Enter only the Fiscal Year and the 4 digit Benefited Position Number – entering any other data will result in nothing being returned. You will only be able to see positions that are currently assigned to the Department(s) you have security to view.

```
<table>
<thead>
<tr>
<th>Limit the number of results to (up to 300): 300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set ID: BEGIN with UNWYO</td>
</tr>
<tr>
<td>Department: BEGIN with</td>
</tr>
<tr>
<td>Fiscal Year: 2012</td>
</tr>
<tr>
<td>Budget Level:</td>
</tr>
<tr>
<td>Position Pool ID: BEGIN with</td>
</tr>
<tr>
<td>Job Code Set ID: BEGIN with</td>
</tr>
<tr>
<td>Job Code: BEGIN with</td>
</tr>
<tr>
<td>Position Number: 1357</td>
</tr>
<tr>
<td>Empl ID: BEGIN with</td>
</tr>
<tr>
<td>Empl Record:</td>
</tr>
<tr>
<td>Include History:</td>
</tr>
</tbody>
</table>
```
If you get this message – email the Budget Office (peggi@uwyo.edu) the position number you were working.

Otherwise the page should look like this:

Click on the Dept Budget Earnings Tab
If the funding is correct as displayed you don’t need to do anything and the position will be paid as indicated.

Just a reminder on the format of the Combination Code:

*This field becomes “XX” for accounts, such as grants, that do not have a Budget Reference.

**This field is currently blank.

Examples of Combination Codes:

11-12069    Budget Ref 2011, Org 12069, no Sub Class, no Project/Grant
XX-12518    no Budget Ref, Org 12518, no Sub Class, no Project/Grant
XX-11013 6117AHC  no Budget Ref, Org 11013, no Sub Class, Project/Grant 6117AHC

If you need to add or change the funding:

Insert a new effective dated row by clicking on the +
A new row will be created exactly like the previous one, except with today’s date in the Effective Date field.

**Effective Date**: for new hires, the Effective Date should be the hire date. For funding changes for a current employee the Effective Date should be the first of the month. You cannot enter rows for a prior month, only current and future months.

**Status**: this will default to Active – do not change.

**Budget Level Cap**: this is the annual salary for the employee. You may change the amount to be a higher annual salary, but you cannot change it to be lower than currently displayed.

**Currency**: this will default to USD – do not change.

**Funding End Date**: this will be copied from the prior record, change as needed. This date must be the end of a month and you cannot cross fiscal years.

**Distribution**: this is the percentage that you want paid from the Combination Code. The percentage for a month must total to 100; you are allowed up to 3 decimals for each percentage; and you may enter as many Combination Codes as needed.

Click on the ChartField Details link

The current Combination Code will be displayed, to change this code click the magnifying glass.
In the Combination Code field enter a % followed by part of the Chartfield (something like the Org or Project Id).

Click Look Up
If the expected Combination Code was not returned, try it again with a % sign at the beginning and end of the value. If it’s still not returned, contact Sponsored Programs for Projects or the Accounting Office for all other chartfields.

All Combination Codes that are valid for the Effective Date with the value that you entered will be returned.

Select the Combination Code desired.

Click Ok.
You should now see the selected Combination Code.

If you need to enter another Combination Code, click on the +

You will need to enter the Funding End Date and Distribution %, then click the Chartfields Detail Link and repeat the previous steps to select the Combination Code.

You may enter multiple Effective Dates and multiple Combination Codes, but each Effective Date must total to 100%.

Save the Record.

Errors for Budget Cap, Effective Dates, Funding End Dates or Percentages will now be displayed, fix as needed.

If you have any questions or problems, please contact Sheralyn Farnham at 766-3558 or email farnham@uwyo.edu or Peggi Duell at 766-2541 or email peggi@uwyo.edu.