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).
3. Click on “Organization” on the left-hand column of this pop-up window, and select “Change Organizational Assignments.”

4. Set the “Effective Date” to the first day of the current pay period. For student workers, the pay period typically begins on the 1st or the 16th of the month. Once you have selected the correct Effective Date, click “OK.”
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.

6. When you are finished, click “OK.” This will take you back to the student’s employment page, where you can confirm that the updated FOP is now listed.
FDF funds are divided into E FDFs (for fiscal years ending in an even year, ex. 2019-2020), and O FDFs (for fiscal years ending in an odd year, ex. 2020-2021). 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, Ella Frazer (efrazer@usfca.edu) and Gillian Rude (grude2@usfca.edu), are also available to assist throughout the year.