UCPath Template Deep Dives
Direct Retro (PETs)
May 2018
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
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
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
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
Direct Retro Process Overview

- Replaces Payroll Expense Transfers in PPS
- Process to move expense. Some examples below:
  - Move cost from one fund to another or multiple funds
  - Move cost to the appropriate fund to clear the ‘suspense’ account
  - 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)
Direct Retro Process Flow

Initiator completes appropriate Template

Direct Retro

Salary Cap/MCOP Worksheet

Workflow

Approver reviews and approves Template Submits to UCPC

Transaction is saved to UCPATH

UC Berkeley Campus

UCPATH Center

UCPC Batch Process
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
DEMO