L
E informational (header, events, summary)
G paycheck (search, details)
E funding template
N supplemental (approvals, attachment, comments)
D

HCM: PET Data Page Map

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

Payroll Expense Transfer

Fin Aid / Controllers ☐   Benefits Override ☐   **Fin Aid / Controllers Office**

HRGL Request #:		Status:	Searched/Draft	Originator:	McCoy, Catherine Louise
Submitted:		Submitted by:		Created:	05/01/19 11:36AM
Completed:				Last Update:	

Paycheck Search Criteria   Find | View All   First ◄ 1 of 1 ► Last

Empl ID*	Position Number*	SpeedType*	**A**
Pay Begin Date	Pay End Date	Earn Code	Employee Name Search	Empl Record #	Department
B Earnings Begin Date	Earnings End Date	Include Off-Cycle?: ☑	Search for Paychecks	Job Code

Select All   Un-Select All

☑ Send Notification Emails to Originator

Paycheck Search Results   Personalize | Find | View All | 🔲 | 🔲   First ◄ 1 of 1 ► Last

| Main | Addl Info |

Selected	Pay Group	Pay End Date	Earnings End Date	Empl ID	Empl Rcd#	Employee Name	Department	Position Number	Job Code	Off Cycle	Total Earnings	Total Taxes	Total Deductions
☑					0					☐	0.00	0.00	0.00

Ad Hoc Department Approvers (If Needed)

Department Approver 1
  Empl ID: ☐ 🔍

Department Approver 2
  Empl ID: ☐ 🔍

Department Approver 3
  Empl ID: ☐ 🔍

▼ Attachments   Personalize | Find | 🔲 | 🔲   First ◄ 1 of 1 ► Last

| Attached File | Description | Add Attachment | Attached By | Last Update Date/Time | ➕ |
| 1 | | Add Attachment | | |

Add Comment

▼ Comments   Personalize | Find | View All | 🔲 | 🔲   First ◄ 1 of 1 ► Last

| Comment | | Date/Time Created | Added by User | ➖ |

▼ Event Tracking   Personalize | Find | View All | 🔲 | 🔲   First ◄ 1 of 1 ► Last

| Event Date/Time | Event | User Name | Ad Hoc Details (if applicable) |

| Save | Save / Submit | Approve | Deny | Recall |

Paycheck Search | Earnings | Taxes | Deductions | Summary

Header/Event Tracking/Action Buttons: Track HRGL Requst number, and staus of PET actions.

Paycheck Search Criteria:
> **A:** At least one:
>> Empl ID | Position Number | SpeedType
> **B:** At least one:
>> Pay date range | Earnings date range

Paycheck Search Results: A separate row appears when any field has a different value than the previous entry.
> **Pay Date Range:** Use for paycheck dates.
> **Earnings Range:** Paychecks may contain earnings from more than one earnings period, such as leave periods, check pulls/reissued pay, late pay, overpayments, manual check (job data) changes, additional pay, and mid-month funding entry begin/end dates.
> **Off Cycle:** Confirming if the entry was entered after on-cycle for the pay period.
> **Empl ID/Employee Name:** Confirming the correct employee is chosen.
> **Empl Rec#:** Confirming which record number was used.
> **Department/Position Number:** This combo determines the DBT to be used.
> **Job Code:** Confirming the correct type of position.
> **Pay Group:** Confirming the correct eligibility rules.
> **Total Earnings:** Confirming the total check amount.

Ad Hoc Department Approvers: Additional approval beyond self-approving/grant defaults.

Attachments/Comments: Important additional documentation for audit trails.

Payroll Expense Transfer

Tabs: Paycheck Search | Earnings | Taxes | Deductions | Summary

HRGL Request #:   **Status:** Searched/Draft   **Originator:** McCoy, Catherine Louise

Paycheck Detail
Find | View All   First 1 of 1 Last

Paycheck Information

Name	Empl ID	Rcd#	Paycheck Number	Pay Group	Pay End Date	Off Cycle?	Page Nbr	Line Nbr	Sep Chk	Total Gross	Deduct...	...xes
		0							0	0.00	0.00	0.00

Job Data Snapshot
Personalize | Find | View All | 1 of 1 Last

Rcd#	Job Eff Date	Job Eff Seq	Department	Position Number	Job Code	Job Description	HR Status	Action	Action Reason	Pay Frequency	Pay Group	FTE	Std Hours	Comp Rate	Reports...	Empl Class	Reg/Temp
0	0																

Current Check Distribution
Personalize | Find | First 1 of 1

Pay End Date	Earnings End Date	Rcd#	Department	Position #	Jobcode	Earn Code	SpeedType	SpeedType Description	Account	Charged Dept	Fund Code	Program Code	Project	Project End Date	Activity	Chartfield Descr	Amount	Distri...
		0														Chartfield Descr	0.00	0.000

Copy Funding Distribution

Apply Funding Template to Future: ☐
Apply to Future Eff Date: Prorate Date: _____

Funding Template for Copy
Personalize | Find | First 1 of 1 Last

SpeedType	SpeedType Description	Account	Fund Code	Department	Program Code	Project	Project End Date	Distrib %	Funding End Date		
								0.000		+	−

Set all earnings to Copy for this check   Set all earnings to Copy for all checks   Copy Checked Rows to Earnings Funding Template

Export

New Check Distribution
Personalize | Find | First 1 of 1 Last

Copy Distribution?	Earnings End Date	Rcd#	Department	Position #	Job Code	Earn Code	SpeedType	SpeedType Description	Account	Fund Code	Department	Program Code	Project	Project End Date	Chartfield Descr	Amount	Distrib %	Funding End Date (if Apply Future = Yes)
☐		0													Chartfield Descr	0.00	0.000	

Earnings Code Summary
Personalize | Find | First 1 of 1 Last

Earnings End Date	Department	Position #	Job Code	Rcd#	Earn Code	Distributed Amount	...al for Earn Code
				0		0.00	0.00

Add Comment

Comments
Personalize | Find | View All | First 1 of 1 Last

Comment	DateTime Created	Added by User		
				−

Attachments
Personalize | Find | First 1 of 1 Last

Attached File	Description	Add Attachment	Attached By	Last Update Date/Time	
1		Add Attachment			+

Buttons: Save | Save / Submit | Approve | Deny | Recall

Paycheck Search | Earnings | Taxes | Deductions | Summary

Right panel notes

Paycheck Navigation:
A: Scroll through paychecks.

Paycheck Detail: Match these lines:
- **B:** Paycheck Total Gross
- **C:** Job Data Comp Rate
- **D:** Current Check Total
- **E:** Earn Code Total

Hint: Too many paycheck lines to add? Export to Excel:
1. Click icon.
2. Click cell below amount.
3. Click AutoSum. ∑

Check Distribution Fields:
Separate lines display when a field has a different value.

Group by 100% funding changes in field values including:

End Dates: Pay and Earnings

Earn Codes: Leave, additional pay, special pay, work study

Funding Template: Apply complicated funding updates accurately with a single click.

Special Features:
- **F:** **Apply Funding to Future:** Create new funding entry for current pay period.
- **G:** **Prorate Date:** Apply template funding for partial period.

Paycheck Search | Earnings | Taxes | Deductions | Summary

Payroll Expense Transfer

HRGL Request #:		Status:	Searched/Draft	Originator:	McCoy, Catherine Louise

Paycheck Detail Find | View All   First ◀ 1 of 1 ▶ Last

Paycheck Information

Name	Empl ID	Rcd#	Paycheck Number	Pay Group	Pay End Date	Off Cycle ?	Page Nbr	Line Nbr	Sep Chk	Total Gross	Total Deductions	Total Taxes
		0				☐			0	0.00	0.00	0.00

Job Data Snapshot Personalize | Find | View All | 🔎 | 🔢   First ◀ 1 of 1 ▶ Last

Rcd#	Job Eff Date	Job Eff Seq	Department	Position Number	Job Code	Job Description	HR Status	Action	Action Reason	Pay Frequency	Pay Group	FTE	Std Hours	Comp Rate	Reports To	Empl Class	Reg/Temp
0		0															

Current Distribution Personalize | Find | 🔎 | 🔢   First ◀ 1 of 1 ▶ Last

Pay End Date	Earnings End Date	Position Number	Job Code	State	Tax Class	SpeedType	SpeedType Description	Account	Fund Code	Department	Program Code	Project	Project End Date	Activity	Chartfield Descr	Amount	Distrib %
															Chartfield Descr	0.00	0.000

Funding Template for Copy Personalize | Find | 🔎 | 🔢   First ◀ 1 of 1 ▶ Last

SpeedType	SpeedType Description		Department	Project	Account	Fund Code	Program Code	PC Bus Unit	Activity	Funding End Date	Project End Date	Distrib %
												0.000

[Copy Funding Distribution]

New Check Distribution Personalize | Find | 🔎 | 🔢   First ◀ 1 of 1 ▶ Last

Copy Distribution?	Earnings End Date	Rcd#	Department	Position #	Job Code	State	Tax Class	SpeedType	SpeedType Description	Account	Fund Code	Department	Program Code	Project	Project End Date	Chartfield Descr	Amount	Distrib %	Funding End Date
☐		0														Chartfield Descr		0.000	

Tax Class Summary Personalize | Find | 🔎 | 🔢   First ◀ 1 of 1 ▶ Last

Earnings End Date	Department	Position #	Job Code	Rcd#	State	Tax Class	Distributed Amount	Distributed Percent	Total for Tax Class
				0			0.00	0.000	0.00

[Add Comment]

▼ **Comments** Personalize | Find | View All | 🔎 | 🔢   First ◀ 1 of 1 ▶ Last

Comment	DateTime Created	Added by User

▼ **Attachments** Personalize | Find | 🔎 | 🔢   First ◀ 1 of 1 ▶ Last

	Attached File	Description	Add Attachment	Attached By	Last Update Date/Time
1			[Add Attachment]		

[Save] [Save / Submit] [Approve] [Deny] [Recall]

Paycheck Search | Earnings | Taxes | Deductions | Summary

Taxes

Taxes and Deductions:

- Recalculates for all the lines included in the PET.

- Paycheck lines that are excluded from the PET will be excluded from PET funding updates.

- Based upon the campus set up rules in the Department Budget Table.

- Account codes follow set up rules.

Fin Aid/Controllers Office: Any changes to the taxes and deductions pages may only be made with this special access.

Deductions

Taxes and Deductions:

- Recalculates for all the lines included in the PET.
- Paycheck lines that are excluded from the PET will be excluded from PET funding updates.
- Based upon the campus set up rules in the Department Budget Table.
- Account codes follow set up rules.

Fin Aid/Controllers Office: Any changes to the taxes and deductions pages may only be made with this special access.

Payroll Expense Transfer

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

| HRGL Request #: | Status: | Searched/Draft | Originator: | McCoy, Catherine Louise |

PET Combination Summary

Personalize | Find | 🖼 | 🖼   First ◄ 1 of 1 ► Last

SpeedType	Earnings	Deductions	Taxes	Total
	0.00	0.00	0.00	0.00

PET Combination Detail Summary

Personalize | Find | 🖼 | 🖼   First ◄ 1 of 1 ► Last

Type	Amount	SpeedType	Account	Description
	0.00			

Export

PET Detail

Personalize | Find | 🖼 | 🖼   First ◄ 1 of 1 ► Last

Type	Ernod/Dedod/Tax	Amount	SpeedType	Account	Check Nbr	Pay End Date	Empl ID	Employee Name	Co	Pay Group	EE Rcd#	Dept ID	Position #	Job Code	Off Cycle ?	Page Nbr	Line Nbr	Sep Chk	Debit/ Credit
		0.00		0							0				☐	0	0	0	

| Save | Save / Submit | Approve | Deny | Recall |

Paycheck Search | Earnings | Taxes | Deductions | Summary

Summary

Click **Save** to update totals.

PET Combo Summary:

Displays amount of funding changes only.

PET Detail:

Click the dropdown arrow.

Expands all the fields/lines with the PET details of credits and debits.

Sort by credit ot debit to confirm new distribution.

Hint: Export to Excel to download complete transaction detail for the PET.

1. Click icon. 🖼
2. Save with the HRGL # for reference.
3. Use AutoSum ∑ or subtotal for review.