Overriding Funding Sources on Timesheets

Funding sources, or distributions, are defined within the Payroll Accounting module in HRMS. The distribution definition is used when processing timesheets for employees. Occasionally, the funding source needs to be modified for the specific payroll period. Employees, supervisors, and unit time administrators are able to override the funding source and identify a new source for the single payroll period. This job aid explains the steps to overriding and splitting payroll expenses on a timesheet.

⚠️ Is funding source changing permanently or only for the current biweekly pay period? If this is a permanent change, modify distribution entry instead.

1. In the Taskgroup field, select “PA_OVRRIDE” for the pay period entries to display additional fields.

2. Search for the combination code by clicking <ChartFields>.
   Note: This search allows for viewing the combination code and ChartField string together ensuring data integrity.
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3. Search by entering data into the Combination Code field or the ChartField Detail section then click <Search>.

4. Review the combination code values and the ChartField string values. Verify the accuracy of the combination code, then click <Select>. The combination code will automatically be filled into the Combination Code field on the timesheet.

5. Add multiple rows to separate days and hours for each combination code on the timesheet by clicking the plus icon.