

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**.

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

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 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'.

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Payroll & Tax Services
payroll@utdallas.edu

Start Date09/01/2023

End Date08/31/2024

Cost Center Info

Project 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
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Review Available Funding

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ePAR Proposed Funding 'End Date'

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Last Start Date04/14/2014

Expected Job End Date08/31/2024

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Job Data 'Expected End Date'