UNIVERSITY OF WYOMING HUMAN CAPITAL MANAGEMENT (HCM)

FUNDING FORM INSTRUCTIONS

Use this form for all new hires, current and future payroll funding in HCM.

Please note - retroactive funding changes for salaries paid prior to July 1, 2019 will continue to be processed through the Expenditure Correction page in HRMS.

All non-benefited hires require a funding form which should be submitted as soon as the employee hire has been approved in Taleo.

A separate funding form is required for each employee, for each employee record and for each earnings type (i.e. MCD and regular salary would be two separate forms). For changes impacting current payroll transactions, the form must be received in the Payroll Office by the dates indicated in the Payroll Deadlines document.

The effective date indicated may impact other pay periods if additional effective dated row(s) already exist. For example, an employee is paid from one funding string for the period 7/1 – 12/31 and another funding string for the period 1/1 – 6/30. If a change to the funding is submitted effective 10/1, it would only be changed for the period 10/1 – 12/31, unless there was a second row to indicate that the 1/1/ - 6/30 funding should also be updated.

Form field additional information:

Person Number – The HCM person number (formerly called employee id)

Department: The department that employee is hired by – which is not necessarily the same department associated with the costing string.

Benefited Position: Position number is required only if the funding is for a benefited position. If the funding is for supplemental compensation for a benefited employee, do not complete this section.

Non-Benefited Position: The employee record and pay rate is required.

Additional Pay: Select the appropriate payroll type from the drop down list.

Graduate Assistant: This only changes the funding associated with the payroll stipend. If you need to update Tuition and Fees or Health Insurance amounts for a Graduate Assistant, use the Tuition & Fee Designation Form.

Project Funding: Only expenditure corrections (retro changes) that involve a project have to be approved by both Sponsored Programs and the project PI.

The funding percentage must total 100%, for EACH effective date. If you are changing only part of the earnings, you will need to show the remaining percent with the existing cost string.

The form must show who completed it and must be signed by the appropriate Cost Center Approver for each funding string. Additional signatures may be needed, as indicated on the funding form. Signatures must be completed in the order they appear on the form.

Completed form(s) should be sent to the Payroll Office, 3rd floor of Hill Hall, or email to payroll1@uwyo.edu.