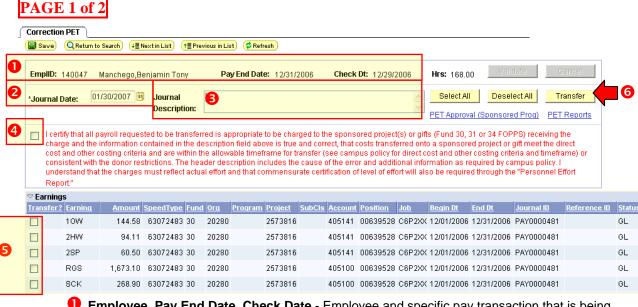
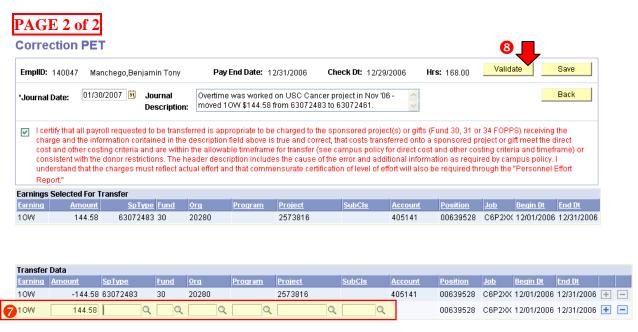
## CORRECTION PET (PET-C) QUICK REFERENCE GUIDE



- 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
- 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)



- 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
- Orallidate assigns Transfer ID #, edit checks payment detail, and prepares PET for approval