

## **Department budget tables roll forward to fiscal year 2017 on June 10** <sup>[1]</sup>

June 1, 2016 by [Employee Services](#) <sup>[2]</sup>

To plan for future hires and other personnel transactions, we're rolling forward department budget tables (DBTs) to fiscal year 2017 (FY 2017) at 6 p.m. Friday, June 10.

Because fiscal year is a required field for DBTs in HCM 9.2, Employee Services and campus HR offices must determine when to roll forward funding distributions at the beginning of each fiscal year. After consideration, this group decided a June 11 roll-forward would minimize duplicative work while allowing adequate time for upcoming data-entry projects.

### **What this means for you**

HCM adds a DBT row each time you create a new position or prepare one for recruitment. Once the DBTs roll forward, HCM will create a FY 2017 row for positions with an effective date of July 1, 2016 or later.

To save you extra work, we strongly recommend you enter any June and July funding distribution changes by 5 p.m. June 10. That way, July funding changes will roll forward to FY 2017 automatically.

### **What if I miss the cutoff?**

Depending on the effective date of your funding change, you may need to enter it twice:

- If the funding change affects June payroll only, enter one funding change for FY 2016.
- If the funding changes affect June and July payrolls, you must enter two funding changes—one for FY 2016 and one for FY 2017.

This double-entry only applies for June and July funding changes entered between June 11 and July 1. After July 1, you'll make one entry for any FY 2017 funding changes.

### **Minimizing extra work**

By limiting the window between the roll-forward and the beginning of FY 2017, we hope to curb duplicative data-entry work while giving you a head start on entering fall hires and other tasks. We appreciate your patience and flexibility as we refine our business processes.

[DBT](#) <sup>[3]</sup>, [fiscal year](#) <sup>[4]</sup>

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[2] <https://www.cu.edu/blog/hcm-community/author/3792>

[3] <https://www.cu.edu/blog/hcm-community/tag/dbt>

[4] <https://www.cu.edu/blog/hcm-community/tag/fiscal-year>