Funding Positions

Updated 6/23/2015
Agenda

1. Introduction & Course Objective
2. Overview
3. HCM & Commitment Accounting
4. Introduction to the PMC and DBT
5. HCM Combination Code
Agenda

6. Funding Positions in the DBT
7. Additional DBT Information
8. Tools to Help Identify Funding
9. Summary & Resources
Business Process Impact (BPI)

An icon to highlight a change to current business process

Interim Processes (IP)

An icon to indicate an interim process during Go-Live

Look for these icons on slides throughout the course
Course Introduction

This course will describe how to add and update position funding to the Department Budget Table (DBT) using the UTShare/PeopleSoft Position Management Center (PMC).

This course is primarily for Manager Level and Senior Department Administrators or those delegated on behalf of the Manager to enter and authorize funding changes.
Recommended Courses

- Recommended UTShare/PeopleSoft Courses Prior to Funding Positions Course
  - Introduction to UTShare/PeopleSoft
  - Introduction to the Chart of Accounts
  - Managing Departmental Revenue and Expense Budgets
Course Objective

• After completing this class, you will have gained the knowledge to be able to:
  – Add funding for a new position
  – Update funding to an existing position
  – Identify and apply new UTShare/PeopleSoft Terminology
Overview

• Human Capital Management (HCM) and Commitment Accounting.

• HCM Combination Code

• Department Budget Table (DBT) Change Request

• Additional DBT Information
What is HCM?

• HCM stands for “Human Capital Management System”
• It is the UTShare/PeopleSoft application for Human Resources in managing people and positions.
• The modules in this system include:
  – Human Resources
  – Absence Management
  – Benefits
  – Compensation
  – Payroll
  – Time and Leave
  – Commitment Accounting
What is Commitment Accounting?

- Positions belong to departments as a way of organizing workforce and budget
- Commitment Accounting enables budgeting for positions and tracking actual payroll costs.

**IMPORTANT**
- All paid positions must be funded
- New/reactivated positions need to be funded immediately with position effective date
- All active paid positions should remain on continuous funding
- Positions cannot be unfunded unless a position is inactivated
- All filled salaried positions will be encumbered (committed)
What is the Commitment Accounting Process?

• The Commitment Accounting processes distribute payroll results based on a position’s funded accounts.
  – Occurs after each payroll cycle
  – Interfaces data to UTShare/ PeopleSoft Financials Management System (FMS) to keep both systems (FMS & HCM) in sync
  – This interface is key to seeing actual payroll expenses post to the General Ledger (GL)
HCM Funding Positions Process Flow – Front Office

Funding Positions – Faculty and Staff

<table>
<thead>
<tr>
<th>Department</th>
<th>Budget Office</th>
<th>Grants/Research Service Center</th>
<th>PS Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Initiate DBT Change in Position Management Center and Submit for Approval (Internal approval process required since funding change routes directly to Budget)**

  - Non-Grant Funded
  - Grant Funded

  - Review and Approval?
    - No
    - Yes

  - Budget will manually route grant funded changes until full implementation of LITShare PeopleSoft

  - Nightly Encumbrance Process “encumbers” funds once position is filled

- Position Funding Updated After Final Approval
Interim Routing Approval Process

- **Interim routing process**
  - Department initiates proposed funding change
  - Routes directly to Budget
  - Budget routes grant funding changes to Research Service Centers via an interim manual process

- **Next sequence of routing process**
  - Department initiates proposed funding change
  - Non-Grant routes directly to Budget
  - Grant routes directly to Research Service Centers (RSC)
    - After RSC approval, routes to Budget for final approval

- **Full implementation of routing process**
  - To be determined
INTRODUCTION TO THE POSITION MANAGEMENT CENTER & THE DEPARTMENT BUDGET TABLE
The Position Management Center (PMC) is the point of access to add/update position funding on behalf of the department.

<table>
<thead>
<tr>
<th>Position Management Center</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Position Requests</strong></td>
</tr>
<tr>
<td>- Initiate New Position Request</td>
</tr>
<tr>
<td>- Approve New Position Request</td>
</tr>
<tr>
<td>- View New Position Request</td>
</tr>
<tr>
<td><strong>Position Update Request</strong></td>
</tr>
<tr>
<td>- Initiate Position Update Req</td>
</tr>
<tr>
<td>- Approve Position Update Req</td>
</tr>
<tr>
<td>- View Position Update Req</td>
</tr>
<tr>
<td><strong>DBT Change Requests</strong></td>
</tr>
<tr>
<td>- Initiate DBT Change Request</td>
</tr>
<tr>
<td>- Approve DBT Change Request</td>
</tr>
<tr>
<td>- View DBT Change Request</td>
</tr>
</tbody>
</table>
Department Budget Table (DBT)

- Department Budget Table (DBT) is the distribution table that maintains the funding source (combination code) for each paid position.
  - Funds will be encumbered at the time a salaried position is filled effective January 2015 (tentative).
  - Hourly positions (wages) are funded in the DBT but not encumbered.
  - Unpaid positions (Persons of Interest - POIs) are not funded and should not be in the DBT.
HCM Combination Code
What is a Combination Code (Combo Code)?

- **Speedtype (FMS)**: Shortcut key that populates data into a ChartField String…and creates both a **SpeedChart (FMS)** and **Combination Code (HCM)** within 48 hours of receiving all pertinent information requested.

- A **Combo Code** is the shortcut key that populates the ChartField string in the Department Budget Table and indicates how a position is funded.
## HCM Combo Code ChartField String

**UTShare/PeopleSoft**

2100-HCM01-700-BFA014-EGX021

<table>
<thead>
<tr>
<th>Combo Code</th>
<th>FUND</th>
<th>Account</th>
<th>Function</th>
<th>Department ID</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>100113765</td>
<td>2100</td>
<td>HCM01</td>
<td>700</td>
<td>BFA014</td>
<td>EGX021</td>
</tr>
</tbody>
</table>

**Common use example for E&G funds**
HCM Combo Code ChartField String

UTShare/PeopleSoft
5100-HCM01-300-CED002-326710770-1

<table>
<thead>
<tr>
<th>Combo Code</th>
<th>FUND</th>
<th>Account</th>
<th>Function</th>
<th>Department ID</th>
<th>Project ID + Activity ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>100120863</td>
<td>5100</td>
<td>HCM01</td>
<td>300</td>
<td>CED002</td>
<td>326710770 - 1</td>
</tr>
</tbody>
</table>

Common use example for Sponsored Programs (Grants)
**HCM Combination (Combo) Code**

**ChartField String**

**Combo Code**

\[
= \text{Fund Code} + \text{Department} + (\text{Cost Center or Project ID}) + \text{Function}
\]

<table>
<thead>
<tr>
<th>Combo Code</th>
<th>Description</th>
<th>Account</th>
<th>Fund Code</th>
<th>Department</th>
<th>Cost Center</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>100112943</td>
<td>HCM Integration</td>
<td>HCM01</td>
<td>2100</td>
<td>BFA003</td>
<td>EGX010</td>
<td>700</td>
</tr>
</tbody>
</table>
Self-Assessment

• What is a Combo Code?
  – It is truly just a shortcut key
  – This key populates the ChartField string values in the Human Capital Management (HCM) Department Budget Table (DBT)
  – Indicates how a position is funded.
Identifying Funding Sources
Identifying Funding Sources

• To assist users in identifying the funding source, the following resources are available:
  – Utilize the UTShare/PeopleSoft Crosswalks
    • Navigation: Main Menu > UT Share FMS Conversion
      – > UT Share Unit to PS Dept Xwalk (Unit Code Crosswalk)
      – > UT Systems to PS COA XWalk (Budget Group Crosswalk)
Identifying Funding Sources

• In addition, users will have:
  – Ability to run Combo Code Query by Dept ID (UTS_CA_VALID_COMBO_CODES)
  – Access to Budget Overview Inquiry which provides remaining spending authority. (*Reference to Managing Departmental Revenue and Expense Budget course*)

• Departments will have the ability to verify sufficient funding is available prior to initiating a proposed funding change in the Department Budget Table (DBT).
Insufficient Funds in HCM

- Insufficient Funds in Cost Center or Project ID
  - **No warning** is issued for insufficient/expiring funds
  - HCM system does not budget check
  - Departments must monitor funds closely
  - Results of payroll and distribution processes may result in negative salary account balances if positions are not fully funded. Occurs in both salary and wage accounts.
Questions
Initiating a Funding Change in the Department Budget Table
The PeopleSoft User Productivity Kit (UPK) is an on-demand training tool that provides step-by-step simulation for transactions. Allows users to learn at their own pace and at a time that fits into their work schedule.
Let’s Try UPK

1. Open Mozilla Firefox
2. Do not accept request for Default Browser
3. In the URL line; type https://zupk.shared.utsystem.edu/
4. Select UT San Antonio Position Management
5. Double click “Position Management”
6. Double click “DBT Change Request”
7. Select UPK and click “Try It”
   - Add/Update Funding
   - Lookup Combination Code Tool
   - Add Multiple Funding Sources
   - Funding with End Date
Review of UPK Topics
DBT Required Fields

There are 6 required fields that need to be populated in order to initiate a Department Budget Table (DBT) change or update, which are:

- Effective Date
- Fiscal Year
- Sequence
- Fund Type (Important)
- Combo Code
- Distribution Percent
Fund Type

• Non-Grant; for example
  – E&G
  – Designated
  – Auxiliary
  – Etc.

• Grant
  – Restricted Grants and Contracts
  – Externally funded Sponsored Programs
  – Administered thru UTShare/PeopleSoft Grants Module
Multiple Funding Sources & Distribution

Positions with multiple funding sources must equate to 100% distribution.

Below is an example scenario:

– Dr. Jones is assigned into a 50% time position split between grant and non-grant funding source in Human Capital Management (HCM) (i.e. part time position).

– 100% of the salary cost of this 50% time position must be distributed.
  • Grant combo code 100113941 – 50%
  • Non-Grant combo code 100123409 – 50%
  • Total distribution for the salary cost is 100%
Self-Assessment

Why does distribution have to equal 100%?
   – 100% of the expense needs to be applied towards a valid funding source(s).
Take 5!

Break Time!!
Additional Department Budget Table (DBT) Information
View List of Department Budget Table (DBT) Changes
**View DBT Change**

- Users are able to view and check the status of a Department Budget Table (DBT) change at any time
- Click “View DBT Change Request”
View List of DBT Change Requests

- Last column indicates Workflow Status
- Users have ability to select a Transaction ID to view details

View DBT Change Request

Select a Transaction

Click the specific Transaction ID to view or approve/deny a DBT change request.

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Position</th>
<th>Description</th>
<th>Set ID</th>
<th>Dept ID</th>
<th>Fiscal Year</th>
<th>Workflow Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000256</td>
<td>10029258</td>
<td>HUMAN RESOURCES SPEC II</td>
<td>UTSA1</td>
<td>BHR001</td>
<td>2013</td>
<td>In Approval Process</td>
</tr>
<tr>
<td>000000249</td>
<td>10031243</td>
<td>ADM SYSTEMS SPECIALIST</td>
<td>UTSA1</td>
<td>BFA013</td>
<td>2013</td>
<td>Approved</td>
</tr>
<tr>
<td>000000248</td>
<td>10029942</td>
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<td>UTSA1</td>
<td>BFA013</td>
<td>2013</td>
<td>Approved</td>
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<tr>
<td>000000247</td>
<td>10031243</td>
<td>ADM SYSTEMS SPECIALIST</td>
<td>UTSA1</td>
<td>BFA013</td>
<td>2013</td>
<td>In Approval Process</td>
</tr>
<tr>
<td>000000246</td>
<td>10031243</td>
<td>ADM SYSTEMS SPECIALIST</td>
<td>UTSA1</td>
<td>BFA013</td>
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<td>Approved</td>
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<td>000000245</td>
<td>10031243</td>
<td>ADM SYSTEMS SPECIALIST</td>
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<td>ADM SYSTEMS SPECIALIST</td>
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<td>10031243</td>
<td>ADM SYSTEMS SPECIALIST</td>
<td>UTSA1</td>
<td>BFA013</td>
<td>2014</td>
<td>Approved</td>
</tr>
<tr>
<td>000000241</td>
<td>10031920</td>
<td>test1</td>
<td>UTSA1</td>
<td>BFA013</td>
<td>2013</td>
<td>Approved</td>
</tr>
<tr>
<td>000000148</td>
<td>10010044</td>
<td>GRADUATE RESEARCH ASSISTANT</td>
<td>UTARL</td>
<td>625103</td>
<td>2013</td>
<td>Blank Status indicates Budget created the transaction</td>
</tr>
<tr>
<td>000000111</td>
<td>10026523</td>
<td>POSTDOCTORAL FELLOW</td>
<td>UTSA1</td>
<td>AEH001</td>
<td>2013</td>
<td>Data Saved</td>
</tr>
<tr>
<td>000000110</td>
<td>10025836</td>
<td>BUDGET ANALYST III</td>
<td>UTSA1</td>
<td>BFA003</td>
<td>2013</td>
<td></td>
</tr>
<tr>
<td>000000064</td>
<td>10025331</td>
<td>HUMAN RESOURCES SPEC I</td>
<td>UTSA1</td>
<td>BHR001</td>
<td>2013</td>
<td>In Approval Process</td>
</tr>
</tbody>
</table>
Proposed Funding Change Denied
DBT Proposed Funding Change Denied

• Proposed funding change requests will be denied for the following reasons:
  – At the request of the department
  – Incorrect Combo Code
  – Distribution % missing or does not equal to 100%
  – Fields that should not be populated (FTE % & Limit Amt)

• Budget Office is able to revise the following fields in the DBT:
  – Effective Date
  – Deletion of Funding End Date

• Denied requests require completion of a NEW Department Budget Table (DBT) change request
Retro-Funding Change Requests
Retro-Funding Change

- Retro funding changes should occur **infrequently**
- Retro funding changes cannot cross fiscal years
- Funding changes can only be made retroactively once per pay period i.e. effective to 9-1-2014 (once) effective to 10-1-2014 (once).
- If a funding change needs to be made retroactively to a time period that a retro funding change already occurred; Contact **Budget.HCM@utsa.edu** for a manual funding request form.
- In the PMC DBT, retro funding changes must be entered and approved prior to each pay cycle
- On projects/grants; Research Service Centers require Cost Transfer forms for retro funding changes > than 30 days prior. For example:
  - Funding change needed to October 1
  - Payroll cycle for 11-1 to 11-30 has begun
  - Cost Transfer form must be completed for RSC
  - Upon approval by RSC, Budget Office approves in UTShare
  - Please allow sufficient time to process
- Funding changes are processed to the General Ledger by respective pay cycle i.e. monthly vs. semi-monthly.
Departmental Funding Reports
Reports – Query Viewer

• Query Viewer
  – Navigation: Main Menu >> HCM Reporting Tools >> Query >> Query View

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name

begins with

Search

Advanced Search
## Queries Available to HCM Dept Admins

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UTS_CA_FUNDED_BY_OTHER_DEPT</strong></td>
<td>Provides list of positions funded by another department; important since departments need to coordinate funding changes with those departments funding the position</td>
</tr>
<tr>
<td><strong>UTS_CA_MULTIPLE_POS_FUNDING</strong></td>
<td>Provides list of employees with multiple positions; important to ensure 1) FTE, 2) Distribution for each position</td>
</tr>
<tr>
<td><strong>UTS_CA_PERMANENT_BUDGETED_POS</strong></td>
<td>Provides list of permanent budgeted positions; departments have the ability to use for budget planning and to ensure data is correctly flagged in DBT</td>
</tr>
<tr>
<td><strong>UTS_CA_POS_FUNDING_END_DATE</strong></td>
<td>Provides list of positions that have a funding end date; departments are accountable for ensuring positions with expiring funds have a new DBT effective immediately following the funding end date</td>
</tr>
<tr>
<td><strong>UTS_CA_POS_FUNDING_HISTORY</strong></td>
<td>Provides funding history for departments to track and update funding</td>
</tr>
<tr>
<td><strong>UTS_CA_POSITIONS_FUNDED_DBT</strong></td>
<td>Provides list of positions funded including vacant; departments must ensure all positions have continuous funding</td>
</tr>
<tr>
<td><strong>UTS_CA_POSITIONS_FUNDED_FILLED</strong></td>
<td>Provides list of positions filled and funded with employee names; does not include vacant positions; departments will use to validate filled positions to dept. employees</td>
</tr>
<tr>
<td><strong>UTS_CA_VALID_COMBO_CODES</strong></td>
<td>Provides list of valid combo codes; important for departments to access and run on a regular basis</td>
</tr>
</tbody>
</table>
## Terminology Review

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Capital Management (HCM) Combination Codes</td>
<td>Shortcut key which populates data into the Department Budget Table that indicates how a position is funded</td>
</tr>
<tr>
<td>Position Management Center</td>
<td>Is the point of access to add/update position funding on behalf of the department</td>
</tr>
<tr>
<td>Department Budget Table (DBT)</td>
<td>Distribution table that maintains the funding source (Combo Code) for each paid position</td>
</tr>
</tbody>
</table>
Summary

• Reviewed Human Capital Management (HCM) and Commitment Accounting
• Explained Combo Codes (shortcut key)
• Initiated a Department Budget Table (DBT) Change Request
• Reviewed Other Funding Scenarios
• Shared Additional DBT Information
Resources

- **Other Courses to consider:**
  - Personnel Action and Position Processing (Interim Process)
  - Statement of Accounts
- **UTSA Chart of Accounts Quick Reference Guide**
- **Job Aids**
- **User Productivity Kits (UPKs)**
- **Budget.HCM@utsa.edu** – Funding Position Questions
- **Budget.FMS@utsa.edu** – Commitment Control (Budget Overview, Budget Transfer, Budget Adjustment Questions)

Want up-to-date information?
- Go to www.utsa.edu/utshare
- www.utsa.edu/financialaffairs
UTShare/PeopleSoft Support and Sustainment Center

Contact Us – Reaching the PSSC

Your Single Point of Contact (SPOC)

The PSSC is ready for your UTShare/PeopleSoft questions! 2 ways to contact us:
1) Telephone: 210-458-SPOC (458-7762)
2) Go to UTShare Website: www.utsa.edu/utshare, link to the SPOC icon for the UTShare/PeopleSoft ticketing system

For any policy or business process related questions, please contact the Budget Office, Human Resources, Financial Affairs or Purchasing departments.
Questions
Thank You!