



OKLAHOMA
Office of Management
& Enterprise Services

User Guide: Running and modifying the Position Funding report

PROCESS TO POPULATE AND RUN EIB: COSTING ALLOCATION

1. Agency finance partner runs the Position Funding report

Depending on the characteristics of the positions within a particular agency, the requesting agency should run one of two reports.

- Most agencies have costing allocations attached to the position restriction so they would run the Position Funding – Position Restrictions report.
- A few agencies have positions that are classified as job managed (Court of Criminal Appeals, District Courts and Supreme Court), so these agencies would run the report Position Funding – Job Management.

Both reports show all PINs that currently have a costing allocation. The requesting agency will need to download this to Excel.

The agency will enter their agency in the Company field, 26 in the Bud Ref field, and the fiscal year Start/End dates of 07/01/2025 to 06/30/2026.

Position Funding - Position Restrictions ✕

[View Report Definition](#)

Instructions Bud Ref corresponds to the Fiscal Year. For the Fiscal Year start and end date prompts, please update the FY's corresponding start and end date.
Example: Bud Ref = 24, then FY Start is 07/01/2023 and FY End is 06/30/2024.

Company

Worker

Worker ID

Position Restrictions

Position ID

Bud Ref

Fiscal Year Start Date (07/01/YYYY)

Fiscal Year End Date (06/30/YYYY)

Filter Name

Position Funding - Position Restrictions

Company 090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV Bud Ref 23

2134 items

Company	Worker	Worker ID	Position Restriction	Job Profile	Allocation Details			Company	Fund	Cost Center	Bud Ref	Prog
					Distribution Percent	Start Date	End Date					
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Carissa Terry	0900000500001	Business Manager - Carissa Terry (EH)	7520-EH - Business Manager (EH)	100.00	07/01/2022	06/30/2023	090	090_21000	090_8800200	23	000
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Philip Puckett	0900000600001	Network Technician - Philip Puckett (EH)	5283-EH - Network Technician (EH)	100.00	07/01/2022	06/30/2023	090	090_21000	090_8800102	23	000
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV		0900000700002	Business Continuity and Disaster Recovery Coordinator (Unfilled)	8323-EH - Systems Support Specialist (EH)	100.00	07/01/2022	06/30/2023	090	090_21000	090_8800111	23	000
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Robert Goad	0900000800002	Contracting & Procurement Adm - Robert Goad	F118-EH - Contracting & Procurement Adm (EH)	100.00	07/01/2022	06/30/2023	090	090_27100	090_5000001	23	000
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Lisa Rahi	0900000900001	Human Resources Payroll/Benefit Services Manager - Lisa Rahi	6878-EH - Human Resources Payroll/Benefit Services Manager (EH)	50.00	07/01/2022	06/30/2023	090	090_20000	090_1000003	23	000
					50.00			090	090_19301	090_1000003	23	000
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Lucy Allensworth	0900001100001	HR Payroll Specialist - Lucy Allensworth	9238-NH - Payroll Specialist (NH)	5.00	07/01/2022	06/30/2023	090	090_19301	090_1000003	23	000
					95.00			090	090_20000	090_1000003	23	000
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	Amy Max	0900001200001	Director of Customer Success - Amy Max	4589-EH - Manager (EH)	100.00	07/01/2022	06/30/2023	090	090_19301	090_8800107	23	000

2. Agencies modify the Position Funding report

After downloading the report to Excel, the agency begins to update the data for the new fiscal year costing allocation needed.

- In the following screenshots, the example is a conversion from FY 2024 to FY 2025. On this file, agencies need to change the Start date to 07/01/2023, End Date to 06/30/2024, Bud Ref to 24, and any other ChartFields that the agency requests to be changed. Do not change any formatting on the worksheet with the exception on the highlight mentioned below. **Highlight any changes made to this report to easily and quickly identify changes that are made.**

3. Important items to check

- An agency must confirm that each Position Restriction has the Distribution Percentage = 100%.

- Each position must have a 100% distribution percentage: no more, no less. If an agency has no split-funded positions, then they will have one line of data per person.
- However, if an agency has positions that are split-funded, one position will have several lines of data on the spreadsheet; for example, four lines at 25% each, totaling 100%. Each line of data must have an updated costing allocation; if the split funding percentage is being changed, the agency may delete unneeded lines to ensure the percentage is only 100%.

Refer to the example below as something that would need to be deleted:

	A	B	C	D	E	F	G	H	I	J	K	L
	Company	Worker	Worker ID	Position Restriction	Job Profile	Distribution Percent	Start Date	End Date	Company	Fund	Cost Center	Bud R
2	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Christian Bonds		3400007900002 Project Coordinator - Christian Bonds	2547-EH - Regional Health Consultant (EH)	100	7/1/2023	6/30/2024	340	340_19301	340_4540012	24
E1	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Christian Bonds		3400007900002 Project Coordinator - Christian Bonds	2547-EH - Regional Health Consultant (EH)	50	7/1/2023	6/30/2024	340	340_19301	340_4540012	24
E2	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Christian Bonds		3400007900002 Project Coordinator - Christian Bonds	2547-EH - Regional Health Consultant (EH)	50	7/1/2023	6/30/2024	340	340_40000	340_4540012	24
E3	340 OKLAHOMA STATE DEPARTMENT OF HEALTH	Christian Bonds		3400007900002 Project Coordinator - Christian Bonds	2547-EH - Regional Health Consultant (EH)	50	7/1/2023	6/30/2024	340	340_40000	340_4540012	24
4819						200						

An easy check would be to pull all data into a pivot table by FTE and Distribution Percent and ensure each FTE totals 100%.

- Any ChartField values entered on the spreadsheet must be active in PeopleSoft Financials before submission of the file. If an agency is intending to use new department IDs, or new optional ChartFields such as Operating Unit, the new values must have been either created by the agency already or sent to OMES CAR for creation in PeopleSoft. New ChartField values do not originate in Workday@OK and are unable to be created through the EIB file.
- For unfilled positions or those where the report shows the worker field as blank, the EIB cannot process these lines correctly.
 - If an agency has only a few of these lines, they should be deleted from the upload. If a worker is hired to these unfilled positions in the future, then a costing allocation can be manually added by the agency at that time.
 - If an agency has a large number of vacancies, placeholder Worker and Worker ID information can be added to the spreadsheet so that each position, whether vacant or filled, has a unique identifier, allowing it to process correctly on the upload. The Worker and Worker ID columns are not a part of the costing allocation data, so the placeholder information will not populate to Workday@OK.

4. Send adjusted file to Payroll Support

After all costing allocations changes have been made and data validated, agencies will submit the spreadsheet through a [Payroll Support request](#) in ServiceNow. The spreadsheet will be processed, and the agency will be notified through the ServiceNow ticket of completion. The agency should validate the changes in Workday@OK by running the Position Funding report for the new fiscal year that was added.