





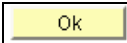


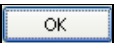

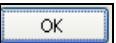




CWS Appointment Level Budget

1.	To set up an appointment level budget for a college Work Study student, Click on the Set UP HRMS link. Then click on the Commitment Accounting under the Product Related folder.
2.	Click the Department Budget Table USA link.
3.	To create a new appointment level budget, click on Add a new value .
4.	Enter in the Department # of the job, the current fiscal year , appointment budget level , EmplID and record # . Then click Add
5.	Click on the Dept Budget Earnings tab 
6.	There are two tiers of information here. The Level tier is for active and inactive dates. The Earnings Distribution tier is for accounts. Under the Level tier , put in the effective date for the appointment level budget. This must be the first Sunday of a pay period.
7.	Check the Status field box. This should say Active .
8.	Under the Earnings Distribution tier, only fill in the SEQ # , Distribution % and Chartfield details (top) . The SEQ# is always 1.
9.	Click on the Chartfield Details to add in the account you want to charge.
10.	On this panel, only fill in the Fund # and the Department ID# Then click Search which is located above.
11.	Click Select on the account you wish to charge. 
12.	Then Click OK 
13.	Change the Distrib % to 25.00
14.	Add another row for the CWS account. 
15.	Put 1 in the SEQ# box as shown.
16.	Click on Chartfield Details 

17.	In the Fund box enter 560 then Click search
18.	Click the Select button next to the ComboCode that ends with 70. 
19.	Click OK 
20.	Change the Distrb % to 75% . Then Click Save
21.	Click OK 
22.	The CWS account cannot have taxes and deductions charged to it. So you must change these two tabs to be 100% to your department account. Click on the Department Budget Deductions . 
23.	Under the Deduction Distribution tier, click the View All link.
24.	Change the Distribution % for the home account from 25% to 100%.
25.	Then Delete (minus -) the row that contains the College Work Study fund.
26.	Click the OK button. 
27.	The same steps must be done in the Dept Budget Taxes tab. Click on the Dept Budget Taxes tab. 
28.	Under the Tax Distribution tier, click the View All link.
29.	Change the Distribution % for the home account from 25% to 100%.
30.	Then Delete (minus -) the row that contains the College Work Study fund.
31.	Click the OK button. 
32.	Click the Save button. 
33.	Click the OK button. 
34.	Click the Dept Budget Earnings tab to enter in the Inactive row for the Appointment Level Budget.
35.	Under the Level tier, Add a new row.
36.	Change the Effective date to the date this should go inactive. Remember this must be the first Sunday of a pay period.
37.	Change the Status to Inactive. Then Click Save.
38.	End of Procedure.