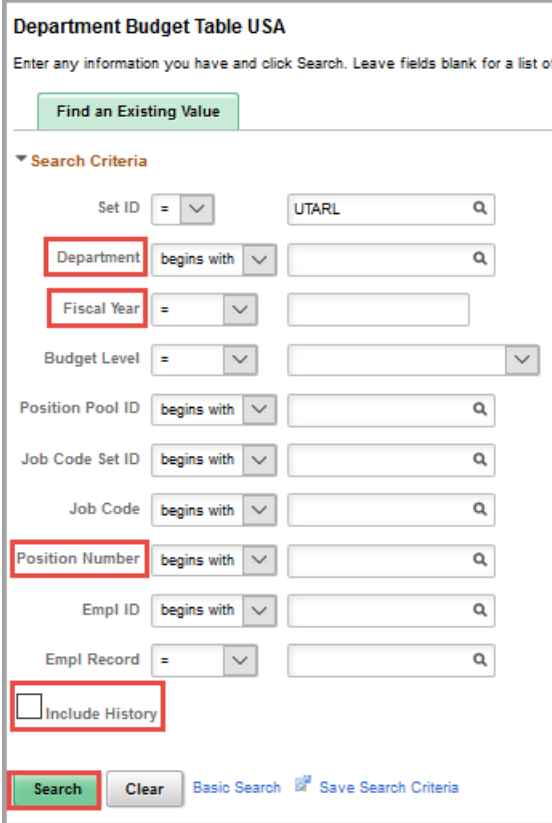


View Position Funding

The purpose of this job aid is to explain how to view funding for a position.

- 1) Navigate to: **NavBar > Menu > HRMS > UTZ Customizations > Manager Self Service > Position Management Center**, then click the **Department Budget Table USA** button.
- 2) The **Department Budget Table** search page is displayed. This page provides several options for performing a search. The most common search method is by **Department** or **Position Number**.
 - a. Searching by **Department** displays all positions for the department. You will be required to select the appropriate position from a **Search Results** table.
 - b. Searching by **Position Number** displays information for a specific position in the department.
- 3) Enter the budget year (fiscal year) for the position, i.e. 2019.
- 4) Click the **Search** button.



Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of

[Find an Existing Value](#)

Search Criteria

Set ID =

Department begins with

Fiscal Year =

Budget Level =

Position Pool ID begins with

Job Code Set ID begins with

Job Code begins with

Position Number begins with

Empl ID begins with

Empl Record =

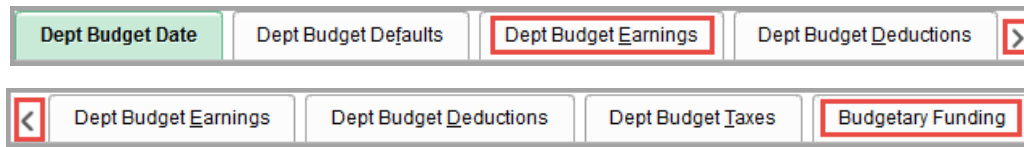
Include History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

NOTE: If you leave this field blank and/or if the position existed in multiple budget years, you must select the appropriate option from a **Search Results** table.

Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code Set ID	Job Code	Position Number	Empl ID	Empl Record
UTARL	635000	2019	Position	(blank)	(blank)	(blank)	10083946	(blank)	0
UTARL	635000	2018	Position	(blank)	(blank)	(blank)	10083946	(blank)	0
UTARL	635000	2017	Position	(blank)	(blank)	(blank)	10083946	(blank)	0
UTARL	635000	2016	Position	(blank)	(blank)	(blank)	10083946	(blank)	0

The **Department Budget Table** page is displayed. This component consists of eight tabs. The various tabs are used by the Budget office to setup funding for positions.



Note: The “>” and “<” allow moving from page one to page two of the tabs.

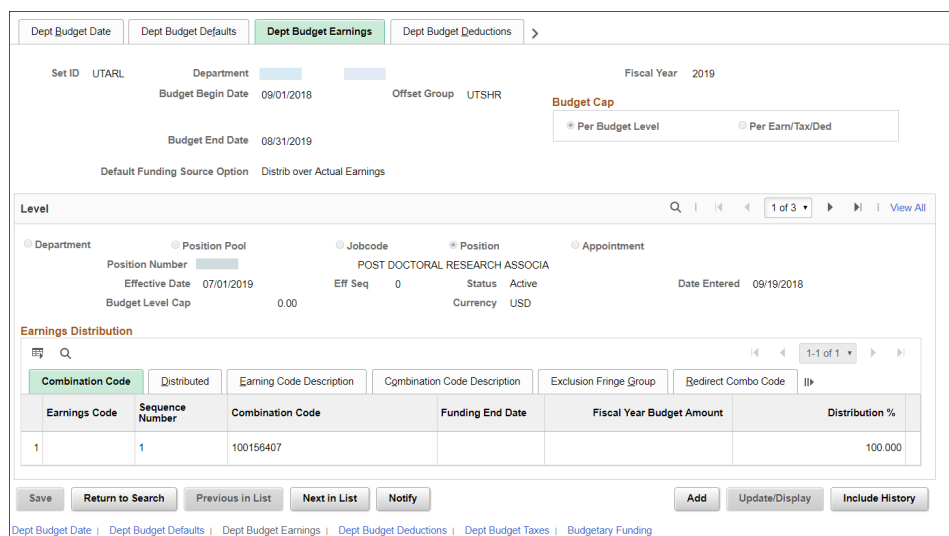
Departments will use the **Department Budget Earnings** tab and/or the **Budgetary Funding** tab to obtain funding and position information.

- The **Department Budget Earnings** page is used to view the chartfield values to fund the position.
- The **Budgetary Funding** page is used to view the incumbent(s) assigned to the position (if filled).

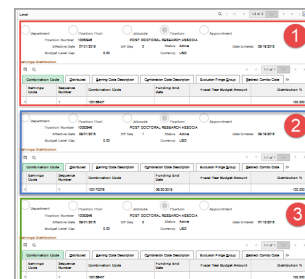
The **Department Budget Earnings** page displays earnings information for the position.

The top section of this page provides the department name and the fiscal year for the position budget. In addition, this section displays the beginning and ending dates for the budget period.

The middle section provides the position number and the title associated with the position. Also, it displays the effective date of the budget row.



If changes have occurred to the position during the fiscal year, i.e. funding source changes, it may be necessary for you to click the **View All** link to view the historical data.



The **Earnings Distribution** grid consists of five tabs. Departments will use the **Combination Code** tab and/or the **Combination Code Description** tab to obtain information.

Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code
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The **Combination Code** section displays the **Earnings Code** type, the **Combination Code**, and the budget **Distribution**:

- The **Earnings Code** specifies the earning type. Examples include:
 - CDA** = Cell Device Allowance
 - TMP** = Temporary Supplement
 - SUP** = Permanent Supplement
 - Note:** If the field is blank, the earning type is **Salary**.
- The **Combination Codes** column identifies the funding source(s) for the budget.
- The **Distribution** column displays the percentage of funding allocated to each earning type and funding source. The distribution must equal 100%.

Earnings Code	Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	100156407			100.000

Click the **Combination Code Description** tab to view the funding source for the position. Then click **ChartField Details** link.

Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code
Earnings Code	Sequence Number	Combination Code	Combination Code Description	ChartField Details	
1	1	100156407	HCM Integration	ChartField Details	

Note: If the **Earnings Code** is allocated between different funding sources, you must click each **ChartField Details** link to view the budget information for that transaction line.

The **ChartField Details** page is displayed. This page provides the chartfield values used to fund the position.

<p>Combination Code 100156407</p> <p>Search Options</p> <p>* Combination Codes</p> <p>Search</p>										
ChartField Detail										
Account	Fund Code	Department	Cost Center	Function	Program Code	PC Business Unit	Project	Activity	Affiliate	Fund Affiliate
HCM01	3100	123456	333333	200						
Return										

The **Position Budgetary Funding** page allows you to see the current employee(s) assigned to the position. It will provide the employee ID, record number, part time/full time status, hours per week, and the name of the incumbent.

To view this information, click the **View Position Incumbents** link.

< Dept Budget Earnings
Dept Budget Deductions
Dept Budget Taxes
Budgetary Funding

Position Budgetary Funding

Department	123456 UTADEPT
Position	1000000
Fiscal Year	2019
Annual Salary	\$48,216.00
Budgeted Amt	

View Position Incumbents

View Incumbents

Position 10083946

Current Incumbents

1-1 of 1

Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data
1234567890	0	Full-Time	40.00	Sam Maverick	07/01/2018	Pay Rate Change	Equity	N

Note: If the position is vacant, this section will be blank.