View Payroll Accounting Distributions

Verify the payroll distribution for an employee on the Payroll Accounting Distribution Entry page by selecting either Department or Employee views.


DEPARTMENT VIEW

1. Select “Department” from Search By.
2. Enter Fiscal Year if something other than the current year.
3. Modify As Of date to view past or future distributions.
4. Enter a DeptID value in Department.
5. Click <Search>.
6. The Department Funding List displays.
   a. Employees section displays all filled positions including employee first and last name, Empl ID, Status, Last Updated, Job Code, Empl Class, Contract Begin, Contract End, Standard Hours, Pay Rate, and Funded By.
   b. Positions section displays all positions within the department including status (filled or vacant), Position Number, Job Code, Standard Hours, and Funded By.
7. View distribution based on the Funded By selection:
   a. If funded by Department, click the <View/Edit Department Level Funding> link. Note: All vacant positions will default to Department-level funding.
   b. If funded by Appointment, Pool, or Position, click the title of the displayed funding level.
8. The funding level page will display the distribution for the employee. Distributions consist of:
   a. Effective Date: Date the distribution becomes effective.
   b. Percentage: Percentage of the salary to be paid from the identified funding source.
   c. Combination Code/ChartField String: Codes which identify the funding source paying for the salary/fringe.
View Payroll Accounting Distributions (cont.)

EMPLOYEE VIEW

1. Enter Fiscal Year if something other than the current year.
2. Modify As Of date to view past or future distributions.
3. Enter the Empl ID of the employee.
4. Click <Search>.

5. Employees section displays the employee first and last name, the EmplID, Last Updated, Position, Dept, Job Code, Empl Class, Contract Begin, Contract End, Standard Hours, Pay Rate, and Funded By level.
6. View distribution based on the Funded By selection.
   a. If funded by Appointment, Pool, or Position, click the title of the displayed funding level.
   b. If funded by Department, return to Department View.
7. The funding level page will display the distribution for the employee. Distributions consist of:
   a. Effective Date: Date the distribution becomes effective.
   b. Percentage: Percentage of the salary to be paid from the identified funding source.
   c. Combination Code/ChartField String: Codes which identify the funding source paying for the salary/fringe.

If the Funding By level should be updated, click <Add> to modify or change funding level.

See the “Distribution Entry Levels of Funding” job aid for a description of funding levels and the strategies behind using each one.