Salary Distribution Transactions - Job Aid

To access PAC information, visit the HR website at http://hr.columbia.edu

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.

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| Access PAC Labor Accounting | 1. Navigate to myColumbia portal @ https://my.columbia.edu  
2. Log in with your UNI and Password  
3. Click on the “HR Manager Resources” tab  
4. Under the PAC Access section:  
  • Click the ‘Go to PAC’ link  
5. Click on the “Manager Self Service” link and then the “Labor Accounting” link. | You accessed the Labor Accounting portion of PAC. |
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| Navigate to the Salary Distribution Page/Employee Record Search | 1. Click on the Salary Distribution Link  
2. Enter search criteria information into any of the fields such as name, UNI, or employee ID (EMPLID)  
3. Click Search  
**Note:** You can only access active employees in your home department. | You are at the search results view page. |

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| Select the Employee Record | 1. 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. | You are at the page to create a Salary Distribution Profile. |
### Create/Modify a Salary Distribution Profile

1. In the top section of the screen, 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.

   ![Employee Information](image)

   You verified this is the correct employee record.

### View Historical Salary Distribution Profiles

2. In the middle section of the screen, you can see the most recent salary distribution and all historical profiles.

3. To view 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.

4. 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.

   ![Salary Distribution History](image)

   You reviewed existing and historical Salary Distribution profiles.

**Note:**
- For data from the hire/rehire templates, only the % distribution is displayed.
### Enter data for new Salary Distribution Profile

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<tbody>
<tr>
<td>On the bottom of the screen enter the Salary Distribution information into the following fields:</td>
<td>You entered the Salary Distribution profile.</td>
<td></td>
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1. **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.

2. **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.

3. **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.

4. **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.
   a. The combo code description and the combo code department number and name display

**Notes:**
- For information on how to search for and how to create new combo codes in PAC, refer to the respective job aids located in Course Catalog on the HR Website
- Refer to the “ChartFields, ChartStrings and Combination Codes” Job Aid for additional information
- Ensure the combo code is active for the transaction dates
### Enter data for new Salary Distribution Profile

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<tr>
<td>5. <strong>Combination Code Amount/% Distribution</strong>: Enter either the Combo Code Amount (dollar amount) or Percent of Distribution.</td>
<td></td>
<td>You entered the Salary Distribution profile.</td>
</tr>
<tr>
<td>a. Combo Code amount is the dollar amount of the salary to be charged to the combo code</td>
<td></td>
<td></td>
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<tr>
<td>b. Percent of Distribution is the percentage amount of the salary to be charged to the combo code</td>
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<td></td>
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<tr>
<td>c. Enter either one or the other but not both</td>
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<td></td>
</tr>
<tr>
<td>d. When you enter a value into either of these fields, the other field is “grayed out”</td>
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<tr>
<td>6. <strong>Funding End Date</strong>:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. For salaried employees not on a grant <em>and without a specific funding end date</em>, enter 6/30 FY and the distribution will roll over to the next FY at the end of each fiscal year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. For salaried employees not on a grant <em>with a specific funding end date</em>, enter the actual funding end date. The funding allocation will end on that date and a new profile must be entered.</td>
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<td></td>
</tr>
<tr>
<td>i. For example, if the employee is on a project until a specific date (e.g. 12/14/20YY), enter that specific date</td>
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<td></td>
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<tr>
<td>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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

![Salary Distribution Profile Example](image-url)
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| Distribute to more than one Combination Code | 1. To distribute the salary to more than one combo code, simply 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% | You entered additional account allocations for the salary distribution, if needed. |

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.

You created multiple salary distribution profiles, if needed.
### 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%.

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**Diagram:**

- **Step 1:** Enter the Annual Rate ($65,000.00).
- **Step 2:** Enter the Period Amount ($5,416.67)
- **Step 3:** Enter the Combo Code Amount ($2,500)
- **Step 4:** Enter the Funding End Date

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You created a salary distribution profile using a Period Amount.
### 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.

### 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.

You submitted the template into the workflow or saved it to submit it at a later time.

You viewed prior approved Salary Distributions for the employee.
## Review and Approve Salary Distribution Profiles – Approver Steps

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| 1.   | Click on the “Worklist” link via the menu navigation or by clicking on “Worklist” on the top menu bar. **Notes:**  
- 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 for you to be able to take action on those transactions and have permission to approve  
- To apply for either an MSS role or DAF authority, please speak with your department representatives | You accessed the Worklist. |
| 2.   | Click on the link for the Employee’s Name.  
**Note:** If you hold multiple approver roles, you can display only a selected worklist via the “Worklist Filters” dropdown | You accessed and took action on a transaction. |
| 3.   | Review the transaction  
4.   | Click the “Details” link to view a summary of the ChartStrings associated with the combo codes in the transaction |  
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5. Take action on the transaction by clicking on the button on the bottom of the screen:
   a. Approve – approve and send to the next level for approval. If this is the final level approval, the transaction is submitted into PAC
   b. Deny – deny the transaction
   c. Recycle – sends the transaction back for correction. Be sure to add a comment as to why it is being recycled
   d. Save – saves updated information if made by the 1st level admin department approver. Subsequent level approvers can only add a comment to the transaction
   e. Quit Without Saving – return to the Worklist without saving entered data

6. Click the “Workflow Status” link to view the location of a transaction in the workflow.
**Mass Review Page – Approver Steps**

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<tr>
<td>1.</td>
<td>Click on the “Mass Review Salary Dist” link in the Worklist.</td>
<td>You accessed and searched for specific transactions in the Mass Review page</td>
</tr>
</tbody>
</table>

On the top section of the page is a Filter where you can search for a specific transaction. This search is optional and allows you to find one transaction or a group of transactions that you may be specifically looking for.

**Note:** If your list contains more than 300 transactions for your review, you will be asked to filter your items before the full page is displayed. The filtered items will appear far more quickly than having the entire page of items load first.

1. Click on the magnifying glass next to any field and a results list displays transactions with that information. For example:
   - Click on the magnifying glass next to “Name” and the results list displays employees who have pending salary distribution transactions ready for review. Or
   - Click on the magnifying glass next to “Department” and the results list displays transactions for that department.

   **Note:** For the Profile “Start Date” search, enter or select a date from the calendar icon. This is the “Profile Effective Date” that was entered when the transaction was initiated. If no transactions appear, there are no pending transactions with that Profile Effective Date.

2. From the Search Results list, select from the items that appear to display those transactions.

   **Notes:** Your selection choices and thus next views are dependent upon the type of search you selected.
   - For example, if you searched by “Name” and then selected the employee name from the results list, only transactions for that employee appear.
   - If you searched by “Department” and then selected one of the departments that you can access (your home department(s)), all transactions for that department will appear.
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<tbody>
<tr>
<td>Mass Review Page – Approver Steps</td>
<td>On the middle section of the page are the Pending Salary Distribution transactions that are ready for review. 1. Review each transaction and click on the radio button next to the desired action for the transaction. The following actions are available on the Mass Review Page: a. Approve – approve and send to the next level for approval. If this is the final level, the transaction is submitted into PAC b. Recycle – sends the transaction back for correction. Be sure to add a comment as to why it is being recycled c. Deny – Deny the transaction Notes: • Transactions appear one after the other on the page • Click the arrows on the “Pending Transactions” bar to view additional pages of transactions • Review the employee information (name, position, employee record) to ensure the salary distribution is for the correct record • Review the New Salary Distribution information (Combination Code, Percent of Distribution /Funding End Date), to ensure the salary distribution is entered correctly • The transaction comments appear and you can add a comment if needed. • The Originator field displays the UNI and role of the last person who submitted/approved the transaction • The Transaction Type indicates the level of approval needed at this point in the workflow • If charging foreign combination codes for employees within your home dept. the transaction will route to the foreign departments for approval after home dept. approval • If an error displays such as, “Error – Inactive Employee”, the action for that transaction is greyed out. The approver will need to recycle or deny the transaction from the worklist • To clear a radio button selected for a particular transaction, click the reset symbol You reviewed multiple transactions at once.</td>
<td></td>
</tr>
<tr>
<td>Submit the selected actions</td>
<td>On the bottom section of the page is a Process button where you submit the selected actions made on the page. 1. Click the “Process” button. 2. The transactions where you selected an action are submitted into workflow. a. If you are the final approver, the transactions are entered into PAC You processed multiple transactions at once.</td>
<td></td>
</tr>
<tr>
<td>View the confirmation screen</td>
<td>A confirmation screen appears once the transactions are processed. This screen displays a summary of what was processed. Notes: • You do not have to wait for the summary or take any other action • To navigate away from this page, you can click on the “OK” button or any other menu link The transactions were submitted.</td>
<td></td>
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</table>
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 dept. 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 for you to be able to take action on those transactions and have permission to approve.
    - To apply for either an MSS role or DAF authority, please complete the PAC Security Application form in Service Now.

Mass Review Page

15. Use the Filter in the top section of the page to view your transactions or search for a specific transaction.

16. Transactions appear one after the other on the page.

17. Click the arrows on the “Pending Transactions” bar to view additional pages of transactions.

18. Review the employee information (name, position, employee record) to ensure the salary distribution is for the correct record.
19. Review the New Salary Distribution information (Combination Code, Percent of Distribution /Funding End Date), to ensure the salary distribution is entered correctly

20. The transaction comments appear and you can add a comment if needed

21. The Originator field displays the UNI and role of the last person who submitted/approved the transaction

22. The Transaction Type indicates the level of approval needed at this point in the workflow

23. Errors or Warnings display to alert you to any conflicts. Review these prior to submission and correct as needed

24. Click on the radio button next to the desired action for the transaction. The following actions are available on the Mass Review Page:
   a. Approve – approve and send to the next level for approval. If this is the final level, the transaction is submitted into PAC
   b. Recycle – sends the transaction back for correction. Be sure to add a comment as to why it is being recycled
   c. Deny – Deny the transaction