

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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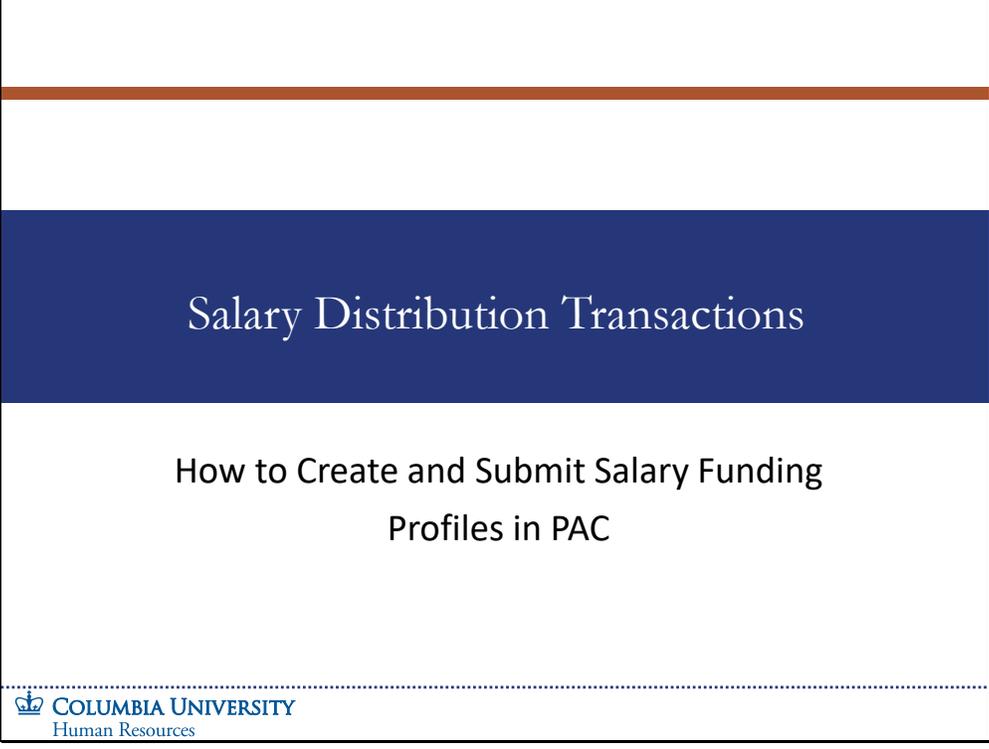
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Introduction Slide – Salary Distribution Transactions



The slide features a white background with a thin orange horizontal line near the top. A dark blue horizontal band is positioned in the middle, containing the title "Salary Distribution Transactions" in white serif font. Below this band, the subtitle "How to Create and Submit Salary Funding Profiles in PAC" is centered in a black sans-serif font. At the bottom left, the Columbia University logo (a crown) is followed by the text "COLUMBIA UNIVERSITY" in blue and "Human Resources" in a smaller black font. A dotted horizontal line is located just above the footer text.

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

Slide 2 - Salary Distribution Module and Role Overview

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.

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.

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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.

Slide 3 – About Salary Distribution Transactions

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 employees 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	
Causes of Payroll Suspense	
<ul style="list-style-type: none">• 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	
<ul style="list-style-type: none">• 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).	
<hr/> 	

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

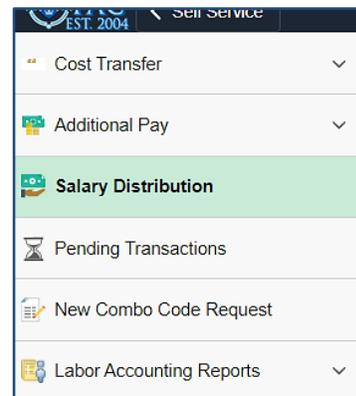
Earn Cd	Description	Earn Cd	Description	Earn Cd	Description
002	Workers Compensation	DPE	Disability Pension	SCK	Sick Pay
017	Termination Vacation Pay	HLF	Overtime at Half Time	SHF	Shift - Mntce & Custodial
018	Post-Mortem Pay	HOL	Holiday Pay	SHL	Shift - TWU Lamont
020	Shift	N12	Royalties	SHS	Shift - 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.

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).

Salary Distribution

Enter any information you have and click Search

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record

Name begins with

UNI begins with

Department begins with

Position Number begins with

Search

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

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

Clear Basic Search Save Search Criteria

Results

Empl Record	Name	UNI	Department	Position Number	Description
100 0	Pirena Cuny a...	0890000	30880000	Short-Term Casual	
100 1	Pirena Cuny a	0890000	20003626	Telecomm N/A&K Tech	



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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).

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.

The screenshot shows a web interface with a 'Salary Distribution' tab selected. Below it, the 'Employee Information' section displays the following details for employee Zacny, Eliberio Claudia:

Empl ID:	1001	Empl Rcd#:	0
UNI:			
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:	

A link for 'Salary Distribution Approval History' is visible in the top right corner of the employee information section.

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.

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.**

Salary Distribution History

Effective Date: 07/01/2021 Effective Sequence: 0 Department: 1614103

Allocation

Combination Code: 1000001328 53300-UR004672-00000-00000000-01 Earnings Code: REG
% Distribution: 100.000 Funding End Date: 06/30/2022

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.

Salary Distribution History			
Effective Date:	07/01/2021	Effective Sequence:	0
Department:	1618103		
Allocation			
Combination Code:	1000367522	53300-UR004672-00000-00000000-01	Earnings Code:
% Distribution:	100.000		REG
			Funding End Date:
			06/30/2022

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.

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.

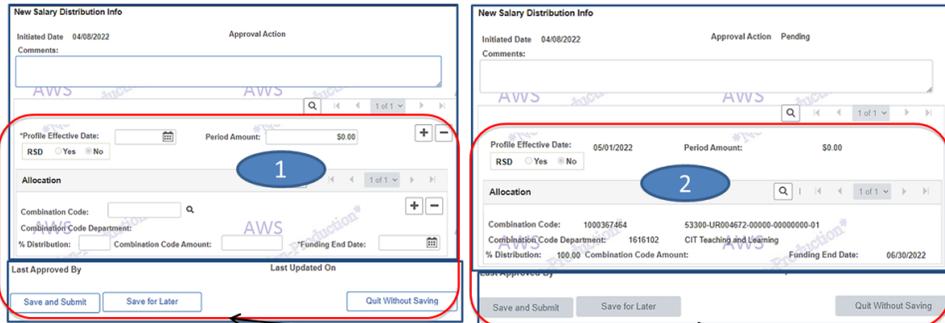
The screenshot shows a web form titled "New Salary Distribution Info". At the top, it displays "Initiated Date" as 04/11/2022 and "Approval Action". Below this is a "Comments:" field with a search icon and navigation arrows. The form is divided into two sections: "Profile Effective Date" and "Allocation". The "Profile Effective Date" section includes a date picker, a "Period Amount" field with a value of \$0.00, and radio buttons for "RSD", "Yes", and "No". The "Allocation" section includes a "Combination Code" field with a search icon, a "Combination Code Department" field, a "% Distribution" field, a "Combination Code Amount" field, and a "Funding End Date" field with a date picker. The form also features search icons and navigation arrows for each 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.

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.



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

Inferred Date: 04/18/2022 Approved Action: Pending

Status: Warning

Insert Comment Here

AWVS AWVS

Retro Salary Distribution requires Comments: above (23100,754)

You've entered a Retro Salary Distribution. Accordingly, please fill in the "Comments" section.

OK

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Human Resources

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 form with a yellow highlight on the 'Profile Effective Date' field, which contains the date 04/01/2022. Below it, the 'RSD' field has radio buttons for 'Yes' (selected) and 'No'.

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.

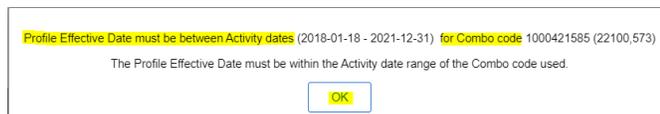
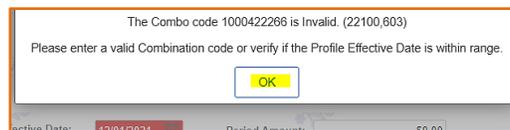
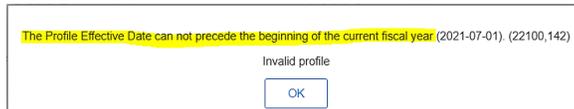
If the date is earlier than the begin date of the current pay period, a Retroactive Salary Distribution (RSD) is indicated which triggers a cost transfer for the prior earnings as part of the process.

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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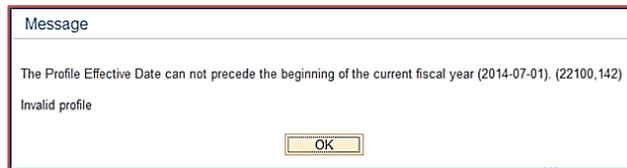
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- Comments are required for RSD transactions. Those comments transfer onto the subsequent cost transfer and are viewable on the Cost Transfer Inquiry page.
- RSDs cannot be used to create a cost transfer to a grant over 90 days. These requests must 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.

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.

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.

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). 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"> 1. Profile Effective Date = 7/1/YYYY (earliest date allowable) <ul style="list-style-type: none"> • Funding End Date = 12/31/YYYY • RSD processes for 07/01/YYYY – 10/15/YYYY • SD processes for 10/16/YYYY – 12/31/YYYY 2. A CT is required to move payroll for 5/5/YYYY – 6/30/YYYY 	<ol style="list-style-type: none"> 1. Profile Effective Date = 10/16/YYYY (next payroll begin date) <ul style="list-style-type: none"> • Funding End Date = 12/31/YYYY • SD processes for 10/16/YYYY – 12/31/YYYY (no retro indicated) 2. A CT is required to move payroll for 5/5/YYYY – 10/15/YYYY

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 the 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

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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.

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 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

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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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.

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.

Slide 29 - Retroactive Salary Distribution – Cost Transfer View

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.

- Main Menu
- Manager Self Service
- Labor Accounting
- Cost Transfers
 - Request Cost Transfer
 - Cost Transfer Inquiry

Cost Transfer Inquiry

Transaction ID	2807836	Empl ID	10	Yousof Noud
Cost Transfer Status	Approved	Empl Record	0	
Department	4023105 A&S Maison Francaise			
Position Number	20C Maison Francaise			
Submission Date	2022			
Workflow Status	Approved	RSD	<input checked="" type="radio"/> Yes <input type="radio"/> No	Details

Transaction Details

Selected	Company	Pay Group	Pay End Date	Earns End Date	Off Cycle ?	Earn Code	Fiscal Year	Acctg Period	Earnings	Combo Code	Project ID-Activity ID
1 <input type="checkbox"/>	CU1	MO1	07/15/2022	07/15/2022	<input type="checkbox"/>	REG	2023		1	1000041832	GT002035-01

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.

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.

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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.

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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.

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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

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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Slide 34 - Combination Codes

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.

Allocation

Combination Code: 53300-UR004672-00000-00000000-01

Combination Code Department: 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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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.

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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.

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: 8987654321

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.,
 - 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.

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 web form with the following fields and values:

- *Profile Effective Date: 02/01/2022
- Period Amount: \$0.00
- RSD: Yes No
- Allocation section:
 - Combination Code: 1000422329
 - Combination Code Department: 5260404
 - % Distribution: 26.78
 - Combination Code Amount: (empty)
 - *Funding End Date: 05/31/2022

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

This salary distribution is transferring salary onto a sponsored project.
Supporting documentation for this transaction must be attached before submission.

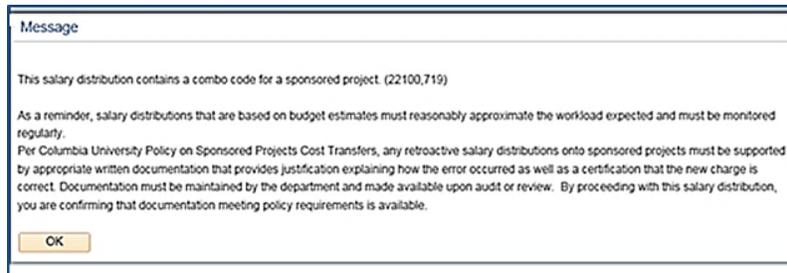
OK

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.

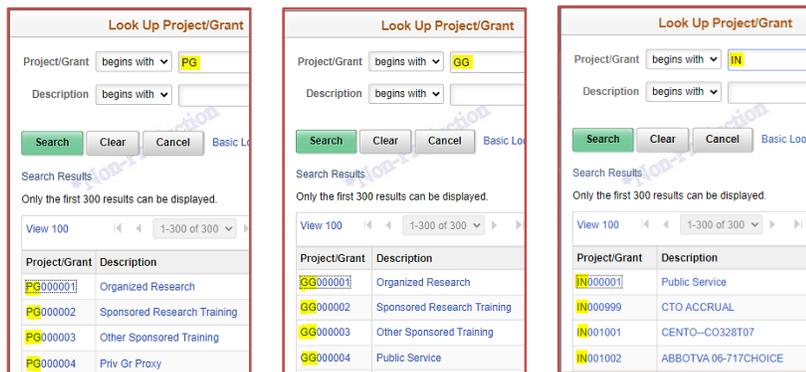
When creating salary distributions, any allocation containing a combo code for a sponsored project will prompt a pop-up message reminding you to continually monitor allocations for reasonableness and to maintain the required documentation. Refer to the Sponsored Projects Salary Cost Transfers course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



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.

Sponsored Project Details

Hire: Yes No
Rehire: Yes No
Date of Discussion: 03/24/2022
Transfer authorized by the following PI(s): (enter names(s)): Training Example PI

I confirm that the reasonableness and accuracy of the new allocation has been discussed with the PI(s) listed above and have attached all relevant supporting documentation to this transaction.

I Agree

Attachments

Attachment Sequence Number	Attached File	Attachment Date Time	Upload	View		
1			<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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

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.



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.

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.

Allocation

Combination Code: 53300-UR004672-0000

Combination Code Department: 1618105 CIT Data Center & Ope

% Distribution: **Combination Code Amount:**

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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	Appointment End Date:
Contract Period Sal: \$0.00	

Salary Distribution by Percentage

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".

Allocation	
Combination Code: 1000421763	53300-GT006790-0000
Combination Code Department: 4502103	CCO P&A School Admi
% Distribution: 100.00	Combination Code Amount: <input type="text"/>

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%.

Allocation 1 of 2

Combination Code:	<input type="text" value="1000367538"/>	<input type="button" value="Q"/>	53300-UR004672-00000-00000000-01	<input type="button" value="+"/>	<input type="button" value="-"/>
Combination Code Department:	1618105		CIT Data Center & Operations		
% Distribution:	<input type="text" value="50.00"/>	Combination Code Amount:	<input type="text"/>	*Funding End Date:	<input type="text"/>

Combination Code:	<input type="text" value="1000367542"/>	<input type="button" value="Q"/>	53300-UR006993-00000-00000000-01	<input type="button" value="+"/>	<input type="button" value="-"/>
Combination Code Department:	1618105		CIT Data Center & Operations		
% Distribution:	<input type="text" value="50.00"/>	Combination Code Amount:	<input type="text"/>	*Funding End Date:	<input type="text"/>

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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.
<hr/> 	

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.

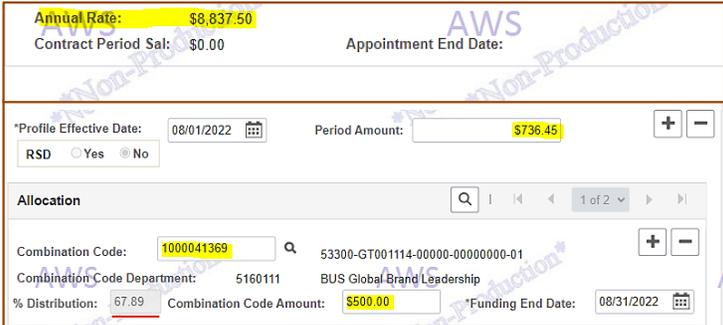
Slide 49 - Salary Distribution by Combo Code Amount – Entry Example

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). $\$8,837.50 / 12 = \mathbf{\$736.45}$.

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 Yes No
Period Amount: \$736.45

Allocation

Combination Code: 1000041369 53300-GT001114-00000-00000000-01
Combination Code Department: 5160111 BUS Global Brand Leadership
% Distribution: 67.89
Combination Code Amount: \$500.00
*Funding End Date: 08/31/2022

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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 form 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), with a '+' and '-' icon. The main section is titled 'Allocation' and contains two entries. The first entry has a Combination Code of 1000041369, a % Distribution of 67.89, and a Combination Code Amount of \$500.00. A '+' icon is highlighted next to this entry. The second entry has a Combination Code of 1000281595, a % Distribution of 32.11, and a Combination Code Amount field. The form also includes a search bar and pagination controls (1 of 2).

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%.

The screenshot shows an 'Allocation' form with three entries. Each entry has a 'Combination Code' field, a 'Combination Code Department' field, a '% Distribution' field, a 'Combination Code Amount' field, and a '*Funding End Date' field. The first entry has a % Distribution of 50.00. The second entry has a % Distribution of 40.00 and a Combination Code Amount of \$2,000.00. The third entry has a % Distribution of 10.00. The form also includes a search icon, a page indicator '1 of 3', and plus/minus buttons for each entry.

Combination Code	Combination Code Department	% Distribution	Combination Code Amount	*Funding End Date
1000421763	4502103 CCO P&A School Admin	50.00		
1000281595	4502103 CCO P&A School Admin	40.00	\$2,000.00	
1000041369	5160111 BUS Global Brand Leadership	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 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.

Last Approved By Last Updated On

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.

- Cost Transfer
- Additional Pay
- Salary Distribution
- Pending Transactions
- New Combo Code Request

Salary Distribution

Enter any information you have and click

Search Criteria

Empl ID begins with

Empl Record =

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:	<input type="text" value="1000422329"/>	Q	50010-GG014408-60908-KRM8-02	+ -
Combination Code Department:	5260404		ENG DATA SCIENCE Research	
% Distribution:	26.78	Combination Code Amount:	<input type="text"/>	*Funding End Date: <input type="text" value="05/31/2022"/>
Non-Production				
Combination Code:	<input type="text" value="1000002345"/>		50010-UR006053-00000-00000000-01	+ -
Combination Code Department:	5213101		ENG COMS General	
% Distribution:	73.22	Combination Code Amount:	<input type="text"/>	*Funding End Date: <input type="text" value="05/31/2022"/>

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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.

<ul style="list-style-type: none">Cost TransferAdditional PaySalary Distribution<li style="background-color: #e0f0e0;">Pending TransactionsNew Combo Code RequestLabor Accounting Reports	<h4 style="margin: 0;">Transaction Status</h4> <p style="font-size: small;">The following people are currently in the Approval Worklist</p> <p style="background-color: yellow; font-weight: bold; margin: 5px 0;">Pending Transactions</p> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0;"><input style="width: 100%;" type="text"/><input type="button" value="Q"/></div> <table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left; font-weight: normal;">Name</th></tr></thead><tbody><tr><td>Bassole, Ginaldy</td></tr><tr><td>Riolzir, Jobs Mohammad</td></tr><tr><td>Noud, Yousof</td></tr><tr><td>Goldsbury, Fan</td></tr></tbody></table>	Name	Bassole, Ginaldy	Riolzir, Jobs Mohammad	Noud, Yousof	Goldsbury, Fan
Name						
Bassole, Ginaldy						
Riolzir, Jobs Mohammad						
Noud, Yousof						
Goldsbury, Fan						

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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

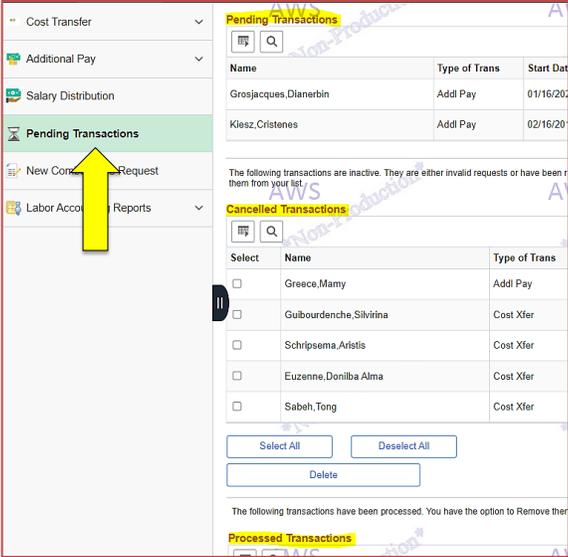
Pending Transactions Page & Statuses

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.



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

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

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, Yarmarky	Cost Xfer	07/01/2011	04/15/12	Cancelled	1L
<input type="checkbox"/>	Lucian, Hallimatou	Cost Xfer	07/01/2011	06/30/12	Cancelled	10
<input type="checkbox"/>	Lucian, Hallimatou	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)

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)

Pending Transactions Page – Processed Transactions

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

The following transactions have been processed. You have the option to Remove them from your list.

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 Aril	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 1st 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 1st 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 1st 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 1st 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 1st 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 1st 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.

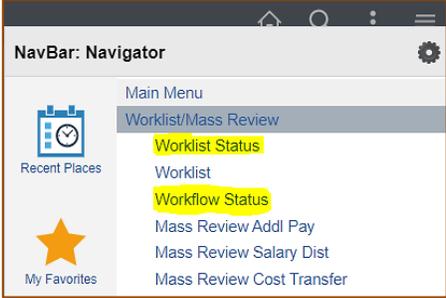
Slide 61 - Worklist Status – Approver View

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.



The screenshot shows a mobile application's navigation bar. On the left, there are three icons: a calendar for 'Recent Places', a star for 'My Favorites', and a gear for settings. On the right, a 'Main Menu' is displayed with the following items: 'Worklist/Mass Review' (highlighted), 'Worklist Status' (highlighted), 'Worklist', 'Workflow Status' (highlighted), 'Mass Review Addl Pay', 'Mass Review Salary Dist', and 'Mass Review Cost Transfer'.



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	li Cwddz.Fywqfmdvqv
Created by Home Department		on	11/17/2021

Level	2	Approver	Step	3	Seq#	3	DAFFE Role	CUACGT Approver 2
User ID	Department (Foreign)		Approval Action		Action Date			
c	Cjchznz.Pmjgjdj Gwvtdvq		Pending					
e	Jauvdvqvwq.Bbl Vdmsvz		Pending					
s	Rvddmzpm.Bbl		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 'Worklist' tile is highlighted. On the right, a 'Worklist Items' table is displayed with the following data:

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

For Recycled Transactions

1st 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 1st level approvers by searching for the employee's transaction on the **salary distribution page**.



The screenshot shows the 'New Salary Distribution Info' page. It includes the following information:

- Initiated Date: 07/14/2022
- Comments: No change to allocation. Project

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

For Recycled Transactions

1st 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 1st 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: [User Icon] Last Updated On: 08/18/22 3:46:18PM

Workflow Status: [Progress Bar]

Submit Confirmation

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

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 that provides justification explaining how the error occurred as well as 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.

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

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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.

- Main Menu
- Manager Self Service
- Labor Accounting
- Cost Transfers
 - Request Cost Transfer
 - Cost Transfer Inquiry**

Transaction ID	Empl ID	Empl Record	Name	Last Name	UNI	Department	Position Number	Description	Creation Date	Approval Action
2807415	10126160	0	Fan Goldsbury	GOLDSBURY		401010X	100		09/01/2022	Approved

Cost Transfer Inquiry

Transaction ID: 2807415 Empl ID: 101 Empl Record: 0 Name: Fan Goldsbury

Cost Transfer Status: **Approved** RSD: Yes No

Department: 401010X A&S Anthropology

Position Number: 100 Submission Date: 09/01/2022

Workflow Status: **Approved** [Details](#)

Transaction Details

Selected	Company	Pay Group	Pay End Date	Earns End Date	Off Cycle ?	Earn Code	Fiscal Year	Acctg Period	Earnings	Combo Code	Project
<input checked="" type="checkbox"/>	CU1	MD1	07/15/2022	07/15/2022	<input type="checkbox"/>	REG	2023	1	\$\$\$	1000003070	UR003

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

New Distribution Details

Sequence Number: 1

New Account Code: 1000641832 53330-GT002035-25000-00000000-01

Combination Code Department: 4023105 A&S Maison Francaise

Distribution Percentage: 100.00


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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			Salary Distribution Approval History
Empl ID:	100	Empl Rcd#:	0
UNI:			
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).

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.

The screenshot displays the 'Transaction Approval History' interface for user Edén Rose Camille (Empl ID 100, Empl Record 0). It shows a 'Salary Distribution Approval History' entry initiated on 03/28/2022 with an 'Approved' status. The 'Comments' section contains a 'Training Example Justification Comment'. Below this, the 'Date range' is set to 02/01/2022 to 05/31/2022, with a 'Period Amount' of 0.00. The 'Allocation' section lists two entries: one with Combination Code 1000902345 and Earnings Code REG (Distribution % 73.220), and another with Combination Code 1000423329 and Earnings Code REG (Distribution % 26.780). The 'Attachments' section at the bottom contains a table with two rows: '1 vpn.docx' and '1 SD_Training_Document_Attachment_Example.docx'. The second row has a yellow 'View' button highlighted.

Attachment Sequence Number	Attached File	Attachment Date Time	Upload	View
1	vpn.docx	03/29/2022 10:27AM	Upload	View
1	SD_Training_Document_Attachment_Example.docx	03/28/2022 12:38PM	Upload	View

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

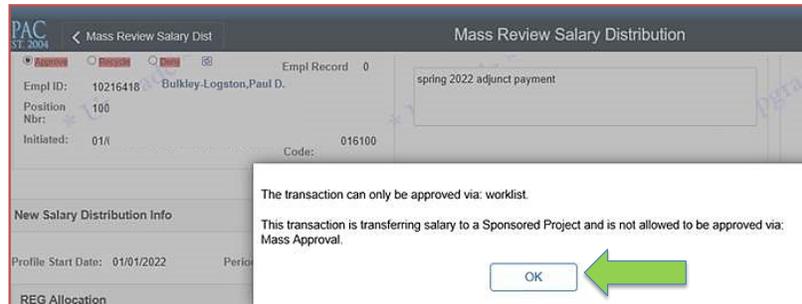
Select the **Salary Distribution Approval History** in the *Employee Information* section, to view the chain of approvals and comments for all prior approved salary distribution transactions.

The screenshot displays two main sections of the HR system interface. On the left, the 'Employee Information' section shows details for an employee: Atar.Egi, Empl ID: 10, Empl Rcd#: 0, Job: 314101, Pay Group: MO1, Company: CU1, and Department: 4564203. On the right, the 'Transaction Approval History' section is highlighted, showing a search bar, a dropdown menu set to '1 of 1', and a 'View All' link. Below this, a table entry is visible with 'Initiated Date' 04/03/ and 'Approval Status' Approved. A blue arrow points from the 'Salary Distribution Approval History' link in the Employee Information section to the Transaction Approval History section.

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.

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**.

Slide 70 - Salary Distribution Transaction Examples

Salary Distribution Transaction Examples

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

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

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 web-based form for salary distribution. At the top, there is a search bar and navigation controls. Below that, the form includes fields for:
- *Profile Effective Date: 04/01/2023 (with a calendar icon)
- Period Amount: \$0.00 (with + and - buttons)
- RSD: Yes (radio button) / No (radio button)
- Allocation section with a search bar and navigation controls
- Combination Code: 1000313146 (with a search icon) and 53300-UR001803-40401-00000000-01 (with + and - buttons)
- Combination Code Department: 4610503 and SPS Construction Mgmt Admin
- % Distribution: 100.00
- Combination Code Amount: (empty field)
- *Funding End Date: 06/30/2023 (with a calendar icon)

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.

*Profile Effective Date: 11/01/2022 Period Amount:

RSD Yes No

Allocation | | 1 of 1

Combination Code: 50120-UR003343-41500-40000058-01

Combination Code Department: 4011102 A&S Economics

% Distribution: Combination Code Amount: *Funding End Date:

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.

*Profile Effective Date: 07/01/2022 Period Amount: \$0.00 RSD Yes No

Allocation

Combination Code: 1000003644 50100-UR003343-41500-40000058-01

Combination Code Department: 4030102 A&S Religion

% Distribution: 100.00 Combination Code Amount: *Funding End Date: 12/31/2022

*Profile Effective Date: 01/01/2023 Period Amount: \$0.00 RSD Yes No

Allocation

Combination Code: 1000003643 50020-UR003343-41500-40000058-01

Combination Code Department: 4030102 A&S Religion

% Distribution: 100.00 Combination Code Amount: *Funding End Date: 06/30/2023



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.

*Profile Effective Date: Period Amount:

RSD Yes No

Allocation | 1 of 2

Combination Code: <input type="text" value="100003104"/> <input type="button" value="🔍"/>	50120-UR003343-41500-40000058-01	<input type="button" value="+"/> <input type="button" value="-"/>
Combination Code Department: 4011102	A&S Economics	
% Distribution: <input type="text" value="54.71"/>	Combination Code Amount: <input type="text" value="\$12,000.00"/>	*Funding End Date: <input type="text" value="12/31/2022"/> <input type="button" value="📅"/>

Combination Code: <input type="text" value="100003070"/> <input type="button" value="🔍"/>	50120-UR003343-41500-40000058-01	<input type="button" value="+"/> <input type="button" value="-"/>
Combination Code Department: 4010102	A&S Anthropology	
% Distribution: <input type="text" value="45.29"/>	Combination Code Amount: <input type="text" value=""/>	*Funding End Date: <input type="text" value="12/31/2022"/> <input type="button" value="📅"/>

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.

*Profile Effective Date: 11/01/2022
RSD Yes No Period Amount: \$21,933.33

% Distribution: 45.29 Combination Code Amount: *Funding End Date: 12/31/2022

*Profile Effective Date: 01/01/2023
RSD Yes No Period Amount: \$0.00

Allocation | 1 of 1

Combination Code: 1000003070 50120-UR003343-41500-40000058-01

Combination Code Department: 4010102 A&S Anthropology

% Distribution: 100.00 Combination Code Amount: *Funding End Date: 06/30/2023

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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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.

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.

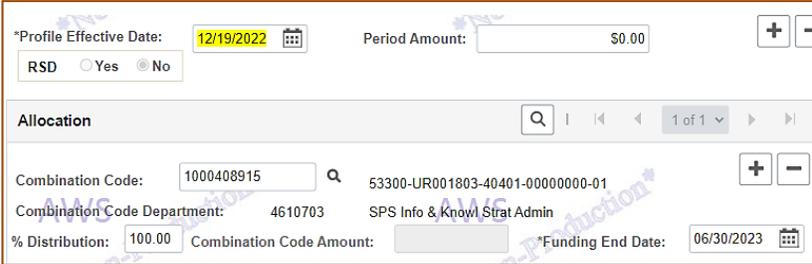
Best Practice

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.

Slide 78 - Funding Change for a Support Staff Employee

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.

*Profile Effective Date:	04/17/2023	Period Amount:	\$0.00	+
RSD	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Allocation				
Combination Code:	1000003421		54600-UR003343-25000-00000000-01	+ -
Combination Code Department:	4022105		A&S Undergrad Writing Prgm	
% Distribution:	100.00	Combination Code Amount:		*Funding End Date: 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: **08/18/2022** Approval Action: **AWS**

Comments: **A comment is required for retro salary distributions.**

*Profile Effective Date: **07/15/2022** Period Amount: \$0.00

RSD Yes No

Allocation

Combination Code: **1000041832** 53330-GT002035-25000-00000000-01

Combination Code Department: **4023105** A&S Maison Francaise

% Distribution: **100.00** Combination Code Amount: *Funding End Date: **08/31/2022**

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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.

Salary Distribution History

Effective Date: 07/01/2022 Effective Sequence: 0 Department: 4564203

Allocation

Combination Code: 1000281595 53300-UR003343-00000-45000391-01 Earnings Code: REG
% Distribution: 100.000 Funding End Date: 06/30/2023

New Salary Distribution Info

Initiated Date: 11/02/2022 Approval Action: Pending Details

Comments:
Overlaying a Salary Distribution Profile

Profile Effective Date: 10/01/2022 Period Amount: \$0.00
RSD Yes No

Allocation

Combination Code: 1000003441 53330-UR003343-25000-00000000-01
Combination Code Department: 4023105 A&S Maison Française
% Distribution: 100.00 Combination Code Amount: Funding End Date: 03/31/2023

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](#).

Employee Information		
UNI	Employee Name	Pay Frequency
Employee ID		

		Action: <input type="checkbox"/> Salary Distribution <input type="checkbox"/> Additional Compensation <input type="checkbox"/> Cancel Add-Comp <input type="checkbox"/> Other
		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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ServiceNow Customer Portal

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Search [] [Q]

Human Resources

Departments

- CUIT
- Finance
- Human Resources

Cost Transfer
Cost Transfer

View Details

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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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

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.

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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

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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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.