NC STATE UNIVERSITY

# DISTRIBUTION SETUP

# USER GUIDE

HR System-PS Version 9.2

FEBRUARY 23, 2017

NC STATE UNIVERSITY

University Budget Office

# Contents

# 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.

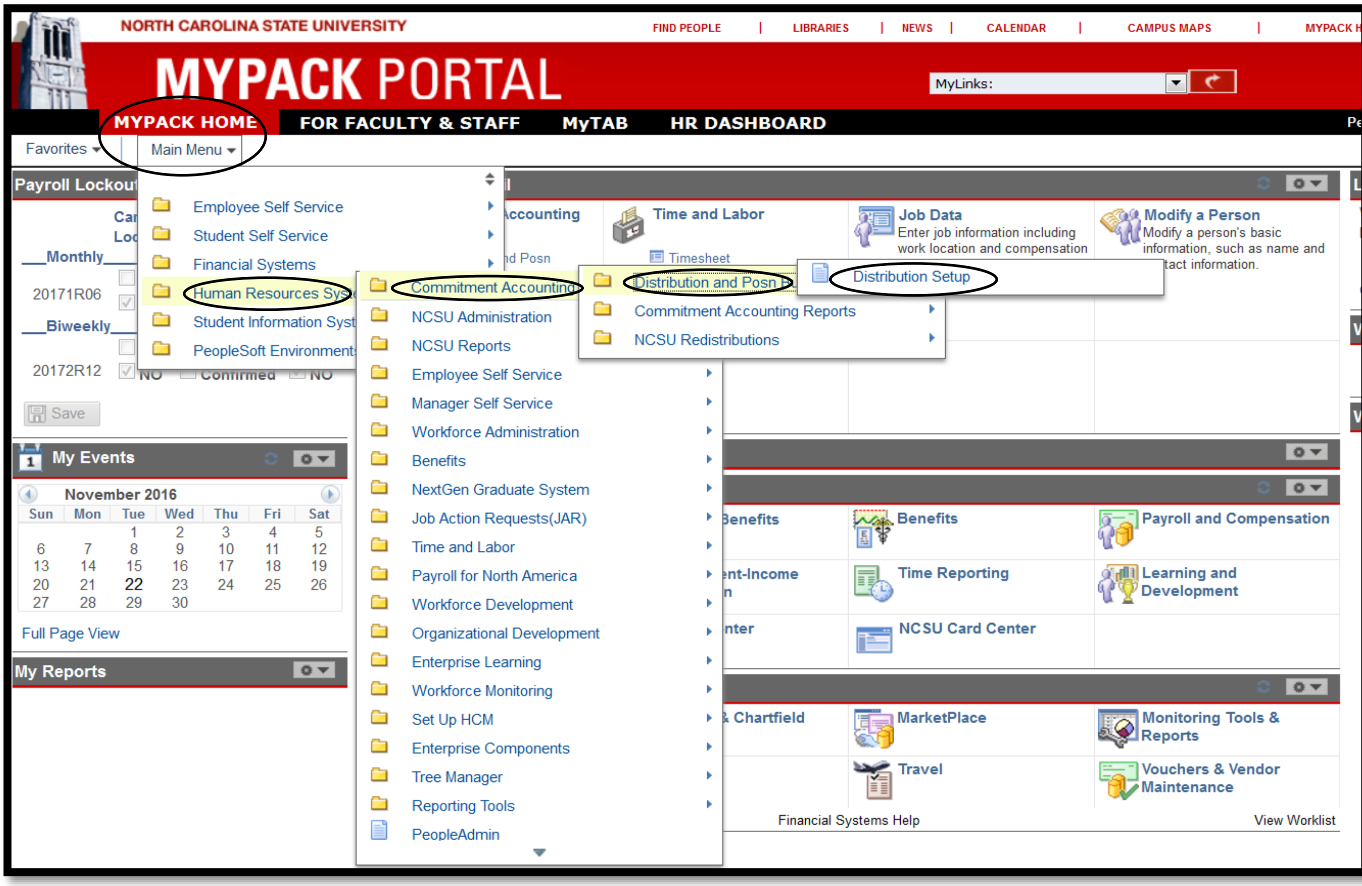
| Role | Long Description |
|---|---|
| NCH DS CAMPUS Distribution Upd | Campus Role - -Update Access to Distribution Setup and Position Budget information. |
| NCH DS CAMPUS Redistributions | Campus Role - - Update Access to Redistributions, including the maintain of Employee Distributions and Position 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) From MYPACK HOME:**

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

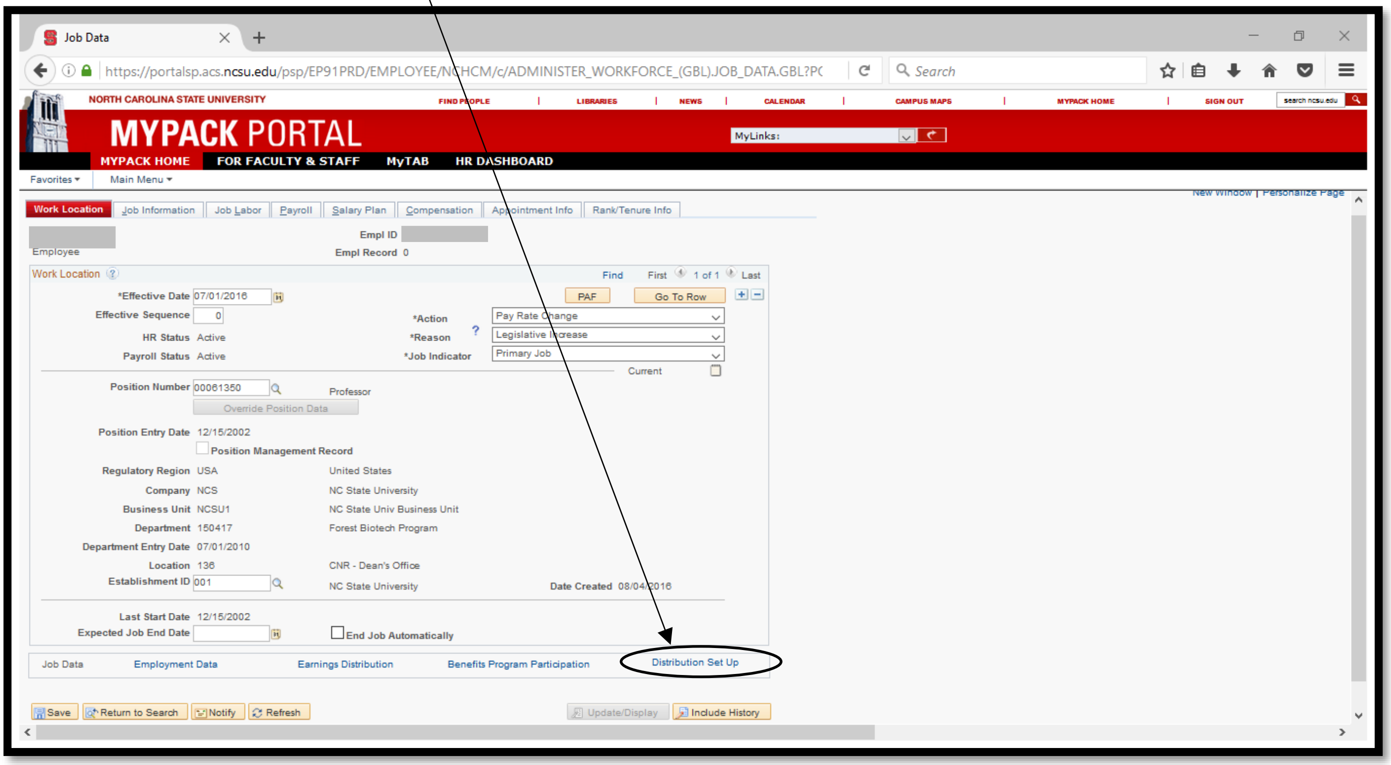



When you click Distribution Setup, the **Distribution Setup Search Page** will open.

## (2) From HR DASHBOARD:

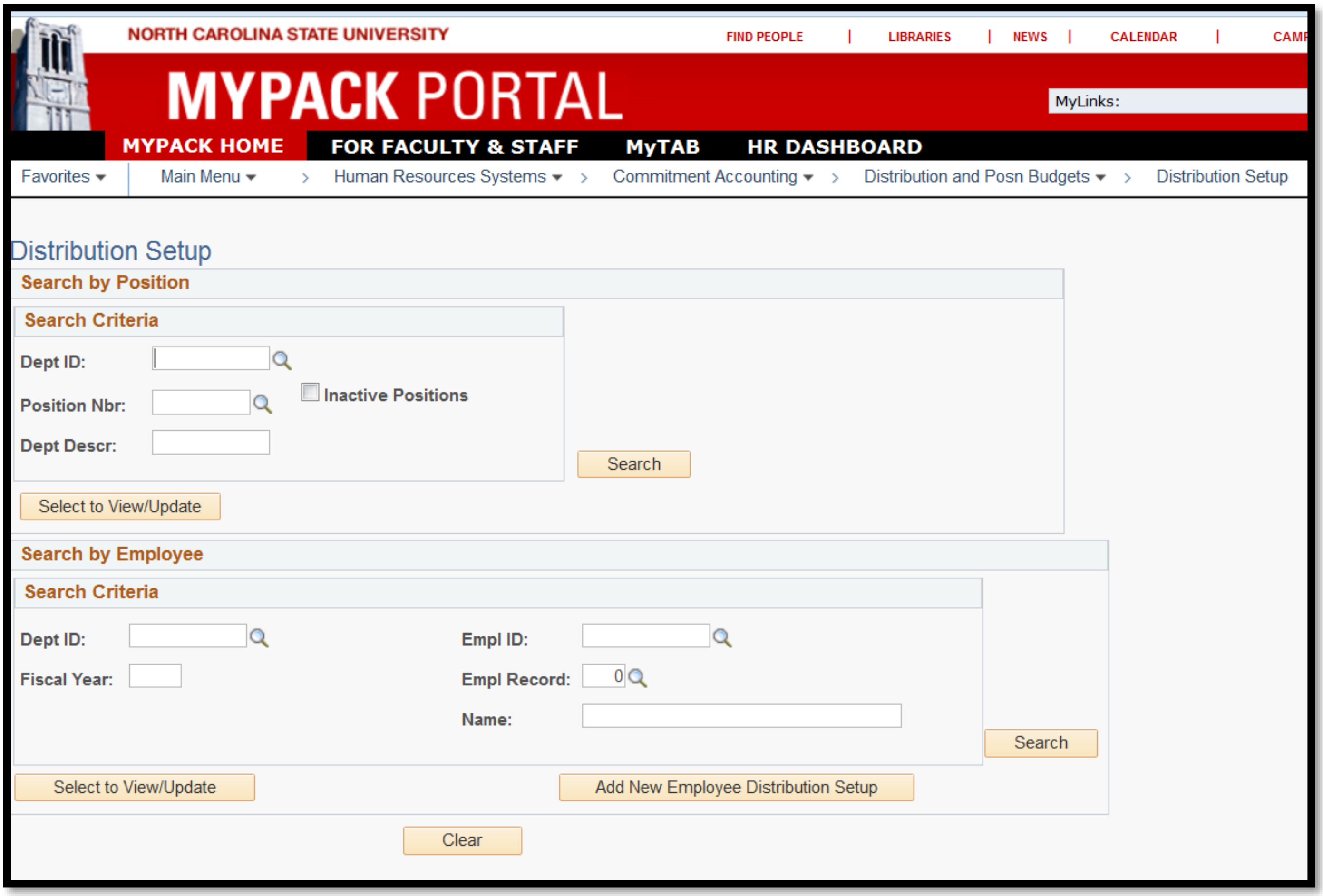

Distribution Setup is under Position / Distribution. Once selected, the **Distribution Setup Search Page** will open.

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



**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.**

# Distribution Setup Search Page




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.

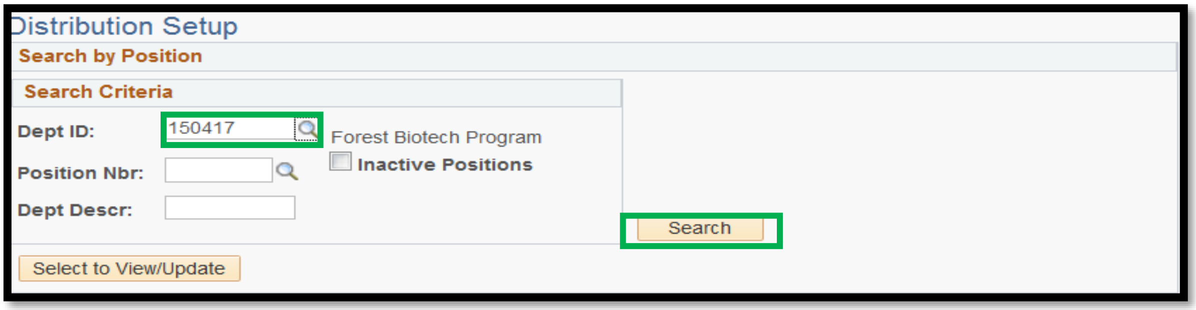
To reset the search criteria at any time, click the Clear button at the bottom of the page.

## Search by Position

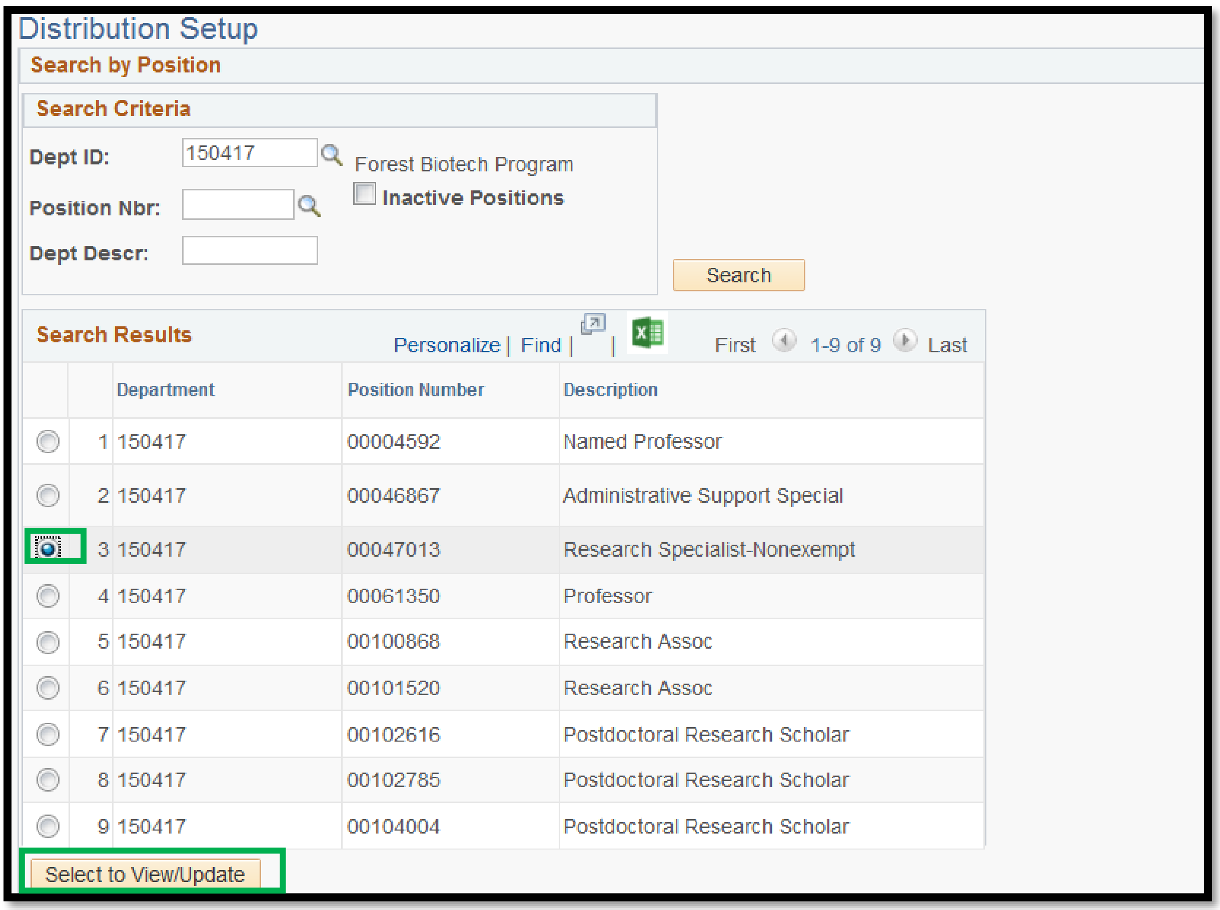
To search for distribution by position, you may specify a Department ID and/or a specific Position Number.

***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.




***View Search Results:***




- 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.

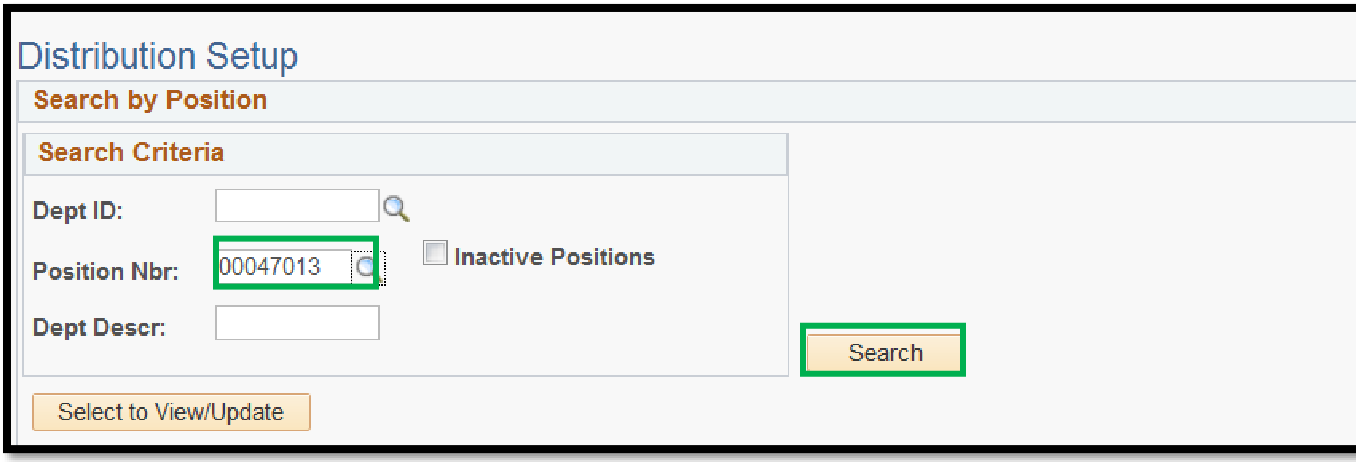
❖ Once you view/update a position, close that window/tab. You can return to the search page list to select another employee.

***To Search by Position Nbr:***

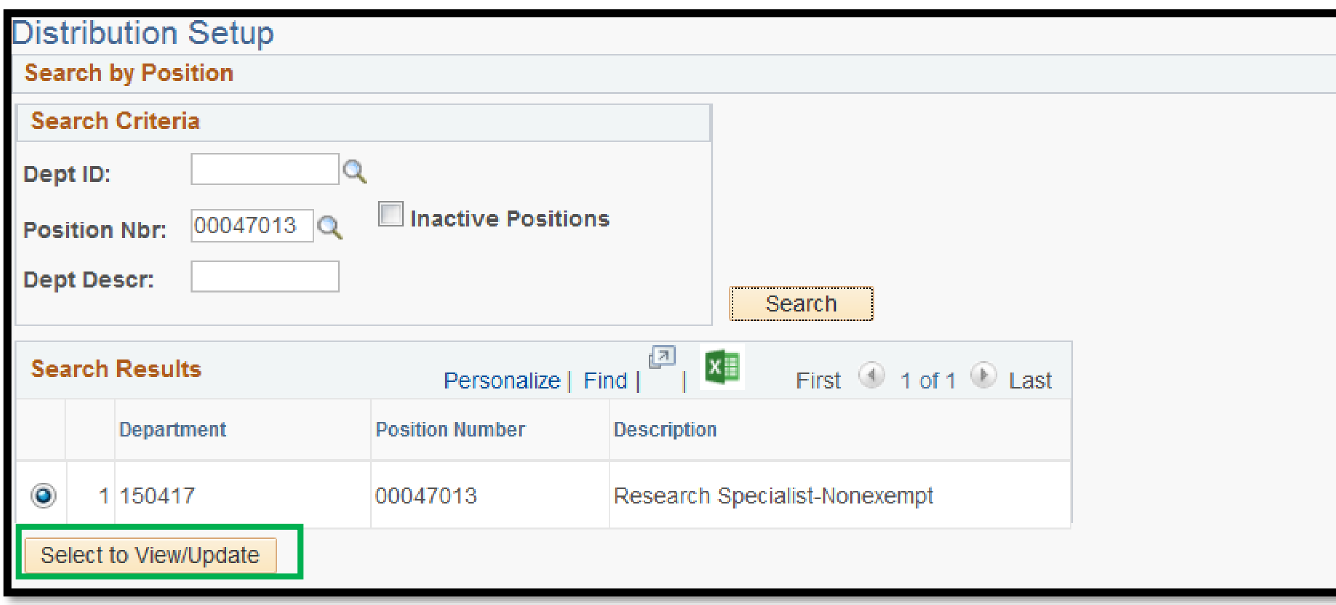
To search for an employee distribution by position, you may specify the Position Number itself.

❖ 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.




***View Search Results*:**




❖ 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.

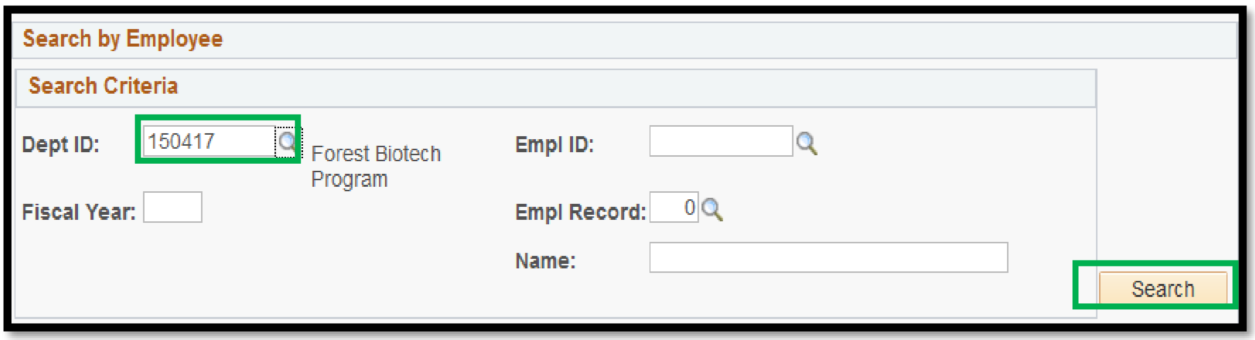
## Search by Employee

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

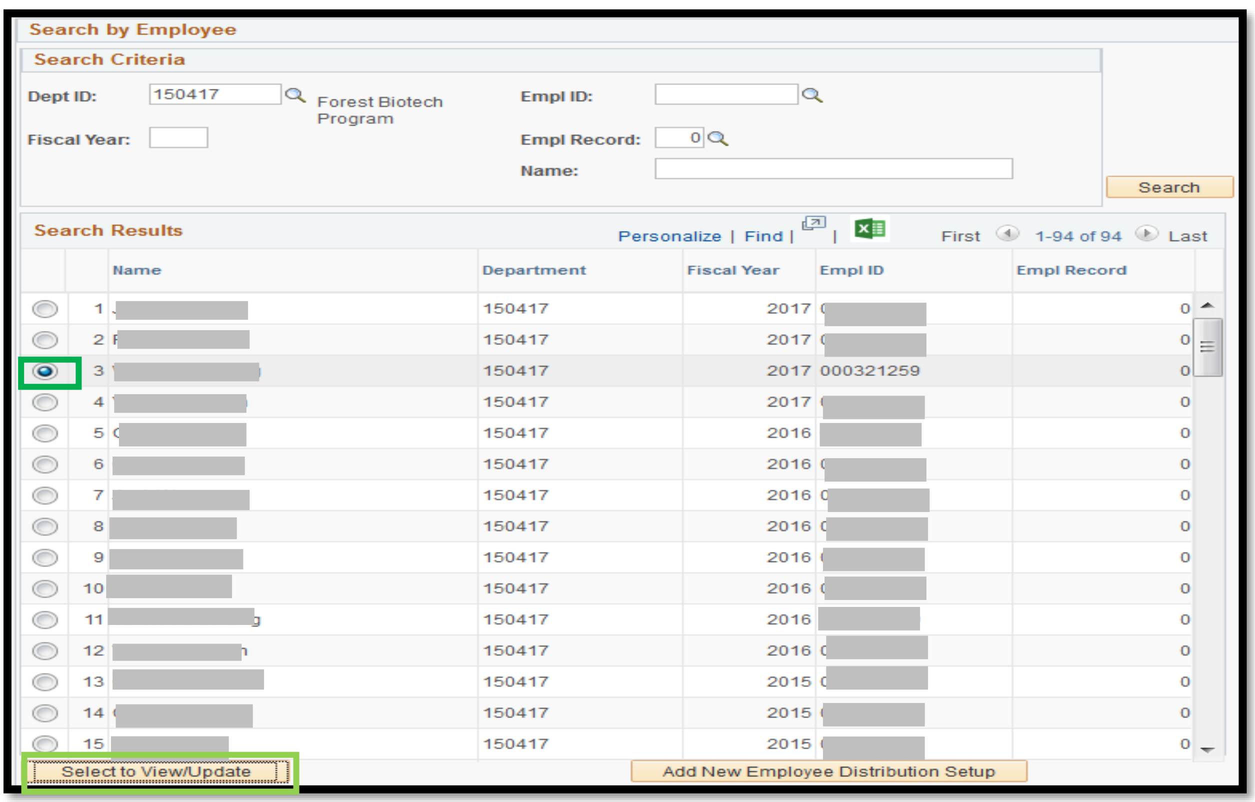
***To Search by Employee Department***:

❖ 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.




***View Search Results***:



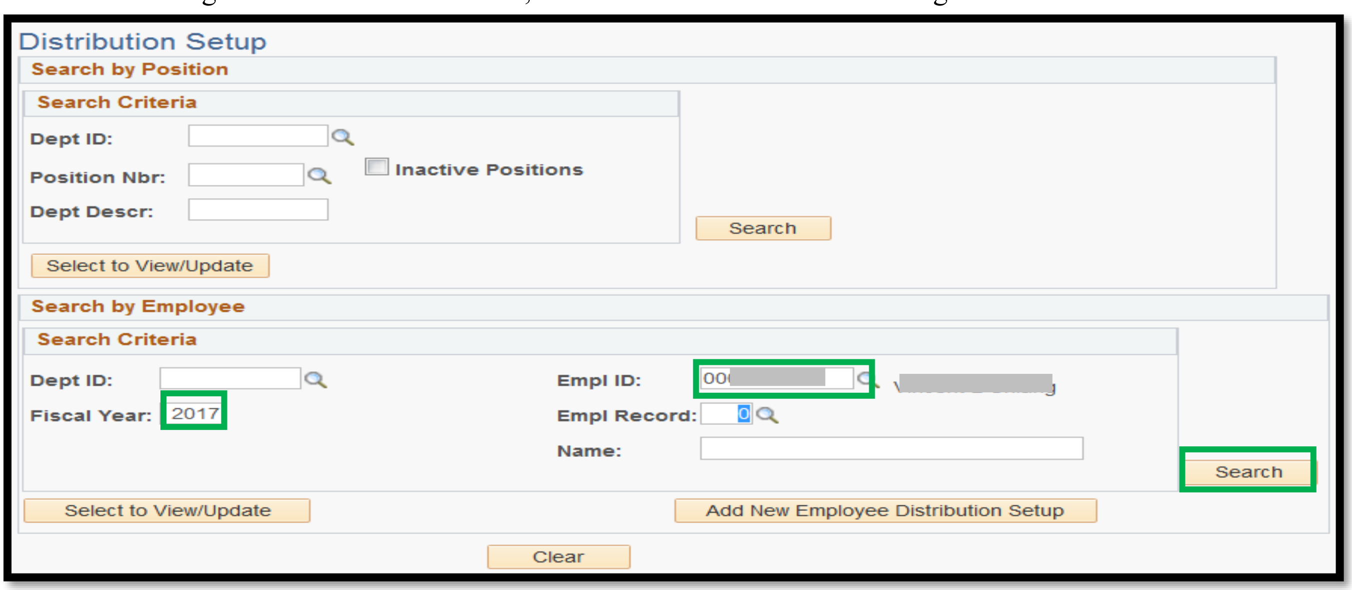
- ❖ The search will return a list of all the employees for the department as specified in your search criteria.
- ❖ The search will return multiple Fiscal Years unless you specify a 4-digit Fiscal Year in Search Criteria.
- ❖ Scroll the list, and click the radio button to the left of the Name for the 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:***

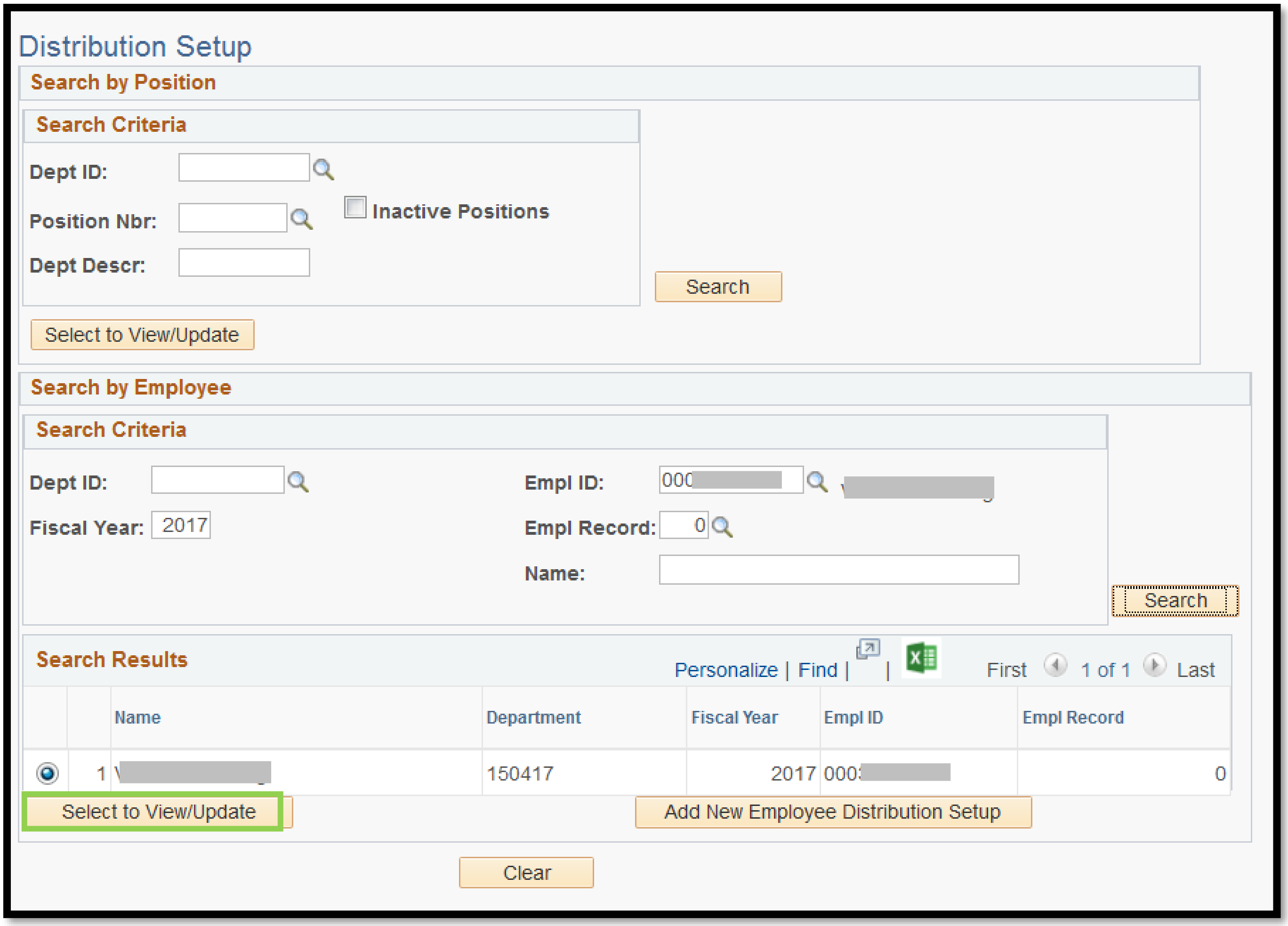
To search for an employee distribution, you may enter the Employee ID or the Employee Name.

***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.



***View Search Results:***




❖ 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.

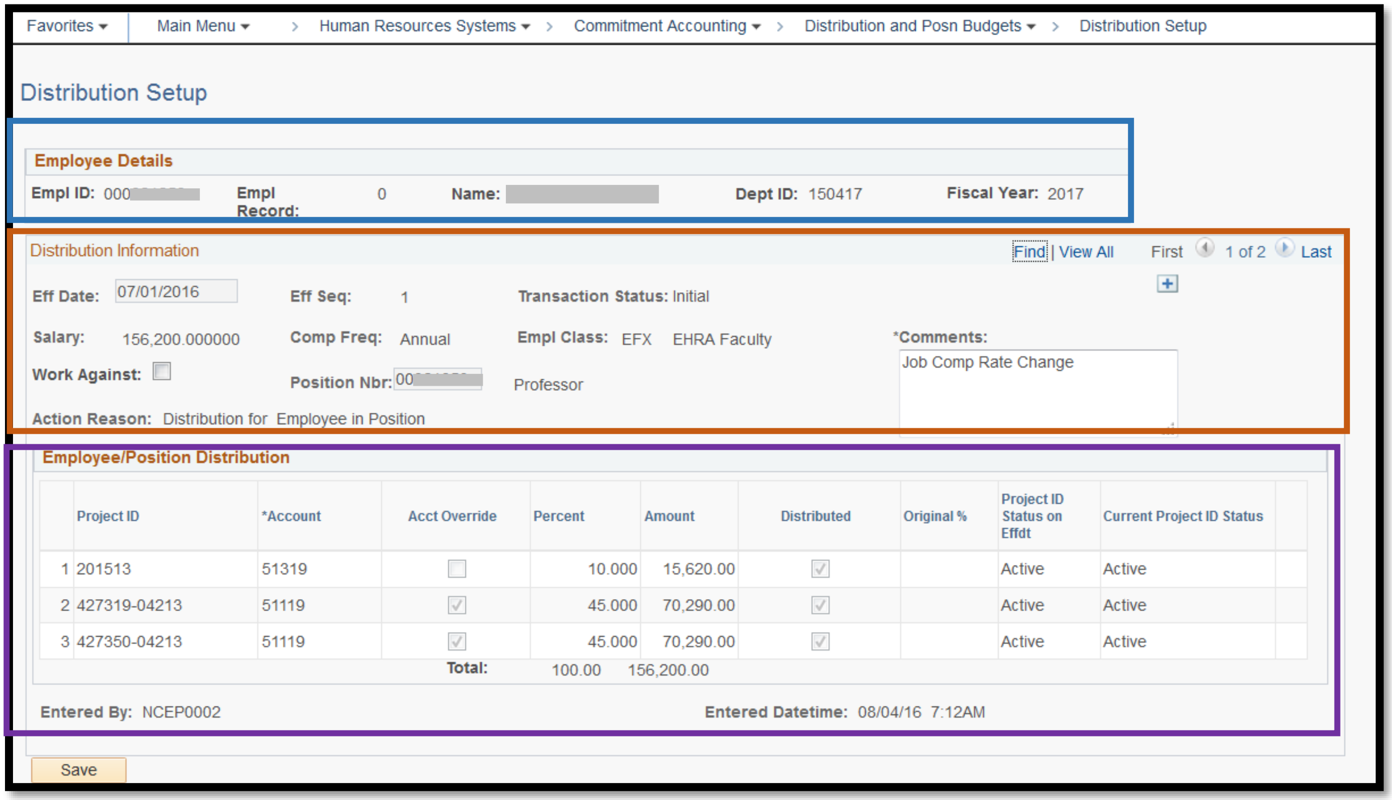
❖ Click the '**Select to View/Update**' button.

❖ 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.**




## Employee Details section

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

***<u>Employee Details fields shown:</u>***

- ❖ **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

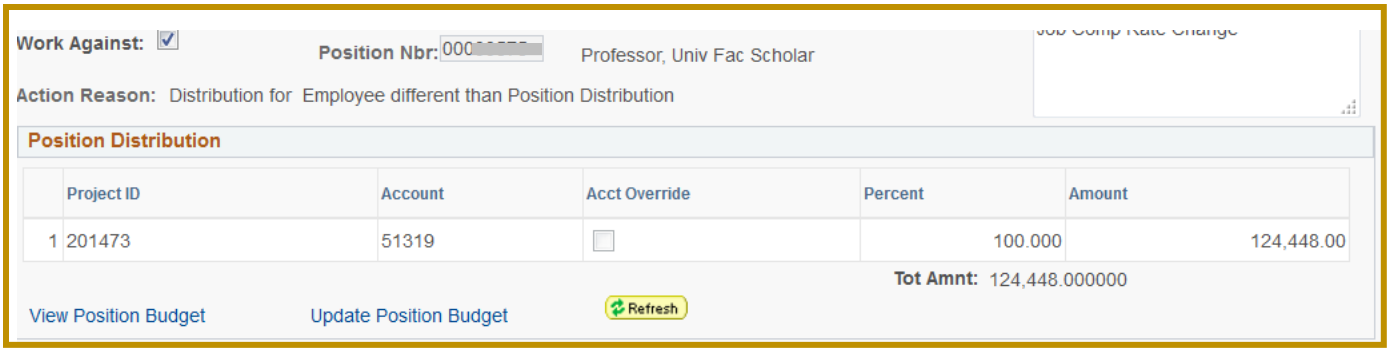
## Distribution Information section

***<u>Distribution Information fields shown</u>*****:**

- ❖ **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)




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.

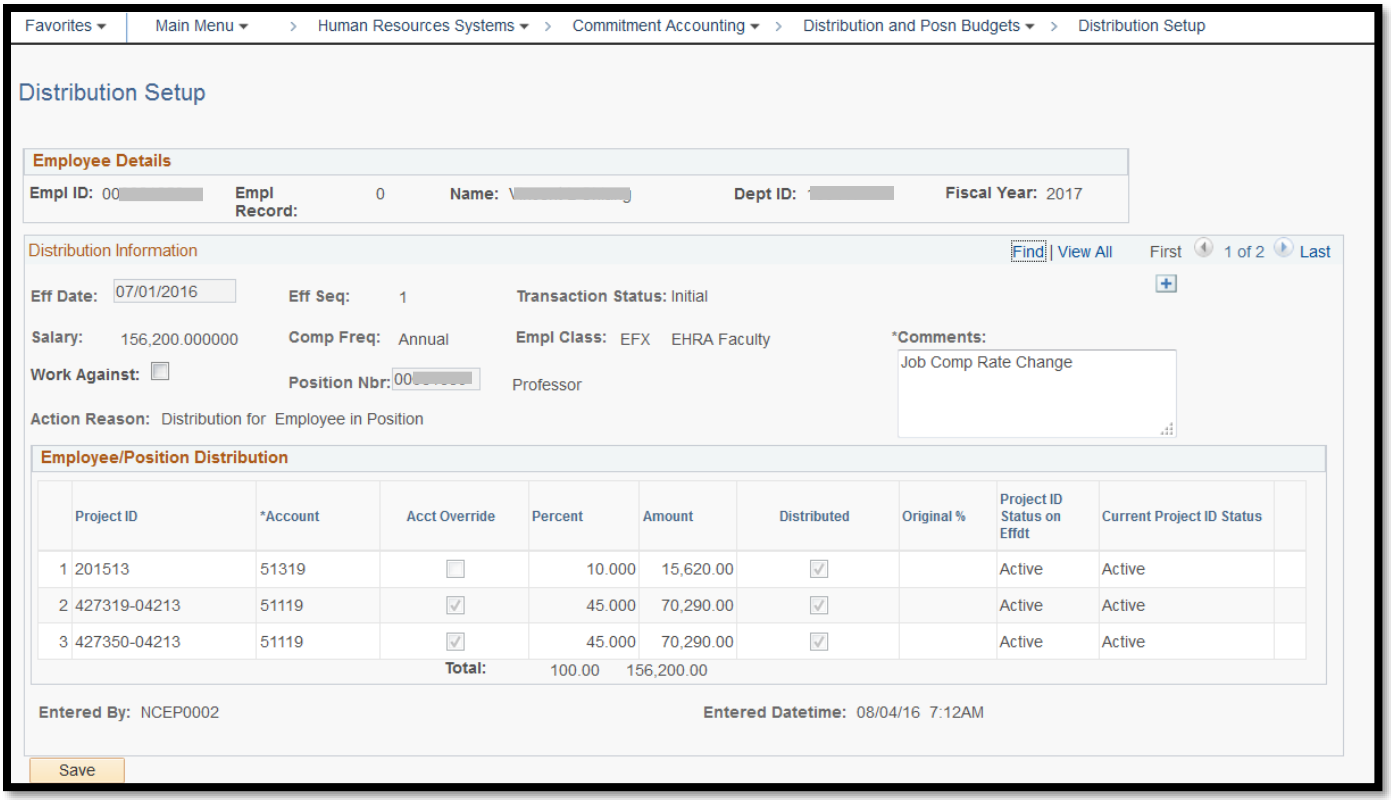
❖ Any changes to the employee's salary or distribution **<u>will automatically</u>** update the position. If the position budget or distribution should not be updated, it should be work against (Scenario 2).

❖ 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.

***<u>Example:</u>***

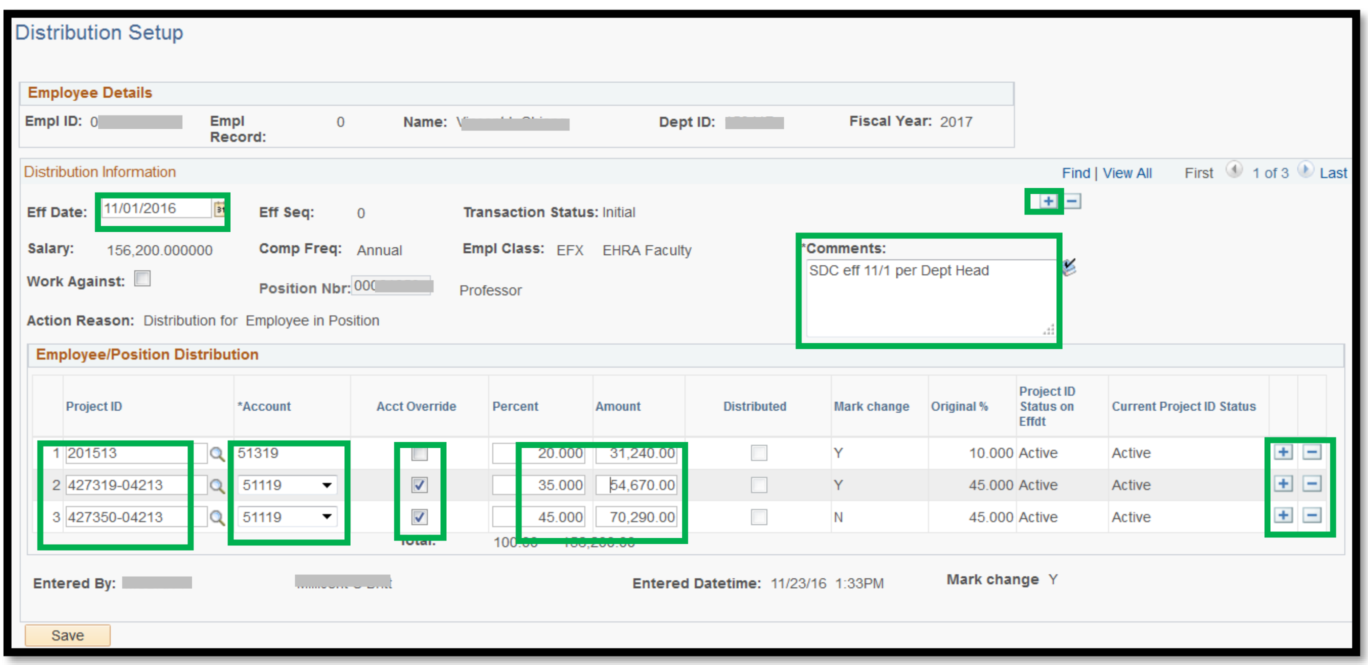



## Add a Salary Distribution Change for employee in position, not work against

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.



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.

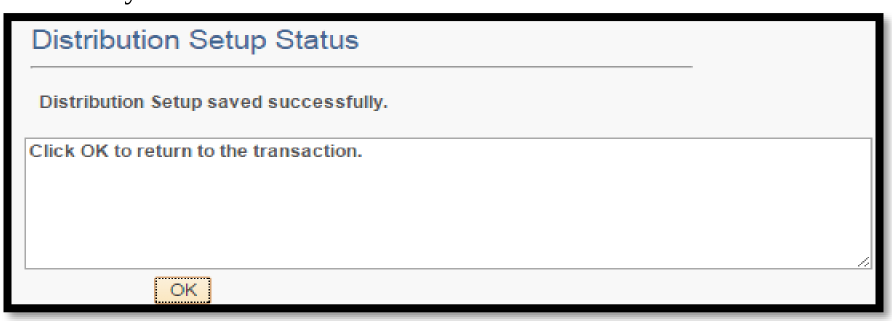
    b. Account – this will initially display the default account based on the Employee Class. If Acct Override is allowed and checked, a drop-down list is available to select an override account.

    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 Save. 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 Messages** 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 <u>no</u> effect on the distribution or position budget.**

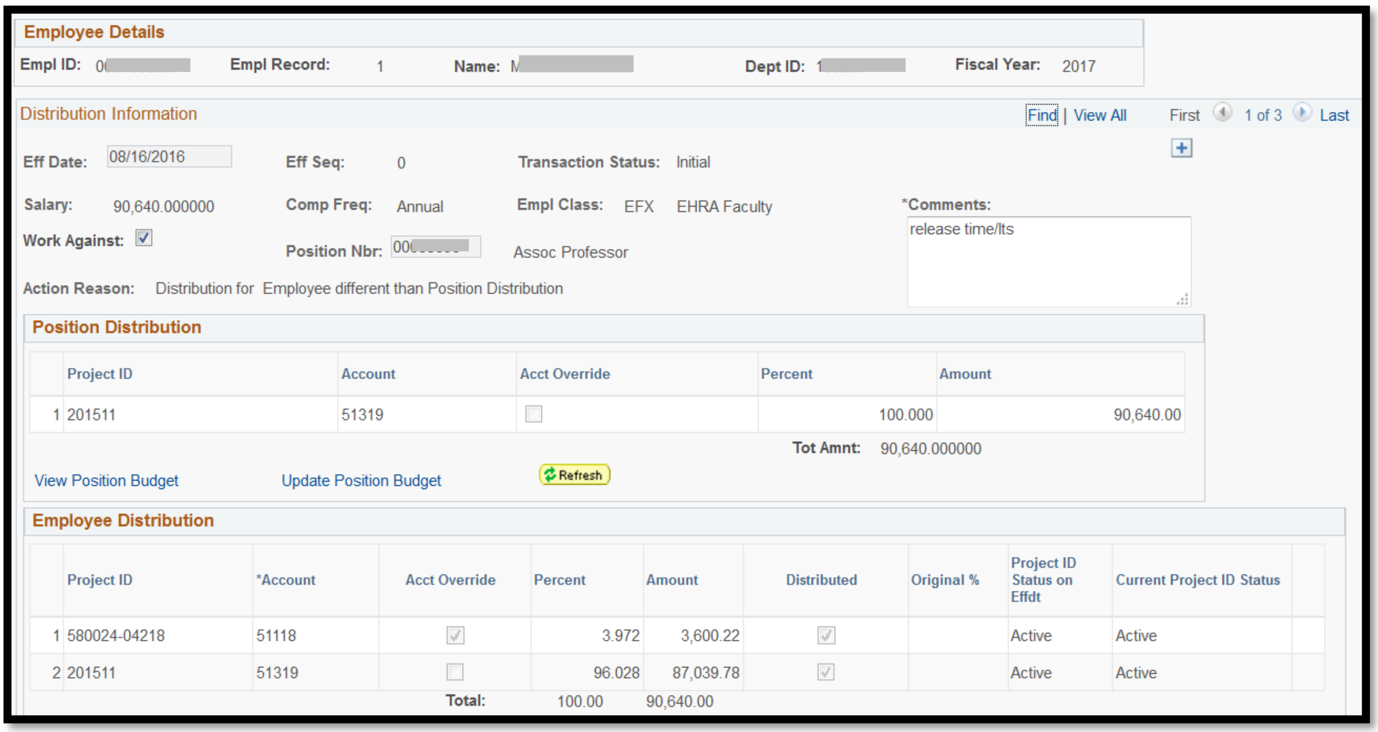
- The Work Against checkbox should be checked.

- 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.

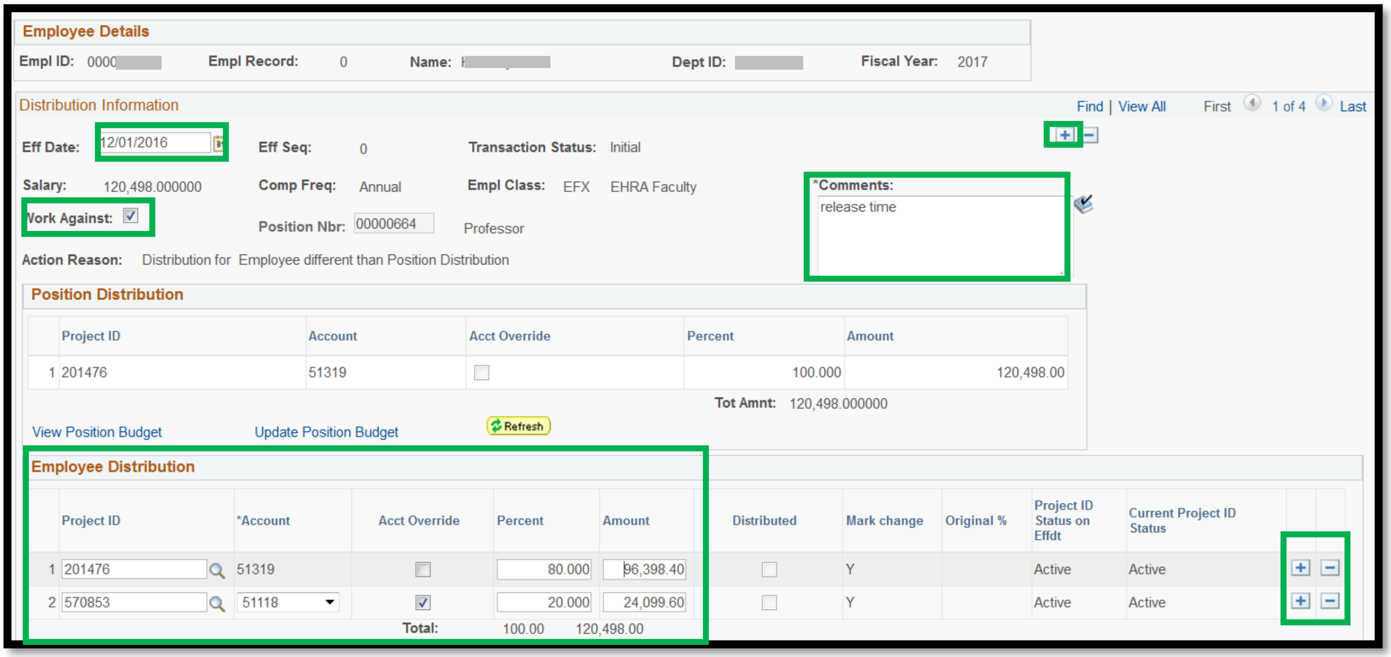



## Change Employee in Position to Work Against the Position

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**.




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.

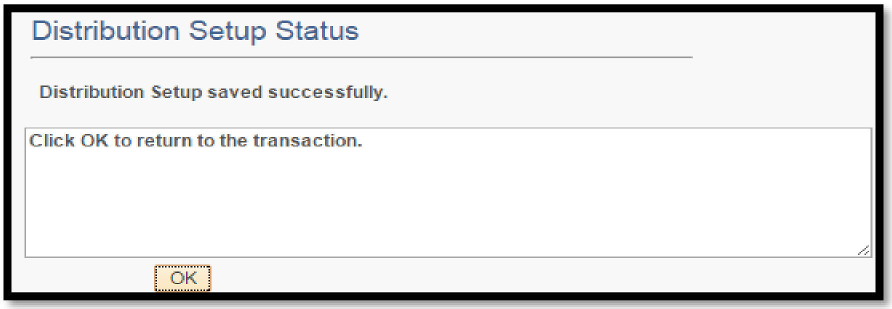
   b. Account – this will initially display the default account based on the Employee Class in the employee's current job record. If Acct Override is allowed and checked, a drop-down list is available to select an override account.

   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 Messages** section for assistance with error messages.

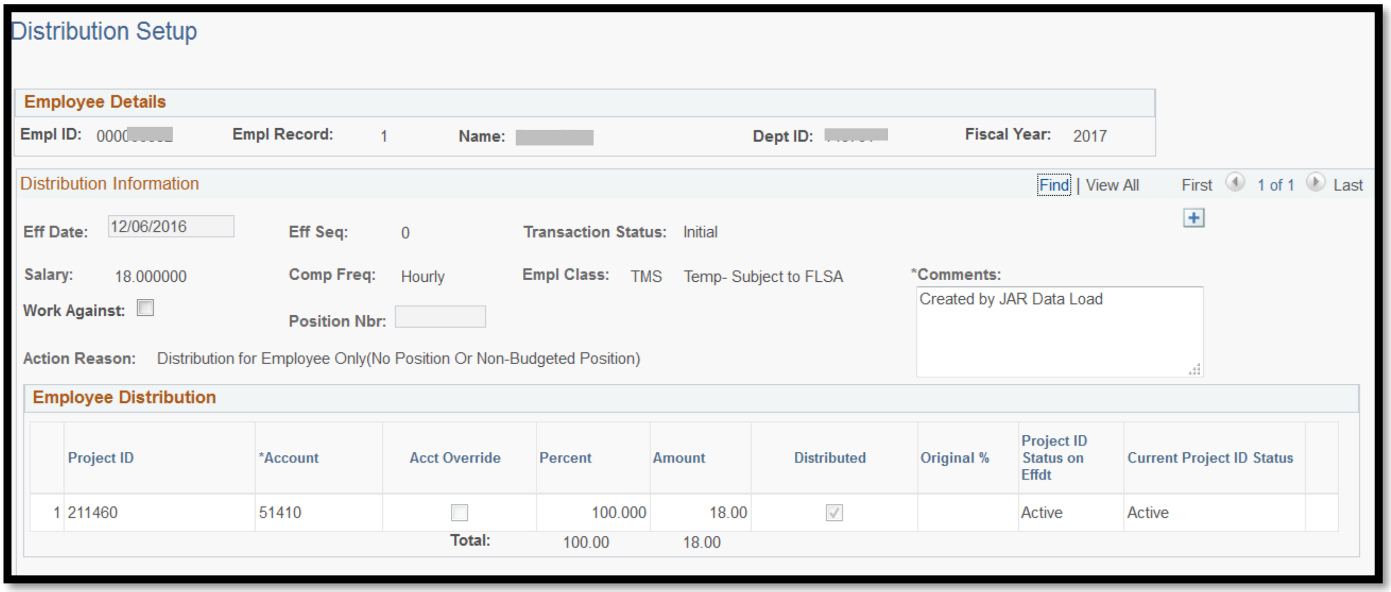
## Scenario 3: Distribution for Employee (Temp/Grad/Student) not in position, not work-against

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.

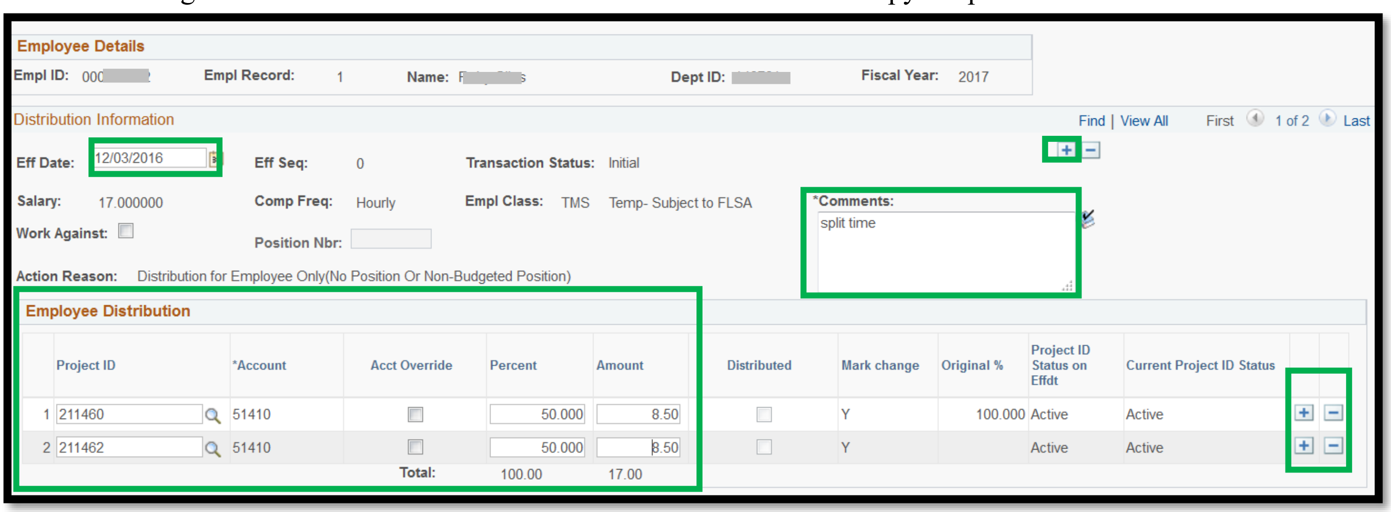



## Add a Salary Distribution Change for employee (Temp/Grad/Student) not in position, not work against

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.




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

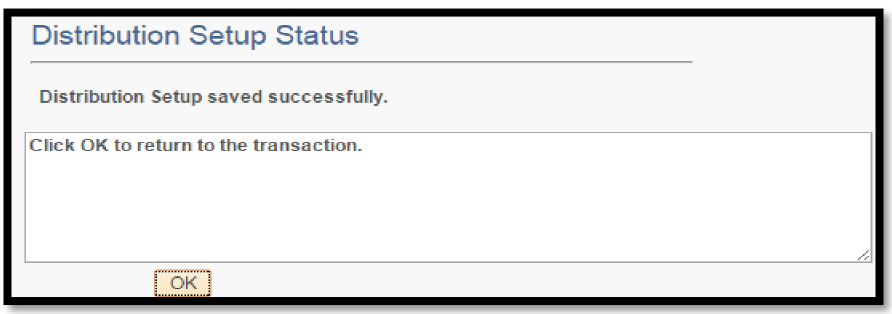
    b. Account – this will initially display the default account based on the Employee Class. If Acct Override is allowed and checked, a drop-down list is available to select an override account.

    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 Save. 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 Messages** 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.

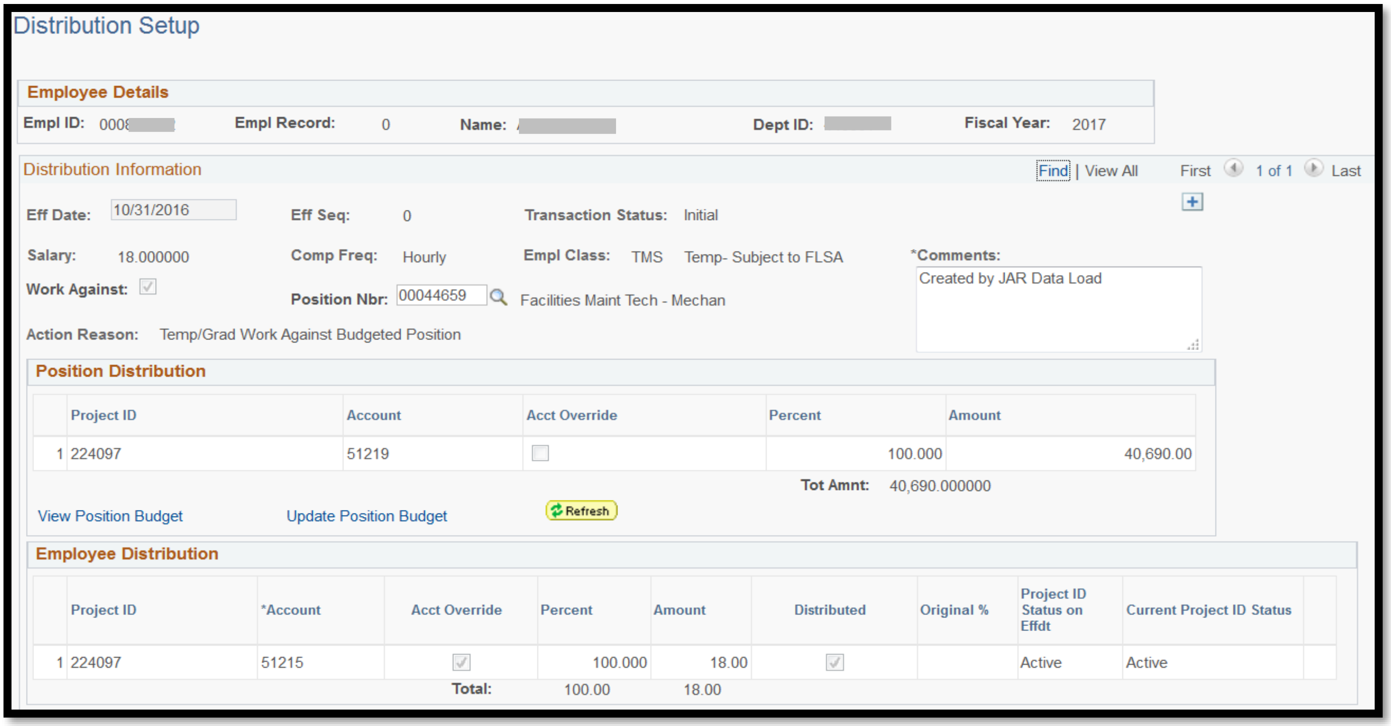
❖ The Position Number displays the vacant or pooled position that is providing funding.

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

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

*Comments: Created by JAR Data Load

Work Against: ☑ Position Nbr: 00044659 Facilities Maint Tech - Mechan

Action Reason: Temp/Grad Work Against Budgeted Position

**Position Distribution**

| | Project ID | Account | Acct Override | Percent | Amount |
|---|---|---|---|---|---|
| 1 | 224097 | 51219 | ☐ | 100.000 | 40,690.00 |

Tot Amnt: 40,690.000000

View Position Budget Update Position Budget Refresh

**Employee Distribution**

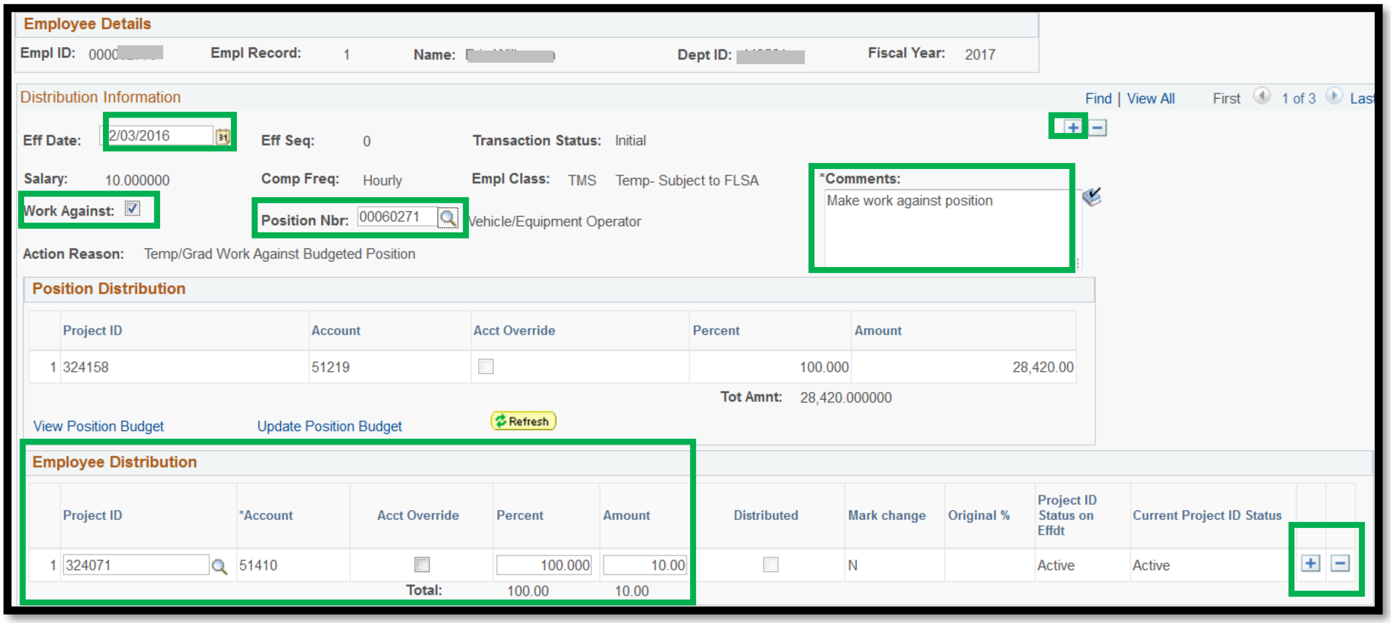
| | Project ID | *Account | Acct Override | Percent | Amount | Distributed | Original % | Project ID Status on Effdt | Current Project ID Status |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 224097 | 51215 | ☑ | 100.000 | 18.00 | ☑ | | Active | Active |
| | | | Total: | 100.00 | 18.00 | | | | |

## 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.




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

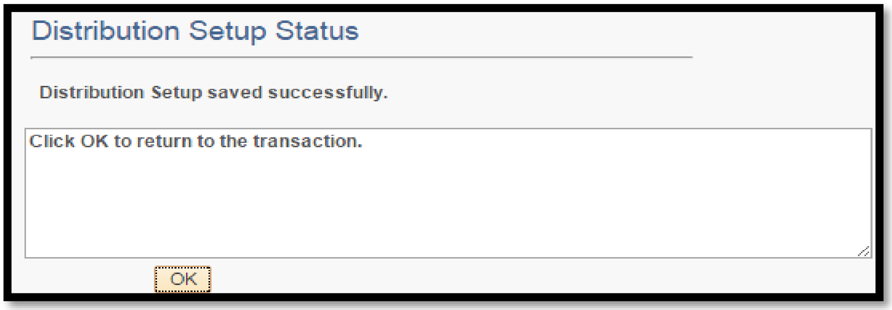
    b. Account – this will initially display the default account based on the Employee Class in the employee's current job record. If Acct Override is allowed and checked, a drop-down list is available to select an override account.

    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 Messages** section for assistance with error messages.

## Process Retroactive Redistribution for Monthly Employees and Grads

**NOTE: Retroactive Redistributions are managed by the Office of Contracts and Grants.**

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.

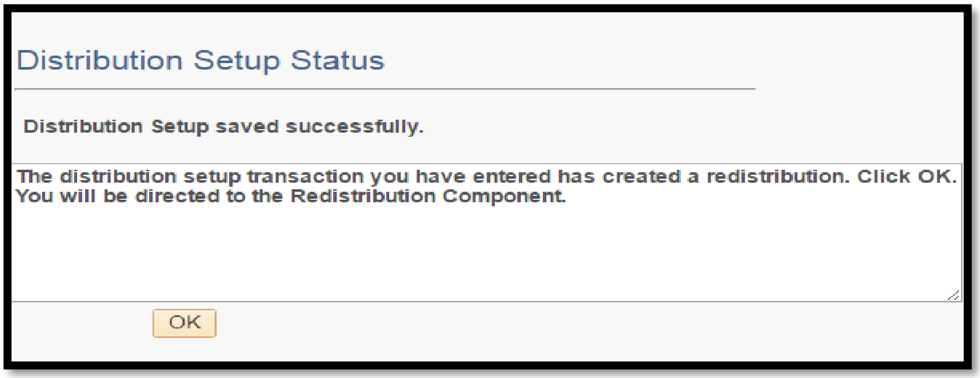
    e. Amount – either percent or amount can be entered. If amount is entered, it will calculate the percent. Total Amount must add up to Salary.

    f. Reference **Warning/Error Messages** 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.**

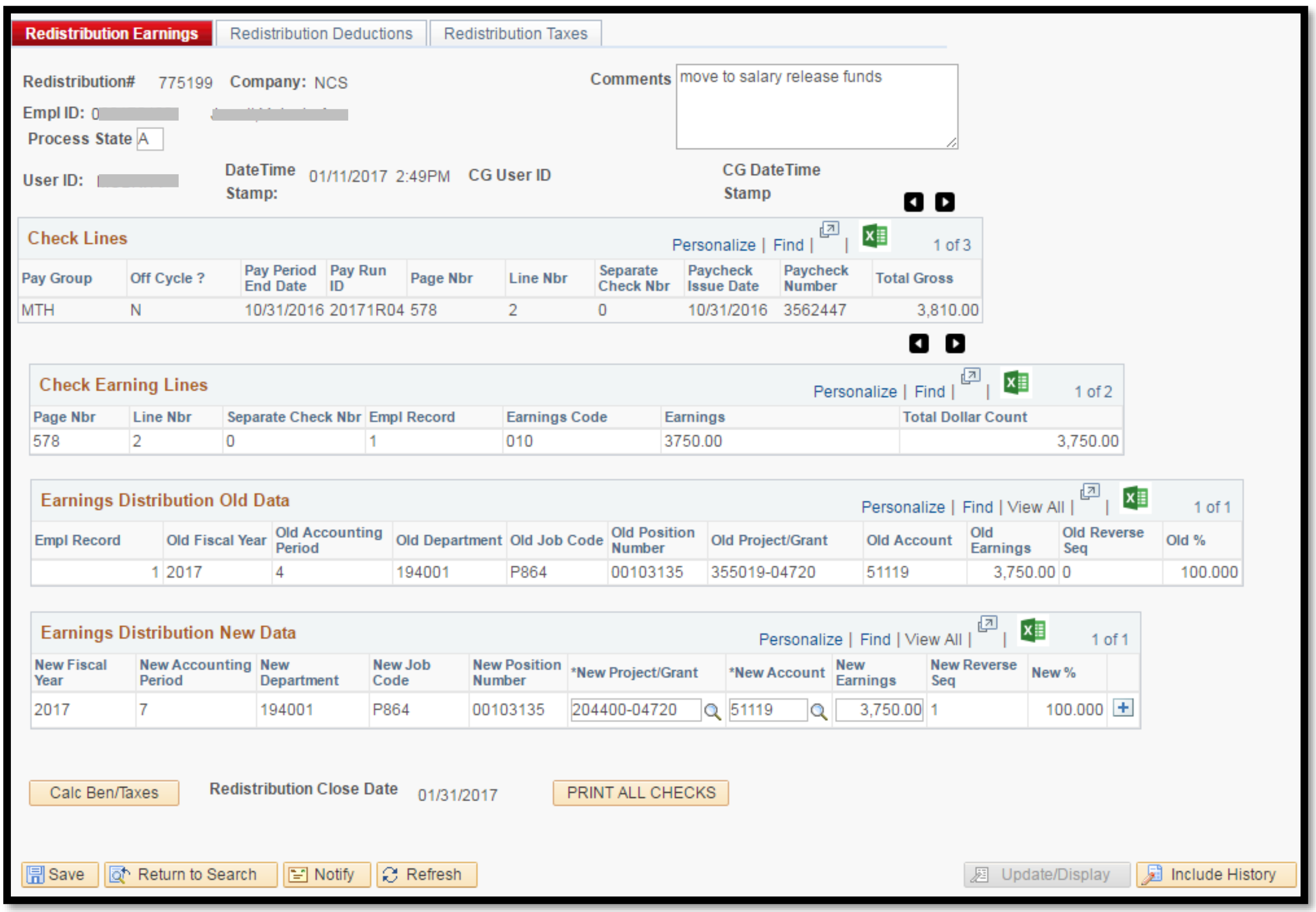
13. Once all rows are entered and all distribution changes are complete, click Save.

14. Once you Save, the following message will appear:




15. Click OK to go to the Redistribution Component.

16. The system will take you to the redistribution.




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 #, EmplD, 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 PRINT ALL CHECKS 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 or contact the Office of Contracts and Grants at 515-8013.

# Delete Distribution Change/Redistribution Prior to Payroll Lockout

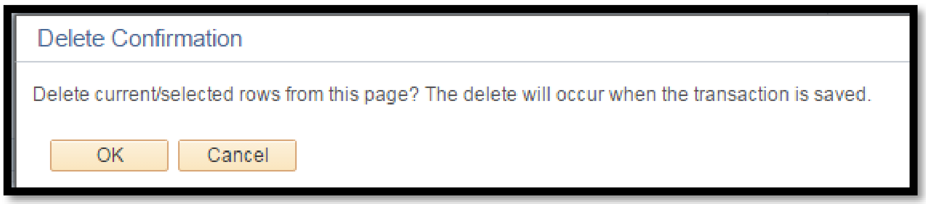
A salary distribution change or redistribution, previously entered in Distribution Setup, can be deleted as long as it is deleted prior to the payroll lockout. Once the payroll has been confirmed and distributions posted, the row cannot be deleted. To delete the row from Distribution Setup:

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.

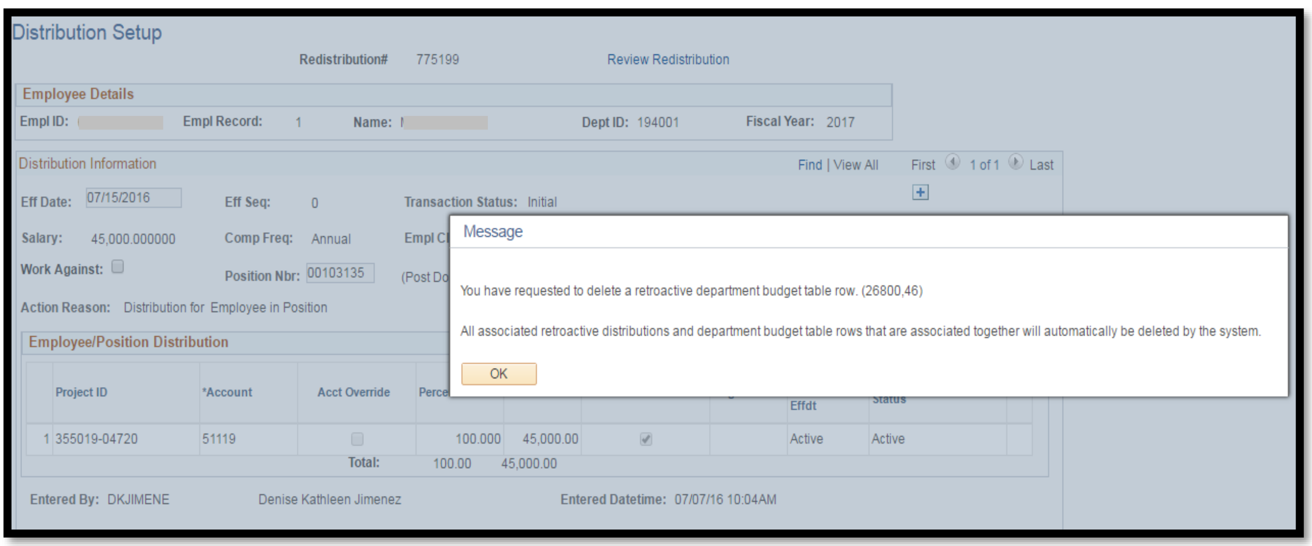
3. On the appropriate dated row to be deleted, click the sign above Comments to delete the row.

4. You will receive the following confirmation message:



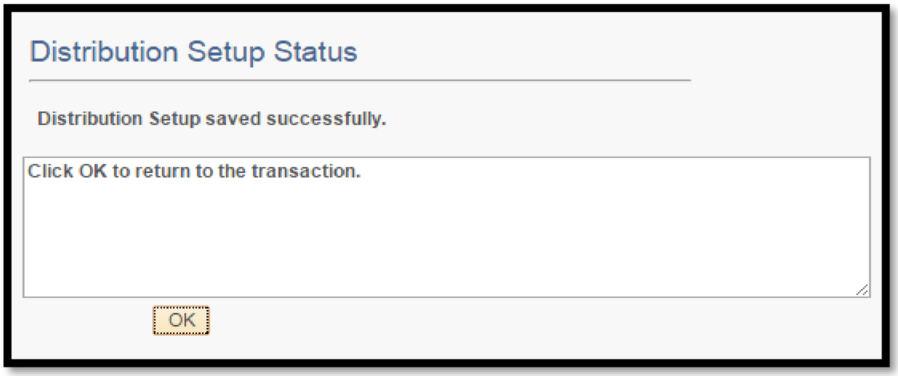

5. Click OK to confirm the deletion of this row or click Cancel to not delete the row.

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.




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

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.

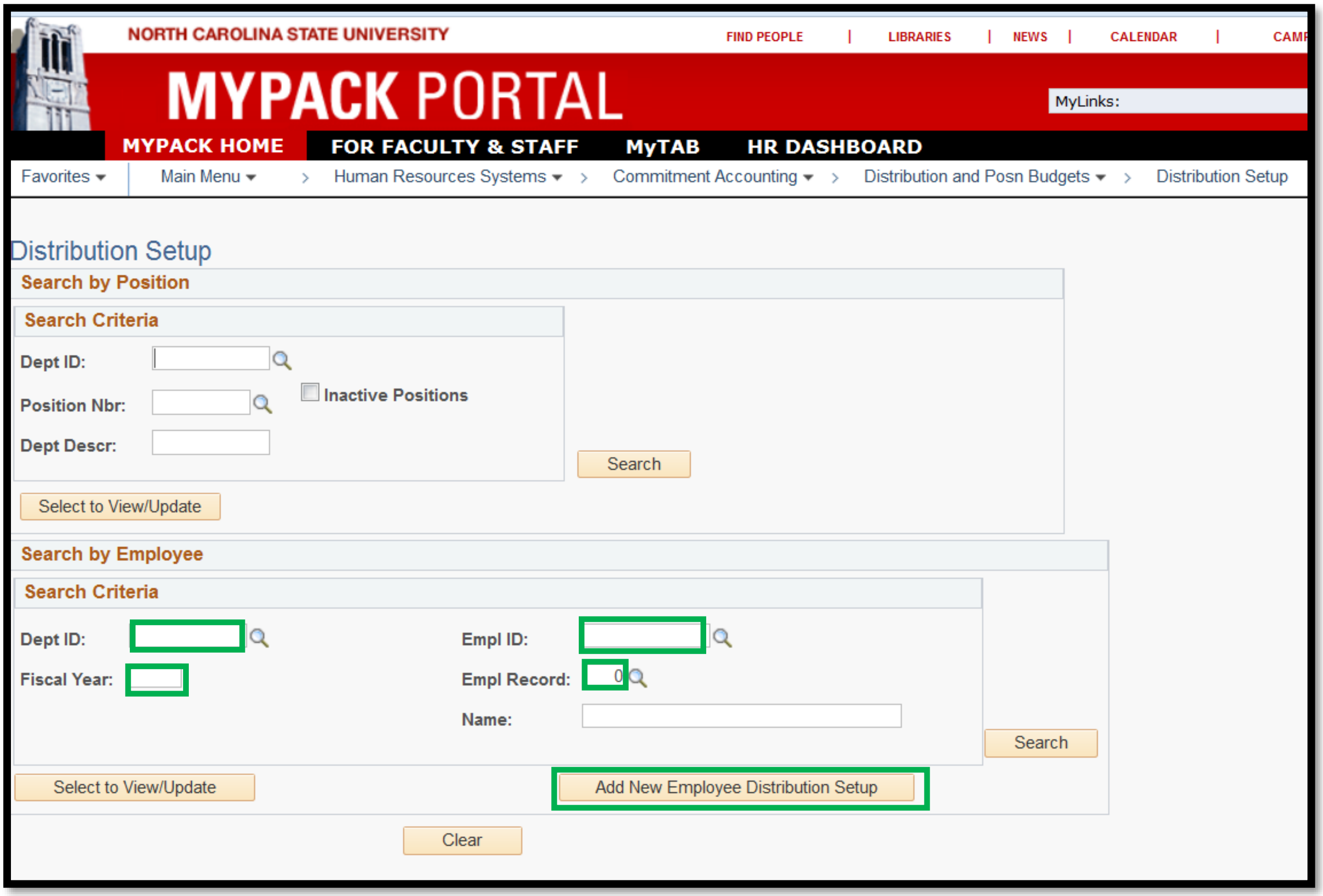
**Temps and Student Workers cannot be redistributed via Distribution Setup** using a retroactive effective date in which the paycheck has already been distributed. You must use the **Create Redistribution** component under Commitment Accounting, NCSU Redistributions.

For assistance with **Create Redistribution** component, please send email to redistributions@ncsu.edu 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.




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.

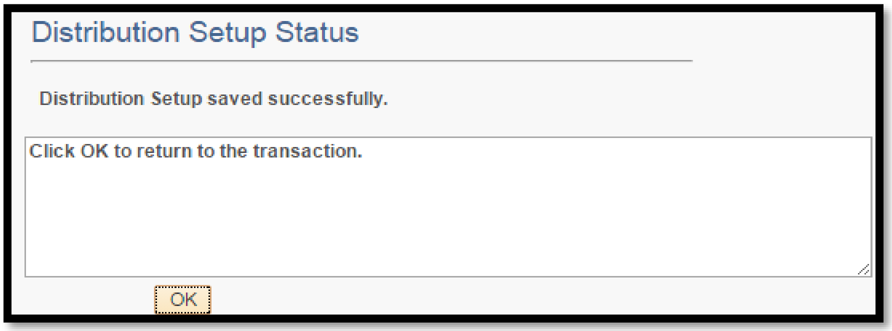
   c. Acct Override (if applicable) – checkbox to select an override account. Refer to **Account Mapping Rules**.

   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.

10. Once distribution information is 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.

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

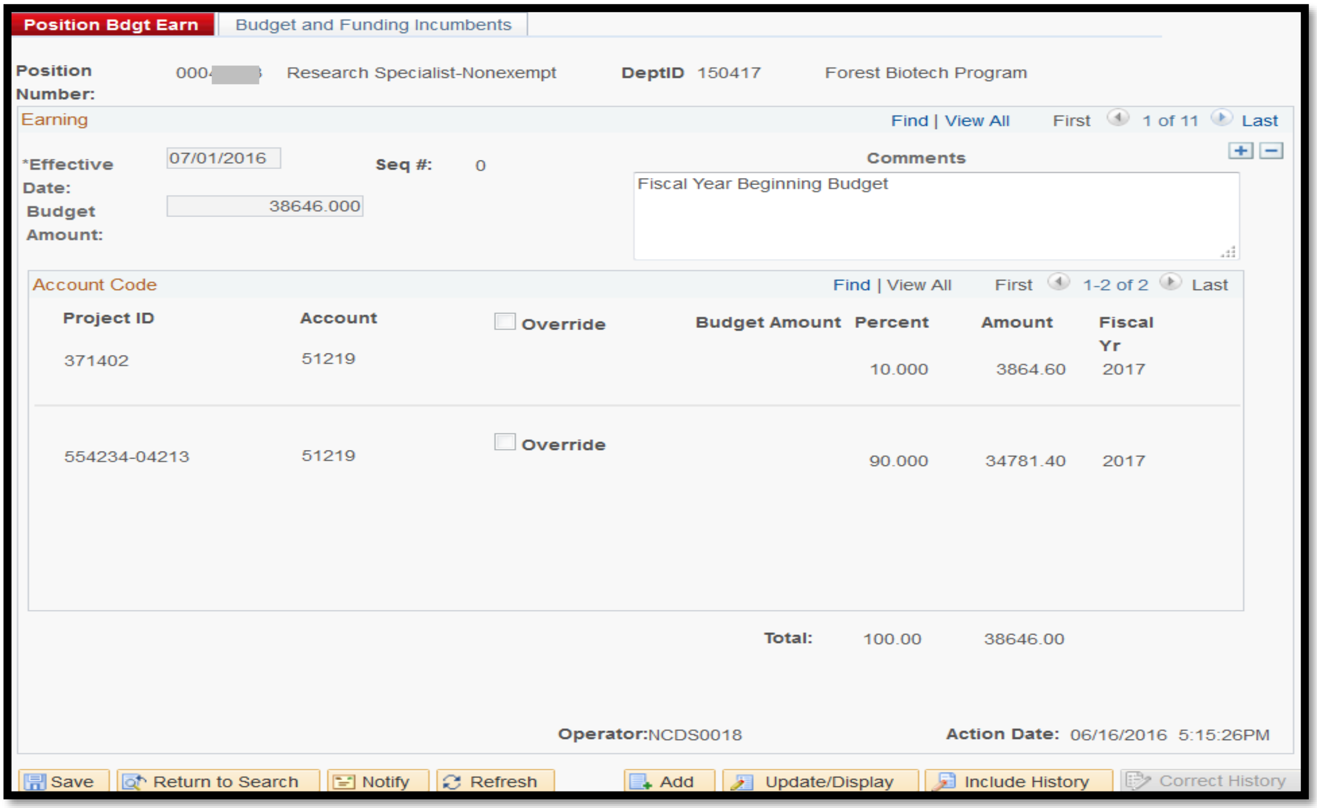
## Position Budget Table Page

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




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:

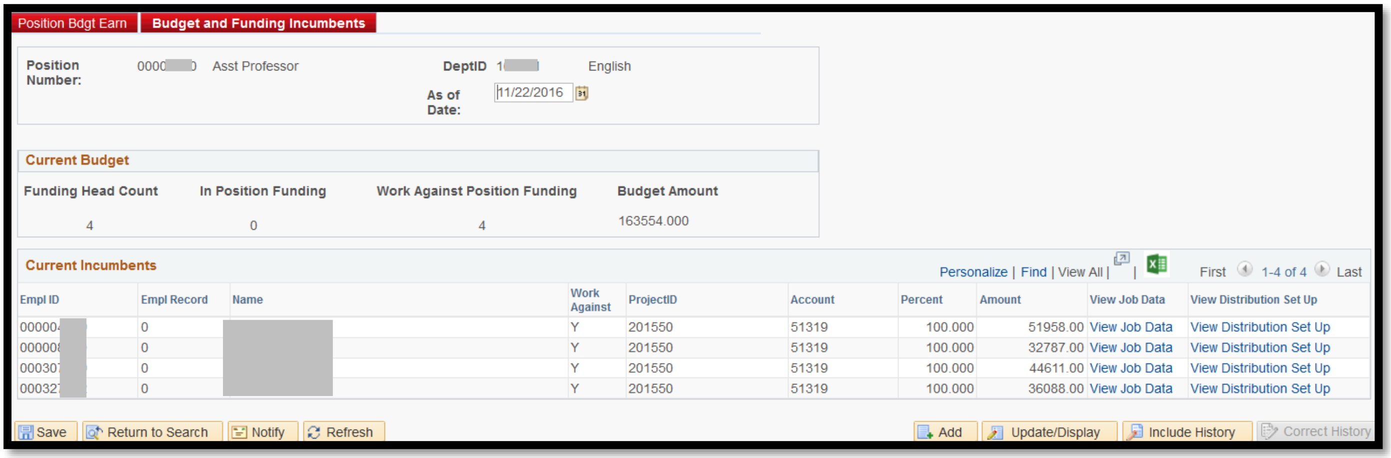
- View All: Click to view all distribution rows by effective date at once.
- Click Include History at the bottom of page to see older rows of history.
- First 1 of 11 Last: Allows you to click by page to see each distribution row page one at a time, Click First to see First page or click Last to go to 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




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.

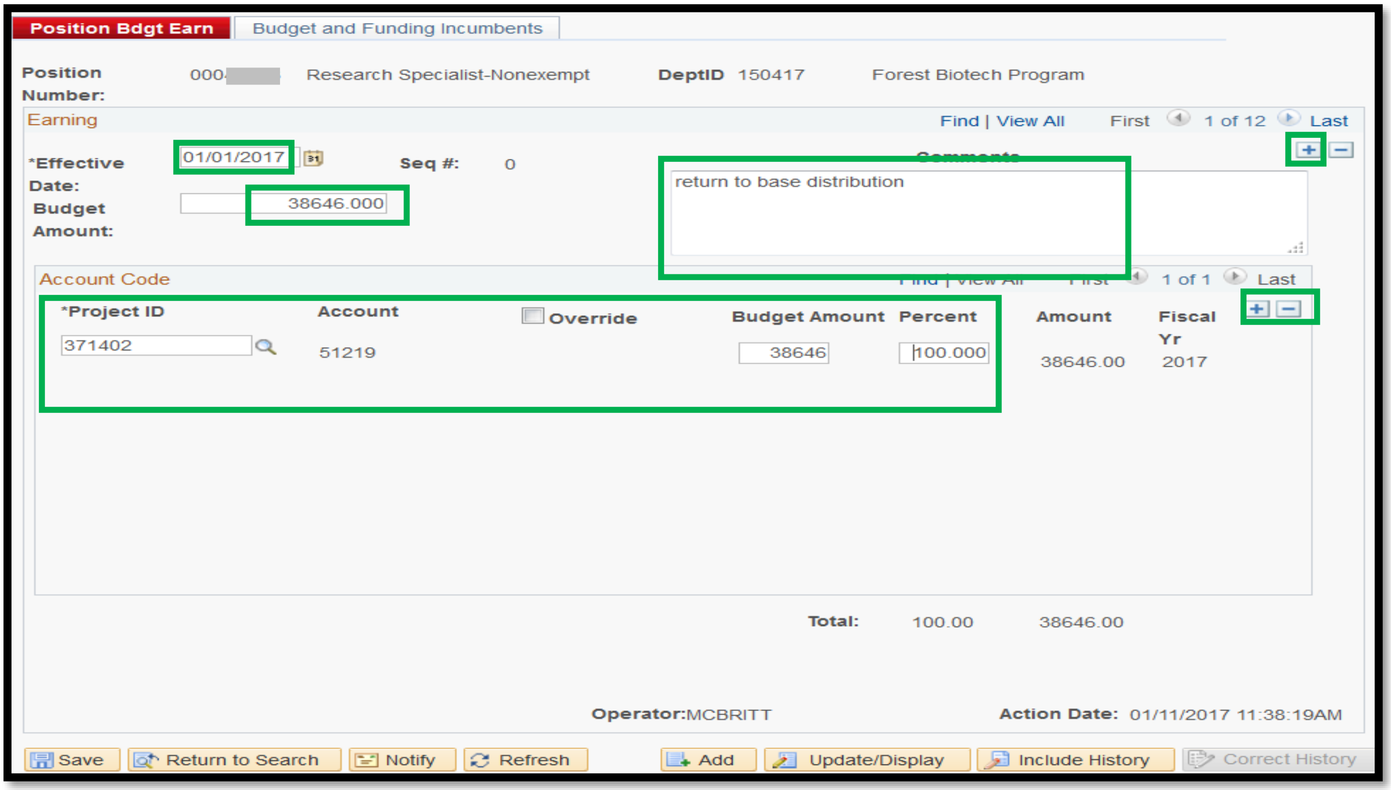
**NOTE: This component opens new window/tab each time you click on a link. Recommendation is to close the window/tab after view or save.**

## 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.




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 Save. 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 HR Systems Data and Reporting Analyst in the University Budget Office (515-6458) or send email to 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 HR Systems Data and Reporting Analyst in the University Budget Office at 515-6458.

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