

Connect  
CAROLINA

HR/Payroll



# Funding Swaps and Lump Sum Payments

VERSION: 7/24/2014



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# Understanding Commitment Accounting

## Overview

ConnectCarolina manages the entire process of employee funding, starting with the initial budgeting for positions and appointments, through payroll processing, and finally the distribution of salaries, taxes, and benefits to the appropriate chartfield strings in the General Ledger.

While Commitment Accounting is the primary area where employee funding takes place, a number of other areas in the system are also involved. These include:

- Commitment Control
- Human Resources (HR) electronic Personnel Action Request (ePAR) forms
- Payroll
- General Ledger
- Accounts Payable

Combination codes (combo codes) are used frequently in Commitment Accounting to add or update employee funding. A combo code is a number used to represent a specific chartfield string. You may use a combo code or enter each chartfield individually to add funding.

## Default Chartfield String and Suspense Combo Codes

Departments have a default chartfield string that is used to fund department employees who do not have funding sources defined at the appointment or position level. Each department also has two additional combo codes.

The suspense combo code is used to fund employees, with one funding source in a department, whose regular funding has ended and no new funding sources are identified.

The custom-suspense combo code is used by the department to fund employees, with two or more funding sources in a department, whose regular funding has ended and no new funding sources are identified.

## Related Reference

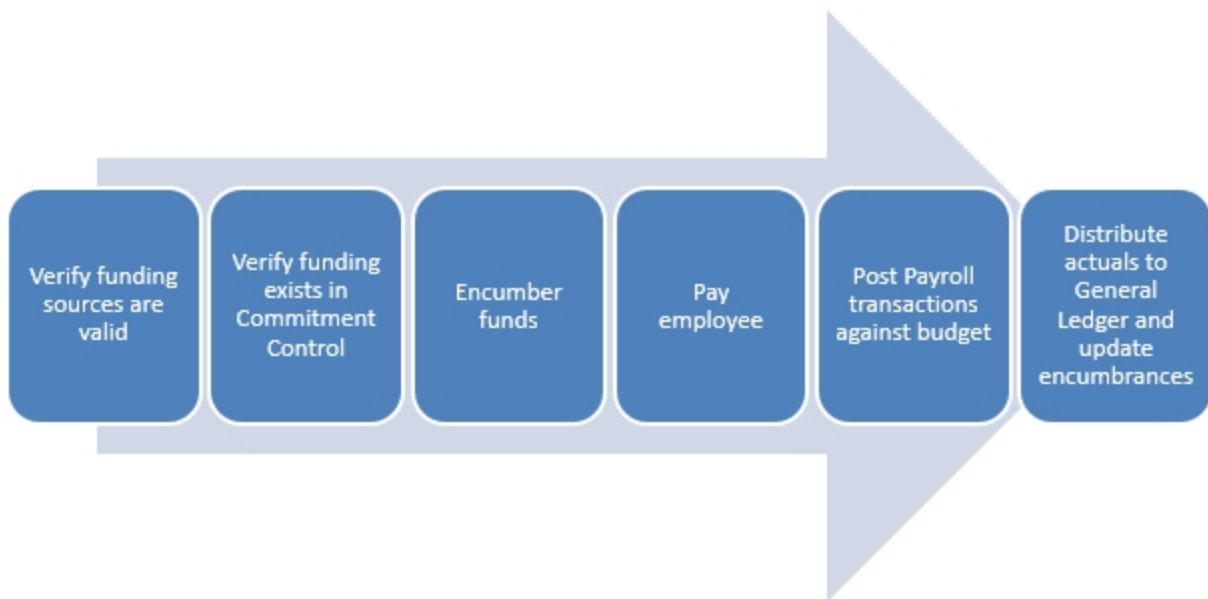
For more information about Commitment Control, see *Understanding Commitment Control*.

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## The Employee Funding Process

The following process is used to encumber an employee's funding at the appointment or position level and to pay the employee:

1. When a department HR Representative accesses the appropriate ePAR form and enters funding sources, the system performs a combo edit to verify that each funding source is valid for the employee.
2. When the HR representative continues beyond the ePAR page with the funding sources, Commitment Accounting performs a budget check to verify that funding exists in Commitment Control for each funding source.
3. The funds are encumbered in Commitment Control.
4. For each pay cycle, Payroll pays the employee's salary, employer-paid deductions, and employer-paid taxes.
5. Commitment Accounting updates the encumbered funds in Commitment Control.
6. Commitment Accounting distributes actuals to the associated chartfield strings in the General Ledger. If an employee's funding sources have not been defined, the system distributes transaction amounts to their primary department's suspense combo code.



## ePAR Forms that Require Employee Funding Sources

Department HR Representatives enter funding sources for employees using the:

- Hire an Employee ePAR form, when they hire an employee for a new position or appointment which has funding associated with it
- Add / Update Position ePAR form, when they create a new position

- Edit Existing Job form, when they give the employee a pay rate increase or decrease

Department HR Representatives and department Finance staff enter funding sources for employees using the:

- Funding Swap ePAR form, when they enter a funding source change or enter a retroactive funding source change
- Lump Sum Payment ePAR form, when they submit a lump sum payment request

Funding is set up at the position and appointment levels. There is a separate employee record for each position or appointment; an employee can have more than one position or appointment in a department.

### Chartfield Strings and Combo Codes

An employee's funding source determines from where salary and benefits are paid. A funding source is identified in the system a combo code. A unique chartfield string is associated with each combo code. The system creates combo codes whenever a unique chartfield string is used as a funding source, assuming the chartfield string passes the combo edit and budget checking processes. Once it is created, a combo code can be used repeatedly.

HR Representatives can enter the combo code instead of keying in the entire chartfield string. When the HR Representative enters the combo code and tabs out of the Combo Code field, the system fills in the individual chartfield values.

Basic Mode		Expanded Mode							
		Payment Amount	Percent of Distribution	Combo Code	Combo Code Description	Fund Code	Source	Account	Dep
1	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text"/>	000201272	21101-13001-512120-411401	21101	13001	512120	411
		Total \$0.00		Unfunded \$0.00					

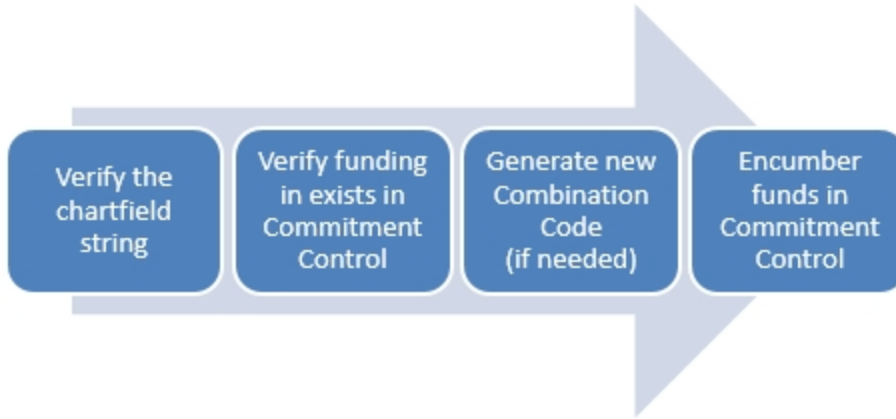
### Combo Edit and Budget Checking Process

The first two steps of the combo edit and budget checking process mirror the first two steps of the Employee Funding Process.

When the HR Representative clicks on the Next button after entering funding sources on an ePAR page, the system performs the following combo edit and budget checking processes:

1. Combo edit verifies that each chartfield string is valid for the employee.
2. Commitment Accounting performs a budget check to verify that sufficient budget is available in Commitment Control.

- 
3. If a chartfield string has not been used before, the system generates a new combo code for it.
  4. If the transaction passes the budget check, the system immediately encumbers the funds for the chartfield string in Commitment Control.



## Department Suspense Combo Codes

A funding error occurs when an employee's funding sources do not have sufficient money available when the Payroll process is run. The Payroll process is not stopped to resolve funding errors. Instead, each time Payroll is run, all funding errors for employees are posted to one of the department's suspense combo codes. Every department has a suspense chartfield string and associated combo code.

An employee funding expenditure is posted to the department's suspense combo code when:

- The employee's funding source has expired.
- The combo code has been inactivated but remains as an employee's funding source.

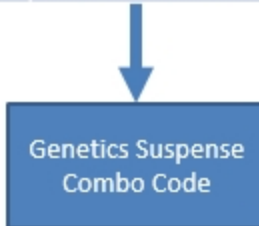
If an employee has more than one position, funding errors are posted to the department suspense combo code, or custom-suspense combo code for the employee's home department.

Each department is responsible for reconciling funding errors posted to its suspense and custom-suspense combo codes. Funding errors are resolved by entering a retroactive funding swap.

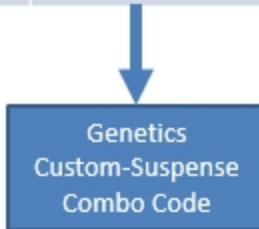


## Posting to Suspense & Custom-Suspense Combo Codes

Name	Dept. of Genetics (home)	Funding Source 1	Funding Source 2
Samantha Brinkley	Position 1	21101-13001- 511140-5032451	None



Name	Dept. of Biochemistry	Funding Source 1	Funding Source 2
Samantha Brinkley	Position 2	25210-49000- 511120-5033787	25210-49000- 511120-5031069



**Expired Funding Source**

## Retroactive Funding Transactions

In addition to reconciling funding errors posted to the suspense combo codes, departments may make retroactive funding swaps when they need to change the funding sources that have already been used to pay the employee.

ConnectCarolina contains historical funding sources and actuals distributions dating from July 1, 2013 which can be used to process retroactive funding swaps. The system also contains budget history beginning July 1, 2014.

## Annual Budget Process

The Budget Office creates employee funding information for each new fiscal year. The funding sources in effect for an employee on the date that the new budget information is created are copied to the new fiscal year. After the Budget Office makes the new fiscal year funding information available, department HR Representatives and department Finance staff can use the Funding Swap ePAR form to modify the copied funding sources.

You can designate a funding source to be a Future Year Budget source and specify a Future Year Amount. If you select Future Year Budget for a source, the Future Year Amount is also copied when the Budget Office copies the employee's funding information to the new fiscal year.

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Future Year Budget	Future Year Amount
<input checked="" type="checkbox"/>	24000

On some ePAR forms, the Future Year Budget is labeled Perm Budget and the Future Year Amount is labeled Perm Amount.

Perm Budget	Perm Amount
<input checked="" type="checkbox"/>	24000

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# Using the Funding Grid

## Overview

HR representatives enter position and appointment funding sources on an ePAR form's funding grid. In the case of funding swaps and lump sum payments, a finance staff member may also enter funding sources.

This procedure, which highlights only a portion of the ePAR form, is focused solely on completing the funding grid, and applies to a funding grid in any of the following forms:

- Hire an Employee
- Edit Existing Job
- Add/Update Position
- Funding Swap
- Lump Sum Payment

An employee's funding sources are typically entered as combination codes (combo codes). If a combo code doesn't exist, the funding source is entered as a chartfield string, and the system generates a new combo code when the form is submitted for approval.

An unlimited number of funding sources may be entered in the funding grid.

The funding grid has two tabs:

- Basic Mode
- Expanded Mode

The specific fields on a funding grid vary by ePAR form. For details on specific fields, reference the appropriate document listed in the Related Reference section below. The Hire an Employee ePAR form is shown throughout this document to illustrate the funding grid procedure. The fields vary by form, but the steps and definitions are identical, no matter which form you're using.

## Related Reference

- For information on hiring an employee, see *Using the Hire Form*.
- For information on editing an existing job, see *Edit Existing Job*.
- For information on adding or updating a position, see *Managing Positions*.
- For detailed instructions on funding swaps, see *Entering a Funding Swap*, page 15.

- For detailed instructions on submitting lump sum payments, see *Submitting a Lump Sum Payment, page 22*.
- For more information about combo codes, see *Understanding Commitment Accounting, page 2*.

## The Basic Mode Tab

- Basic Mode is the default tab for all funding grids.
- Use the Basic Mode tab to enter combo codes for funding sources.

A combo code is a number used to represent a specific chartfield string. After you look up, or enter, the combo code, the system fills in the Combo Code Description. The combo code description is the Fund-Source-Account-Department for all fund types, except OSR. For OSR and cost share chartfield strings, combo code descriptions are Fund-Source-Account-Project ID.

The screenshot displays a software interface for managing funding grids. At the top, there are fields for '\*Effective Date' (07/01/2014) and 'Eff Sequence' (0). A 'Budget Amount' of \$22,880.00 is shown on the right. Below this is a tabbed interface with 'Basic Mode' selected. A table lists funding sources with the following data:

	*Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Perm Budget	Perm
1	1	\$22,880.00	100.000	000219371	29101-15191-512120-420102		<input type="checkbox"/>	
		<b>Total</b>	\$22,880.00	<b>Unfunded</b>		\$0.00		

## The Expanded Mode Tab

Use the Expanded Mode tab to enter chartfield strings for funding sources.

Follow these steps to use the Expanded Mode tab:

1. Click on the **Expanded Mode** tab.
2. Complete the fields:

In this field:	Do the following:
Budget Sequence	Leave the default value of 1.
Budget Amount	Enter the amount of the funding source.
Fund Code	Look up, or enter, the fund, which identifies the funding group and how the funds are spent.

<b>In this field:</b>	<b>Do the following:</b>
Source	Look up, or enter, the source, which indicates whose funds you are spending.
Account	Look up, or enter, the account, to indicate which account you are spending from.
Department	Look up, or enter, the department number.
Business Unit PC	If this is a contract, grant, or cost share, look up, or enter, the project costing business unit. Otherwise, leave this field blank.  Note: Business Unit PC applies only to contracts, grants, and cost share.
Project/Grant	If this is a contract, grant, or cost share, look up, or enter, the Project ID. Otherwise, leave this field blank.  Note: Project ID on funding sources, applies only to contracts, grants, and cost shares.
Activity ID	If this is a contract, grant, or cost share, always enter 1. Otherwise, leave this field blank.  Note: Activity ID on funding sources, applies only to contracts, grants, and cost shares.
Program Code	If your school or division uses it, look up, or enter, the program code. Otherwise, leave this field blank.
Cost Code 1	If your school or division uses it, look up, or enter, the cost code. Otherwise, leave this field blank.
Cost Code 2	If your school or division uses it, look up, or enter, the cost code. Otherwise, leave this field blank.
Cost Code 3	If your school or division uses it, look up, or enter, the cost code. Otherwise, leave this field blank.
Funding End Date	For OSR funds, the funding end date is pre-populated with the project end date. The date can be changed to an earlier date, but not later than the project end date.  Note: Departments use this field at their discretion.
Future Year Budget	Mark the Future Year Budget box.  Note: If you do not mark Future Year Budget, the future year budget is not updated.  Departments use this field at their discretion.
Future Year Amount	The Future Year Budget Amount defaults to the Budget Amount when the Future Year Budget box is checked. The amount can be changed.  Note: Departments use this field at their discretion.

\*Effective Date 07/01/2014 + -

Eff Sequence 0

Budget Amount \$22,880.00

Basic Mode Expanded Mode

	*Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Fund Code	Source	Account		
1	+	-	1	\$10,000.000	43.706	000219371	29101-15191-512120-420102	29101	15191	512120
2	+	-	1		21.853					

3. Use the scroll bar at the bottom of your screen to see more fields.

Department	Business Unit PC	Project/Grant	Activity ID	Program Code	Cost Code 1	Cost Code 2	Cost Cod
420102							

4. Choose one of the following:

- If you are done entering funding sources, click on the **Next** button to continue completing the ePAR form.
- To add funding sources:
  - a. click on the **Add** button.

Basic Mode Expanded Mode

	*Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Fund Code		
1	+	-	1	\$10,000.000	43.706	000219371	29101-15191-512120-420102	29101
2	+	-	1	\$5,000.000	21.853			21101
3	+	-	1					
<b>Total</b>						\$15,000.00	<b>Unfunded</b>	\$7,880.00

b. Enter the new funding information in the blank line, adding and deleting lines as needed.

Result: The system updates the Total and Unfunded amounts as you enter or adjust budget amounts.

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- c. After all funding sources are entered, click on the **Next** button to continue completing the ePAR form.

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# Understanding Funding Information on ePAR Forms

## Overview

Funding information is captured on all of the ePAR forms except the Change Employment Status and the Add or Update an Affiliate ePAR forms. Funding information may include:

- Rate of pay
- Budget amount
- Funding source
- Effective date
- Funding end date
- Future year budget

Funding information is typically entered by an HR representative, though in the case of funding swaps and lump sum payments, a finance staff member may also enter funding information.

Funding sources for a position or appointment are entered on an ePAR form's funding grid. Funding grid fields vary slightly from form to form.

During the annual budget process, the system copies all employees' funding sources as of June 30 to the budget effective July 1. Current funding sources are on the Edit Existing Job, Add/Update Position, and Funding Swap ePAR forms.

## Additional Resources

- For broader context, see *Understanding Commitment Accounting*, page 2.
- For information on how to use the funding grid, see *Using the Funding Grid*, page 8.

## Entering New Funding

Three ePAR forms do not have existing funding information:

- Hire an Employee
- Add/Update Position, if you're creating a new position
- Lump Sum Payment



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## Adding and Updating Existing Funding

The system maintains an employee's funding source history. The history includes the funding copied during the annual budget process, changes made to existing funding sources, and funding sources added to the employee's funding information.

Three ePAR forms allow you to add new funding sources, and edit existing funding sources:

- Edit Existing Job
- Add/Update Position, if you're updating a position
- Funding Swap

The existing funding displayed, and the procedures for updating the funding information, varies by form.

## Funding End Date and Future Year Budget

These four ePAR forms allow you to provide a funding end date for each funding source, and to designate a funding source as a Future Year Budget source:

- Hire an Employee
- Edit Existing Job
- Add/Update Position
- Funding Swap

For OSR funds, the system fills in the funding end date with the project end date. The date can be changed to an earlier date, but not later than the project end date. For non-OSR funds, departments use the Funding End Date at their discretion. Unless otherwise specified, the funding end date is assumed to be the pay period end date for the last payday of the fiscal year.

Departments use the Future Year Budget checkbox and Future Year Amount field at their discretion. If you do not mark the Future Year Budget checkbox, the future year budget is not updated. The Future Year Budget Amount defaults to the Budget Amount when the Future Year Budget checkbox is marked, but this amount can be changed.

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# Entering a Funding Swap

## Overview

The Funding Swap ePAR form is used to enter changes to funding for an existing position or appointment. You can change the dollar amount for an existing funding source, remove an existing funding source, and add a new funding source.

You need the following information for each new funding source:

- The budget amount
- The effective date
- The chartfield string that identifies the funding source, or its associated combination code (combo code)

The system fills in the funding end date for OSR funds. For non-OSR funds, the funding end date is assumed to be the pay period end date for the last payday of the fiscal year.

You may also include the following for a funding source:

- An indication whether it is part of the future year budget
- The Future Year Budget amount if it's different than the Budget Amount

## Step 2 of 3: Funding Swap page

The Step 2 of 3: Funding Swap page shows the appointment or position's funding history for the fiscal year.

The funding is displayed in grids. If an employee's funding is changed during the year, a separate grid shows the employee's funding sources each time funding was modified. Each of these grids has an Effective Date indicating the first day the funding in the grid was used. Individual funding lines may have specified funding end dates.

When there is more than one funding grid, they are displayed in reverse chronological order. The grid at the top shows the employee's current funding, and the oldest grid and funding information is at the bottom of the page.

To preserve the employee's funding history, you cannot make changes to existing funding grids. Instead, you copy a grid, and then make changes to the copy.

Occasionally, you need to change a funding source after the employee has been paid. This is known as a retroactive funding swap, and is also entered on this page.

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## Related Reference

- For broader context, see *Understanding Commitment Accounting*, page 2.
- For help entering chartfield strings on the Expanded Mode tab, see *Using the Funding Grid*, page 8.
- For help attaching a file to an ePAR form, see *Attaching Documents to an ePAR Form*, page 1.

## Menu Path

HR/Payroll > HR WorkCenter > ePAR Home Page > Start a new ePAR > Funding Swap

## Steps - Entering Funding Swaps

Follow these steps to enter funding swaps:

1. Choose this menu option:

HR/Payroll > HR WorkCenter > ePAR Home Page > Start a new ePAR > Funding Swap

### Step 1 of 3: Submit Funding Swap Data page

2. Complete the fields:

In this field:	Do the following:
Department	Look up, or enter, the department number.  Notes: <ul style="list-style-type: none"><li>• If the funding source is for the primary job, the department number belongs to the home department.</li><li>• If the funding source is for a supplement on a secondary job, the department number belongs to the department funding the secondary job.</li></ul>
Fiscal Year	Enter the fiscal year you want to add or update funding sources for.
Budget Level	Choose one of the following: <ul style="list-style-type: none"><li>• <b>Appointmnt</b></li><li>• <b>Position</b></li></ul>
Begin Date	Enter the beginning date to limit the funding grids that are displayed from the history.
End Effdt	Enter the effective end date to limit the funding grids that are displayed from the history.

In this field:	Do the following:
Position Number	If you selected Position as the budget level, look up, or enter, the position number.
Empl ID	If you selected Appointment as the budget level, look up, or enter, the employee's PID.
Empl Record	If you selected Appointment, and if you know it, enter the employment record number you want to edit.  Note: Each appointment has its own employment record number.
Employee Group	Choose the employee group the person belongs to.

Authorized by

## Create a Funding Swap

Step 1 of 3: Submit Funding Swap Data

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Form Data

eForm ID 23465

<b>*Department</b>	<input type="text" value="315800"/>	Geography	
<b>*Fiscal Year</b>	<input type="text" value="2014"/>		
<b>*Budget Level</b>	<input type="text" value="Appointment"/>		
<b>Begin Date</b>	<input type="text"/>		
<b>End Effdt</b>	<input type="text"/>		
<b>Position Number</b>			
<b>*Empl ID</b>	<input type="text" value="770000037"/>	JAN BRADY	
<b>Empl Record</b>	<input type="text" value="0"/>		
<b>*Employee Group</b>	<input type="text" value="Faculty"/>		

3. Click on the **Next** button.


Result: The system goes to the Step 2 of 3: Funding Swap page.

### Step 2 of 3: Funding Swap page

1. Choose one of the following options:






In this field:	Do the following:
Combo Code	Look up, or enter, the unique code associated with the specific chartfield string that is funding the payment. Note: If you do not know the combo code, or one doesn't exist, use the Expanded Mode tab to enter the chartfield string.
Funding End Date	For OSR funds, the system fills in the funding end date with the project end date. The date can be changed to an earlier date, but not later than the project end date.  Note: Departments use this field at their discretion.
Future Year Budget	Mark the Future Year Budget box.  Notes: <ul style="list-style-type: none"> <li>If you do not mark Future Year Budget, the future year budget is not updated.</li> <li>Departments use this field at their discretion.</li> </ul>
Future Year Amount	The Future Year Budget Amount defaults to the Budget Amount when the Future Year Budget checkbox is marked. The amount can be changed.  Note: Departments use this field at their discretion.

\*Effective Date  

Eff Sequence

Budget Amount 168150.00

Basic Mode  Expanded Mode

	Earnings Code	*Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding
1	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="\$120,000.00"/>	71.365	<input type="text" value="000219293"/> 	29101-15146-511120-315800	<input type="text"/>
2	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="\$26,457.000"/>	15.734	<input type="text" value="000200621"/> 	20101-12001-513120-315800	<input type="text"/>
3	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="\$21,693.000"/>	12.901	<input type="text" value="000218513"/> 	28201-70814-513120-315800	<input type="text"/>
			<b>Total</b> \$168,150.00			<b>Unfunded</b> \$0.00	

3. Click on the **Add** or **Delete** buttons to add or delete lines as needed.

Note: Remember that you are changing the copy of the existing funding grid, which may have included funding sources you no longer want to include, or may not have included lines for funding sources that you need.

Basic Mode		Expanded Mode						
		Earnings Code	*Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Fundir
1	<input type="button" value="+"/> <input type="button" value="-"/>		<input type="text" value="1"/>	\$120,000.00	85.714	000219293 <input type="button" value="Q"/>	29101-15146-511120-315800	<input type="text"/>
2	<input type="button" value="+"/> <input type="button" value="-"/>		<input type="text" value="1"/>	\$10,000.000	7.143	000200621 <input type="button" value="Q"/>	20101-12001-513120-315800	<input type="text"/>
3	<input type="button" value="+"/> <input type="button" value="-"/>		<input type="text" value="1"/>	\$10,000.000	7.143	000216513 <input type="button" value="Q"/>	28201-70614-513120-315800	<input type="text"/>
4	<input type="button" value="+"/> <input type="button" value="-"/>		<input type="text" value="1"/>	<input type="text"/>		<input type="text"/> <input type="button" value="Q"/>		<input type="text"/>
				<b>Total</b> \$140,000.00		<b>Unfunded</b> \$28,150.00		

- Correct or modify the funding information on each line.
- If you need to attach documentation to support your new funding information, click on the **Add File Attachment** button. Otherwise, skip this step.
- To enter comments about the funding swap, enter them in the **Your Comment** box. Otherwise, skip this step.

Note: Comments remain on the form for historical record.

Caution! Protect social security numbers, credit card information, and other sensitive data; be sure not to type them in the Your Comment, Description, or other free form text fields. Read the University's Information Security policy, <http://its.unc.edu/about-its/university-it-policies/>.

- Click on the **Submit** button.

- Click on the **Yes** button to confirm you want to submit the form.

Result: The system performs an edit check to validate the changes. The system displays the Step 3 of 3: Form Finalized page and submits your funding sources to workflow when:

- The Total amount of the new funding grid is equal to the Budget Amount of the grid.
- The Unfunded amount of the new funding grid is \$0.00.
- The funding sources pass the edit checks for the payment type.
- The budget has funds available for the payment.

### Step 3 of 3: Form Finalized page

- Click on the **Close This Form** link to return to the ePAR Home Page.

The screenshot shows a 'Form Status' section with a blue header. Below the header, it states: 'You have just SUBMITTED this form. This action passed the form to Level 2 HR -315800, Level 2 Budget-315800, Level 2 Budget-300100 for further processing.' Below this is a 'Process Visualizer' section with a blue header. It contains a horizontal flow of seven steps, each with an icon and text. Step 1: '1: Sebik, Nicole Raye (nsebik)' with a person icon and a green checkmark. Step 2: '2: Level 1 HR, Level 1 Budget' with a group of three people icons and a green arrow. Step 3: '3: Level 2 HR, Level 2 Budget' with a group of three people icons and a green arrow; this step is highlighted with a blue border. Step 4: '4: Budget' with a group of three people icons. Step 5: '5: Workflow Admin' with a group of three people icons and a green arrow. Step 6: '25: Integration Broker' with a document icon. Step 7: '26: Sys' with a document icon. Below the process visualizer are four links: 'Go To Worklist', 'View This Form', 'Return', and 'Close This Form'. The 'Close This Form' link is highlighted with an orange border.



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# Submitting a Lump Sum Payment

## Overview

A lump sum payment is a one-time payment to an employee.

A payment type is required for all lump sum payments. With the exception of an award, lump sum payments are added to the employee's regular paycheck. An award generates a paper check, which the department's HR Representative picks up at the Payroll office.

Lump sum payments for a dock in pay are entered as a negative amount, and are deducted from the employee's paycheck.

## Lump Sum Payment Types

The following table identifies and defines each of the different lump sum payment types.

When entering a lump sum payment request, the system only displays to you the payment types you can choose for the employee's classification.

<b>Payment Type:</b>	<b>Use For:</b>
EPA Additional Duties	Payment to a faculty member or EPA non-faculty employee, with an FTE of less than 1.0, for work done outside of their primary job responsibilities on a short-term basis. Once they have been compensated equivalent to 1.0 FTE, they must follow the University's Overload Policy for any additional Lump Sum Payments associated with additional work, but not for awards or similar payments.
Administrative Supplement	Payment to a faculty member or EPA non-faculty employee for administrative work done on a short-term basis outside of their primary job responsibilities.
Award Amount	Payment in the form of a paper check for special recognition or merit.
Clinical Pay	Periodic, conditional payment for faculty in the School of Medicine, as outlined in their Clinical Faculty Pay Plans.
Contract Fulfillment	Payment for the remainder of an EPA Non-faculty employee's contract salary, if his or her contract is terminated within term.
Dock in Pay	A deduction from the employee's paycheck. This type of pay is entered as a negative amount.
Mobile Communication Device - \$35	Stipend for voice-only plans.
Mobile Communication Device - \$70	Stipend for voice and data plans.

<b>Payment Type:</b>	<b>Use For:</b>
Other - Lump Sum	Payment to a faculty member or EPA non-faculty employee not defined by the other payment types. It is very important to thoroughly document the reason for the payment in the justification section.
EPA Overload Pay	Payment for additional work by a faculty member or EPA non-faculty employee who is 1.0 FTE, or who has been compensated fiscal year-to-date at the equivalent of 1.0 FTE, in accordance with the University's Overload Policy.
Pro Rata Longevity	Pro-rated longevity payment for an SPA employee who separates before the date of his or her annual longevity payment. Pro Rata Longevity payments are initiated by an employee's primary department.
SPA Additional Employment	Payment for work with the University beyond the permanent full-time employee's regularly scheduled 40 hours and outside his or her home department or organizational unit, regular work schedule, and regularly assigned responsibilities.
Special Legislative Pay	Payment for special compensation as directed by the NC State Legislature. Special Legislative Pay payments are processed by the Office of Human Resources.
Summer Salary	Compensation for research or instructional activities unrelated to the University's Summer School.
Summer School Pay	Compensation for instruction in the Summer School, paid from the University's Summer School account, and processed through the Summer School payroll.

## Related Reference

- For information about entering funding details, see *Using the Funding Grid, page 8*.
- For more information about attaching documentation to ePAR forms, see *Attaching Documents to an ePAR Form, page 1*.

## Menu Path

HR WorkCenter > ePAR Home

## Steps - Submitting a Lump Sum Payment

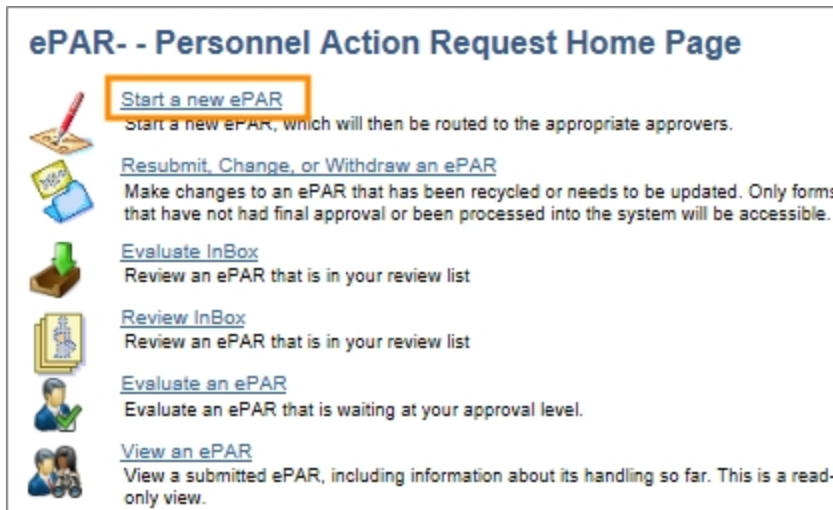
Follow these steps to submit a lump sum payment request:

1. Choose this menu option:

HR WorkCenter > ePAR Home Page

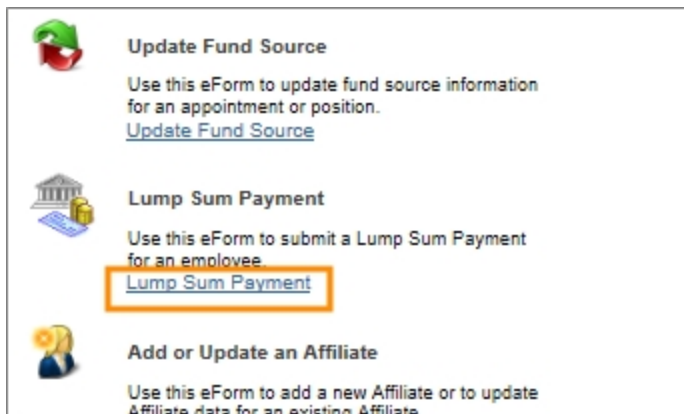
Result: The system opens the ePAR- - Personnel Action Request Home Page.

- Click on the **Start a new ePAR** link.



Result: The system opens the Create a New ePAR page.

- Click on the **Lump Sum Payment** link.



Result: The system displays the Lump Sum Add Lookup Search page.

## Lump Sum Add Lookup Search Page

- Complete the field:

In this field:	Do the following:
Empl ID	Enter the employee's PID.

- Click on the **Search** button.

### Lump Sum Add Lookup Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID: = ▼  🔍

Empl Record: = ▼

Name: begins with ▼  🔍

First Name: >= ▼

Last Name: begins with ▼  🔍

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Result: The system displays search results based upon on the search criteria you entered.

Note: If the employee has only one record, the system will automatically display the Lump Sum Payment page.

3. Click on the employee record link for the job that is providing the lump sum payment.

### Search Results

View All First 1-2 of 2 Last

Empl ID	Empl Record Name	First Name	Last Name
704213782 0	Samantha Brinkley	SAMANTHA	BRINKLEY
704213782 1	Samantha Brinkley	SAMANTHA	BRINKLEY

Result: The system opens the Step 1 of 2: Submit Lump Sum Request page.

## Submit Lump Sum Request Page

1. Verify that you have selected the correct employee and employee record by reviewing the Employee Details section. If you did not select the correct record, click on Search to return to the Search Results.

[<< Previous](#)
[Submit](#)
  
[<< Search](#)
[Hold](#)
[Close](#)

2. Complete the fields in the Lump Sum Details section:

In this field:	Do the following:
Effective Date	<p>Enter the anticipated payment date. This is usually the same as the Work Period End Date. For Summer School payments, see <a href="http://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/compensation-and-pay/summer-compensation-for-faculty/">http://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/compensation-and-pay/summer-compensation-for-faculty/</a>.</p> <p>Note: For negative lump sum payments, use today's date as the effective date. The negative lump sum payment will run in the current payroll cycle.</p>
Payment Type	<p>Choose one of the following payment types:</p> <ul style="list-style-type: none"> <li>• Additional Duties</li> <li>• Administrative Supplement</li> <li>• Award Amount</li> <li>• Clinical Pay</li> <li>• Contract Fulfillment</li> <li>• Dock in Pay</li> <li>• Mobile Communication Device-\$35</li> <li>• Mobile Communication Device-\$70</li> <li>• Other - Lump Sum</li> <li>• Overload Pay</li> <li>• Pro Rata Longevity</li> <li>• Special Legislative Pay</li> <li>• Summer Salary</li> <li>• Summer School Pay</li> </ul> <p>Note: The payment types displayed to you depend on the employee's classification.</p>
Payment Amount	Enter the amount of this lump sum payment.
Originating Department	Enter the department number of the department making the lump sum payment.
Work Period Start Date	Enter the first day of the work period that this payment covers. This information may be used to assist effort tracking relative to any sponsored research participant.
Work Period End Date	Enter the ending date of the period in which the work that is being compensated was performed.
Justification	<p>Enter the justification for this payment.</p> <p>Note: Follow your school or department's policies regarding the information that must be recorded for a lump sum payment.</p>

**Lump Sum Details**

\*Effective Date: 06/01/2014

\*Payment Type: EPA Additional Duties

\*Payment Amount: 1500.000000

\*Originating Department: 311100 American Studies

Work Period Start Date: 03/01/2014

Work Period End Date: 05/31/2014

Justification: Served as interim department chair

	Payment Amount	Percent of Distribution	Combo Code	Combo Code Description
1				

Total \$0.00      Unfunded \$1,500.00

Result: The Total and Unfunded amounts are displayed below the funding grid.

- Complete the fields in the funding grid at the bottom of the page:

In this field:	Do the following:
Payment Amount	Enter the dollar amount of the payment from this funding source.

Result: The system calculates and displays a percentage in the Percent of Distribution field. The Total is updated to include the payment amount for this source and the Unfunded amount is reduced by the Payment Amount.

	Payment Amount	Percent of Distribution	Combo Code	Combo Code Description
1	\$1,500.000	100.000		

Total \$1,500.00      Unfunded \$0.00

- Complete the field:

In this field:	Do the following:
Combo Code	Enter the unique code associated with the specific chartfield string that is funding the payment.

Result: The system fills in the Combo Code Description field with chartfield values for the Source, Fund, Account, and Department or Project ID (for OSR funds).

		Payment Amount	Percent of Distribution	Combo Code	Combo Code Description
1	<input type="button" value="+"/> <input type="button" value="-"/>	\$1,500,000	100.000	000200357	20101-12001-511120-311100
		Total \$1,500.00		Unfunded \$0.00	

Note: For information on how to enter the chartfield values in lieu of a combo code, see Using the Funding Grid.

5. If the Total amount is not equal to the amount of the lump sum payment and the Unfunded amount is not \$0.00, click the **Add New** button at the left of the current funding source line to add an additional funding source and amount.

Note: Elsewhere in ConnectCarolina, the Add New button is called the Add a New Row button.

		Payment Amount	Percent of Distribution
1	<input type="button" value="+"/> <input type="button" value="-"/>	\$1,500,000	100.000

6. Repeat the steps above until all funding has been entered. The Total Amount must be equal to the amount of the lump sum payment, and the Unfunded Amount must equal \$0.00.

		Payment Amount	Percent of Distribution	Combo Code	Combo Code Description
1	<input type="button" value="+"/> <input type="button" value="-"/>	\$1,500,000	100.000	000200357	20101-12001-511120-311100
		Total \$1,500.00		Unfunded \$0.00	

Note: For information about entering funding details, see Using the Funding Grid.

7. Attach a file if necessary. See Uploading a Document to an ePAR form.
8. Complete the field:

In this field:	Do the following:
Your Comment	Enter any additional information about this payment request.  Caution: Protect social security numbers, credit card information, and other sensitive data; be sure not to type them in the Your Comment, Description, or other free form text fields. Read the University's Information Security policy, here <a href="http://its.unc.edu/about-its/university-it-policies/">http://its.unc.edu/about-its/university-it-policies/</a> .

- Click on the **Submit** button.

Result: The Message window displays the message: Submit this form? The form will be directed to the next approver, if any.

- Click on the **Yes** button.

Result: The system opens the Step 2 of 2: Form Finalized page. The Process Visualizer highlights the current status of the form and shows how the form will progress through workflow.

- Click on the **Close This Form** link to return to the ePAR selection screen.



**Process Visualizer**

The flowchart consists of eight boxes connected by right-pointing chevrons. Each box contains an icon and text. Step 3 is highlighted with a blue border.

- 1: Sebik, Nicole Raye (nsebik)
- 2: Level 1 HR Level 1 Budget
- 3: Level 2 HR Level 2 Budget
- 4: EPA Non-Faculty HR Budget
- 5:
- 6: Workflow Admin
- 25: Integration Broker
- 26: Sys

[Go To Worklist](#)  
[View This Form](#)  
[Return](#)  
[Close This Form](#)



## Making Salary Source Changes

*Lump Sum Payments & Funding Swaps*

Connect  
CAROLINA

Connect  
CAROLINA

### Logistics

- Bathrooms
- Cell phones on vibrate. Step outside if you need to take a call.
- Food and beverages
- Emergency exits



***Be Actively Present!***

***Ask Questions!***

***We're all in this together!***

3


- Student manuals have step-by-step screenshots through the processes
- Email [SPH-ConnectCarolina@unc.edu](mailto:SPH-ConnectCarolina@unc.edu) with questions
- SPH Business Office will regularly issue communications, updates, and answers to questions
- Rob Kathner's office (Rosenau 208) has a workstation for drop-in helpdesk. His phone # is 919-962-3150.
- CBTs will review:
  - Making Salary Source Changes
  - Originating Lump Sum Payments

4

**When we're finished, you will:**

- Be familiar with funding information on ePAR forms
- Know how to use the funding grid
  - Know how to enter a lump sum payment
  - Know how to enter a funding swap
- Be familiar with chartfield rules, combo-edit and budget checking processes and resulting warnings or errors
- Understand when suspense chartfields are charged

Unit	
★	<b>Intro to the ePAR Form</b>
	Lump Sum Payments - Intro to Chartfield Strings and Combo Codes
	Funding Grids and Funding Swaps
	Retro Funding Swaps
	Budget and Error Checking Rules
	Suspense Chartfields and Default Chartfield String










Commitment Accounting is updated through the submission of ePAR forms.

↓


**electronic Personnel Action Request**

**Create a New ePAR**

-  **Hire an Employee**  
Use this eForm to hire a new employee into your department, to transfer an employee from one department to another, or to add a secondary appointment for an employee.  
[Hire an Employee](#)
-  **Edit Existing Job**  
Use this eForm to edit the job of an employee currently working in your department.  
[Edit Existing Job](#)
-  **Change Employment Status**  
Use this eForm to submit a termination, leave of absence or return from leave action for an employee.  
[Change Employment Status](#)
-  **Add / Update Position**  
Use this eForm to add, update or inactivate a position.  
[Add / Update Position](#)
-  **Funding Swap**  
Use this eForm to update funding information for an appointment or position.  
[Funding Swap](#)
-  **Lump Sum Payment**  
Use this eForm to submit a Lump Sum Payment for an employee.  
[Lump Sum Payment](#)
-  **Add or Update an Affiliate**  
Use this eForm to add a new Affiliate or to update Affiliate data for an existing Affiliate.  
[Add or Update an Affiliate](#)

[Return to ePAR - Personnel Action Request Home Page](#)


7



**Agenda**

Unit	
	Intro to the ePAR Form
★	<b>Lump Sum Payments - Intro to Chartfield Strings and Combo Codes</b>
	Funding Grids and Funding Swaps
	Retro Funding Swaps
	Budget and Error Checking Rules
	Suspense Chartfields and Default Chartfield String

8




## Lump Sum Payments

---

- A one-time payment to an employee.
- A payment type is required for all lump sum payments.
  - Options displayed depend on the employee's classification.
- Work period start and end dates are required.
- Are added to the employee's regular paycheck.
  - Except awards, which generate a paper check; the department's HR Representative picks up at the Payroll office.

9



## Lump Sum Payment Types

**ConnectCarolina:**

**\*Payment Type:**

**SPA**

- Award Amount
- Dock in Pay
- MobileCommunication Device-\$35
- MobileCommunication Device-\$70
- Other - Lump Sum
- Pro Rata Longevity
- SPA Additional Employment
- Special Legislative Pay

**\*Payment Type:**

**EPA**

- Administrative Supplement
- Award Amount
- Contract Fulfillment
- Dock in Pay
- EPA Additional Duties
- EPA Overload Pay
- MobileCommunication Device-\$35
- MobileCommunication Device-\$70
- Other - Lump Sum
- Special Legislative Pay
- Summer Salary

**EPAWeb**

\*Type of Payment: Additional Duties

\*Period Start Date: Administrative Supplement

\*Period End Date: Award

\*FRS Acct/ Object CD: C/S Clinical Faculty Pay


Other

Overload

Summer Salary

Summer School - 102 Purpose

10



## New Payment Types


---

- Dock in Pay**

  - Entered as a negative amount → deducted from employee's paycheck.
  - Use the current date.
  - The negative lump sum payment will run in the current payroll cycle.
- Mobile Communication Device \$35 or \$70:**  
\$35 (voice/data only) or \$70 (voice+data)

  - Now entered as a lump sum payment.
  - Will recur until a stop is issued, or an employee is terminated.
    - Submit the MCD termination form to Payroll.
  - Employees who currently receive MCD will automatically walk over.

11



## Work Period Start and End Dates

---

**Work Period Start Date and End Date are required  
(no difference from EPAWeb)**

**Lump Sum Details**

\*Effective Date:  31

\*Payment Type:  ▼

\*Payment Amount:

Originating Department:  🔍

\*Work Period Start Date:  31

\*Work Period End Date:  31

Justification:  📄

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**Connect CAROLINA** **Work Period Start and End Dates**

**For MCD payments, enter the Effective Date in both fields.**

**Lump Sum Details**

\*Effective Date: 09/01/2014

\*Payment Type: MobileCommunication Device-\$7C

\*Payment Amount: 70.000000

Originating Department:

\*Work Period Start Date: 09/01/2014

\*Work Period End Date: 09/01/2014


Justification: MCD stipend for Lacey Trainwell.

13

**Connect CAROLINA** **Lump Sum Payment Retro**

**MCD Payments**  
Corrections to MCD funding sources are entered on the Fund Swap form.

**All other LSPs**  
Lump sum payment funding sources that need correction must be corrected by the Finance BA group.  
- Submit a Remedy ticket

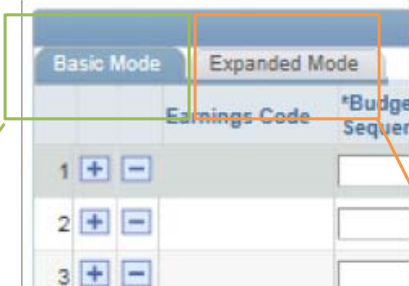


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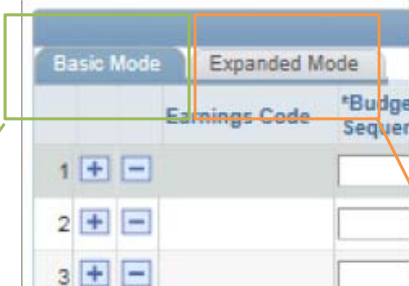
**Connect CAROLINA** **Form Input**

---

- Lump Sum Payment form is very similar to EPAWeb.
- Main change is inputting chartfields instead of account/object codes. Enter in two ways:



**Basic Mode:**  
Use a combo code



**Expanded Mode:**  
Use a Chartfield String

15

**Connect CAROLINA** **Expanded Mode = Chartfield String**


---

- Chartfield String
  - The chartfields used to fund a position or appointment

Combo Code Description	Fund Code	Source	Account	Department	Business Unit PC	Project/Gr
	28542	17094	511120	411420		

- Required Fields
  - For all fund types
    - Fund / Source / Account / Department
  - For OSR and cost share
    - Fund / Source / Account / Department / Bus Unit PC / Project ID / Activity
- Upon submission, each Chartfield String will be converted into a Combo Code as a reference

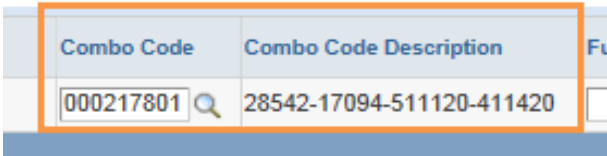
16




## Basic Mode = Combo Code

---

- Combo Code
  - a number used to represent a specific chartfield string
  - **only** exists in HR/Payroll; when payroll costs are sent to Finance, the full chartfield string is sent
- Combo Code Description
  - Fund-Source-Account-Department for all fund types, except OSR
  - Fund-Source-Account-Project ID for OSR and cost share





Tip! Dept numbers are six digits.  
Project IDs are seven digits.

17



## Appointments

---

**Employees with appointments often have more than one job record.**

**Lump Sum Add Lookup Search**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID: [=]

Empl Record: [=]

Name: [begins with]

First Name: [>=]

Last Name: [begins with]

Case Sensitive

**Search Results**

View All First 1-6 of 6 Last

Empl ID	Empl Record Name	First Name Last Name
70	0	
70	1	
70	2	
70	3	
70	4	
70	5	

18

## Knowledge Check

---

Mobile Communication Device Stipends are now paid as a lump sum payment.

True    False

Employees with existing MCD stipends need to be set up again.

True    False

The Expanded Mode of entering requires entry of the full chartfield.

True    False

The Basic Mode of entering is easier than Expanded Mode.

True    False

19

## Practice Time!

---

- **Exercise 1:**
  - Submit a Lump Sum Payment Using a Chartfield String
- **Exercise 2:**
  - Submit a Lump Sum Payment Using a Combo Code
- **Exercise 3:**
  - Viewing an ePAR Form

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**Connect CAROLINA** **Agenda**

---

Unit	
	Intro to the ePAR Form
	Lump Sum Payments - Intro to Chartfield Strings and Combo Codes
★	<b>Funding Grids and Funding Swaps</b>
	Retro Funding Swaps
	Budget and Error Checking Rules
	Suspense Chartfields and Default Chartfield String

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**Connect CAROLINA** **Funding Swaps**

---

- Changes to funding for an existing position or appointment:
  - Change the dollar amount for an existing funding source
  - Remove an existing funding source
  - Add a new funding source

22

**Connect CAROLINA** **Funding Grid**

**EPAWeb**

Salary & Source Information													
Base Rate:	\$	100,000	Supplemental Rate:	\$	0	Total Salary:	\$	100,000					
Annualized Rate:	\$	100,000	FTE:			1							
LR ID	Acct. Obj.	C/S	Dist Amt.	Supp. Amt.	Acct Exp Date	Scheduled Source End Date	BD PUR	Dept	Cost Code	Sub Acct	Sub CD	Dist FTE	Acct %
2	46501	1312	20,000				0	101	4645			0.2	20
5	04687	1112	50,000			6/30/2015		142	4610			0.5	50
5	24687	1112	10,000			8/31/2014		110	4645			0.1	10
5	08786	1112	10,000			9/30/2014		110	4242			0.1	10
5	70879	1112	10,000			10/31/2014		110	4242			0.1	10

Similar to EPAWeb, funding is displayed in grids in ConnectCarolina. Each funding grid has an effective date.

Effective Date: 07/25/2014

Eff Sequence: 0

Budget Amount: 100000.00

Earnings Code	Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1		1 \$12,500,000	12.500	000200426	20101-12001-511170-302401		<input type="checkbox"/>	
2		1 \$50,000,000	50.000	000200424	20101-12001-517120-301000		<input type="checkbox"/>	
3		1 \$12,500,000	12.500	000200443	20101-12001-511140-310300		<input type="checkbox"/>	
4		1 \$12,500,000	12.500	000200533	20101-12001-511140-313200		<input type="checkbox"/>	
5		1 \$12,500,000	12.500	000217801	28542-17094-511120-411420		<input type="checkbox"/>	
		Total \$100,000.00						Unfunded \$0.00

**Connect CAROLINA** **Funding Swap Form**

A separate grid (with an effective date) shows each time funding was modified. All grids will all be listed on one page.

Effective Date: 7/31/2014

Eff Sequence: 0

Budget Amount: 100000.00

Earnings Code	Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1		1 \$12,500,000	12.500	000200426	20101-12001-511170-302401		<input type="checkbox"/>	
2		1 \$50,000,000	50.000	000200424	20101-12001-517120-301000		<input type="checkbox"/>	
3		1 \$12,500,000	12.500	000200443	20101-12001-511140-310300		<input type="checkbox"/>	
4		1 \$12,500,000	12.500	000200533	20101-12001-511140-313200		<input type="checkbox"/>	
5		1 \$12,500,000	12.500	000217801	28542-17094-511120-411420		<input type="checkbox"/>	
		Total \$100,000.00						Unfunded \$0.00

Effective Date: 4/30/2014

Eff Sequence: 0

Budget Amount: 100000.00

Earnings Code	Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1		1 \$12,500,000	12.500	000200426	20101-12001-511170-302401		<input type="checkbox"/>	
2		1 \$12,500,000	12.500	000217801	28542-17094-511120-411420		<input type="checkbox"/>	
3		1 \$12,500,000	12.500	000200533	20101-12001-511140-313200		<input type="checkbox"/>	
4		1 \$12,500,000	12.500	000200443	20101-12001-511140-310300		<input type="checkbox"/>	
5		1 \$50,000,000	50.000	000200424	20101-12001-517120-301000		<input type="checkbox"/>	

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**Connect CAROLINA** **Preparing a Funding Swap Form**

---

- Submission of a Funding Swap Form entails submitting a new **funding grid** by **effective date**.
  - No more messing with “From” entries!
- Unlike EPAWeb/HRIS actions, which have one effective date per action, **the funding swap form can incorporate multiple funding grids over multiple effective dates**.
  - You can submit a grid for a new grant and then submit a future one for the grant end within the same funding swap form.
- However, only one pending funding swap can per employee can exist at any time.

25

**Connect CAROLINA** **Chartfield Strings**

---

- Recall the Required Chartfields
  - For all fund types: Fund / Source / Account / Department

Fund	Source	Account	Department
21110	13001	511120	461001

  - For OSR: Fund / Source / Account / Department / Bus Unit PC / Project ID / Activity

Fund	Source	Account	Department	Bus Unit PC	Project ID	Activity
25210	49000	511120	461001	CHOSR	5051576	1

  - **To Cost Share:** All the OSR chartfields are required, but pairing project chartfields with *non-OSR Fund-Source*

Fund	Source	Account	Department	Bus Unit PC	Project ID	Activity
21101	13001	511120	461001	CHOSR	5051576	1

26

**Connect CAROLINA** **Funding Information Required**

- **Effective Date**
- **Budget Amounts**
  - Is the annualized amount (similar to old distribution amounts)
- **Funding Source**
  - Enter using combo codes or chartfield strings
- **Future Year Budget and Amount**
  - If checked, the Future Year Amount defaults to the Budget Amount when Accounting Services runs the next year budget numbers
  - Applies primarily to State funds
  - The Future Year Amount can be adjusted if needed

Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1 \$50,000.000	100.000	000217801	28542-17094-511120-411420		<input type="checkbox"/>	

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**Connect CAROLINA** **Funding End Date**

**OSR funds**

The system fills in the funding end date with the project end date.

The date can be changed to an earlier date, but not later than the project end date.

**All other funds**

Unless otherwise specified, the funding end date is assumed to be the pay period end date for the last payday of the fiscal year.

The date can be changed to an earlier date, but not later than the pay period end date of the fiscal year.

Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1 \$50,000.000	100.000	000217801	28542-17094-511120-411420		<input type="checkbox"/>	

28



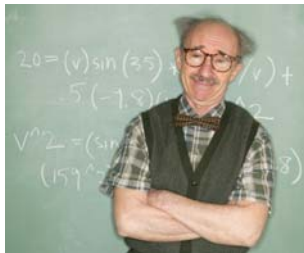
## A Note on Encumbrances

- New encumbrances are calculated using the **effective date** on the form combined with the **funding end date**
  - Non-OSR funds assume a funding end date of June 30, 20XX
    - An earlier date can be entered, but not a later date.
  - OSR funds automatically populate funding end date with project end date
    - The date can be changed to end earlier than the project end date, but not later.

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## An Example

### Professor Trainwell



### Details

- Hired September 1
- Salary of \$120,000
- Paid on State funds

### Encumbrance

\$10,000 per month  
 $\times$  10 months  
 = \$100K

30

## Encumbrance Liquidation

- Uses the time period between the new effective date and the funding end date from the history to calculate how much to liquidate

### Susan Trainmore



### Details

- Moved off F&A funds
- Effective April 1
- Salary of \$60,000

### Liquidation

$$\begin{array}{r} \$5,000 \text{ per month} \\ \times \quad 3 \text{ months} \\ \hline = \$15K \end{array}$$

31

## Vacant Positions

- Vacant positions are not pre-encumbered in Commitment Accounting.
  - In other words, budget is not tied up for vacant positions.

32

## Knowledge Check

---

1. Funding sources are entered on the \_\_\_\_\_.
2. You have to submit a series of different funding swaps to cover multiple effective dates.
 

True	False
<input type="checkbox"/>	<input type="checkbox"/>
3. Budget Amount is the (a) Monthly amount  
(b) Annualized amount
4. You can set the funding end date earlier than the project end date.
 

True	False
<input type="checkbox"/>	<input type="checkbox"/>
5. Vacant positions will encumber your funds.
 

True	False
<input type="checkbox"/>	<input type="checkbox"/>
6. To cost share a grant, I check off the box.
 

True	False
<input type="checkbox"/>	<input type="checkbox"/>

33

## Practice Time!

---

- **Exercise 4:**
  - Enter a New Funding Swap
- **Exercise 5:**
  - Enter a Funding Swap with Cost Share
- **Exercise 6:**
  - Enter a Funding Swap with Multiple Funding Grids

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Connect CAROLINA		Agenda
Unit		
	Intro to the ePAR Form	
	Lump Sum Payments - Intro to Chartfield Strings and Combo Codes	
	Funding Grids and Funding Swaps	
★	<b>Retro Funding Swaps</b>	
	Budget and Error Checking Rules	
	Suspense Chartfields and Default Chartfield String	

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Connect CAROLINA		Retroactive Funding Swaps
<p><b>The ConnectCarolina Team is still figuring this out...</b></p> <ul style="list-style-type: none"> <li>• The latest news (as of 9/9/14) is that retro funding swaps will not be possible until November 2014, but they are working on this frantically.</li> <li>• The methodology taught in these slides <i>should</i> remain the same when the system is ready.</li> </ul>		

36

**Retros are entered on the Funding Swap form**

- To preserve the employee’s funding history, you cannot make changes to existing funding grids.
  - Instead, you copy a grid, and then make changes to the copy.
- ConnectCarolina contains historical funding sources and actuals distributions dating from July 1, 2013.
  - The system also contains budget history beginning July 1, 2014.

**If grids have the same effective date, the grid with the highest effective sequence is the most recent.**

Effective Date 07/26/2014

Eff Sequence 3

There are four grids (0, 1, 2, 3) with this effective date. This grid is the most recent.

Budget Amount 100000.00

Earnings Code	Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1		\$12,500.000	12.500	000200533	20101-12001-511140-313200		<input type="checkbox"/>	
2		\$50,000.000	50.000	000200424	20101-12001-517120-301000		<input type="checkbox"/>	
3		\$12,500.000	12.500	000217801	28542-17094-511120-411420		<input type="checkbox"/>	
4		\$12,500.000	12.500	000200443	20101-12001-511140-310300		<input type="checkbox"/>	
5		\$12,500.000	12.500	000200426	20101-12001-511170-302401		<input type="checkbox"/>	

Total \$100,000.00    Unfunded \$0.00

★ Tip! The original funding grid will always have Eff Sequence 0.

### Where does the retro go?

Effective Date	06/12/2014
Eff Sequence	0

Effective Date	04/01/2014
Eff Sequence	0

Effective Date	03/01/2014
Eff Sequence	0

Effective Date	11/01/2013
Eff Sequence	0

Effective Date	07/01/2013
Eff Sequence	2

Effective Date	07/01/2013
Eff Sequence	1

Effective Date	07/01/2013
Eff Sequence	0

- 11/12/2013
- 02/01/2014
- 08/01/2013
- 04/15/2014

39

The screenshot displays three budget grids in a software interface. The top grid is for Effective Date 03/31/2014, Eff Sequence 0, with a Budget Amount of 49246.00. The middle grid is for Effective Date 07/01/2013, Eff Sequence 1, also with a Budget Amount of 49246.00. The bottom grid is for Effective Date 07/01/2013, Eff Sequence 0, with a Budget Amount of 49246.00. An orange box highlights a note: "The funding in your new grid is used until the effective date of the grid above it." with arrows pointing to the Effective Date fields of the middle and bottom grids.

Basic Mode	Expanded Mode								
Earnings Code	Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Perm Budget	Permanent Budget	
1		\$1,872,000		000213107	27101-14101-512120-315800				
2		\$47,374,000		000200620	20101-12001-512120-315800				
		<b>Total</b>							<b>\$49,246.00    Unfunded \$0.00</b>

**Connect CAROLINA**

---

Effective Date	06/12/2014
Eff Sequence	0

Effective Date	04/01/2014
Eff Sequence	0

Effective Date	03/01/2014
Eff Sequence	0

Effective Date	11/01/2013
Eff Sequence	0

Effective Date	07/01/2013
Eff Sequence	2

Effective Date	07/01/2013
Eff Sequence	1

Effective Date	07/01/2013
Eff Sequence	0

**Change funding effective 8/01/13 through 6/30/14.**

**Where do I insert the grids?**

41

**Connect CAROLINA**

**Retro Funding Swaps Summary**

---

- Retros are labeled with an incremental “effective sequence”.
  - The highest number is the most recent funding grid.
  - Original funding grids have an effective sequence of 0.
- Retro funding swaps can be entered back through July 1, 2013 (beginning of FY14)
- Once you do a retro funding swap back in time, you will have to retro all effective dates after it.

42

**Connect CAROLINA** **Knowledge Check**


---

The Effective Date tells you whether the funding swap action is most recent. True    False  
   

To do a retro funding swap, you overwrite an existing effective funding grid. True    False  
   

Original funding grids have an Effective Sequence of 0. True    False  
   

You can enter Retro funding swaps back to July 1, 2014. True    False  
   



43

**Connect CAROLINA** **Practice Time!**

---

- **Exercise 7:**
  - Enter a Retroactive Funding Swap
- **Exercise 8:**
  - Withdrawing a Funding Swap

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Connect CAROLINA		Agenda
Unit		
	Intro to the ePAR Form	
	Lump Sum Payments - Intro to Chartfield Strings and Combo Codes	
	Funding Grids and Funding Swaps	
	Retro Funding Swaps	
★	<b>Budget and Error Checking Rules</b>	
	Suspense Chartfields and Default Chartfield String	

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Connect CAROLINA		CF Rules, Combo Edit, Budget Checking
<b>The Three Edits</b>		
<b>1. Must follow chartfield rules</b>	Example: An EPA non-teaching account cannot be used on a SPA permanent employee.	
<b>2. Must follow combo edit rules</b>	Example: Do not use an AA fund with a HA source.	
<b>3. Must have sufficient budget based on fund type</b>	Example: Must have sufficient personnel cost budget for a Project ID.	

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### Basic Mode: enter combo code and press Tab

- The form ensures the code is valid and fills in the chartfield string.

### Expanded Mode: enter chartfield value

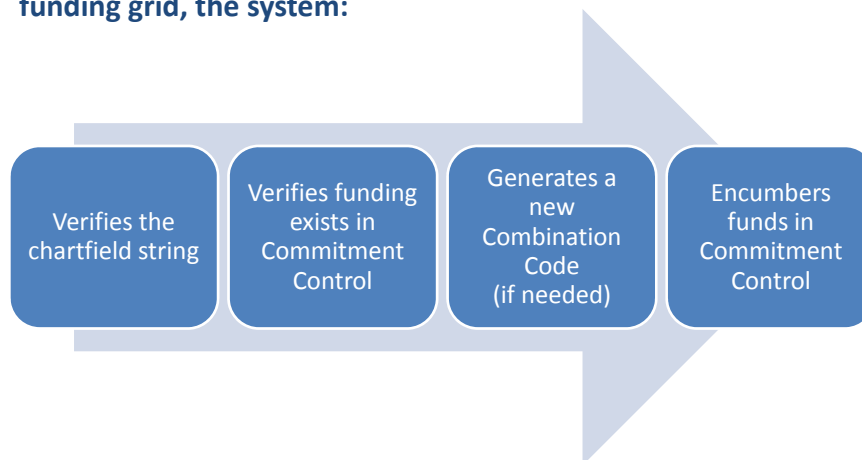
- The form checks whether a combo code exists for this chartfield string
  - creates a combo code if needed; fills in the combo code if it exists.

### Click Submit and the form:

1. Checks the chartfield rules
2. Checks the combo edit rules
3. Checks the budget
  - Approvers are notified if there is not sufficient budget and may **recycle** forms.
  - **Denying** a form will kill it – it cannot be resubmitted.

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When you continue beyond the ePAR page with the funding grid, the system:



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**Connect CAROLINA** **Error Messages**

---

**Use the Message to decipher the error.**

07/084 25210-49000-511120-5052089

13764 28542-17056-511120-412005

162 Message

175

5.0 Budget precheck error for empl class at effective date: 2014-05-01 effective sequence: 0 line 7. Error: Invalid Account for Empl Class. (24646,22)

OK

+ -

49

**Connect CAROLINA** **Error Messages**

---

**Did not pass the chartfield rules**

07/084 25210-49000-511120-5052089

13764 28542-17056-511120-412005

162 Message

175

5.0 Budget precheck error for empl class at effective date: 2014-05-01 effective sequence: 0 line 7. Error: Invalid Account for Empl Class. (24646,22)

OK

+ -

location of the error

effective date on the grid

likely an SPA account on an EPA employee or vice versa

50

**Connect CAROLINA** **Error Messages**

---

**Did not pass combo edit check**

Message  
Combo code failed Combo Edit Check for row 7 in the funding grid. Please correct (24646,25)

often a Fund/Source issue      location of the error

51

**Connect CAROLINA** **Knowledge Check**

---


Vacant positions are not pre-encumbered in Commitment Accounting. True    False  
   

You can use an SPA account on an EPA employee. True    False  
   

The above error is a chartfield string error. True    False  
   

HA Fund on an AA Source is a chartfield string error. True    False  
   


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Practice Time!

---

- **Exercise 9:**
  - Error Checking

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Agenda

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Unit	
	Intro to the ePAR Form
	Lump Sum Payments - Intro to Chartfield Strings and Combo Codes
	Funding Grids and Funding Swaps
	Retro Funding Swaps
	Budget and Error Checking Rules
<b>★</b>	<b>Suspense Chartfields and Default Chartfield String</b>

54

**Connect CAROLINA** **Suspense & Custom-Suspense**

---

**Funding errors** occur when:

- An employee's funding source has expired.
- A combo code has been inactivated, but remains as an employee’s funding source.

**The payroll process is not stopped to resolve funding errors.**

- Each time Payroll is run, all funding errors are posted to one of the department's suspense combo codes.
- Every department has a suspense and custom-suspense combo code which is charged to F&A.

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**Connect CAROLINA** **Suspense Combo Code**

---

- The suspense combo code is used to fund employees,
  - with **one** funding source in a department,
  - whose regular funding has ended, and no new funding sources are identified.

**27110 – 14102 – 51190 – Department #**

↓

Fund 271XX represents F&A funding.

↓

This source represents **Suspense Combo Code**.

↓

This account is used exclusively for Suspense and Default codes.

↓

Employee’s home dept is charged.

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**Connect CAROLINA** **Custom-Suspense Combo Code**

- The **custom**-suspense combo code is used by the department to fund employees:
  - with **two or more** funding sources in a department,
  - whose regular funding has ended and no new funding sources are identified.

**27110 – 14103 – 511190 – Department #**

Fund 271XX represents F&A funding.

This source represents Custom-Suspense Combo Code.

This account is used exclusively for Suspense and Default codes.

Employee's home dept is charged.

57

**Connect CAROLINA** **Posting to Suspense & Custom-Suspense**

Example 1:

Name	PHLP (primary)	Funding Source 1
Samantha Brinkley	Empl Record 0	25236-49200-511120-5032451

↓

PHLP Suspense Combo Code:  
27110-14102-511190-468580

Expired Funding Source

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**Connect CAROLINA** **Posting to Suspense & Custom-Suspense**

Example 2:

Name	HPM (primary)	Funding Source 1 (HPM)	Funding Source 2 (PHLP)
Mark Jones	Empl Record 0	21101-13001-511120-461001	25236-49200-511120-5032451

↓

HPM **Custom**-Suspense Combo Code (home dept):  
27110-14103-511190-461001

Expired Funding Source

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**Connect CAROLINA** **Default Chartfield String**

- Used to fund department employees who do not have funding sources defined at the appointment or position level.
- Every department has a default chartfield string which is charged to F&A.

**27110 – 14101 – 511190 – Department #**

↓


This is the “normal” F&A Source.

↓

This account is used exclusively for Suspense and Default codes.

60





## Knowledge Check

---

The suspense and default chartfield string are charged to State funds.


True    False

The default chartfield string is used for employees with expired funding sources.

True    False

The suspense and default chartfield string are charged to State funds.


True    False



To fix a charge to the custom-suspense combo code, create a journal entry to move the charges into a proper chartfield.

True    False

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## Things to Think About

---

- Chartfield strings will need to include the chartfield name to reduce confusion.
- If your department would like to use combo codes, you will need to think about an effective tracking mechanism.
- Consider the implications of the “Future Year” budget box and your communication with HR consultants.
  - If necessary, will need to provide the amount for Future Year budgets.
- Provide end dates for OSR funds.
  - And for other funds, if needed

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Visit the ConnectCarolina Training Parking Lot for answers to your questions!

<http://ccinfo.unc.edu/training/parking-lot-questions/>



### Overview

- A lump sum payment is a one-time payment to an employee.
- You must select a payment type for each lump sum payment. Most payment types add the lump sum payment to the employee's regular paycheck.
- Lump sum payments for a dock in pay are entered as a negative amount, and are deducted from the employee's paycheck.
- An award generates a paper check, which the department's HR Representative picks up at the Payroll office.
- Be sure to follow your department's requirements for attaching documents and adding comments for lump sum payments.

### Navigation

**HR WorkCenter > ePAR Home Page > Start a new ePAR > Lump Sum Payment**

### Processing the Request

When you click on the Submit button, the system verifies these things before submitting the form to workflow:

- The Total amount, displayed at the bottom of the page, is equal to the amount of the lump sum payment.
- The Unfunded amount is \$0.00.
- Each funding source passes the edit checks for the payment type.
- The budget has available funds for the payment.

## Lump Sum Payment Types

The Payment Type selections available are dependent on the employee's type and school.

This Payment Type:	Is Used For:
EPA Additional Duties	Payment to a faculty member or EPA non-faculty employee, with an FTE of less than 1.0, for work done outside of their primary job responsibilities on a short-term basis. Once they have been compensated equivalent to 1.0 FTE, they must follow the University's Overload Policy for any additional Lump Sum Payments associated with additional work, but not for awards or similar payments.
Administrative Supplement	Payment to a faculty member or EPA non-faculty employee for administrative work done on a short-term basis outside of their primary job responsibilities.
Award Amount	Payment in the form of a paper check for special recognition or merit.
Clinical Pay	Periodic, conditional payment for faculty in the School of Medicine, as outlined in their Clinical Faculty Compensation Plans.
Contract Fulfillment	Payment for the remainder of an EPA non-faculty employee's contract salary, if his or her contract is terminated within term.
Dock in Pay	A deduction from the employee's paycheck. This type of pay is entered as a negative amount.
Mobile Communication Device - \$35	Stipend for voice-only plans.
Mobile Communication Device - \$70	Stipend for voice and data plans.
Other - Lump Sum	Payment to a faculty member or EPA non-faculty employee not defined by the other payment types. It is very important to thoroughly document the reason for the payment in the justification section.
EPA Overload Pay	Payment for additional work by a faculty member or EPA non-faculty employee who is 1.0 FTE, or who has been compensated fiscal year-to-date at the equivalent of 1.0 FTE, in accordance with the University's Overload Policy.
Pro Rata Longevity	Pro-rated longevity payment for an SPA employee who separates before the date of his or her annual longevity payment. Pro Rata Longevity payments are initiated by an employee's primary department.
SPA Additional Employment	Payment for work with the University beyond the permanent full-time employee's regularly scheduled 40 hours and outside his or her home department or organizational unit, regular work schedule, and regularly assigned responsibilities.
Special Legislative Pay	Payment for special compensation as directed by the NC State Legislature. Special Legislative Pay payments are processed by the Office of Human Resources.
Summer Salary	Compensation for research or instructional activities unrelated to the University's Summer School.
Summer School Pay	Compensation for instruction in the Summer School, paid from the University's Summer School account, and processed through the Summer School payroll.

### Overview

The Funding Swap ePAR form is used to enter changes to funding for an existing position or appointment. You can change the dollar amount for an existing funding source, remove an existing funding source, and add a new funding source.

You need the following information for each new funding source:

- The budget amount
- The effective date
- The funding end date, if known or if using an OSR fund
- The chartfield string that identifies the funding source, or its associated combination code (combo code)

You may also include the following for a funding source:

- An indication whether it is part of the future year budget
- The Future Year Amount if different from the Budget Amount

### Navigation

[HR WorkCenter](#) > [ePAR Home Page](#) > [Start a New ePAR](#) > [Funding Swap](#)

### Step 1 of 3: Submit Funding Swap Data

Complete these fields on the Step 1 of 3: Submit Funding Swap Data page:

- Department
- Fiscal Year
- Budget Level
- Position Number or Empl ID
- Employee Group

**Create a Funding Swap**

Step 1 of 3: Submit Funding Swap Data

Form Data

eForm ID 21678

\*Department 315800  Geography

\*Fiscal Year 2014

\*Budget Level **Position**

Begin Date

End Effdt

\*Position Number **00003635**  Business Officer

Empl ID

Empl Record 0

\*Employee Group SPA Permanent

When you select **Position** for the Budget Level, the Position Number field is displayed.

**Create a Funding Swap**

Step 1 of 3: Submit Funding Swap Data

Form Data

eForm ID 21678

\*Department 315800

\*Fiscal Year 2014

\*Budget Level **Appointmnt**

Begin Date

End Effdt

Position Number

\*Empl ID **770000037**  JAN BRADY

Empl Record **0**

\*Employee Group Faculty

When you select **Appointment** for the Budget Level, the Empl ID field is displayed and the Empl Record field is available.

## Step 2 of 3: Funding Swap

The Step 2 of 3: Funding Swap page shows the appointment or position's funding history for the fiscal year.

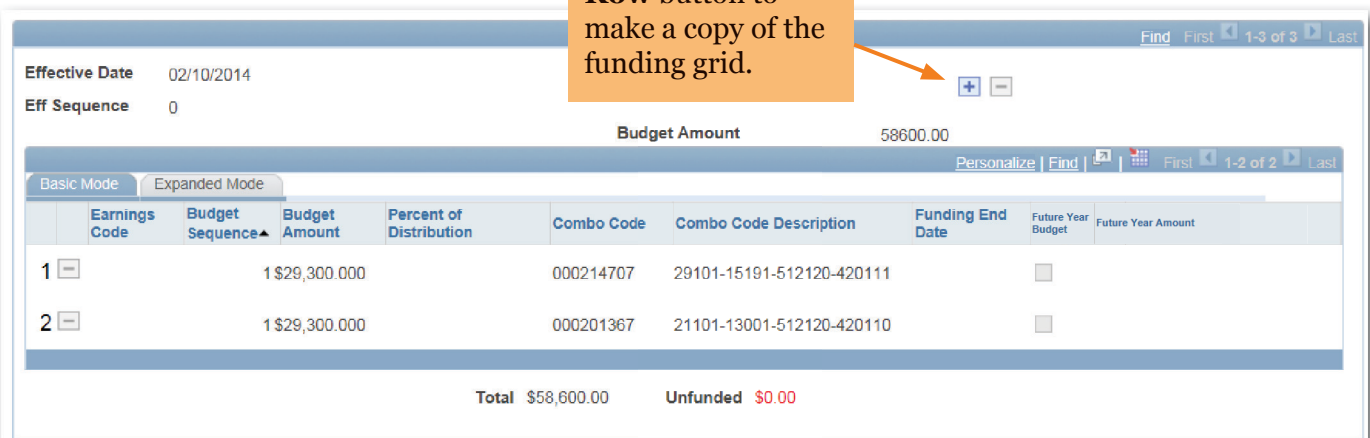
The funding is displayed in grids. If an employee's funding is changed during the year, a separate grid shows the employee's funding sources each time funding was modified. Each of these grids has an Effective Date indicating the first day the funding in the grid was used. Individual funding lines may have funding end dates specified.

When there is more than one funding grid, they are displayed in reverse chronological order with the oldest grid at the bottom of the page. The grid at the top shows the employee's current funding.

To preserve the employee's funding history, the system does not let you make any changes to the funding grids that are displayed when you open the page. Instead, you copy a grid by clicking on the **Add a Row** button located above the grid, and then make changes to the copy.

Note: If you are changing a funding source that has already been used to pay an employee, refer to the Retroactive Funding Swaps document for help completing Step 2 of 3 of the Funding Swap form.

Click the **Add a Row** button to make a copy of the funding grid.



Effective Date 02/10/2014  
Eff Sequence 0

Budget Amount 58600.00

	Earnings Code	Budget Sequence▲	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1		1	\$29,300.000		000214707	29101-15191-512120-420111		<input type="checkbox"/>	
2		1	\$29,300.000		000201367	21101-13001-512120-420110		<input type="checkbox"/>	

Total \$58,600.00    Unfunded \$0.00

## Step 2 of 3 (Continued): Funding Swap

When you click on the **Add a Row** button above a grid, the system opens a copy above the original grid. In this copied grid, you can:

- Change an existing funding source by making changes to the copied funding source information.
- Add a new funding source by clicking on the **Add** button in the copied grid and entering the funding information.
- Delete a funding source by clicking on the **Delete Row** button for the funding source you want to delete.

For more information about entering retroactive changes to funding sources, see the *Retroactive Funding Swaps* document.

Also note:

- Earnings Code is not a required field.
- Budget Sequence defaults to, and should remain, 1.
- Enter the Future Year Amount only if it differs from the Budget Amount.

In the Effective Date field, enter the date that the new funding will take effect.

Mark the Future Year Budget checkbox if this funding source should be copied to the employee's funding for the next fiscal year.

Enter any changes to the copied rows.

The Budget Sequence is always 1.

Add and delete rows as needed.

Before you can submit your updates, the Total amount displayed at the bottom of the new funding grid must be equal to the Budget Amount at the top of the grid, and the Unfunded amount must be \$0.00.

Enter any additional information about this fund swap in the Your Comment field.

The screenshot displays a software interface for managing funding swaps. It features two main data grids. The top grid shows two rows of funding source information. The first row has a budget amount of \$50,341,000 and a percent of distribution of 86.288. The second row has a budget amount of \$8,000,000 and a percent of distribution of 13.712. The total budget amount for this grid is \$58,341.00, and the unfunded amount is \$0.00. The bottom grid shows a single row with a budget amount of \$58,341,000 and a percent of distribution of 100.000. The total budget amount for this grid is also \$58,341.00, and the unfunded amount is \$0.00. The interface includes various fields for 'Effective Date', 'Eff Sequence', 'Earnings Code', 'Budget Sequence', 'Budget Amount', 'Percent of Distribution', 'Combo Code', 'Combo Code Description', 'Funding End Date', 'Future Year Budget', and 'Future Year Amount'. There are also buttons for 'Add', 'Delete', and 'Submit'. A 'Your Comment' field is located at the bottom of the page.

## Step 2 of 3 (Continued): Funding Swap

### Attaching a File

1. Click on the Add File Attachment button.
2. Click on the lookup icon to open the Look Up Description window.
3. In the Search Results, click on the description of the attachment.
4. Click on the Upload button and choose the file to be uploaded.

The 'Look Up Description' window displays the following information:

- Workflow Form Type: FUNDSWAP
- Description: begins with [dropdown]
- Buttons: Look Up, Clear, Cancel, Basic Lookup
- Search Results: View 100, First, 1-4 of 4, Last
- Description list:
  - Add Info - Funding Source Chg
  - Cert- Non Svc Req Schol/Fellow
  - Faculty Leave Notification
  - Ltr of Justification- Job Data

The 'File Attachments' section includes a table with the following columns: Upload, View, Description, and Doc ID. Below the table are buttons for 'Add File Attachment', 'Comments', and 'Your Comment:'. A 'Submit' button is located at the bottom right.

## Step 3 of 3: Form Finalized

When you click on the Submit button, ConnectCarolina performs an edit check to validate the changes. The system will display the Step 3 of 3: Form Finalized page and submit your fund source to workflow if:

- The Total amount of the new funding grid is equal to the Budget Amount of the grid.
- The Unfunded amount of the new funding grid is \$0.00.
- The funding sources pass the edit checks for the payment type.
- The budget has funds available for the payment.

The 'Form Status' section indicates: "You have just SUBMITTED this form. This action passed the form to Level 2 HR-420102, Level 2 Budget-420102, Level 2 Budget-420101 for further processing."

The 'Process Visualizer' shows a sequence of steps:

1. Sebik, Nicole Raye (nsebik)
2. Level 1 HR, Level 1 Budget
3. Level 2 HR, Level 2 Budget (highlighted)
4. Budget
5. Workflow Admin
25. Integration Broker
26. System

Navigation links: [Go To Worklist](#), [View This Form](#), [Return](#), [Close This Form](#)



## Retroactive Funding Swaps

Occasionally, you must change a funding source that has already been used to pay an employee. This is known as a retroactive funding swap, commonly referred to as a “retro.” Retroactive funding swaps are entered on the **Funding Swap** ePAR form, on the Step 2 of 3: Funding Swap page.

## Menu Path

**HR WorkCenter > ePar Home Page > State a New ePAR > Funding Swap > Step 1 of 3: Submit Funding Swap Data page > Step 2 of 3: Funding Swap page**

## Funding Grids

Funding sources are displayed in grids. Each grid shows all funding sources used from the effective date on the grid until the effective date of the grid located above it. The grid at the bottom of the page displays the original funding sources for the current fiscal year. The grid at the top of the page displays the current funding sources.

The Effective Date of each grid indicates the first day the funding sources in that grid are used.

The Effective Date is 03/31/2014. Eff Sequence is 0. Budget Amount is 49246.00.

Basic Mode	Expanded Mode	Earnings Code	Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1				\$1,872,000		000213107	27101-14101-512120-315800		<input type="checkbox"/>	
2				\$47,374,000		000200620	20101-12001-512120-315800		<input type="checkbox"/>	
				<b>Total</b>						<b>\$49,246.00</b>
										<b>Unfunded \$0.00</b>

\*Effective Date: 07/01/2013. Eff Sequence: 1. Budget Amount: 49246.00.

Budget Sequence is always 1.

Mark the Future Year Budget checkbox if the funding source should be copied to the employee's funding for the next fiscal year.

Enter the Future Year Amount if it differs from the Budget Amount.

Basic Mode	Expanded Mode	Earnings Code	Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1			1	\$5,000,000	10.153	000213107	27101-14101-512120-315800		<input type="checkbox"/>	
2			1	\$44,246,000	89.847	000200620	20101-12001-512120-315800		<input type="checkbox"/>	
				<b>Total</b>						<b>\$49,246.00</b>
										<b>Unfunded \$0.00</b>

Add and delete lines as needed.

If two grids have the same Effective Date, the grid with the highest Eff Sequence number is the most recent.

The Add a New Row button copies a grid and inserts it above the copied grid.

Effective Date: 07/01/2013. Eff Sequence: 0. Budget Amount: 49246.00.

Basic Mode	Expanded Mode	Earnings Code	Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1				\$1,872,000		000213107	27101-14101-512120-315800		<input type="checkbox"/>	
2				\$47,374,000		000200620	20101-12001-512120-315800		<input type="checkbox"/>	
				<b>Total</b>						<b>\$49,246.00</b>
										<b>Unfunded \$0.00</b>

## Entering the Retro

To enter a retroactive funding swap, follow these steps:

1. Find the grid with the funding sources that need to be changed.
2. Click the **Add a New Row** button above the grid.

Result: A copy of the grid is created above the existing grid. The new grid's Effective Date is the same as the copied grid, and the Eff Sequence is one greater than the copied grid.

3. Enter the effective date in the **Effective Date** box.

a. To replace the funding in the original grid, enter the same effective date as the original grid.

b. To have your new funding start after the funding in the original grid, enter the date the new funding should begin.

4. Enter the new funding information in the copied grid, adding and deleting lines, as needed.
5. Mark the **Future Year Budget** checkbox, if needed.
6. Enter the **Future Year Amount**, if needed.
7. Attach documentation, if needed.
8. Click on the **Submit** button to route the funding swap for approval.

Note: You do not have to enter a value in the Earnings Code field.

The screenshot displays three budgeting grids. The top grid shows original funding with a total of \$49,246.00. The middle grid shows a copy of the original grid with a new effective date of 07/01/2013 and a new budget amount of \$5,000,000 for the first line item. The bottom grid shows the original grid again with the new effective date of 07/01/2013. Numbered callouts 1-8 highlight key steps in the process.

**Grid 1 (Top):** Effective Date: 03/31/2014, Eff Sequence: 0, Budget Amount: 49246.00. Grid contains two rows of funding data.

**Grid 2 (Middle):** \*Effective Date: 07/01/2013, Eff Sequence: 1, Budget Amount: 49246.00. Grid contains two rows of funding data with updated budget amounts.

**Grid 3 (Bottom):** Effective Date: 07/01/2013, Eff Sequence: 0, Budget Amount: 49246.00. Grid contains two rows of funding data.

**Buttons and Fields:**

- 1:** Grid 1 (Original funding)
- 2:** Effective Date field (07/01/2013)
- 3:** \*Effective Date field (07/01/2013)
- 4:** Budget Amount field (\$5,000,000)
- 5:** Future Year Budget checkbox
- 6:** Future Year Amount field
- 7:** Add File Attachment button
- 8:** Submit button