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 Search

   Payroll Expense Transfers
   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:
   - Account Department
   - Empl ID
   - Expense Transfer Status
   - Journal Date
   - Pay Period End Date
   - Paycheck Number
   - Payroll Expense Transfer ID
   - Position Number
   - Spec/Type
   - User ID
3. **Transfer Summary** page displays

- Page shows summary results of PET transaction
- To view details, click **Transfer 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 **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)
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.

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

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### University-Paid Benefits Summary

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<th>Amount</th>
<th>Spend</th>
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<th>SubGrants</th>
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### University-Paid Tax Summary

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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.

### 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