

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 appointment via the EAPC screen, using title code 3999, 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.

Payment, where possible, should be processed along with regular monthly pay cycle. Inform faculty member that a BXC DOS code will be assessed the supplemental taxation rate (25% federal and 6.6% state) regardless of pay cycle.

```
Appt  Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
50      -      5  -  -  -    030117    033117  _ 000222
Title
3999 MISCELLANEOUS      -  -  -  -  F    2500.00  B MO N N

Dist No
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  -  -  -

Next Func:  ID:  Name:  SSN:
```

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 index # for transfer of funds to spike@ucsd.edu.