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EMPLOYEE SERVICES

Human Capital Management: Step-by-Step Guide

Creating a Funding Entry

This guide describes how to create and submit a CU Funding Entry.

Before payroll processes, a CU Funding Entry adds a position funding row to the Department Budget Table (DBT) by effective date. The DBT stores campus position funding rules and funding rows by effective date. A payroll expense transfer (PET) can be used to update paycheck funding after payroll has processed.

For additional information:

- Refer to *Managing Funding and Suspense Job Aid* for background and in-depth funding detail.

- For information about funding new positions and position department changes, refer to *Creating a Position with Funding Step-by-Step Guide*.

- For information about updating paycheck funding after payroll has processed, refer to *Payroll Expense Transfers – PETs (Regular Users) Step-by-Step Guide*.

Contents

Why Create New Funding?

Each position with an incumbent must have active funding to post payroll to the general ledger, including:
- Wage payments and stipends.
- Employer-paid deductions for medical, dental, life, disability, and retirement plans.
- Employer-paid taxes for FICA, Meditax, and other employer-paid fringe amounts.

The DBT stores position funding rows and campus rules for suspense, earnings, taxes, and deductions to determine how payroll, when processing, will post to the general ledger. The DBT does not capture funding changes after payroll processes.

A new DBT is required when any of the following occurs:
- A position is created. An HRGL Request from Position creates the DBT.
- An existing position changes department. An HRGL Request from an approved NEW position row creates the DBT.
- The fiscal year (July 1 – June 30) changes. The system roll forward mass update creates the DBT.

HCM Step-by-Step Guide | hcm_sbs-Funding-Entry.docx
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Use the CU Funding Entry form to create a new DBT funding row 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 distribution (or budget amounts) for each SpeedType that total 100%.

- Any supporting comments or attachments for upload.

Navigation tips:

▼ HCM Community Users

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

1. From the CU employee 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 rows or records.

Step 1: Create a New CU Funding Entry Request

To add a funding row with a new funding distribution:

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

2. Click **CU PETs and Funding** to expand the menu.

3. Click **CU Funding Entry**. The CU Funding Entry page appears. You can search for existing funding entries or create a new funding entry.

4. Click **New Window** to display the page without the menu.

5. To create a new funding entry, click **Add a New Value**.

The CU Funding Entry page displays three tabs for Earnings, Deductions, and Taxes.

6. From the CU Funding Earnings tab, enter the **Position Number** and the **Effective Date** of the funding change, and press **Tab**. The system returns the current job data and funding history for this position.

Notes:
- The Effective Date cannot be earlier than the first day of the current pay period unless the position is vacant.
- The Effective Sequence appears as 0, and will increment by one each time a row is added with the same effective date. Only the highest sequence row will apply.

The system checks for the following:
- If an invalid entry is made, the field turns red. Delete the field data and enter a valid value.
- If the effective date is not the first day of the current pay period, an informational warning message appears indicating your entry is not covering the entire current pay period.
- If there is a record for this position that has a future effective date, in which case your entry will only be effective until the future-dated entry, a warning message appears.

7. Review incumbent Job Data Snapshot and Department Budget and PET History.

- **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. If there is not an incumbent in the position, no data will be displayed.

    The Job Data Snapshot Comp Rate reflects the Comp Rate from the Job Data Compensation tab and is used as the budget amount in New Distribution Data section. (The comp rate cannot be updated here.)

- **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.

Step 2: Enter New Funding

The New Distribution Data section defaults the current funding distribution for easy updates. Update the individual rows with new SpeedTypes and percentages consistent with the new position funding distribution.

8. For each row, enter the new **SpeedType** and **Percent of Distribution** or **Budget Amount** (a portion of the Comp Rate.)

    - Click the **Clear New Distribution Grid** button to clear the current funding.

    - To replace current data, type over the existing data, and press **Tab**.

    - Scroll right and use the add button [+] to add rows, or use the minus button [-] to delete unused or duplicate rows.

9. Ensure the **Distrib %** totals 100%

10. Enter **SpeedType** values:
- 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, which will clear when a valid entry is made.
- Only one row is allowed for each SpeedType. Combine multiple SpeedType rows into one.

11. Enter End Dates:
- A Funding End Date must be greater than the funding entry effective date. They stop pay from posting to a SpeedType, but do not stop pay. Expired funding end dates cause pay to go to suspense. With project end dates, the funding end date defaults to the project end date, which can be changed to an earlier date, but can not be blank.
- The Project End Date indicates the last day that funding is available on the project. Updated project end dates feed nightly from FIN, but do not update existing DBT funding rows.
- The Budget End Date always corresponds to June 30th, the final funding end date for the fiscal year. It stops payroll encumbrances using general funds. A Funding End Date of June 30th is not required for general fund distributions
- Appointment End Date (Job Data) is not included in the funding entry, but it stops encumbrances.

12. Enter **Percent of Distribution** and **Budget Amount**:
- The percent of distribution of all rows must total 100%. The system always stores the percent of distribution, not the budget amounts. Therefore, when pay changes through a job data change, the distribution will always post 100% of the pay.
- The Budget Amount in the New Distribution Data section is a ratio of the Percent of Distribution and the Job Data (Snapshot) Comp Rate. When you change the percent of distribution and press Tab, the system calculates the budget amount. When you change the budget amount in the funding line and press Tab, the system calculates the percent of distribution.

13. Click **Save.**

A hard stop will occur under the following conditions:
- If there were no changes since the current posted row (including rows from a different department in the same fiscal year) made to the earnings, deductions, and/or taxes tabs for SpeedTypes and/or funding end dates. If the new funding matches the former department funding, use a different funding end date to complete the transaction.
- If the percent of distribution of the rows does not total 100.

Step 3: Apply 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.

14. Select the **Apply to Next Fiscal Year** checkbox (between May and the last pay period of the fiscal year) when:

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

- The same funding should continue beyond July 1st.

The entry will create the funding row effective before July 1st, and the **Apply to Next Fiscal Year** will create a new fiscal year DBT effective 7/1, so that the same funding distribution may continue.

Caution:

- Do not use Apply To Next Fiscal Year for funding entries with July effective dates. It will create a new July row in the next fiscal year.

- If funding is required in the previous and new fiscal year and the feature is disabled, create two CU Funding Entries: one for the previous fiscal year, and a separate CU Funding Entry effective 7/1 for the new fiscal year.

Step 4: Review and Complete the Entry

15. View funding for employer paid benefits on the **CU Funding Entry Deductions** tab and employer paid taxes on the **CU Funding Entry Taxes** tab. The system populates this funding based on each campus' funding rules. Campus Controller's offices have permission to override this data.

16. Return to the **CU Funding Earnings** tab.

17. Review the CU Funding Entry header. An HRGL Request # (unique identifier) is assigned to the CU Funding Entry when it is saved. The HRGL Request number consists of the user ID (*XXXX######*), the creation date *YYYYMMDD*), and a sequence number (*###*). Also find the status, user employee name, timestamps for the entry, the budget begin and end date, the fiscal year, and the department. Confirm that the department is correct.
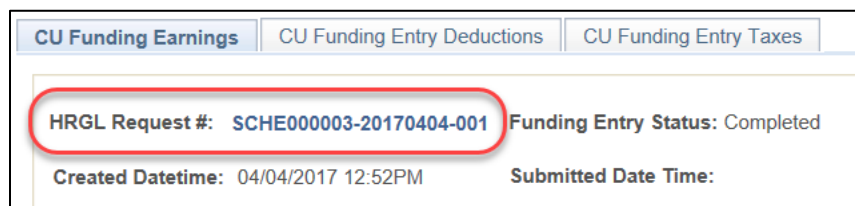
Note: To delete the entry, abandon the CU Funding Entry before clicking Save, or click the trash can icon in the header while in Searched/Draft status. Once an entry in Approved/Completed status, it cannot be deleted. If needed, create a new funding entry with the same effective date and the effective sequence will increment by one. Only the highest sequence row will apply.

18. After saving, add **Comments** and/or **Attachments** to support this funding change.

19. When you are ready to post the funding entry, click **Save/Submit** at the bottom of the page. Row level access allows the entry to auto-approve.


- Confirm that the HRGL Request status updated to Approved.

- Refresh the page and confirm the HRGL Request status updated to Completed.

- If the entry does not change to Completed status, but rather remains in Approved status, it did not post to the DBT. Email HCM_Community@cu.edu for additional assistance.

CU Funding Entries progress through the status values listed below.

Status	Description
Searched/Draft	Initial status after clicking Add a New Value. (Entry may be Deleted.) Also the status after clicking the Save button. The HRGL Request number is created. Comments and Attachments may be added. (Entry may be Deleted.)
Approved	Status after clicking the Save/Submit button. Funding entries are created with row level access and do not require additional workflow upon Save/Submit. The entry writes to the DBT.
Completed	The status updates to Completed once the entry successfully writes to the DBT. As a best practice, always Refresh the page and confirm that the status changed to Completed.

20. Confirm the entry posted by reviewing CU Position History:

NavBar> Navigator> CU PETs and Funding> CU Position Funding History
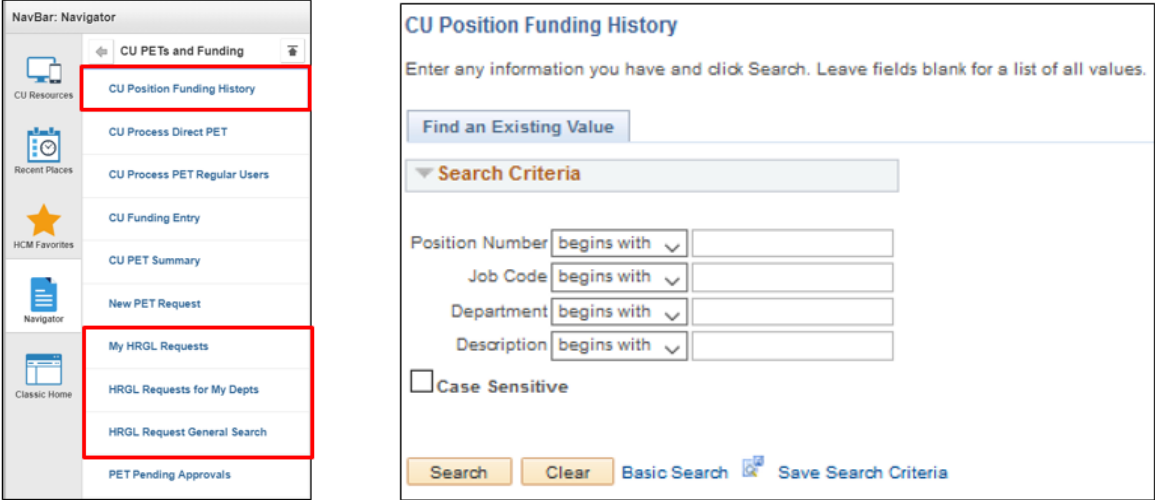
To quickly search for your own CU Funding Entries, click **NavBar> Navigator> CU PETs and Funding> My HRGL Requests**. The system displays a list of all of your funding entries and PETs with their status and other information. For a broader search, try either of the following methods:

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

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

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#
MCCO000605-20171205-001	Payroll Expense Transfer	Searched/Draft		12/05/17 10:20AM			☐			155128		
MCCO000605-20190522-001	Payroll Expense Transfer	Searched/Draft		05/22/19 7:34PM			☐					00002380
MCCO000605-20181022-010	Funding Change	Searched/Draft		10/22/18 2:47PM			☐	10623	00667435			