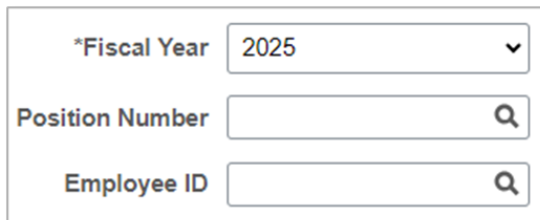


Creating a Position Funding ePAR

1. From Admin WorkCenter in ConnectCarolina, navigate to: **HR WorkCenter > ePAR Home Page > Start a New ePAR > Fund Positions - v.3.**
2. Select the **Fiscal Year** for the funding from the list.
3. Do one of the following:
 - Enter the **Position Number** and then click the **Search** button.
Note: This allows you to search for a specific, active position whether it's filled or vacant.
 - Enter the employee's PID in the **Employee ID** field and then click the **Search** button.
Note: This allows you to see all the active positions for a given employee.



The screenshot shows a search form with three input fields. The first field is labeled '*Fiscal Year' and contains the value '2025'. The second field is labeled 'Position Number' and has a magnifying glass icon to its right. The third field is labeled 'Employee ID' and also has a magnifying glass icon to its right.

4. In the **Selection** column of the search results, select **Yes** for each position you'd like to see the funding for and then click the **Next** button.
Note: If an employee has more than one position, you can select multiple positions, which allows you to alter the funding for one or more of the positions. Even if you only plan on altering one position, it can be helpful to see the funding on the other positions at the same time.

5. Click the **View/Edit** button.
6. Click the **Update Funding Grid** button.
Result: The system adds a new funding grid above the current funding grid and the new funding grid is an exact copy of the current one.
7. Enter the **Effective Date** for the new funding grid.
8. Make your changes to the funding rows. You can use the **[+]** and **[-]** buttons to add and delete rows if needed.
9. When you're finished making your changes, click the **Apply** button.
Note: The funding rows must equal 100% before you can move on to the next step. If they don't, you can click the **Save** button instead and return later to finish your changes. It's important to note that if you save the ePAR, it locks other users out of submitting a position funding ePAR for the positions you're working with.
10. Click the **Next** button.
11. Upload any relevant documents for the position funding changes.
Note: Indicate the position number on the document to help people who will review and approve the funding changes.
12. Click the **Submit** button.

Funding Vacant Positions

The Position Funding ePAR allows you to set up funding for vacant positions. Once you search for the position, you'll see VACANT in the Employee ID column. To move ahead, you'll need to click the slider beside the funding grid acknowledgement. When you get to the funding grid, you'll notice that the Budget Amount field is \$0, and you can't change the amount. You can only change the budget amount after someone has been hired into the position. You can, however, add funding sources and their distribution percentages

Selection	Employee ID	Name
1	No	VACANT

A Funding Grid does not currently exist for at least one of the positions shown. If you would like to create funding for one of those positions, select "Yes" to acknowledge you would like to create one.

No

Multi-Headcount Positions

The Position Funding ePAR also allows you to set up funding for positions with multiple incumbents. Once you search for the position, you'll see Multiple People in the Employee ID column.

When you get to the funding grid, you won't be able to change the budget amounts, but you'll be able to change the distribution percentages. This is because everyone in the position has the same funding sources and distributions, but their compensations may differ.

RNF Funds & Expected End Date

Some positions are paid by a stipend. For stipend-related positions with Regular-No FICA (RNF) funding rows, you'll see RNF in the Earnings Code column. You can add or remove RNF funds and the position funding ePAR will automatically update budget information and job data when necessary.

% Across Positions	Earnings Code	Budget Seq	Budget Amount
4.698		1	\$3438.278
8.056		1	\$5895.864
87.246	RNF	1	\$63851.858
100.000			\$73186.000

If you make a change to REG/RNF funding on a position, the system will update the Job Earnings Distribution for the position's incumbent. If the employee has an Expected End Date that is prior to the Effective Date of your funding change, the Position Funding ePAR will show an error message letting you know that the ePAR will not update Job Data correctly. You will need to update the Expected End Date for the employee before submitting the funding change.

The Position Incumbent's Expected End Date is Less Than the Effective Date of the Grid.
Change the date of the grid, or update job data before Submitting.

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OK