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**

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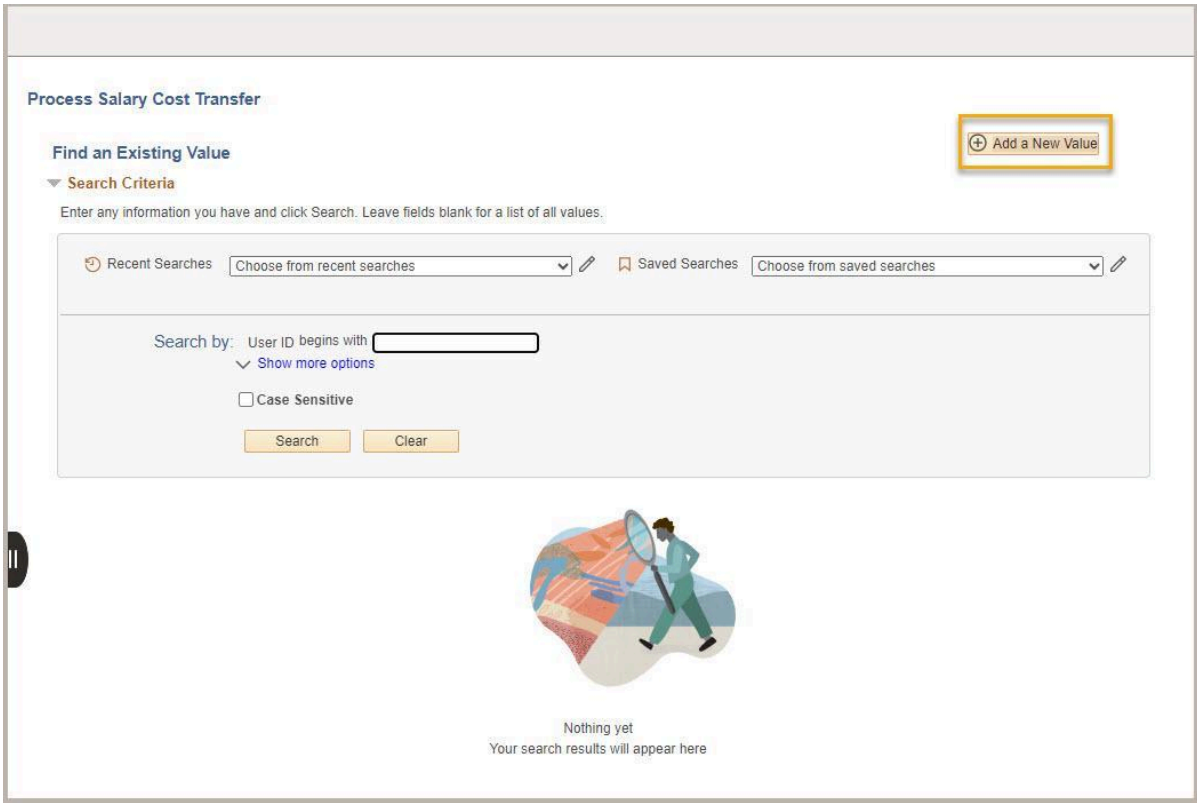
Add a New SCT

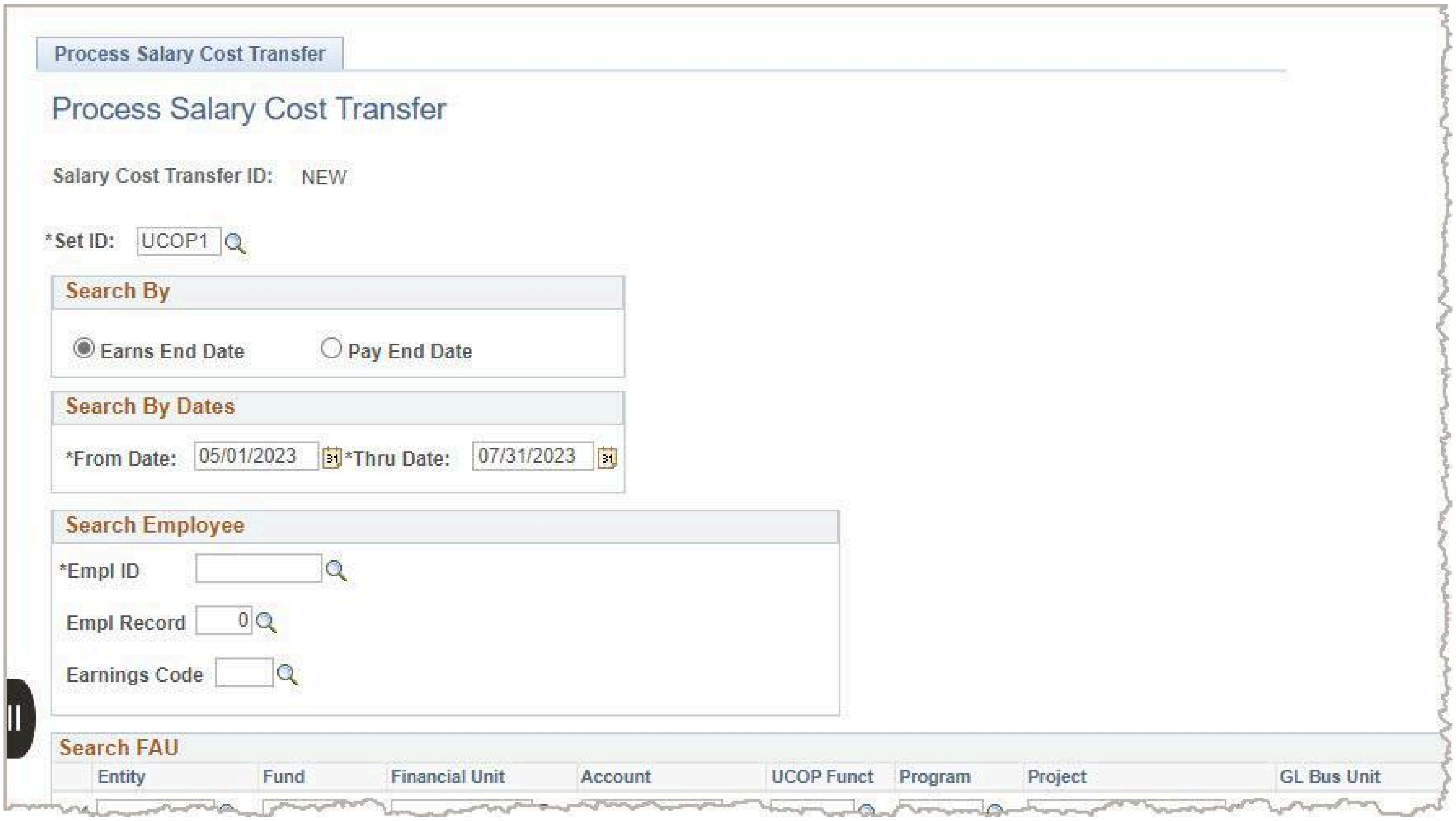
Before beginning SCT activities, ensure that **valid** FAUs and their **correct combinations** have been identified for the redistribution.

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



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

Find Payroll Accounting Data

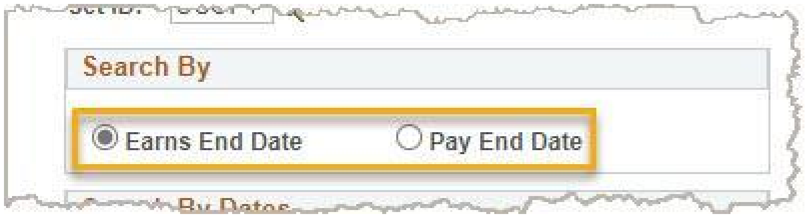


The **Process Salary Cost Transfer** tab displays the sections and fields used to find and select the appropriate payroll lines.

Enter search fields to begin the process.

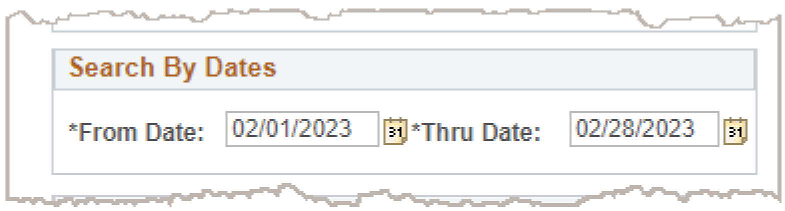
1. Enter or select a **Set ID** if the default is invalid.

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.

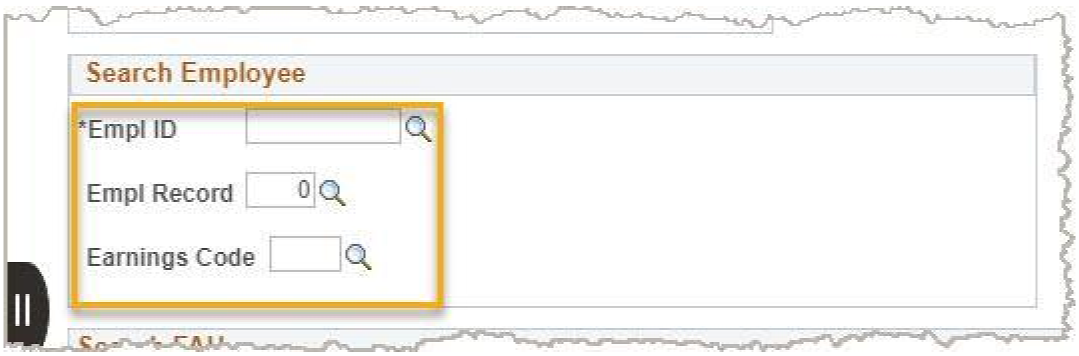


Field	Description
From Date	**Required.** Accept the default or enter the start date of the search.
Thru Date	**Required.** Accept the default or enter the end date of the search.

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.

4. Enter or select employee search criteria.



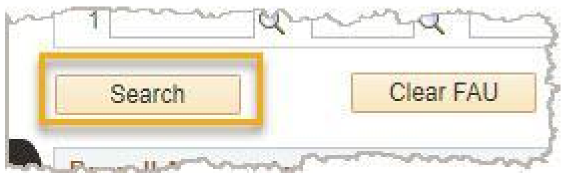
Field	Description
Empl ID	**Required.** Select or enter the appropriate employee identification number.
Empl Record	Optional. Used to retrieve transaction lines for the employee's job. The default is zero, the employee's first job. Accept the default or select the applicable job to retrieve the correct 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.

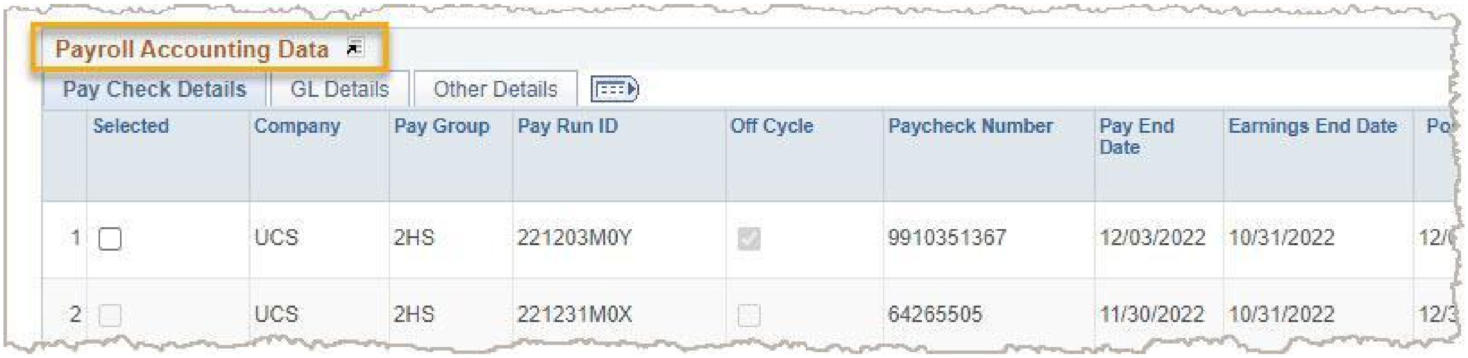
The columns displayed are based on **the Location's FAU template.**

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

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



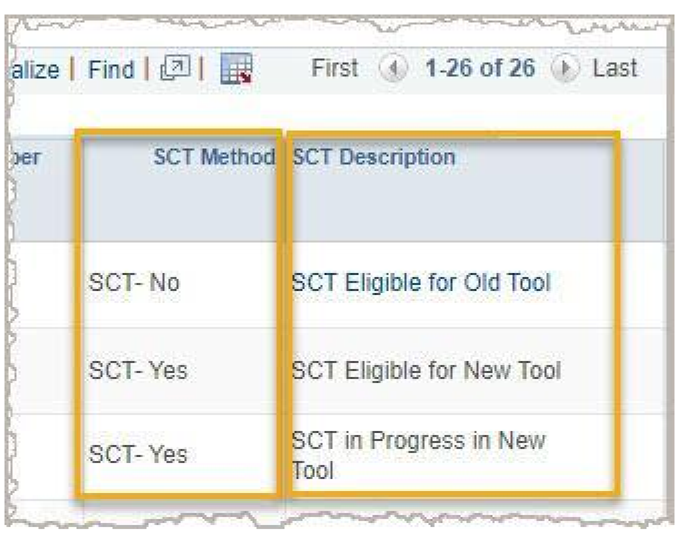
Select Payroll Accounting Lines for SCT



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.



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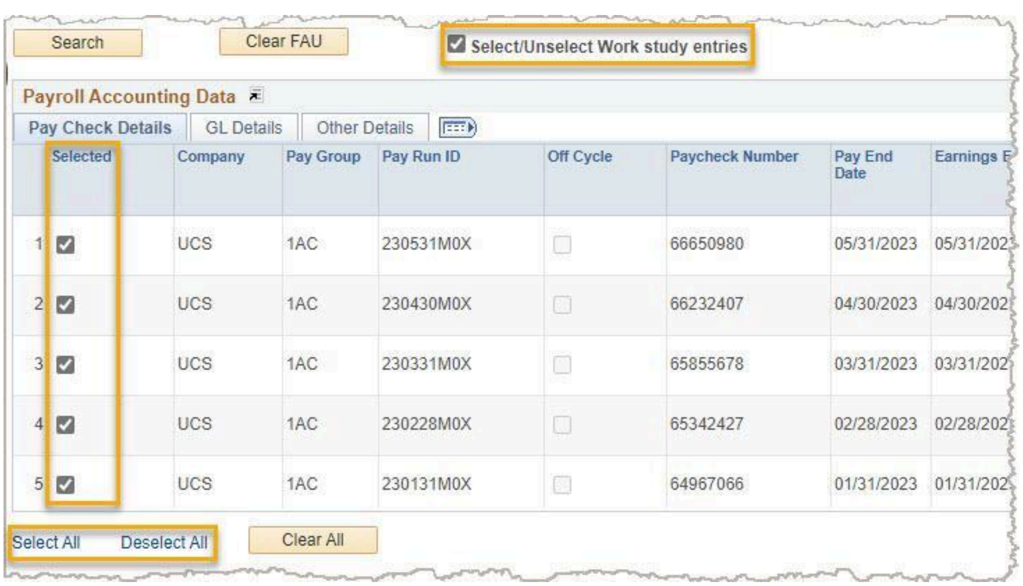
SCT Method	SCT Description	Description
SCT – No	SCT Eligible for Old Tool	Payroll Data before 10/4/21 must use **Direct Retro** for updates. Payroll Data after 10/3/21 and with an existing Direct Retro must use **Direct Retro** for updates, not SCT. For these, the **Selected** check box is grayed out, 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 after 10/3/21 and without 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.



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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.

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

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

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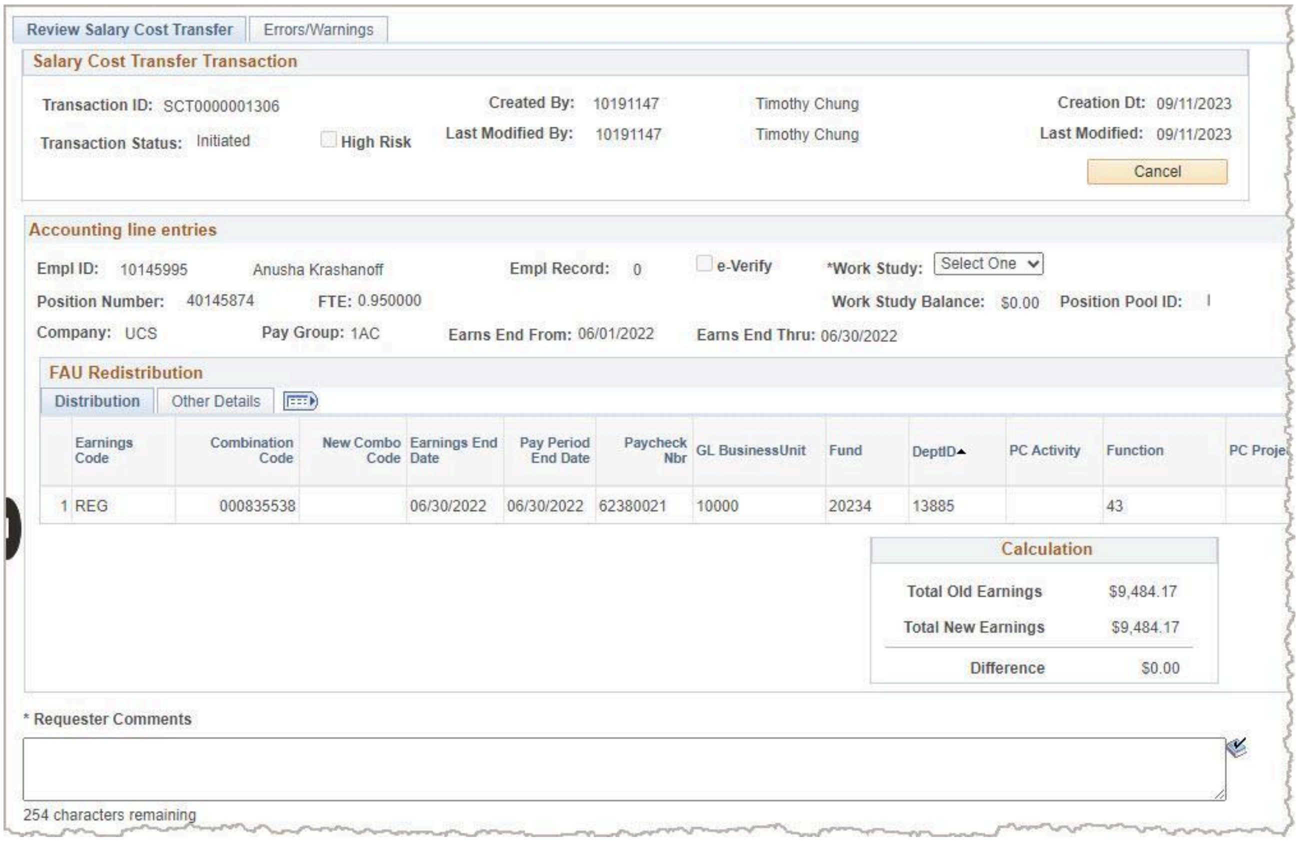
Create the Salary Cost Transfer

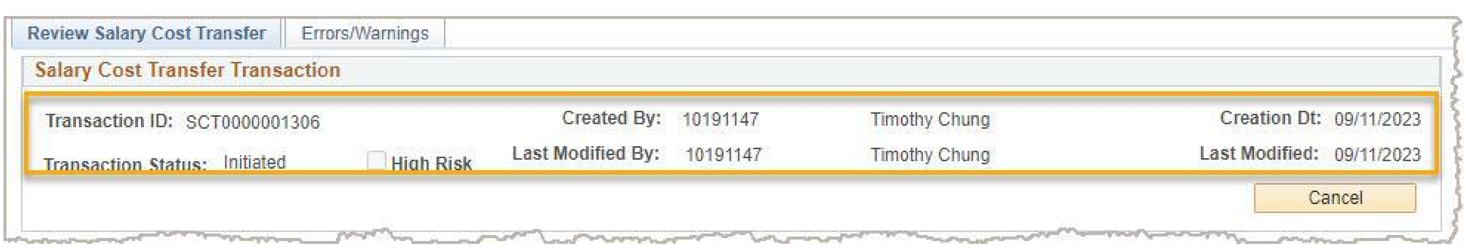


The **Review Salary Cost Transfer** tab displays transaction and accounting information for each **selected** payroll accounting line.

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.



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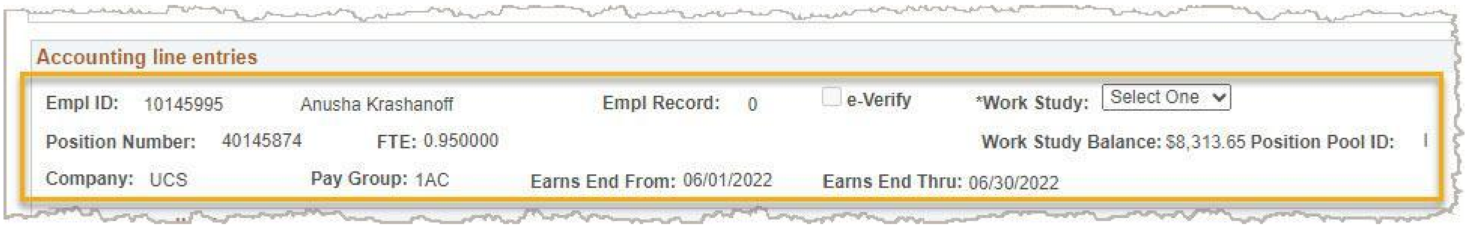
Click the **Cancel** button at any time to halt the SCT process and automatically delete the transaction.

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



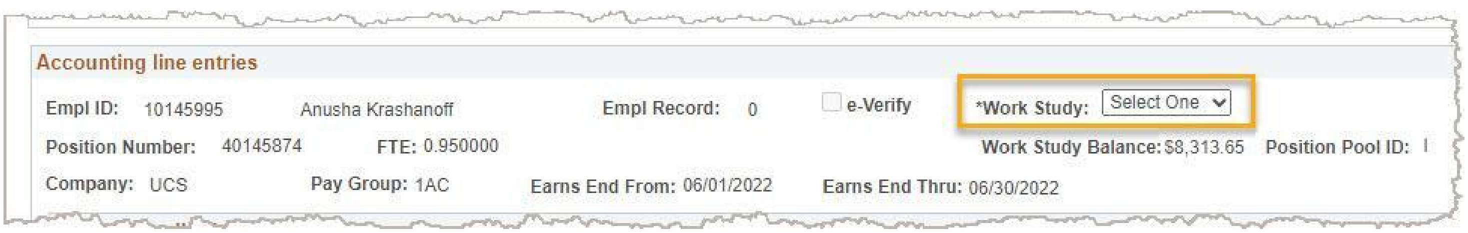
The **e-Verify** check box indicates if the employee has been e-Verified.

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.

2. Review **Work Study** information.



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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.

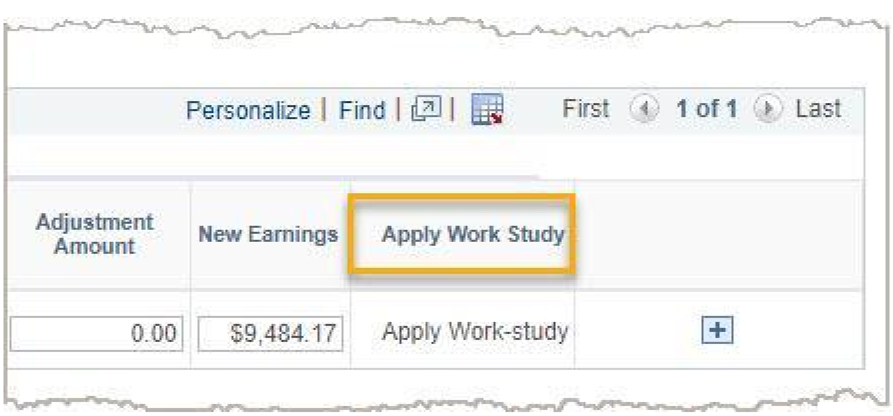
Position Pool ID identifies the work study pool providing the funds for the employee's job position.

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.



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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.

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:

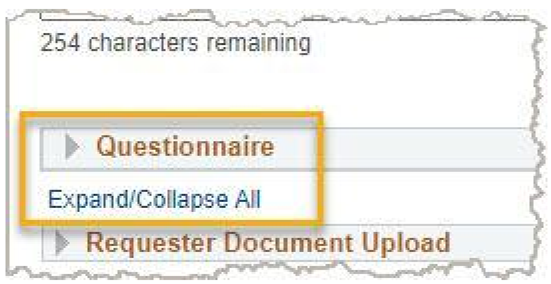
- Apply Work-study
- Flexible Option
- Leave as is
- Re-Apply Work-study
- Remove WS

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

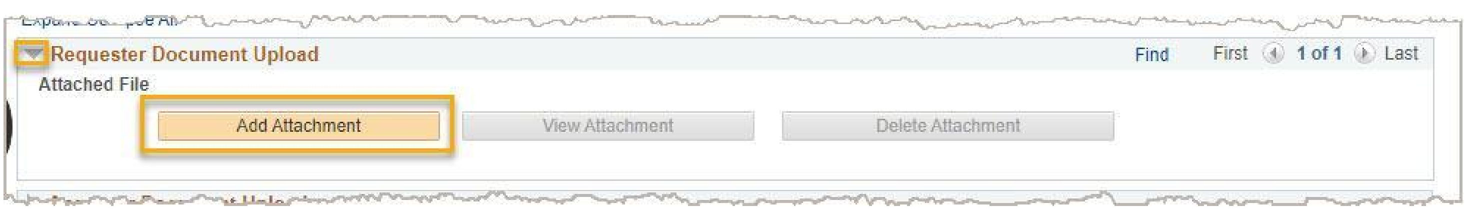
If not zero, review the **Adjustment Amount** and **New Earnings** fields and adjust as needed until the **Difference** amount is zero.

6. Once all lines have been updated and the **Difference** amount is zero, provide **mandatory Requestor Comments**.

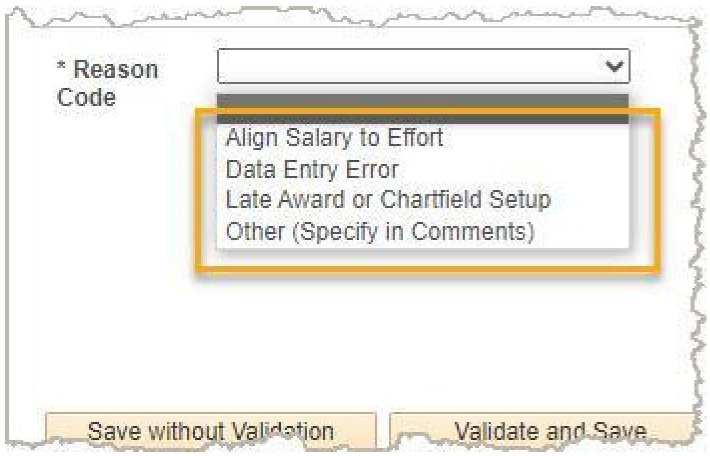
7. If appropriate, open the **Questionnaire** and provide answers.



8. If appropriate, upload supporting or information documents using the **Requestor Document Upload** section.



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



10. Save the transaction.

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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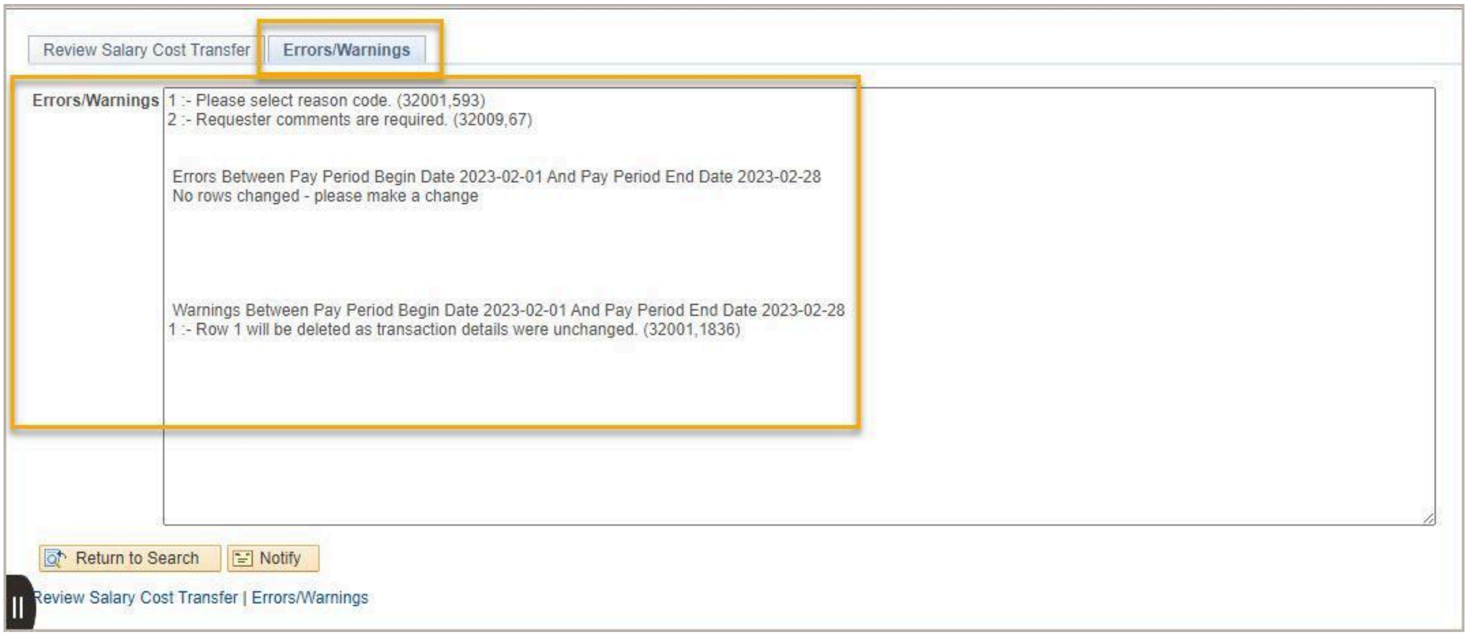
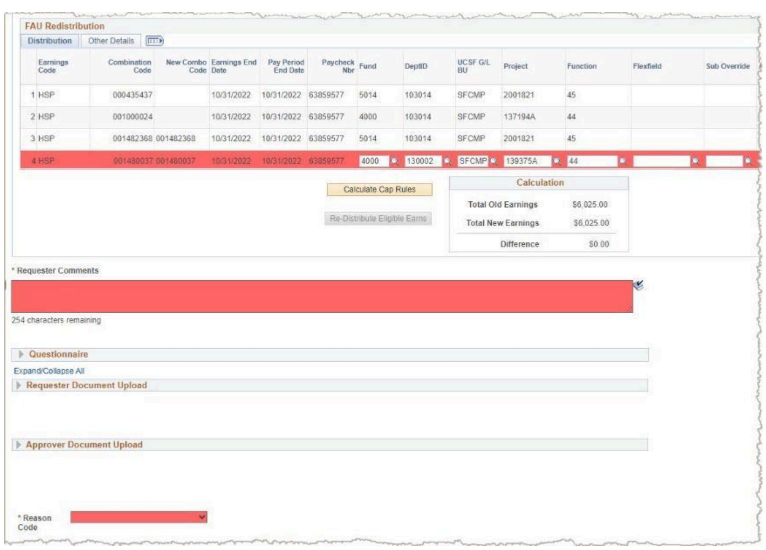
11. Address any error and warning messages displayed on the **Errors/Warnings** tab.



The **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.

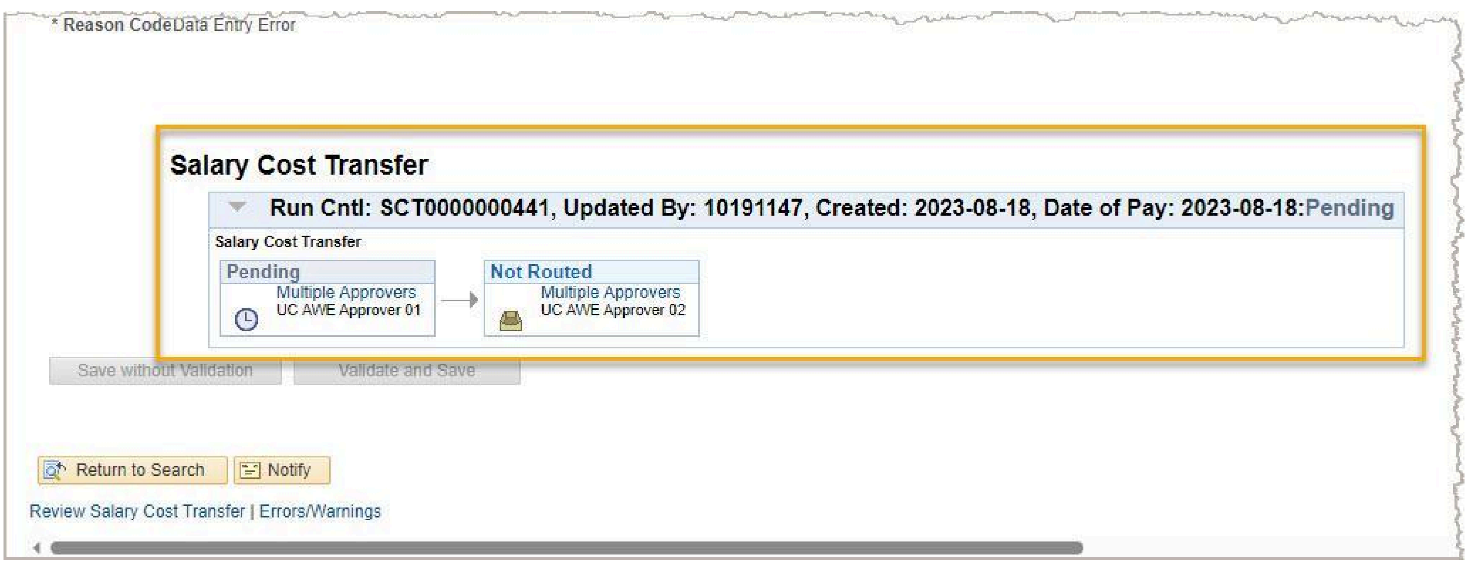
Return to the **Review Salary Cost Transfer** tab to review the fields identified with issues.



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

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.

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 any 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)**.

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**.

2. Return to complete adding the SCT.

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

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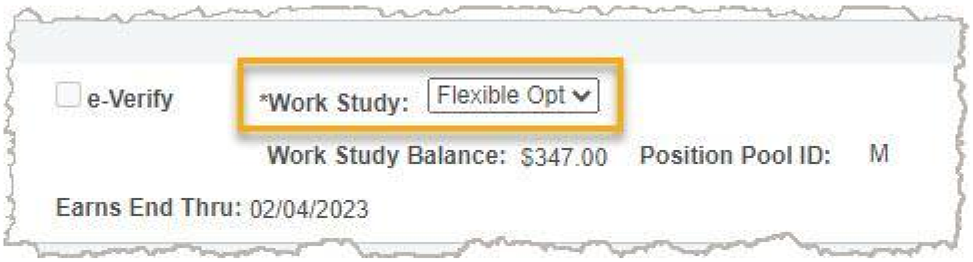
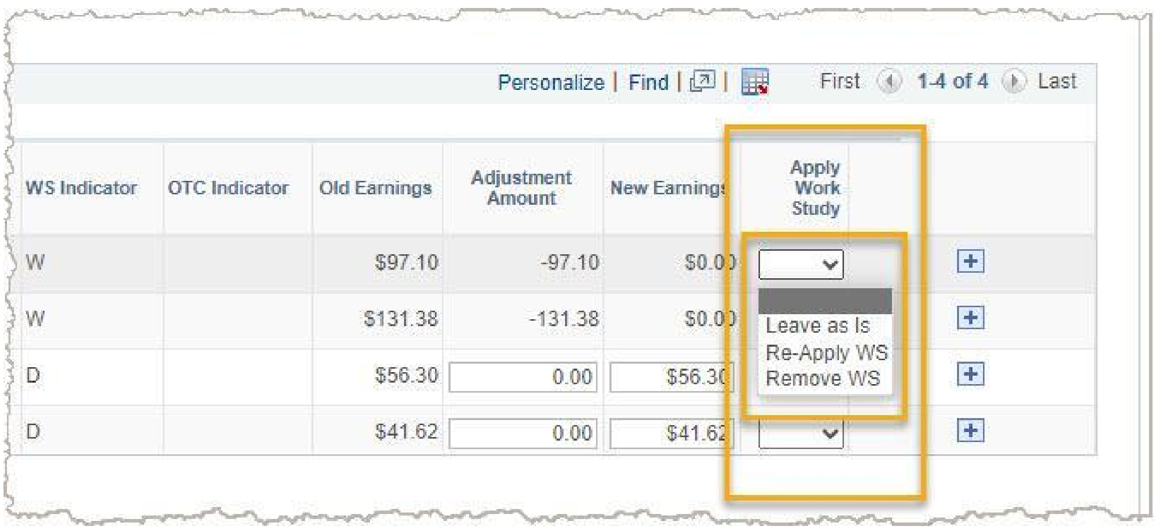
Flexible Option

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.

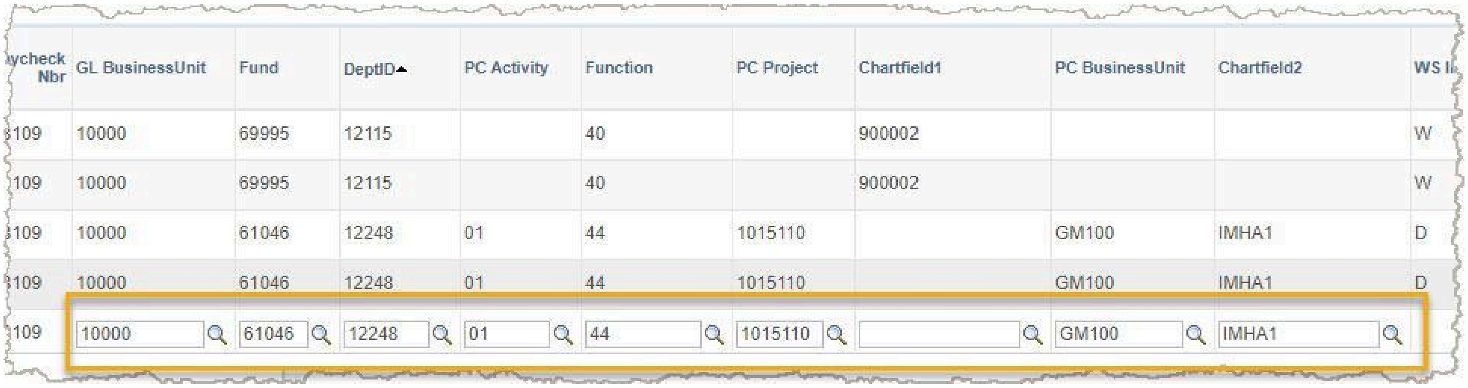


2. Select the appropriate Work Study transaction option at the row level with the **Apply Work Study** field.



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

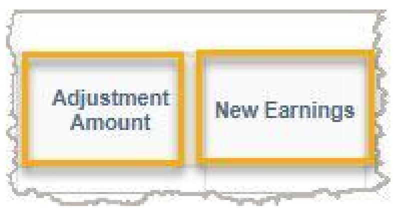
4. Select or update FAU funding values for the new Work Study distribution row(s).



ycheck Nbr	GL BusinessUnit	Fund	DeptID	PC Activity	Function	PC Project	Chartfield1	PC BusinessUnit	Chartfield2	WS I
3109	10000	69995	12115		40		900002			W
109	10000	69995	12115		40		900002			W
3109	10000	61046	12248	01	44	1015110		GM100	IMHA1	D
3109	10000	61046	12248	01	44	1015110		GM100	IMHA1	D
109	10000	61046	12248	01	44	1015110		GM100	IMHA1	

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).



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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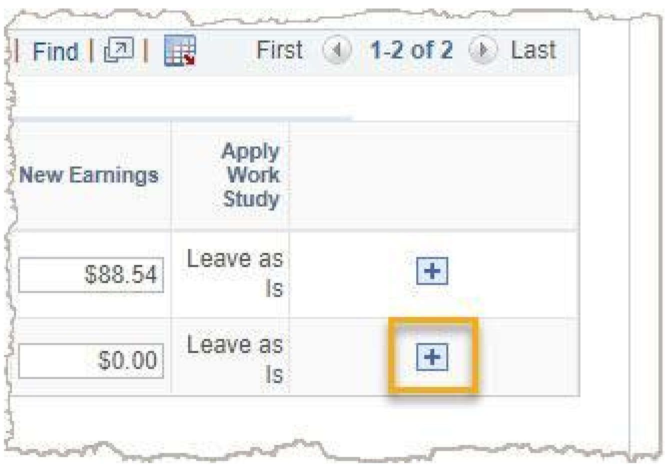
Leave as is

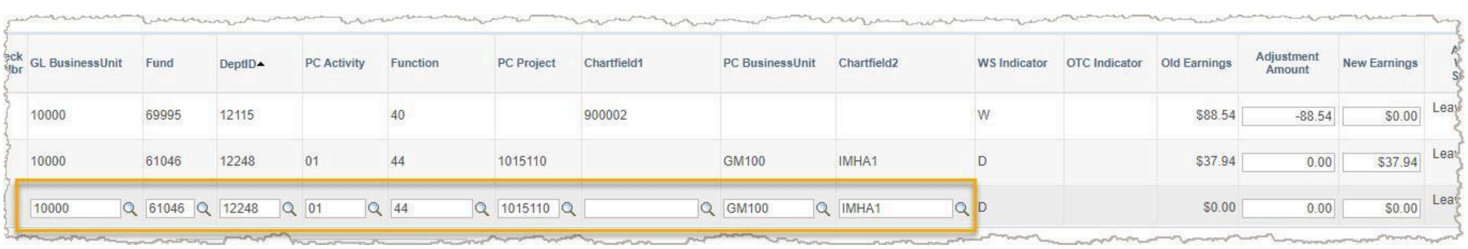
Use this option to update **Department Cost Share** values and amounts. Additional splitting is not allowed.

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

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



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

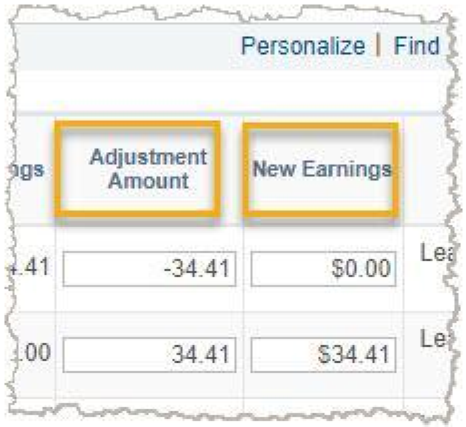


ck Nbr	GL BusinessUnit	Fund	DeptID	PC Activity	Function	PC Project	Chartfield1	PC BusinessUnit	Chartfield2	WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	
	10000	69995	12115		40		900002			W		$88.54	-88.54	$0.00	Leav
	10000	61046	12248	01	44	1015110		GM100	IMHA1	D		$37.94	0.00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

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.

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



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.

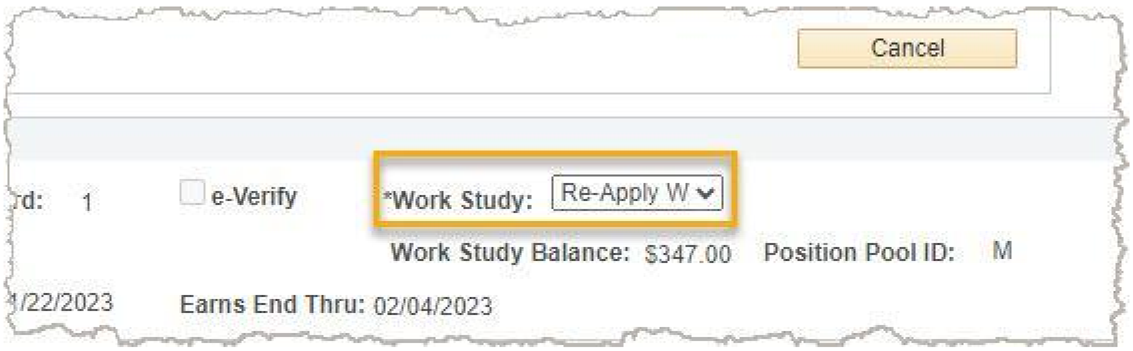
5. Return to complete adding the SCT.

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

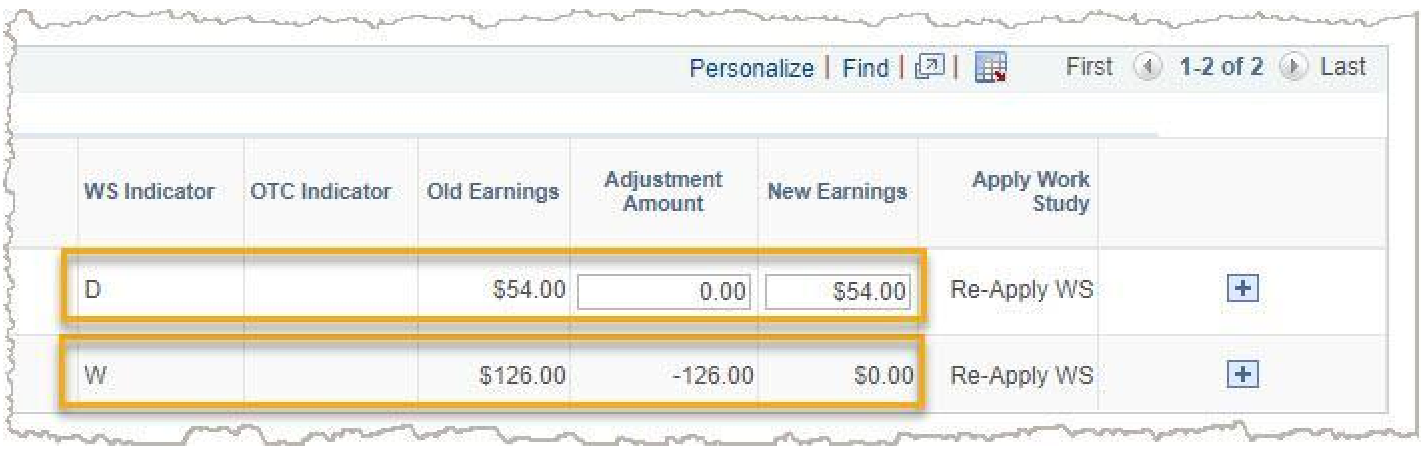
Re-Apply Work-study

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**.



2. Move amounts to re-apply the funds.



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

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

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.

Remove WS

Remove work study funding distribution from an ineligible check.

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

2. Move amounts to re-apply the funds.

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

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

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

3. Return to complete adding the SCT.