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.



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- 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 Nova's salary was allocated to last year's project (expired 12/31/06) while waiting for OGC to set Certified by: Description: up new ST# (on 01/30/07). Moving salary to current year project. This PET matches effort with Sum of Journal Debits Sum of Journal Credits: Total Journal Lines: 5.350.75 -5.350.75 16 Earnings Summary odTyp Fund DeptID Program Proj/Grt SubCls Exp Purp Account SpeedType Description Account Description Amount S -4,285.75 63054464 30 20086 2510033 1200 400500 Nih Se Coupling PRAFac FTP Pay PRAFac FTP Pay 4,285.75 63075607 30 2510124 1200 400500 Nih Mse Coupling 20086 D University-Paid Benefits Summary D 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 trues 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. Lunderstand that the charges must reflect actual effort and that commensurate certification of level of effort will also be required through the "Personnel Effort Report." Return to Search + Previous in List + Next in List Notify Transfer Summary Transfer Detail Expense Transfer ID: PETR075512 Journal Date: Transfer Status: Valid PET/Retroactive Funding C PET Reports 02/12/2007 Journal 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: Description: ² Earnings Detail dTyp Fund DeptID Program Proj/Grt SubCls Exp Account Pay End Dt Check # EmpliD Nam 4,285,75 63075607 30 20086 2510124 1200 400500 01/31/2007 2175301 RGS 131666 Kennard,Benjamin 00633075 2 -4,285,75 63054464 30 20086 2510033 1200 400500 01/31/2007 2175301 RGS 131666 Kennard Benjamin 00633075 2 University-Paid Benefits Detail

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 <u>PET Report</u> 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) 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".

Return to Search + Previous in List + Next in List Notify

University-Paid Tax Detail



University of Colorado Payroll & Benefit Services www.cu.edu/pbs

- 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

D University-Paid Tax Summary

Transfe	er Summary	Transfer	Detai	1										
Expens	se Transfer ID	: PETR	07551	12 Jou	rnal Date: 02/12/	02/12	/2007	т	ransfer \$	Status: Valid				PET/Retroactive Funding Ch
Journa Descrip	Nova	i's salary wa aw ST# (on	as allo 01/30	cated to (07), Mo	last year's ving salar	s project (e v to curren	expired 1 t vear pr	2/31/0 oiect.	16) while This PET	waiting for OGC to s matches effort with	set 🤶 c	Certified by:		
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v	-4,285.75	63054464	30	20086		2510033		1200	400500	Nih Se Coupling		PRAFac F	TP Pay	
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⊽ Unive	rsitv-Paid Be	nefits Sumi	narv											
<u>Status</u>	Amount	<u>SpdTyp</u>	Fund	DeptID	Program	<u>Proj/Grt</u>	<u>SubCls</u>	<u>Exp</u> Purp	<u>Account</u>	SpeedType Descri	ption	<u>Account</u>	Description	
V	-262.11	63054464	30	20086		2510033		1200	418720	Nih Se Coupling		PRAFac I	TP Health Ins	:
V	-6.75	63054464	30	20086		2510033		1200	418721	Nih Se Coupling		PRAFac	TP Life Ins	
V	-23.62	63054464	30	20086		2510033		1200	418722	Nih Se Coupling		PRAFac	TP Dental Ins	
V	-22.00	63054464	30	20086		2510033		1200	418723	Nih Se Coupling		PRAFac	TP Disab Ins	
V	-428.58	63054464	30	20086		2510033		1200	418733	Nih Se Coupling		PRAFac	TP Oth RtrPI	
V	262.11	63075607	30	20086		2510124		1200	418720	Nih Mse Coupling		PRAFac	TP Health Ins	
V	6.75	63075607	30	20086		2510124		1200	418721	Nih Mse Coupling		PRAFac	TP Life Ins	
V	23.62	63075607	30	20086		2510124		1200	418722	Nih Mse Coupling		PRAFac	TP Dental Ins	
V	22.00	63075607	30	20086		2510124		1200	418723	Nih Mse Coupling		PRAFaci	TP Disab Ins	
V	428.58	63075607	30	20086		2510124		1200	418733	Nih Mse Coupling		PRAFac	TP Oth RtrPI	
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V	-260.92	8 63054464	30	20086		2510033		1200	418730	Nih Se Coupling		PRAFac	FTP FICA Cnt	
V	-61.02	8 63054464	30	20086		2510033		1200	418734	Nih Se Coupling		PRAFac	FTP Medicare	
V	260.92	8 63075607	30	20086		2510124		1200	418730	Nih Mse Coupling		PRAFac	FTP FICA Cnt	
V	61.02	83075607	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													
Evnon	eo Tranefor IC	• DETO	07554	2 Iou	nal Dato:	0.2/4.2/	2007	G	ranefor S	tatue: Volid			PET/Detroestive Euroding Cha
LAPEN		· FEIR	07551	2 000	nai Date.	02/12/	2007		unarer a	adatus. Valid			PET Reports
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V	-4,285.75	63054464	30	20086		2510033	1	1200	400500	Nih Se Coupling		PRAFac FTP Pay	
V	4,285.75	63075607	30	20086		2510124	1	1200	400500	Nih Mse Coupling		PRAFac FTP Pay	
🗢 Unive	🗢 University-Paid Benefits Summary												
<u>Status</u>	Amount	<u>SpdTyp</u>	Fund	<u>DeptID</u>	<u>Program</u>	<u>Proj/Grt</u>	<u>SubCls</u>	<u>Exp</u> Purp	<u>Account</u>	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	
🗢 Unive	rsity-Paid Ta	x Summary								4			
<u>Status</u>	Amoun	t <u>SpdTyp</u>	Fund	DeptID	Program	<u>Proj/Grt</u>	<u>SubCls</u>	Exp Purp	Account	SpeedType Description		Account Description	
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V	61.02	2 63075607	30	20086		2510124		1200	418734	Nih Mse Couplina		PRAFac FTP Medicare	

<u>B</u>	University of Colorado												
7.	View Fund Opt				HR	Job	Earns		Fund				
	information		Positi	<u>on</u>	Dept	Code	Begin	<u>Earns End</u>	<u>Opt</u>				
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	Transfer Detail page		Deciti		HR	Job	<u>Earns</u>	Formo End	Fund				
	A = Actual		Posiu	<u>911</u>	<u>Dept</u>	Code	<u>Begin</u>		<u>Opt</u>				
	E = ENP Accrual		00633	075	20085	1310	01/01/2007	01/31/2007	A				
	N = No Defaults		00633	075	20085	1310	01/01/2007	01/31/2007	A				
	O = Time-entry Override		00633	075	20085	1310	01/01/2007	01/31/2007	A				
	P = Campus Fund Pool		00633	075	20085	1310	01/01/2007	01/31/2007	A				
	R = Reversal S = Suspense		00633	075	20085	1310	01/01/2007	01/31/2007	A				
	X = Exception		00633	075	20085	1310	01/01/2007	01/31/2007	R				
_	Fund Ont fields and		00633	075	20085	1310	01/01/2007	01/31/2007	R				
	Fund Opt fields are		00633	075	20085	1310	01/01/2007	01/31/2007	R				
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Α	DDITIONAL PET TIP	S											
Н	ow To Change PET or	1.	Approv	ed I	PETs	cannot	: be modi	fied. Cre	eate a	a new PET with the			
Сс	orrect Errors		correct t	an	sfer in	formati	on.						
		2.	Until the	Until the PET is approved, rejected or cancelled, no other PET process									
			may be	y be created for this position/employee/pay period combination.									
			Funding	nding updates for current or future pay periods are allowed.									
		3.	If transfe	If transfer is in Frror status , a speedtype and/or account chartfield has									
		•	been ina	been inactivated in the Finance system (FIN). Contact your Finance									
			office to	office to request an update in FIN.									
		4	If Correc	orrection PET was created incorrectly (and is in Valid or Error status)									
cancel the PET and create a new p									payroll expense transfer.				
		5.	5. If Retroactive Funding PET was created with incorrect information (and										
			link, ope	nk, open the existing PETR, make any necessary changes and click									
			Validate										

Review Payroll Expense Transfer - complete