Business Process Guide
How to process a Personnel Transaction Request

A guide to perform a variety of job transactions — hire, promotion, termination, etc. — and payroll transactions — additional pay, leave adjustments, overpayments — for faculty, graduates, academic professionals, students and staff using the PTR application.

HR Data Management Contacts

Please refer to the Data Management staff directory, for the Data Management Specialist responsible for your department.
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Introduction

At ASU, an employee’s job information is maintained in PeopleSoft. The Personnel Transaction Request is the front-end application used to process a variety of personnel transactions, such as hiring requests or changes to existing job information. The PTR can also be used to submit transactions that are payroll related such as additional pay, overpayments, and leave accrual adjustments. The employee’s information is submitted through the PTR application, where it is sent to the Cost Center or Grant Manager in your department for approval. Depending on the type of transaction, it may also be sent to other approvers who have been designated to approve. Once approved by all the appropriate levels, the PTR is uploaded to PeopleSoft or set to manual for Payroll or Data Management to take action on. The transaction may also be staged until the effective date is met or if the payroll is open.

This guide will provide an overview of PTR functionality, as well as details about individual transactions. Also included is a list of roles needed for other systems you may need prior to creating the PTR. These roles may all be performed by the person who would originate the PTR or by another person in the department.

Preparation

Security Roles You Will Need
The security roles should be distributed according to your department’s internal business processes. Some users will have all roles; some will have a few of them and will need to work with other users in the department to complete the full process.

Each system — PTR and Workflow — requires specific roles to complete the necessary transactions.

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, go to How to apply for a PeopleSoft Security Role.

The next few pages list the available roles and a brief description of the type of access that you or someone within your department will need to start the process.
Position Management Security Roles

<table>
<thead>
<tr>
<th>Human Capital Management (HR) - Position Management (PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ESO Redistribution</td>
</tr>
<tr>
<td>☐ HCM Dept Position Manager</td>
</tr>
<tr>
<td>☐ HCM Dept Financial Mgr</td>
</tr>
<tr>
<td>☐ HCM Dept Position View</td>
</tr>
<tr>
<td>☐ OHR Position Mgt General User</td>
</tr>
<tr>
<td>☐ OHR Position Mgt Super User</td>
</tr>
<tr>
<td>☐ OHR Position Mgt View</td>
</tr>
</tbody>
</table>

**HCM Dept Financial Mgr:**
Provides you with the ability to review and create or modify a position as well as to update the funding tied to a position number. Access to the position work list is also granted.

**HCM Dept Position Manager:**
Provides you with the ability to review and create or modify a position number. Access to the position work list is also granted.

Kenexa Brassring Security Role

<table>
<thead>
<tr>
<th>Human Capital Management (HR) - Kenexa (KX)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 2xB Central Reporting</td>
</tr>
<tr>
<td>☐ 2xB Hiring Manager</td>
</tr>
<tr>
<td>☐ 2xB Kenexa Super User</td>
</tr>
<tr>
<td>☐ 2xB OHR Empl Svc Ctr</td>
</tr>
<tr>
<td>☐ 2xB OHR Recruitmt</td>
</tr>
<tr>
<td>☐ 2xB Smart Approver</td>
</tr>
</tbody>
</table>

**2xB Hiring Manager:**
Provides you with the ability to create or modify a requisition and process a university staff or student hire.
**PTR Security Roles**

**Human Capital Management (HR) - HR Personnel (HR)**

- ASU Renewal Submission
- Component Interface HCM role
- HCM Department View
- HCM Dept Tenure Manager
- HCM Dept Tenure View
- HCM Job Data View
- HCM Nurse Mgrs Update licenses
- HCM ORSPA Redist Approval
- HCM ORSPA View 1
- HCM ORSPA View 2
- HCM Registrar View
- HCM Student Employ Mgr
- HCM/HR Interface Support
- HR Set Up HRNS
- Maintain Faculty Discipline
- OHR HR Administrator WF
- OHR Job Salan Grade Override
- OHR Modify Personal Info Spr
- OHR MSS Salary Grade Override
- OHR Note Pad View
- OHR Payroll Configuration
- OHR Personnel Configuration
- OHR Personnel Super User
- OHR Personnel View
- OHR Query Run-Only
- OHR Tree Manager Updt
- Provost Tenure Data
- PTR Admin
- PTR Approver
- PTR CFO Provost EVP
- PTR Data Mgmt
- PTR Dean/VP Approver
- PTR ICA
- PTR International
- PTR OHR Benefits
- PTR OHR Staffing
- **PTR Originator**
- PTR Provost EVP
- PTR Student FA
- Set Up Job Codes

**PTR Originator:**
This role provides you with the ability to submit personnel transactions through the PTR.

**Security Training**

Note that all four of these roles require training in order to gain access. You can self-enroll into a class available on-line in Career EDGE.

- Click on the "learning" menu header and select "learner home"
- Search for the desired classes:
  - HRIS: Department Position Manager
  - Kenexa Access Training - Prior to Gaining Access
  - or Using the Personnel Transaction Request
- Click on the "launch" button to start the course.

Follow the instructions found within the course to gain access to your role.
Workflow Roles

You do not need formal training for these roles, but it is helpful to look at the training documents online.

PTR Approver

PTR Approver: This role provides access to the work list to approve transactions at the cost center/grant manager level. The user must be listed as a PeopleSoft HR Cost Center and PeopleSoft HR Grant Manager in Workday to be able to apply for this role.

Use the Approver Role Request on the Workday Landing Page to request the PS HR Cost Center or Grant Manager role in Workday.

PTR Dean/VP Approver

PTR Dean/VP Approver: This role provides access to the work list to approve transactions at the Dean/VP level. Members of this role must be the Dean/VP or someone who has been designated by the Dean/VP to perform the approvals on their behalf.
**PTR Provost EVP**: This role provides access to the work list to approve transactions at the Provost/EVP level. Membership is limited and will only be granted if you have been designated by the Provost/EVP to obtain access to this role.

**Note**: There are many other security roles required to make the PTR process flow smoothly. All other roles are specific to areas within OHR, Financial Services or Student Administration and should not be requested by people outside of those groups.
Common Error Messages Related to Security

The PTR is dependent on security being set up appropriately not only for the originators of the transaction, but also for those at the different levels of approval. Here are a few of the most common security messages you will receive if there is a problem with your security:

The following error message will appear if you do not have access to the PTR as an originator:

```
You do not have permission to access this component (21025,5)
If you need to access PTR, please obtain the necessary security roles. (21025,5)
```

What to do if you receive this message:
If you have received this error message, you must request the PTR Originator Security Role. You will need to review the online training to acquire access to this role. If you have requested the role, attended training and still receive this message, you should create a ServiceNow ticket to Security and include the error message.

The PTR will not allow you to update your own record. The following message will appear if you are trying to take action on your own record.

```
Security does not permit you to update your own record. (21025,55)
```

What to do if you receive this message:
In this case, you must have another person in your department update your record.
Before You Start

Department Procedures
This training guide has been created as departmental instruction about how to process actions after all of the preliminary work within the department has been completed. Departments should follow their current internal business processes to obtain internal approvals and determine an appropriate recruiting method. Typically, an appropriate method includes notifying/working with the primary business officer within your Dean’s office.

University Requirements on Approval and Documentation
The PTR is built so that the approval documentation will be recorded electronically through the workflow approvals. Departments still must follow their internal business process to obtain approvals in a way that is acceptable for their department standards.

However, there are many paper requirements for HR transactions that must be sent to the central office. To view these paper requirements, read the Required Documentation section of this guide below.

Recruiting Process – University Staff and Students
Recruitments are done through Kenexa BrassRing (2XB) for university staff and students. The process starts in position management and continues through a series of steps in the BrassRing system. At the end of the process, BrassRing will integrate with PTR and Courtesy Affiliate to create the affiliate (if a brand new employee) and create the PTR on behalf of the hiring manager. Hiring Managers will be able to view the PTR that was created by the Kenexa Process on their work list until it is archived. Summary information can also be viewed on the PTR Dashboard thereafter. Hiring Managers are not required to manually create a PTR for any Hires, Rehires, or Competitive Promotions, Reassigments, or Transfers for university staff and students. Please see the Kenexa BrassRing Process Guide & Handbook at https://cfo.asu.edu/hr-recruitment for further information on this process.

Faculty Hires
When recruiting for a faculty hire, it is best to review the Faculty and Academic Professional Recruitment Handbook at www.asu.edu/hr/forms/recruit.pdf.
Required Documentation

New Hires:
Once an offer has been made to a new employee, they must fill out the New Hire Packet. One of the main components of this packet is the I-9. The employee’s I-9 must be certified no later than three business days after the employee’s start date.

Non-resident Aliens
All Non-resident Aliens must bring their new hire packet to Human Resources/Employee Service Center to be processed. If any further information is needed, an NRA Payroll Specialist will contact the employee.

For Rehires
Employees who do not have active job records in the system must complete a new I-9 form. Send your employee to the Employee Service Center to turn in their new I-9 form. If the rehire is a person who has been gone from the university more than 12 months, then that person must fill out the complete New Hire Packet.

Offer letters/Memo of Understanding
Offer Letters are now part of the Kenexa BrassRing System. Applicants are required to electronically accept their offer through their candidate portal before the hiring manager can continue to complete the hiring process.

Departments are to retain all offer letters for audit purposes in the employee’s file at the department. Departments do not need to send in Offer letters for a PTR, unless requested by Data Management or Payroll.

Applicant List/Search Plan/ CV or Resume—Faculty Specific
To maintain governmental reports about our university, departments must send the applicant list, search plan and CV or resume to the Office of Equity & Inclusion office.
Navigation to PTR

Go to My ASU and sign in using your ASURITE and Password.

**Note:** There is a secondary link that will take you to your work list so you can track the progress of your PTRs. Please refer to the Work List Transaction BPG for further information on how to use the Work List.
If My ASU is currently down, you can also navigate to the PTR via PeopleSoft. Log in at https://hr.oasis.asu.edu

The navigation path within PeopleSoft is:

[Image of PeopleSoft navigation path]

Main Menu > ASU Customizations > ASU HCM Custom > ASU HR > Personnel Transaction Request > Personnel Transaction Request
General Overview of PTR

Search Page Functionality

The Search Page is the first page in a series of three pages you may encounter on the PTR. The Search page allows you to search for an employee or potential employee within or outside of your department security level, depending on the way you perform the search.

There are three different ways to perform the search:

- Type in the Empl ID
- Type in a Department code that will bring up all employees in that department code. NOTE: You can only use this search result for departments in your security
- Type in First Name, Last Name and Date of Birth

**Remember**: The most accurate way to search for an employee is always by typing in that employee’s ID.

The search page also allows you to search for a previously submitted PTR by typing in the PTR ID number. Transactions will be available in search results until they are archived.

There are two checkboxes in the upper right hand corner of the screen. The first checkbox is “My Departments.” This will automatically be checked when you enter the search screen. Performing a search with a checkmark in this box means you are looking for an employee who is already within your department. To search for a person who is not currently employed in your department, uncheck the box.

**EXAMPLE**: You would uncheck the box if you were transferring an employee from another department into your department.
The second checkbox you will see in the upper right hand corner of the screen is titled “Create Additional Job.” This box is used to let the system know your intent is to hire an Additional Job for an existing employee. By checking this checkbox and entering the search criteria, the system will automatically take you to the Main Page, where you will be able to enter your data for the employee’s additional job. Another important thing to remember about this checkbox is that it will automatically uncheck the “My Departments” checkbox, so you will always need to use the employee’s ID number to create an Additional Job.

**REMEMBER**: This functionality should only be used when creating an additional job that is a GRD, faculty or academic professional position (other employee types are hired through Kenexa Brassring).

You may also leave this box unchecked to pull up the search results for a specific employee and then decide to create an additional job based upon the results you see.

If you are searching for an employee who has already had multiple jobs with ASU, you will receive a Search Results table at the bottom of the search page that displays the current and past jobs the employee has held, separated into employee records. It is important to make note of this information as it may help you determine what action you are trying to take on an employee.

**Search Results**

PTR transactions will either affect job data or pay data. If the transaction you wish to submit is a job data transaction and there is currently another job data transaction pending for this
employee and employee record, you will not be able to enter the new transaction until the first transaction has been cancelled or processed, and archived. On the other hand, if a *pay* data transaction is pending and you wish to submit a *job* data transaction or vice versa, these transactions do not interfere with each other and both can be submitted in conjunction on the same employee and employee record number.

When you search for an employee, previously submitted PTRS will appear in the search results, as shown below, until they are archived.

![Search Results](image)

Pending transactions appear as a duplicate row beneath the original record for which the transaction was submitted. The “Open PTR” and “PTR Status” columns indicate the type of transaction and current status, respectively. The transaction can be viewed by clicking on the Emplid of the pending row. To submit another transaction, if possible, click on the Emplid of the original row. The splash page will only display buttons for transactions that can be selected while another transaction is pending. You may be unable to enter another transaction at all.
Employee Record Status Definitions

The search results will also display a column that indicates the current status of the employee record. Depending on the status, certain actions may be limited.

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Active</td>
</tr>
<tr>
<td>D</td>
<td>Deceased</td>
</tr>
<tr>
<td>L</td>
<td>Unpaid Leave of Absence</td>
</tr>
<tr>
<td>P</td>
<td>Paid Leave of Absence</td>
</tr>
<tr>
<td>R</td>
<td>Retired</td>
</tr>
<tr>
<td>S</td>
<td>Suspended</td>
</tr>
<tr>
<td>T</td>
<td>Terminated</td>
</tr>
<tr>
<td>W</td>
<td>Short Work Break</td>
</tr>
</tbody>
</table>

**NOTE:** Employees on a Leave of Absence will appear in your search results. The only action that can be taken on an employee in this status is a termination or retirement. If your desire is to return the employee from the leave of absence, you need to work with Data Management or OHR Benefits. Additional information is available on the leaves management page.

**NOTE:** Employees who have a job data record that was brought over to PeopleSoft from the previous HRMS system as a terminated employee (from conversion) will not appear in the search results. Job Data actions for these records will need to be done via an Exception Form.

Splash Page Functionality

The Splash Page is where you can select the type of action you will request for a specific employee. This page is skipped for Hires, Rehires and Additional Jobs. If you have reached this page and meant to request a different transaction for an employee, you will need to click the Return to Search button.

The Splash Page is self-editing and options will become unavailable for selection if not permissible for a specific employee, depending on a number of factors. Additionally, there are certain combinations of transactions that can occur together while others must be done on their own.

You will receive different options upon entering the splash page if a previously submitted PTR transaction for the same employee and employee record number has not been archived.

To review the combinations of transactions that can occur together, please use the Appendix A and Appendix B of this document.
Here is an example of the Splash page

If your intent is to take the employee off of “L” Leave of Absence or “P” Paid Leave of Absence status, you must submit a request based on the type of leave. Additional information regarding leaves management is available online. You can process a termination in both cases without having to return the employee from leave.

**Important Concept on Promotions, Reassignments, Transfers, and Return from Work Break**

When picking Promotion, Reassignment, Transfer or Return from Short Work Break, you are indicating to the system that you no longer intend to keep the job that the employee currently holds and are moving them to another job. In some cases the PTR will use the same employee record and in other cases (if there is a benefit eligibility change) the PTR will terminate the original job the employee holds and create an additional job for the new job that they have been promoted, reassigned, transferred, or returned from work break into.

**Example:** Department chooses a non-Benefit Eligible Faculty Associate position from the search results screen and selects the option “Return From Work Break” on the splash page. The position number the employee is being returned into is a benefit eligible Instructor, so the PTR will terminate the non-benefit eligible Faculty Associate position and create an additional job for the benefit eligible Instructor position.
Main Job Data Entry Page

The Main page is the final page you may encounter on the PTR, and it is separated into two tabs – Job Data and Pay Data. If you have selected an action such as Promotion, Pay Rate Change, or Termination the Job Data tab is where you will enter the values for the action you are performing on a specific employee. This tab presents fields and messages that provide guidance to ensure the PTR is being submitted with all of the data required to create an employee record in PeopleSoft is present.

If you are performing an action on an existing employee, the Job Data page will also display the employee’s current job information so you will have a comparison of the “current” and “proposed” data for the employee.

You can also use the PTR Business Notes at the bottom of the page as a way to communicate information that was not covered in the PTR. In certain circumstances, the business notes will be required and a message will be displayed to alert you of this. The business notes will not only be a way for you to communicate with people who are set up as workflow approvers on a given transaction, but it will also copy those business notes into the “notepad” on job data. These notes will be available to every approver after you and will become part of the employee’s permanent record with the university.
Example page view for the New Hire (faculty, academic professionals and GRDs only):

<table>
<thead>
<tr>
<th>PTR Job Data</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PTR ID</td>
<td>NEW</td>
</tr>
</tbody>
</table>

### Personal Information

**Proposed**

- **Action**: HR - Hire
- **Reason**: REG - Hire - Reg (INITIAL HIRE)
- **Position**
- **Position Eff Date**
- **Salary**
- **Comp Rate**
- **Special FLSA Provision**
- **Additional Pay?**: 

- **Department**
- **FTE**
- **Std Hrs/Wk**
- **Reg/Temp**
- **Full/Part**
- **MRP**
- **Job Code**
- **Position Working Title**
- **Sal Plan**
- **Grade/Category**
- **Appointment**
- **Pay Group**
- **Reports To**
- **Location Code**
- **SWS Split**
- **SWS Agency**

### Position Data

### Additional Position Attributes

### Position Funding

**Typical (Default) Distribution**

- **Typical (Default) Distribution**
- **Dept Rpt Roll**
- **Dept Reporting**
- **ASU Audit**
- **Acad Employee**

**Earnings-Specific Distribution**

- **Earnings-Specific Distribution**
- **Dept Rpt Roll**
- **Dept Reporting**
- **ASU Audit**
- **Acad Employee**

### PTR Business Notes

- **Originator**
- **Created On**
- **Last Updated By**
- **Last Updated**
Pay Data Entry Page

The PTR Pay Data tab is where you will enter data for the payroll action you are performing on a specific employee. This page contains many field edits and messages that provide guidance to ensure the PTR is being submitted as you intend, and that all of the data required to create a given pay transaction in PeopleSoft is present.

This page may display on its own (if you only select a Payroll Transaction from the splash page) or it may populate in addition to the Job Data page. The PTR Pay Data entry page will change, displaying different pay data sections, depending on the types of Pay Transactions that are incorporated into this PTR. To view screen shots of all the different screens, please view the section in this document that relates to the type of transaction you are submitting.

You can also use the PTR Pay Data notes as a way to communicate information that was not covered in the PTR. In certain circumstances, the pay notes will be required and a message will be displayed to alert you of this. The pay notes will be a way for you to communicate with people who are set up as workflow approvers on a given transaction. These notes will be available to every approver after you.

Here are examples of the possible sections. Again, refer to the specific transaction within this document for more details (jump to More Specific Information on the Pay Data Page by transaction).

Retro Payment:

Create Additional Pay:
Cancel Additional Pay:

<table>
<thead>
<tr>
<th>Cancel</th>
<th>End Date</th>
<th>Empl</th>
<th>Record</th>
<th>Earnings Code</th>
<th>Payroll</th>
<th>Status</th>
<th>Pay</th>
<th>Group</th>
<th>Description</th>
<th>Position</th>
<th>Number</th>
<th>Description</th>
<th>Start Date</th>
<th>Other Pay</th>
<th>Goal</th>
<th>Amount</th>
<th>Goal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>07/26/2019</td>
<td>0</td>
<td>TSN</td>
<td></td>
<td>Active</td>
<td>SAL</td>
<td>Salaried</td>
<td>Director</td>
<td>06/13/2018</td>
<td>30.00</td>
<td>690.00</td>
<td>330.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vacation or Comp-time Payout:

<table>
<thead>
<tr>
<th>Override Payout</th>
<th>Off Cycle?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Reason for Payout: 

Vacation

Max Pay Out: 176.000

Current Balance: 68.038 + Vac Hrs Earned but not yet included in balance

Vac Hrs Used but not yet deducted from balance

Total Pay Out: 88.038

Overpayment:

<table>
<thead>
<tr>
<th>Reporting an Overpayment</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Reason</th>
<th>Start Date</th>
<th>End Date</th>
<th>Overpayment discovered?</th>
<th>Spoken to employee?</th>
<th>Est Overpayment</th>
<th>Overpayment Hours</th>
<th>Explanation</th>
</tr>
</thead>
</table>

| | | | | | | | | |
More Specific Information on the Search Page

Searching for your candidate

To obtain the most accurate search results, search using your candidate’s **Employee ID** number. Enter the Employee (1000 or 1200) ID number in the **Empl ID** field and then click the search button at the bottom of the page.

![Search page screenshot]

**Note:** Depending on the type of employee/transaction you are trying to submit, the PTR will navigate to the appropriate page. Below are some of the common navigations that might occur once you have selected an Empl ID and clicked on the search button.

- **IDs that currently do not have any job data or employees who have one terminated employee record** – You will be taken directly to the PTR main page to enter the Hiring information. Remember, new hires can only be entered for Faculty, Academic professionals and GRDs.
• **IDs currently active or on work break with only one job and no current PTRs in process** – You will be taken to the PTR Splash page to select which action you would like to perform on that employee.

• **IDs currently active or on work break with only one job and current PTR(s) in process** – Search results will be displayed with a copy of the record row showing the Open PTR and PTR Status columns filled in. To take another action on the employee select the employee row that does not have information in the Open PTR and PTR Status columns.

<table>
<thead>
<tr>
<th>Empid</th>
<th>Empl Record</th>
<th>Name</th>
<th>Open PTR</th>
<th>PTR Status</th>
<th>Job Ind</th>
<th>Empl Status</th>
<th>Pay Group</th>
<th>Position</th>
<th>Position Descr</th>
<th>Department</th>
<th>Dept Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>Primary W</td>
<td>ACD</td>
<td>209008</td>
<td>Faculty Research Assoc</td>
<td>M0704005</td>
<td>Center for Chi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>RWB/RNW In Process</td>
<td>A</td>
<td>ACD</td>
<td>Faculty Research Assoc</td>
<td>M0704005</td>
<td>Center for Chi</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• **IDs that have or have had multiple jobs with ASU** – Search results will be displayed. After you select the employee record you would like to take action on, you will be taken to the PTR Splash Page. If the employee record you have selected is a terminated employee record, you will be taken to the Main Job Data Page to complete the hiring information.

<table>
<thead>
<tr>
<th>Empid</th>
<th>Empl Record</th>
<th>Name</th>
<th>Open PTR</th>
<th>PTR Status</th>
<th>Job Ind</th>
<th>Empl Status</th>
<th>Pay Group</th>
<th>Position</th>
<th>Position Descr</th>
<th>Department</th>
<th>Dept Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Primary A</td>
<td>STU</td>
<td>230957</td>
<td>Student Worker III</td>
<td>B1601005</td>
<td>WPC Corporate Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Secondary A</td>
<td>STU</td>
<td>233163</td>
<td>Student Worker III</td>
<td>B1622</td>
<td>WPC UPO HON Carey Academy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Processed</td>
<td>A</td>
<td>233163</td>
<td>Student Worker III</td>
<td>B1622</td>
<td>WPC UPO HON Carey Academy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Selecting a Record to Process from Multiple Jobs**

After you have clicked the "search" button on the search page, the PTR will display the current job information for the employee in the search results. Here is an example:

<table>
<thead>
<tr>
<th>Empid</th>
<th>Empl Record</th>
<th>Name</th>
<th>Open PTR</th>
<th>PTR Status</th>
<th>Job Ind</th>
<th>Empl Status</th>
<th>Pay Group</th>
<th>Position</th>
<th>Position Descr</th>
<th>Department</th>
<th>Dept Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>N/A T</td>
<td>STU</td>
<td>150568</td>
<td>Student Worker III</td>
<td>B1744001</td>
<td>SUMS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>N/A T</td>
<td>GRD</td>
<td>213234</td>
<td>Grad Service Assistant</td>
<td>B1342</td>
<td>Sch Compt Infor &amp; Dec Sys Engr</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>N/A T</td>
<td>STU</td>
<td>133603</td>
<td>Student Worker III</td>
<td>M0522</td>
<td>UASP Temp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>N/A T</td>
<td>STU</td>
<td>163083</td>
<td>Student Worker III</td>
<td>M0522</td>
<td>UASP Temp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Primary T</td>
<td>T</td>
<td>148033</td>
<td>Student Worker III</td>
<td>D0602</td>
<td>Parking &amp; Transit Service</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the employee record you wish to take action on by clicking the blue Emplid link.

**Note**: If you select an employee currently in a “T” empl status, you will be directly taken to the PTR Main Page with the action set to REH (rehire).
Selecting what Action(s) you would like to take on the Splash Page

On the Splash Page, you will be required to check the box next to each action you would like to take on the employee. Certain transactions will not be available based on the type of employee and status of the record entered. Checkboxes will automatically become unavailable for selection when not applicable for the person you have selected. Once you have selected the desired action(s), click the Create PTR button.

**Note:** For Promotion, Reassignment and Lateral/Transfer, you are also able to select Pay Rate Change. It is important to check the Pay Rate Change checkbox on the Splash Page if you would also like to change the employee’s pay while moving them to a new job. Once you reach the Main Page the FTE, Job Code, Full/Part, and Reg/Temp fields will be open and available for edit automatically without checking the Std Hrs/FT PT/Reg Temp checkbox.
More Specific Information on the Main Job Data Page by Transaction

There are twelve different job-related transactions that can be performed in the PTR. Some transactions cannot be processed for certain employees, based on the pay group, employee classification, and employee record status. On the splash page, the job selections available will be based on pay group and employee record status. Below is a table of employee pay groups and which transactions can be processed (assuming “A” (active) employee record status).

| Pay Group | H | I | A | D | R | E | H | P | R | O | D | E | M | X | F | R | P | A | Y | S | W | B | R | E | T | R | E | T | D | T | A |
| A12       | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| ACD       | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| FSW       | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| GRD       | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| HRY       | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SAL       | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| STU       | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

Legend

<table>
<thead>
<tr>
<th>HIR = Hire</th>
<th>ADD = Additional Job</th>
<th>REH = Rehire</th>
<th>PRO = Promotion</th>
<th>DEM = Reassignment</th>
<th>XFR = Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAY = Pay Rate Change</td>
<td>SWB = Place on Short Work</td>
<td>RWB = Return from Short Work Break</td>
<td>TER = Termination</td>
<td>RET = Retirement</td>
<td>DTA = Job Attributes Change</td>
</tr>
</tbody>
</table>

Hire/Hire Additional Job/Rehire

In the PTR, the hire process is differentiated into three types of transactions for audit purposes, but all three are essentially the same transaction. This means that the same fields of information are required for each. The difference lies in the employment history of the individual with the University.

Hire – this transaction occurs when a department has selected a new employee to work in a position and the employee has no job records with the university.

Hire Additional Job – this transaction occurs when an employee already has a job record within the university and is obtaining another job.

Rehire – this transaction occurs any time a department reuses an inactive employee job record. Please keep in mind that departments should reuse records when possible in order to minimize the creation of many unused records. This means that terminated employee records should be reviewed in order to see if it is possible to reuse an existing, terminated employee record (rehire) before creating an additional job.

**Note:** Hire transactions can only be performed by PTR originators for Faculty, Academic Professionals and GRDs. All hires for University Staff and Students must be processed through Kenexa BrassRing. Be aware that new employees will be required to complete an I-9 form.
Position — You may type the position to which you will be hiring the employee directly into the position field or you may use the lookup icon to search for it. Once you tab out, the PTR will run through a series of checks to verify the position is valid, and then details will be pulled in from Position to populate the page.

Effective Date — You may type the effective date directly into the effective date field or you may use the icon to the right of the field to look it up.

End Date — Some Faculty/Academic positions must be paid on a contract and require an end date. If so this field will appear and the date selected must be the end of a pay period.

Salary/Hourly Rate — Enter the contract amount into the Salary field or enter the hourly rate, whichever is applicable.

Additional Pay — Click on this checkbox if you wish to set up an additional pay with the hire. The PTR Pay Data tab will populate with the appropriate fields if you select this option.

Position Working Title — The title is derived from the Job Code and could be too general. You have the option of modifying the position working title in order to be more specific about the employee’s job duties.

Recruitment Type — Recruitment is required for competitive transactions for Faculty and Academic Professionals. Use the lookup icon to select the appropriate code.
Promotion/Reassignment/Transfer

In the PTR, three types of job change transactions exist for audit purposes but all three are closely related. This means that the same fields of information are required for each. The difference lies in the type of data entered. The action of promotion, reassignment and transfer are defined differently, and the PTR will automatically flip your transaction to the appropriate Action if the data you enter conflicts with the given definition.

Promotion – This transaction is usually a change in job with an increase to Category.

Reassignment – This transaction is usually a change in job with a decrease to Category.

Transfer – This transaction is usually a change in job without a change to Category.

**Note:** The definition is customized further depending on the employee classification. Refer to the PRO/DEM/XFR Differences by Employee Class section below for more details. Category may also be called ‘Grade’ and is labeled “Grade/Category” in the PTR.

Reason – Use the lookup icon to choose the most applicable reason for this transaction. Your available options are based on the employee classification of the selected record.

Position – You may type the position to which you will be promoting/reassigning/transferring the employee directly into the position field or you may use the lookup icon to search for it. Once you tab out, the PTR will run through a series of checks to verify the position is valid, and then details will be pulled in from Position to populate the page.

Effective Date – You may type the effective date directly into the effective date field or you may use the icon to the right of the field to look it up.

Salary/Hourly Rate – Enter the contract amount into the Salary field or enter the hourly rate, whichever is applicable.

Std Hrs/Wk – Type in the standard hours if they are changing from the default amount. A change here will only affect the selected employee and will not update the Position.

Reg/Temp – This field has implications on benefits eligibility and may cause the PTR to change the Action/Reason to Hire Additional Job if the selected value alters the benefit record. Also, unless this status is changing, this field should be left blank. The PTR will maintain the old status, but if the old status is reselected from the menu you will not be able to save the PTR.

Full/Part – This field should reflect the proposed FTE. Also, unless this status is changing, this field should be left blank. The PTR will maintain the old status, but if the old status is reselected from the menu you will not be able to save the PTR.

Job Code – Type a new job code directly into the field or use the lookup icon to search. This is useful in maintaining the same position number with a job change.

Position Working Title – The title is derived from the Job Code and could be too general. You have the option of modifying the position working title in order to be more specific about the employee’s job duties.
Recruitment Type – Recruitment is required for competitive transactions for Faculty and Academic Professionals. Use the lookup icon to select the appropriate code.

**Note:** Changes made on the PTR do not update the position with the changes. (i.e. FTE adjustment, change to job code, etc. The PTR changes will update the specific employee the PTR is being created for.)

**PRO/DEM/XFR Differences by Employee Class**

Promotion definitions:

Staff and non-Academic Admin – a “New Category” promotion is a change in current job resulting from a movement into a higher category that represents a major change in role and responsibility (must include an increase in pay).

A “Within Category” promotion occurs when an incumbent has consistently demonstrated skills, abilities, and competencies associated with a more complex job that can be within or outside the current job family, but within the same category, with a higher mid-range point (MRP), and includes an increase in pay.

Faculty, Academic Professionals, Students – a change in current job resulting from a movement into a higher category within the same salary administration plan (often includes Pay Rate Change).

- Faculty/Academic promotions must be approved by the Provost Office prior to entering the data into the PTR. Only certain faculty job codes are graded job codes and can be used for a promotion. All other faculty positions will always be coded as a transfer when entering into the PTR.
- This action is typically used for student workers when you intend to take a student from one student worker level to the next higher student worker level. For example: student worker 2 to student worker 3. The PTR will route to SEO for approval.

Items to note by field:

Reason – For Faculty and Academic Professionals, you can choose either competitive or non-competitive. For Staff, Students, and non-Academic Admin you can only select non-competitive. Competitive promotions for those employees should be posted and processed through Kenexa BrassRing.

Competitive promotions occur when an employee is applying for and being offered a job posted with a higher grade/category than their current job.

Non-competitive promotions occur when an employee is being given a promotion within their department. These types of promotions are career progressions and are not posted.

Position – For Staff and non-Academic Admin, the position must remain the same. Instead, the job code must be changed to complete this transaction. This is also an option with all other employee classifications but it is not required.

Salary/Hourly Rate – This field will not populate unless Pay Rate Change was selected along with Promotion on the Splash Page.
Job Code – For Staff and non-Academic Admin, non-competitive promotions must maintain the same position but the MRP or the Grade/Category must increase. This must be achieved through a job code change.

For Faculty/Academic Professionals/Students, this is not required but it is still an option. For instance, you could keep the same position for budget purposes but move an employee into a different job.

Recruitment Type – This field will not populate for Staff, non-Academic Admin or Student workers. It only applies to Faculty/Academic Professionals with a “Competitive” reason selected.

Reassignment definitions:
Staff and non-Academic Admin – a change in job with a lower MRP and/or category for re-careering or organizational purposes (review of salary possible, which may result in a pay change).

Faculty, Academic Professionals – a change in job with a lower category within the same salary administration plan (may include a Pay Rate Change)

- Faculty/Academic reassignments must be approved by the Provost Office prior to entering the data into the PTR. Only certain faculty job codes are graded job codes and can be used for a reassignment. All other faculty positions will always be coded as a transfer when entering into the PTR.

Items to note by field:
Reason – For Faculty and Academic Professionals, you can choose competitive, involuntary or non-competitive. For Staff and non-Academic Admin you can only select involuntary or non-competitive. Competitive reassignments for those employees should be posted and processed through Kenexa BrassRing. Student workers can only be reassigned through a competitive recruitment.

Competitive reassignments occur when an employee is applying for and being offered a job posted with a lower grade/category than their current job. Non-competitive reassignments occur when an employee is being reassigned within their department. These types of reassignments are not posted.

Involuntary reassignments are used in very few circumstances and for various business-related reasons. Please consult with your HR Partner before using.

Position – For Staff and non-Academic Admin, the position must remain the same. Instead, the job code must be changed to complete this transaction. This is also an option with all other employee classifications but it is not required.

Salary/Hourly Rate – This field will not populate unless Pay Rate Change was selected along with Reassignment on the Splash Page.

Job Code – For Staff and non-Academic Admin, non-competitive reassignments must maintain the same position but the MRP and/or the Grade/Category must decrease. This must be achieved through a job code change.

For Faculty/Academic Professionals/Students, this is not required but it is still an option.
For instance, you could keep the same position for budget purposes but move an employee into a different job.

**Recruitment Type** – This field will not populate for Staff, non-Academic Admin, or Student workers. It only applies to Faculty/Academic Professionals with a “Competitive” reason selected.

**Transfer definitions:**

**Staff and non-Academic Admin** – results when an employee moves to a different department, unit, or college while maintaining the same job title, MRP, and category. Since the overall scope of the position has not changed, these transactions are generally not processed with a change in pay.

**Faculty, Academic Professionals, Students** – results when an employee moves to a different department, unit, or college without a change in category or a change in salary administration plan (usually does not include a pay rate change)

- This action is typically used for student workers when you intend to move a student to another job without changing student worker levels.

**Items to note by field:**

**Reason** – For Faculty and Academic Professionals, you can choose either competitive or non-competitive. For Staff, Students, and non-Academic Admin you can only select non-competitive. Competitive transfers for those employees should be posted and processed through Kenexa BrassRing.

Competitive transfers occur when an employee is applying for and being offered a job posted at the same grade/category as their current job. Non-competitive transfers occur when an employee is being transferred within their department. These types of transfers are not posted.

**Position** – For Staff and non-Academic Admin, the position must remain the same. Instead, the job code must be changed to complete this transaction. This is also an option with all other employee classifications (except Student workers) but it is not required.

**Salary/Hourly Rate** – Transfers are not typically performed in conjunction with a Pay Rate Change so this field should not populate.

**Job Code** – For Staff and non-Academic Admin, non-competitive transfers must maintain the same position but the job itself must change. This must be achieved through a job code change.

For Faculty/Academic Professionals/Graduate students, this is not required but it is still an option. For instance, you could keep the same position for budget purposes but move an employee into a different job.

**Recruitment Type** – This field will not populate for Staff, non-Academic Admin, Graduates, or Student workers. It only applies to Faculty/Academic Professionals with a “Competitive” reason selected.
Transfers, Promotions, Reassignments with FLSA Status Change

When submitting or approving a Transfer, Promotion, or Reassignment PTR which changes university staff employees’ FLSA Status, the PTR will retain the employee's former pay group and FLSA status until it can be systematically evaluated and set by the system. The below note regarding applicability of the FLSA regulation and the weekly salary threshold appears in PTR transactions:

*Note - exempt employees having job codes without the Special FLSA Provision, and with weekly salary less than $684, are subject to be changed to FLSA non-exempt status per FLSA regulations.

Each night, a batch process runs to evaluate and update the values on Job Data, based on jobcode attributes and the FLSA salary threshold, for this limited group of impacted employees. This will apply whether the employee’s pay rate is changing or not.

Example

The example below shows a transfer from an hourly nonexempt position to a salaried exempt position.

- When drafting the PTR, the compensation values displayed are based on the default pay group assigned to the job code.

<table>
<thead>
<tr>
<th>Annual Salary</th>
<th>42,000.000000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Rate</td>
<td>1,615.384615</td>
</tr>
</tbody>
</table>

- Special FLSA Provision N

- After the PTR is submitted, the fields reflect the compensation values based on the retained pay group from current job data.

<table>
<thead>
<tr>
<th>Hourly Rate</th>
<th>20.192308</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Rate</td>
<td>20.192308</td>
</tr>
<tr>
<td>Position FLSA Status</td>
<td>Nonexempt</td>
</tr>
<tr>
<td>Special FLSA Provision</td>
<td>N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comp Freq</th>
<th>ASUBW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Rt</td>
<td>42,000,000</td>
</tr>
<tr>
<td>Weekly Rt</td>
<td>807.692</td>
</tr>
<tr>
<td>Hourly Rt</td>
<td>20.192308</td>
</tr>
</tbody>
</table>

The PTR will process to Job Data with the retained values shown in the ‘Submitted PTR’ example above. As a result, the newly salaried employee from the example will appear with their new position/attributes but will continue as hourly and non-exempt on Job Data until the FLSA Batch Process converts the values to salaried and exempt.

Employees should not be instructed to enter time for their new position until the batch process has updated their pay group and FLSA status, to ensure that hours/exceptions are submitted with the appropriate time reporting codes. All FLSA/Pay group conversions will be completed prior to DTA deadlines.

Non-FLSA Status Change and Retroactive Transactions

Hire transactions and job actions which do not result in a change to an employee’s FLSA Status will not be impacted. Retroactive PTRs with an effective date in a prior pay period do not utilize the retention logic detailed above.
**Group Positions**  
Each position has a single FLSA status, which must match the FLSA status of all incumbents. When you enter a "proposed" position number that is filled, the below message will appear:

The PTR cannot be saved using that group position if the new employee would have a different FLSA status than the group position’s incumbents. The below message will appear:

**Other FLSA considerations**  
Job Data changes to standard hours/FTE or pay rate may also result in an employee’s FLSA status conversion by the batch process. If an employee’s jobcode has been designated exempt based on the duties test and their salary falls below the threshold for any reason, they will become non-exempt. An employee who was previously converted to non-exempt will be returned to an exempt FLSA status by the batch process if their salary increases above the threshold. Employees in a jobcode with the special FLSA provision for teaching are not evaluated for conversion based on salary.

The FLSA change will appear in Job Data as a ‘Data Change/FLSA Status Change’ effective on the same date as the transaction:

Employees who are converted will receive a system generated email notifying them that the change has processed. An employee may receive the following message if they are converted to non-exempt:
Dear [Name],

The Department of Labor has updated the threshold at which an employee is classified as exempt, i.e., on a predetermined fixed salary as opposed to an hourly wage.

Effective Jan. 1, 2020, this threshold has increased to $684 per week, which is $35,568 per year or $1,368 per pay period. Anyone below that rate will be classified as nonexempt and, therefore, eligible for overtime or comp time under the FLSA rule. Any hours more than 40 in a workweek must be pre-approved by your supervisor.

Your salary as an exempt employee is below the new threshold. Effective 12/16/2019, you will be reclassified to nonexempt. Please be aware that changing your status from exempt to nonexempt will not affect your total salary; it will simply mean that you must begin recording your hours worked each week starting on 12/16/2019 in the Time and Leave Reporting section of your My ASU account.

Please review our policies about overtime, SPP 404-04, and the use of nonexempt employee electronic communications, SPP 404-08, after work hours.

ASU is committed to ensuring that all employees are correctly classified and meet federal requirements. Please do not hesitate to contact your supervisor or HR Representative if you have any questions about this change.

This message was sent through an automated system and cannot receive replies.

Additional Resources for FLSA are available on the HR Compensation page. Reports are available through HR Dashboards and HR Analytics, to find employees who have been converted, need to report time, or have multiple jobs resulting in FLSA compliance issues.
**Pay Rate Change**

A pay rate change is used to increase or decrease an employee’s compensation based on circumstances that warrant a change. Such changes may include: a course load change, a contract adjustment, a promotion, for retention, a market adjustment, performance based etc.

This transaction may be processed for any employee record with an “A” (for active) status.

Reason – Use the lookup icon to select the reason that most closely matches your situation. The codes that populate the lookup depend on the type of employee selected.

Effective Date – You may type the effective date directly into the effective date field or you may use the icon to the right of the field to look it up.

**Note:** The effective date for some employees, such as Faculty or Graduates, must be the beginning of a pay period. This will be indicated by a Lookup icon as opposed to a Calendar icon next to the Eff Date field.

Also, Pay Rate Changes for salaried employees on contracts that are done after their initial renewal period will retain their current job expected end date. If applicable, you will notice that the field is unavailable for edit and auto populated with the employee’s current end date.

Annual Salary/Hourly Rate – Depending on the pay group of the selected employee, enter the salary or the hourly rate of pay. Once you tab out, the surrounding fields will populate based on your entry. The Comp Frequency will be retained from the current value.
**Note**: Pay changes for employees on contract should be calculated based on the annual rate, not the compensation/hourly rate or periods remaining. In the example below, an increase of $670.30 to be paid over the remaining 10 periods of the contract is divided out as a per pay period increase of $67.03 and then multiplied over the entire contract. It is shown as an increase of $1340.68 if the change would have happened at the beginning of the contract.

**Position Working Title** – The title is derived from the Job Code and could be too general. You have the option of modifying the position working title in order to be more specific about the employee’s job duties.
Place on Short Work Break

When academic employees are originally renewed or hired they are given a specified end date. This process is used when you must place an employee on short work break prior to their current end date.

**Reason** – Use the lookup icon to select the reason—there is only one that applies.

![Reason Code Lookup](image)

**Effective Date** – You may type the effective date directly into the effective date field or you may use the icon to the right of the field to look it up. This must be a pay period begin date.
Return from Short Work Break

Many academic positions are given a specified end date. Once an end date is reached a position gets automatically placed on Short Work Break.

This transaction is used when you would like to renew an employee that previously reached their end date and is currently on short work break.

**Position** – You may type the position to which you will be returning the employee directly into the position field or you may use the lookup icon to search for it. Once you tab out, the PTR will run through a series of checks to verify the position is valid, and then details will be pulled in from Position to populate the page.

**Effective Date** – You may type the effective date directly into the effective date field or you may use the icon to the right of the field to look it up. This must be a pay period begin date.

**End Date** – You may type the contract end date directly into the end date field or you may use the icon to the right of the field to look it up. This must be a pay period end date.

**Salary** – Enter the amount of the total contract. Once you tab out, the surrounding fields will populate based on your entry. The Comp Frequency is based on the dates entered. Comp Rate is based on the salary and comp frequency.
**Std Hrs/Wk** – Type in the standard hours if they are changing from the default amount. A change here will only affect the selected employee and will not update the Position.

**Reg/Temp** – This field has implications on benefits eligibility and may cause the PTR to change the Action/Reason to Hire Additional Job if the data you enter alters the benefit record. Also, unless this status is changing, this field should be left blank. The PTR will maintain the old status, but if the old status is reselected from the menu you will not be able to save the PTR.

**Full/Part** – This field should reflect the proposed FTE. Also, unless this status is changing, this field should be left blank. The PTR will maintain the old status, but if the old status is reselected from the menu you will not be able to save the PTR.

**Job Code** – Change the job code if you would like to maintain the same position number (i.e. for budget purposes) while switching jobs.

**Position Working Title** – The title is derived from the Job Code and could be too general. You have the option of modifying the position working title in order to be more specific about the employee’s job duties.
**Termination**

A termination is used when the employee/employer relationship ends for one or more multiple jobs.

This is not to be used when an employee is transferring to another department within ASU. If you would like to transfer an employee, please refer to the Transfer training material.

<table>
<thead>
<tr>
<th>Job Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposed</strong></td>
</tr>
<tr>
<td>Action</td>
</tr>
<tr>
<td>Reason</td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Position Effdt</td>
</tr>
<tr>
<td>Eff Date</td>
</tr>
<tr>
<td>Salary</td>
</tr>
<tr>
<td>Comp Freq</td>
</tr>
<tr>
<td>Comp Rate</td>
</tr>
<tr>
<td>Weekly Rt</td>
</tr>
<tr>
<td>Hourly Rt</td>
</tr>
<tr>
<td>Special FLSA Provision</td>
</tr>
</tbody>
</table>

**Reason** – Use the lookup icon to select the reason that most closely matches your situation. The codes that populate the lookup depend on the type of employee selected.

**Effective Date** – You may type the effective date directly into the effective date field or you may use the icon to the right of the field to look it up. This should be the date following the employee’s last day worked (ldw plus 1).

**NOTE:** It is extremely important to submit *and* approve a termination PTR on or before the effective date of the termination. Violation of this process could result in an overpayment and allow employees to have system access after their termination date. This is a university risk and violations will be reported to the Dean/VP as appropriate.
Retirement

A retirement occurs when an employee has decided to conclude their working or professional career at Arizona State University.

Before performing this action you should first verify the employee is eligible to retire from ASU by checking the employee criteria (as well as the retirement checklist) at https://cfo.asu.edu/hr-preretirement.

**Reason** – Use the lookup icon to select the reason that most closely matches your situation. The codes that populate the lookup depend on the type of employee selected.

**Effective Date** – You may type the effective date directly into the effective date field or you may use the icon to the right of the field to look it up. This should be the first calendar day the employee is no longer employed by ASU.
Job Attributes Change (Std Hrs/FT PT/Reg Temp)

Job attributes changes can be chosen from the Splash Page and processed as a separate transaction or these changes can also be made within any promotion, reassignment, transfer, or return from short work break. This transaction may also be processed in conjunction with an additional pay (selected from the Splash Page). Below is some information about each of the fields available for this transaction and key items to keep in mind when processing.

This transaction may be used to adjust the standard hours of a position and/or the work status between full-time and part-time and/or the employment type such as NT/NC Academic, variable, or regular.

Reason – Use the lookup icon to choose the most applicable reason for this transaction. You have three choices, but based on the data you enter, the PTR will automatically change the reason for you when applicable.

Effective Date – You may type the effective date directly into the effective date field or you may use the icon to the right of the field to look it up.
**Std Hrs/Wk** – Type in the standard hours if they are changing. Once you tab out, the corresponding FTE amount will populate. Also, if the selected employee is salary, the Salary and Comp Rate will adjust based on the new FTE.

**Note:** For employees that accrue vacation, if you decrease the FTE, you may receive a message asking if you would like to pay out vacation. This will happen if the employee’s current balance to be carried over into the next calendar year exceeds the new max limit the FTE change places on vacation accrual. The message looks like this:

![Message](image)

After discussing the situation with the employee, click “OK” to pay out the excess amount or click “Cancel” to do nothing. The employee will need to use the excess before year end or forfeit the hours.

**Reg/Temp** – This field has implications on benefits eligibility and may cause the PTR to change the Action/Reason to Hire Additional Job if the data you enter alters the benefit record. Also, unless this status is changing, this field should be left blank. The PTR will maintain the old status, but if the old status is reselected from the menu you will not be able to save the PTR.

Both NT/NC Acd and Regular are benefits eligible statuses, while Variable and Seasonal are not (seasonal should not be used – select variable).
**Full/Part** – This field should reflect the proposed FTE. Also, unless this status is changing, this field should be left blank. The PTR will maintain the old status, but if the old status is reselected from the menu you will not be able to save the PTR.

Full-Time should be selected if, and only if, the standard hours are 40 (FTE is 1.0). PRN should be selected for jobs that are “on-call” and employees work only as needed and often just during certain seasons of the year. Part-Time should be selected if the standard hours are less than 40 (FTE is less than 1.0) and the job is not “on-call”.

<table>
<thead>
<tr>
<th>Full-Time</th>
<th>PRN</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
More Specific Information on the Main Job Data Page by Field

**Reason**
When applicable, select the **Action Reason** associated with your specific **Action**. To review the possible action/reasons available through the PTR see **Appendix C**.

**Position Number**
If you know the position number, you may type it directly into the position number field or you may use the lookup icon (magnifying glass) to search for a position number. When selecting a position number it is always important to keep in mind the intended benefit eligibility of the employee.

In order for a position number to appear in the search results the following criteria must be met:
1. The Position is active and is not marked for recruitment.
2. The department code on the position you are selecting is within your security.
3. The position does not have an employee class that is Classified (unless defined exception).
4. The Job Code on that position has been marked as a base job code.
5. The Action/Action Reason is not Hire/Rehire/Additional Job or Competitive Promotion, Reassignment, and Transfer for positions that are Staff or Student.

**Step 1: Click the Lookup icon**

**Step 2: Find and click on your position number**

**NOTE:** Once a position number is selected, the attributes of that position number will fill in the rest of the main page with the most current data on the position number. Information for position changes with a future effective date that have already been submitted and approved will not be displayed on the PTR screen. It is highly recommended that a department make position changes (submit and be approved) prior to completing the PTR to ensure accurate data on this screen. Position changes submitted after the PTR is created may also result in processing errors.
Step 3: Review the position data that populates the page for accuracy

**Note:** On Promotion, Reassignment, Lateral/Transfer, and Return from Work Break certain position fields will be open and available for edit. Refer to the specific transaction in this document for more details.

**What to do if the position number is not appearing in the lookup:**
If the position is not appearing in the lookup, check to make sure that the position number you are trying to locate meets the aforementioned criteria.

If you type in a position number that does not meet the aforementioned criteria, you will receive the following error message:

If you receive this error message, please select a different position number to use. If you feel you received this message in error please contact Data Management to resolve your position issue.
What to do if the position number attributes are wrong:
Depending on which attribute is wrong and which type of transaction you are performing, you may have to go back to Position Management to make your corrections to the position number.

Below is a table that explains where to fix certain attributes depending on what type of transaction you are creating:

<table>
<thead>
<tr>
<th>Action</th>
<th>Where to fix attributes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire/Rehire</td>
<td>FTE/Reg-Temp/Jobcode/Full-Part</td>
</tr>
<tr>
<td>Promotion/Reassignment/Transfer</td>
<td>PTR</td>
</tr>
</tbody>
</table>

When you return to the PTR, you must refresh the position data by taking the position number out of the PTR and re-entering this information. When you complete this action, the PTR will refresh the Main Page with whatever the current attributes of the position number are. Keep in mind the Position Management is a manual process and may take some time to be updated.

CPO/VPO/CTP Check
Depending on the type of job change you are making, the system may automatically prompt you to make a payout for Comp Time Officer (CPO)/regular Comp Time (CTP), or Vacation (VPO).

The following grid explains a few of these different scenarios as they relate to changes that can be made for an employee:

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Example</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in Benefits Eligibility from Eligible to not Eligible</td>
<td>Staff Changed from Regular &gt;20 hours to Regular &lt;20 Hours</td>
<td>You will be required to payout Vacation and/or Comp Time if the employee has a balance.</td>
</tr>
<tr>
<td>Change in Vacation Eligible Position to Not Vacation Eligible</td>
<td>Faculty FSC is changed to Faculty Academic year</td>
<td>You will be required to payout vacation time.</td>
</tr>
<tr>
<td>Change in FTE when the employee has over accrued for the new level of FTE (for information see SPP 702-01)</td>
<td>Staff Member’s FTE Changes from 1.0 to 0.75 but they have &gt;198 hours of vacation</td>
<td>You will be given the option to payout vacation.</td>
</tr>
</tbody>
</table>
Position Attributes that can be changed

The following is a list of fields that are open for change directly in the PTR during certain transactions. It is important to note that changes to these fields do not update the position attributes.

<table>
<thead>
<tr>
<th>Transactions</th>
<th>Fields available for change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire, Rehire, Termination, Retirement, Short Work</td>
<td>None</td>
</tr>
<tr>
<td>Break</td>
<td>Standard Hours, Regular/Temp status, Full/Part Time status, and Job</td>
</tr>
<tr>
<td>Promotion, Reassignment, Transfer and Return from</td>
<td>code</td>
</tr>
<tr>
<td>Short Work Break</td>
<td></td>
</tr>
<tr>
<td>Std Hours/FT PT/Reg Temp</td>
<td>Standard Hours, Full/Part Time status, and Regular/Temp status</td>
</tr>
</tbody>
</table>

In transactions where the Standard Hours are changed and the employee is salaried or academic and you did not select the transaction Pay Change from the Splash Page the PTR will automatically calculate the new salary and compensation rate associated with that FTE.
**New Position Section**
Since the position information for a given employee can now be out of sync with their job data attributes, a section has been created on the PTR to give you visibility into the attributes that exist on the position number for a given employee. The section will always be automatically collapsed, so you must expand it to review the details. This is meant to be informational so that you do not have to navigate away from the PTR when you have questions on the data.
Effective (start) Date
You may type the effective date directly into the effective date field or you may use the icon to the right of the field to look it up. This date should match what was offered to the employee in their offer letter as a start date.

Please note that when hiring or renewing a Faculty/Academic Professional/Post-Doctoral Scholar on an academic appointment the start date must be a pay period begin date, which will be indicated by a Lookup icon instead of a Calendar icon.

*The Effective Date must be on or after the Position Effective Date. If the PTR errors out because the position effective date is later than the hire date, please contact Data Management to determine an appropriate solution.

*The Effective Date also must be on or after the Person Effdt. The person effective date is the date you created your employee’s personal data record through the Courtesy Affiliate process. When creating the personal data record in Courtesy Affiliate, the effective date for that record must be on or before the start date for your employee. If you have already created your employee’s personal data record and are getting the following error message in the PTR, please contact your FS Data Management representative to determine an appropriate solution.
If the person was set up in Courtesy Affiliate at a later date than the PTR effective date:

Message you will receive:

**Effective Dates and Retro/Overpayments**

There are two factors that cause the system to prompt for a retro/overpayment: an effective date in a prior payroll along with a compensation change. For all transactions that create a compensation change (e.g. pay change, additional pay) or stop the payment on a position (e.g. termination, retirement, short work break) a retro calculation and/or overpayment is possible.

For example: A reassignment with a pay rate change and an additional pay that is created with a backdated effective date (in a prior payroll) will prompt a retro calculation for the additional pay. The backdated effective date will also prompt a retro calculation for the regular earnings if the compensation rate is increased, otherwise an overpayment will prompt if the compensation is decreased.

**Retro Message:**
Overpayment Message:

The PTR Pay Data tab will populate the page. It is important that you navigate to this tab and review/fill out the information.

Note: It is extremely important to submit and approve a termination PTR on or before the effective date of the termination. Violation of this process could result in an overpayment and allow employees to have system access after their termination date. This is a university risk and violations will be reported to the Dean/VP as appropriate.

Specific Information on Retro Grid
In cases where the effective date of the job or additional pay transaction is backdated past the beginning of the current payroll and the compensation is being increased or the employee is being hired, the retro calculation grid will populate on the PTR Pay Data tab. The retro payments will be broken out by pay period with the amount that is owed to the employee.

In reviewing this information, you have the ability to override the hours and amounts the PTR has calculated for you. Anytime you override the amount or hours you will be required to enter notes in the PTR Pay Data Notes as to the reason why you made the override. You also have the ability to specify when this payment is to be made. If you choose to have this paid on a manual check you may incur a fee.

**Note:** Overpayments can also be reported separately. To receive more information on the overpayment grid please review the overpayment section of this document.
Effective Dates on Combination Job and Additional Pay transactions
In situations where your transaction contains both a job and additional pay transaction it is important to note that the effective date of both of the transactions must be the same date. Because of this, it is possible for a transaction to contain a retro payment and an overpayment in the same transaction.

Enter the Salary amount
The Pay Frequency will default based on the position number selected. Pay Frequency is driven from the job code attached to the position number you chose. For Non-Exempt (Hourly) and Exempt (Salaried) staff, the pay frequency will default appropriately. For Graduate and Academic hires, the pay frequency will adjust based upon the start and stop dates you have selected in the PTR. This should always match the amount listed in the offer letter that was given to the employee.

For staff positions, this information should match the offer amount in Kenexa. For student positions, this information should be equal to or more than the amount posted on the job.

Compensation Setup for Nonexempt hires
Pay frequency is defaulted to H (hourly) for all non-exempt positions. Enter the Hourly Rate.

Compensation Setup for Exempt Staff & Academic Fiscal Hires
Pay frequency is defaulted to ASUBW (salary) for all exempt staff and academic positions on a fiscal appointment. Enter the Annual Salary and the Compensation Rate (per pay period) amount will automatically calculate.

**NOTE:** The amount of salary entered should reflect what the rate of pay should be in relationship to the FTE if this is a salaried employee.
Compensation Setup for Faculty, Academic Professionals, Graduates

First and foremost, the date you enter must be a pay period begin date as the effective date. The frequency will be determined by the PTR effective and end dates. In the Compensation Frequency field (ASU##), the number stands for the amount of pay periods within your employee’s appointment period. For example, the full academic year is 20 pay periods, so the system will automatically calculate 20 pay periods based upon the effective and end dates you select.

**NOTE:** Frequency “BW” will only be chosen for Faculty or Academic Professionals who are currently on a 9-over-12 (A12) pay option. If the employee is currently on a 9-over-9 (ACD) pay option, a position change must be made to one that is also 9-over-9 (ACD). The employee can change their pay option at the beginning of the new fiscal year or if they are switching from a position that is FSC (fiscal) to an ACD (academic) position number. New hires may not be set up as A12.

After you have selected your Effective Date and End Date (start and end date of the contract), enter the Salary. Once a Salary amount is entered, the Compensation Rate (per pay period) amount will automatically calculate based on the Comp Frequency calculated by the PTR and Salary entered. (e.g., $100,000/20 pay periods).
Enter Recruiting Information
Recruiting Data is needed for Hires, Rehires, and Competitive Promotion, Reassignments, and Transfers for Faulty and Academic Professionals.

Note ** Other types of employees (Staff, Student) will have data from the Kenexa Integration populated in the PTR. This information can be reviewed on the dashboard.

Recruiting Type Definitions
This table describes the different recruiting types and their definitions.

<table>
<thead>
<tr>
<th>Hire Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Hire</td>
<td>A short-term temporary hire to fill an immediate job need in a vacant position. Job duration not to exceed 120 calendar days. If anticipated job need extends beyond 120 days, an advertised competitive recruitment should be conducted during this time.</td>
</tr>
<tr>
<td>Focused Recruitment</td>
<td>An exception to the advertised competitive recruitment policy. Used to hire individuals who have specific and unique skills, knowledge or education essential to the success of the job. Would bring particular distinction to and serve the best interests of the university.</td>
</tr>
<tr>
<td>Summer/Winter – (Additional Jobs Only)</td>
<td>A short-term temporary Additional Job to hire a faculty, academic professional or post-doctoral scholar for one or more of the summer or winter sessions.</td>
</tr>
<tr>
<td>Competitive Hire</td>
<td>An advertised competitive recruitment with a specific application deadline to fill a vacant position.</td>
</tr>
<tr>
<td>RIF Replacement</td>
<td>A hire made of a person who was on the ASU RIF list, and had been given notice.</td>
</tr>
<tr>
<td>Seasonal</td>
<td>A hire made to fill an “on-call” job, for which individuals work only as needed, and often just during certain seasons of the year.</td>
</tr>
<tr>
<td>Search Recruitment Firm</td>
<td>A hire made for which a recruitment firm conducted the applicant search.</td>
</tr>
</tbody>
</table>
Verify Correct Funding Is in Place for the Employee

The funding information of the PTR will be displayed for your review at the bottom of the page. If the funding information is not correct, please save the PTR as a Draft and go into Position Management to correct the funding information before proceeding. When you return to the PTR, refresh this data by removing and then re-entering the position number into the position number field.

Since this is one of the factors used to determine workflow routing, it is critical for this information to be correct. The PTR will be routed to people who are Cost Center or Grant Manager on that specific cost center or grant with the PTR Approver security role. If there are multiple cost centers and/or grants and no common approver between all of them, then an approver from each cost center and/or grant must approve the PTR transaction before it will either proceed to the next approval step or be processed into Job Data.

If distribution is split, click ‘View All’ or use the arrow buttons to navigate between rows and confirm the funding is correct.

**Note:** Changing position funding information while the PTR Workflow is in process is not recommended. This will cause the transaction to become unable to approve through the workflow. It is important that the funding be correct upon submission of the PTR. If changes are needed, please wait until the PTR has been completed.
Adding PTR Business Notes

PTR business notes are a way for you to add any additional information that was not covered in the PTR about the specific employee. In some cases, these notes will be required.

EXAMPLES: When business notes are required by the PTR, you will receive the following message:

*Note: These notes will be visible to all workflow approver(s) at various levels within the university. These notes will also be added to the job data record of the employee in PeopleSoft and will become part of the employee’s permanent record.

Multiple Job Details

If your employee currently has active job(s) in PeopleSoft, they will be listed at the bottom of the PTR form. The table will provide you with the following information:

- **Empl Rcd#** – Employee Record Number
- **Payroll Status** – current status of the Employee Record
- **Pay Group** – employee record’s pay group
- **Reg/Temp** – Regular/Temporary status set on the employee’s position number
  - Remember this is a factor in determining the employee’s benefits eligibility.
- **FTE** – Percent of full time employment
- **Position Number** – position number associated with the job title
- **Position Descr** – title associated with the position number
- **Department** – department code that is associated with the position number
- **Department Name** – name of the department associated with the department code
More Specific Information on the Pay Data Page by Transaction

Additional Pay

Additional Pay can be chosen from the Splash Page or from the PTR Job Data tab (Hires/Additional Jobs/Rehires only). The Additional Pay grid will populate on the PTR Pay Data tab. Transactions that are entered and approved through the PTR will automatically update additional pay in PeopleSoft. Below is some information about each of the fields on the additional pay grid and key items to keep in mind when entering this transaction.

**Earnings Code** – Use the lookup icon to choose the earnings code the transaction will be paid under. Once chosen, the description of that earnings code will populate the grid.

Some earnings codes will not be available in the lookup because they do not apply to the type of employee you are dealing with. It is also important to note that certain earnings codes will not be allowed to be paid on grants. If you choose such an earnings code from the lookup you will receive the following message:

It is recommended that you set up Earnings Specific Distribution on the Position number and connect the earnings code to remove grants or chose a different earnings code to pay the employee.
**Start Date** – This date cannot be before the hire or rehire date. It is important to keep in mind that additional pay does not prorate. It is, therefore, recommended to always choose a pay period begin date. The PTR will calculate any start date within a pay period as a full pay period. This means that if you select a start date in the middle of a pay period (even the final day of the period), the PTR will calculate the total owed as a whole pay period. The only exception being that hourly employees with a start date within the second week of a pay period will only pay the second week. This has the potential to skew the amount paid in the remaining periods, depending on the total amount entered. Please contact your Payroll Rep for more details.

**Number of Pay Periods** – Once you tab out, the end date will populate the page based upon the start date and number of pay periods entered. If the employee that you are creating an additional pay for is an academic employee, it is important to keep in mind the employee’s job end date. A best practice is to avoid extending the additional pay end date past the end date of the job.

**Goal Amount** – Enter the goal amount you would like to pay the employee. This will populate the Per Pay Period amount.

If the number of pay periods does not divide evenly into the goal amount you will receive a warning message. The PTR will automatically round the per pay period amount up by one or two cents. This means that on the last paycheck the employee will be paid what is remaining on the goal amount.

**Example**: $1000/ 3 pay periods

<table>
<thead>
<tr>
<th>Pay Period 1</th>
<th>$333.34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period 2</td>
<td>$333.34</td>
</tr>
<tr>
<td>Pay Period 3</td>
<td>$333.32</td>
</tr>
</tbody>
</table>

**Separate Check** – Check this box if you intend to pay the employee their additional payment on a separate check from their regular job salary. If you do choose to pay them separately you will receive a warning message reminding you that additional pays are taxed at a federal rate.
**Pay on Different Position** – You can use this option to pay the employee from a different position number than the position number they currently hold. This should be used when an employee needs to be paid an additional pay from an outside department, whether it is your employee who earned an additional pay from another department or an outside employee who earned an additional pay from your department. When you enter the new position number the position title, department, and department description will populate the page. You will also receive a warning message that the transaction will route to the cost center or grant manager(s) based on funding for the position number entered.

It is always recommended to adjust the earnings specific distribution if the person you intend to pay an additional pay to already resides in your department instead of overriding the position number. If you try to use a position number within the employee’s current department, you will receive an error message prompting you to pick a different position number.

**Multiple Additional Pays** – You can add multiple additional pays in a single PTR transaction by clicking the “+” button. If you choose to do this, you will be required to have the same start date for all additional pays and the separate check button must be (un)selected for all.

**Retro and Additional Pay** – If you backdate an additional pay start date to a pay period prior to the current pay period begin date, you will receive a warning message that retro will be required for missed pay periods. The Retro Based Payment section will populate the page and you will need to review the information. You also have the ability to specify when this payment is to be made. If you choose to have this paid on a manual check you may incur a fee.
Current Additional pay Details – Below the ‘New Additional Pay’ section, you may be presented with the current active additional pay details. This grid will display all current additional pays (if any) for the employee on this record that have a remaining goal balance or where the end date has not been met. This is helpful when you are looking to ensure that you are not duplicating any additional pays that are currently active.

<table>
<thead>
<tr>
<th>End Date</th>
<th>Empl Rcd#</th>
<th>Earnings Code</th>
<th>Payroll Status</th>
<th>Pay Group</th>
<th>Description</th>
<th>Position Number</th>
<th>Start Date</th>
<th>Other Pay</th>
<th>Goal Amount</th>
<th>Goal Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/21/2019</td>
<td>1 ICS</td>
<td>Active</td>
<td>ACD</td>
<td>Academic Contract</td>
<td>Professor</td>
<td>10/08/2018</td>
<td>68.77</td>
<td>50.16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/24/2019</td>
<td>1 ISP</td>
<td>Active</td>
<td>ACD</td>
<td>Academic Contract</td>
<td>Professor</td>
<td>02/11/2019</td>
<td>74.51</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/19/2019</td>
<td>1 SUP</td>
<td>Active</td>
<td>ACD</td>
<td>Academic Contract</td>
<td>Professor</td>
<td>08/13/2018</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **End Date** – Displays the current end date of the additional pay in PeopleSoft
- **Empl Rcd#** – Employee Record Number
- **Earnings Code** – earnings code that is being paid for that additional pay
- **Payroll Status** – status of the Employee Record
- **Pay Group** – employee record’s pay group
- **Description** – description of the employee’s pay group
- **Position Number** – employee’s position number (may not be position used for addtl pay)
- **Description** – title associated with the position number
- **Start Date** – date the additional pay started
- **Other Pay** – per pay period amount this additional pay will be paying
- **Goal Amount (if applicable)** – total amount of the additional pay
- **Goal Balance (if applicable)** – amount of the total remaining to be paid

Additional Pay Cancellation

Additional Pay Cancellation should be used by the department when they wish to stop an additional pay prior to the end date or to the goal amount being reached. This transaction can be done by itself or it will be required in conjunction with a termination, retirement, or change in department code.

**End date** – When presented with the additional pay cancellation grid you must choose which additional pay(s) to cancel by clicking the checkbox on the line(s) that you wish to cancel. You should populate the end date with the last day you wish for additional pay to be paid.

If the transaction is being done in combination with a termination or retirement the additional pay end date will be automatically populated with the termination effective date, provided that the current additional pay end date is not earlier than the termination. If the current additional pay end date is before the effective date of the termination, the cancel checkbox will not be checked and the date will be left alone.
CPO/VPO/CTP Check

This option on the splash page will be available as a stand-alone transaction, at the department’s discretion, for employees who have a comp time officer or regular comp time balance to payout all or some of that balance. Otherwise, this transaction will only be available in conjunction with transactions that require payout. Below is a list of the most common situations where you will be prompted for a payout.

- Termination
- Retirement
- Change from Benefit Eligible Position to Non Benefit Eligible Position
- Change from Vacation Eligible Position to Non Vacation Eligible Position
- Change from Comp Time Eligible Position to Non Comp Time Eligible Position
- Change in FTE when employee has accrued more hours than the max carryover for the new FTE. The department may choose to pay out the excess vacation.

The Payout grid will appear on the PTR Pay Data Tab if one of the above conditions has been identified.

Override Payout – You should click this checkbox if you need to take into account hours earned but not included in the balance and/or hours used but not deducted from the balance. This is especially important when you are future dating a termination or retirement. You may also click this checkbox to adjust the total for voluntary comp time pay outs.

Off Cycle – Check this box if you would like to pay this amount on the next off cycle, rather than waiting for the next on cycle pay day.

Reason for Payment – This is a required field and must be selected in order to save and submit the PTR. The reason should most closely reflect what is going on with the transaction.

**Note:** There are a few situations with Payouts that are not currently being reflected. It is important for the department to verify all calculations before submitting this transaction.
Leave Accrual Adjustment

Leave Accrual Adjustments can be selected from the splash page when you have the need to adjust an employee’s sick, vacation, or comp time balances because the employee has over or under accrued. This is not to be confused with situations where the employee forgot to report time on the timesheet. In those situations, the employee and DTA should rectify that by going back into the timesheet for the employee and reporting the hours that have been missed.

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Description</th>
<th>Current Leave Hours</th>
<th>Leave Balance after Adjustment</th>
<th>Est Start Date of Accrual</th>
<th>Est End Date of Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.000000</td>
<td>0.000000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Earnings Code** – This is the earnings code that needs to be adjusted. You can add a line to this grid by clicking the ‘+’ button for each earnings code that needs to be adjusted.

**Current Leave Hours** – This should be the current leave that has been accrued for this employee. To find this information you will need to navigate in PeopleSoft to Benefits>Manage Leave Accruals>Review Accrual Balances and find the most recent Accrual Date. The total number of hours that should be entered on the PTR is the Hours Balance in the Leave Accrual screen.

**Leave Balance after Adjustment** – This will be the new balance that you expect to see after the adjustment is made. In other words, the amount that should be in the Current field.

**Estimated Start date/Estimated End date of Accrual** – This should be the estimated date range in which the over or under accrual took place.

**Note**: It is always recommended that you provide PTR Pay Data Notes to help Payroll/Benefits when they make the adjustment.

Overpayment

Overpayment should be used to report any earnings that an employee was paid (job or additional pay) in error. This transaction will automatically generate in scenarios where the PTR has determined that the transaction being submitted will generate an overpayment. This transaction can also be selected by itself for overpayments that have been discovered at a later time but not yet reported.

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Reason</th>
<th>Start Date</th>
<th>End Date</th>
<th>Overpayment discovered?</th>
<th>Spoken to employee?</th>
<th>Est Overpayment Amt</th>
<th>Overpayment Hours</th>
<th>Explanation</th>
</tr>
</thead>
</table>

**Earnings Code** – Select the earnings code that was overpaid. If multiple earnings codes were overpaid, you can use the ‘+’ button to create additional lines for each of the earnings codes that were overpaid.
Reason – For reporting purposes, select the reason that most closely applies to the situation that has caused the overpayment.

Date Range (start and end) – This should be the period of the paycheck that was overpaid. Typically, the begin date is Monday and the end date is Sunday. You can also use the ‘+’ button to add an additional line to report the same earnings code that has been overpaid, non-consecutive periods.

Overpayment Discovered – For reporting purposes, select who discovered the overpayment.

Spoken to the Employee – It is highly recommended that departments discuss overpayment situations with the employee prior to submitting the transaction or shortly after the transaction has been submitted. They will be contacted by someone from Financial Services to resolve the overpayment, but repayment is more likely if the department is in contact with the employee.

Estimated Overpayment Amount – This should be the amount the employee was overpaid during the date range you have selected. This does not have to be exact as Financial Services will recalculate and request your sign off on the amount.

Estimated Overpaid Hours – This should be the number of hours that the employee was overpaid during the date range you have selected. This should only be filled out when the employee has hours overpaid, which is not always the case.

Explanation – This field should further explain why the transaction is occurring and give any other information to assist Financial Services/Payroll in processing this transaction.

It is possible that more than one earnings code was overpaid and multiple lines will need to be submitted when reporting the overpayment. It is important to keep in mind that multiple lines should only be used to report a different earnings code overpaid or a different period. If the earnings code and period are the same you will be unable to save the transaction.

In situations where the PTR prompts for an overpayment and you feel it has prompted you in error, you have the ability to not fill out the information and still save the PTR. If such a situation occurs, you will receive the following message upon save and submit that is asking you to confirm that you did not fill out the information.

![Message]

If you proceed by clicking OK, the PTR approvers will receive the following message when they view the PTR you have submitted.
**Note:** All overpayment transactions will be set to Manual and you may be contacted by Financial Services/Payroll if there is not enough information in the transaction.

**Request Manual Check**

Request Manual Check is used only for hourly employees to request a manual check for hours that have been entered and approved in time and labor. Any hours that are entered and approved in time and labor after the deadline for a given payroll will typically be paid on the next check. There may be times where the department has made the decision that the employee does not need to wait until the next pay period. In these cases, the department will come to the PTR and Request a Manual Check.

**Note:** Requesting a Manual Check can result in the department being charged a fee for the check.

When Requesting the Manual Check it is important that the department break out the hours owed by week and earnings code. This is to ensure compliance with the Fair Labor Standards Act. You can add additional lines to the manual check grid for each week or each earnings code. Accurate information will assist Payroll in locating the exact hours that you wish to pay on the manual check.

Below is an example of an employee who missed a week of pay and in that week they reported 8 hours of vacation.

![Manual Check Grid](image)

**Earnings Code** – This should be the earnings code that connects to the Time Reporting Code that was reported on the timesheet for the employee.

**Earnings Begin Date** – This is the first day of the week in which the earnings were reported (Monday).

**Earnings End Date** – This is the last day of the week in which the earnings were reported (Sunday).

**Total Hours** – This should be the total number of hours that were reported in time and labor under this earnings code.
Buttons available when creating a PTR

After you have completed all the necessary information for the PTR and scrolled to the bottom of the page, you will find a series of action buttons.

<table>
<thead>
<tr>
<th>Originator</th>
<th>Created On</th>
<th>Last Updated By</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save as Draft</td>
<td>Save &amp; Send for Approval</td>
<td>Cancel</td>
<td>Archive PTR</td>
</tr>
</tbody>
</table>

**Save as Draft** – This button allows you to save the data you have entered as a draft if you are not quite ready to send it for approval. You may use this option when you need to check for further information about the employee. This button also allows you to see any associated error messages with the PTR. Note that if you save the PTR as a draft, the employee record will be locked by you and no one else will be able to take any action on that employee record.

**Save and Send for Approval** – This button allows you to send the PTR for approval. When you click this button, it generates an email to the cost center/grant manager approver(s). This button also will fill in the Originator, Created On, Last Updated By and Last Updated time stamps above the buttons.

**Return to Search** – This button allows you to return to the PTR Search Page. It will completely clear all information entered in the PTR.

**Go to PTR Work list** – This button will navigate to your work list to view all transactions you have recently submitted for approval.

**IMPORTANT NOTE:** If you do not save the current PTR you are working on, you will lose it when you navigate to the Work list. The “Go to PTR Work list” button will be available after you have clicked on the “Save and Send for Approval” button.

**Drafts**

When saving the PTR as a draft, you can go back to the PTR and edit the information. Drafts remain in draft status for an extended period of time. After that time, the PTR will automatically cancel the draft.

Because no one will be able to take similar action on someone whose PTR data has been saved in draft mode, remember to cancel any drafts you do not intend to use.

If you have saved a transaction as a draft to correct a piece of data (i.e. certain position attributes, funding, etc.), you must come back to the PTR and refresh the information (usually the position number) for the PTR to show the newest information. When you come back into your drafted PTR, it is very important to refresh the position number by first deleting it and pressing the tab key to leave the field and then re-entering the value. The PTR will automatically update the fields associated with that position number (including position accounting) with the newest information.

If the PTR action changed to ‘Hire Additional Job’ due to a change in benefits eligibility, saving as a draft may prevent the termination of their current record from processing (the termination message will no longer appear on the request). If a change is needed, cancel the PTR and resubmit after making the necessary position or funding changes.
How to Cancel a PTR

Once a PTR has been submitted for approval, the Originator can cancel the transaction at any time until the final approval has been made on the transaction. If the transaction is a future dated transaction, it can be cancelled up until the point when the effective date is met. The Originator is the only person who can cancel a request.

There are two ways that an Originator can cancel a PTR. The first way is from the PTR Main Page. First, navigate to your In-process PTR by using the Search Page. Once you have arrived at the Main Data Entry Page, the Cancel button will be available at the bottom of the page. Click the **Cancel** button to cancel.

Once you have clicked on the “Cancel” button, the following message will appear:

![Message](image)

As Originator, the second way you can cancel a PTR is from the Work List. To cancel a PTR, navigate to your work list and locate the transaction you intend to cancel. Click on the red Cancel icon to cancel the transaction.

Once you have clicked on the cancel icon, you will receive the following message:

![Message](image)

**NOTE:** In either circumstance mentioned above, any approvers who had previously approved the PTR will be notified of the cancellation via email.
The PTR will regularly auto-archive Processed, Cancelled and Returned PTRs. At this point, a cancelled PTR will not be written to job data; however it is not completely gone from the system. If you still need to take further action on the selected employee before the PTR is auto-archived, you can manually archive your cancelled PTR by clicking on the View PTR icon on your work list. This action will take you back to the Main Data Entry Page of the PTR where the Archive PTR button will be available for you to select to remove the PTR from the system.

After you click on the Archive PTR button, the following message will appear:

For further details regarding the archive process, review the section in this document called Archived PTR Information.
How to View a Returned PTR and Resubmit for Approval

There may be instances when you submit a PTR and one of the approvers of the transaction will return it for you to make adjustments to the data you have submitted or because the transaction is no longer necessary. In these circumstances, you will receive a system-generated email alerting you a PTR has been returned.

Click on the link generated in the email, which will take you to the Work List, where you can locate the returned transaction.

From the Work List, click on the View PTR icon and this will bring you into the PTR Main Data Entry Page.

At the bottom of the PTR Page, the Edit PTR button will become available. Click on this button to make corrections to the PTR.

You will receive the following message:

For the system to generate a workflow for the transaction, you must create a new PTR. If you click the “OK” button, the PTR will make the fields on the Main Data Entry page editable. The PTR will retain the current information that was submitted for the previous PTR. The previous PTR will be automatically archived.

Once you have made your corrections, click on the “Save and Send for Approval” Button at the bottom of the page.
How to View a Previously Submitted PTR

PTRs will populate your work list as you submit them. The work list is where you go to view previously submitted PTRs.

To view a previously submitted PTR, navigate to your work list either by using the work list link on My ASU or by logging directly into PeopleSoft. If you log directly in to PeopleSoft, you must navigate to the following area:

Once on the work list, you can filter the list so only the items you wish to see are displayed.

To view the PTR Main Data Page, you can click on the “View PTR” link for any given PTR.

As action is being taken on the work list, the status field will change with all of the different available statuses. The status that is being displayed is the overall PTR status.

Notice this status is a link. Since a single PTR ID can contain multiple transactions within it, the PTR Status link will open a new page where the status of each of the individual pieces is displayed.

This page becomes very helpful once the PTR has started its updates to job data, additional pay, or when a part of the PTR needs manual Data Management or Payroll intervention.
Additionally, because a single PTR ID can contain multiple additional pays or additional pay cancellations, each individual additional pay/additional pay cancellation will have its own status that will roll up to the overall status.
# Status Definitions

This table shows different PTR statuses you might see on your work list.

<table>
<thead>
<tr>
<th>Status</th>
<th>What it means to you</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial Status</strong></td>
<td></td>
</tr>
<tr>
<td>Draft (D)</td>
<td>A PTR was started by you, but not yet submitted for approval.</td>
</tr>
<tr>
<td><strong>Status while in workflow</strong></td>
<td></td>
</tr>
<tr>
<td>In-Process (I)</td>
<td>The PTR is waiting for all the approvals to be gathered for the transaction to be uploaded into job data. To find out which specific level of approval is needed, click on the “View Approvers” icon.</td>
</tr>
<tr>
<td><strong>Status once in process</strong></td>
<td></td>
</tr>
<tr>
<td>Approved (A)</td>
<td>PTR has gone through all workflows and is approved.</td>
</tr>
<tr>
<td>Canceled (X)</td>
<td>The PTR was canceled by the originator and is waiting for the archive process to run to archive the information.</td>
</tr>
<tr>
<td>Returned (R)</td>
<td>The PTR was returned by one of the approvers because the PTR needs editing.</td>
</tr>
<tr>
<td><strong>Status once fully approved</strong></td>
<td></td>
</tr>
<tr>
<td>Batch (B)</td>
<td>For PTR with a Work in Process status, this status appears for individual pieces of a job when you click on the status hyperlink. It means the PTR was approved by all levels of approval, but is for a future effective date or payroll is open. These PTRs are staged in this status until the effective date of the PTR is met or payroll has closed.</td>
</tr>
<tr>
<td>CI in Process (U)</td>
<td>PTR should only appear in this status briefly during the time it is being applied to Job. Before the CI processing starts, the PTR status will be set to this value. If it errors, it should be set to ‘E’, if it is successfully processed, status should be set to ‘P’.</td>
</tr>
<tr>
<td>Work in Process (W)</td>
<td>Used when partial transactions are processed and when the PTR Updater starts to process PTR(s).</td>
</tr>
<tr>
<td><strong>Final status once approved and CI processing starts</strong></td>
<td></td>
</tr>
<tr>
<td>CI Error (E)</td>
<td>The PTR has been approved by all approval levels, but a system error occurred and it was unable to upload to PeopleSoft. Data Management will manually process the transaction.</td>
</tr>
<tr>
<td>Manual (M)</td>
<td>The PTR has been approved by all levels of approval, but an exception was identified for the PTR or pieces of the PTR. Data Management will manually process your transaction.</td>
</tr>
<tr>
<td>Processed (P)</td>
<td>The PTR has successfully uploaded to PeopleSoft and the transaction will be archived when the archive process runs.</td>
</tr>
</tbody>
</table>
PTR Process Monitor

On the PTR Work List, a link to the process monitor is available through the Workflow Step Link. This process monitor is also available from the PTR Main Page after the transaction has been submitted. From the work list, the step that is being displayed is the current step this transaction is waiting for approval on.

![Flowchart Image]

The PTR Process Monitor allows the originator to see the approvals that are needed for a given transaction. To view which approvers are available at each level, an originator can click on the multiple approver’s link.

PTR Worklist AWE Monitor

Cost Center/Grant Mgr

Personnel Transaction Request

This link will provide you with some basic information about all the possible people who can approve the transaction at a given level.
**Note:** There are certain levels where there is only one PTR approver that is able to approve. In these cases, the PTR Process Monitor Link will only display the name of the single approver. Once an approver gives their approval, the process monitor will turn green and their name, date, and time that the approval was given will be displayed on the process monitor.

Additionally, as the approvers give their comments you can view these comments by clicking on the View/Hide Comments link in the top right hand corner of the process monitor.
If an approver returns the transaction, the process monitor will turn red.

Cost Center/Grant Mgr

Personnel Transaction Request

**Note:** If an approver is at multiple levels, once their approval is given, that approval is applied to all levels in which they are an approver. For more work list details see the [Work list BPG](#).
Emails

There are numerous workflow emails that are generated as the transaction makes its way through the approval process. The originator will be notified when an approver chooses to return the PTR for further editing.

The PTR will also send notification emails upon completion of the update to job data/additional pay. These emails will indicate that the PTR has been updated into job data/additional pay or that there was an error in that process. If there was an error, the PTR will be sent to Data Management/Payroll for manual entry into job data. There is no further action that is required from the department in this circumstance.

Archived PTR Information

PTRs in the following overall statuses will remain on the Originator’s work list for several days after the transaction has reached that status:
- Processed
- Canceled
- Returned

PTRs in other statuses will remain on the Originator’s work list indefinitely.

**NOTE:** When PTRs are in a draft status, other users (Originators) cannot take any action on that specific employee and employee record number. If Originators do not plan to continue to take action on an employee, it is important to cancel drafted PTRs as soon as possible.

Currently, there is no way to access your archived PTRs through the PeopleSoft system. However, there is a dashboard available that contains information of all PTR’s that have been submitted. The dashboard can be found at www.asu.edu/dashboard under Personnel Transaction Request and an information sheet is available.
PTR Processing Times

The PTR is available to Originators **24 hours/7 days a week with no lockout periods**. Most PTR transactions will automatically update PeopleSoft Job Data and PeopleSoft Additional Pay as soon as the final approval is given.

There are two exceptions to this rule:

1. Transactions that have a future effective date.
   a. Any time you future-date a transaction, the PTR will accept approvals and then place the transaction into a ‘Batch’ status until that effective date is met.

2. Payroll Processing
   a. Payroll starts processing on Thursday evening in the week prior to the Friday when paychecks are distributed (may be adjusted for University holidays). The current process takes from Thursday night to the following Tuesday night to run. If a PTR is submitted within this time frame and all approvals have been given, the PTR status will change to ‘Work in Process’. The system will run the job update process once payroll has been completed and update all PTRs in this status that have met their effective date.

Since the PTR calculates retro payments, it is always very important to keep in mind the payroll cycles. Transactions that include a retro payment and are submitted or receive final approval after payroll has begun will not be paid on the cycle that is currently processing and will remain in Work in Process until the next payroll begins.
Data Management Exception Form

There may be certain circumstances when you will not be able to submit your transaction through the PTR. A few of the most common examples are:

- Backdating actions more than the control table allows (200 days)
- Classified staff salary is already outside their range (this excludes PRN positions)
- Hire date corrections
- Mid-pay period start dates for Faculty positions
- Mid-year start dates for academic year Faculty hires (ASU20)
- Errors in the Kenexa Integration that cannot be resolved

This form is available online at: [http://www.asu.edu/hr/forms/dmexceptionform.pdf](http://www.asu.edu/hr/forms/dmexceptionform.pdf). A guide for completing the form is posted as well as a matrix for determining the required approvals.

You can enter information directly into the form and can also electronically sign the form. You must still attach any required approvals and supporting documentation for a given transaction for the form to be processed by your Data Management Representative.

This form must be printed and faxed to Data Management at 480.237.9011.

**IMPORTANT NOTE:** Remember that this is a paper form that must be processed manually. Departments are responsible for maintaining a copy of requests using this form for their own personnel records.

Resources

Training and resources related to the Personnel Transaction Request (PTR) are available online. In this section, you will be able to read a training guide, watch a video or try a transaction yourself. These materials are another way to gain more knowledge about the PTR and they are also located in the Blackboard training course for security access.
<table>
<thead>
<tr>
<th>Empl Status</th>
<th>Empl Type</th>
<th>My Depts</th>
<th>PTR Actions Available</th>
<th>Special Conditions (see Appendix B)</th>
</tr>
</thead>
</table>
| A          | Faculty   | Checked  | • Promotion  
• Reassignment  
• Transfer  
• Pay Change  
• Place on Short Work Break (ACD)  
• Termination  
• Retirement  
• Std Hours  
• Additional Pay  
• Additional Pay Cancel (if active addl pay exists)  
• Leave Accrual Adjustment (if Balance exists)  
• Overpayment  
• Request Manual check (if hourly)  | If PRO/DEM/XFR, you can only choose Pay and/or Additional Pay at the same time.  
If Std Hours, you can only choose Additional Pay at the same time.  
If any of the following, all other options become unavailable:  
- Leave Accrual  
- Overpayment  
- Additional Pay Cancel  
- Request Manual Check  
If Term or Retire, the following checkboxes will auto-check if applicable to the employee:  
- Payout (VAC - fiscal only)  
- Addl Cancel (if they have an active one)  
If SWB, Addl Pay Cancel should be allowed. |
| A          | Faculty   | Uncheck  | • Promotion  
• Reassignment  
• Transfer  
• Pay Change  
• Additional Pay  
• Additional Pay Cancel (if active addl pay exists)  | If PRO/DEM/XFR, you can only choose Pay and/or Additional Pay at the same time.  
If any of the following, all other options become unavailable:  
- Additional Pay Cancel  |
| A          | GRD       | Checked  | • Promotion  
• Reassignment  
• Transfer  
• Pay Change  
• Place on Short Work Break  
• Termination  
• Std Hours  
• Additional Pay  
• Additional Pay Cancel (if active addl pay exists)  
• Overpayment  | If PRO/XFR, the PTR will automatically change the Action to Transfer.  
If DEM, you can choose Pay Change and/or Additional Pay at the same time.  
If any of the following are picked all other options become unavailable:  
- Overpayment  
- Additional Pay Cancel  
If Std Hours, you can only also choose Additional Pay in the same request.  
If SWB or TER: Additional Pay Cancel should be auto-checked. |
<table>
<thead>
<tr>
<th>Empl Status</th>
<th>Empl Type</th>
<th>My Depts</th>
<th>PTR Actions Available</th>
<th>Special Conditions (see Appendix B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>GRD</td>
<td>Uncheck</td>
<td>• Promotion</td>
<td>If PRO/XFR, the PTR will automatically change the Action to Transfer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Reassignment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Transfer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Pay Change</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Additional Pay</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Additional Pay Cancel (if active addl pay exists)</td>
<td>If DEM, you can choose Pay Change and/or Additional Pay at the same time.</td>
</tr>
<tr>
<td>A</td>
<td>Staff</td>
<td>Checked</td>
<td>• Promotion</td>
<td>If any of the following are picked all other options become unavailable:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Reassignment</td>
<td>- Additional Pay Cancel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Transfer</td>
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<td></td>
<td>• Pay Change</td>
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<td></td>
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<td></td>
<td>• Termination</td>
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<td></td>
<td></td>
<td></td>
<td>• Retirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Std Hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Additional Pay</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Additional Pay Cancel (if active addl pay exists)</td>
<td>If any of the following are picked all other options become unavailable:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Leave Accrual Adjustment (if balance exists)</td>
<td>- Leave Accrual</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Overpayment</td>
<td>If Std Hours, you can only also choose Additional Pay in same request.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Request Manual check (if hourly)</td>
<td>- Overpayment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Leave Accrual Adjustment (if balance exists)</td>
<td>- Additional Pay Cancel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Overpayment</td>
<td>- Request Manual Check</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Request Manual check (if hourly)</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Staff</td>
<td>Uncheck</td>
<td>• Promotion</td>
<td>If PRO/DEM/XFR, you can only also choose Pay Rate Change and/or Additional Pay at the same time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Reassignment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Transfer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Pay Change</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Termination</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Retirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Std Hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Additional Pay</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Additional Pay Cancel (if active addl pay exists)</td>
<td>If any of the following are picked all other options become unavailable:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Leave Accrual Adjustment (if balance exists)</td>
<td>- Leave Accrual</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Overpayment</td>
<td>If Term or Retire, the following checkboxes will auto- check if applicable:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Request Manual check (if hourly)</td>
<td>- Payout (if balances in Vac, Comp, or Comp for an officer)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Additional Pay Cancel (if active addl pay exists)</td>
<td>- Addl Pay Cancel (if active addl pay exists)</td>
</tr>
<tr>
<td>Empl Status</td>
<td>Empl Type</td>
<td>My Depts</td>
<td>PTR Actions Available</td>
<td>Special Conditions (see Appendix B)</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------</td>
<td>----------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| A           | STU       | Checked  | - Promotion  
- Reassignment  
- Transfer  
- Pay Change  
- Termination  
- Std Hours  
- Additional Pay  
- Additional Pay Cancel (if active addl pay exists)  
- Overpayment  
- Request Manual check                                                                 | If PRO/DEM/XFR, you can only choose Pay and/or Additional Pay at the same time.  
If Std Hours, you can only also choose Additional Pay in same request.  
If any of the following are picked all other options become unavailable:  
- Additional Pay Cancel  
- Overpayment  
- Request Manual check  
Special Logic on Student Worker 5: cannot request PRO/DEM/XFR or Pay Rate Change.                                                                 |
| A           | STU       | Uncheck  | - Promotion  
- Reassignment  
- Transfer  
- Pay Change  
- Additional Pay  
- Additional Pay Cancel (if active addl pay exists)                                                                 | If PRO/DEM/XFR, you can only choose Pay and/or Additional Pay at the same time.  
If any of the following are picked all other options become unavailable:  
- Additional Pay Cancel  
Special Logic on Student Worker 5: cannot request PRO/DEM/XFR or Pay Rate Change.                                                                 |
| L           | Faculty   | Checked  | - Termination  
- Retirement  
- Additional Pay Cancel (if active addl pay exists)  
- Leave Accrual Adjustment  
- Overpayment                                                                 | If Term or Retire, the following checkboxes will auto-check if applicable to the employee:  
- Payout (VAC - fiscal only)  
- Addl Cancel (if they have an active one)  
If any of the following are picked all other options become unavailable:  
- Additional Pay Cancel  
- Overpayment  
- Leave Accrual Adjustment (if have balance)  
- Overpayment                                                                 |
| L           | Faculty   | Uncheck  | - Leave Accrual Adjustment  
- Overpayment                                                                 | If either one is selected then the other will become unavailable.                                                                 |
| L           | Staff     | Checked  | - Termination  
- Retirement  
- Additional Pay Cancel (if active addl pay exists)  
- Leave Accrual Adjustment (if have balance)  
- Overpayment                                                                 | If any of the following are picked all other options become unavailable:  
- Leave Accrual  
- Overpayment  
- Additional Pay Cancel  
If Term or Retire, the following checkboxes will auto-check if applicable to the employee:  
- Payout  
- Addl Pay Cancel  
- Overpayment  
- Leave Accrual Adjustment (if have balance)  
- Overpayment  
- Additional Pay Cancel  
Special Logic on Student Worker 5: cannot request PRO/DEM/XFR or Pay Rate Change.                                                                 |
<table>
<thead>
<tr>
<th>Empl Status</th>
<th>Empl Type</th>
<th>My Depts</th>
<th>PTR Actions Available</th>
<th>Special Conditions (see Appendix B)</th>
</tr>
</thead>
</table>
| L           | Staff     | Uncheck  | • Addl Pay Cancel (if active addl pay exists) | If Term or Retire, the following checkboxes will auto-check if applicable to the employee:  
- Payout (VAC - fiscal only)  
- Addl Cancel (if they have an active one) |
| P           | Faculty   | Checked  | • Termination  
• Retirement  
• Additional Pay  
• Additional Pay Cancel (if active addl pay exists)  
• Leave Accrual Adjustment  
• Overpayment | If any of the following are picked all other options become unavailable:  
- Additional Pay Cancel  
- Overpayment  
- Leave Accrual Adjustment |
| P           | Faculty   | Uncheck  | • Additional Pay  
• Leave Accrual Adjustment  
• Overpayment | If either Leave accrual or overpayment is chosen the other options become unavailable. |
| P           | Staff     | Checked  | • Termination  
• Retirement  
• Additional Pay  
• Additional Pay Cancel (if active addl pay exists)  
• Leave Accrual Adjustment  
• Overpayment | If any of the following are picked all other options become unavailable:  
- Additional Pay Cancel  
- Overpayment  
- Leave Accrual Adjustment |
| P           | Staff     | Uncheck  | • Additional Pay  
• Leave Accrual Adjustment  
• Overpayment | If either Leave accrual or overpayment is chosen the other options become unavailable. |
| W           | Faculty   | Checked  | • Return From Work Break  
• Termination  
• Retirement  
• Additional Pay Cancel (if active addl pay exists)  
• Leave Accrual Adjustment (if balances)  
• Overpayment  
• Request Manual check (if Hourly) | If Return from Work Break, the following options should now open:  
- Additional Pay |
|             |           |          |                        | If any of the following are picked all other options become unavailable:  
- Additional Pay Cancel  
- Leave Accrual Adjustment  
- Overpayment |
|             |           |          |                        | If Term or Retire, the following checkboxes will auto-check if applicable to the employee:  
- Payout (VAC - fiscal only)  
- Addl Cancel (if they have an active one) |
<table>
<thead>
<tr>
<th>Empl Status</th>
<th>Empl Type</th>
<th>My Depts</th>
<th>PTR Actions Available</th>
<th>Special Conditions (see Appendix B)</th>
</tr>
</thead>
</table>
| W           | Faculty   | Uncheck  | - Leave Accrual Adjustment  
             |           |                       | Overpayment                       | If either one is selected then the other will become unavailable. |
| W           | GRD       | Checked  | - Return from Work break     
             |           |                       | - Termination                      | If Return from Work Break selected should now also be able to choose Additional Pay. |
| W           | GRD       | Uncheck  | - Overpayment               |                                   |                                   |
**Appendix B—Transaction Combinations**

(Return to Table of Contents)

The below chart depicts which transactions can be selected in conjunction with your original transaction. Some combo transactions can be selected from the splash page, such as a Promotion with a Pay Change and an Additional Pay. Other combo transactions can be selected from the main page, such as a Hire with an Additional Pay. Still other combo transactions are forced by the system due to circumstances, such as an Additional Pay Cancellation being automatically selected when Termination is chosen on the splash page. For any transaction where a pay change is occurring along with an effective date for a prior pay period, a retro payment or overpayment (OP) will occur.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Splash page: option 1</th>
<th>Splash page: option 2</th>
<th>Splash page: auto selected (when applicable)</th>
<th>Main page</th>
<th>Main page: backdate w/pay change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire</td>
<td>N/A</td>
<td></td>
<td>Additional Pay</td>
<td>Retro</td>
<td>Retro/OP</td>
</tr>
<tr>
<td>Rehire</td>
<td>N/A</td>
<td></td>
<td>Additional Pay</td>
<td>Retro</td>
<td>Retro/OP</td>
</tr>
<tr>
<td>Hire Addtl Job</td>
<td>N/A</td>
<td></td>
<td>Additional Pay</td>
<td>Retro</td>
<td>Retro/OP</td>
</tr>
<tr>
<td>Promotion</td>
<td>Pay Rate Change</td>
<td>Additional Pay</td>
<td>N/A</td>
<td>Retro</td>
<td>Retro/OP</td>
</tr>
<tr>
<td>Reassignment</td>
<td>Pay Rate Change</td>
<td>Additional Pay</td>
<td>N/A</td>
<td>Retro</td>
<td>Retro/OP</td>
</tr>
<tr>
<td>Transfer</td>
<td>Pay Rate Change</td>
<td>Additional Pay</td>
<td>N/A</td>
<td>Retro</td>
<td>Retro/OP</td>
</tr>
<tr>
<td>Pay Rate Change</td>
<td>PRO/Reassignment/XFR</td>
<td>Additional Pay</td>
<td>N/A</td>
<td>Retro</td>
<td>Retro/OP</td>
</tr>
<tr>
<td>Place on Short Work Break</td>
<td>Additional Pay Cancel</td>
<td></td>
<td>N/A</td>
<td>OP</td>
<td></td>
</tr>
<tr>
<td>Return from Short Work Break</td>
<td>Additional Pay</td>
<td></td>
<td>N/A</td>
<td>Retro</td>
<td></td>
</tr>
<tr>
<td>Termination</td>
<td>N/A</td>
<td></td>
<td>Additional Pay Cancel</td>
<td>OP</td>
<td></td>
</tr>
<tr>
<td>Retirement</td>
<td>N/A</td>
<td></td>
<td>Additional Pay Cancel</td>
<td>OP</td>
<td></td>
</tr>
<tr>
<td>Std Hrs/FT PT/Reg Temp</td>
<td>Additional Pay</td>
<td></td>
<td>N/A</td>
<td>Retro</td>
<td>Retro/OP</td>
</tr>
<tr>
<td>Additional Pay</td>
<td>PRO/Reassignment/XFR</td>
<td>Pay Rate Change</td>
<td>N/A</td>
<td>Retro</td>
<td></td>
</tr>
<tr>
<td>Additional Pay Cancel</td>
<td>TER/RET /Place on SWB</td>
<td></td>
<td>N/A</td>
<td>OP</td>
<td></td>
</tr>
</tbody>
</table>
## Appendix C—Action/Action Reasons

<table>
<thead>
<tr>
<th>Action</th>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actions that skip the Splash Page</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hire Action HIR- Only used for Faculty and Academic Professionals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Hire</td>
<td>REG</td>
<td>A new employee who has <strong>no active or inactive</strong> jobs in PeopleSoft and is not being hired from ABOR, another Arizona University or an Arizona state agency.</td>
</tr>
<tr>
<td>Hired from ABOR or AZ University</td>
<td>AFL</td>
<td>A new hire transferring to ASU from ABOR, Northern Arizona University or the University of Arizona.</td>
</tr>
<tr>
<td>Hired from AZ State Agency</td>
<td>STA</td>
<td>A new hire transferring to ASU from another State of Arizona Agency.</td>
</tr>
<tr>
<td>Hire Additional Job</td>
<td>ADD</td>
<td>An employee who already has been employed with the university and is obtaining a secondary job with the university.</td>
</tr>
<tr>
<td><strong>Rehire Action REH- Only used for Faculty and Academic Professionals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rehire less than 30 days</td>
<td>30D</td>
<td>When a former employee returns to ASU within 30 days or less from their termination date.</td>
</tr>
<tr>
<td>Rehire more than 30 days and less than 12 mo</td>
<td>REH</td>
<td>When a former employee returns to ASU after 30 days, but less than 12 months from termination date.</td>
</tr>
<tr>
<td>Rehire greater than 12 months</td>
<td>RHA</td>
<td>Former employee hired 12 months after termination date.</td>
</tr>
<tr>
<td>Changed to Rehire when Additional Job was originally selected</td>
<td>ADD</td>
<td>This happens is when the system is going to re-use a terminated employee record because the benefit eligibility of the new job matches the benefit eligibility of the terminated job.</td>
</tr>
<tr>
<td><strong>Actions that can be chosen from the Splash Page</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Promotion Action PRO</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competitive no Pay Change (faculty/acad professional)</td>
<td>CON</td>
<td>Change in grade to a higher level grade than current salary grade because the applicant applied to a posted position with no pay change.</td>
</tr>
<tr>
<td>Competitive with Pay Change (faculty/acad professional)</td>
<td>COP</td>
<td>Change in salary grade to a higher level grade than current salary grade because the applicant applied to a posted position with a pay change.</td>
</tr>
<tr>
<td>Non-Competitive No Pay Change</td>
<td>NCN</td>
<td>Change in salary grade/category to higher level grade/category than the current salary grade/category with no pay change.</td>
</tr>
<tr>
<td>Non-Competitive with Pay Change</td>
<td>NCP</td>
<td>Change in salary grade/category to higher level grade/category than the current salary grade/category with a pay change.</td>
</tr>
<tr>
<td><strong>Demotion/Reassignment Action DEM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competitive with No Pay Change (faculty/acad professional)</td>
<td>CON</td>
<td>Change in salary grade to a lower level grade than the current salary grade because the applicant applied to a posted position with no pay change.</td>
</tr>
<tr>
<td>Competitive with Pay Change (faculty/acad professional)</td>
<td>COP</td>
<td>Change in salary grade to a lower level grade than the current salary grade because the applicant applied to a posted position with a pay change.</td>
</tr>
<tr>
<td>Non-Competitive no pay change</td>
<td>NCN</td>
<td>Change in salary grade/category to a lower level than the current salary grade/category with no pay change.</td>
</tr>
<tr>
<td>Action</td>
<td>Code</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Non-Competitive with a pay change</td>
<td>NCP</td>
<td>Change in salary grade/category to a lower level than the current salary grade/category with a change in pay.</td>
</tr>
<tr>
<td>Involuntary</td>
<td>INN</td>
<td>A Reassignment that is a result of an action being taken without the employee’s consent.</td>
</tr>
<tr>
<td>Transfer Action XFR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competitive with no pay change (faculty/acad professional)</td>
<td>CON</td>
<td>Change in salary grade/category to the same grade/category as the current salary grade/category or a change in salary administration plan because the applicant applied to a posted position with no pay change.</td>
</tr>
<tr>
<td>Competitive with a pay change (faculty/acad professional)</td>
<td>COP</td>
<td>Change in salary grade to the same grade than the current salary grade or a change in salary administration plan because the applicant applied to a posted position with a pay change.</td>
</tr>
<tr>
<td>Non-competitive with no pay change</td>
<td>NCN</td>
<td>Change in salary grade/category to the same grade than the current salary grade/category or a change in salary administration plan with no change in pay.</td>
</tr>
<tr>
<td>Non-competitive with a pay change</td>
<td>NCP</td>
<td>Change in salary grade/category to the same grade/category than the current salary grade/category or a change in salary administration plan with a change in pay.</td>
</tr>
<tr>
<td>Pay Rate Change Action PAY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Load Adjustment</td>
<td>CLA</td>
<td>Change in number of courses taught during defined semester.</td>
</tr>
<tr>
<td>GRD Pass comprehensive/exam PHD</td>
<td>CMP</td>
<td>For Graduates only, Passed comprehensive exam to graduate PhD program.</td>
</tr>
<tr>
<td>Per Contract</td>
<td>CON</td>
<td>This is the amount that was agreed to in the new contract for the employee.</td>
</tr>
<tr>
<td>Data Correction</td>
<td>COR</td>
<td>To correct prior rate due to error in data entry.</td>
</tr>
<tr>
<td>Equity Adjustment</td>
<td>PEA</td>
<td>As a result of an internal analysis of similar jobs within the area or across the university to more closely equalize pay.</td>
</tr>
<tr>
<td>Market Adjustment</td>
<td>PMA</td>
<td>As a result of an external analysis of prevailing wage rates necessary to maintain the defined competitive relationship.</td>
</tr>
<tr>
<td>Performance Based</td>
<td>PPB</td>
<td>Used for university-wide salary increases when the legislature has voted for a budget increase. Change directly related to demonstrated performance and contribution; associated with receipt of Performance Evaluation.</td>
</tr>
<tr>
<td>Promotion</td>
<td>PRO</td>
<td>This reason should be selected if the employee received a title change through Position Management and is now getting a pay rate change in conjunction with that title change.</td>
</tr>
<tr>
<td>GRD Pass Qualifications to PHD</td>
<td>QLS</td>
<td>For Graduates only; Passed qualification to enter PhD program.</td>
</tr>
<tr>
<td>Retention</td>
<td>RET</td>
<td>To retain an employee so they do not leave for another organization outside of the university.</td>
</tr>
<tr>
<td>Skill / Competency Based</td>
<td>SCB</td>
<td>Change directly related to and to recognize demonstrated increased skills, abilities, knowledge and competency within current job. Generally used for salary increases due to promotion.</td>
</tr>
<tr>
<td>Action</td>
<td>Code</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Temp Interim Assignment Begin</td>
<td>TIA</td>
<td>Supplemental compensation for taking on additional duties above and beyond regular job, with a set begin and end date.</td>
</tr>
<tr>
<td>Temp Interim Assignment End</td>
<td>TIE</td>
<td>Used when the Supplemental compensation for taking on additional duties above and beyond regular job, is ending.</td>
</tr>
<tr>
<td>Place on Short Work Break SWB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto Job Hold No Pay No Benefits</td>
<td>AJN</td>
<td>Used when an academic employee is ending their contract earlier than originally agreed upon end date.</td>
</tr>
<tr>
<td>Return From Work Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Renewal</td>
<td>RNW</td>
<td>Used when an academic employee is returning from a work break status to active status. This should only be used if the online renewal process is not available for use.</td>
</tr>
<tr>
<td>Termination Action TER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term - Transfer to ABOR/TRI-U's</td>
<td>BOR</td>
<td>An employee leaves and goes to work for ABOR or one of the other TRI-U's.</td>
</tr>
<tr>
<td>Death</td>
<td>DTH</td>
<td>Employee is deceased.</td>
</tr>
<tr>
<td>Duplicate ID - Do Not Use</td>
<td>DUP</td>
<td>A short-term temporary (less than 6 months), a staff member who is hired for a specific period of time (on state appropriated funds), PRN (on an as-needed basis) or seasonal employee that has completed their assignment as indicated in their offer letter.</td>
</tr>
<tr>
<td>End Of Assignment</td>
<td>END</td>
<td>An employee voluntarily resigns and their primary reason for leaving is due to graduation. The employee may now have a new degree in a different field/area, etc. in which they wish to pursue a new career or opportunity. This information can be obtained either via a discussion with the employee and/or an exit interview/survey.</td>
</tr>
<tr>
<td>Graduation</td>
<td>GRD</td>
<td>An employee is deceased.</td>
</tr>
<tr>
<td>Invol Lack of Funding</td>
<td>IFD</td>
<td>An employee is let go due to lack of grant funding.</td>
</tr>
<tr>
<td>Layoff</td>
<td>IRF</td>
<td>An employee whose position was eliminated due to budget constraints, funding reductions and/or reorganization. Refer to retirement section for employees choosing to retire to avoid RIF. This does not apply to Faculty. This will be used for both classified and University Staff employees.</td>
</tr>
<tr>
<td>Invol Released During Probation</td>
<td>IRP</td>
<td>A classified employee is terminated during their six-month probationary period per SPP 1011 - Involuntary Termination. For on-track Assistant Professors, use when terminated in the first six years and for on-track Associate Professors &amp; Professors, use when terminated in first four years.</td>
</tr>
<tr>
<td>Involuntary Termination</td>
<td>ITR</td>
<td>Please note: an involuntary termination requires VP/Dean approval as well as the Office of Human Resources Partners group. This code is used when an employee is released involuntarily for a legitimate business reason.</td>
</tr>
<tr>
<td>Disability &gt;= 5 Years Of Service</td>
<td>OVF</td>
<td>Termination due to a disability that prohibits the employee from performing essential functions of the job, where employee possesses at least five years of continuous service at onset of disability.</td>
</tr>
<tr>
<td>Action</td>
<td>Code</td>
<td>Definition</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------</td>
<td>------------</td>
</tr>
<tr>
<td>Quit Without Notice</td>
<td>QWN</td>
<td>An employee does not provide at least a two-week notice they are resigning.</td>
</tr>
<tr>
<td>Term - Transfer to State Agency</td>
<td>STA</td>
<td>An employee leaves and goes to work for the State of AZ at an agency other than ABOR or one of the universities.</td>
</tr>
<tr>
<td>Involuntary - Term Contract during Probationary Period</td>
<td>TEN</td>
<td>Completion of terminal contract for probationary faculty.</td>
</tr>
<tr>
<td>Invol - Unsuccessful Comp Hire</td>
<td>UCH</td>
<td>Did not complete hiring process successfully (i.e. - did not pass background check, did not produce required documents for I-9).</td>
</tr>
<tr>
<td>Disability &lt; 5 Years of Service</td>
<td>UNF</td>
<td>Termination due to a disability that prohibits the employee from performing essential functions of the job, where employee possesses less than five years of continuous service at onset of disability. Benefits end on Pay Period End Date.</td>
</tr>
<tr>
<td>Employee Voluntary Resigns</td>
<td>VRS</td>
<td>Employee submits resignation voluntarily providing a notice. Reasons may range from personal to dissatisfaction with job.</td>
</tr>
</tbody>
</table>

Retirement Action RET

| Retirement                                      | RET  | Processed in PTR as Retire Employee request, used to terminate an employee who has completed at least five years of continuous, full-time employment in the Arizona university system immediately preceding retirement, who is receiving a retirement annuity under an Arizona university-sponsored retirement program, who is at least 50 years old (41, if Public Safety Personnel Retirement System (PSPRS) employee), and whose employment has not yet been terminated for cause by the university. |
| Retire-Layoff                                   | RRF  | Processed in PTR as Retire Employee request, used for employee meeting guidelines for retirement. An employee whose position was eliminated due to budget constraints, funding reductions and/or reorganization and they elect to retire versus being laid off/RIF'd. This does not apply to Faculty. This will be used for both classified and University Staff employees. |
| Invol- Retire in Lieu of Term                  | RIT  | Processed in PTR as Retire Employee request, used for employee meeting guidelines for retirement, who has chosen to retire in lieu of an involuntary termination |

Std Hours/ FT PT/ Reg Temp Action DTA

| FTE Change                                   | FTE  | Used when you are only changing the standard hours and/or full/part time fields. |
| Data Correction                              | COR  | Used when you are correcting data that was previously incorrect. |
| Status Change                                | STA  | Used when you are only changing the full/part and/or Reg/Temp statuses |

Payroll Transactions Action APY

| Correction                                   | COR  | All actions that exist in the payroll transaction section of the splash page will be assigned the action of APY and the reason of COR automatically by the system. Since these transactions will never update job data, all transactions can be labeled with the same action and action reason. |