

## **HRGL Fiscal Year End Tasks** <sup>[1]</sup>

May 26, 2020 by [Employee Services](#) <sup>[2]</sup>

Ensure reporting and certification of payroll that posts to FIN and ePERs goes smoothly with these steps.

### **1. Ensure June payroll posts correctly**

Prevent June funding from going to suspense by verifying funding end dates using the HCM Funding Suspense query: **CUES\_HCM\_FUNDING\_SUSPENSE**.

**Tip:** Only sponsored projects require end dates. Consider removing funding end dates from SpeedTypes that are not funded by a project.

#### **Access the query:**

1. Log into the [employee portal](#). <sup>[3]</sup>
2. Open the **CU Resources Home** drop-down 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 **Funding Suspense**.

### **2. Confirm payroll and find payroll that went to suspense**

Run the Payroll Register with Accounting Detail query ( **CUES\_HCM\_PAYROLL\_REGISTER\_DTL**) to confirm posted funding aligns with effort and find suspense by using an Excel filter for the suspense SpeedType.

#### **Access the query:**

1. Log into the [employee portal](#). <sup>[3]</sup>
2. Open the **CU Resources Home** drop-down 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 **Payroll Register Accounting Detail**.

### **3. Clear suspense and align effort reported in ePERS**

Funding reflects effort on institutional and grant funds. Align effort with funding using these steps, so effort can be certified by employees in the Personnel Effort Reporting system (ePER) when needed.

1. Identify payroll that went to suspense or requires different funding distribution/effort reporting.

2. Create a Payroll Expense Transfer (PET) to transfer the payroll to the appropriate SpeedTypes to capture the effort correctly. For instructions, see the [Payroll Expense Transfers step-by-step guide](#) [4].
3. Complete FY20 PETs by **July 13** to post to FY20.
4. When a PET redistributes grant funded payroll, it updates ePERS as well. This means that previously certified ePERS effort must be recertified.

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