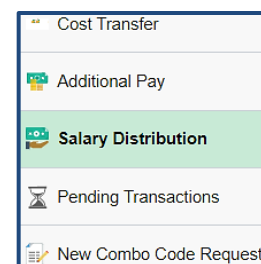
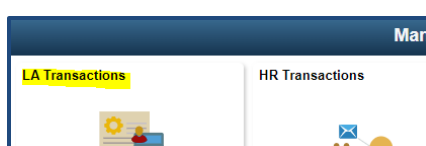
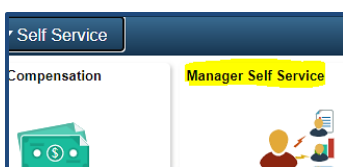




This *Quick Guide* provides you with the steps to create, modify, and approve salary distributions for active employees in the PAC system. Salary distribution tells the payroll system where to charge regular earnings. You can only enter these transactions for active employees within your home department. Salary profiles can be modified to reflect changes going forward and retroactively.

If a transaction receives final approval after the payroll close date for the effective date entered, the new profile will still be effective as of the profile effective date and the payroll that was indicated as the current pay period in the transaction will be considered retroactive and the cost transfer processed.

To access, go to my.columbia.edu, click the **HR Manager** tab, click the PAC icon, select the Manager Self-Service tile from the PAC Homepage, then select LA Transactions, then select **Salary Distribution** from the left menu.



Select the Employee Record

Salary Distribution profiles are created for **active employees in your home department** on a specific employee record. As employees can have multiple records, be sure to select the correct record on which to create or modify the profile.

Salary Distribution

Enter any information you have and click Search.

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

UNI begins with

Department begins with

Position Number begins with

Search

1. Enter a value into one or more of the search criteria fields
2. Click Search

A list of employee records will appear based upon the criteria entered.

Search Clear Basic Search Save Search Criteria

Search Results

View All

Empl ID	Empl Record	Name	UNI	Department	Position Number	Description
100	0	Pinena Cury	0890000	0890000	30890000	Short-Term Casual
100	1	Pinena Cury	0890000	0890000	20003626	Telecomm Netw. Tech

Review the Current Information

Verify the employee's information is the correct and review any historical salary distribution profiles and allocations as needed.

Salary Distribution History

Effective Date:

07/01/2021

Effective Sequence:

0

Department:

1618103

Allocation

Combination Code:

1000367522

53300-UR004672-00000-00000000-01

Earnings Code:

REG

% Distribution:

100.000

Funding End Date:

06/30/2022

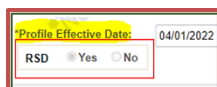
Create/Modify a Salary Distribution Profile

Enter the new profile information into the **New Salary Distribution Info** Section

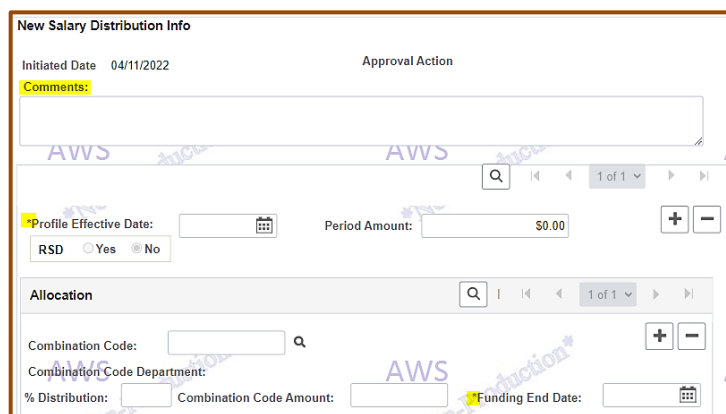
Comment: Comments are required where any portion is allocated to a sponsored project (i.e., one beginning with PG, GG, or IN) regardless if it is a current, future, or retro allocation and it must be at least 30 characters in length, or when creating a retroactive salary distribution because it contains the cost transfer component and comments are required for cost transfers.

Profile Effective Date: Indicates when to begin charging the combo codes listed in the allocations. The most recent effective dated distribution completely replaces a prior profile.

- This date can be earlier than the start of the current pay period but must be within the current fiscal year. If prior to the current pay period, a retroactive salary distribution occurs. The RSD indicator reads 'yes'.



Profile Effective Date: 04/01/2022
RSD Yes No



New Salary Distribution Info

Initiated Date: 04/11/2022 Approval Action

Comments:

Profile Effective Date: 04/01/2022 Period Amount: \$0.00
RSD Yes No

Allocation

Combination Code: Combination Code Department: % Distribution: Funding End Date:

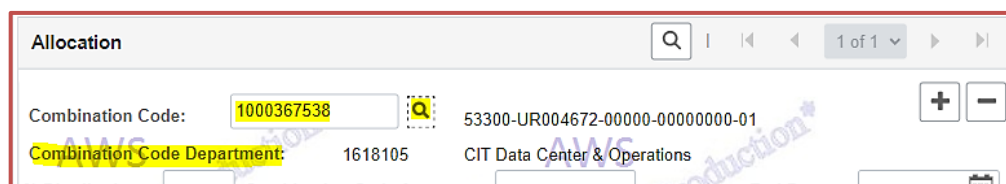
- This date does not have to begin on a pay period start date as funding arrangements can start in the middle of a pay period

Funding End Date: indicates the last day the employee's regular earnings should be charged to the combo code(s) in the salary distribution profile and is required for all Salary Distribution transactions.

- For salaried employees not on a grant *and without a specific funding end date*, enter 6/30 FY and the distribution will roll over to the next FY at the end of each fiscal year
- For salaried employees not on a grant *with a specific funding end date*, enter the actual funding end date. The funding allocation will end on that date and a new profile must be entered
- For employees on a grant, enter the actual funding end date. The allocations indicated in that profile will end on that date and a new profile must be entered

Combination Code: Enter the combination code(s) to which you want to charge part or all the distribution. Combo codes are restricted based on the REG earnings code (REG is the earnings code for salary distributions). The system will not let you charge a combo code that is invalid for that earnings code. Ensure the combo code is active for the transaction dates. Select the "+" button (in the *Allocation* section) to open another section to distribute salary to more than one Combination Code. Make sure the total allocation = 100%.

If charging one or more foreign department combo codes, the transaction will route to all foreign funding department approvers after home (admin) department approval.



Allocation

Combination Code: 1000367538 53300-UR004672-00000-00000000-01
Combination Code Department: 1618105 CIT Data Center & Operations

Combination Code Amount/% Distribution: Enter either the Combo Code Amount (dollar amount) or Percent of Distribution (not both). When you enter a value into either of these fields, the other field is “grayed out”.

- Combo Code amount is the dollar amount of the salary to be charged to the combo code
- Percent of Distribution is the percentage amount of the salary to be charged to the combo code

Period Amount: This is user calculated and only entered when entering a Combination Code Amount

- The Period Amount equals the amount of the employee’s salary for the timeframe between the Profile Effective Date and the Funding End Date
- The system performs the calculation to arrive at the percentage to charge for the employee’s regular earning

Create multiple profiles in the same transaction: This is a way to ensure an employee’s salary funding charges continue when a distribution profile that does not automatically roll over ends.

To do this, click on the “+” button to the right of the Period Amount field to open a new blank section.

You may enter as many profiles as you need as well as multiple allocation lines within each new profile, ensuring the total percentage amount equals 100% for each profile.

Important! When multiple profiles and combo code charges are submitted in the same transaction, they are approved/denied/recycled together. An approver cannot take separate actions on different portions of the transaction.

Documentation Requirements

When allocating charges to a sponsored project, the Sponsored Project Details section must be completed, and the supporting documentation attached to the transaction. **Important!** Attaching a document triggers a requirement to complete the remaining Sponsored Project Details fields.

Select **Upload**. Then select **choose file** to locate the document. The “+” opens another row to add another document and the “-” deletes a row and the document within. Select “**View**” to view the uploaded document.

Submit into Workflow for Approval

1. Select **Save and Submit** to send the transaction into the workflow and to the 1st level approver in the home department
2. Select **Save for Later** and the transaction will remain in initiator status where you, or another initiator can access it and update it with new information
3. Select **Quit Without Saving** to return to the Search page without saving any entered information

Note: If charging foreign combo codes for employees within your home dept., the transaction will route to the foreign departments for approval after home dept. approval.

Pending Transactions Page

You can view the status of **all** Labor Accounting transactions on this page, accessible from the left menu of the LA Transactions page. This is view only page. Approvers access transactions to approve from the Worklist.

Statuses include

- *Pending* - submitted (in workflow), approved (does not specify level), requested (final approval and enroute to PAC processing)
- *Cancelled* - denied and removed from system
- *Processed* - approved and processed in PAC

Name	Type of Trans	Start Date
Grosjacques, Dianerbin	Addl Pay	01/16/20
Klesz, Cristenes	Addl Pay	02/16/20

Select	Name	Type of Trans
<input type="checkbox"/>	Greece, Mamy	Addl Pay
<input type="checkbox"/>	Guibourdenche, Silvirina	Cost Xfer
<input type="checkbox"/>	Schripsema, Arlatis	Cost Xfer
<input type="checkbox"/>	Euzenne, Donilba Alma	Cost Xfer
<input type="checkbox"/>	Sabeh, Tong	Cost Xfer

View Salary Distribution Approval History

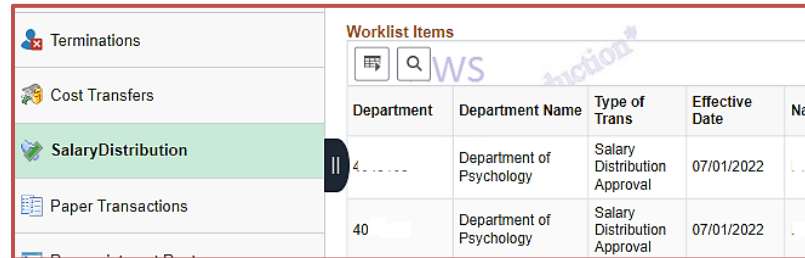
Click on the **Salary Distribution Approval History** link. The **Transaction Approval History** window appears where you can view the chain of approvals and comments for all prior approved salary distribution transactions for this employee. Attached documents are viewable from this section the day after it receives final approval.

Empl ID	Empl Rcd#	UNI	Job
100	0	010100	Professor

Approver Steps

Access and Review

Navigate to the [Worklist](#) and select Salary Distribution from the left menu. Click the link for the Employee's Name to review the transaction.

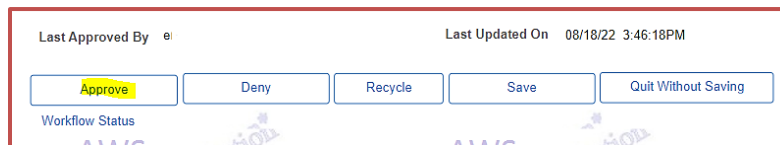


Worklist Items				
Department	Department Name	Type of Trans	Effective Date	Name
40	Department of Psychology	Salary Distribution Approval	07/01/2022	
40	Department of Psychology	Salary Distribution Approval	07/01/2022	

Select the Approver Action

Select the appropriate button on the bottom of the screen

- Approve – approve and send to the next level for approval. If this is the final level approval, the transaction is submitted into PAC
- Deny – deny the transaction
- Recycle – sends the transaction back for correction. Be sure to add a comment as to why it is being recycled
- Save – saves updated information if made by the 1st level admin department approver. Subsequent level approvers can only add a comment to the transaction
- Quit Without Saving – return to the Worklist without saving entered data



Last Approved By: [blank] Last Updated On: 08/18/22 3:46:18PM

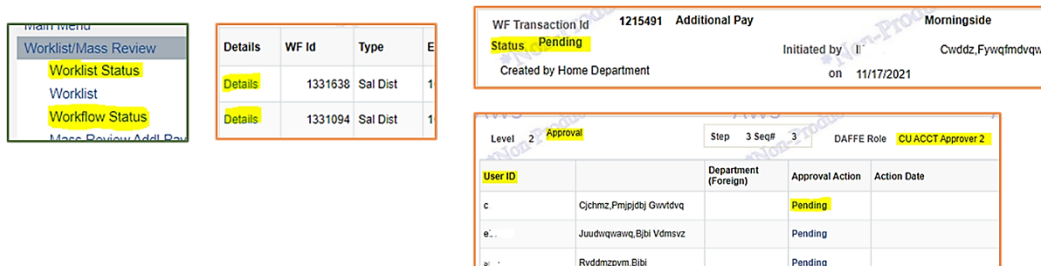
[Approve](#) [Deny](#) [Recycle](#) [Save](#) [Quit Without Saving](#)

Workflow Status

For steps on how to process multiple transactions at once, access the [PAC Mass Review Salary Distribution Quick Guide](#).

Workflow Status

Workflow Status provides the location of transactions currently in workflow. This page is in the Worklist menu and is viewable by approvers. Select the **Details** link next to the transaction. The top of the page displays the overall transaction status. The Workflow Routing section workflow routing including the approvers queues the transaction is currently in.



main menu: [Worklist/Mass Review](#), [Worklist Status](#), [Worklist](#), [Workflow Status](#), [Mass Review Addl Pay](#)

Details	WF Id	Type	E
Details	1331638	Sal Dist	1
Details	1331094	Sal Dist	1

WF Transaction Id: 1215491 Additional Pay: Morningside
Status: Pending Initiated by: Cwddz.Fyyqfmdvqw
Created by Home Department on 11/17/2021

Level	2	Approval	Step	3	Seq#	3	DAFFE Role	CU ACCT Approver 2
User ID	Department (Foreign)	Approval Action	Action Date					
Cjchmz.Pmijjdtj Guvtdvq		Pending						
Juudvqvwq.Bjbi Vdmvsvz		Pending						
Ryddmzpm.Bjbi		Pending						

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.