



Change Position Funding Quick Reference Guide

MSS Change Position Funding

This document provides a quick guide for managers on how to submit changes for Position Funding in OneUSG Connect.

From the OneUSG Connect Manager Self Service Homepage:

Click the **Navigator** icon

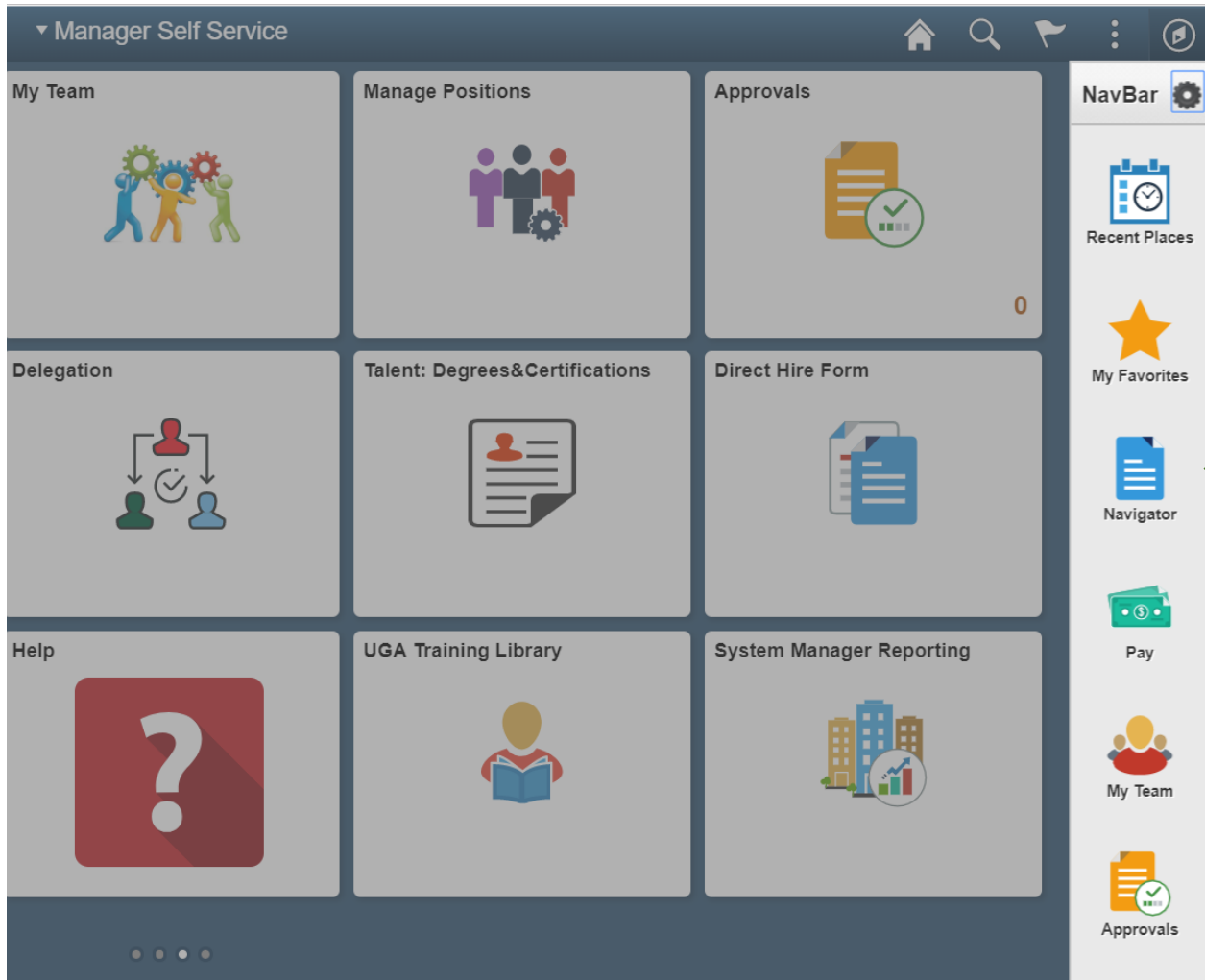
The screenshot shows the 'Manager Self Service' homepage with a grid of 15 tiles. The tiles are arranged in three rows and five columns. The top right corner of the interface has a navigation bar with icons for home, search, and a Navigator icon (a circle with a right-pointing arrow). A green arrow points to this Navigator icon. The tiles are:

- Review/Approve EDR (with status icons: red X, yellow ?, green check)
- Retro Distribution Request (with dollar sign icons)
- My Team (with gear and people icons)
- Manage Positions (with people and gear icons)
- Approvals (with document and checkmark icon, and a '0' in the bottom right)
- Review Transactions (with status icons: yellow !, green check, red X, and a hand icon)
- Company Directory (with person and document icons)
- Delegation (with person and arrow icons)
- Talent: Degrees & Certifications (with person and document icon)
- Direct Hire Form (with document icon)
- Team Time (with clock and people icons, and '5659 Exceptions' text)
- My Forms (with document icon)
- Help (with red square and white question mark icon)
- UGA Training Library (with person and book icon)
- System Manager Reporting (with building and bar chart icon)



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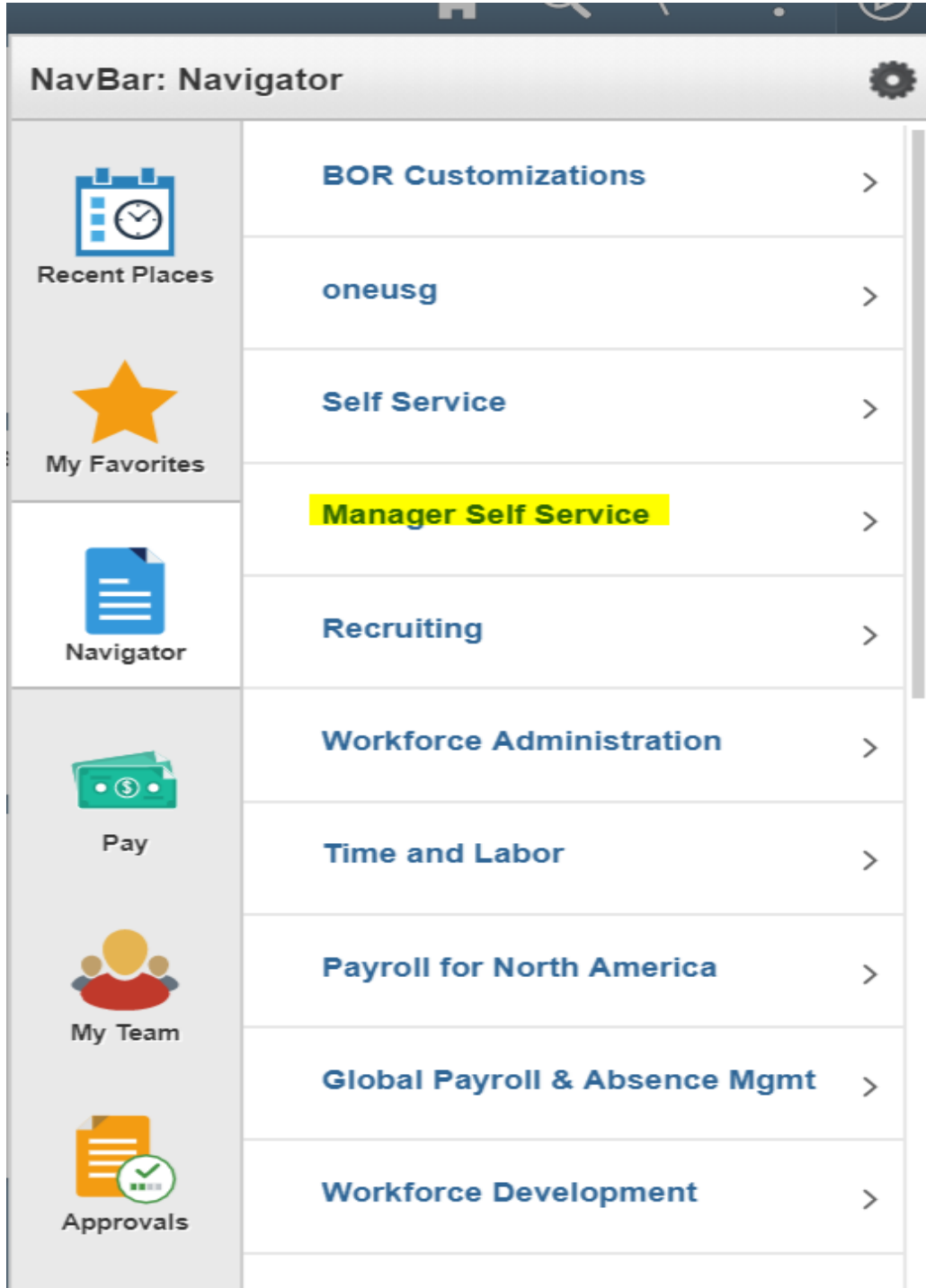
The Navigation Bar is displayed
Click the **Navigator** icon





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Select **Manager Self Service** from the Navigator list.





Change Position Funding Quick Reference Guide

Select **Position and Funding** from the Manager Self Service list.

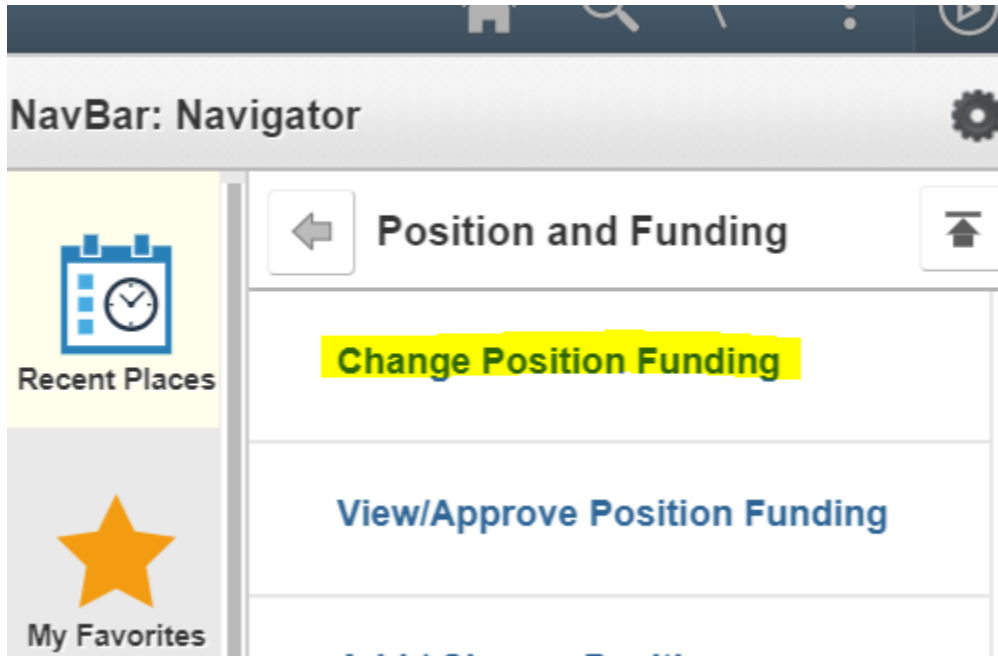
The screenshot displays the Manager Self Service interface. On the left is a vertical sidebar with icons and labels for 'Recent Places', 'My Favorites', 'Navigator', 'Pay', 'My Team', and 'Approvals'. The main area is titled 'Manager Self Service' and contains a list of menu items, each with a right-pointing chevron. The 'Position and Funding' item is highlighted with a yellow background.

Menu Item	Action
Time Management	>
Job and Personal Information	>
Compensation and Stock	>
Position and Funding	>
Express Direct Retro	>
Learning and Development	>
Performance Management	>
Forms	>



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Select **Change Position Funding** from the Position and Funding list.



The **Change Position Funding** page is displayed.

Enter: **SETID** (Business Unit), **DEPARTMENT** number, **POSITION NUMBER**, and **FISCAL YEAR** (FY).

Manager Self Service Change Position Funding

Change Position Funding

[Add a New Value](#)

Set ID

Department

Position Number

Fiscal Year

[Add](#)



Change Position Funding Quick Reference Guide

Note: Fiscal Year will correspond to effective date of the transaction, i.e. FY2020, effective date 06/01/2020.

Click **ADD**.

Review the search criteria at top of page, including Department Description and Position Title.

Enter **EFFECTIVE DATE**. **TAB** out.

Note: Incumbent information – Current Incumbents, Pay Compensation, Additional Pay, Earnings Distribution and Distribution as of Effective Date – will not populate until an effective date is entered and the user tabs out of the effective date field.

Change Position Funding

Report ID: NEXT

Set ID: 36000

Department: 1002

Position Number: 100

Processed?

Fiscal Year: 2020

Writing Center

Director

1 of 1

Effective Date: 05/01/2020

Incumbent data will not populate until an effective date is entered.

+ -

Current Incumbents

Empl ID	Empl Record	Display Name	Pay Group	Comp Rate	Comp Freq
1	0		36A		A

Pay Components

Empl ID	Empl Record	Display Name	Rate Code	Seq	Comp Rate	Comp Freq	Currency
1	0		NAANL	0		A	USD

Additional Pay

Empl ID	Empl Record	Display Name	Earn Code	Eff Date	Addl Seq #	Combo Code	Oth Py	Earn End Dt	Goal Amt	Goal Bal	Pay
1	0			06/15/2020	0				0.00	0.00	

Earnings Distribution

Empl ID	Empl Record	Display Name	Effective Date	Dist type	Earnings Code	Compensation Rate
1	0		07/01/2019	None		

Distribution as of Change Effective Date

Current		Fringe	II			
Effective Date	EffSeq	Earnings Code	Combination Code	Funding End Date	Percent of Distribution	Chartfield Details
1 07/01/2019	0		361002255105		100.000	Chartfield Details



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On either the **“CURRENT”** tab or the **“FRINGE”** tab, click the **CHARTFIELDS DETAILS** link to review the individual **Chartfield** information:

Distribution as of Change Effective Date

Current		Fringe		▶		
Effective Date	EffSeq	Earnings Code	Combination Code	Funding End Date	Percent of Distribution	Chartfield Details
1 08/01/2019	0		361002255105		43.197	Chartfield Details
2 08/01/2019	0		361010125100		56.803	Chartfield Details

Distribution as of Change Effective Date

Current		Fringe		▶	
Exclusion Fringe Group	Redirect Account Code	CF Details			
1		CF Details			
2		CF Details			

ChartField Common Component x

ChartField Details

Combination Code

Search Options

Combination Codes

ChartField Detail

Account	Fund Code	Department	Program Code	Class Field	Budget Reference	Business Unit PC	Project	Activity ID	Chartfield 1	Operating Unit
<input type="text" value="999999"/>	<input type="text" value="10500"/>	<input type="text" value="1002255"/>	<input type="text" value="11100"/>	<input type="text" value="11000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Scroll down to the **NEW DISTRIBUTION** section.

In the **NEW INFORMATION** section, click the **CURRENT** tab.

To change the funding as of the entered effective date, click the **CHARTFIELD DETAILS** link (Green Box).



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New Distribution 1 of 1 View All

Effective Date 05/01/2020

New Information

Current	Fringe	II				
1						
Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details		
<input type="text" value=""/>	361002255105	<input type="text" value=""/>	100.000	ChartField Details	+	-

Add comments:

Submit

Either enter your combo code, click the Magnifying Glass, or click **SEARCH** for the Combo Code.

ChartField Common Component

ChartField Details

Combination Code

Search Options

Combination Codes

ChartField Detail

Account	Fund Code	Department	Program Code	Class Field	Budget Reference	Business Unit PC
<input type="text" value="999999"/>	<input type="text" value="10500"/>	<input type="text" value="1002255"/>	<input type="text" value="11100"/>	<input type="text" value="11000"/>	<input type="text" value=""/>	<input type="text" value=""/>

If you select **SEARCH**, you can search by any Chartfield (except by Account)
Click **CLEAR** if fields are populated.
Enter **at least one** search parameter – Fund, Department, Project
Click **SEARCH**
Then **SELECT** for the combo code of your choice.
Then click **OK** to return to the Change Position Funding page.



Change Position Funding Quick Reference Guide

Search Combination Codes

GL Combination Code

Search by ChartFields

Account Project

Fund Code Activity ID

Department Chartfield 1

Program Code Operating Unit

Class Field

Budget Reference

Business Unit PC

Combination Code / ChartFields

Select	GL Combo Code	Account	Department	Project	Fund Code	Program Code	Class Field	Operating Unit	Budget Reference	ChartField
1 <input type="button" value="Select"/>	361002100100	999999	1002100		10000	11100	11000			

The funding change is made:

New Distribution 1 of 1

Effective Date 05/01/2020

New Information

Current	Fringe	Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	361002100100	<input type="text"/>	43.197	ChartField Details	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	361010125100	<input type="text"/>	56.803	ChartField Details	<input type="button" value="+"/>	<input type="button" value="-"/>

If you select a valid grant or project, the Funding End Date field will be populated.

Note: Blank rows are default for all earnings codes. Earn codes must equal 100%. Distributions are by percentages only. **Currently the College of Agriculture is the only college to use a specific earnings code (AGS) for funding distribution.**

Click the “+” to add an additional Earnings Code distribution rows or to remove distribution rows.



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Enter **PERCENT OF DISTRIBUTION**. Earn codes **must equal 100%**.

- For each additional row(s) where the Earnings Code is used or left blank, the **Percent of Distribution must equal 100%**.

New Distribution 1 of 1 View All

Effective Date 05/01/2020

New Information

	Current	Fringe	II▶					
	Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details			
1	<input type="text"/>	361002100100	<input type="text"/>	43.197	ChartField Details	+	-	
2	<input type="text"/>	361010125100	<input type="text"/>	56.803	ChartField Details	+	-	
3	SUF	360000036383	05/31/2020	100.000	ChartField Details	+	-	

Click the **CHARTFIELD DETAILS** link and select the combo code for the change (same steps as above).

If the funding requires Fringe Benefit costs to be charged to other funding, click the **FRINGE** tab. The FRINGE tab only needs to be completed if the benefits should be charged to a **different** combo code than the combo code used for earnings.



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Click the **Magnifying Glass** to search and select available Exclusion Fringe Groups.

Click the **CHARTFIELD DETAILS** link and select the combo code for the change (same steps as above).

NOTE: Fund 15000 cannot be used to pay for fringe benefits. If a position is funded using a fund 15000 combo code, ALL fringe benefits must be re-distributed to a non-fund 15000 combo code. (The fringe exclusion group in this situation should be 'ALL'.)

New Distribution 🔍 | ⏪ ⏩ 1 of 1 View All

Effective Date 05/01/2020

New Information

	Current	Fringe	II▶			
	Exclusion Fringe Group	Redirect Account Code	CF Details			
1	HLO 🔍	361002100100	CF Details	<input data-bbox="1166 982 1203 1024" type="button" value="+"/>	<input data-bbox="1230 982 1268 1024" type="button" value="-"/>	
2	<input data-bbox="240 1045 423 1087" type="text" value=""/> 🔍		CF Details	<input data-bbox="1166 1045 1203 1087" type="button" value="+"/>	<input data-bbox="1230 1045 1268 1087" type="button" value="-"/>	
3	<input data-bbox="240 1108 423 1150" type="text" value=""/> 🔍		CF Details	<input data-bbox="1166 1108 1203 1150" type="button" value="+"/>	<input data-bbox="1230 1108 1268 1150" type="button" value="-"/>	



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ADDING ADDITIONAL EFFECTIVE DATED ROWS:

Scroll up to the original entry of the Effective Date. Click the plus sign to add additional effective dated rows.

Change Position Funding

Report ID: NEXT Processed?
 Set ID: 38000 Fiscal Year: 2020
 Department: 10C Writing Center
 Position Number: 10C Graduate Assistant

Effective Date: 05/01/2020 + - Incurrent data will not populate until an effective date is entered.

Current Incumbents

Empl ID	Empl Record	Display Name	Pay Group	Comp Rate	Comp Freq
1	1		38G		M

Pay Components

Empl ID	Empl Record	Display Name	Rate Code	Seq	Comp Rate	Comp Freq	Currency
1	1		NAMNTH	0		M	USD

Additional Pay

Empl ID	Empl Record	Display Name	Earn Code	Eff Date	Addl Seq #	Combo Code	Oth Py	Earn End Dt	Goal Amt	Goal Bal	Pay
1	0			05/16/2020	0				0.00	0.00	

Earnings Distribution

Empl ID	Empl Record	Display Name	Effective Date	Dist type	Earnings Code	Compensation Rate
1	1		08/01/2019	None		

Distribution as of Change Effective Date

Current | Fringe | II

	Effective Date	EffSeq	Earnings Code	Combination Code	Funding End Date	Percent of Distribution	Chartfield Details
1	08/01/2019	0		381002255105		43.197	Chartfield Details
2	08/01/2019	0		381010125100		56.803	Chartfield Details

New Distribution 1 of 1 | View All

Effective Date: 05/01/2020

New Information

Current | Fringe | II

	Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details		
1	<input type="text"/>	381002100100	<input type="text"/>	43.197	ChartField Details	+	-
2	<input type="text"/>	381010125100	<input type="text"/>	56.803	ChartField Details	+	-



Change Position Funding Quick Reference Guide

Enter another **EFFECTIVE DATE.**

Change Position Funding

Report ID: NEXT Processed?
 Set ID: 36000 Fiscal Year 2020
 Department: 10C Writing Center
 Position Number: 1000 Graduate Assistant

2 of 2

+ -

Effective Date: Incumbent data will not populate until an effective date is entered.

Current Incumbents

Empl ID	Empl Record	Display Name	Pay Group	Comp Rate	Comp Freq
1	0				

Note: Refer to Row Count (on row # of # rows). Also, the system will process the EFFECTIVE DATED rows sequentially by Effective Dates, regardless of the order the Effective Dates are entered.

Follow previous steps until you have completed entry of your transaction.

Note: To CANCEL a transaction before SUBMIT, click **ADD** or the **CHANGE POSITION FUNDING** link on top left of page.

Add **COMMENTS** for additional information for the Approver.

Click **SUBMIT**.

New Distribution

1 of 1 View All

Effective Date 06/01/2020

New Information

Current	Fringe	▶				
Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details		
1	361002255105		43.197	ChartField Details	+	-
2	361010125100		56.803	ChartField Details	+	-

Add comments:

New Funding Distributions for 05/01/20 and 06/01/20.

Submit



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Transaction will be submitted into workflow according to departmental specific configuration.

Transaction ID assigned on SUBMIT (Red Box below) and at top of page.

Click the “>” by COMMENTS to review timeline of transaction in Workflow (Green Box below).

Click **ADD** to start another transaction.

Add comments:

Submitted. New Funding Distributions for 05/01/20 and 06/01/20.

Position Funding Change

SETID=36000, DEPTID=100; POSITION_NBR=100 **TRANSACTION_ID=N6WC0C4FQ9** FISCAL_YEAR=2020:Pending [View/Hide Comments](#)

Position Funding Change

Pending
Multiple Approvers
Error Step

Comments

Brett, Garrett M at 06/16/20 - 4:13 AM
Submitted. New Funding Distributions for 05/01/20 and 06/01/20.

System at 06/16/20 - 4:13 AM
Not enough approvers were found at: step number 5, path 1, stage 10. Routing to next step.

System at 06/16/20 - 4:13 AM
Not enough approvers were found at: step number 4, path 1, stage 10. Routing to next step.

System at 06/16/20 - 4:13 AM
Not enough approvers were found at: step number 3, path 1, stage 10. Routing to next step.

System at 06/16/20 - 4:13 AM
Not enough approvers were found at: step number 2, path 1, stage 10. Routing to next step.

System at 06/16/20 - 4:13 AM
Not enough approvers were found at: step number 1, path 1, stage 10. Routing to next step.

Add



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After a transaction is approved in workflow and processed by the Change Position Funding batch update process, the **PROCESSED?** indicator will be checked.

Before:

Change Position Funding

Report ID: N6WC0C4FQ9 Processed?

Set ID: 36000 Fiscal Year: 2020

Department: 1002 Writing Center

Position Number: 1000 Graduate Assistant

Effective Date: 06/01/2020 Incumbent data will not populate until an effective date is entered.

Current Incumbents

Empl ID	Empl	Display Name	Pav Group	Comp Rate	Comp Freq

AFTER:

< View/Approve Position Funding

View/Approve Position Funding

Report ID: Processed?

Set ID: 36000 Fiscal Year: 2020

Department: 100 InfoSystems & Computer Science

Position Number: 1000 Associate Professor 10 month A

Note: On DENIED transactions, PROCESSED? will remain unchecked



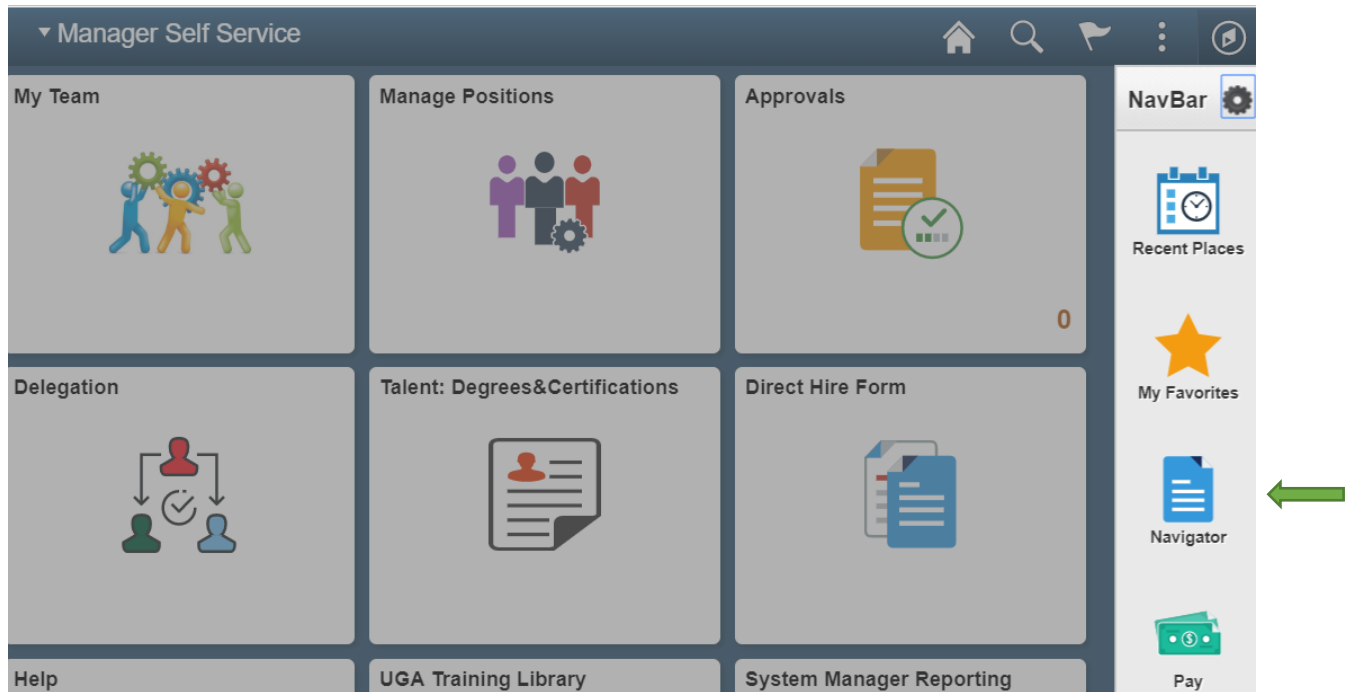
Change Position Funding Quick Reference Guide

To Review Transactions:

Click the **Navigator** icon



The Navigation Bar is displayed
Click the **Navigator** icon





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Select **Manager Self Service** from the Navigator list.

The screenshot shows a software interface with a sidebar menu titled "NavBar: Navigator". The menu is organized into several sections, each with an icon and a label. The items listed are:

- Recent Places** (calendar icon): BOR Customizations, oneusg
- My Favorites** (star icon): Self Service
- Navigator** (document icon): **Manager Self Service** (highlighted), Recruiting
- Pay** (money icon): Workforce Administration, Time and Labor
- My Team** (people icon): Payroll for North America, Global Payroll & Absence Mgmt
- Approvals** (document with checkmark icon): Workforce Development



Change Position Funding Quick Reference Guide

Select **Position and Funding** from the Manager Self Service list.

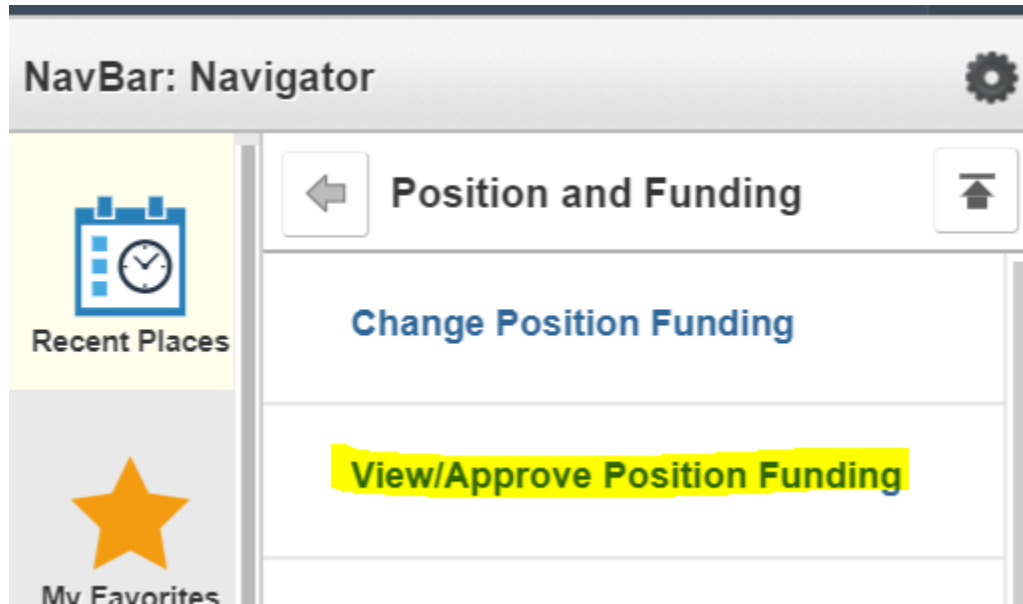
The screenshot displays the 'Manager Self Service' interface. On the left is a vertical sidebar with icons and labels for 'Recent Places', 'My Favorites', 'Navigator', 'Pay', 'My Team', and 'Approvals'. The main area shows a list of menu items, each with a right-pointing chevron. The 'Position and Funding' item is highlighted with a yellow background. A gear icon is visible in the top right corner of the sidebar area.

Manager Self Service	
Time Management	>
Job and Personal Information	>
Compensation and Stock	>
Position and Funding	>
Express Direct Retro	>
Learning and Development	>
Performance Management	>
Forms	>



Change Position Funding Quick Reference Guide

Select **View/Approve** Position Funding





Change Position Funding Quick Reference Guide

The **View/Approve Position Funding** page is displayed

Enter **SETID** (Business Unit).

User can search by **DEPARTMENT** number, **FISCAL YEAR**, **POSITION NUMBER**, **TRANSACTION ID**, **REQUEST DATE**, **STATUS** (Approved, Denied, Pending) or **FUNDING COMPLETE**.

Click **TRANSACTION ID** on the line in the Search results you choose to review.

Position Transactions

View/Approve Position Funding

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

Find an Existing Value

Search Criteria

Set ID begins with

Department begins with

Fiscal Year =

Position Number begins with

Transaction ID begins with

Request Date =

Status begins with

Funding Change Complete =

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All 1-15 of 15

Set ID	Department	Fiscal Year	Position Number	Request Date	Transaction ID	Status	Funding Change Complete
36000	1002100	2020	10001856	06/05/2020	K8D1XKL33S	Pending	Not Procs
36000	1002100	2020	10001859	06/12/2020	NYO5CXDX2D	Pending	Not Procs

Additional Information

- If you have questions, please contact the OneUSG Connect Service Desk at oneusgsupport@uga.edu or 706-542-0202.