

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.

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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.

Positions, Employee Effort, and Funding

Job Data connects employees to positions. Positions are funded based upon the proportion of time, or personnel effort, spent on programs and projects, for a total of 100% of the effort. Funding for programs and projects are managed through SpeedTypes. Also called a combination code, a SpeedType identifies specific information for processes that post transactions to the general ledger in the PeopleSoft Finance System (FIN).

The funding distribution posts the percent of effort totaling 100% to corresponding SpeedTypes. Position funding and its history is maintained in the Department Budget Table (DBT). New rows are added to the DBT with new effective dates, effort allocations, and funding end dates as they apply. The funding distributions also contribute to the basis for calculating encumbrance balances.

When to Create a Funding Entry

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 (July 1 – June 30)

Creating a CU Funding Entry creates a new funding row (and new DBT) every time a position is created, the department changes, or a new fiscal year occurs. A new fiscal year occurs every July 1st. Every June, Employee Services runs a DBT mass-update process (Fiscal Year Rollover), that creates a new funding row (and new DBT) for each active position effective July 1 for the new fiscal year, bypassing the need for individual CU Funding Entry forms.

A CU Funding Entry may be used to update 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 programs and projects.
- Current funding expires.
- Other budgetary changes occur.

Changes may be dated before the current payroll period for vacant positions. Changes may be dated as early as the first day of the current pay period when an incumbent exists in the position. The new CU Funding Entries must be in completed status **prior** to the payroll processing deadline for the current pay period. Funding distribution changes for payroll that has already posted requires 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 expiring funding may not fall on the first day of a new pay period, requiring a partial period funding change.

Funding distributions are allocated 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.

Here is another example:

January 1	100% SpeedType A	31/31 days = 100% SpeedType A
March 1	100% SpeedType A	15/31 days = 48.387% SpeedType A
March 16	100% SpeedType B	16/31 days = 51.613% SpeedType B

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.

Notes:

- The total allocation across SpeedTypes must always equal 100%.
- 100% of the pay (rather than specifically entered amounts) will post 100% of the distribution. This ensures that if the compensation rate changes within a period, 100% of the pay will still post 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 entire 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 new entry effective date 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 Rcd	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 Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp
1 View Details	DBT 07/01/2017		0		
2 View Details	DBT 03/15/2017		0		
3 PAT2000016-20170316-005	Funding 03/15/2017		0	Completed 03/16/17 2:57PM	PAT2000016
4 PAT2000016-20170307-003	Funding 03/01/2017		0	Completed 03/07/17 2:19PM	PAT2000016
5 BEG2000001-20170320-002	Funding 03/01/2017		1	Approved 03/29/17 10:11AM	BEG2000001

Clear New Distribution Grid ☐ 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	Budget
1	11061162	MBA Staff	10255		444444	10	35439					Chartfield Descr	
2	11011643	CHEM Salaries	10255		444444	10	11597					Chartfield Descr	

Add Comment

Comments

Personalize | Find | View All | First 1 of 1 Last

Attachments

Personalize | Find | View All | First 1 of 1 Last

- **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 and PETs. You can click **View Details** to display the history in a separate window.
- **New Distribution Data:** This section, once updated, will reflect the new funding distribution. This section defaults the current funding distribution for easy updates. You can type over the existing data and press **Tab**, or click the **Clear New Distribution Grid** button to clear the current information for an entirely new entry.


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

Clear New Distribution Grid ☐ Apply to Next Fiscal Year

New Distribution Data

ERNCD	SpeedType	SpeedType Description	Department	Project	Account	Fund Code	Program Code	PC Business Unit
1	11061162	MBA Staff	10255		444444	10	35439	
2	11011643	CHEM Salaries	10255		444444	10	11597	

Business Unit	Activity	Funding End Date	Project End Date	Chartfield Descr	Budget Amount	Percent of Distribution	Fringe Group	Redirect Account Code
				Chartfield Descr	2156.124	60.000		
				Chartfield Descr	1437.416	40.000		

- Scroll right to add rows  and update funding by adding a SpeedType (one per funding entry) and the corresponding percentage or budget amount. The Total Percent of Distribution must equal 100.
- Only active SpeedTypes may be entered. Only projects that are in pre-spending or open status may be entered. A red box will populate the field if the SpeedType or project is not allowed, and it will not clear until a valid entry is made.
- The **Budget Amount** in the New Distribution Data section is a function of the **Job Data Comp Rate** and the **Percent of Distribution**. When you change the budget amount in the funding lines, the system updates the percent of funding distribution as you tab through the fields. When you change the percent of funding distribution, the system updates the budget amount. Because pay may fluctuate during a pay period based on changes to job data, the system uses the funding percentages to calculate the payroll expense rather than the budget amounts in order to always post 100% of the pay.

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

Pay Rates ?					
Annual	87,542.040000	USD	Daily	336.700154	USD
MON Sal	7,295.170000	USD	Hourly	42.087519	USD

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 comp rate to determine budget amount as the percent of the distribution:

Clear New Distribution Grid

New Distribution Data

	ERNCD	SpeedType	SpeedType Description	Project End Date	Funding End Date	Budget Amount	Percent of Distribution	Fund Code	Department
1	11061162		GRAD SALARIES			2918.068	40.000	10	10788
2	11061162		GRAD SALARIES			4377.102	60.000	10	10788

- A **Funding End Date** stops funding from posting to a SpeedType on the funding end date.
- The **Budget End Date** corresponds the final funding end date for the fiscal year. Thus, funding end dates of June 30 are not required for non-project SpeedTypes.
- The **Project End Date** value displays from the financial system (FIN) indicating that the project is no longer available. The Funding End Date for a project will always be equal to or less than the Project End Date.

6. Click **Save**. 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 projects used in the funding distribution are still valid.
- 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:

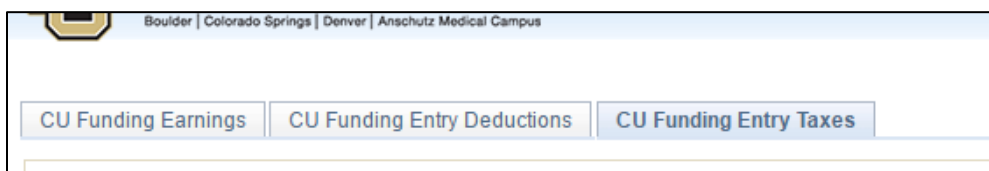
- The new effective date is earlier than July 1st.
- The DBT fiscal year rollover process already occurred in June.
- The same funding should continue beyond July 1st.

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 new 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 fiscal year entry and a new fiscal year entry must be created as described above, create a CU Funding Entry for the former fiscal year, and a separate CU Funding Entry effective 7/1 for the new fiscal year. 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.



Before you click Save/Submit:

1. If you want to abandon the CU Funding Entry and delete it, you may do so before clicking Save/Submit.
2. Use the trash can icon in the header to delete a CU Funding Entry in Searched/Draft status.
3. If the entry was submitted, the entry will change to approved and then completed status, and cannot be deleted.

CU Funding Earnings		CU Funding Entry Deductions		CU Funding Entry Taxes	
HRGL Request #:	Funding Entry Status:	Searched/Draft	Originator:	McCoy, Catherine Louise	Initiator:
Created Datetime: 08/21/2019 3:09PM	Submitted Date Time:	Completed Date/Time:	Last Update Timestamp:	Budget Begin Date:	Budget End Date:
				Fiscal Year:	Department:

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 to create, and no additional approval is required 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. Refresh the page and confirm that the status changed to Completed.

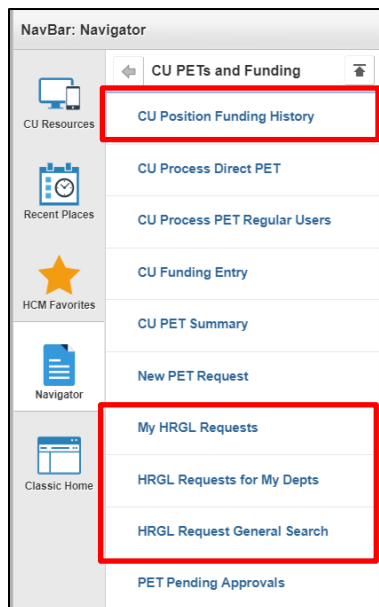
If the entry is not in Completed status, it did not post to the DBT. Email HCM.Community@cu.edu if an HRGL request remains in Approved status as additional action must be taken.

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**



The screenshot shows the 'CU Position Funding History' search form. It includes a search criteria section with fields for 'Position Number', 'Job Code', 'Department', and 'Description', each with a 'begins with' dropdown menu. There is also a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.