Published on *University of Colorado* (https://www.cu.edu)

Department Budget Table rollover complete for FY 2022 [1]



July 1, 2021 by Employee Services [2]

The Department Budget Table (DBT) roll forward mass update successfully created the DBT for fiscal year 2022 by:

- Copying the most current FY21 funding row
- To create a funding row effective 7/1/2021
- For active position/department only where no 7/1/2021 row already existed.

To ensure accurate payroll funding after the roll forward, complete the following tasks:

- Positions funded by grants must have a funding end-date that is before, or equal to, the project end-date.
- Confirm that position funding is active for the entire pay period.
- To find active employees with expiring dates (within 45 days) for appointment end date, project end date, or funding end date, use the **Funding Suspense Current Row query** and update funding before the next payroll processes.
- Run the **Funding Suspense Max Row query** to find expiring or expired funding on the row with the furthest future date.

Here's what to do for the biweekly PPE 7/10/21:

The last biweekly pay period from June 27 to July 10 crosses fiscal years. Confirm that funding exists in June and on 7/1/21. To update funding for this pay period, use the **Apply To Next Fiscal Year checkbox** (required for entries after June 29th) to simultaneously add two funding rows – one effective June 27 and a second one effective July 1. Now the entire pay period will be funded correctly.

The **Apply To Next Fiscal Year** feature will be disabled after this BW payroll deadline on July 16th.

Here's what to do with newly created positions that cross the fiscal year:

When creating a position effective prior to July 1, 2021, add funding to the position HRGL Request with the position NEW effective date and use a separate **CU Funding Entry page** after the position is created to add funding effective 7/1/21 to continue funding into the new fiscal year.

Last Chance at FY21 PETs:

Remember to fully approve FY21 PETs by the second close deadline on **July 14 at 6 p.m.** to post to FY21.

Need extra help?

To access the HCM queries mentioned above:

1. Log into the **employee portal** [3].
2. Open the **CU Resources** dropdown menu and click **Business Tools**.
3. Select the **HCM** tile and choose **HCM Community Users** from the drop-down menu.
4. Click the **HCM WorkCenter** tile.
5. Select the **Resources** tab and click the query you desire.

You can find more information on DBT funding entries on the HCM Funding Entry page [4].

As always, you can email hcm-community@cu.edu [5] or System.HRGL.Team@cu.edu [6] for additional help.

HRGL [7], funding [8], year-end [9], fiscal year-end [10], payroll [11], Budget Table [12]
Send email when Published:
Yes

Source URL:https://www.cu.edu/blog/hcm-community/department-budget-table-rollover-complete-fy-2022

Links
[1] https://www.cu.edu/blog/hcm-community/department-budget-table-rollover-complete-fy-2022
[2] https://www.cu.edu/blog/hcm-community/author/34887 [3] https://my.cu.edu/ [4] https://www.cu.edu/hcm-community/enter-funding-changes-department-budget-tables [5] mailto:hcm-community@cu.edu [6] mailto:System.HRGL.Team@cu.edu [7] https://www.cu.edu/blog/hcm-community/tag/hrgl [8] https://www.cu.edu/blog/hcm-community/tag/funding [9] https://www.cu.edu/blog/hcm-community/tag/year-end [10] https://www.cu.edu/blog/hcm-community/tag/fiscal-year-end [11] https://www.cu.edu/blog/hcm-community/tag/payroll
[12] https://www.cu.edu/blog/hcm-community/tag/budget-table