From the Main Menu, Click the **Set Up HCM** link.

Click on the **Commitment Accounting** link under the Product Related folder.
Click the Department Budget Table USA link under the Budget Information folder.

On the Department Budget Table USA panel, click Add a New Value.
Complete the following fields:

**Department**: Should be the department # that the job is in

**Fiscal Year**: four digit current fiscal year

**Budget Level**: Appointment

**Empl ID**: Enter in the 9 digit employee ID for the employee

**Empl Record #**: Enter in the record # that will be charged to a different account

Click **Add**.
Creating an College Work Student Appointment Level Budget

Click on the Dept Budget Earnings tab.

Change the Effective Date to the start date of the job. Please remember this also must be the first Sunday of a pay period or it will not charge correctly.

Change the status field to Active.
Under the Earning Distribution:

- Enter a ‘1’ in the Sequence Number field; this will open up the distribution field
- Click on the Chartfield Details link to search for the CFS to charge

On this panel, enter in 560 in the Fund Code field, and then click Search.
Only one CFS should appear. Click the **Select** button next to it.

The CFS will populate the fields. Click the **OK** button.
In the Distribution % field, enter in 75 for the CWS account.

To add in the CFS to charge the remaining 25%, click the plus (+) button to the right under Earnings Distribution.

- Enter a ‘1’ in the Sequence Number field as was done for the CWS account
- Click on the Chartfield Details link to search for the CFS to charge the 25% the department is responsible for.
Creating an College Work Student Appointment Level Budget

On this panel, enter in the **Fund Code** and the **Department ID** only, and then click **Search**

Click the **Select** button next to the CFS to be charged the 25% department portion.
Creating an College Work Student Appointment Level Budget

The CFS will populate the fields. Please double check the CFS is the correct one to charge, then click **OK**.

In the **Distribution %** field, enter in the amount to charge the CFS.

If it is not 25% and another CFS needs to be added, please click on the plus (+) button on the bottom right and repeat the earning distribution steps.

Once all rows are added, click **Save**.
Creating an College Work Student Appointment Level Budget

For CWS appointment level budgets, the Dept Budget Deductions and Dept Budget Taxes tabs cannot have the CWS account charged and must only show 100% charged to the department account.

To make this adjustment, click on the Dept Budget Deductions tab at the top.

Under Deduction Distribution, click the minus (-) button next to the CWS chartfield to delete it.
When this message appears, click **OK**

Change the **25%** in the **Distribution %** field to **100%**.

This same change needs to be made on the **Dept. Budget Taxes** tab. Click on that tab at the top of the page.
Click on the minus (-) button next to the CWS chartfield to delete it.

When this message appears, click OK.
Change the 25% in the **Distribution % field to 100%**

Then click **Save**.

To add in the Inactive Row, click on the **Dept Budget Earnings** tab at the top of the page. Click the plus (+) button under the Level tier to add in the inactive row.
Change the **Effective Date** to whatever date it should stop charging this account. *Remember, this date must be the first Sunday of a pay period or it will not distribute correctly.*

Change the status to **Inactive**

Click **Save**

**End of Procedure**