Position Funding Entry
Introductions

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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<th>Slide #</th>
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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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Workflow Engine (AWE)</td>
<td>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.</td>
</tr>
<tr>
<td>Chartfield</td>
<td>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 other categorize fields are Fund, Department, Project, etc. A Chartfield String is a combination of two or more Chartfield values that represent a funding source in the General Ledger. Equivalent to FAU, Chartstring, and Funding String.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Key Concepts & Vocabulary

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>eVerify</td>
<td>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.</td>
</tr>
<tr>
<td>FAU (Full Accounting Unit)</td>
<td>The combination of chartfields (e.g., fund, program, department, cost center, etc.,).</td>
</tr>
<tr>
<td>Funding</td>
<td>Identifies the full accounting unit(s) or chartstring(s) used to distribute payroll to the assigned funds and sources when Payroll is processed</td>
</tr>
<tr>
<td>Multiple Components of Pay (MCOP)</td>
<td>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).</td>
</tr>
</tbody>
</table>
# Key Concepts & Vocabulary

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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Over the Cap (OTC)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Position and Position Data</strong></td>
<td>Position slot in the organizational structure, as represented in UCPath. All employees will have a position. <strong>Position Data</strong> is the data elements that establish departmental structure and organizational hierarchy.</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
LESSON 1

Introduction to Funding Entry
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.
Position Management Overview

Position Management coordinates 3 components Position, Person and Job.

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Person</th>
<th>Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Employee - John Jones</td>
<td>John Jones - Administrative Assistant</td>
</tr>
</tbody>
</table>
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.

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

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.

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

- Create position
- **Enter funding data**
- Review and approve the funding data
- Look up funding entry
- Generate detailed accounting entries
New Position Funding – Search Page

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

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.
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.
Earn Codes

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

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

Enter applicable comments regarding the funding.
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.

After **Save** is complete, click **Submit**.
- Workflow routing details display below the **Initiator Comment** field. (not pictured here)
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.
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 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.

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 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.

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.
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%.
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%.
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.
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.
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.
  o UCPath manages the Work Study Distribution and Split Percentage in the Work Study Split Tables.
  o If the position has a **Position Pool** for the current Award Period then the position is considered a work study position.
  o 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
Funding Entry & Updates – Approval

- All Funding Entry and Updates submitted via the Funding Entry page goes through online Approval Workflow Engine (AWE).
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.

![Email Notification Example](image-url)
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.
BREAK TIME
Salary Cap and MCOP
Salary Cap/MCOP 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.
Salary Cap / MCOP Worksheet link displays only for a **filled** position with a **single** incumbent.
The **Compensation Data Snapshot** section displays the incumbent’s employee compensation data from the **Job Data** component, including a breakdown of their pay components.

Use the **Default Funding Profile** section to set your “catch all” funds for anything NOT over the cap (OTC Indicator = No) and to fill OTC dollars (OTC Indicator = Yes).

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

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).
The **Funding Distribution Preview** page displays a preview of all funding distributions. Use this page to verify whether the data is accurate and complete and to review the applied salary caps and calculated OTC 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).

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

Click to transfer data to the **Earnings Distribution** section of the **Funding Entry** page.
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 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.
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
In this lesson, we will:

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

1. Navigate to Funding Entry page
2. Search for and select appropriate position funding record
3. Insert effective-dated row and enter updates
4. Attach supporting documents, enter comments, then Save
5. Click Submit to send for review and approval
The **Add a New Value** tab is selected when entering a funding update.
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.

**Insert a New Effective Dated Row.**  
**Change or accept the **Effective Date**.**

Enter the appropriate funding source(s) and distribution percentage(s).

**Attach supporting documents.**  
**Enter applicable comments.**  
**Click **Save** to check for errors.**  
**Fix any errors.**  
**Save until fixed.**

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.
  o Open the UCPath Help site and refer to the Enter Position Funding Update topic.
  o 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.
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.
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/](http://www.hr.uci.edu/) - UCI HR Website
- [https://ap.uci.edu/](https://ap.uci.edu/) - UCI Academic Personnel Website
- [http://www.uclc.uci.edu/](http://www.uclc.uci.edu/) - UC Learning Center Website
- [https://ucpath.uci.edu/training/index.php](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.
Parking Lot
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.
Thank You!

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