

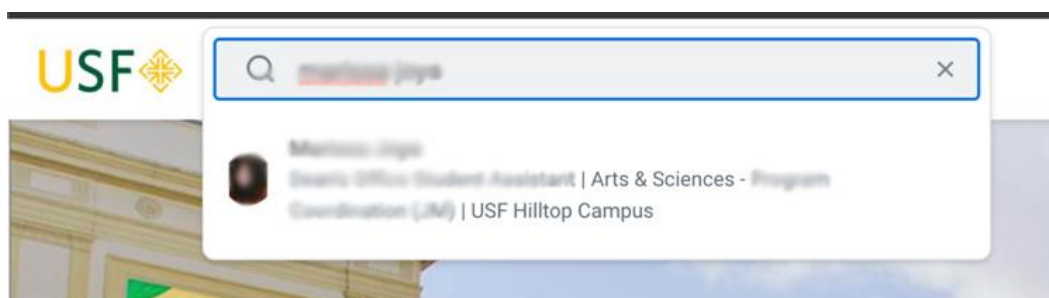
## Updating FOP in Workday

*\*Note: While Banner Finance uses the term FOAP (Fund, Organization, Account, Program), Workday uses the term FOP (Fund, Organization, Program). However, these two terms refer to the same pool of money.\**

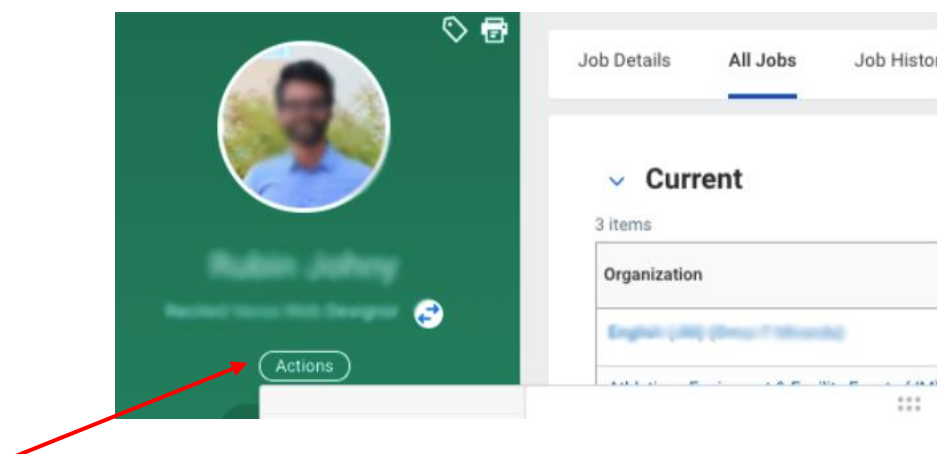
RA payments made out of the wrong FOP are a common culprit of FDF overspending every year. In order to prevent overspending from an FDF fund, be sure to track the fund balance regularly (using the Budget Query function in Banner Finance) and update the FOP used on Workday when you receive new FDF funds for the same research project, or when we start a new fiscal year. **You will need to manually change the FOP in Workday in order for the correct funds to be used; this process does not happen automatically!**

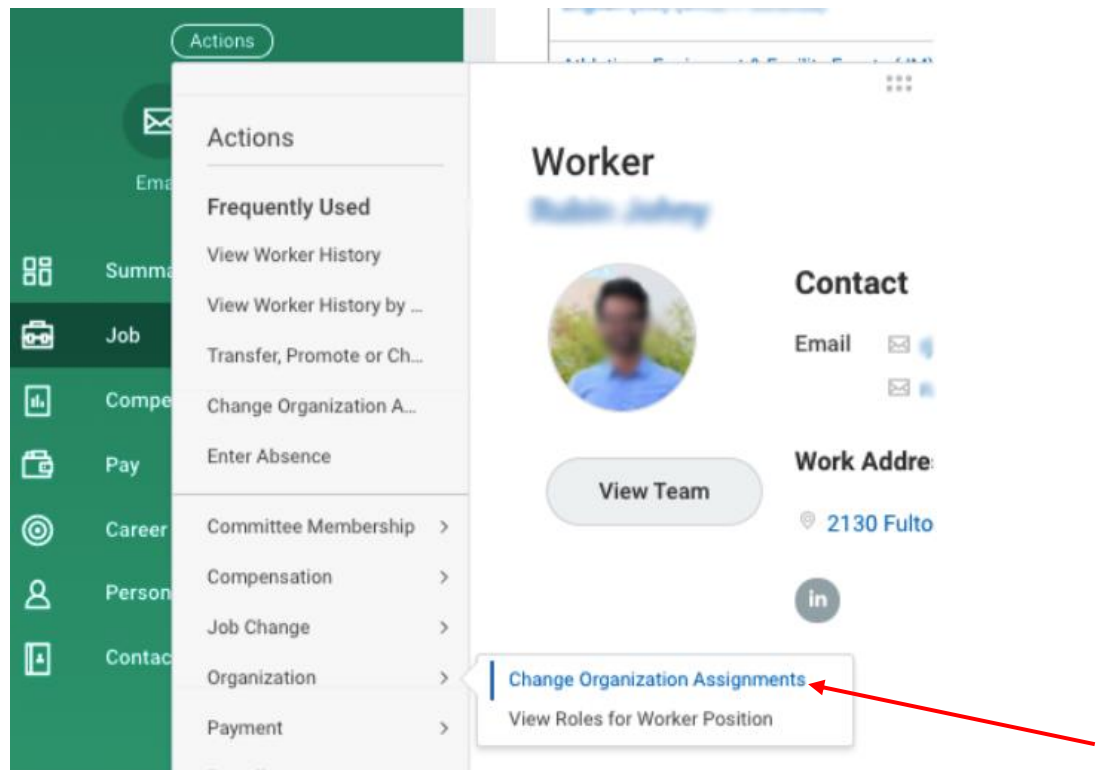
How to update the FOP charged in Workday:

1. Open Workday ([link here](#)) and search for your RA by name in the search bar at the top of the page.

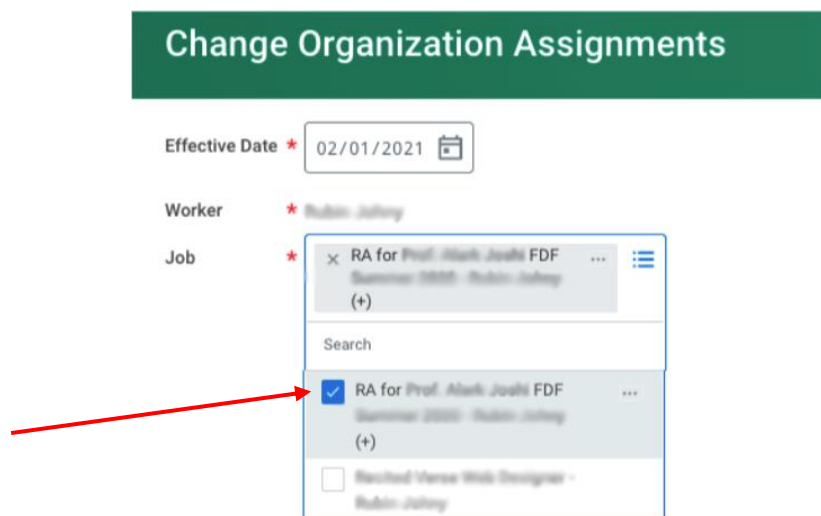


2. Once you are on the student employee's Workday page, click the "Actions" button on the left-hand side under the student's name. A pop-up window will open (see below). Click on "Organization" on the left-hand column of this pop-up window, and select "Change Organizational Assignments."





3. If the student worker in question holds more than one position at USF, you will need to select the job for which you would like to change FOPs. \*If the student only has one job, skip to the next step.\*



4. Set the “Effective Date” to the first day of the **pay period in which you would like the change to go into effect**. For student workers, the pay period typically begins on the 1<sup>st</sup> or the 16<sup>th</sup> of the month. Once you have selected the correct Effective Date, click “OK.”

**Change Organization Assignments**

Effective Date \* 01/21/2021

Worker \* [Redacted]

Job \* Dean's Office Student

January 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

5. Next, you will see the “Organizations” page. In the “Other” section, click on the pencil icon to edit the FOP. Type in the correct FOP for the FDF fund you would like to charge. Click tab or enter to fill in the box.

**Organizations**

**Company**

Company \* University of San Francisco

**Costing**

Fund Operating

**Other**

Legacy FOP 110000-211001-1400-Unrestricted Operating-Arts and Sciences Dean

**Other**

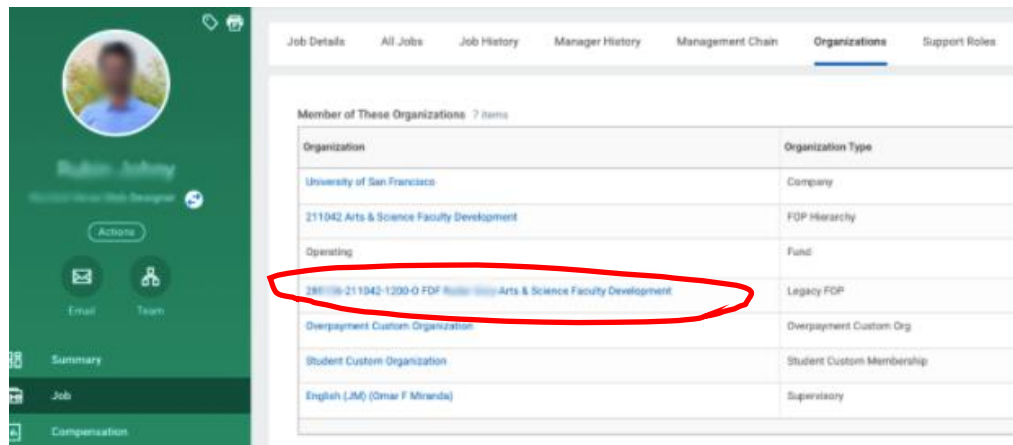
Organizations >

Active Organizations by Hierarchy >

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6. When you are finished, click “SUBMIT” at the bottom of the page. This will take you back to the student’s employment page, where you can confirm that the updated FOP is now listed.
  - a. Changes will happen immediately if the effective date is the first day of the current pay period. If the effective date is in the future, those changes will appear on the effective date. Please confirm changes to the student account by checking Workday.



FDF funds are divided into E FDFs (for fiscal years ending in an even year, ex. 2023-2024), and O FDFs (for fiscal years ending in an odd year, ex. 2024-2025). If you are confused about which FOP to use for your RA payments, you can review [the FDF FAQ page](#), as well as the second page of the FDF award letter than you received, which outlines the specifics and timelines of these funds. Our FDF Program Assistants, Alicia Graziani ([agraziani@usfca.edu](mailto:agraziani@usfca.edu)) and Angela Balistreri ([abalistreri@usfca.edu](mailto:abalistreri@usfca.edu)), are also available to assist throughout the year.