

Entering Position Funding for Specific Earning Codes

Introduction

User Role	BOR_CA_ADMINISTRATOR BOR_CA_MANAGER BOR_CA_ANALYST
Responsibility/Role	Institution
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Commitment Accounting (CA) – Entering Position Funding for Specific Earnings Codes Trigger(s): New Position, Invalid Funding, Pre-Distribution Audit Report, Suspense Correction

Concept: The Department Budget Table controls the distribution by combo code, percent of distribution, fiscal year, and effective dates of changes by position. The Department Budget Table also allows for Fringe Group exclusion and redirect, specific earning code distribution, and deduction and taxes reallocation.


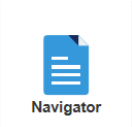





The “Correct History” mode will only be granted to specific security roles.

Assumptions:	<ul style="list-style-type: none"> Position has been created in Position Management If the Specific Earnings Codes are included in Base Pay, they are entered in Job Earnings Distribution (a screenshot is at the end of this procedure for reference only).
Dependencies/Constraints:	<ul style="list-style-type: none"> User must have security role to be able to add/insert rows in Department Budget Table.



Procedure

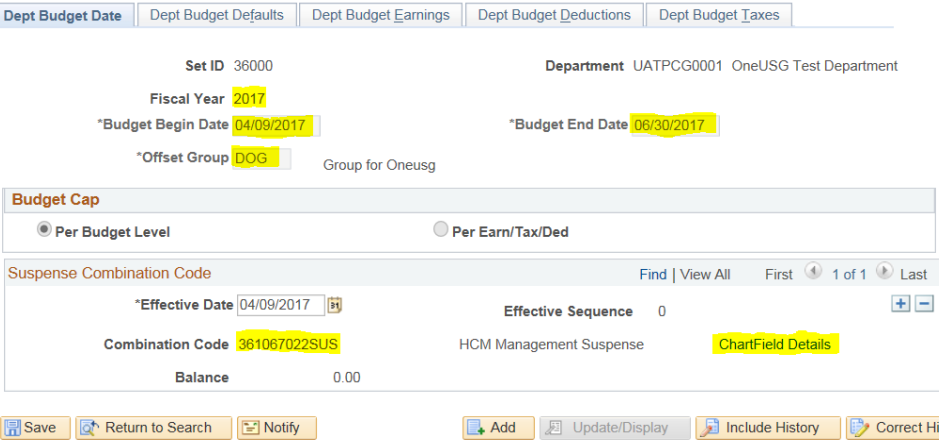

For this topic, you have an employee in a position that has specific earnings codes as part of base pay.

Step	Action
1.	Click the Navigation link. 
2.	Click the Navigator link. 
3.	Click the Set Up HCM link. 
4.	Click the Product Related link. 
5.	Click the Commitment Accounting link. 
6.	Click the Budget Information link. 
7.	Click the Department Budget Table USA link. 

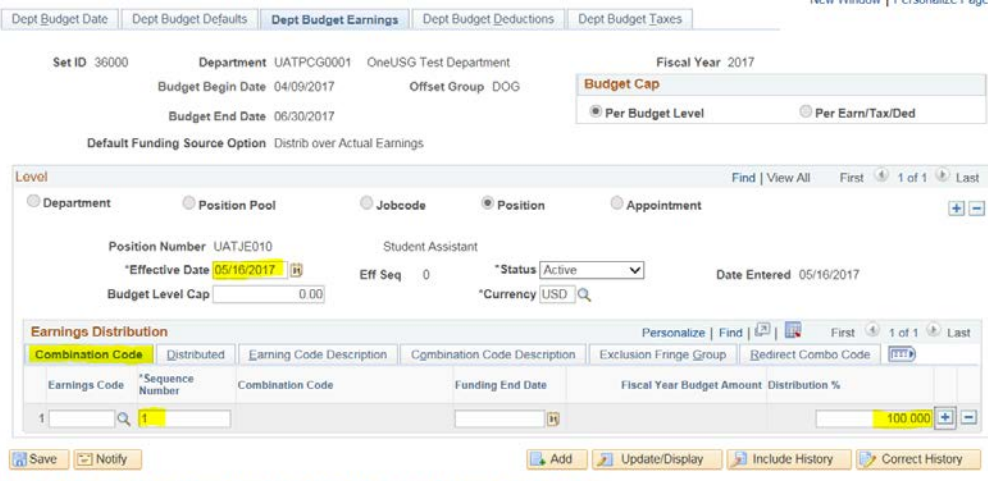


Step	Action
8.	<p>The only required fields on this page if funding is already set up is the SetID and Position Number.</p> <p>In the event that you are entering NEW funding for a position, you will need to enter, SetID, Department, Fiscal Year, Budget Level, and Position Number as shown below.</p> <p>Department Budget Table USA</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>Set ID = <input type="text" value="36000"/> </p> <p>Department begins with <input type="text" value="UATPCG0001"/> </p> <p>Fiscal Year = <input type="text" value="2017"/></p> <p>Budget Level = <input type="text" value="Position"/></p> <p>Position Pool ID begins with <input type="text"/> </p> <p>Job Code Set ID begins with <input type="text"/> </p> <p>Job Code begins with <input type="text"/> </p> <p>Position Number begins with <input type="text" value="UATJE007"/> </p> <p>Empl ID begins with <input type="text"/> </p> <p>Empl Record = <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p>Search Clear Basic Search Save Search Criteria</p>
9.	<p>Click Search.</p> <p>Search</p>

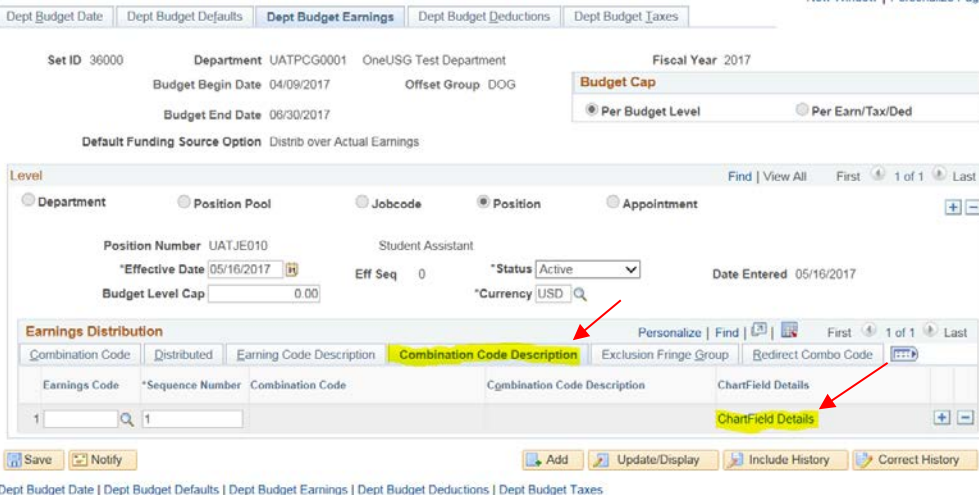
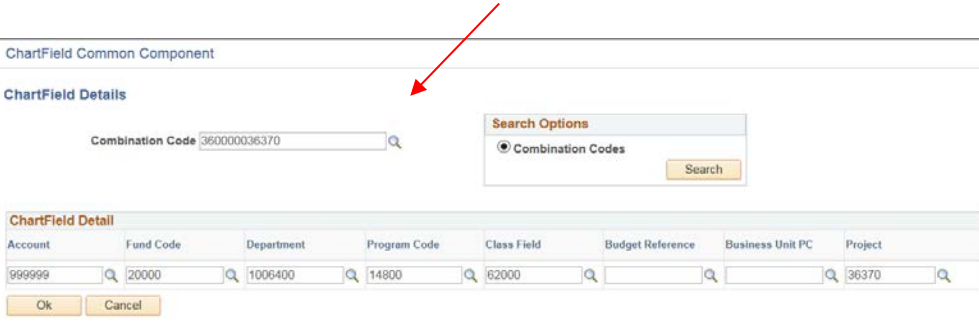


Step	Action
10.	<p>Verify on the Dept Budget Date tab that the Fiscal Year, Budget Begin and End dates, Offset Group, and the Suspense Combination Code is completed. You may need to fill these in the first time you enter funding on the Department Budget Table. They should default thereafter.</p> 
11.	<p>Click the Dept Budget Earnings tab.</p> 


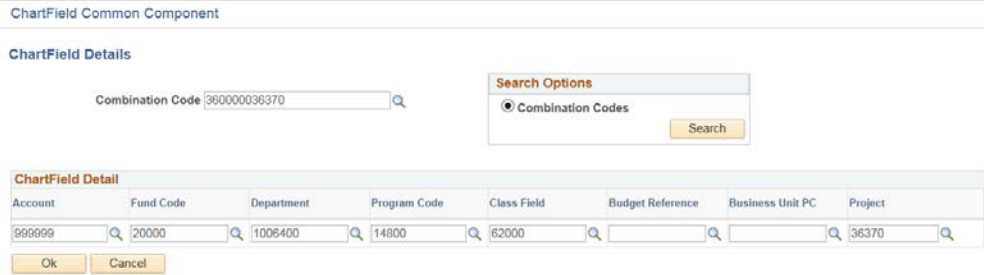
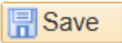


Step	Action
12.	<p>Click on the Combination Code tab under the Earnings Distribution at the lower part of the screen.</p> <ul style="list-style-type: none"> • Verify the effective date is equal to the date the Position was created. • Enter Sequence "1" in the Sequence Number Field. If this position was split funded, this would still be sequence 1 but the distribution percent would be different. 



Step	Action
13.	<p>Click on the Combination Code Description tab under the Earnings Distribution at the lower part of the screen.</p> <p>Click on the Chartfield Details link to select the combo code to which this position will be distributed.</p> 
14.	<p>Click on the magnifying glass to select the institutions specific combo code for this position and distribution.</p> 
15.	Click ok.



Step	Action
16.	<p>Click on the Combination Code tab. Click the "+" sign to add another row. Enter the earnings code that you would like to add to this position, the sequence number would be "1", and the distribution would be 100. If this is part of the base pay, then the actual distribution percent of the base would be defined in the job earnings distribution in the job panel.</p> 
17.	Click on the Chartfield Details link.
18.	<p>Click on the magnifying glass to select the institutions specific combo code for this position and distribution.</p> 
19.	Click ok.
20.	Click Save. 
21.	Congratulations. You have just completed the Position Funding topic. - End of Procedure.

