NAU NORTHERN ARIZONA UNIVERSITY

FUNDING FORM NAVIGATION – INITIATOR'S GUIDE

TABLE OF CONTENTS

Introduction

Overview
The Funding Form is an electronic form in PeopleSoft HR that is used to update position funding. Unlike the electronic Personnel Action Request (ePAR), which is employee-based, the Funding Form is position-based. This allows funding changes to vacant and pool positions (in addition to filled, benefit eligible positions) and allows funding changes to be processed independently of the ePAR. The Funding Form also allows changes involving multiple effective dates in a single form. It is located separately from the ePAR on the Position Management Home Page. This page is also where the Reports To Form is located.

Objective
To use this paperless transaction to collect and record required funding changes and to track the information through the process.

Position Types
The Funding Form will be used for all types of positions (filled or vacant): Faculty, Administrative Faculty, Academic Professionals, Administrators, Service Professionals, Classified Staff, and all pool positions including Part-Time Faculty, Part-Time Temporary, Graduate Assistant, Student Wage and Federal Work Study. *Note: pool positions also include those used for additional pay such as Mobile Phone Allowance and part-time positions used for Supplemental Pay.*

Work Flow
When a business decision is made which requires a funding change, the department Initiator enters the required information in the Funding Form. For all transactions, the position information will populate automatically on the form. The Initiator is prompted for required information specific to the requested transaction. Once the form is submitted by the Initiator, it follows a prescribed routing for approval based on the type of employee and funding information involved. After final approval and once the form "hits" the system, the information is automatically loaded into PeopleSoft HR (LOUIE).

Coordinating Funding Forms and ePARs
If the Initiator plans to create an ePAR and Funding Form simultaneously and wants the funding change to be reflected in the ePAR, the Funding Form should be submitted first and will need to go through the complete approval process **before the ePAR is initiated**. If there is a time constraint and this is not possible, the Initiator should include a comment in the ePAR referencing the eForm ID for the Funding Form in process.
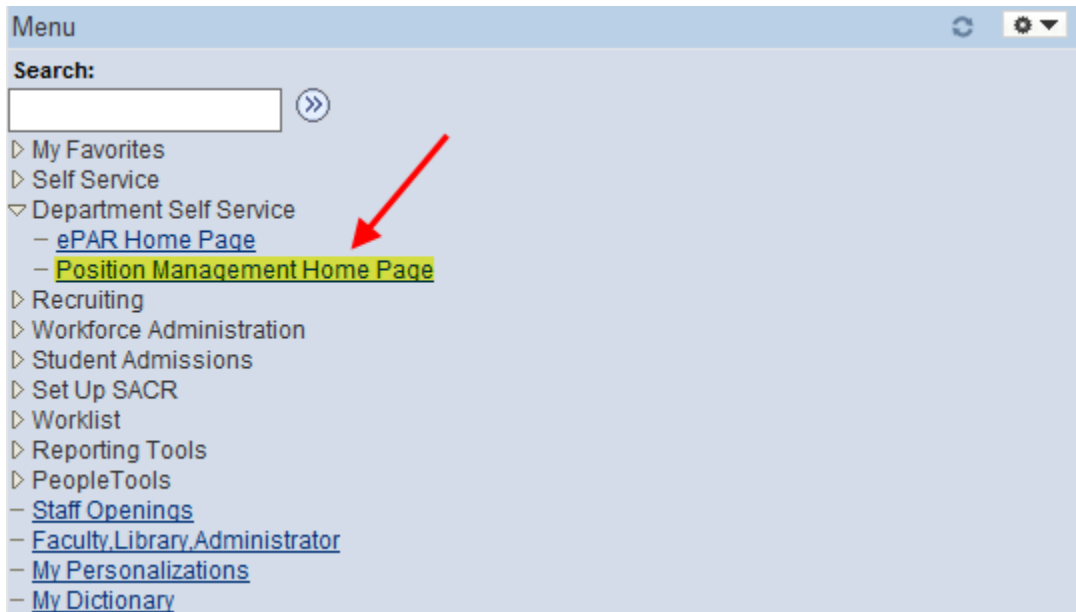
Viewing the Status of a Form
Those with access to the department including the Initiator and Approvers can view the progress of the form and know its status at any time during the processing of the Funding Form. They can also view the completed form once the process is completed and see that the form has executed to PeopleSoft HR.

Contact
If you have any questions about the Funding Form after reviewing this user guide, please contact the University Budget Office at budget@nau.edu.

Access the Funding Form in PeopleSoft HR

- Log in to PeopleSoft HR (LOUIE) using your user ID and password
- Select Department Self Service > Position Management Home Page

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Menu                                          ⟳   ⚙▼
Search:
[            ] (»)
▷ My Favorites
▷ Self Service
▽ Department Self Service
    – ePAR Home Page
    – Position Management Home Page
▷ Recruiting
▷ Workforce Administration
▷ Student Admissions
▷ Set Up SACR
▷ Worklist
▷ Reporting Tools
▷ PeopleTools
– Staff Openings
– Faculty,Library,Administrator
– My Personalizations
– My Dictionary
```

Initiate a Funding Form
- Select "Initiate" on the Position Management Home Page

Position Management Home Page

My Worklist
Work the items that have been routed to you.

Initiate
Create a new form, which will then be routed to the appropriate approvers.

Update, Resubmit or Withdraw
Make changes to a form that has been put on hold, recycled, or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

View
View a form, including information about its handling so far. This is a read-only view.

- Select "Add Funding Change"

Create a new Position Management form

Add funding change

Use this form to change the funding for a position; including filled positions, vacant positions and part-time pool positions. Multiple, future effective dated funding changes may also be made using this form.
Add funding change

Create Reports To Structure

Use this form to update reporting relationships in your department and inactivate unused positions.
Create Reports To Structure

Return to Position Management Home Page

Entering Search Criteria to Start the Form

As you can see below, there are various criteria such as position number, Employee ID, and Department that will assist the Initiator in finding the desired position. **The ideal search would be to enter the position number,** but if it's not available, enter as much criteria known to narrow down the search.

Funding Add Lookup Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▾ Search Criteria

Position Number:	begins with ✓	
Description:	begins with ✓	
Empl ID:	begins with ✓	
Last Name:	begins with ✓	
First Name:	begins with ✓	
Department:	begins with ✓	🔍
Department Description:	begins with ✓	
Job Code:	begins with ✓	
Reports To:	begins with ✓	🔍

☐ Case Sensitive

Search   Clear   Basic Search   💾 Save Search Criteria

Funding Form Information and Links

As with ePARs, once you pull up the new Funding Form, you will see a Form Info section at the top which displays information about the position number for which the transaction is being completed along with the form Initiator information. It also provides an incumbent grid displaying those currently in the position and future hires.

There are some links in the form that are helpful tools and will make navigation easier in the Funding Form. At the top of the form in the Form Info section is a link to the Position Query page which is utilized frequently in looking up position information.

The other link is Compare Original Funding located in the Position Funding section. This assists you in viewing how the funding change will affect the position's original funding.

In the example below, the Initiator is changing funding on the 7/1/14 effective dated row which will result in the replacement of original funding 2620010 1100 A001.

Adding and/or Updating Funding Rows

As you move down to the funding portion of your form, you will see that a new effective dated row with original funding has been automatically inserted.

Adding a New Effective Date

To add a new current or future effective dated row, you only need to enter the date in the provided row.

Once it is entered, the system will then place the new and existing rows in sequential order.

To make a change in funding to your new row, you should first determine if the existing funding row is needed. If not, proceed with deleting the row using the minus icon next to the row on the left.

Search Chartfield or Manually Add

Next, use the plus icon in the Earnings Distribution section to add a new chartfield. You can either use the chartfield search feature, or enter the information manually.

To use the chartfield search feature, enter a wildcard (%) or any combination of components in the desired chartfield string (PF Department, PF Fund, PF Program or PF Project) and click on the search button.

The amount of information entered will determine the results returned.

Note: If you are adding and/or updating grant funding, you will see a Project Funding End Date displayed. In addition, the system will not let you proceed if you are using an effective date that is greater than the Project Funding End Date. If you have any questions regarding the Funding End Date, please contact the Office of Sponsored Projects at NAU-OSP@nau.edu.

Next, enter the percent distribution for each of the funding rows.

Adding Multiple Effective Dated Rows

Remember, you are able to enter multiple current or future effective dated rows in the same funding form. To insert additional effective dated rows, click on the plus icon next to an existing row to duplicate it and follow this same process to make the funding change.

Updating an Existing Effective Dated Row

If you are making a funding change to correct an already existing current or future effective dated row, a new row does not need to be added. To make the funding change, you will make the appropriate changes to the existing row itself. The status of the funding row(s) will adjust once you make the changes from "Unchanged" to "Updated" and/or "Added" for new rows.

ERE Distribution

This Funding Form has the capability to specify ERE distribution. To make an ERE change unlike what is allocated to earnings distribution, uncheck the ERE Same as Earnings checkbox. This will open up an ERE distribution section. You will then need to enter the desired distribution for ERE. ***Please be sure you really want to make this type of change.

Work Study Positions

All funding changes will automatically have the ERE Same as Earnings box checked except for Work Study positions. While 70% is funded by Financial Aid and 30% the home department, ERE is always allocated 100% to the home department funding.

To change funding to a Work Study position, follow the same steps provided above without changing anything for ERE. Then to update the ERE distribution, "toggle" the ERE checkbox, which you would check, then uncheck.

Once this is completed, the ERE should be updated as seen below.

Form Messages

Throughout the process of your funding change you may encounter form messages which serve as a reminder in reference to the change you are making. This message will need to be acknowledged before the system will allow you to proceed with submission of the funding change.

- **Pooled Position** – Since pool positions can have multiple incumbents, this message informs you that any change made will affect all those in the position. Therefore, the appropriate hire/term ePARs will need to be submitted if the change does not apply to all incumbents. This will also affect all employees that could be funded with the position in Additional Pay (Mobile Phone, Supplemental Pay, etc.).

Form Messages		
	Message Text	**Description**
☐ ⚠	Pooled Position	You are changing funding on a pool position. IF THIS CHANGE DOES NOT APPLY TO ALL EMPLOYEES LISTED IN THE POSITION INCUMBENTS GRID, you will need to submit hire/term ePARs to move them to other positions, accordingly. (Note: A pool position listed as vacant may be used in Additional Pay for Mobile Phones, Supplemental Pay etc. A funding change to these positions will affect all employees funded on this position in Additional Pay.)

Uploading Attachments

Once you have made the needed funding change and are ready to submit the form to the next Approver, an attachment may need to be included, although not required, to submit the form. You click on the "Add File Attachment" button located beneath the Position Funding section to add the attachment.

File Attachments				
	Upload	**View**	**Description**	**Doc ID**
1	Upload	View (1)		sfc42014-05-28-11.33.55	Delete

Add File Attachment ◀— *Click here to add an attachment*

Then you will need to click the "Browse" button to search for the desired file and then the "Upload" button to add it to the form.

Once the file is uploaded, the attachment description will need to be selected in the lookup. There is only one description to use, which is "Supporting Documentation". When this is complete, you can proceed with completing the form. Otherwise, if there are additional attachments, you can follow the same process.
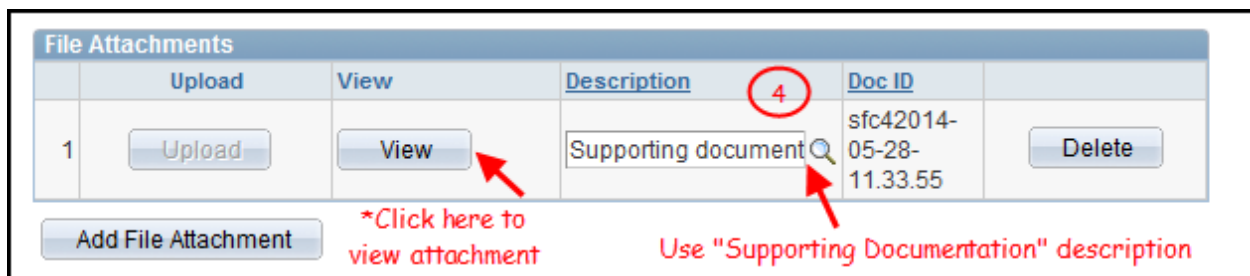
Complete the Form

When you have completed all the information necessary for the funding change, there are several options to end your work session.

- **Hold** – If you are not done with the form and would like to come back to submit it later, click on the "Hold" button at the bottom of the page. This will save your work and allow you to return to the form at a later time.
- **Submit** – If you have completed the form and are ready to submit it to the next level Approver, make any comments that might be helpful to them and then click "Submit". Once submitted, the form will route to the next level Approver, usually the Department Head Approver.
- **Cancel** – If you select "Cancel", the form will be deleted and you will be returned to the Position Management Home Page to start over!
- **Search** – If you click this button on a funding form that has not yet been submitted, the form will be deleted and you will return to the Funding Add Lookup Search page to start a new form.
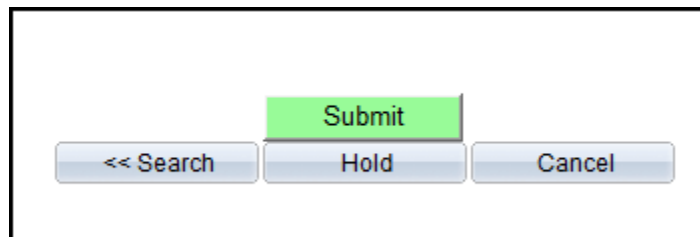
Once you have submitted the form, the resulting page will show you the status of the form submitted. The "Process Visualizer" will show your task as the Initiator as completed (with green check mark). The form will show you whose worklist the form is currently in. You can see the Approvers able to approve the form by clicking on "Who can work this form?" If a step in the process is skipped, a wavy arrow indicates this. The items in color are completed steps and the grayed out items are approvals that are upcoming in the routing process.

Search for Created Forms

There are several reasons you would go back to a form that has already been created. These actions below will allow you to make changes to a form that has been put on hold or recycled.

Complete Form on Hold – To search for a form on hold, return to the Position Management Home Page then click on "Update, Resubmit or Withdraw".

Enter the eForm ID or search for the form using any of the criteria available to find an existing value. It is best to narrow down your search as much as possible.

Update a Position Mgmt Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▽ Search Criteria

eForm ID:	begins with ✓	94107	✕
Workflow Form Type:	begins with ✓		🔍
Workflow Form Status:	= ✓		✓
Position Number:	begins with ✓		🔍
Employee ID:	begins with ✓		🔍
Department:	begins with ✓		🔍
Job Code:	begins with ✓		
Reports-To Position:	begins with ✓		🔍
Original Operator:	begins with ✓		
Original Date:	= ✓		📅

☐ Case Sensitive

[Search] [Clear] Basic Search 💾 Save Search Criteria

Once a form on hold has been re-accessed, finish any changes to the form and click on "Resubmit".

Effective Date: 07/01/2014   Effective Sequence: 1   ☑ ERE Same as Earnings   Child Only Change   ⊞ ⊟

Earnings Distribution   Personalize | Find | 🗗 | �looping   First ◄ 1-2 of 2 ► Last

	PF Dept	Fund	Program	Project	Project Funding End Date	Distrb %	Search	Row Action
1 ⊞ ⊟	2770070	2500	D005			50.000	Search	Updated
2 ⊞ ⊟	2770180	4700	I010			50.000	Search	Added

Add File Attachment

Comments

Your Comment: Resubmit   **Withdraw**

    << Search   Hold   Cancel

Each time you complete a change and click "Resubmit", the second page will show you the status of the form and who has access to complete the next action.

Making a Change to a Recycled Form – If an Approver at any level determines the form needs to go back to the Initiator for corrections, they will "recycle" the form. A recycled form will need to be resubmitted by the Initiator and the approval routing will start over with each level Approver needing to provide their approval for the corrections. Here are a few options to access a recycled form.

Accessing the Form to Resubmit

1. *Email Notification* - Once an Approver recycles a form, you will receive an email notification. In the email you will see the most recent comments added to the comment section of the form. It is highly recommended that Initiators and Approvers use the comment section when recycling a form so everyone knows what changes or corrections are being requested.

   In the email there will be a live link that will take you directly to the form that needs to be corrected. You may first be redirected to a login screen to enter your user ID and password.

   Link To Evaluate Form:
   https://hr.peoplesoft.nau.edu/psp/ph90pr/EMPLOYEE/HCM/c/G_FORMS.G_FORM_JOBC_E.GBL?Page=G_FORM_JOBC_E&Action=U&&G_FORM_ID=99168&G_FORM_TASK=EVL

   Link to View Form:
   https://hr.peoplesoft.nau.edu/psp/ph90pr/EMPLOYEE/HCM/c/G_FORMS.G_FORM_JOBC_V.GBL?Page=G_FORM_JOBC_E&Action=U&&G_FORM_ID=99168&G_FORM_TASK=VWS

   NOTICE TO RECIPIENT: THIS E-MAIL AND THE DOCUMENTS ACCOMPANYING THIS TRANSMISSION ARE CONFIDENTIAL AND MAY BE A COMMUNICATION PRIVILEGED OR PROTECTED BY
   MAIL IN ERROR, ANY REVIEW, USE, DISSEMINATION, DISTRIBUTION, OR COPYING OF THE E-MAIL IS STRICTLY PROHIBITED - PLEASE DELETE THE MESSAGE FROM YOUR INBOX. THANK Y

2. *Access the Worklist* - Next, you can access the recycled form by going to your worklist. This worklist is your personal list of items that require action on your part. Forms that are on hold or waiting on someone else's action will not be available here; only forms that have been submitted and have come back for corrections. You can access the worklist by clicking on any of the following:
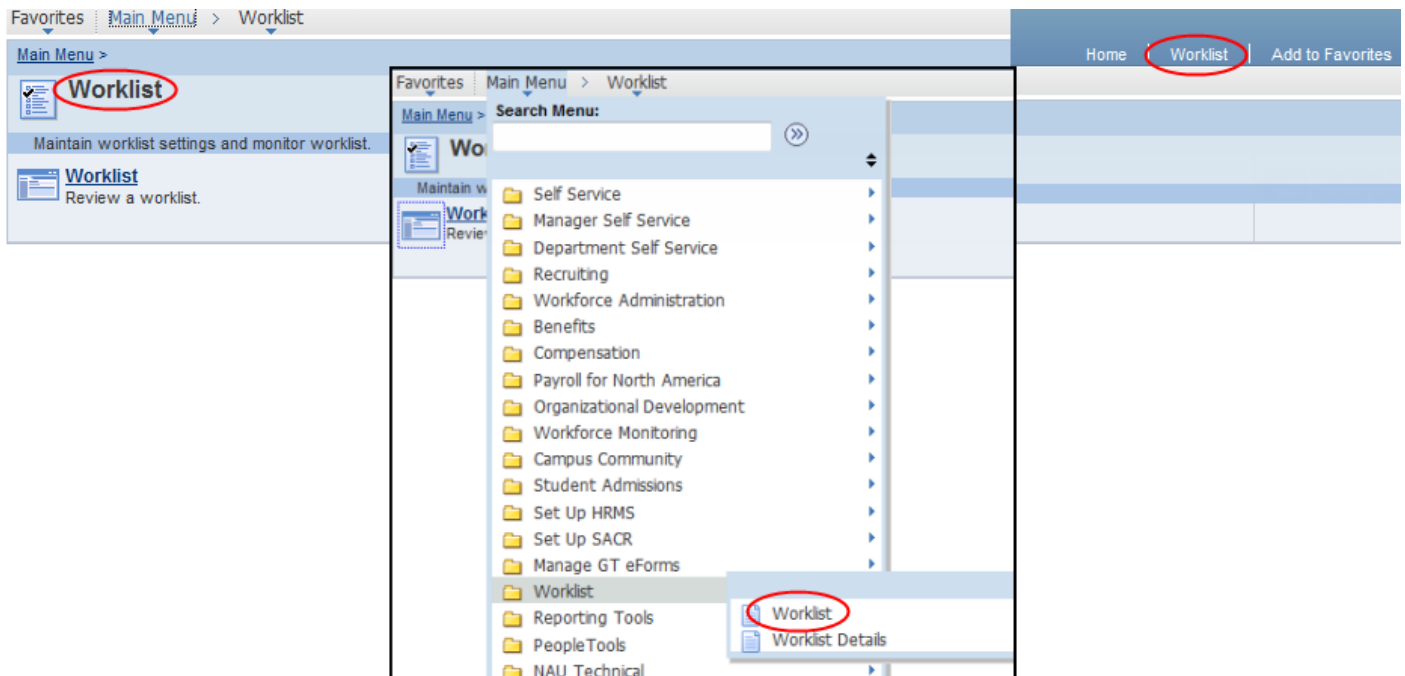
3. *Update, Resubmit or Withdraw* - Finally, you can access the recycled form by returning to the Position Management Home Page and clicking on "Update, Resubmit or Withdraw".

Position Management Home Page

My Worklist
Work the items that have been routed to you.

Initiate
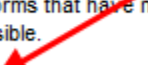Create a new form, which will then be routed to the appropriate approvers.

Update, Resubmit or Withdraw
Make changes to a form that has been put on hold, recycled, or needs to be updated.
Only forms that have not had final approval or been processed into the system will be accessible.

View
View a form, including information about its handling so far. This is a read-only view.

Enter the eForm ID or search for the form using any of the criteria available to find an existing value. Remember, it is best to narrow down your search as much as possible.

Update a Position Mgmt Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▽ Search Criteria

eForm ID:	begins with ⌄	94107 ✕
Workflow Form Type:	begins with ⌄	🔍
Workflow Form Status:	= ⌄	⌄
Position Number:	begins with ⌄	🔍
Employee ID:	begins with ⌄	🔍
Department:	begins with ⌄	🔍
Job Code:	begins with ⌄	
Reports-To Position:	begins with ⌄	🔍
Original Operator:	begins with ⌄	
Original Date:	= ⌄	📅

☐ Case Sensitive

Search   Clear   Basic Search   💾 Save Search Criteria

Once you have located the form from your search results, click on it, make any corrections required and resubmit. The form will begin the approval process again after a recycled form has been resubmitted by the Initiator.

Withdraw – In either situation, whether it is a form placed on hold or a recycled form, you can click on "Withdraw" to permanently cease the process of the form. At times, this is done because it is easier to start over, or you are requested to do so by an Approver or the Budget Office. You will not be able to edit a withdrawn form, but it is available for view only access in the "View" function on the Position Management Home Page as will be discussed next in the View Forms section.

Note: Clicking on the "Cancel" button will not withdraw your form; it will only take you out of the form without saving any changes.

View Forms

To view the status of an already created form in read only mode, return to the Position Management Home Page by navigating in PeopleSoft HR to Department Self Service > Position Management Home Page and click on "View".

Enter the eForm ID or any of the information available to narrow the search. If you leave all the fields blank, you will see all the forms you have initiated. Be aware, the system will limit results to 300 and so might not return all the results of the search if no search criteria are used.

A list of all forms resulting from the search will appear. Select the form you would like to view. To assist in searching for the desired form, the list shown can be sorted by clicking on a heading at the top.

Remember, you will only be able to view the form and changes cannot be made.

History and Status

Continue to the form history page by clicking on "Next". This is where the process visualizer will show where the form currently is in the approval process. The transaction log will provide details of those who have taken action on the form throughout the approval process.

By clicking on "Who can work this form?" you will be able to see a list of those who are authorized to take the next action on the form. It will also provide an active link to their email address.