

When processing ePAR transactions and funding entries, remember these 8 guidelines ^[1]

September 13, 2017 by [Employee Services](#) ^[2]

Processing ePAR transactions? Complete them successfully by ensuring you are aware of these 5 rules:

1. Review the most current **position** date. The position effective date must be at least one day prior to the date of the ePAR transaction.
2. The **position** must be in an approved status.
3. The most current **job data** row must have the same or earlier effective date than the ePAR transaction.
4. The most current position **funding** row must have the same or earlier effective date than the ePAR transaction.
5. If the ePAR transaction effective date belongs to a completed pay period, update the funding in the ePAR transaction and do not use a new funding entry page.

Funding entry reminders

When making funding entries, remember these 3 tips:

1. When creating a new position or changing a position's department, a Funding Entry page will launch upon clicking **Save**. This page will default to the date of the position change, regardless of the current pay period. This is your one-time opportunity to backdate funding (the error check is removed).
2. When updating funding using the funding entry page, only the **current** pay period may be updated.
3. When payroll has completed in the current month, no new funding entries can be made for that month. The new funding effective date must reflect the new pay period.

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