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# **New UCPath Salary Cost Transfer Tool**

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## 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.**

# New UCPath Salary Cost Transfer Tool

## 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 requested 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.

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## CRU Announcements

- On September 26, 2023, Central Resource Unit (CRU) released an [announcement](#) introducing the new UCPath Salary Cost Transfer (SCT) tool scheduled to launch in November 2023
- On October 9, 2023, CRU released [Preparing for Changes to Salary Cost Transfer](#) announcement.
  - In preparation for the change, location transactors must approve or deny any pending direct retro and funding transactions by **November 3, 2023**.

## Timeline:

- **October 1 – November 3:** Approve or deny direct retro and funding entries
- **November 6:** UCPath processes approved direct retro and funding entries
- **November 9 – November 12:** Cutover weekend. UCPath will cancel pending direct retros and funding entries and notify transactors of the canceled transactions
- **November 13: Go Live**

# New UCPATH Salary Cost Transfer Tool

CRU Announcements - Training

- On October 10, 2023, CRU released information for upcoming [UCPATH Salary Cost Transfer Training](#)
- CRU to host webinar to go over all the need-to-know details of this new UCPATH initiative.
  - Session will take place on **Monday, October 23, from 1:00PM to 2:00PM**
- **Topics will include:**
  - An overview of the Salary Cost Transfer project.
  - Demos of the exciting features coming your way.
  - Resources
  - Ability to have your questions answered in real time by the experts.
- **Who should attend?**
  - UCPATH General Ledger administrators who have one or more of the following UCPATH roles: GL Inquiry, GL Initiator, GL Approver.
- **Stay Tuned**
  - Next week CRU will share the registration link for our UCPATH Illuminated webinar.

# New UCPath Salary Cost Transfer Tool

Communication to Follow

- **CRU will provide additional information leading up SCT Go-Live**
  - Providing a breakdown of the impacted pages
  - Resources for training & support
- **Information about the decommissioning of the existing Direct Retro (DR) tool will be shared as it becomes available**
  - During a limited transition period both Direct Retro Tool and Salary Cost Transfer Tool will be active simultaneously.
    - The new SCT tool will be used for expenses paid **on or after October 2021** and have not had a Direct Retro performed on the same paycheck.
    - The existing Direct Retro tool will be used for expenses paid **prior to October 2021** or have had a Direct Retro performed on the same paycheck prior to the new SCT go-live.
  - Salary cost transfer tool will assist with directing the transactor to the appropriate page for processing of DR or SCT

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# Effort Reporting

Val Gomez

# Effort Report Certification Status

Academic Year	Fall			Winter			Spring			Summer		
	Cert. %	Certified	Open	Cert. %	Certified	Open	Cert. %	Certified	Open	Cert. %	Certified	Open
2022-2023	67%	3,685	1,803	65%	3,682	1,956						
2021-2022	82%	4,596	951	82%	4,511	955	75%	4,271	1,368	73%	4,291	1,521
2020-2021	90%	4,685	471	90%	4,732	485	85%	4,752	790	84%	5,090	968
2019-2020	91%	4,782	444	91%	4,868	439	91%	4,714	455	91%	5,174	492
2018-2019	94%	5,717	360	94%	4,844	305	91%	4,970	460	91%	5,269	502
2017-2018	99%	5,187	3	99%	5,124	2	99%	6,317	17	97%	424	9
2016-2017	100%	5,127	0	99%	5,182	1	99%	5,268	3	99%	5,796	4
2015-2016	99%	5,224	3	99%	5,266	1	99%	5,390	2	99%	5,703	1
2014-2015	100%	5,267	0	99%	5,343	1	99%	5,346	2	99%	5,862	2
2013-2014	99%	5,372	1	100%	5,337	0	100%	5,502	0	99%	5,897	1
2012-2013	100%	5,777	0	100%	5,845	0	100%	5,814	0	99%	6,119	1
2011-2012	100%	6,212	0	100%	6,286	0	100%	6,277	0	100%	6,609	0
2010-2011	100%	6,576	0	100%	6,621	0	100%	6,774	0	100%	7,082	0
2009-2010	100%	6,433	0	100%	6,680	0	100%	6,899	0	100%	7,798	0
2008-2009	100%	5,832	0	100%	5,879	0	100%	6,129	0	100%	7,393	0
2007-2008	100%	5,828	0	100%	5,873	0	100%	5,997	0	100%	6,499	0
2006-2007	100%	6,111	0	100%	6,049	0	100%	6,196	0	100%	6,575	0
2005-2006							100%	6,682	0	100%	6,983	0

- Effort Report Certification Rates can be found in [ORA Online Resource Center](#)
  - Compliance Tab → Effort Report Certification Status
- As of 10/11/23, there are **14,779** open effort reports to be reviewed for certification.
- *54 contain PPS payroll*
- **5,280** open effort reports include pay periods in FY22-23
  - Completion of effort reports released during our last fiscal year is crucial, as the Single Audit will include selections of funds with expenditures from 7/1/22 to 6/30/23.
  - Certify effort reports for the payroll periods in FY22-23, confirming that committed effort has been satisfied for key personnel



# Upcoming Release

- Effort reports will be released for the following periods:

Reporting period	Non-Academics and 11/12 Academics	9/12 Academics
Spring 2023	April 2023 – June 2023	March 2023 – June 2023
Summer 2023	July 2023 – September 2023	June 2023 – September 2023*

(\* Additional Compensation earn codes only)

- **Target Release:** Late October 2023
- **Certification Due Date for Spring & Summer 23 Release:** 1/28/2024
- **ERS production site will not be available during release preparation**
  - Tentative downtime is scheduled starting Friday, 10/20/23 from 5pm – Monday, 10/23/23
  - ERS downtime will be communicated through the ERS Listserv
- **Payroll transactions through the pay end date of September 2023 have been loaded in ERS**
  - Subsequent loads of earnings are targeted to take place monthly
- **Approximately 1% of the total number of effort reports released for the Spring and Summer 23 effort reporting periods are projected to be impacted by key UCPath defects.**
  - If you encounter a reported flagged as “Under preliminary Review”, please review the associated comment and proceed with certification based on the guidance provided on [EFM’s special instructions page](#)

# ERS Resources

- Effort reports flagged with “Under Prelim Review” have been resolved as described in the table below. Please proceed with review effort reports following instructions below and certify.
  - UCPATH has implemented fixes to all major issues
- Below are the summary of instructions. More information can be found on [EFM’s special instructions page](#)

Issue	Instruction Summary
Missing payroll record(s) in effort report	Missing payroll record(s) have been loaded to ERS - Reconcile ERS to Labor Ledger and proceed with certification
Pending Mass Leave Correction (MLC) entry	Mass Leave Corrections (MLC) have been recorded to ERS - Review payroll details in ERS and proceed with certification
Y-OTC or N-OTC indicator is missing	Y-OTC or N-OTC indicator missing-Review effort report to ensure correct effort distribution and calculations
Incorrect percent of effort for effort bearing payroll line—review supplemental Excel file and job aid provided by EFM before certification	EFM will take inventory of effort reports flagged with the defect and distribute Excel Supplement files to ERS Coordinators.

- [ERS Frequently Asked Questions](#)
- Email: [ershelp@research.ucla.edu](mailto:ershelp@research.ucla.edu)

# Upcoming LMS Courses Hosted by EFM

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- **Post Award Research Administration:** Online course is covered in two half-day sessions
  - Monday, November 6, 2023, 8:30am – Noon
  - Tuesday, November 7, 2023, 8:30am – Noon
- **RAPID Closeout Tool:** Online course is covered in one half-day sessions
  - Monday, November 13, 2023, 8:30am – Noon
- **Effort Reporting:** Online course is covered in two half-day sessions
  - Monday, November 20, 2023, 8:30am – Noon
  - Tuesday, November 21, 2023, 8:30am – Noon
- You may register via the UCLA Learning Management System (LMS) at <http://lms.ucla.edu>. If you have any questions about this course, feel free to e-mail [EFMOperations@research.ucla.edu](mailto:EFMOperations@research.ucla.edu).
- Please share this information with others in your department who may be interested.

# Any Questions?

## Contact Information

**EFM Website**

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

**ERS Help Desk**

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