UND Budget Office

Instructions regarding how to fill out a Position Funding Form (PFF)

The following steps should be completed when filling out a PFF. A link to the PFF can be found on the Budget Office website at http://und.edu/finance-operations/budget/

- **Choose One** - Mark the type of employee for which the form is being completed.
- **Single or Pool** - Mark “Single Occupant” or “Pool Position”.
- **Effective Date** - Enter the effective date (pay periods begin on the 1st and 16th of the month; although in rare occasions start dates may differ).
- **Position #** - Enter position number (please contact Human Resources if position # is unknown).
- **Department #** - Enter department number to which employee is assigned.
- **Name** - Enter last name and first name. If it is a Pool position, you can enter “Pool” in the last name box. Send only one form for all employees in that position, if their funding will be the same.
- **Empl ID** - Enter the Empl ID; leave blank if Pool position.

**Funding Source:**

- **How to Look Up a Funding Source (Combo Code):** See instructions on Budget Office website: http://und.edu/finance-operations/budget/

- **How to Request a New Funding Source (Combo Code):** See instructions on Budget Office website: http://und.edu/finance-operations/budget/

- **Fund Code** – Enter 5 character value of fund number being used.
- **Department #** - Enter 4 character department number to which funding source belongs.
- **Department name** – Enter name of department to which funding source belongs.
- **Project/grant number (if applicable)** - Begins with UND and is 10 characters.
- **Program number (if applicable)** - Is 5 characters, the leading 0 is highlighted in gray; enter the last 4 digits. You cannot have both a project and program number.
- **Account** - All start with “51”, which is highlighted in gray; enter the last 4 digits from the list below. This will auto fill as a letter at the end of the Combo Code. Use the following chart to help choose the correct account:

<table>
<thead>
<tr>
<th>Character</th>
<th>Account</th>
<th>Account Description</th>
<th>Example Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>511002</td>
<td>Salaries - Regular - Benefitted</td>
<td>Regular benefitted staff</td>
</tr>
<tr>
<td>S</td>
<td>511005</td>
<td>Staff Overload</td>
<td>Exempt staff working &gt; 100% - Not for faculty overload</td>
</tr>
<tr>
<td>O</td>
<td>512005</td>
<td>Salary - Other</td>
<td>Students only</td>
</tr>
<tr>
<td>T</td>
<td>513005</td>
<td>Temporary - Salaries - Non-Benefitted</td>
<td>Temporary employees, non-students, employee awards, other staff pay</td>
</tr>
<tr>
<td>V</td>
<td>514005</td>
<td>Overtime</td>
<td>Non-exempt staff overtime</td>
</tr>
<tr>
<td>F</td>
<td>515005</td>
<td>Salaries - Faculty</td>
<td>FT/PT faculty - scientist/specialist, resident medical school stipends, post doctoral pay, department chair supplement, other faculty payments</td>
</tr>
<tr>
<td>P</td>
<td>515010</td>
<td>Faculty Overload</td>
<td>Faculty working/teaching &gt; 100%</td>
</tr>
<tr>
<td>G</td>
<td>517005</td>
<td>Salaries - Graduate Assistants</td>
<td>GRA, GSA and GTA</td>
</tr>
</tbody>
</table>
• **Combo Code** – Auto-filled based on information entered in preceding row. All Combo Codes must start with a “U” and end with a letter. Please check for accuracy.

• **% of Distribution** - Enter the percentage for each fund. Percentages must equal 100%. *You can enter the % with up three decimal places.* Repeat for as many Funding Sources as needed. In rare instances, a dollar amount may be used (please contact the Budget Office for guidance).

• At the bottom of the form **make sure** to check the boxes to indicate “Permanent” or “Temporary” change and “Replace All Funding Sources” or “Add Funding Source”.
  - A **Temporary** change is one that *will not* be carried over to the next FY Budget Module.
  - A **Permanent** change is one that *will* be carried over to the next FY Budget Module.

• Note any pertinent information in the “Additional Information” box. Ex: If we are to delete some or all other funding sources, if you need to add work-study to a position, etc.

• Be sure to enter the department contact person and phone number. This should be the person who filled out the form or who should be contacted with questions.

• At least two departmental signatures are required. Please note that VP/College/Department requirements may differ/require additional signatures.

• If you are sending more than one sheet for one position #, please indicate the number of pages at the bottom. Ex: 1 of 1, 1 of 2, 2 of 2, etc.

When a PFF is not needed:
• If not changing position numbers, but changing from work-study to institutional or vice versa, you do not need to send a PFF (as long as the base funding source(s) and the H14 work-study funding are set up on the position).

• If you have verified that funding sources are accurate in the Department Budget Table, when filling out a Job Data Hire form, a PFF is not needed.