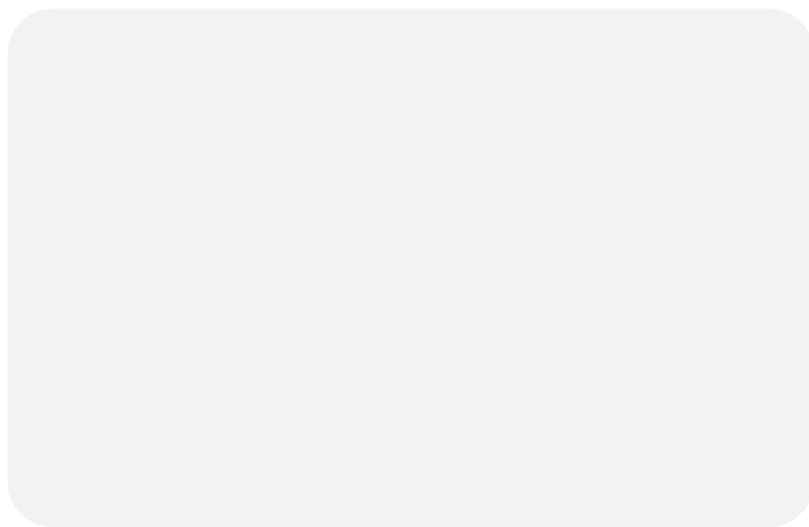


Functional Area

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 one to two 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.	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	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.



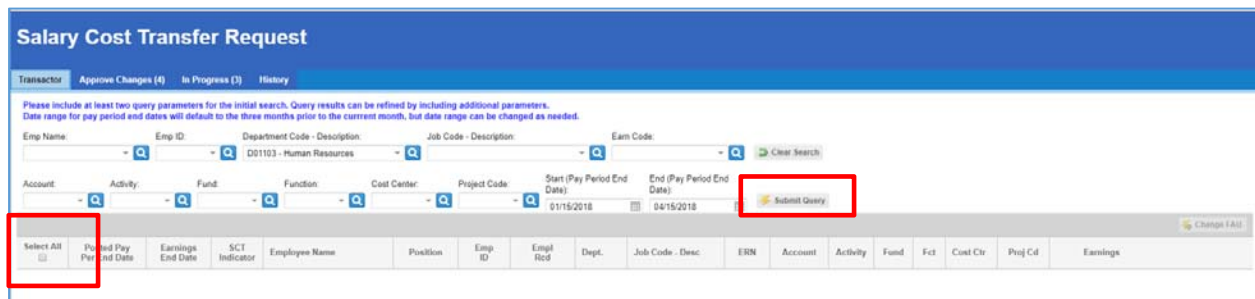


Submitting an SCT Request

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.

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



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. 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.)
 - 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. Employee Name
 - d. Position Number: the position number associated with the payment to the employee
 - e. Employee ID: the UCPath employee id number
 - f. 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.
 - g. 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.
 - h. 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
 - i. Earn Code: this is the UCPath nomenclature for DOS code. Note new and different values are used in the UCPath environment
 - j. 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.
 - k. Activity: FAU element to designate the related departmental line of business
 - l. Fund: FAU element to designate the source of funding
 - m. Function: FAU element to classify the general program area
 - n. Cost Center: Optional department defined FAU element
 - o. Project Code: Optional department defined FAU element
 - p. 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: 'Transactor', 'Approve Changes (0)', 'In Progress (2)', 'Transaction Log', and 'Fulfill Requests (0)'. Below this is a search area with fields for 'Emp Name', 'Emp ID', 'Department Code - Description', 'Job Code - Description', and 'Earn Code'. There are also fields for 'Account', 'Activity', 'Fund', 'Function', 'Cost Center', 'Project Code', 'Start (Pay Period End Date)', and 'End (Pay Period End Date)'. A 'Submit Query' button is visible. Below the search area, a message states: 'Your results have been limited to 100 rows. Please use search to filter your results.' A 'Change FAU' button is highlighted with a red box. Below this 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', and 'Fct'. The first row of data shows: '03/10/2018', '03/10/2018', 'N', a redacted name, a redacted position, '0', 'D01100', '004922 - STD1', 'REG', '500120', 'A01206', '19900', and '7'.

7. The following screen will appear.

The screenshot shows the 'Change FAU' screen. At the top, there are navigation tabs: 'Transactor', 'In Progress (7)', 'History', and 'Fulfill Requests (3)'. Below this is a form with fields for 'Transactor' (Campos, Andrea M), 'Status' (New), 'Date' (05/15/2018), and 'Accountability Structure' (a dropdown menu). A 'Back to Search' button is visible. Below the form is a 'Global Changes' table with columns: 'Account', 'Activity', 'Fund', 'FCT', 'Cost Ctr', 'Proj Code', and '% Pay'. Below this is a 'Change FAU' table with columns: 'EMPL RCD', 'Pay Period End Date', 'Employee Name', 'Position', 'Dept Code', 'Job Code', 'ERN', 'Account', 'Activity', 'Fund No', 'Fct', 'Cost Ctr', 'Proj Code', 'Earnings', and '% Pay'. The first row of data shows: '0', '01/31/2018', 'TOMATO, JOHNNY', '40709411', 'D01100', '000705', 'REG', '504110', 'A01206', '19934', '72', 'YPCLA', '6325.67', and '100%'. Below the table is a 'Transfer To FAU' section with a dropdown menu for 'Reason for Salary Cost Transfer:' and 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 the 'Accountability Structure' dropdown menu. 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.

- 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 “**19900-General Funds**”. Changes will be highlighted in yellow to allow quick identification of modified values.

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	01/31/2018			D01100		REG	504110	A01206	19934	72	YPCLA		\$6,325.67	100%
							Transfer To FAU*	504110	A01206	19900	72	YPCLA	6,325.67	

- 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...

- 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.

- Select the “I Certify” check box to confirm the following:
 - 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.
 - The salary expense is allowable against the fund source(s) listed and funds are available, and
 - The appropriate Full Accounting Unit (FAU) has been provided on this transfer.

- 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.

- 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 19934 to 19900. (Note: Employee Name, 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.

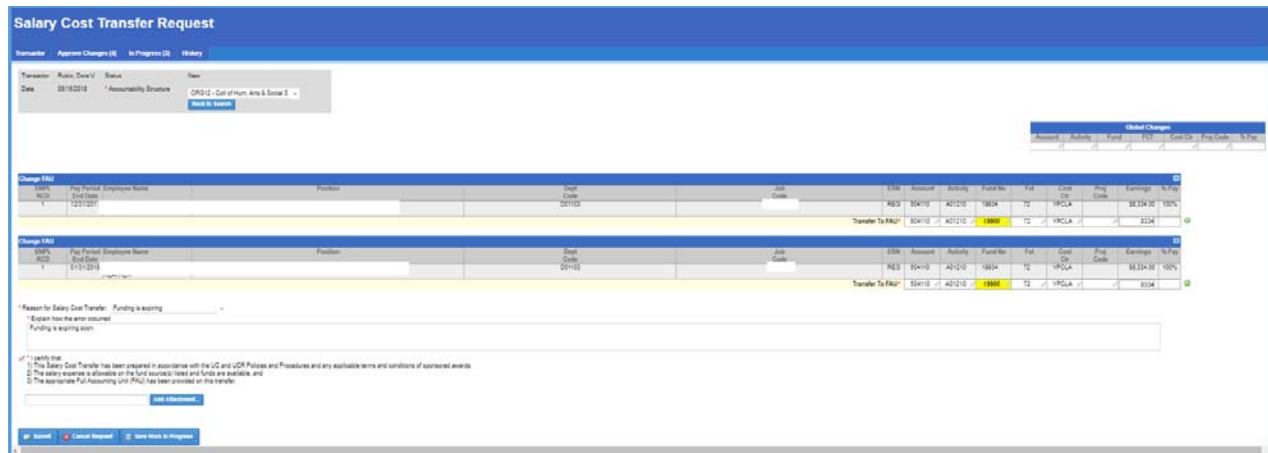
ER#	Account	Activity	Fund No	Fct	Cost Ctr	Proj Code	Earnings	% Pay
REG	504110	A01210	19934	72	YPCLA		\$8,334.00	100%
Transfer To FAU*			19900	72	YPCLA		8334	

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





7. Select a “Reason for Salary Cost Transfer” from the dropdown.
8. In the comments section, enter detailed information to “Explain how the error occurred” for audit purposes.
9. Select the “I Certify” check box to confirm the statements noted.
10. 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.
11. Click the **Submit** button to route the request to the appropriate approver.



12. 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**. (Note: Employee Name, Position Number, and Job Code information has been redacted).
13. 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.

1. Search for the employees using the fund code 19934 and the pay period as search criteria and click “**Submit Query**”.
2. 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.
3. Select the appropriate **Accountability Structure** from the dropdown list at the top of the page.
4. Click the edit/pencil icon belonging to the Fund field under the “**Global Changes**” section.
5. 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				

Salary Cost Transfer Request

Transactor: Rubio, Dora V | Status: New
 Date: 05/15/2018 | *Accountability Structure: [Dropdown]

Global Changes

Account	Activity	Fund	F.C.T.	Cost Ctr	Proj Code	% Pay
		19900				

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	02/28/2018			D01103		REG	504110	A01210	19934	72	YPCLA		\$1,259.95	20%
Transfer To FAU*														
							504110	A01210	19900	72	YPCLA		1259.95	

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	02/28/2018			D01103		REG	504110	A01210	19934	72	YPCLA		\$5,429.17	100%
Transfer To FAU*														
							504110	A01210	19900	72	YPCLA		5429.17	

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	02/28/2018			D01103		REG	504110	A01210	19934	72	YPCLA		\$7,003.33	100%
Transfer To FAU*														
							504110	A01210	19900	72	YPCLA		7003.33	

* Reason for Salary Cost Transfer: [Dropdown]

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 positions 40012061, 40011002, 40016889 to appropriately charge future earnings to a different FAU. Given this change, it was determined that all payroll expenses in March for the 3 employees in these positions must be transferred to the following FAU: 504110-A01002-23408-62.

The screenshot shows the 'Salary Cost Transfer Request' application. The 'Transactor' tab is active. Search criteria are set as follows: Activity: A01002, Start (Pay Period End Date): 03/10/2018, End (Pay Period End Date): 03/28/2018. The results table below shows 8 pay lines for three employees: CENTRALPERK, GUNTHER; BUFFAY, PHOEBE; and BING, CHANDLER. Each employee has two pay lines corresponding to the specified dates.

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
<input type="checkbox"/>	03/10/2018	03/10/2018	N	CENTRALPERK, GUNTHER	40012061	10024940	0	D01002	004722 - BLANK A...	REG	500110
<input type="checkbox"/>	03/10/2018	03/10/2018	N	CENTRALPERK, GUNTHER	40012061	10024940	0	D01002	004722 - BLANK A...	VCN	503190
<input type="checkbox"/>	03/24/2018	03/24/2018	N	CENTRALPERK, GUNTHER	40012061	10024940	0	D01002	004722 - BLANK A...	REG	500110
<input type="checkbox"/>	03/10/2018	03/10/2018	N	BUFFAY, PHOEBE	40011002	10021452	0	D01002	004922 - STDT 1	REG	504120
<input type="checkbox"/>	03/24/2018	03/24/2018	N	BUFFAY, PHOEBE	40011002	10021452	0	D01002	004922 - STDT 1	REG	504120
<input type="checkbox"/>	03/10/2018	03/10/2018	N	BING, CHANDLER	40016889	10022921	0	D01002	006205 - RSCH AD...	REG	500110
<input type="checkbox"/>	03/10/2018	03/10/2018	N	BING, CHANDLER	40016889	10022921	0	D01002	006205 - RSCH AD...	VCN	503190
<input type="checkbox"/>	03/24/2018	03/24/2018	N	BING, CHANDLER	40016889	10022921	0	D01002	006205 - RSCH AD...	REG	500110

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, “03/10/2018” in Start (Pay Period End Date), and “03/28/2018” in the End (Pay Period End Date) fields.
4. Click “**Submit Query**” to execute the search.
5. Select all pay lines associated with the employees in the 3 positions mentioned above by clicking the checkboxes. Only pay lines associated with pay period end dates 3/10/2018 and 3/24/2018 should be displayed.
6. Click on the “**Change FAU**” button.
7. On the next screen, the Transactor should see all 3/10/2018 and 3/24/2018 pay lines for the 3 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			



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

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	03/10/2018			D01002	004722	REG	500110	A01002	19900	40	REGGA		\$1,715.70	87.5%
							Transfer To FAU *	504110	A01002	23408	62	REGGA	1715.7	
0	03/10/2018			D01002	004722	VCN	503190	A01002	19900	40	REGGA		\$245.10	12.5%
							Transfer To FAU *	504110	A01002	23408	62	REGGA	245.1	

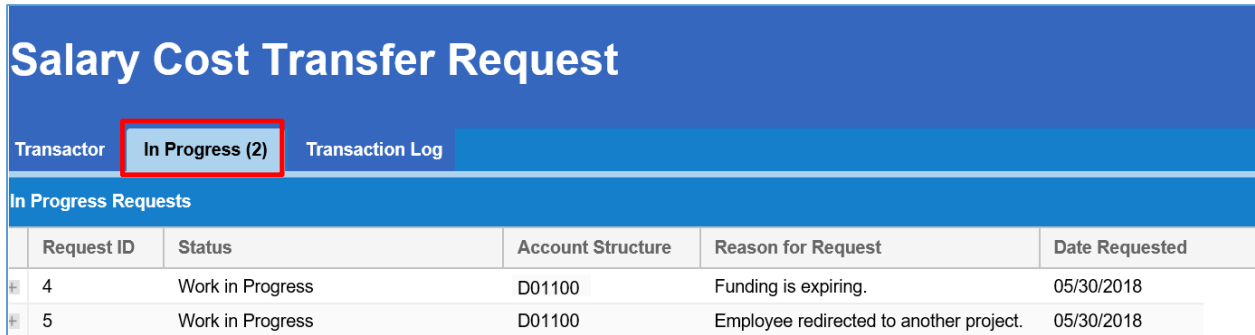
Change FAU														
EMPL RCD	Pay Period End Date	Employee Name	Position	Dept Code	Job Code	ERN	Account	Activity	Fund No	Fct	Cost Ctr	Proj Code	Earnings	% Pay
0	03/24/2018			D01002	004722	REG	500110	A01002	19900	40	REGGA		\$1,960.80	100%
							Transfer To FAU *	504110	A01002	23408	62	REGGA	1960.8	

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

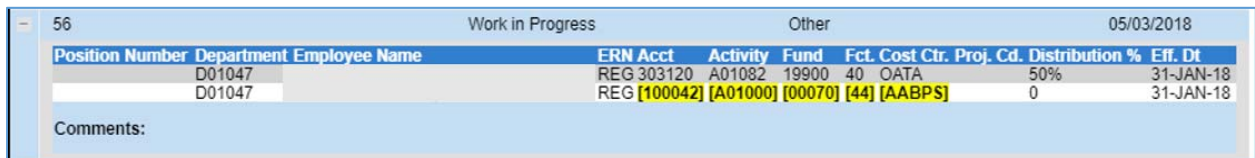
Any transactions that are saved as a “work-in-progress” are available in the “In Progress” tab of the tool. The tab also displays transactions that were returned to the Transactor by the approver. Transactors can sort requests in the tab, as necessary. Please note, requests remain in this queue indefinitely 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	Date Requested
4	Work in Progress	D01100	Funding is expiring.	05/30/2018
5	Work in Progress	D01100	Employee redirected to another project.	05/30/2018

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,** 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**.



Position Number	Department	Employee Name	ERN Acct	Activity	Fund	Fct. Cost Ctr.	Proj. Cd.	Distribution %	Eff. Dt
D01047	D01047		REG 303120	A01082	19900	40	OATA	50%	31-JAN-18
D01047			REG [100042]	[A01000]	[00070]	[44]	[AABPS]	0	31-JAN-18

Comments:

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 statuses, Transactor Name, Reason for Request, 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							
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							
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
Reason for change: Other												
Routing Actions:												
05/23/2018 Transactor (Henry Windsor - Accounting)												
Comments: Earnings have been redirected to another fund per John Markson.												



Scenario 7 – Selecting Multiple Pay Lines

In this scenario, an employee has multiple lines on the paycheck for the 4/30/2018 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.
 - a. In this example, we are searching for employee ID **1001047**.
4. Enter **04/01/2018** in the “Start (Pay Period End Date)” field.
5. Enter **04/30/2018** in the “End (Pay Period End Date)” field.
6. Click “**Submit Query**” to begin.

Salary Cost Transfer Request

Transactor | Approve Changes (0) | In Progress (1) | Transaction Log | Fulfill Requests (2)

Please include at least two query parameters for the initial search. Query results can be refined by including additional parameters. Data 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: 1001047 [] Department Code - Description: [] Job Code - Description: [] Earn Code: [] Clear Search

Account: [] Activity: [] Fund: [] Function: [] Cost Center: [] Project Code: [] Start (Pay Period End Date): 04/01/2018 [] End (Pay Period End Date): 04/30/2018 [] Submit Query

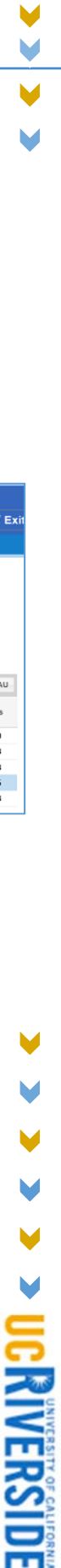
Select All	Posted Pay Per End Date	Earnings End Date	SCT Indicator	Employee Name	Position	Emp ID	Empl Rcd	Dept.	Job Code - Desc	ERN	Account	Activity	Fund	Fct	Cost Ctr	Proj Cd	Earnings
<input type="checkbox"/>	04/30/2018	04/30/2018	N	CARLTON, VANESSA	40015492	10001047	0	D01100	007584 - BUS SYS...	XSC	502120	A01206	19934	72	YPCLA		\$2,000.00
<input type="checkbox"/>	04/30/2018	03/31/2018	N	CARLTON, VANESSA	40015492	10001047	0	D01100	007584 - BUS SYS...	VAC	503190	A01206	19934	72	YPCLA		\$244.08
<input type="checkbox"/>	04/30/2018	03/31/2018	N	CARLTON, VANESSA	40015492	10001047	0	D01100	007584 - BUS SYS...	REG	504110	A01206	19934	72	YPCLA		-\$244.08
<input type="checkbox"/>	04/30/2018	04/30/2018	N	CARLTON, VANESSA	40015492	10001047	0	D01100	007584 - BUS SYS...	REG	504110	A01206	19934	72	YPCLA		\$5,064.75
<input type="checkbox"/>	04/30/2018	04/30/2018	N	CARLTON, VANESSA	40015492	10001047	0	D01100	007584 - BUS SYS...	SKL	504110	A01206	19934	72	YPCLA		\$244.08

7. The query displays 5 pay lines for the 4/30/2018 pay period end date. In this example, we are only going to select the pay line for the **\$5064.75** REG earnings and click the “**Change FAU**” button.

Additional Paylines Search Results

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"/>	04/30/2018	03/31/2018	N	CARLTON, VANESSA	40015492	10001047	0	D01100	007584 - BUS SYS...	REG	504110	A01206	19934	72	YPCLA		-\$244.08
<input checked="" type="checkbox"/>	04/30/2018	04/30/2018	N	CARLTON, VANESSA	40015492	10001047	0	D01100	007584 - BUS SYS...	REG	504110	A01206	19934	72	YPCLA		\$5,064.75
<input type="checkbox"/>	04/30/2018	04/30/2018	N	CARLTON, VANESSA	40015492	10001047	0	D01100	007584 - BUS SYS...	SKL	504110	A01206	19934	72	YPCLA		\$244.08
<input type="checkbox"/>	04/30/2018	03/31/2018	N	CARLTON, VANESSA	40015492	10001047	0	D01100	007584 - BUS SYS...	VAC	503190	A01206	19934	72	YPCLA		\$244.08
<input type="checkbox"/>	04/30/2018	04/30/2018	N	CARLTON, VANESSA	40015492	10001047	0	D01100	007584 - BUS SYS...	XSC	502120	A01206	19934	72	YPCLA		\$2,000.00

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 **\$2000.00** XSC 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															
EMPL RCD	Pay Period End Date	Employee Name	Position	Dept Code	Job Code	ERN	Account	Activity	Fund No	Fet	Cost Ctr	Proj Code	Earnings	% Pay	
0	04/30/2018	CARLTON, VANESSA	40015492	D01100	007584	REG	504110	A01206	19934	72	YPCLA		\$5,064.75	95.24%	
							Transfer To FAU*		504110	A01206	19934	72		5084.75	
0	04/30/2018	CARLTON, VANESSA	40015492	D01100	007584	XSC	502120	A01206	19934	72	YPCLA		\$2,000.00	0%	
							Transfer To FAU*		502120	A01206	19934	72		2000	

* Reason for Salary Cost Transfer: Other

- 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.
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

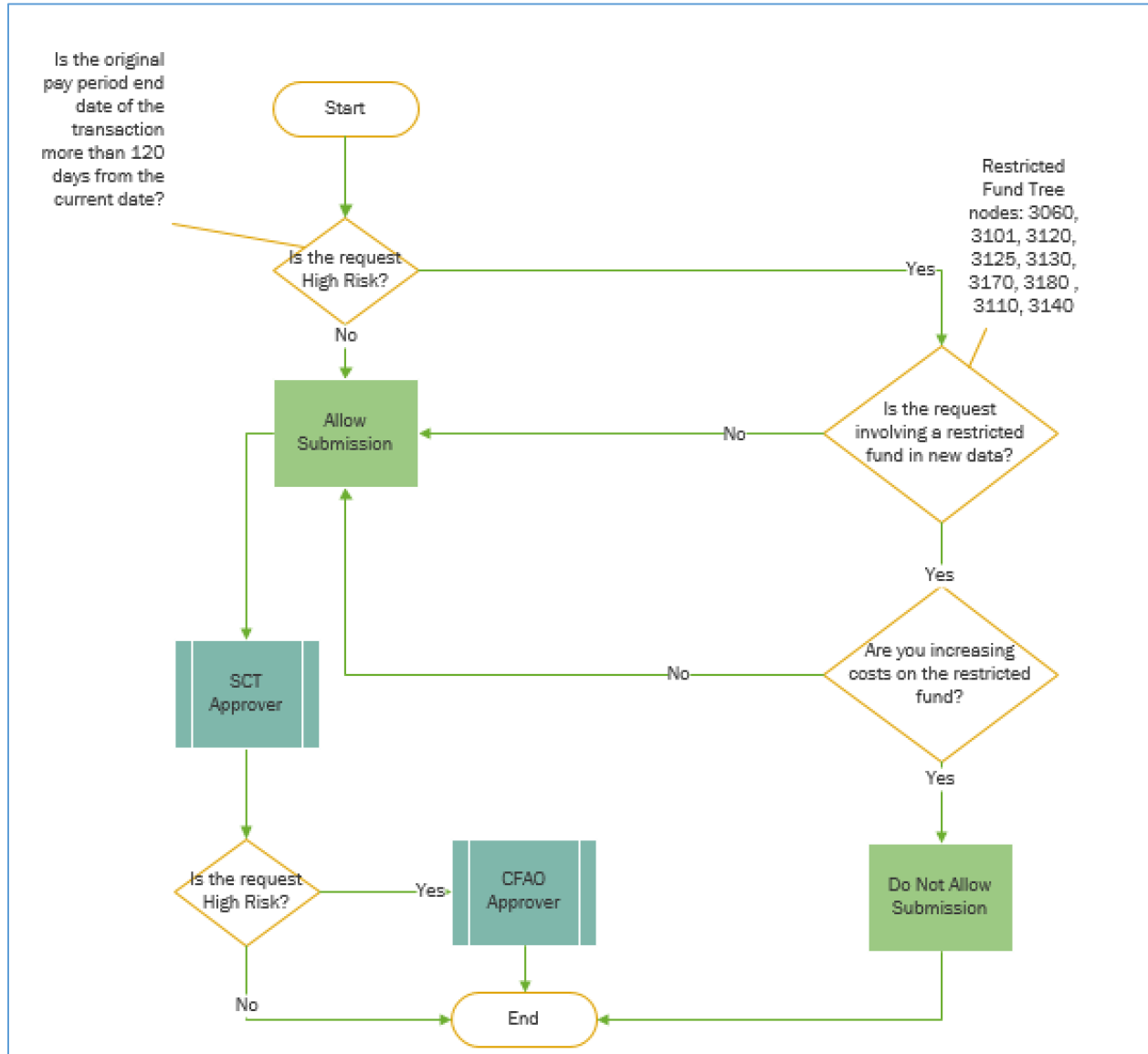
At this time, pay lines with an existing corresponding WS row are treated as “Complex” requests and are therefore not permitted at this time. This functionality will be deployed as part of the Phase 2 release.



High Risk SCT Requests

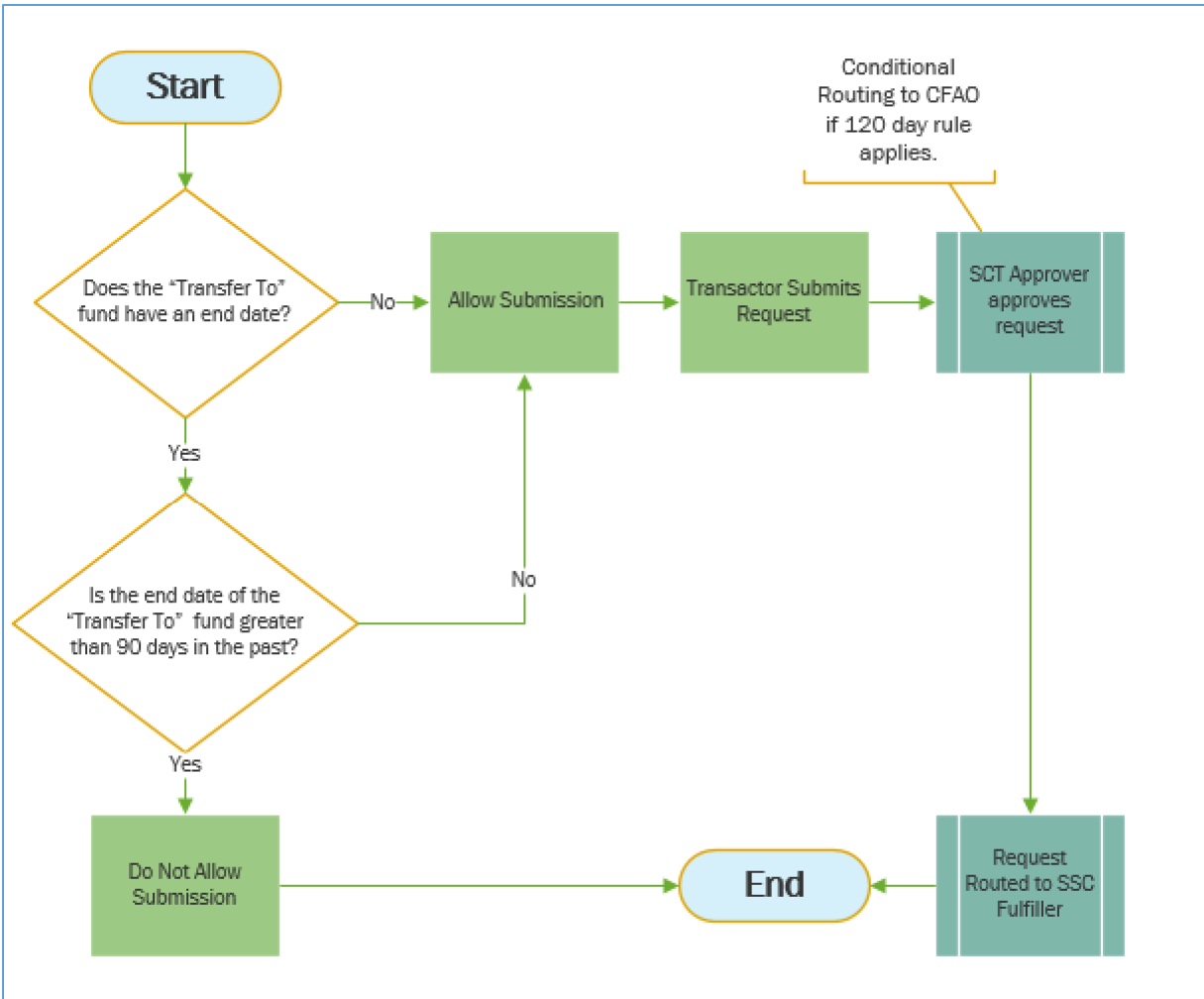
Salary Cost Transfer requests classified as high-risk are requests that increase or decrease expenses on a contract and grant and are more than 120 calendar days after original transaction pay period end date. High Risk salary cost transfers where a request is **increasing** expenses on a contract and 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.

90 Day Business Rule Process Flow



High Risk Scenarios

Scenario 1 – Increasing Payroll Expenses on a Federal Grant

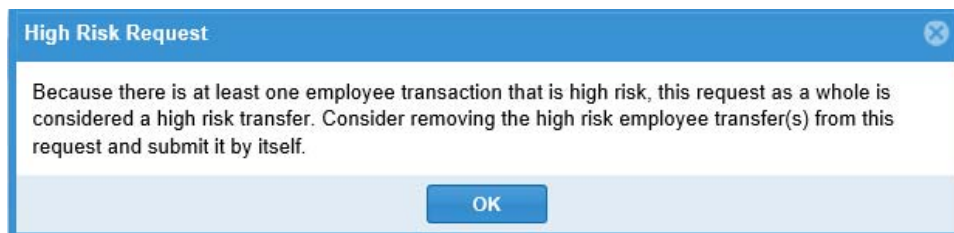
In this scenario, a financial analyst is attempting to transfer December earnings from fund 19900 to Federal Grant fund **23918**. Since the transaction date of 5/23/2018 is more than 120 calendar days from the Pay Period End Date for these earnings, the transaction is considered High Risk and is not 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. The 'Transactor' tab is selected. Search criteria include Department Code 'D01100 - Accounting' and Start/End dates of '12/31/2017'. The 'Submit Query' button is visible. Below the search fields is a table with the following data:

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 checked="" type="checkbox"/>	12/31/2017	12/31/2017	N	Charles, Barbidey	40002117	10002117	0	D01100	006941 - PAYROLL	REG	500110	A01206	19900	72			\$7,764.83
<input type="checkbox"/>	12/31/2017	11/30/2017	N	Pug, Douglas	40010229	10010229	0	D01100	007709 - FINANCIA...	REG	500110	A01206	19900	72			\$914.76
<input type="checkbox"/>	12/31/2017	12/31/2017	N	Pug, Douglas	40010229	10010229	0	D01100	007709 - FINANCIA...	REG	500110	A01206	19900	72			\$6,632.08
<input type="checkbox"/>	12/31/2017	11/30/2017	N	Pug, Douglas	40010229	10010229	0	D01100	007709 - FINANCIA...	SKL	500110	A01206	19900	72			\$914.76

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:

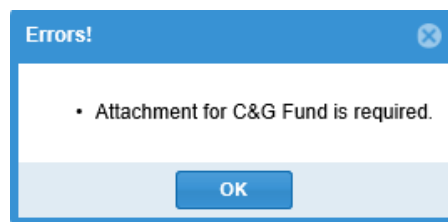
Funding is expiring
Employee redirected to another project
Other

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:

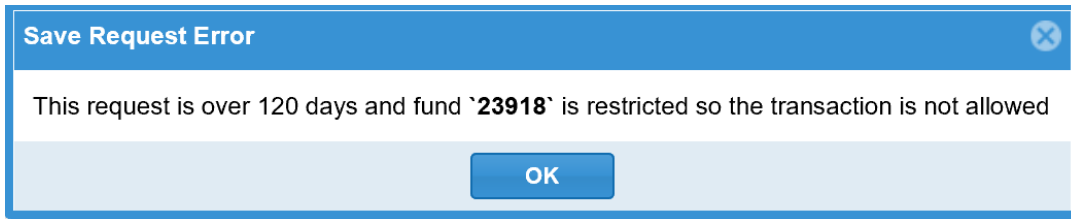
- 1) This Salary Cost Transfer has been prepared in accordance with the UC and UCR Policies and Procedures and any applicable terms and conditions of sponsored awards.
- 2) The salary expense is allowable on the fund source(s) listed and funds are available, and
- 3) The appropriate Full Accounting Unit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

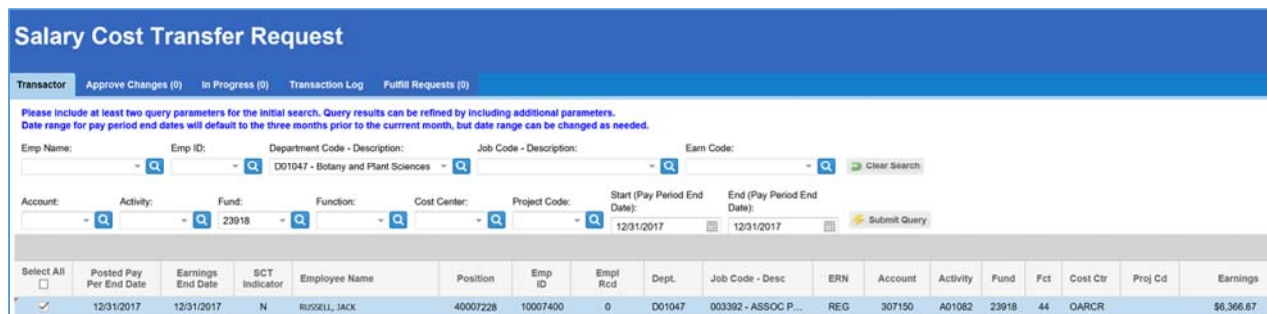




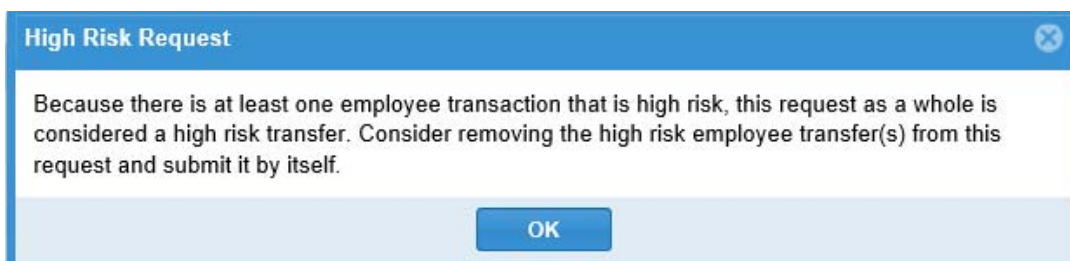
Scenario 2 – Decreasing a Federal Grant

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.

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	RUSSELL, JACK	4000728	D01047	003392	REG	307150	A01082	23918	44	OARCR		\$6,366.67	100%
							Transfer To FAU*		307150	A01082	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

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:

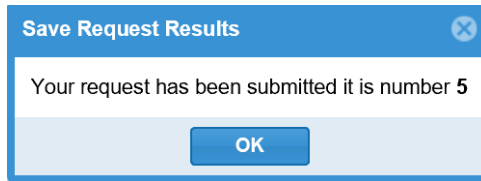
- 1) This Salary Cost Transfer has been prepared in accordance with the UC and UCR Policies and Procedures and any applicable terms and conditions of sponsored awards.
- 2) The salary expense is allowable on the fund source(s) listed and funds are available, and
- 3) The appropriate Full Accounting Unit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

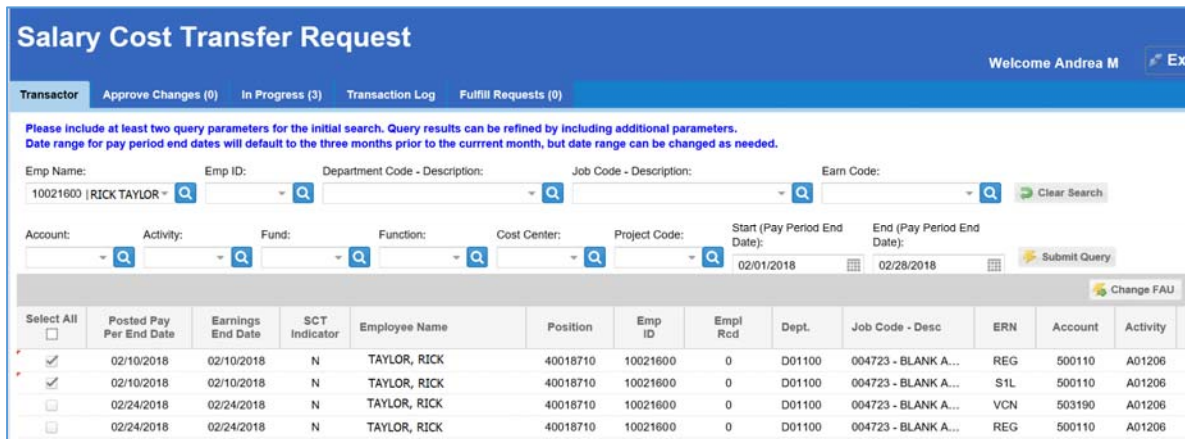




Scenario 3 –90 Day Rule Hard-Stop

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.

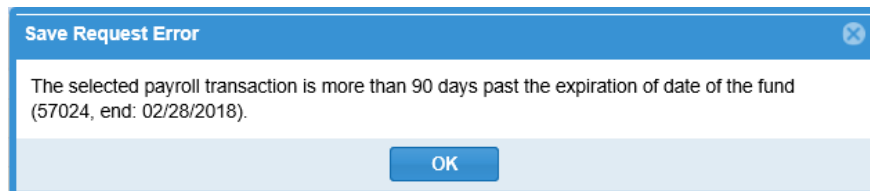


9. Select the appropriate accountability structure. In this scenario, we are going to select “D01100 – Accounting”.
10. Update the following FAU elements in the “Transfer To” section of the page
 - a. Account - 303110, Activity - A01101, Fund – 57024, Function – 44, Cost Center – FPBS, Project Code – (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 different FAU.

Complex SCT Requests

SCT requests will be categorized as “Complex” scenarios if they involve employees in the Health Science Compensation Plan and any employees whose salary appears to exceed the salary cap on a fund subject to a cap (e.g. NIH). Requests for these types of employees are currently under development and will be part of the second phase of the release of this tool.

Refer to Appendix D for more information

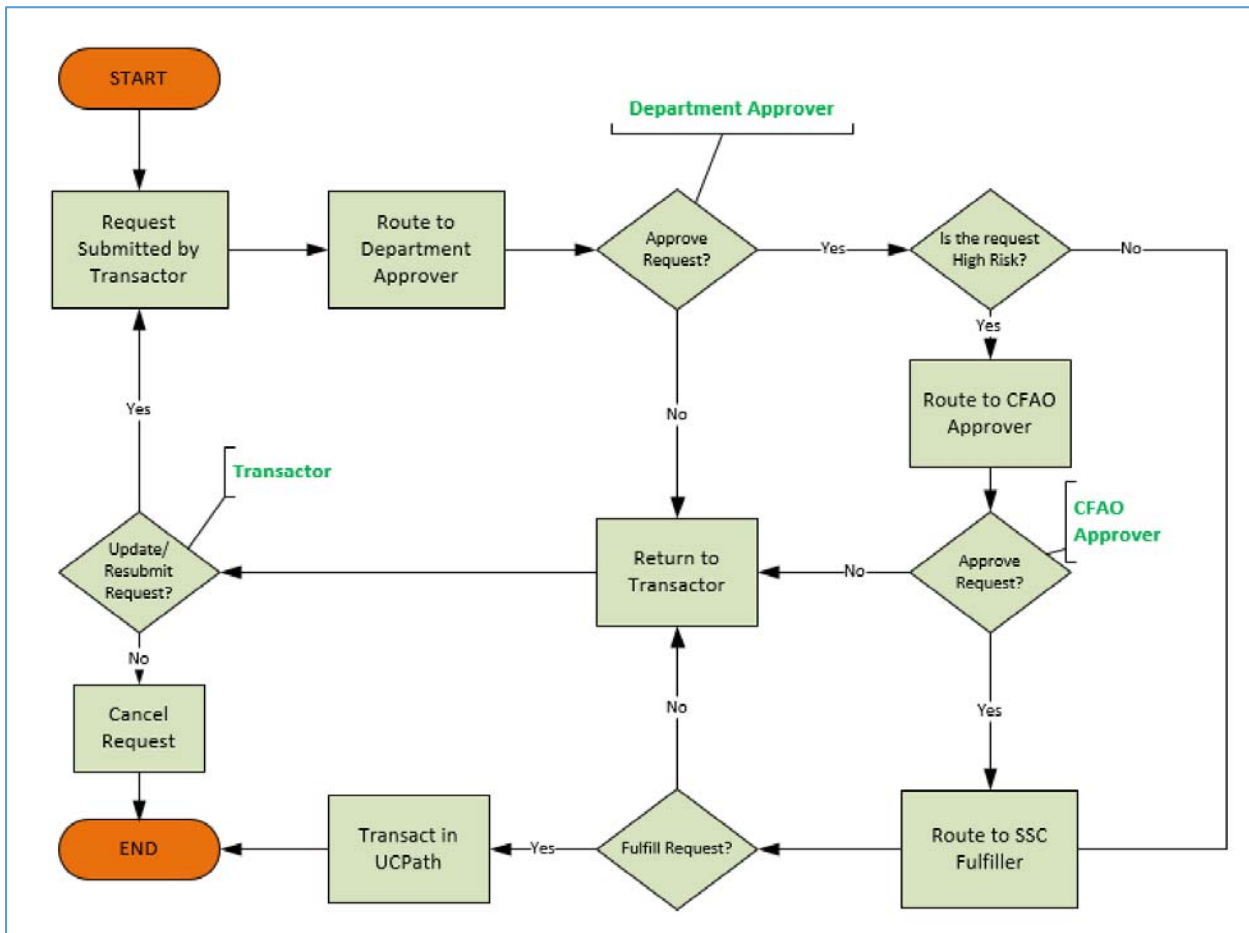
Scenario 1 – Capped Funds

Coming soon.



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.



Department Approver

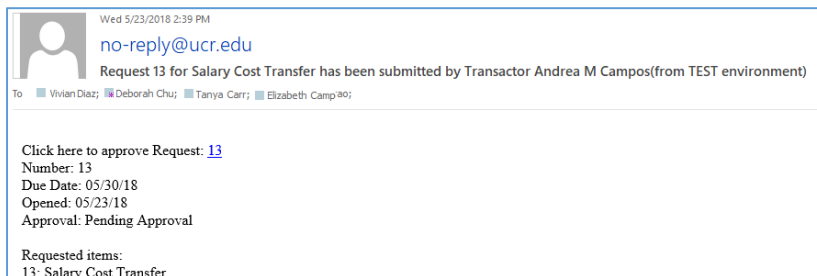
Once a request has been submitted by a Transactor, the Department Approver will receive an email notification with the subject “Request [#] for SCT has been submitted by Transactor [Name]”. The email will include a link to the Request along with the Request ID, submission date & time, and Approval Status. 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”.

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.

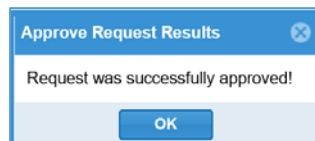


- b. Log into the tool and click into the “Approve Changes” tab. Once in the tab, double-click by the request number that will be reviewed.
- c. Note: Approvers can quickly view key information by clicking the expand icon  next to the applicable request, as displayed below.



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”.

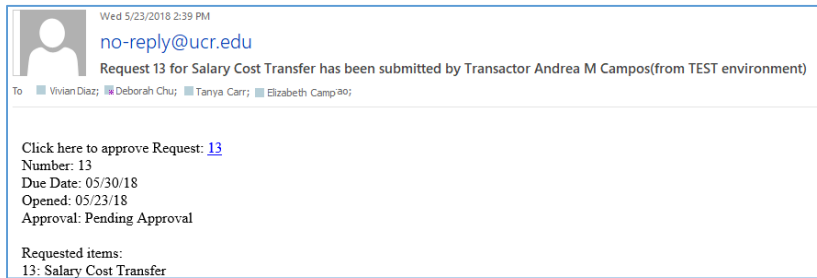
Scenario – Approving a Request (CFAO Approver)


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

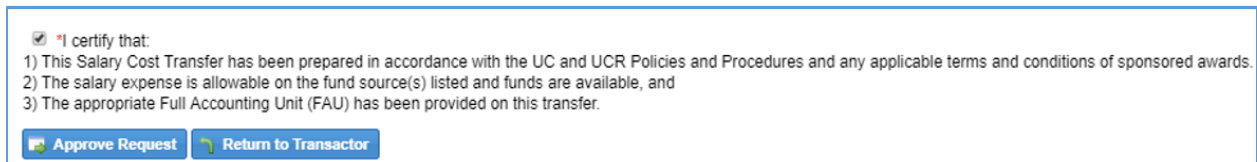




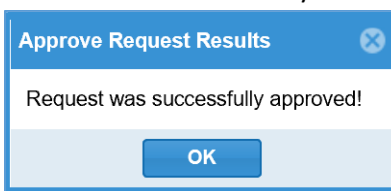
Tool).



- 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.

The screenshot shows the 'Salary Cost Transfer Request' interface with the 'Transaction Log' tab selected. It displays a table of request history with the following data:

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:

- Complex SCT Requests
 - Health Science Compensation Plan (HSCP)
 - Salaries Over-the-Cap
- 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 announcement 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).





Appendix D – Process for Complex Salary Cost Transfer Requests

Guidance is under development and will be distributed at the beginning of June.

