Business Process Guide

How to process a Personnel Transaction Request (PTR)

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, https://cfo.asu.edu/fs-dm-staff, 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 PTR (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 Account Signer 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.

Here are the 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 Financial Mgr</td>
</tr>
<tr>
<td>☐ HCM Dept Position Manager</td>
</tr>
<tr>
<td>☐ HCM Dept Position View</td>
</tr>
<tr>
<td>☐ OHR Postion 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 (KK)</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 Srvc Ctr</td>
</tr>
<tr>
<td>☐ 2xB OHR Recruitment</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 staff, graduate, or student hire.
PTR Security Role

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 Emplyo Mgr
- HCM/HR Interface Support
- HR Set Up HRMS
- Maintain Faculty Discipline
- OHR HR Administrator WF
- OHR Job Salary Grade Overrde
- 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 Blackboard.

- For access to Financial Manager or Position Manager roles go to http://links.asu.edu/positionmgt
- For access to 2xB Hiring Manager role go to http://links.asu.edu/kenexatrainng
- For access to PTR Originator role go to http://links.asu.edu/ptr

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

PTR Approver

PTR Approver: This role provides access to the work list to approve transactions at the account signer level. The user must be a signer in the Advantage Account Signer Tables to be able to apply for this role.

You do not need formal training for this role, but it is helpful to look at the training documents online: [cfo.asu.edu/fs-ptr](http://cfo.asu.edu/fs-ptr).

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.

You do not need formal training for this role, but it is helpful to look at the training documents online: [cfo.asu.edu/fs-ptr](http://cfo.asu.edu/fs-ptr) (click on “Training Material” link).
**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.

You do not need formal training for this role, but it is helpful to look at the training documents online: [cfo.asu.edu/fs-ptr](http://cfo.asu.edu/fs-ptr) (click on “Training Material” link).

**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:

1. 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)

   ![Error Message]

   **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 Parature Ticket to Security and include the error message.

2. 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)**

   ![Error Message]

   **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 – Staff, Students, and Graduate Students
Recruitments are done through Kenexa BrassRing (2XB) for staff, students and graduate 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, Reassignments, or Transfers for staff, students, and graduate 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, he/she 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, 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.

Step 1: Under the My Compensation menu, click on the Manage tab.

Step 2: Under the Manage tab, click on the PTR link.
**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:

General Overview of PTR Functionality

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 your department role level security or outside your role level security, depending on the way you perform the search.

There are three different ways to perform the search:
1. Type in the Empl ID
2. 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
3. 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.
4. The search page also allows you to search for a previously submitted PTR by typing in the PTR ID number. Transactions will be available to be searched on until the transaction is archived.
There are two checkboxes in the upper right hand corner of the screen. The first checkbox is “My Departments.” This checkbox will automatically be checked when you enter the PTR. 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 faculty or academic professional position (other employee types go 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.

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 approved or cancelled, 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.

If you are searching for an employee who has previously had multiple PTRs submitted you will see data similar to the following in your search results.

Transactions pending are indicated by a duplicate row appearing 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 Code</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>Q</td>
<td>Retired With Pay</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>U</td>
<td>Terminated With Pay</td>
</tr>
<tr>
<td>V</td>
<td>Terminated With Pension Pay Out</td>
</tr>
<tr>
<td>W</td>
<td>Short Work Break</td>
</tr>
<tr>
<td>X</td>
<td>Retired – Pension Administration</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.

**NOTE:** Employees who have a job data record that was brought over from the HRMS system as a terminated employee (from conversion) will not appear in the search results. Actions to these employees’ record(s) will need to be done via Data Management Exception Form.

Splash Page Functionality

The Splash Page is the second page in a series of three pages you may encounter on the PTR. This is where you can pick what type of action you want on a specific employee. This page is skipped for Hires, Rehires and Additional Jobs. If you have reached this page and meant to do a different transaction for an employee, you will need to click the Return to Search button.

The Splash Page is also self-editing and options will become unavailable for selection if not permissible for a specific employee, depending on a number of different 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 you have previously submitted a PTR transaction that is not archived for the same employee and employee record number.

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:

**NOTE:** If your intent is to take the employee off of “S” Suspended status, you must complete the paper form with the OHR Benefits team.

If your intent is to take the employee off of “L” Leave of Absence or “P” Paid Leave of Absence status, you must complete the paper form with Data Management.

**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 he/she has been promoted, reassigned, transferred, or returned from work break into.

**Example:** Department chooses a Benefit Eligible Professor 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 not benefit eligible, so the PTR will terminate the Benefit Eligible Professor position and create an additional job for the non-benefit eligible position.
Main Job Data Entry Page

The Main page is the third page in a series of three pages you may encounter on the PTR, and it is separated into two tabs. The Job Data tab is where you will enter the job data for the 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 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 “before” and “after” 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 will become part of the employee’s permanent record with the university. These notes will be available to every approver after you.
Example page view for the New Hire (faculty and academic professionals only):
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 is an example of the PTR Pay Data tab and a few 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).

The following sections will go into more detail about the series of three pages you may encounter in the PTR:
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.

**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 or Academic professionals.
• 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.

• IDs that have or have had multiple jobs with ASU – Search results will be displayed. After you select the empl 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 empl record, you will be taken to the Main Job Data Page to complete the hiring information.

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:

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).

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIR</td>
<td>✓</td>
</tr>
<tr>
<td>ADD</td>
<td>✓</td>
</tr>
<tr>
<td>REH</td>
<td>✓</td>
</tr>
<tr>
<td>PRO</td>
<td>✓</td>
</tr>
<tr>
<td>DEM</td>
<td>✓</td>
</tr>
<tr>
<td>XFR</td>
<td>✓</td>
</tr>
<tr>
<td>ACD</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>FSW</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>GRD</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>HRY</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>SAL</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>STU</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
</tr>
</tbody>
</table>

Legend

- HIR = Hire
- ADD = Additional Job
- REH = Rehire
- PRO = Promotion
- DEM = Reassignment
- XFR = Transfer
- PAY = Pay Rate Change
- SWB = Place on Short Work Break
- RWB = Return from Short Work Break
- TER = Termination
- RET = Retirement
- DTA = Job Attributes Change

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:** All hire transactions can only be performed by PTR originators for Faculty and Academic Professionals. All hires for Staff, Student, and Graduates 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 populate 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.
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 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** – 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:** Certain field changes made on the PTR do not update the position with the changes. (i.e. FTE adjustment, change to job code, change to position working title, etc.)

**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 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.

**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. For Staff and non-Academic Admin, this option is automatically selected and a pay increase must occur in order to qualify as a promotion.

**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, Students** – 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.

- This action is typically used for student workers when you intend to take a student from one student worker level to the next lower student worker level. For example: student worker 3 to student worker 2.
Items to note by field:

**Reason** – For Faculty and Academic Professionals, you can choose competitive, involuntary or non-competitive. For Staff, Students, 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.

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

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

Non-competitive reassignments occur when an employee is being reassigned within their department. These types of reassignments 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 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. For example: student worker 3 to student worker 3.

**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.

**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.

<table>
<thead>
<tr>
<th>Eff Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>05/11/2014</td>
</tr>
</tbody>
</table>

**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 salary 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 what the employee’s current end date is.
**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 original hire.

**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 not simply conveyed. This 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.

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJN</td>
<td>Auto Job Hold No Pay No Benfi</td>
</tr>
</tbody>
</table>

**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.
**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.
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 employee’s last day worked plus 1.

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.

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 long-term temp, short-term tem, regular, or seasonal.

**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 LT Temp and Regular are benefits eligible statuses, while ST Temp and Seasonal are not.
**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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td></td>
</tr>
<tr>
<td>PRN</td>
<td></td>
</tr>
<tr>
<td>Part-Time</td>
<td></td>
</tr>
</tbody>
</table>

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”.

**More Specific Information on the Main Job Data Page by Field**

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 Field**

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:
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.
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>FTE/Reg Temp/Jobcode/Full Part—where to fix</th>
<th>Department Code, Reports To, Location—where to fix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire/Rehire</td>
<td>Position Management</td>
<td>Position Management</td>
</tr>
<tr>
<td>Promotion/Reassignment/Transfer</td>
<td>PTR</td>
<td>Position Management</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 position change you are making, the system may automatically prompt you to make a Comp Time Officer (CPO)/regular Comp Time Payout (CTP), vacation payout (VPO), or both.

Below is a grid that explains a few of these different scenarios as they relate to changes that can be made on the position:
**Scenario** | **Example** | **Result**
---|---|---
Change in Benefits Eligibility from Eligible to not Eligible | Hourly Staff Changed from Regular >20 hours to Regular <20 Hours | You will be required to payout both Vacation and Comp Time if the employee has a balance
Change in Vacation Eligible Position to Not Vacation Eligible | Faculty FSC is changed to Faculty Academic year | You will be required to payout all vacation time
Change in FTE when the employee has over accrued for the new level of FTE (for information see: [http://www.asu.edu/aad/manuals/spp/spp702-01.html](http://www.asu.edu/aad/manuals/spp/spp702-01.html)) | Staff Member’s FTE Changes from 1.0 to 0.75 but they have >198 hours of vacation | You will be given the option to payout vacation. You can choose to allow the employee to keep the balance.

**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 Break</td>
<td>None</td>
</tr>
<tr>
<td>Promotion, Reassignment, Transfer and Return from Short Work Break</td>
<td>Standard Hours, Regular/Temp status, Full/Part Time status, and Job code</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 new 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 new section will always be automatically closed. 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.
**Select an 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 your [FS Data Management representative](#) 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:

![Personal Information]

- **Eff Date**: 03/27/2011
- **Home Address**: [Blank]
- **City**: [Blank]
- **Phone**: [Blank]

![Job Data]

- **Proposed**
  - **Action**: HIR (Hire)
  - **Reason**: REG (Hire - Reg (INITIAL HIRE))
  - **Position**: 110609 (Program Manager)
  - **Position Effdt**: 03/27/2011
  - **Eff Date**: 03/07/2011
  - **Salary**: $50,000.000000 (Comp Freq)
  - **Comp Rate**: $1,923.076923 (Annual Rt)

**Message you will receive:**

![Message]

FTR Effective date must be greater than effective date of the Affiliate/Person (21025,21)
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

![Retro Message](image)

Possible retro needed due to pay begin date of 2013-03-04 (21025,163)
Transaction may require a retro payment. Please click on the PTR Pay Data tab and confirm calculated retro details.

IMPORTANT: Retro shown on PTR Pay Data Page and calculated at the time of entry may differ from actual retro monies determined at time of update.

Overpayment Message

![Overpayment Message](image)

Overpayment required for backdated transaction (21025,161)
Please click on PTR Pay Data tab if not already selected and enter details if necessary.

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

<table>
<thead>
<tr>
<th>Action</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>100598</td>
</tr>
<tr>
<td>Position Effdt</td>
<td>06/24/2013</td>
</tr>
<tr>
<td>Eff Date</td>
<td>05/12/2014</td>
</tr>
<tr>
<td>Annual Salary</td>
<td>40,000.000000</td>
</tr>
<tr>
<td>Comp Rate</td>
<td>1,538.461538</td>
</tr>
<tr>
<td>Annual Rt</td>
<td>40,000.000</td>
</tr>
</tbody>
</table>

**NOTE:**

- Department: B1715 Chemistry & Biochemistry
- FTE: 0.500000
- Std Hrs/Wk: 20.00
- Reg/Temp: Regular
- Full/Part: Part-Time
- MRP: 
- Job Code: 890356 Asst Rsrch Professional (FSC)
- Position Working Title: Asst Rsrch Professional (FSC)
- Sal Plan: ARP AP Research Professional
- Grade/Category: 1 1
- Appointment: AcadProYFY Academic Prof Year to Year FY
- Pay Group: SAL Salaried
- Reports To: 113114
- Location Code: TEMPE Campus: Tempe
- SWS Split: 
- SWS Agency: 

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Last Updated June 2014 How to process a Personnel Transaction Request 50
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.

Once 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., $100,000/10 pay periods)

Enter Recruiting Information

Recruiting Data is needed for Hires, Rehires, and Competitive Promotion, Reassignments, and Transfers for Faculty and Academic Professionals.

**Note** **All other types of employees (Staff, Student, and Grad) 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. Designated in the job title as “prn” and with a “Full-time/Part-time” status of “ST Temp.”</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, if needed.

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 signers on that specific account with the PTR Approver security role.

If there are multiple accounts and no common signer between all of the accounts, then a signer from each account must approve the PTR transaction before it will either proceed to the next approval step or be processed into Job Data.
**Note:** Changing 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:** If you are hiring someone into a position number that is already filled or promoting a student worker. In these cases, the business notes should further elaborate on why you are taking a specific action. 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** – The current status of the Employee Record
- **Pay Group** – The employee’s pay group
- **Reg/Temp** – The Regular/Temporary status set on the employee’s position number (Regular, Short-term Temporary, Long-term Temporary & Seasonal).
  
  Remember this is a factor in determining the employee’s benefits eligibility.
- **FTE** – Percent of full time employment
- **Position Number** – The position number associated with the job title
- **Position Descr** – The title associated with the position number
- **Department** – The department code that is associated with the position number
- **Department Name** – The name of the department associated with that department code.

<table>
<thead>
<tr>
<th>Empl Rcd#</th>
<th>Payroll Status</th>
<th>Pay Group</th>
<th>Reg/Temp</th>
<th>FTE</th>
<th>Position Number</th>
<th>Position Descr</th>
<th>Department</th>
<th>Department Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Active</td>
<td>STU</td>
<td>BT Temp</td>
<td>0.500000</td>
<td>1132546</td>
<td>Student Worker III</td>
<td>B1702</td>
<td>School Of Earth &amp; Space Explor</td>
</tr>
<tr>
<td>1</td>
<td>Terminated</td>
<td>STU</td>
<td>BT Temp</td>
<td>0.500000</td>
<td>1493903</td>
<td>Student Worker III</td>
<td>B1702</td>
<td>School Of Earth &amp; Space Explor</td>
</tr>
</tbody>
</table>
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 sponsored accounts. If you choose such an earnings code from the lookup you will receive the following message:

**Message**

Sponsored message (21025.143)

This earning code is prohibited on a sponsored account, please map the earnings code to a non-sponsored account.

It is recommended that you set up Earnings Specific Distribution on the Position number and connect the earnings code to a non-sponsored account 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.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Addl Seq #</th>
<th>Number of Pay Periods</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/04/2013</td>
<td>31</td>
<td>1</td>
<td>05/12/2013</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Number of Pay Periods</th>
<th>End Date</th>
<th>Goal Amount</th>
<th>Pay Period Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>05/12/2013</td>
<td>10000.00</td>
<td>2000.00</td>
</tr>
</tbody>
</table>

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 account signer of 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.
**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.

- **End Date** – Displays the current end date of the additional pay in PeopleSoft
- **Empl Rcd#** – Employee Record Number
- **Earnings Code** – The earnings code that is being paid for that additional pay
- **Payroll Status** – The status of the Employee Record
- **Pay Group** – The employee’s pay group
- **Description** – The description of the employee’s pay group
- **Position Number** – The position number
- **Description** – The title associated with the position number
- **Start Date** – The date the additional pay started
- **Other Pay** – The per pay period amount this additional pay will be paying
- **Goal Amount (if applicable)** – The total amount of the additional pay
- **Goal Balance (if applicable)** – The 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.

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>Manager 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.

Earnings Code – Select the earnings code that was overpaid. If multiple earnings codes were overpaid, you will want to add additional lines to the grid 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](image-url)
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.
**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.

**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 first account signer. 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.

**IMPORTANT NOTE:** 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 go back and 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 then re-entering it in that field. The PTR will automatically update the fields associated with that position number with the newest information.

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:
Click the “OK” button to continue.

At this point, the PTR has been cancelled and will not be written to job data; however, it is not completely gone from the system. The PTR will regularly auto-archive Processed, Cancelled and Returned PTRs. If you need to take further action on the selected employee before waiting for PTRs to be auto-archived, you can manually archive your cancelled PTR by clicking the Archive PTR button at the bottom of the page.

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

Click the “OK” button to continue.

An 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:

```
Confirm canceling of PTR (21025,30)
This action will cancel the PTR. If the PTR is 'In Process' and any approvers have already approved, they will be notified via e-mail of this cancellation.
Press OK to continue or Cancel to stop.
```

Click the “OK” button to continue.

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.

**NOTE:** In either circumstance mentioned above, any approvers who had previously approved the PTR will be notified of the cancellation via email.

### How to View a Returned PTR and Resubmit It 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.

There are three ways to go back to the PTR to make corrections and resubmit.

The first is to 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 give you a new page to view the status of each of the individual pieces. 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>Returned (R)</td>
<td>The PTR was returned by one of the approvers because the PTR needs editing.</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>Approved (A)</td>
<td>PTR has gone through all workflows and is approved</td>
</tr>
<tr>
<td><strong>Status once fully approved</strong></td>
<td></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>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. PTRs in this status can still be canceled by the originator.</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><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.

![Image of PTR Process Monitor](image.png)

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.

![Image of Personnel Transaction Request](image.png)
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.

**Note:** If an approver is at multiple levels, once their approval is given, that approval is applied to all levels in which he/she is an approver. For more work list details see the Work list BPG.
Emails

There are a 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 out a variety of 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](http://www.asu.edu/dashboard) under Personnel Transaction Request and an information sheet is available on the PTR website at [https://cfo.asu.edu/fs-ptr](https://cfo.asu.edu/fs-ptr).
**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 Pend Batch status until that effective date is met. Once the effective date of the transaction is the current date and all approvals have been given, the PTR will write the data to job data. From that point forward, the employee will start receiving paychecks.

2. **Payroll Processing**
   a. Payroll starts processing on Thursday night in the week prior to the Friday when paychecks are distributed. 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 is now calculating retro payments, it is always very important for you to keep in mind the payroll cycles. Transactions that are submitted after payroll has begun that have a retro payment included 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 needs to be changed
- Mid-pay period start dates for Faculty positions
- Payouts for a previously terminated employee
- Errors in the Kenexa Integration that cannot be solved
This form is available on the PTR website at cfo.asu.edu/fs-ptr. You can enter information directly into the form and also can electronically sign the form. You must still attach any required approvals 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. You also should keep a copy of this form for your own personnel records.

**Resources**

For comprehensive training materials, check the training guides section of cfo.asu.edu/fs-ptr. 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.
## Appendix A—Splash Page Options
(Return to Table of Contents)

<table>
<thead>
<tr>
<th>Employee Status</th>
<th>Employee Type</th>
<th>My Departments (checked or uncheck)</th>
<th>Buttons Available</th>
<th>Special Conditions (see Appendix B)</th>
</tr>
</thead>
</table>
| A               | Staff Positions (SRP, ADM) | Check                              | Promotion Reassignment Transfer Pay Change Termination Retirement Std Hours Additional Pay Additional Pay Cancel (if have an active one) Leave Accrual Adjustment (if balance exists) Overpayment Request Manual check (if hourly) | If PRO/DEM/XFR is picked you can only also choose Pay Rate Change and Additional Pay at the same time. If any of the following are picked all other options become unavailable:  
  - Leave Accrual  
  - Overpayment  
  - Additional Pay Cancel  
  - Request Manual Check  
  If Std Hrs/FT PT/Reg Temp is picked you can only also choose to do an Additional Pay  
  If Term or Retire is picked the following checkboxes will auto-check if applicable to the employee:  
  - Payout (if they have balances in Vac, Comp, or Comp for an officer)  
  - Addl Cancel (if they have an active one) |
<table>
<thead>
<tr>
<th>Employee Status</th>
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<th>My Departments (checked or uncheck)</th>
<th>Buttons Available</th>
<th>Special Conditions (see Appendix B)</th>
</tr>
</thead>
</table>
| A               | Staff Positions (SRP, ADM)| Uncheck                            | Promotion, Reassignment, Transfer, Pay Change, Additional Pay, Additional Pay Cancel (if they have an active one) | If PRO/DEM/XFR is picked 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:  
- 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 they have an active one), Overpayment | If PRO/XFR is picked the PTR will automatically change the Action to Transfer.  
If Reassignment is picked 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 is picked you can only do that in conjunction with an Additional Pay  
If SWB or TER is picked: Additional Pay Cancel should be auto-checked |
<table>
<thead>
<tr>
<th>Employee Status</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>GRD</td>
<td>Unchecked</td>
<td>Promotion, Reassignment, Transfer, Pay Change, Additional Pay, Additional Pay, Cancel (if they have an active one)</td>
<td>If PRO/XFR is picked the PTR will automatically change the Action to Transfer. If Reassignment is picked 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: - Additional Pay Cancel</td>
</tr>
<tr>
<td>A</td>
<td>STU</td>
<td>Checked</td>
<td>Promotion, Reassignment, Transfer, Pay Change, Termination, Std Hours, Additional Pay, Additional Pay, Cancel (if they have an active one), Overpayment, Request Manual check</td>
<td>If PRO/DEM/XFR is picked you can only choose Pay and/or Additional Pay at the same time. If Std Hours is picked you can only do that in conjunction with an Additional Pay. 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:</td>
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<tr>
<td>Employee Status</td>
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<td>If any of the following are picked all other options become unavailable:</td>
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<td>• Additional Pay Cancel</td>
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<td>Special Logic on Student Worker 5:</td>
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<tr>
<td>A</td>
<td>Faculty (Faculty/Academic Professionals/Post Docs)</td>
<td>Checked</td>
<td> Promotion</td>
<td>If PRO/DEM/XFR is picked you can only choose Pay and/or Additional Pay at the same time.</td>
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<td></td>
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<td></td>
<td> Reassignment</td>
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<td> Transfer</td>
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<td> Pay Change</td>
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<td> Place on Short Work Break (as long as they are not SAL)</td>
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<td> Termination</td>
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<td> Retirement</td>
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<td> Std Hours</td>
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<td></td>
<td> Additional Pay</td>
<td>If Std Hours is picked you can only do that in conjunction with an Additional Pay</td>
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<td> Additional Pay Cancel (if they have an active one)</td>
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<td> Leave Accrual Adjustment (if balance)</td>
<td>If any of the following are picked all other options become unavailable:</td>
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<tr>
<td></td>
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<td></td>
<td> Overpayment</td>
<td>- Leave Accrual</td>
</tr>
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<td></td>
<td> Request Manual check (if hourly)</td>
<td>- Overpayment</td>
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<td>- Additional Pay Cancel</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>- Request Manual Check</td>
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<td>If Term or Retire is picked the following checkboxes will auto-check if applicable to the employee:</td>
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<tr>
<td></td>
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<td>- Payout (if they have balances in Vac, Comp, or Comp for an officer)</td>
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<td>- Addl Cancel (if they have an active one)</td>
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<td></td>
<td>If SWB is picked Addl Pay Cancel should be allowed.</td>
</tr>
<tr>
<td>Employee Status</td>
<td>Employee Type</td>
<td>My Departments (checked or uncheck)</td>
<td>Buttons Available</td>
<td>Special Conditions (see Appendix B)</td>
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</tr>
<tr>
<td>A</td>
<td>Faculty</td>
<td>Unchecked</td>
<td>❖ Promotion&lt;br&gt;❖ Reassignment&lt;br&gt;❖ Transfer&lt;br&gt;❖ Pay Change&lt;br&gt;❖ Additional Pay&lt;br&gt;❖ Additional Pay Cancel (if they have an active one)</td>
<td>If PRO/DEM/XFR is picked you can only choose Pay and/or Additional Pay at the same time. &lt;br&gt;If any of the following are picked all other options become unavailable: &lt;br&gt;• Additional Pay Cancel</td>
</tr>
</tbody>
</table>

Employee Type:
- Faculty (Faculty/Academic Professional/Post Docs)
<table>
<thead>
<tr>
<th>Employee Status</th>
<th>Employee Type</th>
<th>My Departments (checked or uncheck)</th>
<th>Buttons Available</th>
<th>Special Conditions (see Appendix B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Faculty (Faculty/Academic Professional/Post Docs)</td>
<td>Checked</td>
<td>➢ Return From Work Break&lt;br&gt; ➢ Termination&lt;br&gt; ➢ Retirement&lt;br&gt; ➢ Additional Pay cancel (if active one)&lt;br&gt; ➢ Leave Accrual Adjustment (if balances)&lt;br&gt; ➢ Overpayment&lt;br&gt; ➢ Request Manual check (if Hourly)</td>
<td>If Return from Work Break is selected the following options should now open:&lt;br&gt; • Additional Pay&lt;br&gt; If any of the following are picked all other options become unavailable:&lt;br&gt; • Additional Pay Cancel&lt;br&gt; • Leave Accrual Adjustment&lt;br&gt; • Overpayment&lt;br&gt; If Term or Retire is picked the following checkboxes will auto-check if applicable to the employee:&lt;br&gt; • Payout (if they have balances in Vac, Comp, or Comp for an officer)&lt;br&gt; • Addl Cancel (if they have an active one)</td>
</tr>
<tr>
<td>W</td>
<td>Faculty (Faculty/Academic Professional/Post Docs)</td>
<td>Unchecked</td>
<td>➢ Leave Accrual Adjustment&lt;br&gt; ➢ Overpayment</td>
<td>If either one is selected then the other will become unavailable</td>
</tr>
<tr>
<td>Employee Status</td>
<td>Employee Type</td>
<td>My Departments (checked or uncheck)</td>
<td>Buttons Available</td>
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</tbody>
</table>
| W               | GRD           | Checked                             | ➢ Return from Work break  
➢ Termination  
➢ Addl Cancel (if they have an active one)  
➢ Overpayment | If Return from Work Break selected should now also be able to choose Additional Pay |
| W               | GRD           | Unchecked                           | ➢ Overpayment      |                                      |
| L               | Staff         | Checked                             | ➢ Termination  
➢ Retirement  
➢ Addl Cancel (if they have active one)  
➢ Leave Accrual Adjustment (if have balance)  
➢ Overpayment | If any of the following are picked all other options become unavailable:  
• Additional Pay Cancel  
• Overpayment  
If Term or Retire is picked the following checkboxes will auto-check if applicable to the employee:  
• Payout (if they have balances in Vac, Comp, or Comp for an officer)  
• Addl Cancel (if they have an active one) |
<p>| L               | Staff         | Unchecked                           | ➢ Addl Cancel (if have active one) |                                      |</p>
<table>
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<tr>
<th>Employee Status</th>
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</table>
| L               | Faculty       | Checked                            | ▶ Termination    | If Term or Retire is picked the following checkboxes will auto-check if applicable to the employee:  
|                 |               |                                    | ▶ Retirement    | • Payout (if they have balances in Vac, Comp, or Comp for an officer)  
|                 |               |                                    | ▶ Additional Pay cancel (if they have an active one)  
|                 |               |                                    | ▶ Leave Accrual Adjustment  
|                 |               |                                    | ▶ Overpayment    | • Addl Cancel (if they have an active one)  
|                 |               |                                    |                  | If any of the following are picked all other options become unavailable:  
|                 |               |                                    |                  | • Additional Pay Cancel  
|                 |               |                                    |                  | • Overpayment  
| L               | Faculty       | Unchecked                          | ▶ Leave Accrual Adjustment  
<p>|                 |               |                                    | ▶ Overpayment    | If either one is selected then the other will become unavailable |</p>
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<th>Employee Status</th>
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<tbody>
<tr>
<td>L</td>
<td>GRD</td>
<td>Checked</td>
<td>▶ Termination</td>
<td>If Termination selected the following should auto check: &lt;br&gt; • Addl cancel (if they have an active one) &lt;br&gt; • Leave Accrual Adjustment &lt;br&gt; • Overpayment</td>
</tr>
<tr>
<td>L</td>
<td>GRD</td>
<td>Unchecked</td>
<td>▶ Overpayment</td>
<td>If any of the following are picked all other options become unavailable: &lt;br&gt; • Additional Pay Cancel &lt;br&gt; • Overpayment &lt;br&gt; • Leave Accrual Adjustment</td>
</tr>
<tr>
<td>P</td>
<td>Staff</td>
<td>Checked</td>
<td>▶ Termination</td>
<td>If Termination selected the following should auto check: &lt;br&gt; • Addl cancel (if they have an active one) &lt;br&gt; • Payout (if they have balances in Vac, Comp, or Comp for an officer)</td>
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<tr>
<td></td>
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<td></td>
<td>▶ Retirement</td>
<td>If any of the following are picked all other options become unavailable: &lt;br&gt; • Additional Pay Cancel &lt;br&gt; • Overpayment &lt;br&gt; • Leave Accrual Adjustment</td>
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<tr>
<td>P</td>
<td>Staff</td>
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<td>Additional pay</td>
<td>If either Leave accrual or overpayment is chosen the other options become unavailable</td>
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<td>Leave Accrual</td>
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<td>Adjustment</td>
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<td>P</td>
<td>Faculty</td>
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<td>Termination</td>
<td>If Termination selected the following should auto check:</td>
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<td>Retirement</td>
<td>• Addl cancel (if they have an active one)</td>
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<td>Additional Pay</td>
<td>• Payout (if they have balances in Vac, Comp, or Comp for an officer)</td>
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<td>Additional Pay</td>
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<td>Cancel (if they have an access)</td>
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<td>Leave Accrual</td>
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<td>Overpayment</td>
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<tr>
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<td>Faculty</td>
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<td>If either Leave accrual or overpayment is chosen the other options become unavailable</td>
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<td>Leave Accrual</td>
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</table>
| S               | Staff         | Checked                             | - Termination     | If Termination selected the following should auto check:  
|                 |               |                                     | - Retirement      |  
|                 |               |                                     | - Additional Pay  | - Addl cancel (if they have an active one)  
|                 |               |                                     | Cancel            | - Payout (if they have balances in Vac, Comp, or Comp for an officer)  
|                 |               |                                     | - Leave Accrual   |  
|                 |               |                                     | Adjustment        |  
|                 |               |                                     | - Overpayment     |  |
|                 |               | unchecked                           | - Leave Accrual   | If either Leave accrual or overpayment is chosen the other options become unavailable  
<p>|                 |               |                                     | Adjustment        |<br />
|                 |               |                                     | - Overpayment     |  |</p>
<table>
<thead>
<tr>
<th>Employee Status</th>
<th>Employee Type</th>
<th>My Departments (checked or uncheck)</th>
<th>Buttons Available</th>
<th>Special Conditions (see Appendix B)</th>
</tr>
</thead>
</table>
| S               | Faculty       | Checked                          | Termination       | If Termination selected the following should auto check:  
                 |                |                                  | Retirement        | • Addl cancel (if they have an active one)  
                 |                |                                  | Additional Pay    | • Payout (if they have balances in Vac, Comp, or Comp for an officer)  
                 |                |                                  | Cancel            |                                   
                 |                |                                  | Leave Accrual     |                                   
                 |                |                                  | Adjustment        |                                   
                 |                |                                  | Overpayment       |                                   |
| S               | Faculty       | Unchecked                        | Leave Accrual     | If either Leave accrual or overpayment is chosen the other options become unavailable  
                 |                |                                  | Adjustment        |                                   
                 |                |                                  | Overpayment       |                                   |
Appendix B—Transaction Combinations

Below is a chart depicting 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 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>N/A</td>
<td>N/A</td>
<td>Additional Pay</td>
<td>Retro</td>
</tr>
<tr>
<td>Rehire</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Additional Pay</td>
<td>Retro</td>
</tr>
<tr>
<td>Hire Additional Job</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Additional Pay</td>
<td>Retro</td>
</tr>
<tr>
<td>Promotion</td>
<td>Pay Rate Change</td>
<td>Additional Pay</td>
<td>N/A</td>
<td>N/A</td>
<td>Retro/OP</td>
</tr>
<tr>
<td>Reassignment</td>
<td>Pay Rate Change</td>
<td>Additional Pay</td>
<td>N/A</td>
<td>N/A</td>
<td>Retro/OP</td>
</tr>
<tr>
<td>Transfer</td>
<td>Pay Rate Change</td>
<td>Additional Pay</td>
<td>N/A</td>
<td>N/A</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>N/A</td>
<td>Retro/OP</td>
</tr>
<tr>
<td>Place on Short Work Break</td>
<td>Additional Pay Cancel</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>OP</td>
</tr>
<tr>
<td>Return from Short Work Break</td>
<td>Additional Pay</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Retro</td>
</tr>
<tr>
<td>Termination</td>
<td>N/A</td>
<td>N/A</td>
<td>Additional Pay Cancel CPO/VPO/CTP Check</td>
<td>N/A</td>
<td>OP</td>
</tr>
<tr>
<td>Retirement</td>
<td>N/A</td>
<td>N/A</td>
<td>Additional Pay Cancel CPO/VPO/CTP Check</td>
<td>N/A</td>
<td>OP</td>
</tr>
<tr>
<td>Std Hrs/FT PT/Reg Temp</td>
<td>Additional Pay</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</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>N/A</td>
<td>Retro</td>
</tr>
<tr>
<td>Additional Pay Cancel</td>
<td>TER/RET /Place on SWB</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>OP</td>
</tr>
</tbody>
</table>
## Appendix C—Action/Action Reasons
### Table of Actions and Action Reasons

<table>
<thead>
<tr>
<th>Action</th>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reasons that would skip the Splash Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hire Action</strong> HIR- Only used for Faculty and Academic Professionals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Hire</td>
<td>REG</td>
<td>A new employee who has no active or inactive 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</strong> REH- Only used for Faculty and Academic Professionals</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 months</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>Reasons that can be chosen from the Splash Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Promotion Action</strong> PRO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competitive no Pay Change (faculty and academic professionals only)</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 and academic professionals only)</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>--------------------------------</td>
<td>-----</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</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>
</tbody>
</table>

**Demotion/Reassignment Action DEM**

<table>
<thead>
<tr>
<th>Competitive with No Pay Change (faculty and academic professionals only)</th>
<th>CON</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive with Pay Change (faculty and academic professionals only)</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>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>
</tbody>
</table>

**Transfer Action XFR**

<table>
<thead>
<tr>
<th>Competitive with no pay change (faculty and academic professionals only)</th>
<th>CON</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive with a pay change (faculty and academic professionals only)</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>
</tbody>
</table>

**Pay Rate Change Action PAY**

<table>
<thead>
<tr>
<th>Course Load Adjustment</th>
<th>CLA</th>
<th>Change in number of courses taught during defined semester.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRD Pass comprehensive</td>
<td>CMP</td>
<td>For Graduates only, Passed comprehensive exam to graduate PhD program.</td>
</tr>
<tr>
<td>Exam/ID</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>PHD</td>
<td>This is the amount that was agreed to in the new contract for the employee</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Contract</td>
<td>To correct prior rate due to error in data entry.</td>
</tr>
<tr>
<td>General</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>Equity Adjustment</td>
<td>As a result of an external analysis of prevailing wage rates necessary to maintain the defined competitive relationship.</td>
</tr>
<tr>
<td>Market Adjustment</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>Performance Based</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>Promotion</td>
<td>For Graduates only; Passed qualification to enter PhD program.</td>
</tr>
<tr>
<td>Retention</td>
<td>To retain an employee so they do not leave for another organization outside of the university.</td>
</tr>
<tr>
<td>FTE Adjustment</td>
<td>Change due to increase/decrease in total hours worked per week for exempt staff.</td>
</tr>
<tr>
<td>Skill / Competency Based</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>Temp Interim Assignment Begin</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>Used when the Supplemental compensation for taking on additional duties above and beyond regular job, is ending.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place on Short Work Break</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Job Hold</td>
<td>Used when an academic employee is ending their contract earlier than what was originally agreed upon.</td>
</tr>
<tr>
<td>No Pay No Benefits</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Return From Work Break</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Renewal</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Termination Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term - Transfer to ABOR/TRI-U's</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>Employee is deceased</td>
</tr>
<tr>
<td>Duplicate ID - Do Not Use</td>
<td>Used by the system when a duplicate ID was created for the same employee</td>
</tr>
<tr>
<td>End Of Assignment</td>
<td>END</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Graduation</td>
<td>GRD</td>
</tr>
<tr>
<td>Invol Lack of Funding</td>
<td>IFD</td>
</tr>
<tr>
<td>Layoff</td>
<td>IRF</td>
</tr>
<tr>
<td>Invol Released During Probation</td>
<td>IRP</td>
</tr>
<tr>
<td>Involuntary Termination</td>
<td>ITR</td>
</tr>
<tr>
<td>Disability &gt;= 5 Years Of Service</td>
<td>OVF</td>
</tr>
<tr>
<td>Quit Without Notice</td>
<td>QWN</td>
</tr>
<tr>
<td>Term -Transfer to State Agency</td>
<td>STA</td>
</tr>
<tr>
<td>Involuntary- Term Contract during Probationary Period</td>
<td>TEN</td>
</tr>
<tr>
<td>Invol -Unsuc Compl Hire Process</td>
<td>UCH</td>
</tr>
<tr>
<td>Disability &lt; 5 Years of Service</td>
<td>UNF</td>
</tr>
<tr>
<td>Employee Voluntary</td>
<td>VRS</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Action</th>
<th>Reason</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resigns</td>
<td>Reasons may range from personal to dissatisfaction with job.</td>
<td></td>
</tr>
<tr>
<td>Retirement Action RET</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Retirement RET</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Retire-Layoff RRF</td>
<td></td>
<td>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</td>
</tr>
<tr>
<td>Invol- Retire in Lieu of Term RIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Std Hours/ FT PT/ Reg Temp Action DTA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE Change FTE</td>
<td></td>
<td>Used when you are only changing the standard hours and/or full/part time fields.</td>
</tr>
<tr>
<td>Data Correction COR</td>
<td></td>
<td>Used when you are correcting data that was previously incorrect.</td>
</tr>
<tr>
<td>Status Change STA</td>
<td></td>
<td>Used when you are only changing the full/part and/or Reg/Temp statuses</td>
</tr>
<tr>
<td>Payroll Transactions Action APY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correction COR</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>