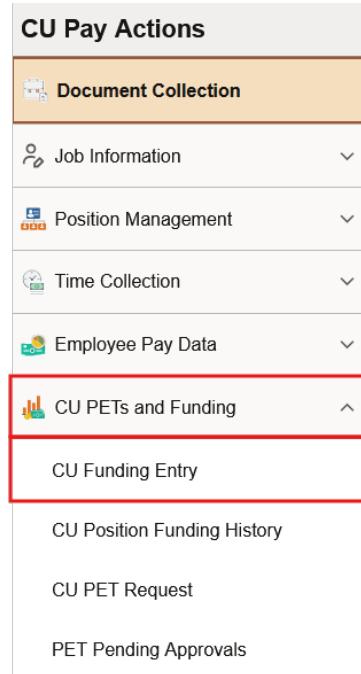


Updating Position Funding

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



Click “Add a New Value”.

The image shows the "CU Funding Entry" search interface. It includes fields for "Recent Searches" and "Saved Searches", a search bar with "Search by: HRGL Request #", and a "Search" button. A red box highlights the "Add a New Value" button in the top right corner.

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 image shows the "Funding Entry" form. It has fields for "Position Number" and "Effective Date", both of which are highlighted with a red box. Below these fields is a "Search" button and an "Effective Sequence" field with 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”.

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	Budget Amount	Percent of Distribution
1	<input type="text"/>									<input type="text"/>				<input type="text"/>

Comments

Comment	DateTime Created	Added by User

Attachments

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