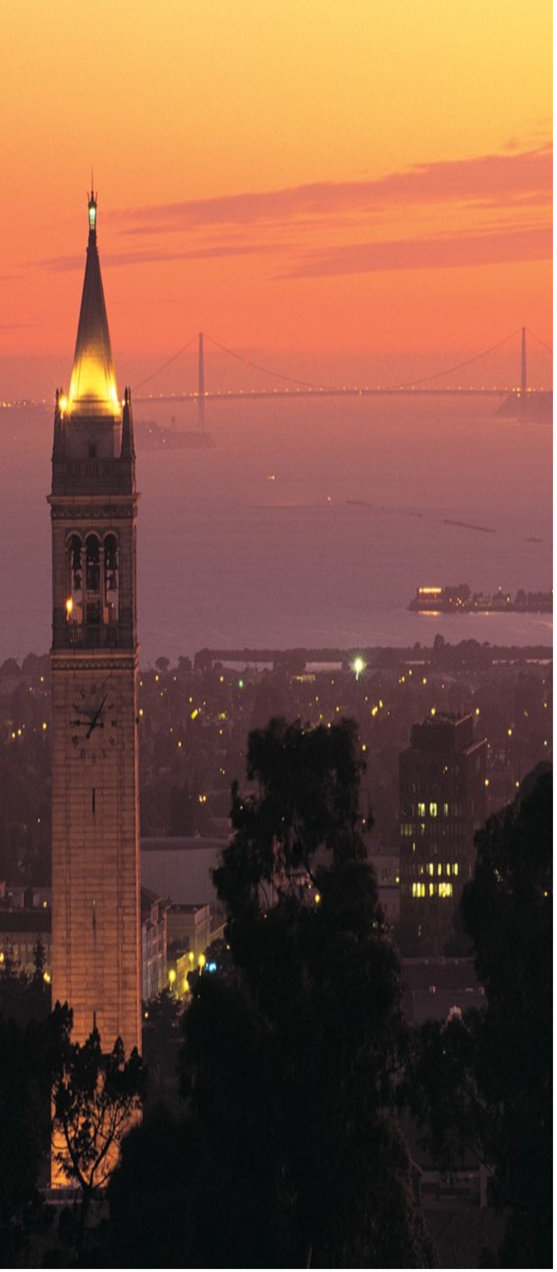


Cross-Functional CRP Overview

Position – WFA – Payroll – GL

December 2017

Berkeley
UNIVERSITY OF CALIFORNIA
UCPath

Introductions

- UCPath is…
    - A system-wide initiative to implement a single solution for Payroll, Benefits, Human Resources and Academic Personnel systems
- Our Team's Goal is…
    - To help UC Berkeley transition successfully to the new UCPath System
- Today's Presenters are…
- Other Team Members here today are…

We are here to support you every step of the way!

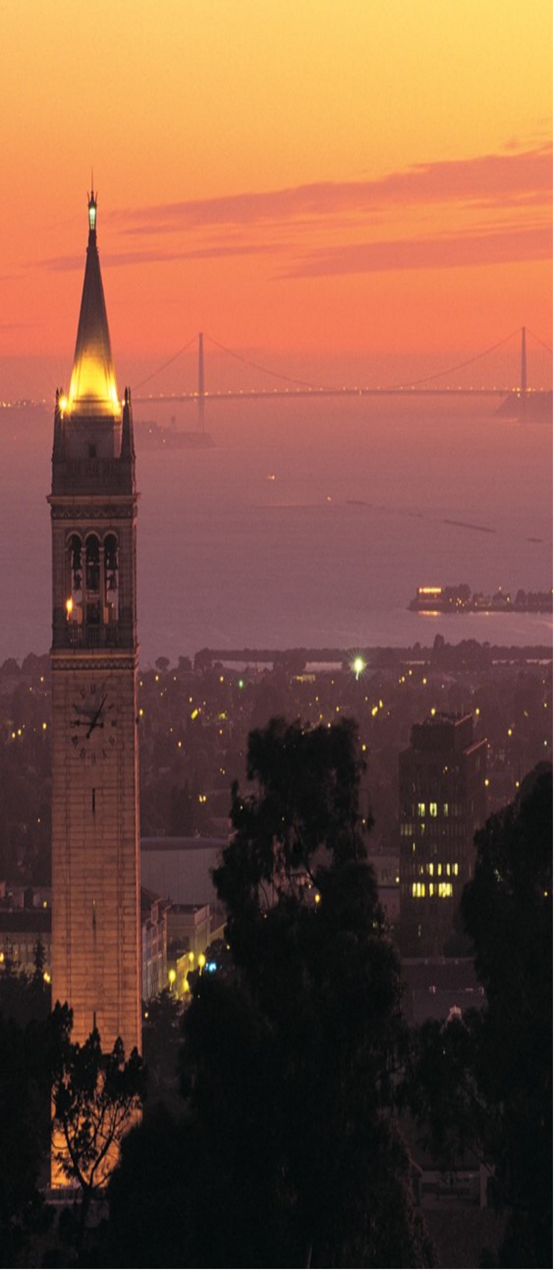
Objectives for Today

- To debrief on Conference Room Pilot sessions (CRP), including:
  - Cross-functional overview of future state system design, business process and roles
  - UCPath concepts, definitions and guidelines for your business area
  - Key elements, data conversion issues and significant changes
- To enable participants with tools, information and context to begin:
  - Defining UCB roles, responsibilities and workflow
  - Identifying gaps between current state and future state
  - Designing future state business process alignment
  - Configuration and conversion analysis
- To establish our working relationship founded on:
  - Collaboration
  - Communication
  - Partnership

Agenda

- Position Management
- Workforce Administration
- Payroll
- General Ledger

- Overview / Business Context
- Business Process, Roles & Workflow
- Summary of Future State Changes
- Next Steps for Our Working Partnership



Position Management

CRP Overview

TBD

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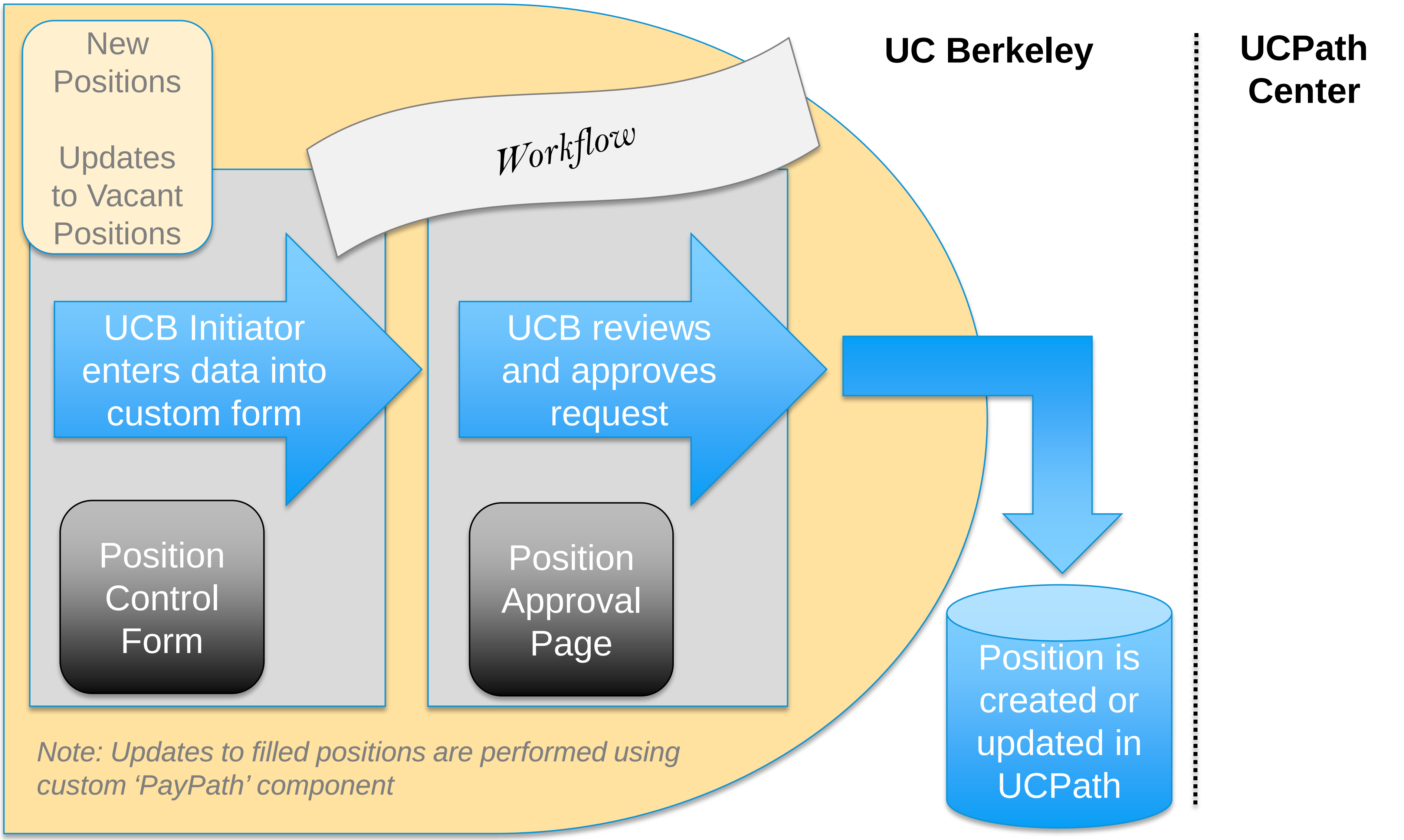
Position Management Overview

- A position represents a filled or vacant role in a department
- Examples of Position data include Department, Job Code, Salary Grade, Reports To Position, Headcount (number of incumbents) and ERC
- Employees are hired into positions by using a Position Number to pull Position data into employee’s Job record
- Most updates to Position data flow into incumbent’s Job record automatically
- Funding is connected to Position in future state
- Creation and maintenance of Position Data is a UCB responsibility, with little to no involvement of UCPath Center

Position Management Business Process



Position Management Roles

- New Self-service Roles with Workflow using Position Control Form
  - Initiator Role
    - Completes form to request new positions and updates to existing vacant positions
    - View Only access to Position Data
  - Approver Role
    - Approves, denies, pushes back requests submitted by Initiator
    - View Only access to Position Data
  - Position Control Form
    - Customized version of Position Data; overall same information as in full Position Data
    - Used by Initiator in Self-service process with approval workflow

- Administrator Role with direct entry to Position Data and no workflow
  - Creates new positions, updates vacant positions, has Correction capability

Self-Service Path with Workflow

1. Initiator enters data into Position Control Form and submits for review
2. First level Review/Approver
   - Receives an email that a transaction requires approval
   - Approver can select email link, or see item in UCPath Worklist
3. Passes to 2^{nd} level of approval, if configured
4. Final approval creates new Position and assigns Position Number

Business Rules and Guidelines

- All employees, and CWRs who supervise others, will be in a Position
- Reclassification can be used to change a position to different title within same series – repurposing requires deactivating and creating new position
- A position may be moved from one Department to another if role is being transferred – otherwise required to inactivate position and create new one
- Position Pools (grouping positions) will be used for Work Study programs and established with UCPath PMO guidance prior to go-live
- Position Pools may be used optionally for other types of positions
- Position numbers will be sequential with all campuses using same numbering system
  - Legacy positions will receive new sequential numbering during conversion/deployment
  - A crosswalk table will be provided that maps legacy position number with new position

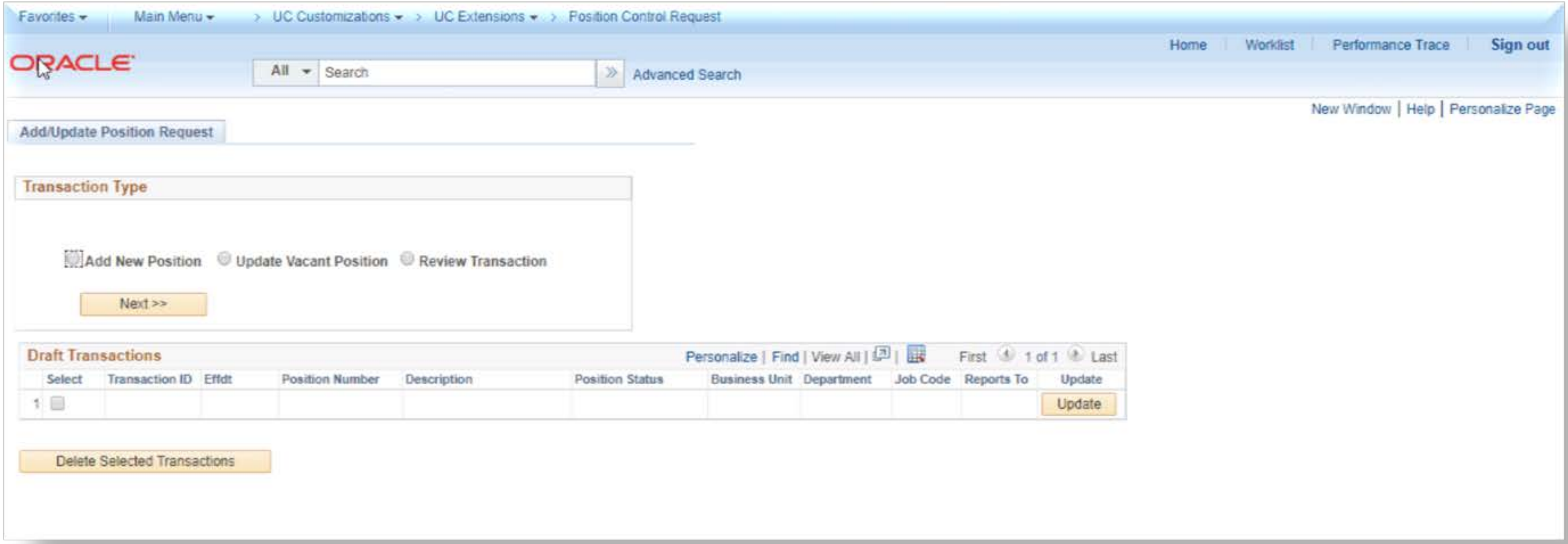
Position Headcount Guidelines

- Multi-headcount (one position – multiple incumbents)
  - Meant to be used only for Non-career, Non-represented positions
  - Must share BU, Dept. Job Code, Salary Plan/Grade, Reports To, FLSA, Funding
  - Employees with those attributes will convert into multi-headcount positions (e.g., students and floaters)
- Single headcount (one position – one incumbent)
  - Meant to be used for most regular positions
  - New component for efficient updating of Position-Job-Additional Compensation (‘PayPath’) can only be used for <u>single</u> headcount positions
  - Updates to Position Funding can safely be done without concern for inadvertently updating funding of other incumbents

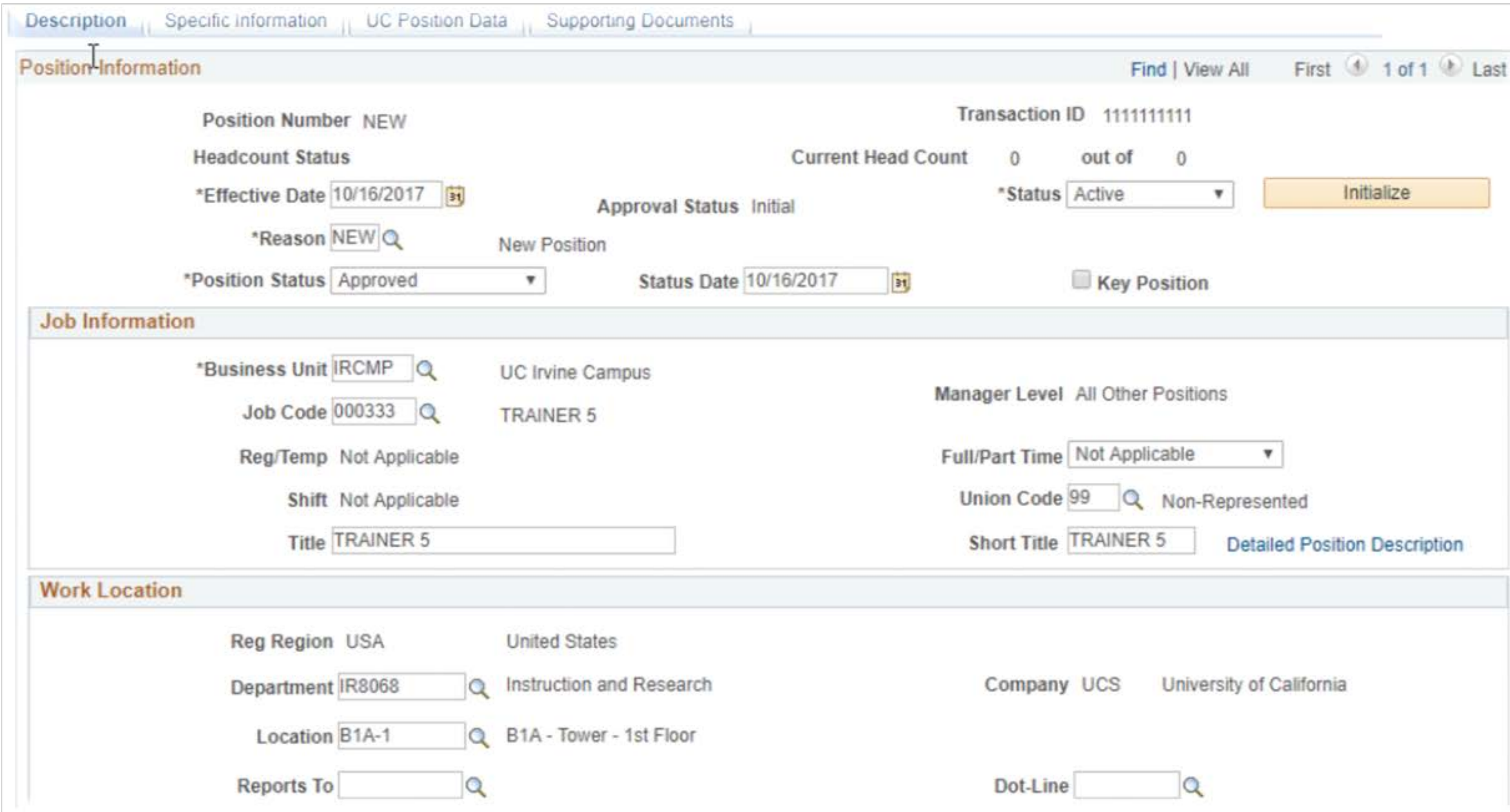
Summary of Future State Changes

- Introduction of Self-service roles and approval workflow will require:
  - Definition and assignment of roles
  - Workflow approval path design
  - Business process alignment with current state
- Funding is tied to Position and entered/maintained in Commitment Accounting:
  - Requires new understanding of relationship of funding to Position/Job/Payroll/Labor Distribution/General Ledger flow
  - Likely will entail new or changed roles and responsibilities, potentially involving Budget/Financial staff
- Single headcount positions preferred for most positions, in order to use PayPath and to facilitate Position Funding updates

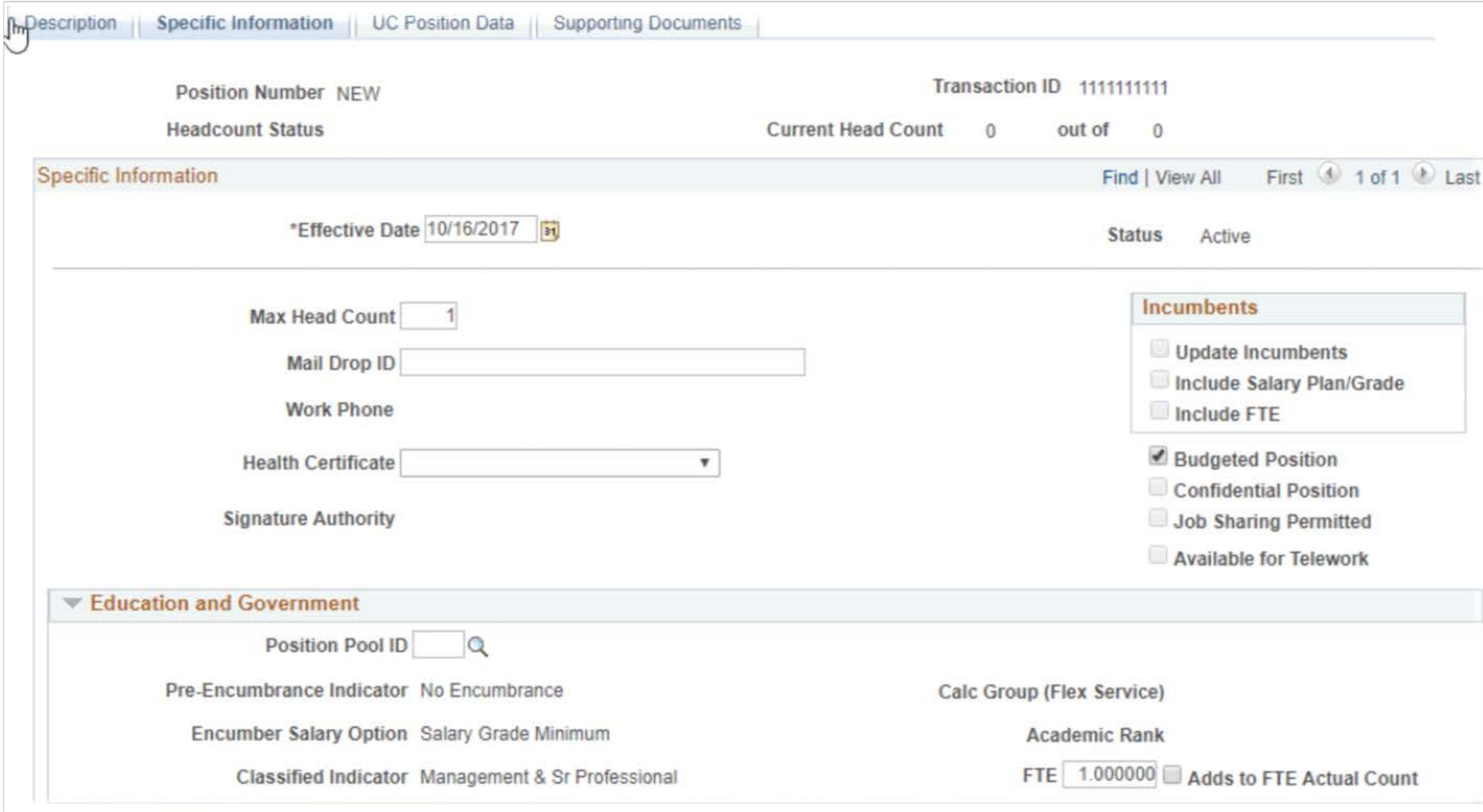
Add/Update Position Request



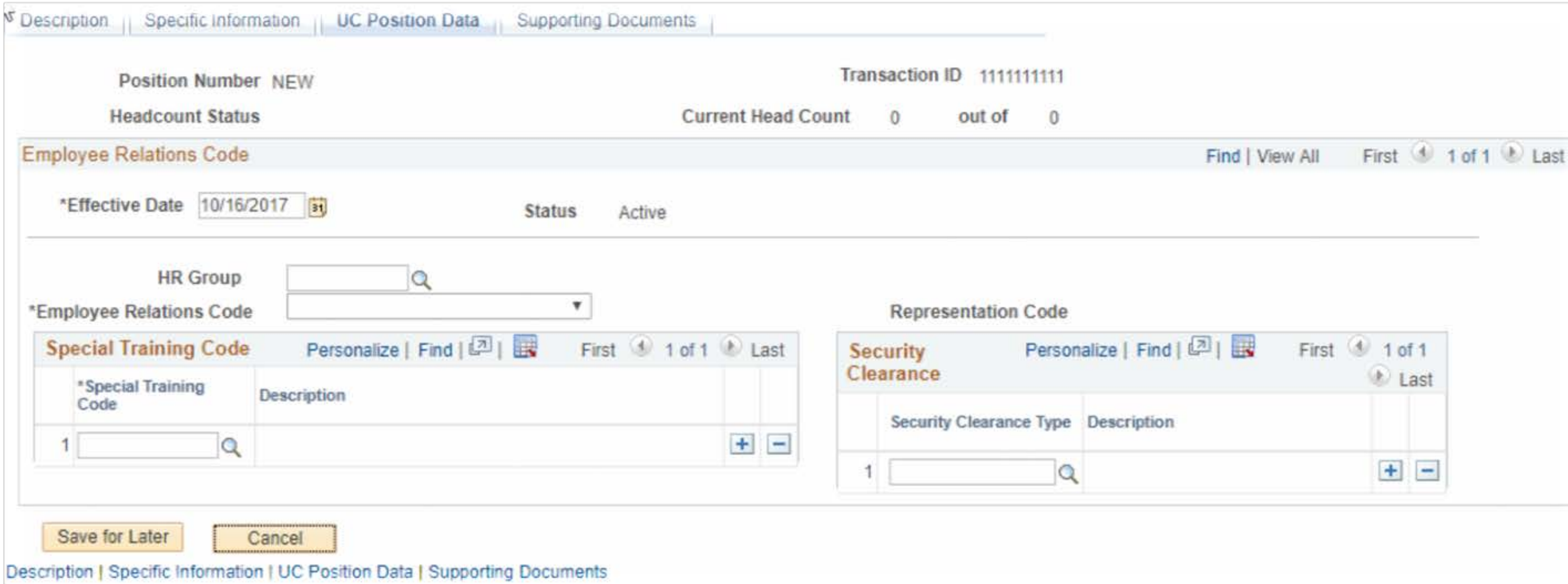
Description Tab



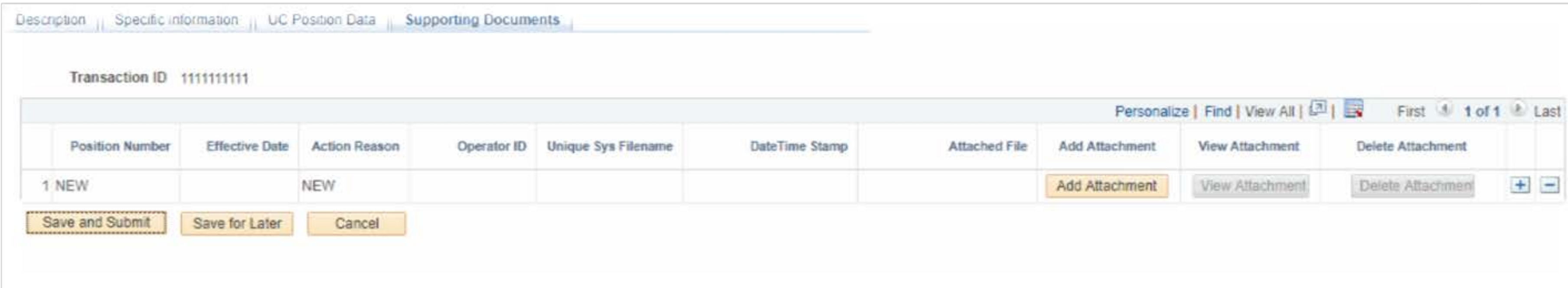
Specific Information Tab



UC Position Data Tab



Supporting Documents Tab



Approval Email

gucs1j@universityofcalifornia.edu 3:30 PM (10 minutes ago)

to achowdhury, Amelyn.Culver, agomez, anooph, Andrew.Li, arianalightner, Andrei.Mattes, April.May, ameister, info, Anthoı

A Position Control transaction has been routed to you for its next level of approval for:

Position No - NEW
Dept ID - IR8830
Title - CHAN
Transaction ID - 100000038

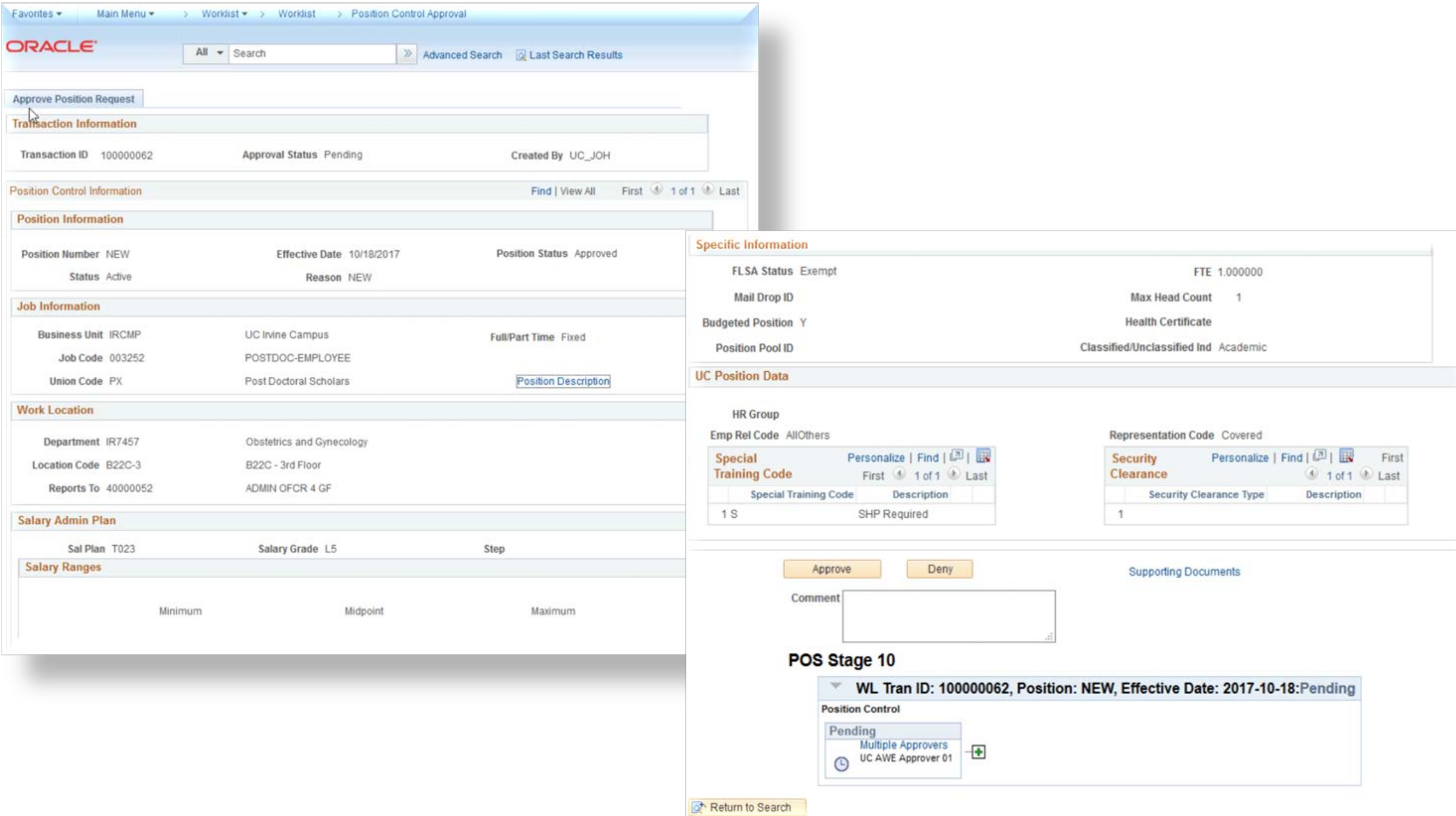
Would you please approve it (if appropriate) at your earliest convenience?

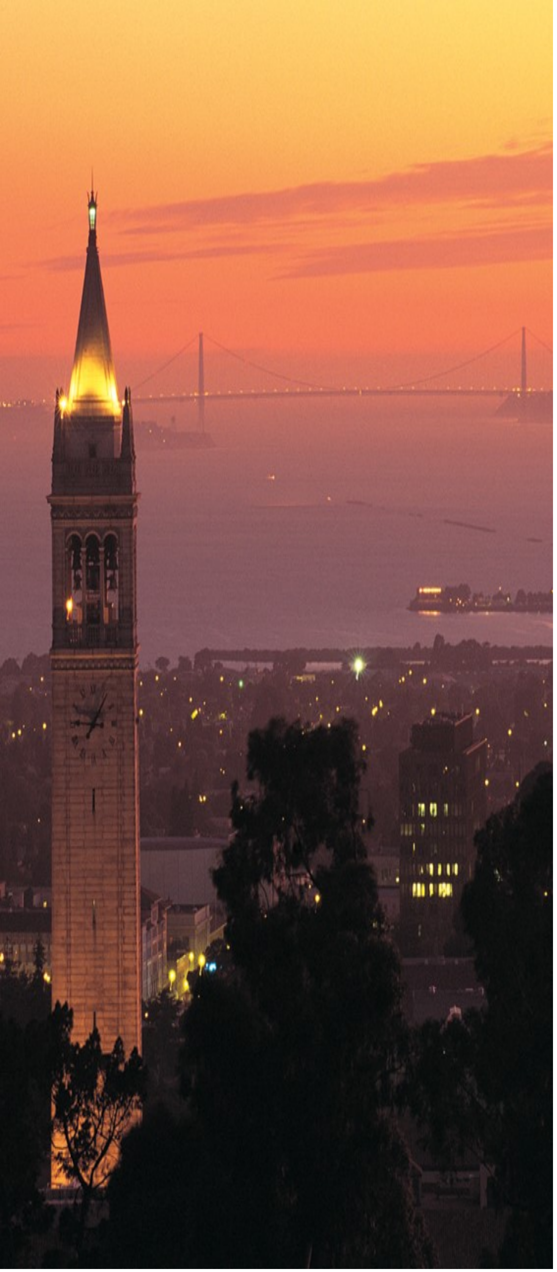
Thank you.

You may process this transaction at
http://slc05egd.us.oracle.com:8000/psp/hc920mstx/EMPLOYEE/HRMS/c/UC_EXTENSIONS.UC_POS_REQ_APPR.GBL?Page=UC_POS_REQ_APPR&Action=U&TRANSACTIONID=100000038&POSITION_NBR=NEW&ACTION_DATE=2017-10-16

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

Position Approval Page





Workforce Administration

CRP Overview

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Workforce Administration in UCPath

UCPath introduces two new tools for Workforce Administration transactions:

HR Templates

Hires

Rehires

Transfers

Add Concurrent Job

Terminations

Personal Data

Add / Renew CWR

PayPath

Updates to Position, Job and Recurring Additional Pay, e.g.:

- Promotion
- Job Reclassification
- Reports To Change
- FTE Change
- Appointment Extension
- Pay Rate Change
- Short Work Break
- Add a Stipend

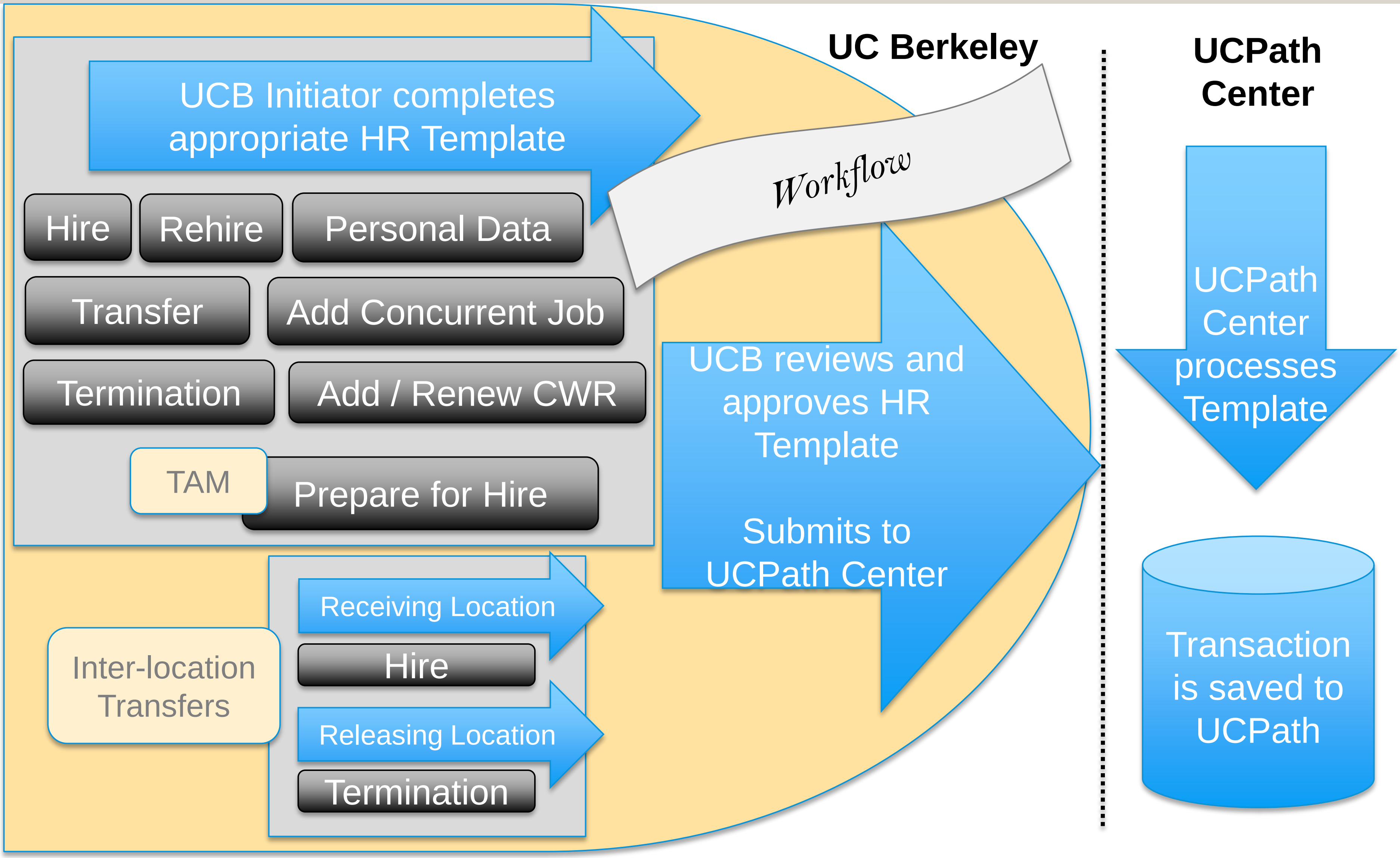
HR Templates Overview

- UCB will enter data into custom UCPath templates to initiate most major HR transactions
- Templates are routed for UCB review and approval using workflow, then submitted to UCPath Center for final processing into Person and Job records
- Templates consist largely of same information required for HR transactions on Job and Person data in current state HCM, with some additions and differences as well as fewer Save-Edits and system-enforced rules
- UCPath Center will reject an incomplete template, though campuses can clone transaction for resubmittal
- Working with UCPath templates will require a high level of business process and transactional knowledge and strong understanding of Person, Job and Compensation data
- UCB will need to identify appropriate staff for Initiation, Review and Approval roles, and define workflow approval paths for each template

HR Templates

Hires
Rehires
Transfers
Add Concurrent Job
Terminations
Personal Data
Add / Renew CWR

HR Template Transaction Processing



HR Templates

- ❑ Full Hire – Staff
- ❑ Full Hire – Academic
- ❑ Rehire – Staff
- ❑ Rehire – Academic
- ❑ Concurrent Hire – Staff
- ❑ Concurrent Hire – Academic
- ❑ Intra-Business Unit Transfer – Staff
- ❑ Intra-Business Unit Transfer – Academic
- ❑ Voluntary Termination
- ❑ Involuntary Termination
- ❑ Personal Data
- ❑ Retirement
- ❑ Prepare for Hire
- ❑ Add CWR
- ❑ Add CWR w/ Position
- ❑ Extend CWR Appointment
- ❑ Extend CWR w/Position
- ❑ Complete CWR
- ❑ Renew CWR
- ❑ Renew CWR w/Position

HR Template Roles & Workflow

1. UCB Initiator completes appropriate template and submits for review
2. First level Review/Approver
   - Receives an email that a transaction requires approval
   - Approver can select email link, or see item in UCPath Worklist
3. Passes to 2nd level of approval, if configured
4. Final approval submits template to UCPath Center for final processing
5. Transaction is saved to UCPath
6. UCPath Center attaches appropriate checklist for transaction
7. UCB completes items on checklist (e.g., documentation, signatures)

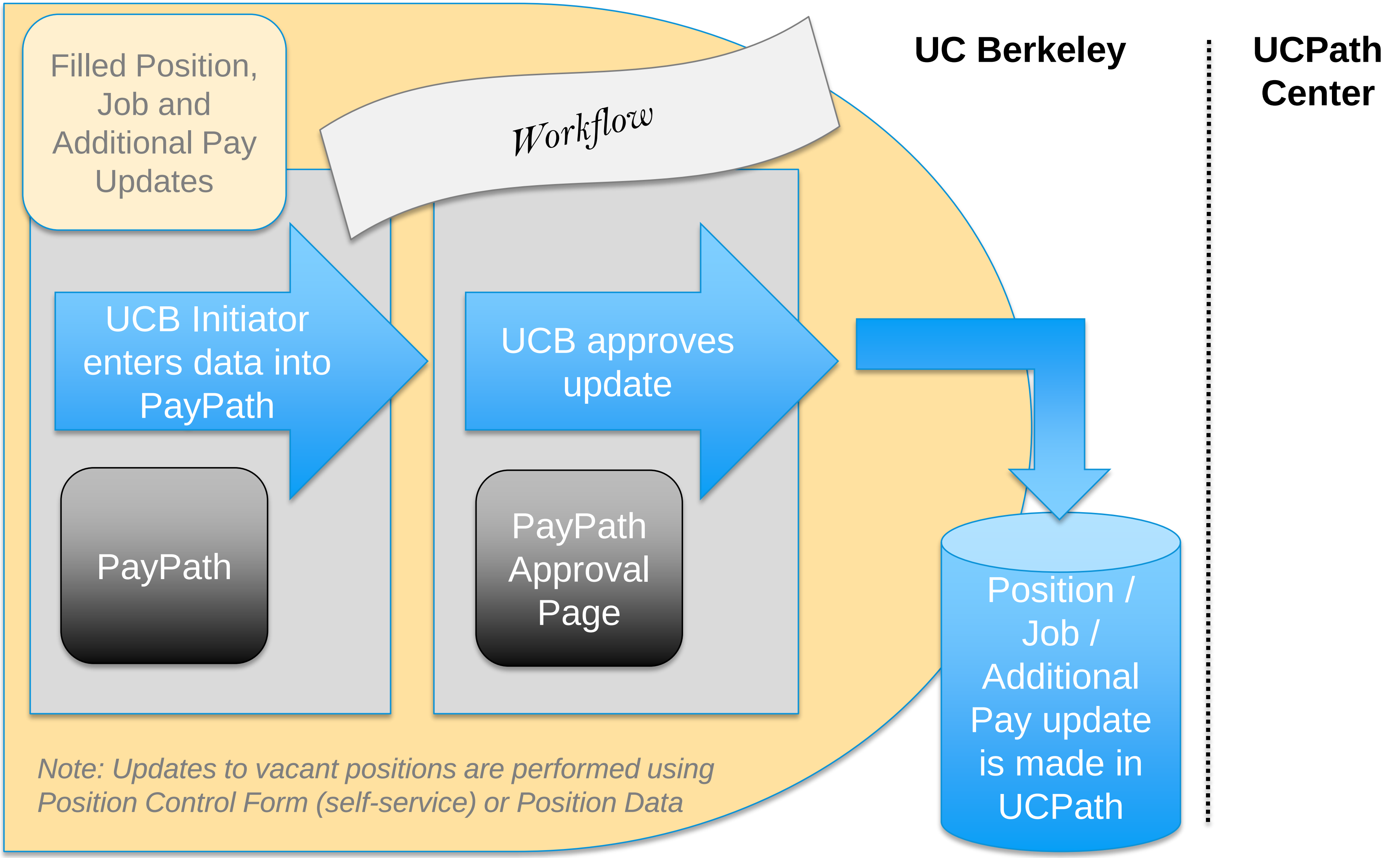
PayPath Overview

PayPath

Updates to Position, Job and Recurring Additional Pay

- Custom component for performing individual or mass updates to Position, Job and recurring Additional Pay in one transaction *(single headcount Positions only)*
- Mass update process involves entering data into a complex spreadsheet which UCB uploads to UCPath or places on server for pickup and upload in nightly batch
- Upon UCB approval, PayPath updates are processed directly into UCPath as live transactions – no involvement of UCPath Center
- Both individual and mass updates use custom workflow based on departmental security plus Initiator and unique PayPath Approver roles
- Both will require a high level of business process and transactional knowledge and strong understanding of Person, Job and Compensation data, as well as Academic components of pay (for Academic processing)
- Mass Update spreadsheet processing, upload and approval will require advanced knowledge and training: *Super Users only*

PayPath Business Process



Hires & Rehires

- UCPath Center will assign a New Hire Checklist when record is saved and employee ID is generated
- UCB will complete New Hire paperwork and update corresponding fields on New Hire checklist within appropriate timeframe
- If not included on template, UCB will verify employee signed State Oath and Patent Acknowledgement and completed I-9
- Supporting documents can be attached to template (e.g., UFIN), but New Hire paperwork and personnel file stays at UCB
- Once a template is processed, employee is set up to begin receiving pay
- Former employees with break in service before 18-month conversion cutoff will have no record in UCPath – must be processed as a New Hire

Inter-Location Transfers

- Defined as when an employee leaves one UC location to take a new job at another UC location with no break in service
- Processed as Hire – Termination so both locations retain access to their respective records:
  - Receiving location: Action/Reason ‘Hire/Transfer-Inter-location BU’
  - Releasing location: Action/Reason ‘Termination/Inter-location BU’
- Locations are expected to coordinate with each other for related processes, transfer of documentation, UFIN, etc.

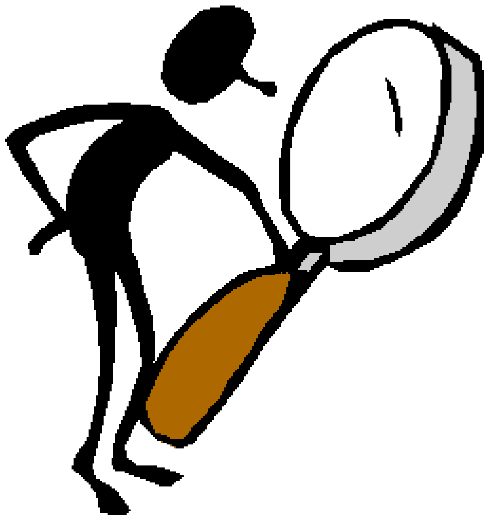
Terminations

- Termination template must be submitted for each job record to be terminated (exception is Retirement, where UCPath Center will verify and terminate all jobs)
- UCB will assign and update appropriate separation checklist
- UCB is responsible for managing and maintaining separation packets including UI form and Termination Benefits checklist
- UCB will retain documentation per records retention policy and procedures
- UCPath Center HR/APO Support Manager will work with UCB regarding highly sensitive terminations that do not meet documented standard process
- Related Benefits and Payroll follow-up processes are covered in separate business process design documents and flowcharts (e.g., Death Pay, Final Pay)

Personal Data Changes

- Administrators use Personal Data HR Template to update Personal Data on employee’s behalf
  - Uses approval workflow
- Employees may update their own Personal Data using Self-Service functionality
  - Access is through custom UCPath portal
  - Approval and follow-up documents are required for changes to Name, Gender

UCPath Personal Data and Job Data Pages



UCB will have
VIEW ONLY
access

Personal Data

- Biographical Details
- Contact Information
- Regional
- UC Person Data

Job Data

- Work Location
- Job Information
- Job Labor
- Payroll
- Salary Plan
- Compensation
- UC Job Data
- Employment Data
- Earnings Distribution
- Benefits Program Participation

Mass Hire Batch Upload Process

NEW

- Intended for Hires of 50 or more
- Can be used for Hires and Concurrent Jobs, but cannot be used for any records requiring creating of JED or Additional Pay at time of Hire
- UCPath Center will upload a template completed by UCB and placed on file server; custom nightly batch process will load files with Person and Job Data
- UCPath Center will review and address errors in staging table before loading; errors that cannot be resolved by UCPath Center will be referred back to UCB
- Does not have workflow
- One template with Position Data, one without Position data
- New Hire checklist will automatically be assigned

Short Work Break (SWB)

NEW

- Used to temporarily stop pay during work break period while employee remains in Active status, for example:

Class	Type
Staff	Partial-Year Career Furlough
	Floater
	Limited
	Undergraduate Students
Academic	Academic Students
	Unit 18- Benefits Bridge Eligible
	Unit 18- Benefits Bridge Not Eligible
	University Extension (UNEX)
	Variable Appointment
	Research Funding Bridge

- UCB will be responsible for monitoring employees on SWB and taking appropriate action to return employee, extend appointment or terminate job
- UCPath Center will monitor SWB Audit Report to identify SWBs that exceed criteria and will work with UCB to confirm appropriate course of action

Auto-Termination of Jobs with End Dates

NEW

UCPath takes a proactive approach to terminating job records with End Dates:

- End Job Automatically
  - Staff jobs are defaulted to “End Job Automatically” by Employee Class: Contract, Limited, Student, Floater, Rehired Retiree, Per Diem
  - Academic job record templates include an “End Job Automatically” checkbox which can optionally be selected on Hire and Transfer templates or updated in PayPath
- UCPath Center will run a process before each Payroll to automatically terminate staff job records when End Date is reached, and academic job records when End Date is reached and End Job Automatically checkbox is checked
- UCB will be expected to proactively monitor job records with End Dates, and take appropriate action to extend appointment if not terminating, or in case of Academics where checkbox is not checked, to take positive action to terminate or extend appointment

Job Record End Date Monitoring

NEW

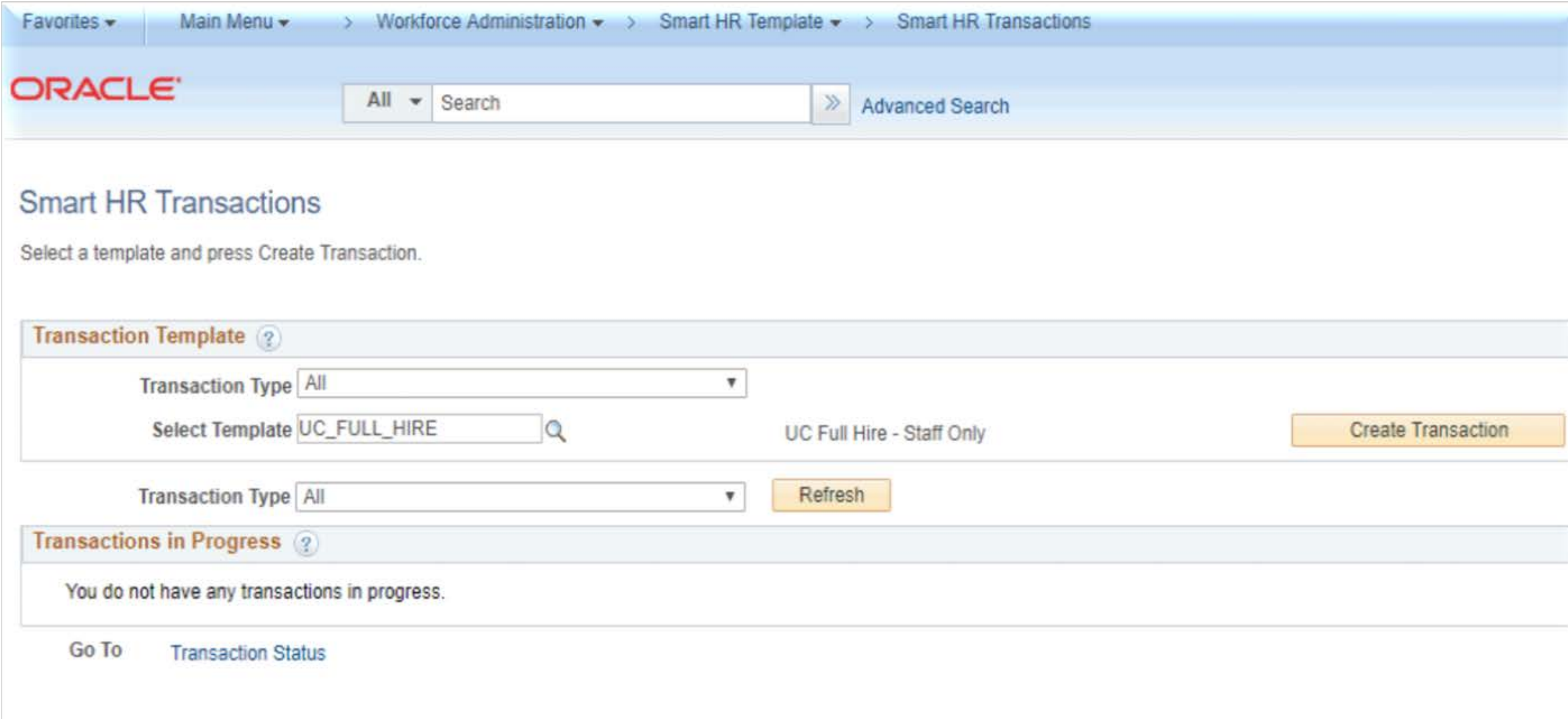
UCPath provides several reports for monitoring End Dates:

Reporting Tools	
Jobs with Approaching End Dates Report	Identifies job records with End Dates 30/60 calendar days out from date report is run.
Job Record End Date Audit Report	Identifies job records with Employee Classes (staff) and Job Codes (academic) that should have End Dates, but do not. UCPath Center will work with UCB to ensure job records requiring end dates have them correctly entered into UCPath.
Escalation of Approaching Job Record End Date Report	Identifies job records with End Dates 10 calendar days out from date report is run, to facilitate UCB taking action on any remaining records before auto-termination process runs. UCPath Center plans to distribute this report to UCB-identified central HR/APO offices.

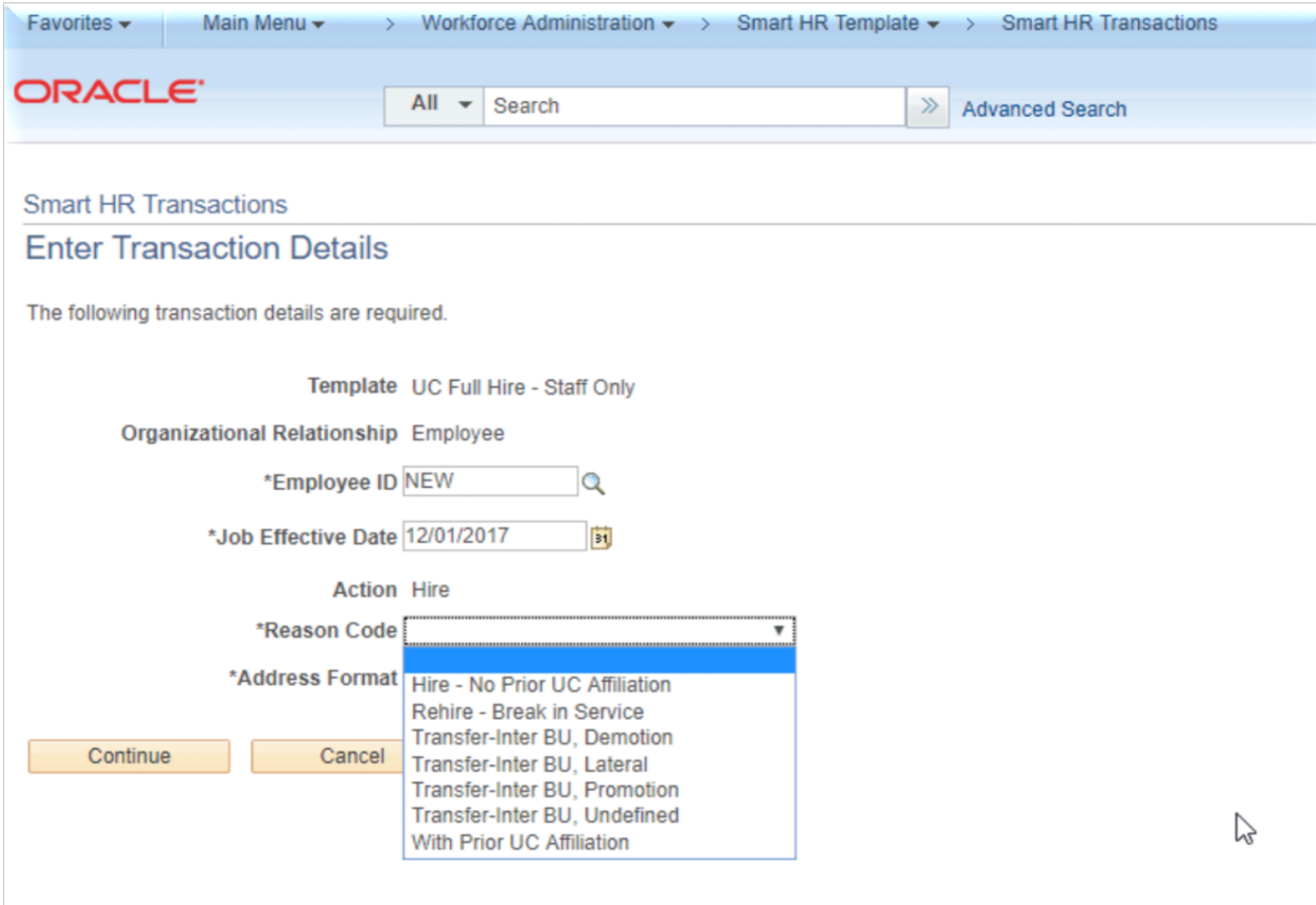
Summary of Future State Changes

- Data entry into templates, approval workflow routing, and submission to UCPath Center for final processing and creation of live transaction
- PayPath custom component that bypasses UCPath Center processing
- Mass Upload capability (e.g., Mass Hires, Mass PayPath Updates)
- Automatic termination of jobs records with End Dates
- "View Only" access to Job and Person Data
- New sequential Employee ID numbers – all in same numbering system
- No distribution lines in Job Data – funding is tied to Position and entered in Commitment Accounting – Job Earnings Distribution (JED) is only used for certain Earnings Codes (e.g., ERIT)
- Additional Pay is no longer entered as distribution lines – will be entered as Recurring Additional Pay attached to job record
- Elimination of time-consuming re-work practices, such as re-entering transactions one day at a time and waiting for data to pass overnight to PPS

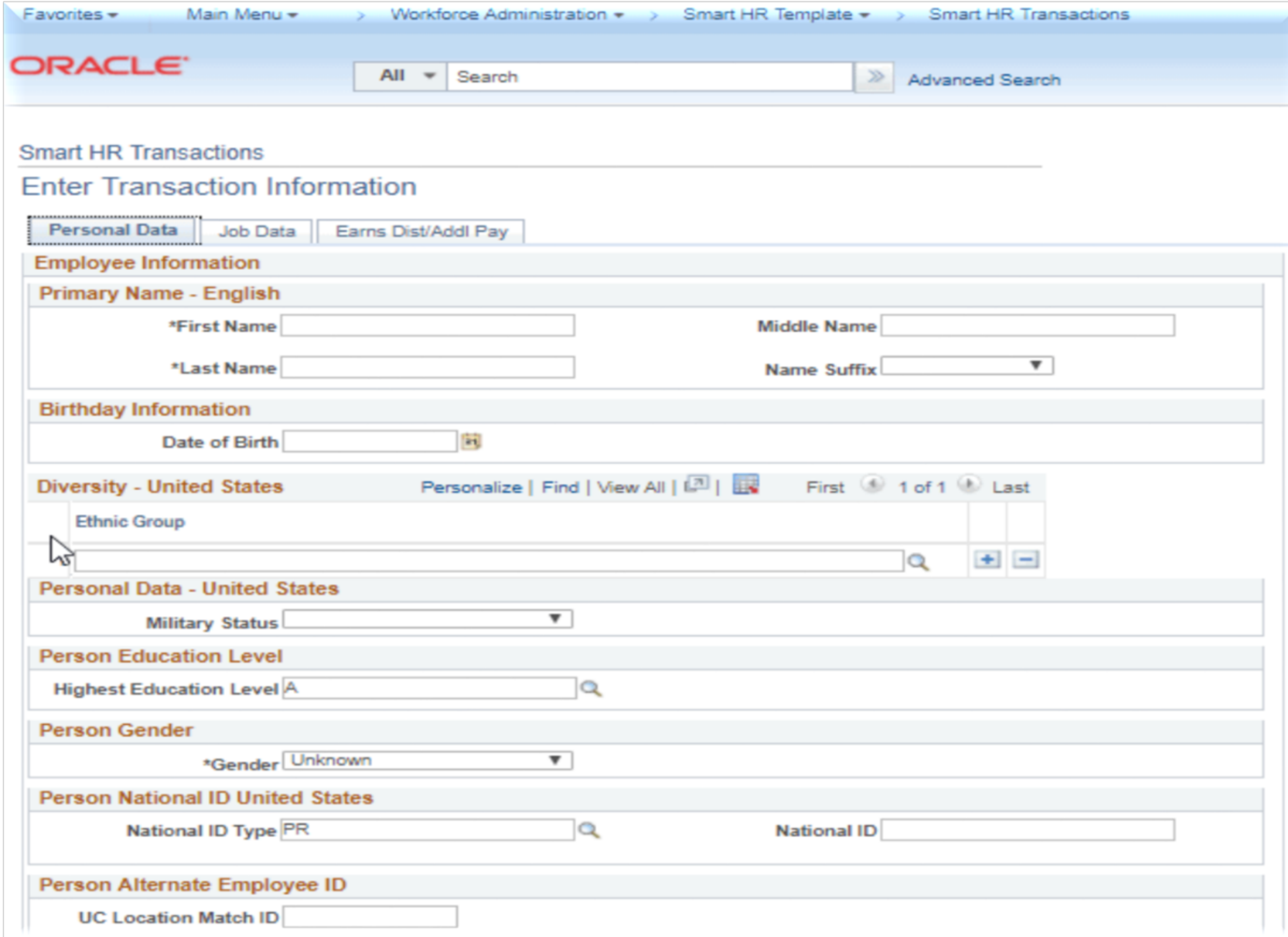
Create Template



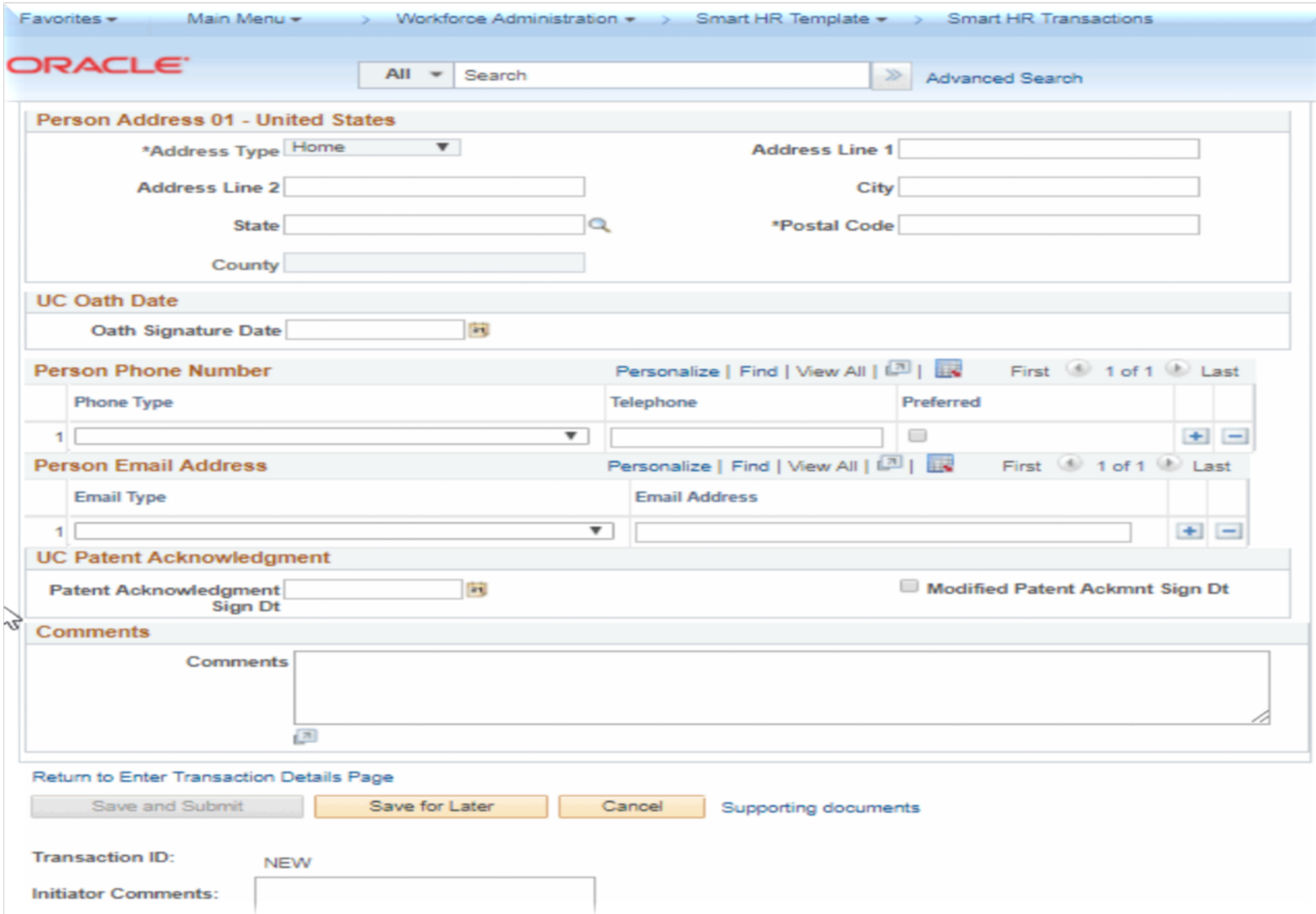
Enter Transaction Details



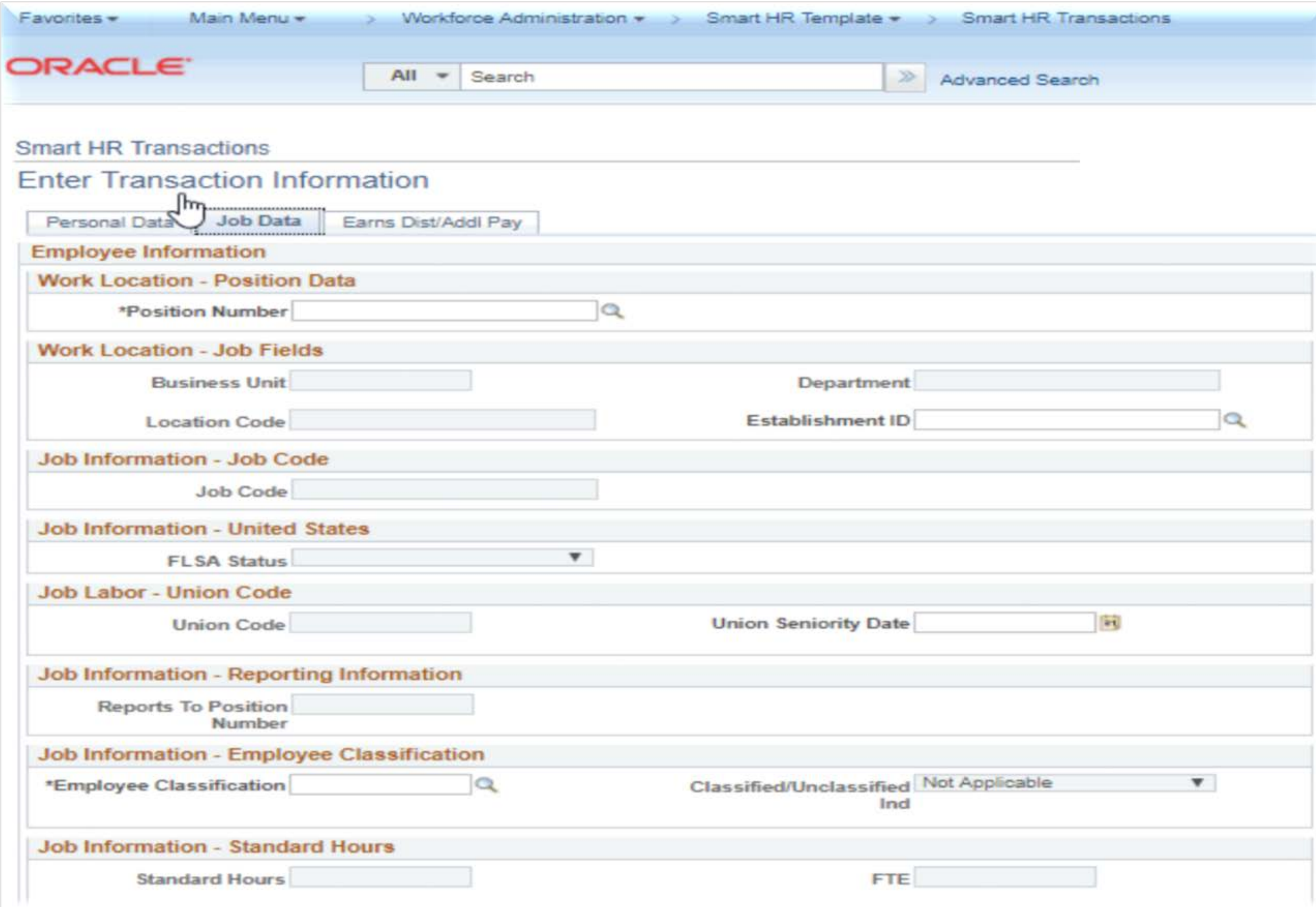
Hire Template - Personal Data



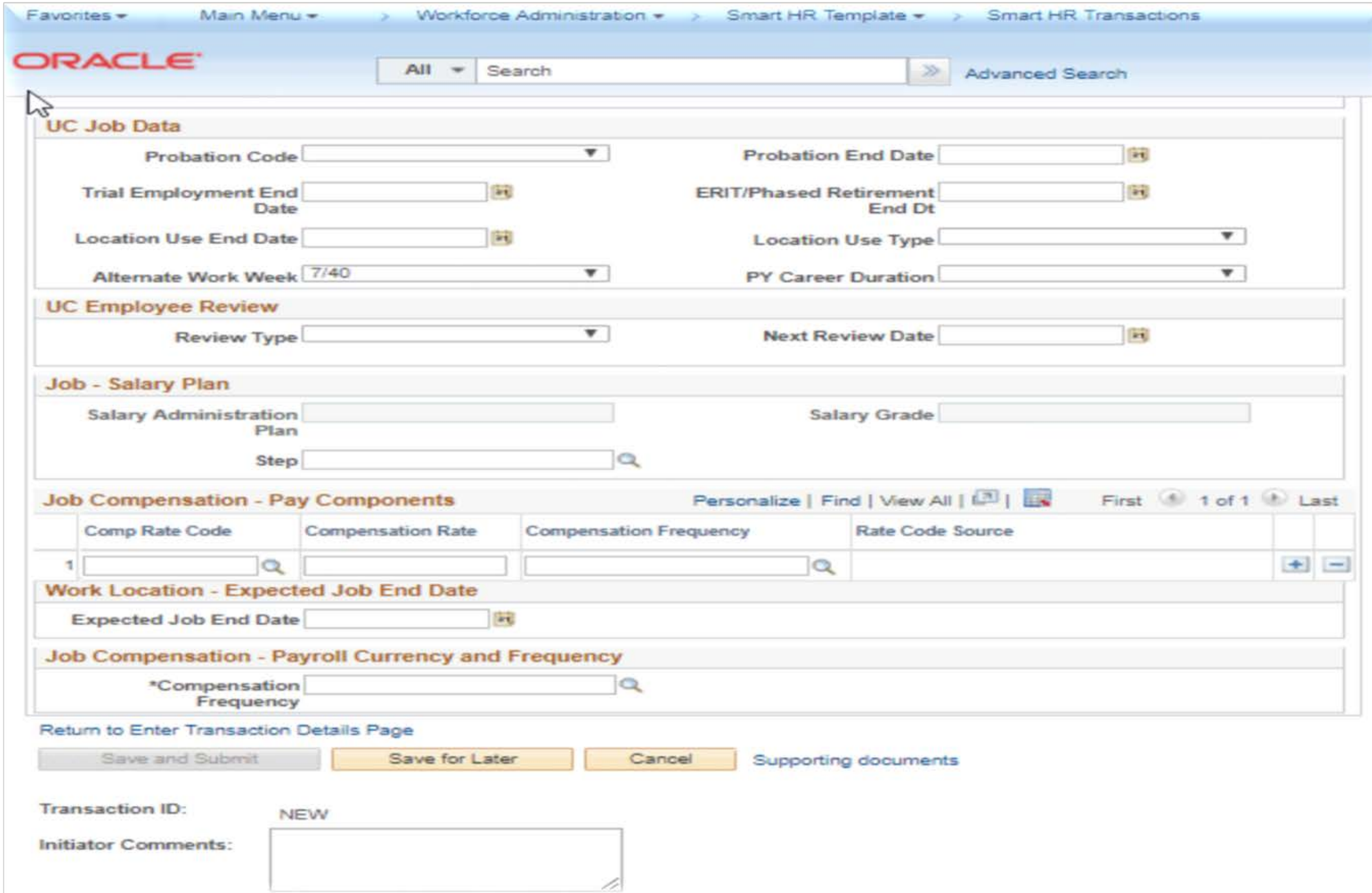
Hire Template - Personal Data (cont.)



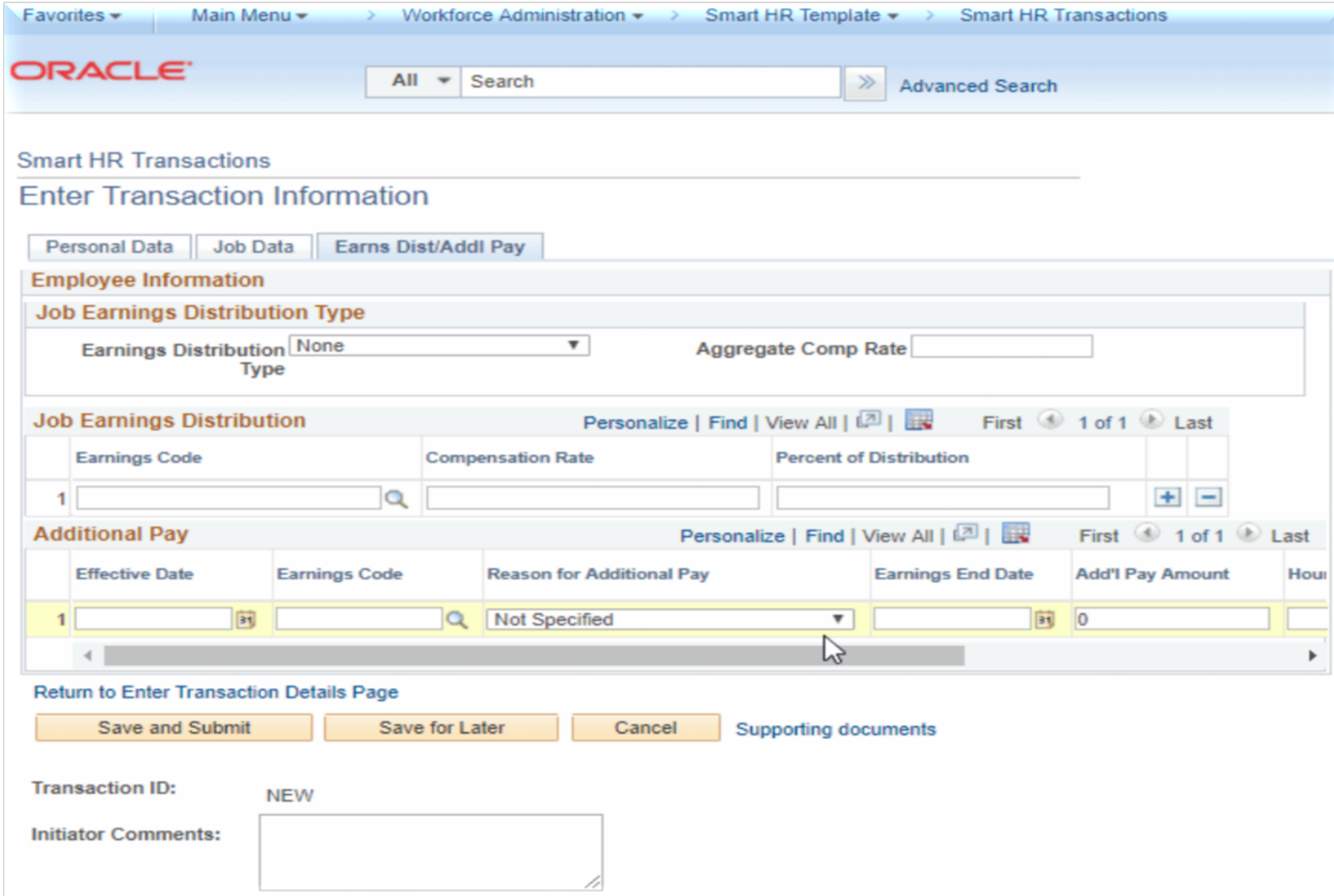
Hire Template - Job Data



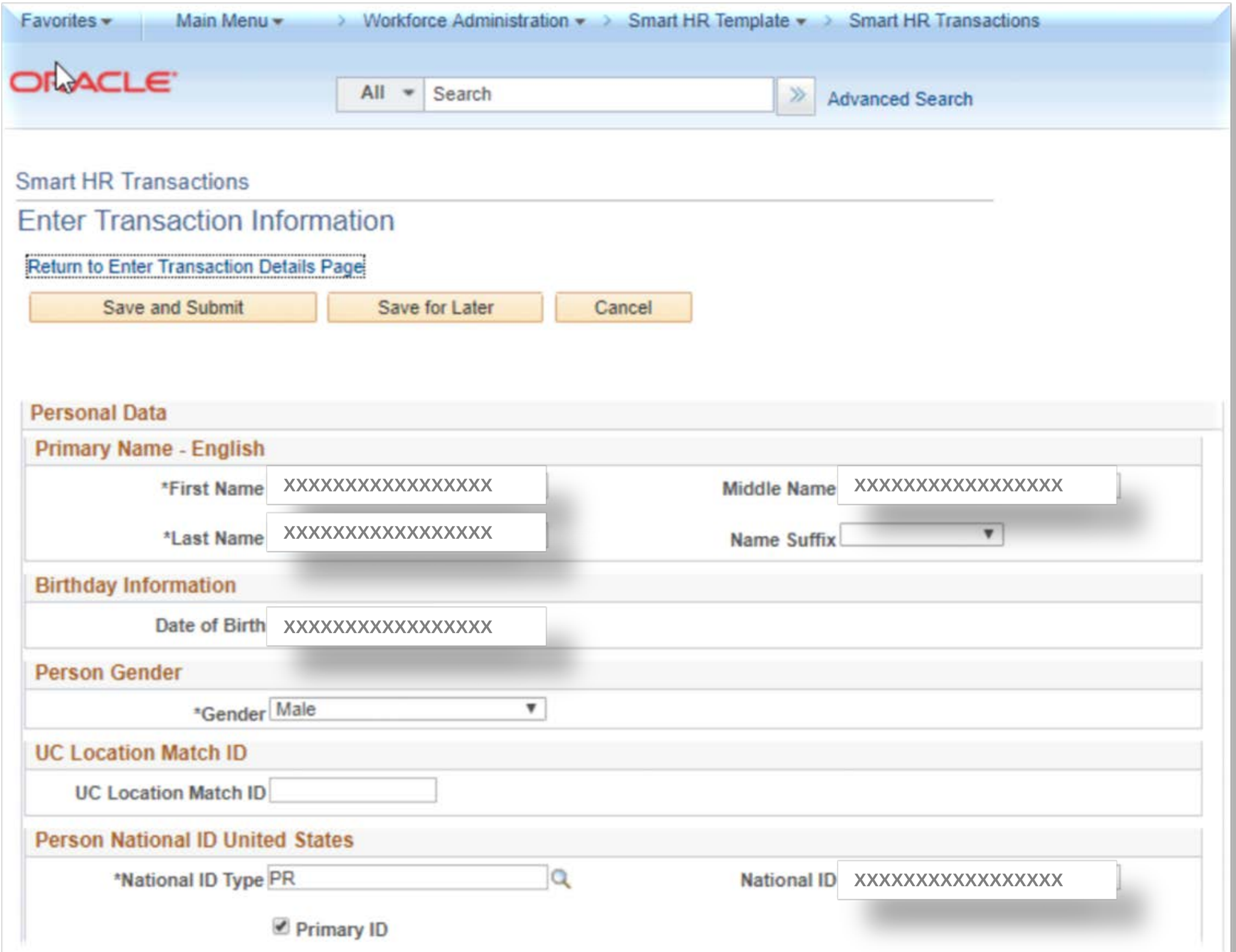
Hire Template - Job Data (cont.)



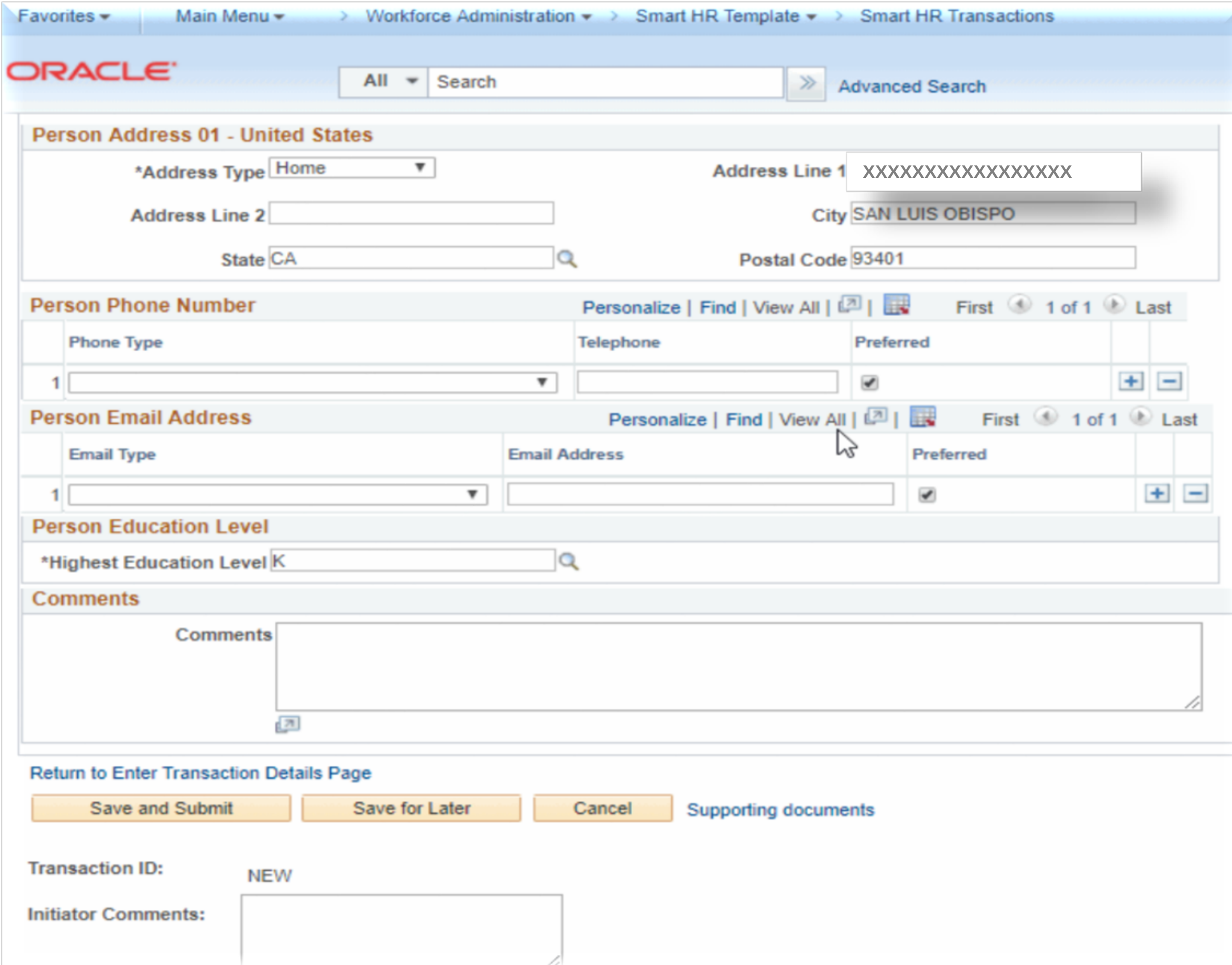
Hire Template - Earnings Distribution/Additional Pay



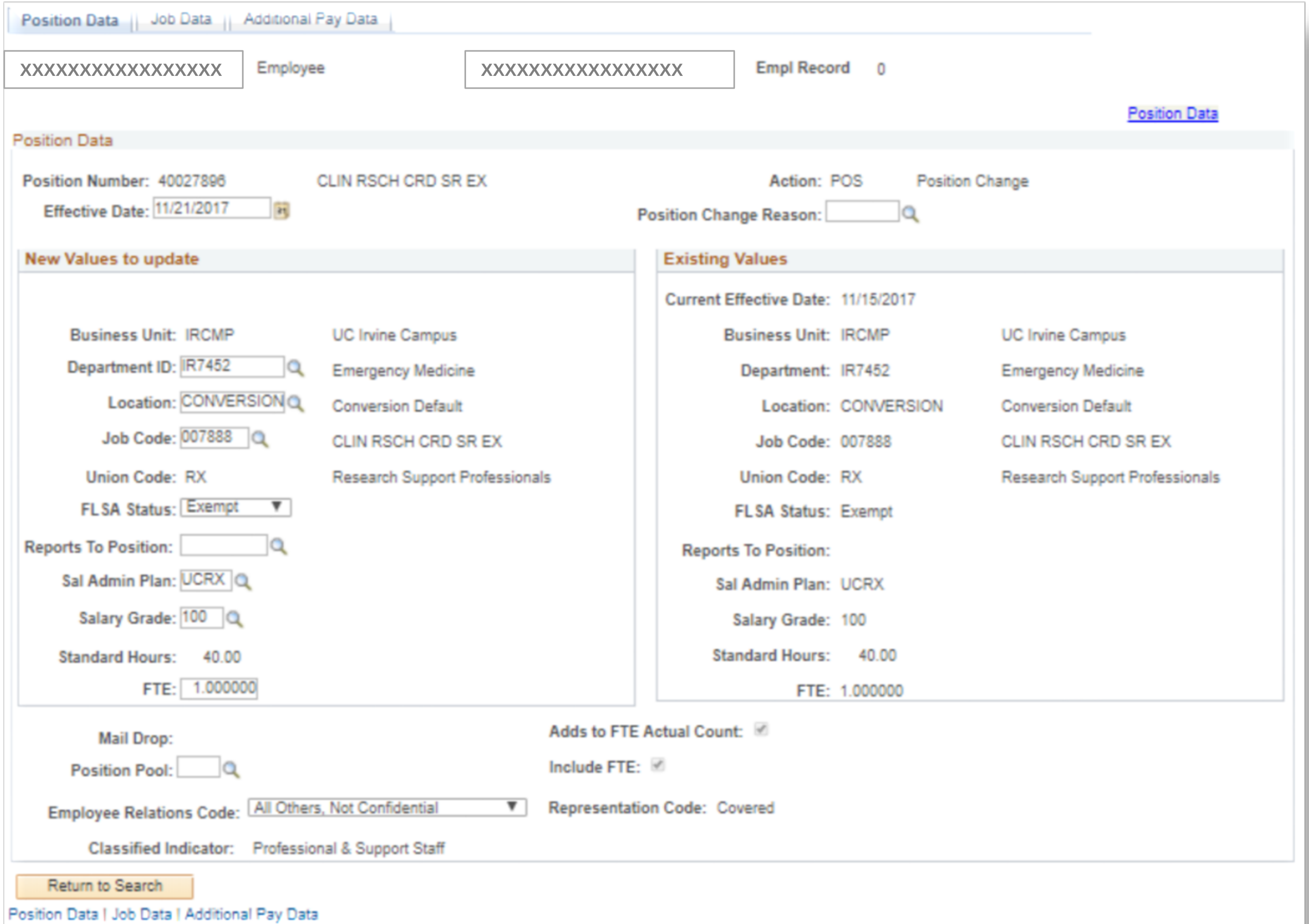
Personal Data Template



Personal Data Template (cont.)



PayPath – Position Data



Position Data | Job Data | Additional Pay Data

XXXXXXXXXXXXXXXXX	Employee	XXXXXXXXXXXXXXXXX	Empl Record 0

Position Data

Position Data

Position Number: 40027896 CLIN RSCH CRD SR EX

Action: POS Position Change

Effective Date: 11/21/2017

Position Change Reason:

New Values to update			Existing Values		
			Current Effective Date:	11/15/2017	
Business Unit:	IRCMP	UC Irvine Campus	Business Unit:	IRCMP	UC Irvine Campus
Department ID:	IR7452	Emergency Medicine	Department:	IR7452	Emergency Medicine
Location:	CONVERSION	Conversion Default	Location:	CONVERSION	Conversion Default
Job Code:	007888	CLIN RSCH CRD SR EX	Job Code:	007888	CLIN RSCH CRD SR EX
Union Code:	RX	Research Support Professionals	Union Code:	RX	Research Support Professionals
FLSA Status:	Exempt		FLSA Status:	Exempt	
Reports To Position:			Reports To Position:		
Sal Admin Plan:	UCRX		Sal Admin Plan:	UCRX	
Salary Grade:	100		Salary Grade:	100	
Standard Hours:	40.00		Standard Hours:	40.00	
FTE:	1.000000		FTE:	1.000000	

Mail Drop:

Adds to FTE Actual Count:

Position Pool:

Include FTE:

Employee Relations Code: All Others, Not Confidential

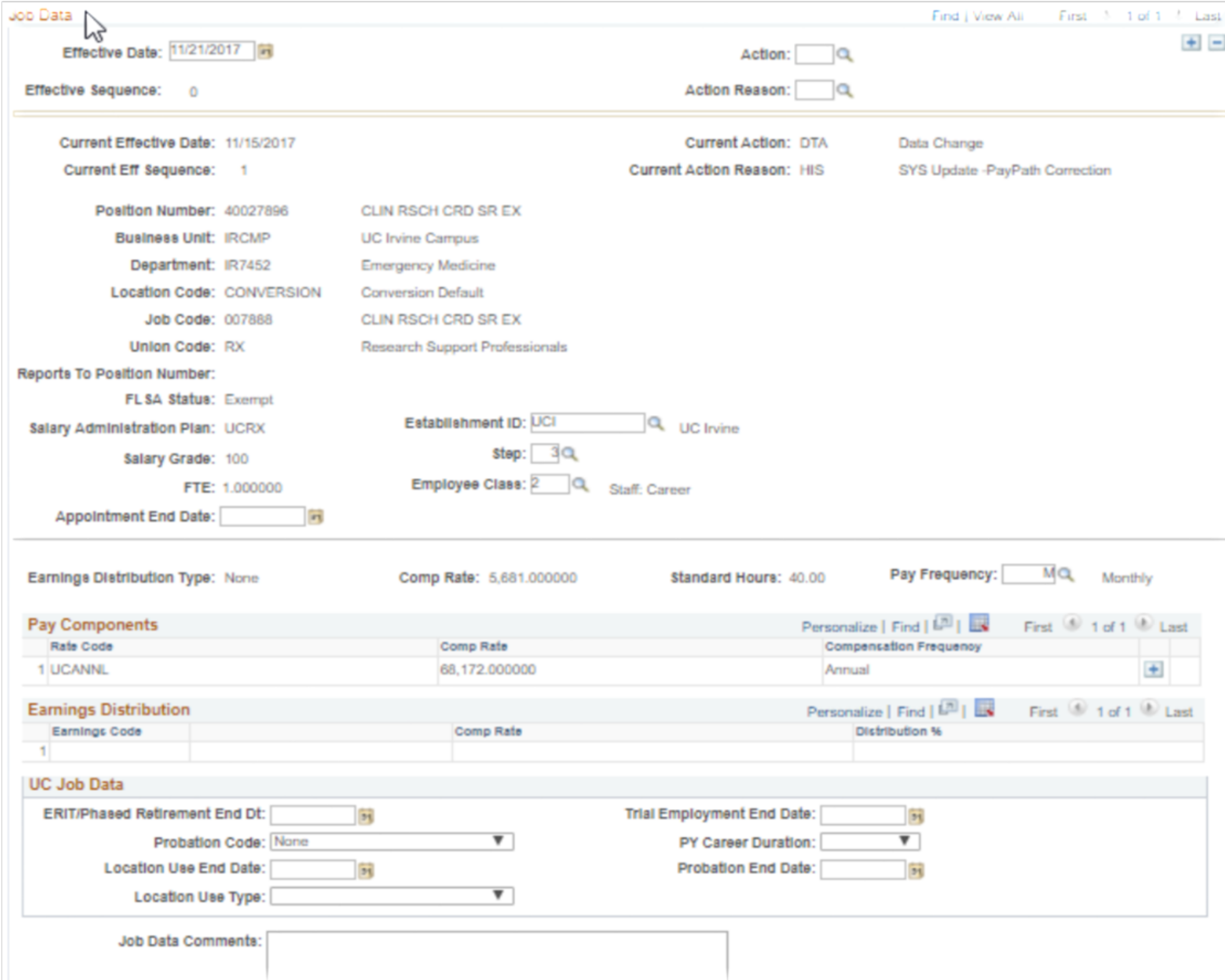
Representation Code: Covered

Classified Indicator: Professional & Support Staff

Return to Search

Position Data | Job Data | Additional Pay Data

PayPath – Job Data



Job Data | Find | View All | First | 1 of 1 | Last

Effective Date: 11/21/2017 | Action:

Effective Sequence: 0 | Action Reason:

Current Effective Date: 11/15/2017 | Current Action: DTA | Data Change

Current Eff Sequence: 1 | Current Action Reason: HIS | SYS Update -PayPath Correction

Position Number: 40027896 | CLIN RSCH CRD SR EX

Business Unit: IRCMP | UC Irvine Campus

Department: IR7452 | Emergency Medicine

Location Code: CONVERSION | Conversion Default

Job Code: 007888 | CLIN RSCH CRD SR EX

Union Code: RX | Research Support Professionals

Reports To Position Number:

FLSA Status: Exempt

Salary Administration Plan: UCRX | Establishment ID: UCI | UC Irvine

Salary Grade: 100 | Step: 3

FTE: 1.000000 | Employee Class: 2 | Staff: Career

Appointment End Date:

Earnings Distribution Type: None | Comp Rate: 5,681.000000 | Standard Hours: 40.00 | Pay Frequency: M | Monthly

Pay Components | Personalize | Find | First | 1 of 1 | Last

	Rate Code	Comp Rate	Compensation Frequency
1	UCANNL	68,172.000000	Annual

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

	Earnings Code		Comp Rate	Distribution %
1				

UC Job Data

ERIT/Phased Retirement End Dt: | Trial Employment End Date:

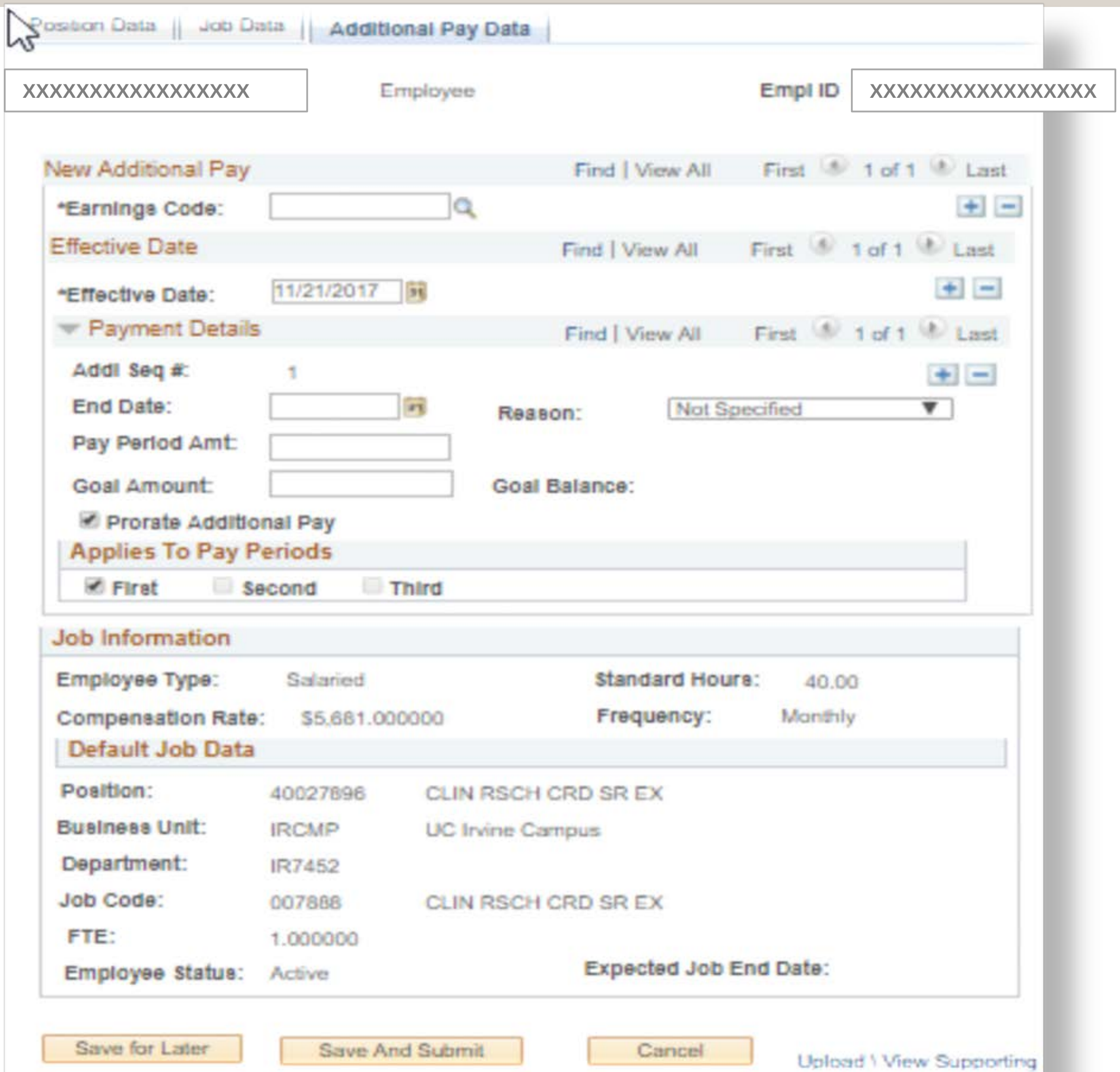
Probation Code: None | PY Career Duration:

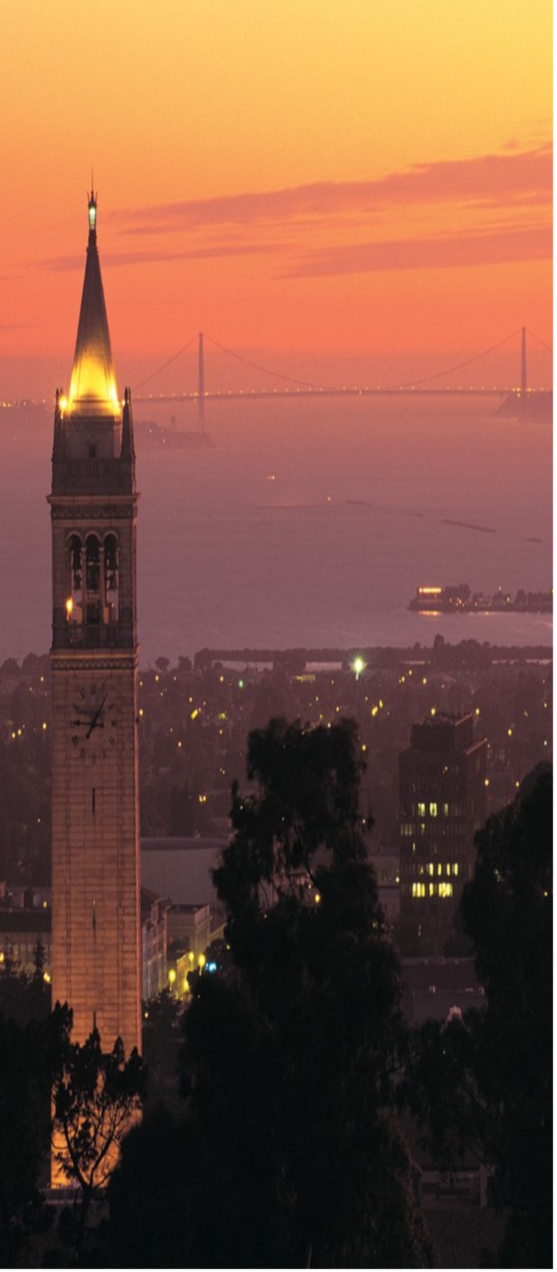
Location Use End Date: | Probation End Date:

Location Use Type:

Job Data Comments:

PayPath – Additional Pay Data





Payroll Processes

CRP Overview

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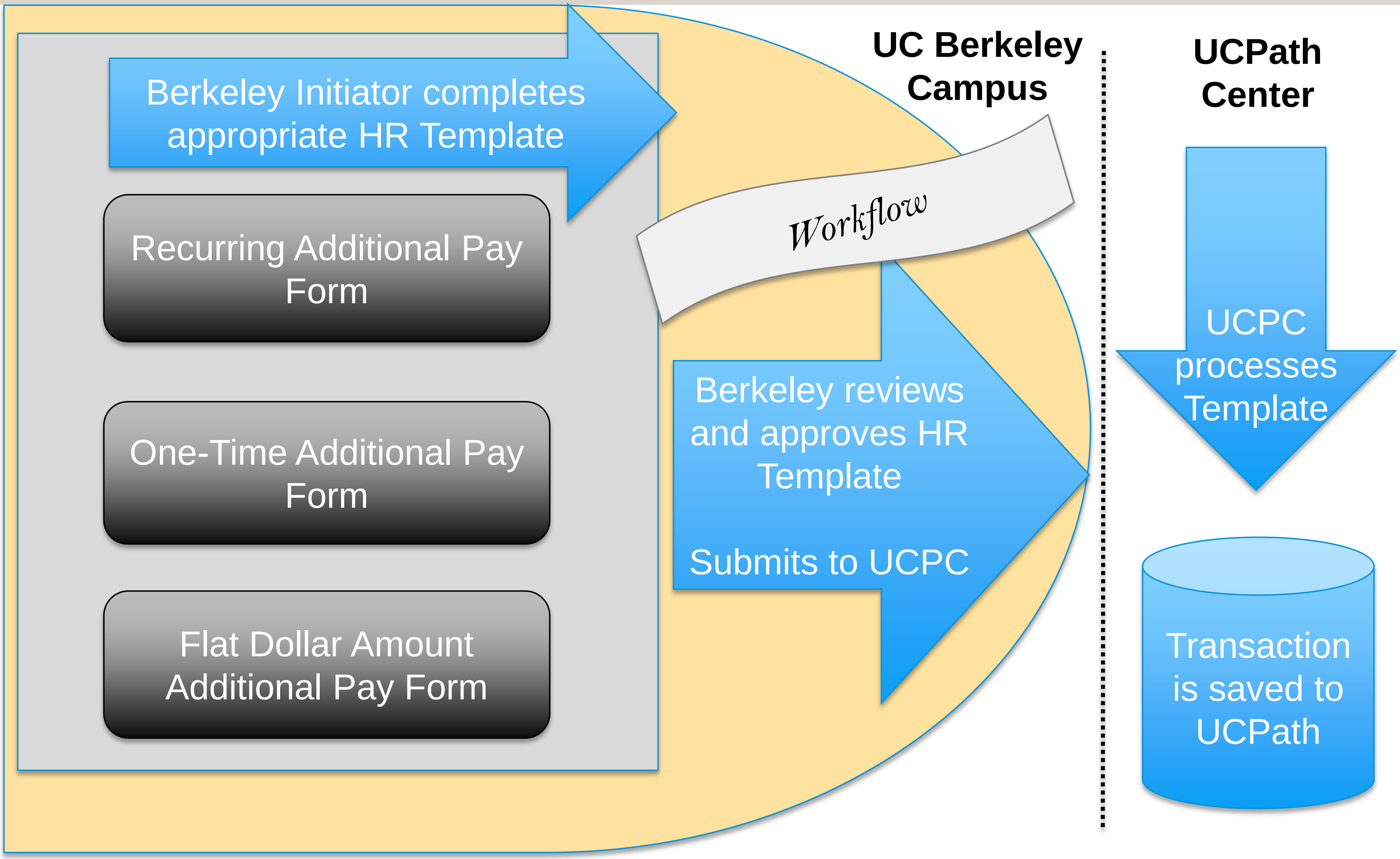
Payroll Overview

- Payroll is the process of paying employees the total wages or salaries that they earn, including their regular pay, as well as additional pay components (e.g., stipends, awards) and deductions (e.g., parking fees, union dues).
- The main topics covered in the CRPs included:
  - General Deductions
  - Final Pay
  - Additional Pay
  - Mass Pay

Sample Workflow: Additional Pay



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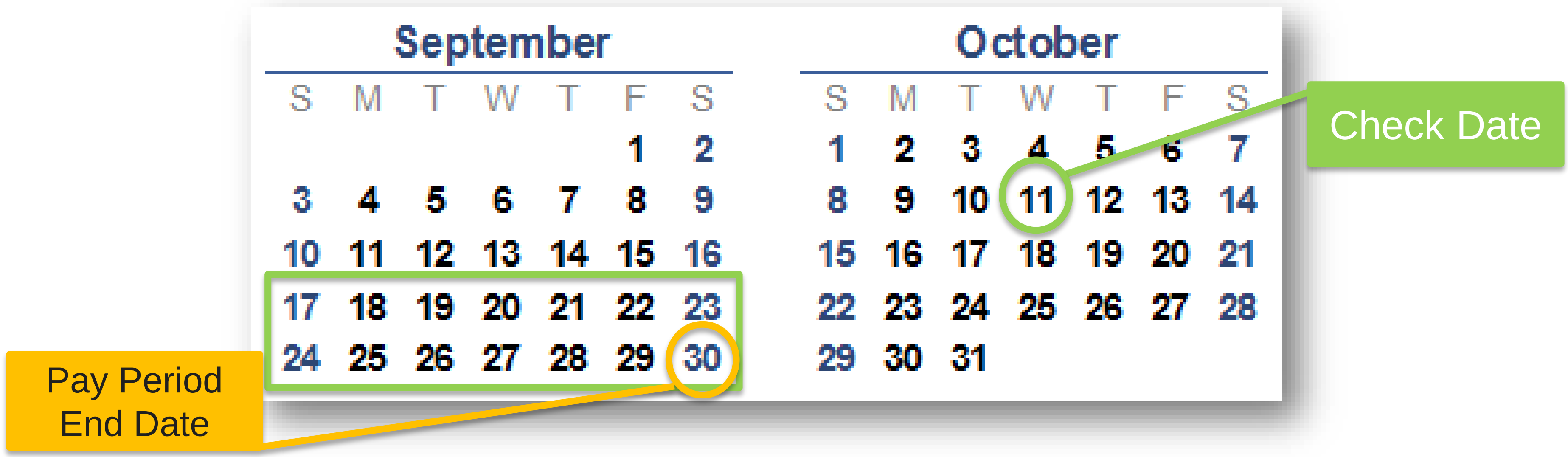
Changing Roles and Responsibilities

- System and business process changes related to Workforce Administration and Pay-related functions may result in changes to current roles and responsibilities.
- Some functions in UCPath will be available in both Workforce Administration and Pay-related components.
- Functions that are currently located in HCM Workforce Administration and PPS (e.g., funding/chartstring changes) will now be housed in the Commitment Accounting components of UCPath.
- Future-state will require clear definition of roles and responsibilities with respect to transaction type.
- All processes will be standardized and consistent across all teams; no duplicate work will be done.

PPS vs. UCPATH – A Change in Entry Thinking (1/2)

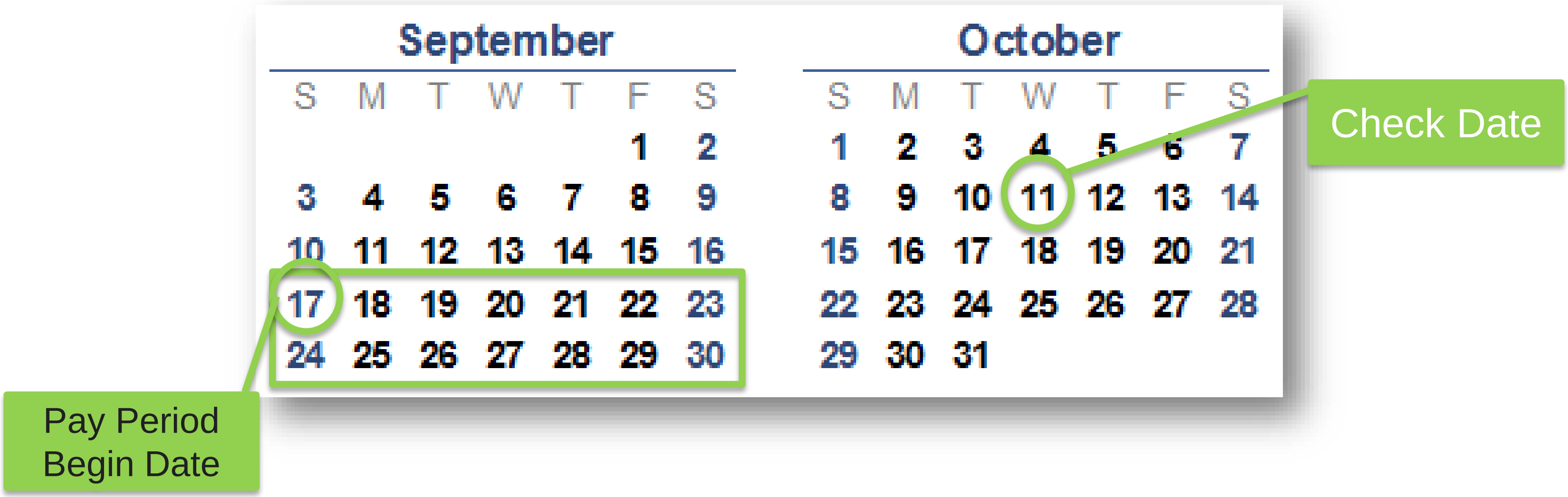
- In current state, PPS utilizes Pay Period End Date. For retroactive adjustments, UCPath will utilize the Check Date.
  - **Example:** The pay period ends in September and the check is issued on October 11. This is the date to use to determine which pay period to adjust.



- **This represents a change in thinking and how we enter adjustments in the system.**

PPS vs. UCPATH – A Change in Entry Thinking (2/2)

- For future or current pay period adjustments, the effective date for the transaction is the Pay Period Begin Date.
  - o **Example:** The Pay Period Begin Date is September 17 and the Check Date is October 11. If you want it to affect the October 11 check, the effective date should be September 17.



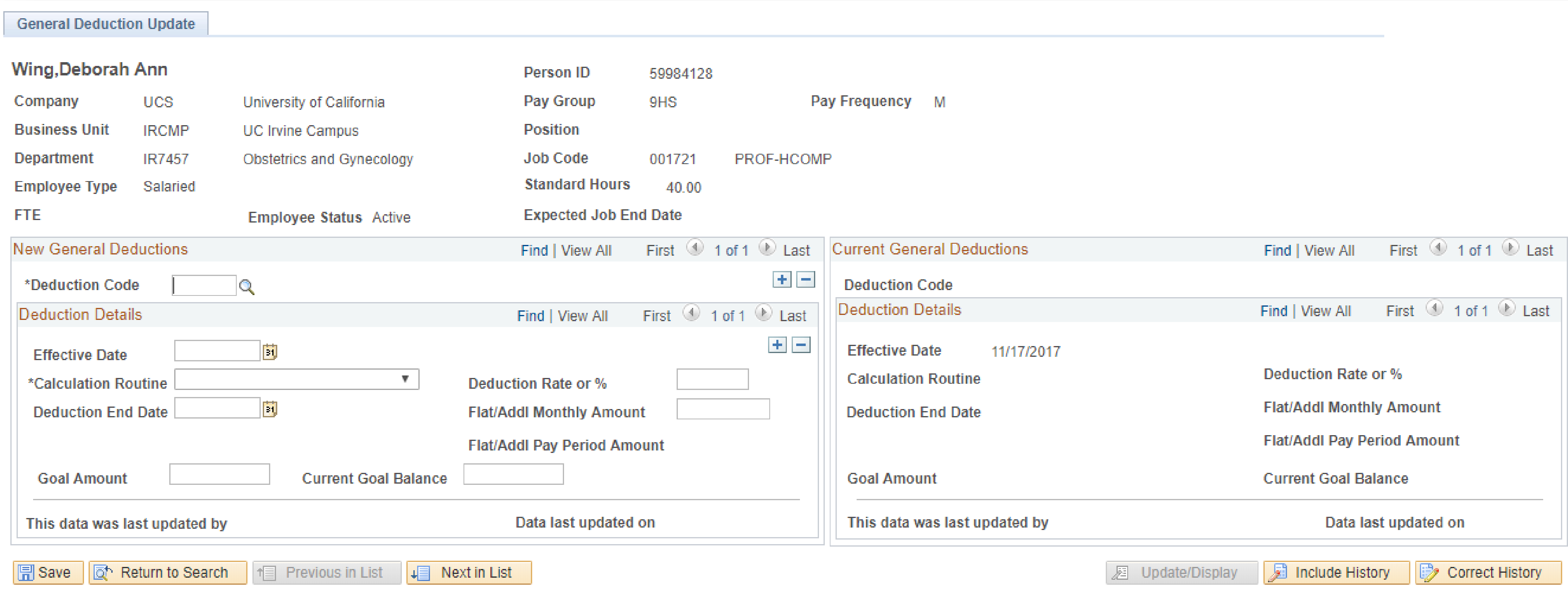
Additional Comp – Multiple Ways to Enter Pay

- While there are often multiple ways of submitting the same information, the forms function differently in the system.
- The criteria of the adjustment (future vs retro, one time vs. recurring, exempt vs. non-exempt, etc.) will derive which form/entry method to use.
  - **Recurring Additional Pay form** – allows for flat dollar amount or %, allows for proration for retroactive adjustments; useful for stipends, retro pay (esp. for non-exempt/overtime)
  - **One-Time Additional Pay form** – allows for flat dollar amount or %, mass upload available; useful for mass transactions with additional pay based on %
  - **Flat Dollar Amount Additional Pay form** – allows for one-time payments, mass upload available, allows future dating; useful for future-dated mass actions or actions for terminated employees
- Using the wrong form could lead to errors resulting in the employee being underpaid or overpaid.
- We will need clear processes in place for each transaction type in order to avoid inconsistencies and errors.

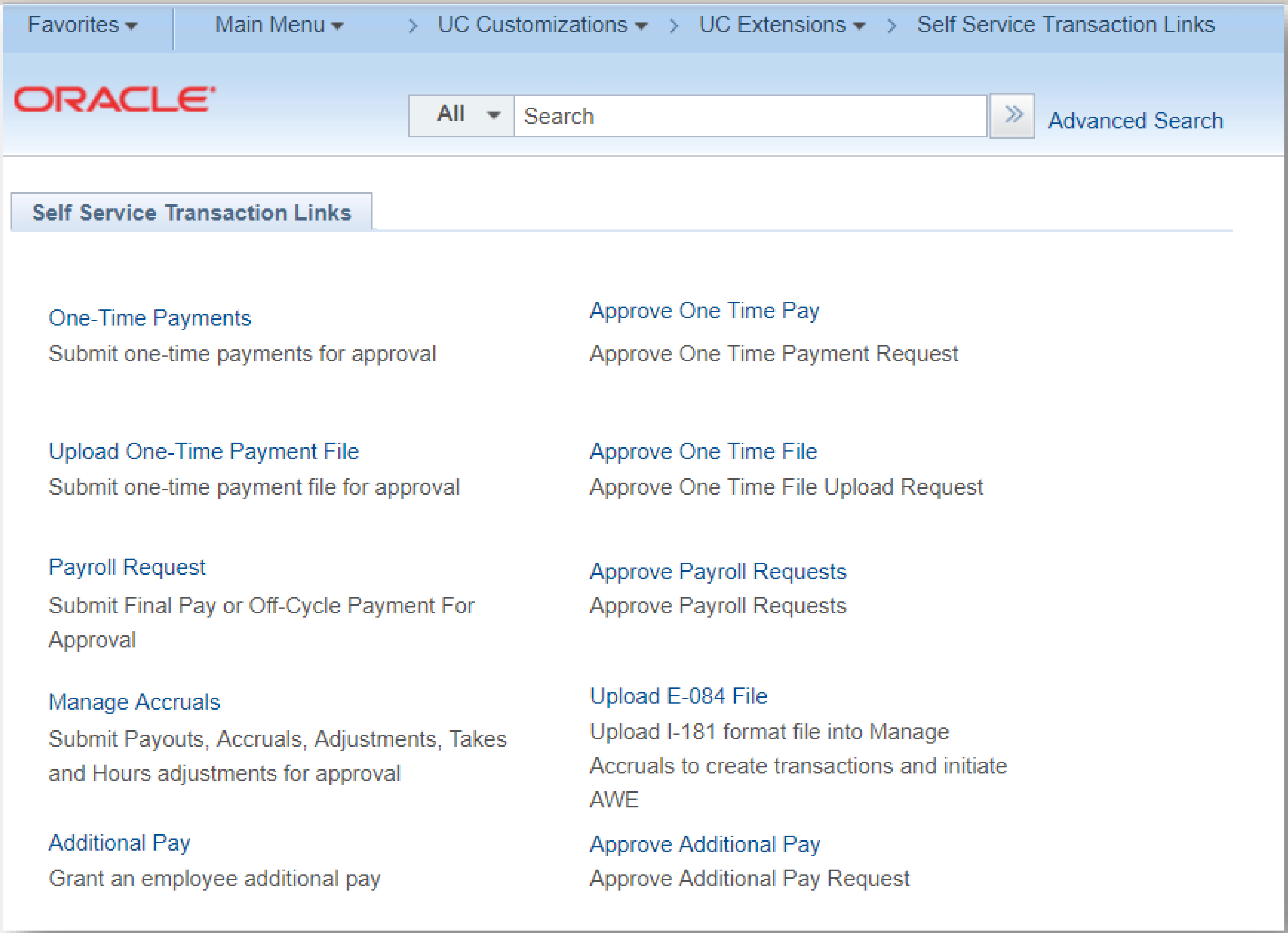
Summary of Future State Changes

- System and business process changes related to Workforce Administration and Pay-related functions may result in changes to current roles and responsibilities.
- Some chartstring/funding work, like Payroll Expense Transfers (now called Direct Retro), will now be housed in the Commitment Accounting components of UCPath.
- When entering payroll adjustments, effective dates for UCPath should be entered with respect to the Check Date.
- Due to multiple similar entry methods, clear processes will be developed to detail what forms to use under which conditions.

General Deductions



Additional Compensation – Options Page



Searching For an Employee

Default Employee Details shown are:

Name, Business Unit, EID, Job (Record Number), Employee status, Active, Reason, Effective Date, Position Number, Department, Job Code, Job Code Description, Employee Class, Future Dated *Y/N), Work Force Job Summary (link)

These columns can be sorted or switched out for other fields by clicking “Personalize.”

One-Time Payments

Employee Selection Criteria

Empl ID 59984128

Empl Rcd

Last Name

First Name

Business Unit

Department

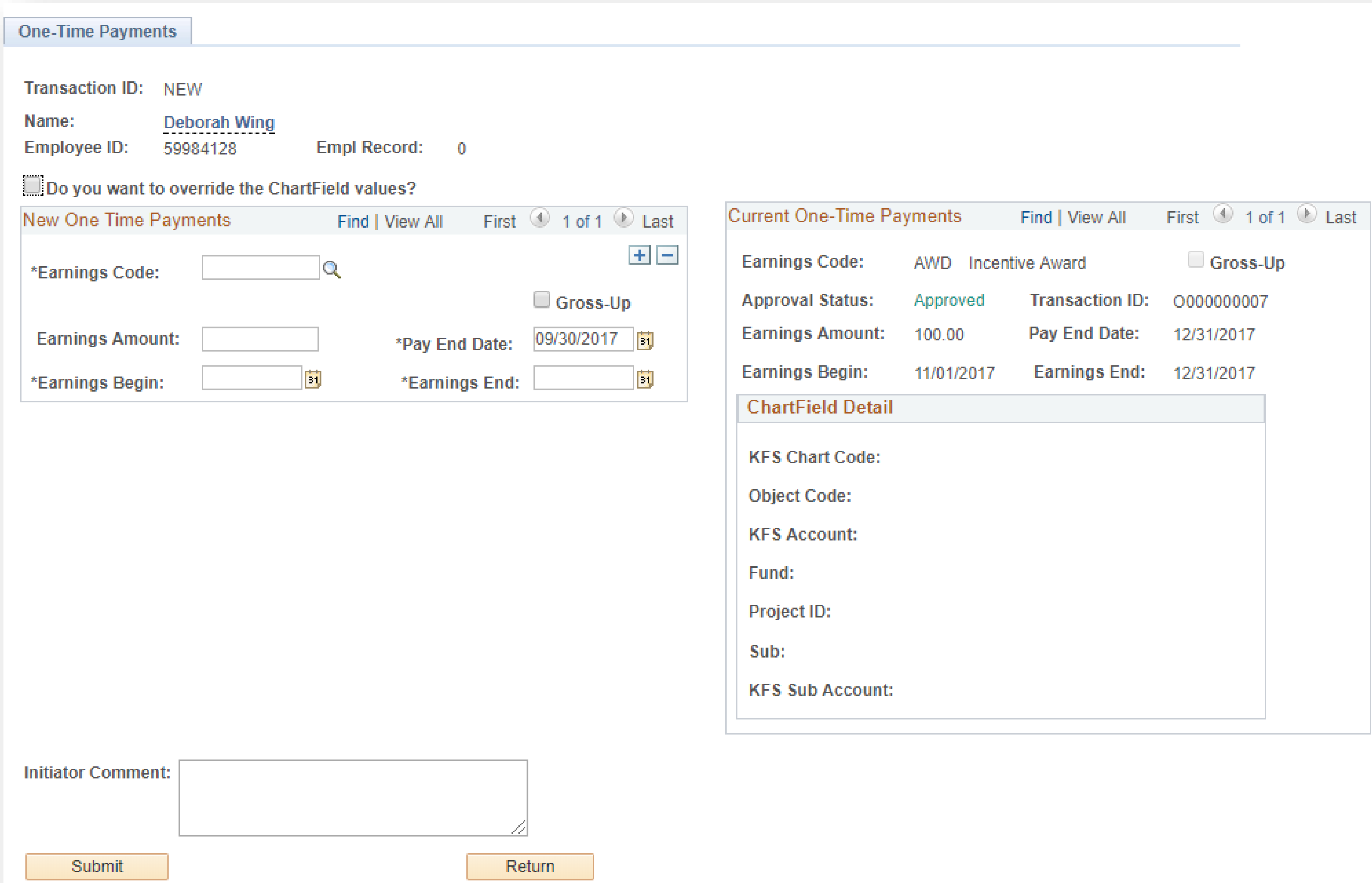
Job Code

Get Employees Return

Employee Details Personalize | Find | View All | First 1-2 of 2 Last

Name	Business Unit	Employee ID	Job	Empl Status	Action	Reason	Effective Date	Position Number	Department	Job Code	Job Code Descr	Employee Class	Future Dated (Y/N)	Workforce Job Summary
Wing,Deborah Ann	IRCMP	59984128	0	Active	DTA	DIS	08/01/2017		IR7457	001721	PROF-HCOMP	Academic: Faculty	✓	Workforce Job Summary
Wing,Deborah Ann	IRCMP	59984128	1	Active	DTA	DIS	08/01/2017		IR7457	001726	PROF IN RES-HCOMP	Academic: Faculty	✓	Workforce Job Summary

Additional Compensation - One-Time Payments



Additional Compensation – Additional Pay

New Additional Pay — Find | View All — First 1 of 1 Last

*Earnings Code

Effective Date — Find | View All — First 1 of 1 Last

*Effective Date 11/28/2017

Payment Details — Find | View All — First 1 of 1 Last

Addl Seq #: 1

End Date

Reason: Not Specified

Pay Period Amt

Goal Amount

Goal Balance

☑ Prorate Additional Pay

Applies To Pay Periods

☑ First ☐ Second ☐ Third

Job Information

Employee Type: Salaried

Standard Hours: 20.00

Compensation Rate: $10020.833334

Frequency Type: Evry 4 Wks

Default Job Data

Position: 40023418

Business Unit: IRCMP

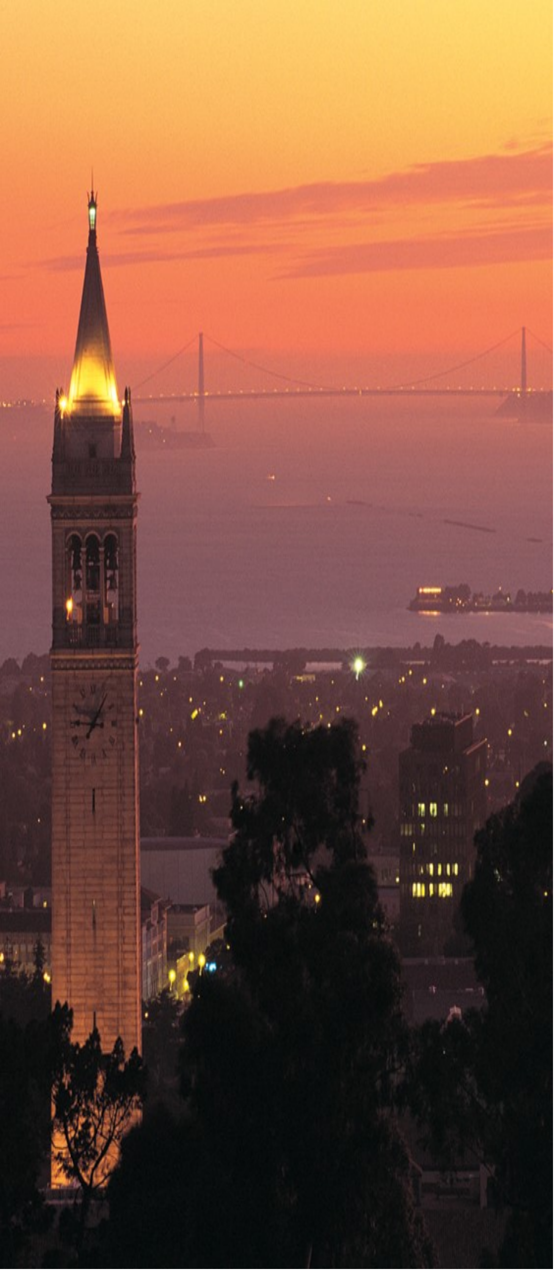
Department: IR7457 Obstetrics and Gynecology

Job Code: 001721 PROF-HCOMP

FTE: 0.500000

Expected Job End Date

Employee Status: Active



General Ledger Processes

CRP Overview

Berkeley UNIVERSITY OF CALIFORNIA | UCPath

Agenda

- Funding Entry Process Overview
- Usage of Funding Templates
- Direct Retro Template
- Summary of Future State Changes

Funding Entry Process Overview

- Funding Entry is the process of entering chartstring data to indicate the source of funding for earnings, employer-share deductions and taxes, and occurs in Commitment Accounting component
- Funding is associated with the position
- Allocation of fund source may occur at a position, position pool or department level
- Ways to enter funding data:
  - Funding Entry template
  - Salary Cap/Multiple Component of Pay (MCOP) Worksheet template
  - Funding Upload template
- Using Funding Entry or Salary Cap/MCOP worksheet template triggers an Approval Workflow process; the approver(s) in the Approval Workflow process receive an auto-generated email notification and the item appears in their Worklist inbox

Usage of Funding Templates

Funding Entry Template:

- Used to create or update funding at a position, position pool, or department level
- Can be used for vacant/filled positions and most fund sources

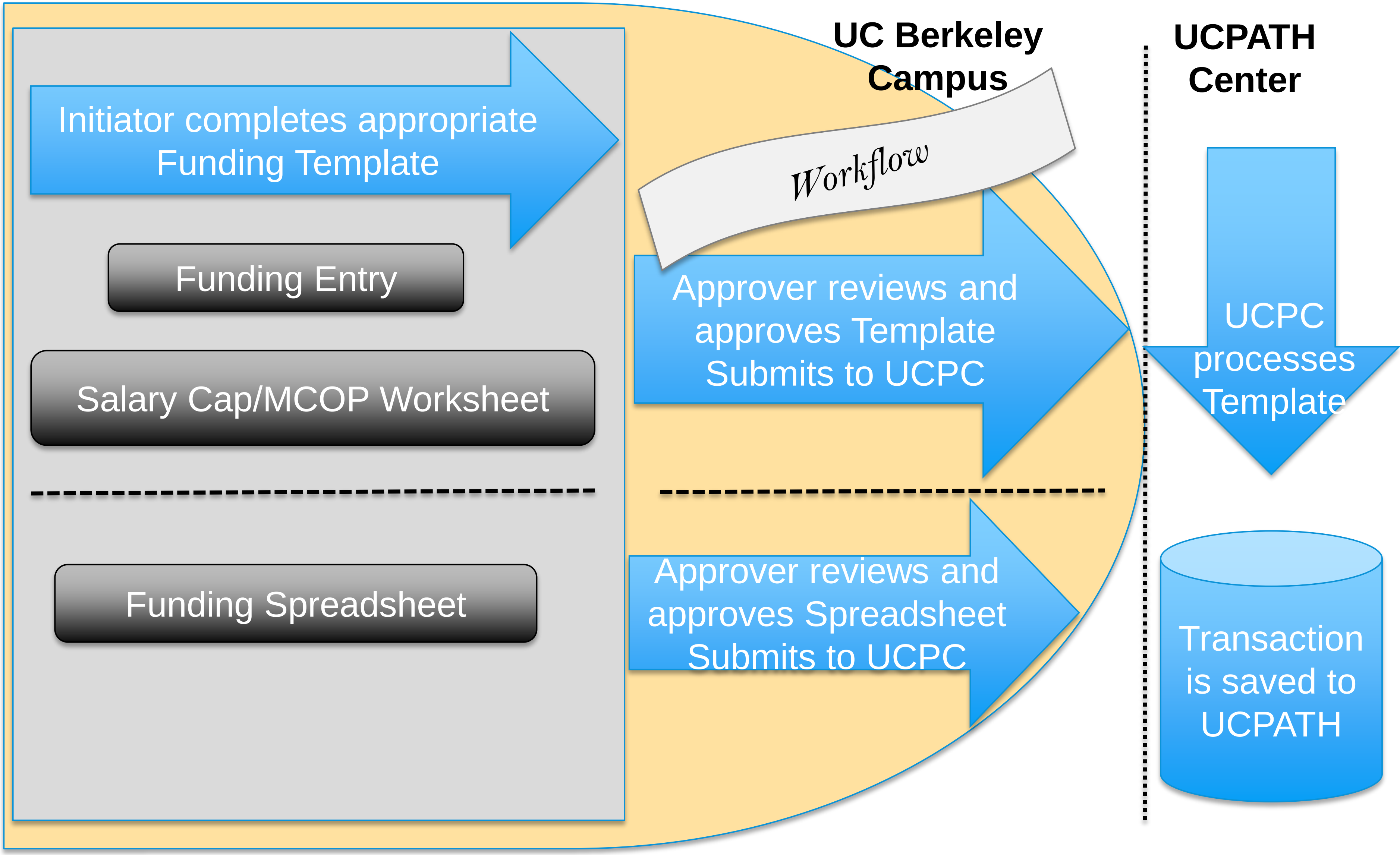
Salary Cap/MCOP Worksheet template:

- Used to create or update funding at a position level for an employee that has multiple components of pay and/or has a funding source that is subject to a salary cap
- Used for a filled position with one incumbent

Funding Upload template:

- Used to create or update mass funding entry transactions

Funding Entry Process Flow



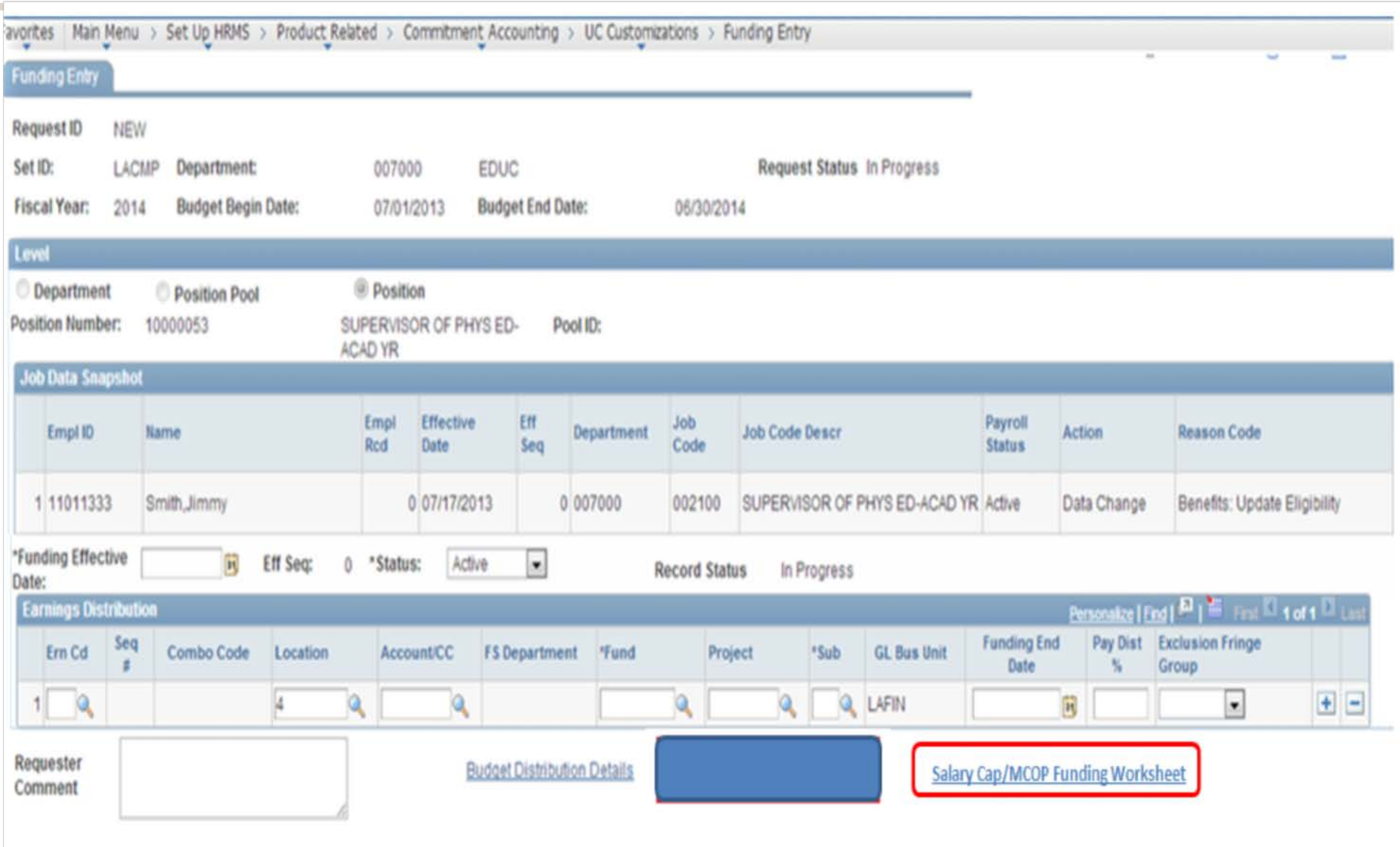
Direct Retro Process

- Replaces Payroll Expense Transfers/Salary Cost Transfers in Payroll component
- Multiple changes during the day are not allowed once the transaction has been submitted and approved; must cycle through nightly batch processing before changes are permitted
- Has the option to use the Salary Cap/MCOP worksheet template for funding changes for an employee that had multiple components of pay and/or had funding source that was subject to a salary cap
- Updates made and saved trigger an Approval Workflow process; auto-generation of an email is sent to the approver(s) in the Approval Workflow process

Summary of Future State Changes

- Funding is associated with the position; funding entry is done in Commitment Accounting component
- Funding Entry template used for funding at position, position pool, or department level
- Salary Cap/MCOP Worksheet template used for funding changes at a position level for an employee with multiple components of pay and/or has funding source that is subject to a salary cap
- Funding Entry and Direct Retro changes entered online trigger an Approval Workflow process
- New Approval Worklist process for approvers
- Direct Retro template replaces Payroll Expense Transfer (PET) | Salary Cost Transfer Changes (SCT) in Payroll component

Appendix A – Screenshot Funding Entry



Screenshot Direct Retro (1 of 2)

Favorites ▾ | Main Menu ▾ > Payroll for North America ▾ > Payroll Distribution ▾ > UC Customizations ▾ > Process Direct Retro > Review Retro Distribution

ORACLE

Retro Distribute Earnings | Retro Distribute Deductions | Retro Distribute Taxes | Earnings Messages | Deduction Messages | Tax Messages

Retro Distribution Transaction

Run Cntl: DR00000001100 **Created By:** 10000648 Valdeabella,Jennifer Conlu **Created:** 10/27/2017

Trans Type: Direct **Date of Pay:** 11/04/2017

Processing Status: Initiated **Request Status** In Progress Cancel

Check Earnings Find | View All First 1 of 1 Last

Empl ID: 10050134 Main 001,CRP DR **Empl Record:** 0

Company: UCS **Pay Group:** 4ME **Pay Begin Date:** 06/01/2017 **Pay End Date:** 06/30/2017

Pay Run ID: 170630M0X ☐ Off Cycle

Old Data Personalize | Find | First 1-3 of 3 Last

Earning details | Job details | Old Accounting Period

	Empl Rcd#	Earnings Code	Sub/Object	Combination Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	Earnings
1	0	REG	011100	000165266	4	4411042Y	1430	69749	ADMIN	02	LAFIN		$2,237.97
2	0	REG	011100	000167943	4	4411042Y	1430	05399	ADMIN	02	LAFIN		$3,051.90
3	0	REG	011100	000168080	4	4011042X	1430	19900	ADMIN		LAFIN		$5,391.55

New Data Personalize | Find | First 1-3 of 3 Last

Earning details | Job Details | Posting Accounting Period

	Empl Rcd#	Earnings Code	New Sub/Object	New Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	New Earnings Amount	Apply/Remove Work Study	
1	0	REG	011100	000165266	4	4411042Y	1430	69749	ADMIN	02	LAFIN		$2,237.97		+
2	0	REG	011100	000167943	4	4411042Y	1430	05399	ADMIN	02	LAFIN		$3,051.90		+
3	0	REG	011100	000168080	4	4011042X	1430	19900	ADMIN		LAFIN		$5,391.55		+

Check Balance **Total:** $10,681.42

Balance: $0.00 Direct Retro Salary Cap/MCOP Funding Worksheet

Screenshot Direct Retro (2 of 2)

New Data

Personalize | Find | First 1-3 of 3 Last

Earning details | Job Details | Posting Accounting Period

	Empl Rcd#	Earnings Code	New Sub/Object	New Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	New Earnings Amount	Apply/Remove Work Study
1	0	REG	011100	000165266	4	4411042Y	1430	69749	ADMIN	02	LAFIN		$2,237.97	
2	0	REG	011100	000167943	4	4411042Y	1430	05399	ADMIN	02	LAFIN		$3,051.90	
3	0	REG	011100	000168080	4	4011042X	1430	19900	ADMIN		LAFIN		$5,391.55	

Check Balance

Total: $10,681.42

Balance: $0.00

Direct Retro Salary Cap/MCOP Funding Worksheet

Initiator Comment:

254 characters remaining

To limit the number of salary cost transfers in the future, please refer to local Cost Transfer Policy and Procedures.

Questionnaire

Expand/Collapse All

Justification Document Upload

Add Attachment | View Attachment | Delete Attachment

Approver document upload

*Reason Code

- Align Salary to Effort
- Data Entry Error
- Late Award or Chartfield Setup
- Other (Specify in Comments)

Submit

Save

Return to Search | Notify

Sample Cross-Functional Scenario

Position Data	Position Funding	Hire Employee	Job Reclass	Stipend	Redirect Payroll Expense
Initiate and approve new Position	Initiate and approve Position Funding	Initiate, approve and submit template to UCPath Center	Initiate and approve update to Position and Job	Initiate and approve additional pay	Initiate and approve direct retro
Position Control Form	Funding Entry Template	New Hire Template	PayPath	Recurring Additional Pay	Direct Retro Template

Next Steps

What do we need from you?

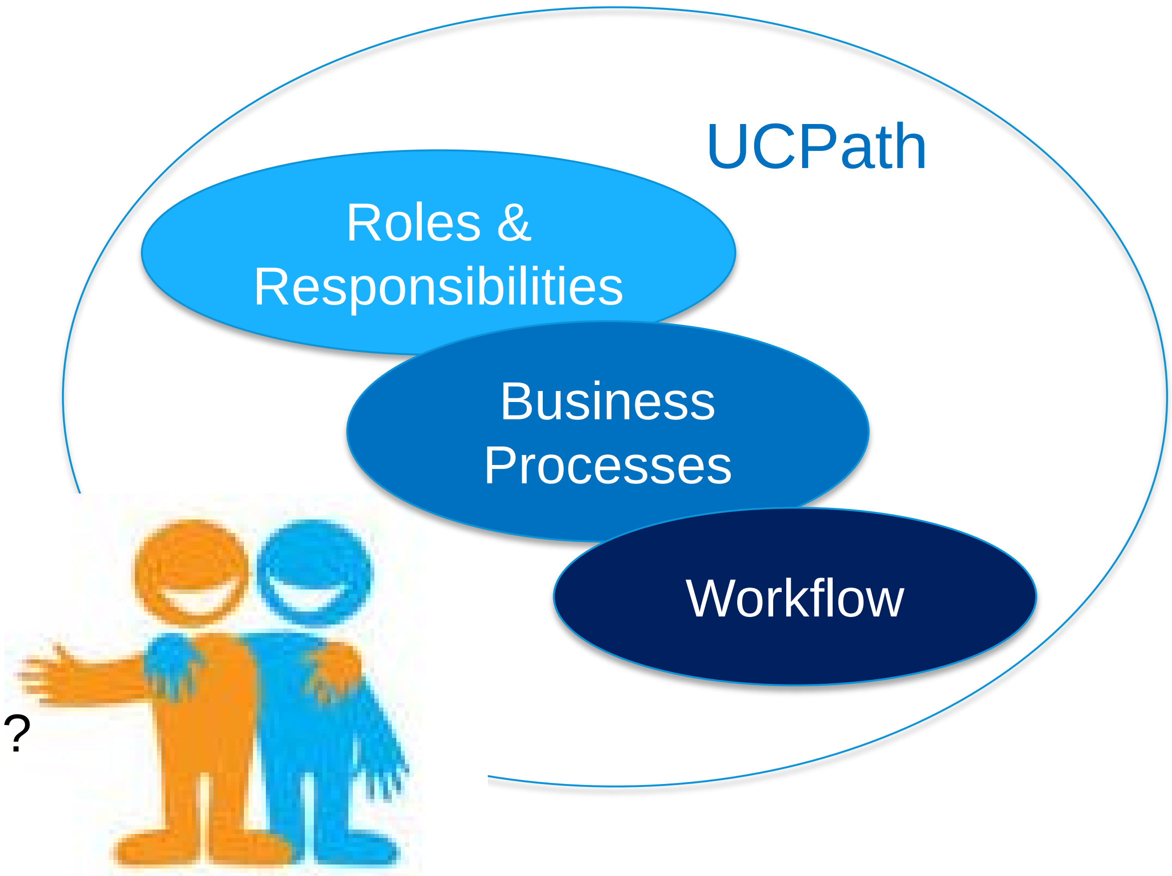
Your time to meet with us – approximately 2-4 hours per week over next 6-8 weeks, working with your schedule

What will we be doing first?

Documenting current state processes and work handoffs

Identifying alignment gaps

Designing future state

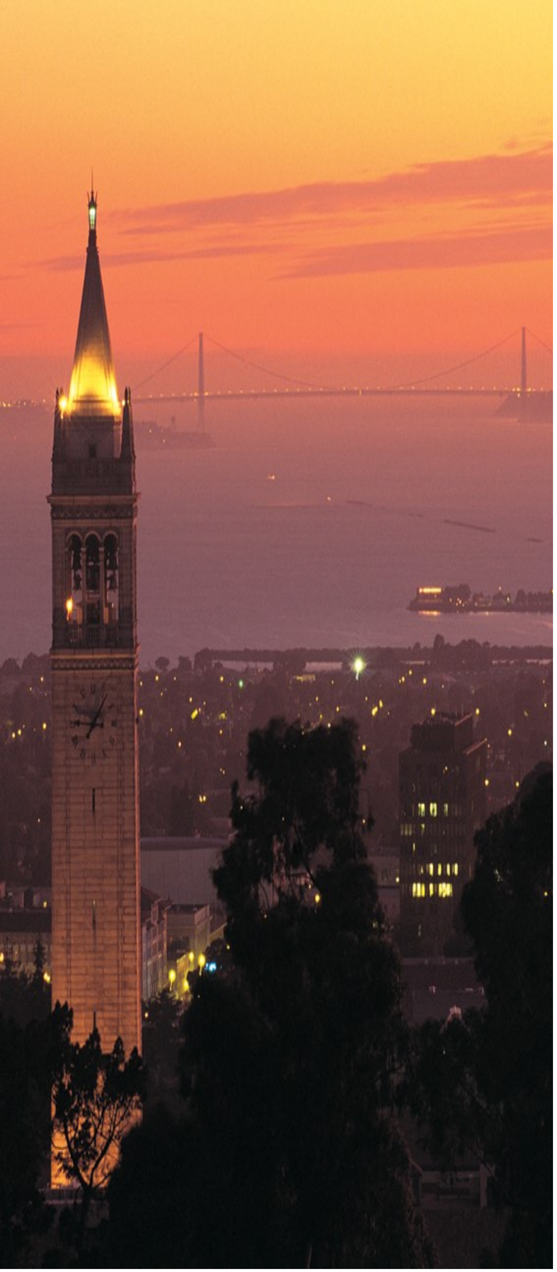


What comes after that?

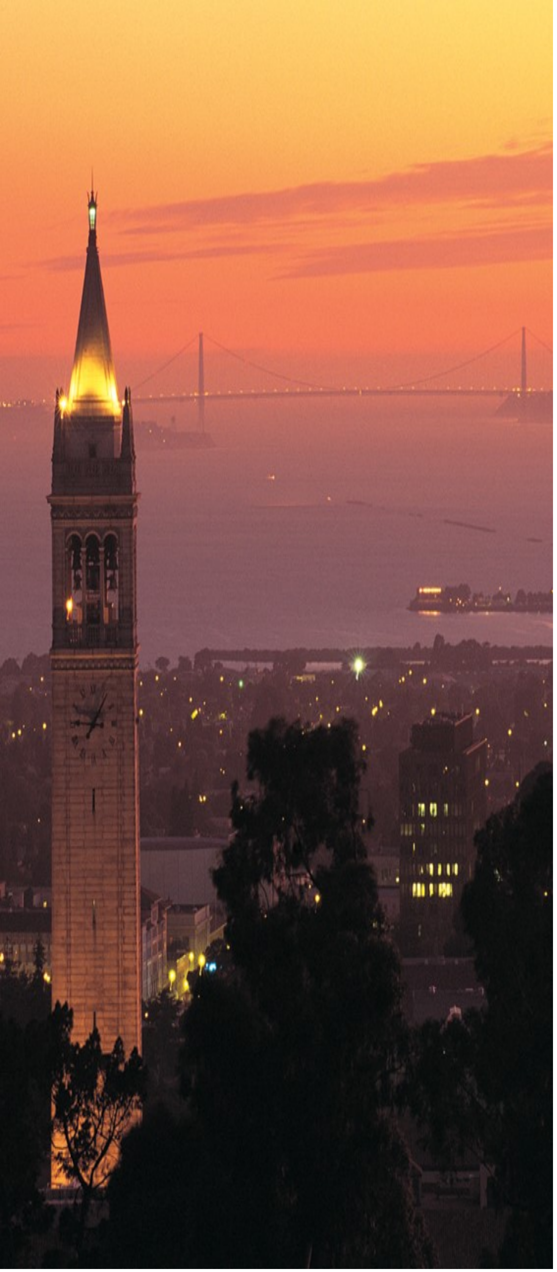
Validation of configuration and conversion data

What can you expect from us?

Collaboration and Partnership



Questions?



Thank You!