

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:
 - FSO Redistribution

- To view redistribution entries you will need at least one of the following roles:
 - HCM Dept Financial Mgr
 - HCM Dept Position Manager
 - HCM Dept Position View
 - 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  ASU SECURITY REQUEST  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 (<https://hrsa.oasis.asu.edu/psp/asusaprd/?cmd=login>) using your ASURITE and password.



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, EmplID or Paycheck Number. In this example we used Position Number
- Click on Search
- Click on the line you want to redistribute

ASU Redistribution Transaction

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Fiscal Year:	=	<input type="text" value="2009"/>							
Position Number:	begins with	<input type="text" value="112346"/>	<input type="button" value="Q"/>						
Pay Period End Date:	=	<input type="text"/>	<input type="button" value="Q"/>						
Date Closed:	=	<input type="text"/>	<input type="button" value="Q"/>						
ASU Acct:	begins with	<input type="text"/>	<input type="button" value="Q"/>						
Earnings Code:	begins with	<input type="text"/>	<input type="button" value="Q"/>						
EmplID:	begins with	<input type="text"/>							
Empl Rcd Nbr:	=	<input type="text"/>							
Paycheck Number:	=	<input type="text"/>							

Search Results

View All First 1-28 of 28 Last

Fiscal Year	Position Number	Pay Period End Date	Date Closed	ASU Acct	Account	Earnings Code	EmplID	Empl Rcd Nbr	Paycheck Number
2009	112346	07/13/2008	07/13/2008	QB11001	7110.01	REG	10004929810		908163
2009	112346	07/13/2008	07/13/2008	QB51001	7110.01	REG	10004929810		908163
2009	112346	09/21/2008	09/21/2008	QB11001	7110.01	REG	10004929810		975411
2009	112346	09/21/2008	09/21/2008	QB51001	7110.01	REG	10004929810		975411
2009	112346	10/05/2008	10/05/2008	QB11001	7110.01	REG	10004929810		990296
2009	112346	10/05/2008	10/05/2008	QB51001	7110.01	REG	10004929810		990296
2009	112346	10/19/2008	10/19/2008	QB11001	7110.01	REG	10004929810		1005644
2009	112346	10/19/2008	10/19/2008	QB51001	7110.01	REG	10004929810		1005644
2009	112346	11/02/2008	11/02/2008	QB11001	7110.01	REG	10004929810		1021134
2009	112346	11/02/2008	11/02/2008	QB51001	7110.01	REG	10004929810		1021134
2009	112346	11/16/2008	11/16/2008	QB11001	7110.01	REG	10004929810		496646
2009	112346	11/16/2008	11/16/2008	QB51001	7110.01	REG	10004929810		496646
2009	112346	11/30/2008	11/30/2008	QB11001	7110.01	REG	10004929810		499409
2009	112346	11/30/2008	11/30/2008	QB51001	7110.01	REG	10004929810		499409
2009	112346	12/14/2008	12/14/2008	QB11001	7110.01	REG	10004929810		502041
2009	112346	12/14/2008	12/14/2008	QB51001	7110.01	REG	10004929810		502041
2009	112346	12/28/2008	12/28/2008	QB11001	7110.99	P08	10004929810		504496
2009	112346	12/28/2008	12/28/2008	QB51001	7110.99	P08	10004929810		504496

Click on the Line you want to Redistribute.

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

- Reason why payroll 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 non-sponsored 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.

Redistribution Transactions **Redist Trans Work Page**

Redistribution Transactions leyla

Search Results

Fiscal Year:	2009	Pay End Date:	07/13/2008
Position:	112346	Tech Support Analyst	
ASU Acct:	QB11001	BUS TECH SVCS TECH SUPPORT	
Account (Objt):	7110.01	SALARIES	
Earn Code:	REG	Regular	
EmplID / Rcd:	1000492981 / 0	John Doe	Paycheck #: 908163

Reason why payroll expenses are being transferred. (Limit of 254 characters.) Add'l Text:

Required field. Enter reason for transfer.

What corrective action will be taken to avoid this type of error in the future? (Limit of 254 characters.) Add'l Text:

Required for transfers on Sponsored Accounts. If using non sponsored accounts type NA

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. (Limit of 254 char) Add'l Text:

Required for transfers on Sponsored Accounts. If using non sponsored accounts type NA

Max Available for Redistribution: 1,371.08 Redist Amt: **Continue >>**

Cancel / Reset

Enter dollar amount to transfer.

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.

Redistribution Transactions
Redist Trans Work Page

Redistribution Transactions

leyla

Search Results

Fiscal Year:	2009	Pay End Date:	07/13/2008
Position:	112346 Tech Support Analyst		
ASU Acct:	QB11001 BUS TECH SVCS TECH SUPPORT		
Account (Objt):	7110.01 SALARIES		
Earn Code:	REG Regular		
EmplID / Rcd:	1000492981 / 0	Paycheck #:	91163

Reason why payroll expenses are being transferred. (Limit of 254 characters.) Add'l Text:

Correct Account number

What corrective action will be taken to avoid this type of error in the future? (Limit of 254 characters.) Add'l Text:

NA

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. (Limit of 254 char) Add'l Text:

NA

Max Available for Redistribution:
1,371.08
Redist Amt:
1,371.08

Redistribution Transaction

Variable
Static / Calculated

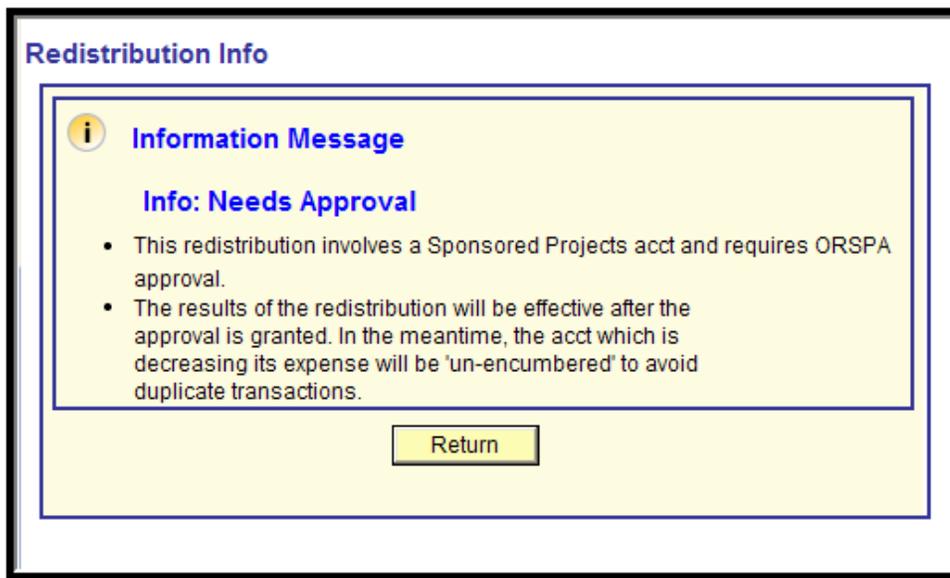
Position	Position Descr	Emncd	Emncd Descr	Close Date	ASU Acct	Redist Amt	
112346	Tech Support Analyst	REG	Regular	07/13/2008	QB11001	-1,371.08	
<input type="text" value="112346"/>	<input type="text" value="Tech Support Analyst"/>	<input type="text" value="REG"/>	<input type="text" value="Regular"/>	<input type="text" value="07/13/2008"/>	<input type="text" value="WV11003"/>	<input type="text" value="1,000.00"/>	
<input type="text" value="112346"/>	<input type="text" value="Tech Support Analyst"/>	<input type="text" value="REG"/>	<input type="text" value="Regular"/>	<input type="text" value="07/13/2008"/>	<input type="text" value="WV51003"/>	<input type="text" value="371.08"/>	

Save
Cancel / Reset

When done click on SAVE

Click on "+" to transfer expense to multiple accounts.

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.



- 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.

Redistribution Transactions
Redist Trans Work Page

Redistribution Transactions

leyla

Search Results

Fiscal Year: 2009	Pay End Date: 07/13/2008
Position: 112346 Tech Support Analyst	
ASU Acct: QB11001 BUS TECH SVCS TECH SUPPORT	
Account (Objt): 7110.01 SALARIES	
Earn Code: REG Regular	
EmpID / Rcd: 1000492981 / 0	Paycheck #: 908163

Reason why payroll expenses are being transferred. (Limit of 254 characters.) Add'l Text:

Correct Account number

What corrective action will be taken to avoid this type of error in the future? (Limit of 254 characters.) Add'l Text:

NA

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. (Limit of 254 char)

NA

Max Available for Redistribution: 1,371.08 Redist Amt: 1,371.08

Redistribution Transaction

Variable
Static / Calculated
[PDF]

FY	Pay End Dt	EmpID	Rcd	Paycheck #	Term	Account	Combo Code	Transaction Nbr		
2009	07/13/2008	1000492981	0	908163		7110.01	QB11001.7110.01	290241	+	-
2009	07/13/2008	1000492981	0	908163		7110.01	WV11003.7110.01	290241	+	-
2009	07/13/2008	1000492981	0	908163		7110.01	WV51013.7110.01	290241	+	-

Save
Cancel / Reset

Click on the Static/Calculated Tab to view the Transaction Number assigned in PeopleSoft.



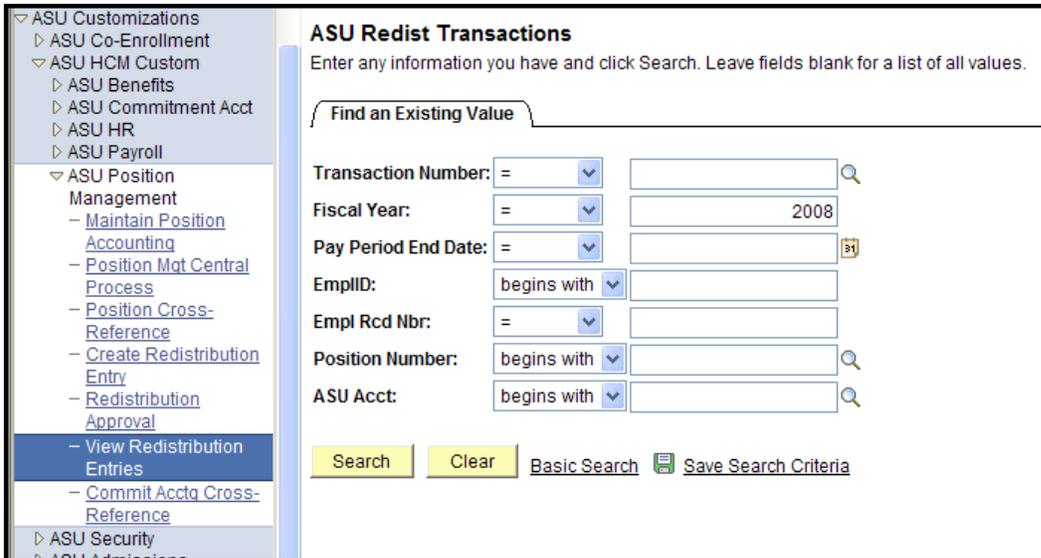
STEPS TO VIEW A PROCESSED REDISTRIBUTION ENTRY

PEOPLESOFT

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



2. Go to View Redistribution Entries.
ASU Customizations → ASU HCM Custom → ASU Position Management → View Redistribution Entries



- 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 Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Transaction Number: =

Fiscal Year: =

Pay Period End Date: =

EmplID: begins with

Empl Rcd Nbr: =

Position Number: begins with

ASU Acct: begins with

[Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) First 1-2 of 2 Last

Transaction Number	Fiscal Year	Pay Period End Date	EmplID	Empl Rcd Nbr	Position Number	ASU Acct
106058	2008	07/15/2007	1000900203	0	116312	SC91001
106058	2008	07/15/2007	1000900203	0	116312	BN91030

- The transaction will be displayed.

View Redistribution Transaction

Search Results

Transaction Nbr: 106058	Approval Status: All Approved
Fiscal Year: 2008	Pay End Date: 07/15/2007
EmplID / Rcd: 100 / 0	GL Post Date: 12/06/2007

Submitted by: []	Submitted Date: 12/05/2007
Approved by: []	Approved Date: []

Reason why payroll expenses are being transferred.

Reason for transfer is to be filled out for all transactions.

What corrective action will be taken to avoid this type of error in the future?

NA

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.

NA

Redistribution Transaction

Position	Position Descr	Erncd	Erncd Descr	ASU Acct	Closed Date	Redist Amt
116312	Research Professor	CRG	Cntrct Em	BN91030	07/15/2007	5051.23
116312	Research Professor	CRG	Cntrct Em	SC91001	07/15/2007	-5051.23

[Return to Search](#)

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 [accountant in Financial Services](#) for questions you may have regarding Payroll Expense Redistribution Transactions.