

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

Restricted Funds are those that:

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

Navigation:

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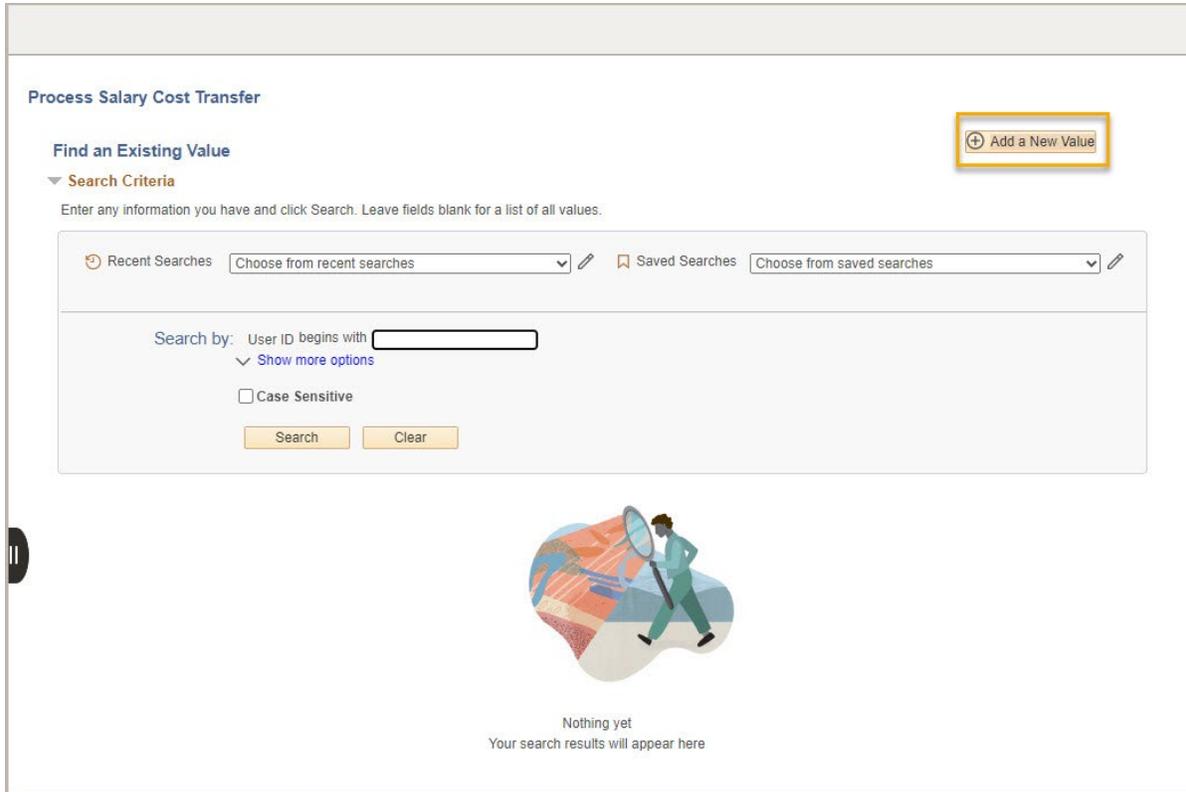
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Add a New SCT

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

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



Process Salary Cost Transfer

Find an Existing Value **+ Add a New Value**

Search Criteria

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

Recent Searches Saved Searches

Search by: User ID begins with
 Show more options
 Case Sensitive



Nothing yet
Your search results will appear here

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



Process Salary Cost Transfer

Add a New Value **Find an Existing Value**

Run Control ID

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Find Payroll Accounting Data

The screenshot shows the 'Process Salary Cost Transfer' web form. At the top, there is a tab labeled 'Process Salary Cost Transfer'. Below the tab, the title 'Process Salary Cost Transfer' is displayed. The 'Salary Cost Transfer ID' is set to 'NEW'. The '*Set ID' field contains 'UCOP1'. There are three search sections: 'Search By' with radio buttons for 'Earns End Date' (selected) and 'Pay End Date'; 'Search By Dates' with 'From Date' (05/01/2023) and 'Thru Date' (07/31/2023); and 'Search Employee' with fields for '*Empl ID', 'Empl Record' (0), and 'Earnings Code'. At the bottom, there is a 'Search FAU' section with a table of search criteria: Entity, Fund, Financial Unit, Account, UCOP Funct, Program, Project, and GL Bus Unit.

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.

This close-up screenshot shows the '*Set ID' field in the 'Process Salary Cost Transfer' form. The field contains the value 'SFCMP' and has a magnifying glass icon to its right. The field is highlighted with a yellow border.

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

Field	Description
Earns End Date	The default. If selected, the search retrieves all the earnings within the specified earnings period.
Pay End Date	Select if applicable. If selected, the search retrieves all the earnings within the specified paycheck period.

3. Set the date range for the search.

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

Except for certain vacation redistributions, searches retrieve corresponding monthly payroll periods for **Monthly** employees and corresponding biweekly payroll periods for **Biweekly** employees.

Vacation redistributions (VAC) for less than a payroll period (e.g., one day of vacation) retrieve the **From** and **Thru** date payroll information.

4. Enter or select employee search criteria.

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Field	Description
*Empl ID	Required. Select or enter the appropriate employee identification number.
Empl Record	Optional. Used to retrieve transaction lines for the employee's job. The default is zero, the employee's first job. 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.
Earnings Code	Optional. Enter or select to find payroll lines with a specific Earn Code .

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

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

The screenshot shows a 'Search FAU' interface. At the top, it says 'Search FAU'. Below that is 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 search icon (magnifying glass) to its right. 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.

This is a close-up screenshot of the 'Search' and 'Clear FAU' buttons from the previous screenshot. The 'Search' button is highlighted with a yellow border.

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Select Payroll Accounting Lines for SCT

Payroll Accounting Data									
Pay Check Details		GL Details		Other Details					
Selected	Company	Pay Group	Pay Run ID	Off Cycle	Paycheck Number	Pay End Date	Earnings End Date	Pos	
1	<input type="checkbox"/>	UCS	2HS	221203M0Y	<input checked="" type="checkbox"/>	9910351367	12/03/2022	10/31/2022	12/3
2	<input type="checkbox"/>	UCS	2HS	221231M0X	<input type="checkbox"/>	64265505	11/30/2022	10/31/2022	12/3

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



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

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

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

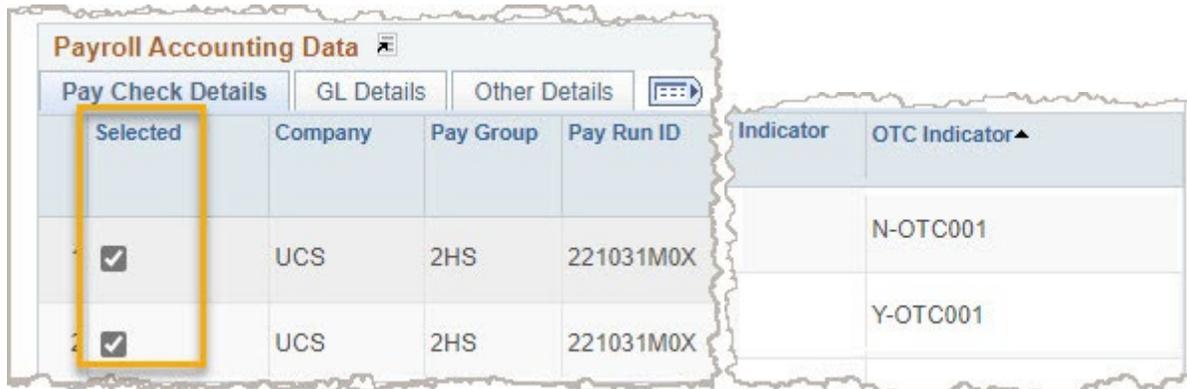
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SCT Method	SCT Description	Description
SCT – No	SCT Eligible for Old Tool	<p>Payroll Data before 10/4/21 must use Direct Retro for updates.</p> <p>Payroll Data after 10/3/21 and with an existing Direct Retro must use Direct Retro for updates, not SCT.</p> <p>The Selected check box is grayed out for these, indicating it is unavailable for SCT updates. Click the SCT Eligible for Old Tool link to navigate to Direct Retro.</p>
SCT – Yes	SCT Eligible for New Tool	<p>Payroll Data after 10/3/21 and without an existing Direct Retro use SCT for updates.</p> <p>Use the Selected 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 unavailable for additional SCT processing.</p> <p>The Selected check box is grayed out for these, indicating it is unavailable for another SCT update.</p>

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

Payroll Accounting Data						
Selected	Company	Pay Group	Pay Run ID	Off Cycle	Paycheck Number	Pay End Date
<input checked="" type="checkbox"/>	UCS	2HS	221031M0X	<input type="checkbox"/>	63859577	10/31/2022
<input checked="" type="checkbox"/>	UCS	2HS	221031M0X	<input type="checkbox"/>	63859577	10/31/2022

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Selected	Company	Pay Group	Pay Run ID	Indicator	OTC Indicator ▲
<input checked="" type="checkbox"/>	UCS	2HS	221031M0X		N-OTC001
<input checked="" type="checkbox"/>	UCS	2HS	221031M0X		Y-OTC001

When you select a non–Work-Study accounting line, the system automatically selects all rows that share the same:

- **Paycheck number**
- **Earnings period**
- **Chart-string** (excluding BUDGET_REF, Affiliate, and Altacct)

If you select an **N-OTC** earnings line, the corresponding **Y-OTC** line is also selected automatically. If you uncheck the **N-OTC**, the **Y-OTC** will also be unchecked—and vice versa.

After deselecting both, you can now choose to select the **Y-OTC** on its own without automatically selecting the **N-OTC**.

Blank rows can be deselected independently without triggering changes to other rows.

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



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



Process Salary Cost Transfer

Process Salary Cost Transfer

Salary Cost Transfer ID: SCT0000000165

Cancel Run

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Create the Salary Cost Transfer

Review Salary Cost Transfer
Errors/Warnings

Salary Cost Transfer Transaction

Transaction ID: SCT0000000774	Created By: 10191147	Timothy Chung	Creation Dt: 08/25/2023
Transaction Status: Initiated <input type="checkbox"/> High Risk	Last Modified By: 10191147	Timothy Chung	Last Modified: 08/25/2023

Cancel

Accounting line entries

Empl ID: 10351367 Danielle McBroom Empl Record: 0 e-Verify

Position Number: 40635392 FTE: 1.000000

Company: UCS Pay Group: 2HS Earns End From: 10/01/2022 Earns End Thru: 10/31/2022

FAU Redistribution

Distribution
Other Details
[...]

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

Calculate Cap Rules

Re-Distribute Eligible Earns

Calculation

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

* Requester Comments

254 characters remaining

▶ Questionnaire

Expand/Collapse All

▶ Requester Document Upload

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

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

1. Carefully review the information before continuing.
- The **Salary Cost Transfer Transaction** section contains SCT transaction information.

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Review Salary Cost Transfer | Errors/Warnings

Salary Cost Transfer Transaction

Transaction ID: SCT0000000774 Created By: 10191147 Timothy Chung Creation Dt: 08/25/2023

Transaction Status: Initiated High Risk Last Modified By: 10191147 Timothy Chung Last Modified: 08/25/2023

Cancel

⚠ 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: 10351367 Danielle McBroom Empl Record: 0 e-Verify

Position Number: 40635392 FTE: 1.000000

Company: UCS Pay Group: 2HS Earns End From: 10/01/2022 Earns End Thru: 10/31/2022

FAU

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

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

- If the accounting distribution selected covers more than one earnings period, click on any of the display options to view additional FAU distribution information.

New Window | Help | Personalize Page

23

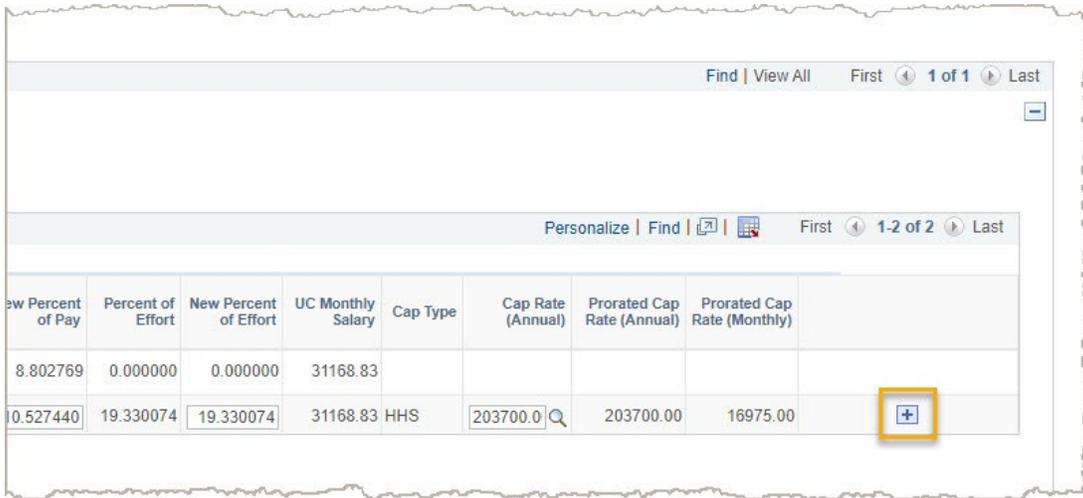
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Find | View All First 1 of 1 Last

Personalize | Find | View All First 1 of 1 Last

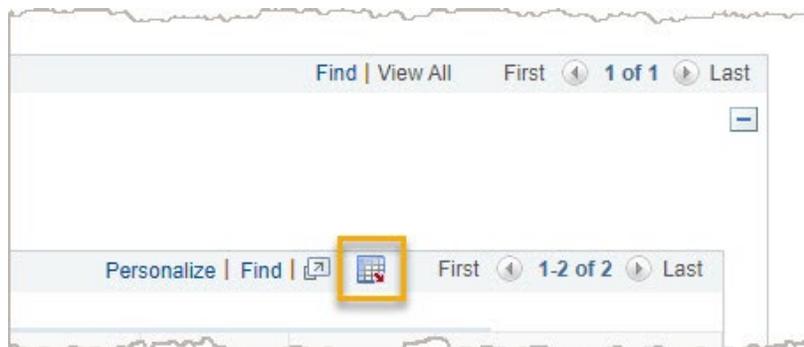
Job Aid: Salary Cost Transfer for Restricted Funds

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



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)
8.802769	0.000000	0.000000	31168.83				
0.527440	19.330074	19.330074	31168.83	HHS	203700.0	203700.00	16975.00

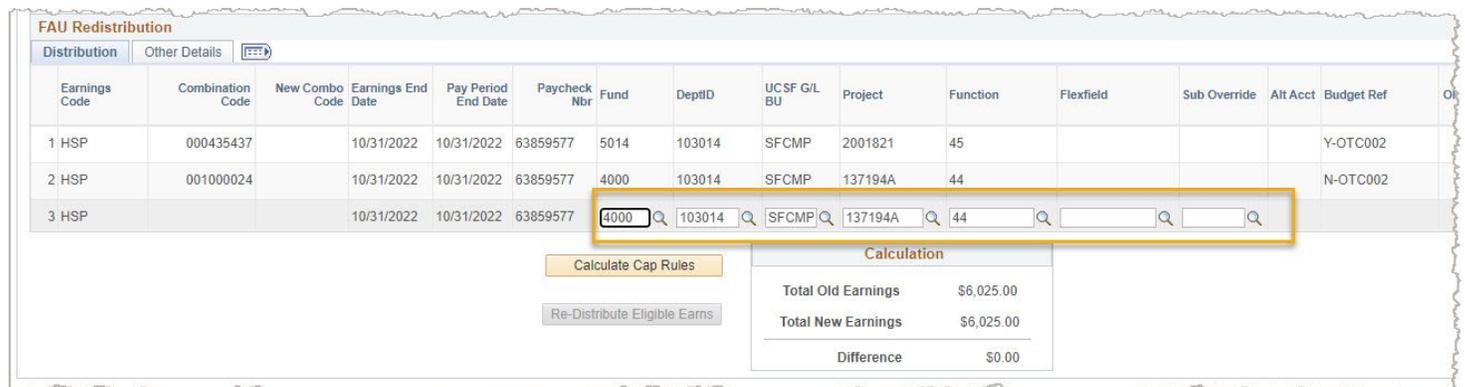
Optional: To review a copy of the initial distribution before making modifications, click the **Excel** icon  found in the right corner of the section. The data displayed in the section table will be downloaded to Excel.



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)
8.802769	0.000000	0.000000	31168.83				
0.527440	19.330074	19.330074	31168.83	HHS	203700.0	203700.00	16975.00

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

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



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

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

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

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

Correct these using **one** of these methods:

- Adjust the **New Percent of Pay** and **New Percent of Effort** fields between the original row and the new row to ensure the distribution is correct and complete. If necessary, adjust the **Cap Rate (Annual)** field. **This is the preferred method.**
- Update the **Adjustment Amount** or **New Earnings** amounts:
 - In the **original** row, enter the correct amount into the **Adjustment Amount** field as a **negative value**, then tab out of the field; the **New Earnings** amount automatically recalculates.
 - In the **new** row, enter the correct amount into the **New Earnings** field as a **positive value**, then tab out of the field; the **Adjustment Amount** automatically calculates.

For multiple-row redistributions, repeat as necessary.

5. Once **N-OTC** line updating is completed, check the updated fields and then recalculate the cap rules.

Before clicking the **Calculate Cap Rules** button, ensure that the total of the original **Percent of Effort**, by **Earnings Code** and **Earnings End Date**, equals the **New Percent of Effort**, by **Earnings Code** and **Earnings End Date**.

Once the totals are correct, click the **Calculate Cap Rules** button to recalculate the over-the-cap amounts.

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

Calculate Cap Rules

Re-Distribute Eligible Earnings

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

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

Calculate Cap Rules

Re-Distribute Eligible Earnings

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

6. Update Y-OTC lines as needed.

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

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

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

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

Calculate Cap Rules

Re-Distribute Eligible Earnings

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

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

Budget Ref	Old Earnings	Adjustment Amount	New Earnings	Percent of Pay	New Percent of Pay	Percent of Effort	New Percent of Effort	UC Monthly Salary	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)		
Y-OTC002	\$2,743.72	-1672.35	\$1,071.37	8.802769	3.437312	0.000000	0.000000	31168.83						
N-OTC002	\$3,281.28	-2000.00	\$1,281.28	10.527440	4.110773	19.330074	7.548041	31168.83	HHS	203700.0	203700.00	16975.00	+	
Y-OTC004	\$0.00	1672.35	\$1,672.35	0.000000	5.365456	0.000000	0.000000	31168.83						-
N-OTC004	\$0.00	2000.00	\$2,000.00	0.000000	6.416667	0.000000	11.782032	31168.83	HHS	203700.0	203700.00	16975.00	+	-

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

*** Requester Comments**

254 characters remaining

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

254 characters remaining

▶ **Questionnaire**

Expand/Collapse All

▶ **Requester Document Upload**

Job Aid: Salary Cost Transfer for Restricted Funds

⚠ UCPATH displays an error when any of the following conditions occur:

- You use a **new restricted fund** (*if your Location checks for this*)
- You **increase an expense** on a restricted fund (*if your Location checks for this*)
- You submit a **Salary Cost Transfer (SCT)** that is considered **high risk** (*this applies to all Locations*)

An SCT is considered high risk when:

- It includes a paycheck older than 120 days, or
- It involves a fund that expired more than 90 days ago

To proceed, complete the mandatory questionnaire displayed at the bottom of the page.

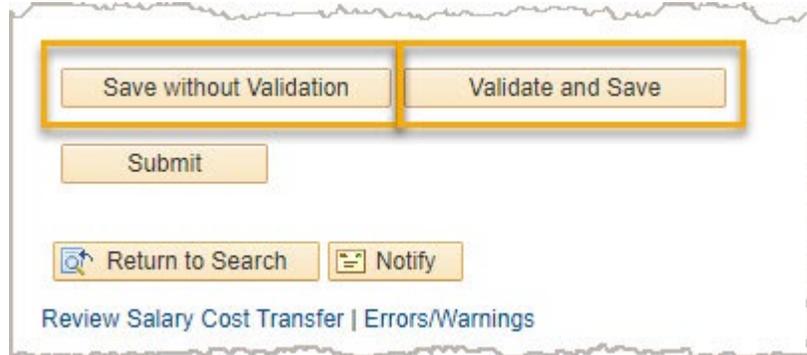
10. If appropriate, upload supporting or information documents using the **Requester Document Upload** section.



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

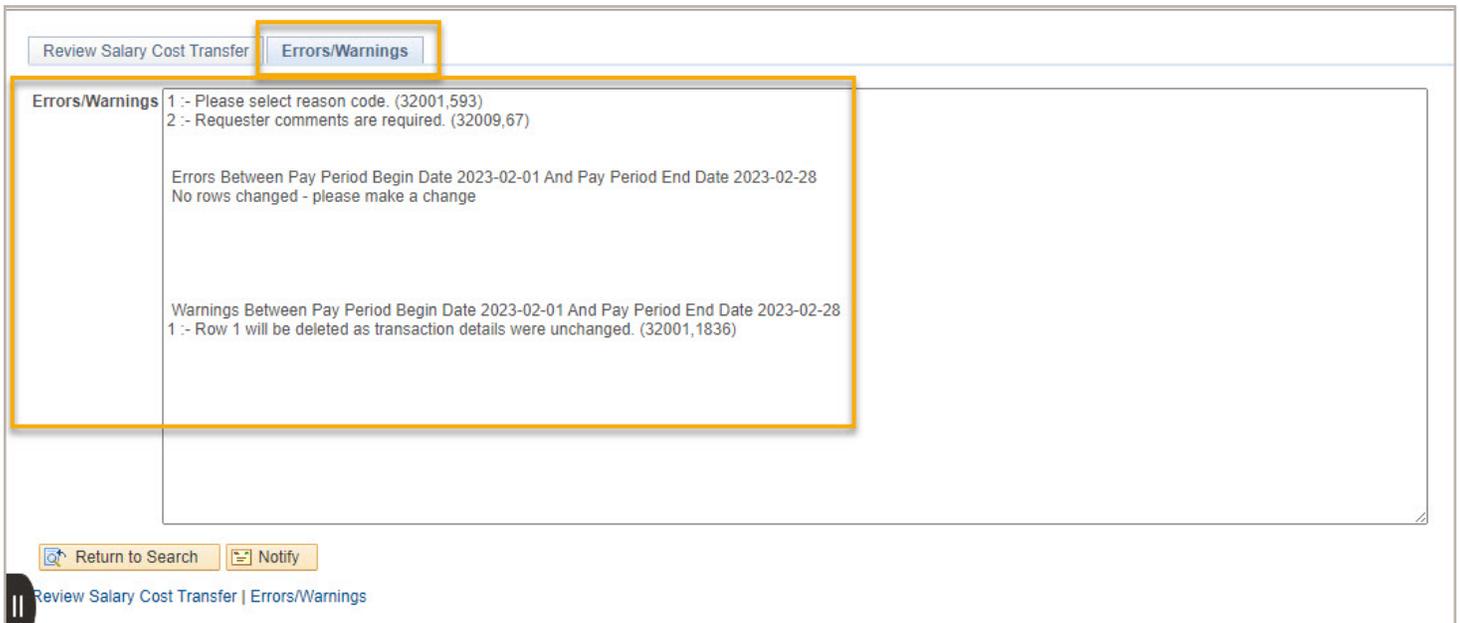
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12. Save the transaction.



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

13. Address any error and warning messages displayed on the **Errors/Warnings** tab.



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

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

FAU Redistribution

Distribution Other Details

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

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.

14. Submit the transaction for approval.

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

The transaction has now been submitted for approval.

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* Reason CodeData Entry Error

Salary Cost Transfer

Run Cntl: SCT000000441, Updated By: 10191147, Created: 2023-08-18, Date of Pay: 2023-08-18:Pending

Salary Cost Transfer

Pending Multiple Approvers UC AWE Approver 01	→	Not Routed Multiple Approvers UC AWE Approver 02
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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**.**

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Review the Salary Cost Transfer

The **SCT** and its progress can be monitored through the [Review Salary Cost Transfer](#) page at:

General Ledger Administration (Homepage) > General Ledger Tasks (Tile) > Direct Retro > [Review Salary Cost Transfer](#)

SCT process cycle and status:

Initiated → Submitted → Approved or Denied → Processing → Journal Mod complete → Posted to LL

Field	Description
Initiated	The SCT has been created and saved without any validation.
Submitted	The SCT has been validated for business rules and submitted for approval.
Approved	Approvers, at all levels, have given consent for processing.
Denied	Denial of the SCT transaction by <u>any</u> approver stops the SCT from any further progress or processing. Denied transactions cannot be re-submitted.
Processing	The main SCT batch program is processing the transaction.
Journal Mod complete	Journal Modifications, including assessments, have been completed.
Posted to LL	The transaction has been successfully processed and sent to the Labor Ledger (LL).