

# Payroll Expense Transfer (PET)



### Primary Objectives

- To identify required information for the HRSC to complete a Payroll Expense Transfer (henceforth referred to as a PET).
  - PET's can be completed for any employee type.
  - Any PET request that involves a Grant Funded SpeedType will require an additional level of Approval beyond the Service Center
    - These PET's also require that the department provide the HRSC with a Grant Certification Form explaining why this PET should be Approved.
      - Without this Form, or a justification from the department, any PET that affects Grant Funds will **always** be denied.

### Link(s) to relevant resources

- HRSC Website
  - [HR Service Center | Human Resources](#)
- Office of Contracts and Grants
  - [Office of Contracts and Grants \(OCG\)](#)
- Campus Controller's Office
  - [Boulder Campus Controller's Office](#)

# Payroll Expense Transfer (PET)



## Payroll Expense Transfer (PET) Basics

- PET's for a specific pay range populate with the info for an entire paycheck, meaning the HRSC must be **provided with information for all of the pay involved, not just the affected SpeedType**.
  - In the case where only a specific section of an employee's pay needs to be changed, the HRSC **must still be provided with information for the entire paycheck in order to proceed**.
- The HRSC must have a completed PET Spreadsheet before moving forward with any PET, as we do not have access to the various CU Financial Systems, and cannot fill in any blanks ourselves.
  - Because of this we must ask that the department fill out the spreadsheet by using the **Payroll Register Account Detail Query** in HCM.
- The information that populates into the PET page of HCM feeds **only** from HCM, so that is the only information that the HRSC has access to.
  - The easiest method to ensure that the PET in question is entered accurately is to pull the necessary information for the spreadsheet from HCM, which can be done using the **Payroll Register Account Detail Query**, found under the HCM Workcenter.
- PET's can be completed for any number of reasons, but the most common is when an employee's pay hits the department Suspense Account.
- Below is an example of a PET that would affect an employee funded from multiple Speedtypes:

Payment Information						
Pay Period Begin Date	Pay Period End Date	Current		Destination		Amount
		Current Expense Speedtype	Funding %	Destination Speedtype	Funding %	
<div>Note how the multiple SpeedTypes are denoted on multiples columns</div>		10120546	50.00%	10120546	75.00%	\$ 2,500.00
		65402101	50.00%	78784512	25.00%	\$ 2,500.00

# Payroll Expense Transfer (PET)



Human Resources

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Employee Information					
Last	First	EID	Position #	Rec. #	Workstudy?

- **Employee Information**

- This section asks for the department to provide the Employee's Last and First Name, along with their Employee Identification Number (EID) and Record number.
  - All of this can be found using the Job List or Job Data reports in HCM, so long as the proper search criteria are applied.
  - EID's are **always** six digits long
  - Position Numbers will **always** be 8 digits long, starting with a 00
  - Work Study will only apply to Student Employee records, and may require a bit more processing time if the employee is eligible for Work Study funding.

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Payment Information						
Pay Period Begin Date	Pay Period End Date	Current		Destination		Amount
		Current Expense Speedtype	Funding %	Destination Speedtype	Funding %	

- **Payment Information**

- **Pay Period Information**

- The department must provide the start and end Pay Period Dates, as this will determine the pay check range for the PET.

- **Current Information**

- The current expense SpeedType should be filled in with the SpeedType(s) for the Paycheck that **needs to be changed**.
  - This cell should not be what the new SpeedType is **meant to be**, as that will be completed in the next section
- If the employee in question is funded from multiple SpeedTypes **they must all be listed here in their exact percentages**.
  - The HRSC requires that any funding information add up to 100% overall, otherwise HCM will not accept our PET entry.

- **Destination SpeedType**

- These cells should be filled in with the SpeedType(s) that the department would like charged instead of the previous SpeedType.
  - This SpeedType can be applied to the future funding information if requested in the next cell.
- If the pay in question should have been funded from multiple SpeedTypes **they must all be listed here in their exact percentages**.
  - The HRSC requires that any funding information add up to 100% overall, otherwise HCM will not accept our PET entry.

- **Amount**

- This cell should reflect the amount of pay that was dispersed for this specific pay period range.
  - **This cell needs to match what the employee was already paid, not what needs to be moved to another SpeedType.**

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Human Resources

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		HRSC Use Only
Apply to future funding?	NOTES:	HRGL Request #:

- **Apply to future funding?**
  - This dropdown menu allows the department to indicate whether or not the Destination Speedtype funding should be applied to this employee's funding information moving forward
- **Notes**
  - This cell is optional, but can be used to inform the HRSC of any outstanding details about this PET.
- **HRSC Use Only**
  - This section will be completed by the HRSC Coordinator who completes this PET, and they will fill in this cell with the HRGL Request Number that HCM provides after submitting a PET.
    - This HRGL number is unique to the PET and can be used to pull up said PET in HCM, to determine the status of it's Approval.