

CORRECTION PET (PET-C) QUICK REFERENCE GUIDE

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Correction PET

Save Return to Search Next in List Previous in List Refresh

1 EmpID: 140047 Manchego,Benjamin Tony Pay End Date: 12/31/2006 Check Dt: 12/29/2006 Hrs: 168.00 Validate Cancel

2 *Journal Date: 01/30/2007 Journal Description: 3

4 ☐ 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."

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Transfer?	Earning	Amount	SpeedType	Fund	Org	Program	Project	SubCls	Account	Position	Job	Begin Dt	End Dt	Journal ID	Reference ID	Status
<input type="checkbox"/>	1OW	144.58	63072483	30	20280		2573816		405141	00639528	C6P2XX	12/01/2006	12/31/2006	PAY0000481		GL
<input type="checkbox"/>	2HW	94.11	63072483	30	20280		2573816		405141	00639528	C6P2XX	12/01/2006	12/31/2006	PAY0000481		GL
<input type="checkbox"/>	2SP	60.50	63072483	30	20280		2573816		405141	00639528	C6P2XX	12/01/2006	12/31/2006	PAY0000481		GL
<input type="checkbox"/>	RGS	1,673.10	63072483	30	20280		2573816		405100	00639528	C6P2XX	12/01/2006	12/31/2006	PAY0000481		GL
<input type="checkbox"/>	SCK	268.90	63072483	30	20280		2573816		405100	00639528	C6P2XX	12/01/2006	12/31/2006	PAY0000481		GL

6 Select All Deselect All Transfer PET Approval (Sponsored Prog) PET Reports

- 1 Employee, Pay End Date, Check Date - Employee and specific pay transaction that is being corrected
- 2 - Journal Date - defaults to current date, can be updated if necessary
- 3 - Journal Description - explanation of why pay distribution must be corrected for this transaction
- 4 - Certification checkbox - required for sponsored programs [Fund 30 or 31] or gift accounts [Fund 34] FOPPS - certifies that the impact the PET will have on these funds is appropriate
- 5 - Transfer checkbox - selects payment line(s) that need SpeedType correction
- 6 - Transfer - initializes selected payment lines, and displays Transfer Data page (page 2)

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Correction PET

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EmpID: 140047 Manchego,Benjamin Tony Pay End Date: 12/31/2006 Check Dt: 12/29/2006 Hrs: 168.00 Validate Save

*Journal Date: 01/30/2007 Journal Description: Overtime was worked on USC Cancer project in Nov '06 - moved 1OW \$144.58 from 63072483 to 63072461. Back

☒ 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."

Earnings Selected For Transfer

Earning	Amount	SpType	Fund	Org	Program	Project	SubCls	Account	Position	Job	Begin Dt	End Dt
1OW	144.58	63072483	30	20280		2573816		405141	00639528	C6P2XX	12/01/2006	12/31/2006

Transfer Data

Earning	Amount	SpType	Fund	Org	Program	Project	SubCls	Account	Position	Job	Begin Dt	End Dt		
1OW	-144.58	63072483	30	20280		2573816		405141	00639528	C6P2XX	12/01/2006	12/31/2006	+	-
7 1OW	144.58								00639528	C6P2XX	12/01/2006	12/31/2006	+	-

- 7 - Transfer Data rows - enter amount(s) to be transferred and SpeedType(s) to be charged, add as many rows as necessary to account for entire transfer selection
- 8 - Validate - assigns Transfer ID #, edit checks payment detail, and prepares PET for approval