# Complex UCPath Salary Cost Transfer Request for FY2018

## Pending the deployment of UCR’s Salary Cost Transfer (SCT) Request Tool for complex transaction, this form is an interim approach to request an SCT for salaries subject to a salary cap and other unusual situations. Email completed form to [Elizabeth.Carr@ucr.edu](mailto:Elizabeth.Carr@ucr.edu) AND [Andrea.Campos@ucr.edu](mailto:Andrea.Campos@ucr.edu) using the subject line “Complex SCT”.

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| --- | --- |
| Complex 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 complex request |  |
| If this request is related to an unusual situation, briefly explain | 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) If the SCT involves and contract and grant fund, obtain the PI’s approval to confirm 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 | |
| Principal Investigator Signature and Date |  |
| FAO of Department Receiving the Salary Expense Signature and Date |  |
| Accounting-Signature and Date |  |
| Date SCT Entered into UCPath and Reference Number: |  |

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