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EMPLOYEE SERVICES

Human Capital Management: Step-by-Step Guide

Creating a Funding Entry

This guide describes the process for creating a funding entry in HCM. Funding is required for all active positions with incumbents and specifies how to post payroll to the general ledger.

Contents

Overview of Position Funding

This section provides a brief overview of funding that you may want to review before proceeding to the procedures in this guide.

Maintaining Position Funding Data

Position funding and its history is maintained in the Department Budget Table (DBT). A new DBT is required in each of the following instances:

- When a position is created
- When a position changes department
- When the fiscal year changes

Every June, Employee Services runs a DBT mass update process (FY Rollover), which creates a new fiscal year DBT for each active position. Otherwise, creating a CU Funding Entry adds a funding row (and new DBT) every time a position is created, the department changes, or a new fiscal year occurs without a rollover row.

When to Create a Funding Entry

A CU Funding Entry may be used to post funding changes throughout the year. Follow the procedure in this guide to create or update funding for a new or existing position, when:

- There is a change in effort on a sponsored project
- Current funding expires
- Other budgetary changes occur

Changes must be made **prior** to the payroll processing deadline for the current pay period. If you need to make funding changes for payroll that has already posted, you will need to create a Payroll Expense Transfer (PET) to update the funding distribution.

If 100% of funding is not current for 100% of the pay period, then that portion of pay will post to a suspense SpeedType (based upon campus specifications).

Funding and Effective Dates

One or more effective dates may apply within a pay period. Because funding entries made with the same effective date will sequence, the entry with the highest sequence on a particular date will apply. Multiple effective dates in a pay period are used when funding changes in the middle of a pay period. For example, an effective date may direct funding to a new valid source the day after a former funding source expires.

The most current row or combination of rows will determine funding proportional to the number of calendar days in the pay period. For example, if there are 30 calendar days in a month, and only one SpeedType applies for the entire month, then the proportion of 30/30 days of the pay (100%) will post to the SpeedType. If the funding specifies SpeedType A effective the first day of the month, and specifies SpeedType B effective the 11th of the month, then the proportion of 10/30 days (33.333%) of the pay will post to SpeedType A and the proportion of 20/30 days (66.667%) of the pay will post to SpeedType B for that period.

Before You Begin

Before you create a funding entry, you will need the following information:

- Position number and effective date of the funding change.
- The active SpeedType of the fund (or funds) being added or replacing the existing fund.
- The proportion of the funding (amount or percentage) that will be distributed to each SpeedType for the pay period. Entering a partial amount of pay will convert to the corresponding percentage. The total allocation across SpeedTypes must always equal 100%. 100% of the pay (rather than specifically entered amounts) will post to 100% of the distribution. This ensures that if the compensation rate changes within a period, 100% of the pay will still post to 100% of the distribution.
- Optional documents to attach that support the decision to update the funding.

Navigation tips:

▼ HCM Community Users

Procedures in this guide begin from the HCM Community Users dashboard:

1. From the portal, click the **HCM** tile. The Employee Self Service dashboard appears.
2. Click **Employee Self Service**.
3. Click **HCM Community Users** to display the dashboard.

The NavBar displays options for accessing other systems. Through the NavBar, you can select CU Resources to access systems on the portal.

The magnifying glass is called a look up and displays search results for you to select valid field values.

The book and checkmark lets you spell check text boxes.

The down arrow lets you hide, or collapse, sections you do not want to view.

Click the ▶ arrow to expand the section.

The add button lets you create additional records.

Updating a Funding Distribution

1. From the HCM Community Users dashboard, click the **Pay Actions** tile.

2. From the Document Collection menu, click **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.

3. 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.

| Find an Existing Value | Add a New Value |

▼ Search Criteria

Search by: HRGL Request # ∨ begins with [   ]
☐ Include History   ☑ Correct History

[Search]   Advanced Search

4. 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.

- **Job Data Snapshot:** Shows current job data information for 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**.

5. In the **New Distribution Data** section, enter the new **SpeedType** and **Percent of Distribution** for your entry.

- **Budget Amount** reflects the pay rate from the Compensation tab in Job Data. The Budget Amount in the New Distribution Data section is tied to **Percent of Distribution**. When you change the budget amount, the system updates the percent of distribution as you tab through the fields; and conversely, when you change the percent of distribution, the system updates the budget amount. The percent of distribution in an active period will be applied to a paycheck rather than the budget amount, as pay may fluctuate during a pay period based on changes to job data.

For example, the image below displays a monthly pay rate from the Compensation tab in Job Data:

This rate is reflected in the Job Data Snapshot of the CU Funding Entry:

Pay Frequency	Pay Group	FTE	STD Hours	Annual Comp Rate		Monthly Comp Rate
M	USX	1.000000	40.00	87542.040		7295.170000

The system uses the pay rate to determine budget amount based on the percent of distribution:

- **Funding End Date** and **Project End Date** display default values from the financial system (FIN) details of the SpeedType. You can update Funding End Date as needed. When project end dates exist, you should enter funding end dates that are the same date as (or earlier than) the project end date. As of October 22, 2018, this will be required.

- Scroll right to add rows ⊞ and update funding by percentage or amount. Total percent of distribution must equal 100.

6. 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%.

Note: You are not done yet. Determine whether you need to apply your updated funding to the next fiscal year and then complete your funding entry as described in the following sections.

Applying Funding to Next Fiscal Year

Remember, a new DBT is required for each new position, each time a position changes department, and each time the fiscal year changes.

Select the **Apply to Next Fiscal Year** checkbox if all of the following conditions are true:

- The DBT fiscal year rollover process already occurred in June.

- The new effective date is earlier than July 1st.

- The same funding should continue beyond July 1st.

The funding entry will create a funding row with the effective date before 7/1, and the **Apply to Next Fiscal Year** will create a new DBT with an effective date of 7/1 for the following fiscal year, so that the same updated funding may continue.

Note: The **Apply to Next Fiscal Year** is disabled after the last pay period in the rollover fiscal year. If the feature is disabled, yet both a former and following funding entry must be created as described above, create a CU Funding Entry for the DBT in the rollover fiscal year, and a separate CU Funding Entry effective 7/1 for the new fiscal year DBT. Remember, new incumbents may not be hired into positions in a fiscal year without the existence of a corresponding DBT in the same fiscal year. A new position effective date must equal the effective date of the first row of the DBT.

Completing the Funding Entry

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). The system populates this data based on the DBT setup rules for each campus. Only certain employees in your Campus Controller's office have security permissions to access and override this data.

When you are ready to post the funding entry,

1. Click **Save/Submit** at the bottom of the page.

   Funding entries require row level access, but no additional approval upon Save and Submit.

   Your entry is set to Approved status while the system writes the entry to the DBT, after which the status is updated to Completed.
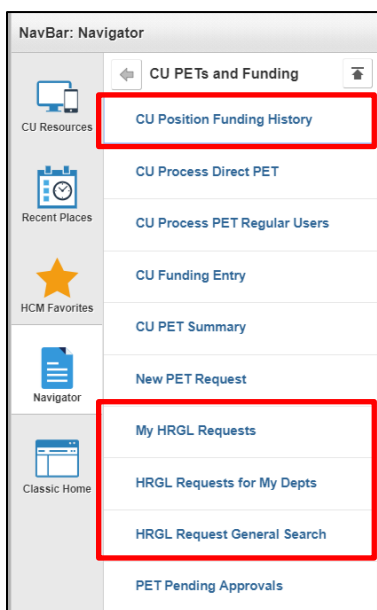
2. Confirm that the status changed to Completed. If the entry is not in Completed status, it did not post to the DBT.

Note: You can search for HRGL Requests (CU Funding Entries and PETs), by using one of the HRGL Request search features. The system displays a list of all of your funding entries and PETs with their status and other information.

- **NavBar**> **Navigator**> **CU PETs and Funding**> **My HRGL Requests**

- **NavBar**> **Navigator**> **CU PETs and Funding**> **HRGL Requests for My Depts**

- **NavBar**> **Navigator**> **CU PETs and Funding**> **HRGL Request General Search**

You can also verify that the funding posted by reviewing the Position Funding History. Enter the position number and view the current and historical position funding rows.

- **NavBar**> **Navigator**> **CU PETs and Funding**> **CU Position Funding History**