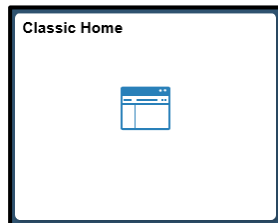


## Department Guide to Find Returned and Pending Payroll Redistributions in PeopleSoft

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

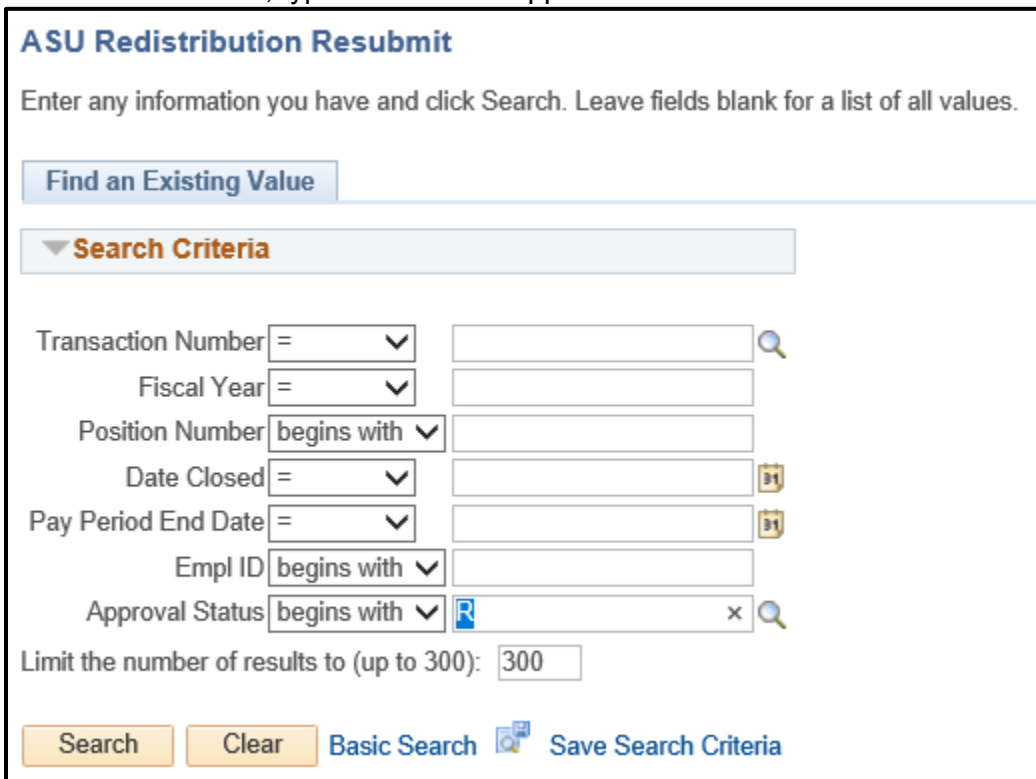
1. Sign into PeopleSoft



2. Go to Classic Home:
3. Go to the "Edit/Resubmit Redist Trans" screen via Search in PeopleSoft or by the navigation below:



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

A screenshot of the 'ASU Redistribution Resubmit' search screen in PeopleSoft. The screen has a white background with a blue header bar at the top containing the text 'ASU Redistribution Resubmit'. Below the header, there is a blue button labeled 'Find an Existing Value'. Underneath, there is a section titled 'Search Criteria' with a dropdown arrow. The search criteria section contains several fields: 'Transaction Number' with a dropdown menu set to '=', a text input field, and a magnifying glass icon; 'Fiscal Year' with a dropdown menu set to '=', a text input field, and a magnifying glass icon; 'Position Number' with a dropdown menu set to 'begins with', a text input field, and a magnifying glass icon; 'Date Closed' with a dropdown menu set to '=', a text input field, and a calendar icon; 'Pay Period End Date' with a dropdown menu set to '=', a text input field, and a calendar icon; 'Empl ID' with a dropdown menu set to 'begins with', a text input field, and a magnifying glass icon; and 'Approval Status' with a dropdown menu set to 'begins with', a text input field containing the letter 'R', a magnifying glass icon, and a close button (X). Below the search criteria, there is a text input field for 'Limit the number of results to (up to 300):' with the value '300' entered. At the bottom of the screen, there are four buttons: 'Search' (orange), 'Clear' (orange), 'Basic Search' (blue), and 'Save Search Criteria' (blue).

5. PeopleSoft will list any redistributions that have been returned back to you. Note that the system always returns redistributions to the Submitter.

Search Results								
View All						First	1-8 of 8	Last
Transaction Number	Fiscal Year	Position Number	Date Closed	Pay Period End Date	Empl ID	Empl Record	Approval Status	
1149262	2020	207261	08/25/2019	08/25/2019	1205979238	2	R	
1149264	2020	207261	08/25/2019	08/25/2019	1205979238	2	R	
1149266	2020	207261	09/08/2019	09/08/2019	1205979238	2	R	
1149267	2020	207261	09/08/2019	09/08/2019	1205979238	2	R	
1149268	2020	207261	09/22/2019	09/22/2019	1205979238	2	R	
1149269	2020	207261	09/22/2019	09/22/2019	1205979238	2	R	

- Review the ORSPA comments on the redistributions and make requested adjustments to returned items.

ORSPA Comments	Add'l Text:
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?	

- Resubmit.

### How To Find Redistributions Pending Your Approval

- Sign in to PeopleSoft



- Go to Classic Home:
- 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

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

- Once on the Screen, type the current fiscal year into the “Fiscal Year” field and click “search”.
  - In this case type in “2020”.

## ASU Redist Signer Approval

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

Empl Record =

Submitted Update Oprid begins with

Name 2 begins with

Case Sensitive

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

Search


Clear

Basic Search 

Save Search Criteria

5. PeopleSoft will list any redistributions that are waiting for your review and approval.

Search Results

View All First 

Transaction Number	Fiscal Year	Position Number	Date Closed	Pay Period End Date	Empl ID	Empl Record
1168446	2020	177347	01/12/2020	01/12/2020	1000626813	0
1168448	2020	177347	12/29/2019	12/29/2019	1000626813	0
1168449	2020	177347	12/15/2019	12/15/2019	1000626813	0
1168451	2020	177347	12/01/2019	12/01/2019	1000626813	0
1168452	2020	177347	11/17/2019	11/17/2019	1000626813	0
1168453	2020	177347	11/03/2019	11/03/2019	1000626813	0
1168454	2020	241080	01/12/2020	01/12/2020	1213114485	1
1168455	2020	241080	12/29/2019	12/29/2019	1213114485	1
1168456	2020	241080	12/15/2019	12/15/2019	1213114485	1
1168457	2020	241080	12/01/2019	12/01/2019	1213114485	1
1168458	2020	241080	11/17/2019	11/17/2019	1213114485	1
1168459	2020	241080	11/03/2019	11/03/2019	1213114485	1

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