University of Colorado
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EMPLOYEE SERVICES

Human Capital Management: Captivate Training Guide

Creating a PET: Search for Paychecks and Update Distributions

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.

Training Tasks:	Create a PET that includes: • Searching for paychecks • Updating earnings • Confirming taxes and deductions • Reviewing the Summary page • Submitting with self-approval

Before You Begin:	• 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.
	
	• When instructed to scroll, click the scroll bar area.
	    o You cannot use the mouse to move up and down simulated pages.
	    o ➡️ Arrows similar to this one appear when scrolling is the next step, indicating you should click the scroll bar.
	
	• 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.

Access the Training Lab Exercise	1. From the employee portal, https://my.cu.edu, open **Skillsoft**. 2. Click **CU System**. 3. Click **HCM PET Paycheck Search and Distributions**. You may need to choose HCM Labs from the Categories on the left.

If you have any feedback or suggestions for this training, email system.training@cu.edu.

Searching for Paychecks

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

Begin with searching for paychecks. In this part of the exercise you will search based on pay dates and then again on earnings dates.

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**. The **Paycheck Search** page displays.

Search for a SINGLE paycheck 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 May 1, 2018 (**May**> **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 display one paycheck.

    Pay End Date – 5/31/18 – only one line displays for May earnings only.

Search for MULTIPLE paychecks by PAY PERIOD DATES

1. Change the Pay Begin Date to 4/1/2018, by clicking the calendar for **Pay Begin Date** and selecting **April**> **1**.

2. Click **Search for Paychecks**. A message box appears indicating your search results will be refreshed.

3. Click **OK**. The Paycheck Search Results now display three paycheck lines.

    o Pay End Date – 4/30/2018 – includes two lines. Both posted to the April paycheck, and both lines must be included in a PET for this check.

        ▪ April pay with an April earnings end date

        ▪ March leave with a March earnings end date

    o Pay End Date – 5/31/18 – only one line displays for May earnings only.

Search for MULIPLE paychecks based on the EARNINGS PERIOD DATES

1. Clear the dates in the **Pay Begin Date** and **Pay End Date** fields.

    Note: For the training simulation, click each field and the simulation will clear the fields.

2. Click the calendar for **Earnings Begin Date** and select March 1, 2018 (**March**> **2018**> **1**).

3. Click the calendar for **Earnings End Date** and select May 31, 2018. (**May**> **2018**> **31**).

4. Click **Search for Paychecks**. A message box appears indicating your search results will be refreshed.

5. Click **OK**. Two more paycheck lines are added to the results for the 3/31/18 paycheck.

   o Earnings End Date – 2/28/18 – displays one line. It posted to the March paycheck.

      ▪ February leave with a February earning end date posted on the March paycheck.

   o Earnings End Date – 3/31/18 – displays two lines. One posted to the April paycheck and one posted to the March paycheck.

      ▪ March pay with an earnings end date in March posted on the March paycheck.

      ▪ March leave with a March earning end date posted on the April paycheck.

   o Earnings End Date – 4/30/2018 – displays one line.

      ▪ April pay with an earnings date of April posted on the April paycheck.

   o Earnings End Date – 5/31/18 – displays one line.

      ▪ May pay with an earnings end date of May posted on the May paycheck.

Updating Paycheck Distribution

Select the paychecks to redistribute funding in the PET.

1. Click the **Un-Select All** link. All the checkboxes in the Paycheck Search Results are cleared.

2. Select the checkbox for the paycheck with a Pay End Date of 05/31/2018. (The last one listed.)

Now let's update the distribution for a paycheck.

3. At the top of the page, click the **Earnings** tab. The May paycheck is displayed.

4. Click the bottom scroll bar to display the right side of the page.

   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**.

   d. Click the simulation's **Continue** button.

Manually update funding in the New Check Distribution.

5. In the New Check Distribution section, click the **Distrib %** field and change the percentage to **50**, and press the down arrow.

6. Click the **Add** button **[+]** to add another row to the New Check Distribution section.

7. Click the **SpeedType** field 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.

8. Click the bottom scroll bar to move to the right of the page.

9. Notice that the system provided a default value of 50% for the Distrib %.

10. Click the bottom scroll bar to move back to the left of the page.

11. Click the **Taxes** tab at the top of the page.

> **Note:** The information on this tab is calculated based on specific campus rules. For example, at the UCD campus, taxes and deductions follow earnings.

12. Notice that the SpeedType updated.

13. Click the bottom scroll bar to move to the right and notice the distribution percentages.

14. Click the scroll bar again to move to the left.

15. Click the **Deductions** tab.

16. Click the scroll bar to move down and see that the SpeedType updated.

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

Save, Add Attachments and Comments

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

1. Click the **Paycheck Search** tab, scroll to the bottom, and click **Save**.

   The **Event Tracking** is updated.

2. Scroll to the top of the page and notice that an **HRGL Request Number** has been generated.

   The status remains in **Searched/Draft** status.

Once there is a draft with an HRGL number, attachments can be added to the request.

1. Scroll back to the bottom of the page and click **Add Attachment**.

2. Click **Choose File**.

3. Select the first file, **Attachment-Document.docx**.

4. Click **Open**.

5. Click **Upload**.

Now, add a comment to explain why the PET is being requested.

1. Click **Add Comment**.

2. Click the comment field, type **add a PET description**, and press the down arrow.

3. Click the bottom scroll bar and see that you can also delete comments.

4. Click the minus button to remove the comment. A message appears asking you to confirm your deletion.

5. Click **OK**.

6. Click the bottom scroll bar to move left.

7. Click the scroll bar to move up.

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 the PET

1. Click the **Paycheck Search** tab.

2. Scroll down and click **Save / Submit**. A message appears indicating that the selected fund is inactive.

3. Click **OK**.

   Note: If you receive this message, you will need to contact your campus controller to activate the fund or to advise on which fund may be used for this distribution.

   For this exercise, we are assuming that the inactive fund has been activated.

4. Click **Save / Submit**. A message appears asking whether you are self-approving this request or if you are wanting to assign approvers.

Let's assign an approver.

1. Click **Cancel**.

2. Click the lookup for Department Approver 1.

3. Click the **User ID** for Sandra Amendola. The approver appears in the Ad Hoc list of approvers.

For this exercise, however, you are going to self-approve the request.

1. Click the **Empl ID** field and allow the simulation to clear it.

2. Click **Save / Submit**. The same message appears asking whether you are self-approving this request or if you are wanting to assign approvers.

3. Click **OK**. The Event Tracking section of the request form displays Submitted for Approval.

4. Click the scroll bar to move to the top of the page and notice the Status is Approved.

Once the PET journal is fed to FIN, the status changes to Completed and the PET distributions are posted to the general ledger.