

Catch these common position errors before they disrupt payroll funding ^[1]

June 22, 2023 by [ES and UIS Communications](#) ^[2]

As hiring for the new academic year begins, payroll liaisons should proactively check for HCM data mismatches that can affect payroll funding for new hires. Here are a few tips to keep funding from tripping up payroll.

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

1. When creating new positions, after clicking SAVE, use the HRGL Request to enter funding for the new position.
2. Make sure that SpeedTypes and projects are active.
3. Add a new funding row to update expired funding and project end dates.
4. After the position row is approved, confirm that funding posted by using the **Position Funding History** in the HCM WorkCenter.

Tip #2: Are you hiring into an existing position that is vacant?

Use **Position Funding History** in the HCM WorkCenter to confirm that funding is current and accurate before hiring the new incumbent.

Use the **CU Funding Entry** form to update funding on a vacant position. Changes can be effective any time during the vacant period (including prior payroll periods).

[LIGHTBULB ICON] Was the position created before July 1 (in FY23) for a hire date on or after July 1 (in FY24)? Make sure funding exists in both fiscal years. A July 1 row must be created or payroll in the new fiscal year will go to suspense.

After the incumbent is hired, effective dates can only be entered for current and future pay periods.

Tip #3: Has your position changed departments? Create funding for the new department.

Use changing the department for the affected position. After clicking SAVE, use the HRGL Request to enter funding for the new department.

After the position row is approved, use Position Funding History in the HCM WorkCenter to verify that funding posted with the new department.

Tip #4: Funding must exist in this fiscal year. Ensure funding for new positions and new departments exist in the new fiscal year.

The DBT Roll Forward copies the most current funding row for each position in FY23 to a new funding row effective July 1. After the DBT Roll Forward is complete, if you create a new position or change a department for a position that has an effective date before July 1, another row must be added manually to create a row for FY24 effective July 1.

Use the **CU Funding Entry** to create a funding row effective July 1, 2023 to continue funding into the new fiscal year.

Tip #5: Does the department match in both position and job data?

When reviewing position and job data details, if the department does not match in both position and job data, add a row to position data to update the department.

When updating the department on the position panel, make sure the “Update Incumbent” box is checked.

After the position row is approved, a row will be created in Job Data with the new department. Always confirm that Job Data actually updated with the new department before the next payroll processes, or payroll will go to suspense.

The screenshot shows the 'CU Position Data' form with the 'Specific Information' tab selected. The 'Incumbents' section is highlighted with a red box, showing the following options:

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

Need extra help?

If you have additional questions or issues with funding entries, you can find HR/GL resources here on the [Funding Entry page of HCM](#). [3]

You can also email hcm_community@cu.edu [4] or System.HRGL.Team@cu.edu [5] for additional help.

[Position Funding](#) [6], [Position Queries](#) [7], [HRGL](#) [8], [payroll](#) [9], [funding](#) [10], [Funding Entry](#) [11], [Funding Suspense](#) [12]

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