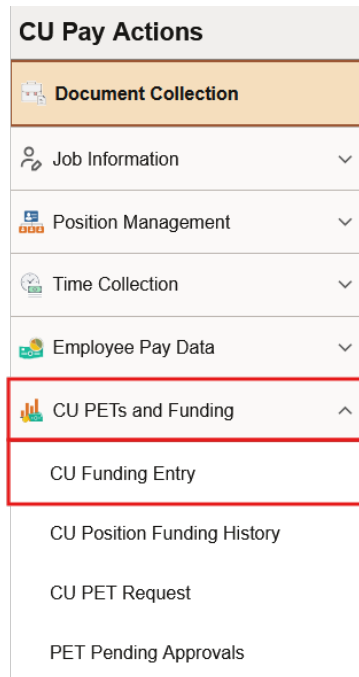


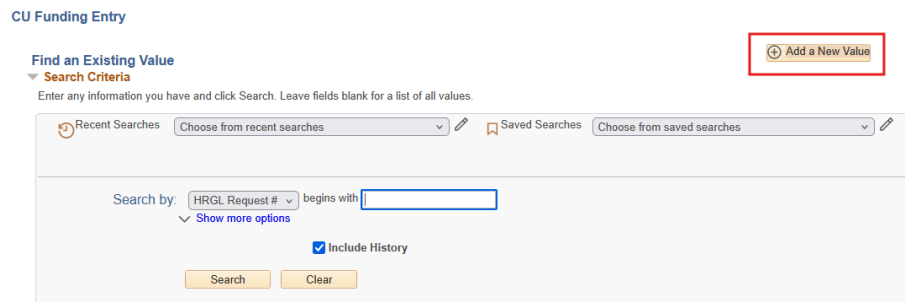
Updating Position Funding

Go to the “Pay Actions” tile, then click “CU PETs and Funding”, then “CU Funding Entry”.



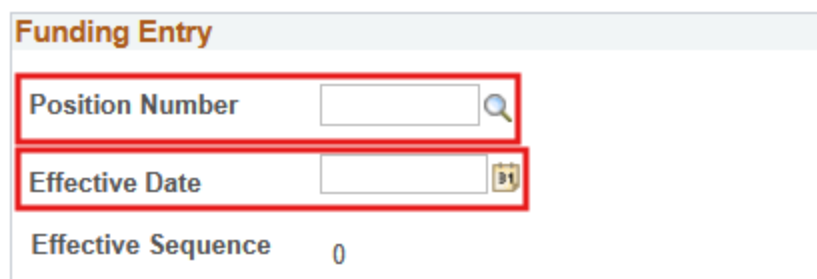
A vertical menu titled "CU Pay Actions". It contains several items: "Document Collection" (with a folder icon), "Job Information" (with a person icon), "Position Management" (with a building icon), "Time Collection" (with a clock icon), "Employee Pay Data" (with a person and dollar sign icon), "CU PETs and Funding" (with a bar chart icon, highlighted with a red box), "CU Funding Entry" (highlighted with a red box), "CU Position Funding History", "CU PET Request", and "PET Pending Approvals".

Click “Add a New Value”.



The "CU Funding Entry" search interface. It includes a "Find an Existing Value" section with a "Search Criteria" dropdown. Below this is a search bar with a "Search by:" dropdown set to "HRGL Request #", a "begins with:" text input, and a "Show more options" link. There are "Search" and "Clear" buttons. To the right of the search bar is a red box containing the "Add a New Value" button. Above the search bar are "Recent Searches" and "Saved Searches" sections, each with a dropdown menu and an edit icon.

Enter the Position Number and the Effective Date. (NOTE: The effective date should be the first of the month the appointment will begin in for contract appointments or the first day of the Bi-Weekly Pay Period for hourly appointments.)



The "Funding Entry" form. It has a title bar "Funding Entry". Below it are three fields: "Position Number" (with a text input and a magnifying glass icon, highlighted with a red box), "Effective Date" (with a text input and a calendar icon, highlighted with a red box), and "Effective Sequence" (with a text input containing the value "0").

Enter the Speedtype, Funding End Date and Percent of Distribution.

- Contract/Monthly appointments should have an end date that is the last day of the month that the appointment ends in. (Example: 12/31/XXXX or 05/31/XXXX)
- Hourly appointments should have an end date that aligns with the last day of the pay period of when the appointment is ending. Please refer to the [Student Employment Website](#) for the Bi-Weekly Payroll Calendar.
- NOTE: Department Chairs/Directors often rely on CU Data financial reports to track part time salary expenses. When funding end dates are not entered in HCM the data in the financial reports is not an accurate reflection of the salary encumbrances.

Then click “Save/Submit”.

The screenshot shows the 'New Distribution Data' form. The top section is a table with columns: ERNCD, SpeedType, SpeedType Description, Department, Project, Account, Fund Code, Program Code, PC Business Unit, Activity, Funding End Date, Project End Date, Chartfield Descr, Budget Amount, and Percent of Distribution. The 'SpeedType' column has a dropdown menu with 'C' selected. The 'Funding End Date' column has a date picker with '12/31/2020' selected. The 'Percent of Distribution' column has a numeric input field with '1' entered. Below the table are sections for 'Comments' and 'Attachments'. At the bottom, there are two buttons: 'Save' and 'Save / Submit'. The 'Save / Submit' button is highlighted with a red box.

ERNCD	SpeedType	SpeedType Description	Department	Project	Account	Fund Code	Program Code	PC Business Unit	Activity	Funding End Date	Project End Date	Chartfield Descr	Budget Amount	Percent of Distribution
1	C									12/31/2020				1

Save Save / Submit