



Extramural Fund Management

April 14, 2022

Agenda

- **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

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**
 - 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.

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

Val Gomez

ERS Management Report on ORA Portal

Updated Effort Reporting Certification page will now include four tabs:

3. E Á ^ Z Œ š • _ } ((Œ • š Z μ • Œ • š } À] • μ o o Ç Œ À] Under Preliminary Review. Œ] } μ

4. E Á ^ } μ š _] v o μ • (() Œ š Œ % o } Œ š • š š μ • (] v] š] } v • U information Z ^ Œ •

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% |
| Total | | 47,461 | 15,040 | 3,355 | 65,856 | 70% |

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

Email: ershelp@research.ucla.edu

Val Gomez

Phone: (310) 794-0103

Email: valeria.gomez@research.ucla.edu

Yoon Lee

Phone: (310) 794-0375

Email: yoon.lee@research.ucla.edu

