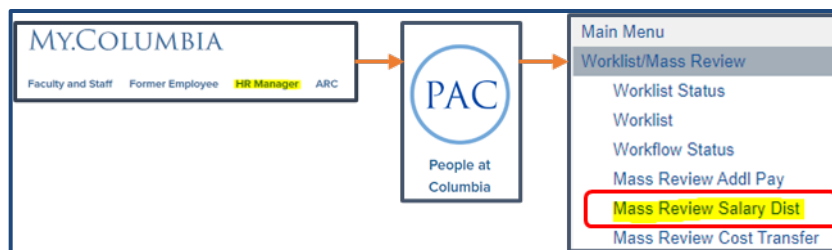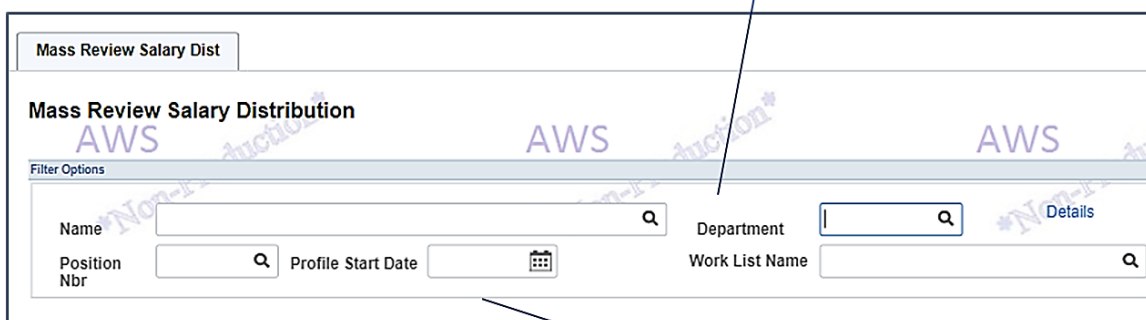This *Quick Guide* provides you with the steps to access, review, and act on Salary Distribution transactions from the Mass Review Salary Distribution page in the PAC. The Mass Review page allows you to review multiple salary distribution transactions, select an action, and submit them all on one page.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

Use the **Filter** options to search the list for specific transactions. If your list contains more than 300 transactions, you will be asked to filter your items before the full page is displayed. The filtered items will appear far more quickly than having the entire page of items load first.
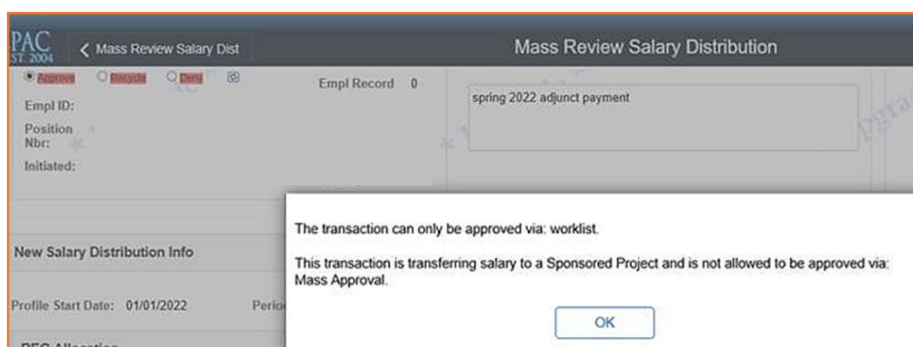

The **Profile Start Date** is the *Profile Effective Date* that was entered when the transaction was initiated. If no transactions appear, there are no pending transactions with that Profile Effective Date.

Review Transactions

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**.

Review each transaction and **Select** your desired action: Approve, Recycle, or, Deny

To clear a radio button selected for a particular transaction, click the **reset symbol** to the right of the 'deny' radio button option

Use the **Navigation** arrows to view transactions on additional pages (if there are additional)

Pending Transactions

Review the **employee information** (name, position, employee record) to ensure the salary distribution is for the correct record

○ Approve ○ Recycle ○ Deny

Salary Distribution Comments

Empl Record 0

Empl ID: 10

Position Nbr: 20

Initiated: 11/02/2022 Department: Job Code: 3

Overlaying a Salary Distribution Profile

Enter a **Comment** as needed. If recycling the transaction, be sure to add a comment as to why it is being recycled

New Salary Distribution Info

Review the **New Salary Distribution Info** (Dates/Combination Code(s), Percentages), to ensure the salary distribution is entered correct

Profile Start Date: 10/01/2022 Period Amount: RSD ● Yes ○ No

If an error displays such as, *Error – Inactive Employee*, the action for that transaction is greyed out. The approver will need to recycle or deny the transaction from the worklist.

REG Allocation

Combination Code: 100 533

Combination Code Dept:

Percent of Distribution: 100.000 Combination Code Amt: Funding End Date: 03/31/2023

The **Originator** field displays the UNI and role of the last person who submitted or approved the transaction

Originator: (Approver) Transaction Type: Level 2 Approver

The **Transaction Type** indicates the level of approval needed at this point in the workflow

Transactions appear one after the other on the page. To submit your selected actions, click the **Process** button on the bottom of the page. The transactions where you selected an action are submitted into workflow to the next level approver. Transactions route to foreign department approvers if foreign combination codes were charged for employees within your home department. If you are the final approver, the transactions are entered into PAC.

Process

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.

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