

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).

CU Funding Earnings
CU Funding Entry Deductions
CU Funding Entry Taxes

HRGL Request #: Funding Entry Status: Searched/Draft Originator:

Created Datetime: 04/18/2019 11:53AM Submitted Date Time: Completed Date:

Funding Entry

Position Number 🔍

Effective Date 📅

Effective Sequence

Job Data Snapshot

	Name	Empl ID	Empl Rcd	Job Eff Date	Job Eff Seq
1			0		0

Department Budget and PET History

HRGL Request #	Request Type	Effective Date	Pay Period End Date	Effective Sequence
1				

Clear New Distribution Grid

Apply to Next Fiscal Year

This functionality will create an **FY21 7/1/2020** effective date row when:

- This transaction's new effective date is earlier than July 1
- The same funding continues beyond July 1

If a new position effective date equals the effective date of the first row of the Department Budget Table Row (DBT), and the position is created in the current fiscal year, the **Apply to Next Fiscal Year** will continue the funding into the next fiscal year. This allows new incumbents to be hired in the next fiscal year into positions created in a current fiscal year without a separate funding entry.

For example, if a position is created in June for a hire date in July, create the position and funding for the new position row in June. **Apply to the Next Fiscal Year** will create funding for the position for the next fiscal year (beginning/effective July 1).

This feature will be disabled on July 17. Do not use the **Apply to Next Fiscal Year** feature for funding entries effective dated July 1 or later.

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