# 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 <u>Payroll Expense Transfer</u> [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 Skillsoft 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

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]

## Looking for more training?

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

View all training [6]

HCM Community [7], Structured Labs [8], PETs [9], PET [10]

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#### Links

[1] https://www.cu.edu/blog/hcm-community/payroll-expense-transfer-labs-coming-campuses-may [2] https://www.cu.edu/blog/hcm-community/author/9230 [3] https://www.cu.edu/hcm-community/pay-transactions/create-payroll-expense-transfers [4] https://www.cu.edu/docs/enroll-instructor-led-training-ilt

https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetic [6] https://www.cu.edu/hcm-community/hcm-projects/training-webinars [7] https://www.cu.edu/blog/hcm-community/tag/hcm-community/tag/hcm-community/tag/hcm-community/tag/hcm-community/tag/pets [10] https://www.cu.edu/blog/hcm-community/tag/pet [10