



# Extramural Fund Management

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April 9, 2020

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**EFM is open for business and fully operational!**

Standard hours: 8am – 5pm

# Agenda

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- **UCPath updates**
- **COVID-19 Guidelines for Financial Management of Sponsored Projects**

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# UCPath Updates

Yoon Lee

# What is new in 2020?

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- **UCPath Center (UCPC) added business analysts and developers to address UCPath defects**
  - As of February 2020,
    - GL team: 1120 hours per month with 8 members working on issues affecting labor ledger and GL.
    - ERS team: 840 hours per month with 6 members dedicated to work to release effort reports.
  - UCPC communicated to add 4, 3, and 1 more staff to GL team in April, May, and June respectively.
- **UCLA created “UCPath Stabilization Taskforce”**
  - AVC/Controller Allison Baird-James organized this group in January 2020.
  - Includes 10 members from Central Resource Unit, Corporate Financial Services, Extramural Fund Management, and Business Transformation Office, including 6 -7 members dedicated full time.

# How are UCPath issues prioritized?

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- UC Controllers prioritize issues for UCPC to resolve through UC Controllers' meeting.
- UCPC plans monthly fix schedule ("*monthly sprint*") based on the level of effort required for each issue following the priority determined by UC Controllers.
- UCPC provides weekly status update to UC Controllers.
- UCLA's top 10 issues affecting sponsored project funds are included in monthly sprints for March and April 2020 except for 1 issue that is scheduled in June 2020.
  - 5 issues have been fixed in system for going forward in March 2020.
  - 4 issues are in process and scheduled to be completed in April 2020.
  - 1 issue has not started and is planned to be fixed in June 2020.

# Status of Major Issues - Completed

Description of the issue	Is fix in System?	Are historical errors corrected?
Earn Codes (NNC & RSP) Reflect 0% Effort in Labor Ledger.	<b>Yes</b> Completed in July 2019	In process April Sprint
Usage of vacation (or any other exception earn codes) is recorded to one fund instead of getting allocated across funds when an individual's salary is funded by multiple funding sources.	<b>Yes</b> Completed in November 2019	No
Ineligible employees having Vacation Leave Accrual assessed.	<b>Yes</b> Completed in March 2020	No
Sponsored project funds were allowed to be used to cover over the salary cap amount.	<b>Yes</b> Completed in March 2020	No
Certain Direct Retros processed were not recorded to labor ledger. Payroll transaction still showed in the original funding source in the payroll reports as if direct rectors were never processed.	<b>Yes</b> Completed in March 2020	No
During the week of 3/15/2020 GL initiators could not enter or edit funding entry and Approvers and were unable to approve the Transaction with the following error message: <i>"Error Message: Fund ##### has a Salary Cap configured. Please verify the Fund is appropriate before proceeding (32001,350)"</i>	<b>Yes</b> Completed in March 2020 <i>(This was a new incidental issue and quickly resolved)</i>	N/A

# Status of Major Issues – In Process

Description of the issue	Is fix in System?
As usage of vacation (or any other exception earn code) is recorded in the subsequent month, they are recorded based on the funding distribution of the current month instead of the funding distribution of the period when vacation or sick days were taken.	<p><b>In progress</b> To be completed in April 2020</p>
Direct Retro page does not see separate rows for VAC reduction. Transactions for different earn period are lump summed in one line and this disable the user to do direct retro for specific transition.	<p><b>In progress</b> To be completed in April 2020</p>
When direct retro is processed, benefit amount is calculate based on the current CBR rate instead of the original CBR rate applied to the payroll transaction.	<p><b>In progress</b> To be completed in April 2020</p>
Inability to tie payroll to benefits by person, by earn date when transactions for multiple earn periods are processed in one pay cycle.	<p><b>In progress</b> To be completed in April 2020</p>
Payroll recorded on general ledger does not match to the amount recorded in the labor ledger at FAU level.	<p><b>Not started</b> Planned in June 2020</p>

*Per UCPC presentation for GL Prioritization Meeting on April 7, 2020*



# Recycled Funds Effective Date Issue: Resolved

- **Users were unable to process funding entries and Direct Retros when using certain recycled funds. This issues exited when**
  - Fund was deleted in FS after UCPATH go live AND
  - Fund was recycled for a new award AND
  - The new award has a retroactive start date earlier than the date the fund was deleted before recycled.
- **For funds to be deleted and recycled in future**
  - A fix to the data feed has been made so this issue will not occur going forward.
- **For recycled funds impacted by this issue**
  - Besides a number of funds reported by campus, 96 funds were identified and the mass fix has been applied to all recycled funds impacted by this issue in UCPATH in March 2020.
- **For funds that will be impacted by this issue as they are recycled**
  - CRU will run weekly monitoring reports to identify these funds and place the fix in UCPATH every Fridays.
  - The frequency of this issue is anticipated to decrease as it is less likely to receive the award with a retroactive start date earlier than September 2019, the last time EFM deleted funds in FS.
- **Refer to CRU website for more details.**
  - <https://www.centralresourceunit.ucla.edu/s/article/Recycled-Funds-Issue-Resolved>

# Welcome Monida Hean!

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- Joined EFM on February 3, 2020 as Manager for Research Finance Compliance
- 6+ years of experience in contract and grant management
  - Lead Research Administrator at USC – College of Letters, Arts and Sciences, focusing post award activities.
  - Grants and Contracts Administrator at CSU Long Beach, managing both pre and post award activities.
  - Fund Manager at UCLA – Life Sciences.
- As Research Finance Compliance Manager, she is responsible for overseeing audit support, effort reporting, fiscal closing, quality assurance and training in EFM and communication of changes to the policies and procedures of industry, sponsors, and university with campus.

# **COVID-19 Guidelines for Financial Management of Sponsored Projects**

Monida Hean

# Recent Events

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## COVID-19 Guidelines

- **Many federal agencies have issued memorandums to provide administrative relief for recipients and applicants of federal assistance directly impacted by COVID-19.**
- **The UC have released several announcements on paid administrative leave in response to COVID-19.**
- **UCLA have provided general guidance on how to track COVID-19 expenses.**
- **EFM has gathered this information to help campus stay up-to-date with the latest guidelines.**

# Federal Agencies

## COVID-19 Guidelines

- **ORA is monitoring federal agency guidelines on a daily basis to provide campus with the latest updates.**
  - Reference [ORA COVID-19 Agency Guidance Matrix](#) on EFM website for guidelines on financial management of C&G.

## Welcome to EFM

Extramural Fund Management remains open for business. For Coronavirus Disease 2019 (COVID-19) updates related to sponsored research, please see the [ORA COVID-19 Agency Guidance Matrix in Box](#).

# University of California

## COVID-19 Guidelines

### **Paid Administrative Leave**

- UC allows paid administrative leave in response to COVID-19 up to 128 hours
- It is an allowable expense for C&G funds because it is an institution policy to pay administrative leave across all funding sources
- COVID-19 administrative leave is considered as part of employee benefits, similar to sick, vacation, jury duty, etc.
- Effort percentage will not be affected

# UCLA

## COVID-19 Guidelines

### Tracking COVID-19 – Related Expenses

CFS/APB announcement (3/31/2020): <https://www.finance.ucla.edu/news/tracking-covid-19-related-expenses>

- **Qualified expenses: any expense that incurred that would have not been incurred had it not been for the COVID-19 crisis.**
- **Non-Payroll Expenses**
  - Use "COVID" in the project segment in FAU; effective 3/31/2020
  - Use object code "3478" for COVID-19 – related emergency child care expenses; effective 4/1/2020 (per CFS)
- **Payroll Expenses**
  - Per CFS/APB announcement on 3/31/2020, additional guidance will be issued for payroll expenses.

# Any Questions?

## Contact Information

### EFM Website

<http://ora.research.ucla.edu/efm/>

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