CU 8.9 HRMS Step by Step Guide
Approve Payroll Expense Transfer - Organizational Development Module

Overview: This guide provides instruction on approving valid Payroll Expense Transfers in HRMS. PET transactions can only be approved when the HRMS system is available to users. Refer to the Payroll Production Calendars for more information:

If the PET contains or impacts distributions to:	PET Certification Required?	You will need:	And will use this Approval Page:
Fund 30 or 31	Yes	Approval Authority for Sponsored Projects	PET Approval (Sponsored Proj)
Fund 34	Yes	Standard PET Approval Authority	PET Approval
All Other Funds	No	Standard PET Approval Authority	PET Approval

In version 8.9, Oracle/PeopleSoft has changed the name of Develop Workforce to Organizational Development.

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

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1. Navigate to the appropriate PET Approval page

☐ Organizational Development
☐ Position Management
☐ Maintain Positions/ Budgets
☐ PET Approval

 OR

☐ PET Approval (Sponsored Proj)

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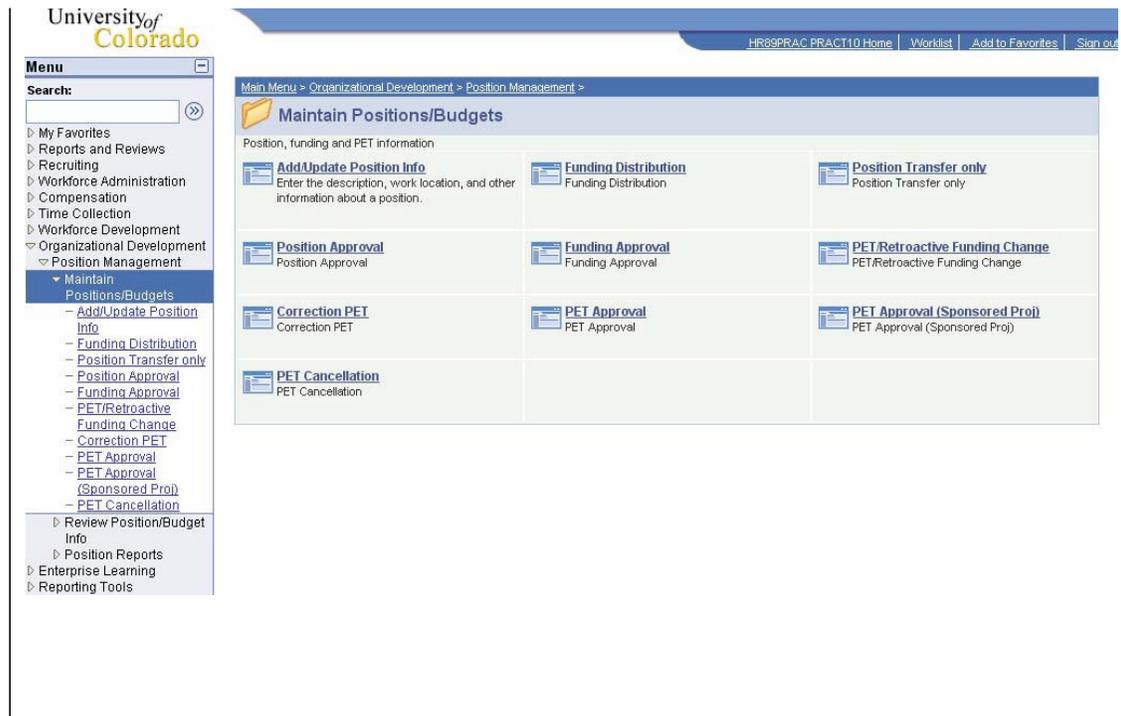
2. PET Approval search page displays

☐ Enter one or more of the search fields

☐ TIP - search by the **Transfer ID** for quickest results

☐ Click [Search]
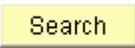
PET Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Payroll Expense Transfer ID:	begins with ▾	PETC075542
Journal Date:	= ▾	🗓
User ID:	begins with ▾	
Pay Period End Date:	= ▾	🔍
SpeedType:	begins with ▾	🔍
Department:	begins with ▾	🔍
Position Number:	begins with ▾	🔍
EmplID:	begins with ▾	
Paycheck Number:	= ▾	
Expense Transfer Status:	= ▾	▾

[Search] [Clear] Basic Search 💾 Save Search Criteria

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3. PET Approval page displays

☐ Page shows summary results of PET transaction

☐ To view details, click [Transfer Detail]

☐ To view the transfer detail for benefits and taxes paid by the department, click on the arrows beside the category heading

▷ University-Paid Benefits Summary
▷ University-Paid Tax Summary

Transfer Summary | Transfer Detail

Expense Transfer ID: PETC075542 **Journal Date:** 03/05/2007 **Transfer Status:** Valid [Approve/Save] [Reject] Correction PET

03/05/2007 PET Reports

Journal Description: OTM for January 2007 should not be charged to same speedtype as base salary. Move $527.85 to 51039636. **Certified by:**

Sum of Journal Debits: 632.36 **Sum of Journal Credits:** -632.36 **Total Journal Lines:** 16

▽ Earnings Summary

Status	Amount	SpdTyp	Fund	DeptID	Program	Proj/Grt	SubCls	Exp Purp	Account	SpeedType Description	Account Description
V	527.85	51039636	10	51012	10007			1600	405130	PBS Payroll Support	Class FTP Overtime Pay
V	-527.85	51045303	10	51007	10007			1600	405130	Payroll Production	Class FTP Overtime Pay

▷ University-Paid Benefits Summary

▷ University-Paid Tax Summary

☐ I certify that all payroll requested to be transferred is appropriate to be charged to the sponsored project(s) or gifts (Fund 30, 31 or 34 FOPPS) receiving the charge and the information contained in the description field above is true and correct, that costs transferred onto a sponsored project or gift meet the direct cost and other costing criteria and are within the allowable timeframe for transfer (see campus policy for direct cost and other costing criteria and timeframe) or consistent with the donor restrictions. The header description includes the cause of the error and additional information as required by campus policy. I understand that the charges must reflect actual effort and that commensurate certification of level of effort will also be required through the "Personnel Effort Report."

💾 Save | 🔍 Return to Search | ←📋 Previous in List | →📋 Next in List | 📧 Notify

Transfer Summary | Transfer Detail

4. Transfer Detail page displays

SCROLL TO THE RIGHT ON THIS PAGE, DATA DOES NOT ALL DISPLAY ON MAIN VIEW

☐ Page shows each distribution line that was changed by the transaction

☐ Detail includes these additional fields:
- Pay End Date
- Check #
- Name
- Position
- Earnings Code
- HR Dept
- Job Code

☐ To view the transfer detail for benefits and taxes paid by the department, click on the arrows beside the category heading

▷ University-Paid Benefits Summary
▷ University-Paid Tax Summary

| Transfer Summary | Transfer Detail |

Expense Transfer ID: PETC075542 **Journal Date:** 03/05/2007 **Transfer Status:** Valid   [Approve/Save] [Reject]   Correction PET
                                           03/05/2007   PET Reports

Journal Description: OTM for January 2007 should not be charged to same speedtype as base salary. Move $527.85 to 51039636.   **Certified by:**

▽ **Earnings Detail**

Status	Amount	SpdTyp	Fund	DeptID	Program	Proj/Grt	SubCls	Exp Purp	Account	Pay End Dt	Check #	Ern Cd	EmplID	Name	Posit
V	527.85	51039636	10	51012	10007			1600	405130	01/31/2007	2179999	OTM	129852	Berta,Megan	0050
V	-527.85	51045303	10	51007	10007			1600	405130	01/31/2007	2179999	OTM	129852	Berta,Megan	0050

▷ **University-Paid Benefits Detail**

▽ **University-Paid Tax Detail**   Customiz

Status	Amount	SpdTyp	Fund	DeptID	Program	Proj/Grt	SubCls	Exp Purp	Account	Pay End Dt	Check #	Tax Class	EmplID	Name	Pos
V	7.14	51039636	10	51012	10007			1600	425030	01/31/2007	2179999	Med/ER	129852	Berta,Megan	005
V	68.75	51045303	10	51007	10007			1600	425030	01/31/2007	2179999	Med/ER	129852	Berta,Megan	005
V	-75.89	51045303	10	51007	10007			1600	425030	01/31/2007	2179999	Med/ER	129852	Berta,Megan	005

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5. View Status of PET

☐ List of Transfer Status values:
- A = Approved
- D = Distributed
- E = Error
- G = General Ledger
- L = Accrual
- P = Proposed
- R = Rejected
- T = Transfer Complete
- V = Valid

Transfer Summary | Transfer Detail

Expense Transfer ID: PETR075549   Journal Date: 03/15/2007   Transfer Status: Valid   [Approve/Save] [Reject]   PET/Retroactive Funding

03/15/2007   PET Reports

Journal Description: Starting 1/1/07, position received partial funding from USC Cancer project. This change reflects 10% new allocation to 63072461, 40% to 11057100, and 50% to remain for 13066456.   Certified by:

▽ Earnings Detail

Status	Amount	SpdTyp	Fund	DeptID	Program	Proj/Grt	SubCls	Exp Purp	Account	Pay End Dt	Check #	Ern Cd	EmplID	Name	Position
V	2,362.93	11057100	10	10324	33576			1100	400600	01/31/2007	2187891	RGS	118053	Hauser,Mark	00179441
V	2,953.67	13066456	30	10324		1541945		1200	400600	01/31/2007	2187891	RGS	118053	Hauser,Mark	00179441
V	590.73	63072461	30	20067		2526279		1200	400600	01/31/2007	2187891	RGS	118053	Hauser,Mark	00179441
V	-2,953.67	11057100	10	10324	33576			1100	400600	01/31/2007	2187891	RGS	118053	Hauser,Mark	00179441
V	-2,953.66	13066456	30	10324		1541945		1200	400600	01/31/2007	2187891	RGS	118053	Hauser,Mark	00179441

▽ University-Paid Benefits Detail   Customize | Find |

Status	Amount	SpdTyp	Fund	DeptID	Program	Proj/Grt	SubCls	Exp Purp	Account	Pay End Dt	Check #	Plan Type	EmplID	Name	Position
V	394.37	12855830	28	10583	33202			2100	418820	01/31/2007	2187891	Medical	118053	Hauser,Mark	00179441
V	43.82	63072461	30	20067		2526279		1200	418820	01/31/2007	2187891	Medical	118053	Hauser,Mark	00179441
V	21.26	12855830	28	10583	33202			2100	418822	01/31/2007	2187891	Dental	118053	Hauser,Mark	00179441
V	2.36	63072461	30	20067		2526279		1200	418822	01/31/2007	2187891	Dental	118053	Hauser,Mark	00179441
V	6.08	12855830	28	10583	33202			2100	418821	01/31/2007	2187891	Life	118053	Hauser,Mark	00179441
V	0.67	63072461	30	20067		2526279		1200	418821	01/31/2007	2187891	Life	118053	Hauser,Mark	00179441
V	19.80	12855830	28	10583	33202			2100	418823	01/31/2007	2187891	LTD	118053	Hauser,Mark	00179441
V	2.20	63072461	30	20067		2526279		1200	418823	01/31/2007	2187891	LTD	118053	Hauser,Mark	00179441
V	531.66	12855830	28	10583	33202			2100	418833	01/31/2007	2187891	401(a) ORP	118053	Hauser,Mark	00179441
V	59.07	63072461	30	20067		2526279		1200	418833	01/31/2007	2187891	401(a) ORP	118053	Hauser,Mark	00179441
V	-438.19	12855830	28	10583	33202			2100	418820	01/31/2007	2187891	Medical	118053	Hauser,Mark	00179441
V	-23.62	12855830	28	10583	33202			2100	418822	01/31/2007	2187891	Dental	118053	Hauser,Mark	00179441

6. View Fund Opt information (Transfer Detail)

☐ The Fund Opt field is to the far left of the **Transfer Detail** page
- A = Actual
- E = ENP Accrual
- F = Fringe Pool
- N = No Defaults
- O = Time-entry Override
- P = Campus Fund Pool
- R = Reversal
- S = Suspense
- X = Exception

☐ Fund Opt fields are **blank** for reversals from pay periods processed in HRMS version 7.5

☐ Reversal entries process a negative dollar amount

ck #	Ern Cd	EmplID	Name	Position	HR Dept	Job Code	Earns Begin	Earns End	Fund Opt
7891	RGS	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	A
7891	RGS	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	A
7891	RGS	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	A
7891	RGS	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	R
7891	RGS	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	R

Customize | Find | First ◁ 1-15 of 15 ▷ Last

ck #	Plan Type	EmplID	Name	Position	HR Dept	Job Code	Earns Begin	Earns End	Fund Opt
7891	Medical	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	F
7891	Medical	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	A
7891	Dental	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	F
7891	Dental	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	A
7891	Life	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	F
7891	Life	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	A
7891	LTD	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	F
7891	LTD	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	A
7891	401(a) ORP	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	F
7891	401(a) ORP	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	A
7891	Medical	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	R
7891	Dental	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	R
7891	Life	118053	Hauser,Mark	00179441	10324	1305	01/01/2007	01/31/2007	R

7. Approve or Reject the PET

☐ If data needs to be modified, contact the person who created the PET

☐ To approve, click **Approve/Save**

☐ To reject, click **Reject**

☐ To print a copy of the PET for your records, click the PET Report link at the top of the page to initiate a printable format

(Note – this page does not print well unless the report format is used)

| Transfer Summary | Transfer Detail |

| Expense Transfer ID: | PETC075542 | Journal Date: | 03/05/2007 | Transfer Status: | Valid | Approve/Save | Reject | Correction PET |
| | | | 03/05/2007 | | | | | PET Reports |

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| Save | Return to Search | Previous in List | Next in List | Notify |

Transfer Summary | Transfer Detail

ADDITIONAL PET TIPS

How To Change PET or Correct Errors

1. **Approved PETs can not be modified.**   Create a new PET with the correct transfer information.

2. Until the PET is approved, rejected or cancelled, no other PET process may be created for this position/employee/pay period combination. Funding updates for current or future pay periods are allowed.

3. If transfer is in **Error status**, a speedtype and/or account chartfield has been inactivated in the Finance system (FIN).   Contact your Finance office to request an update in FIN.

4. If **Correction PET** was created incorrectly (and is in Valid or Error status), **cancel the PET** and create a new payroll expense transfer.

5. If **Retroactive Funding PET** was created with incorrect information (and is in Valid or Error status), go back to the PET/Retroactive Funding page link, open the existing PETR, make any necessary changes and click Validate/Save.

Approve Payroll Expense Transfer - complete.