View Position Funding

The purpose of this job aid is to explain how to view funding for a position.

1) Navigate to: NavBar > Menu > HRMS > UTZ Customizations > Manager Self Service > Position Management Center, then click the Department Budget Table USA button.

2) The Department Budget Table search page is displayed. This page provides several options for performing a search. The most common search method is by Department or Position Number.
   a. Searching by Department displays all positions for the department. You will be required to select the appropriate position from a Search Results table.
   b. Searching by Position Number displays information for a specific position in the department.

3) Enter the budget year (fiscal year) for the position, i.e. 2019.

4) Click the Search button.

![Department Budget Table USA search page](image)

NOTE: If you leave this field blank and/or if the position existed in multiple budget years, you must select the appropriate option from a Search Results table.
The **Department Budget Table** page is displayed. This component consists of eight tabs. The various tabs are used by the Budget office to setup funding for positions.

Note: The “>” and “<” allow moving from page one to page two of the tabs.

Departments will use the **Department Budget Earnings** tab and/or the **Budgetary Funding** tab to obtain funding and position information.

- The **Department Budget Earnings** page is used to view the chartfield values to fund the position.
- The **Budgetary Funding** page is used to view the incumbent(s) assigned to the position (if filled).

The **Department Budget Earnings** page displays earnings information for the position.

The top section of this page provides the department name and the fiscal year for the position budget. In addition, this section displays the beginning and ending dates for the budget period.

The middle section provides the position number and the title associated with the position. Also, it displays the effective date of the budget row.

If changes have occurred to the position during the fiscal year, i.e. funding source changes, it may be necessary for you to click the **View All** link to view the historical data.
The **Earnings Distribution** grid consists of five tabs. Departments will use the **Combination Code** tab and/or the **Combination Code Description** tab to obtain information.

The **Combination Code** section displays the **Earnings Code** type, the **Combination Code**, and the budget **Distribution**:

- The **Earnings Code** specifies the earning type. Examples include:
  - CDA = Cell Device Allowance
  - TMP = Temporary Supplement
  - SUP = Permanent Supplement
  - Note: If the field is blank, the earning type is **Salary**.

- The **Combination Codes** column identifies the funding source(s) for the budget.
- The **Distribution** column displays the percentage of funding allocated to each earning type and funding source. The distribution must equal 100%.

Click the **Combination Code Description** tab to view the funding source for the position. Then click the **Chartfield Details** link.

Note: If the **Earnings Code** is allocated between different funding sources, you must click each **ChartField Details** link to view the budget information for that transaction line.

The **ChartField Details** page is displayed. This page provides the chartfield values used to fund the position.
The **Position Budgetary Funding** page allows you to see the current employee(s) assigned to the position. It will provide the employee ID, record number, part time/full time status, hours per week, and the name of the incumbent.

To view this information, click the **View Position Incumbents** link.

![View Position Incumbents](image)

**Note:** If the position is vacant, this section will be blank.