

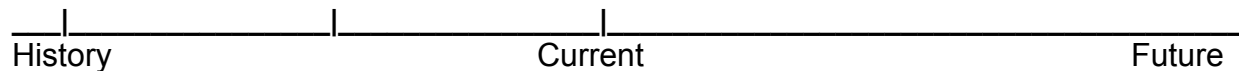
Maintaining Department Budget/Funding Data

Retroactive Funding

HRIS requires rows to be in effective-date sequence.

Correcting an Existing 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' (selected) and 'Add a New Value'. The search criteria include: '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. There are two checkboxes: 'Include History' (unchecked) and 'Correct History' (checked, highlighted with a red box). At the bottom of the form are buttons for 'Search', 'Clear', and links for '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

- ❖ Locate desired effective-dated row. **Change Existing 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 Find | View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment + -

*Effective Date: 06/06/2004 Eff Seq: 0 *Status: Active Date Entered: 11/11/2004
Budget Level Cap: 0.00 *Currency: USD

Earnings Distribution Find | View All First 1 of 1 Last

Earnings Code: *SEQ#: 1 % Effort: + -
*Account Code: 207604 HRSER SAL & WAG OTHR

Chartfields

Budget Amount: 0.000 Distrb %: 100.000
Funding End Date: Distributed

Dept Budget Summary

Save Return to Search Next in List Previous in List Add Update/Display Include History

- ❖ 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 + -	
Effective Date:	06/06/2004	Eff Seq:	0	Status: Active	Date Entered: 11/11/2004
Deduction Distribution		Find View All	First	1 of 1	Last
Plan Type:	<input type="text"/>	Plan:	<input type="text"/>	+ -	
Ded Cdt:	<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"/>		

Save Return to Search Next in List Previous in List Add Update/Display Include History

[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 + -	
Effective Date:	06/06/2004	Eff Seq:	0	Status:	Active
Date Entered:	11/11/2004				
Tax Distribution		Find View All		First	Last
State:	<input type="text"/>	Tax Class:	<input type="text"/>	'SEQ#:	1 + -
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/>