

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 Appointment, Job Attribute Change, and Change Funding.

☒ **Current and Future Fiscal Year Funding**

 **ePAR** **New Appointment**

Employee Information

Empl ID Name

Action

*Action Status

Request ID
Request Dt 07/24/2023

Explain Action

Attachments

Appointment Type Org Relationship



Eff Date ☒ Current and Future Fiscal Year Funding





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.



Proposed Funding



Start Date End Date  **FY23** 

1 Add Date Range  

Cost Center Info


Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department	<input type="button" value="+"/>	<input type="button" value="-"/>
1 REG	<input type="text"/>		<input type="text"/>										<input type="button" value="+"/>	<input type="button" value="-"/>



Start Date End Date  **FY24** 


2 Add Multiple Cost Centers  


Cost Center Info

Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department	<input type="button" value="+"/>	<input type="button" value="-"/>
1 REG	<input type="text"/>		<input type="text"/>										<input type="button" value="+"/>	<input type="button" value="-"/>

 08/31/2024



 [Review Available Funding](#)

1.To add date ranges for FY23 & FY24 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 FY24 there should always be a 09/01/2023 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 Date09/01/2023End Date08/31/2024

Cost Center InfoProject Info

Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
1 REG													+	-

Review Available Funding

+

-

ePAR Proposed Funding 'End Date'

Last Start Date04/14/2014Expected Job End Date08/31/2024

Job Data 'Expected End Date'