

Functional Area

Payroll Cor &
Analysis

Related System

UCPATH

Document Type

Guidance

Manual SCT Exception Request

Guidance and Instructions for Submitting
a Request

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Overview

The main purpose of this document is to provide information on how to submit a complete package when requesting a manual salary cost transfer (MSCT) exception request.

The definition of a High Risk SCT is a reclass or re-distribution of salary and benefit expense(s) to a different chart of account segment(s) after 90 days and/or 120 days from the project expiration date and/or original pay period end date, respectively. Currently, these journal entry transactions are generated and completed outside of the UCPATH SCT (E-713 CEMLI) application, and instead, are processed locally as a journal entry using the UCR Oracle Financial System.

There is a shared responsibility between multiple departments in the full workflow of processing a Manual Salary Cost Transfer exception request, which includes the form request process, review for accuracy and compliance, pre-journal preparation, approvals, journal submission and approval, journal posting.

There are different business rules, requirements, and criteria to justify the need to process a manual salary cost transfer, that will be outlined in the next sections. These all align with business needs, award guidelines, and UC policy.



Guidance is subject to change upon further evaluation to help streamline and improve the process



Requirements for Submission

For a manual salary cost transfer to be completed, all of the documentation and preparation of a request must be filled out completely by each requester. Completing the forms and approvals correctly at submission will streamline the process.

Accepted reasons for submitting a MSCT:

Reason (Code and Name)	Description	Processed via	PI Approval Required	Required Approvals
1-Technical Issue UCPATH	Due to UCPATH system bug that prevented the processing of an SCT transaction in UCPATH	OCF - Manual Journal Entry	When impacting C&G Project	FAO, CFAO
2-Late Award	Payroll expenses were processed on another funding source while the award is being approved	OCF - Manual Journal Entry	Required	FAO, CFAO, PI
3-Late Setup of Chartfields	One or more CoA segment was not setup in time or correctly	OCF - Manual Journal Entry	When impacting C&G Project	FAO, CFAO
4-Retro Pay	Payroll retro processing was processed on previous position funding and it must be moved	OCF - Manual Journal Entry	When impacting C&G Project	FAO, CFAO
5-Late Notification from the PI	PI notified finance, after a project expiration, or after 120 days of transaction date, of the need to charge payroll expenses to a project or transfer from a project	OCF - Manual Journal Entry	Required	FAO, CFAO, PI

Required forms and documents

Every MSCT request must be accompanied by the following forms and supporting documents. Proper completion of each form will expedite the review and completion of the request.

Form or Document	Description
Manual Salary Cost Transfer Exception Request form	This form must be filled out completely to expedite the review and acceptance of the request
Pre-journal Form	This is a form that summarizes the cost transfers by CoA and Earnings End Date etc..
Additional supporting documents	Such as Looker Payroll Distribution download, Notice of Award letter, approval email thread



Required Documents Instructions

Below are the instructions on how to prepare and complete each required document for a manual salary cost transfer exception request. Each request must have all artifacts complete and accurate to submit for approval and for processing.

Manual salary cost transfer exception request form.

This form is the main document to gather the details and department and ORG approvals. It is essential that every field on the form is filled accurately for better turnaround time.

Please save file as: MSCT_ORGID_DEPTID_EmployeeID_FYxx

Field Name	Required	Notes
Request Preparation Date	Yes	Date this request was prepared and submitted for internal approvals
Requestor's Name	Yes	Request prepared by name
Requestor's Employee ID	Yes	Request prepared by employee ID
Requestor's ORG Code	Yes	Request prepared by ORG code (ORGxxx)
Requestor's Department Code	Yes	Request prepared by department code (Dxxxxx)
Select reason for the manual request *	Yes	Select from the list of accepted reasons for a manual request
Please explain the reason for the manual request *	Yes	Elaborate and support the reason for this request. Explanation placed here will be used to obtain Controller's approval
Benefits only transfer?		If this request is for benefits transfer only check the box
Employee ID*	Yes	Employee ID of the payroll cost transfer
Name of Employee Associated with the SCT	No	Employee name of the payroll cost transfer
Original Salary Expense Amount for transfer	Yes	Original amount
Original Salary Expense CoA "Transfer from CoA" (Entity-Fund-Activity-Account-Function-Program-Project-Flex1-Flex2)	Yes	Original CoA combination, all nine segments
Total Salary, Benefits & Assessments Transfer to Amount	Yes	Transfer to Amount
Requested "Transfer to CoA" (Entity-Fund-Activity-Account-Function-Program-Project- Flex1-Flex2)	Yes	Transfer to CoA combination, all nine segments
Select reason for Salary Cost Transfer *	Yes	Select from the list of accepted reasons for an SCT request
Please explain the reason for the salary cost transfer	Yes	Elaborate and support the reason for this request. Explanation placed here will be used to obtain Controller's approval
Responsible FAO Signature and Date	Yes	FAO signature with date
Responsible CFAO Signature and Date (If Applicable)	Conditional	If the SCT is transferring salaries over 90 days from the Project End Date, and/or over 120 days from the Original Pay Period End Date
Responsible Principal Investigator Signature and Date (If Applicable)	Conditional	Required if the SCT involves a C&G project

Salary Cost Transfer Reason List

The following are the options for SCT transaction reason

SCT Transaction Reason
1-Unallowable Expense
2-Data Entry Error
3-Incorrect Chatfield Setup
4-Redirected to Another Project
5-Project Expired



Pre-Journal Form

This is a critical form to fill out with every request as it is the source of payroll data for a manual SCT. Use Looker Payroll Distribution to pull impacted employee's salaries and assessments data. Summarize the transaction by employee ID, CoA combination (all 9 segments), debit or credit amount, earnings end date. Additionally, fill out the remaining important fields used for tracking the request, requester employee ID, ORG ID, Department ID, and the [manual SCT request reason code](#).

Please save file as: MSCT_PJ_ORGID_DEPTID_EmployeeID_FYxx

Pre-Journal File Elements

Pre-Journal Element	Source	Notes
Employee ID	Looker Payroll Distribution	
ENTITY	Looker Payroll Distribution	
FUND	Looker Payroll Distribution	
ACTIVITY	Looker Payroll Distribution	
ACCOUNT	Looker Payroll Distribution	
FUNCTION	Looker Payroll Distribution	
PROGRAM	Looker Payroll Distribution	
PROJECT ID	Looker Payroll Distribution	
FLEX 1	Looker Payroll Distribution	
FLEX 2	Looker Payroll Distribution	
Debit AMOUNT	Looker Payroll Distribution	
Credit AMOUNT	Looker Payroll Distribution	
Earnings End Date	Looker Payroll Distribution	
Project Expiration Date	Oracle Financial System	
Reason Code for MSCT	MSCT Guidance Document	
Requester Empl ID	Analyst Empl ID submitting the MSCT Request	
Requester ORG ID	Analyst ORG ID submitting the MSCT Request	
Requester DEPT ID	Analyst DEPT ID submitting the MSCT Request	
UR Ticket	The ServiceNow Ticket number	Enter before attaching the file

Eligible Transfers

Each transfer must include all costs to be transferred including salaries and assessments as needed. Requester must ensure the Looker payroll distribution query includes all of these fields so all costs are captured and appropriate to be transferred.

Please Note: missing costs from a request after submission will require another request to submitted

Additional supporting documents

Additional documents are needed when applicable to support the need for a request for manual SCT via a journal entry. Example of such documents are as follows.

- Such as Notice of Award letter
- Approval Email thread
- Other documents as needed

Submitting a Request

Payroll Coordination and Analysis (PCA) team started using the ServiceNow Universal Request platform to accept the MSCT requests as the only mechanism for submission. All required documents must be included and attached to each request. The UR ticket number is required on the Pre-Journal file on each row. Please save your ticket and then upload the file.

Here is a link on how to submit a UR ticket in ServiceNow.

[Support | Business & Financial Services](#)

Scroll down to the “How to submit a request”. Illustration of a UR ticket.

- UR Title should be **“MSCT_ER_ORGID_DEPTID_EmployeeID_FYxx”**
 - ORGID (ORG00), DEPTID (D00000), Employee ID (12345678), and FYxx (FY00)
 - The FYxx should indicate the fiscal year in which the payroll earnings posted
- Under Service / Business Area, please select **“Payroll Coordination and Analysis”**

The screenshot shows the 'Universal Request' form in the ServiceNow interface. The header includes 'Finance and Administration Support', 'Knowledge', and a user icon 'AK'. A search bar at the top says 'Search the Service Catalog'. The form title is 'Universal Request' with the instruction 'Complete this form to submit an Universal Request'. The form fields are: '* Requestor (If requesting on behalf of another person, please enter name of individual here)' with a dropdown menu showing 'Alfred Karam'; 'Email' with the text 'alfred.karam@ucr.edu'; 'Business phone' with the text '(951) 827-6203'; '* Service / Business Area' with a dropdown menu showing 'Payroll Coordination & Analysis'; '* Short Description' with the text 'MSCT Exception Request-EmployeeID-FYxx'; 'Additional Information' with a question mark icon and a text box containing 'We recommend including attachments to support your request as necessary. X'; and a large text box for 'Description of the request should include the impacted employee ID and project ID'. At the bottom right, there is a paperclip icon and the text 'Add attachments'.