

FY 2021 eForm Processing – DBT Roll Forward and Position Deadlines July 20, 2020

In an effort to allow the maximum amount of time for processing new FY 2021 eForms, the **Budget & Financial Planning Office will be opening up the new fiscal year (for eForms) on Monday, July 27**. This date coincides with the deadlines set by Human Resources for processing fall appointments.

As a reminder, it may take up to two weeks to fully review and approve eForms through the final step in Human Resources. Because of this, they have set August 17 as the deadline to submit eForms with an effective date of September 1, 2020. Anything submitted after that date cannot be guaranteed for on-time processing.

Please see additional information below related to funding.

Position Funding / DBT

To set up position funding in the Department Budget Table (DBT) in the new fiscal year, we will take a snapshot of the most recent funding sources in the DBT on July 27 and copying it to the new fiscal year. After that point, if there are changes in funding that affect both FY 2020 and FY 2021, you will need to create two eForms (one in each fiscal year). Otherwise, if you are requesting a temporary funding change for only one point in time, you only have to prepare one eForm in the appropriate fiscal year. If you have questions about whether or not this will apply to you, please contact Budget@utsa.edu to confirm.

FA1 Faculty Position – Funding Changes Only

This year, the Budget & Financial Planning Office will assist with updating funding sources on FA1 faculty positions. For this group of faculty, we will be comparing the FY 2021 budgets set in Hyperion to the Department Budget Table (DBT) that is created in the new fiscal year. When funding changes are necessary, budget office staff will process updates directly to the DBT so that the colleges will **not** have to submit eForms. **Please note – this applies to FA1 faculty positions ONLY**. Funding changes on all other employee classifications still need to be handled via eForms created by the department. After these updates are completed, spreadsheets will be provided to the college financial leads to document the funding changes.

Budget Check

FY 2021 budgets may not be loaded in PeopleSoft by the time we copy the Department Budget Table (DBT) into the new fiscal year, so we will turn off the budget check function in eForms to allow for processing. An insufficient fund warning will still occur; however, it will not stop the eForm from being routed for approval.

IMPORTANT NOTE: When the budget check function is turned off, it will affect all eForms in both the current fiscal year and next fiscal year. It is extremely important to pay close attention to any insufficient fund warnings that are received in FY 2020. Departments still have a fiscal responsibility to make sure there are sufficient budgets in cost centers prior to submitting eForms.

For questions on position funding, please contact Budget & Financial Planning. For other position-related processing questions, please contact Human Resources.