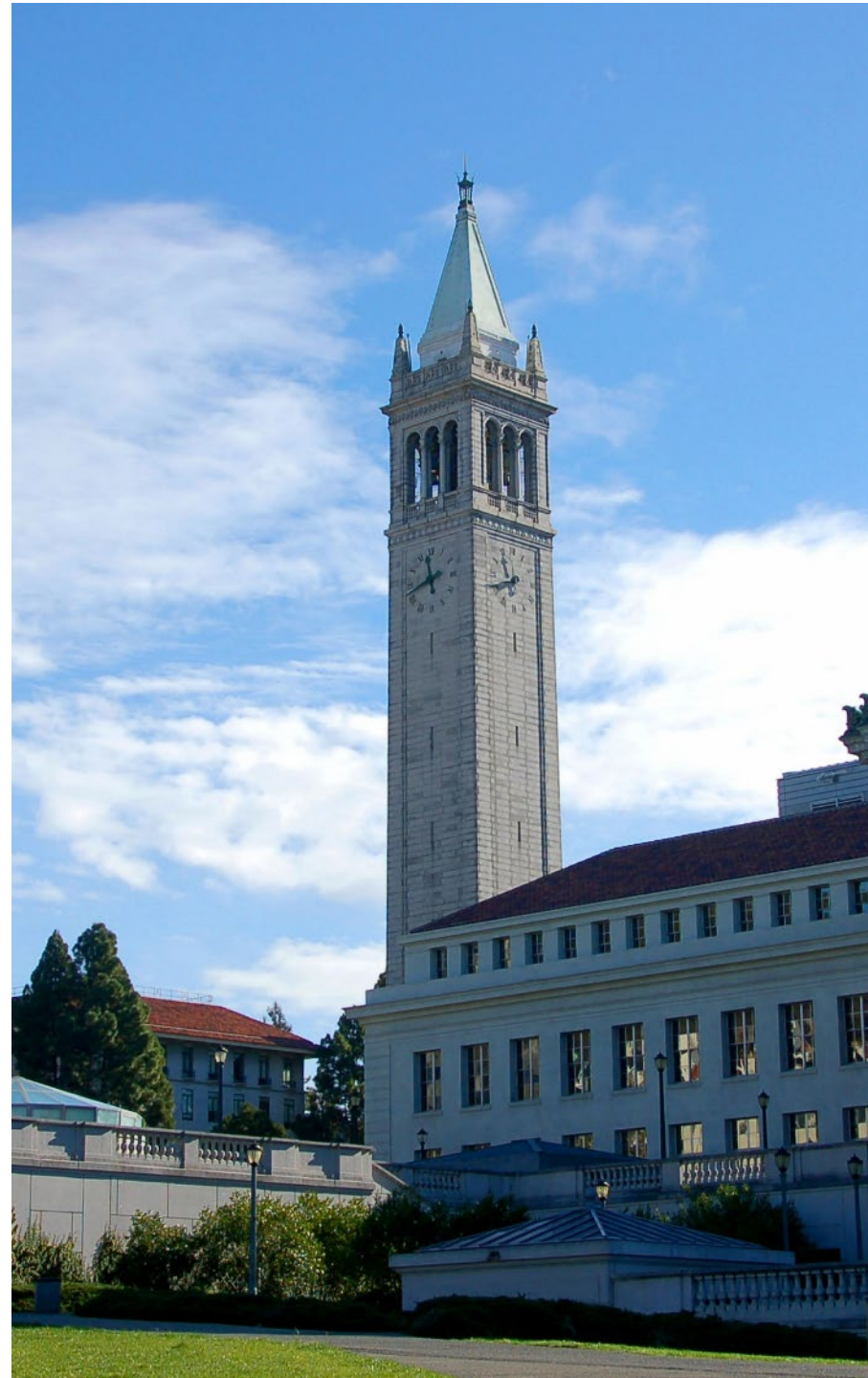


DFL Forum – UCPath Workshop

Tuesday, April 23

Room 290, Hearst Memorial Mining Building

3pm-4pm



Payroll posting schedule

- PPS – biweekly, monthly and PETs posted once a month
- UCPATH Transition Period – all journals will post with biweekly and monthly pay cycles
- UCPATH Future State – journals will post as they come in from UCPATH

For payroll processing schedule go to the Berkeley UCPATH website:

<https://www.ucop.edu/ucpath-center/files/mypath/calendar/payroll-processing-schedule-2019.pdf>

Payroll accruals

- Salary is being accrued on a monthly basis for bi-weekly periods that straddle two accounting periods. The accruals will be posted to payroll chartstrings with specific bi-weekly accrual expense and liability account codes (51300 – Bi-weekly Gross Salary Accrual, 53998 - Bi-weekly Benefit Accrual and 22001 – Bi-weekly Accrued Salary & Benefits).
- Accruals will post with the bi-weekly pay that precedes month end, on a separate journal, and reversals will post with the subsequent bi-weekly payroll cycle, also on a separate journal. These accruals and reversals will not be billable transactions on C&G awards.
- Accruals are estimates and are based on prior period earnings, divided by 10 days, times the number of paid days in the accrual period.

Corrections for GL issues related to UCPath

Corrections for GL issues related to UCPath managed by the Controller's Office to date:

- CBR assessment on PostDoc Fellows (title code 3253) in March 2019
 - reversing journal to temporarily correct in March
 - updating of subsidiary table in BFS for system journal to post in April
 - configuration change in UCPath requested and implemented
- CBR assessed on stipends and other Z Comp Earn Codes in March 2019
 - research and confirmation from OP regarding UCB's CBR exceptions through June 2019
 - correcting journals to be processed by the Controller's Office, if needed
- Deduction codes not mapped to GL accounts
 - configuration change in UCPath requested and implemented
 - manual correcting journal to be processed by the Controller's Office (between balance sheet accounts)

Corrections for GL issues related to UCPath

- Transit subsidy not posting to correct chartstrings
 - *Issue:* Transit subsidy expense is going to account 48121 – Transportation Planning and inheriting department FAU from wage distribution.
 - configuration change in UCPath requested and implemented
 - manual correcting journals to be processed by the Controller’s Office to move subsidy expense from individual department’s chartstrings to Parking & Transportation chartstring. Lines that went to suspense chartstring with CF1 900000 will be reclassified by the Controller’s Office once direct retros are processed by the department and posted to GL.
- UCPath GAEL redirect assessments (for federal, etc. funds) are inheriting original salary expense chartfields CF1, CF2, and Project Costing (PC) Chartfields.
 - Project Costing chartfield corrections were processed by the Controller’s Office in March.
 - CF1, CF2 corrections to be processed in April.
 - PI Portfolio Reports affected due to CF2 values; workaround is to filter out the central deptID values (deptIDs less than 01000).

Open issues

- Some balance sheet accounts inheriting full chartstring from the expense side
- Bi-weekly accrual happening on prior period earnings
- Creating vendor records for new employees is on hold while we implement two corrections to the interface file:
 - Eliminate inactive employees from the file
 - Prevent UCPath IDs for two different individuals from pointing to a single PPS ID (vendor number)
- *RESOLUTION*: Under development; target is to turn on file interface by May 1
Temporary work-around - Controller's Office is creating vendor records manually

Payroll posting to default chartstrings – definitions and how to research and correct

Transactions that went to suspense chartstrings in March and April 2019

Payroll Cycle	March		April	
	Total \$	Total Lines	Total \$	Total Lines
MO	336,472.92	401		
BW1	34,585.55	194		
BW Accrual	15,799.43	95		
BW Accrual Reversal			(15,799.43)	69
BW2			51,983.31	309
Direct Retros			(53,859.27)	113
Off Cycle			4,353.46	36
Grand Total	386,857.90	690	(13,321.93)	527

Three types of errors in UCPATH that will cause transactions in suspense

- There are three types of errors in UCPATH that will cause transactions to go to a suspense chartstring and the CF1 value on the suspense chartstring identifies the type.
- Suspense chartstring = the salary account associated with the original payroll expense transaction, fund 69995, a Division level deptID code, and one of the following CF1 values:
 - **CF1 = 900000**: A position is created but the position funding is not set up.
 - **CF1 = 900001**: The payroll processing date is past the Funding End Date for the Earnings Distribution. This will generally apply to contracts and grants funds.
 - **CF1 = 900002**: The provided chartstring was valid at the time of initial entry input, but becomes invalid before GL post confirm processing in UCPATH.
- The default suspense chartstring is managed by the Controller's Office.

Division Level DeptID Codes = Allocation Orgs

DivisionNode	Division	DeptID		DivisionNode	Division	DeptID
ACADS	Academic Senate	10160		OT1VP	Office for the Faculty	15250
ATHLE	Athletics	22105		SAFP3	Strategic Acad & Facilities Pla	30746
AVCBR	Assoc VC Budg & Resource Plan	23151		SC1OP	School of Optometry	13706
BOALT	Boalt School of Law	11865		SC1PH	School of Public Health	31261
BSATH	Intercollegiate Athletics	23151		SCEDU	Graduate School of Education	11240
CALPF	Cal Performances/SMA	15678		SCHSW	School of Social Welfare	14157
CENRL	Central Res. Ledger - Internal	00006		SCJOU	School of Journalism	11780
CENVD	Col of Environmental Design	11622		SCSIM	School of Information	14200
CHANL	Campus Support Core	10002		SSALL	Summer Sessn, Study Abrd, OLLI	15356
CO1NR	College of Natural Resources	13492		UCLIB	UC Library	15787
COCHM	College of Chemistry	10967		UCRLO	University Relations	17630
COENG	College of Engineering	11407		UNEX3	University Extension	29857
COL1S	L&S Core	12085		VCBAS	Administration	23151
EVCP3	Academic Core	10135		VCCPD	Real Estate	15213
GSCPP	Goldman Sch of Public Policy	14112		VCEI3	Equity & Inclusion Div	31722
HAAS3	Haas School of Business	10582		VCFIN	Finance	31651
LS1BS	L&S Biological Sciences	12115		VCRAC	Academic Research Units	31228
LS1HU	L&S Arts & Humanities	12405		VCRAU	Research	31228
LS1PS	L&S Math & Physical Sci	12965		VCRMS	Res Museum & Field Stations	31228
LS1SS	L&S Social Sciences	13115		VCUGA	Student Affairs	19515
LS1UI	L&S Undergraduate Division	13330		VPAPF	Undergraduate Education	30740
MU1FA	Art Mus & Pacific Film Archive	25327		VR1GD	Graduate Division	25965
				VRCIO	Office of Chief Info Officer	26177

How to identify suspended transactions

- Example for Athletics Division: *ATHLE, Allocation/Suspense deptID = 22105*
- Using the Cal Answers GL Detail Report
 - Select the appropriate period
 - Filter for the two salary account codes 50200 & 51200
 - Enter Fund Code value of 69995
 - Enter the Allocation deptID value

Correcting a suspended transaction

- Look up historical chartstring usage
- Review Position Funding in UCPATH
- Identify a new funding source (if appropriate)
- Corrections in UCPATH should include processing a Direct Retro as well as updating the Position Funding.

How to identify suspended transactions

Cal Answers Search All

General Ledger Reporting Home Recent Catalog Favorites Dashboards New

Overview General Ledger Summary By Accounting Period Compensation By Accounting Period **General Ledger Detail** Prior Vs Current Encumbrances Transaction Verification

Dashboard Prompts

* Fiscal Yr: 2018-19
 * Accounting Period(s): 09 - Mar
 * Business Unit: 1 - UC Berkeley

* Account Tree: BFS_ACCOUNT
 Account Level3: --Select Value--
 Account Group: Revenues, Operati
 Account Category: --Select Value--
 Account Subcategory: --Select Value--
 Account - Desc: --Select Value--
 Exclude C&G Revenue: Y N
 Exclude Inactive Funds:

Fund Type: is equal to / is in --Select Value--
 Fund Group: is equal to / is in --Select Value--
 BFS Fund Level2: Current Funds
 BFS Fund Level3: --Select Value--
 BFS Fund Level4: --Select Value--
 Fund - Desc: --Select Value--

Org Level3: --Select Value--
 Org Level4: --Select Value--
 Org Level5: --Select Value--
 Org Level6: --Select Value--
 Dept ID - Desc: --Select Value--

Program - Desc: --Select Value--
 Chartfield 1 - Desc: --Select Value--
 Chartfield 2 - Desc: --Select Value--

Account Code: is equal to / is in 50200;61200
 Account Code is Between: --Select Value-- --Select Value--
 Fund Code: is equal to / is in 86995
 Fund Code is Between: --Select Value-- --Select Value--
 Dept ID: is equal to / is in 22105
 Dept ID is Between: --Select Value-- --Select Value--
 CF1 Code: is equal to / is in --Select Value--
 CF2 Code: is equal to / is in --Select Value--

Apply

Any query that runs for more than 10 minutes will be cancelled. If this occurs, please narrow your search and click Apply again.

General Ledger Detail Prompts

Employee ID: --Select Value--
 Transaction Type: --Select Value--
 Preparer Name: --Select Value--

Journal ID: is equal to / is in
 Posted Date: is equal to / is in
 Journal Date: is equal to / is in
 Payroll Period End Date: is equal to / is in
 Document Date: is equal to / is in

Apply

General Ledger Detail
 For column definitions, formulas and other notes please access the [Finance wiki](#).
 Data includes activity through Accounting Period 09 - Mar in Fiscal Year 2018-19.
 Select View: Default

Accounting Period - Desc	Dept ID - Desc	Fund - Desc	Account - Desc	Journal Date	Document ID	Description	Employee ID	Detailed Description	Reference	Approver Name	Preparer Name	Authorized Budget Amount	Encumbrance Amount
09 - Mar	22105-FNATH ADM Administration SPO	69995 - CURRENT UNRESTRICTED FUND	51200 - Staff Salaries & Wages	3/31/2019	UCPAY98856	Armstrong Scott T	10165841	EVENTS CRD 2	RFA			\$0.00	\$0.00
09 - Mar	22105-FNATH ADM Administration SPO	69995 - CURRENT UNRESTRICTED FUND	51200 - Staff Salaries & Wages	3/31/2019	UCPAY98856	Bennett Shelly R	10177605	EVENTS CRD 2	RFA			\$0.00	\$0.00
09 - Mar	22105-FNATH ADM Administration SPO	69995 - CURRENT UNRESTRICTED FUND	51200 - Staff Salaries & Wages	3/31/2019	UCPAY98856	Bowen Spencer	10164408	EVENTS CRD 2	RFA			\$0.00	\$0.00
09 - Mar	22105-FNATH ADM Administration SPO	69995 - CURRENT UNRESTRICTED FUND	51200 - Staff Salaries & Wages	3/31/2019	UCPAY98856	Crandall David A	10164442	EVENTS CRD 2	RFA			\$0.00	\$0.00
09 - Mar	22105-FNATH ADM Administration SPO	69995 - CURRENT UNRESTRICTED FUND	51200 - Staff Salaries & Wages	3/31/2019	UCPAY98856	Danjuma Akil	10166209	EVENTS CRD 2	RFA			\$0.00	\$0.00
09 - Mar	22105-FNATH ADM Administration SPO	69995 - CURRENT UNRESTRICTED FUND	51200 - Staff Salaries & Wages	3/31/2019	UCPAY98856	Dees Edward A	10168916	EVENTS CRD 2	RFA			\$0.00	\$0.00
09 - Mar	22105-FNATH ADM Administration SPO	69995 - CURRENT UNRESTRICTED FUND	51200 - Staff Salaries & Wages	3/31/2019	UCPAY98856	GHEORGHU, ALEXANDRU	10164286	EVENTS CRD 2	RFA			\$0.00	\$0.00
09 - Mar	22105-FNATH ADM Administration SPO	69995 - CURRENT UNRESTRICTED FUND	51200 - Staff Salaries & Wages	3/31/2019	UCPAY98856	Graves Kirsten L	10153772	EVENTS CRD 2	RFA			\$0.00	\$0.00
09 - Mar	22105-FNATH ADM Administration SPO	69995 - CURRENT UNRESTRICTED FUND	51200 - Staff Salaries & Wages	3/31/2019	UCPAY98856	Lee Megan	10170888	EVENTS CRD 2	RFA			\$0.00	\$0.00
09 - Mar	22105-FNATH ADM Administration SPO	69995 - CURRENT UNRESTRICTED FUND	51200 - Staff Salaries & Wages	3/31/2019	UCPAY98856	Low Dououlas L.	10170869	EVENTS CRD 2	RFA			\$0.00	\$0.00

Correcting a suspended transaction

Dashboard Prompts

* Fiscal Yr: 2018-19
 * Accounting Period(s): 01 - Jul,02 - Aug,03
 * Business Unit: 1 - UC Berkeley

* Account Tree: BFS_ACCOUNT
 Account Level3: --Select Value--
 Account Group: Revenues,Operati
 Account Category: --Select Value--
 Account Subcategory: --Select Value--
 Account - Desc: --Select Value--
 Exclude C&G Revenue: Y N

Fund Type: is equal to / is in --Select Value--
 Fund Group: is equal to / is in --Select Value--
 BFS Fund Level2: Current Funds
 BFS Fund Level3: --Select Value--
 BFS Fund Level4: --Select Value--
 Fund - Desc: --Select Value--
 Exclude Inactive Funds

Org Level3: --Select Value--
 Org Level4: --Select Value--
 Org Level5: --Select Value--
 Org Level6: --Select Value--
 Dept ID - Desc: --Select Value--

Program - Desc: --Select Value--
 Chartfield 1 - Desc: --Select Value--
 Chartfield 2 - Desc: --Select Value--

Account Code: is equal to / is in --Select Value--
 Account Code is Between: 50200 - 51300
 Fund Code: is equal to / is in --Select Value--
 Fund Code is Between: --Select Value--
 Dept ID: is equal to / is in --Select Value--
 Dept ID is Between: --Select Value--
 CF1 Code: is equal to / is in --Select Value--
 CF2 Code: is equal to / is in --Select Value--

Apply

Any query that runs for more than 10 minutes will be cancelled. If this occurs, please narrow your search and click Apply again.

General Ledger Detail Prompts

Employee ID: 10195841
 Transaction Type: --Select Value--
 Preparer Name: --Select Value--

Journal ID: is equal to / is in
 Posted Date: is equal to / is in
 Journal Date: is equal to / is in
 Payroll Period End Date: is equal to / is in
 Document Date: is equal to / is in

Apply

General Ledger Detail
 For column definitions, formulas and other notes please access the [Finance wiki](#).
 Data includes activity through Accounting Period 01 - Jul,02 - Aug,03 - Sep,04 - Oct,05 - Nov,06 - Dec,07 - Jan,08 - Feb,09 - Mar in Fiscal Year 2018-19.
 Select View: Default

Accounting Period - Desc	Dept ID - Desc	Fund - Desc	Account - Desc	Journal Date	Document ID	Description	Detailed Description	Reference	Approver Name	CF1 Code	CF2 Code	Preparer Name	Authorized Budget Amount	Encumbrance Amount
03 - Sep	22112-FNATH ADM Events Management	67777 - IA Other Sources Revenue Fund	51231 - Staff-Exempt from CBR	9/30/2018	PAY0954837	ARMSTRONG, SCOTT T	EVENTS CRD 2	0.00% BYN		FNPAYS	FNSAL		\$0.00	\$0.00
03 - Sep	22135-FNATH Ext Media Relations	67777 - IA Other Sources Revenue Fund	51231 - Staff-Exempt from CBR	9/30/2018	PAY0954837	ARMSTRONG, SCOTT T	EVENTS CRD 2	0.00% BYN		FNPAYS	FNSAL		\$0.00	\$0.00
04 - Oct	22135-FNATH Ext Media Relations	67777 - IA Other Sources Revenue Fund	51231 - Staff-Exempt from CBR	10/31/2018	PAY0956164	ARMSTRONG, SCOTT T	EVENTS CRD 2	0.00% BYN		FNPAYS	FNSAL		\$0.00	\$0.00
05 - Nov	22135-FNATH Ext Media Relations	67777 - IA Other Sources Revenue Fund	51231 - Staff-Exempt from CBR	11/30/2018	PAY0975280	ARMSTRONG, SCOTT T	EVENTS CRD 2	0.00% BYN		FNPAYS	FNSAL		\$0.00	\$0.00
06 - Dec	22135-FNATH Ext Media Relations	67777 - IA Other Sources Revenue Fund	51231 - Staff-Exempt from CBR	12/31/2018	PAY0976830	ARMSTRONG, SCOTT T	EVENTS CRD 2	0.00% BYN		FNPAYS	FNSAL		\$0.00	\$0.00
08 - Feb	22112-FNATH ADM Events Management	67777 - IA Other Sources Revenue Fund	51232 - Staff-Limited Benefits	2/28/2019	PAY0997426	ARMSTRONG, SCOTT T	EVENTS CRD 2	0.00% BYN		FNPAYS	FNSAL		\$0.00	\$0.00
09 - Mar	22105-FNATH ADM Administration SPO	69995 - CURRENT UNRESTRICTED FUND	51200 - Staff Salaries & Wages	3/31/2019	UCPAY98856	Armstrong Scott T	EVENTS CRD 2	RFA		900000	-		\$0.00	\$0.00
09 - Mar	22105-FNATH ADM Administration SPO	69995 - CURRENT UNRESTRICTED FUND	51300 - Biweekly Gross Salary Accrual	3/23/2019	UCACCR8858	Armstrong Scott T	EVENTS CRD 2	Biweekly Accrual/Reversal		900000	-		\$0.00	\$0.00
Grand Total													\$0.00	\$0.00

Prompts - GL Detail View

UCPath Position Funding page

- UCPath screenshot of Position Funding page for this employee helps explain why the transaction suspended out:

Funding Entry Inquiry

Set ID: BKCMP Department: FNATH Intercollegiate Athletics
 Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019

Level: Find | View All First 1 of 1 Last

Department Position Pool Position
 Position Number: 40176591 Pool ID: EVENTS CRD 2 Date Updated: 03/17/2019

Job Data Snapshot Personalize | Find | First 1 of 1 Last

Job details 1 Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 Armstrong, Scott T	10165841		03/10/2019	0	2 FNATH	006305	EVENTS CRD 2	Active	05/31/2019	

Funding Effective Date: 03/10/2019 Eff Seq: 0 Status: Active

Earnings Distribution Personalize | Find | First 1-2 of 2 Last

Ern Cd	Seq #	Combo Code	GL Business Unit	DeptID	Fund	PC Project	PC Business Unit	Chartfield2	PC Activity	Program	OTC Indicator	Chartfield1	Funding End Date	Pay Dist %
1	2	000099828	10000	22105	69995					68		900000		100.000
2	1	RGN 000096611	10000	22135	67777			FNSAL		68		FNPAYS		100.000

- Employee was paid on an Earn Code other than RGN, for which position funding was set up. The second line of funding on this page was created at conversion as a “catch-all”. It essentially means that Position Funding wasn’t set up for all possible Earn Codes, and it therefore references the CF1 value of 900000 per the definition provided earlier.
- Question: How should this be corrected? (Possible) Answer:** Add a new row with blank Earn Code and the same chartstring that was used for the RGN transactions or update with a different one.

Payroll clearing

- Balance Sheet Suspense Account 23461 - Payroll Clearing UC Path – will primarily have transactions that do not pass combo edits in BFS.
 - Account will be cleared by the Controller’s Office, no action required from departments.
- BFS Payroll Suspense module for account 23460 - Payroll Clearing PPS - will only be available to clear out suspended transactions from PPS through September 30.

Thank You

