

## **Payroll Expense Transfer Labs coming to campuses in May** <sup>[1]</sup>

April 19, 2019 by [Employee Services](#) <sup>[2]</sup>

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](#) <sup>[3]</sup> (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](#) <sup>[4]</sup>.

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

<b>CU Boulder</b>	<p><b>When:</b> Wednesday, May 29, 9-11 a.m.  <b>Where:</b> Marine Street Science Center (MSSC) W179 Lab</p> <p><b>When:</b> Wednesday, May 29, 1-3 p.m.  <b>Where:</b> Marine Street Science Center (MSSC) W179 Lab</p> <p><b>When:</b> Thursday, May 30, 9-11 a.m.  <b>Where:</b> Marine Street Science Center (MSSC) W179 Lab</p>
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[Register today](#) <sup>[5]</sup>

## Looking for more training?

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

[View all training](#) <sup>[6]</sup>

[HCM Community](#) <sup>[7]</sup>, [Structured Labs](#) <sup>[8]</sup>, [PETs](#) <sup>[9]</sup>, [PET](#) <sup>[10]</sup>

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