

# 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?.....	1
Before You Begin .....	2
Step 1: Create a New CU Funding Entry Request.....	3
Step 2: Enter New Funding.....	5
Step 3: Apply To Next Fiscal Year.....	6
Step 4: Review and Complete the Entry.....	6

## 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.

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 let 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**.

### Notes:

- The Effective Date may be the first day of the current pay period unless the position is vacant and may be a different date for mid-cycle funding changes.
- Funding entries will use only the highest sequence row when entered with the same effective date.

The system checks for the following issues:

- If an invalid entry is made, the field turns red. Delete the data and enter a valid value.
- The effective date is earlier than the first date of the current pay period (when a position has an incumbent).
- If the effective date is after 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 funding row for this position that has a future effective date, in which case your entry will only be effective until the future-dated row.

7. The page displays current job data and funding history for this position.

The screenshot shows the 'CU Funding Entry Taxes' page. At the top, there are tabs for 'CU Funding Earnings', 'CU Funding Entry Deductions', and 'CU Funding Entry Taxes'. Below the tabs, there is a header section with fields for 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), and Department (10255).

The 'Funding Entry' section contains fields for Position Number (00681380), Dir (Academic Svcs & Ops), Effective Date (3/4/01/2017), and Effective Sequence (0).

The 'Job Data Snapshot' table shows one record for an employee with Name, Empl ID (136583), Empl Rod (0), Job Eff Date (10/01/2016), Job Eff Seq (1), Department (10255), Position (00681380), Job Code (2241), Job Description (Academic Services Assoc Dir), HR Status (Active), Job End Date, Action (POS), Actn Rsn (RPT), Pay Frequency (M), Pay Group (USX), FTE (1.000000), and STD.

The 'Department Budget and PET History' table lists five entries with columns for Request #, Request Type, Effective Date, Pay Period End Date, Effective Sequence, Status, and Last Update Timestamp. The entries include DBT, PATZ, and BEGZ funding types.

The 'New Distribution Data' table shows two rows for distribution data with columns for ERRNCD, SpeedType, SpeedType Description, Department, Project, Account, Fund Code, Program Code, PC Business Unit, Activity, Funding End Date, Project End Date, Chartfield Descr, and Budget.

Below the tables are sections for 'Clear New Distribution Grid', 'Apply to Next Fiscal Year', 'Comments', and 'Attachments'.

- **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 Comp Rate reflected from Job Data Compensation is used as the budget amount in New Distribution Data section. (The comp rate cannot be updated here.)

STD Hours	Annual Comp Rate	Monthly Comp Rate
40.00	87542.040	7295.170000

Pay Rates		
Annual	87,542.040000	USD
MON Sal	7,295.170000	USD

- **Department Budget and PET History:** Lists any prior funding entries and PETs for this position including pay period, status, dates, and originator operator ID. You can click the HRGL Request # 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 and add new funding.
  - To replace current data, type over the existing data, and press **Tab**.
  - Scroll right and add or delete rows using the plus button  or minus button .
9. Enter **SpeedType** values:
  - Enter active SpeedTypes and projects that are in pre-spending or open status.
  - Only one row is allowed for each SpeedType for each 100% distribution section.
10. Enter **End Dates**:
  - 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.
  - A Funding End Date stops pay from posting to a SpeedType but does not stop pay. Expired funding end dates cause pay to go to suspense. A funding end date must be greater than the funding entry effective date, and equal to or earlier than a project end date.
  - The Budget End Date is always the last day of the fiscal year, June 30<sup>th</sup>. It stops general fund payroll encumbrances. A funding end date of June 30<sup>th</sup> is not required for general fund distributions.
  - Appointment End Date (Job Data) is not included in the funding entry, but it stops encumbrances.
11. Enter **Percent of Distribution** and **Budget Amount**:
  - The total distribution percent of all rows must total 100%. The system always stores the percent of distribution, not the budget amounts. This way, despite 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.

12. Ensure the total **Distrib %** for each section equals 100%.

ERNCID	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	

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		

13. Click **Save**.

A hard stop will occur under the following conditions:

- If a SpeedType or project (not changed from the current distribution) is no longer valid. Reach out to a campus controller or grants office for project status change requests.
- 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 1<sup>st</sup>.
- The same funding should continue beyond July 1<sup>st</sup>.

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

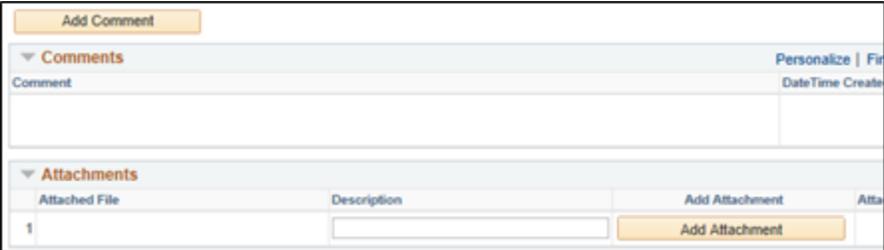
15. View funding for employer paid benefits on the **CU Funding Entry Deductions** tab and employer paid taxes on the **CU Funding Entry Taxes** tab. The system populates this funding based on each campus' funding rules. Campus Controller's offices have permission to override this data.

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

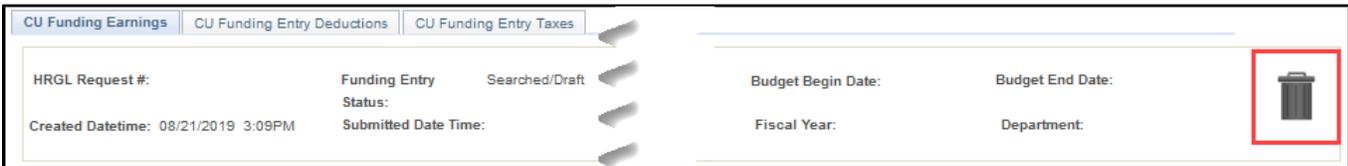
17. Review the CU Funding Entry header. An HRGL Request # (unique identifier) is assigned to the CU Funding Entry when it is saved. The HRGL Request number consists of the user ID (XXXX#####), the creation date YYYYMMDD), and a sequence number (###). Also find the status, user employee name, timestamps for the entry, the budget begin and end date, the fiscal year, and the department. Confirm that the department is correct.



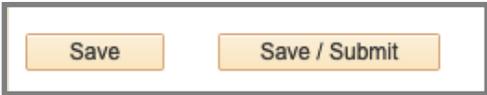
18. After saving, add **Comments** and/or **Attachments** to support this funding change.



**Note:** To delete the entry, abandon the CU Funding Entry before clicking Save, or click the trash can icon in the header after saving while still in Searched/Draft status. Once an entry is in Approved/Completed status, it cannot be deleted. Create a new funding entry if the funding must be updated with the same effective date and the only the highest sequence row will apply.



19. When you are ready to post the funding entry, click **Save/Submit** at the bottom of the page. The entry will auto-approve based on row level access.



- 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](mailto: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. If the status does not change, the entry did not post.

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

**NavBar> Menu> CU PETs and Funding> CU Position Funding History**

The screenshot shows the system's navigation menu on the left and the 'CU Position Funding History' search page on the right. The menu includes options like 'CU Funding Entry', 'CU Position Funding History', 'CU PET Request', and 'HRGL Requests for My Depts'. The search page has a 'Find an Existing Value' button, search criteria fields for Position Number, Job Code, Department, and Description, and a 'Search' button.

To quickly search for your own CU Funding Entries, click **NavBar> Menu> 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> Menu> CU PETs and Funding> HRGL Requests for My Depts**
- **NavBar> Menu> CU PETs and Funding> HRGL Request General Search**

**HRGL Request General Search**

The screenshot shows the 'HRGL Request General Search' form. It includes search filters for HRGL Request #, Request Type, Status, Department, Position Number, Originator, Empl ID, Submitter, SpeedType, and Project. There are also date range filters for 'Created Date Range' and 'Completed Date Range'. A 'Search' button and a checkbox for 'Only Fin Aid / Controllers Office' are also visible.

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			<input type="checkbox"/>			155128		
MCCO000605-20190522-001	Payroll Expense Transfer	Searched/Draft		05/22/19 7:34PM			<input type="checkbox"/>					00002380
MCCO000605-20181022-010	Funding Change	Searched/Draft		10/22/18 2:47PM			<input type="checkbox"/>	10623	00667435			