Academic Compensation Audit and Reporting Best Practices

Calendar Recurring UCPath Cognos Reporting <u>Now</u> to Reduce Errors for Employees

AVOID OVERPAYMENT CHECKLIST

- **Quarterly:** Ensure Return from Leave dates have been entered.

- **July:** Check for GCCP/NSP Participation, remove UCGCYN for past participants, confirm new and continuing participants are entered and funding is correct.

- **July, August, Sept.:** Check summer salary job codes and payments for alignment with actual effort. Ensure all summer salary ends by 9/30.

IMPORTANT

JOB END DATE MAINTENANCE CHECKLIST

- **Monthly:** Run Cognos Job End Date Monitoring Report for all jobs and Terminate, Extend, or put on Short Work Break as appropriate.

- **Quarterly:** Review the Unit 18 Short Work Break Job Aid for processing guidelines. There are important timing considerations for managing SWB and RWB around the pay period begin and end dates.

ATTENTION

Do your part to reduce payroll corrections. Monthly checking of DOPES is required for departments and drastically reduces UCPATH over and underpayments. Visit the APS Compensation Reporting Expectations page for links to recommended reporting.

UC San Diego
ACADEMIC AFFAIRS