



Extramural Fund Management

March 14, 2019

Agenda

- **PPS Payroll expense transfers – Yoon Lee**
 - Deadline
 - Employees purged from PPS EDB
- **UCPath**
 - GAEL transfers in UCPath – Yoon Lee
 - Positions without funding sources – Troy Romero
 - MCOP worksheet and clean-up effort – Thao Nguyen
 - Training webinars and resources – Thao Nguyen

PPS to UCPath

- **Departments reported a number of issues stemming from UCPath transition affecting sponsored project funds to EFM.**
- **A workgroup has been formed to address these issues with the support from AVC Marcia Smith (ORA), AVC/Controller Allison Baird-James (CFS), and Executive Director Omar Noorzai (BTO).**
 - 12+ people from the UCLA UCPath Central Resource Unit (UCPath CRU), CFS (General Accounting), BTO, and ORA (EFM) are participating.
 - 20+ potential issues have been identified, including positions without designated funding sources, MCOP worksheet (salary cap control), credit of vacation or sick time, assessment of RPNI to federal flow through funds, etc.
 - Weekly calls occur to confirm issues and find solutions.
- **Departments to confirm funding entries in UCPath for all positions involved in sponsored projects and make corrections if needed as soon as possible.**
 - A delay in correcting funding entry will result in under-reporting of expenses to the sponsors, require salary cost transfers and revision of invoices and financial reports.
 - Coordinate with the person who completes funding entries if you don't have access to edit funding entries.
 - Refer to EFM's announcement sent February 27, 2019 via ORA listserv [subject: UCPath Funding Error Correction]

PPS Payroll Expense Transfers

Yoon Lee

PPS Payroll Expense Transfers

Reminders – Refer to the presentation at RAF January 2019

- **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.**
- **Department will be responsible for finding unrestricted funding source for these payroll expenses.**
- **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>

Employees Purged from EDB

- **Department is not able to transfer salaries of employees purged from PPS EDB.**
 - Employees separated 2017 or prior who had no activity in 2018.
- **UCLA UCPATH Central Resource Unit [UCPATH CRU] is developing the procedure to address this.**
- **A preliminary draft of the procedure: More detailed procedure will be shared via the ORA listserv when finalized.**
 - Department contacts ORA with a request to re-instate employee record for payroll expense transfers for the sponsored project funds and provides the following information.
 - Name
 - UID
 - Separation Date
 - Department FS code
 - ORA re-hires employee with the minimal data needed to re-establish record.
 - Department processes expense transfer in WebPET and informs ORA once transfers are completed.
 - ORA will close the employee record.

Employees Separated in 2018

- **If a payroll expense transfer cannot be completed for an employee separated during 2018, it is most likely a case where the employee was working in a different department when separated.**
- **Proposed solution by UCLA UCPATH Central Resource Unit [UCPATH CRU]**
 - Contact the department of the record at the time of separation to process payroll expense transfers on your department's behalf.
- **UCLA UCPATH CRU is looking into a possibility where a case can be opened with CRU and CRU can assign temporary access to process the transfers.**
 - The procedure will be shared if this is confirmed to be a possible solution.

UCPath: GAEL Transfers

Yoon Lee

GAEL Transfers

- **GAEL is processed in UCPATH and transfers of GAEL must be done via Benefit Cost Transfer in UCPATH.**
- **For GAEL transferred through the NPEAR system, CFS is working with ITS**
 - To stop future NPEARs from moving XXP10 Trans IDs (the Trans IDs coming from UCPATH that post to the ledger)
 - To run the FSO35 Job to reverse all of the NPEARs for GAEL that originated in UCPATH.
- **CFS is planning to send the communication to the ITS listserv explaining:**
 - NPEAR application will no longer be utilized to reallocate/transfer GAEL expenses that originated in UCPATH.
 - All UCPATH GAEL reallocations/transfers will need to be performed in UCPATH directly.
 - Direction and exact steps on how to perform the reallocations/transfers in UCPATH.
 - All GAEL NPEARs (originated in UCPATH) that posted to the GL will be systematically reversed and provide the date of the reversal posting.
 - NPEARs that are being reversed will need to be reallocated/transferred in UCPATH by the departments.

UCPath: Positions without funding sources

Troy Romero

Suspense Account Cleanup

Over \$15 million of salary expense and benefits have been charged to Suspense/Default FAU instead of proper fund source.

Immediate attention needed as inaction can result in negative consequences,

- Fiscal Year End Certification: Dean's will be required to sign off that all expenses have been properly reported to our Chancellor and Auditors
- Contract and Grant Reporting : If funds are not properly reported, UCLA will not be able to recover these amounts. NSTP Positions had to be manually created due to failed Job conversion, Compensation conversion and JED creation.

Funding Conversion Background

- At time of Conversion roughly 10% of funding for all positions did not convert or convert correctly.
 - Complex Conversion Rules
 - DOS to Earn Codes Splits, Multiple Positions from 1 Appointment, etc.
 - Inconsistencies in PPS Data
 - Mapping to Split Appointments, Missing Positions and Jobs in UCPATH
- No Comparison Reports provided to identify differences between PPS Data and UCPATH.
- NSTP Positions had to be manually created due to failed Job conversion, Compensation conversion and JED creation.

Funding Issue 1-

Suspense defined On Funding Page

What is it

- Suspense FAU designated as Fund Source on Funding page.

Cause

- Funding could not be determined at conversion
- Fund Source could not be mapped to a Earn Code due to the split of DOS to Earn Code at conversion
- Split Percentage could not be summed to 100% at conversion
- Result
 - Suspense will be charged anytime payroll is processed using a Project code of "FUNDNG"

Correcting Issue 1

Suspense defined On Funding Page

How to Identify

- Use the “ODS Funding Report - Current Funding” to identify those positions with Suspense Fund Sources.

How to Correct

- Fund Managers update Funding Page or
- Mass Funding Upload to correct. Requires Fund Managers to provide fund sources to charge
- Enter Direct Retros for affected pay periods

Population of Issue 1

Suspense defined On Funding Page

Engineering

- 52 Positions still have Suspense defined on Funding Page since conversion

Semel

- 2 Positions still have Suspense defined on Funding Page since conversion

UCLA

- 1,155 Positions still have Suspense defined on Funding Page since conversion

Funding Issue 2

Positions with no Fund Sources

What is it

- Positions do NOT have any fund sources identified.
- Cause
 - Funding Conversion could not identify a Position or no Position was created at conversion.
 - Fund Managers are not adding Funding when a position is created.
- Result
 - Suspense will be charged anytime payroll is processed using a Project code of "FUNDNG".

Correcting Issue 2

Positions with no Fund Sources

How to Identify

- Use the “ODS Funding Report - No Funding Info” to identify those positions with no Funding.

How to Correct

- Fund Managers Add Funding or
- Mass Funding Upload to Add funding. Requires Fund Managers to provide fund sources to charge
- Enter Direct Retros for affected pay periods

Population of Issue 2

Positions with no Fund Sources

Engineering

- 40 Positions at Go-Live
- 98 additional Positions since Go-Live

Semel

- 4 Positions at Go-Live
- 12 additional Positions since Go-Live

UCLA

- 486 Positions at Go-Live
- 1,916 additional Positions since Go-Live

Population of Issue 1 & 2

Positions Charging Suspense "FUNDNG"

UCLA

- \$12.4 Million has been charged to the Default/Suspense FAUs since Go-Live, Project Code equal to "FUNDNG".
- Top Ten account for \$7.9 Million

Account Org Title	Account Department Short Title	Project Code	201809	201810	201811	201812	201901	Grand Total
DAVID GEFEN SCHOOL OF MEDICINE	DEAN SCHOOL MED	FUNDNG	2,137,732.90	1,921,166.81	78,278.33	(733,122.59)	(1,272,486.03)	2,131,569.42
LETTERS AND SCIENCE	UG EDU ADMIN	FUNDNG	2,590.02	355,285.73	413,510.03	245,698.65	579,105.63	1,596,190.06
MEDICAL GROUP	MEDICAL GROUP	FUNDNG	10,611.80	59,882.74	520,850.03	337,066.98	181,668.30	1,110,079.85
HENRY SAMUELI SCHOOL ENGR & APPL SCIENCE	DEAN SEAS	FUNDNG	488,725.36	147,314.19	5,803.77	13,615.59	318,090.93	973,549.84
LETTERS AND SCIENCE	ECO & EVOL BIO	FUNDNG	1,188.46	201,043.45	82,300.70	84,892.44	85,802.15	455,227.20
VC STUDENT AFFAIRS	VC STU AFFAIRS	FUNDNG	2,300.17	130,318.46	199,093.35	21,367.83	58,253.82	411,333.63
ADMINISTRATIVE VICE CHANCELLOR	UNIVERSITY APTS	FUNDNG			352.46	159,362.42	186,762.27	346,477.15
LETTERS AND SCIENCE	CORE CRCLM PRGM	FUNDNG		28,694.87	5,447.78	6,023.28	300,403.83	340,569.76
LETTERS AND SCIENCE	MATHEMATICS	FUNDNG	16,306.60	121,982.58	90,054.65	58,102.42	39,749.95	326,196.20
LETTERS AND SCIENCE	CHEM & BIOCHEM	FUNDNG	41,769.39	90,983.78	150,720.08	(28,401.35)	1,022.76	256,094.66

Funding Issue 3

Positions have Funding End Dates - Reached

What is it

- Positions have FAUs with Funding End Dates identified with NO addition FAUs designated for subsequent Payrolls.
- Cause
 - Fund Managers entered a Funding End Date on the Funding Page.
- Result
 - Suspense will be charged anytime payroll is processed using a Project code of "ENDDTE".

Correcting Issue 3

Positions have Funding End Dates - Reached

How to Identify

- Use Financial Reports to identify positions with charges to the Default/Suspense Fund Sources with Project code of “ENDDTE”

How to Correct

- Fund Managers update Funding using an effective date greater than the End Date or
- Fund Managers update Funding to exclude End Dates or
- Mass Funding Upload to update funding. Requires Fund Managers to provide fund sources to charge
- Enter Direct Retros for affected pay periods

Population of Issue 3

Positions have Funding End Dates - Reached

UCLA

- \$1.8 Million has been charged to the Default/Suspense FAUs since Go-Live using Project Code of "ENDDTE".
- Top Ten account for \$1.2 Million

Account Org Title	Account Department Short Title	Project Code	201809	201810	201811	201812	201901	Grand Total
HENRY SAMUELI SCHOOL ENGR & APPL SCIENCE	DEAN SEAS	ENDDTE			13,476.30	13,450.44	314,673.39	341,600.13
LETTERS AND SCIENCE	PSYCHOLOGY	ENDDTE		12,163.31	(0.00)	(10,670.51)	178,476.01	179,968.81
SCHOOL OF ARTS AND ARCHITECTURE	DEAN SCH ARTS	ENDDTE			1,608.03	2,263.19	163,529.54	167,400.76
SCHOOL OF NURSING	NURSING	ENDDTE					143,054.15	143,054.15
LETTERS AND SCIENCE	CHEM & BIOCHEM	ENDDTE		15,074.65	942.94	(6,568.39)	99,206.87	108,656.07
SEMEL INSTITUTE	SEMEL INSTITUTE	ENDDTE		909.00		16,427.02	48,370.77	65,706.79
EDUCATION & INFO STUDIES	DEAN, GSEIS	ENDDTE			4,214.76	(3,078.12)	53,928.74	55,065.38
LETTERS AND SCIENCE	STATISTICS	ENDDTE					51,450.35	51,450.35
UCLA FIELDING SCHOOL OF PUBLIC HEALTH	BIOSTATISTICS	ENDDTE		109.54	3,523.74	1,058.76	46,353.20	51,045.24
LETTERS AND SCIENCE	PHYS/ASTRO	ENDDTE			1,624.69	739.15	46,132.31	48,496.15

UCPath: MCOP Worksheet and Clean-up Effort

Thao Nguyen

Salary Cap/MCOP Funding Worksheet

Positions with Missing Salary Cap/MCOP Worksheet

- **As of now: Approximately 23 positions (from 11 departments)**
- **How to determine the missing MCOP Worksheet?**
 - Capped Fund
 - Employee's Salary is ABOVE the Cap
- **CRU will reach out to each department**

Salary Cap/MCOP Funding Worksheet

MCOP Salary Cost Transfer Needed

- **Approximately 23 positions**
- **Working sessions between UCPC PMO Team and UCLA MCOP Experts to address:**
 - General Functional review of MCOP Worksheet at FTE 1.00 - **Completed**
 - Functional review of MCOP Worksheet FTE < 1.00

Webinar/Training Availability

- **MCOP: TBD**
- **Non-MCOP:**
 - Weekly Zoom Training – Topic: Default/Suspense FAUs
 - Weekly Hands on Training – After the 2nd blackout dates
- **Communication through GL Listserv**

Any Questions?

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