

PAYROLL EXPENSE REDISTRIBUTIONS

Instruction Manual

March 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
 - o HCM Dept Position Manager
 - o HCM Dept Position View
 - o 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 e-mail 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 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.



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

- Enter FISCAL YEAR (Default is current fiscal year)
- Choose your search criteria:
You may search by Position Number, ASU Account, EmplID or Paycheck Number.
number, or employee ID. 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: = 2009

Position Number: begins with 112346

Pay Period End Date: =

Date Closed: =

ASU Acct: begins with

Earnings Code: begins with

EmplID: begins with

Empl Rcd Nbr: =

Paycheck Number: =

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

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.

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

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

Enter dollar amount to transfer.

Max Available for Redistribution: 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.
- 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.

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 #: 9163

Reason why payroll expenses are being transferred. (Limit of 254 characters.)

Correct Account number

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

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

Position	Position Descr	Emcd	Emcd Descr	Close Date	ASU Acct	Redist Amt		
112346	Tech Support Analyst	REG	Regular	07/13/2008	QB11001	-1,371.08	+	-
112346	Tech Support Analyst	REG	Regular	07/13/2008	WV11003	1,000.00	+	-
112346	Tech Support Analyst	REG	Regular	07/13/2008	WV51003	371.08	+	-

Save Cancel / Reset

When done click on SAVE

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

- 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

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 #: 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**

FY	Pay End Dt	EmplID	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

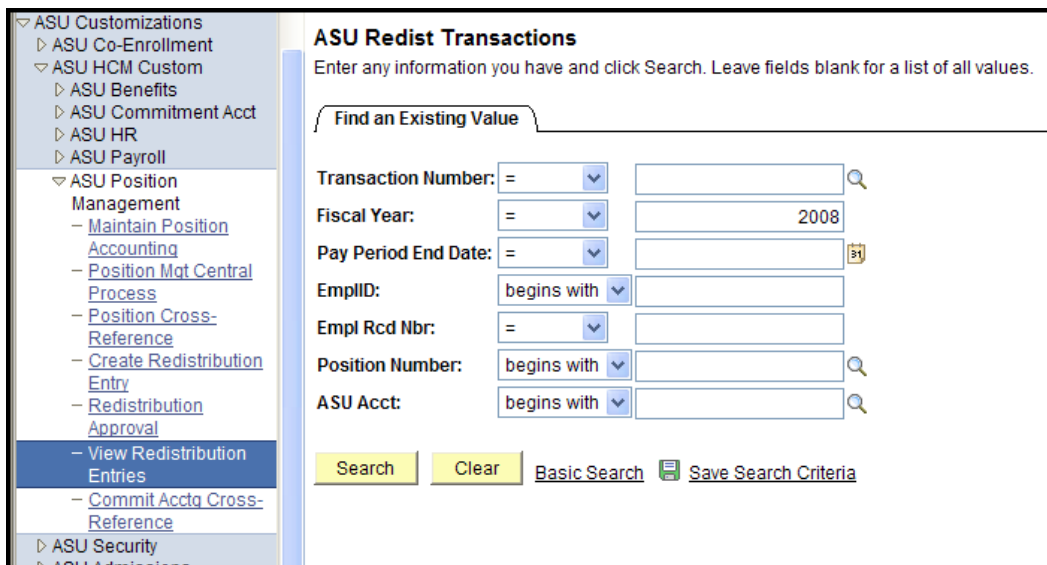
PEOPLESOFT

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



The image shows the Oracle PeopleSoft Enterprise login page. At the top, the Oracle logo is displayed in red, followed by "PEOPLESOFT ENTERPRISE" in black. Below this, there is a login section with a "User ID:" field containing "ASUrite" and a "Password:" field containing "password". A red "Sign In" button is positioned below the password field. To the right of the login fields, there is a "Select a Language:" section with a list of languages including English, Dansk, Français, Italiano, Nederlands, Polski, Suomi, Čeština, 한국어, ไทย, 繁體中文, Español, Deutsch, Français du Canada, Magyar, Norsk, Português, Svenska, 日本語, Русский, 简体中文, and العربية. At the bottom left, there is a link that says "To set trace flags, click [here](#)".

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



The image shows the "ASU Redist Transactions" search screen. On the left, there is a navigation menu with the following items: ASU Customizations, ASU Co-Enrollment, ASU HCM Custom, ASU Benefits, ASU Commitment Acct, ASU HR, ASU Payroll, ASU Position Management, Maintain Position Accounting, Position Mgt Central Process, Position Cross-Reference, Create Redistribution Entry, Redistribution Approval, View Redistribution Entries (highlighted), Commit Acct Cross-Reference, ASU Security, and ASU Admissions. The main area is titled "ASU Redist Transactions" and contains the instruction "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this, there is a "Find an Existing Value" section with the following fields: Transaction Number (with a dropdown menu), Fiscal Year (with a dropdown menu and the value 2008), Pay Period End Date (with a dropdown menu and a calendar icon), EmplID (with a dropdown menu and the value "begins with"), Empl Rcd Nbr (with a dropdown menu and the value "="), Position Number (with a dropdown menu and the value "begins with"), and ASU Acct (with a dropdown menu and the value "begins with"). At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

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
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

Search

Clear

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	BN91030
106058	2008	07/15/2007	1000900203 0	116312	BN91030	BN91030

4. The entry 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

Variable

Static / Calculated

Position	Position Descr	Emcd	Emcd 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. 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.