Business Process Guide

Position Management for Department Position Managers

A guide for creating/modifying positions and establishing funding sources

HR Data Management Contacts

Please refer to the Data Management staff directory, https://cfo.asu.edu/datamanagement, for the Data Management Specialist responsible for your department.
Step 2 – Click on Create New Position ................................................................. 31
Step 3 – Clone from Existing Position or Create from Scratch .......................... 32
  Cloning an Existing Position ........................................................................... 32
  Creating a Position from Scratch ................................................................... 33
Step 4 – Enter Position Attributes .................................................................... 34
  Effective Date .................................................................................................... 34
  Employee Class ................................................................................................. 35
  Job Code ........................................................................................................... 36
  Standard Hours and FTE ................................................................................... 37
  Reg/Temp and Full/Part Time ........................................................................... 37
  Department Code .............................................................................................. 39
  Reports To Position .......................................................................................... 39
  Student Work Study – If Applicable ................................................................. 40
Step 5 – Click on Save and Submit ...................................................................... 41
Step 6 – Write down the new position number .................................................... 42
Step 7 – Add Position funding ............................................................................. 42
Step 8 – Enter Recruitment Data/Kenexa – If Applicable ..................................... 43
  Recruiting Data Tab .......................................................................................... 44
Step 9 – Click on Save and go to PM Accounting ................................................. 53
Step 10 – Enter Position Accounting Distribution data ....................................... 53
Step 11 – Click on Save & Start Workflow .......................................................... 55
Position Workflow ............................................................................................... 56
Returned Position Numbers ................................................................................ 64
Withdrawing a Position Number ......................................................................... 68
Appendix A ........................................................................................................... 70
  Benefit Record (BEN RCD) ............................................................................. 70
Appendix B ........................................................................................................... 71
  Position Workflow Statuses ............................................................................. 71
Additional Information ......................................................................................... 72
General Overview
The purpose of this Reference Guide is to illustrate the procedural steps and the PeopleSoft screens used by Departmental Position Managers to:

- View Position Cross-Reference
- Maintain Position Accounting
- Create/Modify Positions (that will or will not be integrated into Kenexa)
- Understand the decoupling of position and job
- Approve/manage Position changes

Preparation
Roles You Will Need
The security roles should be distributed according to your department’s internal business processes. There is a hierarchy of access for the three available roles, where the financial manager gives you all access while the position view grants view only access. Departments may want some users to have the highest role while some will have the middle role and still others will have the lowest role. In that case, some users will need to work with other users in the department to complete the full process.

Position Management requires specific roles to complete the necessary transactions. Depending on your purpose for accessing Position Management it may be more appropriate to have one role versus another. The following is a list of all possible roles from the least access to the most access:

- HCM Dept Position View
- HCM Dept Position Manager
- HCM Dept Financial Manager

How to Apply for these Roles
To check what roles you currently have, login to PeopleSoft at https://hr.oasis.asu.edu. Navigate to:

ASU Customizations > ASU Security > Manage Security Requests > My Security Access Roles

To learn how to request a role, please see the UTO guide, How to Submit a PeopleSoft Role Request.

Note the HCM Dept Financial Manager and HCM Dept Position Manager roles both require training to access the role. This class is available on-line in Blackboard.
- Click on the "courses" tab
- Search for "Department Position". Click on the "enroll" button
- Click "submit"
- Click "OK"
Access to These Roles Will Provide

The **HCM Dept Position View** role grants view only access to ASU Position Management to review HR positions (job) and position funding (commitment accounting).

The **HCM Dept Position Manager** role grants view/add/update access to ASU Position Management to execute HR position transactions plus view only access to position funding. Access to the position worklist is also granted.

The **HCM Dept Financial Manager** role grants view/add/update access to ASU Position Management to execute HR position transactions, as well as view/add/update access to position funding. Access to the position worklist is also granted.

Before You Start

Department Procedures

Departments should follow their current internal business process to comply with university policies and to obtain all necessary documented approvals prior to submitting position number requests. Policies to reference for position reclassifications include:

- **SPP 402-01: Classification of Positions**
- **SPP 402-02: Establishing and Revising University Staff**
- **ACD 507–07: Academic Professional Promotion**

Access the System

Step 1 – Sign on to PeopleSoft

1. Sign on to My ASU from the main ASU webpage.
2. In the Quick Links column on the left, click on HR.

3. Sign in automatically with the “Sign in as” link or go to the “PeopleSoft sign in page” and enter your User ID (ASURITE) and Password.
Step 2 – Navigate to Position Management

Tip: Once you have reached the main Position Management menu, you can click on the “Add to Favorites” link in the top right hand corner of your computer screen and save that web page link. From then on, Position Management will only be one click away!

The Menu column on the left will disappear after you start navigating, but you can still access it by clicking on the Main Menu link at the top of the screen. Once you have clicked on the Main Menu link, click on each of the main menu items to open the contents of each folder.
This is the main ASU Position Management Menu. You can see the 3 sections that Position Management is comprised of that this guide covers. Remember to save this page as one of your favorites, making it easy find again.

Next we will explore 4 procedures:

1. **Position Cross Reference** to verify position data
2. **Maintain Position Accounting** to manage accounting information
3. **Modify a Position** to edit existing position data
4. **Create a New Position** from scratch or cloned from an existing position
Verify a Position Using Position Cross-Reference

The minimum role that you will need to view position cross-reference is **HCM Dept Position View**. The HCM Dept Position View role can also be given out separately to others in your department who need to view this information without being directly involved in the process.

**Step 1 – Select Position Cross Reference**

1. Select **Position Cross Reference**

**Step 2 – Enter Search Parameters and click the Search button**

A position number value can be looked up by position number, business unit, department, job code, Empl ID, last name or full name of an employee. Once a position number has been selected, employees on that position number (incumbents) are listed as well as links to the **Position Data Details** and the **Fiscal Year Distribution**.

You can find positions by completing any of the selections previously indicated with the information that you know, and clicking the **Search** button.
**Step 3 – Click on the Position Data Details button**

Position summary information will be displayed on the first screen as well as a listing of the employees that are on that position number. To look at all the attributes, you can click on **Position Data Details**.

<table>
<thead>
<tr>
<th>Position Cross-Reference</th>
<th>Position Cross-Ref-Accctg</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Cross-Reference</strong></td>
<td></td>
</tr>
<tr>
<td>Position Number: 108726</td>
<td></td>
</tr>
</tbody>
</table>

**Position Data**

- **Effective Date**: 10/10/2013
- **Descr.**: Professor
- **Deptid**: B1707 School of Geog Sci & Urban Pln
- **Jobcode**: 897999 Professor
- **Reports To**: 117249

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Fiscal Year Distribution</th>
<th>Distribution History</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Submitted 'Front-End' Staging Data Not Processed Yet**

- **Effective Date**: 10/10/2013
- **Status**: 108726
- **User ID**: 2017
- **Deptid**: Vacant
- **Jobcode**: B1707 School of Geog Sci & Urban Pln
- **Reports To**: Professor

**Current Incumbent List**

<table>
<thead>
<tr>
<th>Incumbent</th>
<th>Job Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Vacant</td>
<td></td>
</tr>
<tr>
<td>Empl ID: 0</td>
<td></td>
</tr>
<tr>
<td>Rcd: 0</td>
<td></td>
</tr>
<tr>
<td>Pay Status:</td>
<td></td>
</tr>
<tr>
<td>Effdt: 0</td>
<td></td>
</tr>
<tr>
<td>Effseq: 0</td>
<td></td>
</tr>
</tbody>
</table>

[Return to Search]
Step 4 – Click on the Return button

This screen shows details for the most recent update to the position such as the description, what area it is located, the standard hours, and the benefits eligibility. This information would have been set up through create/modify position. Click the Return button to go back to the general information screen.

Notice all of the different data on this screen. It gives you the current details about the position. To return to the position cross reference screen, click Return.
Step 5 – Review Fiscal Year Distribution and Distribution History
You can view account information related to this position from two different links. The two screen shots after this page will show you the screens shown when you click on:

- Fiscal Year Distribution
- Distribution History
This screen shows the accounting information on the given position for the current fiscal year.
This screen is an example of what you see by clicking on the **Distribution History** link, which displays all accounting modifications for the entire history of the position.

<table>
<thead>
<tr>
<th>Position Distribution History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY</strong></td>
</tr>
<tr>
<td>2017</td>
</tr>
<tr>
<td><strong>Typical (Default) Distribution</strong></td>
</tr>
<tr>
<td>Acct</td>
</tr>
<tr>
<td>DE11001</td>
</tr>
<tr>
<td><strong>Earnings-Specific Distribution</strong></td>
</tr>
<tr>
<td>Acct</td>
</tr>
<tr>
<td>DE51034</td>
</tr>
</tbody>
</table>

On this screen you can see the history of the position. Click the **Return** button to return to the cross-reference screen.

<table>
<thead>
<tr>
<th>Position Distribution History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY</strong></td>
</tr>
<tr>
<td>2017</td>
</tr>
<tr>
<td><strong>Typical (Default) Distribution</strong></td>
</tr>
<tr>
<td>Acct</td>
</tr>
<tr>
<td>DE11001</td>
</tr>
<tr>
<td><strong>Earnings-Specific Distribution</strong></td>
</tr>
<tr>
<td>Acct</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Distribution History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY</strong></td>
</tr>
<tr>
<td>2016</td>
</tr>
<tr>
<td><strong>Typical (Default) Distribution</strong></td>
</tr>
<tr>
<td>Acct</td>
</tr>
<tr>
<td>DE11001</td>
</tr>
<tr>
<td><strong>Earnings-Specific Distribution</strong></td>
</tr>
<tr>
<td>Acct</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Step 6 – Review Recruiting Data and Position Cross Reference Accounting tabs

You can view account information related to this position from two different tabs. The two screen shots after this page will show you the screens shown when you click on:

- Recruiting Data tab
- Position Cross Ref-Acctg tab

Recruiting Data is used for processing through Kenexa and will only be available for positions that have been marked as ‘Ready for Recruitment’.

Position Cross-Ref-Acctg is available on all positions.
This screen shows the **Recruiting Data** for the position. This tab is only available for positions that were created/modified to be integrated into Kenexa BrassRing. Depending on the Empl Class and Scope of Search selected, this screen may appear slightly different. Below is an example of a University Staff position with a Scope of Search of “open.” See the [Creating a New Position](#) section for more details on this screen.

<table>
<thead>
<tr>
<th>Reason for Hire</th>
<th>Source of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backfill</td>
<td>☑️ State</td>
</tr>
<tr>
<td>Scope of Search</td>
<td>☑️ Local</td>
</tr>
<tr>
<td></td>
<td>☑️ Grant</td>
</tr>
<tr>
<td></td>
<td>☑️ Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Positions to be Filled</th>
<th>Low Zone</th>
<th>MRP</th>
<th>High Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bi-weekly Rate per Std Hours</td>
<td>1716.923077</td>
<td>2384.015385</td>
</tr>
<tr>
<td></td>
<td>Annual Rate per Std Hours</td>
<td>44640.00000</td>
<td>62000.00000</td>
</tr>
</tbody>
</table>

**Position Justification**
replacement

**Fingerprint/Background/Advertise/References**

- [ ] Fingerprint Required by Job Code?
- [ ] Fingerprint Required by Policy ACD 126*  
  *Note: Questions on ACD 126 can be directed to Recruitment and Staffing. Background checks are included with Fingerprints. If Background Check (below) is selected in addition to the Fingerprint request, there will be an additional charge.

- Background Check Price Sheet

- [ ] Background Check Required
  - Background Check Package 01: Standard

- [ ] Advertise Position

- [ ] References Required

[Save and Submit] [Withdraw] [Cancel / Reset]
This is what you see when you click on the **Position Cross-Reference-Accounting** tab. This tab provides information for the actual fiscal year-to-date gross paid to the employee(s) on the position, as well as any earnings redistributions, and what the encumbrance (if any) for the fiscal year is.

![Position Accounting Cross-Reference](image)

You can return to the previous screen by clicking on the “Position Cross-Reference” or “Recruiting Data” tab. Use Position Cross-Reference to review data on a position and also to review the current status and workflow approval step for position being integrated to Kenexa BrassRing. Please see the [workflow](#) section for more information.
Maintain Position Accounting

The minimum role that you will need to access position accounting is **Dept Financial Mgr**.

Maintain Position Accounting is used to set up and modify the funding source on a position. You cannot have a position in PeopleSoft without funding. All new position numbers that will be integrated into Kenexa BrassRing require workflow approval based on the type of position created and the accounts used for funding. Without the funding section completed, positions will be unusable and will sit in a “Submitted” status without processing. In that case, Data Management may eventually return the position to the originator at their discretion. Originators who do not have the appropriate role should work with department users that do as soon as possible to update this information.

**Step 1 – Go to Maintain Position Accounting**

Sign on to [HR PeopleSoft](#). Identifying the funding for a position number can be done by clicking on:

**ASU Customizations > ASU HCM Custom > ASU Position Management > Maintain Position Accounting**

**Step 2 – Enter Position Number**

You can type in the position number, or search for it by clicking on the magnifying glass. Then click on **Continue**.

![Image of Position Accounting Distribution](#)
Step 3 – Enter the Effective Date and Click on the Continue button
The effective date should be the date you want the accounting changes to take hold. Then click on Continue.

Position Accounting Distribution

Enter Position
Position 188835  Project Manager

Position Accounting

<table>
<thead>
<tr>
<th>Fiscal Year: 2016</th>
<th>View Distribution Across Fiscal Year</th>
<th>View Distribution History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date: 05/03/2016</td>
<td>Continue &gt;&gt;</td>
<td>Continue &gt;&gt;</td>
</tr>
</tbody>
</table>

User:
Step 4 – Enter Account Information
You can look up the correct account number, if you don’t have it memorized, by clicking on the magnifying glass. Every field with a magnifying glass in PeopleSoft allows you to perform a lookup.

In the Required row, enter the account that will pay the position. If a position number is being paid from more than one account, the total distribution percentages from all accounts must add up to 100%.

If a position is paid from more than one account, click the “+” sign and a new row will appear for entry. Changes to existing funding do not require approval in the system.

In the Optional row, you can identify separate funding for different earnings codes, such as vacation pay out and additional payments. You can also fund an earnings code from multiple accounts, but each earnings code must be funded to 100%.

**Note: Departments cannot make changes to account information on filled positions for previously distributed payrolls.** Mistakes in funding should be addressed with redistribution.
Please note the following changes to Position Management:

As of May 2013:
Position and job data have been decoupled so that most job information is pulled from the job code, rather than what is on the position. Once a position is filled, the only fields that will update job data from a position modification are Department code, Reports-To Position, and Location Code.

For example, changes to Standard Hours (FTE) and job code/title on a filled position no longer update automatically to job data. Changes will only update job data if they are made before an employee is moved into the position (i.e. before a new hire). Otherwise, such changes to an active employee must be made through the PTR to update job data. Please note the reverse is also true, if you update an employee’s job data FTE or job code/title via the PTR, the position will not be affected.

As of July 2013:
For staff positions, a conversion to the University Staff employee classification occurred to replace most Classified positions, which can (for the most part) no longer be created. This also means that any vacant positions with an Empl Class of Classified that a department wishes to reuse will need to be modified to University Staff. This process will be outlined below.

As of November 2013:
Kenexa BrassRing is the University hiring system for student worker and university staff positions. With this system, departments must begin in Position Management before a requisition can be created. The progression is:

- Create/Modify a position in Position Management,
- Wait for the system to integrate the position into Kenexa BrassRing,
- Create a new requisition using the position,
- Work with Recruitment to post the job,
- Progress candidates within Kenexa BrassRing,
- Hire your candidate and close the requisition

Positions should now be created with recruitment data that will be automatically integrated into Kenexa. Preexisting positions that will be reused for a new, competitive hire/promotion/reassignment/transfer will also need this recruitment information to be updated. For more information on the hiring process within Kenexa, please refer to the recruitment website at https://cfo.asu.edu/recruitment.

October 2016 ASU Position modifications due to FLSA
The Fair Labor Standards Act (FLSA) is a federal law administered by the U.S. Department of Labor (DOL) that establishes pay and labor rules for public and private sector employers. The FLSA describes time reporting requirements and establishes a national minimum wage. FLSA regulations also determine which jobs are considered nonexempt (paid hourly and eligible for overtime) vs. exempt (paid salaried and ineligible for overtime). The first test of whether a position is nonexempt and overtime eligible is the weekly salary threshold.
Beginning on Dec. 1, 2016 (effective November 21 at ASU), the salary threshold for exemption from overtime pay will change from the current $455 per week ($23,660 per year) to $913 per week ($47,476 per year). To accommodate the administration of the FLSA changes, the following changes were made to position data in ‘Create/Modify Positions’ and recruitment data in ‘Position Cross-Reference’ and ‘Create/Modify Positions’:

**Position Data**
- Updated look and fields renamed
- Continue button removed for new positions
- New ‘Special FLSA Provision’ field
- Pay group removed
- Worker’s Comp Code and SWS Split Code changed to dropdown
- Section designated to fields which update on Job
- Current Incumbents added
- Extra validations
  - Student Workers must be Reg/Temp and Part-Time
  - SWS Split Code must be “None” for Waiver

**Recruitment Data**
- Updated look and fields renamed
- Reason for Hire and BGC Package changed to dropdown
- Updated Low Zone, MRP, High Zone section
- New FLSA controls
  - Must select if Hourly or Salary
  - Calculated Min fields
- Auto populate fields for Additional Hire – based on posted position number entered
- Extra validations
  - Student Hourly Rate must be within the Job code range
  - Waiver information is required for Students
  - ABOR cannot be selected for Students
  - Fingerprints or BGC are required for Staff

**Group Positions**
A position can only have one FLSA status at a given time and must correspond to the FLSA status on Job Data for the position’s incumbents. A department may need, for example, one exempt position with 10 Coordinators and a second non-exempt position for remaining Coordinators. For position numbers with only a single incumbent whose FLSA status may fluctuate the incumbent may remain on that position number even though the exemption status changes. When creating a position that has incumbents with differing FLSA status, you will get the below message.

To move an employee off a group position you must:
- Clone/create a new position with the new FLSA exemption required for the employee
- Add funding to the new position
- Create a non-competitive transfer PTR using the new position to update the employee's job record

Filled group position lists incumbents at the bottom of the Create/Modify page.
Modify a Position

The minimum role that you will need to modify a position is **HCM Department Position Mgr.**

Modify a position is most often used to edit attributes on an active position or to prepare a position that is to be vacated for a new incumbent. Positions that have been vacated for some time may be reused for new hires/promotions/reassignments/transfers, but the position should be budgeted.

**Step 1 – Navigate to Create/Modify a Position**

After signing on to **HR PeopleSoft**, click on these menus:

ASU Customizations > ASU HCM Custom > ASU Position Management > Create/Modify Positions

**Step 2 - Click on Modify Existing Position**

This is the start page to create/modify positions. The Return to Work-In-Progress button will only show up if you have positions in progress. In this example, click the Modify Existing Position radio button.

**Step 3 – Enter in the Position to be modified**
For our example, we want to modify the position of one of the senior office specialists in our business unit (B0101) and department (B1735). In this example, we know our business unit, department code and we know that the position we want to modify has the word "office" in the description. So we set the search criteria to search for that position.

Click the Look Up button

**Note: By entering only your department, you can see all the positions currently in your department.

Click on the row of your choice.
Step 4 – Click on the Continue button

Please note the following additional changes made to Position Management:

- **Changes to department codes on filled positions** will be locked down for six business days between when the payroll process first begins (Thursday night) until the evening of the following Friday (payday) when the distribution process is complete. This lockdown will happen only for department code changes with an effective date before or within the payroll currently being processed. During this period, departments can enter department code changes on filled positions for a future payroll, vacant positions and new positions. Once the distribution process has been confirmed, departments can enter department code changes on positions with an effective date for the recently distributed payroll.

- **Departments cannot make changes to account information on filled positions for previously distributed payrolls.**
  If a previously distributed paycheck should have been funded by a different account the department will need to address the issue by account redistribution.

- **Changes made to filled positions will not be applied to job data.**
  Modifications should only be used to update funding (accounting), changes to department code, reports-to position, and location code. All other changes to filled positions will not be reflected in job data.

- **Departments can no longer future date new position numbers.**
  Creating a position equal to or less than the current date will allow departments to modify and post the position. The effective date of the position has nothing to do with the actual hire date. **NOTE:** Positions will not encumber until they have been tied to an active employee.
Step 5 – Update Appropriate Fields That Need Modification

In this example, we will be converting a classified position to University Staff and we will also modify other main fields. The most important fields for this change are the Empl Class, the Job Code, and the Effective Date.

**Note:** University Staff is only available for effective dates on or after 7/1/2013. If you are using an earlier date you will need to convert the Classified position to the Empl Class: Service Professional.

**Note:** A Notice of Appointment (NOA) is not required for Staff positions (only Faculty, Academic Professionals and administrative employees). For more information visit the HR Notice of Appointment page. You can leave this field as it defaults. It will not affect your position or employee.
Begin by selecting the appropriate Empl Class, in this case University Staff.

Use the Job Code lookup to search for a job code that matches the desired description (e.g. Office Specialist Sr). You can narrow the search by typing part or all of the job description. Then click the link.

**Note: The Base Job Code for Integration field will be marked ‘Y’ if this job code can be processed in Kenexa. Please contact HR compensation for help with finding appropriate job codes."
Review the remaining fields for any needed changes. In this example, we will change the FTE to 0.75.

After you tab out of the Standard Hours field, you must fill out the FTE Change Reason before saving. The Full/Part Time and Reg/Temp fields will also need to be adjusted once the FTE is changed.

Since the position has been changed to 30 Standard Hours, you will also need to change the Full/Part Time field to Part-Time. In position management, part-time is anything less than 40 hours. Please Appendix A for more information. You can also click ‘Explain’ next to the Reg/Temp field for more information about the options listed in the dropdown.

Check to make sure the Worker's Comp code matches the Position Attributes. Then review who the position reports to, Department*, and Location, which are the only fields that will update Job Data for filled positions.
*Please note: if a change is being made to the department code, you will need to then go into Maintain Position Accounting and update the funding on the position to the new department code before your position modification can be processed. You can do this by clicking on the Create Distribution Funding link that appears once you submit (see below).

**Step 6 – Click on the Save and Submit button**

If you are modifying a position in order to create a new job posting, you will need to enter recruiting information. Please see the Create a New Position section for appropriate steps.

When you have completed modifying all of the necessary fields, click the Save and Submit button. Click the Return button.
If necessary, click on Create Distribution Funding to edit the accounting. See the Maintain Position Accounting section of this document for more information.

Positions that are modified with recruitment data entered in order to be integrated into Kenexa BrassRing will require workflow approvals. Please see the Create a New Position section for more details.

Positions that are modified without recruiting data entered for integration into Kenexa will automatically be approved and the Status will be “Processed” or “Batch” if payroll is open. For more information on position statuses, please see Appendix B.
Create a New Position

The minimum role that you will need to create a position is HCM Department Position Mgr.

Step 1 – Navigate to Create/Modify a Position

Step 2 – Click on Create New Position

Typically, Create a New Position will be chosen for new hires rather than modifying an existing position when one or more of the five main criteria for a position number do not correspond to an existing position number within the department. Those five main criteria are:

1. Empl Class/Job Code (Job Title)
2. Dept Code
3. Reports To
4. Funding (accounts and percentages)
5. Value of the Reg/Temp field

A position number can be created by cloning an existing position number and then changing attributes of the position number, or by creating from scratch.

To change an existing position number’s attributes, like the reporting structure or to reuse for a new hire for example, select Modify Existing Position.

To return to position number updates in progress, select Return to Work In-Progress to see a listing of position numbers that have been saved.
Step 3 – Clone from Existing Position or Create from Scratch

You may choose to ‘Clone’ an existing position or create a position from scratch, depending on whether you have an existing position with similar attributes.

Cloning a position is very useful when you already know of a position with similar attributes to the one(s) you need to create, because this will save time and reduce data entry errors.

Click on the Return button.

A message will appear indicating that you will be creating a new position number. Position numbers are auto assigned. It is not possible to choose a specific number for the new position.

**Cloning an Existing Position**

Enter the position number to be cloned. If you do not know the position number, click the Look Up button. Enter criteria and a list of position numbers fitting the criteria entered appears.
In this example, our information is limited but we know our department (D0901) and the job title (office asst/receptionist) of the position we want to clone.

Upon selecting the position number that you have chosen to clone, tab out of the field and the title appears, most of the attributes have been copied to what will be the new position number.

Take a look at the attributes that have been copied over. The attributes that you can change are easy to identify. Below you will find additional information about the position attribute fields.

Creating a Position from Scratch
When you choose to create a position from scratch, the position attributes page will open and the fields will be blank.
Step 4 – Enter Position Attributes

If you are cloning a position, you will need to review the populated attributes and edit as needed. If you are creating a position from scratch, all of the fields will need to be manually entered.

Attributes of a Position Number

The Job Code table (Main Menu > Set Up HCM> Foundation Tables > Job Attributes > Job Code Table) in PS contains the HR attributes that populate a position like the salary grade or the FLSA status, when the job code is put on the position. Once a position number has been set up with auto populated fields from the job code, and department selected fields, such as location, FTE etc., the position is ready to use in the PTR or Kenexa (after recruitment tab is completed). Otherwise the new position attributes will NOT change job data (again Department, Reports-To Posn, and Location auto update filled positions). Thus, departments can have positions attributes do not match all of the filled employees job data attributes, except for FLSA exemption status. They must always correspond.

Effective Date

To enter the Effective Date, select the Calendar icon.

For new positions, the start date can be the present day's date or a previous date within the current payroll. Backdating to a prior payroll is only allowable for positions that will not integrate into Kenexa BrassRing and for Waivers.

If you enter a future date for a new position, you will receive the following error message:
If you enter a backdated effective date, you will receive the following message once you try to enter information on the recruiting data tab:

In this example, we will create a new position with the following attributes:

- University Staff
- Specialist
- In ASU Gammage
- Reporting to position 100252

**Employee Class**
To start, select the Employee Class by clicking on the **Drop Down Menu** button.
Job Code
Now you want to select the job code for the employee class you have selected. Click the Job Code Look Up icon. You can focus your search if you know part of the job code or description. In this example, we want to create a Specialist position.

The list of job codes that will appear after clicking this icon will all be University Staff active job codes because of the setting in the Empl Class field above. Respectively, if you had set the Empl Class field to Student Worker, all of the job codes listed would be the Student Worker codes.

Click on the row for the job code you want.

The Base Job Code for Integration field will be marked ‘Y’ if it can be processed in Kenexa. Otherwise, once entering the position you will not be able to enter Recruiting Data.

**Note: Besides Faculty and Academic Professionals, the Notice of Appointment is no longer required so the appointment type will not affect the position. Departments should leave the field as defaulted.

**Note: Due to the conversion to University Staff, only a limited amount of Classified job codes are available.
Standard Hours and FTE
For academic and staff positions, the standard hours will default to 40—change as necessary. Student worker positions will default to 20 hours.

If you change the Standard Hours, tab out of the field and make sure that the FTE field calculates. Standard Hours impact the benefits that an employee would receive in this position. Please see Appendix A for more information.

Also update the Max Head Count and Budgeted FTE as necessary and make sure the Worker’s Comp Code matches the position attributes.

Reg/Temp and Full/Part Time
The full/part time should reflect the standard hours/FTE selected above - anything less than 40 hours is considered part time. For student workers, the fields will automatically populate as part-time/variable.
See the Appendix A benefits charts about the ramifications to benefits if you change data in this area.
Department Code

Further down the screen, you can identify the department for this new position.

Click the Department Look Up icon.

In this example, our department description contains “Gamm”; type in your search criteria.

Click on the row for your department.

Reports To Position

Next you want to input the position number that this position will report to.

You can do that by typing the position if you already know it or by using the magnifying glass. You can also launch a new window and use position cross reference to find a similar position.
In this example, we will use the department code to narrow the search. Click on the desired row.

After you make your selection or enter the ID and press the Tab key, the title of the Reports-To position will appear.

**Student Work Study – If Applicable**

These fields will only appear when the Student Worker employee class is selected.

Select the appropriate SWS Split from the Drop Down Menu:
Search for the SWS Agency if applicable (field will be hidden unless applicable after the SWS split is selected) using the lookup or enter the Agency code if known:

<table>
<thead>
<tr>
<th>Position Attributes for Student Work Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWS Split: 58% Agency / 32% Dept Split</td>
</tr>
<tr>
<td>SWS Agency:</td>
</tr>
</tbody>
</table>

[Image of SWS Agency Look Up]

**Step 5 – Click on Save and Submit**

After reviewing the position attributes and making any necessary edits or entries, click **Save and Submit**.

If you plan to create a new job posting in Kenexa BrassRing, you will need to enter recruiting information. See Step 8 for details.
Step 6 – Write down the new position number

If eligible for benefits, you will receive this message along with one containing the position number you have just created. It is a good idea to write this position number down as you will need it (and the job code and dept code) to continue the process in Kenexa BrassRing. Then click the Return button.

Here is the message containing the position number that you have just created. It is a good idea to write this position number down. Click on the Return button when finished.

Position Management Information

Click Return again on the next window to confirm the position submission.

Step 7 – Add Position funding

Be sure to add the funding distribution for the new position—only the Financial Manager can do this. If funding is not added to a new position, the position will not process and Data Management may return it to the originator. For step-by-step instructions please see the Maintain Position Accounting section.
Step 8 – Enter Recruitment Data/Kenexa – If Applicable

If your position will be posted in Kenexa, scroll back to the top of the page and click the Ready for Recruitment button.

The recruiting data tab on a position is integrated into Kenexa BrassRing in order for Hiring Managers to create a requisition. If you are creating a position with an applicable job code that will post for a competitive or waiver for a University Staff or Student hire, then the recruiting data tab should be filled out. The tab will populate after you click on the Ready for Recruitment button. If the job code cannot be integrated into Kenexa, this button will not appear. Currently, GRD, Academic Professionals and Faculty job codes are not used in Kenexa.

After checking the ready for recruitment button, the Recruitment Data tab will be created. You will need to click on the Recruitment Data tab to fill out the page.
Recruiting Data Tab
The top section of the screen includes details about the position that you previously entered on the position data tab, including effective date, job code and detailed title.
You will need to add (following pages contains each item’s details):

- **Pay group/FLSA status** (Hourly/Non-Exempt or Salaried/Exempt); this field will only be visible if the threshold is within the salary range and will be accompanied by the below message:

  Note: This recruitment has the opportunity to be below the FLSA threshold for overtime determination. You must specify if this recruitment will be Salaried/Exempt or Hourly/Nonexempt.

- **A Reason for Hire** from the Drop Down Menu (Backfill, Change in FTE, Increase in Headcount, Reclassification Backfill, Temporary)
- **Scope of search** for candidates from the Drop Down Menu (Additional Hire, Arizona Board of Regents, Open, Waiver of Recruitment)
  - Arizona Board of Regents cannot be selected for Student Worker recruitment
- **Number of positions** to be filled (default is 1)
- **Source of funds**, state, local, grant, or other
- **Maximum salary** of the position or the **maximum hourly rate**
  - The Low Zone, MRP, High Zone for the selected job code will be displayed based on the Standard Hours/FTE for which the position will be posted
  - Selecting salary amount that does not meet FLSA threshold for exempt employees when the position FLSA status is exempted will result in the below message:

  Message
  Approved pay rate is less than allowed for an Exempt Employee. (31000,90)
  The approved annual rate results in a weekly rate of $XX,XX, which is lower than the minimum allowed weekly rate for Exempt employees. You must either change the Paygroup/FLSA value to Hourly/Non-Exempt, or increase the weekly rate to at least $913.

- **Position Justification**, the reason for the hire/job opening
- **Fingerprint/Background/Advertise/References fingerprint**; fingerprint check OR background is required for Staff positions. Background packages and required level of check varies by departments. All require chargeback account. Contact Recruitment &
- **Save and go to PM Accounting/Save & Start Workflow**; if accounting is not reviewed and save & start workflow is not clicked, the position will not integrate to Kenexa.

A process will run every 15-30 minutes to integrate the data from completely approved positions into Kenexa. The integration only applies to positions that have been set up with recruiting information and that have processed, meaning all approvals have been received.
Recruitment Tab Details

FLSA New of as 10/20/2016

The Fair Labor Standards Act (FLSA) is a federal law administered by the U.S. Department of Labor (DOL) that establishes pay and labor rules for public and private sector employers. The FLSA describes time reporting requirements and establishes a national minimum wage. FLSA regulations also determine which jobs are considered nonexempt (paid hourly and eligible for overtime) vs. exempt (paid salaried and ineligible for overtime). The first test of whether a position is nonexempt and overtime eligible is the weekly salary threshold.

Beginning on Dec. 1, 2016 (effective November 21 at ASU), the salary threshold for exemption from overtime pay will change from the current $455 per week ($23,660 per year) to $913 per week ($47,476 per year).

The FLSA and Job Codes/Titles

At ASU, job codes/titles are established in PeopleSoft to categorize the title, salary range and other key characteristics. Job codes/titles are the starting point when setting up a position in PeopleSoft Position Management. As such, the type of job code/title selected for a position will influence the FLSA status of exempt or nonexempt. Three Types of Job Codes/Titles:

1. **Exempt - Teaching**: The FLSA allows jobs where the primary purpose is teaching to remain exempt, regardless of the salary threshold. This means that any job code/title which is identified with an FLSA Special Exemption indicates that its primary purpose is teaching and would not be subject to the salary threshold test. Incumbents in these job codes/titles will always remain exempt (or salaried).

![Teaching Exempt]

2. **Nonexempt**: Based on the duties of the job, some job codes/titles are classified as nonexempt, regardless of the salary range. Incumbents in these job codes/titles will always remain nonexempt (or hourly).

![Nonexempt]

3. **Duties Exempt**: Based on the duties of the job, these job codes/titles are classified as exempt. There are some duties exempt job codes/titles with salary ranges that include the updated salary threshold. This means that incumbents in these job codes/titles may be exempt (salaried) or nonexempt (hourly), depending on the salary.

![Duties Exempt]
On the Recruitment Data Tab if the job code/title you have selected may be impacted by the FLSA salary threshold, the red font note shown below will appear. You will be prompted to select the Pay group/FLSA status (Hourly/Non-Exempt or Salaried/Exempt).

The FLSA status must match the department’s selected salary or hourly rates and/or job duties.
Mismatch FLSA Status

If you have chosen to recruit for a Salaried/Exempt hire and attempt to select a pay rate that does not comply with the threshold, you will receive the below error when you attempt to save.

If you have chosen to recruit for an Hourly/Nonexempt hire and attempt to select a pay rate that does not comply with the threshold, you will receive the below error when you attempt to save.
Use the Paygroup/FLSA drop down box to select appropriate status and/or adjust salary/hourly Max according to FLSA regulations. HR compensation can help with FLSA compliance questions.

Recruitment Tab Example

In this example, the exempt job code Specialist, 191408, pay range is both under and over the FLSA threshold, so the red font message appears below. Since the High Zone is not too much more than the FLSA threshold of $47,476, the department might want to hire in at the lower to MRP zone, so we will select Hourly/Non-Exempt.

Since we selected Hourly non-exempt, we entered the Approved Hourly Max amount of $20.00 an hour. This max amount and FLSA status can NOT be changed in Kenexa. You would need to start a whole new position/recruitment, so review carefully.
Note, after the $20/hr. amount was input, the biweekly and annual amounts recalculate. You can do this with different amounts to view various scenarios, just make sure you delete the amount AND tab out to clear it. It will also calculate the biweekly/annual amounts based on FTE changes you make on the Position Tab.

After changing FTE on Position Tab, the biweekly and annual amounts should recalculate.

Next, in the Recruiting Data section and select the Reason for Hire from the dropdown menu.
The Reason for Hire Dropdown Menu has 5 choices available and the selection should be based on what is most appropriate. From top to bottom, the list displayed is

**Backfill** – Which is used in order to create a job posting for an existing, budgeted position and the job code and FTE will not be changing. This should be used when an incumbent is leaving the position and the department would like to fill it with a new employee.

**Change in FTE** – As the title suggests, is used in order to create a job posting for an existing, budgeted position where the FTE will be changing (this is required).

**Increase in Headcount** – Indicates that a department is requesting an additional position number that is currently not budgeted in their area.

**Reclassification Backfill** – Is used in order to create a job posting for an existing, budgeted position and the job code will be changing.

**Temporary** – Is used for short term positions with change(s) or no change(s) to attributes.

Depending on the information you entered on the Position Data tab, you will not be able to select certain reasons. For instance, as its description indicates, **Increase in Headcount** is only applicable for new hires. Likewise, **Backfill, Change in FTE, and Reclassification Backfill** are not valid reasons for new positions (as their descriptions indicate) and you will receive an error message if you select one. **Temporary** can be used for both modified and new positions, regardless of the data entered on the previous tab.

In the example, we select a common reason for a new hire **Increase in Headcount**.

For the **Scope of Search**, you have the option to select **Additional Hire, Arizona Board of Regents, Open, or Waiver of Recruitment**. Your selection should be based on what is most appropriate.
An **Additional Hire** is a position that is available for hire in addition to the job that is posted, but it is not posted on its own. If you want to hire 3 accountants but only want to post the job once, you create the posted position with an Open scope. Then create two more identical positions with Additional Hire scope.

![Recruiting Data](image)

After selecting this option, you will need to enter the corresponding **Posted Position Nbr**. The positions must have the same Empl Class, Job Code, Appointment Type, Reg Temp status, and Std Hours so the new position attributes will auto-populate based on the posted position number.

If a position is selected from the lookup that does not have the same attributes, a message will pop up to indicate the mismatched fields.

![Message](image)

**Arizona Board of Regents** (ABOR) is only appropriate for ABOR job codes. This option is not available for Student Worker recruitments.

The **Open** scope is the most common for competitive hires and the position is open to all applicants.

**Waiver of Recruitment** will require additional information, including identification of the employee. If the employee has an affiliate ID, you can look it up with the magnifying glass or type it in and tab out. Once you do, the Name field will auto-populate. Check the **External Staff Hire** button if the employee does not have an affiliate ID, and then type in the employee’s legal name.

In the example below, the waiver is set for an external staff hire.

![Waiver Section](image)
Next, if you would like to add fingerprint or background check requirements or to advertise the position you may select these options. Once you click a button, the Chargeback Acct will be required.

If the Background Check Required button is selected a Package will also be required. Use the Dropdown Menu to view the package options. For assistance in selecting a package, contact your recruiter.

**Note:** Fingerprints will only be required in Kenexa BrassRing if selected on the position. Kenexa will automatically determine if a background check is needed, but if selected on the position then all candidates will require a background check. For Staff positions, Fingerprints or a Background Check are required.

After you have selected the Scope of Search from the drop down menu, enter the Positions to be Filled amount. The Approved Salary Max amount must be within the appropriate range for the job code and it the maximum amount the position can be paid (not the starting amount). You must also select a Source of Funds as well as enter a Position Justification.
Step 9 – Click on Save and go to PM Accounting

You can double check your data by clicking back to the Position Data tab. Once you have verified everything, click on the Save and go to PM Accounting button.

Step 10 – Enter Position Accounting Distribution data

You will be taken to this screen automatically if you have the Dept Financial Manager role.

CAUTION: At this point, you have created the position but have NOT included any funding sources. The position will not be submitted for approvals until you identify those sources. If you do not have access to this screen, then someone else in your department will need to update this information in Maintain Position Accounting as soon as possible. Positions without funding will not process and will eventually be returned by Data Management if they are not updated in a timely manner.
For this example, we will assume you do have **Dept Financial Manager** access and can complete the process. Next, fill in the account(s) that will fund the position. Here is an example.

In the Required row, you can have more than one account fund the position, but the total of distribution must equal 100%. You can add more rows by clicking on the “+” button.

In the Optional row, you can identify funding for different earnings codes, such as vacation pay out and supplemental payments. You can also fund an earnings code from multiple accounts, but each earnings code must be funded to 100%.
Step 11 – Click on Save & Start Workflow

Click the **Save & Start Workflow** button at the bottom when you have all of the accounts identified.

Click the **OK** and then the **Return** button.

The position has now been sent to the account signers for the funding entered for their approval.
Position Workflow

The minimum role that you will need to access the following pages is **HCM Department Position Mgr.**

After submitting a position for workflow approvals, it is a good practice to navigate to Position Cross-Reference and begin monitoring the position. You can also use the Position Worklist in order to monitor several positions that you have submitted. The following outlines this process:

1. After submitting a position, navigate to Position Cross-Reference to verify the data: After signing on to [HR PeopleSoft](http://www.hrpeoplesoft.com) click on these menus:

   **ASU Customizations > ASU HCM Custom > ASU Position Management > Position Cross-Reference**

**ASU Position Cross-Reference**

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number: begins with 210663</td>
</tr>
<tr>
<td>Business Unit: begins with</td>
</tr>
<tr>
<td>Department: begins with</td>
</tr>
<tr>
<td>Job Code: begins with</td>
</tr>
<tr>
<td>Short Description: begins with</td>
</tr>
<tr>
<td>Empl ID: begins with</td>
</tr>
<tr>
<td>Last Name: begins with</td>
</tr>
<tr>
<td>Name: begins with</td>
</tr>
</tbody>
</table>

Case Sensitive

Limit the number of results to (up to 300): 300

[Search] [Clear] [Basic Search] [Save Search Criteria]

Enter the recently submitted Position Number. Click the **Search** button.
2. Verify the data in the **Submitted ‘Front End’ Staging Data** field is correct. Notice the current status.

3. On the **Recruiting Data** tab, scroll down to Approvals. To view more information on approvers at each level click on the link.
If there is only one approver at a given level his/her name will appear in the box; if there is more than one, the Multiple Approvers link will show. After clicking on it, a box similar to this will pop up:

![Image of multiple approvers]

When you are finished viewing the information, click the Close button.

4. Periodically revisit the Process Monitor to see if the position has gathered approvals.
As a position receives approvals each box will turn green and the heading on the next level of approvals will change from ‘Not Routed’ to ‘Pending’.

You have the ability to click on **Return to Worklist** in order to view all of the pending positions you have submitted.

5. Navigate to your worklist to Monitor multiple positions.

Navigate to your Position Worklist by clicking the **Return to Worklist** button within Position Cross-Reference or navigate directly by clicking on these menus:

ASU Customizations > ASU HCM Custom > ASU HR > Personnel Transaction Request > PTR Worklist

Since the Position Worklist is connected to the PTR Worklist you will be taken to the following menu, which gives a summary of the total transactions you have on each work list, the transactions you have as an approver, and the transactions you have as an originator:

To view your Position Worklist click on the link or the tab provided. For more information on the PTR Worklist see the **Appendix**.
6. Review the details of a position using the icons and links.

You can use the Filter to narrow down your results. In this example, the results have been narrowed to positions with the **Reason for Hire** of Increase in Headcount and the **Empl Class** of University Staff.

Clickable icons allow you to take certain actions on a position. You can find the meaning of each one beneath the filter button and at the bottom of the page.

As an approver, you may  
- approve or  
- return a position. As an originator, you may  
- cancel a new position that has not been fully approved, which effectively is the same as **Withdrawing a Position**. The  View/Approve button will take you to the Position Cross-Reference screen.

**Note:** Since modified positions that require workflow approval cannot be cancelled (the button will be greyed out), originators should contact an approver to return the position, which can then be withdrawn.

By clicking on the **Position Justification** link, you can quickly see what the originator entered on the recruitment tab for that section.
Click the **Return** button to go back to your worklist.

By clicking on the **Workflow Step** link, you can quickly see the process monitor.

The account signer section will have a box for each account that was set up. The box that is marked “Pending” is the current level of approvals and an approver at this level needs to approve the position before it can move onto the next level that says “Not Routed”.

The account signer section will have a box for each account that was set up. The box that is marked “Pending” is the current level of approvals and an approver at this level needs to approve the position before it can move onto the next level that says “Not Routed”.
Again, if there is only one approver for a given level, that person’s name will display in the box, but if there is more than one approver the Multiple Approvers link will appear. Click on this link to show more info on all of the approvers for this step.

7. Take action on positions where needed.

If you elect to Approve or Return a position, you will be taken to the comments page:

After entering comments, click OK. You will either receive a message like this:

Or you will receive a message like this:

If you elect to Cancel a position you will receive this message.

Click OK to confirm the cancellation.

Financial Services | Data Management | Revised 10/19/16 | Back to Table of Contents
Click OK again. Notice the Cancel button greys out. This position no longer exists and once you refresh your worklist it will not appear. Please note that once a position receives approval at any level, it can no longer be cancelled. Originators will need to contact an approver at the current level and request the position be returned.

This concludes the work list section. Continue to the next section for more information on returned and withdrawn positions. Please see the appendix for additional information.
Returned Position Numbers

A returned position has been denied approval and will not process unless further action is taken. Approvers, such as account signers, dean, and provost as well as Data Management have the ability to return a position. There are various reasons why a position number may be returned to the user. Here are some common reasons why position numbers are returned:

- No funding has been attached to the position number
- The funding source used is incorrect
- The approver finds fault with position data entered

When a position number is returned to the user, the user will get an email. Here is the process to determine why a position number has been returned:

1. Navigate to Position Cross-Reference for more information on the returned position: After signing on to HR PeopleSoft click on these menus:

   ASU Customizations > ASU HCM Custom > ASU Position Management > Position Cross-Reference

Enter the returned Position Number that you were notified of in your email. Click the Search button.
2. Scroll to the bottom of the ‘Recruiting Data’ tab to view the Process Monitor and its approval information.

The approver who returned the position is indicated in the box marked “Denied.” Their comments are also displayed here.

3. Review the comments for a reason why the position was returned to you.

In this example, the account signer returned the position in order for the originator to use a different funding source.
Since this position number has been returned in order to adjust the funding, the position number needs to be in a submitted status again. In order to put the position number back in a submitted status you will simply need to reenter the position, scroll to the bottom of the page and click on the submit button.

4. Navigate to Create/Modify Position and click on the radio button “Return to Work-In-Progress”:

**ASU Customizations > ASU HCM Custom > ASU Position Management > Create/Modify Positions**

5. Click on the Position number of the Returned position(s):

6. Edit position details, if needed. Click on **Save and go to PM Accounting** at the bottom of the page.

Click the Return button.
7. Enter the correct accounting information and ensure the distribution equals 100%.

You are automatically taken to this screen whether you need to make changes here or not. If not, simply leave the account information as is and click the **Save & Start Workflow** button.
Withdrawing a Position Number

A position should be withdrawn when the user would like to cancel the transaction before it can process. If the position number is a new position number, once it is withdrawn it no longer exists. If the position already existed before you made changes then to withdraw is to cancel the changes you made. Only the originator of a position change can withdraw.

In order to withdraw a position change request, the position number needs to be in either a “Not Submitted” or “Returned” status. You can therefore withdraw while you are in the middle of creating or modifying a position by clicking the button at the bottom of the page, you can reenter a position with a “Not Submitted” status that you originally saved for later from your work in-progress menu and click the Withdraw button, or you can enter a “Returned” position from your work in-progress menu in order to withdraw.

1. Go to Create/Modify Positions and select the Return to Work in Progress radio button: After signing on to HR PeopleSoft click on these menus:

ASU Customizations > ASU HCM Custom > ASU Position Management > Create/Modify Positions

2. Click on the position number with an applicable status that you want to withdraw:

3. Click the Withdraw button at the bottom of the screen:
4. The following warning message will pop up. Click **Continue Withdrawal** to process the withdrawal.

**Position Management Information**

<table>
<thead>
<tr>
<th>Warning Message</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Warning: Withdrawal</strong></td>
</tr>
<tr>
<td>- This transaction is about to be withdrawn, and no future processing will occur.</td>
</tr>
<tr>
<td>- Choose whether to continue the withdrawal or cancel it.</td>
</tr>
</tbody>
</table>

5. The status will change to withdrawn and will no longer be in the user's Work in Progress:

Once a position that requires workflow approval has been submitted, it is possible for a user to hit the **Cancel** button on his/her worklist and this will have the same effect as withdrawing. Of course, this must be done before the position gathers all of its approvals, because thereafter the position will be integrated into Kenexa and it will no longer be possible to cancel without the assistance of Data Management. As previously mentioned, modified positions cannot be cancelled.

**Note:** If there is a problem with a submitted position and you would like to edit, not cancel it, then you will need to contact one of the approvers to return the position to you.
Appendix A

Benefit Record (BEN RCD)

The Benefit Record (BEN RCD) field will indicate if an employee may be benefits eligible; it is determined by the employee classification, the standard hours of the position(s) and the Reg/Temp fields. It cannot be changed once it has been set on a position number (or on a job record).

Employees may be benefits eligible if they have a combined FTE of 0.5 or greater. Not all employee classes are eligible for benefits; FTEs are only aggregated within certain employee classes and not within other classes. Likewise, an employee’s compensation contributes to benefits only within certain employee classes. With the multiple benefit record numbers, the system correctly computes benefits and retirement eligibility, coverage levels, benefits deductions, and leave accruals when an employee has multiple jobs across multiple employee classes.

It is common at ASU for a single employee to have multiple jobs across multiple employee classes. The result of changing an employee’s benefit record number would be a disconnection to all of the benefit records since all benefit enrollments are tied to the benefit record number.

PeopleSoft has been configured to use the following benefit records:

<table>
<thead>
<tr>
<th>BEN RCD</th>
<th>Description</th>
<th>Benefits Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Regular or long term temp employee who is not a student, graduate, or PSPRS.</td>
<td>If an employee is in BEN RCD 0, AND has one or more job records with a combined standard hours of 20 or more, the employee will be benefits eligible.</td>
</tr>
<tr>
<td>1</td>
<td>Seasonal or short term temp employee who is not a student, graduate, or PSPRS.</td>
<td>Not Benefits Eligible</td>
</tr>
<tr>
<td>2</td>
<td>Certified Peace Officer participating in Public Safety Personnel Retirement System (PSPRS)</td>
<td>If an employee is in BEN RCD 2, AND has one or more job records with a combined standard hours of 20 or more, the employee will be benefits eligible.</td>
</tr>
<tr>
<td>8</td>
<td>Student or Graduate</td>
<td>Not Benefits Eligible</td>
</tr>
</tbody>
</table>
# Appendix B

## Position Workflow Statuses

Below is a list of statuses you may encounter on a position. If you are creating a position that will be integrated into Kenexa BrassRing, then the statuses you will want to see are Submitted, WF Approve, and Processed. All other statuses may occur depending on the circumstances.

<table>
<thead>
<tr>
<th>Status</th>
<th>What this means to you</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Submitted (NS)</td>
<td>The position has not been submitted and will not process until you “Save and Submit.” This status occurs when you choose to “Save for Later.”</td>
</tr>
<tr>
<td>Withdrawn (W)</td>
<td>Changes you have made no longer exist and the transaction will be removed from your work-in-progress folder. This status occurs when you choose to “Withdraw” a position. You can only withdraw a position with NS status or R status.</td>
</tr>
<tr>
<td>Submitted (S)</td>
<td>The position has been submitted but account funding has not yet been added. This status occurs when you choose to “Save and Submit,” but have not yet added funding through maintain position accounting.</td>
</tr>
<tr>
<td>WF Approve (K)</td>
<td>Account funding has been added to the position, and it has been submitted for workflow approval. The position will appear on the originator’s worklist.</td>
</tr>
<tr>
<td>Batch (B)</td>
<td>The position has an effective date set for the future and will process at that time, or the position is fully approved but payroll is open. Positions will be processed once the open payroll closes.</td>
</tr>
<tr>
<td>Returned (R)</td>
<td>An approver or Data Management has denied the position and it has been returned for your review. You must edit and resubmit to continue processing or you can choose to cancel the transaction by withdrawing the position.</td>
</tr>
<tr>
<td>Error (E)</td>
<td>A problem occurred during processing, which will need to be addressed by Data Management. This status will only occur for filled positions.</td>
</tr>
<tr>
<td>Manual (M)</td>
<td>The position requires manual intervention by Data Management. This status will only occur for filled positions.</td>
</tr>
<tr>
<td>Processed (P)</td>
<td>The position has received all needed approvals, if applicable, or was automatically approved by the system and is ready for use.</td>
</tr>
</tbody>
</table>
Additional Information
Additional important information may be obtained by reviewing the following documentation:

FAQs
The Frequently Asked Questions document is a compilation of all of the main questions we have received since conversion to PeopleSoft. It is a useful first place to check when you run into something you are unsure about or have questions on.

How to Process a Worklist Transaction BPG
This business process guide goes into detail concerning the Personnel Transaction Request and Position worklists. This is important for you to review since new positions are tracked in the worklist.