

Type of Transaction	Transaction Process	Approvals
<p>Payroll Transaction</p>	<ol style="list-style-type: none"> 1. Employees are mapped to accounts. 2. Non-exempt employees report all time. Exempt employees report negative time. 3. Time approvers approve timesheets. 4. Payroll is integrated from PeopleSoft into Workday. 	<p><u>Position Mapping:</u> Units have internal process whereby PIs can request specific individuals to be mapped to the grants employees will be working on.</p> <p><u>Prior to Pay Period Closing:</u></p> <p>Exempt: time approvers will review/approve negative time</p> <p>Non-Exempt: time approvers will review/approve positive time</p> <p><u>After Pay Period Closes:</u> Grant Mangers will review accuracy of posted payroll as part of monthly reconciliation.</p> <p><u>End of Semester:</u> In collaboration with the Grant Manager, PI will certify during After-the-Fact Review Reports that payroll expenses are accurate and reasonable for the period of review.</p>
<p>Non-Payroll Transaction – Purchase Order Required (Non-ISDs)</p>	<p>All Purchase Order (PO) transactions require a Requisition in Workday. Requisition captures the following information:</p> <ol style="list-style-type: none"> 1. Item Description 2. Item Cost 3. Vendor 4. Business Purpose <p>A PO transaction will go through the following process:</p> <p>Requisition>PO>Supplier Invoice</p>	<p>The requisition will be reviewed and approved by the Grant Manager before the PO is issued.</p> <p>Supplier Invoices requiring a PO will not route to the Grant Manager a second time as the approval is captured as part of the Requisition business process.</p>
<p>Non-Payroll Transaction – No Purchase Order Required (excluding subawards and recurring supplier invoices)</p>	<p>Purchases not requiring a Purchase Order will be processed in Workday via Supplier Invoice. While no PO is</p>	<p>Supplier Invoices will be routed to Grant Manger as part of the regular Supplier Invoice business process.</p>

	<p>required, depending on the type of purchase, additional backup documentation will be required.</p> <p>Examples: Awards and Scholarships; research subjects and payments; stipends – student fellowships.</p> <p>Full list of purchases not requiring a Purchase Order and required documentation for each is available on the Financial Services page:</p> <p>https://cfo.asu.edu/purchasing-no-po-req</p>	<p>Additional approvals may be captured in the required backup documentation of the transaction. Example, student support will require the “Direct Student Financial Support Payments Certification Form”</p>
<p>Non-Payroll Transaction – No Purchase Order Required – Recurring Supplier Invoices</p>	<p>Units will need to submit a written request form to have Financial Services set up a SCON and recurring supplier invoice.</p> <p>Request form captures all the required information including name of payee, dates and amounts of recurring payment, business.</p>	<p>Recurring Supplier Invoices do not route to the Grant Manger for approval in Workday.</p> <p>Cost Center Manger approval is captured on the recurring supplier request form.</p>
<p>Non-Payroll Transaction – No Purchase Order Required – Subawards Only</p>	<p>Subaward Team will create a Supplier Contract (SCON) in Workday. As subaward invoices are received, AMT will enter invoices directly into Workday.</p>	<p>PI will approve the issuance of subaward via email. As subaward invoices are received, AMT will enter invoices into Workday as Supplier Invoices.</p> <p>Subaward Supplier invoices will be routed to the PI and Grant Manager.</p>