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Plan ahead for funding updates that extend to the next fiscal year [1]

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Fiscal year-end will be here soon, and new funding rows must be added each new fiscal year. To manage position funding between now and fiscal year-end, the CU Funding Entry “Apply to Next Fiscal Year” feature will be enabled beginning May 1.

Remember, when funding payroll for a position, a new Department Budget Table (DBT) is required:

1. For each new position.
2. Each time a position changes department.
3. And each time the fiscal year changes (effective July 1).

To assist units with the heavy lift of adding a new funding row to the Department Budget Table (DBT) for each active position each new fiscal year, the CU System HR/GL team will post a DBT mass update on **June 27**.

- The DBT mass update will roll forward the most current funding row (effective on or before June 30) by copying it to a new funding row effective July 1.
- This way, funding continues into the new fiscal year.
- Without a new fiscal year row effective July 1, a position’s payroll on and/or after July 1 will go to suspense.

Sometimes, units will update funding after May 1 and that same funding will continue to be valid after July 1. The **CU Funding Entry - Apply to Next Fiscal Year** checkbox, available from May 1 through July 11, makes it easy to create both the current fiscal year funding and the new fiscal year funding using just one form.

It works like this:

- The unit will use the CU funding entry page to create a funding row effective **before** July 1.
- Check the **Apply to Next Fiscal Year** checkbox and it will copy to a second row effective July 1. The same funding continues into the new fiscal year.

When should I use the “Apply to Next Fiscal Year” feature?

If an updated funding entry will create funding effective before July 1 that continues to be effective after July 1 should I use the Apply to Next Fiscal Year feature?

- Yes. Use the **Apply to Next Fiscal Year** feature when creating the current funding row effective before July 1 and it will copy that information to a new row effective July 1. One form creates both rows.
- If a DBT row effective July 1 already exists for an “Apply to Next Fiscal Year” funding entry, the funding row will sequence, and use the highest sequence for funding.
- When the DBT roll forward process runs, if the DBT already has a July 1 funding row, the mass update will not roll forward another row effective July 1.

What if a position’s funding changes on a date effective after July 1?

- A row effective July 1 must exist before subsequent rows may be added for the new fiscal year.
- If updating next fiscal year’s funding before June 27, create a July 1 funding row first, and then add new rows effective dated after July 1.

How is a funding change processed for the last biweekly pay period of FY24?

- The final biweekly pay period for FY24 runs from June 23 to July 6, crossing fiscal year FY24 to FY25. Funding must be present on the first day of the pay period (June 23), and a separate row must be present effective July 1.
- Instead of creating a CU Funding Entry for June 23, and a second CU Funding Entry effective July 1, just use the **Apply To Next Fiscal Year** checkbox on one form effective June 23.
- The CU Funding Entry page will then add a row for the effective date entered on the form (i.e., June 23) and copy it to a second row effective July 1. Now the entire pay period will be funded correctly.
- If the July 1 row is missing in this cross-over pay period, the payroll for six days in July of that final pay period will go to suspense (6 days/14 days = 42.857% of the paycheck).

What happens if a position is being created, or a department is changing, after June 27 (when the DBT roll forward process) with an effective date before July 1?

- The proposed NEW or DPC position row with an effective date before July 1 will require an HRGL Request with the position row before it can be submitted for approval. Upon approval, the HRGL Request will post funding using the effective date before July 1 for the NEW or DPC position row.
- After June 27, the DBT roll forward process will have been completed, and a manual entry is required for the July 1 funding row. Use a new CU Funding Entry page to add a new DBT row effective July 1.

What happens if funding is changing using the CU Funding Entry with an effective date of July 1 or later?

- **Do not use "Apply To Next Fiscal Year"** for funding entries with an effective date of July 1, 2024 or later.
    - If you do, it will create a new entry starting July 1, 2025.

The **Apply to Next Fiscal Year** checkbox will be disabled on July 11.

- Once the Apply to Next Fiscal Year feature is disabled, any funding crossing fiscal years must be added using a separate CU Funding Entry form in the former fiscal year and another CU Funding Entry in the current fiscal year.

Need extra help?

Find contract resources in the Funding Entry section of the HCM website. You can also email: hcm_community@cu.edu [3] or System.HRGL.Team@cu.edu [4].

HRGL [5], funding [6], Funding Entry [7], fiscal year-end [8], fiscal year [9], year-end [10], payroll [11], Budget Table [12], DBT [13], DBT Roll Forward [14], Department Budget Table Rollover [15], Funding Suspense [16]
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