

## PAC Salary Distribution Transactions Module Transcript

Visit the [Compensation and Salary Accounting](#) webpage on the [HR Manager Toolkit](#) for more information and training materials.

### Salary Distribution Transactions

#### Module Transcript

Following is the transcript of the PAC Salary Distribution Transactions Training Module accessed via the [Enterprise Learning Management system](#).

Estimated Time to Complete Module: **30 minutes**

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## Introduction Slide – Salary Distribution Transactions

# Salary Distribution Transactions

How to Create and Submit Salary Funding  
Profiles in PAC

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How to Create and Submit Salary Funding Profiles in PAC

## Salary Distribution Module and Role Overview

Completion of this module and its accompanying knowledge assessment is required to use the Salary Distribution functionality in PAC. A score of 90% or better is required for passing knowledge assessments.

This module will provide you with the definitions and use of the components of a salary distribution, guide you through the entry sections, and, provide sample entry examples.

**Estimated Time to Complete Course:** 45 minutes

The *Accounting Initiator* role is required to perform Salary Distribution transactions in PAC. The *Accounting Approver* role is required to approve Salary Distribution transactions.

The Accounting role includes the ability to process both Salary Distributions and Cost Transfers. Cost Transfers are covered in their respective content modules within the *PAC Accounting Transactions* course.



Completion of this module and its accompanying knowledge assessment is required to use the Salary Distribution functionality in PAC. A score of 90% or better is required for passing knowledge assessments.

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The Accounting role includes the ability to process both Salary Distributions and Cost Transfers. Cost Transfers are covered in their respective content modules within the PAC Accounting Transactions course.

## About Salary Distribution Transactions

**What are Salary Distributions?**

A salary distribution is the process by which departments communicate the allocation of regular earnings for faculty and staff to the Accounting and Reporting at Columbia (ARC) system. Departments create salary distribution profiles in PAC which detail the Combo Codes / ChartStrings to which the employee's earnings should be charged. Salary profiles can be modified to reflect the changes both going forward and retroactively.

**What are Retroactive Salary Distributions?**

A retroactive salary distribution or RSD is a salary distribution transaction that combines the go-forward salary distribution profile(s) with a cost transfer in one transaction. It is determined depending upon the profile effective date entered and eliminates creating two separate transactions when you need to process both a cost transfer and create a new salary distribution profile. Note that the ability to process cost transfers using the standalone Cost Transfer functionality is available and at times necessary.

A retroactive salary distribution (RSD) differs in that it not only communicates the ChartString(s) to be charged going forward but also retroactively modifies the employee's profile and creates the related cost transfers. That is, makes changes to payroll charges that have already been paid out. It is a combined Salary Distribution and Cost Transfer.

Later in the module, we'll discuss the guidelines as to when a retroactive salary distribution can be made or if two separate transactions, a salary distribution for the go-forward allocation and a cost transfer for the moving of payroll charges, are required.

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### What are Salary Distributions?

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Later in the module, we'll discuss the guidelines as to when a retroactive salary distribution can be made or if two separate transactions, a salary distribution for the go-forward allocation and a cost transfer for the moving of payroll charges, are required.

## Slide 4 - More About Salary Distribution Transactions

### More About Salary Distribution Transactions

#### How are Salary Distribution transactions made?

Salary distribution transactions (both retroactive and go-forward) are created for active employees in your home department. At the time of hire/rehire, a salary distribution profile is created for all faculty and staff via Template-Based Hire (TBH), or by Payroll for employees who could not be hired using TBH. Once an employee is hired and their record is in PAC, an employee's salary distribution profile can be changed through the Salary Distribution transaction process.

#### When are Salary Distributions entered?

Salary distributions are entered when a change to an employee's past or current salary profile is required. Either because the earnings were in suspense or there is a change to the funding arrangement for the employee's regular earnings.

Salary distribution transactions created using a profile effective date *within* the current or future pay period communicates charges for the employee's regular earnings going forward only. Salary distribution transactions created using a profile effective date *prior* to the beginning of the current pay period, i.e., a profile effective date for a previously confirmed (run) payroll, triggers the cost transfer portion of the RSD.



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## Slide 5 – Suspense Charges

# Suspense Charges

## What is Payroll Suspense?

When an employee is paid, the earnings must be allocated to one (or more) combo codes (representing ChartStrings.) If throughout employment, an employee's earnings are allocated to combo codes that are no longer active, the expense defaults to departmental suspense.

There are two funding allocations for suspense; the *Default ChartString* and the *Suspense ChartString*. Both are considered suspense and are department specific with the difference listed as below.

- The **Default ChartString** is used to charge salary and additional compensation when the ChartString (and thus Combo Code) to charge *has not yet been established*.
- The **Suspense ChartString** is charged when the ChartString/Combo Code to which an employee's earnings are being charged *has expired, reached a limit or becomes inactive*.

For a refresher on how to search for and create combo codes, reference the *PAC Earning Codes and Combo Codes* module in the *PAC Basics for Transactors* course.



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## Slide 6 – Clearing Suspense Charges

### Clearing Suspense Charges

It is the responsibility of each department to make sure that its Departmental Payroll Suspense is cleared of all charges on a monthly basis. The Payroll Department issues a monthly report of suspense by department to senior management.

If a salary distribution is not in place for an employee, his/her regular earnings charges will go to department suspense. To move charges out of suspense, you will need to complete a cost transfer in addition to setting up a new salary distribution for the current and future payrolls.

#### Salary Distribution Profiles and Employee Pay

Salary distribution profiles indicate how to charge an employee's regular earnings in our Accounting and Reporting (ARC) system. They do not impact an employee's receiving their paychecks.

Therefore, if an employee's profile ends, the employee continues to be paid and PAC will place the labor charges into the department suspense ChartString.



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## Slide 7 – Common Causes of Payroll Suspense for Salary Distributions and Solutions

Common Causes of Payroll Suspense for Salary Distributions and Solutions
<b>Causes of Payroll Suspense</b> <ul style="list-style-type: none"><li>• A salary distribution is not in place for an employee.</li><li>• At the time of hire, the Grant Project was not yet established, and the expenses were allocated to the department default ChartString/Combo Code via Template-Based Hire.</li><li>• One or more ChartFields become inactive before the funding end date for the salary distribution.</li></ul>
<b>Solutions to Payroll Suspense</b> <ul style="list-style-type: none"><li>• Once the ChartFields are active in ARC, create the combo code.</li><li>• Enter a new salary distribution profile charging the correct combo code(s), and</li><li>• Move the suspense charges to the correct ChartString(s)/Combo Code(s) either by creating a Retroactive Salary Distribution (within the current FY) or a Cost Transfer (for the prior FY).</li></ul>



### Causes of Payroll Suspense

- A salary distribution is not in place for an employee.
- At the time of hire, the Grant Project was not yet established, and the expenses were allocated to the department default ChartString/Combo Code via Template-Based Hire.
- One or more ChartFields become inactive before the funding end date for the salary distribution.

### Solutions to Payroll Suspense

- Once the ChartFields are active in ARC, create the combo code.
- Enter a new salary distribution profile charging the correct combo code(s), and
- Move the suspense charges to the correct ChartString(s)/Combo Code(s) either by creating a Retroactive Salary Distribution (within the current FY) or a Cost Transfer (for the prior FY).

## The REG Earnings Code

Salary distribution transactions communicate the allocation for **regular earnings only** which are indicated in PAC by the **REG** earnings code. Therefore, the code does not need to be selected and is automatically applied. The REG earnings code is considered a "parent" code as it has many codes that roll-up to it, called "child" codes. For more information on earnings codes, reference the *PAC Basics for Transactors Course*.

### Regular Earnings in Retroactive Salary Distributions

As only regular earnings are communicated via salary distributions, the cost transfer portion of the RSD will only transfer payroll charges with a REG earn code along with all earning codes that roll up to REG (for the employee's payroll(s) indicated by the Profile Effective Date and Funding End Date). This is because of the "parent/child" relationship in PAC.

**Notes:**

- When viewing the details of the RSD (the Cost Transfer portion), in the Cost Transfer Inquiry page, each earn code (both parent and child) will have a separate Cost Transfer transaction.
- To transfer earnings for **only** a child code of REG, use the cost transfer process. This is because the RSD transaction will automatically move all the child codes with the REG earn code (upon approval). So, if you wanted to move only one of the child codes, e.g., OVT, a cost transfer would need to be done the day after the RSD is approved.

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## List of Codes that Roll Up to the REG Earnings Code

Earn Cd	Description	Earn Cd	Description	Earn Cd	Description
002	Workers Compensation	DPE	Disability Pension	SCK	Sick Pay
017	Termination Vacation Pay	HLF	Overtime at Half Time	SHF	Shift - Mntce & Custodial
018	Post-Mortem Pay	HOL	Holiday Pay	SHL	Shift - TWU Lamont
020	Shift	N12	Royalties	SHS	Shift - Securities
04G	2110 4% Differential	N15	Scholarship/Fellowship	SNW	Snow Removal
08R	Shift 8% Regular	N16	Independent Personal Services	SRB	Scrub Time
10G	Shift 10% on Gross	NWD	Non-Watch Differential	T15	Scholarship/Fellowship
10R	Shift 10% Regular	OPR	Overpayment Recovery - REG	T16	Independent Personal Services
25G	Shift 2.57% on Gross	OPT	Overpayment Recovery - OT	T17	Independent Personal Services
BGD	Red Bag Disposal	OTS	Overtime at Straight Time	T18	Teaching
CCC	Child Care Credit	OVT	Overtime	T19	Studying & Training
DBH	Double and one-half time	PEN	Pension	T50	Other Income
DBL	Double Time	REG	Regular Earnings	VAC	Vacation Pay
DEF	Deferred Income	RGR	Retro Regular Earnings		



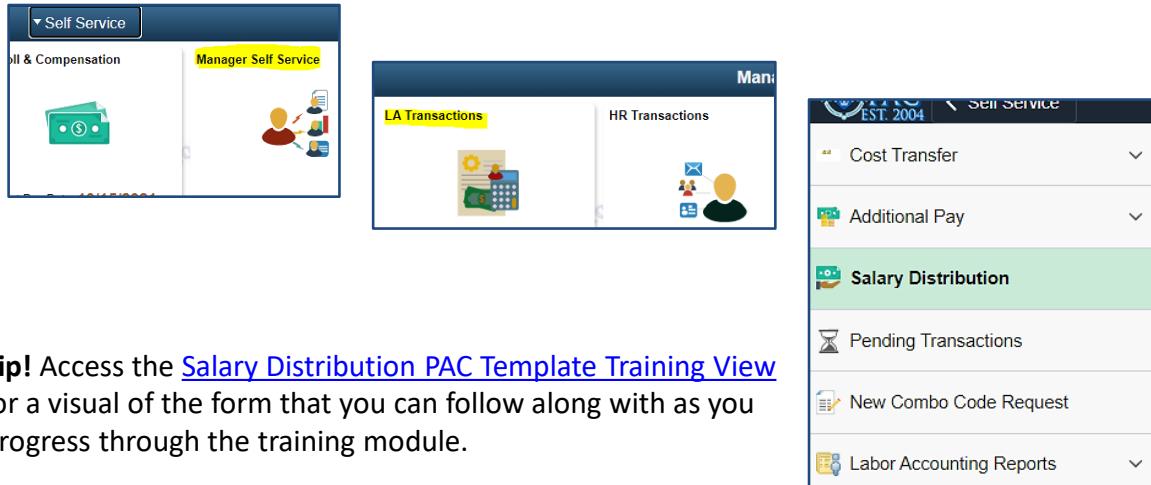
See Chart on the screen for the codes.

## Slide 10 - Access Salary Distribution Page

# Access Salary Distribution Page

## Navigate to the Salary Distribution Page

Select the Manager Self-Service tile from the PAC Homepage, then select LA Transactions, then select Salary Distribution from the left menu.



**Tip!** Access the [Salary Distribution PAC Template Training View](#) for a visual of the form that you can follow along with as you progress through the training module.



## Navigate to the Salary Distribution Page

Select the Manager Self-Service tile from the PAC Homepage, then select LA Transactions, then select Salary Distribution from the left menu.

**Tip!** Access the Salary Distribution PAC Template Training View for a visual of the form that you can follow along with as you progress through the training module.

## Slide 11 - Search Results - Select Employee Record

**Search Results - Select Employee Record**

When searching for an employee record, the results list displayed is based upon the search criteria entered. For example, if you entered an employee ID (EmplID) or UNI, the results list will display records for that employee only. If you entered a first name (Name) or Department, the results list will display records for all employees with that first name in your home department(s) or all employees in your home department(s).

- Note:** When more than one record appears for a person, ensure you *select the correct job record* on which to create the salary distribution profile because that is the record on which the salary allocation will be processed.

**Important:** You can only access active employees in your home department(s).

The screenshot shows a search interface with the following steps highlighted:

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.

EmplID	Empl Record	Name	UNI	Department	Position Number	Description
100	0	Pinela Cuny	a...	0890000	0890000	Short-Term Casual
100	1	Pinela Cuny	a...	0890000	28002626	Telecoms Network Tech

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When searching for an employee record, the results list displayed is based upon the search criteria entered. For example, if you entered an employee ID (EmplID) or UNI, the results list will display records for that employee only. If you entered a first name (Name) or Department, the results list will display records for all employees with that first name in your home department(s) or all employees in your home department(s).

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**Important:** You can only access active employees in your home department(s).

## Slide 12 - Review Employee Information

# Review Employee Information

Once you select an employee record, the **Employee Information** section displays details such as job, department, position number and annual rate which helps to validate that this is the record on which to create the salary distribution profile.

Salary distributions are *record specific* and not employee specific. Instead of one salary profile per employee, there is *one profile for each employee record*.

Review the employee and position data. If this is not the record on which to create the profile, return to the search page, enter new search criteria and select the correct job record. If the employee holds more than one position and receives regular earnings on those positions, you may need to update one or more records depending on the funding change.

Salary Distribution	
<b>Employee Information</b>	
Zacny,Elberio Claudia	AWS
Empl ID: 1001	Empl Rcd#: 0
UNI:	<a href="#">Salary Distribution Approval History</a>
Job: 314106	Director -
Pay Group: MO1	Officers
Company: CU1	Columbia University
Department: 1614103	
Location: 06	Manhattanville Campus
Position Number: 200	Director-
Annual Rate: \$	
Contract Period Sal: \$0.00	Appointment End Date:



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Salary distributions are record specific and not employee specific. Instead of one salary profile per employee, there is one profile for each employee record.

Review the employee and position data. If this is not the record on which to create the profile, return to the search page, enter new search criteria and select the correct job record. If the employee holds more than one position and receives regular earnings on those positions, you may need to update one or more records depending on the funding change.

## View Historical Salary Distributions

The **Salary Distribution History** section of the page displays all of employee's approved allocations of regular earnings including the most recent profile. **Salary Distribution information is viewable only by the home department.**

The screenshot shows a page titled "Salary Distribution History". At the top, there is a navigation bar with arrows and a "View All" button. Below it, the text "1 of 14" indicates the current page. The main content area has two sections: "Allocation" and "Allocation". The first "Allocation" section contains fields: "Effective Date: 07/01/2021", "Effective Sequence: 0", "Department: 1614103", "Combination Code: 1000001328", "Earnings Code: REG", and "Funding End Date: 06/30/2022". The second "Allocation" section contains fields: "% Distribution: 100.000" and "53300-UR004672-00000-00000000-01". There are also "View All" buttons for each section.

1. To see a complete view for an employee's most recent and historical salary distribution profiles:
  - click "View All" on the "Salary Distribution History" bar, or,
  - click the arrows on that same bar to cycle through the profiles.
2. To see all the combo codes and allocations for a particular salary distribution, *if the salary was charged to more than one ChartString*:
  - click "View All" on the "Allocation" bar, or,
  - click the arrows on that same "Allocation" bar.



The Salary Distribution History section of the page displays all of employee's approved allocations of regular earnings including the most recent profile. Salary Distribution information is viewable only by the home department.

## Review the Current Salary Distribution

The most recent distribution appears first, displaying the details including the combination codes, percentage(s), and effective dates.

All profiles have end dates and depending upon the specifics of the funding, the profile may roll over into the next fiscal year or it may require a new entry to avoid the salary charges falling into payroll suspense. More on the details when new profiles must be entered is covered later in the module.

A screenshot of a software interface titled "Salary Distribution History". At the top, there are search and navigation buttons, and a status bar indicating "1 of 16" and "View All". Below this, a table displays a single row of data. The columns include "Effective Date" (07/01/2021), "Effective Sequence" (0), "Department" (1618103), and "Allocation". Under "Allocation", there are two sub-fields: "Combination Code" (1000367522) and "Earnings Code" (REG). There is also a "Funding End Date" field (06/30/2022). The entire screenshot is framed by a thick brown border.



The most recent distribution appears first, displaying the details including the combination codes, percentage(s), and effective dates.

All profiles have end dates and depending upon the specifics of the funding, the profile may roll over into the next fiscal year or it may require a new entry to avoid the salary charges falling into payroll suspense. More on the details when new profiles must be entered is covered later in the module.

## Slide 15 - New Salary Distribution Section

### New Salary Distribution Section

New salary allocation profiles are entered in the **New Salary Distribution** section. The Initiated Date is system generated and is the date the transaction was initiated. It is helpful to gather the accounting information for the employee prior to entering the transaction data.

Asterisks indicate required fields. Additional fields are conditionally required based on how you enter the salary distribution.

The screenshot shows the 'New Salary Distribution Info' screen. At the top, there is a 'Comments:' text area. Below it, the 'Profile Effective Date' field is highlighted with an asterisk (\*), indicating it is a required field. The 'Period Amount' field contains '\$0.00'. In the 'Allocation' section, the 'Combination Code' and 'Combination Code Department' fields are shown. The '% Distribution' field is also highlighted with an asterisk (\*). The 'Funding End Date' field is present but not highlighted.



New salary allocation profiles are entered in the New Salary Distribution section. The Initiated Date is system generated and is the date the transaction was initiated. It is helpful to gather the accounting information for the employee prior to entering the transaction data.

Asterisks indicate required fields. Additional fields are conditionally required based on how you enter the salary distribution.

## Saved but not Submitted Salary Distribution Entries

If the **New Salary Distribution Info** fields on the employee's page are filled in and the approval buttons greyed out, a new distribution cannot be entered until that pending transaction is approved or cancelled.

The figure consists of two side-by-side screenshots of a software interface for creating a new salary distribution profile. Both screenshots have a blue oval labeled '1' over the first one and '2' over the second. The first screenshot shows a mostly empty form with only the 'Comments' field containing the text 'AWS'. The second screenshot shows a more complete form with various fields filled in, including the effective date, period amount, RSD status, and combination code information. At the bottom of both screenshots, there are three buttons: 'Save and Submit', 'Save for Later', and 'Quit Without Saving'. The 'Save and Submit' button is highlighted with a grey background in both cases, indicating it is disabled.

1. The screen print on the left has blank fields and the action buttons on the bottom of the screen are active. You may enter a new salary distribution profile.
2. The screen print on the right has completed fields and the action buttons on the bottom of the screen are inactive. You cannot enter a new salary distribution profile.



If there is a pending salary distribution in workflow for an employee, you may not enter another for that employee until the pending transaction has been approved or cancelled.

If the New Salary Distribution Info fields on the employee's page are filled in and the approval buttons greyed out, a new distribution cannot be entered until that pending transaction is approved or cancelled.

## Slide 17 - Enter a Salary Distribution Comment

**Enter a Salary Distribution Comment**

Comments are required for all salary distributions 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.

For Salary Distribution transactions with Sponsored Projects, justification comments are required to be greater than 30 characters.  
The PeopleCode program executed an Error statement, which has produced this message.

OK

Comments are also required when creating a retroactive salary distribution (RSD) because it contains the cost transfer component and comments are required for cost transfers. Provide a description of the distribution and indicate the nature and reason for the allocation and transfer along with any specific details required by your own department or school. This information is viewable to the approvers and helpful for their review.

There is one comment area available for all salary distribution profiles entered.

New Salary Distribution Info  
Initiated Date: 8/4/02/0022 Approved Action: Pending  
**Comments:**  
Insert Comment Here  
AWS AVVS  
\*Profile ID: 22100.704  
Retro Salary Distribution requires Comments above (22100.704)  
You've entered a Retro Salary Distribution. Accordingly, please fill in the "Comments" section.  
OK

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Comments are required for all salary distributions 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.

Comments are also required when creating a retroactive salary distribution (RSD) because it contains the cost transfer component and comments are required for cost transfers. Provide a description of the distribution and indicate the nature and reason for the allocation and transfer along with any specific details required by your own department or school. This information is viewable to the approvers and helpful for their review.

There is one comment area available for all salary distribution profiles entered.

## The Profile Effective Date

The **Profile Effective Date** is the date the employee's salary distribution goes into effect. The process will find **all regular earnings in the pay period** of the date entered and **must be within the current Fiscal Year**. If payroll charges from the *prior FY* are to be transferred, a cost transfer must be submitted.

For example, entering a 10/8/20YY Profile Effective Date for a semi-monthly paid employee, will move the payrolls for **all** regular earnings within the 10/1/20YY through the 10/15/YYYY paycheck.

If the profile needs to be established in the middle of a pay period, e.g., 10/8/20YY, a cost transfer must be completed because you are indicating that only a portion of the payroll is to be reallocated. Submit the Salary Distribution with a Profile Effective Date equal to 10/16/20YY and then process a cost transfer for the partial amount in the 10/1/20YY - 10/15/20YY payroll.

If the date is earlier than the begin date of the current pay period, a Retroactive Salary Distribution (RSD) is indicated which triggers a cost transfer for the prior earnings as part of the process.

The screenshot shows a software interface for managing salary distributions. A yellow box highlights the 'Profile Effective Date' field, which contains the date '04/01/2022'. Below this field is a radio button group labeled 'RSD' with the 'Yes' option selected. To the right of the radio buttons is a small 'P' button. The entire interface is enclosed in a light gray box.



The Profile Effective Date is the date the employee's salary distribution goes into effect. The process will find all regular earnings in the pay period of the date entered and must be within the current Fiscal Year. If payroll charges from the prior FY are to be transferred, a cost transfer must be submitted.

For example, entering a 10/8/20YY Profile Effective Date for a semi-monthly paid employee, will move the payrolls for all regular earnings within the 10/1/20YY through the 10/15/YYYY paycheck.

If the profile needs to be established in the middle of a pay period, e.g., 10/8/20YY, a cost transfer must be completed because you are indicating that only a portion of the payroll is to be reallocated. Submit the Salary Distribution with a Profile Effective Date equal to 10/16/20YY and then process a cost transfer for the partial amount in the 10/1/20YY - 10/15/20YY payroll.

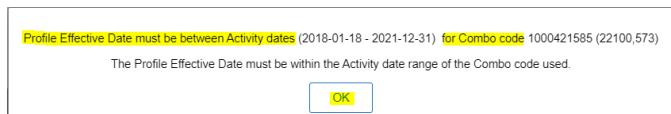
If the date is earlier than the begin date of the current pay period, a Retroactive Salary Distribution (RSD) is indicated which triggers a cost transfer for the prior earnings as part of the process.

## Profile Effective Date Edits

After entering the Profile Effective Date and then either pressing the **Enter** key (or tabbing or clicking into another field), PAC will validate the Profile Effective Date. If the date entered does not conform to the allowable requirements, the system will prompt you to enter a correct date. The entry field will turn **red**, and PAC will generate a pop-up window with the error message.

### Edits:

- the date must be within the current FY.
- cannot allocate earnings to a Grants project over 90 days (a cost transfer is required).
- must be between the Activity dates of the combo code.
- entering a retroactive date (earlier than the begin date of the current pay period) requires a comment be added for the cost transfer portion.



After entering the Profile Effective Date and then either pressing the Enter key (or tabbing or clicking into another field), PAC will validate the Profile Effective Date. If the date entered does not conform to the allowable requirements, the system will prompt you to enter a correct date. The entry field will turn red, and PAC will generate a pop-up window with the error message.

### Edits:

- the date must be within the current FY.
- cannot allocate earnings to a Grants project over 90 days (a cost transfer is required).
- must be between the Activity dates of the combo code.
- entering a retroactive date (earlier than the begin date of the current pay period) requires a comment be added for the cost transfer portion.

## The Retroactive Salary Distribution (RSD) Indicator

The RSD indicator helps to visually identify a transaction as retroactive (yes) or not retroactive (no). It is for display purposes only and cannot be selected or deselected.

RSD  Yes  No

RSD  Yes  No

Note that PAC considers a *Profile Effective Date* earlier than today's date as retroactive. *This does not necessarily mean that a Cost Transfer will take place.* A cost transfer is only created if the profile effective date is earlier than the current payroll run date, or the transaction receives approval after the current payroll run date.

The RSD Indicator appears on the following pages:

- Salary Distribution
- Mass Review Salary Distribution
- Cost Transfer Inquiry
- Worklist
- Workflow Status



The RSD indicator helps to visually identify a transaction as retroactive (yes) or not retroactive (no). It is for display purposes only and cannot be selected or deselected.

Note that PAC considers a Profile Effective Date earlier than today's date as retroactive. This does not necessarily mean that a Cost Transfer will take place. A cost transfer is only created if the profile effective date is earlier than the current payroll run date, or the transaction receives approval after the current payroll run date.

The RSD Indicator appears on the following pages:

- Salary Distribution
- Mass Review Salary Distribution
- Cost Transfer Inquiry
- Worklist
- Workflow Status

## The RSD Indicator – an Example

### Retroactive Salary Distribution by Definition

Today is 4/2/20YY and the Profile Effective Date = 4/1/20YY. The RSD Indicator is yes because the Profile Effective Date is earlier than today's date.

### Did the RSD Create a Cost Transfer?

- If the transaction receives final approval *prior* to the pay period deadline, the new profile will take effect and no cost transfer will run, as no payroll dollars needed to be moved.
- If the transaction received final approval *after* the deadline, e.g., 4/14/20YY, the 4/1 - 4/15 paycheck salary charges will be moved via the cost transfer portion of the transaction with the new profile taking effect going forward.

**Important!** the RSD indicator will turn to yes if a transaction *becomes* retroactive, i.e., it was created for a go-forward (future-dated) pay period, but it didn't receive approval by the pay period deadline and is now considered retroactive.



### Retroactive Salary Distribution by Definition

Today is 4/2/20YY and the Profile Effective Date = 4/1/20YY. The RSD Indicator is yes because the Profile Effective Date is earlier than today's date.

### Did the RSD Create a Cost Transfer?

- If the transaction receives final approval *prior* to the pay period deadline, the new profile will take effect and no cost transfer will run, as no payroll dollars needed to be moved.
- If the transaction received final approval *after* the deadline, e.g., 4/14/20YY, the 4/1 - 4/15 paycheck salary charges will be moved via the cost transfer portion of the transaction with the new profile taking effect going forward.

**Important!** the RSD indicator will turn to yes if a transaction becomes retroactive, i.e., it was created for a go-forward (future-dated) pay period, but it didn't receive approval by the pay period deadline and is now considered retroactive.

## Slide 22 - Retroactive Salary Distributions (RSD) Guidelines

### Retroactive Salary Distributions (RSD) Guidelines

If the *Profile Effective Date* is prior to the current pay period, the RSD process is triggered which creates the cost transfer portion. Following are RSD processing guidelines and if two separate transactions, a salary distribution for the go-forward allocation, and a cost transfer for the moving of payroll charges, are required.

- RSDs can be made for the ***current fiscal year only and they cannot cross fiscal years***. A system edit will prevent transactions that cross fiscal years from being initiated.
- RSDs create salary distribution profiles and makes changes to payroll charges for an employee's regular earnings (earnings using the REG earnings code and includes all earn codes that rollup to REG).
- Fringe charges are automatically moved with the regular earnings (in the cost transfer portion of the RSD) and cannot be separated out.
- Comments are required for RSD transactions. Those comments transfer onto the subsequent cost transfer and are viewable on the Cost Transfer Inquiry page.
- RSDs cannot be used to create a cost transfer to a grant over 90 days. These requests must be made using the cost transfer process. If it is past 90 days (the 90-day counter begins on the pay end date of the earliest payroll indicated in the retroactive portion of the RSD). A system edit will prevent these types of transactions from being initiated.



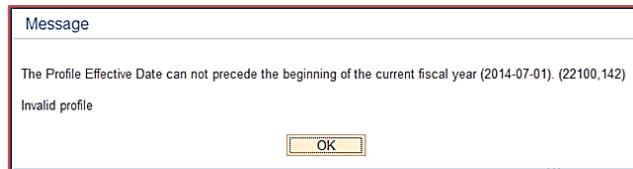
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- RSDs cannot be used to create a cost transfer to a grant over 90 days. These requests must be made using the cost transfer process. If it is past 90 days (the 90-day counter begins on the pay end date of the earliest payroll indicated in the retroactive portion of the RSD). A system edit will prevent these types of transactions from being initiated.

## RSDs in the Current Fiscal Year Only

Profile Effective Dates earlier than the begin date of the current pay period indicates a retroactive salary distribution and thus the trigger for the cost transfer.

*The date, however, must be within the current FY and cannot cross fiscal years retroactively.* PAC will not allow the entry of a Profile Effective Date earlier than 7/1 of the current FY.



The cost transfer portion of the RSD transaction will transfer payroll charges within the current FY only.

Therefore, to transfer payroll charges for earnings in the *prior* fiscal year (-1FY), submit a cost transfer transaction.



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The cost transfer portion of the RSD transaction will transfer payroll charges within the current FY only. Therefore, to transfer payroll charges for earnings in the prior fiscal year (-1FY), submit a cost transfer transaction.

## RSDs Cannot Cross Fiscal Years

The cost transfer portion of the RSD will transfer payroll charges *within the current FY only*. Therefore, the RSD profile effective date cannot be earlier than 7/1/YYYY. To transfer payroll charges for earnings in the *prior* fiscal year (-1FY), submit a cost transfer.

**Example:** If today is 10/13/YYYY and you need to reallocate an employee's regular earnings going forward as well as move prior regular earnings since 05/05/YYYY (from the prior fiscal year). Two transactions must be completed.

Both options require a separate cost transfer. What differs are the effective dates and end dates for the salary distribution portion and the cost transfer portion depending upon the method used.

**Retroactive Salary Distribution – Current FY Only**

1. Today is 10/13/YYYY (Y = current year) and the 10/1 – 10/15 semi-monthly payroll ran
2. Employee's regular earnings require a reallocation from 05/05/YYYY – 12/31/YYYY
3. If the Profile Effective Date = 05/05/YYYY, an error message will appear as this is earlier than the current FY (7/1/YYYY) (or later). Therefore, must enter a Profile Effective Date = 7/1/YYYY (or later)
4. The RSD cannot process the CT from 5/5/YYYY – 6/30/YYYY

There are two ways to complete this transaction

Option 1 – RSD is triggered	Option 2 – RSD not triggered
<ol style="list-style-type: none"><li>1. Profile Effective Date = 7/1/YYYY (earliest date allowable)<ul style="list-style-type: none"><li>• Funding End Date = 12/31/YYYY</li><li>• RSD processes for 07/01/YYYY – 10/15/YYYY</li><li>• SD processes for 10/16/YYYY – 12/31/YYYY</li></ul></li><li>2. A CT is required to move payroll for 5/5/YYYY – 6/30/YYYY</li></ol>	<ol style="list-style-type: none"><li>1. Profile Effective Date = 10/16/YYYY (next payroll begin date)<ul style="list-style-type: none"><li>• Funding End Date = 12/31/YYYY</li><li>• SD processes for 10/16/YYYY – 12/31/YYYY (no retro indicated)</li></ul></li><li>2. A CT is required to move payroll for 5/5/YYYY – 10/15/YYYY</li></ol>

See the examples above for options on how to complete this.

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The cost transfer portion of the RSD will transfer payroll charges within the current FY only. Therefore, the RSD profile effective date cannot be earlier than 7/1/YYYY. To transfer payroll charges for earnings in the prior fiscal year (-1FY), submit a cost transfer.

**Example:** If today is 10/13/YYYY and you need to reallocate an employee's regular earnings going forward as well as move prior regular earnings since 05/05/YYYY (from the prior fiscal year). Two transactions must be completed.

Both options require a separate cost transfer. What differs are the effective dates and end dates for the salary distribution portion and the cost transfer portion depending upon the method used.

See the examples above for options on how to complete this.

## RSD Guidelines – Approval Timing and Workflow

### The Importance of Approval Timing

Salary distributions follow the same workflow whether the transaction is for a retroactive and/or go-forward profile. They can be approved, denied, or recycled. Note that stand-alone cost transfer transactions (done through the cost transfer page) cannot be recycled, only approved or denied.

The reason RSDs can be recycled is because the payroll(s) indicated are not locked while the transaction is in workflow, the way it is in a stand alone cost transfer. Therefore, a cost transfer can be made on those earnings until the RSD is approved.

If a future dated salary distribution is submitted but not approved by payroll deadline, it becomes a retroactive salary distribution automatically and will process the go-forward profile as well as the cost transfer.

The cost transfer portion will be automatically created and processed once the RSD transaction receives final approval.



### The Importance of Approval Timing

Salary distributions follow the same workflow whether the transaction is for a retroactive and/or go-forward profile. They can be approved, denied, or recycled. Note that stand-alone cost transfer transactions (done through the cost transfer page) cannot be recycled, only approved or denied.

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If a future dated salary distribution is submitted but not approved by payroll deadline, it becomes a retroactive salary distribution automatically and will process the go-forward profile as well as the cost transfer.

The cost transfer portion will be automatically created and processed once the RSD transaction receives final approval.

## The Impact of Timely Approvals

If a go-forward salary distribution is not approved by the Pay Calendar deadline, for the profile effective date indicated, it becomes a retroactive salary distribution.

RSD: Effective Date = to a Payroll Begin Date and the paycheck has not yet run

1. Today is 10/4/YYYY (Y = current year)
2. Employee's regular earnings require a reallocation beginning 10/01/YYYY
3. Profile Effective Date = 10/01/YYYY
4. Final approval required by 10/8/YYYY
5. Transaction initiated and received final approval by the deadline

**Note:** although this is by definition a retroactive date because the Profile Effective Date is earlier than today's date, it is processed as a salary distribution because the current pay period payroll has not yet run. Therefore there is not an associated cost transfer to process

Review these two examples to see how the Profile Effective Date and the transaction approval date for a salary distribution can create a cost transfer.

RSD: Effective Date = to a Payroll Begin Date and the paychecks have run

1. Today is 10/4/YYYY (Y = current year)
2. Employee's regular earnings require a reallocation beginning 9/01/YYYY
3. Profile Effective Date = 9/01/YYYY
4. Final approval required by 10/8/YYYY
5. If the transaction is initiated and received final approval by the deadline and the pay check for the 10/15/YYYY payroll has not run, the related cost transfers (from 9/1/YYYY – 09/30/YYYY) will be created by the system and processed and the salary distribution will continue from the 10/1/YYYY paycheck going forward
6. If the transaction is initiated and received final approval on 10/10/YYYY and the pay check for the 10/15/YYYY payroll has run, the related cost transfers (from 9/1/YYYY – 10/15/YYYY) will be created by the system and processed and the salary distribution will continue from the 10/16/YYYY paycheck going forward



If a go-forward salary distribution is not approved by the Pay Calendar deadline, for the profile effective date indicated, it becomes a retroactive salary distribution.

Review these two examples to see how the Profile Effective Date and the transaction approval date for a salary distribution can create a cost transfer.

## Retroactive Salary Distributions – Cost Transfer Details

Because the payroll(s) - individual paycheck data - indicated in a RSD transaction do not "lock" while it is in workflow, the following actions are also allowed to happen until the transaction receives final approval and is committed into PAC.

- A cost transfer can be made on those earnings until the RSD transaction receives final approval. This behavior differs from when you are processing a stand alone cost transfer (where the payrolls are locked until the transaction is approved or cancelled).
- Upon final approval of a RSD, the cost transfer portion will be automatically created and processed.
- When the RSD is processed for someone who has an existing salary distribution in the system, the dates for the entered profile timeframe display in separate rows, one with the dates for the retroactive (cost transfer) portion and one for with go-forward allocation date.
- Upon final approval of a RSD, the details are viewable in the Cost Transfer Inquiry page. See upcoming topic for more information.



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Upon final approval of a RSD, the details are viewable in the Cost Transfer Inquiry page. See upcoming topic for more information.

## Retroactive Salary Distributions – Cost Transfer Details, Continued

- Upon final approval of a RSD, any cost transfers that are *Pending* in the workflow or *Approved and not Processed* yet will be *Canceled*. Two transactions will appear on the Cost Transfer Inquiry page when this happens.
  - The first for the RSD that processed which will display a reason code of "G" on the bottom of the page.
  - The second for the Cost Transfer that was **canceled**. An email is not sent as notification.
- Upon final approval of a RSD, all payroll distributions indicated in the transaction will be included, regardless if a previous cost transfer occurred on any of the payrolls within the retroactive portion.

**Tip!** A best practice is to review the person's salary distribution and cost transfer inquiry page to ensure there aren't any pending transactions before creating a new one.

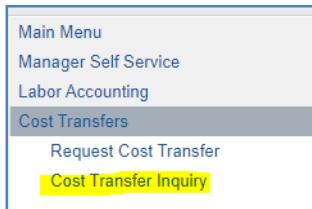


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**Tip!** A best practice is to review the person's salary distribution and cost transfer inquiry page to ensure there aren't any pending transactions before creating a new one.

## Retroactive Salary Distribution – Cost Transfer View

When the RSD transaction receives final approval and is in PAC, you can view the cost transfer details on the **Cost Transfer Inquiry** page. Search for the employee and transaction to view.



The screenshot shows the 'Cost Transfer Inquiry' page. At the top, it displays transaction details: Transaction ID 2807936, Cost Transfer Status Approved, Department 4023105 A&S Maison Francaise, Position Number 200 Maison Francaise, Submission Date 2022, and Workflow Status Approved. It also shows employee information: Empl ID 10 Yousaf Noud and Empl Record 0. There are radio buttons for 'RSD Yes' and 'No'. On the right, there is a 'Details' link and a page navigation bar showing '1-2 of 2'. Below this, there is a section titled 'Transaction Details' with a grid. The grid has columns for Selected (checkbox), Company (CU1), Pay Group (MO1), Pay End Date (07/15/2022), Earnings End Date (07/15/2022), Off Cycle? (checkbox), Earn Code (REG), Fiscal Year (2023), Acctg Period (1), Earnings (1000041832), Combo Code (GT002035-01), and Project ID-Activity ID (GT002035-01). The grid has a header row with these column names.

When the RSD transaction receives final approval and is in PAC, you can view the cost transfer details on the Cost Transfer Inquiry page. Search for the employee and transaction to view.

## Funding End Date

The **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.

A Funding End Date is required for all Salary Distribution transactions.

### Profiles with Funding End Dates that Roll Over to the Next Fiscal Year

#### Salaried Employees not on a Grant with no Specific Funding End Dates

For salaried employees not on a grant, and with no specific funding end date, enter the *Funding End Date* = to June 30 FY (e.g., 06/30/20YY), unless you want to stop charging the Combo Code(s) earlier. The funding will roll over to the next FY at the end of each fiscal year.

**Note:** If the employee has a salary increase/decrease, you do not need to enter a new salary distribution profile. Salary distributions are stored as a percentage and PAC will recalculate the amount charged to the Combo Code(s) and apply that same percentage allocation. If the salary increase/decrease requires a change to the percent(s) or amount(s) charged to the Combo Code(s), a new profile must be created.



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## Funding End Date, continued

### Profiles with Funding End Dates that Do Not Roll Over to the Next Fiscal Year

#### Salaried Employees not on a Grant with a Specific Funding End Date

For salaried employees not on a grant but 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. E.g., Funding ends on 12/14/20YY, a new profile must be set up effective 12/15/20YY otherwise the salary charges will fall into department suspense.

#### Employees with Grant Funding

For employees with grant funding, enter the actual funding end date. The funding will end on that date and a new profile must be entered. E.g., funding ends on 12/14/20YY, a new profile must be set up effective 12/15/20YY otherwise the salary charges will fall into department suspense.



### Profiles with Funding End Dates that Do Not Roll Over to the Next Fiscal Year

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For salaried employees not on a grant but 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. E.g., Funding ends on 12/14/20YY, a new profile must be set up effective 12/15/20YY otherwise the salary charges will fall into department suspense.

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## Funding End Dates and Payroll Suspense

### When a Funding Allocation Ends

When creating transactions there are edits in place to prevent charging salary distributions to combo codes beyond their active timeframes.

However, if a salary distribution is set up with a funding end date (where the funding does not roll over into the next fiscal year - and a new profile is not established), the employee will continue to receive their regular earnings, but PAC does not have a ChartString to allocate the earnings toward and charges are placed in department suspense.

### When a Funding Allocation Ends – Ensure a New Allocation Profile is Established

For example: An employee's regular earnings are funded by a grant from 9/1/20YY - 12/31/20YY and on 1/1/20YY, the earnings are funded by the department. A salary distribution profile is created for the 9/1/20YY - 12/31/20YY timeframe but the new profile effective 1/1/20YY is not set up.

On 1/1/20YY, the employee will continue to be paid and PAC will place the labor charges into the department Suspense ChartString which must then be moved by a cost transfer.



### When a Funding Allocation Ends

When creating transactions there are edits in place to prevent charging salary distributions to combo codes beyond their active timeframes.

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### When a Funding Allocation Ends – Ensure a New Allocation Profile is Established

For example: An employee's regular earnings are funded by a grant from 9/1/20YY - 12/31/20YY and on 1/1/20YY, the earnings are funded by the department. A salary distribution profile is created for the 9/1/20YY - 12/31/20YY timeframe but the new profile effective 1/1/20YY is not set up.

On 1/1/20YY, the employee will continue to be paid and PAC will place the labor charges into the department Suspense ChartString which must then be moved by a cost transfer.

## Transaction Touch Points and Dates

<b>Columbia University Pay Calendar for July 2022 to June 2023</b>								
Type of Payroll	Pay Run ID	Period Covered	PAF, Nomination Forms & TBH	FFE/Time & Labor Entry Period	Labor Accounting Add Comp		View on Web Date	Check Date
			HRPC Mail Closing Date		Dept. Admin.	Final Approve		
Weekly	WKL-23-022	05/22/23-05/28/23	Fri 05/19/2023	05/24/23 - 05/26/23			05/31/23	06/02/2023
Semi-Monthly	SMP-23-011	06/01/23-06/15/23	Fri 06/02/2023		Fri 06/02/2023	Thu 06/08/2023	06/13/23	06/15/2023
Biweekly	BWK-23-023	05/22/23-06/04/23	Fri 05/26/2023	05/31/23 - 06/05/23			06/07/23	06/09/2023

**Transaction Touch Points and Dates**

- Initiated Date* is system generated when the transaction is created.
- The transaction then goes to the 1st level home department for approval and then to any 1st level foreign department approvers if indicated by the combination codes entered.
  - for CUIMC transactions, the 1st level approval is the final approval.
  - for Morningside transactions, the transaction goes to the 2nd level approvers, then on to GSAS approvers (if needed) for final approval.

Departments have until the *Final Approve Date* to submit final approval for the new salary distribution profile to take effect that pay period.

Visit the [HR Forms and Documents page on the HR Website](#) to view the Payroll Calendars.

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### Transaction Touch Points and Dates

- Initiated Date* is system generated when the transaction is created.
- The transaction then goes to the 1st level home department for approval and then to any 1st level foreign department approvers if indicated by the combination codes entered.
  - for CUIMC transactions, the 1st level approval is the final approval.
  - for Morningside transactions, the transaction goes to the 2nd level approvers, then on to GSAS approvers (if needed) for final approval.

Departments have until the Final Approve Date to submit final approval for the new salary distribution profile to take effect that pay period.

Visit the HR Forms and Documents page on the HR Website to view the Payroll Calendars.

## Combination Codes

The combination codes in salary distribution profiles identifies the ChartFields to allocate regular earnings in ARC. It is a 10-digit system-generated number representing a unique ChartString and is required by the PAC system to assign labor charges.

Enter the combo code to which you want to allocate a portion or all the regular earnings directly into the field, if known, or search by clicking the magnifying glass icon next to the combination code field and then entering at least two ChartFields in the search criteria.

When using the search feature and after selecting the ChartField parameters, only those combo codes valid for the earnings code selected and employee type will appear. That is, PAC will not let you charge a combo code that is invalid for that earnings code.

Once entered, the description for that combo code appears in the *Combination Code Department* fields.

Combination Code	Combination Code Department	Description
1000367538	1618105	CIT Data Center & Operations

For a refresher on ChartFields, ChartStrings, and Combination Codes, access the *PAC Basics for Transactors* course.



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Once entered, the description for that combo code appears in the Combination Code Department fields.

For a refresher on ChartFields, ChartStrings, and Combination Codes, access the *PAC Basics for Transactors* course.

## Distributing Salary to Foreign Combination Codes

When creating a new salary distribution profile for an employee in your own (admin/home) department, you may charge your own combo codes or foreign (outside of your home) department combo codes, as needed.

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

As salary distribution profiles are established for employees in your own admin (home) department(s), you *cannot create a new salary distribution profile* for an employee who is not in your admin department(s).



When creating a new salary distribution profile for an employee in your own (admin/home) department, you may charge your own combo codes or foreign (outside of your home) department combo codes, as needed.

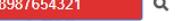
If charging one or more foreign department combo codes, the transaction will route to all foreign funding department approvers after home (admin) department approval.

As salary distribution profiles are established for employees in your own admin (home) department(s), you cannot create a new salary distribution profile for an employee who is not in your admin department(s).

## Combination Code Errors

PAC runs edits to check the validity of entered combo codes. If the combo code is invalid or does not exist, the field turns red with a displayed error message.

Allocation

Combination Code: **B987654321** 

There are many reasons why a combo code is invalid. Depending on the error, you may need to research the attributes with your department to resolve. Once you have the correct combo code, or the correct combo code is valid in PAC, you may enter the transaction.

### Correcting Combination Code Errors

- Inactive Combo Code** - An inactive combo code is a "frozen" combo code that cannot be used for any transactions. Check if the combination code is inactive. For example, if a project is active from 1/1/2021 - 12/31/2023, the combo code(s) for that project will become inactive on 1/1/2024.

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PAC runs edits to check the validity of entered combo codes. If the combo code is invalid or does not exist, the field turns red with a displayed error message.

There are many reasons why a combo code is invalid. Depending on the error, you may need to research the attributes with your department to resolve. Once you have the correct combo code, or the correct combo code is valid in PAC, you may enter the transaction.

### Correcting Combination Code Errors

**Inactive Combo Code** - An inactive combo code is a "frozen" combo code that cannot be used for any transactions. Check if the combination code is inactive. For example, if a project is active from 1/1/2021 - 12/31/2023, the combo code(s) for that project will become inactive on 1/1/2024.

## Combination Code Errors, continued

- **Project Activity Date Errors** - This occurs when transaction dates fall outside of the start and/or end date of the Activity associated with a combo code. If the combo code is active but the *project activity* end date passed, an error is generated as the transaction dates are outside the activity dates. This is because a combo code is specific to the Activity.
  - If a project is active from 1/1/15 - 12/31/17, a combo code can be created for *each* of the project activity segments, e.g.,
    - Activity 1 = 1/1/22 - 12/31/22 = combo code 1234567891
    - Activity 2 = 1/1/23 - 12/31/23 = combo code 1425369685
    - Activity 3 = 1/1/24 - 12/31/24 = combo code 1236547898
- The **Profile Effective Date** must also be valid within the Activity Dates for the combo code entered. After entering the Profile Effective Date and then a Combination Code, the edit will run to confirm that the Profile Effective Date is within the activity start and end dates established for the combo code. For example, if the activity dates for a combo code = 1/1/22 - 12/31/23 and the Profile Effective Date = 12/16/21, an error occurs stating that the Profile Effective Date must be within the Activity Dates for the Combo Code.



- **Project Activity Date Errors** - This occurs when transaction dates fall outside of the start and/or end date of the Activity associated with a combo code. If the combo code is active but the *project activity* end date passed, an error is generated as the transaction dates are outside the activity dates. This is because a combo code is specific to the Activity.
  - If a project is active from 1/1/15 - 12/31/17, a combo code can be created for *each* of the project activity segments, e.g.,
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    - Activity 3 = 1/1/24 - 12/31/24 = combo code 1236547898
  - The **Profile Effective Date** must also be valid within the Activity Dates for the combo code entered. After entering the Profile Effective Date and then a Combination Code, the edit will run to confirm that the Profile Effective Date is within the activity start and end dates established for the combo code. For example, if the activity dates for a combo code = 1/1/22 - 12/31/23 and the Profile Effective Date = 12/16/21, an error occurs stating that the Profile Effective Date must be within the Activity Dates for the Combo Code.

## Combination Code Errors, continued

- **All ChartFields Active for the Period** - Are all the ChartFields active for the period of time for the transaction?
- **Combo Code and Earnings Code** - Is the combination code valid for the REG earnings code? I.e., Is the ChartString that the combo code represents valid to use for a REG earnings code?
- **Combination Code does not exist** - Is this the first time the ChartString is used? Remember, combo codes are a representation of the ChartString. If a ChartString is needed for a transaction and a combo code has not been created for that ChartString, it must first be created.



- **All ChartFields Active for the Period** - Are all the ChartFields active for the period of time for the transaction?
- **Combo Code and Earnings Code** - Is the combination code valid for the REG earnings code? I.e., Is the ChartString that the combo code represents valid to use for a REG earnings code?
- **Combination Code does not exist** - Is this the first time the ChartString is used? Remember, combo codes are a representation of the ChartString. If a ChartString is needed for a transaction and a combo code has not been created for that ChartString, it must first be created.

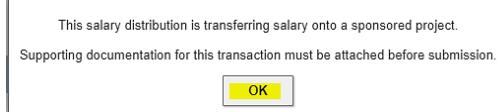
## Salary Distributions to a Sponsored Project

If you are allocating salary charges to a sponsored project, the Sponsored Project Details section must be completed which includes uploading supporting documentation.

Refer to the *Sponsored Projects Salary Cost Transfers* course for additional information.

The screenshot shows a software interface for salary distribution. At the top, there's a header with a search icon, a date field set to '02/01/2022', a period amount of '\$0.00', and a '+'/- button. Below this is a section labeled 'Allocation' with a search icon, also showing '1 of 1'. Under 'Allocation', there's a table with columns for 'Combination Code', 'Combination Code Department', and 'ENG DATA SCIENCE Research'. The 'Combination Code' row contains '1000422329' and '5260404'. The 'Combination Code Department' row contains '5260404' and 'ENG DATA SCIENCE Research'. The bottom of the allocation section has fields for '% Distribution' (26.78), 'Combination Code Amount', and '\*Funding End Date' (05/31/2022). A red box highlights the entire 'Allocation' section.

The transaction cannot be submitted without completing the Sponsored Project Details section **and** attaching the required documentation.

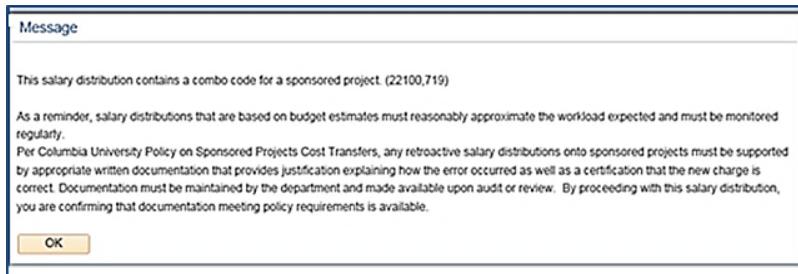


If you are allocating salary charges to a sponsored project, the Sponsored Project Details section must be completed which includes uploading supporting documentation. Refer to the *Sponsored Projects Salary Cost Transfers* course for additional information.

The transaction cannot be submitted without completing the Sponsored Project Details section and attaching the required documentation.

## Combo Codes and Allocating to Sponsored Projects

When creating salary distributions, any allocation containing a combo code for a sponsored project will prompt a pop-up message reminding you to continually monitor allocations for reasonableness and to maintain the required documentation. Refer to the *Sponsored Projects Salary Cost Transfers* course for additional information.



By selecting **OK**, you are acknowledging that you will continually monitor salary allocations with the PI, make adjustments as necessary, as well as maintain the appropriate documentation and storing at a location in your department that is accessible to all.



When creating salary distributions, any allocation containing a combo code for a sponsored project will prompt a pop-up message reminding you to continually monitor allocations for reasonableness and to maintain the required documentation. Refer to the *Sponsored Projects Salary Cost Transfers* course for additional information.

By selecting **OK**, you are acknowledging that you will continually monitor salary allocations with the PI, make adjustments as necessary, as well as maintain the appropriate documentation and storing at a location in your department that is accessible to all.

## 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.

Sponsored Projects begin with PG, GG, or IN. When one of these projects are selected in the transaction, the documentation must be attached.

Look Up Project/Grant	
Project/Grant	begins with <input type="text" value="PG"/>
Description	begins with <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Basic Look"/>	
Search Results Only the first 300 results can be displayed. <input type="button" value="View 100"/> <input type="button" value="1-300 of 300"/>	
Project/Grant	Description
PG000001	Organized Research
PG000002	Sponsored Research Training
PG000003	Other Sponsored Training
PG000004	Priv Gr Proxy

Look Up Project/Grant	
Project/Grant	begins with <input type="text" value="GG"/>
Description	begins with <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Basic Look"/>	
Search Results Only the first 300 results can be displayed. <input type="button" value="View 100"/> <input type="button" value="1-300 of 300"/>	
Project/Grant	Description
GG000001	Organized Research
GG000002	Sponsored Research Training
GG000003	Other Sponsored Training
GG000004	Public Service

Look Up Project/Grant	
Project/Grant	begins with <input type="text" value="IN"/>
Description	begins with <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Basic Look"/>	
Search Results Only the first 300 results can be displayed. <input type="button" value="View 100"/> <input type="button" value="1-300 of 300"/>	
Project/Grant	Description
IN000001	Public Service
IN000999	CTO ACCRUAL
IN001001	CENTO--CO328T07
IN001002	ABBOTVA 06-T17CHOICE

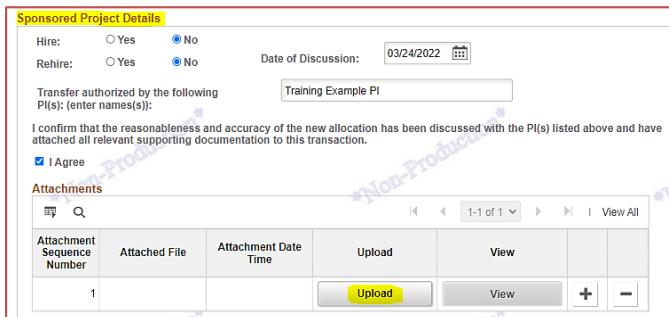
When allocating charges to a sponsored project, the Sponsored Project Details section must be completed, and the supporting documentation attached to the transaction.

Sponsored Projects begin with PG, GG, or IN. When one of these projects are selected in the transaction, the documentation must be attached.

## Slide 42 –Sponsored Projects Details Section and Attachment Upload

### Sponsored Projects Details Section and Attachment Upload

Complete the details within the **Sponsored Project Details** section and then select **Upload** in the **Attachments** section.



**Important!** Attaching a document triggers a requirement to complete the remaining Sponsored Project Details fields.

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Complete the details within the **Sponsored Project Details** section and then select **Upload** in the **Attachments** section.

**Important!** Attaching a document triggers a requirement to complete the remaining Sponsored Project Details fields.

## Slide 43 – How to Attach Documents

# How to Attach Documents

Select **Choose File** and then locate and select the saved file. Attachments can be in multiple formats including Word, Excel, pdf, and email. Select **Upload** again to attach the document.



The screenshot shows two windows. On the left is a 'File Attachment' dialog with a 'Choose File' button (highlighted in yellow) and an 'Upload' button. On the right is an 'Attachments' grid showing one file: 'SD\_Training\_Document\_Attachment\_Example.docx' (Attachment Sequence Number 1), uploaded on 03/25/2022 at 4:05PM. It has 'Upload' and 'View' buttons, and '+/-' buttons for adding or deleting rows.

Select “+” to open another row to add another document.

Select “-” to delete an uploaded document.

Select “View” to view the uploaded document. Note this button is only active until the transaction is submitted. Once the transaction is submitted, attached documents are viewed elsewhere.

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Select **Choose File** and then locate and select the saved file. Attachments can be in multiple formats including Word, Excel, pdf, and email. Select **Upload** again to attach the document.

Select “+” to open another row to add another document.

Select “-” to delete an uploaded document.

Select “View” to view the uploaded document. Note this button is only active until the transaction is submitted. Once the transaction is submitted, attached documents are viewed elsewhere.

## Slide 44 - Allocations - Percent Distribution and Combo Code Amount

### Allocations - Percent Distribution and Combo Code Amount

To assign the allocation (distribution) of the regular earnings, enter *either* the percentage or the dollar amount. When an entry is made in one field, the other field turns gray and disallows entry.

The **Percent (%) Distribution** is the *percentage amount of regular salary allocated (to be charged) to the specified combo code*.

The **Combination Code Amount** is the *dollar amount of regular salary allocated (to be charged) to the specified combo code*.

A screenshot of a software interface titled "Allocation". The interface includes fields for "Combination Code" (1000367538), "Combination Code Department" (1618105), "% Distribution" (100.00), and "Combination Code Amount". The "% Distribution" field is highlighted with a yellow background, while the "Combination Code Amount" field is grayed out.

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To assign the allocation (distribution) of the regular earnings, enter either the percentage or the dollar amount. When an entry is made in one field, the other field turns gray and disallows entry.

The Percent (%) Distribution is the percentage amount of regular salary allocated (to be charged) to the specified combo code.

The Combination Code Amount is the dollar amount of regular salary allocated (to be charged) to the specified combo code.

## Allocate Salary Distribution by Percent

To assign the amount of the salary to be charged to the combo code by **percentage**, enter the percent (up to two decimal points) of the regular earnings (annual rate) in the % (Percent) Distribution field.

Annual Rate: \$8,837.50 Contract Period Sal: \$0.00 Appointment End Date:	<b>Salary Distribution by Percentage</b>
Allocation	
Combination Code: 1000421763 Combination Code Department: 4502103 % Distribution: 100.00	1. Annual Rate displays on the Employee Information section. 2. Percentage entered = the percentage of the Annual Rate (Regular Earnings) to charge to the combo code. Note that the Combination Code Amount field is "greyed out".

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To assign the amount of the salary to be charged to the combo code by percentage, enter the percent (up to two decimal points) of the regular earnings (annual rate) in the % (Percent) Distribution field.

## Slide 46 - Allocate Distribution to Multiple Combo Codes by Percent

### Allocate Distribution to Multiple Combo Codes by Percent

To allocate the salary distribution to more than one combo code, click on the "+" button, within **Allocation** to open another entry section.

Enter the percentages in each section withing the allocation. You may choose as many distribution lines as necessary, ensuring the total percentage amount equals 100%.

The screenshot shows a software interface titled "Allocation". It displays two entries for distributing a salary. Both entries have a "Combination Code" field set to "1000367538" and a "Combination Code Department" field set to "1618105 CIT Data Center & Operations". The first entry has a "% Distribution" field set to "50.00". The second entry also has a "% Distribution" field set to "50.00". Each entry includes fields for "Combination Code Amount" and "\*Funding End Date". There are plus and minus buttons at the top right of each entry section, and a search icon between the two sections.



To allocate the salary distribution to more than one combo code, click on the "+" button, within **Allocation** to open another entry section.

Enter the percentages in each section withing the allocation. You may choose as many distribution lines as necessary, ensuring the total percentage amount equals 100%.

## Slide 47 - Salary Distribution by Combo Code Amount – Requires a Period Amount

### Salary Distribution by Combo Code Amount – Requires a Period Amount

To assign an amount of salary to charge to a combo code by **combination code amount (dollar amount)**, enter the \$ amount in the *Combination Code Amount* field. When a dollar amount is entered, a **Period Amount** must also be entered.

The **Period Amount** is the dollar amount of *regular earnings* for the period between the *Profile Effective Date* through the *Funding End Date* for the distribution. PAC uses the period amount along with the combo code amount entered to calculate the percent distribution. A period amount can equal up to, but not be greater than a full year's regular earnings.

Recall that salary distributions are stored as a percentage and PAC requires both values to calculate the dollar amounts into percentages. PAC rounds to two decimal places.

An additional salary distribution component(s) must then be entered so 100% of the employee's earnings are accounted for in the profile.



To assign an amount of salary to charge to a combo code by combination code amount (dollar amount), enter the \$ amount in the Combination Code Amount field. When a dollar amount is entered, a Period Amount must also be entered.

The Period Amount is the dollar amount of regular earnings for the period between the Profile Effective Date through the Funding End Date for the distribution. PAC uses the period amount along with the combo code amount entered to calculate the percent distribution. A period amount can equal up to, but not be greater than a full year's regular earnings.

Recall that salary distributions are stored as a percentage and PAC requires both values to calculate the dollar amounts into percentages. PAC rounds to two decimal places.

An additional salary distribution component(s) must then be entered so 100% of the employee's earnings are accounted for in the profile.

## Slide 48 - Salary Distribution by Combo Code Amount – Calculation Example

### Salary Distribution by Combo Code Amount – Calculation Example

#### Obtain the Combination Code Amount for the Timeframe of the Allocation

For example, the allocation requires a charge of \$2,500 to a combo code for one month (e.g., 3/1/20YY – 3/31/20YY). The Combination Code Amount = \$2,500.

#### Calculate the Period Amount for the Timeframe of the Allocation

For example, the employee's annual rate = \$65,000 and the timeframe for the allocation is one month (e.g., 3/1/20YY – 3/31/20YY). The Period Amount = \$5,416.67 (\$65,000/12).

#### PAC Calculates the Percent Distribution

The Combination Code Amount (\$2,500)/Period Amount (\$5,416.67) = 46.15%.

#### Enter Additional Allocation(s)

Additional allocation(s) must be added to the profile for the total % Distribution to = 100%. In this example, the remaining 53.85% of the earnings must be allocated to a combo code(s). You may choose as many distribution lines as necessary, ensuring the total percentage amount equals 100% OR the total Combo Code Amount equals the Period Amount.



#### Obtain the Combination Code Amount for the Timeframe of the Allocation

For example, the allocation requires a charge of \$2,500 to a combo code for one month (e.g., 3/1/20YY – 3/31/20YY). The Combination Code Amount = \$2,500.

#### Calculate the Period Amount for the Timeframe of the Allocation

For example, the employee's annual rate = \$65,000 and the timeframe for the allocation is one month (e.g., 3/1/20YY – 3/31/20YY). The Period Amount = \$5,416.67 (\$65,000/12).

#### PAC Calculates the Percent Distribution

The Combination Code Amount (\$2,500)/Period Amount (\$5,416.67) = 46.15%.

#### Enter Additional Allocation(s)

Additional allocation(s) must be added to the profile for the total % Distribution to = 100%. In this example, the remaining 53.85% of the earnings must be allocated to a combo code(s). You may choose as many distribution lines as necessary, ensuring the total percentage amount equals 100% OR the total Combo Code Amount equals the Period Amount.

## Slide 49 - Salary Distribution by Combo Code Amount – Entry Example

### Salary Distribution by Combo Code Amount – Entry Example

Example - \$500 of the employee's salary for the month of August (**Combo Code Amount**) needs to be allocated to a specific combo code. The employee's annual rate = \$8,837.50.

Calculate the **Period Amount** which is the dollar amount of earnings between the *Profile Effective Date* through the *Funding End Date* (in this example it's 8/1/20YY – 8/31/20YY).  $\$8,837.50 / 12 = \$736.45$ .

When the period amount and combination code amounts are entered, PAC calculates the percentage for the timeframe of the allocation and populates into the field. In this example it is **67.89%**.

Annual Rate:	\$8,837.50
Contract Period Sal:	\$0.00
Appointment End Date:	
*Profile Effective Date:	08/01/2022
RSD	<input type="radio"/> Yes <input checked="" type="radio"/> No
Period Amount:	\$736.45
Allocation	
Combination Code:	1000041369
Combination Code Department:	5160111 BUS Global Brand Leadership
% Distribution:	67.89
Combination Code Amount:	\$500.00
Funding End Date:	08/31/2022



Example - \$500 of the employee's salary for the month of August (Combo Code Amount) needs to be allocated to a specific combo code. The employee's annual rate = \$8,837.50.

Calculate the Period Amount which is the dollar amount of earnings between the Profile Effective Date through the Funding End Date (in this example it's 8/1/20YY – 8/31/20YY).  $\$8,837.50 / 12 = \$736.45$ .

When the period amount and combination code amounts are entered, PAC calculates the percentage for the timeframe of the allocation and populates into the field. In this example it is 67.89%.

## Slide 50 - Salary Distribution by Combo Code Amount – Entry Example Cont.

### Salary Distribution by Combo Code Amount – Entry Example Cont.

Click the "+" icon, in the **Allocation** section, to open another allocation entry section within the Profile. This function allows you to distribute regular earnings across as many Combo Codes as required. Enter as many allocations as necessary, until 100% of the regular earnings is allocated.

The screenshot shows a software interface for salary distribution. At the top, there are fields for 'Annual Rate' (\$8,837.50), 'Contract Period Sal' (\$0.00), and 'Appointment End Date'. Below this is a section for 'Profile Effective Date' (08/01/2022) and 'Period Amount' (\$736.45). A radio button for 'RSD' is selected. The main area is titled 'Allocation' and contains two entries. Each entry has fields for 'Combination Code' (e.g., 1000041369, 1000281595), 'Combination Code Department' (e.g., 5160111, 4502103), 'Combination Code Amount' (\$500.00), and '% Distribution' (e.g., 67.89, 32.11). There are also fields for '\*Funding End Date' (08/31/2022) and a small calendar icon. Each entry has a '+' icon to add more rows.



Click the "+" icon, in the **Allocation** section, to open another allocation entry section within the Profile. This function allows you to distribute regular earnings across as many Combo Codes as required. Enter as many allocations as necessary, until 100% of the regular earnings is allocated.

## Salary Distribution Entry Example using % Distribution and Combo Code Amounts

For each allocation line, you may only enter either a percentage or a dollar amount. In this example, two % Distribution lines are entered (50% and 10%) and one Combination Code Amount is entered (\$2,000 which calculated to 40%). The total % = 100%.

Combination Code	Combination Code Department	% Distribution	Combination Code Amount	*Funding End Date
1000421763	4502103	50.00		
1000281595	4502103	40.00	\$2,000.00	
1000041369	5160111	10.00		

For each allocation line, you may only enter either a percentage or a dollar amount. In this example, two % Distribution lines are entered (50% and 10%) and one Combination Code Amount is entered (\$2,000 which calculated to 40%). The total % = 100%.

## Slide 52 - Save and Submit the Salary Distribution Transaction

# Save and Submit the Salary Distribution Transaction

### Review, Save and Submit the Transaction

Review the information entered for accuracy and click the "Save and Submit" button on the bottom of the page to send the transaction through workflow for review and approval.

Last Approved By      Last Updated On

**Save and Submit**      Save for Later      Quit Without Saving

For allocations to sponsored projects you will receive a pop-up message to confirm the supporting documents were attached.

Select **OK**.

This salary distribution contains a combo code for a sponsored project. (22100,719)  
As a reminder, salary distributions that are based on budget estimates must reasonably approximate the workload expected and must be monitored regularly.  
Per Columbia University Policy on Sponsored Projects Cost Transfers, any retroactive salary distributions onto sponsored projects must be supported by appropriate written documentation that provides justification explaining how the error occurred as well as a certification that the new charge is correct. Supporting documentation must be attached upon submission and should be audit review. By proceeding with this salary distribution, you are confirming that documentation meeting policy requirements is available.

**OK**

### Quit Without Saving

To return to the Search page without saving any entered information, click the **Quit Without Saving** button.

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### Review, Save and Submit the Transaction

Review the information entered for accuracy and click the "Save and Submit" button on the bottom of the page to send the transaction through workflow for review and approval.

For allocations to sponsored projects you will receive a pop-up message to confirm the supporting documents were attached.

Select **OK**.

### Quit Without Saving

To return to the Search page without saving any entered information, click the **Quit Without Saving** button.

## Slide 53 – Save a Transaction for Later

# Save a Transaction for Later

### Save the Transaction for Later

If you are not ready to submit the transaction because you are waiting for information or need to confirm an item entry, click the *Save for Later* button and the transaction will remain in initiator status where you, or another initiator, can access it and update it with new information.

When you save a salary distribution transaction for later, it remains on the employee's page. Navigation to the Salary Distribution menu and search for the employee. The saved data appears, and can be updated if needed, and submitted into workflow.

**Important!** When a transaction is saved for later, and not yet submitted into workflow, it cannot be deleted. If it needs to be deleted, submit it into workflow and inform a 1st level approver to deny it. This will remove it and you will be able to enter a new transaction.

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### Save the Transaction for Later

If you are not ready to submit the transaction because you are waiting for information or need to confirm an item entry, click the *Save for Later* button and the transaction will remain in initiator status where you, or another initiator, can access it and update it with new information.

When you save a salary distribution transaction for later, it remains on the employee's page. Navigation to the Salary Distribution menu and search for the employee. The saved data appears, and can be updated if needed, and submitted into workflow.

**Important!** When a transaction is saved for later, and not yet submitted into workflow, it cannot be deleted. If it needs to be deleted, submit it into workflow and inform a 1st level approver to deny it. This will remove it and you will be able to enter a new transaction.

## Slide 54 – Salary Distributions must Equal 100%

**Salary Distributions must Equal 100%**

Remember that when submitting a salary distribution, the total percentage allocated must = 100%. Be sure to create additional sections to allocate the remainder of the funding.

Sum of salary distribution does not equal 100%. You must modify salary profile before submitting. (22100.69)

Please change the percentages to add up to exactly 100%.

OK

Combination Code:	1000422329	Q	50010-GG014408-60908-KRM8-02	+ -
Combination Code Department:	5260404	ENG DATA SCIENCE Research		
% Distribution:	26.78	Combination Code Amount:		*Funding End Date: 05/31/2022
Combination Code:	1000002345	50010-UR006053-00000-0000000-01	+ -	
Combination Code Department:	5213101	ENG COMS General		
% Distribution:	73.22	Combination Code Amount:		*Funding End Date: 05/31/2022

Remember that when submitting a salary distribution, the total percentage allocated must = 100%. Be sure to create additional sections to allocate the remainder of the funding.

## Slide 55 - Transaction Status and Location – Initiator View

**Transaction Status and Location – Initiator View**

The Pending Transactions page provides a view only summary of pending, cancelled (denied) and processed Labor Accounting transactions.

If you initiated a transaction, its status is viewable on this page. This is the status view an Initiator Only role sees as that role does not have access to Approver pages.

If you are also an approver, you will see this transaction in your Worklist Status and Workflow Status pages (per the department security access granted).

**Navigation:** Select **Pending Transactions** from the left menu of the LA Transactions page.

**Note:** This page provides view only status. You cannot access or take approver actions from this page.

The screenshot shows a user interface for managing pending transactions. On the left, there's a sidebar with options like Cost Transfer, Additional Pay, Salary Distribution, and Pending Transactions (which is highlighted). On the right, a main panel titled "Transaction Status" displays a list of names with their corresponding transaction status. The names listed are Bassole, Ginaldy; Riolzir, Jobs Mohammad; Noud, Yousof; and Goldsbury, Fan. There are also buttons for search and refresh.

Name	Status
Bassole, Ginaldy	Pending
Riolzir, Jobs Mohammad	Pending
Noud, Yousof	Pending
Goldsbury, Fan	Pending

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The Pending Transactions page provides a view only summary of pending, cancelled (denied) and processed Labor Accounting transactions.

If you initiated a transaction, its status is viewable on this page. This is the status view an Initiator Only role sees as that role does not have access to Approver pages.

If you are also an approver, you will see this transaction in your Worklist Status and Workflow Status pages (per the department security access granted).

**Navigation:** Select **Pending Transactions** from the left menu of the LA Transactions page. **Note:** This page provides view only status. You cannot access or take approver actions from this page.

## Slide 56 - Pending Transactions Page & Statuses – View Only Status

### Pending Transactions Page & Statuses

Within the LA Transactions menu, is a separate page, *Pending Transactions*, where you can view the status of **all** Labor Accounting transactions from an initiator's view.

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

Note that approvers access pending transactions from the *Worklist* where they review and approve transactions.

The screenshot shows a software interface titled "Pending Transactions Page & Statuses". On the left, there is a sidebar with options: Cost Transfer, Additional Pay, Salary Distribution, and Pending Transactions (which is highlighted with a green background). Below the sidebar are "New Contract Request" and "Labor Accounting Reports". The main area is divided into three sections: "Pending Transactions", "Cancelled Transactions", and "Processed Transactions". The "Pending Transactions" section contains two rows: "Grosjacques,Dianerbin" (Type of Trans: Addl Pay, Start Date: 01/16/20) and "Kiesz,Cristenes" (Type of Trans: Addl Pay, Start Date: 02/16/20). The "Cancelled Transactions" section contains five rows: "Greece,Mamy" (Type of Trans: Addl Pay), "Guibourdenche,Silvrina" (Type of Trans: Cost Xfer), "Schripsema,Aristis" (Type of Trans: Cost Xfer), "Euzenne,Donilba Alma" (Type of Trans: Cost Xfer), and "Sabeh,Tong" (Type of Trans: Cost Xfer). The "Processed Transactions" section is currently empty. At the bottom of each section are buttons for "Select All", "Deselect All", and "Delete". A yellow arrow points to the "Pending Transactions" section.

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Within the LA Transactions menu, is a separate page, Pending Transactions, where you can view the status of all Labor Accounting transactions from an initiator's view.

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

Note that approvers access pending transactions from the Worklist where they review and approve transactions.

## Slide 57 - Submitted Transactions – More About Pending Transactions

### Submitted Transactions – More About Pending Transactions

Pending Transactions are those submitted into workflow for approval.

Name	Type of Trans	Start Date	End Date	Status	Pers
Bassole, Ginaldy	Sal Dist	09/01/2022		Initiated	102
Riolzir, Jobs Mohammad	Sal Dist	08/01/2022		Initiated	102
Noud, Yousof	Sal Dist	07/15/2022		Pending	101
Goldsbury, Fan	Cost Xfer	07/15/2022	07/31/2022	Requested	101

Within the Pending section, the below additional statuses are provided.

- **Initiated** = transaction was submitted into workflow and is awaiting approval
- **Pending** = transaction received approval by an approver - does not indicate the approver or the pending approval level
- **Requested** = transaction received final approval and is on its way to be processed by PAC

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Pending Transactions are those submitted into workflow for approval.

Within the Pending section, the below additional statuses are provided.

- **Initiated** = transaction was submitted into workflow and is awaiting approval
- **Pending** = transaction received approval by an approver - does not indicate the approver or the pending approval level
- **Requested** = transaction received final approval and is on its way to be processed by PAC

## Slide 58 - Pending Transactions Page – Cancelled Transactions

### Pending Transactions Page – Cancelled Transactions

Cancelled Transactions are those that were denied by an approver or the HRPC (for TBH).

The following transactions are inactive. They are either invalid requests or have been rejected/cancelled/denied. You have the option to Remove them from your list.

**Cancelled Transactions**

Select	Name	Type of Trans	Start Date	End Date	Status	Person ID
<input type="checkbox"/>	Cepero,Yamarky	Cost Xfer	07/01/2011	04/15/12	Cancelled	1L...
<input type="checkbox"/>	Lucian,Halimatou	Cost Xfer	07/01/2011	06/30/12	Cancelled	10...
<input type="checkbox"/>	Lucian,Halimatou	Cost Xfer	07/01/2011	06/30/12	Cancelled	10...

[Select All](#) [Deselect All](#)

[Delete](#)

Denied salary distribution transactions are removed from the system and do not appear in the Cancelled section. You will see other cancelled transactions such as Cost Transfers or Additional Compensation payments in this section. For those transactions, there are two status types displayed in the Cancelled Transaction section

- **Cancelled** = denied by an approver
- **Incomplete** = no results returned (for Cost Transfer transactions)

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Cancelled Transactions are those that were denied by an approver or the HRPC (for TBH).

Denied salary distribution transactions are removed from the system and do not appear in the Cancelled section. You will see other cancelled transactions such as Cost Transfers or Additional Compensation payments in this section. For those transactions, there are two status types displayed in the Cancelled Transaction section

- **Cancelled** = denied by an approver
- **Incomplete** = no results returned (for Cost Transfer transactions)

## Slide 59 - Pending Transactions Page – Processed Transactions

### Pending Transactions Page – Processed Transactions

Processed Transactions are transactions that received final approval and the data is in PAC.

Processed Transactions						
Select	Name	Type of Trans	Start Date	End Date	Status	Person ID
<input type="checkbox"/>	Yaya,Tany	Addl Pay	06/16/2011	06/30/2011	Approved	10
<input type="checkbox"/>	Fel,Bill Arli	Addl Pay	06/16/2011	06/30/2011	Approved	10

Processed Transactions are transactions that received final approval and the data is in PAC.

## Salary Distribution Workflows and Approvers

The submitted transaction requires several levels of approvals based upon the employee type, funding department(s) and campus. For complete information on transaction workflows, reference the **PAC Basics for Transactors** course.

### Key Points:

- The 1<sup>st</sup> level of approval is within the administrative department.
- Earnings charged outside the admin department are routed for approval to the foreign funding departments.
- Once the final approver approves the transaction (clicks approve), the information is processed in PAC.
- Only the Initiator or 1<sup>st</sup> level approver in the admin department can make changes to a transaction. If any subsequent approver requires a change made, the transaction must be recycled to the admin department 1st level approver who can make any needed changes.
  - At CUIMC, the 1<sup>st</sup> level approver (or foreign funding approver, if applicable) is the final approver.
- The admin department approver can recycle the transaction to the Initiator if desired. Once the page is updated, it is again submitted through the workflow for approval.



The submitted transaction requires several levels of approvals based upon the employee type, funding department(s) and campus. For complete information on transaction workflows, reference the PAC Basics for Transactors course.

### Key Points:

- The 1<sup>st</sup> level of approval is within the administrative department.
- Earnings charged outside the admin department are routed for approval to the foreign funding departments.
- Once the final approver approves the transaction (clicks approve), the information is processed in PAC.
- Only the Initiator or 1<sup>st</sup> level approver in the admin department can make changes to a transaction. If any subsequent approver requires a change made, the transaction must be recycled to the admin department 1st level approver who can make any needed changes.
  - At CUIMC, the 1<sup>st</sup> level approver (or foreign funding approver, if applicable) is the final approver.
- The admin department approver can recycle the transaction to the Initiator if desired. Once the page is updated, it is again submitted through the workflow for approval.

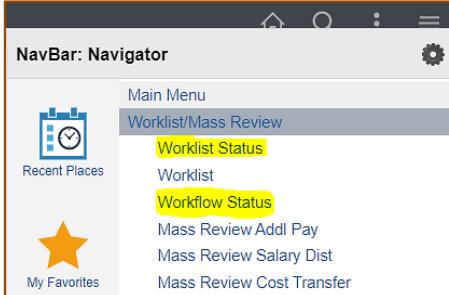
## Slide 61 - Worklist Status – Approver View

# Worklist Status – Approver View

**Worklist Status** – This page provides a *view only* summary of pending, cancelled (denied) and processed Labor Accounting transactions.

If a transaction was submitted into workflow, its status is viewable on this page. Action cannot be taken from this page.

This page is similar to the *Pending Transactions* page for Initiators. View that topic for a description of the sections.



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Worklist Status – This page provides a view only summary of pending, cancelled (denied) and processed Labor Accounting transactions.

If a transaction was submitted into workflow, its status is viewable on this page. Action cannot be taken from this page.

This page is similar to the Pending Transactions page for Initiators. View that topic for a description of the sections.

## Slide 62 - Workflow Status – Approver View

### Workflow Status – Approver View

**Workflow Status** - provides the location of transactions currently in workflow. This page is not viewable to the Initiator Only role. If you do not hold an approver role, contact a department approver(s) who can locate this information for you.

**Workflow Status Page Filter** - you can enter criteria into one of the filters on the top of the page to locate a specific transaction or group of transactions.

**View Transaction Details and Workflow Status** - 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.

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	Cvrdtz.Fywqfmdvqw
Created by Home Department		on	11/17/2021

User ID	Department (Foreign)	Approval Action	Action Date
c...	Cjhnz.Pmjgdbj.Gwldvq	Pending	
e...	Jaudrweawq.Bjb1.Vdmvz	Pending	
z...	Rvdmdzpvn.Bjb1	Pending	

**Workflow Routing Section** - lists which approvers can review the transaction at the level indicated.

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**Workflow Status** - provides the location of transactions currently in workflow. This page is not viewable to the Initiator Only role. If you do not hold an approver role, contact a department approver(s) who can locate this information for you.

**Workflow Status Page Filter** - you can enter criteria into one of the filters on the top of the page to locate a specific transaction or group of transactions.

**View Transaction Details and Workflow Status** - 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.

Workflow Routing Section - lists which approvers can review the transaction at the level indicated.

## Slide 63 - Salary Distribution Approval

### Salary Distribution Approval

Approvers access submitted transactions from the **Worklist**, accessible from the Home page tile.

The screenshot shows the Manager Self Service interface. On the left, a 'Manager Self Service' sidebar has a 'Worklist' tile highlighted with a red border. To the right, a 'Terminations' section lists 'Cost Transfers', 'SalaryDistribution' (which is selected and highlighted with a green border), and 'Paper Transactions'. Below this is a 'Worklist Items' table:

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	

A green arrow points from the 'SalaryDistribution' item in the list to the second row in the table. A second green arrow points from the 'SalaryDistribution' item in the list to the 'Comments' field in a detailed view window.

**For Recycled Transactions**

**1<sup>st</sup> level approvers** access transactions recycled by subsequent approvers from the **Worklist**. Be sure to read the comments about the needed edits.

**Initiators** access transactions recycled by 1<sup>st</sup> level approvers by searching for the employee's transaction on the **salary distribution page**.

The screenshot shows the Manager Self Service interface. On the left, a 'Manager Self Service' sidebar has a 'Salary Distribution' tile highlighted with a green border. To the right, a 'Salary Distribution' section shows a dropdown menu for 'Cost Transfer', 'Additional Pay', and 'Salary Distribution' (selected and highlighted with a blue border). Below this is a 'Employee Information' table:

Employee ID	Name	Unit
Neudorf,Kined	AWS	10

A green arrow points from the 'Salary Distribution' tile in the sidebar to the 'Salary Distribution' section in the main content area. A second green arrow points from the 'Salary Distribution' section to the 'Comments' field in a detailed view window.

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Approvers access submitted transactions from the **Worklist**, accessible from the **Home** page tile.

#### For Recycled Transactions

1<sup>st</sup> level approvers access transactions recycled by subsequent approvers from the **Worklist**. Be sure to read the comments about the needed edits.

Initiators access transactions recycled by 1<sup>st</sup> level approvers by searching for the employee's transaction on the **salary distribution page**.

## Slide 64 – Transaction is Approved

**Transaction is Approved**

Review and approve the transaction. Reference the **PAC Approver Training** course in ELM for more information on reviewing and approving HR transactions.

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

**Approve** **Deny** **Recycle** **Save** **Quit Without Saving**

Workflow Status: [Redacted]

**Submit Confirmation**

The Salary Distribution transaction has been saved and sent to the next manager for approval.

**OK**

Upon approval, a message to ensure supporting documentation is provided appears if the allocation is to a sponsored project.

This salary distribution contains a combo code for a sponsored project. ×

As a reminder, salary distributions that are based on budget estimates must reasonably approximate the workload expected and must be monitored regularly.

Per Columbia University Policy on Sponsored Projects Cost Transfers, any retroactive salary distributions onto sponsored projects must be supported by appropriate written documentation. This documentation must be submitted along with a certification that the new charge is correct. Documentation must be maintained by the department and made available upon audit or review. By approving this salary distribution, you are confirming that documentation meeting policy requirements is available.

**OK**

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Review and approve the transaction. Reference the PAC Approver Training course in ELM for more information on reviewing and approving HR transactions.

Upon approval, a message to ensure supporting documentation is provided appears if the allocation is to a sponsored project.

Note: Upon final approval, the new profile is in PAC and the cost transfers processed if the transaction was retroactive.

## Slide 65 - Verify the Salary Distribution and Cost Transfer for an RSD are in PAC

Verify the Salary Distribution and Cost Transfer for an RSD are in PAC

Navigate to the employee's salary distribution page and the newly approved will be displayed.

Navigate to the **Cost Transfer Inquiry** link within the menu, enter data into the fields to search for the transaction.

Click any link to view the cost transfer details.

The screenshot shows a web-based application interface for Columbia University's Human Resources. At the top right, there is a navigation menu with the following items: Main Menu, Manager Self Service, Labor Accounting, Cost Transfers, Request Cost Transfer, and Cost Transfer Inquiry. The Cost Transfer Inquiry item is highlighted with a yellow border. Below the menu, a table displays salary distribution information for Fan Goldsbury. The table includes columns for Transaction ID, Empl ID, Empl Record, Name, Last Name, UNI, Department, Position Number, Description, Creation Date, and Approval Action. The entry for Fan Goldsbury shows an Empl ID of 101, Empl Record of 0, and a Creation Date of 09/01/2022 with an Approved status. To the right of the table, a larger window titled 'Cost Transfer Inquiry' is open. This window contains several input fields: Transaction ID (2007415), Cost Transfer Status (Approved), Department (401010X - AAS Anthropology), Position Number (101), Submission Date (09/01/2022), and Workflow Status (Approved). It also includes fields for AWS, Emp ID (101), Emp Record (0), Fan Goldsbury, Off Cycle? (unchecked), Earnings Code (REQ), Fiscal Year (2023), Acctg Period (1), Earnings (\$\$\$), Combo Code (100003070), and Project (UR003). Below these fields is a 'Transaction Details' table with one row selected, showing Company (CU1), Pay Group (MO1), Pay End Date (07/15/2022), Earnings End Date (07/15/2022), Off Cycle? (unchecked), Earnings Code (REQ), Fiscal Year (2023), Acctg Period (1), Earnings (\$\$\$), Combo Code (100003070), and Project (UR003). At the bottom of the 'Cost Transfer Inquiry' window, there is a 'New Distribution Details' section with a table showing Sequence Number (1), New Account Code (1000041832), and Combination Code Department (4023105 - AAS Maison Francaise). The background of the entire interface has a watermark reading "Non-Production". The Columbia University Human Resources logo is visible at the bottom left.

Navigate to the employee's salary distribution page and the newly approved will be displayed.

Navigate to the **Cost Transfer Inquiry** link within the menu, enter data into the fields to search for the transaction.

Click any link to view the cost transfer details.

## Slide 66 – View Salary Distribution Attachments

### View Salary Distribution Attachments

You can view attachments for a salary distribution from the employee's SD page **the day after it receives final approval and is in PAC**. You will not be able to access the employee's page the same day a transaction receives approval.

Cannot enter Transaction for this employee. (22100,159)  
A Salary Distribution Transaction has been approved for this employee today. Please wait until tomorrow to enter another transaction.

Access the employee's page and select the **Salary Distribution Approval History** link. You can only see the histories of employees who are within your administrative department(s).

**Salary Distribution**

**Employee Information**

Eden,Rose Camille	Empl ID: 100	Empl Rcd#: 0	<a href="#">Salary Distribution Approval History</a>
Unit:			
Job:	010100	Professor	

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You can view attachments for a salary distribution from the employee's SD page the day after it receives final approval and is in PAC. You will not be able to access the employee's page the same day a transaction receives approval.

Access the employee's page and select the Salary Distribution Approval History link. You can only see the histories of employees who are within your administrative department(s).

## Slide 67 – View Salary Distribution Attachments, Cont.

### View Salary Distribution Attachments, Cont.

Navigate through the approval history to view the desired profile.

You can see the details of the transaction and the approval information.

Select **View** from the **Attachments** section to see the documents.

Transaction Approval History					
Empl Record	0	Empl ID	100	Empl Name	Eden,Rose Camille
Salary Distribution Approval History					
Initiated Date	03/28/2022	Approval Status	Approved	Comments:	
Training Example Justification Comment					
Date range					
Profile Start Date	02/01/2022	Period Amount	0.00		
Allocation					
Combination Code	10000002345	Earnings Code	REG	Distribution %	73.220
Combo Code Amount	0.00	Funding End Date	05/31/2022		
Combination Code	1000422329	Earnings Code	REG	Distribution %	26.780
Combo Code Amount	0.00	Funding End Date	05/31/2022		
Last Approved by	w.	Last Update on	03/28/2022 1:10:02PM		
Attachments					
Attachment Sequence Number	Attached File	Attachment Date Time	Upload	View	
1	vpn.docx	03/28/2022 10:37AM	Upload	<input type="button" value="View"/>	<input type="button" value="View"/>
1	SD_Training_Document_Attachment_Example.docx	03/28/2022 12:35PM	Upload	<input type="button" value="View"/>	<input type="button" value="View"/>



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Navigate through the approval history to view the desired profile.

You can see the details of the transaction and the approval information.

Select **View** from the **Attachments** section to see the documents.

## Slide 69 - View Salary Distribution Approval History

### View Salary Distribution Approval History

Select the **Salary Distribution Approval History** in the *Employee Information* section, to view the chain of approvals and comments for all prior approved salary distribution transactions.

The screenshot shows two windows. The top window is titled 'Salary Distribution' and contains 'Employee Information' for Atar.Egi (Empl ID: 10, UNI: 314101, Job: Director - ADMN, Pay Group: MO1, Company: CU1, Department: 4564203). It also shows 'AWS' and 'Non-Prod' watermarks. A blue arrow points from the 'Salary Distribution Approval History' link in the Employee Information section to the second window. The second window is titled 'Transaction Approval History' and displays a single record for Atar.Egi (Empl ID: 10, Empl Record: 0). It includes fields for 'Salary Distribution Approval History' (Initiated Date: 04/03/2023, Approval Status: Approved), a search bar, and a 'View All' button. The 'Non-Prod' watermark is visible across both windows.

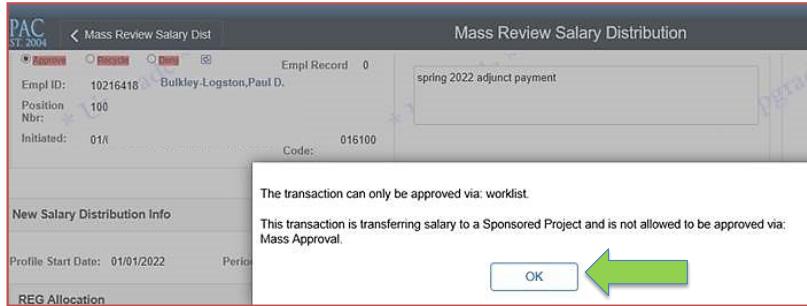
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Select the Salary Distribution Approval History in the Employee Information section, to view the chain of approvals and comments for all prior approved salary distribution transactions.

## Slide 68 – Mass Approvals Unallowed for Salary Distributions and Cost Transfers to Sponsored Projects

### Mass Approvals Unallowed for Salary Distributions and Cost Transfers to Sponsored Projects

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**.



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**.

## Salary Distribution Transaction Examples

Following are examples of various types of salary distribution entries you may encounter managing salary allocations for your employees.

Following are examples of various types of salary distribution entries you may encounter managing salary allocations for your employees.

## Slide 71 - Salary Distribution by Percentage

### Salary Distribution by Percentage

This example displays a profile from 4/1/20YY through 6/30/20YY, charging the earnings 100% to a single non-grant funding source.

The screenshot shows a software interface for managing salary distributions. At the top, there's a header with search and navigation buttons, and a message indicating '1 of 1'. Below this, there are two main sections: 'Profile' and 'Allocation'.

**Profile:** Contains fields for 'Profile Effective Date' (set to 04/01/2023), 'Period Amount' (\$0.00), and a radio button group for 'RSD' where 'No' is selected. There are also '+' and '-' buttons for adjusting values.

**Allocation:** Contains fields for 'Combination Code' (1000313146) and its corresponding 'Funding Source' (53300-UR001803-40401-00000000-01). It also shows 'Combination Code Department' (4610503) and its description ('SPS Construction Mgmt Admin'). Other fields include '% Distribution' (100.00), 'Combination Code Amount' (blank), and 'Funding End Date' (06/30/2023).

As the funding allocation ends on 6/30/20YY and is charging a non-grant account, this funding arrangement will rollover into the next fiscal year (unless another entry is made).

The Sponsored Project Details section is left blank as this is charging a non-grant account.



This example displays a profile from 4/1/20YY through 6/30/20YY, charging the earnings 100% to a single non-grant funding source.

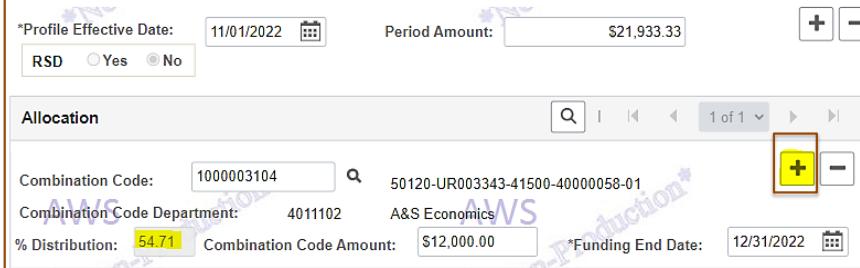
As the funding allocation ends on 6/30/20YY and is charging a non-grant account, this funding arrangement will rollover into the next fiscal year (unless another entry is made).

The Sponsored Project Details section is left blank as this is charging a non-grant account.

## Slide 72 - Salary Distribution by Combination Code Amount

### Salary Distribution by Combination Code Amount

This example displays a profile from 11/1/20YY through 12/31/20YY, charging \$12,000 of an academic officer's regular earnings to a different combo code for a two-month period.



The Period Amount = 2 months of the salary (11/1/20YY - 12/31/20YY).  $\$131,600/12 = \$10,966.67$  (monthly).  $\$10,966.67 \times 2 = \$21,933.33$  (2 months salary).

Salary distributions must equal 100%. Click the "+" within the Allocation section to open additional rows to charge the balance of 45.29%. You can enter as many allocations as required with each line using either a %Distribution or Combination Code Amount. You can enter a mix of both among all the allocation lines, but only one type in each. See next example.

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This example displays a profile from 11/1/20YY through 12/31/20YY, charging \$12,000 of an academic officer's regular earnings to a different combo code for a two-month period.

The Period Amount = 2 months of the salary (11/1/20YY - 12/31/20YY).  $\$131,600/12 = \$10,966.67$  (monthly).  $\$10,966.67 \times 2 = \$21,933.33$  (2 months salary).

Salary distributions must equal 100%. Click the "+" within the Allocation section to open additional rows to charge the balance of 45.29%. You can enter as many allocations as required with each line using either a %Distribution or Combination Code Amount. You can enter a mix of both among all the allocation lines, but only one type in each. See next example.

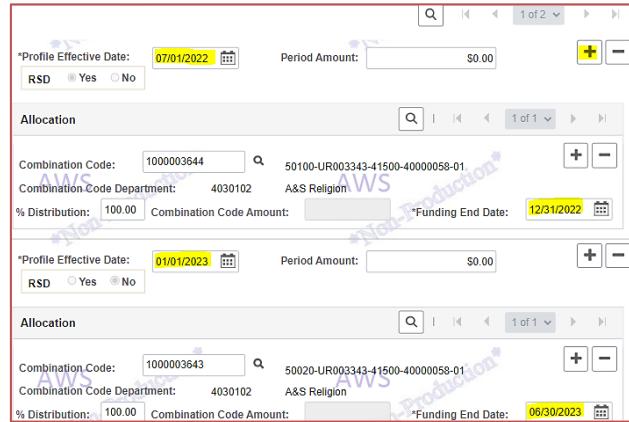
## Slide 73 - Multiple Profiles and Multiple Combo Codes in the same Transaction

**Multiple Profiles and Multiple Combo Codes in the same Transaction**

Creating multiple profiles or charging multiple combo codes in one salary distribution transaction is a way to ensure that an employee's salary funding charges continue when a distribution profile that does not automatically roll over ends.

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.





Creating multiple profiles or charging multiple combo codes in one salary distribution transaction is a way to ensure that an employee's salary funding charges continue when a distribution profile that does not automatically roll over ends.

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.

## Slide 74 - Salary Distribution Charging Multiple Combination Codes

### Salary Distribution Charging Multiple Combination Codes

This example displays the remaining allocation of the 11/1/20YY through 12/31/20YY profile, for the salary distribution to = 100%. The allocation lines consist of a combination code amount in one and a % Distribution in the other.

The screenshot shows a software interface for managing salary distribution profiles. At the top, there's a header with fields for "Profile Effective Date" (11/01/2022), "Period Amount" (\$21,933.33), and "RSD" (radio button options: Yes or No). Below this is a section titled "Allocation" containing two rows of data. Each row includes fields for "Combination Code" (e.g., 1000003104, 1000003070), "Combination Code Department" (e.g., 4011102, 4010102), "A&S Economics" or "A&S Anthropology" (descriptions), "% Distribution" (e.g., 54.71, 45.29), "Combination Code Amount" (\$12,000.00), and "\*Funding End Date" (12/31/2022). There are also search and add (+/-) buttons for each row.

As this profile ends on 12/31/20YY, a new profile must be set up effective 1/1/20YY so the earnings charges do not fall into suspense. See next example.

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This example displays the remaining allocation of the 11/1/20YY through 12/31/20YY profile, for the salary distribution to = 100%. The allocation lines consist of a combination code amount in one and a % Distribution in the other.

As this profile ends on 12/31/20YY, a new profile must be set up effective 1/1/20YY so the earnings charges do not fall into suspense. See next example.

## Slide 75 - Multiple Salary Distribution Profiles in the Same Transaction

Multiple Salary Distribution Profiles in the Same Transaction

This example displays the profile effective 1/1/20YY after the 11/1/20YY through 12/31/20YY profile ends. Click the "+" sign to the right of the 11/1/2022 **Profile Effective Date** to reveal a new Profile Effective Date section.

From 11/1/2022 - 12/31/2022, earnings are charged to two combo codes. Effective 1/1/2023, a new profile is in effect and earnings will not fall into suspense.

If more than one combo code will be charged in the new profile, click the "+" sign within the allocation section of the 1/1/2023 profile, to open additional entry rows, adjusting the % Distribution or Combination Code Amount as needed.

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This example displays the profile effective 1/1/20YY after the 11/1/20YY through 12/31/20YY profile ends. Click the "+" sign to the right of the 11/1/2022 **Profile Effective Date** to reveal a new Profile Effective Date section.

From 11/1/2022 - 12/31/2022, earnings are charged to two combo codes. Effective 1/1/2023, a new profile is in effect and earnings will not fall into suspense.

If more than one combo code will be charged in the new profile, click the "+" sign within the allocation section of the 1/1/2023 profile, to open additional entry rows, adjusting the % Distribution or Combination Code Amount as needed.

## Multiple Salary Distribution Profiles – Best Practice

How many profiles can be entered in one transaction?

You may enter as many new profiles in one transaction as needed. Keep in mind, however, that if the transaction is recycled or denied, all components of that transaction are recycled or denied with it as well.

### **Best Practice**

If you are unsure of a later portion of the distribution, submit the distribution(s) that you know are correct now and then create a new transaction when you determine the later profile information.

How many profiles can be entered in one transaction? You may enter as many new profiles in one transaction as needed. Keep in mind, however, that if the transaction is recycled or denied, all components of that transaction are recycled or denied with it as well.

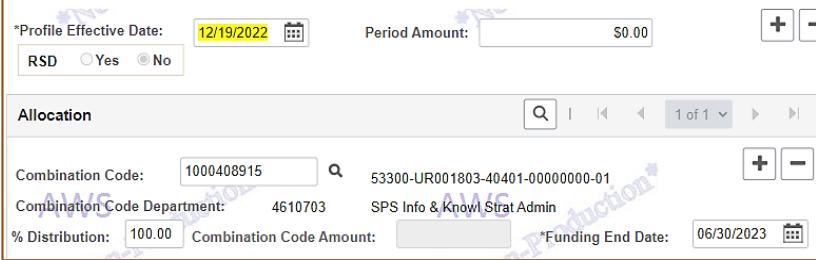
### **Best Practice**

If you are unsure of a later portion of the distribution, submit the distribution(s) that you know are correct now and then create a new transaction when you determine the later profile information.

## Slide 77 - Promotion of Support Staff to Officer Employee in the Same Department

Promotion of Support Staff to Officer Employee in the Same Department

This example displays the salary profile for the promotion of a support staff employee to an officer position in the same department, effective 12/19/2022. The profile is set up in advance of the effective date and the PAF transaction to process the promotion is completed.



**Note:** a profile does not have to begin on the begin date of a pay period. However, the Retro Salary Distribution process will pick up the entire payroll that begins for this profile effective date. In this example, the semi-monthly payroll. Therefore, if a different combo code should be charged for any portion of that payroll, a cost transfer needs to be created and can be created the day after the salary distribution receives final approval.

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This example displays the salary profile for the promotion of a support staff employee to an officer position in the same department, effective 12/19/2022. The profile is set up in advance of the effective date and the PAF transaction to process the promotion is completed.

**Note:** a profile does not have to begin on the begin date of a pay period. However, the Retro Salary Distribution process will pick up the entire payroll that begins for this profile effective date. In this example, the semi-monthly payroll. Therefore, if a different combo code should be charged for any portion of that payroll, a cost transfer needs to be created and can be created the day after the salary distribution receives final approval.

## Funding Change for a Support Staff Employee

This example displays a funding change for a support staff employee. Effective 4/17/2023, the earnings will be funded to a different combo code.

The screenshot shows a software interface for managing funding changes. At the top, there are fields for "Profile Effective Date" (set to 04/17/2023) and "Period Amount" (\$0.00). Below these, a radio button for "RSD" is selected. The main area is titled "Allocation" and contains a table with one row. The table columns are "Combination Code" (1000003421), "Combination Code Department" (4022105), and "Description" (A&S Undergrad Writing Prgm). Below the table, there are fields for "% Distribution" (100.00) and "Combination Code Amount" (\$0.00). At the bottom right, the "Funding End Date" is set to 06/30/2023.

**Note:** If the change went into effect mid pay-period, the Retro Salary Distribution process will pick up the entire payroll that begins with the profile effective date. Therefore, if a different combo code should be charged for any portion of this payroll, a cost transfer needs to be created and can be created the day after the salary distribution receives final approval.

This example displays a funding change for a support staff employee. Effective 4/17/2023, the earnings will be funded to a different combo code.

**Note:** If the change went into effect mid pay-period, the Retro Salary Distribution process will pick up the entire payroll that begins with the profile effective date. Therefore, if a different combo code should be charged for any portion of this payroll, a cost transfer needs to be created and can be created the day after the salary distribution receives final approval.

## Slide 79 - Create a Retroactive Salary Distribution

### Create a Retroactive Salary Distribution

This example includes moving prior allocated payrolls, thus a retroactive salary distribution. Note that the **RSD Indicator** reads 'Yes'.

New Salary Distribution Info

Initiated Date: <b>08/18/2022</b>	Approval Action: <b>AWS</b>
Comments: <b>A comment is required for retro salary distributions.</b>	
*Profile Effective Date: <b>07/15/2022</b>	Period Amount: <b>\$0.00</b>
<input checked="" type="radio"/> Yes <input type="radio"/> No	<b>RSD</b>
<b>Allocation</b>	
Combination Code: <b>1000041832</b>	53330-GT002035-25000-00000000-01
Combination Code Department: <b>4023105</b>	A&S Maison Francaise
% Distribution: <b>100.00</b>	Combination Code Amount: <b></b>
*Funding End Date: <b>08/31/2022</b>	

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This example includes moving prior allocated payrolls, thus a retroactive salary distribution. Note that the **RSD Indicator** reads 'Yes'.

## Overlay a Current Salary Distribution

A salary distribution with a more recent **Profile Effective Date** will overlay (replace) a current profile - even if future funding end dates were indicated in the previously entered profile.

You cannot insert a new profile for a period of time and then revert it back to an older profile.

If the profile ends on 6/30 refer to the FY end rollover rules to determine if you need to enter another go-forward profile.

In this example, the new profile completely replaces the current profile using an *earlier* funding end date.

Another profile *must be* established to avoid salary going into suspense after the funding end date.

The screenshot displays two related screens from a salary distribution system. The top screen, titled 'Salary Distribution History', shows a single record with an effective date of 07/01/2022, sequence 0, and department 4564203. The bottom screen, titled 'New Salary Distribution Info', shows a new profile being initiated on 11/02/2022. This new profile has a 'Profile Effective Date' of 10/01/2022 and a 'Funding End Date' of 06/30/2023. Both screens include allocation details such as combination codes and earnings codes. Red boxes highlight the 'Profile Effective Date' in the new profile and the 'Funding End Date' in the new profile's allocation section.

A salary distribution with a more recent **Profile Effective Date** will overlay (replace) a current profile - even if future funding end dates were indicated in the previously entered profile.

You cannot insert a new profile for a period of time and then revert it back to an older profile.

If the profile ends on 6/30 refer to the FY end rollover rules to determine if you need to enter another go-forward profile.

In this example, the new profile completely replaces the current profile using an earlier funding end date.

Another profile must be established to avoid salary going into suspense after the funding end date.

## Submit Paper Salary Distribution Forms

There are limited circumstances that require you to process salary distribution and cost transfer transactions by submitting a form.

For information on when to submit a salary distribution form, and to access the form, visit the [Request a Salary Distribution Change of Additional Compensation webpage](#).

Labor Accounting – Salary Distribution & Additional-Compensation Form			
Employee Information			
UNIT	Employee Name	Pay Frequency	Action: <input type="checkbox"/> Salary Distribution <input type="checkbox"/> Additional Compensation <input type="checkbox"/> Cancel Add-Comp <input type="checkbox"/> Other _____
Employee ID			Explanation:
Department Name	Department Number	HRPC Attachments:	

For information on when to submit Cost Transfer along with the link to the form in Service Now, visit the [Request a Salary Cost Transfer webpage](#).



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There are limited circumstances that require you to process salary distribution and cost transfer transactions by submitting a form. For information on when to submit a salary distribution form, and to access the form, visit the [Request a Salary Distribution Change of Additional Compensation webpage](#).

For information on when to submit Cost Transfer along with the link to the form in Service Now, visit the [Request a Salary Cost Transfer webpage](#).

## Getting Help

### Questions?

Speak with your manager to discuss Salary Distributions for your department.

Visit the [HR Manager Toolkit](#) for information on processing HR Transactions.

For HR inquiries regarding Salary Distribution Transactions, contact the [Human Resources Service Center](#).



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Speak with your manager to discuss Salary Distributions for your department.

Visit the **HR Manager Toolkit** for information on processing HR Transactions.

For HR inquiries regarding Salary Distribution Transactions, contact the **Human Resources Service Center**.

## Knowledge Assessment

Congratulations! You have successfully navigated through the instructional portion of the *Salary Distributions Transactions* module. We hope that the concepts and skills you have learned in this module have prepared you for your day-to-day tasks.

Please complete the *Salary Distribution Transactions Knowledge Assessment* which requires a passing grade of 90% to receive credit for the module and to gain access to the functionality in PAC.

Please note that the *Accounting Course* has three other modules: *Cost Transfer Transactions* and *Sponsored Projects Salary Cost Transfers Supplemental Training* which both require passing their respective knowledge assessments, and the *PAC Salary Distribution and Cost Transfer Required Document Attachment* which does not have a knowledge assessment.

When you close out of the course (next slide), you can access the knowledge assessment by launching the activity from the course page in the learning management system.

**Estimated Time to Complete Assessment:** 10 minutes



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**Estimated Time to Complete Assessment:** 10 minutes

## Module Completion

### Congratulations

You have completed the Salary Distribution Transactions module.

Click on the “X” in the upper right corner to close out of this entire window.



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Click on the “X” in the upper right corner to close out of this entire window.