

# Human Capital Management: Step-by-Step Guide

## Payroll Expense Transfers – PETs (Regular Users)

This guide describes how to create and submit a Payroll Expense Transfer (PET).

PETs are used to move expenses related to earnings to different SpeedTypes, which uniquely identify funds. PETs make funding changes for payroll that has already posted. They do not increase or decrease expenditures, and are only used to correct the SpeedType of the funding source.

PETs can only be completed on allowable earnings codes. To move expenses related to restricted earnings codes, or changes that apply only to taxes or deductions, contact your campus controller’s office.

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## Before You Begin


### Information You Will Need:

- Required search criteria, such as employee ID (Empl ID), position number or SpeedType, as well as either pay begin and end date range or earnings begin and end date range.
- Optional search criteria, such as department number, earnings code, or job code.
- SpeedTypes of the funds to which the earnings should be transferred.
- New distribution of the funding (amount or percentage). For example, your department may want to allocate a fixed amount to a SpeedType, and the remaining amount to another SpeedType. You can specify a fixed amount and then the percentage will calculate accordingly. The total allocation across SpeedTypes must always equal 100%.
- Documents to attach that support the decision to update the funding.
- Explanation for the transfer. Adding comments to PETs to explain the reason for the transfer of funds is a good practice, and some campus departments may require them.
- Employee IDs of any ad-hoc approvers.
- If a grant is involved, a statement from the principal investigator (PI, also project principal, or project fiscal principal) for any changes to pay or earnings over 180 days.

**Navigation tips:****▼ HCM Community Users**


Procedures in this guide begin from the HCM Community Users dashboard:

1. From the portal, click the **HCM** tile. The Employee Self Service dashboard appears.
2. Click **Employee Self Service**.
3. Click **HCM Community Users** to display the dashboard.

 The NavBar displays options for accessing other systems. Through the NavBar, you can select CU Resources to access systems on the portal.

 The magnifying glass is called a look up and displays search results for you to select valid field values.

 The book and checkmark lets you spell check text boxes.

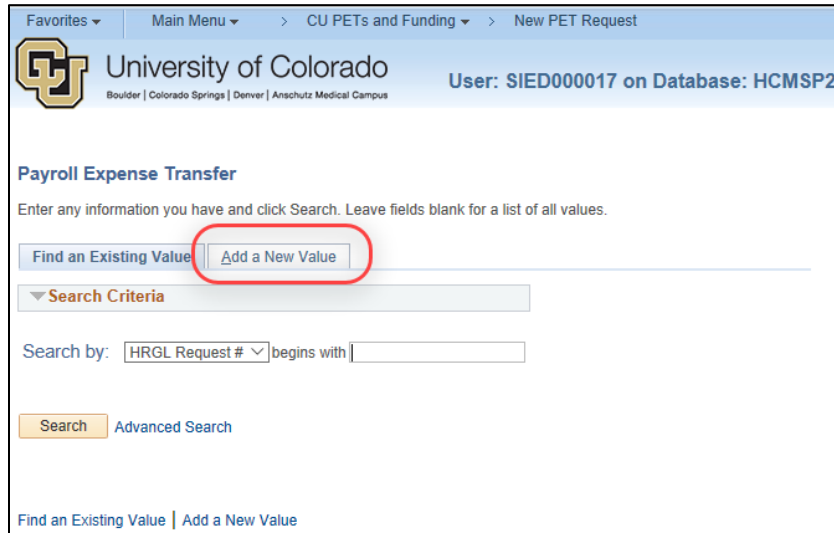
 The down arrow lets you hide, or collapse, sections you do not want to view.

Click the  right arrow to expand the section.

## Step 1: Creating a PET Request and Search for Paychecks

To create a PET:

1. From the HCM Community Users dashboard, click the **Pay Actions** tile.
2. Click **CU PETs and Funding**.
3. Click **New PET Request**. The Payroll Expense Transfer page appears, where you can search for existing PETs or create a new one.
4. Click **Add a New Value**.



The screenshot shows the 'Payroll Expense Transfer' page in the HCMSP2 system. The page header includes the University of Colorado logo and the user information 'User: SIED000017 on Database: HCMSP2'. Below the header, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is circled in red. Below these buttons is a 'Search Criteria' section with a dropdown menu and a search field. The search field contains 'HRGL Request #' and 'begins with'. There is a 'Search' button and an 'Advanced Search' link. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

- Enter search criteria to find the paycheck (or paychecks) for which you want to create a PET. This example searches by Empl ID and a range of pay dates.

**Required Search Fields:**

- One of the following is required: **Empl ID**, **SpeedType** or **Position Number**.
- Either of the following is required: **Pay Begin Date** and **Pay End Date** or **Earnings Begin Date** and **Earnings End Date**.

**Optional Search Fields:**

Narrow the results using any of the following: **Empl Record #**, **Job Code**, or **Department (ID)**.

- After you have entered your search criteria, click **Search for Paychecks**. The system displays Paycheck Search Results below the Paycheck Search Criteria. (The system may display informational warning messages if the employee has had an FTE or compensation change within the specified date range, indicating you may need to update the distribution.)

Select All		Un-Select All		<input checked="" type="checkbox"/> Send Notification Emails to Originator											
Paycheck Search Results													Personalize   Find   View All   [Grid Icon]   First 1-3 of 3 Last		
Selected	Pay Group	Pay End Date	Empl ID	Empl Rcd#	Employee Name	Department	Position Number	Job Code	Salary Admin Plan	Off Cycle	Earnings End Date	Total Earnings	Total Taxes	Total Deductions	
<input checked="" type="checkbox"/>	UOT	01/31/2016	185782	0	[Redacted]	10148	00722176	2844	960	<input type="checkbox"/>	01/31/2016	4,139.64	672.57	698.96	
<input checked="" type="checkbox"/>	UOT	02/29/2016	185782	0	[Redacted]	10131	00722176	2844	960	<input type="checkbox"/>	02/29/2016	4,139.64	518.12	709.24	
<input checked="" type="checkbox"/>	UOT	03/31/2016	185782	0	[Redacted]	10148	00722176	2844	960	<input type="checkbox"/>	03/31/2016	4,139.64	518.12	704.10	

- From the results returned, select the paychecks to be corrected. If all paychecks listed need correction, click **Select All** that appears above Paycheck Search Results. Similarly, if you need to correct only one, or a few checks, click **Un-Select All** and then select only the checks needed. If the check you are looking for is not listed, search again using different search parameters.

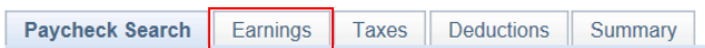
**Note:** Some paychecks may have more than one line with the same Pay End Date. For example, if leave was taken the previous month that posted to the current paycheck, the Earnings End Date will reflect the previous month in which the leave was taken, but it will be paid in the current month's paycheck. Be sure to choose all the same Pay End Date lines in order to capture the entire paycheck for redistribution.

- Enter up to three **Ad Hoc Department Approvers**, if needed.

**Note:** While you may want to add comments or attachments at this time, you cannot do so until you save the PET.

## Step 2: Redistributing the Earnings

9. Click the **Earnings** tab.



10. Notice the **Job Data Snapshot** section shows you Job Data information for the employee for the period the earnings were distributed and the **Current Check Distribution** shows where the payroll for the selected pay is currently funded.

Page through additional checks if more than one

11. Determine what the new funding distribution should be and identify which sections of the paycheck must be updated (such as, regular pay, leave earnings, additional pay).

12. Notice that the **New Check Distribution** section displays the current distribution for each paycheck you selected. You can choose to enter the updates directly into the **New Check Distribution** section for each check, or update checks using the **Funding Template for Copy**.

Copy	Earnings End Date	Department	Position #	Job Code	Rcd#	Earn Code	SpeedType	SpeedType Description	Department	Project	Account	Product	Fund Code	Program Code	PC Bus Unit	Activity	Funding End Date (if Apply Future = Yes)	Project End Date	Chartfield Descr	Amount	Distrib %
<input checked="" type="checkbox"/>	03/31/2016	10148	00722176	2844	0	RGS	10034500	Speedtype for Spon. Prgrms.	10000		402600	2200	00	PIE				Chartfield Descr	3,578.40	100.000	
<input checked="" type="checkbox"/>	03/31/2016	10148	00722176	2844	0	SCK	10034500	Speedtype for Spon. Prgrms.	10000		402600	2200	00	PIE				Chartfield Descr	238.83	100.000	
<input checked="" type="checkbox"/>	03/31/2016	10148	00722176	2844	0	VAC	10034500	Speedtype for Spon. Prgrms.	10000		402600	2200	00	PIE				Chartfield Descr	322.41	100.000	

### Updating the New Distribution Manually

13. If you want to enter funding updates directly into the **New Check Distribution** section, update values for **SpeedType**, and **Amount** and **Distribution** as needed. Otherwise, proceed to the next step.

- Add or delete rows by clicking the plus and minus buttons at the end of the row. Ensure the **Distrib %** totals 100 percent for each set of earnings types.
- Be sure to update each set of earnings types (such as, regular pay, leave earnings, additional pay) for the entire paycheck, as appropriate.

## Using the Funding Template for Copy

14. Alternately, apply funding to the New Check Distribution section using the **Funding Template for Copy**. Enter SpeedTypes directly into the template, or copy a funding distribution into the template:

- **Direct entry into the template:** Enter SpeedTypes directly into the **Funding Template for Copy** section, and add or delete rows by clicking the plus and minus buttons at the end of the row. Ensure the **Distrib %** totals 100 percent.

The screenshot displays two main sections: 'Funding Template for Copy' and 'New Check Distribution'. The 'Funding Template for Copy' section includes a search box and a table with columns for SpeedType, SpeedType Description, Department, Project, Account, Fund Code, Program Code, PC Bus Unit, Activity, Funding End Date, Project End Date, and Distrib %. The 'New Check Distribution' section includes a table with columns for Copy Distribution?, Earnings End Date, Department, Position #, Job Code, Rcd#, Earn Code, SpeedType, SpeedType Description, Department, Project, Account, Product, Fund Code, Program Code, PC Bus Unit, Activity, Funding End Date (If Apply Future = Yes), Project End Date, Chartfield Descr, Amount, and Distrib %.

- **Copying a funding distribution:** Copy into the **Funding Template for Copy** (by group of an earnings code that totals 100%) from the **New Check Distribution** section. This is useful for the quick copy of multiple SpeedType lines in the current distribution without retyping the entire list into the template.
  - a. Select the Copy Distribution? box for the funding distribution by earnings code you want to copy. All the same earnings codes will be automatically selected for a distribution that totals 100%.
  - b. Click the **Copy Checked Rows to Earnings Funding Template** link. This copies the distribution for that earnings code to the **Funding Template for Copy** so the list of SpeedTypes is ready for updates. An error message will occur if more than one earnings code group is selected.
  - c. As before, update the funding distribution by changing SpeedTypes, adding or deleting rows, and ensure that the funding distribution in the template totals 100 percent.
    - i. Once the funding distribution in the **Funding Template for Copy** section reflects the correct (new) distribution, determine how to copy the template distribution to the New Check Distribution.
      - **Use Copy Distribution? Box:** Click the select the **Copy Distribution? box** in the **New Check Distribution** section that appears next to each earnings code to which you want to apply the funding template, i.e., RGS, VAC, SCK, etc. Include all the

earnings codes that comprise the regular earnings salary for the period. Additional pay may have separate funding, and may or may not be included.

You can also use the links (described below) to define how you want the **Funding Template for Copy** applied:

- **Set all earnings to Copy for this check:** Selects the **Copy Distribution?** box for all the distribution lines for all earnings codes on the paycheck currently being viewed. Clear any boxes that should not be updated, such as certain additional pay earnings codes with specific funding.
- **Set all earnings to Copy for all checks:** Selects the **Copy Distribution?** box for all the distribution lines for all earnings codes on every paycheck in the PET.

ii. Click the **Copy Funding Distribution** button to apply the **Funding Template for Copy** to the selected earnings. The page updates.

Copy Distribution?	Earnings End Date	Department	Position #	Job Code	Rcd%	Earn Code	SpeedType	SpeedType Description	Department	Project	Account	Product	Fund Code	Program Code	PC Bus Unit	Activity	Funding End Date (if Apply Future = Yes)	Project End Date	Chartfield Descr	Amount	Distrib %
<input checked="" type="checkbox"/>	03/31/2016	10148	00722176	2844	0	RGS	10034500	Speedtype for Spon. Prgrms.	10000		402600	2200	00	PIE					Chartfield Descr	3,578.40	100.000
<input checked="" type="checkbox"/>	03/31/2016	10148	00722176	2844	0	SCK	10034500	Speedtype for Spon. Prgrms.	10000		402600	2200	00	PIE					Chartfield Descr	238.83	100.000
<input checked="" type="checkbox"/>	03/31/2016	10148	00722176	2844	0	VAC	10034500	Speedtype for Spon. Prgrms.	10000		402600	2200	00	PIE					Chartfield Descr	322.41	100.000

Earnings End Date	Department	Position #	Job Code	Rcd%	Earn Code	Distributed Amount	Distributed Percent	Total for Earn Code
03/31/2016	10148	00722176	2844	0	RGS	3,578.40	100.000	3,578.40
03/31/2016	10148	00722176	2844	0	SCK	238.83	100.000	238.83
03/31/2016	10148	00722176	2844	0	VAC	322.41	100.000	322.41

If you are including more than one paycheck in the PET, remember to page through each check using the arrows in the top of the section **1-3 of 3** to confirm that each check has the correct new distribution before submitting.

**CAUTION: HCM will not process distribution lines with zero amounts**

HCM recalculates the entire paycheck (or paychecks) based upon the new percentages.

- If the new amount calculates to less than half a cent, the amount will round to zero. HCM will not process a PET that contains a line with a zero amount. The line must be deleted.
- Taxes and deductions that begin as a small amount may create a line with a zero amount.
- Contact the campus controller's office to delete the line before completing the PET.

Distribution amount cannot be zero for new taxes for pay end date 2018-09-30. (27000,70)

## Step 3: Applying Funding Template to Future

15. Select the **Apply Funding Template to Future** check box if the **Funding Template for Copy** distribution correctly reflects new funding for the current pay period, and you want to add a row to the Department Budget Table (DBT), which creates a new funding distribution row, for the first day of the current pay period. If you multiple checks are included in the PET, only check the **Apply Funding Template to Future** check box on the **FIRST** check. As soon as the PET is Submitted for Approval, the new funding entry will post to the DBT.

The screenshot shows the HCM software interface for applying a funding template. At the top, there are checkboxes for 'Apply Funding Template to Future' and 'Apply to Future Eff Date', along with a 'Prorate Date' field. Below this is a table for 'Funding Template for Copy' with columns for SpeedType, Description, Department, Project, Account, Fund Code, Program Code, PC Bus Unit, Activity, Funding End Date, Project End Date, and Distrib %.

The 'New Check Distribution' section contains a table with columns for Copy Distribution?, Earnings End Date, Department, Position #, Job Code, Rcd#, Earn Code, SpeedType, Description, Department, Project, Account, Product, Fund Code, Program Code, PC Bus Unit, Activity, Funding End Date (if Apply Future = Yes), Project End Date, Chartfield Descr, Amount, and Distrib %.

The 'Earnings Code Summary' section at the bottom shows a table with columns for Earnings End Date, Department, Position #, Job Code, Rcd#, Earn Code, Distributed Amount, Distributed Percent, and Total for Earn Code.

## Step 4: Completing the PET

16. Click **Save**.

After saving the request, HCM performs the following actions:

- Assigns an HRGL Request # (unique identifier). The HRGL Request number consists of the user ID (XXXX#####), the creation date (YYYYMMDD), and a sequence number (###).

The screenshot shows the 'Payroll Expense Transfer' summary page. It has tabs for 'Paycheck Search', 'Earnings', 'Taxes', 'Deductions', and 'Summary'. The 'Summary' tab is active, showing the title 'Payroll Expense Transfer' and the HRGL Request #: SCHE000003-20170306-004, which is circled in red. Other fields include 'Status: Searched/Draft' and 'Originator:'.

- Validates that each SpeedType is active. If a SpeedType is inactive, an error message will display and an active SpeedType must be entered to complete the transaction. If an inactive SpeedType must be used in order to process the PET, contact your campus Controller's office to change the SpeedType status to active.
- Checks that distribution percentages total 100 percent for each paycheck. If a distribution does not total 100 percent, an error message will display instructing you to correct the distribution. You can verify the percent for the New Check Distribution by reviewing the Earnings Code Summary at the bottom of Earnings tab page to see the total Distributed Amount and Distributed Percent.
- Confirms that each funding end date for a grant's funding is equal to or less than the project end date. Currently, a warning message appears if it does not.
- Prompts the completion of a Grants Questionnaire to include an a justification and explanation of the expected outcome for this PET. The system will route the PET to Grants and Contracts for approval after you click Save/Submit.



17. After saving the request, enter comments and add attachments at the bottom of the Earnings or Paycheck Search page to provide supporting information for this PET. Comments that include justification and explanation for the PET are an opportunity to provide a quick reference for future review and audit purposes.

**Note:** After clicking Save or Save/Submit, confirm that Taxes and Deductions updated as defined by campus rules. The Taxes and Deductions are not editable in the PET by a regular user. If changes must be made to the distribution of Taxes and Deductions, contact your campus Controller's office.

18. Click the **Summary** tab to review the PET before submitting it for approval. Changes to the total amount from any SpeedType will display. Each section of the Summary adds more detail than the previous section.

Paycheck Search | Earnings | Taxes | Deductions | **Summary**

**Payroll Expense Transfer**

HRGL Request #: SCHE00003-20170306-004    Status: Searched/Draft    Originator: Scheppach, Amberly Turczyn

▼ **PET Combination Summary**    Personalize | Find | [?] | [?]    First 1-2 of 2 Last

Combination Code	Earnings	Deductions	Taxes
12020394	-2,116.42	0.00	0.00
12030743	2,116.42	0.00	0.00

▼ **PET Combination Detail Summary**    Personalize | Find | [?] | [?]    First 1-2 of 2 Last

Type	Amount	Combination Code	Account	Description
ERN	-2,116.42	12020394	402600	
ERN	2,116.42	12030743	402600	

▼ **PET Detail**    Personalize | Find | [?] | [?]    First 1-3 of 3 Last

Type	Erncd/Dedcd/Tax	Amount	Combination Code	Dept ID	Account	Job Code	Position #	Pay End Date	Co	Pay Group	Off Cycle ?	Page Nbr	Line Nbr	Sep Chk	Debit/Credit	Empl ID	EE Rcd#	Check Nbr
ERN	RGS	-4,232.83	12020394	10131	402600	2844	00722176	01/31/2017	CU	UOT	<input type="checkbox"/>	23	6	0	C	185782	0	6071710
ERN	RGS	2,116.41	12020394	10131	402600	2844	00722176	01/31/2017	CU	UOT	<input type="checkbox"/>	23	6	0	D	185782	0	6071710
ERN	RGS	2,116.42	12030743	10131	402600	2844	00722176	01/31/2017	CU	UOT	<input type="checkbox"/>	23	6	0	D	185782	0	6071710

Paycheck Search | Earnings | Taxes | Deductions | Summary

19. Click **Save/Submit** at the bottom of the page when you are ready to submit the PET for approval.

- If no approver is defined, the system allows you to add one as appropriate.
- If you are an initiator and funds do not include grant and/or gift funds (at UCD/AMC), the request will be self-approved after submitting.
- If the PET affects a grant (and/or a gift fund at UCD/AMC), it will be sent to Grants and Contracts for approval. You will also be prompted to complete the Grants Questionnaire if you did not previously save the PET as described in Step 0.



20. PET Status/Actions update as follows:

- **Searched/Draft:** Entered and saved but not submitted. Changes may be made until choosing Save/Submit.
- **Submitted for Approval:** Sent to workflow awaiting approval. The PET may be approved, denied, or recalled in this status.
- **Delete:** Use the trash can icon in the header to delete a PET in Searched/Draft status. If a PET was Submitted for Approval, Recall the PET to update the status to Searched/Draft. An approved/completed PET cannot be deleted.

Payroll Expense Transfer		Fin Aid / Controllers: <input type="checkbox"/>	Benefits Override: <input type="checkbox"/>	Regular User
HRGL Request #:	Status:	Searched/Draft	Originator:	McCoy, Catherine Louise
Submitted:	Submitted by:		Created:	07/30/18 2:33PM
Completed:			Last Update:	

- **Recall/Withdrawn:** An initiator returns the PET to Searched/Draft status from Submitted for Approval status, unless the Apply to Future Funding was included, in which case it will have posted the funding, and will return the PET to uneditable status.
- **Denied:** Returned to the initiator in Searched/Draft status by an approver without approval, unless the Apply to Future Funding was included, in which case it will have posted the funding, and will return the PET to uneditable status.
- **Uneditable:** After a PET is recalled or denied when Apply to Future Funding is included, the funding will have posted but the PET will return to uneditable status to preserve the Funding Entry history.
- **Approved:** Approved but not posted to the GL. This status may not be recalled or deleted. Once the status is set to Approved, the PET will be included in the next journal that sends the accounting detail to FIN. (PET FIN processing occurs at noon and 6:00 p.m. daily.)
- **Completed:** Posted to the general ledger (GL). This status may not be recalled or deleted.

21. After you submit a PET, review the workflow to ensure it is approved and completed (posted to the GL).

**Note:** To quickly search for your own PETs, click **NavBar > Navigator > CU PETs and Funding > My HRGL Requests**. The system displays a list of all of your PETs and funding entries with their status and other information. For a broader search, try either of the following methods:

- **NavBar > Navigator > CU PETs and Funding > HRGL Requests for My Depts**
- **NavBar > Navigator > CU PETs and Funding > HRGL Request General Search**