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

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

Click on the + Add a New Value button
Starting a new SCT transaction

Click the Add button to go to the search page
Salary Cost Transfer ID defaults to NEW
Set ID defaults to SDCMP
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

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 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.
Click the Search button to display results in the Payroll Accounting Data section below.
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.
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.
Search Page | Search Results – Restricted Funds

See chartstring information in GL Details tab

Selecting a N-OTC row will automatically select the corresponding Y-OTC row
This field appears when you select an empl record that has a Work Study position.

Select/Unselect Work Study entries checkbox defaults to checked
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

See Chartstring information in GL Details tab
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
FAU Redistribution section is separated by Earning Period. Use the View All or arrow buttons to see other Earnings Periods.

Use the – button to remove an earnings period selected in error.
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

Only one of these buttons are enabled at time
SCT Entry Page | Restricted Funds
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.
## Work Study Field Options

<table>
<thead>
<tr>
<th>Work Study Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply Work-study</td>
<td>Used to apply work study on all eligible employee paychecks eligible for WS and the WS has never been applied</td>
</tr>
<tr>
<td>Flexible Option</td>
<td>Not used at our location</td>
</tr>
<tr>
<td>Leave as Is</td>
<td>Use when WS split already occurred, but need to change the Dept Cost Share only without further WS split</td>
</tr>
<tr>
<td>Re-Apply WS</td>
<td>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 Financial Aid and Scholarships Office</td>
</tr>
<tr>
<td>Remove WS</td>
<td>When WS is applied in the original payroll for an ineligible checks and need to revert/remove the WS that is already applied</td>
</tr>
</tbody>
</table>
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)

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)
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**

![Email Snapshot]

- 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 [Redacted]

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.
Finding SCT Transactions | Search Criteria

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

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Transaction ID</th>
<th>Emp ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Requestor ID</th>
<th>Creation Date</th>
<th>Earns End Date</th>
<th>Paycheck ID</th>
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<tbody>
<tr>
<td>SDCMP</td>
<td>SCT00000000065</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11/12/2023</td>
<td>09/30/2022</td>
<td>9910361357</td>
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<td></td>
<td>11/13/2023</td>
<td>09/30/2023</td>
<td>68569689</td>
</tr>
</tbody>
</table>

#### Transaction Status

- Submitted: 11/12/2023
- Labor Ledger Completed/Posted: 11/12/2023
- Submitted: 11/12/2023
- Submitted: 11/12/2023
- Submitted: 11/13/2023
- Submitted: 11/13/2023
- Submitted: 11/13/2023
- Submitted: 11/13/2023
- Labor Ledger Completed/Posted: 11/12/2023
- Initiated: 11/13/2023
- Submitted: 11/13/2023
- Submitted: 11/13/2023
- Submitted: 11/13/2023
- Submitted: 11/13/2023
- Submitted: 11/13/2023
- Submitted: 11/13/2023
- Submitted: 11/13/2023
• 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
Approving SCT Transactions | Approve or Deny

- Add Attachments, if applicable
- Add Comments
- Approve or Deny
Approving SCT Transactions | Transaction Status

- Transaction Status and Last Modified fields will update after approve.
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

Book a 1:1 appointment

• Book a 1:1 appointment for UCPath Finance Transaction Support
• 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.**
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.**
For Health Sciences that deal with the Med Center to pay some of our faculty, how to 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 sound like 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

- 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.
• 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