

## Job Aid: Salary Cost Transfer for Work Study Funds

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 **Work Study Funds**.

### Work Study Funds are:

- Provided through Financial Aid programs.
- Used to allocate and share expenses with departments eligible for participation in Financial Aid programs.

### 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:

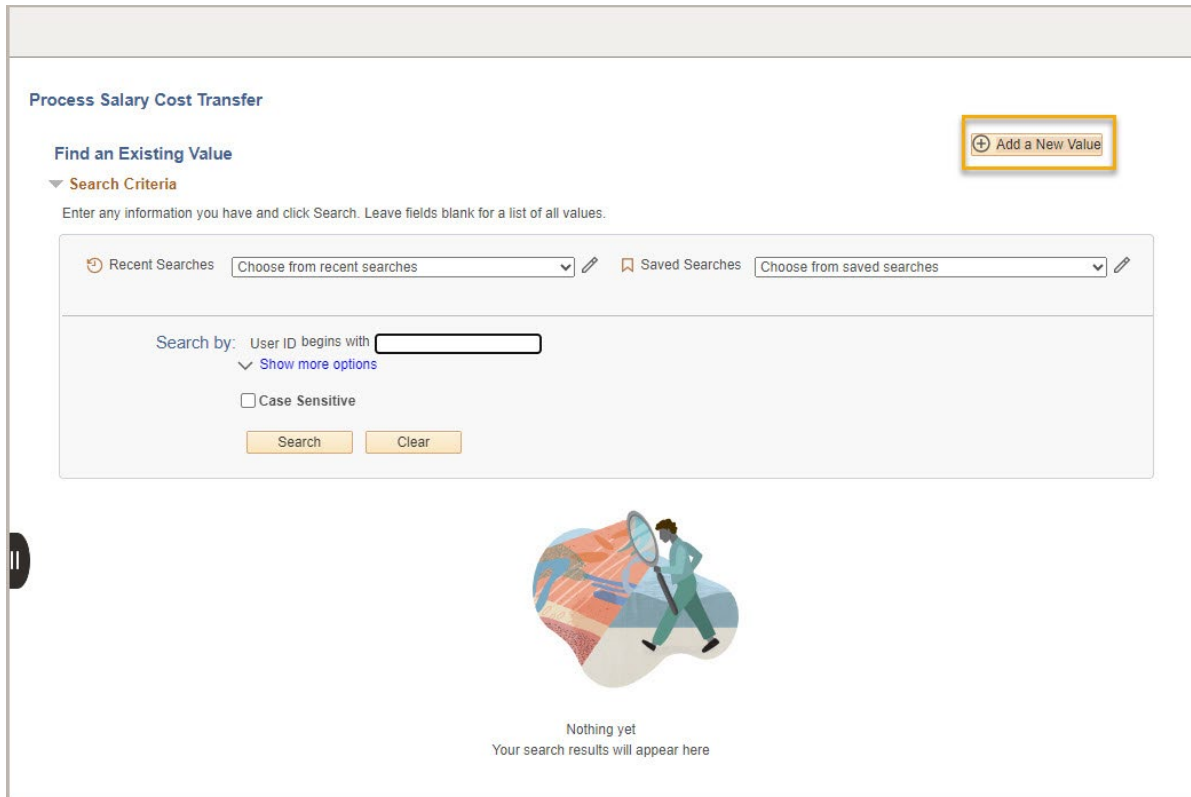
- [Add a New SCT](#)
- [Find Payroll Accounting Data](#)
- [Select Payroll Accounting Lines for SCT](#)
- [Create the Salary Cost Transfer](#)
- [Review the Salary Cost Transfer](#)

## Job Aid: Salary Cost Transfer for Work Study Funds

### Add a New SCT

⚠ Before beginning SCT activities, ensure that **valid** FAUs and their **correct combinations** have been identified for the redistribution.

1. Click the **Add a New Value** button to start the process.



**Process Salary Cost Transfer**

**Find an Existing Value**

▼ **Search Criteria**

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Search by: User ID begins with

▼ Show more options

☐ Case Sensitive

Search Clear

Nothing yet  
Your search results will appear here

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



**Process Salary Cost Transfer**

**Add a New Value**

Run Control ID: NEW

Add

## Job Aid: Salary Cost Transfer for Work Study Funds

## Find Payroll Accounting Data

Process Salary Cost Transfer

Process Salary Cost Transfer

Salary Cost Transfer ID: NEW

\*Set ID: UCOP1

**Search By**

☒ Earns End Date ☐ Pay End Date

**Search By Dates**

\*From Date: 05/01/2023 \*Thru Date: 07/31/2023

**Search Employee**

\*Empl ID

Empl Record 0

Earnings Code

**Search FAU**

Entity	Fund	Financial Unit	Account	UCOP Funct	Program	Project	GL Bus Unit
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The **Process Salary Cost Transfer** tab displays the sections and fields used to find and select the appropriate payroll lines.

Enter search fields to begin the process.

1. Enter or select a **\*Set ID** if the default is invalid.

Process Salary Cost Transfer

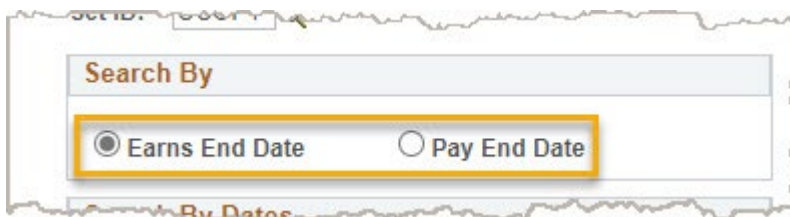
Process Salary Cost Transfer

Salary Cost Transfer ID: NEW

\*Set ID: SFCMP

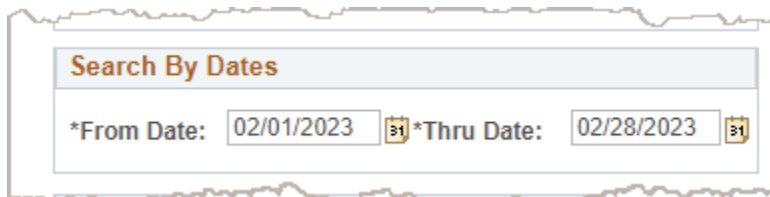
## Job Aid: Salary Cost Transfer for Work Study Funds

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



Field	Description
<b>Earns End Date</b>	<b>The default.</b> If selected, the search retrieves all the earnings within the specified earnings period.
<b>Pay End Date</b>	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
<b>*From Date</b>	<b>Required.</b> Accept the default or enter the start date of the search.
<b>*Thru Date</b>	<b>Required.</b> 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) retrieves the **\*From Date** and **\*Thru Date** range payroll information.

## Job Aid: Salary Cost Transfer for Work Study Funds

4. Enter or select employee search criteria.

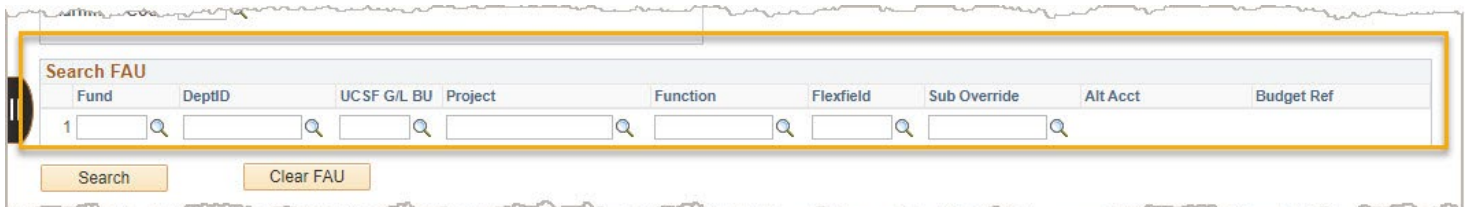


The screenshot shows a web form titled "Search Employee". It contains three input fields, each with a magnifying glass icon to its right: "\*Empl ID", "Empl Record" (with a default value of "0"), and "Earnings Code". A yellow rectangular box highlights these three fields.


Field	Description
<b>Empl ID</b>	<b>Required.</b> Select or enter the appropriate employee identification number.
<b>Empl Record</b>	Optional. Used to retrieve transaction lines for the employee's job. The default is zero, the employee's first job. Your security profile limits your access to employee records from your department. Accept the default or select the applicable job to retrieve the correct transaction lines.
<b>Earnings Code</b>	Optional. Enter or select to find payroll lines with a specific <b>Earnings Code</b> .

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

The columns displayed are based on the **Location's FAU template**.



The screenshot shows a web form titled "Search FAU". It contains a table with the following columns: Fund, DeptID, UCSF G/L BU, Project, Function, Flexfield, Sub Override, Alt Acct, and Budget Ref. Each column has a corresponding input field with a magnifying glass icon. A yellow rectangular box highlights the entire table area. Below the table are two buttons: "Search" and "Clear FAU".

 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.



The screenshot shows two buttons: "Search" and "Clear FAU". The "Search" button is highlighted with a yellow rectangular box.

## Job Aid: Salary Cost Transfer for Work Study Funds

## Select Payroll Accounting Lines for SCT

Payroll Accounting Data									
Pay Check Details		GL Details		Other Details					
Selected	Company	Pay Group	Pay Run ID	Off Cycle	Paycheck Number	Pay End Date	Earnings End Date	Pay Period	
1 <input type="checkbox"/>	UCS	2HS	221203M0Y	<input checked="" type="checkbox"/>	9910351367	12/03/2022	10/31/2022	12/03/2022	12/03/2022
2 <input type="checkbox"/>	UCS	2HS	221231M0X	<input type="checkbox"/>	64265505	11/30/2022	10/31/2022	11/30/2022	12/03/2022

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



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

1. Review the **SCT Method** and **SCT Description** columns to identify which payroll accounting lines must use **Direct Retro** for updates and which must use **SCT** for updates.

SCT Method		SCT Description
SCT- No		SCT Eligible for Old Tool
SCT- Yes		SCT Eligible for New Tool
SCT- Yes		SCT in Progress in New Tool

## Job Aid: Salary Cost Transfer for Work Study Funds

SCT Method	SCT Description	Description
SCT – No	SCT Eligible for Old Tool	<p>Payroll Data <u>before</u> 10/4/21 must use <b>Direct Retro</b> for updates.</p> <p>Payroll Data after 10/3/21 and <u>with</u> an existing Direct Retro must use <b>Direct Retro</b> for updates, not SCT.</p> <p>The <b>Selected</b> check box is grayed out for these, indicating it is unavailable for SCT updates. Click the <b>SCT Eligible for Old Tool</b> link to navigate to Direct Retro.</p>
SCT – Yes	SCT Eligible for New Tool	<p>Payroll Data <u>after</u> 10/3/21 and <u>without</u> an existing Direct Retro use <b>SCT</b> for updates.</p> <p>Use the <b>Selected</b> check box to process the row as SCT for these.</p>
SCT – Yes	SCT in Progress in New Tool	<p>Payroll Data for this row has already been submitted for SCT processing and is not available for additional SCT processing.</p> <p>The <b>Selected</b> check box is grayed out for these, indicating it is unavailable for SCT updates.</p>

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

Search Clear FAU ☒ 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 End Date	Earnings E
<input checked="" type="checkbox"/>	UCS	1AC	230531M0X	<input type="checkbox"/>	66650980	05/31/2023	05/31/2023
<input checked="" type="checkbox"/>	UCS	1AC	230430M0X	<input type="checkbox"/>	66232407	04/30/2023	04/30/2023
<input checked="" type="checkbox"/>	UCS	1AC	230331M0X	<input type="checkbox"/>	65855678	03/31/2023	03/31/2023
<input checked="" type="checkbox"/>	UCS	1AC	230228M0X	<input type="checkbox"/>	65342427	02/28/2023	02/28/2023
<input checked="" type="checkbox"/>	UCS	1AC	230131M0X	<input type="checkbox"/>	64967066	01/31/2023	01/31/2023

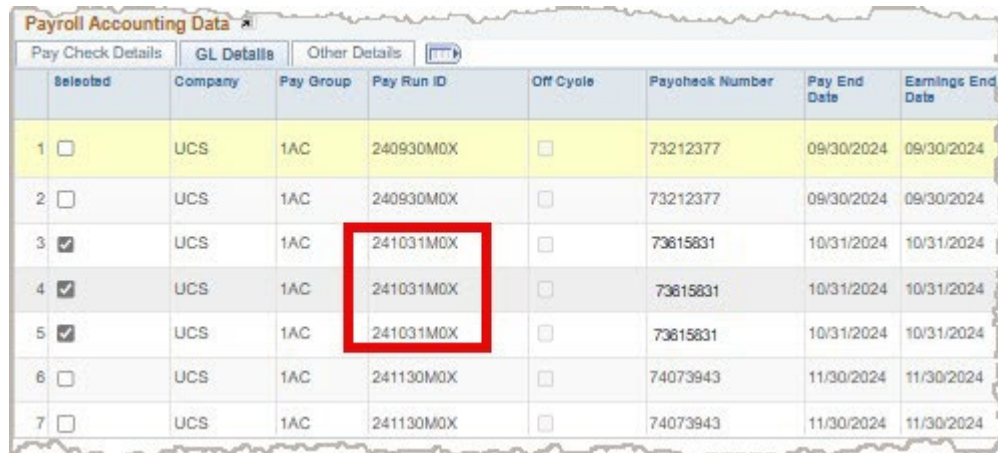
Select All Deselect All Clear All



## Job Aid: Salary Cost Transfer for Work Study Funds

By default, the **Select/Unselect Work study entries** check box and all eligible **Payroll Accounting Data** rows are selected.

**Select All** and **Deselect All**, located just below the **Payroll Accounting Data** table, can be used to select or deselect rows.



	Selected	Company	Pay Group	Pay Run ID	Off Cycle	PAYCHECK NUMBER	Pay End Date	Earnings End Date
1	<input type="checkbox"/>	UCS	1AC	240930M0X	<input type="checkbox"/>	73212377	09/30/2024	09/30/2024
2	<input type="checkbox"/>	UCS	1AC	240930M0X	<input type="checkbox"/>	73212377	09/30/2024	09/30/2024
3	<input checked="" type="checkbox"/>	UCS	1AC	241031M0X	<input type="checkbox"/>	73615831	10/31/2024	10/31/2024
4	<input checked="" type="checkbox"/>	UCS	1AC	241031M0X	<input type="checkbox"/>	73615831	10/31/2024	10/31/2024
5	<input checked="" type="checkbox"/>	UCS	1AC	241031M0X	<input type="checkbox"/>	73615831	10/31/2024	10/31/2024
6	<input type="checkbox"/>	UCS	1AC	241130M0X	<input type="checkbox"/>	74073943	11/30/2024	11/30/2024
7	<input type="checkbox"/>	UCS	1AC	241130M0X	<input type="checkbox"/>	74073943	11/30/2024	11/30/2024

If you select any row associated with a Work-Study–eligible paycheck, the system will automatically select all rows for that paycheck.

Ensure that all selections are correct and complete before continuing to the next step.

3. After selecting the 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.



## Job Aid: Salary Cost Transfer for Work Study Funds

Process Salary Cost Transfer

Process Salary Cost Transfer

Salary Cost Transfer ID: SCT0000000165

Cancel

Run

## Job Aid: Salary Cost Transfer for Work Study Funds

## Create the Salary Cost Transfer

Review Salary Cost Transfer   Errors/Warnings

**Salary Cost Transfer Transaction**

Transaction ID: SCT0000001306   Created By: 10191147   Timothy Chung   Creation Dt: 09/11/2023  
Transaction Status: Initiated   ☐ High Risk   Last Modified By: 10191147   Timothy Chung   Last Modified: 09/11/2023

Cancel

**Accounting line entries**

Empl ID: 10145995   Anusha Krashanoff   Empl Record: 0   ☐ e-Verify   \*Work Study: Select One  
Position Number: 40145874   FTE: 0.950000   Work Study Balance: \$0.00   Position Pool ID: I  
Company: UCS   Pay Group: 1AC   Earns End From: 06/01/2022   Earns End Thru: 06/30/2022

**FAU Redistribution**

Distribution   Other Details  

Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Paycheck Nbr	GL BusinessUnit	Fund	DeptID▲	PC Activity	Function	PC Project
1 REG	000835538		06/30/2022	06/30/2022	62380021	10000	20234	13885		43	

**Calculation**

Total Old Earnings	\$9,484.17
Total New Earnings	\$9,484.17
Difference	\$0.00

\* Requester Comments

254 characters remaining

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.

Review Salary Cost Transfer   Errors/Warnings

**Salary Cost Transfer Transaction**

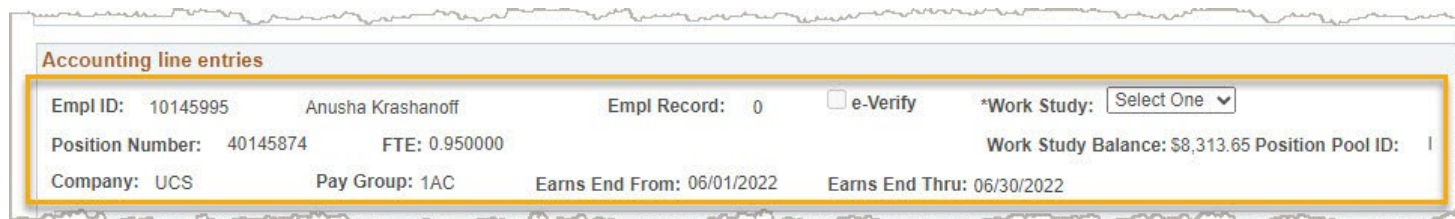
Transaction ID: SCT0000001306   Created By: 10191147   Timothy Chung   Creation Dt: 09/11/2023  
Transaction Status: Initiated   ☐ High Risk   Last Modified By: 10191147   Timothy Chung   Last Modified: 09/11/2023

Cancel

## Job Aid: Salary Cost Transfer for Work Study Funds

⚠ 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.



**Accounting line entries**

Empl ID: 10145995 Anusha Krashanoff Empl Record: 0 ☐ e-Verify \*Work Study: Select One

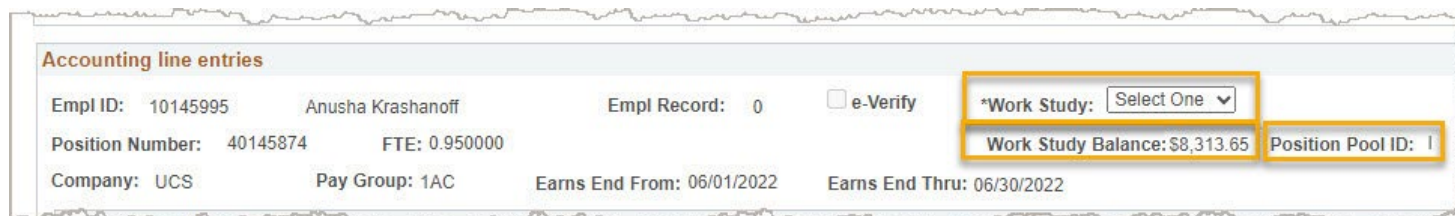
Position Number: 40145874 FTE: 0.950000 Work Study Balance: \$8,313.65 Position Pool ID: I

Company: UCS Pay Group: 1AC Earns End From: 06/01/2022 Earns End Thru: 06/30/2022

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 is displayed in biweekly payroll periods. For more detailed information, refer to the [Job Aid: Pay Group Assignment, Configuration and Code List](#).

### 2. Review **Work Study** information.



**Accounting line entries**

Empl ID: 10145995 Anusha Krashanoff Empl Record: 0 ☐ e-Verify \*Work Study: Select One

Position Number: 40145874 FTE: 0.950000 Work Study Balance: \$8,313.65 Position Pool ID: I

Company: UCS Pay Group: 1AC Earns End From: 06/01/2022 Earns End Thru: 06/30/2022

- When an employee has a negative **Work Study Balance**, UCPATH automatically displays the following message:

"This employee's Work-Study Award Balance is currently negative (32008,625). Your SCT will be cancelled if you use the Apply WS or ReApply WS options while the balance remains negative during batch processing."

Before proceeding, resolve the negative balance by either:

- o Selecting **Remove WS** (see section below)
- o Updating the balance via the **I-159 file**, if applicable

If the negative **Work Study Balance** is not resolved and SCT processing continues:

- o **Apply** or **ReApply** selected: The **SCT will be cancelled** during batch processing. Status: *"Cancelled by SCT batch."*

## Job Aid: Salary Cost Transfer for Work Study Funds

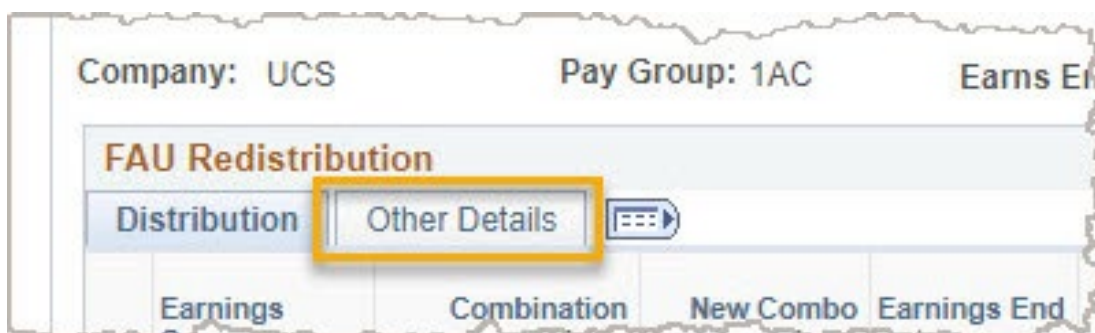
If cancelled this way, you may re-enter the SCT for the same paycheck lines.

- **Remove WS** selected: UCPath credits the **Work Study Balance** by the net earnings amount.  
*Example:* If the **Work Study Balance** is –100 and earnings are 200, the **Work Study Balance** amount updates to **+100**.
- **Leave As Is** selected: The transaction **processes as usual**, without adjustments to the **Work Study Balance**.
- The **\*Work Study** field displays the Work Study status for existing SCTs or a list of eligible options for new SCTs. Select the appropriate **\*Work Study** option.

Option	Description
<b>Apply Work-study</b>	Applies work study funds to eligible, but not previously charged, employee paychecks. Decreases the <b>Work Study Balance</b> amount.
<b>Flexible Option</b>	Allows the selection of individual work study transaction options at the <b>Earn Code</b> paycheck row level versus selecting the transaction option for all the rows.
<b>Leave as is</b>	Allows the updating of <b>Department Cost Share</b> values and amounts but does not allow additional splitting.
<b>Re-Apply WS</b>	Allows updates based on new work study settings at the position pool or employee level.
<b>Remove WS</b>	Use when an ineligible check was charged and work study funding needs to be removed from it. Increases the <b>Work Study Balance</b> amount.

- **Work Study Balance** displays the amount available to the employee for work study pay. The balance must cover the amount needed for this work study transaction.
- **Position Pool ID** identifies the specific work study pool providing the funds for the employee's job position.

### 3. Review the **FAU Redistribution** section.



## Job Aid: Salary Cost Transfer for Work Study Funds

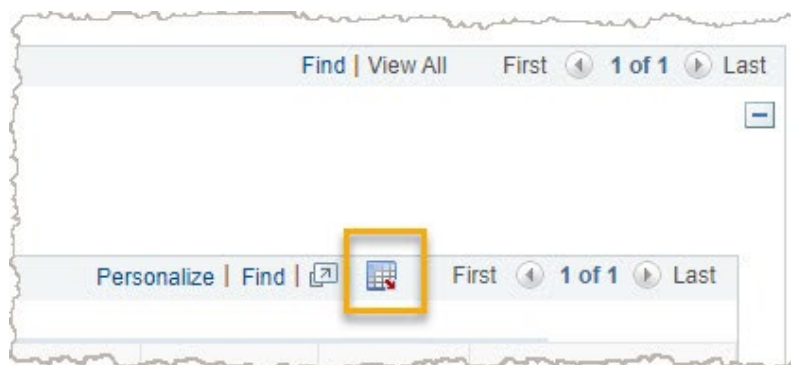
Use the [Other Details](#) tab to review additional data.




Click the [Show all columns](#) icon to combine all the data into one table.

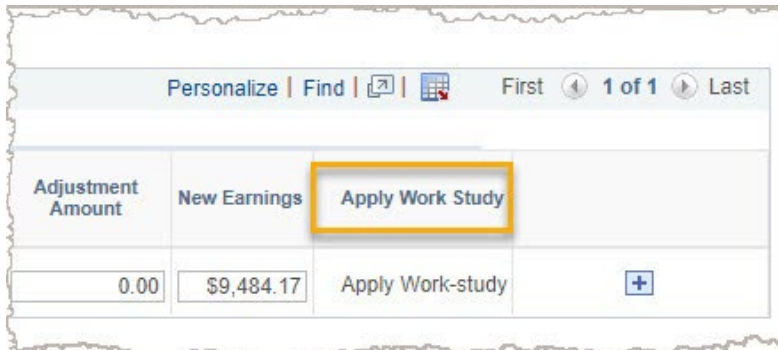


When the selected accounting distribution extends across multiple earnings periods, select any of the display options to access additional **FAU** distribution details.




**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. This is particularly useful for sizable transactions.

## Job Aid: Salary Cost Transfer for Work Study Funds



The screenshot shows a table with three columns: 'Adjustment Amount', 'New Earnings', and 'Apply Work Study'. The 'Adjustment Amount' column has a value of 0.00. The 'New Earnings' column has a value of \$9,484.17. The 'Apply Work Study' column has a button labeled 'Apply Work-study' with a plus icon. The 'Apply Work Study' column header is highlighted with a yellow box.

Adjustment Amount	New Earnings	Apply Work Study
0.00	\$9,484.17	Apply Work-study 

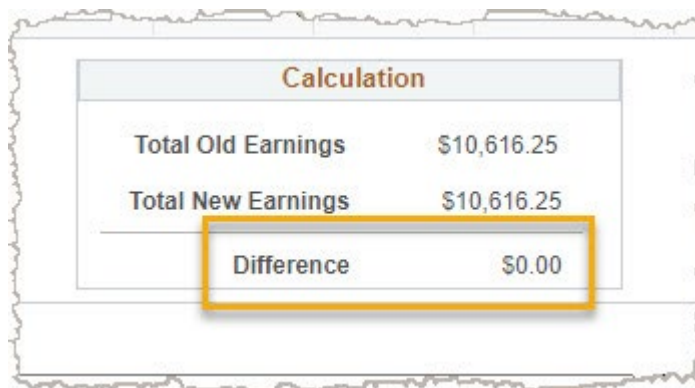
The **Apply Work Study** column displays the selected option. **FAU Redistribution** table columns may adjust per the option selected.

4. Enter or select the correct funding sources and amounts for the Work Study transaction.

Click on a topic below for transaction information on that option:

- [Apply Work-study](#)
- [Flexible Option](#)
- [Leave as Is](#)
- [Re-Apply Work-study](#)
- [Remove WS](#)

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



The screenshot shows a 'Calculation' box with the following values:

Calculation	
Total Old Earnings	\$10,616.25
Total New Earnings	\$10,616.25
Difference	\$0.00

The 'Difference' row is highlighted with a yellow box.

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



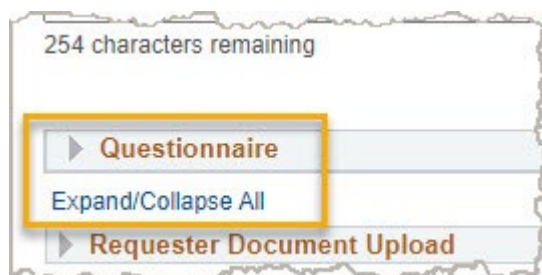
## Job Aid: Salary Cost Transfer for Work Study Funds

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



A screenshot of a web form with a text area labeled "\* Requester Comments". The text area is outlined with a yellow border. Below the text area, it says "254 characters remaining".

7. If appropriate, open the **Questionnaire** and provide answers. The questionnaire is required for all high-risk cost transfers.



A screenshot of a web form showing two sections. The top section is labeled "254 characters remaining". Below it, there are two buttons: "Questionnaire" and "Requester Document Upload". The "Questionnaire" button is highlighted with a yellow border. Below the "Questionnaire" button, there is a link "Expand/Collapse All".

8. If appropriate, upload supporting or information documents using the **Requester Document Upload** section.

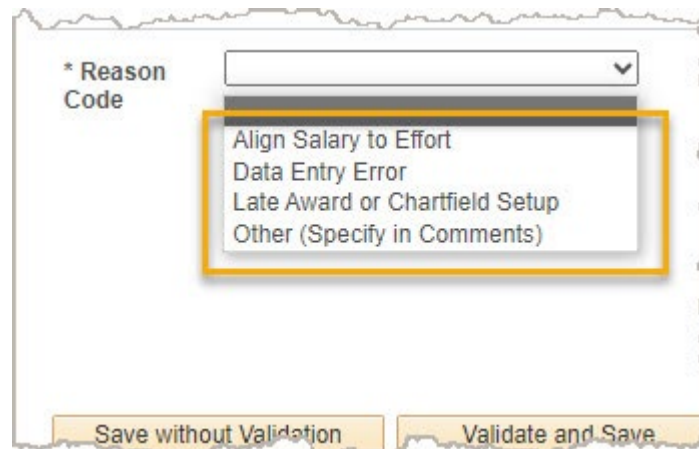


A screenshot of a web form showing the "Requester Document Upload" section. The section has a title bar with "Requester Document Upload" and a search bar with "Find", "First", "1 of 1", and "Last". Below the title bar, there is a table with the header "Attached File". The table has three columns: "Add Attachment", "View Attachment", and "Delete Attachment". The "Add Attachment" button is highlighted with a yellow border.



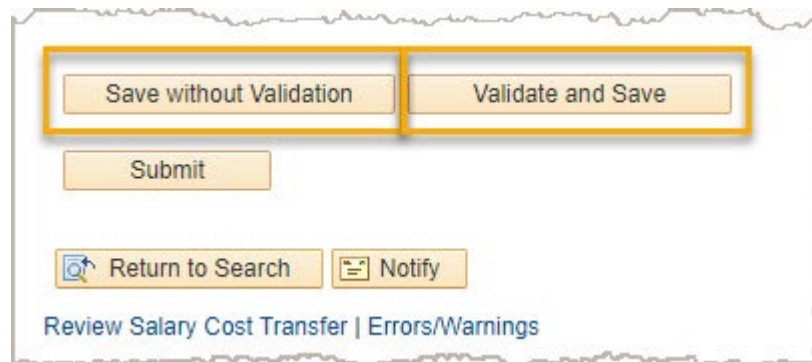
## Job Aid: Salary Cost Transfer for Work Study Funds

9. Select the mandatory **\*Reason Code**.



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

10. Save the transaction.



A screenshot of a web form showing two buttons: 'Save without Validation' and 'Validate and Save'. Below these buttons is a 'Submit' button. At the bottom, there are two buttons: 'Return to Search' and 'Notify'. Below the buttons is a link: 'Review Salary Cost Transfer | Errors/Warnings'.

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

## Job Aid: Salary Cost Transfer for Work Study Funds

11. Address any error and warning messages displayed on the [Errors/Warnings](#) tab.

Review Salary Cost Transfer | **Errors/Warnings**

**Errors/Warnings**

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

Errors Between Pay Period Begin Date 2023-02-01 And Pay Period End Date 2023-02-28  
No rows changed - please make a change

Warnings Between Pay Period Begin Date 2023-02-01 And Pay Period End Date 2023-02-28  
1 - Row 1 will be deleted as transaction details were unchanged. (32001,1836)

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

Review Salary Cost Transfer | Errors/Warnings

The [Errors/Warnings](#) tab automatically displays when there are either errors or warnings. Review the messages and determine the actions necessary to correct errors and, if appropriate, warnings.

Return to the [Review Salary Cost Transfer](#) tab to review the fields identified with issues.

FAU Redistribution

Distribution | Other Details

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

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

**Calculation**

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

\* Requester Comments

254 characters remaining

[Questionnaire](#)

[Expand/Collapse All](#)

[Requester Document Upload](#)

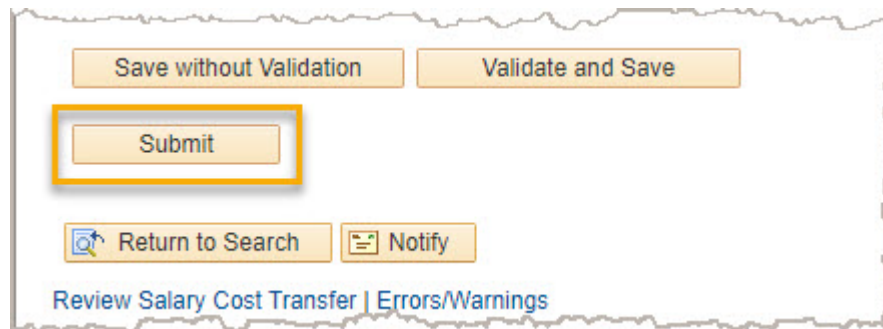
[Approver Document Upload](#)

\* Reason Code

The transaction cannot be submitted for approval until **all errors** have been corrected. Warning messages will not prevent the transaction from being submitted.

## Job Aid: Salary Cost Transfer for Work Study Funds

12. Submit the transaction for approval.



Save without Validation   Validate and Save

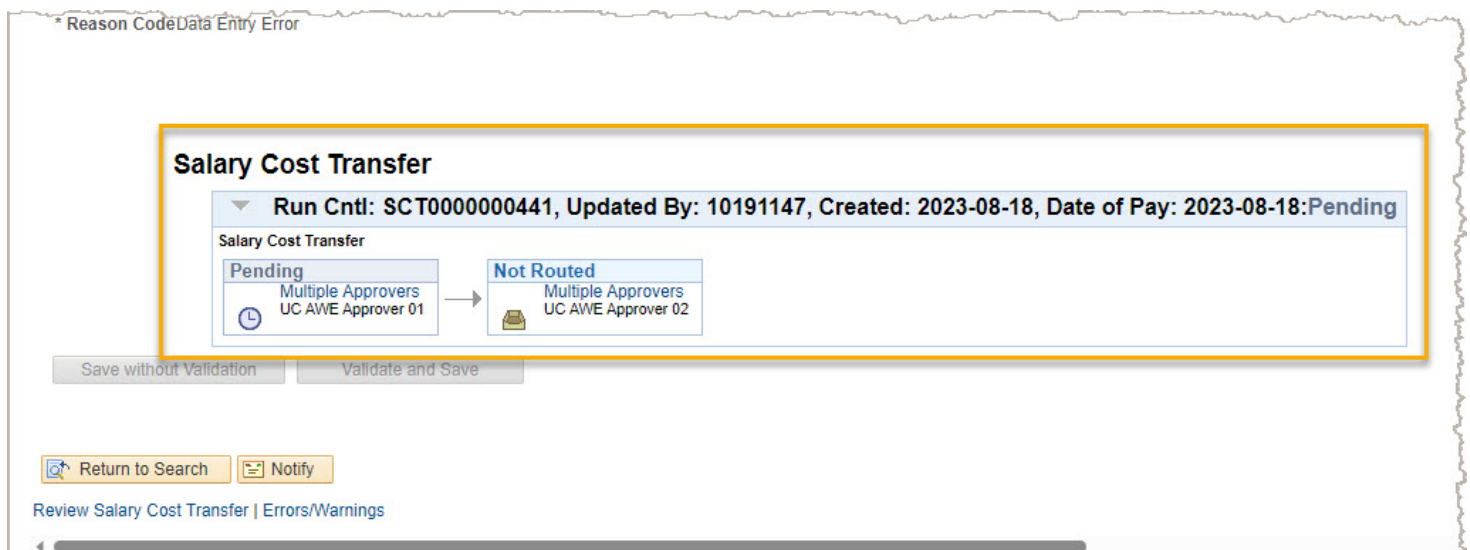
**Submit**

Return to Search   Notify

[Review Salary Cost Transfer](#) | [Errors/Warnings](#)

Click the **Submit** button.

The transaction has now been submitted for approval.



\* Reason CodeData Entry Error

**Salary Cost Transfer**

Run Cntl: SCT0000000441, Updated By: 10191147, Created: 2023-08-18, Date of Pay: 2023-08-18:Pending

Salary Cost Transfer

Pending → Not Routed

Multiple Approvers UC AWE Approver 01 → Multiple Approvers UC AWE Approver 02

Save without Validation   Validate and Save

Return to Search   Notify

[Review Salary Cost Transfer](#) | [Errors/Warnings](#)

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**.**

## Job Aid: Salary Cost Transfer for Work Study Funds

### 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 or Cancelled by SCT Batch

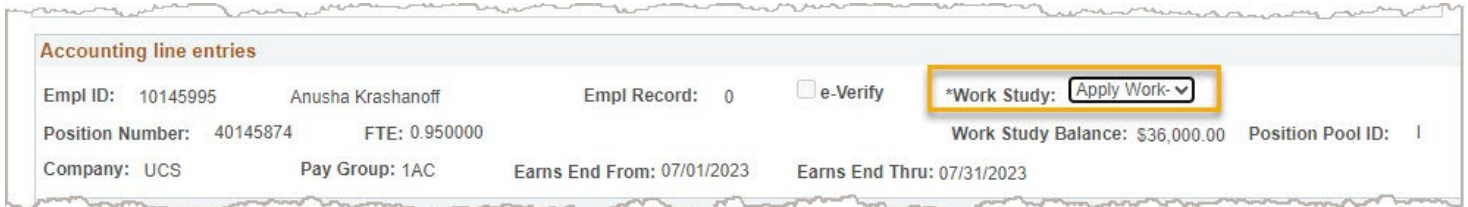
Field	Description
<b>Initiated</b>	The SCT has been created and saved without any validation.
<b>Submitted</b>	The SCT has been validated for business rules and submitted for approval.
<b>Approved</b>	Approvers, at all levels, have given consent for processing.
<b>Denied</b>	Denial of the SCT transaction by <u>any</u> approver stops the SCT from any further progress or processing. Denied transactions cannot be re-submitted.
<b>Processing</b>	The main SCT batch program is processing the transaction.
<b>Journal Mod complete</b>	Journal Modifications, including assessments, have been completed.
<b>Posted to LL</b>	The transaction has been successfully processed and sent to the <b>Labor Ledger (LL)</b> .
<b>Cancelled by SCT Batch</b>	The status will show as <b>"Cancelled by SCT Batch"</b> instead of <b>"Posted to LL"</b> when <b>Apply WS</b> or <b>Reapply WS</b> is selected for an employee with a negative balance.

## Job Aid: Salary Cost Transfer for Work Study Funds

### Apply Work-study

Apply work study funds to eligible, but not previously charged, employee paychecks. For example, when a student starts working before the award has been granted and set up.

1. Ensure that **\*Work Study** is set to **Apply Work-study**.



The screenshot shows the 'Accounting line entries' form in UCPath. The form contains the following fields:

Empl ID: 10145995	Anusha Krashanoff	Empl Record: 0	<input type="checkbox"/> e-Verify	<b>*Work Study:</b> <b>Apply Work-▼</b>
Position Number: 40145874	FTE: 0.950000	Work Study Balance: \$36,000.00		
Company: UCS	Pay Group: 1AC	Earns End From: 07/01/2023	Earns End Thru: 07/31/2023	

The dropdown menu for \*Work Study is highlighted with a yellow box, showing 'Apply Work-▼' as the selected option.

2. Click [here](#) to return to the process above to complete the SCT transaction.

For more detailed information, refer to the [Enter a Salary Cost Transfer for Work Study Funds - Apply WS](#) UPK simulation.

## Job Aid: Salary Cost Transfer for Work Study Funds

### Flexible Option

To apply the same Work Study transaction option to groups of transactions with the same **Earn Code**, use the **Flexible Option**.

1. Ensure that **\*Work Study** is set to **Flexible Option** at the Accounting Line level.

☐ e-Verify **\*Work Study:** Flexible Opt ▼  
Work Study Balance: \$347.00 Position Pool ID: M  
Earns End Thru: 02/04/2023

2. Select the appropriate Work Study transaction option at the row level with the **Apply Work Study** field.

WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Apply Work Study	
W		\$97.10	-97.10	\$0.00	▼	+
W		\$131.38	-131.38	\$0.00	Leave as Is	+
D		\$56.30	0.00	\$56.30	Re-Apply WS	+
D		\$41.62	0.00	\$41.62	Remove WS	+

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

WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Apply Work Study	
e-AI ▼					+	
e-AI ▼					+	
e-AI ▼					+	
e-AI ▼					+	

## Job Aid: Salary Cost Transfer for Work Study Funds

4. Select or update FAU funding values for the new Work Study distribution row(s).

Check Nbr	GL BusinessUnit	Fund	DeptID▲	PC Activity	Function	PC Project	Chartfield1	PC BusinessUnit	Chartfield2	WS L
109	10000	69995	12115		40		900002			W
109	10000	69995	12115		40		900002			W
109	10000	61046	12248	01	44	1015110		GM100	IMHA1	D
109	10000	61046	12248	01	44	1015110		GM100	IMHA1	D
109	<input type="text" value="10000"/>	<input type="text" value="61046"/>	<input type="text" value="12248"/>	<input type="text" value="01"/>	<input type="text" value="44"/>	<input type="text" value="1015110"/>	<input type="text"/>	<input type="text" value="GM100"/>	<input type="text" value="IMHA1"/>	

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

5. Use the **Adjustment Amount** and **New Earnings** fields to transfer amounts from the original distribution line to the new one(s).

<b>Adjustment Amount</b>	<b>New Earnings</b>
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When updating **Adjustment Amount** or **New Earnings**:

- 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(s), enter the correct amount into the **New Earnings** field as a **positive value**, then tab out of the field; the **Adjustment Amount** automatically calculates.

6. Click [here](#) to return to the process above to complete the SCT transaction.



## Job Aid: Salary Cost Transfer for Work Study Funds

### Leave as Is

Use this option to update **Department Cost Share** values and amounts. Additional splitting is not allowed.

1. Ensure that **\*Work Study** is set to **Leave as Is**.

A screenshot of the UCPath interface. It shows a form with a checkbox labeled 'e-Verify' and a dropdown menu labeled '\*Work Study:' with 'Leave as Is' selected. Below this, it displays 'Work Study Balance: \$8,313.65' and 'Position Pool ID: M'. At the bottom, it says 'Earns End Thru: 04/15/2023'.

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

A screenshot of the UCPath interface showing a table with two rows. The first row has 'New Earnings' of \$88.54 and 'Apply Work Study' set to 'Leave as Is'. The second row has 'New Earnings' of \$0.00 and 'Apply Work Study' set to 'Leave as Is'. A blue plus icon in a box is highlighted in the second row, indicating the 'Add a new row' button.

3. Select or update FAU funding values for the new Work Study distribution row(s).

GL BusinessUnit	Fund	DeptID	PC Activity	Function	PC Project	Chartfield1	PC BusinessUnit	Chartfield2	WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Apply
10000	69995	12115		40		900002			W		\$88.54	-88.54	\$0.00	Lea
10000	61046	12248	01	44	1015110		GM100	IMHA1	D		\$37.94	0.00	\$37.94	Lea
10000	61046	12248	01	44	1015110		GM100	IMHA1	D		\$0.00	0.00	\$0.00	Lea

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

In addition, the original **Work Study** row's **FAU** values are locked, but the amount fields are open for updates.

## Job Aid: Salary Cost Transfer for Work Study Funds

4. Use the **Adjustment Amount** and **New Earnings** fields to transfer amounts from the original distribution line to the new one(s).

	Adjustment Amount	New Earnings
41.41	-34.41	\$0.00
00.00	34.41	\$34.41

When updating **Adjustment Amount** or **New Earnings**:

- 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(s), enter the correct amount into the **New Earnings** field as a **positive value**, then tab out of the field; the **Adjustment Amount** automatically calculates.

5. Click [here](#) to return to the process above to complete the SCT transaction.

For more detailed information, refer to the [Enter a Salary Cost Transfer for Work Study Funds - Leave as Is](#) UPK simulation.

## Job Aid: Salary Cost Transfer for Work Study Funds

### Re-Apply Work-study

Use this option to update the transaction to align with changes to work study settings at the position pool or employee level. This backs out the funding, and once approved, the batch process will correctly rebuild the transaction with the new changes.

1. Ensure that **\*Work Study** is set to **Re-Apply WS**.

The screenshot shows a form with a 'Cancel' button at the top right. Below it, there is a section with a 'd: 1' label, an 'e-Verify' checkbox, and a '\*Work Study:' dropdown menu. The dropdown menu is open, showing 'Re-Apply W' as the selected option. Below the dropdown, the text 'Work Study Balance: \$347.00' and 'Position Pool ID: M' are visible. At the bottom, the date '1/22/2023' and 'Earns End Thru: 02/04/2023' are displayed.

2. Move amounts to re-apply the funds.

The screenshot shows a table with the following columns: WS Indicator, OTC Indicator, Old Earnings, Adjustment Amount, New Earnings, Apply Work Study, and a plus button. The table has two rows of data. The first row is for 'D' (Direct) and the second row is for 'W' (Indirect). The 'D' row shows Old Earnings of \$54.00, Adjustment Amount of 0.00, and New Earnings of \$54.00. The 'W' row shows Old Earnings of \$126.00, Adjustment Amount of -126.00, and New Earnings of \$0.00. Both rows are set to 'Re-Apply WS' and have a plus button next to them.

WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Apply Work Study	
D		\$54.00	0.00	\$54.00	Re-Apply WS	+
W		\$126.00	-126.00	\$0.00	Re-Apply WS	+

The amounts in the **W** row are automatically zeroed out and closed.

The amounts in the **D** row are unchanged and open for updates.

## Job Aid: Salary Cost Transfer for Work Study Funds



Personalize   Find     First 1-2 of 2 Last						
WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Apply Work Study	
D		\$54.00	126.00	\$54.00	Re-Apply WS	
W		\$126.00	-126.00	\$0.00	Re-Apply WS	

Add the **Old Earnings** amount from the **W** row into the **D** row.

- Click [here](#) to return to the process above to complete the SCT transaction.

## Job Aid: Salary Cost Transfer for Work Study Funds

### Remove WS

Remove work study funding distribution from an ineligible check.

1. Ensure that **\*Work Study** is set to **Remove WS**.

\*Work Study: **Remove WS** Perform SCT on a paycheck when  
Work Study Balance: \$8,313.65 Position Pool ID: M  
Thru: 05/13/2023

2. Move amounts to re-apply the funds.

WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Apply Work Study
D		\$6.37	0.00	\$6.37	Remove WS
W		\$14.87	-14.87	\$0.00	Remove WS

The amounts in the **W** row are automatically zeroed out and closed.

The amounts in the **D** row are unchanged and open for updates.

WS Indicator	OTC Indicator	Old Earnings	Adjustment Amount	New Earnings	Apply Work Study
D		\$6.37	14.87	\$6.37	Remove WS
W		\$14.87	-14.87	\$0.00	Remove WS

Add the **Old Earnings** amount from the **W** row into the **D** row.

3. Click [here](#) to return to the process above to complete the SCT transaction.