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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
  o HCM Dept Position Manager
  o 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 ➔ ASU SECURITY REQUEST ➔ CREATE SECURITY REQUEST

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

  o Click on ADD ROLES
  o FSO Redistribution will be under Human Capital Management (HR) Position Management PM
  o 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


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

Search Results
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 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 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.
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.
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.
Commitment Accounting Payroll Expense Redistribution for End Users

STEPS TO VIEW A PROCESSED REDISTRIBUTION ENTRY

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2. Go to View Redistribution Entries.
   ASU Customizations → ASU HCM Custom → ASU Position Management → 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.
4. The transaction will be displayed.
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.