

Human Capital Management: Job Aid

Managing Funding and Suspense

The Human Capital Management (HCM) system requires current and active funding for all CU payroll expenses. These payroll transactions include wage payments, employer-contributions to medical, dental, life, disability and retirement plans as well employer-contributions to FICA, Meditax, and other employer-paid fringe amounts.

- Position funding distributes 100% of employee effort using SpeedTypes for programs and projects.
- Funding distributions for earnings can viewed on the CU Funding History page.
- Funding distributions are stored in the Department Budget Table (DBT). Rows are created through a completed CU Funding Entry. Position funding distributions are applied by effective date, which may also include funding end dates. Taxes, deductions, and suspense follow predetermined DBT campus rules.
- Post payroll processing in HCM uses the DBT rows to post payroll and encumbrances with pay journals sent to FIN.
- Payroll posts to a suspense fund determined by the DBT when a designated funding source is expired or inactive. Suspense must be transferred to a valid funding source as soon as possible.

This document addresses the following questions:

- How is funding managed?
- What is suspense, and how is suspense prevented and cleared?

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How is Funding Managed?

The Department Budget Table (DBT) stores position funding. The default suspense SpeedType and entries for funding distributions for earnings, taxes, and deductions are posted in rows by effective date.

A new DBT is required when any of the following occurs:

- A new position is created.
- An existing position changes department.
- The fiscal year changes (July 1 – June 30).

When creating a new position or a department change, the position page will redirect to an HRGL Request to create funding. The HRGL Request number is stored in a position panel. The funding will only create/update the DBT when the position row is approved.

The CU System HR/GL team processes the Fiscal Year Rollover mass update that creates a new row effective July 1st for each active position. No new entry is needed if funding remains the same as the previous row.

A CU Funding Entry is required to create a new DBT row when:

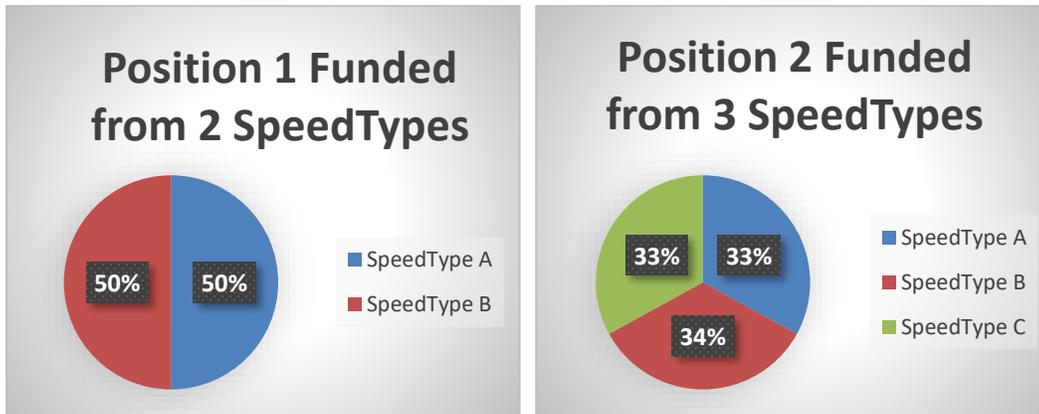
- Expired funding must be updated.
- There is a change in effort on programs and projects.
- Other budgetary changes occur.

Note: Always make sure that CU Funding Entries have posted by confirming their status as Completed. If the funding entry is not in completed status, it has not posted, and did not create a new DBT, nor an additional new funding row. In some cases, this can cause payroll to go to suspense.

Funding Distributions Reflect Employee Effort

Positions are funded for 100% effort. The total pay is distributed proportionally to SpeedTypes based upon the funding distribution.

The first chart below shows how effort could be distributed and paid over two SpeedTypes, while the second chart shows how effort could be distributed and paid over three SpeedTypes.

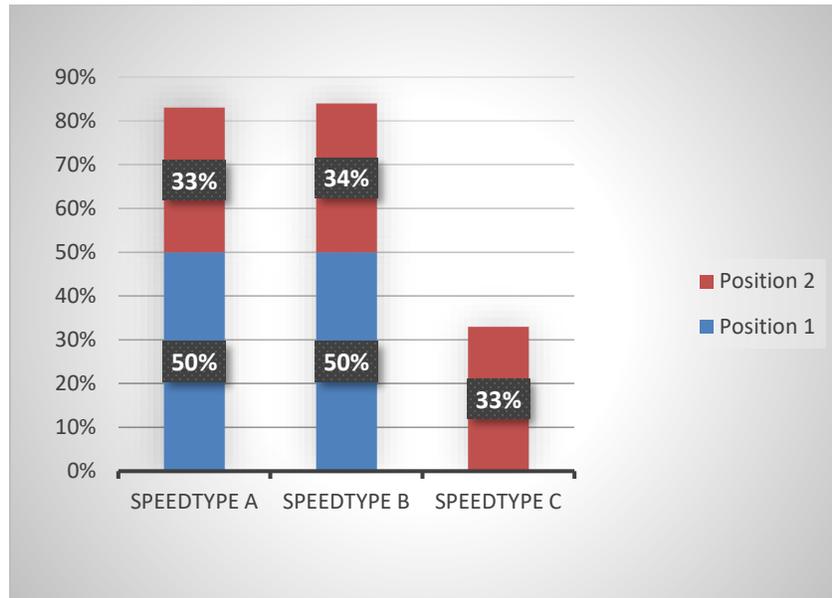


By using percentages, the funding distribution will distribute the pay correctly, whether pay remains the same or changes over time. For example, the funding distribution will calculate the correct amount of pay to post when pay is \$2000, and it continues to calculate when the pay changes to \$3000.

Position 1	% Funding	Pay \$2000	Pay \$3000
SpeedType A	50%	\$1,000	\$1,500
SpeedType B	50%	\$1,000	\$1,500
Total Pay:		\$2,000	\$3,000

Position 2	% Funding	Pay \$2000	Pay \$3000
SpeedType A	33%	\$660	\$990
SpeedType B	34%	\$680	\$1,020
SpeedType C	33%	\$660	\$990
Total Pay:		\$2,000	\$3,000

If an employee has more than one position, the funding will be applied proportionally to the total paycheck by position pay ratio. In this scenario, the pay is equal for both positions, so the pay is distributed by equal proportion to each position’s funding distribution.



	Position 1	Position 2	Pos @ 200%	Pos @ 100%	Cost/ST
SpeedType A	50%	33%	83%	42%	\$1,660
SpeedType B	50%	34%	84%	42%	\$1,680
SpeedType C		33%	33%	17%	\$660
Total	\$2,000	\$2,000	200%	100%	\$4,000

If the pay for each position is different, the positions’ distributions are applied proportionally to the whole paycheck. In this scenario, the ratio of each position’s wage ($2/5 = 40%$ and $3/5 = 60%$) is applied proportionally to each position’s funding. When the funding for both positions is added together, the calculated pay by SpeedType is the same as the original distribution for each position, whether calculated for two separate employees or a single employee with two positions.

	Position 1	Position 2	Pos 1 %	Pos 2 %	Tot %	Tot \$ Pay
SpeedType A	50%	33%	20.00%	19.80%	39.80%	\$1,990.00
SpeedType B	50%	34%	20.00%	20.40%	40.40%	\$2,020.00
SpeedType C		33%		19.80%	19.80%	\$ 990.00
Total	\$2,000	\$3,000	40.00%	60.00%	100.00%	\$5,000.00
	40%	60%				

Changes to Standard Hours, FTE, and Percent of Time

Whether an employee works in a position full time or part time, the position will be funded at 100% for 100% of the effort worked. An employee may start at 100%, and then change the percent of time to 50%. The employee who now works 50%, or 20 hours per week, or .5 FTE, is still funded for 100% of the time in the position even though the pay is half the amount.

Total Pay	Fund	Percent Time	Percent Time	Standard Hours	FTE
\$ 2,000.00	%	100%	50%	30 Hours	0.25
SpeedType A	25%	\$ 500.00	\$ 250.00	\$ 375.00	\$ 125.00
SpeedType B	30%	\$ 600.00	\$ 300.00	\$ 450.00	\$ 150.00
SpeedType C	45%	\$ 900.00	\$ 450.00	\$ 675.00	\$ 225.00
	100%	\$ 2,000.00	\$ 1,000.00	\$ 1,500.00	\$ 500.00

Example: In this scenario, the base pay of \$2000 for 100% time and the funding distribution at 100% does not change. As the percent of time, standard hours, or FTE change, both the amount of pay and the amount of pay funded by each SpeedType will change proportionally to the total effort change.

Refer to the [Standard Hours, FTE, and Percent of Time Job Aid](#) for additional information.

Effective Dates and Sequence

Each funding entry must have an effective date indicating the first day to apply the funding distribution.

Effective dates may occur at the beginning of a current pay period, continue from a prior pay period, or post mid-pay period to fund a partial period.

- **Filled and Vacant Positions**

New funding rows for positions with an incumbent may be effective as early as the first day of the current pay period when completed prior to payroll post processing.

Vacant positions allow funding changes effective prior to the current payroll period.

- **Sequencing**

Funding entries made with the same effective date will sequence, and the entry with the highest sequence applies on any single date.

End Dates: Funding, Project, Budget, and Appointment

- **Funding End Dates**

A funding end date stops funding from posting to a SpeedType after the funding end date. They will not stop pay. Payroll distributions with expired funding end dates will post to suspense.

- **Project End Dates**

The project end date pulls from the financial system (FIN) and indicates the last day funding is available for the project. The project itself will have a project begin and end date, and there may be additional budget project periods i.e., for multi-year projects. The funding end date for a project will always be the same as or before the Project End Date.

Only projects that are in pre-spending or open status may be entered. A red box will populate the field if the SpeedType or project is not allowed, and it will not clear until a valid entry is made.

- **Active SpeedTypes**
Only active SpeedTypes may be entered.
- **Budget End Dates**
The budget end date corresponds to the final funding end date for the fiscal year, that is, June 30th of the fiscal year. The budget end date is always the final funding end date for non-project SpeedTypes, and a funding end date of June 30th is not required.
- **Appointment End Dates**
Appointment end dates do not stop pay and do not stop funding. They do stop encumbrances from calculating.

Single Funding Period in Single Pay Period

A month’s funding is based on the number of funded calendar days in the funding period across the number of calendar days in the pay period. For example, if a month has 30 days, and the monthly salary has the same funding distribution across all 30 days, then the distribution will be applied at 100% to the single pay period.

To calculate the amount of pay that will post to a SpeedType when only one funding distribution applies to the entire pay period, multiply the funding distribution by the pay amount.

If multiple SpeedTypes are used for the duration of the pay period, then calculate the pay proportional to the SpeedType distribution.

Example: There are 30 days in the month/pay period, and the distribution uses two SpeedTypes at 50% each.

- Funding for Sept 1 – 30
 - Sept 1 – 30 = 30/30 days = 100%
 - SpeedType A = 50% SpeedType B = 50%

September Pay	Eff 9/1	Pay = \$3000
SpeedType A (30/30 days) = 100%	50%	\$1500.00
SpeedType B (30/30 days) = 100%	50%	\$1500.00

Multiple Funding Periods in Single Pay Period

One or more effective dates may apply within a single pay period. Multiple effective dates in a pay period are used when funding changes in the middle of a pay period, perhaps because a funding source may have expired mid-month, or the effort may change mid-month.

A month’s funding is based on the number calendar days of funding in the funding period across the number of calendar days in the pay period. If a funding row’s effective date begins on a day other than start of the pay period, then the system will split the pay period between the multiple current funding periods as a ratio of the number of calendar days in the funding period divided by the total number of calendar days in the pay period (not the number of work days). This ratio will be applied to the old and new funding distributions.

Number of calendar days in the funding period ÷ Number of calendar days in the pay period

Example: There are 30 days in the month/pay period, and the distribution uses one SpeedType at 100% for the first ten days, and a different SpeedType at 100% over the next twenty days.

- Funding for Sept 1 – 10
 - Sept 1 – 10 = 10 days/30 days = 33.333%
 - SpeedType A = 100%
- Funding for Sept 11 – 30
 - Sept 11 – 30 = 20 days/30 days = 66.667%
 - SpeedType B = 100%

September Pay	Eff 9/1	Eff 9/11	Pay = \$3000
SpeedType A (10/30 days) = 33.333%	100%		\$1000.00
SpeedType B (20/30 days) = 66.667%		100%	\$2000.00

Suspense

If 100% of funding is not current for 100% of the pay period, then the portion of invalid funding will post to a suspense SpeedType (determined by campus rules in the DBT).

Recall the example of a position with funding using two SpeedTypes at 50% each.

September Pay	Eff 9/1	Pay = \$3000
SpeedType A (30/30 days) = 100%	50%	\$1500.00
SpeedType B (30/30 days) = 100%	50%	\$1500.00

If either of the SpeedTypes has a funding end date before the end of pay period, the pay during the expired period of the pay period would post to suspense.

Example: There are 30 days in the month/pay period, and the distribution uses two SpeedTypes at 50% each, but one project end date (funding end date) ends on the tenth of the month.

- Funding for Sept 1 – 30
 - SpeedType A @ 50%
- Funding for Sept 1 – 30
 - SpeedType B @ 50% (funding expires Sept 10)
 - Sept 1 – 10 = 10 days/30 days = 33.333%
 - Suspense for expired funding
 - Sept 11 – 30 = 20 days/30 days = 66.667%

September Pay	Eff 9/1	Eff 9/11	Pay = \$3000
SpeedType A (30/30 days) = 100%	50%	50%	\$1500.00
SpeedType B Fund end date: 9/10 (10/30 days) = 33.333% (\$3000 * 50% * 33.333%)	50%		\$500.00
Suspense 9/11 (20/30 days) = 66.667% (\$3000 * 50% * 66.667%)		50%	\$1000.00

Payroll Expense Transfers

Funding distribution changes after payroll has already processed cannot be updated through the Department Budget Table. They require a payroll expense transfer (PET) to update the funding distribution. Refer to [Payroll Expense Transfers \(PETs\) Step-by-Step Guide](#) for more information.

What is Suspense?

If the system cannot find current, active funding to post the payroll expense, the transaction will post to a campus/unit suspense SpeedType. Suspense is not meant to be a funding strategy for gap funding. Suspense SpeedTypes are used to temporarily post payroll where a funding distribution was not valid. Payroll in suspense must be moved to an appropriate SpeedType preferably before the pay period end, month end, or as soon as possible.

The suspense SpeedTypes are determined by campus rules in the DBT setup tables. The DBT setup tables follow the business unit (campus) indicated in the position. Once the business unit is determined, either the default campus or department suspense SpeedType will be used.

When payroll goes to suspense, it includes wage payments, employer-paid contributions to the medical, dental, life, disability and retirement plans as well as employer-paid contributions to FICA and Meditax, and to a fringe contribution expensed through the payroll system.

It is important to confirm that a new DBT has been created when a new position or a position department change is created. Once the position row is submitted for approval, the HRGL request will remain in approved status, but it will not create the funding until the position row is approved. Only then does the HRGL request change to completed status. Check that funding posted using the CU Position Funding History page.

It is also important to update position funding each time a new incumbent is hired into a position, especially if the position has been vacant for a period of time. Adding a new funding row via the CU Funding Entry form will update the funding with current DBT rules to overwrite former outdated or incorrect DBT data. For example, if there is a funding end date for earnings distributions, but not funding end date for deductions and taxes distributions, earnings distributions after the funding end date will go to into suspense, but the deduction and tax distributions would not.

What Causes Suspense?

Suspense can be caused by expired funding end dates without new funding added, inactive SpeedTypes, or scenarios where position, the department budget table, and job data are out of sync. The following are some examples of payroll going into suspense.

Expired Funding End Date

If an employee is paid from a position with funding that ends before the current pay period end date, the expenses related to that payroll between the funding end date and the end of the pay period will go into suspense.

Funding Begin Date 07/01/2019		Status Active	Eff Seq 0	Date Entered 06/27/2019					
Distribution								Personalize Find First	
	Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date
1	68000849		100.000	80		60027			06/30/2019

Example: The funding rolled over to FY20 with an expired funding end date of 6/30/2019. It was not updated.

Earn End Dt	Earn Code	Earn Descr	Earnings	Account	SpeedType	SpeedType Descr
12/31/2019	ADM	Administrative Leave		400100	61041794	CSA-Payroll Clrng-Funding Dist
12/31/2019	VAC	Vacation Leave		400100	61041794	CSA-Payroll Clrng-Funding Dist
1/31/2020	RGS	Regular Earnings Salary		400100	61041794	CSA-Payroll Clrng-Funding Dist
12/31/2019	MVP	BeColorado Move Payment		400100	52600067	Trust - Move Program

The paycheck for January included January pay and December leave time. Because the funding was expired during both periods, the entire paycheck went to suspense. (MVP paid with an override SpeedType in CU Time.)

Expired Funding End Date and Leave from the Previous Month

When leave is uploaded for the previous month to the current paycheck, and a funding SpeedType expires in the previous month, the previous month’s VAC and –RGS offset line will post to the expired SpeedType (as will associated taxes and deductions) while the current month RGS posts to suspense.

Example: When leave is uploaded, it posts with the previous month’s earnings dates because the leave occurred in the prior month. The hours and cost of leave are calculated (at the annual hourly rate). Because the paycheck is not creating additional pay for the vacation pay, it must create an offset – a negative RGS line to net zero the leave amount. The monthly pay equals the actual monthly pay for the pay period.

Earn Beg	Earn End Dt	Earn Cod	Hours	Earnings	Total Gros	
			0.00	0.00	17704.00	Pay Period End Date = 7/31/19
7/1/2019	7/31/2019	RGS	184.00	13104.00	0.00	Earnings End Date = 6/30/19
6/1/2019	6/30/2019	RGS	-48.00	-3628.80	0.00	VAC = 48 hours = \$3628.00
6/1/2019	6/30/2019	VAC	48.00	3628.80	0.00	VAC does not pay extra
6/1/2019	6/30/2019	UOC	0.00	3200.00	0.00	- RGS offset to net zero
5/1/2019	5/31/2019	UOC	0.00	1400.00	0.00	RGS = -48 hours offset = -\$3628.00

Notice that the funding was valid in June, but not in July.

Funding Begin Date	07/01/2019	Status	Active	Eff Seq	0	Date Entered	06/27/2019			
Distribution										
	Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date	Project End Date
1	63015358		63.594	30					08/31/2019	08/31/2022
2	63015461		11.406	30					06/30/2019	06/30/2019
3	68029362		25.000	80		19299				

The portion of the expired July funding posted to suspense. The valid portion of funding for VAC and the –RGS posted to the valid funding with a net zero value. In this paycheck, benefits followed earnings and a corresponding percent of benefits went to the valid SpeedType.

		JUN VAC	JUL SUSPENSE			
Sum of Amount	Column ▾					
Row Labels	▾ 63015358	63015461	63502423	68029362	68063155	Grand Total
1-Earnings	\$8,333.36	\$0.00	\$1,494.64	\$5,476.00	\$2,400.00	\$17,704.00
Regular Earnings Salary	\$6,025.66	-\$413.90	\$1,494.64	\$2,368.80		\$9,475.20
UPI On Call Incentive Pay				\$2,200.00	\$2,400.00	\$4,600.00
Vacation Leave	\$2,307.70	\$413.90		\$907.20		\$3,628.80

Funding End Dates Occur After a Project End Date Expires

A project end date stops funding for a SpeedType. The funding end date must occur on the same day as or before the project end date. A project may be used for funding when it is in Pre-Spending or Open status. Once a project ends, the project will move to Ended status for 30 days, and then Reporting status for 60 days. SpeedTypes for projects in Ended and Reporting status may not be used for funding. Funding using these projects will cause payroll go into suspense.

Funding Includes an Inactive SpeedType

An inactive SpeedType in the Finance system will not allow new transactions to post. SpeedTypes are changed to inactive when projects move to Closed status. If a SpeedType has been inactivated in the Finance system with an effective date during a pay period, the expenses related to that payroll will go into suspense.

Combination Code Table

Set ID UCOLO
 Process Group FOPPS
 GL Combination Code 13009025

Combination Code Detail Find | View All First 1 of 1 Last

*Effective Date 01/06/2020 *Status Inactive

*Description Superstrained C5 Hydrocarbons

Short Desc Superstrai Valid Value

A Position and the DBT Are Out of Sync – DBT Missing for a New Position

Each position in each department in each fiscal year must have its own DBT. When a position is created, a DBT must also be created, so that position and the DBT are in sync. If a DBT is not created, payroll will go to suspense.

Example: When a NEW position row awaits approval, the HRGL request remains in Approved status. Once the position row is approved, the HRGL request will create the DBT and change to Completed status. If the NEW row is denied, the HRGL request will remain in Approved status and will not create a position DBT.

A new HRGL request must be created in order for the DBT to be created and funding to be available.

Position Information

Effective Date 12/19/2019

Campus Box HRGL Request # STE -20191219-001

Position Approval

POSITION_NBR=00770 , DATE_OPTION=2019-12-19:Denied

Campus = Boulder (UCB)

Denied

01/02/20 - 4:34 PM

HRGL Request #	Request Type	Status
STEI -20191219-001	Funding Change	Approved

Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Set ID = UCOLO

Department begins with

Fiscal Year =

Budget Level =

Position Pool ID begins with

Job Code Set ID begins with

Job Code begins with

Position Number begins with 00770

Empl ID begins with

Empl Record =

Include History Correct History

Search Clear Basic Search Save Search Criteria

No matching values were found.

A Position and the DBT Are Out of Sync – DBT Missing for Current Fiscal Year

Each position in each department in each fiscal year must have its own DBT. When a position is created or changes department in a different fiscal year other than the current fiscal year, a new DBT for that fiscal year in that department must also be created, so that position and the DBT are in sync. If a new DBT for the other and current fiscal year in that department are not created, payroll will go to suspense.

Example: When a department change row is added to position, a new HRGL Request must be completed – in the same fiscal year before the fiscal year rollover process. (The fiscal year rollover process is a mass upload for all active positions to create DBTs for the new fiscal year.) If a department is changed and funding updated for a previous fiscal year after the fiscal year rollover process completes, a DBT will not be created for the new fiscal year, and payroll in the new fiscal year will go into suspense. A second HRGL Request is required to create funding for the new fiscal year (before current payroll processes), at which time payroll will post correctly.

Department Budget Table List

View All

Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code Set ID	Job Code	Position
UCOLO	30002	2019	Position	(blank)	(blank)	(blank)	00619
UCOLO	60128	2019	Position	(blank)	(blank)	(blank)	00619
UCOLO	60128	2018	Position	(blank)	(blank)	(blank)	00619
UCOLO	60128	2017	Position	(blank)	(blank)	(blank)	00619



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COMPENSATION SUMMARY

FISCAL YEAR ACCOUNTING PERIOD: **2020 1 -- JUL**
THROUGH FISCAL YEAR ACCOUNTING PERIOD: **2020 8 -- FEB**



POSITION, SPEEDTYPE SUMMARY BY JOURNAL MONTH

Position	Speedtype	Type	PET	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Total	
--													
00619*	61000400 -- COMMUNICATIONS	Payroll		25.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.71	
			PET	0.00	334.29	720.00	624.00	0.00	1,527.00	0.00	0.00	3,205.29	
		Benefits		0.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.37
			PET	0.00	4.85	10.44	0.00	0.00	0.00	0.00	0.00	0.00	15.29
61040593 -- P/R SUSPENSE-PROCESSING REJECT		Payroll		334.29	720.00	624.00	663.00	864.00	624.00	0.00	240.00	4,069.29	
			PET	0.00	(334.29)	(720.00)	(624.00)	0.00	(1,527.00)	0.00	0.00	(3,205.29)	

No FY 2020 funding table exists, so FY20 payroll goes into suspense.

Example: If a position is inactive in a fiscal year, a new fiscal year DBT will not be created via the mass update fiscal year rollover process. In this case, the position was inactive in FY18, so no FY19 DBT was created in the rollover process. The position was reactivated in FY19, but a new HRGL request was not required by the position change (the department did not change), and a separate HRGL request was not submitted. Because no FY19 DBT existed, June 2019 payroll went to suspense.

View All First 1-5 of 5 Last

Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code	Set ID	Job Code	Position Number	Empl ID	Empl Record
UCOLO	10167	2020	Position	(blank)	(blank)	(blank)	0064	(blank)	0	
UCOLO	10167	2018	Position	(blank)	(blank)	(blank)	0064	(blank)	0	
UCOLO	10167	2017	Position	(blank)	(blank)	(blank)	0064	(blank)	0	
UCOLO	10167	2016	Position	(blank)	(blank)	(blank)	0064	(blank)	0	
UCOLO	10167	1	Position	(blank)	(blank)	(blank)	0064	(blank)	0	

A Position and the DBT Are Out of Sync – DBT Missing or Inaccurate for Current Department

Each position in each department in each fiscal year must have its own DBT. When a position’s current department changes, if a different DBT for that department previously existed (i.e., in a previous fiscal year), the HRGL request will compare the funding entry to the last row of the DBT’s funding even it was in the last fiscal year. If funding is the same in the new department as the former fiscal year table, the funding entry will error. If the funding has expired and is not updated, payroll will go to suspense.

Example: A position changed in FY19 from the original department to a new department. Funding was changed. In FY20, the department changed back to the original department. If the funding should revert to match the department’s former fiscal year DBT, the HRGL request will error as “no

changes found.” Submit a ticket to HCM_Community@cu.edu for additional assistance to process the HRGL request.

View All

Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code	Set ID	Job Code	Position
UCOLO	10507	2020	Position	(blank)	(blank)	(blank)	(blank)	00723
UCOLO	10754	2019	Position	(blank)	(blank)	(blank)	(blank)	00723
UCOLO	10507	2019	Position	(blank)	(blank)	(blank)	(blank)	00723
UCOLO	10507	2018	Position	(blank)	(blank)	(blank)	(blank)	00723
UCOLO	10507	2017	Position	(blank)	(blank)	(blank)	(blank)	00723
UCOLO	10507	2016	Position	(blank)	(blank)	(blank)	(blank)	00723

A Position and the DBT Are Out of Sync – Job Data and Position Use Different Departments

Each position in each department in each fiscal year must have its own DBT. When a position’s current department changes, a DBT must also be created with the new department, so that position and the DBT are in sync. As long as position and job data are in sync with the correct department, the correct DBT will be used for position funding. If job data reflects a different department, payroll will go to suspense.

Example: When the position department changed in 2018, it did not update job data. During this time, even though funding existed in the DBT for each department, because the position department and job data department did not match, the payroll went to suspense. Once the position department was updated in 2020 to match job data, funding posted per the DBT.

The screenshot shows a 'Job Data' form with the following fields:

- Job Data** (Section Header)
- Employee: -----
- Work Location Details** (Section Header)
- *Effective Date: 06/01/2018
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Position Number: 00744
- Position Entry Date: 06/01/2018
- Regulatory Region: USA (highlighted in red)
- Company: CU
- Business Unit: UCCS
- Department: 40129 (highlighted in pink)
- Department Entry Date: 06/01/2018
- Location: -----
- Establishment ID: CU

Description	Specific Information	Budget and Incumbents	CU Position Data	CU Position Compensation
Position Data				
Position Information Find View All First 1 of 4 Last				
Position Number 00744 + -				
Headcount Status Filled Current Head Count 1 out of 1				
*Effective Date 09/18/2019 *Status Active				
Reason DPC Department Change Action Date 01/27/2020				
*Position Status Approved Status Date 03/26/2018 <input type="checkbox"/> Key Position				
Work Location				
*Reg Region USA United States				
Department 40129 Company CU University of Colorado				

How Do You Prevent Suspense from Occurring?

You can identify the potential problems by running the following HCM queries. Confirm and update funding to active funding for all positions for the current pay period by the 10th for monthly payroll, and before the pay period end for bi-weekly payroll.

- CUES_HCM_FUNDING_DISTRIBUTION – This query returns job data and funding distribution info by employee ID, department, org, and/or position number. Position number is returned as a hyperlink. Clicking the link opens a new tab with funding history, including future-dated info. This query helps you manage current and future funding needs.
- CUES_HCM_FUNDING_HISTORY – This query returns the complete funding history for a single position. It can also be run from links in the results of the Funding Distribution query.
- CUES_HCM_FUNDING_SUSPENSE – This query returns active employees who have a project end date or funding end date on their CURRENT funding row that falls in the past or up to 45 days in the future. It also checks for a funding end date that is greater than a project end date, or missing funding end date when there is a project end date.
- CUES_HCM_FUNDING_SUSPENSE_MAX – This query returns active employees who have a project end date or funding end date on their MAX funding row that falls in the past or up to 45 days in the future (includes future dated funding rows). It also checks for a funding end date that is greater than a project end date, or a missing funding end date when there is a project end date.
- CUES_HCM_FUNDING_SUSPENSE_OLD – This query returns active employees who have a project end date or funding end date, on their CURRENT funding row that falls on today's date or in the past. It also checks for a funding end date that is greater than a project end date, or a missing funding end date when there is a project end date. This report DOES NOT include any future-dated rows.

You can access these queries from the HCM WorkCenter (HCM WorkCenter> Resources> Click here for ALL).

CU HCM User WorkCenter	WorkCenter	Resources	Item ID	Item Name	Description	Item ID	Item Name
			26	Funding Distribution	This query returns job data and funding distribution info by empl ID, dept ID, org, and/or posn nbr.	74585	CUES_HCM_FUNDING_DISTRIBUTION
			27	Funding Suspense Current Row	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls in the past or up to 45 days in the future.	8954	CUES_HCM_FUNDING_SUSPENSE
			28	Funding Suspense Max Row	This query returns active employees who have a project end date, funding end date, or budget end date on their MAX funding row that falls in the past or up to 45 days in the future (includes future date funding rows).	411	CUES_HCM_FUNDING_SUSPENSE_MAX
			29	Funding Suspense Previous Rows	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls on today's date or in the past. This report DOES NOT include any future dated rows.	114	CUES_HCM_FUNDING_SUSPENSE_OLD

Top 15 Listed above. [Click here for ALL](#)

Make sure that the funding exists, the funding is current, and that department IDs match prior to the pay period cutoffs. Refer to one of the following guides for more information:

- [Making a Funding Entry Step-by-Step Guide](#)
- [Creating a Position with Funding Step-by-Step Guide](#)
- [Updating a Position Step-by-Step Guide](#)

How Do You Correct Payroll that Posted to Suspense?

The best way to manage suspense is to not let it occur. By running the HCM system queries listed above and updating the position and the funding distribution before payroll processes, you will be able to prevent most of the suspense transactions for your employees from ever posting.

Use the following queries to identify payroll that went to suspense:

- Run the HCM CUES_HCM_PAYROLL_REGISTER_DTL query. This query returns paycheck information with an earnings breakdown alongside accounting details by Pay Period End date. Filter by the suspense SpeedType to find all lines that went to suspense.
- Run the CU-DATA Compensation Summary report to determine if payroll expenses went to suspense SpeedTypes.
- Run the CU-DATA Financial Detail report for your unit's suspense SpeedType to identify employees in your department(s) with payroll in suspense.

To correct payroll that went to suspense, reallocate payroll to the correct funding sources by creating a payroll expense transfer (PET). A PET must be created in HCM to transfer payroll items from suspense SpeedTypes to the correct funding SpeedTypes. HCM creates a payroll journal that will update the finance system.

Do not create FIN journals to move payroll transactions. FIN will not update HCM, causing payroll data in HCM to be out of sync with payroll data in FIN.

Troubleshooting Funding that Causes Suspense

The following table summarizes causes and corrections to apply **before** payroll cutoff. To correct suspense after payroll cutoff, be sure the following issues are corrected, and create a PET with the correct funding.

Causes	To Identify Cause	To Fix Before Payroll Cutoff
Expired funding end date. Project end date has expired.	Run CUES_HCM_FUNDING_DISTRIBUTION. This query indicates when a project is in ended or reporting status. Run CUES_HCM_FUNDING_SUSPENSE. HCM> CU PETS and Funding> CU Position Funding History.	Create a CU Funding Entry to post active funding.
Closed projects and inactive SpeedTypes.	Run CUES_HCM_FUNDING_DISTRIBUTION. This query indicates when a SpeedType is inactive. Run the SpeedType Summary Report in CU Data to determine if a SpeedType has an active or inactive status, and any project end dates.	Create a CU Funding Entry to post active funding.
A position and the DBT are out of sync – DBT missing for a NEW position.	Review the position to ensure the NEW row is approved and the department matches the department in the HRGL request. Review the HRGL Request to ensure that it is in completed status. Review the CU Position Funding History to ensure the row posts for the current fiscal year in the correct department.	If the original HRGL request is for a denied row, create a CU Funding Entry for the additional row in position to post active funding.
A position and the DBT are out of sync – DBT missing for current fiscal year.	If current fiscal year is different than the fiscal year for a position activation or department change, ensure a HRGL request for both the current and different fiscal years post to create funding in both fiscal years. Review the CU Position Funding History to ensure the row posts for the current and different fiscal year in the correct department.	Create a CU Funding Entry to post active funding in the fiscal year a DBT does not exist.
A position and the DBT are out of sync – DBT missing or inaccurate for current department.	Review the position to ensure the added row is approved and the department matches the department in the HRGL request. Review the HRGL Request to ensure that it is in completed status. If a position department changes, and then reverts to the former department again in the same fiscal year, and the SpeedType must be changed in the new DBT to that of the former same department's DBT, contact HCM_Community@cu.edu for assistance.	Create a CU Funding Entry to post active funding Or email HCM_Community@cu.edu for further assistance.
A position and the DBT are out of sync – job data and position use different departments.	Review the current position department and ensure funding is posted correctly from HCM> CU PETS and Funding> CU Position Funding History. Review Job Data and ensure the department listed for the same position matches the position data.	If position department is correct, update Job Data to reflect the correct department. If Job Data department is correct, update position department and create a new HRGL request to update funding.