Funding Swaps

Overview

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

> Note: If you need to make retroactive changes to a person's funding sources, use the Payroll Accounting Adjustment Tool (PAAT).

When you do a funding swap, you need the following information for each new funding source:

- The budget amount
- The effective date
- The funding end date, if known or if using an OSR fund
- The chartfield string that identifies the funding source, or its associated combination code (combo code)

You may also include the following for a funding source:

- An indication whether it is part of the future year budget
- The Future Year Amount if different from the Budget Amount

Step 1: Look Up Position Number

To find the position number for an employee that you'll need for the Funding Swap ePAR, go to the **HR WorkCenter > Person Data > UNC Employee Information**. [Click here for a short video about the process.](#) Also, a query to make finding position numbers easier is coming soon.

Step 2: Enter Funding Swap Data

Navigation: HR WorkCenter > ePAR Home Page > Start a New ePAR > Funding Swap

Complete these fields on the first page of the funding swap ePAR:

- Department
- Fiscal Year
- Budget Level — Always choose Position.
- Position Number — This field becomes active when you choose Position for the Budget Level.
- Employee Group

Create a Funding Swap

Step 1 of 3: Submit Funding Swap Data

Form Data

eForm ID 21678

*Department 315800 Geography

*Fiscal Year 2014

*Budget Level Position

Begin Date

End Effdt

> When you select **Position** for the Budget Level, the Position Number field is displayed.

*Position Number 00003635

Empl ID

Empl Record 0

*Employee Group SPA Permanent

Step 3: Funding Swap

The second page of the funding swap form shows the 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 funding end dates specified.

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

To preserve the employee's funding history, the system does not let you make any changes to the funding grids that are displayed when you open the page. Instead, you copy a grid by clicking on the **Add a Row** button located above the grid, and then make changes to the copy.

Click the **Add a Row** button to make a copy of the funding grid.

Effective Date	07/01/2021							
Eff Sequence	1							

Budget Amount   34680.00

Personalize | Find | | | First ◄ 1 of 1 ► Last

	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	$34,680.000	100.000	000354729	25236-49200-512120-5107676	01/31/2022	☐	

Total $34,680.000   Percent 100.000 Unfunded Amount $0.000

Step 3 (Continued): Funding Swap

When you click on the **Add a Row** button above a grid, the system opens a copy above the original grid. In this copied grid, you can:

- Change an existing funding source by making changes to the copied funding source information.

- Add a new funding source by clicking on the **Add** button in the copied grid and entering the funding information.

- Delete a funding source by clicking on the **Delete Row** button for the funding source you want to delete.

Also note:

- Earnings Code is not a required field.
- Budget Sequence defaults to, and should remain, 1.
- Enter the Future Year Amount only if it differs from the Budget Amount.

In the Effective Date field, enter the date that the new funding will take effect.

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

Enter any changes to the copied rows.

The Budget Sequence is always 1.

Add and delete rows as needed.

Before you can submit your updates, the Total amount displayed at the bottom of the new funding grid must be equal to the Budget Amount at the top of the grid, and the Unfunded amount must be $0.00.

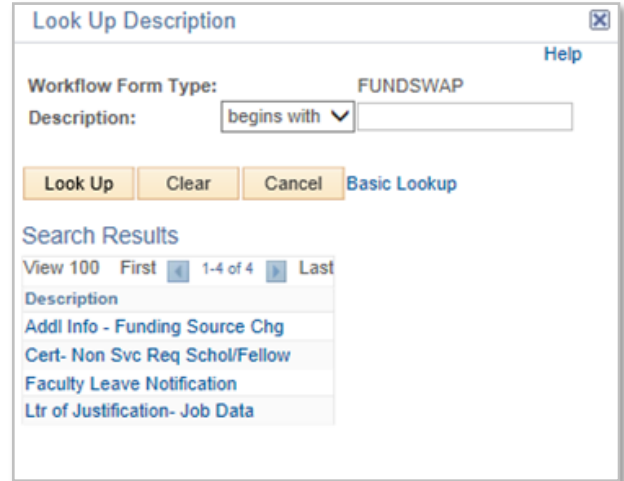Enter any additional information about this fund swap in the Your Comment field.

Step 3 (Continued):
Funding Swap

Attaching a File

1. Click the lookup icon to open the Look Up Description window.

2. Click the description of the attachment.

3. Click the **Upload** button and choose the file to be uploaded.

4. If needed, click the **Add File Attachment** button to attach more files.

Step 4:
Form Finalized

When you click on the Submit button, ConnectCarolina performs an edit check to validate the changes. The system will submit your fund source to workflow if:

- 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.