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).

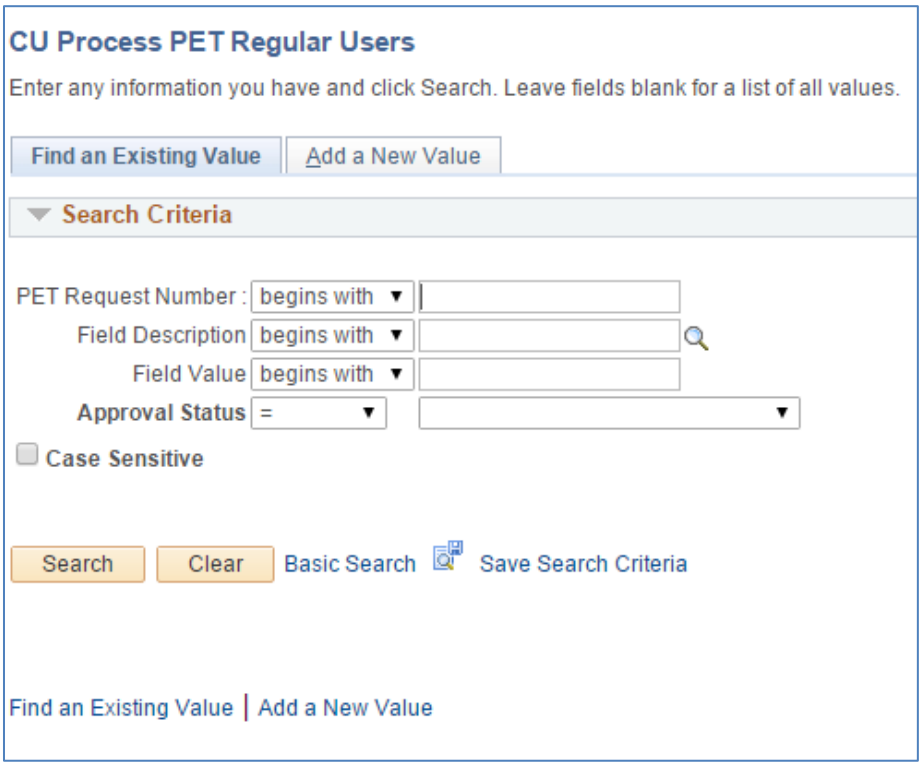
PET's are used to move expenses related to Earnings, Deductions or Taxes to different Combination Codes (Speedtypes). They do not increase or decrease expenditures, and cannot be used to change anything but the Combination Code (Speedtype). Transactions are available for change once they have posted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

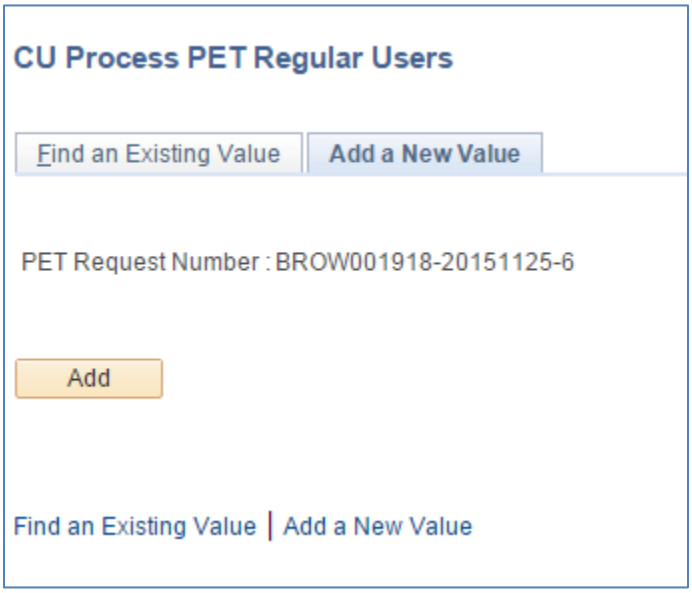
Before starting, you should have all the information that you will need – speedtypes, search criteria, etc.

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

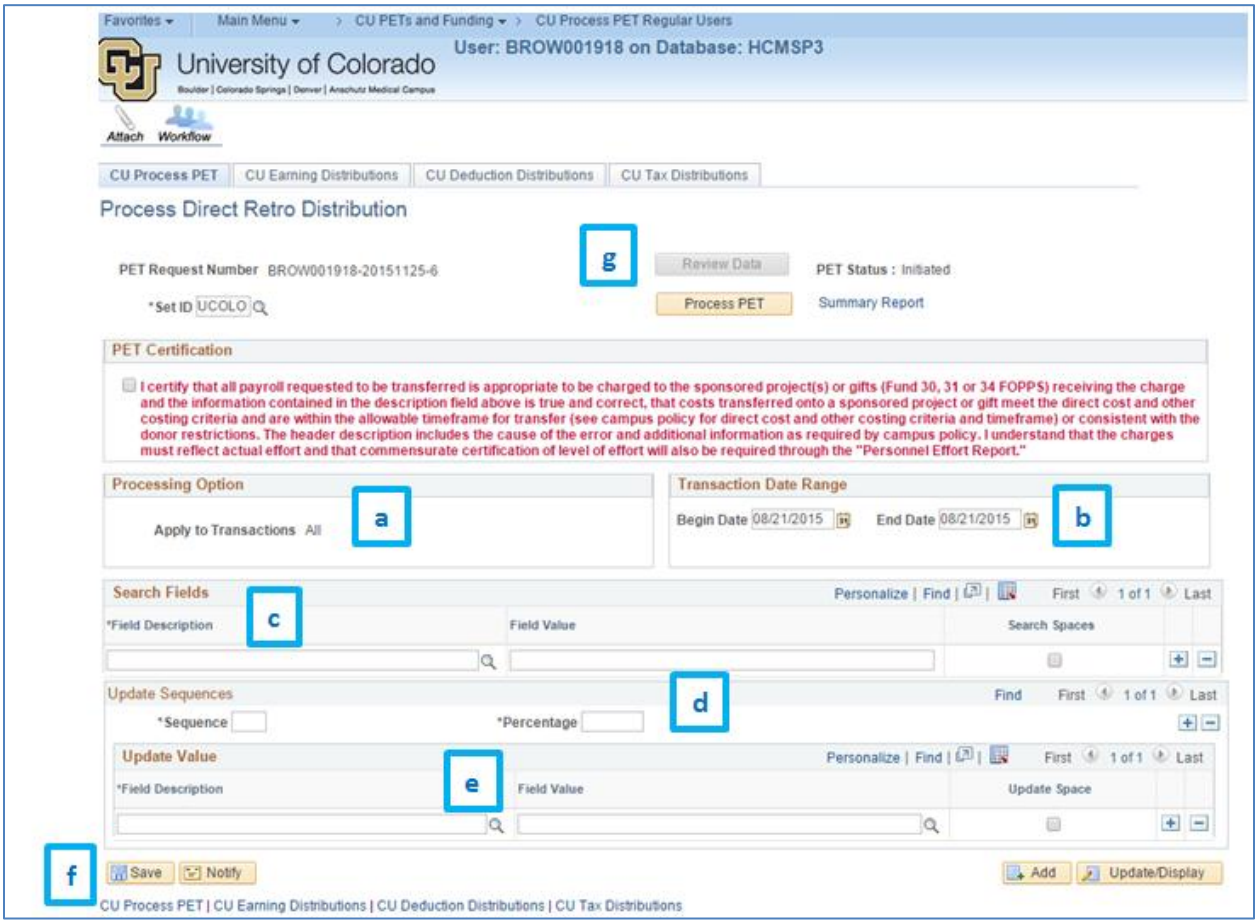
1. Use **Find an Existing Value** to search for an existing PET (most effective search is by PET Request Number).



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.

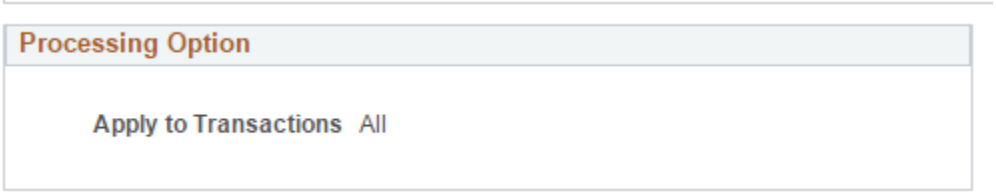


3. Click **Add.** This will take you to the **Process Direct Retro Distribution** screen where you will create your query to identify the transactions you wish to transfer. The letters below show the sequence of steps to create and review your query.

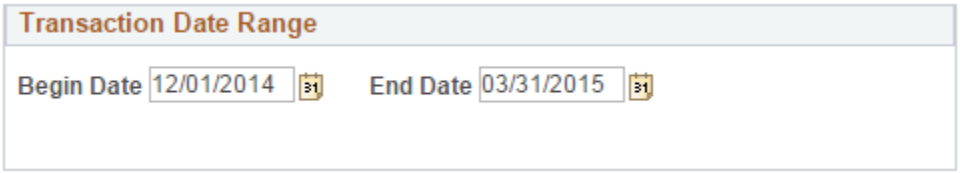


Note: In the following example, earnings and associated taxes and benefits for employee ID 174971, employee record 0, for December 2014 through May 2015, will be transferred to Speedtype (Combination Code) 13003537.

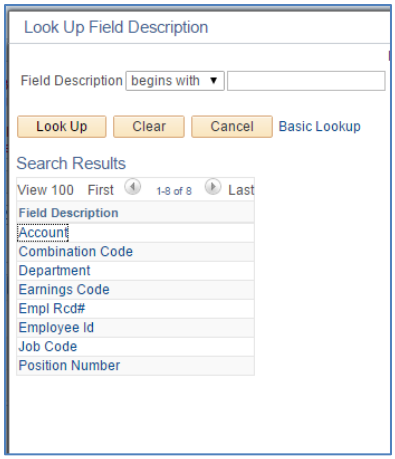
a. **Processing Option:** Note that the PET will apply to all transactions. Only the earnings will display, but any associated benefits, taxes or other deductions will follow earnings as each campus has established.



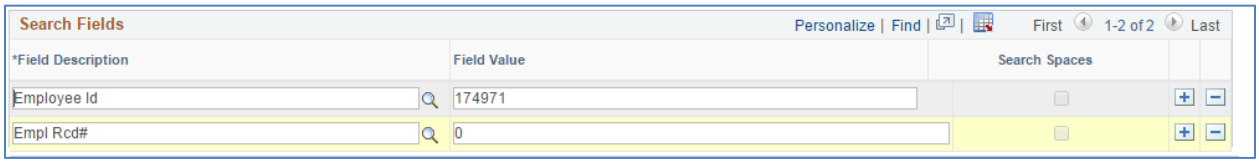
b. **Transaction Date Range:** Enter the begin date for the earliest pay period, and the end date for the last pay period.



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.

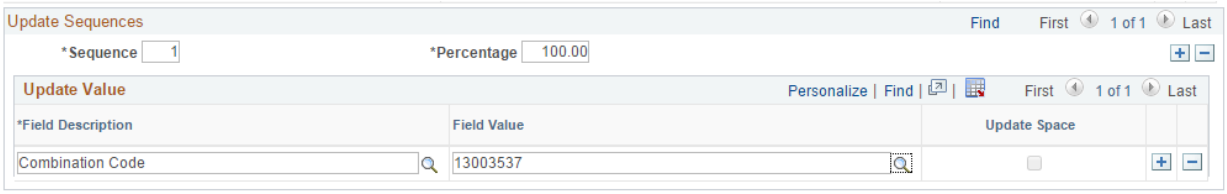


Add a row for each of the criteria. In this case the Employee ID and the Employee Record # will define the transaction, along with the transaction date range.

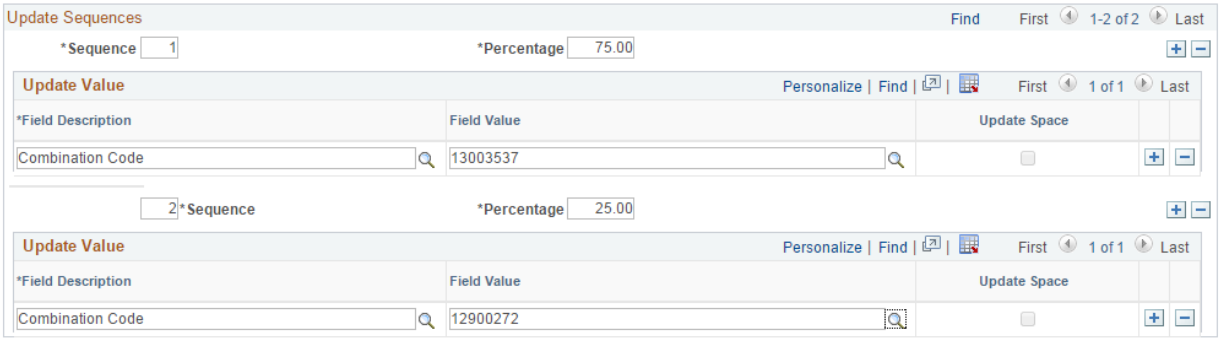


d. **Update Sequences:** These pair with the destination speedtypes given under **Update Value** (below). You must have at least one Update Sequence row. Your rows must total to 100%.

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

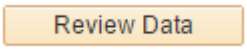


Update Sequences and **Update Values** for two destination speedtypes:



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

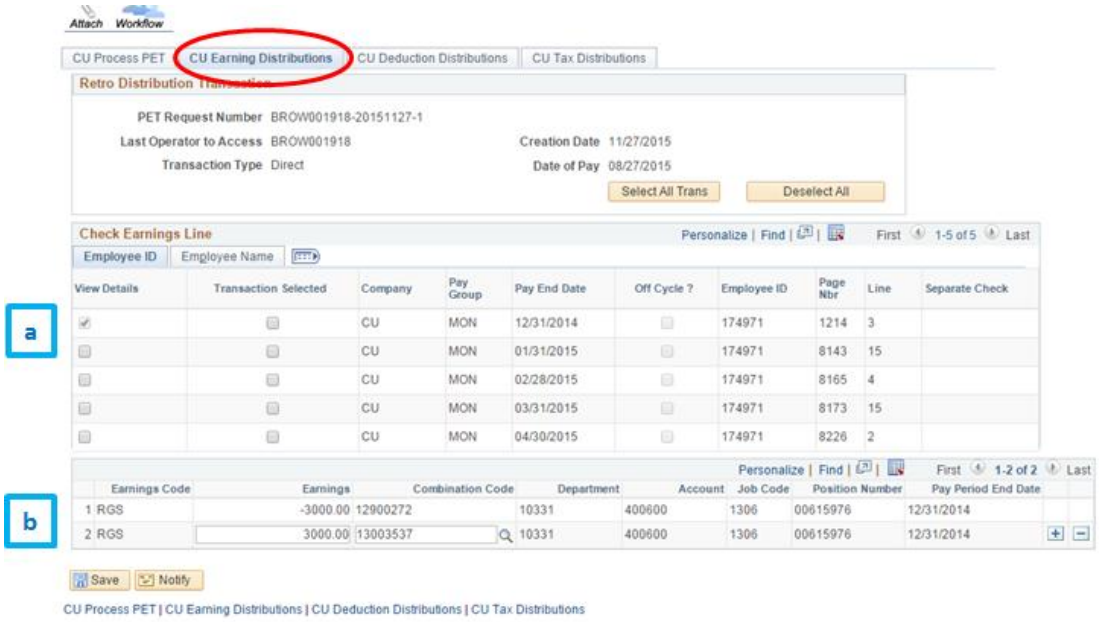
f. When you have checked all of your specifications, click **Save**.

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.

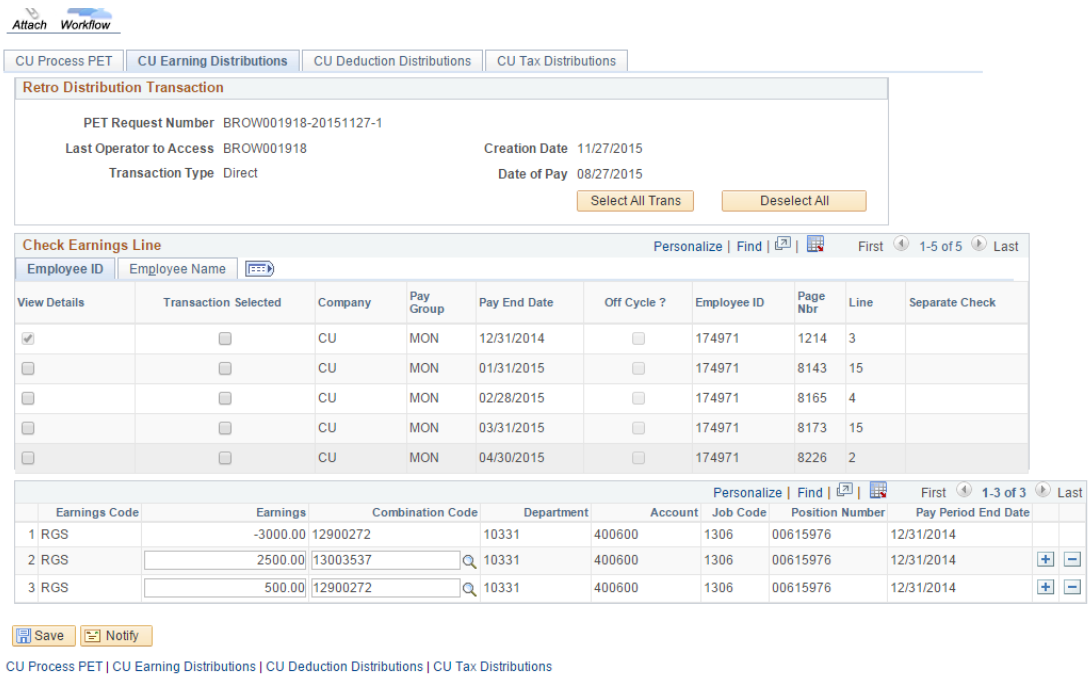
4. Click the **CU Earning Distributions** tab to review the data generated.



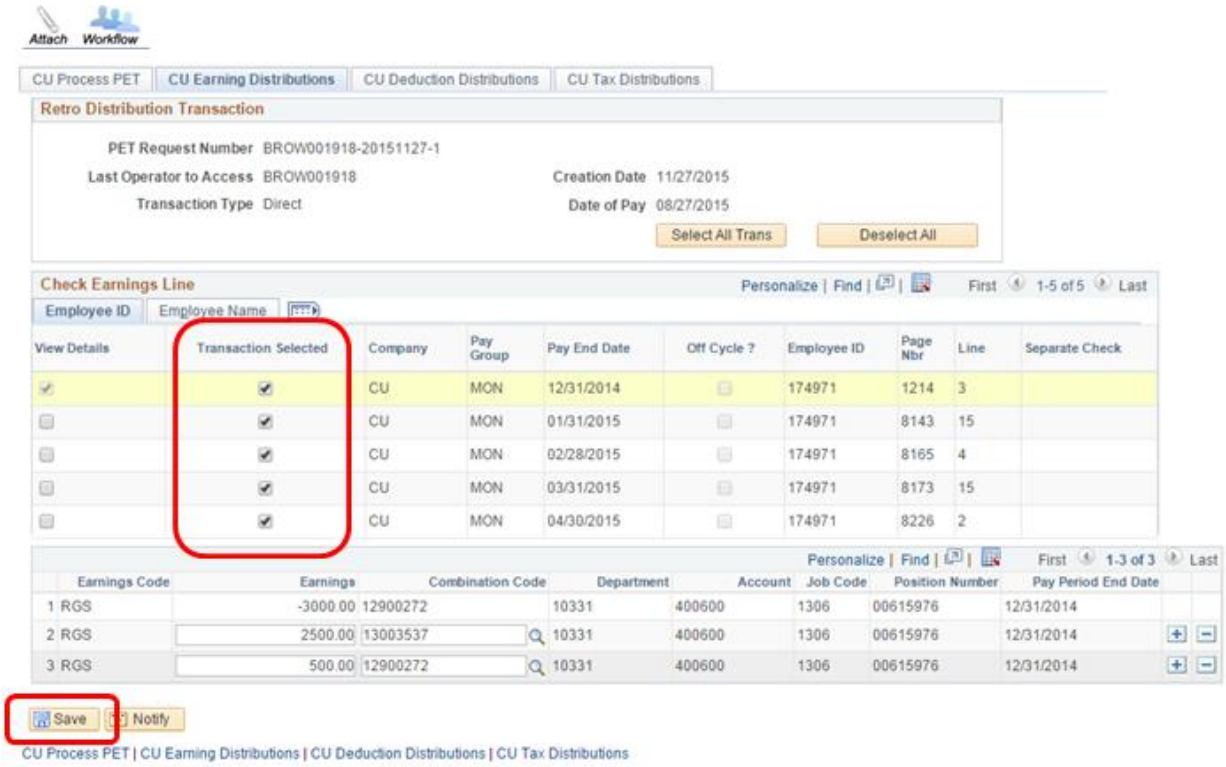
   a. **Check Earnings Line**, top section, has a line for each pay transaction identified by your query. Click the **View Details** box for one transaction.

   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.

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).



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.**



8. 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 to submit the PET for approvals.