PAYROLL EXPENSE REDISTRIBUTIONS Instruction Manual

November 2009



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REQUIRED PEOPLESOFT SECURITY ROLES

- > To enter redistribution entries you will need the following role:
 - o FSO Redistribution
- > To view redistribution entries you will need at least one of the following roles:
 - o HCM Dept Financial Mgr
 - HCM Dept Position Manager
 - HCM Dept Position View
 - o FSO Redistribution

Each User ID in PeopleSoft has a setting that determines which HR department codes it can view on search pages. In most cases, users will have access to only their own department.

You will only be able to redistribute payroll transactions for positions tied to your own HR Department Codes. You are only allowed to transfer payroll expenses posted to positions on HR Department Codes.

To Request the FSO Redistribution Role log into PeopleSoft and navigate to Create Security Request

ASU CUSTOMIZATION \longrightarrow ASU SECURITY REQUEST \longrightarrow CREATE SECURITY REQUEST

Enter your ASURITE ID, purpose for request and supervisor ASURITE ID.

- Click on ADD ROLES
- FSO Redistribution will be under Human Capital Management (HR) Position Management PM
- After you request the FSO Redistribution Role send an e-mail to jami.hovet@asu.edu, yung.briner@asu.edu or ekousari@asu.edu so we can notify PeopleSoft Security to approve your security request.

Training is not required for this role, but Financial Services does offer a monthly training session through Employee Learning Management Systems http://www.asu.edu/hr/training/ The Course Name is Payroll Redistribution, Course Number ASUPS2180. If you will be requesting a role without going to training, please email one of the people listed above so they can approve your security request.



STEPS TO PROCESS A PAYROLL EXPENSE REDISTRIBUTION

1. Sign into PeopleSoft (<u>https://hrsa.oasis.asu.edu/psp/asusaprd/?cmd=login</u>) using your ASURITE and password.

PEOPLESOF	ACLE [®] I ENTERPRISE	
User ID: ASUrite Password: password Sign In	Select a Languag English Dansk Français Italiano Nederlands	e: Español Deutsch Français du Canada Maqvar Norsk
To set trace flags, click <u>here</u>	<u>Polski</u> <u>Suomi</u> <u>Čeština</u> 한국머 <u>긴nu</u> 繁體中文	Portuguê <u>s</u> Svenska 日本語 P <u>ycctkuň</u> 简体中文 ¹ ஆது

Once logged on:

➢ Go to Create Redistribution Entry. ASU Customizations → ASU HCM Custom → ASU Position Management → Create Redistribution Entry



- Enter the Fiscal Year of the original payroll expense you want to redistribute (Default is current fiscal year)
- Choose your search criteria: You may search by Position Number, ASU Account, EmpID or Paycheck Number. In this example we used Position Number
- Click on Search
- Click on the line you want to redistribute

ASU Re	distributio	on Transactio	n					
Enter any	information)	ou have and clic	k Search. Lea	ve fields b	lank for a list of all values	5.		
/ Find an	Existing Va	lue \						
Fiscal Vo	ar			200	0			
riscal re	ai.	-		200	9			
Position	Number:	begins with 💌	112346		Q			
Pay Perio	d End Date:	- ~			Q			
Date Clos	ed:	= 🗸			Q			
ASU Acct	:	begins with 🗸						
Earnings	Code:	begins with 🗸						
EmpliD:		begins with 🗸]	Click on the	ne Line you	
Empl Rcd	Nbr:	= 🗸				Want to Re	eaisinbule.	
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		1	_					
Search	Clear	Basic Search	🖶 Save Se	arch Crite	ria			
Course	Desults							
View All	Results						Firs	tal 1-28 of 28 🕟 Last
Fiscal Ver	ar Dosition N	umber Day Derio	d End Date D	ate Close		nings Code EmpliD	Empl Rcc	d Nbr Davcheck Number
2009	112346	07/13/200	18 07	7/13/2008	QB11001 7110.01 REG	1000492	2981.0	908163
2009	112346	07/13/200	8 07	7/13/2008	QB51001 7110.01 REG	1000492	29810	908163
2009	112346	09/21/200	8 09	9/21/2008	QB11001 7110.01 REG	1000492	29810	975411
2009	112346	09/21/200	8 09	9/21/2008	QB51001 7110.01 REG	1000492	29810	975411
2009	112346	10/05/200	8 10	0/05/2008	QB11001 7110.01 REG	1000492	<u>2981 0</u>	990296
2009	112346	10/05/200	8 10	0/05/2008	QB51001 7110.01 REG	1000492	29810	990296
2009	112346	10/19/200	8 10	0/19/2008	QB11001 7110.01 REG	1000492	29810	1005644
2009	112346	10/19/200	10	0/19/2008	QB51001 7110.01 REG	1000492	29810	1005644
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2009	112346	11/16/200	<u>108 11</u>	1/16/2008	QB11001 7110.01 REG	1000492	<u>2981 0</u>	496646
2009	112346	11/16/200	8 1	1/16/2008	QB51001 7110.01 REG	1000492	<u>2981 0</u>	496646
2009	112346	11/30/200	<u>1</u>	1/30/2008	QB11001 7110.01 REG	1000492	29810	499409
2009	112346	11/30/200	8 1	1/30/2008	QB51001 7110.01 REG	1000492	29810	499409
2009	112346	12/14/200	12	2/14/2008	QB11001 7110.01 REG	1000492	29810	502041
2009	112346	12/14/200	8 12	2/14/2008	QB51001 7110.01 REG	1000492	29810	502041
2009	112346	12/28/200	12	2/28/2008	QB11001 7110.99 P08	1000492	29810	504496
2000	112346	12/28/200	8 12	2/28/2008	QB51001 7110.99 P08	1000492	29810	504496

Fill out the following text boxes (Each text box is limited to 254 characters):

- ▶ Reason why pay expenses are being transferred.
- What corrective action will be taken to avoid this type of error in the future? This is information is required only for transactions moving to or from a Sponsored Account. If all accounts are nonsponsored you may enter "NA"
- Describe why all costs transferred to new accounts are allowable, allocable, and reasonable charges. Additionally, if sponsored account, describe why costs are appropriate and necessary to the performance of the sponsored project. This is information is required only for transactions moving to or from a Sponsored Account. If all accounts are non-sponsored you may enter "NA"
- > Enter redistribution amount.
- Click Continue.

edistribution Trans	sactions Re	dist Trans V	Vork Page				
Redistrib	ution Trai	nsactio	ns		leyla	3]
Search Results							
Fiscal Year:	2009				Pay End Date	: 07/13/2008	
Position:	112346	Tech Supp	ort Analyst		,		
ASU Acct	OB11001	BUSTECH	I SVCS TECH SUE	PORT			
Account (Obit):	7110.01		1010012011001	1 onti			
Earn Code	REG	Regular					
EmpliD / Red	1000/02091		ohn Doe		Paycheck #	008162	
	1000402001				r ayonookn.	300103	
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transfer.						\sim	
What corrective 254 characters	action will be ta .)	aken to avoid	d this type of error i	in the future? (Limit	of Ac	id'i Text: 🔎	
Required for sponosred	or transfers on accounts type	Sponsored NA	Accounts. If usin	g non		~	
Describe why a reasonable cha appropriate and 254 char)	II costs transfer arges. Additiona I necessary to t	rred to new a ally, if a spor he performa	accounts are allow nsored account, de ince of the sponso	vable, allocable, and escribe why costs ar red project. (Limit of	e Enter dollar amo	ount	
Required for sponosred a	transfers on S ccounts type N	ponsored A A	ccounts. If using	non	5		
Max Availabl	e for Redistribut	tion:	1,371.08	Redist Amt:	0.00	Continue >>	
					Cancel / Reset		



Enter information to be changed:

- > Position number, earnings code, close date, or account
- > If moving expenses to more than one account click on the "+" sign to add additional lines.
- Enter Amount in REDIST AMOUNT
- > Once all changes have been made, click on Save.

Re	distribution Trar	sactions Re	dist Trans Wo	rk Page						
Γ	Redistrib	ution Trar	nsaction	s				levia		
'								lojia		
	Search Results									
	Fiscal Year:	2009						Pay End Date: 0	1	
	Position:	112346	Tech Suppor	t Analys	t				When done click	on
	ASU Acct:	QB11001	BUS TECH S	SVCS TE	CH	SUPPORT			ON VE	
	Account (Objt)	7110.01	SALARIES						70	
	Earn Code:	REG	Regular							
	EmpIID / Rcd:	1000492981	/ 0				F	Paycheck #:	9 163	
	Reason why p	ayroll expenses	are being tran	sferred.	(Li	mit of 254 char	acters.)	Add	ext: 🖓	
	Correct Accour	nt number								
	What corrective 254 characters	e action will be ta s.)	iken to avoid ti	his type	of e	rror in the futur	e? (Limit of	Add'l To	ext: 🖓	
	NA									
	Describe why reasonable ch appropriate ar 254 char)	all costs transfer larges. Additiona lid necessary to ti	red to new ac ally, if a spons he performant	counts a ored ac ce of the	are a cour sp(allowable, alloc nt, describe wh onsored projec	able,d y cours are timit of	Add'l To	ext: \wp	
	NA									
	Max Availab	le for Redistribut	ion:	1,371	1.08	Redis	t Amt: 1,3	71.08	Click on "+ transfer ex multiple ad	" to pense to ccounts.
	Redistribution	Transaction								
	/ Variable	Static / Calculate				F		A 011 A	-	
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	112346 🔍	Tech Support An	alyst	REG	Q	Regular	07/13/2008		1,000.00	
	112346 🔍	Tech Support An	alyst	REG	Q	Regular	07/13/2008	WV51003 Q	371.08 +	-
		Save					Canc	el / Reset		



If you entered a transaction involving a Sponsored Projects account, the transactions will be routed to the Office of Research and Sponsored Projects Administration (ORSPA) for approval. You will see the following screen after you click on SAVE. The transaction will not be processed until ORSPA has approved.

R	edistribution Info	
	i Information Message	
	Info: Needs Approval	
	 This redistribution involves a Sponsored Projects acct and requires ORSPA approval. The results of the redistribution will be effective after the 	
	approval is granted. In the meantime, the acct which is decreasing its expense will be 'un-encumbered' to avoid duplicate transactions.	
	Return	
		-

Payroll Expense Redistribution Entries for Non-Sponsored Projects accounts do not require additional approval. The document is processed when SAVE is clicked.



- To view the assigned Payroll Expense Redistribution Transaction Number, click on the "Static/Calculated" tab to view the transaction number. To print this screen, go to Menu Bar and click on FILE—PRINT PREVIEW—use the drop down box and choose ONLY SELECTED FRAME.
- To enter another transaction, Click on "Return to Search," "Previous in List," or "Next in List" to return to the Search Menu.

distribu	ution Transa	ictions \ Re	dist Trans	Work F	Page					
Rec	listribu	tion Trai	nsactio	ns				leyla	a	
Searc	h Results									
Fisc	al Year:	2009						Pay End Date	: 07/1	13/2008
Posi	tion:	112346	Tech Sup	port Ar	alyst					
ASU	Acct:	QB11001	BUS TEC	H SVC	S TECH SU	PORT				
Acco	unt (Objt):	7110.01	SALARIES	3						
Earn	Code:	REG	Regular							
Emp	IID / Rcd:	1000492981	/ 0 🧰					Paycheck #:	9	908163
Reas	son why pay	roll expenses	are being t	ransfei	rred. (Limit d	of 254 ch	aracters.)	A	dd'l Text	: P
Corre	ect Account r	number								
What 254 NA	t corrective a characters.)	ction will be ta	aken to avoi	d this	type of error	in the fui	ture? (Limit	of Ad	ıd'i Text	. ~
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FY	Pay End Dt	EmplID		Rcd	Paycheck #	Term	Account	Combo Code		Transaction Nbr
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2009	07/13/2008	1000492	981	0	908163		7110.01	WV11003.7110.01		290241 🕂 🗕
2009	07/13/2008	1000492	981	0	908163		7110.01	WV51013.7110.01		290241 🕂 🗕
		Save						Cancel / Reset		





STEPS TO VIEW A PROCESSED REDISTRIBUTION ENTRY

<u>PEOPLESOFT</u>

1. Sign into PeopleSoft (<u>https://hrsa.oasis.asu.edu/psp/asusaprd/?cmd=login</u>) using your ASUrite and password.

PEOPLESO	ACLE [®]	
User ID: ASUrite Password: password Sign In To set trace flags, click <u>here</u>	Select a Languag English Dansk Français Italiano Nederlands Polski Suomi Čeština	e: <u>Español</u> <u>Deutsch</u> <u>Français du Canada</u> <u>Maqvar</u> <u>Norsk</u> <u>Portuqués</u> <u>Svenska</u> <u>日本語</u>
	<u>한국어</u> <u>]nu</u> 繁體 中文	<u>Русский</u> 简体中文 العربية

2. Go to View Redistribution Entries.

ASU Customizations \rightarrow ASU HCM Custom \rightarrow ASU Position Management \rightarrow View Redistribution Entries



3. You may search by any combination of Transaction Number, Fiscal Year, Pay Period End Date, EmplID, EmplID Record Number, Position Number or ASU Account Number. In this example we searched by transaction number.

ASU Redist Trans Enter any information y / Find an Existing Val	actions You have and click	Search. Leave	fields blar	nk for a list of all	values.	
Transaction Number:	= ~		106058	Q		
Fiscal Year:	= ~		2008			
Pay Period End Date:	= ~			31		
EmplID:	begins with 🐱					
Empl Rcd Nbr:	= 🗸					
Position Number:	begins with 💌			Q		
ASU Acct:	begins with 💌			Q		
Search Clear	Basic Searc	h 🗐 <u>Save Sea</u>	rch Criteri	<u>a</u>		
Search Results						
View All					First 🚽 1-2 o	f2 🕞 Last
Transaction Number	iscal Year Pay P	eriod End Date I	<u>mplID</u>	Empl Rcd Nb	Position Number	SC01001
106058	2008 07/15	2007	10009002	030	116312	BN91030



4. The transaction will be displayed.

Search Result	6					
Transaction	NDr: 106058				Approval Status:	All Approved
Fiscal Year:	2008				Pay End Date:	07/15/2007
EmpIID / Rcd	: 100 / (0			GL Post Date:	12/06/2007
Submitted by					Submitted Da	te: 12/05/2007
Approved by:					Approved Date	e:
	by payrall avpages	e are bein	a transforred			
Decer	ny payroll expense	s are being	guansierred			
Reason w						
Reason w	transfer is to be filled o	out for all tran	sactions.			
Reason w Reason for What corr	transfer is to be filled o	out for all tran	avoid this typ	e of error in	the future?	
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Reason w Reason for What corr NA Describe charges. necessary NA Redistribution Variable Position	transfer is to be filled o ective action will be why all costs transfe Additionally, if a sp to the performance Transaction Static / Calculated [Position Descr Research Professor	e taken to a erred to ne onsored a e of the sp	avoid this typ avoid this typ w accounts a ccount, desc onsored proj	e of error in are allowab ribe why co ect.	the future? le, allocable, a sts are approp	nd reasonable priate and Redist Amt
Reason w Reason for What corr NA Describe charges. necessary NA Redistribution (Variable Position 116312	transfer is to be filled o ective action will be why all costs transfe Additionally, if a sp to the performance Transaction Static / Calculated Position Descr Research Professor Research Professor	e taken to a erred to ne consored a e of the sp Erncd CRG CRG	ew accounts a ccount, desc onsored proj	e of error in are allowab ribe why co ect. ASU Acct <u>BN91030</u> SC91001	the future? le, allocable, a sts are approp Closed Date 07/15/2007	nd reasonable priate and



DOCUMENT RETENTION

Redistribution Entries will be maintained in the system for seven fiscal years after the transaction has been entered. In most cases departments are not required to maintain print screens of the Payroll Expense Redistribution Entry. The reasons and explanations should provide adequate documentation to support the transaction. If there are unusual circumstances that would require further documentation it is recommended that departments maintain a copy of the transaction with supporting documentation in the employees departmental personnel file.

REQUIRED APPROVALS

The person entering the document should have signature authority on the account that expenses are being transferred to. If you do not have signature authority on the account that expenses are being transferred to you must obtain approval from an authorized signer prior to processing. In these cases a copy of the transaction with the approval from an authorized account signer should be maintained in the employees departmental personnel file.

The PeopleSoft role FSO REDISTRIBUTION has final approval on all redistribution entries not involving sponsored accounts. If a redistribution entry involves a Sponsored Projects account the system routes to ORSPA for their on-line approval.

Assistance

You may contact your <u>accountant in Financial Services</u> for questions you may have regarding Payroll Expense Redistribution Transactions.

