For Auditing purposes, funding changes need to be authorized and filed in department’s records. Approved Authorizations:

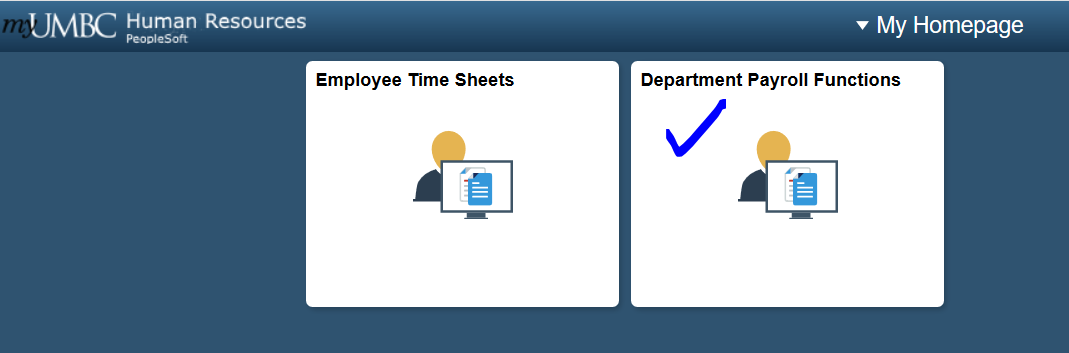
* Email from a Business Manager or Principal Investigator requesting that a person in position needs to move to his/her grant.
* If no email is available, a printed copy of the updated “DBE” Screen could be signed and dated by the person requesting it.

Please open an RT Ticket in the Financial Services & Accounting Queue with questions.

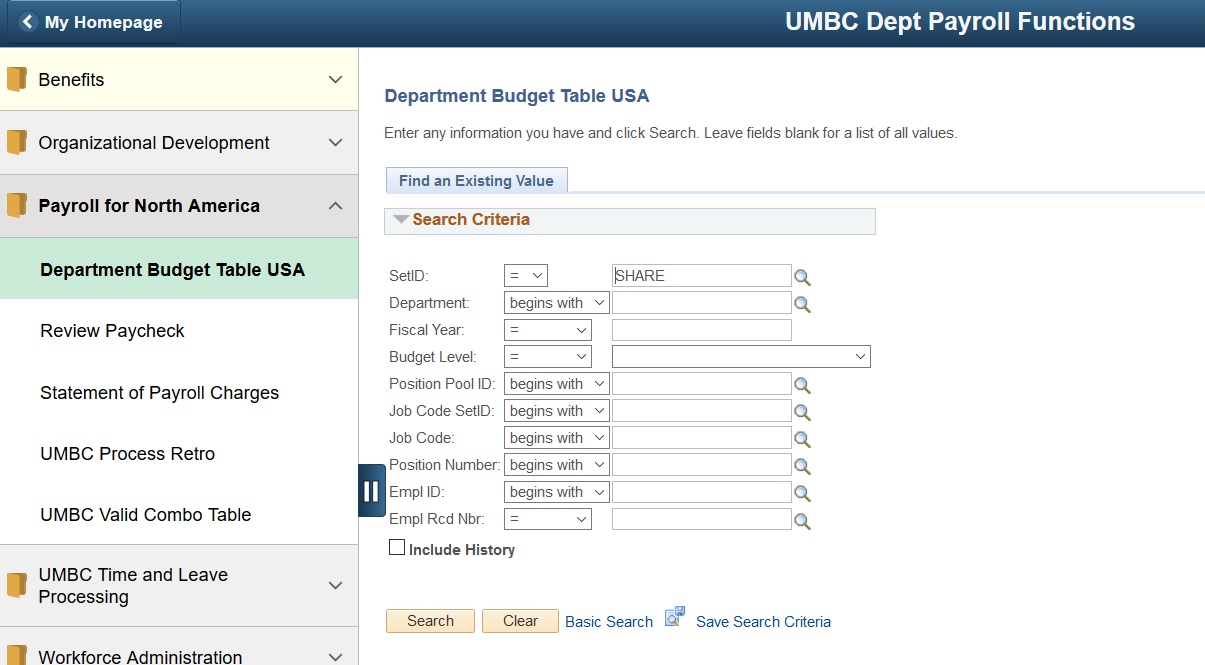
Overview:

|  |  |
| --- | --- |
|  | * **Department Budget Table** – to update the funding source on a position within the “DBE” Tab. “DBE” Tab will allow you to select Active funding only. * **Review Paycheck** * **Statement of Payroll Charges (SOPC)** – to confirm if an employee was paid on the right funding source and that every employee * **UMBC Process Retro** – to enter a transaction that retroactively moves the funding on a previous payroll. (Different from Retroative Pay.) * **UMBC Valid Combo Table** – to review all funding sources ever used for a department (inactive and active) |

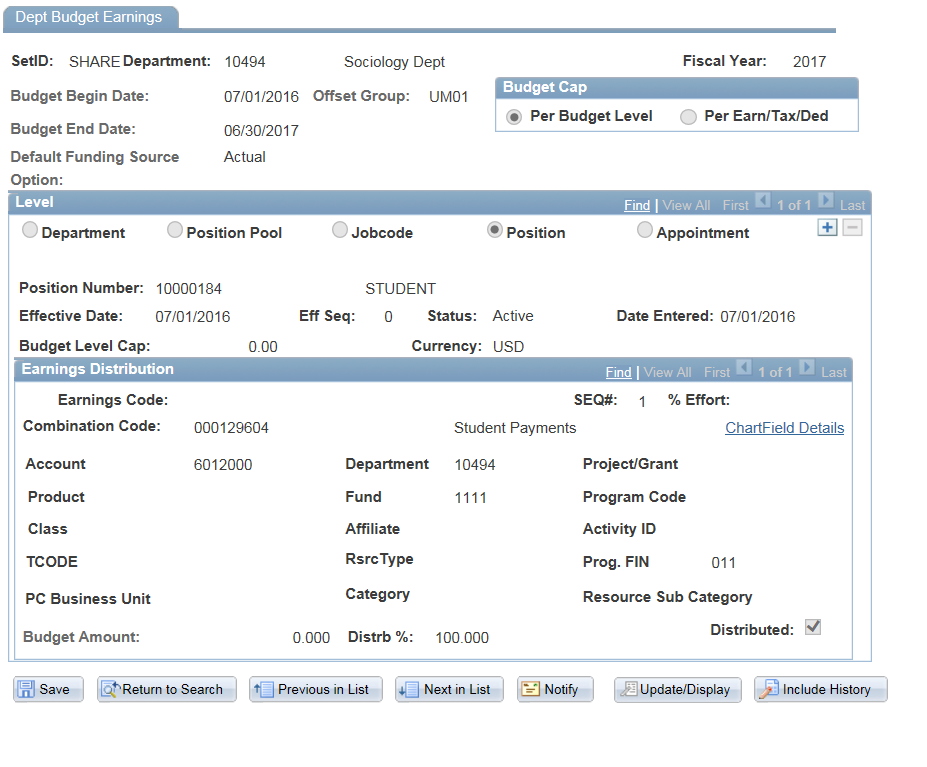
1. Navigation: Campus Workcenter Tile: “Department Payroll Functions”



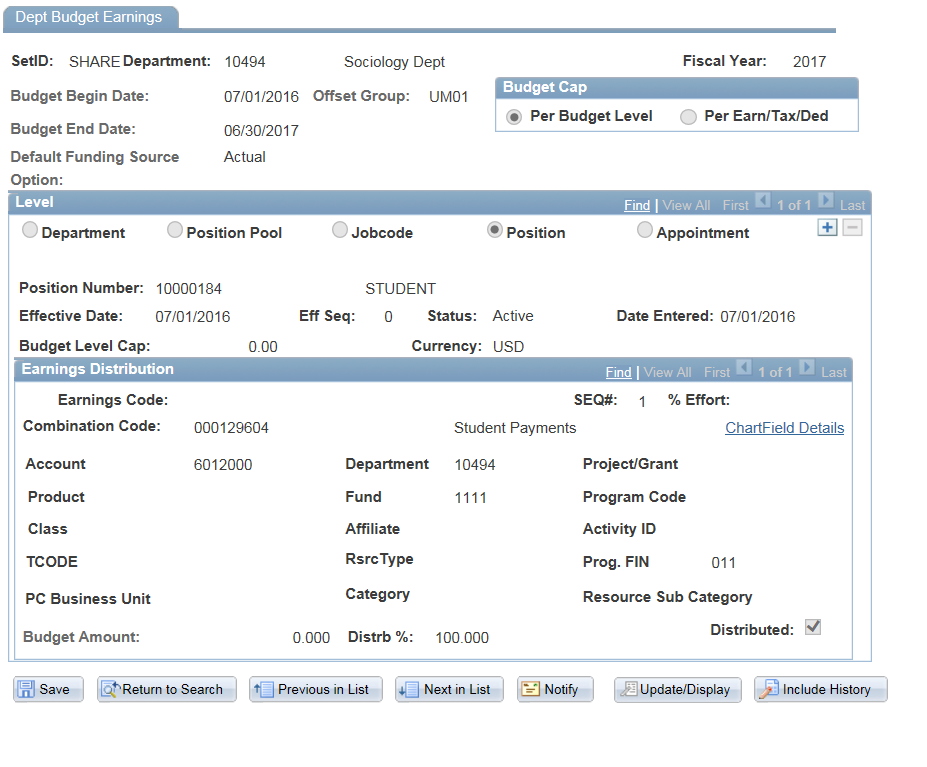
1. The Payroll Distribution Menus can be located in “Payroll for North America”
2. Access the “Department Budget Table” menu option.



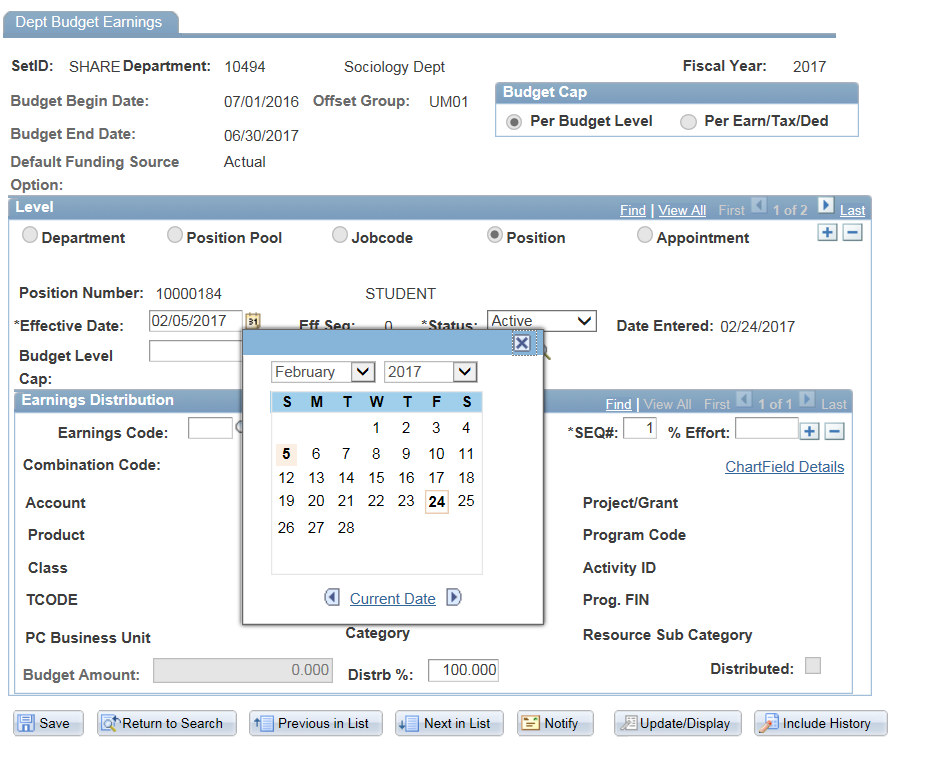
1. The available list of Departments is dictated by the Security Form that was submitted to HR.
2. Please enter the following fields to pull up the Position:
   1. Department ID
   2. Fiscal Year (optional)
   3. Position number
3. Press the Search Button to display the position’s information.
4. The position’s Dept. Budget Earnings Tab or “DBE” information has a few sections.
   1. Top Portion indicates what Department the Position “lives” in. In this example, the position “lives” in Department 10494 Sociology Dept.
   2. Middle Portion indicates the “Level”. UMBC uses “Position” as the level to budget regular positions, so we have the radio button as “Position”.
   3. Bottom Portion is the “Earnings Distribution”. This indicates the funding source and percentage.



1. The common reasons for changing the “DBE” for a position are:
   1. Position’s funding source changed or ended.
   2. Position was reclassed and account number needs to be changed.
2. To change the Funding Source, please perform the following steps:
   1. Press the + Key on Middle Section “Level”
   2. The Date field will become writable.

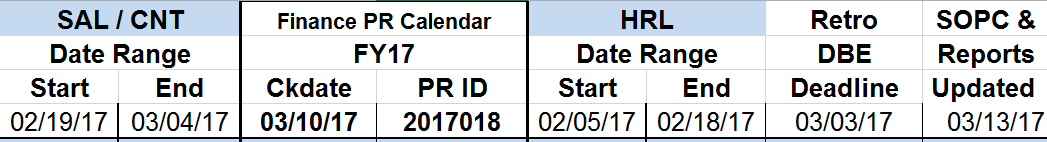


Step 1, press + key

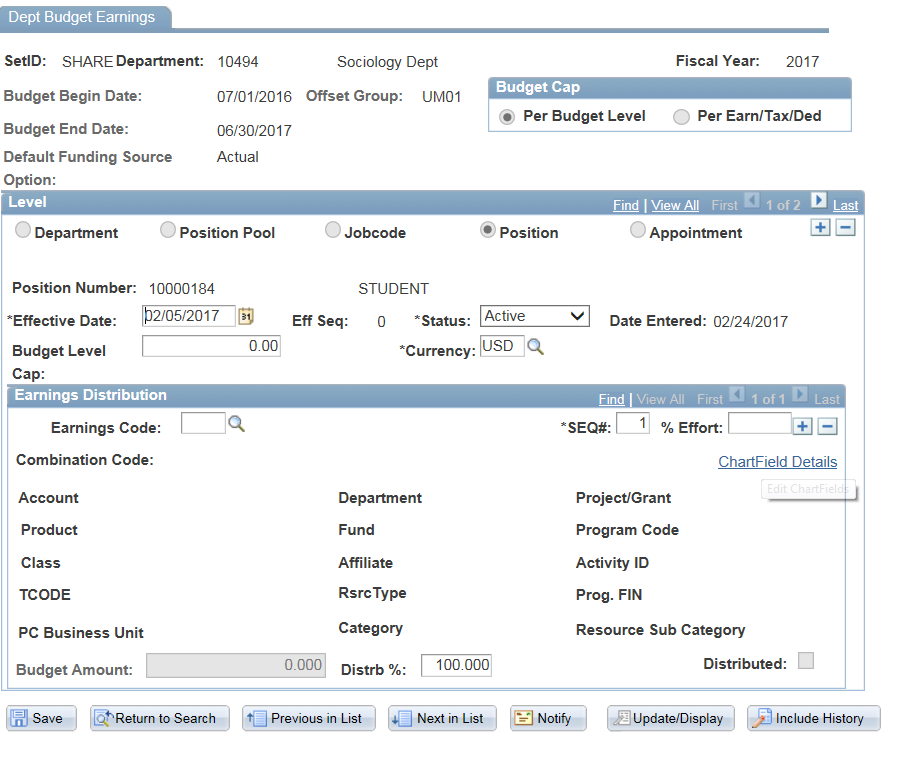


Step 2, change the Date from the System Date to the Date at the start of the Pay Period or Funding Source.

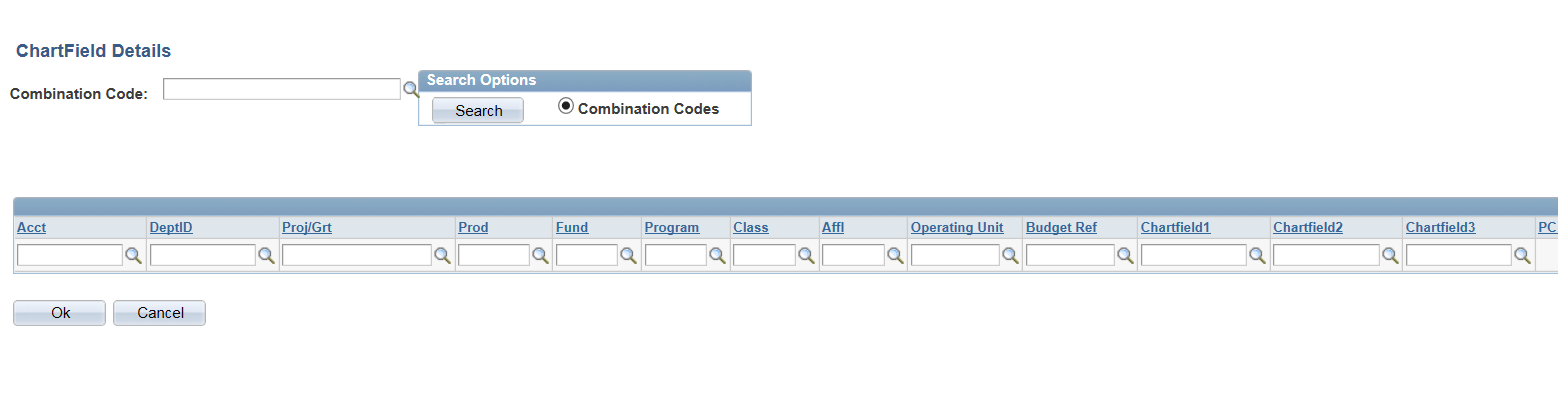
1. Step 2 requires that you review the Payroll Calendar. There are separate business processes dictating the Start of a Payroll for Salary/Contingent employees vs. Hourly employees.
   1. In our example, the position is a Student Position, so it would fall on the Hourly (HRL) side of the Payroll Calendar. So we will be using Start Date = 02/05/17.
   2. \*IF\* we were working on a Salary (SAL) Position, we would use 02/19/17.
   3. It is possible to deviate from these Start Dates in the situation where a Grant Starts midweek. Then you would put the date the Grant begins as the date.



1. Once the Date is selected, move onto Step 3.
2. Step 3, Click on the “Chartfield Details” Link.
3. This link ONLY displays ACTIVE funding sources.



Step 3, Click on the link “Chartfield Details”



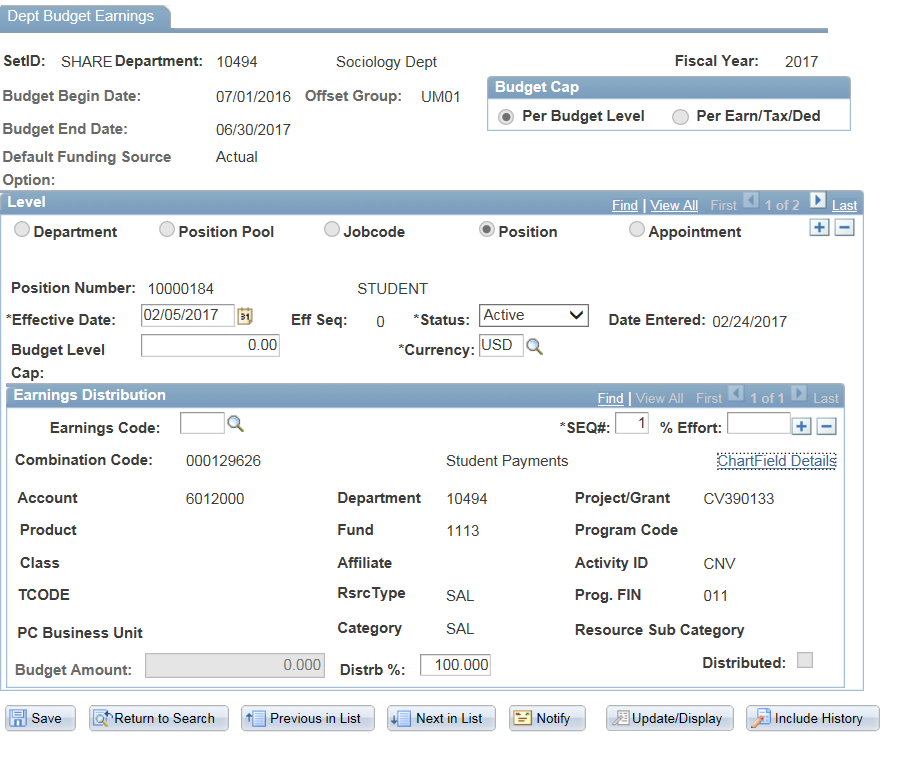
Step 4, Enter the Combination Code

OR

Enter some Chartstring information below

|  |  |
| --- | --- |
| **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 |

11.0 Once the Chartstring information has been entered, you will be back on the DBE screen.



**Step 5 Important:**

Confirm that

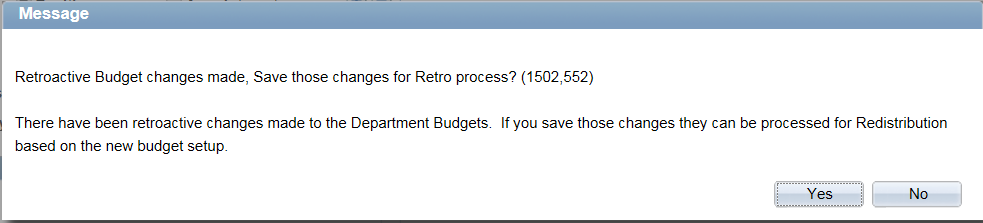
Effective Date,

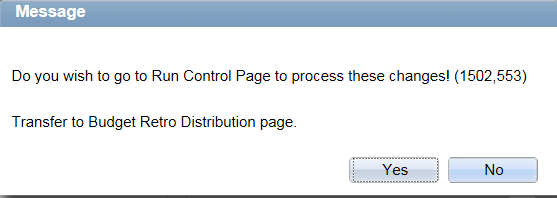
Chartstring,

and Distrib % is Correct

12.0 Once you have confirmed that Date, Chartstring, and Percentage is correct, please Press SAVE button.

* 1. The Position in the example is a HRL Position. 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.
     1. On First message, ANSWER YES
     2. On Second Message, ANSWER NO
  2. If you receive these 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.





1. It is possible to have Distrib % to be less than 100% and have Multiple Funding Sources.
   1. SEQ# will always be = 1. It is a generic place holder. ALWAYS 1.
   2. Press + key on the Earnings Distribution Section
   3. Repeat Step 3,4,5 until the Distribution = 100%
   4. The system will ONLY allow it to be SAVED if it is 100% or adds up to 100%.

