Overview/Description

Position Management in Manager Self Service (MSS) is completed through the MSS > Manage Positions tile. Using this tile, managers can:

- Request a new position.
- Request a new position by cloning an existing position.
- Change details of an existing position.
- Inactivate a position.
- Reactivate a position.
- Change position funding.
- Access position-related queries.

This job aid provides the steps necessary to add or change position funding.

Prerequisite(s)

- Access to the Manage Positions tile requires an employee to have a manager security role (BOR Manager).
- New departments must be entered in Finance and HCM.
- Combo codes using a new department chartfield must be entered in Finance and loaded to HCM via the BUD003 process.
- If you are adding funding to a new position, the effective date must be the same date as the position effective date.

Instructions

Navigation

The Manage Positions tile is available under Manager Self Service.
1. Change Position Funding.
   a. Click **Change Position Funding** on the **Manage Positions** landing page.
   b. Enter the following information:
      - **Set ID**
      - **Department** – Optional.
      - **Position Number**
      - **Effective Date**
      - **Fiscal Year** – Enter the fiscal year that corresponds with the effective date.
   c. Click **Add**.
2. View Current Incumbents and Information.
   
a. The search criteria will display at the top of the screen. Incumbents will be listed under the **Current Incumbents** section followed by the current distribution and effective date. Remember, if this is a vacant position or a position that has not been previously funded, these fields will be blank.
   
b. Click **Chartfield Details** under **Current Information** to view individual chartfields. To review fringes or the fringe redirection group, click the **Fringe** tab.

   
a. Under **New Distribution**, enter or select an **Earnings Code** (If you are entering funding for “REG” only, leave the **Earnings Code** blank).
   
b. Click **Chartfield Details** under **New Distribution**.
c. The current distribution (if there is one) defaults.

d. Enter the new **Combination Code** to fund this position. If you do not know the combo code, but know at least one chartfield, click **Search**.

e. Click **Clear** to clear the existing combo code.

f. Enter the chartfield that you know in the appropriate field.

g. Click **Search**, a list of combo codes with that specific chartfield will display.

h. Select the one you want to fund this position.
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i. The new combo code is filled in from the search, click OK.

j. The combo code selected is listed under **New Distribution**.

k. Enter the **Percent of Distribution** for the combo code.

![New Distribution Table]

### Notes:

- To split fund any earnings line, click the plus sign "+" at the end of the line and enter a new combo code and percent.

- You are able to add Earnings Codes such as OVT, SUM, etc. and choose the combo code that you want these specific earnings codes to distribute.

- If you pick a combo code with a grant, the **Funding End Date** will display under **New Distributions**.

- If you pick a combo code with an expired grant, you will get the following message:

  ![Message]

  Please select a Combination Code with a funding end date greater than the transaction effective date.

  ![OK Button]

  ChartField Details
 
l. Enter comments (optional).

m. Click **Submit**.

  **Note:** Once approved, this will post to Department Budget Earnings.