TLAB Default Funding Box on the Timesheet Screen

NOTE: When in the Timesheet screen, please be aware that the default funding presented is the ***current*** default funding for that employee, which may or may not be the same as the default funding for the time period for which you are entering or reviewing hours.

Care should be taken to confirm whether or not the default funding that is presented on the screen is indeed the default funding that will be used for the pay period being processed/reviewed.

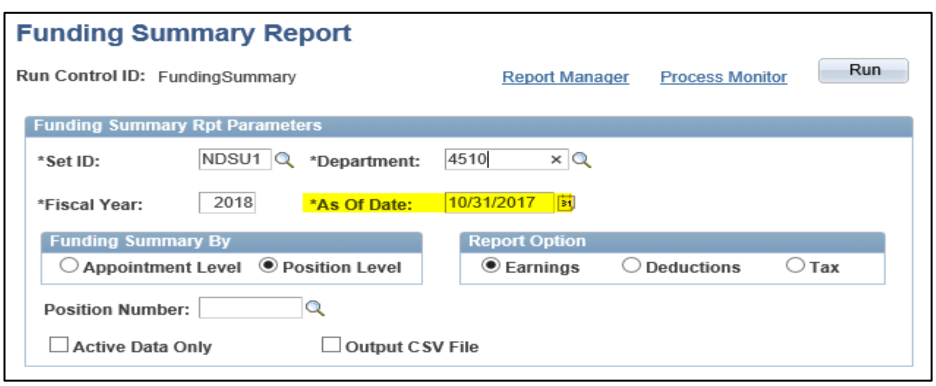
Because the default funding box displays the *most current funding*, there is a possibility that in some limited instances the default funding being displayed will not correspond to the default funding that the system will actually use for the time period being entered or reviewed.

As far as we know, this should only be an issue when **1)** employees are moved from position to position and the default funding on the positions are different, or **2)** when the default funding is changed on a position. As departments initiate such changes, notations should be made to pay special attention to those employees and/or positions which have recently had changes processed.

RESOURCES

Position Default

If you would like to confirm the default funding on positions, the **Funding Summary Report** has an "as of date" field that should be useful. Detailed instructions to run this report can be found on the Budget Office web page, under Resources and Job Aids https://www.ndsu.edu/budget/reportsandresources/.



Employee Position

If you would like to confirm the position that an employee is in on a given date, you can inquire to his/her **job data**. The HRMS User's Guide on the PeopleSoft web page https://www.ndsu.edu/peoplesoft/hrms_guide/ gives detailed instructions on navigating to and using Job Data.

EXAMPLE

Timeslip employee Jane Doe is in student pool position #00022222 which defaults to funding source **S1835226100**. The department submits a 101 form to move this employee to position #00055555, which defaults to funding source **S3092226100**, effective 11.01.17, and HR/PR processes this form on 10.27.17.

When the department admin goes in to TLAB *any time after the change was processed on 10.27.17* to enter or approve hours for 10.16.17 – 10.31.17, the *most current* default funding **S3092226100** will show for this employee, even though for ppe 10.31.17 the employee is still associated with position #00022222 which defaults to **S1835226100**.

Default Funding — Personalize | Find | First 1-3 of 3 Last

	Earnings Code	Combination Code	Budget Amount	Percent of Distribution
1		S3092226100		100.000
2	H14	S3092226100		25.000
3	H14	S472002834FAR0028045O		75.000