**Correction PET (PET-C)**

**Quick Reference Guide**

**University of Colorado Payroll & Benefit Services**

**www.cu.edu/pbs**

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

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

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

4. **Certification checkbox** - required for sponsored programs [Fund 30 or 31] or gift accounts [Fund 34]

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

6. **Transfer** - initializes selected payment lines, and displays Transfer Data page (page 2)

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7. **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

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

**updated 3/14/2007**