Getting Started with the Payroll Dashboard

The Cal Answers Payroll Dashboard enables users to access detailed information about payroll expenses and summary-level absence management data generated by the UCPath system. Visit the Payroll Wiki for more information and a data dictionary for definitions of the fields featured in these reports. Access to the Payroll Dashboard is granted on a global-only, rather than a departmentally restricted basis. For information on requesting access to the Payroll Dashboard, see the section on the Payroll subject area on our Getting Access to Cal Answers page.

<table>
<thead>
<tr>
<th>Payroll Dashboard Report:</th>
<th>Legacy Payroll Dashboard Report:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCPath Expense Detail</td>
<td>Expense Detail</td>
<td>These reports show detailed information about payroll charges. All charges generated by the legacy PPS system live in the Legacy Payroll Dashboard and those generated by the UCPath system and posted to the Berkeley Financial System (BFS) live in the new Payroll Dashboard.</td>
</tr>
<tr>
<td>Absence Management Summary</td>
<td>Leave Accruals</td>
<td>These reports show information about various types of employee leave as tracked by the payroll systems. For data through February 2019, see the Legacy Payroll Dashboard. For data from the implementation of UCPath in March 2019 forward see the new Payroll Dashboard. Please note, this will not always be in sync with CalTime balances as CalTime is updated more frequently than the UCPath Absence Management data.</td>
</tr>
</tbody>
</table>
1. Overview

The Overview tab defines each of the report tabs in the Payroll Dashboard and provides hyperlinks to access each report. From the Payroll Wiki you can find a comprehensive review of the reports along with a dictionary of terms found in the reports. Check out the Cal Answers Training page for links to Cal Answers navigation resources. If you still have questions follow the link to the Cal Answers Help Desk email for additional support.
2. UCPath Expense Detail Report

The UCPath Expense Detail Report displays payroll expense detail information for payroll expenses generated by the UCPath system and processed through the Berkeley Financial System (BFS). Transactions will be available in the UCPath Expense Detail report the day after they are posted in BFS. Please note that this is different from the schedule for UCPath HR actions, because this information comes to us through the payroll journal process, rather than through a direct feed from UCPath.
Getting Started with the Payroll Dashboard

Key Changes from Legacy Payroll Expense Detail Report:

- With the move from the legacy PPS system to UCPath, the term Pay Period End Date took on a new meaning. The Pay Period End Date is now the last date of the UCPath payroll period in which pay was processed, corresponding to the old PPS term Pay Cycle End Date. The equivalent of the old Pay Period End Date field is the Earnings Period End Date field.
  - Scenario: A pay rate increase for an employee is entered into UCPath in early October and is paid out in the first October biweekly period, retroactive to the first of September. This is how the date fields would display in the two reports:

<table>
<thead>
<tr>
<th>Report:</th>
<th>Last date of the cycle in which the pay was earned:</th>
<th>Last date of the cycle in which the pay was processed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legacy Expense Detail</td>
<td>Pay Period End Date: 9/30</td>
<td>Pay Cycle End Date: 10/12</td>
</tr>
<tr>
<td>UCPayPath Expense Detail</td>
<td>Earnings Period End Date: 9/30</td>
<td>Pay Period End Date: 10/12</td>
</tr>
</tbody>
</table>

- To search for all transactions in a particular fiscal year or accounting period, set the Pay Period End Date filters to the first and last days of the fiscal year or accounting period(s) for which you want to return data. For example, if you want to search for all transactions in period April 2020, set the filters to 4/1/2020 and 4/30/2020. If you want to search for all transactions in fiscal 2019-20, set the filters to 7/1/2019 and 6/30/2020.

- Both reports show pay expense information as well as information about leave usage and adjustment transactions. Unlike the legacy report, however, the new UCPayPath Expense Detail report does not carry data on actual benefit expenses, which are not relevant to a significant majority of users since the implementation of Composite Benefit Rates (CBR). Benefit expenses are available in Cal Answers financial reports.

- Also, unlike the Legacy Expense Detail, which showed information at the individual transaction level, the UCPayPath Expense Detail aggregates data based on all of the displayed columns. This means that by default, if two transactions have the same values in all of the displayed columns except for Actuals Amount, Hours, and Derived Effort, then the report will only show one row with the Actuals Amount, Hours, and Derived Effort fields reflecting the totals for all included transactions. Individual transaction-level data is available in ad hoc (see wiki for details).
Tips and Tricks:

- The dashboard will run whenever changes are made to the filters in the first two columns, however you still need to hit the **Apply** button to make sure all your search criteria are applied. Because of this, we ask that you do not remove the dash in the **Primary Job Dept Code** prompt until you are ready to run your query.
- In order to reduce the number of filter prompts that appear on the page without reducing users' ability to filter on a full range of org hierarchy values based on the Dept ID associated with a payroll expense, we have designed a special **Funding Org Options** prompt. Using this prompt, you can select which org hierarchy level you wish to filter by, with options for filtering using code only or code and description.
  - Once you have selected a Funding Org Option, the prompt directly below it will become a prompt for whatever org hierarchy level you selected in the Funding Org Options prompt. Uncheck the All Column Values option and select your desired org node.
- You will need to remove or replace the ".-" in the **Primary Job Dept Code** filter in order to get results. Please do not remove this dash until you are ready to run your query. For performance reasons, this dash is necessary by default.
Notable Prompts and Fields:

1. In UCPath, pay transactions for non-resident aliens with different income codes and pay transactions generated by the UCPath automated retroactive pay process have distinct earn codes. This means that if, for instance, you wish to select all regular pay, which used to be characterized by the common earn code REG, you would now have to select data for eight separate earn codes: the REG earn code, the retro 9RG earn code, and the three varieties of non-resident alien earn codes for each of these. In order to enable users to more easily search for these groups of earn codes, we have created a Base Earn Code prompt. This prompt will return expenses charged using all variants of an earn code. To use this prompt you will select the version of your desired earn code that is not specific to non-resident aliens and is not used for retroactive pay transactions, for instance REG for all regular pay.

2. The new Altacct field and prompt signify the results of payroll processed with a Position Pool ID (Work-Study code). Select Altacct value “X - Split Refusal - No Balance,” for instance, to find all pay expenses for which a work-study split was refused because the student had no available work-study funds.
3. Absence Management Summary Report

The Absence Management Summary Report displays information about leave balances and activity, summarized by month, with information drawn from both PPS and UCPath. This report replaces the Leave Accruals report in the Legacy Payroll dashboard, and enables Payroll and Finance professionals to access information about how much of which types of leave employees have available, as well as accruals, usage, adjustments, and whether or not employees are at/approaching their maximum balances. Each month’s activity is available two days after it is processed in the UCPath Absence Management module. Please note that this is different from the schedule for UCPath Payroll transactions, because this information comes to us through the Absence Management process, rather than through a payroll journal.
Key Changes from Legacy Leave Accrual Report:

- The new Absence Management Summary report does not display all leave types on the initial page. Leave types are separated into groups using a Leave Type Selector from which the user can choose between several groups of leave types (Vac, Sick, Comp etc...).

- Leave usage/accruals/adjustments that are transacted retroactively will be reflected in the period in which the leave was taken/accrued/etc..., not when it was transacted, and balances will be adjusted accordingly moving forward.

- Information on Vacation Hours Lost is not available in UCPath. Rather than seeing, for instance, 16 hours accrued and 4 hours lost, we now only see 12 hours accrued with no category for hours lost.
Getting Started with the Payroll Dashboard

Tips and Tricks:

- REMEMBER: you need to remove or replace the "-" in the Current Primary Job Dept Code filter in order to get results. For performance reasons, this dash is necessary by default.
- For each leave type, the metrics will start with the month's Beginning Balance, highlighted in dark green.
- The Current Primary Job Dept Code and Desc fields and prompts and the associated Parent Node and Parent Node - Desc prompts will always pull and display information based on an employee's current primary job department as recorded in UCPath. If an employee has an appointment at another UC location that is designated as their primary appointment, the employee's primary job department will be recorded as ".-".
- In order to exclude unneeded data, the dashboard defaults to only showing data for employees who have a current active job. If you wish to see data for a terminated employee, un-check the Active Employees Only checkbox.
- In order to look for employees who are within three months of exceeding their maximum vacation accrual balance, or who have over 240 hours of compensatory time on record, use the Show Only Vac Over within 3 Mos or Show Only Comp Over 240 checkbox.
- If an employee is within three months of exceeding their maximum vacation accrual balance, or has over 240 hours of compensatory time on record, the word "Over" will appear in the last populated column (most recent month) of the Vac Over within 3 Mos row or the Comp Over 240 row.