



PET AEM User Guide

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BACKGROUND

Payroll Expense Transfers (PET) are transactions processed in Common Human Resources System (CHRS) to reclassify or reallocate payroll expenditures, salary and wages, from one cost center or fund to another. These transactions result in a set of financial data that are transmitted to the Common Financial System (CFS) as a set of journal entries posted to the campus accounting ledgers.

PETs are processed continuously throughout the month but are generally posted in CFS once a month as part of the campus month-end closing procedure. At that time, campus users may view the impact of processed PETs on their financial reports in Oracle Business Intelligence Enterprise Edition (OBIEE).

POLICY

Payroll Transfers should not be used as a mechanism to shift salary/benefit expenses on an ad hoc basis. The funding sources for labor-related expenses should be determined at the beginning of the fiscal year during the budget process and staff should be charged to the appropriate fund codes in accordance with the budget plan.

Allowable payroll corrections/ transfers:

- To correct LCD errors
- Capture changes in staff assignments or assigned areas (preceded by chart fields update via Position Action form).
- Faculty Release Time
- Multi-head Special Consultant (Job Code 4660, 2403) payroll expense distribution
- Additional pay expense distribution for adjunct faculty with less than 1.0 FTE (Job Code 2359)
- Academic programs where faculty assignment varies across semesters
- To facilitate labor-related expenses which Division/ Department Fiscal Officers could not foresee during the fiscal year budget process

For the complete CSUF policy on PETs, visit the budget Policies website:

<https://financialservices.fullerton.edu/budget/policies/>

PROCEDURE

1. Log in the AEM PET form (see appendix for website link)
 - a. *Optional: download the PET upload form and complete the required information*
2. Complete the form, tab "Payroll Charges":
 - a. **Fiscal Year:** Current 4-digit fiscal year (eg. 2023)
 - b. **Division:** Select the Division accepting payroll charges (Transfer To Combo Code "Debit" departments)
 - c. **Completing the form online¹**
 - i. Enter the **Employee ID**

¹ Users can either complete the form online or use the upload feature. If electing to complete the form online, users **do not** need to upload a Payroll Upload Template. If users upload PET data into the form, they do not need to separately complete the online form, though they may edit data if necessary.

- ii. Select the **Charge Period**² (should only allow users to select valid charge periods)
 - iii. Additional information auto-populated by the webform, including the **Total Amount Charged**, the **Paycheck Number** and **Transfer From Combo Code (Credit)**.
 - iv. Review the auto-populated information
 - v. Enter the % to Transfer³
 - vi. Remaining % to Transfer auto-populated on a following line
 - vii. Complete the **Transfer To Combo Code (Debit)** chart fields
 - 1. *Optional: complete the **Transfer To Combo Code (Debit)** chart fields for any remaining % to Transfer*
 - d. **Using the upload feature**
 - i. Press the “Choose File” button and select your completed Payroll Upload Template
 - e. Validate Transfer Data (see appendix for a description of validation checks used)
 - f. If necessary, edit any data resulting in failed edits.
3. Complete the form, tab “Signature & Acknowledgement”
- a. Note: only proceed to this tab if the PET data is complete and correct
 - b. Click the check box to confirm that the PET information to be submitted is true and correct
 - c. Use the Comments field to communicate to approvers and the budget office the purpose of the PET.
 - d. *Optional: Click “Generate PDF” to create an electronic file record of the transaction to save locally.*
 - e. Click “Submit”

Once submitted, the PET is routed according to the workflow below to users with Delegation of Authority assigned with “Budget” access. Users may optionally save their work in progress and continue completing the PET form at a later time by returning to the AEM login portal (see appendix for website link and DOA access)

² Charge periods refer to month and year work was performed resulting in salary and wages to the employee and may differ from the payroll expense is recorded in CFS (Accounting Period). A common example is retroactive backpay paid to an employee in arrears.

³ Previously, users may submit PETs to the Budget Office that allocated a percentage of the total payroll expense. New in this form is the requirement that users allocate a total of 100% of the payroll expense. If only part of the payroll expense is transferred to a different set of chart fields, but the remaining amount remains in the original chart fields, users must explicitly enter this information on the form. Users may also allocate paychecks to two different cost centers, or funds.

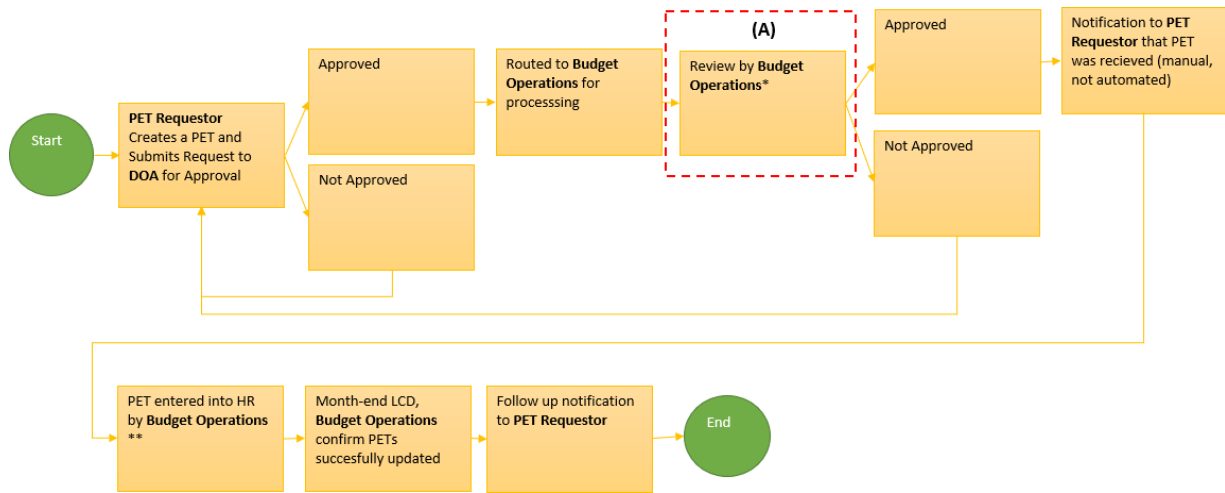


FIGURE 1 - PET WORKFLOW DIAGRAM

APPENDIX

HELPFUL LINKS

PET AEM Form: <https://myforms.fullerton.edu/content/dam/formsanddocuments/pet-form/payroll-expenditure-transfer-request/jcr:content?type=guide&source=fp&wcmode=disabled>

Resource Planning and Budget: <https://financialservices.fullerton.edu/budget/>

Budget Forms: <https://financialservices.fullerton.edu/budget/forms/>

AEM Form Login:

[https://myforms.fullerton.edu/libs/granite/core/content/login.html?resource=%2Fcontent%2Fcsu%2Fs%2Fen%2Fforms-catalog0.html&\\$\\$login\\$\\$=%24%24login%24%24&j_reason=session timed out&j_reason code=invalid login](https://myforms.fullerton.edu/libs/granite/core/content/login.html?resource=%2Fcontent%2Fcsu%2Fs%2Fen%2Fforms-catalog0.html&$$login$$=%24%24login%24%24&j_reason=session+timed+out&j_reason+code=invalid+login)

DOA Access:

(Finance DOA Access Request Form)

<https://myforms.fullerton.edu/content/dam/formsanddocuments/finance-doa-access-request-form/finance-doa-access-request-form/jcr:content?type=guide&source=fp&wcmode=disabled>

(Finance System Access Request Form)

<https://myforms.fullerton.edu/content/dam/formsanddocuments/financial-access-request-form/financial-access-request-form/jcr:content?type=guide&source=fp&wcmode=disabled>

PET FIELDS

<i>Field</i>	<i>Long Name</i>	<i>Size</i>	<i>Required?</i>	<i>Null Allowed?</i>
Empl_ID	Employee ID	9-digit INTEGER	Y	
HR_Dept ID	HR Department ID	5-digit INTEGER	Y	
Position_Number	Position Number	8 length CHAR	Y	
Employee_Name	Employee Name	VARCHAR		
Empl_Record	Employee Record Number	INTEGER		
Charge_Period	Charge Period	6-digit INTEGER	Y	
Check	Check Number	VARCHAR		
Total_Amount	Total Amount	CURRENCY		
Transfer_Percent	% to Tranfer	FLOAT, 2 decimals	Y	
Transfer_Amount	Transfer Amount	CURRENCY		
Credit_Dept	Transfer From Department ID	5 digit INTEGER		
Credit_Fund	Transfer From Fund	6 length CHAR		
Credit_Class	Transfer From Class	5-digit INTEGER		
Credit_Project	Transfer From Project	???		
Credit Program	Transfer From Program	4-digit INTEGER		
Credit_Account	Transfer From Account	6-digit INTEGER		
Debit_Dept	Transfer To Department ID	5-digit INTEGER	Y	
Debit_Fund	Transfer To Fund	6 length CHAR	Y	
Debit_Class	Transfer To Class	5-digit INTEGER	Y	Y
Debit_Project	Transfer To Project	???	Y	Y
Debit_Program	Transfer To Program	4-digit INTEGER	Y	Y
Debit_Account	Transfer To Account	6-digit INTEGER	Y	
Change	Permanent Change?	BOOLEAN (Y/N)		
Transfer_Amount _Benefits	Ignore	Ignore		Y

VALIDATION CHECKS

<i>Description</i>	<i>Fields</i>	<i>Error Message</i>	<i>Instances when this error shows up</i>
Error If Transfer_Percent = 100.00 AND Credit_Dept = Debit_Dept AND Credit_Fund = Debit_Fund AND Credit_Program = Debit_Program AND Credit_Class = Debit_Class AND Credit_Project = Debit_Project	Transfer_Percent Credit_Dept Debit_Dept Credit_Fund Debit_Fund Credit_Program Debit_Program Credit_Class Debit_Class Credit_Project Debit_Project	ERROR: Debit and Credit Chartfields the same. Must identify different transfer-to chartfields	If transfer percentage is 100 and [Credit Department = Debit Department Credit Fund = Debit Fund Credit Program = Debit Program Credit Class = Debit Class Credit Project = Debit Project] mentioned conditions satisfies then this error shows up

Empl_ID, HR_Dept_ID, Position_Number, Employee_Name, Empl_Record, Charge_Period, Check, Total_Amount, Credit_Dept, Credit_Fund, Credit_Class, Credit_Project, _Credit Program, and Credit Account must exist in CSU_Labor_Dist (CHRS table)	Empl_ID HR_Dept_ID Position_Number Employee_Name Empl_Record Charge_Period Check Total_Amount Credit_Dept Credit_Fund Credit_Class Credit_Project Credit_Program Credit_Account	ERROR: Paycheck not found	
Position_Number doesn't include the leading zeroes	Position_Number	ERROR: Position number must be 8 digits	<ul style="list-style-type: none"> • If Position number is empty • If Position number doesn't have three zeroes its prefix. • If Position number length is not 8
Debit_Account ≠ Credit_Account	Debit_Account Credit_Account	Warning: Debit and Credit Accounts are different	<ul style="list-style-type: none"> • If Debit Account and Credit Account are not matching with each other • Only once this warning will showup for multiple records with same error
Total_Amount * Transfer_Percent ≠ Transfer_Amount	Total_Amount Transfer_Percent Transfer_Amount	Error: Transfer Amount incorrect	<ul style="list-style-type: none"> • If Total amount multiplied by percentage is incorrect • If Percentage field and transfer amount is empty
Combination of Employee ID, Employee RCD, Position Number, Charge Period & Check Number must exist in AR_PAYROLL_EXP_TRANSFER	Employee ID Employee RCD Position Number Charge Period Check Number	Error: Invalid Basic details	<ul style="list-style-type: none"> • If Combination of Employee ID, Employee RCD, Position Number, Charge Period, Check Number doesnt exist in AR_PAYROLL_EXP_TRANSFER
Combination of Employee ID, Charge Period, Check Number, Credit Fund & Credit Department must exist in AR_PAYROLL_EXP_TRANSFER	Employee ID Charge Period Check Number Credit Fund Credit Department	Error: Invalid Combo Code details	<ul style="list-style-type: none"> • If Combination of Employee ID, Charge Period, Check Number, Credit Fund, Credit Department doesnt exist in AR_PAYROLL_EXP_TRANSFER
Percentage total for records with combination of Employee ID, Charge Period & Check Number must equal to 100	Employee ID Charge Period Check Number	Error: Imbalanced	<ul style="list-style-type: none"> • If Consolidated percentage for the records with combination of Employee ID, Charge Period & Check Number is not equal to 100(Below 100, Above 100) • If percentage field is empty

CHANGE LOG

Date	Name	Description
11/2/2023	Oliver Ravela	Document created
11/2/2023	Stacy Kainer	Document Reviewed
4/4/2024	Oliver Ravela	Change to "PET Fields" (Transfer_Amount_Benefits)
10/9/2024	Stacy Threatt	Added DOA Information