Extramural Fund Management

January 10, 2019
Agenda

- PPS: Payroll Expense Transfer Deadline
- Update on the Release of Effort Reports
  - Salary Cost Transfer clean-up Status
PPS: Payroll Expense Transfer Deadline

Yoon Lee
• PPS will discontinue as of July 1, 2019

• After PPS support discontinues, EFM standard procedure will be not to accept transfers of pre-UCPath go live payroll expenses debiting to sponsored project funds.

• History of communication of the procedure at RAF
  ◦ July 2017: UCPath go-live scheduled in December 2017
    ◦ PPS was scheduled to discontinue as of July 1, 2018.
    ◦ Detailed procedure was announced.
    ◦ Target date to complete all payroll expenses transfers in PPS was January 2018.
  ◦ January 2018: UCPath go-live scheduled in September 2018
    ◦ PPS was scheduled to discontinue as of July 1, 2019.
    ◦ Procedure was reminded.
    ◦ Target date to complete all payroll expense transfers in PPS was October 2018.
  ◦ June 2018: UCPath go-live scheduled in September 2018
    ◦ Procedure and target completion date were reminded as shared at RAF in January 2018.
## PPS: Payroll Expense Transfers

### “PPS will discontinue as of July 1, 2019”

<table>
<thead>
<tr>
<th>Until June 30, 2019 while PPS is maintained</th>
<th>After June 30, 2019 once PPS is discontinued</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Transfer payroll expenses through WebPET.</td>
<td>• WebPET will no longer be available for payroll expense transfers.</td>
</tr>
<tr>
<td>• High risk cost transfers will be routed to EFM for approval.</td>
<td>• If payroll expense transfer is needed, it needs to be processed through a financial journal bypassing payroll sub-ledger.</td>
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<tr>
<td>• Payroll expense transfers will be processed through pay compute cycle and posted to general ledger (For high risk cost transfers, once approved by EFM)</td>
<td>• This will result in discrepancies between payroll sub-ledger and general ledger.</td>
</tr>
<tr>
<td>• Downstream applications (e.g. Effort Reporting System) will be updated via the same process.</td>
<td>• Impact to downstream applications consuming payroll sub-ledger data (e.g. Effort Reporting System).</td>
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<tr>
<td></td>
<td>• Related benefits, GAEL, TIF, etc. need to be manually calculated to be included in a financial journal.</td>
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<td></td>
<td>• No clear audit trails for payroll expense transfers.</td>
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<td>• Manual reconciliation and off-system documentation will be required.</td>
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EFM Procedure

PPS: Payroll Expense Transfers after June 30, 2019

• EFM standard procedure will be not to accept pre-UCPath go live payroll expense transfers debiting to sponsored project funds after PPS support discontinues.

• Department will be responsible for finding unrestricted funding source for these payroll expenses.

• If payroll expenses need to be transferred off from sponsored project funds after PPS support discontinues, EFM will require the department to submit following:
  ◦ Comprehensive explanation of circumstances why a delay of payroll expense transfers exceeded 9 months or more in addition to standard questions for cost transfers, signed by the PI and the department fund manager.
  ◦ Detailed action plan on how the department will ensure manual adjustments to all affected downstream system reports
    ◦ e.g. For effort reports, a complete list of all employees whose salaries are transferred including affected effort report periods, pay rate, pay distribution before and after, etc.
  ◦ Endorsement of Department CFO, CAO, Director, or an equivalent position on the explanation and action plan.
Do you have any awards monthly reconciliation has not yet been completed for August 2018 or prior?
- Review payroll expenses on projects through August 2018 (processed in PPS) now.
- Process payroll expense transfers as soon as errors are discovered.

The Last Day to submit payroll expense transfer for EFM’s review via WebPET

<table>
<thead>
<tr>
<th>Pay Cycle</th>
<th>Pay Period</th>
<th>Last Day to submit expense transfer for review by EFM</th>
<th>Pay Compute</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO</td>
<td>06/01 – 06/30</td>
<td>06/18/19</td>
<td>06/24/19</td>
</tr>
<tr>
<td>B2</td>
<td>06/16 – 06/29</td>
<td>06/27/19</td>
<td>07/03/19</td>
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</tbody>
</table>


“Please do not wait and act now!”
Update on the Release of Effort Reports

Amanda Maninos
Delayed Release of Effort Reports

ERS Update

Spring’18 and Summer’18 quarters

• **Testing since October 2018**
  ◦ Outstanding issues identified in UCPath conversion
  ◦ Central Resource Unit (CRU) Team is working with departments to resolve

• **Next Release Date:** *TBD*

• **Certification Deadline:** *TBD*

Fall’18 and Winter’19 quarters

• **Anticipated Release:** *April 2019*
  ◦ Contingent upon resolution of outstanding issues
Issues Identified

ERS Update

• Payroll Exceptions are not being distributed among all FAUs
  ◦ “Exceptions” include: vacation, jury duty, sick leave, etc.
  ◦ Exceptions that were taken in August and September of 2018
  ◦ Applies to employees with multiple components of pay
  ◦ Population affected is still being determined

• Positions with Multiple Components of Pay (MCOP)
  ◦ MCOP Worksheet is the control that ensures salary amounts are distributed correctly
  ◦ An MCOP Worksheet is required in UCPath when:
    ◦ a position is funded from more than one FAU and/or fund has a Salary Cap
Salary Cost Transfer clean-up

ERS Update

- **Issue: MCOP Worksheets are missing or incorrectly filled-out**
  - **Result:** Salary is being charged over the cap rate
  - Direct Retros are required to correct overages

- **Direct Retros required in UCPa**th

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Identified</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positions missing MCOP worksheet</td>
<td># 54</td>
<td>75% Completed</td>
</tr>
<tr>
<td>Positions with incorrect MCOP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>worksheet</td>
<td># 31</td>
<td>100% Outstanding</td>
</tr>
<tr>
<td>Direct Retro / Salary Cost Transfers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>required</td>
<td># 100 estimated</td>
<td>50% Completed</td>
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Resolution

ERS Update

- **Resolution is currently in progress**
  - CRU Team has identified and will contact populations affected

- **CRU Team is in the process of assisting departments to:**
  - Complete missing MCOP worksheets
  - Update incorrect MCOP worksheets
  - Process salary cost transfers/direct retros

- **Please respond to CRU’s request by January 18th extended deadline**
  - Refer to emails issued on December 10th and 18th; Reminder sent January 7th
  - Subject: “MCOP Funding Worksheet – Dept # and MCOP Salary Cost Transfer”
Any Questions?

Contact Information

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