

## **Check off crucial payroll tasks for the end of the 2023 fiscal year** <sup>[1]</sup>



May 22, 2023 by [Employee Services](#) <sup>[2]</sup>

Ensure that this year's payroll (and effort) is allocated correctly before the close of the fiscal year.

### **1. Ensure June funding is correct before the payroll deadlines**

The June monthly payroll deadline is June 20. The last June biweekly payroll deadline is June 29. Use the HCM WorkCenter Resources **Funding Distribution** query or **Position Funding** query to confirm funding is active and accurate before payroll processes.

**Tip:** Only grants and contracts require end dates. Consider removing funding end dates from SpeedTypes that are not funded by a project so that they will not expire when the Department Budget Table (DBT) roll forward occurs on June 29.

### **2. Prevent suspense**

Prevent June funding from going to suspense by updating expired funding before payroll processes. Find expired funding quickly using the **Funding Suspense Current Row** query.

### **3. Once paychecks have processed, confirm pay and funding**

Monthly payroll registers will be ready June 23. Run the **Payroll Register with Accounting Detail** query to confirm posted funding aligns with effort. Use the Excel spreadsheet to filter for suspense.

Identify overpayments and request a paycheck pull to correct any overpayments by the pay pull deadline of June 28 at 10 a.m. Then, enter the correct pay in the next off-cycle. If the check pull deadline is missed, report the overpayment as soon as possible using the [Notice of Overpayment Form](#) <sup>[3]</sup>.

### **4. Clear suspense and align effort**

Create a Payroll Expense Transfer (PET) to align funding or clear suspense.

## 5. Approve FY23 PETs to post in the current fiscal year

Fully approve FY23 PETs by the second close deadline on Thursday, July 13 at 6 p.m. to post to FY23. The Office of University Controller Fiscal Year End calendar can be found here: [CU OUC FY 2023 Year-End Calendar](#) [4].

**Note:** Employees must recertify ePERS after a PET is processed on a paycheck that includes grant funding.

## 6. Confirm collected overpayments post by Fiscal Year End

Full or partial overpayment amounts collected by June 30 will post in the same fiscal year. These will be processed with the first off-cycle in July. Remaining amounts will be credited when collected in full, and partial payments will post during the calendar year-end or next fiscal year-end cycle, whichever comes first.

## Need extra help?

Visit the HCM website to find HR/GL resources regarding [funding changes](#) [5], [payroll express transfers](#) [6] and [overpayment procedures](#) [7].

If you have additional questions, you can email [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu) [8] or [System.HRGL.Team@cu.edu](mailto:System.HRGL.Team@cu.edu) [9].

Find HCM queries here:

1. Log into the [employee portal](#) [10].
2. Open the **CU Resources** 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. Select the **Resources** tab and click the query you desire.

[HRGL](#) [11], [fiscal year-end](#) [12], [year-end](#) [13], [fiscal year](#) [14], [PETs](#) [15], [payroll expense transfer](#) [16], [Funding Entry](#) [17], [Funding Suspense](#) [18], [ePER](#) [19], [overpayment](#) [20]

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