UCPath Policy on Cross Region Funding

1 message

Cynthia Weekley <cweekley@berkeley.edu>   Mon, May 13, 2019 at 5:33 PM
Reply-To: Cynthia Weekley <cweekley@berkeley.edu>
To: ersora@erso.berkeley.edu, ERSO HR <ersohrops@erso.berkeley.edu>, ERSO Payroll <ersopayroll@erso.berkeley.edu>

Hi Everyone-
The six regions have agreed on a process of how to handle funding entry when the region that owns a UCPath position is not the region that is funding the position. The policy below is being communicated to all regional HR/Payroll, RAs and Financial Analysts in VCRO.

Please see the policy below. I'll be sure to request that this get published to the ERSO website or hub as well. This policy also contains information regarding Direct Retros, which is slightly different than what we in ERSO do. Please continue to follow the ERSO instructions regarding our process for Direct Retros.

Please let me know if you have any questions.
Thanks-
Cynthia

Policy on Cross Region Funding Entry in UCPath

The goal of this policy is to make sure we have transparent funding approval that is easy to review in the event of an audit.

In UCPath, a position may be in a different unit than its funding. A UCPath user has access to specific units. For the units they can access, they can update positions and their funding. Anyone with access to update a position's funding may input any valid chartstring. There is no restriction on access to input specific chartstrings.

This means funding entry must be handled by the region that owns the position and UCPath must contain approval for a position's funding when it is coming from a different region than the one that owns the position. It is critical to have this information in UCPath, as the system of record, in the event of an audit.

If funding is coming from a different region, then the region that owns the position needs to append documentation to the funding entry template showing approval from the fund owner. This includes uploading fund-owner approvals such as PDFs of PI email requests/approvals, etc. Regions may elect to use ServiceNow, email, or any other communication tool to acquire approvals, however **all cross regional funding requires an approval document to be uploaded to the funding entry in UCPath** for auditing purposes.

For Direct Retros and cost transfers: the transaction Initiator (regardless of which region they belong to) will be responsible for obtaining and uploading cost transfer justifications when they prepare the Direct Retro. This includes providing the justification statement on the Direct Retro form template in UCPath, and may also require uploading email communications from PI/investigators if they're moving payroll onto a restricted or contract/grant fund source. The transaction Approver is responsible for reviewing the justification statements and confirming that they meet the sponsor and Controller's Office requirements for cost transfer allowability.

--

Cynthia M. Weekley
Executive Director, ERSO
Assistant Dean, HR, College of Engineering
University of California, Berkeley
413 O'Brien, Berkeley, CA 94720
510-643-8423-direct

BERKELEY
150
1868 ★ 2018

150
YEARS
OF LIGHT

Cynthia M. Weekley
Executive Director, ERSO
Assistant Dean, HR, College of Engineering
University of California, Berkeley
413 O'Brien, Berkeley, CA 94720
510-643-8423-direct