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Four steps for payroll funding FY20 close [1]



July 1, 2020 by Employee Services [2]

Ensure that FY20 wraps up smoothly by taking the following steps.

To get started, beginning June 21, review the FY20 monthly payroll registers to confirm that all payroll processed correctly.

1. Identify payroll in FY20 that is in suspense.
    - To do this, run the Payroll Register with Accounting Detail query (CUES_HCM_PAYROLL_REGISTER_DTL).

2. Identify payroll in FY20 that requires a funding change due to effort changes.
    - If changes are required to reflect effort on institutional and grant funds, you'll need to create a Payroll Expense Transfer (PET) to correctly capture effort.

3. Create a PET to reallocate incorrect FY20 payroll funding. Your timing is important.
    - PETs approved by 6 p.m. July 13 will post in FY20.
    - PETs created or approved after 6 p.m. July 13 will post to FY21.

4. Complete PETs before employees certify in the Personnel Effort Reporting system (ePERs).
    - When a PET is created with grant funding for periods already certified by an employee, a new certification by the employee is required.

For PET instructions, review the PET step-by-step guide [3].

Questions or concerns? Reach out to hcm_community@cu.edu [4].

HRGL [5], PET [6], fiscal year-end [7]
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