Position Funding (eForms)

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Agenda

Budget Management

Budgets Overview

Reports & Resources

Budget Transfers / Cost Corrections

Budget Adjustments

Position Funding (eForms)
Key Objectives

In this presentation we will discuss

• Approval routing
• Budget Office roles and responsibilities
• eForms with options for funding updates
• eForm hard stops and warnings
• Retroactive-dated funding changes
• Additional pay Earning Code vs funding sources
• Important reminders
eForm Approval Routing

The following departments are involved in reviewing and approving eForms in PeopleSoft:

- Requestor (department/Business Service Center [BSC])
- Department manager
- Cost center approver
- **Budget & Financial Planning Office (Budget Office)**
- Faculty Personnel Services
- People Excellence (HR Compensation)
- Payroll Services
## Key Items Reviewed by Budget Office (1)

<table>
<thead>
<tr>
<th>Appointment &amp; Transfer</th>
<th>New Position</th>
<th>Contract Addition &amp; Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validate and approve budgetary fields.</td>
<td>Validate and approve faculty, staff, and student positions.</td>
<td>Validate and approve budgetary fields.</td>
</tr>
<tr>
<td><strong>CRITICAL FIELDS:</strong></td>
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<td><strong>CRITICAL FIELDS:</strong></td>
</tr>
<tr>
<td>- Start Date and Proposed Funding</td>
<td>- Approval is attached for full-time regular positions (not faculty)</td>
<td>- Effective, Contract and Funding Proposed Funding *Start Dates Match</td>
</tr>
<tr>
<td>- *Start Date match</td>
<td>- Position Eff Date and Proposed Funding *Start Date match</td>
<td>- Funding Gaps</td>
</tr>
<tr>
<td>- Funding Gaps</td>
<td>- Funding section completed</td>
<td>- End Date on Projects Required</td>
</tr>
<tr>
<td>- End Date on Projects Required</td>
<td>- Distribution % = 100%</td>
<td>- No funding end date Cost Center</td>
</tr>
<tr>
<td>- No funding end date Cost Center</td>
<td>- Distribution % = 100%</td>
<td>- Distribution % = 100%</td>
</tr>
</tbody>
</table>
### Key Items Reviewed by Budget Office (2)

<table>
<thead>
<tr>
<th>Job Attribute Change</th>
<th>Position Attribute Change</th>
<th>Funding Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validate and approve budgetary fields.</td>
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<td>• Show as of and Proposed Funding</td>
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<td>*Start Date match</td>
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</tr>
<tr>
<td>• No funding end date Cost Center</td>
<td>• No funding end date Cost Center</td>
<td>• No funding end date Cost Center</td>
</tr>
<tr>
<td>• Distribution % = 100%</td>
<td>• Distribution % = 100%</td>
<td>• Distribution % = 100%</td>
</tr>
<tr>
<td>• No retroactive dated funding changes</td>
<td>• No retroactive dated funding changes</td>
<td>• Only one retro dated funding change</td>
</tr>
</tbody>
</table>
Additional Pay

Validate and approve budgetary fields.

**CRITICAL FIELDS:**
- Pay Start Date
- Proposed Funding *Start is the 1\textsuperscript{st}
- Additional Pay Funding Row
- End Date on Projects Required
- No funding end date Cost Center
- Distribution % = 100%
The following eForms have options for updating funding:

- Funding Change eForm
  o Retroactive, current and/or future-dated funding changes
  o There may be times when it includes all three types
The following eForms have options for updating funding:

- Appointment & Transfer eForm
- New Position eForm
  - Funding required for all paid positions
  - Funding not allowed on POI (Person of Interest) positions since they are unpaid
eForms with Funding Updates (3)

The following eForms have options for updating funding:

- Contract Additions & Changes eForm
- Job Attribute Change eForm
- Position Attribute Change eForm

These eForms can only have current- or future-dated funding changes (not retroactive).
eForms - Error Messages that Cause a Hard Stop

Below are **hard stop** messages that will stop an eForm from being submitted and/or routing for approval:

- Check Funds function ensures availability of funds
- Retroactive action already processing
- Funding End Date Must be After Funding Start Date
- Dist Pct Must Total 100 For All Sources In Each Time Period

Note: Additional guidance is provided in the Supplemental Information section of this presentation.
Current & Future Funding Explained

**Current funding**
Funding changes for the current month prior to a payroll process. eForms should be in Complete status prior to the 15th of the month.

**Future funding**
Funding changes that occur beyond the current month.
Retroactive Funding Explained

Retroactive funding
Funding changes for a prior month or for a completed payroll process
Example: On Oct. 28, both the first semi-monthly and monthly payrolls have processed. An eForm was processed on Oct. 28 with funding effective Oct. 1. This is now considered a retroactive funding change.
Retroactive-Dated Funding Change eForms (1)

This information relates to Funding Change eForms *only*:

Show as of field defaults to Sept. 1; important questions to ask yourself:
- Will I have other retroactive funding changes on this same position?
- Can I use a current or future date to update funding instead?

If you determine you need to use Sept. 1, *please* keep in mind
- The number of retroactive funding changes using a Sept. 1 date should be limited to avoid *stacking*
Stacking explained

- Occurs when the same retroactive funding Start Date is used in the Proposed Funding section multiple times creating multiple records
- Department Budget Table (DBT) is not intended to retroactively record multiple records for the same position using the same date
Additional Pay eForm: Earning Codes vs Funding Sources

Earning Codes are assigned by Payroll.

Additional pay funding reminders

• Additional pay Earning Code auto-populates as a funding row to ensure the additional pay cost is distributed correctly
• Funding on an additional pay Earning Code can only be updated with a Funding Change eForm
• Funding row for additional pay Earning Codes should not be removed until additional pay has fully paid out
Special Payment Form

Funding on Special Payment Request Forms

- Use of Special Payment Requests must be approved by Payroll as an exception to the use of an Additional Pay eForm
- Payroll assigns the additional pay Earnings Code
- Submit a Funding Change eForm to add a funding row with assigned Additional Pay Earnings Code if funding is different from regular earnings funding
Other Position- and Funding-Related Reminders

Fringe benefit funding process explained
• Funds 2100, 2110, 2115 are covered from a central funding source after each payroll
• Funds 2120, 2150 and all other funds must be covered by the departmental budget.

Process only one eForm on a position at a time and ensure it is in Complete status before processing a second eForm on the same position.
Miscellaneous Position-Related Reminders

- Moving and Relocation expenses cannot be charged to E&G (Educational and General) funding sources
- Salary encumbrances for monthly paid employees are updated on a nightly basis once eForm is in Complete status
- Run the salary encumbrance report at least once a month for reconciliation purposes
Summary

In this presentation, we

• Explained approval routing and Budget Office roles
• Reviewed which eForms have options for funding updates
• Provided a list of eForm hard stop and warning messages
• Reviewed important information regarding retroactive funding changes
• Explained additional pay Earning Code vs funding sources
• Provided other important position and funding reminders
• Included supplemental information for reference (below)
Supplemental Information – For Reference
eForms – Error Messages that Cause a Hard Stop

As a reminder, below are **hard stop** messages that will stop an eForm from being submitted and/or routing for approval:

- Check Funds function ensures availability of funds on cost centers and projects
- Retroactive action already processing
- Funding End Date Must be After Funding Start Date
- Dist Pct Must Total 100 For All Sources In Each Time Period
eForms – Hard Stops: What To Do

**Insufficient check funds error**
- Identify alternate funding source to use
- Update funding on other positions to “release” funding
- Submit a budget transfer to increase funding

**Retroactive error**: Wait 5-7 business days to submit the next eForm

**Funding end date error**: Update funding to a funding source that is not expired

**Dist % error**: Ensure all funding Distr % = 100%
eForms – Warnings

Warnings do not stop an eForm from being submitted and/or routed for approval:

**Empl Class STU**
- Set to check funds warning only
- Validate sufficient funds are available

**Empl Class WS**: Check funds is turned off
Contact Us

If you have questions, you can contact us at

**Budget and Financial Planning**
Email: budget@utsa.edu
Microsoft Teams