

Navigating the Default Route

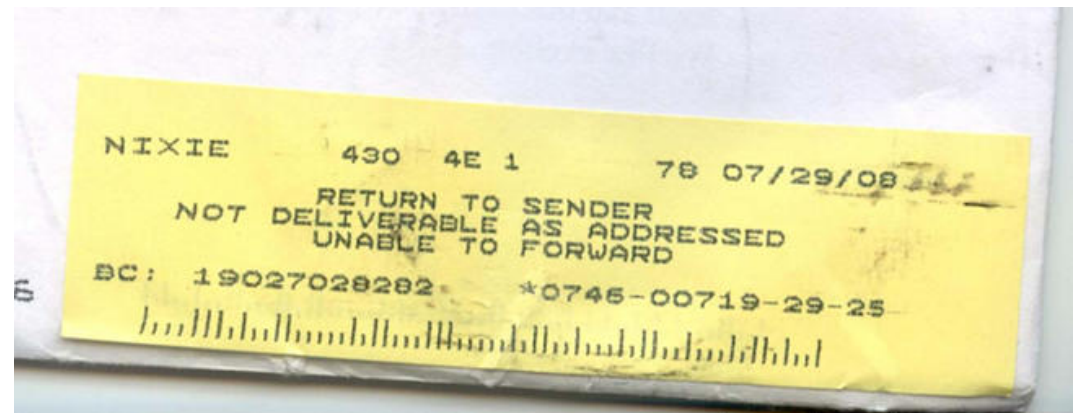
The good, the bad, and the ugly

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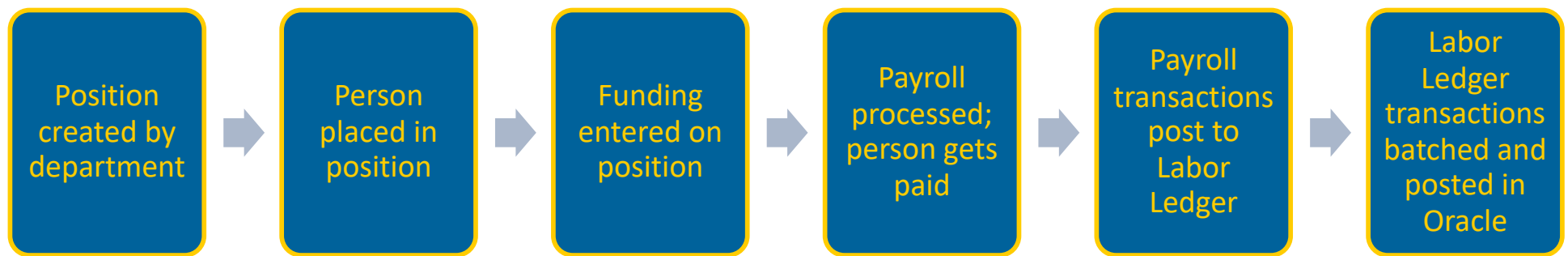
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- 5 Payroll-associated and non-payroll charges

What is the default project?

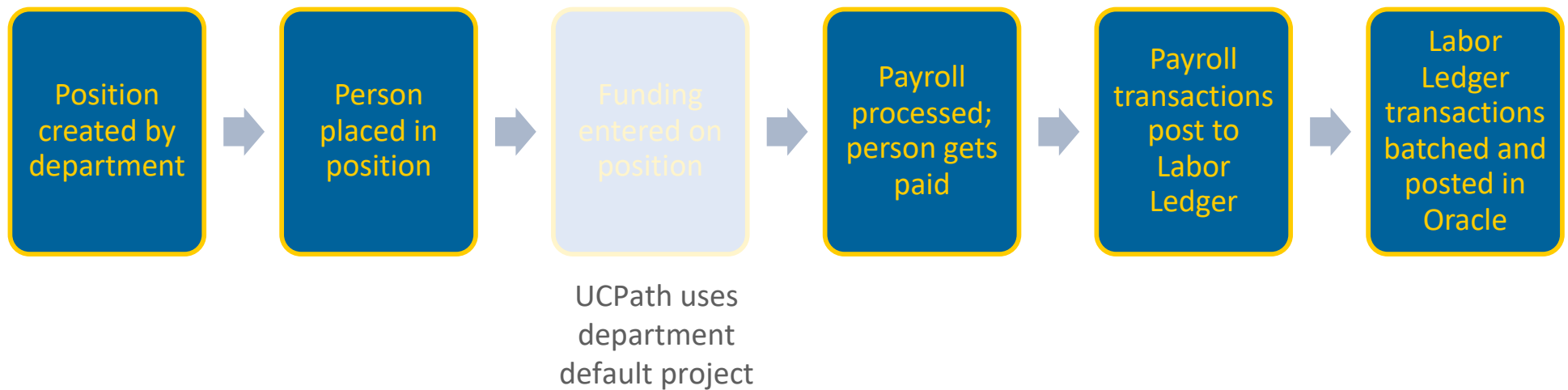
- Provides a place for undeliverable transactions to go
- Every financial unit has one
- Every UCPath department has one
- Project Type: UCSD Default Project
- Project Name: DFLT <financial unit code>



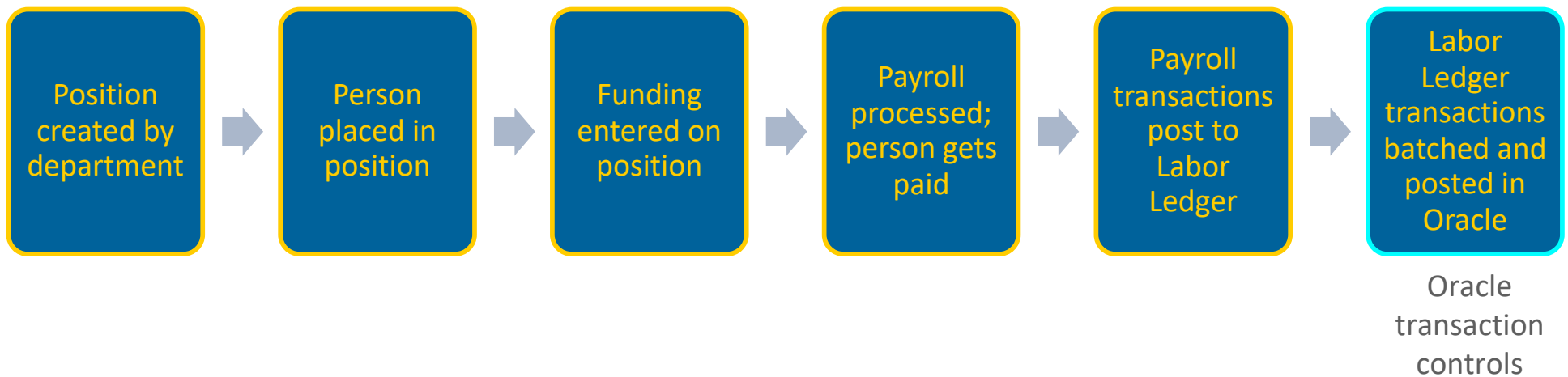
Payroll process flow (perfect state)



No funding entered

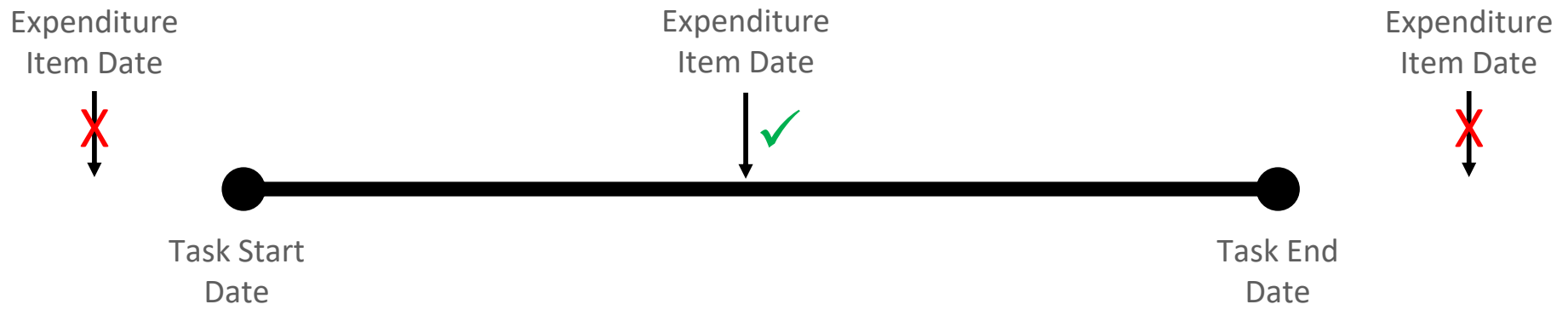


Payroll process flow



Oracle PPM transaction controls

2 CFR § 200.403 (h) Cost must be incurred during the approved budget period.



Oracle PPM transaction controls

Transaction must have a valid POET(AF) to post

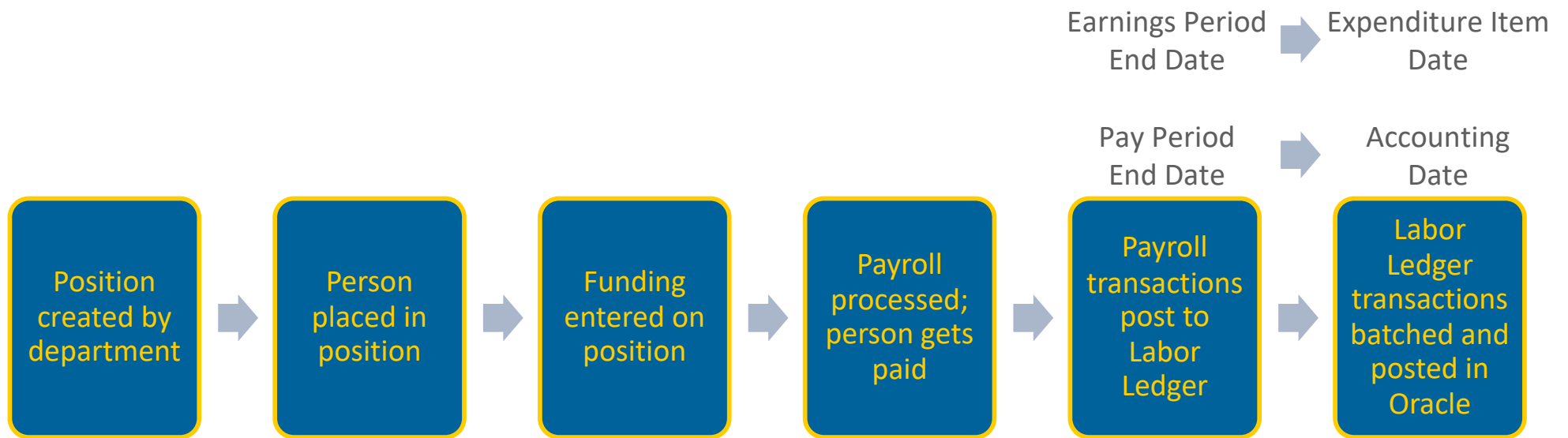
P - The project is indicated and active.

E - The expenditure type is allowed on the project.

T - A task is indicated.

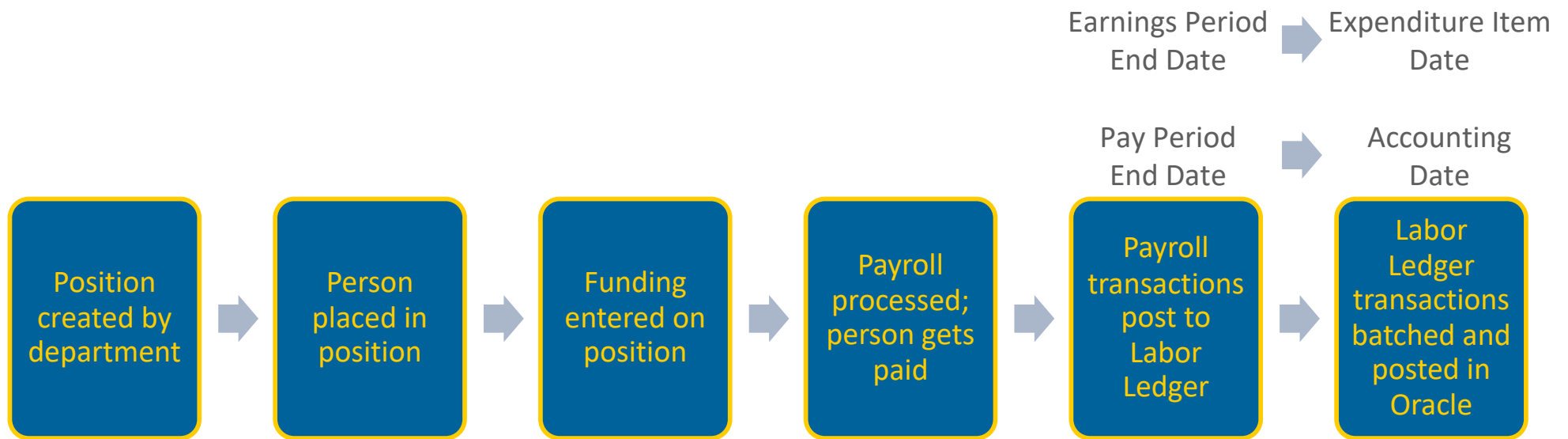
(AF) - If the project is associated with an award, a funding source is indicated.

Payroll process flow



Pre-November 2023:
Oracle transaction controls can push transaction to financial unit default project

Payroll process flow



November 2023:
UCPath I-370 validation
can push transaction to
department default
project

What can cause payroll to post to a default project?

- No valid funding entry in effect at time of payroll
- Funding entry chartstring problems
 - Contracts & Grants fund but no project
 - Project but no task
 - Sponsored project but no funding source
- Earnings period end date is not between task start and end dates

UCPath Department Default

Financial Unit Default

Pre-November 2023: Financial Unit Default

November 2023+: UCPath Department Default

Function 780 Scholarships and Fellowships

- Effective August 2023, payroll may not post to GL with function 780
- Function in GL chartstring defined in task setup
- Payroll on tasks set up with function 780 will re-route to default

July 19, 2023



No Longer Use Function 780 or Function 800 in UCPath

Please be advised that we are no longer able to use **Function 780** or **Function 800** on any payroll accounts per the University of California Office of the President.

An ounce of prevention...

Review and take action at least once a month – this gets emailed to you on Default Day!

Funding Issues Report

The Funding Issues Report is a group of reports that identify specific issues or potential issues related to funding. If not addressed timely, payroll transactions will be recorded to your department default...

 [View Details](#)

[Launch >](#)

1. Positions Without Funding
2. Funding and Project End Dates
3. No Task or Funding Source

...a pound of cure.

Default Project Payroll

This report provides detailed information about charges posted to departmental default projects, including person names and other payroll information.

[View Details](#)

[Launch >](#)

- Identifies transactions on default projects in Oracle
- Looks up person and chartstring details from Labor Ledger using Original Transaction Reference number and Expenditure Item Date
- Split PPM cost transfers wreak havoc with this report!
- No way to identify which person's payroll was transferred

Focus on the easy stuff first

UCPath Project	Employee Name	Expenditure Date	500000-Academic Salary and Wages	500005-Academic Vacation Taken	501000-Non Academic Salary and Wages
1019206	St Yc	4/16/22			
		4/30/22			
		5/14/22			
		5/28/22			
		6/11/22			
		6/25/22			
		7/9/22			
		9/17/22			\$1,653.60
		10/1/22			\$1,653.60
		10/15/22			\$1,653.60
		10/29/22			\$1,653.60
		11/12/22			\$1,653.60
		11/26/22			\$1,653.60
		12/10/22			\$2,976.48
	St	2/28/23	\$2,999.68		
	3/31/23	\$2,999.68			
	4/30/23	\$3,085.77			

Project ended 3/31/2022.
Process UCPath Salary Cost Transfers to the project the employee was working on.

Detail tab recommends an action

If Earnings Period End Date is before Task End Date, an SCT/DR credit will post to the UCPATH Project.

LL Monetary Amount	Project Code	Account Code	Expenditure Date	Earnings Period End Date	Pay Period End Date	Task End Date	Corrective Action	Employee	Empl ID	Empl Record	Position Number	Position	Reports To Employee	Project Manager	Project Fund Manager Name	UCPath Project	UCPath Task	UCPath Funding Source
\$2,362.30	1501620	501000	12/31/2020	12/31/2020	12/31/2020	2/28/2020	SCT/DR	B Lr	10370898	0	40656910	SRA 3	Z D M			1016925	1	7028981
\$1,190.83	1501620	508000	12/31/2020	12/31/2020	12/31/2020	2/28/2020	SCT/DR	B Lr	10370898	0	40656910	SRA 3	Z D M			1016925	1	7028981
\$165.36	1501620	508300	12/31/2020	12/31/2020	12/31/2020	2/28/2020	SCT/DR	B Lr	10370898	0	40656910	SRA 3	Z D M			1016925	1	7028981
\$32.26	1501620	531001	8/1/2023	8/1/2023	3/31/2024	6/30/2024	PPM Cost Transfer	B	10474230	2	41012731	HS ASST CLIN PROF-HCOMP	D Z			2037812	1	7009200
\$32.26	1501620	531001	8/31/2023	8/31/2023	3/31/2024	6/30/2024	PPM Cost Transfer	B	10474230	2	41012731	HS ASST CLIN PROF-HCOMP	D Z			2037812	1	7009200
\$32.26	1501620	531001	9/30/2023	9/30/2023	4/30/2024	6/30/2024	PPM Cost Transfer	B	10474230	2	41012731	HS ASST CLIN PROF-HCOMP	D Z			2037812	1	7009200

Distribute work based on Reports To Employee, Project Manager, or Fund Manager

Payroll Transaction Lookup Drillthrough

Figure out non-standard situations

Identify transaction numbers when PPM cost transfers are needed.

LL Employee ID	LL Earnings Period End Date	LL Original Transaction Reference	LL CCOA Project-Task Code	LL Salary Cost Transfer Code	LL Monetary Amount	PPM Transaction Number	PPM Accounting Period	Transferred From Transaction Number	Adjusted Transaction Number	PPM Project-Task Code	PPM Expenditure Type	PPM Transaction Amount
10513216	7/31/2023	230731M0X.PJ00002988.295	1020813-1		\$3,085.77	40349007	Jul-23			1020813-1	500000 - Academic Salary and Wages	\$16,971.74
10513216	7/31/2023	240531M0X.PT00008529.9	1020813-7	SCT0000067182	\$3,085.77	57216113	Apr-24			1020813-7	500000 - Academic Salary and Wages	\$52,458.09
10513216	7/31/2023	240531M0X.PT00008529.7	1020813-1	SCT0000067182	(\$3,085.77)	57273048	Apr-24			1501422-2	500000 - Academic Salary and Wages	(\$13,885.97)
10513216	7/31/2023	230731M0X.PJ00002988.97949	1020813-1		\$43.20	40408483	Jul-23			1020813-1	508000 - Composite Benefit Rate Campus Payment	\$237.60
10513216	7/31/2023	240531M0X.PT00008529.1070	1020813-1	SCT0000067182	(\$43.20)	57219169	Apr-24			1020813-1	508000 - Composite Benefit Rate Campus Payment	(\$194.40)
10513216	7/31/2023	240531M0X.PT00008529.1072	1020813-7	SCT0000067182	\$43.20	57219868	Apr-24			1020813-7	508000 - Composite Benefit Rate Campus Payment	\$734.40
10513216	7/31/2023	230731M0X.PJ00002988.120759	1020813-1		\$30.86	40379167	Jul-23			1020813-1	531001 - General Liability Program	\$169.73
10513216	7/31/2023	240531M0X.PT00008529.2703	1020813-7	SCT0000067182	\$30.86	57211520	Apr-24			1020813-7	531001 - General Liability Program	\$524.62
10513216	7/31/2023	240531M0X.PT00008529.2701	1020813-1	SCT0000067182	(\$30.86)	57219627	Apr-24			1020813-1	531001 - General Liability Program	(\$138.87)

Payroll Transaction Lookup

PPM cost transfer AND Direct Retro processed

LL Employee ID	LL Earnings Period End Date	LL Original Transaction Reference	LL CCOA Project-Task Code	LL Salary Cost Transfer Code	LL Monetary Amount	PPM Transaction Number	PPM Accounting Period	Transferred From Transaction Number	Adjusted Transaction Number	PPM Project-Task Code	PPM Expenditure Type	PPM Transaction Amount
10359356	7/31/2020	200731M0X.PJ00000959.433	1020813-14		\$2,833.56	224575	Jul-20			1501422-2	500000 - Academic Salary and Wages	\$3,723.66
10359356	7/31/2020	201130M0X.PJ10002018.105330	1020813-14		(\$2,833.56)	3221638	Nov-20			1501422-2	500000 - Academic Salary and Wages	(\$2,833.56)
10359356	7/31/2020	200731M0X.PJ00000959.433	1020813-14		\$2,833.56	3300086	Nov-20		224575	1501422-2	500000 - Academic Salary and Wages	(\$3,723.66)
10359356	7/31/2020	200731M0X.PJ00000959.433	1020813-14		\$2,833.56	3302961	Nov-20			1020813-4	500000 - Academic Salary and Wages	\$3,723.66
10359356	7/31/2020	221130M0X.PT10004834.15008	1020813-14	DR00000831201	\$2,833.56	27520817	Nov-22			1501422-2	500000 - Academic Salary and Wages	\$2,833.56
10359356	7/31/2020	221130M0X.PT00006639.22	1020813-1	DR00000831201	\$2,833.56	27556602	Nov-22			1020813-1	500000 - Academic Salary and Wages	\$2,833.56
10359356	7/31/2020	221130M0X.PT00006639.23	1020813-14	DR00000831201	(\$2,833.56)	27556671	Nov-22			1501422-2	500000 - Academic Salary and Wages	(\$2,833.56)
10359356	7/31/2020	221130M0X.PT10004834.15007	1020813-1	DR00000831201	(\$2,833.56)	27557088	Nov-22			1020813-1	500000 - Academic Salary and Wages	(\$2,833.56)

What moves with an SCT/DR? What do I have to move separately?

Processing Cost Transfers Blink

		Moves By SCT/Direct Retro?	
Transaction Source	Costs	1-12 Months	Older than 12 Months
UCSD UCPath	Salary, Benefits (CBR, Vacation), Assessments (GAEL, RPNI, etc.)	Yes	Yes
		Moves Based On SCT/Direct Retro?	
Transaction Source	Costs	1-12 Months	Older than 12 Months
UCSD ITS NGN	NGN, MCN, HS-TSC	Yes- often a month in arrears	No
UCSD IT MCN			
UCSD HS-TSC			
UCSD Manual Import	Tuition Remission	Yes	Yes

What about non-payroll charges?

1. Start on the Oracle pivot tab of Default Project Payroll.



2. Identify a non-payroll expenditure type.

733000-Trnsfr MC/Campus - Medical Supplies	\$683.27
734000-Trnsfr MC/Campus - Other Supplies and Purchased Services	\$13,562.39
734007-MC/ Campus Copier/ Mail Service Recharge	\$3,727.66

3. Click on the total to the right.

Default Project Payroll - Oracle detail
Time Run : Sep 23, 2024 4:59:24 PM

Transaction Number	Original Transaction Reference	Expenditure Comment	Cost	Project Code	Account Code	Expenditure Date	Accounting Period
18048813	0 Project Corrections Apr22		\$4,107.39	1501620	734000	4/1/22	Apr-22
14610146	1643	ACTRI IDS RECHRGs-Q2-DEC'21 1643 Task 1	\$3,825.00	1501620	734000	12/31/21	Dec-21
17889235	ACTRI IDS RECHRGs-Q3-MAR'22 1751	ACTRI IDS RECHRGs-Q3-MAR'22 1751	\$500.00	1501620	734000	3/31/22	Mar-22
35206376	HC Nutrition Recharge	HC Nutrition Recharge	\$1,000.00	1501620	734000	4/30/23	Apr-23
35229247	HC Nutrition Recharge	HC Nutrition Recharge	\$1,000.00	1501620	734000	4/30/23	Apr-23
39244597	HC Nutrition Recharge	HC Nutrition Recharge	(\$1,000.00)	1501620	734000	4/30/23	Jun-23



Transferring student financial support payments (stipend, tuition, fees, etc.) **should not** be processed via Oracle PPM Cost Transfer and instead needs to be corrected via the source system Professional Student Aid Management (ProSAM).

4. Complete PPM cost transfers.

Thank you!