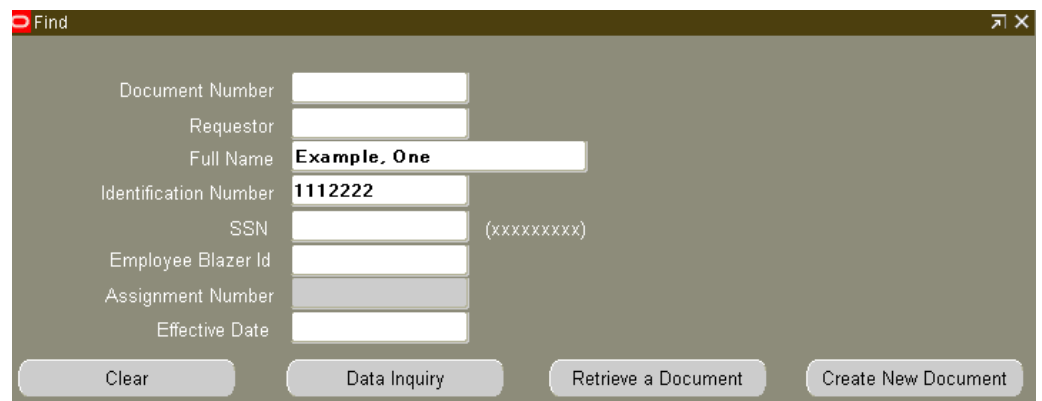


Appoint, Change and Terminate (ACT) Documentation Creating a Funding Source Change Document

A **FUNDING SOURCE CHANGE** is when the account/labor source(s) in which an employee is being paid from changes or the **LABOR DISTRIBUTION PERCENTAGE (LD%)** of an account/labor source is changing. When using the **FUNDING SOURCE CHANGE** document reason only the **LABOR SOURCES** form is available for change. The **PERSONAL**, **ASSIGNMENT**, and **SALARY** forms **will not** be available for update or change when using this document reason.

HR Officer → HR Transaction → ACT → Find Window

1. Use the **ACT FIND WINDOW** to locate the employee.



The screenshot shows the 'Find' window in the ACT system. It contains several input fields for searching for an employee:

- Document Number
- Requestor
- Full Name: Example, One
- Identification Number: 1112222
- SSN: (xxxxxxxx)
- Employee Blazer Id
- Assignment Number
- Effective Date

At the bottom of the window, there are four buttons: Clear, Data Inquiry, Retrieve a Document, and Create New Document.

2. Click on the **CREATE NEW DOCUMENT** button. The **ACT MAIN FORM** will open.

Note: After clicking on the **CREATE NEW DOCUMENT** button you might see another window pops up. Some employees may have more than one assignment and could be listed several times. Make sure you choose the correct assignment.



The screenshot shows the 'ACT Main Form' window. It is a complex form with multiple sections and tabs:

- Document Reason:** A dropdown menu.
- Effective Date:** A date field.
- Requestor Name:** HALEY
- Document Number:** A text field.
- Document Status:** A dropdown menu.
- Workflow Type:** A dropdown menu.
- Submit Date:** A date field.
- Person Data:** Fields for Name, Identification Number, SSN, Service Date, Date of Birth, Gender, Ethnic Origin, Total Active Assignments, and Total Projected Annual Salary.
- Assignment Data:** Fields for Assignment Number, Assignment Category, Job, FTE, Projected Assignment Salary, Assignment Status, Organization, Position, Paymay, and Payroll.
- Navigation:** A row of tabs: Person, Address, Assignment, Salary, Element Entries, Labor Sources, and Doc Subgroup.
- Comments:** A text area for entering comments.
- Buttons:** A row of buttons: Find on Data, Address, Assignment, Salary, Element Entries, Labor Sources, and Document Subgroup. Below this is a row of buttons: Save, Cancel, Cancel this document, Go, Refresh, and a set of navigation arrows.

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3. Click once in the **DOCUMENT REASONS** field. Use the Document Reason LOV to choose **Funding Source Change** or type the words **Funding Source Change** in the **DOCUMENT REASON** field.
4. Click once in the **EFFECTIVE DATE** field; choose an effective date from the Calendar LOV or **type in the desired date**. Remember to use the **dd-mm-yyyy** date format.

Note: When using a Retroactive date, the funding source change will default to the next available pay period. A Salary Reclass document must be processed when using a “retroactive” Document Effective Date for funding changes to be properly distributed. The Funding Source Change ACT document **DOES NOT** “retroactively” change labor source information.

5. Click on the **SAVE** button at the bottom of the form.
6. Click on the **LABOR SOURCES** button from the **ACT MAIN FORM**. The **LABOR SOURCES** form opens.

Full Name: Example, One
 Identification Number: 1112222
 Assignment Number: 1112222
 Document Reason: FUNDING SOURCE CHANGE
 Document Number: 447825
 Document Status: OPEN
 Effective Date: 01-NOV-2009

Projected Assignment Salary: xxx,xxx,xxx
 Element Name: [dropdown]

Costing

Current		Effective Date		GL Code	Project	Task	Award	Exp Or	%
LD	Stop	From Date	To Date						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-OCT-2008	31-AUG-2010		310372	01.01	2005541	10	15.41
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-2009	31-MAY-2010		309465	06.02	2006487	10	2.50
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-JUL-2009	31-MAY-2010		309465	01.02	2006487	10	4.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-AUG-2009	30-JUN-2010		304172	01.01	2002227	10	10.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-AUG-2009	31-JUL-2010		302493	06.05	2006774	10	23.00

Comments: [text area]
 Total LD %: 100.00

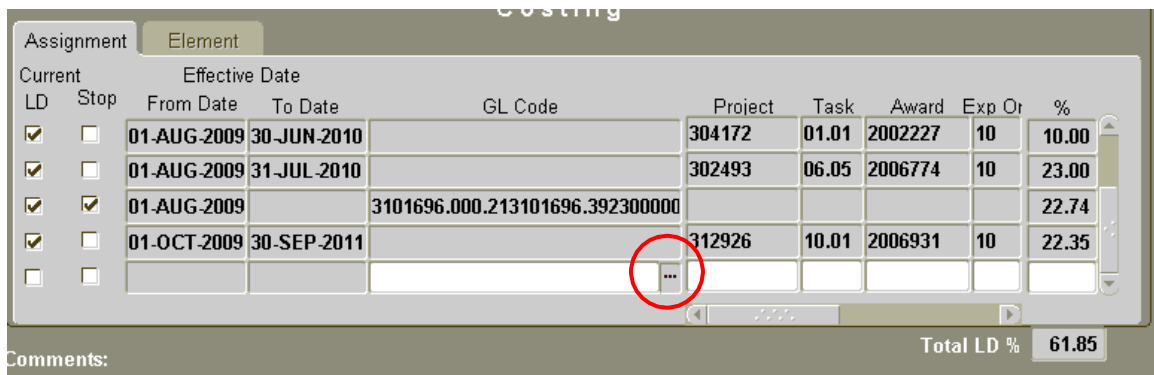
Return to Previous Form Save

Appoint, Change and Terminate (ACT) Documentation Creating a Funding Source Change Document

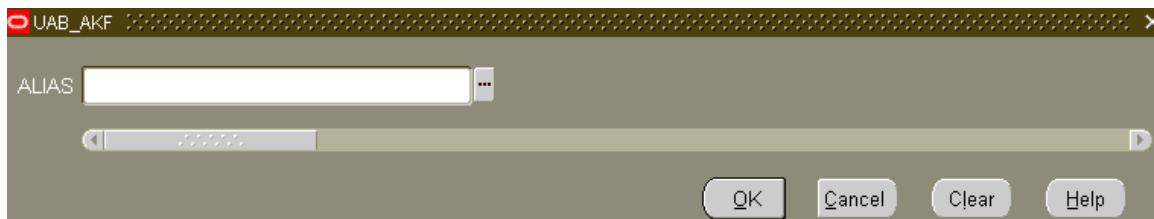
Note: If you are entering a new **GL** or **GA** information for the employee, you must **STOP** the other labor sources by clicking in the **STOP** checkbox located to the left of each funding source before entering new ones.



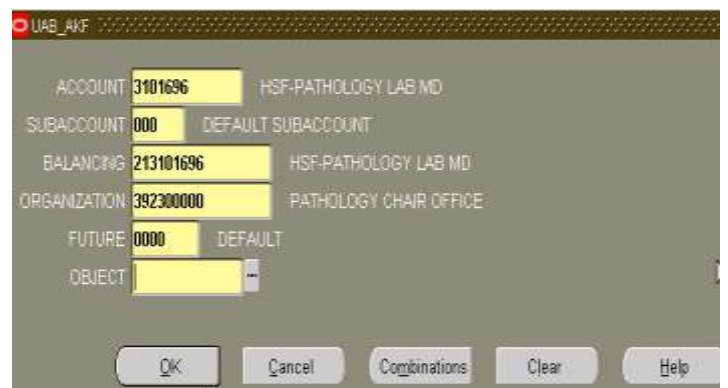
- If the employee has a **GL** funding source, click *in* the first available blank line. This will activate the **GL CODE LOV**.



- Click on the **GL Code LOV**. This opens the **UAB_AKF FIND WINDOW**.



- Type the **appropriate GL account number** in the **ALIAS** field or use the LOV to locate the appropriate GL account number. Once the appropriate GL account number has been entered in the **ALIAS** field, click on the **OK** button. This will populate the account information in the **UAB_AKF** window. Please check to make sure you have selected or entered the correct account.



Appoint, Change and Terminate (ACT) Documentation Creating a Funding Source Change Document

10. Type "0" (zero) in the **OBJECT** field. Click the **OK** button.
11. Type in the **percent of the employee's effort to be charged to this account** in the **%** field. Only one funding source is allowed for each record/row.

The screenshot shows the 'Costing' window with the 'Element' tab selected. It displays a table with columns: Current LD, Stop, Effective Date (From Date, To Date), GL Code, Project, Task, Award, Exp Or, and %. The data is as follows:

Current LD	Stop	From Date	To Date	GL Code	Project	Task	Award	Exp Or	%
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-AUG-2009	31-JUL-2010		302493	06.05	2006774	10	23.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-AUG-2009		3101696.000.213101696.392300000					22.74
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-OCT-2009	30-SEP-2011		312926	10.01	2006931	10	22.35
<input type="checkbox"/>	<input type="checkbox"/>	01-NOV-2009		3101696.000.213101696.392300000					25.00
<input type="checkbox"/>	<input type="checkbox"/>								

At the bottom right, the 'Total LD %' is 86.85.

12. If the employee is funded from a **GA (Grant)** account and this information is changing, click twice in the **PROJECT** field of the next available row.

This screenshot is identical to the previous one, but the 'PROJECT' field in the fourth row (which is empty) now contains a double-click icon (two small squares) to indicate that the field has been selected for editing.

13. Choose the **project number** from the LOV in the **PROJECT** field or type the grant number in the field.
14. Choose the **task number** from the LOV in the **TASK** field or type the number into the field.
15. Choose the **award number** from the LOV in the **AWARD** field or type the number into the field.
16. Choose the **organization number** from the LOV in the **EXPENDITURE ORGANIZATION** field or type the number into the field. **For the hospital, this number is 70. For the university, the number is 10.**
17. Type in the **percent of the employee's effort** to be charged to this account in the **%** field.

Appoint, Change and Terminate (ACT) Documentation Creating a Funding Source Change Document

18. The **TOTAL LD %** must equal **100** before you will be able to submit the document.

Current		Effective Date		GL Code	Project	Task	Award	Exp Or	%
LD	Stop	From Date	To Date						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-AUG-2009	31-JUL-2010		302493	06.05	2006774	10	23.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-AUG-2009		3101696.000.213101696.392300000					22.74
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-OCT-2009	30-SEP-2011		312926	10.01	2006931	10	22.35
<input type="checkbox"/>	<input type="checkbox"/>	01-NOV-2009		3101696.000.213101696.392300000					25.00
<input type="checkbox"/>	<input type="checkbox"/>	01-NOV-2009	31-AUG-2010		310372	01.01	2005541	10	13.15

Comments: Total LD % **100.00**

19. Enter comments, if applicable, in the **COMMENTS** field at the bottom of this form. Comments entered here will appear on the **ACT MAIN FORM**.

Comments:

Total LD % **100.00**

Return to Previous Form Save

20. Click on the **SAVE** button.

21. Click on the **RETURN TO PREVIOUS FORM** button to return to the **ACT MAIN FORM**.

ACT Main Form

Document Reason: **FUNDING SOURCE CHANGE** Document Number: **447825**

Effective Date: **01-NOV-2009** Document Status: **OPEN**

Requestor Name: **HALEY** Workflow Type: **COSTING CHANGE**

Attachments Received Submit Date: _____

22. Click the **ATTACHMENTS CHECKBOX** if necessary. For a list of Attachments to be submitted with a Funding Source Change document, [click here](#).

23. Click on the **SUBMIT** button located at the bottom of the ACT Main Form. The **DOCUMENT STATUS** field will change from **OPEN** to **READY**; the document has entered the Approval path.

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