



Extramural Fund Management

January 10, 2019

Agenda

- **PPS: Payroll Expense Transfer Deadline**
- **Update on the Release of Effort Reports**
 - Salary Cost Transfer clean-up Status

PPS: Payroll Expense Transfer Deadline

Yoon Lee

Overview

- **PPS will discontinue as of July 1, 2019**
- **After PPS support discontinues, EFM standard procedure will be not to accept transfers of pre-UCPath go live payroll expenses debiting to sponsored project funds.**
- **History of communication of the procedure at RAF**
 - July 2017: UCPath go-live scheduled in December 2017
 - PPS was scheduled to discontinue as of July 1, 2018.
 - Detailed procedure was announced.
 - Target date to complete all payroll expenses transfers in PPS was January 2018.
 - January 2018: UCPath go-live scheduled in September 2018
 - PPS was scheduled to discontinue as of July 1, 2019.
 - Procedure was reminded.
 - Target date to complete all payroll expense transfers in PPS was October 2018.
 - June 2018: UCPath go-live scheduled in September 2018
 - Procedure and target completion date were reminded as shared at RAF in January 2018.

PPS: Payroll Expense Transfers

“PPS will discontinue as of July 1, 2019”

Until June 30, 2019 while PPS is maintained

- Transfer payroll expenses through WebPET.
- High risk cost transfers will be routed to EFM for approval.
- Payroll expense transfers will be processed through pay compute cycle and posted to general ledger (For high risk cost transfers, once approved by EFM)
- Downstream applications (e.g. Effort Reporting System) will be updated via the same process.

After June 30, 2019 once PPS is discontinued

- WebPET will no longer be available for payroll expense transfers.
- If payroll expense transfer is needed, it needs to be processed through a financial journal bypassing payroll sub-ledger.
- This will result in discrepancies between payroll sub-ledger and general ledger.
- Impact to downstream applications consuming payroll sub-ledger data (e.g. Effort Reporting System).
- Related benefits, GAEL, TIF, etc. need to be manually calculated to be included in a financial journal.
- No clear audit trails for payroll expense transfers.
- Manual reconciliation and off-system documentation will be required.

EFM Procedure

PPS: Payroll Expense Transfers after June 30, 2019

- **EFM standard procedure will be not to accept pre-UCPath go live payroll expense transfers debiting to sponsored project funds after PPS support discontinues.**
- **Department will be responsible for finding unrestricted funding source for these payroll expenses.**
- **If payroll expenses need to be transferred off from sponsored project funds after PPS support discontinues, EFM will require the department to submit following:**
 - Comprehensive explanation of circumstances why a delay of payroll expense transfers exceeded 9 months or more in addition to standard questions for cost transfers, signed by the PI and the department fund manager.
 - Detailed action plan on how the department will ensure manual adjustments to all affected downstream system reports
 - e.g. For effort reports, a complete list of all employees whose salaries are transferred including affected effort report periods, pay rate, pay distribution before and after, etc.)
 - Endorsement of Department CFO, CAO, Director, or an equivalent position on the explanation and action plan.

Department Actions Required

- **Do you have any awards monthly reconciliation has not yet been completed for August 2018 or prior?**
 - Review payroll expenses on projects through August 2018 (processed in PPS) now.
 - Process payroll expense transfers as soon as errors are discovered.

- **The Last Day to submit payroll expense transfer for EFM’s review via WebPET**

Pay Cycle	Pay Period	Last Day to submit expense transfer for review by EFM	Pay Compute
MO	06/01 – 06/30	06/18/19	06/24/19
B2	06/16 – 06/29	06/27/19	07/03/19

- Complete 2019 PPS schedule can be found at <https://ucla.app.box.com/v/pyrl-pdf-pps-sched19>

“Please do not wait and act now!”

Update on the Release of Effort Reports

Amanda Maninos

Delayed Release of Effort Reports

ERS Update

Spring'18 and Summer'18 quarters

- **Testing since October 2018**
 - Outstanding issues identified in UCPATH conversion
 - Central Resource Unit (CRU) Team is working with departments to resolve
- **Next Release Date: *TBD***
- **Certification Deadline: *TBD***
- **Fall'18 and Winter'19 quarters**
 - Anticipated Release: *April 2019*
 - Contingent upon resolution of outstanding issues

Issues Identified

ERS Update

- **Payroll Exceptions are not being distributed among all FAUs**
 - “Exceptions” include: vacation, jury duty, sick leave, etc.
 - Exceptions that were taken in August and September of 2018
 - Applies to employees with multiple components of pay
 - Population affected is still being determined
- **Positions with Multiple Components of Pay (MCOP)**
 - MCOP Worksheet is the control that ensures salary amounts are distributed correctly
 - An MCOP Worksheet is required in UCPath when:
 - a position is funded from more than one FAU and/or fund has a Salary Cap

Salary Cost Transfer clean-up

ERS Update

- **Issue: MCOP Worksheets are missing or incorrectly filled-out**
 - Result: Salary is being charged over the cap rate
 - Direct Retros are required to correct overages

- **Direct Retros required in UCPATH**

Description	Total Identified	Current Status
Positions missing MCOP worksheet	# 54	75% Completed
Positions with incorrect MCOP worksheet	# 31	100% Outstanding
Direct Retro / Salary Cost Transfers required	# 100 estimated	50% Completed

Resolution

ERS Update

- **Resolution is currently in progress**
 - CRU Team has identified and will contact populations affected
- **CRU Team is in the process of assisting departments to:**
 - Complete missing MCOP worksheets
 - Update incorrect MCOP worksheets
 - Process salary cost transfers/direct retros
- **Please respond to CRU's request by January 18th extended deadline**
 - Refer to emails issued on December 10th and 18th; Reminder sent January 7th
 - Subject: "MCOP Funding Worksheet – Dept # and MCOP Salary Cost Transfer"

Any Questions?

Contact Information

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