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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 Worktag Combination
FY Effective Dt Deptid 2018 04/09/2018 D0201003	Workag Combination
Typical (Default) Distribution Dist % 75.00	Find Miew 1 First ④ 1-2 of 2 ④ Last
*Required: Driver Worktag and Cost Center	Opti nal: Additional Worktags
Project	Pept Reporting Roll
Gift	Department Reporting
Grant	ASU Audit
Cost Center CC0259 FS-Financial Services	Academic Employee
Program PG02914 FS-Tempe Operations-20T	Acqueinc Employee
Program PG02914 PS-Tempe Operations SOT	
Dist % 25.00	00
*Required: Driver Worktag and Cost 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 FS-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.

	Accounting	User:	
Enter Positio	on		
Position	110114	Sr Financial Services Mgr	
Position Accou	inting		
Fiscal Year	r: 2019	View Distribution Across Fiscal Year	View Distribution History
Effective D	ate: 07/01/2018	3	Continue >>

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



ter Position	
osition 110114 Sr Financial Services Mgr	
tion Accounting	
Fiscal Year: 2019 View Distribution Across Fiscal Effective Date: 07/01/2018	
ick Save and Submit to confirm funding on department co	
Date Deptid Position Data as of Above Date: 10/23/2017 D0201003	Title 3 Sr Financial Services Mor
Submitted Data as of Above Date: n/a	n/a
eplace Distribution Starting on the above Effdt with:	
A driver worktag (Project, Gift, Grant, or Program) Project, Gift and Grant will default related Cost Ce Cost Center must be entered first to select Progra	enter.
Act, Dist%, or Optional: Earnings Specific Distrib previously distributed payroll for a filled position.	and Cost Center and revise as needed. ution cannot be changed for a Enter Dept ID Find <u>Mew 1</u> First
• To change the driver worktag type, delete Driver and type, delete Dri	Enter Dept ID Find View 1 First 4 1-2 of 2 4 Last Optional: Additional Worktags Dept Reporting Roll
Offing To change the driver worktag type, delete Driver as the characteristic Distribution To change the driver worktag type, delete Driver as the characteristic Distribution version of the characteristic Distribution version of the characteristic Distribution "Dist % 75.000 Required: Driver Worktag and Cost Center Priect Gran Cost Center CC0259 Q FS-Financial Services FS-Financial Services	Enter Dept ID Find <u>Miew 1</u> First 1-2 of 2 Last Optional: Additional Worktags Dept Reporting Roll Department Reporting
• To change the driver worktag type, delete Driver and type, delete Dri	
Port • To change the driver worktag type, delete Driver and type, delete Driver	Enter Dept ID Find View 1 First 1-2 of 2 Last Optional: Additional Worktags Dept Reporting Roll Department Reporting ASU Audit Academic Employee Enter a cost center & one other diver worktag
• To change the driver worktag type, delete Driver and type, delete Dri	
Poilt • To change the driver worktag type, delete Driver and type, delete Driver	Enter Dept ID Find View 1 First 1-2 of 2 Last Prind View 1 First 1-2 of 2 Last Poptional: Additional Worktags Dept Reporting Roll Department Reporting ASU Audit Academic Employee Enter a cost center & one other driver worktag Optional: Additional Worktags
• To change the driver worktag type, delete Driver at change specific Distribution • Optional: Earnings Specific Distribution • Use to pitid: 00201003 • Control Contrecontrol Control Control Control Control Con	

- 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 11011	4 Sr Fin	ancial Servic	es Mgr				
sition Accounting							
Fiscal Year: 20 Effective Date: 07/0	10	istribution Ac	ross Fiscal Yea	ar View Distribution H	listory		
Click Save and Submit	to confirm fund	ding on depa	artment code	change.			
			Deptid	Title			
Position Data as of A		10/23/2017		Sr Financial Services Mgr			
Submitted Data as of	Above Date:		n/a	n/a			
Replace Distribution	Starting on t	he above E	ffdt with:				
 Cost Cent Multiple di To change 		red first to se re not permitt tag type, dele	lect Program. ted. ete Driver and	Cost Center and revise as n	eeded.		
	distributed payr	roll for a filled S Accounting tion	I position.	Optional: Addition Dept Reporting Roll Department Reporting	Q	First 🚯 1 of 2 🛞 Las	
verviously Use Deptid: 0020 Required: Typical (De *Dist % 75.000 *Required: Driver Project	distributed payr	roll for a filled S Accounting tion	I position.	Optional: Addition Dept Reporting Roll	al Worktags		
Vise Deptid: D020 Required: Typical (De *Dist % 75.000 *Required: Driver Project Gift Grant	distributed payr	S Accounting	er	Optional: Addition Dept Reporting Roll Department Reportin A SU Audit	al Worktags		
Vise Deptid: D020 Required: Typical (D) *Dist % 75.000 *Required: Driver Project Gift Grant Cost Center CC0250	distributed payr	s Accounting tion Cost Cente	er es	Optional: Addition Dept Reporting Roll Department Reportin	al Worktags		
Vise Deptid: D020 Required: Typical (D) *Dist % 75.000 *Required: Driver Project Gift Grant Cost Center CC0250	distributed payr	s Accounting tion Cost Cente	er es	Optional: Addition Dept Reporting Roll Department Reportin A SU Audit	al Worktags		
Vise Deptid: 0020 Required: Typical (Du "Dist % 75.000 "Required: Driver Project Gift Grant Cost Center CC0255 Program PG029 Optional: Earnings S	distributed payr 1003 Q F5 afault) Distribut Worktag and Q FS-Find Q FS-Find Q FS-Ten Decific Distribut	s Accounting tion Cost Cente ancial Service npe Operatio	er es ns-GOT	Optional: Addition Dept Reporting Roll Department Reportin A SU Audit	al Worktags		
Vise Deptid: D020 Required: Typical (Dr *Dist % 75.000 *Required: Driver Project Gift Grant Cost Center C0256 Program PG029	distributed payr 1003 Q F5 afault) Distribut Worktag and Q FS-Find Q FS-Find Q FS-Ten Decific Distribut	s Accounting tion Cost Cente ancial Service npe Operatio	er es ns-GOT	Optional: Addition Dept Reporting Roll Department Reportin A SU Audit	al Worktags	* =	•
Vise Deptid: 0020 Required: Typical (Du "Dist % 75.000 "Required: Driver Project Gift Grant Cost Center CC0255 Program PG029 Optional: Earnings S	distributed payr 1003 Q F4 fault) Distribut Worktag and Q FS-Finit 4 Q FS-Tenit 4 Q FS-Tenit 5 CFS-Tenit 5 CFS-TEN	s Accounting s Accounting tion Cost Cente ancial Servic npe Operatio	er es ns-GOT	Optional: Addition Dept Reporting Roll Department Reportin A SU Audit	al Worktags	R = First ④ 1 of 1 @ Las	•
Vise Deptid: D020 Required: Typical (Du "Dist % 75.000 "Required: Driver Project Gift Grant Cost Center CC0255 Program PG029 Optional: Earnings S "Dist % 100.000	distributed payr 1003 Q F4 fault) Distribut Worktag and Q FS-Finit 4 Q FS-Finit 4 Q FS-Tenit 5 CFS-Tenit 5 CFS-TEN	s Accounting s Accounting tion Cost Cente ancial Servic npe Operatio	er es ns-GOT	Optional: Addition Dept Reporting Roll Department Reportin A SU Audit Academic Employee	al Worktags	R = First ④ 1 of 1 @ Las	•
Vise Deptid: D020 Required: Typical (Do "Dist % 75.000 "Required: Driver Project Gift Grant Cost Center CC0255 Program PG029 Optional: Earnings S "Dist % 100.000 "Required: Driver Project	distributed payr 1003 Q F4 fault) Distribut Worktag and Q FS-Finit 4 Q FS-Finit 4 Q FS-Tenit 5 CFS-Tenit 5 CFS-TEN	s Accounting s Accounting tion Cost Cente ancial Servic npe Operatio	er es ns-GOT	Optional: Addition Dept Reporting Roll Department Reportin A SU Audit Academic Employee Optional: Addition Dept Reporting Roll	al Worktags	R = First ④ 1 of 1 @ Las	•
Vise Deptid: D020 Required: Typical (Do *Dist % 75.000 *Required: Driver Project Gift Grant Cost Center CC0255 Program PG029 Optional: Earnings S *Dist % 100.000 *Required: Driver Project Gift	distributed payr 1003 Q F4 fault) Distribut Worktag and Q FS-Finit 4 Q FS-Finit 4 Q FS-Tenit 5 CFS-Tenit 5 CFS-TEN	s Accounting s Accounting tion Cost Cente ancial Servic npe Operatio	er es ns-GOT	Optional: Addition Dept Reporting Roll Department Reportin A SU Audit Academic Employee Optional: Addition Dept Reporting Roll Department Reportin	al Worktags	R = First ④ 1 of 1 @ Las	•
Vise Deptid: D020 Required: Typical (Do "Dist % 75.000 "Required: Driver Project Gift Grant Cost Center CC0255 Program PG029 Optional: Earnings S "Dist % 100.000 "Required: Driver Project	distributed payr 1003 Q F4 fault) Distribut Worktag and P Q FS-Fini 4 Q FS-Ten Decific Distribut *Carnings VFH Worktag and	s Accounting s Accounting tion Cost Cente ancial Service ancial Service tion O Q Vacat Cost Cente	er es ns-GOT	Optional: Addition Dept Reporting Roll Department Reportin A SU Audit Academic Employee Optional: Addition Dept Reporting Roll	al Worktags	R = First ④ 1 of 1 @ Las	•

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	٩
Business Unit	begins with 🔻		0
Department	begins with 🔻		0
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	
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-Re	eference					
Position Nur	mber: 110	114				/	e.
Position Data							
Effective Date	10/23/2017			Po	osition I	Data Details	
Descr:	Sr Financia	I Services Mgr		S	Short:	SrFinSvcMg	
Deptid:	D0201003	FS Accou	nting				
Jobcode:	191630	Sr Financi	ial Servic	es Mgr		Driving N/A	
Reports To:	109888						
Fiscal Year:	2018	Fiscal Year Dis	stribution	I	Distribu	ition History	
Submitted 'Fror	nt-End' Stagi	ng Data Not F	rocesse	ed Yet			
Effective Date:		Status:		User	ID:		
Deptid:							
Deptid: Jobcode:							
		Vacant					
Jobcode:	uitment:	Vacant		Drivin	g		
Jobcode: Reports To:		Vacant		Drivin	g		
Jobcode: Reports To: Ready for Recru	bent List	Vacant		Drivin	g		
Jobcode: Reports To: Ready for Recru Current Incum	bent List		Rcd	Drivin Pay Status	9 Effd	t	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 D	etails				
Position: 1101	14			Effdt:	10/23/2017
Descr: Sr Fi	inancial Servio	es Mgr		Eff Status:	Active
Action Reason:	Position Stat	tus Change			
Business Unit:	D0101				
Deptid:	D0201003	FS Accounting			
Location Code:	TEMPE	Campus: Temp	e		
Jobcode:	191630	Sr Financial Se	ervices Mgr		
Std Hours:	40.00		Budgeted F	osition	
Max Head Count:	1		Fingerprint	required	
FTE:	1.000000	Budgeted FTE:	1.000		
Reports To:	109888	Dir Financial S	ervices		
Sal Admin Plan:	STAF	Staff and Admi	nistrators		
Grade:	03				
EEO Job Group:	310				
Workers' Comp:	8868				
Pay Group:	SAL				
Full/Part:	Full-Time				
Reg/Temp:	Regular				
	Exempted				
Academic Rank:					
Appt Type	University St	aff 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-R	eference					
Position Nun	nber: 110	114					
Position Data							
Effective Date	10/23/2017	,		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	rocesse	ed Yet			
Effective Date:		Status:		User	ID:		
Deptid:							
Jobcode:							
Reports To:		Vacant					
Ready for Recru	uitment:			Drivin	g		
recoup for record	hand lat						
-	bent List						
	Job Data)					
Current Incum		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	
on Distribution History	
FY Effective Dt Deptid 2018 05/07/2018 D0201003	
pical (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- 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.

FUSILION	Accounting	Cross-Refere	ence				
.Position /	Fiscal Year						
Position	110114	Sr Financial Service	s Mgr			Fisca	l Year: 2018
Payroll Act	uals Distribution					Total.	81,714
Fiscal Year	Cost Center	EmplID	Rcd	Na	ime		Actuals Am
20	18 CC0259			0			2,834.48
20	18 CC0259	THE PARTY OF		0	- Second		944.83
20	18 WV11003	1000-1217		0	-		58,450.84
20	18 WV51014	THE REAL PROPERTY.		0	- Texaster		5,503.85
20	18 WV51060	- Million and a st		0			13,979.78
Earnings R	edistribution					Total 0	
Fiscal Year	A SU Acct	EmplID	Rcd	Tran	saction Nbr	Approval Status	Redist Am
		1000646542	0				0.00
Calculated	Encumbrance					Total	15,385
Fiscal Year	Cost Center	EmplID	Ro	d	Name		Encumbrance Amt
20	18 CC0259	Treeses in the second		0			11,539.00
20	18 CC0259	1000000000		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. <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	I Year: 2018
Payroll Actua	Is Distribution	1			Total	81,714
Fiscal Year	Cost Center	EmplID	Rcd	Name		Actuals Amt
2018	CC0259			0		2,834.48
2018	CC0259	1.000		0		944.83
2018	WV11003			0	1	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	
	ASU Acct	EmpIID	Rcd	Transaction Nbr	Approval Status	Redist Amt
		1000646542	0			0.00
Calculated Er	cumbrance				Total	15,385
Fiscal Year	Cost Center	EmpIID	Ro	d Name		Encumbrance Amt
2018	CC0259			0		11,539.00
2018	CC0259	100000000		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	2	3	4	5	6	7
On- cycle pay period ends	Off-cycle and ERE posted in Workday. Encumbrances reset in Workday. Off-cycle payroll and ERE distribute in			Payroll and ERE expenses distribute in PeopleSoft.	Payday Payroll and ERE expenses are posted in Workday. Encumbrances reset in Workday.	
8	PeopleSoft. 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						
Asers Backing Expresses Francial Accounting Geneta Organizations Processes P	GR26520 Aims Core Project: 2018 Arconi	Actions Grant > Business Process > Favorite > Integration IDa >	Control C	Arconi Assigned To Addi Chattopadhyny It Research Mechanical and Aerospace			

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.



Q GR26520				1 Alert	View All				Q	e
iew Award										
rd Q, Award Nu	umber AWD00032409 Award Status	Approved			Version 0 Version Status	Award in Effect				
Award					 Sponsor 					
Awaru	Arizona State University				Sub Award	No				
ription	(empty)				Sub Award Prime Sponsor	No (empty)				
*	(empty)				Sponsor	ASU: Adaptive Intelligent Material	is & Sustema Center (J	IMS) Consortium		
d Lifecycle Status	(empty)				Bill-To Sponsor	ASU: Adaptive Intelligent Material				
sor Award Reference Number	(empty)				Letter Of Credit	(empty)				
d Date	01/01/2018				Document ID	(empty)				
d Signed Date	(empty)				Award Billing Sequence Active	No				
d Type	(empty)									
ose Code	(empty)									
utional Id	(empty)									
nd Restriction Default	(empty)									
rd Group	(empty)									
nd Contract Owner	(empity)									
Award Amounts			Award Call	alendar		v Pr	oposal			
mcy	USD		Award Schedule	AWD00032409 Award Schedule		Federal As	ward Id Number (er	spity)		
sor Direct Cost	1.00		Start Date	01/01/2018		CFDA Num	sber (er	npty)		
sor Facilities And Administratio	on 0.00		End Date	12/31/2018		CFDA Desc	cription (er	npty)		
sor Total	1.00		Contract Start Date	01/01/2018		Proposal II	D (er	npty)		
Share Total	0.00		Contract End Date	12/31/2018		Proposal V	fersion (er	npity)		
d Total	1.00					Related Pr	oposals (er	spity)		
red Line Amount	1.00									
	1.00									
g Limit Override	0.00									
ng Limit Override d To Date	0.00 0.00									
ng Limit Override d To Date t Share Required by Sponsor	0.00 0.00 Ne									
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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.

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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 on-campus	70%	CC0001.PG00007.	7104: Personal services — student	SC0555: Personal services — student — work-study
X6832	Work-study off-campus	68%	CC0001.PG00007.	7104: Personal services — student	SC0555: Personal services — student — work-study
AR100	America Reads	100%	CC0001.PG00006.	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%	CC0001.PG00007.	7104: Personal services — student	SC0555: Personal services — student — work-study
SD70F	SEED	70%	CC0001.PG00008.	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.

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