Enter a New Hire Transaction

Security Roles for Commitment Accounting:

- If you wish to View Inquiry ONLY, the role to be requested is UF_KA_BUDGETING_INQUIRY. You must also provide a Dept ID. This will give you access to everyone in your department.

- If you are going to process transactions in Commitment Accounting (including Retros) for your Department ONLY, you should request the temporary UF_KA_DEPT_BUDGETING_TRAINEE security role after completing the PST985 Commitment Accounting Basics course. You will then have 90 days to complete the PST986 Commitment Accounting Advanced course. After completing PST986, you should request the permanent UF_KA_DEPT_BUDGETING_ADMIN role. If you do not complete PST986 within the 90 days, your UF_KA_DEPT_BUDGETING_TRAINEE will be revoked. You must also provide a Dept ID. This will give you access to everyone in your department.

- If you are at a College Level and will be processing transactions that are likely to include “Cross College Transactions,” you must request the UF_KA_PAYROLL_BUDGETING security role. The DSA should send an email to University Payroll & Tax Services staff providing notification that this employee needs college level processing access in myUFL so that the ALL in row level security can be included. This means you will have access to everyone and can complete the Cross College Transactions.

- Enterprise Reporting will be available to anyone with any of the Commitment Accounting security roles. DSAs are responsible for requesting security roles. DSAs must indicate what department ID’s access will be given in order for security roles to work. Updating the Account Code Security is an overnight process.

Review Job Data

1. Click the Main Menu.

2. Click the Workforce Administration link.

3. Click the Job Information link.

4. Click the Job Data link.

5. Enter the employee’s UFID (e.g. 09950000) into the Empl ID field.
6. Click the **Search** button.

7. Make note of the following:

   - Name
   - Empl Rcd #
   - Effective Date
   - Department
Navigate to Department Budget Table USA

8. Navigation: Main Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table (USA).

9. Click the Add a New Value tab.
Next, you will need to identify the Department ID number funding the employee. Remember, this is the Home Department. If you use the Look up icon, you will only see the Department ID numbers for which you have security access.

10. You can enter all, or part of a Dept ID.
In this example, enter "6015" into the Department field.

11. Click the Look up Department button.
Here you will see only the departments to which you have security access.

12. Select the Department.
For example, click the 60150000 AG-FOOD SCIENCE/HUMAN NUTR link.
13. Enter or Lookup the **Fiscal Year** to identify the budget year to which this distribution is attributed. The fiscal year is July 1 through June 30.

14. Click the **Budget Level** list.

15. Click the **Appointment** list item.

16. Enter or Lookup the individual’s UFID. You will only see employees associated with the department IDs for which you have security.

17. The **Employee Record Number** (Empl Rcd Nbr) is used to associate the payroll distribution with the right job.

**IMPORTANT!** If the incorrect Empl Rcd Nbr is used, you will set up the distribution incorrectly. Avoid this problem by ensuring that the proper Empl Rcd Nbr is selected. Do not assume the default number is correct. If needed, confirm the Empl Rcd Nbr by following the navigation: Workforce Administration > Job Information > Job Data

18. Click the **Add** button.
19. The **Effective Date** will be the first allowable date. For a new hire, this date will default to the Hire Date that appears on the Job Data.

20. Enter a Combination Code into the **Combination Code** field.

21. Enter the distribution percentage (e.g. 100) into the **Distribution %** field.

22. Click the **Save** button. The transaction is committed to the database.