

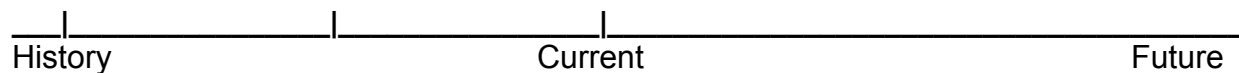
## Maintaining Department Budget/Funding Data

### Retroactive Funding

*HRIS requires rows to be in effective-date sequence.*

#### Add an Effective-Dated Row for a Prior Pay Period

Scenario:



#### Step 1: Access Department Budget Table in ***correct history*** mode.

The screenshot shows a web application interface. On the left is a 'Menu' sidebar with a search box and a 'go' button. The menu items include 'My Favorites', 'Employee Self Service', 'Workforce Administration', 'Benefits', 'Compensation', 'North American Payroll', 'Employee Pay Data', 'Payroll Processing', 'Payroll Processing USF', 'Periodic Payroll Events', 'Annual Processing', 'Retroactive Payroll', 'Payroll Funding', and 'Maintain Funding'. Under 'Maintain Funding', there are links for 'Account Code Table', 'Attach / Detach Position Pool', 'COA Interface KSU', 'Payroll Funding Table' (highlighted), 'Position Pool Table', and 'PPA Security Setup'. The main content area is titled 'Department Budget Table' and contains a search form. The form has two tabs: 'Find an Existing Value' and 'Add a New Value'. The search fields are: 'SetID:' with a dropdown set to '=' and a text box containing 'KSUNV'; 'Department:' with a dropdown set to 'begins with' and an empty text box; 'Fiscal Year:' with a dropdown set to '=' and an empty text box; 'Budget Level:' with a dropdown set to '=' and an empty dropdown menu; 'Position Pool ID:' with a dropdown set to 'begins with' and an empty text box; and 'Position Number:' with a dropdown set to 'begins with' and an empty text box. Below these fields are two checkboxes: 'Include History' (unchecked) and 'Correct History' (checked). At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- Enter Department ID
- Enter Fiscal Year
- Enter Budget Level
- Enter Position Pool ID or Position Number

## Step 2: Update Distribution of Accounts – Earnings

- ❖ Find desired effective-dated row to copy. **Cursor should be blinking in effective date edit box.**
- ❖ Select the **“Insert Row”** button to insert/add a new effective-dated row and enter effective date.
- ❖ To update **one account**, simply change applicable data (i.e., Account Code, Distrb% of Distribution, or Funding End Date).
- ❖ **To update multiple accounts**, access appropriate account row. Update applicable data (i.e., Account Code, Distrb %, Funding End Date).

*Human Resource Information System*  
Kansas State University

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

SetID: KSUNV Department: 3670005050 Division of Human Resources Fiscal Year: 2005  
 Budget Begin Date: 06/06/2004 Offset Group: 00001 Budget Cap  
 Budget End Date: 06/04/2005  Per Budget Level  Per Earn/Tax/Ded

Level				
<input checked="" type="radio"/> Department	<input type="radio"/> Position Pool	<input type="radio"/> Jobcode	<input type="radio"/> Position	<input type="radio"/> Appointment <input type="button" value="+"/> <input type="button" value="-"/>
*Effective Date:	<input type="text" value="06/06/2004"/> <input type="button" value="BT"/>	Eff Seq: 0	*Status: <input type="text" value="Active"/>	Date Entered: 11/11/2004
Budget Level Cap:	<input type="text" value="0.00"/>	*Currency:	<input type="text" value="USD"/>	
Earnings Distribution				
Earnings Code:	<input type="text"/>	*SEQ#:	<input type="text" value="1"/>	% Effort: <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
*Account Code:	<input type="text" value="207604"/>	HRSER SAL & WAG OTHR		
Chartfields				
Budget Amount:	<input type="text" value="0.000"/>	Distrb %:	<input type="text" value="100.000"/>	
Funding End Date:	<input type="text"/>	Distributed	<input type="checkbox"/>	
<input type="button" value="Dept Budget Summary"/>				

- ❖ Move forward to **Dept Budget Deductions** panel.

### Step 3: Update Distribution of Accounts - Deductions

- ❖ To update one account, simply change applicable data (i.e., Account Code, Distrb %, Funding End Date).
- ❖ To update multiple accounts, access account row. Update applicable data (i.e. Account Code, Distrb %, Funding End Date)

*Human Resource Information System*  
Kansas State University

Dept Budget Date | Dept Budget Earnings | **Dept Budget Deductions** | Dept Budget Taxes | Dept Budget Actuals

SetID: KSUNV Department: 3670005050 Division of Human Resources Fiscal Year: 2005  
Budget Begin Date: 06/06/2004 Budget End Date: 06/04/2005 Offset Group: 00001

Level	Find	View All	First	1 of 1	Last
<input checked="" type="radio"/> Department	<input type="radio"/> Position Pool	<input type="radio"/> Jobcode	<input type="radio"/> Position	<input type="radio"/> Appointment	<input type="button" value="+"/> <input type="button" value="-"/>
Effective Date:	06/06/2004	Eff Seq:	0	Status:	Active
Date Entered:	11/11/2004				
Deduction Distribution					
Plan Type:	<input type="text"/>	Plan:	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
Ded Cd:	<input type="text"/>	Ded Class:	<input type="text"/>	'SEQ#:	<input type="text" value="1"/>
Account Code:	<input type="text" value="207604"/>	HRSER SAL & WAG OTHR			
Chartfields					
Budget Amount:	<input type="text" value="0.000"/>	Distrb %:	<input type="text" value="100.000"/>		
Funding End Date:	<input type="text"/>	Distributed	<input type="checkbox"/>		

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

- ❖ Move forward to **Dept Budget Taxes** panel.

## Step 4: Update Distribution of Accounts - Taxes

- ❖ To update one account, simply change applicable data (i.e., Account Code, Distrb %, Funding End Date).
- ❖ To update multiple accounts, access account row. Update applicable data (i.e., Account Code, Distrb %, and Funding End Date).

*Human Resource Information System*  
Kansas State University

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | **Dept Budget Taxes** | Dept Budget Actuals

SetID: KSUNV Department: 3670005050 Division of Human Resources Fiscal Year: 2005  
Budget Begin Date: 06/06/2004 Budget End Date: 06/04/2005 Offset Group: 00001

Level	Find   View All		First	1 of 1	Last		
<input checked="" type="radio"/> Department	<input type="radio"/> Position Pool	<input type="radio"/> Jobcode	<input type="radio"/> Position	<input type="radio"/> Appointment <b>+</b> <b>-</b>			
Effective Date:	06/06/2004	Eff Seq:	0	Status:	Active	Date Entered:	11/11/2004
Tax Distribution		Find   View All		First	1 of 1	Last	
State:	<input type="text"/>	Tax Class:	<input type="text"/>	SEQ#:	1	<b>+</b> <b>-</b>	
Locality:	<input type="text"/>						
Account Code:	207604	HRSER SAL & WAG OTHR					
Chartfields							
Budget Amount:	<input type="text" value="0.000"/>	Distrb %:	<input type="text" value="100.000"/>				
Funding End Date:	<input type="text"/>	Distributed	<input type="checkbox"/>				

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

**Step 5: Check data carefully (i.e., earning, deductions, & tax panels).**

**Step 6: Save the data.**

**Step 7: Complete the Funding Data Sheet and submit it to the Division of Human Resources- Payroll.**

**The form is located:**

**<https://www.ksu.edu/hr/forms/>**