

# Procedures for Funding Positions

Prior to processing PRFs (Position Request Forms) and PARs (Position Action Requests), Departments need to:

1. Check that the proper budget nodes have been set up for the appropriate cost center in the PeopleSoft Finance (GL) side.
2. Check that the position has been set up correctly in the Department Budget Table in HR.

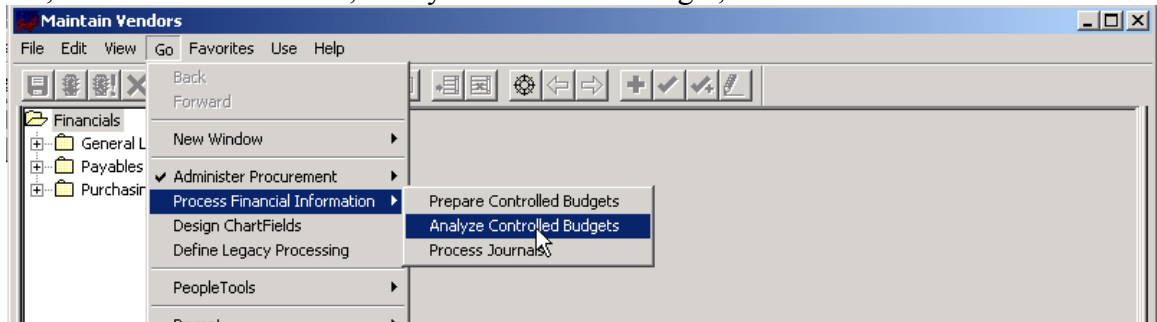
\*\*\*\*\*

## Checking Budget Nodes in Finance

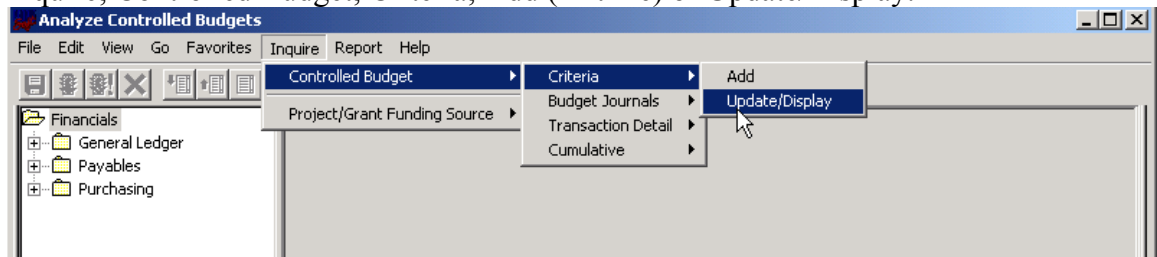
In order for salary and wage expenses to hit a cost center, a zero budget has to be set up for the appropriate budget node for the designated cost center. The cost center that a position is going to be assigned to has to have B5006 (Salary and Wage) set up as well as B5007 (Fringe Benefit) for local cost centers.

The check for funding on the PS finance side is as follows:

1. Log into PS Finance Production.
2. Go; Process Financial Info; Analyze Controlled Budget;

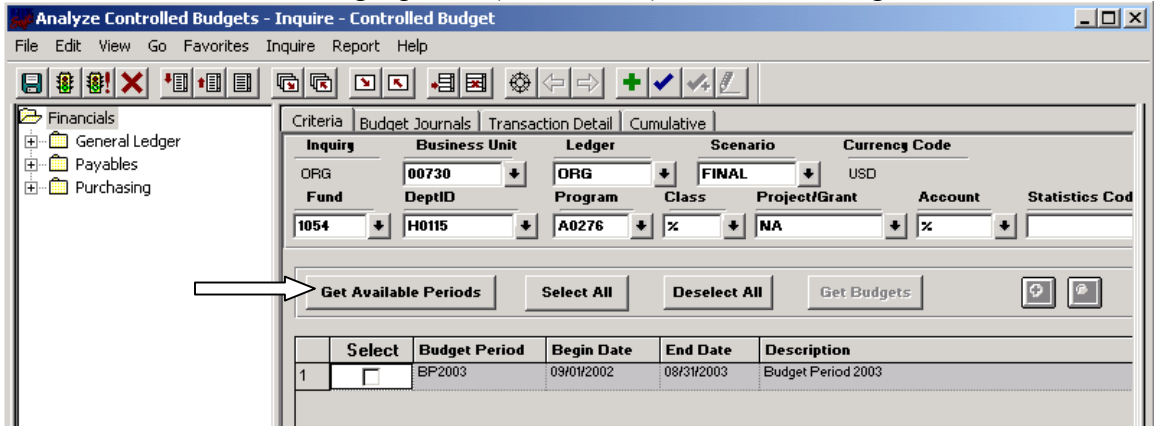


3. Inquire; Controlled Budget; Criteria; Add (1<sup>st</sup> time) or Update/Display.

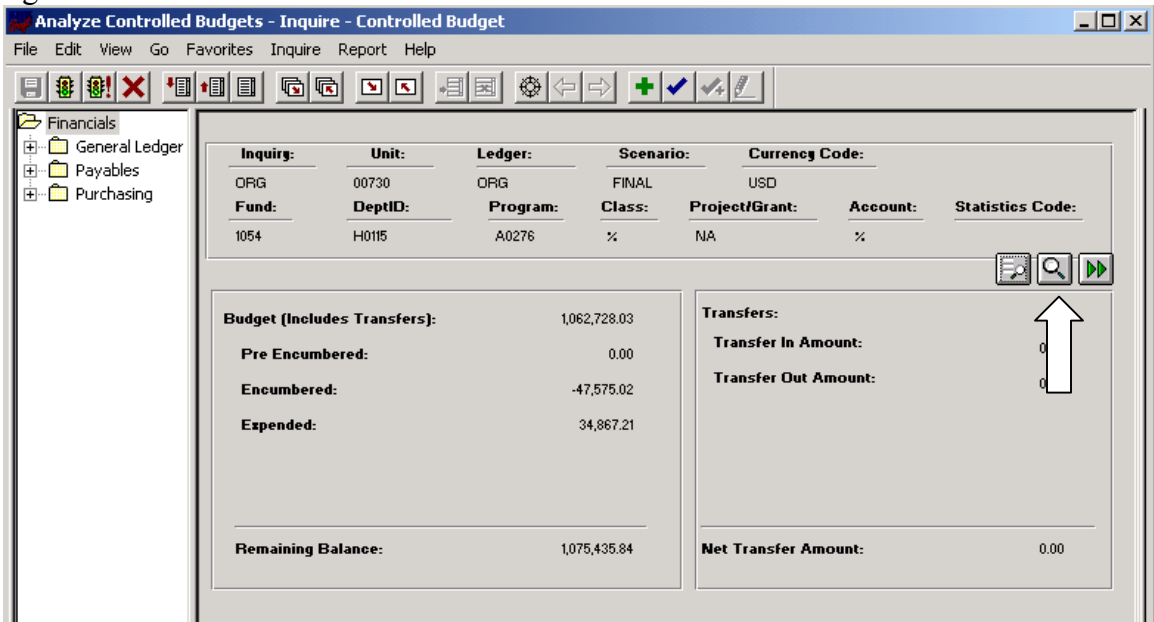


## Procedures for Funding Positions

4. Enter the necessary cost center data. The Business Unit is 00765, Ledger is ORG, and Scenario is Final. Class and Account are shown as %. Click Get Available Periods and choose the budget period (i.e. BP2003). Click Get Budgets.

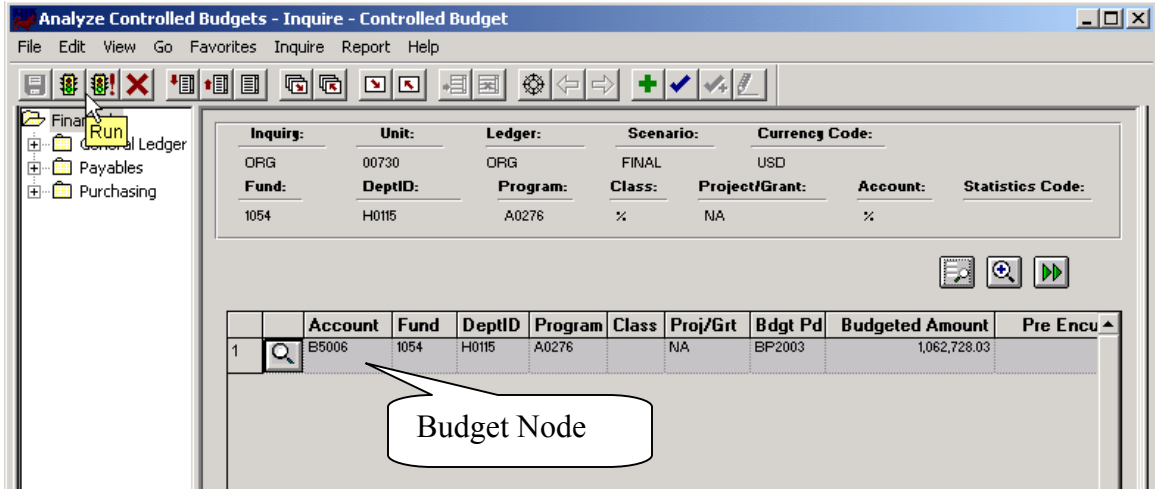


5. On the next panel click the center icon (looks like magnifying glass) in the upper right side.



## Procedures for Funding Positions

6. On the next panel check the Accounts shown in the first column. There must be a B5006 (S&W) for state and local cost centers. Also, a B5007 (Fringe Benefits) must be shown for all local cost centers.



When necessary, an email should be sent to Darlene Pullin in the Budget office requesting that budget nodes for Salary & Wage and Fringe Benefits be added to the cost center. If the required budget nodes are not present when payroll runs, the funding for the position goes into suspense and must be reallocated.

PRFs should be processed no later than one week before the end date for the biweekly payroll and before mid-month for the monthly payroll. These deadlines must be adhered to in order to prevent the payroll from going into suspense. With proper procedures, the reallocation process can be eliminated and save time for everyone.

\*\*\*\*\*

### Checking Cost Center Funding for Positions on the HR Side

Prior to assigning a new employee into a position, the department must either create a new position number or locate a previously created position with the same title in HRS (Human Resource System). In order to prevent positions from hitting the Suspense Report, the following must be checked:

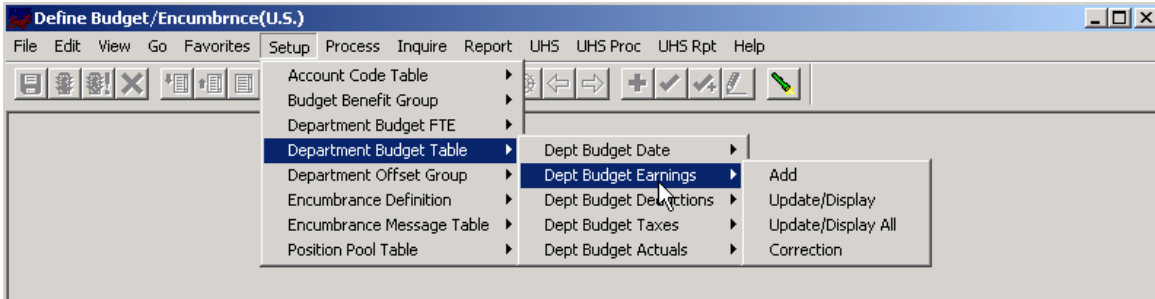
1. Position funding- the payroll charges have to be allocated to a specific cost center(s)
2. Department – the position must be set up for the same department that is in position data **(This action is at the HR & Budget levels – not at dept. level.)**
3. Fiscal Year- a position has to be set up every fiscal year. Most positions are set up during the budget cycle, but several position have to be manually set **(such as Temp Employment, Federal College Work Study, etc.).**

## Procedures for Funding Positions

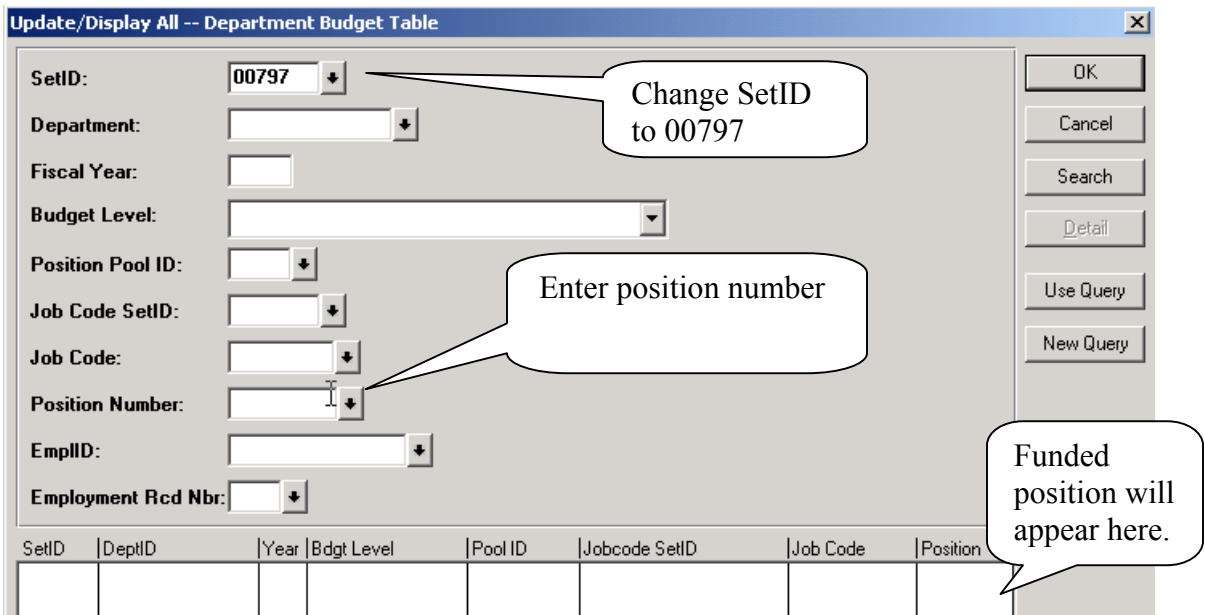
4. Effective Date- the position must be funded prior to the current pay run being processed.

### Creating a search in the Department Budget Table panels:

Navigation: Go; Define Budget Encumbrance(US); Setup; Department Budget Table; Department Budget Earnings;



The following window will appear in which a search can be made via the position number:



**Note:** If the position does not appear at the bottom of the panel, then that position has not been funded. **If the position appears, check for proper fiscal year.**

Most commonly used searches are by entering a field or a combination of the following and clicking SEARCH:

1. Department- pulls all the positions that are in a specific department.
2. Fiscal Year- specifies the fiscal year (this could be used in combination with any other field).
3. Position Number- shows if a position has been funded and for what fiscal year.

## Procedures for Funding Positions

To choose a position, click OK.

### Understanding the Department Budget Table Earnings panel

Once a search has been made for a position, the following panel will appear.

The screenshot displays the 'Define Budget/Encumbrnce(U.S.) - Setup - Department Budget Table' window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Setup, Process, Inquire, Report, UHS, UHS Proc, UHS Rpt, Help) and a toolbar with various icons. The main panel is divided into several sections:

- SetID:** 00797, **Department:** H0104 Biology, **Fiscal Year:** 2003
- Budget Begin Date:** 09/01/2002, **Offset Group:** 00797, **Budget Cap:** Per Budget Level (selected), Per Earn/Tax/Ded
- Budget Level:** Department (selected), Position Pool, Jobcode, Position, Appointment
- Position Number:** 00010240, Non-College Work Student
- Effective Date:** 09/01/2002, **Status:** Active, **Budget Level Cap:** 0.00
- Currency Code:** USD
- Earnings Code:** [blank], **SEQ#:** 1, **% Effort:** [blank]
- Account Cd:** 00730-19630-50108, 1026-H0250-B1455-NA-50108
- Account:** 50108, **Fund:** 1026, **DeptID:** H0250, **Program:** B1455, **Class:** [blank]
- Budget Prd:** BP2003, **Proj:** NA, **Affiliate:** [blank], **Scenario:** [blank]
- Budget Amount:** 0.00, **% of Distribution:** 100.000, **Funding End Date:** [blank]

Callouts in the image point to the 'Effective Date' field and the 'Position Funding' section.

Several key items to check in researching position funding:

1. Department (top) – Department that the position has been set up for. This position must match the DeptID in the Position Data panels. **(This action is at HR & Budget levels – not at dept. level.)**
2. Fiscal Year- Fiscal year that the position has been set up. Each position has to be set up for each Fiscal year.
3. Effective Date- Sets when payroll charges should hit a specific cost center.
4. Account Code- Designates the cost center where charges against this position should hit.

If a change in the funding is desired, then a Position Request funding change should be processed no later than one week before the end of the payroll period.