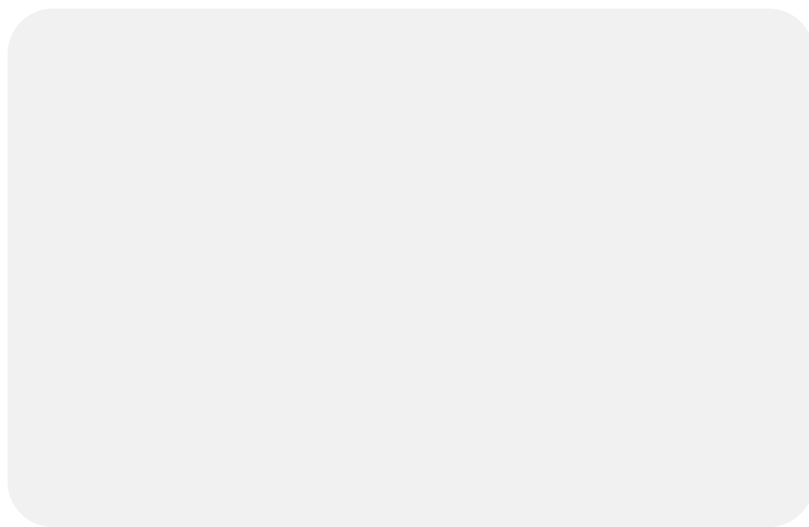


Functional Area

Systems Guide

Related System

SCT Request Tool



Salary Cost Transfer Request Tool

Departmental User Guide and Procedures



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Salary Cost Transfer Overview

The goals of this guide are to provide departments with information on UC policy requirements on cost transfers, a better understanding roles and responsibilities related to salary cost transfers, and instructions on UCR's salary cost transfer process. For the purposes of this guide, a cost transfer is process of moving an expenses recorded under one Full Accounting Unit (FAU) to another FAU. The UC policy governing cost transfers addressed in Business & Finance Bulletin A-47 University Direct Costing Procedures. Department financial management plays an important role in the cost transfer process; ideally there should be a process of departmental internal controls to ensure costs are initially recorded to the appropriate FAU in accordance with lean principles and organizational excellence. However, when situations occur that require a cost to be transferred, it is the university's responsibility to provide a standardized process to ensure the transfer is appropriately documented and approved as well as minimize the need for future cost transfers.

The purpose of the Salary Cost Transfer (SCT) Request Tool is to facilitate departmental requests for cost transfers while ensuring the university's requirements are met. When it is identified that an adjustment to an FAU used for payroll expenses is required, a salary cost transfer request should be initiated by the department transactor. The SCT Request Tool is designed to allow the transactor to quickly identify all related transactions and initiate a request with minimal key entry while providing a standard campus process and audit trail. The transactor will be guided to include and/or attach appropriate documentation to support the cost transfer request. The request will route to the department designated financial manager for approval. The use of the SCT Request Tool will help reduce FAU and key-entry errors through the use of FAU combination edits and validation of fund begin and end dates as well as ensure compliance with the 120 day UC cost transfer policy.

With the implementation of UCPATH, the campus migrated to Shared Services Centers (SSC) for transactional processing. It is important to note the SCT Request Tool facilitates departmental requests for cost transfers; approved requests are then routed to the appropriate Shared Services Center for entry into UCPATH. Information from the request is formatted specifically for SSC processing within UCPATH's "Direct Retro" page, as a direct interface does not currently exist in the UCPATH environment. Once processed by the SSC in UCPATH, the transaction should appear in the department's ledger within a few business days. This is a significant improvement in timing over the previous system. In addition, departments can optionally set up notification of SCT postings to the general ledger using the UCRFS PAN Courtesy Copy role for source code SCT.

Please note: The salary cost transfer process does not change the existing position funding data in UCPATH. Changes impacting future payroll expenses must be completed through an FAU change request using the FAU Change Request Tool.

This document serves as a guide for using the new SCT Request Tool as well as provides a better understanding of the overall Salary Cost Transfer process.





Roles and Responsibilities

Access to the SCT Request Tool requires SAAs to assign new roles the Enterprise Access Control System (EACS). The following grid provides an explanation of the roles and related responsibilities associated with the SCT Request Tool.

ServiceLink SCT Roles

EACS Role	Responsibilities	Assigned By
ServiceLink-Salary Cost Transfer Transactor	Initiates requests in the SCT Request Tool and ensures appropriate documentation to support the transfer is attached to the request. Requests will be routed to the SCT department approver(s) before updates can be processed. Transactions involving transfers to contract and grant funds should be initiated to allow sufficient time for the department approver and SSCs to process within the 120 day rule and within 90 days of the receiving fund's expiration date.	Department SAA
ServiceLink-Salary Cost Transfer Approver	<p>Requests are routed to the department approver. The approver should promptly review the request and associated documentation, and if appropriate, approve the request using the SCT Request Tool; otherwise the request should be returned to the transactor for additional action as outlined in the Approver's comments. The recommended assignment of this role is to department Financial and Administrative Offices (FAO) or equivalent.</p> <p>The department FAO is responsible for establishing a system of internal controls to ensure transactions are initially recorded to an appropriate FAU to minimize the need for cost transfers and complying with salary caps. As cost transfers situations arise, the FAO should consider the frequency of corrections and implement modifications to the department's control environment to improve processes as necessary. (Note: If a SCT Approver has not been set up, the transaction cannot be routed to the approver. Department SAA must ensure ServiceLink SCT Approvers are assigned in EACS.)</p>	Department SAA
ServiceLink Salary Cost Transfer CFAO Approver	<p><i>If a request is designated as high risk, the request will be routed to the appropriate CFAO for approval. CFAOs should promptly act upon requests. The CFAO reviews requests designated as high risk and the associated documentation, and if appropriate, approves the request using the SCT Request Tool; otherwise, the request should be returned to the department transactor for action as indicated by the CFAOs comments. Note: High Risk SCTs involve the Health Science Compensation Plan (HSCP), salary capped funding, and requests that are more than 120 days after the original transaction pay period end date.)</i></p> <p><i>The Organization CFAO is responsible for establishing organizational level internal controls to ensure transactions are reconciled timely, corrections to an appropriate FAU are promptly initiated, and oversight of salary cap compliance. CFAO should consider the volume of high risk transfers and adjust controls as necessary.</i></p>	Application SAA





SCT Shared Services Fulfiller	Individuals in the Shared Services Centers receive approved SCT requests, ensure the timely entry and processing of transactions into UCPath, and appropriately annotate the request in ServiceLink to allow for transparency to departmental users tracking the progress of transactions. Service level agreements should be in place with special consideration for transfers involving contract and grants funds given the time limits (e.g. 120 day and 90 day rules).	Shared Services SAA
--------------------------------------	--	---------------------

Possible SCT Scenarios

The following are examples of when to use, and when not to use, the SCT process.

Clearing Department Default FAU

The implementation of UCPath introduced a new way of setting up and managing salary/benefit expense distributions. UCPath utilizes “position funding” to distribute salary/benefit expenses. In order to appropriately distribute salary and benefit expenses, every position must be set up with appropriate funding distribution. UCPath is configured with department default FAUs to ensure employees with active jobs will be paid during the normal payroll cycle and the transactions are posted to the general ledger.

The default FAU will be charged to the designated departmental activity code and function using fund number 69993. The salary and benefit expenses charged to the default FAU will appear on the department’s general ledger. Payroll expenses that have been charged to the Default FAU will require a Salary Cost Transfer. Note: To prevent the default FAU from being charged in the future, the position funding should be updated using the FAU Change Request Tool.

Refer to [Appendix C – Department Default FAU](#) for more information.

Expenditure Adjustments

Per UC Business & Finance Bulletin A-47, expenditure adjustments should occur in a limited number of scenarios as listed below. Please note, when requesting expenditure adjustments, “A unit administrator is certifying that the original charge was not a proper/legitimate charge against the FAU cited; therefore, the original charge is now being invalidated and the new FAU cited is correct.”

1. To correct an erroneous posting to an FAU that was incorrectly cited on a source document.
2. To record a change in decision regarding the FAU used to support the position.
3. To redistribute payroll costs based on the after-the-fact verification of work performed to enable certification of salaries charged to federal contracts and grants.

Additionally, when a charge is being moved to a restricted fund provided by an external agency (e.g. contract and grant), the following criteria must be met:

- a) The transfer must relate to specific expenditures (e.g., two hours of technical staff when identifiable to a specific cost objective) incurred by the unit requesting the adjustment.





- b) If transferring a fractional amount of a transaction, the transfer request must contain an explanation supporting a reasonable and equitable method of allocation.
- c) The requests must be fully explained, justified, and approved by the unit administrator(s) involved in the transaction. An explanation stating "to correct an error," "to transfer to correct project," or "expenditure inadvertently charged to incorrect account/fund" is not sufficient.
- d) Adjustments involving Federal grants and contracts require the approval of the principal investigator. Note: the principal investigator's approval must be attached/uploaded into the SCT Request Tool.
- e) The University is committed to the accurate and timely maintenance of its financial records. Situations requiring the transfer of recorded costs must be identified and processed expeditiously. Additionally, special considerations must be given to transfers of cost to federal funds to ensure that the University action meets the administrative standards established by the federal government.
- f) If the expense is being transferred to a federal or federal flow-through FAU, the request must be recorded in the general ledger within 120 days from the close of the month in which the original charge posts to the ledger (for example, the deadline for adjusting a charge which appears in the January ledger will be the May ledger) or within 90 days of a fund's expiration date to meet agency reporting requirements.
 - a. Transfers in excess of 120 days must be moved to an unrestricted funds and include a full explanation, including a well-documented account of all the events leading to the tardy adjustment.



Submitting an SCT Request

The SCT Request Tool contains 3 separate tabs for most transactors and 2 tabs for most approvers. If a user possesses both the transactor and approver role, 4 tabs will be available; however, it is important to note that an approver cannot approve their own transaction. To initiate a request, access the “Transactor” tab of the tool. Departments can query by any combination of employee name, employee ID, department code, job code, earnings code, any FAU attributes, and a range of Pay Period End Dates. Note: the Pay Period Date range will default to the last 90 days.

Additionally, departments may select multiple employees and paychecks for their requests. When grouping multiple transactions together on a request, the explanation and supplemental approvals (e.g. PI) should apply to all the transactions. Once a request is submitted, it will require at a minimum department approval before routing to the respective Shared Services Center for action. The number of approvals required will depend upon the complexity of the transaction. If a transaction involves multiple departments, the request will route to all related department approvers. Transactors should balance the ability to group multiple transactions on a single request with the potential delay in processing if the request is returned by the approver; approvers must either approval all of the transactions on the request or return all of the transactions on the request. If a request is returned, a transactor can make modifications or cancel the request; individual rows cannot be removed. *Special attention should be given to transfers to contract and grant funds to allow sufficient time for approvals and SSC processing to meet the 120 day rule as well as the 90 days within expiration rules in UCPath.*

The screenshot below is the initial inquiry screen that will be presented to a transactor:

The screenshot displays the 'Salary Cost Transfer Request' application interface. At the top, there are tabs for 'Transactor', 'Approve Changes (4)', 'In Progress (3)', and 'History'. Below the tabs, a search form is visible with various input fields. A red box highlights the 'Submit Query' button. Another red box highlights the 'Select All' checkbox in the table below the search form. The table has columns for 'Select All', 'P', 'End Date', 'Earnings End Date', 'SCT Indicator', 'Employee Name', 'Position', 'Emp ID', 'Empl Rcd', 'Dept.', 'Job Code - Desc', 'ERN', 'Account', 'Activity', 'Fund', 'Fct', 'Cost Ctr', 'Proj Cd', and 'Earnings'.

Simple SCT Requests

The majority of SCT Requests will be considered “Simple” requests.

Low Risk SCT Requests

Salary Cost Transfer requests classified as *low-risk* are requests that do not increase expenses on a contract and grant funds **and** are not more than 120 calendar days after original transaction pay period end date. Additionally, low risk requests include transfers where the transaction’s fund end date **is not** more than 90 calendar days in the past.

Use Case Scenarios

To better understand both how to use the SCT Request Tool and what constitutes a simple and low-risk SCT Request, follow the use case scenarios detailed below.



Scenario 1 – Simple Transaction, One Pay Period

In this scenario, a department has determined that the position funding used to pay an employee was not updated to the appropriate FAU. As a result, the employee's earnings for Pay Period End Date 1/31/2018 were charged to fund 19934. The department has since updated the position funding to appropriately charge future earnings to fund 19900, however, all payroll earnings in January must be transferred to fund 19900 for this employee.

1. Access the SCT Request Tool via ServiceLink.
2. Be sure to select the "Transactor" tab of the Request Tool to begin.
3. Search for the employee and associated pay line(s) for Pay Period End Date 1/31/2018 requiring the SCT. Users will have the ability to search by the following fields:
 - a. Employee Name, Employee ID, Department Code, Job Code, Earn Code, Account, Activity, Fund, Function, Cost Center, Project Code, and/or Pay Period End Date.
4. Click the "**Submit Query**" button to execute the search.
5. The Query Results will display below the search criteria. The results will display the following data:
 - a. Posted Pay Period End Date: the pay period used to compute the transaction (e.g. if a retroactive payment from January was processed in February, the pay period would be a February date. In most cases, the pay period and earning dates will be the same.) If a row is a restated row from a SCT, the posting pay period of the SCT will be displayed here.
 - b. Earnings End Date: the dates associated with the actual earnings (e.g. if a retroactive payment from January was processed in February, the earnings date would be a January date. In most cases, the pay period and earnings dates will be the same.)
 - c. SCT Indicator: this field will note if the row is previously completed SCT. N indicates original transaction and Y indicates the restated row.
 - d. Employee Name
 - e. Position Number: the position number associated with the payment to the employee
 - f. Employee ID: the UCPath employee id number
 - g. Employee Record: also known as EMPL REC. This code is used to identify the relationship between the employee id and a position. The initial assignment is 0 (zero), and as an employee is associated with additional positions new numbers may be assigned.
 - h. Department: This is the Department code associated with a position not necessarily the department that paid the employee. It is important to note that users have the ability to search for all transactions similar to the SuperDOPE inquiry access.
 - i. Job Code: this is the UCPath nomenclature for title code. Note the values are now 6 characters long, but basically the title code preceded by two leading zeros
 - j. Earn Code: this is the UCPath nomenclature for DOS code. Note new and different values are used in the UCPath environment
 - k. Account: FAU element to classify the type of cost. Note the code may have been transformed in the payroll compute process to ensure consistency of coding for certain types of transactions.
 - l. Activity: FAU element to designate the related departmental line of business
 - m. Fund: FAU element to designate the source of funding
 - n. Function: FAU element to classify the general program area
 - o. Cost Center: Optional department defined FAU element



- p. Project Code: Optional department defined FAU element
 - q. Earnings: salary dollars associated with the combined fields above.
6. To select a transaction, click on the **Check Box** on the far left of the pay line row(s) associated with Pay Period End Date 1/31/2018. In this example, the employee only has one pay line to transfer for this Pay End Date. Once checked, click on the **“Change FAU”** button on the Top right of the page.

The screenshot shows the 'Salary Cost Transfer Request' interface. At the top, there are navigation tabs: 'Approve Changes (16)', 'In Progress (27)', 'Transaction Log', 'Inquirer', and 'Fulfill Requests (177)'. Below the tabs, there are search filters for Emp Name, Department Code, Job Code, and Earn Code. A table of results is displayed with columns for Select All, Posted Pay Per End Date, Earnings End Date, SCT Indicator, Employee Name, Position, Emp ID, Empl Rcd, Dept., Job Code - Desc, ERN, Account, Activity, Fund, Fct, Cost Ctr, Proj Cd, and Earnings. A 'Change FAU' button is visible in the top right corner of the table area.

7. The following screen will appear.

The screenshot shows the 'Change FAU - SIMPLE' screen. At the top, there are fields for 'Transactor: Carr, Elizabeth L', 'Status: New', 'Date: 12/07/2018', and 'Accountability Structure'. Below this, there are fields for 'Request ID: NEW', 'Type: Simple', and 'Includes 120 Day Rule: Yes'. A 'Global Changes' table is also visible. The main table has columns for EMPID, Original PP End Date, Pay Period End Date, Emp ID, Employee Name, Position, Dept Code, Job Code, Total Benefits, ERN, Account, Activity, Fund No, Fct, Cost Ctr, Proj Code, and Earnings. A 'Transfer To FAU' section is highlighted, showing a row with a pencil icon next to the FAU field.

8. Select the appropriate **Accountability Structure** from the dropdown list at the top of the page. The Accountability Structure is based on the EACS roles associated with the Transactors and will help to drive the approval routing.

The screenshot shows a dropdown menu for 'Accountability Structure'. The current selection is 'New'. The dropdown list shows two options: 'D01006 - Mechanical Engineering' and 'D01047 - Botany and Plant Sciences'.

9. In the **“Transfer To FAU”** section, begin the FAU change for the selected pay period by clicking the edit (or pencil) icon next to the FAU field(s) you want to change. The pencil icon will also allow you to query specific FAU values.

Notice that under the **“Transfer To FAU”** section, the current FAU data is copied to the next row to streamline the FAU data entry process. Users will be able to edit any of the fields in the second row.

10. After clicking into any of the fields in the second row, a Lookup Screen will display. Search for the appropriate fund value and select fund **“1990-General Funds”**. Changes will be highlighted



in yellow to allow quick identification of modified values.

EMPL RCD	Original PP End Date	Pay Period End Date	Emp ID	Employee Name	Position	Dept Code	Job Code	Total Benefits	ERN	Account	Activity	Fund No	Fct	Cost Ctr	Proj Code	Earnings	
0	01/31/2018	01/31/2018				D01100		Pending	REG	504110	A01206	19934	72	YPCLA		\$6,325.67	
										Transfer To FAU *	504110	A01206	19900	72	YPCLA		6325.67

11. Select a “Reason for Salary Cost Transfer” from the dropdown. There are 3 options currently available: Fund is Expiring, Employee Redirected to Another Project, and Other.

* Reason for Salary Cost Transfer: |

* Explain how the error occurred

Funding is expiring
 Employee redirected to another project
 Other

* I certify that:

1) This Salary Cost Transfer has been prepared in accordance with the UC and UCR Policies and Procedures and any applicable terms and conditions of sponsored awards.
 2) The salary expense is allowable on the fund source(s) listed and funds are available, and
 3) The appropriate Full Accounting Unit (FAU) has been provided on this transfer.

[Add Attachment...](#)


12. Under the Comments section, provide additional information to “**Explain how the error occurred**” for audit purposes. Simply stating “to correct an error” or “to transfer to the correct project” is NOT sufficient.
13. Select the “I Certify” check box to confirm the following:
 - a. This Salary Cost Transfer has been prepared in accordance with the UC and UCR Policies and Procedures and any applicable terms and conditions of sponsored awards.
 - b. The salary expense is allowable against the fund source(s) listed and funds are available, and
 - c. The appropriate Full Accounting Unit (FAU) has been provided on this transfer.
14. Upload an attachment to document the approval for this salary cost transfer from the appropriate Principal Investigator or Department Head if they are not the designated ServiceLink SCT Approver.
15. Click the “**Submit**” button to route the request to the approver.



16. The above image is an example of a complete SCT Request. In this scenario, we changed the Fund Code for this position from 19900 to 19934. (Note: Employee Name and ID, Position Number, and Job Code information has been redacted).
17. The transaction will now be placed into **“Pending Approval”** status. Approver(s) will need to approve the transaction for a request to be complete. (Please refer to Scenario – Approving a Request for more information on Approvals).

Scenario 2 – One Employee Multiple Pay Checks

In this scenario, payroll expenses associated with Fund Code **“19934 – UC GF UCPath”** will be transferred to **“19900 – General Funds”** for multiple pay checks. The Pay Period End Dates for these transfers are **12/31/2017 and 1/31/2018**.

1. Access the SCT Request Tool via ServiceLink.
2. Be sure to select the **“Transactor”** tab of the Request Tool to begin.
3. Search for the employee and associated pay line(s) requiring the SCT, by using any of the search criteria available on the SCT Request screen. Include at least two query parameters for the initial search then click **“Submit Query”** to begin.
4. Select the employee and pay period end dates and click the **“Change FAU”** button to begin.
5. Select the appropriate **Accountability Structure** from the dropdown list at the top of the page.
6. Under the **“Transfer To FAU”** section, click the edit/pencil icon  belonging to the Fund field for both pay checks and search for Fund **“19900”** and make the selection.

ERF	ERN	Account	Activity	Fund No	Fct	Cost Ctr	Proj Code	Earnings	% Pay
	REG	504110	A01210	19934	72	YPCLA		\$8,334.00	100%
	Transfer To FAU*	504110	A01210	19900	72	YPCLA		8334	

ERF	ERN	Account	Activity	Fund No	Fct	Cost Ctr	Proj Code	Earnings	% Pay
	REG	504110	A01210	19934	72	YPCLA		\$8,334.00	100%
	Transfer To FAU*	504110	A01210	19900	72	YPCLA		8334	

7. Select a **“Reason for Salary Cost Transfer”** from the dropdown.



- In the comments section, enter detailed information to “**Explain how the error occurred**” for audit purposes.
- Select the “**I Certify**” check box to confirm the statements noted.
- Upload an attachment to document the approval for this SCT request from the appropriate Principal Investigator or Department Head if they are not the designated ServiceLink FAU Approver.
- Click the **Submit** button to route the request to the appropriate approver.

The screenshot shows the 'Global Changes' section of the tool. It includes a table with columns: Account, Activity, Fund, FCT, Cost Ctr, and Proj Code. The 'Fund' column is highlighted in yellow, showing a change from 19934 to 19900. Below the table, there are two 'Change FAU - SIMPLE' sections for different pay periods, each showing employee details and a 'Pending' status. A 'Reason for Salary Cost Transfer' dropdown is set to 'Employee Redirected to Another Project'. A text box contains the explanation: 'Employee was redirected to another project during these pay periods.' There are also checkboxes for certifying the transfer and a 'TEST ATTACHMENTS IN SGT TOOL' button.

- The above image is an example of a complete SCT Request for one employee with multiple pay checks. In this scenario, we changed the Fund Code from **19934** to **19900** for one pay period and from **19900** to **19934** for another. (Note: Employee Name, Position Number, and Job Code information has been redacted).
- The transaction will now be placed into “**Pending Approval**” status. Approver(s) will need to approve the transaction for a request to be **complete**. (Please refer to *Approving a Request* for more information on Approvals).

Scenario 3 – Using Global Changes Feature

In this scenario, we are going to change the FAU for multiple employees at the same time. We will be changing the Fund Code from **19934** to **19900** for all employees.

- Search for the employees using the fund code 19934 and the pay period as search criteria and click “**Submit Query**”.
- Select multiple employees using the Check Box next to each employee. In this scenario, we will select 3 employees. Click the “**Change FAU**” button to begin.
- Select the appropriate **Accountability Structure** from the dropdown list at the top of the page.
- Click the edit/pencil icon belonging to the Fund field under the “**Global Changes**” section.
- Select **19900** from the list of Fund values. All employees will now display this change on the screen. Only the values updated in the “**Global Changes**” section will be updated.

Global Changes						
Account	Activity	Fund	FCT	Cost Ctr	Proj Code	% Pay
		19900				



Transactor: Cam, Elizabeth L. Status: New
 Date: 12/07/2018 Accountability Structure: 00100 - Accounting
 Request ID: NEW Type: Simple Includes 100 Day Rule: No [Click to Search](#)

Global Changes					
Account	Activity	Fund	SCT	Cost Ctr	Proj Code
		19900			

Change FAU - SIMPLE																					
EMPL REG	Original PP End Date	Pay Period End Date	Emp ID	Employee Name	Position	Dept Code	Job Code	Total Benefits	ERN	Account	Activity	Fund No	Fct	Cost Ctr	Proj Code	Earnings					
0	08/31/2018	08/31/2018				001100		Pending	REG	504110	A01206	19900	72	YPLCA		\$4,961.58					
														Transfer To FAU	504110	A01206	19900	72	YPLCA		4551.58

6. Select a **“Reason for Salary Cost Transfer”** from the dropdown.
7. Under comments section, enter information to **“Explain how the error occurred”** to assist the Approver in their review and for audit purposes.
8. Select the **“I Certify”** check box to confirm the statements listed.
9. Upload an attachment to document the approval for this SCT request from the appropriate Principal Investigator or Department Head if they are not the designated ServiceLink FAU Approver.
 - a. Note: multiple attachments can be uploaded to the request and should be uploaded if the information will be beneficial in the review and/or as support for the change.
10. Click the **“Submit”** button to route the request to the Approver.
11. The transaction will now be placed into **“Pending Approval”** status. Approver(s) will need to approve the transaction for a request to be complete. (Please refer to Scenario 8 – *Approving a Request for more information on Approvals.*)

Scenario 4 – Multiple Employees Multiple Pay Checks

In this scenario, a department has updated the position funding for two positions to appropriately charge future earnings to a different FAU. Given this change, it was determined that some payroll expenses in August and September for the two employees in these positions must be transferred to the following FAU: 504110-A01002-23408-62.

Transactor: Approver Changes (16) In Progress (27) Transaction Log Register FullR Requests (177)

Please include at least two query parameters for the initial search. Query results can be refined by including additional parameters. Date range for pay period end dates will default to the three months prior to the current month, but date range can be changed as needed.

Emp Name: [] Emp ID: [] Department Code - Description: [] Job Code - Description: [] Earn Code: [] Clear Search

Account: [] Activity: [] Fund: [] Function: [] Cost Center: [] Project Code: [] Start (Pay Period End Date): 08/01/2018 End (Pay Period End Date): 09/30/2018 Submit Query

Select All	Posted Pay Per End Date	Earnings End Date	SCT Indicator	Employee Name	Position	Emp ID	Emp Rpt	Dept	Job Code - Desc	ERN	Account	Activity	Fund	Fct	Cost Ctr	Proj Cd	Earnings
<input type="checkbox"/>	08/15/2018	08/15/2018	N				0	001002	004722 - BLANK.A.	REG	500110	A01002	19900	40			\$2,020.00
<input type="checkbox"/>	08/29/2018	08/29/2018	N				0	001002	004722 - BLANK.A.	REG	500110	A01002	19900	40			\$2,007.38
<input checked="" type="checkbox"/>	09/06/2018	09/06/2018	N				0	001002	004722 - BLANK.A.	REG	500110	A01002	19900	40			\$2,020.00
<input type="checkbox"/>	09/20/2018	09/20/2018	N				0	001002	004722 - BLANK.A.	REG	500110	A01002	19900	40			\$5.78
<input type="checkbox"/>	09/22/2018	09/22/2018	N				0	001002	004722 - BLANK.A.	REG	500110	A01002	19900	40			\$1,816.00
<input type="checkbox"/>	09/22/2018	09/22/2018	N				0	001002	004722 - BLANK.A.	SIL	500110	A01002	19900	40			\$202.00
<input type="checkbox"/>	09/11/2018	08/11/2018	N				0	001002	004722 - BLANK.A.	REG	500110	A01002	19900	40			\$1,802.37
<input type="checkbox"/>	09/11/2018	09/11/2018	N				0	001002	004722 - BLANK.A.	CON	500110	A01002	19900	40			\$172.83
<input checked="" type="checkbox"/>	09/25/2018	09/25/2018	N				0	001002	004722 - BLANK.A.	REG	500110	A01002	19900	40			\$1,875.20
<input type="checkbox"/>	09/08/2018	09/08/2018	N				0	001002	004722 - BLANK.A.	REG	500110	A01002	19900	40			\$1,428.82
<input type="checkbox"/>	09/08/2018	09/08/2018	N				0	001002	004722 - BLANK.A.	CON	500110	A01002	19900	40			\$49.39
<input type="checkbox"/>	09/22/2018	09/22/2018	N				0	001002	004722 - BLANK.A.	REG	500110	A01002	19900	40			\$1,777.88
<input type="checkbox"/>	09/22/2018	09/22/2018	N				0	001002	004722 - BLANK.A.	CON	500110	A01002	19900	40			\$187.52

1. Access the SCT Request Tool via ServiceLink.
2. Be sure to select the **“Transactor”** tab of the Request Tool to begin.
3. In this scenario, we will enter **“A01002”** in Activity, **“08/01/2018”** in Start (Pay Period End Date), and **“09/30/2018”** in the End (Pay Period End Date) fields.



4. Click **“Submit Query”** to execute the search.
5. Select pay lines associated with the employees in the two positions mentioned above by clicking the checkboxes.
6. Click on the **“Change FAU”** button.
7. On the next screen, the Transactor should see the selected 09/08/2018 and 08/25/2018 pay lines for the two employees selected. Enter the new FAU in the Global Changes section of the screen to apply the FAU to all employees and pay lines on the screen.

Global Changes						
Account	Activity	Fund	FCT	Cost Ctr	Proj Code	% Pay
504110	A01002	23408	62			

The screenshot displays the 'Global Changes' section of the tool. At the top, there is a header for 'Global Changes' with a table containing columns for Account, Activity, Fund, FCT, Cost Ctr, Proj Code, and % Pay. Below this, two tables are shown, each representing a 'Change FAU - SIMPLE' request. The first table lists pay lines for employee 09/08/2018, and the second table lists pay lines for employee 08/25/2018. Both tables include columns for EMP#, BCD, Original PP, End Date, Pay Period, End Date, Emp ID, Employee Name, Position, Dept Code, Job Code, Total Benefits, and Earnings. A 'Global Change' summary table is also visible, showing the selected account (504110), activity (A01002), fund (23408), and FCT (62).

8. Select the appropriate **Accountability Structure** from the dropdown list at the top of the page.
9. Select a **“Reason for Salary Cost Transfer”** from the dropdown.
10. In the comments section, enter detailed information to **“Explain how the error occurred”** for audit purposes.
11. Select the **“I Certify”** check box to confirm the statements noted.
12. Click the **“Add Attachment”** button to upload an attachment to document the PI’s approval for this SCT request.
13. Click the **Submit** button to route the request to the appropriate approver.
14. The transaction will now be placed into **“Pending Approval”** status. Approver(s) will need to approve the transaction for a request to be complete. (Please refer to *Scenario 8 – Approving a Request* for more information on Approvals).




Scenario 5 – “In Progress” Transactions

Any transactions that are saved as a “work-in-progress” are available in the “In Progress” tab of the tool. The tab also displays transactions that were returned to the Transactor by the Approver. Transactors can sort requests in the tab, as necessary, and can search fields using the basic search box. Please note, requests remain in this queue indefinitely if they are not submitted.

When a request is saved as a work-in-progress, all pay lines associated with that request will be locked, however, other transactors within the **same** Accountability Structure can access the “in-progress” request.

Request ID	Status	Account Structure	Reason for Request	Transaction Type	Risk	Date Requested
101079	Returned to Transactor	D01285	Other	Simple	High	07/12/2018
101272	Work in Progress	D01006	Data Entry Error	Simple	Low	08/13/2018
101273	Work in Progress	D01006	Data Entry Error	Simple	Low	08/13/2018

1. Click on the “**In Progress**” tab. The tab will display a numerical value for all transactions found in that queue.
2. The list will display the **Request ID, Request Status, Accountability Structure, Reason for Request, Transaction Type, Risk,** and the **Date** the request was saved.
3. To view high-level details and comments regarding the request, click on the “**Expand**”  icon next to the appropriate **Request ID**.

Fund	Acct	Activity	Earnings
REG	00310	A01004	\$122.51
REG	00310	A01004	\$973.75

4. Click into the appropriate request by the request id to continue entering information. Once clicked, the request will reopen, and Transactor can continue filling in the appropriate information on the request.
5. Submit or Cancel the request, as necessary.



Scenario 6 – Reviewing the Transaction Log

The Transaction Log tab displays all transactions saved, submitted, approved, completed, and cancelled within your assigned Accountability Structure. Transactors and Approvers will be able to click any of the requests in this tab and view all information that was submitted or saved on the actual request. This includes Request ID, Status, Accountability Structure, Transactor Name, Reason for Request, Transaction Type, Risk level, Date Requested, comments, and more. The purpose of this log is not to allow users to reopen the requests, but rather to serve as an inquiry tool to access to all transactional activity.

Salary Cost Transfer Request						
History						
Request ID	Status	Acct. Str...	Transactor	Reason for Request	Date Requested	
1	Ready for Submission	ORG21	Todd Jorgenson	Employee redirected to another project.	05/21/2018	
2	Canceled	D01100	Rose Hachiko	Funding is expiring.	05/22/2018	
3	Canceled	D01100	Krishna Das	Employee redirected to another project.	05/22/2018	
5	Canceled	D01047	Rose Hachiko	Employee redirected to another project.	05/22/2018	
8	Completed	ORG21	Christy Yamaguchi	Employee redirected to another project.	05/22/2018	
9	Ready for Submission	D01008	Krishna Das	Employee redirected to another project.	05/22/2018	
10	Ready for Submission	D01008	Henry Windsor	Employee redirected to another project.	05/22/2018	
12	Pending Approval	D01100	Rose Hachiko	Funding is expiring.	05/23/2018	
11	Pending Approval	D01100	Henry Windsor	Other	05/23/2018	

1. Click the Transaction Log tab.
2. To view details for a particular transaction, double-click a Request ID or click on the “Expand” icon next to the appropriate **Request ID**.
3. Once clicked, the request will expand and display the details for that transaction.

Salary Cost Transfer Request																																																
History																																																
Request ID	Status	Acct. Str...	Transactor	Reason for Request	Date Requested																																											
1	Ready for Submission	ORG21	Todd Jorgenson	Employee redirected to another project.	05/21/2018																																											
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3	Canceled	D01100	Krishna Das	Employee redirected to another project.	05/22/2018																																											
5	Canceled	D01047	Rose Hachiko	Employee redirected to another project.	05/22/2018																																											
8	Completed	ORG21	Christy Yamaguchi	Employee redirected to another project.	05/22/2018																																											
9	Ready for Submission	D01008	Krishna Das	Employee redirected to another project.	05/22/2018																																											
10	Ready for Submission	D01008	Henry Windsor	Employee redirected to another project.	05/22/2018																																											
12	Pending Approval	D01100	Rose Hachiko	Funding is expiring.	05/23/2018																																											
11	Pending Approval	D01100	Henry Windsor	Other	05/23/2018																																											
<table border="1"> <thead> <tr> <th>Position Number</th> <th>Department</th> <th>Employee Name</th> <th>ERN</th> <th>Acct</th> <th>Activity</th> <th>Fund</th> <th>Fct.</th> <th>Cost Ctr.</th> <th>Proj. Cd.</th> <th>Earnings</th> <th>% Pay</th> </tr> </thead> <tbody> <tr> <td>40014444</td> <td>D01100</td> <td>TOT, TAYLOR</td> <td>REG</td> <td>500120</td> <td>A01206</td> <td>19900</td> <td>72</td> <td></td> <td></td> <td>181.50</td> <td>100%</td> </tr> <tr> <td>40014444</td> <td>D01100</td> <td>TOT, TAYLOR</td> <td>REG</td> <td>500120</td> <td>A01206</td> <td>19900</td> <td>72</td> <td>[AFCBD]</td> <td></td> <td>181.5</td> <td>0</td> </tr> </tbody> </table> <p>Reason for change: Other</p> <p>Routing Actions:</p> <p>05/23/2018 Transactor (Henry Windsor - Accounting)</p> <p>Comments: Earnings have been redirected to another fund per John Markson.</p>													Position Number	Department	Employee Name	ERN	Acct	Activity	Fund	Fct.	Cost Ctr.	Proj. Cd.	Earnings	% Pay	40014444	D01100	TOT, TAYLOR	REG	500120	A01206	19900	72			181.50	100%	40014444	D01100	TOT, TAYLOR	REG	500120	A01206	19900	72	[AFCBD]		181.5	0
Position Number	Department	Employee Name	ERN	Acct	Activity	Fund	Fct.	Cost Ctr.	Proj. Cd.	Earnings	% Pay																																					
40014444	D01100	TOT, TAYLOR	REG	500120	A01206	19900	72			181.50	100%																																					
40014444	D01100	TOT, TAYLOR	REG	500120	A01206	19900	72	[AFCBD]		181.5	0																																					





Scenario 7 – Selecting Multiple Pay Lines

In this scenario, an employee has multiple lines on the paycheck for the 5/31/2018 pay period end date. The SCT Request Tool will remind the transactor of the multiple pay lines if they attempt to only perform the request on a single pay line for that pay period end date.

1. Access the SCT Request Tool via ServiceLink.
2. Be sure to select the “Transactor” tab of the Request Tool to begin.
3. Search for the employee using any of the search criteria available on the SCT Request screen.
4. Enter **05/01/2018** in the “Start (Pay Period End Date)” field.
5. Enter **05/31/2018** in the “End (Pay Period End Date)” field.
6. Click “**Submit Query**” to begin.

Salary Cost Transfer Request

Transactor Approve Changes (16) In Progress (27) Transaction Log Inquirer Fulfill Requests (177)

Please include at least two query parameters for the initial search. Query results can be refined by including additional parameters. Date range for pay period end dates will default to the three months prior to the current month, but date range can be changed as needed.

Emp Name: Emp ID: Department Code - Description: Job Code - Description: Earn Code: Clear Search

Account: Activity: Fund: Function: Cost Center: Project Code: Start (Pay Period End Date): 05/01/2018 End (Pay Period End Date): 05/31/2018 Submit Query

Select All	Posted Pay Per End Date	Earnings End Date	SCT Indicator	Employee Name	Position	Emp ID	Empl Rcd	Dept	Job Code - Desc	ERN	Account	Activity	Fund	Fct	Cost Ctr	Proj Cd	Earnings
<input type="checkbox"/>	05/31/2018	04/30/2018	N	[REDACTED]			0	D01100	007584 - BUS SYS ...	VAC	503190	A01208	19934	72	YPCLA		\$1,163.36
<input type="checkbox"/>	05/31/2018	04/30/2018	N	[REDACTED]			0	D01100	007584 - BUS SYS ...	REG	504110	A01208	19934	72	YPCLA		-\$1,163.36
<input type="checkbox"/>	05/31/2018	05/31/2018	N	[REDACTED]			0	D01100	007584 - BUS SYS ...	REG	504110	A01208	19934	72	YPCLA		\$6,325.67

7. The query displays 3 pay lines for the 5/31/2018 pay period end date. In this example, we are only going to select the pay line for the **\$6,325.67** REG earnings and click the “**Change FAU**” button.

Additional Paylines Search Results

These are all pay lines associated to the empl rcd, pay per end date and employee(s) selected.

Select All	Posted Pay Per End Date	Earnings End Date	SCT Indicator	Employee Name	Position	Emp ID	Empl Rcd	Dept	Job Code - Desc	ERN	Account	Activity	Fund	Fct	Cost Ctr	Proj Cd	Earnings
<input type="checkbox"/>	05/31/2018	04/30/2018	N	[REDACTED]			0	D01100	007584 - BUS S'YS ...	REG	504110	A01208	19934	72	YPCLA		-\$1,163.36
<input checked="" type="checkbox"/>	05/31/2018	05/31/2018	N	[REDACTED]			0	D01100	007584 - BUS S'YS ...	REG	504110	A01208	19934	72	YPCLA		\$6,325.67
<input type="checkbox"/>	05/31/2018	04/30/2018	N	[REDACTED]			0	D01100	007584 - BUS S'YS ...	VAC	503190	A01208	19934	72	YPCLA		\$1,163.36

8. After clicking “**Change FAU**” a screen will display all other pay lines available for that employee for the specified pay period. Transactors will have the opportunity to select other pay lines for the SCT Request as appropriate.
 - a. For this example, we are going to select the **\$1,163.36** VAC earnings.
 - b. Please note all other pay lines will be locked for processing even though they were not explicitly selected.
9. Select the appropriate **Accountability Structure** from the dropdown list at the top of the page.





10. Under the “**Transfer To FAU**” section perform the changes outlined below by clicking the edit/pencil icon.

Change FAU - SIMPLE	Original P/P	Pay Period	Emp ID	Employee Name	Position	Dept Code	Job Code	Total Benefits	CSO Account	Activity	Fund No.	Fix	Cost Ctr	Prog Code	Earnings
0	05/31/2018	05/31/2018				D0100	007504	\$3,510.74	REB	504110	A01206	19934	72	1PCLA	\$8,325.67
										Transfer To FAU*	504110	A01206	19934	72	\$325.67
0	05/31/2018	05/31/2018				D0100	007504	-61,163.36	VAC	503190	A01206	19934	72	1PCLA	\$1,163.36
										Transfer To FAU*	503190	A01206	19934	72	1163.36

- a. Remove the cost centers from each line. The fields will be highlighted to indicate the values have been changed.
11. Select a “**Reason for Salary Cost Transfer**” from the dropdown.
12. In the comments section, enter detailed information to “**Explain how the error occurred**” for audit purposes.
13. Select the “**I Certify**” check box to confirm the statements noted.
14. Click the “**Add Attachment**” button to upload an attachment to document the approval for this SCT request. Note: attachments are required for requests involving Contracts and Grants and complex requests.
15. Click the **Submit** button to route the request to the appropriate approver.
16. The transaction will now be placed into “**Pending Approval**” status. Approver(s) will need to approve the transaction for a request to be complete. (Please refer to *Section – Approving a Request* for more information on Approvals).

SCTs Involving Work Study

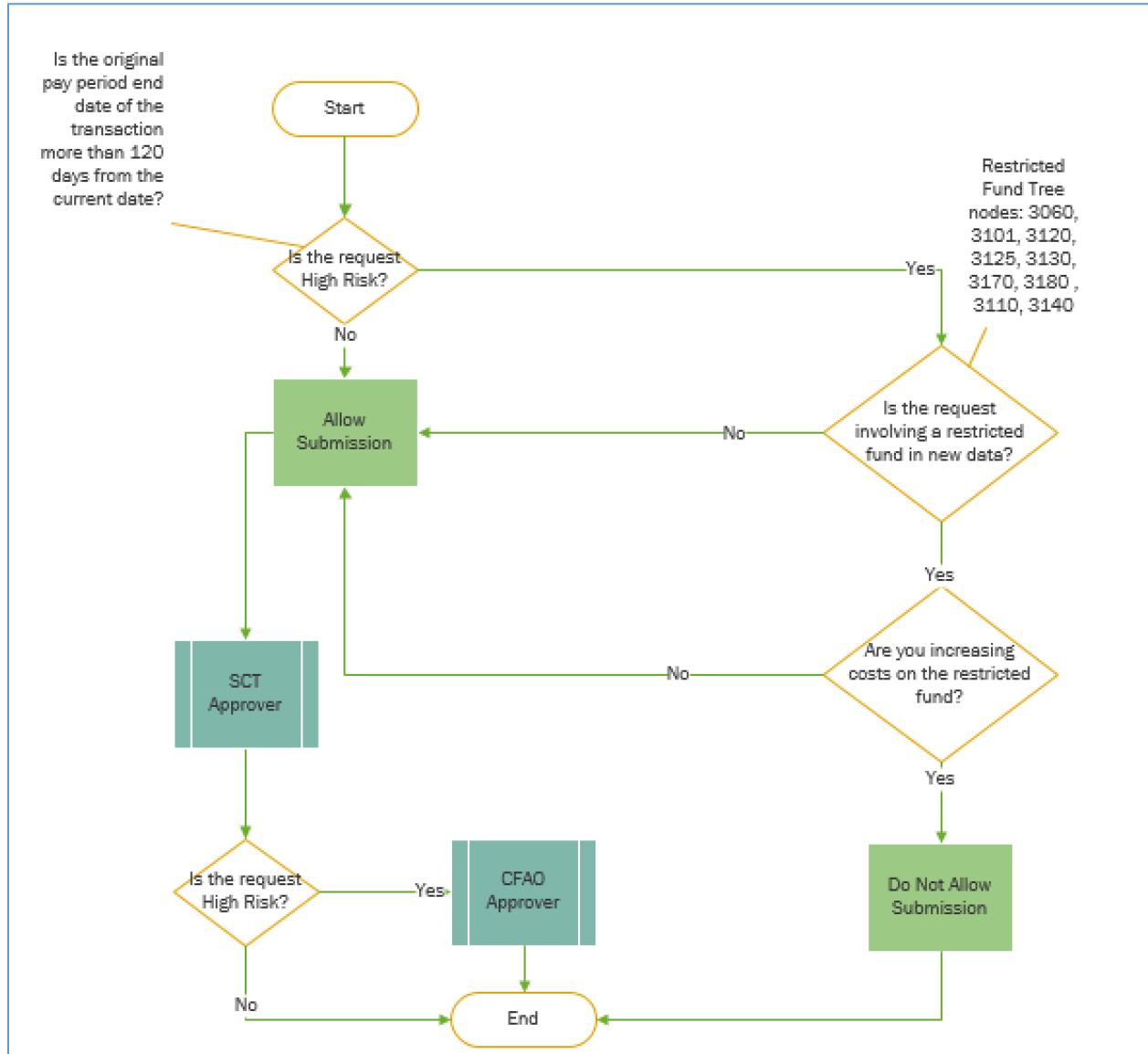
At this time, pay lines with an existing corresponding WS row cannot be submitted in the SCT Request Tool and must be submitted through the Manual SCT Request Process. The UCPATH functionality for this population is changing soon, and the SCT Tool will be updated to reflect the new logic.



High Risk SCT Requests

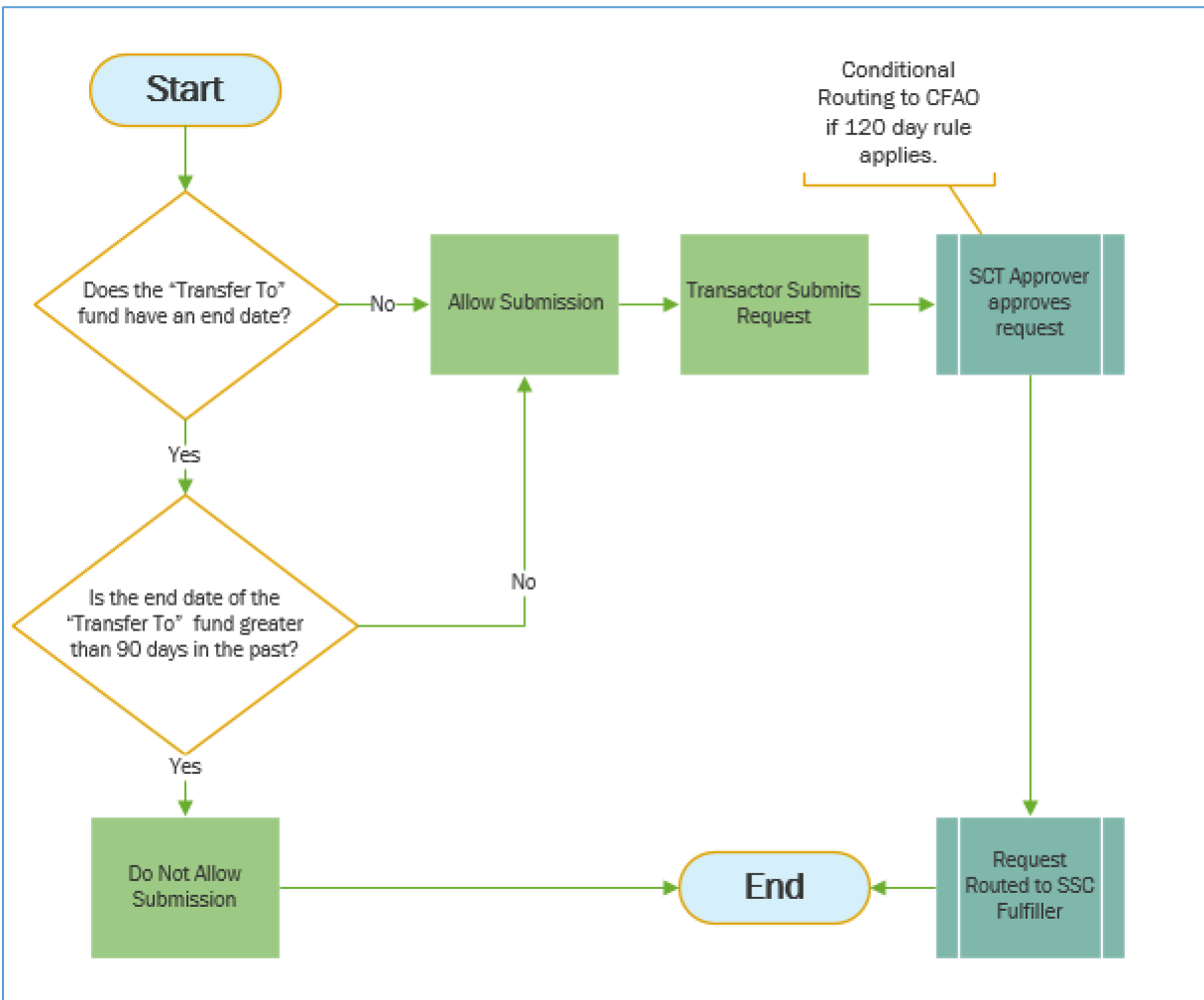
Salary Cost Transfer requests are classified as high-risk when the transfer is more than 120 calendar days after the original pay period end date. High Risk salary cost transfers where a request is **increasing** expenses on a contract and grant fund will trigger a hard-stop in UCPATH, and are therefore not permitted in the SCT Request Tool. Transactors will be made aware of this rule once they attempt to submit their request.

120 Day Business Rule Process Flow



Requests that include transfers to a fund with an end date greater than 90 calendar days in the past are *not* permitted. Transactors will face a hard-stop business rule in the SCT Request Tool if they attempt to submit a request with this condition. If the fund end date is **less than** 90 calendar days in the past, the request will be permitted and will follow the standard approval process. Please plan the submission of the requests according to allow sufficient time for the department approver and SSCs to process within these timelines.

90 Day Business Rule Process Flow





High Risk Scenarios

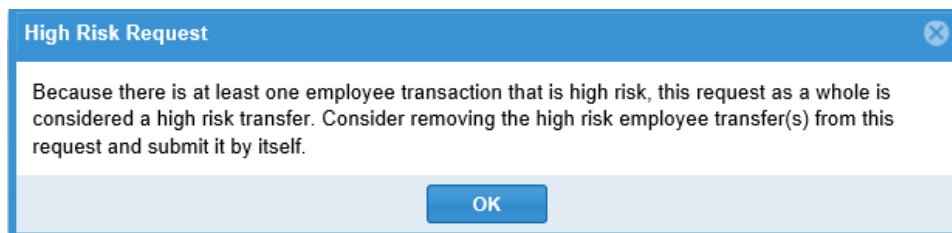
Scenario 1 – Increasing Payroll Expenses on a Federal Grant

In this scenario, a financial analyst is attempting to transfer December earnings from fund 19900 to Federal Grant fund **23918**. Since the transaction date of 5/23/2018 is more than 120 calendar days from the Pay Period End Date for these earnings, the transaction is considered High Risk and is not permitted in both the SCT Request Tool and the UCPath System.

1. Access the SCT Request Tool via ServiceLink.
2. Be sure to select the “**Transactor**” tab of the Request Tool to begin.
3. Search for the employee and associated pay line(s) for Pay Period End Date 12/31/2017. Users will have the ability to search by the following:
 - a. Search using the Department Code “D01100 – Accounting” and “12/31/2017” in the Start (Pay Period End Date) and End (Pay Period End Date) fields.
 - b. Click the “**Submit Query**” button to execute the search.

The screenshot shows the 'Salary Cost Transfer Request' interface. At the top, there are tabs for 'Transactor', 'Approve Changes (0)', 'In Progress (0)', 'Transaction Log', and 'Fulfill Requests (0)'. Below the tabs, there are search filters for Emp Name, Emp ID, Department Code - Description (set to 'D01100 - Accounting'), Job Code - Description, and Earn Code. There are also filters for Account, Activity, Fund, Function, Cost Center, Project Code, Start (Pay Period End Date) (set to '12/31/2017'), and End (Pay Period End Date) (set to '12/31/2017'). A 'Submit Query' button is visible. Below the filters is a table with columns: Select All, Posted Pay Per End Date, Earnings End Date, SCT Indicator, Employee Name, Position, Emp ID, Empl Rcd, Dept., Job Code - Desc, ERN, Account, Activity, Fund, Fct, Cost Ctr, Proj Cd, and Earnings. The table contains four rows of data for employee Charles, Barkley and Pug, Douglas, with earnings ranging from \$7,764.83 to \$6,632.08.

4. Click on the Check Box on the far left of the pay line(s) associated with Pay Period End Date 12/31/2017 belonging to the employee in question. In this example, the employee only has one pay line to transfer for this Pay End Date.
5. Click on the “Change FAU” button to proceed.
6. Once taken to the next page, an alert will pop up on the screen with a warning message about this possibility of the transaction being High Risk.



7. Select the appropriate Accountability Structure for the request. Please note, the Accountability Structure values available for selection are unique to the Transactor’s access.





8. Change the appropriate FAU values under the “Transfer To FAU” section of the page. In this scenario, we are changing the values as follows:
 - a. 307150-A01082-23918-44-OARCR.
 - b. We are transferring all earnings of \$7764.83 to this FAU.

Change FAU														
EMPL RCD	Pay Period End Date	Employee Name	Position	Dept Code	Job Code	ERN	Account	Activity	Fund No	Fct	Cost Ctr	Proj Code	Earnings	% Pay
0	12/31/2017	CHARLES, BARKLEY	40002117	D01100	006941	REG	500110	A01206	19900	72			\$7,764.83	100%
							Transfer To FAU*	307150	A01082	23918	44	OARCR	\$7,764.83	

9. Fill in comments for the required questionnaire below. Note: the questionnaire is only required on High Risk SCTs.

* Why did the error occur / Why is the transfer being requested? If this is a partial transfer, explain the basis for proration.

* How does the transfer benefit the new funding source being charged?

* The proposed cost transfer is over 120 days from the original transaction date. UC Business & Finance Bulletin A-47 University Direct Costing Procedures require timely cost transfers. Please explain the reason for the delay to assist in the evaluation of the appropriateness of this request.

10. Select a valid Reason for the SCT that best applies to this scenario.

* Reason for Salary Cost Transfer:

* Explain how the error occurred

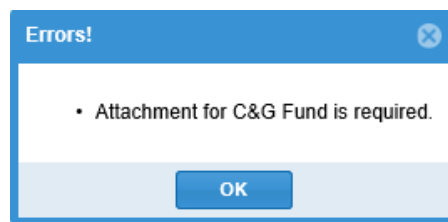
- Funding is expiring
- Employee redirected to another project
- Other

11. Enter comments to explain the reason for the error. This section will appear on every SCT Request.
12. Select the box to accept the certification statement.

* I certify that:

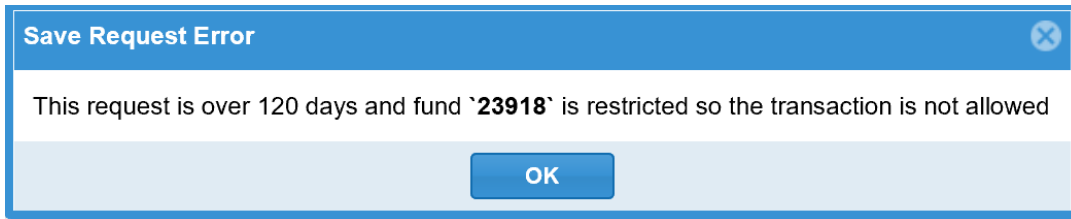
- 1) This Salary Cost Transfer has been prepared in accordance with the UC and UCR Policies and Procedures and any applicable terms and conditions of sponsored awards.
- 2) The salary expense is allowable on the fund source(s) listed and funds are available, and
- 3) The appropriate Full Accounting Unit (FAU) has been provided on this transfer.

13. Attach the required approval for this request. Note: attachments are required for requests that involve Contracts & Grants (e.g. PI’s approval). If a document is not attached, an error alert will appear on the screen.



14. Once all of the required information is provided on the request, click on the “Submit” button to complete the request and submit it for approval.
15. Since the request is **increasing** expenses to this Federal Grant, an error will display on the screen. The request cannot go any further, so the “transfer to” FAU will either need to be changed to an unrestricted FAU or the request will need to be cancelled.

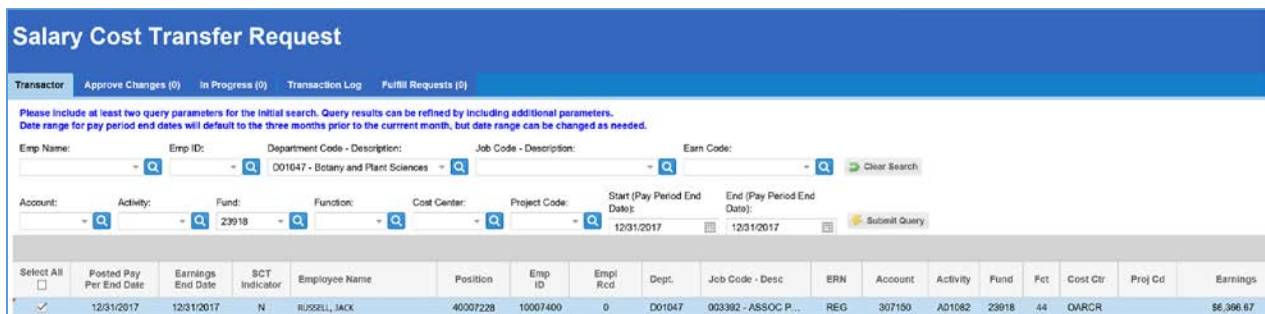




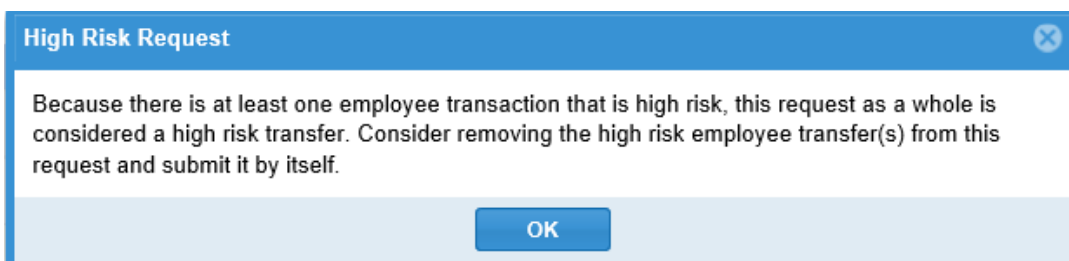
Scenario 2 – Decreasing a Federal Grant

In this scenario, a department financial analyst is attempting to transfer December earnings from Federal Grant fund **23918** to fund **19900**. Since the transaction date is more than 120 calendar days from the Pay Period End Date, the transaction is considered High Risk, although we are decreasing the expenses on the grant. The request will be permitted but will require an approval from the CFAO Approval before it will be sent to the appropriate Shared Services Center.

1. Access the SCT Request Tool via ServiceLink.
2. Be sure to select the “**Transactor**” tab of the Request Tool to begin.
3. Search for the employee and associated pay line(s) for Pay Period End Date 12/31/2017 requiring the SCT.
 - a. Search using the Department Code “D01047 – Botany and Plant Sciences”, fund 23918, and “12/31/2017” in both the Start (Pay Period End Date) and End (Pay Period End Date) fields.
 - b. Click the “**Submit Query**” button to execute the search.



4. Click on the Check Box on the far left of the pay line(s) associated with Pay Period End Date 12/31/2017 belonging to the employee in question. In this example, the employee only has one pay line to transfer for this Pay End Date.
5. Click on the “Change FAU” button to proceed.
6. Once taken to the next page, an alert will pop up on the screen with a warning message about this possibility of the transaction being High Risk.



7. Select the appropriate Accountability Structure for the request. Please note, the Accountability Structure values available for selection are unique to the Transactor’s access.
8. Change the appropriate FAU values under the “Transfer To FAU” section of the page. In this scenario, we are changing the fund to 19900 and the Cost Center to NAACD for all earnings of \$6366.67.

EMPL RCD	Pay Period End Date	Employee Name	Position	Dept Code	Job Code	ERN	Account	Activity	Fund No	Fct	Cost Ctr	Proj Code	Earnings	% Pay				
0	12/31/2017	RUSSELL, JACK	40007228	D01047	003392	REG	307150	A01082	23918	44	OARCR		\$6,366.67	100%				
Transfer To FAU*													19900	44	NAACD		6366.67	

- a. Note: an FAU split is permitted for these cost transfer requests. The request is permitted as long as the earnings are being decreased on the Federal Grant.
9. Fill in comments for the required questionnaire below. Note: the questionnaire is only required on High Risk SCTs.

* Why did the error occur / Why is the transfer being requested? If this is a partial transfer, explain the basis for proration.

* How does the transfer benefit the new funding source being charged?

* The proposed cost transfer is over 120 days from the original transaction date. UC Business & Finance Bulletin A-47 University Direct Costing Procedures require timely cost transfers. Please explain the reason for the delay to assist in the evaluation of the appropriateness of this request.

10. Select a valid Reason for the SCT that best applies to this scenario.

* Reason for Salary Cost Transfer:

* Explain how the error occurred

Employee redirected to another project

Other

11. Enter comments to explain the reason for the error. This section will appear on every SCT Request.
12. Select the box to accept the certification statement.

I certify that:

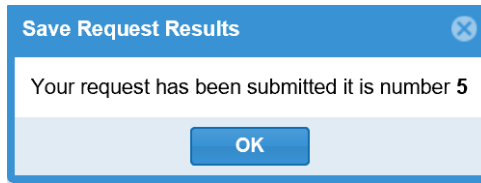
- 1) This Salary Cost Transfer has been prepared in accordance with the UC and UCR Policies and Procedures and any applicable terms and conditions of sponsored awards.
- 2) The salary expense is allowable on the fund source(s) listed and funds are available, and
- 3) The appropriate Full Accounting Unit (FAU) has been provided on this transfer.

13. Attach the required approval for this request. Note: attachments are required for requests that involve Contracts & Grants. Attachments should include the PI’s approval and any other information that will document the circumstances resulting in the need for a cost transfer. If an approval is not attached, an error alert will appear on the screen.



14. Once all of the required information is provided on the request, click on the “Submit” button to complete the request and submit it for approval.
15. Since the request is **decreasing** expenses to this Federal Grant, the request will be routed to the Department Approver first, then to the appropriate CFAO approver before it can be submitted to the SSC Fulfiller.





Scenario 3 –90 Day Rule Hard-Stop

In this scenario, a transactor is initiating a request to transfer the earnings for pay period end date 2/10/2018 from fund 19900 to 57024. Fund 57024 was closed on 2/28/2018 and today’s date is 5/31/2018, which is greater than 90 days from the end date of that fund. The expected result of this scenario is that the transactor receives a hard-stop in the request tool when they attempt to submit this request.

1. Access the SCT Request Tool via ServiceLink.
2. Be sure to select the “**Transactor**” tab of the Request Tool to begin.
3. Search for the employee by entering employee ID “**Rick Taylor**” in the “Employee Name” field.
4. Enter “**02/01/2018**” in the “Start (Pay Period End Date)” field.
5. Enter “**02/28/2018**” in the “End (Pay Period End Date)” field.
6. Click the “**Submit Query**” button to execute the search.
 - a. Note: be sure only the fields mentioned above are the only ones with populated values.
7. Select the 2 pay lines for pay period end date 2/10/2018.
8. Click on the Change FAU button to begin.

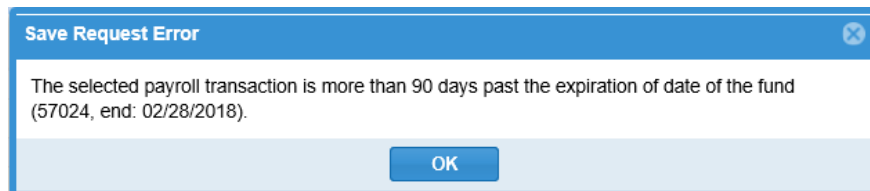
Select All	Posted Pay Per End Date	Earnings End Date	SCT Indicator	Employee Name	Position	Emp ID	Empl Rcd	Dept.	Job Code - Desc	ERN	Account	Activity
<input checked="" type="checkbox"/>	02/10/2018	02/10/2018	N	TAYLOR, RICK	40018710	10021600	0	D01100	004723 - BLANK A...	REG	500110	A01205
<input checked="" type="checkbox"/>	02/10/2018	02/10/2018	N	TAYLOR, RICK	40018710	10021600	0	D01100	004723 - BLANK A...	S1L	500110	A01205
<input type="checkbox"/>	02/24/2018	02/24/2018	N	TAYLOR, RICK	40018710	10021600	0	D01100	004723 - BLANK A...	VCN	503190	A01205
<input type="checkbox"/>	02/24/2018	02/24/2018	N	TAYLOR, RICK	40018710	10021600	0	D01100	004723 - BLANK A...	REG	500110	A01205

9. Select the appropriate accountability structure. In this scenario, we are going to select “D01100 – Accounting”.
10. Update the following FAU elements in the “Transfer To” section of the page
 - a. Account - 303110, Activity - A01101, Fund – 57024, Function – 44, Cost Center – FPBS, Project Code – (BLANK). Do this for both the REG and S1L rows.
 - b. The Earnings fields should be left alone in this scenario.



EMPL RCD	Pay Period End Date	Employee Name	Position	Dept Code	Job Code	ERN	Account	Activity	Fund No	Fct	Cost Ctr	Proj Code	Earnings	% Pay
0	02/10/2018	TAYLOR, RICK	40011100	D01100	004723	REG	500110	A01206	19900	72			\$1,956.24	97.5%
							Transfer To FAU *	303110	A01101	57024	44	FPBS	1956.24	
0	02/10/2018	TAYLOR, RICK	40011100	D01100	004723	S1L	500110	A01206	19900	72			\$50.16	2.5%
							Transfer To FAU *	303110	A01101	57024	44	FPBS	\$50.16	

11. Select a reason for performing the SCT. In this scenario, we will select “Other”.
12. In the comments section, enter detailed information to “Explain how the error occurred” for audit purposes.
13. Select the “**I Certify**” check box to confirm the statements noted.
14. Click the “**Add Attachment**” button to upload an attachment to document the approval for this SCT request. Note: attachments are required for requests involving Contracts and Grants.
15. Click the **Submit** button complete the request.
16. The 90 day business rule will cause an error message to display on the screen, preventing the transactor going any further.



18. The transactor must cancel the request or transfer the earnings to a more appropriate FAU.

Complex SCT Requests

SCT requests will be categorized as “Complex” scenarios if they involve employees in the Health Science Compensation Plan or involve employees whose monthly salary exceeds the monthly salary cap on a fund subject to a cap (e.g. NIH).

Scenario 1 – Capped Funds

In this scenario, a Transactor is initiating a request to transfer the earnings for pay period end date 9/30/2018 from fund 19900 to 33077. Fund 33077 is a capped fund. The employee’s monthly salary exceeds the maximum salary allowed on 33077. The expected result of this scenario is that the request is considered complex, since the salary is “Over-The-Cap” (OTC), and the user will be warned as such.

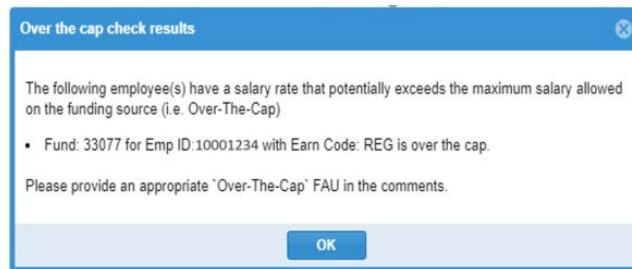
1. Access the SCT Request Tool via ServiceLink.
2. Be sure to select the “**Transactor**” tab of the Request Tool to begin.
3. Search for the employee by entering “**Donna Noble**” in the “Employee Name” field or by selecting the magnifying glass and searching the name.
4. Enter “**09/01/2018**” in the “Start (Pay Period End Date)” field.
5. Enter “**09/30/2018**” in the “End (Pay Period End Date)” field.
6. Click the “**Submit Query**” button to execute the search.
 - a. Note: Be sure to remove any defaulted, unwanted values.
7. Select the pay line for pay period end date 09/30/2018, on the 19900 fund.
8. Click on the **Change FAU** button to begin.



9. Select the appropriate accountability structure. In this scenario, we are going to select “D01100 – Accounting”.
10. Update the following FAU elements in the “Transfer To” section of the page
 - a. Account - 307110, Activity - A01723, Fund – 33077, Function – 44, Cost Center – OAD3, Project Code – (BLANK).
 - b. The Earnings fields should be left alone in this scenario.

Employee Name	Position	Dept Code	Job Code	Total Benefits	ERN	Account	Activity	Fund No	Fct	Cost Ctr	Proj Code	Earnings
Noble, Donna	40009891	D01047	001100	\$6,605.46	REG	300110	A01082	19900	40	OAAC		\$16,893.75
Transfer To FAU *						307110	A01723	33077	44	OAD3		16893.75

11. Select a reason for performing the SCT. In this scenario, we will select “Other”.
12. In the comments section, enter detailed information to “Explain how the error occurred” for audit purposes. If you already know the salary is over the cap, provide an appropriate OTC FAU.
13. Select the “**I Certify**” check box to confirm the statements noted.
14. Click the “**Add Attachment**” button to upload an attachment to document the approval for this SCT request. Note: attachments are required for requests involving Contracts and Grants and for all Complex Requests.
15. Click the **Submit** button complete the request.
16. The Over-The-Cap business rule will run which will verify the employee’s monthly salary against the fund’s monthly salary cap rate, if one exists. If the employee’s salary rate exceeds the maximum salary allowed on the funding source, the following popup will show.



17. Click the **OK** button to go back to the request.
18. The transactor should add an appropriate Over-The-Cap FAU in the comments if they have not already done so.
19. Click **Submit** again to submit the request. The popup will not show the second time.

Scenario 2 – Health Science Compensation Plan Employee

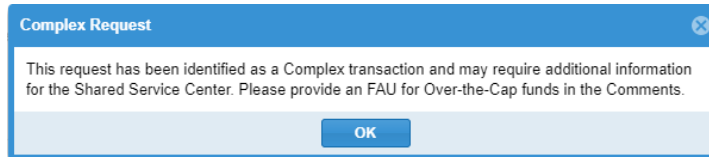
In this scenario, a transactor is initiating a request to transfer the regular earnings for pay period end date 8/31/2018 from fund 60111 to 19900. The employee is enrolled in the Health Science Compensation Plan, and the requested transfer line has an HSR earn code. The transactor will be warned of the potential complexity of the request.

1. Access the SCT Request Tool via ServiceLink.
2. Be sure to select the “**Transactor**” tab of the Request Tool to begin.
3. Search for the employee by entering “**Rose Tyler**” in the “Employee Name” field.





4. Enter “8/1/2018” in the “Start (Pay Period End Date)” field.
5. Enter “08/31/2018” in the “End (Pay Period End Date)” field.
6. Click the “**Submit Query**” button to execute the search.
 - a. Note: Be sure to remove any defaulted, unwanted values.
7. Select the pay line for pay period end date 08/31/2018, on the 60111 fund.
8. Click on the **Change FAU** button to begin.
9. The Additional Paylines Search Results window displays will all the available rows in that pay period. Do not select any additional lines for this example, select **Change FAU**
10. The HSCP business rule runs to review if the employee’s payline contains one of the HSCP earn coes. The HSR earn code in the request will tigger the Complex Request Popup window.



11. Select **OK** to continue.
12. Select the appropriate accountability structure. In this scenario, we are going to select “D01100 – Accounting”.
13. Update the following FAU elements in the “Transfer To” section of the page
 - a. Activity - A01206, Fund – 19900, Function – 72, Cost Center – (BLANK), Project Code – (BLANK).
 - b. The Earnings fields should be left alone in this scenario.

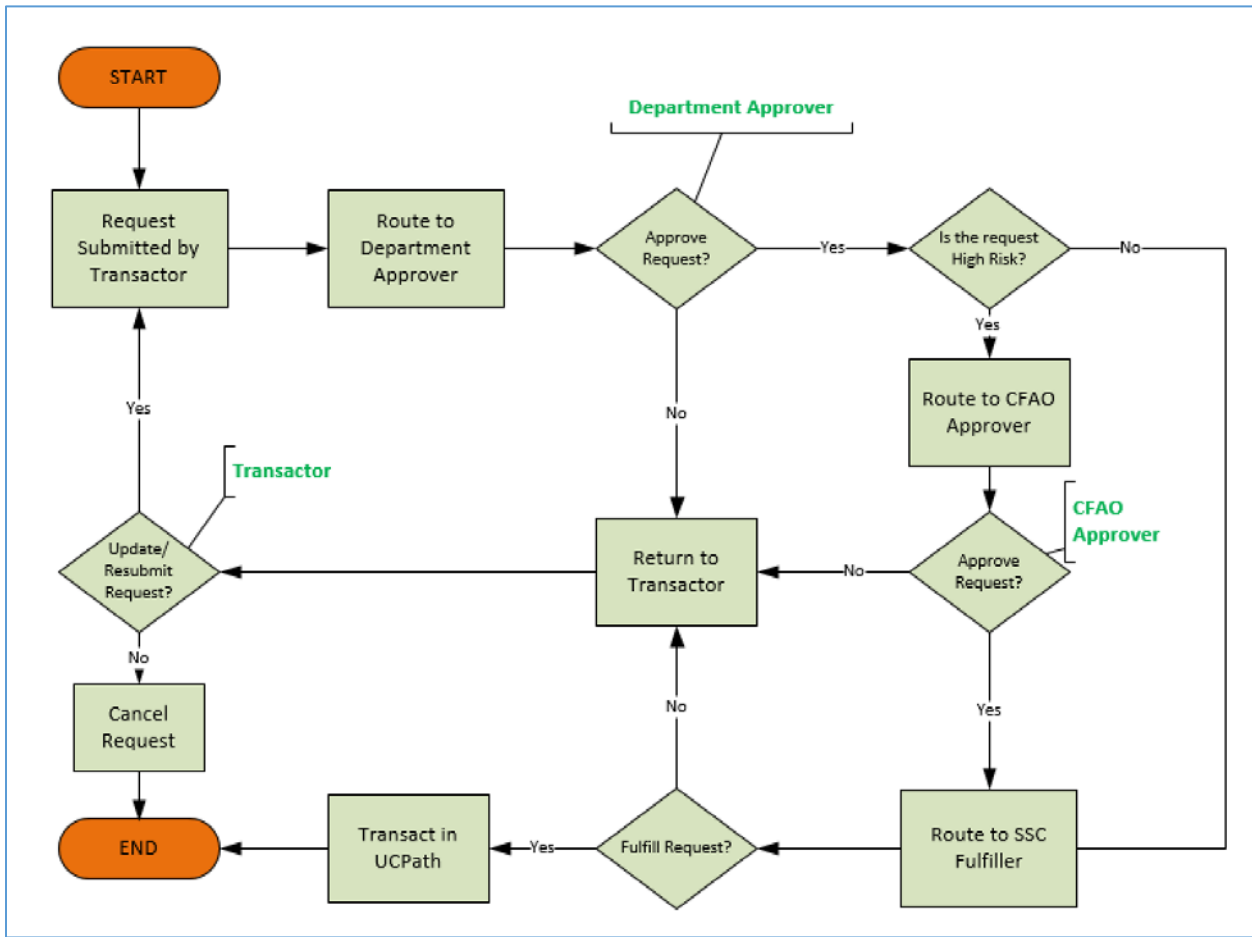
Employee Name	Position	Dept Code	Job Code	Total Benefits	ERN	Account	Activity	Fund No	Fct	Cost Ctr	Proj Code	Earnings
Tyler, Rose	40004492	D02018	001732	\$869.40	HSR	300130	A02206	60111	60	MS019	MSHAB	\$2,587.49
						Transfer To FAU*	300130	A01206	19900	72		2587.49

14. Select a reason for performing the SCT. In this scenario, we will select “Other”.
15. In the comments section, enter detailed information to “Explain how the error occurred” for audit purposes. If you are aware that the salary is paid on a capped fund, provide an appropriate OTC FAU.
16. Select the “**I Certify**” check box to confirm the statements noted.
17. Click the “**Add Attachment**” button to upload an attachment to document the approval for this SCT request. Note: attachments are required for requests involving Contracts and Grants and for all Complex Requests.
18. Click the **Submit** button complete the request

Approving a Request

Once a request is submitted by a transactor, the request will follow an approval workflow. In every case, the request will require review and approval by a Department Approver before it reaches the Shared Services Center Fulfiller’s queue. In cases that specifically involve a High Risk SCT, a CFAO Approver is required to review and approve a request after the Department Approver has approved it. All approver roles have the ability to return requests to the transactor, if needed. *Special attention should be given to transfers to contract and grant funds to allow sufficient time for SSC processing to meet the 120 day rule as well as the 90 days within expiration rules in UCPath.*







Department Approver

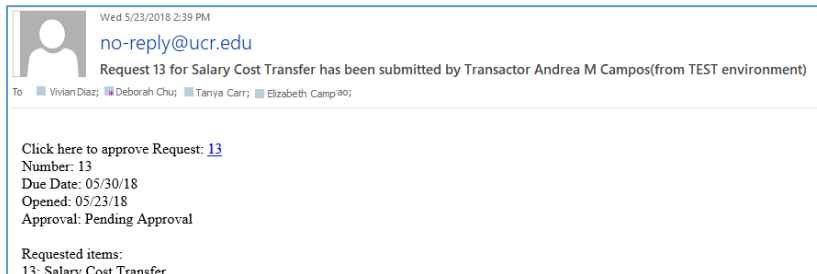
Once a request has been submitted by a Transactor, the Department Approver will receive an email notification with the subject “Request [#] for SCT has been submitted by Transactor [Name]”. The email will include a link to the Request along with the Request ID, submission date & time, and Approval Status. Requests requiring approval will appear in the “**Approve Changes**” tab of the assigned Approver based on their Accountability Structure. Approvers have the option to either approve the request, or send it back to the Transactor for further clarification. Approvers should promptly act upon requests to ensure timely processing. An email will be sent to the Transactor to notify them when a request is returned to them. Once the request has been approved, the request status will update to “Ready for Submission”.

Note: if the request is classified as “High Risk”, it will route to a CFAO Approver. Once the CFAO Approver approves the request, the status will update to “Ready for Submission”.

Salary Cost Transfer Request						
Approve Changes (1) Transaction Log						
Requests Waiting for Approval						
Request ID	Status	Account Structure	Transactor	Reason for Request	Date Requested	
+ 11	Pending Approval	D01100	Andrea M Campos	Other	05/23/2018	

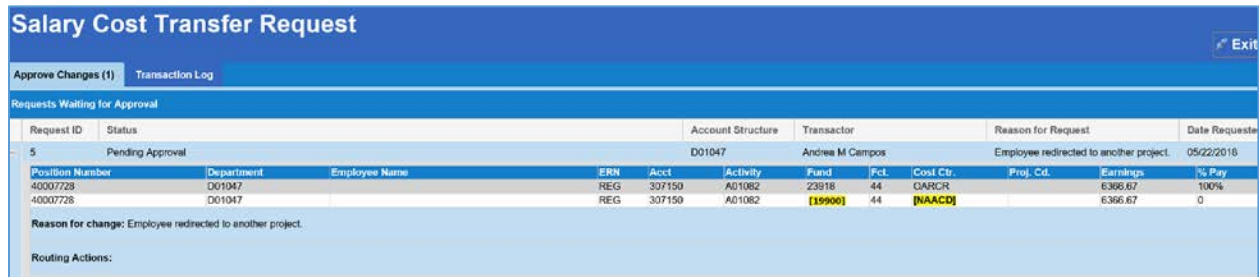
Scenario – Approving a Request

1. Access the request that requires approval using one of these methods:
 - a. Click the link in the approval email notification. This will take the Approver directly to the request. Requests can also be accessed via RSpace under ServiceLink, then clicking on the SCT Request Tool.

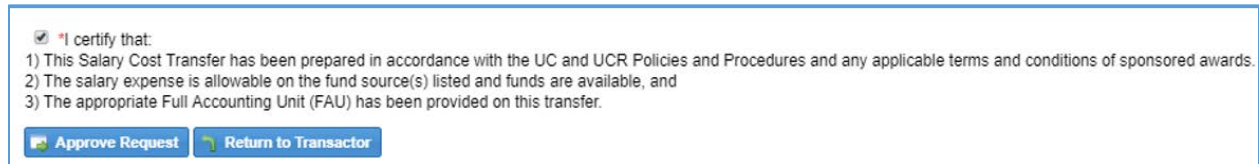


- b. Log into the tool and click into the “Approve Changes” tab. Once in the tab, double-click by the request number that will be reviewed.
- c. Note: Approvers can quickly view key information by clicking the expand icon next to the applicable request, as displayed below.

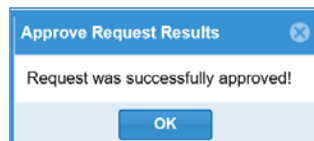




2. Carefully review the details entered on the request. The request will not have editable fields, but can be returned to the Transactor for adjustments by clicking “Return to Transactor”.
3. Although the approver cannot change the transaction, comments may be added. Comments must be entered before returning a transaction so the Transactor can take appropriate action. Enter comments regarding the approval, as appropriate.
4. Approvers also have the ability to add attachments to the request to assist with documenting the need for the SCT request.
5. Click the “**I Certify**” checkbox to confirm the certification statements.



6. Click “**Approve Request**” to complete approval.
7. Once approved, the Transactor will receive an email to notify them that the request has been approved.



CFAO Approver

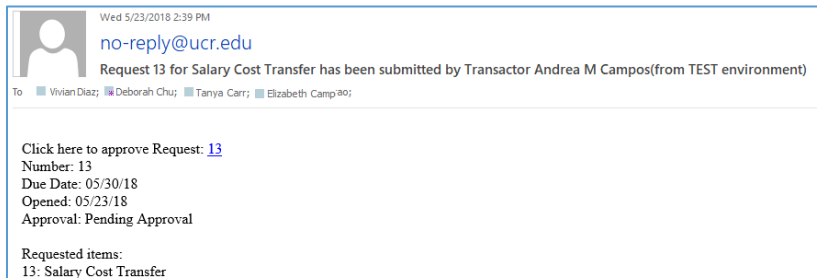
All High Risk SCT Requests require approval from the appropriate CFAO Approver. The CFAO Approver will receive an email notification with the subject “Request [#] for SCT has been submitted by Transactor [Name]”. The email will include a link to the Request along with the Request ID, submission date & time, and Approval Status. Requests requiring CFAO approval will appear in the “**Approve Changes**” tab based on the designated Accountability Structure. The CFAO should promptly review requests. Similar to Department Approvers, CFAO Approvers have the option to either approve the request or send it back to the Transactor for further clarification. An email will be sent to the Transactor to notify them when a request is returned to them. Once the request has been approved by the CFAO, the request status will update to “Ready for Submission”. *Special attention should be given to transfers to contract and grant funds to allow sufficient time for SSC processing to meet the the 90 days within expiration rules in UCPath.*


Scenario – Approving a Request (CFAO Approver)

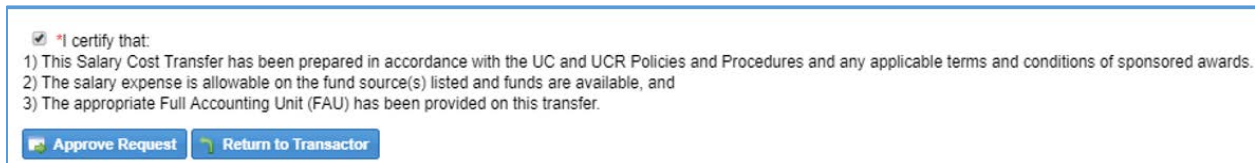
1. Access the request that requires approval using one of these methods:
 - a. Click the link in the approval email notification. This will take the CFAO approver directly to



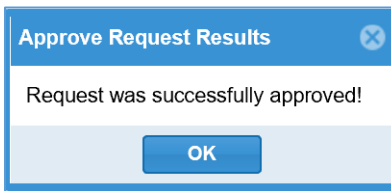
the request (or accessed via RSpace under ServiceLink, then clicking on the SCT Request Tool).



- b. Log into the tool and click into the “Approve Changes” tab. Once in the tab, double-click the request to be reviewed.
 - c. Note: CFAO Approvers can quickly view key information by clicking the expand icon  next to the applicable request, as displayed below.
2. Review the details entered on the request. The request will not have editable fields, but can be returned to the Transactor for adjustments by clicking “Return to Transactor”.
 3. Although the CFAO approver cannot change the transaction, comments may be added. Comments must be entered before returning a transaction so the Transactor can take appropriate action. Enter comments regarding the approval, if necessary.
 4. Approvers also have the ability to add attachments to the request to assist with documenting the need for the SCT request (e.g. supplemental documentation provided by the department).
 5. Click the “**I Certify**” checkbox to confirm the certification statements.



6. Click “**Approve Request**” to complete the request
7. Once Approved, Transactor will receive an email to notify them that the request has been approved.



Request Statuses

For each request, a status will be assigned to assist the user in determining where the request is in the process. Below is a list of the statuses and definitions.

Request Status	Description
Work-In-Progress	When a request is saved by a Transactor but not submitted for approval.
Canceled	When a request is canceled by a Transactor. <i>Note: requests can only be cancelled when they are saved as a work in progress or when they are returned to the transactor</i>
Pending Approval	When a Transactor first submits a request; not yet approved by the Department Approver and CFAO Approver (as applicable).
Returned to Transactor	When an Approver returns a request during the approval process.
Ready for Submission	When a request has been approved by an Approver and sent to the appropriate SSC Fulfiller queue.
SSC Work-In-Progress	When an SCT Fulfiller has acknowledged that they have seen the request.
SSC AWE Pending	When an SCT Fulfiller enters the SCT in UCPath but has not received confirmation that all approvals required in UCPath have been completed.
Completed	When a request has been entered in UCPath, completely approved, and the request is closed in the SCT Request Tool by the SCT Fulfiller.

Request ID	Status	Acct. Str...	Transactor	Reason for Request	Date Requested
1	Ready for Submission	ORG21	Todd Jorgenson	Employee redirected to another project.	05/21/2018
2	Canceled	D01100	Rose Hachiko	Funding is expiring.	05/22/2018
3	Canceled	D01100	Krishna Das	Employee redirected to another project.	05/22/2018
5	Canceled	D01047	Rose Hachiko	Employee redirected to another project.	05/22/2018
8	Completed	ORG21	Christy Yamaguchi	Employee redirected to another project.	05/22/2018
9	Ready for Submission	D01008	Krishna Das	Employee redirected to another project.	05/22/2018
10	Ready for Submission	D01008	Henry Windsor	Employee redirected to another project.	05/22/2018
12	Pending Approval	D01100	Rose Hachiko	Funding is expiring.	05/23/2018

Request Statuses can be seen in the Transaction Log.



Pending Functionality

The following functionality will be deployed as part of the Phase 2 release of the SCT Request Tool:

- Annual Payroll Certification Validation
- Partial Work Study Functionality
 - Removing existing rows
 - Re-splitting existing rows
- Enhancement Plan
 - Enhancements will be pushed to the SCT Request Tool on a weekly basis along with announcements related to significant changes





Appendix A – Resources

- Questions about the SCT Request Tool should be directed to ucrfsfeedback@ucr.edu using the term “SCT” in the email subject line.
- Business and Finance Bulletin A-47 University Direct Costing Procedures: <https://policy.ucop.edu/doc/3420326>





Appendix B – Account Transformation

In UCPATH, expense accounts go through a transformation process for consistent classification of expenses. During this process, certain transactions will be evaluated based upon the Employee Type (Staff/Academic) and the Earn Code associated with the transaction. Depending upon the results of the evaluation, the salary expense account listed under the position funding FAU will be replaced with a more appropriate expense account when posting to the general ledger and in SuperDOPE. For instance, the Staff Stipend earn code “SAS” will automatically be directed by the process to expense account 501110, regardless of the expense account used on the position funding entry. The purpose of this process is to avoid the need for explicitly designating a full FAU for each earn code associated with a job/appointment and facilitates the use of the “blank” earn code. It also avoids incorrect assignments of expense accounts. Please note PPS had a similar transformation process.

The SCT process is based on the expense account used in the posting of the transactions in the general ledger. SCTs do not go through this transformation process again.

See Mapping of Earn Codes to transformed account document

http://accounting.ucr.edu/docs/general_accounting/earn-code-acct-trnsfrm-list-201803.pdf





Appendix C – Department Default FAU

UCPath is configured for department default FAUs to ensure employees with active jobs will be paid during the normal payroll cycle and the transactions are posted to the general ledger.

The default FAU will be charged to the designated departmental activity code and function using fund number 69993. The salary and benefit expenses charged to the default FAU will appear on the department's General Ledger. Payroll expenses that have been charged to the Default FAU will require a Salary Cost Transfer. Updating the specifically-identified FAU for that position/employee is also the appropriate action that should be taken to prevent the default FAU from being charged in the future.

The four unique account codes are as follows:

1. 503910 - ACCTG USE ONLY DEPT DEF FAU
The Department Level Default FAU will be the primary funding source used when no funding exists at the position level. It will also be used when no funding exists on the Job Earnings Distribution (JED) page for Employee Reduction-In-Time or Military Supplement pay.
2. 503920 - ACCTG USE ONLY SUSPENSE
Used when distribution line includes an expired fund and has not been superseded by a new effective-dated funding row. The Suspense FAU will be a secondary funding source used when no funding exists at the JED or position levels.
3. 503930 - ACCTG USE ONLY EDIT ERROR
Used when there is an FAU validation error. The Edit Error FAU is the funding source used when a combination code (FAU) is determined to be invalid at time of compute/confirm by the Pre-GL Batch Validation process (E-708). Any FAUs determined to be invalid at this time will be redirected to a Location/Department-specific Edit Error FAU.
4. 503900 - ACCTG USE ONLY SET ID DEF FAU
The Set ID default FAU is a campus-wide safety net required by UCPATH. (Please note: a scenario that uses this account code is very rare).

