

Prepare payroll funding for fiscal year-end ^[1]

April 23, 2020 by [Employee Services](#) ^[2]

With fiscal year-end quickly approaching, now is the time to prepare. Complete the following tasks to ensure accuracy.

Avoid last-minute payroll expense transfers

To avoid completing last-minute Payroll Expense Transfers (PETs) in June and July, continue clearing suspense SpeedTypes and reviewing payroll budgets for year-end. **Only sponsored projects require funding end dates.**

The HCM Funding Distribution query (**CUES_HCM_FUNDING_DISTRIBUTION**) can help review current funding to identify and remove funding end dates from SpeedTypes not funded by a project.

Here's how to access the query:

1. Log into the [employee portal](#) ^[3].
2. Open the **CU Resources Home** 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. Choose the **Resources** tab and click **Funding Distribution**.

Apply funding to next fiscal year

Starting May 1, the **Apply to Next Fiscal Year** functionality, which allows the funding created in one fiscal year to continue into the next fiscal year, will be available on the CU Funding Entry page (shown below).

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