Top 10 Issues That Cause Payroll Expense Transfers to Fail

Make sure that Payroll Expense Transfers (PETs) are processed in time for month-end and/or year-end close. Please follow instructions for payroll expense transfer (PET) forms to ensuring that only one employee is listed for each PET form and avoid the following error messages that cause PET’s to be delayed:

- ENTERED TRANSFER GROSS EXCEEDS ORIGINAL GROSS
- ET KEY, (MONTH, PAGE, LINE) NOT NUMERIC OR ZERO
- "TO" LOCATION CODE AND SUB MUST NOT BE BLANK OR ZERO
- ORIGINAL BENEFITS DOES NOT MATCH TRANSFER OF EXPENSE (TOE) TABLE
- ORIGINAL GROSS DOES NOT MATCH TRANSFER OF EXPENSE (TOE) TABLE
- ORIGINAL GROSS CANNOT BE BLANK
- TRANSFER REASON CODE MUST BE FILLED OTHERWISE SET TO D
- REQUESTED LINE NOT ON TRANSFER OF EXPENSE (TOE) TABLE
- REQUESTED EMP ID DOES NOT MATCH ON THE TRANSFER OF EXPENSE (TOE) TABLE
- SIGN INCONSISTENCY BETWEEN TRANSFER AND ORIGINAL GROSS TRANSFERRED
- TRANSFER GROSS PLUS PREVIOUSLY TRANSFERRED GROSS EXCEEDS ORIGINAL GROSS TRANSFERRED (THIS CREDIT DPA AND FUND AND ORIGINAL GROSS HAVE BEEN MOVED)
- TRANSFER GROSS NOT NUMERIC OR ZERO
- NEED TO DO PAYROLL EXPENDITURE TRANSFER DETAIL NOT SIMPLIFIED FORM AFTER FOUR YEARS
- EMPLOYEE ID MUST BE ON EDB WHEN OVERRIDE EMPLOYEE ID NOT ENTERED (IF NOT ON DATA BASE NEED TO DO AN ONLINE PEOPLESOFT JOURNAL)
- TO MOVE BENEFITS ONLY THE DEPARTMENT NEEDS TO DO AN ONLINE PEOPLESOFT JOURNAL

Compliance will continue to focus on compliance-related issues such as reviewing internal controls, original signatures, signature authorities, supporting documentation, Attachment E, etc. Payroll will continue to provide a 3rd review on the line items that are keyed in (preparer does 1st review, approver does 2nd review).

If you have any questions, go to the Payroll Contacts page and look under Payroll Processing Unit for Payroll Expense Transfers (PETs) coordination.

References
- PET short form
- PET long form