

## **Avoid HCM data mismatches that affect funding for payroll**

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August 18, 2020 by [Employee Services](#) [2]

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.

The screenshot shows the HCM system interface with the 'Specific Information' tab selected. The 'Incumbents' section on the right is highlighted with a red box, showing checkboxes for 'Update Incumbents', 'Include Salary History', and 'Force Update Incumbents'. The 'Max Head Count' field is set to 1. The 'Effective Date' is 02/14/2020 and the 'Status' is Active.

If you experience trouble while approving or reviewing funding, or have additional questions, reach out to [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu) [3].

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