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EMPLOYEE SERVICES

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Correction PET (PETC)

Use this guide to learn how to make corrections in payroll expense transfer (PET-C) transactions in the Human Resources Management System (HRMS).

General Payroll Expense Transfer (PET) Guidelines

- PET transactions can only be created when the HRMS is available to users; refer to the [Payroll Production Calendars](#) ^[1] for more information.
- A PET does not pay additional money or collect money back from an employee. This process moves part or all of an existing payroll transaction to a different funding source.
- PET-C is not available for Work-Study payroll transactions. Contact your financial aid/student employment office to request a FAM PET.

Note: The screen shots used in this guide may not be representative of your access.

Files:

 [Correct-PET.pdf](#)^[2]

Source URL: <http://www.cu.edu/employee-services/policies/correction-pet-petc>

Links:

[1] <http://www.cu.edu/employee-services/skillssoft/payroll-production-calendars>

[2] http://www.cu.edu/sites/default/files/policies/docs/Correct-PET_0.pdf