

Supervisor/Timekeeper

Ecotime & UCPATH Adjustments



Retroactive Adjustments in Ecotime and UCPATH

UCPATH implementation took place on 6/1/2020. The method for handling a retroactive adjustment is dependent upon the type of adjustment, pay type (Biweekly or Monthly) and the pay period wherein the adjustment is to be in effect.

Adjustment Types

- Adjustments fall into these categories: **Missed Pay**, **Accrual Balance Adjustment**, and **Retroactive Pay**
- Refer to the table below, for adjustment type and corresponding method for processing in UCPATH:

Type	Definition	Example	Method of Processing
Missed Pay	Employee was not paid during the normal payment cycle	<ol style="list-style-type: none"> Employee neglected to complete their timesheet, resulting in missed pay System omitted entitled employee pay (e.g. missing holiday pay) 	<p>Submit adjustment(s) via Payroll Request – Off Cycle Request</p> <ul style="list-style-type: none"> Missed Pay – generates pay <p>Navigation for Payroll Request: PeopleSoft Menu > UC Customizations > UC Extensions > Self Service Transaction Link > Payroll Request</p> <p>Resource/Help How to Request Off-Cycle for Non-Exempt Employees Job Aid How to Request Off-Cycle for Exempt Employees Job Aid</p>
Accrual Balance Adjustment	A swap is necessary between Regular Pay and Accrual balances e.g. Hours Worked reported, should have reported Sick	Employee has received pay in PPS and needs a credit or deficit to accrual balances	<p>Entry tied to General Ledger:</p> <ul style="list-style-type: none"> Submit adjustment(s) via Managed Accruals Change/Adjustment (swap) doesn't generate pay <p>Navigation for Manage Accruals: PeopleSoft Menu > UC Customizations > UC Extensions > Manage Accruals</p> <p>Resource/Help Manage Accrual Transactions Job Aid</p> <ul style="list-style-type: none"> Requires 2 line entries In Adjustment/Payout/Take field: select Take (sick) and Adjustment (hours worked) <p>Entry not tied to General Ledger: In UCPATH Forms Library – submit on behalf of employee: UCPATH>Managed Accruals and Service Credits and Accruals Adjustment Form</p>

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Retroactive Pay	Employee was paid correctly during the regular pay cycle, but there was a change to their original pay after their pay check was distributed	Employee received retroactive merit, reclassification of position or equity increase	Use Retro Pay Matrix Job Aid for guidance to Submit adjustment(s) via Payroll Request – Off Cycle Request <ul style="list-style-type: none"> Missed Pay – generates pay Navigation for Payroll Request: PeopleSoft Menu > UC Customizations > UC Extensions > Self Service Transaction Link > Payroll Request <ul style="list-style-type: none"> Select Earnings Code – based on Reason Enter flat dollar amount Resource/Help How to Request Off-Cycle for Non-Exempt Employees Job Aid How to Request Off-Cycle for Exempt Employees Job Aid
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Pay Type, Time Period and Method for Adjustment Processing

The tables below indicate Monthly and Biweekly Submissions, Period Requiring Adjustment and corresponding Timeframe and Method for adjustment processing.

Read tables vertically, top to bottom.

Pay Type: Monthly				
Time Period Requiring Adjustment:	March 2020	April 2020	May 2020	June 2020
Payroll System:	PPS	PPS	UCPath	UCPath
Time entered in:	MyTime (MTE)	MyTime (MTE)	Ecotime	Ecotime
When Doing Adjustment in:	current	current	June 2020 - current	July 2020
Adjustment Application to Use:	UCPath	UCPath	Ecotime	Ecotime

Pay Type: Bi-Weekly							
Time Period Requiring Adjustment:	Period Ending 3.21.20	Period Ending 4.4.20	Period Ending 4.18.20	Period Ending 5.2.20	Period Ending 5.16.20	Period Ending 5.30.20	Period Ending 6.13.20
Payroll System:	PPS	PPS	PPS	PPS	PPS	UCPath	UCPath
Time entered in:	MyTime	MyTime	MyTime	Ecotime	Ecotime	Ecotime	Ecotime
When Doing Adjustment In:	Period Ending - current	Period Ending - current	Period Ending - current	Period Ending - current	Period Ending - current	Period Ending - current	Period Ending 6.27.20
Adjustment Application to Use:	UCPath	UCPath	UCPath	Ecotime	Ecotime	Ecotime	Ecotime

Review of the Applications and Process

UCPATH: Used for two processes

1. Use **Managed Accruals** for adjustment(s).
 - a. Use the [Manage Accrual Transactions](#) Job Aid which provides instructions and details accrual adjustment and generates missed pay.
 - b. Navigation: PeopleSoft Menu > UC Customizations > UC Extensions > **Manage Accruals**
 - c. This is to be used when a retroactive time entry was done in Ecotime effecting the employee's accruals as they swapped vacation or sick for regular pay and the accrual needs to be added or subtracted in the application of record for leave balances or missed pay.
2. Use **Payroll Request** for retroactive pay effected by merit or equity increase, not inaccurate time entry
 - a. Use [Retro Pay Matrix](#) Job Aid for guidance to Submit adjustment(s) and relevant job aids:
 - i. [How to Request Off-Cycle for Non-Exempt Employees](#) Job Aid
 - ii. [How to Request Off-Cycle for Exempt Employees](#) Job Aid
 - b. Navigation: PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Transaction Links>Payroll Request**
 - c. Typically performed by HR Transactor

Ecotime:

1. Use Ecotime>Employee>History>**Timesheets** to make Retroactive Timesheet entries
 - a. Inaccurate retroactive time entry should be entered and processed in Ecotime
 - b. Employee/Timekeeper/Supervisor initiates the adjustment in **History>Timesheets** selected pay period
2. Supervisor reviews and approves the retroactive adjustment timesheet
 - a. **Note:** Adjustment needs to be approved by the supervisor, in order to be processed, unapproved Retroactive Adjustments will not be processed
3. Central Payroll Department reviews and approves (or denies) the retroactive adjustment
4. Ecotime Quick Reference Guide: [Hourly/Non-Exempt Retroactive Timesheet Entries](#)