1. Please enter the following fields to pull up the Position: Department ID, Fiscal Year (optional), Position number. Press Search.
2. Press the + Key on Middle Section “Level”
3. Change the Date from the System Date to the Start Date of the Pay Period or the Funding Source.
4. Click on the “Chartfield Details” Link.
5. Enter the Combination Code or some Chartstring Information:

|  |  |
| --- | --- |
| **Have Combination Code** | **Do NOT have Combination Code** |
| 1. Enter Combination Code 2. Press OK Button | 1. Enter a few important fields from Chartstring, such as:   Account, Department, Fund, Project   1. Click Search Button 2. Press Select Button once you have found the Chartstring on list. 3. Press OK Button |

1. Once you have confirmed the Effective Date, Chartstring, and Percentage is correct, please Press SAVE button.
2. Hourly (HRL) Positions have two extra questions when saving a DBE. After you click SAVE, there are two messages that appear each time. This is only for HRL positions, because UMBC has a special business process for paying HRL Positions.

* First message, ANSWER YES
* Second Message, ANSWER NO

1. If you receive messages on a SAL position, it is possible that you went earlier than the Start Date of the current payroll. Check the date compared to the Payroll Distribution Calendar.
2. It is possible to have Distrib % to be less than 100% and have Multiple Funding Sources.

* SEQ# will always be = 1. It is a generic place holder. ALWAYS 1.
* Press + key on the Earnings Distribution Section
* Repeat Step 3,4,5 until the Distribution = 100%
* The system will ONLY allow it to be SAVED if it is 100% or adds up to 100%.

**For Auditing purposes, any funding changes need to be authorized and kept in the records. Approved Authorizations:**

* **An email from a Business Manager or Principal Investigator requesting that a person in position needs to move to his/her grant.**
* **If no email is available, a printed copy of the updated “DBE” Screen could be signed and dated by the person requesting it.**