

The screenshot shows the 'Funding Entry' page in UCPATH. Key elements are highlighted with callouts:

- A:** Position Number: 40035014
- B:** Request Status: In Progress
- C:** Add (+) button
- D:** Funding Effective Date: 07/01/2018
- E:** Earn Code (Ern Cd)
- F:** Earn Code (Ern Cd)
- G:** Fund Source (Fund)
- H:** Pay Dist %
- I:** Sub Override
- J:** Funding End Date

Ern Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	Funding End Date	Pay Dist %
1	2	000036524	4	4058502B	1930	19900			LAFIN			25.000
2	2	000036428	4	4058502B	1930	69749		02	LAFIN			75.000
3	1	000035231	4	4358902B	2145	19900			LAFIN			100.000

Use “Find an Existing Value” in Funding Entry to locate any funding that has been entered and Saved for Later but not submitted. Use the Add a New Value to Add/Change Funding. Use the “Funding Entry Inquiry” page to find any funding that has been entered and approved.

- Funding is associated to the position not the Person. Funding is only charged if the person in the position is paid
- Funding is stored by the Funding Effective Date. View Current, Past and Future funding using the Arrows. See all funding at once by clicking “View All”
- Click the “+” Button to Add a new set of Funding to take effect on the date you specify.
- Funding Effective Date and Eff Seq indicate when fund source(s) will go into effect. UCPATH will increase the Eff Seq if Funding was changed for an Effective Date. The higher the Seq determines which funding sources to use for that effective date.
- UCPATH will look for the Earn Code (Ern Cd) when determining which fund sources to charge. If the Earn Code is not listed then the rows with no Earn Code will be charged. If the employee is not paid or the position is Open then the Fund Sources are NOT charged.
- Use Earn Codes for those situations where the earnings must charge a different Fund Source.
- Rows with an Earn Code indicate the Fund Source(s) that will be charged **IF** that type of Earning was paid. If that type of Earning is not paid then the Fund Source(s) are **NOT** charged.
- Each Earn Code combination must sum to 100% in order for UCPATH to account for all of the earnings paid. In this Example, if an employee is paid REG of \$3000 then all 100% of that \$3000 will be split across 2 Fund Sources. If they also receive \$50 for LNP then all 100% of the \$50 dollars will be charged to 1 Fund Source.
- UCPATH will automatically charge Sub 00 or 01 when posting to the Finance System. Use the Sub Override to charge 02, 05 or 07 instead.
- Instead of using the Funding End Date, it is advised to have another set of funding with an effective date indicating when the new funds sources are to be used.

NOTE: FTE does not play a role in funding. Funding occurs AFTER pay checks are processed. Funding is the process to charge Fund Sources for earnings that were paid.

The screenshot shows the 'Funding Entry' page for a new request. It includes fields for Request ID, Set ID, Department, Fiscal Year, Budget Begin/End Dates, and Request Status. Below this are two 'Job Data Snapshot' sections, each with an 'Earnings Distribution' table. Callouts A-F point to specific UI elements: A (Add/Remove Effective Date), B (Insert Effective Date), C (Employee Information), D (Future Effective Date), E (Fund Sources), and F (Prior Approved Fund Sources).

Job Data Snapshot 1:

Name	Empl ID	Empl Rod	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 Lo,Adelin	10043615	0	04/01/2018	0	193000	007515	MGT SVC OFCR 3 SUPV	Active		

Earnings Distribution 1:

Em Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	Funding End Date	Pay Dist %
1	2	000036524	4	4058502B	1930	19900			LAFIN			100.00

Job Data Snapshot 2:

Name	Empl ID	Empl Rod	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 Lo,Adelin	10043615	0	04/01/2018	0	193000	007515	MGT SVC OFCR 3 SUPV	Active		

Earnings Distribution 2:

Em Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	Funding End Date	Pay Dist %
1	2	000036524	4	4058502B	1930	19900			LAFIN			25.000
2	2	000036428	4	4058502B	1930	69749		02	LAFIN			75.000
3	LNP	1	000035231	4	4358902B	2145	19900		LAFIN			100.000

- A. A new Effective dated row has been added. Use the “+” and “-” signs to add additional effective dates or remove those that you just added.
- B. Insert new effective dates in the proper order. In this example, if another set of fund sources need to be used between 7/1/2018 and 1/1/2019 then click the “+” sign between the two dates.
- C. Positions are considered filled if the Employee Information is populated. If the Employee information is empty then the position is Open.
- D. Future Effective dates can be entered. When that date is reached, the fund sources identified will be used assuming a pay check was processed for this position.
- E. Use the “+” and “-” signs to add or remove Fund Sources.
- F. Prior Approved Fund Sources are greyed out and are not editable.