

Project Funding and Fringe Allocation



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The following describes position funding (default funding), timesheet entries and combination codes for those agencies using Project Costing in Financials.

Each position within the HRMS application is required to have a funding source or combination code (combo code) linked to it. For many positions, multiple funding sources may be identified based on a percentage allocation. The combo code(s) that are chosen for a position are loaded into the system (Department Budget Table) and serve as the default funding source for all payroll costs, including all related fringe costs, unless a different combo code (override) is specifically selected when time is entered on the timesheet. If no override combo code is entered on the timesheet, the labor costs will follow the default funding source linked to the position along with all related fringe costs.

This is important to consider when utilizing Projects related combo codes on the timesheet. It is clear that all time *actually* worked may be coded to a Projects combo code. However, time *not worked* like vacation, sick, personal leave, and compensatory time used (accrued time used) may be more appropriately linked to the default funding source tied to the employee's position rather than a Projects combo code. Each agency participating in Project Costing should determine the appropriate funding source for time *not worked* like vacation, sick, etc. and communicate this information to all users who enter and approve time.

For example, if an employee enters time on the timesheet, charging 8 hours of REG (time worked) to Friday, Monday, Tuesday and Wednesday with an **override** Projects combo code for each and charges 8 hours of SIC (sick time – time not worked) for Thursday without entering a combo code, Thursday's earnings and fringe related costs will be tied to the default funding source on position. All other earnings and fringe will be charged in accordance with the override Projects combo code entered on the timesheet. Conversely, if this employee also charges the 8 hours of SIC for Thursday to a Projects combo code, all earnings (REG and SIC) and related fringe costs will be charged to the Projects combo code.

Please note, for those circumstances where an employee's **default** funding source on position is tied to a Projects Combo Code(s), any time charged on the timesheet to vacation, sick, personal leave, or compensatory time used would require that employee to enter a non-Projects combo code on the timesheet in order to ensure that these earnings and fringe do not get charged to the Project.

Agencies must ensure that only the time that is billable is charged to project funding either through the default funding method or override method. Employees charging time must be aware of the correct non-project funding sources to use in instances where the default source is projects and an override is necessary to prevent charging time that is not billable.