

CU 8.9 HRMS Step by Step Guide

Change Current or Future Funding Distribution - Organizational Development Module

Overview: This guide provides instruction on changing or deleting current or future funding distributions for a position. Three specific corrections will be covered in this guide:

1. Delete a newly added funding row
2. Change current or future funding distribution data
3. Delete entire funding distribution for a current or future funding begin date

The two principles for changing current or future funding are:

- If a funding distribution is in **Proposed** status, data may be corrected or deleted **without adding a new funding row**.
- For **Approved** funding distributions, **adding a new funding row is required** to change or delete any data in these rows.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to the Funding Distribution page

- Organizational Development
- Position Management
- Maintain
- Positions/Budgets
- Funding Distribution



2. Funding Distribution search page displays

- Enter one or more of the search fields
- Click Search
- If fields other than Position Number are used, multiple search results may display. Click on the desired position to open the Funding Distribution page.

Funding Distribution

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

Find an Existing Value

Position Number:

Business Unit:

Department:

Job Code:

Reports To Position Number:

Correct History

[Basic Search](#)

3. Funding Distribution page displays

The following scenarios explain the three types of corrections that may be made to funding distributions for current or future funding begin dates.

SCENARIO 1 – Delete a Newly Added Funding Row

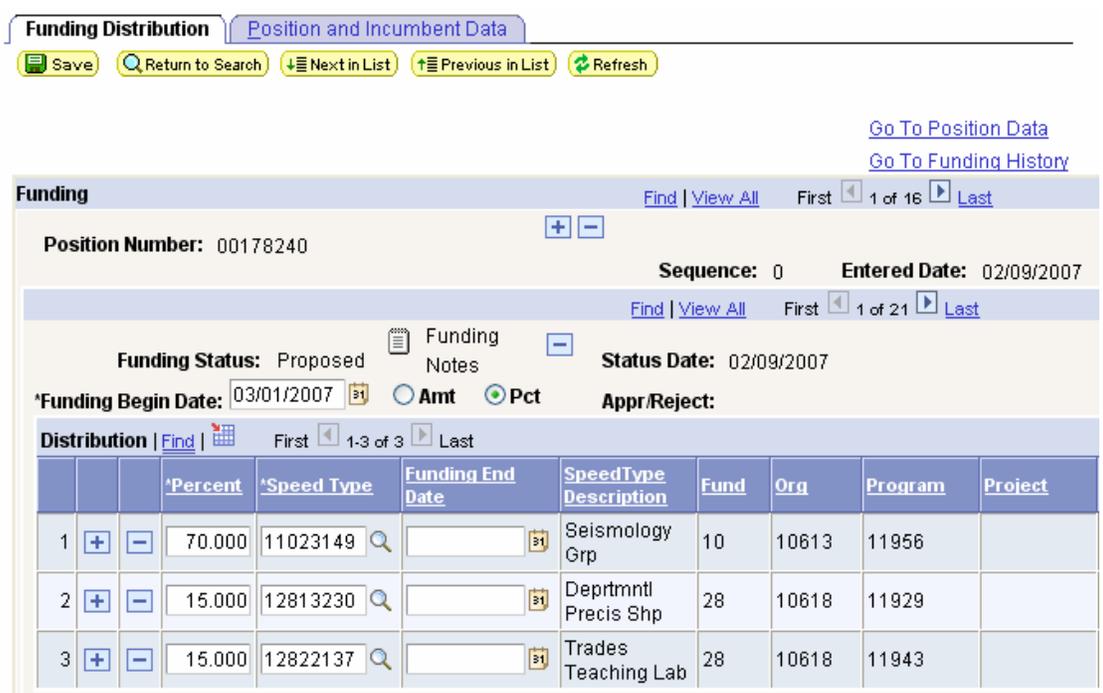
Delete function may only be used on the **same day** that the funding row was added.

For this scenario only: Funding rows can be either in Approved or Proposed status.

Do not delete the first funding row created for a NEW position.

- Click the  button at the top of the page, in the Funding section

- Click 



Funding Distribution | **Position and Incumbent Data**

Save | Return to Search | Next in List | Previous in List | Refresh

[Go To Position Data](#)
[Go To Funding History](#)

Funding Find | View All First 1 of 16 Last

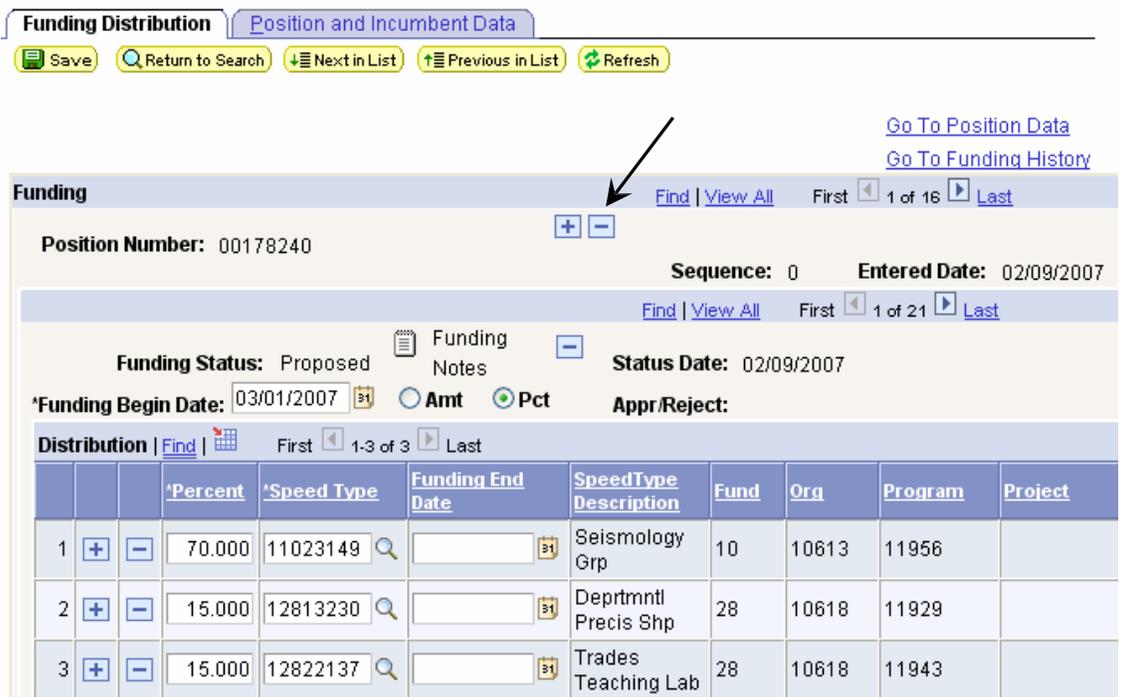
Position Number: 00178240 Sequence: 0 Entered Date: 02/09/2007

Funding Status: Proposed Funding Notes Status Date: 02/09/2007

*Funding Begin Date: 03/01/2007 Amt Pct Appr/Reject:

Distribution Find First 1-3 of 3 Last

		*Percent	*Speed Type	Funding End Date	SpeedType Description	Fund	Org	Program	Project
1		70.000	11023149		Seismology Grp	10	10613	11956	
2		15.000	12813230		Deprtmntl Precs Shp	28	10618	11929	
3		15.000	12822137		Trades Teaching Lab	28	10618	11943	



Funding Distribution | **Position and Incumbent Data**

Save | Return to Search | Next in List | Previous in List | Refresh

[Go To Position Data](#)
[Go To Funding History](#)

Funding Find | View All First 1 of 16 Last

Position Number: 00178240 Sequence: 0 Entered Date: 02/09/2007

Funding Status: Proposed Funding Notes Status Date: 02/09/2007

*Funding Begin Date: 03/01/2007 Amt Pct Appr/Reject:

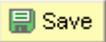
Distribution Find First 1-3 of 3 Last

		*Percent	*Speed Type	Funding End Date	SpeedType Description	Fund	Org	Program	Project
1		70.000	11023149		Seismology Grp	10	10613	11956	
2		15.000	12813230		Deprtmntl Precs Shp	28	10618	11929	
3		15.000	12822137		Trades Teaching Lab	28	10618	11943	

SCENARIO 2(a) – Correct Current or Future Funding Distribution Data in PROPOSED status

Funding may only be corrected if the funding begin date is for a **current or future pay period**.

Not necessary to add a new funding row - information may be corrected by typing over data in open data fields

- Correct data as needed
 - à Funding Begin Date
 - à Percent/Amount
 - à SpeedType
 - à Funding End Date
- Add or Remove rows by clicking the buttons in the distribution section
- Click 

Funding Distribution | Position and Incumbent Data

Save | Return to Search | Next in List | Previous in List | Refresh

Go To Position Data
Go To Funding History

Funding Find | View All First 1 of 16 Last

Position Number: 00178240 Sequence: 0 Entered Date: 02/09/2007

Funding Status: **Proposed** Funding Notes Status Date: 02/09/2007

*Funding Begin Date: 03/01/2007 Amt Pct Appr/Reject:

Distribution Find 1-3 of 3 Last

	*Percent	*Speed Type	Funding End Date	SpeedType Description	Fund	Org	Program	Project
1	70.000	11023149		Seismology Grp	10	10613	11956	
2	15.000	12813230		Deptmntl Precis Shp	28	10618	11929	
3	15.000	12822137		Trades Teaching Lab	28	10618	11943	

Funding Status: Approved Funding Notes Status Date: 02/09/2007

*Funding Begin Date: 09/01/2005 Amt Pct Appr/Reject:

Distribution Find 1-3 of 3 Last

	*Percent	*Speed Type	Funding End Date	SpeedType Description	Fund	Org	Program	Project
1	87.500	11023149		Seismology Grp	10	10613	11956	
2	5.000	12813230		Deptmntl	28	10618	11929	

SCENARIO 2(b) – Correct Current or Future Funding Distribution Data in APPROVED status

Funding may only be corrected if the funding begin date is for a **current or future pay period**.

- Click  in the Funding section to add a new funding row

Funding Distribution | Position and Incumbent Data

Save | Return to Search | Next in List | Previous in List | Refresh

Go To Position Data
Go To Funding History

Funding Find | View All First 1 of 3 Last

Position Number: 00678985 Sequence: 1 Entered Date: 01/23/2007

Funding Status: **Approved** Funding Notes Status Date: 02/09/2007

*Funding Begin Date: 03/01/2007 Amt Pct Appr/Reject:

Distribution Find 1 of 1 Last

	*Percent	*Speed Type	Funding End Date	SpeedType Description	Fund	Org	Program	Project
1	100.000	51039634		PBS Tax Mgmt	10	51006	10007	

The new row will have a default begin date for the current payroll period, which can be updated.

If the new funding row is not needed, click the  button by the Funding Notes icon to remove it.

Any current or future funding will now be in **Proposed** status, and the funding details may be updated as needed.

- Correct data as needed
 - à Funding Begin Date
 - à Percent/Amount
 - à SpeedType
 - à Funding End Date
- Add or Remove rows by clicking the   buttons in the distribution section
- Click 

Funding Distribution
Position and Incumbent Data







[Go To Position](#)
[Go To Funding](#)

Funding
[Find](#) | [View All](#)
First  1 of 4

Position Number: 00678985

Sequence: 0
Entered D

Funding Status: Proposed
 Funding Notes 

***Funding Begin Date:** 01/01/2007 
 Amt Pct
Status Date: 02/09/2007

Appr/Reject:

Distribution | [Find](#) | 
First  1 of 1  Last

		*Percent	*Speed Type	Funding End Date	SpeedType Description	Fund	Org	Program
1	 	100.000	51039634 		PBS Tax Mgmt	10	51006	10007

FundingStatus: Proposed
Status: Proposed
 Funding Notes 

***Funding Begin Date:** 03/01/2007 
 Amt Pct
Status Date: 02/09/2007

Appr/Reject:

Distribution | [Find](#) | 
First  1 of 1  Last

		*Percent	Est Amount	*Speed Type	Funding End Date	SpeedType Description	Fund	Org
1	 	100.000		51039634 		PBS Tax Mgmt	10	51006

SCENARIO 3 – Delete an entire funding distribution (for current or future begin dates)

Funding may only be deleted if the funding begin date is for a **current or future pay period**

Not necessary to add a new funding row for **Proposed** distributions.

A new funding row is required for Approved distributions (this action places all current and future distributions in Proposed status).

- To remove all funding rows for this Funding Begin Date, click the Delete button next to the Funding Notes icon

 Funding Notes  **Status Date**

Click 

Funding Distribution
Position and Incumbent Data

 Save
 Return to Search
 Next in List
 Previous in List
 Refresh

[Go To Position Data](#)
[Go To Funding History](#)

Funding
Find | View All
First
1 of 16
Last

Position Number: 00178240
Sequence: 0
Entered Date: 02/09/2007

Find | View 1
First
1-21 of 21
Last

Funding Status: Proposed  Funding Notes 

*Funding Begin Date: 03/01/2007  Amt Pct **Status Date:** 02/09/2007

Appr/Reject:

Distribution | Find |  First 1-3 of 3 Last

	*Percent	*Speed Type	Funding End Date	SpeedType Description	Fund	Org	Program	Project
1	70.000	11023149		Seismology Grp	10	10613	11956	
2	15.000	12813230		Deprtmntl Precis Shp	28	10618	11929	
3	15.000	12822137		Trades Teaching Lab	28	10618	11943	

Funding Status: Approved  Funding Notes 

*Funding Begin Date: 09/01/2005  Amt Pct **Status Date:** 02/09/2007

Appr/Reject:

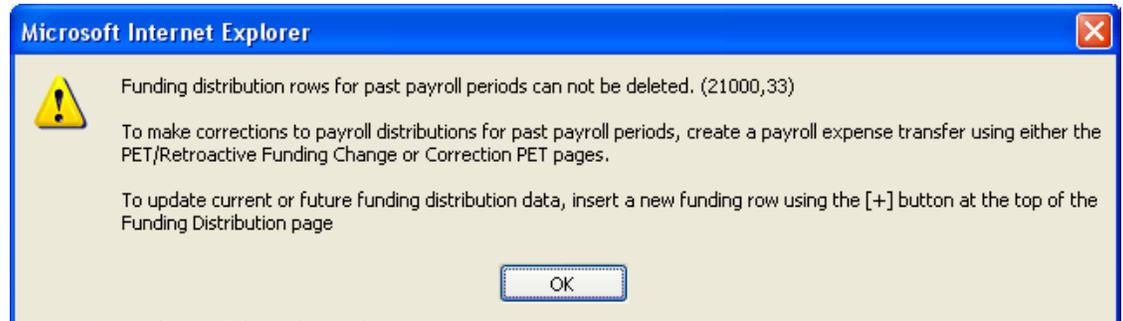
Distribution | Find |  First 1-3 of 3 Last

	*Percent	*Speed Type	Funding End Date	SpeedType Description	Fund	Org	Program	Project
1	87.500	11023149		Seismology Grp	10	10613	11956	
2	5.000	12813230		Deprtmntl	28	10618	11929	

4. Troubleshooting

- See the Step-By-Step guides available for **PET/Retroactive Funding Change** and **Correction PET** and for more information on these options.

- An error message will display if a user attempts to delete a funding string or any portion of a funding distribution for a payroll period that has already been processed.
- The same message will display if a user attempts to delete any portion of a current/future funding distribution that is Approved.



Change Current or Future Funding Distribution complete
See page 7 for additional funding tips

HRMS Tips for using Funding Distribution

The screenshot shows the HRMS interface for Funding Distribution. At the top, there are tabs for 'Funding Distribution' and 'Position and Incumbent Data'. Below the tabs are buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', and 'Refresh'. A red callout box labeled 'Add new funding row' points to a '+' button in the 'Funding' section. Below this, there are fields for 'Position Number: 00508108', 'Sequence: 1', and 'Entered Date: 07/22/2004'. There are also links for 'Go To Position Data' and 'Go To Funding History'. A red callout box labeled 'Remove funding with current or future funding begin date' points to a '-' button in the 'Funding Notes' section. Below this, there are fields for 'Funding Status: Approved', 'Status Date: 07/18/2002', and 'Appr/Reject: Affleck, Lisa C'. There are also radio buttons for 'Amt' and 'Pct', and a date field for 'Funding Begin Date: 07/01/2002'. A red callout box labeled 'Add/Remove distribution row' points to '+' and '-' buttons in the first row of a table. The table has columns for 'Distribution', 'Percent', 'Speed Type', 'Funding End Date', 'SpeedType Description', 'Fund', 'Org', 'Program', and 'Project'. The first row contains the values: 1, 100.000, 51039635, and 'PBS Finance/Op'.

- For a **NEW position**, Funding Begin Date must equal position effective date.
- Add a new Funding Row for **each Funding Begin Date**.
- Entered Date** is the date the funding was added. The first row added on this day will always be **Sequence 0**. Any additional rows added on the same day will increase the sequence number by 1 for each row entered. Rows entered on following days will have an updated Entered Date, and the Sequence will start at 0 again.
- Correct or Update Current/Future Funding** –
 - If funding for a current or future payroll period is in **Proposed status**, type over the existing data **without adding an additional Funding row**, and resave. If desired, the entire funding row for a current/future funding begin date may be **removed entirely** by clicking the Delete button by the Funding Notes icon.
 - For an **Approved** current or future funding distribution, **add a new Funding row**. The distribution will then display in Proposed status. Type over the existing data, add/remove rows as needed, and resave. (Note: this process will insert an additional funding row. If the row is not needed, delete it.)
- Payroll Expense Transfers with Retroactive Funding Changes (PETR and PETP)** – the PET process will add a new funding row to the most current Entered Date, and the Sequence will be increased. This is the only situation where the Entered Date will not be updated to reflect the date the row was added to the funding page.
- Funding strings** – each new Funding Row adds to the top of the previous funding components, to create a new funding string. When funding is added, **any funding distribution with a begin date in current or future payroll periods will be saved in Proposed status**. However the underlying components of the Funding String will retain their original approval status. The system no longer assigns a proposed status to the entire funding string when a row is added, nor is the whole string approved when one component is approved.
- No Action Taken** – this status is assigned to any current funding components that are not approved before the current payroll is processed. Once in No Action Taken status, the funding row can not be approved by anyone, including ES staff.