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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

PeopleSoft user IDs and Department Code Search Pages

Each UserID 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 create a Redistribution transaction for positions tied to your own HR Department Code. You are only authorized to move expenses from payroll posted to your HR Department Code.

It is possible to define combinations of department codes that a user can have access to. Anyone who needs this kind of access should have their supervisor send PeopleSoft Security a case via email to PSECTEC, the email will auto-create a case. The supervisor of the employee should submit the case so that we can confirm authorization. The email should specify the user and his/her ASURITE UserID, and it should include all the department codes that user will need to be able to access. They shouldn’t assume the user will retain the access they currently have. Instead, they should specifically spell out for us the access they want the user to have when all is said and done.

- 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 email 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.
Commitment Accounting Payroll Expense Redistribution for End Users

**STEPS TO PROCESS A PAYROLL EXPENSE REDISTRIBUTION**


   ➢ Go to Create Redistribution Entry.
   ASU Customizations → ASU HCM Custom → ASU Position Management → Create Redistribution Entry
Commitment Accounting Payroll Expense Redistribution for End Users

- Enter FISCAL YEAR (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.

Fiscal Year: [ ]
Position Number: begins with [ ]
Pay Period End Date: [ ]
Date Closed: [ ]
ASU Acct: begins with [ ]
Earnings Code: begins with [ ]
EmpID: begins with [ ]
Emp Rcd Nbr: [ ]
Paycheck Number: [ ]

Search Results

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</tbody>
</table>

ASU
Enter the following information:

- Reason why pay expenses are being transferred.
- The following two questions are for sponsored accounts only. Enter “NA” or “x” if the accounts are non-sponsored.
  - What corrective action will be taken to avoid this type of error in the future?
  - 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.
- There is a 254 character limit in the text boxes.
- 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 REDISTAMOUNT
- Once all changes have been made, click on Save.
- Transactions for Sponsored Accounts will be routed to Sponsored Projects for approval. If the transaction is for non-sponsored accounts the transaction has final approval when the SAVE button is clicked.
Click on the “Static/Calculated” tab to view the assigned 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 or use the menu on the left hand side and click on CREATE REDISTRIBUTION ENTRY.
Commitment Accounting Payroll Expense Redistribution for End Users

STEPS TO VIEW A PROCESSED REDISTRIBUTION ENTRY

PEOPLESOFT


2. Go to View Redistribution Entries.
   ASU Customizations → ASU HCM Custom → ASU Position Management → View Redistribution Entries
3. Search for the entry you are looking for by position number, account number, employee ID, or transaction number. In this example we used transaction number.

![ASU Redist Transactions](image.png)

**Search Results**

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Fiscal Year</th>
<th>Pay Period End Date</th>
<th>Emp ID</th>
<th>Emp ID Location</th>
<th>Position Number</th>
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</table>
4. The entry will be displayed.

![View Redistribution Transaction](image)

- **Transaction Nbr:** 106058
- **Fiscal Year:** 2008
- **EmpID / Rod:** 100
- **Submitted by:**
- **Submitted Date:** 12/05/2007
- **Approved by:**
- **Approved Date:**
- **Pay End Date:** 07/15/2007
- **GL Post Date:** 12/05/2007

**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*

<table>
<thead>
<tr>
<th>Position</th>
<th>Position Descr</th>
<th>Emcd</th>
<th>Emcd Descr</th>
<th>ASU Acct</th>
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<td>07/15/2007</td>
<td>-5051.23</td>
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</tbody>
</table>

[Return to Search]
DOCUMENT RETENTION

Redistribution Entries will be maintained in the system for seven fiscal years after the transaction has been entered. Departments are not required to maintain print screens of the documents in internal departmental files.

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.

The PeopleSoft role FSO REDISTRIBUTION has final approval on all redistribution entries not involving sponsored accounts. If a Sponsored Account is included in an entry the system routes to Sponsored Projects for their on-line approval.

Assistance

You may contact your accountant in Financial Services for questions you may have regarding Payroll Expense Redistributions.