

## Create Funding for Positions

Use this task to add funding for an unfilled or filled position.

NOTE: Refer to the job aid called “Create Funding for Positions with Salary Caps or involve Multiple Components of Pay” for those positions involving Salary Caps or having Multiple Components of Pay.

### Considerations:

- **Effective Dates** – Use Effective Dates to indicate when Fund Sources are changing or need to change. These dates can be in the future though it is recommended to not plan too far in the future should the Funding need to change. Once the Future Date is reached, UCPATH automatically begins using the Fund Sources effective on that date.
- **Fund Ending Dates** – The use of the Fund End Date can be used but can cause charges to the department Suspense/Default accounts when there is not another effective dated row in place when the End Date is reached. For example, if a fund source has a Fund End Date of 9/30/2020 then there should be fund source(s) with an Effective Date of 10/1/2020, otherwise the Suspense/Default accounts will be charged.
- **Blank Earn Codes** (Catch All) – Used to identify the Fund Source(s) that will always be charged UNLESS a different Fund Source should be charged for a specific set of Earnings.

### Steps:

**Navigation:** PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > **Funding Entry**

Step	Action
1.	<p>When you navigate to the <b>Funding Entry</b> page, the system displays the <b>Find an Existing Value</b> tab. Begin the steps for entering funding on the <b>Add a New Value</b> tab.</p> <p>Click the <b>Add a New Value</b> tab.</p> 

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Step	Action
2.	Use the fields on the <b>Add a New Value</b> tab select the appropriate position and fiscal year for which you want to request position funding.  Notice that in this example, the <b>Set ID and Fiscal Year</b> field values default. You can accept the default values or update them as necessary.
3.	Enter the Department into the <b>Department</b> field.  NOTE: You can use the Prompt Button that appears next to the field to see all the departments you have access to.
4.	Select <b>Position</b> from the <b>Budget Level</b> Field.
5.	Search using <b>Position</b> or <b>Employee</b> .  5a) If you know the position you can enter the <b>Position Number</b> or use the <b>Position Prompt button</b> to locate the position. Click the hyperlink for the Position.  5b) If you know the <b>Employee</b> you can click the <b>Position Prompt button</b> that appears to the right of the <b>Position</b> field to see the positions with the Employee Name and Employee Number. You can then search for the employee and subsequently select the Position for that Employee.

Look Up Position Number

Position Number begins with

Description begins with

Empl ID begins with

Empl Record =

Name begins with

Look Up Clear Cancel Basic Lookup

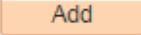
Search Results

View 100 First 1-8 of 8 Last

Position Number	Description	Empl ID	Empl Record	Name
40034369	RES-AY-1/9-B/E/E	1005552	3	Chang, Jane Pei-Chen
40034922	ADM CRD OFCR	10057318	0	Grimm, Schaffer
40036020	GSR-PARTIAL FEE REM	10060330	0	Guevara De Jesus, Michael

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Step	Action
6.	Click the <b>Add</b> button. 
7.	The system displays the <b>Funding Entry</b> page. The position details appear at the top of the page and the <b>Request Status</b> is <b>In Progress</b> .
8.	The <b>Job Data Snapshot</b> section displays the incumbent employee's job details over two tabs: <b>Job details 1</b> and <b>Job details 2</b> .

The screenshot shows the 'Funding Entry' page for a new request. Key details include: Request ID: NEW, Set ID: LACMP, Department: 144500 Biological Chemistry, Request Status: In Progress, Fiscal Year: 2019, Budget Begin Date: 07/01/2018, Budget End Date: 06/30/2019. The 'Job Data Snapshot' section shows a table with one row for 'LAB HELPER' with an effective date of 02/11/2018. The 'Earnings Distribution' table has one row with '4' in the Location field. A 'Save' button is at the bottom left.

Step	Action
9.	Enter the <b>Effective Date</b> into the Effective Date field. UCPATH uses effective dates to store historical, current, and future information. Effective dates enable you to identify when Funding is to be used or was in effect.  <b>Future Effective Date</b> - If the Effective date is in the Future then the Funding will only be used once that future date becomes the Present date. <b>Past Effective Date</b> - If the Effective Date is in the Past then UCPATH considers that as being effective now <u>unless</u> there is another Effective Date that takes its place. <b>Current Effective Date</b> - If the Effective Date is Today then Funding will use this date to apply Funding on any subsequent Payrolls until the next Effective Date, if one exists.
10.	Leave the <b>ERN Cd</b> blank for the first row.  UCPATH will require at least 1 row where the ERN Cd is blank in order to assign the Fund Source for any earnings that are submitted that are not explicated listed on this Funding Page.
11.	Enter 4 in the <b>Location</b> Field
12.	Enter the Account and Cost Center in the <b>Account/CC</b> field. These two fields are combined in UCPATH. Note: Do not enter the "/"
13.	The <b>FS Department</b> is derived based on the Account and Cost Center provided.
14.	Enter the <b>Fund</b> (Required)

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Step	Action
15.	Provide a <b>Project</b> if needed. (Optional)
16.	The <b>Sub Override</b> field is used to override the default values of 00 for Faculty and Academics and 01 for Staff. UCPATH will automatically charge 00 or 01 for Staff when posting to the Finance System. There are some academics that could be 02. Under that situation select 02 so that the system will override Sub 00 with Sub 02.
17.	The <b>Fund End Date</b> can be used to indicate when the Fund Source is no longer to be used. <b>NOTE: It is recommended that an additional effective dated row be used to indicate when new fund source(s) are to be used. This approach will ensure that you have funding in place should the employee be paid after the End Date. If the Fund End Date is populated and there is NOT another Effective Dated row then the Suspense/Default account for your department will be charged.</b>
18.	Enter the <b>Distribution Percentage</b> for EACH row. The sum of the <b>Distribution Percentage</b> must sum to 100% for each Earn Code combination. For example, if you have 2 rows for the “catch all” then the sum of those 2 rows would need to equal 100% so that UCPATH can distribute all 100% of the earnings to the fund sources.
19.	Insert an additional row(s) to identify either Split Distributions or different Fund Sources for other types of Earnings. Click the <b>Add</b> a new row button that appears to the right of the row just updated in prior steps. 

Step	Action
20.	Repeat steps 10 through 19 for each additional row added.

Below is an example where the position is split funded between two fund sources for ALL earnings.

Below is an example where the position is split funded AND Overtime is to be paid off a single fund source.

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Step	Action
21.	To attach a supporting document, click the <b>Add Attachment</b> button, search for and select the appropriate file.  If you add an attachment, the options for viewing or deleting the attachment are available. Only the user who adds an attachment is able to delete it from the transaction. After the transaction is fully approved, attachments can no longer be added or deleted, but are viewable by any user with access to the page/transaction.
22.	Use the <b>Initiator Comment</b> field to enter the reason for the request to help your approvers make an informed decision.
23.	When are you finished entering data, click the <b>Save</b> button. You can also use the Save button to save your work in the event you need to review and submit at a later time.



The screenshot shows the 'Job Data Snapshot' and 'Earnings Distribution' sections of the system. Annotations indicate the following steps:

- Step 21:** Points to the 'Add Attachment' button in the 'Justification document' section.
- Step 22:** Points to the 'Initiator Comment' text area.
- Step 23:** Points to the 'Save' button.
- Step 24:** Points to the 'Submit' button.

Step	Action
24.	When you are ready to submit the funding entry for review and approval, click the <b>Submit</b> button.
25.	You can cancel Request before submitting it for review and approval by clicking the Cancel button.
26.	The system automatically assigns the transaction a unique <b>Request ID</b> number after submitting for approval.  If necessary, you can access and submit the funding entry transaction for review and approval at a later time using the Position, Department or the Request ID.
27.	After you submit the request, it's automatically routed to the appropriate approver(s).



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Step	Action
28.	<p>In the page header, the system updates the <b>Request Status</b> from <b>In Progress</b> to <b>Pending Approval</b> and also displays the <b>Submitted on</b> date.</p> <p>After final Location approval the system updates the <b>Request Status</b> and <b>Record Status</b> to “<b>Saved to Database</b>”.</p>

**Funding Entry**

Request ID: FE00007801  
 Set ID: LACMP Department: 144500 Biological Chemistry Request Status: Pending Approval  
 Fiscal Year: 2019 Budget Begin: Budget End Date: 06/30/2019

Level: Department Position Pool Position  
 Position Number: 40081949 LAB HELPER Pool ID:

**Job Data Snapshot**

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 Calderon,Martha Margarita	10087460		1 02/11/2018	0	144500	009606	LAB HELPER	Active		

Funding Effective Date: 07/01/2018 Eff Seq: 0 Status: Active Record Status: In Progress

**Earnings Distribution**

Em Cd	Seq #	Combo Code	Li	Unit/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Alt Acct	OTC Indicator	Funding End Date	Pay Dist %
1	1	000028138	4	401406DE	1445	62242	DPSUP		LAFIN				100.000
2	2	000024709	4	441406KS	1445	81696			LAFIN				80.000
3	2	000027624	4	4011061C	1445	62242			LAFIN				20.000

Justification document: Email\_from\_Dean.docx  
 Add Attachment View Attachment Delete Attachment Budget Distribution Details

► Approver document upload

Initiator Comment: Added funding for a newly approved position. The position has a different Fund Source for Overtime.

Save

Request ID: FE00007801, Set ID: LACMP, Dept ID: 144500, Year: 2019: Pending View/Hide Comments

- Skipped: Stroy Romero - UCLA UC AWE Approver 01 09:05:18 - 9:58 PM
- Pending: Multiple Approvers UC AWE Approver 01
- Not Routed: Multiple Approvers UC AWE Approver 02 (labeled Step 27)

Comments

Step	Action
29.	<p>You have added funding for a position.</p> <p><b>End of Procedure.</b></p>