PET (Payroll Expense Transfers) Quick Reference Checklist

The purpose of this checklist is to aid campus departments in completing Sponsored Project PETs. Additional information may be requested by RFS prior to approval. If you have any questions, please refer to PET Guidance, ePERs & PET policy or reach out to the Effort and Reporting Accountant epers@colorado.edu or the Compliance Manager jesse.hinton@colorado.edu

General

Considerations

- ☐ All PETs moving expenses onto awards will not be approved if they were departmentally approved after a year of the original journal entry or the date the SpeedType was created, whichever is later. Exceptions will be made at the RFS's discretion.
- ☐ All salary transfers need to be allowable, reasonable, consistent, and allocable. Refer to Uniform Guidance for more information.
- ☐ The PET needs to provide sufficient justification so that an outside party can understand why the transfer is occurring.
- ☐ Explanations that merely state that the transfer was made "to correct an error" or "to transfer to correct project" or "per xx / xx told me to" are not sufficient to justify transfer of charges to a sponsored project. Sponsored projects employee salary can only be charged to the project that benefits the scope of work. Provide specific details of employee's activity on the project.

Justification

- ☐ Did you provide a specific reason the expense was not originally charged to the award?
- ☐ Did you provide affirmation that the expense benefits the award to which it is moving?

Available Balance

- ☐ Did you ensure the award has enough funds to cover the expenses being transferred?
- ☐ Please use your department SpeedType or an At-Risk Award Request while waiting for an extension or incremental funding with the Office of Contracts and Grants (OCG).

PET Total

- ☐ PET only moves salary; the benefits will post at month-end. Check Summary Tab of PET to ensure SpeedType totals are what was intended.

Specifics

Attachments

- ☐ If moving payroll after 180 days, a signed PI statement or email written by the PI is required and must be attached to the PET when it is created/submitted. Please make sure the following four questions are answered and included in the attached PI statement:
  1) Why was the effort not charged to the award to begin with?
  2) Specifically, how does this employee's effort benefit the underlying activity?
  3) Why it took more than 180 days for the mistake to be identified?
  4) How this will be prevented in the future?

Project Status

- ☐ When project is in reporting status (end date + 60 days): no additional payroll (PET) should be added or removed from the project while final financial deliverables are prepared. Please obtain prior approval from your Grant Accountant if adjustments are still required and include with the PET.

PET & ePER

- ☐ ePERs reflect actual effort expended and thus a PET should be used whenever changes are needed to posted payroll. ePERs should not be certified until all effort is correctly reflected for the individual.
- ☐ Create a PET for all overpayments immediately to a department SpeedType to avoid Sponsor Invoicing or draws to be completed against these overpayments. Be aware overpayments often cause a negative ePER.

Tuition Remission

- ☐ If related salary is moving, did you ensure a matching percentage of tuition remission is moving?

Campus Controller's Office
UNIVERSITY OF COLORADO **BOULDER**