FY21 Year-End Procedures

University of Florida
CFO Division • Payroll Services
Critical Dates for Pay Period Ending 6/24/21

- From **6/11/21 to 6/17/21**, there will be a daily listserv containing new hires that do not have a Department Budget Table (DBT). Departments should enter a department budget table for all new hires **by 6/17/21**.

- After **6/17/21**, departments must send a PDRR to payroll-services@ufl.edu **by noon** on **6/25/21** for pay period ending 6/24/21.

- The last day to enter retros in FY21 is **6/17/21**. Retros will resume on **7/1/2021**. Only the cross-college level processors will be able to retro FY20 and FY21.
FY End Rollover

• The DBT rollover is on 6/18/21. Departments will have from 6/18/21 until 7/09/21 noon to activate department budget tables for pay period ending 7/8/21.

• The department must activate all rollover DBTs at the departmental level that have a payroll in FY22. The system needs a place to put the payroll charges. If a new hire is missing a distribution, the charges will be put on the default.
FY End Rollover

• Only FY22 appointment level department budget tables that are needed should be activated. Once a DBT is activated, it cannot be deleted.

• For **PPE 07/09/2020**, both FY21 & FY22 department budget tables must be created for new hires if the effective date is in FY21. If the effective date is in FY22, only a FY22 DBT is needed. If a DBT is not created, the pay will default to the departmental level DBT.
• For **Pay Period Ending 07/08/2021**, a Department Budget Table is needed for the fiscal year(s) that have dates showing in Review Paycheck.

• For example, even if Jessica is terminating 7/1/21 and has not worked in FY22, because there isn’t a termination entered in Job Data, the system is going to distribute Jessica over the 10 day pay period. If Jessica were hourly, it would distribute over the five-day work week which includes 7/1/2021. A distribution is needed for FY22.
General Rollover Information

• An email will be sent periodically to the listserv providing an updated FY22 DBT Not Activated List for the appointment and department level DBTs. FY22 DBTs will appear on the FY22 DBT Not Activated List until they are activated.

• A FY22 DBT with a grant on it that ends in FY22 cannot be activated without adding a sequence that removes the grant after the end date.

• Inactivated FY22 DBTs will be deleted during the week of 7/12/2021 - 7/16/2021. The DBT module will be temporally unavailable during this time. Campus will be notified when this lock-out will occur.
Helpful Resources

Reports

Enterprise Analytics -> Team content -> Human Resources Information -> Pay Information -> Current Pay Cycle -> Prompted Cost Distribution Reports -> Current Payroll Distributions by Department List

Guides

Commitment Accounting Toolkits – Learn & Grow (ufl.edu)

Payroll Distributions – Fiscal Year-End Rollover – Finance & Accounting (ufl.edu)

Queries

FI Query to search for grant end dates:
UF_GM_PROJ_END_DATE_BY_DEPT_X
Thank you!

Please reach out to us if you have any questions. We are here to help.

Contact:

(352) 392-1231 or payroll-services@ufl.edu