

1 EPET Screenshots

1.1 Creating EPET Document

required *

Please select an Account Period date range.

Account Period: From ▼ *
To ▼ *

Please search by at least **ONE** of the options below.

Employee ID:

Index:

Fund:

Organization:

Program:

FINANCIAL LINK

Faculty & Staff > Financial Link > Electronic Payroll Expense Transfer

DOPE (Distribution of Payroll Expense) Review

Your query parameters:

Index: ADC4508 Fund: 07427A Don't see what you're looking for? [Go back to query.](#)

Please select the line item(s) you'd like to edit, and an action to perform.

Select All Items [New ePET] [Go]

Select	Sub	Employee Name	DOS	Index	Fund	Title Code	Effective Date	% Time	Pay Rate	Gross Earnings	Adj	Total Earnings	Transfer Status	Click to expand
<input type="checkbox"/>	0	Doe, Jane	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	0	Kirkland, Matt	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	0	Doe, John	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	0	Claire, I. D.	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	0	Messer, Joe	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	0	Smith, John	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	1	Clark, Dick	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	1	Opus, Meister	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	1	Test, Roger	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	1	Fake, Sarah	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	1	Doe, Junior	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	2	White, Jeff	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	2	Cowan, Kelly	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	2	Smith, Sarah	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	2	Hamar, Sven	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	Y	3058.00	ePet(s) pending approval	expand ▼

PREVIOUS 1 [2] [3] [4] [5] NEXT

Don't see what you're looking for? [Go back to query.](#)

FINANCIAL LINK

Faculty & Staff > Financial Link > Electronic Payroll Expense Transfer

DOPE (Distribution of Payroll Expense) Review

Your query parameters:

Index ADC4508 **Fund** 07427A Don't see what you're looking for? [Go back to query.](#)

Please select the line item(s) you'd like to edit, and an action to perform.

Select All Items

Select	Sub	Employee Name	DOS	Index	Fund	Title Code	Effective Date	% Time	Pay Rate	Gross Earnings	Total Earnings	Transfer Status	Click to expand
<input type="checkbox"/>	0	Doe, Jane	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	0	Kirkland, Matt	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	0	Doe, John	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	0	Claire, I. D.	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	collapse ▲
EPet Notes:													
UCENO	Plan	RET Match Contribute	IAPOF	OASDI/MEDCR	Dental/Health/Vis/Annu	UI	WC/ESP	LIFE/UCDI	IAP	TOTAL BENEFITS			
000123456	U	0.00	0.00	50.97	209.64	0.55	7.27	3.91	3.43	275.77	\$100.00 transfer pending approval. View. \$350.00 transfer completed. View. \$1020.00 transfer completed. View.		
<input type="checkbox"/>	0	Messer, Joe	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	0	Smith, John	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	1	Clark, Dick	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	1	Opus, Meister	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	1	Test, Roger	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	1	Fake, Sarah	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	1	Doe, Junior	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	2	White, Jeff	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	2	Cowan, Kelly	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	2	Smith, Sarah	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
<input type="checkbox"/>	2	Hamar, Sven	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼

PREVIOUS 1 2 3 4 5 NEXT

Don't see what you're looking for? [Go back to query.](#)

Search Find People
 Go

FINANCIAL LINK

Faculty & Staff > Financial Link > Electronic Payroll Expense Transfer

ePET: Step 1 of 2: Identify 'To' Amount and Account

Please enter the transfer account and amount.

Apply to all Index Fields

Moving funds from many lines to one Index?
 Input the desired 'To' index here, and it will
 apply to all line items in this document.

Renew ALL?

From:

Sub	Employee Name	DOS	Index	Fund	Title Code	Effective Date	% Time	Pay Rate	Gross Earnings	Total Earnings	Transfer Status	Click to expand
0	Claire, I. D.	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼

To:	Index	Amount	Renewal?	Delete
<input type="text"/>	<input type="text"/>	2058.00	<input type="checkbox"/>	X
<input type="text"/>	<input type="text"/>	1000.00	<input type="checkbox"/>	X

Total Amount: **3058.00** + Add another To index

From:

Sub	Employee Name	DOS	Index	Fund	Title Code	Effective Date	% Time	Pay Rate	Gross Earnings	Total Earnings	Transfer Status	Click to expand
0	Kirkland, Matt	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼

To:	Index	Amount	Renewal?	Renewal?
<input type="text"/>	<input type="text"/>	3058.00	<input type="checkbox"/>	X

Total Amount: **3058.00** + Add another To index

FINANCIAL LINK

Faculty & Staff > Financial Link > Electronic Payroll Expense Transfer

ePET: Step 2 of 2: Risk Evaluation

Please answer the following risk evaluation questions regarding this transfer.
This request follows the GEN risk assesment template.

Fund Manager Email Address *

[Add another address](#)

To PI Email Address

[Add another address](#)

Check this Box if the Fund Manager RECEIVING the transferred expense has either of the following delegations:

1. the transfer is between FDP awards, and the Manager has delegated authority for the PI
2. the transfer is TO a non-federal fund and the Manager has delegated authority for the Department Chair / Unit Manager.

From PI Email Address *

[Add another address](#)

Please explain the reason for this ePET transaction. *

* Starred questions are required.

Submit this Request

Cancel

Search Find People
 Go

FINANCIAL LINK

[Faculty & Staff](#) › [Financial Link](#) › [Electronic Payroll Expense Transfer](#)

ePET: Confirmation.

Thank you. Your EPET document is successfully entered and is now pending approval.

Your DOCUMENT NUMBER is 1234ABCD.

You may return to the [DOPE results](#), or [Query again](#).

FINANCIAL LINK

Faculty & Staff > Financial Link > Electronic Payroll Expense Transfer

ePET: Review Document #1234567

From and To information

From:

Sub	Employee Name	DOS	Index	Fund	Title Code	Effective Date	% Time	Pay Rate	Gross Earnings	Total Earnings	Transfer Status	Click to expand
0	Claire, I. D.	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
Index Amount Renewal?												
To: ADC3456 2058.00 no												
To: 123ABCD 1000.00 yes												
Total Amount: 3058.00												

From:

Sub	Employee Name	DOS	Index	Fund	Title Code	Effective Date	% Time	Pay Rate	Gross Earnings	Total Earnings	Transfer Status	Click to expand
0	Kirkland, Matt	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
Index Amount Renewal?												
To: ADC3456 3058.00												
Total Amount: 3058.00												

Risk Evaluation Questions & Answers

Fund Manager Email Address *
makirkland@ucsd.edu

From PI Email Address *
joesmith@ucsd.edu

Please explain the reason for this ePET transaction. *
Lorem ipsum, dolor sit amet. Consectur igitur, nonummy est.

Approval Status

Approver Name	Decision	Date
John Smith	-	-
JoAnn Q. Smith	-	-
Jane Doe	Approved	03/01/02
Jon Doe	Approved	02/28/02

Risk Evaluation as of 05/30/08 [expand ▼](#)

[Back to DOPE](#)

[Edit This](#)



Warning! Editing a pending request may lengthen wait time for approval.

1.2 Approving EPET Document

The screenshot shows a web page for UC San Diego Faculty & Staff. At the top left is the UC San Diego logo and the text "FACULTY & STAFF". At the top right is a search bar with "Search" and "Find People" tabs, a text input field, and a "Go" button. Below the header is a dark grey bar with the text "FINANCIAL LINK". Underneath is a breadcrumb trail: "Faculty & Staff > Financial Link > Electronic Payroll Expense Transfer". The main content area has the heading "ePET: Confirmation." followed by the text: "Success! You've approved that request. You will receive an email with additional confirmation info. You may [return to the list of all pending requests.](#)". At the bottom left is the UC San Diego logo and contact information: "Official Web site of the University of California, San Diego, University of California, San Diego, 9500 Gilman Dr., La Jolla, CA 92093 (858) 534-2230 Copyright ©2007 Regents of the University of California. All rights reserved. Terms and Conditions of Use". At the bottom right is a feedback icon and the text "Send us your feedback".

FINANCIAL LINK

[Faculty & Staff](#) > [Financial Link](#) > [Electronic Payroll Expense Transfer](#)

Payroll Expense Transfers needing approval

Please click on the row to select a pending Payroll Expense Transfer below.

Created Date	Requestor Name	Risk Template	Document Number	Transfer Status
08/08/07	Foxe, Mary	GEN	QWERS678	needs approval
09/08/08	Eggleston, Joe	GEN	789-ABDS	needs approval
09/10/08	Lin, Ike	GEN	ABCD1234	needs approval

Search Find People
 Go

FINANCIAL LINK

Faculty & Staff > Financial Link > Electronic Payroll Expense Transfer

ePET: Review Document #1234567

From and To information

From:

Sub	Employee Name	DOS	Index	Fund	Title Code	Effective Date	% Time	Pay Rate	Gross Earnings	Total Earnings	Transfer Status	Click to expand
0	Claire, I. D.	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
Index Amount Renewal?												
To: ADC3456 2058.00 no												
To: 123ABCD 1000.00 yes												
Total Amount: 3058.00												

From:

Sub	Employee Name	DOS	Index	Fund	Title Code	Effective Date	% Time	Pay Rate	Gross Earnings	Total Earnings	Transfer Status	Click to expand
0	Kirkland, Matt	REG	ADC4508	07427A	4722	02/28/02	25.00%	2744.00	2058.00	3058.00	ePet(s) pending approval	expand ▼
Index Amount Renewal?												
To: ADC3456 3058.00												
Total Amount: 3058.00												

Risk Evaluation Questions & Answers

Fund Manager Email Address *
makirkland@ucsd.edu

From PI Email Address *
joesmith@ucsd.edu

Please explain the reason for this ePET transaction. *
Lorem ipsum, dolor sit amet. Consectur igitur, nonummy est.

Approval Status

Approver Name	Decision	Date
Jane Doe	Approved	02/28/02
Jon Doe	Approved	03/01/02
John Smith	-	-
JoAnn Q. Smith	-	-

Risk Evaluation as of 05/30/08 [expand ▼](#)

Warning! Deleting a request will force the requestor to start over from scratch. Use only in dire circumstances.

FINANCIAL LINK

[Faculty & Staff](#) > [Financial Link](#) > [Electronic Payroll Expense Transfer](#)

ePET: Deny Request

Please comment on this denied request. What's wrong?

Form Field Answer

The original preparer, *makirkland@ucsd.edu*, will be notified.

Deny Request

Cancel

FINANCIAL LINK

[Faculty & Staff](#) > [Financial Link](#) > [Electronic Payroll Expense Transfer](#)

ePET: Delete Request



Warning! Deleting a request will force the preparer to start over from scratch. Use only in dire circumstances.

Please comment on this deleted request. What's wrong?

Form Field Answer

The original preparer, makirkland@ucsd.edu, will be notified.

Delete Request

Cancel