

# On-Line Payroll Expense Transfers

Payroll expense transfers (PETs) are defined as transactions that move earnings and associated fringe benefits from the department(s) and account (combination code) where the earnings and fringe benefits were originally paid to a new department(s) and/or account. A Transfer Form (journal voucher) should not be used for these types of transactions.

## General Information

The essential part of the on-line PET system is the employee data screen. The information displayed on the employee data screen (discussed in more detail below) is summarized on the first tab by earnings codes other than those representing Sooner Credits. The following earnings codes are combined and displayed as "RGR" on the employee data screen: HOL, PLS, PLU, REG, and RGR. All other earnings codes will be displayed in separate sections on the screen.

Sooner Credits are displayed on the second tab of the screen. Sooner Credits should not normally need to be changed. Therefore, the discussions below regarding the employee data screen will focus on the first tab.

The employee data screen displays the amount ("Earnings") paid to the employee and where ("Combination Code") the employee was paid for the pay period end date noted at the top of the screen. The "combination code" represents the GL department number and account code used in processing the original earnings of the employee, i.e. xxxxxxxx-xxxx05. The employee's emplID and name are included at the top of the screen for reference.

The employee data screen contains edits to minimize data entry errors. The department and account numbers used for the new combination code must be valid in the HR and Financial systems.

Fringe benefit adjustments will be made automatically by the PET process based on the information processed on the employee data screen.

## Navigation and Screens

Payroll expense transfers should be entered into the PeopleSoft HRMS database at <https://hrms.ou.edu/>. At this website, users select "Link to PeopleSoft HRMS Production/Self Service Database".

NOTE: PETs that involve xx5xxxxx department must be entered by a user with the OU Project Support role and should be coordinated with your sponsored program officer or post award financial services representative for entry into the on-line system.

The navigation to the menu item is as follows: OU Manage Time and Earnings>PET Entry. Users' security settings determine what menu items are accessible to them. HR users who have the Departmental User role will be able to see "PET Entry" after selecting "OU Manage Time and Earnings" from the main menu.

There are three screens within the PET on-line process that a user may see. They are:

- Search screen
- Results screen
- Employee data screen

After selecting the menu item “PET Entry”, the **search** screen will be displayed:

Oracle PET Entry search screen. The form includes the following fields and options:

- Pay Period End Date: [dropdown] [text input]
- Empl ID: [dropdown] [text input]
- Name: [dropdown] [text input]
- Case Sensitive:
- Buttons: Search, Clear, Basic Search, Save Search Criteria

At this screen, an emplID **or** a name must be entered. A pay period end date may also be entered to narrow the search results. If only an emplID or name is entered, a list of transactions matching the emplID or name will be displayed. If an emplID and a pay period end date are entered, it will result in one match and display the information for the pay period and emplID that matches the data entered on the search screen or a message will be displayed indicating no matching values were found. The blue down arrows can be used with pay period end date, emplID, and/or name to further refine the user’s search if the results were not as expected.

The **search** screen would look as follows if the user wanted to see all activity since July 1, 2011 for a specific employee:

Oracle PET Entry search screen with search criteria filled in:

- Pay Period End Date: [dropdown: >] [text input: 07/01/2011]
- Empl ID: [dropdown: begins with] [text input: 432245]
- Name: [dropdown: begins with] [text input: ]
- Case Sensitive:
- Buttons: Search, Clear, Basic Search, Save Search Criteria

The **results** screen would look as follows:

Oracle PET Entry search results screen. The search criteria include: Pay Period End Date: 07/01/2011, Empl ID: 432245, Name: 432245. The search results table is as follows:

Company	Pay Group	Pay Period End Date	Off Cycle ?	Page Nbr	Line Nbr	Separate Check Nbr	Check Nbr	Paycheck Number	Empl ID	Name	Department
NRM	HR Y	07/15/2011	N	341	3	0	2276581	432245	Williams, Sean C	ADCTFSS	
NRM	HR Y	07/28/2011	N	460	3	0	2279765	432245	Williams, Sean C	ADCTFSS	
NRM	HR Y	08/12/2011	N	463	3	0	2282910	432245	Williams, Sean C	ADCTFSS	
NRM	HR Y	08/26/2011	N	474	3	0	2291316	432245	Williams, Sean C	ADCTFSS	

NOTE: If criteria is entered that produces only one result, the results screen will not be displayed. The next screen displayed will be the employee data screen.

The **employee data** screen would look as follows when the pay period end date of 7/15/11 is selected:

Oracle PET Entry employee data screen for Empl ID 432245, Name Williams, Sean C, PPE Date 07/15/2011. The Current Earnings Distribution table is as follows:

Earn Cd	Fiscal Year	Position Number	Earnings	Combination Code
RGR	2012	06215	\$463.35	132700900-707005

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New Distribution Information section includes fields for Combination Code and Earnings.

Note: When this screen is accessed it is necessary to use the scroll bar on the right side of the screen to see the bottom of the screen. This is important to note as there may be multiple combination codes from which that the employee was paid.

If an employee was paid from multiple combination codes, there will be multiple sections displayed on the screen. There will also be multiple sections displayed if the employee was paid using more than one earnings code.

## Processing a PET – One new combination code

1. Enter the appropriate information in the search screen to get to the employee data screen for the employee for which a PET is needed.

- Review the employee data screen to ensure the correct employee and pay period is being displayed.
- Enter the new department number-account number in the box next to “Combination Code”, for example 132700900-700005.

Earn Cd	Fiscal Year	Position Number	Earnings	Combination Code
RGR	2012	06215	\$463.35	132700900-707005

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New Distribution Information

Combination Code  Earnings

If the combination code is not known, a list of valid values can be seen by clicking on the magnifying glass to the right of the box.

- Enter the amount to be charged to the new combination code in the box under “New Earnings Amount”. **NOTE: The amount should never be a negative number.**

Earn Cd	Fiscal Year	Position Number	Earnings	Combination Code
RGR	2012	06215	\$463.35	132700900-707005

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New Distribution Information

Combination Code  Earnings

- If all of the original earnings are to be moved to one new combination code, scroll to the bottom of the screen and click on “PET Submit”. After the process is complete, the search screen is displayed. If the user attempts to navigate from the employee data screen without saving the data, an error message will be displayed.

## Processing a PET – More than one new combination code

- Follow steps 1 through 4 under “Processing a PET – One new combination code”.
- Click on the plus button or tab to the plus button and hit enter.

New Distribution Information

Combination Code  Earnings

3. Enter the new combination code and new earnings amount as in steps 3 and 4 under “Processing a PET – One new combination code”.
4. Repeat the steps as many times as necessary.
5. Scroll to the bottom of the screen and click on “PET Submit”. After the process is complete, the search screen is displayed. If the user attempts to navigate from the employee data screen without saving the data, an error message will be displayed.

## Processing a PET – More than one current earnings distribution

Follow the steps outlined above ensuring that the new information is entered in each section. See below.

Earn Cd	Fiscal Year	Position Number	Earnings	Combination Code
RGR	2012	06215	\$438.16	132700900-707005

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**New Distribution Information**

Combination Code  Earnings

Earn Cd	Fiscal Year	Position Number	Earnings	Combination Code
RGR	2012	06215	\$75.94	132700900-707005

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**New Distribution Information**

Combination Code  Earnings

## PET automated processing

A process will be run each night to capture all the PETs entered into the on-line PET process. This process will reverse the original earnings and fringe benefit transactions, calculate the fringe benefits for the new distribution information, and update the appropriate HR tables and PET screens for all transactions. This information will be passed to the financial system.

## Reporting

The PET transactions will be reflected on the Position Control report. The reversal of the original transaction will appear, as well as a line reflecting the new distribution information. These lines will appear at the bottom of the account code section impacted. The employee name, pay period end date, transaction date, and amount will be included in the line.

The PET transactions will also be reflected on the Commitments vs Budget report. They will be identified by document ids beginning with "PET" and can be traced to the Position Control report by the transaction date.

Note: Multiple PETs on the Position Control report with the same account code and transaction date could represent one line on the Commitments vs Budget report.