To-Be Salary Cost Transfer

Includes evaluation of:
- Availability of funds (Fund Owner may access funds from multiple FAUs)
- Allowable costs
- Appropriate use of funds
- 120 Day full compliance
- Central Office consultation (as needed)

Department/Org

1. Identify the Need for a Cost Transfer
   - Notify the FAU & Secure Fund Owner Approval as appropriate
   - Financial Administrator Manual

2. Prepare Request and Attach Documentation
   - Financial Administrator Workflow
   - Business Rules Workflow

3. Front-end Validation
   - Financial Administrator Workflow

4. FAU Verified and Approved
   - E.g. FAU Combination Edit Check

Central Office

- Data repository serves as a source for some required data elements

Other Data Elements
- Effective Date
- Distribution
- Percentages
- FTE

Partner

Process Complete

Finance Office

UCR Shared Services

UCF/External

5. Consultation Needed?
   - Yes
   - Shared Services UCFPath
   - No
   - Shared Services UCFPath

6. Execute Transaction
   - Yes
   - Notify Dept. & Update Status (Automated Workflow)
   - No

7. Errors?