# Urgent UCPath Salary Cost Transfer Request

## Pending the deployment of UCR’s Salary Cost Transfer (SCT) Request System in March 2018, this form is an interim approach for urgent, time-sensitive request to transfer salaries related to expired contract and grant funds where a final financial report is due. Email completed form to [emf@ucr.edu](mailto:emf@ucr.edu) with subject line “Urgent SCT”.

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| Urgent and Time Sensitive Determination | |
| Date Requested | Click or tap to enter a date. |
| Requestor’s Name | Click or tap here to enter text. |
| Requestor’s Email | Click or tap here to enter text. |
| Were the salaries processed in UCPath? (vs PPS)? | Choose a Value |
| Fund number driving urgent request |  |
| Fund Expiration Date | Click or tap to enter a date. |
| Final Financial Report Due Date | Click or tap to enter a date. |
| Briefly explain the reason this salary cost transfer must be processed prior to the release of UCR’s SCT Request System | Click or tap here to enter text. |
| Salary Cost Transfer Summary By Employee, Position and Pay Period | |
| Name of Employee Associated with the SCT | Click or tap here to enter text. |
| Position Number (e.g. 4XXXXXXX) |  |
| Pay Period End Date | Click or tap to enter a date. |
| Original Salary Expense (all Earn Codes)\* |  |
| Original FAU Charged “Transfer From” (Account-Activity-Fund-Function-CC-PC)\* |  |
| Requested Transfer Amount (cannot exceed the original salary expense) |  |
| Requested “Transfer To” FAU (Account-Activity-Fund-Function-CC-PC) |  |
| Please provide an brief explanation of how the error occurred (note “to correct an error is not a valid explanation) | Click or tap here to enter text. |
| Approvals. 1) PI’s approval confirms the employee worked on the project receiving the charge for the pay period indicated above and the proposed transfer of salary costs are reasonable based on the work performed; 2) Financial & Administrative Officer’s approval confirms the information provided above is correct, conforms to UC policy, and adheres to the terms and conditions of the awards; 3) EMF’s approval confirms the SCT meets the requirements of an urgent, time sensitive request and the explanation is within UC policy. | |
| Principal Investigator Signature and Date |  |
| FAO of Department Receiving the Salary Expense Signature and Date |  |
| Accounting-EMF Signature and Date |  |
| Date SCT Entered into UCPath and Reference Number: |  |

\*Note: SuperDOPE Supporting Documentation must be submitted with the request for SCT.