12/12/11

How to Enter a Redistribution Entry in PeopleSoft

1. Log into PeopleSoft using your ASURITE ID and Password.
    a. If you already have the PeopleSoft ***Redistribution*** security role skip to step #3
2. Navigate to the **Create Redistribution Entry** screen**:**

    ASU Customizations →
    ASU HCM Custom →
    ASU Position Management →
    Create Redistribution Entry ★

3. Select the payroll transaction that needs to be redistributed by using the Find an Existing Value search. First type in the correct fiscal year. You may then limit your search by the following criteria and click on the Search Button:
    a. Position Number
    b. Pay Period End Date
    c. Date Closed
    d. ASU Account
    e. Earnings Code
    f. Employee ID
    g. Employee Record Number
    h. Paycheck Number
4. PeopleSoft will return results matching your search criteria. From these results select the pay period expenses you would like to redistribute by clicking on any of the variables in blue on the appropriate line.
5. You now ready to enter the Redistribution Entry.
6. Complete Questions 1, 2 and 3:
    a. Fill in Question #1 – *Reason why payroll expenses are being transferred.*
        i. . Please be as detailed and clear as possible in your explanation.
    b. Question #2—*What corrective action will be taken to avoid this type of error in the future?*
        i. An explanation must be provided if the transaction involves a sponsored project. If the transaction does <u>not</u> include any sponsored accounts you may type in "**NA**" (not applicable).
    c. Question #3—*Describe why all costs transferred to new accounts are allowable, allocable, and reasonable charges. Additionally, if a sponsored account, describe why costs are appropriate and necessary to the performance of the sponsored project.*
        i. An explanation must be provided if the transaction involves a sponsored project. If the transaction does <u>not</u> include sponsored accounts you may type in "**NA**".
7. Next, enter the amount you would like to redistribute in the **Redist Amt** field in the bottom right of your screen and click **Continue**.
8. Enter the information you want to change in the Redistribution Transaction section (only enter information for the fields that need to be changed):

   a. **(Position)** Position Number
   b. **(Erncd)** Earnings Code
   c. **(Close Date)** Close Date– Used to correct pay period end dates on sponsored projects
   d. **(ASU Acct)** Account
   e. **(Redist Amt)** Redistribution Amount
9. Verify your changes and then click **Save**.
   a. If the transaction does not involve a sponsored account the transaction is now completed in PeopleSoft.
   b. If the transaction includes a sponsored account, the transaction will require an agency/org signer and Office of Sponsored Projects approval. *The transaction is not completed until the Office of Sponsored Projects has applied the final approval.* An Information Message will be displayed. Click on **Return**
      i. If the person entering the transaction is not an agency/org signer, an email will be sent to all agency/org signers indicating there is a transaction that requires their approval.
      ii. Once an Agency/Org signer has approved, the transactions will be routed to the Office of Sponsored Projects Approval Queue.
10. Click the **Static/Calculated** tab to retrieve your redistribution transaction number
11. From here you can either click on **Return to Search** or click on **Next in List** to pull up the next transaction is the original search list.
12. Transactions will post to Advantage two days after processing in PeopleSoft

How to View a Redistribution Entry in PeopleSoft

PeopleSoft

1. Log into PeopleSoft using your ASURITE ID and Password.
2. Through the PeopleSoft main menu follow this path to **View Redistribution Entry:**

   ASU Customizations →
   ASU HCM Custom →
   ASU Position Management →
   View Redistribution Entries ☆
3. The correct fiscal year must be typed in.
4. You may search by:
   a. Transaction Number
   b. Employee ID
   c. Employee Record Number
   d. Position Number
   e. Pay Period End Date
   f. Date Closed

   g. ASU Account
   h. Paycheck Number
   i. Approval Status
5. Click on **Search**

If you have any questions, please contact your Accountant in Financial Services.