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. xxxxxxxxx-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 xx5xxxxxxx 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:
After selecting the menu item “PET Entry”, the search screen will be displayed:

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:

The results screen would look as follows:
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:

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.
2. Review the employee data screen to ensure the correct employee and pay period is being displayed.

3. Enter the new department number-account number in the box next to “Combination Code”, for example 132700900-700005.

   ![Image of employee data screen]

   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.

4. 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.

   ![Image of employee data screen]

5. 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**

1. Follow steps 1 through 4 under “Processing a PET – One new combination code”.

2. Click on the plus button or tab to the plus button and hit enter.

   ![Image of employee data screen]
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.

**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.