
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

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEAPP8-E1093      SCT EDB Entry/Update      07/09/97 09:16:25
07/09/97 01:21:09  Appointments/Distributions      Userid: SCPPSLAH
ID: 670000220 Name: CASUAL, STAFF DEMO      Pri Pay: NA
PAF Gen No: 2
Appt  Actions Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  Pg 01 of 01
10      1      2      1      1      072195      013196      002601
Title  Grade %Full F/U Am/Hr Rate  Rt Sch Time Lv
4723  -----ASSISTANT II      - 0.25  U  11.7200  H  NA  A  N
Dist  Actions L Acct  CC  Fund PC  S      FTE  Dis %
11      2  660204  19900  2  BAS/QUALITY MANAGEMENT  0.2500
Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
072195    093095  1.0  -  11.7200  REG  -  -  -
Dist  Actions L Acct  CC  Fund PC  S      FTE  Dis %
12      2  660112  19900  2  CHANC/RECRUITMENTS  0.2500
Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
100195    013196  1.0  -  11.7200  REG  -  -  -
Next Func:  ID:  Name:  SSN:
U0001 Input accepted
==>
F: 1-Help      2-Cancel      9-Jump      4-Print      5-Update
F:
IBM-3278-2-E 09:25:16
    
```

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:

Actions (Action Code)	Enter Personnel Action Code 18. (Funding Change)
L	Enter 7 for UCSC location number.
Acct	Enter ‘organization’ FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 1 or 2 as applicable.
FTE	Enter the percentage of budgeted position which the distribution represents. Full time (FTE) is entered as 1.00.
Dist %	Enter the anticipated percentage of time which is chargeable to the account/ fund. 100% is entered as 1.0000.
Pay Begin	Enter the pay begin date on which the funding change becomes effective in the format: MMDDYY.
Pay End	Enter the pay ending date on which the funding change is expected to end in the format: MMDDYY.

Step	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
O/A	Leave blank.
Rate/ Amount	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.
DOS	Enter REG for regular pay.
PRQ	Leave Blank.
DUC	Leave Blank.
WSP	Leave Blank.

4. Press **Enter** to invoke range/value edits.
5. This is the only function you will need to update. Proceed to *Review*.

Review

1. Make sure you have completed all the required data elements.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

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

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.

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.

STAFF ACTIONS

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.