Distribution Entry Levels of Funding

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 explains the levels and when to use each. Images of funding pages are depicted without distribution detail.

DEPARTMENT LEVEL FUNDING

Department-level funding is limited to non-sponsored ChartField strings. Every position initially defaults to this base level.

Strategy: Use to identify a unique distribution which should NOT have regular payroll expenses, OR use to identify the distribution used to fund the majority of employees within the unit.

- Each hiring department must have a funding definition on the Department Budget Table.
- The minimum requirement is that they have funding defined at 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 shows counts of employees Active, Paid Leave, Unpaid Leave, Suspended or Work Break, and number of Vacant Positions.
- Employees with this funding level identified will be paid from the funding source listed on this page.
- HRMS will automatically prohibit the use of a sponsored account on this page.

POSITION POOL LEVEL FUNDING

Position Pool-level funding is limited to non-sponsored ChartField strings.

Strategy: Use Position Pool-level funding sparingly and only when a number of positions in the department consistently share the same distribution.
Position Pool-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.

**POSITION LEVEL FUNDING**

Position-level funding is limited to non-sponsored ChartField strings.

**Strategy:** Use when there are multi-headcount positions or positions that have a frequent turnover in staffing. Position-level funding stays with the position regardless of who the incumbent is and how many jobs reference the position.

The Position-level 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.
**APPOINTMENT LEVEL FUNDING**

Appointment-level funding allows the use of sponsored, non-sponsored, and cost share funding.

**Strategy:** Use Appointment-level funding when there are complex funding configurations or frequent changes.

The Appointment-level funding page shows 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.