

SALARY COST TRANSFER

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

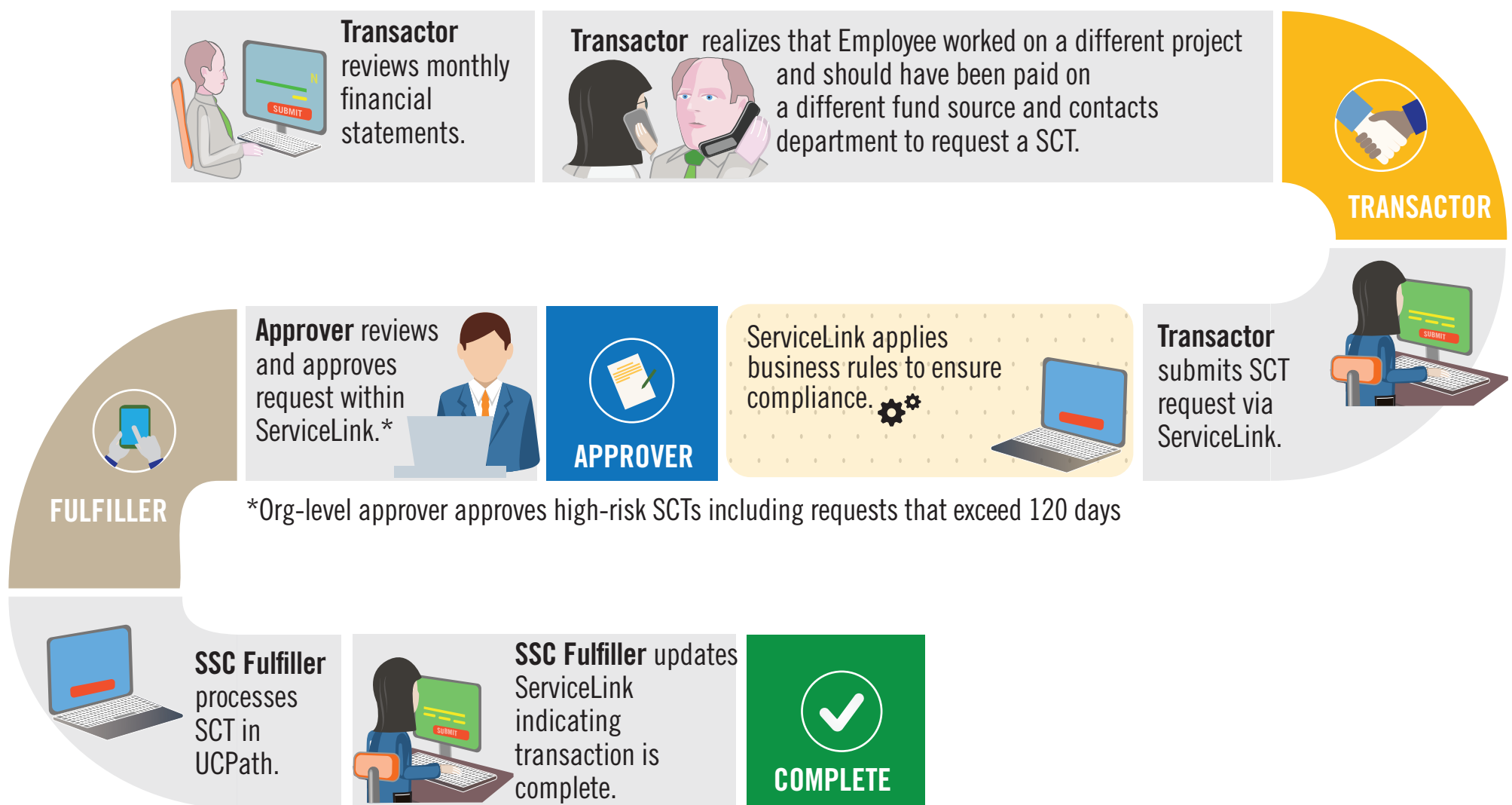
- Enhanced reporting and information availability supports better decision making
- Reduce rework and rapid error correction
- Reduce risk of non-compliance
- Better quality data

ROLES FOR SALARY COST TRANSFER

 <p>TRANSACTOR (REQUIRED)</p> <p>May initiate SCTs. Reviews SCTs submitted by Requesters. Accountable for the correctness of the transaction (<i>Financial Administrative staff or Department Analyst within an Accountability Structure</i>).</p>	 <p>APPROVER (REQUIRED)</p> <p>Reviews and approves SCTs. (<i>Financial Manager/ Supervisor of Transactor for all SCTs plus CFAO for high risk SCTs, but cannot be the initial transactor who submitted request</i>).</p>	 <p>SSC FILLER (REQUIRED)</p> <p>Processes request in UCPath. Resolves UCPath SCT errors and communicates with departments on other issues. Marks transaction as complete.</p>	 <p>SSC AWE APPROVER (REQUIRED)</p> <p>Conducts quality assurance review and submits it in ucpath</p>	 <p>INQUIRER (HR/AP STAFF & DEPT./SSC FULFILLERS) (OPTIONAL)</p> <p>Can review requests within SCT tool. (<i>CFAO, Department Chair or Department Staff</i>).</p>
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SALARY COST TRANSFER MAP

Roadmap presents the most common business case.



LEGEND

SCT – Salary Cost Transfer
 SSC – Shared Service Center

 System Actions
 People Actions

DID YOU KNOW?

- That UCR processed 17,895 SCT journal lines in FY16.
- Error correction currently can take months, in the new system it will take days.

THE PROCESS IS SUCCESSFUL IF...

- ✓ No additional SCT requests needed due to data entry errors.
- ✓ All SCT requests are transferred to FAU requested.