

CU 8.9 HRMS Step by Step Guide

Review Payroll Expense Transfer - Organizational Development Module

Overview: This guide provides instruction on reviewing Payroll Expense Transfer details in HRMS.

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

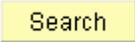
Note: The screen shots used in this guide may not be representative of your access.

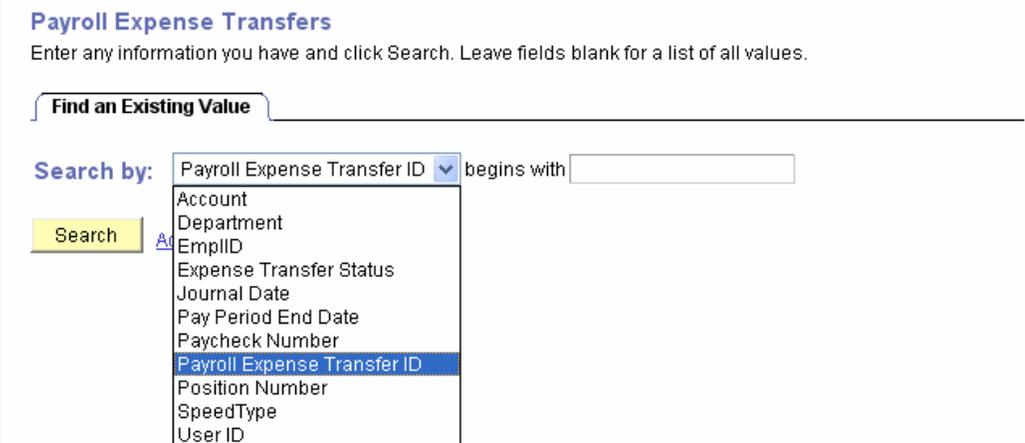
1. Navigate to the Payroll Expense Transfers review page

- Organizational Development
- Position Management
- Review Position/Budget Info
- Payroll Expense Transfers



2. Payroll Expense Transfer search page displays

- Enter one or more of the search fields
- Click 



3. Transfer Summary page displays

- Page shows summary results of PET transaction
- To view details, click [Transfer Detail](#)

Transfer Summary [Transfer Detail](#)

Expense Transfer ID: PETR075512 Journal Date: Transfer Status: Valid [PET/Retroactive Funding Cha](#)
[PET Reports](#)

02/12/2007

Journal Description: Certified by:

Sum of Journal Debits: 5,350.75 Sum of Journal Credits: -5,350.75 Total Journal Lines: 16

Earnings Summary												
Status	Amount	SpdTyp	Fund	DeptID	Program	Proj/Grt	SubCls	Exp Purp	Account	SpeedType	Description	Account Description
V	-4,285.75	63054464	30	20086		2510033		1200	400500	Nih Se Coupling		PRAFac FTP Pay
V	4,285.75	63075607	30	20086		2510124		1200	400500	Nih Mse Coupling		PRAFac FTP 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."

4. Transfer Detail page displays

- 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 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

Transfer Summary [Transfer Detail](#)

Expense Transfer ID: PETR075512 Journal Date: Transfer Status: Valid [PET/Retroactive Funding C](#)
[PET Reports](#)

02/12/2007

Journal Description: 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	4,285.75	63075607	30	20086		2510124		1200	400500	01/31/2007	2175301	RGS	131666	Kennard,Benjamin	00633075 2
V	-4,285.75	63054464	30	20086		2510033		1200	400500	01/31/2007	2175301	RGS	131666	Kennard,Benjamin	00633075 2

University-Paid Benefits Detail

University-Paid Tax Detail

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."

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



5. View Benefit and Tax Expense Detail

- From either the Transfer Summary or Transfer Detail page, click on the arrow beside the headings to view the transfer detail for benefits and taxes paid by the department

▶ University-Paid Benefits Summary

▶ University-Paid Tax Summary

Transfer Summary Transfer Detail

Expense Transfer ID: PETR075512 Journal Date: 02/12/2007 Transfer Status: Valid

[PET/Retroactive Funding Cha](#)
[PET Reports](#)

02/12/2007

Journal Description: Nova's salary was allocated to last year's project (expired 12/31/06) while waiting for OGC to set up new ST# (on 01/30/07). Moving salary to current year project. This PET matches effort with

Certified by:

Sum of Journal Debits: 5,350.75 Sum of Journal Credits: -5,350.75 Total Journal Lines: 16

▼ Earnings Summary

Status	Amount	SpdTyp	Fund	DeptID	Program	Proj/Grt	SubCls	Exp Purp	Account	SpeedType	Description	Account Description
V	-4,285.75	63054464	30	20086		2510033		1200	400500	Nih Se Coupling		PRAFac FTP Pay
V	4,285.75	63075607	30	20086		2510124		1200	400500	Nih Mse Coupling		PRAFac FTP Pay

▼ University-Paid Benefits Summary

Status	Amount	SpdTyp	Fund	DeptID	Program	Proj/Grt	SubCls	Exp Purp	Account	SpeedType	Description	Account Description
V	-262.11	63054464	30	20086		2510033		1200	418720	Nih Se Coupling		PRAFac FTP Health Ins
V	-6.75	63054464	30	20086		2510033		1200	418721	Nih Se Coupling		PRAFac FTP Life Ins
V	-23.62	63054464	30	20086		2510033		1200	418722	Nih Se Coupling		PRAFac FTP Dental Ins
V	-22.00	63054464	30	20086		2510033		1200	418723	Nih Se Coupling		PRAFac FTP Disab Ins
V	-428.58	63054464	30	20086		2510033		1200	418733	Nih Se Coupling		PRAFac FTP Oth RtrPI
V	262.11	63075607	30	20086		2510124		1200	418720	Nih Mse Coupling		PRAFac FTP Health Ins
V	6.75	63075607	30	20086		2510124		1200	418721	Nih Mse Coupling		PRAFac FTP Life Ins
V	23.62	63075607	30	20086		2510124		1200	418722	Nih Mse Coupling		PRAFac FTP Dental Ins
V	22.00	63075607	30	20086		2510124		1200	418723	Nih Mse Coupling		PRAFac FTP Disab Ins
V	428.58	63075607	30	20086		2510124		1200	418733	Nih Mse Coupling		PRAFac FTP Oth RtrPI

▼ University-Paid Tax Summary

Status	Amount	SpdTyp	Fund	DeptID	Program	Proj/Grt	SubCls	Exp Purp	Account	SpeedType	Description	Account Description
V	-260.92	63054464	30	20086		2510033		1200	418730	Nih Se Coupling		PRAFac FTP FICA Cnt
V	-61.02	63054464	30	20086		2510033		1200	418734	Nih Se Coupling		PRAFac FTP Medicare
V	260.92	63075607	30	20086		2510124		1200	418730	Nih Mse Coupling		PRAFac FTP FICA Cnt
V	61.02	63075607	30	20086		2510124		1200	418734	Nih Mse Coupling		PRAFac FTP Medicare

6. 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: PETR075512 Journal Date: 02/12/2007 **Transfer Status: Valid**

[PET/Retroactive Funding Cha](#)
[PET Reports](#)

02/12/2007

Journal Description: Nova's salary was allocated to last year's project (expired 12/31/06) while waiting for OGC to set up new ST# (on 01/30/07). Moving salary to current year project. This PET matches effort with

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V	4,285.75	63075607	30	20086		2510124		1200	400500	Nih Mse Coupling		PRAFac FTP Pay

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Status	Amount	SpdTyp	Fund	DeptID	Program	Proj/Grt	SubCls	Exp Purp	Account	SpeedType	Description	Account Description
V	-262.11	63054464	30	20086		2510033		1200	418720	Nih Se Coupling		PRAFac FTP Health Ins
V	-6.75	63054464	30	20086		2510033		1200	418721	Nih Se Coupling		PRAFac FTP Life Ins
V	-23.62	63054464	30	20086		2510033		1200	418722	Nih Se Coupling		PRAFac FTP Dental Ins
V	-22.00	63054464	30	20086		2510033		1200	418723	Nih Se Coupling		PRAFac FTP Disab Ins
V	-428.58	63054464	30	20086		2510033		1200	418733	Nih Se Coupling		PRAFac FTP Oth RtrPI
V	262.11	63075607	30	20086		2510124		1200	418720	Nih Mse Coupling		PRAFac FTP Health Ins
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V	23.62	63075607	30	20086		2510124		1200	418722	Nih Mse Coupling		PRAFac FTP Dental Ins
V	22.00	63075607	30	20086		2510124		1200	418723	Nih Mse Coupling		PRAFac FTP Disab Ins
V	428.58	63075607	30	20086		2510124		1200	418733	Nih Mse Coupling		PRAFac FTP Oth RtrPI

▼ University-Paid Tax Summary

Status	Amount	SpdTyp	Fund	DeptID	Program	Proj/Grt	SubCls	Exp Purp	Account	SpeedType	Description	Account Description
V	-260.92	63054464	30	20086		2510033		1200	418730	Nih Se Coupling		PRAFac FTP FICA Cnt
V	-61.02	63054464	30	20086		2510033		1200	418734	Nih Se Coupling		PRAFac FTP Medicare
V	260.92	63075607	30	20086		2510124		1200	418730	Nih Mse Coupling		PRAFac FTP FICA Cnt
V	61.02	63075607	30	20086		2510124		1200	418734	Nih Mse Coupling		PRAFac FTP Medicare



7. 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

Position	HR Dept	Job Code	Earns Begin	Earns End	Fund Opt
00633075	20085	1310	01/01/2007	01/31/2007	A
00633075	20085	1310	01/01/2007	01/31/2007	R

size | Find | First 1-10 of 10 Last

Position	HR Dept	Job Code	Earns Begin	Earns End	Fund Opt
00633075	20085	1310	01/01/2007	01/31/2007	A
00633075	20085	1310	01/01/2007	01/31/2007	A
00633075	20085	1310	01/01/2007	01/31/2007	A
00633075	20085	1310	01/01/2007	01/31/2007	A
00633075	20085	1310	01/01/2007	01/31/2007	A
00633075	20085	1310	01/01/2007	01/31/2007	R
00633075	20085	1310	01/01/2007	01/31/2007	R
00633075	20085	1310	01/01/2007	01/31/2007	R
00633075	20085	1310	01/01/2007	01/31/2007	R

ustomize | Find | First 1-4 of 4 Last

Position	HR Dept	Job Code	Earns Begin	Earns End	Fund Opt
00633075	20085	1310	01/01/2007	01/31/2007	A
00633075	20085	1310	01/01/2007	01/31/2007	A
00633075	20085	1310	01/01/2007	01/31/2007	R
00633075	20085	1310	01/01/2007	01/31/2007	R

ADDITIONAL PET TIPS

How To Change PET or Correct Errors

1. **Approved PETs cannot 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.

Review Payroll Expense Transfer - complete