

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						
Department Funding												
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	View Incumbents
2 216428	Student Admin/Support Services	2222	Student Admin/Support Services	1	0	Department	View Incumbents
3 216430	Events Student Assistant	2222	Student Admin/Support Services	2	3	Department	View Incumbents

- 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
										View Incumbents

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													
Set ID:	UMNHR	Department:	12212	Education Support Services	View Dept Funding	Fiscal Year:	2023						
Appointment Funding													
Distribution Effective Date													
Effective Date:	09/02/2019	Effective Sequence:	0	*Status:	Active	Last Updated by:		BAJOH004	07/10/2022				
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								
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.