Announcement FAQs: Discontinue Use of Suspense (Reserve) Appointments & Distributions

Staffing Related Questions

Which UCPATH role will be responsible for designating the positions that will “report to staffing roster”?
The GL Initiator role.

Does this apply to both faculty and staff (sub 00 and sub 01) staffing lists?
Yes.

Can suspense codes continue to be used in EDB until the transition?
Yes, suspense codes can be used in EDB; however, they will not convert to UCPATH.

How is the staffing roster generated in UC Path?
The actual staffing roster report is under development. The roster is generated from comparing UCPATH data to the Permanent Budget.

How is the initial data for the budget page derived, will it derived from current EDB distribution lines?
Everything is derived from the current FY17/18 final roster to populate the budget distribution page.

For sabbatical / partial sabbatical, we normally we put the ‘REG’ appointment in suspense and add the sabbatical appointment. If suspense lines are not converted to UCPATH, how should these be handled?
The suspense line won’t convert, other lines will.

How should split appointments be entered in EDB to convert to UCPATH? For example, we pay split faculty members 100%, but their appointments show the accurate % appointment for each department. The secondary department puts their appointment in suspense and then TOFs the money to our department.
If the individual has 1 Job that is to be funded by 2 or more departments then the Job in EDB should be on the same Appointment with multiple Distribution Lines. If the individual has 2 jobs, then there will need to be a different appointment for each in EDB with the associated Distribution Line(s).
Will the remaining distributions and the main appointment transfer over, just omitting the RES line?
Yes, with some exceptions. We will be sharing communications in the future related to the DOS codes that will not transfer over.

Data Conversions Questions

How will the data be converted to UCPath for the staffing rosters? Will you be providing a file for them to convert or upload, or will we have to enter the information?
Everything is derived from the current FY17/18 final roster to populate the budget distribution page. There may be situations where the data did not convert that would require data entry. We are hoping for a 98% conversion rate.

Other Questions

Will there be a UCPath class to show us how to update and perhaps make adjustments in UC Path when we go Live?
Training courses are currently available. All the information you need is on the UCPath training website: ucpath.ucla.edu/training. Specifically, you can find the curriculum for each UCPath role on the Understanding Your Curriculum page, you can find the links for to each of the online courses on the UCPath Training Courses page, and you can find additional training resources on the Training Resources & Help page.

If you have a question about UCLA UCPath training, please submit it via their UCLA UCPath Training Inquiry Form and someone from the Training team will be in contact with you within 48 hours.