
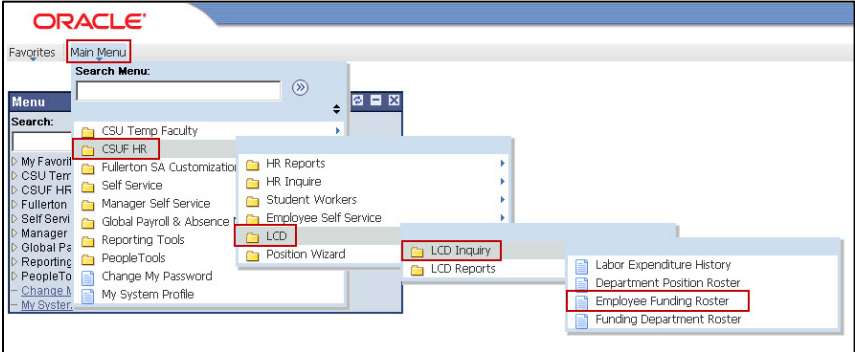



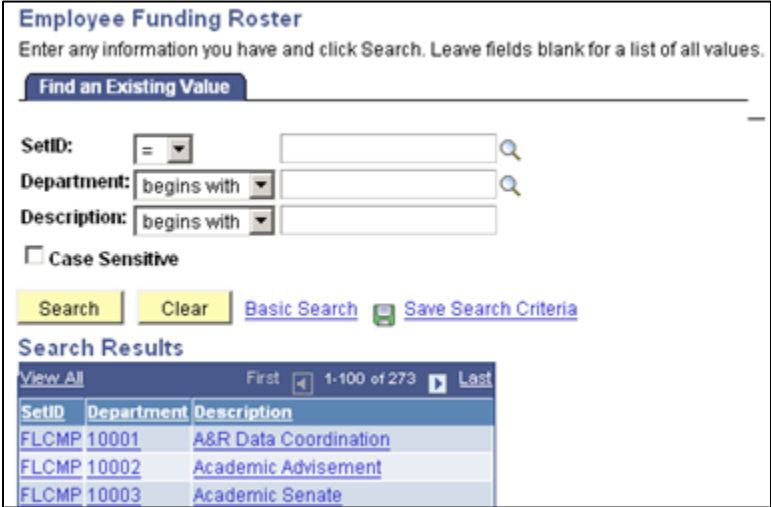


To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

The **LCD Employee Funding Roster** allows identified users to view positions that are funded from their department based upon a ChartField string. Access to this roster and specific CMS departments is defined by the user's security access.

**Frequency:** Ad hoc

Processing Steps	Screen Shots
<p><b>Step 1:</b> Navigate to the correct page: <a href="#">Main Menu &gt; CSUF HR &gt; LCD &gt; LCD Inquiry &gt; Employee Funding Roster</a></p> <p> You may navigate to the appropriate link using the menu list on the left or the menu navigation at the top of the page.</p>	
<p><b>Step 2:</b> Once you have selected Employee Funding Roster search page will appear. Click the <b>Search</b> button to display your job roster(s).</p> <p>If you have access to only one department, your roster will display.</p>	

Processing Steps	Screen Shots												
<p><b>Step 2a:</b> If you have security access to multiple departments/rosters you will be required to choose which department roster's you want displayed.</p>	 <p>The screenshot displays the 'Employee Funding Roster' search interface. At the top, it prompts the user to enter information and click 'Search'. Below this is a 'Find an Existing Value' section with three search criteria: 'SetID' (set to '='), 'Department' (set to 'begins with'), and 'Description' (set to 'begins with'). There is a 'Case Sensitive' checkbox which is unchecked. Action buttons include 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section shows a table with 273 items, displaying the first three: FLCMP 10001 (A&amp;R Data Coordination), FLCMP 10002 (Academic Advisement), and FLCMP 10003 (Academic Senate).</p> <table border="1" data-bbox="581 638 1060 779"><thead><tr><th>SetID</th><th>Department</th><th>Description</th></tr></thead><tbody><tr><td>FLCMP 10001</td><td></td><td>A&amp;R Data Coordination</td></tr><tr><td>FLCMP 10002</td><td></td><td>Academic Advisement</td></tr><tr><td>FLCMP 10003</td><td></td><td>Academic Senate</td></tr></tbody></table>	SetID	Department	Description	FLCMP 10001		A&R Data Coordination	FLCMP 10002		Academic Advisement	FLCMP 10003		Academic Senate
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**Department 10057 - CMS**

The Employee Funding Roster identifies active employees that report to a department, and how they are funded.

Customize   Find   View All   First 1-25 of 30 Last									
	Name	Funding	EmplID	Empl Rcd Nbr	Position Number	Job Code	Job Code Description	Budget Level	Pool ID
1	Apple, James	Funding	899981344	0	00027135	1035	Admin Support Coord 12 Mo	Posn Pool	G01
2	Bobby, Megan	Funding	899804587	12	00025059	1874	Brdg Student Assistant	Posn Pool	G01
3	Carson, Larry	Funding	800744344	2	00026763	1035	Admin Support Coord 12 Mo	Posn Pool	G01

The following table lists PeopleSoft/CMS field names and their definitions used for the LCD Employee Funding Roster.

Field	Definition
Name	Displays the employee name as Last,First Middle Initial.
EmplID	Campus Wide ID (CWID) number for the employee.
Empl Rcd #	Employment record number. Employment Record Numbers uniquely identify job records in the event an employee holds two or more jobs concurrently. Each additional job held concurrently with the initial job is assigned the next sequential employment record number.
CMS Position Number	CMS position that an employee occupies within a specific department. Unlike the SCO position number, the CMS position number has no meaning behind it. It is a randomly generated eight digit number that has data elements attached to it which define an appointment for a person.
Job Code	Job classification of the employee.
Reports To Department	Department the employee reports to.
Job Code Description	Title of the employee's job classification.
Combination Code	Identifies what department, fund, and account a position is being funded from. It replaces the SCO position number to identify funding.
Percent of Distribution	Percentage of a person's FTE and what combo code(s) are funding that position.
Position Pool ID	Used to identify a group of positions with a funding source.
ChartFields	Identifies the funding of this position. It is composed of: Account, Fund, Department, Program, Class, and Project (where applicable).
Chartfield Description	Individual components of the ChartField string.

Processing Steps	Screen Shots																																			
<p><b>Step 3:</b> To review funding information for an employee, click <b>Funding</b>.</p>	<div data-bbox="570 273 1421 556"> <p>Department 10057 - CMS</p> <p>The Employee Funding Roster identifies active employees that report to a department, and how they are funded.</p> <table border="1"> <thead> <tr> <th colspan="7">Customize   Find   View All</th> </tr> <tr> <th>Name</th> <th>Funding</th> <th>EmpID</th> <th>Empl Rcd Hbr</th> <th>Position Number</th> <th>Job Code</th> <th>Job Code Description</th> </tr> </thead> <tbody> <tr> <td>1 Apple, James</td> <td><b>Funding</b></td> <td>899981344</td> <td>0</td> <td>00027135</td> <td>1035</td> <td>Admin Support Co Mo</td> </tr> <tr> <td>2 Bobby, Megan</td> <td>Funding</td> <td>899804587</td> <td>12</td> <td>00025059</td> <td>1874</td> <td>Brdg Student Assi</td> </tr> <tr> <td>3 Carson, Larry</td> <td>Funding</td> <td>800744344</td> <td>2</td> <td>00026763</td> <td>1035</td> <td>Admin Support Co Mo</td> </tr> </tbody> </table> </div>	Customize   Find   View All							Name	Funding	EmpID	Empl Rcd Hbr	Position Number	Job Code	Job Code Description	1 Apple, James	<b>Funding</b>	899981344	0	00027135	1035	Admin Support Co Mo	2 Bobby, Megan	Funding	899804587	12	00025059	1874	Brdg Student Assi	3 Carson, Larry	Funding	800744344	2	00026763	1035	Admin Support Co Mo
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<p><b>Step 3a:</b> Funding information for the specific employee is displayed.</p>	<div data-bbox="570 646 1388 1533"> <h3>LCD Funding Distribution</h3> <p><b>Position Summary</b></p> <p>Department: 10057 CMS</p> <p>Position Number: 00027135 Fiscal Year: 2007</p> <p>Position Title: Admin Support Coord 12 Mo</p> <p>Budget Level: Position Pool</p> <p>Pool ID: G01 Dept General Fund</p> <hr/> <p><b>Chartfields</b> Find First 1 of 1 Last</p> <p>DeptID Charged: 10057 CMS</p> <p>Fund: THEFD CSU Operating Fund</p> <p>Class:</p> <p>Project:</p> <p>GL Account: 601300 Support Staff Salaries</p> <p>Combination Code: 10057-G--601300</p> <p>Distrib %: 100.000</p> <p><a href="#">Return to Employee Funding Roster</a></p> </div>																																			