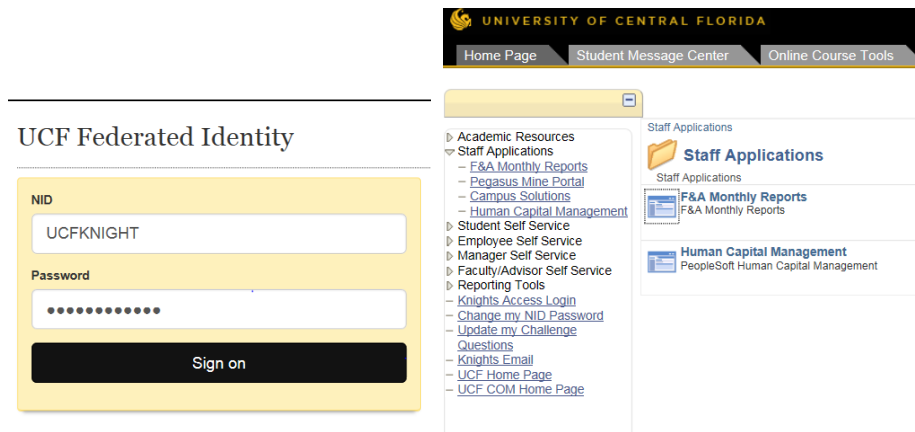




# UNIVERSITY OF CENTRAL FLORIDA PEOPLESOFT HUMAN CAPITAL MANAGEMENT SYSTEM REFERENCE GUIDE FOR ORIGINATORS Salary Cost Transfer eForm

The Salary Cost Transfer eForm should be used to retroactively update the way that employees were paid on their paychecks. The Salary Cost Transfer eForm is located on the Human Capital Management (HCM) side of PeopleSoft. Log into PeopleSoft through my.ucf.edu and then navigate to Staff Applications – Human Capital Management:



The eForm is available through the ePAF Home Page. Once in HCM, use the Main Menu, select Department Self Service, then ePAF Home Page. From this page you will be able to create, modify, view and/or approve any HCM eForms and ePAFs available to you.

## Create a Salary Cost Transfer Request

Requests can be done via the ePAF Home Page, by clicking on “Start a New ePAF” and then selecting the “Initiate Salary Cost Transfer” link for paychecks that were issued after PPE 10/31/2019 or the “Initiate Salary Cost Transfer for Legacy” link for paychecks that were issued on or before PPE 10/31/2019.

## Initiate Salary Cost Transfer

Navigate to the ePAF Home Page, click on “Start a New ePAF” and then select the “Initiate Salary Cost Transfer” link.



Enter the Employee ID, employee record number and the pay begin date and pay end date of the paycheck or paycheck range for the employee and click "Search."

Check the box next to the paycheck or paychecks that you would like to update and click the "Next >>" button.

Salary Cost Transfer

Step 1 of 4: Select Paychecks for Salary Cost Redistribution

Use the search fields below to look up paychecks for redistribution of salary costs. To be eligible, a paycheck must not be pending redistribution, and must be included with a distributed pay period. Mark the check box next to the paycheck designated for redistribution, up to a maximum of 30 paychecks. A separate eForm must be submitted for each employee.

Empl ID  3000000

Empl Record  0

Name

Department

Pay Begin Date  05/03/2019

Pay End Date  05/16/2019

Pay Group	Pay Period Begin Date	Pay Period End Date	Empl ID	Empl Record	Name	Dept ID	Department	Earnings	Paycheck Number	Eligible?
<input checked="" type="checkbox"/> M10	05/03/2019	05/16/2019	3000000	0	Michael Smith	16402001	CS-PAYROLL	\$6092.56	4032859	

The Salary Cost Transfer page will be displayed.

Salary Cost Transfer

Step 2 of 4: Update Salary Distribution

Review, and revise if needed, the salary cost transfers requested below.

eForm ID: 672283

Paycheck Information

Empl ID 3000000 Empl Record 0 Name Michael Smith

Pay Period End Date 05/16/2019 Earnings \$6092.56 Paycheck Number 4032859  Selected

**Job Information**

Effective Date	Department	Payroll Status	Job Code	Job Description	Position Number	Pay Group	Employee Class	FTE	Compensation Rate
05/08/2019	16402001	Active	9002	Associate Professor	00037299	9MO	Fac/A&P Regular	1.000000	\$6092.564103

**Earnings**

Earnings Code	Earnings End Date	Accounting Period	Earnings Combination Code	Department	Project	Account	CFBR%	CFBR
Regular	05/16/2019	11	\$4569.42/16402074	16402074		711102	0.280	1279.44
Regular	05/16/2019	11	\$1523.14/16406221	16406221		711102	0.280	426.48

**Current Distribution**

Earnings Code	Earnings End Date	Accounting Period	Earnings Combination Code	Department	Project	Account	CFBR%	CFBR
Regular	05/16/2019	11	\$4569.42/16402074	16402074		711102	0.280	1279.44
Regular	05/16/2019	11	\$1523.14/16406221	16406221		711102	0.280	426.48

**New Distribution Details**

Earnings Code	Earnings End Date	Accounting Period	Earnings Combination Code	Department	Project	Account	CFBR%	CFBR
Regular	05/16/2019	11	\$4569.42/16402074	16402074		711102	0.280	1279.44
Regular	05/16/2019	11	\$1523.14/16406221	16406221		711102	0.280	426.48

**Totals**

Earnings Code	Current Distribution	New Distribution	Difference
Regular	\$6092.56	\$6092.56	\$0.00

## eForm Details

**Job Information Section:** Displays the employee's job code, position number, and compensation rate as of the pay period's effective date that you selected.

**Current Distribution Section:** Indicates the current funding distribution.

**New Distribution Section:** This section of the eform will auto-populate the earnings and combination codes that are currently listed for the employee effective the pay period that you selected. You will override this information and enter the new earnings and account information in the boxes provided.

**Totals:** The “Current Distribution” and the “New Distribution” must be equal or you will not be able to submit the eform. The “Difference” should always be zero.

If the accounts and distributions are correct, then click the "Next>>" button.

After you click "Next >>", you can add attachments, make a comment and then click Submit.

The screenshot shows the 'Salary Cost Transfer' form at Step 3 of 4. The header includes the UCF logo and the title 'Salary Cost Transfer'. Below the title, it says 'Step 3 of 4: Submit Salary Cost Transfer' and provides instructions: 'Please complete any requested information on this page, and add any necessary attachments and comments prior to submitting.' There are three main sections: 1. 'Affirmation Statement' with a text box containing a certification statement and an 'Add File Attachment' button. 2. 'Comments' with a text area labeled 'Your Comment:' and a blue cursor icon. 3. Navigation buttons: '<< Previous' and 'Submit'.

After you click "Submit", you will be on the submission confirmation screen as shown below.

The screenshot shows the 'Salary Cost Transfer' form at Step 4 of 4, 'Form Finalized'. The header includes navigation links: 'Favorites', 'Main Menu', 'Department Self Service', and 'ePAF Home Page', followed by the UCF logo and the title 'Salary Cost Transfer'. The main content area says 'Step 4 of 4: Form Finalized' and 'You have successfully created the form. Review the messages below for routing information and choose one of the links to leave this page.' There are three main sections: 1. 'Form Status' with 'eForm ID: 672286' and a message: 'You have just SUBMITTED this form. This action passed the form to GT SCT Dept Approver for further processing.' 2. 'Process Visualizer' with a large empty box and a refresh icon. 3. A list of links: 'Go To Worklist', 'View This Form', 'Go To ePAF Home Page', and 'Close This Form'.

### **Initiate Salary Cost Transfer for Legacy**

Navigate to the ePAF Home Page, click on “Start a New ePAF” and then select the “Initiate Salary Cost Transfer for Legacy” link.

## Start a New electronic Personnel Action Form (ePAF)



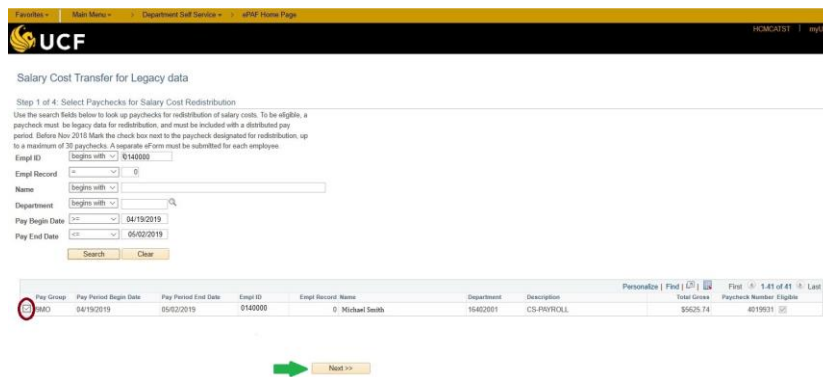
**Initiate Salary Cost Transfer**  
 Use this form to request a redistribution of salary expenses paid with a prior payroll.  
[Initiate Salary Cost Transfer](#)



**Initiate Salary Cost Transfer for Legacy**  
 Use this form to request a redistribution of salary expenses paid with a prior payroll.  
[Initiate Salary Cost Transfer for Legacy](#)

[Return to Electronic Personnel Action Form \(ePAF\) Home Page](#)

Enter the Employee ID, employee record number and the pay begin date and pay end date of the paycheck or paycheck range for the employee and click "Search."



Salary Cost Transfer for Legacy data

Step 1 of 4: Select Paychecks for Salary Cost Redistribution.

Use the search fields below to look up paychecks for redistribution of salary costs. To be eligible, a paycheck must be legacy data for redistribution, and must be included with a distributed pay period. Salaries Nov 2015 Mark the check box next to the paycheck designated for redistribution, up to a maximum of 30 paychecks. A separate form must be submitted for each employee.

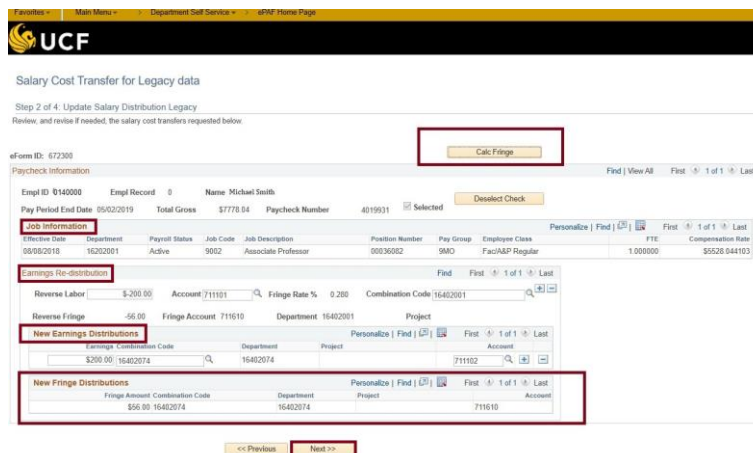
Empl ID:   
 Empl Record:   
 Name:   
 Department:   
 Pay Begin Date:   
 Pay End Date:

Pay Group	Pay Period Begin Date	Pay Period End Date	Empl ID	Empl Record	Name	Department	Description	Personalize	Find	Total Gross	Paycheck Number	Eligible
SMO	04/19/2019	05/02/2019	0140000	0	Michael Smith	15402001	CS-FACROLL			\$565.74	4019931	<input type="checkbox"/>

Check the box next to the paycheck or paychecks that you would like to update. Scroll to the bottom of the list and click the "Next >>" button.

### eForm Details

**Job Information Section:** Displays the employee's job code, position number, and compensation rate as of the pay period's effective date that you selected.



Salary Cost Transfer for Legacy data

Step 2 of 4: Update Salary Distribution Legacy

Review, and revise if needed, the salary cost transfers requested below.

eForm ID: 672300

Paycheck Information

Empl ID: 0140000 Empl Record: 0 Name: Michael Smith

Pay Period End Date: 05/02/2019 Total Gross: \$7778.04 Paycheck Number: 4019931 Selected

**Job Information**

Effective Date	Department	Payroll Status	Job Code	Job Description	Position Number	Pay Group	Employee Class	FTI	Compensation Rate
08/08/2010	16202001	Active	9002	Associate Professor	00036082	SMO	Fac&NP Regular	1.000000	\$5526.044103

**Earnings Re-distribution**

Reverse Labor: \$-200.00 Account: 711101 Fringe Rate %: 0.200 Combination Code: 16402001

Reverse Fringe: -56.00 Fringe Account: 711610 Department: 15402001 Project:

**New Earnings Distributions**

Earnings Distribution Code	Department	Project	Account
\$200.00 15402074	15402074		711102

**New Fringe Distributions**

Fringe Amount	Combination Code	Department	Project	Account
\$56.00	16402074	15402074	711610	

**Earnings Re-distribution Section:** Enter the amount of money that you would like to transfer from a particular account in the "Reverse Labor" box. You will then enter the combination codes and GL accounts where you would like to move the money. You can move it to multiple accounts or just one account. If you would like to move it to multiple accounts, then you will need to click the "+" symbol at the end of the line to add a second account.

**Calc Fringe:** Click to calculate the fringe amount.

**New Fringe Distribution:** Displays information regarding the fringe amount, after you click the "Calc Fringe" button.

After you calculate the fringe amount, click the "Next" button.

After you click "Next >>", you can add attachments, make a comment and then click Submit.

After you click "Submit", you will be on the submission confirmation screen as shown below:

## Viewing the Submitted eForm

Navigate to Main Menu > Department Self Service > ePAF Home Page

To view an eForm submitted within the last 30 days, click the “View an ePAF” link. To view older eforms, use the “Look Up an Archived ePAF”.

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Electronic Personnel Action Form (ePAF) Home Page

- [My Worklist](#)  
Work the items that have been routed to you.
- [Start a New ePAF](#)  
Start a new ePAF, which will then be routed to the appropriate approvers.
- [Resubmit, Change, or Withdraw an ePAF](#)  
Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.
- [View an ePAF](#)  
View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.
- [Look Up an Archived ePAF](#)  
Find and review an old ePAF. ePAFs submitted more than a month ago will be listed here. This is a read-only view.

Select the “Initiate Salary Cost Transfer” or “Initiate Salary Cost Transfer for Legacy” link.

When reviewing the ePAF, the process visualizer reflects where in the approval process workflow the form currently sits. Use the “*Who can work this form?*” link to validate who has the ability to approve the form.

View Salary Cost Transfer

Step 2 of 2: Form History

**Form Information**

eForm ID	672283
Form Status	Part Apprv
Form Type	SALCTRNSFR      Salary Cost Transfer
Condition	DEFAULT      Default
Next Approver	GT Dept Research Coor

[Who can work this form?](#)      [Form Messages](#)

**Process Visualizer**

- 1: Originator
- 2: GT SCT Dept Approver (18 days, 18 hours, 52 minutes)
- 3: GT Department Research Coor
- 4: GT SCT Approver
- 5: GT Financial Aid

Note that this reference guide is meant to supplement, not replace the PSC108 – Salary Cost Transfer eForm course for Originators.

If you have questions regarding the Salary Cost Transfer eform, please email [HRIS@ucf.edu](mailto:HRIS@ucf.edu). Thank you!