OPERATIONS

Payment/Reimbursement/Refund

- Use this form to request payments on invoices or bills received, reimbursements to employees, purchase request for an item directly from supplier websites (exception: computers)
- Will need to know which account to pay from
- Must include a detailed public purpose
- All food purchases/reimbursements require a Business Meals Form (which needs to be sent to OFA in hard copy format, with original signatures)
- Write the ticket number on the hard copies, or print e-form out to include with hard copies, or for tracking purposes
- All documents must be approved by the units’ supervisors before hard copies are sent to OFA
  - Any documents received that are not yet approved will be returned
  - If you need to add or change approvers, you can do so in the “Approver Field”

Consultant/Independent Contractor request

- This form is ONLY used to assist units in determining whether a person would be considered an employee or a contractor
- OFA HR and Operations team will work with you to determine which path of payment you should or will need to follow
- Once determination is made, and for payment to the individual, please submit a request using the appropriate form—either HR Staff Competitive Recruitment & Waivers, or Operations Payment/Reimbursement
  - Please see the “Guide for Paying Consultants” for information on paying thru Accounts Payable

- Estimated amounts can be entered if you are unsure of the total you will spend
  - For example, if you will stop at Michael’s and think it will be no more than $150, you would list that in the amount box
- Bulk amounts can be entered if you have a large project that will require multiple purchases
  - For example, if you have a conference and know there will be no more than $5k charged for the Radisson, $2k charged for Aramark, etc you would list that in the amount box
• If your Pcard is tied to an account that is different from where the expense should ultimately hit, please be sure to email PUBSRVPCARDS@asu.edu and include the receipt as an attachment

Deposit Request
• Use this form to track and request any deposits be made
• Will need to know which account to deposit to
• Must send checks/cash to OFA

General requests
This form can be used when no other form meets your needs

Travel Request
• Use this form to track travel claims that are submitted to OFA
• Print and attach cover sheet and send originals to OFA

Furniture Request
• Use this form to track request furniture changes, removal of furniture, or request new furniture

BUDGET/REPORTING

Budget: General Request
This form can be used to submit any request for requests for balances on accounts, such as:

  o Commitment balances (start-up, retention, Barret Funds, etc)
  o Professional Development balances
  o Re-budgets on accounts

PCARD

Pcard Pre-approval form
• Use this form to obtain required supervisor approval PRIOR to a purchase being made on your Pcards
• If your Pcard is tied to an account that is different from where the expense should ultimately hit, please be sure to email PUBSRVPCARDS@asu.edu and include the receipt as an attachment
HUMAN RESOURCES

Affiliation Request
Use this form to request an Affiliate ID be created for a new employee or someone not hired that needs access to ASU systems (such as a visiting professor)

*Must include an alternate email address, address, SS#

Benefits – Leaves Inquiry
Requests for the following can be submitted here:

- General benefits questions
- Questions about the leave of absence process.

*Do not include any sensitive or medical information in your request.

Document Submission
Use this form to submit any documents or forms to the HR team.

General requests
This form can be used when no other form meets your needs or to submit an HR question such as:

- How to hire a particular person
- How to promote an employee
- Policy questions or interpretations

Job Change Request
Use this form for requests such as:

- Giving employees salary increases
- Changing an employee’s title
- Changing an employee’s FTE

Payroll Request
Use this form to:

- Ask questions about your paycheck
- Ask questions about time reporting
- Ask questions or resolve issues with TAS
**Report Request**

Use this form to request a particular report specific to HR, such as:

- HR expenses on an account
- Total hours a student worker has worked this semester
- The cost to hire a student, staff, etc.
- Department employee lists

**Staff Competitive Recruitment and Waivers**

Use this form to request a standard staff competitive hire (open to the public) or a waiver of recruitment.

**Student Hire**

This form is used to request a student position be posted for recruitment.

**Terminations**

Use this form to request termination of an employee’s position or payroll line if they include:

- An employee who has resigned/retired
- An employee whose temporary job has ended

*To request approval for an involuntary termination, contact the HR Manager*

**Faculty Summer Pay Allocations**

All requests for summer payroll (non-teaching activities) must be requested thru this form