

NC STATE UNIVERSITY

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# DISTRIBUTION SETUP USER GUIDE

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HR System-PS Version 9.2

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NC STATE UNIVERSITY  
University Budget Office

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## Overview

The Distribution Setup Component is used mainly for creating or changing an employee's and/or position's distribution. This component includes the capability to search for a distribution by position or by employee. Changes made to an employee distribution through this component will trigger the update of the associated distribution on the position budget, based on whether the employee is working in or working against a position. It is also used to update the position budget distribution where appropriate for vacant and work against positions. The employee's distribution in this component is used to distribute "regular" compensation (i.e., salary, benefits and taxes) to the associated projects and accounts during the payroll distribution process.

## Security

Access to view or update Distribution Setup requires the following security roles and HR Deptid (OUC) security level access.

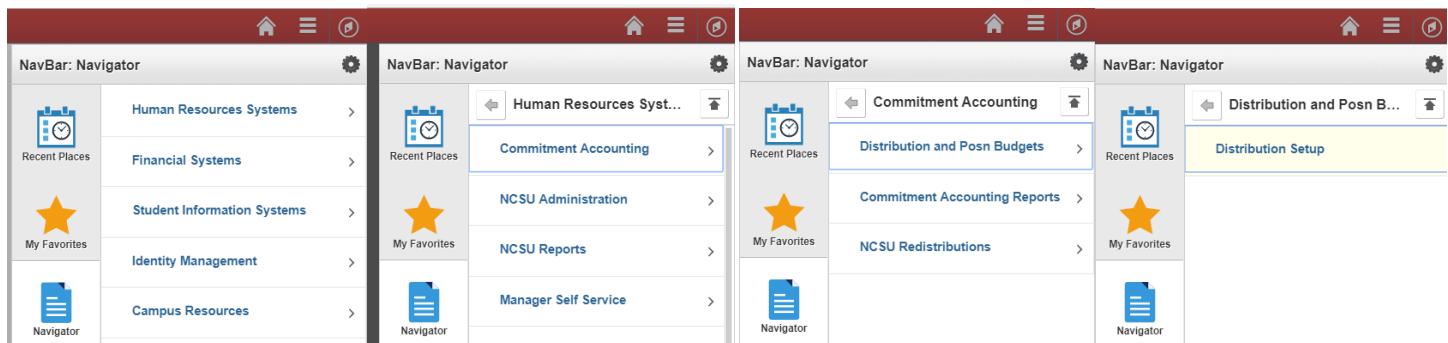
Role	Long Description
NCH DS CAMPUS Distribution Upd	Campus Role - -Update Access to Distribution Setup and Position Budget information.
NCH DS CAMPUS Redistributions	Campus Role - - Update Access to Redistributions, including the maintain of Employee Distributions and Position Budgets.
NCH DS CAMPUS DistributionView	Campus Role - -View Only Access to Distribution Setup, Position Budget ,and Redistributions.

## Navigation

You must be logged into MYPACK PORTAL with your Unity ID and password. There are three ways to get to Distribution Setup: (1) MYPACK HOME, (2) HR DASHBOARD, or (3) Distribution Set Up link from Job Data, Work Location tab.

### (1) MYPACK HOME:

**Navigator > Human Resources Systems > Commitment Accounting > Distribution and Posn Budgets > Distribution Setup**



When you click Distribution Setup, the **Distribution Setup Search Page** will open.

(2) From HR Quicklinks:

The screenshot shows the HR System Homepage with a red header bar. On the left is a sidebar menu with 'HR Quicklinks' at the top, followed by 'Hire/Rehire Employees', 'Rapid Rehire', 'Modify or Separate Employee', 'WolfTime', 'Position / Distribution', and 'Reporting and Query Tools'. The 'Position / Distribution' menu item is expanded, showing 'Update Positions', 'Distribution Setup (Funding)' (which is circled in green), 'Create Redistribution', and 'View/Update Redistributions'. An arrow points from the 'Distribution Setup (Funding)' link to the main content area. The main content area has a red header 'HR Quicklinks' and a 'Distribution Setup' section. This section contains two search forms: 'Search by Position' and 'Search by Employee'. The 'Search by Position' form has fields for 'Dept ID', 'Position Nbr', and 'Dept Descr', with a 'Search' button and an 'Inactive Positions' checkbox. The 'Search by Employee' form has fields for 'Dept ID', 'Empl ID', 'Fiscal Year', 'Empl Record', and 'Name', with a 'Search' button and an 'Add New Employee Distribution Setup' button. There are also 'Select to View/Update' and 'Clear' buttons.

Distribution Setup is under Position / Distribution. Once selected, the **Distribution Setup Search Page** will open.

(3) From Distribution Set Up link from Job Data, Work Location tab:

The screenshot shows the MyPack Portal with a red header bar. Below the header is a navigation bar with tabs: 'Work Location' (selected), 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', 'Compensation', 'Appointment Info', and 'Rank/Tenure Info'. The 'Work Location' tab is active, showing 'Employee Name' and 'Empl ID' (000000000). Below this is the 'Work Location Details' section, which contains various fields for employee information, including 'Effective Date', 'Effective Sequence', 'HR Status', 'Payroll Status', 'Position Number', 'Position Entry Date', 'Regulatory Region', 'Company', 'Business Unit', 'Department', 'Department Entry Date', 'Location', 'Establishment ID', 'Last Start Date', 'Expected Job End Date', 'Last Date Worked', 'Termination Date', and 'End Job Automatically'. At the bottom of the 'Work Location Details' section is a row of links: 'Job Data', 'Employment Data', 'Earnings Distribution', 'Benefits Program Participation', and 'Distribution Set Up' (which is highlighted in blue). An arrow points from the 'Distribution Set Up' link to the 'Distribution Set Up' link in the bottom row.

**NOTE:** This link from Job Data carries you directly to **Distribution Setup Page** for the employee for the current fiscal year and not the Distribution Setup Search page. To access a prior year setup, please refer to **Search by Employee** section. In addition, this link will not open distribution setup during payroll processing, choose option 1 or 2 above to access the information during that time.

## Distribution Setup Search Page

**Distribution Setup**

**Search by Position**

**Search Criteria**

Dept ID:

Position Nbr:  ☐ Inactive Positions

Dept Desc:

**Search by Employee**

**Search Criteria**

Dept ID:

Fiscal Year:

Empl ID:

Empl Record:

Name:

The Distribution Setup search page allows the search by position or by employee.

\*\* The magnifying glass beside a search field indicates that the field has a lookup function. By entering the first few characters in the field and clicking the magnifying glass, a list of lookup results will appear to choose the specific value needed.

To reset the search criteria at any time, click the  button at the bottom of the page.

### Search by Position

To search for distribution by position, you may specify a Department ID and/or a specific Position Number.

#### To Search by Position Department:

- ❖ To search for a list of Position Numbers in a department, enter the full Department ID or enter partial Department ID and use the magnifying glass lookup function to choose the specific Department Number.
- ❖ Check the “Inactive Positions” checkbox if you want the department search results to include inactive positions within the department
- ❖ After entering the desired search criteria, click the ‘**Search**’ button to the right.

**Distribution Setup**

**Search by Position**

**Search Criteria**

Dept ID:  Forest Biotech Program

Position Nbr:  ☐ Inactive Positions

Dept Descr:

**View Search Results:**

**Distribution Setup**

**Search by Position**

**Search Criteria**

Dept ID:  Forest Biotech Program

Position Nbr:  ☐ Inactive Positions

Dept Descr:

**Search Results** Personalize | Find |  First 1-9 of 9 Last

	Department	Position Number	Description
<input type="radio"/>	1 150417	00004592	Named Professor
<input type="radio"/>	2 150417	00046867	Administrative Support Special
<input checked="" type="radio"/>	3 150417	00047013	Research Specialist-Nonexempt
<input type="radio"/>	4 150417	00061350	Professor
<input type="radio"/>	5 150417	00100868	Research Assoc
<input type="radio"/>	6 150417	00101520	Research Assoc
<input type="radio"/>	7 150417	00102616	Postdoctoral Research Scholar
<input type="radio"/>	8 150417	00102785	Postdoctoral Research Scholar
<input type="radio"/>	9 150417	00104004	Postdoctoral Research Scholar

- ❖ The search will return a list of all the positions for the department according to your search criteria.
- ❖ Scroll the list, and click the radio button to the left of the position for the distribution you wish to view or update, then click the ‘**Select to View/Update**’ button at the lower left.
- ❖ The **Position Budget Table Page** will open if position is vacant or if the position has employee(s) working against it (employee’s salary is partially funded by the position or the employee’s distribution is different than the position for a certain period of time). Refer to the **Position Budget Table Page** section in this guide.
- ❖ The **Distribution Setup Page** will open if there is only one employee in the position and not work against. Refer to the **Distribution Setup Page** section in this guide.

- ❖ Once you view/update a position, close that window/tab. You can return to the search page list to select another employee.

### To Search by Position Nbr:

To search for an employee distribution by position, you may specify the Position Number itself.

- ❖ To search for a Position Number, enter the full Position Number or enter partial number and use the magnifying glass lookup function to choose from the list.
- ❖ After entering the desired search criteria, click the '**Search**' button to the right.

**Distribution Setup**

**Search by Position**

**Search Criteria**

Dept ID:

Position Nbr:

Dept Descr:

☐ Inactive Positions

**Search**

Select to View/Update

### View Search Results:

**Distribution Setup**

**Search by Position**

**Search Criteria**

Dept ID:

Position Nbr:

Dept Descr:

☐ Inactive Positions

**Search**

**Search Results**

Personalize | Find | First 1 of 1 Last

	Department	Position Number	Description
<input checked="" type="radio"/>	1 150417	00047013	Research Specialist-Nonexempt

Select to View/Update

- ❖ The search will return the specific position, showing its Department number and description, and with the radio button at the left already selected.
- ❖ Click the '**Select to View/Update**' button at the lower left.

❖ The **Distribution Setup Page** will open if there is only one employee in the position and not work against. Refer to the **Distribution Setup Page** section in this guide.

❖ The **Position Budget Table Page** will open if position is vacant or if the position has employee(s) working against it (employee's salary is partially funded by the position or the employee's distribution is different than the position for a certain period of time). Refer to the **Position Budget Table Page** section in this guide.

## Search by Employee

To search for distribution by employee, you may specify a Department ID and/or a specific Employee ID.

### To Search by Employee Department:

- ❖ To search for employee(s) in a department, enter the full Department ID or enter partial Department ID and use the magnifying glass lookup function to choose the specific department number.
- ❖ After entering the desired search criteria, click the **'Search'** button to the right.

**Search by Employee**

**Search Criteria**

Dept ID: 150417 Forest Biotech Program Empl ID:

Fiscal Year:  Empl Record: 0 Name:

**Search**

### View Search Results:

**Search by Employee**

**Search Criteria**

Dept ID: 150417 Forest Biotech Program Empl ID:

Fiscal Year:  Empl Record: 0 Name:

**Search**

**Search Results**

	Name	Department	Fiscal Year	Empl ID	Empl Record
1		150417	2017		0
2		150417	2017		0
3		150417	2017		0
4		150417	2017		0
5		150417	2016		0
6		150417	2016		0
7		150417	2016		0
8		150417	2016		0
9		150417	2016		0
10		150417	2016		0
11		150417	2016		0
12		150417	2016		0
13		150417	2015		0
14		150417	2015		0
15		150417	2015		0

**Select to View/Update** **Add New Employee Distribution Setup**



- ❖ The search will return a list of all the employees for the department as specified in your search criteria.
- ❖ The search will return multiple Fiscal Years unless you specify a 4-digit Fiscal Year in Search Criteria.
- ❖ Scroll the list, and click the radio button to the left of the Name for the distribution you wish to view or update, then click the **‘Select to View/Update’** button
- ❖ If the employee does not appear in the list, clear the list and see Search by Employee ID/Name below.
- ❖ The **Distribution Setup Page** will open.
- ❖ Once you view/update an employee, close that window/tab. You can return to the search page list to select another employee.

**To Search by Employee ID or Employee Name:**

To search for an employee distribution, you may enter the Employee ID or the Employee Name.

**Enter Search Criteria:**

- ❖ To search for an employee distribution, enter the Empl ID or enter a partial number and use the magnifying glass lookup function to choose from the list.
- ❖ To search for an employee by name, enter the first and last name or partial name. It will display list of employees with that name.
- ❖ Once you type in the Empl ID, it will pull up the name. If you tab out of the field, it will populate the name beside it.
- ❖ The Employee Record defaults to ‘0’ but will return a list of all employee records (active and inactive) for the employee. If you enter a specific employee record (example: 1) it will only return that record if active.
- ❖ To see distribution for the employee for a certain fiscal year, enter the 4-digit Fiscal Year. Otherwise, the search will return a list of all the distributions for the employee for each fiscal year of employment.
- ❖ After entering the desired search criteria, click the **‘Search’** button to the right.

**Distribution Setup**

**Search by Position**

**Search Criteria**

Dept ID:

Position Nbr:  ☐ Inactive Positions

Dept Descr:

**Select to View/Update** **Search**

**Search by Employee**

**Search Criteria**

Dept ID:

Fiscal Year:

Empl ID:

Empl Record:

Name:

**Select to View/Update** **Add New Employee Distribution Setup** **Search** **Clear**

### View Search Results:

#### Distribution Setup

##### Search by Position

###### Search Criteria

Dept ID:

Position Nbr:  ☐ Inactive Positions

Dept Descr:

Search

Select to View/Update

##### Search by Employee

###### Search Criteria

Dept ID:

Empl ID:

Fiscal Year:

Empl Record:

Name:

Search

###### Search Results

Personalize | Find | First 1 of 1 Last

	Name	Department	Fiscal Year	Empl ID	Empl Record
<input checked="" type="radio"/>	1 <input type="text"/>	150417	2017	000 <input type="text"/>	0

Select to View/Update Add New Employee Distribution Setup

Clear

- ❖ If Fiscal Year was not entered in the Search Criteria and multiple Fiscal Years are listed for the employee, scroll the list and click the radio button to the left of the Name, Department, and Fiscal Year of the distribution you wish to view or update.
- ❖ Click the 'Select to View/Update' button.
- ❖ The Distribution Setup page will open.
- ❖ If there is no employee distribution on file and needs to be added, see **Add New Employee Distribution Setup** in this guide.

## Distribution Setup Page

The Distribution Setup page will display either three or four main sections of information: Employee Details, Distribution Information, and Employee/Position Distribution if employee is not set up to work against a position. If set up as work against, the distribution information is separated between Position Distribution and Employee Distribution.

The screenshot shows the 'Distribution Setup' page with the following sections:

- Employee Details:** Empl ID: 000, Empl Record: 0, Name: , Dept ID: 150417, Fiscal Year: 2017.
- Distribution Information:** Eff Date: 07/01/2016, Eff Seq: 1, Transaction Status: Initial, Salary: 156,200.000000, Comp Freq: Annual, Empl Class: EFX EHRA Faculty, \*Comments: Job Comp Rate Change, Work Against: ☐, Position Nbr: 00, Professor, Action Reason: Distribution for Employee in Position.
- Employee/Position Distribution:** A table with columns: Project ID, \*Account, Acct Override, Percent, Amount, Distributed, Original %, Project ID Status on Effdt, Current Project ID Status.

	Project ID	*Account	Acct Override	Percent	Amount	Distributed	Original %	Project ID Status on Effdt	Current Project ID Status
1	201513	51319	<input type="checkbox"/>	10.000	15,620.00	<input checked="" type="checkbox"/>		Active	Active
2	427319-04213	51119	<input checked="" type="checkbox"/>	45.000	70,290.00	<input checked="" type="checkbox"/>		Active	Active
3	427350-04213	51119	<input checked="" type="checkbox"/>	45.000	70,290.00	<input checked="" type="checkbox"/>		Active	Active
<b>Total:</b>				100.00	156,200.00				

Entered By: NCEP0002 Entered Datetime: 08/04/16 7:12AM

Save

### Employee Details section

The following information is displayed for reference (view-only) in this section, according to the distribution and fiscal year selected:



#### Employee Details fields shown:

- ❖ **Empl ID:** Employee ID
- ❖ **Empl Record:** Record number associated with employee job record.
- ❖ **Name:** As on employee job record.
- ❖ **Dept ID:** Department number corresponding to the employee for this distribution transaction
- ❖ **Fiscal Year:** 4-Digit Fiscal Year associated with this distribution transaction

### Distribution Information section

#### Distribution Information fields shown:

- ❖ **Effective Date:** the date on which the distribution takes effect
- ❖ **Effective Sequence:** the number (count) of the distribution for the Effective Date

- ❖ **Transaction Status:** current processing status for the distribution transaction:
  - **Initial** – the distribution to be created for the employee
  - **Error** – exceptions are logged that are not indicated with a pop up message
- ❖ **View All:** To see all effective dated distribution rows.
- ❖ **First**  **1 of 2**  **Last** : To click on First, Last or click by page.
- ❖ **Comments:** A free-form text field for recording any information that explains the need for the distribution setup change. Comments are required for any changes to be successfully saved.
- ❖ **Salary:** Salary as of the effective date from the employee's job record.
- ❖ **Comp Freq:** Compensation (pay) frequency
- ❖ **Empl Class:** Employee class for the employee, as indicated on the currently-selected Job record
- ❖ **Work Against** position checkbox: Indicates that the employee's salary may not be fully funded by the position indicated under the Position Nbr or the employee's distribution is to be different than the position for a certain period of time. Reference **Best Practices for Using "Work Against"** on University Budget Office website.
- ❖ **Position Nbr** (and associated description): From the currently-selected Job record if the employee is in a position, or the Position Nbr the employee is working against.
- ❖ **Action Reason:** The supporting reason that describes the type of change being made (view-only).

### Position Budget Distribution section (only shown if work-against)

**Work Against:** ☒

**Position Nbr:** 000

Professor, Univ Fac Scholar

**Action Reason:** Distribution for Employee different than Position Distribution

**Position Distribution**

Project ID	Account	Acct Override	Percent	Amount
1 201473	51319	<input type="checkbox"/>	100.000	124,448.00

**Tot Amnt:** 124,448.000000

[View Position Budget](#)
[Update Position Budget](#)
[Refresh](#)

The Position Distribution section is **only** shown if the work-against box is checked. Work against indicates that the employee's salary may not be fully funded by the position indicated on the currently-selected Job record or the employee's distribution is to be different than the position for a certain period of time.

The information in this section is loaded from the Position Budget table and will always be view-only.

Any updates to be made to the Position Budget distribution must be made directly in the Position Budget module for vacant position and position where employees are set up to work against the position. The **Update Position Budget** link at the bottom of this section may be used. See **Add a Position Budget Change for Vacant or Work Against position** section in this guide.

#### Position Distribution fields and links shown:

- ❖ **Project ID:** The funding source to be used for salary distribution and budget for the position
- ❖ **Account:** The five-digit expense account to be used for salary distribution and budget for the position
- ❖ **Acct Override:** The checkbox indicating that the expense account is one of the account(s) allowed as an override account.
- ❖ **Percent:** The percentage of the total position budget that will be distributed to this Project ID and Account
- ❖ **Amount:** The amount of the position budget for this Project ID and Account
- ❖ **Tot Amnt:** The total amount of salary budgeted for this position – this is the sum of the distribution rows above it.
- ❖ **View Position Budget/Update Position Budget** links: A link that opens a new window to the Position Budget Table, for the position shown in the Position Number field. Upon return to the Distribution Setup component page, any changes made to the Position Budget can be displayed in the Position Distribution section by clicking the **"Refresh"** button. (NOTE: View Position Budget link currently works the same as Update link.)

## Employee Distribution or Employee/Position section

This section is labeled **Employee Distribution** if work against is checked. Otherwise, it is labeled **Employee/Position Section** if not work against.

All employees will have at least one employee distribution row. Multiple rows are shown for splits, as required, but each distribution row has a unique combination of Project ID and Account.

### Employee Distribution fields shown:

- ❖ **Project ID:** The funding source to be used for salary and budget for this distribution row
- ❖ **Account:** The five-digit expense account for the amount in this distribution row
- ❖ **Acct Override:** The checkbox indicating that the expense account is one of the account(s) allowed as an override account. Once checked, a drop-down list of allowable overrides is available.
- ❖ **Percent:** The percentage of the total salary amount associated with this Project ID and Account
- ❖ **Amount:** The amount of employee salary associated with this Project ID and Account
- ❖ **Distributed:** A checkbox indicating whether a payroll has already used this distribution. If the distributed checkbox is checked, payroll has used the distribution and the row cannot be changed.
- ❖ **Original %:** This displays the original percent if the percent is changed for the Project ID and Account
- ❖ **Project ID Status on Effdt:** This displays the status of the Project ID on the Effective Date.
- ❖ **Current Project ID Status:** This displays the current status of the Project ID.
- ❖ **Total:** The total percent and the total sum of the amounts of all the distribution rows
- ❖ **Entered By:** Unity ID of person or process that entered the row
- ❖ **Entered Datetime:** Date and time row was entered.

**The salary distributions for employees generally adhere to one of four possible scenarios depending on the employee's job/employee classification and whether the employee is working against a position.**

### Scenario 1: Distribution for Employee in position, not work-against

This scenario is common for most EHRA and SHRA permanent employees (employee classes: EHRA Faculty, EHRA Non-faculty, EHRA SAAO Tier 1, EHRA SAAO Tier 2, EHRA County Extension, County Operations Support Services, SHRA, and LEORS) who are in a position on their job record.

- ❖ The Employee's salary and distribution and Position budget and distribution should always match for employees in this scenario.
- ❖ Any changes to the employee's salary or distribution **will automatically** update the position. If the position budget or distribution should not be updated, it should be work against (Scenario 2).
- ❖ The page will show only one Distribution section, labeled Employee/Position Distribution, and will use information entered here to update both Employee's distribution and Position Budget table.
- ❖ Action reason is "Distribution for Employee in Position"
- ❖ The Work Against checkbox will not be checked in this scenario.

### Example:

[Favorites](#) > [Main Menu](#) > [Human Resources Systems](#) > [Commitment Accounting](#) > [Distribution and Posn Budgets](#) > [Distribution Setup](#)

### Distribution Setup

**Employee Details**

Empl ID: 00	Empl Record: 0	Name:	Dept ID:	Fiscal Year: 2017
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**Distribution Information**

[Find](#) | [View All](#)

First
1 of 2
Last

Eff Date: 07/01/2016	Eff Seq: 1	Transaction Status: Initial	Comments: Job Comp Rate Change
Salary: 156,200.000000	Comp Freq: Annual	Empl Class: EFX EHRA Faculty	
Work Against: <input type="checkbox"/>	Position Nbr: 00	Professor	

Action Reason: Distribution for Employee in Position

**Employee/Position Distribution**


	Project ID	*Account	Acct Override	Percent	Amount	Distributed	Original %	Project ID Status on Effdt	Current Project ID Status
1	201513	51319	<input type="checkbox"/>	10.000	15,620.00	<input checked="" type="checkbox"/>		Active	Active
2	427319-04213	51119	<input checked="" type="checkbox"/>	45.000	70,290.00	<input checked="" type="checkbox"/>		Active	Active
3	427350-04213	51119	<input checked="" type="checkbox"/>	45.000	70,290.00	<input checked="" type="checkbox"/>		Active	Active
<b>Total:</b>				100.00	156,200.00				

Entered By: NCEP0002      Entered Datetime: 08/04/16 7:12AM

[Save](#)

## Add a Salary Distribution Change for employee in position, not work against

This section describes entering a salary distribution change for the current month (prior to payroll lockout) or a future month.

1. Get to the **Distribution Setup** page for the employee.
2. Click the  sign above Comments to add a new row. The new row will copy the previous row's distribution.

[Distribution Setup](#)

**Employee Details**

Empl ID: 0	Empl Record: 0	Name: Vincent M. Chiles	Dept ID: 000000	Fiscal Year: 2017
------------	----------------	-------------------------	-----------------	-------------------

**Distribution Information**

[Find](#) | [View All](#)

First
1 of 3
Last

Eff Date: 11/01/2016	Eff Seq: 0	Transaction Status: Initial	Comments: SDC eff 11/1 per Dept Head
Salary: 156,200.000000	Comp Freq: Annual	Empl Class: EFX EHRA Faculty	
Work Against: <input type="checkbox"/>	Position Nbr: 000	Professor	



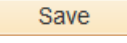
Action Reason: Distribution for Employee in Position

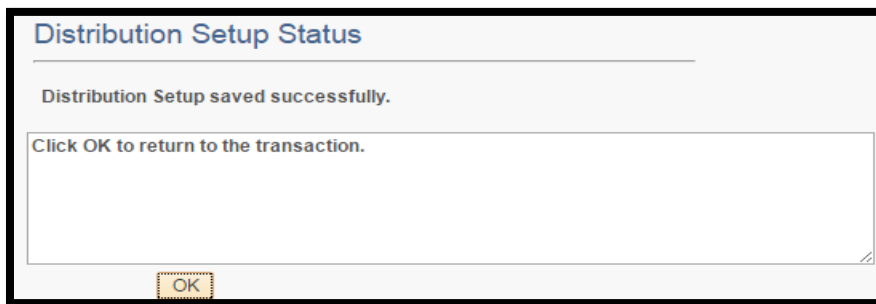
**Employee/Position Distribution**

	Project ID	*Account	Acct Override	Percent	Amount	Distributed	Mark change	Original %	Project ID Status on Effdt	Current Project ID Status
1	201513	51319	<input type="checkbox"/>	20.000	31,240.00	<input type="checkbox"/>	Y	10.000	Active	Active
2	427319-04213	51119	<input checked="" type="checkbox"/>	35.000	54,670.00	<input type="checkbox"/>	Y	45.000	Active	Active
3	427350-04213	51119	<input checked="" type="checkbox"/>	45.000	70,290.00	<input type="checkbox"/>	N	45.000	Active	Active
<b>Total:</b>				100.00	156,200.00					

Entered By:      Entered Datetime: 11/23/16 1:33PM      Mark change Y

[Save](#)

3. **Eff Date will default to the current date. Enter the date or choose a date using the calendar button.**
4. Enter Comments to describe the need for the distribution change. Comments are required.
5. If you need to add a row for an additional Project ID and/or Account distribution, click the  sign on the right hand side of an existing distribution row to insert a new row.
6. If you need to delete an existing Project ID distribution row, click the  sign on the right hand side of the Project ID distribution row to be deleted.
7. If you don't need to change the number of Project ID and Account rows, you don't need to insert or delete rows. Simply make the changes to an existing distribution row. Mark Change will change from N to Y.
8. Enter the required distribution information:
  - a. Project ID – enter the Project ID or use magnifying glass to select from list.
  - b. Account – this will initially display the default account based on the Employee Class. If Acct Override is allowed and checked, a drop-down list is available to select an override account.
  - c. Acct Override (if applicable) – checkbox to select an override account. Refer to **Account Mapping Rules**.
  - d. Percent – either percent or amount can be entered. If percent is entered, it will calculate the amount. Total Percent must add up to 100. Original % will display the original percent before the change.
  - e. Amount – either percent or amount can be entered. If amount is entered, it will calculate the percent. Total Amount must add up to Salary.
9. Once distribution changes are complete, click . You should receive message that Distribution Setup saved successfully. Click OK to return to the transaction.



10. The system will return you to the Distribution Setup page for the employee to view the saved changes. Recommendation is to close the window/tab after view/save.

Reference **Warning/Error** section for assistance with error messages.

## Scenario 2: Distribution for Employee in position, as work-against

For this scenario, the employee is an EHRA or SHRA permanent employee (employee classes: EHRA Faculty, EHRA Non-faculty, EHRA SAAO Tier 1, EHRA SAAO Tier 2, EHRA County Extension, County Operations Support Services, SHRA, and LEORS) who is assigned to a position on the Job record, but the employee's salary may not be funded fully by that position or the employee's distribution is to be different than the position for a certain period of time. This is known as a "work-against" scenario. Reference **Best Practices for Using "Work Against"** on University Budget Office website.

**NOTE: Override Position Data on Job is sometimes referred to as work against and is used when changing the employee's job attributes: Department, Job Code, Std. Hrs/FTE or Step, to be different from that of the positions; however, it is only an override for these attributes and has no effect on the distribution or position budget.**

- ❖ The Work Against checkbox should be checked.
- ❖ The Position Number (view-only) is the position number assigned on the employee Job record and cannot be changed here.
- ❖ Action reason is "Distribution for Employee, Different than Position Distribution"
- ❖ Because the Work Against checkbox is checked, the Position Distribution information is loaded (view-only) from Position Budget for the position number assigned to the employee's Job record.
- ❖ The Employee Distribution section displays the employee's distribution information which is different than the Position Distribution.

**Employee Details**

Empl ID: 0 Empl Record: 1 Name: M Dept ID: 1 Fiscal Year: 2017

**Distribution Information**

Find View All First 1 of 3 Last

Eff Date: 08/16/2016 Eff Seq: 0 Transaction Status: Initial

Salary: 90,640.000000 Comp Freq: Annual Empl Class: EFX EHRA Faculty

Work Against: ☒ Position Nbr: 00000000 Assoc Professor

\*Comments:  
release time/lts

Action Reason: Distribution for Employee different than Position Distribution

**Position Distribution**

Project ID	Account	Acct Override	Percent	Amount
1 201511	51319	<input type="checkbox"/>	100.000	90,640.00
			<b>Tot Amnt:</b>	90,640.000000

View Position Budget Update Position Budget Refresh


**Employee Distribution**

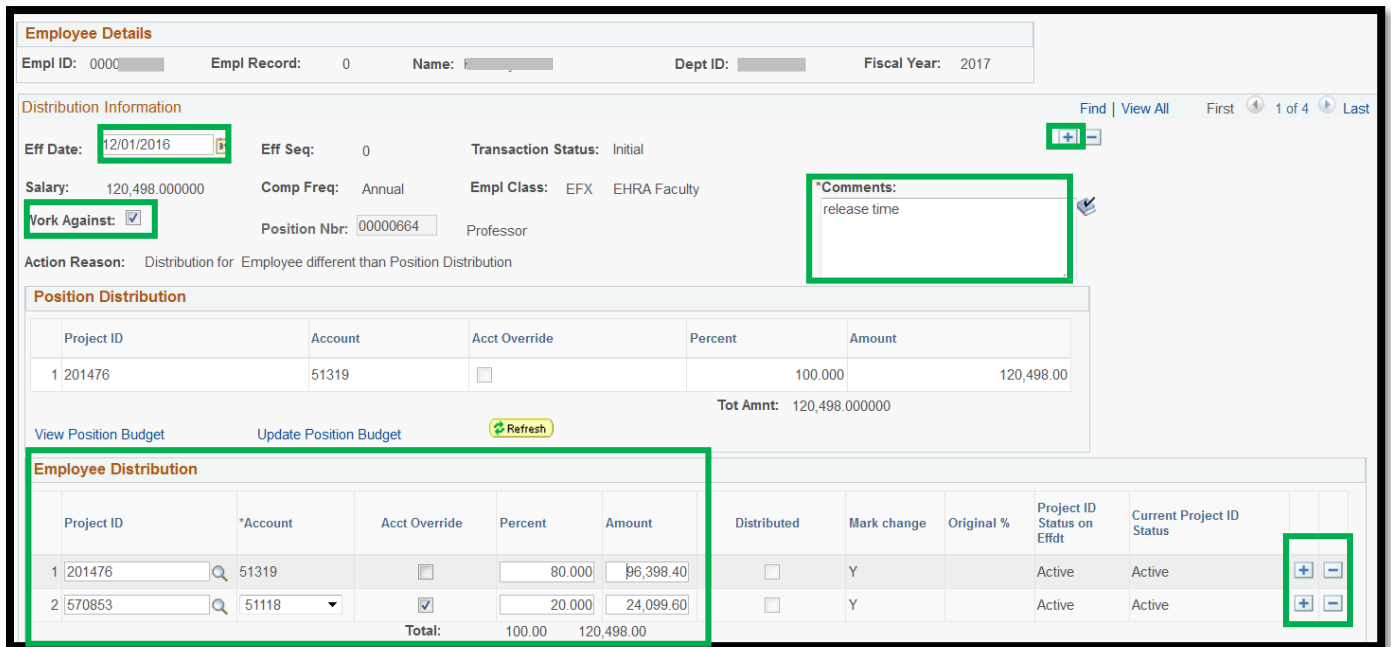
Project ID	*Account	Acct Override	Percent	Amount	Distributed	Original %	Project ID Status on Effdt	Current Project ID Status
1 580024-04218	51118	<input checked="" type="checkbox"/>	3.972	3,600.22	<input checked="" type="checkbox"/>		Active	Active
2 201511	51319	<input type="checkbox"/>	96.028	87,039.78	<input checked="" type="checkbox"/>		Active	Active
<b>Total:</b>			100.00	90,640.00				



## Change Employee in Position to Work Against the Position

This section describes changing an SHRA or EHRA permanent employee (who is assigned to a position on their Job record) to work against their position for the current month (prior to payroll lockout) or a future month.

1. Get to the **Distribution Setup** page for the employee.
2. Click the  sign above Comments to add a new row. The new row will copy the previous row's distribution.
3. **Eff Date will default to the current date. Enter the date or choose a date using the calendar button.**
4. Enter Comments to describe the need for the distribution change. Comments are required.
5. **Check the Work Against box. The Position Distribution section will display separately from the Employee Distribution but will be the same at first.**



**Employee Details**

Empl ID: 0000 Empl Record: 0 Name: [redacted] Dept ID: [redacted] Fiscal Year: 2017

**Distribution Information**

Find | View All First 1 of 4 Last

Eff Date: 12/01/2016 Eff Seq: 0 Transaction Status: Initial

Salary: 120,498.000000 Comp Freq: Annual Empl Class: EFX EHRA Faculty

Work Against: ☒ Position Nbr: 00000664 Professor

\*Comments: release time

Action Reason: Distribution for Employee different than Position Distribution

**Position Distribution**



Project ID	Account	Acct Override	Percent	Amount
1 201476	51319	<input type="checkbox"/>	100.000	120,498.00

Tot Amnt: 120,498.000000

View Position Budget Update Position Budget Refresh

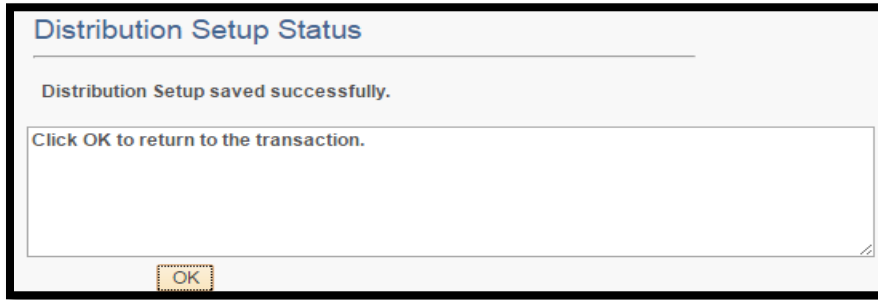
**Employee Distribution**

Project ID	*Account	Acct Override	Percent	Amount	Distributed	Mark change	Original %	Project ID Status on Effdt	Current Project ID Status
1 201476	51319	<input type="checkbox"/>	80.000	96,398.40	<input type="checkbox"/>	Y		Active	Active
2 570853	51118	<input checked="" type="checkbox"/>	20.000	24,099.60	<input type="checkbox"/>	Y		Active	Active
Total:			100.00	120,498.00					

6. Update the Employee Distribution. If you don't need to change the number of Project ID and Account rows, you don't need to insert or delete rows. Simply make the changes to an existing distribution row. Mark Change will change from N to Y.
7. If you need to add a row for an additional Project ID and/or Account distribution, click the  sign on the right hand side of an existing distribution row to insert a new row.
8. If you need to delete an existing Project ID distribution row, click the  sign on the right hand side of the Project ID distribution row to be deleted.
9. Enter/update the required distribution information:
  - a. Project ID – enter the Project ID or use magnifying glass to select from list.
  - b. Account – this will initially display the default account based on the Employee Class in the employee's current job record. If Acct Override is allowed and checked, a drop-down list is available to select an override account.
  - c. Acct Override (if applicable) – checkbox to select an override account. Refer to **Account Mapping Rules**.

- d. Percent – either percent or amount can be entered. If percent is entered, it will calculate the amount. Total Percent must add up to 100. Original % will display the original percent before the change.
- e. Amount – either percent or amount can be entered. If amount is entered, it will calculate the percent. Total Amount must add up to the employee's Salary.

10. Once distribution changes are complete, click **Save**. You should receive message that Distribution Setup saved successfully. Click OK to return to the transaction.



- 11. The system will return you to the Distribution Setup page for the employee to view the saved changes. Recommendation is to close the window/tab after view/save.
- 12. On Save of this transaction, only the Employee's distribution record will be updated with the new employee distribution information. However, the Position Budget/Distribution will not be updated.

**Note:** If another row is added on top of the work against row before saving, it doesn't carry forward the work-against check and distribution change to the next row since the changes have not been saved. You have to view the previous row just entered and enter whatever changes are needed to new row before saving.

Reference **Warning/Error** section for assistance with error messages.

### Scenario 3: Distribution for Employee (Temp/Grad/Student) not in position, not work-against

This scenario includes an employee who is not in a position and is not working against a position's funding. Specifically, the employee has no assigned position on their Job record (Temps, Graduate Appointments, Student Workers) and the employee is not working against a specific position's funding.

*Specific information related to this scenario:*

- ❖ The Work Against checkbox will not be checked in this scenario.
- ❖ Position Nbr will be blank.
- ❖ Action reason is "Distribution for Employee Only (No Position or Non-budgeted Position)".
- ❖ The Employee distribution can be changed.
- ❖ Changes to the employee distribution through this component will cause the system to update the employee's distribution record.

**NOTE:** For Temps/Student Workers, this distribution is what is shown on Time Sheet – Default Distribution box. You should update their distribution through this Distribution Setup component if the distribution should be different for a long period of time. Otherwise, an override project id would need to be entered on the Time Sheet or paychecks have to be redistributed later.

**Distribution Setup**

**Employee Details**

Empl ID: 00000000 Empl Record: 1 Name: Dept ID: Fiscal Year: 2017

**Distribution Information** Find View All First 1 of 1 Last

Eff Date: 12/06/2016 Eff Seq: 0 Transaction Status: Initial

Salary: 18.000000 Comp Freq: Hourly Empl Class: TMS Temp- Subject to FLSA \*Comments: Created by JAR Data Load

Work Against: Position Nbr:


Action Reason: Distribution for Employee Only(No Position Or Non-Budgeted Position)

**Employee Distribution**

Project ID	*Account	Acct Override	Percent	Amount	Distributed	Original %	Project ID Status on Effdt	Current Project ID Status
1 211460	51410	<input type="checkbox"/>	100.000	18.00	<input checked="" type="checkbox"/>		Active	Active
<b>Total:</b>			100.00	18.00				

## Add a Salary Distribution Change for employee (Temp/Grad/Student) not in position, not work against

This section describes entering a salary distribution change for the current bi-weekly payroll (prior to payroll lockout) or a future payroll.

1. Get to the **Distribution Setup** page for the employee.
2. Click the  sign above Comments to add a new row. The new row will copy the previous row's distribution.

**Employee Details**

Empl ID: 00000000 Empl Record: 1 Name: Dept ID: Fiscal Year: 2017

**Distribution Information** Find View All First 1 of 2 Last

Eff Date: 12/03/2016 Eff Seq: 0 Transaction Status: Initial



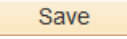
Salary: 17.000000 Comp Freq: Hourly Empl Class: TMS Temp- Subject to FLSA \*Comments: split time

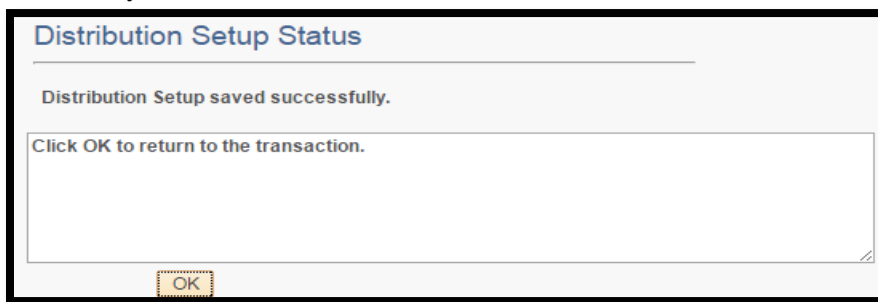
Work Against: Position Nbr:

Action Reason: Distribution for Employee Only(No Position Or Non-Budgeted Position)

**Employee Distribution**

Project ID	*Account	Acct Override	Percent	Amount	Distributed	Mark change	Original %	Project ID Status on Effdt	Current Project ID Status
1 211460	51410	<input type="checkbox"/>	50.000	8.50	<input type="checkbox"/>	Y	100.000	Active	Active
2 211462	51410	<input type="checkbox"/>	50.000	8.50	<input type="checkbox"/>	Y		Active	Active
<b>Total:</b>			100.00	17.00					

3. **Eff Date will default to the current date. Enter the beginning date of current bi-weekly payroll or choose a date using the calendar button. NOTE: Retroactive effective dates cannot be entered for Temps or Student Workers.**
4. Enter Comments to describe the need for the distribution change. Comments are required.
5. If you need to add a row for an additional Project ID and/or Account distribution, click the  sign on the right hand side of an existing distribution row to insert a new row. Enter the Project ID, Account, Acct Override (if appropriate), Percent or Amount.
6. If you need to delete an existing Project ID distribution row, click the  sign on the right hand side of the Project ID distribution row to be deleted.
7. If you don't need to change the number of Project ID and Account rows, you don't need to insert or delete rows. Simply make the changes to an existing distribution row. Mark Change will change from N to Y.
8. Enter/update the required distribution information:
  - a. Project ID – enter the Project ID or use magnifying glass to select from list
  - b. Account – this will initially display the default account based on the Employee Class. If Acct Override is allowed and checked, a drop-down list is available to select an override account.
  - c. Acct Override (if applicable) – checkbox to select an override account. Refer to **Account Mapping Rules**.
  - d. Percent – either percent or amount can be entered. If percent is entered, it will calculate the amount. Total Percent must add up to 100. Original % will display the original percent before the change.
  - e. Amount – either percent or amount can be entered. If amount is entered, it will calculate the percent. Total Amount must add up to Salary.
9. Once distribution changes are complete, click . You should receive message that Distribution Setup saved successfully. Click OK to return to the transaction.



10. The system will return you to the Distribution Setup page for the employee to view the saved changes. Recommendation is to close the window/tab after view/save.

Reference **Warning/Error** section for assistance with error messages.

## Scenario 4: Distribution for Employee (Temp/Grad/Student) not in position, work-against

For this scenario, the employee is not assigned to a position on the Job record (Temps, Grad Appointments, Student Workers), but compensation is funded wholly or in part from a vacant or pooled position. This is known as a “work-against” scenario. Reference **Best Practices for Using “Work Against”** on University Budget Office website.

*Specific information related to this scenario:*

- ❖ The Work Against checkbox will be checked.
- ❖ The Position Number displays the vacant or pooled position that is providing funding.
- ❖ Action reason: “Temp/Grad Work-against Budgeted Position”
- ❖ Position Distribution information is loaded (view-only) from Position Budget for the position number.
- ❖ The Employee distribution displays in the Employee Distribution section and can be changed.

**NOTE: Making Temp/Graduate Appointments/Student Workers work-against a vacant or pooled position is an option. It is not required.**

### Distribution Setup

#### Employee Details

Empl ID:	0008	Empl Record:	0	Name:		Dept ID:		Fiscal Year:	2017
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#### Distribution Information

[Find](#) | [View All](#) | First 1 of 1 Last

Eff Date:	10/31/2016	Eff Seq:	0	Transaction Status:	Initial
Salary:	18.000000	Comp Freq:	Hourly	Empl Class:	TMS Temp- Subject to FLSA
Work Against:	<input checked="" type="checkbox"/>	Position Nbr:	00044659	Facilities Maint Tech - Mechan	
Action Reason: Temp/Grad Work Against Budgeted Position					

\*Comments:  
Created by JAR Data Load

#### Position Distribution

Project ID	Account	Acct Override	Percent	Amount
1 224097	51219	<input type="checkbox"/>	100.000	40,690.00
Tot Amnt:			40,690.000000	


[View Position Budget](#) | [Update Position Budget](#) | [Refresh](#)

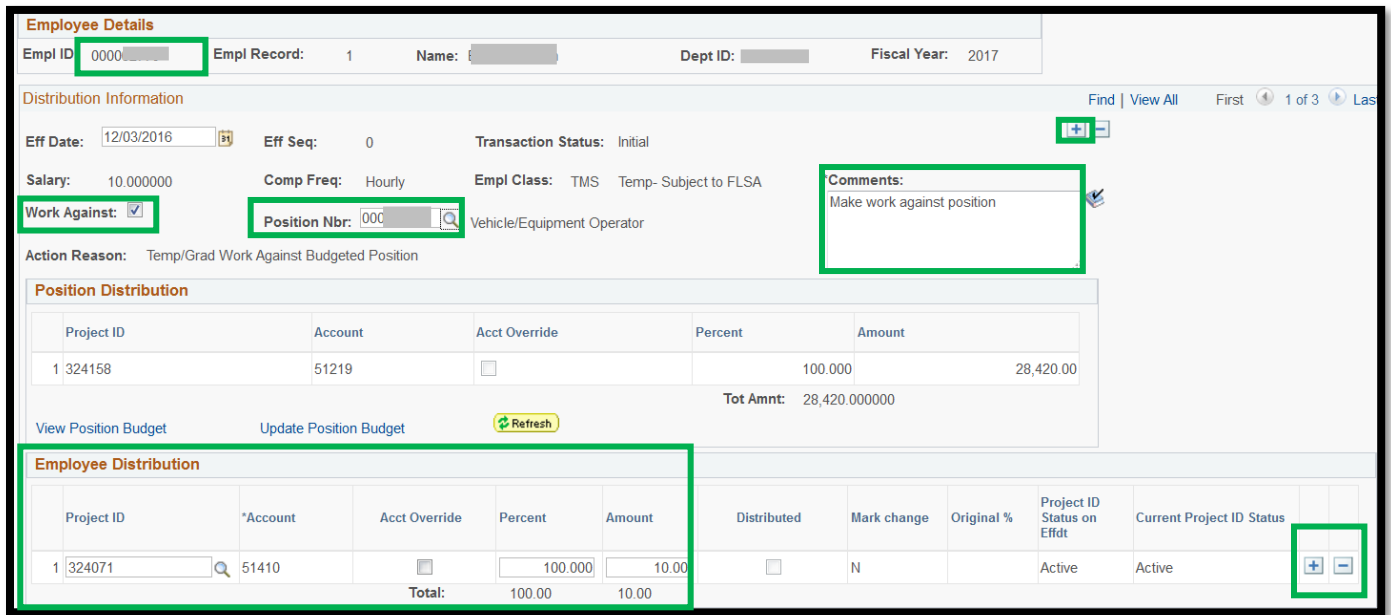
#### Employee Distribution

Project ID	*Account	Acct Override	Percent	Amount	Distributed	Original %	Project ID Status on Effdt	Current Project ID Status
1 224097	51215	<input checked="" type="checkbox"/>	100.000	18.00	<input checked="" type="checkbox"/>		Active	Active
Total:			100.00	18.00				

## Change Employee (Temp/Grad/Student) not in a Position to work against a Position

This section describes changing employee that is not assigned to a position on the Job record (Temps, Grad Appointments, Student Workers) to work against a vacant or pooled position's funding for the current bi-weekly payroll (prior to payroll lockout) or a future payroll.

1. Get to the **Distribution Setup** page for the employee.
2. Click the  sign above Comments to add a new row. The new row will copy the previous row's distribution.



**Employee Details**

Empl ID: 0000 Empl Record: 1 Name: Dept ID: Fiscal Year: 2017

**Distribution Information**

Eff Date: 12/03/2016 Eff Seq: 0 Transaction Status: Initial

Salary: 10.000000 Comp Freq: Hourly Empl Class: TMS Temp- Subject to FLSA

Work Against: ☒ Position Nbr: 000 Vehicle/Equipment Operator

Action Reason: Temp/Grad Work Against Budgeted Position

**Comments:**  
Make work against position



**Position Distribution**

Project ID	Account	Acct Override	Percent	Amount
1 324158	51219	<input type="checkbox"/>	100.000	28,420.00
Tot Amnt:			28,420.000000	

View Position Budget Update Position Budget Refresh

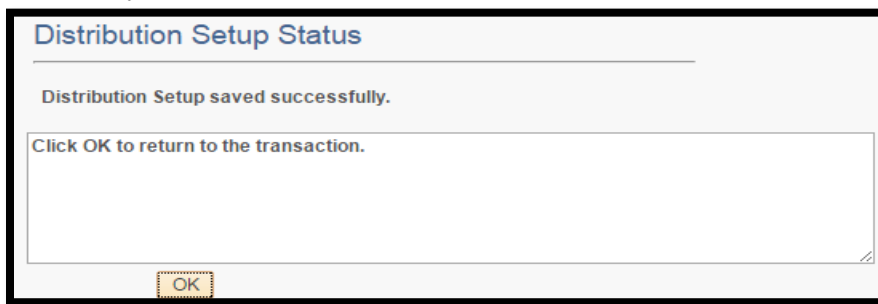
**Employee Distribution**

Project ID	*Account	Acct Override	Percent	Amount	Distributed	Mark change	Original %	Project ID Status on Effdt	Current Project ID Status
1 324071	51410	<input type="checkbox"/>	100.000	10.00	<input type="checkbox"/>	N		Active	Active
Total:			100.00	10.00					

3. Eff Date will default to the current date. Enter the date or choose a date using the calendar button.
4. Enter Comments to describe the need for the distribution change. Comments are required.
5. Tab out of the Comments box in order for the Work Against box to open.
6. Check the Work Against box.
7. The Position Number field will open. Enter a valid position number or use magnifying glass to select from list.
8. The Position Distribution section will display separately from the Employee Distribution.
9. Update the Employee Distribution. If you don't need to change the number of Project ID and Account rows, you don't need to insert or delete rows. Simply make the changes to an existing distribution row. Mark Change will change from N to Y.
10. If you need to add a row for an additional Project ID and/or Account distribution, click the  sign on the right hand side of an existing distribution row to insert a new row. Enter the Project ID, Account, Acct Override (if appropriate), Percent or Amount.
11. If you need to delete an existing Project ID distribution row, click the  sign on the right hand side of the Project ID distribution row to be deleted.
12. Enter/update the required distribution information:
  - a. Project ID – enter the Project ID or use magnifying glass to select from list

- b. Account – this will initially display the default account based on the Employee Class in the employee’s current job record. If Acct Override is allowed and checked, a drop-down list is available to select an override account.
- c. Acct Override (if applicable) – checkbox to select an override account. Refer to Account Mapping Rules.
- d. Percent – either percent or amount can be entered. If percent is entered, it will calculate the amount. Total Percent must add up to 100. Original % will display the original percent before the change.
- e. Amount – either percent or amount can be entered. If amount is entered, it will calculate the percent. Total Amount must add up to Salary.

13. Once distribution changes are complete, click **Save**. You should receive message that Distribution Setup saved successfully. Click OK to return to the transaction.



14. The system will return you to the Distribution Setup page for the employee to view the saved changes. Recommendation is to close the window/tab after view/save.

15. On Save of this transaction, only the Employee’s distribution record will be updated with the new employee distribution information.

**NOTE:** If a new row is added, it does not carry forward position number for this scenario, but work-against is still checked. The same position number or a different position number must be entered if the Temp/Grad is to continue to be work against, or the work-against box must be un-checked.





Reference **Warning/Error** section for assistance with error messages.

## Process Retroactive Redistribution for Monthly Employees and Grads

**NOTE:** For assistance with Redistributions, please send email to [redistributions@ncsu.edu](mailto:redistributions@ncsu.edu) or contact the Office of Contracts and Grants at 515-8013. They handle redistributions for all ledger projects.

This section describes entering a redistribution in Distribution Setup for monthly employees (employee classes: EHRA Faculty, EHRA Non-faculty, EHRA SAAO Tier 1, EHRA SAAO Tier 2, EHRA County Extension, County Operations Support Services, SHRA, and LEORS) and Graduate Assistants to retroactively change the Project ID from which the employee’s **regular** salary was originally paid. Once the distribution change has been saved, all of the affected checks will be systematically triggered for redistribution.

1. Go to **Distribution Setup Search** page.
2. Search by Position or Employee ID.
3. Click “View All” to see all effective dated distribution rows, or Click by page using **First** **1 of 2** **Last** to see one effective date at a time.

4. You will need to insert your new distribution row between the appropriate dates of history. For example, John Doe has several existing distribution rows with effective dates, 7/1/16, 8/1/16 and 12/1/16. If the redistribution needs to be effective 9/1/16, you will go to the 8/1/16 row to insert the new distribution row. Another example for John Doe, there is an existing 9/1/16 row and you need to enter a distribution change for 9/1/16, you will need to insert a new distribution row on top of existing 9/1/16 row. **The dates should always be in numerical order.**
5. On the appropriate dated row, click the  sign above Comments to insert a new row. The new row will copy the previous row's distribution.
6. Eff Date will default to the current date or the same effective date as your previous row. Enter the date or choose a date using the calendar button.
7. Enter Comments to describe the need for the distribution change. Comments are required.
8. If you need to add a row for an additional Project ID and/or Account distribution, click the  sign on the right hand side of an existing distribution row to insert a new row.
9. If you need to delete an existing Project ID distribution row, click the  sign on the right hand side of the Project ID distribution row to be deleted.
10. If you don't need to change the number of Project ID and Account rows, you don't need to insert or delete rows. Simply make the changes to an existing distribution row. Mark Change will change from N to Y.
11. Enter/update the required distribution information:
  - a. Project ID – enter the Project ID or use magnifying glass to select from list
  - b. Account – this will initially display the default account based on the Employee Class. If Acct Override is allowed and checked, a drop-down list is available to select an override account.
  - c. Acct Override (if applicable) – checkbox to select an override account. Refer to **Account Mapping Rules**.
  - d. Percent – either percent or amount can be entered. If percent is entered, it will calculate the amount. Total Percent must add up to 100. Original % will display the original percent before the change.
  - e. Amount – either percent or amount can be entered. If amount is entered, it will calculate the percent. Total Amount must add up to Salary.
  - f. Reference **Warning/Error** section for assistance with error messages.
12. At this point, if you only need to redistribute certain months (Sep and Oct), you may need to insert a new row putting the employee back to their original distribution before saving. For example, if you only want to redistribute Sep and Oct checks and there isn't a 11/1 row, you'll need to insert a new 11/1 row and change the distribution back to the way it was prior to the 9/1 row you just entered. **The system will redistribute up to either (1) the current payroll processed, (2) the next effective dated distribution row, or (3) the end of the fiscal year, 6/30/xx.**
13. Once all rows are entered and all distribution changes are complete, click .
14. Once you Save, the following message will appear:



## Distribution Setup Status

**Distribution Setup saved successfully.**

The distribution setup transaction you have entered has created a redistribution. Click OK. You will be directed to the Redistribution Component.

[OK](#)

15. Click OK to go to the Redistribution Component.

16. The system will take you to the redistribution.

**Redistribution Earnings**
Redistribution Deductions
Redistribution Taxes

Redistribution# 775199 Company: NCS
Comments move to salary release funds

Empl ID: 
Process State A
User ID: 
DateTime Stamp: 01/11/2017 2:49PM CG User ID 
CG DateTime Stamp

**Check Lines**
Personalize Find 1 of 3

Pay Group	Off Cycle ?	Pay Period End Date	Pay Run ID	Page Nbr	Line Nbr	Separate Check Nbr	Paycheck Issue Date	Paycheck Number	Total Gross
MTH	N	10/31/2016	20171R04	578	2	0	10/31/2016	3562447	3,810.00

**Check Earning Lines**
Personalize Find 1 of 2

Page Nbr	Line Nbr	Separate Check Nbr	Empl Record	Earnings Code	Earnings	Total Dollar Count
578	2	0	1	010	3750.00	3,750.00

**Earnings Distribution Old Data**
Personalize Find View All 1 of 1

Empl Record	Old Fiscal Year	Old Accounting Period	Old Department	Old Job Code	Old Position Number	Old Project/Grant	Old Account	Old Earnings	Old Reverse Seq	Old %
1	2017	4	194001	P864	00103135	355019-04720	51119	3,750.00	0	100.000

**Earnings Distribution New Data**
Personalize Find View All 1 of 1

New Fiscal Year	New Accounting Period	New Department	New Job Code	New Position Number	*New Project/Grant	*New Account	New Earnings	New Reverse Seq	New %
2017	7	194001	P864	00103135	204400-04720	51119	3,750.00	1	100.000

[Calc Ben/Taxes](#)
Redistribution Close Date 01/31/2017
[PRINT ALL CHECKS](#)

[Save](#)
[Return to Search](#)
[Notify](#)
[Refresh](#)
[Update/Display](#)
[Include History](#)

On the redistribution, you have three pages: **Redistribution Earnings**, **Redistribution Deductions**, and **Redistribution Taxes**. You have the ability to view each tab, if necessary. On each tab, there are the informational fields: **Redistribution #**, **EmplID**, **Name**, **Comments**, **User ID**, and the **Date/Time Stamp**.

Next, you will see the “**Check Lines**” section. This section contains the check information: **Pay Period End Date**, **Pay Run ID**, **Page and Line Nbr**, **Paycheck Issue Date and Number**, and **Total Gross**. In the above example, you see “**1 of 3**” in the top right corner of this section. This lets you know how many checks were redistributed. **To view a different month’s check, click the arrows above this section.**

The next section is the “**Check Earning Lines**” section. This section contains the **Employee Record, Earnings Code, Earnings, and Total Dollar Count**. The Total Dollar Count adds up all the new distribution rows and shows the total you have reallocated to make sure it matches the original Total Gross. In the above example, you see “1 of 2” in the top right corner of this section. This lets you know there are two separate earnings on this check. **To view the other earnings, you would click the arrows above this section.**

The next section is the “**Earnings Distribution Old Data**” which shows you the old distribution information, and the next section is the “**Earnings Distribution New Data**” which shows you the new distribution information. If there are more distribution rows than shown, click “**View All**” in the top right corner of these sections to see all distribution rows.

These sections are applicable to all three pages: Earnings, Deductions, and Taxes. For multiple deductions and taxes, you will see “1 of 2” in the top right corner of the Check Deduction/Tax Line section.

17. Click  to print the redistribution.

**NOTE:** Redistributions affecting contract/grant (ledger 5) account codes must be prepared on a timely basis, but no later than 90 days after payroll charges post to the account. When a redistribution is entered into the system after the 90 day period (3 pay cycles for monthly employees and 6 pay cycles for bi-weekly employees), the user will receive an e-mail that the redistribution is out of compliance and requires additional justification and approval. The action will be pending in the system until the justification has been approved by the Director of the Office of Contracts and Grants. Once the Director approves the redistribution, it will be approved by Contracts and Grants in the system and process in the next payroll that processes. Refer to [policy information](#) online.

The **Redistributions Adjustment Form** ([PDF](#)) along with the requested change in salary distribution must be submitted to Contracts and Grants justifying the late adjustment of charges. For temporary employees, a copy of the redistribution should be submitted with the form. The form should be addressed to the Director of the Office of Contracts and Grants and must be signed by the Dean (or Director for non-college units).

The form must indicate:

- Why the adjustment is necessary,
- The impact of the adjustment on the employee’s effort certification,
- Why the adjustment was not prepared within the 90-day period allowed, and
- For graduate student redistributions, the journal number from the financials system for the transfer of the applicable tuition and graduate student health insurance.

The form should also include the affected employee ID and payroll ID(s). This form should be prepared and all necessary signatures obtained before the redistribution is processed in the system. If the appropriate documentation has not been submitted and approved by Contracts and Grants within 60 days of the redistribution submission, the Office of Contracts and Grants may delete the redistribution.

**NOTE: The Retroactive Payroll Adjustment Form is only required when a 5 ledger is changing on a redistribution.**

For assistance with Redistributions, please send email to [redistributions@ncsu.edu](mailto:redistributions@ncsu.edu) or contact the Office of Contracts and Grants at 515-8013.

## Delete Distribution Change/Redistribution Prior to Payroll Lockout

A salary distribution change or redistribution, previously entered in Distribution Setup, can be deleted as long as it is deleted prior to the payroll lockout. Once the payroll has been confirmed and distributions posted, the row cannot be deleted. To delete the row from Distribution Setup:

1. Get to the **Distribution Setup** page for the employee.
2. Click “View All” to see all effective dated distribution rows, or Click by page using **First** **1 of 2** **Last** to see one effective date at a time.
3. On the appropriate dated row to be deleted, click the ☐ sign above Comments to delete the row.
4. You will receive the following confirmation message:

**Delete Confirmation**  
Delete current/selected rows from this page? The delete will occur when the transaction is saved.

5. Click OK to confirm the deletion of this row or click Cancel to not delete the row.
6. **If you have requested to delete a retroactive redistribution, all associated retroactive redistributions and department budget table rows that are associated together will automatically be deleted by the system.** Click OK.

**Distribution Setup**  
Redistribution# 775199 [Review Redistribution](#)  
**Employee Details**  
Empl ID: Empl Record: 1 Name: Dept ID: 194001 Fiscal Year: 2017  
**Distribution Information** Find | View All First 1 of 1 Last  
Eff Date: 07/15/2016 Eff Seq: 0 Transaction Status: Initial  
Salary: 45,000.000000 Comp Freq: Annual Empl C  
Work Against: Position Nbr: 00103135 (Post D  
Action Reason: Distribution for Employee in Position  
**Employee/Position Distribution**  

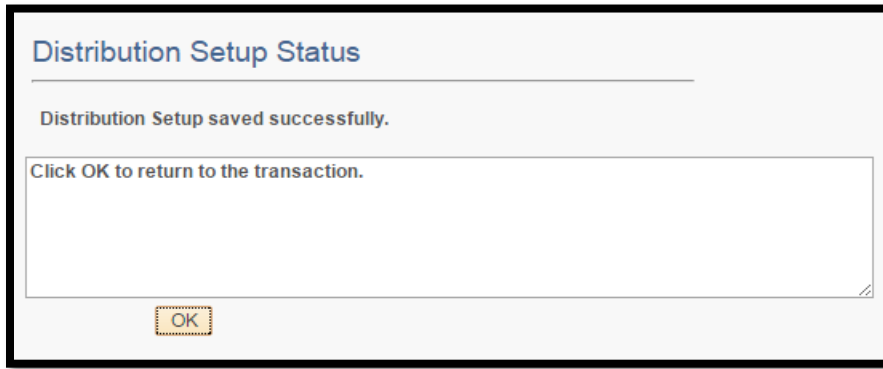
Project ID	*Account	Acct Override	Perce	Effdt	Status		
1 355019-04720	51119	<input type="checkbox"/>	100.000	45,000.00	<input checked="" type="checkbox"/>	Active	Active
Total:			100.00	45,000.00			

  
Entered By: DKJIMENE Denise Kathleen Jimenez Entered Datetime: 07/07/16 10:04AM

**Message**  
You have requested to delete a retroactive department budget table row. (26800,46)  
All associated retroactive distributions and department budget table rows that are associated together will automatically be deleted by the system.

7. The system will return you to Distribution Setup page for the employee. Click .

8. You should receive message that Distribution Setup saved successfully. Click OK to return to the transaction.



9. The system will return you to the Distribution Setup page for the employee where you can re-enter the distribution change or redistribution if desired. If not, recommendation is to close the window/tab after view/save.

## Redistributions for Temps, Students and Non-Regular Pay

**Non-regular salary cannot be redistributed via Distribution Setup.** For non-regular pay such as supplemental pay, summer research, additional pay, retro pay, etc., the distribution is available for redistribution, once the payroll distributions have posted, through the **Create Redistribution** component under Commitment Accounting, NCSU Redistributions.

**Temps and Student Workers cannot be redistributed via Distribution Setup** using a retroactive effective date in which the paycheck has already been distributed. You must use the **Create Redistribution** component under Commitment Accounting, NCSU Redistributions.

For assistance with **Create Redistribution** component, please send email to [redistributions@ncsu.edu](mailto:redistributions@ncsu.edu) or contact the Office of Contracts and Grants at 515-8013.

## Add New Employee Distribution Setup

Normally the employee's distribution record is initially saved from the Job Action Request (JAR) or NextGen action. If the employee distribution record is missing, or a new distribution record needs to be added for next fiscal year, this section describes how to add a new employee distribution setup. The Dept ID, Fiscal Year, Empl ID, and Empl Record are required in order to add a new distribution setup.

1. Go to **Distribution Setup Search** page.

**MyPack Portal**

**Distribution Setup**

**Search by Position**

**Search Criteria**

Dept ID:

Position Nbr:  ☐ Inactive Positions

Dept Descr:

**Search by Employee**

**Search Criteria**

Dept ID:


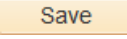
Fiscal Year:

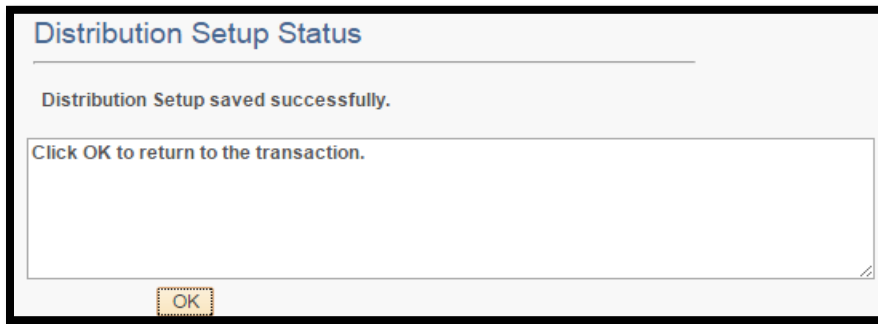
Empl ID:

Empl Record:

Name:

2. Enter the 6-Digit Dept ID, Fiscal Year, Empl ID and Empl Record (if not 0).
3. Click **Add New Employee Distribution Setup** link.
4. This will bring up the Distribution Setup page.
5. **Eff Date will default to the current date. Enter the date or choose a date using the calendar button.**
6. Enter Comments to describe the need for the distribution. Comments are required.
7. If the employee is in a position on the Job record, the page should automatically display the distribution information from the position budget.
8. Check Work Against box if you want the employee to work against the position's funding.
9. Enter/update the required employee's distribution information:
  - a. Project ID – enter the Project ID or use magnifying glass to select from list
  - b. Account – this will initially display the default account based on the Employee Class. If Acct Override is allowed and checked, a drop-down list is available to select an override account.
  - c. Acct Override (if applicable) – checkbox to select an override account. Refer to **Account Mapping Rules**.

- d. Percent – either percent or amount can be entered. If percent is entered, it will calculate the amount. Total Percent must add up to 100. Original % will display the original percent before the change.
  - e. Amount – either percent or amount can be entered. If amount is entered, it will calculate the percent. Total Amount must add up to Salary.
10. If you need to add a row for an additional Project ID and/or Account distribution, click the  sign on the right hand side of an existing distribution row to insert a new row.
11. Once distribution information is complete, click . You should receive message that Distribution Setup saved successfully. Click OK to return to the transaction.



12. The system will return you to the Distribution Setup page for the employee to view the saved changes. Recommendation is to close the window/tab after view/save.

Reference **Warning/Error** section for assistance with error messages.

## Position Budget Table Page

The Position Budget Table is used to maintain budget and distribution for following positions:

- ❖ Vacant positions – these should be updated here before hiring or transferring an employee into a position.
- ❖ Positions with employees set up to work against the position indicating the employee's salary is partially funded by the position or the employee's distribution is different than the position for a certain period of time.

## Position Budget Earn tab

**Position Bgt Earn** Budget and Funding Incumbents

Position Number: 000 Research Specialist-Nonexempt DeptID 150417 Forest Biotech Program

**Earning** Find | View All First 1 of 11 Last

\*Effective Date: 07/01/2016 Seq #: 0 Budget Amount: 38646.000 Comments: Fiscal Year Beginning Budget

Project ID	Account	Override	Budget Amount	Percent	Amount	Fiscal Yr
371402	51219	<input type="checkbox"/>		10.000	3864.60	2017
554234-04213	51219	<input type="checkbox"/>		90.000	34781.40	2017
<b>Total:</b>				100.00	38646.00	

Operator: NCDS0018 Action Date: 06/16/2016 5:15:26PM

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

The following information is displayed for reference (view only) at the top:

- ❖ Position Number and associated job code description
- ❖ Deptid: Department assigned to the position and associated Department Description

Earning section:

- ❖ View All: Click to view all distribution rows by effective date at once.
- ❖ Click Include History at the bottom of page to see older rows of history.
- ❖ First 1 of 11 Last: Allows you to click by page to see each distribution row page one at a time, Click First to see First page or click Last to go to last page
- ❖ Effective Date: Date on which the budget and distribution takes effect
- ❖ Seq #: Number (count) of the distribution rows for the Effective Date
- ❖ Budget Amount: Total amount of budget assigned to the position
- ❖ Comments: A free-form text for recording any information that explains the budget and/or distribution change.

Account Code section:

- ❖ Project ID: Funding source to be used for salary distribution and budget for the position
- ❖ Account: Five-digit expense account to be used for position budget and distribution for the position

- ❖ Override: Checkbox indicating that the expense account is one of the account(s) allowed as an override account
- ❖ Budget Amount: Box to enter new budget amount (only open if adding a new row)
- ❖ Percent: Percentage of the total position budget that will be distributed to this Project ID and Account
- ❖ Amount: Calculated amount of the position budget for this Project ID and Account
- ❖ Fiscal Year: Fiscal Year the effective dated row falls under
- ❖ Total: Total of Percent and Amount
- ❖ Operator: Unity ID of person or process that entered the row
- ❖ Action Date: Date and time row was entered.

**NOTE: This component opens new window/tab each time you select a position from search page. Recommendation is to close the window/tab after view or save instead of Return to Search.**

## Budget and Funding Incumbents tab

**Position Bdgt Earn** **Budget and Funding Incumbents**

Position Number: 0000 Asst Professor DeptID 1 English  
As of Date: 11/22/2016

**Current Budget**

Funding Head Count	In Position Funding	Work Against Position Funding	Budget Amount
4	0	4	163554.000

**Current Incumbents**

Empl ID	Empl Record	Name	Work Against	ProjectID	Account	Percent	Amount	View Job Data	View Distribution Set Up
000004	0		Y	201550	51319	100.000	51958.00	<a href="#">View Job Data</a>	<a href="#">View Distribution Set Up</a>
000006	0		Y	201550	51319	100.000	32787.00	<a href="#">View Job Data</a>	<a href="#">View Distribution Set Up</a>
000301	0		Y	201550	51319	100.000	44611.00	<a href="#">View Job Data</a>	<a href="#">View Distribution Set Up</a>
000321	0		Y	201550	51319	100.000	36088.00	<a href="#">View Job Data</a>	<a href="#">View Distribution Set Up</a>

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, Correct History

The information on this tab is view only except for the As of Date:

- ❖ Position Number and associated job code description
- ❖ Deptid: Department assigned to the position and associated Department Description
- ❖ As of date – Defaults to current date but can be changed to a different date.

Current Budget section:

- ❖ Funding Head Count - Count of employees in the position on Job
- ❖ In Position Funding - Count of employees where work against = N
- ❖ Work Against Position Funding - Count of employees working against designated on Distribution Setup
- ❖ Budget Amount - from Position Bdgt Earn tab

Current Incumbents section:


- ❖ Lists all employees in the position or setup to work against the position (including temps or grads) including Empl ID, Empl Record, and Name.
- ❖ Work Against – N or Y if employee is setup to work against the position.
- ❖ Includes the employee's Project ID, Account, Percent, and Amount from the Distribution Setup page.
- ❖ View Job Data – link that goes directly to the employee's Job Data page.
- ❖ View Distribution Setup – link that goes directly to Distribution Setup page for the employee.

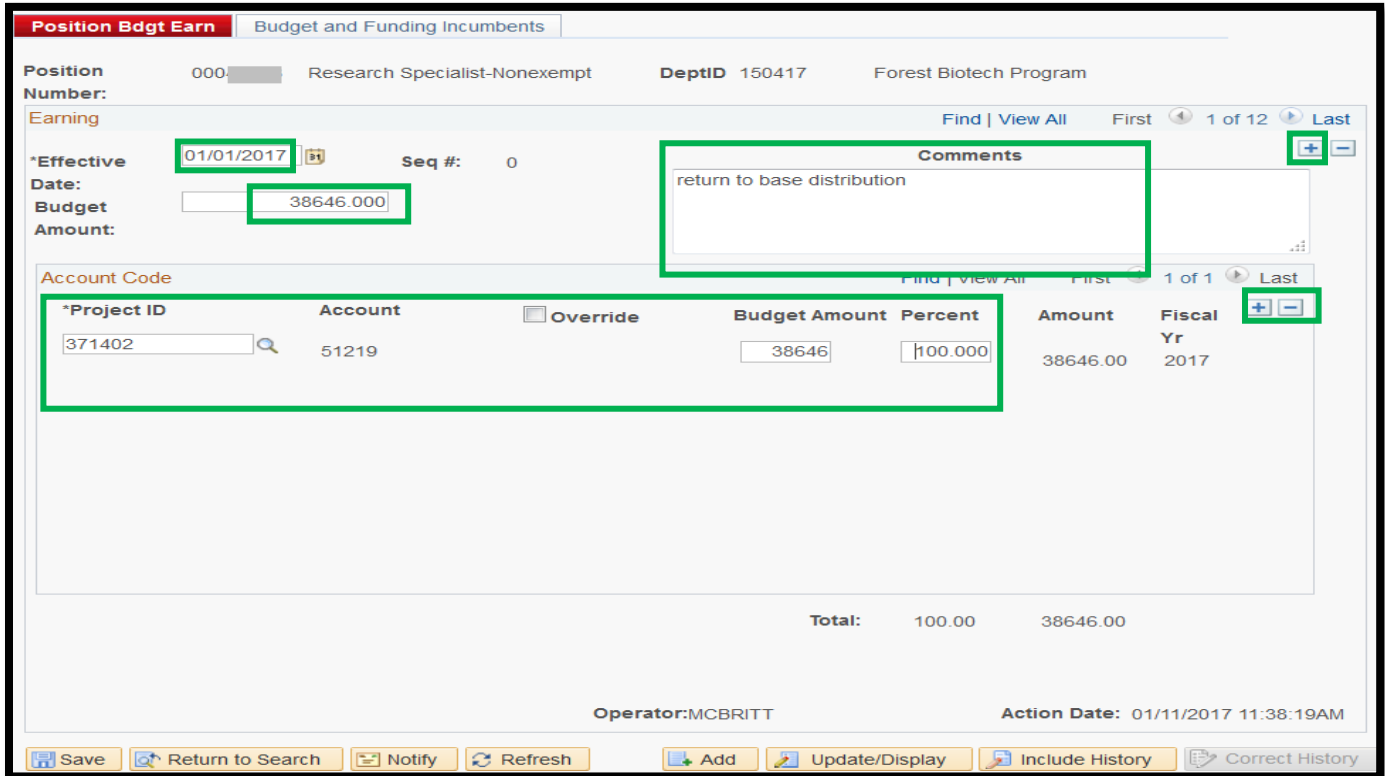
**NOTE: This component opens new window/tab each time you click on a link. Recommendation is to close the window/tab after view or save.**



## Add a Position Budget Change for Vacant or Work Against position



This section describes entering a position budget distribution change for a vacant position or a position with employee(s) set up to work against the position.

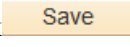
1. On **Distribution Setup** page, search by the position number.
2. On the **Position Budget Earn** tab page, click the  sign above Comments to add a new row. The new row will copy the previous row's budget and distribution.



The screenshot shows the 'Position Bdt Earn' form. The 'Earning' section has fields for 'Effective Date' (01/01/2017), 'Seq #' (0), 'Budget Amount' (38646.000), and 'Comments' (return to base distribution). The 'Account Code' section contains a table with one row: Project ID 371402, Account 51219, Budget Amount 38646, and Percent 100.000. The table has columns for Project ID, Account, Override, Budget Amount, Percent, Amount, and Fiscal Yr. The 'Total' row shows 100.00 for Percent and 38646.00 for Amount. The 'Operator' is MCBRITT and the 'Action Date' is 01/11/2017 11:38:19AM.

*Project ID	Account	Override	Budget Amount	Percent	Amount	Fiscal Yr
371402	51219	<input type="checkbox"/>	38646	100.000	38646.00	2017

3. Eff Date will default to the current date. Enter the appropriate date or choose a date using the calendar button.
4. Enter Comments to describe the need for the distribution change. Comments are required.
5. Enter a new total Budget Amount for the position if appropriate.
6. If you need to add a row for an additional Project ID and/or Account distribution, click the  sign on the right hand side of an existing distribution row to insert a new row.
7. If you need to delete an existing Project ID distribution row, click the  sign on the right hand side of the Project ID distribution row to be deleted.
8. If you don't need to change the number of Project ID and Account rows, you don't need to insert or delete rows. Simply make the changes to an existing distribution row. Mark Change will change from N to Y.
9. Enter the required distribution information in the Account Code section:
  - a. Project ID – enter the Project ID or use magnifying glass to select from list
  - b. Account – this will initially display the default account based on the Employee Class. If Acct Override is allowed and checked, a drop-down list is available to select an override account.

- c. Override (if applicable) – checkbox to select an override account. Refer to **Account Mapping Rules**.
  - d. Budget Amount – either percent or amount can be entered. If amount is entered, it will calculate the percent. Total Amount must add up to Salary.
  - e. Percent – either percent or amount can be entered. If percent is entered, it will calculate the amount. Total Percent must add up to 100.
10. Once position distribution changes are complete, click . Recommendation is to close the window/tab after view or save instead of Return to Search.

## Warning/Error Messages

- ❖ Invalid Value: An invalid value has been entered for this field. Please clear and re-enter valid value or use magnifying glass to select from list.
- ❖ Teaching Edits: Account 513XX cannot be used with a grant Project ID. Also, account 513XX can only be used with Project IDs that have one of the following Program Codes 101-109 or 120-139. You have to choose an override account to use with this Project ID.
- ❖ Distribution Amount/Percent must be equal to Employee's Salary/Percent for Effdt 201X-XX-XX Effseq X. This means either the distribution amounts do not equal the Employee's total salary and the percentages do not add up to 100%.
- ❖ Override Check: If check box for Account Override is checked, the Account cannot be the default account. Please choose an allowable override OR uncheck the Account override check box. Refer to **Account Mapping Rules**.
- ❖ Position Budget amount does not match comp rate from Job record for the employee. If you click ok, the position budget will be changed to the comp rate. If this is not ok, choose work against for the position.
- ❖ When there is more than one employee in a position – All employees should be work against the position. Otherwise, updates can be made to position budget incorrectly. Warning messages:
  - Upon search by position, if all employees in the position are not work against on their Distribution Setup, a warning message indicates the Employee ID that is not work against. The employee needs to be changed to work against before updating the position budget information.
  - If there is only one employee in position and not work against and a second employee is added to the position, it will give you warning message that this employee has to be made work against. Also, upon save, a warning message appears with the Employee ID of the first employee that should be changed to work against also.
  - If there are two employees working against a position and you remove work against from one, a warning message appears indicating there is another employee working against the position that you may want to remove the work against check.
- ❖ Exceptions: When you receive the "Exceptions are logged for this funding" message box in the Distribution Setup panel, follow the steps below to clear the exceptions and enter your distribution rows again. Please note that after you clear the exceptions, you have to close the employee's Distribution Setup page and exit back to the search screen. You can then select the employee again and start over.
  - 1) When you see pop up message that "Exceptions are logged for this funding", click **OK** in the message box.
  - 2) Click on the red link that says **View Exceptions**.
  - 3) You will see an Exception Log. You may not understand what the error text means or what to do with it. The most common message is "Emplid entered is not eligible for budget definition" because you chose an old department record or using wrong effective date. Please look at Job data before trying to re-enter the distribution change.
  - 4) If you receive the Exceptions message again, please send the details of what you were trying to enter to the Sharon Wright ([swright@ncsu.edu](mailto:swright@ncsu.edu)) in the University Budget Office (515-6458) or send email to [redistributions@ncsu.edu](mailto:redistributions@ncsu.edu).

## Account Mapping Rules

This table shows the default account for each Employee Class and the allowed override accounts for each Employee Class/Job Code.


### Account Mapping Rules

Last Update 4/26/2015

Pay	Empl Class	Job Code	Default Account	Allowed Overrides?	Notes
Month	EFX		51319	51119, 51118	010 Regular Monthly Pay – Teaching
Month	ES1		51119	51319, 51118	010 Regular Monthly Pay – SAAO Tier 1
Month	ES2		51119	51319, 51118	010 Regular Monthly Pay – SAAO Tier 2
Month	<ES3>		51119	51319, 51118	010 Regular Monthly Pay – SAAO Tier 3 (future use)
Month	ENF		51119	51319, 51118	010 Regular Monthly Pay -- Non-Faculty
Month	ECX		51119	51319, 51118	010 Regular Monthly Pay -- Extension Admin
Month	CSX		51219	51218	010 Regular Monthly Pay -- Extension Support
Month	SPA		51219	51218	010 Regular Monthly Pay -- SPA
Month	SLE		51209		010 Regular Monthly Pay -- LEORS
Month	PDC		51119	51319	010 Regular Monthly Pay -- Post Docs
Month	PDC	P795	56590		010 Regular Monthly Pay -- Post Docs
Month	PDC	P915	51319	51119	010 Regular Monthly Pay -- Post Docs
Biweek	GRD	A428	51111		200 Regular Biweekly Pay -- Graduate Appointments -- Graduate Extension Asst
		A148	51112		200 Regular Biweekly Pay -- Graduate Appointments -- Graduate Research Asst
		A448	51112	51111	200 Regular Biweekly Pay -- Graduate Appointments -- Graduate Exten/Research Asst
		A478	51112	51111, 51311	200 Regular Biweekly Pay -- Graduate Appointments -- Graduate Exten/Res/Teach Asst
		A178	51112	51311	200 Regular Biweekly Pay -- Graduate Appointments -- Graduate Teach & Research Asst
		A138	51311		200 Regular Biweekly Pay -- Graduate Appointments -- Graduate Teaching Asst
		A438	51311	51111	200 Regular Biweekly Pay -- Graduate Appointments -- Graduate Exten/Teaching Asst
		A198	51113	51311 (summer only)	200 Regular Biweekly Pay -- Graduate Appointments -- Graduate Services Assistants
Biweek	TME TMS		51410	51115, 51215, 51315	Temporary FLSA Exempt Earnings
Biweek	CHO		51119		
Biweek	STW		51450		Student Temp Wages

For account descriptions, please go to the University Controller's Office website, Chart of Accounts-Expenses.

## General Notes

- ❖ The Distribution Setup component opens new window/tab each time you select an employee or position from search page. Recommendation is to close the window/tab after view or save.
- ❖ When an employee is hired into a vacant position through Job Action Request (JAR), the Employee/Position Distribution will show the current distribution information from the Position Budget. Any changes made to the distribution information in JAR will automatically update the Employee's distribution and Position's budget/distribution unless work against is checked in that section of JAR.
- ❖ When a pay rate change action is entered in the HR System, a row is automatically inserted in Distribution Setup for the effective date with the current distribution. If the distribution needs to be changed, you should make the changes on this row before payroll lockout instead of inserting a new row.
- ❖ The magnifying glass  beside a search field indicates that the field has a lookup function. By entering the first few characters in the field and clicking the magnifying glass, a list of lookup results will appear to choose the specific value needed.
- ❖ For assistance with Distribution Setup Component functionality or Position Budget Table, please contact the Sharon Wright ([swright@ncsu.edu](mailto:swright@ncsu.edu)) in the University Budget Office at 515-6458.
- ❖ For assistance with Redistributions, please send email to [redistributions@ncsu.edu](mailto:redistributions@ncsu.edu) or contact the Office of Contracts and Grants at 515-8013.