

# **THE DEPARTMENT BUDGET TABLE AND FISCAL YEAR ROLLOVER**



University of Colorado

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# Agenda

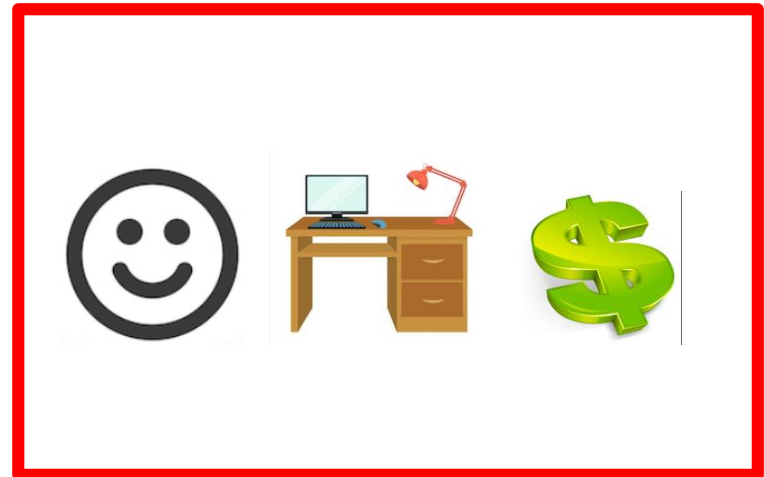
- **Position Funding Overview**
- Department Budget Table (DBT)
- Updating the DBT
- DBT Crossing Fiscal Years – Manual Entry
- DBT Crossing Fiscal Years – Rollover Process
- DBT Rollover – Confirm Funding



# Position Information

Position + HRGL Request  
Department Budget Table  
Position Funding History

Job Data =  
Employee Personal Data  
Position Data  
Compensation Data



# Position & Department Budget Table

## Position Data – New Position

Description	Specific Information	Budget and Incumbents	CU Position Data
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**Position Information**

Position Number 00760530

Headcount Status Filled

\*Effective Date 03/25/2019

Reason NEW New Position

Position Status Approved Status Date 0:

Description	Specific Information	Budget and Incumbents	CU Position Data
-------------	----------------------	-----------------------	------------------

Position Number 00760530

Headcount Status Filled Current Head Count

**Position Information**

Effective Date 03/25/2019

Campus Box B119 HSC HRGL Request # TORR001184-20190325-001

## Department Budget Table

Dept Budget Date	Dept Budget Defaults	Dept Budget Earnings	Dept Budget Deductions	Dept Budget Taxes
------------------	----------------------	----------------------	------------------------	-------------------

Set ID UCOLO Department 21434 CSPH-Epidemiology General Ops Fiscal Year 2019

Budget Begin Date 07/01/2018 Offset Group CUOFF

Budget End Date 06/30/2019

**Budget Cap**

☒ Per Budget Level ☐ Per Earn/Tax/Ded

**Level** Find View All First 1 of 1 Last

☐ Department ☐ Position Pool ☐ Jobcode ☒ Position ☐ Appointment

Position Number 00760530 Professional Research Asst

\*Effective Date 03/25/2019

Eff Seq 0 \*Status Active Date Entered 03/25/2019

Budget Level Cap 0.00 \*Currency USD



# Position & Department Budget Table

## Position Data – Department Change

Description	Specific Information	Budget and Incumbents	CU Position Data
<b>Position Information</b>			
Position Number 00713446			
Headcount Status Filled			
*Effective Date 03/01/2019			
Reason DPC Department Change			
Position Status Approved		Status Date 12/0	
<b>Work Location</b>			
*Reg Region USA United States			
Department 11139 NCWIT			
Location 1ECAD Engineering Admin Wing			

## Department Budget Table - Department Change

### Search Results

View All

First1-6 of 6Last

Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code	Set ID	Job Code	Position Number	Empl ID	Empl Record
UCOLO	11139	2019	Position	(blank)	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	2019	Position	(blank)	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	2018	Position	(blank)	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	2017	Position	(blank)	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	2016	Position	(blank)	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	1	Position	(blank)	(blank)	(blank)	(blank)	00713446	(blank)	0



# Department Budget Table & CU Position Funding History

## Department Budget Table USA

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

▼ Search Criteria

Set ID =

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

Empl ID begins with

Empl Record =

☐ Include History ☐ Correct History

### Search Results

View All										
First 1-6 of 6 Last										
Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code	Set ID	Job Code	Position Number	Empl ID	Empl Record
UCOLO	20952	2019	Position	(blank)	(blank)	(blank)	(blank)	00603728	(blank)	0
UCOLO	20878	2019	Position	(blank)	(blank)	(blank)	(blank)	00603728	(blank)	0
UCOLO	20878	2018	Position	(blank)	(blank)	(blank)	(blank)	00603728	(blank)	0
UCOLO	20878	2017	Position	(blank)	(blank)	(blank)	(blank)	00603728	(blank)	0
UCOLO	20878	2016	Position	(blank)	(blank)	(blank)	(blank)	00603728	(blank)	0
UCOLO	20878	1	Position	(blank)	(blank)	(blank)	(blank)	00603728	(blank)	0

## CU Position Funding History

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

▼ Search Criteria

Position Number begins with

Job Code begins with

Department begins with

Description begins with

☐ Case Sensitive

### Search Results

View All			
First 1-4 of 4 Last			
Position Number	Description	Job Code	Department
00603728	Note Taker	4103	20725
00603728	Student Assistant III	4103	20878
00603728	Student Assistant III	4103	20952
00603728	UCH- Nurse Intern ER	4105	20728



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# Department Budget Table & CU Position Funding History

## Department Budget Table List

[View All](#)

Set ID	Department	Fiscal Year
UCOLO	20952	2019
UCOLO	20878	2019

## CU Position Funding History List

First 1-4 of 4 Last

Description	Job Code	Department
Note Taker	4103	20725
Student Assistant III	4103	20878
Student Assistant III	4103	20952
UCH- Nurse Intern ER	4105	20728

### CU Position Funding History

#### Funding

Position Number 00603728 Student Assistant III Budget End Date 06/30/19  
 Job Code 4103 Student Asst III Department 20878  
 Funding Begin Date 07/01/2018 Status Active Eff Seq 0 Date Entered 06/08/2018

#### Distribution

[Personalize](#)

Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project
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### CU Position Funding History

#### Funding

Position Number 00603728 Student Assistant III Budget End Date 06/30/19  
 Job Code 4103 Student Asst III Department 20952  
 Funding Begin Date 04/01/2019 Status Active Eff Seq 0 Date Entered 04/12/2019

#### Distribution

[Personalize](#)

Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project
------------------	-------------	-------------------	-----------	--------------	--------------	---------



# Agenda

- Position Funding Overview
- **Department Budget Table (DBT)**
- Updating the DBT
- DBT Crossing Fiscal Years – Manual Entry
- DBT Crossing Fiscal Years – Rollover Process
- DBT Rollover – Confirm Funding





# Department Budget Table - Overview

Dept Budget Date	Dept Budget Defaults	Dept Budget Earnings	Dept Budget Deductions	Dept Budget Taxes
------------------	----------------------	----------------------	------------------------	-------------------

Set ID	UCOLO	Department	21434	CSPH-Epidemiology General Ops
Fiscal Year	2019			
*Budget Begin Date	07/01/2018	*Budget End Date	06/30/2019	
*Offset Group	CUOFF	Payroll Offset Group		

Budget Cap	
<input checked="" type="radio"/> Per Budget Level	<input type="radio"/> Per Earn/Tax/Ded
Suspense Combination Code	
Find   View All    First 1 of 1 Last	
Effective Date	07/01/2018
Effective Sequence	0
Combination Code	61000642
CSPH Payroll Suspense Clearing	<a href="#">ChartField Details</a>
Balance	-430.60



# Department Budget Table – Dept Budget Date

Dept Budget Date

Dept Budget Defaults

Dept Budget Earnings

Dept Budget Deductions

Dept Budget Taxes

Set ID UCOLO

Department 21434

CSPH-Epidemiology General Ops

Fiscal Year 2019

\*Budget Begin Date 07/01/2018

\*Budget End Date 06/30/2019

\*Offset Group CUOFF

Payroll Offset Group

Budget Cap

☒ Per Budget Level

☐ Per Earn/Tax/Ded

Suspense Combination Code

Find | View All

First

1 of 1

Last

Effective Date 07/01/2018

Effective Sequence 0

+

Combination Code 61000642

CSPH Payroll Suspense Clearing

ChartField Details

Balance

-430.60

# Department Budget Table – Dept Budget Earnings

Dept Budget Date	Dept Budget Defaults	<b>Dept Budget Earnings</b>	Dept Budget Deductions	Dept Budget Taxes
------------------	----------------------	-----------------------------	------------------------	-------------------

Set ID	UCOLO	Department	21434	CSPH-Epidemiology General Ops	Fiscal Year	2019
		Budget Begin Date	07/01/2018	Offset Group	CUOFF	
		Budget End Date	06/30/2019			

<b>Budget Cap</b>	
<input checked="" type="radio"/> Per Budget Level	<input type="radio"/> Per Earn/Tax/Ded

<b>Level</b>		Find   View All	First	1 of 2	Last
<input type="radio"/> Department	<input type="radio"/> Position Pool	<input type="radio"/> Jobcode	<input checked="" type="radio"/> Position	<input type="radio"/> Appointment	
Position Number 00699684		Grad Assistant			
*Effective Date 11/01/2018		Eff Seq	0	*Status	Active
Budget Level Cap 0.00		*Currency	USD	Date Entered	11/01/2018

<b>Earnings Distribution</b>		Personalize   Find	First	1-6 of 6	Last
Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code
Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	63012571	07/31/2017		100.000
2	1	61029668			100.000
3	1	52600067			100.000
4	1	62846319			100.000
5	1	62846319			100.000
6	1	62846319			100.000



# Department Budget Table – Dept Budget Deductions

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | **Dept Budget Deductions** | Dept Budget Taxes

Set ID UCOLO | Department 21434 | CSPH-Epidemiology General Ops | Fiscal Year 2019  
Budget Begin Date 07/01/2018 | Budget End Date 06/30/2019 | Offset Group CUOFF

**Level** Find | View All First 1 of 2 Last

☐ Department ☐ Position Pool ☐ Jobcode ☒ Position ☐ Appointment + -

Position Number 00699684 | Grad Assistant  
Effective Date 11/01/2018 | Eff Seq 0 | Status Active | Date Entered 11/01/2018

**Deduction Distribution** Personalize | Find | First 1-2 of 2 Last

Combination Code	Fringe Benefit Description	Combination Code Description	Distributed
Plan Type	Plan	Deduction Code	Deduction Class
1			
2	General Deduction	DWCMF	N

*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	63012571			100.000
1	63012571			100.000

Plan Type	Benefit Plan	Dedn Code
Medical	BCUKSR	CKSMDB
Dental	BDPPO	CUDNTB
EE Bas Lif	CUB50K	STNDRD
LTD	LTDIA	LTDIA
401(a) ORP	401A	401A
FICA Accr	FICAAC	ACCRUL
401a Accr	401ACR	ACCRUL

Plan Type	Benefit Plan	Dedn Code
Dental	BDPPO	CUDNTB
Medical	BEXLC	ANTMDB
EE Bas Lif	CUB50K	STNDRD
LTD	LTDIA	LTDIA
PERA	PERA	PERA
PERA AED	PERAED	PERAED
PERA SAED	SUPAED	SUPAED

Plan Type	Benefit Plan	Dedn Code
401(a) ORP	401A	401A
Dental	BDPPO	CUDNTB
Medical	BEXLC	ANTMDB
EE Bas Lif	CUB50K	STNDRD
LTD	LTDIA	LTDIA
PERA AED	OOAED	PERAED
PERA SAED	OOSAED	SUPAED



# Department Budget Table – Dept Budget Taxes

Dept Budget Date

Dept Budget Defaults

Dept Budget Earnings

Dept Budget Deductions

Dept Budget Taxes

Set ID UCOLO

Department 21434

CSPH-Epidemiology General Ops

Fiscal Year 2019

Budget Begin Date 07/01/2018

Budget End Date 06/30/2019

Offset Group CUOFF

Level

Find | View All

First 1 of 2 Last

☐ Department
 ☐ Position Pool
 ☐ Jobcode
 ☒ Position
 ☐ Appointment

Position Number 00699684

Grad Assistant

Effective Date 11/01/2018

Eff Seq 0

Status Active

Date Entered 11/01/2018

Tax Distribution

Personalize | Find |

First 1 of 1 Last

Combination Code	Locality Description	Combination Code Description	Distributed	State	Tax Class	Locality	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1							1	63012571			100.000

State	Tax Class
\$U	OASDVER
\$U	Med/ER

Employer Cost

Old Age, Survivors, and Disability Insurance

Medicare Tax

# Department Budget Table – Fringe Rates

## Fringe Benefit Rate History

### FY 2017 Fringe Benefit Rates

Benefit Category	Rate
Regular Faculty	30.6%
Prof Exempt & Research Faculty FT/Classified Permanent	37.7%
Prof Exempt & Research Faculty PT/Classified Temporary	15.3%
Student Faculty	13.7%
Hourly	1.2%
LASP Leave Rate	22.7%

### Fringe Benefit Rates

Both Anschutz & Downtown Campuses  
Fiscal Year 2016-2017

Benefit	FY 2016-2017 Rates	
Worker's Compensation	0.164%	
Unemployment Compensation	0.042%	
<i>Sub-Total Worker's Comp. &amp; Unemployment</i>		0.206%
Termination Pay		1.175%
Retiree Health, Life, and Supplemental Ann.		0.693%
<b>Total*</b>		<b>2.074%</b>

Both Anschutz & Downtown Campuses  
Fiscal Year 2015-2016

Benefit	FY 2015-2016 Rates	
Worker's Compensation	0.217%	
Unemployment Compensation	0.063%	
<i>Sub-Total Worker's Comp. &amp; Unemployment</i>		0.280%
Termination Pay		1.197%
Retiree Health, Life, and Supplemental Ann.		0.497%
<b>Total*</b>		<b>1.974%</b>

\* Not all job codes are charged the total fringe benefit rate; it depends on the benefits eligibility. See Exhibit B.

5/13/2019



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# Department Budget Table – Deduction & Tax Set Up Rules

## UCB

- Pooled
  - Job Code
  - Reg-Temp
  - Full/Part

## UCCS

- Pooled
  - Expense Code
  - Grants follow earnings

## UCD/AMC

- Follow earnings

## USYS

- Assigned SpeedType

5/13/2019



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- DBT Rollover – Confirm Funding





# Department Budget Table (DBT)

1. Position # (NEW)
2. Department
3. Fiscal Year

## Search Results

View All							First	1-6 of 6	Last
Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code Set ID	Job Code	Position Number	Empl ID	Empl Record
UCOLO	11139	2019	Position	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	2019	Position	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	2018	Position	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	2017	Position	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	2016	Position	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	1	Position	(blank)	(blank)	(blank)	00713446	(blank)	0



# Department Budget Table Updates

## Position & HRGL Request – New/Change Dept Row

1. New Position #
2. Change Department

Description	Specific Information	Budget and Incumbents	CU Position Data
Position Number 00050291			
Headcount Status Open		Current Head Count 0	out of 1
<b>Position Information</b> Find   View All First 1 of 3 Last			
Effective Date 07/01/2017 Status Active			
Campus Box	<input type="text" value="C320 HSC"/>	HRGL Request # BRES000060-20170829-003	

### Position Approval

POSITION_NBR=00050291, DATE_OPTION=2017-07-01:Approved
Campus = Medical Center (UAMC)
Approved
Bravo, Brendon Aaron
Faculty
08/30/17 - 9:13 AM



# Department Budget Table Updates

## HRGL Request/CU Funding Entry

CU Funding Earnings CU Funding Entry Deductions CU Funding Entry Taxes

<b>HRGL Request #:</b>	<b>Funding Entry Status:</b>	<b>Searched/Draft</b>	<b>Originator:</b> McCoy, Catherine Louise	<b>Initiator:</b>	<b>Budget Begin Date:</b> 07/01/2018	<b>Budget End Date:</b> 06/30/2019
<b>Created Datetime:</b> 05/06/2019 11:24PM	<b>Submitted Date Time:</b>	<b>Completed Date/Time:</b>	<b>Last Update Timestamp:</b>	<b>Fiscal Year:</b> 2019	<b>Department:</b> 20335	

**Funding Entry**

**Position Number:** 00050313  Asst Professor



















**Effective Date:** 05/01/2019

**Effective Sequence:** 0

Job Data Snapshot													
Name	Empl ID	Empl Rcd	Job Eff Date	Job Eff Seq	Department	Position	Job Code	Job Description	HR Status	Job End Date	Action	Actn Rsn	Pay Frequency
1			07/01/2018	0	20335	00050313	1303	Asst Professor-Research	Active		PAY	MER	M
													F12
													1.000000

Department Budget and PET History										Personalize   Find   View All	First	1-5 of 24	Last
HRGL Request #	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp	Originator	OperID	Description				
1 MERR000229-20160418-93	PET	03/31/2016		0	Completed	04/18/16 12:00AM	MERR000229		Merrill II, Frank L				
2 MERR000229-20160418-93	PET	02/29/2016		0	Completed	04/18/16 12:00AM	MERR000229		Merrill II, Frank L				
3 MERR000229-20160418-93	PET	01/31/2016		0	Completed	04/18/16 12:00AM	MERR000229		Merrill II, Frank L				
4 HOCH000064-20180830-007	PET	08/31/2018		0	Completed	08/30/18 12:00AM	HOCH000064		Hoch, Katherine Elizabeth				
5 HOCH000064-20180830-007	PET	07/31/2018		0	Completed	08/30/18 12:00AM	HOCH000064		Hoch, Katherine Elizabeth				

Clear New Distribution Grid

New Distribution Data													Personalize   Find   View All    		
ERNCD	SpeedType	SpeedType Description	Project End Date	Funding End Date	Budget Amount	Percent of Distribution	Fund Code	Department	Program Code	Project	Account	PC Business Unit	A		
1	<input type="text" value="61001932"/> 	CEAS-BE Faculty		<input type="text" value=""/> 	2178.126	30.000	10	<input type="text" value="30214"/> 	71995	<input type="text" value=""/> 	444444				
2	<input type="text" value="63014814"/> 	DARPA INHB SHP PLSTCTY	04/30/2021	<input type="text" value="05/31/2019"/> 	2541.147	35.000	30	<input type="text" value="20338"/> 		<input type="text" value="25A5875"/> 	444444	UCD	1		
3	<input type="text" value="63017385"/> 	NIH MSE 3-D OPT RPD	08/31/2019	<input type="text" value="08/31/2019"/> 	363.021	5.000	30	<input type="text" value="20338"/> 		<input type="text" value="25A7320"/> 	444444	UCD	1		
4	<input type="text" value="68002098"/> 	NSUR.1.40.ADULTS		<input type="text" value=""/> 	2178.126	30.000	80	<input type="text" value="20339"/> 	70270	<input type="text" value=""/> 	444444				



# Department Budget Table Updates

## HRGL Request/PET – Update Funding

Payroll  
Expense  
Transfer -  
Apply  
Funding  
Template to  
Future

Apply Funding Template to Future: ☒

Apply to Future Eff Date: 05/01/2019 Prorate Date:

**Funding Template for Copy**

SpeedType	SpeedType Description	Account	Fund Code	Department	Program Code	Project	Project End Date	Distrib %	Funding End Date
61000074	CSPH-Dean's Office	444444	10	21411	49846			100.000	

**New Check Distribution**

Copy Distribution?	Earnings End Date	Rcd#	Department	Position #	Job Code	Earn Code	SpeedType	SpeedType Description	Account	Fund Code	Department	Program Code	Project
<input checked="" type="checkbox"/>	04/30/2019	0	51000	00716509	2448	RGS	61000074	CSPH-Dean's Office	402600	10	21411	49846	

### Department Budget and PET History

HRGL Request #	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp	
1 View Details	DBT	05/01/2019		0			
2 MCCO000605-20190501-002	PET		04/30/2019	0	Approved	05/01/19 12:00AM	MCC
3 MAKR000006-20170928-001	Funding	10/01/2017		0	Completed	09/28/17 1:52PM	MAKI
4 MADE000084-20171113-001	PET		10/31/2017	0	Completed	11/13/17 12:00AM	MAD
5 MADE000084-20171113-001	PET		09/30/2017	0	Completed	11/13/17 12:00AM	MAD

### New Distribution Data

ERNCD	SpeedType	SpeedType Description	Project End Date	Funding End Date	Budget Amount	Percent of Distribution
1	61000074	CSPH-Dean's Office			3333.333	100.000



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# Department Budget Table Updates

## CU Funding Entry – Review History

Department Budget and PET History							
	HRGL Request #	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp
1	MERR000229-20160418-93	PET		03/31/2016	0	Completed	04/18/16 12:00AM
2	MERR000229-20160418-93	PET		02/29/2016	0	Completed	04/18/16 12:00AM
3	MERR000229-20160418-93	PET		01/31/2016	0	Completed	04/18/16 12:00AM
4	HOCH000064-20180830-007	PET		08/31/2018	0	Completed	08/30/18 12:00AM
5	HOCH000064-20180830-007	PET		07/31/2018	0	Completed	08/30/18 12:00AM
6	EGGE000103-20181213-009	PET		11/30/2018	0	Completed	12/13/18 12:00AM
7	EGGE000103-20181213-009	PET		10/31/2018	0	Completed	12/13/18 12:00AM
8	EGGE000103-20181213-009	PET		09/30/2018	0	Completed	12/13/18 12:00AM
9	EGGE000103-20181213-009	PET		08/31/2018	0	Completed	12/13/18 12:00AM
10	EGGE000103-20181213-009	PET		07/31/2018	0	Completed	12/13/18 12:00AM
11	EGGE000103-20181213-008	Funding	12/01/2018		0	Completed	12/13/18 4:04PM
12	EGGE000103-20181213-003	Funding	12/01/2018		0	Searched	12/13/18 3:21PM
13	EGGE000103-20181001-001	PET		09/30/2018	0	Completed	10/01/18 12:00AM
14	EGGE000103-20180924-001	Funding	10/01/2018		0	Completed	09/24/18 9:10AM
15	EGGE000103-20180829-001	Funding	09/01/2018		0	Completed	08/29/18 8:27AM
16	EGGE000103-20180718-001	Funding	07/01/2018		1	Completed	07/18/18 9:23AM
17	EGGE000103-20180424-004	PET		12/31/2017	0	Completed	04/24/18 12:00AM
18	EGGE000103-20180424-003	PET		11/30/2017	0	Completed	04/24/18 12:00AM
19	EGGE000103-20180129-001	PET		01/31/2018	0	Completed	01/29/18 12:00AM
20	EGGE000103-20170707-004	PET		06/30/2017	0	Completed	07/07/17 12:00AM
21	EGGE000103-20170707-003	Funding	07/01/2017		3	Completed	07/07/17 2:35PM
22	EGGE000103-20170707-002	PET		06/30/2017	0	Searched	07/07/17 10:21AM
23	EGGE000103-20170707-001	PET	05/06/2019	06/30/2017	0	Uneditable	07/07/17 9:47AM
24	EGGE000103-20170706-001	PET		06/30/2017	0	Uneditable	07/06/17 2:23PM



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- Position Funding Overview
- Department Budget Table (DBT)
- Updating the DBT
- **DBT Crossing Fiscal Years – Manual Entry**
- DBT Crossing Fiscal Years – Rollover Process
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# Department Budget Table – Crossing Fiscal Years Manually

1. New Position #
2. Change Department
3. Fiscal year

## Search Results

View All		First 1-6 of 6 Last								
Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code	Set ID	Job Code	Position Number	Empl ID	Empl Record
UCOLO	11139	2019	Position	(blank)	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	2019	Position	(blank)	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	2018	Position	(blank)	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	2017	Position	(blank)	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	2016	Position	(blank)	(blank)	(blank)	(blank)	00713446	(blank)	0
UCOLO	10599	1	Position	(blank)	(blank)	(blank)	(blank)	00713446	(blank)	0



# Department Budget Table – CU Funding Entry Apply to Next Fiscal Year

## FY19 DBT

1

### PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

June 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					PPE 06/01/19 1/2 Pay Run ID BW060119 Earn dates 05/19-06/01/19
					8/9
	OC053019 uploads due 5 pm	Processing OC053019	BW uploads due 5 pm	Processing BW PPE 06/01/19 OC053019 PAYDAY	
3	4	5	6	7	15/16
Run Payroll Register BW PPE 06/01/19	OC060619 uploads due 5 pm	PULL DEADLINE 10 AM: BW PPE 06/01/19 Processing OC060619		BW PPE 06/01/19 PAYDAY [Pay Run ID BW060119] OC060619 PAYDAY	PPE 06/15/19 Pay Run ID BW061519 Earn dates 06/02-06/15/19
10	11	12	13	14	22/23
17	18	19	20	21	
	MON uploads due 5 pm Pay Run ID MN063019 Processing MON PPE 06/30/19 NO OFF-CYCLE THIS WEEK	Processing MON PPE 06/30/19 NO OFF-CYCLE THIS WEEK	Processing MON PPE 06/30/19 BW uploads due 5 pm	Run Payroll Register MON PPE 06/30/19 Processing BW PPE 06/15/19 NO OFF-CYCLE THIS WEEK	
	*	*		*	
24	25	26	27	28	29/30
Run Payroll Register BW PPE 06/15/19	OC062019 uploads due 5 pm	PULL DEADLINE 10 AM: BW PPE 06/15/19 MON PPE 06/30/19 Processing OC062019		MON PPE 06/30/19 PAYDAY Pay run ID MN063019 BW PPE 06/15/19 PAYDAY [Pay Run ID BW061519]	PPE 06/29/19 Pay Run ID BW061519 Earn dates 06/16-06/29/19

\* No off-cycle payroll

## FY20 DBT

2

### PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

July 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
OC062819 process begins 10 am FYE adjustments only	NO OFF-CYCLE THIS WEEK	NO OFF-CYCLE THIS WEEK	Independence Day 4 ALL CAMPUSES CLOSED (Bank holiday)	Processing BW PPE 6/29/19 (part of new fiscal year) NO OFF-CYCLE THIS WEEK	6/7
	*	*		*	
Run Payroll Register BW PPE 06/29/19	OC070419 uploads due 5 pm	PULL DEADLINE 10 AM: BW PPE 06/29/19 Processing OC070419		BW PPE 06/29/19 PAYDAY [Pay Run ID BW062919] OC070419 PAYDAY	13/14 PPE 07/13/19 Pay Run ID BW071319 Earn dates 06/30-07/13/19
15	16	17	18	19	20/21
	OC071119 uploads due 5 pm	Processing OC071119	BW uploads due 5 pm	Processing BW PPE 07/13/19 MON uploads due 5 pm Pay Run ID MN073119 Processing MON PPE 07/31/19 OC071119 PAYDAY	
22	23	24	25	26	27/28
Processing MON PPE 07/31/19 Run Payroll Register BW PPE 07/13/19	Processing MON PPE 07/31/19 NO OFF-CYCLE THIS WEEK	PULL DEADLINE 10 AM: BW PPE 07/31/19 Run Payroll Register MON PPE 07/31/19 NO OFF-CYCLE THIS WEEK		BW PPE 07/13/19 PAYDAY [Pay Run ID BW071319]	PPE 07/27/19 Pay Run ID BW072719 Earn dates 07/14-07/27/19
	*	*		*	
PULL DEADLINE 10 AM: MON PPE 07/31/19	OC072519 uploads due 5 pm	Processing OC072519 MON PPE 07/31/19 PAYDAY Pay run ID MN073119			

\* No Off-Cycle Payroll





# Department Budget Table – CU Funding Entry Apply to Next Fiscal Year

CU Funding Earnings

CU Funding Entry Deductions

CU Funding Entry Taxes

HRGL Request #:

Funding Entry Status: Searched/Draft

Originator:

Created Datetime: 04/18/2019 11:53AM

Submitted Date Time:

Completed Date/Time:

Funding Entry

Position Number

Effective Date

Effective Sequence

0

Job Data Snapshot

	Name	Empl ID	Empl Rcd	Job Eff Date	Job Eff Seq	D
1			0		0	

Department Budget and PET History

HRGL Request #	Request Type	Effective Date	Pay Period End Date	Effective Sequence
1				

Clear New Distribution Grid

☐ Apply to Next Fiscal Year



# Department Budget Table – CU Funding Entry Apply to Next Fiscal Year

CU Funding Earnings

CU Funding Entry Deductions

CU Funding Entry Taxes

HRGL Request #:

Funding Entry Status: Searched/

Created Datetime: 05/20/2018 11:53PM

Submitted Date Time:

Funding Entry

Position

00698792

Finance/Acctg Professional

Number

06/01/2018

1

Effective

Date

0

Sequence

Clear New Distribution Grid

☐ Apply to Next Fiscal Year

New Distribution Data

	ERNCD	SpeedType	SpeedType Description	Project End Date	Funding End Date
1		63015186	CHF AIM-XL RURAL SCHOOL DISTRI	06/30/2019	06/30/2019

Message

Warning - A funding transaction will be created for 07/01/2018 (21000,618)

2

A funding transaction will be created for Next Fiscal Year. Please confirm that this is intended prior to submitting the Funding Entry Transaction.

OK

Cancel



# Department Budget Table – CU Funding Entry Apply to Next Fiscal Year

## **New Positions/Incumbent Updates**

- Create/Update the position this fiscal year and update funding with a CU Funding Entry.
- Continue the funding to July 1 (Apply to Next Fiscal Year)

Hire an incumbent EFF 7/1 or later.

Use an ePAR Pay Rate Change EFF 7/1 or later.

– An ePAR EFF 7/1 or later will not process without a FY20 DBT (eff 7/1/19)



# ePAR Transactions – as of June 1, 2018

## ePAR Transactions

- ePAR transactions NO longer update funding
- Funding distribution = view only
- EFF 7/1/2019 – Confirm 7/1/2019 DBT row exists

## EXCEPTION: **Additional Pay**

- Recurring updates Create Pay
- One Time updates CU Time



# Agenda

- Position Funding Overview
- Department Budget Table (DBT)
- Updating the DBT
- DBT Crossing Fiscal Years – Manual Entry
- **DBT Crossing Fiscal Years – Rollover Process**
- DBT Rollover – Confirm Funding



# DBT – Fiscal Year Rollover Process

## Procedures

- On 6/28/19
- Copy most current FY19 funding row
- Create FY20 DBT
- Effective date 7/1/2019
- Active Department only

## Conditions

- **No funding end date?**
  - No funding end date copied
- **Funding end date after 7/1/2018?**
  - Same funding end date copied
- **Funding end date for Project?**
  - Same funding end date copied
- **Funding end date expires before 7/1/2018?**
  - **Does NOT Update**
- **FY19 DBT Row already exists?**
  - No row added



# Grants Optimization – Fall 2018

## Projects & SpeedTypes

	Allowed	
<b>S</b>	Pre-Spending	Anticipate project start date
<b>O</b>	Open	Project Start Date
<b>E</b>	Ended	Project End Date + 1

	Not Allowed	
<b>R</b>	Reporting	Project End Date + 60
<b>C</b>	Closed	After 120 days

PC Project Descr PC Project Team

Project

Business Unit UCS Project: 1546567 Outreach Support Of

PC Project Definition

Project Type X ☐ Enforce Project Team?

Date / Time Find | View All First 1 of 1 Last

Date/Time Stamp User ID

Long Description

**Expired Project -- Active SpeedType**

Project Resource Find | View All First 1 of 1 Last

Effective Date	04/17/2015	Sequence	0	Start Date
Status	O Open			End Date
Percent Complete				Priority

13000231 -- OUTREACH SUPPORT OF (ACTIVE) 1546567

PC Project Descr PC Project Team

Project

Business Unit UCD Project: 2515374 Njh Beryllium Dis Fo

PC Project Definition

Project Type R ☐ Enforce Project Team?

Date / Time Find | View All First 1 of 1 Last

Date/Time Stamp User ID

Long Description

**Expired Project -- Inactive SpeedType**

Project Resource Find | View All First 1 of 1 Last

Effective Date	09/30/2015	Sequence	0	Start Date
Status	C Closed			End Date
Percent Complete				Priority

63000445 -- NJH BERYLLIUM DIS.FC (INACTIVE) 2515374



# Department Budget Table Rollover 6/28/19

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

June

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					PPE 06/01/19 1/2 Pay Run ID BW060119 Earn dates 05/19-06/01/19
3	4 OC053019 uploads due 5 pm	5 Processing OC053019	6 BW uploads due 5 pm	7 Processing BW PPE 06/01/19 OC053019 PAYDAY	8/9
10 Run Payroll Register BW PPE 06/01/19	11 OC0060619 uploads due 5 pm	12 PULL DEADLINE 10 AM: BW PPE 06/01/19 Processing OC060619	13	14 BW PPE 06/01/19 PAYDAY (Pay Run ID BW060119) OC060619 PAYDAY	15/16 PPE 06/15/19 Pay Run ID BW061519 Earn dates 06/02-06/15/19
17	18 MON uploads due 5 pm Pay Run ID MN063019 Processing MON PPE 06/30/19 NO OFF-CYCLE THIS WEEK *	19 Processing MON PPE 06/30/19 NO OFF-CYCLE THIS WEEK *	20 Processing MON PPE 06/30/19 BW uploads due 5 pm	21 Run Payroll Register MON PPE 06/30/19 Processing BW PPE 06/15/19 NO OFF-CYCLE THIS WEEK *	22/23
24 Run Payroll Register BW PPE 06/15/19	25 OC0062019 uploads due 5 pm	26 PULL DEADLINE 10 AM: BW PPE 06/15/19 MON PPE 06/30/19 Processing OC062019	27	28 MON PPE 06/30/19 PAYDAY Pay run ID MN063019 BW PPE 06/15/19 PAYDAY (Pay Run ID BW061519)	29/30 PPE 06/29/19 Pay Run ID BW061519 Earn dates 06/16-06/29/19

\* No off-cycle payroll



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# Department Budget Table – Before 6/21 (MON) (MON EFF Date 6/1/19)

**CU Funding Entry** – Update funding for FY19 before post payroll processes on 6/20/19  
If continue to FY20 – Apply to Next Fiscal Year - **OR - Rollover will copy current row to 7/1**

**Payroll Expense Transfer** – Update Funding From Template before final payroll processes  
If continue to FY20 – Create new CU Funding Entry - **OR - Rollover will copy current row to 7/1**

**FY20 DBT 7/1/2019 – New Row Required**

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

June

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					PPE 06/01/19 1/2 Pay Run ID BW060119 Earn dates 05/19-06/01/19
3	4 OC053019 uploads due 5 pm	5 Processing OC053019	6 BW uploads due 5 pm	7 Processing BW PPE 06/01/19 OC053019 PAYDAY	8/9
10 Run Payroll Register BW PPE 06/01/19	11 OC060619 uploads due 5 pm	12 PULL DEADLINE 10 AM: BW PPE 06/01/19 Processing OC060619	13	14 BW PPE 06/01/19 PAYDAY (Pay Run ID BW060119) OC060619 PAYDAY	15/16 PPE 06/15/19 Pay Run ID BW061519 Earn dates 06/02-06/15/19
17 MON uploads due 5 pm Pay Run ID MN063019 Processing MON PPE 06/30/19 NO OFF-CYCLE THIS WEEK <b>MON</b>	18	19 Processing MON PPE 06/30/19 NO OFF-CYCLE THIS WEEK *	20 Processing MON PPE 06/30/19 BW uploads due 5 pm <b>BW</b>	21 Run Payroll Register MON PPE 06/30/19 Processing BW PPE 06/15/19 NO OFF-CYCLE THIS WEEK *	22/23
24 Run Payroll Register BW PPE 06/15/19	25 OC062019 uploads due 5 pm	26 PULL DEADLINE 10 AM: BW PPE 06/15/19 MON PPE 06/30/19 Processing OC062019	27	28 MON PPE 06/30/19 PAYDAY Pay run ID MN063019 BW PPE 06/15/19 PAYDAY (Pay Run ID BW061519) <b>Rollover</b>	29/30 PPE 06/29/19 Pay Run ID BW061519 Earn dates 06/16-06/29/19

\* No off-cycle payroll

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

July

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
1 OC062819 process begins 10 am FYE adjustments only	2 NO OFF-CYCLE THIS WEEK *	3 NO OFF-CYCLE THIS WEEK *	4 <b>Independence Day</b> ALL CAMPUSES CLOSED (Bank holiday)	5 Processing BW PPE 6/29/19 (part of new fiscal year) NO OFF-CYCLE THIS WEEK *	6/7
8 Run Payroll Register BW PPE 06/29/19	9 OC070419 uploads due 5 pm	10 PULL DEADLINE 10 AM: BW PPE 06/29/19 Processing OC070419	11	12 BW PPE 06/29/19 PAYDAY (Pay Run ID BW062919) OC070419 PAYDAY	13/14 PPE 07/13/19 Pay Run ID BW071319 Earn dates 06/30-07/13/19
15	16 OC071119 uploads due 5 pm	17 Processing OC071119	18 BW uploads due 5 pm <b>BW</b>	19 Processing BW PPE 07/13/19 MON uploads due 5 pm Pay Run ID MN073119 Processing MON PPE 07/31/19 OC071119 PAYDAY	20/21
22 Processing MON PPE 07/31/19 Run Payroll Register BW PPE 07/13/19	23 Processing MON PPE 07/31/19 NO OFF-CYCLE THIS WEEK *	24 PULL DEADLINE 10 AM: BW PPE 07/13/19 Run Payroll Register MON PPE 07/31/19 NO OFF-CYCLE THIS WEEK	25	26 BW PPE 07/13/19 PAYDAY (Pay Run ID BW071319) NO OFF-CYCLE THIS WEEK *	27/28 PPE 07/27/19 Pay Run ID BW072719 Earn dates 07/14-07/27/19
29 PULL DEADLINE 10 AM: MON PPE 07/31/19	30 OC072519 uploads due 5 pm	31 Processing OC072519 MON PPE 07/31/19 PAYDAY Pay run ID MN073119			

\* No Off-Cycle Payroll



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# Department Budget Table – After 6/20 (MON) – (MON EFF Date 7/1/19)

**CU Funding Entry** – Update funding for MON EFF DATE 7/1/19

**DO NOT Apply to Next Fiscal Year (will create EFF DATE 7/1/20)**

**Payroll Expense Transfer** – Update Funding From Template for MON EFF DATE 7/1/19

**DO NOT Apply to Next Fiscal Year (will create EFF DATE 7/1/20)**

**FY20 DBT 7/1/2019 – New Row Required**

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM						June 2019
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun	
					PPE 06/01/19 1/2 Pay Run ID BW060119 Earn dates 05/19-06/01/19	
3	4	5	6	7	8/9	
	OC053019 uploads due 5 pm	Processing OC053019	BW uploads due 5 pm	Processing BW PPE 06/01/19 OC053019 PAYDAY		
10	11	12	13	14	15/16	
Run Payroll Register BW PPE 06/01/19	OC060619 uploads due 5 pm	PULL DEADLINE 10 AM: BW PPE 06/01/19 Processing OC060619		BW PPE 06/01/19 PAYDAY (Pay Run ID BW060119) OC060619 PAYDAY	PPE 06/15/19 Pay Run ID BW061519 Earn dates 06/02-06/15/19	
1	18	19	20	21	22/23	
MON uploads due 5 pm Pay Run ID MN063019 Processing MON PPE 06/30/19 NO OFF-CYCLE THIS WEEK <b>MON</b>		Processing MON PPE 06/30/19 NO OFF-CYCLE THIS WEEK *	Processing MON PPE 06/30/19 BW uploads due 5 pm <b>BW</b>	Run Payroll Register MON PPE 06/30/19 Processing BW PPE 06/15/19 NO OFF-CYCLE THIS WEEK *		
2	25	26	27	28	29/30	
Run Payroll Register BW PPE 06/15/19	OC062019 uploads due 5 pm	PULL DEADLINE 10 AM: BW PPE 06/15/19 MON PPE 06/30/19 Processing OC062019		MON PPE 06/30/19 PAYDAY Pay run ID MN063019 BW PPE 06/15/19 PAYDAY (Pay Run ID BW061519) <b>Rollover</b>	PPE 06/29/19 Pay Run ID BW061519 Earn dates 06/16-06/29/19	

\* No off-cycle payroll

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM						July 2019
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun	
1	2	3	4	5	6/7	
OC062819 process begins 10 am FYE adjustments only	NO OFF-CYCLE THIS WEEK *	NO OFF-CYCLE THIS WEEK *	Independence Day ALL CAMPUSES CLOSED (Bank holiday)	Processing BW PPE 6/29/19 (part of new fiscal year) NO OFF-CYCLE THIS WEEK *		
8	9	10	11	12	13/14	
Run Payroll Register BW PPE 06/29/19	OC070419 uploads due 5 pm	PULL DEADLINE 10 AM: BW PPE 06/29/19 Processing OC070419		BW PPE 06/29/19 PAYDAY (Pay Run ID BW062919) OC070419 PAYDAY	PPE 07/13/19 Pay Run ID BW071319 Earn dates 06/30-07/13/19	
15	16	17	18	19	20/21	
	OC071119 uploads due 5 pm	Processing OC071119	BW uploads due 5 pm <b>BW</b>	Processing BW PPE 07/13/19 MON uploads due 5 pm Pay Run ID MN073119 Processing MON PPE 07/31/19 OC071119 PAYDAY		
22	23	24	25	26	27/28	
Processing MON PPE 07/31/19 Run Payroll Register BW PPE 07/13/19	Processing MON PPE 07/31/19 NO OFF-CYCLE THIS WEEK *	PULL DEADLINE 10 AM: BW PPE 07/13/19 Run Payroll Register MON PPE 07/31/19 NO OFF-CYCLE THIS WEEK		BW PPE 07/13/19 PAYDAY (Pay Run ID BW071319) NO OFF-CYCLE THIS WEEK *	PPE 07/27/19 Pay Run ID BW072719 Earn dates 07/14-07/27/19	
29	30	31				
PULL DEADLINE 10 AM: MON PPE 07/31/19	OC072519 uploads due 5 pm	Processing OC072519 MON PPE 07/31/19 PAYDAY Pay run ID MN073119				

\* No Off-Cycle Payroll



# Department Budget Table – Before and After Rollover on 6/28 (BW)

**CU Funding Entry** – Update funding for BW BEGIN 6/16/19 or 6/30/19 (BEFORE 7/1/19)

If continue to FY20 – Apply to Next Fiscal Year with EFF DATE 7/1/19

**Payroll Expense Transfer** – Update Funding From Template for BW 6/16/19 or 6/30/19

If continue to FY20 – Create new CU Funding Entry with EFF DATE 7/1/19

**FY20 DBT 7/1/2019 – New Row Required**

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

June

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					PPE 06/01/19 1/2 Pay Run ID BW060119 Earn dates 05/19-06/01/19
3	4 OC053019 uploads due 5 pm	5 Processing OC053019	6 BW uploads due 5 pm	7 Processing BW PPE 06/01/19 OC053019 PAYDAY	8/9
10 Run Payroll Register BW PPE 06/01/19	11 OC060619 uploads due 5 pm	12 PULL DEADLINE 10 AM: BW PPE 06/01/19 Processing OC060619	13	14 BW PPE 06/01/19 PAYDAY (Pay Run ID BW060119) OC060619 PAYDAY	15/16 PPE 06/15/19 Pay Run ID BW061519 Earn dates 06/02-06/15/19
17 MON uploads due 5 pm Pay Run ID MN063019 Processing MON PPE 06/30/19 NO OFF-CYCLE THIS WEEK <b>MON</b>	18	19 Processing MON PPE 06/30/19 NO OFF-CYCLE THIS WEEK *	20 Processing MON PPE 06/30/19 BW uploads due 5 pm <b>BW</b>	21 Run Payroll Register MON PPE 06/30/19 Processing BW PPE 06/15/19 NO OFF-CYCLE THIS WEEK *	22/23
24 Run Payroll Register BW PPE 06/15/19	25 OC062019 uploads due 5 pm	26 PULL DEADLINE 10 AM: BW PPE 06/15/19 MON PPE 06/30/19 Processing OC062019	27	28 MON PPE 06/30/19 PAYDAY Pay run ID MN063019 BW PPE 06/15/19 PAYDAY (Pay Run ID BW061519) <b>Rollover</b>	29/30 PPE 06/29/19 Pay Run ID BW061519 Earn dates 06/16-06/29/19

\* No off-cycle payroll

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

July

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
1 OC062819 process begins 10 am FYE adjustments only	2 NO OFF-CYCLE THIS WEEK *	3 NO OFF-CYCLE THIS WEEK *	4 <b>Independence Day</b> ALL CAMPUSES CLOSED (Bank holiday)	5 Processing BW PPE 6/29/19 (part of new fiscal year) NO OFF-CYCLE THIS WEEK *	6/7
8 Run Payroll Register BW PPE 06/29/19	9 OC070419 uploads due 5 pm	10 PULL DEADLINE 10 AM: BW PPE 06/29/19 Processing OC070419	11	12 BW PPE 06/29/19 PAYDAY (Pay Run ID BW062919) OC070419 PAYDAY	13/14 PPE 07/13/19 Pay Run ID BW071319 Earn dates 06/30-07/13/19
15	16 OC071119 uploads due 5 pm	17 Processing OC071119	18 BW uploads due 5 pm <b>BW</b>	19 Processing BW PPE 07/13/19 MON uploads due 5 pm Pay Run ID MN073119 Processing MON PPE 07/31/19 OC071119 PAYDAY	20/21
22 Processing MON PPE 07/31/19 Run Payroll Register BW PPE 07/13/19	23 Processing MON PPE 07/31/19 NO OFF-CYCLE THIS WEEK *	24 PULL DEADLINE 10 AM: BW PPE 07/13/19 Run Payroll Register MON PPE 07/31/19 NO OFF-CYCLE THIS WEEK	25	26 BW PPE 07/13/19 PAYDAY (Pay Run ID BW071319) NO OFF-CYCLE THIS WEEK *	27/28 PPE 07/27/19 Pay Run ID BW072719 Earn dates 07/14-07/27/19
29 PULL DEADLINE 10 AM: MON PPE 07/31/19	30 OC072519 uploads due 5 pm	31 Processing OC072519 MON PPE 07/31/19 PAYDAY Pay run ID MN073119			

\* No Off-Cycle Payroll



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# Department Budget Table – After 7/19 – Disable Apply to Next Fiscal Year

**CU Funding Entry** – Last date to update BW EFF DATE 6/30/19.

If EFF DATE 7/1 or later: **DO NOT Apply to Next Fiscal Year (will create EFF DATE 7/1/20)**

**Payroll Expense Transfer** – Last date to update Funding for BW EFF DATE 6/30/19.

If EFF DATE 7/1 or later: **DO NOT Apply to Next Fiscal Year (will create EFF DATE 7/1/20)**

**FY20 DBT 7/1/2019 – New Row Required**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					PPE 06/01/19 1/2 Pay Run ID BW060119 Earn dates 05/19-06/01/19
3	4 OC053019 uploads due 5 pm	5 Processing OC053019	6 BW uploads due 5 pm	7 Processing BW PPE 06/01/19 OC053019 PAYDAY	8/9
10 Run Payroll Register BW PPE 06/01/19	11 OC060619 uploads due 5 pm	12 PULL DEADLINE 10 AM: BW PPE 06/01/19 Processing OC060619	13	14 BW PPE 06/01/19 PAYDAY (Pay Run ID BW060119) OC060619 PAYDAY	15/16 PPE 06/15/19 Pay Run ID BW061519 Earn dates 06/02-06/15/19
17 MON uploads due 5 pm Pay Run ID MN063019 Processing MON PPE 06/30/19 NO OFF-CYCLE THIS WEEK <b>MON</b>	18	19 Processing MON PPE 06/30/19 NO OFF-CYCLE THIS WEEK *	20 Processing MON PPE 06/30/19 BW uploads due 5 pm <b>BW</b>	21 Run Payroll Register MON PPE 06/30/19 Processing BW PPE 06/15/19 NO OFF-CYCLE THIS WEEK *	22/23
24 Run Payroll Register BW PPE 06/15/19	25 OC062019 uploads due 5 pm	26 PULL DEADLINE 10 AM: BW PPE 06/15/19 MON PPE 06/30/19 Processing OC062019	27	28 MON PPE 06/30/19 PAYDAY Pay run ID MN063019 BW PPE 06/15/19 PAYDAY (Pay Run ID BW061519) <b>Rollover</b>	29/30 PPE 06/29/19 Pay Run ID BW061519 Earn dates 06/16-06/29/19

\* No off-cycle payroll

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
1 OC062819 process begins 10 am PPE adjustments only	2 NO OFF-CYCLE THIS WEEK *	3 NO OFF-CYCLE THIS WEEK *	4 <b>Independence Day</b> ALL CAMPUSES CLOSED (Bank holiday)	5 Processing BW PPE 6/29/19 (part of new fiscal year) NO OFF-CYCLE THIS WEEK *	6/7
8 Run Payroll Register BW PPE 06/29/19	9 OC070419 uploads due 5 pm	10 PULL DEADLINE 10 AM: BW PPE 06/29/19 Processing OC070419	11	12 BW PPE 06/29/19 PAYDAY (Pay Run ID BW062919) OC070419 PAYDAY	13/14 PPE 07/13/19 Pay Run ID BW071319 Earn dates 06/30-07/13/19
15	16 OC071119 uploads due 5 pm	17 Processing OC071119	18 BW uploads due 5 pm <b>BW</b>	19 Processing BW PPE 07/13/19 MON uploads due 5 pm Pay Run ID MN073119 Processing MON PPE 07/31/19 OC071119 PAYDAY	20/21
22 Processing MON PPE 07/31/19 Run Payroll Register BW PPE 07/13/19	23 Processing MON PPE 07/31/19 NO OFF-CYCLE THIS WEEK *	24 PULL DEADLINE 10 AM: BW PPE 07/13/19 Run Payroll Register MON PPE 07/31/19 NO OFF-CYCLE THIS WEEK	25	26 BW PPE 07/13/19 PAYDAY (Pay Run ID BW071319) NO OFF-CYCLE THIS WEEK *	27/28 PPE 07/27/19 Pay Run ID BW072719 Earn dates 07/14-07/27/19
29 PULL DEADLINE 10 AM: MON PPE 07/31/19	30 OC072519 uploads due 5 pm	31 Processing OC072519 MON PPE 07/31/19 PAYDAY Pay run ID MN073119			

\* No Off-Cycle Payroll



# Agenda

- Position Funding Overview
- Department Budget Table (DBT)
- Updating the DBT
- DBT Crossing Fiscal Years – Manual Entry
- DBT Crossing Fiscal Years – Rollover Process
- **DBT Rollover – Confirm Funding**



# Reviewing Rollover Results

NavBar: Navigator

CU Resources

Recent Places

My Favorites

Navigator

Classic Home

- CU PETs and Funding
  - CU PET Financial Aid Users
  - CU Position Funding History**
  - CU Process Direct PET
  - CU Process PET Regular Users
  - CU Funding Entry
  - CU PET Summary
  - Batch PET Upload
  - New PET Request
  - My HRGL Requests
  - HRGL Requests for My Depts
  - HRGL Request General Search
  - PET Pending Approvals

## CU Position Funding History

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

Find an Existing Value

### Search Criteria

Position Number	begins with	00713416
Job Code	begins with	4101
Department	begins with	10443
Description	begins with	

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

## Search Results

View All		First	1 of 1	Last
Position Number	Description	Job Code	Department	
00713416	Weight Room Attendant	4101	10443	



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# Confirm Position Funding History

## CU Position Funding History

**Funding**
Find | [View 1](#)
First 1-10 of 10 Last

Position Number 00713416 Student Asst I Budget End Date 06/30/19  
 Job Code 4101 Student Asst I Department 10443  
 Funding Begin Date 07/01/2018 Status Active Eff Seq 0 Date Entered 06/08/2018

**Distribution**
Personalize | Find | [1](#) | [Grid](#)
First 1 of 1 Last

	Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date	Project End Date
1	12030457	FITNESS EQPMNT/WEIGHT RM	100.000	20	10444	15793				

---

Position Number 00713416 Student Asst I Budget End Date 06/30/18  
 Job Code 4101 Student Asst I Department 10443  
 Funding Begin Date 03/16/2018 Status Active Eff Seq 0 Date Entered 03/16/2018

**Distribution**
Personalize | Find | [1](#) | [Grid](#)
First 1 of 1 Last

	Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date	Project End Date
1	12030457	FITNESS EQPMNT/WEIGHT RM	100.000	20	10444	15793				



# HCM Queries

CU HCM User WorkCenter

WorkCenter Resources

**HCM Queries**


Query Manager


- [Job List](#)
- [Funding Distribution](#)
- [Payroll Register Acct Detail](#)
- [Payroll Register](#)
- [Time Entry](#)
- [Position Data](#)
- [Personnel Roster](#)
- [Training Report](#)
- [Paycheck Distribution](#)
- [Dept Personnel & Org Roster](#)
- [Leave Balances](#)
- [Leave Accruals](#)
- [Personnel Actions History](#)
- [Position Funding](#)
- [TBT Manage Transactions](#)

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

\*\*\*\*\*

## CUES\_HCM\_FUNDING\_DISTRIBUTION - Funding Distribution


Empl ID (Optional)  

Dept ID (Optional)  


SpeedType Org (Optional)


Posn Nbr (Optional)

SpeedType (Optional)

Node (Optional)  

Include Future Job Data ☐

Speedtype Status (Optional)  

Project Status (Optional)  





# HCM Queries

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Query Manager

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- [Personnel Actions History](#)
- [Position Funding](#)
- [TBT Manage Transactions](#)

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

\*\*\*\*\*

## CUES\_HCM\_POSITION\_FUNDING - Position Funding

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

Company (Optional)

SpeedType (Optional)

SpeedType Status (Optional)

Fund Code (Optional)

Organization (Optional)

Program Code (Optional)

Project ID (Optional)

Project Status (Optional)

Sub-Class (Optional)

**Vacant ONLY** ☐



# HCM Queries

75	Position Funding	This query returns current position funding for active positions only.	10791	CUES_HCM_POSITION_FUNDING
23	Funding Distribution	This query returns job data and funding distribution info by empl ID, dept ID, org, and/or posn nbr. Position number returned as hyperlink - clicking the link will open a new tab with funding history, including future dated info.	84229	CUES_HCM_FUNDING_DISTRIBUTION
24	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.	10262	CUES_HCM_FUNDING_SUSPENSE
25	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).	594	CUES_HCM_FUNDING_SUSPENSE_MAX
26	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.	184	CUES_HCM_FUNDING_SUSPENSE_OLD



# Thank You

Email [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu)

Tel: 303-860-4200 x 2

Questions and comments are always welcome

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