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The PET pages offer robust tools to adjust funding after payroll processes [1]



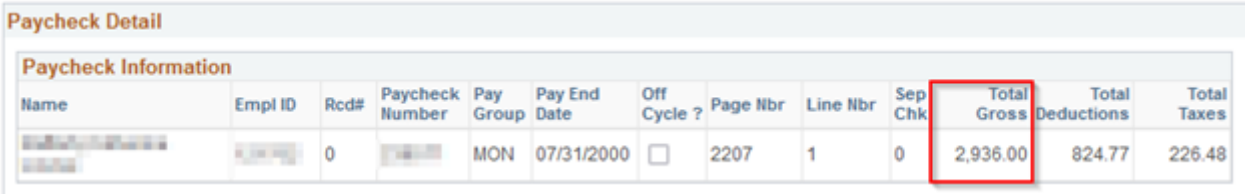
March 19, 2025 by Employee Services [2]

Payroll Expense Transfers (PETs) are used to reallocate funding after payroll processes. Some paychecks are simple, using only a single position with only one or two funding lines. But PETs can get complicated when multiple positions, earning periods, earn codes, additional pay and other concerns are taken into account.

The PET page in HCM has a number of features that can make the redistribution process much easier, but it is important to understand them in order to apply them effectively.

100% of Effort each pay period

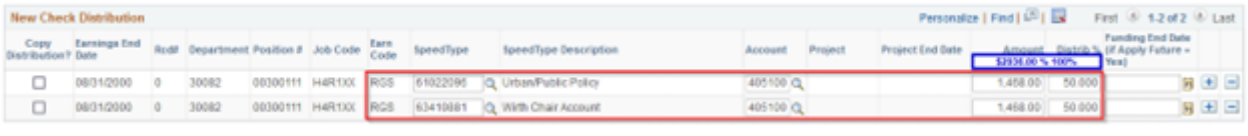
Think about the total pay in a paycheck as reflecting 100% of effort over the pay period. Funding is determined by allocating effort proportionally to SpeedTypes.


Paycheck Detail

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
[redacted]	[redacted]	0	[redacted]	MON	07/31/2000	☐	2207	1	0	2,936.00	824.77	226.48

Here is an example of the total pay distributed across two SpeedTypes at 50% each.


New Check Distribution

Personalize | Find | First 1-2 of 2 Last

Copy Distribution?	Earnings End Date	Rcd#	Department	Position #	Job Code	Earn Code	SpeedType	SpeedType Description	Account	Project	Project End Date	Amount $2936.00	Distrib % 100%	Funding End Date (If Apply Future – Yea)
☐	08/31/2000	0	30082	00300111	H4R1XX	RGS	61022095	Urban/Public Policy	405100			1,468.00	50.000	
☐	08/31/2000	0	30082	00300111	H4R1XX	RGS	63410681	Wirth Chair Account	405100			1,468.00	50.000	

If there is more than one position in a paycheck, chances are that there is different effort on each position and funding distributions should be used. Distributing funding differently for each position could be a nightmare, but it's okay — the PET can handle it.

Additional pay may have separate funding than the position and may be funded differently. Distributing funding separately is easy — the PET can handle it.

- **Note:** Taxes and deductions for additional pay may post differently than regular pay.

HRGL Request — Payroll Expense Transfer (PET)

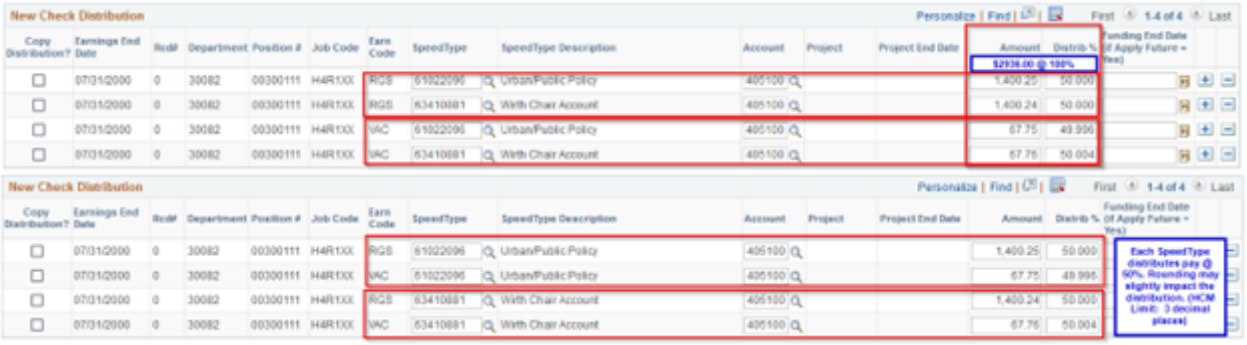
You have full control over how a paycheck's distribution can change. The PET page displays the paycheck's funding in "sections." When there are multiple positions, multiple earn codes, and/or multiple earnings and funding periods, they will each display in their own "section" with a 100% distribution.

- Each 100% distribution section may be changed differently from any other 100% distribution.
- The trick is knowing which 100% distributions should be distributed together with the SAME new 100% distribution, and which sections may need a separate 100% distribution.

Let's dive deeper to see how the different sections are displayed.

Why is there more than one distribution at 100%?

- **Is there more than one position?** Each position will display its own 100% distribution.
  - **Why is that?** If the PET page distributes one position at 100%, then it distributes each position at 100%. Remember that multiple positions probably use different effort and thus different distributions. The PET pages can handle that.
  - **Note:** Even if there were multiple earn codes used for one or more positions, the entire position should still be reallocated with the same distribution.
- **Is there more than one earn code, i.e., regular pay and additional pay, on the paycheck?** Each earn code will display its own 100% distribution.
  - **Why is that?** If the PET page distributes 100% for one earn code, then it distributes 100% for each earn code.
  - Since each earn code has its own 100% distribution, if one earn code is for additional pay, the PET can handle a separate distribution for that one additional pay earn code.
- **What happens when there are multiple earn codes on the same position, i.e., RGS, VAC, and SCK, that reflect the same effort and funding distribution?**
  - All earn codes from the same position that contribute to that position's 100% effort, including earnings, leave, and dock codes, should use the **same 100% distribution** for all the earn codes reflecting the **same effort**.



  - **Note:** Rounding may cause slight variations to the distribution that can usually be manipulated manually.
- **Was there leave from a previous earnings period or a mid-month funding change?**

Each earnings period and each funding period will display its own distribution at 100%.
    - **Why is that?** If the PET page distributes 100% for one earning period or funding period, then it distributes 100% for each earning or funding period.
    - If there was late pay from a previous earnings period paid in a current earnings period, it may have a different funding distribution. The PET can handle funding the separate earnings period with a separate 100% distribution.
    - All earnings periods for the same position contributing to that position's 100% effort, including an earnings period from the prior month for leave, and/or dock codes, should use the **same 100% distribution** for all the earnings periods reflecting the **same effort in the pay period**.



When there are multiple sections in the PET because of multiple positions, multiple earn codes, and multiple earnings and funding periods, things can appear like they are getting a bit complicated fast.

Because the PET is divided into sections the PET can handle any distribution quickly and easily.

- Determine the 100% effort for the position in the current pay period and apply the same 100% distribution to the entire position including different earnings periods and earn codes.
- Remember that exception time generates a pay amount that creates a (-RGS) to offset the full month of RGS so that exactly 100% the monthly salary is paid in the current period. If the employee is paid 100% of their salary in a period, then 100% of their effort must be distributed at 100% in the period — including exception time. (See this blog post [3] for details.)
- Exclude late pay or additional pay if the funding distribution is different. Enter separate funding just for those types as needed.

The Funding Template makes this an easy task. Just copy or enter the funding distribution into the template, mark the checkboxes for the sections to which it applies, and copy the template. Stay tuned for a PET funding template blog.

Need extra help?

Find PET resources on the CU HRGL website [4] or directly on the Pay Transactions section [5] of the HCM website. You can also email: hcm_community@cu.edu [6] or System.HRGL.Team@cu.edu [7].

Additionally, you can find HCM queries here:

1. Log into the **employee portal** [8].
2. Open the **CU Resources** dropdown menu and click **Business Tools**.
3. Select the **HCM** tile and choose **HCM Community Users** from the drop-down menu.
4. Click the **HCM WorkCenter** tile.
5. Select the **Resources** tab and click the query you desire.

HRGL [9], PET [10], year-end [11], fiscal year-end [12], payroll [13], ePER [14], cross-campus funding [15]

, funding [16]

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[1] https://www.cu.edu/blog/hcm-community/pet-pages-offer-robust-tools-adjust-funding-after-payroll-processes-2025 [2] https://www.cu.edu/blog/hcm-community/author/34887 [3] https://www.cu.edu/blog/hcm-community/review-paychecks-after-they-process-and-know-how-correct-any-errors [4] https://www.cu.edu/hcm-community/hrgl [5] https://www.cu.edu/hcm-community/pay-transactions/create-payroll-expense-transfers [6] mailto:hcm_community@cu.edu [7] mailto:System.HRGL.Team@cu.edu [8] https://my.cu.edu/ [9] https://www.cu.edu/blog/hcm-community/tag/hrgl [10] https://www.cu.edu/blog/hcm-community/tag/pet [11] https://www.cu.edu/blog/hcm-community/tag/year-end [12] https://www.cu.edu/blog/hcm-community/tag/fiscal-year-end [13] https://www.cu.edu/blog/hcm-community/tag/payroll [14] https://www.cu.edu/blog/hcm-community/tag/eper [15] https://www.cu.edu/blog/hcm-community/tag/cross-campus-funding [16] https://www.cu.edu/blog/hcm-community/tag/funding