Department Guide to Find Returned and Pending Payroll Redistributions in PeopleSoft

As best practice, units are advised to check PeopleSoft for returned redistributions and redistributions in your approval queue once a week. Instructions on how to find returned redistributions and how to check for redistributions requiring your approval are included below.

How To Find Returned Redistributions

1. Sign into PeopleSoft

2. Go to Classic Home:

3. Go to the “Edit/Resubmit Redist Trans” screen via Search in PeopleSoft or by the navigation below:

```
Main Menu > ASU Customizations > ASU HCM Custom > ASU Position Management > Edit/Resubmit Redist Trans
```

4. Once on the Screen, type “R” into the “Approval Status” field and click “Search”.

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

Find an Existing Value

Search Criteria

Transaction Number =
Fiscal Year =
Position Number begins with
Date Closed =
Pay Period End Date =
Empl ID begins with
Approval Status begins with

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

Search  Clear  Basic Search  Save Search Criteria
```

5. PeopleSoft will list any redistributions that have been returned back to you. Note that the system always returns redistributions to the Submitter.
6. Review the ORSPA comments on the redistributions and make requested adjustments to returned items.

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Fiscal Year</th>
<th>Position Number</th>
<th>Date Closed</th>
<th>Pay Period</th>
<th>End Date</th>
<th>Empl ID</th>
<th>Empl Record Approval Status</th>
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<td>08/25/2019</td>
<td></td>
<td>1205979238.2</td>
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</tbody>
</table>

ORSPA Comments

Q1 - Response does not explain how/why the error occurred. In addition, if postdoc has taken on more responsibilities teaching and on another grant, why should expenses be moved to this grant?

7. Resubmit.

Resubmit

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**How To Find Redistributions Pending Your Approval**

1. Sign in to PeopleSoft

![Classic Home](image)

2. Go to Classic Home:

3. Go to the “Edit/Resubmit Redist Trans” screen via Search in PeopleSoft or by the navigation below:

   Main Menu > ASU Customizations > ASU HCM Custom > ASU Position Management > Acct Signer Redist Approvals

4. Once on the Screen, type the current fiscal year into the “Fiscal Year” field and click “search”.
   a. In this case type in “2020”.
5. PeopleSoft will list any redistributions that are waiting for your review and approval.

6. Review the redistributions and approve if the redistributions are allowable.

7. Submit.