The account mapping for a position will control which account payroll expenses and encumbrances will post to. The account mapping is assigned initially when the position is created. Changes to the account mapping can be made through the PeopleSoft screen Maintain Position Accounting.

Changes to HR Department Codes may be made through the Create/Modify Position Screen.

HR Department Code Changes In order to successfully run the payroll interface to Advantage it is necessary to lock down HR Department Code changes for a specified period for every pay period.

Changes to department codes on *filled* positions are locked down for six business days between when the payroll process first begins (Thursday night) until the evening of the following Friday (payday) when the distribution process is complete.
This lockdown applies to department code changes with an effective date before or within the payroll currently being processed. During this period, departments may enter department code changes on filled positions for a future payroll, vacant positions and new positions. If there is no department code change, a department may submit position transactions. Once the distribution process has been confirmed, departments may enter department code changes on positions with an effective date for the recently distributed payroll.

Submit all changes for HR Department Codes through the Create/Modify Position Screen in PeopleSoft.

SPONSORED ACCOUNTS AND POSITION MANAGEMENT
If a grant account is ending and the employees on the positions mapped to the grant are continuing, the positions must be re-mapped to a different account with an Effective Date equal to one day after the grant end date. Once a grant has ended, PeopleSoft will not allow payroll expenses to post to a closed grant account. Payroll expenses will be redirected to the Responsible Agency/Org listed on the Advantage GDES table. In most cases this is the Dean's Office Research Incentive Distribution Account (RID). Once this has happened, departments must then process Payroll Expense Redistribution Transactions to transfer the expenses to the appropriate account and the positions must be re-mapped from the RID account. Failure to re-map the positions will result in payroll expenses continuing to be posted to the RID account.

In order to avoid closed grant payroll expenses from being automatically charged to the Responsible Agency Org on the GDES table and grant accounts from being over encumbered, business managers should be proactive and create a new Fiscal Year Position Distribution effective one calendar date after the GDES end date for all grant accounts ending during the current fiscal year. The account used for the new Fiscal Year Position Distribution may be an existing state or local account. However, if the

department does not wish to encumber payroll on their local or state account, departments may request an Encumbrance Holding Account from Financial Services to be used for this purpose. Submit a new Account Application Form to your accountant in Financial Services and request a Payroll Encumbrance Holding Account. The only activity that should occur on the Encumbrance Holding Account should be payroll encumbrances. However, in the event that payroll expenses do post to this account departments are required to promptly redistribute the payroll expenses to an appropriate account. Financial Services will monitor these accounts and ensure that expenditures do not remain on these "unfunded" accounts.

MONITORING PAYROLL ENCUMBRANCES

The payroll encumbrance for a position and account number will calculate through the end of the fiscal year unless a termination or an Effective Date with and account number change is created with a date prior to June 30. Please refer to the example below.

FY Distribution

Fiscal Year Position Distribution

Position: 115022
Fiscal Year: 2008

Fiscal Year Position Distribution

Effective Date Deptid
10/15/2007 E0101

Will encumber on .EC51002from 10/15/07 through June 30, 2008

Typical (Default) Distribution	
Acct	Dist %
EC51002	100.000

Earnings-Specific Distribution		
Acct	Erncd	Dist %

Effective Date Deptid
07/01/2007 B0101

Will encumber on ECA1124 through 10/14/07

Typical (Default) Distribution	
Acct	Dist %
ECA1124	100.000

Earnings-Specific Distribution		
Acct	Erncd	Dist %

Return

For example if you have a Sponsored account that has a GDES end date of 10/14/07 and you want to continue paying existing employees after the grant end date you must update the Maintain Position Accounting screen in PeopleSoft to create a new accounting distribution with an Effective Date of one calendar day after the grant end
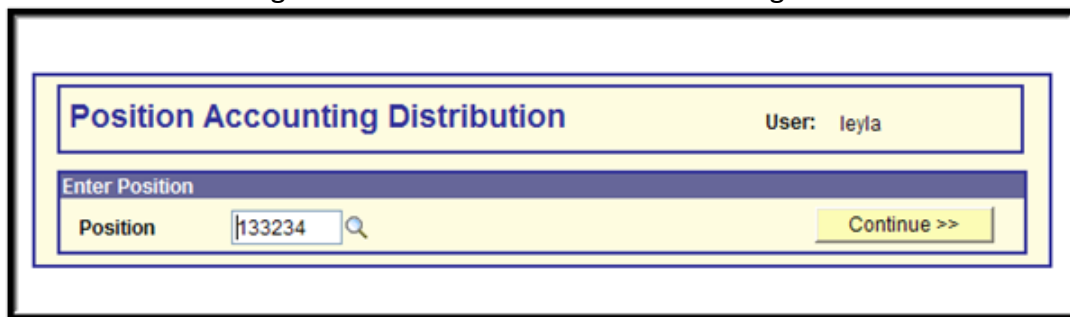
date, in this example 10/15/07. Making this change will avoid having expenses post to the Responsible Agency/Org on the GDES table for expenses after the grant end date and also correctly account for encumbrances on your Sponsored account.

If staff will not be continuing you must process a termination for the employee.

You may use the myReports query, Sponsored Accounts with Grant End Dates, in the Human Resources folder to create a report of staff and positions paid from a grant and the grant end date.

Once you have determined the positions that need to be transferred to a new Fiscal Year Position Distribution you may make the change in the Maintain Position Accounting screen in PeopleSoft.

- o ASU Customizations → ASU HCM Custom → ASU Position Management→Maintain Position Accounting

- o Enter the Position Number
- o Click on Continue

- o The Effective Date Field is used to identify the first day the new position accounting distribution is to take effect. This will be the first calendar day immediately following the grant end date.
- o Click on Continue

Position Accounting Distribution

User: leyla

Enter Position

Position 133234 Grad Research Associate

Position Accounting

Fiscal Year: 2010 [View Distribution Across Fiscal Year] [View Distribution History]
Effective Date: 12/01/2009

Click Save and Submit button to confirm funding on department code change.

	Date	Deptid	Title
Position Data as of Above Date:	07/01/2008	J107006	Grad Research Associate
Submitted Data as of Above Date:		n/a	n/a

Replace Distribution Starting on the above Effdt with:

ℹ️ The following input grids are seeded with current values if they exist. Add, delete, or modify as appropriate. <Save> to save the changes or <Cancel> to discard them. <Save> will totally replace any existing distributions for the effective date. Acct, Dist%, or Optional Earnings-Specific Distribution cannot be changed for a previously distributed payroll for a filled position.

Use Deptid: 107006

Required: Typical (Default) Distribution

*Acct	*Dist %		
	100.000	➕	➖

Optional: Earnings-Specific Distribution

*Earnings Code	Description	*Acct	*Dist %		
				➕	➖

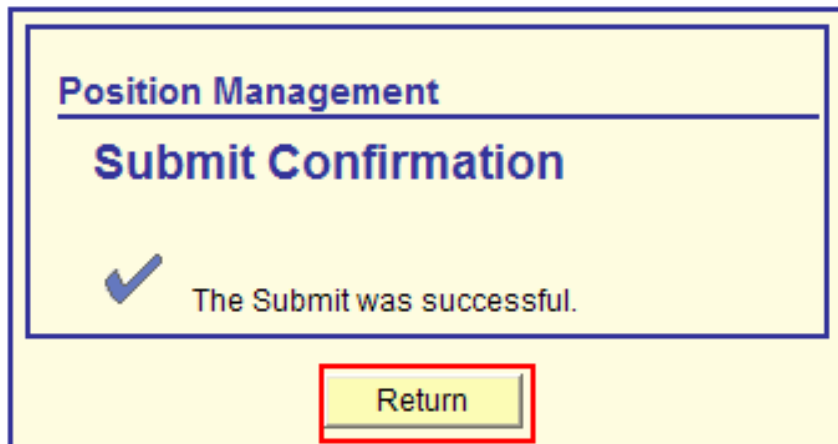| Save and Submit		Cancel

- o Enter the new account number that this position should be paid from in the ACCT field and enter the DIST percentage
- o Click on Save and Submit

Position Management Information

Position Management

Submit Confirmation

✔ The Submit was successful.

[Return]

    o   You will receive the confirmation screen.
    o   Click on Return

You have now changed the accounting distribution on your sponsored account and commencing on the Effective Date you entered all payroll expenses for this position will be paid from the account you identified. You may future date accounting distributions up through the end of the upcoming fiscal year. Keeping accounting distributions updated for positions is important to ensure that payroll expenses post to the correct account and encumbrances are accurately calculated.

EARNINGS SPECIFIC EARNINGS CODES

The Optional Earnings Specific Distribution section may be used to specify an agency/org to be used for a specified earnings code. The processing of Vacation Pay Outs is one example of when the Optional Earnings Specific Distribution section is used. All Vacation and Compensatory Pay Outs with effective dates after June 30, 2009 should be charged to a central university account, ET51056 . When setting up a vacation pay out or a compensatory time payout be sure to fill out the Earnings Specific Codes section of the Maintain Position Accounting Screen for the related position. Use an Effective Date of the beginning of the pay period that the termination date falls within. Specify the earnings code of VPO (vacation pay out) or CTP (compensatory pay out) in the *EARNINGS CODE FIELD and ET51056 in the *ACCT field. Filling in this information will result in the expense for the vacation and compensatory pay out to be charged to the central university account.

Position Accounting Distribution

User: leyla

Enter Position

Position   133234   Grad Research Associate

Position Accounting

Fiscal Year: 2010   View Distribution Across Fiscal Year   View Distribution History
Effective Date: 12/01/2009

Click Save and Submit button to confirm funding on department code change.

	Date	Deptid	Title
Position Data as of Above Date:	07/01/2008	107006	Grad Research Associate
Submitted Data as of Above Date:		n/a	n/a

Replace Distribution Starting on the above Effdt with:

ℹ The following input grids are seeded with current values if they exist. Add, delete, or modify as appropriate. <Save> to save the changes or <Cancel> to discard them. <Save> will totally replace any existing distributions for the effective date.
Acct, Dist%, or Optional Earnings-Specific Distribution cannot be changed for a previously distributed payroll for a filled position.

Use Deptid: 107006

Required: Typical (Default) Distribution

*Acct	*Dist %		
🔍	100.000	➕	➖

Optional: Earnings-Specific Distribution

*Earnings Code	Description	*Acct	*Dist %		
🔍		🔍		➕	➖

Save and Submit   Cancel