
Business Process Guide

**PeopleSoft
Human Capital Management
Release 9.2**

Vacation and Compensatory Time Payouts

for departments

June 2018



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Vacation and Compensatory Payouts Overview

Vacation and compensatory payouts at termination or change of status are now centrally funded. The ERE rate includes a component to fund vacation and compensatory payouts. Prior to submitting a vacation/compensatory payout, departments are required to map the terminating or change of status employee's position number for Earnings Specific Distribution for the earnings code VPO and CTP to Cost Center CC0004 and Program PG03070 in the Maintain Position Accounting screens in PeopleSoft.

This guide will assist departmental representatives with the steps needed to accomplish this.

Adding an Earnings Code to Maintain Position Accounting

Vacation and Compensatory payouts are now charged to a centralized funding account. It is the department’s responsibility to add these codes to the employee’s position to ensure the payout is posted to the appropriate account. To accomplish this, navigate via these menus:

Navigation: ASU Customization > ASU HCM Custom > ASU Position Management > Maintain Position Accounting



Position Accounting Distribution User: PS_GPETERS2

Enter Position

Position  Continue >>

If known, type in the position number. If unknown, click on the magnifying glass and select the appropriate position number. Click Continue.



Position Accounting Distribution User: PS_GPETERS2

Enter Position

Position 175815 Accounting Specialist

Position Accounting

Fiscal Year: 2019 [View Distribution Across Fiscal Year](#) [View Distribution History](#)

Effective Date:  Continue >>

Type in the Effective Date: Beginning Date of the Pay Period.

Position Accounting Distribution User: PS_GPETERS2

Enter Position

Position: 175815 Accounting Specialist

Position Accounting

Fiscal Year: 2019 [View Distribution Across Fiscal Year](#) [View Distribution History](#)

Effective Date: 12/03/2018

Click **Save and Submit** to confirm funding on department code change.

	Date	Deptid	Title
Position Data as of Above Date:	06/11/2018	D0206	Accounting Specialist
Submitted Data as of Above Date:	n/a	n/a	n/a

Replace Distribution Starting on the above Effdt with:

i Current FDM values are displayed within the grid below. Add, delete or modify as appropriate. Click --Save and Submit-- to replace payroll accounting attributes as of the effective date.

- A driver worktag (Project, Gift, Grant, or Program) and Cost Center are required.
- Project, Gift and Grant will default related Cost Center.
- Cost Center must be entered first to select Program.
- Multiple driver worktags are not permitted.
- To change the driver worktag type, delete Driver and Cost Center and revise as needed.
- Acct. Dist%, or Optional: Earnings Specific Distribution cannot be changed for a previously distributed payroll for a filled position.

Use Deptid: D0206 Payables & Reimbursements

Required: Typical (Default) Distribution [Find](#) | [View All](#) First 1 of 1 Last

*Dist % + -

*Required: Driver Worktag and Cost Center	Optional: Additional Worktags
Project: <input type="text"/>	Dept Reporting Roll: <input type="text"/>
Gift: <input type="text"/>	Department Reporting ASU Audit: <input type="text"/>
Grant: <input type="text"/>	Academic Employee: <input type="text"/>
Cost Center: <input type="text" value="CC0259"/> <small>FS-Financial Services</small>	
Program: <input type="text" value="PG02877"/> <small>FS-Accounting Services-LCL</small>	

Optional: Earnings Specific Distribution [Find](#) | [View 1](#) First 1-2 of 2 Last

*Dist % *Earnings Compensatory Time Pay Off + -

*Required: Driver Worktag and Cost Center	Optional: Additional Worktags
Project: <input type="text"/>	Dept Reporting Roll: <input type="text"/>
Gift: <input type="text"/>	Department Reporting ASU Audit: <input type="text"/>
Grant: <input type="text"/>	Academic Employee: <input type="text"/>
Cost Center: <input type="text" value="CC0004"/> <small>GU-Employee Related Expenses</small>	
Program: <input type="text" value="PG03070"/> <small>GU-Tempe Centralized Vacation Payout-NLT</small>	

*Dist % *Earnings Vacation Pay Off + -

*Required: Driver Worktag and Cost Center	Optional: Additional Worktags
Project: <input type="text"/>	Dept Reporting Roll: <input type="text"/>
Gift: <input type="text"/>	Department Reporting ASU Audit: <input type="text"/>
Grant: <input type="text"/>	Academic Employee: <input type="text"/>
Cost Center: <input type="text" value="CC0004"/> <small>GU-Employee Related Expenses</small>	
Program: <input type="text" value="PG03070"/> <small>GU-Tempe Centralized Vacation Payout-NLT</small>	

Click the + sign in the “Optional: Earnings-Specific Distribution” section to insert the earnings code. Type in the following information:

1. Earnings Code: Type in VPO or CTP.
2. Description: will automatically appear.
3. Acct: Type in Cost Center CC0004 and Program PG03070 regardless of the earnings code selected in step 1.
4. Dist percentage: Type in 100.00.
5. Repeat steps 1 through 4 if needed for an additional earnings code.
6. Click save and submit.

You will receive a confirmation message when submittal is completed. Click Return.

Navigation bar with the following items: Favorites, Main Menu, ASU Customizations, ASU HCM Custom, ASU Position Management, Maintain Position Accounting.

ASU logo | PS_GPETERS2 on ASUHRSUP 12/06/2018 | All Search

Position Management Information

Position Management

Submit Confirmation

 The Submit was successful.

[Return](#)

Below are the results obtained utilizing this process

[Favorites](#) > [Main Menu](#) > [ASU Customizations](#) > [ASU HCM Custom](#) > [ASU Position Management](#) > [Maintain Position Accounting](#)

Position Accounting Distribution User: PS_GPETERS2

Enter Position
 Position: 175815 Accounting Specialist

Position Accounting
 Fiscal Year: 2019 [View Distribution Across Fiscal Year](#) [View Distribution History](#)
 Effective Date: 12/03/2018
Click Save and Submit to confirm funding on department code change.

	Date	Deptid	Title
Position Data as of Above Date:	06/11/2018	D0206	Accounting Specialist
Submitted Data as of Above Date:		n/a	n/a

Replace Distribution Starting on the above Effdt with:

Current FDM values are displayed within the grid below. Add, delete or modify as appropriate. Click <Save and Submit> to replace payroll accounting attributes as of the effective date.

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- Acot, Dist%, or Optional: Earnings Specific Distribution cannot be changed for a previously distributed payroll for a filled position.

Use Deptid: D0206 Payables & Reimbursements

Required: Typical (Default) Distribution Find | View All First 1 of 1 Last

Dist % 100.000

*Required: Driver Worktag and Cost Center		Optional: Additional Worktags
Project		Dept Reporting Roll
Gift		Department Reporting
Grant		ASU Audit
Cost Center	CC0259 FS-Financial Services	Academic Employee
Program	PG02877 FS-Accounting Services-LCL	

Optional: Earnings Specific Distribution Find | View 1 First 1-2 of 2 Last

Dist % 100.000 Earnings CTP Compensatory Time Pay Off

*Required: Driver Worktag and Cost Center		Optional: Additional Worktags
Project		Dept Reporting Roll
Gift		Department Reporting
Grant		ASU Audit
Cost Center	CC0004 GU-Employee Related Expenses	Academic Employee
Program	PG03070 GU-Tempe Centralized Vacation Payout-NLT	

Dist % 100.000 Earnings VPO Vacation Pay Off

*Required: Driver Worktag and Cost Center		Optional: Additional Worktags
Project		Dept Reporting Roll
Gift		Department Reporting
Grant		ASU Audit
Cost Center	CC0004 GU-Employee Related Expenses	Academic Employee
Program	PG03070 GU-Tempe Centralized Vacation Payout-NLT	