



# Extramural Fund Management

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June 18, 2020

# Agenda

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- **Preparation for Releasing Effort Reports**
- **Fiscal Year Journal Correction Related to UCPath Issues**
- **Benefit Cost Transfer**

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# Preparation for Releasing Effort Reports

Yoon Lee

# Effort Reporting Periods

- The last release of effort reports in July 2019**

- Included only the periods in which payroll was processed in PPS due to pending resolution of UCPath issues.

Reporting Period	Non-Academic and 11/12 Academics	9/12 Academics
Modified period	April - July 2018	March - July 2018

- August 2018 payroll was processed in PPS but was not included because vacation and sick used in August were processed in UCPath in September.
- Summer for 9/12 Academics was not included as the period contained payroll processed in UCPath.

- The next periods of effort reports to release**

- Plan to release all subsequent quarters to bring effort reports current.

Reporting Period	Non-Academic and 11/12 Academics	9/12 Academics
Summer	N/A	June 2018 – September 2018 (*)
Modified period	August – December 2018	August – October 2018
Winter	January – March 2019	November 2018 – February 2019
Spring	April – June 2019	March 2019 – June 2019
Summer	July – September 2019	June – September 2019 (*)
Fall	October – December 2019	July – October 2019
Winter	January – March 2020	November 2019 – February 2020

Standard Effort Reporting Period

(\*) Additional Compensation DOS codes only

# Necessary Steps to Release Effort Reports

## Types of issues to address in the labor ledger

### Incorrect payroll amount

The actual dollar amount on the funding source is not accurate.

*For example,*

- Vacation credit was not allocated across multiple funding sources (REG like earn codes and VAC to salaries and wages)
- Vacation credit not posted to the funding source vacation was taken from but to the current funding source when vacation credit is processed → Crediting incorrect funding if funding distribution changed (called “Leave in arrear” issue).

### Incorrect effort percentage

The dollar amount on the funding source is accurate but effort % is incorrectly calculated. *For example,*

- Certain earn codes did not bear effort when they should (e.g. NNC & RSP)
- Partial salary cost transfers were processed with incorrect pay % and derived effort %

## Solutions to address issues

### Step 1: Correct payroll amount

*“Mass Leave Correction (MLC) (\*)”*

- Queries to capture errors where vacation credit was not recorded correctly and to show where they should have been posted.
- MLC will be processed in the labor ledger to correct the dollar amounts on funding sources.
- (\*) *Mass salary cost transfer (SCT) feature is not available yet in UCPath and MLC is not the same as Mass SCT.*

### Step 2: Correct effort percentage

*“Enhanced I-129 File and Loading Process”*

- I-129 file is used to upload payroll data from UCPath to ERS.
- Additional logic and step were added to re-calculate effort % to pass correct effort % to ERS.
- Effort % in the labor ledger will remain as is but effort % in ERS will be accurate.

**“Step 1 and Step 2 do not address all issues that may affect effort reporting but issues confirmed to affect accuracy of effort reports in magnitude.”**

# Current Status

- **Mass Leave Correction (MLC) Tool**
  - UCPATH Center and UCLA started testing the MLC tool yesterday, June 17<sup>th</sup> and scheduled to be completed by next Friday, June 26<sup>th</sup>.
  - MLC addresses payroll amount issues related to “*leave allocation*” and “*leave in arrear*” only.
- **Phase 1 I-129 file**
  - UCPATH Center and UCLA completed testing last week and it will go live tonight, June 18<sup>th</sup> for other campuses to test.
  - *Phase 1 I-129 file* does not address all issues that may impact effort percentage.
  - Groupings of Issues
    - Issues that were known and confirmed in February 2020 to have major impact to effort reporting  
→ included in *Phase 1 I-129*
    - Issues that were known in February 2020 but its impact to effort reporting not confirmed  
→ In the process of evaluating its impact to determine utility of Phase 1 I-129 to generate effort reports and the scope of *Phase 2 I-129*
    - Issues that were uncovered through development and testing processes of *Phase 1 I-129*  
→ To evaluate its impact to determine scope of *Phase 2 I-129*
  - Collaborative effort between UCPATH Center and UCLA to develop *Phase 2 I-129* continues.
- **Updates on the release timeline will be communicated soon.**

# Current Effort Report Certification Status

- Complete all open effort reports. Contact ERS Help Desk ([ershelf@research.ucla.edu](mailto:ershelf@research.ucla.edu)) for questions.

Academic Year	The number of open effort reports
2014-2015 and prior	24
2015-2016	5
2016-2017	15
2017-2018	63
<b>Total</b>	<b>107</b>

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# PAMS: UCPath Flag

Yoon Lee

# PAMS: UCPath Flag

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- An increase in the number of sponsored funds that are expired but cannot be closed pending the resolutions of various UCPath issues.
- A new UCPath indicator will be added to the PAMS Deliverables Page.
  - To identify the funds that cannot be closed due to pending resolutions of UCPath issues
  - To describe the types of known issues impacting that specific fund
- 10 major known issues are going to be tracked.
- As the department and/or EFM identifies funds that cannot be closed due to pending resolutions of UCPath issues, EFM will update UCPath flag in PAMS accordingly.
- The enhancement will be available tomorrow, 06/19/20 and more details on the feature will be communicated with all PAMS users.

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# **Fiscal Year Journal Correction related to UCPath Issues**

**Andrew Merki**

# Fiscal Year End Journal Corrections

Related to UCPATH Issues

- **CFS will process Financial Journals to correct erroneous transactions in General Ledger as a result of UCPATH defects for fiscal closing**
  - These journals will not show up in the labor ledger or payroll reports because they are posted directly into the General Ledger. Supplemental backup will be provided for departments to identify the original employee/salary expense the correcting entry is for.
  - For UCPATH defects resolved in the system: **One-time financial journals**
    - To clean up all outstanding historical errors as of June 30<sup>th</sup>.
  - For UCPATH defects not yet resolved in the system: **One-time financial journals + Monthly recurring financial journals**
    - To clean up all outstanding historical errors as of June 30<sup>th</sup>.
    - Until the defect is resolved in the system, CFS will process journals to correct errors on a monthly basis starting July 2020.
- **Mass Leave Correction (MLC) in Labor Ledger**
  - This tool will allow correction of two defects: 1) exceptions (e.g., VAC, SKL) not distributing across full funding distribution and 2) exceptions distributing to current month FAUs instead of earn period month FAUs.
  - Tool is currently being tested in coordination with UCPATH Center and scheduled to be delivered prior to fiscal close.
  - If the delivery schedule is delayed, separate financial journal entries will be posted by CFS for fiscal close purposes.

# Fiscal Year End Journal Corrections

- **Corrections handled via Financial Journal (in General Ledger)**

Defect	Brief Description	UCPath Defect Status	Correcting Entry Category
Vacation Leave Assessment (VLA) for employees who should not accrue Vacation	UCPath is assessing VLA for certain employees who are not eligible to accrue VLA.	Unresolved	Monthly recurring financial journal
CBR not redirecting on Work Study funds	CBR on Work-Study funds should be redirected to Department’s GAEL/CBR redirect FAU. Currently they are not redirecting.	Unresolved	Monthly recurring financial journal
Incorrect CBR moving with Direct Retro	Multiple defects are causing the incorrect CBR amount to move when Direct Retros are processed. These include: 1. Current fiscal year CBR rate being applied instead of CBR rate in effect for original earn period 2. CBR rate not moving at all with Direct Retro 3. Incorrect CBR rate applied when position number or other CBR characteristic is changed	Unresolved - #1 & #2 Resolved - #3	Monthly recurring financial journal - #1 & #2 One-time financial journal - #3
Incorrect CBR assessed for Academic Medical Residents	UCPath is assessing the incorrect CBR rate for Academic Medical Residents belonging to LACMP. (Note: this is not an issue for Academic Medical Residents belonging to LAMED – only LACMP.)	Unresolved	Monthly recurring financial journal
Incorrect CBR applied when split funded across Med Center & Campus	The CBR, VLA and GAEL rates need to be applied based upon the FAU an employee is charged to and not the HR Business Unit (LAMED, LACMP) associated to their Position.	Resolved	One-time financial journal
GAEL charges hitting federal and federal flow-through funds	GAEL is not allowed on federal and federal flow-through (FFT) funds. This issue was previously resolved but a small number of outstanding transactions were identified that posted to federal/FFT funds that will be reversed. The following link can be used to identify federal funds.  <a href="https://www.finance.ucla.edu/corporate-accounting/fund-managers-by-fund-category">https://www.finance.ucla.edu/corporate-accounting/fund-managers-by-fund-category</a>	Resolved	One-time financial journal
RPNI expenses hitting federal flow through fund	RPNI is not allowed on federal and federal flow-through funds. This issue was previously resolved but a small number of outstanding transactions were identified that posted to federal/FFT funds that will be reversed.	Resolved	One-time financial journal

# Fiscal Year End Journal Corrections

- **Corrections handled via Mass Leave Correction (in Labor Leger)**

Defect	Brief Description	UCPath Defect Status	Correcting Entry Category
Exception Earn Codes (e.g., VAC, SKL) not distributing correctly across an employee's funding distribution	Two sub issues are causing this to occur 1. UCPath adds 2 lines when an exception is taken: a credit to the REG-like Earn Code and a debit to the exception Earn Code (VAC, SKL). The credit and debit are not distributing appropriately across all FAUs in an employee's funding distribution. 2. When a vacation or sick day is taken, the exception is posted in the following month. The credit is currently posted not to the fund where vacation or sick time was accrued (earn period) but to the fund where the employee's payroll is distributed in the current month (pay period).	Resolved - #1  Unresolved - #2	Mass Leave Correction in Labor Ledger  (will be done centrally by CFS once MLC tool is available)

- **Information on the Fiscal Year End journals can also be found on Central Resource Unit website:**

- <https://centralresourceunit.ucla.edu/s/article/FYE-Close-Correcting-Entries-for-UCPath-Defects>

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# **Benefit Cost Transfer**

**Andrew Merki**

# Benefit Cost Transfer

## New Benefit Cost Transfer (BCT) Process

- Central Resource Unit (CRU) released a new Benefit Cost Transfer (BCT) process last week, effective Tuesday 6/9/20
- BCT requests allow departments to move benefits without moving associated salary. Types of expenses that can be transferred via the new BCT process:
  - CBR, VLA, Tuition & Fee Remissions, GAEL, RPNI
- Departments must submit BCT requests for FY19-20 posting to CRU by Monday 6/29/20
  - Departments must submit BCT requests that require EFM review to the EFM accountant by Wednesday 6/24/20 to allow three business days for review prior to CRU's deadline
- The CRU web page outlining the new process along with links to the new report and Excel template can be found here:  
<https://www.centralresourceunit.ucla.edu/s/article/Benefit-Cost-Transfer-Process>

# Benefit Cost Transfer

## New Benefit Cost Transfer (BCT) Process

- **High level steps for new BCT request process:**
  1. Department runs the new **Benefit Cost Template Report** in CDW which provides a breakdown of benefit expenses by individual employee and pay period
  2. Department downloads and complete the new **BCT Request Form Template** (Excel)
  3. Department obtains email approvals from EFM and/or Grad Division when applicable
  4. Department uploads the template and appropriate approvals to the BCT request page on CFS website (<https://uclacfs.tfaforms.net/189>)

**1**

Report Parameters for Benefit Cost Transfer Template Report

Enter Year and Month range from below time period .

Enter Pay End Date  
Note: Please enter date in MMM,DD,YYYY format.  
Jun 11, 2017

Enter Employee ID

Employee Record Number

Cancel Run Report

**2**

Employee Name	Employee ID	UCLA ID	Employee Record Number	Pay Calendar	Pay Run ID	Off Cycle Indicator	Pay Begin Date	Pay End Date	UC Accounting Date	Account Number	Cost Center	Fund	Sub	Object Code	Fringe Line Description	Project Code	Fund End Date	Deduction Code	Deduction Desc	Fringe Amount	Account
Brum, Joe	12345678	315786543	2	1906	30M0X	N	2019-06-01	2019-06-30	2019-06-30	402110	IM	19900	03	3390	GABL LP Assessment - Expense		2025-06-30			0.24	40400011
Brum, Joe	12345678	315786543	2	1906	30M0X	N	2019-06-01	2019-06-30	2019-06-30	402110	IM	19900	03	3380	GABL PR Assessment - Expense		2025-06-30			4.85	40400011
Brum, Joe	12345678	315786543	2	1906	30M0X	N	2019-06-01	2019-06-30	2019-06-30	402110	IM	19900	03	3385	GABL CL Assessment - Expense		2025-06-30			1.42	40400011
Brum, Joe	12345678	315786543	2	1906	30M0X	N	2019-06-01	2019-06-30	2019-06-30	402110	IM	19900	03	3385	GABL AL Assessment - Expense		2025-06-30			0.12	40400011
Brum, Joe	12345678	315786543	2	1906	30M0X	N	2019-06-01	2019-06-30	2019-06-30	402110	IM	19900	03	3390	GABL EL Assessment - Expense		2025-06-30			4.14	40400011
Brum, Joe	12345678	315786543	2	1906	30M0X	N	2019-06-01	2019-06-30	2019-06-30	402110	IM	19900	06	8694	User Account 00004060		2025-06-30	CHPFE		300	40400011
Brum, Joe	12345678	315786543	2	1906	30M0X	N	2019-06-01	2019-06-30	2019-06-30	402110	IM	19900	06	8850	CBR Assessment - Expense		2025-06-30			56.73	40400011
<b>Total \$ 167.50</b>																					

**4**

Campus \*  
Please select...

Requester EmplID (UC Path ID) Requester University ID (UCLA) \*

Requester Last Name \* Requester First Name \*

Requester Phone (Domestic) Requester Phone (International) Requester Email \*

Does this Request involve moving benefits to or from a Contract or Grant and/or Fee Remission? \*

Yes  
 No

Existing Case Number (If any)

BCT Request Form Template - Attachment \*

Browse... No file selected.

BCT Request Form Attachment

# Benefit Cost Transfer for C&G

## New Benefit Cost Transfer (BCT) Process

- **Steps for departments to obtain EFM approval when applicable:**
  1. Department submits completed BCT request form to EFM accountant via email
    - EFM approval required for all BCT requests moving expenses to or from a C&G fund regardless of debit or credit
  2. EFM accountant reviews BCT request form, including department responses to questions in the form:
    - Questions 1 – 4 must be answered for all BCT requests; questions 5 must be answered for High Risk
      1. How did the error occur?
      2. Who approved the transfer?
      3. What is the reason the expense is being moved to a new funding source?
      4. How does the transfer benefit the new funding source?
      5. Explain untimeliness if High Risk (120+ days after original pay end date or 90+ days after fund end date AND increasing expenditures on a federal or federal flow-through fund)
  3. EFM accountant provides approval via email
  4. Department submits the BCT form along with EFM email to CFS via webpage
- **Typical business scenarios for BCT requests on C&G funds:**
  - Move unallowable types of benefits (e.g., NIH training grants)
  - Move unallowable portion of benefits when sponsor has a capped benefit rate

# Benefit Cost Transfer for C&G

## New Benefit Cost Transfer (BCT) Process

- **Additional details of new BCT process to be aware of:**
  - BCT functionality is not yet available in UCPATH. CRU will be submitting Financial Journals in General Ledger until the functionality is available.
  - Departments can now request any benefit transfer needed to move an unallowable expense from a C&G fund; requests are no longer limited to transfers for C&G fund closeouts.
    - The only exception is BCT requests for UCPATH defects. Departments should not submit benefit transfer requests for UCPATH defects at this time, as CFS will be posting financial journals centrally for UCPATH defects prior to fiscal close.
  - BCT should be the final transfer. Salary Cost Transfer (SCT) should not be processed after the BCT because it will cause the benefit expense to be out of sync. If business requires this, a subsequent BCT must be processed to move benefit expenses back to the original FAUs *before* proceeding with the SCT.

# UCPath Announcements

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- **UCPath Announcements:**
  - Funding Rollover process in UCPath has been enhanced for FY20-21
    - Funding Rollover will allow for automatic rollover of employee funding into new fiscal year, with some limitations.
    - The rollover process will occur this month in June.
    - CFS will be publishing additional details in coming days.
  - FY20-21 CBR rates have been posted by CFS. Please refer to CBR web page for details:
    - <https://www.finance.ucla.edu/composite-benefit-rate-assessment>

# Any Questions?



## Contact Information

### EFM Website

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

### Yoon Lee

Phone: X40375

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

### ERS Help Desk

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

### Andrew Merki

Phone: X43375

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