Purpose:
The purpose of this job aid is to provide you with the steps to create, modify and approve salary distributions for active employees in the PAC system. Salary Distribution tells the payroll system where to charge regular earnings. You can only enter Salary Distribution transactions for active employees within your home department. Salary profiles can be modified to reflect the changes both going forward and retroactively.

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

Step 1 - Access the Salary Distribution Page.
Log in to myColumbia using your UNI and password. Click on the HR Manager Resources tab and then Go to PAC. From the navigation menu, select Manager Self Service > Labor Accounting > Salary Distribution.

Step 2 - Select the Employee Record. You can only access active employees in your home department.
1. Enter search criteria information into any of the fields such as name, UNI, or employee ID (EMPLID)
2. Click Search
3. Select the correct employee record from the Search Results list that appears.

Note: Salary Distribution profiles are created for a specific employee record and employees can have multiple records. Be sure to select the correct record on which to create or modify the profile.

Step 3 - Create/Modify a Salary Distribution Profile.
1. Verify the employee’s information that appears on the top of the screen to ensure that this is the correct record on which to create the salary distribution.
2. View the historical salary distribution profiles. To see all historical profiles, click “View All” to the right of the “Salary Distribution History” title or click the arrow to cycle through the transactions one at a time.
3. To view all combo codes and allocations for a particular profile, click “View All” (if available) or the arrows to the right of the “Allocation” title.

Note:
- Only the % distribution displays for data entered from the hire/rehire templates.
Step 4 - Enter data for new Salary Distribution Profile. Enter the Salary Distribution information into the following fields.

- **Comment**: Enter a comment for the distribution(s) at the top of the section. Comments are required when creating a retroactive salary distribution because it contains the cost transfer component and comments are required for cost transfers.

- **Profile Effective Date**: This is the effective date of the new profile; this date “tells” ARC when to begin charging the combo codes listed in the allocations.
  a. This date can be earlier than the start of the current pay period but must be within the current fiscal year
  b. This date does not have to begin on a pay period start date as funding arrangements can start on a different day, e.g. 10/12/20YY

**Note**: The most recent effective dated distribution completely replaces a prior profile.

- **Period Amount**: Only enter a period amount when entering a Combination Code Amount.
  a. The Period Amount equals the amount of the employee’s salary for the timeframe between the Profile Effective Date and the Funding End Date
  b. This is a user calculated and entered field
  c. When you enter a Period Amount and a Combo Code amount, the system performs the calculation to arrive at the percentage to charge the account for the employee’s regular earning.

- **Combination Code**: Enter the combination code(s) to which you want to charge part or all of the distribution. Combo codes are restricted based on the REG earnings code (REG is the earnings code for salary distributions). The system will not let you charge a combo code that is invalid for that earnings code. Ensure the combo code is active for the transaction dates
  a. The combo code description and the combo code department number and name display

- **Combination Code Amount/% Distribution**: Enter either the Combo Code Amount (dollar amount) or Percent of Distribution.
  a. Combo Code amount is the dollar amount of the salary to be charged to the combo code
  b. Percent of Distribution is the percentage amount of the salary to be charged to the combo code
  c. Enter either one or the other but not both
  d. When you enter a value into either of these fields, the other field is “grayed out”
**Funding End Date:**

a. For salaried employees not on a grant and *without a specific funding end date*, enter 6/30 FY and the distribution will roll over to the next FY at the end of each fiscal year.

b. For salaried employees not on a grant and *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.
   
i. For example, if the employee is on a project until a specific date (e.g. 12/14/20YY), enter that specific date.

   ii. Remember, you will need to set up a new Profile for the employee with the new distribution. If you do not set up a new Profile, the distribution that ended will fall into department suspense.

c. For employees on a grant, enter the actual funding end date. The allocations indicated in that profile will end on that date and a new profile must be entered.

**Note:**

- The Earnings Code defaults to “REG” as Salary Distributions are only made for regular earnings.

**Example - % distribution allocation to 1 combo code**

![Salary Distribution Example](image)

**Step 5 - Submit the template into the workflow for approval.**

1. Click “Save and Submit” to send the transaction into the workflow and to the 1st level approver in the home department.

2. Click “Save for Later” and the transaction will remain in initiator status where you, or another initiator can access it and update it with new information.

3. Click “Quit Without Saving” to return to the Search page without saving any entered information.

**Note:** If charging foreign combo codes for employees within your home dept., the transaction will route to the foreign departments for approval after home dept. approval.
**Step 6** - View PAC Approval History.

1. Click on the “Salary Distribution Approval History” link.
2. The “Transaction Approval History” window appears where you can view the chain of approvals and comments for all prior approved Salary Distribution transactions for this employee.

**Entry Options**

**To distribute salary to more than one Combination Code**

1. Click on the “+” button (in the *Allocation* section) to add another entry section
2. Complete the fields in the new section
3. Make sure the total allocation = 100%

**To create multiple profiles in the same transaction** - Creating multiple profiles in one transaction is a way to set up funding when one distribution profile ends and the employee's earnings require redistribution. For example, a person is funded through a specific date and the funding or a portion of the funding ends on that date and you now want to set up the next profile to ensure correct distribution going forward and to prevent the dollars falling into suspense

1. To do this, click on the “+” button to the right of the Period Amount field and this will open a new blank *Profile Effective Date* section
2. Complete the fields in the new section
3. To distribute the salary for this profile to more than one combo code, simply click on the “+” button (in the *Allocation* section) to add another entry section

**Notes:**

- All multiple profiles entered in one transaction move together for review and approval.
- If one of the profiles requires a change and the transaction is recycled, all entries are recycled. An approver cannot approve a portion of a transaction and return another portion of the same transaction.
To create a salary distribution using the Period Amount:

1. Enter a comment for the distribution(s) at the top of the section (required if retroactive)
2. Enter the Profile Effective Date of the new profile
3. Enter the Period Amount. The Period Amount equals the amount of the employee’s salary for the timeframe between the Profile Effective Date and the Funding End Date
4. Enter the Combo Code (the ChartString to charge) for the distribution
5. Enter the Combo Code Amount (dollar amount) for the distribution
6. Enter the Funding End Date for the distribution
7. Click the “+” sign to add another allocation row.
   a. Salary Distributions must equal 100%. If the allocation does not equal 100% in the 1st entry you must add a new row or rows if additional funding applies, to enter the remainder of the distribution

Notes:
- The system converts entered Combo Code Amounts into percentages and stores that percentage
- You can enter a mix of Combo Code Amount(s) and % Distribution among all of the allocation lines

Example:
1. The Annual Rate displays on the Employee Information section
2. The Period Amount ($5,416.67) is entered. This amount is user calculated. It is the Annual Rate divided by the timeframe (the period 3/1 – 3/31) which is one month of the employee’s earnings. In this example, $65,000.00/12 = $5,416.67
3. Combination Code Amount entered – in this example $2,500 is to be distributed to the combo code
4. The % Distribution is calculated by PAC – the Combo Code Amount/Period Amount

Note: Partial view shown. Additional allocation(s) must be added for the total % Distribution to = 100%.
Approver Steps

**Step 1** - Review and Approve Salary Distribution Profiles.

1. Navigate to the Worklist.
2. Click on the link for the Employee’s Name. Use the Salary Distribution left menu item to see only those transactions and use the filters on top to narrow down approval level views if you hold more than one.
3. Review the transaction.
4. Click the “Details” link to view a summary of the ChartStrings associated with the combo codes in the transaction.

**Step 2** – Act on the transaction by selecting the appropriate button on the bottom of the screen.

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

![Workflow Status](image)

**Note:** the “Workflow Status” link displays view the location and status of the transaction in the workflow. You can also access this view directly from the navigation menu to view the location of any pending salary distribution.

For steps on how to process multiple transactions at once, access the [Mass Review Salary Distribution Job Aid](#).
Key Points:

1. Salary Distribution is the process to create, modify and approve salary distributions (where to charge regular earnings) for active employees in the PAC system.

2. You can only enter Salary Distribution transactions for employees within your home department.

3. This page is used to establish allocations for regular earnings for future payrolls as well as retroactive cost transfers within the current fiscal year.

4. To modify a profile from the prior fiscal year or to a grant over 90 days in the past, process the transaction on the Cost Transfer page.

5. Salary Distribution profiles are employee job record specific and employees can have multiple records. Be sure to select the correct record on which to create or modify the profile.

6. The Earnings Code defaults to “REG” as Salary Distributions are only made for regular earnings.

7. Combo Codes represent the ChartStrings to charge for the distribution and a search feature is available to locate a combo code.

8. You can enter multiple profile effective date allocations in one transaction
   - All multiple profiles entered in one transaction move together for review and approval
   - If one of the profiles requires a change and the transaction is recycled, all entries are recycled. An approver cannot approve a portion of a transaction and return another portion of the same transaction

9. Salary Distributions must equal 100%. If the allocation does not equal 100% in the 1st entry you must add a new row to enter the remainder of the distribution.

10. Enter either a Combo Code Amount ($) or % Distribution on one allocation line
    - When you enter a value into either of these fields, the other field is “grayed out”

11. The system converts entered Combo Code Amounts into percentages and stores that percentage.

12. You can enter a mix of Combo Code Amounts and % Distribution among all of the allocation lines.

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

14. Worklist access Information:
    - The Manager Self Service role or Accounting Approver is required to be able to access the Worklist
    - DAF authority is required for transactions to appear in the worklist and for you to be able to act on those transactions
    - To apply for either an MSS role or DAF authority, please complete the PAC Security Application form in Service Now