



UCPATH: SALARY COST TRANSFERS (DIRECT RETRO)

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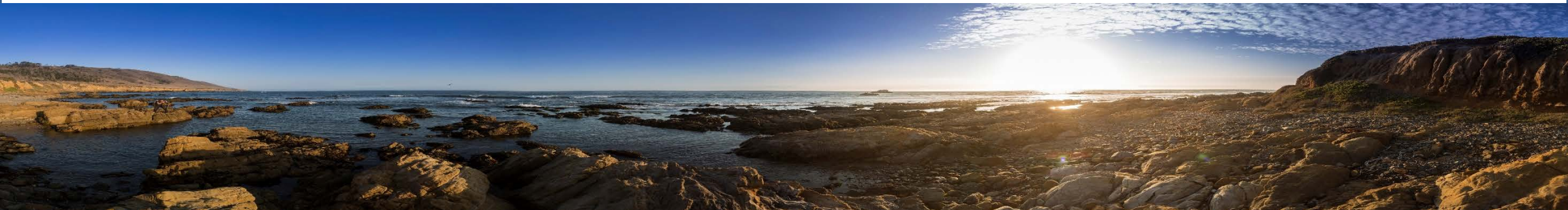
WELCOME to BFS Mini Tune-ups

OBJECTIVE:

Online meetings to provide campus staff with a high level perspective and information on both topics of interest and new/upcoming initiatives and policy updates.

PRINCIPLES:

- Sessions are conducted via Zoom and will last no longer than 30 minutes
- Participants will be muted during the session
- Chat questions can be submitted but priority will be given to questions submitted ahead of time at www.bfs.ucsb.edu/coaching
- The Mini Tune-up website will be updated with session details and information



Learning Objectives

- SCT in UCPath
- When is SCT is needed
- Substitute Chartstrings
- How to avoid SCT
- SCT for Contracts & Grants
- SCT for Federal Work-Study
- References

SCT in UCPath

- Replaces UPAY paper form process in PPS
- Process in UCPath is automated
 - Initiator
 - Approver
 - High risk have additional review
- SCT journal is posted to the general ledger as transactions are approved in UCPath
 - Posting date in the General Ledger is the date the SCT is approved
 - SCTs approved on the last day of the month are posted to the General Ledger of that month

When is SCT needed

- Timing - Late receipt of information about chartfields related to services employees performed
- User Error
- Fund Entry Page - chartfields missing
- Chartfield Substitution – Funds 89996, 89997, 89998

Substitute Chartstrings

UCPath monitors the chartfield values. When the system finds certain error conditions, chart of account substitutions are made.

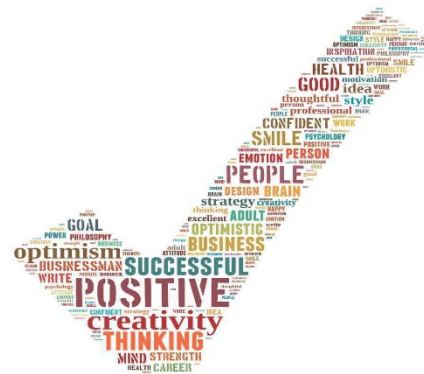
ERROR TYPE		Account	Fund
EDIT ERROR	Invalid chartfield combo	Default *	89996
SUSPENSE	Expired Funding End Date	660000	89997
DEFAULT	Missing chartfield values	Default *	89998

* *Account Default* - For each Department, the account default is set to the account most commonly used for payroll during fiscal years 2016 & 2017.

Salary Cost Transfer (Direct Retro)	Departments will use the Direct Retro function in UCPath to move payroll activity from the edit error, suspense or default chartfields to the appropriate chartfield values.
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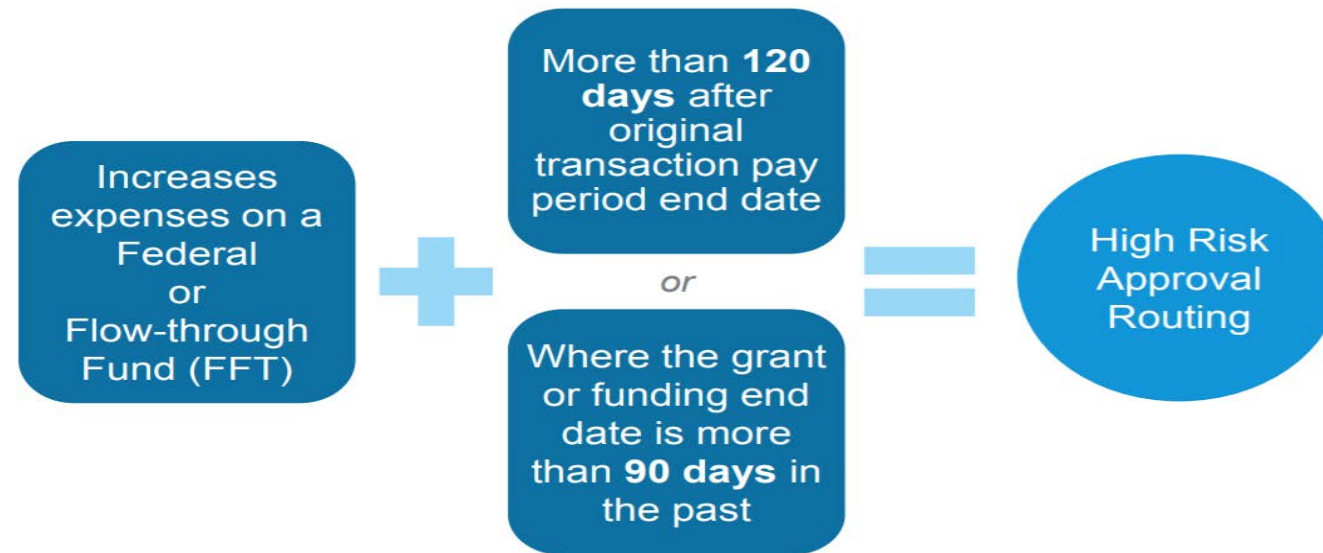
How to avoid SCT – be proactive

- New Positions – make the Funding Entry page a routine part of your new position process
- Errors – monitor and correct chartfields
- Deadlines – be mindful of cutoffs for Funding Entry changes
 - Cutoff for a Pay Cycle is the same day as Pay Path transactions are due. See UCPath Production Processing Schedule for dates



SCT for Contracts & Grants

- Initiator Comment - To follow best practice for Contracts & Grants, the Initiator completes 4 questions
- High Risk SCT requires additional, higher level approval



SCT for Federal Work-Study

- SCT for Work-Study must be applied to work-study and department portions
- Ad hoc approver (see FINA website for current approver):
<https://www.finaid.ucsb.edu/federal-work-study-employers>

Federal Work-Study Employers

Expand All | Collapse All

Contact Us

— UCPATH Information

Current Ad-Hoc Approver: Jenny McCracken

Work-Study Training


Training slides can be found in [Google Drive](#) .

Upcoming Training

Date: 10/12/2018, 10/26/2018, 11/9/2018

Time: 10:00-11:30

Location: Office of Financial Aid & Scholarships Conference Room

Please register for a session on [Wejoinin](#) .

UCSB UCPATH Functional Users Resources:

Several Work-Study specific job aids can be found at [UCSB UCPATH Functional Users Resources and Help](#) .

New Work-Study Processing Timeline/Deadlines

Due to the new UCPATH timeline, in order to guarantee earnings will split for a given pay period the referral must be received in the Office of Financial Aid & Scholarships by the Wednesday before the pay period end date. Referrals received after this day will still be processed but we cannot guarantee that earnings will split with Work-Study funds for that pay period.

References

- ServiceNow Catalog: bfs-help.ucsb.edu
- ACTGNEWS listserv: <https://www.bfs.ucsb.edu/>
- Review training material-PHCMGENL201: Position Funding Entry & Updates
 - <https://www.ucpath.ucsb.edu/training/functional-users-resources-and-help>
 - Select Commitment Accounting – UCPath Help Site for training material.
 - Drill down on General Ledger
- Desk Reference - Enter Direct Retro Funding for Work:
<https://ucsb.app.box.com/s/zajxo22aklxzys753bf0g59xz8wiqtu>
- Job Aid for Position Funding Entry
<https://www.bfs.ucsb.edu/sites/www.bfs.ucsb.edu/files/docs/payroll/UCPath-Job-Aid-Funding-Entry.pdf>

Questions & Answers



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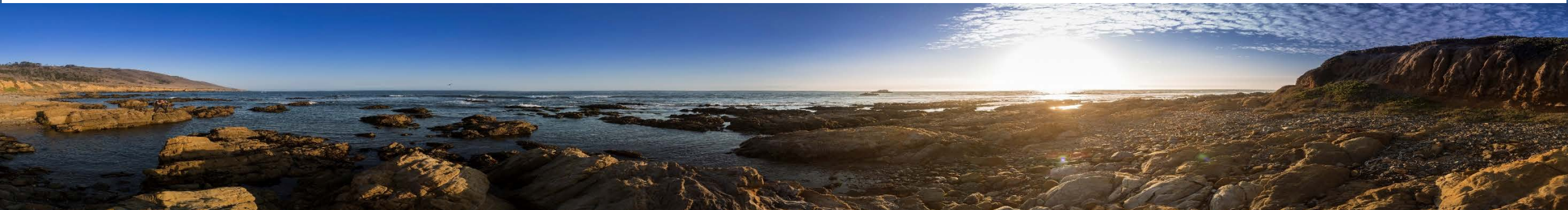
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CLOSING - BFS Mini Tune-ups

NEXT STEPS:

Visit the Mini Tune-ups website to:

- View our session blog updates
- Sign up for future sessions and submit questions
- Submit suggestions for future topics

www.bfs.ucsb.edu/coaching

