

Two-Year DBT ePAR Quick Guide

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.**



PAR	New Appointmen	t			
Employee	Information				
Empl ID	Q	ame			
ſ	Create Empl ID				
Action					
*Action	New Appointment	✓ Status		Request ID	
Explain				Request Dt 07/24/2023	
Action				Attachments	F
Appointme	ent Type	~	Org Relationship	✓ Eff 08/01/2023 (Ⅲ)	Current and Future Fiscal Year Funding
				Date	

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	1													20100 0
Start Date 08/01/20	023 End Date	08/31/2023 🛗	FY2	3					1	Add Dat	е 🕳		> E	F —
Cost Center Inf	o Project Info II	Þ								Range				
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	Q												+	-
			-										_	
Start Date 09/01/20	D23 🛗 End Date	08/31/2024	FY2	4			08/31/20	24 朝		Add Mul	tiple	2	1	
Cost Center Inf	Project Info	Þ						0	0	Cost Cer	iters	9	1	
Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
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Review Available	Funding													

- 1. 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.

! Important: To start FY24 there should <u>always</u> 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'.

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

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Last Start Date	04/14/2014				_	_
Expected Job End Date	08/31/2024	₿ 🥌	 Job Data	'Expected	End	Date'