



TRAINING GUIDE: CREATING COST TRANSFERS

A cost transfer is completed to clear suspense or reallocate percentages or combo codes charged for an employee's earnings. This is done to retroactively make changes to payroll charges that have already been paid out. The requested transfer will only be completed once the payroll charges have been committed to ARC. **For suspense charges over 90 days old, a cost transfer must be processed for the applicable pay periods.**

For more detailed information on cost transfers, a breakdown of the vocabulary used in this job aid, and common troubleshooting tips, please visit the [PAC Cost Transfer Transactions Web based Training Module](#).

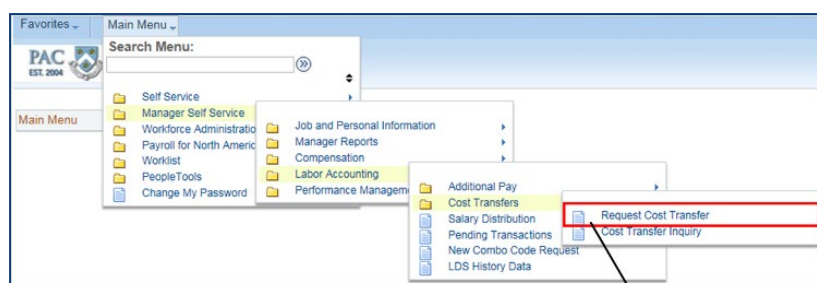
Gather Required Data

There are certain data fields that make up the entries for cost transfers. It's important to have this information on hand before you start the cost transfer: [Employee ID](#), [Start Date](#), [End Date](#), [Earnings Code](#), [Combo Code](#), [Distribution Percentage](#), [Pay Group](#), [Cost Transfer Reason](#), [Justification Comments](#), and [Prevention Comments](#) (This field is only required for certain transfers).

One way to find this information is to pull a **Cost Transfer Detail Report**. Access PAC, click [Main menu](#) > [Manager Self-service](#) > [Manager Reports](#) > [Labor Acct Reports](#) > [Cost Transfer Detail Report](#).

Creating a Cost Transfer

1. First access PAC then click [Main menu](#) > [Manager Self service](#) > [Labor Accounting](#) > [Cost Transfers](#) > [Request Cost Transfer](#). The Request Cost Transfer page will appear and you can either create a new [Run Control ID](#), or find an existing value and reuse an already existing Run Control ID. Typically you will create a new Run Control ID for each cost transfer but you can reuse the same Run Control ID.

A screenshot of the 'Request Cost Transfer' web page. At the top, it says 'Request Cost Transfer' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. Underneath is a 'Search Criteria' section with a dropdown arrow. Below that is a 'Run Control ID:' field with a 'begins with' dropdown and a text input field. There is a checkbox for 'Case Sensitive'. At the bottom of the search criteria section are three buttons: 'Search', 'Clear', and 'Basic Search'. To the right of these is a link 'Save Search Criteria'. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.



- Click on the **Add a New Value** tab, enter a name for the cost transfer in the Run Control ID box and click **Add**. Use a name that is specific for the transaction or one that you will remember.

The screenshot shows the 'Request Cost Transfer' form. The 'Add a New Value' tab is selected. The 'Run Control ID' field contains the text 'Training_Example_PayGroup'. The 'Add' button is highlighted. A red box highlights the 'Add a New Value' tab and the 'Run Control ID' field. A red box with text explains the process: 'Enter the Run Control ID and click "Add". Do not use spaces or any special characters. The Run Control ID appears on the Request Cost Transfer page.' Arrows point from the text box to the 'Add a New Value' tab and the 'Run Control ID' field.

Add a New Value

Enter the Run Control ID and click "Add".

Do not use spaces or any special characters.

The Run Control ID appears on the Request Cost Transfer page.

- After you add a new or reuse an existing Run Control ID, you will arrive at the **Request Cost Transfer Selection page**. If you reused an existing Run Control, the data entered for that run control will appear. To create a new cost transfer, overwrite the data by selecting new criteria. If this is a new Run Control ID, the fields will be blank.

Completing the Cost Transfer Data Fields

Selection Criteria

The first section of the cost transfer selection page is the **Selection Criteria** which includes the **Employee ID (EmplID)**, **Employee Record Number**, **Start and End dates** and **Earnings Code**.

- First, enter the appropriate employee information and verify it is correct for the transfer. As with salary distribution, cost transfers are record specific meaning they are completed for a specific employee record.

NOTE: If you are unsure of the Employee information, click the magnifying glass next to the Employee ID (EMPL ID) field. Enter the search criteria to locate the correct employee and from the list that appears, select the correct job record for the employee you are performing the cost transfer for.



Cost Transfer Request Selection Page

Used to process the request once data is entered

Run Control ID → Run Control ID: CourseExample_1

Report Manager Process Monitor Initiate Request

Go to Inquiry page for Transaction ID:

Selection criteria

EmplID Empl Record 0

Name:

Department:

Position Number:

*Start Date [calendar icon] *End Date [calendar icon]

*Earnings Code [search icon]

From Combo Code [search icon]

Cost Transfer Request Options

☒ Request transfer for all transactions that meet criteria

☐ Allow selection of individual transactions after load

Defines the values of the cost transfer. User entered

- Next, enter the **start and end dates** for the cost transfer. These are the dates between which you want to move all or a portion of the employee's payroll charges.
- Next, select the **earnings code** for the cost transfer. It is in this field that you are "asking" PAC to search for payroll charges for the employee selected for the period of time entered and paid under that earnings code and then return the results.
- The **From Combo Code** is an optional field and used if you want to transfer only the payroll charges for the employee that were originally charged to the specified combo code.
- Finally, chose a **cost transfer request option**. The **Request Transfer for all Transactions that Meet Criteria** Option: Move all payroll charges that meet the selection criteria without seeing them first. The **Allow Selection of Individual Transactions after Load** Option: Review all of the payroll charges that meet the selection criteria before submitting the request.

Click on one of the radio buttons to select the type of cost transfer

Cost Transfer Request Options

☒ Request transfer for all transactions that meet criteria

☐ Allow selection of individual transactions after load



New Distribution Details

The next section of the cost transfer selection page is the **New Distribution Details** which includes the **Combo Code and Distribution Percentage**.

1. Enter the combination code(s) to which you want to move all or part of the employee's earnings. If you know the code, enter it, otherwise you can search for it by clicking the magnifying glass icon next to the combination code field. Once entered, the description of the combo code appears along with the **Combinations Code Department number and name**.
2. Next, enter the **Distribution Percentage**, which is the percentage of the payroll charges to assign to the combo code entered. Total percentages must add up to 100%.

NOTE: To reassign payroll charges to more than one combo code, click on the "+" sign and enter the additional allocation information.

The screenshot shows the 'New Distribution Details' form. At the top, there is a 'Find | View All' button and a 'First 2 of 2 Last' indicator. Below this, the form displays two entries. Each entry has a 'Sequence number' field, a '*New Combo Code' field with a magnifying glass icon, a 'Combination Code Department' field, and a 'Distribution Percentage' field. The first entry has Sequence number 1, a new combo code of 1000274411, a department of TRAIN01, and a distribution percentage of 50.00. The second entry has Sequence number 2, a new combo code of 1000274412, a department of TRAIN01, and a distribution percentage of 50.00. Red boxes highlight the '*New Combo Code' and 'Distribution Percentage' fields for both entries. A red box also highlights the 'View All' button. An arrow points from the '+' button next to the first entry to the second entry.

Justification Section

The last section of the cost transfer selection page is the **Justification Section** which is where you enter the reason for the cost transfer request. All Cost Transfers require a reason.

1. First, click on the drop down arrow next to the **Cost Transfer Reason** field and select the reason
2. Next, enter a comment in the **Justification Comments** field. The comment should be as detailed as your approver(s) require.
3. Lastly, enter a **Prevention Comment** if the reason you selected requires it. For example, when requesting a cost transfer to a grant.



Cost Transfer Reason	Description
1	No change in % allocation
2	Correcting prev salary distrib
3	Realloc to reflect actual eff
4	Alloc to 1+ benefiting project
5	Moving pre-award cost to acct
6	Corr error due to untimely inf
7	Corr clerical and/or book err
8	Others
9	Others - Non Grant

Submitting the Cost Transfer

If you are ready to submit the cost transfer you can follow the steps below. If you are not ready to submit the cost transfer, click the **Save** button at the bottom of the page and the transaction will remain under the Run Control ID you created where you can access it and update it with new information. If you are ready to submit the cost transfer, follow the steps below.

1. At the top of the page, click the **Initiate Request** button.

Request Cost Transfer

Run Control ID: CostTransfer_JobAid Report Manager Process Monitor **Initiate Request**

2. To view the details of your submitted cost transfer, go to PAC then click **Main menu > Manager Self service > Labor Accounting > Cost Transfers > Cost Transfer Inquiry**. Search for your transaction using any of the criteria in the search menu.



The screenshot displays the HR system's navigation menu and the 'Cost Transfer Inquiry' form. The navigation menu on the left includes 'Self Service', 'Manager Self Service', 'Workforce Administration', 'Payroll for North America', 'Worklist', 'PeopleTools', and 'Change My Password'. The 'Manager Self Service' menu is expanded, showing 'Job and Personal Information', 'Manager Reports', 'Compensation', 'Labor Accounting', and 'Performance Management'. The 'Labor Accounting' menu is further expanded, showing 'Additional Pay', 'Cost Transfers', 'Salary Distribution', 'Pending Transactions', 'New Combo Code Request', and 'LDS History Data'. The 'Cost Transfers' menu is expanded, showing 'Request Cost Transfer' and 'Cost Transfer Inquiry', which is highlighted with a red box. Below the navigation menu is the 'Cost Transfer Inquiry' form. The form has a title 'Cost Transfer Inquiry' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below this is a 'Search Criteria' section with a dropdown arrow. The search criteria include: 'Transaction ID: =', 'Empl ID: begins with', 'Empl Record: =', 'Name: begins with', 'Last Name: begins with', 'UNI: begins with', 'Department: begins with', and 'Position Number: begins with'. There is a 'Case Sensitive' checkbox. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

3. Your **transaction status** will reflect what stage your cost transfer is in. Transaction statuses include:
- Initiated = initiated but not yet submitted into workflow,
 - Submitted = initiated and submitted into workflow,
 - Approved = Approved by an approver (does not display which approver or level)
 - Denied = denied by an approver
 - Processed = the nightly batch process created the transaction for ARC
 - Pending = the transaction was created and saved but not yet submitted
 - Cancelled = the transaction was cancelled when a Retroactive Salary Distribution (RSD) for the same payroll(s) was approved