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EMPLOYEE SERVICES

Published on *University of Colorado* (<http://www.cu.edu>)

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Learn how to make retroactive funding changes during payroll expense transfer (PETR) 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].
- 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.
- PETR is not available for Work-Study payroll transactions. Contact your financial aid/student employment office to request a FAM PET.
- PETR is not available for payroll transactions that have already been modified by a correction PET, ? FAM PET or Batch PET.
- PETR will not move Time Collection amounts that were processed with a SpeedType override.

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

Files:



[PET-Retroactive-Funding-Change.pdf](#)[2]

Source URL: <http://www.cu.edu/employee-services/policies/petretroactive-funding-change-petr>

Links:

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

[2] http://www.cu.edu/sites/default/files/policies/docs/PET-Retroactive-Funding-Change_0.pdf