DFL Forum

Tuesday, March 5
Room 290, Hearst Memorial Mining Building
3pm-4pm
Agenda

• Welcome – Chris Stanich, Associate Vice Chancellor, Financial Planning & Analysis
• Direct Entry for entertainment – Dan Parnas, Accounts Payable/Travel Operations Manager
• Average salary data – Scott Dinkelspiel, Compensation Operations Manager
• UCPath Update
  – Jo Mackness, Interim Assistant Vice Chancellor for Human Resources
  – Delphine Regalia, Controller
  – Elizabeth Chavez, Director, Contracts & Grants Accounting
  – Natalie Garkusha, Interim Director, Financial Accounting & Controls
Welcome
Direct Entry for entertainment reimbursement
Agenda

• Background
• Campus Roll-Out
• Next Steps
• Q&A
In parallel with the roll-out of travel reimbursement direct entry (completed on July 2, 2018), the same team began working on redesigning the entertainment reimbursement process, leveraging the enhancements identified for travel wherever applicable, while also focusing on improvements specific to the entertainment process.

- Eliminates duplicate data entry by CSS staff
- Shortens processing time to payment
- Allows employees to have better control over (and fewer questions about) the process
- Simple and intuitive navigation with clear, concise on-screen instructions
- Pre-populate/default required fields whenever possible
- Create workflow for in-system approvals eliminating need for wet signatures
- Streamline ability to upload receipts/documentation directly within the system instead of submitting separately through email

Maintain the ‘Preparer’ role to provide administrative support if needed

- Shared Services Regional Centers will continue to be available to assist with processing complex reimbursements, if necessary, and with reimbursements for students.
Campus Roll-Out

• January 2019: System enhancements moved to production
  – Pilot users include:
    • CSS
    • Athletics
    • Berkeley Law
    • Goldman School of Public Policy
    • School of Social Welfare
    • Student Affairs
    • UC Library

User feedback has been extremely positive
Next Steps

• Campus-wide message by the end of March from Sr. Leadership stating the goal is to enable Employee-Entertainment Direct Entry in all departments by July 1, 2019

• We will be reaching out to the remaining DFLs/CAOs by the end of April 2019 to discuss their implementation plan
  – Implementation is quick and easy and should take no more than a few hours in time and no more than a week in duration from start to finish

• Campus units don’t have to wait to be contacted -- to get started sooner, department leaders are welcome to contact Accounts Payable and Travel Manager Dan Parnas at entertainment@berkeley.edu

• To learn more, visit the entertainment website https://controller.berkeley.edu/financial-operations/entertainment/report-expenses
Next Steps

Entertainment

REPORT EXPENSES

Filing an Entertainment Expense Report

If a university employee or student paid out-of-pocket for costs associated with a business meeting or university hosted entertainment event, a record of the expenses and a request for reimbursement must be submitted within 45 days after the end date of the meeting or event.

The online Travel & Entertainment Reimbursement system is a web-based application used for both travel and entertainment expense reporting and reimbursement requests. Reports are input into the system by employees seeking reimbursement or by designated departmental preparers who submit expense reports on behalf of visitors and students.

Students should contact the department that sponsored their meeting or event for specific instructions. Most departments have report preparers who can assist. Campus Shared Services is available upon request, but processing times may be lengthy.

Training and Help

Training materials for the new reimbursement system are listed below.

Job Aids

- How Event Coordinators submit an entertainment reimbursement report (PDF)
- How Preparers submit an entertainment Reimbursement Report (PDF)

Videos

- Video: How to create an entertainment reimbursement report (9:46)
- Video: How to approve an entertainment reimbursement report (7:07)

https://controller.berkeley.edu/financial-operations/entertainment/report-expenses
Travel info session April 17

Attend a travel info session on Wednesday, April 17

- From 11:30am – 12:30pm in Warren Hall, room 101A
- Learn about benefits of booking business travel using the Connexxus and Direct Bill systems.
- Questions? Contact us at travel@Berkeley.edu.
Questions?
Average salary data
Why are we sharing average salary data?

• In a recent BSA Chancellor’s Chat a question was raised about: How Berkeley can get closer to market?

• Sharing average salary data with divisions (DFLs, CAOs, & Control Unit Administrators):
  • Allows more effective planning for compensation costs
  • Provides a better approach to allocate funds to bring key staff closer to market, as well as, those who are low in their salary range

• Note: the purpose is not to mandate salary increases, BUT to assist units in addressing existing equity gaps

• We understand for many divisions this means making hard decisions across competing priorities
Market data context

• What is a compa-ratio?
  • a compa-ratio is the distance from the external market
  • an employee is considered to be paid at market when their salary is equal to the midpoint of their salary range
• An employee who earns $98,000 and holds a job that has a salary range midpoint of $100,000 has a 98% compa-ratio
• Organizations are considered at market when the compa-ratio is approaching 100%
• With an overall 95% compa-ratio - Berkeley is slightly below market rates for our non-represented jobs
• Also, on July 1, 2019 Berkeley will likely increase our midpoints about 5%, which will drop our overall compa-ratio by the same percentage
• Although divisions allocate a 3% salary pool for both merit and equity increases, Berkeley has a gap to market that won’t be addressed by the UC salary program control figure which is generally around 3%
Average compa-ratio by unit

- **Average compa-ratio for each unit** is being shared
- This shows how close your unit is to market and allows a comparison of your unit’s market position relative to the campus compa-ratio of 95%

<table>
<thead>
<tr>
<th>Unit</th>
<th>Sum of Job FTE</th>
<th>Average of Compa-Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Affairs</td>
<td>553.1</td>
<td>94.7%</td>
</tr>
<tr>
<td>AVC SA &amp; Dean of Students</td>
<td>82.6</td>
<td>93.6%</td>
</tr>
<tr>
<td>Housing &amp; Dining Services</td>
<td>140.0</td>
<td>95.0%</td>
</tr>
<tr>
<td>Recreational Sports</td>
<td>26.5</td>
<td>93.6%</td>
</tr>
<tr>
<td>SA Admissions &amp; Enrollment</td>
<td>129.7</td>
<td>93.5%</td>
</tr>
<tr>
<td>SAIT Information Tech</td>
<td>24.5</td>
<td>95.2%</td>
</tr>
<tr>
<td>Student Affairs Immed Off</td>
<td>69.6</td>
<td>95.0%</td>
</tr>
<tr>
<td>University Health Services</td>
<td>80.3</td>
<td>96.8%</td>
</tr>
<tr>
<td>Univ Developmt and Alumni Rel</td>
<td>240.9</td>
<td>89.5%</td>
</tr>
</tbody>
</table>
Average salary by job title

- Berkeley’s overall compa-ratio is comprised of the average salary for all our jobs
- Some jobs may be paid closer to market, others may be farther away, therefore we’re also sharing the **average salaries by job title**
- The average salary by job title spreadsheet:
  - Shows how close your division’s jobs are to market
  - Allows a comparison of the average salary for your division’s job title relative to the campus average and other units
Average salary by job title

- The campus average compa-ratio displays for job titles with seven (7) or more incumbents.
- For titles with less than seven incumbents, the salary range midpoint is shown.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Salary Grade</th>
<th>Midpoint</th>
<th>Average of Annual Pay</th>
<th>Compa-Ratio</th>
<th>Count of Empl Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Achievement Manager 1</td>
<td>24</td>
<td>$117,800</td>
<td>$65,139</td>
<td>85.4%</td>
<td>2</td>
</tr>
<tr>
<td>Academic Achievement Manager 2</td>
<td>25</td>
<td>$132,000</td>
<td>$65,139</td>
<td>85.4%</td>
<td>1</td>
</tr>
<tr>
<td>Academic Achievement Supr 2</td>
<td>22</td>
<td>$93,900</td>
<td>$65,139</td>
<td>85.4%</td>
<td>2</td>
</tr>
<tr>
<td>Academic Achievemt Counselor 2</td>
<td>19</td>
<td>$69,100</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Academic Achievemt Counselor 3</td>
<td>20</td>
<td>$76,300</td>
<td>$65,139</td>
<td>85.4%</td>
<td>16</td>
</tr>
<tr>
<td>Campus Support</td>
<td></td>
<td></td>
<td>$65,139</td>
<td>85.4%</td>
<td>15</td>
</tr>
<tr>
<td>Equity &amp; Inclusion Div</td>
<td></td>
<td></td>
<td>$65,139</td>
<td>85.4%</td>
<td>15</td>
</tr>
<tr>
<td>Ctr for Ed Equity and Excellence</td>
<td></td>
<td></td>
<td>$65,579</td>
<td>85.9%</td>
<td>8</td>
</tr>
<tr>
<td>UQMSC Campus Climate</td>
<td></td>
<td></td>
<td>$64,637</td>
<td>84.7%</td>
<td>7</td>
</tr>
<tr>
<td>Colleges</td>
<td></td>
<td></td>
<td>$65,000</td>
<td>85.2%</td>
<td>1</td>
</tr>
<tr>
<td>College of Engineering</td>
<td></td>
<td></td>
<td>$65,000</td>
<td>85.2%</td>
<td>1</td>
</tr>
<tr>
<td>Eng Dean's Office</td>
<td></td>
<td></td>
<td>$65,000</td>
<td>85.2%</td>
<td>1</td>
</tr>
</tbody>
</table>
Job titles by division and department

- Since the average salary by job title report is 97 pages, a job title by division and department report is also provided
- The report may be filtered to show only the titles used by your division so you may easily identify the job titles in your unit

<table>
<thead>
<tr>
<th>Control Unit Desc</th>
<th>Division Desc</th>
<th>Department Desc</th>
<th>Job Code Desc</th>
<th>Count of Job Code Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters &amp; Science</td>
<td>L&amp;S Biological Sciences</td>
<td>Integrative Biology</td>
<td>Academic Achievement Counselor 2</td>
<td>1</td>
</tr>
<tr>
<td>Letters &amp; Science</td>
<td>L&amp;S Biological Sciences</td>
<td>Integrative Biology</td>
<td>Administrative Officer 3</td>
<td>1</td>
</tr>
<tr>
<td>Letters &amp; Science</td>
<td>L&amp;S Biological Sciences</td>
<td>Integrative Biology</td>
<td>Lab Instruction Supervisor 2</td>
<td>1</td>
</tr>
<tr>
<td>Letters &amp; Science</td>
<td>L&amp;S Biological Sciences</td>
<td>Molecular &amp; Cell Biology</td>
<td>Applications Programmer 3</td>
<td>1</td>
</tr>
<tr>
<td>Letters &amp; Science</td>
<td>L&amp;S Biological Sciences</td>
<td>Molecular &amp; Cell Biology</td>
<td>Lab Instruction Supervisor 2</td>
<td>2</td>
</tr>
<tr>
<td>Letters &amp; Science</td>
<td>L&amp;S Biological Sciences</td>
<td>Molecular &amp; Cell Biology</td>
<td>Lab Research Supervisor 2</td>
<td>3</td>
</tr>
<tr>
<td>Letters &amp; Science</td>
<td>L&amp;S Biological Sciences</td>
<td>Molecular &amp; Cell Biology</td>
<td>Project/Policy Analyst 2</td>
<td>1</td>
</tr>
<tr>
<td>Letters &amp; Science</td>
<td>L&amp;S Biological Sciences</td>
<td>Phys Ed Program</td>
<td>Administrative Officer 4</td>
<td>1</td>
</tr>
<tr>
<td>Letters &amp; Science</td>
<td>L&amp;S Biological Sciences</td>
<td>Phys Ed Program</td>
<td>Facilities Mgt Specialist 3</td>
<td>1</td>
</tr>
</tbody>
</table>
An approach to plan and budget for comp costs

• Based on the data we are providing, you and your management team can:
  – Review your division’s overall position to the external market and in comparison to the campus market position
  – Consider key roles for your organization and how they are paid
  – Determine what funding decisions could be made to potentially adjust salaries:
    • For key staff
    • Employees paid low in their salary range (who are fully performing their roles) – pay special attention to women and under-represented minorities who may fall in this group
  – Conduct a more holistic review of salaries by job title to make decisions vs. responding to individual requests from employees
  – Work with your management teams to plan and budget for potential salary increases
• Please keep in mind, funding decisions are up to the division, there is no mandate
Some important things to keep in mind

- The data allow units to view salary differences by campus unit and job title
- **This is sensitive information so you are entrusted to treat these figures carefully and confine them to a very limited group**
- At the same time, in this era of greater transparency, we feel these data are useful for campus units to help make better budgeting decisions
- *Salary differences* exist for employees in the same job title across the campus since the actual job responsibilities, job scope, knowledge, and experience vary among employees in the same title
- In most cases, there is a good reason for the salary difference and, in other cases, the difference should be reviewed
- A small department may only have one incumbent in a job title and that salary will be shown
- Please ensure this information is used appropriately
Next steps

• Updated excel files to be sent to DFLS, CAOS, and Control Unit Administrators.
• Questions – contact Scott Dinkelspiel, Compensation Operations Manager (scottd3@berkeley.edu).
Jo Mackness
Interim Assistant Vice Chancellor for Human Resources

UCPath Update
UCPath – Controller’s Office
March Ledger

- PPS - last bi-weekly payroll journal for the bi-weekly period ending March 9th.
- UCPath - bi-weekly / monthly journals from UCPath.
PPS / PET Retirement

- Corrections for pay periods preceding UCPath implementation will need to be processed in PPS.

- PPS will be available for these transactions until September 2019.

- **Action**: September is the final month to process - do this NOW - do not wait!
Payroll Journal Posting Frequency

Today payroll journal is posted to general ledger once per month. In future you will see a journal entry:

• After every bi-weekly payroll.

• Once for monthly payroll.

• Direct retro journals are expected to come in multiple times a week.

• PPS PET journals once a month.

• **Action**: Although you only sign-off on the financial reporting on a quarterly basis, you should be looking at this as soon as possible.
New Accounts

- Salary accounts will be changing in UCPath and there will no longer be a distinction between teaching and non-teaching or exempt and limited benefits.
  - one account for academic wages (account 50200 - Academic Salaries & Wages) and
  - one account for staff wages (account 51200 - Staff Salaries & Wages).
- Old accounts are still applicable for PPS PETS (Pre-UCPath funding transfers).
- You will not need to input an account number in the funding chartstring as account codes will be derived in Funding Entry, Position Funding and Direct Retro pages.
CBR / GAEL / UCRP interest

- All posted on the one payroll journal for UCPaPath transactions.
- PETs still being processed in PPS will have CBR assessed as per current process in BFS (i.e. a BENxxx journal will be produced).
- GAEL issues observed during testing.
- Federal flow through issue for UCRP Interest.
- **Action:** Corrections for these will be handled by Controller’s Office unless otherwise directed.
PC Chartfields

- PC chartfield values will be required on C&G related position funding entries unlike today.
- COA validation will be enforced.
Suspense Chartstrings

- The following three types of errors in UCPath will cause the transactions to go to a suspense chartstring: salary account associated with the employee, fund 69995, a Division level Dept ID code and the CF1 value noted below:
  - CF1 = 900000: When a position is created but the position funding is not set up.
  - CF1 = 900001: When the payroll processing date is past the Funding End Date for the Earnings Distribution. This will generally apply to contracts and grants funds.
  - CF1 = 900002: When the provided chartstring was valid at the time of initial entry input, but becomes invalid before payroll processing.

- **Action**: The current BFS Payroll Suspense module will no longer be used to clear out suspended items. These chartstrings will need to be monitored and cleared through the Direct Retro process on a regular basis. Immediately after go-live payroll activity with CF1 = 900000 should be reviewed and resolved in UCPath as soon as possible as these positions were created without any funding distributions. Resolution involves both a Direct Retro and Position Funding updating.
High Risk Direct Retros

- Approval process will be similar to current but through UCPath instead of CGA email.
- Justification and PI / CGA approval still required on the transaction.
- **Action**: Go through UCPath but complete the questionnaire online and attach PI approval.
Bi-Weekly Accruals

- Salary will be accrued on a monthly basis for bi-weekly periods that straddle two accounting periods.

- The accruals will be posted to payroll chartstrings with specific bi-weekly accrual expense and liability account codes (51300 - Biweekly Gross Salary Accrual and 22001 - Biweekly Accrued Salary & Benefits).

- Accruals will post with the bi-weekly pay that precedes month end, on a separate journal.

- Reversals are posted with the subsequent bi-weekly payroll cycle, also in a separate journal.

- These accruals and reversals will be billable transactions on C&G awards, however should not have an impact (i.e. result in net zero) due to timing of invoicing.
Thank You