# CU 8.9 HRMS Step by Step Guide PET/Retroactive Funding Change (PETR) – Organizational Development Module

**Overview:** This guide provides instruction on creating Retroactive Funding Change Payroll Expense Transfer (PETR) transactions in HRMS. Here are some general PET guidelines:

- > PET transactions can only be created when the HRMS system is available to users; refer to the Payroll Production Calendars for more information.
- > A PET does not pay additional money or collect money back from an employee; this process moves part or all of an existing payroll transaction to a different funding source.
- > PETR is not available for <u>Work Study</u> payroll transactions. Contact your Financial Aid/Student Employment office to request a FAM PET.
- > PETR is not available for payroll transactions that have already been modified by a Correction PET, FAM PET, or Batch PET.
- > PETR will not move Time Collection amounts that were processed with a SpeedType override.
- > See more PET tips at the end of this guide.

In version 8.9, Oracle/PeopleSoft has changed the name of Develop Workforce to Organizational Development.

Note: The screen shots used in this guide may not be representative of your access.

▶ Reporting Tools

1. Navigate to the Universityof Colorado HR89PRAC PRACT20 Home Vorklist Add to Favori **PET/Retroactive** Menu **Funding Change** Main Menu > Organizational Development > Position Manag Search (>>) Maintain Positions/Budgets page My Favorites Position, funding and PET information Reports and Reviews Add/Update Position Info Position Transfer only Recruiting Funding Distribution Organizational Workforce Administration Enter the description, work location, and unding Distributio Position Transfer only Compensation other information about a position. **Development** Time Collection Workforce Development Position Position Approval Position Approval Funding Approval Funding Approval PET/Retroactive Funding Change PET/Retroactive Funding Change Management Mainta PET Approval PET Approval (Sponsored Proj) Add/Update Position Correction PET Correction PET Maintain Positions/ Info PET Approva PET Approval (Sponsored Proj) - Funding Distribution **Budgets** Position Transfer only Position Approval PET Cancellation PET Cancellation □ PET/Retroactive Funding Approval PET/Retroactive Funding Change **Funding Change** Correction PET PET Approval PET Approval (Sponsored Proj) PET Cancellation
 Review Position/Budget Info D Position Reports Enterprise Learning

- 2. PET/Retroactive Funding Change search page displays
- Enter Position
   Number

	Add
Click	Auu
UIICK .	

## 3. Journal Date

- The current date displays as the Journal Date
- Modify if instructed by campus Finance office – only use a date in an open accounting period

## PET/Retroactive Funding Change

Eind an Existing Value	ldd a New Value	
Position Number:	179441 🔍	
Payroll Expense Transfer ID:	NEXT	
Journal Date:	03/15/2007 🛐	

Find an Existing Value Add a New Value

			<b>8</b> F	efresh					
osition Numbe	r: 00179441	Sr Rese	arch Associate			PET Approva	l (Sponsored F	Proq)	PET Reports
ffective Date:	03/15/2007		Job Code	<b>:</b> 1305	i	Sr Res Asc	Position Sta	atus:	Approved
mplID:	118053	Hauser,Ma	ark				Comp Fr	req:	Monthly
epartment:	10324	Chemical	& Biological Engin				Comp R	ate:	\$5,907.33
etroactive Fund	ding Change Req	juest							
Fransfer ID:	NEXT	Status:	Proposed	Last Up	dated	:	Validate	e/Save	
Journal Date:	03/15/2007	7 📴 💿 Pc	t O Amt						
				r	21				
New Begin Dat	e:	New	End Date:	L					
JE Header escription:									
JE Header escription: I certify that 31 or 34 FC costs trans timeframe t restrictions understand through the	: all payroll reque OPPS) receiving t ferred onto a spi for transfer (see . The header det d that the charget "Personnel Effo	ested to be tra the charge ar onsored proj campus poli scription inclu s must reflec irt Report."	insferred is approp nd the information o ect or gift meet the cy for direct cost an udes the cause of t t actual effort and th	riate to be contained direct cos d other co he error a nat comm	e char in the it and osting ind ac ensu	rged to the sp a description t other costing i criteria and t dditional infor rate certificati	onsored proje Teld above is tr criteria and ar imeframe) or c mation as requ on of level of ef	ct(s) or rue and re withir onsiste Jired by ffort will	gifts (Fund 30, correct, that h the allowable ent with the donor campus policy. I also be required
JE Header Description: I certify that 31 or 34 FC costs trans timeframe tr restrictions understanc through the	all payroll reque PPS) receiving t ferred onto a spi for transfer (see . The header des that the charges Personnel Effo Distribution	ested to be tra the charge ar onsored proji campus poli campus poli s must reflec int Report."	insferred is approp nd the information of ect or gift meet the cy for direct cost an udes the cause of t t actual effort and th	riate to be contained direct cos d other co he error a nat comm	e char in the t and osting ind ac ensu	rged to the sp e description 1 other costing criteria and t dditional infori rate certificati	onsored projet ield above is tr criteria and ar imeframe) or c mation as requ on of level of ef ertified by:	ct(s) or rue and re withir onsiste jired by ffort will	gifts (Fund 30, correct, that the allowable ent with the donor campus policy. I also be required
JE Header Description: I certify that 31 or 34 FC costs trans timeframe tr restrictions understand through the New Funding	all payroll reque DPPS) receiving t ferred onto a spi for transfer (see that the charges that the charges Personnel Effo Distribution	ested to be tra the charge ar onsored proj campus poli scription inclu s must reflec rt Report."	ansferred is approp nd the information o ect or gift meet the cy for direct cost an udes the cause of t t actual effort and th edType ription	riate to be contained direct cos d other co he error a hat comm	e char in the it and osting ond ac ensu	rged to the sp e description t other costing criteria and t dditional infor rate certificati Cœ <u>Cœ</u>	onsored proje Teld above is tr criteria and ar imeframe) or c mation as requ on of level of ef ertified by: stomize   Find   Project St C	ct(s) or rue and re withir onsiste jired by ffort will	gifts (Fund 30, correct, that n the allowable int with the donor campus policy. I also be required irst 1 of 1 D Proi Bdg End Date
JE Header escription: I certify that 31 or 34 FC costs trans timeframe tr restrictions understand through the New Funding <u>'Percent</u>	all payroll reque PPS) receiving t ferred onto a spi for transfer (see . The header des that the charges Personnel Effo Distribution	ested to be tra the charge ar onsored proji campus polii s must reflec nt Report." Spee Desc	Insferred is approp nd the information of ect or gift meet the cy for direct cost an udes the cause of t t actual effort and th adType ription	riate to be contained direct cos d other co he error a nat comm	e chai in the t and osting nd ac ensu	rged to the sp e description 1 other costing criteria and t Iditional inforr rate certificati Cu <u>Program</u>	onsored projer field above is tr criteria and ar imeframe) or c mation as requ on of level of ef ertified by: stomize   Find   Project C	ct(s) or rue and e withir onsiste lired by ffort will ffort will	gifts (Fund 30, correct, that nt eallowable nt with the donor campus policy. I also be required irst ▲ 1 of 1 ▶ L Proj Bdg End Date

## 4. Choose Distribution Type

- Default value is Pct (Percent Distribution)
- Amt button may be selected, if desired (Amount Distribution)

### 5. Enter Retroactive Funding Dates

- Process PETR either for <u>one pay</u> <u>period</u> OR for a <u>range of</u> <u>pay periods</u>
- Enter New Begin
   Date typically this is the first day of a past pay period
- New End Date

   three options available:
   Last day of past payroll period
  - Last day of a <u>current or future</u> pay period
  - Leave <u>blank</u> for an ongoing funding change

Retroactive Funding	Change Request			
Transfer ID: NE> *Journal Date: *New Begin Date:	(T Stat 03/15/2007 🛐	us: Proposed • Pct • Amt New End Date:	Last Updated:	Validate/Save
New Degin Date.		New Life Date.		
2-4	Channe Demused			
Retroactive Funding	Change Request			
Transfer ID: NEX	T Stat	us: Proposed	Last Updated:	Validate/Save
*Journal Date:	03/15/2007	💿 Pct 🛛 🔿 Amt		
*New Begin Date:	01/01/2007 🛐	New End Date:	05/31/2007 🛐	

#### 6. Journal Description

Be specific in your description, and include all of the following that may apply:

- How will the transfer affect the program and/or project?
- Why was the correct funding source not charged initially?
- Has the transfer been delayed for any reason?

#### 7. Certification Checkbox

- Required if moving expenses in or out of Fund 30, 31, or 34
- Read the certification paragraph carefully
- Click the checkbox to certify that the PET adjustments are appropriate

#### on Examples of GOOD journal descriptions:

Subcontract from UW for current year was delayed, resulting in charges for employee's salary continuing to be charged to ST for previous year (63063943). Salary expenses should be transferred to current year ST 63069362.

Received ST for UCH grant on 1/27/06. Employee's effort in July was 50% on ST 62969647 and 50% on ST 63064233.

Employee began work on ST 63069150 in Dec '05. SpeedType was not available for Dec payroll cutoff. This change reflects correct effort for Dec '05.

#### **Examples of POOR journal descriptions:**

Moving Salary out of suspense

Salary went to wrong SpeedType

Per Jane Doe, moved salary to ST 11012345

\*JE Header Starting 1/1/07, position received partial funding from USC Cancer project. This change reflects 10% new allocation to 63072461, 40% to 11057100, and 50% to remain for 13066456.

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 the description includes the donor restrictions. The header description includes the cause of the error and additional information of level of effort will also be required through the "Personnel Effort Report."

Certified by:

### 8. Enter New Funding Distribution Data

- Enter percent of funding (or <u>estimated</u> <u>dollar amount</u> for Amt distribution)
- Enter SpeedType to be charged
- Tab out of SpeedType field to display FOPPS detail
- Add distribution rows as needed (one row for each SpeedType)
- For Pct distribution, the sum of the percent amounts must equal 100%
  - (This will require that unchanged funding rows be entered in the New Funding Distribution section.)

Ne	New Funding Distribution						Customize   E	find   🔠	First 🚺 1-3 d	of 3 🕨	Last
	<u>*Percent</u>	<u>*SpeedType</u>	<u>SpeedType</u> Description	<u>Fund</u>	<u>Org</u>	<u>Program</u>	<u>Project</u>	<u>Sub</u> <u>Class</u>	<u>Proj Bdg End</u> <u>Date</u>		
1	10.000	63072461 🔍	Usc Cancer Family.Fc	30	20067		2526279		06/30/2007	+	-
2	40.000	11057100 🔍	Rob Davis Research	10	10324	33576				+	-
3		Q								+	-



University of Colorado Payroll & Benefit Services www.cu.edu/pbs Review PETR Data

- Validate/Save
- Review the PETR data that has been entered – make changes as needed
- Click Validate/Save
- The system checks the PETR data for errors, and assigns a PET Transfer ID
- The Validate/Save process also inserts the funding changes into the Funding Distribution page
- Retain the Transfer
   ID to review the PET
   in the future
- To print a copy of the PET for your records, click the <u>PET Report</u> link at the top of the page to initiate a printable format

#### 10. Approval Requirements

- To complete the transfer, the PETR <u>must be approved</u>
- When the PETR is approved, the funding row that corrects past funding is automatically approved, too.
- If the PETR inserts funding rows for a current or future pay period, these rows must be

📙 Save) 🔍 Re	eturn to Search) (∔≣ Ne	ext in List) (↑≣ Previous in List)	🕏 Refresh			
Position Numb	<b>er:</b> 00179441	Sr Research Associate		PET Approval	(Sponsored Prog)	PET Reports
Effective Date:	03/15/2007	Job C	<b>Code:</b> 1305	Sr Res Asc	Position Status:	Approved
EmpliD:	118053	Hauser,Mark			Comp Freq:	Monthly
Department:	10324	Chemical & Biological En	gin		Comp Rate:	\$5,907.33
Retroactive Fur	nding Change Req	uest				
Transfer ID:	PETR075549	Status: Valid	Last Update	ed: 03/15/2007	Validate/Save	Cancel
*Journal Date:	03/15/2007	🛐 💿 Pct 🛛 Amt				
*New Begin Da	ite: 01/01/2007	🖲 New End Date:	05/31/2007 🛐			
*JE Header Description:	Starting 1/1/07, po allocation to 6307	sition received partial fundi 2461, 40% to 11057100, ar	ng from USC Car 1d 50% to remain	ncer project. Ti for 13066456.	his change reflects 1	0% new 🔼
L cortify the	at all novroll roques	ated to be transferred is and	ronristo to ho ch	arged to the end	neorad project(e) or	aiffe (Fund 20

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."

							Certified	by:			
N	New Funding Distribution						Customize   E	ind   🔠	First 🔳 1-3 d	of 3 🕨	Last
	<u>*Percent</u>	<u>*SpeedType</u>	<u>SpeedType</u> <u>Description</u>	<u>Fund</u>	<u>Org</u>	<u>Program</u>	<u>Project</u>	<u>Sub</u> Class	<u>Proj Bdg End</u> <u>Date</u>		
1	40.000	11057100 🔍	Rob Davis Research	10	10324	33576				+	
2	50.000	13066456 🔍	Multiphase Flow Of E	30	10324		1541945		05/31/2007	+	-
3	10.000	63072461 🔍	Usc Cancer Family.Fc	30	20067		2526279		06/30/2007	+	-

- 1. View the '**PET Approval' step-by-step guide** for additional information on approving PET transactions.
- 2. View the **'Approve Funding Distribution' step-by-step guides** for additional information on approving current or future funding rows.

# **ADDITIONAL PET TIPS**

How To Change PET or Correct Errors	<ol> <li>Approved PETs can not be modified. Create a new PET with the correct transfer information.</li> </ol>
	<ol> <li>Until the PET is approved, rejected or cancelled, no other PET process may be created for this position/employee/pay period combination. Funding updates for current or future pay periods are allowed.</li> </ol>
	<ol> <li>If transfer is in Error status, a speedtype and/or account chartfield has been inactivated in the Finance system (FIN). Contact your Finance office to request an update in FIN.</li> </ol>

4. For an unapproved **PETR** (Proposed or Valid status), <u>all fields may be</u> <u>modified</u>. Simply use the "Find and Existing Value" link on the PET/Retroactive Funding Change search page, make the necessary changes, and click Validate/Save.

PET Processes for	DATES	WHICH PET PROCESS TO USE
"Old" Payroll Data	4/1/03-Future	Use HRMS Payroll Expense Transfer processes
	7/1/00-4/1/03	Use PS 7.0 GL FIN PET process or Batch Upload
	Prior to 7/1/00	Use Batch Upload - contact the Office of University
		Controller's help desk for assistance

**PET/Retroactive Funding Change - complete.**