Academic and Graduate Online Renewal & Short Work Break

Business Process Guide

A Guide demonstrating how to return a Faculty/Academic professionals (ACD pay group) & Graduates from Short Work Break.
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Academic Appointments & the Short Work Break Process

The online renewal and short work break processes are used to begin and end the payroll for Faculty, Academic Professionals, Post Doctoral Scholars and Graduates Students who are on an academic year, summer, or winter appointment. Faculty, Academic Professionals, Post Doctoral Scholars and Graduates Students who are on an appointment will have a specific start date (*Effective Date) and end date (Expected Job End Date) corresponding to the employee’s appointment period. Employees renewed should have some written confirmation/authorization of their appointment.

All start and end dates must coincide with a pay period start and end date. The appointment periods are established for each fiscal year and will be slightly different depending on where the pay period begin and end dates resides in relationship to the actual academic start dates.

An employee on an academic appointment will begin getting paid as of the start date entered on their employee record (i.e. job data record or job record) if the data was processed in time for the payroll processing for that pay period. You can backdate a renewal, entering a start date for a pay period that has already been processed through payroll but you must submit a Payroll Action Request to your payroll representative in order to pay the employee for the missed pay periods.

The employee’s pay will end when their expected job end date is reached. An ACD, FSW or GRD employee will have an end date on their primary job record indicating when that academic appointment will end. This is the Expected Job End Date. When the Expected Job End Date is reached an automatic process will run to place the employee on Short Work Break. When the employee is on Short Work Break their Payroll Status is changed to Short Work Break. This stops the employee from continuing to receive pay. In this HR Status, the employee remains Active, retaining access to their benefits (during pre-collected summer months), email/computer accounts, parking, etc.

Online Renewal Process

This process is the front end renewal process used to return a for Faculty/Academic Professionals in the ACD pay group (9 month contract being paid over 9 months), FSW Faculty/Academic Professional SUM/WTR jobs and GRD Graduates who are currently in a Short Work Break status or have an expected job end date within the current academic session. Once an employee’s job record is placed on Short Work Break the job record must be Returned from Work Break in order for the employee to start receiving pay on that job record again. The Online Renewal pages are available for you to renew all or some of your employees who are currently on short work break or will be going on short break at the end of the current academic session. You will have the ability to indicate a start date (date in which the employee will be returned from short work break), the new pay frequency, the new appointment period, and the new appointment period salary on the renewal page. The renewal process will be available for use if your employee meets all three of these requirements:

1. Current Employee – on Short Work Break or with expected job end date in the current session
2. Working in the same department
3. Pay Group – ACD, GRD or FSW

Employees currently on Short Work Break should have a Payroll Status of **Short Work Break** in job data:

![Screen showing Short Work Break status](image)

Faculty, Academic Professionals & Graduate jobs in an **Active Status** will only be available on the renewal page if the employee has an expected job end date within the current renewal session (i.e. Spring Renewal starts 12/28/2009 employee must have an expected job end date between 12/27/2009-2/21/2010).

**Preparation:**

**Security Roles that you will need**

Each procedure (Position Management and Online Renewal) requires specific roles in order to complete the necessary transactions.

To check what roles you currently have, login to PeopleSoft (https://hrsa.oasis.asu.edu)

Navigate to **ASU Customizations > ASU Security > Manage Security Requests>My Security Access Roles**

**How to apply for these roles**

The security roles should be requested and granted according to the department’s internal business processes. Some users may have several security access roles, while others within the department may have less.

To request a role, go to: [http://asu.edu/oasis/support/Access.html](http://asu.edu/oasis/support/Access.html)
Access these Roles will Provide
Here are the roles that you or someone within your department will need in order to start the process.

Position Management Security Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HCM Dept Financial Mgr</strong></td>
<td>Provides you with the ability to update the funding that is associated with a position number.</td>
</tr>
<tr>
<td><strong>HCM Dept Position Manager</strong></td>
<td>Provides you with the ability to review and create a new position number or modify a currently active position number.</td>
</tr>
</tbody>
</table>

Online Renewal Security Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASU Renewal Submission</strong></td>
<td>Provides you with the ability to submit and review (not approve) online renewal requests for employees in the GRD, ACD and FSW pay groups who are currently on Short Work Break or have an expected job end date within the current academic session. The ASU Renewal Submitter is the only role that will have the ability to update the renewal data.</td>
</tr>
<tr>
<td><strong>ASU Renewal Approval</strong></td>
<td>Provides you with the ability to approve or return submitted renewal requests. The ASU Renewal Approval role no longer has the ability to update the submitted data. All changes are now made by the ASU Renewal Submitter. The ASU Renewal Approver will have view-only access to the ASU Renewal Submission pages.</td>
</tr>
</tbody>
</table>

Each department will need to have at least one person assigned with the **ASU Renewal Submission** role and another assigned with the **ASU Renewal Approver** role in order to process the renewal requests. It is recommended that you have both a back up Submitter and Approver for each area.
**In the last renewal session, you were only allowed to have either the submitter or approver role. You can now have both roles because the system has been modified to prevent any one person from being both the submitter and approver on a given transaction.**

### Before You Start:

**Department Procedures**
This training guide has been created to instruct departments on how to process actions after they have completed all of the preliminary work within their department. Departments should follow their current internal business processes to obtain internal approvals and to determine an appropriate recruiting method. Typically, this may include coordinating with the Primary Business Officer within your Dean's office.

**University Required Approvals / Documentation**
All documentation can be faxed to Data Management at 480.993.0005 or via email to DataManagement@asu.edu. Please send all original documentation to the Employee Service Center.

**Approval Guidelines**
Approval will be required from the department VP or Dean for the following:
For all other Renewals, please see:
- Employment Action Approvals [for Business and Finance VP areas and the Office of the President](#)
- Employment Action Approvals for Academic Areas should refer to the Matrix

All approvals emails sent from President, Provost or CFO to OHR and will be matched up with hiring the appropriate hiring documents.

**NOTE:** Offer letters signed by the appropriate approval level would also act as approval documentation. An approval email would not be necessary in this scenario.

**Required Documentation**

**Faculty/Academic Professional/Post Doctoral/Graduate Renewals**
In order to keep the employee files up to date, the Office of Human Resources requires a signed copy of the employee’s Offer Letter/Memorandum/Notice of Appointment. Additionally, the appropriate approval documentation must be forwarded to Data Management before the employee’s hiring paperwork can be processed. Please send all original documentation (i.e. Resume, signed Offer Letter, Memorandum, etc.) to the Employee Service Center.

### How to Renew Employees on Short Work Break
Please use the following guide to help you determine how to renew your employees in PeopleSoft. There are several different situations that will determine which process to use to renew an employee in PeopleSoft. Because staff and student workers do not go on Short Work, Break, **this process does not apply to them.**
<table>
<thead>
<tr>
<th>Applicable to</th>
<th>On Short Work Break</th>
<th>Not on Short Work break (expected job end date within current session)</th>
<th>eHire process</th>
<th>Online Renewal process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty (ACD)</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Academic Prof (ACD)</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Graduate (GRD)</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Faculty (ACD)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Prof (ACD)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate (GRD)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty, Acad Prof or Graduate (renewal with a new position number)</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Faculty &amp; Acad Prof (FSW)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>New Hires (GRD, ACD &amp; A12)</td>
<td>N/A</td>
<td></td>
<td>N/A</td>
<td>X</td>
</tr>
<tr>
<td>Winter/Summer Hire (need to create new SUM/WTR job record)</td>
<td>N/A</td>
<td></td>
<td>N/A</td>
<td>X</td>
</tr>
</tbody>
</table>

*If you need to process a renewal and the online renewal period has closed for that academic hiring session please use the eHire process.

** Graduates should no longer be renewed by using Manager Self Service.

Faculty and Academic Professionals in the A12 pay group are placed on the pay frequency “B” (bi-weekly) with **NO expected job end date**. If your A12 Faculty or Academic Professional will not be returning for the upcoming academic year, the department will need to process a termination or work with the Benefits Department to place the employee on a Leave of Absence or Hold (depending upon the circumstances). In order for a Faculty, Academic Professional or Post Doctoral Scholar to change their pay option from A12 to ACD, or vice versa, s/he must complete the Pay Option form located on the HR website under HR Forms. The Pay Option change elections may only be made once per fiscal year. In order to elect the Pay Option of A12, both the position and employee must qualify. These changes are made each year at the beginning of the fiscal year.
Exceptions to the Renewal Process will need to be processed using eHire

- Employees that do not appear on your renewal pages.
- Employees who need to be renewed on to a different position number.
- Employees to be returned from short work break and transferring to a different department for the current academic session.
- Benefit Eligible Faculty or Academic Professionals with a one semester appointment need to be renewed manually by Data Management.
- If the department needs to backdate the renewal and has missed the renewal period for the current academic session.

Please refer to the Hiring (eHire) Guide for further instructions on this process.

The Data Management Exception form cannot be used to return a Graduate/Academic Professional/Faculty/Post Doctoral Scholar from Short Work Break. If your employee falls into any of the above scenarios, you may submit your renewal by using the Hiring (eHire) Process. Once the eHire (i.e. eHPR) has been submitted to Data Management, the employee will be manually returned from Short Work Break. Data Management Exception forms received for requests to return an employee from SWB will not be processed.
<table>
<thead>
<tr>
<th>Action</th>
<th>eHire process</th>
<th>Data Management Exception form</th>
<th>Manager Self Service</th>
<th>Position Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Position Number (take an employee off a group position)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Renewal (Past Deadline)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Renewal (with a new position number)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Renewal (Spring Renewal Benefits eligible employee on ASU10 appointment)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short Work Break (Request to place employee on SWB early)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad Hoc Salary Change</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ad Hoc Salary Change (past MSS Deadline)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotion</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Promotion (past MSS deadline)</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Position Modification</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>New Hires</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note: The Approver will have the ability now to approve a submission at any time, when Online Renewal is open. Please keep in mind though, that once a renewal has been approved it can no longer be changed on the renewal pages.**

**Changes to the Renewal Page**

The online renewal pages have been updated to include the following changes:

- Separate Submission and Approval Renewal Pages
- Submitter and approver cannot be the same person on any given transaction.

**ASU Renewal Submission Page**
- Renewal, Reviewed and Submitted tabs have been added to the Submission Page.
- Renewal data can only be updated by the **ASU Renewal Submitter** and once submitted the data can only be modified if the **ASU Renewal Approver** returns the submitted data back to the ASU Renewal Submitter.
- Employees can be marked as reviewed to indicate that the department does not wish to currently renew the given employee.
- In addition to short work break, employees with expected job end dates within the current session will be available for renewal prior to being placed on short work break.
- Salary changes are available with an HR Review step added.
- An FTE Chng (FTE Change) checkbox has been added so that departments can indicate if a salary change is due to a change in FTE.

**ASU Renewal Approval Page**

- The ability of an ASU Renewal Approver to return an online renewal submission.
- Approvers have view access to the **ASU Renewal Submission** page.
- Approvers will no longer have access to change submitted data, **Start Date**, **New Freq(uality)**, **New Salary** are grayed out on the Approval page.

**Step By Step:**

**Navigating to the Renewal Pages**

**Step 1:** From the Main Search Menu in PeopleSoft, Go to **ASU Customizations > ASU HCM Custom > ASU HR > ASU HR Renewal**.

Note: Although the security roles for online renewal (both the ASU Renewal Submitter and ASU Renewal Approver) are available for request throughout the year, the **online renewal** pages are only open for approximately two months each academic term. If you do not see the **ASU HR Renewal** pages, please verify that you have received the correct security roles. Refer to [page 4](#) of this guide to review which security roles will be needed. If you have requested the security roles, have received the approval email and do not see the **ASU HR Renewal** link please submit a [UTO CRM ticket](#).  

**Submission Page**  
**ASU Customizations > ASU HCM Custom > ASU HR > ASU HR Renewal > ASU Renewal Submission**
Approval Page
ASU Customizations > ASU HCM Custom > ASU HR > ASU HR Renewal > ASU Renewal Approval
*Note: If you only have the Approval security role, you will have view-only access to the ASU Renewal Submission page. If you have both the Submission and Approval security roles you will have full access to both the ASU Renewal Submission and ASU Renewal Approver pages, however you will only be able to either submit or approve for a given transaction.

Searching for a Renewal Page to Process

**Step 2:** Enter your Dept and click **Search**. The first letter of the department code will be required for searching. If ALL fields are left blank the search will not process.

*Note: A department code may be listed multiple times if there are employees in the ACD, GRD and/or FSW pay groups within the department. Each pay group within that department will need to be selected separately in order to process renewals for an entire department.*
Refining Your Search

Your search can be limited to first 3 digits of the department code (i.e., B17) in order to pull up all departments within a VP area. You can also search by Pay Group (ACD, GRD or FSW) or by the department description. You may refine your search criteria by including a combination of search fields such as Department plus Pay Group or Department plus (academic) Term, etc. The searches will be limited to the department codes that you have security access to review.

ASU Renewal Submission

Enter any information you have and click Search. Leave fields blank for a list of all values.

You can search by VP Area as well.
The search can also be filtered by the (academic) **Term**. This will display all pay groups within your department that are available for processing during the academic term selected. The (academic) term is the semester for which you will be processing renewals:

- **Summer**: Summer Session for Academic SUM/WTR & Graduate Jobs
- **Winter**: Winter Session for Academic SUM/WTR & Graduate jobs
- **Fall**: Fall Session for Academic & Graduate jobs
- **Spring**: Spring Session for Academic & Graduate jobs
Note: If you select a Term which is not currently available for processing, you will receive an error message “No matching values found.” The online renewal process will be open at the beginning of the upcoming academic session(s) and will remain open for backdating 1-2 months after the session has begun. Once the online renewal period has closed no further renewals may be processed for that session.
Step 3: Select the department you wish to renew.

Graduate Winter Renewals That Run Concurrent With Spring Semester

Graduates that are available on the Spring Renewal page (i.e. appointments that begin 12/27/2010) will also appear on the Winter Renewal page. If a graduate will be working both the Spring and Winter sessions concurrently renew the graduate on the Spring Renewal page and process an additional pay for the winter earnings. If a renewal is entered on both the Spring and Winter renewal pages the Spring renewal will take precedence and the Winter renewal will not be processed.

Graduate renewals should no longer be processed through Manager Self Service. Since the renewal pages will now be available before an employee is placed on short work break, the online renewal process will be used to process the renewal. All Manager Self Service Transactions submitted using the Graduate Lateral Summer/Winter Hire or Graduate Lateral Fall/Spring Hire codes will be returned and the department will be asked to use the Online Renewal process instead.

**Please refer to the Summer/Winter Graduate Hiring guide for further information on how to process Graduate Summer/Winter hires.**
Renewal Page
The renewal page will list employees within the department code/Pay group selected on the search page. The Renewal Tab will display a record for each employee containing the frequency “Cur Freq”, salary “Cur Salary”, current expected job end date Expected End Date & pay group “Group” that is currently listed in job data.

Expected Job End Date Field
The Expected End Date field will indicate when your employee will be placed on short work break. A new enhancement to the online renewal process is that employees who are not currently in short work break but have an expected job end date within the current hiring session will be available for renewal prior to being placed on short work break. You will be able to submit & approve the renewal data prior to the employee being placed on short work break. The process will wait until the employee is placed on short work break to add the rows that will return the employee within the new session.
**Reviewing Position Data**

**Step 4:** Review Position Data by clicking on the **Position & Reports To** tabs.

The **Position Tab** on the Renewal page contains the employee’s position data (**Empl Class, FTE, Position Number, Position Title, Job Code** and **Reg/Temp** status). Position accounting information may be viewed by clicking on the position number itself.

*Notice: The **Job Code** and **Reg/Temp** fields have been added to the position tab to further provide a more detailed review of your employee’s position numbers.*

*Notice: The **Earn Code** has been added to the position funding information. You will now be able to view any Specific earnings that may be set up on your employee’s position number.*
The **Reports To** tab on the Renewal page contains the report to information from the employee’s position number.

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**Position Changes**

Position numbers with incumbent(s) may not be modified if the incumbent(s) job is not in an active status and if the modification will change the benefits on the position in any way (including benefits such as Retirement, Long Term Disability and Workers Comp). Please be aware that it is possible for employees on Short Term Temp and Seasonal positions to be eligible for Retirement, Long Term Disability and Workers Comp. If you need to make a position change on an employee whose job record is not active, please process an action to make the job record active first; once the employee’s job record is active position changes can then be submitted.

**Position Changes while an Employee is on SWB or is getting ready to go on SWB**

Most position changes may not be made on job data while an employee’s is on Short Work Break or is getting ready to go on Short Work Break. Position changes with an effective date greater than the current expected job end date cannot be made. These changes are causing adverse affects to employee’s benefits. Changes submitted for an employee on SWB that affect benefits will be returned to the department by Position Data Management requesting that they wait until the employee has been Returned from Short Work Break to submit a position change.

**Moving an Employee on to a New Position Number**

To move an employee on to a new position, please complete the **Data Management Exception** form. If your employee is on Short Work Break or getting ready to go on Short Work Break, Position Data Management cannot place an employee on to a different position number. Position changes with an effective date greater than the current expected job end date cannot be made. These changes also have adverse affects on benefits if done while the employee is on Short Work Break. Please wait until your employee has been Returned from Short Work Break before submitting a Data Management Exception form to place your employee on a new position number.
Position Changes that CAN be processed for Employees on Short Work Break

Employees on Short Work Break may have the following changes made to their position numbers:

1. Reports To
2. Department Code
3. Maximum Head Count
4. Funding

Expanding the Renewal Page

The page can be expanded to display the Renewal, Position & Reports To data in one display.

To close the expansion view simply click back on the Tab Expansion button.

The Renewal page will display up to 50 employees in a single view. If more than 50 employees exist in the department use the left & right arrows to review the rest of the employees in that department/pay group or you may click the View All button to display all employees on one page (if less than 100 employees).
TIP: Always submit prior to going back and forth between the various tabs (Renewal, Review or Submitted) on the pages so that changes are not lost.

Renewal Submission Page

Renewal tab

NOTE: You will need the **ASU Renewal Submission** role in order to have the ability to submit renewal data. The **ASU Renewal Approver** role will not have the ability to submit employees for renewal only the **ASU Renewal Submission** role can update & submit renewal data.

** If you have the Renewal Approver role you will have view access to the submission page.

** If you have both the Renewal Submitter and Renewal Approver roles you will have full access to both the Submission & Approval pages but can only submit or approve on a given transaction.
Submitting Renewals

**Step 5:** Select the employee(s) you wish to renew by checking the **Submit** boxes next to the employee’s name. Once the **Submit** box is checked the *Start Date, New Freq, and New Salary* fields will open up for editing.

**Step 6:** The default start date will depend on the term that is being processed. Click on the magnifying glass to change the start date if applicable. *(i.e. Fall Session the default start date is 8/09/2010 and for the Spring and Winter session the default start date is 12/27/2010). You will not be able to backdate (i.e. enter a start date) prior to the start of the academic term. For example if the academic term begins on 12/27/2010 you may not backdate a start date prior to 12/27/2010 (i.e. 12/13/2010). The **Academic Term Start Date** for the term you have selected is referenced at the top of the renewal page.
Please note the system will not allow for you to enter an online renewal for an employee who has an **Eff Date** greater than the *Start Date* you are wishing to renew for (i.e. **Eff Date** = 1/10/2011, *Start Date* = 12/27/2010). The **Eff Date** is the most recent date added to your employee’s job record (such as a Data Change, Position change, Promotion, etc). If you need to renew an employee who has an **Eff Dt** after the start date that you wish to select you will have to submit your renewal through the eHire process. The **Eff Dt** is visible by clicking on the tab expansion button.

Select the Renewal Date (start date) from the look up table. The **Look Up Start Dt** will vary depending on the term you are processing. You will only have the start dates that are available for the academic term you are processing.

- **Summer Start Dates**: 5/17/2010-8/08/2010  
- **Fall Start Dates**: 8/09/2010-12/26/2010  
- **Spring Start Dates**: 12/27/2010-5/15/2011  
Please refer to the Academic Pay Schedule for more information on the pay period begin and end dates for each hiring session. This is a helpful tool to use when trying to determine the pay frequency based on the Academic Start and Stop dates.

Step 7: Review pay frequency and update if appropriate.

The current frequency from job data will automatically be defaulted in the New Freq field. If the current frequency from Job data is outside of the allowable frequency range, the New Freq will be defaulted to a frequency within the range that is nearest to the current frequency. Review the new frequency. Click on the magnifying glass to change the pay frequency if applicable.

**Note: The pay frequency is the number of pay periods within the Appointment period.**
Select the **Frequency** from the Look Up table

*Notice: The Look Up New Freq will vary depending on the term you are processing*

**Examples of Pay Frequencies:**
- Summer Session – 5/17/2010-8/08/2010 (ASU06)
- Full Academic Year – 8/09/2010-5/15/2011 (ASU 20)

*These dates are examples and are subject to change for future hiring sessions.*
**Note: The End Date “End Dt” will adjust once a new frequency &/or start date is selected.**

Step 8: Review **New Salary** and update if appropriate.

The current salary will be defaulted from job data in the **New Salary** data field. Review each academic salary and update if appropriate.

**Note: If the employee’s salary is changing due to a change in FTE please indicate by checking the FTE Chg box. This will indicate to HR Data Management that you will be increasing or decreasing the employee’s FTE once the employee has been renewed. The FTE check box is only informational. You will still need to process a position change to adjust the FTE on the employee’s position number once the employee has been returned from short work break.**
**Note:** Salary adjustments can be made on the Online Renewal but an HR review will be required prior to processing. The HR review is in place to verify that the appropriate approvals and documentation have been received to support the transaction you are wishing to make.

*Notice:* If an HR review is required for your transaction the **HR Revw Required** box will be checked:
Step 9: Once the selected renewal data has been reviewed and updated as appropriate click the Submit button.

**Note:** Once a renewal has been submitted the employee will move from the Renewal tab to the Submitted tab and will no longer appear on the Renewal tab.

**Marking an Employee as Reviewed**
A submitter has the ability to mark an employee as reviewed, indicating that the department does not currently wish to renew the employee. Once an employee is marked as reviewed he/she will move from the Renewal tab to the Reviewed tab. While on the Reviewed tab the employee will not be submitted for renewal. If the department decides later on during the
renewal process to renew employee the review status can be turned off and the employee will move back to the **Renewal tab** where he/she can be submitted for renewal.

**Step 1:** Select the **Review** boxes next to the employee you do not want to renew at this time and click the **Submit** button.

**Note:** Once a renewal has been marked as review the employee will move from the **Renewal tab** to the **Reviewed tab** and will no longer appear on the **Renewal tab**.

If it has been determined later on that the employee is in fact renewing you will need to go to the **Reviewed tab** and turn the review status off.

**Note:** Those with only the **ASU Renewal Approval** role will also have access to view the **Reviewed tab**.
Step 1: Go to the **Reviewed tab**, click the **Review Off** check box next to the employee you wish to renew and then click the **Submit** button to move the employee back to the **Renewal tab**.

Notice: The employee has moved back to the **Renewal tab** and is again available to submit for renewal.

**Submitted tab**
Once an employee has been submitted he/she will move from the **Renewal tab** to the **Submitted tab**. The renewal approval and HR Review (if applicable) history will be displayed. The **Submitted tab** contains the renewal history for all submitted employees within the Department and Pay Group selected.
*Note: Those with only the **ASU Renewal Approval** role will also have access to view the **Submitted tab**.

**Note: Once the Renewal process has run for an employee he/she will fall off of the **Submitted tab**.

**Step 1:** Click on the **Submitted tab** to review the renewal history and click on the **Tab Expansion** button to view historical data.

The name of the **Submitter**, **Approver**, and **HR Reviewer** (if applicable) will be displayed along with the dates/time the action took place. If the **Approver** or **HR Reviewer** names are left blank then the approval/review has not taken place yet.

The **HR Revw Required** check box indicates whether the renewal requires HR Data Management’s review. The HR Data Management review is in place to verify whether the appropriate approval documentation has been received by OHR. If this check box is not checked then action is only required by the **ASU Renewal Approver** to successfully process the renewal.

**Note: Currently HR will be reviewing all renewals. For those employees that do not require additional approval documentation HR will approve upon receipt.**
Approving Renewals
The renewal approval period is available at any time during the renewal period. Email notification will not currently be generated when renewals have been submitted. You will have to look up each department’s renewal page in order to determine which employees are ready for approval. It is recommended that Approvers review their renewal pages daily.

***Please note do not submit an online renewal approval until you are positive that the employee will be returning to work. If a renewal has been approved in error you may submit the Data Management Exception form requesting to place the employee on Short Work Break and work closely with your HR Data Management representative. In order to avoid a possible over payment though it is safer to avoid approving until it has been confirmed that the employee will be returning.
Step 10: On the ASU Renewal Dept Approval Search page, enter the department you need to approve and click Search.

The same functionality exists with the renewal approvals as does the submissions. Each department code, pay group, and Term will have to be approved separately.
*Note: Only submitted renewals will appear on the Approver search page.

Only employees in a submitted status will appear on the Renewal Departmental Approval page:

**Notice: The employee renewal data can no longer be changed by the approver. If changes need to occur to the renewal data you will need to return the employee back to the submitter to make appropriate changes.
Step 11: Review the renewal data, select the Approve box(s) next to the employee you wish to approve, click the Approval button.

**Notice: The approved employee will be removed from the approval page once the approved.**

Returning a Renewal
Approvers have the ability to return an employee back to the submitter if one of the following scenarios occurs:

1. The employee renewal data needs to be adjusted (i.e. Start Date, New Freq, &/or New Salary is incorrect).
2. It has been determined that the employee will no longer be returning for the current academic session and needs to remain on short work break.

**Note: It is recommended that Submitters review their renewal pages daily in case a renewal was returned and requires further action on their part.**
Step 1: Click the Return box next to the employee you want to return.

Notice: The submitter’s name and email address is displayed. It is recommended that until there is email functionality associated with the renewal process that submitters and approvers keep in close contact with one another throughout the renewal process.
Step 2: Enter a return reason (limit 150 characters) and click the OK button.

Return Reason Guidelines
Please specify to which field is incorrect and what needs to be modified.

**Examples:**
- Start Date incorrect please change date to 1/1/2010.
- Pay Frequency incorrect please change to ASU09.
- Salary is incorrect please change to $8000.00
- This person will no longer be renewed. Please change the employee to reviewed status.
- Is this change in salary due to an FTE adjustment? If so, please check the FTE box.

There is only a maximum of 150 characters allowed in the return reason. Please keep the return reason simple yet informational so that the submitter is aware of what action needs to be taken.

**Note: If you clicked the Return check box in error click the Cancel button.**
This will bring you back to the approval page where you can continue with approving the employee. The employee will appear as though he/she is in a returned status on the Approval page. Simply go out (Return to Search) and come back in to refresh the page. Refreshing the page will make the employee available for approval again.

Notice: Once the Return Reason has been entered and you click the OK button the employee will be grayed out and Return box will be checked. The employee will now appear on the submitter’s Renewal tab again so that he/she may take further action on the employee. Once the page is refreshed the returned employee will no longer appear on the page.

Click the approve button or refresh the page to remove the returned employees from the approval page.

Reviewing/Resubmitting Returned Employees
Employees can be returned by both the Approver and the HR Reviewer. Employees who have been returned will reappear on the ASU Renewal Submission page and will require that
additional actions be taken by one with the **ASU Renewal Submission** role. There are various reasons why an employee would be returned.

**Step 1:** Click on the **⚠️** return icon to review the **Return Details**.

*Notice:* The name of the person who returned the employee will be displayed. If you have further questions regarding the returned employee you will want to contact the person who returned the employee.
Step 2: Review the **Return Details** and click the **Return** button to go back to the **Renewal** tab.

Review the return details and click **Return** to continue processing the employee.

Step 3: Check the **Submit** box (if the employee just needs adjustments made to their renewal data), make any necessary edits to the **Start Date**, **New Freq**, **New Salary** &/or **FTE Chg** check box and click the **Submit** button.

**Note:** If the employee was returned because he/she no longer needs to be renewed check the **Review** box and click **Submit**.
Notice: Once submitted the employee will fall off the **Renewal tab** and will become available on the Approvers page again for approval.

Nightly Renewal and Return from Work Break Programs

Upon approving renewals an overnight Renewal process will run to insert a row with the current effective date or job effective date with a sequence (for backdated renewals) on the employee’s record to set an expected return date, the new expected job end date and update compensation if appropriate.

**Please note the processes will not run for those employees who are not currently on short work break until the employee has been placed on short work break. Once the employee is placed on short work break the process will run the next evening to set the return data for your employee.**

Once this Renewal process has run the employees who have been approved will fall off the **Submitted tab** if there are no errors identified with their record. They will remain in Short Work Break status until their Expected Return date is reached and the Return from Work Process is run. For backdated and present dated renewals, you should see the employee’s job will be Returned from Work Break within 24-48 hours from the approval. For future dated renewals, the employee’s job will be Returned from Work Break once that current pay period is reached (i.e. 8/23/2010 Start Date submitted on 08/09/2010, employee will not be Returned from Work break until the 8/23/2010 pay period). When payroll is processing no changes can be made to the job record. During payroll processing the online renewal process will not be run so there could be a period of a few days where you will not see a renewal processed.

**Employees will remain in Short Work Break status until the Return from Work Break process has been run.** The Return from Work Break process will be running nightly. Manager Self Service (AD Hoc Salary Change) will not be available for employees in a **Short Work Break** status. You will not be able to adjust their salaries until after the employee has been “Returned from Short Work Break”. It is suggested that the renewals are not approved until the academic salary has been confirmed or closer to beginning of their renewal date. If an approval has been processed and it is determined later that the salary needs to be adjusted you will have to wait until the employee has been “Returned from Short Work Break”. Once the employee has been
“Returned from Short Work Break” an AD Hoc salary change can be processed to update the compensation.

**Reviewing Job**
The renewal process will run overnight or once your employee has been placed on short work break to place a row on job data to set the *Expected Return Date*, new *Expected End Date* and update compensation data (as appropriate).
It is recommended that you review job data the following day after the renewal has been approved and processed.

**Workforce Administration > Job Information > Job Data**
Step 12: Enter the **Employee ID** number click **search** to review job data.

**Job Data**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Enter employee ID number and click **Search**.
On the **Work Location** tab review the new **Expected Return Date** and **Expected Job End Date**.

On the **Compensation** tab review the *Frequency, Compensation Rate* (new bi-weekly pay), & **Comp Rate** (new academic salary).

The Return from Work Break process will run every night to return employees within the current pay period or to bring back those employees with a backdated start date.

**Note: Once the Return from Work Break process has run a row will be added on job data returning your employee from short work break and setting the payroll status to **Active**.**
Submitting a Renewal through eHire

If you run into one of the following scenarios you will need to process your online renewal using the Hiring (eHire) process:

- Employee does not show up on your renewal page.
- You have missed the renewal processing period for the current academic term.
- Your employee has an **Eff Dt** on the renewal page which is after the **Start Date** that you wish to renew for.

Once you have signed in to eHire and selected the candidate to process you will complete the **Job and Compensation Information** section as follows:

<table>
<thead>
<tr>
<th><strong>Job and Compensation Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Action:</em> Return from Workbreak</td>
</tr>
<tr>
<td><em>Action Reason:</em> Employee Renewal</td>
</tr>
<tr>
<td><em>Start Date:</em> 12/23/2008</td>
</tr>
<tr>
<td><em>Pay Frequency:</em> ASU10</td>
</tr>
<tr>
<td><em>End Date:</em> 5/17/2009</td>
</tr>
<tr>
<td><em>Annual Compensation:</em> 15500</td>
</tr>
<tr>
<td>Per Pay Period: 1550.00</td>
</tr>
</tbody>
</table>

Please be sure to include the following information:

**Action** – Return from Workbreak

**Action Reason** – Employee Renewal

**Start Date** – Must be a pay period begin date

**Pay Frequency** – Number of pay periods within the employee’s appointment period

**End Date** – End date will calculate based on the **Start Date** and **Frequency** selected

**Annual Compensation** – Academic salary for the appointment period

**Per Pay Period** - The per pay period amount will calculate based on the **Annual Compensation** and **Pay Frequency** selected.
Payroll Processing Deadlines
The online Renewal process will now be open during each hiring period (academic term) for about 1-2 months. This will allow for you to continue to process online renewals for the current academic term also giving you the functionality to back date your renewal to beginning of the current academic term. If employees are not renewed by the renewal deadline, an eHire must be submitted in order to renew your employee. Please refer to the Hiring (eHire) Process Guide for further instructions on this process.

Online Renewal Deadlines
An online renewal for a past or current pay period start date must be submitted and approved at 5:00pm, the last Wednesday in the current pay cycle in order to be Returned from Workbreak in time for payroll processing. Online Renewals can continue to be submitted and approved but will not be processed again until Wednesday (the Wednesday before payday). Online renewals submitted after 5:00pm on Wednesday will be Returned from Workbreak after payroll has finished processing and will require a Payroll Correction form in order to pay the employee for any missed payrolls.

Backdating Transactions
If you have submitted an eHire or Online Renewal for a backdated start date (i.e. pay periods that has already been processed) the employee’s job record will be created or updated with the original start date but you will need to submit an Online Payroll Correction to pay your employee for any missed pay periods.

Payroll Calendar
Please review the payroll calendar for monthly processing deadlines.

Exception Processing
Please note the Data Management Exception form cannot be submitted to return an employee from short work break (renew an employee). All Data Management Exception forms submitted requesting to Return from Work Break will not be processed and Data Management will ask that the department submit an eHire instead. If you have missed the Online Renewal processing period or if you are having technical difficulties locating an employee on your renewal page please submit an eHire so that Data Management can manually return your employee from SWB.

New Hires
ALL new hires MUST be hired using the Hiring (eHire) process. If the employee is a new hire, they will need to complete all appropriate new hire paperwork. Per federal regulations, OHR cannot enter job data until the I-9 has been certified and receive by OHR. A completed New Employee Payroll Packet may be e-faxed to HR Data Management (480)993-0005 or dropped off at the Employee Service Center.

Please send all original documentation to the Employee Service Center.
Manager Self Service Transactions
MSS AD Hoc Salary Changes & Promotions that are not processed by the MSS deadline, MSS transactions that need to be backdated or if you receive error messages you may submit your changes using the Data Management Exception form.

The Data Management team will process eHires and Data Management Exception forms as they are received. Please keep in mind, during peak hiring periods; turnaround may take as much as 5 business days, so we encourage you to take advantage of the Online Academic & Graduate Renewal process.

For questions regarding the process, please call (480) 965-2701 or a CRM ticket may be created.

“Guidelines for Hiring etc.” email from the Provost’s Office:

From: Elizabeth Capaldi
Sent: Tuesday, October 06, 2009 5:59 PM
Subject: guidelines for hiring etc

As you know, our financial circumstances have been difficult in light of the State of Arizona’s budget. As such, we implemented a hiring freeze to ensure the most appropriate use of our limited financial resources. What follows is a list of hiring with which you may now proceed without going through my office. However, I urge you to be mindful of our financial situation and not to exhaust your resources such that you cannot absorb a reduction should one be necessary.

Changes in Hiring Procedures

1. Faculty – once the hiring plan is approved you can proceed with all of the searches identified in that plan. Individual offer letters still need to be co-signed by my office for all tenured, tenure track and multi-year appointments. Remember, that faculty seeking tenure when coming to ASU must go through an expedited tenure review and no offer or commitment of tenure can be made until a final decision on that tenure has been communicated from my office to the dean.

2. All Faculty Associates do not require approval and faculty appointments on one year or less (e.g., instructors, lecturers, clinical faculty, research faculty, etc.) do not require our review and approval unless it is a new position.

3. All grant funded faculty, post doctoral fellows and associated staff do not require our approval.

4. Staff – vacancy replacements may proceed but if you are changing the classification or creating a different position, then this will need my office’s review and approval following any necessary review and approval by Human Resources. Any proposed new positions will require our review and approval and should first be reviewed by Human Resources before submitting to our office.

5. Staff reclassifications and promotions – if within your budget and approved by Human Resources may proceed without our review and approval.

Salary Adjustments

Salary Adjustments for retention purposes require the approval of the Provost’s Office irrespective of the source of funding. All such letters extending retention salary adjustments must be reviewed and filed with my office. At this time, I want to reiterate that we are not authorizing merit increases or any other salary adjustments except those associated with promotions in rank.

Supplemental Pay

Supplemental Pay requests for faculty members who are on nine month contracts are eligible for supplemental pay under ASU policy for taking on certain assignments (see ACD 510-02, http://www.asu.edu/aad/manuals/acd/acd510-02.html). We will no longer require a review of these payments except if they exceed the limits in the policy manual or if individuals on 12 month fiscal year appointments are being recommended for supplemental pay. With respect to the latter, these are approved only in...
exceptional circumstances as the underlying principle is that people paid for 12 months are adequately compensated for their work assignment. So, if requesting this, please do so with this in mind. Finally, please note the policy states that those deans who have extensive degree programs offered at locations other than an ASU campus and who plan to provide supplemental pay to the faculty involved in such an initiative may be asked to submit an annual plan to the Office of the Executive Vice President and University Provost for approval. Such a plan should be submitted so we see the entire commitment for the semester or academic year.

I hope these changes streamlines our work. If you have any questions, please contact Mark Searle.