

Kuali Effort Certification Payroll Expense Transfer Quick Instructions

In the new Kuali Effort Certification System, Payroll Expense Transfers (PETs) that have been submitted and finalized in Kuali and in Payroll prior to the 7-day advance notice to Preparers (opening of the eCert period) will be reflected in the Effort Certification Document (ECD). PETs that have not been finalized or are still in process when the eCert period opens will need to be cancelled and a new PET will need to be initiated from eCert.

PETs will be triggered when a change in effort greater than or equal to 1% is made. PET Documents will be routed back to the individual who first took action on the ECD once the Certifier approves the document. The individual who first takes action on an ECD will usually be the Preparer, but could be a Certifier if a Certifier approves the ECD before the Preparer takes action on it. The individual who receives the PET document will be the individual who must take action on the PET.

To begin, a Preparer (or Certifier without a Preparer) must modify to an ECD from its original form and click "Approve".

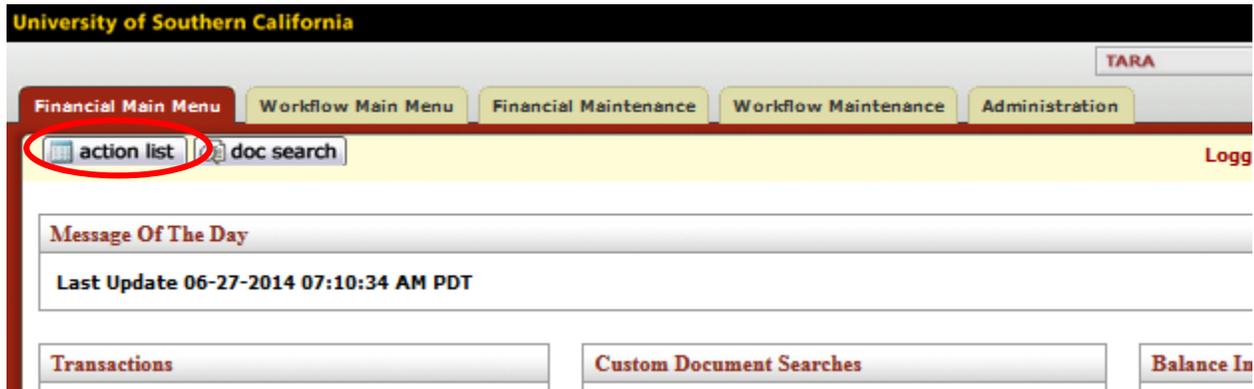
ECD#: 0000600 Trojan, Tommy 0102030 2014 Q03 Not started [Note / Attachment](#) [Re](#)

Select

Account Name	Account Number	Object Code	% Salary Allocation Per USC Payroll Sys.	% Effort	Original Period Salary	View Period Salary Detail
Add New Detail Line	<input type="text"/>	<input type="text"/>		<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="button" value="Add"/>
Sponsored Support						
Overcoming Immune Suppression to Enhanc	5311110123	11200	15	<input type="text" value="5"/>	3,000.00	
Genome Wide Admixture Scan of Multiple	5311115555	11200	0	<input type="text" value="10"/>	0.00	
Subtotal			15	15	3,000.00	
Other Institutional Support						
MICROBIOLOGY (RP)	1211116789	11200	85	<input type="text" value="85"/>	9,000.00	
Subtotal			85	85	9,000.00	
Grand Total			100	100	21,000.00	

Faculty Institutional Base Salary: \$ 0.00
Staff Annual Base Salary: \$ 0.00
Research Assistants (Students) Monthly Salary: \$ 0.00

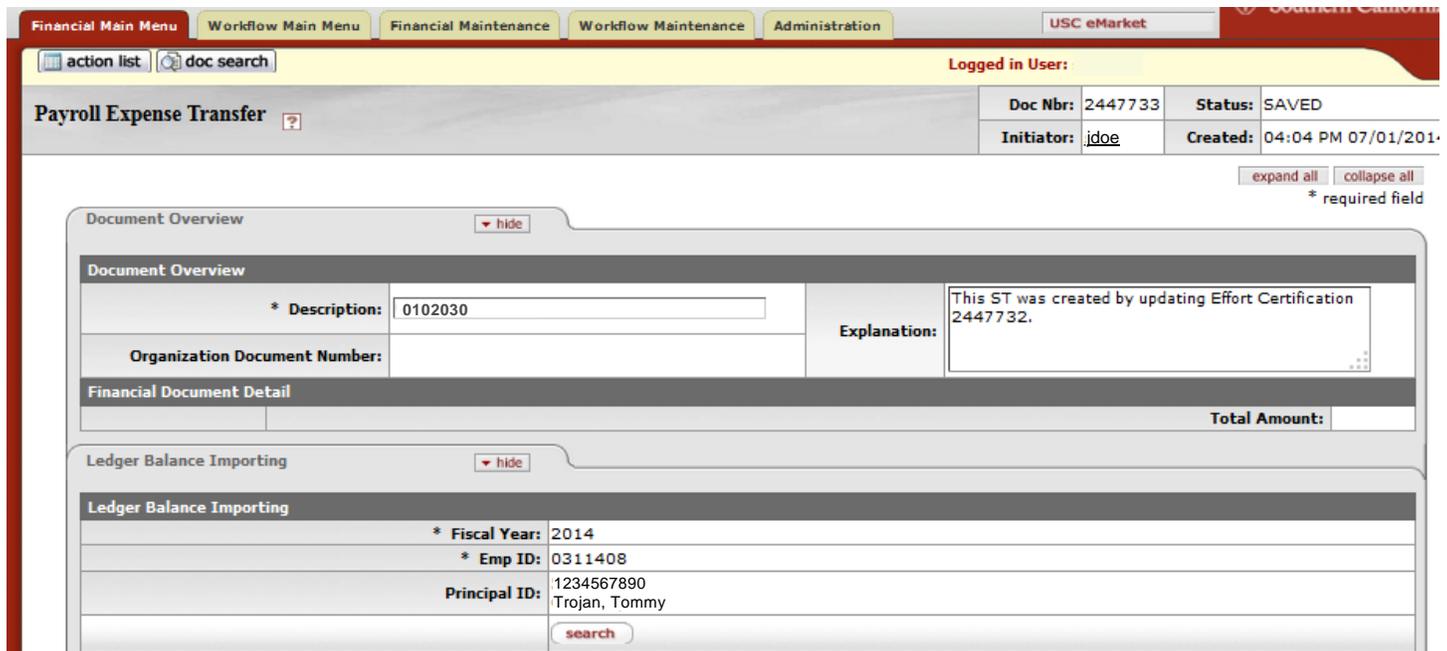
This will move the status of the ECD from a “Not Started” status to a “Prepared” status. As a result of the effort changes you have made, a PET document will be created in Quali. Once the Certifier approves the ECD, the initiator of the PET document (Faculty/Exempt Staff or Preparer) will receive a Quali Action List email. They can access the PET doc using the link in the Action List Notification, or through the Quali Financial System’s main menu in order to complete the PET process.



You can identify the PET document because the Type will be “Payroll Expense Transfer” and the Title will be “Payroll Expense Transfer – [EMPLOYEE’S ID NUMBER]”

<u>Id</u>	<u>Type</u>	<u>Title</u>	
2447733	Payroll Expense Transfer	Payroll Expense Transfer - 0102030	SA'

Click on the hyperlink in the ID column to expand the Payroll Expense Transfer document. The Description will populate with the employee’s 7-digit ID number. The explanation will pre-populate stating that the document was created because of a change in effort and the ECD # will be displayed.



The account from which we removed effort will be shown in the “From” rows of the “Accounting Lines” section, but the “To” lines will populate with non-sponsored accounts. These lines will have to be changed to the account(s) to which we want to transfer the funds.

Please note that the PET allocations must be changed by the user in order to correctly reflect the intended Payroll Transfer allocations that coincide with the percent of effort in eCert for the period in question.

Kuali will estimate the dollar amount that will be transferred given the percent effort that was changed in eCert but it can only allocate the amounts evenly across all accounts. For this reason, the PET line item and allocated amounts must be reviewed and adjusted accordingly. For example, since we modified 10% of this employee’s effort, the PET will estimate 10% of this employee’s pay for the period. Effort certification doesn’t know for which months the expense transfers should be processed, so it spreads the total pay over all of the months in the period equally.

For more information about adjusting accounting lines within Kuali’s PET module, please visit [Kuali’s Payroll Expense Transfer \(PET\) website](#), or the [instructional video demonstration for Payroll Expense Transfers](#).

In this example, \$2,245.17 total pay is spread over three months and allocates \$748.39 per month. If this had been a PET initiated from a Spring or Fall semester period, the payroll would have been spread over 4.5 months. All other periods are 3 months long.

PET System Default Distributions (to be adjusted by user)

Accounting Lines									
Accounting Lines									
From									
* Chart	* Account Number	* Object Code	Year	Fiscal Period	Pay Period Date	Pay Group	* Amount	Actions	
1 SC Southern California	5311110123 Overcoming Immune Suppression to Enhanc	11200 FACULTY CORE SALARY (IBS) BCG 1	2014	08	02/28/2014	MONT	748.39	delete	copy
2 SC Southern California	5311110123 Overcoming Immune Suppression to Enhanc	11200 FACULTY CORE SALARY (IBS) BCG 1	2014	09	03/31/2014	MONT	748.39	delete	copy
3 SC Southern California	5311110123 Overcoming Immune Suppression to Enhanc	11200 FACULTY CORE SALARY (IBS) BCG 1	2014	07	01/31/2014	MONT	748.39	delete	copy
Total:							2,245.17		
To									
* Chart	* Account Number	* Object Code	* Year	Fiscal Period	* Pay Period Date	Pay Group	* Amount	Actions	
1 SC Southern California	1211116789 MICROBIOLOGY (RP)	11200 FACULTY CORE SALARY (IBS) BCG 1	2014 FY 2014	08	02/28/2014	MONT	748.39	delete	
2 SC Southern California	1211116789 MICROBIOLOGY (RP)	11200 FACULTY CORE SALARY (IBS) BCG 1	2014 FY 2014	09	03/31/2014	MONT	748.39	delete	
3 SC Southern California	1211116789 MICROBIOLOGY (RP)	11200 FACULTY CORE SALARY (IBS) BCG 1	2014 FY 2014	07	01/31/2014	MONT	748.39	delete	
Total:							2,245.17		

If the expense transfer should only be for one month (let’s say March), then the PET will need to be modified to move the pay to the month(s) that the transfer should encompass. If we made the modifications so that the transfer only moved funds for the month of March, it would look like the one below.

User corrected PET document (reflects final allocations and matches eCert effort percent distributions)

Accounting Lines									
Accounting Lines									
From									
* Chart	* Account Number	* Object Code	Year	Fiscal Period	Pay Period Date	Pay Group	* Amount	Actions	
2 SC Southern California	5311110123 Overcoming Immune Suppression to Enhanc	11200 FACULTY CORE SALARY (IBS) BCG 1	2014	09	03/31/2014	MONT	2,245.17	delete	copy
Total:							2,245.17		
To									
* Chart	* Account Number	* Object Code	* Year	Fiscal Period	* Pay Period Date	Pay Group	* Amount	Actions	
2 SC Southern California	5311115555 Genome Wide Admixture Scan of Multiple	11200 FACULTY CORE SALARY (IBS) BCG 1	2014 FY 2014	09	03/31/2014	MONT	2,245.17	delete	
Total:							2,245.17		

Once the accounting lines have been modified, all of the fields in the "SPA Information" tab must also be completed. Once the fields are filled in, click "Submit".

SPA Information hide

SPA Information

→ Certification Percent:

→ Certification Effort Start Date:

→ Certification Effort End Date:

→ Reason for Wrong Account:

→ Expense Account Certified:

→ All Salary Caps applicable to this transfer have been reviewed and accounted for? :

→ Reason if correction delayed over 90 Days:

→ Principal Investigator is aware of transfer:

Principal Investigator Name

	* Principal Name	Actions
add: →	<input type="text"/> <input type="button" value="search"/>	<input type="button" value="add"/>

IF DISAPPROVED charge to

If "To" lines overridden charge to:

Notes and Attachments (0)

Ad Hoc Recipients

Route Log