CORRECTION PET (PET-C)
QUICK REFERENCE GUIDE

updated 3/14/2007

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Employee, Pay End Date, Check Date - Employee and specific pay transaction that is being corrected

- Journal Date - defaults to current date, can be updated if necessary

- Journal Description - explanation of why pay distribution must be corrected for this transaction

- Certification checkbox - required for sponsored programs [Fund 30 or 31] or gift accounts [Fund 34] FOPPS - certifies that the impact the PET will have on these funds is appropriate

- Transfer checkbox - selects payment line(s) that need SpeedType correction

- Transfer – initializes selected payment lines, and displays Transfer Data page (page 2)

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Correction PET

- Transfer Data rows – enter amount(s) to be transferred and SpeedType(s) to be charged, add as many rows as necessary to account for entire transfer selection

- Validate - assigns Transfer ID #, edit checks payment detail, and prepares PET for approval