

Keys to planning for successful payroll funding

HCM FUNDING DISTRIBUTION BASICS



Agenda

- **HCM Payroll and Paychecks**
- Creating CU Funding Entries
- HCM Position and Job Data affect Funding
- Funding Scenarios
- CU Funding Entry Searches
- CU Funding Success

Purpose: Prepare funding distributions for employee payroll in order that the employer portion of employee paychecks flows correctly to the general ledger.



Human Resources & Payroll & Funding

HCM – Database

- Master Record of Human Resources & Payroll Data
- Create/Record Original Paycheck and Funding Information (Audit)
- Tables: Position, Funding, Personal, Job Data

Payroll Method to Distribute Expenses/Effort

- **CU Funding Entry**
- **CU Payroll Expense Transfer (PET)**

Downstream Impact

- Payroll Expense to the General Ledger
- Payroll Encumbrances to the General Ledger
- Payroll Effort to the Electronic Personal Effort Reporting System (ePERS)



CONNECTING THE FUNDING TO PAYCHECKS



Funding Compensation through Payroll Paychecks Require Funding



Person of Interest
NO POSITION
NO JOB DATA



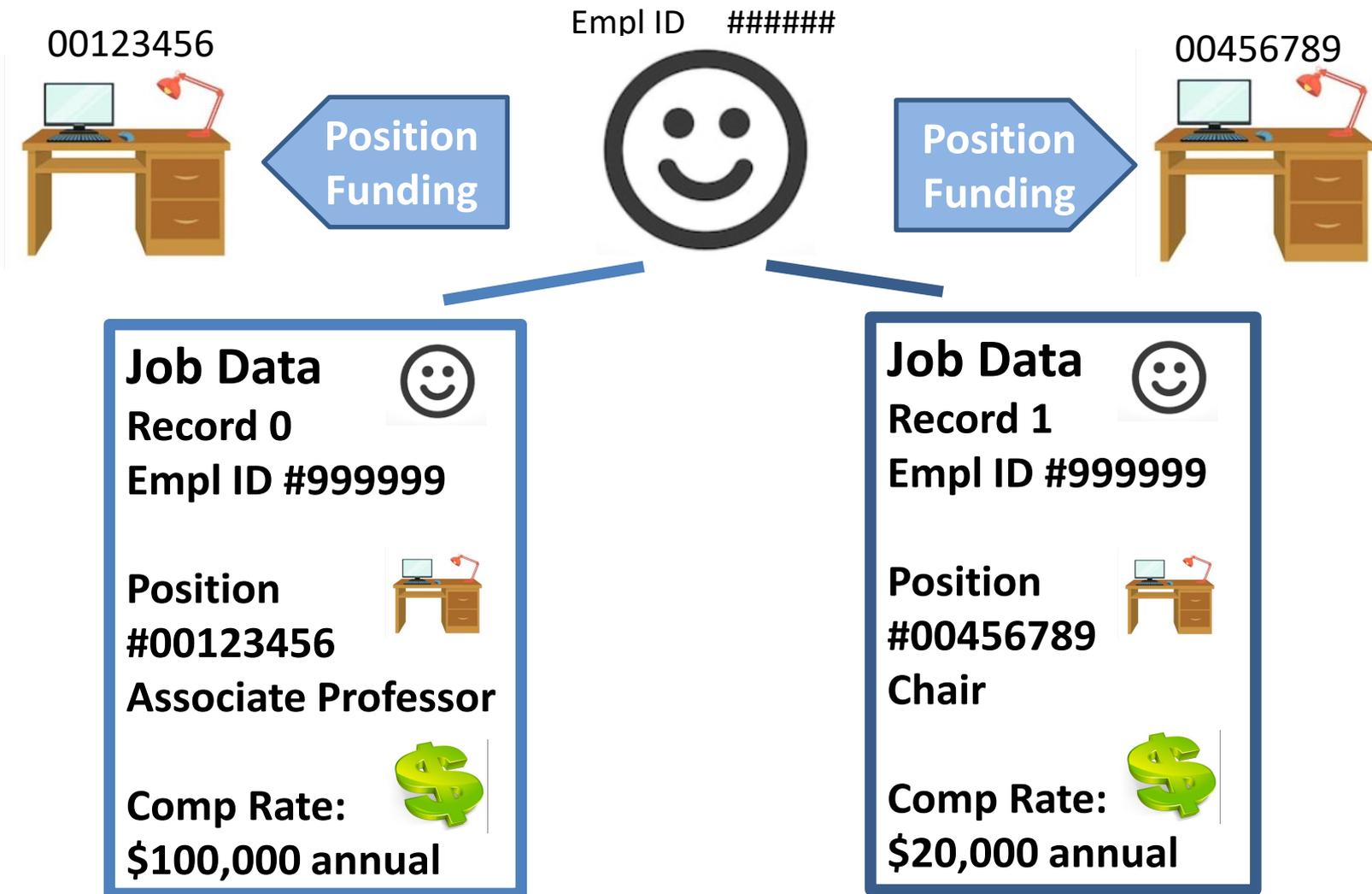
Stipend Recipient
POSITION
JOB DATA
Not an Employee



Employee Relationship
POSITION & JOB DATA

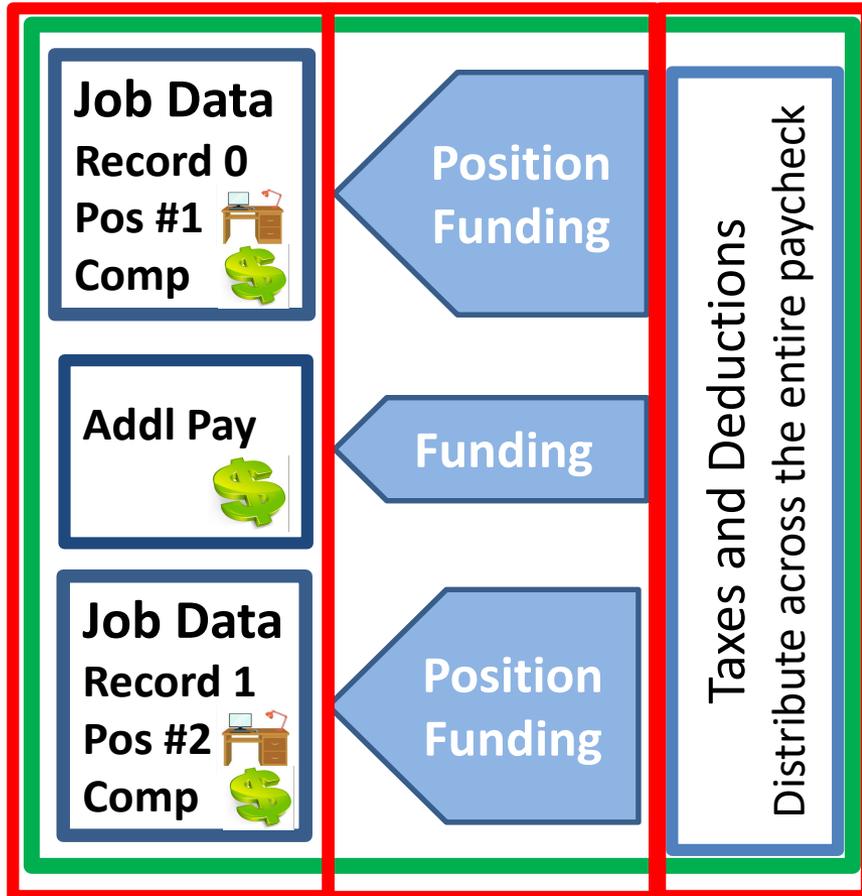


Positions, Funding, Personnel, Job Data



Payroll: Create Paychecks & Apply Funding

One Paycheck per Pay Period



Employee/Employer Costs

Paycheck Amounts	EE Pays	ER Pays
Earnings & Leave		<input checked="" type="checkbox"/>
Additional Pay		<input checked="" type="checkbox"/>
Taxes		
Social Security	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FICA/Medicare	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Deductions		
PERA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
401a ORP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Health/Dental/Life	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Deductions	<input checked="" type="checkbox"/>	



Paycheck Funding Scenarios

Multi Employee Records

- Multi Record #s
- Multi Positions

Multi Earnings End Dates

- Mid-Month Funding Dates
- Leave amounts (VAC, SCK, PPL, FSK, ADM)
- Other Pay (DK1, OTM)

Multi Earn Codes

- Leave amounts (VAC, SCK, FSK, ADM)
- Leave amounts (PPL by Campus)
- Additional Pay (Restricted) (MVP, UPI, Work Study)
- Additional Pay(Unrestricted) (APF, UOC)
- Work Study (Restricted)

Multi Pay Period End Dates

- Check Pulls
- Overpayments
- Manual Check Updates



Determine Funding Before Payroll

- CU Time Override SpeedType
 - Earnings Override ONLY
- My Leave Override SpeedType
 - Earnings Override ONLY
 - Feeds to CU Time with Upload
- ePAR Additional Pay Funding
 - Creates Funding in Payroll for North America > Create Additional Pay
- **Position Funding – CU Funding Entry**
 - **Department Budget Table**



CONNECTING THE FUNDING TO THE DEPARTMENT BUDGET TABLE



Funding Setup & Department Budget Table

Webinar Department Budget Table: <http://vimeo.com/271712821>

Department Budget Table

Campus Specific Funding Rules

- Earnings
- Specific Earnings Codes
- Taxes
- Deductions



Position Funding & Department Budget Table

Set ID UCOLO Department 21434 CSPH-Epidemiology General Ops Fiscal Year 2019
 Budget Begin Date 07/01/2018 Offset Group CUOFF
 Budget End Date 06/30/2019

Budget Cap
 Per Budget Level Per Earn/Tax/Ded

Level Find | View All First 1 of 2 Last
 Department Position Pool Jobcode Position Appointment

Position Number 00699684 Grad Assistant
 *Effective Date 11/01/2018 Eff Seq 0 *Status Active Date Entered 11/01/2018
 Budget Level Cap 0.00 *Currency USD

Earnings Distribution Personalize | Find | 1-6 of 6 Last
 Combination Code Distributed Earning Code Description Combination Code Description Exclusion Fringe Group Redirect Combo Code

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	63012571	07/31/2017		100.000
2 ENP	1	61029668			100.000
3 MVP	1	52600067			100.000
4 PPL	1	62846319			100.000
5 SKS	1	62846319			100.000
6 VCT	1	62846319			100.000

Funding Setup & Department Budget Table

Fiscal Year 2019 Taxes and Deductions Setup by Campus

UCB

- Pooled
 - Job Code
 - Reg-Temp
 - Full/Part

UCCS

- Pooled
 - Expense Code
 - Grants follow earnings

UCD/AMC

- Follow earnings

USYS

- Assigned SpeedType



Paycheck Distribution – Benefits Pooled

Paycheck Distribution Query

Sum of Amount	Column L	3 - Original	3 - Original Total
Row Labels	12855830	13009669	13011459
1-Earnings		\$1,717.65	\$4,294.12
Regular Earnings Salary		\$1,717.65	\$4,294.12
2-Deductions	\$1,186.98		\$1,186.98
401(a) ORP Retirement	\$601.18		\$601.18
Dental	\$28.50		\$28.50
Employee Basic Life	\$7.70		\$7.70
Long-Term Disability	\$16.60		\$16.60
Medical	\$533.00		\$533.00
3-Taxes	\$459.94		\$459.94
FICA Med Hospital Ins / ER	\$87.18		\$87.18
OASDI/Disability - ER	\$372.76		\$372.76
Grand Total	\$1,646.92	\$1,717.65	\$4,294.12



Paycheck Distribution – Benefits Follow Earnings with Additional Pay (CU Time)

Paycheck Distribution Query

Sum of Amount	Column Labels										
Row Labels	30-Sep	1001084	61029668	63009007	30-Sep Total	31-Oct	61001084	61029668	63009007	31-Oct Total	Grand Total
53400006											
1-Earnings	\$25,000.00	\$9,658.82	-\$2,541.79	\$508.36	\$32,625.39	\$9,658.82	-\$2,541.79	\$508.36	\$7,625.39	\$40,250.78	
Awards - Taxable	\$25,000.00				\$25,000.00					\$25,000.00	
Contract		\$9,658.82		\$508.36	\$10,167.18	\$9,658.82		\$508.36	\$10,167.18	\$20,334.36	
Earnings Earned Not Paid			-\$2,541.79		-\$2,541.79		-\$2,541.79		-\$2,541.79	-\$5,083.58	
2-Deductions		\$1,201.68		\$63.25	\$1,264.93	\$1,201.70		\$63.23	\$1,264.93	\$2,529.86	
401(a) Accrual		\$241.47		\$12.71	\$254.18	\$241.47		\$12.71	\$254.18	\$508.36	
401(a) ORP Retirement		\$724.41		\$38.13	\$762.54	\$724.42		\$38.12	\$762.54	\$1,525.08	
Dental		\$27.08		\$1.42	\$28.50	\$27.08		\$1.42	\$28.50	\$57.00	
Employee Basic Life		\$7.32		\$0.38	\$7.70	\$7.31		\$0.39	\$7.70	\$15.40	
FICA Accrual		\$185.64		\$9.77	\$195.41	\$185.64		\$9.77	\$195.41	\$390.82	
Long-Term Disability		\$15.76		\$0.84	\$16.60	\$15.78		\$0.82	\$16.60	\$33.20	
3-Taxes		\$2,373.34		\$124.91	\$2,498.25	\$556.45		\$29.29	\$585.74	\$3,083.99	
FICA Med Hospital Ins / ER		\$449.84		\$23.68	\$473.52	\$105.47		\$5.55	\$111.02	\$584.54	
OASDI/Disability - ER		\$1,923.50		\$101.23	\$2,024.73	\$450.98		\$23.74	\$474.72	\$2,499.45	
Grand Total	\$25,000.00	\$13,233.84	-\$2,541.79	\$696.52	\$36,388.57	\$11,416.97	-\$2,541.79	\$600.88	\$9,476.06	\$45,864.63	

AWD Taxes	
\$ 362.50	1.45%
\$ 1,550.01	6.20%
\$ 1,912.51	



Paycheck Distribution – Benefits Distributed Across Multi-Positions

Paycheck Distribution Query

Sum of Amount	Column	00679416	00679477	Grand Total	Sum of Amount	Column	00679416	00679477	Grand Total
Row Labels					Row Labels				
1-Earnings		\$734.56	\$1,787.89	\$2,522.45	1-Earnings		29.12%	70.88%	100.00%
Regular Earnings		\$734.56	\$1,787.89	\$2,522.45	Regular Earnings		29.12%	70.88%	100.00%
2-Deductions		\$312.83	\$761.30	\$1,074.13	2-Deductions		29.12%	70.88%	100.00%
Dental		\$8.60	\$20.90	\$29.50	Dental		29.15%	70.85%	100.00%
Employee Basic Life		\$2.02	\$4.91	\$6.93	Employee Basic Life		29.15%	70.85%	100.00%
Medical		\$155.22	\$377.78	\$533.00	Medical		29.12%	70.88%	100.00%
PERA		\$73.91	\$179.87	\$253.78	PERA		29.12%	70.88%	100.00%
PERA AED		\$36.41	\$88.60	\$125.01	PERA AED		29.13%	70.87%	100.00%
PERA Supplemental AED		\$36.41	\$88.60	\$125.01	PERA Supplemental AED		29.13%	70.87%	100.00%
Short-Term Disability		\$0.26	\$0.64	\$0.90	Short-Term Disability		28.89%	71.11%	100.00%
3-Taxes		\$10.43	\$25.40	\$35.83	3-Taxes		29.11%	70.89%	100.00%
FICA Med Hospital Ins / ER		\$10.43	\$25.40	\$35.83	FICA Med Hospital Ins / ER		29.11%	70.89%	100.00%
Grand Total		\$1,057.82	\$2,574.59	\$3,632.41	Grand Total		29.12%	70.88%	100.00%



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Funding Positions



**Position
Funding**



CU FUNDING ENTRY



CU Funding Entry Step by Step Guide

<https://www.cu.edu/docs/sbs-funding-entry>

HCM Community

CU.EDU HOME DEPARTMENTS

Training Recruit & Hire Employee Transactions Pay Employees Run Reports HCM Blog HCM Projects

HOME | DOCUMENT LIBRARY | STEP-BY-STEP: FUNDING ENTRY

Funding Entry

 Last updated: 9/6/2018

 **Purpose**

This guide describes the process for making a funding entry in HCM using the Funding Entry page.

 Download this step-by-step guide below

ATTACHMENTS

 **Making a Funding Entry**

Payroll Cycle Timeline
Payroll Calendars
Collect and Enter Time
Correct Pay
Pay Transactions >
Student Stipends and Taxable Payments
Leave Policies

DOCUMENT TAGS

- [budget](#)
- [DBT](#)
- [Department Budget Table](#)
- [Employee Transactions](#)
- [Funding Entry](#)
- [Payroll Expense Transfer](#)
- [PET](#)
- [SBS](#)

DEPARTMENTS

- [HCM Community](#)



Funding is Position Based

Create new funding when:

- a position is created
- a position changes department
- the fiscal year change
- employee effort funding sources have a reason to be changed

Department Budget Table (DBT)

- Created every time a position is created, the department changes, or a new fiscal year occurs without a rollover row
- When effort changes, a new ROW is added to the DBT



Why Create a New CU Funding Entry?

Capture funding changes throughout the year:

- change in effort on a sponsored project
- current funding expires
- Other budgetary changes occur
- Changes prior to the payroll processing deadline for the current pay period.
- Distributions always = 100%
- Expired funding goes to SUSPENSE

Payroll Expense Transfers (PET) updates funding after payroll processes



Funding Effective Dates

Effective date = 1st date of funding distribution

Sequences

- More than one row on the same date will sequence + 1
- Only the greatest sequence on a day applies

Multiple effective dates in a pay period

- Prorate by calendar days
- For example, if a project expires on 9/28:
 - Create a new row effective 9/29
 - Days 1 – 28 or 28/30 days = first funding
 - Days 29 – 30 or 2/30 days = remaining funding

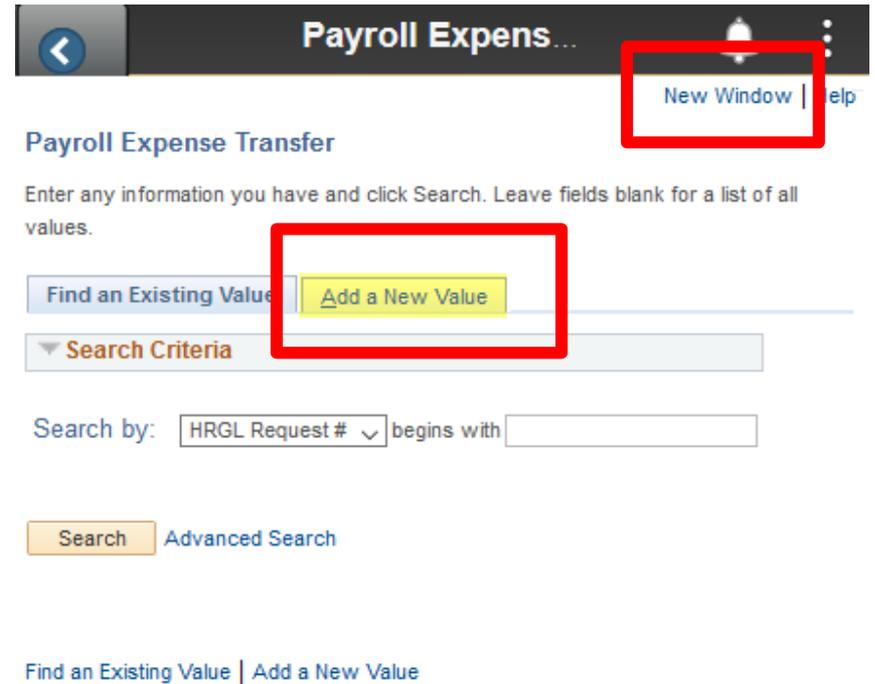
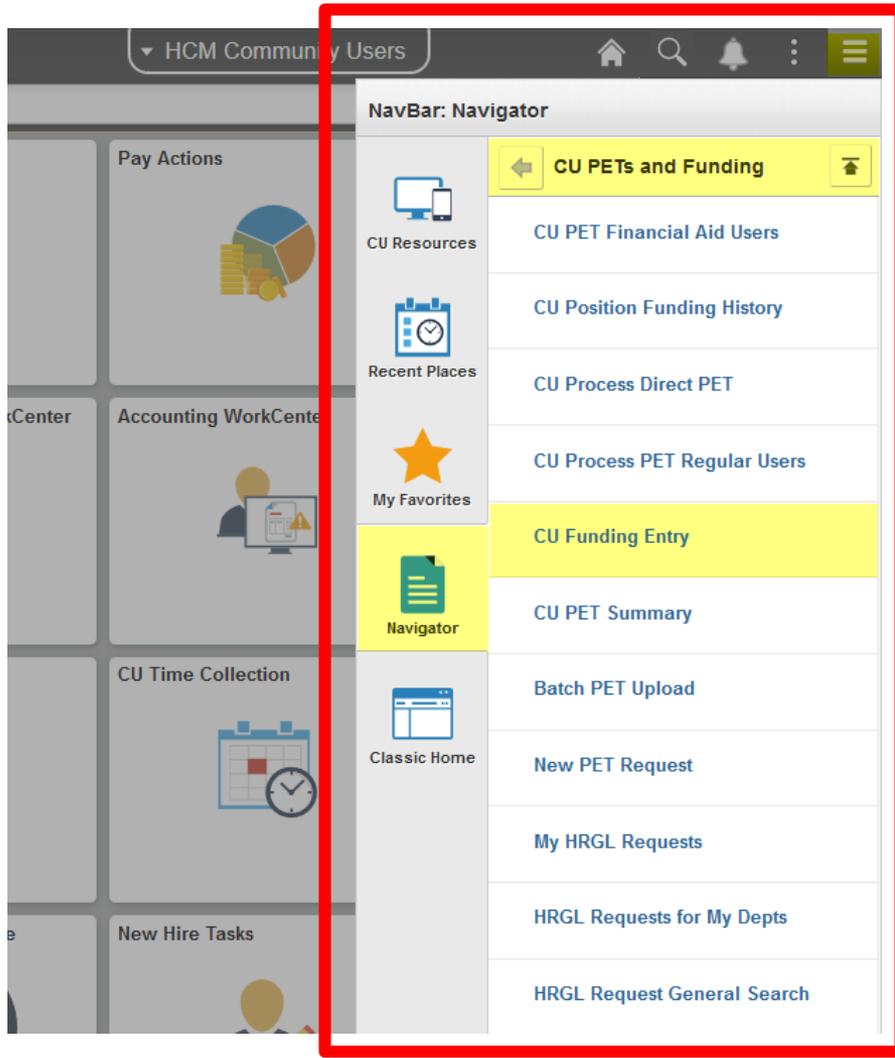


Navigating to the HCM PET Page

The image shows a sequence of screenshots illustrating the navigation path to the HCM PET page. The top screenshot is the 'CU Resources Home' dashboard, where the 'HCM' tile is highlighted with a red box. The middle screenshot shows the 'HCM Community Users' dashboard, with the 'Pay Actions' tile highlighted by a red box. The bottom screenshot is the 'CU Pay Actions' page, where the 'CU Funding Entry' option in the left-hand menu is highlighted with a red box. On the right side of this page, the search area contains a 'Find an Existing Value' button and a 'Search Criteria' dropdown menu, both highlighted with red boxes. In the top right corner of the 'CU Pay Actions' page, the 'New Window | Help' link is also highlighted with a red box.



Navigating to HCM PET Page



Personalize the Grids



Department Budget and PET History							Personalize Find View
HRGL Request #	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp	Originator OperID

New Distribution Data											Personalize Find View	
ERNCD	SpeedType	SpeedType Description	Project End Date	Funding End Date	Budget Amount	Percent of Distribution	Fund Code	Department	Program Code	Project	Account	PC Business Unit

Department Budget and PET History

New Distribution Data

Grid Customization

Department Budget and PET History

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

Column Order

- HRGL Request #
- Request Type
- Effective Date
- Pay Period End Date
- Effective Sequence
- Status
- Last Update Timestamp
- Originator OperID
- Description

Sort Order

Hidden

Frozen

OK Cancel Preview Copy Settings

Grid Customization

New Distribution Data

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

Column Order

- ERNCD
- SpeedType
- SpeedType Description
- Project End Date
- Funding End Date
- Budget Amount
- Percent of Distribution
- Fund Code
- Department
- Program Code
- Project
- Account
- PC Business Unit
- Activity
- Chartfield Descr

Sort Order

SpeedType

Hidden

Frozen

OK Cancel Preview Copy Settings Share Settings Delete Settings

CU Funding Entry Page

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: 09/30/2017
 Created Datetime: 03/29/2017 1:34PM 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	Hlt Status	Job End Date	Action	Actn Plan	Pay Frequency	Pay Group	FTE	STD
	138583	0	10/01/2016	1	10255	00681380	2241	Academic Services Assoc Dir	Active		POS	RPT	M	USX	1.000000	

Department Budget and PET History

HRGL Request	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp	Originator OperID	Description
1 View Details	DBT	07/01/2017		0				
2 View Details	DBT	03/15/2017		0				
3 PAT2000018-20170316-005	Funding	03/15/2017		0	Completed	03/16/17 2:57PM	PAT2000018	
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	03/20/17 10:11AM	BEG2000001	

Clear New Distribution Grid Apply to Next Fiscal Year

New Distribution Data

ERNCD	Speed Type	Speed Type Description	Department	Project	Account	Fund Code	Program Code	PC Business Unit	Activity	Funding End Date	Project End Date	Chartfield Desc	Budget
1	11001102	MBA Staff	10255		44444	10	35439					Chartfield Desc	
2	11011013	CHEM Salaries	10255		44444	10	11587					Chartfield Desc	

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		



CU Funding Entry – Header & Status

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: 06/03/2019 9:24PM	Submitted Date Time:		Completed Date/Time:		Last Update Timestamp:
Budget Begin Date:			Budget End Date:		
Fiscal Year:			Department:		
					

HRGL Request Number

MCCO000605-20180201-001

- OPERID: LAST XXXX + ##### (six-digits)
- YYYYMMDD –
 - Transaction Date
- ### - Day's Sequence

Status

- Searched/Draft
- **SAVE**
- Approved
- **SAVE & SUBMIT**
- Completed
 - Posted



CU Funding Entry – Position & Date

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	<input type="text"/>	
Effective Date	<input type="text"/>	
Effective Sequence	0	



HCM: Funding Entry Page – Job Data

CU Funding Entry Job Data

Personalize Find						
Pay Frequency	Pay Group	FTE	STD Hours	Annual Comp Rate	Monthly Comp Rate	Contract Regular

Job Data Compensation Tab

▼ **Pay Rates** [?](#)

Annual	988.000000	USD	Daily	3.800000	USD
MON Sal	82.333333	USD	Hourly	19.000000	USD

Default Pay Components

Pay Components [?](#) [Personalize](#) | [Find](#) | [\[?\] \[\]](#) First [↓](#) 1 of 1 [↑](#) Last

Amounts | [Controls](#) | [Changes](#) | [Conversion](#) [\[\]](#)

*Rate Code	Seq	Comp Rate	Currency	Frequency▲	Percent		
1 BASEH []	0	19.000000 []	USD []	H []		+	-

Calculate Compensation



CU Funding Entry - Department Budget and Pet History

Department Budget and PET History							Personalize Find View All  	
HRGL Request #	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp	Originator OperID	
1 View Details	DBT	07/01/2017		0				
2 View Details	DBT	06/05/2017		0				
3 DURA000001-20170220-70	PET		02/11/2017	0	Completed	02/20/17 12:00AM	DURA000001 Duran, Brenda L	
4 DURA000001-20170220-70	PET		01/28/2017	0	Completed	02/20/17 12:00AM	DURA000001 Duran, Brenda L	
5 CUMM000323-20170508-004	Funding	05/08/2017		0	Completed	05/08/17 11:01AM	CUMM000323 Cummings, Margaret	

Department Budget and PET History				
	HRGL Request #	Request Type	Effective Date	Pay Period End Date
→	1 View Details	DBT	07/01/2017	
→	2 View Details	DBT	06/05/2017	
→	3 DURA000001-20170220-70	PET		02/11/2017
→	4 DURA000001-20170220-70	PET		01/28/2017
→	5 CUMM000323-20170508-004	Funding	05/08/2017	



CU Funding Entry - New Distribution

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
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		

New Distribution Data

	ERNCD	SpeedType	SpeedType Description	Project End Date	Funding End Date	Budget Amount	Percent of Distribution	F
1	41016998	Anthropology				5398.833	100.000	10

Fund Code	Department	Program Code	Project	Account	PC Business Unit	Activity	Chartfield Descr
10	40067	23805		444444			Chartfield Descr



CU Funding Entry - Apply to Next Fiscal Year

Clear New Distribution Grid Apply to Next Fiscal Year

New Distribution Data

	ERNCD	SpeedType	SpeedType Description	Project End Date
1		<input type="text"/>		

Effective Date 6/1/19

Creates NEW DBT
Effective Date 7/1/19
Same Funding Data

Message Apply to Next Fiscal Year

Warning - A funding transaction will be created for 07/01/00 (21000,618)

A funding transaction will be created for NextFiscal Year. Please confirm that this is intended prior to submitting the Funding Entry Transaction.

OK Cancel

HCM Funding Entry Page - Finalize

The screenshot displays the HCM Funding Entry Page - Finalize interface. It features a 'Comments' section with an 'Add Comment' button, an 'Attachments' section with an 'Add Attachment' button, and a bottom section with 'Save' and 'Save / Submit' buttons. Red boxes highlight the 'Add Comment' button, the 'Add Attachment' button, and the 'Save' and 'Save / Submit' buttons.

Comments		
Comment	DateTime Created	Added by User

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

Save Save / Submit

- Click SAVE to review but not commit
- Click SAVE/SUBMIT to commit



CU Funding Entry - Completed

CU Funding Earnings	CU Funding Entry Deductions	CU Funding Entry Taxes
HRGL Request #: SCHE000003-20170404-001 Funding Entry Status: Completed		
Created Datetime: 04/04/2017 12:52PM		Submitted Date Time:



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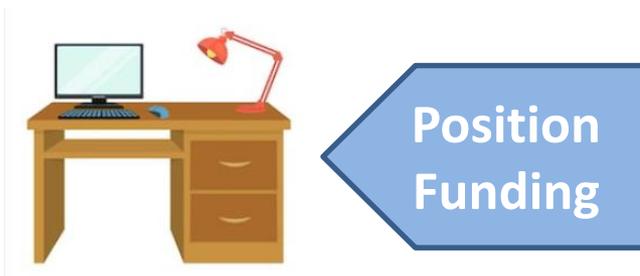
Purpose: Prepare funding distributions for employee payroll in order that the employer portion of employee paychecks flows correctly to the general ledger.



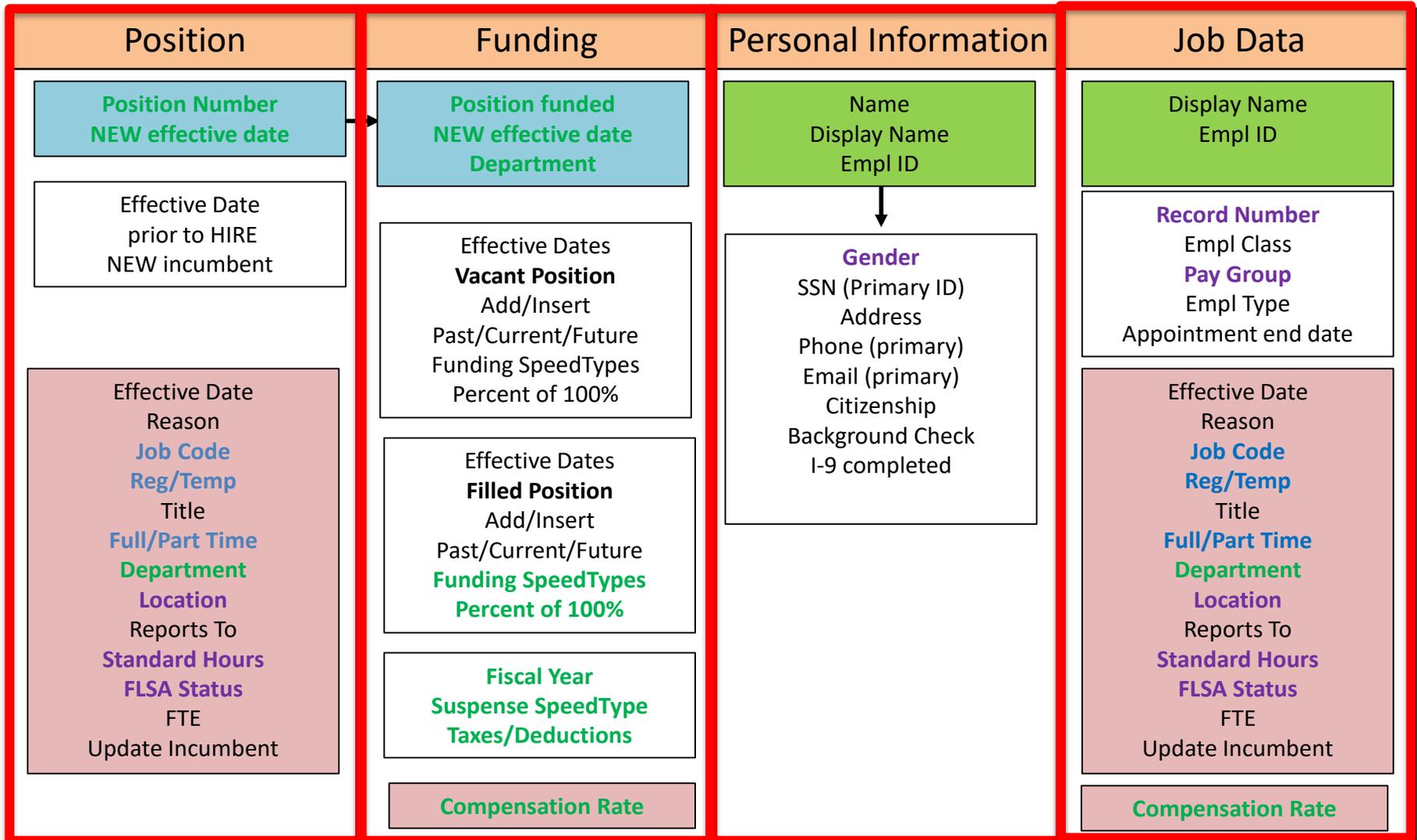
Position & Job Data Information

Position +
HRGL Request +
Fiscal Year =
Department Budget Table
Position Funding History

Job Data =
Position Data +
Personal Data +
Compensation Data



HCM Data in Paychecks



POSITION DATA



Position Data Tabs - Description

Description | Specific Information | Budget and Incumbents | CU Position Data

Position Information Find | View All First 1 of 1 Last

Position Number 00050291 + -

Headcount Status Open Current Head Count 0 out of 1

*Effective Date 07/01/2017 *Status Active

Reason DPC Department Change Action Date 08/29/2017

Position Status Approved Status Date 08/29/2017 Key Position

Job Information

*Business Unit UAMC Anschutz Medical Center

*Reg/Temp Regular *Full/Part Time Full-Time

*Regular Shift Not Applicable Union Code

Title PRA Short Title PRA [Detailed Position Description](#)

Work Location

*Reg Position UPA

Department 20318 SOM-SRG-GI Clinical Company CU University of Colorado

Location 2SOM School of Medicine

Reports To 00679358 Principal Investigator Dot-Line 00679358 Principal Investigator

Supervisor Lvl Security Clearance

Salary Plan Information

Salary Admin Plan 130 Grade 130 Step

Standard Hours 40.00 Work Period W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00		

USA

FLSA Status Exempt Bargaining Unit 8888



Position Data Tabs – CU Position Data

Description	Specific Information	Budget and Incumbents	CU Position Data
Position Number 00050291			
Headcount Status Open		Current Head Count 0	out of 1
Position Information		Find View All	First 1 of 1 Last
Effective Date 07/01/2017		Status	Active
Campus Box	C320 HSC	HRGL Request #	BRES000060-20170829-003



Position Data Tabs – Specific Information

Description | **Specific Information** | Budget and Incumbents | CU Position Data

Position Number 00001234
Headcount Status Filled Current Head Count 1 out of 1

Specific Information Find | View All First 1 of 1 Last
Effective Date 02/01/2018 Status Active

Max Head Count
Mail Drop ID
Work Phone
Health Certificate
Signature Authority

Incumbents

- Update Incumbents
- Include Salary Plan/Grade
- Force Update for Title Changes
- Budgeted Position
- Confidential Position
- Job Sharing Permitted
- Available for Telework

Education and Government

Position Pool ID
*Pre-Encumbrance Indicator
*Encumber Salary Option
*Classified Indicator
Calc Group (Flex Service)
Academic Rank
FTE Adds to FTE Actual Count



JOB DATA



Job Data Tabs – Work Location

Work Location Job Information Payroll Salary Plan Compensation

Current

Position Number 00699684 Student Asst VI
[View Position Data](#)

Position Entry Date 12/09/2015
 Position Management Record

Regulatory Region USA United States
Company CU University of Colorado

Business Unit UAMC Anschutz Medical Center
Department 21434 CSPH-Epidemiology General Ops

Department Entry Date 12/09/2015
Location 2AMCA Anschutz Administration
Establishment ID CU University of Colorado

Date Created 12/14/2015

Last Start Date 12/09/2015
Expected Job End Date



Job Data Tabs – Job Information

Work Location Job Information Payroll Salary Plan Compensation

Standard Hours ?			
Standard Hours	1.00	Work Period	W Weekly
FTE	0.025000		
<input checked="" type="checkbox"/> Adds to FTE Actual Count?		<input type="checkbox"/> Encumbrance Override	
Contract Number ?			



Job Data Tabs – Compensation

Pay Rates ?						
Annual	988.000000	USD	Daily	3.800000	USD	
MON Sal	82.333333	USD	Hourly	19.000000	USD	

Pay Components ? Personalize | Find | | First 1 of 1 Last

Amounts | Controls | Changes | Conversion

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 BASEH	0	19.000000	USD	H	

Job Data Employment Data Earnings Distribution Benefits Program Participation

Comp Rate Code	Description	Comp Base Pay Switch	Rate Code Type	Rate Code Class
BASADM	Base Administrative	Y	Flat Amt	BASSAL
BASEC	Base Contract	Y	Flat Amt	BASSAL
BASED	Base Daily	Y	Flat Amt	BASSAL
BASEH	Base Hourly	Y	Hrly Rate	BASSAL
BASEM	Base Monthly	Y	Flat Amt	BASSAL



Standard Hours & Compensation

<https://www.cu.edu/docs/jaid-standard-hours-fte-and-percent-time>

■ 40 standard hours = 1 FTE = 100% of time

■ 20 standard hours = .50 FTE = 50% of time

■ 1 standard hour = .025 FTE = 2.5% of time

Standard Hours	FTE	Percent of Time	Salary FT \$1000/mo
40	1	100.00%	\$ 1,000.00
35	0.875	87.50%	\$ 875.00
30	0.75	75.00%	\$ 750.00
25	0.625	62.50%	\$ 625.00
20	0.5	50.00%	\$ 500.00
15	0.375	37.50%	\$ 375.00
12	0.3	30.00%	\$ 300.00
10	0.25	25.00%	\$ 250.00
8	0.2	20.00%	\$ 200.00
4	0.1	10.00%	\$ 100.00
5	0.125	12.50%	\$ 125.00
1	0.025	2.50%	\$ 25.00
0	0	0.00%	\$ -
= # Actual hours worked per wk	= Actual hrs worked per wk / 40 hours per wk	= Actual hrs per wk / 40 hours per wk *100	= FT Mo Salary * FTE

Standard Hours determine:

- Compensation calculation
- Benefit eligibility (for regular employees)



Confirming Position and Job Data

Personnel Roster Query

CUES_HCM_PERSONNEL_ROSTER - Personnel Roster

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

Include Future Job Data

Min Job Code (Optional)

Max Job Code (Optional)

[View Results](#)

	Last Name	First Name	Empl ID	Empl Rcd	Eff Date	Pay Status	Business Unit	Dept ID	Job Code	Job Title
1				0	05/01/2019	A	UCB	10244	2245	Academic Services Program Mgr
2				0	01/13/2019	A	UCB	10244	4102	Student Asst II
3				0	01/08/2019	A	UCB	10244	2582	Temporary (University Staff)
4				1	01/09/2019	A	UCB	10244	2582	Temporary (University Staff)

Position Nbr	Position Title	Reg/Temp	FLSA Status	% Time	Std Hrs/Wk	Empl Class	Pay Group	Comp Rate	Comp Freq	Hourly Rt	Monthly Rt	Annual Rt
00760756	Program Manager	R	X	100.00	40.00	1 Unv Fac/Staff - All Benefits	USX		M	27.88		
00759113	Student Asst II	T	N	2.50	1.00	S Student Employee	STU		H	12.00		
00757907	Temporary (University Staff)	T	N	2.50	1.00	2 Unv Fac/Staff - TDA Only	TMP		H	23.00		
00757906	Temporary (University Staff)	T	N	2.50	1.00	2 Unv Fac/Staff - TDA Only	TMP		H	20.00		



Agenda

- HCM Payroll and Paychecks
- Creating CU Funding Entries
- HCM Position and Job Data affect Funding
- **Funding Scenarios**
- CU Funding Entry Searches
- CU Funding Success

Purpose: Prepare funding distributions for employee payroll in order that the employer portion of employee paychecks flows correctly to the general ledger.



FUNDING CALCULATIONS



CU Funding Entry - New Distribution

EMPLOYEE JOB & TRANSACTION DATA		NEW FUNDING BEGIN DATE			UPDATED FUNDING INFORMATION		
Employee Name	JACQUELINE	6/1/2018			FTE	SALARY	% TIME
Empl ID/Pos #	12345678				0.600	\$ 3,600.00	60.000
Department		Speedtype	SpeedType Descr	End Date	Distrb	PAY AMT	% TIME
Funding Data	Updated	610xxxx	Gen Fund 1	6/30/2018	100%		
Standard Hrs	24.00	630xxxx2	Grant 2	9/15/2018	33.333	\$ 1,200.00	20.000
FTE	0.6000	635xxxx3	Grant 3	10/31/2018	20.833	\$ 750.00	12.500
SALARY	\$ 3,600.00	630xxxx4	NEW GRANT 1	12/31/2018	29.167	\$ 1,050.00	17.500
Salary @ FTE 1.0	\$ 6,000.00	630xxxx5	NEW GRANT 2	12/31/2018	13.889	\$ 500.00	8.333
BASEM	\$ -				2.778	\$ 100.00	1.667
					0.000		0.000
TRANSACTION INFORMATION		TOTAL PERCENT TIME			100.000	\$ 3,600.00	60.000

Position Number 00698792 Admin Assistant III Budget End Date 06/30/18

Job Code 2388 Finance/Acctg Professional Department 21548

Funding Begin Date 07/01/2017 Status Active Eff Seq 0 Date Entered 06/05/2017

Distribution								
Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date
1 63013444	CHF SPTNG SCHLS IMPL COMP HLTH	100.000	30	21548		25A4972		06/30/2018



Converting FTE, Pay, and % Time

Calculate \$2000 @ 40 Standard Hours

CONVERT FTE and SALARY information for 100% Distribution, Pay Amounts, or Percent Time									
ENTER FUNDING DISTRB 100%			ENTER PAY AMOUNT 100%			ENTER PERCENT OF % TIME			
FTE	SALARY	% TIME	FTE	SALARY	% TIME	FTE	SALARY	% TIME	
0.50	\$ 1,000.00	50.00	0.75	\$ 1,500.00	75.00	0.33	\$ 660.00	33.00	
Distrb 100%	PAY AMT	% TIME	Distrb 100%	PAY AMT	% TIME	Distrb 100%	PAY AMT	% TIME	
10.000	\$ 100.00	5.000	10.000	\$ 150.00	7.500	15.152	\$ 100.00	5.0000	
20.000	\$ 200.00	10.000	20.000	\$ 300.00	15.000	15.152	\$ 100.00	5.0000	
30.000	\$ 300.00	15.000	30.000	\$ 450.00	22.500	30.303	\$ 200.00	10.0000	
40.000	\$ 400.00	20.000	40.000	\$ 600.00	30.000	39.394	\$ 260.00	13.0000	
	\$ -	0.000	0.000		0.000	0.000	\$ -		
	\$ -	0.000	0.000		0.000	0.000	\$ -		
	\$ -	0.000	0.000		0.000	0.000	\$ -		
	\$ -	0.000	0.000		0.000	0.000	\$ -		
	\$ -	0.000	0.000		0.000	0.000	\$ -		
100.00	1000.00	50.00	100.00	1500.00	75.00	100.00	660.00	33.00	
	Ratio = (Dist % / 100) * Salary	Ratio = Distr % * FTE		Ratio = (Pay / Salary) * 100	Ratio = (Pay / Salary) * (FTE * 100)		Ratio = (Partial % Time / Total % Time) * 100	Ratio = (Partial % Time / Total % Time) * Salary	
FTE = 1.0	\$ 2,000.00 = \$1000/.5 FTE = \$2000		\$ 2,000.00 = \$1500/.75 FTE = \$2000		\$ 2,000.00 = \$2000/.33 FTE = \$660.00				
	Salary/FTE = Salary @ 1.0 FTE		Salary/FTE = Salary @ 1.0 FTE		Salary/FTE = Salary @ 1.0 FTE				

Calculate Funding based on FTE and Comp

EMPLOYEE JOB & TRANSACTION DATA		CURRENT FUNDING BEGIN DATE		CURRENT FUNDING INFORMATION			
Employee Name	JACQUELINE	CURRENT FUNDING BEGIN DATE		FTE	SALARY	% TIME	
Empl ID/Pos #	100000	5/1/2018		0.500	\$ 3,000.00	50.000	
Department		Speedtype	SpeedType Descr	Distrb	Per Time		
Funding Data	Current	10xxxx	Gen Fund 1	100%	PAY AMT	%	End Date
Standard Hrs	20.00	30xxxx2	Grant 2	40.000	\$ 1,200.00	20.00	6/30/2018
FTE	0.5000	35xxxx3	Grant 3	25.000	\$ 750.00	12.50	9/15/2018
SALARY	\$ 3,000.00			35.000	\$ 1,050.00	17.50	10/31/2018
Salary @ FTE 1.0	\$ 6,000.00				\$ -	0.00	
BASEM	\$ -				\$ -	0.00	
TRANSACTION INFORMATION				TOTAL PERCENT TIME	100.00	3000.00	50.0000

**Funding
100% at .5
FTE**

**Funding
100% at .6
FTE**

EMPLOYEE JOB & TRANSACTION DATA		NEW FUNDING BEGIN DATE		UPDATED FUNDING INFORMATION			
Employee Name	JACQUELINE	NEW FUNDING BEGIN DATE		FTE	SALARY	% TIME	
Empl ID/Pos #	12345678	6/1/2018		0.600	\$ 3,600.00	60.000	
Department		Speedtype	SpeedType Descr	Distrb	Per Time		
Funding Data	Updated	610xxxx	Gen Fund 1	100%	PAY AMT	% TIME	
Standard Hrs	24.00	630xxxx2	Grant 2	33.333	\$ 1,200.00	20.000	
FTE	0.6000	635xxxx3	Grant 3	20.833	\$ 750.00	12.500	
SALARY	\$ 3,600.00	630xxxx4	NEW GRANT 1	29.167	\$ 1,050.00	17.500	
Salary @ FTE 1.0	\$ 6,000.00	630xxxx5	NEW GRANT 2	13.889	\$ 500.00	8.333	
BASEM	\$ -			2.778	\$ 100.00	1.667	
TRANSACTION INFORMATION				TOTAL PERCENT TIME	100.000	\$ 3,600.00	60.000



Prorate Funding – Calendar Days

Effective Date: 12/1 Seq 0
SpeedType = 100%

Effective Date: 12/15 Seq 0
New SpeedType = 100%

New Funding Distribution

December 1 -14

$14/31 \text{ days} = 45.163\%$
 $\$4000.00 * .45163 =$
 $\$1806.45$
= SpeedType

New Funding Distribution

December 15-31

$17/31 \text{ days} = 54.838\%$
 $\$4000.00 * .54838 =$
 $\$2193.55$
= New SpeedType



Calendar Days VS Working Days

WORKING DAYS

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
4:☉	12:☉	18:☉	26:☉			

PAYCHECK PAY CALCUCATION

December 1 – 14 =

- 10 working days
- 10/22 days = 45.455
- $\$4000.00 * 45.455\% = \1818.18

December 15 – 31 =

- 12/22 working days
- 12/22 days = 54.545%
- $\$4000.00 * 54.545\% = \2181.82

Match Funding: Dec 1 - 31

45.455% = SpeedType

54.545% = New SpeedType



Calendar Days VS Working Days

Calculate with Working Days – Paycheck (21 Days)

CURRENT FUNDING INFORMATION					
CURRENT FUNDING BEGIN DATE		FTE	SALARY	% TIME	
3/1/2019		0.000	\$ 6,011.77	0.000	
		Distrb		Per Time	
Speedtype	SpeedType Descr	100%	PAY AMT	%	End Date
13009669	Fund 6 of 21 days	28.5714	\$ 1,717.65	0.00	3/8/2019
Suspense	Suspense 15 of 21 days	71.4286	\$ 4,294.12	0.00	3/31/2019
TOTAL PERCENT TIME		100.00	6011.77	0.0000	

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
6:●	14:●	20:○	28:○			

Calculate with Calendar Days – Funding Distribution (Mar 1 – 8)

CURRENT FUNDING INFORMATION					
CURRENT FUNDING BEGIN DATE		FTE	SALARY	% TIME	
3/1/2019		0.000	\$ 6,011.77	0.000	
		Distrb		Per Time	
Speedtype	SpeedType Descr	100%	PAY AMT	%	End Date
13009669	Fund 8 of 31 days	25.8065	\$ 1,551.42	0.00	3/8/2019
Suspense	Suspense 23 of 31 days	74.1935	\$ 4,460.35	0.00	3/31/2019
TOTAL PERCENT TIME		100.00	6011.77	0.0000	



Funding Leave – Earnings End Dates

Funding the Paycheck

Earn End Dt	Earn Code	Hours	Earnings	Total Gross
		\$ -	\$ -	\$ 3,750.00
8/31/2018	RGS	\$ (19.00)	\$ (411.06)	\$ -
8/31/2018	SCK	\$ 11.00	\$ 237.98	\$ -
8/31/2018	VAC	\$ 8.00	\$ 173.08	\$ -
9/30/2018	RGS	\$ 160.00	\$ 3,750.00	\$ -



Funding with Expired Dates

Funding Periods

Pay Period
June 18 –
July 1, 2017

June 18 -30
(13/14
days)
Expired =
100%

July 1 (1/14
days)
ST 1 = 100%

Position Number	00721304	Professional Temporary	Budget End Date	06/30/17
Job Code	2582	Professional Temporary	Department	30094
Funding Begin Date	07/01/2016	Status Active	Eff Seq	1
			Date Entered	06/10/2016

Distribution									Personalize	Find	First	1 of 1	Last
Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date					
1 61193204	CF CLAS FACULTY STARTUP	100.000	11	30087	22399		SU_46	07/31/2016					

Position Number	00721304	Professional Temporary	Budget End Date	06/30/18
Job Code	2582	Professional Temporary	Department	30094
Funding Begin Date	07/01/2017	Status Active	Eff Seq	0
			Date Entered	06/05/2017

Distribution									Personalize	Find	First	1 of 1	Last
Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date					
1 61193204	CF CLAS FACULTY STARTUP	100.000	11	30087	22399		SU_46	07/31/2017					



Grant Funding – Projects

Only Open and Pre-Spending Valid

	Allowed	
O	Open	Project Start Date
S	Pre-Spending	Anticipate project start date
E	Ended	Project End Date + 1

	Not Allowed	
R	Reporting	Project End Date + 60
C	Closed	After 120 days

> Set Up HCM ▾ > Common Definitions ▾ > ChartField Configuration ▾ > ChartField Values



SpeedTypes & Projects – Only Active Valid



University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

SPEEDTYPE SUMMARY

FISCAL YEAR 2018 THROUGH ACCOUNTING PERIOD 11 – MAY

SORT: SPEEDTYPE CODE

SPDTYPE	PROJ ID	PROJ START DATE	PROJ END DATE	PROJ BUDG PERIOD START DATE	PROJ BUDG PERIOD END DATE	PROJ REF AWARD CODE
13000231 -- OUTREACH SUPPORT OF (ACTIVE)	1546567	Jan 5, 2010	Dec 31, 2016	Jan 5, 2010	Dec 31, 2016	1394511
13001813 -- CONFRONTING THE CHALLENGES OF (ACTIVE)	1547995	Sep 15, 2010	Aug 31, 2016	Sep 15, 2010	Aug 31, 2016	4052
13100236 -- FIELD TRIAL: MANIPULATING THE (ACTIVE)	1555481	Jul 3, 2017	Jun 30, 2018	Jul 3, 2017	Jun 30, 2018	2018-0230
43000083 -- SCULPTURE COMMISSION (ACTIVE)	4540470	Jan 1, 2011	Aug 31, 2018	Jan 1, 2011	Aug 31, 2018	MOU dated 2/24/2011
43000436 -- IDENTIFYING FACTORS THAT PROMO (ACTIVE)	4540800	Aug 1, 2016	Jun 30, 2018	Aug 1, 2016	Jun 30, 2018	Letter dated 6/30/2016
43100034 -- COLORADO CREATES (ACTIVE)	4540816	Oct 1, 2016	Sep 30, 2018	Oct 1, 2016	Sep 30, 2018	APP-083970
63001561 -- HW VENT.ASS.SYS.CT (ACTIVE)	2565446	Aug 25, 2010	Aug 31, 2018	Aug 25, 2010	Aug 31, 2018	HW004_NCE
63003063 -- NIH SE MED-MARIJUANA (ACTIVE)	2574619	Aug 1, 2011	May 31, 2017	Aug 1, 2011	May 31, 2017	5R01DA031816-05
63100475 -- OEDIT ADV INDU ACC AP (ACTIVE)	25A4416	Jul 6, 2016	Jun 30, 2018	Jul 6, 2016	Jun 30, 2018	CTGG1 2017-0396

63000445 -- NJH BERYLLIUM DIS.FC (INACTIVE)	2515374	Sep 1, 2009	Sep 30, 2015	Sep 1, 2009	Sep 30, 2015	NJH 22085407
63000552 -- NIH SE NEVUS DEVLOPM (INACTIVE)	2515380	Apr 1, 2010	Jan 31, 2016	Apr 1, 2010	Jan 31, 2016	5R01CA074592-13



SUSPENSE



Suspense – Not Funding Management Tool

<https://www.cu.edu/docs/jaid-managing-funding-suspense>

- Use HCM Funding Distribution and Suspense Queries
- Use Active SpeedTypes
- Use Projects in pre-spending or open status
- Keep funding end dates current:
 - (1) required for projects
 - (2) equal to or earlier than project end date
 - (3) for current or future pay period
- Budget effort on grants before payroll deadlines
- Use temporary funding for funding gaps



ENCUMBRANCES



Note on Encumbrances

Creating Encumbrances in HCM

- SpeedType = Fund 30/31:
 - Funding end date
- All other SpeedTypes (not Fund 30/31):
 - Earlier date of
 - Funding end date
 - or the Fiscal year end
- All future funding rows calculated

To Stop an Encumbrance

- Use funding end dates
(suspense/not stop pay)
- If not Fund 30/31 – end fiscal year
- Use appointment end date

Encumbrances Feed to FIN

- Tuesday eve
- Thursday eve
- After monthly payroll processing
- Job Data changes reflect after on-cycle payroll
- **CU Data – Feeds Overnight**
 - Wednesday
 - Friday
 - Day after monthly payroll registers
- **CU Data Reports**
 - Encumbrance Reports
 - Financial Detail



Agenda

- HCM Payroll and Paychecks
- Creating CU Funding Entries
- HCM Position and Job Data affect Funding
- Funding Scenarios
- **CU Funding Entry Searches**
- CU Funding Success

Purpose: Prepare funding distributions for employee payroll in order that the employer portion of employee paychecks flows correctly to the general ledger.



HRGL SEARCHES AND POSITION FUNDING SUMMARY



Current HRGL Funding Entry

The screenshot shows the HCM WorkCenter interface. At the top, there is a search bar and a dropdown menu for 'HCM Community Users'. Below this, there are two main sections: 'HCM WorkCenter' and 'Pay Actions'. The 'HCM WorkCenter' section contains a person icon and a document icon. The 'Pay Actions' section contains a pie chart and a bar chart. On the right side, there is a sidebar menu with the following items: Document Collection, Job Information, Position Management, Time Collection, Employee Pay Data, and CU PETs and Funding. The 'CU PETs and Funding' item is expanded, showing a list of options: CU Process Direct PET, CU Position Funding History, CU PET Financial Aid Users, CU Process PET Regular Users, CU Funding Entry, CU PET Summary, Batch PET Upload, New PET Request, My HRGL Requests (highlighted in green), HRGL Requests for My Depts, and HRGL Request General Search.

The screenshot shows the mobile application interface. At the top, there is a 'NavBar: Navigator' with a search bar and a dropdown menu for 'CU PETs and Funding'. Below this, there are four main sections: 'CU Resources', 'Recent Places', 'My Favorites', and 'Navigator'. The 'CU Resources' section contains a list of options: CU PET Financial Aid Users, CU Position Funding History, CU Process Direct PET, CU Process PET Regular Users, CU Funding Entry, CU PET Summary, Batch PET Upload, New PET Request, My HRGL Requests, HRGL Requests for My Depts, and HRGL Request General Search. The 'Recent Places' section contains a calendar icon. The 'My Favorites' section contains a star icon. The 'Navigator' section contains a document icon. The 'Classic Home' section contains a window icon.



HRGL Request Search

HRGL Request General Search

Search Filters

HRGL Request #	Request Type	Status	Department	Position Number	
<input type="text" value="MCCO"/>	<input type="text" value="Funding Change"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<p style="text-align: center; margin: 0;">Created Date Range</p> <p>Begin <input type="text"/> End <input type="text"/></p>
(Starts with)	Originator	Empl ID			
	<input type="text"/>	<input type="text"/>			
	Submitter	SpeedType			
	<input type="text"/>	<input type="text"/>			
<input type="button" value="Search"/>	<input type="checkbox"/> Only Fin Aid / Controllers Office	Project			
		<input type="text"/>			

HRGL Request #	Request Type	Status	Originator	Submitter	Created Datetime
MCCO000605-20180322-008	Funding Change	Completed	McCoy,Catherine Louise	McCoy,Catherine Louise	03/22/18 5:12PM
MCCO000605-20180322-007	Funding Change	Completed	McCoy,Catherine Louise	McCoy,Catherine Louise	03/22/18 5:10PM



Confirm Position Funding History

NavBar: Navigator

CU PETs and Funding

- CU Position Funding History
- CU Process Direct PET
- CU Process PET Regular Users
- CU Funding Entry
- CU PET Summary
- New PET Request
- My HRGL Requests
- HRGL Requests for My Depts
- HRGL Request General Search
- PET Pending Approvals

CU Position Funding History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Position Number begins with 00698792

Job Code begins with

Department begins with

Description begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Position Number	Description	Job Code	Department
00698792	Finance/Acctg Professional	2388	21548
00698792	Admin Assistant li	2808N	20133



Confirm Position Funding History

Entry Dates After Payroll Processed

Position Number	00698792	Admin Assistant III	Budget End Date	06/30/17			
Job Code	2388	Finance/Acctg Professional	Department	21548			
Funding Begin Date	08/01/2016	Status	Active	Eff Seq	0	Date Entered	08/24/2016

Distribution									Personalize	Find	Print	Calendar	First	1-2 of 2	Last
	Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date						
1	63007284	CHFDN HELM-PEA	50.000	30	21548		2515785		11/14/2016						
2	63007290	CHFDN HELM-AIM	50.000	30	21548		2515787		11/14/2016						



Confirm Position Funding History

FY Rollover Row and Update

Position Number 00698792 Admin Assistant III Budget End Date 06/30/18
Job Code 2388 Finance/Acctg Professional Department 21548

Funding Begin Date 07/01/2017 Status Active Eff Seq 0 Date Entered 06/05/2017

Distribution Personalize | Find | | First 1 of 1 Last

Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date
1 63013444	CHF SPTNG SCHLS IMPL COMP HLTH	100.000	30	21548		25A4972		06/30/2018

Position Number 00698792 Admin Assistant III Budget End Date 06/30/18
Job Code 2388 Finance/Acctg Professional Department 21548

Funding Begin Date 07/01/2017 Status Active Eff Seq 1 Date Entered 07/10/2017

Distribution Personalize | Find | | First 1 of 1 Last

Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date
1 63013444	CHF SPTNG SCHLS IMPL COMP HLTH	100.000	30	21548		25A4972		06/30/2018



HCM QUERIES



HCM User WorkCenter Resource Tab

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

Query Manager

- Job List
- [Funding Distribution](#)
- [Payroll Register Acct Detail](#)
- [Payroll Register](#)
- Time Entry
- Position Data
- [Personnel Roster](#)
- Training Report
- [Paycheck Distribution](#)
- [Dept Personnel & Org Roster](#)
- [Leave Balances](#)
- [Leave Accruals](#)
- [Personnel Actions History](#)
- [TBT Manage Transactions](#)
- [Position Funding](#)

Top 15 Listed above [Click here for ALL](#)

25	Funding Distribution	This query returns job data and funding distribution info by empl ID, dept ID, org, and/or posn nbr. Position number returned as hyperlink - clicking the link will open a new tab with funding history, including future dated info.	85296	CUES_HCM_FUNDING_DISTRIBUTION
26	Funding Suspense Current Row	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls in the past or up to 45 days in the future.	10415	CUES_HCM_FUNDING_SUSPENSE
27	Funding Suspense Max Row	This query returns active employees who have a project end date, funding end date, or budget end date on their MAX funding row that falls in the past or up to 45 days in the future (includes future date funding rows).	604	CUES_HCM_FUNDING_SUSPENSE_MAX
28	Funding Suspense Previous Rows	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls on today's date or in the past. This report DOES NOT include any future dated rows.	185	CUES_HCM_FUNDING_SUSPENSE_OLD



Position Funding

CUES_HCM_POSITION_FUNDING - Position Funding

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

Company (Optional)

SpeedType (Optional)

SpeedType Status (Optional)

Fund Code (Optional)

Organization (Optional)

Program Code (Optional)

Project ID (Optional)

Project Status (Optional)

Sub-Class (Optional)

Vacant ONLY

[View Results](#)

View All

	Position Nbr	Business Title	Busniess Unit	Dept ID	Dept Name	Job Code	Job Title	Company
1	00107692	IT Professional	UCB	10244	Anderson Language Tech Center	T1A2XX	IT Professional	CU
2	00164005	Lecturer	UCB	10244	Anderson Language Tech Center	1419	Lecturer	CU
3	00502863	Program Assistant I	UCB	10244	Anderson Language Tech Center	H4R1XX	Program Assistant I	CU
4	00601930	Student Asst V	UCB	10244	Anderson Language Tech Center	4105	Student Asst V	CU
5	00602068	Student Asst IV	UCB	10244	Anderson Language Tech Center	4104	Student Asst IV	CU

First 1-100 of 288 Last

Funding Begin Date	Date Entered	SpeedType	SpeedType Status	SpeedType Descr	% of Distribution	Fund Code	Organization	Program Code	Project ID	Project Status	Project End Date	Sub-Class	Funding End Date	Budget End Date	Headcount Status	Current Headcount	Max Headcount
07/01/2018	06/08/2018	11086737	Active	ALTC Classified Salaries	100.000	10	10244	45785						06/30/2019	Open	0	1
07/01/2018	06/08/2018	12948002	Active	Language Classes Aux	100.000	29	10244	29888						06/30/2019	Open	0	1
07/01/2018	06/08/2018	11015712	Active	MASP Salaries	100.000	10	10198	12227						06/30/2019	Open	0	1
07/01/2018	06/08/2018	11027004	Active	ALTC Salaries	100.000	10	10244	13063						06/30/2019	Open	0	1
07/01/2018	06/08/2018	11023888	Active	ALTEC Prgm Exp	100.000	10	10244	13062						06/30/2019	Open	0	1



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Funding Distribution

CUES_HCM_FUNDING_DISTRIBUTION - Funding Distribution

Empl ID (Optional)

Dept ID (Optional)

SpeedType Org (Optional)

Posn Nbr (Optional)

SpeedType (Optional)

Node (Optional)

Include Future Job Data

Speedtype Status (Optional)

Project Status (Optional)

[View Results](#)

View All

	Name	Empl ID	Empl Rcd	Job Dept ID	Job Dept Name	Job Eff Date	Job Eff Seq	Pay Status	Job Code	Job Title	Reg/Temp	Std Hrs/Wk	% Time	Comp Rate	Comp Freq
1			0	10244	Anderson Language Tech Center	05/01/2019	1	A	2245	Academic Services Program Mgr	R	40.00	100.00	4833.33	M
2			0	10244	Anderson Language Tech Center	01/13/2019	0	A	4102	Student Asst II	T	1.00	2.50	12.00	H
3			0	10244	Anderson Language Tech Center	01/08/2019	1	A	2582	Temporary (University Staff)	T	1.00	2.50	23.00	H

First 1-16 of 16 Last

Appoint End Dt	Position Nbr	Posn Dept ID	Posn Entry Dt	Fund Eff Dt	Fund Eff Seq	Distrb %	SpeedType	SpeedType Descr	SpeedType Status	Fund	Org	Program	Project	Project Status	Sub-Class	Project End Date	Funding End Dt	Budget End Dt
	00760756	10244	05/01/2019	04/03/2019	0	100.000	11027004	ALTC Salaries	Active	10	10244	13063						06/30/2019
	00759113	10244	01/13/2019	01/07/2019	0	100.000	11005395	ALTEC PRGM FEE EXP	Active	10	10244	71668						06/30/2019
09/30/2019	00757907	10244	01/08/2019	01/01/2019	0	100.000	11027004	ALTC Salaries	Active	10	10244	13063						06/30/2019



Funding Suspense Current Row

CUES_HCM_FUNDING_SUSPENSE - Funding Suspense Current Row

Dept ID (Optional)

Campus (Optional)

Empl ID (Optional)

Position Nbr (Optional)

Project ID (Optional)

Combo Code (Optional)

[View Results](#)

View All

	Name	Dept ID	Position Nbr	Empl ID	Empl Rod	Pay Group	Comp Freq	Comp Rate	Benefit Eligible
1		10244	00760756			0 USX	M		Yes
2		10244	00759113			0 STU	H		No
3		10244	00757907			0 TMP	H		No
4		10244	00757908			1 TMP	H		No
5		10244	00758033			0 TMP	H		No
6		10244	00814226			1 STU	H		No
7		10244	00752773			0 STU	H		No
8		10244	00761000			0 STU	H		No
9		10244	00150531			4 USX	M		Yes
10		10244	00150531			4 USX	M		Yes
11		10244	00758863			0 STU	H		No
12		10244	00887444			0 STU	H		No
13		10244	00755464			1 STU	H		No
14		10244	00746213			0 STU	H		No
15		10244	00759012			0 USX	M		Yes
16		10244	00639908			1 COT	M		Yes

Funding Eff Date	Dist Percent	Dist Amount	Combo Code	Code Descr	Appoint End Dt	Project ID	Project End Date	Funding End Dt	Budget End Dt
04/03/2019	100.000		11027004	ALTC Salaries					06/30/2019
01/07/2019	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
01/01/2019	100.000		11027004	ALTC Salaries	09/30/2019				06/30/2019
01/01/2019	100.000		11086737	ALTC Classified Salaries	09/30/2019				06/30/2019
01/01/2019	100.000		11027004	ALTC Salaries	09/30/2019				06/30/2019
03/24/2019	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
07/01/2018	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
01/01/2019	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
12/01/2018	9.374		11200048	Costsharing for Proj 1554824		1554824	09/30/2019	09/30/2019	06/30/2019
12/01/2018	90.626		11027004	ALTC Salaries					06/30/2019
01/09/2019	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
07/15/2018	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
09/01/2018	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
07/15/2018	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
01/30/2019	100.000		11086737	ALTC Classified Salaries					06/30/2019
07/01/2018	100.000		11086737	ALTC Classified Salaries					06/30/2019



Funding Suspense Max Row

CUES_HCM_FUNDING_SUSPENSE_MAX - Funding Suspense Max Row

Dept ID (Optional)

Campus (Optional)

Empl ID (Optional)

Position Nbr (Optional)

Project ID (Optional)

Combo Code (Optional)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML](#)

	Name	Dept ID	Position Nbr	Empl ID	Empl Rcd	Pay Group	Comp Freq	Comp Rate	Benefit Eligible
1		10244	00760758			0 USX	M		Yes
2		10244	00759113			0 STU	H		No
3		10244	00757907			0 TMP	H		No
4		10244	00757908			1 TMP	H		No
5		10244	00758033			0 TMP	H		No
6		10244	00814228			1 STU	H		No
7		10244	00752773			0 STU	H		No
8		10244	00761000			0 STU	H		No
9		10244	00150531			4 USX	M		Yes
10		10244	00150531			4 USX	M		Yes
11		10244	00758863			0 STU	H		No
12		10244	00887444			0 STU	H		No
13		10244	00755464			1 STU	H		No
14		10244	00748213			0 STU	H		No
15		10244	00759012			0 USX	M		Yes
16		10244	00639908			1 COT	M		Yes

Funding Eff Date	Dist Percent	Dist Amount	Combo Code	Code Descr	Appoint End Dt	Project ID	Project End Date	Funding End Dt	Budget End Dt
04/03/2019	100.000		11027004	ALTC Salaries					06/30/2019
01/07/2019	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
01/01/2019	100.000		11027004	ALTC Salaries	09/30/2019				06/30/2019
01/01/2019	100.000		11086737	ALTC Classified Salaries	09/30/2019				06/30/2019
01/01/2019	100.000		11027004	ALTC Salaries	09/30/2019				06/30/2019
03/24/2019	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
07/01/2018	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
01/01/2019	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
12/01/2018	9.374		11200048	Costsharing for Proj 1554824		1554824	09/30/2019	09/30/2019	06/30/2019
12/01/2018	90.626		11027004	ALTC Salaries					06/30/2019
01/09/2019	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
07/15/2018	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
09/01/2018	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
07/15/2018	100.000		11005395	ALTEC PRGM FEE EXP					06/30/2019
01/30/2019	100.000		11086737	ALTC Classified Salaries					06/30/2019
07/01/2018	100.000		11086737	ALTC Classified Salaries					06/30/2019



Payroll Register with Accounting Detail

CU HCM User WorkCenter << CUES_HCM_PAYROLL_REGISTER_DTL - Payroll Register Acct Detail

WorkCenter Resources
 HCM Queries
 Query Manager

- Job List
- Funding Distribution
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Data
- Personnel Roster
- Training Report
- Paycheck Distribution
- Dept Personnel & Org Roster
- Leave Balances
- Leave Accruals
- Personnel Actions History
- TBT Manage Transactions
- Position Funding

First Pay Period End: 05/01/2019
 Last Pay Period End: 05/31/2019
 Empl ID (Optional):
 Dept ID (Optional): 10244
 Node (Optional):
 Frequency (Optional):
 Pay Group (Optional):
 Job Code (Optional):
 Earn Code (Optional):
 Check Nbr (Optional):
 Off Cycle ONLY:

View Results

Download results in: Ex

Name	Empl ID	Company	Pay Group	Pay Period End	Off Cycle	Form ID	Check Dt	Check Status	Check Nbr	Reversed	Fiscal Year	Acct Period	Dept ID	Dept Name	Job Code
		CU	COT	05/31/2019	N	ADVICE	05/31/2019	Confirmed	7217772	N	2019	11	10244	Anderson Language Tech Center	H4R1X
		CU	COT	05/31/2019	N	ADVICE	05/31/2019	Confirmed	7217772	N	2019	11	10244	Anderson Language Tech Center	H4R1X

Posn Nbr	Earn End Dt	Earn Code	Earn Descr	Earnings	Account	SpeedType	SpeedType Descr	Fund	Org	Program	Project	Sub-Class	Total Gross
00667488	05/31/2019	RGS	Regular Earnings Salary	2877.42	405100	11086737	ALTC Classified Salaries	10	10244	45785			4077.00
00667488	04/30/2019	VAC	Vacation Leave	1129.02	405100	11086737	ALTC Classified Salaries	10	10244	45785			4077.00
00667488	04/30/2019	SCK	Sick Leave	70.56	405100	11086737	ALTC Classified Salaries	10	10244	45785			4077.00



CU-DATA REPORTS



mFIN Reports

CU-Data Welcome

Welcome to CU-Data
Get started by opening a dashboard, report or story!

Recent [Show more...](#)

- REPORT**
JOURNAL ENTRIES
5/1/2019 8:14 PM
- REPORT**
m-Fin PET
5/1/2019 8:09 PM
- REPORT**
m-Fin FINANCIAL DETAIL
5/1/2019 11:23 AM
- REPORT**
m-Fin COMPENSATION SUMMARY
5/1/2019 11:21 AM
- REPORT**
m-Fin OUTSTANDING ENCUMBRANCES
4/22/2019 12:31 PM
- REPORT**
eRA Report Usage
4/16/2019 9:19 AM

Quick reference

- Get started
- Overview
- Get started videos
- Sample data
- Support



CU DATA: Employee Compensation

m-Fin COMPENSATION SUMMARY

COMPENSA

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FISCAL YEAR AND ACCOUNTING PERIOD
 FROM * 2019 TO * 2019 Fri May 31 2019
 * 1 -- JUL * 11 -- MAY

EMPLOYEE ID -- EMPLOYEE NAME (HOME DEPT ORG)
 Keywords:
 Type one or more keywords separated by spaces.
 302124 Search Search Prompt Tips

Options

Results:
 302124 RAFFERTY, BRIDGET A
 Insert Remove

Choice:
 302124 RAFFERTY, BRIDGET A

Select all Deselect all

Cancel < Back Next > Finish

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

COMPENSATION SUMMARY
 FISCAL YEAR ACCOUNTING PERIOD: 2017 1 -- JUL
 THROUGH FISCAL YEAR ACCOUNTING PERIOD: 2017 11 -- MAY

POSITION, SPEEDTYPE SUMMARY BY JOURNAL MONTH

Position	Speedtype	Type	FET	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
00699587	61001589 -- LEAD SHORT TERM BRIDGE	Payroll		0.00	0.00	0.00	0.00	0.00	121.51	106.00	127.50	154.01	471.88	500.01	1,480.91
		FET		0.00	0.00	0.00	0.00	0.00	(70.51)	0.00	0.00	0.00	0.00	0.00	(70.51)
63011415 -- FED WORK STUDY	63013053 -- CDC SEARCH	Payroll		0.00	0.00	0.00	0.00	0.00	710.13	619.25	745.00	498.26	0.00	0.00	2,572.64
		FET		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63013619 -- WFUSM SEARCH COHRT.FC	302124 -- RAFFERTY, BRIDGET A	Payroll		0.00	0.00	0.00	0.00	0.00	121.49	106.00	127.50	154.00	471.87	499.99	1,480.85
		FET		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	953.13	831.25	1,000.00	806.27	943.75	1,000.00	5,534.40

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

COMPENSATION SUMMARY
 FISCAL YEAR ACCOUNTING PERIOD: 2017 1 -- JUL
 THROUGH FISCAL YEAR ACCOUNTING PERIOD: 2017 11 -- MAY

POSITION, SPEEDTYPE SUMMARY BY PAY PERIOD END MONTH

Position	Speedtype	Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
302124 -- RAFFERTY, BRIDGET A														
00699587	61001589 -- LEAD SHORT TERM BRIDGE	Payroll	0.00	0.00	0.00	0.00	0.00	114.75	106.00	102.82	335.82	500.00	250.01	1,410.40
	63011415 -- FED WORK STUDY	Payroll	0.00	0.00	0.00	0.00	186.25	896.38	619.25	600.63	270.13	0.00	0.00	2,572.64
	63013053 -- CDC SEARCH	Payroll	0.00	0.00	0.00	0.00	31.87	153.37	106.00	102.81	335.81	500.00	249.99	1,480.85
	63013619 -- WFUSM SEARCH COHRT.FC	Payroll	0.00	0.00	0.00	0.00	31.88	38.63	0.00	0.00	0.00	0.00	0.00	70.51
			0.00	0.00	0.00	0.00	250.00	1,203.13	831.25	806.26	943.75	1,000.00	500.00	5,534.40

Chartfields (FOPPS) and Account Codes

<https://www.cu.edu/controller/accounting-finance/chartfields-attributes>

- Chartfields
- SpeedTypes
- FOPPS
- Fund
- Organization
- Program
- Project
- Sub-Class
- Account Codes

[HOME](#) | [CONTROLLER](#) | [ACCOUNTING & FINANCE](#) | [CHARTFIELDS & ATTRIBUTES](#)

ChartFields & Attributes

Finance System Structure

In the Finance System, blocks of information called ChartFields are joined together in various combinations to identify where to record a transaction.

- [Finance System Values](#)

Account Information

The Account ChartField describes the activity that is being done by identifying the natural classification of the transaction: Asset, Liability, Fund Balance/Net Position, Revenue, Expense, or Transfer.

- [Account Quick Reference Card](#)
- [Chart of Accounts](#)
- [Account Description Abbreviations](#)
- [CORE Crosswalk table](#)

Fund Information

The Fund ChartField identifies the source of the money being received and spent.

- [Expanded Fund Descriptions](#)
- [Fund Transfer Rules](#)

Organization (Org) Information

The Org ChartField identifies the entity (campus, school, department, etc.) receiving or spending the funds.

- Run the [m-Fin Org Tree List report](#) in CU-Data

Program/Project Information

The Program ChartField tracks the financial impact of a distinct activity within an Org during a budget (fiscal) year.

The Project ChartField tracks the financial impact of a specific sponsored activity within the University and is based upon the period of the project (not the fiscal year).

- [Expense Purpose Codes](#)
- [Unrestricted Net Position Designation Descriptions](#)

SpeedType Information

The SpeedType is an 8-digit shortcut for a FOPPS (Fund+Org+Program or Project+optional Subclass) ChartField combination. The first digit of a SpeedType represents the campus, the second and third digits represent the Fund, and the remaining five digits of the SpeedType are randomly assigned.

- [Gift Purpose Codes](#)
- [Gift Purpose Crossover Table](#)

RESOURCES

[Direct Link](#)

[Account Source Code List](#)

RELATED LINKS

[ChartFields & Attributes](#)

[Finance System Values](#)

[Account Quick Reference Card](#)

[Expanded Fund Descriptions](#)

[Account Description Abbreviations](#)

[CORE Crosswalk table](#)

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NEED HELP?

Finance & Procurement Help Desk

- Email: FinProj-help@cu.edu
- Voice: 303.837.2161
- Manager: [Leslie Nitoli](#)

Finance & Procurement Help Chat

[Start Chat Now](#)



Chartfields (FOPPS) and Account Codes

<https://www.cu.edu/controller/accounting-finance/chartfields-attributes>

<https://www.cu.edu/controller/accounting-finance/chartfields-attributes/account-quick-reference-card>

<https://www.cu.edu/controller/accounting-finance/chartfields-attributes/chart-accounts>

Payroll Account Codes --Account Sub-groups:

- Expenses 400000 - 989999
- Faculty salaries & wages 400000 – 402199
- Student faculty salaries & wages 402200 – 402499
- Officer/exempt salaries & wages 402500 – 404999
- Classified staff salaries & wages 405000 – 407499
- Hourly wages 407500 – 409999
- Faculty benefits 418400 – 422209
- Student faculty benefits 422210 – 422499
- Officer/exempt benefits 422500 – 424999
- Classified staff benefits 425000 – 427499
- Hourly benefits 427500 – 429999



Agenda

- HCM Payroll and Paychecks
- Creating CU Funding Entries
- HCM Position and Job Data affect Funding
- Funding Scenarios
- CU Funding Entry Searches
- **CU Funding Success**



Funding for Success

Funding Best Practice

Collaboration

- ✓ HR HCM actions
- ✓ Department & grant administrators

Additional pay –

- ✓ Recurring additional pay in Payroll for North America
- ✓ One time pay to CU Time

CU Time and Funding

CU Time and SpeedType Overrides

- ✓ No SpeedType Validation
- ✓ Rely funding distributions
- ✓ Use the ePAR transaction for one time pay
- ✓ ePAR one time additional pay
- ✓ Limited to one SpeedType in CU Time



Best Practice

- 1st Week (10th)
 - Update funding this MO
- 2nd Week (15th)
 - Clear suspense last MO
- 3rd Week (17-19th)
 - Payroll processes
- 4th Week (i.e., May 23rd)
 - Payroll registers this MO
 - Suspense funding this MO
 - Clear suspense this MO

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM					May	2018
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday	
	1 OC042618 uploads due 5 pm	2 OC042618 process begins 10 am PULL DEADLINE 10 AM: BW 04/21/18	3	4 BW 04/21/18 PAYDAY OC042618 PAYDAY	5 BW PPE 05/05/18 Earn DATES 4/22/18 – 05/05/18 6	
7	8 OC050318 uploads due 5 pm	9 OC050318 process begins 10 am	10 BW uploads due 5 pm	11 Processing BW PPE 05/05/18 OC050318 PAYDAY	12 13	
14 Run Payroll Register BW PPE 05/05/18	15 OC051018 uploads due 5 pm	16 OC051018 process begins 10 am PULL DEADLINE 10 AM: BW 05/05/18	17	18 BW 05/05/18 PAYDAY OC051018 PAYDAY MON uploads due 5 pm Processing MON PPE 05/31/18	19 BW PPE 05/19/18 Earn DATES 05/06/18 – 05/19/18 20	
21 Processing MON PPE 05/31/18	22 Processing MON PPE 05/31/18 NO OFF-CYCLE THIS WEEK *	23 Run Payroll Register MON PPE 05/31/18 NO OFF-CYCLE THIS WEEK *	24 BW uploads due 5 pm	25 Processing BW PPE 05/19/18 NO OFF-CYCLE THIS WEEK *	26 27	
28 <i>Memorial Day Holiday</i> All campuses closed (bank holiday)	29 PULL DEADLINE 10 AM: MON 05/31/18 OC052418 uploads due 5 pm	30 OC052418 process begins 10 am PULL DEADLINE 10 AM: BW 05/19/18	31 MON 05/31/18 PAYDAY			

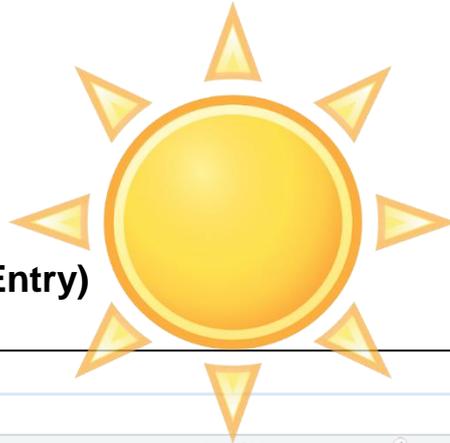
* No off-cycle payroll

Last update 1/31/18



Position Funding Before/After Payroll

Funding Distribution – before payroll (Funding Entry)



CU Position Funding History

Funding Find | View All First 1 of 25 Last

Position Number 00619297 Student Asst II Budget End Date 06/30/18
 Job Code 4102 Student Asst II Department 10025
 Funding Begin Date 07/01/2017 Status Active Eff Seq 0 Date Entered 06/05/2017

Distribution Personalize | Find | First 1 of 1 Last

Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date
1 11043347	News Service	100.000	10	10025	10223			

Return to Search | Notify

Funding Distribution – after payroll (payroll Expense Transfer)

Payroll Expense Transfer

HRGL Request #: VANL000040-20170623-001 Status: Submitted for Approval
 Submitted: 06/23/17 8:36AM Submitted by: Van Leuvan, Nora Lynn
 Completed:

Paycheck Search Criteria

Empl ID* [redacted] Position Number* [redacted]
 Pay Begin Date 01/01/2017 Pay End Date 06/23/2017 Earn Code [redacted] Employee Name Search [redacted] Empl Record # [redacted]
 Include Off-Cycle?: Search for Payroll [redacted]
 Send Notification emails to Original [redacted]

Search Results Personalize | Find | View All | First 1-11 of 11 Last



Funding Resources

HCM Queries (HCM WorkCenter – Resources)

- Position Funding
- Funding Distribution Query
- Funding Suspense (Current/Max Row) Queries
- Personnel Roster
- Payroll Register
- Payroll Register with Accounting Detail
- Paycheck Distribution Query

www.cu.edu/docs

- CU Funding Entries
- Standard Hours
- Managing Funding Suspense

CU DATA

- Employee Compensation
- Encumbrance report

www.cu.edu/hcm-community-training

Payroll Expense Transfer (PET) Lab

[HCM Department Budget Table and Fiscal Year Rollover](#)

[HCM Funding Distribution Basics](#)

[HCM and General Ledger for Payroll](#)

[HCM Faculty Contracts](#)



Thank you for attending. Questions?

Catherine McCoy, CPP
ES Payroll HRGL Specialist
Tel: 303.860.6123
email: Catherine.mccoy@cu.edu

Hcm-community@cu.edu
HCM Help: 303.860.4200

June 4, 2019

FIN

