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.
How to process an online renewal

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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.

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.
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.
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ASU renewal approval page:

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Year 2020</th>
<th>Terms Spring</th>
<th>Group ACD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select All</td>
<td>Deselect All</td>
<td>Approve</td>
</tr>
</tbody>
</table>

Employee Renewal

<table>
<thead>
<tr>
<th>Retail</th>
<th>Position</th>
<th>Reports To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
<td>Return</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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.
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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.

![Search Criteria]

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.
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.
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.

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.
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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 Table]

The “reports to” tab on the renewal page contain 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 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.
Expanding the renewal page

The renewal page can be expanded to display the renewal, position and 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 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.
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.

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 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.
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.

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.
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 or frequency is selected.

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

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

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.
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.

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.
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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.

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.
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.

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.
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.

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.

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.
 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.
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 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.
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.

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 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.
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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.
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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.

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.
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**
- **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**

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 biweekly pay, comp rate and 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 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.
How to process an online renewal

**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.