ConnectCarolina HR/Payroll

Funding Swaps and Lump Sum Payments

VERSION: 7/24/2014

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Understanding Commitment Accounting

Overview

ConnectCarolina manages the entire process of employee funding, starting with the initial budgeting for positions and appointments, through payroll processing, and finally the distribution of salaries, taxes, and benefits to the appropriate chartfield strings in the General Ledger.

While Commitment Accounting is the primary area where employee funding takes place, a number of other areas in the system are also involved. These include:

- Commitment Control
- Human Resources (HR) electronic Personnel Action Request (ePAR) forms
- Payroll
- General Ledger
- Accounts Payable

Combination codes (combo codes) are used frequently in Commitment Accounting to add or update employee funding. A combo code is a number used to represent a specific chartfield string. You may use a combo code or enter each chartfield individually to add funding.

Default Chartfield String and Suspense Combo Codes

Departments have a default chartfield string that is used to fund department employees who do not have funding sources defined at the appointment or position level. Each department also has two additional combo codes.

The suspense combo code is used to fund employees, with one funding source in a department, whose regular funding has ended and no new funding sources are identified.

The custom-suspense combo code is used by the department to fund employees, with two or more funding sources in a department, whose regular funding has ended and no new funding sources are identified.

Related Reference

For more information about Commitment Control, see *Understanding Commitment Control*.

The Employee Funding Process

The following process is used to encumber an employee's funding at the appointment or position level and to pay the employee:

1. When a department HR Representative accesses the appropriate ePAR form and enters funding sources, the system performs a combo edit to verify that each funding source is valid for the employee.

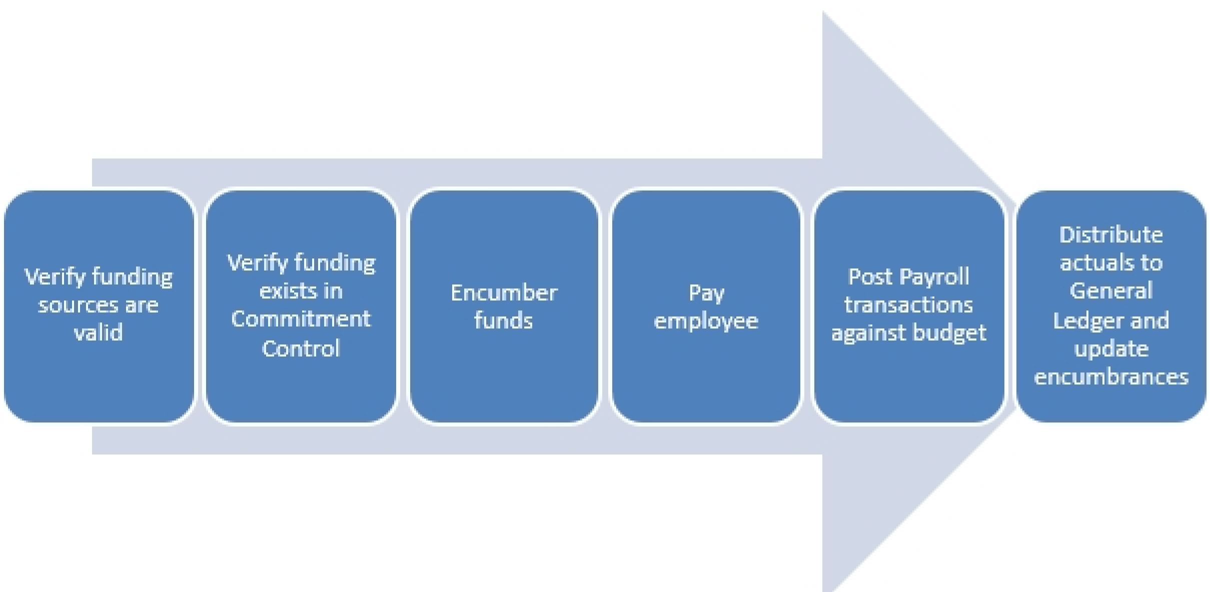
2. When the HR representative continues beyond the ePAR page with the funding sources, Commitment Accounting performs a budget check to verify that funding exists in Commitment Control for each funding source.

3. The funds are encumbered in Commitment Control.

4. For each pay cycle, Payroll pays the employee's salary, employer-paid deductions, and employer-paid taxes.

5. Commitment Accounting updates the encumbered funds in Commitment Control.

6. Commitment Accounting distributes actuals to the associated chartfield strings in the General Ledger. If an employee's funding sources have not been defined, the system distributes transaction amounts to their primary department's suspense combo code.



ePAR Forms that Require Employee Funding Sources

Department HR Representatives enter funding sources for employees using the:

- Hire an Employee ePAR form, when they hire an employee for a new position or appointment which has funding associated with it

- Add / Update Position ePAR form, when they create a new position

- Edit Existing Job form, when they give the employee a pay rate increase or decrease

Department HR Representatives and department Finance staff enter funding sources for employees using the:

- Funding Swap ePAR form, when they enter a funding source change or enter a retroactive funding source change

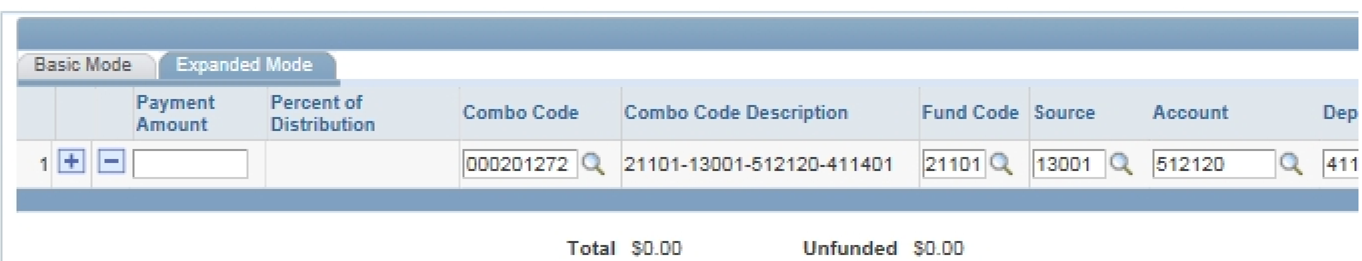
- Lump Sum Payment ePAR form, when they submit a lump sum payment request

Funding is set up at the position and appointment levels. There is a separate employee record for each position or appointment; an employee can have more than one position or appointment in a department.

Chartfield Strings and Combo Codes

An employee's funding source determines from where salary and benefits are paid. A funding source is identified in the system a combo code. A unique chartfield string is associated with each combo code. The system creates combo codes whenever a unique chartfield string is used as a funding source, assuming the chartfield string passes the combo edit and budget checking processes. Once it is created, a combo code can be used repeatedly.

HR Representatives can enter the combo code instead of keying in the entire chartfield string. When the HR Representative enters the combo code and tabs out of the Combo Code field, the system fills in the individual chartfield values.



Combo Edit and Budget Checking Process

The first two steps of the combo edit and budget checking process mirror the first two steps of the Employee Funding Process.

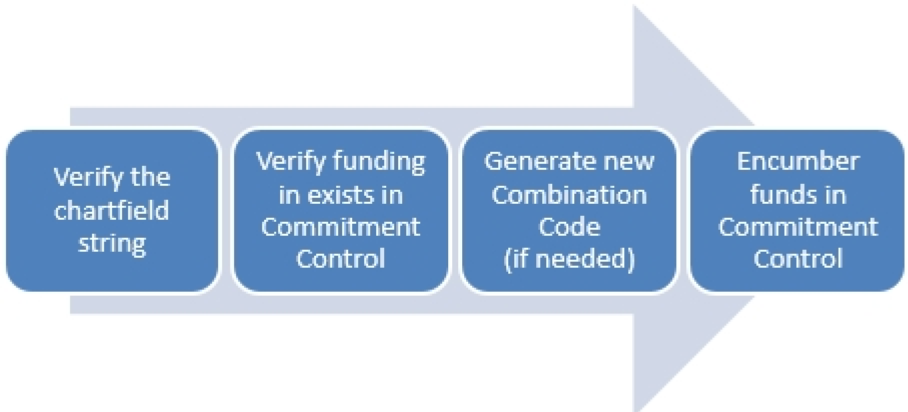
When the HR Representative clicks on the Next button after entering funding sources on an ePAR page, the system performs the following combo edit and budget checking processes:

1. Combo edit verifies that each chartfield string is valid for the employee.

2. Commitment Accounting performs a budget check to verify that sufficient budget is available in Commitment Control.

3. If a chartfield string has not been used before, the system generates a new combo code for it.

4. If the transaction passes the budget check, the system immediately encumbers the funds for the chartfield string in Commitment Control.



Department Suspense Combo Codes

A funding error occurs when an employee’s funding sources do not have sufficient money available when the Payroll process is run. The Payroll process is not stopped to resolve funding errors. Instead, each time Payroll is run, all funding errors for employees are posted to one of the department's suspense combo codes. Every department has a suspense chartfield string and associated combo code.

An employee funding expenditure is posted to the department's suspense combo code when:

- The employee's funding source has expired.
- The combo code has been inactivated but remains as an employee’s funding source.

If an employee has more than one position, funding errors are posted to the department suspense combo code, or custom-suspense combo code for the employee's home department.

Each department is responsible for reconciling funding errors posted to its suspense and custom-suspense combo codes. Funding errors are resolved by entering a retroactive funding swap.

Posting to Suspense & Custom-Suspense Combo Codes

Name	Dept. of Genetics (home)	Funding Source 1	Funding Source 2
Samantha Brinkley	Position 1	21101-13001-511140-5032451	None

Genetics Suspense Combo Code

Name	Dept. of Biochemistry	Funding Source 1	Funding Source 2
Samantha Brinkley	Position 2	25210-49000-511120-5033787	25210-49000-511120-5031069

Genetics Custom-Suspense Combo Code

Expired Funding Source

Retroactive Funding Transactions

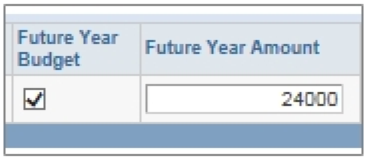
In addition to reconciling funding errors posted to the suspense combo codes, departments may make retroactive funding swaps when they need to change the funding sources that have already been used to pay the employee.

ConnectCarolina contains historical funding sources and actuals distributions dating from July 1, 2013 which can be used to process retroactive funding swaps. The system also contains budget history beginning July 1, 2014.

Annual Budget Process

The Budget Office creates employee funding information for each new fiscal year. The funding sources in effect for an employee on the date that the new budget information is created are copied to the new fiscal year. After the Budget Office makes the new fiscal year funding information available, department HR Representatives and department Finance staff can use the Funding Swap ePAR form to modify the copied funding sources.

You can designate a funding source to be a Future Year Budget source and specify a Future Year Amount. If you select Future Year Budget for a source, the Future Year Amount is also copied when the Budget Office copies the employee's funding information to the new fiscal year.



On some ePAR forms, the Future Year Budget is labeled Perm Budget and the Future Year Amount is labeled Perm Amount.

Using the Funding Grid

Overview

HR representatives enter position and appointment funding sources on an ePAR form's funding grid. In the case of funding swaps and lump sum payments, a finance staff member may also enter funding sources.

This procedure, which highlights only a portion of the ePAR form, is focused solely on completing the funding grid, and applies to a funding grid in any of the following forms:

- Hire an Employee
- Edit Existing Job
- Add/Update Position
- Funding Swap
- Lump Sum Payment

An employee's funding sources are typically entered as combination codes (combo codes). If a combo code doesn't exist, the funding source is entered as a chartfield string, and the system generates a new combo code when the form is submitted for approval.

An unlimited number of funding sources may be entered in the funding grid.

The funding grid has two tabs:

- Basic Mode
- Expanded Mode

The specific fields on a funding grid vary by ePAR form. For details on specific fields, reference the appropriate document listed in the Related Reference section below. The Hire an Employee ePAR form is shown throughout this document to illustrate the funding grid procedure. The fields vary by form, but the steps and definitions are identical, no matter which form you're using.

Related Reference

- For information on hiring an employee, see *Using the Hire Form*.
- For information on editing an existing job, see *Edit Existing Job*.
- For information on adding or updating a position, see *Managing Positions*.
- For detailed instructions on funding swaps, see *Entering a Funding Swap , page 15*.

- For detailed instructions on submitting lump sum payments, see *Submitting a Lump Sum Payment, page 22*.

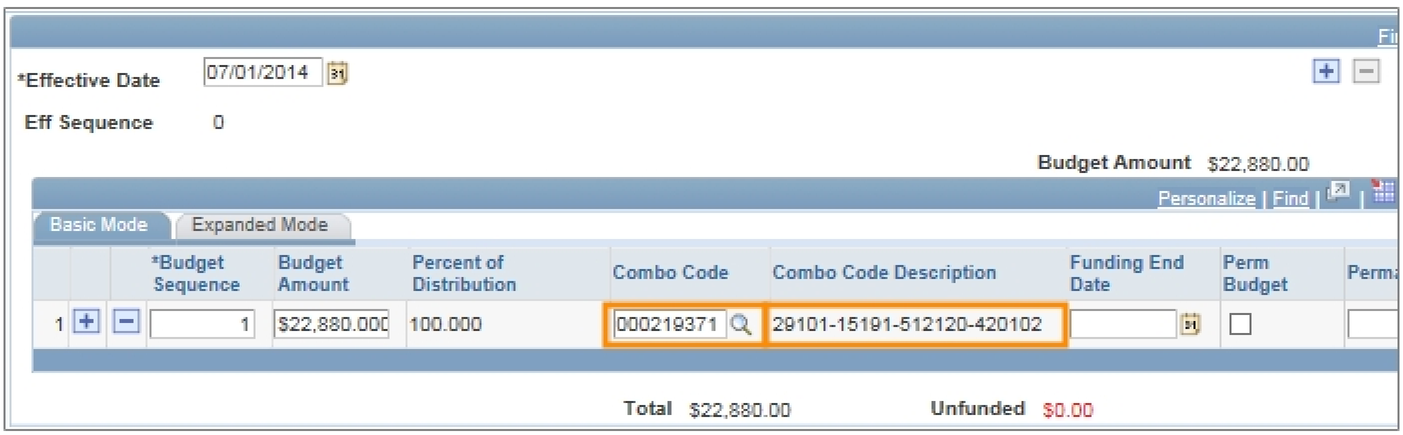
- For more information about combo codes, see *Understanding Commitment Accounting, page 2*.

The Basic Mode Tab

- Basic Mode is the default tab for all funding grids.

- Use the Basic Mode tab to enter combo codes for funding sources.

A combo code is a number used to represent a specific chartfield string. After you look up, or enter, the combo code, the system fills in the Combo Code Description. The combo code description is the Fund-Source-Account-Department for all fund types, except OSR. For OSR and cost share chartfield strings, combo code descriptions are Fund-Source-Account-Project ID.



The Expanded Mode Tab

Use the Expanded Mode tab to enter chartfield strings for funding sources.

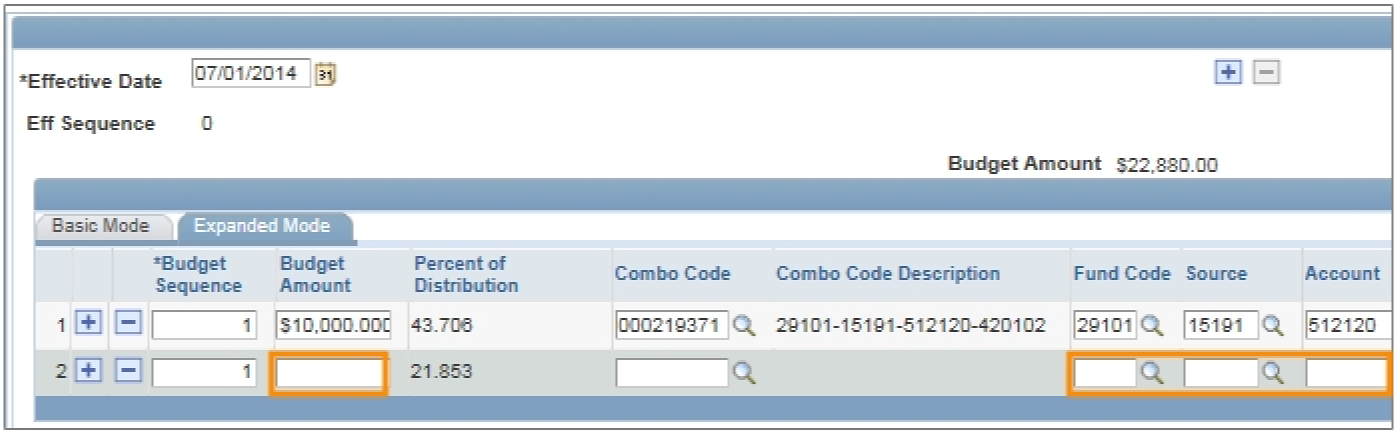
Follow these steps to use the Expanded Mode tab:

1. Click on the **Expanded Mode** tab.

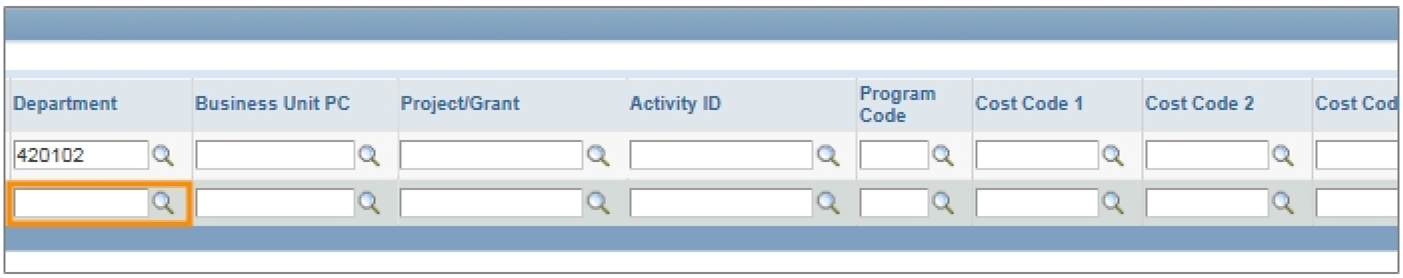
2. Complete the fields:

In this field:	Do the following:
Budget Sequence	Leave the default value of 1.
Budget Amount	Enter the amount of the funding source.
Fund Code	Look up, or enter, the fund, which identifies the funding group and how the funds are spent.

In this field:	Do the following:
Source	Look up, or enter, the source, which indicates whose funds you are spending.
Account	Look up, or enter, the account, to indicate which account you are spending from.
Department	Look up, or enter, the department number.
Business Unit PC	If this is a contract, grant, or cost share, look up, or enter, the project costing business unit. Otherwise, leave this field blank. Note: Business Unit PC applies only to contracts, grants, and cost share.
Project/Grant	If this is a contract, grant, or cost share, look up, or enter, the Project ID. Otherwise, leave this field blank. Note: Project ID on funding sources, applies only to contracts, grants, and cost shares.
Activity ID	If this is a contract, grant, or cost share, always enter **1**. Otherwise, leave this field blank. Note: Activity ID on funding sources, applies only to contracts, grants, and cost shares.
Program Code	If your school or division uses it, look up, or enter, the program code. Otherwise, leave this field blank.
Cost Code 1	If your school or division uses it, look up, or enter, the cost code. Otherwise, leave this field blank.
Cost Code 2	If your school or division uses it, look up, or enter, the cost code. Otherwise, leave this field blank.
Cost Code 3	If your school or division uses it, look up, or enter, the cost code. Otherwise, leave this field blank.
Funding End Date	For OSR funds, the funding end date is pre-populated with the project end date. The date can be changed to an earlier date, but not later than the project end date. Note: Departments use this field at their discretion.
Future Year Budget	Mark the Future Year Budget box. Note: If you do not mark Future Year Budget,the future year budget is not updated. Departments use this field at their discretion.
Future Year Amount	The Future Year Budget Amount defaults to the Budget Amount when the Future Year Budget box is checked. The amount can be changed. Note: Departments use this field at their discretion.



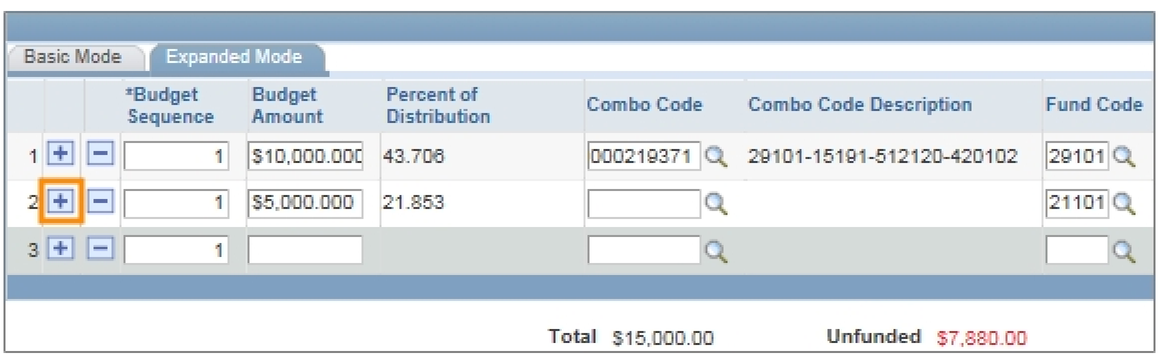
3. Use the scroll bar at the bottom of your screen to see more fields.



4. Choose one of the following:

- If you are done entering funding sources, click on the **Next** button to continue completing the ePAR form.
- To add funding sources:

a. click on the **Add** button.



b. Enter the new funding information in the blank line, adding and deleting lines as needed.

Result: The system updates the Total and Unfunded amounts as you enter or adjust budget amounts.

c. After all funding sources are entered, click on the **Next** button to continue completing the ePAR form.

Understanding Funding Information on ePAR Forms

Overview

Funding information is captured on all of the ePAR forms except the Change Employment Status and the Add or Update an Affiliate ePAR forms. Funding information may include:

- Rate of pay
- Budget amount
- Funding source
- Effective date
- Funding end date
- Future year budget

Funding information is typically entered by an HR representative, though in the case of funding swaps and lump sum payments, a finance staff member may also enter funding information.

Funding sources for a position or appointment are entered on an ePAR form's funding grid. Funding grid fields vary slightly from form to form.

During the annual budget process, the system copies all employees' funding sources as of June 30 to the budget effective July 1. Current funding sources are on the Edit Existing Job, Add/Update Position, and Funding Swap ePAR forms.

Additional Resources

- For broader context, see *Understanding Commitment Accounting, page 2*.
- For information on how to use the funding grid, see *Using the Funding Grid, page 8*.

Entering New Funding

Three ePAR forms do not have existing funding information:

- Hire an Employee
- Add/Update Position, if you're creating a new position
- Lump Sum Payment

Adding and Updating Existing Funding

The system maintains an employee's funding source history. The history includes the funding copied during the annual budget process, changes made to existing funding sources, and funding sources added to the employee's funding information.

Three ePAR forms allow you to add new funding sources, and edit existing funding sources:

- Edit Existing Job
- Add/Update Position, if you're updating a position
- Funding Swap

The existing funding displayed, and the procedures for updating the funding information, varies by form.

Funding End Date and Future Year Budget

These four ePAR forms allow you to provide a funding end date for each funding source, and to designate a funding source as a Future Year Budget source:

- Hire an Employee
- Edit Existing Job
- Add/Update Position
- Funding Swap

For OSR funds, the system fills in the funding end date with the project end date. The date can be changed to an earlier date, but not later than the project end date. For non-OSR funds, departments use the Funding End Date at their discretion. Unless otherwise specified, the funding end date is assumed to be the pay period end date for the last payday of the fiscal year.

Departments use the Future Year Budget checkbox and Future Year Amount field at their discretion. If you do not mark the Future Year Budget checkbox, the future year budget is not updated.The Future Year Budget Amount defaults to the Budget Amount when the Future Year Budget checkbox is marked, but this amount can be changed.

Entering a Funding Swap

Overview

The Funding Swap ePAR form is used to enter changes to funding for an existing position or appointment. You can change the dollar amount for an existing funding source, remove an existing funding source, and add a new funding source.

You need the following information for each new funding source:

- The budget amount
- The effective date
- The chartfield string that identifies the funding source, or its associated combination code (combo code)

The system fills in the funding end date for OSR funds. For non-OSR funds, the funding end date is assumed to be the pay period end date for the last payday of the fiscal year.

You may also include the following for a funding source:

- An indication whether it is part of the future year budget
- The Future Year Budget amount if it's different than the Budget Amount

Step 2 of 3: Funding Swap page

The Step 2 of 3: Funding Swap page shows the appointment or position's funding history for the fiscal year.

The funding is displayed in grids. If an employee's funding is changed during the year, a separate grid shows the employee's funding sources each time funding was modified. Each of these grids has an Effective Date indicating the first day the funding in the grid was used. Individual funding lines may have specified funding end dates.

When there is more than one funding grid, they are displayed in reverse chronological order. The grid at the top shows the employee's current funding, and the oldest grid and funding information is at the bottom of the page.

To preserve the employee's funding history, you cannot make changes to existing funding grids. Instead, you copy a grid, and then make changes to the copy.

Occasionally, you need to change a funding source after the employee has been paid. This is known as a retroactive funding swap, and is also entered on this page.

Related Reference

- For broader context, see *Understanding Commitment Accounting, page 2*.
- For help entering chartfield strings on the Expanded Mode tab, see *Using the Funding Grid, page 8*.
- For help attaching a file to an ePAR form, see *Attaching Documents to an ePAR Form, page 1*.

Menu Path

HR/Payroll > HR WorkCenter > ePAR Home Page > Start a new ePAR > Funding Swap

Steps - Entering Funding Swaps

Follow these steps to enter funding swaps:

1. Choose this menu option:

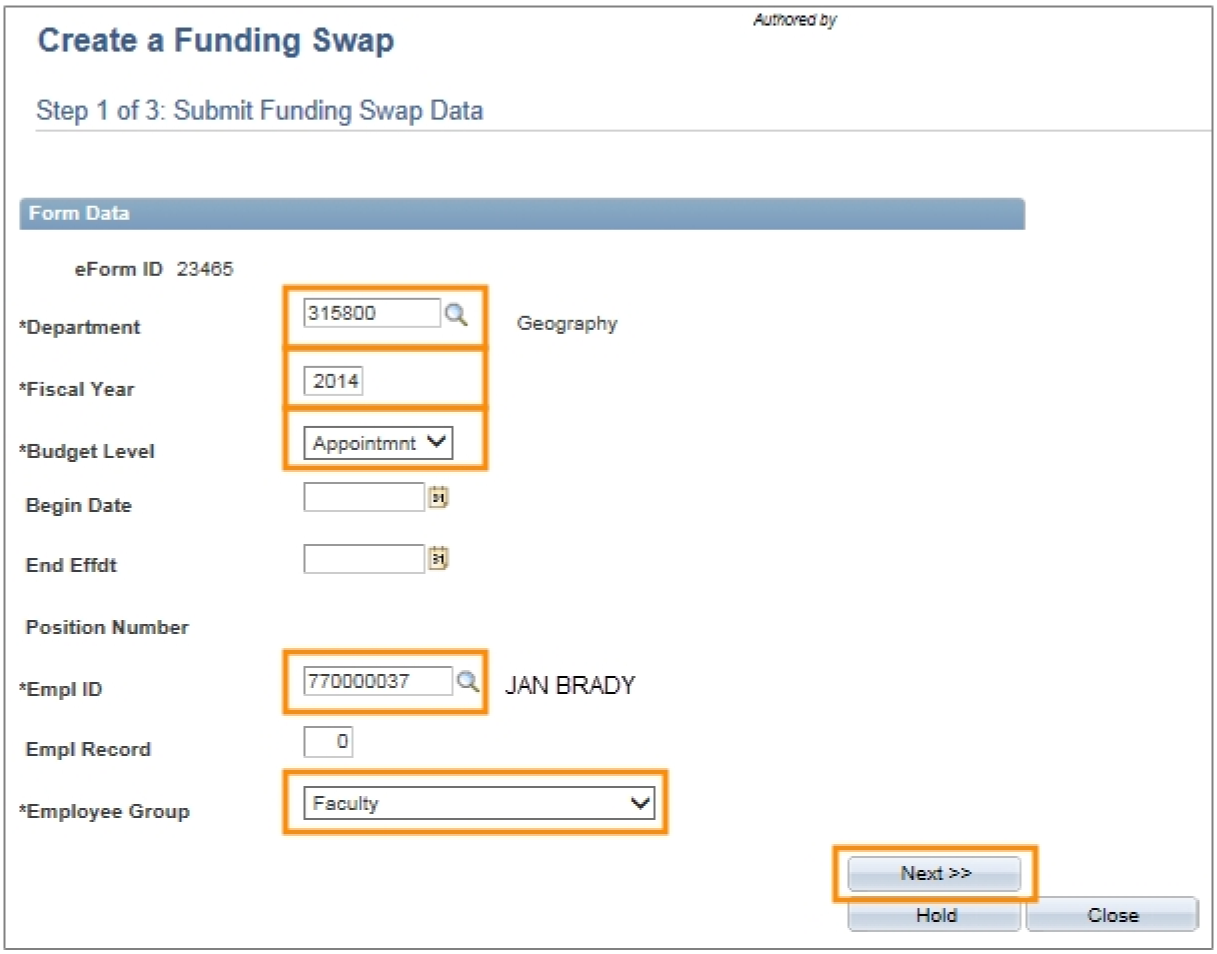
   HR/Payroll > HR WorkCenter > ePAR Home Page > Start a new ePAR > Funding Swap

Step 1 of 3: Submit Funding Swap Data page

2. Complete the fields:

In this field:	Do the following:
Department	Look up, or enter, the department number. Notes: • If the funding source is for the primary job, the department number belongs to the home department. • If the funding source is for a supplement on a secondary job, the department number belongs to the department funding the secondary job.
Fiscal Year	Enter the fiscal year you want to add or update funding sources for.
Budget Level	Choose one of the following: • **Appointmnt** • **Position**
Begin Date	Enter the beginning date to limit the funding grids that are displayed from the history.
End Effdt	Enter the effective end date to limit the funding grids that are displayed from the history.

In this field:	Do the following:
Position Number	If you selected Position as the budget level, look up, or enter, the position number.
Empl ID	If you selected Appointmnt as the budget level, look up, or enter, the employee's PID.
Empl Record	If you selected Appointmnt, and if you know it, enter the employment record number you want to edit. Note: Each appointment has its own employment record number.
Employee Group	Choose the employee group the person belongs to.



3. Click on the **Next** button.

   Result: The system goes to the Step 2 of 3: Funding Swap page.

Step 2 of 3: Funding Swap page

1. Choose one of the following options:

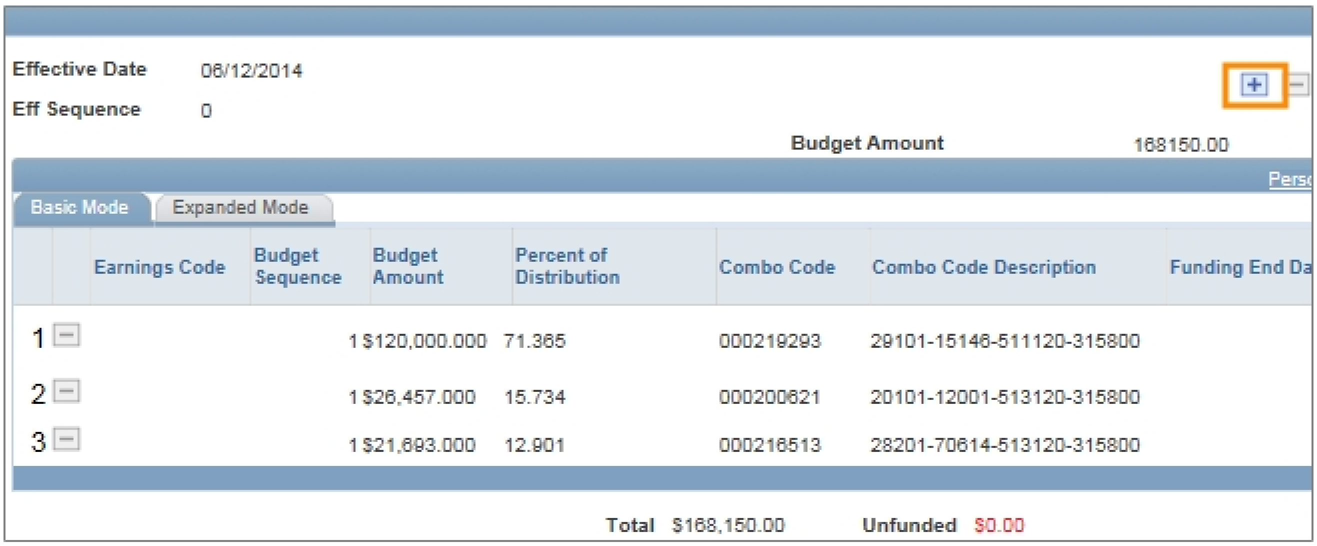
- To replace the current funding sources, click on the **Add a New Row** button above the current funding grid, which is the first grid on the page.

Result: A copy of the grid is created above the existing grid. The new grid's Effective Date is today's date, and the Eff Sequence is 0.

- To enter a retroactive funding swap:

a. Find the grid with the funding sources that need to be changed.

b. Click on the **Add a New Row** button above that grid.

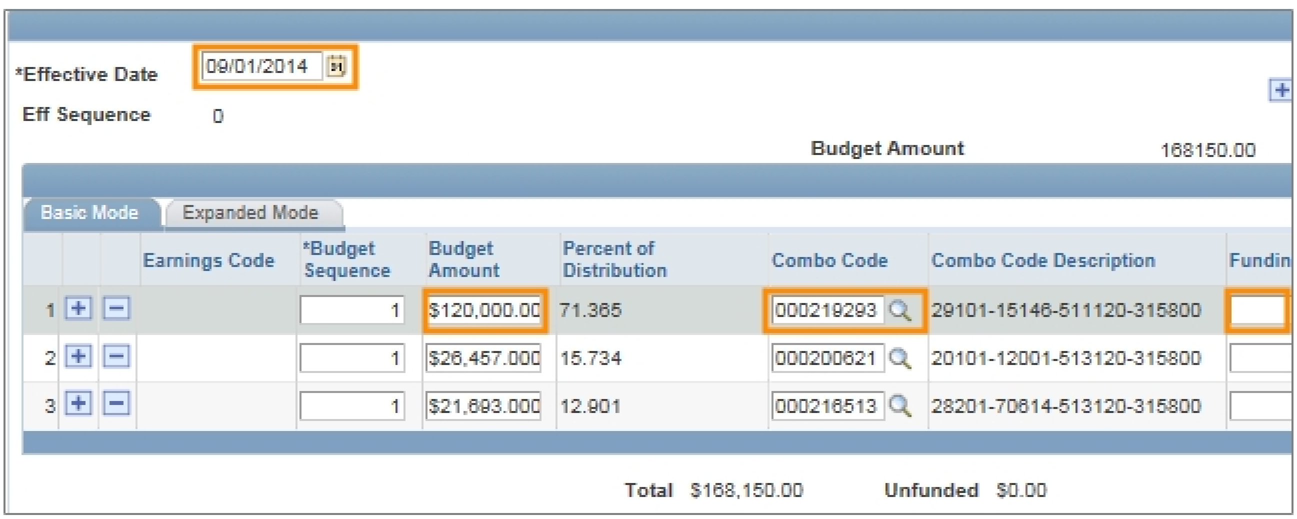


Result: A copy of the grid is created above the existing grid. The new grid's Effective Date is the same as the copied grid, and the Eff Sequence is one greater than the copied grid.

2. Complete the fields:

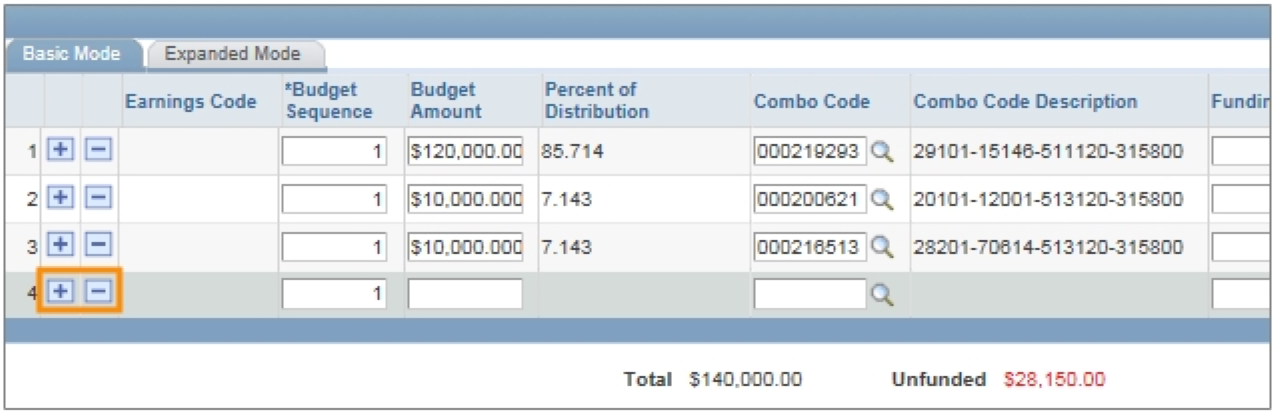
In this field:	Do the following:
Effective Date	Choose one of the following: • To replace the funding in the original grid, enter the same effective date as the original grid. • To have your new funding start after the funding in the original grid, enter the date the new funding should begin.
Earnings Code	This field is read-only.
Budget Sequence	Leave the default value of 1.
Budget Amount	Enter the amount for this funding source. Note: The budget amount is the annualized amount.

In this field:	Do the following:
Combo Code	Look up, or enter, the unique code associated with the specific chartfield string that is funding the payment. Note: If you do not know the combo code, or one doesn't exist, use the Expanded Mode tab to enter the chartfield string.
Funding End Date	For OSR funds, the system fills in the funding end date with the project end date. The date can be changed to an earlier date, but not later than the project end date. Note: Departments use this field at their discretion.
Future Year Budget	Mark the Future Year Budget box. Notes: • If you do not mark Future Year Budget,the future year budget is not updated. • Departments use this field at their discretion.
Future Year Amount	The Future Year Budget Amount defaults to the Budget Amount when the Future Year Budget checkbox is marked. The amount can be changed. Note: Departments use this field at their discretion.



3. Click on the **Add** or **Delete** buttons to add or delete lines as needed.

Note: Remember that you are changing the copy of the existing funding grid, which may have included funding sources you no longer want to include, or may not have included lines for funding sources that you need.



4. Correct or modify the funding information on each line.

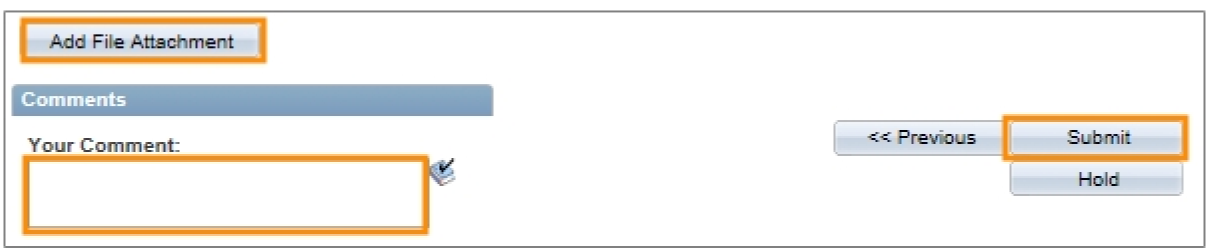
5. If you need to attach documentation to support your new funding information, click on the **Add File Attachment** button. Otherwise, skip this step.

6. To enter comments about the funding swap, enter them in the **Your Comment** box. Otherwise, skip this step.

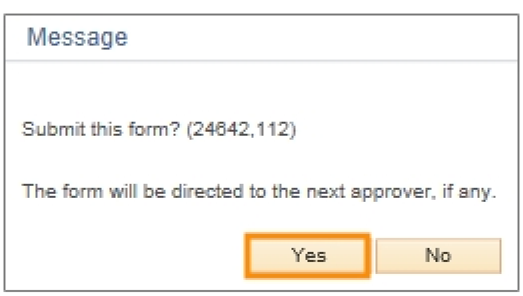
   Note: Comments remain on the form for historical record.

   Caution! Protect social security numbers, credit card information, and other sensitive data; be sure not to type them in the Your Comment, Description, or other free form text fields. Read the University's Information Security policy, http://its.unc.edu/about-its/university-it-policies/.

7. Click on the **Submit** button.



8. Click on the **Yes** button to confirm you want to submit the form.

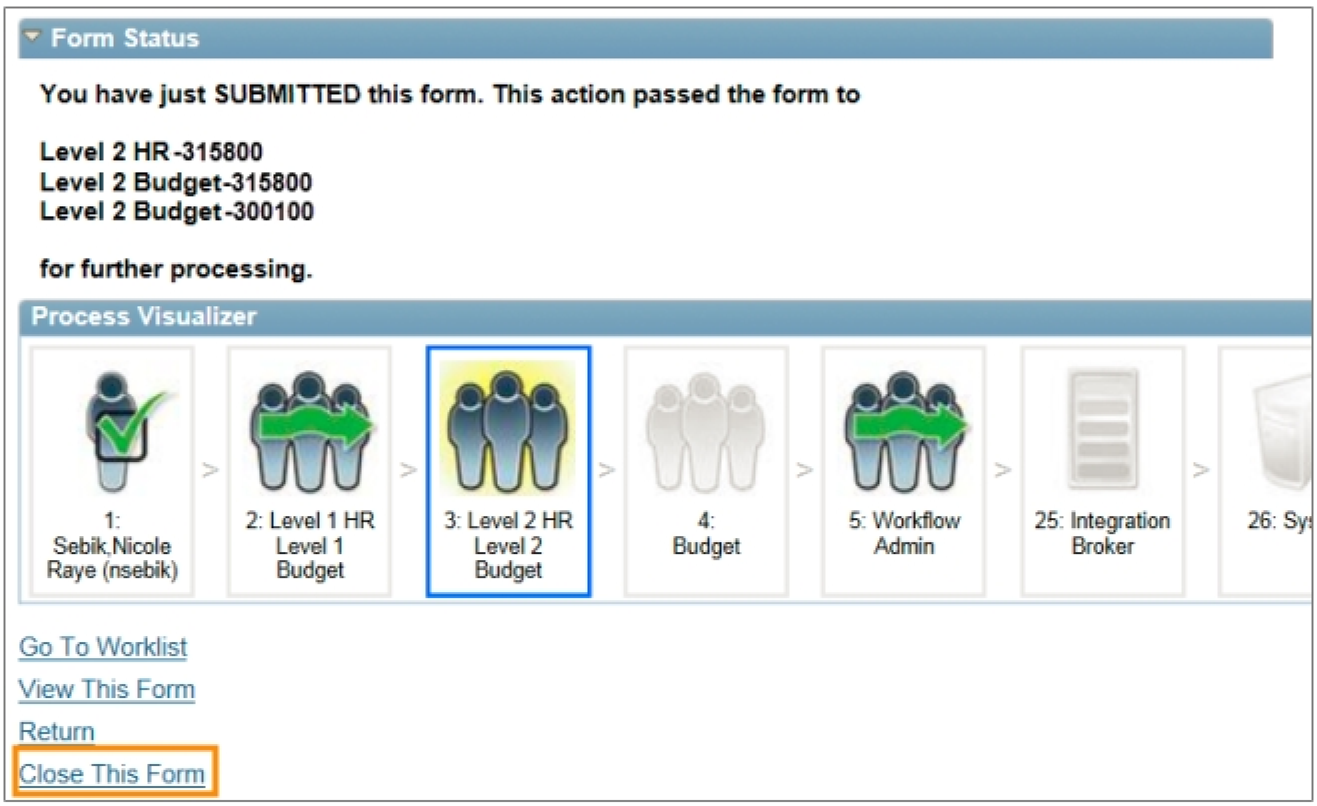


Result: The system performs an edit check to validate the changes. The system displays the Step 3 of 3: Form Finalized page and submits your funding sources to workflow when:

- The Total amount of the new funding grid is equal to the Budget Amount of the grid.
- The Unfunded amount of the new funding grid is $0.00.
- The funding sources pass the edit checks for the payment type.
- The budget has funds available for the payment.

Step 3 of 3: Form Finalized page

- Click on the **Close This Form** link to return to the ePAR Home Page.



Submitting a Lump Sum Payment

Overview

A lump sum payment is a one-time payment to an employee.

A payment type is required for all lump sum payments. With the exception of an award, lump sum payments are added to the employee's regular paycheck. An award generates a paper check, which the department's HR Representative picks up at the Payroll office.

Lump sum payments for a dock in pay are entered as a negative amount, and are deducted from the employee's paycheck.

Lump Sum Payment Types

The following table identifies and defines each of the different lump sum payment types.

When entering a lump sum payment request, the system only displays to you the payment types you can choose for the employee's classification.

Payment Type:	**Use For:**
EPA Additional Duties	Payment to a faculty member or EPA non-faculty employee, with an FTE of less than 1.0, for work done outside of their primary job responsibilities on a short-term basis. Once they have been compensated equivalent to 1.0 FTE, they must follow the University's Overload Policy for any additional Lump Sum Payments associated with additional work, but not for awards or similar payments.
Administrative Supplement	Payment to a faculty member or EPA non-faculty employee for administrative work done on a short-term basis outside of their primary job responsibilities.
Award Amount	Payment in the form of a paper check for special recognition or merit.
Clinical Pay	Periodic, conditional payment for faculty in the School of Medicine, as outlined in their Clinical Faculty Pay Plans.
Contract Fulfillment	Payment for the remainder of an EPA Non-faculty employee's contract salary, if his or her contract is terminated within term.
Dock in Pay	A deduction from the employee's paycheck. This type of pay is entered as a negative amount.
Mobile Communication Device - $35	Stipend for voice-only plans.
Mobile Communication Device - $70	Stipend for voice and data plans.

Payment Type:	Use For:
Other - Lump Sum	Payment to a faculty member or EPA non-faculty employee not defined by the other payment types. It is very important to thoroughly document the reason for the payment in the justification section.
EPA Overload Pay	Payment for additional work by a faculty member or EPA non-faculty employee who is 1.0 FTE, or who has been compensated fiscal year-to-date at the equivalent of 1.0 FTE, in accordance with the University's Overload Policy.
Pro Rata Longevity	Pro-rated longevity payment for an SPA employee who separates before the date of his or her annual longevity payment. Pro Rata Longevity payments are initiated by an employee's primary department.
SPA Additional Employement	Payment for work with the University beyond the permanent full-time employee's regularly scheduled 40 hours and outside his or her home department or organizational unit, regular work schedule, and regularly assigned responsibilities.
Special Legislative Pay	Payment for special compensation as directed by the NC State Legislature. Special Legislative Pay payments are processed by the Office of Human Resources.
Summer Salary	Compensation for research or instructional activities unrelated to the University's Summer School.
Summer School Pay	Compensation for instruction in the Summer School, paid from the University's Summer School account, and processed through the Summer School payroll.

Related Reference

- For information about entering funding details, see *Using the Funding Grid, page 8*.
- For more information about attaching documentation to ePAR forms, see *Attaching Documents to an ePAR Form, page 1*.

Menu Path

HR WorkCenter > ePAR Home

Steps - Submitting a Lump Sum Payment

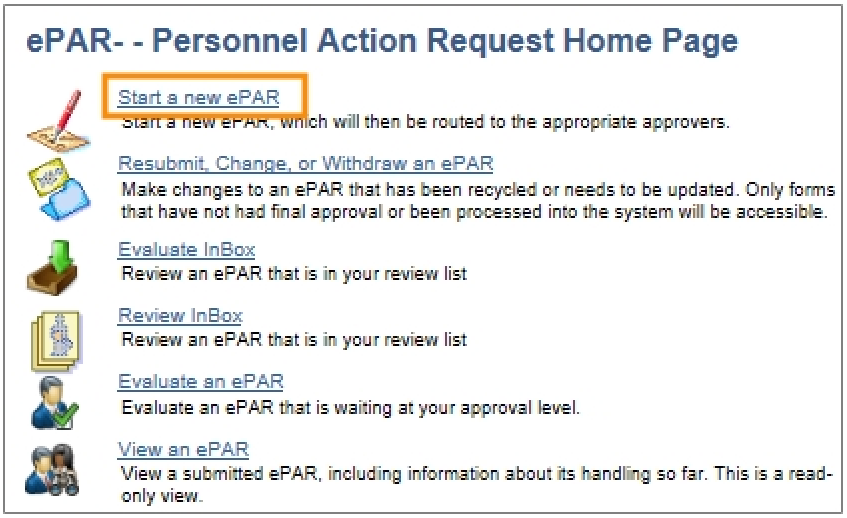
Follow these steps to submit a lump sum payment request:

1. Choose this menu option:

   HR WorkCenter > ePAR Home Page

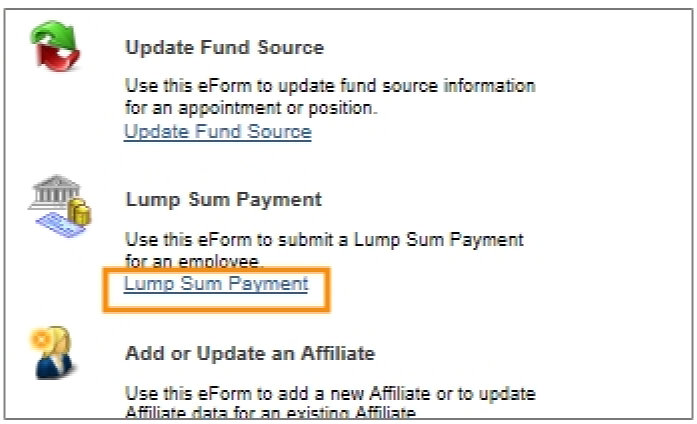
   Result: The system opens the ePAR- - Personnel Action Request Home Page.

2. Click on the **Start a new ePAR** link.



Result: The system opens the Create a New ePAR page.

3. Click on the **Lump Sum Payment** link.



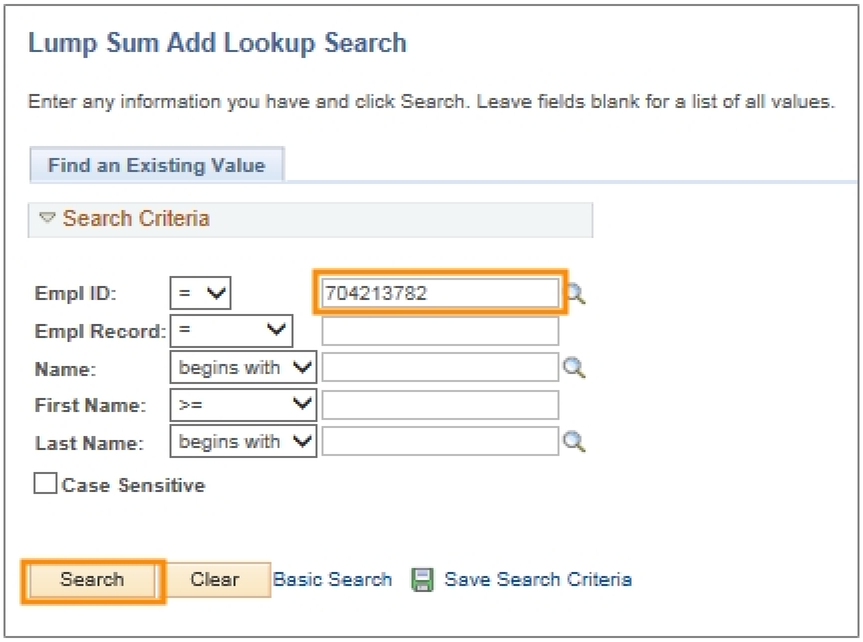
Result: The system displays the Lump Sum Add Lookup Search page.

Lump Sum Add Lookup Search Page

1. Complete the field:

In this field:	Do the following:
Empl ID	Enter the employee's PID.

2. Click on the **Search** button.



Result: The system displays search results based upon on the search criteria you entered.

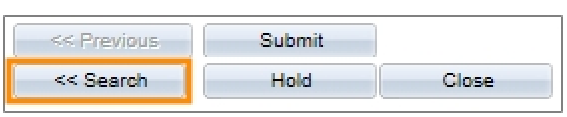
Note: If the employee has only one record, the system will automatically display the Lump Sum Payment page.

3. Click on the employee record link for the job that is providing the lump sum payment.

Result: The system opens the Step 1 of 2: Submit Lump Sum Request page.

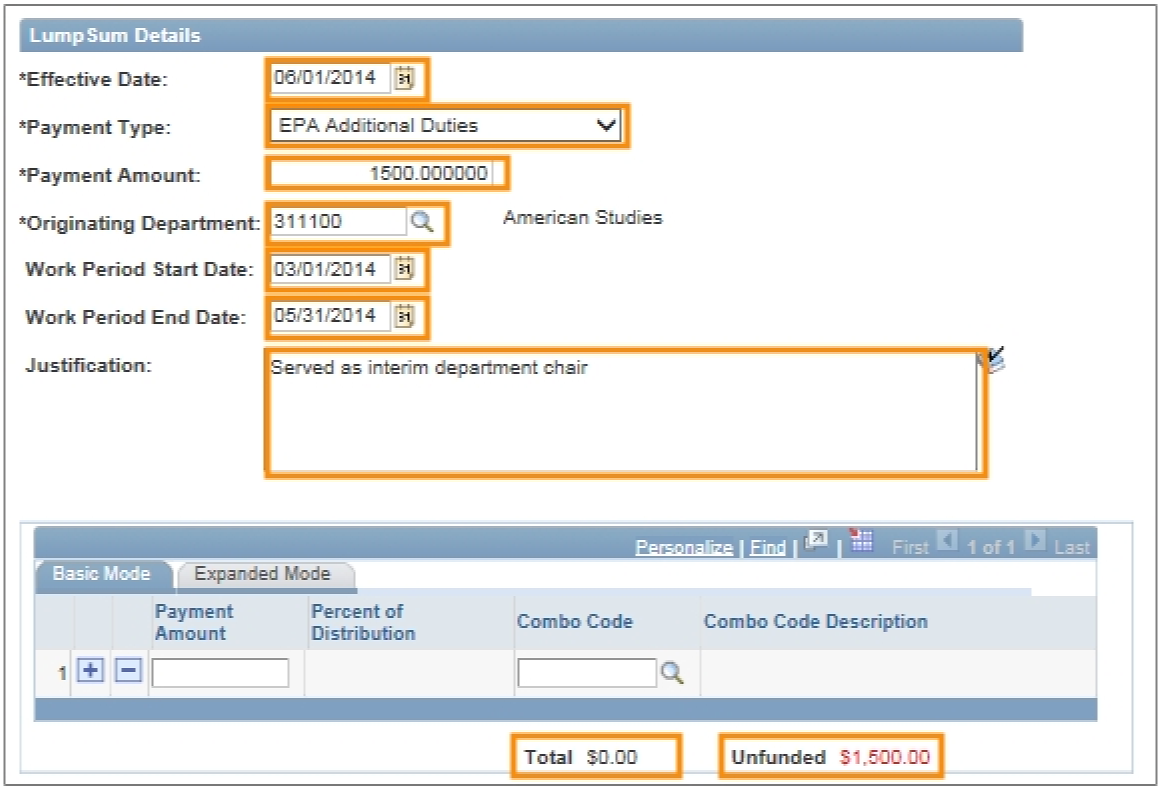
Submit Lump Sum Request Page

1. Verify that you have selected the correct employee and employee record by reviewing the Employee Details section. If you did not select the correct record, click on Search to return to the Search Results.



2. Complete the fields in the Lump Sum Details section:

In this field:	Do the following:
Effective Date	Enter the anticipated payment date. This is usually the same as the Work Period End Date. For Summer School payments, see http://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/compensation-and-pay/summer-compensation-for-faculty/. Note: For negative lump sum payments, use today's date as the effective date. The negative lump sum payment will run in the current payroll cycle.
Payment Type	Choose one of the following payment types: • Additional Duties • Administrative Supplement • Award Amount • Clinical Pay • Contract Fulfillment • Dock in Pay • Mobile Communication Device-$35 • Mobile Communication Device-$70 • Other - Lump Sum • Overload Pay • Pro Rata Longevity • Special Legislative Pay • Summer Salary • Summer School Pay Note: The payment types displayed to you depend on the employee's classification.
Payment Amount	Enter the amount of this lump sum payment.
Originating Department	Enter the department number of the department making the lump sum payment.
Work Period Start Date	Enter the first day of the work period that this payment covers. This information may be used to assist effort tracking relative to any sponsored research participant.
Work Period End Date	Enter the ending date of the period in which the work that is being compensated was performed.
Justification	Enter the justification for this payment. Note: Follow your school or department's policies regarding the information that must be recorded for a lump sum payment.

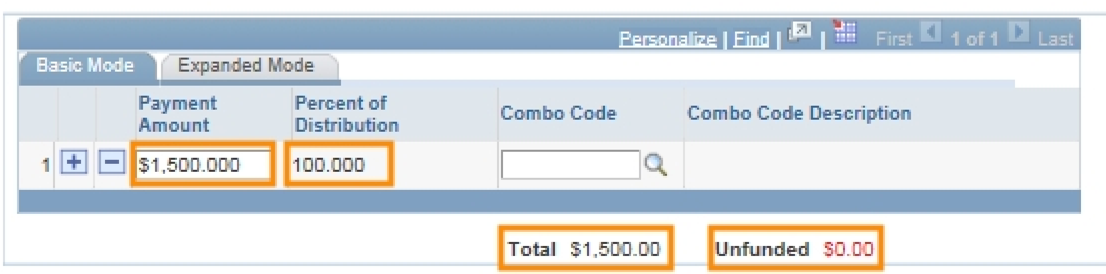


Result: The Total and Unfunded amounts are displayed below the funding grid.

3. Complete the fields in the funding grid at the bottom of the page:

In this field:	Do the following:
Payment Amount	Enter the dollar amount of the payment from this funding source.

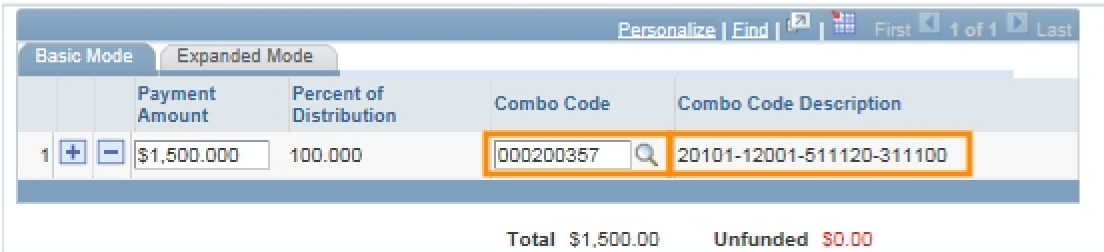
Result: The system calculates and displays a percentage in the Percent of Distribution field. The Total is updated to include the payment amount for this source and the Unfunded amount is reduced by the Payment Amount.



4. Complete the field:

In this field:	Do the following:
Combo Code	Enter the unique code associated with the specific chartfield string that is funding the payment.

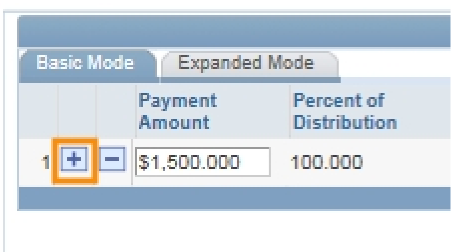
Result: The system fills in the Combo Code Description field with chartfield values for the Source, Fund, Account, and Department or Project ID (for OSR funds).



Note: For information on how to enter the chartfield values in lieu of a combo code, see Using the Funding Grid.

5. If the Total amont is not equal to the amount of the lump sum payment and the Unfunded amount is not $0.00, click the **Add New** button at the left of the current funding source line to add an additional funding source and amount.

   Note: Elsewhere in ConnectCarolina, the Add New button is called the Add a New Row button.



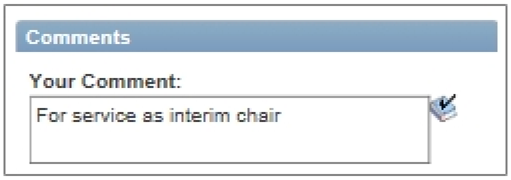
6. Repeat the steps above until all funding has been entered. The Total Amount must be equal to the amount of the lump sum payment, and the Unfunded Amount must equal $0.00.

   Note: For information about entering funding details, see Using the Funding Grid.

7. Attach a file if necessary. See Uploading a Document to an ePAR form.

8. Complete the field:

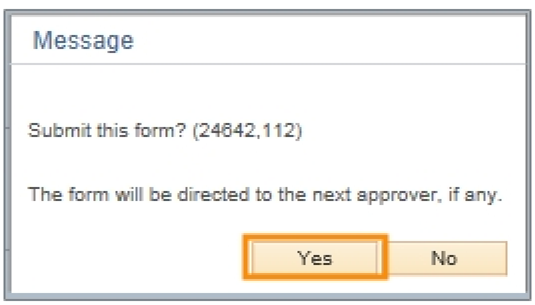
In this field:	Do the following:
Your Comment	Enter any additional information about this payment request. Caution: Protect social security numbers, credit card information, and other sensitive data; be sure not to type them in the Your Comment, Description, or other free form text fields. Read the University's Information Security policy, here http://its.unc.edu/about-its/university-it-policies/.



9. Click on the **Submit** button.

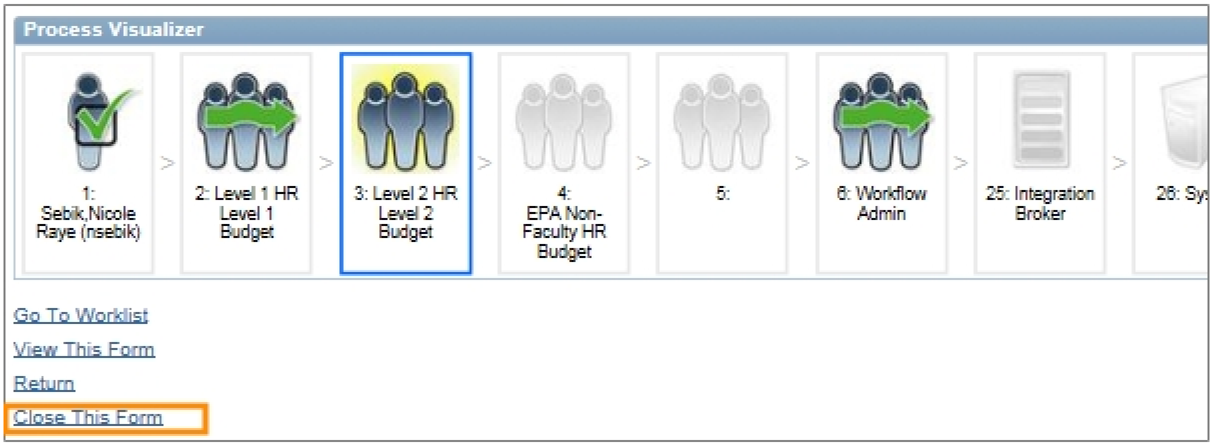
Result: The Message window displays the message: Submit this form? The form will be directed to the next approver, if any.

10. Click on the **Yes** button.



Result: The system opens the Step 2 of 2: Form Finalized page. The Process Visualizer highlights the current status of the form and shows how the form will progress through workflow.

11. Click on the **Close This Form** link to return to the ePAR selection screen.


Process Visualizer
1: Sebik,Nicole Raye (nsebik)
2: Level 1 HR Level 1 Budget
3: Level 2 HR Level 2 Budget
4: EPA Non-Faculty HR Budget
5:
6: Workflow Admin
25: Integration Broker
26: Sy
Go To Worklist
View This Form
Return
Close This Form