Payroll (Web) Expense Transfer System
New Payroll Web Expense Transfer System allows departments to process single line transfers via the web.

The new system became available on March 17, 2010.
Overview

• It replaces the need to process the “Brown UPAY” because the transaction is not limited to the 18 months permitted on the EDTS screen.

• Transfers of expenses older than *18 months must be entered manually but more recent expenses will be populated from PPS

• Information from the Distribution of Payroll Expense - PPP5302 Report (paper, QDB, or CDW) will still be required in order to complete the new web-based transfers

* New change from 13 months to 18 months!
Benefits of Payroll Web Expense Transfers

- Web based
- PPP5302 data now populates up to 18 months
- Eliminates Brown UPAY form
- Easier for preparers to use
- Ability to search for pending/processed status of expense transfers
- Assists EFM in cost (expense) transfers review process
Review of Basic Payroll Expense Transfers
What is a Payroll Expense Transfer?

• Departments use the Payroll Expense Transfer process to transfer expenses in cases where the original expense was charged to the wrong FAU (Full Accounting Unit) and the department must report the correct FAU to which the expense should be transferred.

• Transfers of payroll expense normally occur when the EDB has been updated too late to make payment on the newly designated account/fund. These transfers of payroll expenditures are processed through the Personnel/Payroll System (PPS) to generate applicable employee benefit cost transfers and record the data on individual earnings records.
What is a Payroll Expense Transfer cont’d

• Payroll Expense transfers are technically possible because recent Payroll Audit Record (PAR) data is maintained within PPS in the Transfer Of Expense (TOE) file. The TOE file maintains "live" data for a period of 18 months.

• The record key for the TOE file is the ETMO, ETPG, and ETLN which can be found on the PPP5302.
What is a Payroll Expense Transfer cont’d

Once an Expense Transfers is processed, the original FAU will be credited and the new FAU will be debited.
Types of Expense Transfers: Single Expense

**Single Expense Transfer**

- Processed on a selected employee
- The original gross and benefit charges are specified along with the amount of the gross to be transferred.
- Can be used to move all or a portion of the original gross.
- The system computes the amount of each benefit to be transferred based upon the actual amount of gross being transferred.

<table>
<thead>
<tr>
<th>Original Gross (FAU A)</th>
<th>Transfer Gross Amt (FAU B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5000.00</td>
<td>$5000.00</td>
</tr>
<tr>
<td>$5000.00</td>
<td>$1500.00</td>
</tr>
</tbody>
</table>
Types of Expense Transfers: Mass Expense

Mass Expense Transfer

• The mass transfer screen is used to transfer from two up to the total number of consecutive lines of Payroll Expense with the SAME location, account, fund, cost center, project, or sub to a new same location, account, fund, cost center, project, or sub.

• Up to ten pages of expenses on the PPP5302 can be transferred at once as long as the FAU is the same.
Types of Expense Transfers: Mass Expense

• The EDTM function cannot be used for transferring expense for one line of expense from the PPP5302 nor is it to be used for transferring portions of the original charge -- the transfer must be for 100% of the original charge.

Reminder: when using the EDTM screen, the entire gross and benefits will move. There are no partials transfers in EDTM!
Additional Expense Transfer Information

- In order to move expenses for Work Study funding, use the EDLR screen (RX/LX). **Note:** this is an exception to the rule!
- Can move a sub 06 to another sub 06 account.
- Benefits can be moved only with gross earnings! If no gross earnings attached, contact Payroll Services to do a journal to move the benefits if needed.
Lines with asterisks in the “PAR CTL DIS” column cannot be transferred using the Payroll Expense process. If the lines must be transferred, Payroll Services will need to process a journal. Send a copy of the PPP5302 to Payroll Services with the line highlighted that needs to be transferred.
Updating EDB for Expense Transfers

• When the department moves an employee’s earnings from one FAU to another, the employee’s EAPP (distribution) data should be updated.

• Any necessary EDB updates should be completed prior to execution of the Payroll Expense Transfer.
Using the Payroll Web Expense Transfer System
Contracts & Grants

• **All** single expense transfer fund numbers that are contracts and grants **must** be processed via the Payroll Web Expense Transfer System.

• Mass Expense transfers for Contracts & Grants fund numbers cannot be processed in the Payroll Web Expense Transfer System.

• Mass expense transfers must be processed in EDTM.

Note: Contracts and Grants funds that are older than 120 days will reject in the EDTM screen.
Non Contracts & Grants

• Non Contract & Grant fund numbers (i.e. 19900, 20000, etc.) should use the Payroll Web Expense Transfer System to process single expense transfers (*preferred method*).

• EDTS in PPS will continue to be available for non contracts and grants fund numbers.

• Must use EDTM in PPS to process mass expense transfers.
Brown UPAY (Form 646-4)

TO THE ACCOUNTING OFFICE: PLEASE ADJUST THE ACCOUNTS SHOWN BELOW WITH THE EXPENDITURES LISTED. THESE EXPENDITURES WERE NOT ORIGINALLY CHARGED TO THE CORRECT ACCOUNTS SHOWN FOR REASONS INDICATED BELOW.

<table>
<thead>
<tr>
<th>EMPLOYEE NUMBER</th>
<th>EMPLOYEE NAME</th>
<th>PROJECT</th>
<th>GROSS TRANSFER</th>
<th>TIME TO TRANSFER</th>
<th>HOURS/%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>19-25</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>19-25</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>19-25</td>
<td>26</td>
<td></td>
</tr>
</tbody>
</table>

TRANSFERS FROM

<table>
<thead>
<tr>
<th>EMPLOYEE NUMBER</th>
<th>EMPLOYEE NAME</th>
<th>PROJECT</th>
<th>GROSS TRANSFER</th>
<th>TIME TO TRANSFER</th>
<th>HOURS/%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>19-25</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>19-25</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>19-25</td>
<td>26</td>
<td></td>
</tr>
</tbody>
</table>

TRANSFERS TO

<table>
<thead>
<tr>
<th>EMPLOYEE NUMBER</th>
<th>EMPLOYEE NAME</th>
<th>PROJECT</th>
<th>GROSS TRANSFER</th>
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<th>HOURS/%</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td>19-25</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>19-25</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>19-25</td>
<td>26</td>
<td></td>
</tr>
</tbody>
</table>

COMMENTS/EXPLANATION:

No More Brown UPAY Forms!!

18
Brown UPAY (Form 646-4)

• The Payroll Web Expense Transfer **eliminates** the Brown UPAY form.
• All transactions up to 18 months will automatically be populated in the new system.
• Transactions older than 18 months, will not automatically appear but must be keyed into the system.

**Note:** Payroll Services will not accept any paper Brown UPAY forms after 03/19/10!
### Which Expense Transfer System should I use if the....

<table>
<thead>
<tr>
<th>Expense Transfer is a/an...</th>
<th>Expense Transfer Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract &amp; Grant (single transfers)</td>
<td>Payroll Web Expense Transfer System</td>
</tr>
<tr>
<td>Non Contract &amp; Grant (i.e. 19900, 20000, etc.)</td>
<td>Payroll Web Expense Transfer System, <strong>or</strong> EDTS</td>
</tr>
<tr>
<td>Payroll Expenses older than 18 months [formerly Brown UPAY 646-4] (all fund numbers)</td>
<td>Payroll Web Expense Transfer System</td>
</tr>
<tr>
<td>Mass Transfer (all fund numbers, unless C&amp;G is &gt; than 120 days.)</td>
<td>EDTM</td>
</tr>
</tbody>
</table>
Note: access to the Payroll Web Expense Transfer System is based upon current DACSS update (DATUPD) access!
Main Menu

- Create Expense Transfer
- Search Expense Transfer
Create Expense Transfer
Select A Pay Cycle
Creating an Expense Transfer

The ET Page Line field includes:
The PG and Line No from the PPP5302 (7 or 8 digit field)

ETMO - this a 4 digit field

Select an expense to transfer

Pay Cycle: MO - 11/30/09
ET Month: 0911, ET Page Line: 2718905
Load Expense

The ET Page Line field includes:
The PG and Line No from the PPP5302 (7 or 8 digit field)
Loading Expense

Employee was paid from wrong sub. Preparer was not informed of need to pay from sub 07. Transfer approved by PI. Funds allocated in sub 07. Waited for PPP5302 to be run. Preparer informed of allocation in sub 07 and has corrected EDB.
The following PAN will be created

Preparer: Harrison, Eugene

The following pay transaction has been created:

PPF302 Reference: Month 0912 Page 4510 Line: 1
Transfer from: 4/111111/1A/111111/
Transfer to: 4/111111/1A/111111/
Pay Period End: 2008-04-30 Title: 3670 DOS AOU
Original Gross Earnings: -833.33 Original Benefits: -72.79
Transfer Gross Earnings: -833.33
Reason: C
Comments:

Employee was paid from wrong sub. Preparer was not informed. Get need to pay from sub 07. Transfer approved by fund allotted in sub 07. Waited for PPF302 to be prepared. Informed of allocation in sub 07 and has corrected EOB.

List of Reviewers

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Reviewer Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>KWANG, KIM L</td>
<td><a href="mailto:kwang@abi.ucla.edu">kwang@abi.ucla.edu</a></td>
<td>Mandatory Reviewer</td>
</tr>
<tr>
<td>TANG, WEN</td>
<td><a href="mailto:ktang@abi.ucla.edu">ktang@abi.ucla.edu</a></td>
<td>Mandatory Reviewer</td>
</tr>
<tr>
<td>KIM, KWANG</td>
<td><a href="mailto:kkim@abi.ucla.edu">kkim@abi.ucla.edu</a></td>
<td>Non-Mandatory Reviewer</td>
</tr>
</tbody>
</table>
Web Expense Transfer Search Features

Search Feature can be used to search for expense transfers by:

- Preparer
- Status Code
- From FAU
- To FAU
- Employee ID
- Pending – Approval/Update
- Failed System Edit
- Updated – Completed/Failed
- Expired
Search Feature

Main Menu

- Create Expense Transfer
- Search Expense Transfer
Important to use the Search feature to find:
• Rejected Transactions
• Failed Transactions
• Expired Transactions
### Sample Search Result

#### UCLA Personnel Payroll System

<table>
<thead>
<tr>
<th>Action</th>
<th>MO-PgLine</th>
<th>PrepareDate</th>
<th>Emp Name</th>
<th>FromTo</th>
<th>Gross</th>
<th>C&amp;G</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>view</td>
<td>0312-4848034</td>
<td>2009-12-11</td>
<td>BRUIN, JOE</td>
<td>111111111</td>
<td>111111111</td>
<td>4606.25</td>
<td>&gt;120</td>
</tr>
</tbody>
</table>

User: Harrison, Eugene | Main Menu | Sign Out

Search by: Employee ID 1111111111

Search
This transfer involves a C&G fund that is over 120 days old.

Employee Details:
- Employ ID: 1111111112 NHILE, INDE
- Agency: 0000000000
- Title: 7242
- ERC: E
- AppType: 2
- Dept: DUC
- DOS: REG
- Pay Rate: 4506.25
- Rate Cycle: M
- Rate: 4506.25
- Pay End Date: 2009-06-30

Benefit Details:
- PlanCode: U
- Ret Matching Contr: 0.00
- UCLA Fee Rem: 0.00
- CASIR: 325.12
- DINL/MED/OPH: 587.05
- UGS: 2.25
- WDES: 82.91
- IAP/LEAVE: 314.09
- LIFE/UC/DLOPR: 11.05

Transfer Details:
- Loc: 4 CC: 111111 CC: 19900 Fund: Proj: 1 Time: 100.00 % Gross Earnings: 4506.25
- Transfer To: 4 111111 CJ 19900 Sub: 2

Comments: testing transaction that is more than 120 days

Back to Search List
Required PAN Comments

It is crucial to provide the appropriate explanations in the PAN comment when processing expense transfers. The explanation should answer:

- Why the transfer is being made?
- Why was the original in error?
- Who approved the transfer?
- How does the expense benefit the new fund change?
- Explain in the delay in transfer >120 days after original transaction date?
- What steps have been taken to prevent reoccurrence.
Web Expense Transfers Edit Messages

- Invalid transfer-to Fund: Fund ended over 90 days from pay cycle date
- Invalid transfer-to Fund: Loc/Fund not found.
- Invalid transfer-to FAU account
- This transfer involves a contract/grant fund that is over 120 days old.
- Transfer-to gross plus previously transferred gross exceeds original.
- Pending approval.
EFM Review Process

Non Contracts & Grants:

- All transactions will automatically process (update). No EFM review required.
### EFM Review Process Cont’d

#### Contracts & Grants:

<table>
<thead>
<tr>
<th>Expense Transfer processed</th>
<th>Will automatically process (no EFM Review)</th>
<th>EFM Review Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 120 days of appearing on PPP5302</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>&gt; 120 days of appearing on PPP5302</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>&gt; 90 days after the award expiration date</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
THF

• Transactions that must be reviewed will go to a Transaction Holding File (THF) for EFM to review.

• These transactions must be scheduled by a certain date in order to ensure process in the Pay Compute.
PPS Schedule

- Used by Expense Transfer preparers to determine deadline dates to process transfers online in order for the transfer to appear on a specific PPP5302 report.
### Sample of PPS Schedule

- **Pay periods for the Payroll Month are within the lines.**
- **All pay transactions processed in the Payroll Month will appear on the month’s PPP5302.**

<table>
<thead>
<tr>
<th>Payday</th>
<th>Pay Cycle</th>
<th>Pay Period</th>
<th>Last Day to...</th>
<th>Compute*</th>
<th>IPAY Screens Available</th>
<th>Month Transactions Should Appear on PPP5302</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/14/10 BW</td>
<td>B1</td>
<td>03/21/10 - 04/03/10</td>
<td>04/01/10 MM</td>
<td>04/02/10</td>
<td>04/06/10</td>
<td>Apr 10 (ETMO:1010)</td>
</tr>
<tr>
<td>04/26/10 BW</td>
<td>B2</td>
<td>04/04/10 - 04/17/10</td>
<td>04/13/10</td>
<td>04/16/10</td>
<td>04/20/10</td>
<td>04/21/10</td>
</tr>
<tr>
<td>04/30/10 MO</td>
<td>MO</td>
<td>04/01/10 - 04/30/10</td>
<td>04/14/10</td>
<td>04/19/10</td>
<td>04/21/10 (ETMO:10)</td>
<td>04/22/10</td>
</tr>
<tr>
<td>05/12/10 BW</td>
<td>B1</td>
<td>04/18/10 - 05/01/10</td>
<td>04/27/10 MM</td>
<td>04/30/10</td>
<td>05/04/10</td>
<td>05/05/10</td>
</tr>
<tr>
<td>05/26/10 BW</td>
<td>B2</td>
<td>05/02/10 - 05/15/10</td>
<td>05/11/10</td>
<td>05/16/10</td>
<td>05/20/10</td>
<td>05/21/10</td>
</tr>
<tr>
<td>06/01/10 MO</td>
<td>MO</td>
<td>05/01/10 - 05/31/10</td>
<td>05/12/10</td>
<td>05/19/10</td>
<td>05/21/10 (ETMO:0910)</td>
<td>05/25/10</td>
</tr>
<tr>
<td>06/09/10 BW***</td>
<td>B1***</td>
<td>05/16/10 - 05/29/10</td>
<td>05/24/10</td>
<td>05/27/10</td>
<td>06/01/10 S</td>
<td>06/02/10</td>
</tr>
<tr>
<td>06/12/10 BW</td>
<td>B1</td>
<td>05/30/10 - 06/12/10</td>
<td>06/08/10 MM</td>
<td>06/11/10</td>
<td>06/15/10</td>
<td>06/16/10</td>
</tr>
<tr>
<td>07/01/10 MO</td>
<td>MO</td>
<td>06/01/10 - 06/30/10</td>
<td>06/14/10</td>
<td>06/18/10</td>
<td>06/22/10</td>
<td>06/23/10</td>
</tr>
<tr>
<td>07/07/10 BW</td>
<td>B1</td>
<td>06/13/10 - 06/26/10</td>
<td>06/21/10</td>
<td>06/24/10</td>
<td>06/28/10</td>
<td>06/29/10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>06/30/10 (ETMO:0911)</td>
<td>07/01/10 R</td>
</tr>
</tbody>
</table>

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39
### Sample of PPS Schedule

**January to June 2010**

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
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<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>04/14/10 BW</td>
<td>B1</td>
<td>03/21/10 - 04/03/10</td>
<td>04/01/10</td>
<td>04/02/10</td>
<td>04/06/10</td>
<td>04/07/10</td>
<td>04/08/10</td>
<td>04/09/10</td>
<td>Apr 10 (ETMO:1010)</td>
<td></td>
</tr>
<tr>
<td>04/26/10 BW</td>
<td>B2</td>
<td>04/04/10 - 04/17/10</td>
<td>04/13/10</td>
<td>04/16/10</td>
<td>04/20/10</td>
<td>04/21/10</td>
<td>04/22/10</td>
<td>04/23/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/30/10 MO</td>
<td>MO</td>
<td>04/01/10 - 04/30/10</td>
<td>04/14/10</td>
<td>04/19/10</td>
<td>04/21/10</td>
<td>04/22/10</td>
<td>04/23/10 (ETMO:0909)</td>
<td>04/26/10 R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/12/10 BW</td>
<td>B1</td>
<td>04/18/10 - 05/01/10</td>
<td>04/27/10 MM</td>
<td>04/30/10</td>
<td>05/04/10</td>
<td>05/05/10</td>
<td>05/06/10</td>
<td>05/07/10</td>
<td>May 10 (ETMO:1011)</td>
<td></td>
</tr>
<tr>
<td>05/26/10 BW</td>
<td>B2</td>
<td>05/02/10 - 05/15/10</td>
<td>05/11/10</td>
<td>05/14/10</td>
<td>05/18/10</td>
<td>05/19/10</td>
<td>05/20/10</td>
<td>05/21/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/01/10 MO</td>
<td>MO</td>
<td>05/01/10 - 05/31/10</td>
<td>05/12/10</td>
<td>05/13/10</td>
<td>05/20/10</td>
<td>05/21/10</td>
<td>05/24/10</td>
<td>05/25/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/09/10 BW***</td>
<td>B1***</td>
<td>05/16/10 - 05/29/10</td>
<td>05/24/10</td>
<td>05/27/10</td>
<td>06/01/10</td>
<td>06/02/10</td>
<td>06/03/10 (ETMO:0910)</td>
<td>06/04/10 R</td>
<td></td>
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<td>B2</td>
<td>05/30/10 - 06/12/10</td>
<td>06/08/10 MM</td>
<td>06/11/10</td>
<td>06/15/10</td>
<td>06/16/10</td>
<td>06/17/10</td>
<td>06/18/10</td>
<td>Jun 10 (ETMO:1012)</td>
<td></td>
</tr>
<tr>
<td>07/01/10 MO</td>
<td>MO</td>
<td>06/01/10 - 06/30/10</td>
<td>06/14/10</td>
<td>06/18/10</td>
<td>06/22/10</td>
<td>06/23/10</td>
<td>06/24/10</td>
<td>06/25/10</td>
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<tr>
<td>07/30/10</td>
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</tr>
</tbody>
</table>

**Last day to process a Payroll Web Expense Transfer in order for EFM to review prior to the pay compute date!**
Scheduling Expense Transfers

• If the *Payroll Expense Transfer is not scheduled by the Web Expense Review date, EFM does not guarantee that it will be reviewed in time for that pay compute.
• If not reviewed in time, the transaction will expire and **must** be re-entered for another pay compute date.

*Contracts & Grants only!"
Transfers Subject EFM Review

- If the preparer receives a message that additional review and approval is required, the Payroll Expense transfer will be routed to EFM for review.

- The preparer will have the option to:
  - Change the FAU to an unrestricted fund source
  - Cancel the transfer
  - Move it forward (complete the transfer)
The EFM Reviewer will have two options:

- Approve or Reject the transaction
- Decision to approve will be based on:
  - All six policy questions have been addressed
  - Reason for delay is well documented
  - PI approval obtained
- If additional documentation needed contact EFM representative
Rejected transactions will automatically generate a notification which will be forwarded to the *preparer via email.

Rejected transfers will include a message explaining why the transaction was rejected.

*Note: If the preparer is not the Fund Manager (FM), the preparer should notify the FM of the reject!
Resolving Rejected Transactions

• If the preparer receives a rejected transaction from EFM, the preparer should resolve the stated issues.

• Work with the Fund Manager if needed to resolve the reject
Resolving Rejected Transactions cont’d

• In order to resolve the reject the preparer may need to:
  - add additional comments in order to answer the required 6 questions
  - Obtain additional approvals
  - Move the funds to an unrestricted fund source
• The preparer must re-enter the transaction once the issues have been resolved in order for it to process.
When to Re-Enter Payroll Expense Transfers

Preparers must re-enter and schedule the payroll expense transfer transaction for a future pay compute date, if it has:

- Rejected
- Expired
- Failed
Invalid Accounts

• At Departmental representatives’ request, all EDB and PTR EDB Preparers should review the appointment and distribution data screen (IAPP/IAPT) for invalid FAU data.
• Departments with accounts on the Invalid Account Report (FS323A) must process an expense transfer to move the invalid fund data to a valid fund source by June 3, 2010.
• Any invalid transactions remaining on the Invalid Report after June 3rd, will be moved by Payroll Services to an unrestricted fund source as provided by General Accounting.
• Preparers were notified of the change on May 20, 2010 via the Payroll Newsletter.
• PPS will be updated with the reject transaction process on June 9th.
Resources

Payroll Web Expense Transfer System questions:
Payroll Services Hotline (310) 794-8752

Invalid Account Report questions:
Invalid Accounts Desk (310) 794-0977

Payroll Expense Transfers reference (www.payroll.ucla.edu):
PTR Manual Section:
  Section D07 for Expense Transfers Overview
  Section D08 for Single Transfers (EDTS)
  Section D09 Mass Transfer (EDTM)

Pending/Rejected Transfers questions:
Department’s EFM representative or Fund Manager