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**

Contents

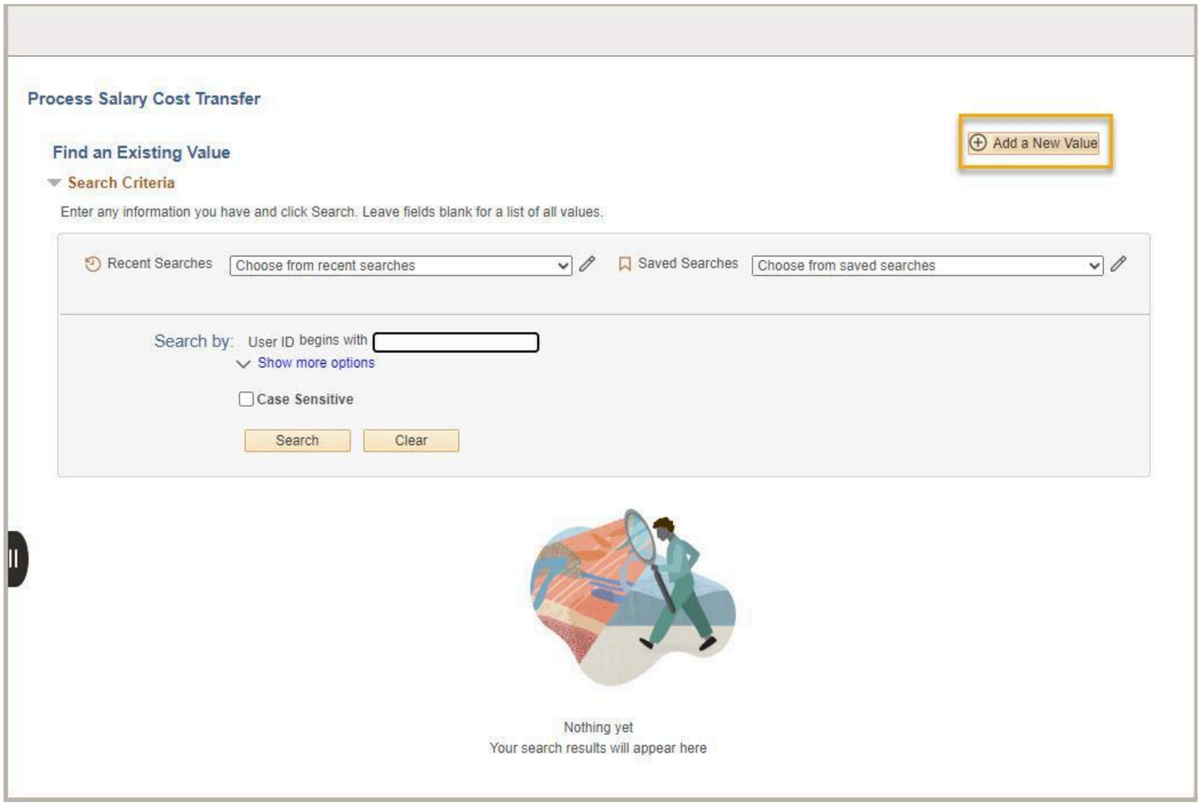
Click on a topic below to jump to that section for more information:

- Add a New SCT
- Find Payroll Accounting Data
- Select Payroll Accounting Lines for SCT
- Create the Salary Cost Transfer
- Review the Salary Cost Transfer

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.



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

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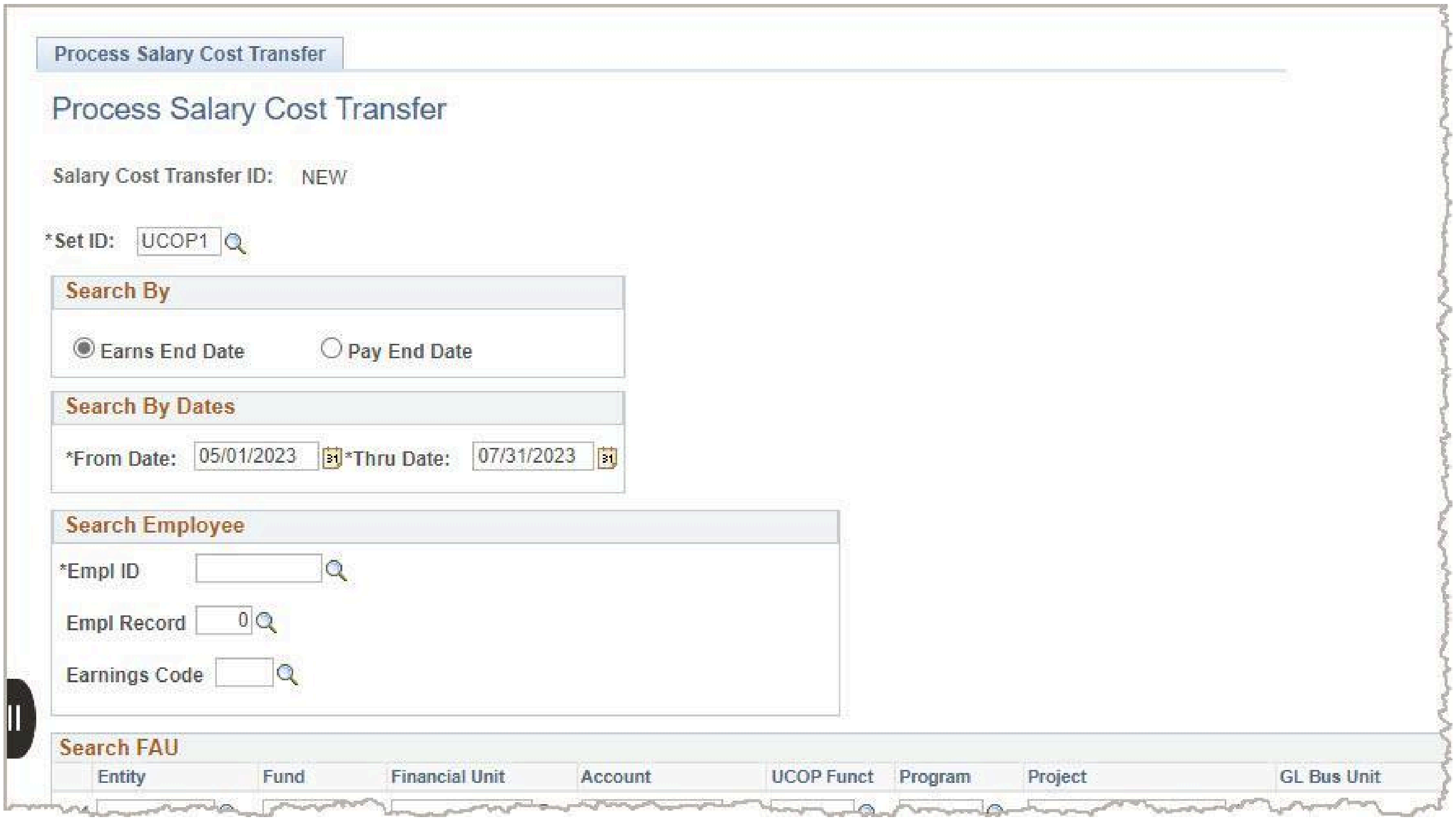
Find Payroll Accounting Data

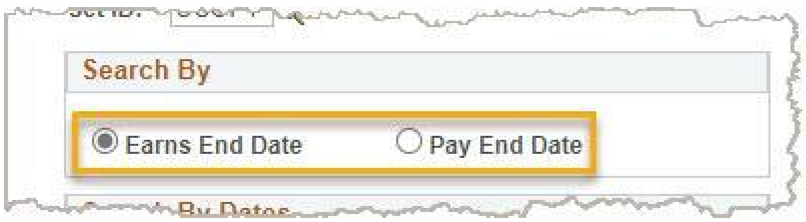


The **Process Salary Cost Transfer** tab displays the sections and fields used to find and select the appropriate payroll lines.

Enter search fields to begin the process.

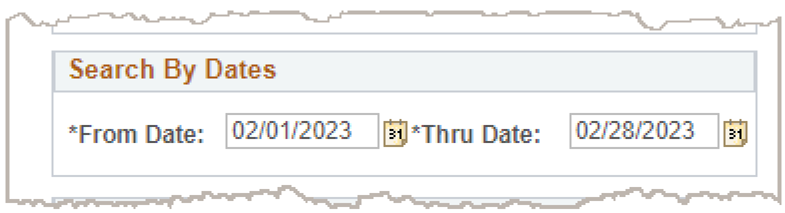
1. Enter or select a **Set ID** if the default is not valid.

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.

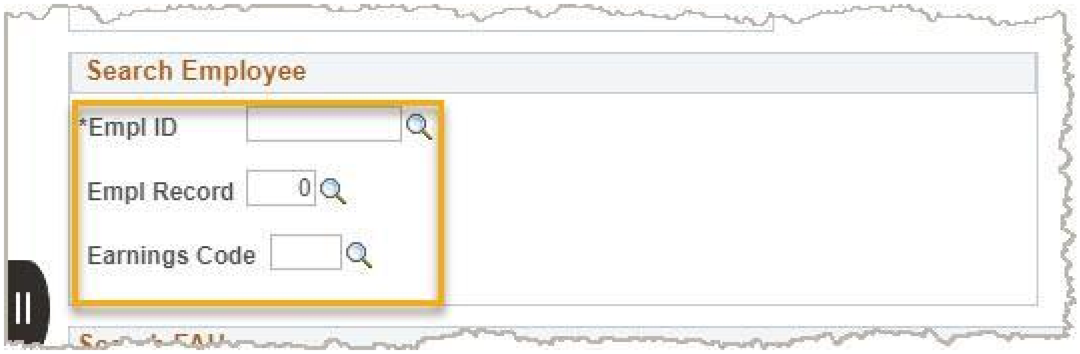


Field	Description
From Date	**Required.** Accept the default or enter the start date of the search.
Thru Date	**Required.** Accept the default or enter the end date of the search.

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) retrieve the **From** and **Thru** date payroll information.

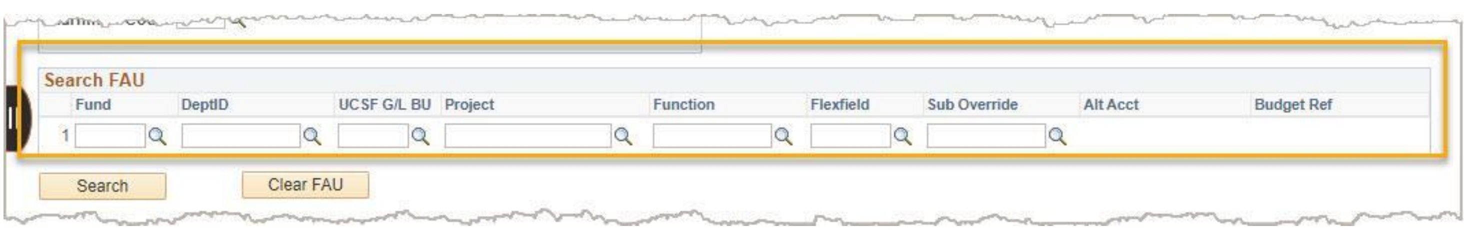
4. Enter or select employee search criteria.



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.**

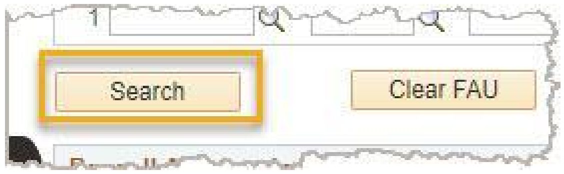
5. **Optional**. Enter or select any or all of the **Search FAU** fields to build additional search criteria.

The 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.


Search
Clear FAU

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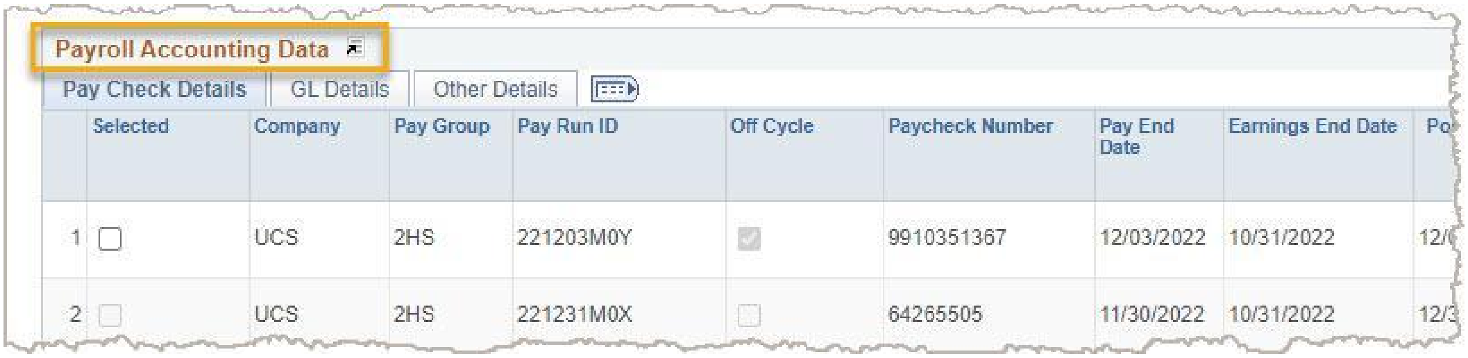
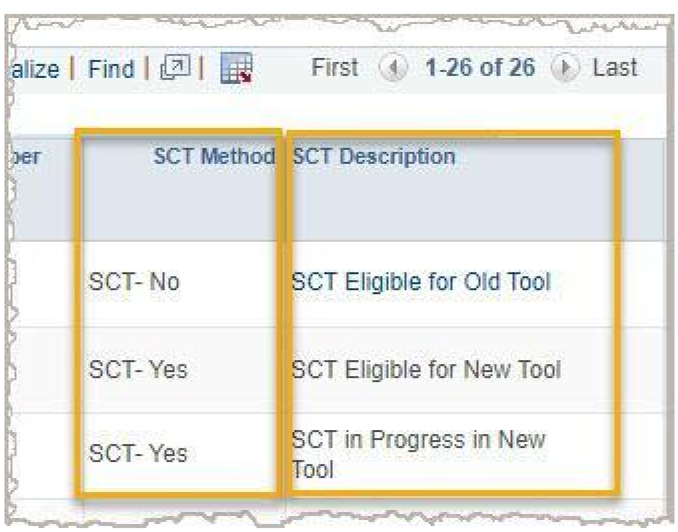
Select Payroll Accounting Lines for SCT



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

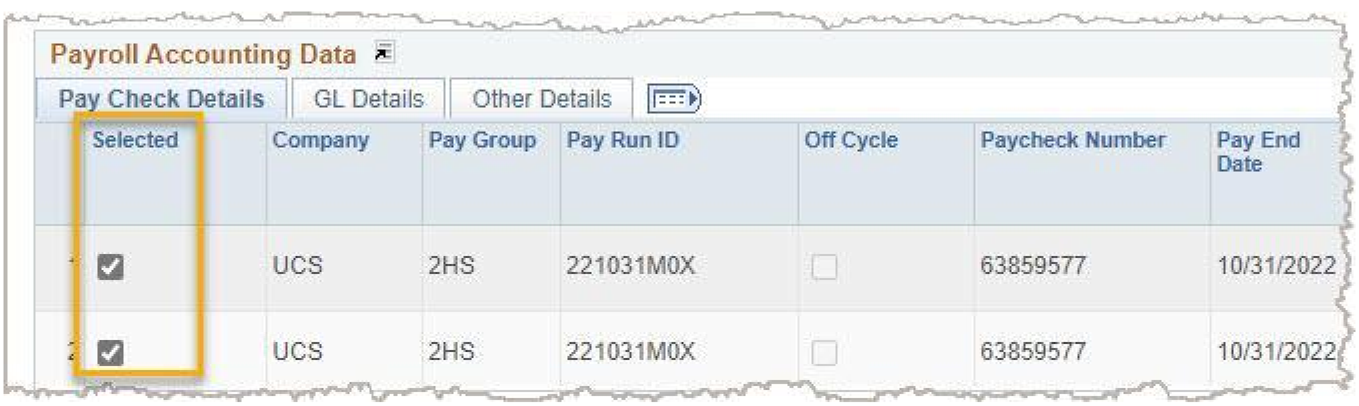
The default tab is **Pay Check Details**. Select the **GL Details** or **Other Details** tabs to review additional information about the earnings line.

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.



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.



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

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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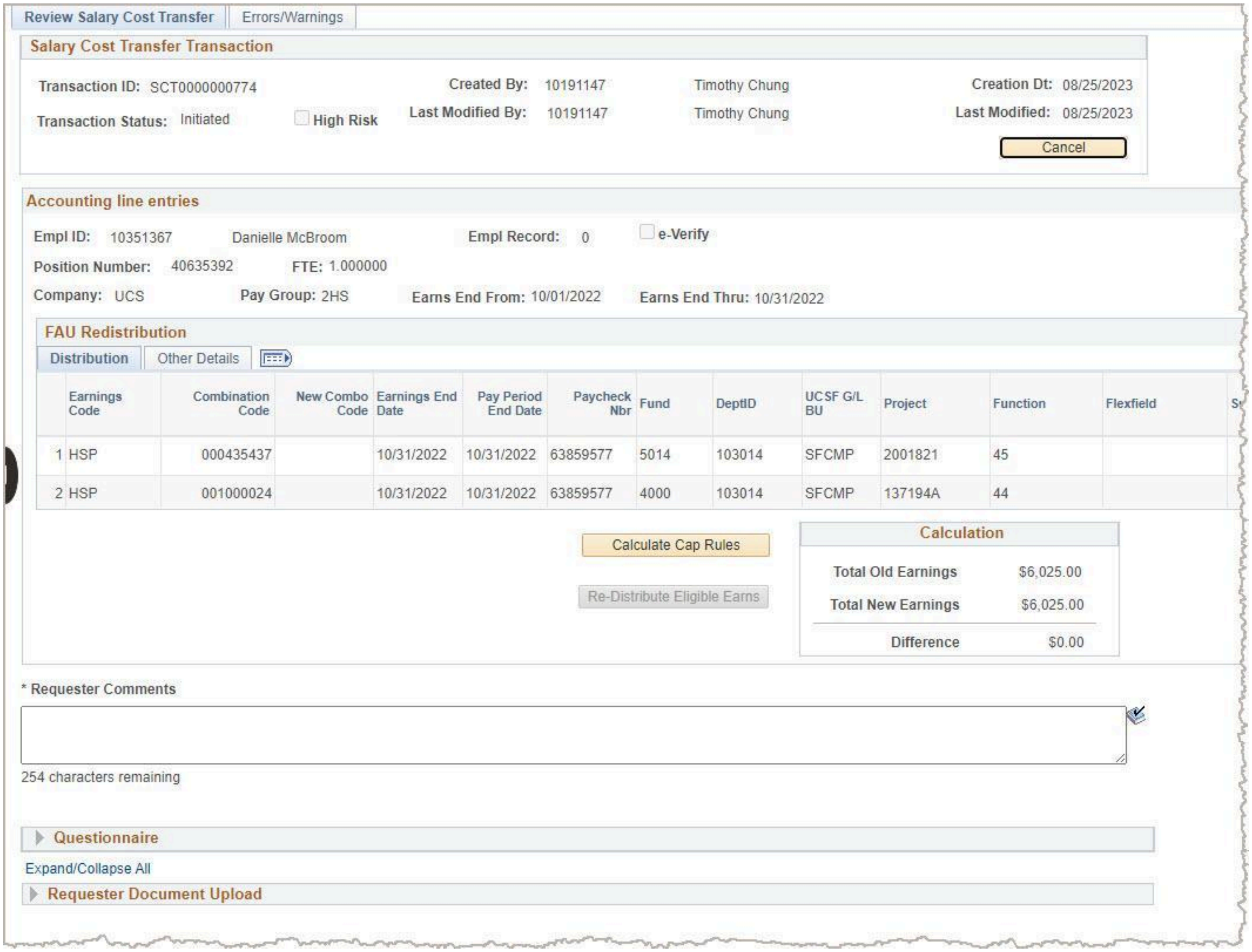
Create the Salary Cost Transfer

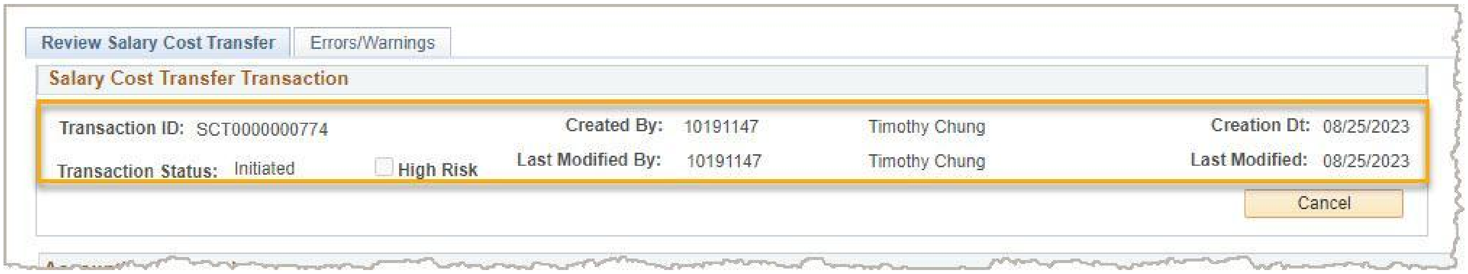


The **Review Salary Cost Transfer** tab displays transaction and accounting information for each **selected** payroll accounting line.

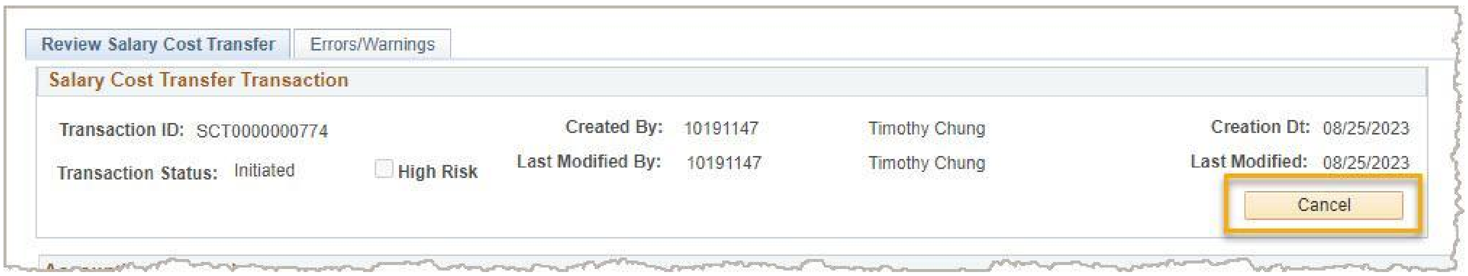
The columns displayed are based on **the Location's specific UCPath GL Chartfield configuration** and the **type of funding** involved. This aligns the financial structure and funds for SCT activities.

1. Carefully review the information before continuing.

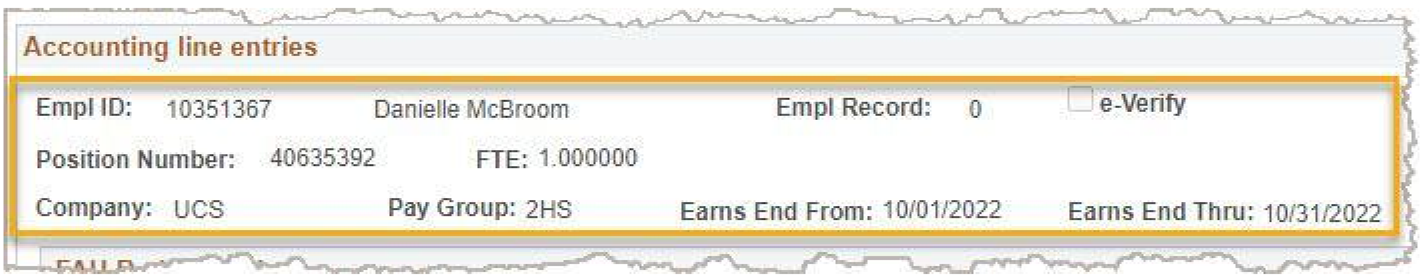
- The **Salary Cost Transfer Transaction** section contains SCT transaction information.



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 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.

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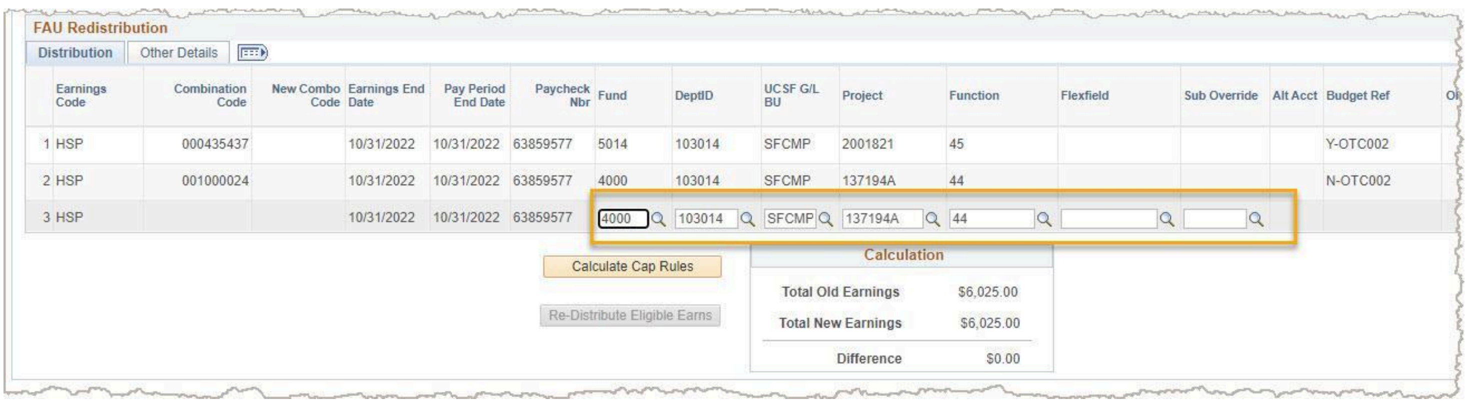
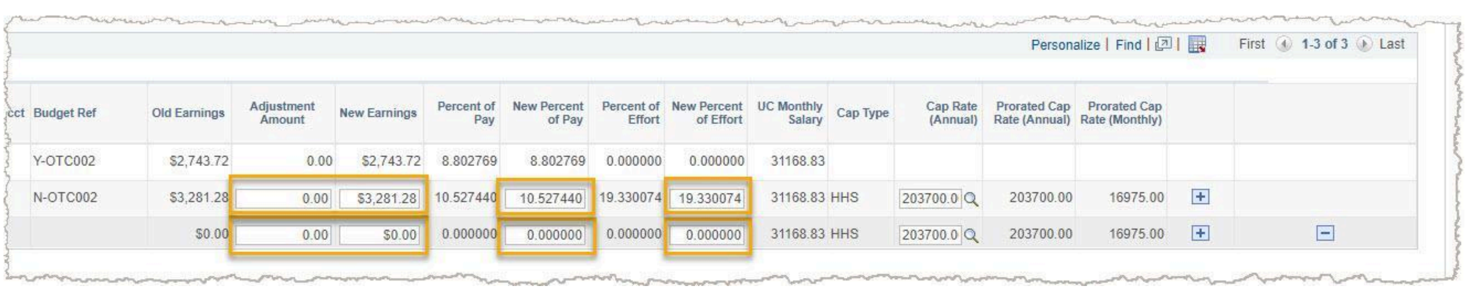
This is particularly useful for sizable transactions, especially for capped funds.

3. 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.



4. 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.



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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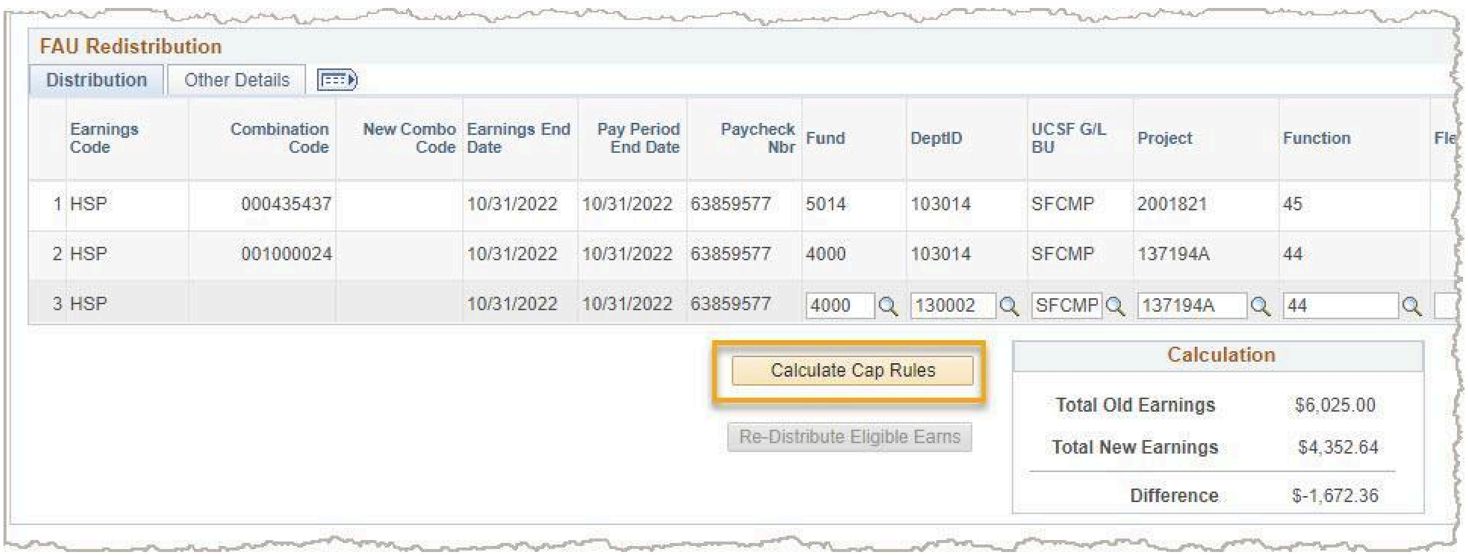
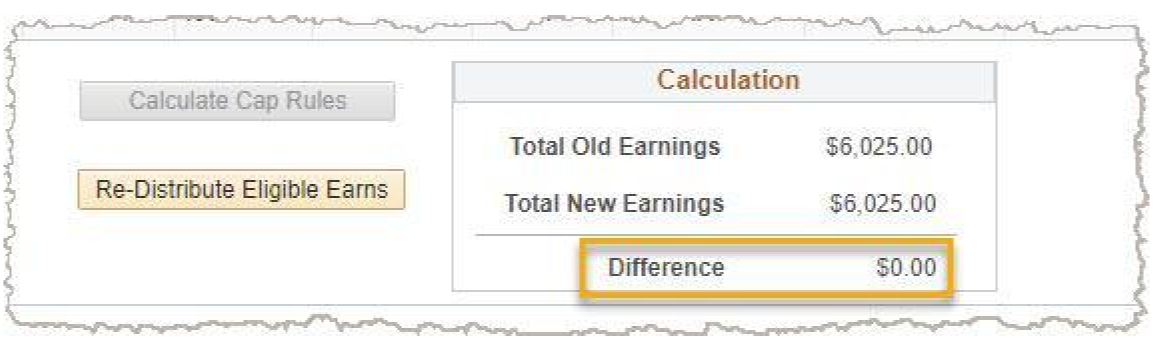
- Adjust the **Adjustment Amount** or **New Earnings** amounts:
  - In the **original** row, enter the correct amount into the **Adjustment Amount** field as a **negative value**, then tab out of the field; the **New Earnings** amount automatically recalculates.
  - In the **new** row, enter the correct 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.



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.



6. Update **Y-OTC** lines as needed.

Personalize | Find | First 1-4 of 4 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.

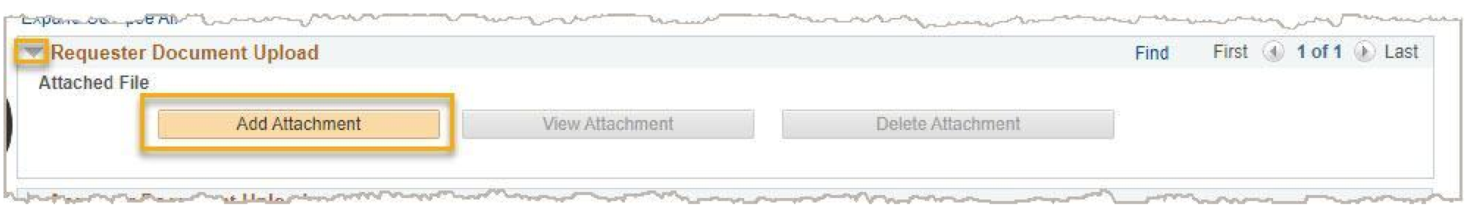
Personalize | Find | First 1-4 of 4 Last

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	203700.0	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	203700.0	203700.00	16975.00

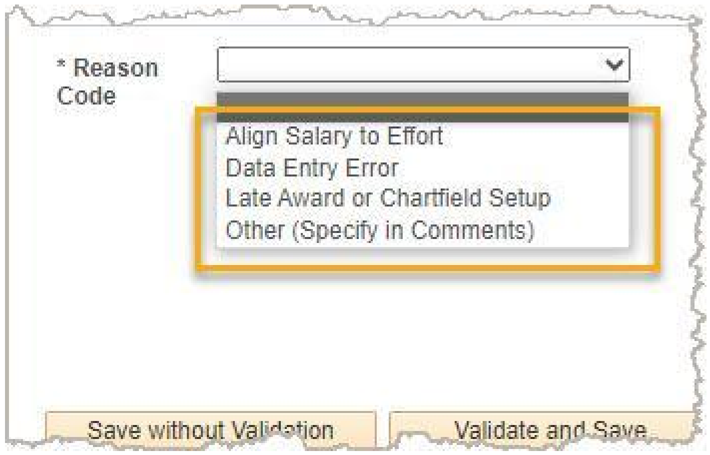
8. Once all lines have been updated and the **Difference** amount is zero, provide mandatory **Requestor Comments**.

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

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



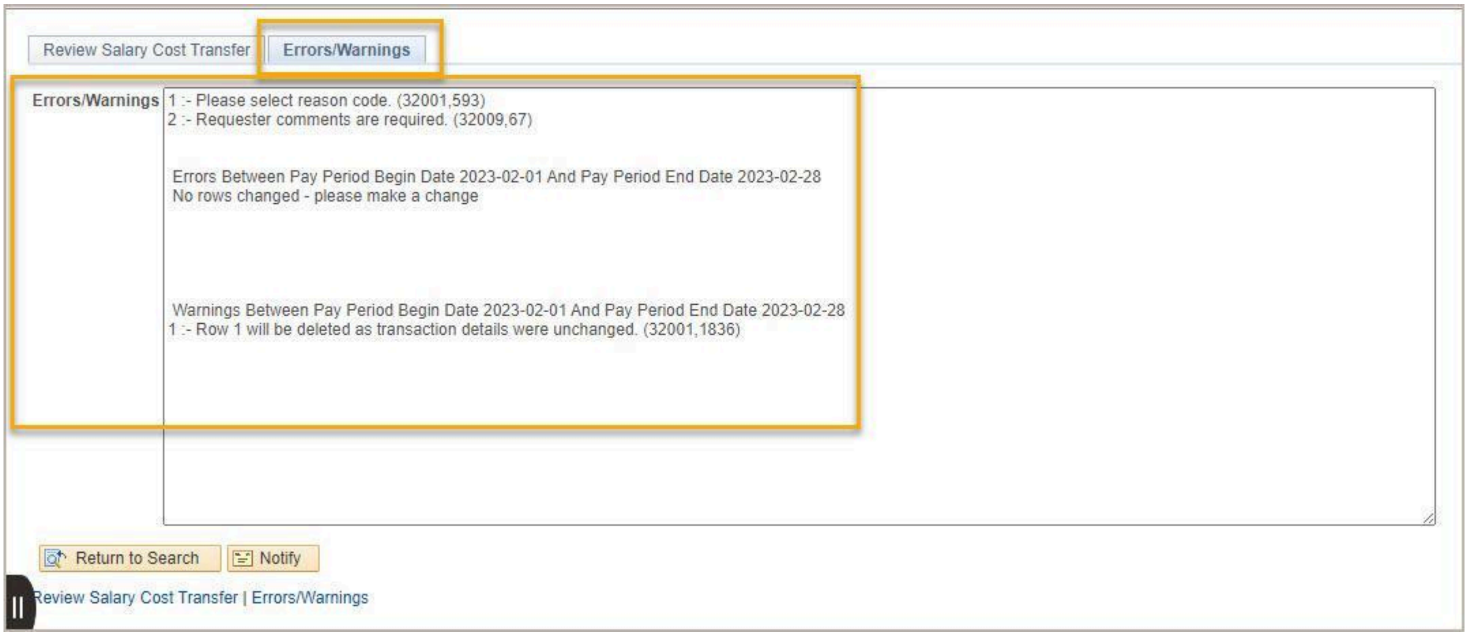
11. Select the mandatory **Reason Code**.



12. Save the transaction.

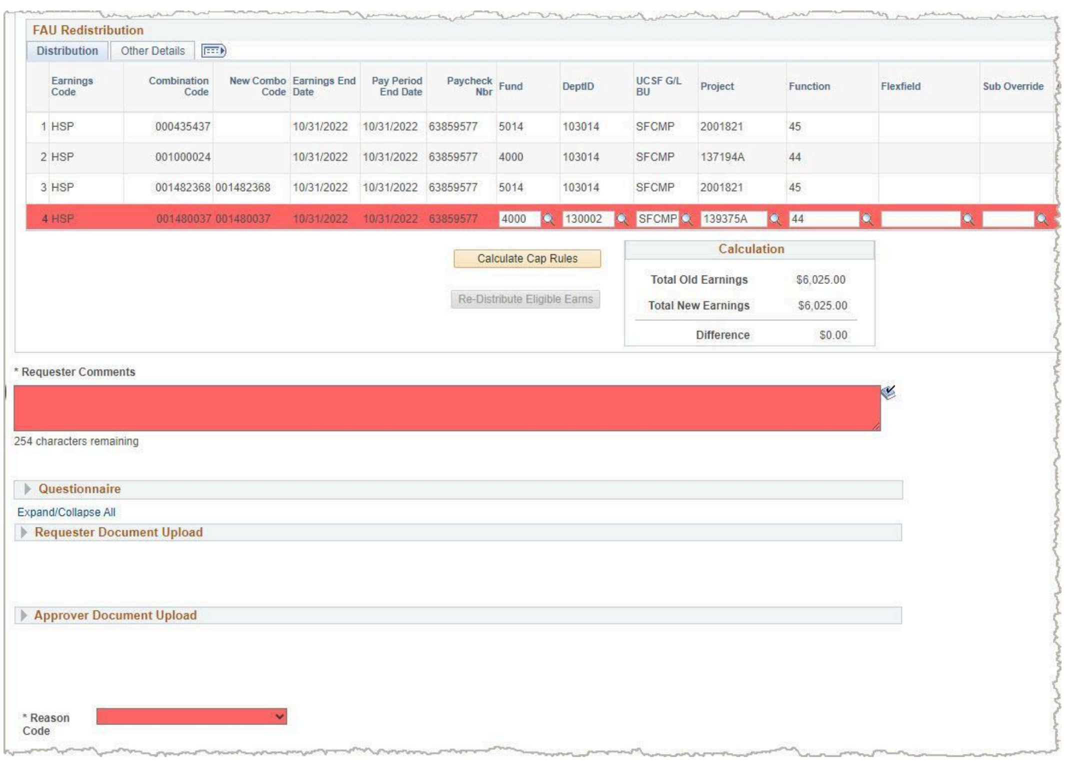
Field	Description
Save without Validation	Saves the transaction data without validation. Data will not be checked for accuracy or completeness. This allows for later completion.
Validate and Save	Runs the validation process and displays errors in the **Errors/Warnings** tab. **Errors must be corrected**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

13. 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.



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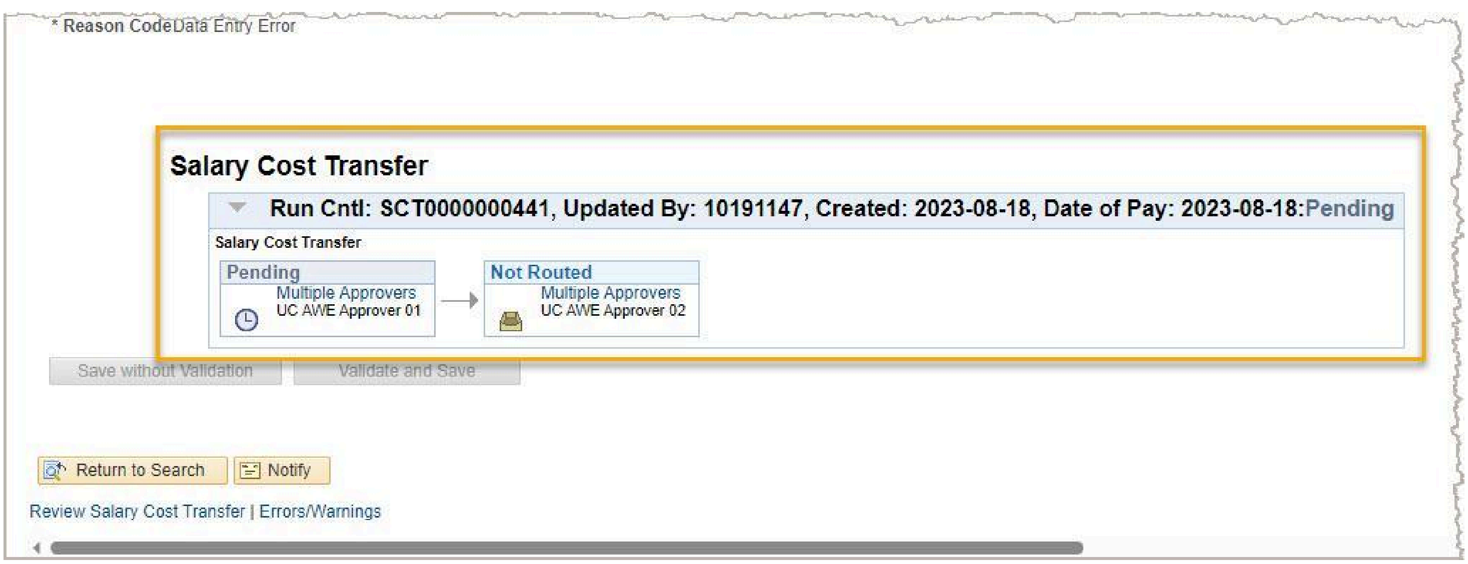
> The transaction cannot be submitted for approval until **all errors** have been corrected.

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.

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 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).