View Payroll Accounting Distribution By Department

Use the Payroll Accounting Distribution page to verify the funding level and distribution assigned to an employee.

1. Navigate to UM Payroll Accounting > UM Distribution Entry > Distribution Entry.
2. Select the By Department Funding List radio button to display the list of department employees.

Note: Viewing by Department Funding List displays all positions in the department at once; viewing by Employee Job Summary displays one employee at a time.

3. On the Department Funding List page, conduct a search following the substeps below:
   a. In the SetID field, enter “UMNHR”.
   b. In the Department field, enter your Department ID (5-digit number).
   c. To limit the number of results, in the Fiscal Year field, enter the year (e.g., 2015). Note: The fiscal year runs from July 01 to June 30 and is identified by the year in which it ends. Thus, the fiscal year is 2015 for events that occur in September 2014.
   d. Click <Search>. 
View Payroll Accounting Distribution By Department (cont.)

The **Department Funding List** displays. All filled positions in the department are listed. Each job listed displays information such as Status, Job Code, Position Number, Pool ID (if the position belongs to a pool), Standard Hours (weekly), Pay Rate, and Contract Dates (if employee is salaried).

4. To view Vacant Positions, click the appropriate checkbox.
5. To view Department Level Funding, click the link at the top of the page.

The **Funded By** column displays the following funding sources:

- Department – If the employee has one Appointment, Position, or Pool level distribution covering that job.
- Pool – If the employee’s position is part of a position pool and that pool is where funding is defined.
- Position – If the employee’s position has specific funding defined.
- Appointment – If there is a funding definition specific to that employee and that job record.
- If the Funded by space is blank, the funding must be identified and added for distributions to be made.

Note: Funding sources in blue are links to more detailed information about the source.

6. Click a link in the **Funded By** column to view combo code details and the associated ChartField string.

Note: If the data in the **Funded By** column is incorrect, it must be updated. The change needs to be dated from the day the funding source changed.