

## Maintain Payroll Funding

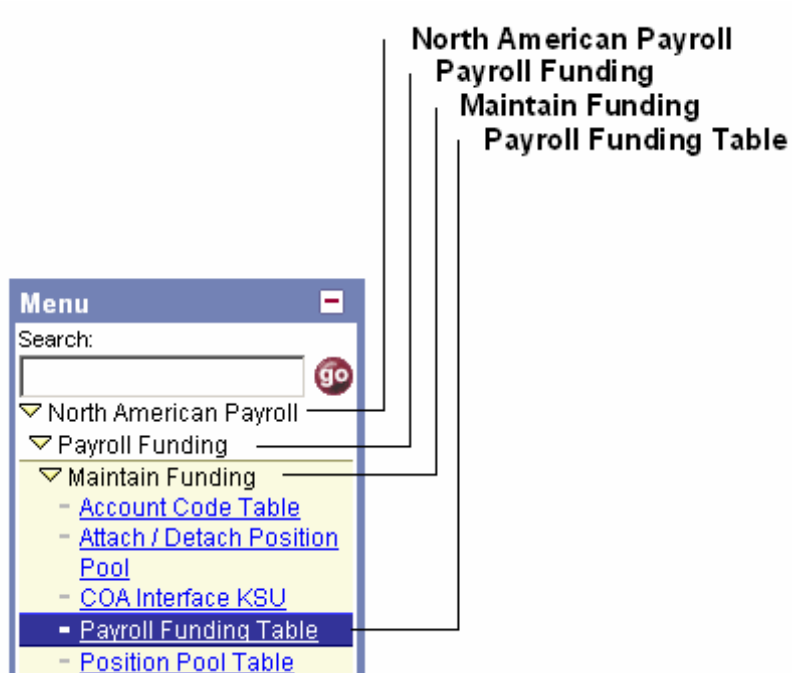
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### **Attaching Funding to a Position**

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When a position is created, HRIS automatically funds the position at the department level. For the funding to be correct, attach funding to the position.

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



## Maintain Payroll Funding

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

#### Department Budget Table

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

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

SetID: =

Department: begins with

Fiscal Year: =

Budget Level: =

Position Pool ID: begins with

Position Number: begins with

Include History  Correct History

[Basic Search](#)

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

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

Department Budget 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:

- ▶ **Enter ... Effective Date** ( DO NOT INSERT A ROW ) ( MMDDYY format)
- ▶ **Enter ... Account Code**
- ▶ **Enter ... Distrb %**
- ▶ **Enter ... Funding End Date, if applicable.**

<a href="#">Dept Budget Date</a>	<a href="#">Dept Budget Earnings</a>	<a href="#">Dept Budget Deductions</a>	<a href="#">Dept Budget Taxes</a>	<a href="#">Dept Budget Actuals</a>
SetID: KSUNV	Department: 3670020060	Biology	Fiscal Year: 2005	
Budget Begin Date: 06/06/2004	Offset Group: 00001	<b>Budget Cap</b>		
Budget End Date: 06/04/2005		<input checked="" type="radio"/> Per Budget Level <input type="radio"/> Per Earn/Tax/Ded		
<b>Level</b> Find   View All First 1 of 1 Last				
<input type="radio"/> Department <input type="radio"/> Position Pool <input type="radio"/> Jobcode <input checked="" type="radio"/> Position <input type="radio"/> Appointment + -				
Position Number: W0002588 Student				
*Effective Date: <b>01/30/05</b> Eff Seq: 0 *Status: Active Date Entered: 11/11/2004				
Budget Level Cap: 0.00 *Currency: USD				
<b>Earnings Distribution</b> Find   View All First 1 of 1 Last				
Earnings Code: *SEQ#: 1 % Effort: + -				
*Account Code: <b>526804</b> BIOLO NSF				
Chartfields				
Budget Amount: 0.000 Distrb %: <b>100.000</b>				
Funding End Date: <b>07/01/05</b> Distributed <input type="checkbox"/>				
<a href="#">Dept Budget Summary</a>				

[Save](#)

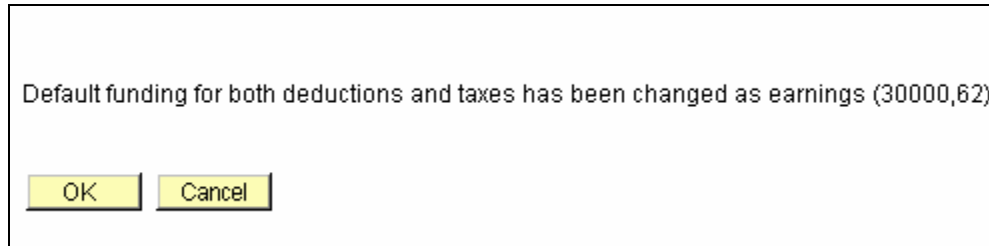
[Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Dept Budget Date](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#) | [Dept Budget Actuals](#)

## Maintain Payroll Funding

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*The following message will appear after entering Account Code and Distrb%:*



- ▶ **Select OK** if the Account Code and Distrb% are the same for Deductions and Taxes.

*HRIS will automatically update the Deduction and Tax pages.*

**4) Optional ...** If Account Code, Distrb%, and Funding End Date are not the same for Deductions and Taxes, change appropriately on each page.



**5) Check Data Carefully**

**6) Select “SAVE”**