Research Administrators Forum

Enhancements to the Payroll Expense Transfer (PET)

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Enhancements to the Payroll Expense Transfer System

New features deployed effective April 21, 2011:

- **Cost Transfers Organized by Team:** Cost Transfers are now organized by EFM team.

- **Cost Transfers Routed to EFM:**
  - Sponsored research fund to sponsored research fund
  - Non-sponsored research fund to sponsored research fund
  - Sponsored research fund to non-sponsored research fund
    → No longer routed to EFM for review

- **Flagged Cost Transfers:** Those transfers that are “re-transfers” to restricted accounts are now identified with an asterisk.

- **Order of Required Questions:** The order of those questions that must be answered for cost transfers escalated to EFM now appear as follows:
  1. Why is the transfer being made?
  2. Why is the original in error?
  3. Who approved the transfer?
  4. How does the cost transfer benefit the new fund charged?
  5. What are the steps being taken to prevent reoccurrence?
  6. Explain delay in transfer – more than 120 days after original transaction date or 90 days after fund end date