

Funding Form Edition

As of Wednesday 1-16-19, the Office of Human Resources has implemented a new process within the recruiting module of My Compass (ICIMS) to replace our old, problematic funding form that managers/proxies fill out during onboarding. Users will complete the information on the "Funding Information" tab during the requisition creation process instead of completing this information during the onboarding/post hire phase of the recruiting process. Once you fill out the requisition details, you will then fill out the job description page like normal and then it will prompt you to this new page:

The screenshot displays a web form divided into two main sections: "FUNDING ALLOCATION" and "FUND".

FUNDING ALLOCATION Section:

- Position Management Number:** A text input field.
- Is this position Externally Funded (grant, revenue contract, etc.)? ***: A dropdown menu with "-Select-" selected.
- External Funding Type ***: A large text area containing a blue link: [Add External Funding Type](#).
- Budgeted Salary:** A field with "USD \$" on the left, a currency dropdown set to "Yr.", and a text input field.
- What percentage of position is Externally Funded?:** A dropdown menu with "-Select-" selected.
- Attachment:** A note stating "If grant funded, attach Grant Award Letter (If multiple grants, please combine into one attachment)." followed by a "Choose File" button and the text "No file chosen".

FUND Section:

- Fund Information 1 - 9 (Click New to Enter a Fund) ***: A large empty text area with a "New" button to its right.
- Fund Information 10 - 18 (Click New to Enter a Fund)**: A second large empty text area with a "New" button to its right.

Some of the information that was previously gathered on the requisition details has been moved to this page along with the position funding information. One change that we made to this page was that the External Funding Type selection box is able to accept multiple answers as we understand that sometimes positions are funded by multiple external funding sources.

To fill out the funding information, hit the NEW button to the right of the Fund Information box and you will prompt this box:

The screenshot shows a web browser window with the address bar displaying <https://uams.icims.com/icims2/servlet/icims2?module=...>. The page title is "Create New Fund Information 1 - 9 (Click New to Ent...)". Below the title, there is an information icon and a message: "Changes will be saved when the 'Save' button in the main window is clicked." The form contains the following fields:

- Fund*: A dropdown menu with "-Select-" selected.
- Cost Center: A dropdown menu with "-Select-" selected.
- WBS Element: A text input field.
- Order Number: A text input field.
- % Percent*: A text input field.

At the bottom of the form, there are two buttons: "Cancel" (outlined in red) and "OK" (solid blue).

In the first Fund Information 1-9 box, you can enter up to 9 funding splits by continuing to hit new if you have an additional split. In the second Fund Information 10-18 box, you can also enter up to 9 different funding splits. Please remember that the total of those splits has to be 100% in order for SAP to accept this information. Specifically this is how a position will be funded on the 27 Cost Distribution screen in SAP if that's your language.

Once all of the information is entered in this page, it will prompt you to enter the required approvals like normal. Once the requisition has been created, you can refer back to this tab on the requisition under Funding Information.

For any requisitions that were created before today, please continue to fill out the former funding form. For any requisitions created after today, you will not be prompted to fill out the old funding form and will only fill out the funding information on the requisition details. If you hire someone that will have additional funding splits than was anticipated during the pre-hire process, please enter those funding splits in ESS post hire.

By making these changes, we hope to create a better and more efficient experience for our managers and their proxies. This information will also help the compensation and budget teams approve the requisitions and salaries in a more expedient fashion as well without having to come back and ask for as much additional information.

Thanks,

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