

Human Capital Management: Step-by-Step Guide

Making a Funding Entry

This guide describes the process for making a funding entry in HCM. Funding entries are created and updated through a Department Budget Table (DBT). All of the data is stored in the system's DBT tables.

Funding is required for all positions. Follow this procedure to add or update funding for a new or existing position. Changes to funding can be related to an employee's work on sponsored projects, or other budgetary changes in your department. For example, you may need to update funding for a position when an employee takes on a new project, or when money in one fund has expired and a different fund is needed going forward.

Changes need to be made **prior** to payroll processing for the current month, and can be back dated to the first of the month as the effective date if you are needing to change the funding allocations for the current month. If you need to make funding changes for payroll that has already posted, you will need to create a Payroll Expense Transfer (PET).

Before You Begin

Information You Will Need:

- Position number and effective date of the funding change.
- The active SpeedType of the fund (or funds) being added or replacing the existing fund.
- Distribution of the funding (amount or percentage). For example, your department may want to allocate a fixed amount to a SpeedType, and the remaining amount to another SpeedType. You can specify a fixed amount and then the percentage will calculate accordingly. The total allocation across SpeedTypes must always equal 100%.
- Optional documents to attach that support the decision to update the funding.

Navigating Tips:



Look up valid field values.



Check spelling of your text boxes.



Delete an item.



Hide, or collapse, sections you do not want to view.



Expand sections you want to view.



Add rows to create additional records.

Updating a Funding Distribution

1. Navigation: **Main Menu > CU PETs and Funding > CU Funding Entry**. The CU Funding Entry page appears. You can search for existing funding entries or create a new funding entry.
2. To update funding for a position, click **Add a New Value**.

CU Funding Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Search by: HRGL Request # ▾ begins with

Include History
 Correct History

3. Type the **Position Number** and the **Effective Date** of the funding change and press **Tab**.

CU Funding Earnings | CU Funding Entry Deductions | CU Funding Entry Taxes

HRGL Request #: _____ Funding Entry Status: Searched/Draft Originator: _____

Created Datetime: 03/29/2017 1:04PM Submitted Date Time: _____ Completed Date/T: _____

Funding Entry

Position Number 🔍

Effective Date 📅

Effective Sequence 0

The system checks your information. The system may display messages warning you of the following:

- The effective date is not the first day of the current pay period. This is informational only, indicating your entry is not covering the current pay period.
- There is a record for this position that has a future effective date, in which case your entry will only be effective from the effective date you entered to the future dated record.

After pressing Tab, the system returns the current Funding and Job Data for this position.

CU Funding Earnings | CU Funding Entry Deductions | CU Funding Entry Taxes

HRGL Request #: Funding Entry Status: Searched/Draft Originator: Laura A Siedzick Initiator: Budget Begin Date: 07/01/2016 Budget End Date: 06/30/2017
 Created Datetime: 03/29/2017 1:04PM Submitted Date Time: Completed Date/Time: Last Update Timestamp: Fiscal Year: 2017 Department: 10255

Funding Entry
 Position Number: 00681380 Dir Academic Svcs & Ops
 Effective Date: 04/01/2017
 Effective Sequence: 0

Job Data Snapshot

Name	Empl ID	Empl Rod	Job Eff Date	Job Eff Seq	Department	Position	Job Code	Job Description	HR Status	Job End Date	Action	Actn Rsn	Pay Frequency	Pay Group	FTE	STD
1	136583	0	10/01/2016	1	10255	00681380	2241	Academic Services Assoc Dir	Active		POS RPT	M	USX		1.000000	

Department Budget and PET History

Request #	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp	Originator OperID	Description
1	View Details	DBT 07/01/2017		0				
2	View Details	DBT 03/15/2017		0				
3	PATZ000016-20170316-005	Funding 03/15/2017		0	Completed	03/16/17 2:57PM		PATZ000016
4	PATZ000016-20170307-003	Funding 03/01/2017		0	Completed	03/07/17 2:19PM		PATZ000016
5	BEGZ000001-20170320-002	Funding 03/01/2017		1	Approved	03/20/17 10:11AM		BEGZ000001

Apply to Next Fiscal Year

New Distribution Data

ERNCD	SpeedType	SpeedType Description	Department	Project	Account	Fund Code	Program Code	PC Business Unit	Activity	Funding End Date	Project End Date	Chartfield Descr	Budg
1	11061162	MBA Staff	10255		444444	10	35439					Chartfield Descr	
2	11011643	CHEM Salaries	10255		444444	10	11597					Chartfield Descr	

Comments

Comment	Date/Time Created	Added by User

Attachments

Attached File	Description	Add Attachment	Attached By	Last Update Date/Time
1		<input type="button" value="Add Attachment"/>		

- **Job Data Snapshot:** Shows current information of the employee in this position. If there are multiple active job records, you will see the number of records, such as 1 of 2 displayed at the far right.
 - **Department Budget and PET History:** Lists any prior funding entries or PETs. You can click **View Details** to display the history of funding for this position in a separate window. History details include information about who made previous changes. This information can be helpful in determining whether there is an issue with or pattern of changes to the position's funding.
 - **New Distribution Data:** Displays current information that you will replace with new. You can click the **Clear New Distribution Grid** button to clear the current information or type over the data and press **Tab**.
4. Select the **Apply to Next Fiscal Year** check box to indicate this funding should remain in place for the next fiscal year. Otherwise, this entry is applicable from the effective date through the end of the fiscal year. Selecting this check box is usually most helpful when entering funding changes near the end of a fiscal year. If funding associated with the SpeedType ends in the current fiscal year, then you will see an error message when you save the funding entry.

- In the **New Distribution Data** section, enter the new SpeedType and distribution for your entry.
 - Funding End Date** and **Project End Date** default from the financial system (FIN) details of the SpeedType. You can update Funding End Date to a date prior to the Project End Date.
 - Budget Amount** is tied to **Percent of Distribution**; when you change the amount, the percent will update when you tab through the fields.
 - Scroll right to add rows  and update funding by percentage or amount. Total percent of distribution must equal 100.

- Click **Save**. If you want, add any comments or attachments as needed to support this funding change. (You must save before adding comments or attachments.)

- After you save, HCM does the following:
 - Assigns the HRGL Request # and displays it at the top of the page.

- Checks that SpeedTypes used in the funding entry are active.
 - Checks that the values for percent of distribution total 100%.
- If you are ready to post this entry, click **Save/Submit** at the bottom of the page to finalize the funding update.

There is no approval needed for funding entries. Your entry is set to Approved status while the system writes the entry to the Dept Budget Table, after which the status is updated to Completed.

Note: You have until payroll processes for this position to make any corrections. To enter new funding for the same effective date after a funding change has already been submitted requires a new funding entry. The newer funding entry will have an HRGL request number sequenced after the older entry. If corrections are not made prior to payroll processing, a Payroll Expense Transfer (PET) will be needed to correct after payroll.

From the other CU Funding Entry tabs, you can view the funding for benefits (CU Funding Entry Deductions) and employer paid taxes (CU Funding Entry Taxes). Only certain employees in your Campus Controller's office have security to access and override this data.

