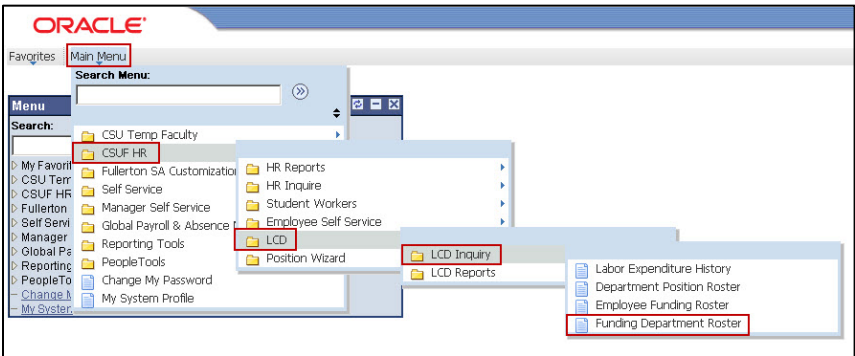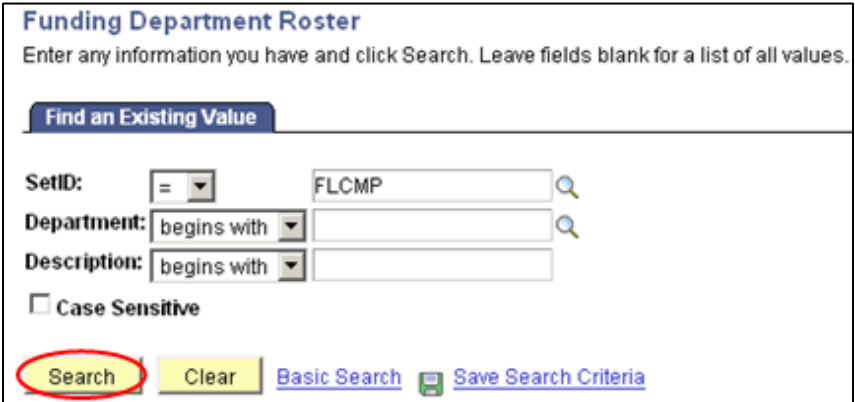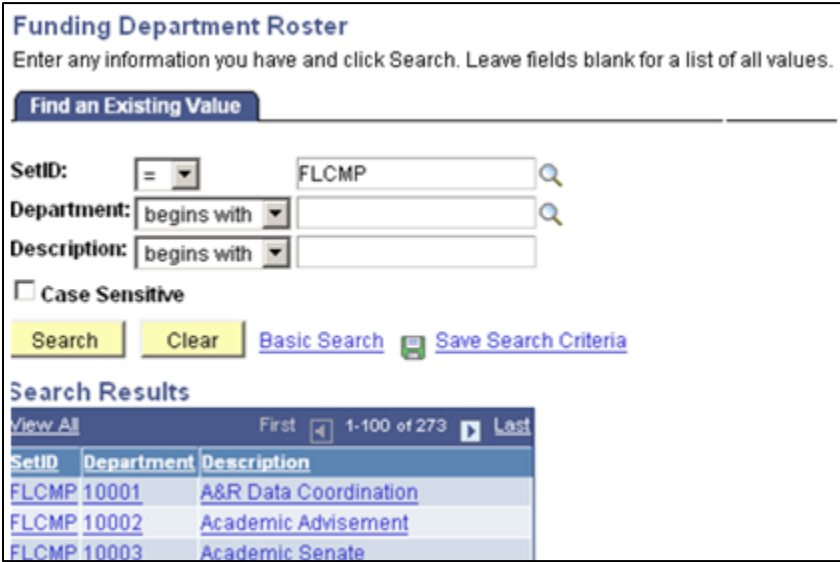To view online tutorial, visit: http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp

The **LCD Department Funding Roster** allows employees to view which positions are being funded from their department based upon a ChartField string. Access to this roster and specific CMS departments is defined by an individual's security access.

Frequency: Ad hoc

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

Processing Steps	Screen Shots
<u>Step 2a:</u> If you have security access to multiple departments/rosters you will be required to choose which department roster's you want displayed.	**Funding Department Roster** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** SetID: = ▾ FLCMP 🔍 Department: begins with ▾ 🔍 Description: begins with ▾ ☐ Case Sensitive [Search] [Clear] Basic Search 💾 Save Search Criteria **Search Results** View All First ◄ 1-100 of 273 ► Last **SetID	Department	Description** FLCMP 10001 A&R Data Coordination FLCMP 10002 Academic Advisement FLCMP 10003 Academic Senate

Department 10057 - CMS

The Funding Department Roster identifies active employees that are funded by a given Department Chartfield.

	Name	Funding	EmplID	Empl Rcd Nbr	Position Number	Job Code	Job Code Description	Reports to Department	Budget Level	Pool ID
1	Brady, Jenn	Funding	899981344	0	00027135	1035	Admin Support Coord 12 Mo	10057	Posn Pool	G01
2	Cartier, Mary	Funding	899804587	12	00025059	1874	Brdg Student Assistant	10057	Posn Pool	G01
3	Eckelberger, Jim	Funding	800744344	2	00026763	1035	Admin Support Coord 12 Mo	10057	Posn Pool	G01

Customize | Find | View All | First 1-25 of 30 Last

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

Field:	Definition:
Name	This field displays the employee name as Last,First Middle Initial.
EmplID	This is the Campus Wide ID (CWID) number for the employee.
Empl Rcd #	This field contains the 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	This field identifies the 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	This field Identifies the job classification of the employee.
Reports To Department	This field identifies what department the employee reports to.
Job Code Description	This field identifies the title of the employee's job classification.
Combination Code	This field identifies what department, fund, and account a position is being funded from. It replaces the SCO position number to identify funding.
Percent of Distribution	This field identifies the percentage of a person's FTE and what combo code(s) are funding that position.
Position Pool ID	The Position Pool ID is used to identify a group of positions with a funding source.
Chartfields	This field identifies the funding of this position. It is composed of: Account, Fund, Department, Program, Class, and Project (where applicable).
Chartfield Description	This field identifies the individual components of the chartfield string.

Processing Steps	Screen Shots
Step 3: To review funding information for an employee click **Funding**.	Department 10057 - CMS The Funding Department Roster identifies active employees that are funded by a given Department Chartfield. Customize | Find | View All | |	Name	Funding	EmpID	Empl Rcd Nbr	Position Number	Job Code	Job Code Description	Report Depart
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1	Brady, Jenn	Funding	899981344	0	00027135	1035	Admin Support Coord 12 Mo	10057
2	Cartier, Mary	Funding	899804587	12	00025059	1874	Brdg Student Assistant	10057
3	Eckelberger, Jim	Funding	800744344	2	00026763	1035	Admin Support Coord 12 Mo	10057	
Step 3a: Funding information for the specific employee is displayed.	**LCD Funding Distribution** **Position Summary** **Department:** 10057 CMS **Position Number** 00027135 **Fiscal Year** 2007 **Position Title** Admin Support Coord 12 Mo **Budget Level** Position Pool **Pool ID** G01 Dept General Fund **Chartfields** Find First ◄ 1 of 1 ► Last **DeptID Charged** 10057 CMS **Fund** THEFD CSU Operating Fund **Class** **Project** **GL Account** 601300 Support Staff Salaries **Combination Code** 10057-G- - -601300 **Distrb %** 100.000 Return to Funding Department Roster