**Prerequisite access for this procedure**

* Advantage Sponsored screens and Web Reports (G210-W);
* Coeus access; and
* OR\_ id, with the HCM ORSPA View 3 role assigned.

**Introduction to Approval role**

* In this section, the person referred to as “Approver” is the person with HCM ORSPA View 3 (ORSPA Redistribution Approval) role, who is in charge of approving the electronic payroll redistribution transactions for sponsored fund accounts within PeopleSoft. This role is assigned to various individuals, and all approvers can see the same work queue. Any approver can act on each transaction. When multiple people are handling the queue, it is important to delineate who is working on which transactions, in order to avoid confusion.
* Payroll Redistribution Questions are sent to PayrollRD-q@asu.edu.

**Getting Into the PeopleSoft system, redistribution approvals**

1. Log into the PeopleSoft system under the OR\_ ID.
2. Follow this navigation to the redistribution approval screen:

ASU Customizations -> ASU HCM Custom -> ASU Position Mgmt -> ORSPA Redistribution Approval.
3. Input “U” (which stands for unapproved) in the Approval Status search field, and press ‘Search’ to pull up all the transactions that are ready for ORSPA approval.

**Determine which transactions exceed the 90-day limit**

1. Use the [Committed Accounting](https://cfo.asu.edu/commitment-accounting) Page to verify the posting month of pay periods. Determine earliest allowable pay period for which the charges posted three months prior to the current month. For example, if today’s date is in April, determine the earliest payroll end date to post in January. <https://cfo.asu.edu/advantage-calendars>
	1. Search for Pay Period End Date < the earliest allowable pay period end.
	2. Open each transaction for pay periods which potentially exceeds 90 day limit.
	3. Check the signer approval date vs. the posting month for the pay period end date.

Note: Determining 90 days: Count 90 days from Advantage calendar close date of Pay End Date month. Example: payroll redistribution Pay End Date was April 10, per Advantage calendar April closed May 4, count 90 days from May 4 = August 2. August 2 is the last day any April redistributions can be approved.

**Review transactions which exceed the 90 day limit**

1. Return if the date of the Signer’s approval is not within 90 days after payroll post month unless any of the exceptions below are met.
	1. Send an email to the Submitter stating: (a) the redistribution has been returned as it is past the 90 day limit allowed by ASU policy RSP 506-02, and (b) to contact the Fiscal Oversight Assistant Director to request an exception.
2. Allowable exceptions (make sure all questions are answered appropriately if an exception applies):
	1. Request for redistributing costs to a non-sponsored account.
		1. Approve the transaction.
	2. Request for changes on the same account for the same employee.
		1. Approve the transaction.
	3. Request for redistribution within a project family.
		1. Check Coeus to determine if the accounts are related projects.
		2. Verify with the AMT GCO if intra-award relationship cannot be confirmed.
3. If the Fiscal Oversight Assistant Director grants an exception: note the AD’s approval of a 90 day exception and the date of approval in the ORSPA Notes box; then copy and paste the AD’s approval email along with the unit’s justification email in the ORSPA Notes Add’l Text box.

**Review transactions within the 90 day limit**

* 1. Search on Approval Status = U.
	2. Verify that the signer date month is within 90 days after payroll post month.
	3. Verify only acceptable 90 day exceptions are in the list for further review.
	4. Confirm justifications are appropriate, and approve any redistributions to non-sponsored accounts.
	5. Follow the process listed below for redistributions to/on sponsored accounts.
	6. Open the following programs to assist with verifications:
	7. Coeus;
	8. Advantage Web Reports: Grant Summary Report, (G210) found on the Business & Finance webpage: <https://cfo.asu.edu/financial-reports> > “Department reporting tools” tab, or MyASU Home page;
	9. ERE rate sheets; and
	10. an Excel workbook to track sponsored account amounts and begin/end dates. (Note: This is an optional method – it helps to prevent putting the account in deficit.)
	11. Confirm that the expense meets the requirements found in the [Sponsored Projects Allowability Job Aid](https://researchadmin.asu.edu/procedures/execute-project/wi-ep-70) .
	12. Check that funds have been budgeted for Salaries or Wages object codes.
	13. Check that the Close Dates for the transaction are within the award start date and award end date.  (Note: if the Award Date and Start Date are different, it is acceptable to use the Start Date.) Enter begin/end dates on excel worksheet (optional).
	14. Make sure the entire pay period is within the start/end dates or that the pay has been prorated appropriately.

For instance, if an award starts 12/10 and the pay end date is 12/13, you cannot move 100% of the pay period on the sponsored account.

* 1. Ensure there are adequate funds in the account and that the redistribution will not put the account over budget by referencing the sum total of the “funds available” + “encumbrances” columns. Enter sum of these two amounts on Excel worksheet (optional).
	2. The information on the G210 is not “live” rather it usually has a day lag from the Advantage information listed above.
	3. If account is very close to overspent, it is better to use the “live” Advantage screen called GSUM to check if there are available funds on the account.
	4. Use the Excel spreadsheet to note the cumulative amount of the transactions by account (optional).
	5. Before returning the transaction if the account will be put over budget, do the following:
		1. Communicate with the AMT GCO to determine if future funding is being allotted to the account that would cover the payroll expense. If there is, hold the redistribution and approve once additional funds have been loaded.
		2. If the answer to the previous step is “no”, send the department an e-mail asking if they are aware of future funding that will cover the expense. The email will include a note that if there is no response to the inquiry within three business days, the transaction will be returned. If future funding is coming, the transaction will be held in the queue and approved once additional funds have been loaded. If no response has taken place and there are still no funds to cover the expense, e-mail the department to inform it that the transaction is being returned. Return the transaction.
	6. Approver checks the justifications for professional, clear, complete responses. If any of these answers are unacceptable, the approver should then draft an email to the submitter and note all returned transactions and expectation for correction. The approver should enter a comment with expectations for what answers need corrected on each transaction and click “Return to User”.
	7. Reason why payroll expenses are being transferred.
		1. This must state that there was a mistake and why.
		2. There cannot be wording that expresses any intent to mischarge a sponsored project account - i.e., to use a sponsored account to “hold” charges.
		3. Unprofessional responses (ex. complaints about ASU personnel, departments or sponsors) are not acceptable.
		4. Department should clearly note if redistribution is the department’s procedure when employee/student worker works on multiple projects during a pay period.
	8. What corrective action will be taken to avoid this type of error in the future?
		1. The action should state what corrective action will be implemented in order to avoid the above type of error going forward.
		2. If the corrective action does not make sense, Approver should return redistribution.
		3. Ensure appropriate note if redistribution is the result of department procedures.
		4. Not required if payroll is being transferred off sponsored account.
	9. Describe why all costs transferred to new accounts are allowable, allocable, and reasonable charges. Additionally, if a sponsored account, describe why costs are appropriate and necessary to the performance of the sponsored project.
		1. If transferring onto a sponsored project, this answer should clearly indicate the scope of work the person performed on the project during the time period.
		2. Not required if payroll is being transferred off sponsored account.
	10. ORSPA Comments.
		1. Section to insert any relevant comments or approvals from ORSPA.
1. Check the end date of sponsored accounts in Coeus. If redistribution is received after the end date, notify AMT GCO before approving to ensure a final invoice/draw has not yet occurred.
2. Check Earning Codes for Allowability.
	1. HNR, ICS, ISP, & STI (exempt only) are allowed only if approval is noted in Coeus. (Prior approval by AMT GCO and recording by FOT GCO is required.)
	2. HSG, MOV, & SDM are allowed only if pre-approved by the AMT GCO.
	3. ADS, AWP, BNN, BNS, CAR, CIP, CMS, CPO, MVN, RET, STB, SUP, TFB, UNI, VPO, & WTR are **not allowed** on sponsored accounts.
3. Verify that partial charges were appropriately prorated for start/end dates.
	1. Go to PeopleSoft “Workforce Administration” to verify their pay, or verify with the Submitter.
4. Verify the employee whose pay is being redistributed is different from the Submitter or Signer. (An employee is not allowed to submit and approve his/her own payroll redistribution as this creates an audit risk.)
5. For each account: (Budget - Expenses) > (Payroll transfers + ERE + F&A).
	1. Quick estimate, use highest F&A and ERE rates.
		1. Remember that you are just confirming the number – the submitters should have already done the math as accurately as possible.
	2. Use real ERE for each person and real F&A for the account if estimate exceeds available balance.
6. If everything is okay with the submitted redistribution, the transaction can be approved.
	1. Remove any comments from previously returned transactions from the ORSPA comments section.
	2. Add comments if the AMT GCO/FOT AD has given permission to process the transaction.
	3. Click ‘Approve’ button.
	4. Use “Next in List” to proceed through the transactions. Please note that if you engage a new search, you may possibly encounter newly submitted transactions.
7. For ERE (Power) redistributions see instructions under “Cost Transfers” heading here: <https://researchadmin.asu.edu/procedures/execute-project/wi-ep-60>