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

June 27, 2025 by Employee Services [2]

The annual Department Budget Table (DBT) roll-forward update completed successfully on June 27 to continue position funding into FY26.

The DBT roll forward mass update created the DBT for fiscal year 2026 by:

- Copying the most current FY25 funding row.
- Creating a funding row effective July 1, 2025 for:
  - any active position in the current department
  - where no July 1, 2025 row already existed.
- Allowing funding to continue into FY26.

Next steps: On July 1, run the **HCM Funding Distribution** query to ensure there is an active funding row for each active position with an incumbent or FY26 payroll will go to suspense.

To prevent FY26 payroll from going to suspense, complete the following tasks:

- Confirm that each position has a July 1 funding row.
- Confirm that the position department matches the department in job data.
  - If the position and job data department don't match, payroll will go to suspense.
- Confirm that position funding is active for the entire pay period.
  - If any funding end dates are expired or will expire before the pay period ends, be sure to update funding before payroll processes 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**.

Helpful HCM queries to identify expiring or expired funding:

- **On June 30** use the **Funding Suspense Max Row query** to find expiring or expired funding on the funding row with the most future date.
  - Use this query on June 30 (after the DBT roll forward and before 7/1) to find missing 7/1 rows and funding that expires on existing 7/1 rows and forward.
- **On July 1 or later** use the **Funding Suspense Current Row** query to find expiring or expired funding end dates within 45 days.
  - These include budget end dates (end of the fiscal year), project end dates and funding end dates. Update funding before payroll processes for the pay period.

    - If this query is run on June 30, budget end dates of June 30 will be returned for all funding rows since June 30 is within the query's 45 days parameters.
    - Run the query again on July 1 to include the new fiscal year budget end date.
        - On July 1 and later, the new fiscal year budget end date is not expiring in 45 days and will not be returned in the query.

Here's what to do for the biweekly pay period ending July 5:

The biweekly pay period with earning dates from June 22 to July 5 crosses fiscal years. Confirm that active funding exists effective June 22 and that separate active funding exists effective July 1 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.

- Paid time is generally uploaded to CU Time with a single pay period range. HCM cannot determine which hours are June 22-30 and which hours are July 1-5. Thus, it simply distributes the pay proportionally by the number of days in the pay period. (This is also true for monthly pay periods with mid-month funding rows.)
- Between June 22 and June 30 there are nine days and between July 1 and July 5 there are five days.
- If an actively funded July 1 row is funded differently than the June 22 row (or later), then five of 14 days in July, or 35.71% (5 divided by 14) of that position's payroll will go to the July funding distribution.
- If an actively funded July 1 row **does not exist**, then five of 14 days **will not be funded**, and 35.71% (5 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 to simultaneously add two funding rows — one effective in the former fiscal year (i.e. June) and **a second row** that is copied effective July 1. With this in place, the entire pay period will be funded so that it will not go into suspense.

The **Apply To Next Fiscal Year** feature will be disabled after the biweekly payroll deadline on July 10.

- **Note:** If the Apply to Next Fiscal Year feature is used for a funding row effective July 1 or later, it will copy the row effective July 1, 2027. Funding entries are not deleted. Changes to the July 1, 2027 row will need to be addressed in the next fiscal year, changes can be made as needed at the end of FY26.

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

- If you create a position with an effective date 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.

Last Chance to post FY25 PETs

- Remember to fully approve FY25 Payroll Expense Transfers (PETs) by the second close deadline at **6 p.m. July 18** to ensure the PET posts to FY25.

Need extra help?

You can find additional HRGL resources below:

- HRGL Homepage [3]
- Funding Entries [4] (Open Tab F on the Employee Transactions page)
- Payroll Expense Transfers (PETs) [5] (Open Tab P on the Employee Transactions page)

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

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

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