

Job Aid: Complete the Inbound File Generator for I-618 Flat Dollar Amount Template for On or Off-Cycle Payroll

Overview

Use this job aid to complete the **Inbound File Generator for I-618 Flat Dollar Amount Template**.

Inbound File Generators are Excel spreadsheets with embedded macros to create data interface files in a standard format recognized by UCPath.

Locations and LBNL use these inbound interface files as the mechanism to pass data to UCPath Payroll for their employee populations. UCPath Payroll loads and processes data from these files during payroll processing.

This interface accommodates input of high-volume one-time dollar amounts as it applies to a single pay cycle. Do not use this for recurring payments. These additional payments should be submitted by the Location via the [UCPath Self Service Transaction Links](#) page or through this [I-618 Flat Dollar Amount](#) template.

Use this job aid as a guide on how to populate the [I-618 Flat Dollar Amount](#) template in Excel. The template is located on the [UCPath Location Support](#) site.

Search on “618” to find the latest version of the template. Be sure to access the most current version of the file on SharePoint each pay period for new non-recurring flat dollar amount entries.

After the text file has been created, upload it using either [SS \(Self Service\) File Upload](#), or [MFT \(Mass File Transfer\) File Upload](#).

For SS (Self Service) File Upload:

- Use the UCPath [Self Service Transaction Links](#) page and the [Upload One-Time Payment File](#) link to route it through Approval Workflow Engine (AWE). Uploading the file in this method allows the initiator to specify **On-Cycle** or **Off-Cycle** processing for the mass transactions.
- Refer to the SS (Self Service File) Upload and Upload One-Time Payment File for On-Cycle or Off-Cycle Processing sections.

For [MFT \(Mass File Transfer\) File Upload](#) refer to your Location’s business process.

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Definitions

- **UC:** University of California
- **Location:** Any University of California UCPath Location
- **Historic Effective Date:** Effective dates that are less than the current effective date
- **Current Effective Date:** Effective date that is less than or equal to the current system date
- **Future Effective Date:** Effective dates that are greater than the current system date
- **Employee:** Any person in UCPath with an **Organizational Relationship** of **Employee**, which appears as **EMP** in the header of the **Job Data** component
- **DDODS:** Data Dissemination Operational Data Store. A nightly job, also known as the ODS Nightly Burst, sends select UCPath data to DDODS for Locations to access via Cognos reports.
- **LBNL:** Lawrence Berkley National Lab

Inbound File Generator I-618 Flat Dollar Amount Template

The Excel template is designed to load one-time earnings and amounts generated by the Locations and LBNL to the UCPath Incoming Folder and then to the staging tables for payroll processing.

The template header area contains:

- **Row 1:** Blank
- **Row 5:** Button to **Generate I-618 IB File** to create the data file
- **Row 5: Folder \ Drive path** identifies the folder location where the I-618 IB file will be saved upon generation. If a different folder is to be used, change the location path here.
- **Row 6:** Link to the I-618 file mapping
- **Rows 6-8:** Callouts to further describe the header fields
- **Row 9:** First header row lists the **Data Fields** – Do not change or edit
- **Row 10:** Second header row is **Characters/Field Format** – Do not change or edit
- **Row 11:** Third header row is entered as an **Example** – Do not change or edit
- **Row 12:** This is the first row you can enter data

Example I-618 Inbound File Generator Template

Button to generate
data file

Header Rows 9-11

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Begin entering data on Row 12 in the I-618 Inbound File Generator Template.

Insert one row of required fields, at a minimum, for each employee ID, employee record, earnings dates and **Earnings Code** combination.

I-618 Inbound File Generator Position Data Header Row – Required Fields

The following **Amounts Data** fields may be updated using the Excel template.

No	Field	Req'd (Y/N)	Size	Field Format/Notes
1	Business Unit	Y	5	Enter Business Unit for each job record, such as LACMP , LAMED , MECMP , RVCMP , SBCMP , UCOP1 and so on. Business unit is needed for file name and the interface dashboard in order to route errors.

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No	Field	Req'd (Y/N)	Size	Field Format/Notes
2	Empl ID	Y	8	Enter the UCPath Employee ID number.
3	Empl Rcd #	Y	3	If the employee has multiple jobs, enter a row for each appointment number against which earnings are being reported.
4	Position#	Y	8	Enter the UCPath Position number from JOB data.
5	Pay Period End DT	Y	10	Enter the Pay Period End Date as MMDDYYYY , where MM is month, DD is day, and YYYY is year.
6	Earnings Begin DT	Y	10	Enter the earnings begin date in the format MMDDYYYY .
7	Earnings End DT	Y	10	Enter the earnings end date in the format MMDDYYYY .
8	Earnings Code	Y	3	Earnings code against which earnings are being reported. The earning codes are defined in UCPath.
9	Amount	Y	8,2	Flat dollar amount to be paid. Amounts can be either positive or negative.
10	Gross Up	N	1	Set to "N" by default, regardless of values entered in rows. Value cannot be changed.

I-618 Inbound File Generator Position Data Header Row – Optional Fields

The optional fields on the Excel template can be used when you wish to change the default funding ChartFields for this specific entry. For example, you made need to temporarily override the employee's regular funding by charging to a different department.

Setid	Location	Account	Department	Fund Code	Project	Hourly Rate	Cost Center	Source	Program Code	Budget Ref	Chartfield 1	Chartfield 2	Chartfield 3
CHAR(5)	CHAR(8)	CHAR(10)	CHAR(10)	CHAR(5)	CHAR(15)	NBR(12, 6)	CHAR(5)	CHAR(6)	CHAR(5)	CHAR(8)	CHAR(10)	CHAR(10)	CHAR(10)

Example

Gross Up:
By default file will be created with Gross-up flag as N, regardless of value inputted below.

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No	Field	Req'd (Y/N)	Size	Field Format/Notes
11	Setid	N	5	Used to indicate the Set ID as it pertains to the ChartField values.
12	Location	N	8	Used to indicate the location.
13	Account	N	10	Used to identify the type of activity (Expense, Liability, Revenue and so on) and the nature of the transaction. The Account captures the detailed breakdown of the financial transaction that is entered into the system.
14	Department	N	10	Tracks information according to a divisional breakdown of the organization. Can be used to indicate who is responsible for or affected by a transaction, such as the department being charged or responsible for the transaction. Combined with other ChartField values, Department can form the basis for department budgets that track expenditures and revenues.
15	Fund Code	N	5	The Fund ChartField identifies the funding source and tracks spending restrictions and designations.
16	Project	N	15	Captures additional information useful for grant and project accounting.
17	Hourly Rate	N	12,6	Rate to be used in the time period between earns begin and earns end dates. Rate should only be sent for Earnings Codes associated with shift differentials for exempt employees, based on their regular earnings. If the Amount field is populated, this field must be blank.
18	Cost Center	N	5	Used to identify specific appropriations.
19	Source	N	6	Source captures additional information useful for profitability and cash flow analysis.
20	Program Code	N	5	Tracks revenue and expenditures for programs within or across the organizations. Can be used to identify groups of related activities, cost centers, revenue centers, responsibility centers and academic programs.
21	Budget Ref	N	8	Use to identify unique budgets when individual budgets share budget keys and overlapping budget periods.
22	Chartfield 1	N	10	Value to be used for UCPATH Chartfield1 field.
23	Chartfield 2	N	10	Value to be used for UCPATH Chartfield2 field.
24	Chartfield 3	N	10	Value to be used for UCPATH Chartfield3 field.

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Interface File Template Guidelines

Use the following guidelines when entering data in the Excel template.

- Go to SharePoint to obtain the latest version of the Payroll Inbound Interface file template
- This template allows the entry of one-time flat dollar amount data for multiple employees
- UC Location approval routing is activated when the user submits the file via **Upload One-Time Payment File** process
- Do not change the template format
- Do not change or delete the Inbound File Generator file template header rows
- Do not enter or overwrite the sample data provided on row 11
- Only insert data rows under the applicable file header row(s) for the records you want to update in UCPath. In this case, begin entering data on row 12.
- Ensure all earnings codes submitted for employees are in the employee's earnings program
- One-time flat dollar amount file processing is subject to the timelines outlined in the pay calendar
- A comprehensive list of transaction errors (E-010) is provided to Locations
- Ensure amounts submitted through I-618 have been approved by the Locations
- Locations have access to audit and monitor data via UCPath staging tables
- Date fields should be entered in **MMDDYYYY** format
- Rows are loaded into UCPath in the order specified on the template file
- Do not use commas, dashes or slashes in the file
- When data entry is completed, generate the file and store it for later upload

There are two methods for generating and uploading files; via **SS (Self Service File) Upload**, or via **MFT (Mass File Transfer) File Upload**.

Determine which method to use, then generate the file using the appropriate fields on the **Generate I-618 IB File** page. Each method creates unique file names based on the requirements of the upload process, the names are not interchangeable between methods.

To use the Self Service method, follow the instructions in the **SS (Self Service File) Upload** section.

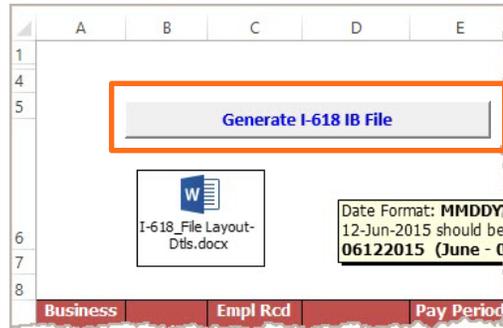
To use the Mass File Transfer method, follow the instructions in the **MFT (Mass File Transfer) Upload** section.

- Inbound File Generator File template date fields are formatted as text fields to allow leading zeros
- Locations should be familiar with the UC Accounting Manual, which contains the monthly and biweekly pay begin, pay end and check dates. Refer to <https://policy.ucop.edu/manuals/accounting-manual.html> for more information.

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SS (Self Service) File Upload

1. Click the **Generate I-618 IB File** button to generate the file and store it for later upload.



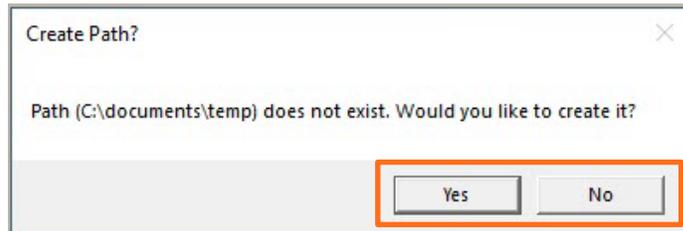
2. Click **SS File Upload** to select the Self Service method.

3. Enter a file description of up to 20 characters.

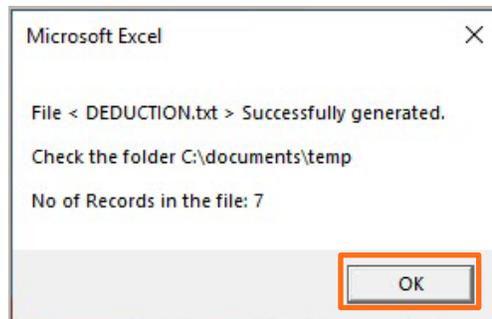
4. Click the **Generate I-618 Inbound File** button to generate and save the file.

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5. The file will be saved to the **Folder \ Drive path** location shown in Row 5. If the folder does not exist, it can be created now. Select as appropriate.



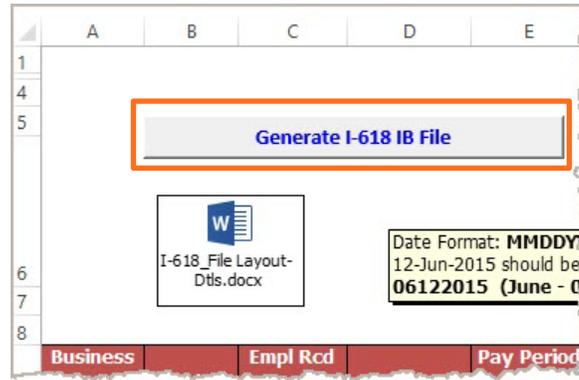
6. A success message displays file name and location. File names are created from the values in the fields, and will meet applicable standards. The file can now be uploaded via Self Service. Click **OK** to finish.



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MFT (Mass File Transfer) File Upload

1. Click the **Generate I-618 IB File** button to generate the file and store it for later upload.



2. Fill out the **MFT File Upload** fields.

Generate I-618 IB File

SS File Upload

SS File Upload

File Name: .TXT

MFT File Upload

Business Unit:

On or Off-Cycle:

Pay Cycle:

Loc File Descr: Upper Case
Max 20 Char

Generate I-618 Inbound File

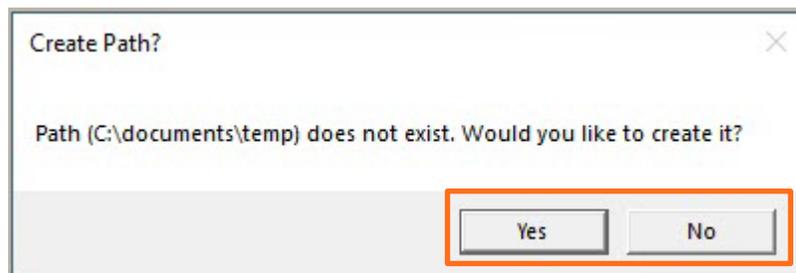
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Field	Req'd (Y/N)	Field Format/Notes
Business Unit	Y	Enter or select the Business Unit.
On or Off-Cycle	Y	Enter or the appropriate cycle.
Pay Cycle	Y	Enter or the appropriate cycle.
Loc File Descr	Y	Enter a file description in upper case, no spaces and up to 20 characters. Alpha characters only. The only special character allowed is the hyphen "-".

3. Click the **Generate I-618 Inbound File** button to generate and save the file.

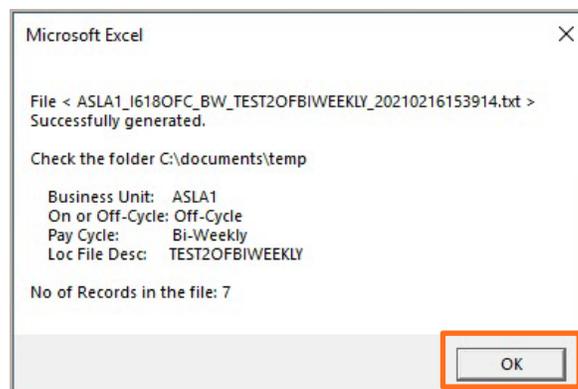


4. The file will be saved to the **Folder \ Drive path** location shown in Row 5. If the folder does not exist, it can be created now. Select as appropriate.



5. A success message displays file name and location. File names are created from the values in the fields, and will meet applicable standards. The file can now be sent via MFT.

Click **OK** to finish.



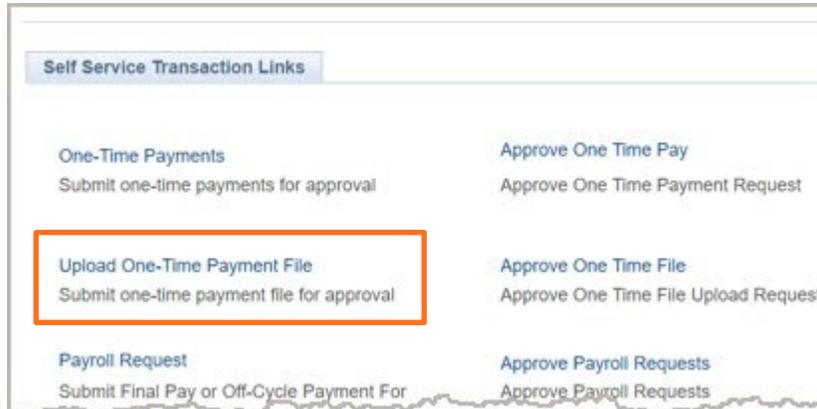
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ChartField Reminders

1. Note that the ChartFields labels in the column headings in the I-181 and I-618 files are the default PeopleSoft ChartField names and not the Location-configured label names for your specific ChartFields. Make sure you enter the ChartField values in the correct ChartField columns.
2. The ChartFields that are required, optional or unused vary by Location. Optional or unused ChartFields can be left blank in the Excel template.
3. Prior to submitting ChartField or full accounting unit (FAU) overrides in the I-181 or I-618 files, do the following:
 - a. Confirm that the FAU or ChartString is valid in your Location's financial system.
 - b. If the FAU combination is not yet valid in your Location's financial system, establish the valid FAU combination in the financial system before sending the I-181 or I-618 file. For example, some Locations require DEPTID_CF to be linked to FUND_CODE in their Location's financial system before the FAU can be utilized.
 - c. If your I-181 or I-618 file includes ChartField values that do not yet exist in UCPath, submit the I-101 Chart of Accounts inbound file with the new ChartFields and allow time for UCPath to process your I-101 file. UCPath processes I-101 files nightly.
4. If the ChartString does not pass validation during payroll processing:
 - a. UCPath does not send the Locations an error message. The E-010 Location Error Report email notification does not include FAU/ChartString override errors.
 - b. During Actuals Distribution, position-level funding is applied. If there is no position-level funding, then department-level funding is applied.
 - c. Locations must enter a Direct Retro (or Salary Cost Transfer) to allocate the charges to the correct FAU.

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1. Click the [Upload One-Time Payment File](#) link.



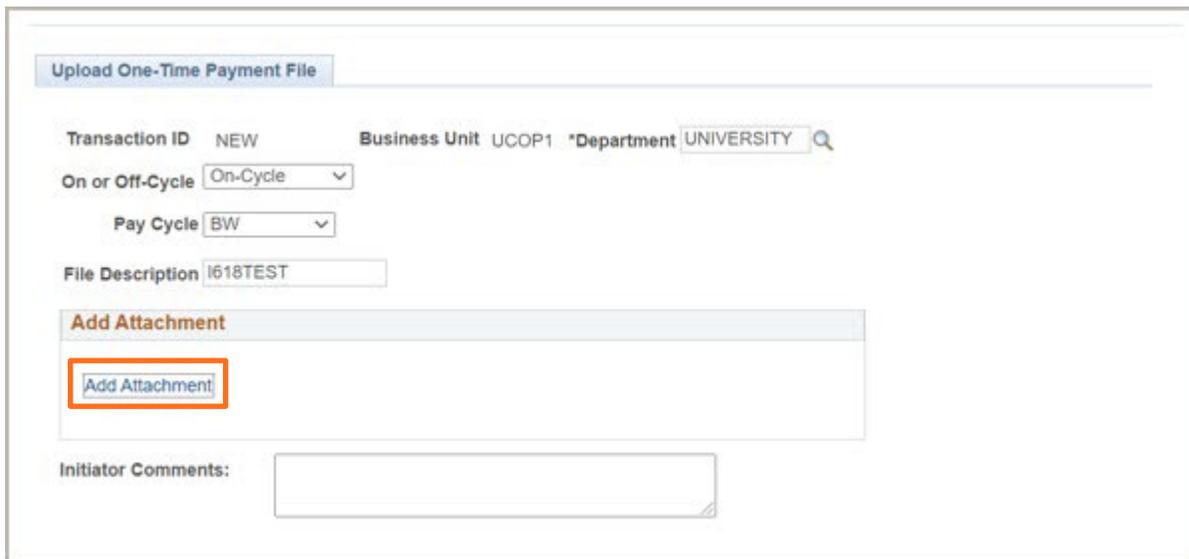
2. Enter or select file naming values.

Field	Field Format/Notes
Transaction ID	Defaults to NEW . On submit a number is assigned.
Business Unit	Defaults to your business unit based on your security. Change if needed.
Department	Enter the department for the approver of the upload file. Employees entered in the file can be from multiple departments. Refer to your local subject matter experts if necessary to identify the appropriate department for the approver.

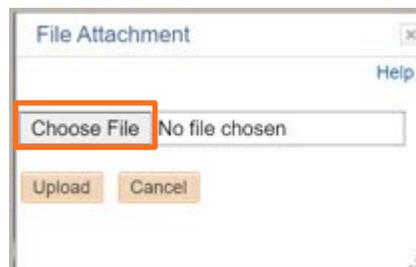
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Field	Field Format/Notes
On or Off-Cycle	Select as appropriate: <ul style="list-style-type: none">◆ Off-Cycle for off-cycle◆ On-Cycle for on-cycle; the default◆ Sp Off-Cycle for special off-cycle Note: A warning message is displayed if Off-Cycle is selected. Click Yes to acknowledge and continue.
Pay Cycle	Select as appropriate: <ul style="list-style-type: none">◆ BW for Bi-Weekly◆ MO for Monthly
File Description	Enter a description of the file.

3. Click the **Add Attachment** link.



4. Click the **Choose File** button to search for and select the completed **I-618** flat dollar file.

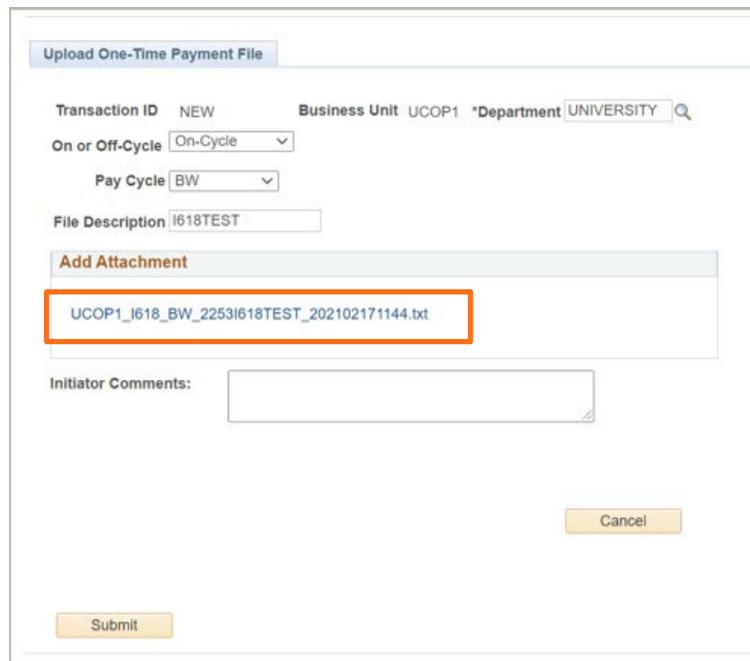


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5. After specifying the location of the file, click the **Upload** button.



6. The file uploads and is named per payroll processing requirements.

A screenshot of the 'Upload One-Time Payment File' form. The form contains several fields: 'Transaction ID' (NEW), 'Business Unit' (UCOP1), '*Department' (UNIVERSITY), 'On or Off-Cycle' (On-Cycle), 'Pay Cycle' (BW), and 'File Description' (I618TEST). Below these fields is an 'Add Attachment' section with a text field containing the file name 'UCOP1_I618_BW_2253I618TEST_202102171144.txt', which is highlighted with a red rectangular box. At the bottom of the form are 'Submit' and 'Cancel' buttons.

! **Note:** If you specified the file is for off-cycle processing, the attachment process revises the attachment file name to include the letters **OFC**. This allows the UCPath Payroll Off-Cycle team to identify and select only off-cycle files to process as needed.

7. In the **Initiator Comments** field include notes/comments according to department guidelines and procedures.

A screenshot of the 'Initiator Comments' field. The field is a large text area with a red rectangular box around it, indicating where to enter notes or comments.

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8. Click the **Submit** button to initiate AWE approval routing.

Upload One-Time Payment File

Transaction ID Business Unit *Department

On or Off-Cycle

Pay Cycle

File Description

Add Attachment

Initiator Comments:

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Data Validation and Error Handling

In the event that a row of data fails any validation points, the program skips that row of data and continues processing any remaining rows of data. Items that are identified as an error are written to the error log file and also appear in the interface dashboard.

These errors/warnings are identified at the time of UCPath Payroll processing. Error reports are sent via a distribution list to responsible parties to remedy the situation and can be viewed using the [Report Manager](#) tool. Processing errors are also displayed in the user's [Interface Dashboard](#).

All the errors reported in the log file must be corrected by the user. The corrected data is then uploaded in a separate file.

Employee related data errors that cause the program to complete successfully but do not load the affected employee data into the staging table identified in the extension **E-310 PREPSHUP** – Pages and Online Objects should be written to the output error log report.

For each and every error recorded, the following data is provided:

- Employee ID
- Employee Record Number (EMPL_RCD)
- Business Unit
- Pay End Date
- Earnings Begin Date
- Earnings End Date
- Earnings Code
- Amount
- Error message

To identify and resolve these errors, use the following error handling steps:

- Review the output error report to find the record in error.
- Fix the errors in the source file and resubmit to UCPath.

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Sample Log File of an I-618 Inbound Interface Processed by UCPath Payroll

```

*****
I618 - Flat Dollar Amount IB
*****

Run DateTime      : Apr-12-2018,19:26:44

Run Control Parameters: N/A

File Name - RVCMP_I618_FLT_DLR_041118231910.txt
*****
Total number of records processed for business unit- RVCMP           : 7
Total number of successful records loaded for business unit- RVCMP    : 4

Total number of records processed for Pay End Date- 2017-12-31       : 7

Total number of error records and error messages                     : 3

Error rows/Details
*****
EMPLID: 10005640, Employee Record Number: 0, BUSINESS UNIT: RVCMP, Pay End Date: 2017-12-31,
Earnings Begin Date: , Earnings End Date: 2017-12-31, Earnings Code: UNX, Amount: 1800
Invalid Earnings Begin Date Format.

EMPLID: 10005651, Employee Record Number: 0, BUSINESS UNIT: RVCMP, Pay End Date: 2017-12-31,
Earnings Begin Date: , Earnings End Date: 2017-12-31, Earnings Code: UNX, Amount: 1950
Invalid Earnings Begin Date Format.

EMPLID: 10005762, Employee Record Number: 0, BUSINESS UNIT: RVCMP, Pay End Date: 2017-12-31,
Earnings Begin Date: 2017-12-01, Earnings End Date: 2017-12-31, Earnings Code: UNX, Amount: 1950
Invalid Position Number for the given Employee.

*****
E010 Error Location Reports Process Successfully Initiated
Initiated Process Instance = 184428 Run Control ID = I618_184427
*****

```

No.	Type of Error	Action
1	Prompt Table Edit	Writes the invalid rows in a log file
2	Yes / No Edit	Writes the invalid rows in a log file
3	Translate Table Edit	Writes the invalid rows in a log file
4	Date Range Edit	Writes the invalid rows in a log file
5	Date Format	Writes the invalid rows in a log file
6	Required Field Edit	Writes the invalid rows in a log file
7	Account Code	Writes the invalid rows in a log file
8	Pay End Date	Writes the invalid rows in a log file
9	Component Interface People Code Validation	Writes the invalid rows in a log file
10	EmplID, Empl Rcd, Business Unit and other Key Fields	Key fields are validated against UCPath tables Writes the invalid rows into a log file
11	Current Full Accounting Unit (FAU) Validation	ChartFields are validated against the CHARTFIELD_TBL When the ChartField is found, it looks for the combo code from the COMBO_TBL .

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