Business process guide

The business process guide gives instructions on requesting job data transactions that cannot be submitted via the Personnel Transaction Request or online renewal.

Please refer to the Data Management staff directory for the Data Management specialist responsible for your department.

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Introduction

At ASU, an employee's job information is maintained in PeopleSoft. Most changes to job information are requested via the Personnel Transaction Request or online renewal. However, in some cases, you cannot use these applications due to system limitations or errors. In these circumstances, the PTR or Data Management exception form is used. Refer to the Action Reason Process Chart or contact your Data Management representative to determine the appropriate process for submitting a request. The exception form is available online.

If the requested job data transaction results in a retroactive payment, the exception form will be passed to a payroll representative for processing. You will be contacted when the check is processed if a manual check is requested. This process does not apply to hourly employees for whom hours have not yet been entered and approved or payments via stipend. Please utilize the appropriate method to update the timesheet or request additional pay.

If the requested job data transaction results in an overpayment, please submit an overpayment PTR or Payroll Action Request.

Some payroll transactions that cannot be submitted via PTR are requested via PAR. Refer to the Payroll Action Request guide for more information.

This guide will provide an overview of the DMX and details about individual transactions. Also included is a list of roles you may need as a DMX approver.

Note: Remember that this is a paper form that must be processed manually. Please allow 3–5 business days, excluding lock-out dates, for processing. Review lock-out dates and Data Management deadlines in the bi-weekly payroll calendars. Departments are responsible for maintaining a copy of requests using this form for their personnel records.

Preparation

Accessing the form

The DMX has limited features intended to make it easier to use, but some PDF features don't work when the form is accessed in a web browser that doesn't support Acrobat. You can download the form from any browser and complete the request in Adobe Acrobat or complete the form in Internet Explorer. The form is available online.

Security Roles You Will Need

The form does not require any security role, but approvals are manually verified using the same validations performed by the PTR. Some users will have all roles, and some will have a few. Each submitter will need to work with other users in the department to complete the entire process. Transactions require separate duties for the submitter, cost center, or grant manager approval level.

To learn how to request a role, go to visit the applying for a PeopleSoft security role webpage.

To request department access, submit a ticket through ServiceNow.

Security Roles

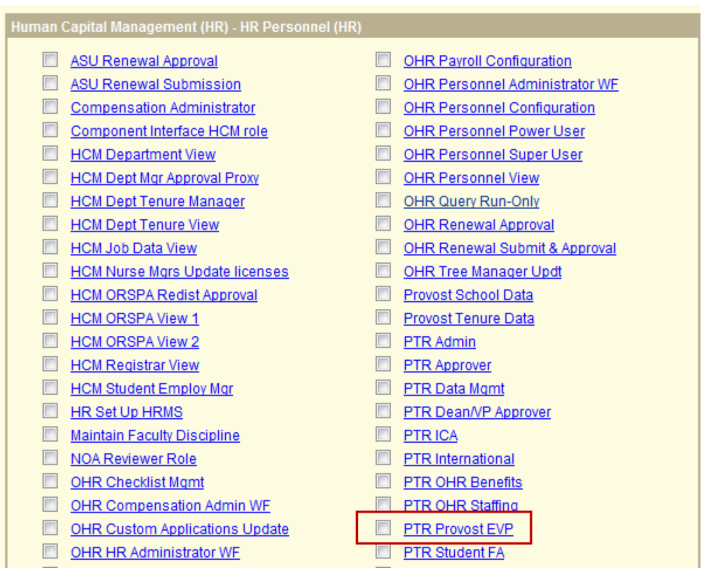
PTR Approver — this role allows users to approve transactions at the cost center or grant manager level. The user must be listed as a PeopleSoft HR cost center and PeopleSoft HR grant manager in Workday to apply for this role.

Refer to the approver role request in Workday to request the PeopleSoft HR cost center or grant manager role in Workday.

PTR dean or vice president approver — this role allows users to approve transactions at the dean or vice president level. The dean or vice president must designate members of this role to perform approvals on their behalf. Designees must also have appropriate department access to approve transactions at this level.

PTR provost and executive vice president approver — this role provides access to the work list to approve transactions at the provost and executive vice president level. Membership is limited and will only be granted if the provost or executive vice president has designated you to obtain access to this role.

Note: Approvals required for a given transaction depend on the employee and transaction type. In addition to approval levels, other units like the Student Employment Office or ASU ACA compliance may also need to approve a request. The approval matrix is available to determine which levels of approval are required.



Before you start

The PTR is the preferred method for submitting personnel transactions. Using the PTR ensures that appropriate approvals are captured electronically and that all aspects of the transaction are generated, including retro and VPO, etc. If an exception form is submitted when you should use the PTR, the department will be notified of the correct process and asked to resubmit via PTR.

Department procedures

The business process guide was created as departmental instruction about how to process actions after completing all of the department's preliminary work. Departments should follow their current internal business processes to obtain internal approvals and documentation. An appropriate method typically includes notifying and working with the primary business officer within your dean’s office.

University requirements on approval and documentation

Departments must follow their internal business process to obtain approvals acceptable to their department standards. The approval matrix outlines the approvals submitted with an exception form based on each employee and transaction type. Electronic signatures in compliance with PUR 204 are acceptable.

Overview of the PTR exception form

Employee information section

The employee information section is where you will enter the employee's 10-digit employee ID, name and the employee record for which the transaction is required. These fields are required for every transaction.

If you request a new employee record and do not see an available record that can be rehired, you may leave the employee record field blank. The data management representative who processes the request will notify you of the new record number.

Employee information					
Employee ID		Employee name		Empl. record #	

Job data information section

In this section, you will enter the values for the action you perform on a specific employee. Select the values based on what you want to appear in job data after processing the transaction. All fields are required except "end date," which is only applicable for employees in ACD, FSW and GRD pay groups. Enter the current value for any field that is not changing due to the transaction.

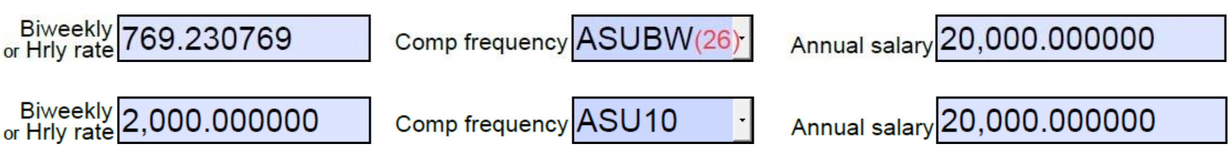
Some fields have validations like dropdown lists or character limits. To review the combinations of the action or reasons options that can occur together, please refer to Appendix A. Visit the leaves management webpage for more information.

Job data information							
Effective date		End date, if applicable		Position		Job code	
Select "Action" from list and 'Reason' list options appear. **Download** the form to complete if the drop-down menus are blank.		Action	Please choose one of the below actions...	Reason	List will populate after an action is selected...		
Dept. code		Standard hours		FTE	0.000	Reg-Temp and Full-Part	Select..
Biweekly or hrly. rate		Comp. frequency	Select..	Annual salary			

Note**:** Please download the form from any browser and complete the request in Adobe Acrobat or Microsoft Edge to ensure that the field validations function correctly.

Job data information fields include:

- Effective date — enter the date on which the transaction will take effect for the employee. You may type the effective date directly into the field or use the calendar to select the date.
- End date — some positions must be paid on a contract and require the date to apply for a “short work break.” A short work break is not the same as a termination date. You may type the end date directly into the field or use the calendar to select it.
- Position — you may type the position number directly into the field.
- Job code — you can type the job code directly into the field.
- Action — select the appropriate action from the dropdown menu.
- Reason — use the dropdown list to choose the most practical reason for the transaction. The available options are based on the action selected.
    - A list of possible action-reason combinations is available in Appendix A. Refer to the HR toolkit webpage for definitions of action and reason codes.
- Department code — enter the department code on the transaction's position.
- Standard hours — type in the standard hours per week. The FTE field will automatically calculate based on the stand hours inserted.
- Reg-temp and full-part — select the appropriate combination from the dropdown list. This field has implications on benefits eligibility. Additional information about this field is available in Appendix B.
- Biweekly or hourly rate — enter the biweekly amount or hourly rate paid via job data, whichever is applicable. The biweekly amount should be equal to the salary divided by compensation frequency. This field is configured for six decimals.


Biweekly or Hrly rate 769.230769 Comp frequency ASUBW(26) Annual salary 20,000.000000
Biweekly or Hrly rate 2,000.000000 Comp frequency ASU10 Annual salary 20,000.000000

- Comp frequency — enter the correct frequency based on the employee type.
    - Select “ASU##” based on the number of pay periods the employee will be active per the start and end dates in the offer letter or appointment length.

Contract period	ASU## comp freq (typically)
Full AY and mid-year AY hire	ASU20
Fall or spring only	ASU10
Session A or B only	ASU05
Full summer	ASU06
Session A or B only	ASU03

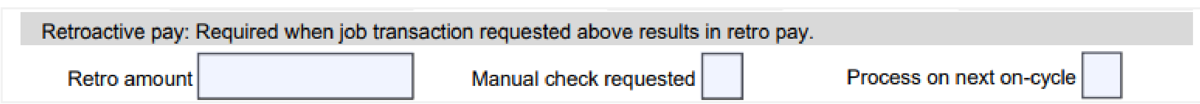
- Annual salary — enter the salary amount that should reflect in job data, not the amount to be paid if proration should occur. Notes can be used to provide additional information. Leave the field blank for hourly employees.

Note: Changes requested on an exception form do not update the position. An exception form will only result in updates to the specific employee's job data.

Retroactive pay section

This section is used to enter data for the retroactive pay owed due to the requested job data transaction, like a pay change or backdated salaried hire. You must also indicate if retroactive pay should be paid within the next on-cycle or if a manual check is requested.

You must enter retroactive hours through the timesheet. Use the PTR to request a retroactive stipend or manual check retroactive hours approved in the timesheet.


Retroactive pay: Required when job transaction requested above results in retro pay.
Retro amount
Manual check requested
Process on next on-cycle

Retroactive pay fields include:

- Retro amount — the amount owed to the employee based on the job changes requested.
- Manual check requested or processed on the next cycle — choose one of the options based on the department's preference. A fee may apply for manual check requests. The payroll representative will contact the department when the manual check is ready.

The retroactive pay section cannot be used in place of entering and approving hours in the timesheet. If an hourly employee must be paid retroactively for time not previously entered or approved, the department time administrator must enter the hours in the timesheet. Refer to the DTA guide for more information.

Notes section

The notes section provides additional information to the approvers and processors on a given transaction that is not included in the job data information section. The notes are saved on the "notepad" in PeopleSoft. Notes should not contain any confidential or protected information. The notes field is configured to wrap text and resize font based on note length.

You must provide the Kenexa Brassring requisition number. This is required for all Kenexa errors, competitive actions initiated via Kenexa and student employee transactions.

Note: Indicate the reason for using this form. If there was a system error, please include or attach an image of the error.

Requisition number — Required for Kenexa errors and student employee transactions.

Business leave of absence section

The business leave of absence section is required for any request to place an employee on a business leave or hold and to modify an existing business leave or hold. Refer to the leaves management webpage for more information.

Business leave of absence fields include:

- Proposed return date — type in or use the calendar to select the date the employee is expected to return from leave. Enter either the date the employee will return to active status or enter the termination date for employees who will not return to active status before termination. A termination PTR must be submitted.
- Benefits status — a leave must be "with benefits" unless otherwise approved by ASU ACA compliance. You must attach the approval to the request. Select the appropriate value from the dropdown menu.
- Cost center for ERE costs — enter the new cost center if applicable or the current cost center if it is not being changed.
- Partial salary for leave — check this box if the employee's salary is being reduced in the job data during their leave period.

Business leave of absence — **Important**: "No Benefits" status requires prior approval from ACA Compliance — attach approval.

Proposed return or invol. term date | Benefits status: Select.. | Cost center for ERE costs | Partial salary for leave?

Approvals section

The approvals section provides a place for approvals required on a given transaction. The most common approval types have a designated space but may not be necessary for every transaction. Approval may need to be attached to the exception form if space for the approver type has not been designated. Electronic signatures in compliance with PUR 204 are acceptable.

Review the approval matrix for a list of required approvals based on the transaction and employee type. The submitter is responsible for obtaining all the necessary approvals before sending the request to Data Management for processing. Those approved as a designee must have the required roles and department access based on their approval level.

Required signatures and approvals: **See approval matrix** Submitter cannot provide cost center or grant approval.

Submitted by | Signature | Date | Phone

Cost ctr. or grant mgr. signer | Signature | Date | Cost ctr. or grant ID

Note: In lieu of dean, VP or provost signatures, emails or other documentation may be attached to the DMX form.

Dean or VP | Signature | Date

Provost | Signature | Date

The signature below indicates student employment eligibility was checked for ISSO, ICA or Athletics approval.
If adjusting the hire date, the student may or may not be eligible for work study.

Student employment verifier | Signature | Date

SEO notes:

Verify correct funding is in place for the employee

Since position funding is one of the factors used to determine a list of valid approvers, it is critical for this information to be correct. All exception forms require approval by a cost center or grant manager for each funding source used. It may be the same person if they are listed on each funding source. An exception form's submitter cannot also provide the cost center or grant level approval. The cost centers or grant managers must be listed in the approval section of the exception form.

CC0001, CC0002, GR0003

Cost ctr. or grant mgr. signer | Signature | Date | Cost ctr. or grant ID

The field will adjust the text size to accommodate a long string for positions with multiple funding sources. Additional approvals may be attached if numerous approvers are required at this level due to different funding sources.

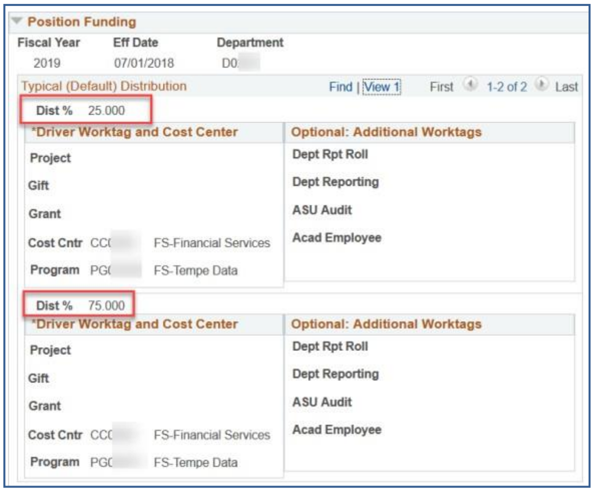
Users with the required roles can review position funding information in the "maintain position accounting" or "position cross reference" pages in PeopleSoft. If the distribution is split, click "view all" or use the arrow buttons to navigate between rows and confirm the funding is correct.

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

Dist % 25.000

*Driver Worktag and Cost Center | Optional: Additional Worktags

Project | Dept Rpt Roll


Position Funding
Fiscal Year
Eff Date
Department
2019
07/01/2018
D0
Typical (Default) Distribution
Find | View 1
First
1-2 of 2
Last
Dist % 25.000
*Driver Worktag and Cost Center
Optional: Additional Worktags
Project
Gift
Grant
Cost Cntr CC
FS-Financial Services
Program PG
FS-Tempe Data
Dept Rpt Roll
Dept Reporting
ASU Audit
Acad Employee
Dist % 75.000
*Driver Worktag and Cost Center
Optional: Additional Worktags
Project
Gift
Grant
Cost Cntr CC
FS-Financial Services
Program PG
FS-Tempe Data
Dept Rpt Roll
Dept Reporting
ASU Audit
Acad Employee

Appendix A

Transaction combinations

The chart below depicts the available action and reason combinations on the exception forms. For more information on descriptions, visit the HR toolkit webpage.

DMX action	DMX reason
DEM — reassignment	DEM/CON — voluntary competitive — no pay.
	DEM/CON — voluntary competitive — pay change.
	DEM/INN — involuntary with no pay change.
	DEM/INP — involuntary with pay change.
	DEM/NCN — voluntary non-competitive — no pay.
	DEM/NCP — voluntary non-competitive pay.
DTA — data change	DTA/COR — data correction.
	DTA/FTE — FTE change.
	DTA/HIR — hire date correction.
	DTA/TER — term date correction.
HIR or REH — hire or rehire	HIR/REH/ADD — additional job.
	HIR/AFL — hired fr affiliate — ABOR or TRIU.
	HIR/REG — hire — regular or initial hire.
	HIR/STA — hired fr affiliate — state agency.
	REH/30D — rehire greater than or equal to 30 days.
	REH/REH — rehire greater than 30 days and less than or equal to 12 months.
	REH/RHA — rehire after 12 months.
LOA/PLA — paid leave of absence	PLA/ADM — administrative.
	PLA/BWB — business reasons — fellowship, professional, research or visiting professor.
	PLA/SA1 — sabbatical — one semester.
	PLA/SA2 — sabbatical — two semesters.
LOA/ULA — unpaid leave of absence	ULA/ADM — administrative.
	ULA/BWB — business reasons — fellowship, professional, research or visiting professor.

	HLD/HNB — hold — no pay.
Pay — pay rate change	PAY/CLA — course load adjustment.
	PAY/CMP — GRD pass comprehensive exam PHD.
	PAY/CON — per contract.
	PAY/COR — data correction.
	PAY/GEN — general.
	PAY/PEA — equity adjustment.
	PAY/PMA — market adjustment.
	PAY/PPB — performance based.
	PAY/PRO — promotion.
	PAY/QLS — GRD pass qualifications to PHD.
	PAY/RET — retention.
	PAY/SCB — skill or competency based.
	PAY/TIA — temporary interim assignment begins.
	PAY/TIE — temporary interim assignment ends.
Promotion	PRO/CON — competitive — no pay change.
	PRO/COP — competitive pay change.
	PRO/KIC — competitive pay increase in category.
	PRO/KPC — competitive pay increase new category.
	PRO/NCN — non-competitive — no pay change.
	PRO/NIC — non-competitive pay increase within category.
	PRO/PNC — non-competitive pay increase new category.
RET — retirement	RET/RET — retirement.
	RET/RIT — involuntary — returned in lieu of termination.
	RET/RRF — retire — layoff.
RFL — return from business leave or hold	RFL/RFL — return from leave.
	RHD/RHD — return from hold.
RWB — return from short work break	RWB/RNW — employee renewal.
SWB — place on short work break	SWB/AJH — auto job hold — no pay with benefits.
	SWB/AJN — auto job hold — no pay and no benefits.

TER — termination	TER/BOR — term — transfer to ABOR or TRI-U.
	TER/DTH — death.
	TER/END — end of assignment.
	TER/GRD — graduation.
	TER/IFD — involuntary — lack of funding.
	TER/IRF — layoff.
	TER/IRP — involuntary — released during probation.
	TER/ITR — involuntary — resigned in lieu of termination.
	TER/OVF — disability greater than or equal to five years of service.
	TER/STA — term — transfer to state agency.
	TER/TEN — involuntary — term contract prob pd.
	TER/UNF — disability less than five years of service.
	TER/VRS — resignation.
XFR — lateral transfer	XFR/CON — competitive lateral — no pay.
	XFR/COP — competitive lateral pay change.
	XFR/NCN — non-competitive lateral — no pay.
	XFR/NCP — non-competitive lateral pay change.

Appendix B — reg-temp and full-part

Full and part-time

- Full-time — any employee who works a planned and consistent work schedule at 1.0 FTE or 40 hours per week.
- Part-time — any employee who works a planned and consistent work schedule of less than 1.0 FTE or less than 40 hours per week.
- PRN — unplanned, unscheduled and unexpected staffing needs that meet all of the following criteria:
    - Has an inconsistent, not committed number of hours.
    - Receives payment on an hourly basis.
    - Works a non-recurring schedule with no guarantee of continued employment.

Regular or temporary

Regular:

- Academic personnel who are tenured, tenure track, a continuing status eligible or continuing status, regardless of FTE.
- All staff with a consistent work schedule for 90 days or longer, regardless of FTE.
- Not used for graduate or student workers.

NT/NC academic:

- Academic personnel and post-doctoral scholars who are non-tenure track, non-tenured, non-continuing status-eligible or on non-continuing status for 90 days or longer, including:
    - Instructors.
    - Lecturers.
    - Other academic personnel except for FAs and AAs on semester, annual or multi-year contracts.
    - Professors of practice.

Variable — all employees who meet one or more of the following criteria:

- All faculty associates, faculty research and academic associates .40 FTE or less.
    - .41–.48 FTE requires advance approval from the Office of the University Provost and the ASU ACA Compliance team.
    - 50 FTE or more, another title must be used.
- All graduate and student worker positions.
- Inconsistent weekly work schedule.
- Short-duration positions less than 90 days, regardless of FTE.