



# Extramural Fund Management

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April 14, 2022

# Agenda

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- **UCPath: Salary Cost Transfer Redesign Project**
- **Effort Reporting**
  - ORA portal: New Effort Report Search
  - Next Release Plan and Current Status of UCPath Issues and Solutions

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# **UCPath: Salary Cost Transfer Redesign Project**

**Yoon Lee**

# Background

- **Direct Retros (DR) in UCPATH are Salary Cost Transfers (SCT), correcting payroll charges to a funding source A to a funding source B.**
  - It is an accounting entry not an actual payroll transaction processing a paycheck.
- **Current SCT process goes through upstream Salary Distribution processes as if they are original payroll transaction goes through (when people are getting paid).**
  - Salary distribution processes prior to Labor Ledger (LL) are important for the original payroll to be validated before a paycheck is processed; however, SCT does not have to go through these upstream processes because SCT is correcting an accounting entry in LL that flows to General Ledger (GL).
- **As a result, current SCT design is too complex and creates a number of unintended processing errors in the upstream processes prior to LL.**
  - Examples include approved DRs not appearing in LL, duplicate DRs in LL.
- **In addition, current SCT design is lacking certain controls and features to support efficient management of sponsored project funds.**

# Key Requirements

- **New SCT process is to simplify the process by directly pulling a payroll transaction from Labor Ledger and posting a correction directly to Labor Ledger.**
  - This will address common and major SCT errors reported to UCPath Center
- **Multiple enhancements will be included in the project. Key requirements UCLA is requesting include,**
  - Ability to select and transfer all payroll transactions based on the earn date: Currently a SCT gets into the lumpsum amount with a regular payroll of that pay period. This new feature will allow a retransfer of payroll without losing the original earn date.
  - Ability to select only transaction lines that need to be redistributed (instead of including all lines in the “Old Data” to the “New Data”): This will require validation of FAUs only affected by SCTs and will eliminate the need to reopen closed funds included in the original distribution even though they are not affected by SCTs.
  - Ability to select net zero paycheck for SCTs: Even if all transaction lines add up to zero in the paycheck, certain transaction lines in the paycheck may need to be corrected. This will allow user to make such correction.
  - Validation control on Old Data FAU: Currently validation runs only on the New Data FAUs. This will allow the user to be aware of any inactive FAUs they are trying to move salary from.
  - Ability for an approver to push back SCTs to the preparer: This will allow users to modify the SCTs and resubmit instead of re-doing SCTs.

# Solution Approach and Timeline

- **New SCT simplification project takes a modular design approach and will have separate processes for the followings:**
  - SCT involving only unrestricted funding
  - SCT involving restricted funding: All C&G funds will be subject to this process
  - SCT for Work-study
  - SCT involving Salary Cap / MCOP: All C&G funds with salary cap or MCOP will be subject to this process
- **Timeline:**
  - Currently campuses are reviewing requirements for “unrestricted funding” and “restricted funding”
  - May 2022: Location sign off on requirements for all 4 groups above
  - June 2022: System design review and new SCT approach demos
  - July 2022: System Integration Testing entrance criteria review
  - November 2022: Deliver the new SCT process
- **Communicate any Direct Retros related issues (if not covered in the previous slide) or desired enhancements to Katie Cadle, [kcadle@research.ucla.edu](mailto:kcadle@research.ucla.edu)**
  - It is not guaranteed that all UCLA requests will be include in the scope of the new SCT requirements, but this is our opportunity to contribute to correcting major errors and send our wish list.

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# **New Effort Report Search on the ORA portal and the upcoming release plan**

**Val Gomez**

# ERS Management Report on ORA Portal

- Earlier this month, EFM announced release of tool to view Effort Report Certification status in a more dynamic way under the ORA Portal Compliance Tab
  - <http://portal.research.ucla.edu/index.aspx?Section=Compliance>
  - Report link to be renamed *Effort Reporting Certification Status*



- Live demo of new tabs and features



- Thank you, ORIS!



# ERS Management Report on ORA Portal

*Updated Effort Reporting Certification page will now include four tabs:*

1. “Home” is the default landing page updated nightly, providing effort report certification rates by quarter by academic year.
2. Enhanced “Search” enables users to view and sort data through additional filters and to export the data.

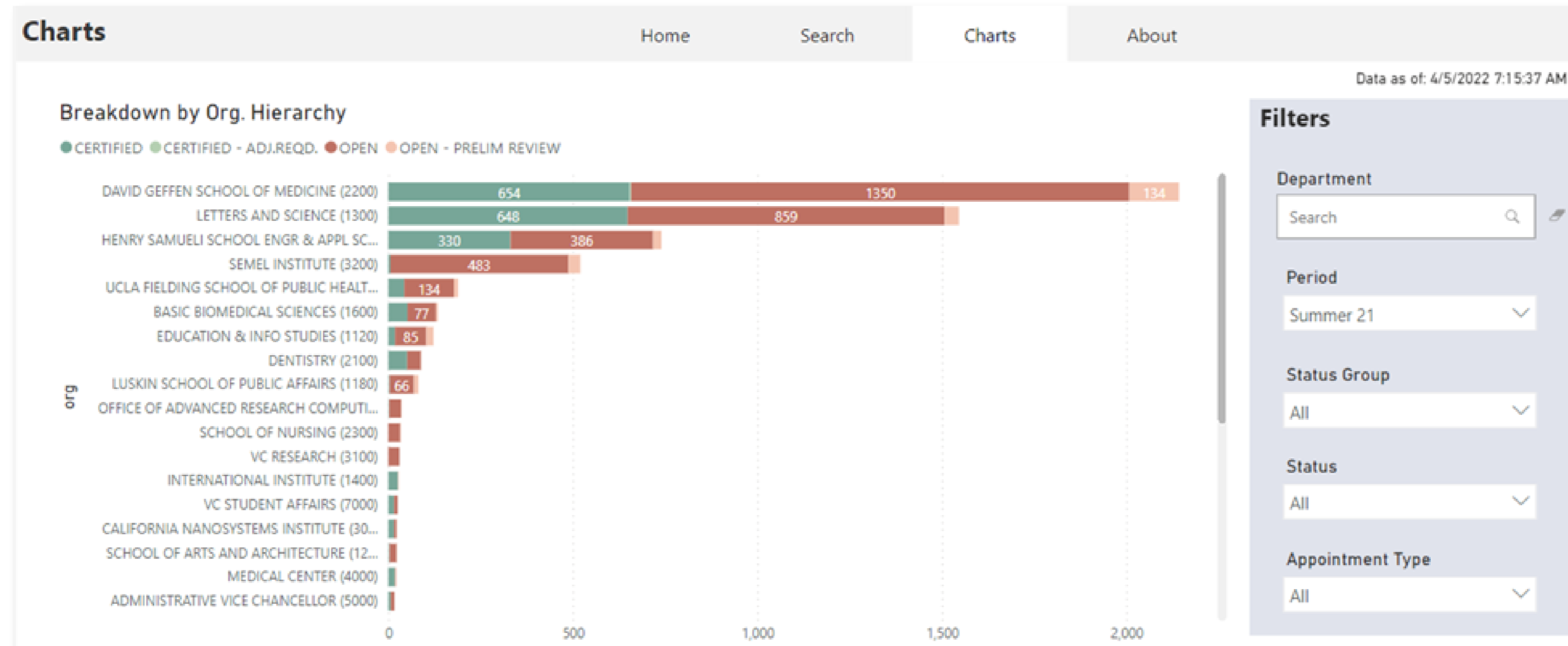
The screenshot displays the 'Search Effort Reports' interface. At the top, there is a navigation bar with tabs for 'Home', 'Search', 'Charts', and 'About'. Below the navigation bar, the page title 'Search Effort Reports' is visible. To the right of the title, the text 'Data as of: 4/5/2022 7:15:37 AM' is displayed. The main section is titled 'Filters' and contains several filter options:

- Employee Name:** A dropdown menu with 'All' selected.
- Org. Hierarchy:** A dropdown menu with 'All' selected.
- Is PI?:** A dropdown menu with 'Multiple selec...' selected.
- Academic Year:** A dropdown menu with 'All' selected.
- Period:** A dropdown menu with 'All' selected.
- UCLA Employee ID:** A search input field with 'Search' and a magnifying glass icon.
- Department:** A search input field with 'Search' and a magnifying glass icon.
- Prelim Review?:** A dropdown menu with 'All' selected.
- Report Status Group:** A dropdown menu with 'All' selected.
- Report Status:** A dropdown menu with 'All' selected.

# ERS Management Report on ORA Portal

Updated Effort Reporting Certification page will now include four tabs:

- 3. New “Charts” offers the users to visually review reports by various filters including *Under Preliminary Review*.



- 4. New “About” includes effort report status definitions, links to ERS resources, and general ERS information

# Effort Report Certification Status

- The following quarters include UCPATH payroll data
  - <https://portal.research.ucla.edu/EffortReportingCertification>

*As of April 13, 2022*

Reporting period	Released	Certified	Open (no issue)	Open (flagged)	Total	Certification %
2018 Summer	09/24/20	407	9	17	433	94%
2018 Fall (modified)	09/24/20	5,330	400	350	6,080	88%
2019 Winter	09/24/20	4,569	321	263	5,153	89%
2019 Spring	05/26/21	4,284	815	320	5,419	79%
2019 Summer	05/26/21	4,466	920	385	5,771	77%
2019 Fall	05/26/21	4,009	945	267	5,221	77%
2020 Winter	05/26/21	4,060	971	264	5,295	77%
2020 Spring	05/26/21	3,933	880	336	5,149	76%
2020 Summer	05/26/21	4,270	1,064	326	5,660	75%
2020 Fall	05/26/21	3,760	1,144	204	5,108	74%
2021 Winter	05/26/21	3,779	1,362	68	5,209	73%
2021 Spring	11/09/21	2,549	2,668	287	5,504	46%
2021 Summer	2/14/2022	2,045	3,541	268	5,854	35%
<b>Total</b>		<b>47,461</b>	<b>15,040</b>	<b>3,355</b>	<b>65,856</b>	<b>70%</b>

*15,040 effort reports that are not flagged as "Under Prelim Review" and ready for certification*

# Reminders and Announcements

- **2021 Summer Effort Report Certification Due Date is 4/15/2022**
  - Certify effort reports that are not flagged “Under Preliminary Review”
  - 35% of Summer 21 effort reports are currently certified, with **3,451** unflagged reports to go!
- **Fall 21 – Winter 22 Effort Report Release**

Reporting period	Non-Academics and 11/12 Academics	9/12 Academics
Fall 2021	October – December 2021	July – October 2021
Winter 2022	January – March 2022	November 2021 – February 2022

- Target release of late April/early May.
  - Plan for ERS downtime next week. ERS production site will not be available during release preparation.
  - ERS downtime will be announced via ERS listserv
- **As with previous releases, effort reports impacted by a UCPath defect will be flagged as “Under Preliminary Review”**

# Effort Report Status

- **Reports flagged as “Under Prelim Review” in ERS due to unresolved UCPATH defects.**

Issue description in Comment	Status
Missing payroll record(s) in effort report—do not certify until further instruction is provided by EFM	UCPC fixed the defect causing missing lines in March 2022 and will provide all missing lines from September 2018 through March 2022. Upon receipt of those missing lines, EFM will load them to ERS and unflag reports previously affected by this issue. When reports are ready for certification, EFM will inform the campus.
Pending Mass Leave Correction (MLC) entry—do not certify until further instruction is provided by EFM	In March 2022, Business and Finance Solutions corrected errors related to exception taken (e.g. VAC, SKL) for July 2021- October 2021 via MLC. EFM will load corrections to ERS and unflag reports previously affected by this issue. When reports are ready for certification, EFM will inform the campus.
Incorrect percent of effort for effort bearing payroll line—review supplemental Excel file and job aid provided by EFM before certification	Once missing lines and MLC corrections are loaded to ERS, EFM will complete analysis based on the complete payroll data. For this population, EFM will provide a supplemental Excel file with updated recalculated effort percentages for all known impacted effort reports, along with a job aid.
Y-OTC or N-OTC indicator is missing—do not certify until further instruction is provided by EFM	UCLA is working with UCPATH Center to find a solution.

- **More detailed special instructions can be found on EFM website including**
  - ERS master exception list
  - Presentation and recording of the ERS webinar for UCPATH defects
  - Job aid – recalculated effort reports
  - <https://efm.research.ucla.edu/special-instructions-ers-release/>

# Any Questions?

## Contact Information

**EFM Website**

<https://efm.research.ucla.edu/>

**ERS Help Desk**

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