

Functional Area

Accounting: Payroll
Coordination & Analysis

Related System

SCT Tool

Document Type

Guidance

SCT Processing

Work Study Funding

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Overview

The purpose of this document is to provide guidance to campus departments on processing salary cost transfers and incorporating work study funds. Work study funding split are awarded to student employees to supplement student financial aid. Work study funding split ratio may vary depending on student award program.

Work study program for students is usually preplanned and pre-configured both in Banner and UCPATH system Banner interfaces with UCPATH using an interface program where students with awards and the appropriate academic year are sent to UCPATH.

However, for the work study awards to be used, student filled positions must also be configured with the appropriate position pool ID. The position award program must also cascade down to the student active job record.

Business Issue

Payroll transactions completed prior to work study configuration being completed. In this case, work study funding split will not be applied and the only way to apply it is to do a salary cost transfer (SCT). However, all of the configurations and setup must be in place prior to SCT submission and processing.

UCPATH Work Study Setup

The following are the key components for proper UCPATH Work Study funding split setup

1. Work Study Academic Year Calendar Setup
2. Student employee work study awards setup in UCPATH
3. Position Work Study Program (UCPATH Pool ID) setup

Processing SCT

There are two methods to process SCT transaction on prior payroll with no work study splits. Some payroll transactions may already have associated positions setup with a work study program and some do not. Below is department guidance to request a salary cost transfer by each scenario.

Payroll Expense with Work Study Setup

These transactions will follow the normal process of SCT requests. Departments should proceed requesting salary cost transfers via the SCT tool on payroll transactions with no existing work study split. The SCT tool has a feature called "Apply WS" dropdown on each applicable row. Users should select this dropdown to inform their respective SSC to transact in UCPATH and apply work study funding split.

Work Study Transactions require special handling in the SCT tool.

- a) Work Study Splits cannot be manually entered, the WS Fund cannot be submitted in the transaction.
- b) Users should put the department FAU as is should be and select the WS Dropdown list to select the appropriate WS action. The drop down is the only way the employee's WS balance can be updated.



Apply WS Screenshot

Change FAU															
EMPL RCD	Original PP End Date	Pay Period End Date	Employee Name	Position No	Dept	Job Code	Total Benefits	ERN	Account	Activity	Fund No	Fct	Cost Ctr.	Proj. Code	Earnings
2	10/16/2021	10/16/2021						REG	504120	A01046	19900	40	KAOTS	KWDIG	\$172.50

This student is associated with a Work Study Program. Work Study (WS) Balances will be updated automatically in accordance with the student's eligibility and existing Award Balance, based on the selection of the WS Dropdown in this tool. Updating funding without selecting Apply or Remove in the drop down, will not make changes to the student's Award Balance.

Apply WS

Payroll Transaction without Work Study Setup

SCT requests for posted payroll transactions without work study (Position Pool ID) setup require departments to fill out and submit the BFS Complex SCT Request form. These requests will be processed by the Payroll Coordination and Analysis Team.

Manual Request Procedures

For these transactions, departments should work with their respective SSC and submit a service link request to update the impacted position with the appropriate work study program (Position Pool ID). Position pool ID setup must have an effective date prior to employee payroll earnings. Once this is done, the SCT Request form can be submitted for processing.

Required information on the form:

All fields must be filled out including a brief explanation that includes the following key information.

Unusual situation – (Service link SCT tool is not showing drop down menu to select apply work study)
Requested Transfer to FAU – (APPLY WORK STUDY SPLIT to FAU)

Submitting Completed Forms

Salary Cost Transfer request for a work study funding split can be submitted to the Payroll Coordination and Analysis team as follows:

- Email to: ucrfsfeedback@ucr.edu
- Subject: "Word Study Split SCT"
- Attach completed and signed form

