

## Temporary Work Opportunity Program (TWOP) - Funding Instructions:

Departments who are participating in the Temporary Work Opportunity Program (TWOP) will be responsible for coordinating temporary funding for reassigned employees.

The Host Department (the department experiencing a staffing shortage and requests temporary staffing), will be responsible for providing the salary funding for the reassigned employee. This funding arrangement will take place through the distribution of payroll expense in UCPATH – Funding Entry.

The Home Department (the department with an employee eligible for temporary reassignment), must coordinate with the Host Department to obtain their preferred FAU where payroll expenses will be distributed temporarily. The Home Department will then begin the process for updating UCPATH – Funding Entry and entering the new account information.

SHORT STEPS to updating Funding Entry (for Home Department):

1. Add a New Value
  - Navigate to Funding Entry and “Add a New Value” for the position being temporarily reassigned.
2. Add a new Funding Effective date
  - Add a new “Funding Effective” dated row with the temporary reassignment start date and enter the Host Department’s preferred FAU under “Earnings Distribution”.
3. DO NOT ENTER A FUNDING END DATE
  - Leave “Funding End Date” blank. It is important to leave this field blank in order to avoid distributing payroll expenses to the default account.
4. Add an additional Funding Effective date
  - Add another “Funding Effective” dated row with the return start date. This can be added if the temporary reassignment end date is known. If an end date cannot be identified, do not add an additional Funding Effective dated row (the current FAU will continue to be charged until a new Funding Effective dated row is added).
5. Save the transaction and submit for workflow.

For detailed guidance on how to update Funding Entry please visit the UCPATH Users Desk Manual

<https://www.ucpath.ucsb.edu/functional-user-support/ucpath-users-desk-manual>

Things to note:

- Funding arrangements are only temporary. Permanent budgets for reassigned employees must remain in the Home Department. Staffing will not be affected by the Temporary Work Opportunity Program.
- If an FAU error is encountered in Funding Entry, the Home Department must contact the Host Department in order to identify and resolve the issue.
- AWE process will be triggered for the home department only. Host departments will not be able to or required to approve Funding Entry transactions.