

## Modifying FMP When Position Funding Changes

To determine what records need modifying, you will need to know the **employee name, begin/end date of the assignment, the position number or title**. You can verify you have the correct information if you have the total amount, pay rate, or other info on the assignment.

Search for the employee name in Current Assignment in FMP:

Current Assignment

Fiscal Year: 2013

Name: ██████████ Record ID: 600806 Employee ID: ██████████ Hired Date: 1/16/2008 Service Date: 1/16/2008 Department: Mathematics

Speedtype	Sub	* Salary	*Distri- Acct Code	* Type	* Begin Date	* End Date	Total Months	Round Months	* FTE	* Pay Rate	
34997		50160	100	Monthly	1/16/2013	5/31/2013	4.50	<input checked="" type="checkbox"/>	0.6250	5,333.33	
00105760		1050		LECTURER/BEN			3,333.33		14,999.99	25.00	3,750.00

Position # Job Code Position Title Monthly Salary Total Salary Fringe Total Fringe

Insurance Stipend Summer Insurance Longevity

Hazardous Pay Monthly Total Advisor

Misc. Information Monthly Total Speedtype Sub

Medical Insurance

Employee Only	Employee & Children	Employee & Spouse	Employee & Family
<input type="radio"/> 470.38	<input type="radio"/> 650.62	<input type="radio"/> 739.58	<input type="radio"/> 919.82

Life Insurance  2.28

FICA  6.20 %  
 Medicare  1.45 %  
 UCI  .55 %  
 WCI  .45 %  
 TRS  6.58 %  
 ORP-1(Service date >= 9/1/1996)  8.50 %  
 ORP-2(Service date <= 9/1/1996)  6.58 %

Notes Spring: teaching Math 3339 (34475), fund & change FTE 0.625 ePRF 311585 X 1/15, ePAR 315512 X 1/29

Monthly Form Print Welch Ltr Post to Main Delete Assignment Repost Duplicate Assignment

Posted to Main Successfully 0  
NO 26420

In this example, we have been given instructions to reallocate Professor X's Lecturer/Ben assignment between 1/16/13-5/31/13 to 38440.

1. First, identify the correct original assignment or assignments in FMP to be reallocated.
2. Use the blank record, found by scrolling to the bottom of this panel, to duplicate the correct original entire assignment details. You will do this by entering the details of the assignment field by field. The only change will be the speedtype you use, which should be the speedtype you want to move the expense to. In this example, it is 38440.



34997		50160	0	Monthly	1/16/2013	5/31/2013	4.50	<input checked="" type="checkbox"/>	0.6250	5,333.33	
<b>Speedtype</b>	<b>Sub</b>	<b>* Salary Acct Code</b>	<b>* Distri- bution</b>	<b>* Type</b>	<b>* Begin Date</b>	<b>* End Date</b>	<b>Total Months</b>	<b>Round Months</b>	<b>* FTE</b>	<b>* Pay Rate</b>	
00105760	1050		LECTURER/BEN		0.00	0.00	25.00%	0.00			
<b>Position #</b>		<b>Job Code</b>		<b>Position Title</b>		<b>Monthly Salary</b>		<b>Total Salary</b>		<b>Fringe Total Fringe</b>	
<input type="checkbox"/> 150.00	<input type="checkbox"/> 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<b>Longevity</b>							
<b>Insurance Stipend</b>		<b>Summer Insurance</b>		<b>Advisor</b>							
Hazardous Pay		0.00		Morgan, Jeff							
<b>Misc. Information</b>		<b>Monthly</b>		<b>Total</b>		<b>Speedtype</b>		<b>Sub</b>			
		0.00									
<b>Notes</b> Funding arrived in 38440 for this assignment, originally funded on 34997. Reallocations are pending, RT 19882, Pam M 7/9/13 Spring: teaching Math 3339 (34475), fund & change FTE 0.625 ePRF 311585 X 1/15, ePAR 315512 X 1/29											
<input type="button" value="Monthly Form"/> <input type="button" value="Print Welch Ltr"/> <input type="button" value="Post to Main"/> <input type="button" value="Delete Assignment"/> <input type="button" value="Repost"/> <input type="button" value="Duplicate Assignment"/>										Posted to Main Successfully 0 NO 26420	

- b. Click on Go to Payroll Assignment, and scroll to the old zeroed record(s). Click Monthly Form.
- c. In all records associated to the old zeroed records(s), you will need to zero the initial balance in Monthly Summary Form:

<b>FY</b>	<b>Speed Type</b>	<b>SubAcct</b>	<b>Type</b>	<b>Acct Code</b>	<b>Salary:</b>	<b>LECTURER SALARIES</b>	<b>Reconciled</b>
2013	34997	ADJ	Monthly	50160			<input type="checkbox"/> Yes
<b>Individual</b>				<b>Initial Balance</b>	<b>Encumbered Remaining</b>	<b>Status:</b>	
FY'13 [REDACTED]				0.00	-11,666.65		
1/16/2013 - 5/31/2013				<b>Expended</b>	<b>Reconciled Date</b>	<b>Note</b>	
Salary: 3333.33/month				SEP			

7. IF ONLY A PORTION OF THE ASSIGNMENT IS BEING MOVED, OR IF WE HAVE PAST NO PAY PERIOD PAYROLL FINALS, modify the original assignment in FMP and click repost.
8. Make notes in the "Note" area for each month that will post incorrectly and will need to be reallocated. If we have past the monthly or biweekly final for any pay period in which the position was funded incorrectly, then a note should go into that associated month.

<b>FY</b>	<b>Speed Type</b>	<b>SubAcct</b>	<b>Type</b>	<b>Acct Code</b>	<b>Salary:</b>	<b>LECTURER SALARIES</b>	<b>Reconciled</b>
2013	34997	ADJ	Monthly	50160			<input type="checkbox"/> Yes
<b>Individual</b>				<b>Initial Balance</b>	<b>Encumbered Remaining</b>	<b>Status:</b>	
FY'13 [REDACTED]				0.00	-11,666.65		
1/16/2013 - 5/31/2013				<b>Expended</b>	<b>Reconciled Date</b>	<b>Note</b>	
Salary: 3333.33/month				SEP			
<b>EmplID:</b> 0831990 [REDACTED]				OCT			
<b>Position #:</b> 00105760				NOV			
<b>Title:</b> Lecturer/Ben				DEC			
				JAN		Pending RAF d38440	
				FEB	4,999.99	2/28/2013	Pending RAF d38440
				MAR	3,333.33	3/31/2013	Pending RAF d38440
				APR	3,333.33	4/30/2013	Pending RAF d38440
				MAY			Pending RAF d38440
<input type="button" value="Go to Payroll Assignment"/> <input type="button" value="Go To Payroll List"/>							

**MENU**

9. In this example, the period is January through May, and we are in July, so all five months need a note. The notes should be listed as the following:
  - a. Pending RAF dXXXXX for when a payroll reallocation is necessary, but not yet created for the month, d means debit and XXXXX should be the speedtype that will be debiting the expense. In this case, 38440 is the cost center being debited. Later, notes on the 38440 side will indicate c34997.
  - b. Posting RAF XXXXX ck XXXXXXX cXXXXX abc, the first is the RAF number, second the check number, and third the credit number, and abc is your initials.
  - c. Later upon confirming that the reallocation form posted correctly, the Posting will be modified to Posted.
10. Go back to the new record you created and click Post to Main. In this example, it is the 38440 record. You will get a response. See the DBA if it is anything other than Position posted successfully. Click OK, and it will bring you to the associated Monthly Summary Form for the record you posted.

FY	Speed Type	SubAcct	Type	Acct Code	Reconciled
2013	38440	....	Monthly	50160	<input type="checkbox"/> Yes

Salary: LECTURER SALARIES

Individual	Initial Balance	Encumbered Remaining	Status:
FY'13 [REDACTED] 1/16/2013 - 5/31/2013 Salary: 3333.33\month	14,999.99	14,999.99	

	Expended	Reconciled Date	Note
SEP			
OCT			
NOV			
DEC			

EmpID:	0831990	[REDACTED]
Position #:	00105760	
Title:	Lecturer/Ben	

11. Make sure that the record it brings you to and all of the other associated records have correctly encumbered the salary, fringe, longevity, and/or ins stipend.
12. Make notes in the "Note" area for each month that will post incorrectly and will need to be reallocated. If we have past the monthly or biweekly final for any pay period in which the position was funded incorrectly, then a note should go into that associated month.

FY	Speed Type	SubAcct	Type	Acct Code	Reconciled
2013	38440	....	Monthly	50160	<input type="checkbox"/> Yes

Salary: LECTURER SALARIES

Individual	Initial Balance	Encumbered Remaining	Status:
FY'13	14,999.99	14,999.99	
1/16/2013 - 5/31/2013			
Salary: 3333.33\month			

EmpID:	0831990		
Position #:	00105760		
Title:	Lecturer/Ben		

	Expended	Reconciled Date	Note
SEP			
OCT			
NOV			
DEC			
JAN			Pending RAF c34997
FEB			Pending RAF c34997
MAR			Pending RAF c34997
APR			Pending RAF c34997
MAY			Pending RAF c34997

Go to Payroll Assignment  
Go To Payroll List

13. In this example, the period is January through May, and we are in July, so all five months need a note. The notes should be listed as the following:
  - a. Pending RAF cXXXXX for when a payroll reallocation is necessary, but not yet created for the month, c means credit and XXXXX should be the speedtype that will be crediting the expense. In this case, 34997 is the cost center being credited. Earlier, notes on the 34997 side indicated d38440.
  - b. Posting RAF XXXXX ck XXXXXXX cXXXXX abc, the first is the RAF number, second the check number, and third the credit number, and abc is your initials.
  - c. Later upon confirming that the reallocation form posted correctly, the Posting will be modified to Posted.
14. As a check, you can lookup all of the employee's assignments on the ledger side and verify that they are encumbered correctly. In addition, you can run a monthly trial for a time period associated and make sure that the payroll side is posted correctly as well.

Click the Monthly Form button on the old record in Payroll Assignments.

Zero out all assignments.

Make a note the Note field of all month lines regarding the RAF.