

UCPATH DIRECT RETRO REQUEST

Best Practices for Form Completion, Tips and Troubleshooting

This form replaces the UCCE Salary Expense Transfer Request form. Please implement the use of this UCPATH Direct Retro Request for all future salary expense transfer requests for earnings post UC-Path go-live.

EMPLOYEE INFORMATION

Please type (form is fillable) or write legibly, completing as much information as is available.

Employee Name* - Full name as shown in UCPATH

Employee Number/Position - While either of these numbers is not required, it will facilitate data entry.

Business Unit / UCCE Location* - e.g., Name of SW program or _____ County

Prepared by* - Name of who is preparing DR in case fiscal officer has questions

DIRECT RETRO SALARY DETAILS

Most of this information will be available from the Cognos report #339.

From:

Pay Period End Date* - must coincide with the official PPE dates as designated on the Cognos report

ERN Code* – Alpha code as designated in UCPATH. Most frequently will be REG. Some exceptions apply.

Chart* - "L" represents UC ANR and will be used in most cases.

Occasionally employees working on other campuses in collaboration with UCCE Advisors or SW programs will be assigned to other campus accounts (e.g. Davis = 3)

Subaccounts – required when employee is already assigned a subaccount. Not widely used in UCCE.

Project codes – required when employee is already assigned a project code. Not widely used in UCCE.

To:

Chart* - "L" represents UC ANR and will be used in most cases.

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Data entry staff in the Payroll at the BOCD will not be verifying account code accuracy. Please ensure all fields are included prior to form submission.

Responses to four inquiries*

1. Reason for transfer. Concise but complete reason why employee was not paid from the ‘From’ account originally. *“To clear an overdraft” is not a sufficient explanation as it doesn’t necessarily imply that the employee was actually working on the “To” project.*
2. Federally funded accounts do not allow for DRs past 120 days. Some exceptions apply.
3. Description of how unit will avoid future requests for similar transfers.
4. Specify if either account (from/to) is an extramural account.

For those units who need to reflect an employee’s variable hours worked on a sponsored project, please use the following explanations for #1 and #3. With the implementation of UCPath in October 2019, these standard explanations should be sufficient in justifying the need for the transfer in the event of an audit.

1. Payroll Salary Cost adjustment to reflect actual and variable effort on other accounts.
3. Effort is variable and requires a DR to adjust after expense is posted to the ledger.

APPROVAL SIGNATURES

PI for Account Credited* – signature of the PI in the “From Account” field

PI for Account Debited* – Signature of the PI in the “To Account” field

Both of these signatures reflect PI’s acknowledgement and certification that the employee did not work/worked on the project or grant for the time represented by the salary transfer.

Unit/County Director* - Required, allowing the Director to acknowledge the commitment of the PI of the employee’s working on an alternate project.

Business/Account Manager* - For UCCE locations, this is currently the BOCK. All others in Davis UC ANR will be the specific Account Manager of SW or administrative units.

ROUTING

Forms completed to this point are to be submitted to the appropriate email address:

UCCE: uccepositionfunding@ucanr.edu. This is due to the secured and confidential salary information. Please do not send to the general BOCK@ucanr.edu general mailbox.

All non-UCCE: ANRPayroll@ucanr.edu

In the routing email, enter “DIRECT RETRO (*employee name*)” in the subject line.

OTHER NOTES AND TROUBLESHOOTING

Please include a copy of the Cognos Report #339 with your DR. If you do not yet have access to the #339, contact ANRPayroll@ucanr.edu and request the report. They will need employee name, ID# (if you have it) and pay periods.

A Cognos Access Report must be submitted and approved in order to gain access to the Cognos reporting system. Forms are posted on the BOCK website and in the CD/OM Collaborative Tools.

Only wet signatures or adobe-formatted electronic signatures are acceptable.

Avoid delays in processing time!

- Include a copy of the Cognos #339 for the specific pay periods with salaries being transferred.
- Verify that all approving signatures are included prior to submission to the BOC.
- Ensure that if using a contract/grant account, specific funding dates are within the project beginning and end dates.
- Ensure that funds are available in each account provided for the “To Account”

Allow a minimum of 8-10 days for the DR to be processed and visible in the account ledger.

The final approval of the DR is completed at the UCPATH Center (not UC ANR) so please allow extra time for this last step to occur. (We currently don't know yet how long that approval process takes, but it is anticipated no longer than a week after entry by BOC Payroll.)

Please submit one DR for each request, including as many rows as necessary to complete the entire transfer.

A DR request is used to correct expenses from a previous pay period. If needing to change future-dated pay periods, please submit a Funding Change Request. Often times they are used together; the Direct Retro to correct previous pay, the Funding Change Request to make the change 'permanent' for future pay periods. ('Permanent' at least until the employee is allocated to another project).

Questions can currently be directed to the fiscal officer for SW programs or Administrative units. For UCCE locations, please contact Jarnelle Nakaima or Emily LaRue.