

UCI UCPath

Position Funding Entry



Instructor

- Name
- UCI role
- UCPath role
- Years at UC
- Functional experience

Attendees

- Name
- University role
- Years at UCI
- Expectations for this training



General Rules

Safety & Housekeeping

- Emergency evacuation procedures
- Restrooms
- Breaks

Classroom Etiquette

- Please turn off cell phones
- No email or web surfing
- Return from breaks on time
- Please use trash receptacles in the room



Course Agenda

Lesson

- 1: Introduction to Funding Entry
- 2: New Position Funding
- 3: Position Funding Updates



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Course Objectives



Key Objectives:

- Describe the use of funding data at UC.
- Describe the position funding entry system process.
- Submit a position funding entry request.
- Enter a position funding update.



Key Concepts & Vocabulary

Term	Definition
Approval Workflow Engine (AWE)	AWE is a UCPATH functionality that routes transactions in UCPATH to designated roles (e.g., Initiator or Approver). Upon approval, transactions are either routed to the UCPATH Center (UCPC) for finalization or are finalized in UCPATH.
Chartfield	In PeopleSoft applications, the fields that make up the chart of accounts and provide the system with the basic structure to segregate and categorize transactional and budget data. A particular Chartfield always represents only one category of
Effective Date:	other categorize fields are Fund,
Chartf	es that represent lent to FAU,
Effecti	logical record of

Effective Date:

- Used to maintain and view a complete chronological record of historical, current and future data.
- More about Effective Dates later and throughout each course of UCI Path.



Key Concepts & Vocabulary

Term	Definition
eVerify	All employers who receive federal contracts and grants are required to comply with E-Verify. E-Verify is an Internet-based system operated by the Department of Homeland Security (DHS) under the U.S. Citizenship and Immigration Services (USCIS) to verify employment eligibility based on information provided by an employee's I-9 Form.
FAU (Full Accounting Unit)	The combination of chartfields (e.g., fund, program, department, cost center, etc.,).
Funding	Identifies the full accounting unit(s) or chartstring(s) used to distribute payroll to the assigned funds and sources when Payroll is processed
Multiple Components of Pay (MCOP)	A method of compensation entry that allows an Organization or Department to break an appointee's total salary into multiple components (e.g., for HSCP members, X, X', and Y components are reflected in UCPATH as separate line-items that comprise the appointee's salary).



Key Concepts & Vocabulary

Term	Definition
Over the Cap (OTC)	The amount in excess of what is declared as the maximum allowable amount that can be charged to a capped contract or grant. Same as Cap Gap.
Position and Position Data	Position slot in the organizational structure, as represented in UCPath. All employees will have a position. Position Data is the data elements that establish departmental structure and organizational hierarchy.
Location	A Location is a University of California (UC) campus and its associated medical center, if applicable. For example, UCI is a Location and includes both the campus and the UCI Medical Center.





LESSON 1

Introduction to Funding Entry



Lesson Objectives



1 Intro Funding Entry

2: New Position Funding

3: Position Funding Updates

In this lesson, we will:

- Describe the funding entry business process in UCPath.
- Summarize how funding is different in UCPath.
- Explain how Position Management is used in UCPath.



Funding Entry in UCPath

- **Funding Entry** is the process of entering Chartfield String(s) on the Funding Entry page to indicate source of funding for earnings, employer-share deductions, and employer-share taxes, as well as for salary encumbrances.
- Funding is associated with a **position** and entered on the **Funding Entry page**.
- Funding Entry fields will correspond with the **UCI KFS** configuration.

*Funding Effective 08/19/2019 Eff Seq: 0 *Status: Active Record Status: In Progress

Date:

Earnings Distribution Personalize | Find | First 1 of 1 Last

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		IR	GF10481	7533	19900		01	IRFIN					100.00		



Position Management Overview

Position Management coordinates 3 components Position, Person and Job.

When an employee is hired into a position, a job is created.



Position

Administrative Assistant

Person

*Employee - John
Jones*

Job

*John Jones -
Administrative
Assistant*



Funding Entry – Key Change

Now



In PPS funding is tied to an employee. Funding information, the salary amount, percent and description of service code are all on one distribution line.

UCPath

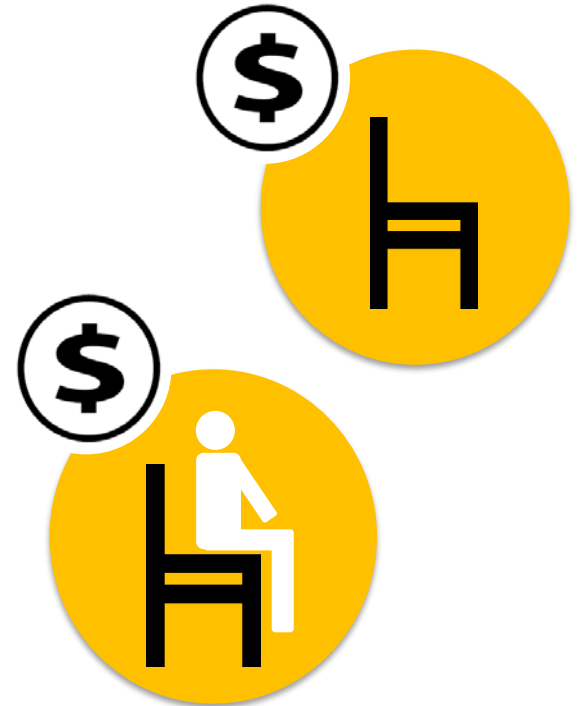


In UCPath fund source will be separate. It will be associated with a position and entered on the **Funding Entry** page.



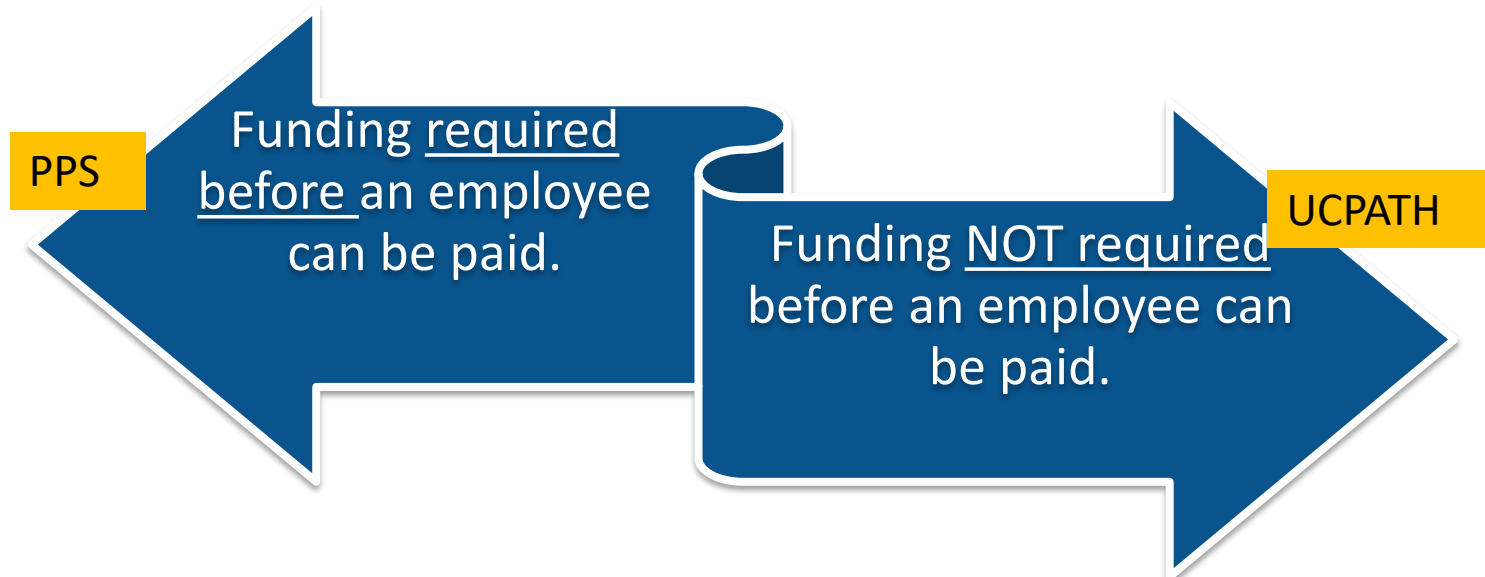
Position Funding in UCPath

- Funding is assigned to a position not an employee.
- The position can be vacant or filled when new funding is assigned or funding updates are made.
- As employees move in and out of a position, funding remains the same for that position unless changes are made.



Department Default Funding

- Department funding set up prior to go-live and managed centrally.
- Every department to have default accounts assigned at go-live.
- If position funding is not set up by the time an employee gets paid, the salary costs are distributed to the **department default funding** set up at go-live.
- The Salary Cost Transfer will be needed to transfer the costs to the appropriate funding afterwards.
- This process ensures that an employee gets paid regardless of whether the position funding has been set up.



Funding Entry – Business Process Steps

To avoid payroll costs being charged to the department default account position funding should be set up prior to an employee getting paid or, if possible, prior to being hired.

1. Create a position via Position Control or utilize an existing position.



2. Set up position funding using the Funding Entry page.



3. Hire the appointed employee into the position and create a job.



Funding vs Pay

Funding and Pay are entered and updated separately in UCPATH.

- **Funding Entry** page is only used to add or update funding distribution lines for positions.
- **Salary and compensation data** is updated via **PayPath** pages.

Position Data **Job Data** Additional Pay Data

Chen Allen Employee Empl ID 10000077 Empl Record 0
Staff: Career HR Status: Active Payroll Status: Active [Work Force Job Summary](#)
[Person Org Summary](#)

Job Data Find | View All First 1 of 1 Last

Effective Date: 07/31/2017 Action:
Effective Sequence: 0 Action Reason:

Current Effective Date: 10/17/2016 Current Action: POS Position Change
Current Eff Sequence: 0 Current Action Reason: RTC Reports To Change

Position Number: 40000157 PROJECT POLICY ANL 4 GF
Business Unit: UCOP1 UC Office of President
Department: 805600 UNDERGRADUATE ADMISSIONS
Location Code: FRANKLIN UCOP - Franklin Building
Job Code: 005883 PROJECT POLICY ANL 4 GF
Union Code: 99 Non-Represented
Reports To Position Number: 40000093 ADMISSIONS RECRMT MGR 3 10001557 Annette Gil
FLSA Status: Exempt

Salary Administration Plan: CTOP Establishment ID: UCOP UC Office of the President
Salary Grade: 23 Step:
FTE: 1.000000 Employee Class: 2 Staff: Career
Appointment End Date:

Earnings Distribution Type: None Comp Rate: 7,846.917500 Standard Hours: 40.00 Pay Frequency: M Monthly

Pay Components Personalize | Find | First 1 of 1 Last

Rate Code	Comp Rate	Compensation Frequency
1 UCANNL	94,163.010000	Annual

Earnings Distribution Personalize | Find | First 1 of 1 Last

Earnings Code	Comp Rate	Distribution %
1		



Lesson Objectives Review



Having completed this lesson, you should be able to:

- Describe the business process for funding entry in UCPATH.
- State how funding is different in UCPATH than PPS.
- Explain Position Management in UCPATH.



Knowledge Check



- You now have the opportunity to assess your knowledge of the information presented in this module.
- The questions and answers presented in this review help you to determine whether you remember and understand the important points.



True or False

If no position funding has been added in UCPATH, the employee will not get paid.

False: In UCPATH an employee will get paid regardless of whether the position funding has been set up. If no funding has been set up the department default funding will be charged. The Salary Cost Transfer (Direct Retro Transaction) must then be used to transfer the salary costs to the correct funding source.



True or False

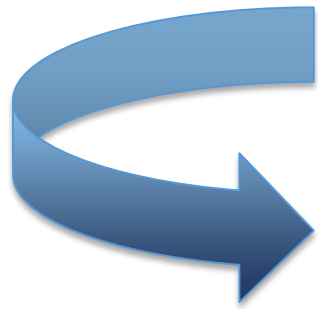
When an employee moves from one position to another, the funding does not stay with the position (chair), instead it moves with the employee.

False: It is the exact opposite. Funding stays with the position (chair) when an employee moves to another position.





LESSON 2



New Position Funding



Lesson Objectives



1: Intro Funding Entry

2

New Position Funding

3: Position Funding Updates

In this lesson, we will:

- ◆ Describe the funding entry system process.
- ◆ Submit a position funding entry request.



Funding Entry Levels in UCPath

◆ Funding entry has three levels.



The screenshot shows the 'Funding Entry' form in UCPath. The 'Level' section is highlighted with a red box and contains three radio button options: 'Department', 'Position Pool', and 'Position'. The 'Position' option is selected. Other fields visible include Request ID (NEW), Set ID (IRCMP), Department (IR7043), Fiscal Year (2020), Budget Begin Date (07/01/2019), Budget End Date (06/30/2020), Position Number (40236455), and Pool ID.

1. **Position** – uses the funding data created for that position.
2. **Position Pool** – uses the funding data created for the positions grouped in a pool. (Initiator should not update this funding level.)
3. **Department** – uses the funding data created for the department. (Initiator should not update this funding level)

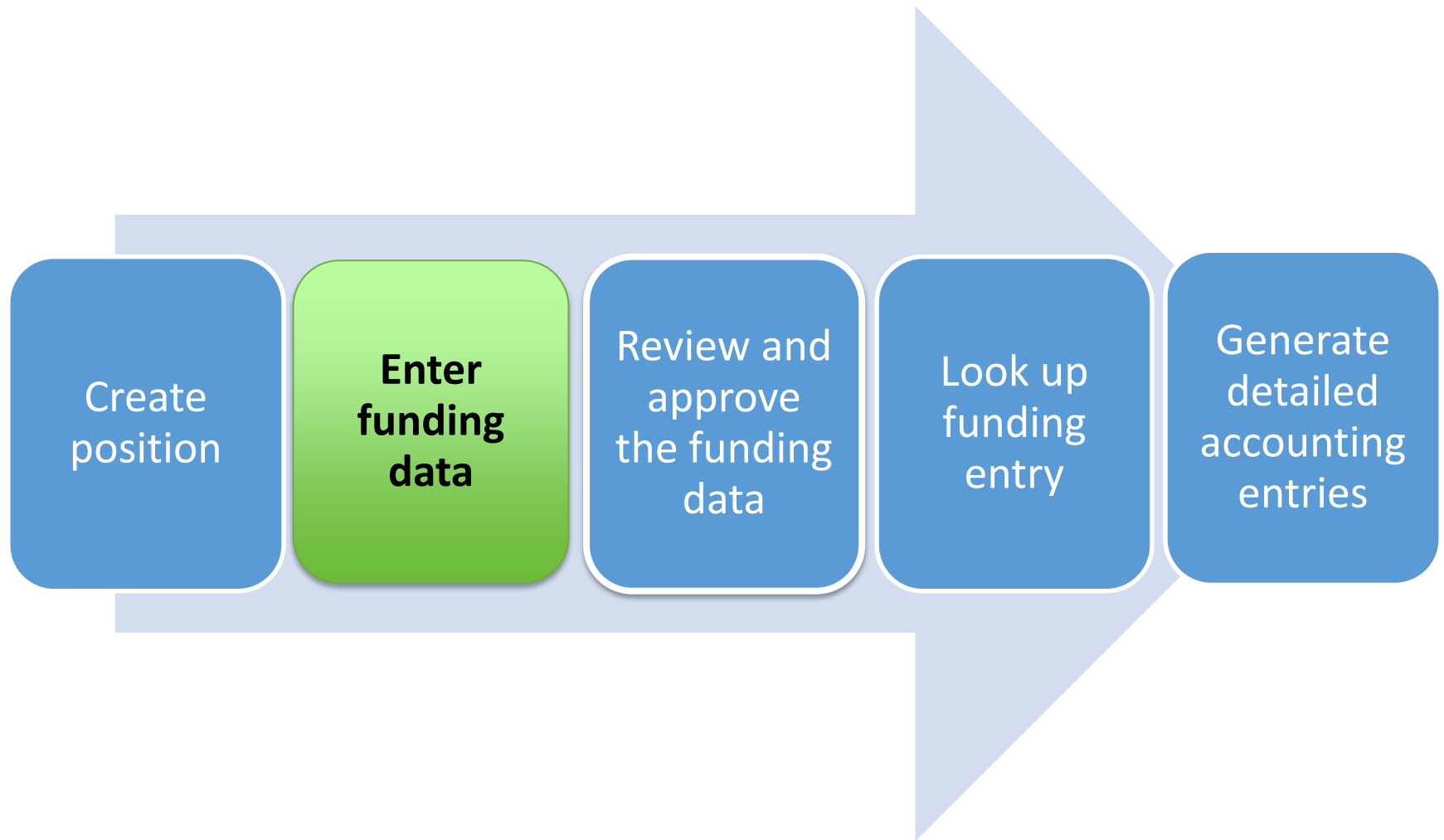
◆ The UCPath system looks for the lowest level of funding when generating the payroll accounting entries.

- 1st - searches for position level funding
- 2nd - position pool level funding
- Last -department level funding
 - Remember, a department account is used as the default funding source.

Note: The department initiators will only be responsible adding and updating **Position Funding**.



System Process Flow: Funding Entry



New Position Funding – Search Page

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

Funding Entry

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

Request ID: NEW

Set ID: UCOP1

Department: 830300

Fiscal Year: 2016

Budget Level: Position

Position Pool ID:

Position Number: 40000253

Add

Begin the steps for entering position funding on the **Add a New Value** tab.

Enter the appropriate data for the new position funding:

Set ID – leave as it is

Department – select the department in which the position is located; it must be entered **before** the position number is entered.

Fiscal Year – fiscal year for the funding being entered.

Budget Level – select 'Position'.

Position Pool – leave blank

Position Number – enter position number being funded

When you are finished entering the appropriate data, click **Add** to display the page on which you enter the new funding details.

Funding Entry Page - Vacant Position

Dates:

Note: No incumbent data in the Job Data Snapshot section.

Budget Begin and End Dates default from the fiscal year entered on the Search page.

The **Funding Effective Date** should fall within the budget begin and end date.

Funding End Date: enter the date funding line expires, if needed.

- An expired date, results in earnings being distributed to the department default account.
- The date should fall within the budget begin and end date.

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Depart
1		0		0	

Em Cld	Seg #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	Funding End Date	Pay Dist %
									UCOPF		100.00



Earn Codes

At least one distribution line must have a blank Earn Code that indicates the catchall.

Funding Effective Date: 03/01/2016 Eff Seq: 0 Status: Active Record Status: In Progress

Earnings Distribution Personalize | Find | First 1-8 of 8 Last

Ern Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	GL Bus Unit	Funding End Date	Pay Dist %
1 SAS	1	000000667	M	620314	8650	21060	UCOPF		15.000
2 SAS	1	000000638	M	440314	8650	69085	UCOPF		25.000
3 SAS	1	000000199	M	620314	8650	69085	UCOPF		30.000
4 SAS	1	000000608	M	440314	8650		UCOPF		25.000
5 SAS	1	000000399	M	620314	8650		UCOPF		5.000
6	1	000000199	M	620314	8650		UCOPF		45.000
7	1	000000399	M	620314	8650		UCOPF		5.000
8	2	000000638	M	440314	8650	69085	UCOPF		50.000

Blank Earn Code

Sum of all distributions by ERN Code must equal 100%

If no blank Earn Code has been set up, the department default account will be charged.



Funding Entry Page - Vacant Position

Earnings Distribution

Continued

Enter funding source(s) and distribution percentage(s) in the **Earnings Distribution** section.

- For split Funding, insert additional rows with the appropriate **Earn Code**.
- **The Pay Dist %** must equal 100% for all rows combined, even for single funding source, at the Earn Code level.

Ern Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	Funding Entry Date	Pay Dist %
1	1		M	600640	8088	69085			UCOPF		100.00

Enter applicable comments regarding the funding.



Funding Entry Page - Vacant Position

Save and Submit

Continued

Funding Entry

Request ID: FE00002103
Set ID: UCC Department: 808800 CALIFORNIA DIGITAL LIBRARY Request Status: In Progress
Fiscal Year: 2018 Budget Begin Date: 07/01/2017 Budget End Date: 06/30/2018

Level: Department Position Pool **Position**

Click **Save** to check for errors.

- Fix any errors and **Save** again.
- After saving, a unique Request ID displays at the top of the page.

Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
				<input type="checkbox"/>

Earnings Distribution

Em Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund
1	1		M	600640	8088	69085

Justification document: Supporting-Document-01.jpg
Add Attachment View Attachment Delete Attachment

Approver document upload

Initiator Comment:

Save **Submit**

Notify Add Update/Display Include History

After **Save** is complete, click **Submit**.

- Workflow routing details display below the **Initiator Comment** field. (not pictured here)

End, Vacant position



Funding Entry Page - Filled Position

Note: Incumbent data in the Job Data Snapshot section. The remaining sections of the page are the same as for the vacant position.

The **e-Verify** option indicates whether the employee has been E-Verified.

You can view employee job details via **Job details 1** and **Job details 2** tabs in this section.

Funding Entry

Request ID: NEW
Set ID: RVCMP Department: D01025 Anthropology Request Status: In
Fiscal Year: 2018 Budget Begin Date: 07/01/2017 Budget End Date: 06/30/2018

Level: Department Position Pool **Position**

Position Number: 40074715 PROF EMERITU

Job Data Snapshot

Job details 1 Job details 2

Name	Empl ID	Empl
1 Scott, Dana	10050397	

*Funding Effective: 07/01/2017 Eff Seq: 0

Date:

Earnings Distribution

Em Cd	Seq #	Combo Code	Account (UCR)	Activity	HR Dept	Fund	Project Code	GL Bus Unit	Cost Center	Function	OTC Indicator	Funding End Date	Pay Dist %
1			010000					RVFIN					

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





Submit New Position Entry Request Transaction

- Watch as your instructor demonstrates how to *Submit a New Position Funding Entry Request transaction* in UCPath.
- Follow along using the [UCPath Help topic](#).
- Launch the **See It** version of the topic.
- At the end of the demonstration, you will have the opportunity to practice this task.



Exercise #1

Fund a Position with a Single Funding Source

- This is your opportunity to practice this task on your own.
- Complete exercise 1 in your workbook.
- Ask your instructor for assistance, if needed.



More to Know...



Earnings Distribution

Earnings Distribution section displays funding data.

The sequence number groups the earn codes, whose pay distribution total 100%.

The combination of the values in the chart fields is called a **chart string**. The chart string represents the funding source or full accounting unit.

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	AAP	1	IR	GF10004	8530	19990		00	IRFIN				50.000
2	AAP	1	IR	GF10091	8036	19900		00	IRFIN				50.000
3		2	IR	GF10025	7030	19900		00	IRFIN				100.000

The **Ern Code** identifies a type of earnings or pay.

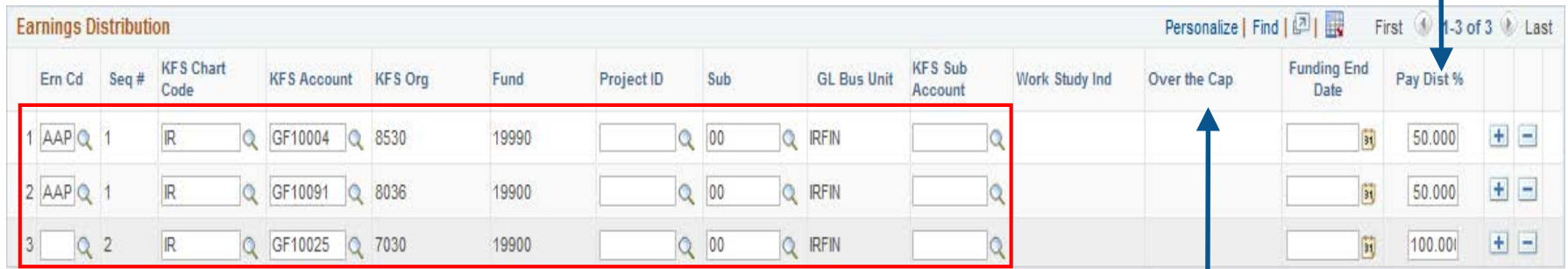
- The earn code in this example is blank. A blank value indicates all earnings.
- However, when a specific earn code or codes require specific funding, then the earn code value appears in this column, e.g. REG.



Earnings Distribution (cont.)

Earnings Distribution section displays funding data.

The **distribution percentage** allocates pay earnings across various fund sources **per earn code**. If there is only one fund source, the percentage equals 100.



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	AAP	1	IR	GF10004	8530	19990		00	IRFIN				50.000
2	AAP	1	IR	GF10091	8036	19900		00	IRFIN				50.000
3		2	IR	GF10025	7030	19900		00	IRFIN				100.000

The **Over the Cap** indicator identifies whether a distribution line is the up-to-the-cap row, over-the-cap row or uncapped.

- If the value is blank, the distribution is uncapped.



Earnings Distribution – Option 1

A single funding source for all earnings.

- The **Earn Code** field is blank indicating it includes all earnings.
- The only **sequence number** is 1.
- There is a **single row** for the chart string.
- The **pay distribution** equals 100%.

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

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	1	IR	GF10549	7195	19900	01440R	00	IRFIN					100.000



Earnings Distribution – Option 2

Multiple funding sources for all earnings.

- The **Earn Code** field is blank indicating it includes all earnings.
- **Sequence # 1** applies to all lines so the pay distribution for all lines must add up to 100%.
- One row appears for each unique chart string.
- In this example value in the **Account** field is unique on each line.
- The combined pay distribution is 100%.

Earnings Distribution Personalize | Find | First 1-3 of 3 Last

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	1	IR	GF10025	7030	19900		00	IRFIN					25.000
2	1	IR	GF10031	8039	19900		00	IRFIN					35.000
3	1	IR	GF10037	8039	19900		00	IRFIN					40.000

Red arrows point to the 'Ern Cd' and 'Seq #' columns, the 'KFS Account' column, and the 'Pay Dist %' column.



Earnings Distribution – Option 3

Multiple funding sources for three of the earnings code values and a single funding source for the regular earnings (blank) row.

- Four **sequence numbers** appear: one for each value in the Earn Code field, including the blank value. Multiple rows represent the earn codes and how the distribution of the earnings codes allocate across the funding sources.
- The **pay distribution** for each sequence number totals 100%.
- In this example, the row with the blank **Earn Code** field value, has a single funding source. Any earnings not identified on other lines are funded on this line. All other earnings have distributions across three funding sources.

Earnings Distribution													
Personalize Find First 1-10 of 10 Last													
Ern Cd	Seq #	Combo Code	Location	Sub/Object	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	Over the Cap	Funding End Date	Pay Dist %
1 HSR	1	000014738	4	010000	400940AD	0300	20071			LAFIN			1.936
2 HSR	1	000034784	4	010000	441404NO	1430	18224			LAFIN	N-OTC001		85.300
3 HSR	1	000034785	4	010000	400942MF	0300	20104			LAFIN	Y-OTC001		12.764
4 HSP	2	000014738	4	010000	400940AD	0300	20071			LAFIN			2.026
5 HSP	2	000034805	4	010000	405940SR	1920	20604			LAFIN	N-OTC002		85.221
6 HSP	2	000034787	4	010000	400942MF	0300	20104			LAFIN	Y-OTC002		12.753
7 HSN	3	000014738	4	010000	400940AD	0300	20071			LAFIN			2.112
8 HSN	3	000034790	4	010000	621383NH	1638	20602			LAFIN	N-OTC003		85.146
9 HSN	3	000034789	4	010000	400942MF	0300	20104			LAFIN	Y-OTC003		12.742
10	4	000014738	4	010000	400940AD	0300	20071			LAFIN			100.000



Effective Sequence

Effective Sequence is used in combination with the Funding Effective Date when there is a change in distribution for the same date.

- If there are two rows with the same Funding Effective Date, UCPath will use the row with the highest Effective Sequence (Eff Seq) for processing.
- UCPath will use image 2 below because it has a higher Effective Sequence (Eff Seq) of 1.

Image 1

Funding Effective Date:		11/01/2015	Eff Seq:	0	Status:	Inactive	Record Status	Saved to database			
Earnings Distribution											
Ern Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	Funding End Date	Pay Dist %
1	1	000000561	M	600680	8088	69085			UCOPF		100.000

Image 2

Funding Effective Date:		11/01/2015	Eff Seq:	1	Status:	Active	Record Status	Saved to database			
Earnings Distribution											
Ern Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	Funding End Date	Pay Dist %
1	1	000000561	M	600680	8088						
2	1	000000359	M	600600	8088						

System generates a higher effective sequence number for new rows, and the previous sequence becomes **Inactive** (obsolete).





Review the Funding Entry Inquiry Job Aid

- This is your opportunity to review the values on your own.
- Click [here](#) to open the *Funding Entry Inquiry* job aid in the UPK Library, and then click **See It**.



Work Study Funding

- Work Study Distributions cannot be entered on the Funding Entry Page.
 - UCPath manages the Work Study Distribution and Split Percentage in the Work Study Split Tables.
 - If the position has a **Position Pool** for the current Award Period then the position is considered a work study position.
 - For those earnings that are considered Work Study Eligible, UCPath will determine if there is an award balance to cover the submitted earnings.
- Work study funds are indicated by an **X** in the **Work Study Indicator** field

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

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	1	IR	GF10549	7195	19900	01440R	00	IRFIN		X			100.000



Funding Entry & Updates – Approval

- All Funding Entry and Updates submitted via the Funding Entry page goes through online **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

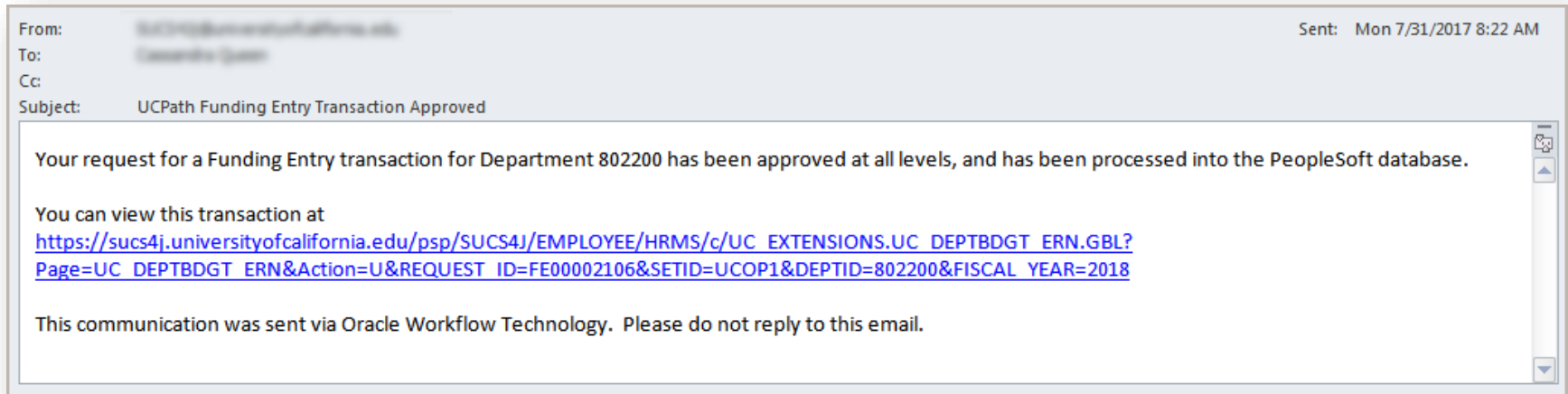
Multiple Approvers
UC AWE Approver 01

Comments



Approval Verification – Email Notification

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



Exercise #2

Fund a Position with Multiple Funding Sources and Multiple Earn Codes

- This is your opportunity to practice this task on your own.
- Complete exercise 2 in your workbook.
- Ask your instructor for assistance, if needed.





Salary Cap and MCOP



Salary Cap/MCOP Worksheet

Funding Entry

Request ID: NEW
 Set ID: RVCMP Department: D01030 Psychology Request Status: In Progress
 Fiscal Year: 2018 Budget Begin Date: 07/01/2017 Budget End Date: 06/30/2018

Level: Find | View All First 1 of 1 Last

Department Position Pool Position
 Position Number: 40110010 HS CLIN PROF-HCOMP 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 Allen,Rocko	10083485		05/29/2017	0	D01030	001734	HS CLIN PROF-HCOMP	Active		<input type="checkbox"/>

Funding Effective Date: 07/01/2017 Eff Seq: 0 Status: Active Record Status: Saved to database

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

Em Cd	Seq #	Combo Code	Account (UCR)	Activity	HR Dept	Fund	Project Code	GL Bus Unit	Cost Center	Function	OTC Indicator	Funding End Date	Pay Dist %
1	HSR	1	000206219	303110	A01004	D01003	30102	RVFIN	RSJIA	44	N-OTC001		85.300
2	HSR	1	000206228	301110	A01033	D01020	00028	RVFIN		40	Y-OTC001		14.700
3	HSP	2	000206233	301110	A01012	D01007	00024	RVFIN		40			40.000
4	HSP	2	000206220	303110	A01008	D01005	33071	RVFIN	RVGE	44	N-OTC002		51.180
5	HSP	2	000206229	301110	A01033	D01020	00028	RVFIN		40	Y-OTC002		8.820
6		3	000206233	301110	A01012	D01007	00024	RVFIN		40			100.000

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



Salary Cap/MCOP Worksheet

- Manage funding distributions for employees who have (MCOP) and/or funding sources that are subject to salary cap.
- Filled position, single incumbent.
- If Total UC Salary > the salary cap, system displays an error and forces you to use the MCOP Worksheet.
- Funding lines 1, 2, 4 & 5 are using funding with salary caps.
- They triggered the OTC indicator.
- Lines 3 & 6 are not using capped funds.

Job Unit	Cost Center	Function	OTC Indicator	Funding Date
↓	RSJIA	44	N-OTC001	
↓		40	Y-OTC001	
↓		40		
↓	RVGE	44	N-OTC002	
↓		40	Y-OTC002	
↓		40		


Salary Cap / MCOP Funding Worksheet

Salary Cap/MCOP Worksheet

RVFIN		40		51,180
RVFIN	RVGE	44	N-OTC002	
RVFIN		40	Y-OTC002	8,820
RVFIN		40		100,000

Budget Distribution Details

[Salary Cap / MCOP Funding Worksheet](#)



Salary Cap / MCOP Worksheet link displays only for a **filled** position with a **single** incumbent.



Salary Cap/MCOP Worksheet (cont'd)

The **Compensation Data Snapshot** section displays the incumbent's employee compensation data from the **Job Data** component, including a breakdown of their pay components.

Salary Cap/MCOP Funding Worksheet

Empl ID: [redacted] Empl Rcd: 0 [redacted]
 Position Number: 40240300
 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

As of Date: 03/01/2019 Eff Seq: 0
 Salary Plan: APU3 Comp Freq: UC 12/12 - FY
 Salary Grade: 1 FTE: 1.000000
 Step: 0

Pay Component	Emr Cd	Monthly	Annual	Percentage
X	HSR	\$17,550.00	\$210,600.00	44.526007
X	HSP	\$5,266.67	\$63,200.00	13.362031
Y	HSN	\$16,598.50	\$199,182.00	42.111962
Total UC Salary		\$39,415.17	\$472,982.00	100.000000

See the **Default Funding Profile** section to set your "catch all" funds for anything NOT over the cap (OTC)

Enter funding by date range. After you select a capped fund, the system displays the corresponding cap type and cap rate.

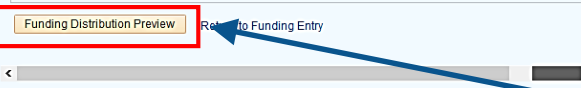
Default Funding Profile Effective Date: 03/01/2019 Eff Seq: 0

Emr Cd	OTC Indicator	Start Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account
1	Yes	IR	GF10158	7146	19900		01	IRFIN	
2	No	IR	GF10295	6059	19900		02	IRFIN	

Funding Distribution Worksheet Date of Entry: 05/17/2019 Eff Seq: 0

Begin Date	End Date	Emr Cd	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS S Account	Ind	Over the Cap	UC Monthly Salary	Annual Rate	Total Allocated Amt	\$ Amt	Percent of Pay	Percent of Effort	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1 03/01/2019	06/30/2019	HSN	IR	PC13384	6101	59924		00	IRFIN				\$39,415.17	\$472,982.00	\$28,075.96		17.807841	42.113941	POR	\$200,000.00	\$200,000.00	\$16,666.67
2 03/01/2019	06/30/2019	HSP	IR	FG20928	6101	24688		00	IRFIN				\$39,415.17	\$472,982.00	\$5,875.53		3.726699	9.296777	HHS	\$189,600.00	\$189,600.00	\$15,800.00
3 03/01/2019	06/30/2019	HSP	IR	PC13383	6101	77333		00	IRFIN				\$39,415.17	\$472,982.00	\$2,570.54		1.630430	4.067322	HHS	\$189,600.00	\$189,600.00	\$15,800.00
4 03/01/2019	06/30/2019	HSR	IR	GF10695	6101	19900		00	IRFIN				\$39,415.17	\$472,982.00	\$47,428.17		30.082438	30.082438				
5 03/01/2019	06/30/2019	HSR	IR	FG20928	6101	24688		00	IRFIN				\$39,415.17	\$472,982.00	\$9,125.80		5.788256	14.439561	HHS	\$189,600.00	\$189,600.00	\$15,800.00

The **Funding Distribution Preview** page displays a preview of all funding distributions. See the next slide for more details.



Salary CAP Rate Assumptions

- Where applicable, locations will interface the annual salary cap rate by fund, along with sponsor types to be stored in the custom fund attribute table.
 - Federal, sponsored, state, general, restricted, sponsor name, award type, federal flow through, and other sponsor types.
- The Fund and Project Attribute records that store salary cap rates will be effective-dated so that changes to salary cap rates over time can be tracked and applied.
- Cap rates will be prorated based on Compensation Frequency of the employee (e.g. 9 over 12).

Funding Effective Date: 07/01/2017 Eff Seq: 0 Status: Active Record Status: Saved to database

Earnings Distribution

Em Cd	Seq #	Combo Code	Account (UCR)	Activity	HR Dept	Fund	Project Code	GL Bus Unit	Cost Center	Function	OTC Indicator	Funding End Date	Pay Dist %
1 HSR	1	000206219	303110	A01004	D01003	30102		RVFIN	RSJA	44	N-OTC001		85.300
2 HSR	1	000206228	301110	A01033	D01020	00028		RVFIN		40	Y-OTC001		14.700
3 HSP	2	000206233	301110	A01012	D01007	00024		RVFIN		40			40.000
4 HSP	2	000206220	303110	A01008	D01005	33071		RVFIN	RVGE	44	N-OTC002		51.180
5 HSP	2	000206229	301110	A01033	D01020	00028		RVFIN		40	Y-OTC002		8.820
6	3	000206233	301110	A01012	D01007	00024		RVFIN		40			100.000

Personalize | Find | First 1-6 of 6 Last



Funding Distribution Preview

The **Funding Distribution** distributions. Use the preview to review complete and to review amounts.

The preview displays all funding distributions, which are broken down by each pay period from the **Salary Cap / MCOP Worksheet**, including OTC rows, if applicable (as in this example).

Empl ID: [redacted] Empl Rcd: 0
 Position Number [redacted]
 Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019

Funding Distribution Preview

Date of Entry: 05/17/2019 Eff Seq: 0

Begin Date: 03/01/2019 End Date: 06/30/2019 Total Monthly Amount: \$39,415.17 Percent of Pay: 100.000

Ern Cd	Over the Cap	KFS Char Code	Monthly Rate	Percent of Pay	Percent of Effort	Cap Rate (Annual)	Prorate Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1	HSR	IR	\$11,857.04	30.082438	30.082438			
2	HSR	IR	\$1.58	0.004008	0.004008			
3	HSR	N-OTC001	\$2,281.45	5.788256	14.439561	\$189,600.00	\$189,600.00	\$15,800.00
4	HSR	Y-OTC001	\$3,409.93	8.651305	0.000000			
5	HSP	N-OTC002	\$1,468.88	3.726699	9.296739	\$189,600.00	\$189,600.00	\$15,800.00
6	HSP	Y-OTC002	\$2,195.44	5.570040	0.000000			
7	HSP	Y-OTC003	\$960.51	2.436892	0.000000			
8	HSP	N-OTC003	\$642.64	1.630430	4.067322	\$189,600.00	\$189,600.00	\$15,800.00
9	HSN	Y-OTC004	\$9,580.29	24.306100	0.000000			
10	HSN	N-OTC004	\$7,018.99	17.807841	42.113941	\$200,000.00	\$200,000.00	\$16,666.67

FAU Monthly Preview Submit to Funding Entry Return to

Click to transfer data to the **Earnings Distribution** section of the **Funding Entry** page.

Click to display the monthly distribution amounts by each FAU/Combo Code.





Submit New Position Funding Entry Request – MCOP

- Watch as your instructor demonstrates how to enter a MCOP funding update in UCPATH.
- Follow along using the UCPATH Help topic.
 - Open the [UCPATH Help site](#) and refer to the *Submit 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.

Copy to New Transaction

If a Location Approver denies a funding entry transaction, the Initiator can copy the data from the denied transaction to a new one.

Funding Entry

Copy to new transaction

Request ID: FE00002029 Requested by: 10000457 Submitted on: 02/08/2017
Set ID: UCOP1 Department: 808800 CALIFORNIA DIGITAL LIBRARY Request Status: Denied
Fiscal Year: 2018 Budget Begin Date: 07/01/2017 Budget End Date: 06/30/2018

Level

Department Position Pool Position

Position Number: 40000877 USER EXPERIENCE Pool ID:
DESIGNER 4

Job Data Snapshot Personalize | Find |

Job details 1 Job details 2

▶ **Approver document upload**

Initiator Comment:

Campus Approvers

▶ Request ID: FE00002029, Set ID: UCOP1, Dept ID: 808800, Year: 2018: **Denied** View/Hide Comments



Funding Effective Date



When copying a transaction, the Effective Date may be different.

- Budget Begin and End Dates default from the **original** transaction.
- Funding End Date defaults from the **original** transaction.
- Funding Effective Date must fall within the Budget Begin and Budget End Dates.

Request ID FE00074590
Set ID: IRCMP Department: IR7016 EMERGING PROGRAMS 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 1 Last
 Department Position Pool Position
Position Number: 40363602 PROF-AY Pool ID:

Job Data Snapshot Personalize | Find | First 1 of 1 Last
Job details 1 Job details 2

Name	Empl ID	Empl Rod	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1		0		0						<input type="checkbox"/>

*Funding Effective Date: 09/01/2019 Eff Seq: 0 *Status: Active Record Status: In Progress

Earnings Distribution Personalize | Find | First 1-3 of 3 Last

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	1	IR	GF10025	7030	19900		00	IRFIN					25.000
2	1	IR	GF10031	8039	19900		00	IRFIN					35.000
3	1	IR	GF10037	8039	19900		00	IRFIN					40.000





Copy Funding Entry Transaction

- Watch as your instructor demonstrates how to enter a funding update in UCPATH.
- Follow along using the UCPATH Help topic.
 - Open the [UCPATH Help site](#) and refer to the *Copy Funding Entry Transaction* topic.
 - Launch the **See It** version of the topic.
- At the end of the demonstration, you will have the opportunity to practice this task.



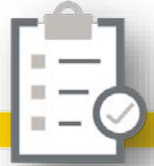
Exercise #3

Copy a funding entry after it was denied.

- This is your opportunity to practice this task on your own.
- Complete exercise 3 in your workbook.
- Ask your instructor for assistance, if needed.



Lesson Objectives Review



Having completed this module, you should be able to:

- Describe the position funding entry process.
- Submit a position funding entry request.



Knowledge Check

- You now have the opportunity to assess your knowledge of the information presented in this module.
- The questions and answers presented in this review help you to determine whether you remember and understand the important points.



Multiple Choice

Why is funding data required in UCPath?

- A. To create detailed accounting entries
- B. To meet UC financial system requirements
- C. To identify funding sources by funding level
- D. To identify pay earning distribution among multiple funding sources
- E. All of the above



True or False

Funding distribution must equal 100% for each ERN code regardless of the FTE?

True - The distribution must sum to 100% for each ERN code regardless of the FTE.



True or False

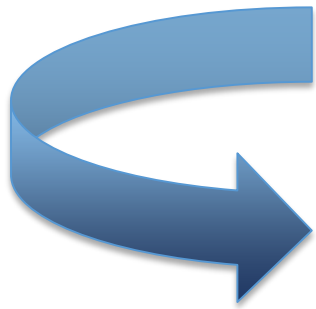
When a funding entry transaction is approved or denied, only the Location initiator's manager receives a system-generated confirmation email message.

False. The Location Initiator receives all notifications.





LESSON 3



Position Funding Updates



Lesson Objectives



1: Intro Funding Entry

2: New Position Funding

3 Position Funding Updates

In this lesson, we will:

- Describe the position funding update system process.
- Enter a position funding update.
- Describe how to delete position funding transactions.





Position Funding Updates – Process Overview

- The Initiator can manage all associated position and funding entry updates in UCPATH.
- Use the **Funding Entry** page to update position funding.
 - This page is effective-dated, which allows a Location to retain a history of the position’s funding throughout each fiscal year.
 - This page also allows for effective sequencing, in the event you must make more than one update on the same effective date.

Level


Department
 Position Pool
 Position

Position Number: 40362360
 ASSOC VICE CHANC - AMY
 Pool ID:

Job Data Snapshot Personalize | Find |  | 

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date
1		0		0					

Funding Effective Date: 08/26/2019
 Eff Seq: 0
 Status: Active
 Record Status: In Progress

Earnings Distribution Personalize | Find | 

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
1	1	IR	GF10043	8039	19900		01	IRFIN			



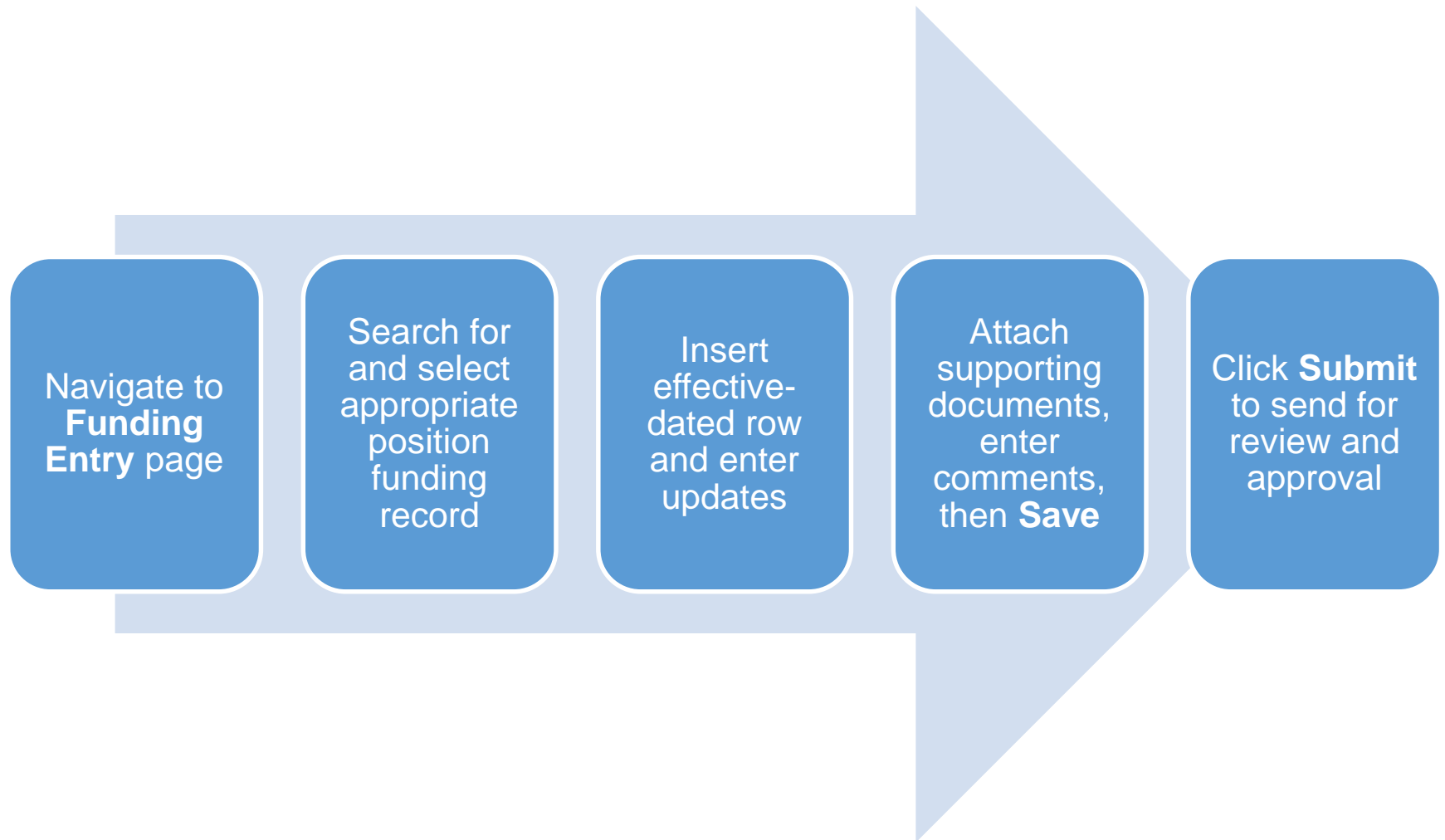
Position Funding Updates – Examples

Typical position funding updates include:

- Add a new grant that was recently awarded.
- Modify the distribution percentage being paid across Fund A and Fund B.
- Changes to a funding start and/or end date, including deletion of the funding end date.
- Add or update Salary Cap information.

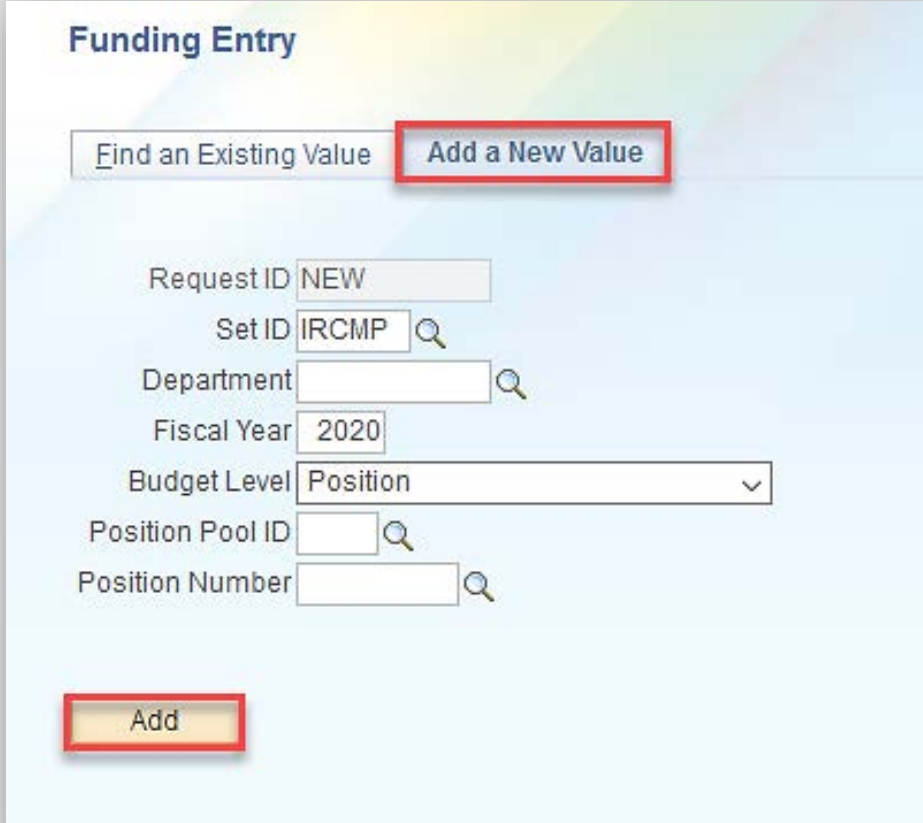


Position Funding Updates - System Process



Funding Update –Add a New Value tab

- The **Add a New Value** tab is selected when entering a funding update.



The screenshot displays the 'Funding Entry' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red border. Below the tabs, the form contains several input fields: 'Request ID' with the value 'NEW', 'Set ID' with 'IRCMP' and a search icon, 'Department' with an empty field and a search icon, 'Fiscal Year' with '2020', 'Budget Level' with a dropdown menu showing 'Position', 'Position Pool ID' with an empty field and a search icon, and 'Position Number' with an empty field and a search icon. At the bottom left of the form, there is an 'Add' button, also highlighted with a red border.



Funding Update – Funding Entry Page

This is the same page you use to **enter new funding for a position**. It is effective-dated so that you can maintain a history of funding changes.

The screenshot shows the 'Funding Entry' page with various fields and sections. Annotations include:

- Insert a New Effective Dated Row. Change or accept the Effective Date.** (Yellow box pointing to the 'Funding Effective Date' field)
- Enter the appropriate funding source(s) and distribution percentage(s)** (Yellow box pointing to the 'Earnings Distribution' table)
- Attach supporting documents. Enter applicable comments. Click Save to check for errors. Fix any errors. Save until fixed.** (Yellow box pointing to the 'Justification document' section)

The 'Earnings Distribution' table contains the following data:

Ern Cd	Seq #	Combo Code	Account (UCR)	Activity	HR Dept	Fund	Project Code	GL Bus Unit	Cost Center	Function	OTC Indicator	Funding End Date	Pay Dist %
1	1	000168394	305130	A01095	D01053	19900		RVFIN	OFAD	40			100.000

Click **Submit** for Approval (**AWE**)



Delete Position Funding Transactions

- **UC Locations cannot delete position funding transactions from UCPath.**
 - Instead submit a new position funding transaction for the same effective date with the next effective sequence number to enter the correct funding.
 - The top of the stack transaction (highest effective sequence for that date) is processed by UCPath.





Enter Position Funding Update

- Watch as your instructor demonstrates how to enter a funding update in UCPATH.
- Follow along using the UCPATH Help topic.
 - Open the [UCPATH Help site](#) and refer to the *Enter Position Funding Update* topic.
 - Launch the **See It** version of the topic.
- At the end of the demonstration, you will have the opportunity to practice this task.

Exercise #4

Enter Position Funding Update

- This is your opportunity to practice this task on your own.
- Complete exercise 4 in your workbook.
- Ask your instructor for assistance, if needed.

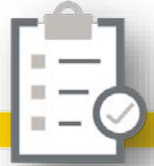


Funding Entry – Key Takeaways

- In UCPath, fund source information is entered on its own separate page, “Funding Entry Page”.
- Funding Entry is assigned to position and entered by position number.
- KFS Accounts and Funds will be used to derive the UC account and fund.
- Funding Distribution is not required before an employee can be paid.
 - If the funding is not entered before payroll cut-off the department default account will be charged.
 - Salary cost transfer will need to be processed to transfer the salary cost to the right fund source.



Lesson Objectives Review



Having completed this lesson, you should be able to:

- Describe the position funding update process.
- Enter a position funding update.
- Describe how to delete position funding transactions.



Knowledge Check

- You now have the opportunity to assess your knowledge of the information presented in this module.
- The questions and answers presented in this review help you to determine whether you remember and understand the important points.



True or False

After you enter position funding in UCPATH for a specific fiscal year, if funding changes are necessary, you must contact the UCPATH Center (UCPC) to make the updates.

False. Use the **Funding Entry** page in UCPATH to enter the necessary update.



Fill-In-The-Blank

- After you search for and select the appropriate position funding record, before you can make updates to the funding data, you must insert a new row and enter the Funding Effective Date.





Course Resources



Reference Material for Review

Links to helpful reference material:

- <http://www.hr.uci.edu/> - UCI HR Website
- <https://ap.uci.edu/> - UCI Academic Personnel Website
- <http://www.uclc.uci.edu/> - UC Learning Center Website
- <https://ucpath.uci.edu/training/index.php> - UCI UCPath Training Website

List of Other Relevant UPKs:

- [Initiate New Position Control Request](#)
- [Initiate Update Vacant Position Request](#)
- [View Position Information](#)
- [Enter Direct Retro Funding Update](#)
- [Enter Direct Retro Funding Update – MCOP](#)
- [Review Direct Retro Distribution](#)



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 appropriate link to open the site. An Adobe PDF version is available for users with screen readers.
 - ◆ From any UCPath page or component, click the **Help** link in the upper right corner of the page to find help topics specific to the page/component.

UCPATH CENTER



Parking Lot



UCPATH CENTER



Reports Reference Guide (Coming Soon)

- Reference guide includes a list of reports that can be utilized at various points of a process or transaction. How the data is interpreted can vary, however, most of the reports found here specifically relate to the Employee Data, Position, and Job information.



Training End

Thank You!



Funding Effective Date

Funding Effective Date must fall within the Budget Begin and Budget End Dates.

Request ID: FE00074590
Set ID: IRCMP Department: IR7016 EMERGING PROGRAMS 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 1 Last
 Department Position Pool Position
Position Number: 40363602 PROF-AY Pool ID:

Job Data Snapshot Personalize | Find | First 1 of 1 Last
Job details 1 Job details 2

Name	Empl ID	Empl Rod	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1		0		0						<input type="checkbox"/>

*Funding Effective Date: 09/01/2019 Eff Seq: 0 *Status: Active Record Status: In Progress

Earnings Distribution Personalize | Find | First 1-3 of 3 Last

Err 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	1	IR	GF10025	7030	19900		00	IRFIN					25.000
2	1	IR	GF10031	8039	19900		00	IRFIN					35.000
3	1	IR	GF10037	8039	19900		00	IRFIN					40.000

