This document serves as a quick reference for UW-Madison HRS users to set up funding for summer service and summer session appointments.

Job Data must be accurately established for summer appointments in order for funding and applicable encumbrances to post correctly for these appointments. After appointment data is entered into JEMS and imported by HRS, please log into HRS and verify that the Job Data updated correctly in HRS before entering funding for summer appointments.

**HRS Navigation to Job Data:** Workforce Administration -> Job Information -> Job Data. Enter Employee ID, then Search.

### Step 1: Verify That Two (or More) Employee Job Records Exist

1. A **C-Basis Job** must exist. C-Basis Job will be on Short Work Break during summer.

2. A **V-Basis Job** (summer service) or **S-Basis Job** (summer session) or both for Summer 2012 must have been created and be active in a distinct Empl. Record.

### Step 2: Verify Summer 2012 S-Basis or V-Basis Job Data Entries

**Work Location Tab:**
- Job is Current or Future.
- Effective Date is correct and no earlier than 5/28/2012.
- Expected Job End Date is correct.
- HR and Payroll Status are both Active.
- Note the Department ID, which will be used to enter funding. 

**Job Information Tab:**
- Encumbrance Override Box is NOT Checked for summer service positions
- Verify FTE Status is either:
  - **Option 1:** Calculate FTE with actual %; -or-
  - **Option 2:** Additional Pay (rarely used) with FTE=0.01

**Payroll Tab:**
- Make sure that Pay Group field indicator begins with either “V” for summer service or “S” for summer session.

**Compensation Tab:**
- “Top “ Freq should be marked as “9M”
- Rate Code should be NAANNL and “Bottom” Freq should be A

**UW Custom Tab:**
- Verify that Continuity field is set at 02A;
- Encumbrance is set at FY for V-Basis only; **blank** for S-Basis.
- Note: Summer Session salary is not encumbered.

If any of the above data needs to be corrected, contact your division/department HR representative to make corrections. Do not enter funding before data is corrected.
### Step 3: Enter Summer Funding (After 2012-2013 Edits Available)

<table>
<thead>
<tr>
<th>Summer Service (V-Basis) Jobs:</th>
<th>Summer Session (S-Basis) Jobs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Recommended that funding be manually entered for FY2012 and FY2013.</td>
<td>• Recommended that funding be manually entered for FY2012 and FY2013.</td>
</tr>
<tr>
<td>• Payroll is posted to current fiscal year in effect (2012 and/or 2013).</td>
<td>• Payroll is posted entirely to new fiscal year (FY2013).</td>
</tr>
</tbody>
</table>

**HRS Navigation for Funding Entry:** Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Budget Funding Data Entry.

**Search Criteria (Find An Existing Value Tab):**
- Department = Dept. ID from the Work Location tab from Job Data noted on page 1. They MUST match;
- Fiscal Year = 2012;
- Budget Level = Appointment;
- Empl ID = Employee ID;
- Empl Rcd Nbr = is the Empl Record Number for summer appointment.

If funding exists from last summer for fiscal year 2012, it is recommended that funding be updated. Display and update existing appointment level funding for fiscal year 2012 as follows:
- After the funding screen opens, click the “+” symbol to Add a New Row;
- Effective Date = job effective date;
- Enter the funding in the funding distribution, including % distribution;
- Click Save when done.

If no funding exists from last summer, click the “Add a New Value” tab. In funding entry screen, enter
- Effective Date = job effective date;
- Enter funding in the funding distribution, including % distribution;
- Click Save when done.

If July Summer Payroll Funding is changed from June’s funding, create a 2nd FY2012 Funding Record with new funding using the following steps:

**Search Criteria (see above):**
- After the funding data entry screen opens, click the “+” symbol to Add a New Row;
- Effective Date = 6/25/2012 for summer session, 6/28/2012 for summer service;
- Enter the new funding in the funding distribution, including % distribution;
- Click Save when done.

Entering Fiscal Year 2013 funding – need to do this for all summer appointments:
- Click the “Add a New Value” tab;
- Department = Department ID from the Work Location tab from Job Data noted on page 1. They MUST match, otherwise the salary will NOT be paid to the funding you enter here;
- Fiscal Year = 2013;
- Empl ID = Employee ID;
- Budget Level = Appointment;
- Empl Rcd Nbr = is the Empl Record Number for summer appointment;

After the funding data entry screen opens, enter:
- Effective Date = 7/1/2012;
- Enter funding lines, including % distribution;
- Click Save when done.
Best Practices To Ensure Correct Funding/Encumbrances for Summer Appointments

- Do not enter funding until 2012-2013 edits are in place.
- The C-Basis appointment must first be entered before summer appointments are established on a separate employee record.
- The C-Basis appointment will be on short work break during the summer. Do not use C-Basis appointments for summer employment.
- Refer to Summer Payroll Calendar below for specific pay begin/end dates.

UW Madison Summer 2012 Calendars

<table>
<thead>
<tr>
<th>Pay Run ID</th>
<th>Pay Group</th>
<th>Period Begin Date</th>
<th>Period End Date</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012UNC06</td>
<td>ARG A-basis</td>
<td>06/01/2012</td>
<td>06/30/2012</td>
<td>06/29/2012</td>
</tr>
<tr>
<td></td>
<td>MSN Summer Session</td>
<td>05/28/2012</td>
<td>06/24/2012</td>
<td>06/29/2012</td>
</tr>
<tr>
<td>2012UNC07</td>
<td>ARG A-basis</td>
<td>07/01/2012</td>
<td>07/31/2012</td>
<td>08/01/2012</td>
</tr>
<tr>
<td></td>
<td>MSN Summer Session</td>
<td>06/25/2012</td>
<td>07/22/2012</td>
<td>08/01/2012</td>
</tr>
<tr>
<td>2012UNC08</td>
<td>ARG A-basis</td>
<td>08/01/2012</td>
<td>08/31/2012</td>
<td>08/31/2012</td>
</tr>
<tr>
<td></td>
<td>MSN Summer Session</td>
<td>07/23/2012</td>
<td>08/19/2012</td>
<td>08/31/2012</td>
</tr>
<tr>
<td>2012BW08B</td>
<td>MSN Summer Session</td>
<td>08/20/2012</td>
<td>09/16/2012</td>
<td>09/06/2012</td>
</tr>
</tbody>
</table>

Glossary:

Pay Basis - (Ex. C-Basis) The classification in HRS that describes how the job is set-up. Pay Bases are usually determined by either pay schedule or academic session. Values include: H-Basis (Hourly), A-Basis (Monthly), C-Basis (Academic), S-Basis (Summer Session), and V-Basis (Summer Service). The correct assignment of Pay Basis is critical to HRS payroll and financial processing.

Summer Service (V-Basis) - Appointments for research and administration are encumbered, paid and reported in fiscal year earned.

Summer Session (S-Basis) - Appointments for teaching are not encumbered and are paid in the fiscal year earned, but charged entirely to the new fiscal year (i.e. FY2013).

More detailed instructions will be made available on the Accounting Services website.