The Department Role in Default Project Resolution
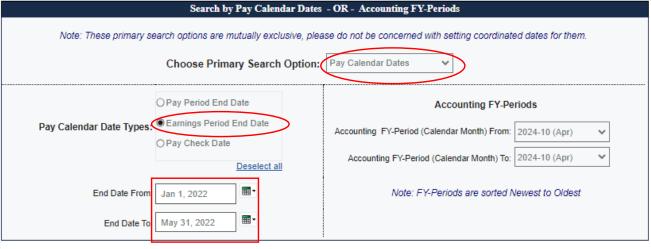
What is the problem and how do I fix it?

UC San Diego

Employee Name	Expenditure Date	500000-Academic Salary and Wages	501000-Non Academic Salary and Wages	501005-Non-Academic Vacation Taken	504001-Non Academic Salary Accrual	504002-Non Academic Comp Time Accrual	505500-UCRP Supplemnt Assessment-Interest	508000-Composite Benefit Rate Campus Payment	508108-Tuition/Fee Remission	508200-Benefits Accrual	508300-Leave Assessment	508306-Vacation Reimbursement	510000-Undergrad Financial Aid Odd Year	531000-Insurance Other	531001-General Liability Program GAEL	770002-NGN Recharge Debit	770324-Telecom MC Recharge Debit	770327-Telecom Campus Recharge Debit	Total
	1/31/22	$1,426.24																	$1,426.24
	2/28/22	$1,426.20																	$1,426.20
	3/31/22	$920.19																	$920.19
	5/1/22							$83.00							$30.55				$113.55

Running the Default Project Payroll Report, we've identified an employee with payroll on the default.

What information here will help us understand the source of the problem?

Using DOPES

- DOPES and UC Path are helpful in understanding the point of failure

  - Is your chartstring incorrect somewhere? Missing an element?

  - Is it a position funding error?

  - Issue with project dates?

- Narrow down the field of search as identified via the Default Project Payroll report

Pay Period End Date ▾	Earnings Period Start Date ▾	Earnings Period End Date ▾	Pay Check Date ▾	Transaction Type ▾
04/30/2022	04/01/2022	04/30/2022	04/29/2022	Salary
04/30/2022	04/01/2022	04/30/2022	04/29/2022	Fringe
04/30/2022	04/01/2022	04/30/2022	04/29/2022	Fringe
05/01/2022	01/01/2022	01/31/2022	05/04/2022	Salary
05/01/2022	02/01/2022	02/28/2022	05/04/2022	Salary
05/01/2022	03/01/2022	03/31/2022	05/04/2022	Salary
05/01/2022	03/01/2022	03/31/2022	05/04/2022	Salary
05/01/2022	04/01/2022	05/01/2022	05/04/2022	Fringe
05/01/2022	04/01/2022	05/01/2022	05/04/2022	Fringe
05/01/2022	04/01/2022	05/01/2022	05/04/2022	Fringe
05/01/2022	04/01/2022	05/01/2022	05/04/2022	Fringe
05/01/2022	04/01/2022	05/01/2022	05/04/2022	Fringe
05/01/2022	04/01/2022	05/01/2022	05/04/2022	Fringe
05/01/2022	04/01/2022	05/01/2022	05/04/2022	Fringe
05/31/2022	05/01/2022	05/31/2022	06/01/2022	Salary
05/31/2022	05/01/2022	05/31/2022	06/01/2022	Fringe
05/31/2022	05/01/2022	05/31/2022	06/01/2022	Fringe

CCOA Program Code ▾	CCOA Program ▾
FND	Position Level Funding Error
FND	Position Level Funding Error

- DOPES inform me that off-cycle pay was processed for an employee

- **How would I know this?** If the pay period end date does not match the earnings period end date, this would indicate either off-cycle pay or that an SCT/DR occurred

- Further review of DOPES also inform me of the level of error

- **Problem:** We are likely missing position funding in UC Path

Using UC Path

- A check of UC Path through the Funding Entry Inquiry tool confirms the missing position funding entry error

  - Off-Cycle Pay covered pay from January to March 2022, funding entry only starts 03/21/22

- **Resolution**:

  - Enter in funding entries for positions missing this information (even for retroactive pay). Process DR/SCT to move payroll to the correct project

  - If name on the report is a name you do not recognize, work with department HR representatives to identify the hiring manager/PI to determine appropriate funding

Funding Effective Date: 03/21/2022   Eff Seq: 0   Status: Active   Record Status: Saved to Database

Earnings Distribution   Personalize | Find | 🗗 | 📰   First ◀ 1 of 1 ▶

	Ern Cd	Seq #	Combo Code	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Funding End Date	Pay Dist
1			000701202	16110	13991	1000233	440		2002108			2					100.000000

Where does this transaction go?

- Review the "UC Path Project" column on the Default Project Payroll report (pick the report view tab in the report most helpful to you)

  - DOPES and UC Path will help inform further of the error. Review a project's and task's allowable spending period as well as the chartstring to see if there are incorrect or missing elements

- What if a project/task is ended or an employee never had funding entered?

  - Work with your PI to determine the new projects of funding

  - Submit the necessary funding entry and DR/SCT or Oracle Cost Transfer

Account	UCPath Project	Employee Name
500000- Academic Salary and Wages	1006521	
	1006729	
	1008687	
	1008697	
	1501512	
	2030504	

How can I use the Funding Issues Report to prevent new charges on the default?

Default Day or run Funding Issues Report

→

Financial Manager will use the report and identify what issues are associated with our financial unit

→

Detailed email sent to fiscal team that assigns each RA to the employees with funding issues they will need to address

→

Positions without funding: Add in missing funding. Work with PI if project of funding is unknown

→

Upcoming funding and project end dates: Reach out to employee's supervisor, funding PI and/or department to identify new funding source

Using the Default Project Payroll Report to assist with Monthly Reconciliations

- Set a department process within your team utilizing the Default Project Payroll Report

- Assign someone to be responsible for running the report monthly once ledgers close

- To keep track of updates and work done, my department will modify a downloaded version of the report and add the following columns:

  - Research Administrator

  - New PTF

  - Status and Notes

- The modified report is uploaded into document sharing system (ie Google drive) so that assigned RAs can add their notes to a single existing spreadsheet by the appointed due date

Common RA Questions

- I need to move an employee's defaulted pay to a federal award. What do I do with the UCRP and GAEL that was charged to the default?

  - Once the DR/SCT is submitted and processed, all pay elements on the default will fully reverse and only the allowable chargeable elements of payroll will post to your federal award

- Can I move the NGN manually?

  - NGN will move with payroll. Before July 2024, NGN moved one month in arrears. However, if you are moving payroll older than one year, NGN will need to be manually moved

- Why are non-payroll transactions posting to the default?

  - Common issues: Are there recurring recharges that are posting to an ended award? Is a transaction controlled expenditure type being charged to your sponsored project?