

Payroll Expense Transfer Labs coming to campuses in May ^[1]

April 19, 2019 by [Employee Services](#) ^[2]

Payroll Expense Transfer (PET) labs are coming to all campuses May 2-30. Learn more about them below, then register for a session.

About the labs

During these interactive structured labs, regular users will learn best practices for creating a [Payroll Expense Transfer](#) ^[3] (PET). PETs are used to correct the SpeedType of a funding source after payroll has already posted.

Attendees will view the approval workflow of a PET, understand when and why PETs are needed, and review how they affect grants. Ask experts questions to understand how to move funds within your department.

Register for a session

Learn how to register through Skillssoft with our [step-by-step guide](#) ^[4].

CU Colorado Springs	When: Thursday, May 2, 10 a.m. - 12 p.m. Where: LIBRARY-EPC 239
CU Denver	When: Thursday, May 23, 1-3 p.m. Where: 1475 Lawrence Street, BUS-2501 Classroom
CU Anschutz	Where: Thursday, May 23, 9-11 a.m. Where: ED 2 North: P28-CTL-2201AB Lab When: Friday, May 24, 9-11 a.m. Where: ED 2 North: P28-CTL-2201AB Lab

CU Boulder	When: Wednesday, May 29, 9-11 a.m. Where: Marine Street Science Center (MSSC) W179 Lab
	When: Wednesday, May 29, 1-3 p.m. Where: Marine Street Science Center (MSSC) W179 Lab
	When: Thursday, May 30, 9-11 a.m. Where: Marine Street Science Center (MSSC) W179 Lab

[Register today](#) ^[5]

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Discover all upcoming training opportunities, including monthly webinars, on the HCM Community website.

[View all training](#) ^[6]

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[3] <https://www.cu.edu/hcm-community/pay-transactions/create-payroll-expense-transfers>

[4] <https://www.cu.edu/docs/enroll-instructor-led-training-ilt>

[5]

<https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid>

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