NC STATE UNIVERSITY

DISTRIBUTION SETUP USER GUIDE

HR System-PS Version 9.2

FEBRUARY 23, 2017 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 RoleUpdate 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 RoleView 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

NC	ORTH CAROLINA STATE UNIVE	RSITY FIND PE	OPLE LIBRARIE	S NEWS CALENDAR	CAMPUS MAPS MYPACK H
		PORTAL		MyLinks:	▼ ₹
Favorites -	Main Menu -		K DASHBOARD		
Payroll Lockou Car Loc Monthly 20171R06 20172R12		ccounting Time d Posn Time d Posn Time NCSU Administration Commit NCSU Reports Commit Kanager Self Service NCSU Reports Workforce Administration Benefits NextGen Graduate System Job Action Requests(JAR) Time and Labor Payroll for North America Workforce Development Organizational Development Enterprise Learning Workforce Monitoring Set Up HCM Enterprise Components Tree Manager Reporting Tools PeopleAdmin Vertores	and Labor esheet ion and Post Carlo edistributions Benefits Benefits ant-Income n hter Chartfield Financial S	Job Data Enter job information including work location and compensation Distribution Setup rts Benefits Benefits Time Reporting INC SU Card Center MarketPlace Travel Systems Help	Modify a person Modify a person's basic information, such as name and fact information.

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

(2) From HR DASHBOARD:

MYPACK MYPACK HOME FOR FA	PORTAL CULTY & STAFF MY	HR DASHBOAR	D	MyLin	ks:	(Pe	rsonalize	MCBRITT	<u>Content</u>
HR Quicklinks	Non Perm Worklist		-	0 7	Employee Headcount					
Hire/Rehire Employees	Perm Worklist			0.4	🔅 - 🕐					
	My Temporary Employee	es Time		0 07	▼ Filters					
Modify or Separate Employee	My Employees Timesheets	Time Exceptions View and Correct	View/Print Biweekly Timesheets	Approve Reported	Dept ID (Multi	iple items) 🗸 🗸				
Position / Distribution	Enter reported time and task details for a day, week, or time period.	problems with an Employee's Time	View and Print your Employee's Timesheets for any Pay Period.	Review and Approve Reported Punch Time for your Direct Reports.	16	Emj	ployee Headcount			
Enter the description, work location, and other information about a position	Position Control Pagelet			0 07	14					
Distribution Setup (Employee/Position Funding) Constant Redistribution for Tempo and	Reports used to pull Financial S and associated funding/budget.	ystem salary budget data and HF	Position Budget data to assist in	management of personnel costs	S ¹²					
Supplemental Pay	Pos Ctl Summary- Current Year	Pos Cti Summary-Future Year	High Level Summary-Future Year High Level	Pos Control Report by Project Shows the HR Position Budget data	ef Active					
• 🕔 Time and Compensation	Financial System salary budget data and HR Position	Financial System salary budget data and HR Position	Summaries by Org (owner of funding) to identify	and HR Employee assignment data together for a	4 6 4					
Reporting and Query Tools	Budget data for the current fiscal year.	Budget data for the future fiscal year.	differences between Financial System salary budget and HR	project and account.	2	ON	3 8		22	
• 🔶 Other Systems			Position Budget and identify areas that need attention.		. No	EHRA SAA Tier	SHF	Temp	Unpa Jon_Facut	1
Help and User Guides	HR Position	🗉 🚃 HR Assignment	FIN Budget Detail	Vacant Positions	a.		Employee Class		2	
JAR / Nextgen Quicklinks	Detail Extract Shows all the HR position detail information for a	 Detail Extract Shows all the HR assignment detail information for a 	Extract Shows all the Financial Budget detail information for	Lists the vacant positions by Deptid.	🔟 🐱 🎱 🖺					
Hire/Rehire Employees	Deptid, Org or Project.	Deptid, Org or Project.	a Deptid, Org or Project.		Separation Monitor					
• Separate Employee	Help with Position Control				Displays all employees with - hover to see more info, or c	separation dates in the lick them to see a grid	prior week or nex with details.	kt three weeks.	The bars repres	sent each E
Payroll Lockout Monitor					\$ - 3					

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:

🗲 🛈 🖀 https://portalsp.acs. ncsu.edu /psp/El	P91PRD/EMPLOYEE/NGHCM	M/c/ADMINIST	ER_WORKFOR	CE_(GBL).JOB	DATA.GBL?PC	C	Q. Search			☆	ê 🖡	Â	◙	≡
NORTH CAROLINA STATE UNIVERSITY	FIND PROPL	e	LIBRARIES	NEWS	CALENDAR	1	CAMPUS MAPS	1	MYPACK HOME	I.	SIGN OUT	· .	earch nosuler	stu 🤇
	TAL NUTAB HR D	ASHBOARD		l	MyLinks:		V C							
Favorites • Main Menu •														
Work Location Job Information Job Labor Payroll	Salary Plan Compensation	Appointment Info	Rank/Tenure I	Info							New Wind	w Perso	nalize Pa	oge ^
	Empl ID	\setminus												
Employee	Empl Record 0													
Work Location ③			Find Fit	irst 🕚 1 of 1 🖲	Last									
*Effective Date 07/01/2016			PAF	Go To Row	+ -									
Effective Sequence 0	*Action	Pay Rate Chang	je	~										
HR Status Active	*Reason	Regislative Incre	:85e	~										
Position Number 00061350 Q Override Position Da Position Entry Date 12/15/2002	Professor													
Regulatory Region USA	United States													
Company NCS	NC State University		\											
Business Unit NCSU1	NC State Univ Business Unit													
Department Entry Date 07/01/2010	i orest proteori rogitari		\											
Location 138	CNR - Dean's Office													
Establishment ID 001	NC State University	Date	Created 08/04/20	016										
Last Start Date: 12/15/2002														
Expected Job End Date	End Job Automatically													

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	NORTH CAROLINA STAT	EUNIVERSITY	FIND PEOPLE	LIBRARIES	NEWS	CALENDAR	CAMF
	MYPA	CK PORTA	۱L		MyLin	ks:	
	МУРАСК НОМЕ	FOR FACULTY & STAFF	MyTAB HR DA	SHBOARD			
Favorites -	Main Menu 🔻 >	Human Resources Systems	 Commitment Accounting • 	 > Distribution ar 	nd Posn Budgets	 > Distri 	bution Setup
Distributio	on Setup Position						
Search Cri	teria						
Dept ID:	Q						
Position Nb	:	nactive Positions					
Dept Descr:			Search				
Select to V	iew/Update						
Search by	Employee						
Search Cri	teria						
Dept ID:	Q	Empl ID:	Q				
Fiscal Year:		Empl Record:	0 Q				
		Name:					
					Search		
Select to	View/Update		Add New Employee Distributi	on Setup			
		Clear					

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

** The magnifying glass \bigcirc 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.

Distribution Setup					
Search by Position					
Search Criteria					
Dept ID: 150417 C Forest Biotech Program					
Position Nbr:					
Dept Descr:	Search				
Select to View/Update					

View Search Results:

Distribution Setup								
Search by Position								
Search Criteria								
Dept ID: 150417 C Forest Biotech Program								
Position Nhr:								
Dept Descr:								
		Search						
Search Results	Personalize Find	First ④ 1-9 of 9 🕑 Last						
Department Po	osition Number	Description						
1 150417 00	0004592	Named Professor						
2 150417	0046867	Administrative Support Special						
3 150417 00	0047013	Research Specialist-Nonexempt						
4 150417	0061350	Professor						
5 150417 00	0100868	Research Assoc						
6 150417 00	0101520	Research Assoc						
7 150417	0102616	Postdoctoral Research Scholar						
8 150417 00	0102785	Postdoctoral Research Scholar						
9 150417 00	0104004	Postdoctoral Research Scholar						
Select to View/Update								

* 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: 00047013						
Dept Descr:	Search					
Select to View/Update						

View Search Results:

Dist	tribu	ution Setup				
Sea	rch I	by Position				
Sea	arch	Criteria				
Dep	t ID:	٩				
Pos	ition	Nbr: 00047013 Q	Inactive Positions	;		
Dep	t De	scr:		Search		
Sea	arch	Results	Personalize Fir	nd 🗐 💶 First 🕢 1 of 1 🕑 Last		
		Department	Position Number	Description		
۲	1	150417	00047013	Research Specialist-Nonexempt		
Se	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 C Forest Biotech	Empl ID:	
Fiscal Year:	Empl Record: 0 Q	
	Name:	
		Search

View Search Results:

Sea	rch	by Employee				
Sea	rch	Criteria				
Dept Fisca	ID: al Ye	150417 C Forest Biotech Program	Empl ID: Empl Record: Name:	00	2	Search
Sea	rch	Results	Persor	alize Find	P First	🖲 1-94 of 94 🕑 Last
		Name	Department	Fiscal Year	Empl ID	Empl Record
	1		150417	2017	(0
\bigcirc	2	F	150417	2017	(0 =
۲	3		150417	2017	000321259	0
\bigcirc	4	1	150417	2017		0
\bigcirc	5	¢	150417	2016		0
\bigcirc	6		150417	2016	(0
\bigcirc	7		150417	2016	C	0
\bigcirc	8		150417	2016	c	0
\bigcirc	9		150417	2016		0
\bigcirc	10		150417	2016	(0
\bigcirc	11	2	150417	2016		0
\bigcirc	12		150417	2016	c	0
\bigcirc	13		150417	2015	c	0
\bigcirc	14		150417	2015	(0
\bigcirc	15		150417	2015		0 🚽
5	Selec	t to View/Update	A	dd New Employ	ee 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 <u>unless</u> 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: Q Inactive Positions Dept Descr:	
Select to View/Update Search by Employee	Search
Search Criteria	
Dept ID: Empl ID: Fiscal Year: 2017 Empl Recor	00(C, ,
Name:	Search
Select to View/Update	Add New Employee Distribution Setup
Clear	

View Search Results:

Distribution Setup Search by Position				
Search Criteria				
Dept ID: Q Position Nbr: Q Inactive Po	sitions			
Dept Descr:		Search		
Select to View/Update				
Search by Employee				
Search Criteria				
Dept ID:	Empl ID:	000	2	
Fiscal Year: 2017	Empl Record	1: 0 🔍		
	Name:			Search
Search Results		Personalize Fi	nd 📕 🖬 Firs	t 🕚 1 of 1 🕑 Last
Name	Department	Fiscal Year	Empl ID	Empl Record
1 1 1	150417	2017	000	0
Select to View/Update		Add New Employe	ee 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.

mieure Detaile								
pl ID: 000	Empl Record:	0 Name:		De	pt ID: 150417	Fisca	al Year: 2017	,
tribution Information							Find Vie	w All 🛛 First 🕚 1 of 2 🕑 La
Date: 07/01/2016	Eff Seq:	1	Transaction Stat	tus: Initial				+
ary: 156,200.0000	000 Comp Fre Position I	eq: Annual Nbr: ⁰⁰	Professor	X EHRA Facu	ny	Job Comp F	Rate Change	
ary: 156,200.000 rk Against: tion Reason: Distribut mployee/Position Distribut	000 Comp Fre Position I tion for Employee in stribution	≥q: Annual Nbr:000000000000000000000000000000000000	Professor			Job Comp F	Rate Change Project ID	
ary: 156,200.000 rk Against: ion Reason: Distribu mployee/Position Dis Project ID	Comp Fre Position I tion for Employee in stribution	eq: Annual Nbr: 000000000000000000000000000000000000	Professor Percent	Amount	Distributed	Job Comp F	Rate Change Project ID Status on Effdt	Current Project ID Status
ary: 156,200.000 rk Against: ion Reason: Distribu mployee/Position Dis Project ID 1 201513	Comp Fre Position I tion for Employee in stribution *Account 51319	Acct Override	Professor Percent 10.000	Amount 15,620.00	Distributed	Job Comp F	Active	Current Project ID Status Active
ary: 156,200.000 rk Against: ion Reason: Distribu nployee/Position Distribution Project ID 1 201513 2 427319-04213	Comp Fre Position I tion for Employee in stribution *Account 51319 51119	Acct Override	Professor Percent 10.000 45.000	Amount 15,620.00 70,290.00	Distributed	Original %	Rate Change Project ID Status on Effot Active Active	Current Project ID Status Active Active

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 ④ 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)

Worl Actic	Vork Against: Position Nbr: 000000000000000000000000000000000000											
Pos	sition Distribution											
	Project ID	Account	Acct Override	Percent	Amount							
1	201473	51319		100.000	124,448.00							
				Tot Amnt: 124,448	.000000							
Vie	w Position Budget Update	Position Budget	C 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 <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.

Example:

stribu	ution Setup								
mploye	ee Details								
npl ID:	00	Empl Record:	0 Name: \	J	De	pt ID:	Fisca	al Year: 2017	,
stributio	on Information							Find Vie	w All 💦 First 🕚 1 of 2 🔍 Las
f Date:	07/01/2016	Eff Seq:	1	Transaction Sta	tus: Initial				+
alary:	156,200.000000	Comp Fre	q: Annual	Empl Class: EF	X EHRA Facu	Ity	*Comments	:	
							Job Comp F	ate Change	
ork Ag	jainst:	Position N	lbr: 00	Professor			oob oomp i	tate onlange	
ork Ag	jainst: 🔲 Reason: Distribution	Position N	Ibr: 00	Professor			tob comp i	tate onunge	4
ork Aga tion Re Employ	gainst: 🔲 Reason: Distribution yee/Position Distri	Position N n for Employee in bution	Ibr:000000000	Professor				tate onunge	н
ork Aga ction Re Employ Pro	gainst: Distribution gee/Position Distribution geet ID	Position N n for Employee in bution *Account	Ibr: 00 Position Acct Override	Professor Percent	Amount	Distributed	Original %	Project ID Status on Effdt	
ork Aga ction Re Employ Pro 1 201	yainst: Reason: Distribution yee/Position Distri oject ID 1513	Position N n for Employee in bution *Account 51319	Ibr: 00	Professor Percent 10.000	Amount 15,620.00	Distributed	Original %	Project ID Status on Effdt Active	Current Project ID Status Active
rork Aga ction Ra Employ Pro 1 201 2 427	Jainst: Carlos Construction Distribution See/Position Distribution Spject ID 1513 7319-04213	Position N nor Employee in bution Account 51319 51119	Ibr: 00 Position Acct Override	Professor Percent 10.000 45.000	Amount 15,620.00 70,290.00	Distributed	Original %	Project ID Status on Effdt Active Active	Address Current Project ID Status Active Active
ction Re Employ Pro 2 427 3 427	ainst: Distribution vee/Position Distri vigeet ID 1513 7319-04213 7350-04213	Position N nor Employee in button 51319 51119 51119	Ibr: 000000000000000000000000000000000000	Professor Percent Percent 10.000 45.000	Amount 15,620.00 70,290.00 70,290.00	Distributed	Original %	Project ID Status on Effdt Active Active	Current Project ID Status Active Active Active Active
Fork Again Research Again Research Again Research Again Ag Again Again A	yainst: C Reason: Distribution yee/Position Distri oject ID 1513 7319-04213 7350-04213	Position N n for Employee in bution Account 51319 51119 51119	Ibr: 00 Position Acct Override Acct Override V	Professor Percent Percent 10.000 45.000 100.00 1	Amount 15,620.00 70,290.00 70,290.00 56,200.00	Distributed	Original %	Project ID Status on Effdt Active Active Active	Active Active

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: 🗸		Dept	ID:	Fiscal Yea	r: 2017			
Distribution Information									Find	View All First	1 of 3 🕑 Last
Eff Date: 11/01/2016	Eff	Seq:	0 TI	ansaction Status	s: Initial				H		
Salary: 156,200.000	000 Co	mp Freq:	Annual E	mpl Class: EFX	EHRA Faculty		*Comments:				
Work Against:	Po	sition Nbr:	00(Pr	ofessor			SDC eff 11/1 per	Dept Head	2		
Action Reason: Distribu	tion for Empl	oyee in Pos	ition								
Employee/Position Di	stribution										
Project ID	*Ассон	nt	Acct Override	Percent	Amount	Distributed	Mark change	Original %	Project ID Status on Effdt	Current Project ID Statu	IS
1 201513	0 51319			20.000	31,240.00		Y	10.000	Active	Active	+ -
2 427319-04213	Q 51119	•		35.000	þ4,670.00		Y	45.000	Active	Active	+ -
3 427350-04213	Q 51119	-		45.000	70,290.00		N	45.000	Active	Active	+ -
			Total.	100 <mark>.00 100</mark> ,	200.00						
Entered By:			U Dinit		Entered	Datetime: 11/2	23/16 1:33PM	Mark char	nge 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 Save. You should receive message that Distribution Setup saved successfully. Click OK to return to the transaction.

Distribution Setup Status	_
Distribution Setup saved successfully.	
Click OK to return to the transaction.	
OK	

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.

Emp	loyee Details										
Empl	ID: 0(npl Record:	1 Name:	Ν	[Dept ID: 1	Fiscal	Year: 2017			
Distril	bution Information							Find View	All First	🕚 1 of 3 🕑 La	
Eff Da	ate: 08/16/2016	Eff Seq	: 0	Transaction State	us: Initial				+		
Salary: 90,640.000000 Comp Freq: Annual Empl Class: EFX EHRA Faculty *Comments:											
Work	Against: 🔽	Positio	Nbr: 00	Acces Professor			release time/	lts			
Anti-	Diotribution fo		lifferent then Beeitigs Di	ASSULT TOTESSUE							
ACTIO	Reason: Distribution fo	ir Employee o	amerent than Position D	ISTIDUTION					.4		
Pos	ition Distribution										
	Project ID		Account	Acct Override		Percent	Amount				
1	201511		51319			100.	.000		90,640.00		
						Tot Amnt: 90,6	640.000000				
Viev	v Position Budget	Update F	Position Budget	C Refresh							
Emp	oloyee Distribution										
	Project ID	*Account	Acct Override	Percent	Amount	Distributed	Original %	Project ID Status on Effdt	Current Proje	ect ID Status	
1	580024-04218	51118	1	3.972	3,600.22	V		Active	Active		
2	201511	51319		96.028	87,039.78	\checkmark		Active	Active		
			Total:	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: H		De	ept ID:	Fiscal Year:	2017				
Distribution Information							Find	View All First 🕚	1 of 4 🕑 Last	
Eff Date: 12/01/2016 Eff Seq:	0 Tr a	ansaction Status:	Initial				181 2 1			
Salary: 120,498.00000 Comp Freq: Annual Empl Class: EFX EHRA Faculty Vork Against: Position Nbr: 00000664 Professor Professor release time										
Action Reason: Distribution for Employee di	fferent than Position Distribution	ution								
Position Distribution										
Project ID A	Account Ac	cct Override		Percent	Amount					
1 201476 5	51319			100.000		120,4	498.00			
View Position Budget Update Po	osition Budget	Refresh		Tot Amnt: 120,498.	000000					
Employee Distribution										
Project ID *Account	Acct Override	Percent	Amount	Distributed	Mark change	Original %	Project ID Status on Effdt	Current Project ID Status	_	
1 201476 Q 51319		80.000	96,398.40		Y		Active	Active	+ -	
2 570853 Q 51118	▼ V Total:	20.000 100.00 120,	24,099.60 498.00		Y		Active	Active	+ -	

- 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.

Distribution Setup Status	
Distribution Setup saved successfully.	
Click OK to return to the transaction.	
OK	

- 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 workagainst 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 workagainst

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 <u>not</u> 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.

Disti	ibution Setup								
Emp	loyee Details								
Empl	ID: 0000 Er	npl Record:	1 Name:		[Dept ID:	Fiscal	Year: 2017	
Distr	bution Information							Find View	All First 🕚 1 of 1 🕑 Last
Eff	ate: 12/06/2016	Eff Seq:	0	Transaction State	us: Initial				+
Sala	y: 18.000000	Comp Freq:	Hourly E	Empl Class: TM	IS Temp- Sub	ject to FLSA	*Comments:		
Worl	Against: 🔲	Position Nbr					Created by J	AR Data Load	
Actio	n Reason: Distribution for	or Employee Only(N	o Position Or Non-Bu	udgeted Position)					.al
Em	ployee Distribution								
	Project ID	*Account	Acct Override	Percent	Amount	Distributed	Original %	Project ID Status on Effdt	Current Project ID Status
	211460	51410		100.000	18.00	\checkmark		Active	Active
			Total:	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.

Empl	ovee Details										
Empl I	D: 000	Empl Record:	1 Name: F	3	Dep	t ID:	Fiscal Year	: 2017			
Distrit	oution Information								Find	View All First 🕚 1	l of 2 🕑 Las
Eff Da	ate: 12/03/2016	Eff Seq:	0 T	ransaction Status	: Initial						
Salary Work Action	y: 17.000000 Against: n Reason: Distributio	Comp Free Position N n for Employee Only	Hourly E	mpl Class: TMS	Temp- Subject	to FLSA *	Comments: split time				
	Project ID	*Account	Acct Override	Percent	Amount	Distributed	Mark change	Original %	Project ID Status on Effdt	Current Project ID Status	
1	211460	Q 51410		50.000	8.50		Y	100.000	Active	Active	+ -
2	211462	Q 51410	Total:	50.000	8.50 17.00		Υ		Active	Active	+ -

- 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.

Distribution Setup Status									
Distribution Setup saved successfully.									
Click OK to return to the transaction.									
OK	//								

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, workagainst

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.

Distribu	Distribution Setup										
Employee Details											
Empl ID:	000{ Em	pl Record:	0 Name:		[Dept ID:	Fiscal	Year: 2017			
Distribution Information First () 1 of 1 () Last											
Eff Date:	Eff Date: 10/31/2016 Eff Seq: 0 Transaction Status: Initial										
Salary:	18.000000	Comp F	req: Hourly	Empl Class: TN	IS Temp- Sub	ject to FLSA *	Comments:				
Work Against: Image: Second procession of the second procesion of the second procesion of the second procession of t											
Action Re	eason: Temp/Grad W	ork Against Bi	udgeted Position								
Positio	n Distribution										
Pro	oject ID		Account	Acct Override		Percent	Amount				
1 224	4097	4	51219			100.	000		40,690.00		
View Po	osition Budget	Update P	osition Budget	Refresh		Tot Amnt: 40,6	90.000000				
Employ	yee Distribution										
Pro	oject ID	*Account	Acct Override	Percent	Amount	Distributed	Original %	Project ID Status on Effdt	Current Proje	ect ID Status	
1 224	4097	51215	1	100.000	18.00	1		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:		D	ept ID:	Fiscal Year	r: 2017				
Distribution Information						Find	View All First 🕚 1	of 3 🕑 Las	
Eff Date: 2/03/2016 Ff Seq: 0 Transaction Status: Initial									
Salary: 10.000000 Comp Freq: Hourly	a.								
Work Against: Position Nbr: 00060271 Vehicle/Equipment Operator									
Action Reason: Temp/Grad Work Against Budgeted Position						1			
Position Distribution									
Project ID Account	Acct Override		Percent Amount						
1 324158 51219			100.00	0	28	,420.00			
	(Defeat		Tot Amnt: 28,420	.000000					
View Position Budget Update Position Budget	* Retresh								
Employee Distribution									
Project ID *Account Acct Override	Percent	Amount	Distributed	Mark change	Original %	Project ID Status on Effdt	Current Project ID Status		
1 324071 Q 51410	100.000	10.00		Ν		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
 - 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.

Distribution Setup Status	
Distribution Setup saved successfully.	
Click OK to return to the transaction.	
	/
ОК	

- 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) 1 of 2 (1) 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 <u>before saving</u>. 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 <u>all</u> rows are entered and <u>all</u> 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.

Redistribution	Earnings F	Redistribution Ded	uctions Red	distribution Ta	xes						
Redistribution Empl ID: 0	# 775199 (Company: NCS			Comments	move to s	salary releas	e funds			
User ID:	D	ateTime _{01/11/2} tamp:	017 2:49PM	CG User ID	L	CG Sta	6 DateTime amp				
Check Lines	;				F	ersonaliz	ze Find	1 vi	3		
Pay Group	Off Cycle ?	Pay Period Pay End Date ID	Run Page Nb	r Line Nb	Separate Check Nbr	Payched Issue Da	k Payche ate Numbe	r Total Gross			
MTH	Ν	10/31/2016 2017	71R04 578	2	0	10/31/2	016 35624	47 3,810	.00		
Check Ear	ning Lines						Pe	rsonalize Find	2 X	1 of 2	
Page Nbr	Line Nbr S	eparate Check Nbr	Empl Record	Earnings	Code Ea	rnings		Total Do	llar Count		
578	2 0		1	010	37	50.00				3,750.00	
Earnings [Distribution O	ld Data						Personalize	Find View)		1 of 1
Empl Record	Old Fiscal	Year Old Account Period	ing Old Depart	ment Old Job	Code Old Positi Number	on Old F	Project/Grant	Old Account	Old Earnings	Old Reverse Seq	Old %
	1 2017	4	194001	P864	00103135	3550	019-04720	51119	3,750.00	0	100.000
Earnings [Distribution N	ew Data					Personaliz	e Find View Al		1 of 1	
New Fiscal Year	New Accounti Period	ng New Department	New Job Code	New Position Number	*New Project/Gra	ant *N	lew Account	New New Earnings Seq	Reverse Ne	w %	
2017	7	194001	P864	00103135	204400-04720	Q 5'	1119 🔍	3,750.00 1	1	100.000 🛨	
Calc Ben/Taxes Redistribution Close Date 01/31/2017 PRINT ALL CHECKS Image: Save Image:											

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 <u>policy information</u> online.

The **Redistributions Adjustment Form** (<u>PDF</u>) 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 <u>redistributions@ncsu.edu</u> 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) 1 of 2 (1) Last to see one effective date at a time.
- 3. On the appropriate dated row to be deleted, click the \Box 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.

Distribution Setup R	Redistribution#	775199		Review Redistribu	tion				
Employee Details Empl ID: Empl Record: 1									
Distribution Information					F	ind View All	First 🕚 1 of 1 🕑 Last		
Eff Date: 07/15/2016 Eff Seq:	0 Tr	ransaction Statu	is: Initial				+		
Salary: 45,000.000000 Comp Freq:	Annual Ei	mpl CI Messa	age						
Work Against: Position Nbr: Action Reason: Distribution for Employee in Posi	Work Against: Position Nbr: 00103135 (Post Do Action Reason: Distribution for Employee in Position								
Employee/Position Distribution		All asso	ciated retroac	tive distributions and de	epartment budget	table rows that a	are associated together will aut	omatically be deleted by the system.	
Project ID *Account	Acct Override	Perce	<				08		
					Eff	dt			
1 355019-04720 51119	Total	100.000	45,000.00	1	Ac	tive Acti	ve		
Entered By: DKJIMENE Denise Kathleen Jimenez Entered Datetime: 07/07/16 10:04AM									

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.

Distribution Setup Status	
Distribution Setup saved successfully.	
Click OK to return to the transaction.	l
OK	

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 <u>redistributions@ncsu.edu</u> 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.

	NORTH CAROLINA STATE UNIVERSITY	FIND PEOPLE	LIBRARIES	NEWS	CALENDAR	CAMF
	MYPACK PORTA	۱L		MyLin	<s:< th=""><th></th></s:<>	
	MYPACK HOME FOR FACULTY & STAFF	MyTAB HR DASH	IBOARD			
Favorites -	Main Menu	> Commitment Accounting ->	Distribution and	Posn Budgets	 > Distri 	bution Setup
Distribution Search by Search Cr Dept ID: Position Nb Dept Descr Select to N	on Setup Position Iteria	Search				
Search by	Employee					
Search Cr	iteria]		
Dept ID: Fiscal Year:	Empl ID: Empl Record: Name:	ોવ ા વ		Search		
Select to	View/Update Clear	Add New Employee Distribution S	Setup			

- 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.

Distribution Setup Status	
Distribution Setup saved successfully.	
Click OK to return to the transaction.	
	/
OK	

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

Position Bdgt E	arn Budg	et and Fun	ding Incum	ibents						
Position Number:	000-	Research	Specialist-	Nonexempt	DeptID	150417	Forest Biotech	Program		
Earning							Find \	/iew All Fir	st 🕚 1 of	11 🕑 Last
*Effective	07/01/2016		Seq #:	0			Comment	ts		+ -
Date: Budget	3	8646.000			Fiscal '	Year Beginnin	g Budget			
Amount.										
Account Code							Find View All	First 🕚	1-2 of 2 🕚	Last
Project ID		Accoun	t	Override		Budget Amo	unt Percent	Amount	Fiscal Yr	
371402		51219					10.000	3864.60	2017	
554234-042	213	51219		Override			90.000	34781.40	2017	
						Total	: 100.00	38646.00		
				Opera	tor:NCDS	60018	A	Action Date: ()6/ <mark>1</mark> 6/2016	5:15:26PM
🔚 Save 🛛 💽 R	eturn to Sear	ch 🖃 N	lotify 📿	Refresh	📑 Add	🔰 Upda	te/Display	Include Histo	y 🕑 Co	orrect 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 1 of 11 ② 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 Bo	dgt Earn	Budget and	I Funding Incumb	ents								
Position Number:	Position 0000 Asst Professor DeptiD 1 English Number: As of Date:											
Current	Budget Head Co	ount in P	osition Funding	Work Against Position Fundir								
	4		0	4	.9	163554.000						
Current	Incumbe	ents							Person	alize Find View	All 📮 🚺	First 🕚 1-4 of 4 🕑 Last
Empl ID		Empl Record	Name		Work Against	ProjectID	Acco	unt Pe	ercent	Amount	View Job Data	View Distribution Set Up
000004		0			Y	201550	5131	9	100.000	51958.00	View Job Data	View Distribution Set Up
00000		0			Y	201550	5131	9	100.000	32787.00	View Job Data	View Distribution Set Up
00030		0			Y	201550	5131	9	100.000	44611.00	View Job Data	View Distribution Set Up
000327		0			Y	201550	5131	9	100.000	36088.00	View Job Data	View Distribution Set Up
Save	Retu	irn to Search	E Notify 2 R	efresh					📑 Add	Update/Displ	ay 🗦 Incluc	e 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.

Position Bdgt Earn Budget and Funding Incu	Imbents			
Position 000 Research Specialis	st-Nonexempt	DeptID 150417 Forest Biot	ech Program	
Earning		Fin	d View All First	1 of 12 🕑 Last
*Effective 01/01/2017 B Seq #: Date: Budget 38646.000 Amount:	0	return to base distribution	conto	
*Project ID Account	Override	Budget Amount Percen	t Amount Fi	
371402 91219		38646 [100.00	Y 1 00 38646.00 2	r 017
		Total: 100.00	38646.00	
	Operat	or:MCBRITT	Action Date: 01/11	/2017 11:38:19AM
Save Return to Search Notify	C Refresh	📑 Add 🛛 🔬 Update/Display	Jinclude History	Correct History

- 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 <u>HR</u> <u>Systems Data and Reporting Analyst</u> in the University Budget Office (515-6458) or send email to <u>redistributions@ncsu.edu</u>.

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

	Empl	Job	Default	Allowed	
Pay	Class	Code	Account	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
					010 Regular Monthly Pay – SAAO Tier 3 (future
Month	<es3></es3>		51119	51319, 51118	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
					200 Regular Biweekly Pay Graduate
Biweek	GRD	A428	51111		Appointments Graduate Extension Asst
					200 Regular Biweekly Pay Graduate
		A148	51112		Appointments Graduate Research Asst
					200 Regular Biweekly Pay Graduate
		A448	51112	51111	Appointments Graduate Exten/Research Asst
					200 Regular Biweekly Pay Graduate
		A478	51112	51111, 51311	Appointments Graduate Exten/Res/Teach Asst
					200 Regular Biweekly Pay Graduate
		A178	51112	51311	Appointments Graduate Teach & Research Asst
					200 Regular Biweekly Pay Graduate
		A138	51311		Appointments Graduate Teaching Asst
					200 Regular Biweekly Pay Graduate
		A438	51311	51111	Appointments Graduate Exten/Teaching Asst
				51311 (summer	200 Regular Biweekly Pay Graduate
		A198	51113	only)	Appointments Graduate Services Assistants
	TME			51115, 51215,	
Biweek	TMS		51410	51315	Temporary FLSA Exempt Earnings
Biweek	СНО		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 Q 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 <u>HR</u> <u>Systems Data and Reporting Analyst</u> in the University Budget Office at 515-6458.
- For assistance with Redistributions, please send email to <u>redistributions@ncsu.edu</u> or contact the Office of Contracts and Grants at 515-8013.