

What is a payroll redistribution transaction?

A payroll redistribution transaction is used to re-code an account number, position number, pay period end date or earnings code type of a payroll expense that has posted to Advantage. Amounts transferred can be full or partial pay period amounts and are done based on dollar amount, not hours or percentages.

--Each redistribution entry is for ONE position number, for ONE employee, for ONE pay period, and for ONE earnings code. Therefore an employee who had regular time, vacation time, and sick time in one pay period would have three transactions and you would be required to fill out three Payroll Redistribution Forms.--

We are initially implementing the payroll redistribution process in paper form and will subsequently roll out a process with training that will allow end users to enter the transactions on-line. The paper process simulates as closely as possible the on-line process which will be available in the future.

Where do I get the Request for Payroll Distribution Form?

The Payroll Redistribution Form and Instructions is available at Financial Services Forms Page <http://www.asu.edu/fs/forms/forms.html> and also from Human Resources Forms Page <http://www.asu.edu/hr/forms/index.html>

myReports

Payroll expenses may be researched by running the Pay Earnings with Redistribution query in myReports. This query contains three queries:

- Query by position number – (this query will provide you a listing of payroll expenses for a specified position number)
- Query by employee ID – (this query will provide you a listing of payroll expenses for a specified employee ID/affiliate ID)
- Query by account – (this query will provide you a listing of payroll expenses for a specified Advantage agency/org)

Once you run the query be sure and use the PIVOT TABLE to prepare the Redistribution Form.

Information on using myReports is at <http://www.asu.edu/it/eds/welcome.html> Downloadable demonstrations on running pre-built queries can be found at https://techbase.asu.edu/wiki/index.php/MyReports_Demo_Downloads

Instructions for completing a Request for Redistribution form:

To complete the Payroll Redistribution form you are required to provide the following information:

- Pay Period End Date
- Position Number
- Employee ID (Affiliate ID)
- Earnings Code
- Employee Name
- Account Number (both “from” and “to” account)
- Amount Transferred
- Justification is required for all payroll redistribution requests. Requests will not be processed without appropriate justification.
- Authorized Account Signer Signature

Pay Period End Date

Sponsored Projects has a need to track payroll expenses by pay period end date for Effort Reporting. For this reason the Pay Period End Date is a required field on the "TO" side of the Redistribution Entry. The pay period end date used should correctly reflect the timeframe when the work was performed.

Departments are also required to prepare a Payroll Redistribution Entry to correct an incorrect pay period end date. For example: An employee receives a supplement pay on pay date September 28th. The pay period end date for this pay period is September 23rd. The supplemental pay was related to the pay period ending July 15th. The department would be required to submit a Redistribution Entry to reflect the correct Pay Period End Date on the "TO" side of the Redistribution Entry.

If the transaction will affect another account that you do not have signature authority on, you must obtain approval prior to submitting the transaction.

Required Back Up for Sponsored Accounts

All Payroll Redistribution Forms for expenses going to or from a Sponsored Account must also be accompanied by copy of the myReports query results showing the original expense.

Submission of the Request for Payroll Redistribution Form

Payroll Redistribution Requests which involve a sponsored account must be sent to the Office for Research and Sponsored Projects Administration for prior approval at mail code 3503; for non-sponsored transactions send your forms to the following based upon your campus:

- Tempe and DPC Campus– Financial Services Mail Code 5812
- Polytechnic - Administration & Financial Services Mail Code 0180
- West –Financial & Support Services Mail Code 0451.

Payroll Redistribution Transactions Interfacing to Advantage

The Payroll Redistribution transactions will interface to Advantage on a nightly basis. The Advantage journal entry will be a consolidated total posted by account and object code/subobject. You must use myReports and one of the pre-built queries to view the detail.

Viewing Payroll Distribution Transactions in PeopleSoft (Included in HRIS Dept Position View Role)

You may view a Payroll Redistribution Entry in PeopleSoft by Position Number

- ASU Customizations
- ASU HCM Custom
- ASU Position Management
- Position Cross Reference
 - Search for Position
 - Click on the Position Cross Ref-Acctg Tab

View by Account:

- ASU Customizations
- ASU HCM Custom
- ASU Position Management
- Commitment Acctg Cross-Reference
 - Search for Account

For questions or assistance contact your accountant in Financial Services.

11/6/07