6.11 FUNDING CHANGE

Overview
The procedures described in this section are for changing an existing account, fund, activity code or sub number related to the employee’s salary distribution.

Policy Summary
A change in fund source occurs whenever salary distribution data elements relating to the account, fund, project code, sub and/or FTE are changed. These data elements define the payment from which the employee’s service or wages are charged.

Before You Start
Prior to processing the OEU for a funding change, Refer to the SHR Procedures Manual. This will give you guidance to determine the delegations of authority and policy procedure.

Obtain the required approval to complete the funding change.

There is no data collection document to complete. The information you may need to complete the OEU can be obtained from the unit/service center approval document.

If the funding change is temporary see the OPTRS Manual sections on EDTS and EDTM. Temporary funding changes are now handled after the fact as payroll expenditure transfers.

Data Entry
Use the EAPP function to process a funding change.

Accessing the EAPP Function
1. Log on to the Payroll/Personnel System.
2. At Next Function, type EEDB and press Enter.
3. Type EAPP, the employee ID number, and press Enter.
   The EAPP function is displayed for the selected employee.
Completing the EAPP function

THE EAPP (APPOINTMENTS & DISTRIBUTIONS) FUNCTION

Appointment Level Procedure

When processing a funding change, it is not necessary to end the current appointment since the intent of the appointment has not changed.

Distribution Level Procedure

1. End the distributions that are affected by the funding change.
2. **F9** Jump to the command line and type “copy xx to xx” to set up the next available distribution.
3. Change the data in the following fields, as applicable:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions</td>
<td>Enter Personnel Action Code 18. (Funding Change)</td>
</tr>
<tr>
<td>L</td>
<td>Enter 7 for UCSC location number.</td>
</tr>
<tr>
<td>Acct</td>
<td>Enter ‘organization’ FOAPAL number.</td>
</tr>
<tr>
<td>CC</td>
<td>Enter cost center.</td>
</tr>
<tr>
<td>Fund</td>
<td>Enter fund number.</td>
</tr>
<tr>
<td>PC</td>
<td>Enter activity code (optional, not required).</td>
</tr>
<tr>
<td>Sub</td>
<td>Enter 1 or 2 as applicable.</td>
</tr>
<tr>
<td>FTE</td>
<td>Enter the percentage of budgeted position which the distribution represents.</td>
</tr>
<tr>
<td>Dist %</td>
<td>Enter the anticipated percentage of time which is chargeable to the account/ fund. 100% is entered as 1.0000.</td>
</tr>
<tr>
<td>Pay Begin</td>
<td>Enter the pay begin date on which the funding change becomes effective in the format: MMDDYY.</td>
</tr>
<tr>
<td>Pay End</td>
<td>Enter the pay ending date on which the funding change is expected to end in the format: MMDDYY.</td>
</tr>
<tr>
<td>Step</td>
<td>If the employee is appointed to a step-based title code, then enter the step within the salary range associated with the title code. Enter steps in the following format: 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>O/A</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>Rate/Amount</td>
<td>Enter the monthly, hourly or by-agreement rate for this action. Use four decimal places when the rate is hourly, $10.00/hour is entered as 10.0000. If monthly, i.e., $2014.00 enter as 2014.00.</td>
</tr>
<tr>
<td>DOS</td>
<td>Enter REG for regular pay.</td>
</tr>
<tr>
<td>PRQ</td>
<td>Leave Blank.</td>
</tr>
<tr>
<td>DUC</td>
<td>Leave Blank.</td>
</tr>
<tr>
<td>WSP</td>
<td>Leave Blank.</td>
</tr>
</tbody>
</table>

4. Press **Enter** to invoke range/value edits.

5. This is the only function you will need to update. Proceed to **Review**.

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**Review**

1. Make sure you have completed all the required data elements.

2. Review all entered data for accuracy and consistency.

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**Updating the Employee Database**

Press **F5 Update** to display the PAN Subsystem Notification Preparation screen.

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**Consistency Edit Errors**

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

**How to Correct Consistency Errors**

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the EAPP function, make any corrections, then do one of the following:
  - Press **F5 Update** to invoke PAN.
  - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in **Section 1.6, System Messages** in this manual for more information and instructions.

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**PAN Preparation**

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.
1. Add a description of the action and any significant details in the Comments Entry screen.

2. Press F10 NotfPrep to display the Notification Preparation screen, where you can add reviewers as desired.

3. Press F11 Detail to display the Activity Review screen, where you can review the notification before sending it.

4. Press F5 Update to complete the update and send the notification.

If the update is successful, the first EAPP function appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to Section 1.8, Post Authorization Notification (PAN).

Accessing IMSG

1. To access the Message Report Screen go to the Next Function field, type IMSG and press Enter.

2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.