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Critical Dates for Pay Period Ending 6/22/23

June 15, 2023

- ✓ Last day to enter a department budget table for all hires.
- ✓ Departments should make the distribution changes needed for this pay period on current appointments.
- ✓ The last day to enter distribution retros in FY23.

June 16, 2023

Departments will send a PDRR to payroll-services@ufl.edu by noon on **6/23/23** for all **new hires** that need a DBT for PPE 6/22/23.

2

Critical Dates for Fiscal Year- End Rollover

June 16, 2023

- ✓ The DBTs rollover from FY23 to FY24.
Departments can begin activating DBTs.
- ✓ The department must activate all DBTs at the departmental level if they will have payroll charges in FY24.

July 7, 2023

Departments will have until noon on 7/07/23 to activate department budget tables for pay period ending 7/6/23.

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Helpful Tips for PPE 7/6/23

Should there be a DBT for each fiscal year during the cross-over pay period ending 7/6/23?

Earnings			
Begin Date	06/23/2023	End Date	07/06/2023
Empl Record	0	Benefit Record	0

- A Department Budget Table is needed for the fiscal year(s) that have dates showing in Review Paycheck for PPE 7/6/23.
- Even if hours are not recorded on or after July 1st, the system is going to distribute the pay over the whole pay period if there is no termination row in Job Data. Both FYs need a DBT.
- A FY 24 distribution is not needed if no hours were worked on or after July 1st and there is a termination in Job Data.

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Helpful Resources



Reports

Enterprise Analytics-> Team content -> Human Resources Information -> Pay Information -> Current Pay Cycle -> Prompted Cost Distribution Report->
1. Current Payroll Distributions by Department List
2. Payroll Distribution by Department List by Fiscal Year



Guides

[Payroll Distributions – Fiscal Year-End Rollover – Finance & Accounting \(ufl.edu\)](https://www.fa.ufl.edu/directives/payroll-distributions-fiscal-year-end-rollover/)
<https://www.fa.ufl.edu/directives/payroll-distributions-fiscal-year-end-rollover/>
[Commitment Accounting – Learn & Grow \(ufl.edu\)](https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/commitment-accounting/)
<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/commitment-accounting/>



Queries

HR Query to search for missing distributions by fiscal year:
TMP_CA_MISSING_DISTRIB_ARCH

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Thank you!

Do you have any questions?

Please email and/or call:

payroll-services@ufl.edu

(352) 392-1231

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