

# Distribution Entry Levels of Funding

Distribution Entry assigns the funding source for employees' current or future payroll expenses (salary and fringe). Units can select from four 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.

| UM PA Department Funding                                  |      |               |         |                  |         |                       |              |                     |          |  |
|---|------|---------------|---------|------------------|---------|-----------------------|--------------|---------------------|----------|--|
| Set ID: UMNHR Department 12222 Education Support Services |      |               |         | Fiscal Year 2023 |         |                       |              |                     |          |  |
| <b>Department Funding</b>                                 |      |               |         |                  |         |                       |              |                     |          |  |
| Dept Suspense Combination Code                            | Fund | DeptID        | Program | Project          | Account | Fin EmplID            | ChartField 1 | ChartField 2        | Cost Shr |  |
| 1026122222185300000279938 CO Payroll Default              | 1026 | 12222         | 21853   |                  | 700999  |                       |              |                     |          |  |
| Active Employees: 2                                       |      | Paid Leave: 0 |         | Unpaid Leave: 0  |         | Suspend/Work Break: 0 |              | Vacant Positions: 0 |          |  |

- 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.
- The Human Resources Management System (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.

## Distribution Entry Levels of Funding (cont.)

**UM PA Position Pool Funding**

Set ID: UMNHR Department 10237 University of Minnesota Fdn Fiscal Year 2023

**Position Pool Funding**

**Distribution Effective Date** Find | View All First 1 of 1 Last

\*Effective Date: 06/10/2019 Effective Sequence: 0 \*Status: Active Last Updated by: MMUI 08/11/2022

**Pool Details**

Pool ID OST UMF Office Students Active Positions 39 Funded under this Pool: 25

**Active Positions in Pool** Personalize | Find | View All | First 1-3 of 39 Last

| Position Number | Position Title                 | Job Code | Job Title                      | Max Head Count | Incumbents | Funded By  | View Incumbents                 |
|-----------------|--------------------------------|----------|--------------------------------|----------------|------------|------------|---------------------------------|
| 1 213474        | Student Admin/Support Services | 2222     | Student Admin/Support Services | 2              | 0          | Department | <a href="#">View Incumbents</a> |
| 2 216428        | Student Admin/Support Services | 2222     | Student Admin/Support Services | 1              | 0          | Department | <a href="#">View Incumbents</a> |
| 3 216430        | Events Student Assistant       | 2222     | Student Admin/Support Services | 2              | 3          | Department | <a href="#">View Incumbents</a> |

- ✦ 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 basic data about the position, as well as the option to view incumbents.

### 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.

**UM PA Position Budget**

Set ID: UMNHR Department: 22288 Training Support Admin Fiscal Year: 2023

**Position Funding**

**Distribution Effective Date** Find | View All First 1 of 1 Last

\*Effective Date: 06/10/2019 Effective Sequence: 0 \*Status: Active Last Updated by: JOHN0012 08/01/2022

**Position Details**

|          |        |                             |         |          |        |                             |                |   |            |   |                                 |
|----------|--------|-----------------------------|---------|----------|--------|-----------------------------|----------------|---|------------|---|---------------------------------|
| Position | 200343 | HR Pro 2-Technical Training | Pool ID | Job Code | 8182TE | HR Pro 2-Technical Training | Max Head Count | 3 | Incumbents | 1 | <a href="#">View Incumbents</a> |
|----------|--------|-----------------------------|---------|----------|--------|-----------------------------|----------------|---|------------|---|---------------------------------|

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.

# Distribution Entry Levels of Funding (cont.)

## 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.

**UM PA Appointment Funding** ✕

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Set ID: UMNHR    Department: 12212 Education Support Services    [View Dept Funding](#)    Fiscal Year: 2023

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Appointment Funding

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**Distribution Effective Date** [Find](#) | [View All](#)    First 1 of 2

Effective Date: 09/02/2019     Effective Sequence: 0    \*Status: Active     Last Updated by: BAJOH004    07/10/2022

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**Job Details** [View More Job Details](#)    [View Other Jobs](#)

|                       |                                    |                                |                            |
|-----------------------|------------------------------------|--------------------------------|----------------------------|
| Empl ID: 7201234      | Name: Billie Dauert                | Contract Begin:                | Annual Rate: \$76,689.60   |
| Empl Record: 0        | Co/Pay Grp: UMN / P12              | Contract End:                  | Hourly Rate: \$36.87       |
| Empl Status: Active   | Empl Class: Civil Service          | Pay Freq: Hourly               | Std Hours: 40.00           |
| Hire Date: 02/17/1999 | Job Code: 8183TRHR Pro 3-Training  | Account: 700501                | Pay Period Amt: \$2,949.60 |
| Expected End:         | Position: 303605 HR Pro 3-Training | Primary Job Frng: Non Academic |                            |

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View More Additional Pay

| Pay Components |           |               |                   | Additional Pay |            |                   |                     |            |          |        |             |              |                  |
|----------------|-----------|---------------|-------------------|----------------|------------|-------------------|---------------------|------------|----------|--------|-------------|--------------|------------------|
| Rate Code      | Comp Rate | FTE Proration | Percent of Annual | Earn Cd        | Addl Seq # | Position Override | Combo Code Override | Start Date | End Date | Amount | Goal Amount | Goal Balance | Dept ID Override |
| HRLY           | \$36.87   | \$0.00        | 0.000             |                |            |                   |                     |            |          |        | \$0.00      | \$0.00       |                  |

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.



To update distributions, see the [“Distribution Entry for Payroll Earnings”](#) job aid.