



Business process guide

The business process guide gives instructions on submitting online renewals for eligible employees.

Please [refer to the Data Management staff directory](#) for the Data Management specialist responsible for your department.



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Introduction

The online renewal page is used to request or approve a “return from a short work break” for one or more eligible employees. The renewal process is used for faculty, academic professionals, graduate students and post-doctoral employees with an academic year appointment.

A “short work break” is a payroll status that allows an employee to remain in an active HR status while their pay is temporarily stopped so that you can enter details for a new appointment. Employees are automatically moved to a “short work break” status when their expected job end date — as selected in the hire or renewal request — is met. Employees who do not return to active pay status should be terminated via the Personnel Transaction Request. Otherwise, a request will be required for the employee to return to active pay status.

Online renewal can be used to request a return from a “short work break” for employees that will be returned to the same position number and job code without reg/temp or FTE changes. The PTR must be used for requests that require changes to the position number, job code, reg/temp or FTE. Online renewal also allows mass requests and approvals, unlike the PTR.

Preparation

Security roles that you will need

Each procedure — position management and online renewal — requires specific roles to complete the necessary transactions. To check which roles you currently have, [log in to PeopleSoft](#) and navigate to the following:

1. ASU Customizations.
2. ASU Security.
3. Manage Security Requests.
4. My Security Access Roles.

To learn how to request a role, [visit the how to apply for a PeopleSoft security role webpage](#).

Position management security roles

HCM Dept Financial Mgr — this role allows you to create, modify or review a position and update the finding tied to a position number. Access to the position work list is also granted.

HCM Dept Position Manager — this role allows you to create, modify or review a position number. Access to the position work list is also granted.

Human Capital Management (HR) - Position Management (PM)

<input type="checkbox"/> BTS PM Admin	<input type="checkbox"/> OHR Pos Mgt Dept Lock Override
<input type="checkbox"/> HCM Dept Financial Mgr	<input type="checkbox"/> OHR Position Mgt General User
<input type="checkbox"/> HCM Dept Position Manager	<input type="checkbox"/> OHR Position Mgt Super User
<input type="checkbox"/> HCM Dept Position View	<input type="checkbox"/> OHR Position Mgt View
<input type="checkbox"/> HR Position Update	<input type="checkbox"/> Redistribution

The HCM department financial manager and the HCM department position manager roles require training through Career EDGE. To access the training:

1. Click on the “learning” menu header and select “learner home.”
2. Search for “HRIS: Department Position Manager.”
3. Click on the “launch” button to start the course.

Online renewal security roles

ASU renewal submission — this role allows you to submit and review online renewal requests for employees in the GRD, ACD and FSW pay groups. This includes those currently on a “short work break” or who have an expected job end date within the current academic session. The ASU renewal submitter is the only role that will have the ability to update the renewal data.

ASU renewal approval — this role allows you to approve or return submitted renewal requests. The ASU renewal approval role cannot update the submitted data. The ASU renewal approver will have view-only access to the ASU renewal submission pages.

Each department will need at least one person assigned to the ASU renewal submission role and another to the ASU renewal approver role to process the renewal requests. You should have a backup submitter and approver for each area.

You can have both roles but the system prevents one person from being both the submitter and approver on a given transaction.



Before you start

Department procedures

This training guide instructs departments on processing actions in PeopleSoft after completing the preliminary work within their department. Departments should follow their current internal business processes to obtain approvals and determine an appropriate recruiting method. Typically, this may include coordinating with the primary business officer within your dean's office.

Required documentation

To keep employee files updated, the Office of Human Resources requires a signed copy of the employee's offer letter, memorandum or notice of appointment. The department should maintain approval documentation, and it does not need to be provided to Data Management to process a renewal. Approval of renewals by a user with the security role of ASU renewal approver offers the necessary authorization for the system to process the request.

Renewing employees on a short work break

Please use the following guide to help determine how to renew your employees on a short work break in PeopleSoft. Various situations will determine which process to use to renew an employee. Because staff and student workers do not go on short work breaks, this process does not apply to them.

Faculty and academic professionals in the A12 pay group are placed on the pay frequency "B" — bi-weekly — with no expected job end date. Suppose a faculty member or academic professional on the A12 pay frequency will not be returning for the upcoming academic year. In that case, the department will need to process a termination or work with the Benefits department to place the employee on a leave of absence or hold.

Faculty, academic professionals and post-doctoral that wish to change from ACD to A12, or vice versa, must complete the [pay option form](#). Pay option change elections may only be made once per fiscal year and are processed at the beginning of the fiscal year. The position and employee must qualify to elect the A12 pay option.



Renewal pages

ASU renewal submission page:

- An “FTE Chg” checkbox allows the submitter to indicate if a salary change is due to a change in FTE. This checkbox does not affect the employee’s FTE, and requests with a change in FTE should be submitted via the PTR.
- Eligible employees will appear on the renewal tab and move to either the reviewed or submitted tab based on which action has been initiated by the renewal submitter.
- Employees already on a short work break or active with an expected job end date within the current session will be available for renewal before being placed on a short work break.
- Employees can be marked as reviewed to indicate the department does not wish to renew the employee for the given term.
- Employee records can only be returned through online renewal once per term, and additional requests must be entered via the PTR.
- Frequency, salary fields and the start date will open for editing when the “Submit” box is checked for the given employee.
- Once submitted, the data can only be modified if the ASU renewal approver returns the renewal request.

Renewal Reviewed Submitted

RENEWALS

Return Employees in Short Work Break status or with Expected End Dates within the current session.
Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department Group ACD

Year 2020 Term Spring Academic Term Start Date 01/13/2020

Select All Deselect All Submit

Employee Renewal Personalize Find View All First 1-49 of 49 Last

Renewal	Position	Reports To	Name	Expected End Date	Cur Freq	Cur Salary	Group	* Start Date	New Freq	New Salary	End Date	FTE Chg
<input checked="" type="checkbox"/>	<input type="checkbox"/>				ASU05	4,000.000	ACD	01/13/2020	ASU05	4,000.000	03/22/2020	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>				ASU10	4,000.000	ACD	01/13/2020	ASU09	4,000.000	05/17/2020	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				ASU05	2,666.670	ACD	01/13/2020	ASU05	2,666.670	03/22/2020	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				ASU10	4,000.000	ACD	01/13/2020	ASU09	4,000.000	05/17/2020	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				ASU10	11,625.000	ACD	01/13/2020	ASU09	11,625.000	05/17/2020	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			03/08/2020	ASU05	4,000.000	ACD	01/13/2020	ASU05	4,000.000	03/22/2020	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			03/08/2020	ASU05	4,000.000	ACD	01/13/2020	ASU05	4,000.000	03/22/2020	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				ASU10	4,000.000	ACD	01/13/2020	ASU09	4,000.000	05/17/2020	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				ASU10	4,000.000	ACD	01/13/2020	ASU09	4,000.000	05/17/2020	<input type="checkbox"/>



How to process an online renewal

ASU renewal approval page:

Renewal Departmental Approval

Review submitted renewals for accuracy and approve, or return for correction.

Department Group ACD

Year 2020 Term Spring

Employee Renewal Personalize | Find | View All | First 1-3 of 3 Last

Renewal	Position	Reports To		Name	HR Review	Expected End Date	Cur Freq	Cur Salary	Start Date	New Freq	New Salary	End Date	FTE Chg
1	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		ASU09	2,550.000	01/13/2020	ASU09	2,550.000	05/17/2020	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		ASU09	10,200.000	01/13/2020	ASU09	10,200.000	05/17/2020	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		ASU09	5,100.000	01/13/2020	ASU09	5,100.000	05/17/2020	<input type="checkbox"/>

- An ASU renewal approver can approve an online renewal submission or return it to the submitter.
- Approvers do not have access to change submitted data.
- Approvers have view access to the ASU renewal submission page.
- If a user has both the renewal submitter and approver roles, the records they have submitted for renewal will not appear in their approval list. Another user with the approver role can approve or return those requests.
- Once approval is applied, the renewal request cannot be returned or canceled.

Navigating to the renewal pages

From the main search menu in PeopleSoft:

1. Click ASU Customizations.
2. Click ASU HCM Custom.
3. Select ASU HR.
4. Select ASU HR Renewal.
5. Open the submission or approval page depending on the action you need to take.





How to process an online renewal

Although the security roles for online renewal are available for request throughout the year, the online renewal pages are only available when employees need to be processed for an available term and a department within the submitter or approvers' security access. Please verify that you have obtained the correct security roles if you do not see the ASU HR renewal pages. If you are still unable to access the ASU HR renewal pages, [email Data Management](#).

Searching for a renewal page to process

Enter your department and click on search. If all fields are left blank, the search will result in an error message.

ASU Renewal Submission

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Department begins with ▼ B1705

Pay Group begins with ▼

Year begins with ▼

Term = ▼

Description begins with ▼

Short Description begins with ▼

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

View All				First	1-2 of 2	Last
Department	Pay Group	Year	Term	Description	Short Description	
B1705	ACD	2020	Spring	English	85287-1401	
B1705	GRD	2020	Spring	English	85287-1401	

A department code may be listed several times if employees in multiple pay groups are eligible for renewal or if more than one renewal term is available for a pay group with eligible employees. Each pay group within that department will need to be selected separately to process renewals for an entire department.

Refining your search

Your search can be limited to the first three digits of the department code to pull up all departments within a vice president area. You can also search by pay group or the department description. You may refine your search criteria by including a combination of search fields. The results will be limited to the department codes you have security access to review.



How to process an online renewal

[Find an Existing Value](#)

▼ **Search Criteria**

Department begins with ▼ B17

Pay Group begins with ▼ ACD

Year begins with ▼

Term = ▼

Description begins with ▼

Short Description begins with ▼

Limit the number of results to (up to 300):

[Basic Search](#)

The academic term can also filter the search to display all pay groups within your department that are available for processing during the term selected. The term is the semester for which you will be processing renewals. Fall and spring terms are used for ACD and GRD pay groups. The summer one term is used for FSW and GRD pay groups. Summer two and winter appear in the dropdown menu but are no longer used.

If you select a term not currently available for processing, you will receive an error message saying, “no matching values found.” The online renewal process will open before the beginning of the upcoming academic session. Your online renewals must be submitted and approved before payroll lockout for the starting pay period. If you missed the deadline, you must process a PTR or the employee will not be paid. Once the online renewal period for a term or session has closed, no further renewals may be processed for that session.

Select the search result record that you wish to renew.

ASU Renewal Submission

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Department begins with ▼ B1705

Pay Group begins with ▼

Year begins with ▼

Term = ▼

Description begins with ▼

Short Description begins with ▼

Limit the number of results to (up to 300):

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

Department	Pay Group	Year	Term	Description	Short Description
B1705	ACD	2020	Spring	English	85287-1401
B1705	GRD	2020	Spring	English	85287-1401



Renewal page

The renewal tab on the renewal submission page will list employees within the department code and pay group selected on the search page. The renewal tab will display a record for each employee containing the frequency, salary, expected job end date and pay group currently listed in the job data.

Renewal

Reviewed

Submitted

RENEWALS
Return Employees in Short Work Break status or with Expected End Dates within the current session.
Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department Group ACD
Year 2020 Term Spring Academic Term Start Date 01/27/2020

Select All Deselect All Submit

Employee Renewal

Personalize | Find | View All |

First 1-29 of 29 Last

Renewal

Position

Reports To

	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	*Start Date	New Freq	New Salary	End Date	FTE Chg
1	<input type="checkbox"/>	<input type="checkbox"/>			ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>			ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>		03/08/2020	ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>			ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>

Expected job end date field

The expected end date field indicates when your employee will be on a short work break. Employees who are not currently in a short work break status but have an expected job end date within the current hiring session will be available for renewal before being placed on a short work break. You will be able to submit and approve the renewal data before the employee is placed on a short work break. The process will wait until the employee is placed on a short work break to add the job data rows that return the employee within the new session.

Employee Renewal

Personalize | Find | View All |

First 1-29 of 29 Last

Renewal

Position

Reports To



	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	*Start Date	New Freq	New Salary	End Date	FTE Chg
1	<input type="checkbox"/>	<input type="checkbox"/>		03/08/2020	ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>		03/08/2020	ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>		03/08/2020	ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>			ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>



Reviewing position data


Review the position data by clicking on the “position” and “reports to” tabs.

The position tab on the renewal page contains the employee’s position data like the employee class, FTE, position number, position title, job code and reg/temp status.

Employee Renewal

Personalize | Find | View All |  


First  1-29 of 29  Last

Renewal **Position** Reports To 

	Empl ID	Rcd#	Eff Date	Seq	Empl Class	FTE	Position Number	Position Title	Job Code	Reg/Temp
1		1	01/14/2020	0	FAC	0.400000	245	Faculty Assoc	894800	Variable
2		1	12/30/2019	0	FAC	0.400000	245	Faculty Assoc	894800	Variable
3		0	12/30/2019	0	FAC	0.400000	245	Faculty Assoc	894800	Variable
4		1	12/30/2019	0	FAC	0.400000	188	Faculty Assoc	894800	Variable
5		1	12/31/2018	0	FAC	0.400000	192	Faculty Assoc	894800	Variable

The “reports to” tab on the renewal page contain the report to information from the employee’s position number.

Employee Renewal

Personalize | Find | View All |  

First 1-29 of 29 Last

Renewal

Position

Reports To

	Reports To Posn	Reports To Name
1	224	
2	224	
3	224	
4	224	

Position changes

The online renewal should be used for timely renewals of employees with no significant position changes from the last time they were placed on a short work break. Most changes made to an employee’s position will not appear on the online renewal. If the employee receives a promotion, transfer, FTE change, has a change of benefit eligibility, or the department is late in renewing them, a PTR must be submitted in place of the online renewal.

A department must approve their online renewals no later than 5 p.m. on the day before the payroll lockout for the pay period in which the renewals are effective.

[Visit the payday and payroll calendars webpage](#) for more information.



How to process an online renewal

Expanding the renewal page

The renewal page can be expanded to display the renewal, position and reports to data in one display.

Department Group ACD
Year 2020 Term Spring Academic Term Start Date 01/27/2020

Employee Renewal [Personalize](#) | [Find](#) | [View All](#) | | First 1-29 of 29 Last

	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	*Start Date	New Freq	New Salary	End Date	FTE Chg
1	<input type="checkbox"/>	<input type="checkbox"/>			ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>			ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>		03/08/2020	ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>			ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>			ASU10	6,600.000	ACD	01/27/2020	ASU08	6,600.000	05/17/2020	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>			ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>			ASU10	6,600.000	ACD	01/27/2020	ASU08	6,600.000	05/17/2020	<input type="checkbox"/>

To close the expansion view, simply click back on the tab expansion button.

Year 2020 Term Spring Academic Term Start Date 01/27/2020

Employee Renewal

	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	*Start Date	New Freq	New Salary	End Date	FTE Chg	Empl ID	Rcd#	Eff Date	Seq	Emp
1	<input type="checkbox"/>	<input type="checkbox"/>			ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>		0	12/30/2019	0	FAC
2	<input type="checkbox"/>	<input type="checkbox"/>			ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>		1	12/30/2019	0	FAC
3	<input type="checkbox"/>	<input type="checkbox"/>		03/08/2020	ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>		0	12/30/2019	0	FAC
4	<input type="checkbox"/>	<input type="checkbox"/>			ASU05	3,300.000	ACD	01/27/2020	ASU05	3,300.000	04/05/2020	<input type="checkbox"/>		0	12/30/2019	0	FAC

The renewal page will display up to 50 employees in a single view. If more than 50 employees exist in the department, use the left and right arrows to review the other employees in that department or pay group. You may click the view all button to display all employees on one page if less than 100 employees.

Year 2020 Term Spring Academic Term Start Date 01/27/2020

Employee Renewal [Personalize](#) | [Find](#) | [View 100](#) | | First 1-50 of 609 Last

	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	*Start Date	New Freq	New Salary	End Date	FTE Chg
1	<input type="checkbox"/>	<input type="checkbox"/>			ASU02	900.000	GRD	01/27/2020	ASU02	900.000	02/23/2020	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>			ASU10	9,000.000	GRD	01/27/2020	ASU08	9,000.000	05/17/2020	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>		03/08/2020	ASU04	3,420.000	GRD	01/27/2020	ASU04	3,420.000	03/22/2020	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>			ASU08	3,840.000	GRD	01/27/2020	ASU08	3,840.000	05/17/2020	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>			ASU06	5,400.000	GRD	01/27/2020	ASU06	5,400.000	04/19/2020	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>			ASU08	1,920.000	GRD	01/27/2020	ASU08	1,920.000	05/17/2020	<input type="checkbox"/>



How to process an online renewal

Always submit before going back and forth between the various tabs — renewal, review or submitted — on the pages so that the changes are not lost.

Submitting renewals

Select the employees you wish to renew by checking the submit box next to the employee's name. Once the submit box is checked, the start date, new frequency and new salary fields will open up for editing.

Employee Renewal												
Personalize Find View 100		First 1-50 of 609 Last										
Renewal	Position	Reports To										
Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	* Start Date	New Freq	New Salary	End Date	FTE	Chg
<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU02	900.000	GRD	01/27/2020	ASU02	900.000	02/23/2020		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU10	9,000.000	GRD	01/27/2020	ASU08	7,500.000	05/17/2020		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		03/08/2020	ASU04	3,420.000	GRD	01/27/2020	ASU04	3,420.000	03/22/2020		<input type="checkbox"/>

Review and update the start date as needed. The default start date will depend on the term that is being processed and the date on which you enter the renewal.

Year 2020		Term Spring		Academic Term Start Date 01/27/2020														
Select All		Deselect All		Submit														
Employee Renewal																		
																		
	Return	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	* Start Date	New Freq	New Salary	End Date	FTE Chg	Empl ID	Rcd#	Eff Date	Seq	
1		<input type="checkbox"/>	<input type="checkbox"/>			ASU06	2,950.350	GRD	01/27/2020	ASU06	2,950.350	04/19/2020	<input type="checkbox"/>		2	08/12/2019		
2		<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU10	4,425.500	GRD	01/27/2020	ASU08	4,425.500	05/17/2020	<input type="checkbox"/>		0	02/03/2020		
3		<input type="checkbox"/>	<input type="checkbox"/>			ASU10	8,759.120	GRD	01/27/2020	ASU08	8,759.120	05/17/2020	<input type="checkbox"/>		2	01/08/2020		

Click on the magnifying glass to change the start date if applicable. You will not be able to select a start date before the current pay period. After payroll lockout begins — typically at 5 p.m. on Thursdays — you will be forced to choose the upcoming pay period or later. The academic term start date is referenced at the top of the renewal page and indicates the earliest date you can select for renewals in the term. Use the PTR if your employee must be returned for an earlier date.

The system will not allow you to enter an online renewal for an employee with an effective date greater than the start date you wish to select. The effective date is the most recent date added to your employee's job record — like data change, position change, promotion, etc. — and appears when you click on the position tab or the tab expansion button. Use the PTR to renew an employee who has an effective date after the start date you wish to use.

Message

Start date for Employee , ID , RCD# 0 is invalid. (31002,8)

You must select start date from the valid drop down values. This employee will not be updated.

The “look up start date” values will vary depending on the term you are processing. You will only have the start dates for the academic term you are processing. If you complete the renewal process after the academic term has started, the start date will default to the first day in the current pay period. It will only allow you to choose from pay period start dates in the present or future pay period.

[Visit the academic pay schedule webpage](#) for more information on the begin and end dates for each pay period within the term. This tool is helpful when determining the pay frequency based on the academic start and stop dates.

RENEWALS

Return Employees in Short Work Break status or with Expected End Dates within the current session.

Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department B1715 School of Molecular Sciences Group GRD

Year 2020 Term Spring Academic Term Start Date 01/27/2020

Select All Deselect All Submit

Employee Renewal

Personalize | Find | View All | First 1-50 of 86 Last

Renewal

Position

Reports To

	Return	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	*Start Date	New Freq	New Salary	End Date	FTE Chg
1		<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU06	2,950.350	GRD	01/27/2020	ASU06	2,950.350	04/19/2020	<input type="checkbox"/>
2		<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU10	4,425.500	GRD	01/27/2020	ASU08	4,425.500	05/17/2020	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>			ASU10	8,759.120	GRD	01/27/2020	ASU08	8,759.120	05/17/2020	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>			ASU10	8,851.000	GRD	01/27/2020	ASU08	8,851.000	05/17/2020	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>			ASU03	2,950.320	GRD	01/27/2020	ASU03	2,950.320	03/08/2020	<input type="checkbox"/>
6		<input type="checkbox"/>	<input type="checkbox"/>			ASU06	6,480.100	GRD	01/27/2020	ASU06	6,480.100	04/19/2020	<input type="checkbox"/>

The pay frequency is the number of pay periods within the appointment period. The “new freq” field will automatically default to the current frequency within the job data. If the current frequency within the job data is outside the permissible frequency range, the “new freq” will default to a value within the allowable ranges nearest to the current frequency. If applicable, review the new frequency and click on the magnifying glass to change the pay frequency.



How to process an online renewal

Select the frequency from the look up table. The available values will be limited based on the number of pay periods remaining in the term.

The 'Look Up New Freq' dialog box is shown. It has a 'Pay Group' dropdown set to 'GRD'. Below it are two search fields: 'Frequency ID' and 'Description', both with 'begins with' dropdowns. At the bottom are 'Look Up', 'Clear', and 'Cancel' buttons, and a 'Basic Lookup' link. The 'Search Results' section shows a table with 8 results, each with a 'Frequency ID' and a 'Description'.

Frequency ID	Description
ASU01	ASU 01 Pay Period
ASU02	ASU 02 Pay Periods
ASU03	ASU 03 Pay Periods
ASU04	ASU 04 Pay Periods
ASU05	ASU 05 Pay Periods
ASU06	ASU 06 Pay Periods
ASU07	ASU 07 Pay Periods
ASU08	ASU 08 Pay Periods

The end date will adjust once a new start date or frequency is selected.

The 'Employee Renewal' table is shown in two states. In the first state, the 'New Freq' column for row 1 is 'ASU06' and for row 2 is 'ASU08'. In the second state, after selection, row 1's 'New Freq' is 'ASU03' and row 2's is 'ASU04'. Red boxes highlight the 'New Freq' and 'End Date' columns, and red arrows point from the first state to the second, showing the end date adjustment.

Return	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	* Start Date	New Freq	New Salary	End Date	FTE Chg
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU06	2,950.350	GRD	01/27/2020	ASU06	2,950.350	04/19/2020	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU10	4,425.500	GRD	01/27/2020	ASU08	4,425.500	05/17/2020	<input type="checkbox"/>

Return	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	* Start Date	New Freq	New Salary	End Date	FTE Chg
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU06	2,950.350	GRD	01/27/2020	ASU03	1,700.000	03/08/2020	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU10	4,425.500	GRD	01/27/2020	ASU04	2,200.000	03/22/2020	<input type="checkbox"/>

The current salary will default from the job data in the new salary data field. Review each new salary and update if appropriate.

The 'Employee Renewal' table is shown with the 'New Salary' column highlighted by a red box. The table includes filters for Department, Group, Year, Term, and Academic Term Start Date. The table data is the same as the previous one, but the 'New Salary' column is now visible and highlighted.

Return	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	* Start Date	New Freq	New Salary	End Date	FTE Chg
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU06	2,950.350	GRD	01/27/2020	ASU06	2,950.350	04/19/2020	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU10	4,425.500	GRD	01/27/2020	ASU08	4,425.500	05/17/2020	<input type="checkbox"/>



How to process an online renewal

Please submit a PTR in place of the online renewal if the employee's salary changes due to a change in FTE. Clicking the box for "FTE chg" does not update the FTE. If the renewal processes, [complete a DMX](#) to correct the employee's job data.

Department Group GRD
Year 2020 Term Spring Academic Term Start Date 01/27/2020

Employee Renewal Personalize | Find | View All | First 1-50 of 86 Last

	Return	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	*Start Date	New Freq	New Salary	End Date	FTE Chg
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU06	2,950.350	GRD	01/27/2020	ASU06	3250	04/19/2020	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			ASU10	4,425.500	GRD	01/27/2020	ASU08	4,425.500	05/17/2020	<input type="checkbox"/>

Once the selected renewal data is reviewed and updated as appropriate, click the submit button.

RENEWALS
Return Employees in Short Work Break status or with Expected End Dates within the current session.
Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department Group GRD
Year 2020 Term Spring Academic Term Start Date 01/27/2020

Employee Renewal Personalize | Find | View All | First 1-50 of 86 Last

	Return	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	*Start Date	New Freq	New Salary	End Date	FTE Chg
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU06	2,950.350	GRD	01/27/2020	ASU06	2,950.350	04/19/2020	<input type="checkbox"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU10	4,425.500	GRD	01/27/2020	ASU08	3,700.000	05/17/2020	<input type="checkbox"/>
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU03	2,950.320	GRD	03/09/2020	ASU03	2,950.320	04/19/2020	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			ASU10	8,759.120	GRD	01/27/2020	ASU08	8,759.120	05/17/2020	<input type="checkbox"/>

Once a renewal is submitted, the employee will move from the renewal tab to the submitted tab. The employee record will no longer appear on the renewal tab.

RENEWALS
Return Employees in Short Work Break status or with Expected End Dates within the current session.
Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department Group GRD
Year 2020 Term Spring Academic Term Start Date 01/27/2020

Employee Renewal Personalize | Find | First 1-3 of 3 Last

	Name	Start Date	New Freq	New Salary	End Date	FTE Chg
1		01/27/2020	ASU06	2,950.350	04/19/2020	<input type="checkbox"/>
2		01/27/2020	ASU08	3,700.000	05/17/2020	<input type="checkbox"/>
3		03/09/2020	ASU03	2,950.320	04/19/2020	<input type="checkbox"/>



How to process an online renewal

Approvers are not notified when renewals have been submitted. It is recommended that submitters notify the approvers for their department to ensure approvals are applied according to deadlines.

Marking an employee as reviewed

A submitter can mark an employee as reviewed, indicating that the department does not currently wish to renew the employee. Once an employee is marked as reviewed, they will move from the renewal tab to the reviewed tab. While on the reviewed tab, the employee will not be submitted for renewal. Those with only the ASU renewal approval role will also have access to check the reviewed tab. If the department decides to renew an employee later, the review status can be turned off, and the employee will move back to the renewal tab, where they can be submitted for renewal.

Select the review boxes next to the employee you do not want to renew and click the submit button.

Renewal Reviewed Submitted

RENEWALS
Return Employees in Short Work Break status or with Expected End Dates within the current session.
Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department Group GRD
Year 2020 Term Spring Academic Term Start Date 01/27/2020

Employee Renewal Personalize | Find | View All | First 1-50 of 83 Last

	Return	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	*Start Date	New Freq	New Salary	End Date	FTE Chg
1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			ASU10	8,759.120	GRD	01/27/2020	ASU08	8,759.120	05/17/2020	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			ASU10	8,851.000	GRD	01/27/2020	ASU08	8,851.000	05/17/2020	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			ASU06	6,480.100	GRD	01/27/2020	ASU06	6,480.100	04/19/2020	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			ASU06	6,480.100	GRD	01/27/2020	ASU06	6,480.100	04/19/2020	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			ASU06	6,480.100	GRD	01/27/2020	ASU06	6,480.100	04/19/2020	<input type="checkbox"/>

Once a renewal has been marked as reviewed, the employee will move from the renewal tab to the reviewed tab. It will no longer appear on the renewal tab.

Renewal Reviewed Submitted

RENEWALS
Return Employees in Short Work Break status or with Expected End Dates within the current session.
Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department Group GRD
Year 2020 Term Spring Academic Term Start Date 01/27/2020

Reviewed Employees Personalize | Find | First 1-3 of 3 Last

	Review Off	Name	Expected End Date	Cur Freq	Cur Salary	Reviewed Oprid	Reviewed DTTM	Group
1	<input type="checkbox"/>			ASU10	8759.120		02/04/2020 4:35:33PM	GRD
2	<input type="checkbox"/>			ASU10	8851.000		02/04/2020 4:35:33PM	GRD
3	<input type="checkbox"/>			ASU06	6480.100		02/04/2020 4:35:33PM	GRD



How to process an online renewal

If it is later determined that the employee is being renewed, you must navigate to the reviewed tab and turn the review status off.

Reviewed tab and turning review status off

Navigate to the reviewed tab, click the “review off” check box next to the employee you wish to renew and then click submit button to move the employee back to the renewal tab.

Renewal **Reviewed** Submitted

RENEWALS
Return Employees in Short Work Break status or with Expected End Dates within the current session.
Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department Group GRD
Year 2020 Term Spring Academic Term Start Date 01/27/2020

Reviewed Employees Personalize Find First 1-3 of 3 Last

Renewal	Position	Reports To		Name	Expected End Date	Cur Freq	Cur Salary	Reviewed Oprid	Reviewed DTTM	Group
<input checked="" type="checkbox"/>						ASU10	8759.120		02/04/2020 4:35:33PM	GRD
<input type="checkbox"/>						ASU10	8851.000		02/04/2020 4:35:33PM	GRD
<input type="checkbox"/>						ASU06	6480.100		02/04/2020 4:35:33PM	GRD

The employee is moved back to the renewal tab and once again available to submit for renewal.

Submitted tab

Once an employee has been submitted, they will move from the renewal tab to the submitted tab. The renewal approval history will be displayed. The submitted tab contains the renewal history for all submitted employees within the department and pay group selected. Only those with the ASU renewal approval role can access the submitted tab. Employees will no longer appear on the submitted tab once their renewal has been processed.

Click on the submitted tab to review the renewal details and click on the tab expansion button to view additional fields.

Renewal Reviewed **Submitted**

RENEWALS
Return Employees in Short Work Break status or with Expected End Dates within the current session.
Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department Group GRD
Year 2020 Term Spring Academic Term Start Date 01/27/2020

Employee Renewal Personalize Find First 1-3 of 3 Last

Renewal	Submission Details	Position	Reports To			
	Name	Start Date	New Freq	New Salary	End Date	FTE Chg
1		01/27/2020	ASU06	2,950.350	04/19/2020	<input type="checkbox"/>
2		01/27/2020	ASU08	3,700.000	05/17/2020	<input type="checkbox"/>
3		03/09/2020	ASU03	2,950.320	04/19/2020	<input type="checkbox"/>



How to process an online renewal

The submitter's name and approver will be displayed along with the dates and time the action took place. If the approver is left blank, then the approval has not taken place. "HR review" fields appear in the display, but HR no longer reviews all renewals.

Renewal Reviewed Submitted

RENEWALS
Return Employees in Short Work Break status or with Expected End Dates within the current session.
Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department Group GRD
Year 2020 Term Spring Academic Term Start Date 01/27/2020

Employee Renewal

Name	Start Date	New Freq	New Salary	End Date	FTE Chg	Submitter	Submit DTTM	Approver	Approval DTTM	HR Revw Required	HR Reviewer	HR Review DTTM	Empl ID	Rcd#	Eff D
1	01/27/2020	ASU06	2,950.350	04/19/2020	<input type="checkbox"/>		02/04/2020 4:16:44PM		02/04/2020 5:12:30.000000PM	<input type="checkbox"/>	N/A			2	08/1
2	01/27/2020	ASU08	3,700.000	05/17/2020	<input type="checkbox"/>		02/04/2020 4:16:44PM			<input type="checkbox"/>	N/A			0	01/1
3	03/09/2020	ASU03	2,950.320	04/19/2020	<input type="checkbox"/>		02/04/2020 4:16:44PM			<input type="checkbox"/>	N/A			1	08/1

[Return to Search](#)

To navigate to the main search menu, click "return to search."

Approving renewals

The renewal approval page is available at any time during the renewal period. Approvers are not notified when renewals have been submitted and should review each department's renewal page to determine which employees are ready for approval. It is recommended that approvers review their renewal pages daily.

Do not approve an online renewal until it is confirmed that the employee will be returning to work. If a renewal has been approved in error, you may submit a PTR to place the employee on a short work break and work closely with your HR Data Management representative to avoid overpayment.

On the "ASU Renewal Dept Approval" search page, enter the department you need to approve and click search.

ASU Renewal Dept Approval
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Department begins with

Pay Group begins with

Year begins with

Term =

Description begins with

Short Description begins with

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1-2 of 2

Department	Pay Group	Year	Term	Description	Short Description
B1715	ACD	2020	Spring	School of Molecular Sciences 85287-1604	
B1715	GRD	2020	Spring	School of Molecular Sciences 85287-1604	



How to process an online renewal

The same functionality exists with the renewal approvals, as with the submissions. Each department code, pay group and term will have to be approved separately. Results on the approver search page will only include departments, terms and pay groups with submitted renewals.

Click on the desired result to open the renewal approval page for that department, pay group and term. Employees must be in a submitted status to appear on the renewal departmental approval page.



Renewal Departmental Approval

Review submitted renewals for accuracy and approve, or return for correction.

Department Group GRD

Year 2020 Term Spring

Select All Deselect All Approve

Employee Renewal										Personalize Find View All  				First	1-4 of 4	Last
Renewal	Position	Reports To														
	Approve	Return	Name	HR Review	Expected End Date	Cur Freq	Cur Salary	Start Date	New Freq	New Salary	End Date	FTE Chg				
1	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		ASU10	4,425.500	01/27/2020	ASU08	4,425.500	05/17/2020	<input type="checkbox"/>				
2	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		ASU10	8,759.120	01/27/2020	ASU06	6,500.000	04/19/2020	<input type="checkbox"/>				
3	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		ASU10	8,851.000	01/27/2020	ASU08	7,750.000	05/17/2020	<input type="checkbox"/>				
4	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		ASU03	2,950.320	01/27/2020	ASU03	2,950.320	03/08/2020	<input type="checkbox"/>				

Review the renewal data, select the “approve” box next to the employees you wish to approve and click the approval button. The approver cannot change the employee renewal data. If the renewal data is incorrect, you must return the employee to the submitter to make the appropriate changes.

Renewal Departmental Approval


Review submitted renewals for accuracy and approve, or return for correction.

Department Group GRD

Year 2020 Term Spring

Select All Deselect All Approve

Employee Renewal

Personalize | Find | View All |   First 1-4 of 4 Last

Renewal

Position

Reports To



	Approve	Return	Name	HR Review	Expected End Date	Cur Freq	Cur Salary	Start Date	New Freq	New Salary	End Date	FTE Chg
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		ASU10	4,425.500	01/27/2020	ASU08	4,425.500	05/17/2020	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		ASU10	8,759.120	01/27/2020	ASU06	6,500.000	04/19/2020	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		ASU10	8,851.000	01/27/2020	ASU08	7,750.000	05/17/2020	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		ASU03	2,950.320	01/27/2020	ASU03	2,950.320	03/08/2020	<input type="checkbox"/>

The approved employees will be removed from the approval page but remain on the “submitted” tab on the ASU renewal submission page until they are processed. Users with the submitter or approval role can review the completed approvals on this page.



How to process an online renewal

Renewal Reviewed **Submitted**

RENEWALS
Return Employees in Short Work Break status or with Expected End Dates within the current session.
Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department Group GRD
Year 2020 Term Spring Academic Term Start Date 01/27/2020

Employee Renewal

	Name	Start Date	New Freq	New Salary	End Date	FTE Chg	Submitter	Submit DTTM	Approver	Approval DTTM	HR R Requ
1		01/27/2020	ASU06	2,950.350	04/19/2020	<input type="checkbox"/>		02/04/2020 4:16:44PM		02/04/2020 5:12:30.000000PM	<input type="checkbox"/>
2		01/27/2020	ASU08	3,700.000	05/17/2020	<input type="checkbox"/>		02/04/2020 4:16:44PM			<input type="checkbox"/>
3		03/09/2020	ASU03	2,950.320	04/19/2020	<input type="checkbox"/>		02/04/2020 4:16:44PM			<input type="checkbox"/>

Return to Search

Returning a renewal

Approvers may return a renewal request to the submitter if:

- A PTR must be used instead of renewal due to a change in FTE, reg/temp, position or job code.
- The employee will no longer be returning for the current academic session.
- The renewal data needs to be adjusted.

It is recommended that submitters review the renewal pages daily in case a renewal was returned and requires further action on their part. Submitters and approvers should keep in close contact throughout the renewal process.

To return a renewal submission, click the return box next to the employee you wish to return.

Renewal Departmental Approval

Review submitted renewals for accuracy and approve, or return for correction.

Department Group GRD
Year 2020 Term Spring

Employee Renewal Personalize | Find | View All | First 1-4 of 4 Last

Renewal	Position	Reports To	Approve	Return	Name	HR Review	Expected End Date	Cur Freq	Cur Salary	Start Date	New Freq	New Salary	End Date	FTE Chg
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		ASU10	4,425.500	01/27/2020	ASU08	4,425.500	05/17/2020	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		ASU10	8,759.120	01/27/2020	ASU06	6,500.000	04/19/2020	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		ASU10	8,851.000	01/27/2020	ASU08	7,750.000	05/17/2020	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		ASU03	2,950.320	01/27/2020	ASU03	2,950.320	03/08/2020	<input type="checkbox"/>



How to process an online renewal

You will immediately be routed to the “renewal return reason” page.

Renewal Return Reason

Department Year 2020 Term Spring

Empl ID Empl Record 0

New Salary 4425.500 Start Date 01/27/2020 End Date 05/17/2020 New Freq ASU08

150 characters remaining
Limited to 150 characters.

Submitter @asu.edu

A comment is required for returned renewals. If you click “OK” without entering a note for the submitter, a warning will appear.

Message

A reason for returning renewal must be entered (31002,36)

In order to reject this renewal and return for resubmission, you must enter a reason. This will assist the submitter in correcting any issues.

If you accidentally clicked the return check box, click the cancel button. This action will bring you back to the approval page, where you can continue approving the employee. The employee will appear as though they are in a returned status on the approval page. Leave the page and come back in to refresh the page. Refreshing the page will make the employee available for approval again.

Click the approve button or refresh the page to remove the returned employees from the approval page.

Renewal Departmental Approval

Review submitted renewals for accuracy and approve, or return for correction.

Department Group GRD

Year 2020 Term Spring

Employee Renewal Personalize | Find |

	Renewal	Position	Reports To					
	Approve	Return	Name	HR Review	Expected End Date	Cur Freq	Cur Salary	Start Date
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		ASU10	4,425.500	01/27/2020
2	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		ASU03	2,950.320	01/27/2020



Reviewing and resubmitting returned employees

The approver can return submitted renewals. Employees who have been returned will reappear on the ASU renewal submission page and require additional actions to be taken by one with the ASU renewal submission role. There are various reasons why an employee would be returned.

Click on the return icon to review the return details.

Renewal | Reviewed | Submitted

RENEWALS
Return Employees in Short Work Break status or with Expected End Dates within the current session.
Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department Group GRD
Year 2020 Term Spring Academic Term Start Date 01/27/2020

Employee Renewal [Personalize](#) | [Find](#) | [V](#)

Renewal	Position	Reports To							
Return	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	Start Date	
1	<input type="checkbox"/>	<input type="checkbox"/>			ASU10	4,425.500	GRD	01/27/2020	
2	<input type="checkbox"/>	<input type="checkbox"/>			ASU10	8,851.000	GRD	01/27/2020	
3	<input type="checkbox"/>	<input type="checkbox"/>			ASU06	2,950.350	GRD	01/27/2020	
4	<input type="checkbox"/>	<input type="checkbox"/>			ASU06	2,950.350	GRD	01/27/2020	

Review the return details and click the return button to go back to the renewal tab. The name of the person who returned the employee will be displayed. If you have further questions regarding the returned employee, you should contact the person who returned the employee.

Renewal Returns

Department Year 2020 Term Spring
 ID Empl Record 0
Position 177944 Grad Research Assistant

New Salary	4425.500	Start Date	01/27/2020	End Date	05/17/2020	New Freq	ASU08
------------	----------	------------	------------	----------	------------	----------	-------

Return Details [Find](#) | [View All](#) First 1 of 2 Last

SeqNum	2	Returned By	<input type="text"/>	Return Date	02/05/2020
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Start date and pay frequency are incorrect. Please change to ASU05 and \$3300.

Make any necessary edits to the start date, new frequency and new salary and click the submit button for employees who are still being renewed. If the employee was returned because they no longer need to be renewed, check the review box and click submit.



How to process an online renewal

Renewal Reviewed Submitted

RENEWALS
Return Employees in Short Work Break status or with Expected End Dates within the current session.
Start Dates may not be backdated before the employee's Job effective date or before the start of the Academic Session.

Department Group GRD
Year 2020 Term Spring Academic Term Start Date 01/27/2020

Employee Renewal Personalize Find View All First 1-50 of 82 Last

Return	Submit	Review	Name	Expected End Date	Cur Freq	Cur Salary	Group	*Start Date	New Freq	New Salary	End Date	FTE Chg
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>			ASU10	4,425.500	GRD	01/27/2020	ASU05	3300	04/05/2020	<input type="checkbox"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>			ASU10	8,851.000	GRD	01/27/2020	ASU08	7,750.000	05/17/2020	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>			ASU06	2,950.350	GRD	01/27/2020	ASU06	2,950.350	04/19/2020	<input type="checkbox"/>

Once submitted, the employee will move to either the reviewed or submitted tab. Employees resubmitted for renewal will reappear on the approver page.

Nightly renewal and return from work break processes

Once approved, two nightly processes must run to complete the renewal in the job data. Employees who are not in a short work break status will be processed later once the short work break has been applied.

The first process applies a placeholder row with the requested return date, end date and compensation details. The row is created using the effective date from the employee's last job data row, which may be several weeks or months ago. The row is only a placeholder and does not return the employee to active status. The placeholder will appear in the job data as "Data Change — Employee Renewal" and continue to reflect a work break pay status. Completed renewal requests will no longer appear on the submitted tab on the renewal submission page.

Work Location Details Find First 2 of 3 Last

Effective Date 05/20/2019
Effective Sequence 1
HR Status Active
Payroll Status Short Work Break
Action Data Change
Reason Employee Renewal
Job Indicator Primary Job

Position Number 227 Academic Assoc
Position Entry Date 05/21/2018
Regulatory Region USA United States
Company ASU Arizona State University
Business Unit B0101 B - Provost Tempe
Department B1342 Sch Compt Infor & Dec Sys Eng
Department Entry Date 05/21/2018
Location TEMPE Campus: Tempe
Establishment ID ASU00 Arizona State University
Date Created 01/02/2020

Last Start Date 05/21/2018
Expected Job End Date 05/17/2020 ☒ End Job Automatically
Expected Return Date 12/30/2019 ☐ Override Last Date Worked
Last Date Worked 05/19/2019

The second process returns the employee to active pay status and appears in the job data as “Return from Work Break — Employee Renewal.” The row is created using the effective date indicated as the “expected return date” on the placeholder row and will not be created until the return date has been met.

Work Location Details ? Find First 1 of 16 Last

Effective Date 12/30/2019
 Effective Sequence 2
 HR Status Active
 Payroll Status Active

Action Return from Work Break
 Reason Employee Renewal
 Job Indicator Primary Job

Position Number 227032 Academic Assoc
 Use Position Data
 Position Entry Date 05/21/2018
 Position Management Record

Regulatory Region USA United States
 Company ASU Arizona State University
 Business Unit B0101 B - Provost Tempe
 Department B1342 Sch Compt Infor & Dec Sys Eng

Department Entry Date 05/21/2018
 Location TEMPE Campus: Tempe
 Establishment ID ASU00 Arizona State University
 Date Created 01/02/2020

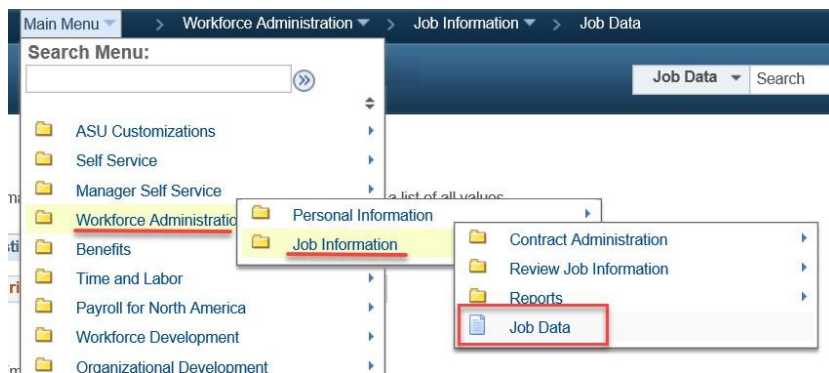
Last Start Date 05/21/2018
 Expected Job End Date 05/17/2020 ☒ End Job Automatically

Both renewal processes are run nightly, except during payroll lockout and holidays. Typically, requests should process within 24–48 hours from approval. Renewals are always effective on a pay period’s begin date, which typically falls during payroll lockout. An employee’s return to active status, effective on Monday, will not be processed until Wednesday or Thursday evening of that week.

Reviewing the job data

It is recommended that you review the job data after the renewal has been approved and processed to confirm the details. You can review the job data by navigating to:

1. Workforce Administration.
2. Job Information.
3. Job Data.





How to process an online renewal

Enter the employee ID number and click search to review the job data.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#)

Search Criteria

Empl ID **begins with**

Empl Record **=**

Alternate Employee ID **begins with**

Name **begins with**

Last Name **begins with**

Second Last Name **begins with**

Alternate Character Name **begins with**

Middle Name **begins with**

☐ **Include History** ☐ **Case Sensitive**

Limit the number of results to (up to 300):

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

On the work location tab, review the new expected return date and expected job end date.

Work Location Details [?](#) Find First 2 of 41 Last [Go To Row](#)

Effective Date 12/16/2019

Effective Sequence 1

HR Status Active

Payroll Status Short Work Break

Action Data Change

Reason Employee Renewal

Job Indicator Primary Job

History

Position Number 156025 Faculty Assoc [Use Position Data](#)

Position Entry Date 10/21/2019 ☐ **Position Management Record**

Regulatory Region USA United States

Company ASU Arizona State University

Business Unit B0101 B - Provost Tempe

Department B1341 Sch Sustain Engr & Built Envrn

Department Entry Date 10/21/2019

Location TEMPE Campus: Tempe

Establishment ID ASU00 Arizona State University **Date Created** 01/17/2020

Last Start Date 10/21/2019

Expected Job End Date 05/17/2020 ☒ **End Job Automatically**

Expected Return Date 01/13/2020 ☐ **Override Last Date Worked**

Last Date Worked 12/15/2019

On the compensation tab, review the frequency, compensation rate, new biweekly pay, comp rate and new academic salary.



How to process an online renewal

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation**

Employee [redacted] Empl ID [redacted]
Empl Record

Compensation Details ? Find First 2 of 41 Last

Effective Date 12/16/2019
Effective Sequence 1
HR Status Active
Payroll Status Short Work Break
Action Data Change
Reason Employee Renewal
Job Indicator Primary Job

History

Compensation Rate 566.66667
Frequency ASU09 09 Pays

Comparative Information ?

Pay Rates ?

Default Pay Components

Pay Components ? Personalize | Find | First 1 of 1 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANL		5,100.000000	USD	A	

Calculate Compensation

In the above examples, the first step in the renewal process has applied the placeholder row with new dates and compensation details, but the employee has not yet been returned to active status.

Once the “Return from Work Break” process has run, a row will be added in job data, returning your employee from the short work break and setting the payroll status to active.

Work Location Details ? Find First 1 of 41 Last

Effective Date 01/13/2020
Effective Sequence 0
HR Status Active
Payroll Status Active
Action Return from Work Break
Reason Employee Renewal
Job Indicator Primary Job

Current

Position Number 156025 Faculty Assoc
Use Position Data

Position Entry Date 10/21/2019
Position Management Record

Regulatory Region USA United States
Company ASU Arizona State University
Business Unit B0101 B - Provost Tempe
Department B1341 Sch Sustain Engr & Built Envrn

Department Entry Date 10/21/2019
Location TEMPE Campus: Tempe
Establishment ID ASU00 Arizona State University Date Created 01/17/2020

Last Start Date 10/21/2019
Expected Job End Date 05/17/2020 ☒ End Job Automatically



Online renewal deadlines

A department must approve their online renewals no later than 5 p.m. on the day before payroll lockout for the pay period in which the renewals are effective. [Visit the payday and payroll calendars webpage](#) for more information.

Retroactive transactions

Online renewal cannot be used for retroactive transactions, so the PTR must be completed. [Refer to the business process guide](#) for more information about how to submit a PTR.

Erroneous transactions

[Contact your Data Management representative](#) for assistance if you receive error messages using the online renewal process or the PTR.