HR/GL Payroll Expense Transfer (beyond the Step by Step Guide)

HCM HRGL Webinar Employee Services June 16, 2020

3 - 4 pm

HR/GL Payroll **Expense Transfers:** Today's **Topics**

Payroll Expense Transfer Overview

Paycheck Scenarios

Searching for PETs

Payroll Expense Transfer Overview

- Download the Step-by-Step Guide
- Navigate to the Page
- Paycheck Search and Earnings Tabs

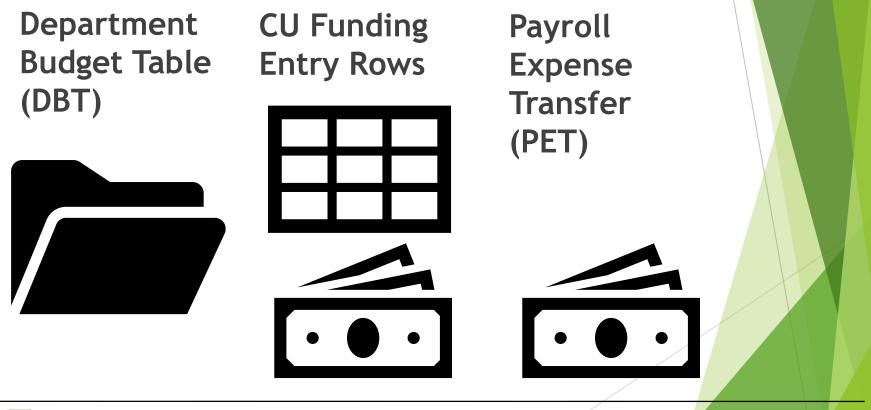


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Managing Funding Suspense		HCM Community	



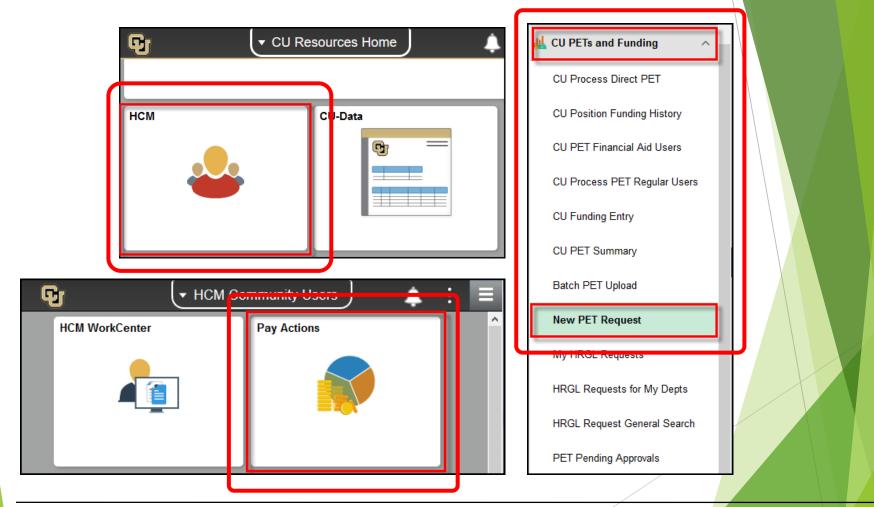
Position Funding & Payroll

Funding is required for each active position with an incumbent. It specifies how payroll posts earnings, taxes and deductions to the general ledger. After payroll processes, use a PET.





Navigate to the HCM PET Page





Create a New PET

Payroll Expense Transfer	Â	↓ : ≡		
Payroll Expense Transfer Enter any information you have and click Search. Leave fields blank for a list of all values.		New Window Help		
Find an Existing Value Add a New Value				
Search by: HRGL Request # v begins with				
Search Advanced Search				



QRG: PET Map - Paycheck Search

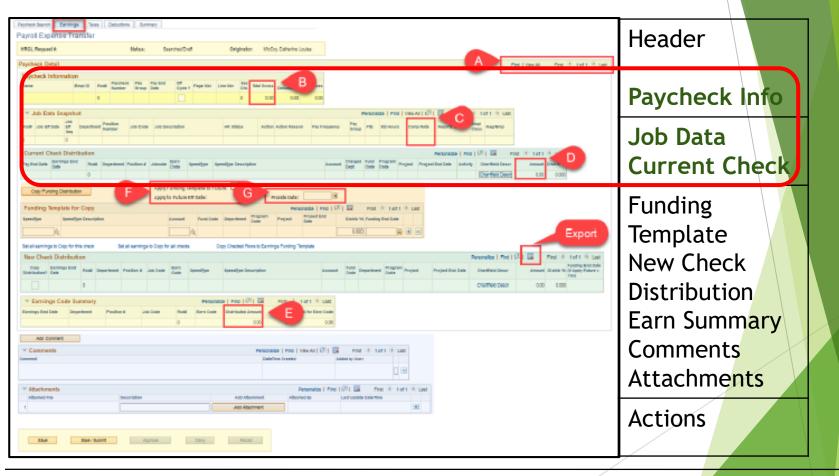
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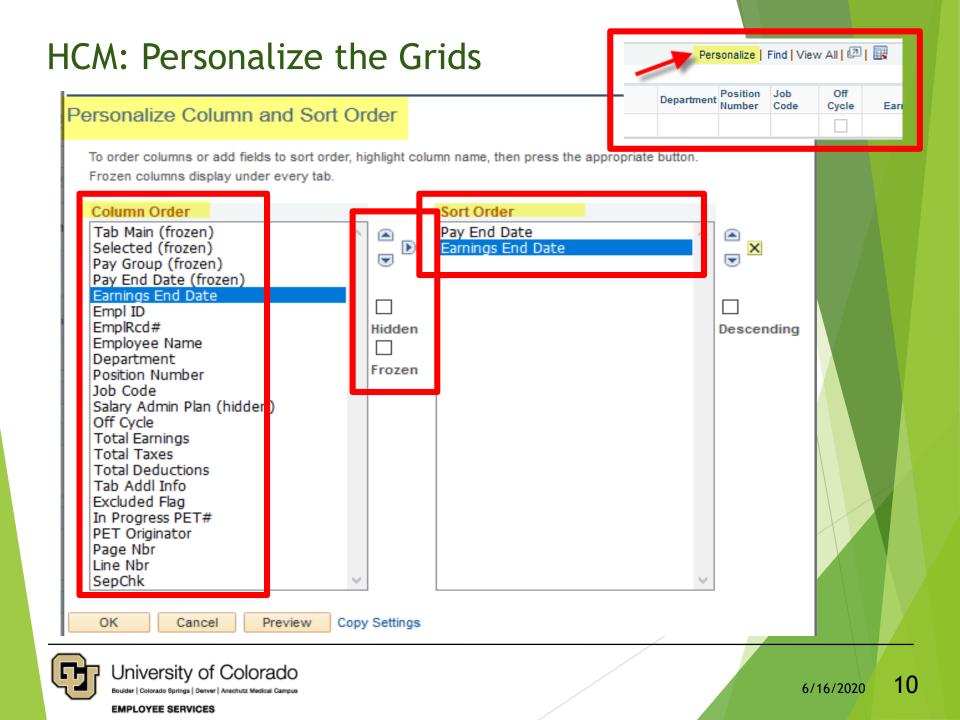


QRG: PET Map - Earnings Tab

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Paycheck Search Criteria & Results

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Paycheck Search Criteria

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Paycheck Scenarios

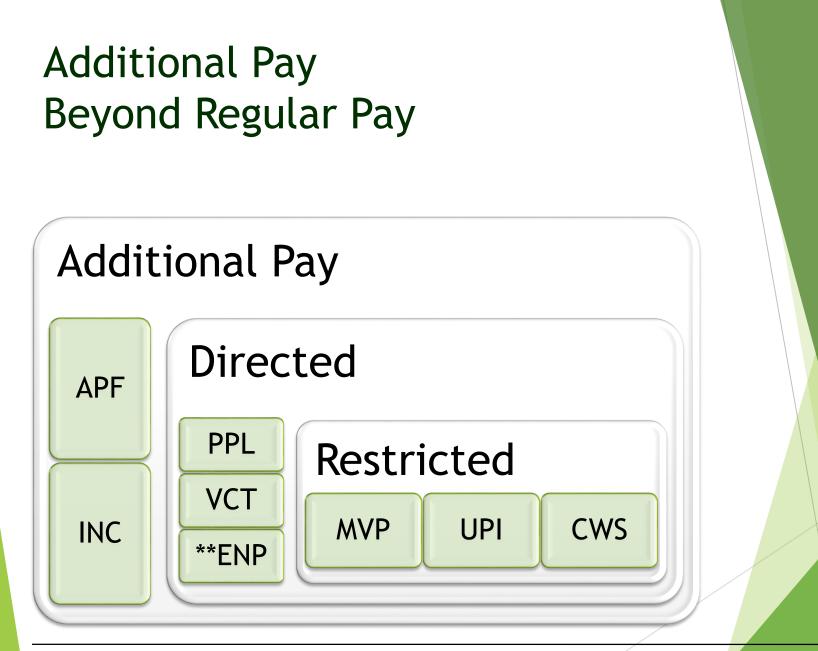
- Multiple Positions
- Multiple Earnings Codes
- Multiple Earnings Periods
- Multiple Pay Periods



Position Funding Funding the Comp Rate

Positi	on			
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	VAC	Other		
REG	SCK	ATS	ОТМ	







Paycheck Scenarios

Single Employee Records

One Record # / Position

Multi Earn Codes

- Multi Earn Codes (ATS, OTM)
- Additional Pay(Unrestricted) (APF, UOC)
- Additional Pay (Designated) (PPL, VCT)
- Additional Pay (Restricted) (MVP, UPI)
- Work Study (Restricted)

Multi Earnings End Dates

- Leave amounts (VAC, SCK, PPL, FSK, ADM)
- Mid-Month Funding Dates

Multi Employee Records

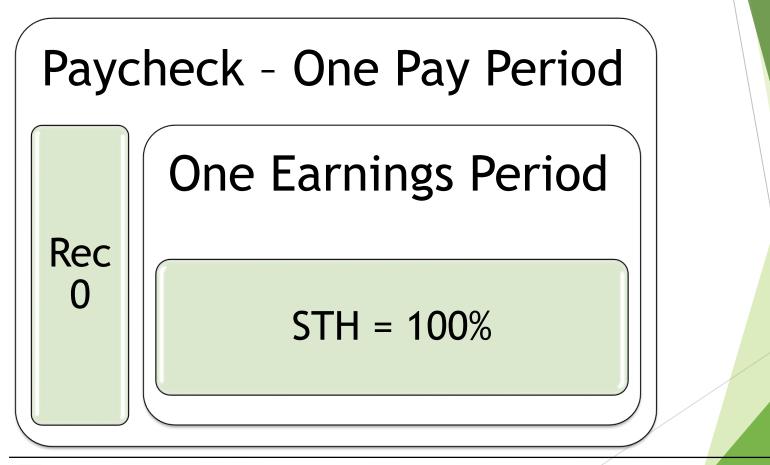
Multi Record #s / Positions



Multi Pay Period End Dates

- Check Pulls
- Overpayments
- Manual Check
 Updates

One Position & Earnings Period One Earn Code





One Position & Earnings Period One Earn Code

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One Position & Earnings Period Work Study

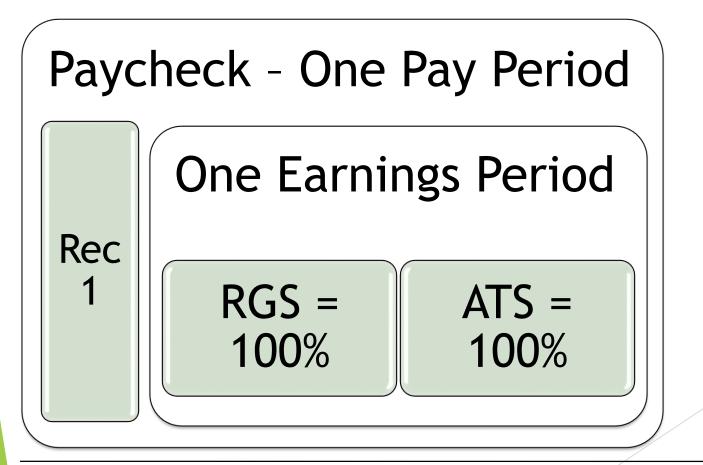
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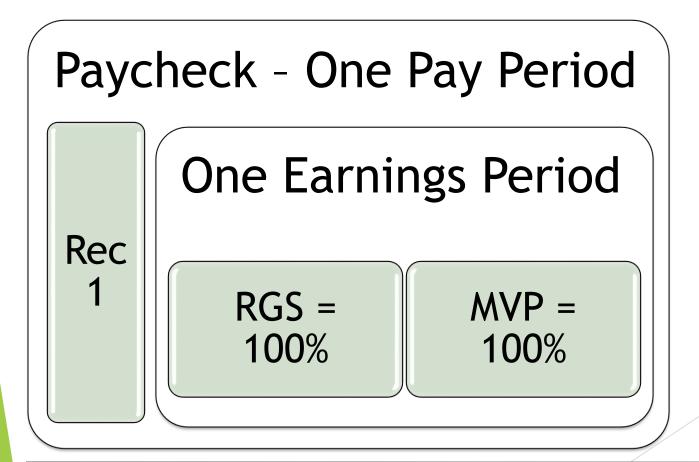


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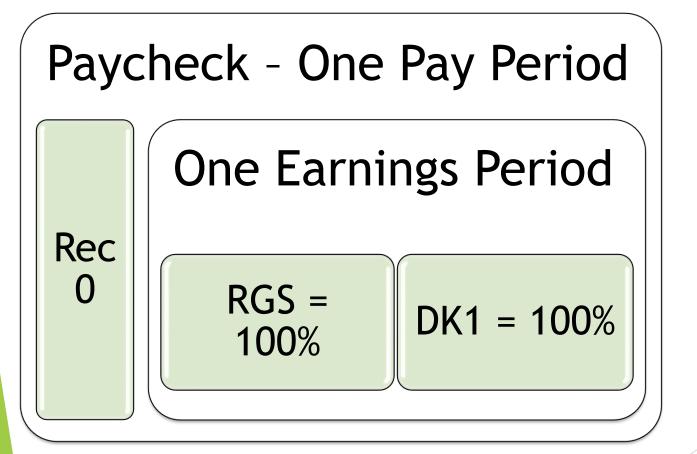




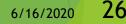
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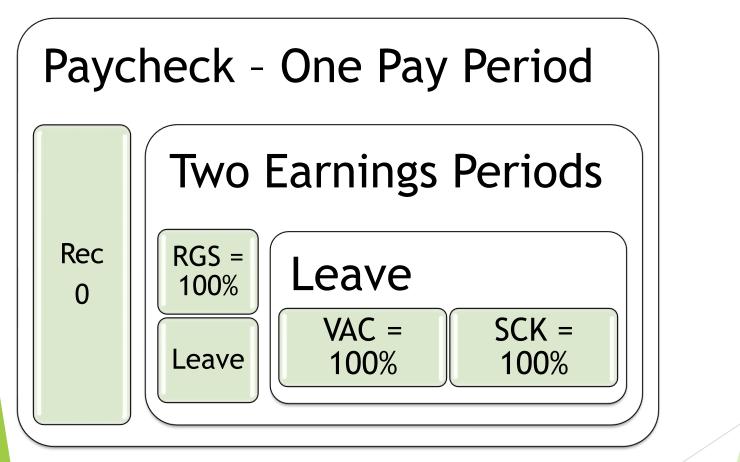




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Pay Er	nd Date	Earnir Date	ngs En	d	Rcd#	Department	Position #	Jobcode	Earn Code	SpeedType	Proje	ect End Date	Amount	Distrib %
01/31/	2016	12/31/	2015		0	21300	00050229	1310	VAC	63010880	09/22	2/2017	900.00	100.000
01/31/	2016	01/31/	2016		0	21300	00050229	1310	RGS	63010880	09/22	2/2017	2,350.00	100.000



CUES_HRGL_PET_DIST_MISMATCH

LIR#2	21374	25M8449	402600	1300	31	UCD
Messag	е					
(bution differs fr w RGS funding				e information.

OK Cancel

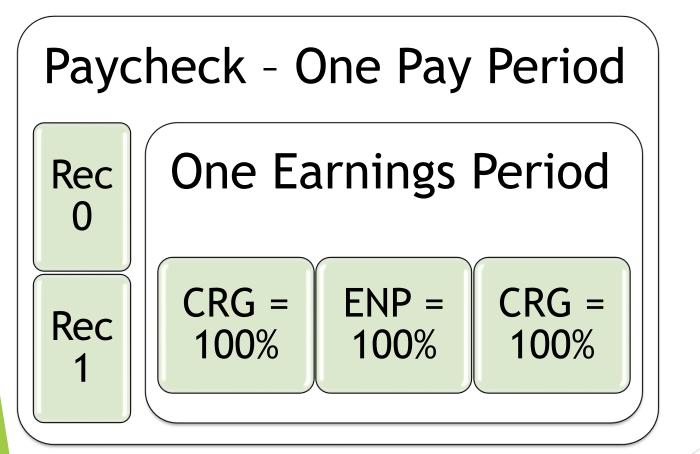
Pay En	12	CUES_HRGL_PET_DIST_MISM	IATCH						
PC Bus	Dept ID	Request#	User ID	Empl ID	PET Submitter	Pay Period End	RGS Amount	VAC/SCK Amount	Earns End Date
UCB	10071	WATS000327-20191003-002	WATS000327	100938	Watson, Dorothy	9/30/2019	7733.34	69.23	8/31/2019

Rcd#	Job Eff	Date	Eff Seq	Departmen	Position Number	Job Code	Job Des	scription		HR Status	Action	ACom	p Rate	Reports T
0	07/01/2	2018	0	10071	00744892	1310	Profess	ional Res	search Asst	Active	POS	R'\$4,0	000000.00) (
Curr	ent Ch	eck Di	istribu	ution								۲	1-4 of 4	🕑 Last
Pay Er	nd Date	Earnii Date	ngs Er	d Rcd#	Department	Position #	Jobcode	Earn Code	SpeedType	SpeedType Desc	ription		Amount	Distrib %
09/30/	2019	08/31	/2019	0	10071	00744892	1310	SCK	13009300	Dissemination of	LifeSkills T	'n	46.15	100.000
09/30/	2019	08/31	/2019	0	10071	00744892	1310	VAC	13009300	Dissemination of	LifeSkills T	'n	23.08	100.000
09/30/	2019	09/01	/2019	0	10071	00744892	1310	RGS	13009300	Dissemination of	LifeSkills T	'n	64.10	100.000
09/30/	2019	09/30	/2019	0	10071	00744892	1310	RGS	11045961	IBS Suspense			3,866.67	100.000





Two Positions & One Earnings Period Multi Earn Codes





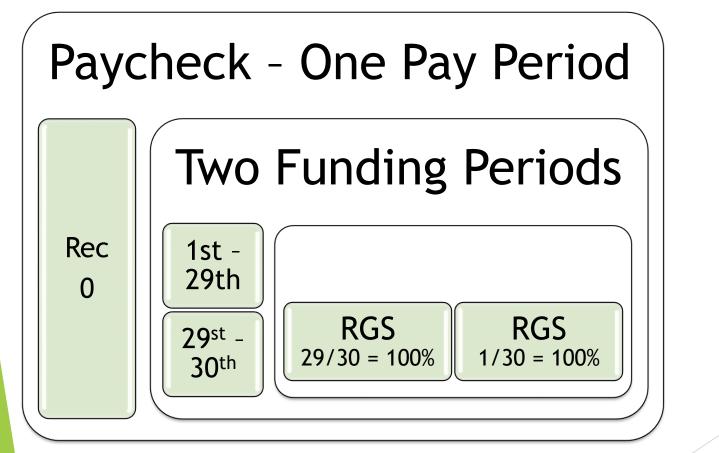
Two Positions & One Earnings Period Multi Earn Codes

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Mair	n 🛛 Ad	idi Info									-		_						
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								00075			11011	10.1	4 45	26424	1 899	9.21			
$\mathbf{\nabla}$		01/3	1/2016	01/31/201			0	30075	00350910	1102	MON	10,13		2,042.4					
		01/3	1/2016	01/31/201			0	30075	00350910	1102	MON	10,13		2,042.4	1 000	5.21			
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Two Position - Two Earnings Periods Multi Funding Periods





Two Position - Two Earnings Periods Multi Funding Periods

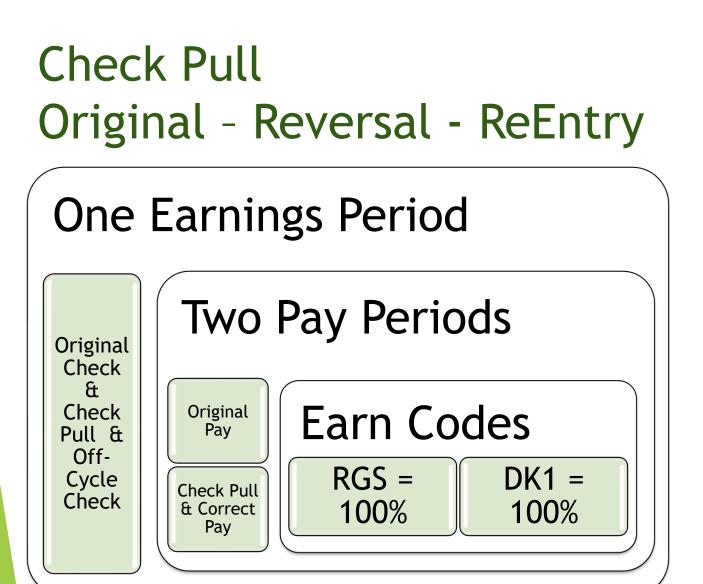
Pay Begin D 09/01/2019		<mark>/ End Date</mark> /30/2019 闘	Earn Cod		yee Nai	me Search ्रि	Empl R	ecord #	Dej	partment		
Earnings Be	gin Date Ear	nings End Date		Off-Cycle?:		Searc	ch for Paych	ecks	Jol	Code		
Select All	Un-Sel	ect All					<mark>⊠ S</mark> er	d Notifica	tion Ema	ails to Originat	or	
Paycheck Se	arch Results	3				l	Personalize	Find Vie	w All 🛙	a 🔣 Firs	t 🕚 1-4 of	f 4 🕑 Last
Main Add	Info 📖											_
Selected	Pay End Date	Earnings End Date	Off Cycle	Empl ID	Empl Rcd#	Department	Position Number	Job Code	Pay Group	Total Earnings	Total Taxes	Total Deductions
	09/30/2019	09/29/2019			3	10066	00699130	1306	USX	6,708.66	1,726.09	754.27
	09/30/2019	09/30/2019			3	10066	00699130	1306	USX	6,708.66	1,726.09	754.27
	09/30/2019	08/31/2019			0	10254	00703115	2247	USX	6,708.66	1,726.09	754.27
	09/30/2019	09/30/2019			0	10254	00703115	2247	USX	6,708.66	1,726.09	754.27

⊤ J(🐨 Job Data Snapshot													Personalize Find View All @ 🗮 Fir						
Rcd#	I# Job Eff Date		Job Eff Department Seq		Position Number	Job Code	Job Description		1	HR Status	Action	Acti	encv	Pay Group	FTE	Std Hours	Comp Rate	Reports Ti		
3	10/01/2018 1		1006	66	00699130	1306	Research Associate			Active	PAY	BIP		F12	0.150000	6.00	\$1,067.24000	<mark>) I</mark>		
0	07/01/2019		0	1025	54	00703115	2247	Academic Services Senior Prof			of	Active	PAY	MER		USX	1.000000	40.00	\$5,641.42000	D <mark>i s</mark>
Curr	Current Check Distribution Personalize Find 💷 🏢 First 🕚 1-4 of 4 🕑 Last														Last					
Pay Er	nd Date	Earnir Date	ngs En	d	Rcd#	Department	Position #	Jobcode	Earn Code	SpeedType	Spe	eedType Descrip	otion		Accour	nt Proje	ct Proje	ect End Date	Amount	Distrib %
09/30/	2019	09/29/	2019		3	10066	00699130	1306	RGS	13013013	Co	ordinating Cente	r for Re	sear	400600	1557	305 09/29	9/2019	1,031.67	100.000
09/30/	2019	09/30/	2019		3	10066	00699130	1306	RGS	13013014	Co	ordinating Cente	r for Re	sear	400600	1557	306 09/29	9/2020	35.57	100.000
09/30/	2019	08/31/	2019		0	10254	00703115	2247	SCK	11017416	AA	C Salaries			402600)			423.11	100.000
09/30/2019 09/30		9/30/2019 0		10254	00703115	2247	RGS	11017416	AA	AC Salaries		402600)			5,218.31	100.000			





EMPLOYEE SERVICES





Check Pull Original - Reversal - Re-entry												
Pay Begin Date Pay End Date Earn Code Employee Name Search Empl Record # Department 01/01/2016 01/31/2016 01/31/2016 0 0 0 0												
Earnings Begin Date Earnings End Date Job Code Image: Search for Paychecks Image: Search for Paychecks Image: Search for Paychecks												
Select All Un-Select All												
Paycheck Search Results Personalize Find View All 💷 🔠 First 🕚 1-3 of 3 🕑 Last												
Main Addl Info Image: Addl Info Im												
Selected	Pay End Date	Date	Cycle	Empl ID	Rcd#	Department	Number	Job Code	Group	Total Earnings	Total Taxes	Deductions
	01/21/2016	01/31/2016			0	10236	00101847	G3A4XX	сот	693.85	9.05	244.85
	01/21/2016	01/31/2016			0	10236	00101847	G3A4XX	сот	-1,734.58	-24.14	-328.11
	01/31/2016	01/31/2016			0	10236	00101847	G3A4XX	сот	1,734.58	24.14	328.11

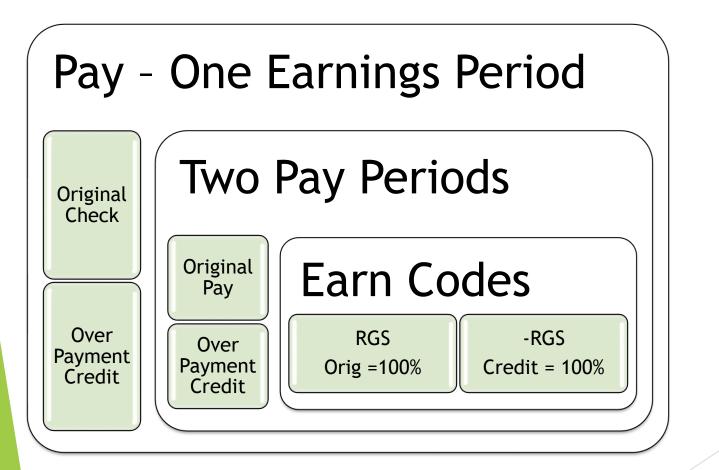


Check Pull Original - Reversal - Re-entry

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Rcd#	Job Eff		Job Eff Seq	Depai	rtmonti	Position Number	Job Code	Job Des	cription			Pay Group	FTE		Std Hour	rs	Comp Rat	e	Reports To
0	12/01/2	015	0	10236	6	00101847	G3A4XX	Admin A	ssistant	III		сот	0.500	00000 20.00			\$1,734.580000		
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Pay E	nd Date	Earnir Date	ıgs En	d F	Rcd#	Department	Position #		Earn Code	SpeedType	Accoun	t Proj	ect F	roje	ct End D	ate	Amo	unt	Distrib %
01/31/	/2016	01/31/	2016	C)	10236	00101847	G3A4XX	RGS	11086755	405100						1,414	.34	100.000
01/31/	/2016	01/31/	2016	0)	10236	00101847	G3A4XX	VAC	11086755	405100						320	.24	100.000
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01/21	/2016	01/31	/2016		0	10236	00101847	G3A4XX	RGS	11086755	405100)					-1,41	4.34	100.000
01/21	/2016	01/31	/2016		0	10236	00101847	G3A4XX	VAC	11086755	405100)					-32	0.24	100.000
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Pay E	nd Date	Earnii Date	ngs Er	ıd	Rcd#	Department	Position #	Jobcode	Earn Code	SpeedType	Accour	nt Proj	ect	Proje	ect End D	Date	Am	ount	Distrib %
01/21	/2016	01/31	/2016		0	10236	00101847	G3A4XX	DK1	11086755	405100)					-1,04	0.73	100.000
01/21	/2016	01/31	/2016		0	10236	00101847	G3A4XX	RGS	11086755	405100)					1,73	4.58	100.000



Overpayments







Overpayments Search: Earnings End Date

Pay Be	gin Date	Pay	/ End Date	e Ea	rn Cod		mploye	ee Na	me Search	Empl R	ecord #	Dep	artment] Q		
	gs Begin 2015 闘		nings En /31/2016		nclude	Off-Cy	cle?:		Searc	h for Paych	ecks	Job	Code			
Select	All	Un-Sel	lect All							<mark>⊠ S</mark> er	id Notifica	tion Ema	ils to Origi	nator		
Paychee	ck Searc	h Results	3						1	Personalize	Find Vie	w All 🖾	ו 📰 ופ	First 🕚 1-5 o	f 5 🕑 La	st
Main	Addl Info	0 📖														
Selected	Pa	y End Date	Earnings Date		Off Cycle	Empl I		Empl Rod#	Department	Position Number	Job Code	Pay Group	Total Earnin	igs Total Taxes	To Deductio	otal
	12	/31/2015	12/31/20	15			1	1	10723	00606018	1105	MON	4,961	.77 1,191.79	633	.10
	01/	/31/2016	01/31/201	16			1	1	10723	00606018	1105	MON	4,961	.77 1,189.87	633	.10
	03	/30/2016	12/31/20	15	\checkmark		1	1	10723	00606018	1105	MON	2,480	.88 560.91	1,919	.97
	04	/21/2016	01/31/201	16	\checkmark		1	1	10723	00606018	1105	MON	0	.00 0.00	0	.00
\square	06	/23/2016	01/31/20	16	\checkmark		1	1	10723	00606018	1105	MON	-4,961	.77 -1,189.87	-3,771	.90
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Pay End Date	Earnings E Date	nd Rod#	Department	Position #	Jobcode	Earn Code	SpeedTy	vpe Sp	eedType Descripti	on		Accou	unt Project H	Project End Date	Amount	Distrib
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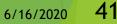
01/31/2016

10723

00606018 1105

CRG

06/23/2016



-4.961.77 100.000

Paycheck Scenarios

Scenario	Earn Code Examples	Redistribute %	Position 1 Funding	Position 2 Funding	
Student Pay Regular Earnings Leave per Code Additional Pay	STH, STM, CWS RGS, REG VAC, SCK, etc AFP, PPL, VCT	100% Pay 100% Pay 100% Pay 100% Pay	Position 1 Pay Rate Position 1 Pay Rate Same as Regular Other Funding	Position 2 Pay rate Position 2 Pay rate Same as Regular Other Funding	
1 st Earn Period 2 nd Earn Period	Pay Ratio = <u># days in period</u> total days	100% of period pay 100% of period pay	Position 1 Period 1 Position 1 Period 2	Position 2 Period 1 Position 2 Period 2	
Restricted Codes Work Study	MVP, UPI WSR, WSC	Controller's Office or	Student Employment C	Office Access	
<u>Check Pull</u>		Net Zero			
Overpayment Correct Earnings Overpay Amt Credit Amount		100% Pay = Pay% + OP% 100% of OP 100% of OP	% Position 1 Temp ST Temp ST	Position 2 Temp ST Temp ST	ł
<u>Manual Ck Adj</u> Net Zero Amt Pay to/from STP		NA 100% Pay	If Needed If Needed	If Needed If Needed	

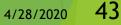


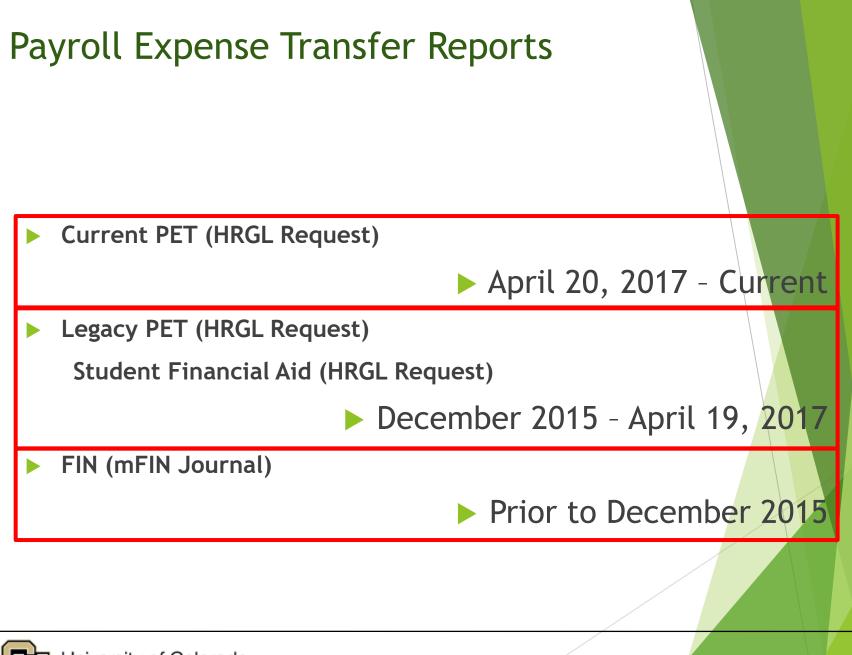


Search for PETs

- Current PETs
- Legacy PETs
- Prior to December 2015









HRGL Requests - PETs (Current)

CU Process Direct PET	Search Filters HRGL Request #	Request Type	Status		Department	
CU Position Funding History	(Starts with)	Originator	·] [Empl ID	Q	
CU PET Financial Aid Users		Submitter	Q	SpeedType	Q	
CU Process PET Regular Users CU Funding Entry		Submitter	্	speedtype	্	
CU PET Summary	Search	Only Fin Aid / Con	trollers Office	Project	Q	
Batch PET Upload						
New PET Request				Position Number	Created Date Rar	nge
My HRGL Requests				Q	Begin End	
HRGL Requests for My Depts				l	Completed Date Ra	
HRGL Request General Search					Begin End	
PET Pending Approvals						

EMPLOYEE SERVICES

HRGL Requests - PETs (Current)

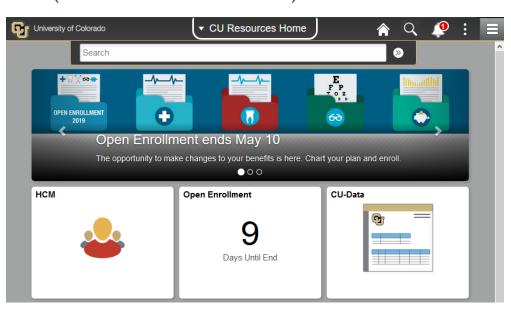
Document Collection	My HRGL Requests					
• Jah Information	Search Filters					
Sob Information	HRGL Request # Requ	uest Type	Status	Created	Date Range	ī
Position Management		~		Begin	End	
Position Management V	(Starts with) Origin	inator		01/31/2019	05/01/2019	
☑ Time Collection ∨			Q	Completed	l Date Range	il
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		Only Fin Aid /	Controllers Office (PET)			1
此 CU PETs and Funding 🛛 🔨						
	HRGL Request # Reque	est Type Sta	itus Sub	mitter	Created Datetime	Submitted Date
CU Process Direct PET			and the d	New Optime in a lawing	0.00000	04/10/19 1:46PM
	MCCO000605-20190410-002 Payrol			Coy,Catherine Louise	04/10/19 1:24PM 04/10/19 11:55AM	04/10/19 12:06PM
CU Position Funding History	MCCO000605-20190410-001 Payrol			Coy,Catherine Louise		02/18/19 2:31PM
	MCC0000605-20190218-001 Payrol				02/18/19 2:27PM	
CU PET Financial Aid Users	MCCO000605-20190213-002 Payrol MCCO000605-20190211-001 Payrol			Coy,Catherine Louise Coy,Catherine Louise	02/13/19 10:47AM 02/11/19 2:00PM	02/13/19 10:53AM 02/12/19 8:54AM
	MCC0000605-20190211-001 Payrol			Coy,Catherine Louise	02/04/19 7:29PM	02/07/19 5:20PM
CU Process PET Regular Users	MCCO000605-20190204-008 Payrol			Coy,Catherine Louise	02/04/19 7:29PM 02/04/19 7:20PM	02/07/19 5:19PM
					02/04/19 7:02PM	02/07/19 5:19PM
CU Funding Entry	MCC0000605-20190204-006 Payrol			Coy,Catherine Louise	02/04/19 7:02PM 02/04/19 6:48PM	02/07/19 5:19PM
	MCCO000605-20190204-005 Payrol			Coy,Catherine Louise		
CU PET Summary	MCC0000605-20190204-004 Payrol			Coy,Catherine Louise	02/04/19 6:15PM 02/04/19 4:55PM	02/07/19 5:18PM 02/07/19 5:18PM
	MCC0000605-20190204-003 Payrol			Coy,Catherine Louise	02/04/19 4:55PM 02/04/19 2:28PM	02/07/19 5:18PM
Batch PET Upload	MCCO000605-20190204-002 Payrol MCCO000605-20190204-001 Payrol			Coy,Catherine Louise	02/04/19 2.26PM 02/04/19 11:36AM	02/07/19 5.16PM
New PET Request	MCCO000605-20190201-005 Payrol			Coy,Catherine Louise	02/01/19 3:33PM	02/01/19 4:22PM
	MCC0000605-20190201-004 Payrol			Coy,Catherine Louise	02/01/19 3:24PM	02/01/19 3:32PM
My HRGL Requests	MCCO000605-20190201-003 Payrol				02/01/19 3:13PM	02/01/19 3:23PM
	MCCO000605-20190201-002 Payrol			Coy,Catherine Louise	02/01/19 2:28PM	02/11/19 11:59AM
HRGL Requests for My Depts	MCCO000605-20190201-001 Payrol	DIExpense Transfer Co	mpleted McC	Coy,Catherine Louise	02/01/19 2:01PM	02/11/19 11:45AM



HRGL Request General Search



CU Data PET Lookup (Since December 2015)



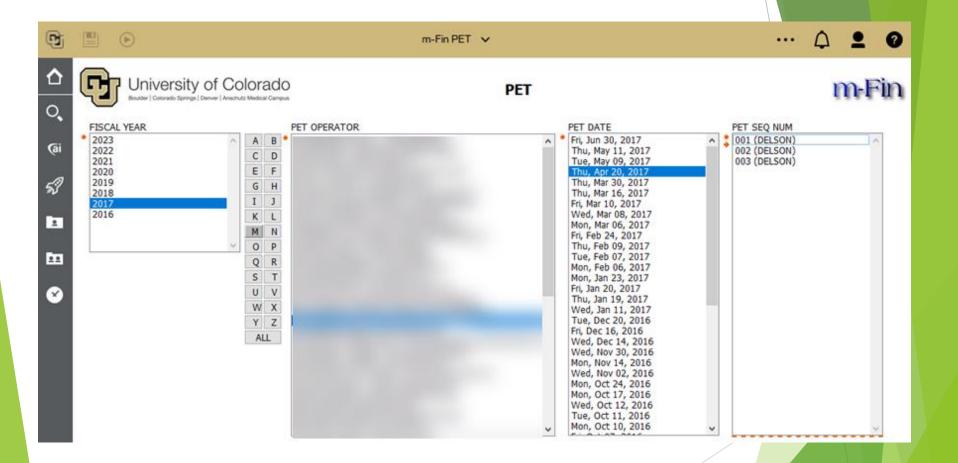
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	EC	Team content > Finance	,
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ai		m-Fin PAYROLL TRANSACTIONS 4/27/2019 9:28 AM	
.?	Π	m-Fin PERSONNEL ROSTER AND DEPAR 4/23/2019 8:47 PM	
<u>2</u>		m-Fin PET	
	Π	m-Fin POSITION BUDGET 4/9/2019 8:11 AM	
8	Π	m-Fin POSITION BUDGET - ACTUALS DE 6/22/2017 11:35 AM	
		m-Fin POSITION BUDGET II 7/4/2018 11:28 AM	





CU Data PET Lookup

(Since December 2015)

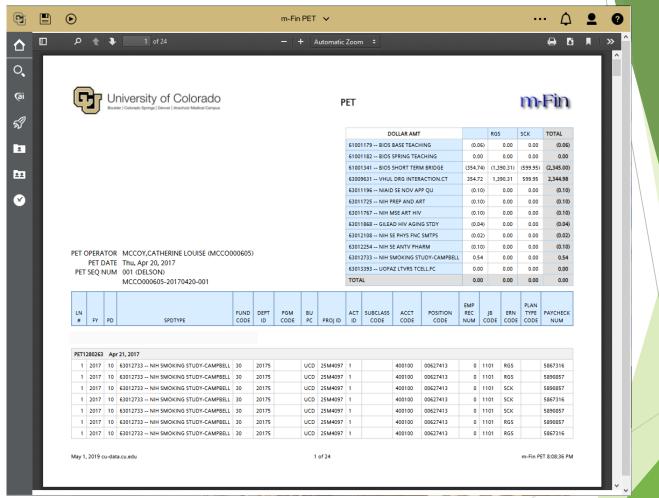






CU Data PET Lookup

(Since December 2015)







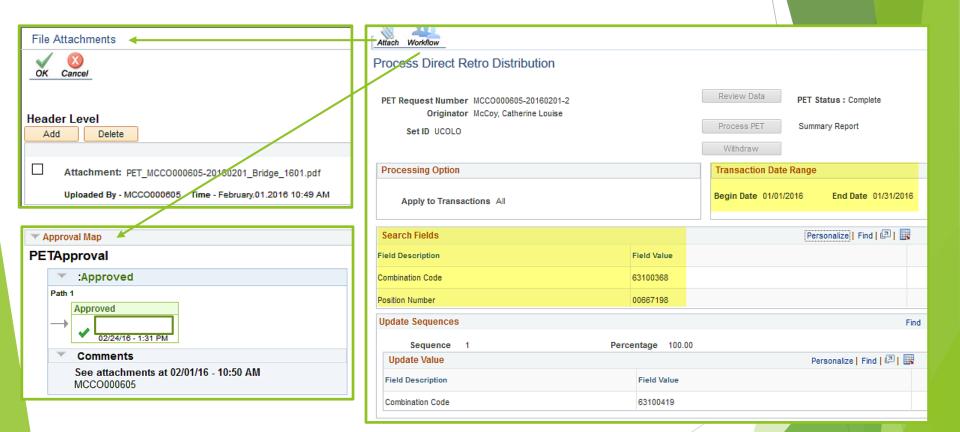
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NavBar: Nav	igator	
	CU PETs and Funding	•
CU Resources	CU PET Financial Aid Users	
Ø	CU Position Funding History	
Recent Places	CU Process Direct PET	
*	CU Process PET Regular Users	
My Favorites	CU Funding Entry	
	CU PET Summary	
	Batch PET Upload	
Classic Home	New PET Request	
	My HRGL Requests	
	HRGL Requests for My Depts	
	HRGL Request General Search	_

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	PET Request Number : MCCO000605-20160128-54 MCCO000605-20160201-2 MCCO000605-20160201-2 MCCO000605-20160201-44 MCCO000605-20160201-44 MCCO000605-20160201-46 MCCO000605-20160201-46	Position Number Combination Code Position Number Combination Code Position Number Position Number Combination Code	00699677 63100368 00667198 63010837 00700847 00698343 68026060	01/28/2016 02/01/2016 02/01/2016 02/01/2016 02/01/2016 02/01/2016 02/01/2016	Approval Status Withdrawn Complete Complete Complete Withdrawn Complete Complete Complete



CU Process PET CU Earr	ning Distributions	CU Deduction Distribution	ns CU Ta	x Distribution	s CU PET C		1			
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Originator Set ID	Attach Workflow									
See attachments		CU Earning Distributions	CU Deductio	n Distributions	CU Tax Distrib	utions CU PET	Comments			
See attachments	Retro Distribution]
	Last Operato	PET Request Number MCC0000605-20160201-2 Last Operator to Access MCC0000605 Transaction Type Direct Date of Pay 02/01/2016 Select All Trans								
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	Earnings Code	-	Cor 63100368	mbination Code	e Departme 21424	nt Acco 400500	unt Job Code 1310	Positio 00667198	n Number	Pay Period End Date 01/31/2016
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PET		Detail		
	PET Request Number	MCCO000605-2016	0201-2	_
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W	University-Paid	Benefits Summary	Find	🚺 😨 🔜 First 🚯 1-13 of 13 🛞 Last
	Deductions	Combination Code	Account	Description
1	20.02	63100368	418720	CDPHE U.S. YOUTH HLT SURVEY
2		63100368	418721	CDPHE U.S. YOUTH HLT SURVEY
3	-1.24	63100368	418722	CDPHE U.S. YOUTH HLT SURVEY
4		63100368	418723	CDPHE U.S. YOUTH HLT SURVEY
5	-18.56	63100368	418733	CDPHE U.S. YOUTH HLT SURVEY
6		63100368	418750	CDPHE U.S. YOUTH HLT SURVEY
7	-0.12	63100368	419600	CDPHE U.S. YOUTH HLT SURVEY
8	25.02	63100419	418720	CDPHE TOBACCO EVAL
9	0.38	63100419	418721	CDPHE TOBACCO EVAL
10	1.24	63100419	418722	CDPHE TOBACCO EVAL
11		63100419	418723	CDPHE TOBACCO EVAL
12	18.56	63100419	418733	CDPHE TOBACCO EVAL
13	3.68	63100419	419600	CDPHE TOBACCO EVAL
W	University-Paid	Tax Summary	F	ind View All 🗟 🔣 First 🕔 1-4 of 4 🕑 Last
	Taxes	Combination Code	Account	Description
1	-11.39	63100368	418730	CDPHE U.S. YOUTH HLT SURVEY
2		63100368	418734	CDPHE U.S. YOUTH HLT SURVEY
3		63100419	418730	CDPHE TOBACCO EVAL
4	2.66	63100419	418734	CDPHE TOBACCO EVAL
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PET Request N Number	ICCO000605-20160201-2													-		
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Earnings Code	Earnings	Combination Code	Department		Account	Job Code	Position Number	Pay Period End Date	Company	Pay Group	Page Nbr	Line Nbr	Separate Check No.	Emp	I ID E	Empl Reco
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Deduction Details												F	ind View All 🔤 🛄	First 🕚	1-6 of 1	18 🕑 1 ह
Deduction Code	Deductions	Combination Code	Department		Account	Job Code	Position Number	Pay Period End Date	Company	Pay Group	Page Nbr		Separate Che			Empl Rec
1 ANTMDB	\$-25.02 6			418720						F12	1102	3		139065		
2 STNDRD	\$-0.38 C	53100368	21424	418721		1310	00667198	01/31/2016	CU	F12	1102	3		139065		
3 CUDNTB	\$-1.24 e	53100368	21424	418722		1310	00667198	01/31/2016	CU	F12	1102	3		139065		
4 LTDTIA	\$-0.82 6	53100368	21424	418723		1310	00667198	01/31/2016	CU	F12	1102	3		139065		
5 401A	\$-18.56 6	3100368	21424	418733		1310	00667198	01/31/2016	CU	F12	1102	3		139065		
6 DHLDF	\$-0.94 6	53100368	21424	418750		1310	00667198	01/31/2016	CU	F12	1102	3		139065		
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Tax Balance Class	Тах	Combination Code	e Department	t	Account	Job Code	Position Number	Pay Period End Date	Company	Pay Group	Page Nbr	Line Nbr	Separate Check Nor		pl ID	Empl Rec
1 E	-11.39	63100368	21424	418730		1310	00667198	01/31/2016	CU	F12	1102	3		139065		
2 Q	-2.66	63100368	21424	418734		1310	00667198	01/31/2016	CU	F12	1102	3		139065		
3 E	11.39	63100419	21424	418730		1310	00667198	01/31/2016	CU	F12	1102	3		139065		
4 Q	2.66	63100419	21424	418734		1310	00667198	01/31/2016	CU	F12	1102	3		139065		

PET Summary | PET Detail



HRGL Requests - PETs (HRMS)

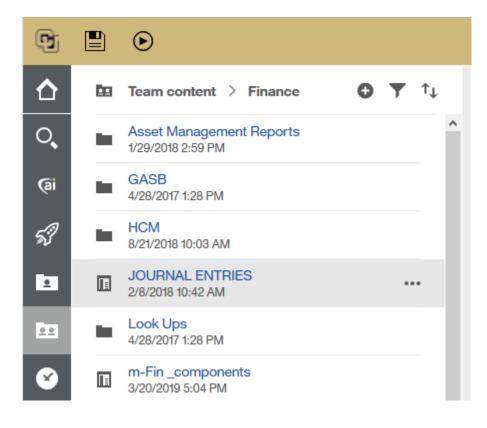
▶ HRMS 8.9 PETs prior to December 2015

- Pages are no longer available
- PET ID = Journal ID
 - mFIN statements
- Use CU-DATA mFIN reports
 - Search for the Journal ID for PET detail
 - Each Journal ID beginning with PET = unique PET reference
 - No additional documentation is available in HCM or FIN
 - Refer to departments for additional information



CU Data Journal Entry Lookup

(Before December 2015)



Journal ID

Before December 2015

 PET Journal ID individual for each PET

After December 15

- PET Journal Includes ALL PETs since last JOURNAL processed
- "Bundle" at noon and 6 pm



CU Data Journal Entry Lookup

(Before December 2015)

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☆						JOURI	NAL E	NTRIES	6		^	
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(āi			ACCOUNTING PERIOD V Current Clear OPER ID								_	
53	5000		Nov 1, 2015 SOURCE SRCE CODE LEDGER LEDGER_TYPE								~	
•	To: ● Nov 30, 2015 ■ Finish											
۲	JOURNAL ID	JOURNAL DATE	STATUS	LEDGER CODE	OPER ID	SOURCE	LINE COUNT	DOLLAR TOTAL		DESCRIPTION		
	PETB348011	Nov 1, 2015	P	ACTUALS		PET	9	0.00		PAYROLL EXPENSE TRANSFER BUDGET LINE MOVED N: 00640762 TO PN: 00150291.		
	PETB349921	Nov 1, 2015	P	ACTUALS		PET	6	748.74	BATCH	PAYROLL EXPENSE TRANSFER		
	PETC338798	Nov 1, 2015	P	ACTUALS		PET	18	12,963.34		CATE PAY OUT OF SUSPENSE INTO CORRECT 0191 - HR MISSED APPROVING THE FUNDING IN TIME.		
	PETC338820	Nov 1, 2015	P	ACTUALS		PET	12	7,425.90	ST43000	CATE PAY OUT OF SUSPENSE INTO CORRECT 0104 - DEPT FORGOT TO UPDATE THE FUNDING END HEN THE PROJECT END DATE WAS UPDATED.		
	PETC338854	Nov 1, 2015	P	ACTUALS		PET	14	6,612.66	ST43000	CATE PAY OUT OF SUSPENSE INTO CORRECT 0269 - GRANT ENDED BUT IS BEING RENEWED IT JUST ME UNFORESEEN ISSUES.		
	PETC344508	Nov 1, 2015	P	ACTUALS		PET	19	22,399.96	REALLO ST41015	CATE PAY OUT OF SUSPENSE INTO CORRECT 5671.		



CU Data Journal Entry Lookup

(Before December 2015)

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<u>ন</u> ়	Ę	JOURNAL ID: PETC338798	fedical Campus		XP. TRANSFER FROM HR		FY: 2016 ACCT PERIOD: 5							
ભાં જો	L	OURNAL DATE: Nov 1, 2015 E EDGER GROUP: ACTUALS	ENTERED BY: KIPL0000											
^e V	LINE	SPEEDTYPE	LINE DESCRIPTION	FUND	ORG	PROGRAM / PROJECT	ACTIVITY	SUBCLASS	EPC/AUX TYPE GPC1/GPC2	ACCT	JOURNAL LINE REF	TOTAL DEBITS	TOTAL CREDITS	
2	1	41040606 PAYROLL SUSPENSE-APPTMT DATES	PAYROLL TRANSACTIONS	10	40119 VCAF-RM-HUMAN RESOURCES	27355 PAYROLL SUSPENSE-APPTMT DATES			1100 /	400100 FAC FTP PAY		-	5,051.00	
22	2	43000191 RESEARCH EXPERIENCE FOR UNDERG	PAYROLL TRANSACTIONS	30	40063 LAS-CHEMISTRY	4540565 RESEARCH EXPERIENCE FOR UNDERG	1 1		1200 / /	400100 FAC FTP PAY		5,051.00	•	
	3	41040606 PAYROLL SUSPENSE-APPTMT DATES	PAYROLL TRANSACTIONS	10	40119 VCAF-RM-HUMAN RESOURCES	27355 PAYROLL SUSPENSE-APPTMT DATES			1100 / /	418420 FAC FTP HEALTH INS		-	500.28	
≤	4	43000191 RESEARCH EXPERIENCE FOR UNDERG	PAYROLL TRANSACTIONS	30	40063 LAS-CHEMISTRY	4540565 RESEARCH EXPERIENCE FOR UNDERG		1200 / /	418420 FAC FTP HEALTH INS	500.28		· ·		
	5	41040606 PAYROLL SUSPENSE-APPTMT DATES	PAYROLL TRANSACTIONS	10	40119 VCAF-RM-HUMAN RESOURCES	27355 1100 / 418421 PAYROLL SUSPENSE-APPTMT DATES / FAC FTP LIFE			418421 FAC FTP LIFE INS		-	7.70		
	6	43000 191 RESEARCH EXPERIENCE FOR UNDERG	PAYROLL TRANSACTIONS	30	40063 LAS-CHEMISTRY	4540565 RESEARCH EXPERIENCE FOR UNDERG	1 1		1200 / /	418421 FAC FTP LIFE INS		7.70	•	
	7	41040606 PAYROLL SUSPENSE-APPTMT DATES	PAYROLL TRANSACTIONS	10	40119 VCAF-RM-HUMAN RESOURCES	27355 PAYROLL SUSPENSE-APPTMT DATES			1100 / /	418422 FAC FTP DENTAL INS		-	24.85	
	8	43000191 RESEARCH EXPERIENCE FOR UNDERG	PAYROLL TRANSACTIONS	30	40063 LAS-CHEMISTRY	4540565 RESEARCH EXPERIENCE FOR UNDERG	1 1		1200 / /	418422 FAC FTP DENTAL INS		24.85	•	
	9	41040606 PAYROLL SUSPENSE-APPTMT DATES	PAYROLL TRANSACTIONS	10	40119 VCAF-RM-HUMAN RESOURCES	27355 PAYROLL SUSPENSE-APPTMT DATES			1100 / /	418423 FAC FTP DISAB INS		-	16.60	
	10	43000191 RESEARCH EXPERIENCE FOR UNDERG	PAYROLL TRANSACTIONS	30	40063 LAS-CHEMISTRY	4540565 RESEARCH EXPERIENCE FOR UNDERG	1 1		1200 / /	418423 FAC FTP DISAB INS		16.60	· ·	
	11	41040606 PAYROLL SUSPENSE-APPTMT DATES	PAYROLL TRANSACTIONS	10	40119 VCAF-RM-HUMAN RESOURCES	27355 PAYROLL SUSPENSE-APPTMT DATES			1100 / /	418430 FAC FTP FICA CNT		-	304.85	
	12	43000191 RESEARCH EXPERIENCE FOR UNDERG	PAYROLL TRANSACTIONS	30	40063 LAS-CHEMISTRY	4540565 RESEARCH EXPERIENCE FOR UNDERG	1 1		1200 / /	418430 FAC FTP FICA CNT		304.85	•	
	13	41040606 PAYROLL SUSPENSE-APPTMT DATES	PAYROLL TRANSACTIONS	10	40119 VCAF-RM-HUMAN RESOURCES	27355 PAYROLL SUSPENSE-APPTMT DATES			1100 / /	418433 FAC FTP OTH RTRPL		-	505.10	
	14	43000191 RESEARCH EXPERIENCE FOR UNDERG	PAYROLL TRANSACTIONS	30	40063 LAS-CHEMISTRY	4540565 RESEARCH EXPERIENCE FOR UNDERG	1 1		1200 / /	418433 FAC FTP OTH RTRPL		505.10	-	
	15	41040606 PAYROLL SUSPENSE-APPTMT DATES	PAYROLL TRANSACTIONS	10	40119 VCAF-RM-HUMAN RESOURCES	27355 PAYROLL SUSPENSE-APPTMT DATES			1100 / /	418434 FAC FTP MEDICARE		-	71.29	
	16	43000191 RESEARCH EXPERIENCE FOR UNDERG	PAYROLL TRANSACTIONS	30	40063 LAS-CHEMISTRY	4540565 1 1200 / 418434 RESEARCH EXPERIENCE FOR UNDERG 1 / FAC FTP MEDICARE				71.29 -				



HCM PET Queries





PET – RGS/VAC Mismatch

CUES_HRGL_PET_DIST_MISMATCH

NavBar: Nav	igator	Query Manager	
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UCB	10099	NEWT000198-20181025-001	NEWT00019	262152		7/31/2	018	\$ 18,672.72	\$ 290.87	6/30/2018
UCB	10180	CLAR002172-20190114-007	CLAR002172	286503		7/31/2	018	\$ 3,863.80	\$ 1,782.35	6/30/2018
UCB	10190	KEIS000002-20190516-002	KEIS000002	322299		7/31/2	018	\$ 1,215.64	\$ 274.30	6/30/2018



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Grand Total



PET - RGS/VAC Mismatch

Paycheck Se	arch Earnings	Taxes Dedu	ictions	Summary								
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Main Ad	ddi Info 💷											
Selected	Pay End Date	Earnings End Date	Off Cycle	Empl ID	Empl Rcd#	Department	Position Number	Job Code	Pay Group	Total Earnings	Total Taxes	Tota Deduction
	05/03/2018	03/31/2018	\checkmark	164556	0	10180	00706971	1309	F12	0.00	0.00	0.0
	05/24/2018	10/31/2017	\checkmark	164556	0	10180	00706971	1309	F12	0.00	0.00	0.0
	05/31/2018	05/31/2018		164556	0	10180	00706971	1309	F12	8,130.03	1,638.55	545.0
	06/30/2018	06/30/2018		164556	0	10180	00706971	1309	F12	8,130.03	1,638.37	545.0
	07/31/2018	06/30/2018		164556	0	10180	00706971	1309	F12	8,130.03	1,668.72	409.2
\checkmark	07/31/2018	07/31/2018		164556	0	10180	00706971	1309	F12	8,130.03	1,668.72	409.2
	08/31/2018	07/31/2018		164556	0	10180	00706971	1309	F12	8,130.03	1,669.11	409.2
	08/31/2018	08/31/2018		164556	0	10180	00706971	1309	F12	8,130.03	1,669.11	409.2

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N	me			Empl ID	Rcd#	Paycheck Number		Pay End Date	Off Cycle 1	Page Nbr	Line Nbr	Sep Chk	Tota Gros		Total ductions	Total Taxes								
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07	/31/20	018 07/3	31/2018	0	101	180 0	0706971	1309	RGS	11030236 E)essau - R	esear	ch				400500)			6,347.68	100.000		
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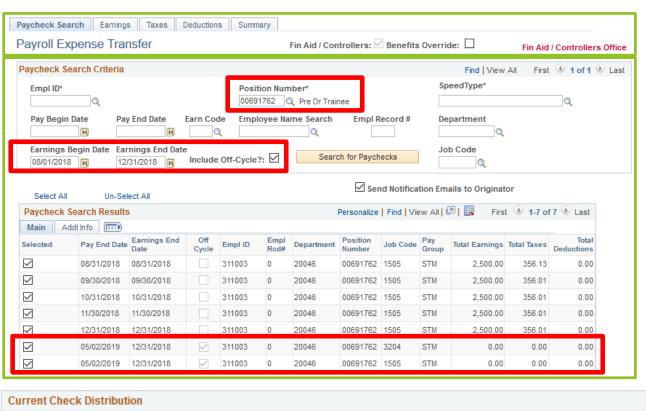
PETs – Span Semester

CUES_HCM_OFFCYC_SPAN_SEMESTER

NavBar: Nav	vigator		Query Manager		
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PET - Span Semester



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6/16/2020

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Pay End Date	Earnings End Date	Rcd#	Department	Position #	Jobcode	Earn Code	SpeedType	SpeedType Description	Account	Project	Project End Date	Amount	Distrib %
05/02/2019	12/31/2018	0	20046	00691762	1505	STS	63017098	NIH MDL TRN PGRM	495201	25A7156	06/30/2019	-10,135.00	81.080
05/02/2019	12/31/2018	0	20046	00691762	1505	STS	63515293	AEF MD/PHD PROGRAM	495201	2300001	07/31/2029	-2,365.00	18.920
05/02/2019	12/31/2018	0	20046	00691762	3204	STP	63017098	NIH MDL TRN PGRM	495201	25A7156	06/30/2019	10,135.00	81.080
05/02/2019	12/31/2018	0	20046	00691762	3204	STP	63515293	AEF MD/PHD PROGRAM	495201	2300001	07/31/2029	2,365.00	18.920





EMPLOYEE SERVICES

HR/GL Payroll Expense Transfer Summary



Paycheck Scenarios

Searching for PETs

Thanks for joining us.

CU System HR/GL Team hcm-community@cu.edu

HCM HRGL Webinar

