

**Arizona State University
Personnel Transaction Request (PTR) Workflow Approval Matrix***

Action	Type of Employee	Appointment Type	Approvals Needed***	Comments
Data Correction - Remove PTR Updates	All Employee Classes		Cost Center Approver and/or Grant Manager Dean/VP	
Hire/Rehire	Faculty/Academic Professional	Academic Professionals, Faculty Tenure/Non-Tenure Track	Cost Center Approver and/or Grant Manager Dean/VP Provost/EVP	Only for multi-year, tenure and tenure track
	Faculty/Academic Professional	Faculty Associates, Academic Associates	Cost Center Approver and/or Grant Manager Dean/VP	Only if employee is >= 50% FTE and Reg or NT/NC Acad
	Faculty /Academic Professional	Summer Session	Cost Center Approver and/or Grant Manager Dean/VP	Except if title is Research (sponsored funding)
	Faculty Administrators		Cost Center Approver and/or Grant Manager Dean/VP Provost/EVP	
	Post Doc		Cost Center Approver and/or Grant Manager	
	Graduate Student		Cost Center Approver and/or Grant Manager	
	Classified/University Staff **		Cost Center Approver and/or Grant Manager Dean/VP Provost/EVP HR Staffing	Only if reason for hire is change in FTE with increase or backfill/reclass to higher level Only if it is a waiver
	Student Worker **		Cost Center Approver and/or Grant Manager Student Employment Office	for DMX requests, submit form for approval via email
	Hire/Rehire Date Correction	All		Cost Center Approver and/or Grant Manager Dean/VP Student Employment Office HR Benefits Data Mgmt I-9 Mgmt
Lateral/Transfer	Faculty/Academic Professional	Academic Professionals, Faculty Tenure/Non-Tenure Track	Cost Center Approver and/or Grant Manager Dean/VP Provost/EVP	
	Faculty/Academic Professional	Faculty Associates, Academic Associates	Cost Center Approver and/or Grant Manager Dean/VP	Only if there is a pay increase
	Faculty/Academic Professional	Summer Session	Cost Center Approver and/or Grant Manager Dean/VP	Except if title is Research (sponsored funding)
	Faculty Administrators or Non-Faculty Administrators**		Cost Center Approver and/or Grant Manager Dean/VP Provost/EVP	
	Post Doc		Cost Center Approver and/or Grant Manager Dean/VP	Only if there is a pay increase
	Graduate Student		Cost Center Approver and/or Grant Manager	
	Classified/University Staff **		Cost Center Approver and/or Grant Manager Dean/VP Provost/EVP HR Compensation	Only if there is a pay increase Only for pay increases greater than 20% Only if proposed salary is outside of the market zone (MRZ)
	Student Worker **		Cost Center Approver and/or Grant Manager Student Employment Office	for DMX requests, submit form for approval via email
	Pay Option Change	Eligible Faculty,Acad Professional, Faculty Admin		Cost Center Approver and/or Grant Manager Dean/VP

*Departments are responsible for maintaining documentation that supports Provost/Executive Vice President or Principal Investigator approval where appropriate

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Pay Rate Change	Faculty/Academic Professional	Academic Professionals, Faculty Tenure/Non-Tenure Track	Cost Center Approver and/or Grant Manager Dean/VP	
			Provost/EVP	Only for Tenure, Tenure Track, and Continuing with a pay change, or the title is RMY or MY with a pay change, or Year to Year and Non Tenure 1.0 FTE with a pay increase
	Faculty/Academic Professional	Faculty Associates, Academic Associates	Cost Center Approver and/or Grant Manager Dean/VP	Only if there is a pay increase
	Faculty/Academic Professional	Summer Session	Cost Center Approver and/or Grant Manager Dean/VP	Except if title is Research (sponsored funding)
	Classified/University Staff		Cost Center Approver and/or Grant Manager Dean/VP	Only if there is a pay increase
			Provost/EVP	Pay increases > than 20% of current salary or increase is for retention
			HR Compensation	Only if proposed salary is outside of the market zone (MRZ)
	Administrator		Cost Center Approver and/or Grant Manager Dean/VP Provost/EVP	
	Post Doc		Cost Center Approver and/or Grant Manager Dean/VP	Only if there is a pay increase
Graduate Student		Cost Center Approver and/or Grant Manager		
Student Worker		Cost Center Approver and/or Grant Manager Student Employment Office	Only if there is a pay increase (for DMX requests, submit for approval via email)	
Place on Admin Leave	All Employee Types (non-student/grad)		Cost Center Approver and/or Grant Manager Dean/VP	
			OHR Partners	
Place on Business Leave	Eligible Faculty, Acad Professionals, or Faculty Administrators		Cost Center Approver and/or Grant Manager Dean/VP Provost/EVP ASU ACA Compliance	See process guides for Provost approval requirements. Only if request for leave with NO Benefits
Place On Short Work Break	All Academic Employee Types		Cost Center Approver and/or Grant Manager Dean/VP Provost/EVP	Only for Tenure, Tenure Track, and Continuing or the title is RMY or MY Only for Tenure, Tenure Track, and Continuing or the title is RMY or MY
Promotion	Faculty/Academic Professional	Acad Professionals, Faculty Tenure/Non-Tenure Track	Cost Center Approver and/or Grant Manager Dean/VP Provost/EVP	
			Cost Center Approver and/or Grant Manager Dean/VP	Only if there is a pay increase
			Cost Center Approver and/or Grant Manager Dean/VP	Except if title is Research (sponsored funding)
	Faculty Administrators or Non-Faculty Administrators**		Cost Center Approver and/or Grant Manager Dean/VP Provost/EVP	
			Cost Center Approver and/or Grant Manager Dean/VP	Only if there is a pay increase
			Provost/EVP	Only for pay increases greater than 20%
	Classified/University Staff **		HR Compensation	Only if salary is outside of the market zone (MRZ)
Student Worker **		Cost Center Approver and/or Grant Manager Student Employment Office	for DMX requests, submit form for approval via email	

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Reassignment	Faculty/Academic Professional	Acad Professionals, Faculty Tenure/Non-Tenure Track	Cost Center Approver and/or Grant Manager	
			Dean/VP	
			Provost/EVP	
	Faculty/Academic Professional	Faculty Associates, Academic Associates	Cost Center Approver and/or Grant Manager	
			Dean/VP	Only if there is a pay increase
	Faculty/Academic Professional	Summer Session	Cost Center Approver and/or Grant Manager	
			Dean/VP	Except if title is Research (sponsored funding)
	Faculty Administrators or Non-Faculty Administrators**		Cost Center Approver and/or Grant Manager	
			Dean/VP	
			Provost/EVP	
Classified/University Staff **		Cost Center Approver and/or Grant Manager		
		HR Partners	Only if reason is involuntary	
		HR Compensation	Only if proposed salary is outside of the market zone (MRZ)	
		Dean/VP	Only if there is a pay increase	
Student Worker **		Provost/EVP	Only for pay increases greater than 20%	
		Cost Center Approver and/or Grant Manager		
		Student Employment Office	for DMX requests, submit form for approval via email	
Retire	All Employee Classes Eligible for Retirement		Cost Center Approver and/or Grant Manager	
			Benefits Partners	
Return from Leave (Business or Admin)	All eligible employee classes		Cost Center Approver and/or Grant Manager Dean/VP	
Return From Work Break	Faculty/Academic Professional	Acad Professionals, Faculty Tenure/Non-Tenure Track	Cost Center Approver and/or Grant Manager	
			Dean/VP	
			Provost/EVP	Only for Tenure, Tenure Track, and Continuing with a change to salary, title, or FTE, or the title is RMY or MY with a change to salary, title or FTE
	Faculty/Academic Professional	Faculty Associates, Academic Associates	Cost Center Approver and/or Grant Manager	
			Dean/VP	Only if employee is >= 50% FTE and Reg or NT/NC Acad
	Faculty/Academic Professional	Summer Session	Cost Center Approver and/or Grant Manager Dean/VP	Except if title is Research (sponsored funding)
Graduate Student		Cost Center Approver and/or Grant Manager		
Post Doc		Cost Center Approver and/or Grant Manager Dean/VP		
Std Hours Change	Faculty/Academic Professional	Acad Professionals, Faculty Tenure/Non-Tenure Track	Cost Center Approver and/or Grant Manager	
			Dean/VP	
			Provost/EVP	Only for Tenure, Tenure Track, and Continuing or the title is RMY or MY
	Faculty/Academic Professional	Faculty Associates, Academic Associates	Cost Center Approver and/or Grant Manager	
			Dean/VP	Only if there is a pay increase
	Faculty/Academic Professional	Summer Session	Cost Center Approver and/or Grant Manager	
			Dean/VP	Except if title is Research (sponsored funding)
	Classified/University Staff		Cost Center Approver and/or Grant Manager	
			Dean/VP	Only if there is a pay increase
			Provost/EVP	Only if pay increase > than 20% of current salary
Graduate Student		Cost Center Approver and/or Grant Manager		
Administrator		Cost Center Approver and/or Grant Manager		
		Dean/VP		
		Provost/EVP		
Post Doc		Cost Center Approver and/or Grant Manager		
		Dean/VP	Only if there is a pay increase	
Student Worker		Cost Center Approver and/or Grant Manager		

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Termination	All Employee Classes		Cost Center Approver and/or Grant Manager	
			Dean/VP	Only for involuntary terminations of benefits eligible staff
			HR Partners	Only for involuntary terminations of benefits eligible staff
			Payroll	Only if an hourly employee has outstanding time (reported or payable) after term date
			HR Benefits Data Mgmt	Only for backdated terms of benefits eligible employees
Termination Date Correction	All Employee Classes		Cost Center Approver and/or Grant Manager	
			Dean/VP	
			HR Partners	Only for involuntary terminations of benefits eligible staff
			HR Benefits Data Mgmt	FS Data Mgmt will obtain this approval after receiving DMX

Payroll Transactions

Action	Type of Employee	Appointment Type	Approvals Needed***	Comments
Additional Pay	Graduate Students and Student Workers		Cost Center Approver and/or Grant Manager	
	All except graduate students and student workers		Financial Services	Only if additional pay is > \$25,000
			Cost Center Approver and/or Grant Manager	
			Dean/VP	Only if earnings codes are one of the following (BNN,BNS,CCA,CIP,HNR,SUP,ISP,ICS,ADS,CAR,HSG,or RET)
			Financial Services	Only if additional pay is > \$25,000
Cancel Additional Pay	All Employees		Cost Center Approver and/or Grant Manager	
Leave Accrual Adjustments	All Employees		Cost Center Approver and/or Grant Manager	
Report Overpayment	All Employees		Cost Center Approver and/or Grant Manager	
Request Manual Check	All Employees		Cost Center Approver and/or Grant Manager	

Position Management - Kenexa Recruitment Transactions

Action	Type of Employee	Appointment Type	Approvals Needed	Comments
Backfill/ Reclassification	Staff/ Non-faculty Administrators		Cost Center Approver and/or Grant Manager	
			HR Staffing	Only if it is a waiver
			Dean/VP	
			Provost/EVP	Only if the reclassified position is a higher level position
Change in FTE	Staff/ Non-faculty Administrators		Cost Center Approver and/or Grant Manager	
			HR Staffing	Only if it is a waiver
			Dean/VP	
			Provost/EVP	Only if there is an increase in FTE
Increase in Headcount	Staff/ Non-faculty Administrators		Cost Center Approver and/or Grant Manager	
			HR Staffing	Only if it is a waiver
			Dean/VP	
			Provost/EVP	
Temporary	Staff/ Non-faculty Administrators		Cost Center Approver and/or Grant Manager	
			HR Staffing	Only if it is a waiver
			Dean/VP	
All Actions - Student Worker Positions	Student Worker		Cost Center Approver and/or Grant Manager	

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