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## BPG position management

### HR department code changes

HR department code changes are made through the “Create/Modify Position” screen in PeopleSoft. To successfully run the PeopleSoft interface to Workday, you must lock down HR department code changes for a specified timeframe each pay period.

Department code changes on filled positions are locked down for six business days from when the payroll process begins on Thursday night until the evening of the following payday, Friday, when the distribution process is complete. This lockdown applies to department code changes with an effective date before or within the payroll currently being processed. During this period, departments may enter department code changes on filled positions for a future payroll, vacant and new positions.

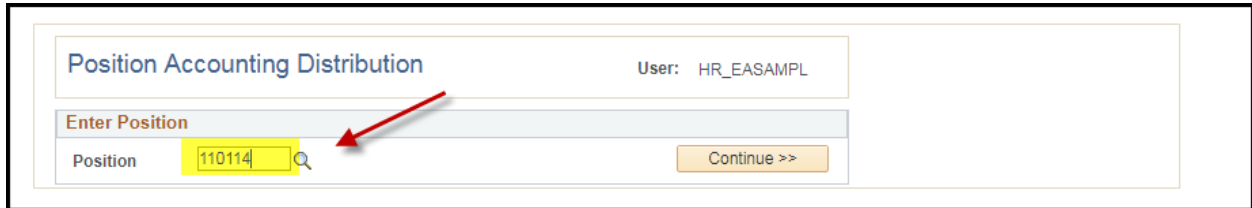
A department may submit position transactions if there is no department code change. Once the distribution process is confirmed, departments may enter department code changes on positions with an effective date for the recently distributed payroll.

### HR position funding changes

A position’s worktag mapping dictates where payroll expenditures post and payroll budgets are encumbered. Worktag mapping is initially assigned when a position is created. Current and prior fiscal year worktag mapping setups are on the PeopleSoft “Position Cross-Reference” screen under the “Distribution History” link on the “Position Cross-Reference” tab. [Reference the payroll encumbrances section](#) for navigation and details about position cross-reference.

Changes to a position’s worktag mapping are made through the PeopleSoft “Maintain Position Accounting” screen. You can access this screen through the following navigation path:

1. ASU Customizations.
2. ASU HCM Custom.
3. ASU Position Management.
4. Maintain Position Accounting.



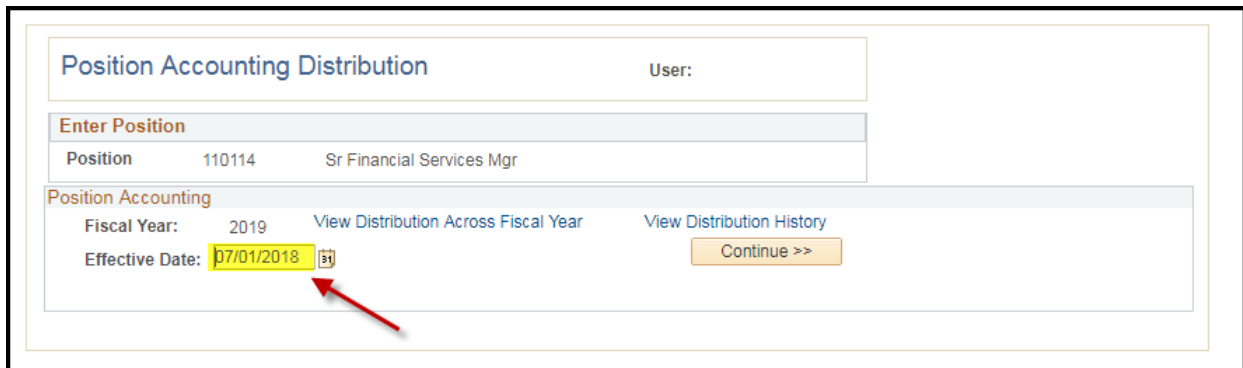
Position Accounting Distribution User: HR\_EASAMPL

Enter Position

Position 110114

After accessing the screen above:

1. Enter the position number.
2. Click continue.



Position Accounting Distribution User:

Enter Position

Position 110114 Sr Financial Services Mgr

Position Accounting

Fiscal Year: 2019 [View Distribution Across Fiscal Year](#) [View Distribution History](#)

Effective Date: 07/01/2018

3. Enter the effective date the new accounting distribution will take effect.
4. Click continue.

Position Accounting Distribution User: HR\_EASAMPL

---

**Enter Position**

Position: 110114      Sr Financial Services Mgr

---

**Position Accounting**

Fiscal Year: 2019      View Distribution Across Fiscal Year      View Distribution History  
 Effective Date: 07/01/2018

**Click Save and Submit to confirm funding on department code change.**

	Date	Deptid	Title
Position Data as of Above Date:	10/23/2017	D0201003	Sr Financial Services Mgr
Submitted Data as of Above Date:		n/a	n/a

---

**Replace Distribution Starting on the above Effdt with:**

**Split Funding**

Current FDM values are displayed within the grid below. Add, delete or modify as appropriate. Click <Save and Submit> to replace payroll accounting attributes as of the effective date.

- A driver worktag (Project, Gift, Grant, or Program) and Cost Center are required.
- Project, Gift and Grant will default related Cost Center.
- Cost Center must be entered first to select Program.
- Multiple driver worktags are not permitted.
- To change the driver worktag type, delete Driver and Cost Center and revise as needed.
- Acct, Dist%, or Optional: Earnings Specific Distribution cannot be changed for a previously distributed payroll for a filled position.

Use Deptid: D0201003      FS Accounting      **Enter Dept ID**

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

\*Dist % | 75.000

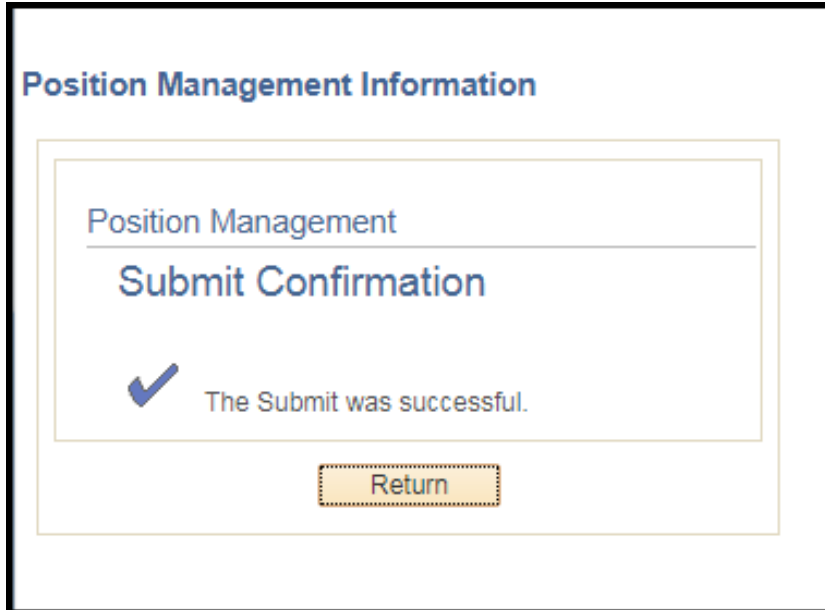
*Required: Driver Worktag and Cost Center		Optional: Additional Worktags	
Project		Dept Reporting Roll	
Gift		Department Reporting	
Grant		ASU Audit	
Cost Center	CC0259      FS-Financial Services	Academic Employee	
Program	PG02914      FS-Tempe Operations-GOT		

\*Dist % | 25.000

*Required: Driver Worktag and Cost Center		Optional: Additional Worktags	
Project		Dept Reporting Roll	
Gift		Department Reporting	
Grant		ASU Audit	
Cost Center	CC0259      FS-Financial Services	Academic Employee	
Program	PG07018      FS-Operations-ASC		

**Enter a cost center & one other driver worktag**

5. If there was a previous effective dated row, all required fields are carried over and prepopulated.
6. To add position funding, complete the “Typical (Default) Distribution” section in either of the following ways:
  - a. If the program is the driver worktag, select the cost center first and then the program.
  - b. Select the project, gift or grant driver worktag, auto-populating the cost center. The additional worktags “Dept Reporting Roll,” “Dept Reporting,” “ASU Audit” and “Academic Employee” are not required but may be selected at the department’s discretion.
7. Select the “+” button to add additional Workday accounts to the position funding. The combined distribution percentage between all accounts must be equal to 100%.
8. Enter the budget department ID, which should match the position and job department ID. Failing to do so may cause errors in the payroll distribution process.
9. Click “Save and Submit.”
10. You will receive the following confirmation screen.
11. Click “Return.”



Commencing on the effective date entered, all payroll expenditures for the position will be attributed to the worktags the department submitted. You may set up future-dated accounting distributions through the end of the fiscal year. The position distribution at year-end is rolled over to the subsequent fiscal year, where a “7/1/YYYY” line is created by a PeopleSoft process run toward the end of July by the [Commitment Accounting team](#).

### Earnings-specific earnings codes

You may use the optional earnings-specific distribution section to stipulate the driver and additional worktags used to fund a specific earnings code. The processing of vacation payouts is one example of when this section is used.

All vacation and compensatory payouts must be charged to ASU’s centralized vacation payout accounts — CC0004 and PF03070. When you set up a vacation or compensatory time payout, fill out the earnings-specific codes section of the “Maintain Position Accounting” screen for the related position. Use an effective date at the beginning of the pay period the termination date falls within. Specify the earnings code of VPO or CTP and enter CC0004 under “Cost Center” and PG 03070 under “Program” for the required driver worktags. Providing this information will result in the vacation and compensatory expense payout being charged to ASU’s centralized vacation payout account.

**Position Accounting Distribution** User:

**Enter Position**

Position: 110114    Sr Financial Services Mgr

**Position Accounting**

Fiscal Year: 2019    View Distribution Across Fiscal Year    View Distribution History  
 Effective Date: 07/01/2018

Click Save and Submit to confirm funding on department code change.

Position Data as of Above Date:	Date	Deptid	Title
	10/23/2017	D0201003	Sr Financial Services Mgr
Submitted Data as of Above Date:		n/a	n/a

**Replace Distribution Starting on the above Effdt with:**

**!** Current FDM values are displayed within the grid below. Add, delete or modify as appropriate. Click <Save and Submit> to replace payroll accounting attributes as of the effective date.

- A driver worktag (Project, Gift, Grant, or Program) and Cost Center are required.
- Project, Gift and Grant will default related Cost Center.
- Cost Center must be entered first to select Program.
- Multiple driver worktags are not permitted.
- To change the driver worktag type, delete Driver and Cost Center and revise as needed.
- Acct, Dist%, or Optional: Earnings Specific Distribution cannot be changed for a previously distributed payroll for a filled position.

Use Deptid: D0201003    FS Accounting

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

\*Dist % 75.000

*Required: Driver Worktag and Cost Center	Optional: Additional Worktags
Project: <input type="text"/>	Dept Reporting Roll: <input type="text"/>
Gift: <input type="text"/>	Department Reporting: <input type="text"/>
Grant: <input type="text"/>	ASU Audit: <input type="text"/>
Cost Center: CC0259    FS-Financial Services	Academic Employee: <input type="text"/>
Program: PG02914    FS-Tempe Operations-GOT	

**Optional: Earnings Specific Distribution**    Find | View All    First 1 of 1 Last

\*Dist % 100.000    \*Earnings VPO    \*Vacation Pay Off

*Required: Driver Worktag and Cost Center	Optional: Additional Worktags
Project: <input type="text"/>	Dept Reporting Roll: <input type="text"/>
Gift: <input type="text"/>	Department Reporting: <input type="text"/>
Grant: <input type="text"/>	ASU Audit: <input type="text"/>
Cost Center: CC0004    GU-Employee Related Expenses	Academic Employee: <input type="text"/>
Program: PG03070    GU-Tempe Centralized Vacation Payout-GPF	

### Position cross-reference

Use the PeopleSoft “Position Cross-Reference” screen to view a position’s HR details, cost center, and worktag combination funding information. You can access this screen via the following navigation path:

1. ASU Customizations.
2. ASU HCM Custom.
3. ASU Position Management.
4. Position Cross-Reference.

The following security roles have access to the “Position Cross-Reference” screen:

- HCM Dept Financial Manager.
- HCM Dept Position Manager.
- HCM Dept Position View.

Use the home screen to search for the desired position or employee. The searchable fields include position, business unit, department, job code, a short description, employee ID and name.

### ASU Position Cross-Reference

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

**Find an Existing Value**

**Search Criteria**

Position Number: begins with

Business Unit: begins with

Department: begins with

Job Code: begins with

Short Description: begins with

Empl ID: begins with

Last Name: begins with

Name: begins with

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

Once a position is selected, the “Position Cross-Reference” tab provides an incumbent listing, submitted front-end staging data and position details such as the department ID, reports, job code, etc.

**Position Cross-Reference** | Position Cross-Ref-Acctg

**Position Cross-Reference**

Position Number: **110114**

**Position Data**

Effective Date: 10/23/2017 [Position Data Details](#)

Descr: Sr Financial Services Mgr Short: SrFinSvcMg

Deptid: D0201003 FS Accounting

Jobcode: 191630 Sr Financial Services Mgr **Driving** N/A

Reports To: 109888

Fiscal Year: 2018 [Fiscal Year Distribution](#) [Distribution History](#)

**Submitted 'Front-End' Staging Data Not Processed Yet**

Effective Date: Status: User ID:

Deptid:

Jobcode:

Reports To: Vacant

Ready for Recruitment: Driving

**Current Incumbent List**

Name	Empl ID	Rcd	Pay Status	Effdt	Effseq
		0	Active	01/01/2018	0

Position Cross-Reference | Position Cross-Ref-Acctg

Clicking the “Position Data Details” link will provide further specifics about the position, like FTE, stand hours, workers’ compensation code, etc.

[Position Data](#)

**Position Data Details**

**Position Data Details**

Position:	110114	Effdt:	10/23/2017
Descr:	Sr Financial Services Mgr	Eff Status:	Active

---

Action Reason: Position Status Change

Business Unit: D0101

Deptid: D0201003    FS Accounting

Location Code: TEMPE    Campus: Tempe

Jobcode: 191630    Sr Financial Services Mgr

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Std Hours: 40.00     Budgeted Position

Max Head Count: 1     Fingerprint required

FTE: 1.000000    Budgeted FTE: 1.000

---

Reports To: 109888    Dir Financial Services

Sal Admin Plan: STAF    Staff and Administrators

Grade: 03

EEO Job Group: 310

Workers' Comp: 8868

---

Pay Group: SAL

Full/Part: Full-Time

Reg/Temp: Regular

FLSA Status: Exempted

Academic Rank:

Appt Type: University Staff Reg Appt

Long Title: Sr Financial Services Mgr



To view position funding, click “Fiscal Year Distribution.” This will show the cost center and worktag combination funding the position along with the effective date. It will also display the funding for any earnings-code-specific distributions.

Position Cross-Reference | Position Cross-Ref-Acctg

**Position Cross-Reference**

Position Number: **110114**

**Position Data**

Effective Date: 10/23/2017 [Position Data Details](#)

Descr: Sr Financial Services Mgr Short: SrFinSvcMg

Deptid: D0201003 FS Accounting

Jobcode: 191630 Sr Financial Services Mgr **Driving N/A**

Reports To: 109888

Fiscal Year: 2018 [Fiscal Year Distribution](#) [Distribution History](#)

**Submitted 'Front-End' Staging Data Not Processed Yet**

Effective Date: Status: User ID:

Deptid:

Jobcode:

Reports To: Vacant

Ready for Recruitment: Driving

**Current Incumbent List**

Name	Empl ID	Rcd	Pay Status	Effdt	Effseq
		0	Active	01/01/2018	0

[Return to Search](#)

Position Cross-Reference | Position Cross-Ref-Acctg

**FY Distribution**

**Position Distribution History**

Position: **110114**

**Position Distribution History**

FY	Effective Dt	Deptid
2018	05/07/2018	D0201003

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

Dist % 75.000

*Required: Driver Worktag and Cost Center		Optional: Additional Worktags
Project		Dept Reporting Roll
Gift		Department Reporting
Grant		ASU Audit
Cost Center	CC0259 FS-Financial Services	Academic Employee
Program	PG02914 FS-Tempe Operations-GOT	

**Earnings-Specific Distribution** Find | View All First 1 of 1 Last

VPO Vacation Pay Off Dist % 100.000

*Required: Driver Worktag and Cost Center		Optional: Additional Worktags
Project		Dept Reporting Roll
Gift		Department Reporting
Grant		ASU Audit
Cost Center	CC0004 GU-Employee Related Expenses	Academic Employee
Program	PG03070 GU-Tempe Centralized Vacation Payout-GPF	

The “Position Accounting Cross-Reference” tab is a position-specific commitment accounting screen including per-employee totals for fiscal year-to-date payroll expenses, processed redistributions and the current encumbrance balance.

Position Cross-Reference    **Position Cross-Ref-Acctg** ←

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**Position Accounting Cross-Reference**

**.Position / Fiscal Year**

Position: **110114**    Sr Financial Services Mgr    Fiscal Year: **2018**

**Payroll Actuals Distribution**    **Total.... 81,714**

Fiscal Year	Cost Center	EmpID	Rcd	Name	Actuals Amt
2018	CC0259		0		2,834.48
2018	CC0259		0		944.83
2018	WV11003		0		58,450.84
2018	WV51014		0		5,503.85
2018	WV51060		0		13,979.78

**Earnings Redistribution**    **Total.... 0**

Fiscal Year	ASU Acct	EmpID	Rcd	Transaction Nbr	Approval Status	Redist Amt
		1000646542	0			0.00

**Calculated Encumbrance**    **Total.... 15,385**

Fiscal Year	Cost Center	EmpID	Rcd	Name	Encumbrance Amt
2018	CC0259		0		11,539.00
2018	CC0259		0		3,846.00

## Payroll encumbrances

ASU calculates payroll encumbrances for all employees except student workers — STU and PRN pay groups — with a payroll status of active, leave with pay or retired with pay. Employees in other pay statuses, such as short work break or leave of absence, are not encumbered. Only an employee’s base salary is encumbered as the calculation does not account for any additional pay earnings, for example, supplemental pay, slated to be paid.

To determine the payroll encumbrance amount, take the employee’s compensation rate and multiply it by the remaining pay periods in the fiscal year or until the expected job end date. The compensation rate for hourly employees is prorated by the standard hours worked per week and multiplied by two.

An employee’s compensation rate is on the PeopleSoft “Job Data” screen under the “Compensation” tab. Standard hours are under the “Job Information” tab, and the expected job end date is under the “Work Location” tab. For encumbrance calculation purposes, pay periods are allocated into ten working days. If the fiscal year’s last pay period end date falls on June 28, the encumbrance calculation needs to include an additional 2/10 of a pay period for June 29 and June 30.

## Encumbrances for employee-related expenses

Employee-related expense encumbrances are determined by multiplying an employee’s payroll encumbrance by the applicable ERE rate. The applicable ERE rate is a byproduct of an individual’s employee class and benefit eligibility. [Visit the Commitment Accounting webpage](#) for more information about ERE rates and how they are determined.

## RA/TA tuition remission encumbrances

RA/TA encumbrance is the unassessed balance of the per semester RA/TA charge. Calculate the encumbrance by taking the semester RA/TA flat-rate amount minus the amount charged in previous pay periods. The RA/TA flat rate assessed per academic semester is based on the employee’s FTE. [Visit the Commitment Accounting webpage](#) for more information about RA/TA charges and rates.

## Reviewing payroll encumbrances

Payroll encumbrance per position in PeopleSoft is on the “Position Cross-Reference” screen under the “Position Cross-Ref-Acctg” tab.

.Position / Fiscal Year		Position		Fiscal Year:	
		110114	Sr Financial Services Mgr	2018	

Payroll Actuals Distribution					Total.... 81,714
Fiscal Year	Cost Center	EmplID	Rcd	Name	Actuals Amt
2018	CC0259		0		2,834.48
2018	CC0259		0		944.83
2018	WV11003		0		58,450.84
2018	WV51014		0		5,503.85
2018	WV51060		0		13,979.78

Earnings Redistribution						Total.... 0
Fiscal Year	ASU Acct	EmplID	Rcd	Transaction Nbr	Approval Status	Redist Amt
		1000646542	0			0.00

Calculated Encumbrance					Total.... 15,385
Fiscal Year	Cost Center	EmplID	Rcd	Name	Encumbrance Amt
2018	CC0259		0		11,539.00
2018	CC0259		0		3,846.00

In Workday, identify payroll encumbrance transactions from PeopleSoft through the Journal Sources: Integration — PSHCM Payroll Encumbrances and PSHCM Payroll encumbrances, manual interface error corrections. Workday has multiple prebuilt reports providing summary and transactional level detail about payroll and ERE encumbrance under the “Department Reports” worklet on the homepage.

[Contact your Financial Services accountant](#) for questions or more information.

## Payroll and PeopleSoft interfaces

The payroll distribution calendar represents the scheduled processing dates assuming no unforeseen processing delays.

### Payroll distribution calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1  On-cycle pay period ends	2  Off-cycle and ERE posted in Workday.  Encumbrances reset in Workday.  Off-cycle payroll and ERE distribute in PeopleSoft.	3	4	5  Payroll and ERE expenses distribute in PeopleSoft.	6  Payday  Payroll and ERE expenses are posted in Workday.  Encumbrances reset in Workday.	7
8	9	10	11	12	13	14

Redistribution entries processed in PeopleSoft are posted to Workday daily.

Off-cycle payroll expenditures, online manual checks and other payroll adjustments are processed in PeopleSoft during the off-cycle.

## Request the payroll distribution role

A payroll redistribution entry is used to correct an account number, position number, close date or earnings code type of a payroll expense posted in PeopleSoft and Workday.

Complete the following steps to request the redistribution role:

1. [Visit the payroll redistribution training course](#) and click launch.
2. Complete the quiz after you finish viewing the presentation. You must complete the examination before requesting the redistribution role.
3. Log in to PeopleSoft using your ASURITE ID and password to request the redistribution role. Use the following navigation from the main menu:
  - a. ASU Customizations.
  - b. ASU security.
  - c. Create security request.
4. The role is located in the HCM HR Position Management section.
5. Click "Redistribution."
6. You will receive an email when your access is approved.

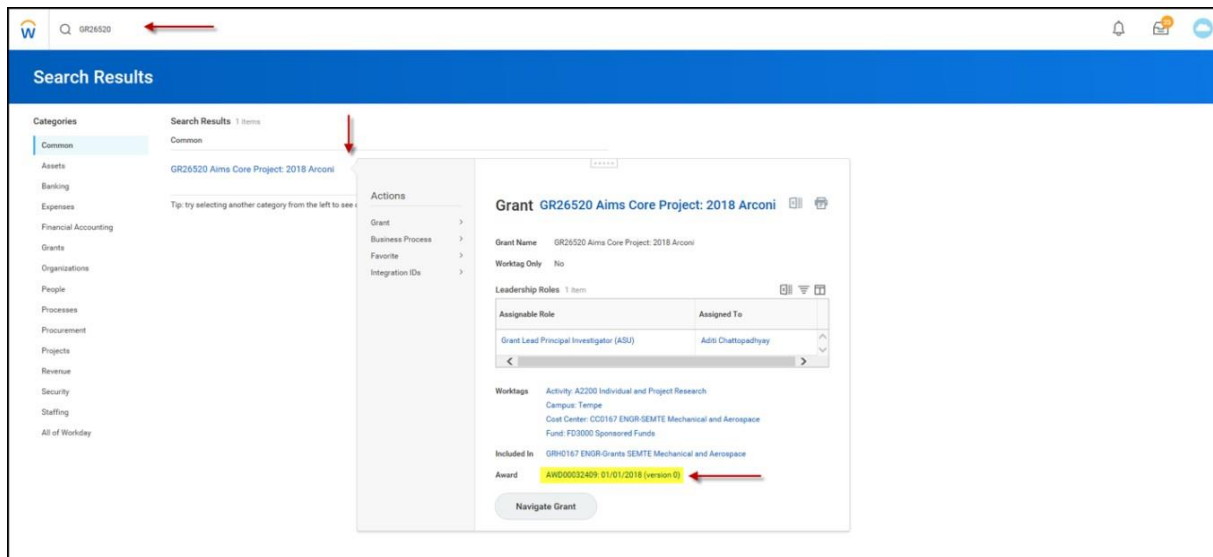
[Contact your Financial Services accountant](#) for questions or more information.

## Sponsored grant end dates

Suppose a sponsored grant is ending, but employment in positions funded by the sponsored grant is expected to continue. In that case, the positions in question must be remapped to a different cost center and worktag combination of the department's choosing. The effective date used for the worktag mapping change should be one day after the grant end date. If not corrected promptly, the expired grant will be automatically remapped without the department's discretion.

The Commitment Accounting team runs a PeopleSoft process each pay period that removes expired grants from position funding and replaces them with responsible worktags listed on Workday's "View Award" screen. To view the responsible worktag combination and grant end date in Workday, perform the following actions:

1. Search for the grant number and select the associated "Award" link via related actions.



2. Scroll to the bottom of the award record, click the "Award Lines" tab, and select the appropriate grant. Under the "Additional Information" section, the "Memo" field will contain the program and cost center of the responsible worktag combination. In contrast, the "To Date" field directly above holds the grant end date.

**View Award**

Award Number: AW000032409 | Award Status: Approved

**Award**

Company: Arizona State University

**Award Amounts**

Currency	USD
Sponsor Direct Cost	1.00
Sponsor Facilities And Administration	0.00
Sponsor Total	1.00
Cost Share Total	0.00
Award Total	1.00
Entered Line Amount	1.00
Authorized Amount	1.00
Billing Limit Override	0.00
Billed To Date	0.00
Cost Share Required by Sponsor	No
Anticipated Sponsor Direct Cost	0.00
Anticipated Facilities And Administration	0.00
Anticipated Sponsor Total	0.00

**Award Calendar**

Award Schedule: AW000032409 Award Schedule

Start Date: 01/01/2018

End Date: 12/31/2018

Contract Start Date: 01/01/2018

Contract End Date: 12/31/2018

**Proposal**

Federal Award Number: (empty)

CFDA Number: (empty)

CFDA Description: (empty)

Proposal ID: (empty)

Proposal Version: (empty)

Related Proposals: (empty)

**Award Lines**

Line Number	Billed Amount	Line Status	Active
1	0.00	Active	

**Line Item Details**

Company: Arizona State University

Line Type: Cost Reimbursable

Primary: Yes

Grant: GR26520 Alma Core Project: 2018 Arcconi

Line Amount: 1.00

Revenue Category: Other Internal Allocation-Sponsored

Award Line Lifecycle Status: (empty)

Spend Restriction: (empty)

Line Item Description: (empty)

Deferred Revenue: No

Line CFDA Number: (empty)

Line CFDA Description: (empty)

**Facilities And Administration**

Rate Agreement: (empty)

Basic Type: (empty)

Object Class Set: (empty)

Cost Rate Type: (empty)

Exception: (empty)

Revenue Allocation Profile: (empty)

Basic Limit: (empty)

**Additional Information**

From Date: 01/01/2018

To Date: 12/31/2018

Memo: F000120-CC03167

\*Fund: F0000 Sponsored Funds

\*Campus: Tempe

\*Cost Center: C00167 ENGR-SEMTE Mechanical and Aerospace

\*Activity: A2200 Individual and Project Research

Additional Worktags: (empty)

Subrecipient: (empty)

Line Federal Award Number: (empty)

In most cases, the responsible worktag combination is the dean's office Research Initiative Distribution account. If payroll expenditures post to the RID, the department must process payroll expense redistribution transactions to transfer the expenses to the appropriate worktag. To prevent payroll from further posting to the RID, the position must also be remapped from the responsible worktag combination.

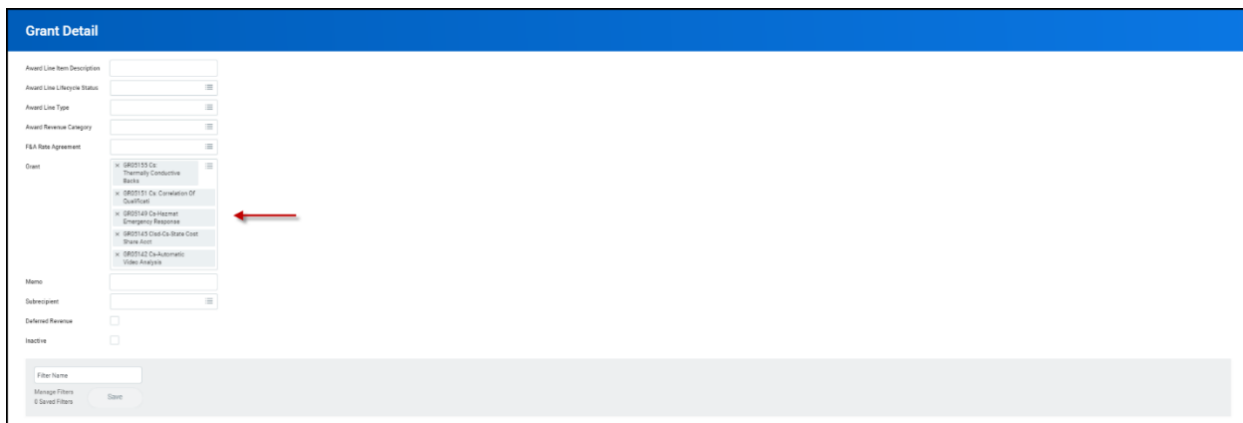
Business managers should be proactive, regularly viewing their own sponsored grants for upcoming end dates and updating related position funding before expiration. Preemptive actions help prevent payroll expenditures from posting to closed sponsored grants and RID worktags while keeping sponsored budgets from being over-encumbered. The worktags used for the new position distribution may be an existing general operating or local program. However, suppose the department does not wish to encumber payroll on their local or general operating program. In that case, departments

may request an Encumbrance Holding Account from Financial Services to be used for this purpose.

Submit a new account application to your Financial Services accountant and request a payroll encumbrance holding account. The only activity that should occur on the account should be payroll encumbrances. However, if payroll expenses are posted to this account, departments must redistribute the payroll expenses to an appropriate account promptly. Financial Services will monitor these accounts and ensure expenditures do not remain on these “unfunded” accounts.

### Expired grant reports and queries

The Workday Grant Detail report can be used to review the grant end date and the responsible worktag combination for multiple awards. On the report home screen, enter the desired grant numbers in the grant search box or filter by other fields such as “Award Line Type,” “Subrecipient” or “F&A Rate Agreement.”



In the “Grant Detail” report output, review the “To Date” and “Line Memo” fields to learn the grant end date and the responsible worktag combination.

Award ID	Blank	Invoice Date	Invoice E- In Name	Invoice	Worktag Type	Allowed Related Party	Default Related Parties	Award Line Type	Award Line Priority	Award Line Amount	Award Revenue Category	Award Line Lifecycle Status	Spent Restrictions	Line Item Description	Deferred Revenue	F&A Rate Agreement	F&A Rate Type	F&A Rate Rate	F&A Rate Plan	F&A Rate Plan	F&A Rate Plan	F&A Rate Plan	From Date	To Date	Line Memo	Invoice Status	Subrecipient			
5802142	5802142 Co-Automatic Highs Analysis				Activity	42201 Research Department Funded	Activity 42201 Research Department Funded	Cost Reimbursable		0.00	Mandatory Transfer	In											04/30/2018	04/30/2018	P02142-00103					
					Cost Center	02113 ENGR-Center Support	Cost Center 02113 ENGR-Center Support																							
					Fund	F01100-0074-Appropriation/Fun	Fund F01100-0074-Appropriation/Fun																							
5802143	5802143 Co-Share Cost Share Fund				Activity	A7100 Scholarship/Fellowship/Travel	Activity A7100 Scholarship/Fellowship/Travel	Cost Reimbursable		0.00	Mandatory Transfer	In											08/15/2014	08/14/2017	P02143-00202					
					Cost Center	02113 ENGR-TPE Operations	Cost Center 02113 ENGR-TPE Operations																							
					Fund	F01100-0074-Appropriation/Fun	Fund F01100-0074-Appropriation/Fun																							
5802148	5802148 Co-Advanced Emergency Response				Activity	42201 Research Department Funded	Activity 42201 Research Department Funded	Cost Reimbursable	Yes	1.00	Mandatory Transfer	In											11/01/2018	03/31/2017	P02148-00103					
					Cost Center	02113 ENGR-Center Support	Cost Center 02113 ENGR-Center Support																							
					Fund	F01100-0074-Appropriation/Fun	Fund F01100-0074-Appropriation/Fun																							
5802151	5802151 Co-Continuation Of Support				Activity	42201 Research Department Funded	Activity 42201 Research Department Funded	Cost Reimbursable	Yes	1.00	Mandatory Transfer	In											08/01/2018	07/31/2017	P02151-00103					
					Cost Center	02113 ENGR-Center Support	Cost Center 02113 ENGR-Center Support																							
					Fund	F01100-0074-Appropriation/Fun	Fund F01100-0074-Appropriation/Fun																							
5802155	5802155 Co-Thermally Conductive Beads				Activity	42201 Research Department Funded	Activity 42201 Research Department Funded	Cost Reimbursable	Yes	1.00	Mandatory Transfer	In												08/01/2018	07/31/2017	P02155-00103				
					Cost Center	02113 ENGR-Center Support	Cost Center 02113 ENGR-Center Support																							
					Fund	F01100-0074-Appropriation/Fun	Fund F01100-0074-Appropriation/Fun																							



## Federal work-study

Each pay period, the PeopleSoft ASUCA008 job creates redistribution transactions for student workers who receive a federal work-study award. The redistribution transactions transfer a percentage of the student’s payroll expense from the departmental worktags to ASU’s central work-study programs.

Seventy percent of the student worker’s earnings are redistributed to the central program except when awarded by:

- America Reads — 100%.
- Near Peer Initiative — 100%.
- Work-study off-campus — 68% or 88%.

Redistributions occur continuously each pay period until the student’s federal work-study award is exhausted. Work-study award and balance information are in the campus solutions section of PeopleSoft. [Contact Financial Aid](#) for student award-related questions.

Work-study transactions originate in PeopleSoft as redistribution entries generated during the payroll redistribution process. PeopleSoft positions are assigned an SWS split code, which dictates the award program and student worker earnings percentage to be moved. Split codes per position can be queried using the “PS\_ASU\_PM\_Stage” table. The program redistributes only earnings under the STH or OTP earn codes.

These transactions interface into Workday and post to the Journal Source: Integration — PSHCM Work-Study and PSHCM Work-study for manual integration error corrections and crediting the departmental account.

PeopleSoft split code	Award program	Redistribution percentage	Central program	Ledger	Spend category
S7030	Work-study on-campus	70%	<ul style="list-style-type: none"> <li>• CC0001.</li> <li>• PG00007.</li> </ul>	7104: Personal services — student	SC0555: Personal services — student — work-study
X6832	Work-study off-campus	68%	<ul style="list-style-type: none"> <li>• CC0001.</li> <li>• PG00007.</li> </ul>	7104: Personal services — student	SC0555: Personal services — student — work-study
AR100	America Reads	100%	<ul style="list-style-type: none"> <li>• CC0001.</li> <li>• PG00006.</li> </ul>	7104: Personal services — student	SC0555: Personal services — student — work-study
None	No work-study award	0%	None	None	None

PeopleSoft split code	Award program	Redistribution percentage	Central program	Ledger	Spend category
NP100	Near Peer Initiative	100%	<ul style="list-style-type: none"> <li>• CC0001.</li> <li>• PG00007.</li> </ul>	7104: Personal services — student	SC0555: Personal services — student — work-study
SD70F	SEED	70%	<ul style="list-style-type: none"> <li>• CC0001.</li> <li>• PG00008.</li> </ul>	7104: Personal services — student	SC0555: Personal services — student — work-study

The referenced journal sources, ledgers and spend categories can be used as filters for work-study reporting purposes when querying Workday departmental reports and the financial data warehouse, Amazon Redshift.

[Contact your Financial Services accountant](#) for questions or more information about work-study transactions.