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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

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

Business Process Guide – HCM – Release 9.2

Department Vacation and Compensatory Time Payouts

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Click the + sign in the "Optional: Earnings-Sepcific 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.

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Below are the results obtained utilizing this process

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