



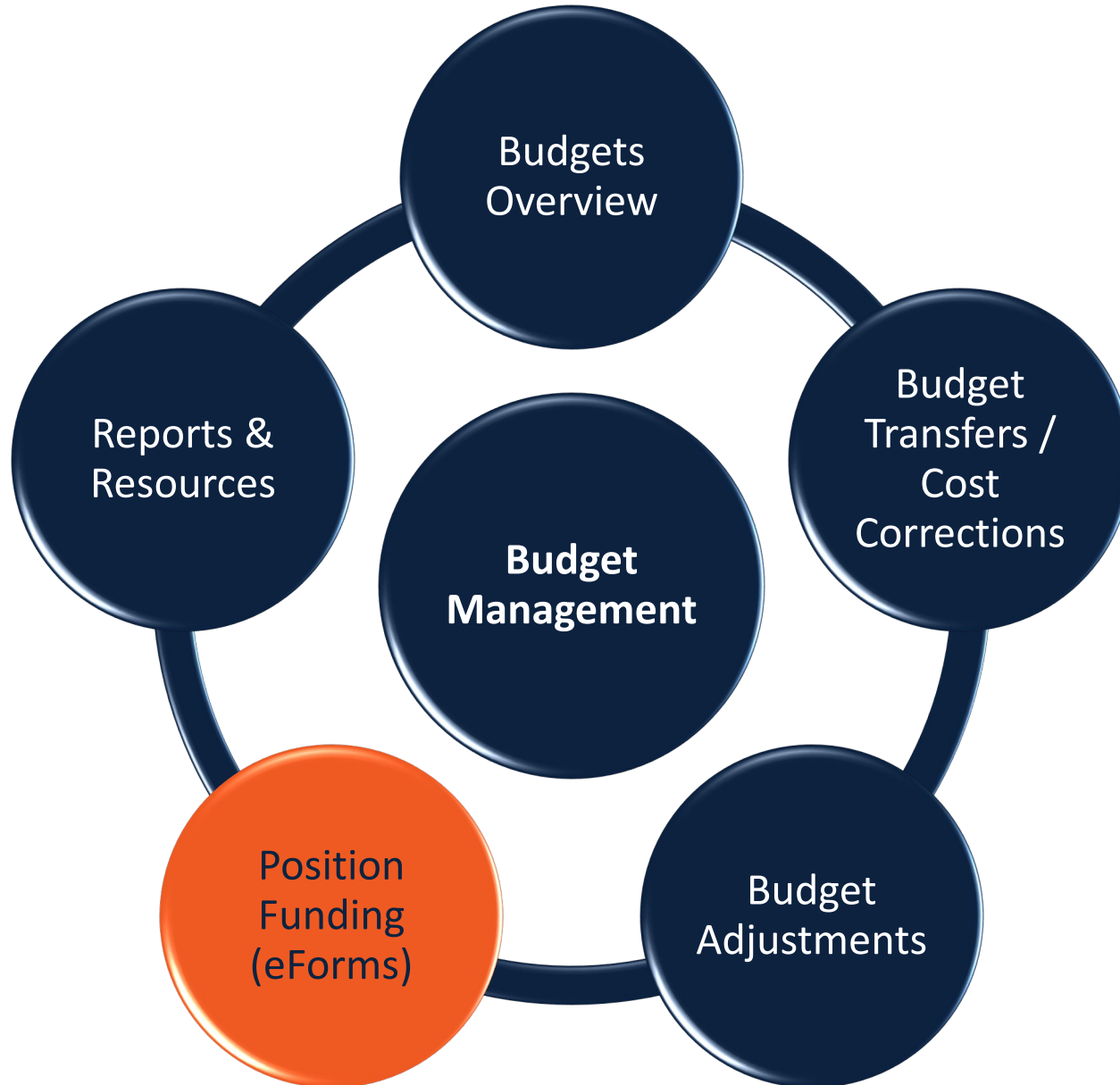
# Position Funding (eForms)

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# Agenda

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# Key Objectives

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In this presentation we will discuss

- Approval routing
- Budget Office roles and responsibilities
- eForms with options for funding updates
- eForm hard stops and warnings
- Retroactive-dated funding changes
- Additional pay Earning Code vs funding sources
- Important reminders

# eForm Approval Routing

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The following departments are involved in reviewing and approving eForms in PeopleSoft:

- Requestor (department/Business Service Center [BSC])
- Department manager
- Cost center approver
- **Budget & Financial Planning Office (Budget Office)**
- Faculty Personnel Services
- People Excellence (HR Compensation)
- Payroll Services



# Key Items Reviewed by Budget Office (1)

Appointment & Transfer	New Position	Contract Addition & Change
<p>Validate and approve budgetary fields.</p> <p><b><u>CRITICAL FIELDS:</u></b></p> <ul style="list-style-type: none"><li>● Start Date and Proposed Funding *Start Date match</li><li>● Funding Gaps</li><li>● End Date on Projects Required</li><li>● No funding end date Cost Center</li><li>● Distribution % = 100%</li></ul>	<p>Validate and approve faculty, staff, and student positions.</p> <p><b><u>CRITICAL FIELDS:</u></b></p> <ul style="list-style-type: none"><li>● Approval is attached for full-time regular positions (not faculty)</li><li>● Position Eff Date and Proposed Funding *Start Date match</li><li>● Funding section completed</li><li>● Distribution % = 100%</li></ul>	<p>Validate and approve budgetary fields.</p> <p><b><u>CRITICAL FIELDS:</u></b></p> <ul style="list-style-type: none"><li>● Effective, Contract and Funding Proposed Funding *Start Dates Match</li><li>● Funding Gaps</li><li>● End Date on Projects Required</li><li>● No funding end date Cost Center</li><li>● Distribution % = 100%</li></ul>

Note: Saved eForms not submitted will continue to reserve funds. It is important to cancel these as soon as you know you will not need to submit them.

# Key Items Reviewed by Budget Office (2)

Job Attribute Change	Position Attribute Change	Funding Change
<p>Validate and approve budgetary fields.</p> <p><b><u>CRITICAL FIELDS:</u></b></p> <ul style="list-style-type: none"><li>• Effective and Proposed Funding *Start Date match</li><li>• Funding Gaps</li><li>• End Date on Projects Required</li><li>• No funding end date Cost Center</li><li>• Distribution % = 100%</li><li>• No retroactive dated funding changes</li></ul>	<p>Validate and approve budgetary fields.</p> <p><b><u>CRITICAL FIELDS:</u></b></p> <ul style="list-style-type: none"><li>• Eff Date and Proposed Funding *Start Date match</li><li>• Funding Gaps</li><li>• End Date on Projects Required</li><li>• No funding end date Cost Center</li><li>• Distribution % = 100%</li><li>• No retroactive dated funding changes</li></ul>	<p>Validate and approve budgetary fields.</p> <p><b><u>CRITICAL FIELDS:</u></b></p> <ul style="list-style-type: none"><li>• Show as of and Proposed Funding *Start Date match</li><li>• Funding Gaps</li><li>• End Date on Projects Required</li><li>• No funding end date Cost Center</li><li>• Distribution % = 100%</li><li>• Only one retro dated funding change</li></ul>

# Key Items Reviewed by Budget Office (3)

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## Additional Pay

Validate and approve budgetary fields.

### CRITICAL FIELDS:

- Pay Start Date
- Proposed Funding \*Start is the 1<sup>st</sup>
- Additional Pay Funding Row
- End Date on Projects Required
- No funding end date Cost Center
- Distribution % = 100%

# eForms with Funding Updates (1)

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The following eForms have options for updating funding:

- Funding Change eForm
  - Retroactive-, current- and/or future-dated funding changes
  - There may be times when it includes all three types
  - The Show as of field defaults to Sept. 1; please change this field to the effective date you need the funding to be updated for and ensure the Proposed Funding Start Date matches
  - This is the only eForm that can process a retroactive-dated funding change



# eForms with Funding Updates (2)

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The following eForms have options for updating funding:

- Appointment & Transfer eForm
- New Position eForm
  - Funding required for all paid positions
  - Funding not allowed on POI (Person of Interest) positions since they are unpaid

# eForms with Funding Updates (3)

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The following eForms have options for updating funding:

- Contract Additions & Changes eForm
- Job Attribute Change eForm
- Position Attribute Change eForm



These three eForms can **only** have current- or future-dated funding changes.

These eForms **cannot have retroactive**-dated funding changes (to prevent issues downstream). Wait until the above eForm(s) is in Complete status (fully processed) before submitting a retroactive-dated funding change.

# eForms - Error Messages that Cause a Hard Stop

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Below are **hard stop** messages that will stop an eForm from being submitted and/or routing for approval:

- Check Funds function ensures availability of funds  
This occurs at a point in time; insufficient funds can occur at any time during approval routing. Important: obtain approvals quickly and allow eForm to process to Complete status before creating another eForm using the same funding source
- Retroactive action already processing  
Another retroactive action (such as for additional pay) is already processing. Wait until the first retroactive action is in Complete status.
- Funding End Date Must be After Funding Start Date  
Funding has expired; you need to include current/future funding.
- Dist Pct Must Total 100 For All Sources In Each Time Period

Note: Additional guidance is in the Supplemental Information section.

# Current & Future Funding Explained

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## **Current funding**

Funding changes for the current month prior to a payroll process. eForms should be in Complete status prior to the 15th of the month.

## **Future funding**

Funding changes that occur beyond the current month

# Retroactive Funding Explained

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## **Retroactive funding**

Funding changes for a prior month or for a completed payroll process

Example: On Oct. 28, both the first semi-monthly and monthly payrolls have processed. An eForm was processed on Oct. 28 with funding effective Oct. 1. This is now considered a retroactive funding change.

# Retroactive-Dated Funding Change eForms (1)

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This information relates to Funding Change eForms **only**:

Change the Show as of field to the date you need the funding corrected/updated. Ensure the Proposed Funding Start date matches.

Show as of field defaults to Sept. 1; important questions to ask yourself:

- Will I have other retroactive funding changes on this same position?
- Can I use a current or future date to update funding instead?

If you determine you need to use Sept. 1, **please** keep in mind

- The number of retroactive funding changes using a Sept. 1 date should be limited to avoid **stacking**

# Retroactive-Dated Funding Change eForms (2)

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## **Stacking** explained

- Occurs when the **same** retroactive funding Start Date is used in the Proposed Funding section multiple times creating multiple records
- Department Budget Table (DBT) is not intended to retroactively record multiple records for the same position using the same date



# Additional Pay eForm: Earning Codes vs Funding Sources

Earning Codes are assigned by Payroll.

Additional pay funding reminders

- Additional pay Earning Code auto-populates as a funding row to ensure the additional pay cost is distributed correctly
- Funding on an additional pay Earning Code can only be updated with a Funding Change eForm
- Funding row for additional pay Earning Codes should not be removed until additional pay has fully paid out
- Additional pay funding must always start on the 1<sup>st</sup> of a month



# Special Payment Form

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## Funding on Special Payment Request Forms

- Use of [Special Payment Requests](#) must be approved by Payroll as an exception to the use of an Additional Pay eForm
- Payroll assigns the additional pay Earnings Code
- Submit a Funding Change eForm to add a funding row with assigned Additional Pay Earnings Code **if** funding is different from regular earnings funding

Departments submit a Funding Change eForm at the same time.



# Other Position- and Funding-Related Reminders

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Fringe benefit funding process explained

- Funds 2100, 2110, 2115 are covered from a central funding source after each payroll
- Funds 2120, 2150 and all other funds must be covered by the departmental budget

Process only one eForm on a position at a time and ensure it is in Complete status before processing a second eForm on the same position.

# Miscellaneous Position-Related Reminders

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- Moving and Relocation expenses cannot be charged to E&G (Educational and General) funding sources
- Salary encumbrances for monthly paid employees are updated on a nightly basis once eForm is in Complete status
- Run the salary encumbrance report at least once a month for reconciliation purposes
- Hourly positions do not encumber funds

# Summary

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In this presentation, we

- Explained approval routing and Budget Office roles
- Reviewed which eForms have options for funding updates
- Provided a list of eForm hard stop and warning messages
- Reviewed important information regarding retroactive funding changes
- Explained additional pay Earning Code vs funding sources
- Provided other important position and funding reminders
- Included supplemental information for reference (below)



# Supplemental Information – For Reference

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# eForms – Error Messages that Cause a Hard Stop

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As a reminder, below are **hard stop** messages that will stop an eForm from being submitted and/or routing for approval:

- Check Funds function ensures availability of funds on cost centers and projects
- Retroactive action already processing
- Funding End Date Must be After Funding Start Date
- Dist Pct Must Total 100 For All Sources In Each Time Period

# eForms – Hard Stops: What To Do

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## **Insufficient check funds error**

- Identify alternate funding source to use
- Update funding on other positions to “release” funding
- Submit a budget transfer to increase funding

**Retroactive error:** Wait 5-7 business days to submit the next eForm

**Funding end date error:** Update funding to a funding source that is not expired

**Dist % error:** Ensure all funding Distr % = 100%

# eForms – Warnings

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Warnings do not stop an eForm from being submitted and/or routed for approval:

## **Empl Class STU**

- Set to check funds warning only
- Validate sufficient funds are available

**Empl Class WS:** Check funds is turned off



# Contact Us

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If you have questions, you can contact us at

[Budget and Financial Planning](#)

Email: [budget@utsa.edu](mailto:budget@utsa.edu)

Microsoft Teams

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