

# Department Budget Table and Fiscal Year Rollover

Employee Services Webinar  
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# Welcome

## Objectives:

- ▶ Discuss the purpose of position and funding entries.
- ▶ Learn how commitment accounting uses the Department Budget Table to distribute suspense, earning, taxes, and deductions.
- ▶ Learn why and how the fiscal year rollover is conducted, and what to do to prepare.

## Resources:

- ▶ PPT will be available in the Recorded Webinars section, Department Budget Table and Fiscal Year Rollover.
- ▶ The job aid Funding and Suspense and the step by step guide for CU Funding Entries are available at [www.cu.edu/docs](http://www.cu.edu/docs).
- ▶ <https://www.cu.edu/docs/sbs-funding-entry><https://www.cu.edu/docs/jaid-managing-funding-suspense>
- ▶ More covered at end of webinar.



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# Before We Begin

<https://www.cu.edu/hcm-community/training-webinars>

## Prerequisites and Assumptions:

- ▶ All position and funding transactions, including the Department Budget Table, are completed and stored in HCM. You must have HCM access to create and review new funding.
- ▶ A basic understanding of the CU Funding Entry process is required. View the recorded webinar for **Funding and Suspense** here: <https://vimeo.com/392979695>
- ▶ A basic understanding of HCM including personal data, position data, and job data tables and relationships are helpful. View the recorded webinar for **HCM Data Road Map** here: <https://vimeo.com/320571700>
- ▶ A basic understanding of the components that are used to create a paycheck is helpful. View the recorded webinar for **Calculating a Paycheck** here: <https://vimeo.com/359772126>



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# Agenda

- ▶ Positions and Funding
- ▶ Commitment Accounting
- ▶ Department Budget Table Overview
- ▶ Department Budget Table Updates
- ▶ Department Budget Table Fiscal Year Rollover
- ▶ Manual Fiscal Year Updates - Apply to Next Fiscal Year
- ▶ Confirm FY21 Funding Post Rollover



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# Positions and Funding

Employee, position, funding

Why new funding?



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# Positions and Funding

Empl ID #####



Position  
Funding

- ▶ Employee works in a position
- ▶ Provides effort for programs and projects through their position
- ▶ Effort distributed to SpeedTypes per percentages in the funding entry



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# CU Funding Entry - Earnings

- ▶ Create new funding
- ▶ Update expired funding
- ▶ Update a change in effort on programs and projects,
- ▶ Updates reflect other budgetary changes
- ▶ Review in CU Position Funding History

**CU Position Funding History**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Position Number

Job Code

Department

Description

Case Sensitive

[Basic Search](#) [Save Search](#)

Criteria

Search Results

View All First 1-2 of 2 Last

Position Number	Description	Job Code	Department
00001234	Program Manager	2345	11007
00001234	External Relations Program Mgr	2345N	60130



# Beyond CU Funding Entry

## Department Budget Table (DBT)

- ▶ Suspense
- ▶ Position Funding Distributions
- ▶ Taxes and Deductions

## Setup Commitment Accounting

- ▶ A new position is created
- ▶ An existing position changes department
- ▶ The fiscal year changes (July 1 - June 30)
- ▶ Add a row to an existing table when updating funding





# Commitment Accounting



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# What is Commitment Accounting?

## Setup Features

- Encumbrances
- Fringe Rates - Job Code
- Account Maps - Earn Codes and Job Codes
- Tax Liability Maps
- Account Override Exceptions
- Deduction Distribution Maps
- **Department Budget Table Exception Pool Rules**

## Department Budget Table (DBT)

- Suspense
- Position Funding Distributions
- Taxes and Deductions



# Department Budget Table - Position Default

Campus

Departments

Employee

**Position**

Job Code  
Faculty  
Staff  
Student  
Employee  
Retiree

## DBT Setup Options

- Department
- Position Pool
- Job Code
- **Position Number**
- Appointment



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# Multiple Campus Multiple Funding Models

Campus	Suspense	Earnings	Taxes Deductions	Fringe
Boulder	By Department	Position Funding Entry Form	Pooled	FIN Reallocation
Colorado Springs	By Campus		Pooled	Pooled
Denver	By Campus		Follow Earnings (Post Doc > Override)	FIN after payroll process
Anschutz Medical Campus	By Department and Campus		Override	None
System	By Campus			



# CU Boulder

Count of ID	Type	Salary	Grand Total
F S STU	Hourly		
Faculty	215	5791	6006
Staff	755	4551	5306
Students	9434	3920	13354
<b>Grand Total</b>	<b>10404</b>	<b>14262</b>	<b>24666</b>

Suspense	Earnings	Taxes/Deductions	Fringe (Reallocations)
381 Combo Codes by Department	Default Combo Codes for 14 combinations:	8 Pooled Combo Codes	FIN Fixed Percentage Allocations
	<ul style="list-style-type: none"> <li>Earn Code</li> <li>Job Code</li> </ul>	35 Default Lines:	
	CU Funding Entry Page populates DBT by Position	<ul style="list-style-type: none"> <li>Job Code</li> <li>Regular/Temporary</li> <li>Full/Part (Benefits)</li> </ul>	<ul style="list-style-type: none"> <li>Job Code</li> <li>Regular/Temporary</li> <li>Full/Part (Benefits)</li> </ul>



# CU Colorado Springs

Count of ID	Type	Salary	Grand Total
F S STU	Hourly		
Faculty		2143	2143
Staff	47	791	838
Students	2352	303	2655
<b>Grand Total</b>	<b>2399</b>	<b>3237</b>	<b>5636</b>

Suspense	Earnings	Taxes/Deductions	Fringe
3 Combo Codes (Campus/Retirees)	Default Combo Codes for 20 combinations: <ul style="list-style-type: none"> <li>Earn Code</li> <li>Job Code</li> </ul>	7 Pooled Combo Codes	FIN Fixed Percentage Allocations <ul style="list-style-type: none"> <li>Job Code</li> <li>Regular/Temporary</li> <li>Full/Part (Benefits)</li> </ul>
	CU Funding Entry Page populates DBT by Position	14 Default Lines: <ul style="list-style-type: none"> <li>Job Code</li> <li>Regular/Temporary</li> <li>Full/Part (Benefits)</li> </ul>	



# CU Denver

Count of ID	Type	Salary	Grand Total
F S STU	Hourly		
Faculty		2192	2192
Staff	98	1261	1359
Students	1793	945	2738
<b>Grand Total</b>	<b>1891</b>	<b>4398</b>	<b>6289</b>

Suspense	Earnings	Taxes/Deductions	Fringe
3 Combo Codes (Campus/Retirees)	<p>Default Combo Codes for 10 combinations:</p> <ul style="list-style-type: none"> <li>Earn Code</li> <li>Job Code</li> </ul> <p>CU Funding Entry Page populates DBT by Position</p>	Follow Earnings Proportionally	<p>FIN fixed percentage charges</p> <ul style="list-style-type: none"> <li>Leave payouts</li> <li>Workman's comp</li> <li>Unemployment Insurance</li> </ul>



# CU Anschutz Medical Campus

Count of ID F S STU	Type Hourly	Salary	Grand Total
Faculty	169	6684	6853
Staff	334	2511	2845
Students	1017	1773	2790
<b>Grand Total</b>	<b>1520</b>	<b>10968</b>	<b>12488</b>

Suspense	Earnings	Taxes/Deducti ons	Fringe
85 Combo Codes by Department	Default Combo Codes for 10 combinations: <ul style="list-style-type: none"> <li>• Earn Code</li> <li>• Job Code</li> </ul>	Follow Earnings Proportionally	FIN fixed percentage charges <ul style="list-style-type: none"> <li>• Leave payouts</li> <li>• Workman's comp</li> <li>• Unemployment Insurance</li> </ul>
	CU Funding Entry Page populates DBT by Position		





# CU System

Count of ID F S STU	Type Hourly	Salary	Grand Total
Staff	22	483	505
Students	38		38
<b>Grand Total</b>	<b>60</b>	<b>483</b>	<b>543</b>

Suspense	Earnings	Taxes/Deductions	Fringe
2 Combo Codes (Campus/Retirees)	Default Combo Codes for 3 combinations: <ul style="list-style-type: none"> <li>• Earn Code</li> <li>• Job Code</li> </ul> CU Funding Entry Page populates DBT by Position (74 Combo Codes)	Override Combo Code based on 74 Earnings Combo Codes	No reallocations No additional charges



# Department Budget Table (DBT)



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# Tabs Track Rules by Position

Dept Budget Date	Dept Budget Defaults	Dept Budget Earnings	Dept Budget Deductions	Dept Budget Taxes
Set ID	UCOLO	Department	21434	CSPH-Epidemiology General Ops
Fiscal Year	2019			
*Budget Begin Date	07/01/2018	*Budget End Date	06/30/2019	
*Offset Group	CUOFF	Payroll Offset Group		
<b>Budget Cap</b>				
<input checked="" type="radio"/> Per Budget Level <input type="radio"/> Per Earn/Tax/Ded				
<b>Suspense Combination Code</b> <span style="float: right;">Find   View All First 1 of 1 Last</span>				
Effective Date	07/01/2018	Effective Sequence	0	<a href="#">+</a>
Combination Code	61000642	CSPH Payroll Suspense Clearing	<a href="#">ChartField Details</a>	
Balance	-430.60			



# Suspense by Campus/Department

<b>Dept Budget Date</b>	Dept Budget Defaults	Dept Budget Earnings	Dept Budget Deductions	Dept Budget Taxes	
Set ID	UCOLO	Department	21434	CSPH-Epidemiology General Ops	
Fiscal Year	2019	*Budget Begin Date	07/01/2018	*Budget End Date	06/30/2019
*Offset Group	CUOFF	Payroll Offset Group			
<b>Budget Cap</b>					
<input checked="" type="radio"/> Per Budget Level <input type="radio"/> Per Earn/Tax/Ded					
<b>Suspense Combination Code</b>			Find   View All	First ◀ 1 of 1 ▶ Last	
Effective Date	07/01/2018	Effective Sequence	0	<a href="#">+</a>	
Combination Code	61000642	CSPH Payroll Suspense Clearing		<a href="#">ChartField Details</a>	
Balance	-430.60				



# Earnings from CU Funding Entry & Earn Defaults

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions | Dept Budget Taxes

Set ID UCOLO | Department 21434 | CSPH-Epidemiology General Ops | Fiscal Year 2019  
 Budget Begin Date 07/01/2018 | Offset Group CUOFF | **Budget Cap**  
 Per Budget Level |  Per Earn/Tax/Ded  
 Budget End Date 06/30/2019

**Level** Find | View All First 1 of 2 Last  
 Department |  Position Pool |  Jobcode |  Position |  Appointment

Position Number 00699684 | Grad Assistant  
 \*Effective Date 11/01/2018 | Eff Seq 0 | \*Status Active | Date Entered 11/01/2018  
 Budget Level Cap 0.00 | \*Currency USD

**Earnings Distribution** Personalize | Find | First 1-6 of 6 Last

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	63012571	07/31/2017		100.000
2 ENP	1	61029668			100.000
3 MVP	1	52600067			100.000
4 PPL	1	62846319			100.000
5 SKS	1	62846319			100.000
6 VCT	1	62846319			100.000

# Deductions from Campus Setup

Plan Type	Benefit Plan	Dedn Code
Medical	BCUKSR	CKSMDB
Dental	BDPPO	CUDNTB
EE Bas Lif	CUB50K	STNDRD
LTD	LTDTIA	LTDTIA
401(a) ORP	401A	401A
FICA Accr	FICAAC	ACCRUL
401a Accr	401ACR	ACCRUL

Plan Type	Benefit Plan	Dedn Code
Dental	BDPPO	CUDNTB
Medical	BEXLC	ANTMDB
EE Bas Lif	CUB50K	STNDRD
LTD	LTDTIA	LTDTIA
PERA	PERA	PERA
PERA AED	PERAED	PERAED
PERA SAED	SUPAED	SUPAED

Plan Type	Benefit Plan	Dedn Code
401(a) ORP	401A	401A
Dental	BDPPO	CUDNTB
Medical	BEXLC	ANTMDB
EE Bas Lif	CUB50K	STNDRD
LTD	LTDTIA	LTDTIA
PERA AED	OOAED	PERAED
PERA SAED	OOSAED	SUPAED

[Dept Budget Date](#) | [Dept Budget Defaults](#) | [Dept Budget Earnings](#) | **[Dept Budget Deductions](#)** | [Dept Budget Taxes](#)

Set ID UCOLO | Department 21434 | CSPH-Epidemiology General Ops | Fiscal Year 2019  
 Budget Begin Date 07/01/2018 | Budget End Date 06/30/2019 | Offset Group CUOFF

**Level** | Find | View All | First 1 of 2 Last

Department |  Position Pool |  Jobcode |  Position |  Appointment

Position Number 00699684 | Grad Assistant  
 Effective Date 11/01/2018 | Eff Seq 0 | Status Active | Date Entered 11/01/2018

**Deduction Distribution** | Personalize | Find | First 1-2 of 2 Last

Combination Code	Fringe Benefit Description	Combination Code Description	Distributed	Plan Type	Plan	Deduction Code	Deduction Class	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1								1	63012571			100.000
2	General Deduction					DWCMF	N	1	63012571			100.000

# Taxes from Campus Setup

State	Tax Class
\$U	OASD/ER
\$U	Med/ER

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

Set ID UCOLO    Department 21434    CSPH-Epidemiology General Ops    Fiscal Year 2019  
 Budget Begin Date 07/01/2018    Budget End Date 06/30/2019    Offset Group CUOFF

Level Find | View All    First 1 of 2 Last

Department   
  Position Pool   
  Jobcode   
  Position   
  Appointment   
 + -

Position Number 00699684    Grad Assistant  
 Effective Date 11/01/2018    Eff Seq 0    Status Active    Date Entered 11/01/2018

Tax Distribution Personalize | Find | First 1 of 1 Last

Combination Code	Locality Description	Combination Code Description	Distributed	State	Tax Class	Locality	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1							1	63012571			100.000

# Fringe Rate Examples

## Fringe Benefit Rate History

### FY 2017 Fringe Benefit Rates

Benefit Category	Rate
Regular Faculty	30.6%
Prof Exempt & Research Faculty FT/Classified Permanent	37.7%
Prof Exempt & Research Faculty PT/Classified Temporary	15.3%
Student Faculty	13.7%
Hourly	1.2%
LASP Leave Rate	22.7%

## Fringe Benefit Rates

### Both Anschutz & Downtown Campuses Fiscal Year 2016-2017

Benefit	FY 2016-2017 Rates	
Worker's Compensation	0.164%	
Unemployment Compensation	0.042%	
<i>Sub-Total Worker's Comp. &amp; Unemployment</i>		0.206%
Termination Pay		1.175%
Retiree Health, Life, and Supplemental Ann.		0.693%
<b>Total*</b>		<b>2.074%</b>

### Both Anschutz & Downtown Campuses Fiscal Year 2015-2016

Benefit	FY 2015-2016 Rates	
Worker's Compensation	0.217%	
Unemployment Compensation	0.063%	
<i>Sub-Total Worker's Comp. &amp; Unemployment</i>		0.280%
Termination Pay		1.197%
Retiree Health, Life, and Supplemental Ann.		0.497%
<b>Total*</b>		<b>1.974%</b>



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# Department Budget Table (DBT) Updates



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# New CU Funding Entry - Add Row to Existing Table

CU Funding Earnings | CU Funding Entry Deductions | CU Funding Entry Taxes

HRGL Request #: **Funding Entry** Searched/Draft Originator: McCoy, Catherine Louise Initiator: Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019  
 Created Datetime: 05/06/2019 11:24PM Status: Submitted Date Completed Date/Time: Last Update Fiscal Year: 2019 Department: 20335

**Funding Entry**

Position Number: 00050313 Asst Professor  
 Effective Date: 05/01/2019  
 Effective Sequence: 0

**Job Data Snapshot**

Name	Empl ID	Empl Rcd	Job Eff Date	Job Eff Seq	Department	Position	Job Code	Job Description	HR Status	Job End Date	Action	Actn Rsn	Pay Frequency	Pay Group	FTE
1		0	07/01/2018	0	20335	00050313	1303	Asst Professor-Research	Active		PAY	MER	M	F12	1.000000

**Department Budget and PET History**

HRGL Request #	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp	Originator OperID	Description
1 MERR000229-20160418-93	PET	03/31/2016		0	Completed	04/18/16 12:00AM	MERR000229	Merrill II, Frank L
2 MERR000229-20160418-93	PET	02/29/2016		0	Completed	04/18/16 12:00AM	MERR000229	Merrill II, Frank L
3 MERR000229-20160418-93	PET	01/31/2016		0	Completed	04/18/16 12:00AM	MERR000229	Merrill II, Frank L
4 HOCH000064-20180830-007	PET	08/31/2018		0	Completed	08/30/18 12:00AM	HOCH000064	Hoch, Katherine Elizabeth
5 HOCH000064-20180830-007	PET	07/31/2018		0	Completed	08/30/18 12:00AM	HOCH000064	Hoch, Katherine Elizabeth

Clear New Distribution Grid

**New Distribution Data**

ERNCD	SpeedType	SpeedType Description	Project End Date	Funding End Date	Budget Amount	Percent of Distribution	Fund Code	Department	Program Code	Project	Account	PC Business Unit
1	61001932	CEAS-BE Faculty			2178.126	30.000	10	30214	71995	444444		
2	63014814	DARPA INHB SHP PLSTCTY	04/30/2021	05/31/2019	2541.147	35.000	30	20338	25A5875	444444	UCD	1
3	63017385	NIH MSE 3-D OPT RPD	08/31/2019	08/31/2019	363.021	5.000	30	20338	25A7320	444444	UCD	1
4	68002096	NSUR.1.40.ADLTSTS			2178.126	30.000	80	20339	70270	444444		

# PET Update Funding

Apply Funding Template to Future:   
 Apply to Future Eff Date: 05/01/2019

Copy Funding Distribution

Funding Template for Copy					
SpeedType	SpeedType Description	Account	Fund Code	Department	Program Code
61000074	CSPH-Dean's Office	444444	10	21411	49846

Set all earnings to Copy for this check      Set all earnings to Copy for all checks      Copy Checked Rows to E

New Check Distribution								
Copy Distribution?	Earnings End Date	Rcd#	Department	Position #	Job Code	Earn Code	SpeedType	SpeedType Description
<input checked="" type="checkbox"/>	04/30/2019	0	51000	00716509	2448	RGS	61000074	CSPH-Dean's Office

# New Position New Department

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)

Position Number 00050291  
Headcount Status Open      Current Head Count 0 out of 1

**Position Information** Find | View All    First ◀ 1 of 3 ▶ Last

Effective Date 07/01/2017      Status Active

Campus Box   HRGL Request # BRES000060-20170829-003

**Position Approval**

▼ POSITION\_NBR=00050291, DATE\_OPTION=2017-07-01:Approved

Campus = Medical Center (UAMC)

**Approved**

✓ Bravo, Brendon Aaron  
Faculty  
08/30/17 - 9:13 AM



# New Fiscal Year

## Search Results

[View All](#)

[First](#)

Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code	Set ID	Job Code	Position Number
UCOLO	11139	2019	Position	(blank)	(blank)	(blank)	(blank)	00713446
UCOLO	10599	2019	Position	(blank)	(blank)	(blank)	(blank)	00713446
UCOLO	10599	2018	Position	(blank)	(blank)	(blank)	(blank)	00713446
UCOLO	10599	2017	Position	(blank)	(blank)	(blank)	(blank)	00713446
UCOLO	10599	2016	Position	(blank)	(blank)	(blank)	(blank)	00713446
UCOLO	10599	1	Position	(blank)	(blank)	(blank)	(blank)	00713446



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# Review DBT Update History

## Department Budget and PET History

HRGL Request #	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp
1 MERR000229-20160418-93	PET		03/31/2016	0	Completed	04/18/16 12:00AM
2 MERR000229-20160418-93	PET		02/29/2016	0	Completed	04/18/16 12:00AM
3 MERR000229-20160418-93	PET		01/31/2016	0	Completed	04/18/16 12:00AM
4 HOCH000064-20180830-007	PET		08/31/2018	0	Completed	08/30/18 12:00AM
5 HOCH000064-20180830-007	PET		07/31/2018	0	Completed	08/30/18 12:00AM
6 EGGE000103-20181213-009	PET		11/30/2018	0	Completed	12/13/18 12:00AM
7 EGGE000103-20181213-009	PET		10/31/2018	0	Completed	12/13/18 12:00AM
8 EGGE000103-20181213-009	PET		09/30/2018	0	Completed	12/13/18 12:00AM
9 EGGE000103-20181213-009	PET		08/31/2018	0	Completed	12/13/18 12:00AM
10 EGGE000103-20181213-009	PET		07/31/2018	0	Completed	12/13/18 12:00AM
11 EGGE000103-20181213-008	Funding	12/01/2018		0	Completed	12/13/18 4:04PM
12 EGGE000103-20181213-003	Funding	12/01/2018		0	Searched	12/13/18 3:21PM
13 EGGE000103-20181001-001	PET		09/30/2018	0	Completed	10/01/18 12:00AM
14 EGGE000103-20180924-001	Funding	10/01/2018		0	Completed	09/24/18 9:10AM
15 EGGE000103-20180829-001	Funding	09/01/2018		0	Completed	08/29/18 8:27AM



# Department Budget Table Fiscal Year Rollover



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# New Fiscal Year - Mass Process by Sys HCM Team

## Search Results

View All

First

Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code	Set ID	Job Code	Position Number
UCOLO	11139	2019	Position	(blank)	(blank)	(blank)	(blank)	00713446
UCOLO	10599	2019	Position	(blank)	(blank)	(blank)	(blank)	00713446
UCOLO	10599	2018	Position	(blank)	(blank)	(blank)	(blank)	00713446
UCOLO	10599	2017	Position	(blank)	(blank)	(blank)	(blank)	00713446
UCOLO	10599	2016	Position	(blank)	(blank)	(blank)	(blank)	00713446
UCOLO	10599	1	Position	(blank)	(blank)	(blank)	(blank)	00713446



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# Fiscal Year Mass Rollover - June 29th

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

June 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
1	2 OC052820 uploads due 5 pm	3 Processing OC052820	4 BW uploads due 5 pm	5 Processing BW PPE 05/30/20 OC052820 PAYDAY	6/7
8 Run Payroll Register BW PPE 05/30/20	9 OC060420 uploads due 5 pm	10 PULL DEADLINE 10 AM: BW PPE 05/30/20 Processing OC060420	11	12 BW PPE 05/30/20 PAYDAY (Pay Run ID BW053020) OC060420 PAYDAY	13/14 PPE 06/13/20 Pay Run ID BW061320 Earn dates 05/31-06/13/20
15	16 NO OFF-CYCLE THIS WEEK *	17 MON uploads due 5 pm Pay Run ID MN063020 Processing MON PPE 06/30/20 NO OFF-CYCLE THIS WEEK *	18 Processing MON PPE 06/30/20	19 Processing MON PPE 06/30/20 BW uploads due 5 pm NO OFF-CYCLE THIS WEEK *	20/21
22 Run Payroll Register MON PPE 06/30/20 Processing BW PPE 06/13/20	23 Run Payroll Register BW PPE 06/13/20 OC061820 uploads due 5 pm	24 PULL DEADLINE 10 AM: BW PPE 06/13/20 Processing OC061820	25	26 BW PPE 06/13/20 PAYDAY (Pay Run ID BW061320) OC061820 PAYDAY PULL DEADLINE 10 AM: MON PPE 06/30/20	27/28 PPE 06/27/20 Pay Run ID BW062720 Earn dates 06/14-06/27/20
29 Fiscal Year Rollover	30 MON PPE 06/30/20 PAYDAY Pay run ID MN063020 OC062520 uploads due 5 pm				

\* No off-cycle payroll

Last updated 11/1/19



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# Fiscal Year Mass Rollover - June 29th

HCM Systems Team  
will:

- ▶ Copy most current FY20 funding row
  - ▶ Creating FY21 DBT
  - ▶ Effective 7/1/2020
  - ▶ Active Department only
- ▶ No funding end date?
    - ▶ No funding end date copied
  - ▶ Funding end date after 7/1/2020?
    - ▶ Same funding end date copied
  - ▶ Funding end date for Project?
    - ▶ Same funding end date copied
  - ▶ Funding end date expires before 7/1/2020?
    - ▶ **Does NOT Update**
  - ▶ FY21 DBT Row already exists?
    - ▶ No row added



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# Manual Fiscal Year Updates - Apply To Next Fiscal Year



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**EMPLOYEE SERVICES**

# FY20 Manual Updates to FY21 Apply to Next Fiscal Year

CU Funding Earnings | CU Funding Entry Deductions | CU Funding Entry Taxes

HRGL Request #: Funding Entry Status: Searched/0  
Created Datetime: 05/20/2018 11:53PM Submitted Date Time:

Position: 00088782 Finance/Acadg Professional  
Number: Effective Date: 06/01/2018 Effective Sequence: 0

1

Clear New Distribution Grid  Apply to Next Fiscal Year

ERNCID	SpeedType	SpeedType Description	Project End Date	Funding End Date
1	83015188	CHF AIM-XL RURAL SCHOOL DISTRI	06/30/2019	06/30/2019

Message

Warning - A funding transaction will be created for 07/01/2018 (21000,618)

2

A funding transaction will be created for Next Fiscal Year. Please confirm that this is intended prior to submitting the Funding Entry Transaction.

OK Cancel



# Biweekly Payroll Begin 6/28/20

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

June 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
22 Run Payroll Register MON PPE 06/30/20 Processing BW PPE 06/13/20	23 Run Payroll Register BW PPE 06/13/20 OC061820 uploads due 5 pm	24 PULL DEADLINE 10 AM: BW PPE 06/13/20 Processing OC061820	25	26 BW PPE 06/13/20 PAYDAY (Pay Run ID BW061320) OC061820 PAYDAY PULL DEADLINE 10 AM: MON PPE 06/30/20	27/28 PPE 06/27/20 Pay Run ID BW062720 Earn dates 06/14-06/27/20
29 Fiscal Year Rollover	30 MON PPE 06/30/20 PAYDAY Pay run ID MN063020 OC062520 uploads due 5 pm				

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

July 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		1 Processing OC062520	2 BW uploads due 5 pm	3 Independence Day ALL CAMPUSES CLOSED OC062520 PAYDAY	4/5
6 Processing BW PPE 06/27/20	7 Run Payroll Register BW PPE 06/27/20 OC070220 uploads due 5 pm	8 PULL DEADLINE 10 AM: BW PPE 06/27/20 Processing OC070220	9	10 BW PPE 06/27/20 PAYDAY (Pay Run ID BW062720) OC070220 PAYDAY	11/12 PPE 07/11/20 Pay Run ID BW071120 Earn dates 06/28-07/11/20
13	14 OC070920 uploads due 5 pm	15 Processing OC070920	16 BW uploads due 5 pm	17 Processing BW PPE 07/11/20 OC070920 PAYDAY	18/19



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# Update FY21 Manually

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

June

2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
<p>15</p> <p>Add 6/1 row Apply to NFY Copy to 7/1 row</p>	<p>16</p> <p>NO OFF-CYCLE THIS WEEK</p> <p>*</p>	<p>17</p> <p>MON uploads due 5 pm Pay Run ID MN063020 Processing MON PPE 06/30/20 NO OFF-CYCLE THIS WEEK</p> <p>*</p>	<p>18</p> <p>Processing MON PPE 06/30/20</p>	<p>19</p> <p>Processing MON PPE 06/30/20 BW uploads due 5 pm NO OFF-CYCLE THIS WEEK</p> <p>*</p>	<p>20/21</p>
<p>22</p> <p>Run Payroll Register MON PPE 06/30/20 Processing BW PPE 06/13/20</p>	<p>23</p> <p>Run Payroll Register BW PPE 06/13/20 OC061820 uploads due 5 pm</p>	<p>24</p> <p>PULL DEADLINE 10 AM: BW PPE 06/13/20 Processing OC061820</p>	<p>25</p>	<p>26</p> <p>BW PPE 06/13/20 PAYDAY (Pay Run ID BW061320) OC061820 PAYDAY PULL DEADLINE 10 AM: MON PPE 06/30/20</p>	<p>27/28</p> <p>PPE 06/27/20 Pay Run ID BW062720 Earn dates 06/14-06/27/20</p>
<p>29</p> <p>Fiscal Year Rollover</p>	<p>30</p> <p>MON PPE 06/30/20 PAYDAY Pay run ID MN063020 OC062520 uploads due 5 pm</p>	<p>7/1 row exists No Rollover row created</p>			

## CU Funding Entry: Update June Funding

- Apply To Next Fiscal Year: June Funding = July 1 Row
- Row in FY20 creates FY21 7/1 row
- If July 1 row exists = No Funding Rollover Row



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# Update FY21 Manually

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

June 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
15	16 NO OFF-CYCLE THIS WEEK *	17 MON uploads due 5 pm Pay Run ID MN063020 Processing MON PPE 06/30/20 NO OFF-CYCLE THIS WEEK *	18 Processing MON PPE 06/30/20	19 Processing MON PPE 06/30/20 BW uploads due 5 pm NO OFF-CYCLE THIS WEEK *	20/21
22 Run Payroll Register MON PPE 06/30/20 Processing BW PPE 06/13/20	23 Run Payroll Register BW PPE 06/13/20 OC061820 uploads due 5 pm	24 PULL DEADLINE 10 AM BW PPE 06/13/20 Processing OC061820	25 Add 7/1/20 row Apply to NFY Copy to 7/1/21 row	26 W PPE 06/13/20 PAYDAY (Pay Run ID BW061320) OC061820 PAYDAY PULL DEADLINE 10 AM: MON PPE 06/30/20	27/28 PPE 06/27/20 Pay Run ID BW062720 Earn dates 06/14-06/27/20
29 Fiscal Year Rollover	30 MON PPE 06/30/20 PAYDAY Pay run ID MN063020 OC062520 uploads due 5 pm				

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

July 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
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7/1 row exists  
No Rollover  
row added

- CU Funding Entry: Update July Funding
- Do NOT Apply to Next Fiscal Year
  - Row in FY21 creates FY22 7/1 row

7/1/21 row exists



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# FY20 New Position created FY21

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

June 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
22 Run Payroll Register MON PPE 06/30/20 Processing BW PPE 06/13/20	23 Run Payroll Register BW PPE 06/13/20 OC061820 uploads due 5 pm	24 PULL DEADLINE 10 AM: BW PPE 06/13/20 Processing OCO61820	25	26 BW PPE 06/13/20 PAYDAY (Pay Run ID BW061320) OC061820 PAYDAY PULL DEADLINE 10 AM: MON PPE 06/30/20	27/28 PPE 06/27/20 Pay Run ID BW062720 Earn dates 06/14-06/27/20 <b>Pos Eff 6/28</b> <b>Fund Eff 6/28</b>
<b>Fiscal Year Rollover</b> 29	30 MON PPE 06/30/20 PAYDAY Pay run ID MN063020 OC062520 uploads due 5 pm	<b>Create new position on 6/30</b> <b>Eff 6/28 for BW</b>			

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

July 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		1 Processing OCO62520 <b>Fund Eff 7/1</b>	2 BW uploads due 5 pm	3 <b>Independence Day</b> ALL CAMPUSES CLOSED OC062520 PAYDAY	4/5
6 Processing BW PPE 06/27/20	7 Run Payroll Register BW PPE 06/27/20 OC070220 uploads due 5 pm	8 PULL DEADLINE 10 AM: BW PPE 06/27/20 Processing OCO70220	9	10 BW PPE 06/27/20 PAYDAY (Pay Run ID BW062720) OC070220 PAYDAY	11/12 PPE 07/11/20 Pay Run ID BW071120 Earn dates 06/28-07/11/20
13	14 OC070920 uploads due 5 pm	15 Processing OCO70920	16 BW uploads due 5 pm	17 Processing BW PPE 07/11/20 OC070920 PAYDAY	18/19



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# FY21 Funding - Confirm Results



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# Confirm FY21 Funding

NavBar: Navigator

- CU Resources
  - CU PET Financial Aid Users
  - CU Position Funding History**
  - CU Process Direct PET
  - CU Process PET Regular Users
  - CU Funding Entry
  - CU PET Summary
- Recent Places
- My Favorites
- Navigator
- Classic Home
  - Batch PET Upload
  - New PET Request
  - My HRGL Requests
  - HRGL Requests for My Depts
  - HRGL Request General Search
  - PET Pending Approvals

## CU Position Funding History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### Search Criteria

Position Number	begins with	00713416
Job Code	begins with	4101
Department	begins with	10443
Description	begins with	

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

## Search Results

View All First 1 of 1 Last

Position Number	Description	Job Code	Department
00713416	Weight Room Attendant	4101	10443



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# Confirm FY21 Funding

75	Position Funding	This query returns current position funding for active positions only.	10791	CUES_HCM_POSITION_FUNDING
23	Funding Distribution	This query returns job data and funding distribution info by empl ID, dept ID, org, and/or posn nbr. Position number returned as hyperlink - clicking the link will open a new tab with funding history, including future dated info.	84229	CUES_HCM_FUNDING_DISTRIBUTION
24	Funding Suspense Current Row	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls in the past or up to 45 days in the future.	10262	CUES_HCM_FUNDING_SUSPENSE
25	Funding Suspense Max Row	This query returns active employees who have a project end date, funding end date, or budget end date on their MAX funding row that falls in the past or up to 45 days in the future (includes future date funding rows).	594	CUES_HCM_FUNDING_SUSPENSE_MAX
26	Funding Suspense Previous Rows	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls on today's date or in the past. This report DOES NOT include any future dated rows.	184	CUES_HCM_FUNDING_SUSPENSE_OLD



# Summary

- ▶ Department Budget Table is setup by position
- ▶ The Commitment Accounting set up rules determine how suspense is applied, and how earnings, taxes, and deductions are distributed in a paycheck
- ▶ A new Department Budget Table is required for new positions, changes to position departments, and a new fiscal year. Rows are added to change funding from the CU Funding Entry form.
- ▶ The Department Budget Table Fiscal Year Rollover process creates new tables for the new fiscal year for each active position.
- ▶ The CU Funding Entry - Apply to Next Fiscal Year feature makes cross fiscal year updates easy.
- ▶ Confirm FY21 Funding before and after the rollover.



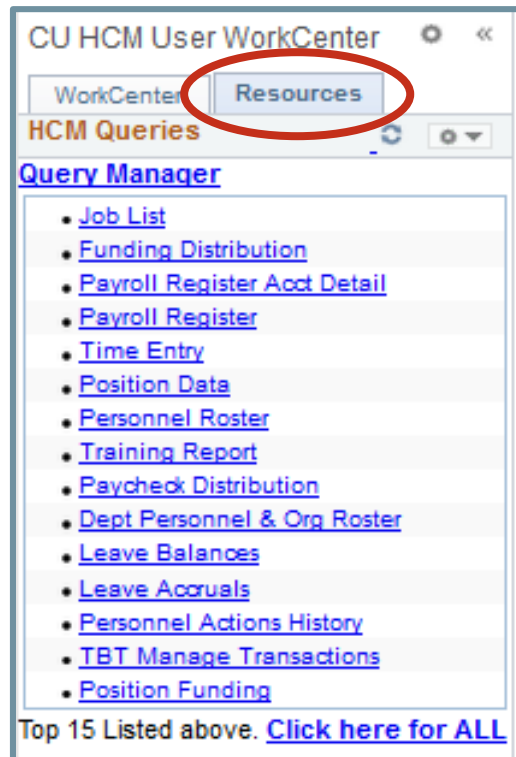
# Online Resources

- ▶ Training & Webinars (labs, practice, and more!)
  - ▶ <https://www.cu.edu/hcm-community/training-webinars>
- ▶ Document Library (SBS guides, job aids, quick references, and glossary)
  - ▶ <https://www.cu.edu/docs>
- ▶ Step-by-Step Guides
  - ▶ <https://www.cu.edu/docs/jaid-managing-funding-suspense>
  - ▶ <https://www.cu.edu/docs/sbs-creating-position-funding>
  - ▶ <https://www.cu.edu/docs/sbs-funding-entry>

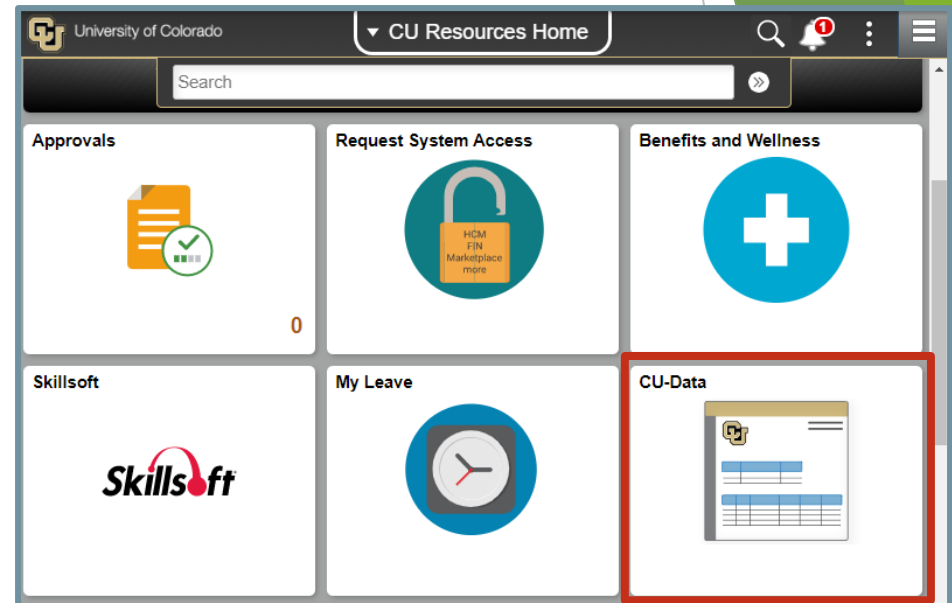


# But wait, there's more!

- ▶ HCM User WorkCenter> Resources



- ▶ CU Resources Home> CU-Data



# Thank you!

Please complete our survey:

<https://www.surveymonkey.com/r/hcm2020>

Join us next time, April 21st, when we cover Payroll Expense Transfers entry pages.

## Contact Employee Services

### Mailing Address:

Employee Services  
University of Colorado  
1800 Grant St., Suite 400  
Denver, CO 80203

Interoffice Mail: 400 UCA

Email: [EmployeeServices@cu.edu](mailto:EmployeeServices@cu.edu)

### Main Number:

303-860-4200  
1-855-216-7740 (toll-free)

- Opt. 1: Employee Verification
- Opt. 2: Payroll and HCM
- Opt. 3: Benefits
- Opt. 4: Spanish/Español
- Opt. 5: CU Careers

Website: [www.cu.edu/es](http://www.cu.edu/es)



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Email [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu)

- 303-860-4200 Opt. 2: Payroll
- 303-860-4200 Opt. 3: Benefits

Questions and comments are always welcome!

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