Over the Cap	Funding End Date
1	REG	1	IR	SS12828	6097	60200	C	00	IRFIN			
2	REG	1	IR	GF15731	6087	19900		00	IRFIN			
3	REG	1	IR	SS12826	6097	60200	C	00	IRFIN			
4	HSN	2	IR	SS12826	6097	60200	C	00	IRFIN			
5		3	IR	GF15731	6087	19900		00	IRFIN			

Justification document
Add Attachment View Attachment Delete Attachment Budget Distribution Details [Salary Cap / MCOP Funding Worksheet](#)



Components of the Worksheet

Salary Cap/MCOP Funding Worksheet

Empl ID: Empl Rod: 0
Position Number:
Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 08/30/2020

Compensation Data Snapshot

As of Date: 12/29/2019 Eff Seq: 0
Salary Plan: Comp Freq: Hourly
Salary Grade: 109 FTE: 1.000000
Step: 15

Pay Component	Em Cd	Monthly	Annual	Percentage
Total UC Salary	REG	\$63.88	\$133,381.44	100.000000

Default Funding Profile

Effective Date: 03/08/2020 Eff Seq: 0

Em Cd	OTC Indicator	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Distribution %
1	No	IR	FG21815	8702	30525		02	IRFIN			100.000
2	Yes	MC	7427814	8902	63000		02	IRFIN			100.000

Funding Distribution Worksheet

Date of Entry: 03/22/2020 Eff Seq: 0 Last Updated By: 10291086

Begin Date	End Date	Em Cd	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Over the Cap	UC Monthly Salary	Annual Rate	Total Allocated Amt	\$ Amt Firm?	Percent of Pay	Percent of Effort	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1 03/08/2020	08/30/2020	IR	FG21815	8702	30525			02	IRFIN				\$63.88	\$133,381.44	\$241.09	<input type="checkbox"/>	100.000000	100.000000	HHS	\$197,300.00	\$197,300.00	

Funding Distribution Preview Return to Funding Entry

The worksheet has 3 different sections.

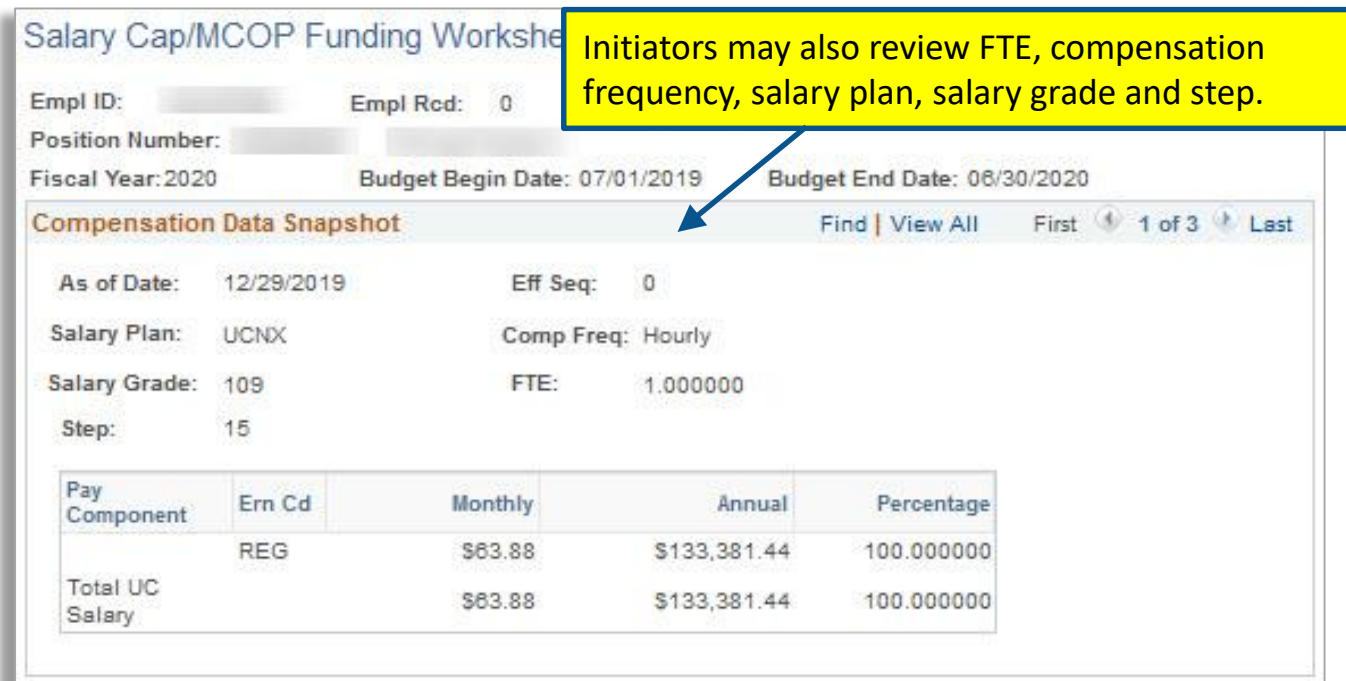
1. Compensation Data Snapshot
2. Default Funding Profile
3. Funding Distribution Worksheet



Compensation Data Snapshot

The **Compensation Data Snapshot** provides the employee's monthly and annual compensation amount by earn code and percentage.

When accessing the MCOP worksheet, the compensation details are displayed at the top of the page.



Salary Cap/MCOP Funding Worksheet

Empl ID: [redacted] Empl Rcd: 0
Position Number: [redacted]
Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

Compensation Data Snapshot Find | View All First 1 of 3 Last

As of Date: 12/29/2019 Eff Seq: 0
Salary Plan: UCNX Comp Freq: Hourly
Salary Grade: 109 FTE: 1.000000
Step: 15

Pay Component	Ern Cd	Monthly	Annual	Percentage
	REG	\$63.88	\$133,381.44	100.000000
Total UC Salary		\$63.88	\$133,381.44	100.000000



Default Funding Profile

- **Default Funding Profile** section is set up to ensure that payroll expenses are charged to the correct KFS account/fund. Initiators have to indicate which account and fund will pay up to the cap and which will pay over the cap.
- **Effective Date** – indicates when the use of this funding should begin.
 - 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.



Effective Date: 03/08/2020 Eff Seq: 0

Ern Cd	OTC Indicator	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Distribution %
1	No	IR	FG21815	8702	30525		02	IRFIN			100.000
2	Yes	MC	7427814	8902	63000		02	IRFIN			100.000

Default Funding - Salary Cap

Scenario

Employee has a salary of \$125,000. The KFS account used has a salary cap of \$100,000.

The initiator will have to enter another account to cover the over the cap gap amount (\$25,000).

Use the **OTC Indicator** 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.

The **Distribution %** shows the percentage paid by earn code.

Effective Date: 12/01/2019 Eff Seq: 0

Ern Cd	OTC Indicator	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Distribution %
1	No	IR	GF10156	7146	19900		02	IRFIN			100.000
2	Yes	IR	PR56485	8036	56923		00	IRFIN			100.000



Funding Distribution Worksheet

The **Funding Distribution Worksheet** section allows the initiator to identify the desired funding sources for employee payroll expenses.

- The **Begin Dates** and **End Dates** are specified to inform UCPATH when the KFS Account should begin and end paying from the distribution line.
 - **Begin Date** should match the Effective Date in the Default Funding Profile section.
 - **End Date** should not go past the fiscal year end date of 6/30/YYYY.
- The **Percent of Pay** and **Percent of Effort** fields must sum to 100% for each line entered.

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

Date of Entry: 03/22/2020 Eff Seq: 0 Last Updated By: 10291088 +

Begin Date	End Date	KFS Em Cd Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Over the Cap	UC Monthly Salary	Annual Rate	Total Allocated Amt	\$ Amt Firm?	Percent of Pay	Percent of Effort	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1 03/08/2020	06/30/2020	IR	FG21815	8702	30525		02	IRFIN				\$83.88	\$133,381.44	\$241.09	<input type="checkbox"/>	100.000000	100.000000	HHS	\$197,300.00	\$197,300.00	

Personalize | Find | First 1 of 1 Last

[Funding Distribution Preview](#) [Return to Funding Entry](#)



Percentage of Effort

UC Monthly Salary	Annual Rate	Total Allocated Amt	\$ Amt Firm?	Percent of Pay	Percent of Effort
\$14,841.67	\$178,100.00	\$4,799.80	<input type="checkbox"/>	10.780011	10.780011
\$14,841.67	\$178,100.00	\$92,692.17	<input type="checkbox"/>	89.220024	89.220024
\$14,841.67	\$178,100.00	\$6,399.73	<input type="checkbox"/>	10.780006	10.780006

Effort is the portion of time spent on a particular activity, expressed as a percentage of the individual's total activity for the institution. Total effort must equal 100%, no matter how many hours were worked.

Percent of effort isn't the same as distribution effort on the funding worksheet.

The funding worksheet percent of effort is derived from different logic than the funding entry page use by ERN code.



Funding Preview

After entering the account information within the Funding Distribution section, select the Funding Distribution preview button to review all fund all funding data on within the position record.

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

Date of Entry: 03/22/2020 Eff Seq: 0 Last Updated By: 10291086

Begin Date	End Date	Ern Cd	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Over the Cap	UC Monthly Salary	Annual Rate	Total Allocated Amt	\$ Amt Firm?	Percent of Pay	Percent of Effort	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1 03/08/2020	08/30/2020		IR	FG21815	8702	30525		02	IRFIN				\$63.88	\$133,381.44	\$241.09	<input type="checkbox"/>	100.000000	100.000000	HHS	\$197,300.00	\$197,300.00	

[Funding Distribution Preview](#) [Return to Funding Entry](#)



Funding Preview

- The **Funding Distribution Preview** page displays a preview of all funding distributions, to verify the data is accurate and complete, and includes the applied caps and over the cap amounts.
- If there are no errors, click the **Submit to Funding Entry** button to move the funding entered on the worksheet to the Funding Entry page.

Empl ID: [REDACTED] Empl Rcd: 0 [REDACTED]
Position Number [REDACTED]
Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

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

Date of Entry: 03/22/2020 Eff Seq: 0

Begin Date: 03/08/2020 End Date: 06/30/2020 Total Monthly Amount: \$63.88 Percent of Pay: 100.000

Err Cd	Over the Cap	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	Work Study Ind	Monthly Rate	Percent of Pay	Percent of Effort	Cap Rate (Annual)	Prorate Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1	REG	IR	FG21815	8702	30525		02	IRFIN		\$63.88	100.000000	100.000000	\$197,300.00	\$197,300.00	

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



Submission from Funding Entry page

- The worksheet pulls the information into the Funding Entry page.
- You must click **Save** in order to get the **Submit** button.

Funding Entry

Request ID: NEW
Set ID: IRCMP Department: Request Status: In Progress
Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

Funding from the worksheet is pulled into the Funding Entry page.

Level: Department Position Pool Position
Position Number: Pool ID:

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			0 12/29/2019	0				Active		<input type="checkbox"/>

Funding Effective: 03/08/2020 Eff Seq: 1 Status: Active Record Status: In Progress

Date:

Earnings Distribution

Ern Cd	Seq #	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Over the Cap	Funding End Date	Pay Dist %
1	REG	1	IR	FG21815	8702	30525	02	IRFIN					100.000
2			IR	FG21815	8702	30525	02	IRFIN					100.000

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

Approver document upload

Initiator Comment:

Save

Enter comments and click the Save button. After the page is validated, the Submit button will appear.



Funding Entry & Updates-Approval

All funding entry and updates trigger the **Approval Workflow Engine (AWE)**.

Funding Entry

Request ID: FE00074608, Set ID: IRCMP, Dept ID: IR8072, Year: 2020:Pending [View/Hide Comments](#)

Funding Entry

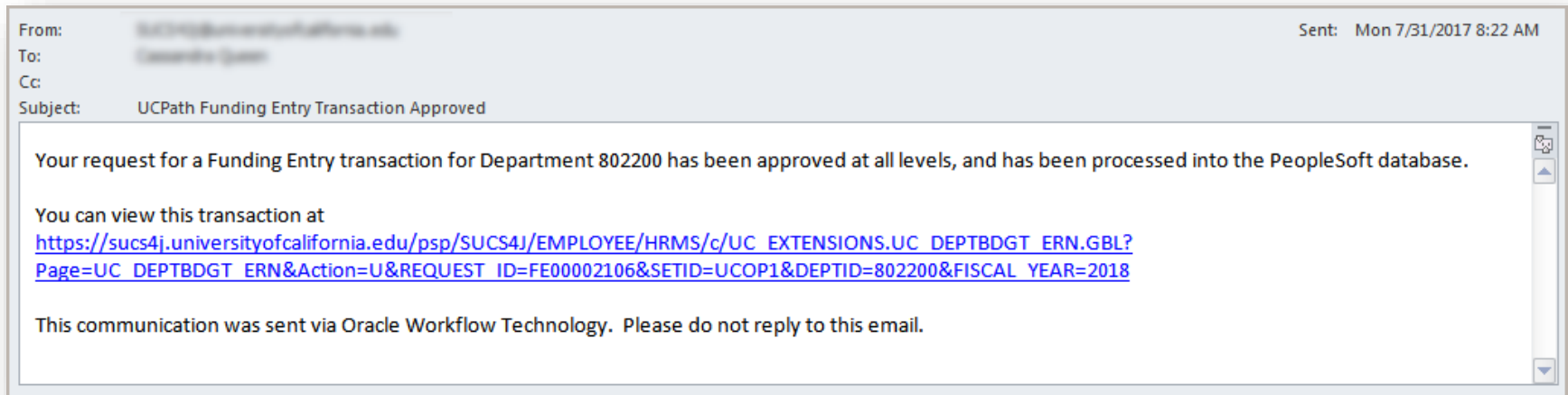
- Skipped**
\$Andrea Garrison - UCI
UC AWE Approver 01
08/27/19 - 11:09 AM
- Pending**
Multiple Approvers
UC AWE Approver 01

Comments



Approval Verification – Email Notification

After final approval of the funding entry or funding update, the system automatically sends an email notification to the department Initiator, which indicates the transaction is approved or denied.



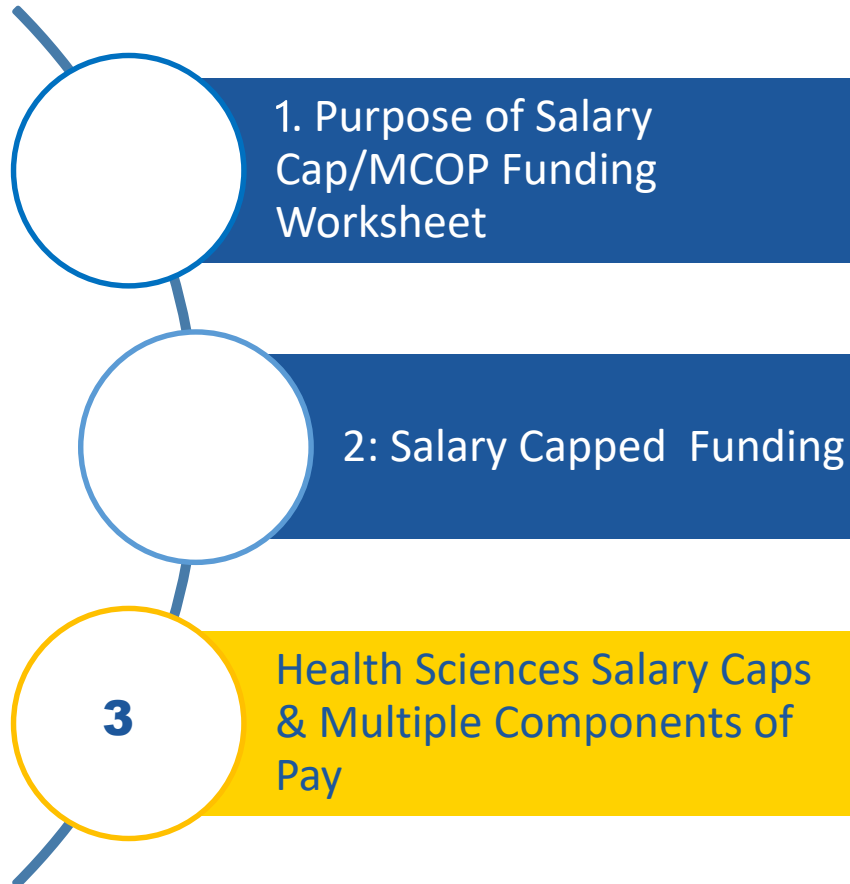
A large, thick, blue curved arrow pointing from the left towards the text.

LESSON 3

Health Sciences Salary
Capped Funding & Multiple
Components of Pay



Lesson Objectives



In this topic we will:

- Evaluate HCOMP Compensation Identifiers
- Review setting up compensation in Job Data
- Understand Job Earnings Distribution



Example of H-COMP Setup

College of Health Sciences has complex funding requirements due to the frequent use of Salary Caps & Multiple Components of Pay.

Empl ID:	Empl Rcd: 0	
Position Number: 40282175	PROF-HCOMP	
Fiscal Year: 2020	Budget Begin Date: 07/01/2019	Budget End Date: 06/30/2020

Compensation Data Snapshot Find | View All First 1 of 2 Last

As of Date:	12/01/2019	Eff Seq:	1
Salary Plan:	APU2	Comp Freq:	UC 12/12 - FY
Salary Grade:	1	FTE:	0.925000
Step:	0		

Pay Component	Ern Cd	Monthly	Annual	Percentage
X	HSR	\$17,073.96	\$204,887.50	66.581298
X'	HSP	\$3,414.79	\$40,977.50	13.316260
Y	HSN	\$5,155.03	\$61,860.30	20.102442
Total UC Salary		\$25,643.78	\$307,725.30	100.000000



CHOS X,Y&Z Pay Components

Pay Component	Faculty Salary and Benefits	Non-Faculty Academic/Staff
Additional/Other	Includes all salary not included in the X, Y, and Z payments faculty salary.	Includes all non-base salary, such as shift differentials and overtime.
Base & Negotiated	Includes X, X' and Y' components of faculty salary (Health Sciences Compensation Plan) as well as credits that impact base pay.	Includes regular salary and those salaries that are treated like regular pay as well as credits that impact base pay.
Faculty Bonuses/Incentives	Includes only the Z Payments of faculty salary (Health Sciences Compensation Plan)	N/A (exceptions for faculty who may also have multiple title codes where one may be a non-faculty academic or staff title code).



COMP Rate Codes

Comp Rate Code	Comp Rate Code Description	Earn Code	Earn Code Description
UCHSP	HSCP "X Prime" - Annual Rate	HSP	HSCP-Differential (X Prime)
UCHSX	HSCP "X" - Annual Rate	HSR	HSCP-Regular (X)
UCHSN	HSCP Negotiated [NOT FIRM]	HSN	HSCP-Negotiated (Y)
UCHSAP	HSCP Above Scale - X Prime	HSP	HSCP-Differential (X Prime)
UCHSAX	HSCP Above Scale - X	HSR	HSCP-Regular (X)
UCHSO1	HSCP Off Scale 1 (Eligible)	HOS	HSCP Off-Scale X Earnings
UCHSO2	HSCP Off Scale 2 (Ineligible)	HOS	HSCP Off-Scale X Earnings
UCHSO3	HSCP Off Scale 3 (Decrease)	HOS	HSCP Off-Scale X Earnings
UCHSY	HSCP Negotiated [FIRM]	HSN	HSCP-Negotiated (Y)
UCHSMA	HSCP Min Scale - Above Scale X	HSR	HSCP-Regular (X)
UCHSMP	HSCP Min Scale - X Prime	HSP	HSCP-Differential (X Prime)
UCHSMX	HSCP Min Scale - X	HSR	HSCP-Regular (X)
UCHMAP	HSCP Min - Above Scale X Prime	HSP	HSCP-Differential (X Prime)



H-COMP Compensation Identifiers

The example below provides a detailed snapshot of a professor of health sciences compensation funding. As shown below, the professor is compensated by three different funds:

- X= HSR Regular Salaried
- HSP= Regular Salaried Differential (X Prime)
- HSN= Negotiated Salary (Additional Compensation)

Empl ID:	Empl Rcd: 0	
Position Number: 40282175	PROF-HCOMP	
Fiscal Year: 2020	Budget Begin Date: 07/01/2019	Budget End Date: 06/30/2020

Compensation Data Snapshot		Find	View All	First	1 of 2	Last
As of Date:	12/01/2019	Eff Seq:	1			
Salary Plan:	APU2	Comp Freq:	UC 12/12 - FY			
Salary Grade:	1	FTE:	0.925000			
Step:	0					
Pay Component	Ern Cd	Monthly	Annual	Percentage		
X	HSR	\$17,073.96	\$204,887.50	66.581298		
X'	HSP	\$3,414.79	\$40,977.50	13.316260		
Y	HSN	\$5,155.03	\$61,860.30	20.102442		
Total UC Salary		\$25,643.78	\$307,725.30	100.000000		



Set up in Job Data

When an employee is hired, the compensation is entered on the Job Data tab using one of the Smart HR templates.

- The Salary Plan, Salary Grade and Step populates the Job Compensation – Pay Components section.
- When manually entering this information, leave the Step blank.

Job - Salary Plan

Salary Administration Plan Salary Grade

Step

Job Compensation - Pay Components Personalize | Find | View All | First 1 of 1 Last

Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source
1 <input type="text"/>	<input type="text"/>		

Leave Blank

User will enter Pay Components Details



Adding Comp Rate Codes

X and X Prime and both derived from the salary steps.

Adding a new row will allow the users to enter the COMP Rate code and COMP Rate Annual Percentage.

Note: When Adding Row, Rate Code Source will always read manual.

Job Compensation - Pay Components				Personalize	Find	View All	First	1-3 of 3	Last
Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source						
1 UCHSP	31900.000000	A	Salary Step						
2 UCHSX	106400.000000	A	Salary Step						
3 UCHSN	10000.000000	A	Manual						



Job Earnings Distribution

Aggregate Comp Rate is derived based on the Compensation Rate Annual Amounts and FTE. This amount is the monthly amount the employee will receive for this compensation plan. This does not include additional pay, or pay from any other jobs.

Earnings Distribution Type "By Amount" is the Default

JED Earn Codes are derived from Comp Rate Codes.

Earnings Code	Compensation Rate	Percent of Distribution
1 HSP	2658.330000	
2 HSR	8866.670000	

Aggregate Comp Rate: 11525.000000



H-COMP Funding Worksheet Availability

The newly created job must be approved and processed by UCPC to activate the Salary Cap/MCOP Worksheet hyperlink.

Funding Entry

Request ID: NEW
Set ID: IRCMP Department: IR7454 MEDICINE Request Status: In Progress
Fiscal Year: 2020 Budget Begin Date: 07/01/2019 Budget End Date: 06/30/2020

Level

Department Position Pool Position +

Position Number: 40205120 Pool ID:
PROF-HCOMP

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

Job details 1 Job details 2

Name	Empl ID	Empl Pool	Effective Date	Empl Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	Verify
EE Name	10203119		06/01/2019	1	IR7454	001721	PROF-HCOMP	Active		<input type="checkbox"/>

Funding Effective Date: 07/01/2019 Empl Seq: 0 Status: Active Record Status: Saved to Database

Earnings Distribution

Em Cd	Seq #	RFS Chart Code	RFS Account	RFS Org	AWE Department	Fund	Project ID	Job	GL Bus Unit	RFS Sub Account	Work Study Ind	Over the Cap	Fund
-------	-------	----------------	-------------	---------	----------------	------	------------	-----	-------------	-----------------	----------------	--------------	------

Justification document

[Add Attachment](#) [View Attachment](#) [Delete Attachment](#) [Budget Distribution Details](#) [Salary Cap / MCOP Funding Worksheet](#)



H-COMP Default Funding Profile

Default for OTC Indicator=No: recommended to always enter a default account.

Leave the Earn Code Blank, and then enter “No” for the OTC Indicator. Enter appropriate fund information. This will be the default for all rows that are NOT OTC, even when there is no Salary Cap.

Default for OTC Indicator=Yes: Leave the Earn Code blank, and entering “Yes” for the OTC indicator. Enter appropriate fund information. This will be the default for OTC Rows, if no others are specified.

Default for specific Earn Code: Enter Earn Code, set the OTC Indicator to Yes or No, as appropriate. Enter the funding information. Repeat for all Earn Codes as required.

Effective Date: 07/01/2019 Eff Seq: 0

Em Cd	OTC Indicator	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Distribution %
1	No	IR	GF10158	7146	19900		01	IRFIN			100.000
2	No	IR	GF10295	6059	19900		02	IRFIN			100.000
3	Yes	IR	SS12489	6101	60242		00	IRFIN			75.000
4	Yes	IR	SS12488	7049	60242		00	IRFIN			25.000
5	Yes	IR	SS12489	6101	60242		00	IRFIN			100.000

Enter Distribution % for each row. For each Earn Code and OTC Indicator combination, the Distribution % must equal 100%.



Instructor Demo



Initiate New Position Funding Entry Request - MCOP

- Watch as your instructor demonstrates how to initiate a personal data change template transaction in UCPATH.
- Follow along using the UCPATH Help topic.
 - Open the [UCPATH Help site](#) and refer to the *Initiate New Position Funding Entry Request - MCOP* topic.
 - Launch the **See It** version of the topic.
- At the end of the demonstration, you will have the opportunity to practice this task.



Course Review



User Productivity Kit Simulations(UPK) are available to provide users additional training demonstrations for your transactions.

The screenshot displays the UCPath interface. On the left is a navigation tree with categories like 'Basics and Navigation', 'Absence Management', 'Benefits', 'Performance', 'General Ledger', 'Payroll', 'System Administration', 'Talent Acquisition Management', and 'Workforce Administration'. Under 'General Ledger', the 'PHCMGENL201: Funding Entry and Updates' folder is expanded, and a red arrow points to the item 'Submit New Position Funding Entry Request - MCOP'. The main content area on the right contains a task description: 'Use this task to add funding for a filled, single-headcount position using the Salary Cap / MCOP Funding Worksheet.' It also includes instructions on using the 'Salary Cap / MCOP Worksheet' and a navigation path: 'Navigation: PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry'. A note at the bottom states: 'Note: This page may also be available in Workcenter depending on your security access.'



Where to Get Help



- The [UCPath Help](#) site is your first level of support. Search for conceptual content, job aids or step-by-step instructions for UCPath tasks.
 - From the UCPath portal homepage, expand the **Help / FAQ** section on the left side of the page and then click the “**Location Users**” link to open the site. **An Adobe PDF version is available for users with screen readers.*
- If you’re experiencing issues, or have questions about transactions, please contact the **Employee Experience Center** at (949) 825- 0500, or submit a ticket by visiting [UCPath.UCI.Edu](#)



Training End

Thank You!

