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**Purpose:**

This document will focus on how the fiscal year end process works in the HRMS system, the critical dates to be aware of including the period of ‘lockdown’ required to facilitate the transition to the new fiscal year and what users need to do to ensure a successful fiscal year end transition.

This is a supplement to the information available from Core-CT Financials. Please reference the below web link to access the Financials information.

<http://www.osc.ct.gov/agencies.htm>

Another helpful resource that provides overall information on the use of combination codes as a payroll funding source is titled Combination Codes and Their Use as a Payroll Funding Source and can be found via the link below:

[http://www.core-ct.state.ct.us/hr/human\\_resources/hr\\_jobaids.htm](http://www.core-ct.state.ct.us/hr/human_resources/hr_jobaids.htm)

**Snapshot of Critical Dates:**

<b>Submit final requests for new combo codes to OSC:</b>	<b>May 1, 2020</b>
<b>Halt in creating new Combo Codes:</b>	<b>On or about May 31, 2020</b>
<b>Position Data Lock Out (view only access):</b>	<b>June 15 through June 19, 2020</b>
<b>New Fiscal Year Start Date:</b>	<b>June 5, 2020</b>
<b>First Check Date of the Fiscal Year (for bi-weekly):</b>	<b>July 2, 2020</b>

**Overall HRMS FYE Process and Time Frames**

The Fiscal Year End process is the transition of expense budgets from one fiscal year to the next. It involves evaluating and redefining, if necessary, the budgets and combination codes of existing positions, as well as the creation of additional combination codes for use during the new fiscal year.

Since July 1, 2016, the budget reference for certain funds was left blank. Since the Comptroller’s Office now posts these budgeted funds without a budget reference, agencies must do the same. Previously this field was required and was populated with the current Fiscal Year each year. Now however, agencies no longer enter a budget reference value for budgeted funds on their transactions, or in their agency/project budget journals. There will be no change to these combination codes as a result of the Fiscal Year End process.

In addition to the budgeted funds with no budget reference, throughout the year agencies may have requested new combination codes in other funds to be built with a blank budget reference. These funds will also continue to be posted without a budget reference and agencies must continue to do the same. Like the budgeted fund combination codes, there will be no change in these combination codes as a result of the Fiscal Year End process.

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Non-lapsing fund/department budgets that currently maintain the budget reference will continue to do so. There will be no change in the Budget Reference Year for these combination codes as a result of the Fiscal Year End process. Agencies will continue to request new combination codes for non-lapsing funds that include a budget reference as needed for use on position transactions and budget journals throughout the fiscal year using the new Payroll Account Code Request form available on the Core-CT GL Workcenter page. **Note: There will be no automatic increment of the budget reference as a part of the HRMS Fiscal Year End process.**

The HRMS Fiscal Year End Process inserts a Fiscal Year Load (“FYL”) row into all approved positions (including those using both budgeted and non-lapsing funds). The combination code associated with the “FYL” row will remain the same. The budget reference, whether blank (budgeted) or specific (non-lapsing), will also remain the same. As the HRMS Fiscal Year End process proceeds, the process looks for the “FYL” row on each position in order to update the HRMS payroll budgeting tables associated with each position to the new fiscal year. While the combination code remains the same in all cases, it is still necessary to update the payroll budgeting tables to the new fiscal year.

In order to accommodate the entire fiscal year transition process, there is a halt in creating new combo codes that occurs on or around May 31st each year. **Therefore, it is crucial for agencies to determine the need for new fiscal year combinations and specify these to OSC by the May 1, 2020 deadline in order to ensure that these combination codes are available for the start of the fiscal year.** Note: In certain cases where a large percentage of combination codes are being replaced more time may be needed. Therefore, contact OSC regarding any large-scale changes such as implementing projects costing or creating new departments for the date that HRMS combination code requests need to be submitted. Also, it should be noted that Department ID changes (Financial Department ID) for existing agencies take place only at the beginning of the fiscal year. This applies to both new Dept. IDs and organizational changes.

The HRMS Fiscal Year End process to insert the “FYL” row into all approved and active positions and update all associated payroll budgeting tables will be run **during the week of June 15th through June 19th.** While underway, a temporary **lock out of Position Data** will occur during which no position updates are allowed. However, agencies will have access to [view](#) their position data and run position reports and will have full update access to job data.

Once the FYE process is fully complete, on or about the first week in July, new requests from agencies for combo codes are resumed as normal and access to update Position Data is reinstated.

### **Funds with a Blank Budget Reference**

Funds with a blank budget reference may be budgeted (appropriated by the legislature) or non-budgeted. If a combination code exists today with a blank budget reference, the same combination code will exist for use in the new fiscal year with a blank budget reference. **By maintaining a blank budget reference, the state is choosing to retain the existing combo code value in the position**

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## **Funds with a Specific Budget Reference (Non-lapsing Fund/Department Budgets)**

Combination codes associated with non-lapsing funds maintain a specific budget reference. When a combination code for a non-lapsing fund is needed with a specific budget reference year, agencies must request the new code be built. These requests are made as needed throughout the fiscal year. Once built, agencies are responsible for updating the impacted positions with the new combination code.

The HRMS Fiscal Year end process does not update the specific budget reference to the new fiscal year for non-lapsing funds on the combination code or on the position. Rather, the combination code remains the same, including the budget reference year. The HRMS Fiscal Year End process runs only in order to update the payroll budgeting tables to the new fiscal year.

## **Funds with a Blank Budget Reference and a Specific Budget Reference**

Some funds used by payroll have combination codes associated with them that exist with both a blank budget reference and a specific budget reference year as requested by agencies. Note that there will be no change to those combination codes in either case as described above as a result of the Fiscal Year End process.

## **FYE High Level Sequence of Events**

1. On June 15th, Core-CT will generate a file containing all Position Data Budgeting information. All positions that are currently approved for the State of Connecticut will be on this file (this includes positions that were at one point approved but might be going through the Position Approval process for update).
2. A new Fiscal Year Load (“FYL”) row will be inserted onto each active, approved position. Though the budget reference will remain blank, and the combination code is not changing, this FYL row remains necessary to support further steps in the fiscal year end budgeting process required for proper payroll processing. The effective date of the new budget row will be determined based on the Pay Begin Date of the first pay period with a check date on or after the fiscal year crossover (July 1<sup>st</sup>). The effective date of the new budgeting row will be determined by the program and will be based on the pay frequency (i.e. biweekly, semi-monthly, monthly) of the position’s job code and the pay begin date of the fiscal year crossover for each position.
3. The Department Budget Build program will run and will create new rows for each position on the payroll budgeting tables that reflect the new fiscal year.
4. After the Budgeting tables have been updated for all approved positions, as well as those proposed positions that are currently going through the approval process, a program will run that will remove the new approved budgeting row for all proposed positions with an effective date before the pay begin date of the fiscal year crossover. This will allow these positions to continue through the workflow process. The combination codes for these proposed positions will need to be verified upon approval.