HOW TO PROCESS AN ONLINE PET
Revised March 3, 2016

The Online Payroll Expense Transfer (PET) system is the new online system to process all Payroll Expense Transfers, previously called UPAYs. The PET system can be accessed via the below link:

https://prs1.ais.ucla.edu/webPET/mainMenu.do

**Note:** The PET system will automatically pull the payroll details for transactions up to **18 ledger months** from the original transaction date. Payroll transactions older than 18 months will require the payroll details to be manually entered into the PET system. *See last page of this chapter for an example of a PET >18 months old.*

The hard copy Brown UPAY forms will no longer be accepted.

**Reminder:** Make sure EDB has been updated PRIOR to processing UPAYs!

1. Login using your UCLA Logon & Password.

![UCLA Logon](image)

**PREVENTING DOUBLE UPAYS!**
Prior to processing any Payroll Expense Transfers, be sure to confirm a PET has not already been processed by yourself or any other person!

2. From the Main Menu, click “Search Expense Transfer”.

![Main Menu](image)
3. Search by Employee ID
   a. Click drop down & choose “Employee ID” (EID)
   b. Click “Search”
   c. Enter Employee’s 9-digit UID
   d. Click “Search”

If data pulls up WITH ENTRIES, as in the example above
   • Double check these PETs are NOT the same as the one(s) you are planning on processing.
   • Click “view” to see PET details. See below sample details of the first transaction above.
C&G STATUS:
Here are explanations for each Payroll Expense Transfer (PET) status code:

- **Pending Approval** - A PET falls under the 120 day rule so it needs approval, once approved it will change to the Pending Update status.
- **Pending Update** - A PET is waiting for the next pay edit and compute, a pay edit will check for errors, and a pay compute will update the payroll records. A PET in this status has either been approved or does not fall under the 120 day rule.
- **Rejected** - A PET that needs approval but was rejected. An email will be sent to the preparer showing the reject reason.
- **Failed System Edit** - A pay edit for this PET failed, this is normally caused by bad data. An email will be sent to the preparer about the failure. The preparer will need to find the cause of the error and create a new corrected PET.
- **Update Failed** - A pay compute for this PET failed, it has either failed a pre-compute edit or encountered a system error. An email will be sent to the preparer about the failure. The preparer will need to find the cause of the error and create a new corrected PET for the next cycle.
- **Update Completed** - A pay compute for this PET has successfully completed, the payroll table records have been updated.
- **Expired** - A PET that was in the Pending Approval status has not been approved by the PET's pay compute date. Therefore it expires and can no longer be approved.

**Note:** Only the Preparer will receive any notification that a PET transaction was rejected, failed or expired. Reviewers will not be automatically notified, therefore it is vitally important that Preparers immediately notify the appropriate person regarding these types transactions.

If data pulls up BLANK, as in the example below, no PETs have been processed as of right now for that particular Employee ID.

- Double check EID for typos
- As a triple check, search by From Account/Fund
- If “No records found, please submit a new search” pulls up for both, continue with PET by clicking on Main Menu
PROCESSING A PAYROLL EXPENSE TRANSFER

4. From the Main Menu, click on “Create Expense Transfer”.

5. Select the Pay Cycle from the drop down menu.

- See Payroll PPS Schedule – Current Chart below for an example.

For PETs TO C&G funds > 120 days, this is the last day to process PETs for the Pay Cycle.
**Reminder:** The Pay Cycle represents the cycle and date you want the PET system to process the online PET, based on the Pay Period end date for the corresponding Pay Cycle. The Pay End date is **NOT** the same as the Period End Date field from the PPP5302 payroll ledgers!

6. Enter the ET Month and ET Page/Line (combined) from the PPP5302 ledger or QDB/FPM “Other UPAYs” Report.

   - **ET Month**
   - **ET Page**
   - **ET Line** – enter both digits when entering in PET

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<td>01/11/10</td>
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For all other PETs, this is the last day.
7. Click “Load Expense”.

8. Review Employee Details, Benefit Details and Transfer “From FAU:” Details to confirm information matches PPP5302 or QDB/FPM data.
   a. If information pulled is incorrect, click “Load another” and double check ET Month & ET Page Line information to check for typos. Only continue to step 9 when data is correct.

9. Enter “Transfer To:” FAU information and “Gross Earnings” amount.

   **Note:** You do not have to enter the amount of benefits that should be moved. EDB will automatically calculate the benefits to be moved based on the Transfer Gross Earnings amount.

10. **Answer the 6 justification questions completely and concisely.**
    - List number of corresponding question with each response.
    1. Why is the transfer being made? (Remember, “To correct an error” or “Department Error” is NOT sufficient. Explain)
    2. Why was the original in error? (Why didn’t the department submit a Request for Authority to Spend (RAS), or use an unrestricted fund?)
    3. Who approved the transfer?
    4. How does the expense benefit new fund charged? (What is the employee’s job title and what specific services did the employee perform for the project?)
    5. What steps have been taken to prevent reoccurrence?
    6. Explain delay in transfer > 120 days after original transaction date?
Shortcut: If you are processing numerous UPAYs, all with the same justification, it is easier to copy your justification from the first UPAY, and paste the justification into subsequent UPAYs.

Note: Do not use “x of xx” (Example: 1 of 20, 2 of 20, etc.) as a justification.

11. Once your justification has been entered and reviewed, click “Continue”.

12. Review entire PET one last time. At this time you can:
   a. Add additional reviewers
   b. Go back and make necessary edits

13. Click “Submit Expense Transfer”.

Reminder: Even if you are a Mandatory Reviewer for UPAYs, if you are the UPAY Preparer, EDB will automatically remove you as a Reviewer. Therefore, you will need to add yourself as a Reviewer if you want a copy of the transaction.
You are now done!

From here, you can hit click “Main Menu” to go back to the Main Menu screen in order to process additional PETs.

**Reminders:**

- Print out a copy of each online UPAY you process to file in the appropriate binder.
  - Make sure to reconcile the UPAYs against the PPP5302 ledger for the month you scheduled the UPAY to be processed.
  - For audit purposes, copies of the UPAYs should be kept, along with any backup supporting documentation (e.g. ledgers, emails from the PI requesting transfer, etc.).

- If a typo or an error is made on the online UPAY, the error will have to be fixed after the incorrect UPAY hits the ledger. You cannot correct the UPAY within the same ledger month.

Once you get the “Pending Update” message, you are now done! See top of Pg. 3 for other status definitions.
PROCESSING PETs >18 LEDGER MONTHS – all information can be obtained from PPP5302 & EDB. See next page for QDB instructions.

EDB FUNC: IGEN

Distribution Unit Code: Leave blank

Leave as Default: 0
To pull Benefit Details via QDB, follow the below steps:

1. Click on “Brown UPAY” under the Payroll Expense Distribution column
2. Enter Department, Account, Cost Center, Fund, Payroll Ledger Year/Month (paid) information & click “Finish”