Salary Cost Transfer in reassigning payroll expenses from one FAU to another.

TOPIC: HOW TO REASSIGN A NEW POSITION

1. PI informs (in-person or by email) Financial Administrator to begin the transaction in ServiceLink.

2. Financial Administrator verifies funds are available in new FAU and submits request to change FAU via ServiceLink.

3. FAU is approved or denied in ServiceLink.

4. Approved SCT gets entered in UCPath by SSC.

5. Shared Services updates ServiceLink indicating transaction is complete.

Note: SSC = Shared Services Centers

CURRENT STATE ROLE:

PI
FINANCIAL ADMINISTRATOR OR PAYROLL COORDINATOR
FUND MANAGER OR FAO, CFO

FUTURE STATE ROLE:

REQUESTOR
TRANSACTOR
APPROVER

FACULTY RESPONSIBILITIES

AP STAFF RESPONSIBILITIES

Not available at Go-Live