Distribution Entry for Payroll Earnings

Payroll funding is set up in **UM Distribution Entry**. Distribution Entry identifies the funding source assigned to pay employee payroll expenses. It consists of five parts: Funding Level, Effective Date, Earnings Code, Combination Code/ChartField String, and Distribution Percentage. Unit-level human resources personnel or financial accountants should review and change funding levels and sources as appropriate when the following situations arise:

- New Fiscal Year Start-Up
- Workforce Situation (new hire, transfer, additional pay, payment agreement [e.g., 9 over 12])
- Biweekly Pay Period Cycle
- Funding Agreement
- Effort Certification Cycle
- Year-End Close

**REVIEW FUNDING LEVELS**

Four funding levels exist. Which funding level to use depends on the source of funding, the employee, the positions, or the groups of employees being managed.

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

**LOCATE DISTRIBUTION FUNDING PAGE**

Locate the employee or positions within the department that require updating.

Log in to MyU ([myu.umn.edu](http://myu.umn.edu)). Navigate to: Key Links > PeopleSoft > Human Resources.

Navigate in HRMS: UM Payroll Accounting > UM Payroll Accounting > UM Distribution Entry.
Distribution Entry for Payroll Earnings (cont.)

1. In Search By, select either “Department” or “Employee” from the drop-down menu.
   a. If selecting Department, use additional search fields:
      i. Modify As Of date to view future distributions, if desired.
      ii. Enter the DeptID value in Department.
   b. If selecting Employee, use additional search fields:
      i. Modify As Of date to view future distributions, if desired.
      ii. Enter EmplID of employee.

2. Click <Search>.

3. Click <View All> to view all positions if searching by Department view.

ADD 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.

1. Locate the position that requires new funding.

2. Click <Add> in the last column of the position row.

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

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

5. Update the Effective Date:
Distribution Entry for Payroll Earnings (cont.)

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 “Creating a Retro Distribution” job aid.

6. 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.

7. 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.

8. Enter the percentage of distribution in the Dist Pct field.

9. 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.

10. Click <Save>.

11. Click <Return to List>.

INACTIVATE 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 New Funding Level” above.

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

2. Click <Funded By>.

3. 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.

4. Click <Save>.

5. Click <Return to List>.
Distribution Entry for Payroll Earnings (cont.)

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

1. Locate the position number.

2. Click <Funded By> (Department, Position, Position Pool, Appointment) 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, a new funding level must be added. See prior steps to adding funding levels.

3. If the displayed distributions are accurate, leave the distribution as is and go to step 11.
   a. All distributions should have one Earnings Code field which is blank.
   b. All distributions should have total distribution equal to 100%.

4. If displayed distribution(s) are inaccurate, 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.

5. Prior distributions will display.

6. Delete unnecessary rows by clicking the minus sign in the Distribution Details section, if needed. Repeat as necessary.

7. Change the combo codes/ChartField strings values in the Distribution Details section if needed. Repeat as necessary.

8. Add additional distribution rows by clicking the plus sign in the Distribution Details section if needed. Repeat as necessary.

9. Add an additional earnings distribution by clicking the plus sign in the Earnings Distribution section, if needed. Repeat as necessary. Note: Specific earnings codes can be identified if being funded by a unique ChartField string.
10. All distribution rows should collectively reflect a total distribution of 100% in the *Earnings Distribution* section.

11. Click *<Save>*.

12. Click *<Return to List>*.