Commitment Accounting - Entering Earning Code Specific Funding

Overview

Funding Positions for Special Earning Codes uses the Department Budget Table to specify certain Earnings Codes and distributes them to different combo codes. For instance, if a position has consistent OVL (Faculty Overload) that the institution wants to be distributed to a combo different than regular earnings. This can be achieved by entering this Earnings Code on the Department Budget Table with the combo code of choice.

Considerations

Listed below are some considerations needed for the Department Budget Table when entering Earning Code Specific funding:

1. Position has been created in Position Management.
2. User must have security role to be able to add/insert rows in Department Budget Table.
3. Effective Dates should reflect the beginning of the pay period the funding becomes valid.
4. Each earning code distribution must equal 100%.
5. Deduction and Tax distribution will follow the funding set up on the Department Budget Earnings page unless specified differently.
   a. Deduction and Tax distribution will be based on a percentage of the earning code to the total amount of earnings.

Assume an employee had $1,000 of earnings (REG = 900 and OVL = 100) and the Department Budget Table is updated to reflect a different Combo Code for the OVL earning code. The Deduction and Tax distribution will be split 90%/10% for the combo codes related to REG and OVL.
Prerequisites

The following information will be needed prior to entering information on the Department Budget Earning page:

1. Institution Set Id
2. Department ID
3. Fiscal Year
4. Position Number
5. Effective Date for funding to start.
6. Earning Code(s)
7. Combo Code(s) applicable
8. Distribution % for each Earning Code input.

**NOTE:** Refer to Multiple Components of Pay (MCOP) Job Aid for reference to earnings that are set up on Job Data and Job Distribution pages. In addition, refer to the Non-Standard and Supplemental Pay Matrix for additional information related to these type of payments. It is important to remember, coordination between Human Resources, Payroll and Commitment Accounting departments is essential.
Entering Earning Code Specific Funding

**Navigation**

*Navigation: NavBar: Navigator > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA*

1. Click the Find an Existing Value tab.

2. Enter the Set ID, Fiscal Year and Position Number.
3. Click the Search button.

4. Click the Dept Budget Earnings tab.
5. Click the Plus (+) in the Level section to insert an effective dated row.

6. Enter the Effective Date that this change should take effect.
7. Click the Plus (+) in the Earnings Distribution to add another distribution row.

8. Enter the appropriate Earnings Code in the Earnings Code field.
9. Enter Sequence “1” in the Sequence Number Field. (*The first row Earnings Code is left blank. It is the default Earnings Code.)

10. Press Tab.

11. Enter a Distribution Percent “100”.
12. Click the Combination Code Description tab.

![Diagram of the combination code selection process]

13. Click the Chartfield Details link.

![Diagram of the chartfield details page]

14. Click the magnifying glass to select the institution specific combo code for this position and distribution.
15. Click the OK button.

16. Click the Save button.
Note: If you have entered an effective date prior to the current date, this message will appear to ask if you want to trigger a Budget Retro Distribution record. If you do, click “Yes” else click the “No” button.

NOTE: Earning codes that require multiple combo codes for distribution can be added by inserting a row and entering the same Earning Code in the “Earning Code” field, assign a new combo code and put the appropriate percentage in the “Distribution %” field. As discussed previously, the percentages entered for each earning code, must total 100%.

Below is an example with multiple earning codes and multiple combo codes for illustration. (Reminder, the Blank entry must also equal 100%)