Vacation and Compensatory Time Payouts for departments

June 2018
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**Vacation and Compensatory Payouts Overview**

Vacation and compensatory payouts at termination or change of status are now centrally funded. The ERE rate includes a component to fund vacation and compensatory payouts. Prior to submitting a vacation/compensatory payout, departments are required to map the terminating or change of status employee’s position number for Earnings Specific Distribution for the earnings code VPO and CTP to Cost Center CC0004 and Program PG03070 in the Maintain Position Accounting screens in PeopleSoft.

This guide will assist departmental representatives with the steps needed to accomplish this.
Adding an Earnings Code to Maintain Position Accounting

Vacation and Compensatory payouts are now charged to a centralized funding account. It is the department’s responsibility to add these codes to the employee’s position to ensure the payout is posted to the appropriate account. To accomplish this, navigate via these menus:

Navigation: ASU Customization > ASU HCM Custom > ASU Position Management > Maintain Position Accounting

If known, type in the position number. If unknown, click on the magnifying glass and select the appropriate position number. Click Continue.

Type in the Effective Date: Beginning Date of the Pay Period.
Click the + sign in the “Optional: Earnings-Specific Distribution” section to insert the earnings code. Type in the following information:

1. Earnings Code: Type in VPO or CTP.
2. Description: will automatically appear.
3. Acct: Type in Cost Center CC0004 and Program PG03070 regardless of the earnings code selected in step 1.
4. Dist percentage: Type in 100.00.
5. Repeat steps 1 through 4 if needed for an additional earnings code.
6. Click save and submit.
You will receive a confirmation message when submittal is completed. Click Return.
Below are the results obtained utilizing this process

![Image of Position Accounting Distribution](image)

### Required: Typical (Default) Distribution

<table>
<thead>
<tr>
<th>Dist %</th>
<th>100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

#### Required: Driver Worktag and Cost Center

- **Project:** Dept Reporting Roll
- **Gift:** Department Reporting
- **Grant:** ASU Audit
- **Cost Center:** CC0009
- **Program:** GL-Employees Related Expenses

### Optional: Additional Worktags

- **Cost Center:** CC0009
- **Program:** GL-Employees Related Expenses

### Required: Earnings Specific Distribution

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- **Cost Center:** CC0009
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*Note: The image shows a section of a business process guide for HCM Release 9.2, focusing on vacation and compensatory time payouts. The screen captures details about position accounting distributions, including required and optional worktags and cost centers.*