Setting Up Distributions for Payroll Earnings

Payroll funding is set and housed in UM Distribution Entry. Unit level human resource personnel or financial accountants should review and or change funding levels and funding sources for appropriateness when the following situations arise:

- New Hires
- Transfers
- Additional pay
- Multiple Appointments
- New Funding (awards and grants).

REVIEW FUNDING LEVELS
By default all positions will initially use the department funding level. When deciding which funding level to use consider the source of funding (sponsored or nonsponsored) as well as the frequency of distribution changes.

<table>
<thead>
<tr>
<th>Funding Level</th>
<th>Definition</th>
<th>Nonsponsored Funds</th>
<th>Sponsored Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>Use when there are complex funding configurations and/or frequent changes to funding</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Position</td>
<td>Use when there are multi-headcount positions or positions that have frequent turnover in staffing</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Position Pool</td>
<td>Use when a number of positions in the department consistently share the same distribution configuration</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Use when funding does not change frequently</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

ADD A NEW FUNDING LEVEL
Add a new funding level if department level funding distributions are not accurate. Note: Department level funding distributions should NEVER be changed, instead assign a new funding level.

Navigate to: Main Menu> UM Payroll Accounting> UM Distribution Entry> UM Distribution Entry.

1. Search by department by checking By Department Funding. Alternately, search by employee by checking By Employee Job Summary.
2. Enter the department value in the Department search field. Alternately, enter the employee id value in the EmplID field.
3. Click <Search>.
4. Select the Show Vacant Positions checkbox.
5. Click <View All> to view all positions.
6. Locate the position that requires new funding.

7. Click <Add> on the last column of the position row.

8. Select either “Appointment” or “Position” from the **Budget Level** drop-down menu.

9. Click <Add>. The new funding level page will display.

10. Update the **Effective Date**:
    
    a. Date will default to the current date.
    
    b. Date should be today, future or within current unprocessed payroll period only. Use of historic dates for closed payroll period will not correct distributions. See the “Retro Distribution process” job aid.

11. Leave the **Earnings Code** field blank. The system requires one blank earning code to capture any and all earnings and distribution based on the distribution(s) rows.

12. Enter the combination code and/or the ChartField string values in the **Distribution Details** section.
    
    a. Click <Retrieve> if searching by ChartField string. This will populate the combo code field if the ChartField string is valid.

13. Enter the percentage of distribution in **Dist Pct** field.

14. Add additional distribution rows by clicking the plus sign in the **Distribution Details** section, if needed. Repeat as necessary. Note: All distributions should have **Total Dist %** of 100.00.

15. Click <Save>.

16. Click <Return to List>.
INACTIVATING A FUNDING LEVEL

If the existing funding level is no longer appropriate for the position/employee it must be inactivated before assigning a new funding level. Inactivating a funding level eliminates it from use based on the effective date. After inactivating the existing funding level follow the steps for “Add a New Funding Level” above.

Navigate to: Main Menu> UM Payroll Accounting> UM Distribution Entry> UM Distribution Entry.

1. Search by department by checking By Department Funding. Alternately, search by employee by checking By Employee Job Summary.

2. Enter the department value in the Department search field. Alternately, enter the employee id value in the EmplID field.

3. Click <Search>.

4. Select the Show Vacant Positions checkbox.

5. Click <View All> to view all positions.

6. Locate the position that requires a different funding level.

7. Click <Funded By>.

8. Select “Inactivate” from the Status drop-down menu. Note: Every active effective date must be inactivated to revert funding back to the department level default.

9. Click <Save>.

10. Click <Return to List>.
Setting Up Distributions for Payroll Earnings (cont.)

VERIFYING OR UPDATE FUNDING DISTRIBUTIONS
If the funding level is appropriate but the funding distribution must be changed (effective date, funding percentages, etc.) then follow the steps below to verify the distributions and/or to update the distributions.

Navigate to: Main Menu> UM Payroll Accounting> UM Distribution Entry> UM Distribution Entry.

1. Search by department by checking *By Department Funding*. Alternately, search by employee by checking *By Employee Job Summary*.
2. Enter the department value in the *Department* search field. Alternately, enter the employee id value in the *EmplID* field.
3. Click <Search>.
4. Select the *Show Vacant Positions* checkbox.
5. Click <View All> to view all positions.
6. Locate the position number.
7. Click <Funded By> (Appointment, Position, Pool, Department) to view distributions.
   a. To view Department Level funding click <View/Edit Department Level Funding> at the top of the page.
   b. NEVER modify the department level funding. If this funding is not accurate then a new funding level must be added. See prior steps to adding funding levels.
8. If the displayed distributions are accurate then leave the distribution as is and go to step 16.
   a. All distributions should have one *Earnings Code* field which is blank.
   b. All distributions should have total distribution equal to 100%.
9. If displayed distribution(s) are inaccurate then click the plus sign in the *Effective Date* section.
   a. Date will default to current date.
   b. Date should be today, future or within current unprocessed payroll period only.
10. Prior distributions will display.
11. Delete unnecessary rows by clicking the minus sign in the *Distribution Details* section, if needed. Repeat as necessary.
12. Change the combo codes/ChartField strings values in the *Distribution Details* section if needed. Repeat as necessary.
13. Add additional distribution rows by clicking the plus sign in the Distribution Details section if needed. Repeat as necessary.

14. Add an additional earnings distribution by clicking the plus sign in the Earnings Distribution section, if needed. Repeat as necessary. Note: Specific earn codes can be identified if being funded by a unique ChartField string.

15. All distribution rows should collectively reflect a total distribution of 100% in the Earnings Distribution section.

16. Click <Save>.

17. Click <Return to List>.