

## **Teamworks for Fund Changes Validation Rules**

### **UMS**

1. The user must enter a state position number for the employee.
2. The funding distribution must equal 100%
3. The user must select a Home Center.
4. There cannot be more than one funding line with the same UDAK.
5. The Creator of the PEAR must have a phone number.

### **TeamWorks**

1. **Bridge Funds** indicator –
  - a. Must be set to “Y” when the Fund Change is a Research Grant Position (the Earnings Account is 50133 or 50134) and not all projects begin with "8" or "69".
  - b. If the first two digits of the reporting number of the UDAK is between 10 and 14, the funds can not be used for bridge funding.
2. **Active Employee** - The employee is a valid active employee at the effective date
3. **Correct Position** - Validate that the position is valid and active on the effective date and that the employee is assigned to that position on that date.
4. **PEAR Officer** - Validate that the Pear Officer is authorized to enter Fund Changes for the UDAKs used in the transaction.
5. **Grant Justification** – must be present when the transaction is a retro (See retro definition later in this document.)
  - a. Grants Justification Notes - Must be present when the Grants Justification Reason is Other or the effective date is 60 days or more before the Fund Change contact\_created\_date and any project begins with an 8 or 69.
6. **UDAK** - Verify that the UDAK combination is valid and that Encumbrance Date must fall within an active budget period. Validation also applies to Home Center. UMS inserts the effective date of the PEAR as the encumbrance date for the Home Center.

### **Determine if Fund Change is Retro**

- If the effective date is prior to the 1st day of the current pay period for the pay group and the process date is after the date of the current payroll final for that pay group, the fund change is a retro and needs a journal entry.

### **Determine if the Fund Change is a Mid Pay Period Change**

- If the Effective Date is in the employee’s current or future pay period but is not the first day of the pay period, this is a mid pay period change. TeamWorks should hold the transaction until after the pay period processes and then treat it as a retro.