

Job Aid: Salary Cost Transfer for Unrestricted 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 **Unrestricted Funds**.

Unrestricted Funds are those that:

- Have no restrictions on spending.
- Can be redistributed from one FAU to another without special edits.

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:

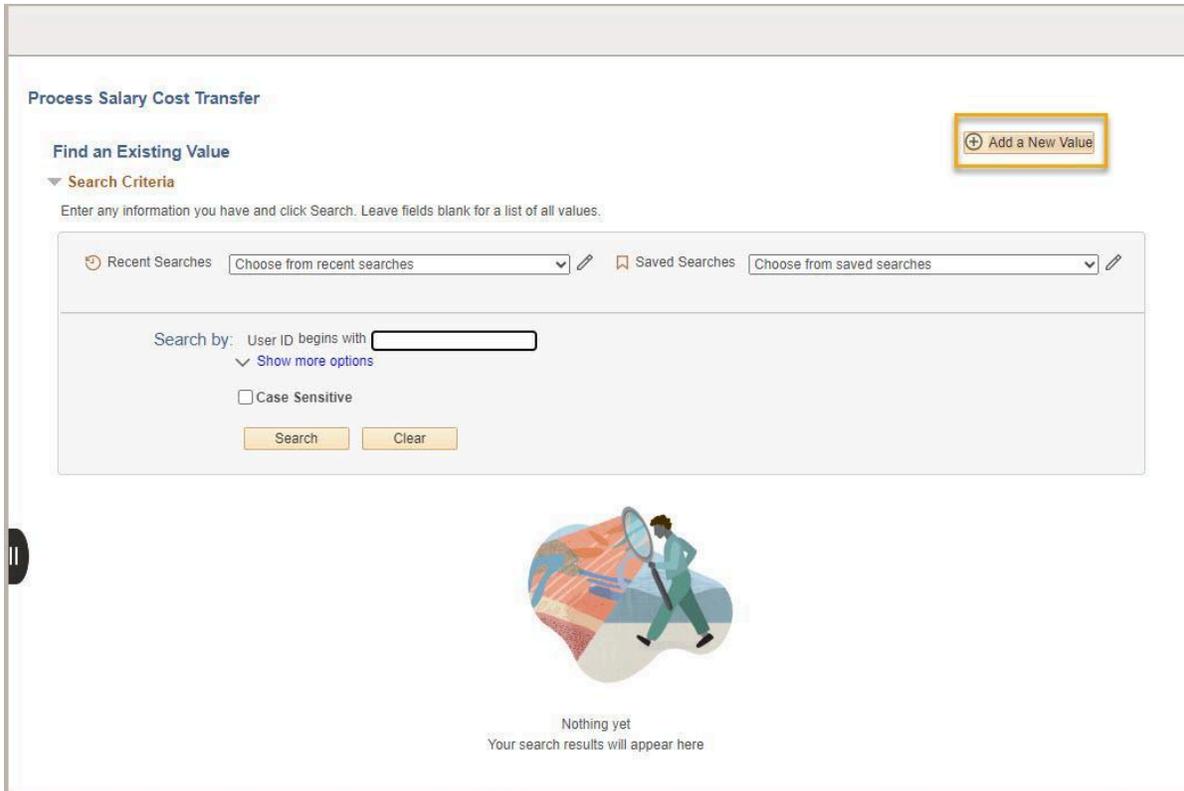
- [Add a New SCT](#)
- [Find Payroll Accounting Data](#)
- [Select Payroll Accounting Lines for SCT](#)
- [Create the Salary Cost Transfer](#)
- [Review the Salary Cost Transfer](#)

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Add a New SCT

Before beginning SCT activities, ensure that 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 + Add a New Value

▼ Search Criteria

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

Recent Searches Saved Searches

Search by: User ID begins with

▼ Show more options

Case Sensitive

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

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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 not valid.

Process Salary Cost Transfer

Process Salary Cost Transfer

Salary Cost Transfer ID: NEW

*Set ID: UCOP1

Search By

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

The screenshot shows a 'Search By' dropdown menu with two radio button options: 'Earns End Date' (which is selected) and 'Pay End Date'.

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.

The screenshot shows the 'Search By Dates' section with two date input fields: '*From Date: 02/01/2023' and '*Thru Date: 02/28/2023'. Both fields have calendar icons to the right.

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 (ex: one day of vacation) retrieve 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 search retrieves earnings that match whatever criteria are provided. The columns displayed are based on **the Location's specific UCPATH GL Chartfield** configuration and the **type of funding** involved.

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.

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Select Payroll Accounting Lines for SCT

Payroll Accounting Data									
Pay Check Details		GL Details	Other Details						
Selected	Company	Pay Group	Pay Run ID	Off Cycle	Paycheck Number	Pay End Date	Earnings End Date	Posting End	
1 <input type="checkbox"/>	UCS	6HS	230331M0X	<input type="checkbox"/>	65917872	03/31/2023	03/31/2023	03/31/20	
2 <input type="checkbox"/>	UCS	6HS	230331M0Y	<input type="checkbox"/>	65917872	03/31/2023	03/31/2023	03/31/20	

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	<p>Payroll Data before 10/4/21 must use Direct Retro for updates.</p> <p>Payroll Data after 10/3/21 and with an existing Direct Retro must use Direct Retro for updates, not SCT.</p> <p>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.</p>
SCT – Yes	SCT Eligible for New Tool	<p>Payroll Data after 10/3/21 and without an existing Direct Retro use SCT for updates.</p> <p>For these, use the Selected check box to process the row as SCT.</p>
SCT – Yes	SCT in Progress in New Tool	<p>Payroll Data for this row has already been submitted for SCT processing and is unavailable for additional SCT processing.</p> <p>For these, the Selected check box is grayed out, indicating it is unavailable for SCT updates.</p>

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



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3. After selecting the payroll 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

Review Salary Cost Transfer | Errors/Warnings

Salary Cost Transfer Transaction

Transaction ID: SCT0000000165 Created By: 10191147 Timothy Chung Creation Dt: 08/14/2023
 Transaction Status: Initiated High Risk Last Modified By: 10191147 Timothy Chung Last Modified: 08/14/2023

Accounting line entries Find | View All

Empl ID: 10000005 Mary Nessralla Empl Record: 0 e-Verify
 Position Number: 40001231 FTE: 1.000000
 Company: UCS Pay Group: MME Earns End From: 02/01/2023 Earns End Thru: 02/28/2023

FAU Redistribution Personalize | Find |

Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Paycheck Nbr	Entity	Fund	Financial Unit	Account	UCOP Funct	Program	Project	GL Bus Unit	Activity	Task	Award Number	Old Earnings	Adjustment Amount	New Earnings
1 REG	001058536		02/21/2023	03/31/2023	65948220	20555	69085	6011010	501000	432	000	0000000	UCOPF	000000	000	0000000	\$-387.64	0.00	\$-387.64

Calculation

Total Old Earnings	\$-387.64
Total New Earnings	\$-387.64
Difference	\$0.00

* Requester Comments

254 characters remaining

Questionnaire

Expand/Collapse All

Requester Document Upload

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.

- 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: SCT0000000392 Created By: 10191147 Timothy Chung Creation Dt: 08/17/2023
 Transaction Status: Initiated High Risk Last Modified By: 10191147 Timothy Chung Last Modified: 08/17/2023

Cancel

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

The screenshot shows the 'Review Salary Cost Transfer' interface. It has two tabs: 'Review Salary Cost Transfer' (selected) and 'Errors/Warnings'. Below the tabs is a section titled 'Salary Cost Transfer Transaction'. The details are as follows:

Transaction ID: SCT0000000392	Created By: 10191147	Timothy Chung	Creation Dt: 08/17/2023
Transaction Status: Initiated	<input type="checkbox"/> High Risk	Last Modified By: 10191147	Timothy Chung
			Last Modified: 08/17/2023

A 'Cancel' button is highlighted with a yellow box in the bottom right corner.

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

The screenshot shows the 'Accounting line entries' section. It contains the following information:

Empl ID: 10000005	Mary Nessralla	Empl Record: 0	<input type="checkbox"/> e-Verify
Position Number: 40001231	FTE: 1.000000		
Company: UCS	Pay Group: MME	Earns End From: 02/01/2023	Earns End Thru: 02/28/2023

Below this information is a section titled 'FAU Redistribution'.

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

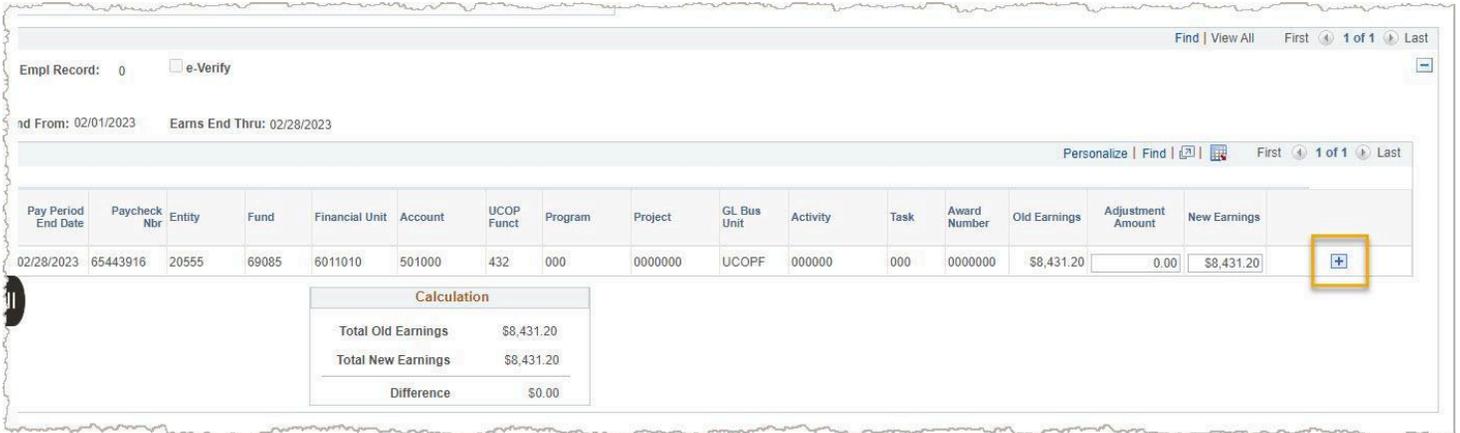
Pay Group indicates the employee's payroll frequency, **Monthly** or **Biweekly**. Accounting information for **Monthly** employees is displayed in monthly payroll periods. Accounting information for **Biweekly** employees displays in biweekly payroll periods. For more detailed information, refer to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

- Changes can be made to multiple pay periods. If the accounting distribution selected covers more than one earnings period, click on any of the display options to view additional FAU distribution information.

The screenshot shows a pagination control with the following options: 'Find', 'View All', 'First', '1 of 5', and 'Last'. The 'View All' option is highlighted with a yellow box.

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



Empl Record: 0 e-Verify

Find | View All First 1 of 1 Last

nd From: 02/01/2023 Earns End Thru: 02/28/2023

Personalize | Find |  First 1 of 1 Last

Pay Period End Date	Paycheck Nbr	Entity	Fund	Financial Unit	Account	UCOP Funct	Program	Project	GL Bus Unit	Activity	Task	Award Number	Old Earnings	Adjustment Amount	New Earnings	
02/28/2023	65443916	20555	69085	6011010	501000	432	000	0000000	UCOPF	000000	000	0000000	\$8,431.20	0.00	\$8,431.20	

Calculation

Total Old Earnings	\$8,431.20
Total New Earnings	\$8,431.20
Difference	\$0.00

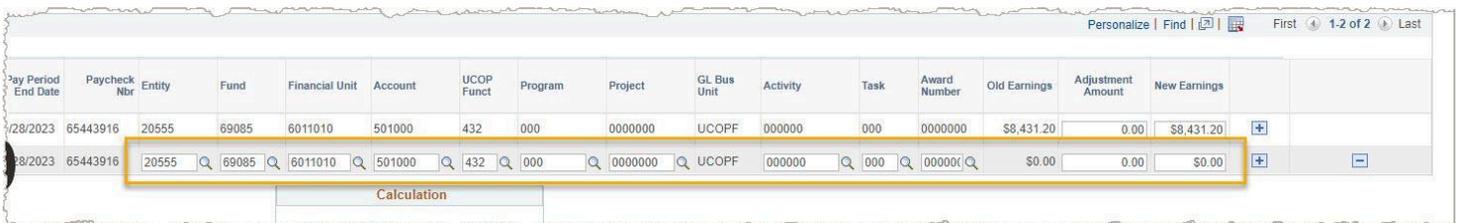
Optional: To review a copy of the initial distribution before making modifications, click the **Excel** icon  found in the right corner of the section. The data displayed in the section table will be downloaded to Excel.



Find | View All First 1 of 1 Last

Personalize | Find |  First 1 of 1 Last

3. Use the new row's **FAU** columns to enter or select the correct funding sources for the existing line.



Personalize | Find |  First 1-2 of 2 Last

Pay Period End Date	Paycheck Nbr	Entity	Fund	Financial Unit	Account	UCOP Funct	Program	Project	GL Bus Unit	Activity	Task	Award Number	Old Earnings	Adjustment Amount	New Earnings	
2/28/2023	65443916	20555	69085	6011010	501000	432	000	0000000	UCOPF	000000	000	0000000	\$8,431.20	0.00	\$8,431.20	
2/28/2023	65443916	<input type="text" value="20555"/>	<input type="text" value="69085"/>	<input type="text" value="6011010"/>	<input type="text" value="501000"/>	<input type="text" value="432"/>	<input type="text" value="000"/>	<input type="text" value="0000000"/>	<input type="text" value="UCOPF"/>	<input type="text" value="000000"/>	<input type="text" value="000"/>	<input type="text" value="0000000"/>	\$0.00	0.00	\$0.00	

Calculation

Total Old Earnings: \$8,431.20

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

- Use the **Adjustment Amount** and **New Earnings** fields to transfer amounts from the original distribution line to the new one.
- In the **original** row, enter the **New Earnings** amount into the **Adjustment Amount** field as a **negative value**, then tab out of the field; the **New Earnings** amount automatically changes to zero.

gs	Adjustment Amount	New Earnings	
20	-8431.20	\$0.00	+
00	0.00	\$0.00	+

- In the **new** row, enter the appropriate amount in the **New Earnings** field as a **positive value**.

gs	Adjustment Amount	New Earnings	
20	-8431.20	\$0.00	+
00	0.00	8431.20	+

For multiple-row redistribution, repeat as necessary.

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

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and From: 02/01/2023 Earnings End Thru: 02/28/2023

Personalize | Find | First 1-2 of 2 Last

Pay Period End Date	Paycheck Nbr	Entity	Fund	Financial Unit	Account	UCOP Funct	Program	Project	GL Bus Unit	Activity	Task	Award Number	Old Earnings	Adjustment Amount	New Earnings	
02/28/2023	65443916	20555	69085	6011010	501000	432	000	0000000	UCOPF	000000	000	0000000	\$8,431.20	-8431.20	\$0.00	+
02/28/2023	65443916	20555	19901	6011010	501000	432	000	0000000	UCOPF	000000	000	0000000	\$0.00	8431.20	\$8,431.20	+

Calculation

Total Old Earnings	\$8,431.20
Total New Earnings	\$8,431.20
Difference	\$0.00

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

5. Provide mandatory **Requestor Comments**.

*** Requester Comments**

254 characters remaining

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

254 characters remaining

▶ **Questionnaire**

Expand/Collapse All

▶ **Requester Document Upload**

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

Requester Document Upload Find First 1 of 1 Last

Attached File

Add Attachment

View Attachment

Delete Attachment

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8. Select the mandatory **Reason Code**.

9. 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.

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

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Review Salary Cost Transfer **Errors/Warnings**

Errors/Warnings

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

Combination Code Validation Failed with reason: Cross-Validation Rules: Only FinU 600000A may post to Entity 20555 for transactions using Natural Accounts 4000AA, 4400AA, 5000AA, 5800AA (GL-940774069) Em Cd:REG, 20555-19901-6011010-501000-432-000-0000000-UCOPF-000000-000-0000000-- UCOPF-896.4 Failed Validation

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

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.

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FAU Redistribution

Distribution | Other Details

Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Paycheck Nbr	Entity	Fund	Financial Unit	Account	UCOP Funct	Program
1 REG	001058536		01/31/2023	01/31/2023	65066014	20555	69085	6011010	501000	432	000
2 REG	001483437	001483437	01/31/2023	01/31/2023	65066014	20555	19901	6011010	501000	432	000

Calculation

Total Old Earnings	\$8,431.20
Total New Earnings	\$8,431.20
Difference	\$0.00

* Requester Comments

254 characters remaining

▶ Questionnaire

Expand/Collapse All

▶ Requester Document Upload

▶ Approver Document Upload

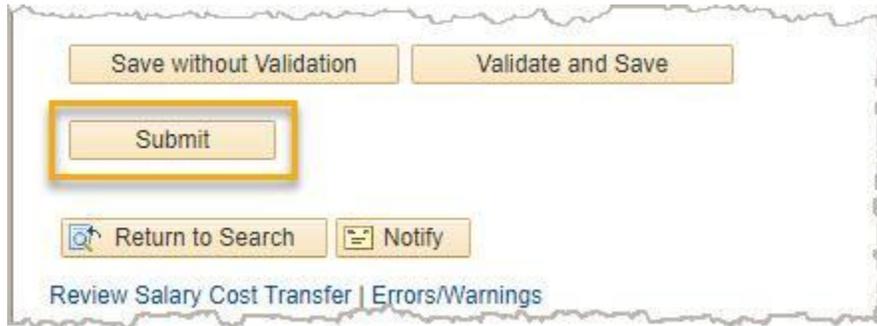
* Reason Code

Correct **FAU** and amount fields as appropriate.

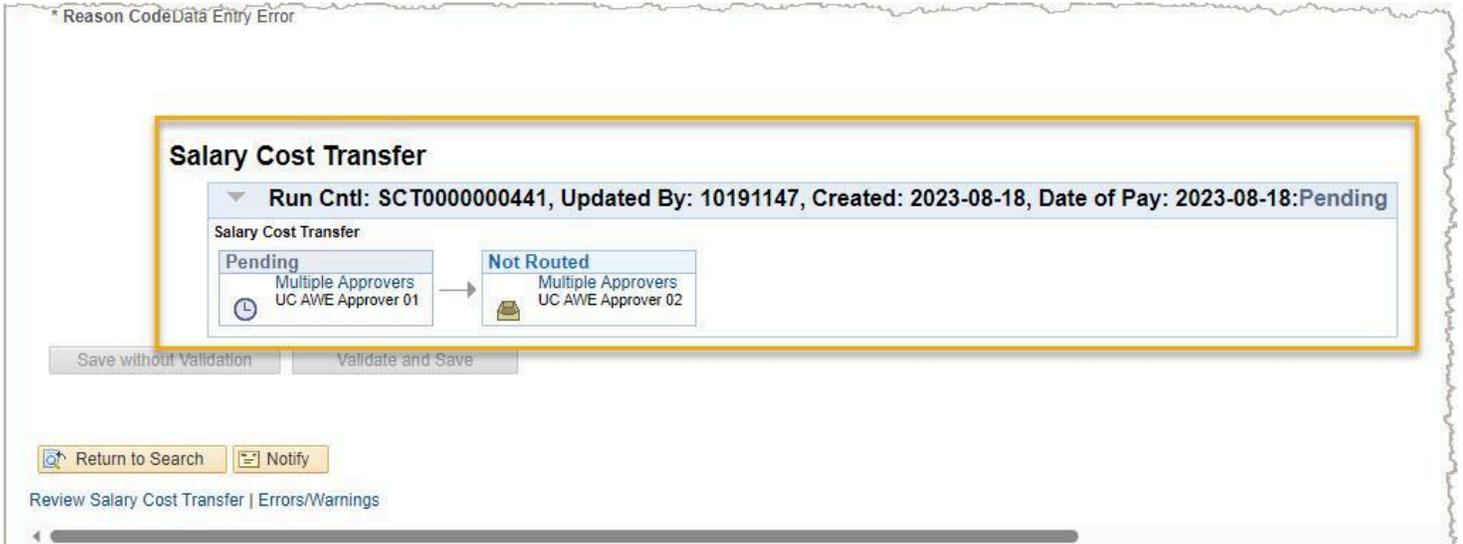
The transaction cannot be submitted for approval until all errors have been corrected.

11. Submit the transaction for approval.

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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

Step	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).