MODULE

USING THE SOURCES PAGE

Overview

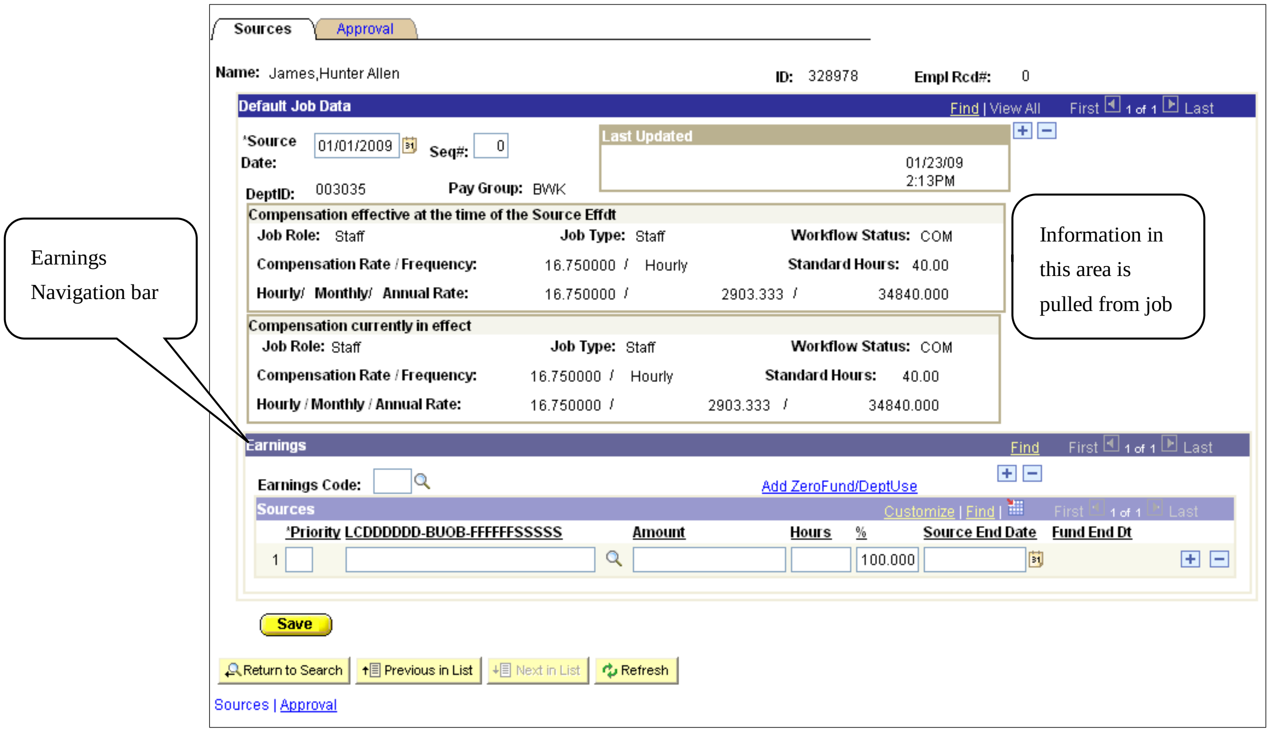
The Sources page defines how wages or stipends are distributed to the general ledger. The determination of how much is to be paid originates from the Job Data or Additional Pay records. You may source from one or more accounts and can adjust the distribution as needed.

Objectives

- Understand the relationship between job data and sources
- Understand source priority
- Using source date
- Sourcing with earning codes
- Set up sources
- Changing or adding sources

The Sourcing Page

This page allows the user to establish new sources or research existing sources. Information in the top portion of the page (above the Earnings Navigation bar) is pulled from the Job Data. The table below defines the fields seen on this page.



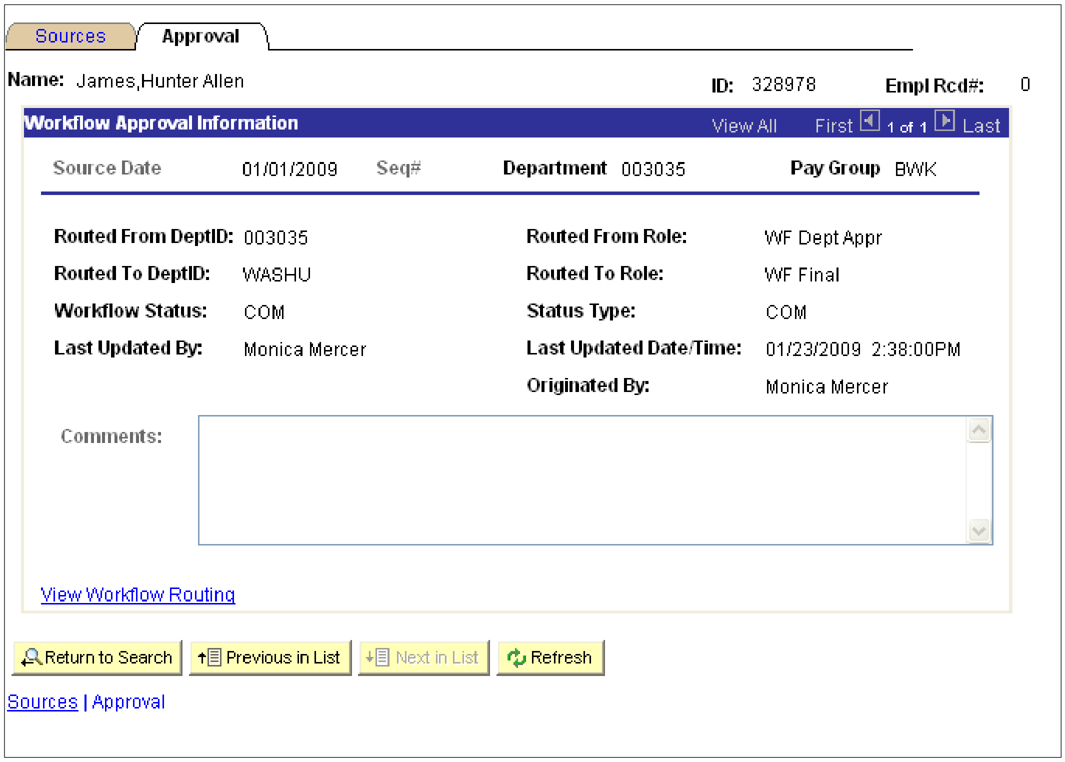
Field	Description
Name	Person's name
ID	6-digit Employee ID
Empl Rcd#	Identifies the job this source is for.
Source Date	Effective date for this set of sources. Source date will default to the first day of a pay period that has yet to be paid except for when Hiring or transferring an employee or adding or transferring a Non-employee. In those cases, Source Date will be the same as the Effective Date of the action on Job. Use the magnifying glass to select the correct date for the payroll cycle for your job. The system displays "beginning of the month" dates for monthly payroll cycles and "beginning of the biweekly work period" for biweekly payroll cycles.

Field	Description
Seq #	This distinguishes one source from another having the same **Effective Date**. The system automatically assigns a sequence number of zero (0) to the first row. Whenever you enter a new source having the same effective date as the previous row, the system assigns the next sequential number. **Note 1:** When payroll processes it uses the *current* Effective Date and the highest sequence number to distribute wages and fringes.
Last Updated box	This box identifies the person who originated the sources on this record along with a date and time stamp.
DeptID	The 6-digit department number. This field is automatically completed by the computer and pulls from the information on the Job Data component.
Paygroup	This information is pulled from the Job Data component. The pay cycle to which an employee belongs may be: MON – Monthly (where exempt salaried employees are paid) BWK – Bi-weekly (where non-exempt employees are paid) STP - Stipend payments (non-employees)
Fields in the "Compensation effective at the time of the Source Effdt" box	
Job Role	This field is automatically completed, and pulls the information from the Job Data component.
Job Type	This field is automatically completed, and pulls the information from the Job Data component.
Compensation Rate/Frequency	The amount of compensation or stipend payment. Compensation pulls from the Job Data component whereas Stipends come from the Additional Pay component. Note: This will display the hourly compensation for **BWK** employees and will display the monthly compensation for those employees that are **MON**.
Standard Hours	The number of regular standard hours the employee was scheduled to work on this job. This information pulls from the Job Data component.

Field	Description
Hourly/Monthly/ Annual Rate	This is a display of the employee's compensation by an hourly, monthly and annual wage rate. This information pulls from the Job Data component.
Fields in the "Compensation currently in effect" box	
Job Role	This field is automatically completed, and pulls the information from the Job Data component.
Job Type	This field is automatically completed, and pulls the information from the Job Data component.
Compensation Rate/Frequency	The amount of compensation or stipend payment that is currently in effect. Compensation pulls from the Job Data component whereas Stipends come from the Additional Pay component,
Standard Hours	The number of regular standard hours the employee was scheduled to work on this job that is currently in effect. This information pulls from the Job Data component.
Hourly/Monthly/ Annual Rate	This is a display of the employee's compensation by an hourly, monthly and annual wage rate that is currently in effect. This information pulls from the Job Data component.
Fields in the Earnings box	
Earnings code	This allows departments to properly identify the type of payment being sourced. **The primary sourcing on an employee is normally a Blank Earnings code for wages paid on job**. The earnings code replaces the miscellaneous or overrides codes that were used in the legacy system. Both employees and non-employees require a blank earnings code.
Add Zero Fund/Dept Use	This hyperlink allows the department to create a new department use value or to add a new zero fund to the departmental account table.
Priority	The priority line of sourcing. Each line of distribution is assigned a priority (with amounts having the first – lowest number – priority and percents having subsequent – higher number – priorities). (See sourcing rules for examples.)

Field	Description
LCDDDDDD-BUOB-FFFFFFSSSSS	The account number used for the sourcing. Note: LC = Ledger class, DDDDDD = 6 (six) digit department number; FFFFFF = five (5) or six (6) digit fund number; SSSSSS = six (6) digit department use field. This number can be typed in or use the magnifying glass to select from the list of valid accounts for which you have security access.
Amount	Specific dollar amount charged to an account. If you use this method of sourcing, you must have 100% of source distribution defined on the page.
Hours	Depts can key in a specific amount of hours to determine the amount of sourcing to a specific account.
%	The percentage of the sourcing distributed to a specific account. **This is the preferred method of sourcing.**
Source End Date	The date the user wants the sourcing to end for a given account. Controls encumbrances.
Fund End Date	This advises the department of the fund expiration date.

Fields on the Approval page



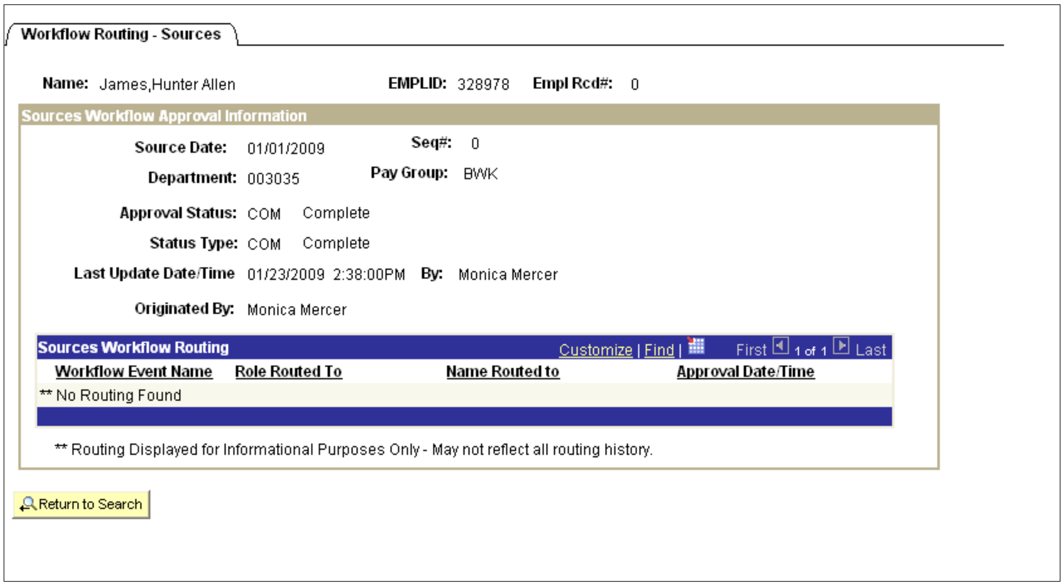
The table below defines the routing fields that display on the Approval page.

Field	Description
Routed from DeptID	The department the transaction has routed from
Routed From Role	The user role the transaction has routed from. Valid values are: Department Entry Approver (at the department, division dean level) Central area – Graduate Office, HR or Faculty Records
Routed To Dept ID	The department number the transaction is routing to during the workflow process

Field	Description
Route to Role	The user role the transaction is routing to. Valid values are: Department Entry Approver (at the department, division dean level) Central area – Graduate Office, HR or Faculty Records Department Entry
Workflow Status	Defines where the transaction is in the workflow process. Valid status are: **DEP -** Department routing is still occurring **DIS -** Disapproved – the transaction will be returned to the department entry person for correction **CHG -** The approver changes the row and continues to route upward **COM -** Completed transaction. This data has been entered into the production data base where it will be processed
Status Type	The status of the workflow. Valid values are: **WIP -** work in progress. The transaction is still being routed while that status appears. **COM** – completed transactions. This data has been entered into the production data base where it will be processed in payroll
Last Updated By	The last person to update the transactions
Last Updated Date/Time	Date and time stamp of the last update
Originated By	The name of the individual that originated the transaction
View Workflow Routing link	Allows the user to see who has approved and who the transaction has routed to for approval

Using the View Workflow link

Here is an example of what displays when the workflow link is clicked. The system opens up a new window and displays the status of the transaction and who it has routed to. To return to the job information, close the window. The table below this screen print defines the fields displayed.



Field	Description
Effective Date	Effective Date of the transaction
Seq Nbr	Sequence number of transactions – sequential numbers denote that multiple transactions have occurred on the same effective date
Approval Status	Displays what approval station the transaction is in
Status Type	Displays status of the transaction
Last Updated Date/time	Displays date and time of the last update
By	Displays the individual that did the last update

Field	Description
Originated by	Displays who started the hire
Workflow event Name	Displays what type of transaction is routing for approval. Valid values are: Job, Sources, Additional pay, Academic Year Pay
Role Routed To	Next role the transaction has routed to for approval
Name Routed To	Displays the name of the person that the transaction has routed to for approval
Approval Date/Time	Will display the date and time once the approval has been entered.
Return to Search button	Clicking on this button takes the user to a search page for viewing other workflow.

Sourcing Rules

In each of the examples below, we are distributing $5,000 per month in wages. Total Pay, therefore, is $5,000. Each line of distribution is assigned a priority (with amounts having the first – lowest number – priority and percents having subsequent – higher number – priorities).

All percents must be assigned the same priority and all percents must add up to 100%. If we assign amounts to be distributed first, those amounts are subtracted from the total pay first. Percents are distributed on the remainder of the pay.

This first example distributes percents only. Each percent has the same priority. The total percents distributed equals 100%:

	Priority	Amount	Percent	Charged	Remainder
Total Pay					5000
First Account	1		50%	2500	2500
Second Account	1		10%	500	2000
Third Account	1		10%	500	1500
Fourth Account	1		30%	1500	0

This example uses both amounts and percents. Since amounts will be deducted first, they must be assigned the lower priority numbers. Percents will be distributed based on the remainder left after the amounts are distributed. Each percent has the same priority. The total percents distributed equals 100%:

	Priority	Amount	Percent	Charged	Remainder
Total Pay					5000
First Account	1	1000		1000	4000
Second Account	2	500		500	3500
Third Account	3		50%	1750	1750
Fourth Account	3		50%	1750	0

Even if we plan to distribute the full $5000 by amount on the first account, we must still define a 100% sourcing line in the event that the person is paid more than $5000, for example, if they receive a raise in pay. Note: This is not the preferred way to define this. It would be better to assign a 100% distribution row only but, based on circumstances, this may be necessary if we can only charge $5000 per month to a particular account number.

	Priority	Amount	Percent	Charged	Remainder
Total Pay					5000
First Account	1	5000		5000	0
Second Account	2		100	(Anything in excess of $5000)	

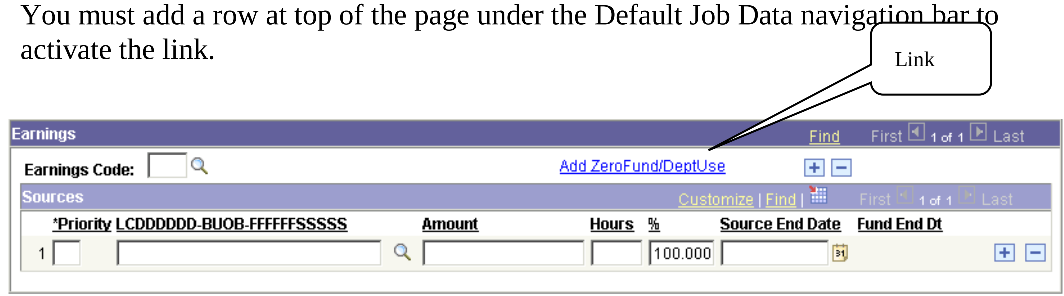
Note 1: To distribute an earnings code to different accounts, use the plus (+) sign on the Sources navigation bar.

Note 2: To insert a record with a new Effective Date be sure to use the plus (**+)** sign on the Default Job Data navigation bar. The system will now create a new record that looks just like the original record. Additional earnings codes can be added by using the plus (+) sign at the Earning navigation bar.

Using the ZeroFund/Dept Use Link

This link allows the department to create a new zero fund(s) or add a department use field into their sourcing table. Zero funds and Dept Use fields that were established at the time of conversion will automatically be listed on your account tables. However, to create a new zero fund or dept use value you must first click on the link shown below and establish the new value. After the value has been added and saved it can be immediately used on your sources.

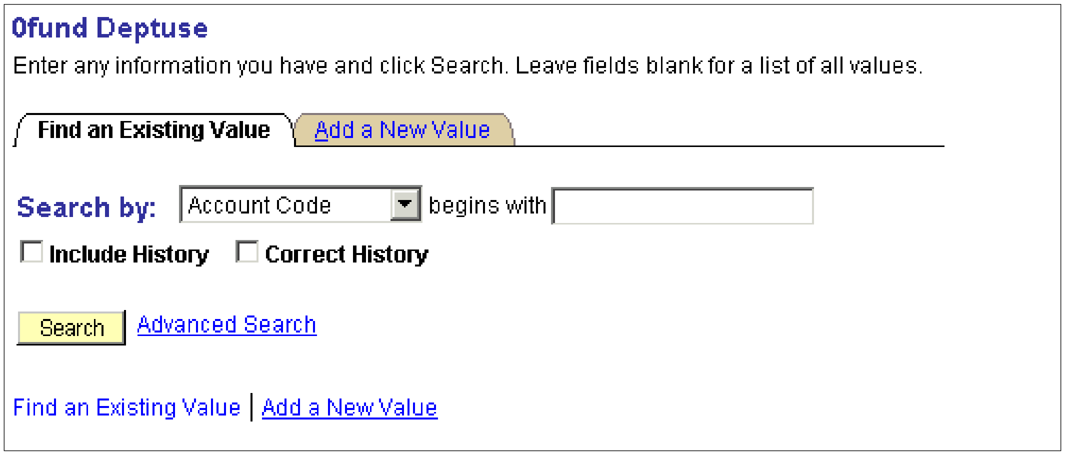
This link is located between the Earnings navigation bar and the Sources Navigation bar. You must add a row at top of the page under the Default Job Data navigation bar to activate the link.



Step	Action

1	Click on the **Add Zero Fund/Dept Use** hyperlink.

The following screen will appear

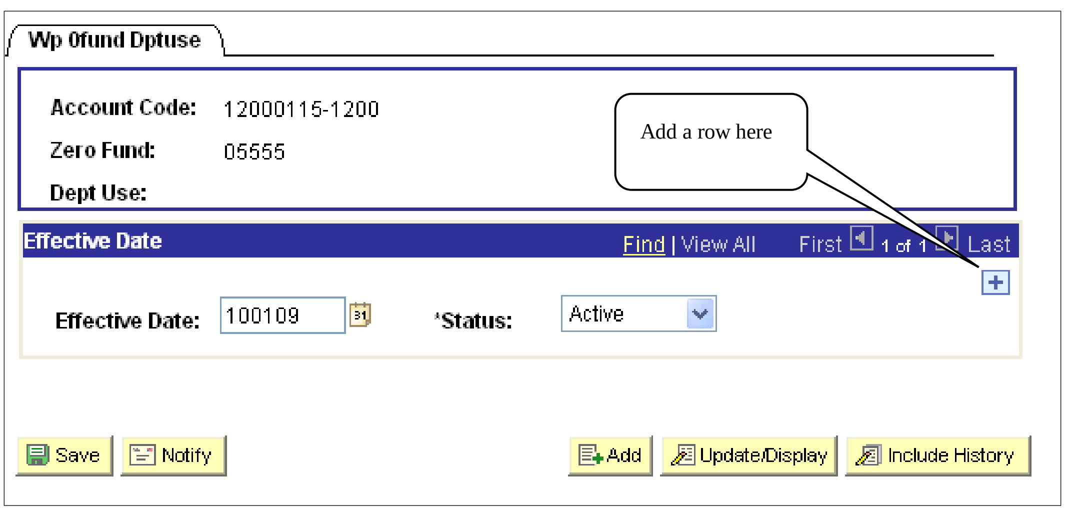


Step	Action
2	Use the **Search By** drop down box to determine category. The format of this screen will change depending upon the category selected. The values are: Account Code Department Use Zero Fund <u>Note</u>: The field below the **Search By** box has different names depending on the criteria entered above.

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td rowspan="4">3</td><td>Do you want to</td><td>Then</td></tr>
<tr><td>Search for an existing value</td><td>Click on the Search button to view all values.

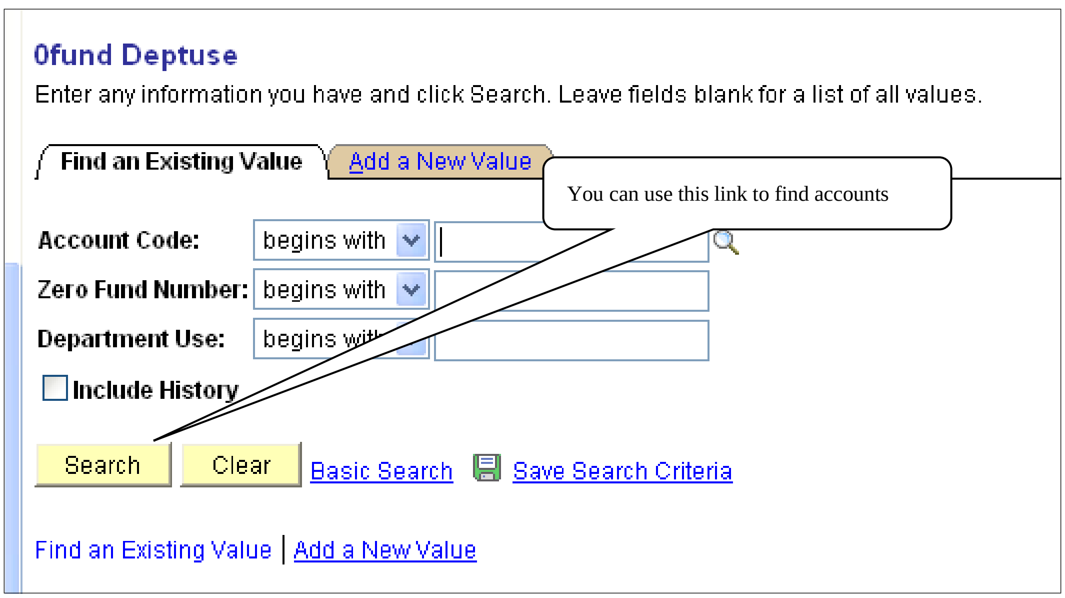
To limit your results enter appropriate information in the “ Begins with” box, use the wild card and click on the Search button.</td></tr>
<tr><td>Deactivate an existing value</td><td>Enter Appropriate information and click on Search button.</td></tr>
<tr><td>Enter a new value</td><td>Go to step 10.</td></tr>
<tr><td>4</td><td colspan="2">Click on the account that you want to edit.

<u>Result</u>: This will open a new window.</td></tr>
<tr><td rowspan="3">5</td><td>Do you want to</td><td>Then</td></tr>
<tr><td>Add a zero fund or department use field</td><td>Go to step 10.</td></tr>
<tr><td>Deactivate the account</td><td>Go to step 6.</td></tr>
</table>

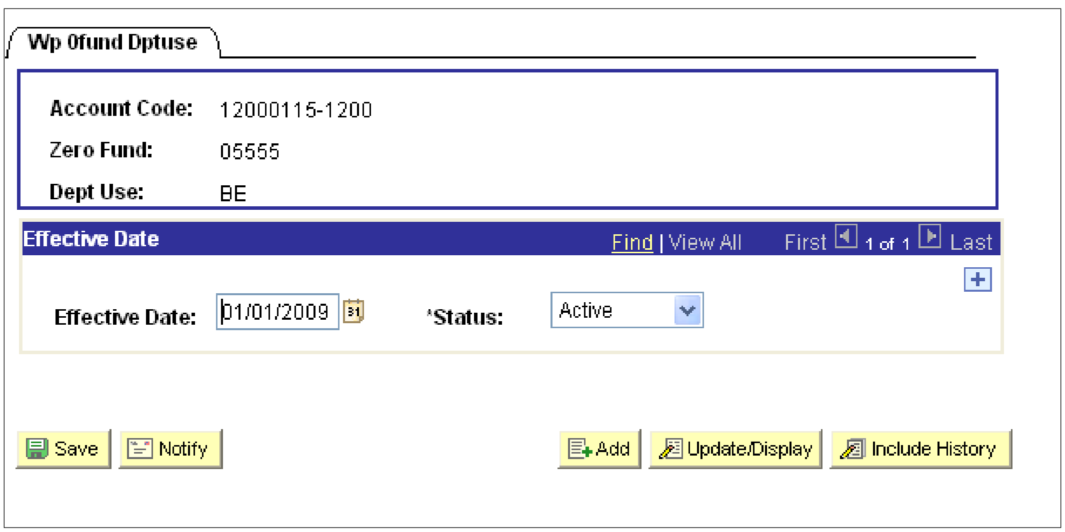


Step	Action
6	Add a row at the **Effective Date** navigation bar.

Step	Action	
7	**Complete the following fields**	**With**
	Effective Date	The date the department use or zero fund is no longer active.
	Status	Use the drop down box and change the status to Inactive.
8	Click on the **Save** button and close this screen. <u>Result</u>: You will return to the **Sources** page.	
9	Click on the **Add a New Value** link. <u>Result</u>: This will open up a new window.	



Step	Action	
10	Enter the account information to which you want to attach the new 'Zero Fund' or 'Department Use' value. Be sure to use the following format: LCDDDDDD-BUOB. Note: If you do not know the account, click on the **Find an Existing Value** link.	
11	**Complete the following fields if appropriate**	**With**
	Zero fund	The 5 or 6-digit fund number you want to add.
	Department Use	The one to six characters you want to add.
12	Click the **Add** button. Result: The following screen will appear.	



Step	Action	
13	**Complete the following fields**	**With**
	Effective Date	The date you want the 'Zero Fund' or 'Department Use' to become active. Note: If you are creating this for the current pay period, it is imperative that the Effective Date be the first day of the current pay period.
	Status	Be sure this is Active. To make an account inactive return to step 5.
14	Click on the **Save** button.	
15	Either close this window or use your task bar to return to the **Sources** page.	

Adding New Sources – New Hire, Rehire, Added or Transfer

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td>1</td><td colspan="2">Follow the breadcrumbs

Job & Compensation > Sources</td></tr>
<tr><td>2</td><td colspan="2">Using the search keys on the Sources Search page to find the person you need to enter sources for.</td></tr>
<tr><td>3</td><td colspan="2">If there are multiple records, click on the appropriate job for which sources need to be added or adjusted. Otherwise, you will advance directly to the Work Location page.</td></tr>
<tr><td>4</td><td colspan="2">Verify the Source Date is correct.

<u>Note</u>: If you have hired, re-hired, added or transferred a person, the Source Date field will be completed with the Effective Date from the job.</td></tr>
<tr><td>5</td><td colspan="2">Go to the Earnings Code field.</td></tr>
<tr><td>6</td><td colspan="2">Leave the Earnings Code field blank this time.

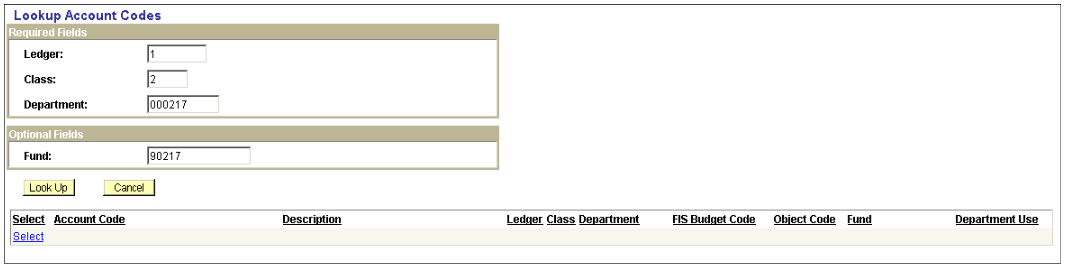
The system requires that we list what will be called “the Blank Earnings code” on each sourcing record. That way, if we set up the sourcing for a bonus but forget to set up the sourcing for something else, the ledger distribution process will have a set of sources to use to make that distribution. So, always leave the first Earnings Code field blank.</td></tr>
<tr><td>7</td><td colspan="2">Complete the Priority field.

<u>Note 1</u>: If you distribute sources by amounts; they receive lower priority numbers than if you distribute by percents. If you are sourcing by percents (%), they will all have the same priority number.

<u>Note 2</u>: See Sourcing Rules in this module for additional information and examples concerning priorities.</td></tr>
<tr><td rowspan="3">8</td><td colspan="2">Do you know the account you want to source from?</td></tr>
<tr><td>Yes</td><td>Complete the LCDDDDDD-BUOB-FFFFFSSSSS field – the account must be entered in this format. Go to step 10.</td></tr>
<tr><td>No</td><td>Use the magnifying glass to select an account(s).

<u>Note</u>: The only accounts that will display are the ones that your security allows you to view that are appropriate for ‘Role’ and ‘Type’ for the person you are sourcing.</td></tr>
</table>

This is the screen you will see if you chose to look up your account.



Step	Action	
9	**Complete the following fields**	**with**
	Ledger	The ledger of the account you are looking up
	Class	Class should be '2'.
	Department	The six-digit department in the account you are searching for
	Fund	This is an optional field. Valid values are **Blank** = will display the budgets and objects for the blank account **A Number with a % sign** (ex 9%) will display all accounts that begin with a 9. The more digits used the more limited the search results **5 or 6 digit fund number** – displays the accounts that match that criteria
	Look Up	Clicking this button tells the system to start your search
	Note: the only accounts that will display are those that your HRMS security allow you to view or the accounts that are eligible for this employee	
	Click on the account that you want to select	

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td rowspan="4">10

.</td><td colspan="2">Do you want to charge the entire distribution to more than one account?

<u>Note</u>: Percents are the preferred method for sourcing.</td></tr>
<tr><td>No</td><td>Complete the one of the following fields:

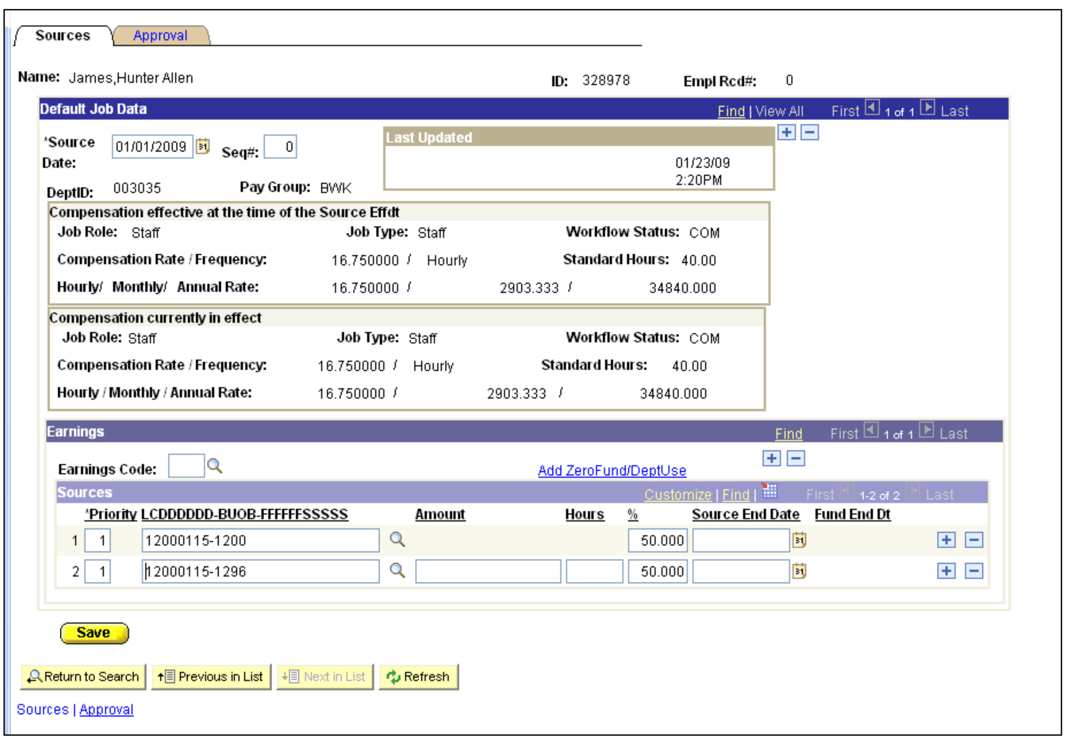
Amount: with the total amount to be distributed

Hours: with the number of hours to be sourced

%: Will default to 100% - can change if applicable

Go to Step 11.</td></tr>
<tr><td>Yes</td><td>Complete the Amount, Hours or % field with the distribution value to this account.</td></tr>
<tr><td></td><td>Click on the plus (+) sign below the Sources navigation bar and repeat steps 8 through 10.</td></tr>
</table>

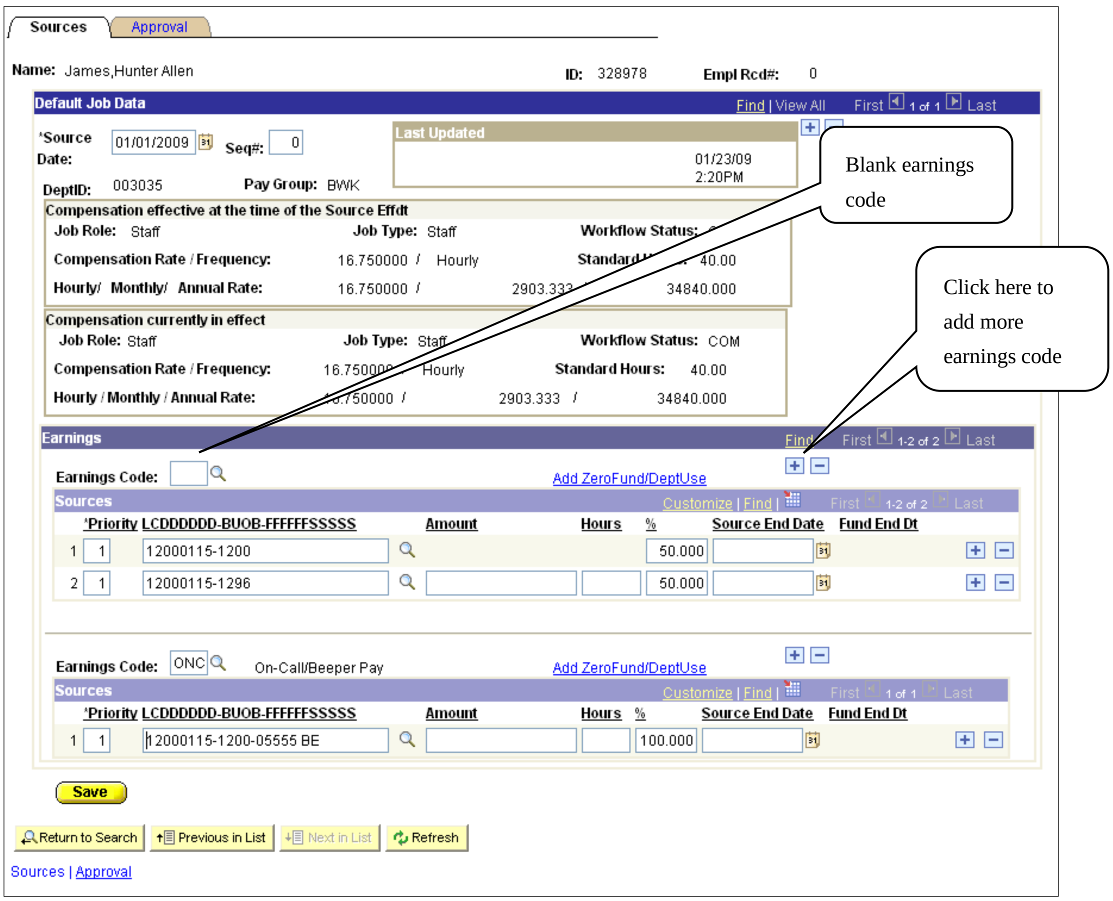
This is a screen print of a completed source page with only the blank earnings code



Step	Action	
11	**Do you need to set up an Earnings Code other than the blank?**	
	Yes	Click on the plus (+) sign at the Earnings navigation bar and select the appropriate **Earnings Code** from the drop down box. Repeat steps 7 through 10.
	No	Go to step 12.

Second earnings

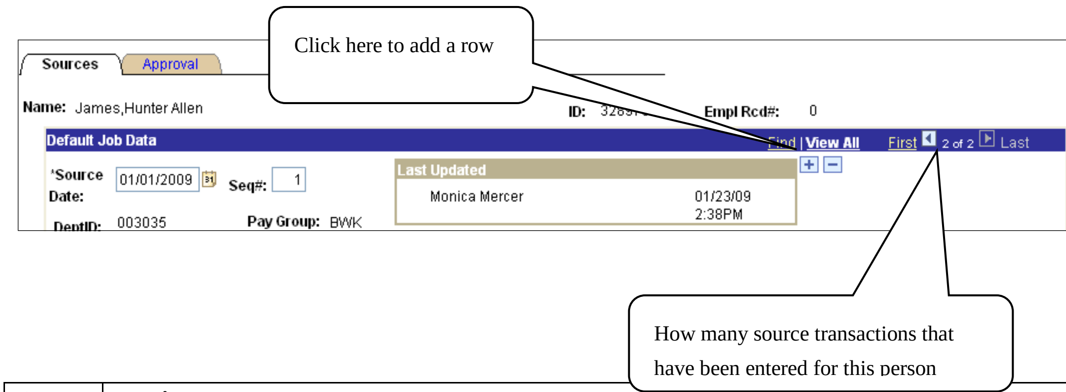
This is a screen print of a source page with multiple earnings codes.



Step	Action
12	Click on the **Approval** page.
13	Enter appropriate comments in the **Comments** box. Be sure to include your initials after your comments.
14	Click on the appropriate **Approve** button.

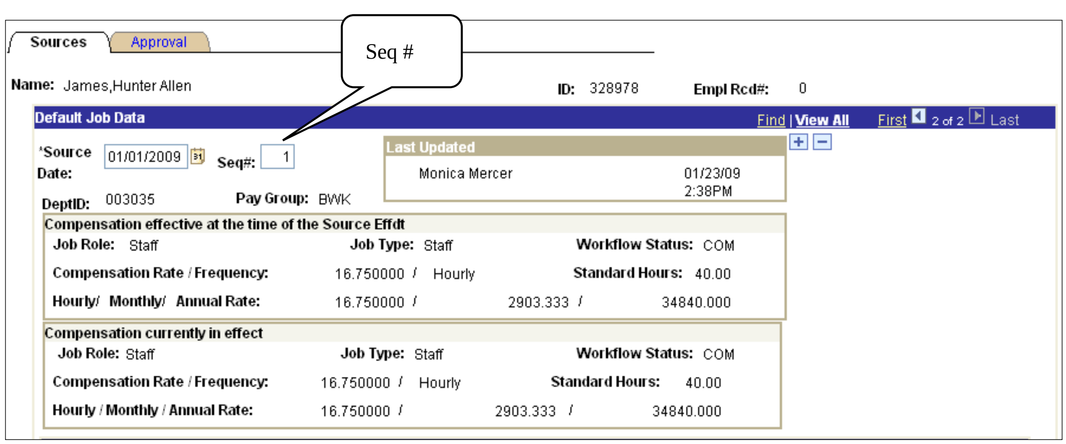
Adding To or changing existing sources

Step	Action
1	Click on the plus (+) sign under the Default Job Data navigation bar. **<u>Result</u>**: Your screen will now state how many actions have been taken against this Source row. This can be found in the Default Job Data navigation bar.

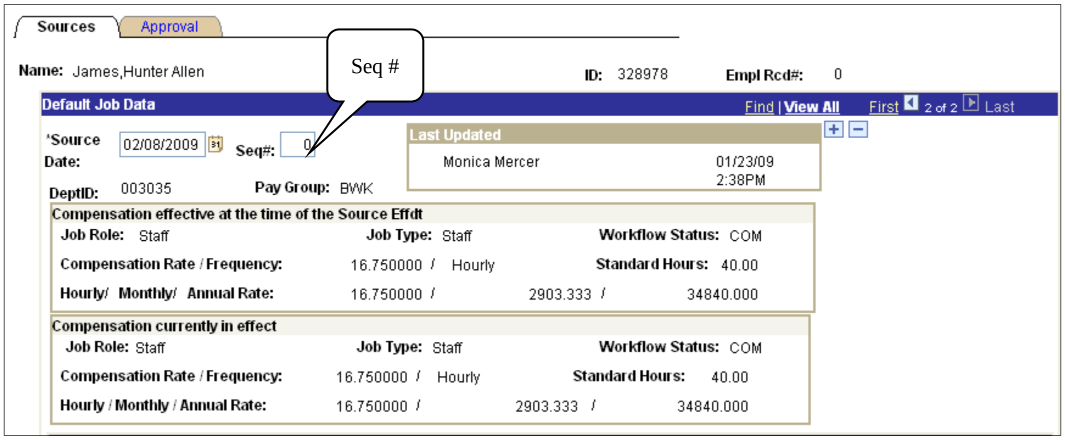


Step	Action
2	Complete the **Source Date** field with the new source date for these sources. This currently defaults to the beginning of a pay period. Use the magnify glass to select the new effective pay period. **<u>Note</u>**: The system defaults to the beginning of pay period dates set for your employee's pay group (monthly or biweekly).

This effective Source Date is the same as the previous source date; therefore, the Seq # of '1' is the next sequential number. Also, notice on the far right, the screen states '2 of 2', we know from that there is only one other effective dated source row.



On this partial screen print, the effective Source Date was changed. The computer automatically completed the Seq # field with a '0' (zero) because there were not any other source dates with this effective date.



<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td rowspan="3">3</td><td colspan="2">Do you need to change the existing sources?</td></tr>
<tr><td>Yes</td><td>Go to step 4.</td></tr>
<tr><td>No</td><td>Go to step 9.</td></tr>
<tr><td>4</td><td colspan="2">Sources can be changed multiple ways:

You can type over existing sources

Delete existing sources by clicking on the minus (-) sign at the end of the account row.

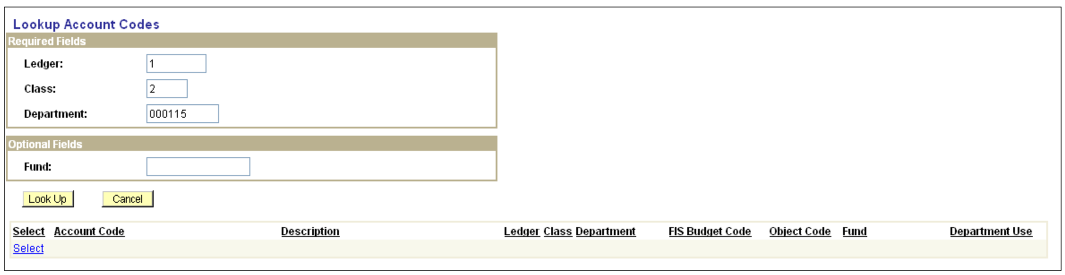
Add a row by clicking on the plus (+) sign at the end of the account row.</td></tr>
<tr><td>5</td><td colspan="2">Complete the Priority field.

<u>Note 1</u>: If you distribute sources by amounts; they receive lower priority numbers than if you distribute by percents. If you are sourcing by percents (%), they will all have the same priority number.

<u>Note 2</u>: See Sourcing Rules in this module for additional information and examples concerning priorities.</td></tr>
</table>

Step	Action	
6	**Do you know the account you want to source from?**	
	Yes	Complete the **LCDDDDDD-BUOB-FFFFFSSSSS** field – the account must be entered in this format.
	No	Use the magnifying glass to select an account(s). **<u>Note</u>**: the only accounts that will display are the ones that your security allows you to view that are appropriate for Role Type.

This is the screen you will see if you chose to look up your account.

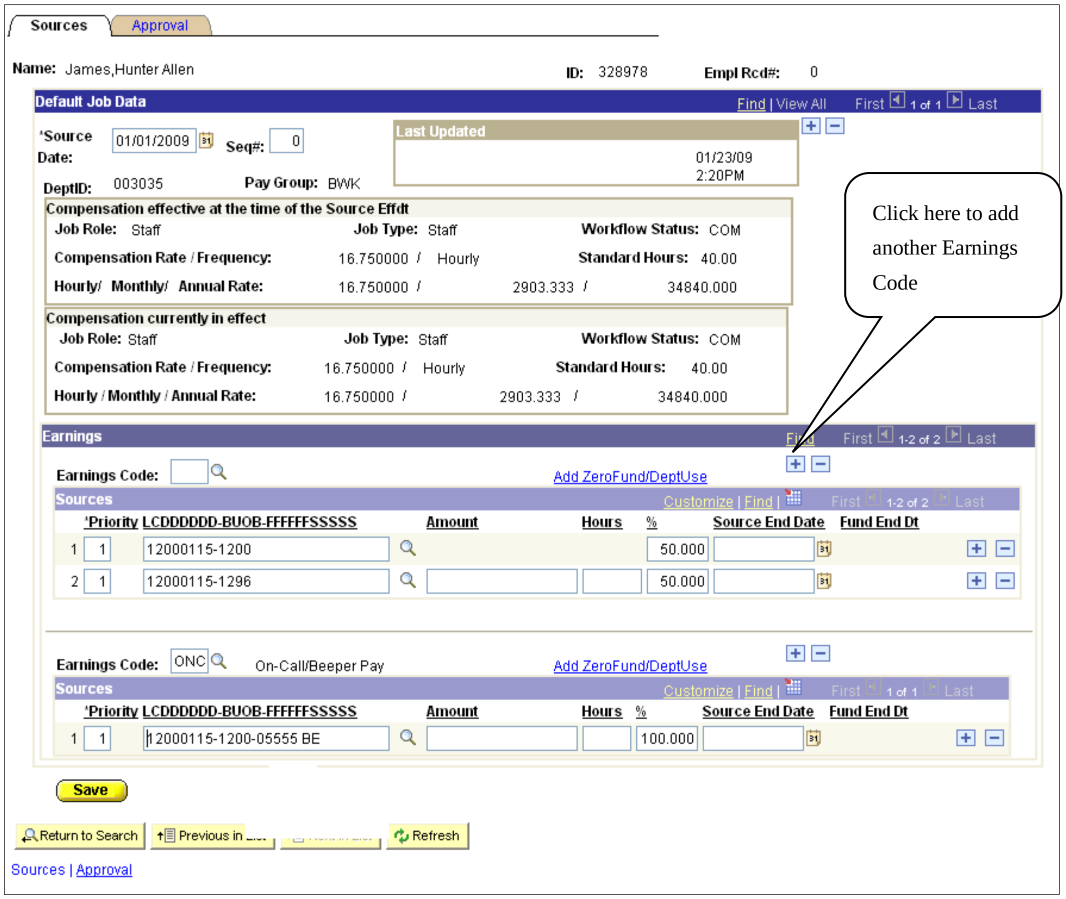


Step	Action	
7	**Complete the following fields**	**With**
	Ledger	The ledger of the account you are looking up
	Class	Class should be '2'.
	Department	The six-digit department in the account you are searching for

Step	Action

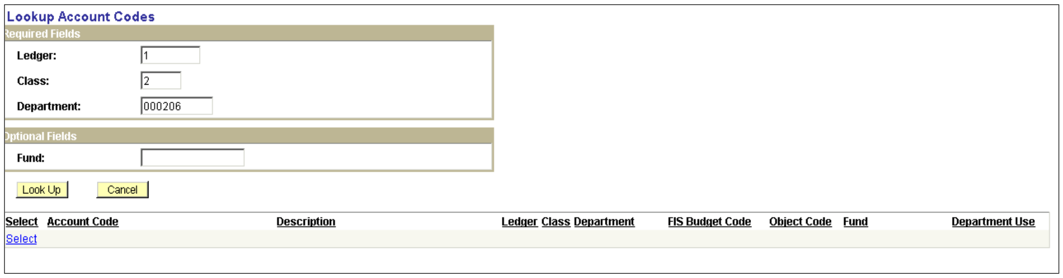
7 cont	**Fund**		This is an optional field. Valid values are: **Blank** = will display the budgets and objects for the blank account **A Number with a % sign** (ex 9%) will display all accounts that begin with a 9. The more digits used the more limited the search results **5 or 6 digit fund number** – displays the accounts that match that criteria
	Lookup		Retrieves all accounts that match the search criteria entered above
	<u>Note</u>: the only accounts that will display are those that your HRMS security allow you to view or the accounts that are eligible for this employee		
8	**Do you want to charge the entire distribution to more than one account?** **<u>Note</u>**: Percents are the preferred method for sourcing.		
	No	Complete the one of the following fields: **Amount**: with the total amount to be distributed **Hours**: with the number of hours to be sourced **%**: Will default to 100% - can change if applicable Go to Step 9	
	Yes	Complete the **Amount**, **Hours** or **%** field with the distribution value to this account. Click on the plus (+) sign below the Sources navigation bar and repeat steps 6 through 8.	
9	**Do you want to add a New Earnings Code?**		
	No	Go to step 16.	
	Yes	Click on the plus (+) sign below the Earnings navigation bar. Use the drop down box and choose the appropriate Earnings Code.	
10	Click on the plus (+) sign below the Earnings navigation bar.		

This is a screen print of a source page with multiple earnings codes.



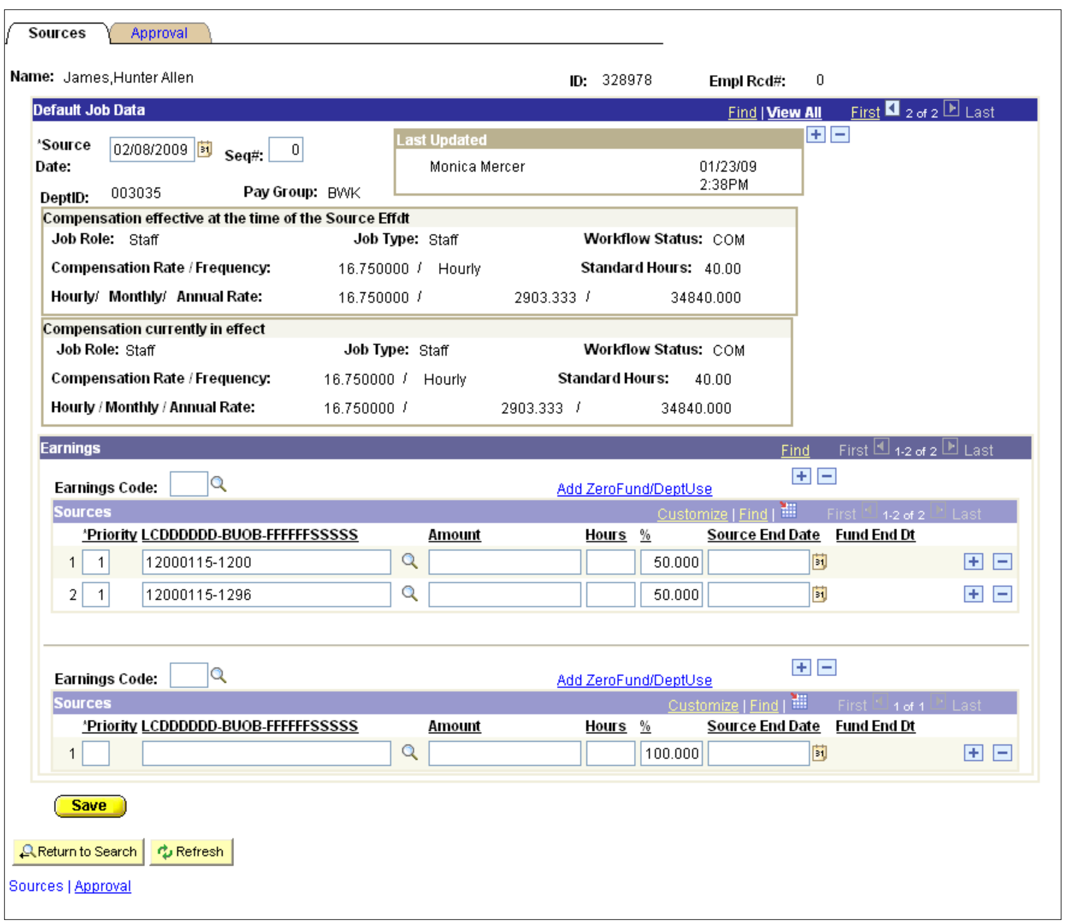
Step	Action	
11	Type in the 3-digit earnings code or use the magnify glass to select the appropriate earnings code.	
12	Complete the **Priority** field. **Note**: If you distribute sources by amounts, they receive lower priority numbers than if you distribute by percents. See Sourcing Rules in this module for additional information and examples concerning priorities.	
13	**Do you know the account you want to source from?**	
	Yes	Complete or change the **LCDDDDDD-BUOB-FFFFFSSSSS** field – the account must be entered in this format.
	No	Use the magnifying glass to select an account(s). **Note**: the only accounts that will display are the ones that your security allows you to view.

This is the screen you will see if you chose to look up your account.

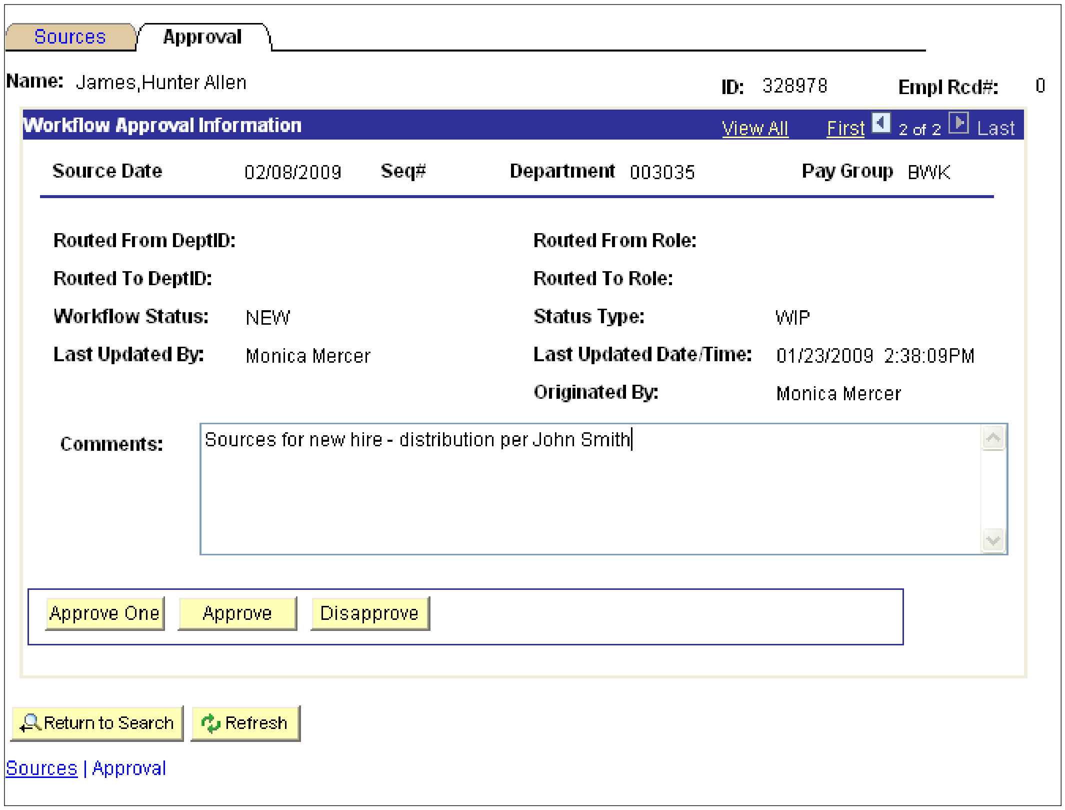


Step	Action	
14	**Complete the following fields**	**With**
	Ledger	The ledger of the account you are looking up 1 = Unrestricted 2 = Restricted
	Class	Class should be '2'
	Department	The six-digit department number in the account you are searching for
	Fund	This is an optional field. Valid values are: Blank = will display the budgets and objects for the blank account 5 or 6 digit fund number = displays the accounts that match that criteria A number(s) with a **%** sign (ex 9%) = displays the accounts that match the search criteria
	Look up button	Clicking this button retrieves all accounts that match the search criteria
	<u>Note</u>: the only accounts that will display are those that your HRMS security allows you to view or the accounts that are eligible for this employee.	

Step	Action	
15 .	**Do you want to charge the entire distribution to more than one account?** **<u>Note</u>**: Percents are the preferred method for sourcing.	
	No	Complete or change one of the following fields: **Amount**: with the total amount to be distributed **Hours**: with the number of hours to be sourced **%**: will default to 100% but can be changed if applicable
	Yes	Complete or change the **Amount**, **Hours** or **%** field with the distribution value to this account. Click on the plus (+) sign below the Sources navigation bar and repeat this step.



Step	Action
16	Click on the **Approval** page.
17	Go to the blank **Comments** box.



Step	Action
18	Enter appropriate comments in the **Comments** box. Be sure to include your initials after your comments.
19	Click on the appropriate **Approve** button.