Direct Retro
## 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: Direct Retro Overview & Inquiry
2: Direct Retro Funding Updates
3: Benefit Cost Transfer Overview
4: Enter Benefit Cost Transfer
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Key Objectives:

• Describe the use of direct retro at UC.
• Identify the key information on the Review Retro Distribution page.
• Describe the direct retro funding update process.
• Enter direct retro funding updates.
• Describe the benefit cost transfer process.
• Enter a benefit cost transfer.
• Review an existing benefit cost transfer transaction.
# Key Concepts & Vocabulary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<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 data, it stores many values that you use to further categorize that same data. Examples of PeopleSoft Chartfields are Fund, Department, Project, etc.</td>
</tr>
<tr>
<td>Chartfield String:</td>
<td>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>Department Budget Table:</td>
<td>Refers to UCPath records that store funding sources for earnings, employer share deductions, employer share taxes, as well as salary encumbrances. The tables are part of Commitment Accounting and are stored by fiscal year and HR department.</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>Used to maintain and view a complete chronological record of historical, current and future data.</td>
</tr>
<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>
</tbody>
</table>
# Key Concepts & Vocabulary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAU (Full Accounting Unit):</td>
<td>The combination of chartfields (e.g., fund, program, department, cost center).</td>
</tr>
<tr>
<td>Funding:</td>
<td>Funding for positions refers to the assignment of the account(s) that pays for a position’s compensation.</td>
</tr>
<tr>
<td>High Risk Cost Transfer:</td>
<td>A cost transfer transaction that requires an additional level of approval from the Contracts and Grants Accounting because it meets the following criteria: Increases expenses on a Federal or Flow-through fund AND is more than 120 days after the original transaction pay period end date OR the grant of funding end date is more than 90 days in the past.</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>
<tr>
<td>Over the Cap (OTC):</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>Position and Position Data:</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>
</tbody>
</table>
LESSON 1
Direct Retro Overview & Quer
In this lesson, we will:

- Summarize the direct retro process.
- Identify the three sections of the Review Retro Distribution page.
- Recognize the primary information provided on the Review Retro Distribution page.
- Describe the use of the direct retro questionnaire.
Direct Retro Overview

- Direct Retro is a custom process to move salary costs from one account or fund to another; for example, regular pay and stipends.
  - **Note**: Benefit expenses (including vacation) are moved automatically.
- Direct retro is also known as a salary cost transfer.
- The process provides an audit trail of changes made in the UCPath system and reduces the need for the manual adjustment of entries in the general ledger.
- Modifications to the accounting entries using the direct retro process do not change the existing funding data in the UCPath funding tables.
  - You should make appropriate corrections to the funding tables to avoid processing the same direct retros in future pay cycles.
Direct Retro Funding Update – Examples

Examples

• Correct retroactive funding; redistributes all or a portion of a prior period distribution to different funds due to delayed approval or a funding change.

• Move costs to the appropriate fund to clear the suspense, error or “default” account.

• Move costs from one fund to another (including work study funds). Work study funds have their own pages.

• Moves authorized pre-award spending without project/grant setup after the project/grant is in UCPath.
In PPS, if retroactive changes need to be made to funding, the RX/LX transactions or UPAYS are used to process the transactions.

In UCPath, Direct Retro functionality will be used to process salary cost transfer part of RX/LX and UPAY transactions and PayPath will process the pay portion.
Direct Retro – Additional Notes

- Direct Retro Transactional data will be made available to campuses nightly via the Labor Ledger tables in Operational Data Store (ODS). Posting to local Financial Systems and other downstream systems will be determined and communicated by the locations.

- The Direct Retro process moves salary and benefits (including vacation expenses). If a user wants to move some benefits (e.g. stray benefits) he or she will have to use Benefits Cost Transfer to process the transaction (see BPG GL.02)

- There will be no system-imposed limit on the number of times a transaction may be transferred via Direct Retro.
Direct Retro – Transition from PPS to UCPath

- The functionality described in this course will be used to enter Direct Retros on payroll transactions originating in UCPath.
- A separate solution will exist for Salary Cost Transfers on payroll transactions that originated in PPS.
  - Since the payroll transaction history from PPS will not be converted to PeopleSoft, the PPS system will remain functional for a 6 month period* of time after each campus’ cutover to allow for processing of Salary Cost Transfers on legacy payroll expenses.
  - After the transition period, it will be at the discretion of each campus to retire PPS.

*For UCI, all Cost Transfers must be complete by fiscal year end.
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.
Department Default Funding

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 Direct Retro Process (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 **required** before an employee can be paid.

Funding **NOT required** before an employee can be paid.
Default / Suspense FAUs

Each department will have default and suspense accounts to identify issues related to funding or lack of funding.

• Default/Suspense accounts are identified by HR Department field.

• Locations will utilize the Distribution of Payroll Expense Report (DOPE) to identify charges to all accounts.

• Locations will manage all charges to their default/suspense accounts, i.e., make funding changes and/or Salary Cost Transfers when necessary.

Leverage the DOPE Report to identify incorrect payroll charges.
## DOPE Report Sample

### UCI Irvine

**UCPath Distribution of Payroll Expense Report (DOPE)**

**By FAU**

**Accounting Date:** 11 - 05/31/2018

**FAU:** IR - 05397 - EP10801

<table>
<thead>
<tr>
<th>Pay End Date</th>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Job #</th>
<th>Department</th>
<th>Job Code</th>
<th>Comp Rate</th>
<th>Type</th>
<th>Earn Code</th>
<th>KFS Account</th>
<th>KFS Chart Code</th>
<th>KFS Fund</th>
<th>Line Description</th>
<th>Hours</th>
<th>Salary Amount</th>
<th>Fringe Amount</th>
<th>Total Amount</th>
</tr>
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<tbody>
<tr>
<td>05/31/2018</td>
<td>Mumford, Donna L.</td>
<td>10130429</td>
<td>0</td>
<td>IR7701</td>
<td>000245</td>
<td>$8000.61</td>
<td>Salary</td>
<td>REG</td>
<td>EP10801</td>
<td>IR</td>
<td>05397</td>
<td>CBR Assessment - Expense</td>
<td>79.12</td>
<td>$8,000.61</td>
<td>$2,816.21</td>
<td>$10,816.82</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fringe</td>
<td></td>
<td>EP10801</td>
<td>IR</td>
<td>05397</td>
<td>GAEL GA Assessment - Expense</td>
<td>79.12</td>
<td>$8,000.61</td>
<td>$25.60</td>
<td>$8,026.21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fringe</td>
<td></td>
<td>EP10801</td>
<td>IR</td>
<td>05397</td>
<td>Leave Assessment - Expense</td>
<td>79.12</td>
<td>$8,000.61</td>
<td>$480.04</td>
<td>$8,480.65</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fringe</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3,321.85</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:**

- **Salary:** $8,000.61
- **Fringe:** $3,321.85
- **Total Amount:** $11,322.46

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**UCI UCPath - Training**
Changes to Salary

- **Funding Entry** and **Direct Retro** pages are only used to add or update funding distribution lines for current or past pay transactions.

- **Future or historical changes to salary and compensation** data must be processed separately via **PayPath**

**Navigation:** PeopleSoft Menu > UC Customizations > UC Extensions > PayPath

**Actions**
## Direct Retro Terms – PPS vs UCPPath

<table>
<thead>
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<th>Now</th>
<th>UCPPath</th>
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<tr>
<td>IERN or Payroll Ledger</td>
<td>DOPE Report</td>
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<td>Salary Cost Transfer</td>
<td>Direct Retro transaction</td>
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<td>Web PAN</td>
<td>Approval Workflow Engine</td>
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<td>UPAY</td>
<td>Direct Retro transaction</td>
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<tr>
<td>LX/RX Transactions</td>
<td>PayPath or Payroll Request</td>
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System Process Flow: Direct Retro

1. Generate detailed accounting entries
2. Review detailed accounting entries (aka distribution)
3. Enter direct retro changes
4. System updates detailed accounting entries
Use the Review Retro Distribution page to track changes made during the direct retro process to transfer salary costs at the accounting entry level.

**Navigation:** PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > **Review Retro Distribution**

- **Trans Type** always displays Direct.
- **Date of Pay** field indicates the on-cycle payroll that already processed or the next on-cycle payroll that will process the direct retro.
- **Created By** field identifies the user who created the transaction. The date in the **Created** field is the date the transaction was initiated, but not necessarily the date the transaction was processed.
- The employee identification number and name in the **Processing Status** and the **Request Status**. Processing statuses include Initiated, Editing and Complete. Initiated means the transaction is saved or submitted but still pending approval. Editing indicates the transaction is approved but still pending batch processing. Complete indicates the transaction has been fully processed.

There are 6 tabs on this page, however, UC currently only uses the **Retro Distribute Earnings** tab. The other tabs are informational only.
The **Check Earnings** section displays the pay distribution and the audit trail of updated data. It includes pay related information and the earnings distribution before and after the retro distribution update.

### Check Earnings

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl ID</td>
<td>10000021</td>
</tr>
<tr>
<td>Company</td>
<td>UCS</td>
</tr>
<tr>
<td>Pay Group</td>
<td>MME</td>
</tr>
<tr>
<td>Pay Run ID</td>
<td>161031M0X</td>
</tr>
<tr>
<td>Pay Begin Date</td>
<td>10/01/2016</td>
</tr>
<tr>
<td>Pay End Date</td>
<td>10/31/2016</td>
</tr>
</tbody>
</table>

The fields in the header provide detail related to pay period selected during the direct retro entry. The **Pay Run ID**, **Pay Begin Date** and **Pay End Date** fields change as you display each of the multiple data rows. Be aware of how many data rows there are to review and which data row is currently displayed.

Note the number of pay periods available for review. Click the **View All** link to display multiple data rows.
For each pay earnings the existing/old funding distribution and the changed/new, funding distribution appears for the pay period selected. Remember to pay attention to the multiple data rows. The combination of the old data and the new data provides the transaction audit trail. By reviewing line by line you see the changes made to the earnings distribution.

In this example there are three data rows. Remember to review the old and new data for each available pay period.

The **Old Data** section displays the funding information before the direct retro changes were entered.

The **New Data** section displays the information entered during direct retro entry. The highlighted fields are editable when entering the direct retro transactions. Therefore, these are the fields that display the updated data. Notice that the old data has one line, but the new data has two lines. One row was added in the direct retro process.
The continuation of the Retro Distribution Transaction page.

Initiator Comment and Action Reason Code provide further information on why the transaction was entered.

The Questionnaire, is required if the transaction is classified as a high-risk cost transfer.

Click View Attachment to view the documents that the Initiator or Approver has added to the transaction.

Additional information regarding the approval or denial action appears. Approvers may enter comments on any transaction routed for their approval, but must enter comments when denying or pushing back the transaction to a previous approver during the approval process.
Direct Retro Questionnaire

- The questionnaire is available for entry at any time. Only when the transaction is classified as a high-risk cost transfer does the questionnaire become required data entry.

- The questionnaire fields become required when either of the following conditions are met.
  - The direct retro change increases the expense on a federal or federal flow-through fund and the payroll transaction’s original pay end date is more than 120 days old.
  - The direct retro increases the expense on a federal or federal flow-through fund and the fund/grant end date is more than 90 days old.

- Data can be entered in the questionnaire section at the discretion of the initiator.
Direct Retro Questionnaire Sample

Here is an example of a completed questionnaire. The initiators must complete the questionnaire for high-risk transfers, but also can use it for other direct retro transactions.

---

**Questionnaire**

- **Explain how the error occurred and why the transfer is being requested. If partial transfer, explain the basis for proration and/or split.**

  - Grant budget (Dash Project/Sloan Fnd - fund 58062 has been re-allocated and extended for additional 6 mos. Employee has been approved to extend work for additional 6 mos at 5%.

- **Who approved the transfer of funds? (e.g. Name of PI, Department CAO)**

  - Ignacious Stahl (CAO)

- **How does the transfer benefit or impact the new funding source being charged?**

  - Employee is Project Director for the grant project.

- **Explain the untimeliness if transfer is: > 120 days after original transaction date, and/or > 90 days after the fund end date.**

  - N/A
Exercise

Review Retro Distribution

This is your opportunity to practice this task on your own.
• Open the UCPath Help site and refer to the Review Retro Distribution topic.
• Launch the Try It version of the topic.
• Ask your instructor for assistance.
Having completed this module, you should now be able to:

- Summarize the direct retro process.
- Identify the three sections of the Review Retro Distribution page.
- Recognize the primary information provided on the Review Retro Distribution page.
- Describe the use of the direct retro questionnaire.
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.
## Sequence

Place the following direct retro tasks in the correct order.

- Update detailed accounting entries
- Review the accounting entry distribution
- Generate detailed accounting entries
- Enter direct retro changes

| 1. Update detailed accounting entries |
| 2. Review the accounting entry distribution |
| 3. Enter direct retro changes |

1. Update detailed accounting entries
UC uses direct retro for which one of the following reasons?

• To create detailed accounting entries
• To clear the suspense account for expired funding
• To identify funding sources by funding level
• All of the above
True or False

The questionnaire section must be completed for all transactions.

False: The questionnaire is required for high-risk transactions; however, it can be completed for any direct retro transaction.
In this lesson, we will:

- Describe the direct retro funding update process.
- Enter direct retro funding updates.

Lesson Objectives

1: Direct Retro Overview & Query

2: Direct Retro Funding Updates

3: Benefit Cost Transfer Overview

4: Enter Benefit Cost Transfer
Direct Retro Funding Update – System Process

1. **Navigate to Process Direct Retro page and click Add a New Value tab**
2. **Click Add to display Process Direct Retro Distribution page**
3. **Search for appropriate payroll data and select applicable transactions**
4. **Run the process to display Retro Distribution component**
5. **Enter new data and submit for approval**
A high risk direct retro transaction requires an additional, higher-level approval from Contracts and Grants Accounting in UCPath. If the transaction is determined as high risk the Initiator must complete the Questionnaire available on the Direct Retro Page.

- Increases expenses on a Federal or Flow-through Fund (FFT)
- More than 120 days after original transaction pay period end date
- Where the grant or funding end date is more than 90 days in the past

High Risk Approval Routing

Begin the steps for entering a direct retro transaction on the Add a New Value tab.

Notice that the Run Control ID displays a default value of NEW. You cannot update this value; when you successfully submit the transaction, the system automatically assigns your request a Direct Retro ID number.

Click Add to display the page on which you enter the new funding details.
Begin the system steps by entering the appropriate earnings date range and the employee’s ID, then click Search.

Then, select the specific payroll date(s) for which you want to update funding and click Save.

Next, click Run to display the Review Retro Distribution page on which you enter the necessary funding updates.
Retro Distribute Earnings Page – Enter Updates

The **Old Data** section displays the current funding detail.

In the **New Data** section, enter the funding update(s) and then click Check Balance.

For transactions where work study split is required, select the appropriate option from **Apply/Remove Work Study** list.

You have the option to enter comments and add one or more supporting documents.

Expand and complete the **Questionnaire** section, if applicable.

When you are finished entering updates, click **Save** to check for errors.

Select the reason for the adjustment.

To submit the transaction for review and approval, click **Submit**. After you submit it, the system displays the workflow routing details (not pictured here) below the Initiator Comment field.
Process Direct Retro Page - Work Study

- **Work Study Indicator** field
- **Apply/Remove Work Study** field is enabled
If you enter a capped fund in the **New Data** section, and the employee's Total UC Salary exceeds the fund’s annual salary Cap, the **Process Direct Retro** page displays the **Salary Cap/Multiple Components of Pay (MCOP) Worksheet** link.
Use to enter and link funding to the **New Data** section of the **Direct Retro Update** page.

When you navigate to the worksheet, the system defaults the new data to the same values as the old data, and you make the necessary updates to reflect how the expenses should be transferred.

After you make the necessary updates, click **Preview** to see how the system will allocate OTC amounts for new data. You can then adjust the **OTC FAUs** that are generated.
The Preview Direct Retro Distribution Worksheet page displays a preview of all funding distributions, so you can verify whether the data is accurate and complete, and includes the necessary applied caps and calculated OTC amounts.

This page is view-only except for Location-specific charfields for OTC funding lines where the OTC Indicator begins with letter Y. These rows must be funded by uncapped funds. If a Y-OTC Default Funding Profile was defined in the Funding Entry definition, the system copies the FAU into the Direct Retro Preview Y-OTC row. You can override or enter (if blank) the FAU on the Y-OTC row.

If you notice inaccuracies in the funding lines, return to the Direct Retro Salary Cap/MCOP Funding Worksheet to make necessary changes and regenerate the preview worksheet.

After all distributions rows are accurate, click Submit to Direct Retro Page. If the data passes the page funding edits, the system displays the transferred data on the Process Direct Retro page.
After final approval of a direct retro update, the system automatically sends an email notification to the Location Initiator, which indicates the transaction is approved.

Your transaction for [details] has been approved and submitted to UCPC to be processed into UCPATH. As a reminder, it is effective as of 8/11/200.

You can view this transaction at https://sucs4j.universityofcalifornia.edu/psp/SUCS4J/EMPLOYEE/HRMS/c/UC_EXTENSIONS_UC_HP_RDIST_REVIEW.GBL?
Page=UC RETRO DISTERN & Action=U & HP RUN_CNTL_ID=DR00060000742 & OPRID LAST_UPDT= & CREATION_DT=2017-08-01 & PAY_DT=2017-05-06 & HP TRANSACTION_SRC=R

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.
Enter Direct Retro Funding Update

• Watch as your instructor demonstrates how to enter a direct retro funding update in UCPath.

• Follow along using the UCPath Help topic.
  • Open the UCPath Help site and refer to the Enter Direct Retro 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 #1

Enter Direct Retro Funding Update

• This is your opportunity to practice this task on your own.
• Complete exercise 1 in your workbook.
• Ask your instructor for assistance, if needed.
Enter Direct Retro Funding Update – MCOP

• Watch as your instructor demonstrates how to enter a direct retro funding update in UCPath.
• Follow along using the UCPath Help topic.
  • Open the UCPath Help site and refer to the Enter Direct Retro Funding Update – 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.
Enter Direct Retro Funding Update – MCOP

• This is your opportunity to practice this task on your own.
• Open the UCPath Help site and refer to the Enter Direct Retro Funding Update – MCOP topic.
• Launch the Try It version of the topic.
• Ask your instructor for assistance.
Objectives Review

✓ Having completed this module, you should be able to:
  • Describe the direct retro funding update process.
  • Enter direct retro funding updates.
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.
A Direct Retro transaction does not flow through AWE and the data writes directly to UCPath.

**False.** Direct Retro transactions flow through AWE. Upon receiving final Location approval, the transaction page updates the Direct Retro transaction status to **Approved**, which then makes the transaction available for Update Actuals Distribution processing.
Multiple Choice

Which of the following will move with the Direct Retro?

A. Vacation Expense
B. Deductions
C. Taxes
D. All of the above

D) all of the above. Vacation expense, deductions and taxes all move with Salary.
• After entering funding updates in the **New Data** section of the **Retro Distribute Earnings** page, click the **Check Balance** button to prompt the system to validate net dollar amounts from the old distribution data to the new.
How will I manage the various default FAUs when they are charged?

A. Enter a Direct Retro to move the charges
B. Update the Funding Entry page if incorrect to prevent the need for additional Direct Retros
C. Contact UCPath Center
D. A and B. Enter a Direct Retro to move the funding to the correct source and update the Funding to prevent future payroll charges to the default FAUs.

D) A and B. Enter a Direct Retro to move the funding to the correct source and update the Funding to prevent future payroll charges to the default FAUs.
The Process Direct Retro page displays the Salary Cap/MCOP Worksheet link when you enter a/an ______________ in the New Data section and the employee's prorated UC Annual Salary exceeds the prorated Fund Annual Cap Rate.

A. Uncapped fund
B. New Earnings Amount field value above $5,000
C. Unknown Project Code field value
D. Capped fund
E. All of the above
LESSON 3

Benefit Cost Transfer Overview
In this lesson, we will:

- Describe the benefit cost transfer process.
Benefit Cost Transfer – Process Overview

• During the direct retro process (salary cost transfers), fringe expenses – including composite benefit rate (CBR) and non-CBR benefit actuals – are automatically redistributed and prorated to follow user-specified salary expense redistribution.

• The benefit cost transfer (BCT) process allows Locations to move benefit costs from one account or fund to another.

• It does not allow the movement of dollars from one deduction code to another; redistribution of dollars is restricted to the same deduction code.
Benefit Cost Transfer – Scenarios

• Employee is paid on a funding source for which the sponsor:
  o Prohibits some, but not all, of the benefit expense components of the CBR from being charged to a specific funding source.
  o Requires a lower fringe rate than the configured CBR.
  o Prohibits all fringe expense (CBR and non-CBR) from being charged to a specific funding source.
  o Prohibits a benefit expense not included in the CBR (such as Tuition and Fee Remission, GAEL or Leave) from being charged to a specific funding source.

• Miscellaneous benefit expense adjustments are required due to sponsor audit findings or award closeouts.

• Fee remission: GSRs where appointment goes below 25%, or when an employee transfers from GSR to Reader or TA appointment.

• Fee remission: For student employees on work study.

• Transition from Location CBR (for example, UC Davis) to UCPath CBR.
Benefit Cost Transfer – Reminder

- Do not process a direct retro transaction (salary cost transfer) after you process a BCT transaction for the same paycheck/payroll transaction(s); it will cause benefit expenses to be out of sync between the direct retro and BCT.

- If business need requires this, Locations are responsible for processing a subsequent BCT to move the benefit expense(s) back to the original full accounting unit or units (FAUs) before proceeding with a direct retro.

IMPORTANT REMINDER!
Benefit cost transfers should be final
Benefit Cost Transfer – System Process

1. Navigate to Process Benefit Cost Transfer page and click Add a New Value tab.
2. Click Add to display Process Benefit Cost Transfer search page.
3. Search for appropriate payroll data, select applicable transaction(s) and click Save.
4. Run the process to display Review Benefit Cost Transfer page.
5. Enter new data and submit for approval.
Benefit Cost Transfer – High Risk Transactions

A high risk benefit cost transfer transaction requires an additional, higher-level approval in UCPath.

- More than 120 days after original transaction pay period end date
- Where the grant or funding end date is more than 90 days in the past

High Risk Approval Routing
✓ Having completed this module, you should be able to:
  • Describe the benefit cost transfer process.
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.
A benefit cost transfer transaction does not flow through AWE; the data writes directly to UCPath.

**False.** Benefit cost transfers flow through AWE. Upon receiving final Location approval, the transaction page updates the transaction status to **Approved**, which then makes the transaction available for Update Actuals Distribution processing.
A **high risk** benefit cost transfer transaction requires an additional, higher-level approval in UCPath.
LESSON 4

Enter Benefit Cost Transfers
In this lesson, we will:

- Enter a benefit cost transfer.
- Review an existing benefit cost transfer transaction.
Benefit Cost Transfer – Add a New Value

**Navigation:** PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > **Process Benefit Cost Transfer**

**Process Benefit Cost Transfer**

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

**Run Control ID**

**NEW**

Click **Add** to display the page on which you enter the new funding details.

Begin the steps for entering a benefit cost transfer transaction on the **Add a New Value** tab.

Notice that the **Run Control ID** displays a default value of NEW. You cannot update this value; when you successfully submit the transaction, the system automatically assigns a Direct Retro ID number.
Process Benefit Cost Transfer Page

Use this page to search for the employee and the paychecks.

Begin the system steps by entering the appropriate **earnings date range** and the **employee’s ID**, then click **Search**.

Select the specific **payroll date(s)** for which you want to update funding and click **Save**.

Click **Run** to display the Review Cost Benefit Transfer page on which you enter the necessary benefit cost updates.
Review Benefit Cost Transfer Page

Use this page to enter updates

- **In the New Data section**, enter the necessary update(s) and then click **Check Balance**.
- You have the option to enter comments and add one or more supporting documents.
- The **Old Data** section displays the current funding detail.
- **Expand and complete** the **Questionnaire** section, if applicable.
- Select the **reason for the adjustment**.
- When you are finished entering updates, click **Save** to check for errors.
- To submit the transaction for review and approval, click **Submit**. After you submit it, the system displays the workflow routing details (not pictured here) below the **Reason Code** field.
Enter Benefit Cost Transfer

• Watch as your instructor demonstrates how to enter a benefit cost transfer in UCPath.
• Follow along using the UCPath Help topic.
  • Open the UCPath Help site and refer to the Enter Benefit Cost Transfer topic.
  • Launch the Try It version of the topic.
• At the end of the demonstration, you will have the opportunity to practice this task.
Exercise

Enter a Benefit Cost Transfer Transaction

• This is your opportunity to practice this task on your own.
• Complete exercise 2 in your workbook.
• Ask your instructor for assistance, if needed.
After final approval of a benefit cost transfer, the system automatically sends an email notification to the Location Initiator, which indicates the transaction is approved.

Your transaction for [details] has been approved and submitted to UCPC to be processed into UCPath. As a reminder, it is effective as of 8/1/2020.

You can view this transaction at
https://sucs4.j.universityofcalifornia.edu/psp/SUCS4J/EMPLOYEE/HRMS/c/UC_EXTENSIONS.UC_HP_RDIST.REVIEW.GEL?
Page=UC RETRO DISTERN&S&Action=U&HP RUN_CNTL_ID=DR00000000742&OPRID_LAST_UPDT=_______&CREATION_DT=2017-08-01&PAY_DT=2017-05-
06&HP TRANSACTION_SRC=R

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.
Use the Review Benefit Cost Transfer page to access a transaction that has been entered and saved, but not submitted. You can also use this page to access transactions that have been submitted and are awaiting approval or have already been approved.
Review Benefit Cost Transfer Page (cont’d)

If the initiator or the approver uploaded one or more documents to the transaction, the View Attachment button is enabled. Click the button to view the attached document(s).

The Requester Comments, Questionnaire answers, if applicable, and the transaction Reason Code provide insight as to why the BCT transaction was necessary.

The bottom of the page displays the Requester Comments field, Questionnaire answers, if applicable, the transaction Reason Code, access to justification documents and approval details.

If the transaction has been submitted, as in this example, the system displays the approval routing details, including the approval actions that have taken place.

In this example, the transaction has been approved. Click ► to expand the section to see the specific approver(s) to which the transaction was routed.

Approvers can enter comments on any transaction routed for their approval, but must enter comments when denying or pushing back the transaction to a previous approver during the approval process.
Instructor Demo

Review Existing Benefit Cost Transfer Transaction

• Watch as your instructor demonstrates how to enter a benefit cost transfer in UCPath.
• Follow along using the UCPath Help topic.
  • Open the UCPath Help site and refer to the Review an Existing Benefit Cost Transfer Transaction topic.
  • Launch the Try It version of the topic.
• At the end of the demonstration, you will have the opportunity to practice this task.
Having completed this module, you should be able to:

- Enter a benefit cost transfer.
- Review an existing benefit cost transfer transaction.
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.
False. The Location Initiator receives all notifications.
Multiple Choice

• Use the **New Data** section on the **Review Benefit Cost Transfer** page to enter the necessary benefit cost update(s) and then click the __________ button to check for errors.

• Check Balance
  • Save
  • Submit
  • None of the above
Course Review
The direct retro process:
- Clears the suspense account for expired or invalid funding data.
- Moves authorized pre-award spending without project/grant setup after the project/grant is in UCPath.
- Redistributes all or a portion of a prior period distribution to different funds due to delayed approval of a funding change.

Modifications made using the direct retro process do not change the existing funding data in the UCPath tables.

The Review Retro Distribution page provides an audit trail of changes made on a particular direct retro transaction. It provides key information, such as process status, approval status, pay period, old and new data, initiator comments and transaction reason code.

A high risk direct retro transaction requires an additional, higher-level approval in UCPath.

If you enter a capped fund in the New Data section, and the employee’s Total UC Salary exceeds the fund’s annual salary cap, use the Salary Cap/Multiple Components of Pay Worksheet to enter over the necessary cap details for the transaction.
The benefit cost transfer process allows Locations to move benefit costs from one account or fund to another.

This process restricts redistribution of dollars to the same deduction code; it does not allow the movement of dollars from one deduction code to another.

Submitting a benefit cost transfer transaction triggers approval workflow (AWE) at the Location level.

High-risk transactions are considered Benefit Cost Transfers (BCTs) that are in violation of the 120 Day Rule and/or 90 Day Rule at the time of submission by the initiator.

After final approval of a benefit cost transfer, the system automatically sends an email notification to the Location Initiator, which indicates the transaction is approved.
Having completed this course, you should be able to:

• Describe the use of direct retro at UC.
• Identify the key information on the Review Retro Distribution page.
• Describe the direct retro funding update process.
• Enter direct retro funding updates.
• Describe the benefit cost transfer process.
• Enter a benefit cost transfer.
• Review an existing benefit cost transfer transaction.
Course Resources
Reference Material for Review

- Business Process Guides to reference:
  - GL.02 Benefit Cost Transfer
  - GL.51- Direct Retro Salary Cost Transfer
Reference Material for Review

Links to helpful reference material:

- [https://ap.uci.edu/compensation/salary-caps/](https://ap.uci.edu/compensation/salary-caps/) - Academic Salary Cap Information
- [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

List of Other Relevant UPKs:

- [Initiate Update Vacant Position Request](#)
Where to Get Help

1. Your training materials are available to use as reminders for navigation, codes, and page processing information.  
   - UPKs  
   - Job Aids  
   - Presentation decks

2. Who do you ask for Help now?  
   - Continue to do so. Specially trained users (Points of Contact, POCs) are ready to help you within your departments and divisions.  
   - Many of the POCs are those you have already worked with.

3. You or the POC contacts the Employee Experience Center (EEC or Service Now) via phone or website to view knowledge base articles and/or open a ticket.

4. The UCPath Help site is your last 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, click the appropriate link.  
   - 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.
Training End

Thank You!