
Create a New Department Budget Table for a New Hire

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. Navigation through **Nav Bar > Main Menu > Human Resources > Workforce Administration > Job Information > Job Data**
2. Enter the employee's UFID (e.g. 09950000) into the **Empl ID** field.

Job Data

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

▼ **Search Criteria**

Empl ID

Empl Record

Name


Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

3. Click the **Search** button.

4. Make note of the following:

- Name
- Empl Rcd #
- Effective Date
- Department

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Lee, Brock Empl ID 09950000
Employee Empl Record 0

Work Location ? Find First
Go T

Effective Date 07/01/2018

Effective Sequence 0
HR Status Active
Payroll Status Active

Action Hire
Reason Hire

Job Indicator Primary Job

Current

Position Number 00013246 MAINTENANCE SUPPORT WORKER
Override Position Data

Position Entry Date 06/11/2004
 Position Management Record

Regulatory Region USA United States
Company UFL University of Florida
Business Unit UFLOR University of Florida

Department 60150000 AG-FOOD SCIENCE / HUMAN NUTR

Department Entry Date 07/01/2015
Location S900000001 MAIN CAMPUS
Establishment ID UFL University of Florida

Navigate to Department Budget Table USA

- Navigation: **Nav Bar > Main Menu > Human Resources > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA.**
- 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.

Department Budget Table USA

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

▼ **Search Criteria**

Set ID =

Department

Fiscal Year =

Budget Level =

Position Pool ID

Job Code Set ID

Job Code

Position Number

Empl ID

Empl Record =

Name

Last Name

First Name

Include History
 Correct History
 Case Sensitive

- You can enter all, or part of a Dept ID.
 In this example, enter "6015" into the **Department** field.
- Click the **Look up Department** button.
 Here you will see only the departments to which you have security access.
- Select the **Department**.
 For example, click the **60150000 AG-FOOD SCIENCE/HUMAN NUTR** link.

10. 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.
11. Click the **Budget Level** list.
12. Click the **Appointment** list item.
13. Enter or Lookup the individual's UFID.
You will only see employees associated with the department IDs for which you have security.
14. 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: Human Resources > Workforce Administration > Job Information > Job Data

15. Click the **Add** button.

Department Budget Table USA

Set ID

Department

Fiscal Year

Budget Level

Position Pool ID

Job Code Set ID

Job Code

Position Number

Empl ID

Empl Record

16. 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.
17. Enter a Combination Code into the **Combination Code** field.
18. Enter the distribution percentage (e.g. 100) into the **Distribution %** field.
19. Click the **Save** button. The transaction is committed to the database.

[Edit Payroll Cost Transfer Information](#) Payroll Cost Transfer Information

Level Find | View All First 1 of 1 Last

Department
 Position Pool
 Jobcode
 Position
 Appointment

Empl ID 09950000 Lee, Brock
 Empl Record 0
 *Effective Date 07/01/2018 Eff Seq 0 *Status Active End Date 06/30/2019 Date Entered 12/09/2018

Earnings Distribution Personalize | Find | First 1 of 1 Last

Combination Code	Distributed	Earning Code Description	Combination Code Description
1	1	000076029	