As fall gears up for the new academic year, HCM professionals can proactively check for HCM data mismatches that can affect payroll funding. Here are a few tips to keep funding from tripping up payroll.

**Tip #1: Use this checklist for funding new positions**

When creating new positions, ensure the following:

- Funding is created for your new position (and department changes) using the HRGL Request
- Position row is approved
- New funding posted
- Funding end dates and project end dates are current
- SpeedTypes and projects are in an active funding status

To confirm, go to CU Position Funding History on the HCM WorkCenter (WorkCenter tab > Position Management > Position Funding History).

**Tip #2: Has your position changed departments? Make sure funding is up to date in the new department**

- Funding is created for the new department using the position HRGL Request
- Position row is approved
- New funding posted to the new department

Go to CU Funding History on the HCM WorkCenter to confirm (WorkCenter tab > Position Management > Position Funding History).

**Tip #3: Funding must exist in this fiscal year. Ensure funding for position departments changes exist in the new fiscal year**

For any payroll from July 2020 through June 30, 2021, there must be at least one funding row with a date on or after 7/1/2020 in the current department. If the row is missing, create a CU Funding Entry for a FY21 funding row effective 7/1/2020 or the first day of the department change (if after 7/1/2020).

Find the form from the HCM WorkCenter (WorkCenter tab > Position Management > Funding Entry).
Tip #4: Does the department match in Position and Job Data?

- Compare these in Position and Job Data areas.
- If Job Data does not match the current position row, check position.
- Ensure the Position Update Incumbents Box is checked, and that the position row is approved.
- Create a new row to update Job Data if needed.

If you experience trouble while approving or reviewing funding, or have additional questions, reach out to hcm_community@cu.edu [3].

Display Title:
Avoid HCM data mismatches that affect funding for payroll
Send email when Published:
No

Source URL: https://www.cu.edu/blog/hcm-community/avoid-hcm-data-mismatches-affect-funding-payroll

Links
[3] mailto:hcm_community@cu.edu