

# Funding Entry and Suspense

Employee Services Webinar  
February 18, 2020

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# Welcome

## Objectives:

- ▶ Understand position funding relative to effort.
- ▶ Learn how to post and confirm a funding distribution.
- ▶ Learn how to calculate earnings funding distributions.
- ▶ Learn what funding factors cause payroll transactions to go to suspense.

## Resources:

- ▶ PPT available at Recorded Webinars, Funding and Suspense Webinar section.
- ▶ Guides available at [www.cu.edu/docs](http://www.cu.edu/docs). Use “funding” for the keyword search will return the related guides. Download the files and follow along with the webinar.
- ▶ <https://www.cu.edu/docs/sbs-funding-entry><https://www.cu.edu/docs/jaid-managing-funding-suspense>
- ▶ More covered at end of webinar.



# Before We Begin

## Prerequisites and Assumptions:

- ▶ All position and funding transactions are completed and stored in HCM. You must have HCM access to review and create new funding.
- ▶ A basic understanding of HCM including the personal data, position data, job data tables and relationships are helpful. A recorded webinar on the topic can be viewed from here: **HCM Data Road Map**  
<https://vimeo.com/320571700>
- ▶ A basic understanding of the components that are used to create a paycheck is helpful. A recorded webinar on the topic can be viewed from here: **Calculating a Paycheck**  
<https://vimeo.com/359772126>



# Agenda

- ▶ Positions and Funding
- ▶ CU Funding Entry
- ▶ Funding and Suspense
- ▶ Effort and Funding Distributions
- ▶ The Dating Game
- ▶ Causes for Suspense
- ▶ Avoiding and Clear Suspense



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# Positions and Funding

Employee, position, funding

Why new funding?



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# Positions and Funding

Empl ID #####

00123456



- ▶ Employee works in a position
- ▶ Provides effort for programs and projects through their position



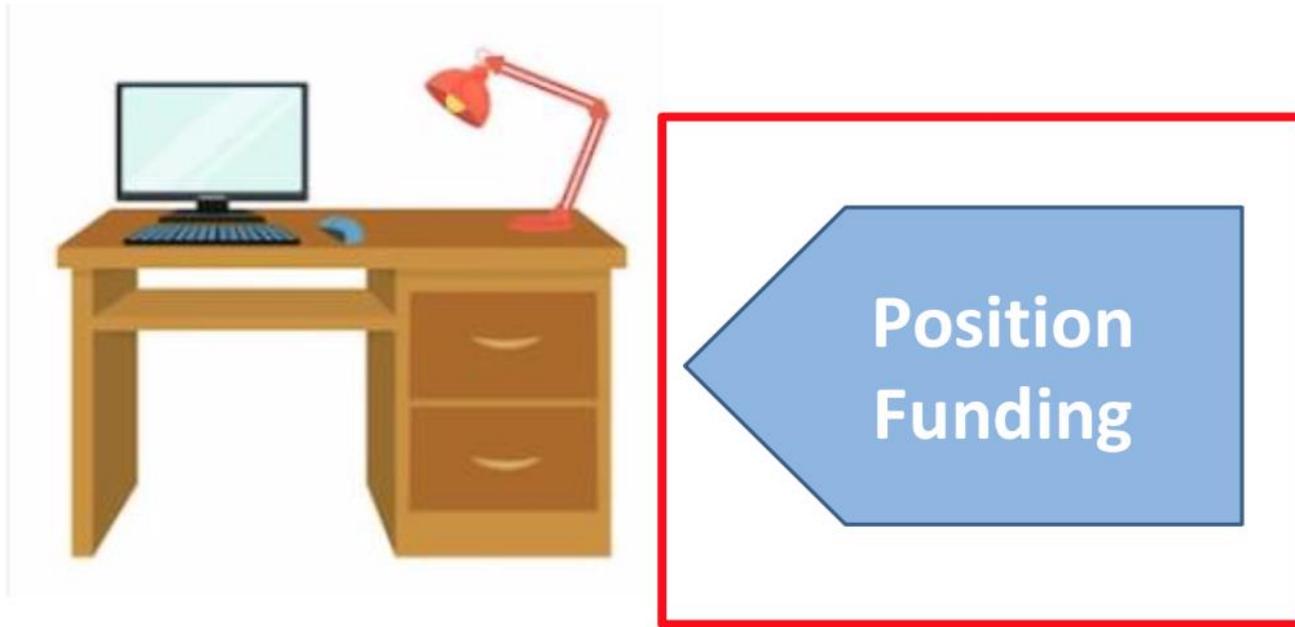
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# Positions and Funding

- ▶ Employee effort is funded using SpeedTypes with the budget/funds for employee payroll



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# Why new funding?

## Department Budget Table Required

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

## CU Funding Entry Required

- ▶ Update expired funding
- ▶ Update a change in effort on programs and projects,
- ▶ Updates reflect other budgetary changes



# CU Funding Entry

Entering funding for positions



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# www.cu.edu/docs

HOME

## Document Library

funding Department

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

DOCUMENT NAME	TYPE	DEPARTMENT
<a href="#">Creating a Position with Funding</a>		HCM Community
<a href="#">Funding Entry</a>		HCM Community
<a href="#">Manage Funding Suspense</a>		HCM Community
<a href="#">Viewing Related Content</a>		HCM Community



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# Prepare For New Funding

Before you create a funding entry, you will need the following information:

- ▶ Position number
- ▶ Effective date of the funding change
- ▶ The active SpeedType(s) that fund effort on the position
- ▶ 100% funding from SpeedType percentages

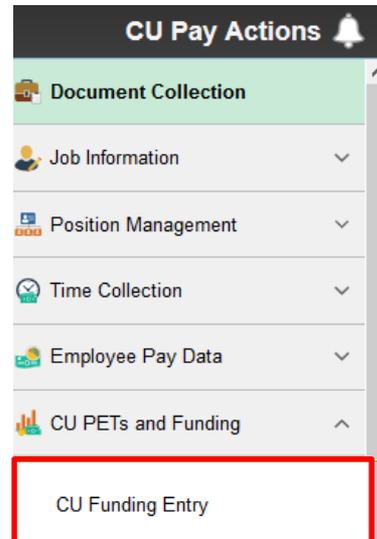
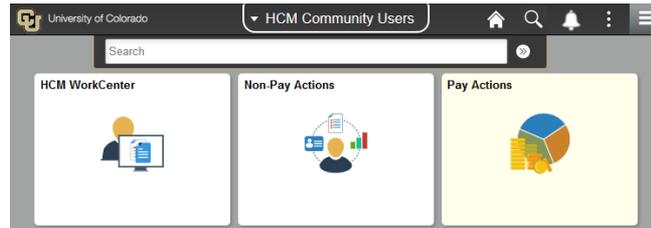


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# WorkCenter or Pay Tile



# Add a New Value

**CU Funding Entry**

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**

Search by:  begins with

Include History  Correct History

[Search](#) [Advanced Search](#)



# Enter Position Number

# Enter Effective Date

# Effective Sequence

CU Funding Earnings	CU Funding Entry Deductions	CU Funding Entry Taxes
HRGL Request #:	Funding Entry Status: Searched/Draft	Originator:
Created Datetime: 03/29/2017 1:04PM	Submitted Date Time:	Completed Date/T
<b>Funding Entry</b>		
Position Number	<input type="text"/> 	
Effective Date	<input type="text"/> 	
Effective Sequence	0	



# Review Job Data for Incumbent Review Funding/PET History

CU Funding Earnings | CU Funding Entry Deductions | CU Funding Entry Taxes

HRGL Request #: Funding Entry Status: Searched/Draft Originator: Laura A Siedzick Initiator:  
 Created Datetime: 03/29/2017 1:04PM Submitted Date Time: Completed Date/Time: Last Update Timestamp:

**Funding Entry**

Position Number: 00681380 Dir Academic Svcs & Ops  
 Effective Date: 04/01/2017  
 Effective Sequence: 0

**Job Data Snapshot**

Name	Empl ID	Empl Rcd	Job Eff Date	Job Eff Seq	Department	Position	Job Code
1	136583	0	10/01/2016	1	10255	00681380	2241 Academic Services

**Department Budget and PET History**

HRGL Request #	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp
1 <a href="#">View Details</a>	DBT	07/01/2017		0		
2 <a href="#">View Details</a>	DBT	03/15/2017		0		
3 PATZ000016-20170316-005	Funding	03/15/2017		0	Completed	03/16/17 2:57PM PATZ000016
4 PATZ000016-20170307-003	Funding	03/01/2017		0	Completed	03/07/17 2:19PM PATZ000016
5 BEGZ000001-20170320-002	Funding	03/01/2017		1	Approved	03/20/17 10:11AM BEGZ000001

Clear New Distribution Grid  Apply to Next Fiscal Year



# Job Data Compensation

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	Pay Group	FTE	STD
1	136583	0	10/01/2016	1	10255	00681380	2241	Academic Services Assoc Dir	Active		POS	RPT	M	USX	1.000000	

This rate is reflected in the Job Data Snapshot of the CU Funding Entry:

Pay Frequency	Pay Group	FTE	STD Hours	Annual Comp R	Monthly Comp Rate
M	USX	1.000000	40.00	87542.040	7295.170000

The Job Data Comp Rate is pulled from the Compensation tab in Job Data:

Pay Rates						
Annual	87,542.040000	USD	Daily	336.700154	USD	
MON Sal	7,295.170000	USD	Hourly	42.087519	USD	

# New Distribution Data Clear Distribution Grid Apply to Next Fiscal Year

Clear New Distribution Grid ←  Apply to Next Fiscal Year ←

**New Distribution Data** ←

	ERNCD	SpeedType	SpeedType Description	Department	
1	<input type="text" value="11061162"/>	<input type="text" value=""/>	MBA Staff	<input type="text" value="10255"/>	<input type="text" value=""/>
2	<input type="text" value="11011643"/>	<input type="text" value=""/>	CHEM Salaries	<input type="text" value="10255"/>	<input type="text" value=""/>



# Clear Grid - Start Fresh

## Overwrite SpeedType Info

Use  to add rows

  Apply to Next Fiscal Year

**New Distribution Data**

A funding change is required in order to submit.

	ERNCD	SpeedType	SpeedType Description	Department	Project	Account	Fund Code	Program Code
1	<input type="text" value="11061162"/>	<input type="text" value="MBA Staff"/>		<input type="text" value="10255"/>	<input type="text"/>	<input type="text" value="444444"/>	10	35439
2	<input type="text" value="11011643"/>	<input type="text" value="CHEM Salaries"/>		<input type="text" value="10255"/>	<input type="text"/>	<input type="text" value="444444"/>	10	11597

Personalize | Find | View All |   First  1-2 of 2  Last

Funding End Date	Project End Date	Chartfield Descr	Budget Amount	Percent of Distribution	Fringe Group	Redirect Account Code
<input type="text" value="31"/>		Chartfield Descr	<input type="text" value="2156.124"/>	<input type="text" value="60.000"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="31"/>		Chartfield Descr	<input type="text" value="1437.416"/>	<input type="text" value="40.000"/>	<input type="text"/>	<input type="text"/>

# Budget Amount - Compensation Percent Distribution - 100%

Clear New Distribution Grid  Apply to Next Fiscal Year

New Distribution Data

	ERNCD	SpeedType	SpeedType Description	Department	Project	Account	Fund Code	Program Code
1	11061162	MBA Staff		10255		444444	10	35439
2	11011643	CHEM Salaries		10255		444444	10	11597

Personalize | Find | View All | First 1-2 of 2 Last

Funding End Date	Project End Date	Chartfield Descr	Budget Amount	Percent of Distribution	Fringe Group	Redirect Account Code
		Chartfield Descr	2156.124	60.000		
		Chartfield Descr	1437.416	40.000		

Funding End Date  
Project End Date  
Budget End Date = June 30th ←



Clear New Distribution Grid  Apply to Next Fiscal Year

**New Distribution Data**

	ERNCD	SpeedType	SpeedType Description	Department	Project	Account	Fund Code	Program Code
1	11061162	MBA Staff		10255		444444	10	35439
2	11011643	CHEM Salaries		10255		444444	10	11597

Personalize | Find | View All | First 1-2 of 2 Last

Funding End Date	Project End Date	Chartfield Descr	Budget Amount	Percent of Distribution	Fringe Group	Redirect Account Code
		Chartfield Descr	2156.124	60.000		
		Chartfield Descr	1437.416	40.000		



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# HRGL Request Number

## Add Comment

## Add Attachment

CU Funding Earnings	CU Funding Entry Deductions	CU Funding Entry Taxes
HRGL Request #: <b>SCHE000003-20170404-001</b> Funding Entry Status: Completed		
Created Datetime: 04/04/2017 12:52PM		Submitted Date Time:

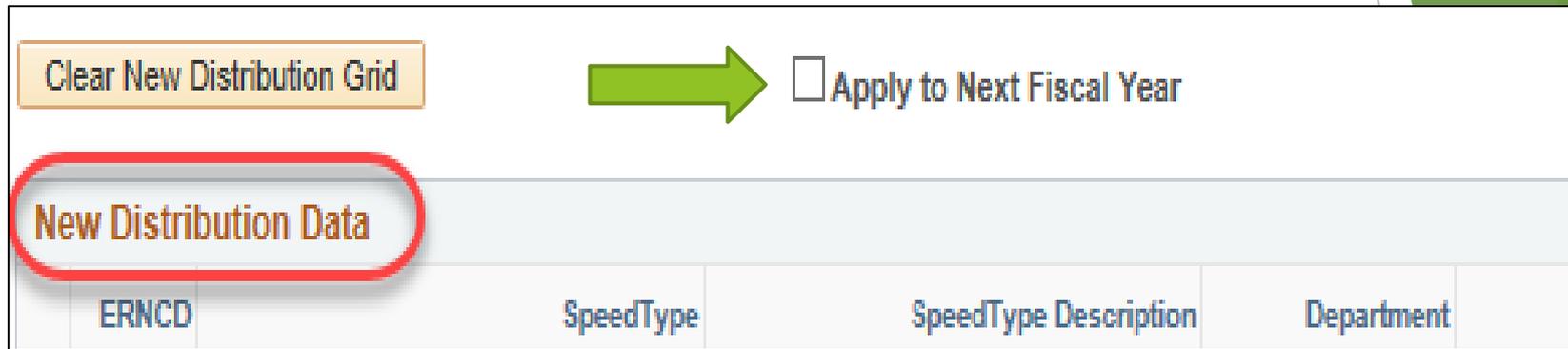
▼ **Comments** Personalize | Fir

Comment	DateTime Create
<input type="text"/>	

▼ **Attachments**

Attached File	Description	Add Attachment	Atta
1	<input type="text"/>	<input type="button" value="Add Attachment"/>	

# Apply to Next Fiscal Year



Clear New Distribution Grid   Apply to Next Fiscal Year

**New Distribution Data**

ERNCD	SpeedType	SpeedType Description	Department
-------	-----------	-----------------------	------------

Select the **Apply to Next Fiscal Year** checkbox if all of the following conditions are true:

- The new effective date is earlier than July 1<sup>st</sup>.
- The DBT fiscal year rollover process already occurred in June.
- The same funding should continue beyond July 1<sup>st</sup>.

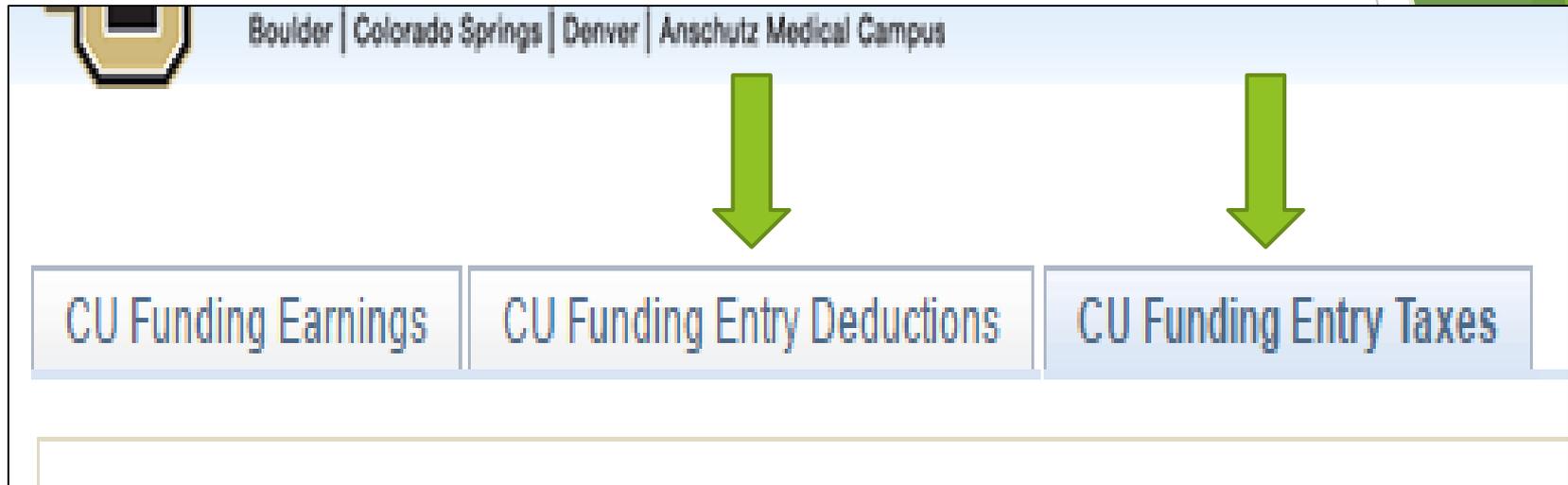


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# Deductions and Taxes



Taxes and Deductions follow Department Budget Table (DBT) rules



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# Deleting an entry

CU Funding Earnings	CU Funding Entry Deductions	CU Funding Entry Taxes
HRGL Request #: MCCO000605-20200217-001	Funding Entry Status:	Searched/Draft
Created Datetime: 02/17/2020 1:20PM	Submitted Date Time:	



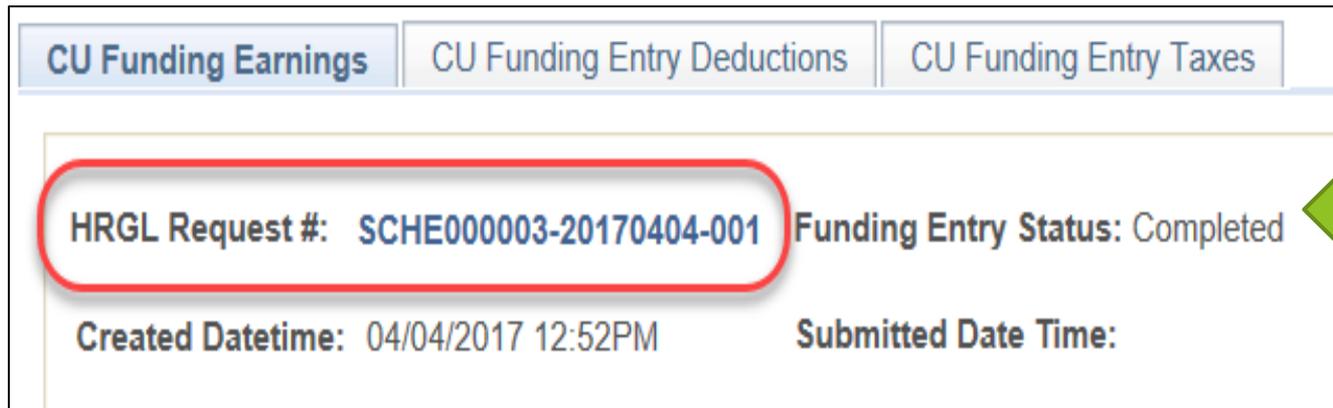
1. Before SAVE, abandon
2. After SAVE, click Trash Can
3. After SAVE/SUBMIT, create a new entry

Budget End Date:	06/30/2020	
Department:	11007	



# Status of CU Funding Entry

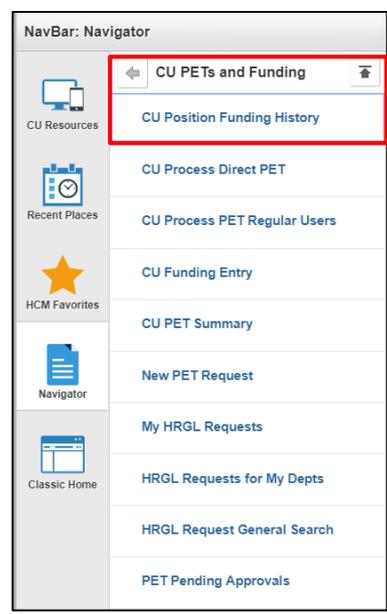
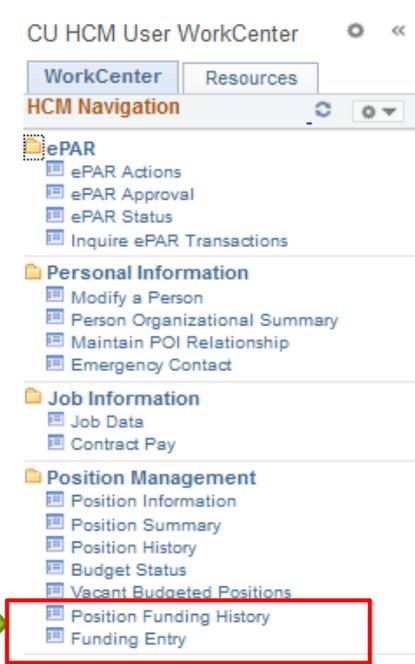
CU Funding Earnings	CU Funding Entry Deductions	CU Funding Entry Taxes
HRGL Request #: SCHE000003-20170404-001 Funding Entry Status: Completed		
Created Datetime: 04/04/2017 12:52PM		Submitted Date Time:



1. SEARCHED/DRAFT: Add a new value
2. SEARCHED/DRAFT: SAVE - Create HRGL Request #
3. APPROVED: SAVE/SUBMIT
4. COMPLETED: After posted to Department Budget Table



# CU Position History



# CU Position History

## 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    
Job Code    
Department    
Description

Case Sensitive

[Basic Search](#)  [Save Search](#)

Criteria

### Search Results

View All First  1-2 of 2  Last

Position Number	Description	Job Code	Department
<u>00001234</u>	Program Manager	2345	11007
00001234	External Relations Program Mgr	2345N	60130





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# CU Position History

## CU Position Funding History

**Funding** Find | View All First 1 of 1 Last

Position Number 00001234 Program Manager Budget End Date  
Job Code 2345N External Relations Program Mgr Department 60130  
Funding Begin Date 02/17/2020 Status Eff Seq 0 Date Entered

**Distribution** Personalize | Find | 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		0.000							

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)



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# HRGL Request Searches

NavBar: Navigator

CU PETs and Funding

- CU Resources
  - CU Position Funding History
- Recent Places
  - CU Process Direct PET
  - CU Process PET Regular Users
- HCM Favorites
  - CU Funding Entry
  - CU PET Summary
- Navigator
  - New PET Request
- Classic Home
  - My HRGL Requests
  - HRGL Requests for My Depts
  - HRGL Request General Search
  - PET Pending Approvals



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# HRGL Request Search Page

**My HRGL Requests** 

**Search Filters**

HRGL Request #   
(Starts with)

Request Type

Status

Originator

Submitter



Only Fin Aid / Controllers Office (PET)

**Created Date Range**

Begin   End

**Completed Date Range**

Begin   End

Personalize | Find | First 1-46 of 46 Last

HRGL Request #	Request Type	Status	Submitter	Created Datetime	Submitted Date Time	Completed Date/Time	Fin Aid / Controllers Office	Department	Position Number	Search Empl ID	Search Department	Search Position#
MCCO000605-20200210-001	Payroll Expense Transfer	Submitted for Approval	McCoy,Catherine Louise	02/10/20 11:09AM	02/17/20 2:40PM		<input checked="" type="checkbox"/>					
MCCO000605-20200207-002	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/07/20 1:29PM	02/07/20 1:34PM	02/10/20 12:31PM	<input checked="" type="checkbox"/>			104532		
MCCO000605-20200207-001	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/07/20 12:55PM	02/07/20 1:29PM	02/10/20 12:31PM	<input checked="" type="checkbox"/>					
MCCO000605-20200131-034	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	01/31/20 3:34PM	01/31/20 3:35PM	01/31/20 6:03PM	<input checked="" type="checkbox"/>			102283		





# Funding and Suspense



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# www.cu.edu/docs

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## Document Library

funding Department

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

DOCUMENT NAME	TYPE	DEPARTMENT
<a href="#">Creating a Position with Funding</a>		HCM Community
<a href="#">Funding Entry</a>		HCM Community
<a href="#">Manage Funding Suspense</a>		HCM Community
<a href="#">Viewing Related Content</a>		HCM Community



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# Effort and Funding Distributions

One Employee with One Position

One Employee with One Position



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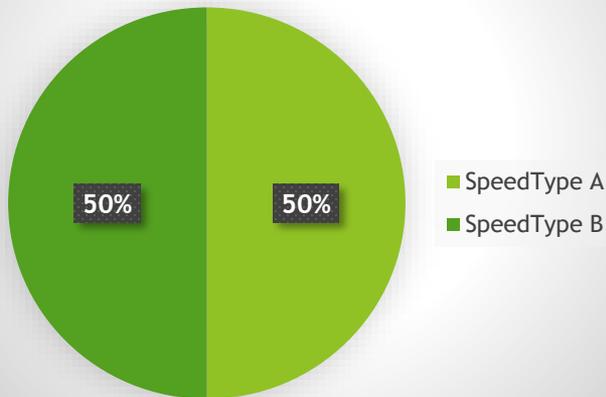
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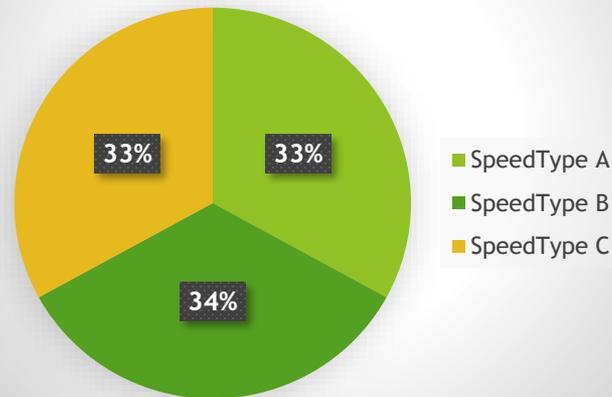
# Employee Effort

## 2 employees, 2 positions

Position 1 Funded from 2 SpeedTypes

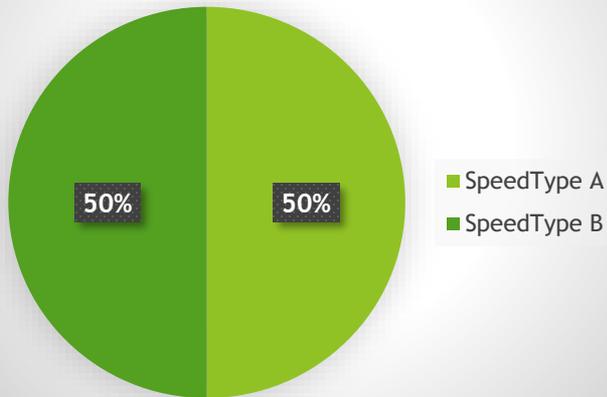


Position 2 Funded from 3 SpeedTypes



# Employee Effort And Pay

Position 1 Funded from 2 SpeedTypes



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



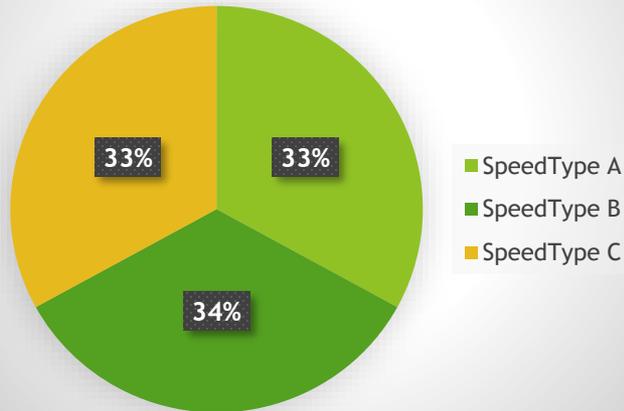
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# Employee Effort And Pay

Position 2 Funded from 3 SpeedTypes



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



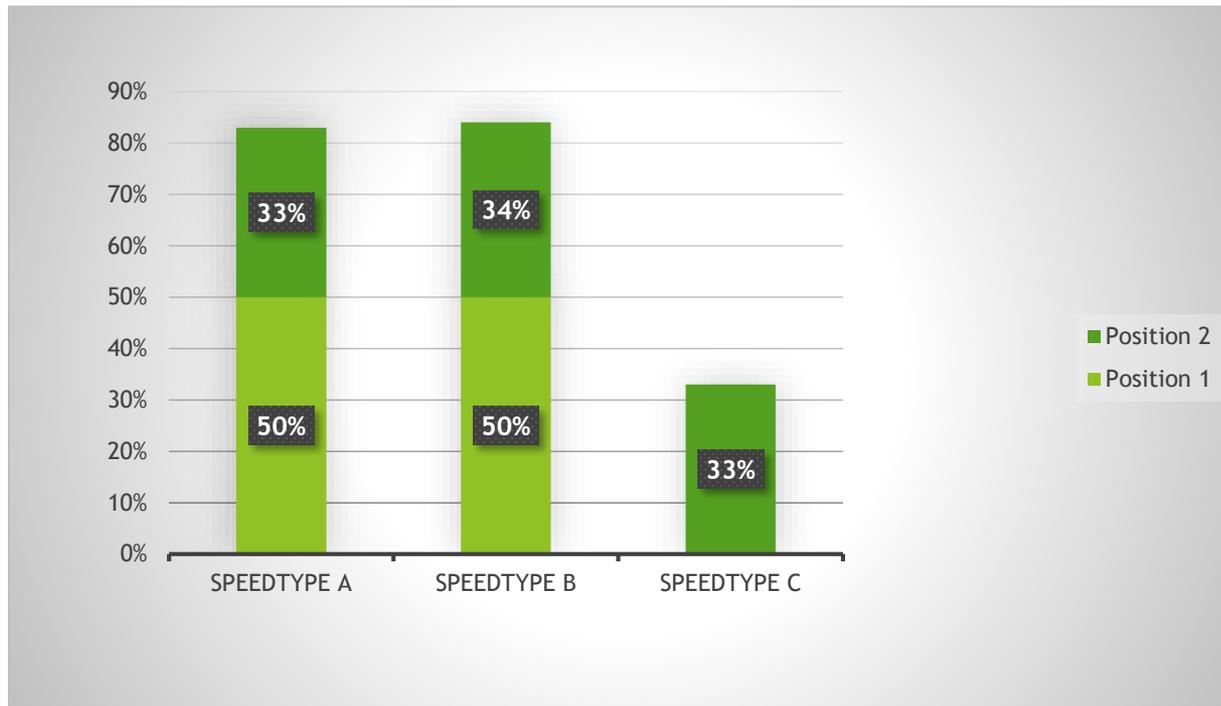
# Employee Effort Changes Distributions Remain the Same

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



# Employee Effort

## 1 employee, 2 positions



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# Employee Effort and Pay Proportional @ 100%

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

	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



# Employee Effort and Pay Proportional @ 100%

	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%				



# Percent time Standard Hours FTE

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

<https://www.cu.edu/docs/jaid-standard-hours-fte-and-percent-time>



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# The Dating Game

Effective Dates

End Dates

Funding Period Examples



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# Effective Dates

September 2020						
SU	MO	TU	WE	TH	FR	SA
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	1	2	3

- Vacant Position
- Filled Position
- Sequence



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# End Dates

September 2020						
SU	MO	TU	WE	TH	FR	SA
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	1	2	3

- **Funding End Date**
- **Project End Date**
- **Active Projects/SpeedTypes**
- **Budget End Date**
- **Appointment End Date**



# Funding by Calendar Days

A calendar for September 2020. The days of the week are listed at the top: SU, MO, TU, WE, TH, FR, SA. The dates are arranged in a grid. A vertical red bar is positioned between the 31st of August and the 1st of September, indicating the start of the funding period. The 1st of September is highlighted with a light blue background. The 30th of September is also highlighted with a vertical red bar, indicating the end of the funding period.

September 2020						
SU	MO	TU	WE	TH	FR	SA
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	1	2	3

Calendar Days

**In Funding Period**  
Eff 9/1 = 30 days

**In Pay Period**  
Sept = 30 days



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# Multiple Funding Periods in Single Pay Period

A calendar for September 2020. The days of the week are listed at the top: SU, MO, TU, WE, TH, FR, SA. The dates are arranged in a grid. A blue highlight covers the days from September 1st to September 10th. A red highlight covers the days from September 11th to September 30th.

September 2020						
SU	MO	TU	WE	TH	FR	SA
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	1	2	3

## Sept 1

Days 1 - 10 = 10 days

10/30 days = 33.334%

## Sept 11

Days 11 - 30 = 20 days

20/30 days = 66.667%

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

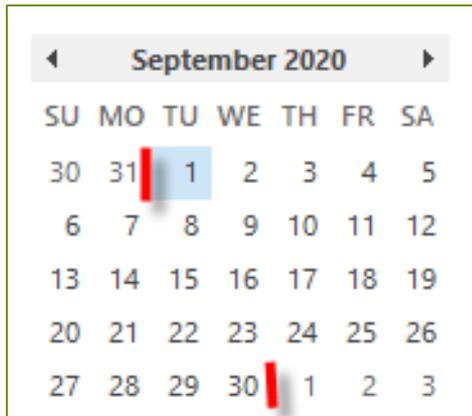


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# Single Funding Period in Single Pay Period



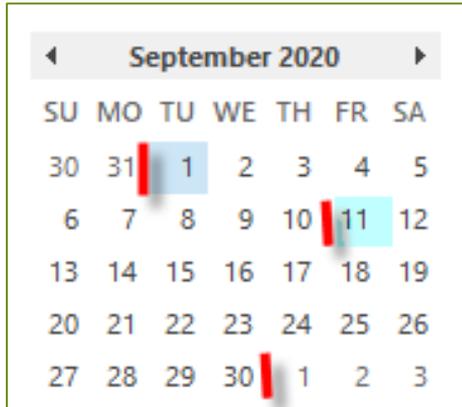
## Example:

- 30 days for month/pay period
- Effective on the 1st
- One SpeedType = 50%
- One SpeedType = 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



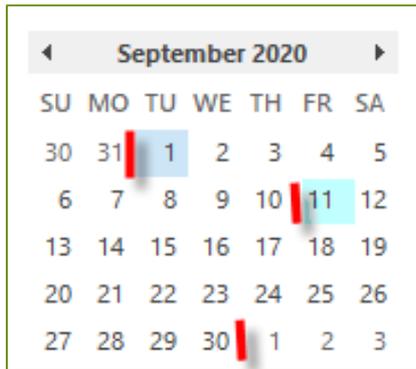
## Example:

- 30 days for month/pay period
- Effective on the 1st
- One SpeedType = 100%
- Effective on the 11<sup>th</sup>
- One SpeedType = 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



# Expired fund in Multiple Funding Periods in Single Pay Period



## Example:

- 30 days for month/pay period
- Effective on the 1st
- One SpeedType = 50%
- One SpeedType = 50%
- One SpeedType Expires on the 10<sup>th</sup>

September Pay	Eff 9/1	Eff 9/11	Pay = \$3000
SpeedType A (30/30 days) = 100%	50%	50%	\$1500.00
SpeedType B Fund end: 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



# Causes for Suspense

Funding that Creates Suspense



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# Funding that Creates Suspense

- ▶ Lack of current, valid funding
- ▶ Payroll Expense Includes:
  - ▶ Wage payments, employer-contributions to the medical, dental, life, disability and retirement plans as well as employer-contributions to FICA and Meditax, other fringe
- ▶ Expired Funding End Dates
- ▶ Inactive SpeedTypes



# Funding that Creates Suspense

- ▶ Position and DBT out of Sync
  - ▶ Missing DBT for NEW position
  - ▶ Missing DBT for current fiscal year
  - ▶ Missing DBT for current department
- ▶ Position and Job Data out of Sync
  - ▶ Position department does not match Job Data department



# Avoid and Clear Suspense

HCM Funding Distribution Query

HCM Payroll Register Accounting Detail Query

Payroll Expense Transfer



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# Avoid Suspense

CU HCM User WorkCenter

WorkCenter Resources

**HCM Queries**

Query Manager

- [Job List](#)
- [Funding Distribution](#)
- [Payroll Register Acct Detail](#)
- [Payroll Register](#)
- [Time Entry](#)
- [Personnel Roster](#)
- [Position Information](#)
- [Paycheck Distribution](#)
- [Training Report](#)
- [TBT Manage Transactions](#)

**Reports/Processes**

---

## 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)  ▾

**View Results**

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (90 kb)



# Avoid Suspense

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

- Run this report from HCM each month after payroll processes
- Prepare funding updates for the next monthly pay period by the 10<sup>th</sup> of the month; more frequently for biweekly payroll
- Post updated funding for the current month by the 10th

Pay Stat	Reg/T	Std	% Tin	Comp Ra	Comp Fré	Appoint End Dt	Position Nbr	Fund Eff	Fund Se	Distrb	SpeedTy	SpeedTy	SpeedTy	Project Status	Project End Date	Funding End Dt	Budget End	
W	T	20.00	50.00	4000.00	M	8/31/2019		10/1/2019	1	100.000			Active	35M6079	Ended	12/31/2019	11/30/2019	6/30/2020
W	R	10.00	25.00	449.17	M	12/31/2019		7/1/2019	1	100.000			Active	35A1580	Ended	2/14/2020	12/31/2019	6/30/2020
A	R	40.00	100.00		M			12/1/2019	0	100.000			Active	35A1432	Ended	1/31/2020	12/31/2019	6/30/2020
A	R	4.14	10.35		M			8/1/2019	0	100.000			Active	35A1432	Ended	1/31/2020	12/31/2019	6/30/2020
A	R	40.00	100.00		M			1/1/2020	0	100.000			Active	35A1580	Ended	2/14/2020	2/14/2020	6/30/2020
W	R	40.00	100.00	34710.00	C			8/1/2019	0	50.000			Active	35A1463	Ended	12/31/2019	12/31/2019	6/30/2020
W	T	20.00	50.00	12.50	H	8/31/2019		7/1/2019	0	100.000			Active	35A1600	Open	9/30/2023	8/31/2019	6/30/2020
W	T	6.00	15.00	12.50	H	12/15/2019		9/1/2019	0	100.000			Active	35A1600	Open	9/30/2023	12/15/2019	6/30/2020
W	T	20.00	50.00	12.00	H	7/31/2019		7/1/2019	0	100.000			Active	35M2000	Reporting	10/31/2019	7/31/2019	6/30/2020
W	T	18.00	45.00	0.00	M	5/31/2016		7/1/2019	0	100.000			Active					6/30/2020
W	T	8.00	20.00	629.00	M	12/31/2016		7/1/2019	0	19.873			Active					6/30/2020
W	T	8.00	20.00	629.00	M	12/31/2016		7/1/2019	0	80.127			Inactive					6/30/2020
W	T	10.00	25.00	720.00	M	12/31/2017		7/1/2019	0	100.000			Active				7/31/2018	6/30/2020
W	T	10.00	25.00	720.00	M	12/31/2017		7/1/2019	0	100.000			Active				7/31/2018	6/30/2020
A	R	40.00	100.00		C	5/31/2018		7/1/2019	0	100.000			Active					6/30/2020



# After Suspense

- Run the HCM Payroll Register Accounting Detail
- Download into Excel and add a column filter
- Filter by your unit's suspense SpeedType to find payroll in suspense
- Complete a PET before the pay date, before the next payroll period, or as soon as possible

CU HCM User WorkCenter   **CUES\_HCM\_PAYROLL\_REGISTER\_DTL - Payroll Register Acct Detail**

WorkCenter Resources

**HCM Queries**  

**Query Manager**

- Job List
- Funding Distribution
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Personnel Roster
- Position Information
- Paycheck Distribution
- Training Report
- TBT Manage Transactions

**Reports/Processes**  

First Pay Period End  

Last Pay Period End  

Empl ID (Optional)  

Dept ID (Optional)  

Node (Optional)  

Combo Code

Frequency (Optional)  

Pay Group (Optional)  

Job Code (Optional)  

Earn Code (Optional)  

Check Nbr (Optional)

Off Cycle ONLY



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Causes	To Identify Cause	To Fix Before Payroll Cutoff
<p>Expired funding end date.</p> <p>Project end date has expired.</p>	<p>Run CUES_HCM_FUNDING_DISTRIBUTION. This query indicates when a project is in ended or reporting status.</p> <p>Run CUES_HCM_FUNDING_SUSPENSE.</p> <p>HCM&gt; CU PETS and Funding&gt; CU Position Funding History.</p>	<p>Create a CU Funding Entry to post active funding.</p>
<p>Closed projects and inactive SpeedTypes.</p>	<p>Run CUES_HCM_FUNDING_DISTRIBUTION. This query indicates when a SpeedType is inactive.</p> <p>Run the SpeedType Summary Report in CU Data to determine if a SpeedType has an active or inactive status, and any project end dates.</p>	<p>Create a CU Funding Entry to post active funding.</p>
<p>A position and the DBT are out of sync - DBT missing for a NEW position.</p>	<p>Review the position to ensure the NEW row is approved and the department matches the department in the HRGL request.</p> <p>Review the HRGL Request to ensure that it is in completed status.</p> <p>Review the CU Position Funding History to ensure the row posts for the current fiscal year in the correct department.</p>	<p>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.</p>



Causes	To Identify Cause	To Fix Before Payroll Cutoff
<p>A position and the DBT are out of sync - DBT missing for current fiscal year.</p>	<p>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.</p> <p>Review the CU Position Funding History to ensure the row posts for the current and different fiscal year in the correct department.</p>	<p>Create a CU Funding Entry to post active funding in the fiscal year a DBT does not exist.</p>
<p>A position and the DBT are out of sync - DBT missing or inaccurate for current department.</p>	<p>Review the position to ensure the added row is approved and the department matches the department in the HRGL request.</p> <p>Review the HRGL Request to ensure that it is in completed status.</p> <p>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 <a href="mailto:HCM_Community@cu.edu">HCM_Community@cu.edu</a> for assistance.</p>	<p>Create a CU Funding Entry to post active funding</p> <p>Or email <a href="mailto:HCM_Community@cu.edu">HCM_Community@cu.edu</a> for further assistance.</p>



Causes	To Identify Cause	To Fix Before Payroll Cutoff
<p>A position and the DBT are out of sync - job data and position use different departments.</p>	<p>Review the current position department and ensure funding is posted correctly from HCM&gt; CU PETS and Funding&gt; CU Position Funding History.</p> <p>Review Job Data and ensure the department listed for the same position matches the position data.</p>	<p>If position department is correct, update Job Data to reflect the correct department.</p> <p>If Job Data department is correct, update position department and create a new HRGL request to update funding.</p>



# Payroll Expense Transfer

## Document Library

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

DOCUMENT NAME

TYPE

DEPARTMENT

Payroll Expense Transfers - PETS (Regular Users)

HCM Community



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# Summary

- ▶ Positions and Funding
  - ▶ Employees, positions, and funding
- ▶ CU Funding Entry
  - ▶ Step by Step Guide for CU Funding Entries
- ▶ Effort and Funding Distributions
  - ▶ Funding Distributions Reflect Employee Effort
- ▶ The Dating Game
  - ▶ Effective Dates
  - ▶ End Dates
  - ▶ Funding Period Examples
- ▶ Causes for Suspense
- ▶ Avoid and Clear Suspense



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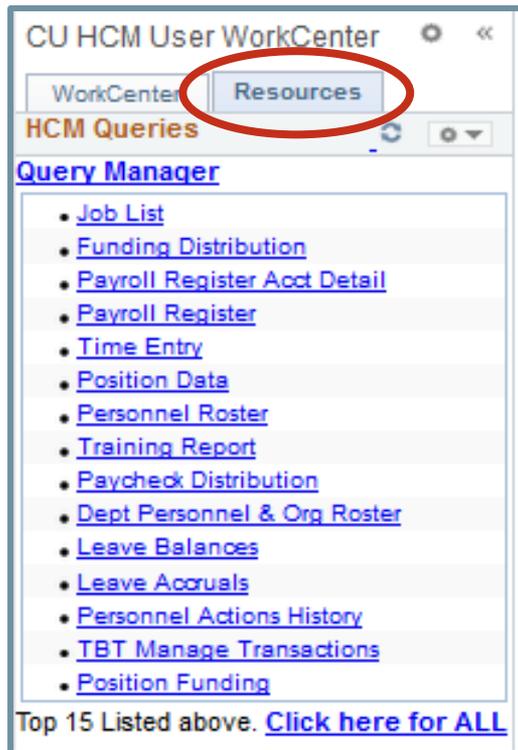
# Online Resources

- ▶ Training & Webinars (labs, practice, and more!)
  - ▶ <https://www.cu.edu/hcm-community/hcm-projects/training-webinars>
- ▶ Document Library (SBS guides, job aids, quick references, and glossary)
  - ▶ <https://www.cu.edu/docs>
- ▶ Step-by-Step Guides
  - ▶ Funding Entry: <https://www.cu.edu/docs/sbs-funding-entry>
  - ▶ Standard Hours/FTE/Percent of Time: <https://www.cu.edu/docs/jaid-standard-hours-fte-and-percent-time>
  - ▶ Funding and Suspense: <https://www.cu.edu/docs/jaid-managing-funding-suspense>
  - ▶ PET: <https://www.cu.edu/docs/sbs-payroll-expense-transfers>
- ▶ LinkedIn Learning
  - ▶ Related training option

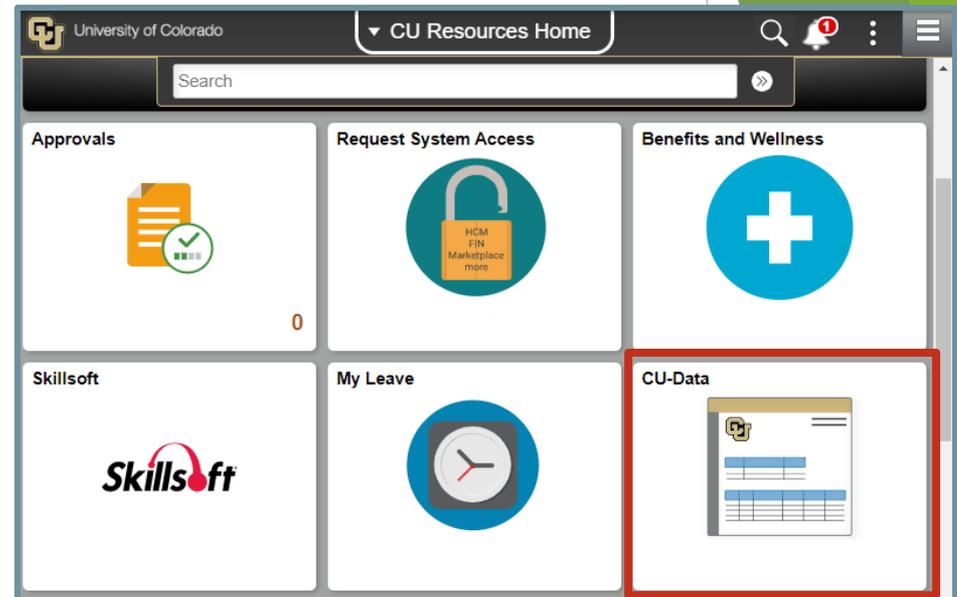


# But wait, there's more!

- ▶ HCM User WorkCenter> Resources



- ▶ CU Resources Home> CU-Data



# Thank you!

Please complete our survey:

<https://www.surveymonkey.com/r/hcm2020>

Join us next time, March 17<sup>th</sup>, when we cover  
Department Budget Table & Fiscal Year Rollover

## Contact Employee Services

**Mailing Address:**

Employee Services  
University of Colorado  
1800 Grant St., Suite 400  
Denver, CO 80203

**Interoffice Mail:** 400 UCA

**Email:** [EmployeeServices@cu.edu](mailto:EmployeeServices@cu.edu)

**Main Number:**

303-860-4200  
1-855-216-7740 (toll-free)

- Opt. 1: Employee Verification
- Opt. 2: Payroll and HCM
- Opt. 3: Benefits
- Opt. 4: Spanish/Español
- Opt. 5: CU Careers

**Website:** [www.cu.edu/es](http://www.cu.edu/es)



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

- 303-860-4200 Opt. 2: Payroll
- 303-860-4200 Opt. 3: Benefits

Questions and comments are  
always welcome!

Catherine McCoy, CPP  
Payroll HR/GL Specialist, Employee Services  
University of Colorado, 1800 Grant Street, Suite 400, Denver, CO 80203  
303-860-6123 | [catherine.mccoy@cu.edu](mailto:catherine.mccoy@cu.edu)