This *Quick Guide* provides you with the steps to access, review, and act on Salary Distribution transactions from the Mass Review Salary Distribution page in the PAC. The Mass Review page allows you to review multiple salary distribution transactions, select an action, and submit them all on one page. To access the page, go to [my.columbia.edu](http://my.columbia.edu), click the HR Manager tab, click the PAC icon, and from the menu, navigate to Worklist/Mass Review > Mass Review Salary Dist.

Transactions appear one after the other on the page. Review each one, select the Approval option, enter any comments, and then select **Process** on the bottom of the page to submit all transactions at once.

Approvals for Salary Distributions and Cost Transfers to a Sponsored Project are **not allowed** to be processed using Mass Approval. They must be approved via the Worklist.
Confirmation

The Submit Confirmation screen appears once the transactions are processed and displays a summary of what was processed. You do not have to wait for the summary or take any other action. To navigate away from this page, click the OK button or any other menu navigation.

For complete instructions on how to submit Salary Distribution Transactions, access the module within the PAC Accounting Transactions course. For more information on approving PAC transactions, access the PAC Approver Training course.