

Human Capital Management: Step-by-Step Guide

Payroll Expense Transfers – PETs (Regular Users)

This guide describes how to create and submit a Payroll Expense Transfer (PET).

PETs are used to move expenses related to Earnings, Deductions and/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 update once they have posted to the GL.

PETs can be done for individual transactions or for groups of transactions.

Note: There are no longer PETCs, PETRs, PETBs or PETPs—there is only PET.

The transaction for PETs is completed in multiple steps, which are reflected in the status of the PET:

1. **Initiated:** In this step, you will write your query to pull in the earnings expenses you want to transfer.
2. **Searched:** In this step, you run your query and search for the transactions.
3. **Processed:** In this step, you have selected which earnings you want to move and processed the PET to generate transactions to move the associated deductions and taxes.
4. **Workflow:** Once you have the PET set up as you need, you will submit it to the workflow for approval.
5. **Approved:** Once the PET is approved, it will be processed and sent to the finance system that evening in processing.
6. **Completed:** The PET has been fed to Finance and is completed.

Before You Begin

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

To create a PET:

1. Navigation: **Main Menu > CU PETs and Funding Correction > CU Process PET Regular Users.**
2. Use **Find an Existing Value** to search for an existing PET (the most effective search is by PET Request Number).

CU Process PET Regular Users

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

PET Request Number : begins with ▼

Field Description begins with ▼

Field Value begins with ▼

Approval Status = ▼ ▼

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Find an Existing Value | Add a New Value

3. 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.

CU Process PET Regular Users

Find an Existing Value
Add a New Value

PET Request Number : BROW001918-20151125-6

Add

Find an Existing Value | Add a New Value

- Click **Add**. This takes you to the Process Direct Retro Distribution page where you will create your query to identify the transactions you want 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.

- Processing Option:** Notice 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.

- 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.

Look Up Field Description

Field Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

Field Description
Account
Combination Code
Department
Earnings Code
Empl Rcd#
Employee Id
Job Code
Position Number

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.

Search Fields Personalize Find First 1-2 of 2 Last

*Field Description	Field Value	Search Spaces
Employee Id	174971	
Empl Rcd#	0	

- d. **Update Sequences:** Enter where you want the earnings to end up. You will be able to make adjustments on the next step. PeopleSoft uses sequence numbers to determine the order in which to calculate the new distributions. These pair with the destination Combination Code (SpeedTypes) specified under **Update Value** (below). You must have at least one Update Sequence row. Your rows must total up to 100%.

Update Sequences and Update Value for one destination SpeedType (used in the example PET):

Update Sequences Find First 1 of 1 Last

*Sequence 1 *Percentage 100.00

Update Value Personalize Find First 1 of 1 Last

*Field Description	Field Value	Update Space
Combination Code	13003537	

Update Sequences and Update Values for two destination SpeedTypes:

Update Sequences Find First 1-2 of 2 Last

*Sequence 1 *Percentage 75.00

Update Value Personalize Find First 1 of 1 Last

*Field Description	Field Value	Update Space
Combination Code	13003537	

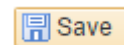
2 *Sequence *Percentage 25.00

Update Value Personalize Find First 1 of 1 Last

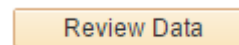
*Field Description	Field Value	Update Space
Combination Code	12900272	

- e. **Update Value:** Pairs with **Update Sequences** as above. Enter the Combination Code (SpeedType) of where the expenses will be moved.

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



The Review Data button, at top right, should now be available:



- g. Click the **Review Data** button to generate data for your review, and wait until the processing icon disappears.

PET Status should have changed from Initiated to Searched.



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

CU Earning Distributions

Retro Distribution Transactions

PET Request Number: BROW001918-20151127-1
 Last Operator to Access: BROW001918
 Transaction Type: Direct
 Creation Date: 11/27/2015
 Date of Pay: 08/27/2015

Select All Trans Deselect All

Check Earnings Line

View Details	Transaction Selected	Company	Pay Group	Pay End Date	Off Cycle ?	Employee ID	Page Nbr	Line	Separate Check
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CU	MON	12/31/2014	<input type="checkbox"/>	174971	1214	3	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	01/31/2015	<input type="checkbox"/>	174971	8143	15	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	02/28/2015	<input type="checkbox"/>	174971	8165	4	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	03/31/2015	<input type="checkbox"/>	174971	8173	15	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	04/30/2015	<input type="checkbox"/>	174971	8226	2	

Earnings Code	Earnings	Combination Code	Department	Account	Job Code	Position Number	Pay Period End Date
1 RGS	-3000.00	12900272	10331	400600	1306	00615976	12/31/2014
2 RGS	3000.00	13003537	10331	400600	1306	00615976	12/31/2014

Save Notify

- a. The top section of the **Check Earnings Line** area contains a line for each pay transaction identified by your query. Select the **View Details** checkbox for one transaction.
- b. The bottom section of the **Check Earnings Line** area displays the effect your PET will have on the transaction details you selected in 5a. In the example above, the earnings from PPE 12/31/14 will be subtracted from SpeedType 12900272 and added to SpeedType 13003527.

6. You can change all or part of the information on this page, 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).

Note: Be sure that you are moving all of the earnings expenses related to the check. Vacation and sick leave used (VAC or SCK earnings codes) should be moved to the same location as the rest of the earnings. If there are any earnings you do not want to move, you should put them back to the combination code where they are coming from. Just deleting the row will not work as you cannot delete the minus [-] row. The end result should be balanced in that the [-] and [+] rows should equal 0.00.

Attach Workflow

CU Process PET | **CU Earning Distributions** | CU Deduction Distributions | CU Tax Distributions

Retro Distribution Transaction

PET Request Number BROW001918-20151127-1
Last Operator to Access BROW001918 Creation Date 11/27/2015
Transaction Type Direct Date of Pay 08/27/2015

Select All Trans Deselect All

Check Earnings Line Personalize | Find | [?] | [x] First 1-5 of 5 Last

Employee ID Employee Name [F3]

View Details	Transaction Selected	Company	Pay Group	Pay End Date	Off Cycle ?	Employee ID	Page Nbr	Line	Separate Check
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CU	MON	12/31/2014	<input type="checkbox"/>	174971	1214	3	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	01/31/2015	<input type="checkbox"/>	174971	8143	15	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	02/28/2015	<input type="checkbox"/>	174971	8165	4	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	03/31/2015	<input type="checkbox"/>	174971	8173	15	
<input type="checkbox"/>	<input type="checkbox"/>	CU	MON	04/30/2015	<input type="checkbox"/>	174971	8226	2	

Earnings Code	Earnings	Combination Code	Department	Account	Job Code	Position Number	Pay Period End Date		
1 RGS	-3000.00	12900272	10331	400600	1306	00615976	12/31/2014		
2 RGS	2500.00	13003537	10331	400600	1306	00615976	12/31/2014	[+]	[-]
3 RGS	500.00	12900272	10331	400600	1306	00615976	12/31/2014	[+]	[-]

[Save] [Notify]

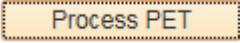
CU Process PET | CU Earning Distributions | CU Deduction Distributions | CU Tax Distributions


- 7. You can change all or part of the information on this page, by changing the combination information and/or the earnings amount for the [+] rows at the bottom of the page.
- 8. If you make any changes to a particular paycheck, you must click **Save** before choosing to view another paycheck. Selecting **Save** will also run the edits necessary to ensure you have balanced transactions (debits and credits balanced).
- 9. If the data is not what you want, or if you need different paychecks, you can navigate back to the CU Process PET to change your selection criteria and start again. If you do that, click Save at the bottom of that tab to regenerate your data before returning to the **CU Earning Distributions** tab.


10. Be sure that all the checks you want to move are selected.

The screenshot shows the 'Retro Distribution Transaction' screen. At the top, there are tabs for 'CU Process PET', 'CU Earning Distributions', 'CU Deduction Distributions', and 'CU Tax Distributions'. Below the tabs, there is a 'Retro Distribution Transaction' section with fields for 'PET Request Number', 'Last Operator to Access', 'Transaction Type', 'Creation Date', and 'Date of Pay'. There are 'Select All Trans' and 'Deselect All' buttons. Below this is the 'Check Earnings Line' section, which contains a table with columns: 'Employee ID', 'Employee Name', 'Transaction Selected', 'Company', 'Pay Group', 'Pay End Date', 'Off Cycle?', 'Employee ID', 'Page Nbr', 'Line', and 'Separate Check'. The 'Transaction Selected' column has a red box around it, and all five rows have checked boxes. Below the table is another table with columns: 'Earnings Code', 'Earnings', 'Combination Code', 'Department', 'Account', 'Job Code', 'Position Number', and 'Pay Period End Date'. At the bottom left, there are 'Save' and 'Notify' buttons, with 'Save' highlighted by a red box.

11. Once you have the PET as you want it, and the transactions selected, click **Save**.

12. Return to the **CU Process PET** tab, and click **Process PET**.  This changes the status of the PET to Processed and populates the data in the **CU Deduction Distributions** and **CU Tax Distributions** tabs.

If at any time you want to withdraw the PET, click the **Withdraw** button. 

13. Click **Submit**.  This submits the PET for approvals.