



To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

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

<p>Step 1: Navigate to the correct page:</p> <p>Menu > CSUF HR > LCD > Employee Funding Roster</p> <p>Note: You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>													
<p>Step 2: Once you have selected Employee Funding Roster search page will appear. Click the Search button to display your job roster(s).</p> <p>If you have access to only one department, your roster will display.</p>	<p>Employee Funding Roster Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>SetID: [dropdown] [input] [magnifying glass] Department: [dropdown: begins with] [input] [magnifying glass] Description: [dropdown: begins with] [input]</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search [highlighted in red] Clear Basic Search Save Search Criteria</p>												
<p>Note: If you have security access to multiple departments/rosters you will be required to choose which department roster's you want displayed.</p>	<p>Employee Funding Roster Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>SetID: [dropdown] [input] [magnifying glass] Department: [dropdown: begins with] [input] [magnifying glass] Description: [dropdown: begins with] [input]</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-100 of 273 Last</p> <table border="1"> <thead> <tr> <th>SetID</th> <th>Department</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>FLCMP</td> <td>10001</td> <td>A&R Data Coordination</td> </tr> <tr> <td>FLCMP</td> <td>10002</td> <td>Academic Advisement</td> </tr> <tr> <td>FLCMP</td> <td>10003</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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The Employee Funding Roster displays:

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 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.



<p>Step 3:</p> <p>To review funding information for an employee click Funding.</p>	<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" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th colspan="8" style="text-align: right; font-size: small;">Customize Find View All</th> </tr> <tr style="background-color: #4F81BD; color: white;"> <th></th> <th>Name</th> <th>Funding</th> <th>EmplID</th> <th>Empl Rcd Nbr</th> <th>Position Number</th> <th>Job Code</th> <th>Job Code Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Apple, James</td> <td style="border: 2px solid red;">Funding</td> <td>899981344</td> <td>0</td> <td>00027135</td> <td>1035</td> <td>Admin Support Co Mo</td> </tr> <tr> <td>2</td> <td>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</td> <td>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>	Customize Find View All									Name	Funding	EmplID	Empl Rcd Nbr	Position Number	Job Code	Job Code Description	1	Apple, James	Funding	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>Step 3a:</p> <p>Funding information for the specific employee is displayed.</p>	<h3 style="margin: 0;">LCD Funding Distribution</h3> <div style="border: 1px solid #4F81BD; background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <p>Position Summary</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> </div> <div style="border: 1px solid #4F81BD; background-color: #f0f0f0; padding: 5px;"> <p>Chartfields 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>Distrb % 100.000</p> <p style="text-align: center;">Return to Employee Funding Roster</p> </div>																																								