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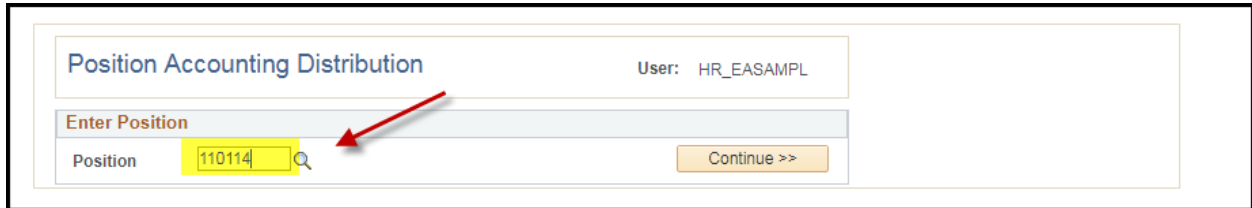
A department may submit position transactions if there is no department code change. Once the distribution process is confirmed, departments may enter department code changes on positions with an effective date for the recently distributed payroll.

### 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.
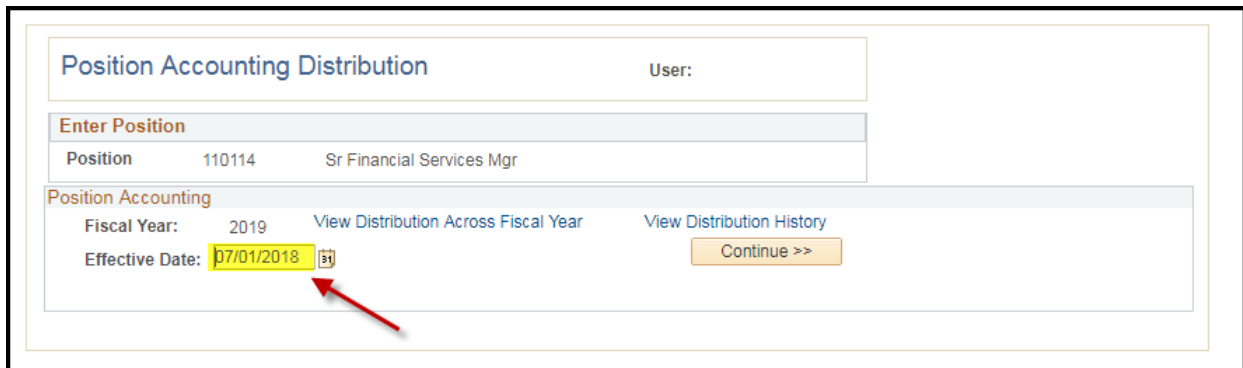4. Maintain Position Accounting.



After accessing the screen above:

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



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

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."
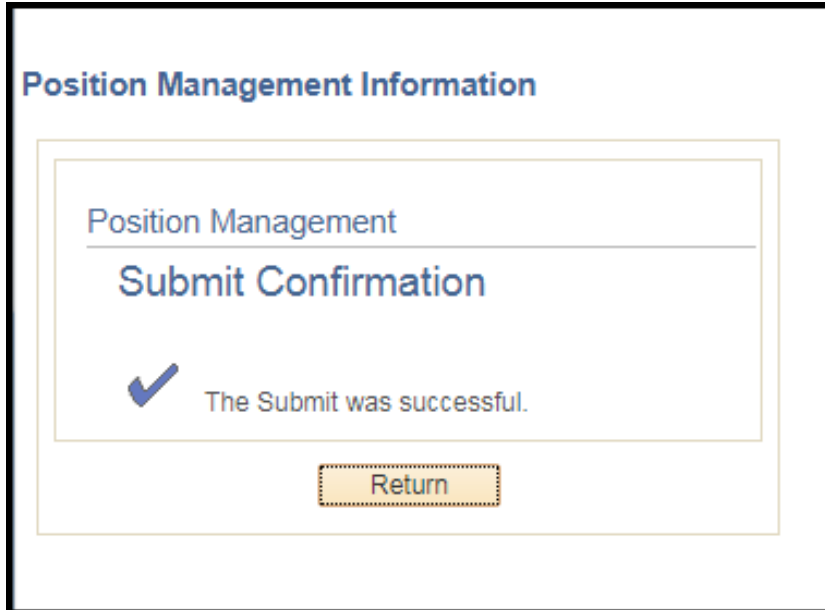
Commencing on the effective date entered, all payroll expenditures for the position will be attributed to the worktags the department submitted. You may set up future-dated accounting distributions through the end of the fiscal year. The position distribution at year-end is rolled over to the subsequent 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 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 ▼ | 101464 🔍 |
| 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): 300

[ Search ]  [ Clear ]  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**

Incumbent | Job Data | 🔳

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

↩ 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

## Position Data Details

### Position Data Details

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

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 ☐ 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

[ Return ]

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.

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.



## 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-Acct" tab.



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<br><br>On-cycle pay period ends | 2<br><br>Off-cycle and ERE posted in Workday.<br><br>Encumbrances reset in Workday.<br><br>Off-cycle payroll and ERE distribute in PeopleSoft. | 3 | 4 | 5<br><br>Payroll and ERE expenses distribute in PeopleSoft. | 6<br><br>Payday<br><br>Payroll and ERE expenses are posted in Workday.<br><br>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.
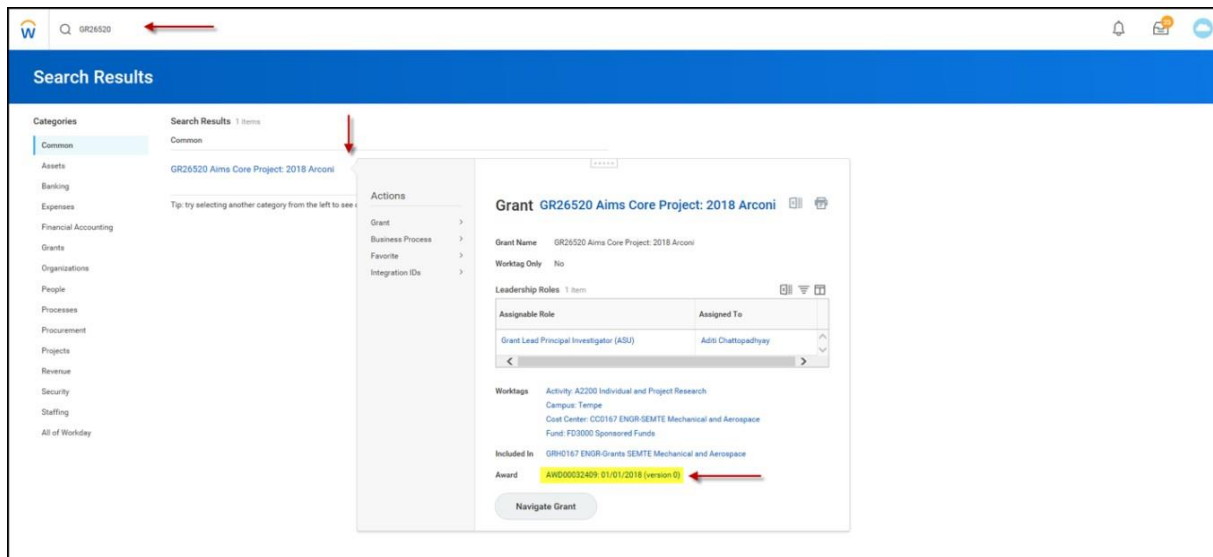


2. Scroll to the bottom of the award record, click the "Award Lines" tab, and select the appropriate grant. Under the "Additional Information" section, the "Memo" field will contain the program and cost center of the responsible worktag combination. In contrast, the "To Date" field directly above holds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

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."
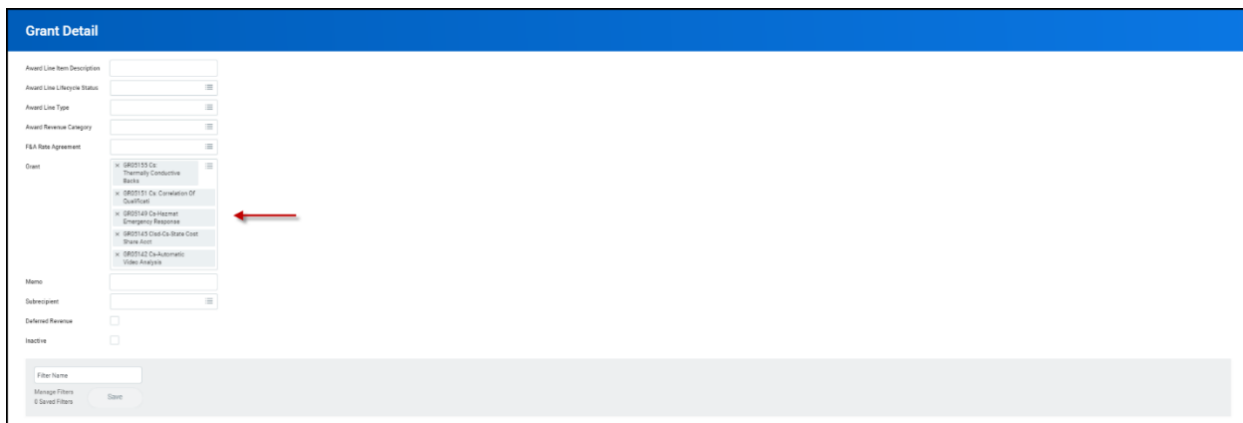


In the "Grant Detail" report output, review the "To Date" and "Line Memo" fields to learn the grant end date and the responsible worktag combination.

## 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% | • CC0001.<br>• PG00007. | 7104: Personal services — student | SC0555: Personal services — student — work-study |
| X6832 | Work-study off-campus | 68% | • CC0001.<br>• PG00007. | 7104: Personal services — student | SC0555: Personal services — student — work-study |
| AR100 | America Reads | 100% | • CC0001.<br>• 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.<br>• PG00007. | 7104: Personal services — student | SC0555: Personal services — student — work-study |
| SD70F | SEED | 70% | • CC0001.<br>• 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.

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