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 need 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 online. The paper process simulates
as closely as possible the online 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 the Financial Services Forms
page http://www.asu.edu/fs/forms/forms.html, and also from the 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 to 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

Instructions for completing a Request for Redistribution form:
To complete the Payroll Redistribution form, you must 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 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 must 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 have 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 on which you do not have signature authority, you must obtain approval prior to submitting the transaction.

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

**Submitting the Request for Payroll Redistribution Form**
Payroll Redistribution Requests that 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/sub-object. 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