Kuali@USC

Quick Reference Guide:
Kuali Payroll Expense Transfer (PET)

In the USC Kuali system, every transaction (such as a requested addition, change, or deletion) is created and submitted in the form of an electronic document, also referred to as an "eDoc." The Kuali Financial System (KFS) includes a **Payroll Expense Transfer** eDoc, which is designed for the purposes of making retroactive credit and debit adjustments to accounts against which payroll expenses have been charged.

Such adjustments might include shifting the charge of an employee's payroll expenses to one or more different accounts, or correcting errors in which the wrong account may have been charged. The Payroll Expense Transfer (PET) eDoc was implemented at USC to replace the paper form previously used to request these kinds of payroll expense adjustments.

> **NOTE:** Only payroll data for 2014 and later are available for use in the PET eDoc. Most PET adjustments can only be processed for the current fiscal year. In some instances involving Sponsored Project Accounting (SPA) accounts, it may be possible to submit a PET eDoc to make adjustments for up to two prior years.

This guide provides basic instructions for completing and submitting the KFS PET eDoc. For brevity, this document does not cover introductory Kuali information, such as general descriptions of the Kuali on-screen interface or explanations of workflow routing. For that information, please see the separate document titled **Kuali Basics: Reference and Training Guide**, which can be accessed here: <www.usc.edu/kuali/basicsguide>

If you need assistance, please call ITS Customer Support at 213-740-5857 (UPC) or 323-422-1968 (HSC).

CONTENTS:

USC University of Southern California

General Information About PET eDocs

The **Payroll Expense Transfer** (PET) eDoc enables authorized users to request that employee payroll charges for a particular accounting period be reallocated to different accounts or object codes from those to which they were initially charged. Such reallocations may be needed if (a) a given employee's payroll expenses were mistakenly charged to the wrong account, (b) an employee's pay for a particular project needs to be adjusted to reflect his/her actual effort, or (c) a retroactive correction is required to accommodate account changes or the creation of a sub-account that had not yet been established at the time of the original payroll expense.

PET eDocs may be submitted to request the following changes:

 ➢ Reallocating an employee's payroll charges from one account to one or more other accounts.

 ➢ Reallocating an employee's payroll charges from multiple accounts to one or more other accounts.

 ➢ Requesting labor object code changes if the wrong object code was assigned by the Workday system. (Object code changes must be approved by University Payroll Services.)

 ➢ Reallocating an employee's payroll charges to the proper account if they were charged by default to a Dean's Clearing Account for your school or department. (If payroll expenses are charged to an account that is not recognized in Workday or Kuali, they will be reassigned to one of two Dean's accounts, depending on whether the error occurs in Workday or Kuali.)

The **Workday** system will continue to be the system of record for employee *payroll data details* (such as earn codes, hours paid, taxes and benefits paid, gross to net, etc.). However, PETs will not be reflected in Workday.

In the Kuali system, there is a module named **Labor Distribution**, which includes a **Labor Ledger** that draws payroll data from Workday. The KFS Labor Ledger will now be the system of record for *payroll fiscal accounting and reporting*. The Business Intelligence (BI) reporting system will be used to generate reports from the KFS Labor Ledger.

Authorized users can submit PET eDocs as necessary to make adjustments to records in the KFS Labor Ledger. After a PET eDoc has received all needed approvals and goes to "Final" status, first the Labor Ledger and then the **General Ledger** (GL) are updated to reflect the requested changes.

Business Rules for Payroll Expense Transfers

 ➢ The **Accounting Lines** tab of the PET eDoc must be completed to have at least one *From* section, indicating the account(s) to which expenses were originally charged, and one *To* section identifying the different account(s) to which those expenses should be transferred.

 ➢ In the **Accounting Lines** tab of the PET eDoc, the total of the amount(s) in the *From* section must equal the total of the amount(s) in the *To* section.

 ➢ You can submit a PET eDoc to request the reallocation of payroll charges for multiple pay periods. However, individual charges can only be transferred within the same pay period. You cannot reallocate a particular payroll expense across multiple pay periods. Each line in the *From* section of the **Accounting Lines** tab must have at least one corresponding line in the *To* section for the same pay period.

 ➢ Once a PET eDoc has been submitted for a given employee, account number (in the *From* section of the **Accounting Lines** tab), and pay period, no other PET eDoc can be submitted for that same combination until the original PET request has received all needed approvals and the transaction has been processed through the KFS Labor Ledger and General Ledger. An error message will be

displayed if a user attempts to submit another PET eDoc for the same employee, account number, and fiscal period specified in a previously submitted PET eDoc before the submitted PET has been fully processed.

➢ If you need to submit a PET eDoc for someone whose employment has been terminated for any reason, refer to ***Special Instructions for Looking Up a Terminated Employee*** on page 8.

Effective July 2015: Changes From Previous Version of Kuali PET
The system changes implemented as of July 2015 should make it possible to request most payroll-related credit and debit adjustments by submitting a PET. When completing a PET, if you encounter erroneous data that you cannot correct through the submittal of the PET, you should contact University Payroll Services.

The following changes affecting PETs will be effective as of July 2015:

➢ The *Explanation* text box on the **Document Overview** tab of the PET eDoc is now a required field, although there is currently no asterisk to indicate this. If you do not enter some text in this field, an error message will be displayed when you attempt to submit the eDoc.

➢ Off-cycle pay transactions will now be included in the daily data update to the KFS Labor Ledger and General Ledger. This means they will be available for PET transactions on the next business day, whereas they previously were not available until the next pay cycle had been completed.

➢ You can now request a payroll expense transfer for specific earn code payments. When you are retrieving payroll results to complete the PET eDoc, the employee's payroll results will be broken down at the earn code level instead of at the object code level.

➢ You can now submit a PET to request object code corrections. The object code in the *From* section of the **Accounting Lines** tab on the PET eDoc is copied into the *To* section as before, but the eDoc now allows you to substitute a different labor object code. (In some instances, the same labor object code must be used in both the *From* and *To* sections.)

➢ In the previous version of the PET module, the Workday system would evaluate the details of a submitted PET request to determine the applicable labor object code for the account to be charged. Workday no longer makes any change to the object code in the *To* section when the transaction is processed. Therefore, when a PET eDoc enters "Final" status, the object code in the *To* section will be the one assigned in KFS.

➢ Hospital biweekly payroll expense will now show in payroll periods 51–77 instead of the way it used to appear (1–27).

➢ For University biweekly pay periods that are split between fiscal years, you will now see *BW99* as a representation of the split pay period:

• If the first University biweekly payroll contains days from the prior fiscal year, the payroll expenses will be split between fiscal period 13 of the old year and fiscal period 1 of the new year. This split will be executed on a pro-rata basis, based on the number of days in each year (total = 14). The split will be at an employee level in the KFS Labor Ledger.

• Biweekly 14 or Biweekly 15 may be the split pay period, depending on the year. The split pay period will have two components to it: One portion will be expensed to the old fiscal year and labeled as *BW14* in the old fiscal year; the other portion will be expensed to the new fiscal year and will appear in the KFS Labor Ledger as *BW99*.

➢ You can now submit PETs for student workers (CWSP), which will be routed to the Financial Aid office for approval and sent back to the Student Information System (SIS) to impact the associated award appropriately.

Workflow Routing for PET eDocs

The routing for each PET eDoc can vary depending upon the organization codes associated with the accounts from which funds are being transferred. Organization codes should have designated approvers. If a particular PET eDoc specifies that payroll expenses should be transferred from an account that "rolls up" to such an organization code, that eDoc will be routed for approval to the organization code's designated approver.

All PET eDocs will be routed for departmental approval, and in some cases to the Sponsored Project Accounting department or the Office of Financial Aid for processing, before they proceed to University Payroll Services for final approval.

Initiating a PET eDoc

1. Type www.usc.edu/kuali in the address field of your browser.

2. When the "Kuali at USC" page is displayed, click the **Kuali Login** link. The "USCnet Login" page will be displayed.

3. Log in, using your USC NetID user name and password. If you do not know your USC NetID or password, please call ITS Customer Support at 213-740-5857 (UPC) or 323-422-1968 (HSC).

   The **Financial Main Menu** page of the Kuali screen will be displayed.

   > **TIP:** It is strongly recommended that you create a browser bookmark to the Financial Main Menu page for easy access to the Kuali system. When you later use that bookmark, you will be directed first to the "USCnet Login" page and then to the Financial Main Menu page once you have logged in.

4. In the **Transactions** section on the Financial Main Menu page, click **Payroll Expense Transfer** under the **Labor Distribution** heading.

   The screen will change to display the **Payroll Expense Transfer** (PET) eDoc form. Fields marked with an asterisk (*****) are required, and must be completed in order to submit the eDoc. In the upper right-hand area of the screen, the fields for the document number (abbreviated as *Doc Nbr*), status, initiator, and creation date will be populated by the system.

5. In the *Description* field in the uppermost folder tab, labeled **Document Overview**, type a brief description (40 characters max.) of the PET transaction that you are requesting. Below the *Description* field, the *Organization Document Number* field is not in use at this time.

   > **NOTE:** The eDoc you are creating could appear in the results of a document search performed by any Kuali user. Do not include any sensitive information in the *Description* field because that description will be visible in the search results.

   In the *Financial Document Detail* portion of the **Document Overview** tab, the *Total Amount* field will automatically be populated later in this procedure, using data you will input on another tab.

6. Complete the *Explanation* field (it is required, although missing an asterisk). Use this field to enter details about the PET request that would exceed the character limits of the *Description* field.

7. Complete the fields on the **Ledger Balance Importing** tab, as follows:

   a. The *Fiscal Year* field displays the current fiscal year by default. You can specify a different fiscal year to search for an employee's records for that fiscal year; however, most PET adjustments can only be processed for the current fiscal year. At the beginning of the new fiscal year, there will be a brief grace period for the submittal of PETs for the prior

fiscal year. The dates of this grace period will be established by the fiscal year closing schedule that is set by the Office of the Comptroller.

b. If you know the 7-digit Employee ID number of the person for whom you are submitting this PET, enter it in the *Emp ID* field, and press the TAB key. The screen will be refreshed to show the employee's 10-digit USC ID and his/her name beneath the *Emp ID* field.

Alternatively, if you know only the employee's 10-digit USC ID, enter that number in the *Principal ID* field. When you press the TAB key to proceed, the screen will be refreshed to show the employee's name and 7-digit Employee ID.

If you don't know the employee's 7-digit Employee ID or 10-digit USC ID, click the magnifying glass 🔍 icon next to the *Emp ID* or *Principal ID* field. When your browser displays the **Person Lookup** page, enter the employee's name, email address, or other search criteria, and click the (search) button on that page to display matching results at the bottom of the page. Among the displayed results, locate the entry for the employee and click the **return value** link in that row. Your browser will then display the PET eDoc form again, now populated with the employee's name and ID numbers. If you need to look up an employee who has been terminated, please refer to *Special Instructions for Looking Up a Terminated Employee* on page 8.

c. Click the (search) button at the bottom of the **Ledger Balance Importing** tab. Your browser will then display a **Ledger Balance Lookup for Payroll Expense Transfer Document** page populated with results that reflect payments made to the selected employee for the indicated fiscal year (i.e., organized by Account Number, Object Code, and month).

d. On the lookup page, select the check-box next to each period for which you want to transfer payroll expenses. Alternatively, you can click the (select all) and (unselect all) buttons to select or clear the check-boxes of all monthly expense amounts greater than *0* shown on the lookup page.

e. Click the (return selected) button.

Your browser will once again display the PET eDoc form, with the *From* section of the **Accounting Lines** tab now populated to reflect the payroll expense amounts that you selected. Also note that the *Total Amount* field on the **Document Overview** tab will now be populated to reflect the payroll expense amounts you selected.

> **NOTE:** If you determine that you specified the wrong employee on the **Ledger Balance Importing** tab, you can click the (search) button on that tab to again display the **Ledger Balance Lookup for Payroll Expense Transfer Document** page, where you can enter a different 7-digit Employee ID number or click the magnifying glass 🔍 icon to again access the **Person Lookup** page.

8. Based on your selections in the preceding step, the *From* section of the **Accounting Lines** tab now shows payroll expense information for each account to which a payment was originally charged. If you decide that you want to delete a row displayed in the *From* section, click the [delete] button for that row in the *Actions* column. You also have the option of clicking the [delete all] button if you want to delete all of the rows currently displayed in the *From* section.

9. For the first expense amount in the *From* section that you want to charge to a different account, click the [copy] button in the *Actions* column to copy that row into the *To* section.

   - If you want to divide the reallocated amount between multiple accounts, click the [copy] button as many times as needed to create the necessary number of corresponding rows in the *To* section.

   - If you simply want **all** rows in the *From* section to be reproduced in the *To* section, click the [copy all] button.

Note that if you edit the values shown in any of the *Amount* fields in the *From* section, the *Total* shown for the *From* section will change to reflect the current sum of the amounts shown in the *Amount* fields. (The *Total Amount* field on the **Document Overview** tab will remain unchanged.)

10. For each expense amount that you have copied from the *From* section into the *To* section of the **Accounting Lines** tab, edit the *Account Number*, *Object Code*, and *Amount* fields as needed to indicate how the expense amount should be reallocated.

   - You must substitute a new account number for the original account number copied from the corresponding row in the *From* section. If you know the account number to which you want to transfer the charge, enter it directly in the *Account Number* field, and press the TAB key. The screen will be refreshed to show the name of the account.

     If you need to look up the desired account number, click the magnifying glass 🔍 icon next to the *Account Number* field to access the **Account Lookup** form. Enter relevant search criteria, and click the search button to view matching results at the bottom of that page. Among the displayed results, locate the entry for the desired account and click the **return value** link in that row. Your browser will then display the PET eDoc form again, with the account number and name of the account you selected now shown in the *Account Number* field.

   - If you want the payment expense in question to be charged to a different labor object code, substitute the new object code for the original one that was copied from the corresponding row in the *From* section. If you know the labor object code to which you want to transfer the charge, you can enter it directly in the *Object Code* field. Note that an error message will be displayed if you try to submit the eDoc with an object code that is not valid. (If the *Object Code* field is not editable, it means that the system does not permit that labor object code to be changed.)

     If you need to look up the desired labor object code, click the magnifying glass 🔍 icon next to the *Object Code* field to access the **Labor Object Code Lookup** form. Enter relevant search criteria, and click the search button to view matching results at the bottom of that page. Among the displayed results, locate the entry for the desired object code and click the **return value** link in that row. Your browser will then display the PET eDoc form again, with the labor object code you selected now entered in the *Object Code* field.

   - If you want to delete a row displayed in the *To* section, click the delete button for that row in the *Actions* column. You also have the option of clicking the delete all button if you want to delete all of the rows currently displayed in the *To* section.

   - The total amounts shown in the *From* and *To* sections must match one another exactly. If the two totals do not match, an error message will be displayed when you attempt to submit the eDoc.

11. If any account number specified in the *From* or *To* sections begins with a "5" denoting that it is a restricted/SPA account, the **SPA Information** tab will open automatically because it must be completed. The following fields and controls will then become available for input.

   - In the *Certification Percent* field, enter the percentage of the employee's work effort (i.e., hours) certified to have been devoted to the SPA account's project or task.

   - The *Certification Effort Start/End Date* fields must be completed to show the dates on which the employee's work effort on this project/task began and ended.

   - In the *Reason for Wrong Account* text box, enter a note describing the reason why the employee's effort was erroneously charged to the account shown in the *From* section.

- Before submitting the PET eDoc, select the *Expense Account Certified* check-box if the expense account has been certified.

- In order to submit the PET eDoc, you must select the check-box confirming you have determined that this PET request complies with all applicable Salary Caps.

- If you are submitting this PET request more than 90 days after the expense was charged to the original account, then you must complete the *Reason if Correction Delayed Over 90 Days* text box. Enter a note explaining why the expense is now being re-charged to the account specified in the *To* section.

- You must select the *Principal Investigator is Aware of Transfer* check-box and then complete the *Principal Investigator Name* section. If you know the Kuali user name of the Principal Investigator (PI) associated with the SPA account project/task, you can enter it directly in the field provided. If you do not know the PI's Kuali user name, you can look it up, as follows:

   a. Click the magnifying glass 🔍 icon next to the *Principal Name* field.

   b. When your browser displays the **Person Lookup** page, enter criteria to search for the Principal Investigator (PI) associated with the SPA account project/task, and click the search button to display matching results at the bottom of the page.

   c. Among the displayed results, locate the entry for the PI and click the **return value** link in that row. Your browser will then display the PET eDoc form again, with the *Principal Name* field now populated with the PI's Principal Name.

   When the eDoc is submitted, that PI will receive a system-generated *FYI* action request so that he/she is aware of the requested transfer.

- If a SPA account is specified in the *To* section, you must complete the *IF DISAPPROVED Charge To* field by specifying a non-restricted account to which the transferred expense should be charged in case the debit to the SPA account is disapproved. (What you are doing is specifying a backup account to be used as a kind of "Plan B" alternative in case the SPA department you designated should happen to disapprove the expense transfer.)

12. If you need to add any general comments or attachments to the eDoc, then complete the **Notes and Attachments** tab, as follows:

- Click the ▶ show button on the **Notes and Attachments** tab to reveal the fields and controls used for adding comments and attaching related files.

- Type your comments in the text box labeled *Note Text*. If you are just attaching a file, you must enter the file name or a brief comment in the text box. (This is a required field.)

- To add an attachment, click the Browse... button next to the *Attached File* field and navigate to the location of the file on your computer that you want to attach to this eDoc. The full path of the file that you have selected will appear in the *Attached File* field, but it is not yet attached.

   If you want to change your selection to a different file, click the small CANCEL button just below the *Attached File* field. When that field is empty again, click the Browse... button once more to locate the other file that you want to attach.

- To save the notes you entered and attach the file that you have selected, click the add button located to the right of the *Attached File* field.

13. If you need to send a courtesy *FYI* notification to someone when submitting the eDoc, then complete the **Ad Hoc Recipients** tab as follows:

    - Select *FYI* from the *Action Requested* drop-down list in the *Person Requests* section.

    - In the *Person* field, enter the User ID of the person to whom you want to route the eDoc.

      If you need to search for the User ID of the intended recipient, click the lookup icon 🔍 next to the *Person* field. When the **Person Lookup** page appears, enter search criteria as needed to locate the desired person. When the search results are displayed, click the *Return Value* link for your intended recipient. The PET eDoc will be displayed again, with the *Person* field populated accordingly.

    - Click the `add` button in the *Actions* column.

14. When you are ready to submit the eDoc, click the `submit` button.

Special Instructions for Looking Up a Terminated Employee

When creating a PET eDoc, you must specify the employee for whom you are requesting the payroll expense transfer. Earlier in this guide, the instructions for initiating a PET eDoc explain how to use the **Person Lookup** page to find the 7-digit Employee ID of the employee in question. However, if the person for whom you need to submit the PET is someone whose employment has ended for any reason, you can no longer look that person up by entering his/her 7-digit Employee ID number. To look up a terminated employee, you need to do the following when entering search criteria on the **Person Lookup** page:

➢ Do not enter the terminated employee's 7-digit Employee ID as search criteria. Instead, enter the individual's first and last names, and his/her 10-digit USC ID number if you know it.

➢ For the **Active Indicator** search criteria, be sure to select the *Both* option. This will ensure that the search results include individuals who are not currently active employees.

Resubmitting an eDoc Returned for Correction

When an approver returns a PET eDoc to its initiator for changes, the initiator should proceed as follows:

1. Open the eDoc and scroll down to the **Notes and Attachments** tab to read the approver's reason for returning the eDoc.

2. Edit the eDoc to make the changes requested by the approver.

3. Click the `approve` button to re-submit the modified eDoc for approval.

Checking the Status of a Submitted eDoc

Use this procedure to learn the current status of a PET eDoc that has been submitted for approval.

1. Log in to the Kuali system, as described in ***Initiating a PET eDoc*** on page 4.

2. Near the top of the Kuali screen, click the `doc search` button.

   The **Document Lookup** page will be displayed.

3. Enter the user name of the person who initiated the PET request in the *Initiator* field.

   > **TIP:** If you are unsure of your own user name, note that it is displayed as "Logged in User:" in the upper right-hand area of the Kuali screen.

4. Use the date selector tools adjacent to the *Date Created From/To* fields to specify the date range during which you submitted the eDoc in question.

5. Click the (search) button.

    The search results, consisting of all the eDocs that you submitted during the specified time period, will be displayed in a table at the bottom of the screen.

6. In the search results table, identify the eDoc whose status you want to check, and click the document icon at the rightmost end of the same row, in the column labeled *Route Log*.

    The screen will change to display status information for the eDoc in question, so that you can see where it is in the approval process.

Logging Out of Kuali

There is no "Log Out" link or button in the Kuali system. To exit Kuali, you must close all open windows of your browser using the standard window **Close** ❌ button. (On an Apple computer running the OS X operating system, you must also quit the browser.)