UCPath Template Deep Dives
Direct Retro (PETs)

May 2018

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Objectives for Deep Dive Sessions

Focus on:

❑ Discovery and information gathering

❑ Understanding pre-work, post-work and hand-offs

❑ Process improvement

Identifying how UCPath templates, processes and workflow can optimize your business practices

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Local Business Process Design – Guiding Principles

Sponsor Alignment	• Develop efficiency in end-to-end business process • Use UCPath delivered functionality • Minimize additional cost • Eliminate double data entry
Diverse Campus Stakeholders	• Involve both academics and staff (at multiple levels) • Maintain a customer focus
Disciplined Process	• Ensure implementation focus • Use UCPath delivered templates and approval workflow • Document decisions for clarity and commitment
Openness to Change	• Maintain enterprise-wide perspective • Be open to process and role changes • Be transparent with communications

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Review Types of Templates

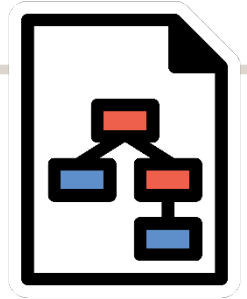| Position Data | Position Funding | TAM | WFA Templates | PayPath Data Changes | Leaves | Additional Pay Final / Off-Cycle Pay | Direct Retro |

Workflow Approver Routing

- At least one Approver level per template type, up to three levels depending on template
- Transaction is routed to all Approvers at that level with data permissions for that record
- Can optionally add branching by Employee Class groupings
- Workflow routing rules apply to campus as a whole

Approver Capabilities

- Approvers receive an email link to approve transaction in UCPath

- Transaction approval link also appears in Approver's UCPath Worklist

- 1st Level Approver can "approve" or "deny" back to Initiator with comments

- 2nd and 3rd Level Approvers can also "push back" to previous Approver

- Approvers can edit certain fields based on template, but transaction will be routed to another Approver for approval

- Approvers can add Ad Hoc Approvers, with Approver role and data permissions to access record

Deep Dive Sessions

Approach

- Review end-to-end process for business area
- Examine process steps to see where template Initiation and Approval can occur within process
- Review Initiator and Approver roles and knowledge/skills required
- Begin identifying Initiators and Approvers as appropriate for these activities
- Also – Identify and document further business process adaptations and external system changes that could streamline, standardize and optimize future state
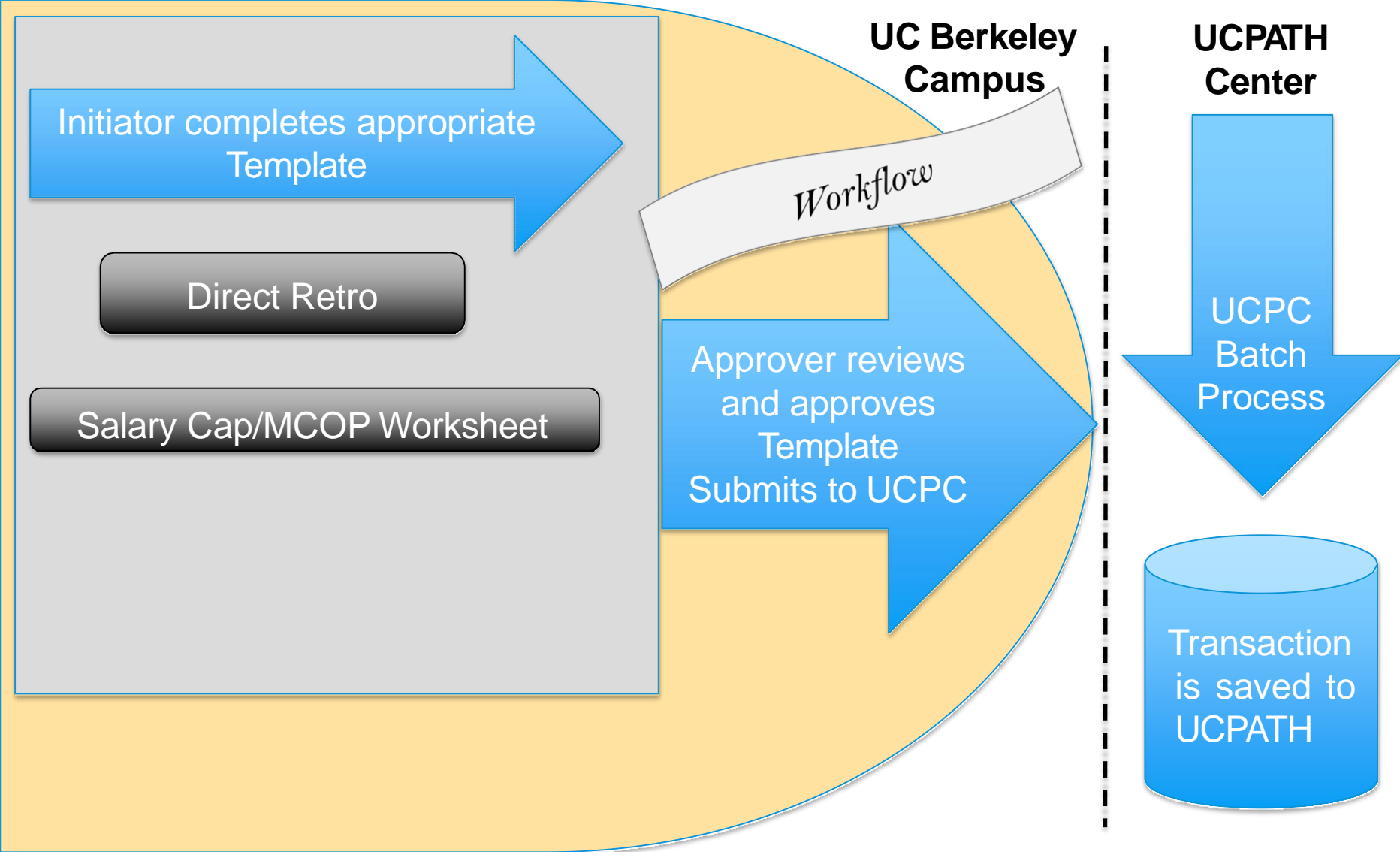
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Direct Retro Process Overview

- Replaces Payroll Expense Transfers in PPS

- Process to move expense. Some examples below:
  - o Move cost from one fund to another or multiple funds
  - o Move cost to the appropriate fund to clear the 'suspense' account
  - o Move cost to the appropriate fund to clear the 'default' account that was valid at the time of entry but is now invalid.

- After final location approval, the transaction is processed in the Nightly Batch

- Changes/updates are allowed after the Nightly Batch process.

- Direct Retro transaction considered high risk requires an additional approval level (e.g. Federal or Flow-through Fund (FFT), more than 120 days from original transaction)

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Direct Retro Process Flow

Initiator completes appropriate Template

Direct Retro

Salary Cap/MCOP Worksheet

Workflow

UC Berkeley Campus

Approver reviews and approves Template Submits to UCPC

UCPATH Center

UCPC Batch Process

Transaction is saved to UCPATH

Direct Retro – Changes and Approval

UCB Initiator Role

Template(s) Direct Retro (changes to funding)

Knowledge/Skills
- Understanding of applicable policies, procedures and processes to Position Funding
- Attention to accuracy and detail to identify and enter correct and appropriate values
- Proficiency in PeopleSoft navigation, data entry, search techniques and business rules

UCB Approver Role

Template(s) Direct Retro

Knowledge/Skills
- High-level understanding of organizational and financial impact of transaction
- Understanding of duty and accountability
- Commitment to thorough review and response

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