



Table of Contents

Click on any topic below to go directly to that page.

| | |
|---|-----------|
| Introduction | 3 |
| What you will learn from this document | 3 |
| Description of the new Log-ins | 3 |
| How to Gain Access to the system. | 3 |
| Getting Started | 4 |
| How to get to PeopleSoft | 4 |
| Logging In | 4 |
| Changing Password..... | 5 |
| Basic Navigation | 6 |
| Using Menus | 6 |
| Using Search Screens | 7 |
| Saving to Favorites | 8 |
| Checking Current Roles..... | 8 |
| Navigating on Information Pages | 9 |
| Basic Procedures | 10 |
| Prepare a Budget for Proposal..... | 10 |
| Faculty Member Salary | 11 |
| Salary | 13 |
| Contract Information..... | 14 |
| View Redistribution Entries | 16 |
| Information Pages | 20 |
| The Effort Reporting Menu..... | 20 |
| Employee Data..... | 20 |
| The WorkForce Administration Menu..... | 21 |
| Job Data- Work Location Tab | 21 |
| Job Data – Job Information Tab | 22 |
| Job Data – Compensation Tab | 23 |
| Update Contract Pay NA – Contract Pay Tab | 24 |
| Update Contract Pay NA – Contract Actuals Tab | 24 |
| The Compensation Menu..... | 25 |
| Job Evaluation by Grade..... | 25 |
| Salary Structure Summary | 25 |
| Payroll for North America Menu | 26 |
| Create Additional Pay | 26 |
| Position Cross Reference Menu | 27 |
| Position Data Details Screen | 28 |
| View Tenure Data | 31 |
| View Redistribution Transaction..... | 32 |
| Resources | 34 |



Job Aid - ORSPA Sponsored Projects Administration

Arizona State University

| | |
|-----------------------------|----|
| Help Desk | 34 |
| Job aid page | 34 |
| Effort Reporting Page | 34 |



Introduction

This document is for anyone who has been given an OR_ or RA_ login into PeopleSoft. This is a user ID that begins with the characters "OR_" or "RA_". When you log into PeopleSoft with this alternate ID, you will have access to information that you would not normally have access to if you logged in with your ASURITE ID and password.

What you will learn from this document

In this document you will learn about:

- The roles covered by this document
- How to login and navigate in PeopleSoft
- What information is available on different pages
- How to do different procedures using your login.

Description of the new Log-ins

There are different logins; one set has an "OR_" appended to the front of a users ASUrite ID, the other set has "RA_" appended to the front of the ASURITE ID. A person will have either an OR_ login or RA_ login. If your ASUrite ID was JSMITH, your login would either be OR_JSMITH or RA_JSMITH.

Both logins have these two roles, which allow you to see certain pages of information in Peoplesoft.

- HCM ORPSA View 1
- View Only access to all ER Pages
- Pwd Change for Internal Users

These roles are only to be use with OR_ and RA_ logins, never attached to a person's regular login (their ASURITE ID). The OR_ and RA_ logins are identical. There are two different logins so that the different groups of people can be managed separately.

How to Gain Access to the system.

The creation of the OR_ and RA_ logins is a managed process, meaning that departments are identifying employees to have this extra login and are requesting it for them. You may get an email from the PeopleSoft system requesting that you acknowledge a role that has been requested for you. If you do, special instructions will be included in the message for you to follow.

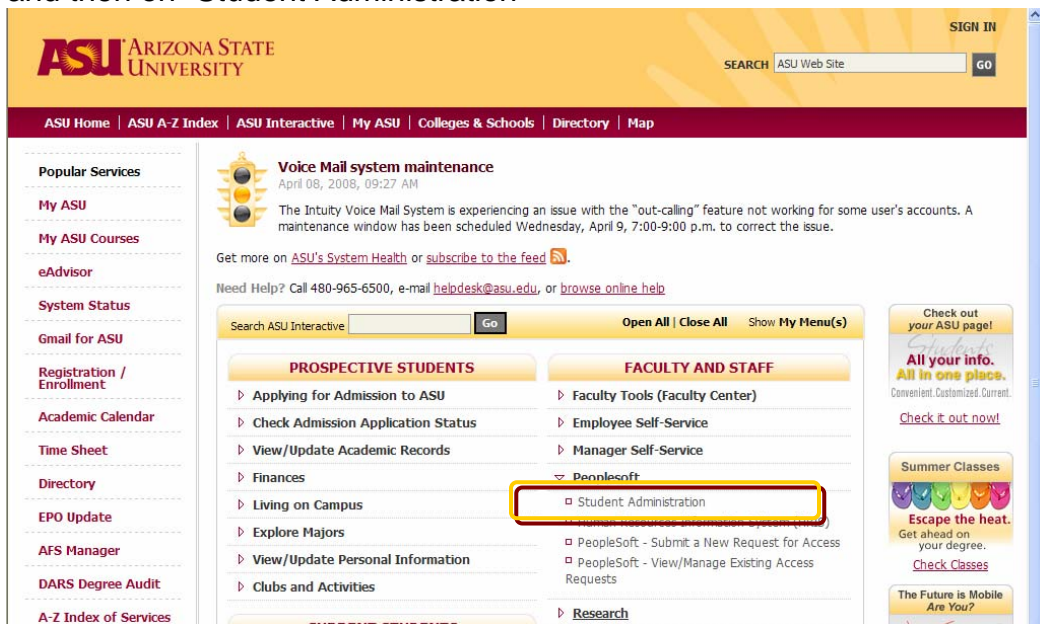
Getting Started

This section will show you how to get to Peoplesoft, how to login and how to change your password (optional).

How to get to PeopleSoft

PeopleSoft is access through a web browser (Internet explorer and Mozilla Fire fox are the most popular). Open your web browser and go to <https://hrsa.oasis.asu.edu>

An easy way to get there is to go to ASU interactive, click on the Peoplesoft category and then on “Student Administration”



Logging In

Next, login with your OR_ or RA_ user ID and password. Your user Id is most likely to be your ASURITE ID with either “OR_” or “RA_” in front of it. (Ex. JSMITH would be OR_JSMITH). Etc. Your password was sent to you in an email. Note that the user ID is uppercase. The password is case sensitive.





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Changing Password

Once you have logged in, many people want to change the password on their OR_ or RA_login to match their ASURITE Password. You are welcome to do that. Here's how.

1. Click on "Change My Password"
2. Type in your current password
3. Type in your new password
4. Type in your new password again in the "Confirm Password" field.
5. Click on "Change Password"

The screenshot shows a web interface for changing a password. On the left is a 'Menu' sidebar with a search bar and a list of links. The 'Change My Password' link is highlighted. The main content area is titled 'Change Password' and contains the following fields:

- User ID: OR_ASURITE ID
- Description: LastName, FirstName
- *Current Password: [text input field]
- *New Password: [text input field]
- *Confirm Password: [text input field]
- [Change Password button]



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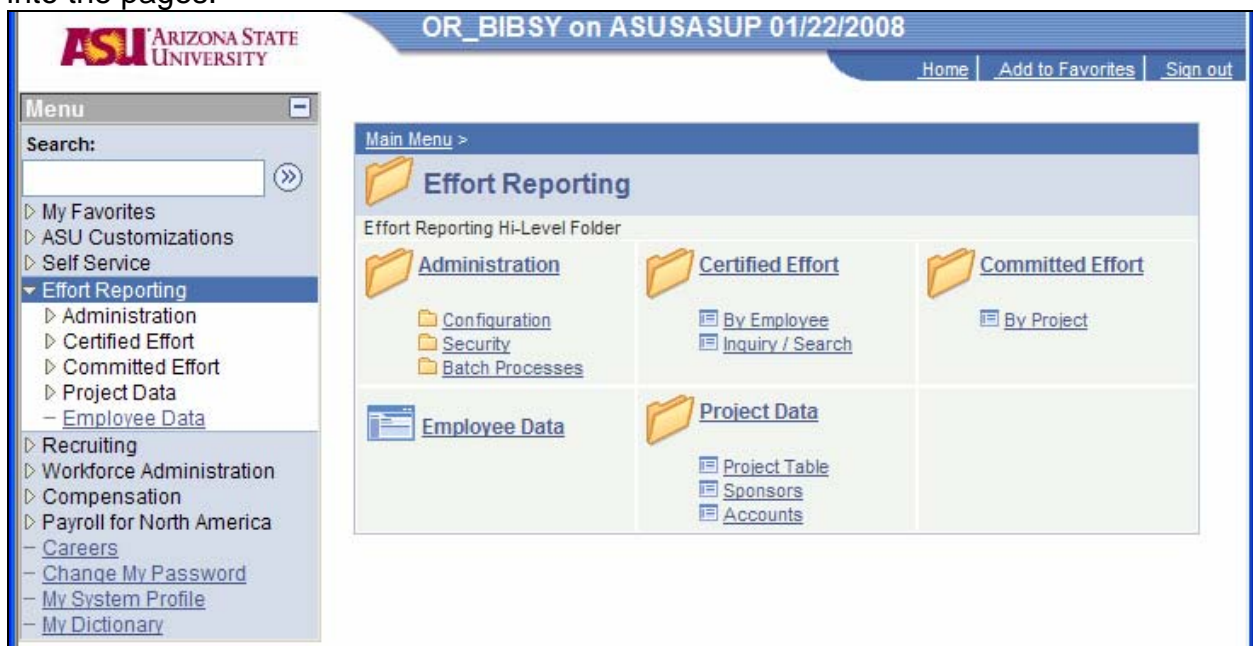
Basic Navigation

This section is a quick overview for those that have never ventured into PeopleSoft before. If you are an experienced PeopleSoft user, you can skip this section.

Using Menus

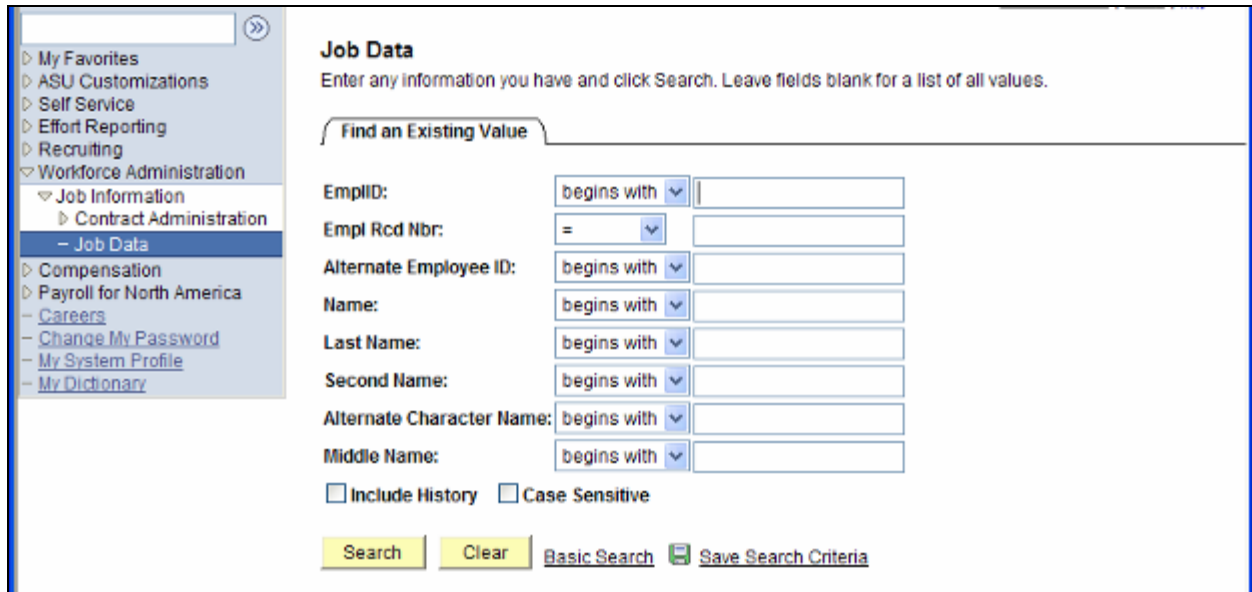
This is called your home page. It will appear each time you login. The pages you want to access are under the “Effort Reporting”, “Workforce Administration” and “ASU Customizations” menu items.

When you click on a menu item, the menu on the left expands and the links also appear on the right in what’s called a “fan page”. You can use either side to navigate further into the pages.



Using Search Screens

Most pages in PeopleSoft are preceded by a search page, where you enter data on what you want to see on the information page. These search pages work in a similar manner.



Notes:

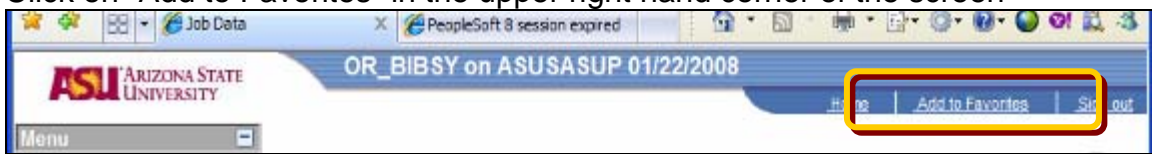
- *EmplID* is the Affiliate ID (1000...)
- *Empl Rcd Nbr* is the Employee Record Number – a 0, 1, 2 or 3 depending on the number of changes to an employee's record in a single day. Usually left blank during searches.
- *Alternate Employee ID* is the Campus ID (993...)
- *Name* is first name
- *Last Name* is last name
- Be sure to click on *Include History* to get all of the data.
- Click on the *Clear* button to clear data in the fields from previous searches.
- Click on the *Search* button to start the search.

Saving to Favorites

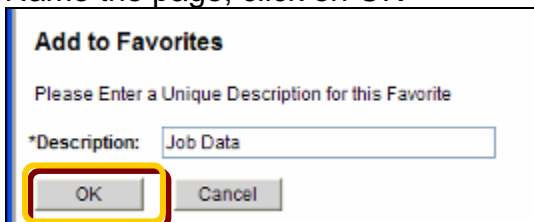
Once you have navigated to a page you will use often, you can save it to your favorites. This will make the page appear under the “My Favorites” menu. The nice thing about this feature is that it will follow your login. If you set your favorites at work and then login at home on a different computer, the favorites will still be there.

To set your favorites do this:

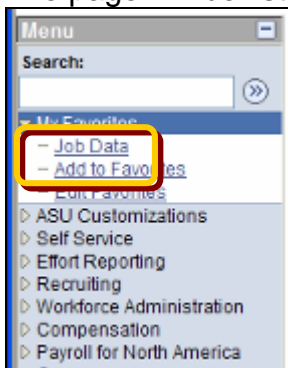
1. Navigate to the page you want to save
2. Click on “Add to Favorites” in the upper right hand corner of the screen



3. Name the page, click on OK



4. The page will be listed under My Favorites.



Checking Current Roles

If you want to check what roles are active for your login, follow these links:

ASU Customizations -> ASU Security-> My Security Access Roles.

You will see a printout of the current roles that your login is using. If you don't see the roles listed earlier in this document, contact your supervisor.



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Navigating on Information Pages

There are several common navigation hints that will help you in using Peoplesoft.

1. Include history

If there is a checkbox or button available to you that says “include history”, ALWAYS check or click it. This will show you all previous history for the person that you are searching for. On some screens, PeopleSoft will only show you the latest information. Click on *Include History* will give you a more complete picture.

2. Watch the Upper Right Corner!

Often PeopleSoft will only display a few rows of information. To see all of the data in a table, you must keep an eye on the upper corner of the row. If it says something like “1-7 of 23” then you are not seeing rows 8-23. You can either click *View All* and scroll through the rows or click the right arrow button to go through the rows a few at a time.

3. Return to search, Previous and Next in list

Look for buttons at the bottom of the screen that will let you step through the items that you searched for, or to return to search once you are done.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

FirstName Last Name EMP ID: 1000000003 Empl Rcd #: 0

Work Location Find First 1 of 4 Last

HR Status: Active Payroll Status: Active

Effective Date: 11/19/2007 Sequence: 0 Job Indicator Primary Job

Action / Reason: Pay Rate Change Skill / Competency Based

Last Start Date: 07/24/2006 Termination Date:

Expected Job End Date ☐ End Job Automatically

Position Number: 117376 Coordinator Senior Position Entry Date: 07/24/2006

☐ Position Management Record

Regulatory Region: USA United States

Company: ASU Arizona State University

Business Unit: U0101 U - Technology

Department: U0106002 DEV CRM Support Department Entry Date: 07/24/2006

Location: TEMPE Campus: Tempe

Establishment ID: ASU00 Arizona State University

Date Created: 11/29/2007

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation



Basic Procedures

Prepare a Budget for Proposal

When you are preparing a budget for proposal, there are several pieces of data that you need:

- The faculty member's actual salary
- The different jobs the faculty member has
- The type of contract that the faculty member has, (if any)
- The amount of time that the faculty works per year (12 month, 9 month or other)
- The Faculty member's work location

This section will show you how to find all of these items in PeopleSoft. You can find them in any order.



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Faculty Member Salary

Login to Peoplesoft (<https://hrsa.oasis.asu.edu>) with your ID that begins with either OR_ or RA_.

You will find the faculty member's salary in the Workforce Administration area.

Navigation: [Workforce administration](#) -> [Job Information](#) -> [Job Data](#)

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

Find an Existing Value

EmplID: begins with []
Empl Rcd Nbr: = []
Alternate Employee ID: begins with []
Name: begins with []
Last Name: begins with [] LastName
Second Name: begins with []
Alternate Character Name: begins with []
Middle Name: begins with []

☒ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results
View All

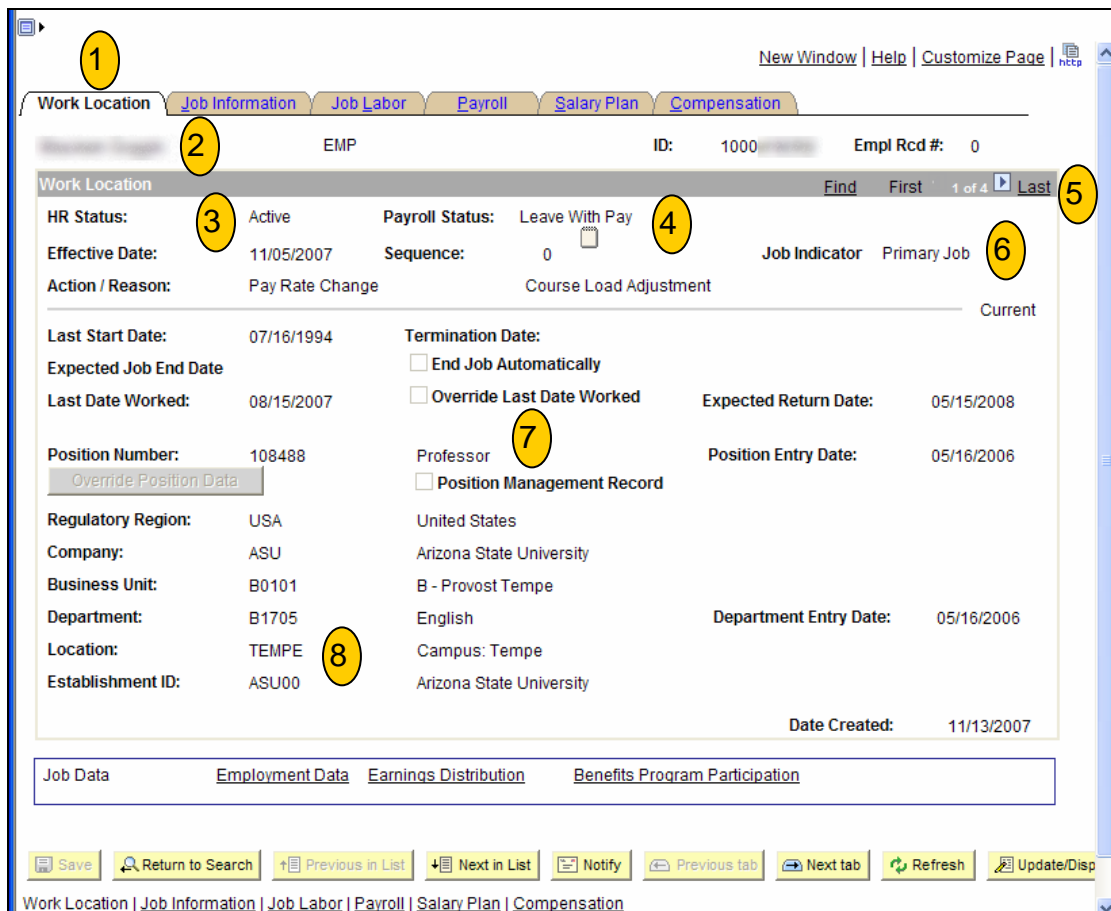
| EmplID | Empl Rcd Nbr | Alternate Employee ID | Name | Last Name | Second Name |
|--------|--------------|-----------------------|------|-----------|-------------|
| 1000 | 0 | 993 | Ma | | (blank) |
| 1000 | 1 | 993 | Pe | | (blank) |
| 1000 | 0 | 993 | Pe | | (blank) |

- Enter search info about the faculty member.
 - The EmplID is the faculty member's affiliate ID (1000...)
 - The Alternative ID is the ASU ID (993...)
- Click on "Include History"
- Click on "Search"
- Click on any link in the row for the person that you want to view.

Note:

Notice the "Empl Rcd Nbr" – if you see two lines with the same person and two employee Record Numbers (typically 0 and 1) – that means that the person has two (or more) jobs. The person's primary job will have an employee record number of 0.

This is the job data tab. It has a wealth of information about the person's job data. On the first tab, (work location) check these items:



The screenshot shows the 'Work Location' tab in the ORSPA system. The interface includes a top navigation bar with tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The 'Work Location' tab is active. Below the tabs, there is a header section with fields for EMP ID (1000), Empl Rcd # (0), and a 'Find' button. The main content area displays employee information, including HR Status (Active), Payroll Status (Leave With Pay), Effective Date (11/05/2007), Sequence (0), Job Indicator (Primary Job), and Action / Reason (Pay Rate Change). A table shows the employee's history, with columns for Last Start Date, Expected Job End Date, Last Date Worked, and Position Number. The current position is listed as Professor, with a Position Number of 108488. The location information includes Regulatory Region (USA), Company (ASU), Business Unit (B0101), Department (B1705), Location (TEMPE), and Establishment ID (ASU00). The Date Created is 11/13/2007. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Previous tab, Next tab, Refresh, and Update/Disp.

1. Start on the *Work Location* tab
2. Check the employee's name to make sure that you are looking at the right information.
3. Ensure that the employee's HR Status is active.
4. Ensure that the employee's Payroll Status is active. In this example, the person is on leave with pay. This would normally require more investigation.
5. Every time an employee's pay situation changes, a new row is added. This employee has 4 rows of history to look at.
6. Ensure that you know whether you are looking at the person's primary job.
7. The position is listed in the middle of the screen. This is a good double check that you have the correct person.
8. Location. These fields will tell you what campus, department and location of the employee.

Once you have confirmed that you are looking at the primary job for the right person, click on the *Compensation* tab.



Salary

This is the compensation tab. It shows the annual salary.

Work Location Job Information Job Labor Payroll Salary Plan Compensation

EMP ID: 1000 Empl Rcd #: 0

Compensation Find First 1 of 4 Last

Effective Date: 11/05/2007 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Pay Rt Chg Course Load Adjustment Current

Compensation Rate: 63,494.000000 Frequency: C Contract

Comparative Information

Pay Rates

| | | | |
|--------|----------------|--------|-------------------|
| Daily | 243.272031 USD | ASUBW | 2,442.076923 USD |
| Hourly | 50.876603 USD | Annual | 63,494.000000 USD |

Default Pay Components (Prorate Over Payment) Contract Change Prorate Option

Pay Components Customize Find First 1 of 1 Last

Amounts Controls Changes Conversion

| Rate Code | Seq | Comp Rate | Currency | Frequency | Percent |
|-----------|-----|-------------------|----------|-----------|---------|
| 1 NAANL | 0 | 63,494.000000 USD | USD | A | |

Calculate Compensation

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display

Work Location Job Information Job Labor Payroll Salary Plan Compensation

1. The base salary is shown here.
2. You can see the breakdown of daily, hourly, by weekly and annual in the Pay Rates section.
3. The frequency shows that this person is on contract. Next you need to find out if the person is on a 9, 12 or other contract amount.

You can verify the person's number of hours per week, percent FTE and employee class on the Job Information tab.

Notice that even though this employee has a contract, that information is blank on this screen. You cannot use this screen to look up contract information.



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Contract Information

Navigation: [Workforce Administration](#) -> [Contract Administration](#) -> [Update Contract Pay NA](#)

Menu

Search:

- My Favorites
- ASU Customizations
- Self Service
- Effort Reporting
- Recruiting
- Workforce Administration
 - Job Information
 - Contract Administration**
 - Update Contract Pay NA**
 - Job Data
 - Compensation
 - Payroll for North America
 - Workforce Development
 - Careers
 - [Change My Password](#)
 - [My System Profile](#)
 - [My Dictionary](#)

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

Find an Existing Value

EmplID: begins with

Empl Rcd Nbr: =

Name: begins with

Last Name: begins with lastname

Second Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

☒ Include History ☐ Case Sensitive

[Basic Search](#)

Search for your faculty member.
Click on Include History
Click on Search



Job Aid - ORSPA Sponsored Projects Administration

Arizona State University

Contract Pay | **Contract Actuals**

EMP ID: 1000 Empl Rcd #: 0

Contract Information Find | View All | First | 1 of 1 | Last

| | | | |
|-------------------------------|-----------------------------|--------------------|------------|
| Effective Date: | 05/16/2006 | | |
| Contract Pay Type: | Contract paid over 9 Months | | |
| Payment Term: | Pay Over Contract | | |
| Monthly Frequency: | M | Pay Period Hours: | 48.00 |
| Assign Hours To: | Contract Earnings Only | | |
| Renew Contract Automatically: | <input type="checkbox"/> | | |
| Contract Begin Date: | 08/13/2007 | Contract End Date: | 05/18/2008 |
| Payment Begin Date: | 08/13/2007 | Payment End Date: | 05/18/2008 |
| Actual Start Date: | 08/13/2007 | Termination Date: | 05/18/2008 |

Save | Return to Search | Previous in List | Next in List | Notify | Update/Display | Include History | Copy

Contract Pay | **Contract Actuals**

This screen shows that this faculty member has a 9 month contract which started in August and will end in may.

The Actuals tab will show you how much has been paid on the contract to date.

New Window | Help | Customize Page | http

Contract Pay | **Contract Actuals**

EMP ID: 1000 Empl Rcd #: 0

Contract Actuals Find | View All | First | 1 of 1 | Last

| | |
|---|---|
| Effective Date: | 05/16/2006 |
| <input checked="" type="checkbox"/> Track Actual Earnings | <input type="checkbox"/> Use Holiday Schedule |
| Work Days in Contract: | 200 |
| Paid to Date: | 39425.60 |
| Earned to Date: | 41565.60 |
| Days Worked to Date: | 130 |

Save | Return to Search | Previous in List | Next in List | Notify | Update/Display | Include History | Copy

Contract Pay | **Contract Actuals**

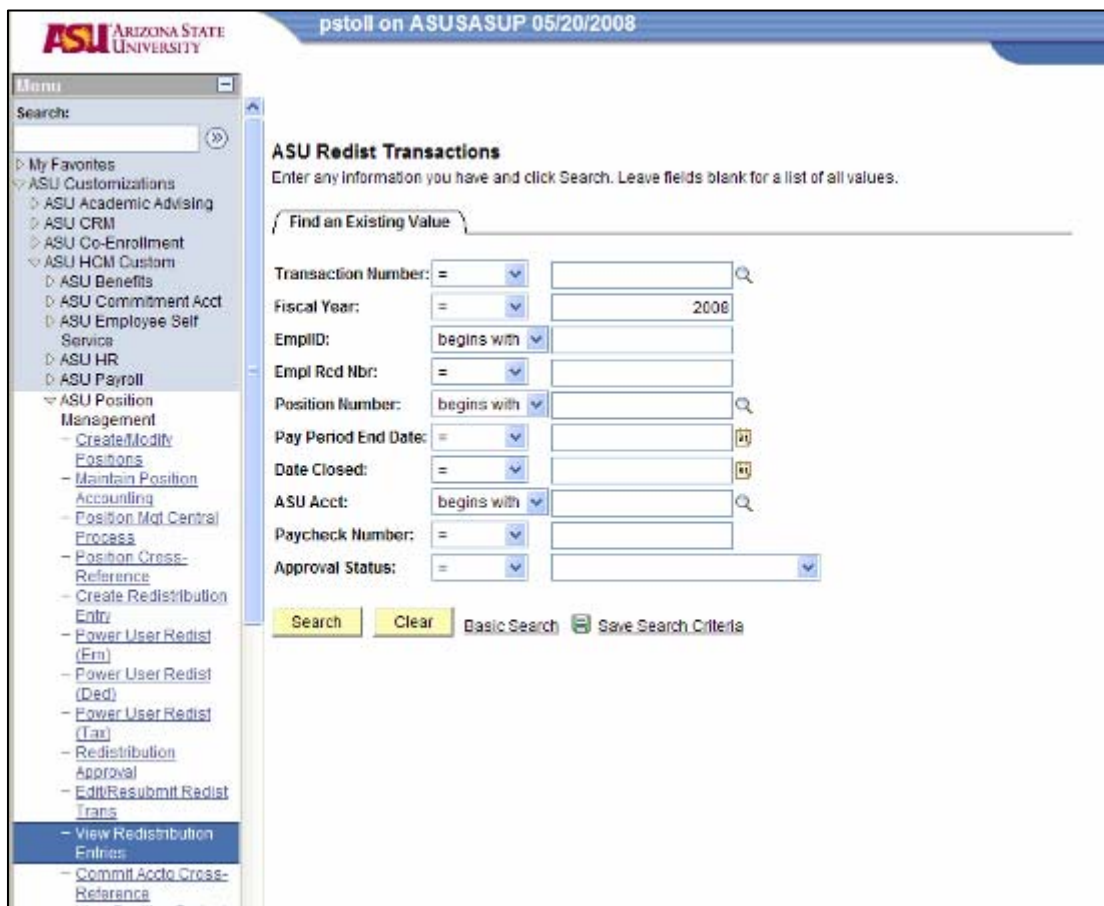
View Redistribution Entries

You can view the details about any redistribution transactions.

The navigation path is:

[ASU Customization](#) -> [ASU HCM Custom](#) -> [ASU Position Management](#) -> [View Redistribution Entries](#).

You will come to a search screen. Enter any search criteria you have.



The screenshot shows the 'ASU Redist Transactions' search interface. On the left is a navigation tree under 'ASU Position Management' with 'View Redistribution Entries' selected. The main area contains search fields for Transaction Number, Fiscal Year (set to 2008), EmpID (beginning with), Position Number (beginning with), Pay Period End Date, Date Closed, ASU Acct (beginning with), Paycheck Number, and Approval Status. Search buttons (Search, Clear, Basic Search, Save Search Criteria) are at the bottom.

Once you enter your search criteria, you can save your search criteria by clicking on the “Save Search Criteria” link. You will be asked to name the search criteria. Peoplesoft will then remember it for you for next time.

Click “Search” to search the database for your data.



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View Redistribution Transactionpstoll

Search Results

| | | | | |
|------------------|----------------|-----------------------|-----------------|------------|
| Transaction Nbr: | 141548 | Approval Status: | All Approved | |
| Fiscal Year: | 2008 | Pay End Date: | 12/02/2007 | |
| EmplID / Rcd: | 1000000000 / 2 | GL Post Date: | 05/13/2008 | |
| Submitted by: | OR_BFINLEY | Jensen,Babette Finley | Submitted Date: | 05/11/2008 |
| Approved by: | | | Approved Date: | |

Reason why payroll expenses are being transferred. (Limit of 254 characters.)
Account renewal was not activated in time for payroll to hit account.

What corrective action will be taken to avoid this type of error in the future? (Limit of 254 characters.)
We will work with ORSPA and sponsor to get accounts activated on time.

Describe why all costs transferred to new accounts are allowable, allocable, and reasonable charges. Additionally, if a sponsored account, describe why costs are appropriate and necessary to the performance of the sponsored project. (Limit of 254 char.)
Employee has been working on duties/research related to grant MGS0054 during Fall 2007 semester. Accounts must reflect this.

Earnings Redistribution Transaction

Variable **Static / Calculated**

| Position | Position Descr | Erncd | Erncd Descr | ASU Acct | Closed Date | Redist Amt |
|------------------------|-------------------|-------|-------------|-------------------------|-------------|------------|
| 136637 | Student Worker II | STH | STH | MGS0054 | 12/02/2007 | 120.00 |
| 136637 | Student Worker II | STH | STH | WH51016 | 12/02/2007 | -120.00 |

Deduction Redistribution Transaction

Variable **Static / Calculated**

| Position | Position Descr | Close Date | ASU Acct | Redist Amt |
|------------------------|-------------------|------------|-------------------------|------------|
| 136637 | Student Worker II | 12/02/2007 | MGS0054 | 0.47 |
| 136637 | Student Worker II | 12/02/2007 | WH51016 | -0.47 |

Tax Redistribution Transaction

Variable **Static / Calculated**

| Position | Position Descr | Close Date | ASU Acct | Redist Amt |
|----------|----------------|------------|----------|------------|
| | | | | 0.00 |

This is the “View Redistribution Transaction” screen.

The top of the screen shows you details about the transaction.

The middle of the screen displays text left by the transaction creator or by the ORSPA team.

From here you can see further details by clicking on the position link or the ASU Account link.

The next pages show screen examples of each of these pages.



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Menu

- ASU Position Management
 - Create/Modify Positions
 - Maintain Position Accounting
 - Position Mgt Central Process
 - Position Cross-Reference
 - Create Redistribution Entry
 - Power User Redist (Ern)
 - Power User Redist (Ded)
 - Power User Redist (Tax)
 - Redistribution Approval
 - Edit/Resubmit Redist Trans
 - View Redistribution Entries
 - Commit Acctg Cross-Reference
 - View Position Budgets
 - View Position Encumbrance
 - Re-process missing positions
- ASU Time and Labor
- ASU Security
- ASU Admissions
- ASU Student Records
- ASU HCM Recruiting
- ASU Financial Aid
- ASU Student Financials
- ASU Campus Community
- ASU Query Based Update
- ASU Technical
- ASU Portal for Financial Aid

Commitment Accounting Cross-Reference

pstoll

Search Results

Fiscal Year: 2008ASU Acct: AXS0021

Payroll Actuals Distribution

Total.... 16,092

| Fiscal Year | Position | Position Descr | Actuals Amt |
|-------------|------------------------|----------------------------|-------------|
| 2008 | 119960 | N M Basha Professor in ECE | 14,985.75 |
| 2008 | 133955 | Lecturer, MY | 894.00 |
| 2008 | 134093 | Student Worker IV | 212.25 |

Earnings Redistribution

Total.... 1,315

| Fiscal Year | Position | Transaction Nbr | Approval | Redist Amt |
|-------------|------------------------|------------------------|----------|------------|
| 2008 | 133955 | 100025 | All App | 93.33 |
| 2008 | 133955 | 107464 | All App | 6.00 |
| 2008 | 134093 | 103024 | All App | 1,202.75 |
| 2008 | 134093 | 103025 | All App | 12.75 |

Calculated Encumbrance

Total.... 0

| Fiscal Year | Position | Position Descr | Encumbrance Amt |
|-------------|----------|----------------|-----------------|
| 2008 | | | 0.00 |

Current Distribution Mapping

| Fiscal Year | Position | Position Descr | Emcd | Dist % |
|-------------|----------|----------------|------|--------|
| 2008 | | | | 0.00 |

This screen will let you see information about the payroll Actuals and earning redistributions. Clicking on the Position numbers will take you to the position cross reference screen.

Clicking on the transaction numbers will take you back to the transaction redistribution screen, but for the transaction that you clicked on.

ASU UNIVERSITY

Menu

- ASU Position Management
 - Create/Modify Positions
 - Maintain Position Accounting
 - Position Mgt Central Process
 - Position Cross-Reference
 - Create Redistribution Entry
 - Power User Redist (Em)
 - Power User Redist (Ded)
 - Power User Redist (Tax)
 - Redistribution Approval
 - Edit/Resubmit Redist Trans
 - View Redistribution Entries
 - Commit Accto Cross-Reference
 - View Position Budgets
 - View Position Encumbrance
 - Re-process missing positions
- ASU Time and Labor
- ASU Security
- ASU Admissions
- ASU Student Records
- ASU HCM Recruiting
- ASU Financial Aid
- ASU Student Financials
- ASU Campus Community
- ASU Query Based Update
- ASU Technical
- GPortal for Financial Aid
- ASU Conversion
- Self Service
- Effort Reporting
- Manager Self Service

Position Cross-Reference

Position Cross-Ref-Acctg

Position Cross-Reference

Position Number: 133955

Position Data

Effective Date: 07/17/2007

Position Data Details

Descr: Lecturer, MY

Short:

Deptid: B1407

Curriculum & Instruction

Jobcode: 894761

Lecturer, MY

Reports To: 113579

LastName, FirstName

Fiscal Year: 2008

Fiscal Year Distribution

Distribution History

Submitted "Front-End" Staging Data Not Processed Yet

Effective Date:

Status:

User ID:

Deptid:

Jobcode:

Reports To:

Current Incumbent List

Incumbent

Job Data

| Name | EmplID | Rcd | Effdt | Effseq |
|--------|--------|-----|-------|--------|
| Vacant | | 0 | | 0 |

Return to Search

[Position Cross-Reference](#) | [Position Cross-Ref-Acctg](#)

This is the position cross reference screen. From here you can see information about the position, the fiscal year distribution and the distribution history.

The people who are assigned to the position will be listed at the bottom of the screen. In this example, the position is currently vacant.

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mydocuments/ Job Aid – ORSPA_OR_RA_LOGINIDs.doc

Page 19
last updated: 5/23/2008



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Information Pages

This section will show you the information pages in PeopleSoft that are available from your OR or RA login. This section is more of a reference for the type of information you can find on these pages. When there are other pages that are directly linked to from the first page, each will be displayed with notes about that sub page.

The Effort Reporting Menu

Employee Data

These screens give you a quick snapshot of the employee's employment data. Navigate there at Effort Reporting -> Employee Data.

ARIZONA STATE UNIVERSITY

Menu

Search:

- My Favorites
- ASU Customizations
- Self Service
- Effort Reporting
 - Administration
 - Certified Effort
 - Committed Effort
 - Project Data
- Employee Data
- Recruiting
- Workforce Administration
- Compensation
- Payroll for North America
- Careers
- Change My Password
- My System Profile
- My Dictionary

OR_BIBSY on ASUSASUP 01/23/2008

Employee Data Salary Data

Employee ID 1000055473 Name Paul Stoll

Find View All First 1 of 1 Last

Effective Date 01/01/2007 ☐ Don't Overwrite

Title Coordinator Senior

Empl Dept U0100002 Description DEV CRM Support

Supervisor 1000055045 Katherine Hanes

Report ID EXEMPT Exempt Employees

User ID pstoll

Employee Data Salary Data

Employee ID 1000055473 Name Paul Stoll

Find View All First 1 of 1 Last

Effective Date 01/01/2007 ☐ Don't Overwrite

Annualized Salary \$65,375.00 Effective Seq 0 Empl Rcd# 0

Appointment Types Find View All First 1 of 1 Last

Appointment Type Employee Cap Factor (%) 100 FTE % 100

Salary by Pay Source Find View All First 1 of 1 Last

| Source | Description | Annualized Salary |
|-------------|-------------|-------------------|
| 1 PSPAYROLL | PS Payroll | \$65,375.00 |

Total Annualized Salary - Appointment Type \$65,375.00



Job Aid - ORSPA Sponsored Projects Administration

Arizona State University

The WorkForce Administration Menu

Job Data- Work Location Tab

The Job Data pages show you information about a specific employee.
Navigation is Workforce Administration -> Job Information -> Job Data.

Menu

Search:

- My Favorites
- ASU Customizations
- Salt Service
- Effort Reporting
- Recruiting
- Workforce Administration
 - Job Information
 - Contract Administration
 - Job Data**
 - Compensation
 - Payroll for North America
 - Careers
 - Change My Password
 - My System Profile
 - My Dictionary

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Paul Stoll EMP ID: 1000055473 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Active Payroll Status: Active

Effective Date: 11/19/2007 Sequence: 0 Job Indicator: Primary Job

Action / Reason: Pay Rate Change Skill / Competency Based

Last Start Date: 07/24/2008 Termination Date:

Expected Job End Date ☐ End Job Automatically

Position Number: 117378 Coordinator Senior Position Entry Date: 07/24/2008

[Override Position Data](#) ☐ Position Management Record

Regulatory Region: USA United States

Company: ASU Arizona State University

Business Unit: U0101 U - Technology

Department: U0108002 DEV CRM Support Department Entry Date: 07/24/2008

Location: TEMPE Campus: Tempe

Establishment ID: ASU00 Arizona State University

Date Created: 11/29/2007

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Refresh](#) [Update/Display](#) [Include History](#)

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Notes:

Be sure to click on the "include history" button in the lower right corner to see all changes to the employee's job data.

The Work Location tab shows you the employee's: business unit, department, campus, position number, payroll status, position entry data and department entry date.

It describes the employee physically and in time.



Job Aid - ORSPA Sponsored Projects Administration

Arizona State University

Job Data – Job Information Tab

Notes:

This tab shows who the employee reports to, the work schedule and information about a contract if one exists.

The next three tabs, (Job Labor, Payroll and Salary Plan) aren't used.



Job Aid - ORSPA Sponsored Projects Administration

Arizona State University

Job Data – Compensation Tab

This tab will show you the total compensation for the employee, and the rate code

Menu

Search:

- My Favorites
- ASU Customizations
- Self Service
- Effort Reporting
- Recruiting
- Workforce Administration
 - Job Information
 - Contract Administration
 - Job Data**
 - Compensation
 - Payroll for North America
 - Careers
 - Change My Password
 - My System Profile
 - My Dictionary

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Paul Stoll EMP ID: 1000055473 Empl Rcd #: 0

Compensation Find First 1 of 4 Last

Effective Date: 11/19/2007 Effective Sequence: 0 Job Indicator: Primary Job
Action / Reason: Pay Rt Chg Skill / Competency Based Current

Compensation Rate: Frequency: ASUBW ASUBW

Comparative Information

| | | | |
|-----------------|-----------|--------------|------|
| Change Amount: | USD ASUBW | Compa-Ratio: | 1.67 |
| Change Percent: | 5.931 | Job Ratio: | 1.67 |

Pay Rates

| | | | |
|--------|-----|--------|-----|
| Daily | USD | ASUBW | USD |
| Hourly | USD | Annual | USD |

Default Pay Components:

Pay Components Customize | Find | First 1 of 1 Last

| Rate Code | Seq | Comp Rate | Currency | Frequency | Percent |
|-----------|-----|-----------|----------|-----------|---------|
| 1 NAANL | 0 | | USD | A | |

Calculate Compensation

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

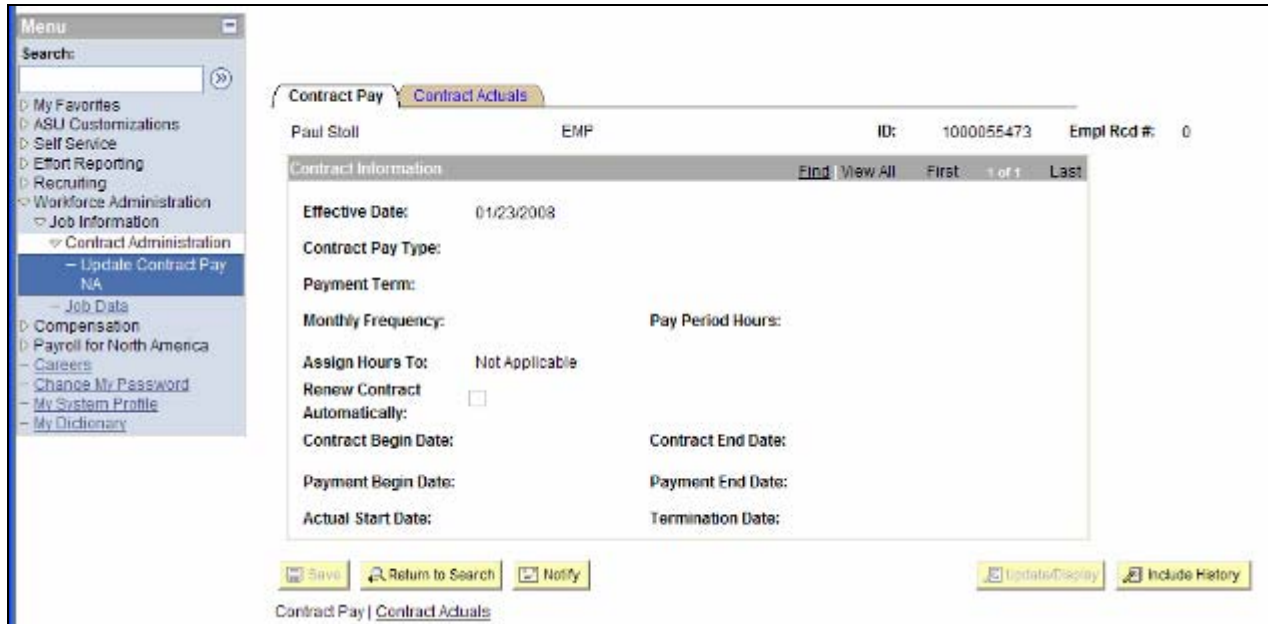
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Notes:

The Compensation tab will show the pay rate, comparison information and pay components. The rate codes (displayed in the Pay Components section) are listed in the appendix of this document.

Update Contract Pay NA – Contract Pay Tab

This is the Contract Pay for North America (NA). It shows the details for the current contract, if any for an employee.



The screenshot shows a web application interface for 'Update Contract Pay NA'. On the left is a 'Menu' sidebar with options like 'My Favorites', 'ASU Customizations', 'Self Service', 'Effort Reporting', 'Recruiting', 'Workforce Administration', 'Job Information', 'Contract Administration', 'Job Data', 'Compensation', 'Payroll for North America', 'Careers', 'Change My Password', 'My System Profile', and 'My Dictionary'. The 'Contract Administration' section is expanded, showing 'Update Contract Pay NA' as the selected option. The main content area has two tabs: 'Contract Pay' (selected) and 'Contract Actuals'. Below the tabs, the employee's name 'Paul Stoll' and EMP ID '1000055473' are displayed. The 'Contract Information' section contains the following fields: Effective Date (01/23/2008), Contract Pay Type, Payment Term, Monthly Frequency, Pay Period Hours, Assign Hours To (Not Applicable), Renew Contract Automatically (checkbox), Contract Begin Date, Contract End Date, Payment Begin Date, Payment End Date, Actual Start Date, and Termination Date. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'.

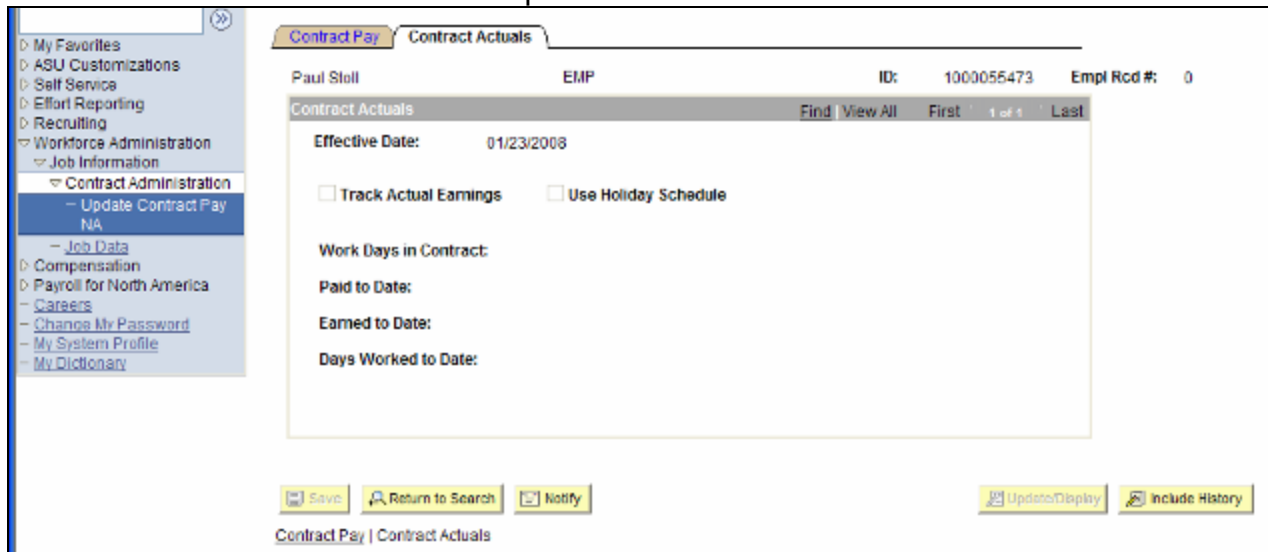
Notes:

Be sure to click on the “Include History” button.

You can see on this tab the beginning and ending dates of the current contract, the pay type, term, frequency and how many hours per pay period.

Update Contract Pay NA – Contract Actuals Tab

This tab shows how much has been paid and earned to date.



The screenshot shows the same web application interface as the previous one, but with the 'Contract Actuals' tab selected. The 'Contract Actuals' section contains the following fields: Effective Date (01/23/2008), Track Actual Earnings (checkbox), Use Holiday Schedule (checkbox), Work Days in Contract, Paid to Date, Earned to Date, and Days Worked to Date. The buttons at the bottom are the same as in the previous screenshot.



Job Aid - ORSPA Sponsored Projects Administration

Arizona State University

The Compensation Menu

Job Evaluation by Grade

This screen is not about a particular employee, but lets you see the job codes that are assigned a particular salary grade. It also gives you the Salary Range for the selected salary grade.

Job Evaluations by Grade

SetID: ASU00
Salary Administration Plan: SVPR Service Professional
Salary Grade: B B

Current Annual Ranges

| Minimum | Midpoint | Maximum |
|------------|------------|------------|
| 27,735.000 | 36,055.500 | 44,376.000 |

Job Evaluation

| SetID | Job Code | Short Descr | Total Points | Job Function | Manager Level | Knowhow | Accountability | Problem-Solving |
|-------|----------|-------------|--------------|--------------|---------------|---------|----------------|-----------------|
| ASU00 | 193886 | Asst to HdF | | | 9 | | | |
| ASU00 | 290830 | Announcer | | | 8 | | | |
| ASU00 | 290831 | AnnounPRN | | | 8 | | | |
| ASU00 | 490498 | AsstCoach | | | 7 | | | |
| ASU00 | 490509 | AsstCoach | | | 7 | | | |
| ASU00 | 490810 | CoachAsst | | | 9 | | | |
| ASU00 | 491025 | StdActAdvs | | | 9 | | | |
| ASU00 | 491555 | HallDir | | | 1 | | | |
| ASU00 | 791698 | CdHShJbPg | | | 8 | | | |

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

Salary Structure Summary

This page shows you the salary ranges.

Salary Structure Summary

SetID: ASU00
Salary Administration Plan: SVPR Service Professional
Default Salary Matrix Code:
Company: ASU Arizona State University
Default Rating Model:

Annual Salary Ranges

| Grade | Minimum | Midpoint | Maximum | Range Spread | Midpoint Progression | Salary Matrix | Rating Model |
|-------|------------|------------|------------|--------------|----------------------|---------------|--------------|
| A A | 25,213.000 | 32,777.500 | 40,342.000 | 60.0 | | | |
| B B | 27,735.000 | 36,055.500 | 44,376.000 | 60.0 | 10.0 | | |
| C C | 30,508.000 | 39,680.500 | 48,813.000 | 60.0 | 10.0 | | |
| D D | 33,559.000 | 43,627.000 | 53,695.000 | 60.0 | 10.0 | | |
| E E | 36,915.000 | 47,989.500 | 59,064.000 | 60.0 | 10.0 | | |
| F F | 40,607.000 | 52,789.000 | 64,971.000 | 60.0 | 10.0 | | |
| G G | 44,667.000 | 58,067.000 | 71,467.000 | 60.0 | 10.0 | | |

Buttons: Save, Return to Search, Notify



Payroll for North America Menu

Create Additional Pay

Sometimes an employee will be given auxiliary pay. You can use this screen to view the additional pay that has been given to an employee.

Menu

Search:

- My Favorites
- ASU Customizations
- Self Service
- Effort Reporting
- Recruiting
- Workforce Administration
- Compensation
- Payroll for North America
 - Employee Pay Data USA
 - Create Additional Pay**
- Careers
- Change My Password
- My System Profile
- My Dictionary

Additional Pay

Paul Stoll EMP ID: 1000055473 Empl Rcd #: 0

Additional Pay Find View 1 First 1 of 2 Last

Earnings Code: SIP Salary Increase Program

Effective Date Find View All First 1 of 1 Last

Effective Date: 09/10/2007

Payment Details Find View All First 1 of 1 Last

Addl Seq #: 9 End Date:

Rate Code: Reason: Increas 08

Earnings: \$1,000.00 Hours: Hourly Rate:

Goal Amount: \$1,000.00 Goal Balance: \$1,000.00

Sep Chk #: ☐ Disable Direct Deposit ☐ Prorate Additional Pay ☒ OK to Pay

Applies to Pay Periods: ☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Job Information

Tax Information

Earnings Code: WDA Work Day Adjustment

Effective Date Find View All First 1 of 1 Last

Effective Date: 09/10/2007

Payment Details Find View All First 1 of 1 Last

Addl Seq #: 9 End Date:

Rate Code: Reason: Wrk Dy Adj

Earnings: \$1,000.00 Hours: Hourly Rate:

Goal Amount: \$1,000.00 Goal Balance: \$1,000.00

Sep Chk #: ☐ Disable Direct Deposit ☐ Prorate Additional Pay ☒ OK to Pay

Applies to Pay Periods: ☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Job Information

Tax Information



Position Cross Reference Menu

Employees are assigned to positions in Peoplesoft. Positions contain these five criteria:

- Job Class Code
- Job Title
- Job Department
- Reports to and
- Funding

Each time an employee has a unique combination of these five criteria, they should be attached to a unique position number.

To see this page, follow these links:

[ASU customization](#) -> [ASU Position Management](#) -> [Position Cross Reference](#).

Search for the person or position number you are interested in.

Position Cross Reference Screen

Position Cross-Reference [Position Cross-Ref-Acctg](#)

Position Cross-Reference

Position Number: 117376

Position Data

Effective Date: 02/01/1901 [Position Data Details](#)

Descr: Coordinator Senior Short: 48246_s

Deptid: U0106002 DEV CRM Support

Jobcode: 191405 Coordinator Senior

Reports To: [Name] [Address]

Fiscal Year: 2008 [Fiscal Year Distribution](#)

Submitted 'Front-End' Staging Data Not Processed Yet

Effective Date: Status: User ID:

Deptid:

Jobcode:

Reports To:

Current Incumbent List

Incumbent Job Data [Filter]

| Name | EmplID | Rcd | Effdt | Effseq |
|-----------------|--------|-----|------------|--------|
| Bob Paul Robert | 1001 | 0 | 11/19/2007 | 0 |

Notes:

1. You can see who the employee (or employees) are in the incumbent list
2. You can see summary data in the Position Data area.
3. Information about the sub page, *Position Data Details*, follows below.
4. Information about the sub page, *Fiscal Year Distribution*, follows below.
5. Information about the sub page, *Position Cross Ref-Acctg*, follows below.



Job Aid - ORSPA Sponsored Projects Administration

Arizona State University

Position Data Details Screen

This screen is displayed by clicking on the *Position Data Details* link on the previous screen.

| Position Data Details | | | |
|-----------------------|----------------------|---|------------|
| Position: | 117376 | Effdt: | 02/01/1901 |
| Descr: | Coordinator Senior | Eff Status: | Active |
| <hr/> | | | |
| Action Reason: | Position Conversion | | |
| Business Unit: | U0101 | | |
| Deptid: | U0106002 | DEV CRM Support | |
| Jobcode: | 191405 | Coordinator Senior | |
| <hr/> | | | |
| Std Hours: | 40.00 | <input checked="" type="checkbox"/> Budgeted Position | |
| Max Head Count: | 1 | <input type="checkbox"/> Fingerprint required | |
| FTE: | 1.000000 | Budgeted FTE: | 1.000 |
| <hr/> | | | |
| Reports To: | 102549 | Dir Information Technology Svc | |
| Sal Admin Plan: | SVPR | Service Professional | |
| Grade: | E | | |
| EEO Job Group: | 328 | | |
| Workers' Comp: | 8868 | | |
| <hr/> | | | |
| Class Indc: | Service Professional | | |
| Full/Part: | Full-Time | | |
| Reg/Temp: | Regular | | |
| Academic Rank: | | | |
| <hr/> | | | |
| Long Title: | Coordinator Senior | | |

[Return](#)

Notes:

Notice that now you can see the number of hours, the percent of Full Time Employee, whether the position is a budgeted position or not. What grade level and EEO Job Group.

Click *Return* to go back to the main cross reference page.



Job Aid - ORSPA Sponsored Projects Administration

Arizona State University

FY Distribution

This is the distribution for this fiscal year of the funding sources for this position.

Fiscal Year Position Distribution

Position: 117376
Fiscal Year: 2008

Fiscal Year Position Distribution

| Effective Date | Deptid | Typical (Default) Distribution | |
|----------------|----------|--------------------------------|---------|
| | | Acct | Dist % |
| 11/05/2007 | U0106002 | XJ11001 | 100.000 |

| Earnings-Specific Distribution | | |
|--------------------------------|-------|--------|
| Acct | Erncd | Dist % |
| | | |

| Effective Date | Deptid | Typical (Default) Distribution | |
|----------------|----------|--------------------------------|---------|
| | | Acct | Dist % |
| 07/01/2007 | U0106002 | XJ51014 | 100.000 |

| Earnings-Specific Distribution | | |
|--------------------------------|-------|--------|
| Acct | Erncd | Dist % |
| | | |

Return

Notes:

This page displays when you click on the *Fiscal Year Distribution* link from the main Position cross reference page. It shows the funding source distribution for the current fiscal year. This is the place where you can see different earning codes and what amount is allotted to each. Earning codes are listed in the appendix of this document.



Position Cross Reference Accounting Screen

Position Cross-Reference

Position Cross-Ref-Acctg

| Position Accounting Cross-Reference | | | | | | OR_BIBSY |
|---|--------------------------|--------------------|-----|--------------------|-----------------|------------|
| .Position / Fiscal Year | | | | | | |
| Position | 117376 | Coordinator Senior | | | | |
| Fiscal Year: | 2008 | | | | | |
| Payroll Actual Earnings Distribution | | | | | | |
| Fiscal Year | ASU Acct | EmplID | Rcd | Name | Actuals Amt | |
| 2008 | XJ11001 | 1000010473 | 0 | Smith, Paul Robert | 2,420.00 | |
| 2008 | XJ51014 | 1000010473 | 0 | Smith, Paul Robert | 2,420.00 | |
| Earnings Redistributions | | | | | | |
| Fiscal Year | ASU Acct | EmplID | Rcd | Transaction Nbr | Approval Status | Redist Amt |
| | ASU Acct | 1000010473 | 0 | 0 | | 0.00 |
| Calculated Encumbrance | | | | | | |
| Fiscal Year | ASU Acct | EmplID | Rcd | Name | Encumbrance Amt | |
| 2008 | XJ11001 | 1000010473 | 0 | Smith, Paul Robert | 30,420.00 | |
| Current Position Budget | | | | | | |
| Fiscal Year | ASU Acct | Budget Amt | | | | |
| | ASU Acct | 0 | | | | |

Notes:

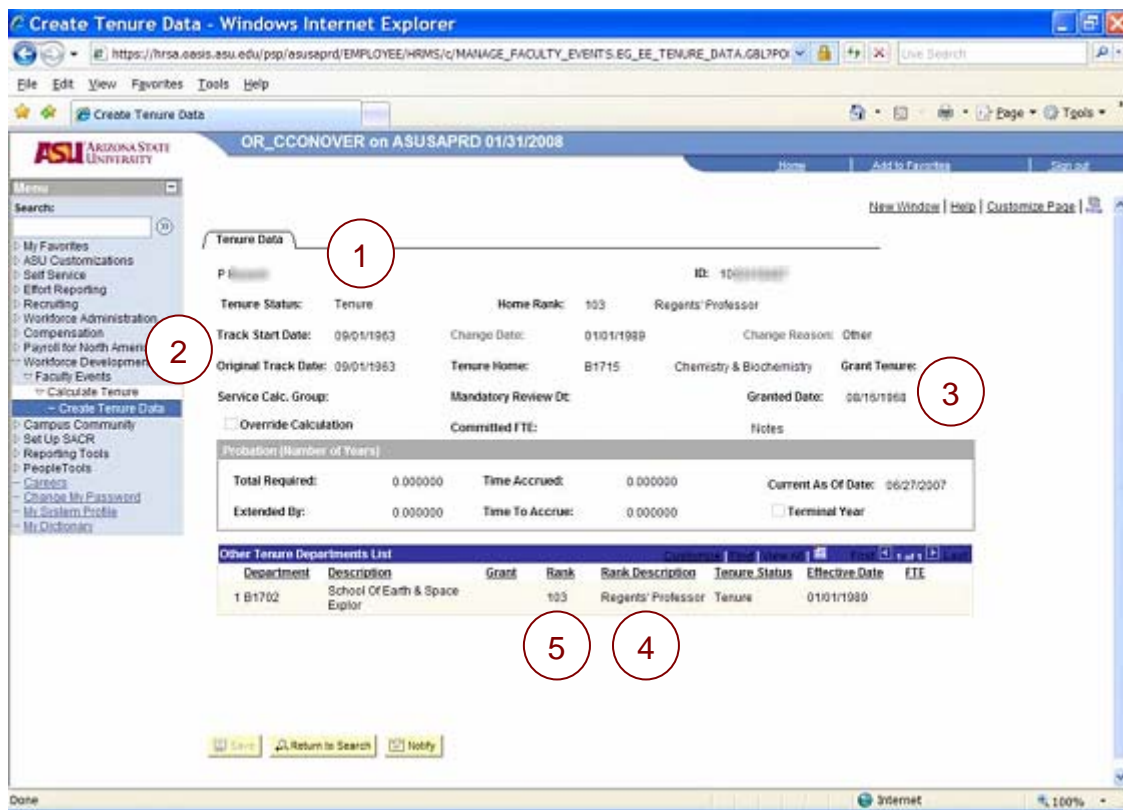
This will show you what has been paid during this fiscal year, what is encumbered and what the current position budget is.

View Tenure Data

This page will let you see the tenure information for a faculty member.

To see this page, follow these links:

[Workforce Development](#) -> [Faculty Events](#) -> [Calculate Tenure](#) -> [Create Tenure Data](#).
Search for the person you are interested in.



Create Tenure Data - Windows Internet Explorer

URL: https://hrsa.easis.asu.edu/ppp/asuseprd/EMPLOYEE/HRMS/c/MANAGE_FACULTY_EVENTS.EG_EE_TENURE_DATA.GBL?POI=...

ASU ARIZONA STATE UNIVERSITY

OR_CCONOVER on ASUSAPRD 01/31/2008

Menu: Search: []

- My Favorites
- ASU Customizations
- Self Service
- Effort Reporting
- Recruiting
- Workforce Administration
- Compensation
- Payroll for North America
- Workforce Development
- Faculty Events
 - Calculate Tenure
 - Create Tenure Data**
 - Campus Community
 - Set Up SACR
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My System Profile
 - My Dictionary

Tenure Data

P ID: [] ID: []

Tenure Status: Tenure Home Rank: 103 Regents' Professor

Track Start Date: 09/01/1963 Change Date: 01/01/1989 Change Reason: Other

Original Track Date: 09/01/1963 Tenure Home: B1715 Chemistry & Biochemistry Grant Tenure: []

Service Calc. Group: Mandatory Review Dt: Granted Date: 08/16/1968

☐ Override Calculation Committed FTE: Notes

Probation (Number of Years)

| | | | | | |
|-----------------|----------|-----------------|----------|--|------------|
| Total Required: | 0.000000 | Time Accrued: | 0.000000 | Current As Of Date: | 06/27/2007 |
| Extended By: | 0.000000 | Time To Accrue: | 0.000000 | <input type="checkbox"/> Terminal Year | |

Other Tenure Departments List

| Department | Description | Grant | Rank | Rank Description | Tenure Status | Effective Date | FTE |
|------------|--------------------------------|-------|------|--------------------|---------------|----------------|-----|
| 1 B1702 | School Of Earth & Space Explor | | 103 | Regents' Professor | Tenure | 01/01/1989 | |

Buttons: Save, Return to Search, Notify

Notes:

1. You can see the current tenure status
2. You can see track dates: (Start and Original).
3. You can see the granted date
4. You can see the Ranks Description
5. You can see the Rank



View Redistribution Transaction

This screen will show you details when funds have been redistributed. Note that this screen involves position numbers, not specific employees.

To see this page, follow these links:

[ASU customization -> ASU Position Management -> View Redistribution.](#)

Search for the position number you are interested in.



Job Aid - ORSPA Sponsored Projects Administration

Arizona State University

View Redistribution Transaction

pstoll

Search Results

Transaction Nbr: **141548** Approval Status: All Approved
Fiscal Year: 2008 Pay End Date: 12/02/2007
EmplID / Rcd: 1000000000 / 2 GL Post Date: 05/13/2008
Submitted by: OR_BFINLEY Jensen, Babette Finley Submitted Date: 05/11/2008
Approved by: Approved Date:

Reason why payroll expenses are being transferred. (Limit of 254 characters.)

Account renewal was not activated in time for payroll to hit account.

What corrective action will be taken to avoid this type of error in the future? (Limit of 254 characters.)

We will work with ORSPA and sponsor to get accounts activated on time.

Describe why all costs transferred to new accounts are allowable, allocable, and reasonable charges. Additionally, if a sponsored account, describe why costs are appropriate and necessary to the performance of the sponsored project. (Limit of 254 char.)

Employee has been working on duties/research related to grant MGS0054 during Fall 2007 semester. Accounts must reflect this.

Earnings Redistribution Transaction

| Variable | Static / Calculated | | | | | |
|------------------------|---------------------|------|------------|-------------------------|-------------|------------|
| Position | Position Descr | Emcd | Emcd Descr | ASU Acct | Closed Date | Redist Amt |
| 136637 | Student Worker II | STH | STH | MGS0054 | 12/02/2007 | 120.00 |
| 136637 | Student Worker II | STH | STH | WH51016 | 12/02/2007 | -120.00 |

Deduction Redistribution Transaction

| Variable | Static / Calculated | | | | |
|------------------------|---------------------|------------|-------------------------|------------|--|
| Position | Position Descr | Close Date | ASU Acct | Redist Amt | |
| 136637 | Student Worker II | 12/02/2007 | MGS0054 | 0.47 | |
| 136637 | Student Worker II | 12/02/2007 | WH51016 | -0.47 | |

Tax Redistribution Transaction

| Variable | Static / Calculated | | | |
|----------|---------------------|------------|----------|------------|
| Position | Position Descr | Close Date | ASU Acct | Redist Amt |
| | | | | 0.00 |

Notes:

1. You can see Earnings redistribution transactions and
2. You can see Tax Redistribution transactions.



Resources

Help Desk

If you have questions about using these pages, you can contact the help desk at 965-6500, or open your own help desk case at www.asu.edu/support, click on “create case”

Job aid page

We have a page full of job aids and information on using PeopleSoft:
www.asu.edu/oasis/support/JobAids.html

Effort Reporting Page

Updates on effort reporting have been added to the site:
<http://researchadmin.asu.edu/effortreporting>