

Human Capital Management: Step-by-Step Guide

Creating a Funding Entry

Funding is required for all active positions with incumbents and specifies how to post payroll to the general ledger. HCM requires current and active funding for all CU payroll transactions, including wage payments, employer-paid contributions to medical, dental, life, disability, and retirement plans as well employer-paid contributions to FICA, Meditax, and other employer-paid fringe amounts.

This guide describes the process for creating a funding entry in HCM. You may also want to refer to [Managing Funding and Suspense Job Aid](#) for additional information.

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When to Create a CU Funding Entry

The Department Budget Table (DBT) stores position funding. The default suspense SpeedType and entries for funding distributions for earnings, taxes, and deductions are posted in rows by effective date.

A new DBT is required when any of the following occurs:

- A position is created
- An existing position changes department
- The fiscal year changes (July 1 – June 30)

When creating a new position row or adding a department change row, and clicking Save, the Position page redirects to a CU Funding Entry page, where funding can be entered for the position. Once this transaction is submitted, the HRGL Request number will remain on the Position tab for reference. The position row must be approved before the funding will create/post to the DBT.

The CU System HR/GL team processes the mass update for the Fiscal Year Rollover that creates a new row effective July 1st for each active position. No new entry is needed if funding remains the same as the previous fiscal year row.

A CU Funding Entry is required to update funding when:

- Current funding expires.
- Effort on programs and projects has changed.
- Other budgetary changes occur.

Before You Begin

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

- Position number
- Effective date of the funding change
- The active SpeedTypes that fund effort on the position
- The percentage of the funding (amount or percentage) that will be distributed to each SpeedType. Entries are stored by percentage only. Entries for amounts 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 100% of the distribution regardless of the standard hours, percent of time, or FTE.
- 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

To update 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: 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 Effective Date cannot be earlier than the first day of the current pay period unless the position is vacant.

If an effective date already exists for an entry, the new entry will sequence (+1), and it will be applied instead of the lower sequence entry.

The system checks the entry and returns a warning when:

- 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 entry.

After pressing Tab, the system returns the current job data and funding history 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	Originator OpenID	Description
1 View Details	DBT 07/01/2017		0				
2 View Details	DBT 03/15/2017		0				
3 PATZ000016-20170316-005	Funding 03/15/2017		0	Completed 03/16/17 2:57PM	PATZ000016		
4 PATZ000016-20170307-003	Funding 03/01/2017		0	Completed 03/07/17 2:19PM	PATZ000016		
5 BEGZ000001-20170320-002	Funding 03/01/2017		1	Approved 03/29/17 10:11AM	BEGZ000001		

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

Comment	Date/Time Created	Added by User

Attachments

Attached File	Description	Add Attachment	Attached By	Last Update Date/Time
1		Add Attachment		

- **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.

The Job Data Comp Rate is pulled 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

- **Department Budget and PET History:** Lists any prior funding entries and PETs for this position. 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. The Total Percent of Distribution must equal 100.

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.

The system uses the comp rate to determine budget amount as the percent of the distribution. In this example, 40% of the monthly comp rate \$7295.17 equals \$2918.08. The salary calculation updates when the percent of distribution is entered, and vice versa.

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


The system always stores the funding percentages, not the budget amounts. Because pay may fluctuate during a pay period based on changes to job data, the distribution will always post 100% of the pay.

- In the **New Distribution Data** section, update the funding distribution with new SpeedTypes and percentages. For each row, enter the new **SpeedType**, and **Percent of Distribution** or **Budget Amount**.

- For an entirely new entry, click the **Clear New Distribution Grid** button to clear the current information.
- To replace current data, type over the existing data and press **Tab**.

Clear New Distribution Grid									
<input type="checkbox"/> Apply to Next Fiscal Year									
New Distribution Data									
	ERNCD	SpeedType	SpeedType Description	Department	Project	Account	Fund Code	Program Code	PC Business
1	11061162	MBA Staff		10255		444444	10	35439	
2	11011643	CHEM Salaries		10255		444444	10	11597	

Personalize Find View All First 1-2 of 2 Last									
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			

- 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.
- Be aware of any end dates that are necessary for the funding entry. A Funding End Date stops funding from posting to a SpeedType after the funding end date.
- Scroll right to add rows  for additional funding sources.
- The Project End Date from the financial system (FIN) indicates the last day funding is available for the project. The Funding End Date for a project will always be the same as or earlier than the Project End Date.
- The Budget End Date corresponds to the final Funding End Date for the fiscal year, which is June 30th. The Budget End Date is always the final Funding End Date for non-project SpeedTypes, and a new Funding End Date of June 30th is not required.

- 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 there were changes made to the funding entry. The page will not submit if there were no changes to the distribution.
- 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 total percent of distribution equals 100%.

Between May 1st and the end of the current fiscal year, determine whether you need to apply the 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

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.

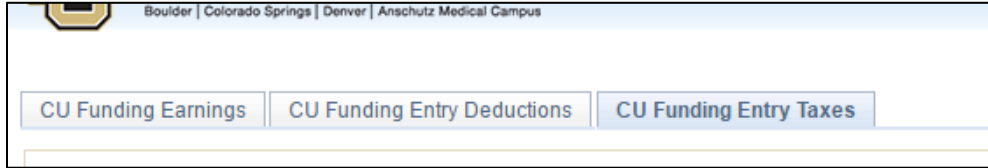
Note: The **Apply to Next Fiscal Year** is disabled after the last pay period in the current fiscal year. If the feature is disabled, and the criteria above is true, create two CU Funding Entries: one for the former fiscal year, and another CU Funding Entry effective 7/1 for the new fiscal year.

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. Funding will not continue unless a DBT also exists in the new fiscal year. Positions without funding or with expired funding cause payroll to go into suspense.

Final Review and Completing the Funding Entry

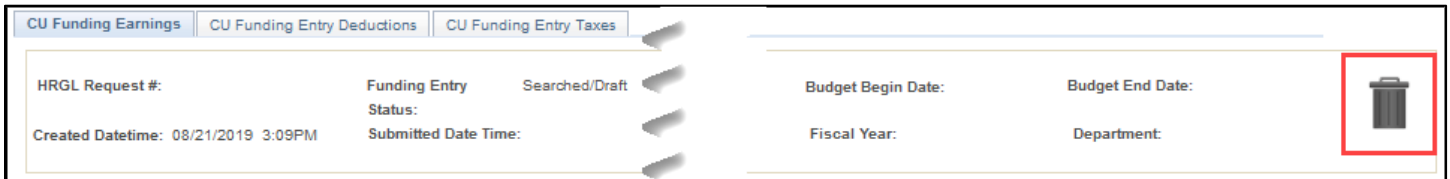
From the other CU Funding Entry tabs, you can view the funding for benefits (CU Funding Entry Deductions) and employer paid taxes (CU Funding Entry Taxes). The system populates this data based on the DBT setup rules for each campus. Only certain employees in your Campus Controller's office have security permissions to override this data.



The screenshot shows a web interface with a header bar containing campus names: Boulder | Colorado Springs | Denver | Anschutz Medical Campus. Below the header are three tabs: "CU Funding Earnings", "CU Funding Entry Deductions", and "CU Funding Entry Taxes". The "CU Funding Entry Taxes" tab is currently selected.

Before you click Save/Submit

If you want to abandon the CU Funding Entry, click out of it before clicking Save/Submit, or click the trash can icon in the form header to delete a CU Funding Entry in Searched/Draft status.



The screenshot shows the form header for the CU Funding Entry. It includes tabs for "CU Funding Earnings", "CU Funding Entry Deductions", and "CU Funding Entry Taxes". Below the tabs are several fields: "HRGL Request #:", "Funding Entry Status:", "Searched/Draft", "Budget Begin Date:", "Budget End Date:", "Created Datetime: 08/21/2019 3:09PM", "Submitted Date Time:", "Fiscal Year:", and "Department:". A trash can icon is located in the top right corner of the form header, highlighted with a red rectangular box.

Caution: Once an entry is submitted, it changes to Approved and then to Completed status, and cannot be deleted.

CU Funding Entries progress through the status values listed below.

Status	Description
Searched/Draft	<ul style="list-style-type: none"> Initial status after clicking Add a New Value when the CU Funding Entry is first created. Status after clicking Save and the HRGL Request # is created.
Approved	Status after clicking Save/Submit. Funding entries require row level access to create, and no additional approval is required upon Save and Submit. The entry writes to the DBT.
Completed	When the entry successfully writes to the DBT, the status is updated to Completed. Refresh the page and confirm that the status changed to Completed. If the entry does not change to Completed status, email HCM_Community@cu.edu as the entry did not post to the DBT and additional action must be taken.

Submitting Your Entry

When you are ready to post the funding entry:

1. Click **Save/Submit** at the bottom of the page.
2. Confirm the entry posted by reviewing CU Position History:

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

The screenshot shows the HCM system interface. On the left is the 'NavBar: Navigator' sidebar with a tree view. The 'CU PETs and Funding' folder is expanded, and 'CU Position Funding History' is highlighted. Below it, 'My HRGL Requests', 'HRGL Requests for My Depts', and 'HRGL Request General Search' are also highlighted. The main content area is titled 'CU Position Funding History' and contains a search form. The form has a 'Find an Existing Value' button, a 'Search Criteria' section with dropdowns for 'Position Number', 'Job Code', 'Department', and 'Description' (all set to 'begins with'), a 'Case Sensitive' checkbox, and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

You can also 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 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**

The screenshot shows the 'My HRGL Requests' page. It features a 'Search Filters' section with fields for 'HRGL Request #' (with a '(Starts with)' hint), 'Request Type' (dropdown), 'Status' (dropdown), 'Originator' (text), and 'Submitter' (text). There are also date range filters for 'Created Date Range' and 'Completed Date Range'. A 'Search' button is present. Below the filters is a checkbox for 'Only Fin Aid / Controllers Office (PET)'. The main area displays a table of results.

HRGL Request #	Request Type	Status	Submitter	Created Datetime	Submitted Date Time	Completed Date/Time	Fin Aid / Controllers Office	Department	Position Number	Search Empl ID	Search Department	Search Position#
MCCO000605-20200210-001	Payroll Expense Transfer	Submitted for Approval	McCoy,Catherine Louise	02/10/20 11:09AM	02/17/20 2:40PM		<input checked="" type="checkbox"/>					
MCCO000605-20200207-002	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/07/20 1:29PM	02/07/20 1:34PM	02/10/20 12:31PM	<input checked="" type="checkbox"/>			104532		
MCCO000605-20200207-001	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/07/20 12:55PM	02/07/20 1:29PM	02/10/20 12:31PM	<input checked="" type="checkbox"/>					
MCCO000605-20200131-034	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	01/31/20 3:34PM	01/31/20 3:35PM	01/31/20 6:03PM	<input checked="" type="checkbox"/>			102283		