

UND Budget Office

Instructions regarding how to fill out a Position Funding Form (PFF)

The following steps should be completed when filling out a PFF. A link to the PFF can be found on the Budget Office website at <http://und.edu/finance-operations/budget/>

- **Choose One** - Mark the type of employee for which the form is being completed.
- **Single or Pool** - Mark “Single Occupant” or “Pool Position”.
- **Effective Date** - Enter the effective date (pay periods begin on the 1st and 16th of the month).
- **Position #** - Enter position number (please contact Human Resources if position # is unknown).
- **Department #** - Enter department number to which position number is assigned.
- **Name** - Enter last name and first name. If it is a Pool position, you can enter “Pool” in the last name box. Send only one form for all employees in that position, if their funding will be the same.
- **Empl ID** - Enter the Empl ID; leave blank if Pool position.

Funding Source:

- **How to Look Up a Funding Source (Combo Code):** See instructions on Budget Office website: <http://und.edu/finance-operations/budget/>
- **How to Request a New Funding Source (Combo Code):** See instructions on Budget Office website: <http://und.edu/finance-operations/budget/>
- **Fund Code** – Enter 5 character value of fund number being used.
- **Department #** - Enter 4 character department number to which funding source belongs.
- **Department name** – Enter name of department to which funding source belongs.
- **Project/grant number (if applicable)** - Begins with UND and is 10 characters.
- **Program number (if applicable)** - Is 5 characters, the leading 0 is highlighted in gray; enter the last 4 digits. *You cannot have both a project and program number.*
- **Account** - All start with “51”, which is highlighted in gray; enter the last 4 digits from the list below. This will auto fill as a letter at the end of the Combo Code. Use the following chart to help choose the correct account:

Character	Account	Account Description	Example Employees
R	511002	Salaries - Regular - Benefitted	Regular benefitted staff
S	511005	Staff Overload	Exempt staff working > 100% - Not for faculty overload
O	512005	Salary - Other	Students only
T	513005	Temporary - Salaries - Non-Benefitted	Temporary employees, non-students, employee awards, other staff pay
V	514005	Overtime	Non-exempt staff overtime
F	515005	Salaries - Faculty	FT/PT faculty - scientist/specialist, resident medical school stipends, post doctoral pay, department chair supplement, other faculty payments
P	515010	Faculty Overload	Faculty working/teaching > 100%
G	517005	Salaries - Graduate Assistants	GRA, GSA and GTA

- **Combo Code** – Auto-filled based on information entered in preceding row. All Combo Codes must start with a “U” and end with a letter. Please check for accuracy.
- **% of Distribution** - Enter the percentage for each fund. Percentages must equal 100%. *You can enter the % with up three decimal places.* Repeat for as many Funding Sources as needed. In rare instances, a dollar amount may be used (please contact the Budget Office for guidance).
- At the bottom of the form **make sure** to check the boxes to indicate “**Permanent**” or “**Temporary**” change and “**Replace All Funding Sources**” or “**Add Funding Source**”.
 - A **Temporary** change is one that *will not* be carried over to the next FY Budget Module.
 - A **Permanent** change is one that *will* be carried over to the next FY Budget Module.
- Note any pertinent information in the “Additional Information” box. Ex: If we are to delete some or all other funding sources, if you need to add work-study to a position, etc.
- Be sure to enter the department contact person and phone number. This should be the person who filled out the form or who should be contacted with questions.
- At least two departmental signatures are required. Please note that VP/College/Department requirements may differ/require additional signatures.
- If you are sending more than one sheet for one position #, please indicate the number of pages at the bottom. Ex: 1 of 1, 1 of 2, 2 of 2, etc.

When a PFF is not needed:

- If not changing position numbers, but changing from work-study to institutional or vice versa, you do not need to send a PFF (as long as the base funding source(s) and the H14 work-study funding are set up on the position).
- If you have verified that funding sources are accurate in the Department Budget Table, when filling out a Job Data Hire form, a PFF is not needed.