

Arizona State University

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Introduction

This document is for anyone who has been given an OR_ or RA_ login into PeopleSoft. This is a user ID that begins with the characters "OR_" or "RA_". When you log into PeopleSoft with this alternate ID, you will have access to information that you would not normally have access to if you logged in with your ASURITE ID and password.

What you will learn from this document

In this document you will learn about:

- The roles covered by this document
- How to login and navigate in PeopleSoft
- What information is available on different pages
- How to do different procedures using your login.

Description of the new Log-ins

There are different logins; one set has an "OR_ appended to the front of a users ASUrite ID, the other set has "RA_" appended to the front of the ASURITE ID. A person will have either an OR_ login on RA_ login. If your ASUrite ID was JSMITH, your login would either be OR_JSMITH or RA_JSMITH.

Both logins have these two roles, which allow you to see certain pages of information in Peoplesoft.

- HCM ORPSA View 1
- View Only access to all ER Pages
- Pwd Change for Internal Users

These roles are only to be use with OR_ and RA_ logins, never attached to a person's regular login (their ASURITE ID). The OR_ and RA_ logins are identical. There are two different logins so that the different groups of people can be managed separately.

How to Gain Access to the system.

The creation of the OR_ and RA_ logins is a managed process, meaning that departments are identifying employees to have this extra login and are requesting it for them. You may get an email from the PeopleSoft system requesting that you acknowledge a role that has been requested for you. If you do, special instructions will be included in the message for you to follow.



Getting Started

This section will show you how to get to Peoplesoft, how to login and how to change your password (optional).

How to get to PeopleSoft

PeopleSoft is access through a web browser (Internet explorer and Mozilla Fire fox are the most popular). Open your web browser and go to <u>https://hrsa.oasis.asu.edu</u>

An easy way to get there is to go to ASU interactive, click on the Peoplesoft category and then on "Student Administration"

HOUL UNIVER	A STATE SITY	SEARCH ASU Web Site				
ASU Home ASU A-Z Ind	lex ASU Interactive My ASU Colleges & Scho	ols Directory Map				
opular Services	April 08, 2008, 09:27 AM					
My ASU	The Intuity Voice Mail System is experienci	ng an issue with the "out-calling" feature not working for some	user's accounts. A			
My ASU Courses	maintenance window has been scheduled	Wednesday, April 9, 7:00-9:00 p.m. to correct the issue.				
	Get more on ASU's System Health or subscribe to the	i feed 🔊.				
Advisor	Need Help? Call 480-965-6500, e-mail helpdesk@asu.	edu, or <u>browse online help</u>				
System Status		One All Class All Show Manufal	Check out			
	Search ASU Interactive GO	Upen All Close All Show Pry Pienu(s)	MOUR ACIL DOGO			
Smail for ASU			your ASO pager			
Smail for ASU Registration /	PROSPECTIVE STUDENTS	FACULTY AND STAFF	All your info.			
Gmail for ASU Registration / Enrollment	PROSPECTIVE STUDENTS Applying for Admission to ASU	FACULTY AND STAFF Faculty Tools (Faculty Center)	All your info. All in one place. Convenient Customized Curren			
Smail for ASU Registration / Inrollment Academic Calendar	PROSPECTIVE STUDENTS Applying for Admission to ASU Check Admission Application Status	FACULTY AND STAFF Faculty Tools (Faculty Center) Employee Self-Service	All your info. All in one place. Convenient Customized Curren Check it out now!			
Smail for ASU Registration / Inrollment Academic Calendar Time Sheet	PROSPECTIVE STUDENTS Applying for Admission to ASU Check Admission Application Status View/Update Academic Records	FACULTY AND STAFF Faculty Tools (Faculty Center) Employee Self-Service Manager Self-Service	All your info. All in one place. Convenient.Customized.Current Check it out now!			
Smail for ASU Registration / nrollment Academic Calendar Time Sheet	PROSPECTIVE STUDENTS Applying for Admission to ASU Check Admission Application Status View/Update Academic Records Finances	FACULTY AND STAFF Faculty Tools (Faculty Center) Employee Self-Service Manager Self-Service Zeoplesoft	All your info. All in one place. Convenient Ostemized Curren Check it out now! Summer Classes			
Smail for ASU Registration / nrollment Academic Calendar Time Sheet Directory	PROSPECTIVE STUDENTS Applying for Admission to ASU Check Admission Application Status View/Update Academic Records Finances Living on Campus	FACULTY AND STAFF Faculty Tools (Faculty Center) Employee Self-Service Manager Self-Service Zeoplesoff student Administration	All your info All your info All none place. Convenient Castanized Carren Check it out now!			
Small for ASU Registration / Inrollment Academic Calendar Time Sheet Directory PO Update	PROSPECTIVE STUDENTS Applying for Admission to ASU Check Admission Application Status View/Update Academic Records Finances Living on Campus Explore Majors	FACULTY AND STAFF Faculty Tools (Faculty Center) Employee Self-Service Manager Self-Service Zeoplesoff student Administration	All your info All your info All none place. Convenient Castanized Caren Check it out now! Summer Classes Escape the heat Get ahead on			
Smail for ASU Registration / nrollment Academic Calendar Time Sheet Directory :PO Update 4FS Manager	PROSPECTIVE STUDENTS Applying for Admission to ASU Check Admission Application Status View/Update Academic Records Finances Living on Campus Explore Majors View/Update Personal Information		All your info. All your info. All none place. Covenient Castanized Caren Check it out now! Summer Classes Summer Classes Escape the heat Get ahead on your degree. Chock Chores			
Smail for ASU Registration / nrollment Academic Calendar Fime Sheet Directory PO Update VFS Manager XARS Degree Audit	PROSPECTIVE STUDENTS Applying for Admission to ASU Check Admission Application Status View/Update Academic Records Finances Living on Campus Explore Majors View/Update Personal Information Clubs and Activities	FACULTY AND STAFF Faculty Tools (Faculty Center) Employee Self-Service Manager Self-Service PeopleSoft Student Administration PeopleSoft - Submit a New Request for Access PeopleSoft - View/Manage Existing Access Requests	All your info. All your info. All none place. Convenient Castanized Caren Check It out now! Summer Classes Escape the heat Get alead on your degree. <u>Check Classes</u>			

Logging In

Next, login with your OR_ or RA_ user ID and password. Your user Id is most likely to be your ASURITE ID with either "OR_" or "RA_" in front of it. (Ex. JSMITH would be OR_JSMITH). Etc. Your password was sent to you in an email. Note that the user ID is uppercase. The password is case sensitive.

PEOPLESOFT ENTERPRISE							
User ID: CR_ASURITE ID Password:	Select a Languag English Dansk Français Italiano Necerianda	e: Easañal Deutsch Français du Canada Montet Norsk					
To set trace flags, click <u>here</u>	Exists Suomi Cattina 公子之间 子出版 面積中之	Portugués Surrasa 日本型 Parasati 修法中文 Sayat					



Changing Password

Once you have logged in, many people want to change the password on their OR_ or RA_login to match their ASURITE Password. You are welcome to do that. Here's how.

- 1. Click on "Change My Password"
- 2. Type in your current password
- 3. Type in your new password
- 4. Type in your new password again in the "Confirm Password" field.
- 5. Click on "Change Password"

Menu 🗖 Search:	
Wy Favorites ASU Customizations Self Service Effort Reporting Recruiting Workforce Administration	Change Password User ID: OR_ASURITE ID Description: LastName, FirstName
Compensation Payroll for North America <u>Careers Change My Password My System Profile My Dictionary </u>	*Current Password: *New Password: *Confirm Password:



Basic Navigation

This section is a quick overview for those that have never ventured into PeopleSoft before. If you are an experienced PeopleSoft user, you can skip this section.

Using Menus

This is called your home page. It will appear each time you login. The pages you want to access are under the "Effort Reporting", "Workforce Administration" and "ASU Customizations" menu items.

When you click on a menu item, the menu on the left expands and the links also appear on the right in what's called a "fan page". You can use either side to navigate further into the pages.





Using Search Screens

Most pages in PeopleSoft are preceded by a search page, where you enter data on what you want to see on the information page. These search pages work in a similar manner.

Sector 1		
My Favorites	Job Data	
ASU Customizations	Enter any information you ha	ve and click Search. Leave fields blank for a list of all values.
Self Service		
Effort Reporting	Find an Existing Value	
D Recruiting		
V Workforce Administration	EmpliD:	healos with 👽 🛛
 Sob mornation Contract Administration 	composition	
- Job Data	Empl Rcd Nbr:	= *
Compensation	Alternate Employee ID:	begins with 🐱
Payroll for North America	Name	begins with
- Careers	name.	begins with 💌
- Change My Password	Last Name:	begins with 🔽
- My System Profile - My Dictionary	Second Name:	begins with 💌
	Alternate Character Name:	begins with 🔽
	Middle Name:	begins with 🔽
	Include History Cas	e Sensitive
	Search Clear B	lasic Search 🗐 Save Search Criteria

Notes:

- *EmpIID* is the Affiliate ID (1000...)
- *Empl Rcd Nbr* is the Employee Record Number a 0, 1, 2 or 3 depending on the number of changes to an employee's record in a single day. Usually left blank during searches.
- Alternate Employee ID is the Campus ID (993...)
- Name is first name
- Last Name is last name
- Be sure to click on *Include History* to get all of the data.
- Click on the *Clear* button to clear data in the fields from previous searches.
- Click on the Search button to start the search.



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Saving to Favorites

Once you have navigated to a page you will use often, you can save it to your favorites. This will make the page appear under the "My Favorites" menu. The nice thing about this feature is that it will follow your login. If you set your favorites at work and then login at home on a different computer, the favorites will still be there. To set your favorites do this:

- 1. Navigate to the page you want to save
- 2. Click on "Add to Favorites" in the upper right hand corner of the screen



3. Name the page, click on OK

Add to Favorites						
Please Enter a Unique Description for this Favorite						
*Description:	Job Data					
ок	Cancel					

4. The page will be listed under My Favorites.



Checking Current Roles

If you want to check what roles are active for your login, follow these links:

ASU Customizations -> ASU Security-> My Security Access Roles.

You will see a printout of the current roles that your login is using. If you don't see the roles listed earlier in this document, contact your supervisor.



Navigating on Information Pages

There are several common navigation hints that will help you in using Peoplesoft.

1. Include history

If there is a checkbox or button available to you that says "include history", ALWAYS check or click it. This will show you all previous history for the person that you are searching for. On some screens, PeopleSoft will only show you the latest information. Click on *Include History* will give you a more complete picture.

2. Watch the Upper Right Corner! Often PeopleSoft will only display a few rows of information. To see all of the data in a table, you must keep an eye on the upper corner of the row. If it says something like "1-7 of 23" then you are not seeing rows 8-23. You can either click *View All* and scroll through the rows or click the right arrow button to go through the rows a few at a time.

3. Return to search, Previous and Next in list

Look for buttons at the bottom of the screen that will let you step through the items that you searched for, or to return to search once you are done.

Work Location	rmation 👔 Job <u>L</u> a	abor <u>P</u> ayroll	Salary Plan	Y <u>C</u> omp	ensation	
FirstName Last Name	EMP			ID:	100000003 Em	npl Rcd #: 0 (2)
Work Location					<u>Find</u>	First 1 of 4 🕨 Last
HR Status:	Active	Payroll Status:	Active			
Effective Date:	11/19/2007	Sequence:	0		Job Indicator	Primary Job
Action / Reason:	Pay Rate Change)	Skill / Competen	cy Based	I	
Lact Start Dato:	07/24/2006	Tormination Da	to:			Current
Expected Job End Date	0712412006	End Job Aut	tomatically			
Position Number:	117376	Coordinator S	enior	ſ	Position Entry Date:	07/24/2006
Override Position Data		Position Ma	anagement Reco	rd	,,	0112412000
Regulatory Region:	USA	United States				
Company:	ASU	Arizona State U	University			
Business Unit:	U0101	U - Technolog	У			
Department:	U0106002	DEV CRM Sup	port		Department Entry Dat	te: 07/24/2006
Location:	TEMPE	Campus: Tem	npe			
Establishment ID:	ASU00	Arizona State U	University			
					Date Create	ed: 11/29/2007
Job Data Em	ployment Data E	arnings Distribution	n <u>Benefits P</u>	rogram F	articipation	
		<u>}</u>				
	3					(1)
Save Return to Sear	ch 🖹 Notify	E Previous tab	Next tab	fresh	De Up	date/Display 🖉 Include History
Work Location Job Informati	on Job Labor Pa	<u>yroll Salary Plan C</u>	Compensation			



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Basic Procedures

Prepare a Budget for Proposal

When you are preparing a budget for proposal, there are several pieces of data that you need:

- The faculty member's actual salary
- The different jobs the faculty member has
- The type of contract that the faculty member has, (if any)
- The amount of time that the faculty works per year (12 month, 9 month or other)
- The Faculty member's work location

This section will show you how to find all of these items in PeopleSoft. You can find them in any order.



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Faculty Member Salary

Login to Peoplesoft (<u>https://hrsa.oasis.asu.edu</u>) with your ID that begins with either OR_ or RA_.

You will find the faculty member's salary in the Workforce Administration area.

Navigation: Workforce administration -> Job Information -> Job Data

■ ►					
Job Data					
Enter any information you ha	ve and click S	ear	ch. Leave fields blank	for a list of	all values.
Find an Existing Value					
EmplID:	begins with	~			
Empl Rcd Nbr:	= ~			_	
Alternate Employee ID:	begins with	~		_	
Name:	begins with	~			
Last Name:	begins with	~	LastName		
Second Name:	begins with	~			
Alternate Character Name:	begins with	~			
Middle Name:	begins with	~			
🗹 Include History 🗌 Cor	rect History		Case Sensitive		
		_			
Search Clear B	asic Search		Save Search Criteria		
Search Results					
View All					
EmplID Empl Rcd Nbr /	Alternate Emp	oloy	ree ID <u>Name</u>	Last Nam	<u>e Second Na</u>
<u>1000 0 9</u>	<u>993</u> 103		Ma Pet	Version erga	(blank) (blank)
1000 0 9	993		Pet	distantia i	(blank)

- Enter search info about the faculty member.
 - The EmpIID is the faculty member's affiliate ID (1000...)
 - The Alternative ID is the ASU ID (993...)
- Click on "Include History"
- Click on "Search"
- Click on any link in the row for the person that you want to view.

Note:

Notice the "Empl Rcd Nbr" – if you see two lines with the same person and two employee Record Numbers (typically 0 and 1) – that means that the person has two (or more) jobs. The person's primary job will have an employee record number of 0.



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This is the job data tab. It has a wealth of information about the person's job data. On the first tab, (work location) check these items:

					New Window H	lelp Customi	ize Page 📳 🔺
Work Location Job Info	rmation) Job Lab	or <u>P</u> ayroll	Salary Plan	Compensat	tion		
2	EMP			ID: 1000	Em	pl Rcd #: 0	_
Work Location				•	<u>Find</u>	First 1 of 4	Last 5
HR Status: 3	Active P	ayroll Status: L	eave With Pay	(4)			\sim
Effective Date:	11/05/2007 S	equence:	0	\bigcirc	Job Indicator	Primary Job	(6)
Action / Reason:	Pay Rate Change		Course Load Adj	ustment			\smile
Last Start Date:	07/16/1994	Termination Dat	e:			(Current
Expected Job End Date	01101004	End Job Auto	omatically				
Last Date Worked:	08/15/2007	Override Las	t Date Worked	Expect	ed Return Date:	05/15/2	2008
		G	2				
Position Number:	108488	Professor		Positio	on Entry Date:	05/16/2	2006 📃
Override Position Data		Position Ma	nagement Reco	rd			
Regulatory Region:	USA	United States					
Company:	ASU	Arizona State U	niversity				
Business Unit:	B0101	B - Provost Ten	npe				
Department:	B1705	English		Depar	tment Entry Date	e: 05/16/	2006
Location:	TEMPE (8)	Campus: Temp	De				
Establishment ID:	ASU00	Arizona State U	niversity				
					Date Create	d: 11/13	3/2007
Job Data Em	nlovment Data Ear	mings Distribution	Benefite P	rogram Partici	nation		
		mings Distribution	<u>Deneills P</u>	rogram Fattici	vauon		
Save Return to Search	ch † Previous in Li	ist + Next in List	t 🖃 Notify	🛋 Previous tab	Next tab	🗘 Refresh	/ Update/Disp
Work Location Job Information	on Job Labor Payro	oll Salary Plan Co	ompensation				~

- 1. Start on the Work Location tab
- 2. Check the employee's name to make sure that you are looking at the right information.
- 3. Ensure that the employee's HR Status is active.
- 4. Ensure that the employee's Payroll Status is active. In this example, the person is on leave with pay. This would normally require more investigation.
- 5. Every time an employee's pay situation changes, a new row is added. This employee has 4 rows of history to look at.
- 6. Ensure that you know whether you are looking at the person's primary job.
- 7. The position is listed in the middle of the screen. This is a good double check that you have the correct person.
- 8. Location. These fields will tell you what campus, department and location of the employee.

Once you have confirmed that you are looking at the primary job for the right person, click on the *Compensation* tab.



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Salary

his is the com	pensation tab.	It shows the	annual	salary.			
Work Location Job	Information γ Job Lat	oor Y <u>P</u> ayroll Y	Salary Plan	Compensatio	n \		_
	EMP			ID: 1000	En	npl Rcd #: 0	
Compensation					Find	First 1 of 4	Last
Effective Date:	11/05/2007 Eff	ective Sequence:	0	Job Indicator:	Primary Job		
Action / Reason:	Pay Rt Chg	Co	urse Load A	djustment		Current	
Compensation Rate:	(1	63,494.000000 🛒		Frequency:	c (3)	Contract	
Comparative Informative	mation				\smile		
✓ Pay Rates							
Daily 2	243.2720	31 USD	ASUBW		2,442.076	923 USD	
Hourly 💛	50.8766	03 USD	Annual		63,494.000	000 USD	
Default Pay Comp	onents	(Pr	orate Over Pa	ayment) Contract	Change Prorat	e Option	
Pay Components				Customize	Find 🛅 🛛 F	irst 🗹 1 of 1 🕨	Last
Amounts Co	ontrols Changes	Conversion					
1 NAANNI	Seq Col	np Rate 63.4	94 000000	USD	Frequency	Percent	
Calculate Compos	reation	03,4	.54.000000,	J 000	A		
Job Data	Employment Data Ea	rnings Distribution	Benefits	Program Participa	ition		
Save Return to	Search † Previous in	List ↓ ■ Next in List	Ser Notify	Previous tab	🔿 Next tab	🗘 Refresh	🖉 Update/Disp
Work Location Job Infor	mation Job Labor Pay	roll <u>Salary Plan</u> Con	npensation				

- 1. The base salary is shown here.
- 2. You can see the breakdown of daily, hourly, by weekly and annual in the Pay Rates section.
- 3. The frequency shows that this person is on contract. Next you need to find out if the person is on a 9, 12 or other contract amount.

You can verify the person's number of hours per week, percent FTE and employee class on the Job Information tab.

Notice that even though this employee has a contract, that information is blank on this screen. You cannot use this screen to look up contract information.



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Contract Information

Navigation: Workforce Administration -> Contract Administration -> Update Contract Pay NA

Menu 🗖								
Search:			New Window Help http					
My Favorites ASU Customizations Self Service Effort Reporting Description	Contract Pay NA Enter any information you ha values.	we and click Sea	rch. Leave fields blank for a list of all					
✓ Workforce Administration	Find an Existing Value							
	EmplID:	begins with 🗸						
– Update Contract Pay NA	Empl Rcd Nbr:	= 🗸						
- Job Data	Name:	begins with 🐱						
▷ Compensation ▷ Payroll for North America	Last Name:	begins with 🔽	lastname					
Workforce Development	Second Name:	begins with 🐱						
– <u>Careers</u> – <u>Change My Password</u>	Alternate Character Name:	begins with 🐱						
 <u>My System Profile</u> My Dictionary 	Middle Name:	begins with 🐱						
	✓ Include History Case Sensitive							
	Search Clear E	Basic Search 目	Save Search Criteria					

Search for your faculty member. Click on Include History Click on Search



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	EMP		ID:	1000	Em	npl Rcd #:	
ontract Information			Find View All	First 1 of	F1 Last		
Effective Date:	05/16/2006						
Contract Pay Type:	Contract paid over 9 Mo	onths					
Payment Term:	Pay Over Contract						
Monthly Frequency:	М	Pay Period Hours:	48.00				
Assign Hours To:	Contract Earnings Only						
Renew Contract Automatically:							
Contract Begin Date:	08/13/2007	Contract End Date:	05/18/2008				
Payment Begin Date:	08/13/2007	Payment End Date:	05/18/2008				
		Termination Data	05/40/0000				

This screen shows that this faculty member has a 9 month contract which started in August and will end in may.

The Actuals tab will show you how much has been paid on the contract to date.

		New W	/indow Help Cus	stomize Page 📳	1
Contract Pay Contract Actuals	ī				
Second Second	EMP	ID:	1000	Empl Rcd #:	0
Contract Actuals		Find View All	First 1 of 1	Last	
Effective Date: 05/16	2006				
✓ Track Actual Earnings	Use Holiday Schedule				
Work Days in Contract:	200				
Paid to Date:	39425.60				
Earned to Date:	41565.60				
Days Worked to Date:	130				
Contract Pay Contract Actuals	Previous in List	달 Notify 월 Up	idate/Display 🖉 Ir	nclude History	Cori



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View Redistribution Entries

You can view the details about any redistribution transactions.

The navigation path is:

ASU Customization -> ASU HCM Custom -> ASU Position Management -> View Redistribution Entries.

You will come to a search screen. Enter any search criteria you have.

ARIZONA STATE	pstoll on AS	BUSASUP	05/20/2008		(3) (13)
Jenu E					
learch:	5				
(3)		o cospectivos -			
My Favorites ASU Customizations > ASU Academic Advising > ASU CRM > CASU CRM	ASU Redist Trans Enter any information y / Find an Existing Val	ou have and	click Search. Leave	fields blar	nk for a list of all values.
ASU HCM Custom	-	-	10		
D ASU Benefits	Transaction Number:	- *			Q.
D ASU Commitment Acct D ASU Employee Self	Fiscal Year:	= v		2008	
Service	EmpliD:	begins with	~		
D ASU HR	Empl Red Nbr:	= ~			
✓ ASU Position	Position Number	begins with	~		0
Management	Day Deried End Date:				
- CreaterModity Fositions	Pay Period Elid Date.				
- Maintain Position	Date Closed:	= ~			
Accounting Residen Met Central	ASU Acct:	begins with	*		Q
Frocess	Paycheck Number:	= v			
- Posibon Cress-	Approval Status:	= ~			
- Create Redistribution	AND AND ADDING				
Entry	Search Clear	Basic Se	arch Save Sa	arch Criter	19
- Fower User Redist				aren e nen	
- Power User Redist					
(Ded)					
- Eower User Redisj (Tax)					
- Redistribution					
- Edit/Recubrat Redict					
Trans					
 View Redistribution Entries 					
- Commit Accto Cross- Retarance					

Once you enter your search criteria, you can save your search criteria by clicking on the "Save Search Criteria" link. You will be asked to name the search criteria. Peoplesoft will then remember it for you for next time.

Click "Search" to search the database for your data.



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Search Res	ults							
Transactio	n Nbr: 141	1548				Appro	oval Status: All	Approved
Fiscal Yea	r: 2008 Pay End						y End Date: 12	/02/2007
EmpliD / Rcd: 1000000000 / 2 GL Post Date: 05/13/2008								
Submitted by: OR_BFINLEY Jensen,Babette Finley Submitted Date: 05/11/2008 Approved by: Approved Date:								
Account renewal was not activated in time for payroll to hit account. What corrective action will be taken to avoid this type of error in the future? (Limit of 254 characters.) We will work with ORSPA and sponsor to get accounts activated on time. Describe why all costs transferred to new accounts are allowable, allocable, and reasonable charges. Additionally, if a sponsored account, describe why costs are appropriate and necessary to the performance of the sponsored project. (Limit of 254 char								
Describ charges necessa Employee	e why all cos Additional ary to the per	sts transfer lly, if a spor rformance	rred to ne nsored ac of the spo /research re	w accounts a ccount, desc onsored proj	are al ribe v ect. (lowable, a vhy costs a (Limit of 25 54 during Fa	Ilocable, and are appropria 54 char. Il 2007 semeste	l reasonable ate and r. Accounts
Describ charges necessa Employee must refle	e why all cos Additional ary to the per has been work ct this.	sts transfer Ily, if a spor formance ing on duties	rred to ne nsored ac of the spo /research re	w accounts a ccount, desc onsored proj elated to grant M	are al ribe v ect. (IGS009	lowable, a vhy costs a (Limit of 2 54 during Fa	Illocable, and are appropria 54 char. Il 2007 semeste	l reasonable ate and r. Accounts
Describ charges necessa Employee must refle carnings Re Variable	e why all cos Additional ary to the per has been work ct this. distribution Tra	sts transfer lly, if a spoi formance ing on duties ansaction	rred to ne nsored ac of the spo /research re	w accounts a ccount, desc onsored proj elated to grant M	are al ribe v ect. (IGS009	lowable, a vhy costs a (Limit of 2: 54 during Fa	Illocable, and are appropria 54 char. Il 2007 semeste	l reasonable ate and r. Accounts
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This is the "View Redistribution Transaction" screen.

The top of the screen shows you details about the transaction.

The middle of the screen displays text left by the transaction creator or by the ORSPA team.

From here you can see further details by clicking on the position link or the ASU Account link.

The next pages show screen examples of each of these pages.



Arizona State University

Menu					
Management					
- Create/Modify					
Positions					1
- Maintain Position	Commitment Ac	counting Cross-R	eference		nstoll
Accounting		ocurring crocorri			pstoli
- Position Mgt Central	Search Results				
- Position Cross	Search Results				
Reference	Fiscal Year: 2008		A3	SU Acct:	AX\$0021
- Create Redistribution	Davroll Actuale Distributio	n	Tota	46.001	,
Entry	Payroll Actuals Distributio	u	1002	11 10,092	
- Power User Redist	Fiscal Year Position	Position Desc	<u>r</u>		Actuals Amt
<u>(Ern)</u>	2008 119960	N M Basha Pro	ofessor in ECE		14,985.75
- Power User Redist	2008 133955	Lecturer, MY			894.00
– Power User Redist	2008 134093	Student Worke	er IV		212.25
(Tax)		citation from			212.20
- Redistribution					
Approval	Earnings Redistribution		Total	1,315	
- Edit/Resubmit Redist	Fiscal Year Position	Transaction N	br Approval		Redist Amt
Trans	2009 122955	100025	All App	_	02.22
- <u>View Redistribution</u>	2000 100000	100023			33.33
- Commit Aceta Cross	2008 133955	107464	All App		6.00
Reference	2008 134093	<u>103024</u>	All App		1,202.75
- View Position Budgets	2008 134093	103025	All App		12.75
- View Position			1		
Encumbrance					
- <u>Re-process missing</u>	Calculated Encumbrance_		Total.	0	
positions	Fiscal Year Position	Position Desc	r	Encumbr	ance Amt
D ASU Time and Labor	2008		-		0.00
> ASU Security	2000				0.00
> ASU Student Records					
> ASU HCM Recruiting	Current Distribution Mappi	ina			
> ASU Financial Aid	Fiscal Year Desition	Position Descr		Erned	Diet %
> ASU Student Financials		rosition Desci		Lincu	0.00
> ASU Campus Community	2008				0.00
ASU Query Based Update					
> ASU Technical					
> Georgi for Financial Ald					

This screen will let you see information about the payroll Actuals and earning redistributions. Clicking on the Position numbers will take you to the position cross reference screen.

Clicking on the transaction numbers will take you back to the transaction redistribution screen, but for the transaction that you clicked on.



Arizona State University

Menu 🗖	1	
	A	
Management		
 Create/Modify 	Position Cross-Reference Position Cross-Ref-Accta	
Positions		
- Maintain Position		
Accounting	Position Cross-Reference	
- Position Mgt Central		
- Pacition Croco		
Reference	Position Number: 133955	
- Create Redistribution	Position Data	
– Power User Redist	Effective Date 07/17/2007 Position Data Details	
(Em)	Descr Lecturer NY Short	
- Power User Redist	Deput	
- Power User Redist	Deptid: B1407 Curriculum & Instruction	
(Tax)	Jobcode: 894761 Lecturer, MY	
- Redistribution	Reports To: 112570 LastName FirstName	
Approval	Lastivanie, Prativanie	
- Edit/Resubmit Redist	Fiscal Year 2008 Elecal Year Distribution Distribution History	
View Pedictribution		
Entries		
- Commit Accta Cross-	Submitted 'Front-End' Staging Data Not Processed Yet	
Reference	Effective Date: Status: User ID:	
 View Position Budgets 		
- View Position	Deptid:	
- Re-process missing	Jobcode:	
positions	Reports To:	
ASU Time and Labor		
ASU Security	Current Incumbent List	
D ASU Admissions	(Incumbent Job Data (TTT)	
DASU Student Records	Name Empli	
D ASU Financial Aid		
ASU Student Financials	Vacant 0 0	
ASU Campus Community		
D ASU Query Based Update		
D ASU Technical		
D GPortal for Financial Aid		
D ASU Conversion	Return to Search	
Effort Reporting	Pasilian Orace Defenses Pasilian Orace Def Justa	
D Manager Self Service	Position Cross-Reference Position Cross-Ref-Accto	
Desculting		

This is the position cross reference screen. From here you can see information about the position, the fiscal year distribution and the distribution history.

The people who are assigned to the position will be listed at the bottom of the screen. In this example, the position is currently vacant.



Arizona State University

Information Pages

This section will show you the information pages in PeopleSoft that are available from your OR or RA login. This section is more of a reference for the type of information you can find on these pages. When there are other pages that are directly linked to from the first page, each will be displayed with notes about that sub page.

The Effort Reporting Menu

Employee Data

These screens give you a quick snapshot of the employee's employment data. Navigate there at Effort Reporting -> Employee Data.



Employee Data Salary Data				
Employee ID 1000055473	Name Paul Stoll			
		Find View A	All First 1 o	f1 Last
Effective Date 01/01/2007	Don't Oven	write		
Annualized Salary	66 579 08	Effective Seq	0 Empl Rcd	# 0
Appointment Types		Find View All	First 🗹 1 of 1	🕑 Last
Appointment Type Employ	ree Ca	p Factor (%) 100	FTE % 100	
Salary by Pay Source		Find View All	First 1 of 1	Last
Source Descr	iption		Annualized	Salary
1 PSPAYROLL PS Pa	yroll			1998) (BD)
Total Annualized	Salary - Appointme	nt Type	8 88 20 ⁵ 8 200	



Arizona State University

The WorkForce Administration Menu

Job Data- Work Location Tab

The Job Data pages show you information about a specific employee. Navigation is Workforce Administration -> Job Information -> Job Data.

Menu 🗖					
Search:					Ne
>>					
D My Favorites	/ Work Location (Job inf	ormation Y Job [Labor / <u>P</u> ayroll <u>(S</u> alary Plan	Y Compensation	
ASU Customizations	Paul Stoll	EMP		ID: 1000055473 Empl	Rođ#: 0
D Self Service D Effort Reporting	T dur cron	2.111		tor roscostra cripri	
P Recruiting	Work Location			Eind F	irst for f Last
Workforce Administration	HR Status:	Active	Payroll Status: Active		
	Effective Date:	4440-0007	Econocci c	Jab Jadicator Dr	imper Joh
P Contract Administration	Effective Date:	11/18/2007	sequence: ()	Job Indicator Pr	imaly 500
 Storbata Compensation 	Action / Reason:	Pay Rate Chang	ge Skill / Compete	ncy Based	
Payroll for North America					Current
- <u>Careers</u>	Last Start Date:	07/24/2008	Termination Date:		
- Change My Password - My System Profile	Expected Job End Date		End Job Automatically		
- My Dictionary	Position Number:	117376	Coordinator Senior	Position Entry Date:	07/24/2006
	Override Position Data	1	Position Management Rec	ord	
	Regulatory Region:	USA	United States		
	Company:	ASU	Arizona State University		
	Business Unit:	U0101	U - Technology		
	Department:	U0106002	DEV CRM Support	Department Entry Date:	07/24/2008
	Location:	TEMPE	Campus: Tempe		
	Establishment ID:	ASU00	Arizona State University		
				Date Created:	11/29/2007
	Job Data Er	nployment Data	Earnings Distribution Benefits	Program Participation	
	Di Davas I. O. Datum in Can	and BUT Martin	C Designed and the Street and the	Notice by Statistics	Timelan Filmshala Ulatana
	An recurn to Sea		increases into the next rate	All Opdate	Si noude Hotory
	Work Location Job Informat	ion Job Labor P	avrol Salary Plan Compensation		

Notes:

Be sure to click on the "include history" button in the lower right corner to see all changes to the employee's job data.

The Work Location tab shows you the employee's: business unit, department, campus, position number, payroll status, position entry data and department entry date.

It describes the employee physically and in time.



Arizona State University

Job Data – Job Information Tab

Menu 🗖		
Search:		
	Work Location Y Job Information Y Job Labor / Payroll Y Salary Plan Y Compensation	
D My Favorites		
b ASU Customizations	Paul Stoll EMP ID: 1000055473 Empl Red #: 0.	
D Effort Reportion		_
b Recuiting	Job Information First 1 of 1 Las	t
Workforce Administration	Effective Date: 11/10/2007 Effective Semance: 0 Job Indicator Edward Job	
⇒.lob Information	Enactive base. 11019/2007 Enactive sequence: 0 - obtinization. Primary 500	
D Contract Administration	Action / Reason: Pay Rt Chg Skill / Competency Based Current	
- Job Data		
D Compensation	Job Codey options Coordinator Serior Entry Botos and strategies	
Payroll for North America	300 Code: 181405 Contention Entry Date: 0/124/2006	
- Careers	Supervisor Level:	
- Change My Password	Percente To: 102540 Dir Information Technology Svc 1000355845 Katherine Ranes	
- <u>My System Profile</u>	Reports To. 102019	
- My Dictionary	Regular/Temporary: Regular Full/Part: Full-Time	
	Empl Class: Sais Brot Officer Code: N/A	
	Empresasa Silvertor Onice Code, Nin	
	Regular Shift: N/A Shift Rate: /	
	Classified Inde: Svc Prof Duties Type:	
	Standard Hours	
	Standard Hours: 40.00	
	standard Hotelst 40.00	
	Work Period: W Weekly	
	FIE: 1.000000 Adde to FIE Actual Count? Encumbrance Operation	
	Contract #	
	contracts	11
	Contract Number: Contract Type:	
	Nied Gonitact Number	
	ASU Jobcode/Position Data	
	Workers' Comp Code: AR68 EEO Job Group: 328 Coordinators Findemarint required?	
		1
	• 🔤 USA	
	Job Data Employment Data Earnings Distribution Benefits Program Participation	
Deep		_
Dane		_
🎒 start 🔰 🤌 🖉 😔	🙆 💋 🕲 🛱 👫 🕒 🔟 🤗 🖨 🦃 🔿 📄 Inbox - Mor 🖉 Job Data 🔛 Job Ad - O 📓 PhotoImpac 🕻) w

Notes:

This tab shows who the employee reports to, the work schedule and information about a contract if one exists.

The next three tabs, (Job Labor, Payroll and Salary Plan) aren't used.



Arizona State University

Job Data – Compensation Tab

This tab will show you the total compensation for the employee, and the rate code

Self Service	Paul Stoll	EMP	ID: 100	0055473 Empl	Rcd #: 0
ffort Reporting	Compensation			Eind Firs	st 1 of 4 🕑 La
orkforce Administration	Effective Date: 11/19/	2007 Effective Sequence:	0 Job Indicator:	Primary Job	
Job Information > Contract Administration	Action / Reason: Pay Rt	Chg Skill	/ Competency Based		Current
ompensation avroll for North America	Compensation Rate:	a-ser an 🗖	Frequency:	ASUBW AS	UBW
areers	 Comparative Information 				
hange My Password Iv System Profile	Change Amount:	7	USD ASUBW	Compa-Ratio:	1.67
Iv Dictionary	Change Percent:	5,931		Job Ratio:	1.67
	Pay Rates				
	Daily	USD	ASUBW	Loss and	USD
	Hourty	USD	Annual	-	USD
	Default Pay Components				
	Pay Components		Customize	Find Eirst	I of 1 E Las
	Amounts Controls	Changes Conversion	1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	and the second second	3
	Rate Code	Seg Comp Rate	Currency	Frequency	Percent
	1 NAANNL	1	y USD	A	
	Job Data Employ	ment Data Earnings Distribution	Benefits Program Partici	pation	

Notes:

The Compensation tab will show the pay rate, comparison information and pay components. The rate codes (displayed in the Pay Components section) are listed in the appendix of this document.



Arizona State University

Update Contract Pay NA – Contract Pay Tab

This is the Contract Pay for North America (NA). It shows the details for the current contract, if any for an employee.

Menu 🗖 Search:	Contract Day Contract	et Archaide						
D My Favorites D ASU Customizations	Paul Stoll	EMP		ID;	1000	0055473	Empl Rcd #:	0
D Self Service D Effort Reporting	Contract Information			Find View All	First	1 of 1	Last	
 Workforce Administration Job Information 	Effective Date:	01/23/2008						
 Contract Administration Update Contract Pay NA 	Contract Pay Type: Payment Term:							
- Job Data D Compensation D Payroll for North America	Monthly Frequency:		Pay Period Hours:					
 Gareers Change My Password My System Profile 	Assign Hours To: Renew Contract Automatically:	Not Applicable						
- My Dictionary	Contract Begin Date:		Contract End Date:					
	Payment Begin Date:		Payment End Date:					
	Actual Start Date:		Termination Date:					
	Contract Pay Contract Adu	arch Notify				Elipda	taliis;itay	stude History

Notes:

Be sure to click on the "Include History" button.

You can see on this tab the beginning and ending dates of the current contract, the pay type, term, frequency and how many hours per pay period.

Update Contract Pay NA – Contract Actuals Tab

This tab shows how much has been paid and earned to date.

D My Favorites	Contract Pay Contra	act Actuals			
D ASU Customizations D Self Service	Paul Stoll	EMP	ID:	1000055473	Empl Rod #: 0
D Effort Reporting	Contract Actuals		Find View All	First 1 of 1	.ast
Workforce Administration Violation	Effective Date:	01/23/2008			
 Contract Administration Update Contract Pay 	Track Actual Ea	arnings Use Holiday Schedule			
- Job Data D Compensation	Work Days in Cont	tract			
D Payroll for North America	Paid to Date:				
- Change My Password	Earned to Date:				
- My System Profile - My Dictionary	Days Worked to D	ate:			
	Contract Pay Contract Ar	Search Di Notify		题 Updated	Display 🔊 Include History



Arizona State University

The Compensation Menu

Job Evaluation by Grade

This screen is not about a particular employee, but lets you see the job codes that are assigned a particular salary grade. It also gives you the Salary Range for the selected salary grade.

Menu - Search:									
My Favorites ASU Customizations Self Service	∫ Job Evalua SetiD:	rtions by G	ASU00						
D Effort Reporting D Recruiting	Salary Adm	inistration	Plan: SVPR	Service Professio	onal				
Workforce Administration Compensation Sase Compensation	Salary Grad Current Ar	le: Innual Rang	B Jes	B					
	Minim	.um:	27,735.000	📃 Midpoint	t 3	16,055.500 <mark>72</mark>	Maximum:	: 4	4,376.000 🔀
 Job Evaluations by Grade 	Job Evalua SetID J	ition Job Code	Short Descr	Total Points	Job Function	Manager Level	Knowhow	Accountability	Problem-Solving
- Salary Sirucure Summary D. Rewall for North America	ASU00 1	290830	Ast to Har Announcer			8			
- Careers - Change My Password	ASU00 2 ASU00 4	190831 490498	AnnounPRN AstCoach			8 7			
- My System Profile - My Dictionary	ASU00 4 ASU00 4	190509 190810	AstCoach CoachAsst			7 9			
	ASU00 4	91025	StdActAdvs			9			
	ASU00 4 ASU00 7	/91555 791698	CdHSchJoPg			8			
	Save	🕰 Return t	o Search TE Pre	evicus in List +	Next in List	Notify			

Salary Structure Summary

This page shows you the salary ranges.

Search: Image: Search: b My Favorites / Selary Structure Summary / b ASU Customizations SetID: b Endst Reporting SetID: b Endst Reporting SetID:	N
b My Favorities b My Favorities b ASU Customizations b ASU Customizations b Set Service SetUD: ASU00 Salary Administration Plan: SVPR Service Professional b Ender Reporting	
D My Favorites Salary Structure Summary D ASU Customizations Set/D: D Set/ Service Set/D: ASU00 Salary Administration Plan: SVPR Service Professional D Endor Reporting	
by Favorites by Set Service Set S	
D ASU Customizations D Set D: ASU00 Satary Administration Plan: SVPR Service Professional D End Reporting	
D End Astrice States Address Ad	
D Recruiting Default Salary Matrix Code:	
Workforce Administration Company: ASU Arizona State University Default Rating Model:	
Compensation Annual Salary Ranges Find View All First 1-7	erza 🕑 Last
▼Review Salary Current Rance Midnoint Sal	ry Rating
Information Grade Minimum Midpoint Maximum Spread Progression Ma	tx Model
- Job Evaluations by	
- Salary Structure A A 25,213.000 32,777.500 40,342.000 60.0	
Summary 8 8 27,735.000 36,055.500 44,376.000 60.0 10.0	
- <u>Careers</u> C C 30,508.000 39,660.500 48,813.000 60.0 10.0	
- Change My Password - My System Profile D D 33,559.000 43,627.000 53,695.000 60.0 10.0	
- My Dictionary E E 38,915.000 47,989.500 59,064.000 60.0 10.0	
F F 40,607.000🔀 52,709.000🐱 64,971.000📈 60.0 10.0	
G G 44,667.000 58,067.000 71,467.000 60.0 10.0	
Save A Return to Search	



Arizona State University

Payroll for North America Menu

Create Additional Pay

Sometimes an employee will be given auxiliary pay. You can use this screen to view the additional pay that has been given to an employee.





Arizona State University

Position Cross Reference Menu

Employees are assigned to positions in Peoplesoft. Positions contain these five criteria:

- Job Class Code
- Job Title
- Job Department
- Reports to and
- Funding

Each time an employee has a unique combination of these five criteria, they should be attached to a unique position number.

To see this page, follow these links:

ASU customization -> ASU Position Management -> Position Cross Reference. Search for the person or position number you are interested in.

Position Cross Reference Screen

osition Cross-Refe	rence Positio	n Cross-Ref-Acc	tg 5		
Position C	ross-Refe	rence			
					1
Position Numb	er: 117376				
Position Data					
Effective Date	02/01/1901	\bigcap	Positio	n Data Details	
Descr:	Coordinator Se	nior (2	Short:	48246_s	<u>э</u>
Deptid:	U0106002	DEV CRM Sup	port		
Jobcode:	191405	Coordinator Se	nior		
Reports To:	10254	Acres Aldren	14.1		
Fiscal Vear	2008		Figoal V	ear Distribution	4
- Hotar real.			<u>Histari</u>		4
Submitted 'Front-	End' Staging Dat	a Not Processe	d Yet		\checkmark
Effective Date:		Status:	User ID:		
Deptid:					
Jobcode:					
Reports To:					
Current Incumbe	ntlict				
	Job Data	1			
Name	En		Rcd Effdt	Effsed	
Del Fasi Robert	10	0	0 11/19/2007	0	
				1	

Notes:

- 1. You can see who the employee (or employees) are in the incumbent list
- 2. You can see summary data in the Position Data area.
- 3. Information about the sub page, *Position Data Details*, follows below.
- 4. Information about the sub page, Fiscal Year Distribution, follows below.
- 5. Information about the sub page, *Position Cross Ref-Acctg*, follows below.



Arizona State University

Position Data Details Screen

This screen is displayed by clicking on the *Position Data Details* link on the previous screen.

Position Da	ata Detai	ls			
Position Data Detai	ls				
Position: 1173 Descr: Coor	376 rdinator Senio	r		Effdt: Eff Status:	02/01/1901 Active
Action Reason:	Position Con	version			
Business Unit:	U0101				
Deptid:	U0106002	DEV CRM Sup	port		
Jobcode:	191405	Coordinator Se	enior		
Std Hours:	40.00		Budgeted P	osition	
Max Head Count:	1		Fingerprint r	equired	
FTE:	1.000000	Budgeted FTE:	1.000		
Reports To:	102549	Dir Information	Technology Svc		
Sal Admin Plan:	SVPR	Service Profes	sional		
Grade:	E				
EEO Job Group:	328				
Workers' Comp:	8868				
Class Indc:	Service Profe	essional			
Full/Part:	Full-Time				
Reg/Temp:	Regular				
Academic Rank:					
Long Title:	Coordinator	Senior			
		Return	1		

Notes:

Notice that now you can see the number of hours, the percent of Full Time Employee, whether the position is a budgeted position or not. What grade level and EEO Job Group.

Click Return to go back to the main cross reference page.



Arizona State University

FY Distribution

This is the distribution for this fiscal year of the funding sources for this position.

Fiscal Year Position D	Distribution		
Position: 117376			
Fiscal Year Position Distribution			
Effective Date Deptid	Typical (Default) Dist	ribution	94
11/05/2007 U0106002	XJ11001		100.000
	Earnings-Specific Dia	stribution <u>Erncd</u>	Dist %
Effective Date Deptid	Typical (Default) Dist	ribution	
07/01/2007 U0106002	Acct XJ51014	Dist	<u>%</u> 100.000
	Earnings-Specific Di	stribution	Dist %
		Enicu	
	Return		

Notes:

This page displays when you click on the *Fiscal Year Distribution* link from the main Position cross reference page. It shows the funding source distribution for the current fiscal year. This is the place where you can see different earning codes and what amount is allotted to each. Earning codes are listed in the appendix of this document.



Arizona State University

Position Cross Reference Accounting Screen

Position Cross-Reference Position Cross-Ref-Acctg

	Accounti	ng Cross-Re	fere	nce		OR_BIBSY
Position / Fisca	al Year					
Position	117376	Coordinator Senior				
Fiscal Year:	2008					
Payroll Actual I	Earnings Distril	bution				
Fiscal Year	ASU Acct	EmpliD	Rcd	Name		Actuals Amt
2008	<u>XJ11001</u>	1000	0	S		14 6 2 6 19
2008	<u>XJ51014</u>	1000	0	State Page Rates		24/11/11
Fiscal Year	ASU Acct	EmplID	<u>Rcd</u>	Transaction Nbr	Approval Status	<u>Redist Amt</u>
	ASU Acct	1000	0	<u>0</u>		0.00
Calculated Enc	ASU Acct	1000	0	0		0.00
Calculated Enc Fiscal Year	ASU Acct umbrance ASU Acct	1000	Rcd	0 Name		0.00 Encumbrance Amt
Calculated Enc <u>Fiscal Year</u> 2008	ASU Acct umbrance ASU Acct XJ11001	1000 EmpliD 1000(Rcd	0 <u>Name</u> 0 S	K.	0.00
Calculated Enc <u>Fiscal Year</u> 2008	ASU Acct umbrance ASU Acct XJ11001	1000 EmpliD 1000(Rcd	0 Name 0 5	č.	0.00 Encumbrance Amt
Calculated Enc <u>Fiscal Year</u> 2008 Current Positio	ASU Acct umbrance ASU Acct XJ11001	1000 EmpliD 1000(Rcd	0 <u>Name</u> 0 S	*	0.00
Calculated Enc <u>Fiscal Year</u> 2008 Current Positio <u>Fiscal Year</u>	ASU Acct umbrance ASU Acct XJ11001 m Budget ASU Acct	1000 EmpliD 1000(Rcd	0 Name 0 S dget Amt	K	0.00

Notes:

This will show you what has been paid during this fiscal year, what is encumbered and what the current position budget is.



Arizona State University

View Tenure Data

This page will let you see the tenure information for a faculty member.

To see this page, follow these links:

Workforce Development -> Faculty Events -> Calculate Tenure -> Create Tenure Data. Search for the person you are interested in.

Create Tenure Data Create Tenure Data ARIXONA STAT Control Control Contro Control Contro Control Control Contro	OR_CCONOV	ER on ASUSA	PRD 01/31/2008		Home		Bage • () Tools •	
ARIXONA STOLI UNITERITY Tota: (9) Favorites SU Customications at Service tot Reporting territori	OR_CCONOV	ER on ASUSA	APRD 01/31/2008		. Aleren	Add to Facestra	Senat	
Favorites U Customications of Service for Reporting tor Reporting	Tenure Data	1				Nam Window I States		
AU Customications at Senice fort Reporting		1				CHORE COSTANESE CARDO	(sustamus Page 28,	0
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	T B1702 So Exp	hool Of Earth & Spa plor isaach I I Notify	5	Augusts' Prot	kesser Tenune 0101	17989		

Notes:

- 1. You can see the current tenure status
- 2. You can see track dates: (Start and Original).
- 3. You can see the granted date
- 4. You can see the Ranks Description
- 5. You can see the Rank



Arizona State University

View Redistribution Transaction

This screen will show you details when funds have been redistributed. Note that this screen involves position numbers, not specific employees.

To see this page, follow these links:

ASU customization -> ASU Position Management -> View Redistribution. Search for the position number you are interested in.



Arizona State University

Search Res	ults								
Transactio	n Nbr: 141548					Арр	oroval Status:	All A	\pproved
Fiscal Yea	r: 2008					P	ay End Date:	12/	02/2007
EmplID / R	cd: 100000000	/ 2				G	L Post Date:	05/	13/2008
Submitted	by: OR_BFINLEY	Jer	nsen,Bab	ette Finley			Submitted D	ate:	05/11/2008
Approved b	DY:						Approved Da	ate:	
Reason Account re	why payroll expe enewal was not activat	nses are ed in time	e being of for payro	transferred.	. (Lin t	nit of 254	characters	s.)	
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Describ charges	e why all costs tra Additionally, if a	ansferre a sponse	d to nev ored ac	w accounts a count, desc	are al ribe v	lowable, vhy costs	allocable, a are appro	and pria	reasonable te and
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Notes:

- 1. You can see Earnings redistribution transactions and
- 2. You can see Tax Redistribution transactions.



Arizona State University

Resources

Help Desk

If you have questions about using these pages, you can contact the help desk at 965-6500, or open your own help desk case at <u>www.asu.edu/support</u>, click on "create case"

Job aid page

We have a page full of job aids and information on using PeopleSoft: www.asu.edu/oasis/support/JobAids.html

Effort Reporting Page

Updates on effort reporting have been added to the site: http://researchadmin.asu.edu/effortreporting