



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.

Department Budget Table USA

Set ID:

Department:

Fiscal Year:

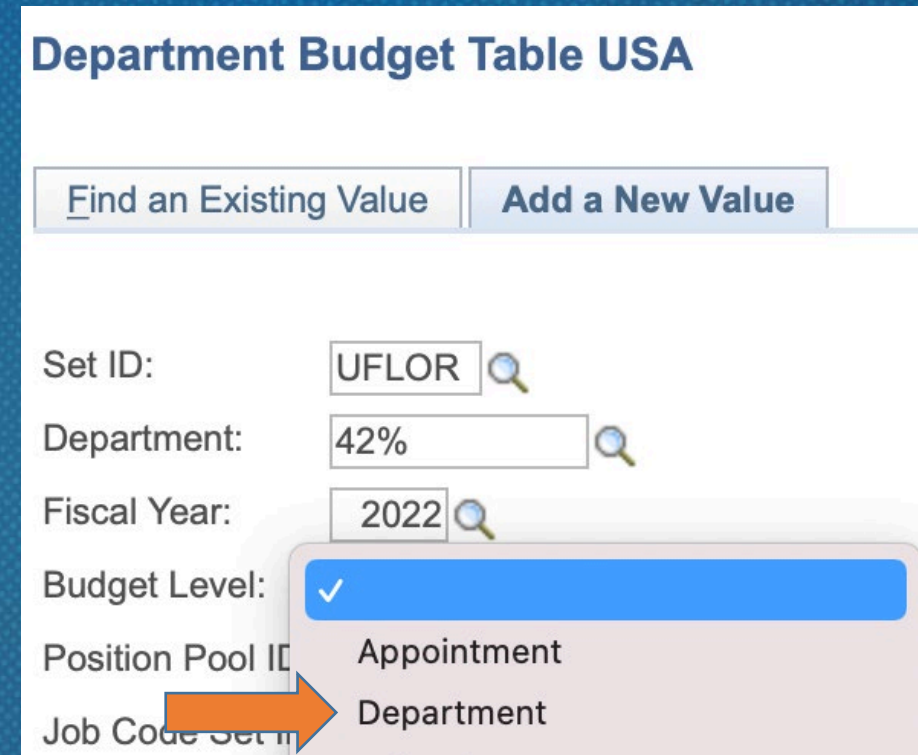
Budget Level:

Position Pool ID:

Job Code Set ID:

Appointment

Department



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.

Department Budget Table USA

Set ID:

Department:

Fiscal Year:

Budget Level:

Position:

Job Code Set II:

FY Example

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions
Empl ID 62521080	Name <u>Pratt, Jessica A</u>	
Company UFL	Pay Group E12	Pay Period End 04/15/2021
	Page 3120	Line 2
		Separate Check
Paycheck Information		Paycheck Totals
Paycheck Status Confirmed	Paycheck Option Advice	Earnings 797.91
Issue Date	Paycheck Number 11169772	Taxes 140.39
<input type="checkbox"/> Off Cycle	07/16/2021 Reprint	Deductions 234.46
<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	Net Pay 423.06
<input type="checkbox"/> Cashed		
Earnings		Find View All First
Begin Date 06/25/2021	End Date 07/08/2021	Addl Line Nbr 1
Empl Record 0	Benefit Record 0	Reason Not Specified
Additional Data		
Salaried	Hourly	Overtime
Hours 0.00	Hours 0.00	Hours 0.00

- 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 temporarily 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