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Department Budget Table updated June 29 in preparation for the new fiscal year [1]



June 29, 2022 by Employee Services [2]

The fiscal year 2023 (FY23) Department Budget Table (DBT) roll forward occurred on June 29.

The DBT roll forward mass update created the DBT for fiscal year 2023 by:

1. Copying the most current FY22 funding row
2. To create a funding row effective 7/1/2022
3. For active position/department only where no 7/1/2022 row already existed
4. So that funding may continue into FY23.

To prevent payroll for these positions from going to suspense, complete the following tasks:

Confirm that position funding is active for the entire pay period.

Make sure positions funded by grants have a funding end date that is before, or equal to, the project end date.

Find active employees with expiring dates (within 45 days) for appointment end date, project end date, or funding end date, by using 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 most future date.

Here's what to do for the biweekly PPE ending July 9:

The last biweekly pay period from June 26 to July 9 crosses fiscal years. Confirm that funding exists both in June 2022 and on July 1, 2022.

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 26 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 biweekly payroll deadline on July 14th.

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

When creating a position effective prior to July 1, 2022, 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 July 1, 2022 to continue funding into the new fiscal year.

Last Chance at FY22 PETs:

Remember to fully approve FY22 PETs by the second close deadline at **6 p.m. July 13** to post to FY22.

Need extra help?

You can find additional HRGL resources below:

- Funding Entries [3]
- Payroll Expense Transfers (PETs) [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], DBT Roll Forward [9], Department Budget Table Rollover [10], DBT [11], year-end [12], fiscal year-end [13], payroll [14]
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