


# Requesting the Payroll Redistribution Role

A Payroll Redistribution entry is used to correct an account number, position number, close date or earnings code type of a payroll expense that has posted to PeopleSoft and Advantage.

**To Request the Redistribution Role you must first complete the self-paced training on ASU Blackboard and complete the quiz**

	1. Follow the <b>Payroll Redistribution Checklist</b>
	2. Sign up for the Payroll Redistribution training course through <a href="#">ASU Blackboard</a>
	3. Click on Payroll Redis Class in the upper left hand menu and view the presentation.
	4. After you finish viewing the presentation you must complete the quiz. Click on Quiz in the upper left hand menu. The quiz must be completed before requesting the Redistribution role.
	5. Log into <a href="#">PeopleSoft</a> using your ASURITE ID and Password to request the "REDISTRIBUTION" role. Follow the path from the main menu; <i>ASU CUSTOMIZATIONS, ASU SECURITY, to CREATE SECURITY REQUEST</i>
	6. The role is located in the HUMAN CAPITAL MANAGEMENT (HR) POSITION MANAGEMENT (PM) section. Click "REDISTRIBUTION"
	7. You will receive an email when your access has been approved.

Contact your [Accountant](#) in Financial Services if you have any questions.