

SECRET LIFE OF P.E.T.S

New and Improved Payroll Expense Transfer (PET) Form for Expense Transfers – *Developed in Collaboration with CSS HR/APS*



Berkeley Campus Shared Services

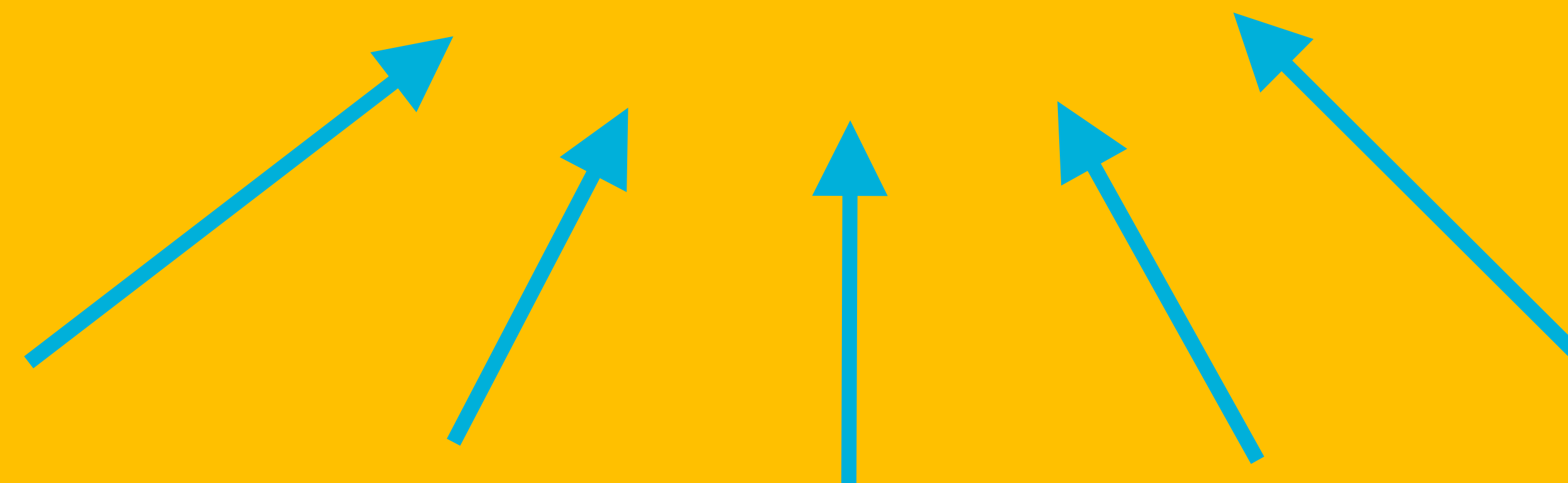
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BEFORE



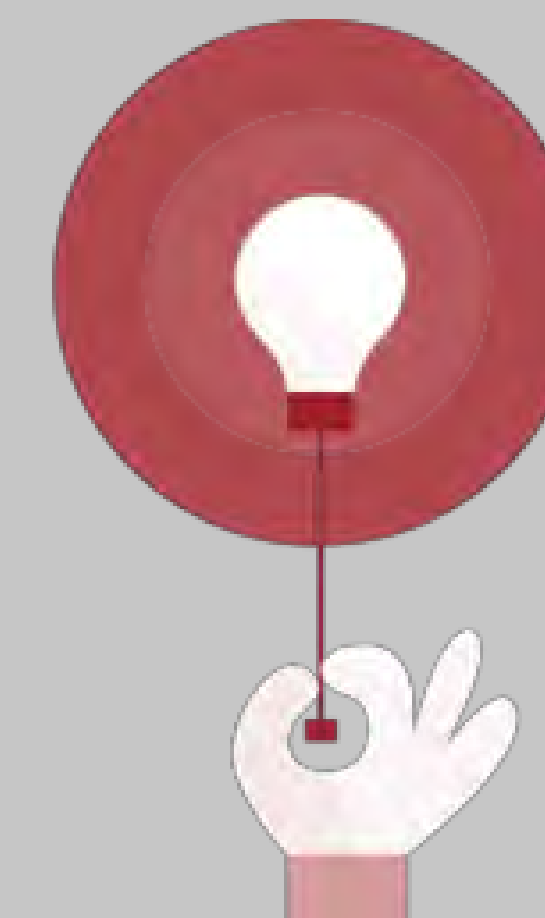
- *Where is the form?*
- *Which is the right version?*
- *What PPS data do I need?*
- *How do I filter the data?*
- *What are the deadlines?*
- *How do I calculate percentages?*
- *What backup docs do I need?*
- *How do I use it???*

IDEAS



SOLUTIONS ~ SERVICENOW + NEW FORM

- **Step-by-step instructions**
- **Universal PPS format**
- **No manual calculations**
- **Relevant PPS columns built-in**
- **Multiple PETs out of one PPS data download**
- **Reduced manual data entry**
- **Deadlines posted on the website**
- **Visibility into payroll expenses already charged**



AFTER



POSITIVE OUTCOMES

- **STANDARDIZES** processes
- **DRAMATICALLY REDUCES** manual entry and errors
- **INCREASES** efficiency and timeliness

HAPPY PLACE

Simpler processes means happier RA's



.....Ommmm