Business Process Guide

How to Process Online Renewal

A guide for submitting online renewal for eligible employees.

HR Data Management Contacts

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 pages are used to request or approve a return from short workbreak for one or more eligible employees. The process can be used for faculty, academic professionals, post-docs, and graduate students with an academic year appointment.

Short Workbreak is a payroll status that allows an employee to remain in an HR active status while their pay is temporarily stopped, so that details for a new appointment period can be entered. Employees are automatically moved to a short workbreak status when their expected job end date — as selected in their hire or renewal request— is met. If the employee will not return to an active pay status, they should simply be terminated via the personnel transaction request. Otherwise, a request will be required to return the employee to an active pay status.

Online renewal can be used to request a return from short workbreak for employees that will be returned to the same position number and jobcode and without changes to reg/temp or FTE. The PTR must be used for requests that require changes to position number, jobcode, 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 in order to complete the necessary transactions. To check what roles you currently have, login to PeopleSoft at https://hr.oasis.asu.edu. Navigate to ASU Customizations > ASU Security > Manage Security Requests > My Security Access Roles.

To learn how to request a role, go to How to apply for a PeopleSoft Security Role.

The next few pages list the available roles and a brief description of the type of access that you or someone within your department will need to start the process.

Position Management Security Roles

HCM Dept Financial Mgr: Provides you with the ability to review and create or modify a position as well as to update the funding tied to a position number. Access to the position work list is also granted.

HCM Dept Position Manager: Provides you with the ability to review and create or modify a position number. Access to the position work list is also granted.
The **HCM Dept Financial Manager** and **HCM Dept Position Manager** roles both require training. This class is available on-line in **Career EDGE**.
- Click on the "learning" menu header and select "learner home."
- Search for "HRIS: Department Position Manager."
- Click on the "launch" button to start the course.

### Online Renewal Security Roles

![Human Capital Management (HR) - HR Personnel (HR)](image)

**ASU Renewal Submission**: Provides you with the ability to submit and review — not approve — online renewal requests for employees in the GRD, ACD and FSW pay groups who are currently on Short Work Break or 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**: Provides you with the ability to approve or return submitted renewal requests. The ASU Renewal Approval role does not have the ability to update the submitted data. The ASU Renewal Approver will have view-only access to the ASU Renewal Submission pages.

Each department will need to have at least one person assigned with the **ASU Renewal Submission** role and another assigned with the **ASU Renewal Approver** role in order to process the renewal requests. It is recommended that you have both a backup Submitter and Approver for each area.

You can have both roles because the system prevents any one person from being both the submitter and approver on a given transaction.
Before You Start:

**Department Procedures**
This training guide has been created to instruct departments on how to process actions in PeopleSoft after they have completed all of the preliminary work within their department. Departments should follow their current internal business processes to obtain internal approvals and to determine an appropriate recruiting method. Typically, this may include coordinating with the Primary Business Officer within your Dean’s office.

**Required Documentation**
In order to keep the employee files up to date, the Office of Human Resources requires a signed copy of the employee’s *Offer Letter/Memorandum/Notice of Appointment*. Approval documentation, such as offer letters, should be maintained by the department and does not need to be provided to Data Management in order to process a renewal. Approval of a renewal by a user with the security role of ASU Renewal Approver provides the necessary authorization for the system to process the request.

**How to Renew Employees on Short Work Break**

Please use the following guide to help you determine how to renew your employees in PeopleSoft. There are several different situations that will determine which process to use to renew an employee in PeopleSoft. Because staff and student workers do not go on Short Work, Break, **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**. If a faculty member or academic professional on the A12 pay option will not be returning for the upcoming academic year, 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 (depending upon the circumstances). Faculty, Academic Professionals, and Post-docs that wish to change from ACD to A12, or vice versa, must complete the Pay Option form, available on the [HR forms site](#). The Pay Option change elections may only be made once per fiscal year and the changes are processed at the beginning of the fiscal year. In order to elect the A12 pay option, both the position and employee must qualify.
The 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. However, this checkbox does not have any effect on the employee’s FTE and requests with a change in FTE should instead be requested via PTR.
• Eligible employees will appear on the Renewal tab and move to either the Reviewed or Submitted tab based on which actions have been initiated by the renewal submitter.
• Employees already on short work break or active employees with an expected job end date within the current session will be available for renewal prior to being placed on short work break.
• Employees can be marked as reviewed to indicate that the department does not wish to currently renew the given employee.
• Employees can only be returned via online renewal once per term and additional requests must be entered via PTR.
• Renewal data can only be updated by the ASU Renewal Submitter and once submitted the data can only be modified if the ASU Renewal Approver returns the renewal request.
• Start date, Frequency, and Salary fields will not open for editing until the ‘Submit’ box is checked for a given employee.
AASU Renewal Approval Page

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

From the Main Search Menu in PeopleSoft, Go to **ASU Customizations > ASU HCM Custom > ASU HR > ASU HR Renewal** and open the submission or approval page, based on which action you need to take.

Although the security roles for online renewal — both the ASU Renewal Submitter and ASU Renewal Approver — are available for request throughout the year, the online renewal pages are only available when there are employees to be processed for an available term and for a department within the submitter or approver’s security access. If you do not see the **ASU HR Renewal** pages, please verify that you have received the correct security roles. If you are still unable to access the ASU HR Renewal pages, please contact Data Management.

Searching for a Renewal Page to Process

Enter your Dept and click Search. If ALL fields are left blank the search will result in an error message.

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

Your search can be limited to first 3 digits of the department code — i.e. B17 — in order to pull up all departments within a VP area. You can also search by Pay Group or by the department description. You may refine your search criteria by including a combination of search fields. The searches will be limited to the department codes that you have security access to review.

The search can also be filtered by the (academic) Term. This will display all pay groups within your department that are available for processing during the academic term selected. The (academic) term is the semester for which you will be processing renewals. Fall and Spring terms are used for ACD and GRD paygroups. The Summer 1 term is used for FSW and GRD paygroups. Summer 2 and Winter appear in the dropdown but are no longer used.

If you select a Term which is not currently available for processing, you will receive an error message “No matching values found.” The online renewal process will open prior to the beginning of the upcoming academic session. Your online renewals must be submitted and approved prior to payroll lockout for the pay period you are returning them. 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/session has closed no further renewals may be processed for that session.

Select the search result record that you wish to renew.
Renewal Page
The renewal tab on the renewal submission page will list employees within the department code/Pay group selected on the search page. The Renewal Tab will display a record for each employee containing the frequency “Cur Freq”, salary “Cur Salary”, current expected job end date Expected End Date & pay group “Group” that is currently listed in job data.

Expected Job End Date Field
The Expected End Date field indicates when your employee will be placed on short work break. Employees who are not currently in short work break but have an expected job end date within the current hiring session will be available for renewal prior to being placed on short work break. You will be able to submit & approve the renewal data prior to the employee being placed on short work break. The process will wait until the employee is placed on short work break to add the Job Data rows that return the employee within the new session.
**Reviewing Position Data**

Review Position Data by clicking on the **Position & Reports To** tabs.

The **Position Tab** on the Renewal page contains the employee’s position data | **Empl Class, FTE, Position Number, Position Title, Job Code** and **Reg/Temp** status.

![Employee Renewal Table]

The **Reports To** tab on the Renewal page contains the report to information from the employee’s position number.

![Employee Renewal Table]

**Position Changes**

The online renewal should be used for timely renewals of employees with no major position changes from the last time they were placed on 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, had 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 5pm on the day before payroll lockout for the pay period in which the renewals are effective.**

**Example:**
- Fall 2020’s first pay period dates are 8/10-8/23/2020.
- Online renewals for employees returning to work effective 8/10 must be fully approved by 5pm on Thursday, Aug. 20.

The payroll calendar is [available online](#) and may have adjusted deadlines due to holidays.
Expanding the Renewal Page
The page can be expanded to display the Renewal, Position & Reports To data in one display.

To close the expansion view simply click back on the **Tab Expansion** button.

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 & right arrows** to review the rest of the employees in that department/pay group or you may click the **View All** button to display all employees on one page — if less than 100 employees.

Always submit prior to going back and forth between the various tabs — Renewal, Review or Submitted — on the pages so that 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 Freq, and New Salary* fields will open up for editing.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Name</th>
<th>Expected End Date</th>
<th>Cur Freq</th>
<th>Cur Salary</th>
<th>Group</th>
<th><em>Start Date</em></th>
<th>New Freq</th>
<th>New Salary</th>
<th>End Date</th>
<th>FTE Chg</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>03/06/2020</td>
<td>ASU04</td>
<td>3,420,000</td>
<td>GRD</td>
<td>01/27/2020</td>
<td>ASU02</td>
<td>900,000</td>
<td>02/23/2020</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>03/06/2020</td>
<td>ASU10</td>
<td>9,000,000</td>
<td>GRD</td>
<td>01/27/2020</td>
<td>ASU08</td>
<td>7,500,000</td>
<td>05/17/2020</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>ASU04</td>
<td>3,420,000</td>
<td>GRD</td>
<td>01/27/2020</td>
<td>ASU08</td>
<td>900,000</td>
<td>02/23/2020</td>
<td></td>
</tr>
</tbody>
</table>

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.

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

The system will not allow for you to enter an online renewal for an employee who has an *Eff Date* greater than the *Start Date* you wish to select. The *Eff Date* is the most recent date added to your employee’s job record — such as a 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 *Eff Date* after the start date that you wish to use.

The **Look Up Start Date values** will vary depending on the term you are processing. You will only have the start dates that are available for the academic term you are processing. If you are completing the renewal process after the academic term has started, the **Start Date** will default to the first day in the current pay period and will only allow you to choose from pay period start dates in the current or future pay period.
Please refer to the **Academic Pay Schedule** for more information on the pay period begin and end dates for each hiring session. This is a helpful tool to use when trying to determine the pay frequency based on the Academic Start and Stop dates.

Review pay frequency and update if appropriate.

The pay frequency is the number of pay periods within the Appointment period. The **New Freq** field will automatically default to the current frequency in Job Data. If the current frequency from Job data is outside of the allowable frequency range, the **New Freq** will default to a value within the allowable range that is nearest to the current frequency. Review the new frequency. Click on the magnifying glass to change the pay frequency if applicable.
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 **End Date** will adjust once a new start date and/or frequency is selected.

Review **New Salary** and update if appropriate.

The current salary will be defaulted from job data in the **New Salary** data field. Review each academic salary and update if appropriate.
Please submit a PTR in place of the online renewal if the employee’s salary is changing due to a change in FTE. Ticking the box for **FTE Chg** does not update FTE and if the renewal processes, correcting the employee’s job data will require a DMX.

Once the selected renewal data has been reviewed and updated as appropriate click the **Submit** button.

Once a renewal has been submitted the employee will move from the **Renewal tab** to the **Submitted tab** and will no longer appear on the **Renewal tab**:

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 has the ability to 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 view the Reviewed tab. If the department decides later on during the renewal process to renew employee 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 at this time and click the **Submit** button.

Once a renewal has been marked as review the employee will move from the **Renewal tab** to the **Reviewed tab** and will no longer appear on the **Renewal tab**:

If it is later determined that the employee is in fact being renewed, you will need to go to the **Reviewed tab** and turn the review status off.
Reviewed Tab and Turning Review Status Off
Go to the Reviewed tab, click the Review Off check box next to the employee you wish to renew and then click the Submit button to move the employee back to the Renewal tab.

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. Those with only the ASU Renewal Approval role will also have access to view the Submitted tab. An employee 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.

The name of the Submitter and Approver will be displayed along with the dates/time the action took place. If the Approver is left blank then the approval has not taken place yet. ‘HR Review’ fields appear in the display, but HR no longer reviews all renewals.

To get back 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 in order 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 Short Work Break and work closely with your HR Data Management representative to avoid an overpayment.

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

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**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

**Search Results**

<table>
<thead>
<tr>
<th>Department</th>
<th>Pay Group</th>
<th>Year</th>
<th>Term</th>
<th>Description</th>
<th>Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1715</td>
<td>ACD</td>
<td>2020</td>
<td>Spring</td>
<td>School of Molecular Sciences 85297-1604</td>
<td></td>
</tr>
<tr>
<td>B1715</td>
<td>GRD</td>
<td>2020</td>
<td>Spring</td>
<td>School of Molecular Sciences 85297-1604</td>
<td></td>
</tr>
</tbody>
</table>

The same functionality exists with the renewal approvals as does 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/pay groups with submitted renewals.

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Click on the desired result to open the Renewal Approval page for that department, paygroup, and term. Employees must be in a submitted status to appear on the **Renewal Departmental Approval Page**.
Review the renewal data, select the **Approve** box next to the employees you wish to approve and click the **Approval** button. The employee renewal data cannot be changed by the approver. If changes need to occur to the renewal data you will need to return the employee back to the submitter to make appropriate changes.

The approved employee will be removed from the approval page but will remain on the ‘Submitted’ tab in the ASU Renewal Submission Page until they are processed. Users with either the Submitter or Approval role can review completed approvals in this page.
Returning a Renewal

Approvers may return a renewal request to the submitter if:

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

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

To return a renewal submission, click the **Return** box next to the employee you want to return.

You will immediately be routed to the **Renewal Return Reason** page.

A comment is required for returned renewals. If you click OK without entering a note for the submitter a warning will appear.
If you clicked the **Return** check box in error click the **Cancel** button. This will bring you back to the approval page where you can continue with approving the employee. The employee will appear as though they are in a returned status on the Approval page. Simply leave the page (**Return to Search**) 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.

### Reviewing/Resubmitting Returned Employees
Submitted renewals can be returned by the approver. Employees who have been returned will reappear on the **ASU Renewal Submission** page and will require that additional actions 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](image) to review the **Return Details**.
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.

Make any necessary edits to the *Start Date, New Freq, 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.

Once submitted the employee will move to either the Reviewed or Submitted tab and employees resubmitted for renewal will reappear on the Approver page.
Nightly Renewal and Return from Work Break Programs

Once approved, there are two nightly processes that must run to complete the renewals in Job Data. Employees who are not in short workbreak status will be processed at a later date, once the short workbreak 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, but this row is only a placeholder and does not return the employee to an active status. The placeholder row will appear in Job Data as ‘Data Change – Employee Renewal’ and continue to reflect a workbreak pay status. Renewal requests that have been completed will no longer appear on the Submitted tab in the renewal submission page.

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

### Reviewing Job
It is recommended that you review Job Data after the renewal has been approved and processed to confirm the details. You can review Job Data by navigating to Workforce Administration > Job Information > Job Data.

1. Enter the **Employee ID** number
2. Click **search** to review job data.
On the Work Location tab review the new Expected Return Date and Expected Job End Date.

On the Compensation tab review the Frequency, Compensation Rate, new bi-weekly pay, and Comp Rate, new academic salary.

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 an active status.
Once the Return from Work Break process has run a row will be added on job data returning your employee from short work break and setting the payroll status to **Active**.

### 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.**

**Example:**
- Fall 2020’s first pay period dates are 8/10-8/23/2020.
- Online renewals for employees returning to work effective 8/10 must be fully approved by 5pm on Thursday, Aug. 20.

The payroll calendar is available online and may have adjusted deadlines due to holidays.

### Retroactive Transactions
Online Renewal cannot be used for retroactive transactions, so the PTR must be used. Additional information about submitting a PTR is available in the guide.

### Erroneous Transactions
If you receive error messages using either the Online Renewal process or the PTR, contact your Data Mgmt representative for assistance.