



Request Methods for Employee Transactions

| | <u>PTR</u> guide | <u>Position</u> guide | <u>Kenexa</u> guide |
|--|---------------------|--------------------------|------------------------|
| Hire/Rehire/Hire Additional Job | | | |
| University Staff | | | X |
| Student Worker | | | X |
| Faculty/Acad Professionals/Post Docs & Administrators | X | | |
| Graduate Students | X | | |
| Promotions/Reassignments/Transfers | | | |
| Competitive | | | |
| University Staff | | | X |
| Student Worker | | | X |
| Faculty/Acad Professionals/Post Docs & Administrators | X | | |
| Non-Competitive | | | |
| All Employee Types | X | | |
| Return From Work Break ACD/GRD/FSW | | | |
| Without Job/Position changes and/or Retro - Use Online Renewal or PTR | X | | |
| With Job/Position changes and/or Retro | X | | |
| Place on Short Work Break - ACD/GRD/FSW employees | X | | |
| Terminations/Retirements | X | | |
| Employee Data Changes | | | |
| Job Code | X | | |
| Pay Rate | X | | |
| Std Hrs/Ft Pt/ Reg Temp | X | | |
| Department | | X | |
| Reports To | | X | |
| Location | | X | |
| Detailed Title (displayed in Outlook and ASU Directory) | | X | |
| Appointment Type | | X | |
| Employee Payroll Changes | | | |
| Additional Pay Request/Cancellation | X | | |
| CPO/VPO/CTP Payout Check | X | | |
| Leave Accrual Adjustments | X | | |
| Report Overpayment | X | | |
| Request Manual Check | X | | |
| DMX guide | | | |
| Hire/Rehire date adjustment - instructions | | | |
| Non PP Begin/End ACD/GRD Hire | | | |
| Student V Transfer | | | |
| Retroactive Unequal Percentage FTE/Sal Adjust | | | |
| Termination Date Adjustment | | | |
| Business LOA - guide | | | |
| Kenexa Data Issue - contact Kenexa support | | | |
| PTR Error - contact your DM rep | | | |
| PAR contact Payroll with questions | | | |
| A12 Faculty Payout | | | |
| Additional pay for employees who are terminated or on short workbreak or leave (for period with active status) | | | |
| Timesheet Adjustment (backdated more than 8 wks) | | | |
| Benefits - Leaves Management | | | |
| Personal/Medical LOA | | | |