

# Human Capital Management: Step-by-Step Guide

#### **Entering a Funding Distribution Change – Department Budget Table**

This guide describes the process for entering a Funding Distribution Change using an ePAR Pay Action.

Before you begin, here are a few tips:

- Che magnifying glass is called a look up and displays search results for you to select valid field values.
- Mathematical Structure
   The book and checkmark lets you spell check text boxes.
- The trashcan lets you remove an item.
- The down arrow lets you hide, or collapse, sections you do not want to view.
   Click the arrow to expand the section.

#### **Beginning the Transaction**

- 1. Navigation: Main Menu> Smart Solutions> Document Framework> Document Collection.
- 2. Select the Smart ePAR Pay Action tab.
- 3. Under ePAR Dept Budget (Funding Changes Only), click Add.



## Step 1: Dept. Budget Selection

1. Enter your Search Criteria:

4 8 - 8-	-010 0-10-1-1	Balantine.			
Transactio	n Details	Selection			
PAR Action:	Department Budget	Action:	Earnings Distribution Change	Document ID:	ePAR Dept Budget
Request ID:	NEXT	Reason Code:		Document Instance:	9
ePAR Status:	Initial	Effective Date:	09/03/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		
Department: Fiscal Year: Position Numbe Search	Q er: Q Ctear				
T Audit Deta	its				
Entered By:				Updated By:	
				Updated On:	

- 2. Click Search.
- 3. Verify the information is correct.

Collaborate Attach Process						
Create ePAR Dept Bud	get Request					
Step 1 of 3: ePAP - Dept	Budget Selection					
Transaction Details	Dudget Selection					
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PAR Action. Department Bud	per Action.	Carnings Distribution Change	Document ID.	ePAR Dept Budget		
Request ID: NEXT	Reason Code:		Document Instance:	<u>0</u>		
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	Effective Seq:	0				
<ul> <li>Search Criteria</li> </ul>						
Department: 10112 Fiscal Year:	Q Museum-Administ	ration				
Position Number: 00611999	Q Professor					
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0 0 10112	2010	00011999	Pre-	100001		
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3 10112	1	00011999	PIO	lessor		
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V Audit Details						
Entered By:			Updated By:			
Entered On:			Updated On:			

4. Make sure the select checkbox appears selected for your position:

Searc	ch Results		Personalize   Find   🖾   🌆 🛛 First 🕚 1-363 of 363	3 🕑 Last	
	Department	Fiscal Year	Position	Descr	
39	51000	2016	00706444	Business Services Senior Prof	^
40	51000	2016	00707164	Project Manager	
41	51000	2016	00708475	Business Services Program Mgr	

5. Click Next. Next

### Step 2: Dept. Budget Collection Current Data

- 1. From the Action list, select Earnings Distribution Change.
- 2. If you are changing the funding as of the Effective Date shown under Dept Budget Current Info section (otherwise proceed to the next step):
  - a. From the Reason list, select Change Funding.
  - b. Select the Effective Date checkbox.

	on Details											
PAR Action:	: Department Budget Action:			Earnings Distribution Change			Document ID:		ePAR Dept Budget			
Request ID:	NEXT		Reason	Code: C	hange Fu	nding		Document Instan	ce:	0		
ePAR Status:	Initial		Effective	e Date: 09/03/2015 e Seq: 0				Document Status:		Initial / Add Entry		
Departme	nt Budget	Details										
Department:	10112		Dept. Title:		Museur	m-Administratio	on	Last Personne	Action:			
Position:	00611999 Historical	PARs	Name:Pos	ition Title:	Profes Pendin	sor gePARs		Last Transaction Date:				
Fffective D	ate: 07/01/	2015 Effsea: 0	Budget	Level Ca	p:		F	Personalize   Find	2 🔜	First	(1.2 of 2 (k)   art	
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- 3. If you are changing the funding and require a different Effective Date:
  - a. From the Reason list, select New Effective Date.
- 4. Click Next. Next
- 5. If you selected **New Effective Date**, click the **Add New Effective Date Funding** button, and then enter the new date.

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					Previous							

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 Revised: February 11, 2016 | Prepared by: Employee Services

# Step 3: Dept. Budget Collection New Data

If you selected the Amt option, the following fields become editable:

- Budget Amount
- Department
- SpeedType

Save Collaborate Attach Process	, 								
Create ePAR Dept Budge	Request								
Step 3 of 3: ePAR Dept Bud	get Collection New data								
Transaction Details									
PAR Action: Department Budget	Department Budget Action: Earnings Distribution Change		Docum	ent ID:	ePAR Dept	Budget			
Request ID: NEXT	Reason Code: Change	Funding	Docum	ent Instance:	<u>0</u>				
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			Previous						
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If you selected the **Pct** option, the following fields become editable:

- Department
- SpeedType
- Distribution %

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# Step 4: Saving and Submitting the Transaction

1. Complete your changes, and click **Save** from the top left corner.

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You will receive your ePAR Document number:

	ePAR DBT0000038 has been saved successfully Click OK to return to the transaction
2.	Click OK.
3.	Click Submit.