



# Human Capital Management: Captivate Training Guide

## Creating a PET with Multiple Lines and Grant Funding

A PET, or payroll expense transfer, is used to move expenses related to earnings to different SpeedTypes, which uniquely identify funds. PETs make funding changes for payroll that has already posted, and are only used to correct the SpeedType of the funding source.

This guide describes the steps to follow while completing the training and assessment simulations for creating a PET. This guide mirrors the steps you will perform in the simulated training exercise. This guide is specific to this training exercise and is not intended as a reference for creating PETs. Refer to *Payroll Expense Transfers – PETs Step-by-Step Guide* for more detailed instructions and reference.

<p><b>Training Tasks:</b></p>	<p>Create a PET that includes:</p> <ul style="list-style-type: none"> <li>• Searching for paychecks</li> <li>• Updating earnings</li> <li>• Confirming taxes and deductions</li> <li>• Completing the grant questionnaire (using grant funding)</li> <li>• Recalling a PET</li> <li>• Reviewing the Summary page</li> <li>• Submitting for approval</li> </ul>
<p><b>Before You Begin:</b></p>	<ul style="list-style-type: none"> <li>• This exercise builds off a previous exercise, <i>Creating a PET: Search for Paychecks and Update Distributions</i>. You may want to complete that exercise first.</li> <li>• After typing in a field, press the down arrow . The simulation does not allow you to press Enter or Tab as you would in HCM. Pressing the down arrow saves your data entry in a field and lets you continue with the simulation.</li> <li>• When instructed to scroll, click the scroll bar area.             <ul style="list-style-type: none"> <li>○ You cannot use the mouse to move up and down simulated pages.</li> <li>○  Arrows similar to this one appear when scrolling is the next step, indicating you should click the scroll bar.</li> <li>○ Due to the area of the PET pages in HCM, there is a lot of scrolling in this procedure. In the interest of saving time, the simulation scrolls for you, where possible.</li> </ul> </li> </ul>
<p><b>Access the Training Lab Exercise</b></p>	<ol style="list-style-type: none"> <li>1. From the employee portal, <a href="https://my.cu.edu">https://my.cu.edu</a>, open <b>Skillsoft</b>.</li> <li>2. Click <b>CU System</b>.</li> <li>3. Click <b>HCM PET Multiline with Grant</b>. You may need to choose HCM Labs from the Categories on the left.</li> </ol>

If you have any feedback or suggestions for this training, email [system.training@cu.edu](mailto:system.training@cu.edu).

## Searching for Paychecks

Open the simulation, which begins at the HCM Community Users dashboard.

Begin with searching for paychecks that require a funding transfer.

1. From HCM Community Users dashboard, click **Pay Actions**.
2. Click **CU PETs and Funding**.
3. Click **New PET Request**.
4. Click **New Window** at the top of the page to display the page without the menu along the side.
5. Click **Add a New Value**.

### Search for a MULTIPLE paychecks by PAY PERIOD DATES

1. Click the **Empl ID** field and type **155950** and then press the down arrow.
2. Click the calendar for **Pay Begin Date** and select March 1, 2018 (**March**> **2018**> **1**).
3. Click the calendar for **Pay End Date** and select May 31, 2018 (**May**> **2018**> **31**).
4. Click **Search for Paychecks**. The Paycheck Search Results displays five paycheck lines.
  - 03/31/2018 pay end dates have two lines.
  - 04/30/2018 pay end dates have two lines.
  - 05/31/2018 check has one line.
5. Click **Un-Select All**. The boxes in the Selected column are cleared.
6. Click **Select All**. All the paychecks are selected except the last one.
7. Click the simulation's **Continue** button.
8. Click the **Add'l Info** tab.
  - The Excluded Flag indicates that this paycheck is already included in a pending PET.
  - The HRGL Request number is listed for reference.

The four remaining lines are all checked. There are two paychecks—one for March and one for April. We will update funding for both checks.

## Updating Paycheck Distribution

Now let's **update the distribution** for a paycheck.

1. At the top of the page, click the **Earnings** tab. The March paycheck is displayed. Confirm that the entire check is included.
  - a. In the **Paycheck Information** section, confirm the **Total Gross** pay is **\$3871.22**.
2. Click the bottom scroll bar to display the right side of the page.
  - a. In the **Job Data Snapshot**, confirm the **Comp Rate** matches **\$3871.22**.
  - b. In the **Current Check Distribution** section, confirm that the **Amount** totals **\$3871.22**.
3. Click the bottom scroll bar to move back to the left of page.
4. Notice that the two paycheck search lines with a pay end date of 03/31/2018 now displays three lines. This page includes a new field, **Earn Code**, and multiple earnings codes generated multiple lines.
  - Earnings period 3/31/18 has one earn code for regular pay, RGS.
  - Earnings period 2/28/19 has two leave codes, VAC and SCK, each with their own line.
  - Funding for each line totals 100%.
5. Click the scroll bar to move down.

### Use the Funding Template for Copy to update the New Check Distribution

1. In the New Check Distribution section, select the **Copy Distribution?** checkbox for the regular earnings (RGS) line.
2. Click the link above the section labeled **Copy Checked Rows to Earnings Funding Template**. The funding line is copied to the Funding Template for Copy section above the link.
 

**Note:** If there were multiple RGS rows that totaled 100%, all the RGS rows would have copied to the template.
3. In the **Distrib %** box of the Funding Template, change the percentage to **75**, and press the down arrow.
4. Click the **Add** button **[+]** to add another row to the template.
5. Click the **SpeedType** field in the new row and type a new SpeedType for this distribution, **61000013**, and press the down arrow.
 

**Note:** The field will only accept active SpeedTypes, and if it includes a project, the project must be in pre-spending, open or ended status.
6. Click the **Distrib %** field, type **25** and press the down arrow.
7. Click the link labeled **Set all earnings to Copy for this check**. All the checkboxes in the New Check Distribution are selected, indicating the new funding distribution should be applied to the entire check.
8. Click the **Copy Funding Distribution** button. The new distribution is applied to each earnings code that was previously listed at 100%.
9. Click the bottom scroll bar to move to the right of the page. The Earnings Code Summary section confirms that each earnings code distributed at 100%.

## Observe what happens when the total distribution is not 100%

1. Change the **Distrib %** in the last line from 25 to **15**, and press the down arrow. The simulation moves to the bottom of the page.
2. Click **Save**. A message displays, “New earnings distribution adds up to 2680.07, but the total distribution needs to be 2977.86.”

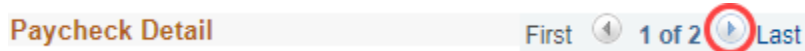
This means HCM will not process the PET because the Amount and Distributed Percent are less than 100% of the check.

3. Click **OK**.
4. Click the **Distrib %** field, change it back **25**, and press the down arrow. The Earnings code Summary indicates the Distributed Percent is 100.
5. Click **Save**. The system assigns an HRGL Request number and displays the status of the request as Searched/Draft.

## Updating More than One Paycheck at a Time

Only one paycheck has been updated, but there are two checks we want to update. We will update funding for both checks at the same time.

1. Click the bottom scroll bar to move to right of the page. 1 of 2 is displayed in the Paycheck Detail header, indicating you are looking at check 1 of 2.
2. Click the next button in the Paycheck Detail header.



3. Looking at the second check, confirm the paycheck total.
  - a. In the **Paycheck Information** section, confirm the **Total Gross** pay is **\$3871.22**.
  - b. In the **Job Data Snapshot**, confirm the **Comp Rate** matches **\$3871.22**.
  - c. In the **Current Check Distribution** section, confirm that the **Amount** totals **\$3871.22**.
4. Click the bottom scroll bar to move back to the left of the page.

What happens if the entire check is not selected?

5. Click the **Paycheck Search** tab.
6. Deselect the third checkbox to clear the selection.
7. Click the **Earnings** tab.
  - Only the RGS row remains and displays an amount of 3,424.54, which does not equal 3,871.22.
  - If only part of the paycheck is included in the PET, the distribution will not be applied to the entire check, and will not distribute correctly.
8. Click the bottom scroll bar to move back to the left of the page.
9. Click the **Paycheck Search** tab.
10. Reselect the checkbox.
11. Click the **Earnings** tab.

## Use the Funding Template for Copy to update all the Checks

1. Click the first **SpeedType** field in the Funding Template for Copy section, type **63001917**, and press the down arrow.
2. Click the link labeled **Set all earnings to Copy for all checks**.
  - All of the Copy Distribution checkboxes appear selected for this check.
  - All of the Copy Distribution checkboxes on the first check will also be included.
3. Click the **Copy Funding Distribution** button.
4. Click the bottom scroll bar to move to the right and notice the distribution percentages.
5. Click the scroll bar to move to the top of the page.
6. Click the previous button in the Paycheck Detail header. The first check appears with updated SpeedTypes.
7. Click the scroll bar to move to the top of the page.
8. Click the **Taxes** tab. Notice the SpeedType updated.
9. Click the **Deductions** tab. The simulation will scroll down for you, so you can see that the SpeedTypes updated here as well.

**Note:** Taxes and Deductions calculate based on campus-specific rules. For example, at the UCD campus, taxes and deductions follow earnings; UCB pools the taxes and deductions, and UCCS currently has a hybrid option.

10. Click the scroll bar to move to the top of the page.

## Adding Attachments and Comments and Saving the Transaction

Perform PET functions from the **Paycheck Search** tab.


1. Click the **Paycheck Search** tab and scroll to the bottom.
2. Add an attachment, which can be useful for including PET detail files, if you have them.
  - a. Click **Add Attachment**. The File Attachment box appears.
  - b. Click **Choose File**.
  - c. Select the first file, **Attachment-Document.docx**.
  - d. Click **Open**.
  - e. Click **Upload**.
3. Add comments to explain why the PET is being requested.
  - a. Click **Add Comment**.
  - b. Click the comment field, type **PET explanation**, and press the down arrow. You can add more than one comment.
  - c. Click **Add Comment** again.
  - d. Click the new comment field, type **more explanation**, and press the down arrow.
4. Click **Save**.

## Completing Grants Certification Questions

A message appears indicating one of your funding sources is a grant and you will need to complete a grants questionnaire.

1. Click **OK**. The Grants Certifications Questions page appears.
2. Click inside the first box, which asks for the reason for submitting this PET.
3. For this exercise, type the word **explain** and press the down arrow.
4. Click the **Yes** option to certify your reason for the request.
5. Click inside the second text box, which asks why this request is occurring after 90 days.
6. For this exercise, type the word **explain** and press the down arrow.
7. Click **Save**. Notice the PET is saved.
8. Click the simulation's **Continue** button.

## Reviewing the PET Request

1. Click the **Summary** tab. The employee's name is displayed in the top section.
2. Review the PET Combination Summary. The SpeedTypes used in the PET display credit and debit amounts for earnings, deductions, and taxes.
3. Expand the **PET Detail** section. The PET Detail lists each line item separately with the most detail.
4. Click the bottom scroll bar to move to the right.
5. Click the **Export to Excel** icon. 
6. Click the downloaded file at the bottom. A message appears.
7. Click **Yes**. The detailed spreadsheet opens in Excel, which you could save and attach.
8. For this exercise, close the Excel window.

## Saving and Submitting (or Recalling) the PET

1. Click the **Paycheck Search** tab.
2. Click **Save / Submit**. The Event Tracking section displays the event that the PET is Submitted for Approval. Also, the action buttons are all gray except Recall.
3. Click **Recall**. The status changes back to Searched/Draft. Notice, you can also delete the PET request by clicking the trashcan.
4. Click the simulation's **Continue to bottom of page** button to move back to the bottom of the page.
5. The **Event Tracking** section shows that the request is **Withdrawn**.
6. Click **Save / Submit**.
7. The **Event Tracking** now displays **Submitted for Approval** at the top.
8. Click **Multiple Approvers** in the Grants Approvers Pending box. A list of approvers appears.
9. Close the approver box.

Notice the PET header has changed the status to Submitted for Approval. Once all the approvals are made, HCM changes the status to Approved. Once the PET journal is fed to FIN, the status changes to Completed and the PET distributions are posted to the general ledger.