Position Funding Rollover Tool FAQ’s

Do I have to do it?
No – the tool is an opportunity to adjust your distributions but you are not required to use it. If the Position Funding Tool is not used, the current distribution will roll over to next year. You can also use MSS to make updates. FY15 position distribution changes will be available on June 16th, 2014 in MSS.

Will my employees not get paid if I make a mistake or do not complete the Position Funding Tool?
This process DOES NOT affect whether an employee gets paid, it only affects how much and to which accounts the payroll transactions will post.

If line is vacant do I need to do anything?
No – But if you plan on filling this position, and know the distribution, then the distribution can be set and in place when the position is filled.

What if the object code is incorrect?
It does not matter – the object code is determined by an incumbent and once that is updated, it will be updated in the system.

What if the employee is terminating?
You do not have to update the position distribution since the employee is terminating.

What if I want to renumber/delete lines or object codes?
Complete the position distribution, if necessary. You will have an opportunity to renumber or delete lines during the renumbering process, beginning June 9th.

What happens if I don’t fund an employee 100%?
The position funding will not be updated and the current funding distribution will continue.

How can I tell if it’s been submitted to the Budget Office?
It should be listed under the “submitted to Budget Office” tab with the submitter’s name and the date submitted.

Under name it says “multiple” what does that mean?
There are possibly multiple incumbents associated with that position number, usually wage positions.

If an account has an expiration date, what do I do?
If the account is truly expiring, then you need to fund the incumbent on a different account. If the account is going to be extended, the expiration date must be extended in UAccess Financials before June 18th to avoid the distribution being changed to the continuation account.

*Note* Position funding tool will not prevent funding on an expiring account.
Am I required to do RBC’s?
No, but we strongly encourage that you do RBC’s for your budget style accounts. This will allow you to align your resources with your funding plan and can help alleviate additional line clean-up in the future.

How often are the analytics reports updated?
Nightly

How can I tell if someone has funded an employee on my accounts?
Go into the Analytics Rollover reports (Position Funding Download tab) and use the account departments as a filter

Whom do I call if I have questions?
Please call 621-1634 with any questions you may have.

When does a new account/subaccount I created in KFS become usable in the position funding tool?
Newly created/activated accounts become usable the next day.

What are the routing rules and how do they differ between Department-level and College (or Unit)-level approvers?
There are three statuses in the tool: 1) no changes made and not updated 2) saved and updated, 3) submitted. Anyone with access to the tool for a department has the ability to change a position funding distribution plan from a status of not updated to either saved or submitted. Once it has been submitted to the Budget Office it is considered approved. The Budget Office has left discretion on who is authorized to save and submit to each individual College or Unit to determine their best practice. If you are using the tool in a department, we would encourage you to contact your College or Unit business officers to determine their preferred routing methodology for submission. Once the department has submitted its distribution to the Budget Office, the distribution is no longer editable.
Note: If a department distribution gets submitted to the Budget Office in error, please contact the Budget Office.