

UC San Diego

UC San Diego Dependent Care Travel Grant PPS Procedure Instructions

Please process amount indicated as approved for and certified by the academic appointee after the trip by following the below PPS instructions:

1) PPS INSTRUCTIONS FOR DEPENDENT CARE TRAVEL GRANTS

To implement this type of action in PPS, you will need to add a new distribution to the primary appointment via the EAPC screen, for the total approved travel grant payment amount. See below for a sample EAPC screen shot.

Annotate in the PPS comments: “Dependent Care Travel Grant offset in the gross amount of _____. Dependent care travel expenses certified MM/DD/YY.”

NOTE: the DOS code BXC may change in the future so confirm prior to payment issuance.

Payments are processed along with regular monthly pay cycle.

Actions	Index	Fund	Sub	FTE	Dis %	PayBeg	PayEnd	Step	OA	Rate/Amt	DOS	PRQ	D	W
51	ASX0002	99100A	0			030117	033117			2500.00	BXC			

2) INSTRUCTIONS FOR HOW TO GET DEPARTMENTAL TRANSFER OR REIMBURSEMENT INITIATED

Once PAN has been processed (or previous to performing the payroll entry), please indicate preferred 99100 index # for transfer of funds to hzion@ucsd.edu.