

# PET/RETROACTIVE FUNDING CHANGE (PET-R) QUICK REFERENCE GUIDE

Retroactive Funding Change

**1** Position Number:
00508045     Admin Assistant II
[PET Approval \(Sponsored Prog\)](#)
[PET Reports](#)

Effective Date:	01/30/2007	Job Code:	G3A3XX AdmAsstII	Position Status:	Approved
EmpID:	151792	Flanagan, Lisa		Comp Freq:	Monthly
Department:	51000	Payroll & Benefit Services		Comp Rate:	\$3,003.00

**Retroactive Funding Change Request**

Transfer ID: NEXT
Status: Proposed
Last Updated:
 **9**

\*Journal Date: **2** 01/30/2007
 Pct  Amt **3**
Entered by: Dillon, Vivian

**4** \*New Begin Date:
New End Date: **5**
Approved/Rejected by:

\*JE Header Description: **6**

**7** 

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."

Certified by:

**New Funding Distribution** [Customize](#) | [Find](#) | First 1 of 1 Last

*Percent	*SpeedType	SpeedType Description	Fund	Org	Program	Project	Sub Class	Proj Bdg End Date		
1										

- 1** **Position Number** - position for which funding distribution is being corrected
- 2** **Journal Date** - defaults to current date, can be updated if necessary
- 3** **Pct** (percent) or **Amt** (dollar amount) - indicates funding distribution type
- 4** **New Begin Date** - begin date of funding adjustment (typically the first day of the pay period, or the first day of a range of pay periods)
- 5** **New End Date** - end date of funding adjustment (typically the last day of a past/current/future pay period or range of pay periods -- may be blank for an ongoing funding source)
- 6** **Journal Entry (JE) Header Description** - explanation of why funding correction for past payments is needed
- 7** **Certification Checkbox** - required for sponsored projects [Fund 30 or 31] or gift accounts [Fund 34] FOPPS - certifies that the impact the PET will have on these funds is appropriate and necessary
- 8** **New Funding Distribution** – designate distribution type [Percent or Amount] and SpeedType(s) to be charged – enter as many as rows as necessary to account for 100% of salary paid to the position
- 9** **Validate/Save** - assigns Transfer ID #, edit checks payment detail, prepares PET for approval, and inserts funding changes in Funding Distribution pages