Manual Salary Cost Transfer
Step-by-Step Guide

Introduction
The Manual Salary Cost Transfer iForm is to be used only when a Cost Distribution Change iForm cannot be used due to system constraints.

The Manual Salary Cost Transfer iForm is to be used only for transfers that involve at least one Company 10 cost object on either side of the transaction. It cannot be used for transfers between other companies (Company 20 and higher) where a Company 10 cost object is not involved.

The Manual Salary Cost Transfer iForm is not to be used for retroactive changes associated with the Non-Compensatory Payroll. These changes should be processed using the Non-Compensatory Change form submitted to Corporate Payroll.

Transaction Steps
1. In your web browser, login to http://work.duke.edu
2. When prompted, enter your NetID and Password. (If you need assistance, contact your help desk.)
3. Click on the iForms tab.
4. Click on the Staff page to submit a Cost Transfer for an employee in your Org Unit OR click on the Employee Search page for employees not in your Org Unit.
5. Enter the search criteria for the employee you wish to see.
6. In the resulting list, click on the iForms icon next to the employee’s name.
7. In the iForms box, click on Manual Salary Cost Transfer. This will open the form.

8. Select the Reason Code from the drop-down list. See Appendix A of this document for information about the reasons.

NOTE: Before selecting Reason Code 12-Special Conditions Approved by OSP, send an email to ecrt-support@duke.edu to include a justification and request prior approval to use Reason Code 12.
9. Enter the **Transfer From** and **Transfer To** dates. These dates should correlate to the calendar period of salary dollars being transferred.

10. Select the appropriate type of pay being transferred—**Base Pay** or **Supplemental Pay**—by clicking in the appropriate box.

11. In the **Cost Transfer** box, enter only the amounts that need to be transferred. **Do not enter amounts in order to account for 100 percent of the salary in any month.**

**NOTE:** Only 25 lines are available.
12. On the **From** side of the box, enter the following information:

- **CYear**: calendar year of salary being transferred
- **CM**: calendar month of salary being transferred. For bi-weekly employees, this is the Calendar Month the payroll posted to the general ledger in R/3.
- **Company**: company code, using the drop-down list. **NOTE**: Company 10 must be selected at least once in the **From** or **To** section.
- **Cost Center** OR **WBS Element**: Enter only one of these on this side.
- **ST**: Service Type defaults to 60 or 80, depending on the Reason Code selected
- **SC**: appropriate Service Category from the drop-down list. **NOTE**: If 80 populates the ST field, only 80 is available for the SC field.
- **Amount**: dollar amount of salary to be transferred.
  
  - Do **not** include fringe benefit dollars in the Amount field. When the completed transaction is posted to the general ledger, the appropriate fringe benefits will also be automatically calculated and posted. **Exception**: If Reason Code 07 is selected, salary and fringe benefits are to be included in the 8080 amount.
  
  - See Appendix B for guidance on calculating dollar amounts for a partial month for monthly employees and a partial pay period for bi-weekly employees.

13. On the **To** side of the box, enter the following future information:

- **CYear**: calendar year of salary being transferred
- **CM**: calendar month of salary being transferred
- **Company**: company code, using the drop-down list. **NOTE**: Company 10 must be selected at least once in the **From** or **To** section.
- **Cost Center** OR **WBS Element**: Enter only one of these on this side.
- **ST**: Service Type defaults to 60 or 80, depending on the Reason Code selected
- **SC**: appropriate Service Category from the drop-down list. **NOTE**: If 80 populates the ST field, only 80 is available for the SC field.
• **Amount**: dollar amount of salary to be transferred.
  
  Do not include fringe benefit dollars in the Amount field.
  
  When the completed transaction is posted to the general ledger, the appropriate fringe benefits will also be automatically calculated and posted. **Exception**: If Reason Code 07 is selected, salary and fringe benefits are to be included in the 8080 amount.

• See Appendix B for guidance on calculating dollar amounts for a partial month for monthly employees and a partial pay period for bi-weekly employees.

**NOTE**: Values entered into the From side must equal values entered into the To side for each CYear-CMonth line.

14. To delete a line that contains a mistake, click in the empty box to the left of the CYear box. Then click on the **Delete** button.

15. If **Cost Sharing** is involved, enter either the appropriate Cost Center or WBS Element in the Funding Source for Cost Sharing fields, and note the following:

  • If there is more than one cost-sharing funding source, enter the additional cost centers in the Comments field.
  
  • Reportable Sponsored Project WBS Elements (30x-38x and 20x-28x) cannot be used in the Funding Source for Cost Sharing fields without prior written approval from OSP.

16. If the Transfer From date is more than 90 days older than the submission date AND the salary is paid on a sponsored research code, the action is considered untimely and requires the following:

  • Check the box next to the statement “I certify…”
  
  • Open the **Untimely Justification** tray.
  
  • Enter the untimely justification. This is a free text field, and text from other documents may be pasted here.
17. Open the **Comments** tray and enter appropriate comments that explain the need for the transfer.

18. Click on the **Check** button to validate the entered data. If any errors are noted, make the corrections.

19. After the data are validated, click on the desired button:
   - **Submit** to submit the form for routing, OR
   - **Save as Draft** to save the form for further work later. Drafts will be found in your **Universal Worklist**.

**Payroll Reports**

After final approval of the Manual Salary Cost Transfer iForm, a journal entry will automatically be processed to move the salary dollars (including associated fringe benefits). The salary information will be visible using the ZH333 Payroll Report in the R/3 module. All other payroll reports will not include these transactions.

When looking at transfers for bi-weekly employees in ZH333, drilling down into the pay period will show the manual transfer.
## Appendix A

### Manual Salary Cost Transfer Reason Codes

<table>
<thead>
<tr>
<th>Reason Code # and Description</th>
<th>Validation Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Employee Terminated</td>
<td>Only valid if an employee has status of terminated.</td>
</tr>
<tr>
<td>2. College Work Study</td>
<td>Only valid if work study STSC codes are used on either side of transfer.</td>
</tr>
<tr>
<td>3. Supplement Pay</td>
<td>Only valid if supplemental pay exists for the Calendar Year and Calendar Month being transferred From (the Calendar Year and Month should correspond to the month the salary posted to the General Ledger).</td>
</tr>
<tr>
<td>4. Cost distribution greater than 25 lines</td>
<td>Only valid if Cost Distribution iForm limitation of 25 lines prohibits full distribution. iForm will route to Office of Sponsored Programs.</td>
</tr>
<tr>
<td>5. Year-end adjustment of effort (only allowed for posting in fiscal month June)</td>
<td>Only valid during Fiscal Year-End (after June 15 of each year through the close of period 13).</td>
</tr>
<tr>
<td>7. 808000 corrections only</td>
<td>Only valid to correct the Funding Source for Cost Sharing. This is the only times fringe benefit amounts are included. Only 8080 STSC code is valid. Does not display in Payroll Report ZH333.</td>
</tr>
<tr>
<td>8. Retro transfer across Payroll SubAreas</td>
<td>Only valid when Payroll Subarea is changed (for example, from Bi-Weekly to Monthly).</td>
</tr>
<tr>
<td>10. Payroll Net Zero (OSP only)</td>
<td>Restricted for use only by OSP employees.</td>
</tr>
<tr>
<td>11. Salary Overpayment (OSP only)</td>
<td>Restricted for use only by OSP employees.</td>
</tr>
<tr>
<td>12. Special Conditions approved by OSP</td>
<td>Valid only if the reason for the Manual Salary Cost Transfer iForm does not fall into one of the above categories. Submitters are required to document the reason for selecting this Reason Code. Prior OSP approval is required to use this Reason Code. The iForm will route to OSP.</td>
</tr>
<tr>
<td>13. Cost Distribution Changes Prior to 7/1/06</td>
<td>Valid only for changes impacting periods prior to 7/1/06.</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>14. Transfers to Non-Effort related Salary</td>
<td>Valid only for salary payments that are NOT related to effort, such as relocation expenses. The iForm will route to OSP.</td>
</tr>
</tbody>
</table>

**Workflow Rules**

1) All iForms will route through the department in the same workflow as iForms.
2) If Untimely form is greater than 90 days, a notification is sent to Management Center.
3) If Untimely form is greater than 180 days, the iForm is routed to Management Center.
4) If Cost Share codes are involved, a notification is sent to OSP.
5) If Transfer From Date is prior to 7/1/10, the iForm is routed to OSP for review.
6) If iForm uses Reason Codes 12 or 14, the iForm is routed to OSP for review.
Appendix B

How To Calculate Dollar Amounts

Exempt Employee:
To calculate a partial month for a monthly employee
Step 1: Identify the amount of Salary paid to an employee on the Cost Object you want to change
Step 2: Calculate the number of days worked in the month that you want to transfer/move (this would be weekdays and you would include vacation, discretionary, holiday or sick days taken)
Step 3: Determine number of working days in the month involved (this too would be weekdays only and you would include vacation, discretionary, holiday or sick days taken)
Step 4: Calculate the percentage of salary to move by dividing the number determined in Step 2 by the number determined in Step 3
Step 5: Multiple the percentage from Step 4 by the Salary identified in Step 1
Example:
Step 1: Employee is paid $1500.00 on Project X
Step 2: 11 days worked in month
Step 3: 21 working days in month
Step 4: 11/21 = 52% (.52 decimal)
Step 5: .52 X $1500 on code = $780.00 prorated for 11 days (amount to be transferred)

Bi-weekly Employee:
To calculate a partial pay period for a biweekly employee
Step 1: Determine hourly rate of pay for employee
Step 2: Determine from time card the number of hours worked during the time period being transferred (this would include all days of the week worked as well as holidays, vacation, sick)
Step 3: Multiply the hourly rate times the number of hours worked from Step 2
Step 4: Multiply the value determined in Step 3 by the % effort to be transferred from the Cost Object
Example:
Step 1: Employee is paid $13.50 per hour
Step 2: Employee worked 8 hours a day for 6 days = 48 hours
Step 3: $13.50 x 48 hrs = $648.00
Step 4: $648.00 x 10% = $64.80 (amount to be transferred)