

Two Year DBT ePARs

When entering multiple fiscal year ePARs there will be a box to check for 'Current and future fiscal year funding'. This feature is available for:

New Hire, Job Attribute Change, and Change Funding.

Current and Future Fiscal Year Funding

The screenshot shows the 'ePAR New Appointment' form. The 'Employee Information' section includes fields for 'Empl ID' and 'Name', with a 'Create Empl ID' button. The 'Action' section has a dropdown for '*Action' set to 'New Appointment' and a 'Status' dropdown. Below this is an 'Explain Action' text area and an 'Attachments' button. The 'Appointment Type' and 'Org Relationship' are dropdown menus. The 'Eff Date' is set to '08/01/2020'. A red dashed arrow points to the 'Current and Future Fiscal Year Funding' checkbox, which is checked.

Once checked you will be able to enter multiple rows under Proposed Funding for each fiscal year.

Click the **+** Button to add multiple date ranges and cost centers.



The screenshot shows the 'Proposed Funding' section. It has two rows. The first row is for FY20, with 'Start Date' 08/01/2020 and 'End Date' 08/31/2020. A red arrow points to the 'End Date' field with the label 'FY20'. To the right, a red arrow points to a '+' button with the label 'Add Date Range' and a circled '1'. The second row is for FY21, with 'Start Date' 09/01/2020 and 'End Date' 05/31/2021. A red arrow points to the 'End Date' field with the label 'FY21'. To the right, a red arrow points to a '+' button with the label 'Add Multiple Cost Centers' and a circled '2'. Below each row is a table with columns: 'Earn Code', 'Cost Center', 'Cost Center Description', 'Percent', 'Month', 'Function Description', 'Dept ID', and 'Department'. The first row has one entry with '1 REG' in the 'Earn Code' column. The second row has two entries with '1 REG' and '2 REG' in the 'Earn Code' column.

1. To add date ranges for FY20 & FY21 click the top [+] button.

2. To add split funding for each cost center click the [+] on the right. Funding Pct% must equal 100.


*To start FY21 there should always be a 09/01/2020 row. You must click the 'Current and Future Fiscal Year Funding' box above.

*The Proposed Funding 'End Date' will be reflected in Job Data as the 'Expected Job End Date'.

Start Date 09/01/2020  End Date 05/31/2021  ← ePAR Proposed Funding 'End Date'

Cost Center Info		Project Info				
Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	
1 REG	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2 REG	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Last Start Date 08/01/2020

Expected Job End Date 05/31/2021  ← Job Data 'Expected End Date'