

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).

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

0

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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