

# Functional Area/Org Ref ID Instructions

To enter the Functional Area start typing the course code. A list of options should drop down. You can also type Course code--00coursenumbersectionnumber

Note: some courses have two dashes after the course code, some only have one dash.

MICHIGAN STATE UNIVERSITY

Fill Out Form: FAS Hire for 00374643, Step 5 of 10 (Enter Pay and Cost)

Personnel Number: 00374643 Effective Date: 05/16/2017 Initiator Name: Carly Ensign LaFontaine

### Basic Pay and Cost Distribution

New Pay and Cost Distribution Details

Faculty and Academic Staff Pay and Cost Definitions

Base Salary: 39,600.00 Employee Percent: 100.00

Admin Increment: 0.00 Primary Assignment End Date: 06/30/2017

FTE Salary: 39,600.00

#### Cost Distribution

SNo.	Start Date	End Date	Fund	WBS Element	Cost Center	Order	Wage Type	Functional Area
1	05/16/2017	06/30/2017	MSGA100023			UNITF	Pay Period Salary	HA
2								
3								
4								
5								

A second way to enter the Function Area is to use Search Criteria. Change "is" to "contains". Enter the course code and hit search. A list of options will appear.

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4								
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#### Search: Functional Area

Search Criteria

Functional Area contains 154

FuncArea text is

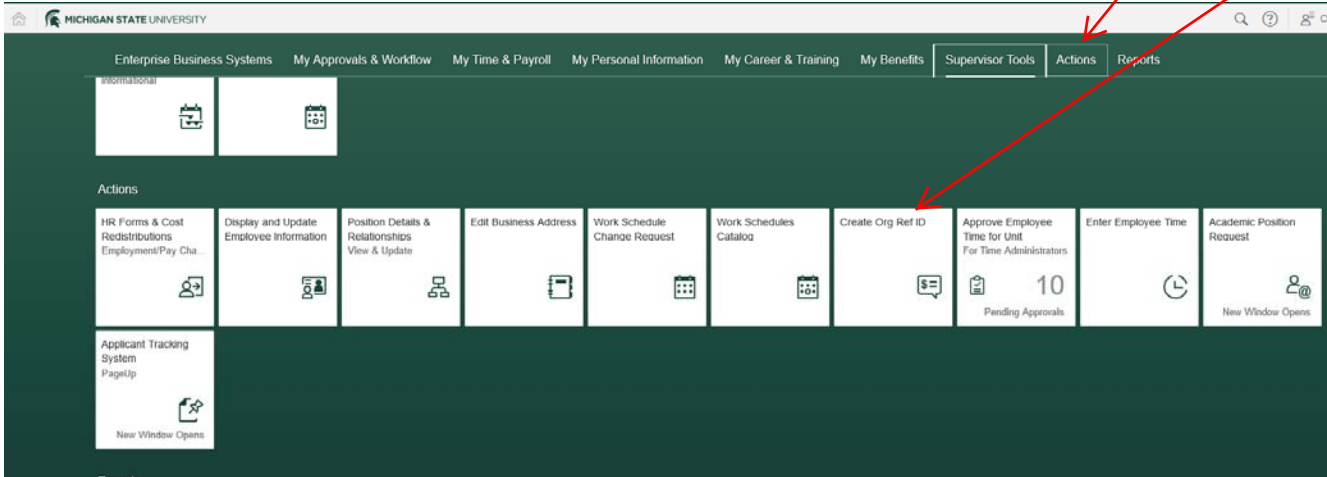
Maximum Number of Results: 500

Search Clear Entries Reset to Default

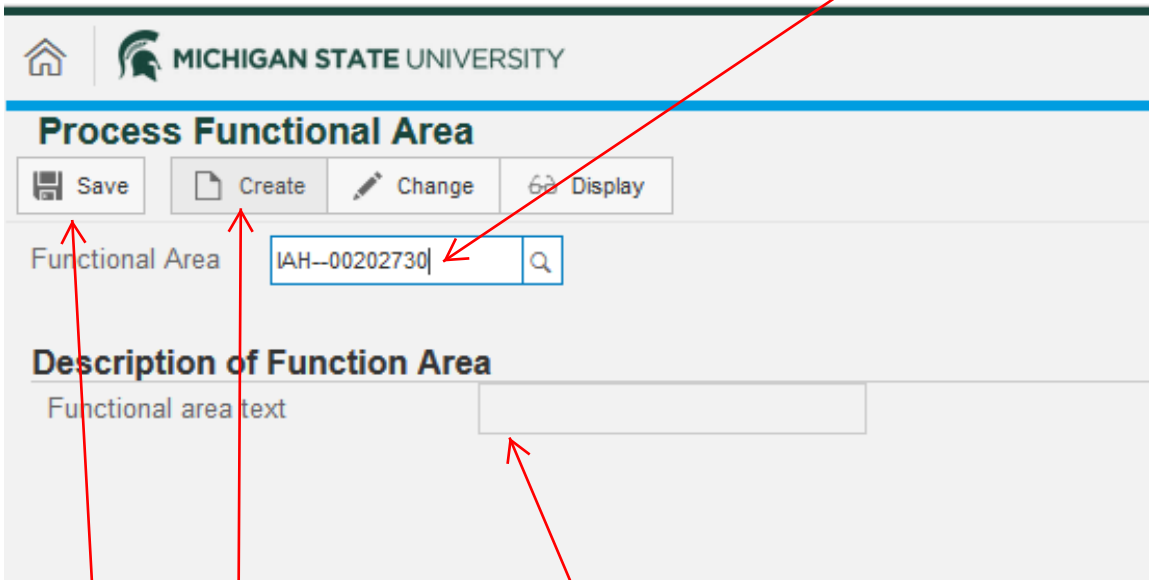
Results List: 67 results found for Functional Area

Functional Area	FuncArea text
HA-00101730	HA-00101730
HA-00101731	HA-00101731
HA-00102730	HA-00102730
HA-00102731	HA-00102731
HA-00150731	HA-00150731

If you do not see your course listed using either of these methods you can add it in EBS. Go to Actions → Create Org Ref ID



1. Type the Functional Area/Org Ref ID you want to create in the “Functional Area” box (the Finance System supports a maximum of eight characters).



2. Click the Create (piece of paper) graphic.
3. Type description in the “Functional area text” box.
4. Click **Save**.
5. A message will appear in the lower left corner of the screen “Functional area has been saved.”