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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. <u>Reference the payroll encumbrances section</u> for navigation and details about position cross-reference.

| Position Distribution History | |
|--|------------------------------------|
| Position: 110114 | Payroll Exp & Encumbrances |
| sition Distribution History | through June 30 Will post to this |
| FY Effective Dt Deptid 2018 04/09/2018 D0201003 | Working Combination |
| Typical (Default) Distribution | Find Mew 1 First @ 1-2 of 2 D Last |
| Dist % 75.00 | |
| *Required: Driver Worktag and Cost Center | Optional: Additional Worktags |
| Project | Pept Reporting Roll |
| Gift | Department Reporting |
| Grant | A SU Audit |
| Cost Center CC0259 FS-Financial Services | Academic Employee |
| Program PG02914 FS-Tempe Operations 30T | |
| Dist % 25.00 | 00 |
| *Required: Driver Worktag and Jost Center | Optional: Additional Worktags |
| Project | Dept Reporting Roll |
| Gift | Department Reporting |
| Grant | A SU Audit |
| Cost Center CC0259 FS-Financial Services | Academic Employee |
| Program PG07018 ES-Operations-ASC | |



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 Q | Continue >> |

After accessing the screen above:

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

| | | 00011 | |
|---------------|------------------|--------------------------------------|---------------------------|
| Enter Positio | on | | |
| Position | 110114 | Sr Financial Services Mgr | |
| osition Accou | Inting | | |
| Fiscal Yea | r: 2019 | View Distribution Across Fiscal Year | View Distribution History |
| Effective E |)ate: 07/01/2018 | <mark>- 31</mark> | Continue >> |
| | | | |
| | | | |

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



| ter Position | |
|---|---|
| osition 110114 Sr Financial Services Mgr | |
| ition Accounting Fiscal Year: 2019 View Distribution Across Fiscal Y Effective Date: 07/01/2018 fick Save and Submit to confirm funding on department con | Year View Distribution History de change. |
| Date Deptid Position Data as of Above Date: 10/23/2017 D0201003 Submitted Data as of Above Date: n/a n/a | Title Sr Financial Services Mgr n/a |
| eplace Distribution Starting on the above Effdt with: | |
| Ading Acct, Dist%, or Optional: Earnings Specific Distributed payroll for a filled position. | ution cannot be changed for a |
| Use Aeptid: D0201003 Q FS Accounting Aquired-Typical (Default) Distribution Dist % 75.000 Acquired: Driver Worktag and Cost Center Project Grat: Cost Center CC0259 Q FS-Financial Services Program PG02914 Q FS-Financial Services Program PG02914 Q FS-Tempo Concritions COT | Enter Dept ID Find View 1 First (*) 1-2 of 2 (*) Last (*) = Optional: Additional Worktags Dept Reporting Roll Department Reporting ASU Audit Academic Employee |
| Use heptid: D0201003 Q FS Accounting Aquired-Typical (Default) Distribution Dist % 75.000 Required: Driver Worktag and Cost Center Project Grat: Cost Center CC0259 Q FS-Financial Services Program PG02914 Q FS-Tempe Operations-GOT "Dist % 25.000 | Enter Dept ID Find View 1 First 1-2 of 2 Last |
| Use Apptid: D0201003 Q FS Accounting Aquired-Typical (Default) Distribution *Dist % 75.000 *Required: Driver Worktag and Cost Center Project Gift Grant Cost Center CC0259 Q FS-Financial Services Program PG02914 FS-Tempe Operations-GOT *Dist % 25.000 *Required: Driver Worktag and Cost Center | Enter Dept ID Find View 1 First 1-2 of 2 Last |

- 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.
- 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."



| Positio | on Management | |
|---------|----------------------------|--|
| Sub | omit Confirmation | |
| ~ | The Submit was successful. | |
| | 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 <u>Commitment Accounting</u> 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.



| Enter Position | | | | | | |
|---|---|--|---|---|---|--|
| Position 1 | 10114 \$ | Br Financial Servi | ces Mgr | | | |
| osition Accounting | | | | | | |
| Fiscal Year: Effective Date: | 2019 Vie 07/01/2018 | ew Distribution A | cross Fiscal Yea | ar View Distribution H | istory | |
| Click Save and Su | bmit to confirm | funding on dep | artment code | change. | | |
| | | Date | Deptid | Title | | |
| Position Data as | of Above Date: | 10/23/2017 | D0201003 | Sr Financial Services Mgr | | |
| Submitted Data | as of Above Dat | e: | n/a | n/a | | |
| Replace Distrib | ution Starting | on the above | Effdt with: | | | |
| Cost Multi To ch | Center must be ple driver workta hange the driver | entered first to si gs are not permit worktag type, del | elect Program. Ited. lete Driver and | Cost Center and revise as ne | eded. | |
| Use Deptid: Required: Typica *Dist % 7: *Required: Di Project | Dist%, or Option ously distributed D0201003 (al (Default) Dist 5.000 river Worktag | al: Earnings Spi payroll for a fille FS Accountin tribution and Cost Cent | ecific Distributio d position. g | Optional: Additional Dept Reporting Roll | Find Mew All | First 🚯 1 of 2 🚯 Last |
| Use Deptid: Required: Typic: *Dist % 7 *Required: Di Project Gift | Dist%, or Option ously distributed D0201003 c al (Default) Dist 5.000 river Worktag | nal: Earnings Spi payroll for a fille FS Accountin tribution and Cost Cent | ecific Distributio d position. g | Optional: Additional Dept Reporting Roll Department Reporting | Find Mew All | First 🚯 1 of 2 🛈 Last |
| Use Deptid: Required: Typica *Dist % 7? *Required: Dr Project Gift Grant | Dist%, or Option ously distributed D0201003 (c al (Default) Dist 5.000 river Worktag | nal: Earnings Spi payroll for a fille R FS Accountin Irribution | ecific Distributio d position. g | Optional: Additional Dept Reporting Roll Department Reporting ASU Audit | Find View All | First 🚯 1 of 2 🕑 Last |
| Use Deptid: Required: Typica *Dist % 72 *Required: Di Project Gift Grant Cost Contro C | Dist%, or Option ously distributed D0201003 (c al (Default) Dist 5.000 river Worktag | nal: Earnings Spi payroll for a fille FS Accountin FS Accountin and Cost Cent | ecific Distributio d position. | Optional: Additional Dept Reporting Roll Department Reporting A SU Audit | Find <u>View Ail</u> | First 🕚 1 of 2 🕑 Last |
| Use Deptid: Required: Typic: *Dist % 72 *Required: Di Project Gift Grant Cost Center Co | Dist%, or Option ously distributed D0201003 (al (Default) Dist 5.000 river Worktag | All: Earnings Spip payroll for a fille FS Accountin tribution and Cost Cent B-Financial Service | ecific Distributio d position. | Optional: Additional Dept Reporting Roll Department Reporting A SU Audit Academic Employee | Find View All al Worktags | First (1 of 2) Last |
| Use Deptid: Required: Typic: *Dist % 72 *Required: Di Project Gift Grant Cost Center CC Program | Dist%, or Option ously distributed D0201003 (al (Default) Dist 5.000 river Worktag | All: Earnings Spip payroll for a fille FS Accountin tribution and Cost Cent S-Financial Servic S-Tempe Operatio | ecific Distributio d position. g ter ces | Optional: Additional Dept Reporting Roll Department Reporting ASU Audit Academic Employee | Find View All al Worktags | First (1) 1 of 2 (1) Last |
| Use Deptid: Required: Typic: *Dist % 7: *Required: D Project Gift Grant Cost Center CC Program Program | Dist%, or Option ously distributed D0201003 (al (Default) Dist 5.000 river Worktag 20259 Q FS 302914 Q FS 302914 Q FS | hal: Earnings Spr payroll for a fille Contemporation FS Accountin tribution and Cost Cent S-Financial Servic S-Tempe Operation tribution | d position. | Optional: Additional Dept Reporting Roll Department Reporting ASU Audit Academic Employee | Find View All | First (*) 1 of 2 (*) Last (*) = First (*) 1 of 1 (*) Last |
| Use Deptid: Required: Typic: *Dist % 72 *Required: Di Project Gift Grant Cost Center CC Program Program *Dist % 100 | Distis, or Option ously distributed D0201003 (c all (Default) Dist 5.000 river Worktag D02259 Q, FE 5.002914 Q, FE gs Specific Dis 5.000 *Earning: | nar: Earnings Spi payroll for a file Q FS Accountin tribution and Cost Cent B-Financial Servic B-Tempe Operation tribution | erfic Distributio d position. g ter ter tes sons-GOT | Optional: Additional Dept Reporting Roll Department Reporting ASU Audit Academic Employee | Find View All | First (1 of 2) Last |
| Use Deptid: Required: Typic: *Dist % 7? *Required: Di Project Gift Grant Cost Center CC Program PC Optional: Earnin *Dist % 100 *Required: Di | Distik, or Option ously distributed D0201003 (c) al (Default) Dist 5.000 river Worktag gs Specific Dis 3.000 "Earning: river Worktag | Ari : Earnings Spi payroll for a file Q FS Accountin tribution and Cost Cent 3-Financial Servi 3-Tempe Operation tribution Strong Vaccount Cent and Cost Cent | erific Distributio d position. g ter ter ces ons-GOT titon Pay Off ter | Optional: Additional Academic Employee | Find View All al Worktags Q Q C C C C C C C C C C C C C | First (1 of 2) Last The main of the second |
| Use Deptid: Required: Typics *Dist % 7: *Required: D Project Gift Grant Cost Center C Program *Dist % 101 *Required: D Project *Required: D Project *Required: D Project | Distis, or Option ously distributed D0201003 (c) al (Default) Dist 5.000) river Worktag gs Specific Dis 3.000 *farning: river Worktag | Ari : Earnings Spi payroll for a file payroll for a file R = FS Accountin tribution and Cost Cent B = Financial Servi S = Tempe Operation tribution S = YPO Q _ Vace and Cost Cent | erfic Distributio d position. g ter ter tes tons-GOT tion Pay Off ter | Optional: Additional Optional: Additional AsU Audit Academic Employee Optional: Additional Dept Reporting Roll | Find View All | First (1) 1 of 2 (2) Last (*) = First (3) 1 of 1 (2) Last (*) = |
| Use Deptid: Required: Typic: "Dist % 7' "Required: Di Project Gift Cost Center CC Program PC Optional: Earnin "Dist % 100 "Required: Di Project Gift | Distis, or Option ously distributed bootoously distributed bootoousl | Ari: Earnings Spi payroll for a file payroll for a file Constraint of the space of the spin of the spi | erific Distribution d position. g ter ter tes sons-GOT tion Pay Off ter | Optional: Addition Dept Reporting Roll Optional: Addition Dept Reporting Roll Dept Reporting Roll Dept Reporting Roll Dept Reporting Roll | Find Mew Ail al Worktags | First (*) 1 of 2 (*) Last (*) |
| Use Deptid: Required: Typic: *Dist % 7: *Required: Di Project Gift Grant Cost Center CC Program *Dist % 100 *Required: Di Project Gift Gift Gift | Distis, or Option ously distributed Dozo1003 (c al (Default) Dist 5.000 river Worktag 30259 Q, FS 302914 Q, FS gs Specific Dis 3.000 *Earning: river Worktag | Ari: Earnings Spi payroll for a file Q. FS Accountin tribution and Cost Cent 3-Financial Service 3-Tempe Operation tribution by PO Q. Vacca and Cost Cent | effic Distributio d position. g ter :es sus-GOT tion Pay Off ter | Optional: Additional Dept Reporting Roll Department Reporting A SU Audit Academic Employee Optional: Additional Dept Reporting Roll Department Reporting Optional: Additional Dept Reporting Roll Department Reporting Substance Subs | Find View All | First (1) 1 of 2 (1) Last (1) (1) First (1) 1 of 1 (1) Last (1) (1) |
| Use Deptid: Required: Typic: *Dist % 7: *Required: D Project Gift Cost Center CC Program *Dist % 101 *Required: D Project Gift Gift Grant | Distis, or Option ously distributed Dozo1003 (c al (Default) Dist 5.000 river Worktag 20259 Q FE 2022914 Q FE 2022914 Q FE gs Specific Dis 1.000 "Earning: river Worktag | Ari: Earnings Spip payroll for a file Q FS Accountin tribution and Cost Cent Arithmetic Service S-Financial Service S-Tempe Operation S-Tempe Operation S-Tempe Operation SPFO Q Vacca and Cost Cent | effic Distributio d position. g ter :es :es suns-GOT :tion Pay Off ter | Optional: Additional Dept Reporting Roll Department Reporting ASU Audit Optional: Additional Dept Reporting Roll Dept Reporting Roll Dept Reporting Roll Dept Reporting Roll Department Reporting ASU Audit | Find View All al Worktags al Q Q Q Find View All al Worktags Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q | First (*) 1 of 2 (*) Last (*) = First (*) 1 of 1 (*) Last (*) = |

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 Existin | g Value | | |
|--------------------|--------------------------|----------------------|----------|
| Search Crite | eria | | |
| | | | |
| Position Number | begins with 🔻 | 101464 |]a |
| Business Unit | begins with 🔻 | | a. |
| Department | begins with 🔻 | | a. |
| Job Code | begins with $\ {\bf v}$ | | Q |
| Short Description | begins with $\ {\bf v}$ | | |
| Empl ID | begins with $\ {\bf v}$ | | Q |
| Last Name | begins with v | | |
| Name | begins with \mathbf{v} | | |
| Case Sensitive | e | | |
| Limit the number o | f results to (up t | o 300): 300 | |
| | | - 77 | |
| Search (| Clear Basic S | 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-R | eference | | | | | |
|---|-------------------|-----------------|------------|------------|-----------|-------------|-------|
| Position Nur | nber: 11 (| 0114 | | | | | |
| Position Data | | | | | | | |
| Effective Date | 10/23/201 | 7 | | P | osition D | ata Details | |
| Descr: | Sr Financi | al Services Mgr | | 5 | Short: | SrFinSvcMg | |
| Deptid: | D0201003 | FS Accou | nting | | | | |
| Jobcode: | 191630 | Sr Financ | ial Servio | es Mgr | | Driving N/A | |
| Reports To: | 109888 | | | | | | |
| Fiscal Year: | 2018 | Fiscal Year Di | stribution | ı I | Distribut | ion History | |
| Submitted 'Fror | nt-End' Stag | ing Data Not F | rocess | ed Yet | | | |
| Effective Date: | | Status: | | User | ID: | | |
| Deptid: | | | | | | | |
| Jobcode: | | | | | | | |
| Reports To: | | Vacant | | | | | |
| | uitment: | | | Drivin | g | | |
| Ready for Recru | | | | | | | |
| Ready for Recru Current Incum | bent List | | | | | | |
| Ready for Recru Current Incum Incumbent | Job Data |) | | | | | |
| Ready for Recru Current Incum Incumbent | Job Data | Empl ID | Rcd | Pay Status | Effdt | | Effse |

Return to Search

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 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 Std Hours: 40.00 Budgeted Position Max Head Count: 1 Image: 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 Regular FLSA Status: Exempted Academic Rank: Apt Type University Staff Reg Appt Long Title: Sr Financial Services Mgr | Position Da | ta Details | i | | | | |
|---|-----------------|-----------------|-----------------|----------|-------------|-------------|------------|
| Position: 110114 Eff dt: 10/23/2017 Descr: Sr Financial Services Mgr Eff Status: Active Action Reason: Position Status Change Business Unit: D0101 Deptid: D0201003 FS Accounting Status Location Code: TEMPE Campus: Tempe Jobcode: 191630 Jobcode: 191630 Sr Financial Services Mgr Std Hours: 40.00 Image: Budgeted Position Max Head Count: 1 Image: Financial Services Status Staff and Administrators Grade: 03 03 EEO Job Group: 310 Workers' Comp: 8868 Pay Group: SAL Full/Part: Full-Time Regular FLSA Status: Exempted Academic Rank: Apt Type University Staff Reg Appt Long Title: Sr Financial Services Mgr | Position Data D | etails | | | | | |
| Descr: Sr Financial Services Mgr Eff Status: Active Action Reason: Position Status Change Business Unit: D0101 Deptid: D0201003 FS Accounting Location Code: TEMPE Location Code: TEMPE Campus: Tempe Jobcode: 191630 Sr Financial Services Mgr Std Hours: 40.00 ✓ Budgeted Position Max Head Count: 1 Image: Fingerprint required FTE: 1.000000 Budgeted FTE: 1.000 Image: Fingerprint required 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 | Position: 1101 | 114 | | | | Effdt: | 10/23/2017 |
| Action Reason: Position Status Change Business Unit: D0101 Deptid: D0201003 FS Accounting Location Code: TEMPE Campus: Tempe Jobcode: 191630 Sr Financial Services Mgr Std Hours: 40.00 Max Head Count: 1 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 | Descr: Sr F | inancial Servio | es Mgr | | | Eff Status: | Active |
| Business Unit: D0101 Deptid: D0201003 FS Accounting Location Code: TEMPE Campus: Tempe Jobcode: 191630 Sr Financial Services Mgr Std Hours: 40.00 Budgeted Position Max Head Count: 1 Fingerprint required FTE: 1.00000 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 | Action Reason: | Position Stat | tus Change | | | | |
| Deptid: D0201003 FS Accounting Location Code: TEMPE Campus: Tempe Jobcode: 191630 Sr Financial Services Mgr Std Hours: 40.00 | Business Unit: | D0101 | | | | | |
| Location Code: TEMPE Campus: Tempe Jobcode: 191630 Sr Financial Services Mgr Std Hours: 40.00 ■ Budgeted Position Max Head Count: 1 ■ Fingerprint required FTE: 1.00000 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 | Deptid: | D0201003 | FS Accounting | | | | |
| Jobcode: 191630 Sr Financial Services Mgr Std Hours: 40.00 | Location Code: | TEMPE | Campus: Temp | e | | | |
| Std Hours: 40.00 Sudgeted Position Max Head Count: 1 Fingerprint required FTE: 1.000000 Budgeted FTE: 1.000 Reports To: 109888 Dir Financial Services Sal Admin Plan: STAF Stal 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 | Jobcode: | 191630 | Sr Financial Se | ervices | Mgr | | |
| 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 Sr Financial Services Mgr Sr Financial Services Mgr | Std Hours: | 40.00 | | ✓ Bi | udgeted P | osition | |
| FTE: 1.000000 Budgeted FTE: 1.000 Reports To: 109888 Dir Financial Services Sal Admin Plan: STAF Staff and Administrators Grade: 03 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 Long Title: Sr Financial Services Mgr | Max Head Count: | 1 | | 🗌 Fi | ngerprint i | required | |
| Reports To: 109888 Dir Financial Services Sal Admin Plan: STAF Staff and Administrators Grade: 03 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 Long Title: Sr Financial Services Mgr | FTE: | 1.000000 | Budgeted FTE: | 1.00 | 0 | | |
| 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: Academic Rank: Appt Type | Reports To: | 109888 | Dir Financial S | ervices | ; | | |
| Grade: 03 EEO Job Group: 310 Workers' Comp: 8868 Pay Group: SAL Full/Part: Full-Time Reg/Temp: Regular FLSA Status: Exempted Academic Rank: Academic Rank: Appt Type University Staff Reg Appt Long Title: Sr Financial Services Mgr | Sal Admin Plan: | STAF | Staff and Admi | nistrate | ors | | |
| EEO Job Group: 310 Workers' Comp: 8868 Pay Group: SAL Full/Part: Full-Time Reg/Temp: Regular FLSA Status: Exempted Academic Rank: Appt Type Long Title: Sr Financial Services Mgr | Grade: | 03 | | | | | |
| Workers' Comp: 8868 Pay Group: SAL Full/Part: Full-Time Reg/Temp: Regular FLSA Status: Exempted Academic Rank: Appt Type University Staff Reg Appt | EEO Job Group: | 310 | | | | | |
| Pay Group: SAL Full/Part: Full-Time Reg/Temp: Regular FLSA Status: Exempted Academic Rank: Viniversity Staff Reg Appt | Workers' Comp: | 8868 | | | | | |
| Full/Part: Full-Time Reg/Temp: Regular FLSA Status: Exempted Academic Rank: University Staff Reg Appt | Pay Group: | SAL | | | | | |
| Reg/Temp: Regular FLSA Status: Exempted Academic Rank: | Full/Part: | Full-Time | | | | | |
| FLSA Status: Exempted Academic Rank: University Staff Reg Appt | Reg/Temp: | Regular | | | | | |
| Academic Rank: Appt Type University Staff Reg Appt Long Title: Sr Financial Services Mgr | FLSA Status: | Exempted | | | | | |
| Appt Type University Staff Reg Appt Long Title: Sr Financial Services Mgr | Academic Rank: | | | | | | |
| Long Title: Sr Financial Services Mgr | Appt Type | University S | aff Reg Appt | | | | |
| | Long Title: | Sr Financial | Services Mgr | | | | |
| Deture | | | Detri | _ | | | |



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-R | eference | | | | | |
|------------------------------------|--------------|-----------------|------------|------------|----------|---------------|-------|
| Position Nun | nber: 110 | 114 | | | | | |
| Position Data | | | | | | | |
| Effective Date | 10/23/2017 | 7 | | P | osition | Data Details | |
| Descr: | Sr Financia | al Services Mgr | | : | Short: | SrFinSvcMg | |
| Deptid: | D0201003 | FS Accou | nting | | | | |
| Jobcode: | 191630 | Sr Financ | ial Servio | es Mgr | | Driving N/A | |
| Reports To: | 109888 | | | | | | |
| Fiscal Year: | 2018 | Fiscal Year Di | stribution | | Distribu | ition History | |
| Submitted 'Fror | it-End' Stag | ing Data Not F | rocess | ed Yet | | | |
| Effective Date: | | Status: | | User | ID: | | |
| Deptid: | | | | | | | |
| Jobcode: | | | | | | | |
| Reports To: | | Vacant | | | | | |
| Ready for Recru | uitment: | | | Drivin | g | | |
| | bent List | | | | | | |
| Current Incum | | | | | | | |
| Current Incum Incumbent | Job Data | | | | | | |
| Current Incum Incumbent Name | Job Data | Empl ID | Rcd | Pay Status | Effd | t | Effse |

Return to Search

Position Cross-Reference | Position Cross-Ref-Acctg

FY Distribution

| sition Distribution History | |
|---|---------------------------------------|
| sition: 110114 | |
| ion Distribution History | |
| FY Effective Dt Deptid 2018 05/07/2018 D0201003 | |
| ypical (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 | |
| arnings-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- | |



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 A | Accountin | g Cross | -Refere | ence | | | | | | |
|---|---------------|---------|----------|------|-----|------------------|--------------------|-----------------|--|--|
| .Position / Fi | scal Year | | | | | | | | | |
| Position 110114 Sr Financial Services Mgr Fiscal Year: 2018 | | | | | | | | | | |
| Payroll Actua | ls Distributi | on | | | | | Total. | 81,714 | | |
| Fiscal Year | Cost Center | Em | pliD | Rcd | N | lame | | Actuals Am | | |
| 2018 | CC0259 | | | | 0 | The state of the | | 2,834.4 | | |
| 2018 | CC0259 | | | | 0 | in the second | | 944.8 | | |
| 2018 | WV11003 | | | | 0 | i terrete | | 58,450.84 | | |
| 2018 | WV51014 | 1 | | | 0 | The Partners | | 5,503.85 | | |
| 2018 | WV51060 | | 10000000 | | 0 | in the series | | 13,979.7 | | |
| Earnings Red | listribution | | | | | | Total 0 | | | |
| Fiscal Year | A SU Acct | Emp | IID | Rcd | Tra | insaction Nbr | Approval Status | Redist Am | | |
| | | 1000 | 0646542 | 0 | | | | 0.00 | | |
| Calculated Er | ncumbrance | | | | | | Total | 15,385 | | |
| Fiscal Year | Cost Center | Er | nplID | R | cd | Name | | Encumbrance Amt | | |
| 2018 | CC0259 | | | (| | 0 | | 11,539.00 | | |
| 2018 | CC0259 | | | | ſ | 7 | | 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. <u>Visit the Commitment Accounting webpage</u> 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. <u>Visit the Commitment Accounting webpage</u> 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-Acct" tab.

| Position A | Accounting | Cross-Refere | ence | | | |
|----------------|-----------------|---|-------|-----------------|--------------------|-----------------|
| .Position / Fi | scal Year | | | | | |
| Position | 110114 | Sr Financial Service | s Mgr | | Fisca | l Year: 2018 |
| Payroll Actua | Is Distribution | 1 | | | Total | 81,714 |
| Fiscal Year | Cost Center | EmplID | Rcd | Name | | Actuals Amt |
| 2018 | CC0259 | | 10.0 | 0 | | 2,834.48 |
| 2018 | CC0259 | 1.000 | | 0 | | 944.83 |
| 2018 | WV11003 | | | 0 | | 58,450.84 |
| 2018 | WV51014 | 1000000000 | | 0 | | 5,503.85 |
| 2018 | WV51060 | in the second second | | 0 | | 13,979.78 |
| Earnings Red | istribution | | | | Total 0 | |
| Fiscal Year | A SU Acct | EmplID | Rcd | Transaction Nbr | Approval Status | Redist Amt |
| | | 1000646542 | 0 | | | 0.00 |
| Calculated Er | cumbrance | | | | Total | 15,385 |
| Fiscal Year | Cost Center | EmpIID | Rc | d Name | | Encumbrance Amt |
| 2018 | CC0259 | 100000 00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | | 0 | | 11,539.00 |
| 2018 | CC0259 | 1000010011 | | 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 PoeploSoft | 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. <u>Visit the payroll redistribution training course</u> 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.

| Categories | Search Results 1 Items Common | | | | | | | |
|---|---------------------------------------|---|--|--|---|--|--|--|
| Anets Barking Expresses Francial Accounting Cognizations People People Processes Processes Processes Processes Processes Starting All of Workley | GR26520 Aims Core Project: 2018 Arean | Actions Grant > Business Process > Favorite > Integration IDa > | Carant CR26520 Aims Core Pri Breat New 0029520 Aims Core Prijet Working Oniy No Leadership Roles 1 Inm Assignable Role Garat Lead Principal Investigator (ASSI) C Working Asthofy A2200 Individual and Priper Campus Tenge Campus | Incoject: 2018 Arconi Recool Assigned Ye Assigned Ye | × | | | |

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.



| ŵ | Q GR26520 | | | | | 1 Abert | View Ali | | | ¢ | e | 0 |
|-----|-------------------------------------|-------------|-----------------------------|--------------------------------------|------------------------------|----------------------------|-------------------------------|--|---|---------|------|-----|
| v | iew Award | | | | | | | | | | | 0 |
| Aw | ard Q. Award Nur | mber AWI | 000032409 Award Status | Approved | | | Version 0 Version Status | Award in Effect | | | | |
| | Award | | | | | | Sponsor | | | | | |
| 60 | Analu | Asirona Ct. | the Lindowers Re- | | | | Sub Award | No | | | | |
| De | scription | (empty) | (contracting | | | | Prime Sponsor | (empty) | | | | |
| Na | me | (empty) | | | | | Sponsor | ASU: Adaptive Intelligent Materials & System | ms Center (AIMS) Consortium | | | |
| Aw | ard Lifecycle Status | (empty) | | | | | Bill-To Sponsor | ASU: Adaptive Intelligent Materials & System | ms Center (AIMS) Consortium | | | |
| Sp | onsor Award Reference Number | (empty) | | | | | Letter Of Credit | (empty) | | | | |
| Au | ard Date | 01/01/201 | В | | | | Document ID | (empty) | | | | |
| Aw | ard Signed Date | (empty) | | | | | Award Billing Sequence Active | No | | | | |
| Aw | ard Type | (empty) | | | | | | | | | | |
| Pu | rpose Code | (empty) | | | | | | | | | | |
| Ins | titutional Id | (empty) | | | | | | | | | | |
| Sp | end Restriction Default | (empty) | | | | | | | | | | |
| Ave | and Contrart Damer | (empty) | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Award Amounts | | | | Award Ca | alendar | | Proposa | 1 | | | |
| Cu | rrency | USD | | | Award Schedule | AWD00032409 Award Schedule | | Federal Award Id Nu | mber (empty) | | | |
| Sp | onsor Direct Cost | 1.00 | | | Start Date | 01/01/2018 | | CFDA Number | (empty) | | | |
| Sp | onsor Facilities And Administration | n 0.00 | | | End Date | 12/31/2018 | | CFDA Description | (empty) | | | |
| Co | at Share Total | 0.00 | | | Contract Ford Date | 12/31/2018 | | Proposal Version | (empty) | | | |
| Av | and Total | 1.00 | | | | | | Related Proposals | (empty) | | | |
| Ent | tered Line Amount | 1.00 | | | | | | | | | | |
| Au | thorized Amount | 1.00 | | | | | | | | | | |
| Bil | ing Limit Override | 0.00 | | | | | | | | | | |
| Bil | led To Date | 0,00 | | | | | | | | | | |
| Co | st Share Required by Sponsor | No | | | | | | | | | | |
| An | ticipated Sponsor Direct Cost | 0.00 | | | | | | | | | | |
| An | ticipated Facilities And Administra | ation 0.00 | | | | | | | | | | |
| An | ticipated Sponsor Total | 0.00 | | | | | | | | | | |
| | | + | | | | | | | | | | |
| | Award Line Summary Av | ward Lines | Award Tasks A | ssigned Roles Special Conc | ditions Commit | ted Effort Budget | | | | | | |
| | | | | | | | | | | Viewing | :□ = | i i |
| | GR26520 Aims Core | 1.00 | Award Lines | | | | | | | | | |
| | Project: 2018 Arconi 12/31/2018 | 1 | Award Line AWD0003240 | 9 Other Internal Allocation-Sponsore | ed (Line 1) Lin | Number 1 Billed Amount | 0.00 Line Status Active | | | | | |
| | + | | Line Item Details | | | Facilities And Ad | ministration | Additional | Information | | | |
| | | | Company | Arizona State University | | Rate Agreement | (empty) | From Date | 01/01/2018 | | | |
| | | | Line Type | Cost Reimbursable | | Basis Type | (empty) | To Date | 12/31/2018 | _ | | |
| | | | Primary | Yes | | Object Class Set | (empty) | Memo | PG01210-CC0167 | _ | | |
| | | | Grant | GR26520 Aims Core Project: 2011 | 8 Arconi | Cost Rate Type | (empty) | *Fund | FD3000 Sponsored Funds | | | |
| | | | Line Amount | 1.00 | | Exception | (empty) | *Campus | Tempe | | | |
| | | | Revenue Category | Other Internal Allocation-Sponsor | ed | Revenue Allocation Profile | (empty) | *Cost Center | CC0167 ENGR-SEMTE Mechanical and Aerospace | | | |
| | | | Award Line Lifecycle Status | (empty) | | desis Limit | (empty) | *Activity | A2200 Individual and Project Research | | | |
| | | | openo Kestriction | (empty) | | | | Additional Workt | aga (empty) | | | |
| | | | Deferred Revenue | No | | | | Subrecipient | (empty) | | | |
| | | | Line CFDA Number | (empty) | | | | Line Federal Awa | rd Id Number (empty) | | | |
| | | | Line CFDA Description | (empty) | | | | | | | | |
| | | | Award Line M | otes | | | | | | | | |
| | | | Award Line N | 0105 | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

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 overencumbered. 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.

<u>Submit a new account application to your Financial Services accountant</u> 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.

| - OI UI | A CONTRACTOR OF A | | | | | | | | | | | | | | | | | | | | | | | 1.40 |
|-----------------------|--|---------------------------|----------|-----------------|--|---|----------------------|-----------------|----------|---------------------------|-----------------------------|-----------------------|-------------|---------------------|-----------------------|------------------------|------------------|----------------------------------|----------------|------------|------------|--------------------|------|--------------|
| Delete Defend Rece | 04051.02 Guidennieto: Viste Aniej IM051.03 Guidenstein Contributo 04051.03 Guidenstein Timugeop Im GR0511.03 Guidenstein Timugeop Im GR0511.03 Guidenstein Timugeop BR0511.03 Guidenstein Timugeop Res | in porsa R Racia | Inect | Ne () No (| | | | | | | | | | | | | | | | | ļ | ļ | | ∃ ∓ 6 |
| | | Include | | | Workteg Typer | | | Annat | | | Award | | | | | ena filo | | FRA | *** | | | | | |
| trant ID | Grant | Die Natie | Itactive | Horktag Type | Allowed Related Worktags | Default Related Values | Award Line Type | Line Primary | AnadLine | Award Revenue Category | Line Liferation Datas | Speed Restrictions | Description | Deferred Revenue | FEA Rate Agreement | Bacis Don Type Type | FEA Exception | Revenue Nitocation Profile | Basis Limit | From Date | To Date | Line Merrie | Menu | Subrecipient |
| 1403142 | ORODILEZ De-Autometic Video Anelysis | | | Activity (| A2201 Research Department Funded | Activity A2201 Research Department Funded | Cost Baimburest/e | | 0.00 | Mendetory Transfers | | | | | | | | | | 10/01/2013 | 04/00/2010 | P001947- CC0153 | | |
| | | | | Сатрия | Papernic | Campus Polytechnic | | | | | | | | | | | | | | | | | | |
| | | | | Cost Center | CCITI21 ENGN Correct Support | Cost Center: CCD135 ENGR Central Support | | | | | | | | | | | | | | | | | | |
| | | | | Fund | FD1100 DDT-AppropriatedTuttion | Fund FD1102 G015 AppropriatedTuttion | | | | | | | | | | | | | | | | | | |
| #03145 | GR02143 Club Co State Cost Share Acct | | | Actually | A7102 Schelerstrips, Feloverups/Haver 3 | Actury: A7103 Scholarships, Felowahg a/Nacieta | Cost Reimburseble | | 0.00 | Mandatory Transfers In | | | | | | | | | | 09/15/2314 | 09/14/2017 | P002968 CC0287 | | |
| | | | | Campus | Pulytechnic | Campus Polyachric | | | | | | | | | | | | | | | | | | |
| | | | | Cest. Certer | CC3179 ENDS TPS Operators | Coat Center: CCD179 END4-TPS Operations | | | | | | | | | | | | | | | | | | |
| | | | | Fund | PD1100 DDT-appropriated?ution | Fund: FD1102-6075 AppropriatedTutton | | | | | | | | | | | | | | | | | | |
| 805149 | 0805143 Co-Hazmat Emergency Response | | | Aztivity | A2201 Research Department Funded | Activity: A2201 Research Department' Funded | Cost Remoursable | Ves | 1.00 | Mandatory Transfers in | | | | | | | | | | 11/01/2013 | 63/01/2017 | P001947- CC0183 | | |
| | | | | Canque | Polytechnic | Campus Polymotric | | | | | | | | | | | | | | | | | | |
| | | | | Cost Center | CC3135 ENDI-Cermie Support | Coat Center: CC0135 ENDA-Central Support | | | | | | | | | | | | | | | | | | |
| | | | | Find | PD1100 OCT-AppropriatedTation | Punk FD1105-007- Appropriate Publics | | | | | | | | | | | | | | | | | | |
| 03131 | 0805131 Cx Centration Of Qualificati | | | Activity | A2201 Research Department Funded | Activity A2201 Research Department Funded | Cost Reinburgebre | Yes | 1.00 | Mandatory Transfers In | | | | | | | | | | 08/01/2010 | 07/01/2017 | P901947. CC0153 | | |
| | | | | Сатрыя | Polytechnic | Campus Polytechnic | | | | | | | | | | | | | | | | | | |
| | | | | Cont Center | CC2131ENDR Centrel Support | Cost Center CC0135 ENGR Central Support | | | | | | | | | | | | | | | | | | |
| | | | | Field | PD1100 007-AppropriatedTation | Fund FD1100-005- Appropriate/Fullies | | | | | | | | | | | | | | | | | | |
| A03133 | 0805133 Ca. Thermally Conductive Backa | | | Activity | A2201 Research Department Funded | Activity A2201 Research Department Funded | Cost Reimbursable | Yes | 1.00 | Mandatory Transfers | | | | | | | | | | 06/01/2310 | 07/33/2017 | P001947- CC0153 | | |
| | | | | Carpus | Polytactivic | Campus Polyachelo | | | | | | | | | | | | | | | | | | |
| | | | | Cost Center | CC0105 ENGR-Centre Support | Cost Center: CC0135 ENGR-Central Suspent | | | | | | | | | | | | | | | | | | |
| | | | | Fund | F01100.007-AppropriatedTation | Fund F01102-007 | | | | | | | | | | | | | | | | | | |



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 workstudy award is exhausted. Work-study award and balance information are in the campus solutions section of PeopleSoft. <u>Contact Financial Aid</u> 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 | Award | Redistribution | Central program | Ledger | Spend category |
|------------|------------|----------------|------------------------------|----------------|-------------------|
| split code | program | percentage | | | |
| S7030 | Work-study | 70% | CC0001. | 7104: Personal | SC0555: |
| | on-campus | | PG00007. | services — | Personal services |
| | | | | student | — student — |
| | | | | | work-study |
| X6832 | Work-study | 68% | • CC0001. | 7104: Personal | SC0555: |
| | off-campus | | PG00007. | services — | Personal services |
| | | | | student | — student — |
| | | | | | work-study |
| AR100 | America | 100% | • CC0001. | 7104: Personal | SC0555: |
| | Reads | | PG00006. | services — | Personal services |
| | | | | student | — student — |
| | | | | | work-study |
| None | No work- | 0% | None | None | None |
| | study | | | | |
| | award | | | | |
| | | | | | |
| | | | | | |



| PeopleSoft | Award | Redistribution | Cent | ral program | Ledger | Spend category | | |
|------------|------------|----------------|------|-------------|----------------|-------------------|--|--|
| split code | program | percentage | | | | | | |
| NP100 | Near Peer | 100% | • | CC0001. | 7104: Personal | SC0555: | | |
| | Initiative | | • | PG00007. | services — | Personal services | | |
| | | | | | student | — student — | | |
| | | | | | | work-study | | |
| SD70F | SEED | 70% | • | CC0001. | 7104: Personal | SC0555: | | |
| | | | • | PG00008. | services — | Personal services | | |
| | | | | | student | — 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.

<u>Contact your Financial Services accountant</u> for questions or more information about work-study transactions.