Payroll Accounting uses the Distribution Entry process to proactively identify the funding source paying for anticipated salary expenses. Units can select from four possible funding levels when assigning distribution. As a rule, the lowest funding level (closest to the employee) overrides all other funding definitions. This job aid defines and explains when to use each level. All images of funding levels are depicted without distribution detail.

### APPOINTMENT-LEVEL

Appointment-level funding allows use of both sponsored and nonsponsored funds. Use Appointment funding when there are complex funding configurations and/or frequent changes.

- The appointment level page will show information about the employee at the top. It shows data from **Job Record** and **Contract Data**. It is possible to view department funding from this page as well as other jobs for the employee.

### POSITION-LEVEL

Position-level funding is also limited to nonsponsored chartstrings. It can be used effectively when there are multi-headcount positions or positions that have frequent turnover in staffing. Position funding stays with the position regardless of who the incumbent is and how many jobs reference the position.

- The position funding page shows some attributes of the position such as job code and title. It also shows maximum headcount and number of incumbents. The `<View Incumbents>` link opens a window showing a list of employees in that position.
- HRMS will automatically prohibit the use of a sponsored account on this page.
Distribution Funding Levels and Strategies (cont.)

POSITION POOLS
Use position pools sparingly and only when a number of positions in the department consistently share the same distribution configuration. Position pools must use nonsponsored chartstrings.

- Position pools level page shows positions within that Pool.
- Positions must be from the same department.
- Position pool funding page lists positions found under this pool and some basic data about the position as well as the ability to view incumbents.
- HRMS will automatically prohibit the use of a sponsored account on this page.

DEPARTMENT-LEVEL
Department-level funding should be the more consistent funding source rather than the most common. It can be the most common as long as that funding does not change frequently. Department-level funding must be from a nonsponsored chartstring.

- Each hiring department must have a funding definition(s) on the Department Budget Table.
- The minimum requirement is that they have funding defined at the DEPARTMENT-LEVEL – which acts as a default for all employees in that department.
- The suspense combination code is identified. This code will be used only if an error occurs and the normal distribution cannot be identified.
- It also shows the counts of employees Active, Paid-Leave, Unpaid-Leave, Suspended or Work Break, and number of Vacant Positions.
- Employees with this funding level identified will all be paid from the funding source listed on this page.
- HRMS will automatically prohibit the use of a sponsored account on this page.