

Job Aid: Salary Cost Transfer for Work Study Funds V.1

UCPath uses the **Salary Cost Transfer (SCT)** process to correct salary and benefits payroll expenses assigned to a **Full Accounting Unit (FAU)**. This involves transferring the funds from the original FAU to one or more new FAUs.

You can use SCTs to move:

- Restricted Funds to Restricted Funds
- Restricted Funds to Unrestricted Funds
- Unrestricted Funds to Restricted Funds
- Unrestricted Funds to Unrestricted Funds

This document provides an overview of the SCT process for **Work Study Funds**.

Work Study Funds are those that:

- Are provided by Financial Aid programs.
- Are used to charge and share expenses with Departments who are eligible for Financial Aid.

Navigation:

General Ledger Administration (Homepage) > General Ledger Tasks (Tile) > Direct Retro > **Process Salary Cost Transfer**

Contents

Click on a topic below to jump to that section for more information:

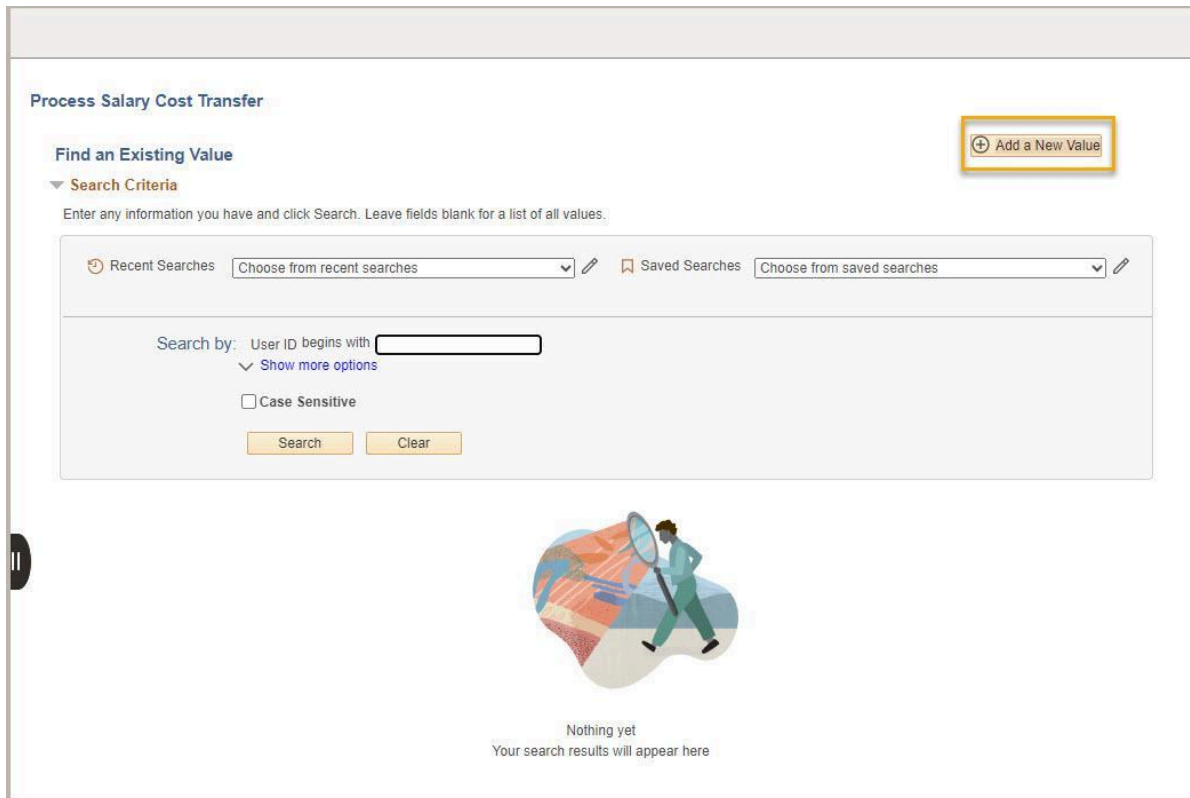
- [Add a New SCT](#)
- [Find Payroll Accounting Data](#)
- [Select Payroll Accounting Lines for SCT](#)
- [Create the Salary Cost Transfer](#)
- [Review the Salary Cost Transfer](#)

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Add a New SCT

Before beginning SCT activities, ensure that **valid FAUs** and their **correct combinations** have been identified for the redistribution.

1. Click the **Add a New Value** button to start the process.



Process Salary Cost Transfer

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Search by: User ID begins with

Show more options

Case Sensitive

Search Clear

Nothing yet
Your search results will appear here

2. Click the **Add** button to create a new SCT.



Process Salary Cost Transfer

Add a New Value

Find an Existing Value

Run Control ID NEW

Add

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Find Payroll Accounting Data

Process Salary Cost Transfer

Process Salary Cost Transfer

Salary Cost Transfer ID: NEW

*Set ID: UCOP1

Search By

☒ Earns End Date ☐ Pay End Date

Search By Dates

*From Date: 05/01/2023 *Thru Date: 07/31/2023

Search Employee

*Empl ID

Empl Record

Earnings Code

Search FAU

Entity	Fund	Financial Unit	Account	UCOP Funct	Program	Project	GL Bus Unit
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The **Process Salary Cost Transfer** tab displays the sections and fields used to find and select the appropriate payroll lines.

Enter search fields to begin the process.

1. Enter or select a **Set ID** if the default is invalid.

Process Salary Cost Transfer

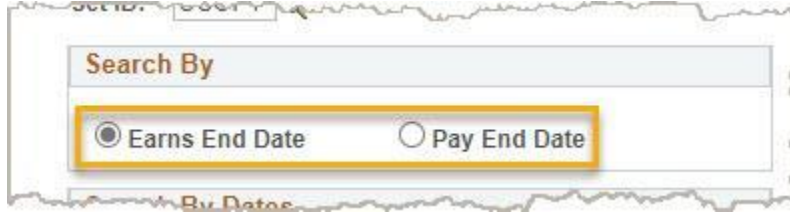
Process Salary Cost Transfer

Salary Cost Transfer ID: NEW

*Set ID: SFCMP

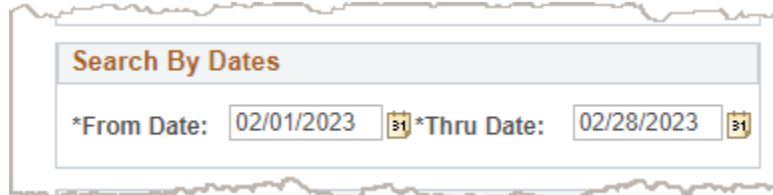
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2. Select the **Search By** type.



Field	Description
Earns End Date	The default. If selected, the search retrieves all the earnings within the specified earnings period.
Pay End Date	Select if applicable. If selected, the search retrieves all the earnings within the specified paycheck period.

3. Set the date range for the search.



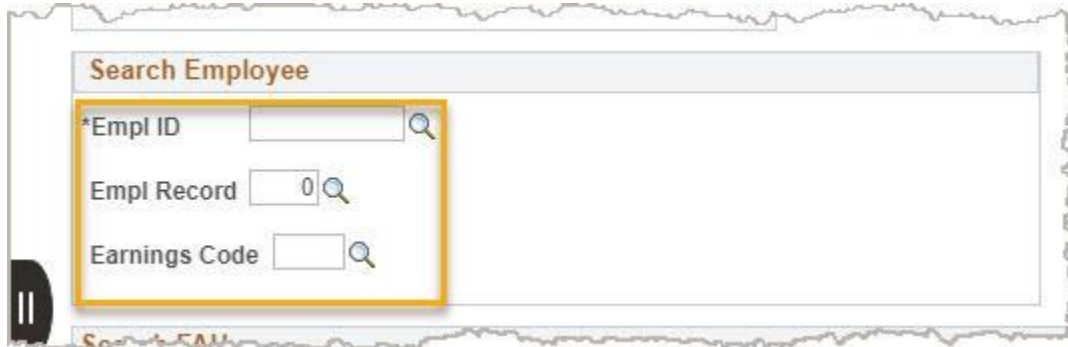
Field	Description
From Date	Required. Accept the default or enter the start date of the search.
Thru Date	Required. Accept the default or enter the end date of the search.

Except for certain vacation redistributions, searches retrieve corresponding monthly payroll periods for **Monthly** employees and corresponding biweekly payroll periods for **Biweekly** employees.

Vacation redistributions (VAC) for less than a payroll period (e.g., one day of vacation) retrieves the **From** and **Thru** date payroll information.

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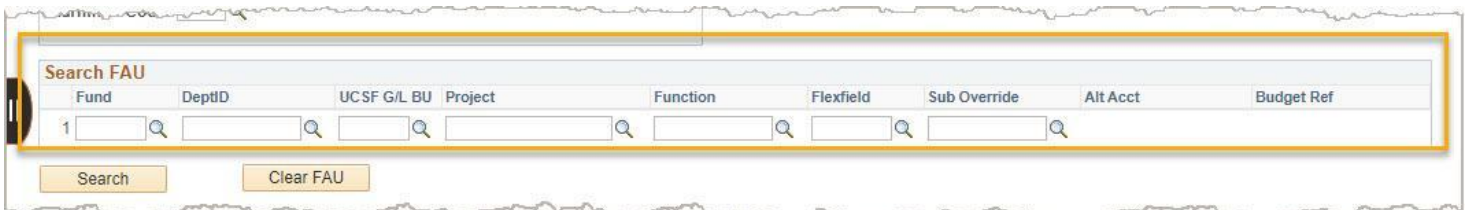
4. Enter or select employee search criteria.



Field	Description
Empl ID	Required. Select or enter the appropriate employee identification number.
Empl Record	Optional. Used to retrieve transaction lines for the employee's job. The default is zero, the employee's first job. Accept the default or select the applicable job to retrieve the correct transaction lines.
Earnings Code	Optional. Enter or select to find payroll lines with a specific Earn Code .

5. **Optional.** Enter or select any or all of the **Search FAU** fields to build additional search criteria.

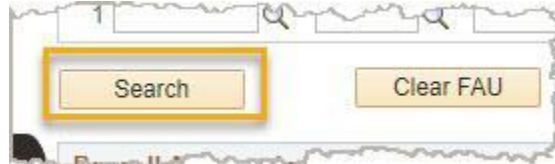
The columns displayed are based on the **Location's FAU template**.



Click the **Clear FAU** button at any time to clear out the values entered in the **Search FAU** table.

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6. Click **Search** to retrieve payroll accounting lines.



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Select Payroll Accounting Lines for SCT



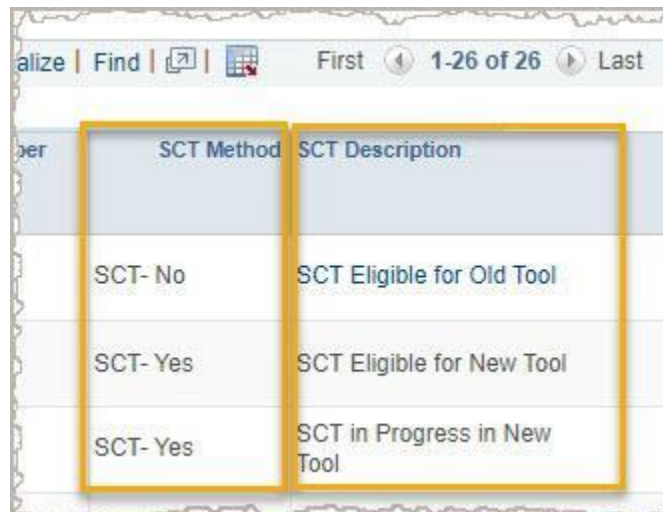
Pay Check Details GL Details Other Details									
Selected	Company	Pay Group	Pay Run ID	Off Cycle	Paycheck Number	Pay End Date	Earnings End Date	Pay Period	
1 ☐	UCS	2HS	221203M0Y	☒	9910351367	12/03/2022	10/31/2022	12/03/2022	
2 ☐	UCS	2HS	221231M0X	☐	64265505	11/30/2022	10/31/2022	12/03/2022	

The **Payroll Accounting Data** table displays payroll accounting lines that match the search criteria.



The default tab is **Pay Check Details**. Select the **GL Details** or **Other Details** tabs to review additional information about the earnings line.

1. Review the **SCT Method** and **SCT Description** columns to identify which payroll accounting lines must use **Direct Retro** for updates and which must use **SCT** for updates.



SCT Method	SCT Description
SCT- No	SCT Eligible for Old Tool
SCT- Yes	SCT Eligible for New Tool
SCT- Yes	SCT in Progress in New Tool

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SCT Method	SCT Description	Description
SCT – No	SCT Eligible for Old Tool	Payroll Data <u>before</u> 10/4/21 must use Direct Retro for updates. Payroll Data after 10/3/21 and <u>with</u> an existing Direct Retro must use Direct Retro for updates, not SCT. For these, the Selected check box is grayed out, indicating it is unavailable for SCT updates. Click the SCT Description link to navigate to Direct Retro.
SCT – Yes	SCT Eligible for New Tool	Payroll Data <u>after</u> 10/3/21 and <u>without</u> an existing Direct Retro use SCT for updates. For these, use the Selected check box to process the row as SCT.
SCT – Yes	SCT in Progress in New Tool	Payroll Data for this row has already been submitted for SCT processing and is not available for additional SCT processing. For these, the Selected check box is grayed out, indicating it is unavailable for SCT updates.

2. Use the **Selected** column to select data for SCT activities.

The screenshot shows the 'Payroll Accounting Data' interface. At the top, there are buttons for 'Search', 'Clear FAU', and a checked box for 'Select/Unselect Work study entries'. Below this is a tabbed interface with 'Pay Check Details' selected. The table has columns: Selected, Company, Pay Group, Pay Run ID, Off Cycle, Paycheck Number, Pay End Date, and Earnings F. The 'Selected' column has checkboxes for each row, all of which are checked. The table contains 5 rows of data.

Selected	Company	Pay Group	Pay Run ID	Off Cycle	Paycheck Number	Pay End Date	Earnings F
☒	UCS	1AC	230531M0X	☐	66650980	05/31/2023	05/31/202
☒	UCS	1AC	230430M0X	☐	66232407	04/30/2023	04/30/202
☒	UCS	1AC	230331M0X	☐	65855678	03/31/2023	03/31/202
☒	UCS	1AC	230228M0X	☐	65342427	02/28/2023	02/28/202
☒	UCS	1AC	230131M0X	☐	64967066	01/31/2023	01/31/202

At the bottom, there are buttons for 'Select All', 'Deselect All', and 'Clear All'.

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By default, the **Select/Unselect Work study entries** check box and all eligible **Payroll Accounting Data** rows are selected.

Select All and **Deselect All**, located just below the **Payroll Accounting Data** table, can be used to select or deselect rows.

Ensure that all selections are correct and complete before continuing to the next step.

- After selecting the data to be processed, click the **Save** button.



- Click the **Run** button, now displayed at the top of the page, to generate the SCT form and create the transaction.

A screenshot of a web form titled 'Process Salary Cost Transfer'. The form has a header section with the title and a sub-header. Below the sub-header, there is a label 'Salary Cost Transfer ID:' followed by the value 'SCT0000000165'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Run'. The 'Run' button is highlighted with a yellow rectangular box.

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Create the Salary Cost Transfer

Review Salary Cost Transfer | Errors/Warnings

Salary Cost Transfer Transaction

Transaction ID: SCT0000001306 Created By: 10191147 Timothy Chung Creation Dt: 09/11/2023
Transaction Status: Initiated ☐ High Risk Last Modified By: 10191147 Timothy Chung Last Modified: 09/11/2023

Accounting line entries

Empl ID: 10145995 Anusha Krashanoff Empl Record: 0 ☐ e-Verify *Work Study: Select One
Position Number: 40145874 FTE: 0.950000 Work Study Balance: \$0.00 Position Pool ID: I
Company: UCS Pay Group: 1AC Earns End From: 06/01/2022 Earns End Thru: 06/30/2022

FAU Redistribution

Distribution | Other Details |

Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Paycheck Nbr	GL BusinessUnit	Fund	DeptID▲	PC Activity	Function	PC Project
1 REG	000835538		06/30/2022	06/30/2022	62380021	10000	20234	13885		43	

Calculation

Total Old Earnings	\$9,484.17
Total New Earnings	\$9,484.17
Difference	\$0.00

* Requester Comments

254 characters remaining

The **Review Salary Cost Transfer** tab displays transaction and accounting information for each **selected** payroll accounting line.

The columns displayed are based on the **Location's specific UCPath GL Chartfield configuration** and the **type of funding** involved. This aligns the financial structure and funds for SCT activities.

1. Carefully review the information before continuing.
- The **Salary Cost Transfer Transaction** section contains SCT transaction information.

Review Salary Cost Transfer | Errors/Warnings

Salary Cost Transfer Transaction

Transaction ID: SCT0000001306 Created By: 10191147 Timothy Chung Creation Dt: 09/11/2023
Transaction Status: Initiated ☐ High Risk Last Modified By: 10191147 Timothy Chung Last Modified: 09/11/2023

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Click the **Cancel** button at any time to halt the SCT process and automatically delete the transaction.

The screenshot shows a web interface with two tabs: 'Review Salary Cost Transfer' (active) and 'Errors/Warnings'. Below the tabs is a section titled 'Salary Cost Transfer Transaction'. It contains the following information:

- Transaction ID: SCT0000001306
- Created By: 10191147 Timothy Chung
- Creation Dt: 09/11/2023
- Transaction Status: Initiated
- ☐ High Risk
- Last Modified By: 10191147 Timothy Chung
- Last Modified: 09/11/2023

A yellow box highlights the 'Cancel' button in the bottom right corner.

- The **Accounting line entries** section displays transaction line information.

The screenshot shows the 'Accounting line entries' section with the following details:

- Empl ID: 10145995 Anusha Krashanoff
- Empl Record: 0
- ☐ e-Verify
- *Work Study: Select One (dropdown menu)
- Position Number: 40145874 FTE: 0.950000
- Work Study Balance: \$8,313.65
- Position Pool ID: I
- Company: UCS
- Pay Group: 1AC
- Earns End From: 06/01/2022
- Earns End Thru: 06/30/2022

A yellow box highlights the entire 'Accounting line entries' section.

The **e-Verify** check box indicates if the employee has been e-Verified.

Pay Group indicates the employee's payroll frequency, **Monthly** or **Biweekly**. Accounting information for **Monthly** employees is displayed in monthly payroll periods. Accounting information for **Biweekly** employees is displayed in biweekly payroll periods. For more detailed information, refer to the [Job Aid: Pay Group Assignment, Configuration and Code List](#).

Work Study Balance indicates the amount still available for work study pay.

Position Pool ID identifies the work study program providing the funding for the employee's job position.

- Review **Work Study** information.

This screenshot is identical to the one above, showing the 'Accounting line entries' section. A yellow box highlights the '*Work Study: Select One' dropdown menu.

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Work Study Balance indicates the amount available to the employee for work study pay. The balance must cover the amount needed for this work study transaction.

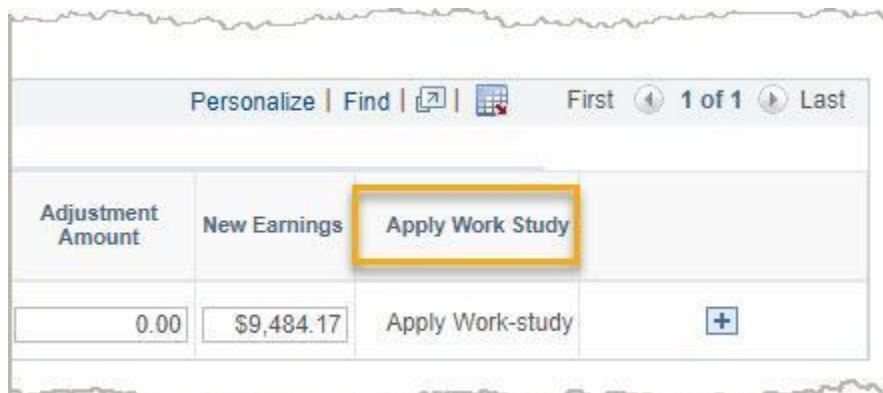
Position Pool ID identifies the work study pool providing the funds for the employee's job position.

The ***Work Study** field displays the Work Study status for existing SCTs or a list of eligible options for new SCTs.

Select the appropriate ***Work Study** option.

Option	Description
Apply Work-study	Applies work study funds to eligible, but not previously charged, employee paychecks. Decreases the Work Study Balance amount.
Flexible Option	Allows the selection of individual work study transaction options at the Earn Code paycheck row level versus selecting the transaction option for all the rows.
Leave as is	Allows the updating of Department Cost Share values and amounts but does not allow additional splitting.
Re-Apply WS	Allows updates based on new work study settings at the position pool or employee level.
Remove WS	Use when an ineligible check was charged and work study funding needs to be removed from it. Increases the Work Study Balance amount.

FAU Redistribution table columns may adjust per the option selected.



Personalize	Find	First	1 of 1	Last
Adjustment Amount	New Earnings	Apply Work Study		
0.00	\$9,484.17	Apply Work-study	+	

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The **Apply Work Study** column displays the selected option.

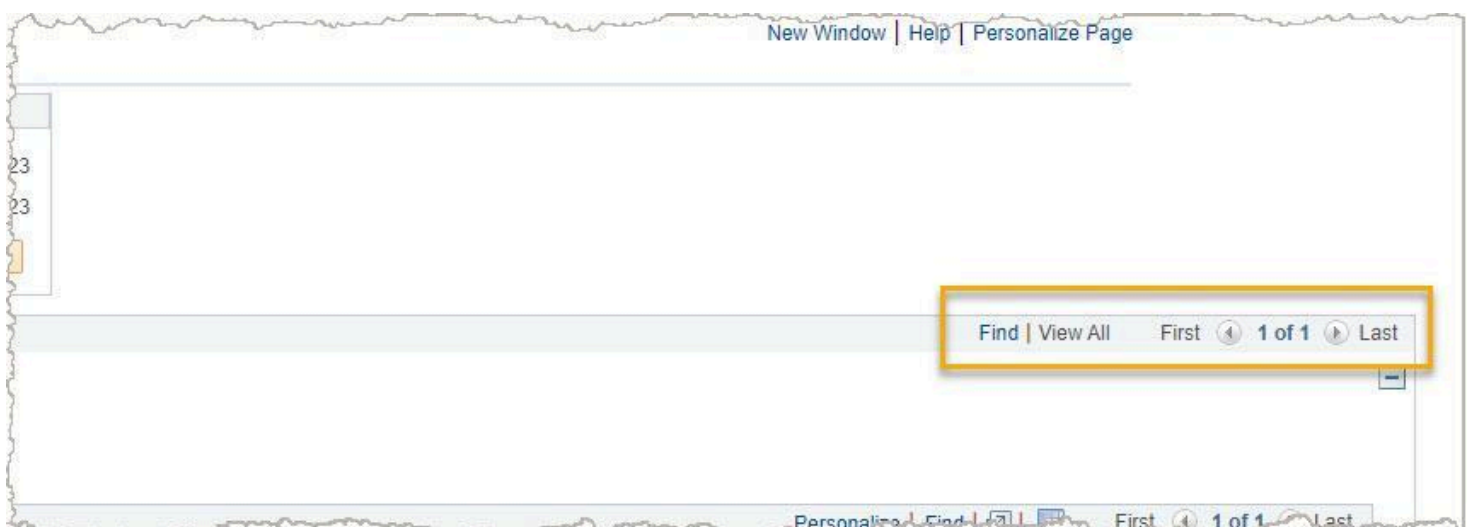
3. Review the **FAU Redistribution** section.



Use the **Other Details** tab to review additional data.



Click the **Show all columns** icon to combine all the data into one table.



If the accounting distribution selected covers more than one earnings period, click on any of the display options to view additional **FAU** distribution information.

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Optional. To review a copy of the initial distribution before making modifications, click the **Excel** icon  found in the right corner of the section. The data displayed in the section table will be downloaded to Excel. This is particularly useful for sizable transactions.

4. Enter or select the correct funding sources and amounts for the Work Study transaction.

Click on a topic below for transaction information on that option:

- [Apply Work-study](#)
- [Flexible Option](#)
- [Leave as is](#)
- [Re-Apply Work-study](#)
- [Remove WS](#)

5. Once redistribution has been completed, review the **Calculation** box to ensure the **Difference** value is zero.

Calculation	
Total Old Earnings	\$10,616.25
Total New Earnings	\$10,616.25
Difference	\$0.00

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If not zero, review the [Adjustment Amount](#) and [New Earnings](#) fields and adjust as needed until the [Difference](#) amount is zero.

- Once all lines have been updated and the [Difference](#) amount is zero, provide **mandatory Requestor Comments**.



A screenshot of a web form with a text area labeled "* Requester Comments". The text area is outlined with a yellow border. Below the text area, it says "254 characters remaining".

- If appropriate, open the [Questionnaire](#) and provide answers.



A screenshot of a web form showing two sections. The top section is labeled "254 characters remaining". Below it, there are two buttons: "Questionnaire" and "Requester Document Upload". The "Questionnaire" button is highlighted with a yellow border. Below the "Questionnaire" button, there is a link "Expand/Collapse All".

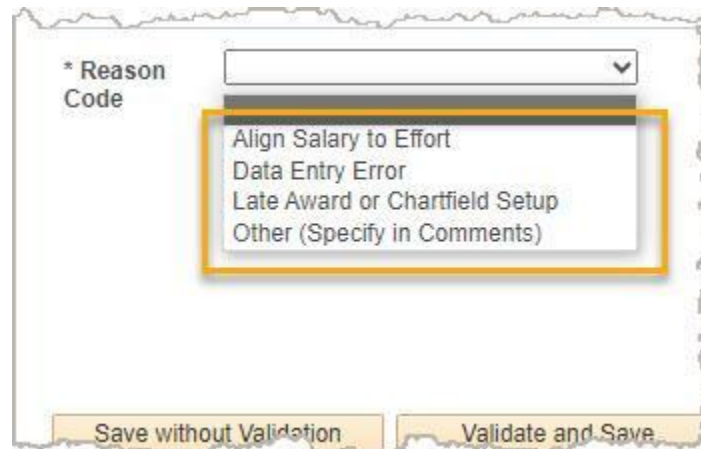
- If appropriate, upload supporting or information documents using the [Requestor Document Upload](#) section.



A screenshot of a web form showing the "Requestor Document Upload" section. The section has a title bar with "Requestor Document Upload" and "Find First 1 of 1 Last". Below the title bar, there is a table with the header "Attached File". The table has three columns: "Add Attachment", "View Attachment", and "Delete Attachment". The "Add Attachment" button is highlighted with a yellow border.

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9. Select the mandatory **Reason Code**.



A screenshot of a web form showing a dropdown menu for the 'Reason Code' field. The dropdown is open, displaying four options: 'Align Salary to Effort', 'Data Entry Error', 'Late Award or Chartfield Setup', and 'Other (Specify in Comments)'. The 'Reason Code' label is to the left of the dropdown. Below the dropdown are two buttons: 'Save without Validation' and 'Validate and Save'.

10. Save the transaction.



A screenshot of a web form showing the transaction saving options. There are two buttons at the top: 'Save without Validation' and 'Validate and Save'. Below these is a 'Submit' button. At the bottom, there are two buttons: 'Return to Search' and 'Notify'. Below the buttons is a link: 'Review Salary Cost Transfer | Errors/Warnings'.

Field	Description
Save without Validation	Saves the transaction data without validation. Data will not be checked for accuracy or completeness. This allows for later completion.
Validate and Save	Runs the validation process and displays errors in the Errors/Warnings tab. Errors must be corrected before the transaction can be submitted.

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11. Address any error and warning messages displayed on the [Errors/Warnings](#) tab.

The screenshot shows the 'Errors/Warnings' tab selected. It displays two sections: 'Errors' and 'Warnings'. The 'Errors' section has two messages: '1 :- Please select reason code. (32001,593)' and '2 :- Requester comments are required. (32009,67)'. The 'Warnings' section has one message: '1 :- Row 1 will be deleted as transaction details were unchanged. (32001,1836)'. Below the messages are buttons for 'Return to Search' and 'Notify'. At the bottom, there is a breadcrumb trail: 'Review Salary Cost Transfer | Errors/Warnings'.

Review Salary Cost Transfer | **Errors/Warnings**

Errors/Warnings

1 :- Please select reason code. (32001,593)
2 :- Requester comments are required. (32009,67)

Errors Between Pay Period Begin Date 2023-02-01 And Pay Period End Date 2023-02-28
No rows changed - please make a change

Warnings Between Pay Period Begin Date 2023-02-01 And Pay Period End Date 2023-02-28
1 :- Row 1 will be deleted as transaction details were unchanged. (32001,1836)

[Return to Search](#) [Notify](#)

Review Salary Cost Transfer | Errors/Warnings

The [Errors/Warnings](#) tab automatically displays when there are either errors or warnings. Review the messages and determine the actions necessary to correct errors and, if appropriate, warnings.

Return to the [Review Salary Cost Transfer](#) tab to review the fields identified with issues.

The screenshot shows the 'FAU Redistribution' form. It has two tabs: 'Distribution' and 'Other Details'. The 'Distribution' tab is active, showing a table with columns: Earnings Code, Combination Code, New Combo Code, Earnings End Date, Pay Period End Date, Paycheck Nbr, Fund, DepID, UCSP G/L BU, Project, Function, Field, and Sub Override. There are four rows of data. Below the table are buttons for 'Calculate Cap Rules' and 'Re-Distribute Eligible Earnings'. To the right is a 'Calculation' summary box showing 'Total Old Earnings' as \$0.025.00, 'Total New Earnings' as \$0.025.00, and 'Difference' as \$0.00. Below the summary is a 'Requester Comments' section with a text area and a '254 characters remaining' indicator. There are also sections for 'Questionnaire', 'Requester Document Upload', and 'Approver Document Upload'. At the bottom, there is a 'Reason Code' dropdown menu.

FAU Redistribution

[Distribution](#) [Other Details](#)

Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Paycheck Nbr	Fund	DepID	UCSP G/L BU	Project	Function	Field	Sub Override
1 HSP	000435437		10/31/2022	10/31/2022	63859577	5014	103014	SF CMP	2091821	45		
2 HSP	001000024		10/31/2022	10/31/2022	63859577	4000	103014	SF CMP	137194A	44		
3 HSP	001482368 001482368		10/31/2022	10/31/2022	63859577	5014	103014	SF CMP	2091821	45		
4 HSP	001480337 001480337		10/31/2022	10/31/2022	63859577	4000	130002	SF CMP	136375A	44		

[Calculate Cap Rules](#) [Re-Distribute Eligible Earnings](#)

Calculation

Total Old Earnings \$0.025.00
Total New Earnings \$0.025.00
Difference \$0.00

* Requester Comments

254 characters remaining

[Questionnaire](#)
[Expand/Collapse All](#)
[Requester Document Upload](#)
[Approver Document Upload](#)

* Reason Code

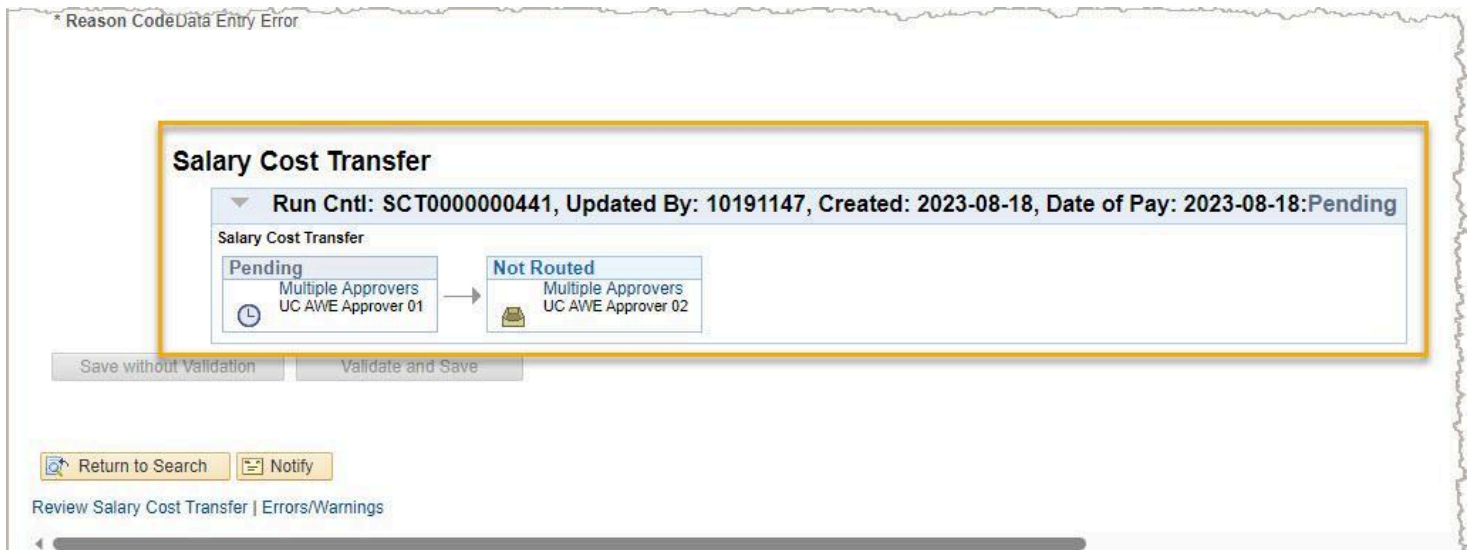
The transaction cannot be submitted for approval until **all errors** have been corrected.

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12. Submit the transaction for approval.



The transaction has now been submitted for approval.



Only the specific lines that have been modified are included in the transaction. Unchanged paycheck lines are not included.

No additional transactions or modifications can be submitted on these lines until this transaction is either canceled or completed.

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Review the Salary Cost Transfer

The **SCT** and its progress can be monitored through the [Review Salary Cost Transfer](#) page at:

General Ledger Administration (Homepage) > General Ledger Tasks (Tile) > Direct Retro > **Review Salary Cost Transfer**

SCT process cycle and status:

Initiated ☐ Submitted ☐ Approved or Denied ☐ Processing ☐ Journal Mod complete ☐ Posted to LL

Field	Description
Initiated	The SCT has been created and saved without any validation.
Submitted	The SCT has been validated for business rules and submitted for approval.
Approved	Approvers, at all levels, have given consent for processing.
Denied	Denial of the SCT transaction by <u>any</u> approver stops the SCT from any further progress or processing. Denied transactions cannot be re-submitted.
Processing	The main SCT batch program is processing the transaction.
Journal Mod complete	Journal Modifications, including assessments, have been completed.
Posted to LL	The transaction has been successfully processed and sent to the Labor Ledger (LL) .

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Apply Work-study

Apply work study funds to eligible, but not previously charged, employee paychecks. For example, when a student starts working before the award has been granted and set up.

1. Ensure that ***Work Study** is set to **Apply Work-study**.



The screenshot shows the 'Accounting line entries' form in UCPath. The form contains the following fields and values:

Accounting line entries	
Empl ID: 10145995	Anusha Krashanoff
Empl Record: 0	☐ e-Verify
Position Number: 40145874	FTE: 0.950000
Company: UCS	Pay Group: 1AC
Earns End From: 07/01/2023	Earns End Thru: 07/31/2023
*Work Study: Apply Work-▼	
Work Study Balance: \$36,000.00	
Position Pool ID: 1	

2. [Return](#) to complete adding the SCT.

Review the **UPK (in development)** for additional info.

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Flexible Option

To apply the same Work Study transaction option to groups of transactions with the same **Earn Code**, use the **Flexible Option**.

1. Ensure that ***Work Study** is set to **Flexible Option** at the Accounting Line level.

☐ e-Verify ***Work Study:** Flexible Opt ▼
Work Study Balance: \$347.00 Position Pool ID: M
Earns End Thru: 02/04/2023

2. Select the appropriate Work Study transaction option at the row level with the **Apply Work Study** field.

WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Apply Work Study	
W		\$97.10	-97.10	\$0.00	▼	+
W		\$131.38	-131.38	\$0.00	Leave as Is	+
D		\$56.30	0.00	\$56.30	Re-Apply WS	+
D		\$41.62	0.00	\$41.62	Remove WS	+

3. Click the **Add a new row** icon **+** to add a row for FAU funding distribution.

WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Apply Work Study	
e-AI					▼	+
e-AI					▼	+
e-AI					▼	+
e-AI					▼	+

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4. Select or update FAU funding values for the new Work Study distribution row(s).

paycheck Nbr	GL BusinessUnit	Fund	DeptID▲	PC Activity	Function	PC Project	Chartfield1	PC BusinessUnit	Chartfield2	WS li
109	10000	69995	12115		40		900002			W
109	10000	69995	12115		40		900002			W
109	10000	61046	12248	01	44	1015110		GM100	IMHA1	D
109	10000	61046	12248	01	44	1015110		GM100	IMHA1	D
109	10000	61046	12248	01	44	1015110		GM100	IMHA1	D

The original row's **FAU** values default to the new row; update or select as appropriate.

5. Use the **Adjustment Amount** and **New Earnings** fields to transfer amounts from the original distribution line to the new one(s).

Adjustment Amount	New Earnings
-------------------	--------------

When updating **Adjustment Amount** or **New Earnings**:

- In the original row, enter the correct amount into the **Adjustment Amount** field as a negative value, then tab out of the field; the **New Earnings** amount automatically recalculates.
- In the new row(s), enter the correct amount into the **New Earnings** field as a positive value, then tab out of the field; the **Adjustment Amount** automatically calculates.

6. [Return](#) to complete adding the SCT.

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Leave as is

Use this option to update **Department Cost Share** values and amounts. Additional splitting is not allowed.

1. Ensure that ***Work Study** is set to **Leave as is**.

A screenshot of the UCPath interface. A yellow box highlights the '*Work Study:' dropdown menu, which is set to 'Leave as is'. Below this, the 'Work Study Balance' is \$8,313.65 and the 'Position Pool ID' is M. The 'Earns End Thru' date is 04/15/2023. There is also an 'e-Verify' checkbox.

2. Click the **Add a new row** icon  to add a row(s) for FAU funding distribution.

A screenshot of the UCPath interface showing a table with two rows. The first row has a value of \$88.54 and the second row has a value of \$0.00. Both rows are set to 'Leave as is'. A yellow box highlights the 'Add a new row' icon (a blue square with a white plus sign) in the third row.

3. Select or update FAU funding values for the new Work Study distribution row(s).

GL BusinessUnit	Fund	DeptID	PC Activity	Function	PC Project	Chartfield1	PC BusinessUnit	Chartfield2	WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Leav
10000	69995	12115		40		900002			W		\$88.54	-88.54	\$0.00	Leav
10000	61046	12248	01	44	1015110		GM100	IMHA1	D		\$37.94	0.00	\$37.94	Leav
10000	61046	12248	01	44	1015110		GM100	IMHA1	D		\$0.00	0.00	\$0.00	Leav

The original row's **FAU** values default to the new row; update or select values as appropriate for the new **Department** row.

In addition, the original **Work Study** row's **FAU** values are locked, but the amount fields are open for updates.

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4. Use the **Adjustment Amount** and **New Earnings** fields to transfer amounts from the original distribution line to the new one(s).

	Adjustment Amount	New Earnings
Original	-34.41	\$0.00
New	34.41	\$34.41

When updating **Adjustment Amount** or **New Earnings**:

- In the original row, enter the correct amount into the **Adjustment Amount** field as a negative value, then tab out of the field; the **New Earnings** amount automatically recalculates.
- In the new row(s), enter the correct amount into the **New Earnings** field as a positive value, then tab out of the field; the **Adjustment Amount** automatically calculates.

5. [Return](#) to complete adding the SCT.

Review the **UPK (in development)** for additional info.

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Re-Apply Work-study

Use this option to update the transaction to align with changes to work study settings at the position pool or employee level. This backs out the funding, and once approved, the batch process will correctly rebuild the transaction with the new changes.

1. Ensure that ***Work Study** is set to **Re-Apply WS**.

The screenshot shows a form with a "Cancel" button in the top right. Below it, there is a field labeled "id: 1" and a checkbox labeled "e-Verify". To the right of these is a dropdown menu labeled "*Work Study:" with "Re-Apply W" selected. Below the dropdown, it says "Work Study Balance: \$347.00" and "Position Pool ID: M". At the bottom left, it shows "1/22/2023" and "Earns End Thru: 02/04/2023".

2. Move amounts to re-apply the funds.

The screenshot shows a table with the following columns: WS Indicator, OTC Indicator, Old Earnings, Adjustment Amount, New Earnings, Apply Work Study, and a plus button. The table has two rows: one for indicator 'D' and one for indicator 'W'. The 'D' row shows Old Earnings of \$54.00, Adjustment Amount of 0.00, and New Earnings of \$54.00. The 'W' row shows Old Earnings of \$126.00, Adjustment Amount of -126.00, and New Earnings of \$0.00. Both rows have "Re-Apply WS" in the "Apply Work Study" column and a plus button in the final column.

WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Apply Work Study	
D		\$54.00	0.00	\$54.00	Re-Apply WS	+
W		\$126.00	-126.00	\$0.00	Re-Apply WS	+

The amounts in the W row are automatically zeroed out and closed.

The amounts in the D row are unchanged and open for updates.

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Personalize Find   First 1-2 of 2 Last						
WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Apply Work Study	
D		\$54.00	126.00	\$54.00	Re-Apply WS	
W		\$126.00	-126.00	\$0.00	Re-Apply WS	

Add the Old Earnings amount from the W row into the D row.

3. [Return](#) to complete adding the SCT.

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Remove WS

Remove work study funding distribution from an ineligible check.

1. Ensure that ***Work Study** is set to **Remove WS**.

*Work Study: **Remove WS** Perform SCT on a paycheck when
Work Study Balance: \$8,313.65 Position Pool ID: M
Thru: 05/13/2023

2. Move amounts to re-apply the funds.

WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Apply Work Study	
D		\$6.37	0.00	\$6.37	Remove WS	+
W		\$14.87	-14.87	\$0.00	Remove WS	+

The amounts in the W row are automatically zeroed out and closed.

The amounts in the D row are unchanged and open for updates.

WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Apply Work Study	
D		\$6.37	14.87	\$6.37	Remove WS	+
W		\$14.87	-14.87	\$0.00	Remove WS	+

Add the Old Earnings amount from the W row into the D row.

3. [Return](#) to complete adding the SCT.