

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

Restricted Funds are those that:

- Have restrictions on spending.
- Must pass special Cap Rules redistribution edits.

Navigation:

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

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

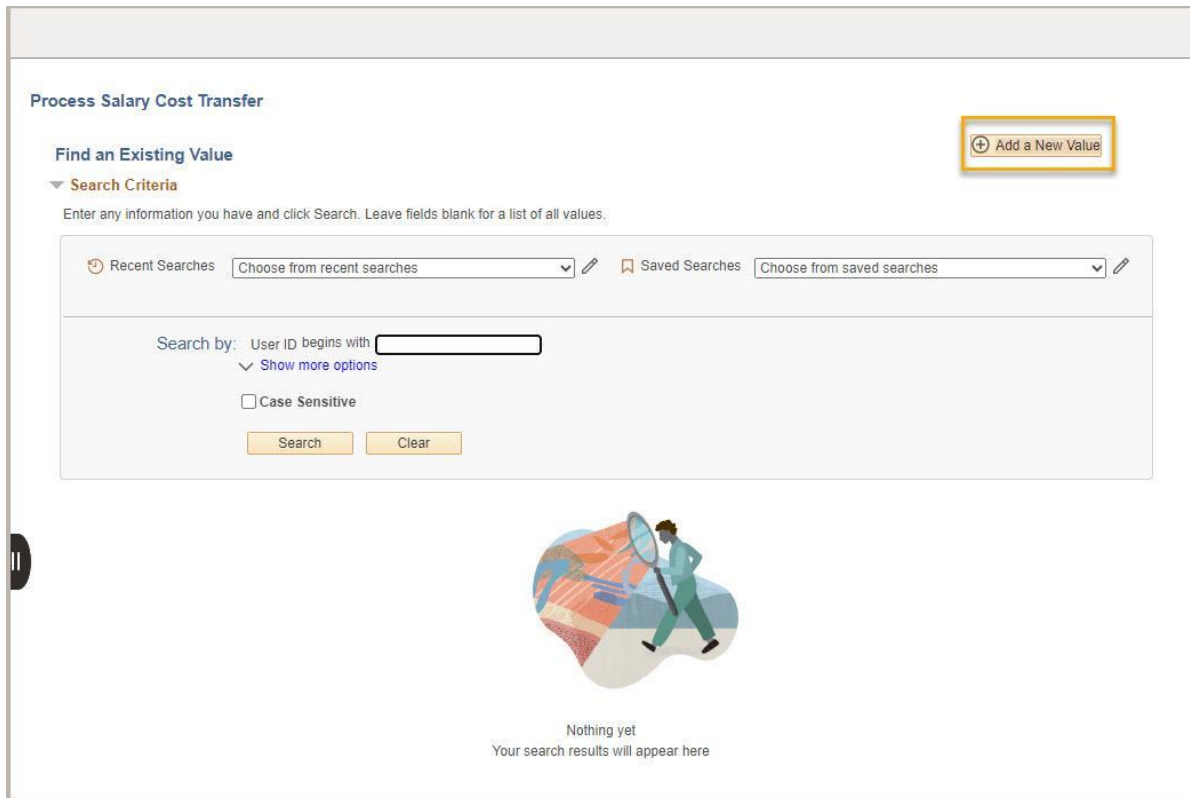
- [Add a New SCT](#)
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Add a New SCT

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

▼ 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 0

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

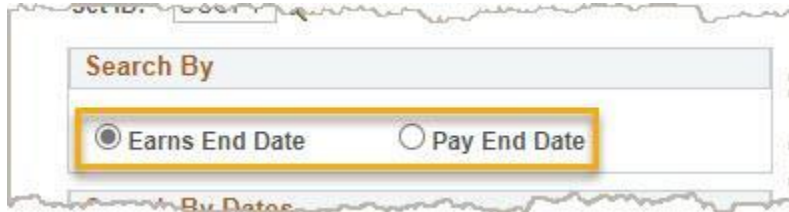
Process Salary Cost Transfer

Salary Cost Transfer ID: NEW

*Set ID: SFCMP

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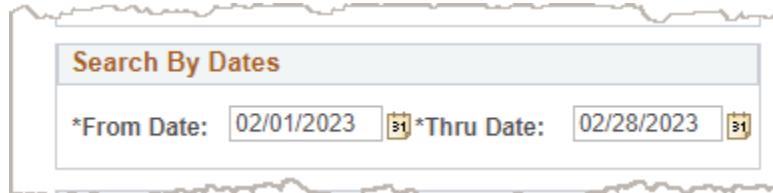
2. Select the **Search By** type.



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

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. The first field is labeled '*From Date:' and contains the date '02/01/2023'. The second field is labeled '*Thru Date:' and contains the date '02/28/2023'. Both fields have a calendar icon to the right.

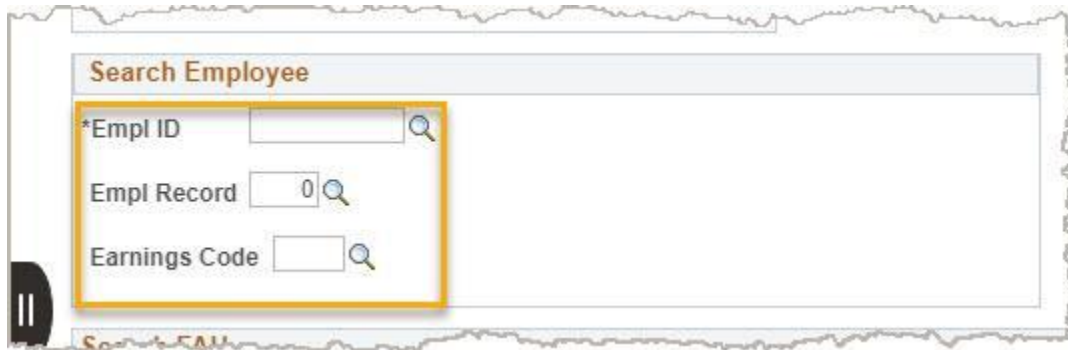
Field	Description
From Date	Required. Accept the default or enter the start date of the search.
Thru Date	Required. Accept the default or enter the end date of the search.

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 (e.g., one day of vacation) retrieve the **From** and **Thru** date payroll information.

4. Enter or select employee search criteria.

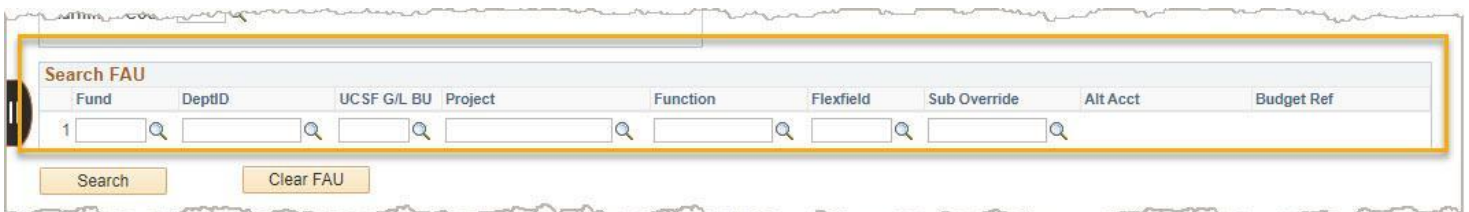
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Field	Description
Empl ID	Required. Select or enter the appropriate employee identification number.
Empl Record	Optional. Used to retrieve transaction lines for the employee's job. The default is zero, the employee's first job. Accept the default or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

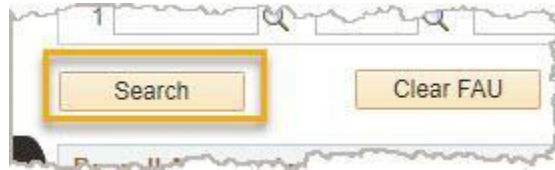
The search retrieves earnings that match whatever criteria are provided. The columns displayed are based on **the Location's FAU template**.



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.

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Select Payroll Accounting Lines for SCT



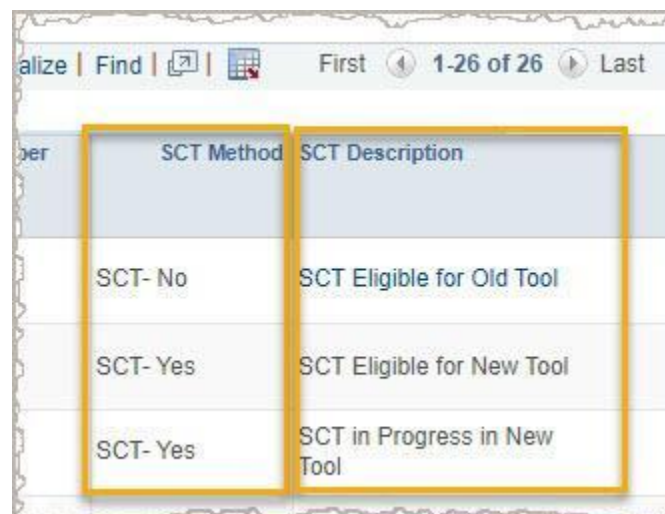
Payroll Accounting Data									
Pay Check Details		GL Details	Other Details						
Selected	Company	Pay Group	Pay Run ID	Off Cycle	Paycheck Number	Pay End Date	Earnings End Date	Pos	
1 ☐	UCS	2HS	221203M0Y	☒	9910351367	12/03/2022	10/31/2022	12/0	
2 ☐	UCS	2HS	221231M0X	☐	64265505	11/30/2022	10/31/2022	12/3	

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 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 unavailable 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 payroll data for SCT activities.

Payroll Accounting Data

Pay Check Details | GL Details | Other Details

Selected	Company	Pay Group	Pay Run ID	Off Cycle	Paycheck Number	Pay End Date
☒	UCS	2HS	221031M0X	☐	63859577	10/31/2022
☒	UCS	2HS	221031M0X	☐	63859577	10/31/2022

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Payroll Accounting Data			
Pay Check Details		GL Details	Other Details
Selected	Company	Pay Group	Pay Run ID
☒	UCS	2HS	221031M0X
☒	UCS	2HS	221031M0X

Indicator	OTC Indicator▲
	N-OTC001
	Y-OTC001

When an **N-OTC** earnings line is selected, its corresponding **Y-OTC** line is automatically selected.

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

Select All Deselect All

Save Notify

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

Process Salary Cost Transfer

Process Salary Cost Transfer

Salary Cost Transfer ID: SCT0000000165

Cancel **Run**

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Create the Salary Cost Transfer

Review Salary Cost Transfer

Errors/Warnings

Salary Cost Transfer Transaction

Transaction ID: SCT0000000774
Transaction Status: Initiated
Created By: 10191147 Timothy Chung
Last Modified By: 10191147 Timothy Chung
Creation Dt: 08/25/2023
Last Modified: 08/25/2023

Cancel

Accounting line entries

Empl ID: 10351367 Danielle McBroom
Position Number: 40635392 FTE: 1.000000
Company: UCS Pay Group: 2HS
Empl Record: 0
Earnings End From: 10/01/2022
Earnings End Thru: 10/31/2022

e-Verify

FAU Redistribution

Distribution

Other Details

Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Paycheck Nbr	Fund	DeptID	UCSF G/L BU	Project	Function	Flexfield	S
1 HSP	000435437		10/31/2022	10/31/2022	63859577	5014	103014	SFCMP	2001821	45		
2 HSP	001000024		10/31/2022	10/31/2022	63859577	4000	103014	SFCMP	137194A	44		

Calculate Cap Rules

Re-Distribute Eligible Earnings

Calculation

Total Old Earnings	\$6,025.00
Total New Earnings	\$6,025.00
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.

1. Carefully review the information before continuing.

- The **Salary Cost Transfer Transaction** section contains SCT transaction information.

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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'. Inside this section, a yellow-bordered box contains the following information:

Transaction ID: SCT0000000774	Created By: 10191147	Timothy Chung	Creation Dt: 08/25/2023
Transaction Status: Initiated	☐ High Risk	Last Modified By: 10191147	Timothy Chung
			Last Modified: 08/25/2023

Below the yellow box is a 'Cancel' button.

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

This is an identical screenshot of the 'Review Salary Cost Transfer' window shown above. The 'Cancel' button is highlighted with a yellow border.

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

The screenshot shows the 'Accounting line entries' section. A yellow-bordered box contains the following information:

Empl ID: 10351367	Danielle McBroom	Empl Record: 0	☐ e-Verify
Position Number: 40635392	FTE: 1.000000		
Company: UCS	Pay Group: 2HS	Earns End From: 10/01/2022	Earns End Thru: 10/31/2022

Below the yellow box, the word 'FAIL' is visible in red.

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

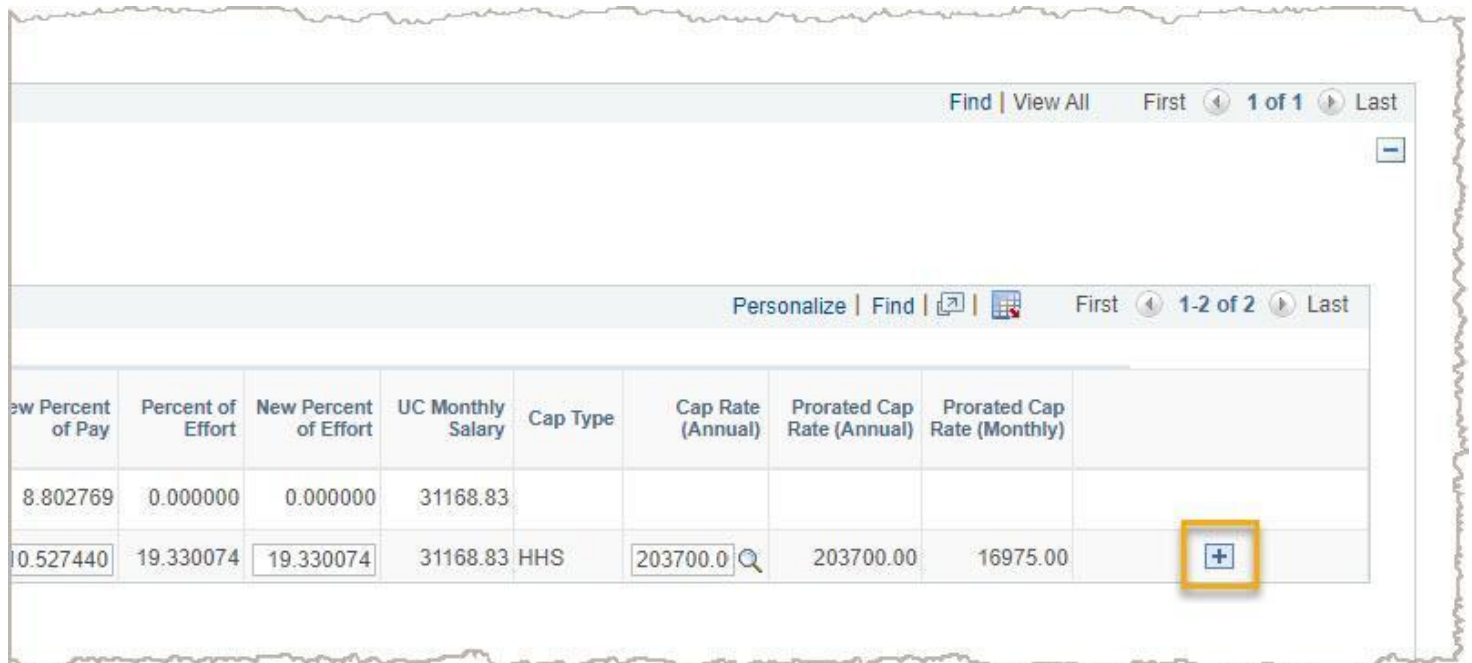
Pay Group indicates the employee's payroll frequency, **Monthly** or **Biweekly**. Accounting information for **Monthly** employees is displayed in monthly payroll periods. Accounting information for **Biweekly** employees displays in biweekly payroll periods. For more detailed information, refer to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

- 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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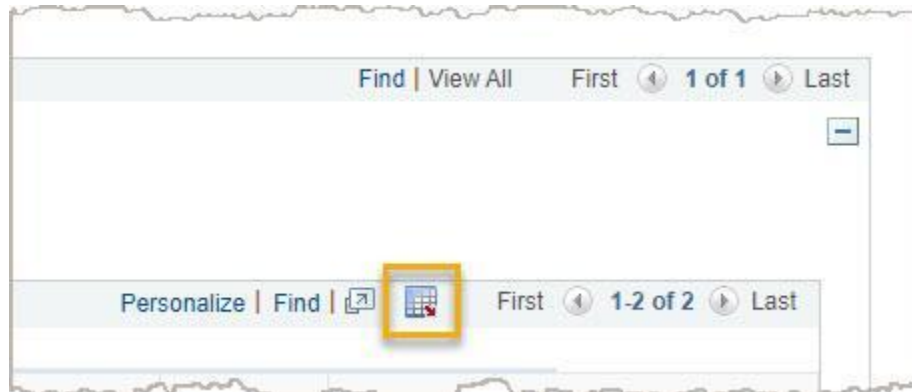


2. Click the **Add a new row** icon  to add a row for the new FAU funding distribution.



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.

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This is particularly useful for sizable transactions, especially for capped funds.

- Review the new row's **FAU** columns and defaulted values and update or select the correct funding sources. This becomes a new **N-OTC** line.

FAU Redistribution

Distribution | Other Details |

Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Paycheck Nbr	Fund	DeptID	UCSF G/L BU	Project	Function	Flexfield	Sub Override	Alt Acct	Budget Ref	Other
1 HSP	000435437		10/31/2022	10/31/2022	63859577	5014	103014	SFCMP	2001821	45				Y-OTC002	
2 HSP	001000024		10/31/2022	10/31/2022	63859577	4000	103014	SFCMP	137194A	44				N-OTC002	
3 HSP			10/31/2022	10/31/2022	63859577	4000	103014	SFCMP	137194A	44					

Calculation	
Total Old Earnings	\$6,025.00
Total New Earnings	\$6,025.00
Difference	\$0.00

- Use the **Cap Funds** attributes (**Adjustment Amount**, **New Earnings**, **New Percent of Pay**, **New Percent of Effort**) to correct funding values or amounts in the original and new **N-OTC** lines.

Personalize | Find | | First 1-3 of 3 Last

Budget Ref	Old Earnings	Adjustment Amount	New Earnings	Percent of Pay	New Percent of Pay	Percent of Effort	New Percent of Effort	UC Monthly Salary	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)	
Y-OTC002	\$2,743.72	0.00	\$2,743.72	8.802769	8.802769	0.000000	0.000000	31168.83					
N-OTC002	\$3,281.28	0.00	\$3,281.28	10.527440	10.527440	19.330074	19.330074	31168.83	HHS	203700.0	203700.00	16975.00	+
	\$0.00	0.00	\$0.00	0.000000	0.000000	0.000000	0.000000	31168.83	HHS	203700.0	203700.00	16975.00	+ -

Correct these using one of these methods:

- Adjust the **New Percent of Pay** and **New Percent of Effort** fields between the original row and the new row to ensure the distribution is correct and complete. If necessary, adjust the **Cap Rate (Annual)** field. This is the preferred method.

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- Adjust the **Adjustment Amount** or **New Earnings** amounts:
 - 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, enter the correct amount into the **New Earnings** field as a **positive value**, then tab out of the field; the **Adjustment Amount** automatically calculates.
 - For multiple-row redistributions, repeat as necessary.
5. Once **N-OTC** line updating is completed, click the **Calculate Cap Rules** button to recalculate the over-the-cap amounts.

FAU Redistribution

Distribution | Other Details | [Icon]

	Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Paycheck Nbr	Fund	DeptID	UCSF G/L BU	Project	Function	File
1	HSP	000435437		10/31/2022	10/31/2022	63859577	5014	103014	SFCMP	2001821	45	
2	HSP	001000024		10/31/2022	10/31/2022	63859577	4000	103014	SFCMP	137194A	44	
3	HSP			10/31/2022	10/31/2022	63859577	4000	130002	SFCMP	137194A	44	

Calculate Cap Rules

Re-Distribute Eligible Earnings

Calculation	
Total Old Earnings	\$6,025.00
Total New Earnings	\$4,352.64
Difference	\$-1,672.36

The **Difference** value must be zero before the transaction can be submitted. If not zero, review and adjust the fields previously updated and adjust as needed until the **Difference** amount is zero.

Calculate Cap Rules

Re-Distribute Eligible Earnings

Calculation	
Total Old Earnings	\$6,025.00
Total New Earnings	\$6,025.00
Difference	\$0.00

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6. Update Y-OTC lines as needed.

Personalize Find 1-4 of 4 First Last													
Budget Ref	Old Earnings	Adjustment Amount	New Earnings	Percent of Pay	New Percent of Pay	Percent of Effort	New Percent of Effort	UC Monthly Salary	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)	
Y-OTC002	\$2,743.72	-1672.35	\$1,071.37	8.802769	3.437312	0.000000	0.000000	31168.83					+
N-OTC002	\$3,281.28	-2000.00	\$1,281.28	10.527440	4.110773	19.330074	7.548041	31168.83	HHS	203700.00	203700.00	16975.00	
Y-OTC004	\$0.00	1672.35	\$1,672.35	0.000000	5.365456	0.000000	0.000000	31168.83					+
N-OTC004	\$0.00	2000.00	\$2,000.00	0.000000	6.416667	0.000000	11.782032	31168.83	HHS	203700.00	203700.00	16975.00	-

The original **Y-OTC** row is automatically adjusted based on the changes made to the original **N-OTC** line. In addition, a new **Y-OTC** row is created for the new **N-OTC** line.

The **Y-OTC** rows will be open for editing, while the **N-OTC** rows will be closed for editing.

7. If needed, update the **N-OTC** lines by clicking the **Re-distribute Eligible Earnings** button to open **N-OTC** lines for editing.

Calculate Cap Rules

Re-Distribute Eligible Earns

Calculation

Total Old Earnings

\$6,025.00

Total New Earnings

\$6,025.00

Difference

\$0.00

The **N-OTC** lines will open for editing, while the **Y-OTC** lines will be closed for editing.

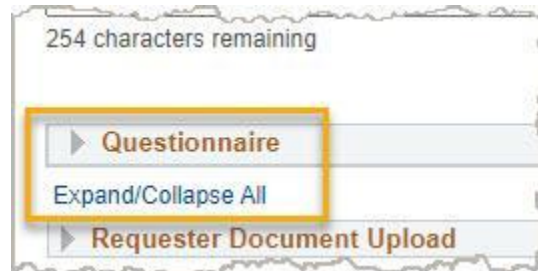
Personalize Find 1-4 of 4 First Last													
Budget Ref	Old Earnings	Adjustment Amount	New Earnings	Percent of Pay	New Percent of Pay	Percent of Effort	New Percent of Effort	UC Monthly Salary	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)	
Y-OTC002	\$2,743.72	-1672.35	\$1,071.37	8.802769	3.437312	0.000000	0.000000	31168.83					
N-OTC002	\$3,281.28	-2000.00	\$1,281.28	10.527440	4.110773	19.330074	7.548041	31168.83	HHS	203700.00	203700.00	16975.00	+
Y-OTC004	\$0.00	1672.35	\$1,672.35	0.000000	5.365456	0.000000	0.000000	31168.83					-
N-OTC004	\$0.00	2000.00	\$2,000.00	0.000000	6.416667	0.000000	11.782032	31168.83	HHS	203700.00	203700.00	16975.00	+

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8. 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 empty, and below it, it says "254 characters remaining". The entire form is enclosed in a light blue border with a decorative, torn-edge effect.

9. 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 expandable sections: "Questionnaire" and "Requester Document Upload". The "Questionnaire" section is currently expanded, showing a sub-section labeled "Expand/Collapse All". The "Requester Document Upload" section is collapsed.

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

A screenshot of the "Requester Document Upload" section. It features a header with "Requester Document Upload" and a "Find" button. Below the header, there is a table with one row labeled "Attached File". To the right of the table, there are three buttons: "Add Attachment", "View Attachment", and "Delete Attachment". The "Add Attachment" button is highlighted with a yellow border.

11. Select the mandatory **Reason Code**.

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A screenshot of a web form with a dropdown menu labeled '* Reason Code'. The dropdown is open, showing four options: 'Align Salary to Effort', 'Data Entry Error', 'Late Award or Chartfield Setup', and 'Other (Specify in Comments)'. The 'Other' option is highlighted with an orange box. Below the dropdown are two buttons: 'Save without Validation' and 'Validate and Save'.

12. Save the transaction.

A screenshot of the bottom section of a web form. It contains two buttons, 'Save without Validation' and 'Validate and Save', which are highlighted with orange boxes. Below these is a 'Submit' button. At the bottom, there are two buttons: 'Return to Search' (with a magnifying glass icon) and 'Notify' (with a speech bubble icon). 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.

13. 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)

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.

FAU Redistribution

Distribution | Other Details

Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Paycheck Nbr	Fund	DeptID	UCSF G/L BU	Project	Function	Flexfield	Sub Override
1 HSP	000435437		10/31/2022	10/31/2022	63859577	5014	103014	SFCMP	2001821	45		
2 HSP	001000024		10/31/2022	10/31/2022	63859577	4000	103014	SFCMP	137194A	44		
3 HSP	001482368	001482368	10/31/2022	10/31/2022	63859577	5014	103014	SFCMP	2001821	45		
4 HSP	001480037	001480037	10/31/2022	10/31/2022	63859577	4000	130002	SFCMP	139375A	44		

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

Calculation

Total Old Earnings	\$6,025.00
Total New Earnings	\$6,025.00
Difference	\$0.00

* Requester Comments

254 characters remaining

[Questionnaire](#)

[Expand/Collapse All](#)

[Requester Document Upload](#)

[Approver Document Upload](#)

* Reason Code

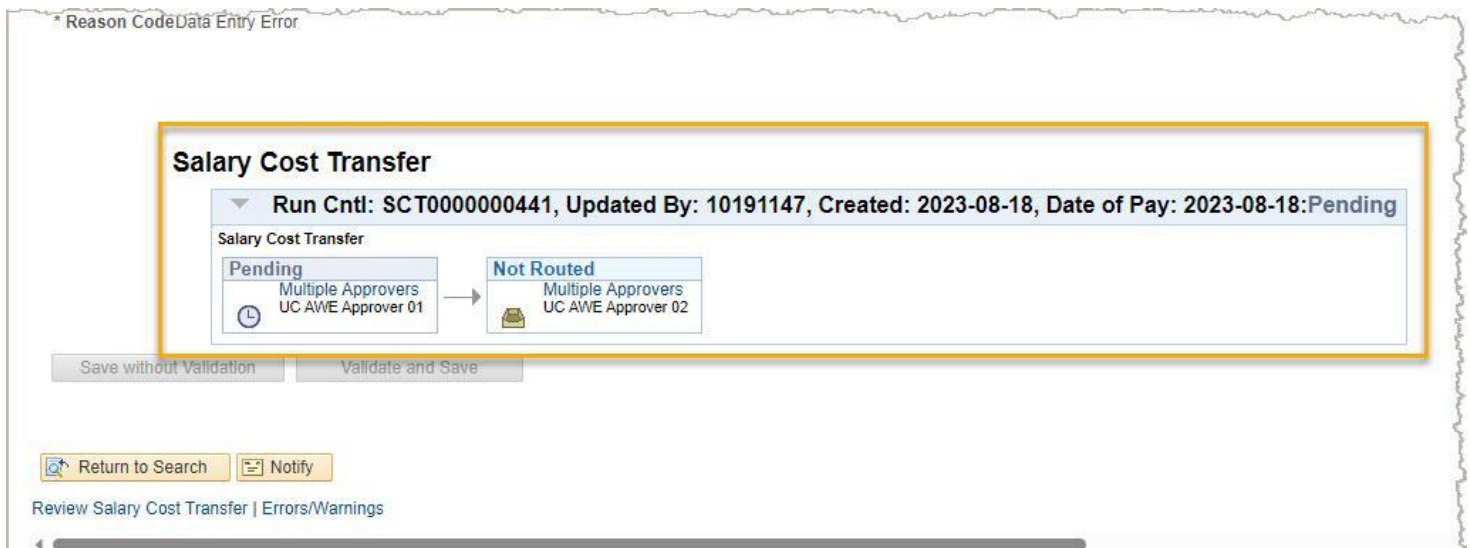
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The transaction cannot be submitted for approval until **all errors** have been corrected.

14. 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.

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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).