CU University of Colorado
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EMPLOYEE SERVICES

Human Capital Management (HCM): Step-by-Step Guide

Payroll Expense Transfers – PETs (Regular Users)

This guide describes how to create and submit a Payroll Expense Transfer (PET). A PET updates paycheck funding after the payroll process is complete.

Regular users update paycheck funding for allowable earnings codes. Restricted earnings codes, taxes, deductions, and account code changes to a paycheck require assistance from the campus controller's office. Campus Student Employment offices process PETs for work study paychecks.

For additional information:

- Refer to *Managing Funding and Suspense Job Aid* for more background and in-depth funding detail.

- For funding updates before payroll processes, refer to *Creating a Funding Entry Step-by-Step Guide*.

- For funding new positions and position department changes, refer to *Creating a Position with Funding Step-by-Step Guide*.

Contents

When to Create a Payroll Expense Transfer (PET)

Each position with an incumbent must have active funding to post payroll to the general ledger, including:

- Wage payments and stipends.

- Employer-paid deductions for medical, dental, life, disability, and retirement plans.

- Employer-paid taxes for FICA, Meditax, and other employer-paid fringe amounts.

The Department Budget Table (DBT) stores position funding rows and campus rules for suspense, earnings, taxes, and deductions to determine how payroll, when processing, will post to the general ledger. The DBT does not capture changes to funding after payroll processes.

When funding changes to a paycheck are needed after payroll, they are applied and recorded through a PET. New SpeedTypes and percentages are entered into a PET to reallocate funding for existing payroll transactions. A journal posts the new distribution to PeopleSoft Financials (FIN).

Use a PET to:

- Update funding after payroll processes to reflect actual effort on programs and projects, correct late or incorrect paycheck funding, change funding for additional pay, and transfer pay to or from temporary funding.

- Clear payroll suspense due to expired project/funding end dates, inactive SpeedTypes, invalid project status, or for positions with DBT funding that is missing or mismatched by fiscal year, department, and/or with job data.

Best Practice: Complete PETs as soon as possible after reviewing payroll registers. PETs impact grant effort reporting, and PETs posted after employee certification require ePERs recertification.

Before You Begin

Information You Will Need:

- Required search criteria
    - At least one: employee ID (Empl ID), position number, SpeedType.
    - At least one set: begin and end dates for pay period or earnings period.
- Optional search criteria: department number, earnings code, job code.
- The active SpeedTypes reflecting updated funding for effort on each position or for additional pay.
- The percentage of the distribution (or pay amounts) for each SpeedType that total 100% of the paycheck.
- Comments or additional documents that support the paycheck funding update. Include justification for effort changes on grants and contracts, additional explanation for changes made after 90 days or more.
- Additional ad-hoc approvers.

Navigation tips:

▼ HCM Community Users

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

1. From the CU employee 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.

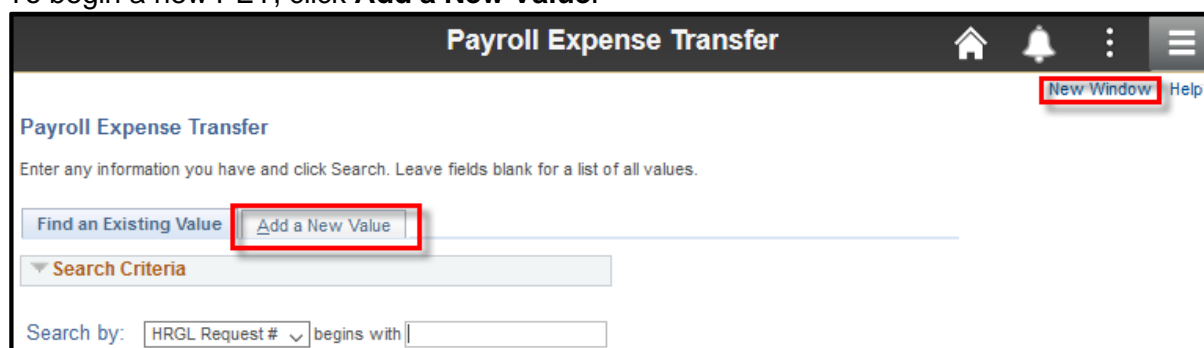The book and checkmark lets you spell check text boxes.

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: Create 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** to expand the menu.
3. Click **CU PET Request**. The Payroll Expense Transfer page appears. You can search for existing PETs or create a new one.
4. Click **New Window** to display the page without the menu.
5. To begin a new PET, click **Add a New Value**.

6. Enter search criteria to find the paychecks to update.

   Required Search Fields:

   - At least one of the following: **Empl ID**, **SpeedType** or **Position Number**.

   - One of the following sets of dates: **Pay Begin Date** and **Pay End Date** or **Earnings Begin Date** and **Earnings End Date**.

   Optional Search Fields: Empl Record #, Job Code, and/or Department (ID).

7. Click **Search for Paychecks.** The system displays Paycheck Search Results. If paychecks or rows are missing, change the search parameters and try again.

   - Paychecks return a single row when there is only one value for each field displayed below.

   - Paychecks return multiple rows when they include more than one value for each field displayed below, such as pay and/or leave from multiple earnings periods, multiple funding periods, multiple positions, or multiple job code or pay groups.

| Selected	Pay End Date	Earnings End Date	Off Cycle	Empl ID	Empl Rcd#	Department	Position Number	Job Code	Pay Group	Total Earnings	Total Taxes	Total Deductions
☑	04/30/2018	03/31/2018		155950	0	30063	00652347	1310	F12	3,871.22	833.06	536.53
☑	04/30/2018	04/30/2018		155950	0	30063	00652347	1310	F12	3,871.22	833.06	536.53
☑	05/31/2018	05/31/2018		155950	0	30063	00652347	1310	F12	3,871.22	833.06	536.53

Note: The total earnings reflect the entire pay included in the paycheck. The employee portion of total taxes and deductions appear. Be sure to include all paycheck rows in the PET that are included in the total pay. Reallocating partial paychecks may cause funding calculation errors.

8. Select the paychecks to update. You can click Select All, Un-Select All, or each checkbox separately to choose which rows to include in the PET. Unchecked rows will not be included in the PET.

   A message will appear if the employee had an FTE or compensation change within the specified date range. A message will also appear when a new search replaces the previous search.

Step 2: Redistribute the Earnings

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

9. Click the **Earnings** tab.
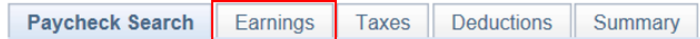
   By default, each paycheck will display on its own page. At the top right, you can click View All to see all paychecks on one page, or use the arrows to review one paycheck per page.

10. Ensure the entire paycheck is included in the PET.
    - The Paycheck Information section confirms the **Total Gross** of the paycheck.
    - The Job Data Snapshot section displays employee job data and the **Comp Rate** for the paycheck period.
    - The Current Check Distribution section displays the paycheck's current funding and **Amount** of pay.

11. Compare the **Total Gross** in the Paycheck Information to the **Amount** of pay in Current Check Distribution. If the total gross and total amount do not match, go back to the Paycheck Search tab and select all the rows for the paycheck.

    Note: Use the Excel button to quickly sum the amount when there are multiple lines.

12. Determine the specific funding distribution for each position, additional pay, etc., and determine which sections you need to apply new funding.

    - A single position may be divided into separate sections when there are multiple earnings end dates, earnings codes, etc. When a single position has multiple sections, use the same funding distribution for each section at 100%.

    - The paycheck is divided into sections when additional pay and/or more than one position exists. Different funding distributions may apply to additional pay or additional positions. Distribute each section at 100%.

Example:	VAC @ 100%	$223.34	New Pos Dist @ 100%
100% of the position funding reflects 100% of the effort.	SCK @ 100%	$223.34	New Pos Dist @ 100%
100% of the effort is reflected in 100% of the earnings.	RGS @ 100%	$3424.54	New Pos Dist @ 100%
100% of the earnings equals the total salary of $3871.22.	=Total @ 100%	$3871.22	New Pos Dist @ 100%

This position's earnings are divided into three sections; one for each earnings code, each distributed at 100%.

Apply the same 100% position funding distribution to each section (portion of total earnings) to reflect the same 100% funding distribution across the 100% earnings for that position.

Update New Check Distribution Manually

13. In the **New Check Distribution** section, which displays defaults for the current paycheck distribution, update the individual rows with new SpeedTypes and percentages consistent with the new position or additional pay funding distribution.

   a. For each row, enter the new **SpeedType**, and **Percent of Distribution** or **Amount** (a portion of the pay to reallocate).

   b. To replace current data, type over the existing data, and press **Tab**.

   c. Scroll right where you can add rows using the add button ⊞, as well as delete unused or duplicate rows using the minus button ⊟.

   d. Ensure the **Distrib %** totals 100% for each section.

   e. When there is more than one paycheck in the PET, remember to page through each check using the navigational arrow buttons at the top of the section, and confirm that each check has the intended new distribution before submitting.

   Tip: Not sure which rows belong to a section? Select a box in a row, and all the rows for that section will automatically appear selected. Multiple lines in a section always total 100%.

Use the Funding Template for Copy

14. Use the **Funding Template for Copy** to apply the funding distribution to a section, the paycheck, or all paychecks in the PET with a single click of the orange Copy Funding Distribution button. (This is most helpful with multi-line, complicated funding distributions applied to multiple sections of a check.)

a. Add new funding to the Funding Template for Copy.

- **Direct entry into the Template:** Enter SpeedTypes and percentages, and add and/or delete rows as needed, to ensure that the new funding distribution is accurate and totals 100%.

Or,

- **Copy existing funding to the Template:** Copy a section (totaling 100%) from the **New Check Distribution** to paste into the **Funding Template for Copy**, and then update the template.

    i. In the **New Check Distribution**, choose a row in the section to copy and click the box under **Copy Distribution?**. All the rows in that section (totaling 100%) will be selected automatically.

    ii. Click the last set of blue letters under the Template, **Copy Checked Rows to Earnings Funding Template**. The distribution from the selected section (totaling 100%) will paste to the **Funding Template for Copy**. An error message will occur if more than one section is selected.

    iii. Update SpeedTypes and percentages, and add and/or delete rows as needed, to ensure that the new funding distribution is accurate and totals 100%.

b. Choose how to apply the **Funding Template for Copy** to one or more sections of the **New Check Distribution**.

You have the following options:

- **Choose which sections to update in the paycheck**. Choose a row in the section to update, and click the box under **Copy Distribution?**. All the rows in that section (totaling 100%) will be selected automatically.

- **Chose to update the entire paycheck**. Click the first set of blue letters under the Template, **Set all earnings to Copy for this check**. All the rows for the paycheck will be selected automatically. Clear any boxes that should not be updated, such as certain additional pay earnings codes with different **funding.**

- **Choose to update all the paychecks in the PET**. Click the second set of blue letters under the Template, **Set all earnings to Copy for all checks.** All the rows for all the paychecks in the PET will be selected automatically.

c. Click the orange **Copy Funding Distribution** button to apply the funding distribution in the **Funding Template for Copy** to the selected sections/paychecks. The page updates.

d. If there is more than one paycheck in the PET, remember to page through each check using the arrows at the top of the section to confirm that each check has the intended new distribution before submitting.

Step 3: Apply Funding Template to Future

15. Select the **Apply Funding Template to Future** to use the PET to create a new DBT funding row without a separate CU Funding Entry. Check the box on the first paycheck page. The Apply to Future Eff Date will populate with the current funding period. The funding distribution in the **Funding Template for Copy** will post with this effective date to the DBT as soon as the PET is Submitted for Approval.

Because the PET now acts as a funding entry form, it becomes uneditable if the PET is recalled or denied.

Step 4: Review Additional Tabs and System Checks

16. Click **Save**. The entire paycheck or paychecks will recalculate based upon the new percentages.

17. Review the **Earnings Code Summary** at the bottom of the Earnings tab to confirm the total Distributed Amount and Distributed Percent and verify the percent for the New Check Distribution.

    The system checks the following information, and may prompt you for corrections:

    - Only active SpeedTypes can be entered, and only projects that are in pre-spending, open, or ended status can be entered. A red box appears in the field if the SpeedType or project is not allowed, and it will not clear until a valid entry is made.

    - Only one row is allowed for each SpeedType in each section. Combine multiple SpeedType rows into one.

    - Inactive SpeedTypes will create a hard stop. 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.

    - Duplicate key values are not permitted. If there is more than one row with the same SpeedType in a section, consolidate the distribution percent to one row and delete any additional rows with the same SpeedType in that section.

    - A change must have been made to the PET. If there were no changes to the paycheck distributions, the PET will not process.

    - Distribution percentages in each section and for each paycheck must total 100%. If a distribution does not total 100%, an error message will display instructing you to distribute each section at 100%.

    - A funding distribution for RGS that does not match the funding distribution for the exception time (that directly offsets RGS) including VAC, SCK, etc., causes a warning message. Use the same funding distribution for the offset exception time as RGS.

    - If SpeedTypes with Fund 30 or 31 are used, the PET will prompt for the completion of a Grants Questionnaire.

18. Click the **Grants Cert** tab. Complete the justification and an explanation of how and why the funding changed. The system will route the PET to Grants and Contracts for approval after you click Save/Submit.

19. Click on the **Taxes** tab and the **Deductions tab** to review how those updated per 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, or any account codes, contact your campus Controller's office.

20. Click the **Summary** tab to review the PET after clicking Save and 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.

Step 5: Complete the PET

21. Return to the Paycheck Search tab.

22. Review the PET Header. An HRGL Request # (unique identifier) is assigned to the PET when it is saved. The HRGL Request number consists of the user ID (*XXXX######*), the creation date *YYYYMMDD*), and a sequence number (*###*). You will also see the status, user employee name, and timestamps for the entry.

Note: To delete the entry, abandon the PET before clicking Save, or click the trash can icon in the header while in Searched/Draft status. If a PET was Submitted for Approval, recall the PET to update the status to Searched/Draft. Once an entry is in Approved/Completed status, it cannot be deleted. If needed, create a new PET for the same paychecks to update the paycheck funding.

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

24. Enter **Comments** and **Add Attachments** to provide supporting information for this PET and a quick reference for future review and audit purposes.

The PET offers the following actions:

Action	Description
Save	The PET is saved and general system checks are made. The summary page updates.
Save/Submit	The PET is submitted for approval. It will self-approve or enter workflow.
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.
Approve	As the PET moves through workflow, approvers approve the PET to continue through workflow until it is either recalled/denied or finally approved.

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

- If you are an initiator and funds do not include grant (and/or gift funds at UCD/AMC), the request will self-approve.

- If the PET affects a grant (and/or a gift fund at UCD/AMC), it will be routed through workflow to the campus grants and contracts office for approval. You will also be prompted to compete the Grants Questionnaire if you did not previously save the PET.

The PET Status is updated as follows:

Status	Description
Searched/Draft	Status after clicking Save and the HRGL Request # is created. 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.
Uneditable	When Apply to Future Funding is checked, the funding will have posted upon Save/Submit. If the PET is recalled or denied, the PET will become uneditable (no further changes may be made to the PET) to preserve the Funding Entry history.
Approved	The PET is approved, but has not yet posted to the GL. A PET in this status may not be recalled or deleted. The PET will be included in the next journal that posts the accounting detail to FIN. (PET journals are scheduled for noon and 6:00 p.m. daily.)
Completed	Posted to the general ledger (GL). This status may not be recalled or deleted.
Cancelled	A PET may be cancelled if there was an error where the Completed PET was not included in the journal. The HCM PET accounting lines will be deleted, and a new PET is required to update the paycheck funding.

The **Event Tracker** provides the date and time, action type, and username to follow the status of the PET. After you submit a PET, the Event Tracker will confirm Completed status.

Once the PET is in completed status, review mFIN payroll detail to confirm the PET posted correctly.

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**

HRGL Request General Search

Search Filters

HRGL Request #	Request Type	Status	Department	Position Number	Created Date Range
(Starts with)	Originator	Empl ID			Begin / End
	Submitter	SpeedType			Completed Date Range
Search	☐ Only Fin Aid / Controllers Office	Project			Begin / End

Personalize | Find | 🔁 | 🖩   First ◁ 1-3 of 3 ▷ Last

HRGL Request #	Request Type	Status	Submitter	Created Datetime	Submitted Date Time	Completed Date/Time	Fin Aid / Controllers Office	Department	Position Number	Search Empl ID	Search Department	Search Position#
MCCO000605-20171205-001	Payroll Expense Transfer	Searched/Draft		12/05/17 10:20AM			☐			155128		
MCCO000605-20190522-001	Payroll Expense Transfer	Searched/Draft		05/22/19 7:34PM			☐					00002380
MCCO000605-20181022-010	Funding Change	Searched/Draft		10/22/18 2:47PM			☐	10623	00667435			