

# Using the New Salary Cost Transfer Tool in UCPath

---

Topic Based Zoom

11/15/23





# Today's Topics

- Navigating & Searching
- Entering SCT Transactions
- Saving with/without Validation & Submitting
- Finding & Approving SCT Transactions

# Salary Cost Transfer (SCT)

**Salary Cost Transfers** are used to move earnings charged to the incorrect chartstring to the correct chartstring or split the earnings to more than one chartstring.

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

The fields on the SCT page will change depending on the type of funding (**Unrestricted, Restricted, Work Study**)

## Salary Cost Transfer Tool

Use to move Earnings by **Earnings Period**

- Earnings **after** October 3, 2021, and
- Earnings never had DRs performed previously

## Direct Retro Tool

Use to move Earnings by **Paycheck**

- Earnings **before** October 4, 2021, or
- Earnings had DRs performed previously

# Navigating & Searching

---

- Navigation
- Review **SCT Search Page** universal features
- Review **SCT Search Page** special features for **Restricted Funds** and **Work Study**

# Starting a new SCT transaction

**General Ledger Tasks**

- Benefits Cost Transfer
- Budget
- Configuration
- Direct Retro
- Process Salary Cost Transfer**
- Review Salary Cost Transfer
- Process Direct Retro
- Review Retro Distribution
- Funding
- HR Employee Information
- Position Data
- Reporting/Dashboards

**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

Search Clear

+ Add a New Value

Nothing yet  
Your search results will appear here

New Window | Help

Click on the + Add a New Value button

Navigate to: General Ledger Administration (Homepage) > General Ledger Tasks (Tile) > Direct Retro > Process Salary Cost Transfer

# Starting a new SCT transaction

General Ledger Tasks

- Benefits Cost Transfer
- Budget
- Configuration
- Direct Retro
- Process Salary Cost Transfer**
- Review Salary Cost Transfer
- Process Direct Retro
- Review Retro Distribution
- Funding
- HR Employee Information
- Position Data
- Reporting/Dashboards

Process Salary Cost Transfer

Add a New Value

Run Control ID NEW

Add

Find an Existing Value

New Window | Help

Click the **Add** button to go to the search page

# Search Page | Search Fields

The screenshot shows the 'General Ledger Tasks' search interface. At the top, there is a navigation bar with a search menu and utility icons. The main section is titled 'General Ledger Tasks' and includes a 'Process Salary Cost Transfer' button. Below this, the 'Process Salary Cost Transfer' form contains several search fields: 'Salary Cost Transfer ID' (set to 'NEW'), '\*Set ID' (set to 'SDCMP'), 'Search By' (radio buttons for 'Earns End Date' and 'Pay End Date'), 'Search By Dates' (date pickers for '\*From Date' and '\*Thru Date'), 'Search Employee' (fields for '\*Empl ID', 'Empl Record', and 'Earnings Code'), and 'Search FAU' (a grid of fields for 'Entity', 'Fund', 'Financial Unit', 'Account', 'Function', 'Program', 'Project', 'Location', 'Activity', 'Task', 'Funding Source', 'Alt Acct', and 'OTC Indicator'). Below the search fields are 'Search' and 'Clear FAU' buttons. The bottom section is 'Payroll Accounting Data', which includes a table with columns for 'Selected', 'Company', 'Pay Group', 'Pay Run ID', 'Off Cycle', 'Paycheck Number', 'Pay End Date', 'Earnings End Date', 'Posting Pay End Date', 'Earnings Code', 'Monetary Amount', 'Position Pool ID', 'Position Number', 'SCT Method', and 'SCT Description'. The table has one row with a '1' in the 'Selected' column and 'SCT Description' in the 'SCT Description' column. Below the table are 'Select All', 'Deselect All', and 'Clear All' buttons, and 'Save' and 'Notify' buttons at the bottom left. At the bottom right, there are 'Add' and 'Update/Display' buttons. Two callout boxes highlight the default values: 'Salary Cost Transfer ID defaults to NEW' and 'Set ID defaults to SDCMP'.

General Ledger Tasks

Process Salary Cost Transfer

Process Salary Cost Transfer

Salary Cost Transfer ID: NEW

\*Set ID: SDCMP

Search By

Earns End Date  Pay End Date

Search By Dates

\*From Date: 07/01/2023 \*Thru Date: 09/30/2023

Search Employee

\*Empl ID

Empl Record 0

Earnings Code

Search FAU

Entity	Fund	Financial Unit	Account	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator
1												

Search Clear FAU

Payroll Accounting Data

Selected	Company	Pay Group	Pay Run ID	Off Cycle	Paycheck Number	Pay End Date	Earnings End Date	Posting Pay End Date	Earnings Code	Monetary Amount	Position Pool ID	Position Number	SCT Method	SCT Description
1 <input type="checkbox"/>				<input type="checkbox"/>										SCT Description

Select All Deselect All Clear All

Save Notify Add Update/Display

# Search Page | Search Fields

The screenshot shows the 'General Ledger Tasks' interface. At the top, there is a navigation bar with a search box labeled 'Search in Menu'. Below this, the page title 'General Ledger Tasks' is displayed. The main content area is titled 'Process Salary Cost Transfer' and includes a 'Salary Cost Transfer ID: NEW' and a '\*Set ID: SDCMP' field. A callout box highlights the 'Search By' section, which contains two radio buttons: 'Earns End Date' (selected) and 'Pay End Date'. Below this is the 'Search By Dates' section with '\*From Date: 07/01/2023' and '\*Thru Date: 09/30/2023'. Another callout box points to this section with the text: 'Search By Dates section, select the date range you want to see earnings/paychecks for.' Below the date fields is the 'Search Employee' section with input fields for '\*Empl ID', 'Empl Record', and 'Earnings Code'. At the bottom, there is a 'Search FAU' section with a grid of search criteria including Entity, Fund, Financial Unit, Account, Function, Program, Project, Location, Activity, Task, Funding Source, Alt Acct, and OTC Indicator. Below the grid are 'Search' and 'Clear FAU' buttons. The bottom of the page features a 'Payroll Accounting Data' section with a table of search results. The table has columns for 'Selected', 'Company', 'Pay Group', 'Pay Run ID', 'Off Cycle', 'Paycheck Number', 'Pay End Date', 'Earnings End Date', 'Posting Pay End Date', 'Earnings Code', 'Monetary Amount', 'Position Pool ID', 'Position Number', 'SCT Method', and 'SCT Description'. A single row is visible with '1' in the 'Selected' column and 'SCT Description' in the 'SCT Description' column. Below the table are buttons for 'Select All', 'Deselect All', and 'Clear All'. At the very bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

**Search By section, selecting Earns End Date will pull up all the earnings within the Earnings Period; selecting Pay End Date will pull up all the earnings within the paycheck dates.**

**Search By Dates section, select the date range you want to see earnings/paychecks for.**



# Search Page | Search Fields

The screenshot shows the 'General Ledger Tasks' search page. At the top, there is a navigation bar with a search box labeled 'Search in Menu'. Below this, the page title is 'General Ledger Tasks'. The main content area is titled 'Process Salary Cost Transfer'. It includes a 'Salary Cost Transfer ID' field with the value 'NEW'. There is a '\*Set ID' field with the value 'SDCMP'. Below these are two search filters: 'Search By' with radio buttons for 'Earns End Date' (selected) and 'Pay End Date', and 'Search By Dates' with '\*From Date' (07/01/2023) and '\*Thru Date' (09/30/2023). A 'Search Employee' section is highlighted with a red box and contains three search fields: '\*Empl ID', 'Empl Record' (with value '0'), and 'Earnings Code'. Below this is a 'Search FAU' section with a grid of search fields for Entity, Fund, Financial Unit, Account, Function, Program, Project, Location, Activity, Task, Funding Source, Alt Acct, and OTC Indicator. At the bottom, there is a 'Payroll Accounting Data' table with columns for Selected, Company, Pay Group, Pay Run ID, Off Cycle, Paycheck Number, Pay End Date, Earnings End Date, Posting Pay End Date, Earnings Code, Monetary Amount, Position Pool ID, Position Number, SCT Method, and SCT Description. The table has one row with a '1' in the 'Selected' column and 'SCT Description' in the 'SCT Description' column. There are also buttons for 'Search', 'Clear FAU', 'Select All', 'Deselect All', 'Clear All', 'Save', 'Notify', 'Add', and 'Update/Display'.

**Search Employee section, enter Empl ID and select the correct Empl Record.**

**Optional Field: enter Earnings Code if you want to find a specific Earn Code.**

# Search Page | Search Fields

The screenshot shows the 'General Ledger Tasks' search page. At the top, there is a navigation bar with a search menu and utility icons. The main content area is titled 'Process Salary Cost Transfer' and includes fields for 'Salary Cost Transfer ID' (NEW), '\*Set ID' (SDCMP), and search options for 'Earnings End Date' and 'Pay End Date'. Below these are date range fields for '\*From Date' (07/01/2023) and '\*Thru Date' (09/30/2023). The 'Search Employee' section contains fields for '\*Empl ID', 'Empl Record' (0), and 'Earnings Code'. The 'Search FAU' section is highlighted with a red box and contains a grid of search fields: Entity, Fund, Financial Unit, Account, Function, Program, Project, Location, Activity, Task, Funding Source, Alt Acct, and OTC Indicator. Below the grid are 'Search' and 'Clear FAU' buttons, and a checkbox labeled 'Select/Unselect Work study entries' which is checked. The bottom section, 'Payroll Accounting Data', features a table with columns for 'Selected', 'Company', 'Pay Group', 'Pay Run ID', 'Off Cycle', 'Paycheck Number', 'Pay End Date', 'Earnings End Date', 'Posting Pay End Date', 'Earnings Code', 'Monetary Amount', 'Position Pool ID', 'Position Number', 'SCT Method', and 'SCT Description'. A single row is visible with a '1' in the 'Selected' column and an unchecked checkbox. At the bottom, there are buttons for 'Select All', 'Deselect All', 'Clear All', 'Save', 'Notify', 'Add', and 'Update/Display'.

**Search FAU (optional section), use if trying to find earnings charged to a specific chartstring**

**This field appears when you select an empl record that has a Work Study position**

**Select/Unselect Work Study entries checkbox defaults to checked**

# Search Page | Search Fields

The screenshot shows a web application interface for 'Process Salary Cost Transfer'. At the top, there is a navigation bar with a search box labeled 'Search in Menu'. Below this, the page title 'General Ledger Tasks' is displayed. The main content area is titled 'Process Salary Cost Transfer' and includes a 'Salary Cost Transfer ID: NEW' field. A search filter section contains several fields: '\*Set ID: SDCMP', 'Search By' (with radio buttons for 'Earns End Date' and 'Pay End Date'), 'Search By Dates' (with '\*From Date: 07/01/2023' and '\*Thru Date: 09/30/2023'), and 'Search Employee' (with '\*Empl ID', 'Empl Record', and 'Earnings Code' fields). Below these is a 'Search FAU' section with a grid of search criteria: Entity, Fund, Financial Unit, Account, Function, Program, Project, Location, Activity, Task, Funding Source, Alt Acct, and OTC Indicator. A 'Search' button is highlighted with a red box and a callout box that says 'Click the Search button to display results in the Payroll Accounting Data section below'. Below the search fields is a 'Payroll Accounting Data' table with columns: Selected, Company, Pay Group, Pay Run ID, Off Cycle, Paycheck Number, Pay End Date, Earnings End Date, Posting Pay End Date, Earnings Code, Monetary Amount, Position Pool ID, Position Number, SCT Method, and SCT Description. The table contains one row with a '1' in the 'Selected' column and 'SCT Description' in the 'SCT Description' column. At the bottom, there are buttons for 'Select All', 'Deselect All', 'Clear All', 'Save', 'Notify', 'Add', and 'Update/Display'.

# Search Page | Search Results

The screenshot shows the 'General Ledger Tasks' search results page. The search criteria include 'Earnings End' and 'From Date: 05/01/2023'. The results are displayed in the 'Payroll Accounting Data' section as a table with columns for 'Selected', 'Company', 'Pay Group', 'Pay Run ID', 'Paycheck Number', 'Pay End Date', 'Earnings End Date', 'Posting Pay End Date', 'Earnings Code', 'Monetary Amount', 'Position Pool ID', 'Position Number', 'SCT Method', and 'SCT Description'. The table contains four rows of data. Callouts provide instructions: 'Search Results display in the Payroll Accounting Data section' points to the table; 'Select All hyperlink will select all rows eligible for the new SCT tool' points to the 'Select All' button; and 'For all ineligible rows use the "SCT Eligible for Old Tool" hyperlink to go to the old Direct Retro tool' points to the 'SCT Description' column.

Search Results display in the Payroll Accounting Data section

Select All hyperlink will select all rows eligible for the new SCT tool

For all ineligible rows use the "SCT Eligible for Old Tool" hyperlink to go to the old Direct Retro tool

Selected	Company	Pay Group	Pay Run ID	Paycheck Number	Pay End Date	Earnings End Date	Posting Pay End Date	Earnings Code	Monetary Amount	Position Pool ID	Position Number	SCT Method	SCT Description
<input type="checkbox"/>	UCS	6ME	230630M0X	67113269	06/30/2023	06/30/2023	06/30/2023	REG	2286.50	40970379	40970379	SCT-Yes	SCT Eligible for New Tool
<input type="checkbox"/>	UCS	6ME	230630M0X	66725322	05/31/2023	05/31/2023	06/30/2023	REG	2286.50	40970379	40970379	SCT-No	SCT Eligible for Old Tool
<input type="checkbox"/>	UCS	6ME	230630M0X	66725322	05/31/2023	05/31/2023	06/30/2023	REG	-2286.50	40970379	40970379	SCT-No	SCT Eligible for Old Tool
<input type="checkbox"/>	UCS	6ME	230531M0X	66725322	05/31/2023	05/31/2023	05/31/2023	REG	2286.50	40970379	40970379	SCT-No	SCT Eligible for Old Tool

# Search Page | “SCT Eligible for Old Tool”

- The Eligible for Old Tool link will redirect you to the DR Tool.
- Accept the default Search Parameters (it will default to Pay End Date) and click Search to display the Search Results.

Process Salary Cost Transfer

Process Salary Cost Transfer

Salary Cost Transfer ID: NEW

\*Set ID: SDCMP

Search By

Earns End Date  Pay End Date

Search By Dates

\*From Date: 12/01/2021 \*Thru Date: 12/31/2021

Pay End Date	Earnings End Date	Posting Pay End Date	Earnings Code	Monetary Amount	Position Pool ID	Position Number	SCT Method	SCT Description
03/01/2022	12/31/2021	03/31/2023	REG	4545.00		40854647	SCT- No	SCT Eligible for Old Tool
03/01/2022	12/31/2021	03/31/2023	REG	-4545.00		40854647	SCT- No	SCT Eligible for Old Tool
12/31/2021	12/31/2021	03/01/2022	REG	-4545.00		40854647	SCT- Yes	SCT Eligible for New Tool
03/01/2022	12/31/2021	03/01/2022	REG	4545.00		40854647	SCT- No	SCT Eligible for Old Tool
12/31/2021	12/31/2021	12/31/2021	REG	4545.00		40854647	SCT- Yes	SCT Eligible for New Tool



Process Direct Retro

Process Direct Retro Distribution

Direct Retro ID: NEW

\*Set ID: SDCMP

Processing Option

Apply to Transactions: All

Earnings End Dates

\*Begin Date: 03/01/2022 \*End Date: 03/31/2022

Search Employee

\*Empl ID: 105

Empl Record: 0 POSTDOC-EMPLOYEE

Search

# Search Page | Search Results – Restricted Funds

General Ledger Tasks

Process Salary Cost Transfer

Salary Cost Transfer ID: NEW

\*Set ID: SDCMP

Search By

Earns End Date  Pay End Date

Search By Dates

\*From Date: 06/01/2023 \*Thru Date: 06/30/2023

Search Employee

\*Empl ID: Empl Record: 0 ASST PROF-AY Earnings Code:

Search FAU

Entity	Fund	Financial Unit	Account	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator
1												

Search Clear FAU

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	Entity	Fund	Financial Unit	Account	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator
<input type="checkbox"/>	UCS	6AC	230630MOX	<input type="checkbox"/>	67108168	06/30/2023	06/30/2023	16110	13991	1000131	001000	400		2007114			1			
<input type="checkbox"/>	UCS	6AC	230630MOX	<input type="checkbox"/>	67108168	06/30/2023	06/30/2023	16110	12304	1000131	001000	440		2016071			1			Y-OTC001
<input type="checkbox"/>	UCS	6AC	230630MOX	<input type="checkbox"/>	67108168	06/30/2023	06/30/2023	16110	20001	1000131	001000	440		2016364			1	7011043		N-OTC001
<input type="checkbox"/>	UCS	6AC	230630MOX	<input type="checkbox"/>	67108168	06/30/2023	06/30/2023	16110	20001	1000131	001000	440		2016364			1	7011043		N-OTC002
<input type="checkbox"/>	UCS	6AC	230630MOX	<input type="checkbox"/>	67108168	06/30/2023	06/30/2023	16110	12304	1000131	001000	440		2016071			1			Y-OTC002

Select All Deselect All Clear All

Save Notify Add Update/Display

See chartstring information in GL Details tab

Selecting a N-OTC row will automatically select the corresponding Y-OTC row

# Search Page | Search Results – Work Study Funds

General Ledger Tasks

Process Salary Cost Transfer

Salary Cost Transfer ID: NEW

\*Set ID: SDCMP

Search By

Earns End Date  Pay End Date

Search By Dates

\*From Date: 03/01/2023 \*Thru Date: 03/31/2023

Search Employee

\*Empl ID: [ ]

Empl Record: 0 STDT 2 WKSTY

Earnings Code: [ ]

Search FAU

Entity	Fund	Financial Unit	Account	Function	Program	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator
1											

Search Clear FAU  Select/Unselect Work study entries

Payroll Accounting Data

Selected	Company	Pay Group	Pay Run ID	Off Cycle	Paycheck Number	Pay End Date	Earnings End Date	Posting Pay End Date	Earnings Code	Monetary Amount	Position Pool ID	Position Number	SCT Method	SCT Description
<input checked="" type="checkbox"/>	UCS	6ST	230318B3X	<input type="checkbox"/>	65781904	03/18/2023	03/18/2023	03/18/2023	REG	216.00	F	40754815	SCT-Yes	SCT Eligible for New Tool
<input checked="" type="checkbox"/>	UCS	6ST	230304B2X	<input type="checkbox"/>	65640645	03/04/2023	03/04/2023	03/04/2023	REG	144.00	F	40754815	SCT-Yes	SCT Eligible for New Tool
<input checked="" type="checkbox"/>	UCS	6ST	230304B2X	<input type="checkbox"/>	65640645	03/04/2023	02/28/2023	03/04/2023	REG	379.50	F	40754815	SCT-Yes	SCT Eligible for New Tool
<input checked="" type="checkbox"/>	UCS	6ST	230304B2X	<input type="checkbox"/>	65640645	03/04/2023	02/28/2023	03/04/2023	REG	62.25	F	40754815	SCT-Yes	SCT Eligible for New Tool
<input checked="" type="checkbox"/>	UCS	6ST	230304B2X	<input type="checkbox"/>	65640645	03/04/2023	02/28/2023	03/04/2023	REG	62.25	F	40754815	SCT-Yes	SCT Eligible for New Tool

Select All Deselect All Clear All

This field appears when you select an empl record that has a Work Study position.

Select/Unselect Work Study entries checkbox defaults to checked

# Search Page | Search Results – Work Study Funds

General Ledger Tasks

Process Salary Cost Transfer

Salary Cost Transfer ID: NEW

\*Set ID: SDCMP

Search By

Earns End Date  Pay End Date

Search By Dates

\*From Date: 03/01/2023 \*Thru Date: 03/31/2023

Search Employee

\*Empl ID: [ ] Empl Record: 0 STDT 2 WKSTY Earnings Code: [ ]

Search FAU

Entity	Fund	Financial Unit	Account	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator
1												

Select/Unselect Work study entries

Payroll Accounting Data

Pay Check Details **GL Details** Other Details

Selected	Company	Pay Group	Pay Run ID	Off Cycle	Paycheck Number	Pay Date	Earnings End Date	Entity	Fund	Financial Unit	Account	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator
<input checked="" type="checkbox"/>	UCS	6ST	230318B3X	<input type="checkbox"/>	65781904	03/18/2023	03/18/2023	16196	13991	9699914	011100	720		2007406			9		X	
<input checked="" type="checkbox"/>	UCS	6ST	230304B2X	<input type="checkbox"/>	65640645	03/04/2023	03/04/2023	16196	13991	9699914	011100	720		2007406			9		X	
<input checked="" type="checkbox"/>	UCS	6ST	230304B2X	<input type="checkbox"/>	65640645	03/04/2023	02/28/2023	16196	13991	9699914	011100	720		2007406			9		Y	
<input checked="" type="checkbox"/>	UCS	6ST	230304B2X	<input type="checkbox"/>	65640645	03/04/2023	02/28/2023	16196	13991	9699914	011100	720		2007406			9		S	
<input checked="" type="checkbox"/>	UCS	6ST	230304B2X	<input type="checkbox"/>	65640645	03/04/2023	02/28/2023	16196	20003	9699902	011100	780		2022198			1	7009008	P	

Select All Deselect All Clear All

Save Notify Add Update/Display

See Chartstring information in GL Details tab

Alt Acct displays the WS split

- W - Full Split Work Study Share with sufficient balance
- D - Full Split - Department Share with sufficient balance
- Y - Partial Split - Department Share of non-WS funds
- P - Partial Split - Work Study Share
- S - Partial Split - Department Share of WS funds
- X - Split Refusal (no balance)
- Z - FAU Error



# Search Page | Save and Run

General Ledger Tasks

Process Salary Cost Transfer

Salary Cost Transfer ID: SCT0000000112 Cancel Run

\*Set ID: SDCMP

Search By  
 Earns End Date  Pay End Date

Search By Dates  
 \*From Date: 03/01/2023 \*Thru Date: 03/31/2023

Search Employee  
 \*Empl ID:  Empl Record: 0 STDT 2 WKSTY  
 Earnings Code:

Search FAU  
 Entity Fund Financial Unit Account Function Program Project Location Activity Task Funding Source Alt Acct OTC Indicator

Search Clear FAU  Select/Unselect Work study entries

Payroll Accounting Data

Selected	Company	Pay Group	Pay Run ID	Off Cycle	Paycheck Number	Pay Date	Earnings End Date	Entity	Fund	Financial Unit	Account	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator
<input checked="" type="checkbox"/>	UCS	6ST	230318B3X	<input type="checkbox"/>	65781904	03/18/2023	03/18/2023	16196	13991	9699914	011100	720		2007406			9		X	
<input checked="" type="checkbox"/>	UCS	6ST	230304B2X	<input type="checkbox"/>	65640645	03/04/2023	03/04/2023	16196	13991	9699914	011100	720		2007406			9		X	
<input checked="" type="checkbox"/>	UCS	6ST	230304B2X	<input type="checkbox"/>	65640645	03/04/2023	02/28/2023	16196	13991	9699914	011100	720		2007406			9		Y	
<input checked="" type="checkbox"/>	UCS	6ST	230304B2X	<input type="checkbox"/>	65640645	03/04/2023	02/28/2023	16196	13991	9699914	011100	720		2007406			9		S	
<input checked="" type="checkbox"/>	UCS	6ST	230304B2X	<input type="checkbox"/>	65640645	03/04/2023	02/28/2023	16196	20003	9699902	011100	780		2022198			1	7009008	P	

Select All Deselect All Clear All

Save Notify Add Update/Display

Click Save to generate Salary Cost Transfer ID and access the Cancel and Run buttons

# Entering SCT Transactions

---

- Review **SCT Entry Page** universal features
- Review **SCT Entry Page** special features for **Restricted** and **Work Study**
- Transaction Order of Entry

# SCT Entry Page | Features for ALL

The screenshot shows the 'General Ledger Tasks' page with the following sections:

- Salary Cost Transfer Transaction:** Transaction ID: SCT0000002072, Created By: Mei Po Harrington, Creation Dt: 11/02/2023, Transaction Status: Initiated, Last Modified By: Mei Po Harrington, Last Modified: 11/02/2023.
- Accounting line entries:** Empl ID: Cameron Martin, Empl Record: 0, FTE: 1.000000, Company: UCS, Pay Group: GME, Earnings End From: 01/01/2023, Earnings End Thru: 01/31/2023.
- FAU Redistribution:** A table with columns: Earnings Code, Combination Code, New Combo Code, Earnings End Date, Pay Period End Date, Paycheck Nbr, Entity, Fund, Financial Unit, Account, Function, Program, Project, Location, Activity, Task, Funding Source, Alt Acct, OTC Indicator, Old Earnings, Adjustment Amount, New Earnings.
- Calculation:**

Calculation	
Total Old Earnings	\$19,845.14
Total New Earnings	\$19,845.14
Difference	\$0.00

Callouts highlight the following features:

- FAU Redistribution section is separated by Earning Period. Use the View All or arrow buttons to see other Earnings Periods.** (Points to the 'Find | View All | First | 1 of 2 | Last' navigation bar)
- Use the – button to remove an earnings period selected in error** (Points to the minus button in the table's column headers)

# SCT Entry Page | Features for ALL

General Ledger Tasks

Review Salary Cost Transfer | Errors/Warnings

**Salary Cost Transfer Transaction**

Transaction ID: SCT0000002072    Created By: [redacted]    Mei Po Harrington    Creation Dt: 11/02/2023  
 Transaction Status: Initiated     High Risk    Last Modified By: [redacted]    Mei Po Harrington    Last Modified: 11/02/2023

Accounting line entries

Empl ID: [redacted]    Cameron Martin    Empl Record: 0     e-Verify  
 Position Number: [redacted]    FTE: 1.000000  
 Company: UCS    Pay Group: GME    Earns End From: 01/01/2023    Earns End Thru: 01/31/2023

**FAU Redistribution**

Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Paycheck Nbr	Entity	Fund	Financial Unit	Account	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings
1	HOL	000385667	01/02/2023	01/31/2023	65038931	16150	13991	5000066	011100	720									\$420.51	0.00	\$420.51
2	REG	000385667	01/02/2023	01/31/2023	65038931	16150	13991	5000066	011100	720									-\$420.51	0.00	-\$420.51
3	REG	000385667	01/31/2023	01/31/2023	65038931	16150	13991	5000066	011100	720									\$831.45	0.00	\$831.45
4	TRM	000385667	01/31/2023	01/31/2023	65038931	16150	13991	5000066	011950	720									\$19,013.69	0.00	\$19,013.69

Calculation

Total Old Earnings	\$19,845.14
Total New Earnings	\$19,845.14
Difference	\$0.00

Click on **Excel icon** to download a copy of the original distribution for reference before making changes. Note: Each time you download, the data will be what is currently on the screen.

**Old Earnings and New Earnings** amounts are displayed together on each row

The **Difference** must be \$0.00 to **Submit** transaction

# SCT Entry Page | Restricted Funds

- Restricted Funds: Have restrictions on spending or must pass special Cap Rules redistribution edits
- When restricted funds are entered, the OTC indicator and Effort columns appear
- Calculate Cap Rules button will open up the Y-OTC rows for editing and lock the N-OTC rows
- Re-Distribute Eligible Earns button will open up the N-OTC rows for editing and lock the Y-OTC rows

Review Salary Cost Transfer | Errors/Warnings

**Salary Cost Transfer Transaction**

Transaction ID: SCT0000000221    Created By: 10419810    Rastelli, Marisa    Creation Dt: 08/03/2023  
 Transaction Status: Initiated    High Risk    Last Modified By: 10419810    Rastelli, Marisa    Last Modified: 08/03/2023

Accounting line entries

Emp ID: 100    Baek, Joseph Caroline    Empl Record: 3    e-Verify  
 Position Number: 406    FTE: 1.000000  
 Company: UCS    Pay Group: 6AC    Earns End From: 04/01/2023    Earns End Thru: 04/30/2023

**FAU Redistribution**

Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Paycheck Nbr	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	All Asst	OTC Indicator	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)	
1	NNC	001220206	04/30/2023	04/30/2023	86300784	16110	20702	1000131	440		2021265			1	7025843			\$3,633.33	0.00	\$3,633.33	19.990812	19.990812	19.990812	19.990812	18175.00					
2	REG	000924190	04/30/2023	04/30/2023	86300784	16110	13991	1000131	400		2007114			1			Y-OTC001	\$1,988.51	0.00	\$1,988.51	10.830867	10.830867	0.000000	0.000000	18175.00					
			04/30/2023	04/30/2023	86300784	16110	20001	1000131	440		2005345			1	7019468		N-OTC001	\$4,603.60	0.00	\$4,603.60	25.329298	25.329298	36.159643	36.159643	18175.00	HHS	203700.0	152775.00	12731.25	
			04/30/2023	04/30/2023	86300784	16110	13991	1000131	400		2007114			1				\$7,606.31	0.00	\$7,606.31	41.850399	41.850399	41.850399	41.850399	18175.00					
			04/30/2023	04/30/2023	86300784	16110	20000	1000131	440		2019400			1	7009519			\$363.25	0.00	\$363.25	1.998624	1.998624	1.998624	1.998624	18175.00					

Buttons: Calculate Cap Rules, Re-Distribute Eligible Earns

Calculation:

Total Old Earnings	\$18,175.00
Total New Earnings	\$18,175.00
Difference	\$0.00

Only one of these buttons are enabled at time

# SCT Entry Page | Restricted Funds

Accounting line entries Find | View All | First | 1 of 1 | Last

Empl ID:  Empl Record: 0  e-Verify

Position Number:  FTE: 1.000000

Company: UCS Pay Group: 6AC Earns End From: 06/01/2023 Earns End Thru: 06/30/2023

**FAU Redistribution** Personalize | Find | 1-3 of 3 | Last

Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Payocheck Nbr	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Ait Acot	OTC Indicator	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)
1	REG	001051381	06/30/2023	06/30/2023	67108168	16110	12304	1000131	440		2016071			1			Y-OTC001	\$1.44	-1.44	\$0.00	0.011250	0.000000	0.000000	0.000000	12800.00				
2	REG	001356219	06/30/2023	06/30/2023	67108168	16110	20001	1000131	440		2016364			1	7011043		N-OTC001	\$251.94	-251.94	\$0.00	1.968281	0.000000	1.978910	0.000000	12800.00	HHS	203700.0	152775.00	12731.25
3	REG	001356219	06/30/2023	06/30/2023	67108168	16110	20001	1000131	440		2016364			1	7011043			\$0.00	251.94	\$251.94	0.000000	1.968281	0.000000	1.978910	12800.00	HHS	203700.0	152775.00	12731.25

Calculate Cap Rules

Re-Distribute Eligible Earnings

Calculation	
Total Old Earnings	\$253.38
Total New Earnings	\$251.94
Difference	\$-1.44



Accounting line entries Find | View All | First | 1 of 1 | Last

Empl ID:  Empl Record: 0  e-Verify

Position Number:  FTE: 1.000000

Company: UCS Pay Group: 6AC Earns End From: 06/01/2023 Earns End Thru: 06/30/2023

**FAU Redistribution** Personalize | Find | 1-4 of 4 | Last

Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Payocheck Nbr	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Ait Acot	OTC Indicator	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)
1	REG	001051381	06/30/2023	06/30/2023	67108168	16110	12304	1000131	440		2016071			1			Y-OTC001	\$1.44	-1.44	\$0.00	0.011250	0.000000	0.000000	0.000000	12800.00				
2	REG	001356219	06/30/2023	06/30/2023	67108168	16110	20001	1000131	440		2016364			1	7011043		N-OTC001	\$251.94	-251.94	\$0.00	1.968281	0.000000	1.978910	0.000000	12800.00	HHS	203700.00	152775.00	12731.25
3	REG	001051381	06/30/2023	06/30/2023	67108168	16110	12304	1000131	440		2016071			1			Y-OTC003	\$0.00	1.44	\$1.44	0.000000	0.011250	0.000000	0.000000	12800.00				
4	REG	001356219	06/30/2023	06/30/2023	67108168	16110	20001	1000131	440		2016364			1	7011043		N-OTC003	\$0.00	251.94	\$251.94	0.000000	1.968281	0.000000	1.978910	12800.00	HHS	203700.00	152775.00	12731.25

Calculate Cap Rules

Re-Distribute Eligible Earnings

Calculation	
Total Old Earnings	\$253.38
Total New Earnings	\$253.38
Difference	\$0.00

# SCT Entry Page | Work Study

- Use the Work Study field to Apply Work-study, Leave as Is, Re-apply WS, and Remove WS on all lines
- Our location will not be using the Flexible Option

Review Salary Cost Transfer | Errors/Warnings

**Salary Cost Transfer Transaction**

Transaction ID: SCT0000000112    Created By: 10419810    Mei Po Harrington    Creation Dt: 08/10/2023  
 Transaction Status: Initiated     High Risk    Last Modified By: 10419810    Mei Po Harrington    Last Modified: 08/10/2023

**Accounting line entries**

Empl ID: 10419810    Clara Ervin    Empl Record: 0     e-Verify    \*Work Study: Select One  
 Position Number: 40710005    FTE: 0.490000    Work Study Balance: \$0.00    Position Pool ID: F  
 Company: UCS    Pay Group: 6ST    Earns End From: 02/19/2023    Earns End Thru: 03/04/2023

**FAU Redistribution**

Earnings Code	Combination Code	New Comb Code	Earnings End Date	Pay Period End Date	Paycheck Nbr	Entity	Fund	Financial Unit	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Apply Work Study
1 REG	001342355		02/28/2023	03/04/2023	65640645	16196	20003	9699902	780		2022198			1	7009008	P		\$62.25	0.00	\$62.25	+
2 REG	001367986		02/28/2023	03/04/2023	65640645	16196	13991	9699914	720		2007406			9		S		\$62.25	0.00	\$62.25	+
3 REG	001367987		02/28/2023	03/04/2023	65640645	16196	13991	9699914	720		2007406			9		Y		\$379.50	0.00	\$379.50	+
4 REG	001342354		03/04/2023	03/04/2023	65640645	16196	13991	9699914	720		2007406			9		X		\$144.00	0.00	\$144.00	+

**Calculation**

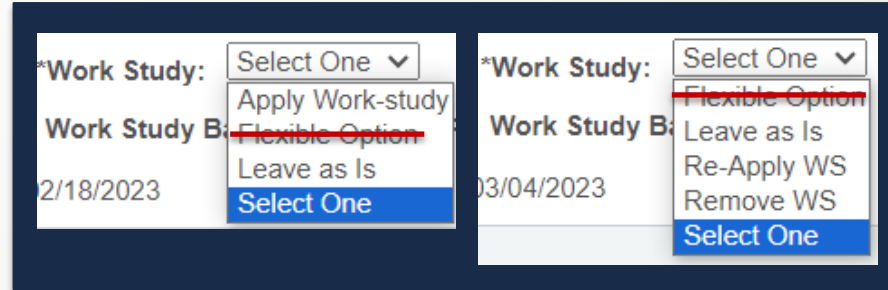
Total Old Earnings	\$648.00
Total New Earnings	\$648.00
Difference	\$0.00

**Work Study Dropdowns:**

- \*Work Study: Select One (dropdown)
- Work Study B: Flexible Option (dropdown)
- Work Study B: Flexible Option (dropdown)

Work Study B options: Apply Work-study, Flexible Option, Leave as Is, Re-Apply WS, Remove WS, Select One

# Work Study Field Options



Work Study Option	Description
<b>Apply Work-study</b>	Used to apply work study on all eligible employee paychecks eligible for WS and the WS has never been applied
<b>Flexible Option</b>	Not used at our location
<b>Leave as Is</b>	Use when WS split already occurred, but need to change the Dept Cost Share only without further WS split
<b>Re-Apply WS</b>	Use when WS split already occurred, but settings have changed at employee level or at Position pool level and need to apply WS new split (remove and apply in one transaction). Consult with <b>Financial Aid and Scholarships Office</b>
<b>Remove WS</b>	When WS is applied in the original payroll for an ineligible checks and need to revert/remove the WS that is already applied



# Transaction Order of Entry

Always perform actions in this order:

1. Click the + button on the row you want to update
2. Enter chartstring on new row
3. Change the \$ amount on the new row using the **Adjustment Amount** Field (use Percent of Effort for effort bearing Earn Codes)

Accounting line entries Find | View All First 1 of 1 Last

Empl ID: [REDACTED] Empl Record: 0  e-Verify  
Position Number: [REDACTED] FTE: 0.250000  
Company: UCS Pay Group: 6ME Earns End From: 06/01/2023 Earns End Thru: 06/30/2023

FAU Redistribution Personalize | Find | First 1-2 of 2 Last

Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Paycheck Nbr	Entity	Fund	Financial Unit	Account	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	
1 REG	000385667		06/30/2023	06/30/2023	67113269	16150	13991	5000066	011100	720									\$2,286.50	-2286.50	\$0.00	+
2 REG		000364724	06/30/2023	06/30/2023	67113269	16120	13991	2000021	011100	440		1005192			3				\$0.00	2286.50	\$2,286.50	+ -

Calculation

Total Old Earnings	\$2,286.50
Total New Earnings	\$2,286.50
Difference	\$0.00

The **Difference** must be \$0.00 to **Submit** transaction

# Saving with/without Validation & Submitting

---

- Fields to consider before submitting
- Save without Validation, Validate and Save, & Submit
- Errors/Warnings

# Before Submitting

- Enter **Comments** (required to Submit)
- If High Risk, fill out **Questionnaire**
  - Transactions that are > 120 days after original transaction date, and/or >90 days after the Award end date, are considered high risk
- **Add Attachment**, as needed
- Select **Reason Code** (required to Submit)

\* Reason Code

- Align Salary to Effort
- Data Entry Error
- Late Award or Chartfield Setup
- Other (Specify in Comments)

\* Requester Comments

254 characters remaining

▼ Questionnaire

Explain how the error occurred and why the transfer is being requested. If partial transfer, explain the basis for proration and/or split.

254 characters remaining

Who approved the transfer of funds? (e.g. Name of PI, Department CAO)

254 characters remaining

How does the transfer benefit or impact the new funding source being charged?

254 characters remaining

Explain the untimeliness if transfer is: > 120 days after original transaction date, and/or > 90 days after the fund end date.

254 characters remaining

Expand/Collapse All

▼ Requester Document Upload Find First 1 of 1 Last

Attached File

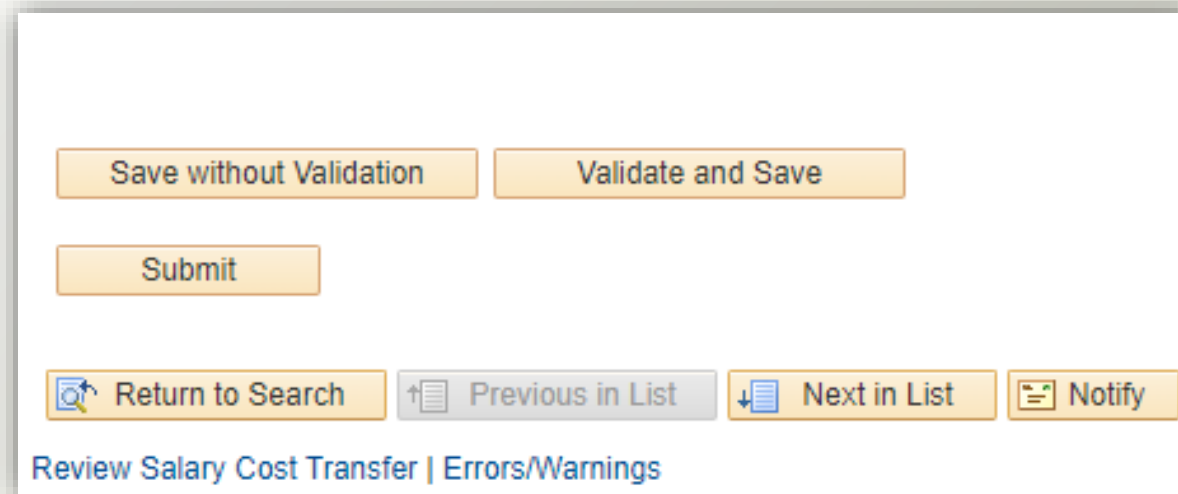
Add Attachment View Attachment Delete Attachment

► Approver Document Upload

\* Reason Code

# Save without Validation, Validate and Save, & Submit

- **Save without Validation** – allows you to save with errors on the page so you can return to work on it later!
- **Validate and Save** – to view warning and error messages
- **Submit** – runs the validation process and routes transaction to approver
  - Able to submit with **Warnings**
  - Cannot submit until **Errors** are resolved



# Errors/Warnings

- The validation process will highlight in **red** the areas where correction is needed on the **Review Salary Cost Transfer** tab
- Click on **Review Salary Cost Transfer** tab at the top or the link at the bottom to return to the editing screen
- If you cannot resolve the errors now, click **Save without Validation**

# Finding & Approving SCT Transactions

---

- Email Notification
- Review Salary Cost Transfer Page
- Approving

# Email Notification for Approvers

- Look out for system-generated email with link to approve SCT transaction
  - **Subject: Salary Cost Transfer Transaction Submitted**

From [REDACTED]  
Sent: Wednesday, September 27, 2023 7:11 PM  
To: [REDACTED]  
Subject: Salary Cost Transfer Transaction Submitted

Your request for a transaction of Salary Cost Transfer for Employee [REDACTED] has been submitted for approval.

Please check the transaction online for comments at  
[https://ucphtr1.ucpath-build.devops.universityofcalifornia.edu/psp/UCPHRTR1/EMPLOYEE/HRMS/c/UC\\_EXTENSIONS.UC\\_REVIEW\\_S](https://ucphtr1.ucpath-build.devops.universityofcalifornia.edu/psp/UCPHRTR1/EMPLOYEE/HRMS/c/UC_EXTENSIONS.UC_REVIEW_S)

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

# Finding SCT Transactions | Search Criteria

The screenshot shows the 'Review Salary Cost Transfer' search page. On the left, a sidebar lists 'General Ledger Tasks' with 'Review Salary Cost Transfer' highlighted. A callout bubble points to this task, providing navigation instructions: 'Navigate to: General Ledger Administration (Homepage) > General Ledger Tasks (Tile) > Direct Retro > Review Salary Cost Transfer'. The main area contains a search form with various criteria fields. A second callout bubble points to the search form, stating: 'Enter Search Criteria fields or leave blank and click Search to see all results'. The search form includes fields for Transaction ID, Set ID, Empl ID, Last Name, First Name, Requester ID, Creation Date, Pay End Date, Earns End Date, Paycheck#, Department, Transaction Status, Process Date, Approver ID, and Batch Error. Each field has a dropdown menu for the search operator, with 'begins with' selected for most. The 'Search' button is highlighted at the bottom of the form.

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

**Enter Search Criteria fields or leave blank and click Search to see all results**



# Finding SCT Transactions | Search Results

▼ Search Results  
155 rows

View 100 | [?] First 1-10 of 155 Last

Set ID	Transaction ID	Empl ID	Last Name	First Name	Requester ID	Creation Date	Earns End Date	Paycheck#	Transaction Status	Process Date	
SDCMP	SCT0000000068	10001001	SMITH	CHRISTOPHER	1000000	11/12/2023	08/31/2022	9910361357	Submitted	11/12/2023	>
SDCMP	SCT0000000063	10001001	SMITH	CHRISTOPHER	1000000	11/12/2023	09/30/2022	9910361357	Labor Ledger Completed/Posted	11/12/2023	>
SDCMP	SCT0000000060	10001001	SMITH	CHRISTOPHER	1000000	11/12/2023	10/31/2022	9910361357	Submitted	11/12/2023	>
SDCMP	SCT0000000072	10001001	SMITH	CHRISTOPHER	1000000	11/12/2023	10/28/2023	68820783	Submitted	11/12/2023	>
SDCMP	SCT00000000748	1000000	SMITH	CHRISTOPHER	1000000	11/13/2023	10/28/2023	68747039	Submitted	11/13/2023	>
SDCMP	SCT00000000781	10001001	SMITH	CHRISTOPHER	1000000	11/13/2023	10/28/2023	68746768	Initiated	11/13/2023	>
SDCMP	SCT00000000947	10001001	SMITH	CHRISTOPHER	1000000	11/13/2023	10/28/2023	68746346	Submitted	11/13/2023	>
SDCMP	SCT00000000798	10001001	SMITH	CHRISTOPHER	1000000	11/13/2023	10/28/2023	68745657	Submitted	11/13/2023	>
SDCMP	SCT00000000097	10001001	SMITH	CHRISTOPHER	1000000	11/12/2023	10/28/2023	68744756	Labor Ledger Completed/Posted	11/12/2023	>
SDCMP	SCT00000000616	10001001	SMITH	CHRISTOPHER	1000000	11/13/2023	06/10/2023	68689689	Initiated	11/13/2023	>

# Approving SCT Transactions | Review Fields

- Review all the fields and reach out to initiator if you need clarification
- Check out any warning messages by clicking on the **Errors/Warnings** tab

The screenshot displays the 'General Ledger Tasks' interface for a 'Salary Cost Transfer Transaction'. The 'Errors/Warnings' tab is highlighted in red. Below the transaction details, there is a table for 'Accounting line entries' and a 'Calculation' box.

**Accounting line entries**

Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Paycheck Nbr	Entity	Fund	Financial Unit	Account	Function	Program	Project	Location	Activity	Task	Funding Source	Alt Acct	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings
1 REG	000400247		06/30/2022	06/30/2022	62476704	18130	13991	3000181	011100	430		1014038			1			\$8,846.00	-5134.50	\$1,711.50	
2 REG	001485333	001485333	06/30/2022	06/30/2022	62476704	18130	13991	3000181		430		1014038			1			\$0.00	5134.50	\$5,134.50	

**Calculation**

Total Old Earnings	\$8,846.00
Total New Earnings	\$8,846.00
Difference	\$0.00

**\* Requester Comments**

SWAT Partnerships -  
235 characters remaining

**Questionnaire**

Explain how the error occurred and why the transfer is being requested. If partial transfer, explain the basis for proration and/or split.

SWAT Partnerships -  
235 characters remaining

Who approved the transfer of funds? (e.g. Name of PI, Department CAO)

SWAT Partnerships -  
235 characters remaining

How does the transfer benefit or impact the new funding source being charged?

SWAT Partnerships -  
235 characters remaining

Explain the untimeliness if transfer is: > 120 days after original transaction date, and/or > 90 days after the fund end date.

SWAT Partnerships -  
235 characters remaining

Expand/Collapse All

Requester Document Upload

# Approving SCT Transactions | Approve or Deny

- Add Attachments, if applicable
- Add Comments
- Approve or Deny

The screenshot displays the 'General Ledger Tasks' interface for a 'Salary Cost Transfer' transaction. The transaction details include 'Run Cntl: SCT0000002025', 'Updated By: [redacted]', 'Created: 2023-10-30', and 'Date of Pay: 2023-10-30:Pending'. The status is 'Pending' with 'Multiple Approvers' and 'UC AWE Approver 01'. The interface features several key sections:

- Requester Document Upload:** A section for uploading documents from the requester.
- Approver Document Upload:** A section for the approver to upload documents. It includes an 'Attached File' section with an 'Add Attachment' button (highlighted with a red box), and 'View Attachment' and 'Delete Attachment' buttons.
- Reason Code:** A note indicating '\* Reason Code Align Salary to Effort'.
- Approval Actions:** 'Approve' and 'Deny' buttons (highlighted with a red box).
- Comment:** A text area for adding a comment (highlighted with a red box).
- Save Options:** 'Save without validation' and 'Validate and Save' buttons.
- Navigation:** 'Return to Search' and 'Notify' buttons.
- Footer:** 'Review Salary Cost Transfer | Errors/Warnings' link.

# Approving SCT Transactions | Transaction Status

- Transaction Status and Last Modified fields will update after approve

The screenshot shows the 'General Ledger Tasks' interface. At the top, there is a navigation bar with a search box labeled 'Search in Menu'. Below the navigation bar, the page title 'General Ledger Tasks' is displayed. On the right side of the page, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area has two tabs: 'Review Salary Cost Transfer' (selected) and 'Errors/Warnings'. Under the 'Review Salary Cost Transfer' tab, there is a section titled 'Salary Cost Transfer Transaction'. This section contains the following information: Transaction ID: SCT0000000148, Created By: [redacted], Creation Dt: 11/13/2023, Transaction Status: Approved (highlighted with a red box), High Risk: , Last Modified By: [redacted], and Last Modified: 11/13/2023 (highlighted with a red box).

The screenshot shows the 'Salary Cost Transfer' details. At the top, there is a dropdown menu with the text 'Run Cntl: SCT0000000148, Updated By: [redacted], Created: 2023-11-13, Date of Pay: 2023-11-13:Approved'. Below this, there is a section titled 'Salary Cost Transfer' with a green box containing the word 'Approved'. At the bottom of this section, there is a green checkmark icon followed by the text 'UC AWE Approver 01' and '11/13/23 - 10:00 AM'.

# Salary Cost Transfer (SCT) Resources

## Local Resources on [Job Aids Page](#)

- [JOB AID - HOW TO SUBMIT A SALARY COST TRANSFER \(UNRESTRICTED FUNDS\).pdf](#)
- [JOB AID - HOW TO SUBMIT A SALARY COST TRANSFER \(RESTRICTED FUNDS\).pdf](#)
- [JOB AID - HOW TO SUBMIT A SALARY COST TRANSFER \(WORK STUDY\).pdf](#)
- [SCT Simulations: Unrestricted, Restricted, and Work Study](#)

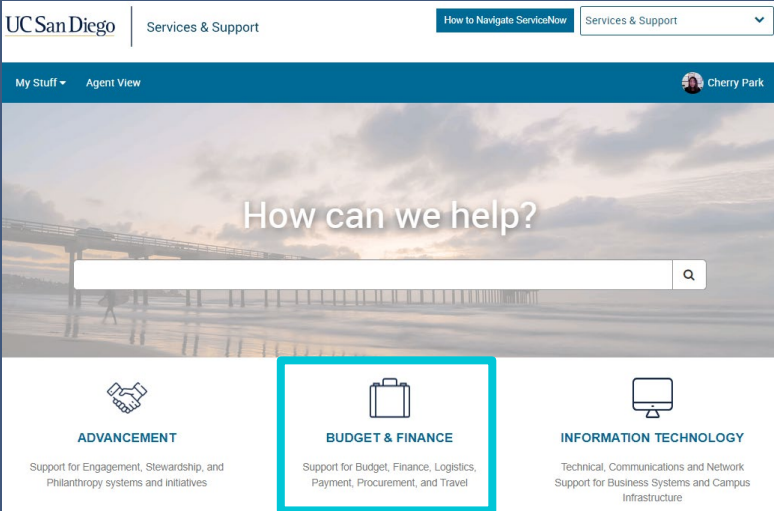
## UCPC Resources available on [UCPath Transactor Help Site](#)

- *Video:* [Direct Retro Salary Cost Transfer Change](#)
- *Job Aid:* [SCT Unrestricted Funds](#)
- *Job Aid:* [SCT Restricted Funds](#)
- *Job Aid:* [SCT Work Study Funds](#)
- *Job Aid:* [Approve Salary Cost Transfers](#)
- *UPK:* [Enter a Salary Cost Transfer for Unrestricted Funds](#)
- *UPK:* [Enter a Salary Cost Transfer for Restricted Funds](#)
- *UPK:* [Enter a Salary Cost Transfer for Work Study Funds – Apply WS](#)
- *UPK:* [Enter a Salary Cost Transfers for Work Study Funds - Leave As Is](#)
- *UPK:* [Enter Direct Retro Funding Update](#)
- *UPK:* [Enter Direct Retro Funding Update – MCOP](#)

# Additional Help

## Submit a case

- [Submit a ticket to Budget & Finance Support](#)



UCSan Diego | Services & Support | How to Navigate ServiceNow | Services & Support

My Stuff - Agent View | Cherry Park

How can we help?

ADVANCEMENT: Support for Engagement, Stewardship, and Philanthropy systems and initiatives

**BUDGET & FINANCE**: Support for Budget, Finance, Logistics, Payment, Procurement, and Travel

INFORMATION TECHNOLOGY: Technical, Communications and Network Support for Business Systems and Campus Infrastructure

## Book a 1:1 appointment

- [Book a 1:1 appointment](#) for UCPATH Finance Transaction Support



Book a 1:1 "How-To" Appointment

<b>UCPath HR Transactions</b> Monday through Friday <a href="#">BOOK AN APPOINTMENT</a>	<b>UCPath Finance</b> Every Wednesday <a href="#">BOOK AN APPOINTMENT</a>	<b>Campus Timekeeping</b> Every Friday <a href="#">BOOK AN APPOINTMENT</a>
---	---	--

Reporting: Request a 1-on-1 session by emailing [ucpathreports@ucsd.edu](mailto:ucpathreports@ucsd.edu)



UC San Diego





# Notes

- will the new tool change the SWAT template for DRPat? **Reach out to SWAT**
- **OTC = Over the Cap**
- is there a max number of lines? **Could be performance issues if you have hundreds of lines**
- why can't you edit the combo code field like before? **New validation method. Discourage the reliance on Combo Codes. Enter each chartstring segments.**
- Is there a way to request a combo code be added to UCPath? It is available for fund changes but does not show up in the SCT tool. **Combo Codes are not like indexes they are dynamically generated based off of the chartstring segments entered. Do not rely on Combo Codes.**
- Question about the warning/error about moving the OTP earn code to fund 20001 or even leaving a portion of OTP on 20001. The NIH site says premium overtime is allowable, so are we allowed to submit the SCT by clicking no on the error/warning pop up? **Screen shot of error/warning msg & submit a case to <https://support.ucsd.edu/finance> Financial Accounting – Payroll Financial Management**
- Is the questionnaire only required for high risk transactions? **Yes**
- Can you search for more than one FAU at a time in the "Process Salary Cost Transfer" screen? **No.**

# Notes

- As an approver, is there any way to get an indicator on the SCT list of which ones are high risk? **Not on the Worklist but you can see it if you open up the transaction, there is a High Risk checkbox. There is also a column on the [Direct Retro Summary Report](#). [How to Run the Direct Retro Summary Report Micro Learning Video](#)**
- Is there a difference now in 'status' between 'initiated and still working on it' vs 'initiated, submitted and ready for approval'? **Initiated and still working on it means it has not been submitted and routed for approval. Initiated, submitted and ready for approval means it as been routed to the local approver.**
- I'm getting an error message: Combination Code Validation Failed with reason: The expenditure item date isn't within the 9/1/22 12:00 AM task transaction start date and 8/31/23 12:00 AM task transaction end date. The expenditure item date is outside the project dates. Update the project start and finish dates or the ex Ern Cd:HOL, 16130-20701-3000024-011100-440--2024112---1-7014603---SDFIN-0 Failed Validation. **For solution check out [KBA: UCPath Chartstring Validations Errors in OFC Troubleshooting Guide](#)**
- How do we process a SCT for a staff who needs to be on split funding? **You push the + button on the line you want to split and enter the chartstring(s) and update the Adjustment Amount(s) on the original line and the new line(s).**

# Notes

- How long will SCT transactions take to post to GL?? **Check after OFC after monthly close**
- re: combo code - to submit via HHR and ARC we need combo codes -- has the system updated? **You will need to reach out to ARC about their forms.**
- We will still need to update funding entries in UCPATH, is that correct? **Yes. SCTs only move the earnings that was already charged. You need to update the funding if you need pay issued going forward to get charged to a new funding source.**
- If editing a paycheck with multiple earn codes, can I "select all" to see and edit all lines like the direct retro method? **Yes you can use the Select All hyperlink at the bottom of the page to select all of the earnings in the Search Results. They will be brought into the SCT entry page for editing. If you end up not editing some of the lines then the SCT tool will automatically remove the lines without any changes when you Submit the transaction.**
- If something has been direct retro'd in the past, will we need to use the direct retro tool? **Yes. If the earning have had a DR in the past then you will be redirected to the DR tool.**

# Notes

- For Health Sciences that deal with the Med Center to pay some of our faculty, how do we build out a chartstring if the Med Center doesn't use project numbers but use "Location" instead? **You will need to get the chartstring elements from Health System (Med Center). Check out our new resource on the [Chartstring Validation in UCPath](#)**
- Also, how do we deal with the HS GME fellowship slot (for fellows) forms that request combo codes as the GME office doesn't use the full chartstring. **You will need to reach out to the GME office.**
- Do I have to enter all chartstring elements in order to generate the combo code? **Yes, the system generates combo codes when valid chartstring segments are entered. They no longer have to be first sent from OFC.**
- 2 questions: 1) Would you search for approved SCTs and DRs in the same area or are they in different areas? **Different pages. SCT: Review Salary Cost Transfer and DR: Review Retro Distribution** 2) Is this correct understand: DR was the prefix for previous salary transfers and now the current prefix is: SCT. Is that correct? **Yes**
- Is there a place where we can read about how to "correctly" use combo codes? To mitigate combo-code issues? **It sounds like there is a lot of confusion around combo codes during this Q&A so we are looking into creating a new training on Combo Codes and Chartstring Validation.**

# Notes

- Will CT still post to GL on a monthly schedule like DR? **SCT transactions will post to the GL 1 x per month. This process is under review though and we may start posting more frequently in the future.**
- Fund change requests require a combination code to be able to submit internally can this process be reviewed if we are moving to creating combo codes the way you described. If someone put an incorrect chart string information will an incorrect combo code be created? **Yes the system will only check each chartstring segment. They no longer have to be sent first from OFC.**
- I have a question about the combo codes. Before, i got errors saying i needed to put the combo code in to submit even though i put in the chartstring information. Will there still be that error? **This does not soundlike a UCPATH error. For processes outside of UCPATH, contact the owner of the process. Check out [KBA: UCPATH Chartstring Validations Errors in OFC Troubleshooting Guide](#)**
- If need to type in the full chart string (which will be very time consuming) what is the point of combo codes? **You can still use Combo Codes if you are sure that is the correct one you should be using. Before using a Combo Code for the first time verify that each chartstring segment for that combo code is what you expect it to be.**
- For a pay period with vacation I am getting errors that new effort does not equal 100%. **Check out [KBA: UCPATH Salary Cost Transfer Troubleshooting Guide](#)**

# Notes

- [UCSD-DSH Project Information Lookup](#)
- [https://ekgs.fa.us2.oraclecloud.com/analytics/saw.dll?Portal&PortalPath=%2Fshared%2FCustom%2F\\_portal%2FUCSD-DSH%20Project%20Information%20Lookup](https://ekgs.fa.us2.oraclecloud.com/analytics/saw.dll?Portal&PortalPath=%2Fshared%2FCustom%2F_portal%2FUCSD-DSH%20Project%20Information%20Lookup)
- What are Benefits Cost Transfers? **Used for when you only want to move the fringe benefit. Only a handful of cases where this is allowed. Fund Manager reaches out to SPF and SPF reaches out to Payroll Financial Management team via case. Payroll Financial Management team will create a KBA in the future.**
- will benefits changes automatically follow the salary changes like they did with DRs? **Yes.** Or will we need to transfer benefits costs separately? **No**
- Will the SCT also transfer the Salary Derived Effort Percent? We've had issues with the effort not transferring with DRs causing ECERT discrepancies. **It should, you may be referring to the October glitch. They are working on correcting data.**

# Notes

- We still need to update extend fund end date on UCPATH, is that correct? **End Dates are used in UCPATH if you want the system to stop charging the funding source on that date. If you do not enter a new funding source for effective after that date then the system will charge the Department Default Funding Source. The End Date field in Funding Entry does not have to correspond with Project end dates in OFC. When the project end date passes you will get an error message due to the chartstring validation.**
- I am getting an error when I am trying to process 2 separate SCTs one for VAC earn code, one for HSN for the same paycheck #, I got a calculation error when I tried to process a single SCT on all lines for my project **Check out [KBA: UCPATH Salary Cost Transfer Troubleshooting Guide](#)**
- For adjustments 2021 onward, how will we know whether to use the SCT or the DR module (i.e. how will we know if DR was processed)? Is the best practice to start with the SCT and then will an error occur if a DR had been processed? **The SCT Description column in the Search Results will direct you to the correct tool.**
- Is there any way to speed up the process? Why isn't live day of? **1 day delay. No way to speed up. This is common with system to system integrations.**

# Notes

- Is there instructions on how to add a favorites? i am not able to add a favorite in "Process Salary Cost Transfer" page or "Review Salary Cost Transfer" page? the heart button doesn't look to be working for me. See pages 8-9: <https://spwebserv.ucop.edu/LocationUsers/LOCplayer/index.html?Guid=d8f5a8ef-c3e2-40e8-8495-abbe5dcad3b5>
- Check out our new resource on the [Chartstring Validation in UCPATH](#)