

## Maintain Payroll Funding

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### **Attaching Funding to a Position**

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When a position is created, HRIS automatically funds the position at the **department level**. Please attach funding to the position.

#### 1) **Access Payroll Funding Table:**

**North American Payroll > Payroll Funding  
Maintain Funding > Payroll Funding Table**

#### 2) **Select “Add a New Value” page tab.**

Payroll Funding Table

[Find an Existing Value](#)

[Add a New Value](#)



- ▶ **Enter the following information: Department ID, Fiscal Year, Budget Level, and Position Number.**

**Payroll Funding Table**

[Find an Existing Value](#) [Add a New Value](#)

SetID:

Department:

Fiscal Year:

Budget Level:

Position Pool ID:

Position Number:

- ▶ **Select Add**

## Maintain Payroll Funding

### 3) Complete Dept Budget Earnings ... Deductions ... Tax Pages:

**No Need to add a new effective-dated row.**

- ▶ **Enter ... Effective Date (MMDDYY format)**
- ▶ **Enter ... Project, Fund Source, Organization**
- ▶ **Enter ... Distrb %**
- ▶ **Enter ... Funding End Date, if applicable.**

The screenshot shows the 'Level' form in HRIS. The 'Position' tab is selected. The form contains the following fields and values:

- Position Number: W0000838
- Student
- \*Effective Date: 05/30/2010
- Eff Seq: 0
- \*Status: Active
- Date Entered: 05/12/2010
- Budget Level Cap: 0.00
- \*Currency: USD
- Current

The 'Earnings Distribution' section contains the following fields and values:

- Earnings Code: [empty]
- \*SEQ#: 1
- % Effort: [empty]
- \*Combination: [empty]
- Project: [empty]
- Project Task: [empty]
- PCA: [empty]
- Project Description: [empty]
- Project Award: [empty]
- Fund Source: [empty]
- Organization: [empty]
- Budget Amount: 0.000
- Distrb %: 0.000
- Allow Overspend:
- Funding End Date: [empty]
- Distributed:

A red box highlights the 'Effective Date' field. A red box highlights the 'Project' field. A red box highlights the 'Fund Source' field. A red box highlights the 'Organization' field. A red box highlights the 'Distrb %' field. A red box highlights the 'Funding End Date' field. A red box highlights the 'Dept Budget Summary' button.

**The following message will appear after entering each item of data:**

The message box contains the following text:

Default funding for both deductions and taxes has been changed as earnings (30000,62)

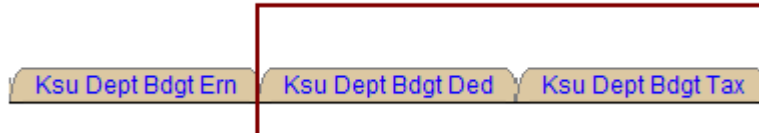
Buttons: OK, Cancel

- ▶ **Select OK ... HRIS will automatically update the Deduction and Tax pages.**

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- 4) **Optional ...** If Project, Fund Source, Organization, Distrib%, and/or Funding End Date are not the same for Deductions and Taxes, change appropriately on each page.



- 5) **Check data carefully and select**  .