



## HRMS Tips for using Funding Distribution

The screenshot shows the HRMS interface for 'Funding Distribution'. At the top, there are tabs for 'Funding Distribution' and 'Position and Incumbent Data'. Below the tabs are buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', and 'Refresh'. A red box labeled 'Add new funding row' points to a '+' button in the 'Funding' section. Below this, there are fields for 'Position Number: 00508108', 'Sequence: 1', and 'Entered Date: 07/22/2004'. There are also links for 'Go To Position Data' and 'Go To Funding History'. A red box labeled 'Remove funding with current or future funding begin date' points to a '-' button next to the 'Funding Notes' icon. Below this, there are fields for 'Funding Status: Approved', 'Status Date: 07/18/2002', and 'Appr/Reject: Affleck, Lisa C'. A red box labeled 'Add/Remove distribution row' points to a '+' button in the 'Distribution' table. The 'Distribution' table has columns for 'Percent', 'Speed Type', 'Funding End Date', 'SpeedType Description', 'Fund', 'Org', 'Program', and 'Project'. The first row shows '1', '+', '-', '100.000', '51039635', and 'PBS Finance/Op'.

- For a **NEW position** (or for updates to positions with expired funding), funding must be entered in order for the position to be approved. Regardless of the new position's effective date, when the new funding row is added, the funding begin date defaults to the first day of the current (unprocessed) payroll period. Users may modify that date if needed.
- Add a new Funding Row for **each Funding Begin Date**.
- **Entered Date** is the date the funding was added. The first row added on this day will always be **Sequence 0**. Any additional rows added on the same day will increase the sequence number by 1 for each row entered. Rows entered on following days will have an updated Entered Date, and the Sequence will start at 0 again.
- **Correct or Update Current/Future Funding** –
  - If funding for a current or future payroll period is in **Proposed status**, type over the existing data **without adding an additional Funding row**, and resave. If desired, the entire funding row for a current/future funding begin date may be **removed entirely** by clicking the Delete button by the Funding Notes icon.
  - For an **Approved** current or future funding distribution, **add a new Funding row**. The distribution will then display in Proposed status. Type over the existing data, add/remove rows as needed, and resave. (Note: this process will insert an additional funding row. If the row is not needed, delete it.)
- **Payroll Expense Transfers with Retroactive Funding Changes (PETR and PETP)** – the PET process will add a new funding row to the most current Entered Date, and the Sequence will be increased. This is the only situation where the Entered Date will not be updated to reflect the date the row was added to the funding page.
- **Funding strings** – each new Funding Row adds to the top of the previous funding components, to create a new funding string. When funding is added, **any funding distribution with a begin date in current or future payroll periods will be saved in Proposed status**. However the underlying components of the Funding String will retain their original approval status. The system no longer assigns a proposed status to the entire funding string when a row is added, nor is the whole string approved when one component is approved.
- **No Action Taken** – this status is assigned to any current funding components that are not approved before the current payroll is processed. Once in No Action Taken status, the funding row can not be approved by anyone, including ES staff.