

# 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:

Field Description:   

Field Value:

Approval Status:

Case Sensitive

[Search](#) | [Clear](#) | [Basic Search](#)  | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 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.

- 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.

**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   End Date

- 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.

Look Up Field Description

Field Description     [Basic Lookup](#)

Search Results

View 100 First 1-8 of 8 Last

Field Description
Account
Combination Code
Department
Earnings Code
Empl Rcd#
Employee Id
Job Code
Position Number

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.

*Field Description	Field Value	Search Spaces
Employee Id	174971	<input type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/>
Empl Rcd#	0	<input type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/>

- 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 Last

\*Sequence  \*Percentage  + -

Update Value Personalize Find 1 of 1 Last

*Field Description	Field Value	Update Space
Combination Code	13003537	<input type="checkbox"/>

**Update Sequences and Update Values** for two destination speedtypes:

Update Sequences Find First 1-2 of 2 Last

\*Sequence  \*Percentage  + -

Update Value Personalize Find 1 of 1 Last

*Field Description	Field Value	Update Space
Combination Code	13003537	<input type="checkbox"/>

\*Sequence \*Percentage  + -

Update Value Personalize Find 1 of 1 Last

*Field Description	Field Value	Update Space
Combination Code	12900272	<input type="checkbox"/>

e. **Update Value:** Pair with **Update Sequences** as above.

f. When you have checked all of your specifications, click **Save**.



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.

**PET Status** should have changed from Initiated to Searched.



PET Status : Searched

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

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

Retro Distribution Transaction

PET Request Number BROW001918-20151127-1  
 Last Operator to Access BROW001918  
 Transaction Type Direct

Creation Date 11/27/2015  
 Date of Pay 08/27/2015

Select All Trans Deselect All

Check Earnings Line Personalize | Find | First 1-5 of 5 Last

View Details	Transaction Selected	Company	Pay Group	Pay End Date	Off Cycle ?	Employee ID	Page Nbr	Line	Separate Check
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CU	MON	12/31/2014	<input type="checkbox"/>	174971	1214	3	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	01/31/2015	<input type="checkbox"/>	174971	8143	15	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	02/28/2015	<input type="checkbox"/>	174971	8165	4	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	03/31/2015	<input type="checkbox"/>	174971	8173	15	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	04/30/2015	<input type="checkbox"/>	174971	8226	2	

Save Notify

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

- Check Earnings Line**, top section, has a line for each pay transaction identified by your query. Click the **View Details** box for one transaction.
- 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.

5. 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).

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

Retro Distribution Transaction

PET Request Number BROW001918-20151127-1  
 Last Operator to Access BROW001918  
 Transaction Type Direct

Creation Date 11/27/2015  
 Date of Pay 08/27/2015

Select All Trans Deselect All

Check Earnings Line Personalize | Find | First 1-5 of 5 Last

View Details	Transaction Selected	Company	Pay Group	Pay End Date	Off Cycle ?	Employee ID	Page Nbr	Line	Separate Check
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CU	MON	12/31/2014	<input type="checkbox"/>	174971	1214	3	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	01/31/2015	<input type="checkbox"/>	174971	8143	15	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	02/28/2015	<input type="checkbox"/>	174971	8165	4	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	03/31/2015	<input type="checkbox"/>	174971	8173	15	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	04/30/2015	<input type="checkbox"/>	174971	8226	2	

Earnings Code	Earnings	Combination Code	Department	Account	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	10331	400600	1306	00615976	12/31/2014
3 RGS	500.00	12900272	10331	400600	1306	00615976	12/31/2014

Save Notify

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

- 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.
- To finalize the PET, return to the **CU Earning Distributions** tab and select all of the transactions you want included, then click **Save**.

The screenshot displays the 'CU Earning Distributions' interface. At the top, there are tabs for 'CU Process PET', 'CU Earning Distributions', 'CU Deduction Distributions', and 'CU Tax Distributions'. Below the tabs is a 'Retro Distribution Transaction' summary box containing the following information:

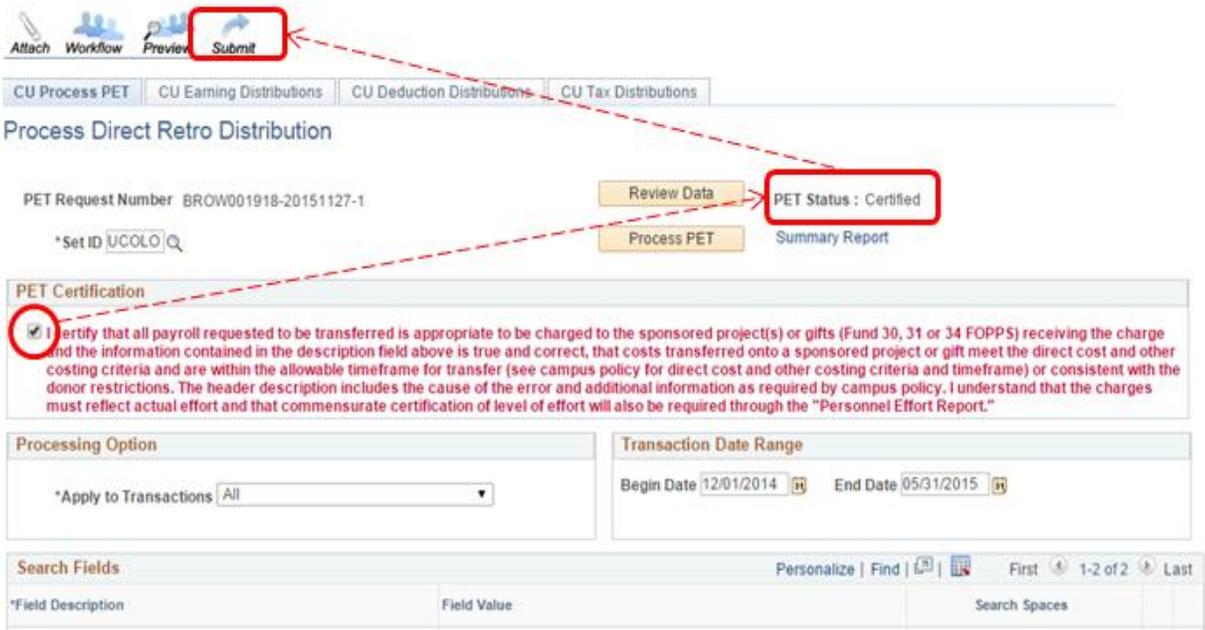
- PET Request Number: BROW001918-20151127-1
- Last Operator to Access: BROW001918
- Transaction Type: Direct
- Creation Date: 11/27/2015
- Date of Pay: 08/27/2015

Below the summary are two buttons: 'Select All Trans' and 'Deselect All'. The main section is titled 'Check Earnings Line' and features a table with columns: Employee ID, Employee Name, View Details, Transaction Selected, Company, Pay Group, Pay End Date, Off Cycle?, Employee ID, Page Nbr, Line, and Separate Check. A red box highlights the 'Transaction Selected' column, which contains checkmarks for all five rows. Below this table is another table with columns: Earnings Code, Earnings, Combination Code, Department, Account, Job Code, Position Number, and Pay Period End Date. At the bottom left, a 'Save' button is highlighted with a red box, next to a 'Notify' button. The bottom of the interface shows the same set of tabs as at the top.

- Return to the **CU Process PET** tab and click the **Process PET** button. This changes the status of the PET to Processed and freezes the data.

9. **Certify the PET** by checking the box. This changes the status to Certified.

10. Click  **Submit** to submit the PET for approvals.



Attach Workflow Preview **Submit**

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

### Process Direct Retro Distribution

PET Request Number BROW001918-20151127-1

\*Set ID    **PET Status : Certified**

**PET Certification**

I certify that all payroll requested to be transferred is appropriate to be charged to the sponsored project(s) or gifts (Fund 30, 31 or 34 FOPPS) receiving the charge and the information contained in the description field above is true and correct, that costs transferred onto a sponsored project or gift meet the direct cost and other costing criteria and are within the allowable timeframe for transfer (see campus policy for direct cost and other costing criteria and timeframe) or consistent with the donor restrictions. The header description includes the cause of the error and additional information as required by campus policy. I understand that the charges must reflect actual effort and that commensurate certification of level of effort will also be required through the "Personnel Effort Report."

**Processing Option**

\*Apply to Transactions

**Transaction Date Range**

Begin Date  End Date

**Search Fields** Personalize | Find |  |  First 1-2 of 2 Last

*Field Description	Field Value	Search Spaces