

Payroll Services

Fund Change & Direct Retro



Michelle Snyder, Payroll Director – Payroll Services

Overview

- Fund Change
- Distribution of Payroll Expense (DOPE)
- Direct Retro
- UCPath Review

Outcomes

At the end of this session, the learner will be able to...

- identify the location of the Fund Change Form
- understand the function of the Fund Change Form
- understand the relation of the Distribution of Payroll Expense (DOPE) report to the UCPATH Direct Retro process
- understand nuances within the DOPE
- complete/submit a fund change request
- complete/submit a Direct Retro request
- review a Direct Retro action status in UCPATH

- Located on the Payroll Services Website
 - under the “forms” link on the left side of the page
- Used to facilitate a request to Payroll Services to prospectively change position funding (Fund Change)

and/or

- To request realignment of previously posted earnings (Direct Retro)

University of California, Merced
FUNDING CHANGE FORM

EMPLOYEE / DEPARTMENT INFORMATION

EMPLOYEE NAME: _____
DEPARTMENT CODE/ NAME: _____

EMPLOYEE ID: _____
MSO/DEPT CONTACT: _____

JOB INFORMATION

POSITION #: _____ **JOB CODE/TITLE:** _____

ACTION

☐ **FUND CHANGE**

☐ **DIRECT RETRO** *(Expense Transfer)*

FUND CHANGE

ACCOUNT:					
	ACCOUNT	CC	FUND	PROJ CODE	SUB

ACCOUNT:					
	ACCOUNT	CC	FUND	PROJ CODE	SUB

ACCOUNT:					
	ACCOUNT	CC	FUND	PROJ CODE	SUB

ACCOUNT:					
	ACCOUNT	CC	FUND	PROJ CODE	SUB

DIST %:	BEGIN DATE:	END DATE:

DIST %:	BEGIN DATE:	END DATE:

DIST %:	BEGIN DATE:	END DATE:

DIST %:	BEGIN DATE:	END DATE:

DIRECT RETRO *(Expense Transfer)*

This request will apply to all earnings related to the employee for the Pay Period End Date (PPE) provided. Contact HRPC if alternate split needs are required.

PAY PER END	ACCOUNT	CC	FUND	PROJ CODE	SUB	AMOUNT	EARN CODE

Grant transfers over 120 days from charge or 90 days after fund closure must have Sponsored Research Services (SRS) pre-approval attached.

PAY PER END	ACCOUNT	CC	FUND	PROJ CODE	SUB	AMOUNT	EARN CODE

Requests for an individual employee whose changes cannot be executed on this form alone may be submitted as an attachemnt in an excel worksheet.

PAY PER END	ACCOUNT	CC	FUND	PROJ CODE	SUB	AMOUNT	EARN CODE

PAY PER END	ACCOUNT	CC	FUND	PROJ CODE	SUB	AMOUNT	EARN CODE

COMMENT *(Short Description - approximately 240 characters)*
 Why is the Transfer being made? Why was the original in error? Who approved the transfer? How does the expense benefit the new fund being charged? What steps have been taken to prevent reoccurrence? Explain the delay in Transfer request.

SIGNATURES

PERSONNEL ACTION APPROVER
NAME/SIGNATURE: _____

DATE: _____

FUND APPROVER NAME/SIGNATURE: _____

DATE: _____

Fund Change

Prospective change to the funding source(s) assigned to a specific position

University of California, Merced
FUNDING CHANGE FORM

EMPLOYEE / DEPARTMENT INFORMATION

EMPLOYEE NAME: Bobcat, Rufus

EMPLOYEE ID:  10001234

DEPARTMENT CODE/ NAME: E252-Chemical Sciences

MSO/DEPT CONTACT: Sally Jones

JOB INFORMATION

POSITION #: 40004857

JOB CODE/TITLE: 1110-PROF-FY

ACTION

☒

FUND CHANGE

☐

DIRECT RETRO (*Expense Transfer*)

FUND CHANGE

ACCOUNT:	442147	JV	19900	19FSUP	00
	ACCOUNT	CC	FUND	PROJ CODE	SUB

ACCOUNT:	442140	JM	19900		00
	ACCOUNT	CC	FUND	PROJ CODE	SUB

ACCOUNT:					
	ACCOUNT	CC	FUND	PROJ CODE	SUB

ACCOUNT:					
	ACCOUNT	CC	FUND	PROJ CODE	SUB

DIST %: 50.00

BEGIN DATE: 7/1/19

END DATE: 6/30/20

DIST %: 50.00

BEGIN DATE: 7/1/19

END DATE: N/A

DIST %:

BEGIN DATE:

END DATE:

DIST %:

BEGIN DATE:

END DATE:

The total of all effective dated distribution lines MUST equal 100%

Be mindful when requesting entry of fund end dates as it is the department's responsibility to update funding before the last cycle ends to avoid charge to payroll suspense account.

COMMENT *(Short Description - approximately 240 characters)*

Requesting fund change to be in alignment with expected effort during Summer 2019

SIGNATURES

PERSONNEL ACTION APPROVER

NAME/SIGNATURE:

DATE:

FUND APPROVER NAME/SIGNATURE:

DATE:

Considerations

1

Funding must be fully validated

2

Project code must be part of the active chart string

If not valid, Payroll Services will process your fund request, **MINUS** the project code

A courtesy notification to the requesting department will be provided via email if a project code does not validate.

Department is responsible for any additional action requests if a project code is needed

3

Sub will default based on employment type

- Example: Career employee will default to sub 01. Override to sub 02 must be identified on the form, if necessary

Submit to Payroll Services via email
payrollservices@ucmerced.edu

DIRECT RETRO

- Direct Retro is the process within the UCPath system used to move salary expense(s) from one or more fund sources to another fund source(s).
- Previously referred to as a “Salary Cost Transfer” or “Expense Transfer”

Funding Change Form (Direct Retro Request)

- Located on the Payroll Services Website
 - under the “forms” link on the left side of the page
 - Used to facilitate a request to Payroll Services to prospectively change position funding (Fund Change)
- Or
- To realign previously posted earnings (Direct Retro)

University of California, Merced
FUNDING CHANGE FORM

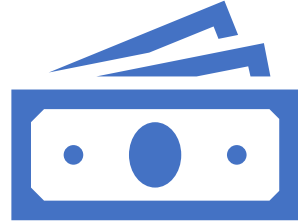
EMPLOYEE / DEPARTMENT INFORMATION									
EMPLOYEE NAME: _____					EMPLOYEE ID: _____				
DEPARTMENT CODE/ NAME: _____					MSO/DEPT CONTACT: _____				
JOB INFORMATION									
POSITION #: _____					JOB CODE/TITLE: _____				
ACTION									
<input type="checkbox"/> FUND CHANGE					<input type="checkbox"/> DIRECT RETRO (Expense Transfer)				
FUND CHANGE									
ACCOUNT: _____	_____	_____	_____	_____	_____	DIST %: _____	BEGIN DATE: _____	END DATE: _____	
ACCOUNT	CC	FUND	PROJ CODE	SUB					
ACCOUNT: _____	_____	_____	_____	_____	_____	DIST %: _____	BEGIN DATE: _____	END DATE: _____	
ACCOUNT	CC	FUND	PROJ CODE	SUB					
ACCOUNT: _____	_____	_____	_____	_____	_____	DIST %: _____	BEGIN DATE: _____	END DATE: _____	
ACCOUNT	CC	FUND	PROJ CODE	SUB					
ACCOUNT: _____	_____	_____	_____	_____	_____	DIST %: _____	BEGIN DATE: _____	END DATE: _____	
ACCOUNT	CC	FUND	PROJ CODE	SUB					
DIRECT RETRO (Expense Transfer)									
<i>This request will apply to all earnings related to the employee for the Pay Period End Date (PPE) provided. Contact HRPC if alternate split needs are required.</i>									
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
PAY PER END	ACCOUNT	CC	FUND	PROJ CODE	SUB	AMOUNT	EARN CODE		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
PAY PER END	ACCOUNT	CC	FUND	PROJ CODE	SUB	AMOUNT	EARN CODE		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
PAY PER END	ACCOUNT	CC	FUND	PROJ CODE	SUB	AMOUNT	EARN CODE		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
PAY PER END	ACCOUNT	CC	FUND	PROJ CODE	SUB	AMOUNT	EARN CODE		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
PAY PER END	ACCOUNT	CC	FUND	PROJ CODE	SUB	AMOUNT	EARN CODE		
COMMENT (Short Description - approximately 240 characters)									
Why is the Transfer being made? Why was the original in error? Who approved the transfer? How does the expense benefit the new fund being charged? What steps have been taken to prevent reoccurrence? Explain the delay in Transfer request.									
SIGNATURES									
PERSONNEL ACTION APPROVER					DATE: _____				
NAME/SIGNATURE: _____									
FUND APPROVER NAME/SIGNATURE: _____					DATE: _____				

Grant transfers over 120 days from charge or 90 days after fund closure must have Sponsored Research Services (SRS) pre-approval attached.

Requests for an individual employee whose changes cannot be executed on this form alone may be submitted as an attachment in an excel worksheet.

DOPE vs Direct Retro

- Direct Retro in UCPath does NOT always mirror the line items as reflected on the DOPE report
- The labor ledger (DOPE) will reflect the breakdown of gross earnings, vacation used and the credit associated with the vacation use.



**Pay Period = The cycle the earnings
POSTED to**

Example: Monthly earnings 1/1/19-1/31/19 posts to the PAY PERIOD 1/31/19

- Vacation take in December 2018 (EARNING PERIOD 12/31/18) is reflected on the PAY PERIOD 1/31/19 as monthly paid employees report leave usage in arrears
- Can have pay and report leave usage from prior earning periods



**Earning Period = The cycle the earnings
were PAID (earned) for**

Example: Bi Weekly earnings 12/30/18-1/12/19 posts to the PAY PERIOD 1/12/19

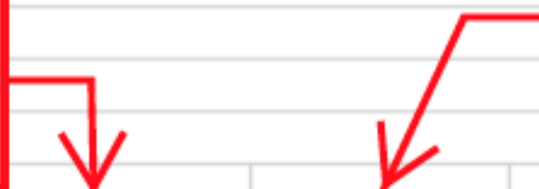
- ALL earnings are broken down by pay type (vacation, sick, comp taken, holiday, reg, etc.)
- Leave is not generally reported in arrears
- Can have prior earning period pay on the same pay period

Pay Period vs Earning Period

MONTHLY EXAMPLE

Payroll Cycle End
Date the earnings
posted to

The period ending
the earnings
belonged to



Rollup	Fund Code	Project ID	Job Code	Pay Period End Date	Earnings End Date	Earn Code	Earn Code Descr	Job Hour
	58175	RALLIN	003310	01/31/2019	12/31/2018	RG7	NRA Regular Pay	27.011494
	20095	19FSUP	003310	01/31/2019	12/31/2018	RG7	NRA Regular Pay	27.011494
	18312	RALLIN	003310	01/31/2019	12/31/2018	RG7	NRA Regular Pay	27.011494
	18312	RALLIN	003310	01/31/2019	12/31/2018	VC7	NRA Vacatn Leave-Paid Salaried	27.011494
	20095	19FSUP	003310	01/31/2019	12/31/2018	VC7	NRA Vacatn Leave-Paid Salaried	27.011494
	58175	RALLIN	003310	01/31/2019	12/31/2018	VC7	NRA Vacatn Leave-Paid Salaried	27.011494

- To determine the amount available for transfer

- Use total gross for the pay period, minus the vacation use recorded in the particular Pay Period to determine the dollar allocation for each FAU

- The actual vacation pay should be considered when determining what amount you request for transfer on the HRPC direct retro form.

DOPE Report for Pay Period Ending 1/31/2019

Vacation for December 2018, posted on PPE 1/31/19

Employee ID	Employee Name	FS Department	FS Dept Rollup	Fund Code	Project ID	Job Code	Pay Period End Date	Earnings End Date	Earn Code	Earn Code Descr	Salary Hours	Total Pay %	Gross Pay
10005176	Bobcat, Rufus	442140JM	E214	58175	RALLIN	003310	01/31/2019	12/31/2018	RG7	NRA Regular Pay	-8.000044	-0.0357	-162.07
	Bobcat, Rufus	442147JV	E214	20095	19FSUP	003310	01/31/2019	12/31/2018	RG7	NRA Regular Pay	-11.898911	-0.0714	-324.13
	Bobcat, Rufus	442180JV	F120	18312	RALLIN	003310	01/31/2019	12/31/2018	RG7	NRA Regular Pay	-8.000044	-0.0357	-162.07
	Bobcat, Rufus	442180JV	F120	18312	RALLIN	003310	01/31/2019	12/31/2018	VC7	NRA Vacatn Leave-Paid Salaried	5.999722	0.0357	162.06
	Bobcat, Rufus	442147JV	E214	20095	19FSUP	003310	01/31/2019	12/31/2018	VC7	NRA Vacatn Leave-Paid Salaried	12.000555	0.0714	324.15
	Bobcat, Rufus	442140JM	E214	58175	RALLIN	003310	01/31/2019	12/31/2018	VC7	NRA Vacatn Leave-Paid Salaried	5.999722	0.0357	162.06
	Bobcat, Rufus	442140JM	E214	58175	RALLIN	003310	01/31/2019	01/31/2019	RG7	NRA Regular Pay	46.000341	0.2500	1,175.01
	Bobcat, Rufus	442147JV	E214	20095	19FSUP	003310	01/31/2019	01/31/2019	RG7	NRA Regular Pay	91.989319	0.5000	2,349.98
	Bobcat, Rufus	442180JV	F120	18312	RALLIN	003310	01/31/2019	01/31/2019	RG7	NRA Regular Pay	46.000341	0.2500	1,175.01
													4,700.00

Gross earnings charged to 20095 for January 2019 (1/1/19-1/31/19)

20095 line referenced for training purposes. ALL earnings must be reflected when requesting a Direct Retro

UCPath Direct Retro Module for Pay End Date 1/31/2019

Check Earnings

Empl ID: [REDACTED] Empl Record: 0
 Company: UCS Pay Group: 0M7 Pay Begin Date: 01/01/2019 Pay End Date: 01/31/2019
 Pay Run ID: 190131M0X ☐ Off Cycle

Old Data

Empl Rcd#	Earnings Code	Sub/Object	Combination Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	Earnings
1	0 RG7	001000	000065101	0	442180JV	F120	18312	RALLIN		MCFIN		\$1,012.94
2	0 RG7	001000	000065102	0	442147JV	E214	20095	19FSUP		MCFIN		\$2,025.85
3	0 RG7	001000	000065103	0	442140JM	E214	58175	RALLIN		MCFIN		\$1,012.94
4	0 VC7	001950	000065101	0	442180JV	F120	18312	RALLIN		MCFIN		\$162.06
5	0 VC7	001950	000065102	0	442147JV	E214	20095	19FSUP		MCFIN		\$324.15
6	0 VC7	001950	000065103	0	442140JM	E214	58175	RALLIN		MCFIN		\$162.06

New Data

Empl Rcd#	Earnings Code	New Sub/Object	New Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	New Earnings Amount	Apply/Remove WorkS
1	0 RG7	001000	000065101	0	442180JV	F120	18312	RALLIN		MCFIN		\$1,012.94	
2	0 RG7	001000	000065102	0	442147JV	E214	20095	19FSUP		MCFIN		\$2,025.85	
3	0 RG7	001000	000065103	0	442140JM	E214	58175	RALLIN		MCFIN		\$1,012.94	
4	0 VC7	001950	000065101	0	442180JV	F120	18312	RALLIN		MCFIN		\$162.06	
5	0 VC7	001950	000065102	0	442147JV	E214	20095	19FSUP		MCFIN		\$324.15	
6	0 VC7	001950	000065103	0	442140JM	E214	58175	RALLIN		MCFIN		\$162.06	

Check Balance Total: \$4,700.00 Balance: \$0.00 Direct Retro Salary Cap/MCOP Funding Worksheet

Annotations:

- Gross earnings for January, minus December vacation use
- Re-align regular wages
- Re-align vacation charged to the pay period

Example: 20095 Line Only

Pay End 1/31/19 (DOPE) \$2349.98 REG

Earnings reduction
for vacation use for

Earnings End 12/31/18 -\$324.15 REG
= \$2025.85 REG

Vacation use for 12/31/18 = \$324.15 VCN

Available for
re-allocation

\$2025.85 REG
\$324.15 VCN

Total for Pay End 1/31/19 \$2349.98

University of California, Merced
FUNDING CHANGE FORM

EMPLOYEE / DEPARTMENT INFORMATION

EMPLOYEE NAME: Bobcat, Rufus

EMPLOYEE ID:  10001234

DEPARTMENT CODE/ NAME: E252-Chemical Sciences

MSO/DEPT CONTACT: Sally Jones

JOB INFORMATION

POSITION #: 40004857

JOB CODE/TITLE: 1110-PROF-FY

ACTION

☐

FUND CHANGE

☒

DIRECT RETRO (*Expense Transfer*)

DIRECT RETRO (Expense Transfer)

This request will apply to all earnings related to the employee for the Pay Period End Date (PPE) provided. Contact HRPC if alternate split needs are required.

1/31/19	442147	JV	19900	19FSUP	00	\$1,012.93	RG7
PAY PER END	ACCOUNT	CC	FUND	PROJ CODE	SUB	AMOUNT	EARN CODE
1/31/19	442140	JM	19900		00	\$1,012.92	RG7
PAY PER END	ACCOUNT	CC	FUND	PROJ CODE	SUB	AMOUNT	EARN CODE
1/31/19	442147	JV	19900	19FSUP	00	\$162.08	VC7
PAY PER END	ACCOUNT	CC	FUND	PROJ CODE	SUB	AMOUNT	EARN CODE
1/31/19	442140	JM	19900		00	\$162.07	VC7
PAY PER END	ACCOUNT	CC	FUND	PROJ CODE	SUB	AMOUNT	EARN CODE
PAY PER END	ACCOUNT	CC	FUND	PROJ CODE	SUB	AMOUNT	EARN CODE

Grant transfers over 120 days from charge or 90 days after fund closure must have Research Accounting Services (RAS) pre-approval attached.

Requests for an individual employee whose changes cannot be executed on this form alone may be submitted as an attachemnt in an excel worksheet.

COMMENT (Short Description - approximately 240 characters)

Why is the Transfer being made? Why was the original in error? Who approved the transfer? How does the expense benefit the new fund being charged? What steps have been taken to prevent reoccurrence? Explain the delay in Transfer request.

COMMENT *(Short Description - approximately 240 characters)*

Why is the Transfer being made? Why was the original in error? Who approved the transfer? How does the expense benefit the new fund being charged? What steps have been taken to prevent reoccurrence? Explain the delay in Transfer request.

SIGNATURES

PERSONNEL ACTION APPROVER

NAME/SIGNATURE: _____

DATE: _____

FUND APPROVER NAME/SIGNATURE: _____

DATE: _____

**ALL questions in the “comment” section MUST be answered if your Direct Retro request involves a grant fund and is subject to the 120/90 day review rule.*

BI-WEEKLY EXAMPLE

Payroll Cycle End
Date the earnings
posted to

The period ending
the earnings
belonged to

nd Code	Project ID	Chartfield2 (SUB)	Job Code	Pay Period End Date	Earnings End Date	Earn Code	Earn Code Descr	
00		02	006943	01/12/2019	01/12/2019	HLN	Holiday-Regular Hourly	
00		02	006943	01/12/2019	01/12/2019	HLN	Holiday-Regular Hourly	
00		02	006943	01/12/2019	01/12/2019	REG	Regular Pay	
00		02	006943	01/12/2019	01/12/2019	S1L	Sick Leave-Paid Hourly	
00		02	006943	01/12/2019	01/12/2019	VCN	Vacation Leave-Used Hourly	

DOPE for Pay Period Ending 1/12/2019

Employee ID	Employee Name	FS Department	FS Dept Rollup	Fund Code	Project ID	Chartfield2 (SUB)	Job Code	Pay Period End Date	Earnings End Date	Earn Code	Earn Code Descr	Salary Hours	Total Pay %	Gross Pay
10012345	Bobcat, Rufus	6606502A	Z8000	19900		02	006943	01/12/2019	01/12/2019	HLN	Holiday-Regular Hourly	8	0.1000	211.92
	Bobcat, Rufus	6606502A	Z8000	19900		02	006943	01/12/2019	01/12/2019	HLN	Holiday-Regular Hourly	8	0.1000	211.92
	Bobcat, Rufus	6606502A	Z8000	19900		02	006943	01/12/2019	01/12/2019	REG	Regular Pay	56	0.7000	1,483.44
	Bobcat, Rufus	6606502A	Z8000	19900		02	006943	01/12/2019	01/12/2019	S1L	Sick Leave-Paid Hourly	7	0.0875	185.43
	Bobcat, Rufus	6606502A	Z8000	19900		02	006943	01/12/2019	01/12/2019	VCN	Vacation Leave-Used Hourly	1	0.0125	26.49
														2,119.20

UCPath Direct Retro Module for Pay End Date 1/12/2019

Includes all earning lines for the "Pay Period End Date", including late and retroactive pay

Old Data

PersonalizeFind1-5 of 5Last

Earning detailsJob detailsOld Accounting Period

Empl Rcd#	Earnings Code	Sub/Object	Combination Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	Earnings
1	0 HLN	011100	000010450	0	6606502A	M512	19900		02	MCFIN		\$211.92
2	0 HLN	011100	000010450	0	6606502A	M512	19900		02	MCFIN		\$211.92
3	0 REG	011100	000010450	0	6606502A	M512	19900		02	MCFIN		\$1,483.44
4	0 S1L	011100	000010450	0	6606502A	M512	19900		02	MCFIN		\$185.43
5	0 VCN	011950	000010450	0	6606502A	M512	19900		02	MCFIN		\$26.49

New Data

PersonalizeFindFirst

Earning detailsJob DetailsPosting Accounting Period

Empl Rcd#	Earnings Code	New Sub/Object	New Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	New Earnings Amount	Apply/Remove Work
1	0 HLN	011100	000010450	0	6606502A	M512	19900		02	MCFIN		\$211.92	
2	0 HLN	011100	000010450	0	6606502A	M512	19900		02	MCFIN		\$211.92	
3	0 REG	011100	000010450	0	6606502A	M512	19900		02	MCFIN		\$1,483.44	
4	0 S1L	011100	000010450	0	6606502A	M512	19900		02	MCFIN		\$185.43	
5	0 VCN	011950	000010450	0	6606502A	M512	19900		02	MCFIN		\$26.49	

Check Balance

Total: \$2,119.20

Submit to Payroll Services via email
payrollservices@ucmerced.edu



What's my
Deadline?

“HRPC” has changed to “Payroll Services” effective 1/1/20

Your ACCURATE request must be received by HRPC on this date to be processed on the respective cycle

Pay Cycle	Check Date	Pay Period Dates		Local Time Reporting System (TRS)			UC Merced DEADLINES		UCPath Center			Run ID Schedule
				Leave Usage Reporting Period for Monthly	Submit to TRS Employee Deadline (By 12 pm)	Approval in TRS Supervisor Deadline (By 10 am)			GL Post Confirm (10am-Completion)	Pay Statements on UCPath Portal	Leave Accrual Available on UCPath Portal (After 5pm)	
		Begin	End				Campus to HR/APO to effect check	Campus to HRPC to effect check				
MO	Wed 01-02-19	12-01-18	12-31-18	11-01 to 11-30-18	12-05-18	12-10-18	Mon 12-03-18	Mon 12-10-18	Thu 12-27-18	Mon 12-31-18	Wed 01-02-19	181231M0X
B1	Wed 01-09-19	12-16-18	12-29-18		12-19-18	12-20-18	Mon 12-03-18 *	Mon 12-10-18 *	Mon 01-07-19 *	Mon 01-07-19		181229B1X
B2	Wed 01-23-19	12-30-18	01-12-19		01-12-19	01-14-19	Mon 12-17-18	Wed 01-02-19	Fri 01-18-19	Mon 01-21-19	Mon 01-21-19	190112B2X
MO	Fri 02-01-19	01-01-19	01-31-19	12-01 to 12-31-18	01-05-19	01-10-19	Fri 01-04-19	Fri 01-11-19	Tue 01-29-19	Wed 01-30-19	Fri 02-01-19	190131M0X
B1	Wed 02-06-19	01-13-19	01-26-19		01-26-19	01-28-19	Wed 01-09-19	Wed 01-16-19	Fri 02-01-19	Mon 02-04-19		190126B1X
B2	Wed 02-20-19	01-27-19	02-09-19		02-09-19	02-11-19	Wed 01-23-19	Wed 01-30-19	Fri 02-15-19	Mon 02-18-19	Tue 02-19-19	190209B2X
MO	Fri 03-01-19	02-01-19	02-28-19	01-01 to 01-31-19	02-05-19	02-10-19	Fri 02-01-19	Fri 02-08-19	Tue 02-26-19	Wed 02-27-19	Fri 03-01-19	190228M0X
B1	Wed 03-06-19	02-10-19	02-23-19		02-23-19	02-25-19	Wed 02-06-19	Wed 02-13-19	Fri 03-01-19	Mon 03-04-19		190223B1X
B2	Wed 03-20-19	02-24-19	03-09-19		03-09-19	03-11-19	Wed 02-20-19	Wed 02-27-19	Fri 03-15-19	Mon 03-18-19	Mon 03-18-19	190309B2X

Transfer Considerations



Submissions for Direct Retro follow the same submission deadlines as all other pay impacting actions



Calendar for per cycle deadlines is housed on the Payroll Services website

Please reference the calendar on the website (vs downloading and referencing local to your computer or departmental drives) as changes to the calendar will ONLY be made to the online version.

Notification of calendar changes are NOT communicated to departmental contacts



Transfers requiring ORED approval may be delayed at least 1 cycle



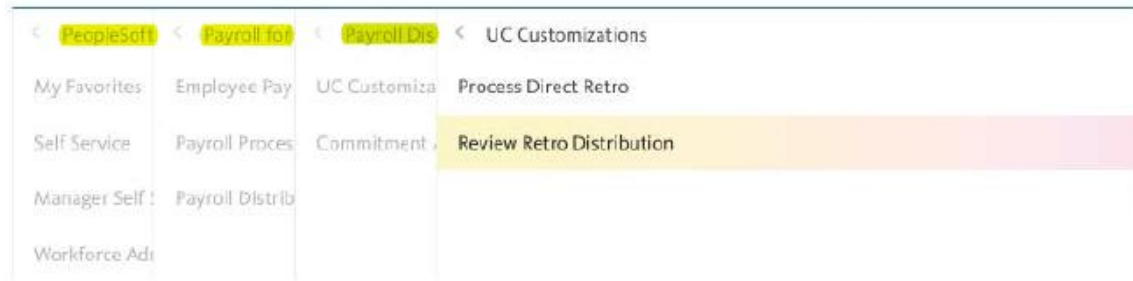
Plan accordingly to avoid additional delays

Check Status





Peoplesoft...Payroll for North America...Payroll Distribution...UC Customizations...Review Retro Distribution



Review Retro Distribution

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Transaction ID begins with

Set ID begins with

Empl ID begins with

Last Name begins with

First Name begins with

Last Operator to Update begins with

Creation Date =

Date of Pay =

Transaction Source =

Process State =

Process Date =

☐ Case Sensitive

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Search Results

View All

First 1-8 of 8 Last

Set ID	Transaction ID	Empl ID	Last Name	First Name	Last Operator to Update	Creation Date	Date of Pay	Transaction Source	Process State	Process Date
MECMP	DR00000001418	10005084				01/18/2018	01/13/2018	Direct	Complete	03/09/2018
MECMP	DR00000003564	10005084				05/18/2018	05/15/2018	Direct	Complete	05/18/2018
MECMP	DR00000004567	10005084				06/12/2018	06/11/2018	Direct	Complete	06/28/2018
MECMP	DR00000004577	10005084				06/12/2018	06/12/2018	Direct	Complete	06/20/2018
MECMP	DR00000005138	10005084				06/20/2018	06/16/2018	Direct	Complete	06/20/2018
MECMP	DR00000011172	10005084				10/30/2018	11/03/2018	Direct	Complete	11/07/2018
MECMP	DR00000062807	10005084				06/11/2019	06/10/2019	Direct	Editing	06/11/2019
MECMP	DR00000062816	10005084				06/11/2019	06/10/2019	Direct	Editing	06/11/2019

Retro Distribute EarningsRetro Distribute DeductionsRetro Distribute TaxesEarnings MessagesDeduction MessagesTax Messages

Retro Distribution Transaction

Run Cntl:DR00000062816Created By:10005437Snyder,Michelle KathleenCreated:06/11/2019

Trans Type:DirectDate of Pay:06/10/2019

Processing Status:EditingRequest Status:Approved

Check Earnings

Find | View AllFirst1 of 10Last

Empl ID:Empl Record:0

Company:UCSPay Group:0ACPay Begin Date:08/01/2018Pay End Date:08/31/2018

Pay Run ID:180831MOXOff Cycle

Old Data

Personalize | Find | First1-4 of 4Last

Earning detailsJob detailsOld Accounting Period

Empl Rcd#	Earnings Code	Sub/Object	Combination Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	Earnings
1	0 REG	001000	000004102	0	4320012A	E200	19900	PRMSTF		MCFIN		\$2,350.40
2	0 REG	001000	000069807	0	4320051A	E200	40089	PRMSTF		MCFIN		\$2,350.41
3	0 VAC	001950	000004102	0	4320012A	E200	19900	PRMSTF		MCFIN		\$2,405.10
4	0 VAC	001950	000069807	0	4320051A	E200	40089	PRMSTF		MCFIN		\$2,405.09

New Data

Personalize | Find | First1-4 of 4Last

Earning detailsJob DetailsPosting Accounting Period

Empl Rcd#	Earnings Code	New Sub/Object	New Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	New Earnings Amount	Apply/Remove WorkStudy
1	0 REG	001000	000134437	0	4320012A	E200	19900	ACDSPT		MCFIN		\$4,700.81	
2	0 REG	001000	000069807	0	4320051A	E200	40089	PRMSTF		MCFIN			
3	0 VAC	001950	000134437	0	4320012A	E200	19900	ACDSPT		MCFIN		\$4,810.19	
4	0 VAC	001950	000069807	0	4320051A	E200	40089	PRMSTF		MCFIN			

Check Balance

Total:\$9,511.00

Balance:\$0.00

Direct Retro Salary Cap/MCOP Funding Worksheet

Resources



Payroll Services Website -

<https://bfs.ucmerced.edu/payroll-services>



Payroll Services Email –

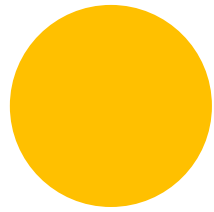
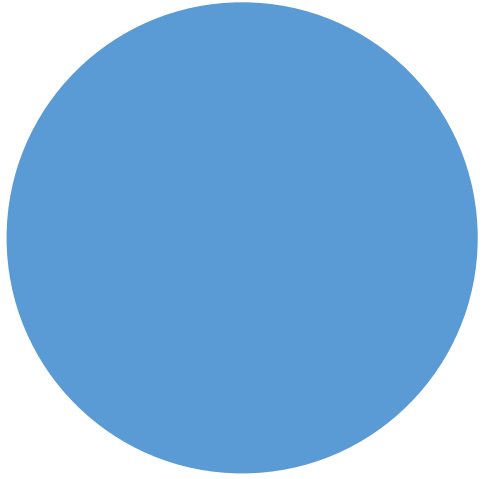
payrollservices@ucmerced.edu *



ORED Contact: <https://srs.ucmerced.edu/>



** Please utilize the Payroll Services email address rather than contacting an analyst directly to ensure your request is handled timely.*



Questions?

