Salary Cost Transfer Request Tool

SCT Request Tool Demo For Departments

Presented by: BFS UCPath Team

BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)

General Information

- The ServiceLink Salary Cost Transfer (SCT) Request Tool is planned for release on 5/31/18 along with a User Guide

- The purpose of the SCT Request Tool is to:
  - Provide department users with an efficient mechanism to request salary cost transfers
  - Minimize key entry and other common errors as well as eliminate the need for additional transfers
  - Ensure appropriate and consistent documentation and approvals exist
  - Provide business rules to guide the users on UC Policy BFB A-47 and agency requirements
  - Provide a common repository for requests that can be easily retrieved for audit purposes

General Information

- Unlike the FAU Change Request Tool, an UCPath interface does not currently exist for SCTs. Therefore, SCT requests must be entered into UCPath by the Shared Services Centers (SSCs).

- The SCT Request Tool ensures information needed for the SSC to efficiently processing the transaction is captured.

- Phase 1 of the SCT Request Tool will focus "simple salary cost transfers", e.g. transfers that do not involved a) Health Science Compensation Plan employees and/or b) employees with salaries rates exceeding fund specific salary caps. It is anticipated that the Phase 1 release will address the majority of SCT requests.

- Guidance on processing complex SCT requests is being finalized.

UC Policy on Cost Transfers (aka Expenditure Adjustments)

UC Business & Finance Bulletin A-47 University Direct Costing Procedures

- 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. Examples of these types of situations:
  - Clearing charges to Department Default FAUs. Note: departments should ensure appropriate position funding is assigned using the ServiceLink FAU Request Tool.
  - To corrected an erroneous posting to an FAU that was incorrectly cited on a source document.
  - To record a change in decision regarding the FAU used to support the position.
  - 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.

UC Policy on Cost Transfers

When moving a charge to a restricted fund (e.g. contract and grant), the following criteria must be met:

- 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.

- If transferring a portion of a transaction, the transfer request must contain an explanation supporting a reasonable and equitable method of allocation.

- The requests must be fully explained, justified, and approved by the unit administrator(s) involved in the transaction (i.e. PI). An explanation stating "to correct an error", "to transfer to correct project", "expenditure inadvertently charged to incorrect account/fund", or "to clear an overdraft" is <u>not</u> sufficient.

UC Policy on Cost Transfers

- UC 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.

- If the expense is being transferred <u>to</u> 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 federal reporting requirements.

  - Note: 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.

EACS Roles

- ServiceLink SCT Transactor: assigned by Department SAA.
  - This role initiates requests in the SCT Request Tool, ensures request complies with UC policy and fund restrictions, and attaches appropriate documentation to support the transfer (e.g. PI approval, request to transfer, etc.)

- ServiceLink SCT Approver: assigned by Department SAA. Assignment should be to Department Financial & Administrative Officer (FAO) or equivalent.
  - This role is certifying the appropriateness of the cost transfers and is responsible for adjusting department internal controls as appropriate to minimize the need for similar cost transfers.

EACS Roles

- ServiceLink CFAO SCT Approver: assigned by the Application SAA for high risk cost transfers (e.g. transactions greater than 120 days).
  - The approval allows the CFAO to monitor delinquent cost transfers and ensure appropriate organizational guidance is provided to departmental FAO.
- ServiceLink SSC SCT Fulfiller: assigned by the SSC SAA
  - SSCs are responsible for the prompt entry of request and cross referencing SCT Requests numbers and UCPath transaction IDs.

SCT Request Tool Process Flow
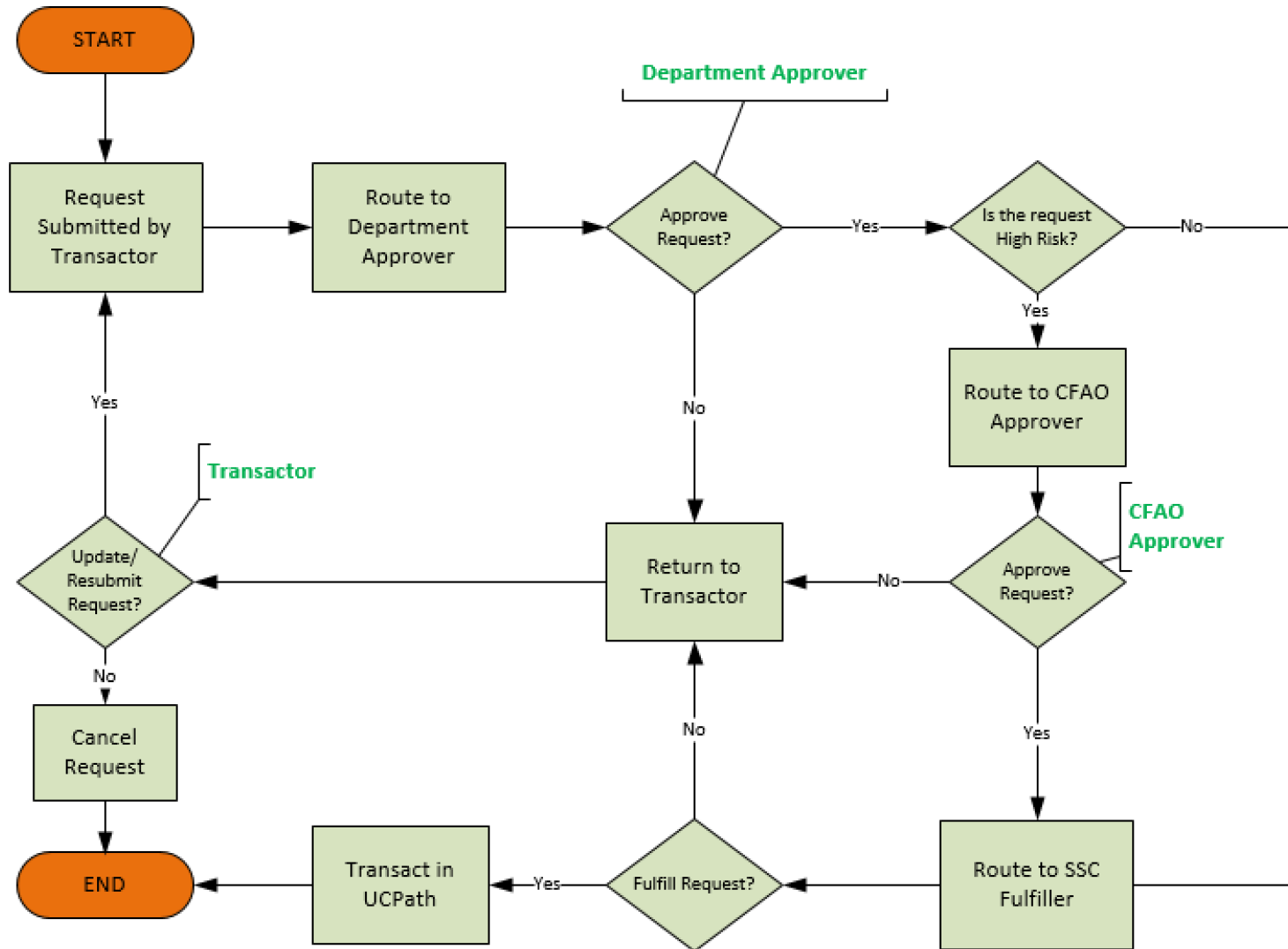
Transactor Screen

Salary Cost Transfer Request

| Transactor | Approve Changes (1) | In Progress (1) | History | Fulfill Requests (0) |

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 currrent month, but date range can be changed as needed.

Emp Name: | Emp ID: | Department Code - Description: | Job Code - Description: | Earn Code: | Clear Search
D01100 - Accounting

Account: | Activity: | Fund: | Function: | Cost Center: | Project Code: | Start (Pay Period End Date): 01/15/2018 | End (Pay Period End Date): 04/15/2018 | Submit Query

Change FAU

Select All	Pay Per End Date	Employee Name	Position	Emp ID	Empl Rcd	Dept.	Job Code - Desc	ERN	Account	Activity	Fund	Fct	Cost Ctr

❖ This is the Transactor screen where SCT Request Tool Transactors can query earnings

Approver Screen

❖ This is the Approver screen where Approvers can look at all transactions pending their approval.

In Progress Screen

Salary Cost Transfer Request

Welcome

| Transactor | Approve Changes (3) | In Progress (3) | Transaction Log | Fulfill Requests (1) |

In Progress Requests

	Request ID	Status	Account Structure	Reason for Request	Date Requested
+	1	Work in Progress	D01047	Other	05/25/2018
+	12	Work in Progress	D01047	Funding is expiring.	05/29/2018
−	23	Work in Progress	D01100	Funding is expiring.	05/29/2018

PP End Date	Position Number	Department	Employee Name	ERN	Acct	Activity	Fund	Fct.	Cost Ctr.	Proj. Cd.	Earnings	% Pay
24-FEB-18	40018460	D01100		REG	500120	A01206	19900	72			$82.50	100%
24-FEB-18	40018460	D01100		REG	500120	[A01178]	19900	72			$82.50	

Reason for change: Funding is expiring.

Routing Actions:

❖ This is the In Progress screen where Transactors can look at all transactions saved as Work In Progress.

Transaction Log Screen

Scenario 1 – Simple Request

- In this scenario, 100% of a student's earnings are being transferred to an unrestricted fund.
  - Employee ID 10021053
  - Pay Period End Dates 2/24/18 and 3/10/18
  - Transfer To FAU: 504120-A01082-19900-44
  - Demonstrate Attachment Functionality

Scenario 2 – Request with Multiple FAUs

- In this scenario, 50% of the employee's earnings are being transferred to an unrestricted fund source.

- The employee's earnings were all charged to a restricted fund source.
  - Employee ID 10010212
  - Pay Period End Date 3/31/18
  - Transfer To FAU: 303110-A01082-19900-40-OAGSR
  - Demonstrate Additional Pay Lines Pop Up

Scenario 3 – Request for Multiple Employees

- In this scenario, the Transactor is going to create one request for 3 employees.
- Query by the following
  - Department Code D01047
  - Activity A01082
  - Job Code 004922.
  - Pay End Date 4/7/2018
- Employee IDs
  - 10029929
  - 10027654
  - 10029510
- Transfer To FAU: 504130-A01082-19900-44-NASTF

Scenario 4 – Approving a Request

- In this scenario, we are going to sign in as the Department Approver for the requests created in the previous slides.

Pending Functionality

- 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.

Tips/Suggestions

Template to track pending salary cost transfers

										From SuperDOPE									SCT Details				
Fiscal Year	Accounting Period	Employee ID	Employe Name	Position Number	Employee Record	Earnings Begin Date	Earnings End Date	Pay Period Begin Date	Pay Period End Date	Earn Code	Earn Code(descr)	Salary Account	Activity	Fund	Function	Cost Center	Project Code	Gross Salary Amount	FAU to Transfer To	Amount to Transfer	Reason for SCT	Date SCT Request Submitted	SCT Confirmed on GL

Please note: Once the SCT Request System is deployed, SCTs involving the December Pay Period End Dates and being transfers to contract and grant funds will need to be processed immediately to adhere to the 120 day rule (reference BFB A-47)

- It was recommended that Departments track pending cost transfers using the above template or an equivalent mechanism.
- In order to combine requests, consider grouping your pending transfers by fund or activity when entering the requests in the SCT Request Tool.

Questions?

Please Submit *SCT Request Tool* Inquiries/Issues to
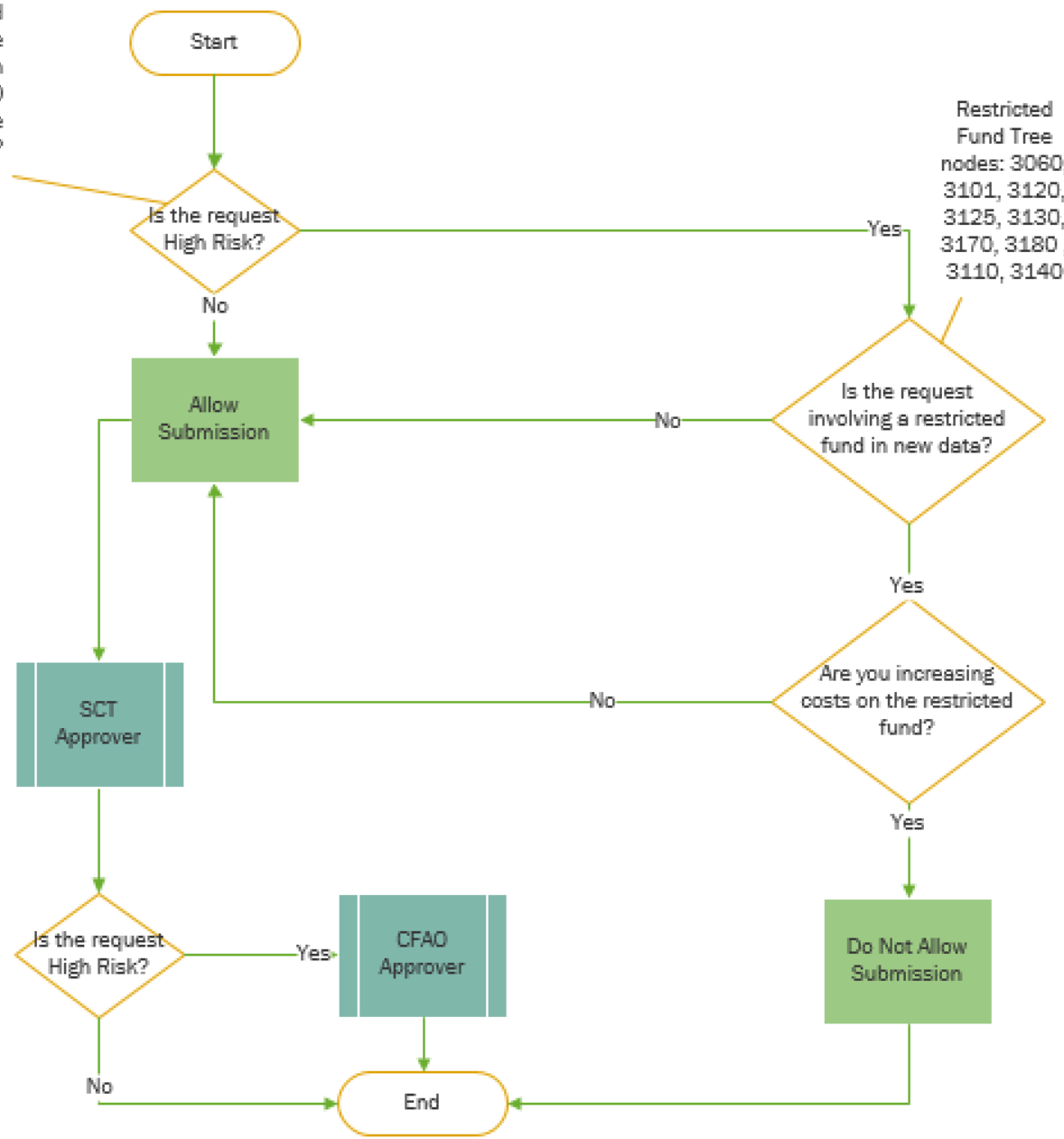
UCRFSFeedback@ucr.edu

Appendix

Other resources

High Risk Salary Cost Transfer Process Flow for SCT Request Tool

90 Day Business Rule Process Flow