
7.9 FUNDING CHANGE

Overview

The procedures described in this section are for changing an existing account, fund, 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 funding from which the employee's service or wages are charged.

Before You Start

Before starting the funding change:

Obtain the required approval to complete the funding change.

Currently there is no specific data collection document to complete. Use existing procedures if they provide for audit purposes, or devise procedures that do.

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

EAPP Notes and Tips

- When processing a funding change, always end the current distribution and set up a new distribution. Refer to [Section 1.11, Appointments and Distributions](#) for more information.
- If the employee has more than one appointment or more than two distributions, these are stored on additional screens. Use **F8 Forward** or **F7 Backward** to scroll through the pages.
- Always enter a decimal point in the percentage and rate fields. The decimal point on the keypad may not work.
- Do not enter commas or dollar signs in the rate fields.

The Distribution Level Procedure

1. **F15 New Line** to the distribution line. End the distributions that are affected by the funding change.
2. Go to the command line and type “**add d**” to set up the first available distribution.
3. Enter data in the following fields, as applicable:

Actions (Action Code)	Enter 18, change in fund source.
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 0 or 2 as applicable.
FTE	Enter the percentage of budgeted position which the distribution represents. Full time is represented as 1.00.
Dist %	The anticipated percentage of time which is chargeable to the account/ fund. Full time is represented as 1.0000.
Pay Beg	Enter the date on which the funding change becomes effective. Format: MMDDYY.
Pay End	Enter the date on which the funding change is expected to end. Format: MMDDYY.
Step	Enter the step within the salary range associated with the title code. Enter as a one-digit field for academics.

O/A	A code indicating that the employee's pay rate is off-scale or above scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press F1 Help to see the codes.
Rate/Amount	Enter the monthly, hourly, or by agreement amount associated with the distribution.
DOS	A code indicating the type of compensation associated with the distribution. Press F1 Help to see the codes.
PRQ	Code indicating the type of perquisite provided.
DUC	A system derived code indicating a group within a bargaining unit to which a distribution for an appointment is assigned for collective bargaining purposes, excluding range adjustments.
WSP	Not used for academics.

4. Press **Enter** to invoke range/value edits.
5. This is a one-function action. Proceed to *Review*.

Review

Make sure you have completed all the required data elements in the EAPP function. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to invoke consistency edits and 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 to make the appropriate corrections. Then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update.

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.

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 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; and retain the data collection document in the Service Center employee file.