



# ERS Webinar – Outstanding UCPath Issues Impacting Effort Reports

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Andrew Merki | October 26<sup>th</sup>, 2020

# Agenda

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- **Known UCPath Issues Impacting Effort Reports**
- **Review Job Aid for Certifying Effort Reports with “Incorrect Percent of Effort on Effort-Bearing Payroll Line”**

# Known UCPATH Issues Impacting Effort Reports

- **The following four outstanding UCPATH issues have been flagged in impacted effort reports in ERS and were presented at September and October RAF, and noted in the ERS release announcement to campus:**
  1. “Incorrect percent of effort for effort bearing payroll line—review supplemental Excel file and job aid provided by EFM before certification”
  2. “Pending Mass Leave Correction (MLC) entry—do not certify until further instruction is provided by EFM”
  3. “Missing payroll record(s) in effort report—do not certify until further instruction is provided by EFM”
  4. “Y-OTC or N-OTC indicator is missing—do not certify until further instruction is provided by EFM”

**\*Other issues may be added to the list if they are discovered. Contact ERS Help Desk ([ershelp@research.ucla.edu](mailto:ershelp@research.ucla.edu)) if you require assistance with any other UCPATH issue encountered that is not flagged in the *ERS Master Exception List*.**

# Known UCPath Issues Impacting Effort Reports

- The *ERS Master Exception List* along with special instructions and the most up-to-date status of each issue can be found on EFM's website:

<https://efm.research.ucla.edu/special-instructions-ers-release/>

- In addition, effort reports impacted by one or more of the four outstanding UCPath issues have been flagged as “Under Preliminary Review” in ERS
  - The “Under Preliminary Review” flag appears in two places in ERS:
    - Under a separate column in the employee's Report List – check mark indicates “Under Prelim Review”

Period	Employee	Department	Last Modified	Status	Under Prelim Review
Winter 19: Non-Academics	Gomez, Valeria Gonzalez	Extramural Fund Management	09/21/2020 v1.1	Not Required	<input checked="" type="checkbox"/>

- On the effort report in the upper right corner with a red box

**GOMEZ, VALERIA GONZALEZ | WINTER 19: NON-ACADEMICS**  
 Emp. ID: | Home Dept: Extramural Fund Management

Edit Report View/History Comment Log

Version: 1.1 (09/21/2020 05:11) | Status: Not Required  
 Report Period: January 1, 2019 to March 31, 2019  
 Pay Periods: January 1, 2019 to March 31, 2019

Comment for Version 1.1  
 09/23/20 1:13 PM by VALERIA GONZAL GOMEZ

Pending Mass Leave Correction (MLC) entry-do not certify until further instruction is provided by EFM

# Known UCPath Issues Impacting Effort Reports

- The specific issues impacting an effort report are noted in 1) the ERS Master Exception List Excel file and 2) under the “Comment Log” in the effort report in ERS:

- Screenshot of *ERS Master Exception List*:

	D	E	F	G	H	
requires dept. review		Outstanding UCPath Issue in Effort Report (Cell Value Indicates Issue)				
Effort Report						
Status in ERS as of		1. Pending Mass Leave Correction (MLC) Entry	2. Incorrect Percent of Effort for Effort Bearing Payroll Line	3. Missing Payroll Record(s) in Effort Report	4. Missing Y-OTC or N-OTC line in ERS	Commen
09/24/2020*						
Open				3. Missing Payroll		Missing
Open			2. Incorrect Effort %			Incorrec
Open				3. Missing Payroll		Missing
Open				3. Missing Payroll		Missing
Open				3. Missing Payroll		Missing
Open			2. Incorrect Effort %			Incorrec
Exception				3. Missing Payroll		Missing

- Example comment in ERS:

REPORT LIST | MANAGE SEARCHES | SEARCH REPORTS | View Payroll Details | Export | Send | Print | ?

**GOMEZ, VALERIA GONZALEZ | WINTER 19: NON-ACADEMICS**  
Emp. ID: 104522340 | Home Dept: Extramural Fund Management

Report 2 of 2

Edit Report | View/History | Comment Log | **Report Under Preliminary Review**

Version: 1.1 (09/21/2020 05:11) | Status: Not Required  
Report Period: January 1, 2019 to March 31, 2019  
Pay Periods: January 1, 2019 to March 31, 2019

Comment for Version 1.1  
09/23/20 1:13 PM by VALERIA GONZAL GOMEZ ✉

Pending Mass Leave Correction (MLC) entry-do not certify until further instruction is provided by EFM

# Known UCPath Issues Impacting Effort Reports

- **UCPath Issue #1: “Pending Mass Leave Correction (MLC) entry–do not certify until further instruction is provided by EFM”**
  - MLC is correcting two issues related to exceptions (e.g., VAC, SKL) taken:
    - Vacation credit was not allocated across multiple funding sources
    - Vacation credit did not post to the funding source for the month vacation was taken but to the current funding source when vacation credit is processed. Incorrect funding is credited if funding distribution changed (called “Leave in arrear” issue).
  - To review these issues in more detail please visit the September 2020 and October 2020 RAF presentations:
    - <https://ora.research.ucla.edu/wp-content/uploads/RAF-2020-10-EFM.pdf>
    - <https://ora.research.ucla.edu/wp-content/uploads/RAF-2020-09-EFM.pdf>

# Note on Previously Certified PPS Effort Reports

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- **Note on previously certified PPS Effort Reports reopened due to exception (e.g., VAC, SKL) issues**
  - It was discovered that some previously certified PPS effort reports were reopened due to UCPATH exceptions (e.g., VAC, SKL) that were posted in UCPATH but were for previous PPS effort reporting periods (7/31/18 and prior).
  - EFM will review and recertify these reports in ERS since the certified reports should not have been reopened. Departments do not need to take any action on PPS reports that were reopened unless specifically contacted by EFM.

# Known UCPATH Issues Impacting Effort Reports

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- **UCPATH Issue #2: “Y-OTC or N-OTC indicator is missing—do not certify until further instruction is provided by EFM”**
  - In some cases, either the Y-OTC or the N-OTC line was not correctly processed in the labor ledger.
  - EFM is currently researching how this can be addressed in effort reports in coordination with UCPATH.

# Known UCPath Issues Impacting Effort Reports

- UCPath Issue #2: “Y-OTC or N-OTC indicator is missing—do not certify until further instruction is provided by EFM” (continued)**
  - Example of an N-OTC line that was processed without a Y-OTC line:
    - In the example below, the “above the line” federal FAU contains several payroll charges that were ultimately transferred off the fund via Direct Retro. Total dollars on the FAU are currently \$0.00 and effort should be 0%.
    - The N-OTC line highlighted in yellow was processed without a corresponding Y-OTC line. As a result the effort percent associated with the N-OTC is calculated incorrectly and is causing the total effort for the FAU to be incorrect.

Pay Period	Pay Cycle Code	FAU	Earn /DOS	Restate /Trans	Job/ Title	Comp/Pay /Rate	Basis /Type	Pay Amount	Paid % /Hours	Derived Effort %	Weighted Effort %	OTC Ind	Pay Cat	Time Code	Pay Cycle End Date	
01-31-2019	M	[Redacted]	-0	HSN	R	001726	\$0.00	S	-348.68	-0.0115	-0.0221	-0.0221	N-OTC002	1	1	07-31-2019
01-31-2019	M		-0	HSN	N	001726	\$7,900.00	S	348.68	0.0115	0.0221	0.0221	N-OTC002	1	1	01-31-2019
02-28-2019	M		-0	HSN	R	001726	\$0.00	S	-348.68	-0.0115	-0.0221	-0.0221	N-OTC002	1	1	07-31-2019
02-28-2019	M		-0	HSN	N	001726	\$7,900.00	S	348.68	0.0115	0.0221	0.0221	N-OTC002	1	1	02-28-2019
03-31-2019	M		-0	HSN	R	001726	\$0.00	S	-348.68	-0.0115	-0.0115	-0.0115	N-OTC002	1	1	07-31-2019
03-31-2019	M		-0	HSN	N	001726	\$7,900.00	S	348.68	0.0115	0.0221	0.0221	N-OTC002	1	1	03-31-2019
<b>Total:</b>											<b>0.0106*</b>					

\* Line Item Total/Report Total = Original Payroll % (0.0106/1.5000 = 0.0071)\*

The N-OTC line does not have a corresponding Y-OTC line in **Excluded Earnings** as we would expect

Earnings in this section do not affect report totals.

<b>Excluded Earnings</b>															
Pay Period	Pay Cycle Code	FAU	Earn /DOS	Restate /Trans	Job/ Title	Comp/Pay /Rate	Basis /Type	Pay Amount	Paid % /Hours	Derived Effort %	Weighted Effort %	OTC Ind	Pay Cat	Time Code	Pay Cycle End Date
01-31-2019	M	[Redacted]	HSN	R	001726	(\$194.34)	S	-194.34	-0.0064	0.0000	0.0000	Y-OTC001	1	1	07-31-2019
01-31-2019	M		HSN	R	001726	(\$319.74)	S	-319.74	-0.0106	0.0000	0.0000	Y-OTC002	1	1	07-31-2019
01-31-2019	M		HSR	Y	001726	\$2,140.05	S	2140.05	0.0706	0.0000	0.0000	Y-OTC003	1	1	06-30-2019
01-31-2019	M		HSN	N	001726	\$194.34	S	194.34	0.0064	0.0000	0.0000	Y-OTC001	1	1	01-31-2019
01-31-2019	M		HSN	N	001726	\$319.74	S	319.74	0.0106	0.0000	0.0000	Y-OTC002	1	1	01-31-2019
02-28-2019	M		HSN	R	001726	\$0.00	S	\$0.00	0.0000	0.0000	0.0000	0.0000	Y-OTC001	1	1

# Known UCPath Issues Impacting Effort Reports

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- **UCPath Issue #3: “Missing payroll record(s) in effort report—do not certify until further instruction is provided by EFM”**
  - In some cases, a line of payroll from labor ledger was not successfully loaded to ERS due to missing data elements in the labor ledger. The missing line of payroll will cause the effort report to be inaccurate.
  - UCPath is working on resolving this issue. The timeline for resolution is TBD.
  - EFM will provide updates to campus once a timeline for resolution and solution are confirmed with UCPath.

# Known UCPath Issues Impacting Effort Reports

- **UCPath issue #4: “Incorrect percent of effort for effort bearing payroll line–review supplemental Excel file and job aid provided by EFM before certification”**
  - There are two known sub-issues that could not be corrected prior to the release of effort reports and caused an incorrect percent of effort for certain payroll lines:
    - **Zero hours/zero effort %:** certain effort-bearing payroll lines were recorded in the labor ledger with zero hours and zero effort % calculated
    - **Positive pay, negative effort % or negative pay, positive effort %:** certain lines of payroll were recorded in the labor ledger with positive pay amount but negative effort % or vice versa
  - Example of pay record with zero percent effort in ERS detail for an effort report:

Non-Sponsored Activities													Original Payroll %: 87% <sup>N</sup>			
Pay Period	Pay Cycle Code	FAU	Earn /DOS	Restate /Trans	Job/ Title	Comp/Pay /Rate	Basis /Type	Pay Amount	Paid % /Hours	Derived Effort %	Weighted Effort %	OTC Ind	Pay Cat	Time Code	Pay Cycle End Date	
08-31-2018	MO	4	99- -7	REG	AU	3276	\$5,071.00	A	2500.00	0.4930	0.4930	0.4930	N	1	08-31-2018	
10-31-2018	M	4	0- -0	REG	N	002300	\$5,542.44	S	1385.61	0.2500	0.2500	0.2500	1	1	10-31-2018	
10-31-2018	M	4	0- -0	9RG	N	002300	\$5,542.44	S	1385.61	0.0000	0.0000	0.0000	1	1	11-30-2018	
11-30-2018	M	4	0- -0	REG	N	002300	\$5,542.44	S	2771.22	0.5000	0.5000	0.5000	1	1	11-30-2018	
12-31-2018	M	4	0- -0	REG	N	002300	\$5,542.44	S	2771.22	0.5000	0.5000	0.5000	1	1	12-31-2018	
<b>Total:</b>											<b>1.7430*</b>					

- EFM is providing a job aid and supplemental Excel file to departments with recalculated effort percentages for reports impacted by this issue.

# Known UCPath Issues Impacting Effort Reports

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- **New UCPath issue not currently flagged as “Preliminary Review”: Incorrect appointment type**
  - A small number of cases have been identified in which a report was generated with an incorrect appointment type.
    - Example: report generated as 11/12 Academic when it should have been generated as 9/12 Academic
  - If you encounter this issue in a report, reach out the ERS Help Desk. The Help Desk will have the report re-generated with the correct appointment type.

# Job Aid for Certifying Reports with Incorrect Effort %

- Extramural Fund Management (EFM) is providing ERS Coordinators a supplemental Excel file titled *ERS Recalc Effort* with updated effort calculations for impacted effort reports along with a job aid for reviewing the Excel file.

	D	E	F	G	H	
requires dept. review	Outstanding UCPATH Issue in Effort Report (Cell Value Indicates Issue)					
Effort Report Status in ERS as of 09/24/2020*	1. Pending Mass Leave Correction (MLC) Entry	2. Incorrect Percent of Effort for Effort Bearing Payroll Line	3. Missing Payroll Record(s) in Effort Report	4. Missing Y-OTC or N-OTC line in ERS		Comments
Open			3. Missing Payroll			Missing
Open		2. Incorrect Effort %				Incorrec
Open			3. Missing Payroll			Missing
Open			3. Missing Payroll			Missing
Open			3. Missing Payroll			Missing
Open		2. Incorrect Effort %				Incorrec
Exception			3. Missing Payroll			Missing

If one line of payroll in an effort report has an incorrect percent of effort, the entire report must be recalculated.

# Job Aid for Certifying Reports with Incorrect Effort %

- **Departments will receive the first Excel file with effort recalculations this week. Certain reports impacted by a payroll line with an incorrect effort % are excluded from the first Excel file to be provided:**
  - Reports that are impacted by incorrect effort % but **also** impacted by one of the other three outstanding UCPATH issues are excluded (i.e., pending MLC, missing payroll records, missing Y-OTC or N-OTC). The other issues will need to be resolved first before the effort recalculations can be completed.
  - Reports that are still being reviewed by EFM are being excluded. These include reports that may be impacted by other UCPATH issues but are still being researched. These reports will remain flagged in ERS until a solution is determined.
- **Additional Excel files will be provided for employees that are currently excluded as the other issues impacting their effort reports are resolved.**

# Job Aid for Certifying Reports with Incorrect Effort %

- The presentation will now switch over to a demo of the supplemental Excel file and job aid. This presentation is being recorded and will be sent out to ERS listserv after the webinar.
- The job aid can be found on the ERS special instructions page: <https://efm.research.ucla.edu/special-instructions-ers-release/>



## Job Aid – Certifying Effort Reports Flagged with “Incorrect Percent of Effort for Effort Bearing Payroll Line” in ERS

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### Background on Issue:

- Certain effort reports contain one or more incorrect payroll lines due to UCPath issues that could not be corrected prior to the Summer 2018, Fall 2018 (modified), and Winter 2019 effort

# Next Steps

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- Review the effort reports in the supplemental *ERS Recalc Effort* Excel file provided by EFM and follow the job aid.
- Effort report certification due date is November 13<sup>th</sup>
  - Some outstanding UCPATH issues impacting effort reports may not be resolved by the due date. Please ensure all reports not impacted by UCPATH issues and those for which supplemental Excel files have been provided are certified.
  - EFM will continue to provide updates to campus on other reports that are impacted by UCPATH issues that are pending resolution.
- Reach out to ERS Help Desk for any questions or issues related to effort reports: [ershelp@research.ucla.edu](mailto:ershelp@research.ucla.edu)

# Any Questions?

## Contact Information

**EFM Website**

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

**Andrew Merki**

Phone: X40227

Email: [andrew.merki@research.ucla.edu](mailto:andrew.merki@research.ucla.edu)

**ERS Help Desk**

Email: [ershelp@research.ucla.edu](mailto:ershelp@research.ucla.edu)

