Updating Funding/Speedtypes

HR Website: [http://www.colorado.edu/hr/research](http://www.colorado.edu/hr/research)
Forms and Tools: [https://www.colorado.edu/hr/forms-tools](https://www.colorado.edu/hr/forms-tools)
Cheryl Graham  Cheryl.graham@colorado.edu
HR Email: resfachr@colorado.edu  (Ruth Seaholm and Cheryl Graham)

Log into the CU Portal, entering your CU Login Name/Identikey and Password:

![CU Portal Login](image)

Click on the NavBar symbol

![NavBar Symbol](image)

Select CU Resources

![CU Resources](image)

Select “Business Tools”
Select “HCM”
Select “HCM Community Users” from the drop down

Select the “Pay Actions” tile
Under “CU PETs and Funding” Select CU Funding Entry
Select the “Add a New Value” tab
Under the “CU Funding Earnings” Tab
Enter the “Position Number” that requires funding updates
Enter the “Effective Date” for funding to change
Under “New Distribution Grid” enter your new speedtype

To enter more than one funding source, click the button at the end of the row

Funding % between multiple speedtypes must equal 100.
<table>
<thead>
<tr>
<th>Item Code</th>
<th>Business Unit</th>
<th>Activity</th>
<th>Funding End Date</th>
<th>Project End Date</th>
<th>Project Descr</th>
<th>Budget Amount</th>
<th>Percent of Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCB</td>
<td></td>
<td>1</td>
<td>05/17/2010</td>
<td></td>
<td></td>
<td>100,000</td>
<td>100%</td>
</tr>
</tbody>
</table>