ServiceLink: FAU Management User Guide

Position Funding Change Request

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Revision History

Version	Date	Name	Description
1.0	3/30/2018	ServiceLink FAU Management Guide March 2018	Initial Deployment of FAU Management Tool for simple change requests.

Contents

Introduction

The implementation of UCPath has introduced a new way of setting up and managing salary/benefit expense distributions. UCPath utilizes "position funding" to distribute salary/benefit expenses. It is also structured where every employee must have a position and the combination between employee and position is what makes up a "Job". In order to appropriately distributed salary and benefit expenses, every position must be set up with appropriate funding.

Salary FAU changes will occur within the FAU Change Request Tool, which will provide for a standard campus process and audit-trail. The use of the Tool will also allow the direct upload of most change requests into UCPath, thereby streamlining the process significantly. Some change requests that involve Capped Funds or Health Science Compensation Plans are routed to the appropriate Shared Services Centers.

The goal of this document is not only to serve as a guide for using the new FAU Change Request Tool but to provide a better understanding of the overall Position Funding process.

Position Funding Set Up

With the implementation of UCPath at UCR, it is important to introduce the key components of the overall set up of position funding. Every position must be set up with appropriate funding. As new positions are requested, please ensure your Shared Services Center is provided with a Full Accounting Unit (FAU) to charge. When positions are not set up with funding, UCPath processes will charge the "department default funding" (aka Department-level funding) under fund 69993.

Funding Distribution Effective Dates

Funding distribution lines are driven by an effective date. Every new funding distribution effective date entry ends a previous funding distribution(s) entry. Position funding lines are aligned to a fiscal year in UCPath. UCPath will automatically roll this set up into the new fiscal year with an effective date of July 1st.

Position funding rolling into the new fiscal year has limitations. For instance, if position funding has been set up with an effective dated row in a new fiscal year, the rolling of existing funding set up will not take place. Rather, position funding for the effective dated row in the new fiscal year will kick in. If the new fiscal year row does not have an effective date of July 1st and instead has an effective date following July 1st, a gap in position funding will be created. Therefore, Departments and SSCs will need to ensure that there are no gaps in funding on positions that should be paid on specifically-identified FAUs, especially when crossing fiscal years, or the salaries and benefits associated with the positon will be paid on department default FAU (under fund 69993).

Example of a Simple Position Funding Scenario

Position #1 will be charged to FAU A for the time period of 4/1/18 through 9/30/19 and then the position will end, the funding distribution effective dates should be set up as follows:

- Effective Date 4/1/18 on FAU A (this effective dated row will cover (4/1/18 – 6/30/18)
- Effective Date 7/1/18 on FAU A (this effective dated row will cover 7/1/18– 6/30/19)—note UCPath will automatically create this entry at the beginning of the fiscal year

- Effective Date 7/1/19 on FAU A (this effective dated row will over 7/1/19– 9/30/19)—note UCPath will automatically create this entry at the beginning of the fiscal year

Example of a Position Funding Scenario Involving a Change in FAU—Correct Approach

Position #1 will be charged to FAU A for the time period 4/1/18 through 7/14/19 and then to FAU B from 7/15/19- 9/30/19 and then the position will end. If the department was confident the timing and funding source would not change, the position funding could be set up as follows to avoid funding gaps:

- Effective Date 4/1/18 on FAU A (this effective dated row will cover 4/1/18 – 6/30/18)
- Effective Date 7/1/18 on FAU A (this effective dated row will cover 7/1/18 – 6/30/19)
- Effective Date 7/1/19 on FAU A (this effective dated row will cover 7/1/18 – 7/14/19)
- Effective Date 7/15/19 on FAU B (this effective dated row will cover 7/15/19 – 9/30/19)

Example of Funding Gap

Position #1 will be charged to FAU A for the time period 4/1/18 through 7/14/19 and then to FAU B from 7/15/19- 9/30/19 and then the position will end. The department submitted the position funding for FAU A with an effective date of 4/1/18 and FAU B with an effective date of 7/15/19

- Effective Date 4/1/18 on FAU A (this effective dated row will cover 4/1/18 – 6/30/18)
- GAP 7/1/18– 7/14/19—note UCPath will not automatically created an entry on 7/1/18 because there is a future effective dated row. Until this gap is corrected salaries and benefits will be charged to the department default funding (fund 69993)
- Effective Date 7/15/19 on FAU B (this effective dated row will cover 7/15/19 – 9/30/19

Earn Code Set Up

Since funding is established at the position level in UCPath, funding can be allocated across multiple FAUs with the use of "earn codes". Every position funding set up requires at least one funding distribution that corresponds to a "blank" earn code. The "blank" is a catch-all for all earn codes associated with the position. If funding for a position is the same FAU (activity-fund-function-cost center and project code) regardless of earn code, position funding only needs to be set up with the blank earn code. The utilization of the "blank" earn code is intended to reduce the administrative burden associated with FAU Management and increase efficiencies.

If it is necessary to charge an alternate FAU for a particular earn code, a unique FAU can be explicitly specified.

(Please note that there is no need to add another funding row if the only difference between the existing FAU and the new FAU is the expense account number. Refer to the *Expense Account Transformation* section below).

Examples

Here is an example of what an employee's funding might look like:

Effective Date	Earn Code	FAU	Distribution %
1/1/2018	BLANK	FAU 1	100%

The "blank" earn code represents the default funding for the position and all earnings will be charged to this funding. If the employee was eligible for Overtime pay, FAU 1 would be charged for their Regular pay and Overtime.

Below is an example of what an employee's funding might look like if their stipend needed to be charged to a different FAU:

Effective Date	Earn Code	FAU	Distribution %
1/1/2017	BLANK	FAU 1	100%
1/1/2017	SAS	FAU 2	100%

In the above example, the "blank" earn code represents the default funding for the position and all earnings will be charged to this funding except for the employee's Stipend. If the employee was eligible for Overtime pay, FAU 1 would be charged for their Regular pay and Overtime and FAU 2 would be charged for the Stipend pay.

Pay Distribution Percentages

Multiple funding distributions can be set up on a single position. The percentage values must total 100% per earn code. For instance, if a position is set up with two blank earn code funding distributions, the sum of the distribution percentages must equal 100%.

Examples

Effective Date	Earn Code	FAU	Distribution %
1/1/2017	BLANK	FAU 1	50%
1/1/2017	BLANK	FAU 2	50%

In the above example, the "blank" earn codes represents the funding for the position and all earnings will be split 50/50 between the two FAUs. If the employee was eligible for Overtime pay, FAU 1 would be charged for 50% Regular pay and Overtime and FAU 2 would be charged for the other 50%. Since both distributions have the same earn code, they must sum 100%.

Effective Date	Earn Code	FAU	Distribution %
1/1/2017	BLANK	FAU 1	100%
1/1/2017	SAS	FAU 2	100%

In the above example, the "blank" earn code represents all earn codes except for the stipend. Regular, Overtime and other earnings (except the stipend) will be charged to FAU 1. The SAS earn code represents all stipend pay that will be charged to FAU 2. Each earn code must have a distribution percentage equal to 100%.

Expense Account Transformation

In UCPath, expense accounts go through a transformation process for consistent classification of expenses. During this process, certain transactions will be evaluated based upon the Employee Type (Staff/Academic) and the Earn Code associated with the transaction. Depending upon the results of the evaluation, the salary expense account listed under the position funding FAU will be replace with a more

appropriate expense account when posting to the general ledger and in SuperDOPE. For instance, the Staff Stipend earn code "SAS" will automatically be directed by the process to expense account 501110, regardless of the expense account used on the position funding entry. The purpose of this process is to avoid the need for explicitly designating a full FAU for each earn code associated with a job/appointment and facilitates the use of the "blank" earn code. It also avoids incorrect assignments of expense accounts. Please note PPS had a similar transformation process.

The Salary Cost Transfer (SCT) process, also known in UCPath as "Direct Retro", is based on the expense account used in the posting of the transactions in the general ledger. SCTs do not go through this transformation process again.

See Mapping of Earn Codes to transformed account document.

Department Default Funding

UCPath is configured for department default FAUs to ensure employees with active jobs will be paid during the normal payroll cycle and the transactions are posted to the general ledger.

The default FAU will be charged to the designated departmental activity code and function using fund number 69993. The salary and benefit expenses charged to the default FAU will appear on the department's General Ledger and will need to be researched and corrected. UCR created four unique account codes to assist in identifying the underlying reason the default FAU was used so that appropriate action can be taken to prevent the default FAU from being charged in the future. Corrections include processing a Salary Cost Transfer, as well as updating the specifically-identified FAU for that position/employee.

The four unique account codes are as follows:

1. 503910 - ACCTG USE ONLY DEPT DEF FAU
   The Department Level Default FAU will be the primary funding source used when no funding exists at the position level. It will also be used when no funding exists on the Job Earnings Distribution (JED) page for Employee Reduction-In-Time or Military Supplement pay.
2. 503920 - ACCTG USE ONLY SUSPENSE
   Used when distribution line includes an expired fund and has not been superseded by a new effective-dated funding row. The Suspense FAU will be a secondary funding source used when no funding exists at the JED or position levels.
3. 503930 - ACCTG USE ONLY EDIT ERROR
   Used when there is an FAU validation error. The Edit Error FAU is the funding source used when a combination code (FAU) is determined to be invalid at time of compute/confirm by the Pre-GL Batch Validation process (E-708). Any FAUs determined to be invalid at this time will be redirected to a Location/Department-specific Edit Error FAU.
4. 503900 - ACCTG USE ONLY SET ID DEF FAU
   The Set ID default FAU is a campus-wide safety net required by UCPATH.
   (Please note: a scenario that uses this account code is very rare).

Retro Pay

In UCPath, funding history is captured for positions. In the event that an employee must receive a Retroactive Payment for earnings, UCPath will use the funding source that existed on the position based on the retro pay date range.

Example

If an employee must receive retro pay from **07/01/2017** to **12/31/2017**:

- Position Funding Historical Entries
  - Effective 07/01/2017 – FAU1
  - Effective 11/01/2017 – FAU2
  - Effective 12/01/2017 – FAU3 *(Current Funding)*

Based on the retro pay range, the employee's earnings would be paid across all three FAUs listed above. (*Note: if a fund is "inactive", the Edit Error Default FAU for that department will be used*).

Additional Compensation

When an employee is set up with recurring additional compensation, all earnings will flow through the FAU specified on the "blank" earn code. If the employee must be paid using an alternate FAU, then the funding entry page will need to be updated using the same earn code specified when the additional compensation was set up.

Example

Current Position Funding Set Up

Effective Date	Earn Code	FAU	Distribution %
1/1/2017	BLANK	500110-A01100-19900-72	100%

- The above grid demonstrates the current position funding set up for this example. All earnings will be paid to the "blank" earn code set up on this position.
- Let's say the full FAU for all additional compensation earnings should be:
  - 501110-A01082-19934-40
- Since the FAU for the additional compensation earnings varies from the "blank" earn code's funding (Activity, Fund, Function, Cost Center, and Project Code), then a new distribution must be set up on the position's funding entry.

Effective Date	Earn Code	FAU	Distribution %
1/1/2017	BLANK	500110-A01100-19900-72	100%
1/1/2017	SAS	501110-A01082-19934-40	100%

The position funding should be set up with the above distributions. This set up will ensure that all stipend (SAS earn code) earnings are paid from the correct FAU listed above. All other earnings will continue to pay the employee using the "blank" earn code FAU.

(*Note*: If the only difference between the FAU for additional compensation and the "blank" earn code is the account, this does not require a specifically called out earn code on the position. Refer to the *Expense Account Transformation* section for more information).

Introduction to ServiceLink

ServiceLink is a case-management tool implemented at UCR to better streamline transactional requests being sent to the Shared Services Centers. Through ServiceLink, departments can submit requests for Human Resources updates such as New Hires, Job Data changes, and compensation changes. Departments will also have the ability to access FAU Change Request Tool through ServiceLink portal. This Tool uses robust business rules and provides integration with the UCPath System to provide departments with the necessary information to perform FAU changes. *(Note: ServiceLink is available at https://ucrsupport.service-now.com/ucr_portal/).*
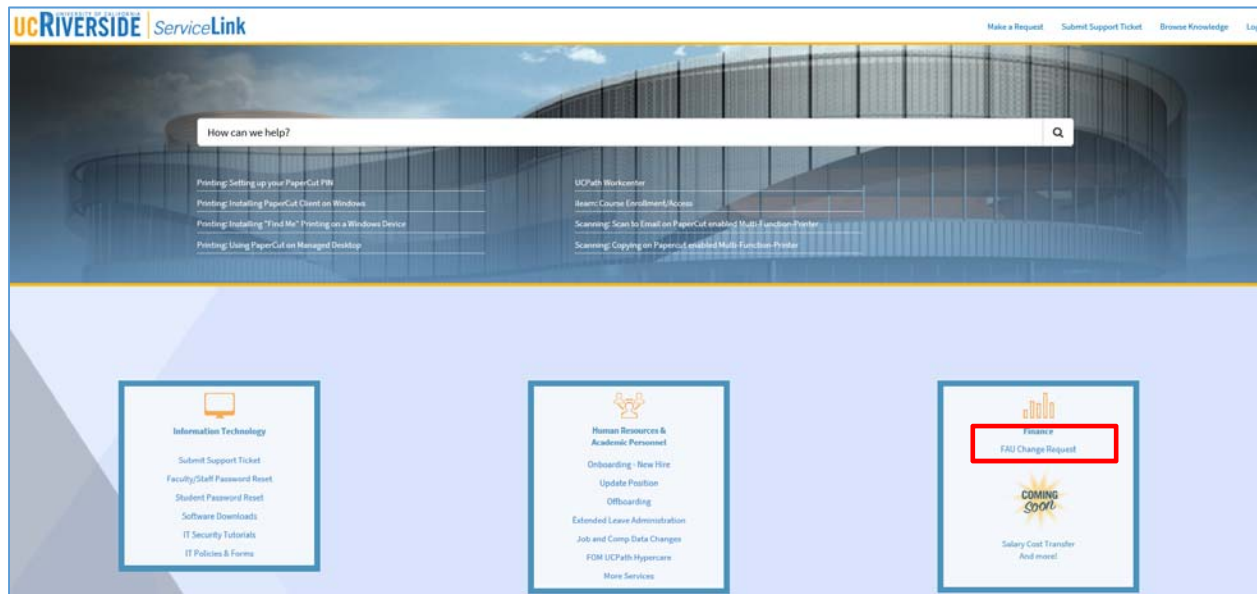
EACS Roles

Access to the FAU Change Request tool requires SAAs to assign new roles the Enterprise Access Control System (EACS). The following grid provides an explanation of the roles and related responsibilities associated with the FAU Change Request Tool.

Security Role	Responsibilities	Assigned By
FAU Transactor	Initiates requests in the FAU Tool and ensures appropriate documentation to support the change is attached to the request. Requests will be routed to the FAU approver(s) before updates can be processed	Department SAA
FAU Approver	Approves requests submitted in the FAU Tool. The recommended assignment of this role is to department Financial and Administrative Offices (FAO) or equivalent. Note: if the designated FAUs involve activity codes that cross Accountability Structures, FAU Approvers from each Accountability Structure must approve to finalize. For simple FAU changes, once approved a file will be submitted for upload into UCPath. (Note: If a FAU Approver has not been set up, the transaction cannot be routed to the approver. Departments must proactively assign FAU Approvers.)	Department SAA
FAU Shared Services Fulfiller	Individuals in the Shared Services Center receiving approved requests and entering complex FAU changes into UCPath (*Note: complex FAU changes involve the Health Science Compensation Plan (HSCP), salaries approaching the cap on capped funding sources, retroactive FAU changes, etc.)*	Shared Services SAA

Using the FAU Change Request Tool
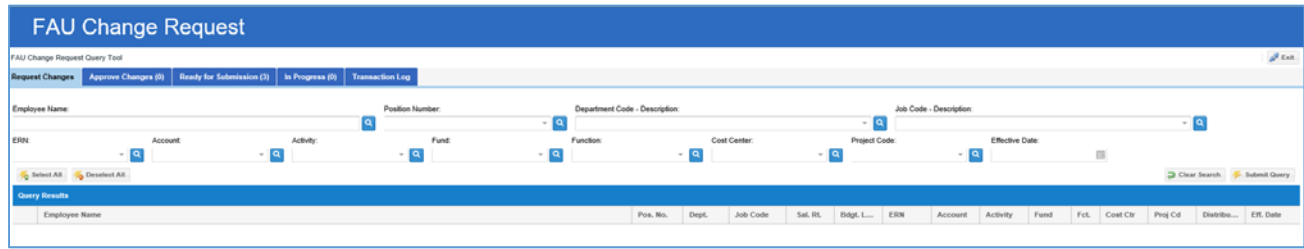
Overview

The FAU Change Request Tool will empower Departments to see FAU data by positions and submit requests to update existing funding on positions. Simple FAU Changes are staged in the Tool then uploaded directly into UCPath. *Please note: Complex FAU Changes (i.e. Health Science Compensation Plan (HSCP) FAU changes, salary rates nearing the Salary Cap limit on capped funds, etc.) are routed to the appropriate Shared Services Centers and keyed into UCPath to ensure appropriate business rules are invoked.*
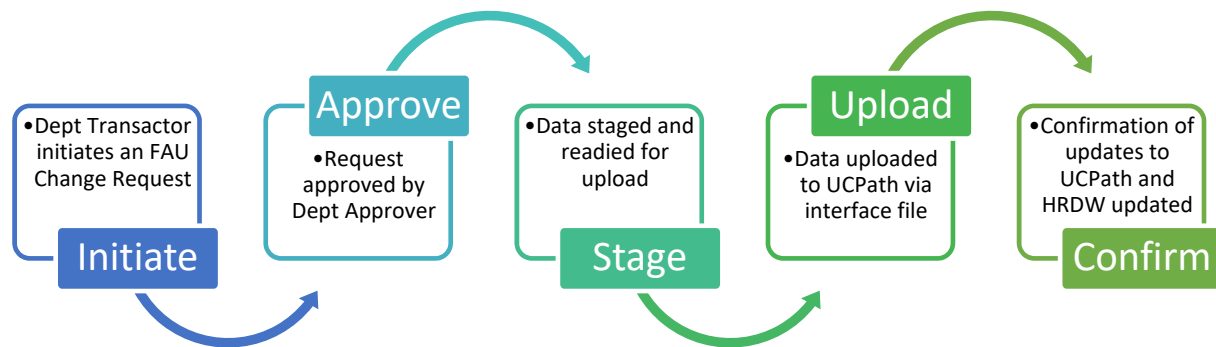
Request Statuses

For each request, a status will be assigned to assist the user in determining where the request is in the process. Below is a list of the statuses and definitions.

Request Status	Description
Pending Approval	When a Transactor first submits a request; not yet approved by Approver.
Returned to Transactor	When an Approver returns a request during the approval process.
Ready for Submission	When a request has been approved but not yet sent to UCPath.
Submitted	When a request has been sent to UCPath but not confirmed.
Completed	When a request has been loaded to HRDW and the new FAU change is reflected in UCPath.
Submission Failed	When a request has been uploaded, but the upload is unsuccessful.
Cancelled	When a request is cancelled by a Transactor at any point in time.
Work-In-Progress	When a request is saved but not submitted for approval.

Use Case Scenarios – Simple FAU Changes

To better understand how to use the FAU Change Request Tool, follow the use case scenarios detailed below.

Scenario 1 – Fund Change

In this scenario, position funding is associated with Fund Code "**19934 – UC GF UCPath**" is going to be changed to **19900 – General Funds**. The effective date for this change will be **4/2/2018**.

1. Access the FAU Change Request Tool via ServiceLink.
2. Search for the position(s) requiring the FAU change. Users will have the ability to search by the following:
   a. Employee Name, Position Number, Department Code, Job Code, Earn Code, Account, Activity, Fund, Function, Cost Center, Project Code, and/or Effective Date.
   b. Click the "Submit Query" button to execute the search.
3. The Query Results will display below the search items. The results will display the following data:
   a. Employee Name (Note: vacant positions will display "Unfilled"), Position Number, Department, Job Code, Salary Rate, Budget Level, Earn Code, Account, Activity, Fund, Function, Cost Center, Project Code, Distribution Percentage, and Effective Date.
4. Click on the Check Box on the far left of the row you will need to change.
5. Once checked, select the "Change FAU" button on the bottom right of the page. The following screen will appear. A "Request ID" will be created once the FAU change request is initiated. This value will appear in the grey box towards the top of the screen.

6. Select the appropriate Accountability Structure from the dropdown list at the top of the page. The Accountability Structure is based on the EACS roles associated with the Transactors and will help to drive the approval routing.

7. To begin the FAU change for the selected position, click the edit (or pencil) icon [pencil icon] next to the Fund field under the "Change FAU" section.

Notice that under the "Change FAU" section, the current FAU data is copied to the next row to streamline the FAU data entry process. Users will be able to edit any of the fields in the second row.

8. After clicking into the Fund field, a Lookup Screen will display. Search for the appropriate fund value and select fund "**19900 – General Funds**".

9. After changing the fund, a new Effective Date must be entered. In this scenario, change the Effective Date to **04/02/2018**.

10. Select a "Reason for FAU Change" from the dropdown. There are 3 options currently available: Fund is Expiring, Employee Redirected to Another Project, and Other.

11. Under the Transactor Comments section, provide additional information to explain the reason for the FAU change for audit purposes.
12. Select the "I Certify" check box to confirm the following:
    a. The request has been prepared in accordance with the UC and UCR Policies and Procedures and any applicable terms and conditions of the funding source(s) listed.
    b. The request is allowable against the funding source(s) listed and funds are available, and
    c. The appropriate Full Accounting Unit (FAU) has been provided on this request.
13. Upload an attachment to document the approval for this FAU change from the appropriate Principal Investigator or Department Head if they are not the designated ServiceLink FAU Approver.
14. Click the "Submit" button to route the request to the approver.

15. The above image is an example of a complete FAU Change Request. In this scenario, we changed the Fund Code for this position from **19934** to **19900**. (*Note: Employee Name, Position Number, and Job Code information has been redacted*).
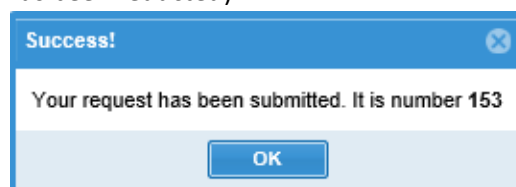
16. The transaction will now be placed into "Pending Approval" status. Approver(s) will need to approve the transaction for a request to be complete. (Please refer to *Scenario 8 – Approving a Request* for more information on Approvals.)

Scenario 2 – Adding Position Funding

In this scenario, an employee was hired into a position that was not established with an FAU in UCPath (please note position funding should be added at the time the position is created to avoid this situation from occurring). Therefore, all payroll earnings were charged to the department's "default FAU" and will continue to be charged to the default FAU for future earning periods until an appropriate FAU is assigned to the position. In this example, we are going to change the Account to **303110** and the Fund Code to **19900** with Effective Date **03/09/2018** to correct this issue, the remaining FAU elements are appropriate.

1. Search for the position using any of the search criteria available on the FAU Change Request screen. Then click "Change FAU" to begin. Please note these situations and positon numbers can be identified via SuperDOPE by querying against your department code and fund 69993.
2. Select the appropriate Accountability Structure from the dropdown list at the top of the page.
3. Click the edit/pencil icon [pencil icon] belonging to the Account field under "Change FAU".
   a. Search for Account "**303110**" and make the selection.
4. Click the edit/pencil icon [pencil icon] belonging to the Fund field under "Change FAU".
   a. Search for Fund "**19900**" and make the selection.
5. After changing the FAU information, a new Effective Date must be entered. In this scenario, change the Effective Date to **03/09/2018**.

Salary Rate	Eff Dt.	ERN	Account	Activity	Fund	Fctn	Cost Ctr.	Proj. Code	Distribution %	
6,325.67	12/01/2017	[Blank]	503910	A01206	69993	40			100	
	03/09/2018	[Blank]	303110	A01206	19900	40			100	

   a. (Note: As a reminder, be sure to select the appropriate Accountability Structure from the dropdown list at the top of the page as this will determine the approval routing).
6. Select a "Reason for FAU Change" from the dropdown. There are 3 options currently available: Fund is Expiring, Employee Redirected to Another Project, and Other. In this scenario, select "**Other**".
7. Enter detailed comments explaining the FAU change under "Transactor's Comments" for audit purposes.
8. Select the "I Certify" check box to confirm the statements noted.
9. Upload an attachment to document the approval for this FAU change from the appropriate Principal Investigator or Department Head if they are not the designated ServiceLink FAU Approver.
10. Click the "Submit" button to route the request to the appropriate approver.

11. The above image is an example of a complete FAU Change Request. In this scenario, we changed the Account from **503910** to **303110** and the Fund Code from **69993** to **19900**. (*Note: Employee Name, Position Number, and Job Code information has been redacted*).

12. The transaction will now be placed into "Pending Approval" status. Approver(s) will need to approve the transaction for a request to be complete. (Please refer to *Scenario 8 – Approving a Request* for more information on Approvals.)

Scenario 3 – Adding a New FAU Distribution

In this scenario, a second funding distribution to the position will be added. The position was originally funded **100**% by Fund **19934**. We will be splitting the funding with Fund code **19900**. Therefore, the position will have 2 FAU distributions: one with Fund **19934** with a **50**% distribution percentage and one with Fund **19900** and a **50**% distribution percentage, both row will have an effective date of **03/09/2018**.

1. Search for the position using any of the search criteria available on the FAU Change Request screen. Then click "Change FAU" to begin.
2. Select the appropriate Accountability Structure from the dropdown list at the top of the page.

3. Using the existing FAU distribution under fund 19934, click the edit/pencil icon [✎] belonging to the Distribution %.
   a. Enter 3/9/2018 as the new Effective Date
   b. Change the value from **100**% to **50**%.
4. Click on the Add icon [⊕] on the existing FAU distribution. This will create a second row.

5. Click the edit/pencil icon [✎] belonging to the Fund attribute under "Change FAU".
   a. Enter 3/9/2018 as the new Effective Date
   b. Search for Fund "**19900**" and make the selection.
   c. Click into the Distribution % and change the value from **100**% to **50**%.
6. The distributions will look like this:

Salary Rate	Eff Dt.	ERN	Account	Activity	Fund	Fctn	Cost Ctr.	Proj. Code	Distribution %
6,325.67	12/01/2017	[Blank]	504110	A01206	19934	72	YPCLA		100
	03/09/2018	[Blank]	504110	A01206	19900	72	YPCLA		50
	03/09/2018	[Blank]	504110	A01206	19934	72	YPCLA		50

    a. (Note: As a reminder, be sure to select the appropriate Accountability Structure from the dropdown list at the top of the page).

7. Select a "Reason for FAU Change" from the dropdown. There are 3 options currently available: Fund is Expiring, Employee Redirected to Another Project, and Other. In this scenario, select "Other".

8. Under Transactors Comments, enter information to explain the FAU change to assist the Approver in their review and for audit purposes.

9. Select the "I Certify" check box to confirm the required statement.

10. Upload an attachment to document the approval for this FAU change from the appropriate Principal Investigator or Department Head if they are not the designated ServiceLink FAU Approver.

11. Click the "Submit" button to complete the request.

12. The transaction will now be placed into "Pending Approval" status. Approver(s) will need to approve the transaction for a request to be complete. (Please refer to *Scenario 8 – Approving a Request* for more information on Approvals.)

Scenario 4 – Using Global Changes Feature

In this scenario, we are going to change the FAU for multiple positions at the same time. This feature works well when searching for positions by Department code. We will be changing the Fund Code from one contract and grant to another related contract and grant **59323** to **86793** for both positions.

1. Search for the position using the Department Code search criteria available on the FAU Change Request screen. Then click "Change FAU" to begin.
2. Select multiple employees using the Check Box next to each position. In this scenario, we will select 2 positions.
3. Select the appropriate Accountability Structure from the dropdown list at the top of the page.
4. Click the edit/pencil icon ✏ belonging to the Fund field under the "Global Changes" section.
5. Select 86793 from the list of Fund values.
   a. Both positions will now display this change on the screen.
   b. Only the values updated on the "Global Changes" section will be updated.
6. Select a new Effective Date in the "Global Changes" section. In this scenario, we are going to enter **04/01/2018**.

   a. (Note: As a reminder, be sure to select the appropriate Accountability Structure from the dropdown list at the top of the page).
7. Select a "Reason for FAU Change" from the dropdown. There are 3 options currently available: Fund is Expiring, Employee Redirected to Another Project, and Other. In this scenario, select "Other".
8. Under Transactors Comments, enter information to explain the FAU change to assist the Approver in their review and for audit purposes. Select the "I Certify" check box to confirm the statements listed.

9. Upload an attachment to document the approval for this FAU change from the appropriate Principal Investigator or Department Head if they are not the designated ServiceLink FAU Approver.
    a. Note: multiple attachments can be uploaded to the request and should be uploaded if the information will be beneficial in the review and/or as support for the change.
10. Click the "Submit" button to route the request to the Approver.
11. The transaction will now be placed into "Pending Approval" status. Approver(s) will need to approve the transaction for a request to be complete. (Please refer to *Scenario 8 – Approving a Request* for more information on Approvals.)

Scenario 5 – Adding Future Effective Dated FAU

In this scenario, we will be adding brand new FAU information that will take effect as of **7/1/2018**. The employee's earnings will continue to be paid on the existing FAU until the new FAU takes effect on 7/1. The following FAU attributes will be used: 500110-A01206-19900-72 with a distribution percent of 100%.

1. Search for the position using any of the search criteria available on the FAU Change Request screen. Then click "Change FAU" to begin.
2. Select the appropriate Accountability Structure from the dropdown list at the top of the page.
3. Click the edit/pencil icon [ ] associated with the Account number.
    a. Change the value from **504110** to **500110**.
4. Click the edit/pencil icon [ ] associated with the Fund number.
    a. Change the value from **19934** to **19900**.
5. Click into the Cost Center field. Delete the value in that field so it is blank.
6. Click the edit/pencil icon [ ] belonging to the Distribution %.
    a. Change the value to **100**.
7. Enter the new Effective Date of **07/01/2018**.
8. Click on the Add icon [ ] on the existing FAU distribution. This will create a second row.

Salary Rate	Eff Dt.	ERN	Account	Activity	Fund	Fctn	Cost Ctr.	Proj. Code	Distribution %
6,325.67	12/01/2017	[Blank]	504110	A01206	19934	72	YPCLA		100
	07/01/2018	[Blank]	500110	A01206	19900	72	YPCLA		100

9. Select a "Reason for FAU Change" from the dropdown. There are 3 options currently available: Fund is Expiring, Employee Redirected to Another Project, and Other. In this scenario, select "Employee Redirected to Another Project".
10. Be sure to leave detailed comments to justify the FAU change under "Transactor's Comments".
11. Select the "I Certify" check box to confirm the statements listed.
12. Upload an attachment to document the approval for this FAU change from the appropriate Principal Investigator or Department Head if they are not the designated ServiceLink FAU Approver.

a. Note: multiple attachments can be uploaded to the request.

13. Click the "Submit" button to route to the approver.

The transaction will now be placed into "Pending Approval" status. Approver(s) will need to approve the transaction for a request to be complete. (Please refer to *Scenario 8 – Approving a Request* for more information on Approvals.)

Scenario 6 – Viewing Future Effective Dated Rows

In this scenario, future effective dated rows will be reviewed for a position. In the FAU Tool, you will be able to see all future effective dated rows while adding new FAU distribution(s) to a position.

1. Search for the position using any of the search criteria available on the FAU Change Request screen. Then click "Change FAU" to begin.

2. Select the appropriate Accountability Structure from the dropdown list at the top of the page.
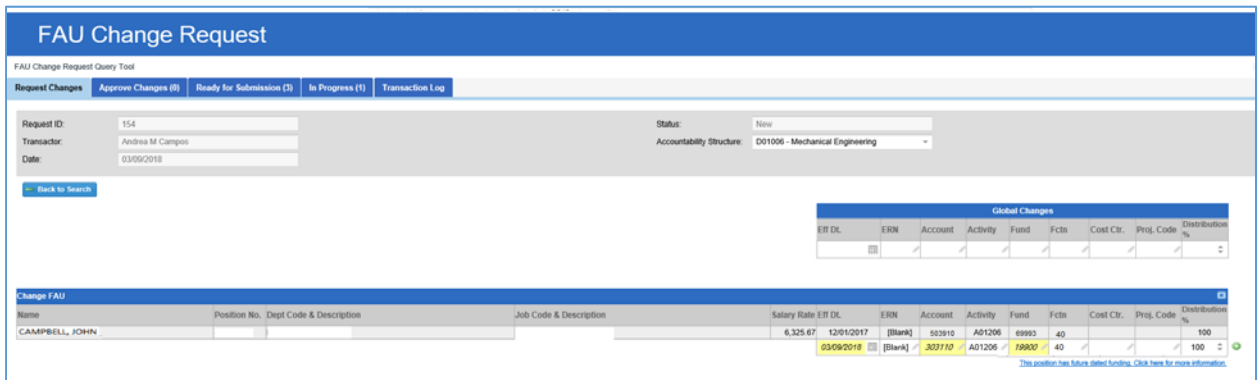
3. In the "Change FAU" section of the screen, there will be a link that says, "This position has future dated funding. Click here for more information". This link will only display for positions that have future dated funding.

4. Click the link to view the information.

5. A window will pop up on the screen displaying the effective date, earn code, account, activity, fund, function, cost center, project code, and distribution percentage.
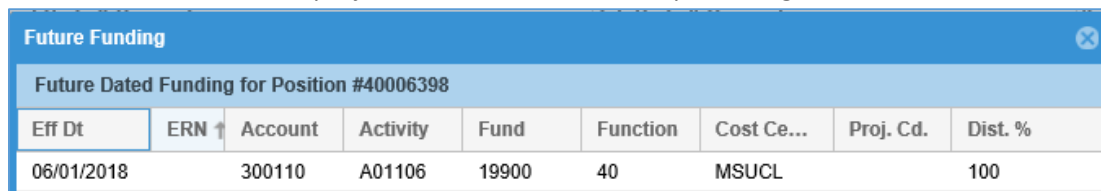
6. Click the "X" in the right corner of the pop up to close the window.

7. Continue performing the FAU Change Request accordingly.

Scenario 7 – Viewing "In Progress" Transactions

Any transactions that are saved as a "work-in-progress" are available in the "In Progress" tab of the tool. The tab also displays transactions that were returned to the transactor by the approver. Transactors can sort requests in the tab, as necessary. Please note, requests remain in this queue indefinitely if they are not submitted. This tab is informational only.

1. Click on the "In Progress" tab. The tab will display a numerical value for all transactions found in that queue.
2. The list will display the Request ID, Position Count, Accountability Structure, Request Status, Reason for Request, and the Date the request was saved.
3. To view high-level details and comments regarding the request, click on the "Expand" icon next to the appropriate Request ID.
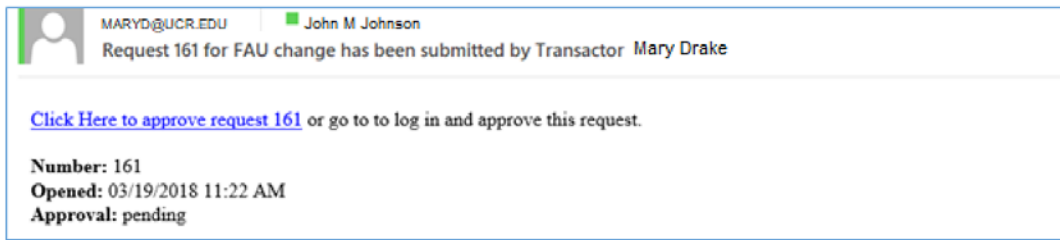

4. Click into the appropriate request to continue entering information. Once clicked, the request will reopen and transactors can continue filling in the appropriate information on the request.
5. Submit or Cancel the request, if necessary.
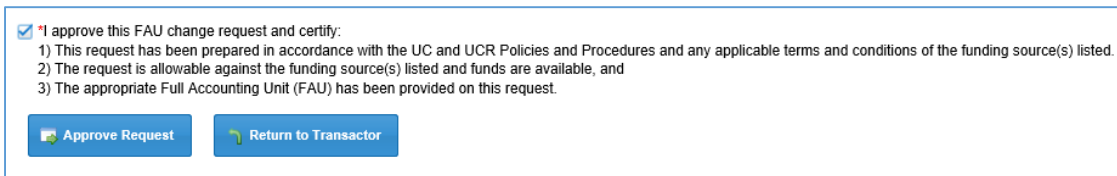
Scenario 8 – Approving a Request

Once a request has been submitted by a Transactor, the Approver will receive an email notification with the subject "Request [#] for FAU change has been submitted by Transactor [Name]". The email will include a link to the Request along with the Request ID, submission date & time, and Approval Status. Requests requiring approval will appear in the "Approve Changes" tab of the assigned Approver based on their Accountability Structure. Approvers have the option to either approve the request, or send it back to the Transactor for further clarification. An email will be sent to the transactor to notify them when a request is returned to them. Once the request has been approved, the request status will update to "Ready for Submission" (i.e. pending creation of file to upload into UCPath; this is an automated process managed by the Central Accounting Office).
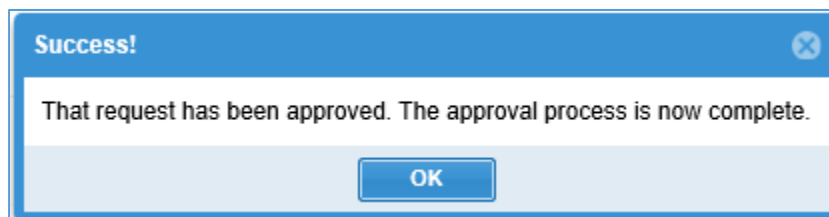
MARYD@UCR.EDU   ■ John M Johnson
Request 161 for FAU change has been submitted by Transactor Mary Drake

Click Here to approve request 161 or go to to log in and approve this request.

Number: 161
Opened: 03/19/2018 11:22 AM
Approval: pending

FAU Change Request

Requests pending approval

Request Changes	Approve Changes (1)	Ready for Submission (0)	In Progress (4)	Transaction Log

Requests Pending Approval

	Request ID	Pos. Ct.	Account Structure	Transactor	Reason for Request	Date Requested
+	161	1	D01047	▓▓▓▓▓▓▓	Funding is expiring.	03/19/2018

1. Access the request that requires approval using one of these methods:
   a. Click the link in the approval email notification. This will take the Approver directly to the request.
   b. Log into the tool and click into the "Approve Changes" tab. Once in the tab, double-click the request that you are going to approve.
2. Carefully review the details entered on the request. The request will not have editable fields, but can be returned to the Transactor for adjustments by clicking "Return to Transactor".
3. Although the approver, cannot change the transaction, comments may be added. Comments must be entered before returning a transaction so the transactor can take appropriate action. Enter comments regarding the approval, if necessary.
4. Approvers also have the ability to add attachments to the request to assist with documenting the need for the FAU change.
5. Click the checkbox to confirm the certification statements; statements must be confirmed before Approval icon will be activated.

☑ *I approve this FAU change request and certify:
1) This request has been prepared in accordance with the UC and UCR Policies and Procedures and any applicable terms and conditions of the funding source(s) listed.
2) The request is allowable against the funding source(s) listed and funds are available, and
3) The appropriate Full Accounting Unit (FAU) has been provided on this request.

[Approve Request]   [Return to Transactor]

6. Click "Approve Request" to complete the request.

Success!

That request has been approved. The approval process is now complete.

[OK]

7. Once approved, Transactors will receive an email to notify them that the request has been approved.

Subject: Request 161 for FAU change has been approved by John Johnson

Click Here to view request 161.

Number: 161
Opened: 03/19/2018 11:20 AM
Approval: Approved

Scenario 9 – Reviewing the Transactions Log

The Transaction Log tab displays all transactions saved, submitted, and approved within your assigned Accountability Structure. Transactors and Approvers will be able to click any of the requests in this tab and view all information that was submitted or saved on the actual request. This includes request statuses, position funding details, Transactor Name, Transactor Comments, etc. The purpose of this log is not to allow users to reopen the requests, but rather to provide department transparency.

1. Click the Transaction Log tab.
2. To view details for a particular transaction, double-click a Request ID.
3. Once clicked, the request will expand and display the details for that transaction.

Scenario 10 – Confirming the FAU Updates

Once a request has been submitted and approved, the position funding changes be uploaded directly into UCPath nightly. The changes will be reflected in HRDW and the FAU Change Request Tool the next business day. The request status will update to **Completed**. In this scenario, we are going to confirm that the changes submitted on our request now appear in HRDW.

1. Access the Transaction Log tab in the tool.
2. Any column in the Transaction Log can be sorted alphabetically. Sort any corresponding column to help locate the request you submitted.
   a. Sort Transactor column to see all requests you have submitted.
   b. Or sort Date Requested column to search using the date your request was submitted to the Approver.
3. Locate the request with a status of **Completed.** This will indicate that the FAU changes are available in HRDW.

4. Double-click on the Request ID that you would like to verify.
5. Open HRDW in a separate browser.
6. Run a query in HRDW to locate the position funding information.
7. Validate the position funding information on the Request against what is currently in HRDW for that particular position.

FAU updates will take effect on the designated future effective date. For current pay periods, the FAU must be fully approved by the I-181 File Creation deadline published on the Accounting Office website for biweekly (http://accounting.ucr.edu/docs/payroll/tars2018bw-cal.pdf) and monthly (http://accounting.ucr.edu/docs/payroll/tars2018mo-cal.pdf) to impact pending payrolls.

Contacts

Questions about the FAU Change Request Tool should be directed to ucrfsfeedback@ucr.edu

Appendix A – Resources

1. Basic information about UCPath related UCR's approach to FAU management is located in the Learning Management System (LMS) under the course name UCRFAU110: FAU Management
2. Earn Code to Account Transformation Mapping