

# BENEFIT COST TRANSFER (BCT)

Revised May 10, 2021

## RESOURCE LINK

[UCLA Central Resource Unit BCT](#)

## OVERVIEW

In general, benefits should be charged to the same FAU as the salary. BCTs are only required in instances where the Sponsor or Donor does not allow for certain benefits to be charged on the contract and grant (C&G) or private gift and endowment (G&E) fund. A BCT is the mechanism used to move the unallowable benefit expenses, while leaving the salary expenses on the original FAU charged.

Examples of unallowable benefits scenarios:

- Sponsor, such as AHA, does not allow [General & Employment Liability \(GAEL\)](#) insurance charges.
- Training grants, such as NIH T32, do not allow certain types of benefit charges which equate to a % of the total [Composite Benefit Rate](#) (annual unallowable % listed under CBR table).

Note: Technology Infrastructure Fee (TIF) is sometimes also disallowed by Sponsors/Donors, but TIF can be moved via the [NPEAR](#) system. Do not include TIF on the BCT template.

## TIMELINE

The BCT should be the final transfer! Salary Cost Transfers (SCT) aka Direct Retros (DR) should not be processed after the BCT because it will cause the benefit expense to be out of sync. Therefore, it is a best practice to process the BCT at the end of each budget period, for the entire budget period, when payroll is finalized and no additional changes will be made. If you choose to process the BCTs at end of the fund's budget period, run the QDB reports based on the fund's budget period.

BCTs typically take a few days to process by CRU.

## TOOLS NEEDED

1. DGSOM QDB Excel Add-ins →
2. [UCPath](#)
3. [BCT Template Report](#)
4. [BCT Request Form Template](#)
5. [BCT Submission Website](#)

QDB/FPM

Custom Reports - Main Menu

<p><b>FS</b> General Ledger Custom Reports Most Recent 202009</p> <p>Summary of Funds Summary - By Sub Non-Salary Expense Projection by Month (all fund types) Expense by Month <span style="border: 1px solid red; padding: 2px;">Summary - By Sub Object</span> Sales &amp; Service Summary Detail - Closed Detail - Open</p>	<p><b>PP</b> Payroll Expense Distribution QDB 202009 - UCPath BW 20201031 MO 202010</p> <p>UCPath Salary by Month UCPath Salary &amp; Benefits by Month UCPath Salary &amp; Percentage by Month <span style="border: 1px solid red; padding: 2px;">UCPath Employee Sum</span> UCPath Admin Salary UCPath Payroll After Fund End Date UCPath ERS Detail Report (11/12 Academic and Non Academics) UCPath ERS Detail Report (9/12 Academics)</p>
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## PROCESS OVERVIEW

1. Determine which benefit expenses need to be removed by running QDB **Summary by Sub Object**
  - Summary by Sub Object – Run report “ITD” to pinpoint
    - i. Expenses categories that need to be removed
    - ii. Amount that needs to be removed

ITD (i.e. Contract & Grants)     YTD

As of September 2020

EXPENDITURES: SUB-OBJECT SUMMARY AS OF AUGUST 2020 (ITD) Date: 10/08/2020									
Sub	CC Fund	Account	Object	Sub-Object Title	ITD Approp.	ITD Financial	Encumbrance and Memo Lien	Balance	
03			0000	SUPPLIES & EXPENSE-UNDESIGNATED BALANCES	26,000.00	0.00	0.00	26,000.00	
03			3380	INSURANCE	0.00	178.54	0.00	(178.54)	If unallowable, remove via BCT.
03			3385	INSURANCE/GENERAL AND AUTO	0.00	59.22	0.00	(59.22)	If unallowable, remove via BCT.
03			3390	INSURANCE/EMPLOYMENT PRACTICES	0.00	147.49	0.00	(147.49)	If unallowable, remove via BCT.
03			3425	MEMBERSHIPS, BUSINESS AND PROFESSIONAL	0.00	20.00	0.00	(20.00)	
03			4007	TECHNOLOGY INFRASTRUCTURE FEE	0.00	390.94	0.00	(390.94)	If unallowable, remove via Npear.
03			4630	LAB/SHOP INSTRUMENTS AND SUPPLIES	0.00	34.84	26.06	(60.90)	
03			4771	PROJECT SPECIFIC OFFICE TYPE SUPPLIES	0.00	65.71	0.00	(65.71)	
Sub 03					26,000.00	896.74	26.06	25,077.20	

2. Determine which employee's benefits need to be removed by running QDB UCPATH Employee Sum.

- o Summary by Sub Object – Run report “Earned” rather than “Paid”. This report will provide you with the UCPATH Empl ID for each individual that was paid on the fund that may need BCTs processed.

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**Date Source**

Ledger Year/Month (paid)   
  Pay Period Ending (earned)

PAYROLL: UCPATH EMPLOYEE SUM EARNED FROM JULY 2018 TO AUGUST 2019 Date: 10/08/2020

Employee Name	Employee ID	UCPath ID	Position Number	LYM	Earned Date	Account	CC	Fund	Project	Sub	Object	Earn Code	Title Code	Title Description	Hours/ Effort	H %	Pay Rate	Gross Earnings	Total Benefits	Total Pay
Emp Name	10068092	10068092		201903	09/30/2018					00	1000	REG	3394	ASST PROJ SCIENTIST-FY	0.7064	%		3,379.08	0.00	3,379.08
Emp Name	10068092	10068092		201903	10/31/2018					00	1000	REG	3394	ASST PROJ SCIENTIST-FY	0.7064	%		3,379.08	0.00	3,379.08
Emp Name	10068092	10068092		201903	11/30/2018					00	1000	REG	3394	ASST PROJ SCIENTIST-FY	0.7064	%		3,379.08	0.00	3,379.08

3. Use the UCPATH ID from the UCPATH Employee Sum report to **look up the Empl Record #** within UCPATH.

- o Suggest using **Person Organization Summary** since you don't need to have payroll access to the employee to run. See UCPATH breadcrumbs to access Summary.

Workforce Administration > Personal Information > Person Organizational Summary

- o Hint: Often times Empl Record # is 0 or 1.

**Person Organizational Summary**

Person ID 10068092

Benefit Eligibility Hours 1736.00  
 Limited Hours Career  
 Floater Hours Career

**Employment Instances** Find | View All First 1 of 1

ORG Instance 0    HR Status Inactive    Last Hire 08/01/2015  
 Primary Job:     Payroll Status Terminated    Termination Date 07/31/2020    Resign - Moved out of Area

**Assignments** Personalize | Find | First 1 of 1 Last

Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group	Employee Type	Probation Code	Probation End Date
0	LACMP		156400	Medicine-Va Wadsworth Med Ctr	003394	ASST PROJ SCIENTIST-FY	06/30/2021	1.000000	Academic: Non Faculty	RA	E	4AC	S	None	

4. Pull the [BCT Template Report](#) using the Empl ID and Empl Record #

CDW > Team Content > UCPATH CDW > Funding – Payroll Ledger – Financial > Funding > BCT Report

Benefit Cost Template Report

**UCPATH Reporting**

Report Parameters for Benefit Cost Transfer Template Report

Enter Year and Month range from below time period .

Enter Pay End Date

Note: Please enter date in MMM.DD.YYYY format.

Enter Pay Calendar End Date

From \* Jul 1, 2018

To \* Aug 31, 2019

Enter Employee ID

\* 10068092

Employee Record Number

\* 0

5. Highlight/Click on Column L and use Conditional Formatting within Excel to help highlight the fund number for which the BCT is being created.
6. Look at the Fringe Line Description or Object Code to help identify which expense lines need to be removed via the [BCT Request Form Template](#). See highlighted in yellow.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
<b>Benefit Cost Transfer Template Report</b>																			
Report Parameters:																			
Time Period:		Sep 30, 2018 To		Aug 31, 2019															
Employee Id : <input type="text"/>																			
Employee Name	Employee ID	Employee UCLA UID	Labor Ledger Fringe Employee Record Number	Pay Calendar Run ID	Fringe Off Cycle Indicator	Pay Begin Date	Pay End Date	UC Accounting Date	Account Number	Cost Center Code	Fund Number	Sub Code	Object Code	Fringe Line Description	Project Code	Fund End Date	Deduction Code	Deduction Desc	Fringe Amount
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	2019-04-30	441026	2X	07427	03	3390	GAEI EL Assessment - Expense		2025-12-31			4.63
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	2019-04-30	441026	2X	07427	03	3385	GAEI AL Assessment - Expense		2025-12-31			0.14
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	2019-04-30	441026	2X	07427	03	3385	GAEI GL Assessment - Expense		2025-12-31			1.69
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	2019-04-30	441348	TZ	81930	03	3385	GAEI GL Assessment - Expense		2019-06-30			4.05
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	2019-04-30	441348	TZ	81930	03	3385	GAEI AL Assessment - Expense		2019-06-30			0.34
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	2019-04-30	441348	TZ	81930	03	3390	GAEI EL Assessment - Expense		2019-06-30			11.15
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	2019-04-30	441348	TZ	29883	06	8850	CBR Assessment - Expense		2019-06-30			596.80
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	2019-04-30	441348	TZ	81930	06	8850	CBR Assessment - Expense		2019-06-30			1,436.11
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	2019-04-30	441026	2X	07427	03	3380	GAEI LP Assessment - Expense		2025-12-31			0.28
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	2019-04-30	441026	2X	07427	03	3380	GAEI PR Assessment - Expense		2025-12-31			5.76
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	2019-04-30	441348	TZ	29883	06	8930	Leave Assessment - Expense		2019-06-30			98.30
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	2019-04-30	441348	TZ	81930	06	8930	Leave Assessment - Expense		2019-06-30			236.54
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	2019-04-30	441348	TZ	81930	03	3380	GAEI LP Assessment - Expense		2019-06-30			0.68
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	1753-01-01	441348	TZ	81930	06	8690	Expense - RPNI Assessments		2019-06-30			21.96
Emp: Watson	10068092	10068092	0	190430MOX	N	2019-04-01	2019-04-30	2019-04-30	441348	TZ	81930	03	3380	GAEI PR Assessment - Expense		2019-06-30			13.85
Emp: Watson	10068092	10068092	0	190531MOX	N	2019-05-01	2019-05-31	2019-05-31	441026	2X	07427	03	3390	GAEI EL Assessment - Expense		2025-12-31			4.63
Emp: Watson	10068092	10068092	0	190531MOX	N	2019-05-01	2019-05-31	2019-05-31	441026	2X	07427	03	3385	GAEI AL Assessment - Expense		2025-12-31			1.69
Emp: Watson	10068092	10068092	0	190531MOX	N	2019-05-01	2019-05-31	2019-05-31	441026	2X	07427	03	3385	GAEI GL Assessment - Expense		2025-12-31			0.14
Emp: Watson	10068092	10068092	0	190531MOX	N	2019-05-01	2019-05-31	2019-05-31	441348	TZ	81930	03	3390	GAEI EL Assessment - Expense		2019-06-30			11.15
Emp: Watson	10068092	10068092	0	190531MOX	N	2019-05-01	2019-05-31	2019-05-31	441348	TZ	81930	03	3385	GAEI AL Assessment - Expense		2019-06-30			4.05
Emp: Watson	10068092	10068092	0	190531MOX	N	2019-05-01	2019-05-31	2019-05-31	441348	TZ	81930	03	3385	GAEI GL Assessment - Expense		2019-06-30			0.34
Emp: Watson	10068092	10068092	0	190531MOX	N	2019-05-01	2019-05-31	2019-05-31	441348	TZ	81930	06	8930	Leave Assessment - Expense		2019-06-30			236.54
Emp: Watson	10068092	10068092	0	190531MOX	N	2019-05-01	2019-05-31	2019-05-31	441348	TZ	81930	06	8850	CBR Assessment - Expense		2019-06-30			1,436.11

The screenshot shows the Excel interface with the 'Benefit Cost Transfer Template Report' open. The 'Fund Number' column (L) is highlighted in blue. The 'Conditional Formatting' task pane is open on the right, showing 'Highlight Cells Rules' and 'Text that Contains...' selected. The 'Text that Contains...' dialog box is also open, showing the text '81930' and the format 'Light Red Fill with Dark Red Text'.

7. Complete the [BCT Request Form Template](#) using the data collected in the BCT Template Report.
  - a. Complete rows 1-13 as applicable, following instructions in the Instructions tab.
  - b. Hints for copying & pasting data from BCT Template Report onto BCT Request Form Template:
    - i. Create **one workbook per employee (EE)** & include all relevant pay periods.

- ii. **Copy & paste ALL benefit expense lines** in each pay period, not only the benefit lines you wish to remove.
- iii. After completing step 2 of Instructions tab, copy FAUs in Columns J-N, then paste using "Paste Values" to keep yellow highlighting intact.
  - Do the same for Columns T & AA, as applicable.
- iv. When processing **BCTs for NRSA grants** where you will be removing a % of the benefits rather than a 100% of a specific benefit expense line/amount, you must calculate the % to remove. See Instruction tab bullet #3, line 26.
  - Example: If CBR = \$100 on Row 19 & the unallowable % is 10%, then \$100 x 10% = \$10 is unallowable and must be removed.
    - Leave the \$100 line as copy & pasted in Columns A-T
    - Change amount listed in AA19 to \$90 on the original NRSA grant FAU
    - Copy information from Columns A-S (do **not** copy Column T with original \$ amount) on Row 19 which you want to split. Paste it in the 1<sup>st</sup> blank row at the bottom of the benefit data (A-T). Starting in Column U, list the unrestricted FAU you'd like to charge the \$10 and add \$10 to column AA of that same row.

Employee Name	Employee ID	UCLA ID	Employee Record Number	Pay Calendar Run ID	Off Cycle Indicator	Account Number	Cost Center Code	Fund Number	Sub Code	Object Code
Emp. Water	10068092	18-0000	0	190531MDX	N	441026	2X	07427	03	3390
Emp. Water	10068092	18-0000	0	190531MDX	N	441026	2X	07427	03	3385
Emp. Water	10068092	18-0000	0	190531MDX	N	441026	2X	07427	03	3385
Emp. Water	10068092	18-0000	0	190531MDX	N	441348	T2	81930	03	3390
Emp. Water	10068092	18-0000	0	190531MDX	N	441348	T2	81930	03	3385
Emp. Water	10068092	18-0000	0	190531MDX	N	441348	T2	81930	03	3385
Emp. Water	10068092	18-0000	0	190531MDX	N	441348	T2	81930	06	8930
Emp. Water	10068092	18-0000	0	190531MDX	N	441348	T2	81930	06	8950
Emp. Water	10068092	18-0000	0	190531MDX	N	441348	T2	29883	06	8850
Emp. Water	10068092	18-0000	0	190531MDX	N	441348	T2	29883	06	8930
Emp. Water	10068092	18-0000	0	190531MDX	N	441026	2X	07427	03	3380
Emp. Water	10068092	18-0000	0	190531MDX	N	441026	2X	07427	03	3380
Emp. Water	10068092	18-0000	0	190531MDX	N	441348	T2	81930	03	3380
Emp. Water	10068092	18-0000	0	190531MDX	N	441348	T2	81930	03	3380
Emp. Water	10068092	18-0000	0	190531MDX	N	441348	T2	81930	06	8690

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Account	Sub	Object Code	Old Amount
\$ 42		3380	\$ 20.57
\$ 2,389.71		3385	\$ 6.22

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8. Obtain required approvals if the BCT is processed on a C&G funds. See Instruction tab step 6.

9. Upload BCT Template Report & any required approvals onto [BCT Submission Website](#) and submit!
  
10. **Reconcile** the BCT transaction to confirm accuracy benefits transferred to the payroll ledgers!