Maintain Position Accounting

Dept Financial Mgr. is the role you need to create or modify a position number.

You cannot have a position in PeopleSoft without funding. All new position numbers require OHR approval and without the funding section completed, OHR cannot pull up and approve the new position number.

Step 1 – Go to Maintain Position Accounting
Sign on to HRSA PeopleSoft. Identify the funding for a position number by clicking on ASU Customizations > ASU HCM Custom > ASU Position Management > Maintain Position Accounting
“Create Distribution Funding” at the bottom of the Position Creation screen also will take you to the same place.

Step 2 – Enter Position Number
Type in the position number, or search for it by clicking on the magnifying glass. Then click on Continue.
Step 3 – Enter the Effective Date and Click on the Continue button

Enter the effective date, which is the date you want the accounting changes to take effect. Then click Continue.
Step 4 – Enter Account Information

You can look up the correct account number, if you don’t have it memorized, by clicking on the magnifying glass. Every field with a magnifying glass in PeopleSoft allows you to perform a lookup.

The total default distributions must equal 100% as well as the total distributions for each specific optional earning code. If a position number is being paid from more than one account, the total distribution percentages from all accounts must add up to 100%.

If a position is paid from more than one account, click the “+” sign and a new row will appear for entry.

Changes to funding do not require an approval in the system.

To indicate different account(s) to use for specific earn type code(s), go to the box marked Optional Earnings: Specific Distributions, select the appropriate Earning Type Code and then indicate the new account(s) and percentage(s).

**NOTE:** Departments can no longer make changes to account information on filled positions for previously distributed payrolls.