

## Retroactive Funding Swaps

Occasionally, you must change a funding source that has already been used to pay an employee. This is known as a retroactive funding swap, commonly referred to as a “retro.” Retroactive funding swaps are entered on the **Funding Swap** ePAR form, on the Step 2 of 3: Funding Swap page.

## Menu Path

**HR WorkCenter > ePar Home Page > State a New ePAR > Funding Swap > Step 1 of 3: Submit Funding Swap Data page > Step 2 of 3: Funding Swap page**

## Funding Grids

Funding sources are displayed in grids. Each grid shows all funding sources used from the effective date on the grid until the effective date of the grid located above it. The grid at the bottom of the page displays the original funding sources for the current fiscal year. The grid at the top of the page displays the current funding sources.

The Effective Date of each grid indicates the first day the funding sources in that grid are used.

The Effective Date is 03/31/2014. Eff Sequence is 0. Budget Amount is 49246.00.

Basic Mode	Expanded Mode	Earnings Code	Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1				\$1,872.000		000213107	27101-14101-512120-315800		<input type="checkbox"/>	
2				\$47,374.000		000200620	20101-12001-512120-315800		<input type="checkbox"/>	
				<b>Total \$49,246.00</b>					<b>Unfunded \$0.00</b>	

\*Effective Date: 07/01/2013. Eff Sequence: 1. Budget Amount: 49246.00.

Budget Sequence is always 1.

Mark the Future Year Budget checkbox if the funding source should be copied to the employee's funding for the next fiscal year.

Enter the Future Year Amount if it differs from the Budget Amount.

Basic Mode	Expanded Mode	Earnings Code	Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1			1	\$5,000.000	10.153	000213107	27101-14101-512120-315800		<input type="checkbox"/>	
2			1	\$44,246.000	89.847	000200620	20101-12001-512120-315800		<input type="checkbox"/>	
				<b>Total \$49,246.00</b>					<b>Unfunded \$0.00</b>	

Add and delete lines as needed.

If two grids have the same Effective Date, the grid with the highest Eff Sequence number is the most recent.

The Add a New Row button copies a grid and inserts it above the copied grid.

Effective Date: 07/01/2013. Eff Sequence: 0. Budget Amount: 49246.00.

Basic Mode	Expanded Mode	Earnings Code	Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1				\$1,872.000		000213107	27101-14101-512120-315800		<input type="checkbox"/>	
2				\$47,374.000		000200620	20101-12001-512120-315800		<input type="checkbox"/>	
				<b>Total \$49,246.00</b>					<b>Unfunded \$0.00</b>	

## Entering the Retro

To enter a retroactive funding swap, follow these steps:

1. Find the grid with the funding sources that need to be changed.
2. Click the **Add a New Row** button above the 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.

3. Enter the effective date in the **Effective Date** box.
  - a. To replace the funding in the original grid, enter the same effective date as the original grid.

b. To have your new funding start after the funding in the original grid, enter the date the new funding should begin.

4. Enter the new funding information in the copied grid, adding and deleting lines, as needed.
5. Mark the **Future Year Budget** checkbox, if needed.
6. Enter the **Future Year Amount**, if needed.
7. Attach documentation, if needed.
8. Click on the **Submit** button to route the funding swap for approval.

Note: You do not have to enter a value in the Earnings Code field.

Effective Date 03/31/2014  
Eff Sequence 0  
Budget Amount 49246.00

The funding in your new grid is used until the effective date of the grid above it.

Earnings Code	Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1	1	\$1,872,000	10.153	000213107	27101-14101-512120-315800		<input type="checkbox"/>	
2	1	\$47,374,000	89.847	000200620	20101-12001-512120-315800		<input type="checkbox"/>	
Total		\$49,246.00						Unfunded \$0.00

\*Effective Date 07/01/2013  
Eff Sequence 1  
Budget Amount 49246.00

Earnings Code	*Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1	4	\$5,000,000	10.153	000213107	27101-14101-512120-315800		<input type="checkbox"/>	
2	4	\$44,246,000	89.847	000200620	20101-12001-512120-315800		<input type="checkbox"/>	
Total		\$49,246.00						Unfunded \$0.00

Effective Date 07/01/2013  
Eff Sequence 0  
Budget Amount 49246.00

Earnings Code	Budget Sequence	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Funding End Date	Future Year Budget	Future Year Amount
1	1	\$1,872,000	10.153	000213107	27101-14101-512120-315800		<input type="checkbox"/>	
2	1	\$47,374,000	89.847	000200620	20101-12001-512120-315800		<input type="checkbox"/>	
Total		\$49,246.00						Unfunded \$0.00

Add File Attachment

Comments

Your Comment:

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