Manual Salary Cost Transfer (MSCT) iForm

Overview

Using the Grant Management tab available through Duke@Work, Grant Managers have the ability to complete Manual Salary Cost Transfer (MSCT) iForms.

The following guidance applies when completing MSCT iForms:

- A MSCT iForm is used when salary dollars should be moved from one cost object and/or general ledger (service type/service category) account and system constraints prevent a Cost Distribution iForm from being used. Data accuracy is critical! Validate that the cost object and general ledger account for salary expenses are being moved to or from is appropriate to prevent and over or under correction.

- A Company 10 cost object must be included on one side of the transaction in order for the MSCT iForm to be used.

- MSCT iForms move dollar amounts. It does not move percentages.

- After the MSCT iForm has been approved, a journal entry will automatically be processed to move and post the salary dollars and associated fringe benefits. This transfer can be seen by running the Payroll Activity Detail Report (ZH333) or Accounting View of Payroll (ZH223) in SAP or the Accounting View of Payroll found under the Grant Management Tab on the Effort and Payroll Tools and Report page.

- The reason code used for the MSCT iForm invokes specific data validation depending on the reason code used.

- Retroactive MSCT iForms are allowed and require untimely justification in accordance with management center policies and GAP 200.150 Cost Transfers on Federally Sponsored Projects [III. A. Payroll]. MSCT iForms involving clerical and/or administrative effort must be expensed in accordance with GAP 200.360 Charging Clerical and/or Administrative Expenses to Federally Funded Projects.

- MSCT iForms route based upon the following workflow rules:
  - Routes based on the owning organizational unit of the position.
  - If untimely greater than 90 days, Management Center is notified.
  - If untimely greater than 180 days, Management Center approves.
  - If cost sharing occurs, Office of Sponsored Programs (OSP) is notified.
  - If “Special Conditions” or “Transfer of Non-effort Related Salary” reason codes are used, OSP approves.
Manual Salary Cost Transfer iForm (cont.)

Opening the Manual Salary Cost Transfer iForm

1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.

2. From “Effort and Payroll Tools and Reports”, select “Employee Data Search”.

3. Enter the Duke Unique ID (DUID) or the name of the employee. Select “Go” or enter on your keyboard.
4. Employee personnel data will return. Select the “iForms Icon” to display a list of iForms available to the user based upon their role and relationship to the individual. Select the “Manual Salary Cost Transfer” link to open the iForm.
Manual Salary Cost Transfer iForm (cont.)

 Completing the Manual Salary Cost Transfer iForm

The MSCT iForm is broken into different sections and contains “Trays” that can be opened and additional information entered. This guide will focus on each section of the iForm.

1. Review “Header Data” information related to the employee’s primary position. Information in this section is needed to determine the appropriate Service Type/Service Category (or G/L account).

![Header Data Image]

2. “Request Data” provides a link to display the ECRT Worksheet and the Primary Routing Org Unit. Select the appropriate “Reason Code” for the MSCT iForm from the drop-down menu based on the business reason for the transaction. Please note: Several of the reason codes can only be used by OSP or only during specific times of the year.

![Request Data Image]
The chart below describes the reason codes and programmed rules that validate code usage.

<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. Since cost distribution iForms are not allowed for terminated employees, MSCT must be used.</td>
</tr>
<tr>
<td>2. College Work Study</td>
<td>Only valid if work study STSC codes are used.</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 routes to OSP</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 time 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</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 MSCT 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 prior to using this Reason Code and the iForm will route to OSP for approval.</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>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>
3. After selecting the “Reason Code”, select the “Transfer From Date” and the “Transfer To Date” in which the salary dollars are being moved. This date should correspond to the pay period dollars are being transferred. Select “Update” to ensure the appropriate funding and G/L account information is pulled into the iForm.

4. Indicate if the money being transferred represents base pay of supplemental pay as appropriate.
5. Enter the appropriate information to describe how the cost object the salary needs to be moved from to the cost object the salary needs to be moved to. It is important to ensure that, with the exception of cost object and service type/service category, the information on the “From” side of the Cost Transfer and the information on the “To” side match. Please note: Expenses on the “From” side of the cost transfer must have been expensed to the cost object/STSC (G/L account) combination entered in order for salary dollars to be moved.

**Manual Salary Cost Transfer iForm (cont.)**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYear</td>
<td>CYear</td>
</tr>
<tr>
<td>CM</td>
<td>CM</td>
</tr>
<tr>
<td>Company</td>
<td>Company</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Cost Center</td>
</tr>
<tr>
<td>WBS Element</td>
<td>WBS Element</td>
</tr>
<tr>
<td>ST</td>
<td>ST</td>
</tr>
<tr>
<td>SC</td>
<td>SC</td>
</tr>
<tr>
<td>$Amount</td>
<td>$Amount</td>
</tr>
</tbody>
</table>

- **Enter the Calendar Year and Month from which the salary expense is being transferred.**
- **Company 10 defaults.** Using the drop-down menu change the Company Code if required.
- **Enter the cost object, the service type/service category (G/L account), and the dollar amount of the expense to be moved to.** Dollar amounts on both sides of the cost transfer should be the same.
  - Funding Source (see [G/L Account – Payroll Expenses](#)).
  - In the event cost sharing applies, use the appropriate cost sharing Service Type/Service Category – 6003, 6004, 6033, and 6034. If one of these is used, a cost sharing funding source must be provided.
6. If cost sharing is required, enter the cost object that will fund the associated effort. Select “Update CO Descriptions” to update the description of the cost object used for cost sharing. If cost sharing is not necessary, leave “Funding Source for Cost Sharing” blank and continue completing the iForm.

![Image of Funding Source for Cost Sharing]

7. Select the radio button to certify the transfers of the payroll expenses as outlined above.

![Image of Certification]

8. Manual Salary Cost Transfer iForms are considered untimely in accordance with GAP 200.150 Cost Transfers on Federally Sponsored Projects. Review this gap thoroughly for guidance on what is considered untimely, what is allowed, and documentation requirements for the “Untimely Justification” section of the iForm. This is a free text field and comments cannot be modified once submitted. Users can paste information into the field from a source document.

![Image of Untimely Justification]
9. iForms initiators may choose to provide additional comments in the “Comments” section. Comments may be used to provide specific information to approvers or to provide more detail as to the context of the cost distribution changes. Open the tray on the right to display any comments. Please note that comments become permanent record.

10. “Status Overview” will be populated once the iForm enters workflow. When initiated, it indicates that the form has not been sent.

11. Select the appropriate action button.

- “Submit” will release the iForm into workflow. Any error messages will display with a red button at the top of the form and will need to be corrected.
- “Save as Draft” will save the iForm for future use. iForm initiators must go to their Universal Worklist to find and continue work on saved iForms.
- “Check” will validate the iForm information. It will generate error and warning messages. It will also confirm if information is consistent in the iForm. Warning and error message are important alerts and should be corrected or considered carefully. It is recommended that you “Check” an iForm prior to submission.
- “Close Window” will close the iForm. Unless “Save as Draft” was previously selected, no information is saved.
Manual Salary Cost Transfer iForm (cont.)

Tracking the Status of the Manual Salary Cost Transfer iForm

1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.

2. From “Effort and Payroll Tools and Reports”, select “iForms Status Overview”.

![Diagram of Grants Management interface showing Effort and Payroll Tools and Reports]

![Diagram of iForms Status Overview]

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3. “IForms Overview” will show a list of all IFoms the users had initiated and their status. Select the hyperlink in the “Status” column to see the approvers who currently have the iForm in their approval queue. Please note: the iForm has not been completed until the last action in the Status Overview indicates “Processed On” with a date and time stamp.

4. In the event there is an error in the iForm, select “Reverse” to pull the iForm out of workflow and return it to the initiator prior to the iForm interfacing with SAP. Please note: If an iForm is reversed, it removes all approvals and will need to be approved by all approvers a second time.

Once the iForm is reversed, the user receives a message indicating the iForm can be canceled and the status is changed to “Reversed/Deleted”.
Manual Salary Cost Transfer iForm (cont.)

Related Guidance and Resources

Institutional Policies:
- GAP 200.150 Cost Transfers on Federally Sponsored Projects
- GAP 200.360, Charging Clerical and/or Administrative Expenses to Federally Funded Projects
- GAP 200.171, Cross Organizational Unit Payroll Management on Sponsored Projects
- GAP 200.172, Payroll Access for Effort Management on Sponsored Projects

Payroll Schedules and Deadlines for iForm Transactions:
- Monthly Payroll Schedule for Payroll Representatives
- Biweekly Payroll Schedule for Payroll Representatives

General Ledger Account Definitions:
- Payroll Expenses