

Human Capital Management: Step-by-Step Guide

Payroll Expense Transfers – PET's (Regular Users)

This guide describes how to create and submit a Payroll Expense Transfer (PET).

PET's are used to move expenses related to Earnings, Deductions or Taxes to different Combination Codes (Speedtypes). They do not increase or decrease expenditures, and cannot be used to change anything but the Combination Code (Speedtype). Transactions are available for change once they have posted to the GL. PET's can be done for individual transactions or for groups of transactions.

The process creates a query in HCM to identify the transactions you want to change.

Before starting, you should have all the information that you will need – speedtypes, search criteria, etc.

Navigation: Main Menu > CU PET's and Funding Correction > CU Process PET Regular Users

1. Use **Find an Existing Value** to search for an existing PET (most effective search is by PET Request Number).

| CU Process PET Regular Users |
|---|
| Enter any information you have and click Search. Leave fields blank for a list of all values. |
| Find an Existing Value Add a New Value |
| |
| Search Criteria |
| |
| PET Request Number : begins with 🔻 |
| Field Description begins with 🔻 |
| Field Value begins with 🔻 |
| Approval Status = |
| Case Sensitive |
| |
| |
| Search Clear Basic Search 🖾 Save Search Chteria |
| |
| |
| Find an Existing Value Add a New Value |
| |

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2. Click **Add a New Value** to create a new PET, which will immediately create a PET Request Number. Make a note of this number for later reference.

| CU Process PET Reg | ular Users | |
|-----------------------------|------------------|-----|
| Find an Existing Value | Add a New Value | |
| PET Request Number : BR | OW001918-2015112 | 5-6 |
| Add | | |
| Find an Existing Value Ad | ld a New Value | |

3. Click **Add.** This will take you to the **Process Direct Retro Distribution** screen where you will create your query to identify the transactions you wish to transfer. The letters below show the sequence of steps to create and review your query.

| 123 | | | | | |
|--|--|--|---|---|--|
| Attach Workflow | | | | | |
| CU Process PET CU Earning Distribution | ns CU Deduction Distributions | CU Tax Distributions | | | |
| Process Direct Retro Distribution | on | | | | |
| PET Request Number BROW001918-2019 | 51125-6 | Review Data PET Status : Initiated | | | |
| *Set ID UCOLO Q | | Process PET Summary Report | | | |
| PET Certification | | | | | |
| costing criteria and are within the allow donor restrictions. The header descrip must reflect actual effort and that com Processing Option | escription herane for transfer (see c tion includes the cause of the error imensurate certification of level of | orrect, that costs transferred onto a sponsored project ampus policy for direct cost and other costing criteria r and additional information as required by campus po effort will also be required through the "Personnel Effo Transaction Date Range | t or gift meet t and timefran Nicy. I underst ort Report." | the direct cos me) or consist tand that the o | tent with charges |
| costing criteria and are within the allow donor restrictions. The header descrip must reflect actual effort and that com Processing Option Apply to Transactions All | scription field above is the and co- vable timeframe for transfer (see c tion includes the cause of the error imensurate certification of level of | orrect, that costs transferred onto a sponsored project ampus policy for direct cost and other costing criteria r and additional information as required by campus po- effort will also be required through the "Personnel Effor- Transaction Date Range Begin Date 08/21/2015 in End Date 08 | t or gift meeft in and timefran licy. I underst ort Report." 8/21/2015 | b | tent with charges |
| costing criteria and are within the allow donor restrictions. The header descrip must reflect actual effort and that com Processing Option Apply to Transactions All | value time for transfer (see c tion includes the cause of the error imensurate certification of level of | orrect, that costs transferred onto a sponsored project ampus policy for direct cost and other costing criteria r and additional information as required by campus po- effort will also be required through the "Personnel Effor- Begin Date 08/21/2015 in End Date 08 Personalize Find | t or gift meet 1 and timefran bicy. I underst ort Report." 8/21/2015 | First 1 | tent with t charges |
| costing criteria and are within the allow donor restrictions. The header descrip must reflect actual effort and that com Processing Option Apply to Transactions All Search Fields "Field Description C | Field Value | orrect, that costs transferred onto a sponsored project ampus policy for direct cost and other costing criteria r and additional information as required by campus po effort will also be required through the "Personnel Effor- Transaction Date Range Begin Date 00/21/2015 Im End Date 00 Personalize Find | i or gift meet i and timefran bicy. I underst ort Report." 3/21/2015 | First 3 1 ch Spaces | I of 1 |
| costing criteria and are within the allow donor restrictions. The header descrip must reflect actual effort and that com Processing Option Apply to Transactions All Search Fields 'Field Description C | Field Value | orrect, that costs transferred onto a sponsored project ampus policy for direct cost and other costing criteria r and additional information as required by campus po effort will also be required through the "Personnel Effor Transaction Date Range Begin Date 08/21/2015 in End Date 08 Personalize Find | t or gift meet 1 and timefran Nicy. I underst ort Report." 3/21/2015 | First 1 1 ch Spaces | I of 1 |
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| Costing criteria and are within the allow donor restrictions. The header descrip must reflect actual effort and that com Processing Option Apply to Transactions All Search Fields "Field Description Update Sequences "Sequence Update Value "Field Description | Field Value Percentage Field Value | orrect, that costs transferred onto a sponsored project ampus policy for direct cost and other costing criteria r and additional information as required by campus po effort will also be required through the "Personnel Eff Transaction Date Range Begin Date 00/21/2015 In End Date 00 Personalize Find Personalize Find | i or gift meet 1 and timefran blocy. I underst ort Report." 3/21/2015 3 3/21/2015 3 3/21/2015 3 5/2017 5 5/2017 | First 1 to 1 | i of 1 (*) i of 1 (*) i of 1 (*) i of 1 (*) [of 1 (*) L |

- **Note:** In the following example, earnings and associated taxes and benefits for employee ID 174971, employee record 0, for December 2014 through May 2015, will be transferred to Speedtype (Combination Code) 13003537.
- a. **Processing Option:** Note that the PET will apply to all transactions. Only the earnings will display, but any associated benefits, taxes or other deductions will follow earnings as each campus has established.

| Processing Option | |
|-----------------------|-----|
| Apply to Transactions | All |

b. **Transaction Date Range:** Enter the begin date for the earliest pay period, and the end date for the last pay period.

| Transaction Date Range | |
|------------------------|-----------------------|
| Begin Date 12/01/2014 | End Date 03/31/2015 🛐 |

c. **Search Fields:** Enter all of the criteria that will define the transactions you want to affect, using the dropdown menu to choose from the options available.



Add a row for each of the criteria. In this case the Employee ID and the Employee Record # will define the transaction, along with the transaction date range.

| Search Fields | Personalize Find | 🔄 🔜 🛛 First 🕚 1-2 of 2 | 🕑 Last |
|--------------------|--------------------|--------------------------|------------|
| *Field Description | Field Value | Search Spaces | |
| Employee Id | 174971 | | + - |
| Empl Rcd# | 0 | | + - |

d. **Update Sequences:** These pair with the destination speedtypes given under **Update Value** (below). You must have at least one Update Sequence row. Your rows must total to 100%.

Update Sequences and Update Values for one destination speedtype (used in the example PET):

| Update Sequences | | | | Find | First 🕚 1 of | 1 🕑 I | Last |
|--------------------|-----|------------------|--------------------|-------|----------------|-------|------|
| *Sequence 1 | *Pe | ercentage 100.00 | | | | + | - |
| Update Value | | | Personalize Find | ي ا 🖸 | First 🕚 1 of 1 | 🕑 La | st |
| *Field Description | | Field Value | | Upda | te Space | | |
| Combination Code | ্ | 13003537 | Q | | | + | - |

Update Sequences and Update Values for two destination speedtypes:

| Update Sequences | | | Find | First 🕚 1-2 o | f 2 🕑 Last |
|--------------------|-------------------|--------------------|-------|----------------|------------|
| *Sequence 1 | *Percentage 75.00 | | | | + - |
| Update Value | | Personalize Find | 0 🔜 | First 🕚 1 of 1 | 🕑 Last |
| *Field Description | Field Value | | Upo | late Space | |
| Combination Code | 13003537 | ٩ | | | + - |
| 2*Sequence | *Percentage 25.00 | | | | + - |
| Update Value | | Personalize Find | 🖾 🔜 | First 🕚 1 of 1 | 🕑 Last |
| *Field Description | Field Value | | Upo | late Space | |
| Combination Code | 12900272 | Q | | | + - |

- e. Update Value: Pair with Update Sequences as above.
- When you have checked all of your specifications, click Save. f.
- Review Data g. The **Review Data** button at top right should now be available: Click it to generate data for your review and wait until the processing icon disappears. Review Data PET Status : Searched

PET Status should have changed from Initiated to Searched.

🖪 Save

4. Click the **CU Earning Distributions** tab to review the data generated.

| Retro Distribu | tion (manualise | - | | | | | | | | |
|------------------|--|--------------------------------|-------------|----------------|------------------------------|--|------------------------|-----------------------------|--------|-----------------------------------|
| PET F Last Op | Request Number Ba erator to Access Ba ransaction Type Di | ROW001918 ROW001918 rect | -20151127-1 | | Creation Date Date of Pay | 11/27/2015 08/27/2015 Select All Trans | | Deselect All | _ | |
| Check Earning | js Line | 455 | | | | Perso | nalize Find | 1001 | First | (1-5 of 5) La |
| Employee ID | Employee Name | [TTT]) | | | | | | | | |
| View Details | Transaction | Selected | Company | Pay Group | Pay End Date | Off Cycle ? | Employee ID | Page Nbr | Line | Separate Check |
| 2 | 0 | | cu | MON | 12/31/2014 | | 174971 | 1214 | 3 | |
| | 8 | | CU | MON | 01/31/2015 | | 174971 | 8143 | 15 | |
| | | | cu | MON | 02/28/2015 | | 174971 | 8165 | 4 | |
| 8 | 0 | | cu | MON | 03/31/2015 | | 174971 | 8173 | 15 | |
| | 8 | | CU | MON | 04/30/2015 | | 174971 | 8226 | 2 | |
| Earnings C | ode | Earnings | Co | mbination Code | Departme | nt Accou | Persona nt Job Code | lize Find Position | Number | First 🚯 1-2 o Pay Period End D |
| 1 RGS | | -3000.00 | 12900272 | | 10331 | 400600 | 1306 | 00615976 | | 12/31/2014 |
| 2 869 | | 3000.00 | 13003537 | 0 | 10331 | 400600 | 1306 | 00615976 | | 12/31/2014 |

CU Process PET | CU Earning Distributions | CU Deduction Distributions | CU Tax Distributions

- a. **Check Earnings Line**, top section, has a line for each pay transaction identified by your query. Click the **View Details** box for one transaction.
- b. Check Earnings Line, bottom section, shows the effect your PET will have on the transaction details you checked in 4a. In the example above, the earnings from PPE 12/31/14 will be subtracted from SpeedType 12900272 and added to SpeedType 13003527.
- You may change all or part of the information on this screen, by changing the destination information at the bottom of the page. In this example, \$500 of 12/31/14 earnings has been redirected back to the original SpeedType (12900272).

| Attach Workflow | | | | | | | | | | | |
|-----------------|---------------------------|--------------|-----------------|-----------------|------------------|----------------|----------------|--------|-----------------------|---|-----|
| CU Process PET | CU Earning Distributions | CU Deductio | n Distributions | CU Tax Distribu | itions | | | | | | |
| Retro Distribut | tion Transaction | | | | | | | | | | |
| PETR | equest Number BROW00191 | 3-20151127-1 | | | | | | | | | |
| Last Oper | rator to Access BROW00191 | 3 | | Creation Date 1 | 1/27/2015 | | | | | | |
| Tr | ransaction Type Direct | | | Date of Pay 0 | 8/27/2015 | | | | | | |
| | | | | | Select All Trans | | eselect All | | | | |
| Check Farning | is Line | | | | Pers | onaliza Find | 121 | First | (4) 1-5 of 5 (b) Last | | |
| Employee ID | Employee Name | | | | 1 013 | onunze (rinu | | THOU | 0 10010 CLUST | | |
| View Details | Transaction Selected | Company | Pay Group | Pay End Date | Off Cycle ? | Employee ID | Page Nbr | Line | Separate Check | | |
| Ø | | CU | MON | 12/31/2014 | | 174971 | 1214 | 3 | | | |
| | | CU | MON | 01/31/2015 | | 174971 | 8143 | 15 | | | |
| | | CU | MON | 02/28/2015 | | 174971 | 8165 | 4 | | | |
| | | CU | MON | 03/31/2015 | | 174971 | 8173 | 15 | | | |
| | | CU | MON | 04/30/2015 | | 174971 | 8226 | 2 | | | |
| | | | | | | Personali | ize Find E | a 🔙 | First 🕚 1-3 of 3 | | Las |
| Earnings Co | ode Earning | s Co | mbination Code | e Departmen | t Acco | unt Job Code | Position | Number | Pay Period End Date | е | |
| 1 RGS | -3000.0 | 12900272 | | 10331 | 400600 | 1306 | 00615976 | | 12/31/2014 | | |
| 2 RGS | 2500.00 | 13003537 | Q | 10331 | 400600 | 1306 | 00615976 | | 12/31/2014 | + | |
| 3 RGS | 500.00 | 12900272 | Q | 10331 | 400600 | 1306 | 00615976 | | 12/31/2014 | + | - |

🖶 Save 🔛 Notify

CU Process PET | CU Earning Distributions | CU Deduction Distributions | CU Tax Distributions

- 6. You may also navigate back to the CU Process PET tab and change selection criteria there in order to change your PET. If you do that, click Save at the bottom of that tab to regenerate your data before returning to the CU Earning Distributions tab.
- 7. To finalize the PET, return to the CU Earning Distributions tab and select all of the transactions you want included, then click Save.

| CU Process PET | CU Earning Distributions | CU Deductio | n Distributions | CU Tax Distri | butions | | | | | |
|-------------------|--------------------------|-------------|-----------------|---------------|------------------|-------------|----------------|--------|---------------------|---|
| Retro Distributio | n Transaction | | | | | | | | | |
| PET Re | quest Number BROW001918 | 20151127-1 | | | | | | | | |
| Last Opera | tor to Access BROW001918 | | | Creation Date | 11/27/2015 | | | | | |
| Tra | nsaction Type Direct | | | Date of Pay | 08/27/2015 | | | | | |
| | | | | | Select All Trans | | Deselect All | | | |
| Check Faminos | Line | | | | Parso | aliza I End | 1 (E) I 💷 | Eint | 1.5 of 5 D last | |
| Employee ID | Employee Name | | | | T GISO | man (raise | I de l'une | r max | e rous e cas | |
| View Details | Transaction Selected | Company | Pay Group | Pay End Date | Off Cycle ? | Employee ID | Page Nbr | Line | Separate Check | |
| 8 | 8 | cu | MON | 12/31/2014 | | 174971 | 1214 | 3 | | |
| 0 | 8 | CU | MON | 01/31/2015 | | 174971 | 8143 | 15 | | |
| 8 | 8 | cu | MON | 02/28/2015 | | 174971 | 8165 | 4 | | |
| 0 | 8 | CU | MON | 03/31/2015 | | 174971 | 8173 | 15 | | |
| 8 | | CU | MON | 04/30/2015 | | 174971 | 8226 | 2 | | |
| | \square | | | | | Personal | ize Find I | | First 🛞 1-3 of 3 | |
| Earnings Cod | le Earnings | Co | mbination Code | Departme | ant Accour | t Job Code | Position | Number | Pay Period End Date | |
| 1 RGS | -3000.00 | 12900272 | | 10331 | 400600 | 1306 | 00615976 | | 12/31/2014 | |
| 2 RGS | 2500.00 | 13003537 | Q | 10331 | 400600 | 1306 | 00615976 | | 12/31/2014 | + |
| 3 RGS | 500.00 | 12900272 | Q | 10331 | 400600 | 1306 | 00615976 | | 12/31/2014 | + |

8. Return to the CU Process PET tab and click the PET to Processed and freezes the data.

Process PET

button. This changes the status of the

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- 9. Certify the PET by checking the box. This changes the status to Certified.
- 10. Click *Submit* to submit the PET for approvals.

| CU Process PET CU Earning Distributions CU De | duction Distributions 📙 CU Tax Distrib | utions | |
|--|---|--|--|
| Process Direct Retro Distribution | | | |
| PET Request Number BROW001918-20151127-1 | Rev | ew Data | tus : Certified |
| *Set ID UCOLO Q | Proc | sess PET Summa | ry Report |
| 0 | | | |
| Pertify that all payroll requested to be transferred of the information contained in the description file costing criteria and are within the allowable timefre donor restrictions. The header description includer must reflect actual effort and that commensurate | is appropriate to be charged to the sp Id above is true and correct, that costs me for transfer (see campus policy fo s the cause of the error and additional certification of level of effort will also b | onsored project(s) or gift stransferred onto a spon r direct cost and other co information as required b e required through the "P | s (Fund 30, 31 or 34 FOPPS) receiving the charge sored project or gift meet the direct cost and other isting criteria and timeframe) or consistent with the y campus policy. I understand that the charges ersonnel Effort Report." |
| Processing Option | is appropriate to be charged to the sp Id above is true and correct, that cost me for transfer (see campus policy to s the cause of the error and additional certification of level of effort will also be Tran | onsored project(s) or gift s transferred onto a spon r direct cost and other co information as required to e required through the "P saction Date Range | s (Fund 30, 31 or 34 FOPPS) receiving the charge sored project or gift meet the direct cost and other sting criteria and timeframe) or consistent with the y campus policy. I understand that the charges ersonnel Effort Report." |
| Processing Option Apply to Transactions All | is appropriate to be charged to the sp kl above is true and correct, that costs me for transfer (see campus policy fo s the cause of the error and additional certification of level of effort will also b Tran Begin | onsored project(s) or gift transferred onto a spon information as required b e required through the "P saction Date Range to Date 12/01/2014 | s (Fund 30, 31 or 34 FOPPS) receiving the charge sored project or gift meet the direct cost and other isting criteria and timeframe) or consistent with the y campus policy. I understand that the charges ersonnel Effort Report." |
| Processing Option *Apply to Transactions All Search Fields | is appropriate to be charged to the sp kd above is true and correct, that costs me for transfer (see campus policy fo s the cause of the error and additional certification of level of effort will also b Tran Begin | onsored project(s) or gift stransferred onto a spon information as required to e required through the "P saction Date Range to Date 12/01/2014 | s (Fund 30, 31 or 34 FOPPS) receiving the charge sored project or gift meet the direct cost and other isting criteria and timeframe) or consistent with the y campus policy. I understand that the charges ersonnel Effort Report." End Date 05/31/2015 (F) |

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