How to Move Funding Sources (Timekeepers Only)

Funding Sources

In this example, we will move hours to another position number.

Within the timecard, click on the last day of the pay period, and within the Totals & Schedules click on the paycode you wish to move.
Click on Amount in the menu header and select Move.
In the Move Amount screen, double check the information in the From area is correct.

The Labor Level 7 will be blank because by default all hours are paid to the FOP listed in Banner.

For this example, we are moving 5 hours to another FOP

**To Section**

**Paycode:** Make sure the paycode is the same.

**Amount:** The number of hours being moved. You do not have to move the entire amount.

**Effective Date:** Last day of the pay period

**Transfer:** Pull the drop-down, and click Search.

This opens the Select Transfer dialog box.
You can either search for the FOP or type it directly in the account.
Click Ok.

The Funding Source (FOP) has been updated.
Click OK.

Click Save.
Notice hours have been moved to another FOP. The remaining hours will be paid to the defaulted FOP listed in Banner. Also, notice the Moved Amounts tab has appeared.