SALARY COST TRANSFER: The series of tasks and activities that reassign payroll expenses from one SCT to another. This process begins with the identification and documentation of the need for a reassignment, and ends with a notification of the expense reassignment in UCPath (ServiceLink) to the appropriate parties.

AS-IS PAIN POINTS
- Informal approval process results in lack of audit trail
- Significant rework and errors due to lack of system validations
- Inability to assess the impact of salary cost transfers in a timely manner due to ledger updates occurring once a month
- Risk of non-compliance with UC Policies

IMPROVEMENTS
- Timely posting to ledger (nightly)
- System workflow based on approval process
- Audit trail of requests and changes
- Enterprise Access Control System (EACS) integration
- Significant reduction of data entry errors

BENEFITS
- Enhanced reporting and information availability supports better decision making
- Reduce rework and rapid error correction
- Reduce risk of non-compliance
- Better quality data

ROLES FOR SALARY COST TRANSFER

**TRANSACTOR (REQUIRED)**
- May initiate SCTs. Reviews SCTs submitted by Requesters. Accountable for the correctness of the transaction (Financial Administrative staff or Department Analyst within an Accountability Structure).

**APPROVER (REQUIRED)**
- Reviews and approves SCTs. (Financial Manager/Supervisor of Transactor for all SCTs plus CFAO for high risk SCTs, but cannot be the initial transactor who submitted request).

**SSC FULFILLER (REQUIRED)**
- Processes request in UCPath. Resolves UCPath SCT errors and communicates with departments on other issues. Marks transaction as complete.

**SSC AWE APPROVER (REQUIRED)**
- Conducts quality assurance review and submits it in ucpath

**INQUIRER (OPTIONAL)**
- Can review requests within SCT tool. (CFAO, Department Chair or Department Staff).

DID YOU KNOW?
- Transactor reviews monthly financial statements.
- Transactor realizes that Employee worked on a different project and should have been paid on a different fund source and contacts department to request a SCT.
- Approver reviews and approves request within ServiceLink.*
- ServiceLink applies business rules to ensure compliance.
- Transactor submits SCT request via ServiceLink.

SSC Fulfiller processes SCT in UCPath.

SSC Fulfiller updates ServiceLink indicating transaction is complete.

THE PROCESS IS SUCCESSFUL IF...
- No additional SCT requests needed due to data entry errors.
- All SCT requests are transferred to FAU requested.

**LEGEND**
- SCT – Salary Cost Transfer
- SSC – Shared Service Center
- System Actions
- People Actions

*Org-level approver approves high-risk SCTs including requests that exceed 120 days

**REV. 9/22/17**