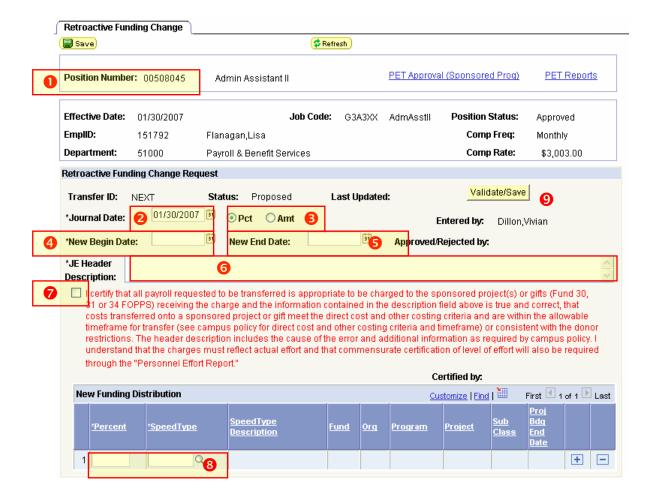


PET/RETROACTIVE FUNDING CHANGE (PET-R) QUICK REFERENCE GUIDE



- Position Number position for which funding distribution is being corrected
- Journal Date defaults to current date, can be updated if necessary
- Pct (percent) or Amt (dollar amount) indicates funding distribution type
- New Begin Date begin date of funding adjustment (typically the first day of the pay period, or the first day of a range of pay periods)
- **New End Date** end date of funding adjustment (typically the last day of a past/current/future pay period or range of pay periods -- may be blank for an ongoing funding source)
- Journal Entry (JE) Header Description explanation of why funding correction for past payments is needed
- Certification Checkbox required for sponsored projects [Fund 30 or 31] or gift accounts [Fund 34] FOPPS certifies that the impact the PET will have on these funds is appropriate and necessary
- New Funding Distribution designate distribution type [Percent or Amount] and SpeedType(s) to be charged enter as many as rows as necessary to account for 100% of salary paid to the position
- Validate/Save assigns Transfer ID #, edit checks payment detail, prepares PET for approval, and inserts funding changes in Funding Distribution pages