

Functional Area

Payroll Coordination &
Analysis

Related System

FAU Change Request
Tool

Document Type

User Guide

UCPath Position Funding

FAU Change Request Tool

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Revision History

| Version | Date | Name | Description |
|-------------------|-----------|----------------|--|
| 1.0. ¹ | 3/30/2018 | | Initial Deployment of FAU Management Tool for simple change requests. |
| 2.0 | 1/3/2020 | Cindy Tyson | Second deployment of FAU Management Tool for simple change requests and complex change requests. |
| 2.1 | 1/28/2020 | Elizabeth Carr | Review updates from 1/3/2020 and update entire document with revisions. |
| 2.2 | 1/29/2020 | Elizabeth Carr | Update entire document with revisions. Added information on JED, Retroactive effective dates, etc. |
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¹ Major changes, increment to the next whole number (i.e. 1.0). Minor changes, increment to decimal value (i.e. 1.1).



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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 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 distribute salary and benefit expenses, every position must be set up with appropriate funding.

Salary Full Accounting Unit (FAU) changes will be requested 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 Plan employees are routed to the appropriate Shared Services Centers for manual entry in UCPath. The goal of this document is not only to serve as a guide for using the FAU Change Request Tool, but to provide a better understanding of the overall Position Funding process.

Types of FAU Changes

The FAU Change Request Tool can be used to submit both simple and complex FAU Change Requests, but each type is subject to different business rules and utilizes a different method of submission in UCPath.

Simple

Most FAU change requests submitted through the FAU Change Tool will fall into the “Simple” category. Simple FAU change requests are submitted in the tool, go through the normal Department approval routing process, and once approved, are automatically uploaded overnight using the E-703 Funding Upload. This upload process is part of the nightly batch processes that run Sunday through Thursday each week. The FAU Change Tool automatically creates a file every night at 5:30PM, and on Friday and Saturday the file is held in the server until the Sunday nightly process runs in UCPath.

Complex

A small percentage of FAU changes fall into the “Complex” category. These are requests that involve Health Science Compensation Plan Members and employees whose monthly pay is considered Over-The-Cap with respect to the monthly cap rate for any capped fund(s) being used in their position FAU. In these instances, the automatic upload file created by the tool is not an option, and the requests must be manually entered in UCPath by a local fulfiller. With the Phase 1 release of the FAU Change Tool, these requests were handled by the department submitting a generic request in ServiceLink to a Shared Service Center, who then processed the change manually in UCPath. The Phase 2 deployment will allow departments to submit complex FAU requests using the FAU Change Tool. Complex FAU Change requests are submitted in the tool, go through the Department approval routing process, and then are routed to the appropriate Shared Services Centers for processing.



Position Funding Main Components

With the implementation of UCPath at UCR, it is important to introduce the key components of the overall setup of position funding. These key components include effective dating, earn codes, position departments, and distribution percentages. A position must be active for position funding to be added

and so as new positions are requested and approved, departments should be proactive with funding setup. This will help prevent unnecessary Salary Cost Transfers, as 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, and must be created for each fiscal year, though most rows will be automatically created using the funding rollover process described later in this document.

Position Funding must also be submitted as a complete picture of what funding should be at the time of the effective date. This means that all active position funding as of the effective date is submitted together, not just changes to existing funding.

Overriding Existing Effective Dates

UCPath tracks each effective date by sequence number, so that if it is necessary to correct an existing effective dated row, it is possible to reuse the existing effective date and the system will save the row in the database with a new sequence number, effectively overwriting the original row.

Fiscal Year End Rollover Process

UCPath will run a process at year-end to “rollover” most established position funding rows, to create funding in 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 forward of existing funding set up will not take place. Rather, position funding for the effective dated row in the new fiscal year will begin when that date is reached. If the new fiscal year row has effective date of after July 1st, the beginning of the funding period, 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 position will be paid on department default FAU (Fund 69993).

Another scenario that will stop the rollover process from occurring would be if the fund in the FAU has a fund end date in the current fiscal year, or if a funding end date is used with a current fiscal year date. (Note: This funding end date differs from the funding end date that is utilized with Complex FAU update functionality described below.)

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 and 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. These FAU updates will create a funding gap.

- 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, because while there is a future effective dated row of 7/15/2019, this is FY2020 and there is no FY2019 effective dated row in place as of June 2018.
- **GAP 7/1/19 – 7/14/19—note UCPATH will not automatically created an entry on 7/1/19 because there is a future effective-dated row in the upcoming Fiscal Year. 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)

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 7/1/19 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)

Earn Codes

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 setup 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. 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. For most non-regular earnings types, it is not necessary to add a 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.

Position Departments

Position funding is linked to a department at the time of set up. If the position department is changed after the funding has been set up, UCPath will no longer recognize that the position is appropriately funded as the link between Position Department and Funding Department no longer aligns.

Departments will need to submit a new FAU change request to update the funding on the new department. If new funding is not set up, the salary and benefits for the position will be charged to the new position department’s default FAU.

Pay Distribution Percentages

Multiple funding distributions can be set up on a single position. The percentage values must total 100% per earn code, position, and effective date. 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 to 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%.

UCPath Processes that Relate to Funding

There are a number of UCPath processes that have a direct or indirect impact on position funding. These include account transformations, default FAU assignment, retro pay, the funding rollover process, additional compensation, and job earnings distributions.

Expense Account Transformation

In UCPath, some expense accounts go through a transformation process for consistent classification of expenses. During this process, certain transactions will be evaluated based upon the Employee Class (Staff Classes vs. Academic Classes) 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 replaced with the 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 pay 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).

Departments can utilize the Current and Future Funding Report to proactively identify positions that are missing funding or have funding set up on the default FAU. The reports are available by ORG on iReport under UCPath Local Reports. These should be corrected using the FAU Change Request Tool.

Retro Pay

In UCPath, funding history is captured for positions. In the event that a job data change results in a retroactive payment triggered by UCPath using the Retro Pay process, UCPath will use the funding source that existed on the position based on the retro pay earnings dates. Paychecks that are produced manually, such as off-cycles, that have retroactive earnings dates, but are not triggered by the UCPath Retro Pay process, will use current funding.

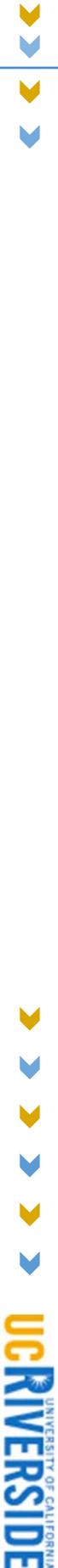
Please note that if a request has funding beginning in a prior pay period ("past"), a retroactive funding change will not automatically trigger a SCT for the employee's salary. Retroactive funding rows are only utilized in the case of Retro Payments.

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.*)





Fiscal Year End Rollover Process

The fiscal year end rollover process runs in June of each year at a date determined by the UCPath Center. See the section above detailing this process and its limitations under Funding Distribution Effective Dates.

Additional Compensation

When an employee is set up with recurring or one-time additional compensation, all earnings will default to flow through the FAU specified on the “blank” earn code.

If the employee must be paid recurring additional compensation 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.

If the employee will need to be paid a one-time additional compensation payment using an alternate FAU, departments can submit the One-Time-Pay request with an override FAU, or 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).





Job Earnings Distribution Page

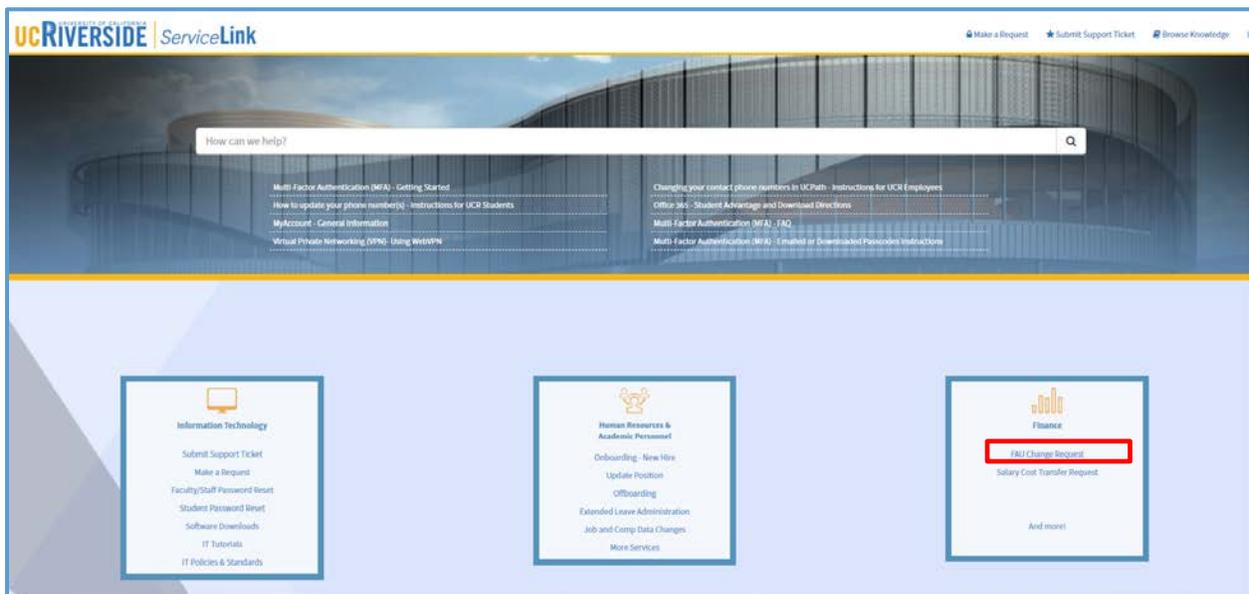
Similar to Additional Compensation, earnings types that are sent from the Job Earnings Distribution (JED) in Job Data will normally default to the “blank” FAU unless specifically called out in the funding entry page.

JED and Health Science Component Pay Funding

Individuals who are paid as a part of the Health Science Compensation Plan utilize pay components that are treated as Complex in UCPath and the FAU Change Tool. This is a unique population who has their earnings broken out into specific components and percentages within JED. Any HSCP earn codes found in JED and the related percentages, will directly affect the funding percentages allowed in position funding. Departments who manage employees in this group should be aware of what components are set up in JED and ensure they align with any desired funding.

ServiceLink

ServiceLink is a case-management tool implemented at UCR to better streamline transactional requests sent to the Shared Services Centers. Through ServiceLink, departments can submit requests for Human Resource updates such as new hires, job data changes, and compensation changes. Departments also have the ability to access the FAU Change Request Tool through the 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/).*





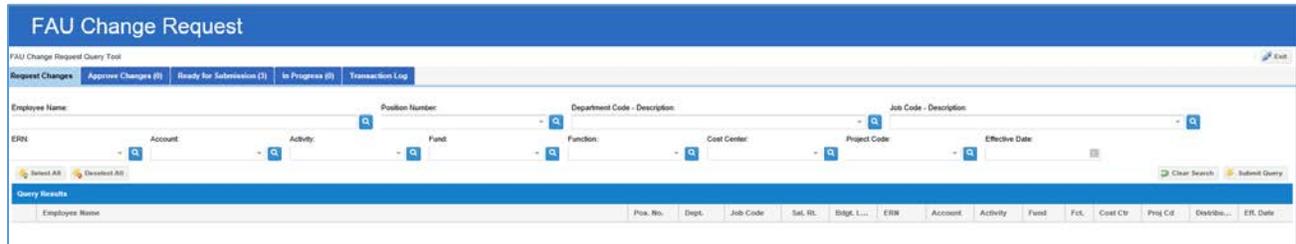
FAU Change Request Roles

Access to the FAU Change Request tool requires SAAs to assign new roles in 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 that 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. (Note: If an FAU Approver has not been set up, the transaction cannot be routed to the approver. Departments must proactively assign FAU Approvers or risk requests sitting in a pending approval stage.) | Department SAA |
| FAU Shared Services Fulfiller | Processes requests that have been approved and routed to them for entry into UCPath. This is a Shared Services Role assigned by the Shared Services SAA. | Shared Services SAA |

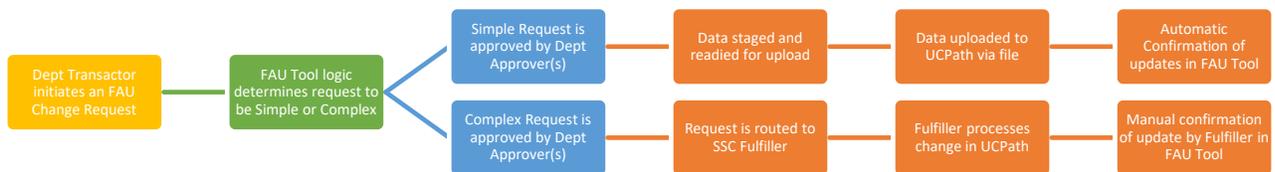


Using the FAU Change Request Tool



Overview

The FAU Change Request Tool empowers departments to manage their own position funding. Departments are able to view FAU data and submit requests to update new or existing funding on positions. Simple FAU Changes are approved within the tool and then staged and uploaded directly into UCPath. Complex FAU Changes (i.e. Employees within the Health Science Compensation Plan (HSCP) or whose salary rates are nearing the Salary Cap limit on capped funds) will go through appropriate approval workflow, and once all required approvals are in place, the request would route to a SSC Fulfiller Group for processing.



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, but it is not yet approved by any/all Approvers. |
| Returned to Transactor | When an Approver or Fulfiller returns a request during the approval process. These requests can be viewed and opened from the In Progress Tab. |
| Ready for Submission | When a request has been fully approved, but the updates have not yet been sent or completed in UCPath. Simple requests with this status are ready to |



| | |
|-------------------------------|--|
| | be loaded in the overnight file, whereas complex requests with this status are sitting in the Fulfiller queue. |
| SSC – Work in Progress | When a request has been worked on in some way by the SSC Fulfiller. This request status is used when the “SSC – Work in Progress” button has been manually selected in the FAU Tool. |
| SSC – AWE Pending | When the updates in the request have been submitted in the UCPath Funding Entry page by an SSC Fulfiller, but the updates are pending AWE Approval in UCPath. The Fulfiller must manually select the “SSC – AWE Pending” button in the FAU Tool. |
| Submitted | When a request has been sent to UCPath but not confirmed. This status has been discontinued due to changes in the system logic. Requests in this state will now show as Pending Upload. |
| Complete | When a request has been submitted in UCPath, and the changes have been reflected in HRDW enabling the automatic status update, or when the Fulfiller has manually marked Request Fulfilled. |
| Pending Upload | When a request has been uploaded, but the request details have not yet been confirmed as successful. This could be because of an issue on the upload or a timing delay in the validation logic behind the scenes. This status is similar to the Work in Progress status and requests can be viewed and opened from the In Progress Tab and then resubmitted with any needed changes. |
| Canceled | When a request is canceled by a Transactor at any point in time. |
| Work In Progress | When a request is saved but not submitted for approval. |

Use Case Scenarios

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

Scenario 1 – Fund Change for Simple FAU Changes

In this scenario, position funding 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 **01/01/2020**.

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, Position 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.



- a. If the checkbox is greyed out and not able to be selected, then this indicates the position is currently in an open FAU Change Request that will need to be completed or canceled before the position can be selected again.
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 roles associated with the Transactor and does **not** drive the approval routing, which is based on the Department Approvers for each new Activity used in the request.

7. To begin the FAU change for the selected position, click the edit (or pencil) icon  next to the Fund field under the “Change FAU” section. Note that you are also able to simply type in the new fund over the old fund number and tab or click out.

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. The label on the Change FAU Section will be marked as Simple or Complex, based on the characteristics of the request.



| Name | Position No. | Dept Code & Description | Job Code & Description | Salary Rate | Eff Dt. | ERN | Account | Activity | Fund | Fctn | Cost Ctr. | Proj. Code | Distribution % |
|------------|--------------|---------------------------------|-----------------------------|-------------|------------|---------|---------|----------|-------|------|-----------|------------|----------------|
| JOHN SMITH | 40001004 | 00110 - Enterprise Info Systems | 00700 - APPLICATION PRGRM 3 | 5,753.00 | 07/01/2018 | [Blank] | 504110 | A01375 | 19934 | 72 | YPCLA | | 100 |
| | | | | | 01/01/2020 | [Blank] | 504110 | A01375 | 19900 | 72 | YPCLA | | 100 |

- After clicking into the Fund field, a Lookup Screen will display. Search for the appropriate fund value and select fund “19900 – General Funds”. The new fund field will be highlighted in yellow to show a change was made.

Lookup Screen

Search: x Cancel

| Code | Description |
|-------|--------------------------------|
| 01755 | DM 1996-A STATE CAP LEASE |
| 01780 | SPWB-STATE CAPITAL LEASE 1993B |
| 01781 | SPWB-STATE CAPITAL LEASE 1994A |
| 01990 | General Campus Investments |
| 01999 | General Campus Invest-Plant |
| 19900 | GENERAL FUNDS |
| 19903 | PURCHASED UTILITIES |
| 19904 | UIG TEACHING EXCELLENCE |
| 19905 | INSTR EQUIP REPLACE PROG |
| 19906 | INSTRUCTIONAL USE OF COMP |
| 19907 | MICROELECTRONICS RSRCH |
| 19908 | BIOTECHNOLOGY RESEARCH |
| 19909 | TOXIC SUB RESEARCH |
| 19910 | ACAD GERIATRIC RES PROG |
| 19911 | M-C RESEARCH PROGS & INITIATIV |
| 19912 | IMPROVE GRAD RATES DISAD STDT |

- After changing the fund, a new Effective Date must be entered. In this scenario, change the Effective Date to **01/01/2020**. The field will be marked as yellow to show a change was made.

| Salary Rate | Eff Dt. | ERN | Account | Activity | Fund | Fctn | Cost Ctr. | Proj. Code | Distribution % |
|-------------|------------|---------|---------|----------|-------|------|-----------|------------|----------------|
| 5,753.00 | 07/01/2018 | [Blank] | 504110 | A01375 | 19934 | 72 | YPCLA | | 100 |
| | 01/01/2020 | [Blank] | 504110 | A01375 | 19900 | 72 | YPCLA | | 100 |

- 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.

*Reason for FAU Change:

Transactor's Comments:

I certify that:

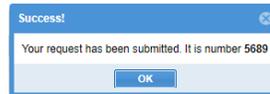
1) This request has been prepared in accordance with the UC and UCR Policies and Procedures and any applicable terms and conditions of the funding source(s) listed.
 2) The request is allowable against the funding source(s) listed and funds are available, and
 3) The appropriate Full Accounting Unit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

- Under the Transactor Comments section, provide additional information to explain the reason for the FAU change for audit purposes.
- Select the “I Certify” check box to confirm the following:
 - 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.
 - The request is allowable against the funding source(s) listed and funds are available, and
 - 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.



FAU Change Request

Request ID: 5689 Status: None
 Transactor: Elizabeth L. Carr Accountability Structure: 001100 - Accounting
 Date: 01/29/2020

Global Changes

| EFF DL | ERN | Account | Activity | Fund | Fctn | Cost Ctr | Proj. Code | Distribution % |
|--------|-----|---------|----------|-------|------|----------|------------|----------------|
| | | | | 19934 | 72 | | YPCLA | 100 |
| | | | | 19900 | | | | |

Change FAU - Simple

| Name | Position No. | Dept Code & Description | Job Code & Description | Salary Rate | EFF DN | ERN | Account | Activity | Fund | Fctn | Cost Ctr | Proj. Code | Distribution % |
|------------|--------------|---------------------------------|------------------------------|-------------|------------|---------|---------|----------|-------|------|----------|------------|----------------|
| JOHN SMITH | 40001001 | 00115 - Enterprise Info Systems | 007300 - APPLICATIONS PROG R | 5,753.00 | 07/01/2018 | (Blank) | 504110 | A01375 | 19934 | 72 | | YPCLA | 100 |

*Reason for FAU Change: Funding is expiring
 Transactor's Comments: Fund 19934 has expired. Position funding is being changed to 19900.

I certify that:
 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.

The example above of a complete FAU Change Request. In this scenario, we changed the Fund Code for this position from **19934** to **19900**. (Note: Employee Name and Position Number information has been redacted).

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 the *Approving a Request* scenario for more information on Approvals.)

Scenario 2 – Fund Change for Simple and Complex FAU Changes

In this scenario, position funding is associated with a Health Science Compensation Plan member who has two positions. The effective date for this change will be **2/2/2020**. Note that when working with HSCP individuals, allowed earn codes and distribution percentages are driven from Job Earnings Distribution set up in the UCPath Job Data. See JED and Health Science Component Pay Funding section above.

1. Access the FAU Change Request Tool via ServiceLink.
2. Search for the position(s) requiring the FAU change. Users have the ability to search by the following:
 - a. Employee Name, Position Number, Position 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, Position 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.
 - a. If the checkbox is greyed out and not able to be selected, then this indicates the position is currently in an open FAU Change Request that will need to be completed or cancelled before the position can be selected again.
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.

| Name | Position No. | Dept. Code & Description | Job Code & Description | Salary Rate | EFF DATE | SJRN | Account | Activity | Fund | Fctn | Cost Ctr. | Proj. Code | Distribution % | Funding Origin | Funding End |
|------------|--------------|-------------------------------|-----------------------------|-------------|------------|---------|---------|----------|-------|------|-----------|------------|----------------|----------------|-------------|
| JOHN SMITH | 40001003 | D02005 - Undergrad Medical Ed | 001734 - HS CLIN PROF-HCOMP | 23,100.00 | 07/01/2018 | [Blank] | 300110 | A02090 | 60110 | 60 | MSUCL | MSRQU | 100 | | |
| JOHN SMITH | 40001003 | D02005 - Undergrad Medical Ed | 001734 - HS CLIN PROF-HCOMP | 23,100.00 | 07/01/2018 | HSN | 300110 | A02090 | 60110 | 60 | MSRCH | MSRQU | 37.745 | | |
| JOHN SMITH | 40001003 | D02005 - Undergrad Medical Ed | 001734 - HS CLIN PROF-HCOMP | 23,100.00 | 07/01/2018 | HSN | 300110 | A02090 | 60111 | 60 | MS009 | MSRQU | 24.51 | | |
| JOHN SMITH | 40001003 | D02005 - Undergrad Medical Ed | 001734 - HS CLIN PROF-HCOMP | 23,100.00 | 07/01/2018 | HSN | 300110 | A02090 | 60111 | 60 | MSRCH | MSRQU | 37.745 | | |
| JOHN SMITH | 40001003 | D02005 - Undergrad Medical Ed | 001734 - HS CLIN PROF-HCOMP | 23,100.00 | 07/01/2018 | HSP | 300110 | A02090 | 60111 | 60 | MS009 | MSRQU | 100 | | |
| JOHN SMITH | 40001003 | D02005 - Undergrad Medical Ed | 001734 - HS CLIN PROF-HCOMP | 23,100.00 | 07/01/2018 | HSR | 300110 | A02090 | 60111 | 60 | MS009 | MSRQU | 47.699 | | |
| JOHN SMITH | 40001003 | D02005 - Undergrad Medical Ed | 001734 - HS CLIN PROF-HCOMP | 23,100.00 | 07/01/2018 | HSR | 300110 | A02122 | 19900 | 40 | | MSRQU | 52.341 | | |

| Name | Position No. | Dept. Code & Description | Job Code & Description | Salary Rate | EFF DATE | SJRN | Account | Activity | Fund | Fctn | Cost Ctr. | Proj. Code | Distribution % |
|------------|--------------|-------------------------------|------------------------|-------------|------------|---------|---------|----------|-------|------|-----------|------------|----------------|
| JOHN SMITH | 40001004 | D02005 - Undergrad Medical Ed | 001099 - ADMIN STIPEND | 0.00 | 10/01/2018 | [Blank] | 305130 | A02109 | 19900 | 40 | MSDC3 | MSRQU | 100 |
| | | | | | | [Blank] | 305130 | A02109 | 19900 | 40 | MSDC3 | MSRQU | 100 |

Note: All positions for the individual will pull up in separate grids in the new request, even if only one position is selected on the search page. This is intentional to allow the Transactor to have a full picture of the different positions and funding assigned to the employee. If only one position needs to be updated, selecting the small “X” in the upper right-hand corner of a grid will allow you to remove the position from the request.

100

This position has future dated funding. [Click here for more information.](#)

| Cost Ctr. | Proj. Code | Distribution % |
|-----------|------------|----------------|
| | MSDFR | 100 |
| | MSDFR | 100 |

Are you sure?

? You are about to remove this employee's position from the request. Are you sure you want to continue?

In this example, we will update both positions and will click **No** to leave the box.

6. Select the appropriate Accountability Structure from the dropdown list at the top of the page. The Accountability Structure is based on the roles associated with the Transactors and will drive any needed routing to the SSC Fulfiler queue. The Accountability Structure that is selected here will not drive the approval routing, which is based on the Department Approvers for each new Activity used in the request.





Status:

Accountability Structure:

- To begin the FAU change for the selected position, click the edit (or pencil) icon  next to the Fund field under the “Change FAU” section. Note that you are also able to simply type in the new fund over the old fund number and tab or click out.

Notice that under the “Change FAU” section, the current FAU data is copied to the bottom rows to streamline the FAU data entry process. Users will be able to edit any of the fields in the bottom rows.

- After clicking into the Fund field, a Lookup Screen will display. Search for the appropriate fund value and select fund “**29027–NIH R01MH104131 KAUL 11/20**”.

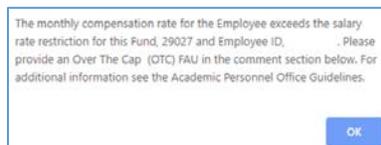
Lookup Screen

Search: 

Change Fund

| Code | Description |
|-------|-------------------------------|
| 29020 | HRSA E36HP27270 SCHILLER 6/18 |
| 29021 | HRSA1M01HP31328 LOCHHEAD 8/19 |
| 29022 | NIH R01NS104041 ZHENG 11/20 |
| 29023 | NIH R21AI137830 NAIR 11/20 |
| 29024 | UCM SA29066 REAM 5/20 |
| 29025 | UCSD 00016265 KAUL 5/19 |
| 29026 | NIH R01MH105330 KAUL 1/20 |
| 29027 | NIH R01MH104131 KAUL 11/20 |
| 29028 | UCSF 10396sc JAWORSKA 5/20 |
| 29029 | NIH R00AG052458 LEE 2/20 |
| 30160 | HRSA E26HP29028 SIMMONS 6/16 |
| 30166 | HRSA E26HP29028 SIMMONS 6/17 |

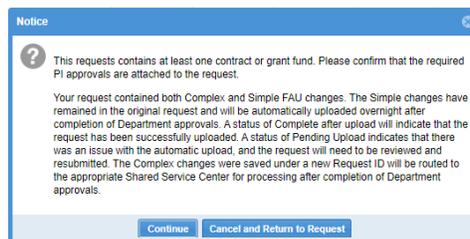
The system recognizes if the fund that is selected is a capped fund, and will run logic to compare the employee’s salary against the cap to determine if the employee is considered Over-The-Cap (OTC). If this is determined to be the case, the system will display a warning message, “The monthly compensation rate for the Employee exceeds the salary rate restriction for this Fund, XXXXX and Employee ID XXXXXXXX. Please provide an Over-the-Cap (OTC) FAU in the comment section below. For additional information see the Academic Personnel Office Guidelines.” User can select okay and add their OTC FAU in the comments.





15. Under the Transactor Comments section, provide additional information to explain the reason for the FAU change for audit purposes.
16. 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.
17. Upload an attachment to document the approval for these FAU changes from the appropriate Principal Investigator or Department Head if they are not the designated ServiceLink FAU Approver.

18. Click the “Submit” button to route the request to the approver.
Note that as the request contained both Complex and Simple grids, the following message was displayed notifying the Transactor that the grids were split into separate requests with a new number assigned to the split grids. Any attachments that were assigned to the original request were duplicated on the new request.



19. Click on Continue to Confirm.



Success!
Your request has been submitted. It is number **5890**

OK

Request ID: 5888 Status: New
Transaction: Elizabeth L. Carr Responsibility Structure: DIV202 - SOM Research Division
Date: 01/29/2020

[Back to Search](#)

| Global Changes | | | | | | | | | | | | |
|----------------|-----|---------|----------|------|------|-----------|------------|----------------|---------------|-------------|--|--|
| ERDL | ERB | Account | Activity | Fund | Fyrs | Cost Ctr. | Proj. Code | Distribution % | Funding Begin | Funding End | | |
| 02020202 | | | | | | | | | 02020202 | | | |

| Change FAU - Complex | | | | | | | | | | | | | | | | |
|----------------------|--------------|-------------------------------|------------------------------|-------------|------------|---------|---------|----------|--------|-------|-----------|------------|----------------|---------------|-------------|------------|
| Name | Position No. | Dept Code & Description | JOB Code & Description | Salary Rate | ERDL | ERB | Account | Activity | Fund | Fyrs | Cost Ctr. | Proj. Code | Distribution % | Funding Begin | Funding End | |
| JOHN SMITH | 4001003 | 020208 - Undergrad Medical Ed | 001734 - HS CLIN PROF-HCCAMP | 23,100.00 | 07/01/2018 | [Blank] | 300110 | A02090 | 60110 | 60 | MSUCL | MSRQUJ | 100 | | | |
| JOHN SMITH | 4001003 | 020208 - Undergrad Medical Ed | 001734 - HS CLIN PROF-HCCAMP | 23,100.00 | 07/01/2018 | HSN | 300110 | A02090 | 60110 | 60 | MSRCH | MSRQUJ | 37.748 | 07/01/2019 | 08/30/2020 | |
| JOHN SMITH | 4001003 | 020208 - Undergrad Medical Ed | 001734 - HS CLIN PROF-HCCAMP | 23,100.00 | 07/01/2018 | HSN | 300110 | A02090 | 60111 | 60 | MSRCH | MSRQUJ | 24.81 | 07/01/2019 | 08/30/2020 | |
| JOHN SMITH | 4001003 | 020208 - Undergrad Medical Ed | 001734 - HS CLIN PROF-HCCAMP | 23,100.00 | 07/01/2018 | HSN | 300110 | A02090 | 60111 | 60 | MSRCH | MSRQUJ | 37.748 | 07/01/2019 | 08/30/2020 | |
| JOHN SMITH | 4001003 | 020208 - Undergrad Medical Ed | 001734 - HS CLIN PROF-HCCAMP | 23,100.00 | 07/01/2018 | HSP | 300110 | A02090 | 60111 | 60 | MSU00 | MSRQUJ | 100 | 09/01/2020 | 09/30/2020 | |
| JOHN SMITH | 4001003 | 020208 - Undergrad Medical Ed | 001734 - HS CLIN PROF-HCCAMP | 23,100.00 | 07/01/2018 | HSR | 300110 | A02122 | 19950 | 40 | MSRQUJ | MSRQUJ | 47.860 | 07/01/2019 | 09/30/2020 | |
| JOHN SMITH | 4001003 | 020208 - Undergrad Medical Ed | 001734 - HS CLIN PROF-HCCAMP | 23,100.00 | 07/01/2018 | HSR | 300110 | A02122 | 19950 | 40 | MSUCL | MSRQUJ | 52.841 | 07/01/2019 | 09/30/2020 | |
| | | | | | 02020202 | | [Blank] | 300110 | A02090 | 60110 | 60 | MSUCL | MSRQUJ | 100 | | |
| | | | | | 02020202 | | HSN | 300110 | A02090 | 60110 | 60 | MSRCH | MSRQUJ | 37.748 | 07/01/2019 | 08/30/2020 |
| | | | | | 02020202 | | HSN | 300110 | A02090 | 60111 | 60 | MSRCH | MSRQUJ | 24.81 | 07/01/2019 | 08/30/2020 |
| | | | | | 02020202 | | HSN | 300110 | A02090 | 60111 | 60 | MSRCH | MSRQUJ | 37.748 | 07/01/2019 | 08/30/2020 |
| | | | | | 02020202 | | HSP | 300110 | A02090 | 29027 | 60 | MSU00 | MSRQUJ | 100 | 09/01/2020 | 09/30/2020 |
| | | | | | 02020202 | | HSR | 300110 | A02090 | 60111 | 60 | MSU00 | MSRQUJ | 47.860 | 07/01/2019 | 09/30/2020 |
| | | | | | 02020202 | | HSR | 300110 | A02122 | 19950 | 40 | MSRQUJ | MSRQUJ | 52.841 | 07/01/2019 | 09/30/2020 |

This section has Blank Added buttons. Click here for more information. All information.

| Change FAU - Simple | | | | | | | | | | | | | | |
|---------------------|--------------|-------------------------------|------------------------|-------------|------------|---------|---------|----------|--------|-------|-----------|------------|----------------|-----|
| Name | Position No. | Dept Code & Description | JOB Code & Description | Salary Rate | ERDL | ERB | Account | Activity | Fund | Fyrs | Cost Ctr. | Proj. Code | Distribution % | |
| JOHN SMITH | 4001004 | 020206 - Undergrad Medical Ed | 001969 - ADMIN STPFEND | 9.00 | 10/01/2018 | [Blank] | 305130 | A02109 | 19950 | 40 | MSUC3 | MSRQUJ | 100 | |
| | | | | | 02020202 | | [Blank] | 305130 | A02109 | 19950 | 40 | MSUC3 | MSRQUJ | 100 |

This section has Blank Added buttons. Click here for more information.

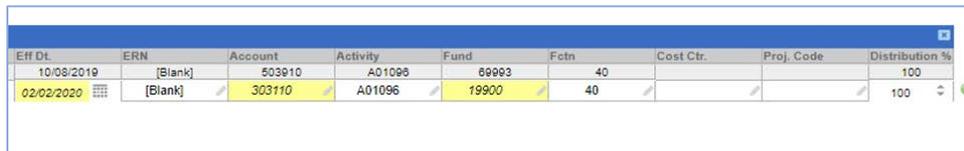
The example above is a complete Complex and Simple FAU Change Request. In that scenario, we changed the Fund Code for Health Science Compensation Plan member from **60110** to capped fund **29027** and removed the Cost Center and Project Code from the second position (*Note: Employee Name and Position Number information has been redacted*).



Scenario 3 – Adding Position Funding for Simple FAU Changes

In this scenario, an employee was hired into a position that was not established with an FAU in UCPath. Position funding should be updated at the time the position is activated 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 **02/02/2020** to correct this issue, the remaining FAU elements brought over from the default FAU 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 position numbers can be identified via SuperDOPE by querying against your department code and Fund 69993.
Note: When setting up position funding for the first time, the position will indicate a Budget Level Indicator of “D” for department level funding, and when position level funding has been set up, the tool will display that line with a “P” for Budget Level Indicator. The “D” level funding will display the FAU set up for the department default as this is the FAU that will be charged in the absence of position level funding.
2. Select the appropriate Accountability Structure from the dropdown list at the top of the page.
3. Click the edit/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  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 **02/02/2020**.



| Eff Dt | ERN | Account | Activity | Fund | Fctn | Cost Ctr. | Proj. Code | Distribution % |
|------------|---------|---------|----------|-------|------|-----------|------------|----------------|
| 10/08/2019 | [Blank] | 503910 | A01096 | 99993 | 40 | | | 100 |
| 02/02/2020 | [Blank] | 303110 | A01096 | 19900 | 40 | | | 100 |

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.



The example above shows 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 and Position Number information has been redacted*). Note that the grid is labeled as Simple.

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 the *Approving a Request* scenario for more information on Approvals.)

Scenario 4 – Adding Position Funding for Complex FAU Changes

In this example, we are going to set up funding for an employee that falls under the Health Science Compensation Plan. This funding will include HSCP Earn Codes with Effective Date **02/02/2020**. Note that when working with HSCP individuals, allowed earn codes and distribution percentages are driven from Job Earnings Distribution set up in the UCPath Job Data. See JED and Health Science Component Pay Funding section above.

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 position numbers can be identified via SuperDOPE by querying against your department code and fund 69993. Note: When setting up position funding for the first time, the position will indicate a Budget Level Indicator of “D” for department level funding, and when position level funding has been set up, the tool will display that line with a “P” for Budget Level Indicator. The “D” level funding will display the FAU set up for the department default as this is the FAU that will be charged in the absence of position level funding.
2. Select the appropriate Accountability Structure from the dropdown list at the top of the page.
3. Start by adding the “blank” or position default FAU:

Click the edit/pencil icon  belonging to the each FAU field under “Change FAU”.

- a. Search for Account “**303110**” and make the selection.
- b. Search for Fund “**19900**” and make the selection.
- c. Search for Function “**44**” and make the selection.



- After changing the FAU information, a new Effective Date must be entered. In this scenario, change the Effective Date to **02/02/2020**.

| Eff Dt. | ERN | Account | Activity | Fund | Fctn | Cost Ctr. | Proj. Code | Distribution % |
|------------|---------|---------|----------|-------|------|-----------|------------|----------------|
| 07/01/2018 | [Blank] | 503910 | A02196 | 69993 | 60 | | | 100 |
| 02/02/2020 | [Blank] | 303110 | A02196 | 19900 | 44 | | | 100 |

This position has future dated funding. Click here for more information.

- Click on the Add icon  on the existing FAU distribution. This will create a new row.
 - Enter 02/02/2020 as the new Effective Date.
- To add the next FAU, click the edit/pencil icon  belonging to the each field under “Change FAU”.
 - Search for Earn Code “HSP” and make the selection.
 - Search for Account “300130” and make the selection.
 - Search for Activity “A02190” and make the selection.
 - Search for Fund “29103” and make the selection.
 - Search for Function “44” and make the selection.
 - Enter a **02/02/2020** for Funding Begin date and **06/30/2020** for Funding End date. Funding should be set up through the fiscal year. This would indicate that is in place from 02/02/2020 through 6/30/2020. It would also be possible to future or retroactively date the funding begin and end dates, but retroactively dating the rows will not automatically trigger an SCT. When the Fulfiller enters these dates into UCPath, the system will derive a new effective dated entry of 02/02/2020, as this is when the new funding takes effect. The funding entry would include all rows in effect at that time, with an effective date of 02/02/2020. Due to the complex nature of these updates, Fulfillers may need to reach out to Transactors for clarification. The position default FAU will be used to fill in any gaps in the funding.
- Repeat steps 5. & 6. For each FAU funding this position.

Note: The FAU Change Tool requires the use of the effective date for all rows due to necessary business logic, but Complex FAU updates won’t utilize this date in the same way that Simple FAU updates do. See Step 6f above.

| Rate | Eff Dt. | ERN | Account | Activity | Fund | Fctn | Cost Ctr. | Proj. Code | Distribution % | Funding Begin | Funding End |
|------|------------|---------|---------|----------|-------|------|-----------|------------|----------------|---------------|-------------|
| | 07/01/2018 | [Blank] | 503910 | A02196 | 69993 | 60 | | | 100 | | |
| | 02/02/2020 | [Blank] | 303110 | A02196 | 19900 | 44 | | | 100 | | |
| CPX | 02/02/2020 | HSP | 300130 | A02196 | 29103 | 44 | | | 100 | 02/02/2020 | 06/30/2020 |
| CPX | 02/02/2020 | HSR | 300130 | A02196 | 19900 | 40 | | | 100 | 02/02/2020 | 06/30/2020 |
| CPX | 02/02/2020 | HSN | 300130 | A02192 | 87291 | 44 | | | 50 | 02/02/2020 | 06/30/2020 |
| CPX | 02/02/2020 | HSN | 300130 | A01096 | 86711 | 44 | | | 50 | 02/02/2020 | 06/30/2020 |

This position has future dated funding. Click here for more information.

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





9. Enter detailed comments explaining the FAU change under “Transactor’s Comments” for audit purposes.
10. Select the “I Certify” check box to confirm the statements noted.
11. Upload an attachment to document the approval for this FAU change from the appropriate Principal Investigator or Department Head if they differ from the department approvers in the tool.
12. Click the “Submit” button to route the request to the appropriate approver.

The transaction will now be placed into “Pending Approval” status. Approver(s) will need to approve the transaction for a request to be sent to the designated SSC Fulfiller. (Please refer to the *Approving a Request Scenario* for more information on Approvals.)

Scenario 5 – Adding a New FAU Distribution for Simple FAU Changes

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 |





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.

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 the *Approving a Request* scenario for more information on Approvals.)

Scenario 6 – Adding a New FAU Distribution for Complex FAU Changes

In this scenario, two additional FAUs will be added to the distribution of the “HSN” earn code for the position. The position was originally funded **100%** by Fund **60110**. The position funding will have 3 FAU distributions: one with Fund **19900** with a **50%** distribution percentage, one with Fund **60110** with a **25%** distribution percentage and one with Fund **60117** with a **25%** distribution percentage, all rows will have an effective date of **02/02/2020**.

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 **60110**, click the edit/pencil icon  belonging to the Distribution %.
 - a. Enter 02/02/2020 as the new Effective Date
 - b. Change the value from **100%** to **25%**.
 - c. Enter a 02/02/2020 for Funding Begin date and 06/30/2020 for Funding End date.
4. Click on the Add icon  on the existing FAU distribution. This will create a second row.



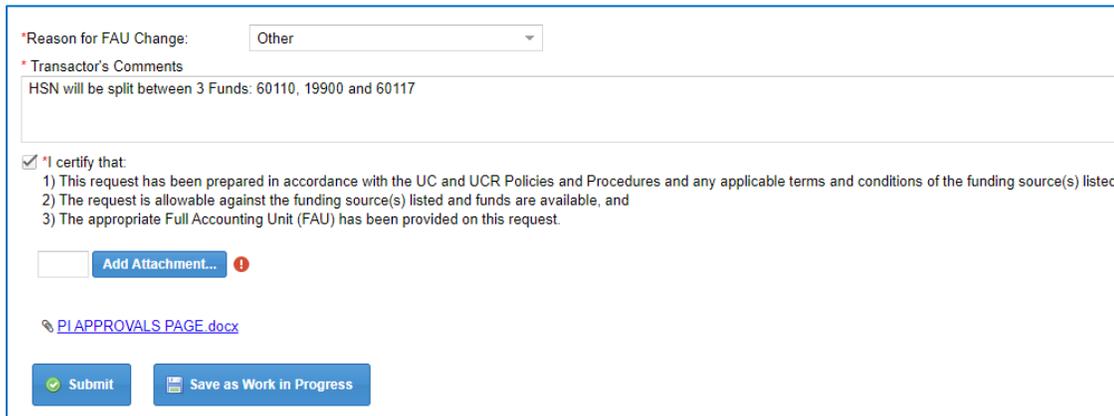
5. Click the edit/pencil icon  belonging to the Fund attribute under “Change FAU”.
 - a. Search for Fund “19900” and make the selection.
 - b. Click into the Distribution % and change the value from 100% to 50%.
 - c. Enter a 02/02/2020 for Funding Begin date and 06/30/2020 for Funding End date.
6. Click on the Add icon  on the existing FAU distribution. This will create the third row.
7. Click the edit/pencil icon  belonging to the Fund attribute under “Change FAU”.
 - a. Search for Fund “60117” and make the selection.
 - b. Click into the Distribution % and change the value from 100% to 25%.
 - c. Enter a 02/02/2020 for Funding Begin date and 06/30/2020 for Funding End date.
8. The distributions will look like this:

| Eff Dt. | ERN | Account | Activity | Fund | Fctn | Cost Ctr. | Proj. Code | Distribution % | Funding Begin | Funding End |
|----------------|---------|---------|----------|-------|------|-----------|------------|----------------|---------------|-------------|
| 10/08/2019 | [Blank] | 300120 | A02196 | 60110 | 60 | MSUCL | MSBTR | 100 | | |
| 10/08/2019 | HSN | 300120 | A02196 | 60110 | 60 | | MSBTR | 100 | | |
| 10/08/2019 | HSP | 300120 | A02196 | 60110 | 60 | | MSBTR | 100 | | |
| 10/08/2019 | HSR | 300120 | A02196 | 60110 | 60 | | MSBTR | 100 | | |
| 02/02/2020 | HSR | 300120 | A02196 | 60110 | 60 | | MSBTR | 100 | 10/08/2019 | 06/30/2020 |
| CPX 02/02/2020 | HSN | 300120 | A02196 | 19900 | 60 | | MSBTR | 50 | 02/02/2020 | 06/30/2020 |
| CPX 02/02/2020 | HSN | 300120 | A02196 | 60117 | 60 | | MSBTR | 25 | 02/02/2020 | 06/30/2020 |
| 02/02/2020 | HSN | 300120 | A02196 | 60110 | 60 | | MSBTR | 25 | 02/02/2020 | 06/30/2020 |
| 02/02/2020 | HSP | 300120 | A02196 | 60110 | 60 | | MSBTR | 100 | 10/08/2019 | 06/30/2020 |
| 02/02/2020 | [Blank] | 300120 | A02196 | 60110 | 60 | MSUCL | MSBTR | 100 | | |

Note: The FAU Change Tool requires the use of the effective date for all rows due to necessary business logic, but Complex FAU updates won’t utilize this date in the same way that Simple FAU updates do. If only one earn code or line is being changed, add an effective date to the other rows that matches the rows being changed (02/02/2020 in this case), but the Funding Begin and End Dates for the unchanged rows should reflect what was already in place. This will call out the changes to the Fulfiller.

When the Fulfiller enters these Funding Begin and End dates into UCPath for the new rows, the system will derive a new effective dated entry of 02/02/2020, as this is when the new funding takes effect. The funding entry would include all rows in effect at that time, with an effective date of 02/02/2020. Due to the complex nature of these updates, Fulfillers may need to reach out to Transactors for clarification. The position default FAU will be used to fill in any gaps in the funding.

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 “Other”.
10. Under Transactors Comments, enter information to explain the FAU change to assist the Approver in their review and for audit purposes.
11. Select the “I Certify” check box to confirm the required statement.
12. Upload an attachment to document the approval for this FAU change from the appropriate Principal Investigator or Department Head if different from the ServiceLink FAU Approver.



13. Click the “Submit” button to complete the request.



Click continue to close window.

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 the *Approving a Request* scenario for more information on Approvals.)

Scenario 7 – Using Global Changes Feature for Simple and Complex FAU Changes

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 **19900** to a contract and grant Fund **87291** 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 **87291** 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 **02/02/2020**.

Note: The Global Change feature will update the values in the request grids which will trigger the business rules that verify if a request is simple or complex. Please see the specific scenarios dealing with each of these request types for more information.



| Global Changes | | | | | | | | |
|----------------|-----|---------|----------|-------|------|-----------|------------|----------------|
| Eff Dt. | ERN | Account | Activity | Fund | Fctr | Cost Ctr. | Proj. Code | Distribution % |
| 02/02/2020 | | | | 87291 | | | | |

| Change FAU - Simple | | | | | | | | | | | | | |
|---------------------|--------------|-------------------------|---------------------------|-------------|------------|---------|---------|----------|-------|------|-----------|------------|----------------|
| Name | Position No. | Dept Code & Description | Job Code & Description | Salary Rate | Eff Dt. | ERN | Account | Activity | Fund | Fctr | Cost Ctr. | Proj. Code | Distribution % |
| JOHN SMITH | 4001001 | D01054 - Chemistry | 002310 - TEACHG ASST-GSHP | 2,363.67 | 04/01/2019 | [Blank] | 303120 | A01096 | 19900 | 40 | FCTAD | NAACD | 100 |
| | | | | | 02/02/2020 | [Blank] | 303120 | A01096 | 87291 | 40 | FCTAD | NAACD | 100 |

| Change FAU - Simple | | | | | | | | | | | | | |
|---------------------|--------------|-------------------------|---------------------------|-------------|------------|---------|---------|----------|-------|------|-----------|------------|----------------|
| Name | Position No. | Dept Code & Description | Job Code & Description | Salary Rate | Eff Dt. | ERN | Account | Activity | Fund | Fctr | Cost Ctr. | Proj. Code | Distribution % |
| SARAH JONES | 4001008 | D01054 - Chemistry | 002310 - TEACHG ASST-GSHP | 2,363.67 | 04/01/2019 | [Blank] | 303120 | A01096 | 19900 | 40 | FCTAD | NAACD | 100 |
| | | | | | 02/02/2020 | [Blank] | 303120 | A01096 | 87291 | 40 | FCTAD | NAACD | 100 |

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.

I certify that:

- 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.

Add Attachment...

[PI APPROVALS PAGE.docx](#)

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.



Note: All C & G Funds require PI approval to be submitted. 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.

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 the *Approving a Request* scenario for more information on Approvals.)

Scenario 8 – Adding Retroactive Effective-Dated Changes for Simple or Complex

In this scenario we will be adding new FAU information with an effective date prior to the current pay period. We will be removing an FAU line on the “Blank” earn code to adjust the funding to be 100% on **307150-A01563-19900-40** as of 07/01/2018.

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.



- Click the edit/pencil icon  associated with the line being removed.

| Eff Dt. | ERN | Account | Activity | Fund | Fctn | Cost Ctr. | Proj. Code | Distribution % |
|---|---|--|--|---|--|---|---|--|
| 02/01/2019 | [Blank] | 307150 | A01563 | 19900 | 40 | MEFIC | MEMPE | 40 |
| 02/01/2019 | [Blank] | 307150 | A01619 | 86934 | 44 | | MEMPE | 60 |
|  |  [Blank] |  307150 |  A01563 |  19900 |  40 |  MEFIC |  MEMPE | 40  |
|  |  [Blank] |  307150 |  A01619 |  86934 |  44 |  |  MEMPE | 60  |

[This position has future dated funding. Click here for more information.](#)

- Update the Distribution % to **100%** on the remaining line.
- Enter the new Effective Date of **07/01/2018**.
- 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”.
- Be sure to leave detailed comments to justify the FAU change under “Transactor’s Comments”.
- Select the “I Certify” check box to confirm the statements listed.
- 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. Multiple attachments can be uploaded to the request.
- Click the “Submit” button to route to the approver.

The following popup will appear, warning that the effective date is in a prior pay period and that an SCT may be needed.

Notice ✕

 This request has effective date(s) that fall in a prior pay period. Submitting a retroactive funding change will not automatically trigger a SCT for the employee's salary. Retroactive funding rows are only utilized in the case of Retro Payments.

Continue
Cancel and Return to Request

- Click Continue to route to the approver.

Note: Unfilled positions cannot be backdated at this time. Also, retroactive effective dates will no longer be used as a trigger to determine that a request is Complex or Simple.

Scenario 9 – Adding Future Effective-Dated Simple FAU Changes

In this scenario, we will be adding brand new FAU information that will begin as of **4/1/2020**. The employee’s earnings will continue to be paid on the existing FAU until the new FAU takes effect on 4/1.





The following FAU attributes will be used: 300130-A01619-86138-44 with a distribution percent of 100%.

12. Search for the position using any of the search criteria available on the FAU Change Request screen. Then click “Change FAU” to begin.
13. Select the appropriate Accountability Structure from the dropdown list at the top of the page.
14. Click the edit/pencil icon  associated with the Account number.
 - a. Change the value from **303110** to **300130**.
15. Click the edit/pencil icon  associated with the Fund number.
 - a. Change the value from **33034** to **86138**.
16. Enter the new Effective Date of **04/01/2020**.

| Name | Position No. | Dept Code & Description | Job Code & Description | Salary Rate | Eff Dt | ERN | Account | Activity | Fund | Fctn | Cost Ctr. | Proj. Code | Distribution % |
|------------|--------------|-------------------------|------------------------|-------------|------------|---------|---------|----------|-------|------|-----------|------------|----------------|
| JOHN SMITH | 40010001 | | | 0.00 | 06/01/2018 | [Blank] | 303110 | A01619 | 33034 | 44 | | MEIET | 100 |
| | | | | | 04/01/2020 | [Blank] | 300130 | A01619 | 86138 | 44 | | MEIET | 100 |

17. 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”.
18. Be sure to leave detailed comments to justify the FAU change under “Transactor’s Comments”.
19. Select the “I Certify” check box to confirm the statements listed.
20. 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. Multiple attachments can be uploaded to the request.
21. 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 the *Approving a Request* scenario for more information on Approvals.)

Scenario 10 – Adding Future Effective-Dated Complex FAU Changes (Capped Fund)

In this scenario, we will be adding brand new FAU information that will begin as of **4/1/2020**. The funding will be for someone whose salary rate is over the cap on the fund to which they are moving. The employee’s earnings will continue to be paid on the existing FAU until the new FAUs take effect on 4/1. The following FAU attributes will be used for the scenario: A01619-29022-44

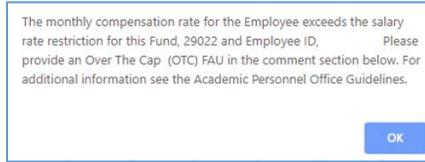
| Name | Position No. | Dept Code & Description | Job Code & Description | Salary Rate | Eff Dt | ERN | Account | Activity | Fund | Fctn | Cost Ctr. | Proj. Code | Distribution % |
|------------|--------------|-------------------------|------------------------|-------------|------------|---------|---------|----------|-------|------|-----------|------------|----------------|
| JOHN SMITH | 40010001 | | | 0.00 | 07/01/2018 | [Blank] | 305130 | A02176 | 19900 | 40 | MSDC3 | MEIET | 100 |
| | | | | | | [Blank] | 305130 | A02176 | 19900 | 40 | MSDC3 | MEIET | 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 Activity for the row.





- a. Change the value from **A02176** to **A01619**.
- 4. Click the edit/pencil icon  associated with the Fund for the row.
 - a. Change the value from **19900** to **29022**.



Note: A popup message will show notifying the Transactor that the employee’s salary is over the cap for the fund on which the employee is being moved.

- 5. Provide and Over the Cap FAU in the comment section so that when the Fulfiller is processing the updates in UCPath, the OTC FAU is already available for them if needed.
- 6. Click into the Cost Center field. Delete the value in that field so it is blank.
- 7. Click into the Project Code field. Delete the value in that field so it is blank.
- 8. Click the edit/pencil icon  belonging to the Function
 - a. Change the value to **44**.
- 9. Enter the new Effective Date of **04/01/2020**.
- 10. Enter a **04/01/2020** for Funding Begin date and **06/30/2020** for Funding End date.

Note: The FAU Change Tool requires the use of the effective date for all rows due to necessary business logic, but Complex FAU updates won’t utilize this date in the same way that Simple FAU updates do. When the Fulfiller enters these dates into UCPath, the system will derive a new effective dated entry of 04/01/2020, as this is when the new funding takes effect. The funding entry would include all rows in effect at that time, with an effective date of 04/01/2020. Due to the complex nature of these updates, Fulfillers may need to reach out to Transactors for clarification. The position default FAU will be used to fill in any gaps in the funding, and the OTC FAU provided will be used if UCPath calculates that it is needed.

| Eff Dt. | ERN | Account | Activity | Fund | Fctn | Cost Ctr. | Proj. Code | Distribution % | Funding Begin | Funding End |
|------------|---------|---------|----------|-------|------|-----------|------------|----------------|---------------|-------------|
| 07/01/2018 | [Blank] | 305130 | A02176 | 19900 | 40 | MSDC3 | MEIET | 100 | | |
| 04/01/2020 | [Blank] | 305130 | A01619 | 29022 | 44 | | | 100 | 04/01/2020 | 06/30/2020 |

This position has future dated funding. [Click here for more information.](#)
JED Information.

- 11. 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”.
- 12. Be sure to leave detailed comments to justify the FAU change under “Transactor’s Comments”.
- 13. Select the “I Certify” check box to confirm the statements listed.
- 14. Upload an attachment to document the approval for this FAU change from the appropriate Principal Investigator or Department Head if adding a C&G Fund in the request. Multiple attachments can be uploaded to the request.
- 15. Click the “Submit” button to route to the approver.



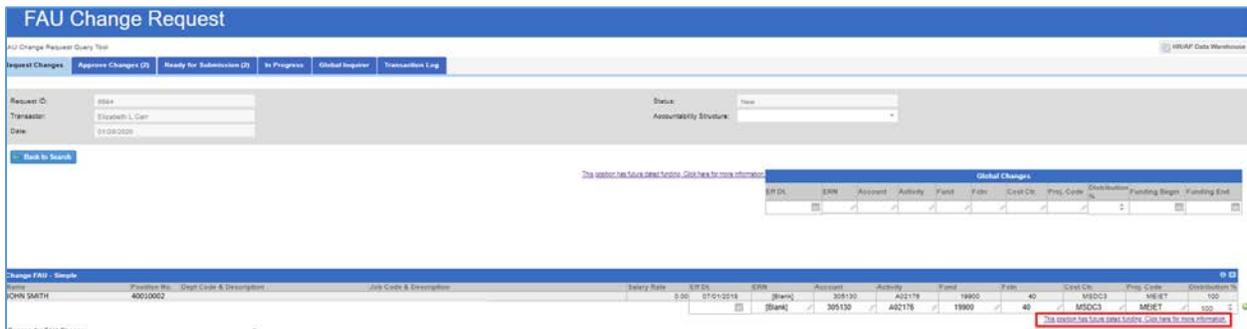


The transaction will now be placed into “Pending Approval” status. Approver(s) will need to approve the transaction for a request to be complete. (Please refer to the *Approving a Request* scenario for more information on Approvals.)

Scenario 11 – Viewing Future Effective-Dated Rows for Simple and Complex FAU Changes

In this scenario, future effective dated rows will be reviewed for a position. In the FAU Tool, you are 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.

[This position has future dated funding. Click here for more 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.

| EFF DT | ERN | Account | Activity | Fund | Function | Cost Ctr. | Proj. Cd. | Dist. % |
|------------|-----|---------|----------|-------|----------|-----------|-----------|---------|
| 07/01/2019 | HSR | 300130 | ACC201 | 60110 | 60 | MSJCL | MSDFR | 100 |
| 07/01/2019 | HSR | 300130 | ACC201 | 60110 | 60 | MSCOJ | MSDFR | 100 |
| 07/01/2019 | MSR | 300130 | ACC201 | 60110 | 60 | MSCOJ | MSDFR | 100 |
| 07/01/2019 | MSR | 300130 | ACC201 | 60110 | 60 | MSCOJ | MSDFR | 100 |

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 12 – Viewing “In Progress” Transactions for Simple and Complex FAU Changes

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 or Fulfiller. Transactors can sort requests in the tab, as necessary. Requests remain in this queue indefinitely if they are not submitted.

If a Simple request fails during the automatic upload it will be given a status of Pending Upload and will be found in the In Progress Tab. Requests in this state can be updated and resubmitted just like a Work



in Progress request. The request validation logic that verifies whether the upload is successful runs in the morning, and so if a request is submitted and shows a Pending Upload status later that night or over the weekend, wait for the morning of a business day to be sure it's a true error and not a timing delay.

| FAU Change Request | | | | | | |
|--|----------------|---------------------|-------------------|--------------------------|---|----------------|
| In Progress Requests - Works in Progress and Returned Requests | | | | | | |
| Request Changes | | Approve Changes (2) | | Ready for Submission (2) | | In Progress |
| Global Inquirer | | Transaction Log | | | | |
| In Progress Requests | | | | | | |
| Request ID | Transactor | Pos. Cl. | Account Structure | Status | Reason for Request | Date Requested |
| 4966 | Vivian Chu | 2 | D01100 | Work in Progress | Other | 07/03/2019 |
| 5076 | Linda Babich | 2 | D01054 | Returned to Transactor | Employee redirected to another project. | 07/17/2019 |
| 5451 | Ana Aldana | 1 | DIV202 | Pending Upload | Other | 07/26/2019 |
| 5452 | Ana Aldana | 1 | DIV202 | Pending Upload | Other | 07/26/2019 |
| 5453 | Ana Aldana | 1 | DIV202 | Pending Upload | Other | 07/26/2019 |
| 5454 | Ana Aldana | 1 | DIV202 | Pending Upload | Other | 07/26/2019 |
| 5499 | Elizabeth Carr | 1 | D01100 | Returned to Transactor | Other | 10/16/2019 |

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, Transactor, Position Count, Accountability Structure, Request Status, Reason for Request, and the Date the request was first saved.
3. To view high-level details and comments regarding the request, click on the “Expand” icon  next to the appropriate Request ID.

| Request ID | Pos. Cl. | Status | Acct. Struct. | Transactor | Transaction Type | Reason for Request | Date Requested | Date Approved | Date Complet... | Submitted By |
|------------|----------|----------|---------------|----------------|------------------|--------------------|----------------|---------------|-----------------|--------------|
| 5690 | 1 | Canceled | DIV202 | Elizabeth Carr | Simple | Other | 01/28/2020 | | | |

| Position Number | Department | Employee Name | ERN | Acct | Activity | Fund | Fct. | Cost Ctr. | Proj. Cd. | Distribution % | EHE_DT |
|-----------------|------------|---------------|---------|--------|----------|-------|------|-----------|-----------|----------------|------------|
| 40001001 | D02005 | JOHN SMITH | [Blank] | 305130 | A02109 | 19900 | 40 | MSDC3 | MSR0U | 100 | 02/02/2020 |

01/28/2020 Submitted Transactor Request (Elizabeth Carr)
Please use Over-The-Cap FAU: A02090-19900-40-MSR0U

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.
Note: Only a Transactor can cancel a request. Fulfillers and Approvers can only return a request to the Transactor.

Scenario 13 – Approving Simple and Complex FAU Requests

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” and will route for processing based on whether the request is Simple or Complex. Simple requests will be set to “Ready for Submission” and would be pending creation of file to upload into UCPath; this is an automated process managed by the Central Accounting Office. Complex requests will be set to “Ready for Submission” and would route to a SSC for processing manually in UCPath.



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 (2)** | Ready for Submission (2) | In Progress | Global Inquirer | Transaction Log

Requests Pending Approval

| Request ID | Pos. Ct. | Account Structure | Transactor | Transaction Type | Reason for Request | Date Requested |
|------------|----------|-------------------|-----------------|------------------|--------------------|----------------|
| 5505 | 2 | ORG21 | Bobbi McCracken | Simple | Other | 10/04/2019 |
| 5507 | 2 | D01037 | Adelaida Diaz | Simple | Other | 10/11/2019 |

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.

6. Click “Approve Request” to complete the approval of request.

Success!

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

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 14 – 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.
 - a. Any column in the Transaction Log can be sorted alphabetically. Sort any corresponding column to help locate a request you submitted.
 - b. Use the Requested Date From range to filter the items shown
 - c. Use the Search Box to filter the items shown
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.

| FAU Change Request | | | | | | | | | | | | |
|--|------------|-------------------------------|---------------|----------------|------------------|----------------------|----------------|---------------|-----------------|----------------|------------|--|
| Archived records of requests from your department(s) | | | | | | | | | | | | |
| Request Changes Approve Changes (2) Ready for Submission (2) In Progress Global Inquirer Transaction Log | | | | | | | | | | | | |
| Search: enter search term | | Request Date From: 01/01/2020 | | To: 01/28/2020 | | Filter By Date Range | | | | | | |
| Request ID | Pos. Cl. | Status | Acct. Struct. | Transactor | Transaction Type | Reason for Request | Date Requested | Date Approved | Date Complet... | Submitted By | | |
| 5990 | 1 | Canceled | DIV202 | Elizabeth Carr | Simple | Other | 01/28/2020 | | | | | |
| Position Number | Department | Employee Name | ERM | Acct | Activity | Fund | Fct. | Cost Ctr. | Proj. Cd. | Distribution % | ERL Dt | |
| 40001001 | D02005 | JOHN SMITH | [Blank] | 305130 | A02109 | 19900 | 40 | MSDC3 | MSRQU | 100 | 02/02/2020 | |
| 01/28/2020 Submitted Transactor Request (Elizabeth Carr) Please use Over-The-Cap FAU: A02090-19900-40-MSRQU | | | | | | | | | | | | |
| 01/28/2020 Complex sent to Req #5691 (Elizabeth Carr) Please use Over-The-Cap FAU: A02090-19900-40-MSRQU | | | | | | | | | | | | |
| 5991 | 1 | Canceled | DIV202 | Elizabeth Carr | Complex | Other | 01/28/2020 | | | | | |
| Position Number | Department | Employee Name | ERM | Acct | Activity | Fund | Fct. | Cost Ctr. | Proj. Cd. | Distribution % | ERL Dt | |
| 400004 | D02005 | JOHN SMITH | HSR | 300110 | A02090 | 60111 | 60 | MS009 | MSRQU | 47.659 | 02/02/2020 | |
| 400004 | D02005 | JOHN SMITH | [Blank] | 300110 | A02090 | 60110 | 60 | MSUCL | MSRQU | 100 | 02/02/2020 | |
| 400004 | D02005 | JOHN SMITH | HSN | 300110 | A02090 | 60111 | 60 | MSRCH | MSRQU | 37.745 | 02/02/2020 | |
| 400004 | D02005 | JOHN SMITH | HSN | 300110 | A02090 | 60111 | 60 | MS009 | MSRQU | 24.61 | 02/02/2020 | |
| 400004 | D02005 | JOHN SMITH | HSR | 300110 | A02122 | 19900 | 40 | | MSRQU | 52.341 | 02/02/2020 | |
| 400004 | D02005 | JOHN SMITH | HSN | 300110 | A02090 | 60110 | 60 | MSRCH | MSRQU | 37.745 | 02/02/2020 | |
| 400004 | D02005 | JOHN SMITH | HSP | 300110 | A01919 | 29027 | 44 | | MSRQU | 100 | 02/02/2020 | |
| 01/28/2020 Split from Req #5690 (Elizabeth Carr) Please use Over-The-Cap FAU: A02090-19900-40-MSRQU | | | | | | | | | | | | |

Scenario 15 – Confirming the FAU Updates

Once a simple request has been submitted and approved, the position funding changes will be uploaded directly into UCPath nightly. The changes will be reflected in HRDW and the FAU Change Request Tool the next business day in most cases. Complex FAU requests, once approved, will be sent to the Department’s designated Shared Service Center where a Fulfiller will manually enter the changes from the request into the UCPath system.

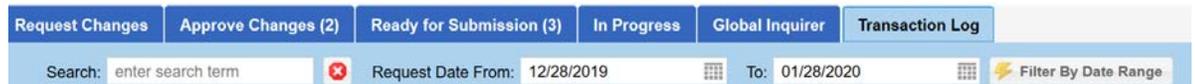
After the request has been entered into UCPath and confirmed, the request status will be updated to **Completed**. This status will update automatically for Simple Requests once the request has been confirmed by the tool’s business logic, comparing against HRDW. The status will update manually for the Complex requests when the SSC marks the request as fulfilled after confirming the updates were approved in UCPath.





In this scenario, we are going to confirm that the changes submitted on our request were updated in UCPath.

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. Use the Requested Date From range to filter the items shown
 - c. Use the Search Box to filter the items shown



3. Locate the request with a status of **Completed**. This will indicate that the FAU changes are available in UCPath.
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.
8. Transactors can also view the changes directly in the FAU Tool but searching for the position again under Request Changes and viewing the FAU that is present in the tool, but note that only the current funding will be displayed initially and the Transactor would need to open a request to view any future funding that is present. See Viewing Future Effective-Dated Rows for Simple and Complex FAU Changes scenario

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 to impact pending payrolls.

- For biweekly Calendar: [BIWEEKLY TIME AND ATTENDANCE \(TARS\) SCHEDULE - 2020](#)
- For monthly Calendar: [MONTHLY TIME AND ATTENDANCE \(TARS\) SCHEDULE - 2020](#)





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
3. Current and Future Funding Report

