Dear PMC DBT Users,

We wish to acknowledge the great job you are doing on PMC DBT requests!! Thank you for all of your hard work!

We are quickly approaching the end of FY 2014 and need to share important information as well as reminders we hope are helpful.

1. **FY 2015 PMC DBT**
   a. FY 2015 is now open for business.
   b. All funding rows have converted with a 9/1/2014 Effective Date
   c. Fiscal Year must be entered as **2015 for all transactions dated 9-1-2014 through 8-31-2015**.
   d. There is no need to initiate a PMC DBT Change Request **UNLESS**
      i. Funding cost center or Project ID combo code change is required
      ii. Position title has changed effective 9-1-2014

2. **FY 2015 Permanent Budgeted Positions**
   a. Budget amount represents the salary amount from Define BUD-this is for informational purposes only.
   b. Budget Office is currently in process of reviewing to ensure all permanent budgeted positions and the amount loaded from Define BUD are accurately reflected.
   c. Utilize the Front Office Query “UTS_CA_PERMANENT_BUDGETED_POS” to assist you in updating the actual funding source 9/1/2014.
      i. Provides the funding source for the permanent budgeted position per the Define Bud 2014-15 Process
      ii. The permanent funding source may differ from the actual funding source where they are currently being funded as reflected in the DBT Details tab.
      iii. Please review and if needed, initiate a DBT change request to update the actual funding source effective dated 9/1/2014.

3. **FY 2014 PMC DBT will remain open**
   a. FY 2014 will remain open until all pay cycles have completed and retro funding changes have been entered.
   b. Departments will be notified prior to closing of the FY 2014 PMC DBT

4. **Encumbrances**
   a. Tentative Date of 9-5-2014 for Salaries and Fringes to be encumbered
   b. “NEW Process” All paid positions must have continuous funding regardless if there is an incumbent or not
   c. New and reactivated positions - effective date of funding must match position creation date

5. **Initiating PMC DBT Change Requests are needed for:**
   a. New positions created or position reactivated – fund immediately: **Effective date must match position creation/reactivation date**
b. Change to Project ID or Cost Center Combo Code funding source (Note: DBTs will be denied without notice if there is no funding change)

c. Positon title change; use same effective date as title change

d. Sick Leave Pool funding must be changed to the institutional funding source for the time period approved by HR

6. Previous Key Announcement Reminder:
   a. The Department Budget Table is only connected to the position and not the employee. It is important to understand that employee data is maintained by Human Resources which includes compensation.
   b. If you are not involved in creating or modifying positions, be sure to ask that individual in your office to forward the “Electronic Forms” email to you to ensure you are aware of new positions and positions modifications taking place.
   c. Please fund positions as soon as they are created or reactivated. There is no longer a need to wait until the employee is hired into the position since these are now very separate and distinct tables.
   d. If funding does not change when a new employee fills an existing funded position, there is no need to initiate a DBT change request.
   e. If a position title changes and the employee is in the same position a DBT change request will need to be initiated in order to reflect their new title.

7. Please bookmark the following link to the Budget Office site in order to view Funding Position Deadlines. Deadlines can be found under the Calendar block.

   a. [http://utsa.edu/financialaffairs/budget/](http://utsa.edu/financialaffairs/budget/)

8. The next Funding Positions course will take place on Friday, September 19th at the Downtown Campus from 1:30-3:30 pm.

Respectfully,

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