

## **Roll-forward of Department Budget Table completed June 29** <sup>[1]</sup>

June 29, 2023 by [ES and UIS Communications](#) <sup>[2]</sup>

The annual Department Budget Table (DBT) roll-forward update was completed successfully on June 29 to continue position funding into the new fiscal year, FY24, that begins July 1.

The DBT roll forward mass update created the DBT for fiscal year 2024 by:

1. Copying the most current FY23 funding row
2. To create a funding row effective July 1, 2023
3. For any active position in the current department
4. where no July 1, 2023 row already existed
5. so that funding may continue into FY24.

On July 1, run the HCM Funding Distribution query to ensure that 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 FY24 payroll from going to suspense, complete the following tasks:**

Confirm that each position has a July 1 funding row.

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

Confirm that 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 the 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 the funding expires

Run the **Funding Suspense Max Row** query to find expiring or expired funding on the row with the most future date.

**Here's what to do for the biweekly PPE ending July 8:**

The last biweekly pay period from June 25 to July 8 crosses fiscal years. Confirm that active funding exists effective as of June 25 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 25 and June 30 there are 6 days and between July 1 and July 8 there are 8 days.
- If an actively funded July 1 row does not exist, then 8 of 14 days will not be funded, and 57.14% (8 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 29th) to simultaneously add two funding rows — one effective June 25 and a second row that is copied effective July 1. Now 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 13th.

## Last Chance at FY23 PETs:

Remember to fully approve FY23 Payroll Expense Transfers (PETs) by the second close deadline at **6 p.m. July 13** to ensure the PET posts to FY23.

## 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](#) <sup>[3]</sup>
- [Funding Entries](#) <sup>[4]</sup>
- [Payroll Expense Transfers \(PETs\)](#) <sup>[5]</sup>

As always, you can email [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu) <sup>[6]</sup> or [System.HRGL.Team@cu.edu](mailto:System.HRGL.Team@cu.edu) <sup>[7]</sup> for additional help.

[Budget Table](#) <sup>[8]</sup>, [Department Budget Table Rollover](#) <sup>[9]</sup>

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