

Create and approve Payroll Expense Transfers for FY19 by July 11 ^[1]

June 18, 2019 by [Employee Services](#) ^[2]

Payroll Expense Transfers (PETs) for FY19 paychecks must be completed by **July 11** to post to FY19 business. All FY19 suspense must be cleared in FY19, and funding distributions must be updated to reflect accurate effort on institutional and grant funds.

Complete the tasks below to get started.

Ensure FY19 General Ledger payroll transactions are accurately posted

To confirm funding distributions and identify payroll that went to suspense, run the Payroll Register with Accounting Detail query (**CUES_HCM_PAYROLL_REGISTER_DTL**).

Follow the path below to access the query:

CU Resources Home dropdown menu > Business Tools > HCM > HCM Community Users > HCM WorkCenter tile > Resources tab > Payroll Register ACCT Detail.

Mark your calendar for payroll register dates:

June monthly payroll registers: Run Friday, June 21

June biweekly payroll registers for Pay Periods Ending (PPE):

- PPE 06/01/19: Run Monday, June 10
- PPE 06/15/19: Run Monday, June 24
- PPE 06/29/19: Run Monday, July 9
- PPE 07/13/19: First payroll of FY20

Clear FY19 suspense

FY19 balances from suspense SpeedTypes must be cleared by fiscal year-end. Follow these steps to approve PETs for all FY19 payroll:

1. Identify payroll that posted to suspense SpeedTypes.
2. Create a PET to transfer the payroll from suspense to an appropriate SpeedType.
3. Complete FY19 PETs by **July 11** to post to FY19.

Ensure funding distributions/effort is correct

Funding distributions and reallocations reflect effort on institutional and grant funds. Ensure funding distributions/effort is correct with these steps:

1. Identify payroll that requires different funding distribution/effort reporting.
2. Create a PET to transfer the payroll to the appropriate SpeedTypes to capture the effort correctly.
3. Complete FY19 PETs by **July 11** to post to FY19.

For additional questions about PETs, review the [Payroll Expense Transfers - PETs step-by-step guide](#). [3]

Effort reported in the Personnel Effort Reporting system

Paycheck funding distributions reflect effort paid by SpeedTypes, and are reported in the Personnel Effort Reporting system (ePER) when grant funding exists.

Consider the following to ensure FY19 effort reported in the ePER system is accurate:

- Effort (when it includes grant funding) is reported to, and certified by, employees via the ePER system.
- A PET redistributes the funding after payroll. When there is grant funding, the corresponding effort is updated in the ePER system.
- When a PET is created with grant funding for periods already certified by an employee, a new certification by the employee is required.

[HRGL](#) [4], [fiscal year-end](#) [5], [PETs](#) [6], [payroll](#) [7], [payroll expense transfer](#) [8], [Funding Suspense](#) [9], [ePER](#) [10]

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