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Roll-forward of Department Budget Table completed June 27 [1]



June 28, 2024 by Employee Services [2]

The annual Department Budget Table (DBT) roll-forward update completed successfully on June 27 to continue position funding FY25.

The DBT roll forward mass update created the DBT for fiscal year 2025 by:

- Copying the most current FY24 funding row.
- Creating a funding row effective July 1, 2024 for:
  - any active position in the current department
  - where no July 1, 2024 row already existed.
- This allowed funding to continue into FY25.

On July 1, run the **HCM Funding Distribution query** to ensure there are active funding rows for each position in the active department. Any position with an incumbent must have a July 1 funding row or FY24 payroll will go suspense.

To prevent FY25 payroll from going to suspense, complete the following tasks:

Confirm that each position has a July 1 funding row.

Confirm the funding for the position is with the same department listed in job data. If there is a position and job data department mismatch, payroll will go to suspense.

Confirm position funding is active for the entire pay period. If an expired or expiring funding end date was copied, be sure to update funding before payroll or payroll will go to suspense.

Make sure positions funded by grants have a funding end date that is on **or before the project end date**.

Find active employees with expiring dates (within 45 days) for budget end date, project

end date and funding end date by using the **Funding Suspense Current Row query** and update funding before it expires.

Run the **Funding Suspense Max Row query** to find expiring or expired funding on the row with the most future date. This query is helpful to run on June 28-30 (after the DBT roll forward and before 7/1) as it will find missing 7/1 rows and funding that expires on existing 7/1 rows and forward.

Here's what to do for the biweekly PPE ending July 6:

The last biweekly pay period, from June 23 to July 6, crosses fiscal years. Confirm that active funding exists effective as of June 23 and that a separate funding row effective July 1 exists with active funding or payroll will go to suspense.

If the June funding is active but no July 1 row exists or it is expired, then the July portion of the payroll will go to suspense.

- Between June 23 and June 30 there are 8 days and between July 1 and July 6 there are 6 days.
- If an actively funded July 1 row does not exist, then 6 of 14 days will not be funded, and 42.86% (6 divided by 14) of that position's payroll will go to suspense for that pay period.

To update funding for the fiscal year cross-over pay period, use the CU Funding Entry **Apply To Next Fiscal Year** checkbox (required for entries after June 27) to simultaneously add two funding rows — one effective June 23 and a second row that is copied effective July 1. With this in place, the entire pay period will be funded correctly.

The **Apply To Next Fiscal Year** feature will be disabled after this biweekly payroll deadline on July 11.

Last Chance at FY24 PETs:

Remember to fully approve FY24 Payroll Expense Transfers (PETs) by the second close deadline at **6 p.m. July 11** to ensure the PET posts to FY24.

Here's what to do with newly created positions that cross the fiscal year:

- If you have to create a position effective prior to July 1, use the HRGL Request with the position NEW effective date and confirm that it posts.
- Then, create a separate **CU Funding Entry** after the position is created to add funding effective July 1 to continue funding into the new fiscal year, or it will go to suspense.

Need extra help?

You can find additional HRGL resources below:

- HRGL Homepage [3]
- Funding Entries [4]
- Payroll Expense Transfers (PETs) [5]

As always, you can email hcm_community@cu.edu [6] or System.HRGL.Team@cu.edu [7] for additional help.

HRGL [8], Budget Table [9], DBT [10], Department Budget Table Rollover [11], DBT Roll Forward [12]

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