



### Business process guide

This guide provides instructions on how to perform various job functions — hire, promotion and termination — and payroll transactions — additional pay, leave adjustments and overpayments — for faculty, graduates, academic professionals, students and staff using the Personnel Transaction Request application.

Please [refer to the Data Management staff directory](#) for the Data Management specialist responsible for your department.

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### Introduction

At ASU, an employee's job information is maintained in PeopleSoft. The Personnel Transaction Request is the front-end application used to process personnel transactions such as hiring requests or changes to current job information. The PTR can also be used to submit payroll-related transactions such as additional pay, overpayments and leave accrual adjustments.

The employee's information is submitted through the PTR application, which is sent to the cost center or grant manager in your department for approval. Depending on the type of transaction, it may also be sent to other approvers designated to approve. Once all the appropriate levels approve, the PTR is uploaded to PeopleSoft or set to manual for Payroll or Data Management to act. The transaction may also be staged until the effective date is met or if the payroll is open.

This guide will provide an overview of PTR functionality and detail individual transactions. A list of roles needed for other systems you may need before creating a PTR is also offered. These roles may be performed by the person who would originate the PTR or another person in the department.

### Preparation

#### Security roles you will need

The security roles should be distributed according to your department's internal business processes. Some users will have all roles, while some will only have a few and may need to work with others in the department to complete the process.

Each system — PTR and workflow — requires specific roles to complete the necessary transactions.

#### How to apply for these roles

To check which roles you currently have, [log in to PeopleSoft](#) and navigate to the following menus:

1. ASU Customizations.
2. ASU Security.
3. Manage Security Requests.



### My security access roles

To learn how to request a role, [refer to the how to apply for a PeopleSoft security role webpage](#).

### Position Management security roles

HCM Dept Financial Mgr. — provides you with the ability to review, create and modify a position and to update the finding tied to a position number. Access to the position work list is also granted.

HCM Dept Position Manager — provides you with the ability to review, create and modify a position number. Access to the position work list is also granted.

Human Capital Management (HR) - Position Management (PM)	
<input type="checkbox"/> <a href="#">ESO Redistribution</a>	<input type="checkbox"/> <a href="#">OHR Position Mgt General User</a>
<input type="checkbox"/> <a href="#">HCM Dept Financial Mgr</a>	<input type="checkbox"/> <a href="#">OHR Position Mgt Super User</a>
<input type="checkbox"/> <a href="#">HCM Dept Position Manager</a>	<input type="checkbox"/> <a href="#">OHR Position Mgt View</a>
<input type="checkbox"/> <a href="#">HCM Dept Position View</a>	

### Kenexa BrassRing security role

2xB Hiring Manager — allows you to create or modify a requisition and process a university staff or student hire.

Human Capital Management (HR) - Kenexa (KX)	
<input type="checkbox"/> <a href="#">2xB Central Reporting</a>	<input type="checkbox"/> <a href="#">2xB OHR Empl Svc Ctr</a>
<input type="checkbox"/> <a href="#">2xB Hiring Manager</a>	<input type="checkbox"/> <a href="#">2xB OHR Recruitment</a>
<input type="checkbox"/> <a href="#">2xB Kenexa Super User</a>	<input type="checkbox"/> <a href="#">2xB Smart Approver</a>



## How to process a Personnel Transaction Request

### PTR security roles

PTR originator — allows you to submit personnel transactions through the PTR.

Human Capital Management (HR) - HR Personnel (HR)

<input type="checkbox"/> <a href="#">ASU Renewal Submission</a>	<input type="checkbox"/> <a href="#">OHR Payroll Configuration</a>
<input type="checkbox"/> <a href="#">Component Interface HCM role</a>	<input type="checkbox"/> <a href="#">OHR Personnel Configuration</a>
<input type="checkbox"/> <a href="#">HCM Department View</a>	<input type="checkbox"/> <a href="#">OHR Personnel Super User</a>
<input type="checkbox"/> <a href="#">HCM Dept Tenure Manager</a>	<input type="checkbox"/> <a href="#">OHR Personnel View</a>
<input type="checkbox"/> <a href="#">HCM Dept Tenure View</a>	<input type="checkbox"/> <a href="#">OHR Query Run-Only</a>
<input type="checkbox"/> <a href="#">HCM Job Data View</a>	<input type="checkbox"/> <a href="#">OHR Tree Manager Updt</a>
<input type="checkbox"/> <a href="#">HCM Nurse Mgrs Update licenses</a>	<input type="checkbox"/> <a href="#">Provost Tenure Data</a>
<input type="checkbox"/> <a href="#">HCM ORSPA Redist Approval</a>	<input type="checkbox"/> <a href="#">PTR Admin</a>
<input type="checkbox"/> <a href="#">HCM ORSPA View 1</a>	<input type="checkbox"/> <a href="#">PTR Approver</a>
<input type="checkbox"/> <a href="#">HCM ORSPA View 2</a>	<input type="checkbox"/> <a href="#">PTR CFO Provost EVP</a>
<input type="checkbox"/> <a href="#">HCM Registrar View</a>	<input type="checkbox"/> <a href="#">PTR Data Mgmt</a>
<input type="checkbox"/> <a href="#">HCM Student Employ Mgr</a>	<input type="checkbox"/> <a href="#">PTR Dean/VP Approver</a>
<input type="checkbox"/> <a href="#">HCM/HR Interface Support</a>	<input type="checkbox"/> <a href="#">PTR ICA</a>
<input type="checkbox"/> <a href="#">HR Set Up HRMS</a>	<input type="checkbox"/> <a href="#">PTR International</a>
<input type="checkbox"/> <a href="#">Maintain Faculty Discipline</a>	<input type="checkbox"/> <a href="#">PTR OHR Benefits</a>
<input type="checkbox"/> <a href="#">OHR HR Administrator WF</a>	<input type="checkbox"/> <a href="#">PTR OHR Staffing</a>
<input type="checkbox"/> <a href="#">OHR Job Salary Grade Override</a>	<input type="checkbox"/> <a href="#">PTR Originator</a>
<input type="checkbox"/> <a href="#">OHR Modify Personal Info Spr</a>	<input type="checkbox"/> <a href="#">PTR Provost EVP</a>
<input type="checkbox"/> <a href="#">OHR MSS Salary Grade Override</a>	<input type="checkbox"/> <a href="#">PTR Student FA</a>
<input type="checkbox"/> <a href="#">OHR Note Pad View</a>	<input type="checkbox"/> <a href="#">Set Up Job Codes</a>

### Security training

Note that all four of these roles require training to gain access. You can self-enroll in an online class on [Career EDGE](#). Navigate to the following to access the training:

1. Click on the “learning” menu header and select “learner home.”
2. Search for the desired classes:
  - a. HRIS: Department Position Manager.
  - b. Kenexa Access Training — Prior to Gaining Access.
  - c. Using the Personnel Transaction Request.
3. Click on the “launch” button to start the course.

Follow the instructions within the course to gain access to your role.



## How to process a Personnel Transaction Request

### Workflow roles

You do not need formal training for these roles, but referring to the [training materials](#) is helpful.

**PTR Approver** — provides access to the work list to approve transactions at the cost center and grant manager level. The user must be listed as a PeopleSoft HR cost center and PeopleSoft HR grant manager in Workday to apply for the role.

[Refer to the Approver Role Request](#) on the Workday landing page to request the PeopleSoft HR cost center or grant manager role in Workday.

Human Capital Management (HR) - HR Personnel (HR)

<input type="checkbox"/> <a href="#">ASU Renewal Submission</a>	<input type="checkbox"/> <a href="#">OHR Payroll Configuration</a>
<input type="checkbox"/> <a href="#">Component Interface HCM role</a>	<input type="checkbox"/> <a href="#">OHR Personnel Configuration</a>
<input type="checkbox"/> <a href="#">HCM Department View</a>	<input type="checkbox"/> <a href="#">OHR Personnel Super User</a>
<input type="checkbox"/> <a href="#">HCM Dept Tenure Manager</a>	<input type="checkbox"/> <a href="#">OHR Personnel View</a>
<input type="checkbox"/> <a href="#">HCM Dept Tenure View</a>	<input type="checkbox"/> <a href="#">OHR Query Run-Only</a>
<input type="checkbox"/> <a href="#">HCM Job Data View</a>	<input type="checkbox"/> <a href="#">OHR Tree Manager Updt</a>
<input type="checkbox"/> <a href="#">HCM Nurse Mgrs Update licenses</a>	<input type="checkbox"/> <a href="#">Provost Tenure Data</a>
<input type="checkbox"/> <a href="#">HCM ORSPA Redist Approval</a>	<input type="checkbox"/> <a href="#">PTR Admin</a>
<input type="checkbox"/> <a href="#">HCM ORSPA View 1</a>	<input type="checkbox"/> <a href="#">PTR Approver</a>

**PTR Dean/VP Approver** — provides access to the work list to approve transactions at the dean and vice president level. Members of this role must be the dean or vice president or someone designated by the dean or vice president to perform approvals on their behalf.

Human Capital Management (HR) - HR Personnel (HR)

<input type="checkbox"/> <a href="#">ASU Renewal Submission</a>	<input type="checkbox"/> <a href="#">OHR Payroll Configuration</a>
<input type="checkbox"/> <a href="#">Component Interface HCM role</a>	<input type="checkbox"/> <a href="#">OHR Personnel Configuration</a>
<input type="checkbox"/> <a href="#">HCM Department View</a>	<input type="checkbox"/> <a href="#">OHR Personnel Super User</a>
<input type="checkbox"/> <a href="#">HCM Dept Tenure Manager</a>	<input type="checkbox"/> <a href="#">OHR Personnel View</a>
<input type="checkbox"/> <a href="#">HCM Dept Tenure View</a>	<input type="checkbox"/> <a href="#">OHR Query Run-Only</a>
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<input type="checkbox"/> <a href="#">HCM ORSPA View 1</a>	<input type="checkbox"/> <a href="#">PTR Approver</a>
<input type="checkbox"/> <a href="#">HCM ORSPA View 2</a>	<input type="checkbox"/> <a href="#">PTR CFO Provost EVP</a>
<input type="checkbox"/> <a href="#">HCM Registrar View</a>	<input type="checkbox"/> <a href="#">PTR Data Mgmt</a>
<input type="checkbox"/> <a href="#">HCM Student Employ Mgr</a>	<input type="checkbox"/> <a href="#">PTR Dean/VP Approver</a>



## How to process a Personnel Transaction Request

PTR Provost EVP — provides access to the work list to approve transactions at the provost and executive vice president levels. Membership is limited and will only be granted if the provost or executive vice president has designated you.

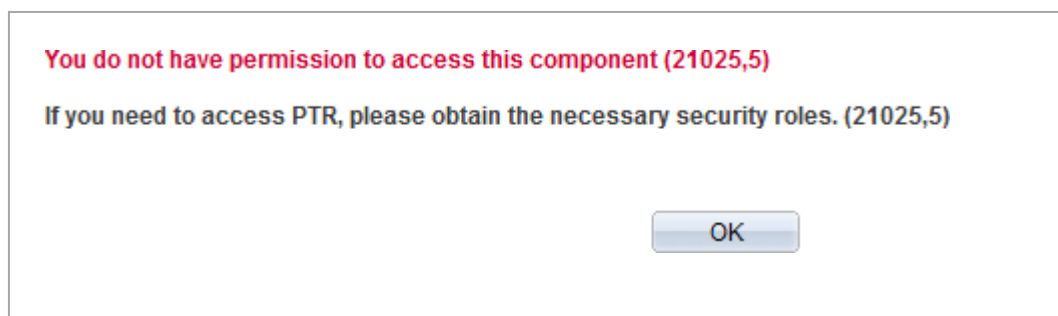
**Note:** Many other security roles make the PTR process flow smoothly. All different roles are specific to areas with the Office of Human Resources, Financial Services or Student Administration and should not be requested by individuals outside those groups.



### Typical error message related to security

The PTR depends on security being set up appropriately for the originators of the transaction and those at different levels of approval. Below are a few of the most common security messages you will receive if there is a problem with your security.

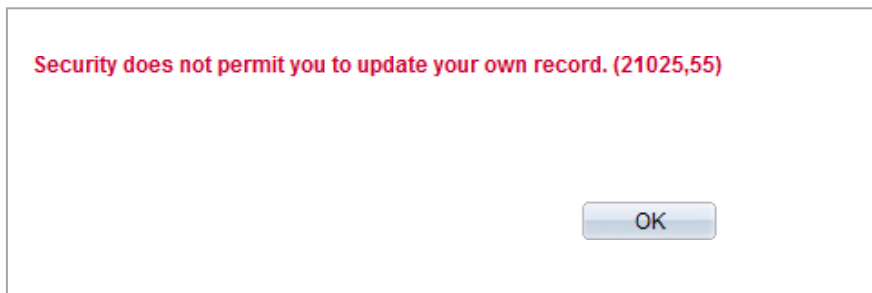
The following error message will appear if you do not access the PTR as an originator.



**What to do if you receive this message**

You must request the PTR originator security role if you have received the above error message. You will need to review the online training to access this role. If you have requested the role, attended training and still receive the message, you should open a ServiceNow ticket to security and include the error message.

The PTR will not allow you to update your record. The following message will appear if you are trying to act on your record.

**What to do if you receive this message**

In this case, you must have another department member update your record.

**Before you start****Department procedures**

This training guide was created as departmental instruction about how to process actions after preliminary work within the department has been created. Departments should follow their current internal business processes to obtain internal approvals and determine an appropriate recruiting method. Typically, a suitable method includes notifying and working with the primary business officer within your dean's office.

**University requirements on approval and documentation**

The PTR is built so the approval documentation will be recorded electronically through the workflow approvals. Departments must follow their internal business process to obtain approvals in a way that is acceptable to their department standards.

Many paper requirements for HR transactions must be sent to the central office. To view these paper requirements, read the Required Documentation section of this guide.



### Recruiting process — university staff and students

Recruitments are done through Kenexa BrassRing — 2XB — for university staff and students and some faculty. The process starts in Position Management and continues through a series of steps in the Kenexa BrassRing system. At the end of the process, Kenexa BrassRing will integrate with PTR and Courtesy Affiliate to create the affiliate — if it is a brand-new employee — and create the PTR on behalf of the hiring manager.

Hiring managers can view the PTR created by the Kenexa BrassRing process on their worklists until it is archived. Summary information can also be viewed on the [PTR Dashboard](#) after that. Hiring managers are not required to manually create a PTR for any hires, rehires, competitive promotions, reassignments or transfers for university staff and students. Please [refer to the Kenexa BrassRing process guide and handbook](#) for more information.

### Faculty hires

When recruiting for a faculty hire, it is best to [review the recruiting and hiring resources](#) posted by the Provost's office.

### Required documentation

**New hires** — once an offer letter has been made to an employee, they must fill out the [New Hire Packet](#). One of the main components of this packet is the I-9. The employee's I-9 must be certified no later than three business days after the employee's start date.

**Non-resident aliens** — all non-resident aliens must bring their New Hire Packet to the Employee Service Center to be processed. An NRA Payroll specialist will contact the employee if further information is needed.

**Rehires** — employees who do not have active job records in the system must complete a new I-9 form. Send your employee to the Employee Service Center to submit their new I-9 form. If the rehire is a person who has been gone from the university for more than 12 months, then that person must fill out the New Hire Packet.

**Offer letters and memo of understanding** — offer letters are part of the Kenexa BrassRing system. Applicants must electronically accept their offer letter through their candidate portal before the hiring manager can continue to complete the hiring process. Departments must retain all offer letters for audit purposes in the employee's file at the department. Department does not need to send in offer letters for a PTR unless Data Management or Payroll requests.

**Applicant list, search plan, CV or résumé for faculty** — to maintain governmental reports about our university, departments must send the applicant list, search plan and CV or résumé to the [Office of Diversity, Equity and Inclusion](#).

## Navigation to the PTR

**Step one:** [Navigate to My ASU](#) and sign in using your ASURITE and password.



ASU Arizona State University

remember to change your password every 180 days

Password:  [asu.edu/changepassword](https://asu.edu/changepassword)

### Sign In

ASURITE User ID  [Activate or request an ID](#)

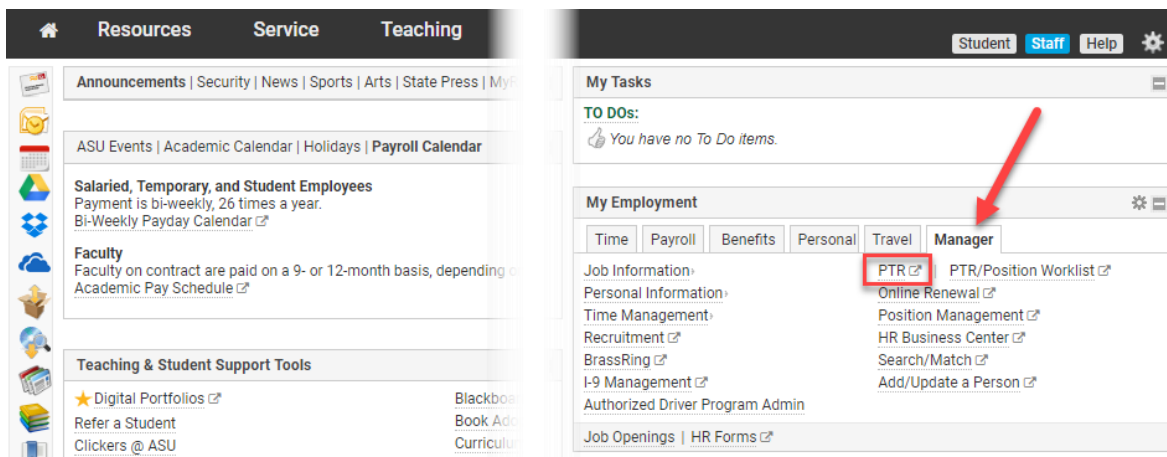
Password  [Forgot ID / password?](#)

☐ Remember my user ID

Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

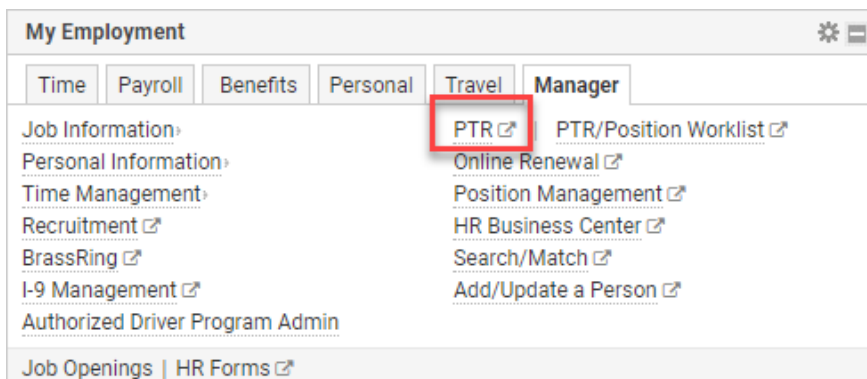
[System Status](#) | [ASU Home](#) | [Copyright](#) | [Acceptable Use](#) | [Privacy](#)

**Step two:** Under the “My Employment” menu, click on the “Manager” tab.



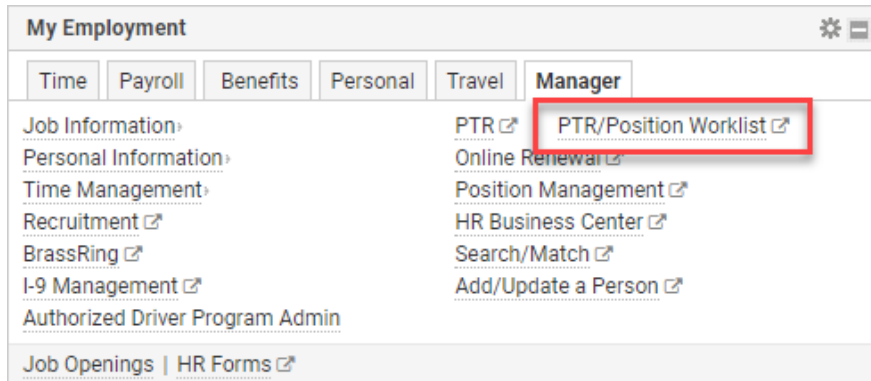
The screenshot shows the My ASU interface. On the left is a sidebar with various links. The main content area has a top navigation bar with 'Resources', 'Service', and 'Teaching'. Below this is a 'My Tasks' section showing 'TO DOs: You have no To Do items.' The 'My Employment' section is active, showing a list of tabs: 'Time', 'Payroll', 'Benefits', 'Personal', 'Travel', and 'Manager'. The 'Manager' tab is highlighted with a red box and a red arrow pointing to it. Under the 'Manager' tab, there is a list of links: 'Job Information', 'Personal Information', 'Time Management', 'Recruitment', 'BrassRing', 'I-9 Management', 'Authorized Driver Program Admin', 'Job Openings', 'HR Forms', 'PTR', 'PTR/Position Worklist', 'Online Renewal', 'Position Management', 'HR Business Center', 'Search/Match', and 'Add/Update a Person'.

**Step three:** Click on the PTR link under the “Manager” tab.



This is a close-up of the 'My Employment' section from the previous screenshot. The 'Manager' tab is selected and highlighted. The 'PTR' link is highlighted with a red box. The 'PTR/Position Worklist' link is also visible next to it.

**Note:** There is a secondary link that will take you to your worklist so you can track the progress of your PTRs. Please [refer to the employee data management webpage](#), select “Resources,” and click “BPG — How to process worklist transactions” for more information on how to use the worklist.



If My ASU is down, you can also [navigate to the PTR via PeopleSoft](#). After you are logged in, access the PTR by navigating to:

1. Main Menu.
2. ASU Customizations.
3. ASU HCM Custom.
4. ASU HR.
5. Personnel Transaction Request.
6. Personnel Transaction Request.

Main Menu > ASU Customizations > ASU HCM Custom > ASU HR > Personnel Transaction Request > Personnel Transaction Request

### General overview of the PTR

#### Search page functionality

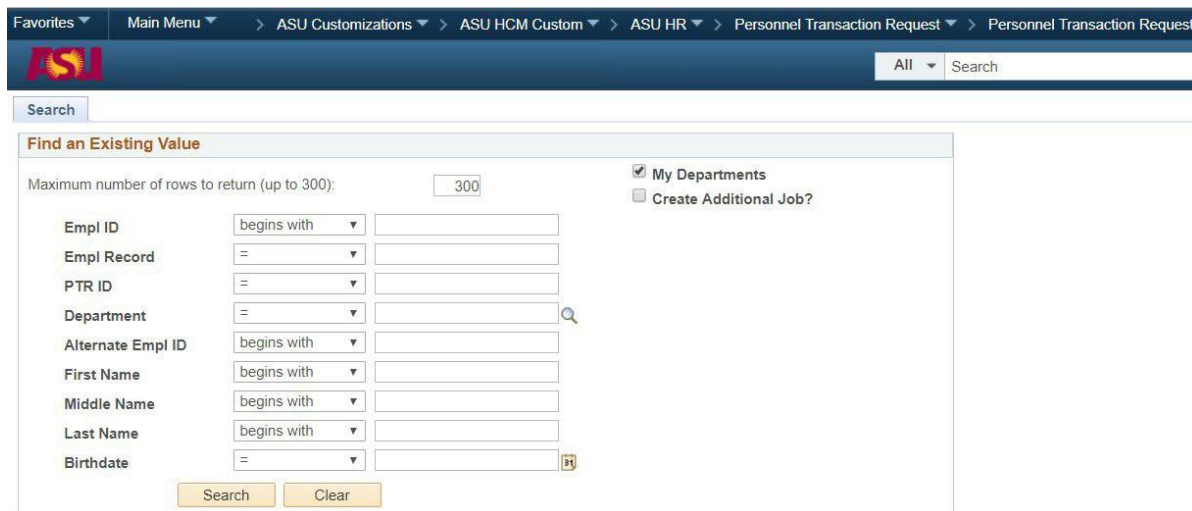
The search page is the first page of three pages you may encounter on the PTR. The search page allows you to search for an employee or potential employee within or outside your department's security level, depending on how you perform the search.

There are three different ways to perform the search:

- Type in the employee ID.
- Type in a department code that will bring up all employees in that department code. **Note:** You can only use this search result for departments within your security level.
- Type in the first name, last name and date of birth.

**Note:** The most accurate way to search for an employee is by typing the employee's ID number.

The search page also allows you to search for previously submitted PTR by typing in the PTR ID number. Transactions will be available in search results until they are archived.



There are two checkboxes in the upper right-hand corner of the screen. The first checkbox is "My Departments," which will automatically be checked when you enter the search screen. Performing a search with a checkmark in this box means you are looking for an employee already within your department. To search for a person not currently employed in your department, uncheck the box.

For example, you would uncheck the box if transferring an employee from another department into your department.



## How to process a Personnel Transaction Request

Search

Find an Existing Value

Maximum number of rows to return (up to 300):

300

☐ My Departments

☐ Create Additional Job?

Empl ID

begins with

Empl Record

=

The second checkbox in the upper right-hand corner of the screen is “Create Additional Job.” This box lets the system know you intend to hire an additional job for an existing employee. By checking this box and entering the search criteria, the system will automatically take you to the main page, where you can enter your data for the employee’s additional job. The “Create Additional Job” checkbox will automatically uncheck the “My Departments” checkbox, so you will always need to use the employee’s ID number to create an additional job.

**Note:** This functionality should only be used when creating an additional job that is a GRD, faculty or academic professional position, as other employee types are hired through Kenexa BrassRing.

You may also leave the box unchecked to pull up the search results for a specific employee and then decide to create an additional job based on the results you see.

Search

Find an Existing Value

Maximum number of rows to return (up to 300):

300

☐ My Departments

☒ Create Additional Job?

Empl ID

begins with

Empl Record

=

Suppose you are searching for an employee with multiple jobs with ASU. In that case, you will receive a search results table at the bottom of the search page that displays the current and past employment the employee has held, separated into employee records. It is essential to note this information as it may help you determine what kind of action you are trying to take on an employee.

Search Results												
Search Basic		Search Additional										
Emplid	Empl Record	Name	Open PTR	PTR Status	Job Ind	Empl Status	Pay Group	Position	Position Descr	Department	Dept Descr	Job Effdt
	0				N/A	W	FSW		SUM/WTR Faculty Teaching	M0704	School Of Social Work	07/02/20
	1				Primary	A	ACD		Lecturer	M0704	School Of Social Work	12/31/20
	2				N/A	W	FSW		SUM/WTR Faculty Teaching	M0704	School Of Social Work	04/01/20
	3				N/A	T	HR		Instructional Specialist	M0704	School Of Social Work	09/30/20
	4				N/A	W	FSW		SUM/WTR Faculty Teaching	M0704	School Of Social Work	07/02/20
	5				N/A	T	ACD		Instructor	M0704	School Of Social Work	10/08/20



## How to process a Personnel Transaction Request

PTR transactions will affect job data or pay data. Suppose the transaction you wish to submit is a job data transaction, and there is currently another job data transaction pending for this employee and employee record. In that case, you cannot enter the new transaction until the first transaction has been canceled, processed or archived.

If a pay data transaction is pending, and you wish to submit a job data transaction or vice versa, these transactions do not interfere. They can be submitted with the same employee and employee record number.

When you search for an employee, previously submitted PTRs will appear in the search results, as shown below, until they are archived.

Search Results												
Search Basic		Search Additional										
Emplid	Empl Record	Name	Open PTR	PTR Status	Job Ind	Empl Status	Pay Group	Position	Position Descr	Department	Dept Descr	Job Effdt
	0				N/A	W	FSW		SUMWTR Faculty Teaching	M0704	School Of Social Work	07/02/201
	1				Primary	A	ACD		Lecturer	M0704	School Of Social Work	12/31/201
	1		Addl Pay	In-Process								01/28/201
	1		PROINCP	In-Process		A	ACD		Lecturer	M0704	School Of Social Work	02/11/201

Pending transactions appear as a duplicate row beneath the original record for which the transaction was submitted. The “Open PTR” and “PTR Status” columns indicate the type of transaction and current status, respectively. The transaction can be viewed by clicking on the employee ID of the pending row.

If possible, click on the employee ID of the original row to submit another transaction. The splash page will only display buttons for transactions that can be selected while another transaction is pending. You may be unable to enter another transaction at all.

### Employee record status definitions

The search results will also display a column indicating the current status of the employee record. Depending on the status, specific actions may be limited.

Status	Definition
A	Active
D	Deceased
L	Unpaid leave of absence
P	Paid leave of absence
R	Retired
S	Suspended
T	Terminated
W	Short work break



## How to process a Personnel Transaction Request

**Note:** Employees on a leave of absence will appear in your search results. The only action that can be taken on an employee in this status is a termination or retirement. If you desire to return the employee from the leave of absence, you will need to work with Data Management or the Office of Human Resources benefits. [Refer to the Leaves Management webpage](#) for more information.

Employees with a job data record brought over to PeopleSoft from the previous HRMS system as terminated employees will not appear in the search results. Contact your data management representative if you receive errors while processing transactions someone with a conversion job data record.

### **Splash page functionality**

The splash page allows you to select the type of action you request for a specific employee. This page is skipped for hires, rehires and additional jobs. If you have reached this page and meant to request a different transaction for an employee, you will need to click “Return to Search.”

The splash page is self-editing, and options will become unavailable for selection if not permissible for a specific employee, depending on several factors. Additionally, particular combinations of transactions can occur together while others must be done independently.

Upon entering the splash page, you will receive different options if a previously submitted PTR for the same employee and the employee record number has not been archived.

If you intend to return an employee from a “Leave of Absence” or “Paid Leave of Absence” status to an active status, you must submit a request based on the type of leave. You can process termination in both cases without having to return the employee from leave. For more information, [refer to the Leaves Management webpage](#).



## How to process a Personnel Transaction Request

To review the combinations of transactions that can occur together, please [refer to Appendix A](#) and [Appendix B](#) of this document.

PTR Transaction Selection	
Select Desired Transaction	Description
<input type="checkbox"/> Promotion	Change to a higher pay grade in the same or another department
<input type="checkbox"/> Reassignment	Voluntary or involuntary change to a lower pay grade in the same or another department
<input type="checkbox"/> Lateral/Transfer	Change an assignment with no change in pay grade in the same or another department
<input type="checkbox"/> Pay Rate Change	Change in pay by itself or in conjunction with a promotion or demotion or lateral (transfer)
<input type="checkbox"/> Place on Short Work Break	Limited to Faculty and Graduates
<input type="checkbox"/> Return from Short Work Break	Limited to Faculty and Graduates
<input type="checkbox"/> Termination	When the employee/employer relationship ends for one or multiple jobs. Not to be used when employee is transferring
<input type="checkbox"/> Retirement	Routed to OHR Benefits for eligibility confirmation
<input type="checkbox"/> Std Hrs/FT PT/Reg Temp	Change to select Job attributes

Payroll Transactions	
<input type="checkbox"/> Additional Pay	Compensation in addition to base pay
<input type="checkbox"/> Additional Pay Cancellation	Stop an additional pay prior to end date or goal amount being reached
<input type="checkbox"/> CPO/VPO/CTP Check	Voluntary/Involuntary termination of employee or job change that result in compensatory time or vacation pay out
<input type="checkbox"/> Leave Accrual Adjustments	Changes to leave accrual balances
<input type="checkbox"/> Report Overpayment	Reporting an overpayment
<input type="checkbox"/> Request Manual Check	Request a manual check for STU or HRY with reported time

Create PTR

Return to Search

### Essential concepts on promotions, reassignments, transfers and return from work breaks

When selecting promotion, reassignment, transfer or return from a short work break, you are indicating to the system that you no longer intend to keep the job that the employee currently holds and are moving them to another job. In some cases, the PTR will use the same employee record, and in other cases — if there is a benefit eligibility change — the PTR will terminate the original job the employee holds and create an additional job for the position they have been promoted, reassigned, transferred or returned from a short work break into.

**Example:** The department chooses a non-benefit eligible faculty associate position from the search results screen and selects the option “Return from Work Break” on the splash page. The position number the employee is being returned into is a benefit-eligible instructor, so the PTR will terminate the non-benefits-eligible faculty associate position and create an additional job for the benefit-eligible instructor position.

### Main job data entry page

The main page is the final page you may encounter on the PTR and is separated into two tabs — job data and pay data. If you have selected actions such as promotion, pay rate change or termination, the job data tab is where you will enter the values for the



## How to process a Personnel Transaction Request

action you are performing on a specific employee. This tab presents fields and messages that ensure the PTR is being submitted with all data required to create an employee record in PeopleSoft present.

Suppose you are submitting a transaction for an existing employee record. In that case, the job data page will also display the employee's current job information to compare the "current" and "proposed" data for the employee.

You can also use the PTR business notes at the bottom of the page to communicate information not covered in the PTR. In certain circumstances, business notes will be required, and a message will be displayed to alert you. The business notes will not only be a way for you to communicate with people who are set up as workflow approvers on a given transaction, but it will also copy those business notes into the notepad in job data when the PTR is processed. These notes will be available to every approver after you and will become part of the employee's permanent record with the university.

Below, you will find an example page view for the new hires — faculty, academic professionals and GRDs only.



## How to process a Personnel Transaction Request

**PTR Job Data**

PTR IDNEWEmpl IDEmpl Record0PTR StatusDraft

**Personal Information**

**Job Data**

Proposed

ActionHIRHire

ReasonREGHire - Reg (INITIAL HIRE)

Position

Position Effdt

Eff Date

Salary

Comp Rate

Comp Freq

Annual Rt

Weekly Rt

Hourly Rt

Special FLSA Provision

Additional Pay?: ☐

Department

FTE

Std Hrs/Wk

Reg/Temp

Full/Part

MRP

Job Code

Position Working Title

Sal Plan

Grade/Category

Appointment

Pay Group

Reports To

Location Code

SWS Split

SWS Agency

**Position Data**

**Additional Position Attributes**

**Position Funding**

Fiscal YearEff DateDepartment

02/05/2019

Typical (Default) DistributionFind | View AllFirst1 of 1Last

Dist %

\*Driver Worktag and Cost Center

Optional: Additional Worktags

Project

Dept Rpt Roll

Gift

Dept Reporting

Grant

ASU Audit

Cost Cntr

Acad Employee

Program

Earnings-Specific DistributionFind | View AllFirst1 of 1Last

Dist %Earn Code

\*Driver Worktag and Cost Center

Optional: Additional Worktags

Project

Dept Rpt Roll

Gift

Dept Reporting

Grant

ASU Audit

Cost Cntr

Acad Employee

Program

PTR Business Notes

OriginatorCreated OnLast Updated ByLast Updated

02/05/19 5:09:08PM

Save as Draft

Save & Send for Approval

Cancel

Archive PTR

Return to Search

Go to PTR Worklist

Financial Services

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## How to process a Personnel Transaction Request

### Pay data entry page

The PTR pay data tab is where you will enter data for the payroll action you are performing on a specific employee. This page contains many field edits and messages to ensure the PTR is being submitted as intended and that all of the data required to create a given pay transaction in PeopleSoft is present.

This page may display on its own if you select a payroll transaction from the splash page, or it may appear in addition to the job data page based on the transaction details. The PTR pay data entry page will change, displaying different pay data sections depending on the pay transactions incorporated into this PTR.

You can also use the PTR pay data notes to communicate information not covered in the PTR. In specific circumstances, the pay notes will be required, and a message will be displayed to alert you. The pay notes help communicate with people set up as workflow approvers on a given transaction. These notes will be available to every approver after you.

Retro payment example:

Earn Code	Hours	Original Hours	Descr	Amount	Original Amount	Pay Period End	Override	Add Gross
ACD	80.00	80.00	Regular - 9 Month Faculty	900.00	900.00	01/13/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ACD	80.00	80.00	Regular - 9 Month Faculty	900.00	900.00	01/27/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total</b>				1,800.00				

Create additional pay example:

Earnings Code	Description	Start Date	Addl Seq #	Number of Pay Periods	End Date	Goal Amount	Pay Period Amount	Separate Check	Pay on Different Position	Position Number	Description	Dept ID	Description
		12/31/2018	0					<input type="checkbox"/>	<input type="checkbox"/>				

End Date	Empl Record Code	Earnings Code	Payroll Status	Pay Group	Description	Position Number	Description	Start Date	Other Pay	Goal Amount	Goal Balance
	0										0.00



## How to process a Personnel Transaction Request

Cancel additional pay example:

▼ Additional Pay

Current Additional Pay

Cancel	End Date	Empl Record	Earnings Code	Payroll Status	Pay Group	Description	Position Number	Description	Start Date	Other Pay	Goal Amount	Goal Balance
<input checked="" type="checkbox"/>	06/14/2020	0	TSN	Active	SAL	Salaried	112379	Asst Dir	06/13/2022	30.00	720.00	390.00

Vacation or compensatory time payout example:

▼ CPO/VPO/CTP Request

☐ Override Payouts ☐ Off Cycle ?

Reason for Payout

▼ Vacation

Max Pay Out 176.000

( Current Balance 68.038 + Vac Hrs Earned but not yet included in balance 0.000 ) - Vac Hrs Used but not yet deducted from balance 0.000 = Total Pay Out 68.038

Overpayment example:

▼ Reporting an Overpayment

Overpayment Details

Earnings Code	Reason	Start Date	End Date	Overpayment discovered?	Spoken to employee?	Est Overpayment Amt	Overpayment Hours	Explanation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Specific information on the search page

### Searching for your candidate

Search using your candidate's employee ID number to obtain the most accurate search results. Enter the employee ID number in the "Empl ID" field and click the search button at the bottom of the page.

Find an Existing Value

Maximum number of rows to return (up to 300):  ☒ My Departments ☐ Create Additional Job?

Empl ID	<input type="text" value="begins with"/>	<input type="text" value="1000"/>
Empl Record	<input "="" type="text" value="="/>	<input type="text"/>
PTR ID	<input "="" type="text" value="="/>	<input type="text"/>
Department	<input "="" type="text" value="="/>	<input type="text"/>
Alternate Empl ID	<input type="text" value="begins with"/>	<input type="text"/>
First Name	<input type="text" value="begins with"/>	<input type="text"/>
Middle Name	<input type="text" value="begins with"/>	<input type="text"/>
Last Name	<input type="text" value="begins with"/>	<input type="text"/>
Birthdate	<input "="" type="text" value="="/>	<input type="text"/>



## How to process a Personnel Transaction Request

**Note:** Depending on the type of employee or transaction you try to submit, the PTR will navigate to the appropriate page. Below are some of the common navigations that may occur once you have selected an employee ID and clicked the search button:

- IDs that do not currently have any job data or employees who have one terminated employee record** — you will be taken directly to the PTR main page to enter the hiring information. Remember, new hires can only be entered for faculty, academic professionals and GRDs.

**PTR Job Data**

PTR ID NEW Empl ID Empl Record 0 PTR Status Draft

**Personal Information**

**Job Data**

**Proposed**

Action  Hire

Reason  Hire - Reg (INITIAL HIRE)

Position

Position Effdt

Eff Date

Salary  Comp Freq

Comp Rate  Annual Rt

Special FLSA Provision  Weekly Rt

Additional Pay?: ☐ Hourly Rt

Department

FTE

Std Hrs/Wk

- IDs currently active or on a work break with only one job and no current PTRs in progress** — you will be taken to the PTR splash page to select which action you would like to perform on that employee.
- IDs currently active or on a work break with only one job and current PTRs in the process** — search results will be displayed with a copy of the record row showing the “Open PTR” and “PTR Status” columns filled in. Select the employee row that does not have information in the “Open PTR” and “PTR Status” columns to take another action on the employee.

**Search Results**

Search Basic Search Additional

Emplid	Empl Record	Name	Open PTR	PTR Status	Job Ind	Empl Status	Pay Group	Position	Position Descr	Department	Dept Descr
	0				Primary	W	ACD	209008	Faculty Research Assoc	M0704005	Center for Child
	0		RWB/RNW	In-Process		A	ACD	209008	Faculty Research Assoc	M0704005	Center for Child

- IDs with multiple jobs with ASU** — search results will be displayed. After you select the employee record you would like to act on, you will be taken to the PTR splash page. If the employee record you have chosen is terminated, you will be taken to the main job data page to complete the hiring information.



## How to process a Personnel Transaction Request

Search Results											
Search Basic		Search Additional									
Emplid	Empl Record	Name	Open PTR	PTR Status	Job Ind	Empl Status	Pay Group	Position	Position Descr	Department	Dept Descr
1	0				Primary	A	STU	230957	Student Worker III	B1601005	WPC Corporate Relations
1	1				Secondary	A	STU	233163	Student Worker III	B1622	WPC UPO HON Carey Academy
1	1		HIR/ADD	Processed		A	STU	233163	Student Worker III	B1622	WPC UPO HON Carey Academy

### Selecting a record to process from multiple jobs

After you have clicked the “Search” button on the search page, the PTR will display the current job information for the employee in the search results.

Search Results											
Search Basic		Search Additional									
Emplid	Empl Record	Name	Open PTR	PTR Status	Job Ind	Empl Status	Pay Group	Position	Position Descr	Department	Dept Descr
1	0				N/A	T	STU	150568	Student Worker III	B1744001	SUMS
1	1				N/A	T	GRD	213324	Grad Service Assistant	B1342	Sch Compt Infor & Dec Sys Engr
1	2				N/A	T	STU	133603	Student Worker III	M0522	UASP Tempe
1	3				N/A	T	STU	163083	Student Worker III	M0522	UASP Tempe
1	4				Primary	T	STU	148033	Student Worker III	D0602	Parking & Transit Service

Select the employee record you wish to act on by clicking the blue “Emplid” link.

**Note:** If you select an employee currently in a “T” status, you will be directly taken to the PTR main page with the action set to REH — rehire.

### Splash page action selection

On the splash page, you will be required to check the box next to each action you would like to take on the employee. Certain transactions will be unavailable based on the type of employee and the record's status. Checkboxes will automatically become unavailable for selection when not applicable to the selected person. Once you have chosen the desired actions, click “Create PTR.”

PTR ID 9999999999 Empl ID Empl Record 0

PTR Transaction Selection	
Select Desired Transaction	Description
<input type="checkbox"/> Promotion	Change to a higher pay grade in the same or another department
<input type="checkbox"/> Reassignment	Voluntary or involuntary change to a lower pay grade in the same or another department
<input type="checkbox"/> Lateral/Transfer	Change an assignment with no change in pay grade in the same or another department
<input type="checkbox"/> Pay Rate Change	Change in pay by itself or in conjunction with a promotion or demotion or lateral (transfer)
<input type="checkbox"/> Place on Short Work Break	Limited to Faculty and Graduates
<input type="checkbox"/> Return from Short Work Break	Limited to Faculty and Graduates
<input type="checkbox"/> Termination	When the employee/employer relationship ends for one or multiple jobs. Not to be used when employee is transferring
<input type="checkbox"/> Retirement	Routed to OHR Benefits for eligibility confirmation
<input type="checkbox"/> Std Hrs/FT PT/Reg Temp	Change to select Job attributes

Payroll Transactions	
<input type="checkbox"/> Additional Pay	Compensation in addition to base pay
<input type="checkbox"/> Additional Pay Cancellation	Stop an additional pay prior to end date or goal amount being reached
<input type="checkbox"/> CPO/VPO/CTP Check	Voluntary/Involuntary termination of employee or job change that result in compensatory time or vacation pay out
<input type="checkbox"/> Leave Accrual Adjustments	Changes to leave accrual balances
<input type="checkbox"/> Report Overpayment	Reporting an overpayment
<input type="checkbox"/> Request Manual Check	Request a manual check for STU or HRY with reported time

Create PTR Return to Search



## How to process a Personnel Transaction Request

**Note:** For promotion, reassignment and lateral/transfer, you can select “Pay Rate Change.” It is essential to check the “Pay Rate Change” checkbox on the splash page if you would also like to change the employee’s pay while moving to a new job. Once you reach the main page, the FTE, job code, and “Full/Part” and “Reg/Temp” fields will be open and available for edits automatically without checking the “Std Hrs/FT PT/Reg Temp” checkbox.

### Specific information on the main job data page by transaction

Twelve different job-related transactions can be performed in the PTR. Some transactions cannot be processed for certain employees based on the pay group, employee classification and employee record status. On the splash page, the job selections available will be based on pay group and employee record status. Below is a table of employee pay groups and which transactions can be processed:

Transactions												
Pay group	H I R	A D D	R E H	P R O	D E M	X F R	P A Y	S W B	R W B	T E R	R E T	D T A
A12				✓	✓	✓	✓			✓	✓	✓
ACD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
FSW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
GRD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
HRY	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓
SAL	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓
STU				✓	✓	✓	✓			✓		✓

Legend	
ADD	Additional job
DEM	Reassignment
DTA	Job attributes change
HIR	Hire
PAY	Pay rate change
PRO	Promotion
REH	Rehire
RET	Retire
RWB	Return from a short work break
SWB	Place on a short work break
TER	Termination
XFR	Transfer



### Hire, hire additional job and rehire

In the PTR, the hire process is differentiated into three types of transactions for audit purposes, but all three are essentially the same transaction. This means the same fields of information are required for each. The difference lies in the employment history of the individual with the university. The three transactions include the following:

- **Hire** — this transaction occurs when a department has selected a new employee to work in a position, and the employee has no job records with the university.
- **Hire additional job** — this transaction occurs when an employee already has a job record within the university and obtains another job.
- **Rehire** — this transaction occurs any time a department reuses an inactive employee's record. Please keep in mind departments should reuse records when possible to minimize the creation of many unused records. This means that terminated employee records should be reviewed to see if it is possible to reuse an existing employee record before creating an additional job.

**Note:** Hire transactions can only be performed by PTR originators for faculty, academic professionals and GRDs. All hires for university staff and students must be processed through Kenexa BrassRing. Be aware that new employees will be required to complete an I-9 form.

The following fields can be found in the PTR hire process:

- **Position** — you may type the position directly into the position field or use the lookup icon to search for it. Once you tab out, the PTR will run through a series of checks to verify the position is valid. Details will be pulled from "Position" to populate the page.

Position	100352	
Position Effdt	02/12/2018	
Eff Date		End Date
Salary		Comp Freq
Comp Rate		Annual Rt
		Weekly Rt
		Hourly Rt
Special FLSA Provision		
Additional Pay?: <input type="checkbox"/>		
Department	M1101	College Of Law
FTE	1.000000	
Std Hrs/Wk	40.00	
Reg/Temp	Regular	
Full/Part	Full-Time	
MRP		
Job Code	892854	Instructional Professional
Position Working Title	Instructional Professional	
Sal Plan	AIP	AP Instructional Professional
Grade/Category	3	3
Appointment	AcadProYAY	Academic Prof Year to Year AY
Pay Group	ACD	Academic Contract
Reports To	117625	Business Manager
Location Code	DTPHX	Campus: Downtown Phoenix



## How to process a Personnel Transaction Request

- **Effective date** — you may type the effective date directly into the “Eff Date” field or use the icon to the right of the area to look it up.
- **End date** — some faculty or academic positions must be paid on a contract and require an end date. If so, the “End Date” field will appear, and the date selected must be the end of a pay period.
- **Salary and hourly rate** — enter the contract amount into the “Salary” field or the hourly rate, whichever is applicable.
- **Additional pay** — click on this checkbox if you wish to set up an additional pay with the hire. The PTR “Pay Data” tab will populate with the appropriate fields if you select this option.
- **Position working title** — The title is derived from the job code and could be too general. You can modify the position’s working title to be more specific about the employee’s job duties.
- **Recruitment type** — recruitment is required for competitive transactions for faculty and academic professionals. Use the lookup icon to select the appropriate code.

### Promotion, reassignment or transfer

In the PTR, three types of job change transactions exist for audit purposes, but all three are closely related, meaning the same information fields are required for each. The difference lies in the type of data entered. The action of promotion, reassignment and transfer are defined differently. The PTR will automatically flip your transaction to the appropriate action if the data you enter conflicts with the given definition. The three job change transactions include the following:

- **Promotion** — this transaction is usually a change in the job with an increase to “Category.”
- **Reassignment** — this transaction is usually a change in the job with a decrease to “Category.”
- **Transfer** — this transaction is usually a change in the job without a change to “Category.”

**Note:** The definition is customized further depending on the employee classification. [Refer to the PRO, DEM and XFR differences by employee class section](#) for more information. “Category” may also be called “Grade” and is labeled “Grade/Category” in the PTR.



## How to process a Personnel Transaction Request

The following fields can be found in the PTR job change transaction process:

- **Reason** — use the lookup icon to choose the most practical reason for the transaction. Your available options are based on the employee classification of the selected record.
- **Position** — you may type the position directly into the position field or use the lookup icon to search for it. Once you tab out, the PTR will run through a series of checks to verify the position is valid. Details will be pulled in from “Position” to populate the page.
- **Effective date** — you may type the effective date directly into the “Eff Date” field or use the icon to the right of the field to look it up.
- **Salary and hourly rate** — enter the contract amount into the “Salary” field or the hourly rate, whichever is applicable.
- **Std Hrs/Wk** — type in the standard hours if they change from the default amount. A change here will only affect the selected employee and will not update the position.
- **Reg/Temp** — this field has implications on benefits eligibility. It may cause the PTR to change the “Action/Reason” to “Hire Additional Job” if the selected value alters the benefit record. Unless this status changes, this field should be left blank. The PTR will maintain the old status, but if the old status is reselected from the menus, you will be unable to save the PTR.
- **Full/Part** — this field should be based on the proposed FTE. Unless this status changes, this field should be left blank. The PTR will maintain the old status, but if the old status is reselected from the menu, you will be unable to save the PTR.
- **Job code** — type a new job code directly into the field or use the lookup icon to search. This is useful in maintaining the same position number with a job change.
- **Position working title** — the title is derived from the job code and could be too general. You can modify the position’s working title to be more specific about the employee’s job duties.
- **Recruitment type** — recruitment is required for competitive transactions for faculty and academic professionals. Use the lookup icon to select the appropriate code.

**Note:** Changes made on the PTR do not update the position with the changes — FTE adjustment, change to job code, etc. The PTR changes will update the specific employee for which the PTR is being created.

## PRO, DEM and XFR differences by employee class

### Promotion definitions

**Staff and non-academic admin** — a “New Category” promotion is a change in the current job resulting from a movement into a higher category representing a significant change in the role and responsibility. It must include a pay increase.

A “Within Category” promotion occurs when an incumbent has consistently demonstrated skills, abilities and competencies associated with a more complex job that can be within or outside the current job family but within the same category within a higher mid-range point. It includes a pay increase.

**Faculty, academic professionals and students** — a change in the current job resulting from moving into a higher category within the same salary administration plan. It often includes a pay rate change.

- The provost’s office must approve faculty and academic promotions before entering the data into the PTR. Only specific faculty job codes are graded and can be used for promotion. All other faculty positions will always be coded as transfers when entering the PTR.
- This action is typically used for student workers when you intend to take a student from one student worker level to the next higher student worker level. For example, this action would be used when taking student worker two to student worker three. The PTR will route to the Student Employment Office for approval.

Items to note by field:

- **Reason** — for faculty and academic professionals, you can choose competitive or non-competitive. For staff, students and non-academic admin, you can only select non-competitive. Competitive promotions for those employees must be posted and processed through Kenexa BrassRing.
  - Competitive promotions occur when an employee applies for and is offered a job with a higher grade or category than their current job.
  - Non-competitive promotions occur when an employee is promoted within their department. These types of promotions are career progressions and are not posted.
- **Position** — for staff and non-academic admin, the position must remain the same. Instead, the job code must be changed to complete this transaction. This is an option with all other employee classifications but is not required.
- **Salary and hourly rate** — this field will not populate unless “Pay Rate Change” is selected along with “Promotion” on the splash page.
- **Job code** — for staff and non-academic admin, non-competitive promotions must maintain the same position, but the MRP or the grade and category must increase. This must be achieved through a job code change.



## How to process a Personnel Transaction Request

This is not required for faculty, academic professionals and students but is still an option. For instance, you could keep the same position for budget purposes but move an employee into a different job.

- **Recruitment type** — this field will not populate for staff, non-academic admin or student workers. It only applies to faculty and academic professionals with a “Competitive” reason selected.

### Reassignment definitions

**Staff and non-academic admin** — a change in a job with a lower MRP or category for recareering or organizational purposes. A review of the salary may result in a pay change.

**Faculty and academic professionals** — a change in a job with a lower category within the same salary administration plan. It may include a pay rate change.

- The provost’s office must approve faculty and academic reassignments before entering the data into the PTR. Only specific faculty job codes are grades and can be used for a reassignment. All other faculty positions will always be coded as transfers when entering the PTR.

Items to note by field:

- **Reason** — for faculty and academic professionals, you can choose competitive, involuntary and non-competitive. For staff and non-academic admin, you can only select involuntary or non-competitive. Competitive reassignments for those employees must be posted and processed through Kenexa BrassRing. Student workers can only be reassigned through competitive recruitment.
  - Competitive reassignments occur when an employee is applying for and being offered a job posted with a lower grade or category than their current job.
  - Non-competitive reassignments occur when an employee is being reassigned within their department. These types of reassignments are not posted.
  - Involuntary reassignments are used in very few circumstances and for various business-related reasons. Please consult with your Human Resources partner before using this reason.
- **Position** — for staff and non-academic admin, the position must remain the same. Instead, the job code must be changed to complete the transaction. This is also an option with all other employee classifications, but it is not required.
- **Salary and hourly rate** — this field will not populate unless “Pay Rate Change” is selected along with “Reassignment” on the splash page.



## How to process a Personnel Transaction Request

- **Job code** — for staff and non-academic admin, non-competitive assignments must maintain the same position, but the MRP or grade and category must decrease. This must be achieved through a job code change.
  - This is not required for faculty, academic professionals and students, but it is still an option. For instance, you could keep the same position for budget purposes but move an employee into a different job.
- **Recruitment type** — this field will not populate for staff, non-academic admin or student workers. It only applies to faculty and academic professionals with a “Competitive” reason selected.

### Transfer definitions

**Staff and non-academic admin** — results when an employee moves to a different department, unit or college while maintaining the same job title, MRP and category. Since the overall scope of the position is unchanged, these transactions are generally not processed with a change in pay.

**Faculty, academic professionals and students** — results when an employee moves to a different department, unit or college without a change in “Category” or the “Salary Administration Plan.” It does not usually include a pay rate change.

- This action is typically used for student workers when you intend to move a student to another job without changing student worker levels.

Items to note by field:

- **Reason** — for faculty and academic professionals, you can choose competitive or non-competitive. For staff, students and non-academic admin, you can only select non-competitive. Competitive transfers for those employees should be posted and processed through Kenexa BrassRing.
  - Competitive transfers occur when an employee is applying for and being offered a job posted in the same grade and category as their current job.
  - Non-competitive transfers occur when an employee is being transferred within their department. These types of transfers are not posted.
- **Position** — for staff and non-academic admin, the position must remain the same. Instead, the job code must be changed to complete the transaction. This is an option with all other employee classifications except student workers, but it is not required.
- **Salary and hourly rate** — transfers are not typically performed in conjunction with a pay rate change, so this field should not populate.
- **Job code** — for staff and non-academic admin, non-competitive transfers must maintain the same position, but the job itself must change. This must be achieved through a job code change.



## How to process a Personnel Transaction Request

- This is not required for faculty, academic professionals and graduate students but is still an option. For instance, you could keep the same position for budget purposes but move an employee to a different job.
- **Recruitment type** — this field will not populate for staff, non-academic admin, graduates or student workers. It only applies to faculty and academic professionals with a “Competitive” reason selected.

### Transfers, promotions and reassignments with an FLSA status change

When submitting or approving a transfer, promotion or reassignment PTR, which changes university staff employees’ FLSA status, the PTR will retain the employee’s former pay group and FLSA status until it can be systematically evaluated and set by the system. The note below regarding the applicability of the FLSA regulation and the weekly salary threshold appears in PTR transactions.

**\*Note** - exempt employees having job codes without the Special FLSA Provision, and with weekly salary less than \$684, are subject to be changed to FLSA non-exempt status per FLSA regulations.

Each night, a batch process runs to evaluate and update the values on job data based on job code attributes and the FLSA salary threshold for this limited group of impacted employees. This will apply whether the employee’s pay rate is changing or not.

The example below shows a transfer from an hourly non-exempt position to a salaried exempt position.

1. When drafting the PTR, the compensation values displayed are based on the default pay group assigned to the job code.

Annual Salary	42,000.000000	Comp Freq	ASUBW
Comp Rate	1,615.384615	Annual Rt	42,000.000
Special FLSA Provision	N	Weekly Rt	807.692
		Hourly Rt	20.192308

2. After the PTR is submitted, the fields reflect the compensation values based on the retained pay group from the current job data.

Hourly Rate	20.192308	Comp Freq	H
Comp Rate	20.192308	Annual Rt	42,000.000
Position FLSA Status	Nonexempt	Weekly Rt	807.692
Special FLSA Provision	N	Hourly Rt	20.192308



## How to process a Personnel Transaction Request

The PTR will process job data with the retained values shown in the “Submitted PTR” example above. As a result, the newly salaried employee from the example will appear with their new position or attributes but will continue as hourly and non-exempt on job data until the FLSA batch process converts the values to salaried and exempt.

Employees should not be instructed to enter time for their new position until the batch process has updated their pay group and FLSA status to ensure that hours and exceptions are submitted with the appropriate time reporting codes. All FLSA and pay group conversions will be completed before DTA deadlines.

### Non-FLSA status change and retroactive transactions

Hire transactions and job actions not resulting in a change to an employee’s FLSA status will not be impacted. Retroactive PTRs with an effective date in a prior pay period do not utilize the detailed retention logic.

### Group positions

Each position has a single FLSA status, which must match the FLSA status of all incumbents. When you enter a proposed position number that is filled, the message below will appear.

**Message**

Position Number 227779 is already filled. Please update Business Notes with justification. (21025,39)

If this is a group position, the FLSA Status must be the same for all employees in the group position. Justification should include if this is a group position or an overlap of job responsibilities in a Lateral/Transfer. If for a different reason, please provide a detailed explanation for the position number reuse.

OK

The PTR cannot be saved using that group position if the new employee has a different FLSA status than the group position’s incumbents. The message below will appear.

**Message**

Requested action affects FLSA Status of multiple individuals on group position. (21025,397)

Please use different position corresponding to correct FLSA status.

OK



## How to process a Personnel Transaction Request

### Other FLSA considerations

Job data changes to standard hours, FTE or pay rate may also result in an employee's FLSA status conversion by the batch process. If an employee's job code has been designated exempt based on the duties test and their salary falls below the threshold for any reason, they will become non-exempt.

An employee previously converted to non-exempt will be returned to an exempt FLSA status by the batch process if their salary increases above the threshold. Employees in a job code with the special FLSA provision for teaching are not evaluated for conversion based on salary.

The FLSA change will appear in job data as a "Data Change/FLSA Status Change" effective on the same date as the transaction.

The image shows two screenshots of the 'Work Location Details' form. The top screenshot shows a 'Promotion' action with an effective date of 12/09/2019 and a reason of 'Competitive Pay Inc New Cat'. The bottom screenshot shows a 'Data Change' action with the same effective date and a reason of 'FLSA Status Change'. Red arrows indicate the transition from the top form to the bottom form.

Employees who are converted will receive a system-generated email notifying them the change has been processed. An employee may receive the following message if they are converted to non-exempt.

The image shows an email notification from ASU regarding a change in FLSA status. The email is addressed to 'Dear [Name]' and contains the following text:

The Department of Labor has updated the threshold at which an employee is classified as exempt, i.e., on a predetermined fixed salary as opposed to an hourly wage.

Effective Jan. 1, 2020, this threshold has increased to \$684 per week, which is \$35,568 per year or \$1,368 per pay period. Anyone below that rate will be classified as nonexempt and, therefore, eligible for overtime or comp time under the FLSA rule. Any hours more than 40 in a workweek must be pre-approved by your supervisor.

Your salary as an exempt employee is below the new threshold. Effective 12/16/2019, you will be reclassified to nonexempt. Please be aware that changing your status from exempt to nonexempt will not affect your total salary; it will simply mean that you must begin recording your hours worked each week starting on 12/16/2019 in the **Time and Leave Reporting** section of your [My ASU](#) account.

Please review our policies about [overtime, SPP 404-04](#), and the use of [nonexempt employee electronic communications, SPP 404-08](#), after work hours.

ASU is committed to ensuring that all employees are correctly classified and meet federal requirements. Please do not hesitate to contact your supervisor or HR Representative if you have any questions about this change.

*This message was sent through an automated system and cannot receive replies.*



## How to process a Personnel Transaction Request

[Refer to the HR compensation webpage](#) for more resources on FLSA. Reports are available through [HR Analytics](#) to find employees who have been converted, need to report time or have multiple jobs resulting in FLSA compliance issues.

### Pay rate change

A pay rate change is used to increase or decrease an employee's compensation based on circumstances that warrant a change. These modifications may include:

- Contract adjustment.
- Course load change.
- Market adjustment.
- Promotion for retention.

This transaction may be processed for any employee record with an “A” status.

The screenshot shows a web form titled "Job Data" with a "Proposed" section. The "Action" field is set to "PAY" and "Pay Rate Change". The "Reason" field has a lookup icon. The "Position" field is empty. The "Position Effdt" field is empty. The "Eff Date" field has a date input and a lookup icon. The "Annual Salary" field is empty. The "Comp Rate" field is empty. The "Special FLSA Provision" field is empty. The "Comp Freq" field has a dropdown menu with options: "Annual Rt", "Weekly Rt", and "Hourly Rt". The "Department" field is empty. The "FTE" field is empty. The "Std Hrs/Wk" field is empty. The "Reg/Temp" field is empty. The "Full/Part" field is empty. The "MRP" field is empty. The "Job Code" field is empty. The "Position Working Title" field is empty.

Items to note by field:

- **Reason** — use the lookup icon to select the reason that most closely matches your situation. The codes that populate the lookup depend on the type of employee chosen.
- **Effective date** — you may type the effective date directly into the “Eff Date” field or use the icon to the right of the field to look it up.

**Note:** The effective date for some employees, such as faculty or graduates, must be the beginning of the pay period. This will be indicated by a lookup icon instead of a calendar icon next to the “Eff Date” field.



## How to process a Personnel Transaction Request

Eff Date	<input type="text"/>		End Date	05/19/2019
----------	----------------------	--	----------	------------

Pay rate changes for salaried employees on contracts after their initial renewal period will retain their current job's expected end date. If applicable, you will notice the field is unavailable for editing and auto-populated with the employee's current end date.

**Annual salary and hourly rate** — depending on the pay group of the selected employee, enter the salary or hourly rate of pay. Once you tab out, the surrounding fields will populate based on your entry. The “Comp Frequency” will be retained from the current value.

Proposed			Current		
Salary	3,500.000000	Comp Freq	ASU10	ASU10	
Comp Rate	350.000000	Annual Rt	3,500.000	313.300000	3,133.000
		Weekly Rt	175.000		
Special FLSA Provision	Y	Hourly Rt	33.653846		

**Note:** Pay changes for employees on contract should be calculated based on the annual rate, not the compensation or hourly rate or periods remaining. In the example below, an increase of \$670.30 to be paid over the remaining ten periods of the contract is divided out as a per-pay period increase of \$67.03 and multiplied over the entire contract. It is shown as an increase of \$1340.68 if the change had happened at the beginning of the contract.

Proposed			Current		
Eff Date	12/31/2018	End Date	05/19/2019	08/13/2018	05/19/2019
Salary	23,340.680000	Comp Freq	ASU20		ASU20
Comp Rate	1,167.034000	Annual Rt	23,340.680	1,100.000000	22,000.000
		Weekly Rt	583.517		
Special FLSA Provision	N	Hourly Rt	145.879250		

**Position working title** — the title is derived from the job code and could be too general. You can modify the position's working title to be more specific about the employee's job duties.

### Place on a short work break

When academic employees are initially renewed or hired, they are given a specified end date. This process is used when you must place employees on a short work break before their current end date.

**Reason** — use the lookup icon to select the reason. There is only one reason that applies.



## How to process a Personnel Transaction Request

View 100	First	1 of 1	Last
<b>Reason Code Description</b>			
AJN	Auto Job Hold No Pay No Benefi		

**Effective date** — you may type the effective date directly into the “Eff Date” field or use the icon to the right of the field to look it up. This must be a pay period begin date.

### Return from a short work break

Many academic positions are given a specified end date. Once an end date is reached, a position is automatically placed on a short work break.

This transaction is used when you want to renew an employee who has already reached their end date and is on a short work break.

<b>Job Data</b>	
<b>Proposed</b>	
Action	RWB Return from Work Break
Reason	RNW Employee Renewal
Position	
Position Effdt	
Eff Date	End Date
Salary	Comp Freq
Comp Rate	Annual Rt
Special FLSA Provision	Weekly Rt
	Hourly Rt
Department	
FTE	
Std Hrs/Wk	
Reg/Temp	
Full/Part	
MRP	
Job Code	
Position Working Title	

**Position** — you may type the position you will be returning the employee directly into the position field or use the lookup icon to search for it. Once you tab out, the PTR will run a series of checks to verify the position is valid. Details will be pulled from “Position” to populate the page.

**Effective date** — you may type the effective date directly into the “Eff Date” field or use the icon to the right of the field to look it up. The effective date must be on a pay period begin date.

**End date** — you may type the contract end date directly into the “End Date” field or use the icon to the right of the field to look it up. This must be a pay period end date.



## How to process a Personnel Transaction Request

**Salary** — enter the amount of the total contract. Once you tab out, the surrounding fields will populate based on your entry. The “Comp Freq” is based on the dates entered. “Comp Rate” is based on the salary and compensation frequency.

Eff Date	12/31/2018	End Date	05/19/2019
Salary	42,000.000000	Comp Freq	ASU10
Comp Rate	4,200.000000	Annual Rt	42,000.000
Special FLSA Provision	Y	Weekly Rt	2100.000
		Hourly Rt	210.000000

**Std Hrs/Wk** — type in the standard hours if they change from the default amount. A change here will only affect the selected employee and will not update the position.

**Reg/Temp** — this field has implications on benefits eligibility. It may cause the PTR to change the “Action/Reason” to “Hire Additional Job” if the data you enter alters the benefit record. Unless this status changes, this field should be left blank. The PTR will maintain the old status, but if the old status is reselected from the menu, you cannot save the PTR.

**Full/Part** — this field should reflect the proposed FTE. Unless this status changes, this field should be left blank. The PTR will maintain the old status, but if the old status is reselected from the menu, you cannot save the PTR.

**Job code** — change the job code if you want to maintain the same position number while switching jobs.

**Position working title** — the title is derived from the job code and could be too general. You can modify the position’s working title to be more specific about the employee’s job duties.

## Termination

Termination is used when the employee or employer relationship ends for one or multiple jobs. It is not to be used when an employee transfers to another department within ASU.

Job Data	
Proposed	
Action	TER Termination
Reason	
Position	
Position Effdt	
Eff Date	
Salary	Comp Freq
Comp Rate	Annual Rt
Special FLSA Provision	Weekly Rt
	Hourly Rt



## How to process a Personnel Transaction Request

**Reason** — use the lookup icon to select the reason that most closely matches your situation. The codes that populate the lookup depend on the type of employee chosen.

**Effective date** — you may type the effective date directly into the “Eff Date” field or use the icon to the right of the field to look it up. The effective date should follow the employee’s last day worked.

**Note:** It is essential to submit and approve a termination PTR on or before the effective date of the termination. Violation of this process could result in overpayment and allow employees to have system access after their termination date. This is a university risk, and violations will be reported to the dean or vice president.

### Retirement

Retirement occurs when an employee concludes their working or professional career at ASU. Before performing this action, you should first verify the employee is eligible to retire from ASU by [referring to the employee criteria and retirement checklist](#).

Job Data	
Proposed	
Action	RET Retirement
Reason	<input type="text"/>
Position	
Position Effdt	
Eff Date	<input type="text"/>
Salary	Comp Freq
Comp Rate	Annual Rt
Special FLSA Provision	Weekly Rt Hourly Rt

**Reason** — use the lookup icon to select the reason that most closely matches your situation. The codes that populate the lookup depend on the type of employee chosen.

**Effective date** — you may type the effective date into the “Eff Date” field or use the icon to the right of the area to look it up. The effective date should be the first calendar day the employee is no longer employed at ASU.



### Job attribute changes — Std Hrs, FT/PT and Reg/Temp

Job attribute changes can be chosen from the splash page and processed as a separate transaction, or the changes can also be made within any promotion, reassignment, transfer or return from a short work break. This transaction may also be processed in conjunction with additional pay. Below, you can find more information about each field available for this transaction and critical items to keep in mind when processing.



## How to process a Personnel Transaction Request

This transaction may be used to adjust the standard hours of a position, the work status between full-time and part-time, or the employment type such as NT/NC, academic, variable or regular.

▼ Job Data	
<b>Proposed</b>	
Action	DTA Data Change
Reason	<input type="text"/> 
Position	
Position Effdt	
Eff Date	<input type="text"/> 
Annual Salary	Comp Freq
Comp Rate	
Special FLSA Provision	Weekly Rt Hourly Rt
Department	
FTE	
Stdnd Hrs/Wk	<input type="text"/>
Reg/Temp	<input type="text"/>
Full/Part	<input type="text"/>
MRP	
Job Code	
Position Working Title	<input type="text"/>

**Reason** — use the lookup icon to choose the most practical reason for this transaction. You have three choices, but based on the data you enter, the PTR will automatically change the reason for you when applicable.

Reason Code	Description
COR	Data Correction
FTE	FTE Change
STA	Position Status Change

**Effective date** — you may type the effective date directly into the “Eff Date” field or use the icon to the right of the field to look it up.

**Std Hrs/Wk** — type in the standard hours if they change. Once you tab out, the corresponding FTE amount will populate. If the selected employee is salary, the “Salary” and “Comp Rate” will adjust based on the new FTE.



## How to process a Personnel Transaction Request

Annual Salary	120,000.000000	Comp Freq	ASUBW
Comp Rate	4,615.384615		6,153.846154
Department			E0501009
FTE	0.750000		1.000000
Std Hrs/Wk	30.00		40.00

**Note:** For employees that accrue vacation, if you decrease the FTE, you may receive a message asking if you want to pay out vacation. This will happen if the employee's current balance to be carried over into the next calendar year exceeds the new max limit the FTE change places on vacation accrual.

**Message**

Std Hours change results in Vac carryover > current accrual. Press OK to payout or Cancel to not (21025,191)

After discussing the situation with the employee, click “OK” to pay out the excess amount or click “Cancel” to do nothing. The employee must use the excess before year-end or forfeit the hours.

**Reg/Temp** — this field has implications on benefits eligibility. It may cause the PTR to change the “Action/Reason” to “Hire Additional Job” if the data you enter alters the benefit record. Unless this status changes, this field should be left blank. The PTR will maintain the old status, but if the old status is reselected from the menu, you will be unable to save the PTR.

Reg/Temp

NT/NC Acad

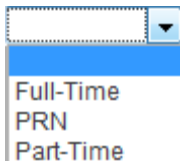
Regular

Seasonal

Variable

Both NT/NC, academic and regular are benefits-eligible statuses, while variable and seasonal are not. A change in reg/temp that results in different benefits eligibility should be processed as a transfer to a new position, not a data change.

**Full/Part** — this field should reflect the proposed FTE. Unless this status changes, the area should be left blank. The PTR will maintain the old status, but if the old status is reselected from the menu, you will be unable to save the PTR.



A screenshot of a dropdown menu with a blue header and three options: 'Full-Time', 'PRN', and 'Part-Time'.

Full-time should be selected if, and only if, the standard hours are 40. PRN should be chosen for jobs “on-call” and employees who work as needed or during certain seasons of the year. Part-time should be selected if the standard hours are less than 40 and the job is not “on-call.”

### Specific information on the main job data page by field

#### Reason

When applicable, select the “Action/Reason” associated with your specific action. To review the possible actions/reasons available through the PTR, [refer to Appendix C](#).

#### Position number

If you know the position number, you may type it directly into the position number field or use the lookup icon to search for the position number. When selecting a position number, it is essential to remember the intended benefit eligibility of the employee.

For a position number to appear in the search results, the following criteria must be met:

- The “Action/Reason” is not “Hire/Rehire/Additional Job” or a competitive promotion, reassignment or transfer for the staff or student positions.
- The department code you are selecting is within your security.
- The job code has been marked as a base job code.
- The position does not have a classified employee class — unless defined exception.
- The position is active and not marked for recruitment.



## How to process a Personnel Transaction Request

**Step one:** Click the lookup icon.

**Job Data**

Proposed

Action:  Hire

Reason:  Hire - Reg (INITIAL HIRE)

Position:

Position Effdt:

Eff Date:

Salary:  Comp Freq:

Comp Rate:  Annual Rt:

**Step two:** Find and click your position number.

**Look Up Position**

Search by:  begins with

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Position Number	Description	Employee Classification	Department Descr	Regular/Temporary	Standard Hours	Base Job Code for Integration
100004	Professor	FAC	B1344 Sch Elect Compr & Energy Engr	Regular	40	Y
100015	Chair (FSC) & President's Prof	FAA	B1607 WPC Marketing	Regular	40	N
100019	Regents Professor	FAC	B1705 English	Regular	40	N
100020	Assoc Professor	FAC	B0510 The Design School	Regular	40	N
100028	Professor	FAC	B1723005 SHPRS History Faculty	Regular	20	Y
100030	Professor	FAC	B1746 Sols Administration & Faculty	Regular	40	Y

**Note:** Once a position number is selected, the attributes will fill in the rest of the main page with the most current data on the position number. The PTR screen will not display information for position changes with a future effective date already submitted and approved. It is highly recommended for a department to make position changes — submitted and approved — before completing the PTR to ensure accurate data appears on this screen. Position changes submitted after the PTR is created may also result in processing errors.



## How to process a Personnel Transaction Request

**Step three:** Review the position data populated for accuracy.

**Job Data**

**Proposed**

Action:  Hire

Reason:  Hire - Reg (INITIAL HIRE)

Position:

Position Effdt: 01/30/2019

Eff Date:  End Date:

Salary:  Comp Freq: ASUBW

Comp Rate:  Annual Rt:

Special FLSA Provision: Y Weekly Rt:

Hourly Rt:

Additional Pay?: ☐

Department: B0510 The Design School

FTE: 1.000000

Std Hrs/Wk: 40.00

Reg/Temp: Regular

Full/Part: Full-Time

MRP:

Job Code: 897985 Assoc Professor

Position Working Title:

Sal Plan: FPT Faculty Professor Tenure-Track

Grade/Category: 2 2

Appointment: FacTen AY Faculty Tenure Track AY Appt

Pay Group: ACD Academic Contract

Reports To: 109245 Business Operations Manager

Location Code: TEMPE Campus: Tempe

SWS Split:

SWS Agency:

**Note:** For promotion, reassignment, lateral/transfer and return from a work break, specific position fields will be open and available for editing.

### What to do if the position number is not appearing in the lookup

If the position does not appear in the lookup, check to ensure the position number you are trying to locate meets the above criteria.

If you type in a position number that does not meet the criteria above, you will receive an error message.

**Message**

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

Please select a different position number if you receive the error message above. Please [contact Data Management](#) to resolve the position issue, if you feel you should not have received the error message

### What to do if the position number attributes are wrong

Depending on which attribute is wrong and the type of transaction you are performing, you may have to go back to Position Management to make your corrections to the position number.

Below, you can find a table explaining where to fix specific attributes depending on the type of transaction you create.

Action	FTE, Reg/Temp, job code and Full/Part	Department code, reports to and location
Hire or rehire	Position Management	Position Management
Promotion, reassignment or transfer	PTR	Position Management

When you return to the PTR, you must refresh the position data by taking the position number out of the PTR and re-entering this information. When you complete this action, the PTR will refresh the main page with whatever the current attributes of the position number are. Remember: Position Management is a manual process and may take time to update.

### CPO, VPO and CTP check

Depending on the type of job change you are making, the system may automatically prompt you to make a payout for "Comp Time Officer," regular compensatory time or vacation.

The following table explains a few different scenarios relating to changes that can be made for an employee.

Scenario	Example	Result
----------	---------	--------



## How to process a Personnel Transaction Request

Changes in benefits eligibility from eligible to not eligible.	Staff changed from regular, less than 20 hours, to regular, greater than 20 hours.	You must pay out vacation or compensatory time if the employee has a balance.
Change in vacation eligible position to not vacation eligible.	Faculty FSC is changed to faculty academic year.	You will be required to pay out vacation time.
FTE changes when the employee has over-accrued for the new level of FTE. <a href="#">Refer to SPP 702-01</a> for more information.	Staff members' FTE changes from 1.0 to 0.75, but they have less than 198 hours of vacation.	You will be given the option to pay out vacation.

### Position attribute that can be changed

You can find a list of fields open for change directly in the PTR during particular transactions below. It is important to note that changes to these fields do not update the position attributes.

Transactions	Fields available for change
Hire, rehire, termination, retirement and a short work break	None
Promotion, reassignment, transfer and return from a short work break	Standard hours, regular or temporary status, full or part-time status and job code
Standard hours, FT/PT and Reg/Temp	Standard hours, full or part-time status and regular or temporary status.

In transactions where the standard hours are changed, the employee is salaried or academic, and you did not select the transaction pay change from the splash page, the PTR will automatically calculate the new salary and compensation rate associated with that FTE.



## How to process a Personnel Transaction Request

Job Data	
Proposed	Current
Action: DTA	Data Change
Reason: FTE	FTE Change
Position:	
Position Effdt:	
Eff Date: 02/11/2019	
Annual Salary: 24,480.000000	Comp Freq: ASUBW
Comp Rate: 941.538462	Weekly Rt: 470.769
Special FLSA Provision: N	Hourly Rt: 23.538462
Department:	
FTE: 0.500000	1.000000
Stnd Hrs/Wk: 20.00	40.00
Reg/Temp:	Regular
Full/Part: Part-Time	Full-Time
MRP:	
Job Code:	

### New position section

Since the position information for a given employee can now be out of sync with their job data attributes, a section has been created on the PTR to provide visibility into the attributes that exist on the position number for a given employee.

The new position section will automatically collapse, so you must expand it to view the details. It is meant to be informational, so you do not have to navigate away from the PTR when you have data-related questions.

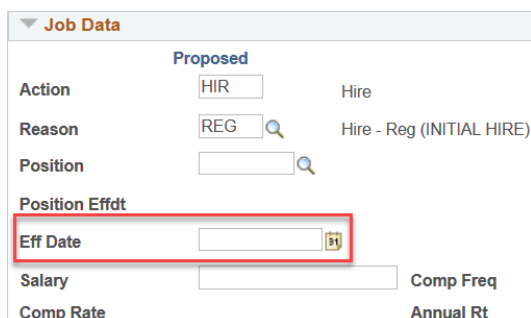
Job Data	
Proposed	Current
Action: PRO	Promotion
Reason: NCP	Non-Competitive Pay Change
Position: 187712	187712
Position Effdt: 12/04/2017	
Eff Date: 12/31/2018	
Salary: 84,000.000000	Comp Freq: ASU20
Comp Rate: 4,200.000000	Annual Rt: 84,000.000
Special FLSA Provision: Y	Weekly Rt: 2100.000
	Hourly Rt: 60.000000
Department: B1342	Sch Compt Infor & Dec Sys Engr
FTE: 0.875000	1.000000
Stnd Hrs/Wk: 35.00	40.00
Reg/Temp: NT/NC Acd	NT/NC Acd
Full/Part: Part-Time	Full-Time
MRP: 894762	Lecturer Sr
Job Code: 894762	Lecturer Sr
Position Working Title: Lecturer Sr	
Sal Plan: FLEC	Faculty Lecturer
Grade/Category: 2	2
Appointment: FacNT AY	Faculty Non-tenure Track AY
Pay Group: ACD	Academic Contract
Reports To: 207071	Interim School Dir ACD & Profr
Location Code: TEMPE	Campus: Tempe
SWS Split:	
SWS Agency:	

Position Data	
Current Position Data	
FTE: 1.000000	1.000000
Stnd Hrs/Wk: 40.00	40.00
Full/Part: Full-Time	Full-Time
Job Code: 894910	Lecturer
Sal Plan: FLEC	
Grade/Category: 1	1
Empl Class: FAC	Faculty
FLSA Status: Exempted	Exempted

### Effective date

You may type the effective date directly into the “Eff Date” field or use the icon to the right of the area to look it up. The effective date should match the employee's offer letter as a start date.




**Job Data**


**Proposed**

Action:  Hire

Reason:  Hire - Reg (INITIAL HIRE)

Position:  

Position Effdt

Eff Date:  

Salary:  Comp Freq:

Comp Rate:  Annual Rt:


**Note:** When hiring or renewing a faculty member, academic professional or post-doctoral scholar on an academic appointment, the start date must be a pay period begin date, which will be indicated by a lookup icon instead of a calendar icon.




**Proposed**


Action:  Rehire

Reason:

Position:  

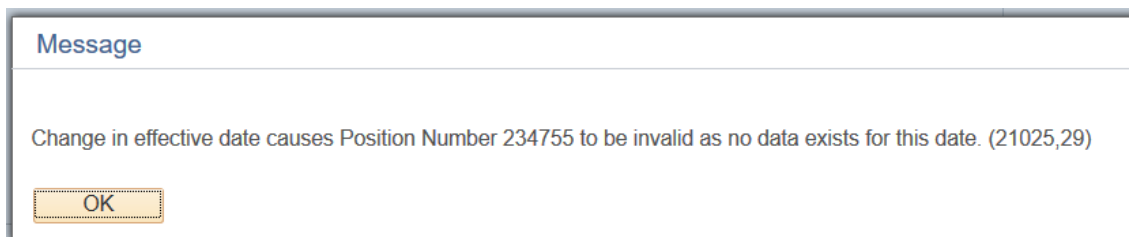
Position Effdt

Eff Date:  

End Date:  

Salary:  Comp Freq:

The effective date must be on or after the position's effective date. If the PTR errors out because the position's effective date is later than the hire date, please [contact Data Management](#) to determine an appropriate solution.



**Message**

Change in effective date causes Position Number 234755 to be invalid as no data exists for this date. (21025,29)

OK

The effective date must be on or after the “Person Effdt.” The person's effective date is when you created your employee's data record through the Courtesy Affiliate process. When creating the personal data record, the effective date for the record must be on or before the start date for your employee. If you have already created your employee's data record and are getting an error message in the PTR, please [contact your Data Management representative](#) to determine an appropriate solution.



## How to process a Personnel Transaction Request

You will see the screen below if the person was set up in Courtesy Affiliate at a later date than the PTR effective date.

**Personal Information**

Eff Date 01/06/2019

Home Address

City

Phone

**Job Data**

**Proposed**

Action  Hire

Reason  Hire - Reg (INITIAL HIRE)

Position

Position Effdt 08/13/2018

Eff Date  End Date

You will receive the following message.

**Message**

PTR Effective date must be greater than effective date of the Affiliate/Person (21025,21)

OK

### Effective dates, retro and overpayments

Two factors cause the system to prompt a retro or overpayment:

1. The effective date in a prior payroll.
2. Compensation change.

A retro calculation or overpayment is possible for all transactions that create a compensation change or stop the payment on a position.

**Example:** A reassignment with a pay rate change and an additional pay created with a backdated effective date will prompt a retro calculation for the additional pay. The backdated effective date will also prompt a retro calculation for the regular earnings if the compensation rate increases. Otherwise, an overpayment will prompt if the compensation is decreased.



## How to process a Personnel Transaction Request

### Retro payment message:

**Message**

Possible retro needed based upon Effdt of Transaction. Current Pay Period Start 2019-02-11 (21025,163)

Transaction may require a retro payment. Please click on the PTR Pay Data tab and confirm calculated retro details.

IMPORTANT: Retro earnings shown on PTR Pay Data Page may differ from the final calculated retro earnings payment at time of payroll confirmation.

OK

### Overpayment message:

**Message**

Overpayment required for backdated transaction (21025,161)

Please click on PTR Pay Data tab, if not already selected, and enter Overpayment details if necessary.

OK

The PTR “Pay Data” tab will populate the page. You must navigate to this tab and review or fill out the information.

**PTR Job Data** **PTR Pay Data**

PTR ID	NEW	Empl ID		Empl Record	0
Ben Record	0	Ben Program	BEN	All Benefits Eligible	
Empl Class	SRP University Staff	Pay Group	SAL	Salaried	

**Job Data**

**Proposed**

Action	PAY	Pay Rate Change
Reason	COR	Data Correction

**Note:** It is essential to submit and approve a termination PTR on or before the effective date of the termination. Violation of this process could result in an overpayment and allow employees to have system access after their termination date. This is a university risk, and violations will be reported to the dean and vice president.

### Specific information on the retro grid

In cases where the effective date of the job or additional pay transaction is backdated past the beginning of the current payroll and the compensation is being increased or the employee is being hired, the retro calculation group will populate on the PTR “Pay Data” tab. The retro payments will be broken out by pay period with the amount owed to the employee.



## How to process a Personnel Transaction Request

Reviewing this information, you can override the hours and amount the PTR has calculated for you. Anytime you want to override the amount or hours, you will be required to enter notes in the PTR “Pay Data Notes” describing why you made the override. You can also specify when this payment is due. You may incur a fee if you choose to have this paid on a manual check.

Retro Based Payment

Retro Status

Draft

☐ Manual Check Requested

☒ Process with next on-cycle

Retro Pay Details

Personalize | Find | View All |

First 1-2 of 2 Last

Earn Code	Hours	Original Hours	Descr	Amount	Original Amount	Pay Period End	Override	Add Gross
REG	80.00	80.00	Regular	86.54	86.54	01/13/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REG	80.00	80.00	Regular	86.54	86.54	01/27/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total				173.08				

**Note:** Overpayments can also be reported separately. To receive current information on the overpayment grid, please [refer to the overpayment section](#) of this guide.

### Effective dates on combination job and additional pay transactions

In situations where your transaction contains a job and an additional pay transaction, the effective date of the transactions must be the same. Because of this, a transaction can include a retro payment and an overpayment in the same transaction.

### Enter the salary amount

The pay frequency will default based on the position number selected. Pay frequency is driven by the job code attached to the position number chosen. For non-exempt and exempt staff, the pay frequency will default appropriately. The pay frequency for graduate and academic hires will adjust based on the start and stop dates you selected in the PTR. This should always match the amount listed in the offer letter given to the employee.

For staff positions, this information should match the offer amount in Kenexa. This information should equal or exceed the amount posted to the job for student positions.

### Compensation setup for non-exempt hires

Pay frequency is defaulted to H — hourly — for all non-exempt positions. Enter the “Hourly Rate.”



## How to process a Personnel Transaction Request

**Proposed**

Action

Reason

Position 135799

Position Effdt 09/26/2016

Eff Date 01/01/2019

Hourly Rate	18.000000	Comp Freq	H
Comp Rate	18.000000	Annual Rt	18,486.000
		Weekly Rt	355.500
		Hourly Rt	18.000000

Special FLSA Provision Y

Additional Pay?: ☐

### Compensation setup for exempt staff and academic fiscal hires

Pay frequency defaults to ASUBW — salary — for all exempt staff and academic positions on a fiscal appointment. Enter the “Annual Salary,” and the “Comp Rate” per pay period will automatically calculate.

**Proposed**

Action

Reason

Position 121784

Position Effdt 06/15/2018

Eff Date 01/01/2019

Annual Salary	40,000.000000	Comp Freq	ASUBW
Comp Rate	1,538.461538	Annual Rt	40,000.000
		Weekly Rt	769.231
		Hourly Rt	38.461538

Special FLSA Provision N

Additional Pay?: ☐

**Note:** The amount of salary entered should reflect the pay rate about FTE if this is a salaried employee.

### Compensation setup for faculty, academic professionals or graduates

First and foremost, the effective date must be a pay period begin date. The frequency will be determined by the PTR effective and end dates. In the “Comp Freq” field, the number stands for the number of pay periods within your employee’s appointment period. For example, the entire academic year is 20 pay periods, so the system automatically calculates 20 pay periods based on the selected effective and end dates.

**Note:** Frequency — BW — will only be chosen for faculty or academic professionals currently on a 9-over-12 or A12 pay option. If the employee is now on a 9-over-9 or an ACD pay option, a position change must be made to one that is also 9-over-9. The employee can change their pay option at the beginning of the new fiscal year or if they are switching from a position that is FSC to an ACD position number. New hires may not be set up as A12.



## How to process a Personnel Transaction Request

After you select your effective and end date, enter the salary. Once a salary amount is entered, the compensation rate per pay period will automatically calculate based on the “Comp Freq” calculated by the PTR, and the salary entered.

Proposed			
Action	<input type="text" value="HIR"/>	Hire	
Reason	<input type="text" value="REG"/>	Hire - Reg (INITIAL HIRE)	
Position	<input type="text" value="100834"/>		
Position Effdt	<input type="text" value="04/25/2018"/>		
Eff Date	<input type="text" value="08/13/2018"/>	End Date	<input type="text" value="05/19/2019"/>
Salary	<input type="text" value="100,000.000000"/>	Comp Freq	ASU20
Comp Rate	5,000.000000	Annual Rt	100,000.000
Special FLSA Provision	Y	Weekly Rt	2500.000
Additional Pay?:	<input type="checkbox"/>	Hourly Rt	62.500000
Department	B1727	School of Politics & Global St	
FTE	1.000000		
Std Hrs/Wk	40.00		
Reg/Temp	Regular		
Full/Part	Full-Time		
MRP			
Job Code	897999	Professor	
Position Working Title	<input type="text" value="Professor"/>		
Sal Plan	FPT	Faculty Professor Tenure-Track	
Grade/Category	3	3	
Appointment	FacTen AY	Faculty Tenure Track AY Appt	
Pay Group	ACD	Academic Contract	
Reports To	149906	Business Operations Manager	

### Enter recruiting information

Recruiting data is needed for hires, rehires, competitive promotions, reassignments and transfers for faculty and academic professionals.

▼ Recruiting Data	
Recruit Type	<input type="text"/>

**Note:** Other employees will have data from the Kenexa Integration populated in the PTR. This information can be reviewed on the dashboard.

### Recruiting type definitions

The table below describes the different recruiting types and their definitions.

Hire type	Definition
<b>Emergency hire</b>	An emergency hire is a short-term temporary hire to fill an immediate job need in a vacant position. The job duration should not exceed 120 calendar days. If the anticipated job need extends beyond 120 days, advertised competitive recruitment should be conducted.
<b>Focused recruitment</b>	Focused recruitment is an exception to the advertised competitive recruitment policy. It is used to hire individuals with specific and unique skills, knowledge or education essential to the job's success. The individual would bring particular distinction and serve the university's best interests.
<b>Summer or winter — additional jobs only</b>	Summer or winter positions are short-term temporary additional jobs to hire a faculty member, academic professional or post-doctoral scholar for one or more summer or winter sessions.
<b>Competitive hire</b>	A competitive hire is advertised competitive recruitment with a specific application deadline to fill a vacant position.
<b>RIF replacement</b>	A RIF replacement is a hire made of a person on the ASU RIF list who was given notice.
<b>Seasonal</b>	A seasonal hire is made to fill an “on-call” job for which individuals work as needed and often during certain seasons.
<b>Search recruitment firm</b>	A search recruitment firm is a hire for which a recruitment firm conducts the applicant search.

### Verify the correct funding is in place for the employee

The funding information of the PTR will be displayed for your review at the bottom of the page. If the funding information is incorrect, please cancel the PTR and go into Position Management to correct the funding information before proceeding.



## How to process a Personnel Transaction Request

Since this is one of the factors used to determine workflow routing, this information must be correct. The PTR will be routed to people who are the cost center or grant manager on that specific cost center or grant with the PTR Approver security role. If there are multiple cost centers or grants and no common approver between them, an approver from each cost center or grant must approve the PTR transaction before it proceeds to the subsequent approval step or is processed into job data.

If the distribution is split, click “View All” or use the arrow buttons to navigate between rows and confirm the funding is correct.

**Typical (Default) Distribution** Find | View All First 1 of 2 Last

*Driver Worktag and Cost Center		Optional: Additional Worktags
Project		Dept Rpt Roll
Gift		Dept Reporting
Grant		ASU Audit
Cost Cntr	CCC FS-Financial Services	Acad Employee
Program	PGC FS-Tempe Data	

**Position Funding**

Fiscal Year	Eff Date	Department
2019	07/01/2018	D0

**Typical (Default) Distribution** Find | View 1 First 1-2 of 2 Last

*Driver Worktag and Cost Center		Optional: Additional Worktags
Project		Dept Rpt Roll
Gift		Dept Reporting
Grant		ASU Audit
Cost Cntr	CCC FS-Financial Services	Acad Employee
Program	PGC FS-Tempe Data	

**Typical (Default) Distribution** Find | View 1 First 1-2 of 2 Last

*Driver Worktag and Cost Center		Optional: Additional Worktags
Project		Dept Rpt Roll
Gift		Dept Reporting
Grant		ASU Audit
Cost Cntr	CCC FS-Financial Services	Acad Employee
Program	PGC FS-Tempe Data	

**Note:** Changing position funding information while the PTR workflow is in the process is not recommended. This will prevent the transaction from progressing through the workflow. It is essential that the funding is correct upon submission of the PTR. If changes are needed, please wait until the PTR has been completed.

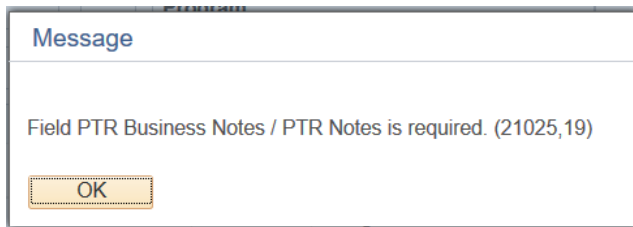
### Adding PTR business notes

PTR business notes are a way for you to add additional information not covered in the PTR about the specific employee. In some cases, these notes will be required.



A screenshot of a web form titled "PTR Business Notes". It features a large, empty rectangular text area for entering notes. The title "PTR Business Notes" is displayed in a small font at the top left of the form's border.

**Example:** When the PTR requires business notes, you will receive the following message:



A screenshot of a "Message" dialog box. The title bar says "Message". The main text area contains the message: "Field PTR Business Notes / PTR Notes is required. (21025,19)". At the bottom, there is a single button labeled "OK".

**Note:** These notes will be visible to all workflow approvers at various levels within the university. The notes will also be added to the employee's job data record in PeopleSoft and become part of the employee's permanent record.



### Multiple job details

If your employee currently has active jobs in PeopleSoft, they will be listed at the bottom of the PTR form. The table will provide you with the following information:

- Empl Record — an employee record number.
- Payroll Status — current status of the employee record.
- Pay Group — employee record's pay group.
- Reg/Temp — Regular/Temporary status set on the employee's position number.
  - Remember, this is a factor in determining the employee's benefits eligibility.
- FTE — percent of full-time employment.
- Position Number — the position number associated with the job title.
- Position Descr — title associated with the position number.
- Department — department code associated with the position number.
- Department name — the name of the department related to the department code.



## How to process a Personnel Transaction Request

Multiple Job Details						Personalize	Find	View All			First	1-3 of 3	Last
Empl Record	Payroll Status	Pay Group	Reg/Temp	FTE	Position Number	Position Descr	Department	Department Name					
0	Active	STU	Variable	0.130000	167409	Student Worker V	B1304	ENGR Academic & Student Affrs					
1	Active	STU	Variable	0.250000	219982	Student Worker III	B1342	Sch Compt Infor & Dec Sys Engr					
2	Active	STU	Variable	0.130000	224413	Student Worker II	B1342	Sch Compt Infor & Dec Sys Engr					

## Specific information on the pay data page by transaction

### Additional pay

Additional pay can be chosen from the splash page, or the PTR “Job Data” tab for hires, additional jobs or rehires only. The additional pay grid will populate on the PTR “Pay Data” tab. Transactions entered and approved through the PTR will automatically update additional pay in PeopleSoft. Below, you can find information regarding each field on the additional pay grid and items to keep in mind when entering this transaction.

▼ Additional Pay

New Additional Pay

Personalize Find View All First 1 of 1 Last

Earnings Code	Description	Start Date	Addl Seq #	Number of Pay Periods	End Date	Goal Amount	Pay Period Amount	Separate Check	Pay on Different Position	Position Number	Description	Dept ID	Description
			0					<input type="checkbox"/>	<input type="checkbox"/>				

**Earnings code** — use the lookup icon to choose the earnings code under which the transaction will be paid. Once selected, the description of that earnings code will populate the grid.

▼ Additional Pay

New Additional Pay

Earnings Code Description St

AWP Award/Prize

Some earnings codes will be unavailable in the lookup because they do not apply to the type of employee you are handling. It is important to note that specific earnings codes will not be allowed to be paid on grants. If you choose such an earnings code from the lookup, you will receive the following message:

Message

Grant message (21025,143)

This earning code is prohibited on a grant.

OK



## How to process a Personnel Transaction Request

You should set up “Earnings Specific Distribution” on the position number and connect the earnings code to remove grants or choose a different earnings code to pay the employee.

**Start date** — this date cannot be before the hire or rehire date. Keep in mind additional pay does not prorate. Therefore, choosing a pay period to begin date is always recommended. The PTR will calculate any start date within a pay period as a whole pay period. This means that if you select a start date in the middle of a pay period — even the final day — the PTR will calculate the total owed as a whole pay period. The only exception is that hourly employees with a start date within the second week of a pay period will only pay the second week. This can skew the amount paid in the remaining periods, depending on the total amount entered. Please contact your Payroll representative for more details.

**Number of pay periods** — the number of pay periods should envelope the contract dates. Once you tab out, the end date will populate based on the start date and number of pay periods entered. If the employee you are creating additional pay for is an academic employee, keep the employee's job end date in mind. A best practice is to avoid extending the additional pay end date past the job's end date.

**Goal amount** — enter the goal amount you want to pay the employee. This will populate the per pay period amount.

Number of Pay Periods	End Date	Goal Amount	Pay Period Amount
5	04/21/2019	10000.00	2000.00

You will receive a warning message if the number of pay periods does not divide evenly into the goal amount. The PTR will automatically round the per pay period amount up by one or two cents. This means on the last paycheck, the employee will be paid what is remaining on the goal amount.

Example: \$1000 per three pay periods:

Pay period one	\$333.34
Pay period two	\$333.34
Pay period three	\$333.32

**Separate check** — check this box if you intend to pay the employee their additional payment on a separate check from their regular job salary. If you choose to pay them separately, you will receive a warning message reminding you that additional pays are taxed at a federal rate.

**Pay on different positions** — you can use this option to pay the employee from a different position number than the position number they currently hold. This should be used when an employee needs to be paid additional pay from an outside department, whether it is your employee who earned additional pay from another department or another employee who earned additional pay from your department.

Message

Additional pay on separate check may be taxed at a different rate. (21025,142)

Please contact your payroll representative if you questions.

OK

When you enter the new position number, the position title, department and description will populate the page. You will also receive a warning message that the transaction will route to the cost center or grant managers based on funding for the position number entered.

Pay on Different Position	Position Number	Description	Dept ID	Description
<input checked="" type="checkbox"/>	100017	Electrician	D0846004	FDM FM Tempe Zone D

It is always recommended to adjust the earnings-specific distribution if the person you intend to pay an additional pay already resides in your department instead of overriding the position number. If you try using a position number within the employee's current department, you will receive an error message prompting you to pick a different position number.

Message

No change in department number (21025,164)

You need to modify the maintain position accounting for the job position number instead of overriding the current position number.

OK

**Multiple additional pays** — you can add numerous additional pays in a single PTR transaction by clicking the “+” button. If you choose to do this, you will be required to have the same start date for all additional pays, and the separate check button must be unselected for all.

**Retro and additional pay** — if you backdate an additional pay start date to a pay period before the current pay period's begin date, you will receive a warning message that retro will be required for missed pay periods. The “Retro Based Payment” section will populate the page, and you must review the information. You can also specify when



## How to process a Personnel Transaction Request

this payment should be made. You may incur a fee if you choose to have this paid on a manual check.

**Current additional pay details** — below the “New Additional Pay” section, you may be presented with the current active additional pay details. This grid will display all current additional pays for the employee on this record that have a remaining goal balance or where the end date has not been met. This is helpful when you are looking to ensure you are not duplicating any additional pays currently active.

Current Additional Pay							Personalize	Find	First	1-3 of 3	Last
End Date	Empl Record	Earnings Code	Payroll Status	Pay Group	Description	Position Number	Description	Start Date	Other Pay	Goal Amount	Goal Balance
04/21/2019	1	ICS	Active	ACD	Academic Contract		Professor	10/08/2018	68.77		50.16
02/24/2019	1	ISP	Active	ACD	Academic Contract		Professor	02/11/2019	74.51		0.00
05/19/2019	1	SUP	Active	ACD	Academic Contract		Professor	08/13/2018	00.00		00.00

- End date — displays the current end date of the additional pay in PeopleSoft.
- Empl Record — an employee record number.
- Earnings Code — earnings code that is being paid for that additional pay.
- Payroll Status — status of the employee record.
- Pay Group — employee record’s pay group.
- Description — description of the employee’s pay group.
- Position Number — employee’s position number.
  - It may not be the position used for additional pay.
- Description — title associated with the position number.
- Start Date — the date the additional pay started.
- Other Pay — per pay period amount this additional pay will be paying.
- Goal Amount, if applicable — the total amount of the additional pay.
- Goal Balance, if applicable — the amount of the total remaining to be paid.

### Additional pay cancellation

The department should use additional pay cancellation when they want to stop an additional pay before the end date or before reaching the goal amount. This transaction can be done by itself or as required in conjunction with a termination, retirement or change in department code.

**End date** — when presented with the additional pay cancellation grid, you must choose which additional pays to cancel by clicking the checkbox on the lines you wish to cancel. You should populate the end date with the last day you want additional pay to be paid.



## How to process a Personnel Transaction Request

Suppose the transaction is being done in combination with termination or retirement. In that case, the additional pay end date will be automatically populated with the termination effective date, provided the current additional pay end date is not earlier than the termination. If the current additional pay end date is before the effective date of the termination, the cancel checkbox will not be checked, and the date will be left alone.

Additional Pay												
Current Additional Pay												
Personalize   Find     First 1-3 of 3 Last												
Cancel	End Date	Empl Record	Earnings Code	Payroll Status	Pay Group	Description	Position Number	Description	Start Date	Other Pay	Goal Amount	Goal Balance
<input checked="" type="checkbox"/>	02/24/2019	1	ICS	Active	ACD	Academic Contract		Professor	10/08/2018	68.77		50.16
<input type="checkbox"/>	02/24/2019	1	ISP	Active	ACD	Academic Contract		Professor	02/11/2019	74.51		0.00
<input type="checkbox"/>	05/19/2019	1	SUP	Active	ACD	Academic Contract		Professor	08/13/2018	00.00		00.00

### CPO, VPO and CTP check

This option on the splash page will be available as a stand-alone transaction, at the department's discretion, for an employee who has a compensatory time officer or regular compensatory time balance to pay out all or some of the balance. Otherwise, this transaction will only be available with a transaction requiring a payout. Below is a list of the most common situations where you will be prompted for a payout.

- Change from a benefits-eligible position to a non-benefits-eligible position.
- Change from a compensatory time-eligible position to a non-compensatory time-eligible position.
- Change from a vacation-eligible position to a non-vacation-eligible position.
- Change in FTE when the employee has accrued more hours than the max carryover for the new FTE.
  - The department may choose to pay out the excess vacation.
- Retirement.
- Termination.

The payout grid will appear on the PTR "Pay Data" tab if one of the above conditions has been identified.

CPO/VPO/CTP Request																	
<input type="checkbox"/> Override Payouts						<input type="checkbox"/> Off Cycle ?											
Reason for Payout		<div></div>															
Vacation																	
Max Pay Out		176.000															
( Current Balance		284.309	+ Vac Hrs Earned but not yet included in balance		0.000	- Vac Hrs Used but not yet deducted from balance		0.000	= Total Pay Out		176.000						

**Override payout** — you should click this checkbox if you need to consider hours earned but not included in the balance or hours used but not deducted from the balance. This is especially important when you are future dating a termination or



## How to process a Personnel Transaction Request

retirement. You may also click this checkbox to adjust the total for voluntary compensatory time payouts.

**Off-Cycle** — check this box if you want to pay this amount on the next off-cycle rather than waiting for the next on-cycle payday.

**Reason for payment** — this is a required field and must be selected to save and submit the PTR. The reason should most closely reflect what is going on with the transaction.

A screenshot of a dropdown menu with a blue header bar. The menu is open, showing a list of options: Classification Change, FTE Change, Kenexa Auto Payout, Other, Retirement, Termination Involuntary, and Termination Voluntary. The 'Other' option is currently selected and highlighted in blue.

**Note:** There are a few situations with payouts not currently being reflected. The department needs to verify all calculations before submitting this transaction.

### Leave accrual adjustment

Leave accrual adjustments can be selected from the splash page when you need to adjust an employee's sick, vacation or compensatory time balances because the employee has over or under-accrued. This is not to be confused with situations where the employee forgot to report time on the timesheet. In those situations, the employee and DTA should rectify that by reviewing the employee's timesheet and reporting the missed hours.

**Earnings code** — this is the earnings code that needs to be adjusted. You can add a line to this grid by clicking the “+” button for each earnings code that needs to be changed.

**Current leave hours** — this should be the current leave accrued for this employee. To find this information, you will need to navigate in PeopleSoft to:

1. Benefits.
2. Manage Leave Accruals.
3. Review Accrual Balances.
4. Then, locate the most recent accrual date.

The total number of hours that should be entered on the PTR is the hours balance on the leave accrual screen.



## How to process a Personnel Transaction Request

**Leave balance after adjustment** — this will be the new balance you expect to see after the adjustment. In other words, the amount should be in the current field.

**Estimated start date and estimated end date of accrual** — this should be the estimated date range in which the over or under-accrual took place.

**Note:** It is always recommended you provide the PTR “Pay Data Notes” to help Payroll and Benefits when they adjust.

### Overpayment

Overpayment should be used to report any earnings an employee was paid in error. This transaction will automatically generate in scenarios where the PTR has determined that the submitted transaction will result in an overpayment. This transaction can also be selected by itself for overpayments discovered at a later time but not yet reported.

Earnings Code	Reason	Start Date	End Date	Overpayment discovered?	Spoken to employee?	Est Overpayment Amt	Overpayment Hours	Explanation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Earnings code** — select the earnings code that was overpaid. If multiple earnings codes were overpaid, you could use the “+” button to create additional lines for each of the overpaid earnings codes.

**Reason** — for reporting purposes, select the reason that most closely applies to the situation that has caused the overpayment.

**Date range** — this should be the period of the overpaid paycheck. Typically, the beginning date is Monday, and the end date is Sunday. You can also use the “+” button to add a line to report the same earnings code overpaid in non-consecutive periods.

**Overpayment discovered** — for reporting purposes, select who discovered the overpayment.

**Spoken to the employee** — departments are highly recommended to discuss overpayment situations with them before submitting the transaction or shortly after that. They will be contacted by someone from Financial Services to resolve the overpayment, but repayment is more likely if the department is in contact with the employee.

**Estimated overpayment amount** — this should be the amount the employee was overpaid during the date range you selected. This does not have to be exact, as Financial Services will recalculate and request your sign-off on the document.



## How to process a Personnel Transaction Request

**Estimated overpaid hours** — this should be the number of hours the employee was overpaid during the date range you selected. This should only be filled out when the employee has hours overpaid, which is not always the case.

**Explanation** — this field should further explain why the transaction is occurring and give any other information to assist Financial Services and Payroll in processing the transaction.

It is possible that more than one earnings code was overpaid, and multiple lines must be submitted when reporting the overpayment. It is essential to keep in mind that numerous lines should only be used to report a different earnings code overpaid or a different period. You cannot save the transaction if the earnings code and period are the same.

If the PTR prompts for an overpayment and you feel it has prompted you in error, you do not have to fill out the information and can still submit the PTR. If such a situation occurs, you will receive the following message upon saving and submitting that asks you to confirm you did not fill out all the information.

**Message**

Overpayment Information has not been completed. (21025,353)

The current transaction appears to require an overpayment to be reported, but the overpayment information has not been completed. Click Cancel to return to the PTR to complete the overpayment, or OK to submit the PTR with no overpayment information.

If you proceed by clicking “OK,” the PTR approvers will receive the following message when they view the PTR you submitted.

**Message**

Overpayment generated with no data. (21025,355)

An overpayment was generated for this transaction, but the originator chose not to complete the overpayment details when the PTR was submitted. The overpayment will be calculated manually by Payroll.

**Note:** All overpayment transactions will be set to manual, and you may be contacted by Financial Services or Payroll if there is insufficient information in the transaction.

### Request manual check

The request manual check option is only used for hourly employees to request a manual check for hours entered and approved in time and labor. Any hours entered and approved in time and labor after the deadline for a given payroll will typically be paid on



## How to process a Personnel Transaction Request

the next check. Sometimes, the department has decided that the employee does not need to wait until the next pay period. The department will come to the PTR and request a manual check in these cases.

**Note:** Requesting a manual check can result in the department being charged a fee.

The department must break out the hours owed by week and earnings code when requesting the manual check. This is to ensure compliance with the [Fair Labor Standards Act](#). You can add additional lines to the manual check grid for each week or each earnings code. Accurate information will assist Payroll in locating the exact hours you wish to pay on the manual check.

Below is an example of an employee who missed a week of pay, and in that week, they reported eight hours of vacation.

Manual Check				
Personalize   Find   First 1-2 of 2 Last				
*Earnings Code	*Earnings Begin Date	*Earnings End Date	*Total Hours	
HRY	12/10/2018	12/16/2018	32.00	+ -
VAH	12/10/2018	12/16/2018	8	+ -

**Earnings code** — this should be the earnings code that connects to the time reporting code reported on the timesheet for the employee.

**Earnings begin date** — This is the first day of the week the earnings were reported.

**Earnings end date** — This is the last day of the week in which the earnings were reported.

**Total hours** — this should be the total number of hours reported in time and labor under this earnings code.



## How to process a Personnel Transaction Request

### Buttons available when creating a PTR

After you have completed the necessary information for the PTR and scrolled to the bottom of the page, you will find a series of action buttons.

Originator	Created On	Last Updated By	Last Updated		
Save as Draft	Save & Send for Approval	Cancel	Archive PTR	Return to Search	Go to PTR Worklist

Button	Description
Save as Draft	This button allows you to save data you have entered as a draft if you are not ready to send it for approval. You may use this option when you need to check for further information about the employee. This button allows you to see any associated error messages with the PTR. If you save the PTR as a draft, you will lock the employee record, and no one else can act on it.
Save and Send for Approval	This button allows you to send the PTR for approval. Clicking this button generates an email to the cost center and grant manager approvers. This button will also fill in the "Originator," "Created on," "Last Updated By," and "Last Updated Time" stamps above the buttons.
Return to Search	This button allows you to return to the PTR search page. It will completely clear all information entered in the PTR.
Go to PTR Worklist	This button will navigate your worklist to view all recently submitted transactions for approval.



### Drafts

When saving the PTR as a draft, you can go back to the PTR and edit the information. Drafts remain in draft status for an extended period. After that period, the PTR will automatically cancel the draft.

Because no one can take similar action on someone whose PTR data has been saved in draft mode, remember to cancel any drafts you do not intend to use.

If you have saved a transaction as a draft to correct a piece of data, you must return to the PTR and refresh the information for the PTR to show the updates. When you come back into your drafted PTR it is essential to delete the position number, press the tab key to leave the field, and then re-enter the value. The PTR will update the areas associated with that position number with the newest information.

Suppose the PTR action changed to “Hire Additional Job” due to a change in benefits eligibility. Saving as a draft may prevent the termination of their current record from processing. In that case, the termination message will no longer appear on the request. If a change is needed, cancel the PTR and resubmit after making the necessary position or funding changes.

### How to cancel a PTR

Once a PTR is submitted for approval, the originator can cancel the transaction at any time until the final approval is made on the transaction. If the transaction is future-dated, it can be canceled until the point when the effective date is met. The originator is the only person who can cancel a request.

There are two ways an originator can cancel a PTR. The first is from the PTR main page. You must navigate to your in-process PTR using the search page and click the cancel button at the bottom of the page.

Originator	Created On	Last Updated By	Last Updated
<a href="#">Save as Draft</a>	<a href="#">Save &amp; Send for Approval</a>	<a href="#">Cancel</a>	<a href="#">Archive PTR</a>
<a href="#">Return to Search</a>		<a href="#">Go to PTR Worklist</a>	

Once you have clicked the cancel button, the following message will appear:

**Message**

Confirm canceling of the transaction (21025,30)

This action will cancel the transaction. If the transaction status is 'In Process' and any approvers have already approved, they will be notified via e-mail of this cancellation. Press OK to continue or Cancel to stop.

[OK](#) [Cancel](#)



## How to process a Personnel Transaction Request

As an originator, the second way you can cancel a PTR is from the worklist. To cancel a PTR, navigate your worklist and locate the transaction you need to cancel. Click on the red cancel icon to cancel the transaction.

✓ Approve PTR   ✚ Return PTR   ✗ Cancel PTR   📄 View/ Approve PTR

Personalize | Find | View All | 1 of 1 | First | Last

Proposed Data																	
Proposed Data		Details															
Status	Workflow Step	PTR ID	Empl ID	Rcd#	Name	Dept ID	Department	Submitted	Effective Date	Job	Addl Pay	Addl Stop	Retro	Leave Adj	Leave Payout	Manual Chk	Over Pay
In-Process	Cost Center/Grant Mgr							02/15/2019	02/11/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once you click the cancel icon, you will receive the following message:

**Message**

Confirm canceling of the transaction (21025,30)

This action will cancel the transaction. If the transaction status is 'In Process' and any approvers have already approved, they will be notified via e-mail of this cancellation. Press OK to continue or Cancel to stop.

**Note:** In either circumstance mentioned above, any approvers who previously approved the PTR will be notified of the cancelation via email.

The PTR will regularly auto-archive processed, canceled and returned PTRs. A canceled PTR will not be written into job data at this point, but it is not entirely gone from the system. If you need to take further action on the selected employee before the PTR is auto-archived, you can manually archive your canceled PTR by clicking on the “View PTR” icon on your worklist. This action will take you back to the “Main Data Entry” page of the PTR, where the “Archive PTR” button will be available to remove the PTR from the system.

Originator   Created On   Last Updated By   Last Updated

After you click the “Archive PTR” button, the following message will appear:

**Message**

Confirm archival of PTR (21025,331)

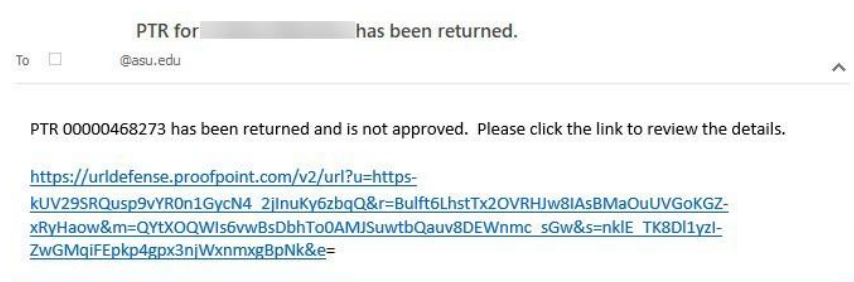
You are attempting to archive a PTR. Please confirm that all pieces of the PTR have been processed and completed prior to archiving.

[Refer to the archived PTR information section](#) of this document for more information.

### Viewing a returned PTR and resubmitting for approval

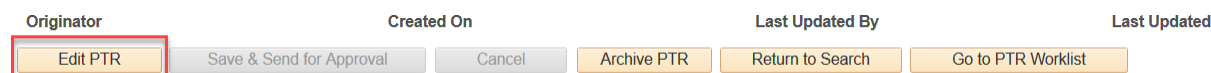
There may be instances when you submit a PTR, and one of the approvers of the transactions will return it for you to adjust the data submitted or because the transaction is no longer necessary. In these circumstances, you will receive a system-generated email alerting you a PTR has been returned.

Click on the link generated in the email, which will take you to the worklist, where you can locate the returned transaction.

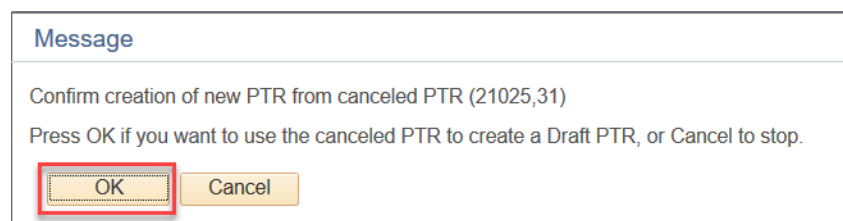


From the worklist, click on the “View PTR” icon. This will bring you to the PTR “Main Data Entry” page.

At the bottom of the PTR page, the “Edit PTR” button will become available. Click on this button to make corrections to the PTR.



You will receive the following message:



For the system to generate a workflow for the transaction, you must create a new PTR. If you click the “OK” button, the PTR will make the fields on the “Main Data Entry” page editable. The PTR will retain the current information submitted for the previous PTR. The previous PTR will be automatically archived.

Once you have made your corrections, click the “Save and Send for Approval” button at the bottom of the page.





### Viewing a previously submitted PTR

PTRs will populate your worklist as you submit them. The worklist is where you go to view previously submitted PTRs.

To view a previously submitted PTR, navigate to your worklist by using the worklist link on My ASU or logging into PeopleSoft. If you log directly into PeopleSoft, you must navigate to the following pages:

Favorites ▾ Main Menu ▾ > ASU Customizations ▾ > ASU HCM Custom ▾ > ASU HR ▾ > Personnel Transaction Request ▾ > PTR Worklist

Once on the worklist, you can filter so only the items you wish to see are displayed.

Select Worklist **PTR Worklist** Position Worklist

**Filter**

Role  PTR Action  PTR Status

Dept ID  From Date  To Date

Empl ID  Last Name

Empl Class

To view the PTR “Main Data” page, click on the “View PTR” link for any PTR.

✓ Approve PTR   ← Return PTR   ✗ Cancel PTR   📄 View/ Approve PTR

Proposed Data Personalize | Find | View All | 📄 | 📅 First 1 of 1 Last

	Status	Workflow Step	PTR ID	Empl ID	Rcd#	Name	Dept ID	Department	Submitted	Effective Date	Job	Addl Pay	Addl Stop	Retro	Leave Adj	Leave Payout	Manual Chk	Over Pay
✗ 📄	In-Process	Cost Center/Grant Mgr							02/15/2019	02/11/2019	☑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As action is taken on the worklist items, the status field will change with the available statuses. The status being displayed is the overall PTR status.

Proposed Data Personalize | Find | View All | 📄 | 📅 First 1-48 of 48 Last

	Status	Workflow Step	PTR ID	Empl ID	Rcd#	Name	Dept ID	Department	Submitted	Effective Date	Job	Addl Pay	Addl Stop	Retro	Leave Adj	Leave Payout	Manual Chk	Over Pay
✗ 📄	Canceled	No Pending Steps	00000						06/14/2018	06/18/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✗ 📄	Wrk in Prc	No Pending Steps	00000						02/13/2019	02/12/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✗ 📄	Processed	No Pending Steps	00000						02/13/2019	02/11/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ ← 📄	In-Process	Cost Center/Grant Mgr	00000						02/14/2019	02/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notice the above status is a link. Since a single PTR ID can contain multiple transactions, the PTR status link will open a new page where the status of each piece is displayed.



## How to process a Personnel Transaction Request

This page becomes helpful once the PTR has started updating job data, additional pay or when a part of the PTR needs manual Data Management or Payroll intervention.

Additionally, because a single PTR ID can contain multiple additional pay or additional pay cancelations, each pay or additional pay cancelation will have its status that will roll up to the overall status.

### PTR Worklist Status

PTR ID:  ID:

**PTR Status** In-Process

Time Adjustment Status

VPO Status

**Overpayment Status** In Process

Retro Status

**Job Status** In-Process

**Addl Pay Status**

Overall Status

Emcd	Start Date	Seq#	Status
1			

**Cancel Addl Pay Status**

Overall Status

Emcd	Start Date	Seq#	Status
1			

[Return](#)

### PTR Worklist Status

PTR ID:  ID:

**PTR Status** Wrk in Prc

Time Adjustment Status

VPO Status

Overpayment Status

Retro Status

**Job Status** Batch

**Addl Pay Status**

Overall Status

Emcd	Start Date	Seq#	Status
1			

**Cancel Addl Pay Status**

Overall Status

Emcd	Start Date	Seq#	Status
1			

[Return](#)

### PTR Worklist Status

PTR ID:  ID:

**PTR Status** In-Process

Time Adjustment Status

VPO Status

Overpayment Status

Retro Status

Job Status

**Addl Pay Status**

Overall Status In Process

Emcd	Start Date	Seq#	Status
1	STI	02/11/2019	1

**Cancel Addl Pay Status**

Overall Status

Emcd	Start Date	Seq#	Status
1			

[Return](#)

### Status definitions

The table below shows different PTR statuses you may see on your worklist.

Status	What this means to you
<b>Initial status</b>	
<b>Draft — D</b>	A PTR was started by you but has not yet been submitted for approval.
<b>Status while in the workflow</b>	
<b>In-process — I</b>	The PTR is waiting for all approvals to be gathered for the transaction to be uploaded into job data. To determine which specific approval level is needed, click on the “View Approvers” icon.
<b>Status once in progress</b>	
<b>Approved — A</b>	The PTR has gone through all workflows and is approved.
<b>Canceled — X</b>	The originator canceled the PTR and is waiting for the archive process to run to archive the information.
<b>Returned — R</b>	The PTR was returned by one of the approvers because it needs editing.
<b>Status once fully approved</b>	
<b>Batch — B</b>	For a PTR with a work-in-progress status, this status appears for individual pieces of a job when you click on the status hyperlink. It means the PTR was approved by all levels of approval but has a future effective date or on hold due to payroll lockout. These PTRs are staged in this status until the effective date of the PTR is met, or payroll has closed.
<b>CI in process — U</b>	The PTR should only appear briefly in this status when applied to job data. Before the CI processing starts, the PTR status will be set to this value. If it errors, it should be set to “E,” and if it is successfully processed, the status should be set to “P.”
<b>Work in process — W</b>	Used when partial transactions are processed, and the PTR updater starts to process PTRs.
<b>Final status once approved and the CI processing starts</b>	
<b>CI error — E</b>	All levels have approved the PTR, but a system error occurred, and it could not upload to PeopleSoft. Data Management will manually process your transaction.
<b>Manual — M</b>	All levels have approved the PTR, but an exception was identified for the PTR or pieces of the PTR. Data Management will manually process your transaction.
<b>Processed — P</b>	The PTR has been successfully uploaded to PeopleSoft, and the transaction will be archived when the archive process runs.

## PTR process monitor

A link to the process monitor is available through the “Workflow Step” link on the PTR worklist. After submitting the transaction, the process monitor is also available from the PTR main page. From the worklist, the step displayed is the current step in the transaction waiting for approval.

Proposed Data				
Proposed Data		Details		
		Status	Workflow Step	PT
✓	←	In-Process	Cost Center/Grant Mgr	00
✓	←	In-Process	Dean/VP PRO/DEM/XFR	00
✓	←	In-Process	Dean/VP Pay/ FTE Change	00
✓	←	In-Process	Cost Center/Grant Mgr Non-Term	00

The PTR process monitor allows the originator to see the approvals needed for a given transaction. An originator can click on the multiple approvers link to view which approvers are available at each level.

### PTR Worklist AWE Monitor

PTR ID 0000 PTR Status In-Process WF Step Cost Center/Grant Mgr Non-Term

#### Cost Center/Grant Mgr

ASU\_PTR\_ID=00000 3, GR = GR: :Pending

Cost Center/Grant Mgr

Pending

Multiple Approvers

Cost Center/Grant Mgr

ASU\_PTR\_ID=00000 }, CC = CC0 :Pending

Cost Center/Grant Mgr

Pending

Multiple Approvers

Cost Center/Grant Mgr

#### Personnel Transaction Request

ASU\_PTR\_ID=00000 3:Awaiting Further Approvals

Staff

Not Routed

Multiple Approvers

PTR Dean & VP UL

Not Routed

Multiple Approvers

PTR CFO/ Provost UL

Return

This link will provide you with basic information about the possible individuals who can approve the transaction at a given level.

<b>Approver #1</b>	
Name:	
Department:	
Department:	
Job Title:	
Email ID:	
<b>Approver #2</b>	
Name:	
Department:	
Department:	
Job Title:	
Email ID:	
<b>Approver #3</b>	
Name:	
Department:	
Department:	
Job Title:	
Email ID:	
<b>Approver #4</b>	
Name:	
Department:	

**Note:** There are scenarios where an approval level has only one PTR approver. In these cases, the PTR process monitor link will only display the name of the single approver. Once an approver provides approval, the process monitor will turn green, and their name, date and time the approval was given will be displayed on the process monitor.

Additionally, as the approvers give their comments, you can view them by clicking on the “View/Hide Comments” link at the top right-hand corner of the process monitor.

### Cost Center/Grant Mgr

ASU\_PTR\_ID=00000 , GR = GR :Awaiting Further Approvals View/Hide Comments

Cost Center/Grant Mgr

Approved

Cost Center/Grant Mgr  
02/15/19 - 2:14 PM

Comments

ASU\_PTR\_ID=00000 , CC = CC :Awaiting Further Approvals View/Hide Comments

Cost Center/Grant Mgr

Approved

Cost Center/Grant Mgr  
02/15/19 - 2:16 PM

Comments

### Personnel Transaction Request

ASU\_PTR\_ID=00000 :Pending View/Hide Comments

Staff

Approved

PTR Dean & VP UL  
02/15/19 - 2:17 PM

Pending

Multiple Approvers  
PTR CFO/ Provost UL

Comments

If an approver returns the transaction, the process monitor will turn red.



## How to process a Personnel Transaction Request

### Cost Center/Grant Mgr

ASU\_PTR\_ID=00000 , GR = GR :Terminated View/Hide Comments

Cost Center/Grant Mgr

Approved

✓ Cost Center/Grant Mgr  
02/15/19 - 2:14 PM

Comments

ASU\_PTR\_ID=00000 , CC = CC :Terminated View/Hide Comments

Cost Center/Grant Mgr

Approved

✓ Cost Center/Grant Mgr  
02/15/19 - 2:16 PM

Comments

### Personnel Transaction Request

ASU\_PTR\_ID=0000 :Denied View/Hide Comments

Staff

Approved

✓ PTR Dean & VP UL  
02/15/19 - 2:17 PM

Denied

✗ PTR CFO/ Provost UL  
02/15/19 - 2:24 PM

Comments

**Note:** If an approver is at multiple levels, once their approval is given, that approval is applied to all levels in which they are an approver.

### Emails

Numerous workflow emails are generated as the transaction progresses through the approval process. The originator will be notified when an approver chooses to return the PTR for further editing.

The PTR will also send notification emails upon completion of the update to the job data or additional pay. These emails will indicate the PTR has been updated into job data or additional pay or there was an error in the process. If there is an error, the PTR will be sent to Data Management or Payroll for manual entry into job data. There is no further action required from the department in this circumstance.

### Archive PTR information

PTRs in the following overall statuses will remain on the originator's worklist for several days after the transaction has reached that status:

- Canceled.
- Processed.
- Returned.

PTRs in other statuses will remain on the originator's worklist indefinitely.



## How to process a Personnel Transaction Request

**Note:** When PTRs are in draft status, originators cannot act on that specific employee and employee record number. If originators do not plan to act on an employee, it is essential to cancel drafted PTRs as soon as possible.

PTR already in process for Emplid      Empl Rcd 0 (21025,8)

A transaction is already in process that you do not have security to view. Please wait for it to be completed before creating a new PTR for this Emplid and Empl Rcd combination.

Originator for this PTR is:

OK










Currently, there is no way to access your archived PTRs through the PeopleSoft system. You can [use the PTR Analytics report](#) to review PTRs by employee or department, including archived requests. .

## PTR processing times

The PTR is available to originators 24/7 with no lockout periods. Most PTR transactions will automatically update the PeopleSoft job data and additional pay as soon as the final approval is given. [Review the annual payroll calendar](#) for important dates and deadlines.

There are two exceptions to this rule:

- Payroll processing.
  - Payroll processes on Thursday evenings the week before the Friday paychecks are distributed. The current process takes from Thursday night to Tuesday night to run. If a PTR is submitted within this time frame and all approvals have been given, the PTR status will change to “Work in Process.” The system will run the job update process once payroll has been completed and update all PTRs in this status that has met their effective date.
- Transactions with a future effective date.
  - Any time a transaction is future-dated, the PTR will accept approvals and place the transaction into a “Batch” status until the effective date is met.

Proposed Data				
Proposed Data		Details		
		Status	Workflow Step	PTR ID
		Canceled	No Pending Steps	00
		Wrk in Prc	No Pending Steps	00
		Processed	No Pending Steps	00
			In-Process	Cost Center/Grant Mgr



## How to process a Personnel Transaction Request

Since the PTR calculates retro payments, it is always important to remember the payroll cycles. Transactions, including a submitted retro payment or final approval after payroll has begun, will not be paid on the current process cycle. It will remain in a “Work in Process” status until the next payroll begins.

### PTR exception forms

There may be certain circumstances when you cannot submit your transaction through the PTR. A few of the most common examples are:

- Backdating actions more than the PTR allows — 200 days.
- Classified staff salary is already outside of their range — excludes PRN positions.
- Errors in the Kenexa BrassRing integration that cannot be resolved.
- Hire date corrections.
- Mid-pay period start dates for faculty positions.
- Mid-year start dates for academic year faculty hires — ASU20.
- Submit payroll transactions for records in workbreak or terminated status.

The [Data Management Exception form](#) and the [How to process a PTR exception form guide](#) are available online. To access to DMX form, [refer to the HR forms webpage](#), click “D–H,” and select “Data Management Exception.” To determine required approvals, refer to the “Approval matrix” under the resources tab on the [employment data management webpage](#).

You can enter information directly into the form and electronically sign it. You must attach any required approvals and supporting documentation for a given transaction for the form to be processed by your Data Management representative.

The form must be printed and faxed to Data Management at 480-237-9011.

The Payroll Action Request (PAR) form is available is a custom form in PeopleSoft. [Refer to the Payroll action request guide](#) for additional information.

**Note:** Remember, these forms must be processed manually. Departments are responsible for maintaining a copy of requests for their personnel records.

### Resources

Training and resources related to the PTR are [available online](#). These materials are another way to gain knowledge about the PTR, and they are also located in the Canvas training course for security access



## How to process a Personnel Transaction Request

### Appendix A — splash page options

Employee status	Employee type	My departments	Available PTR actions	Special conditions — <a href="#">see Appendix B</a>
A	Faculty	Checked	<ul style="list-style-type: none"><li>• Additional pay cancel — if an active additional pay exists.</li><li>• Additional pay.</li><li>• Leave accrual adjustment — if a balance exists.</li><li>• Overpayment.</li><li>• Pay change.</li><li>• Place on a short work break — ACD.</li><li>• Promotion.</li><li>• Reassignment.</li><li>• Request manual check — if hourly.</li><li>• Retirement.</li><li>• Standard hours.</li><li>• Termination.</li><li>• Transfer.</li></ul>	<p>If PRO, DEM or XFR is selected, you can only choose pay or additional pay simultaneously. If standard hours is selected, you can only choose additional pay simultaneously. If any of the following are selected, all other options become unavailable:</p> <ul style="list-style-type: none"><li>• Additional pay cancel.</li><li>• Leave accrual.</li><li>• Overpayment.</li><li>• Request manual check.</li></ul> <p>If termination or retirement are selected, the following checkboxes will auto-check if applicable to the employee:</p> <ul style="list-style-type: none"><li>• Additional pay cancel — if one is active.</li><li>• Payout — VAC for fiscal only.</li></ul> <p>The additional pay cancellation option should be allowed if short work break action is selected.</p>
A	Faculty	Uncheck	<ul style="list-style-type: none"><li>• Additional pay cancel — if an active additional pay exists.</li><li>• Additional pay.</li><li>• Pay change.</li><li>• Promotion.</li><li>• Reassignment.</li><li>• Transfer.</li></ul>	<p>If PRO, DEM or XFR is selected, you can only choose pay or additional pay simultaneously. If Additional pay cancel is selected all other options become unavailable.</p>



## How to process a Personnel Transaction Request

Employee status	Employee type	My departments	Available PTR actions	Special conditions — <a href="#">see Appendix B</a>
A	GRD	Checked	<ul style="list-style-type: none"> <li>Additional pay cancel — if an active additional pay exists.</li> <li>Additional pay.</li> <li>Overpayment.</li> <li>Pay change.</li> <li>Place on a short work break.</li> <li>Promotion.</li> <li>Reassignment.</li> <li>Standard hours.</li> <li>Termination.</li> <li>Transfer.</li> </ul>	<p>If PRO or XFR is selected, the PTR will automatically change the action to transfer. If DEM, you can choose pay change or additional pay simultaneously. If any of the following is selected, all other options become unavailable:</p> <ul style="list-style-type: none"> <li>Additional pay cancel.</li> <li>Overpayment.</li> </ul> <p>If standard hours are selected, you can only choose additional pay simultaneously. Additional pay cancel should be auto-checked if a short work break or termination action is selected.</p>
A	GRD	Uncheck	<ul style="list-style-type: none"> <li>Additional pay cancel — if an active additional pay exists.</li> <li>Additional pay.</li> <li>Pay change.</li> <li>Promotion.</li> <li>Reassignment.</li> <li>Transfer.</li> </ul>	<p>If PRO or XFR is selected, the PTR will automatically change the action to transfer. If DEM, you can choose pay change or additional pay simultaneously. If Additional pay cancel is selected all other options become unavailable.</p>
A	Staff	Checked	<ul style="list-style-type: none"> <li>Additional pay cancel — if an active additional pay exists.</li> <li>Additional pay.</li> <li>Leave accrual adjustment — if a balance exists.</li> <li>Overpayment.</li> <li>Pay change.</li> <li>Promotion.</li> <li>Reassignment.</li> <li>Request a manual check — if hourly.</li> <li>Retirement.</li> <li>Standard hours.</li> <li>Termination.</li> <li>Transfer.</li> </ul>	<p>If PRO, DEM or XFR is selected, you can only choose pay rate change or additional pay simultaneously.</p> <p>If any of the following is selected, all other options become unavailable:</p> <ul style="list-style-type: none"> <li>Additional pay cancel.</li> <li>Leave accrual.</li> <li>Overpayment.</li> <li>Request a manual check.</li> </ul> <p>If termination or retirement is selected, the following checkboxes will auto-check if applicable:</p> <ul style="list-style-type: none"> <li>Additional pay cancel — if an active additional pay exists.</li> <li>Payout — if balances if vacation, compensatory or compensatory for an officer.</li> </ul>



## How to process a Personnel Transaction Request

Employee status	Employee type	My departments	Available PTR actions	Special conditions — <a href="#">see Appendix B</a>
A	Staff	Uncheck	<ul style="list-style-type: none"> <li>Additional pay cancel — if an active additional pay exists.</li> <li>Additional pay.</li> <li>Pay change.</li> <li>Promotion.</li> <li>Reassignment.</li> <li>Transfer.</li> </ul>	<p>If PRO, DEM or XFR is selected, you can simultaneously choose pay change or additional pay.</p> <p>If Additional pay cancel is selected all other options become unavailable.</p>
A	STU	Checked	<ul style="list-style-type: none"> <li>Additional pay cancel — if an active additional pay exists.</li> <li>Additional pay.</li> <li>Overpayment.</li> <li>Pay change.</li> <li>Promotion.</li> <li>Reassignment.</li> <li>Request a manual check.</li> <li>Standard hours.</li> <li>Termination.</li> <li>Transfer.</li> </ul>	<p>If PRO, DEM or XFR is selected, you can only choose pay or additional pay simultaneously.</p> <p>If standard hours are selected, you can only choose additional pay simultaneously.</p> <p>If any of the following are selected, all other options become unavailable:</p> <ul style="list-style-type: none"> <li>Additional pay cancel.</li> <li>Overpayment.</li> <li>Request a manual check.</li> </ul> <p>Special logic on student worker five: Cannot request PRO, DEM, XFR or pay rate change.</p>
A	STU	Uncheck	<ul style="list-style-type: none"> <li>Additional pay cancel — if an active additional pay exists.</li> <li>Additional pay.</li> <li>Pay change.</li> <li>Promotion.</li> <li>Reassignment.</li> <li>Transfer.</li> </ul>	<p>If PRO, DEM or XFR is selected, you can only choose pay or additional pay simultaneously.</p> <p>If Additional pay cancel is selected all other options become unavailable.</p> <p>Special logic on student worker five: Cannot request PRO, DEM, XFR or pay rate change.</p>



## How to process a Personnel Transaction Request

Employee status	Employee type	My departments	Available PTR actions	Special conditions — <a href="#">see Appendix B</a>
L	Faculty	Checked	<ul style="list-style-type: none"><li>• Additional pay cancel — if an active additional pay exists.</li><li>• Leave accrual adjustment.</li><li>• Overpayment.</li><li>• Retirement.</li><li>• Termination.</li></ul>	<p>If termination or retirement is selected, the following checkboxes will auto-check if applicable to the employee:</p> <ul style="list-style-type: none"><li>• Additional pay cancel — if one is active.</li><li>• Payout — VAC for fiscal only.</li></ul> <p>If any of the following are selected, all other options become unavailable:</p> <ul style="list-style-type: none"><li>• Additional pay cancel.</li><li>• Overpayment.</li></ul>
L	Faculty	Uncheck	<ul style="list-style-type: none"><li>• Leave accrual adjustment.</li><li>• Overpayment.</li></ul>	<p>If either one is selected, then the other will become unavailable.</p>
L	Staff	Checked	<ul style="list-style-type: none"><li>• Additional pay cancel — if an active additional pay exists.</li><li>• Leave accrual adjustment — if a balance exists.</li><li>• Overpayment.</li><li>• Retirement.</li><li>• Termination.</li></ul>	<p>If any of the following are selected, all other options become unavailable:</p> <ul style="list-style-type: none"><li>• Additional pay cancel.</li><li>• Leave accrual.</li><li>• Overpayment.</li></ul> <p>If termination or retirement is selected, the following checkboxes will auto-check if applicable to the employee:</p> <ul style="list-style-type: none"><li>• Additional pay cancel.</li><li>• Payout.</li></ul>



## How to process a Personnel Transaction Request

Employee status	Employee type	My departments	Available PTR actions	Special conditions — <a href="#">see Appendix B</a>
L	Staff	Uncheck	<ul style="list-style-type: none"> <li>Additional pay cancel — if an active additional pay exists.</li> </ul>	
P	Faculty	Checked	<ul style="list-style-type: none"> <li>Additional pay cancel — if an active additional pay exists.</li> <li>Additional pay.</li> <li>Leave accrual adjustment.</li> <li>Overpayment.</li> <li>Retirement.</li> <li>Termination.</li> </ul>	<p>If termination or retirement is selected, the following checkboxes will auto-check if applicable to the employee:</p> <ul style="list-style-type: none"> <li>Additional pay cancel — if one is active.</li> <li>Payout — VAC for fiscal only.</li> </ul> <p>If any of the following are selected, all other options become unavailable:</p> <ul style="list-style-type: none"> <li>Additional pay cancel.</li> <li>Leave accrual adjustment.</li> <li>Overpayment.</li> </ul>
P	Faculty	Uncheck	<ul style="list-style-type: none"> <li>Additional pay.</li> <li>Leave accrual adjustment.</li> <li>Overpayment.</li> </ul>	The other options become unavailable if either leave accrual or overpayment is chosen.
P	Staff	Checked	<ul style="list-style-type: none"> <li>Termination.</li> <li>Retirement.</li> <li>Additional pay.</li> <li>Additional pay cancel — if an active additional pay exists.</li> <li>Leave accrual adjustment.</li> <li>Overpayment.</li> </ul>	<p>If termination is selected, the following should auto-check:</p> <ul style="list-style-type: none"> <li>Additional pay cancel — if an active additional pay exists.</li> <li>Payout — if balances if vacation, compensatory or compensatory for an officer.</li> </ul> <p>If any of the following are selected, all other options become unavailable:</p> <ul style="list-style-type: none"> <li>Additional pay cancel.</li> <li>Leave accrual adjustment.</li> <li>Overpayment.</li> </ul>
P	Staff	Uncheck	<ul style="list-style-type: none"> <li>Additional pay.</li> <li>Leave accrual adjustment.</li> <li>Overpayment.</li> </ul>	The other options become unavailable if either leave accrual or overpayment is chosen.



## How to process a Personnel Transaction Request

Employee status	Employee type	My departments	Available PTR actions	Special conditions — <a href="#">see Appendix B</a>
P	Staff	Uncheck	<ul style="list-style-type: none"><li>• Additional pay.</li><li>• Leave accrual adjustment.</li><li>• Overpayment.</li></ul>	The other options become unavailable if either leave accrual or overpayment is chosen.
W	Faculty	Checked	<ul style="list-style-type: none"><li>• Additional pay cancel — if an active additional pay exists.</li><li>• Leave accrual adjustment — if a balance exists.</li><li>• Overpayment.</li><li>• Request a manual check — if hourly.</li><li>• Retirement.</li><li>• Return from a work break.</li><li>• Termination.</li></ul>	<p>If return from work break is selected, the following options should open:</p> <ul style="list-style-type: none"><li>• Additional pay.</li></ul> <p>If any of the following are selected, all other options become unavailable:</p> <ul style="list-style-type: none"><li>• Additional pay cancel.</li><li>• Leave accrual adjustment.</li><li>• Overpayment.</li></ul> <p>If termination or retirement is selected, the following checkboxes will auto-check if applicable to the employee:</p> <ul style="list-style-type: none"><li>• Additional pay cancel — if one is active.</li><li>• Payout — VAC for fiscal only.</li></ul>
W	Faculty	Uncheck	<ul style="list-style-type: none"><li>• Leave accrual adjustment.</li><li>• Overpayment.</li></ul>	If either is selected, the other will become unavailable.
W	GRD	Checked	<ul style="list-style-type: none"><li>• Additional pay cancel — if an active additional pay exists.</li><li>• Overpayment.</li><li>• Return from a work break.</li><li>• Termination.</li></ul>	If return from a work break is selected, you can also choose additional pay.
W	GRD	Uncheck	<ul style="list-style-type: none"><li>• Overpayment.</li></ul>	



## Appendix B — transaction combinations

The chart below depicts which transactions can be selected in conjunction with your original transaction. Some combination transactions can be selected from the splash page, like a promotion with a pay change and additional pay. Other combination transactions can be chosen from the main page, like a hire with additional pay.

The system forces other combination transactions, such as an additional pay cancelation, to be automatically selected when termination is chosen on the splash page. For any transaction where a pay change is occurring along with an effected date for a prior pay period, a retro payment or overpayment will occur.

Transaction	Splash page: Option one	Splash page: Option two	Splash page: Auto-selected when applicable	Main page	Main page: Backdate with pay change
Hire	N/A			Additional page	Retro
Rehire	N/A			Additional page	Retro
Hire additional job	N/A			Additional Page	Retro
Promotion	Pay rate change	Additional pay	N/A		Retro or overpayment
Reassignment	Pay rate change	Additional pay	N/A		Retro or overpayment
Transfer	Pay rate change	Additional pay	N/A		Retro or overpayment
Pay rate change	PRO, reassignment or XFR	Additional pay	N/A		Retro or overpayment
Place on a short work break	Additional pay cancel	N/A			Overpayment
Return from a short work break	Additional pay	N/A			Retro
Termination	N/A		Additional pay cancel — CPO, VPO or CTP check	N/A	Overpayment
Retirement	N/A		Additional pay cancel — CPO, VPO or CTP check	N/A	Overpayment
Std Hrs, FT or PT and Reg or Temp	Additional pay	N/A			Retro or overpayment
Additional pay	PRO, reassignment or XFR	Pay rate change	N/A		Retro
Additional pay cancel	TER, RET or place on SWB	N/A			Overpayment

**Appendix C — action/reason reasons**

Action	Code	Definition
<b>Actions that skip the splash page</b>		
<b>Hire action HIR — only used for faculty and academic professionals</b>		
Initial hire	REG	A new employee with no active or inactive jobs in PeopleSoft is not being hired from the Arizona Board of Regents, another Arizona university or an Arizona state agency.
Hired from ABOR or AZ university	AFL	A new hire transferring to ASU from ABOR, Northern Arizona University or the University of Arizona.
Hired from an Arizona state agency	STA	A new hire transferring to ASU from another state of Arizona agency.
Hire additional job	ADD	An employee has already been employed with ASU and is obtaining an new job with the university.
<b>Rehire action REH — only used for faculty and academic professionals</b>		
Rehire less than 30 days	30D	When a former employee returns to ASU within 30 days or less from their termination date.
Rehire for more than 30 days and less than 12 months	REH	When a former employee returns to ASU after 30 days but less than 12 months from the termination date.
Rehire greater than 12 months	RHA	Former employee hired 12 months after the termination date.
Change to rehire when the additional job was originally selected	ADD	This happens when the system reuses a terminated employee record because the benefits eligibility of the new job matches the benefits eligibility of the terminated job.
<b>Actions that can be chosen from the splash page</b>		
<b>Promotion action PRO</b>		
Competitive with no pay change for faculty and academic professional	CON	Change in grade to a higher-level grade than the current salary grade because the applicant applied to a posted position with no pay change.
Competitive with pay change for faculty and academic professionals	COP	Change the salary grade to a higher-level grade than the current salary grade because the applicant applied for a posted position with a pay change.
Non-competitive with no pay change	NCN	Change the salary grade or category to a higher-level grade or category than the current salary grade or category with no pay change.
Non-competitive with a pay change	NCP	Change the salary grade or category to a higher-level grade or category than the current salary grade or category with a pay change.



## How to process a Personnel Transaction Request

Action	Code	Definition
<b>Demotion or reassignment action DEM</b>		
Competitive with no pay change for faculty and academic professionals	CON	Change in the salary grade to a lower-level grade than the current salary grade because the applicant applied to a posted position with no pay change.
Competitive with pay change for faculty and academic professionals	COP	Change in the salary grade to a lower-level grade than the current salary grade because the applicant applied to a posted position with a pay change.
Non-competitive with no pay change	NCN	Change in the salary grade or category to a lower level than the current salary grade or category with no pay change.
Non-competitive with a pay change	NCP	Change in the salary grade or category to a lower level than the current salary grade or category with a pay change.
Involuntary	INN	A reassignment resulting from an action being taken without the employee's consent.
<b>Transfer action XFR</b>		
Competitive with no pay change for faculty and academic professionals	CON	Change in the salary grade or category to the same grade or category as the current or a change in the salary administration plan because the applicant applied to a posted position with no pay change.
Competitive with a pay change for faculty and academic professionals	COP	Change in salary grade to the same grade as the current salary grade or a change in salary administration plan because the applicant applied to a posted position with a pay change.
Non-competitive with no pay change	NCN	Change in the salary grade or category to the same grade as the current or a change in salary administration plan with no change in pay.
Non-competitive with a pay change	NCP	Change in the salary grade or category to the same as the current or a change in salary administration plan with a change in pay.
<b>Pay rate change action PAY</b>		
Course load adjustment	CLA	Change in the number of courses taught during the defined semester.
GRD passes comprehensive exam PhD	CMP	For graduates only — graduate students who passed the comprehensive exam to graduate from a PhD program.
Per contract	CON	This is the amount agreed to in the new contract for the employee.
Data correction	COR	To correct the initial rate due to a data entry error.
Equity adjustment	PEA	As a result of an internal analysis of similar jobs within the area or across the university to more closely equalize pay.
Market adjustment	PMA	As a result of external analysis of prevailing wage rates as necessary to maintain the defined competitive relationship.



## How to process a Personnel Transaction Request

Action	Code	Definition
Performance-based	PPB	Used for university-wide salary increases when the legislature has voted for a budget increase. Change directly related to demonstrated performance and contribution is associated with the receipt of the performance evaluation.
Promotion	PRO	This reason should be selected if the employee received a title change through Position Management and is not getting a pay rate change in conjunction with the title change.
GRD pass qualifications to PhD	QLS	For graduates only — pass qualification to enter the PhD program.
Retention	RET	To retain an employee so they do not leave for another organization outside the university.
Competency-based	SCB	Change directly related to or recognizing demonstrated increased skills, abilities, knowledge and competency within the current job and generally used for salary increase due to promotion.
Temp interim assignment begins	TIA	Supplemental compensation for taking on additional duties above and beyond the regular job with a set beginning and end date.
Temp interim assignment end	TIE	Used when the supplemental compensation for taking on additional duties above and beyond the regular job is ending.
<b>Place on a short work break SWB</b>		
Auto job hold — no pay or benefits	AJN	Used when an academic employee ends their contract earlier than the originally agreed upon end date.
<b>Return from a work break</b>		
Employee renewal	RNW	Used when an academic employee returns from a work break to active status. This should only be used if the online renewal process is not available for use.
<b>Termination action TER</b>		
Term — transfer to ABOR or TRI-Us	BOR	An employee leaves and goes to work for ABOR or one of the TRI-Us.
Death	DTH	The employee is deceased.
Duplicate ID — do not use	DUP	Used by the system when a duplicate ID was created for the same employee. It should not be selected on the PTR. If a duplicate ID is identified, contact Data Management.
End of assignment	END	A short-term temporary — less than six months — staff member hired for a specific period on state-appropriated funds, PRN or seasonal employee that has completed their assignment as indicated in their offer letter.
Graduation	GRD	An employee voluntarily resigns, and their primary reason for leaving is due to graduation. The employee may not have a new degree in a different field or area in which they wish to pursue a new career or opportunity. This information can be obtained via a discussion with the employee or an exit interview.
Invol lack of funding	IFD	An employee is let go due to the lack of grant funding.



## How to process a Personnel Transaction Request

Action	Code	Definition
Layoff	IRD	An employee whose position was eliminated due to budget constraints, funding restrictions or reorganization. This does not apply to faculty, only classified and university staff employees.
Invol released during probation	IRP	A classified employee is terminated during their six-month probationary period per <a href="#">SPP 1011</a> . For on-track assistant professors, use when terminated in the first six years; for on-track associate professors and professors, use when terminated in the first four years.
Involuntary termination	ITR	Note: An involuntary termination requires approval from the dean, vice president and the Office of Human Resources. This code is used when an employee is released involuntarily for a legitimate business reason.
Quit without notice	QWN	Employees do not provide at least a two-week notice that they are resigning.
Term — transfer to a state agency	STA	An employee leaves and goes to work for the state of Arizona at an agency other than ABOR or one of the universities.
Involuntary—term contract during a probationary period	TEN	Completion of terminal contract for probationary faculty.
Involuntary — unsuccessful comp hire	UCH	Did not complete the hiring process successfully — did not pass the background check or did not produce the required documents for the I-9.
Disability more significant than five years of service	UNF	Termination due to a disability that prohibits the employee from performing essential functions of the job, where the employee possesses less than five years of continuous service at the onset of the disability. Their benefits end on the pay period end date.
Employee voluntarily resigns	VRS	Employee resigns voluntarily by providing notice. Reasons may range from personal to dissatisfaction with their job.
<b>Retirement action RET</b>		
Retirement	RET	Processed in the PTR as a retire employee request, used to terminate an employee who has completed at least five years of continuous, full-time employment in the Arizona university system immediately preceding retirement, receiving a retirement annuity under an Arizona university-sponsored retirement program. The employee must be at least 50 years old — 41 years old if a Public Safety Personnel Retirement System employee — and the employee has not been terminated by the university.
Retire-layoff	RRF	Processed in PTR as Retire Employee request, used for employee meeting guidelines for retirement. An employee whose position was eliminated due to budget constraints, funding reductions or reorganization and elected to retire versus being laid off or RIF'd. This does not apply to faculty and will be used for classified and university staff employees.
Involuntary — retire instead of termination	RIT	Processed in the PTR as a retire employee request. It is used for employees meeting the guidelines for retirement who have chosen to retire instead of involuntary termination.
<b>Std Hrs, FT or PT and Reg or Temp action DTA</b>		
FTE change	FTE	Used when only changing the standard hours or full or part-time fields.
Data correction	COR	Used when correcting data that was previously incorrect.
Status change	STA	Used when only changing the full/part or Reg/Temp statuses.



## How to process a Personnel Transaction Request

Action	Code	Definition
<b>Payroll transactions action APT</b>		
Correction	COR	All actions in the payroll transaction section of the splash page will be assigned the action of APT and the reason of COR automatically. Since these transactions will never update job data, all transactions can be labeled with the same action and action reason.