



Request methods for employee transactions

	PTR guide	Position guide	Kenexa guide
Hire, rehire or hire additional job			
University staff			X
Student worker			X
Faculty, academic professionals, post-doctoral and administrators	X		
Graduate students	X		
Promotions, reassignments and transfers			
Competitive			
University staff			X
Student worker			X
Faculty, academic professionals, post-doctoral and administrators	X		
Non-competitive			
All employee types	X		
Return from work break — ACD, GRD or FSW			
Without job or position changes or retro — refer to the online renewal.	X		
You can also refer to the PTR guide.			
With job or position changes or retro	X		
Placed on short work break — ACD, GRD or FSW employees	X		
Terminations or retirements	X		
Employee data changes			
Job code	X		
Pay rate	X		
Std. hours, full-time or part-time, regular or temporary	X		
Department		X	
Reports to		X	
Location		X	
Detailed title — displayed in outlook or ASU directory		X	
Appointment type		X	
Employee payroll changes			
Additional pay request or cancelation	X		
CPO, VPO or CTP payout check	X		
Leave accrual adjustments	X		
Report overpayment	X		
Request manual check	X		
DMX guide			
Hire and rehire date adjustment — refer to the adjustment instructions.			
Non-PP begin or end, ACD or GRD hire			
Student V transfer			
Retroactive unequal percentage FTE or salary adjustment			
Termination date adjustment			
Business leave of absence — visit the Leave of Absence or Hold guide.			
Kenexa date issue — contact Kenexa support.			
PTR error — contact your data management representative.			
PAR guide			
A12 faculty payout			
Additional pay for terminated employees or on a short work break or leave — for a period with an active status			
Timesheet adjustment — backdated more than eight weeks			
Benefits — leaves management			
Personal or medical leave of absence			