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.

<table>
<thead>
<tr>
<th>ERROR TYPE</th>
<th>Account</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDIT ERROR</td>
<td>Invalid chartfield combo</td>
<td>Default *</td>
</tr>
<tr>
<td>SUSPENSE</td>
<td>Expired Funding End Date</td>
<td>660000</td>
</tr>
<tr>
<td>DEFAULT</td>
<td>Missing chartfield values</td>
<td>Default *</td>
</tr>
</tbody>
</table>

* 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.
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

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: bfshelp.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/zajxo22aklzzys753bf0q59xz8wiqtu
• Job Aid for Position Funding Entry
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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