VCAA Fiscal Tiger Team

Understanding the DOPES for Payroll Reconciliation

Training December 20, 2022

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Understanding the DOPES for Payroll Reconciliation

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Today's Topics:

- Key Terms & Concepts
- Parameters & Column Headings
- Resources
- Q&A

Key Terms

Acronyms	Description
CCOA	Common Chart of Accounts
DR	Direct Retro. Salary Cost Transfer in UCPath
DOPE	Distribution of Payroll Expense. Displays actual Labor Ledger payroll expenses applied for a given payroll cycle.
EAH	Employee Activity Hub. The central repository for UC San Diego's enterprise system employee data.
GL	General Ledger
LL	Labor Ledger
MCOP	Multiple Components of Pay
OFC	Oracle Financial Cloud
PPM	A Sub Ledger of Oracle that passes data to the General Ledger

DOPE (Distribution of Payroll Expenses)

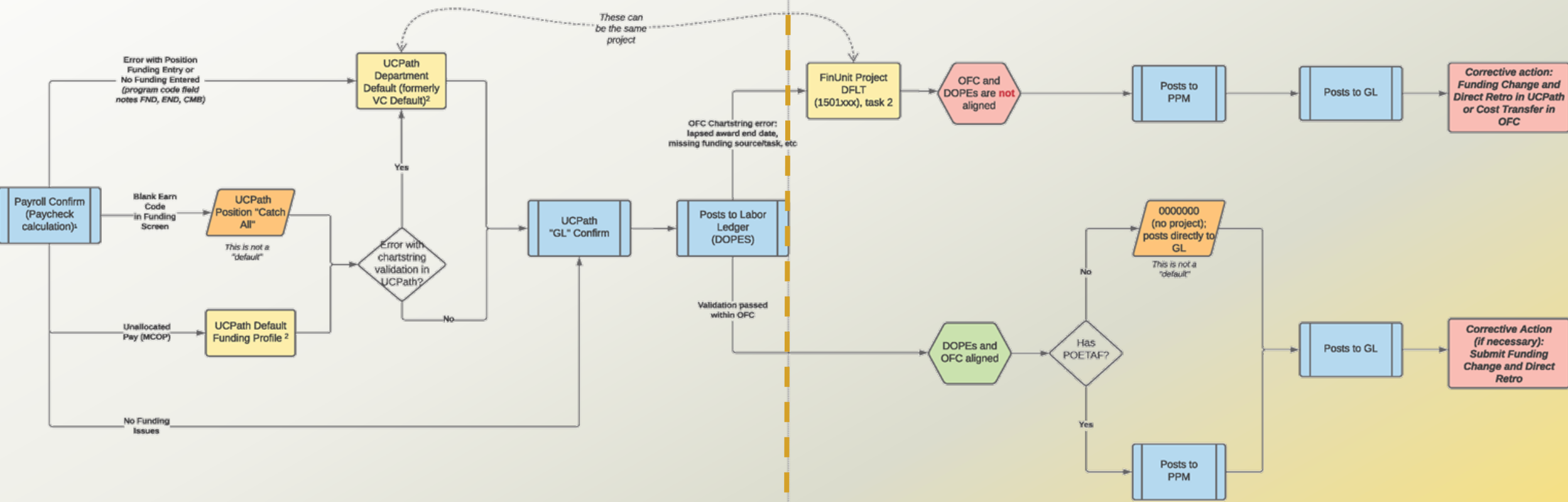Use the **DOPE Report** to help reconcile payroll expenses

- When troubleshooting discrepancies, always identify and correct Fund Entry errors in UCPath first

- The DOPE report will help you figure out if there are Fund Entry errors in UCPath

- If the DOPE report looks correct that means the correction needs to happen in OFC

Flowchart | Payroll expenses moving from UCPath to OFC

UCPATH

ORACLE

Payroll "Default" Transactions

These can be the same project

Error with Position Funding Entry or No Funding Entered (program code field notes FND, END, CMB)

UCPath Department Default (formerly VC Default)[2]

FinUnit Project DFLT (1501xxx), task 2

OFC and DOPEs are **not** aligned

Posts to PPM

Posts to GL

Corrective action: Funding Change and Direct Retro in UCPath or Cost Transfer in OFC

OFC Chartstring error: lapsed award end date, missing funding source/task, etc

Yes

Payroll Confirm (Paycheck calculation)[1]

Blank Earn Code in Funding Screen

UCPath Position "Catch All"

This is not a "default"

Error with chartstring validation in UCPath?

UCPath "GL" Confirm

Posts to Labor Ledger (DOPES)

0000000 (no project); posts directly to GL

This is not a "default"

Unallocated Pay (MCOP)

UCPath Default Funding Profile [2]

No

Validation passed within OFC

DOPEs and OFC aligned

Has POETAF?

No

Posts to GL

Corrective Action (if necessary): Submit Funding Change and Direct Retro
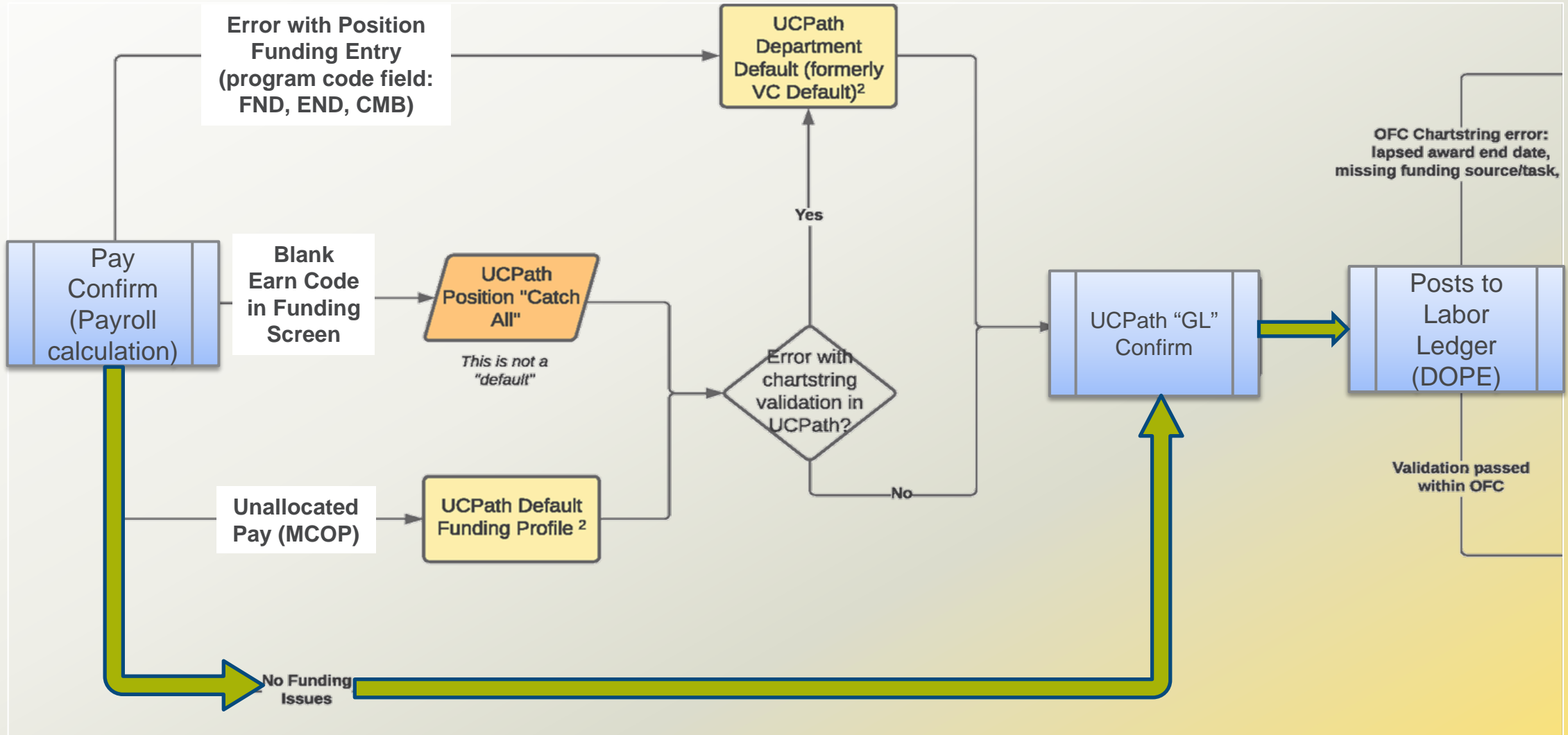
No Funding Issues

Yes

Posts to PPM

[1] Paycheck must be calculated before labor can be distributed in GL confirm
[2] PPS index (legacy) default may have been inadvertently used as the UCPath department default or default funding profile FAU

Job Aid: Payroll Reconciliation Toolkit

UC Path UC San Diego

UCPath to Labor Ledger (DOPE)

*Job Aid: **Payroll Reconciliation Toolkit***

UC Path   UC San Diego

Discrepancies between General Ledger and Labor Ledger (DOPE)

1 **Funding entry errors in UCPath**

- Correct funding entry in UCPath
- Monitor the Funding Issues Report available on BAH to identify potential FND, END, CMB errors
- Job Aid: Correcting Discrepancies in UCPath Labor Ledger (DOPES) Caused by UCPath Fund Entry Errors

2 **OFC and/or UCPath chartstrings being incorrect**

- Correct chartstring in UCPath and/or OFC
- Job Aid: Correcting Discrepancies Between OFC General Ledger (GL) and UCPath Labor Ledger (DOPES)

3 **Project end dates in GL/PPM**

- Correct OFC GL/PPM End Date
- Job Aid: Correcting Discrepancies Between OFC General Ledger (GL) and UCPath Labor Ledger (DOPES)

Business Analytics Hub (BAH)

Parameters

Check Boxes

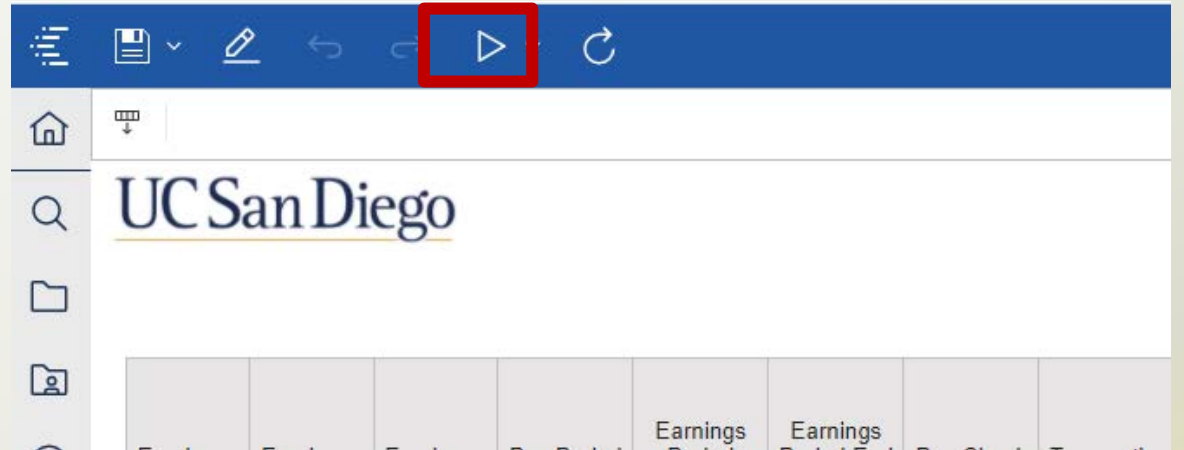Use checkboxes only if you need to filter for something specific

Select nothing = Return everything!

Search Box Dropdowns

Always select "Contains any of these keywords" from the drop down below

Running the Report

To reset prompts after report has run, press the "Play" button on upper left side

To export report into a different format, press the caret next to the reset button

Column Headings

Column Heading	Description
Pay Period End Date	Pay cycle in which transaction was processed. This should match the payroll identified in the Pay Run Code. *Pay Start/End dates may vary from Earnings Start/End dates. For example, Direct Retros would reflect the date of the pay cycle in which the Direct Retro was processed and not when the salary was originally paid.
Earnings Period Start Date	Earnings period start date of original transaction Ex: when salary was originally paid in the case of a Direct Retro
Earnings Period End Date	Earnings period end date of original transaction Ex: when salary was originally paid in the case of a Direct Retro
Pay Check Date	Date paycheck was issued
Transaction Type	Salary or Fringe
Accounting Period Number	Accounting period of original transaction Note: Direct Retros approved after the deadline will post in the following accounting period

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Column Headings

Column Heading	Description
Job FTE	Full time equivalent or employment percentage of full time. FTE is defaulted from Position Data.
Earnings Code	Earn Codes are used to categorize different components of compensation.
Earnings Type	Salary earnings type description. Identifies if employee is eligible for Benefits.
CCOA Program Code	"FND", "END", or "CMB" indicates the transaction hit the Default chartstring and the position funding needs to be corrected in UCPath Funding Entry
OTC Indicator Code	OTC-N (up to the cap amount) or OTC-Y (over the cap amount)
Cost Transfer Code	UCPath Direct Retro Number
Original Transaction Reference Number	Used to tie UCPath transaction detail to OFC summarized expenses. Concatenated string of [Pay run code].[Journal ID].[Journal Line number]

Original Transaction Reference Number

The key that ties the Labor Ledger (UCPath) to the financial ledger (Oracle)

Pay Run Code		**Journal ID**		**Journal Line Number**
210531 M 0 X	.	PJ00001548	.	495
210612 B 2 X	.	PT00003466	.	225

Pay Period End Date (YYMMDD)

M = Monthly pay
B = Biweekly pay

Pay run of the month

X = On-cycle pay
Y = Off-cycle pay

PJ = Payroll Journal (regular payroll)
PT = Payroll Transfer (Direct Retro)
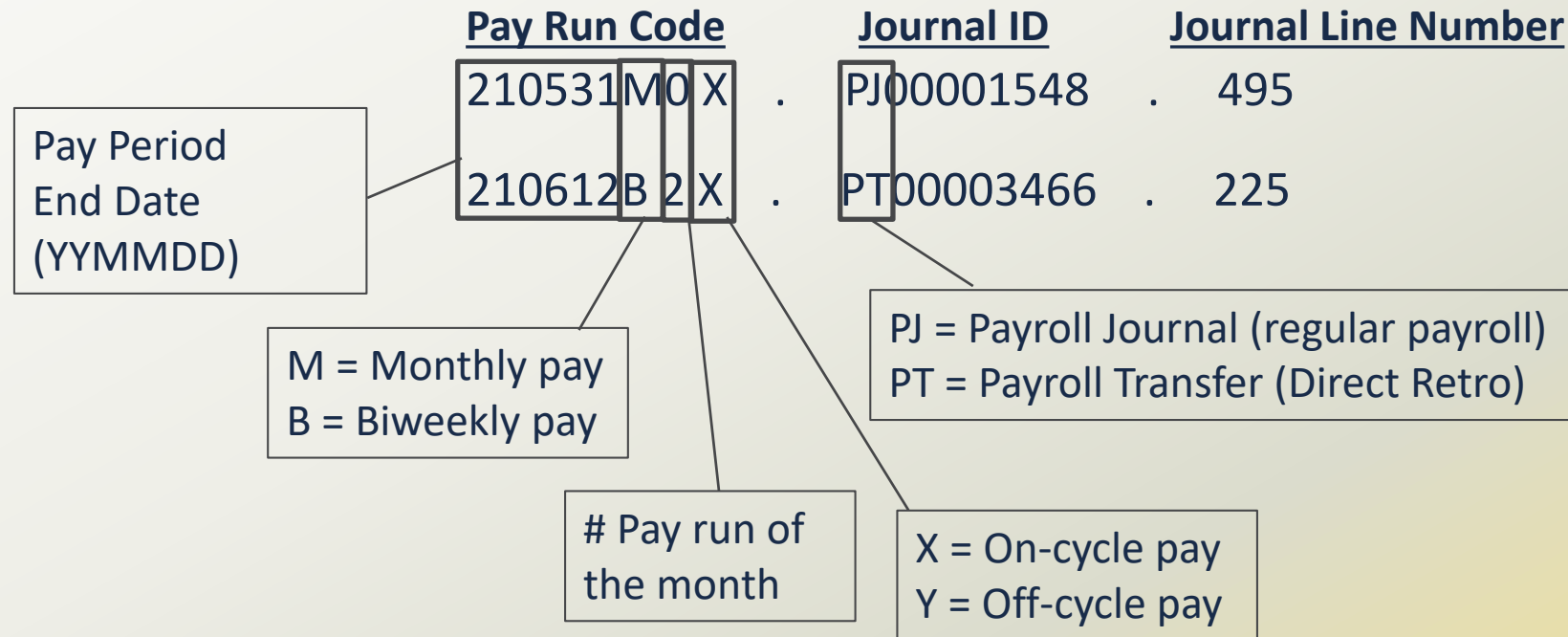
NOTE: All payroll expenses charged on a given chartstring and pay cycle will be included in a single Original Transaction Reference Number

Column Heading Example

Parameters Entered: Pay Period End Date (6/30/22) and Empl ID

	Employee Record	Pay Period End Date	Earnings Period Start Date	Earnings Period End Date	Pay Check Date	Transaction Type	Fiscal Year	Accounting Period Number	Position	Job FTE	Earnings Code	Earnings Type	OTC Indicator Code	Cost Transfer Code	Original Transaction Reference Number
5	1	06/30/2022	12/01/2021	12/31/2021	01/03/2022	Salary	2022	11	GSR-NO REM	0.0100	REG	Regular Pay		DR00000708302	220630M0X.PT00005829.11
6	1	06/30/2022	12/01/2021	12/31/2021	01/03/2022	Salary	2022	11	GSR-NO REM	0.0100	REG	Regular Pay		DR00000708302	220630M0X.PT00005829.12
7	1	06/30/2022	12/01/2021	12/31/2021	01/03/2022	Fringe	2022	11	GSR-NO REM	0.0100	GAEL (GA)	GAEL GA Assessment - Expense		DR00000708302	220630M0X.PT00005829.7435
8	1	06/30/2022	12/01/2021	12/31/2021	01/03/2022	Fringe	2022	11	GSR-NO REM	0.0100	GAEL (GA)	GAEL GA Assessment - Expense		DR00000708302	220630M0X.PT00005829.7436
9	1	06/30/2022	12/01/2021	12/31/2021	01/03/2022	Fringe	2022	11	GSR-NO REM	0.0100	CBR	CBR Assessment - Expense		DR00000708302	220630M0X.PT00005829.6342
10	1	06/30/2022	12/01/2021	12/31/2021	01/03/2022	Fringe	2022	11	GSR-NO REM	0.0100	CBR	CBR Assessment - Expense		DR00000708302	220630M0X.PT00005829.6341
11	3	06/30/2022	06/01/2022	06/30/2022	07/01/2022	Salary	2022	12	TEACHG ASST-GSHIP	0.5000	REG	Regular Pay			220630M0X.PJ00002246.161
12	3	06/30/2022	06/01/2022	06/30/2022	07/01/2022	Fringe	2022	12	TEACHG ASST-GSHIP	0.5000	GAEL (GA)	GAEL GA Assessment - Expense			220630M0X.PJ00002246.113572
13	3	06/30/2022	06/01/2022	06/30/2022	07/01/2022	Fringe	2022	12	TEACHG ASST-GSHIP	0.5000	CBR	CBR Assessment - Expense			220630M0X.PJ00002246.90466
14	4	06/30/2022	06/01/2022	06/30/2022	07/01/2022	Salary	2022	12	GSR-TUIT & FEE REM	0.2500	REG	Regular Pay			220630M0X.PJ00002246.159
15	4	06/30/2022	06/01/2022	06/30/2022	07/01/2022	Fringe	2022	12	GSR-TUIT & FEE REM	0.2500	GAEL (GA)	GAEL GA Assessment - Expense			220630M0X.PJ00002246.113570
16	4	06/30/2022	06/01/2022	06/30/2022	07/01/2022	Fringe	2022	12	GSR-TUIT & FEE REM	0.2500	CBR	CBR Assessment - Expense			220630M0X.PJ00002246.90464
17	Overall - Total														

UCPath Direct Retro Deadlines for Posting

CURRENT Final Local Approval Deadlines	PREVIOUS Local Approval Deadlines
• 09/19 at 5:59 am (M): MO/BW for posting in September	• 07/05: MO/BW for posting in June • 07/21: MO/BW for posting in July • 08/19: MO/BW for posting in August

*Direct Retro Note: A DR that is final approved after DR deadline but before end of calendar month may result in mismatch between Acctg Period and Run ID.

16 https://ucpath.ucsd.edu/transactors/index.html

Important things to note about the DOPEs and Assessments

CBR
- Report shows Composite Benefit Rate (CBR) for primary job
- Split funding between Med Center and campus is calculated using each entity's rate and % of total pay.
- Summer Salary group and rate not correct prior to July 1, 2021

VLA
- The cost of accrued vacation leave equals the Vacation Leave Assessment rate multiplied by the gross salary on each eligible earn code.
- Vacation Leave Assessment will continue to be charged against applicable earnings even after an employee reaches their vacation accrual maximum
- There is no Vacation Leave Assessment for employees whose leave entitlement doesn't create a liability at the end of their employment (i.e. if it's governed by a "use it or lose it policy")
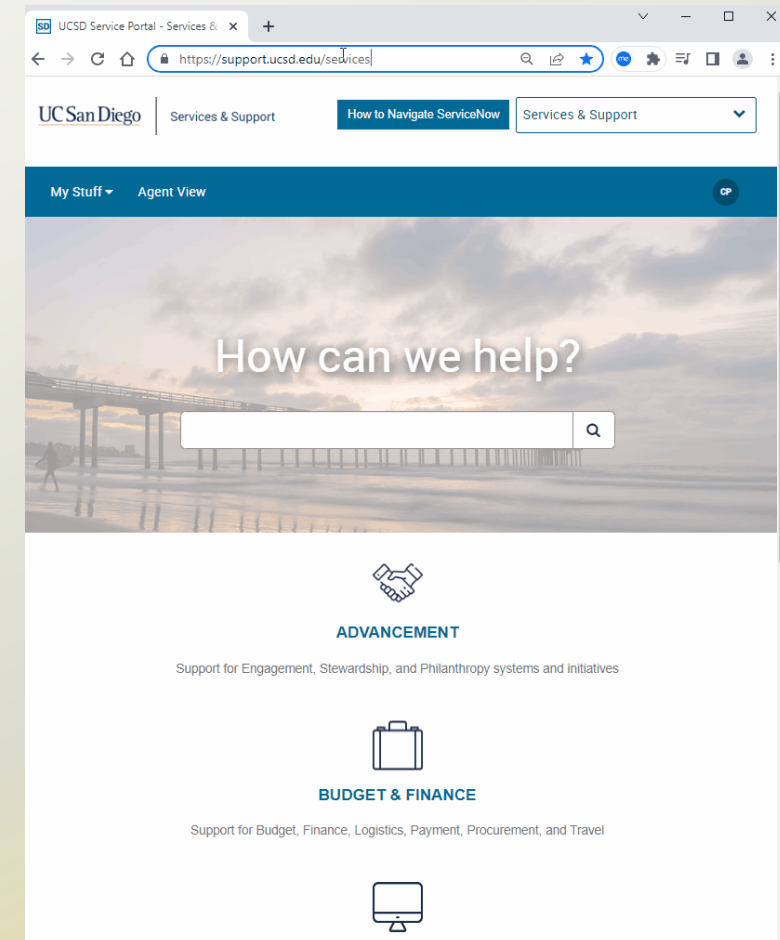
GAEL & RPNI
- General Liability (GAEL) and UCRP Supplemental Interest (RPNI) are redirected when the position funding contains a Fund that UCPath recognizes as a federal or federal-flow-through sponsored project

Resources

UC San Diego Job Aids and Quick References

UC San Diego SNOW Knowledge Base

Need additional support?

Topic	Date & Time	Link	
Fund Management Office Hours	Thursdays, 11-12:00 p.m.	https://ucsd.zoom.us/j/98891366031	Watch Recorded Office Hours
UCPath Finance 1:1 Appointments	Wednesdays, 11-12:30 p.m.	https://calendly.com/ucpathtransactionsupport	
Submit a SNOW ticket		https://support.ucsd.edu/services	How to Submit a Case to the UCPath-Finance Team
Topic Based Zoom PPT Slides & Recordings	On Demand	https://ucpath.ucsd.edu/training/review.html#Funding	Submit request for Topics to ucpathproject@ucsd.edu

Key Takeaways

- DOPE Report is the Labor Ledger

- Identify and correct Funding Entry errors in UCPath first

- Program Code field on DOPE report: "FND", "END", or "CMB" indicates the transaction hit the Default chartstring and the position funding needs to be corrected in UCPath

- Original Transaction Reference Number is what ties UCPath transaction detail to OFC summarized expenses

- Using too many search criteria can lead to an incomplete picture of the employee's payroll expenses

- Use "contains any of these key words"

- Use checkboxes only if you need to filter for something specific