# Training Guide

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Salary Distribution Transactions

Salary Distribution Transactions

This is the Salary Distribution Transactions course within the PAC curriculum. Please note that both this course and the Cost Transfers course are required for all new users to gain access to the Salary Distribution and Cost Transfer functionalities in PAC.

Estimated Time to Complete Lesson: 1.5 hours

As a new user, there are several steps required to obtain access to the Salary Distribution functionality in PAC.

1) If you haven't already done so, complete the PAC Security Application to request your PAC role(s). Once the application has been approved, you will be notified and receive more information on how to access and complete the training requirements from the PAC Training Administrator. Click here [http://hr.columbia.edu/course-catalog/search](http://hr.columbia.edu/course-catalog/search) to access the PAC Security Handbook located in the Course Catalog in the HR Website for guidance on PAC Security and Access Requests.

2) Complete the required training course(s) for the roles and then complete and submit the Knowledge Assessment/Training Acknowledgement at the end of the course. A score of 90% or better is required for passing knowledge assessments.

3) Notify the PAC Training Administrator once the training requirements are completed. You will receive an e-mail from PAC Security once your access is established.
PAC Curriculum

**PAC Curriculum**
This is the PAC curriculum. The course you are completing is part of this curriculum.

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**Salary Distribution Defined**

This is the *Salary Distribution Defined* lesson of the *Salary Distribution Transactions* course. Upon completion of this lesson, you will be able to:

- Define salary distributions at Columbia University
- Recall the relationship between ChartFields, ChartStrings and Combination Codes
- Locate and access combination codes

**Estimated Time to Complete Lesson**: 15 minutes

Key terms display throughout a course as hyperlinks. Clicking on the hyperlink will open a separate window that displays the definition. A comprehensive list of key terms and definitions that appear throughout the course appear in the Glossary at the end of the Training Guide.
Salary Distribution Transactions at Columbia University

What are Salary Distribution Transactions?
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.

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 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.

Please note that RSD is the acronym and is used interchangeably with Retroactive Salary Distribution.

Why 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 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.
Earnings Codes Defined

**Earnings Codes - Salary Distributions**
This code specifies the type of payments with related tax withholding, benefits information and fringe rate.

As Salary Distribution profiles are established for faculty and staff regular earnings, the earnings code used for these transactions is **REG**. The REG earnings code does not need to be selected and is automatically applied to the salary distribution transaction.

Information on other earnings codes are covered in the Additional Compensation and Cost Transfer training courses.

Fringe Benefit Rate

**What is the Fringe Benefit Rate?**
The percentage charged to departments applied to salaries as they are paid out and charged in ARC. Fringe is used to fund the Columbia University paid benefits (pension, medical, etc.) and tax-related expenses (FICA, Medicare, etc.).

![Fringe Benefit Rate Chart]

**How is Fringe Calculated in PAC Labor Accounting?**
The fringe benefit rate is determined by the PAC system based on multiple criteria

- earnings type (earn code)
- employee attributes (e.g. student status, job code, etc)
- project attributes (e.g. grants)

Click here [http://finance.columbia.edu/content/fringe-benefit-rates](http://finance.columbia.edu/content/fringe-benefit-rates) for more information on Fringe Benefits Charges.
ChartFields ChartStrings and Combination Codes

ChartFields, ChartStrings and Combination Codes are used to indicate the allocation of charges. The following topics describe these terms and how they are used in PAC.

ChartFields

ChartFields
The fields that store the Chart of Accounts (COA) and provide the system with the basic structure to segregate and categorize transactional and budget data.

Following is a recap of the ChartFields and their definitions learned in the Introduction to ARC lesson. For information on the ChartField values used in your department/school, see your Finance/Business Manager.

The selection of ChartFields ultimately creates the ChartString and the Combination Code used in financial transactions.

- The ChartString is what is being charged in ARC
- In PAC, a combination, or combo code, is entered in a transaction to indicate what ChartString to charge. The combo code is the "label" for the ChartString
- When requesting a combination code in PAC, "Fund" and "Function" are not selected as these fields are derived in ARC based on the other ChartFields selected. "Site" is only required for a capital project

<table>
<thead>
<tr>
<th>ChartField</th>
<th>Characters (length)</th>
<th>Definition</th>
<th>Required on transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>5 (e.g. COLLM - Columbia University)</td>
<td>Legal entity for which financial statements are produced.</td>
<td>Required on all transactions</td>
</tr>
<tr>
<td>Account</td>
<td>5 (e.g. 40000 - TUITION)</td>
<td>Used to capture the natural classification of the transaction. Accounts begin with numbers 1-7: 1 = Assets, 2 = Liabilities, 3 = Fund Balances, 4 = Revenue, 5 = Salaries and Fringe, 6 = OTPS, 7 = Internal Transfers</td>
<td>Required on all transactions</td>
</tr>
<tr>
<td>Department</td>
<td>7 (e.g. 0102102 - PRE Office of the President)</td>
<td>Hierarchical breakdown to track financial activity within the organizational structure.</td>
<td>Required on all transactions</td>
</tr>
<tr>
<td>PC Business Unit</td>
<td>5 (e.g. CAPTL – Capital Projects)</td>
<td>High-level project type. There are three PC Business Units to select from: Capital, Sponsored Project, General</td>
<td>Required on all transactions</td>
</tr>
<tr>
<td>Project</td>
<td>8 (e.g. CP001005 - AR AUDITORIUM)</td>
<td>Associates expenses with a specific funding source. Projects are set up for the following reasons: Funding is externally restricted in purpose or time, Funding is unrestricted or internally restricted and/or of a significant nature (e.g., used to fund several uses) and for which fund balance is carried forward, Project to date reporting is required and is different from fiscal year reporting, Project has a defined beginning and end</td>
<td>Required on all transactions</td>
</tr>
</tbody>
</table>
ChartFields cont.

**ChartFields, cont.**

Below is the continuation of ChartField Definitions. To see this information in a job aid, access the "ChartFields, ChartStrings and Combination Codes in PAC Job Aid (http://hr.columbia.edu/course-catalog/search)" located in the Course Catalog in the HR Website.

<table>
<thead>
<tr>
<th>ChartField</th>
<th>Characters (length)</th>
<th>Definition</th>
<th>Required on transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>2 (e.g. 01 – AR AUDITORIUM)</td>
<td>Work breakdown structure for the associated Project.</td>
<td>Required on all transactions Note: For fiscal year projects the activity will always be 01.</td>
</tr>
<tr>
<td>Initiative</td>
<td>5 (e.g. 41116 - BUS Master of Business Admin)</td>
<td>Used track financial activity related to Academic Programs or Business Activities.</td>
<td>Only required for revenue, expense, and internal transfer transactions *If the transaction does not call for a specific initiative, use the undefined initiative value: 000000</td>
</tr>
<tr>
<td>Segment</td>
<td>Max 8* UNIs can be fewer than 8 characters (e.g. alt510 - Dr. Albert Jones; 51006105 - BUS London Int Seminar)</td>
<td>Used to track components of Academic Programs or Business Activities, usually a person or thing.</td>
<td>Only required for revenue, expense, and internal transfer transactions *If the transaction does not call for a specific segment, use the undefined segment value: 00000000</td>
</tr>
<tr>
<td>Site</td>
<td>4 (e.g. 1002 - BROADWAY RESIDENCE HALL)</td>
<td>Building Number or Country Code</td>
<td>Only required for Capital projects but should be used when applicable</td>
</tr>
<tr>
<td>Fund</td>
<td>2 (e.g. 01 – General Unrestricted Fund)</td>
<td>Fund Type</td>
<td>This ChartField will default from other ChartFields</td>
</tr>
<tr>
<td>Function</td>
<td>3 (e.g. 010 – TUITION)</td>
<td>Categorization of revenues, expenses, and internal transfers for all Profit and Loss (P&amp;L) transactions. This is the COG line and the categorization of functional expense on the Financial Statements.</td>
<td>This ChartField will default from other ChartFields</td>
</tr>
</tbody>
</table>

**ChartString**

**ChartString**

The combination of ChartFields that identify where accounting charges and credits are applied. ChartStrings are created and housed in ARC when the 11 ChartField components are identified for expense allocation.

When each ChartField is selected, the associated numbers/characters for that field are joined together with other ChartFields to make the ChartString. Each ChartField component has its own number of characters. Joining all the required ChartFields together creates a unique ChartString.
How ChartField Values become a ChartString

The number of characters in the ChartField

System derived, e.g. 415

System derived, e.g. 22

Not required in this example as not a capital project

Required

Conditionally Required

System Derived

The ChartString for the selected ChartFields =
COLUM5001020800000GENRLUR0013070160
0015500004322415

Changing any of these ChartFields changes the ChartString, e.g. if account was 50200 =
COLUM5020020800000GENRLUR0013070160
0015500004322415

For Demonstration Purposes Only
Combination Codes

**Combination Code or Combo Code**
A combo code is a 10-digit system-generated number representing a unique ChartString and is required by the PAC system to assign labor charges. It is not a characteristic of the ChartString, it is a representation of it. This is similar to how an Employee ID is generated. Each employee is assigned a system-generated 8-digit ID that represents them in the system. The number is not a characteristic of the employee, but represents their identity in the system.

Combo codes are used in all TBH and Labor Accounting transactions to indicate how a charge is to be allocated. Think of the combo code as a “label” for the ChartString.

**Combo Code Description**
A combo code description is a numeric descriptor to help identify the ChartString represented. It is displayed in transactions next to the combo code and will show in this order: Natural Account, Project, Initiative, Segment and Activity.
Putting it Together - ChartFields ChartStrings and Combo Codes

**Putting it All Together - ChartFields, ChartStrings, and Combination (Combo) Codes**

*ChartFields* are the fields that store the Chart of Accounts (COA) and provide the system with the basic structure to segregate and categorize financial activity.

*ChartStrings* are the unique combinations of ChartFields to which accounting charges and credits are applied. The ChartString is what is charged in ARC. ChartStrings can be as long as 54 characters.

*Combination, or Combo Code* is the 10-digit system-generated number representing a unique ChartString. It is not a characteristic of the ChartString, it is a representation of it. Combo codes are used in PAC to assign labor charges. Think of the combo code as a “label” for the ChartString. Combo codes are used in all TBH and Labor Accounting transactions to indicate how a charge is to be allocated.

Using the ChartString example we saw earlier, a combo code generated by PAC could be “1000030781.” This 10-digit number is not a characteristic of the ChartString (COLUM500102080000GENRLUR00130701600015500004322415), but represents it in PAC.

Meaning that, whenever the combo code 1000030781 is used in a PAC transaction, the ChartString it represents, COLUM500102080000GENRLUR00130701600015500004322415, will be charged.

Access the ChartFields, ChartStrings, and Combination (Combo) Codes Job Aid ([http://hr.columbia.edu/course-catalog/search](http://hr.columbia.edu/course-catalog/search)) for reference located in the Course Catalog on the HR Website.
Combination Codes and Salary Distribution Transactions

The Combination Code field is located on all TBH and LA transactions to indicate the funding for the transaction. If the combo code is known, enter it into the Combination Code field and press enter. If it is a valid code, the Description and Combo Code Department will populate on the screen.

Users have unrestricted access to search for combo codes based on earning code edits. A user can search for and select combo codes in any department. For example, below is an excerpt of the New Salary Distribution Info section of the Salary Distribution Page in PAC. When clicking on the magnifying glass to search for codes, only those codes that are valid for the REG Earnings Code will appear.

□ Remember - the combo code is a 10-digit representation of the ChartString

Over time and with continued use, some combo codes may be memorized and can be entered directly.

Combination code fields appear in PAC transaction pages

Here is an example of the field in a salary distribution page

If known, enter the combination code directly into the field and press enter or tab

If unknown, click the magnifying glass to bring up the search page

The Combo Code Description and Combo Code Department populate on the screen once a combo code is entered/selected.
 Locate and Select Combo Codes

To search for a combo code, click on the magnifying glass next to the Combination Code field. Populate two or more ChartField values and click search. Combo codes with those values appear in the results list displayed. Click "Select" next to the desired combo code and it will populate into the PAC page field.

**To search for a combo code:**
1. Click on the magnifying glass to bring up the search feature
2. Populate a *minimum of two* or more ChartField values
3. Click “Search”
4. Click “Select” next to the desired combo code and it will populate into the PAC page field

In this example, values are entered in the “Account” and “Department” fields. Combo codes with those values appear in the results list displayed.

Note: the more ChartField values entered in the search, the smaller, or more direct, results list is displayed.

For example, if all 9 ChartField values are entered, one combo code will display in the search results list.

Search for a Combo Code

Let's practice selecting a combo code by entering criteria into the search feature.

**Procedure**

This is the "Search for a Combo Code" topic where you will learn how to search for a combination code within a transaction.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>This is the New Salary Distribution Info section within a salary distribution transaction.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
2. | To search for a combo code, click the **Look Up Combo Code** button.
### Step 3
The Search Combination Codes page appears. Populate two or more ChartField values and click search. In this example, we are searching by entering the ARC Business Unit, Account and Department.

First, click the **Look up ARC Business Unit** button.

### Step 4
A list appears in the Search Results section of the page. For this example -

Click the **COLUM** link.

### Step 5
Now let's search for the account.

Click the **Look up Account** button.

### Step 6
In addition to the Search Results displayed, you can search for an individual ChartField as well. For this example, let's search for an account that begins with "53".

To search for an Account, first click in the **Account** field.

### Step 7
Enter search information into the **Account** field. In this example, I am not sure of the exact number but know it begins with "53", let's enter "53".

### Step 8
Click the **Look Up** button.

### Step 9
All accounts that begin with "53" appear.

Click the **OFFICER OF ADMINISTRATION** link.

### Step 10
Now let's narrow down the search by department.

Click the **Look up Department** button next to the Department field.

### Step 11
You can enter the department number into the field or search for it.

Search for the department using numbers into the Department field.

Search for the department using words into the Description field.

For this example, enter "train" into the Description field.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Click the <strong>Look Up</strong> button.</td>
</tr>
</tbody>
</table>
| 13.  | A list of departments beginning with "train" appear. Select the department from the list.  
Note: A funding department can only be a level 8 department (does not end in an 'x').  
For this example, click the TRAIN02 link. Note: This is an example of a department number - **7503203**. |
| 14.  | Now we have three ChartField data fields entered,  
Click the **Search** button. |
| 15.  | A list of combo codes that match the search criteria entered appear.  
Click the **Select** button next to the needed combo code. |
| 16.  | The selected combo code appears in the Combination Code field. The Combo Code description also displays as well as the Combination Code Department number and name. |
| 17.  | You have successfully completed the "Search for a Combo Code" topic. You can now move on to the next lesson, "System Created Combo Codes" where you will learn how PAC creates combo codes.  
**End of Procedure.** |
Create Combo Codes

**Create Combo Codes**
Combo codes are added to PAC in two ways.

1. New ChartStrings created in the Payroll module of the Budget Tool will generate a combo code in PAC for that ChartString with various natural account values
2. Specific users who have the "Create Combo Code" role in PAC can create combo codes in real time

Let's explore this process for creating combo codes.

New Combo Code Request Process

**New Combo Code Request Process**
What happens if a ChartString is not in the system and is needed for a transaction?

If a ChartString is needed for a transaction and the combo code has not been created for that ChartString, it is easy to create a new combo code in PAC. The Create Combo Code role in PAC enables users to create combo codes in real time. If you have this security role, a summary of the steps is below. If you do not have this new role, you can contact the person in your School/Admin unit who has it and have them create the combo code.

1. Save and close the transaction
2. If you have the "Create Combo Code" security role, navigate to the New Combo Code request page and follow the steps below. In addition, access the Create a Combo Code Job Aid ([http://hr.columbia.edu/course-catalog/search](http://hr.columbia.edu/course-catalog/search)) for detailed information (located in the Course Catalog on the HR Website)
3. Once the new combo code has been created it is ready to use. Open the saved transaction and the new combo code will appear in the search list

**Note:** The "Create Combo Code" role allows users to create combo codes in PAC. This role cannot delete combo codes and there is no workflow approval required to create a combo code.
Remember – ChartFields exist in ARC and ARC syncs instantaneously to PAC. However, if the particular ChartString (combination of ChartFields) does not have a corresponding combo code, a new one can be created in real-time.

Adding a new combo code to PAC is easy. Users with the “Combo Code Create” Role can create new combo codes in real-time.

Navigate to MSS > Labor Accounting > New Combo Code Request

In the “Add a New Value” tab of the Combination Code Table page, click “Add”

Enter the “Effective Date” for the combo code – this is required

Enter a value for each required ChartField

Click “Save”

Edits will run to check for valid ChartFields and provide a description (if available). The description is a system generated value and does not require user entry.

Once the edits complete and run satisfactorily, the system generates the next sequential new combo code number, which can be used immediately in PAC transactions.

New Combo Code Request Process Screen Prints

Below are screen prints of the steps to request a new combo code.

To request a new combo code:

1. Navigate to the Combination Code Table in MSS
2. Click the “Add a New Value” tab
3. Click “Add”
4. Enter the “Effective Date” for the combo code – this is required. Note: the effective date cannot be earlier than July 7, 2012 and cannot be earlier than the effective dates of the ChartFields
5. Enter a value for each required ChartField. An “*” equals a required field
6. Click “Save”

If a ChartField does not exist it will not populate into the field. Request a new ChartField in ARC (limited to select users) and once it is approved and created in ARC, it will be available in PAC to create new combo codes.
New Combo Code Request ChartField Selection Rules

**New Combo Code Request ChartField Definitions and Guidelines**

ChartFields are created in ARC and ARC syncs instantaneously to PAC. Edits will run to check to ensure that the Combo Code is valid (that is, all selected ChartFields are active).

When selecting ChartFields, follow the guidelines below.

<table>
<thead>
<tr>
<th>Chart Field</th>
<th>Definition and Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC Business Unit</td>
<td>School and Department users will select the appropriate business unit from the drop down menu.</td>
</tr>
<tr>
<td></td>
<td>• The valid business units for Schools and Departments are:</td>
</tr>
<tr>
<td></td>
<td>o COLUARC - Columbia University</td>
</tr>
<tr>
<td></td>
<td>o AGNC - Other Agencies</td>
</tr>
<tr>
<td></td>
<td>o AMER - American Assembly</td>
</tr>
<tr>
<td></td>
<td>o COC - Columbia Ophthalmology Consult</td>
</tr>
<tr>
<td></td>
<td>o CBIP - Center for International Progr</td>
</tr>
<tr>
<td></td>
<td>o CRUI - Columbia University Institute of E</td>
</tr>
<tr>
<td></td>
<td>o CUIH - Columbia University Healthcare</td>
</tr>
<tr>
<td></td>
<td>o CUHRE - Columbia University Press</td>
</tr>
<tr>
<td></td>
<td>o KRAFT - Kraft Center</td>
</tr>
<tr>
<td></td>
<td>o NIBOC - Columbia/Dentists of New Jersey</td>
</tr>
<tr>
<td></td>
<td>o BCEE - Real Hall</td>
</tr>
<tr>
<td></td>
<td>o EPAO - CUIP Employees Action Cont Ohr</td>
</tr>
<tr>
<td></td>
<td>o REOF - asbestos Conti</td>
</tr>
<tr>
<td></td>
<td>o IOOF - Columbia University Interns</td>
</tr>
<tr>
<td></td>
<td>o OCPH - Voluntary Retirement Savings Plan</td>
</tr>
</tbody>
</table>

"COLUM" is the most frequently used business unit.

| Account | All payroll accounts begin with "5" and are in the range 50000 - 58999 |
| Department | Only users with PAC DAR authority to the department can choose the department |
|              | • This ChartField must be chosen before PC Business Unit and Project |
|              | • Can only be level 1 department (does not end with "") |

| PC Business Unit | *SPONS - Only projects that begin with "SP" or "S" will display in the project drop down list. |
|                  | *CAPPLT - Only projects that begin with "CAP" will display in the project drop down list. |
|                  | *ENP - Only projects that do not begin with the above will be displayed |

| Project | Once department and PC business unit are selected, project will only show projects with a relationship to the department and PCBU selected. |
|         | NOTE: To select a project for a combo code, there has to be a fiscal budget created for the project/department relationship (including 50 budget). If the Project exists and the project/department relationship does not have a fiscal budget, it will not appear and thus cannot be changed. See your budget/financial representative to determine if the budget should be created in ARC. |

| Activity | Once project has been selected, only the activities related to the specific project will be displayed |
| Initiative | Select value from drop down list |
| Segment | Select value from drop down list |
| Site | Only required with capital projects (those that begin with CP) |
| Fund | Will be derived in ARC |
| Function | Will be derived in ARC |
New Combo Code Request Result

**New Combo Code**
And the Combo Code is created!

Will PAC create duplicate combo codes?  
- No – there are edits in place that check for existing combo codes when requesting a new one.

What happens if two people are requesting a new combo code at the same time?  
- The first person to click “save” will create the combo code. The second person will receive a message that the code already exists and provide that code on the screen.

Once the new combo code is created, it is ready for use.

If, in the middle of a transaction, you need to request a new combo code, save and close the transaction first. Why? Since the combo code did not exist when you started the transaction, you need to generate a new combo code search after the required combo code is created. Save the transaction, re-open it and the combo code can then be used.
Request and Create a New Combo Code
Let's practice creating a combo code in PAC.

Procedure
This is the "Request and Create a New Combo Code" topic where you will learn how to create a new combination code in PAC.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To navigate to the New Combo Code Request section of PAC, first click the <strong>Manager Self Service</strong> link.</td>
</tr>
<tr>
<td></td>
<td>Manager Self Service</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Labor Accounting</strong> link.</td>
</tr>
<tr>
<td></td>
<td>Labor Accounting</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>New Combo Code Request</strong> link.</td>
</tr>
<tr>
<td></td>
<td>New Combo Code Request</td>
</tr>
</tbody>
</table>
Step 4. There are two tabs on the New Combo Code Request page, one to "Add a New Value" and one to "Find an Existing Value". Creating combo codes are completed in the "Add a New Value" tab. From here, click the Add button.

Step 5. Enter the effective date for the new combo code. Enter the date into the Effective Date field.

For this example, enter "02/01/2015".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 6.   | Enter the ChartField values to create the combo code.  
First, click the **Look up Chartfield Value** button next to the ARC Business Unit field. |
| 7.   | Select the Business Unit from the list.  
For this example, click the **COLUM** link. |
| 8.   | Next, select the Account.  
Click the **Look up Chartfield Value** button next to the Account field. |
| 9.   | There are search fields on the top of the page to assist you in locating an account. Search for and select the needed Account.  
For this example, click the **INSTRUCTOR (FT)** link. |
| 10.  | Next, select the Department for the Combo Code.  
Note: The Department ChartField must be chosen before PC Business Unit and Project.  
Click the **Look up Chartfield Value** button next to the Department field. |
| 11.  | There are search fields on the top of the page to assist you in locating a department. Search for and select the needed department.  
For this example, click the **TRAIN01** link. |
| 12.  | Next, select the PC Business Unit (BU).  
Click the **Look up Chartfield Value** button next to the PC BU field. |
| 13.  | For this example, click the **General** link. |
### Training Guide

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 14.  | **Next, select the Project/Grant.**  
Click the *Look up Chartfield Value* button next to the Project/Grant field. |
| 15.  | **For this example, click the **TRAIN01 Project** link.** |
| 16.  | **Next, select the Activity ID.**  
Click the *Look up Chartfield Value* button next to the Activity ID field. |
| 17.  | **For this example, click the **TRAIN01 Project** link.** |
| 18.  | **Next, select the Initiative.**  
Click the *Look up Chartfield Value* button next to the Initiative field. |
| 19.  | **For this example, click the **Communications** link.** |
| 20.  | **Next, select the Segment.**  
Click the *Look up Chartfield Value* button next to the Segment field. |
| 21.  | **For this example, click the **Undefined Segment** link.** |
| 22.  | **Click the **Save** button.** |
| 23.  | **And the combo code is created! Note the number on the top of the page. Once it is created it is ready for use.** |
| 24.  | **You have successfully completed the "Request and Create a New Combo Code" topic. You can now move on to the next lesson, "Access Salary Distribution" where you will learn how to access the Salary Distribution functionality in PAC.** |

**End of Procedure.**
Access Salary Distribution Page in PAC

This is the Access Salary Distribution Page lesson of the Salary Distribution Transactions course. Upon completion of this lesson, you will be able to:

- Demonstrate how to access the Salary Distribution Page in PAC
- Find Pending Salary Distribution Transaction

For a refresher on how to access PAC, see the Introduction to PAC course.

Estimated Time to Complete Lesson: 5 minutes

Access Salary Distribution Page

Navigate to the Salary Distribution Page

Expand the "Labor Accounting" Section within Manager Self-Service to access the Salary Distribution Page.

To Access the Salary Distribution Page:

1. Click “Main Menu” to view the folders
2. Click on “Manager Self Service” and then expand the “Labor Accounting” section
3. Click “Salary Distribution” to create a new salary distribution profile for employees in your home department(s)
Access Salary Distribution Page

Let's access the Salary Distribution page within the Labor Accounting functionality in PAC.

Procedure

This is the "Access Salary Distribution Page" topic where you will learn how to access the Salary Distribution functionality in PAC.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Once you access PAC, the Labor Accounting functionality is located within the Manager Self-Service folder. Click the <strong>Labor Accounting</strong> link.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Labor Accounting link" /></td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Salary Distribution</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>You have successfully accessed the Salary Distribution Page in PAC. You can now move onto the next topic, &quot;Find Pending Transactions&quot; where you will learn how to find pending Salary Distribution transactions. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
Find Pending Transactions

Find Pending Salary Distribution Transactions
Let’s say that you want to create a new salary distribution profile for an employee in your home department and would first like to check if there is a profile already created and awaiting approver review.

If you are an approver, you will be able to see a pending transaction in the Worklist. If you already created the transaction and want to see the status, you can find this on the Pending Transactions page. More information on both of these actions a bit later in the lesson. If you are an Initiator, you will not have access to the Approver Worklist but can see if there is a transaction awaiting approval for the employee.

To do this, simply search for the employee as if you are creating a new transaction. Notice if the New Salary Distribution section has entered data in the fields. If it does, this indicates that a transaction for the employee was submitted and is awaiting review.

![Diagram of Salary Distribution search feature](image)

**Search Feature:**

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. For example:

- If you searched by UNI or EmplID, the records for that employee appear
- If you searched by Name, all employee records containing that name appear
Find Pending Transactions-Search Results

**Find Pending Salary Distribution Transactions - Search Results**

In this example you see two views of the salary distribution page; one with blank entry fields and one with completed fields. Remember, if the fields are completed, that indicates that this transaction is in workflow and awaiting approver review. Another salary distribution profile cannot be entered until this transaction is either approved or denied. The transaction can also be recycled for correction - more about approver actions later in the lesson.

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 salary distribution profile for that employee until the pending transaction has been approved or cancelled.
Find Pending Transactions

Let's practice finding a pending salary distribution transaction.

Procedure

This is the "Find Pending Transactions" topic where you will learn how to search for a pending salary distribution transaction submitted into workflow and pending review for an employee.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Main Menu</strong> button.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Manager Self Service</strong> menu.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Labor Accounting</strong> menu.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Salary Distribution</strong> link.</td>
</tr>
<tr>
<td>5.</td>
<td>You can enter criteria into any of the search fields provided. For this example, enter &quot;10183880&quot; in the EmplID field. EmplID = Employee ID</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>Scroll down to the <strong>New Salary Distribution Info</strong> section of the page. Here you can see the fields contain data and you cannot enter any information. You can also see that the action buttons on the bottom of the page are inactive.</td>
</tr>
<tr>
<td>8.</td>
<td>You have successfully completed the &quot;Find Pending Transactions&quot; topic. You can now move on to the &quot;Review Employee Information&quot; lesson where you will learn how to review employee salary distribution transaction data. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
Review Employee Information

This is the Review Employee Information lesson of the Salary Distribution Transactions course. Upon completion of this lesson, you will be able to:

- Review Employee Information and Verify the Correct Employee Job Record is Selected
- Review an Employee's Current and Historical Salary Distributions

Estimated Time to Complete Lesson: 10 minutes

Create New Salary Distribution-Search and Select Employee Record

Create New Salary Distribution Transactions - Search Feature

Navigate to the Salary Distribution link to access the search page. Then enter values into one or more of the search criteria fields provided and click '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. For example:
- if you searched by UNI or EmpID, the records for that employee appear
- If you searched by Name, all employee records containing that name appear
Search Results - Select Employee Record

**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.
- **Remember:** You can only access active employees in your home department(s).

![Salary Distribution Form](image)

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Empl ID:</th>
<th>begins with</th>
<th>10183887</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl Records:</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>UNI:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Position Number:</td>
<td>begins with</td>
<td></td>
</tr>
</tbody>
</table>

**Search Results**

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Name</th>
<th>UNI</th>
<th>Department</th>
<th>Position Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10183887 0</td>
<td>Rose Angel</td>
<td>677 TRAIN02</td>
<td>13318560</td>
<td>Assistant</td>
<td>13318560</td>
<td>Assistant Clinical Professors</td>
</tr>
<tr>
<td>10183887 1</td>
<td>Rose Angel</td>
<td>677 TRAIN02</td>
<td>13316189</td>
<td>Assistant</td>
<td>13316189</td>
<td>Assistant in Clinical</td>
</tr>
</tbody>
</table>
Verify Employee Record for the Salary Distribution

**Review Employee Information**

Once an employee record is selected, the top section of the page displays Employee Information 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 distribution is 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 salary distribution, 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.
Review the Most Recent and Historical Salary Distributions

The middle section of the page displays the employee's salary distribution history including the most recent profile. **Salary Distribution information is viewable only by the home department.** The most recent profile is displayed at the top. This section displays all approved funding allocations for an employee's regular earnings.

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

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 most recent salary distribution is displayed in the Salary Distribution History section

1. If more than one distribution exists and to see prior distributions, click the “View All” link on the Salary Distribution History bar (or cycle through the transactions by clicking on the arrows)

2. If more than one allocation exists within a distribution, click the “View All” link on the Allocation bar (or cycle through the transactions by clicking on the arrows). Note: there are no additional allocations in this example. If there were, the “View All” link would be visible
New Salary Distribution Section

The bottom section of the page is the New Salary Distribution section. The Initiated Date is system generated and is the date the transaction was initiated. Complete the fields in this section to create a new salary distribution profile for the employee. It is helpful to gather the accounting information for the employee prior to entering the transaction data.

Asterisks indicate fields required for all transactions. Additional fields are conditionally required based on how you enter the salary distribution. Let’s explore each of these fields.

Asterisks indicate required fields. Additional fields are conditionally required. It is helpful to gather the employee’s accounting information prior to entering the transaction data.
Allocating to Sponsored Projects

**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 the initiator 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 PI, making adjustments as necessary, as well as maintain the appropriate documentation and storing at a location in your department that is accessible to all.
Completing the Sponsored Projects Section

As salary distributions may result in the creation of a cost transfer, we need to ensure all are adequately documented. The documentation supporting a salary distribution onto a sponsored project must contain relevant information in the event that a cost transfer is triggered from this process.

PAC now requires you to complete additional fields when you are including a sponsored project in your salary distribution in order to ensure we are capturing all relevant information. The fields below must be completed in order to proceed with submitting your salary distribution.
Create Salary Distribution Profiles

This is the Create Salary Distributions lesson of the Salary Distribution Transactions course. Upon completion of this lesson, you will be able to:

- Create and Modify New Salary Distribution Profiles for Active Employees within the Home Department, Identify Fields Requiring Data Input and Use the Search Feature (Look Up Glass) to search for Field Values

**Estimated Time to Complete Lesson:** 30 minutes

Create a New Salary Distribution Profile

*Create a New Salary Distribution Profile*

Do you recall how to begin the process to create a salary distribution profile? Within the Labor Accounting menu, click on the Salary Distribution link and then enter search criteria in any of the available fields and click search.

**Salary Distributions and Retroactive Salary Distributions are for Active Employees Only**

Remember, salary distributions (and RSDs) can only be requested for 'Active' employees. For non-active employees, create a cost transfer transaction.

Search for and Select the Employee Record

Let’s practice entering search criteria that returns multiple records for the same employee in the results section and then select the record on which to create the new salary distribution profile.

**Remember:** When more than one record appears for a person, ensure you select the correct job record to update because that is the profile that will be updated. The person’s job code and position information displays when you select the employee record.

**Procedure**

This is the "Search for and Select the Employee Record" topic where you will learn how to search for and select the correct employee record on which to modify the salary distribution.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Salary Distribution</strong> link from within the Labor Accounting menu.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Salary Distribution" /></td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
2. | From within the Salary Distribution search feature, enter employee data into any of the provided fields.
   
In this example, the employee ID is entered. Click in the **EmplID** field.

3. | Enter "10183887" into the **EmplID** field.

4. | Click the **Search** button.
Step | Action
--- | ---
5. | In the Search Results section on the bottom of the page are listed all employee records that meet the criteria entered. In this example, there are two records for the employee ID entered in the search. Review the displayed data and select the correct record by clicking on any of the links for the record. For this example, click any of the **Links for Rose Angel's Assistant Clinical Professor position**.
6. | The data associated with that record is displayed on the top of the screen. Review the information to ensure that this is the record on which to modify the salary distribution.
7. | You have successfully completed "Search for and Select the Employee Record" topic. You can now move on to the next lesson, "Enter a Salary Distribution Comment" where you will learn how to enter a comment in a salary distribution transaction. **End of Procedure.**

**Enter a Salary Distribution Comment**

**Enter a Salary Distribution Comment**
Comments are required when creating a retroactive salary distribution because it contains the cost transfer component and comments are required for cost transfers. In this section, 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.
Retro Salary Distribution Guidelines

**Retroactive Salary Distributions (RSD) Guidelines**

The salary distribution functionality allows for retroactive transactions and is accessible on the Salary Distribution page in PAC. Thus, you do not have to go to a separate page location to process a retroactive distribution. It is automatic depending upon the profile effective date entered. The process that creates the cost transfer portion follows certain rules. These serve as 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.

The following pages discuss the rules and guidelines for processing Retroactive Salary Distributions along with transaction behavior.

- RSDs create salary distribution profiles and makes changes to payroll charges for an employee’s regular earnings. Regular earnings are indicated using the REG earnings code and includes all earn codes that rollup to REG. More on this in a following topic
- The payroll(s) indicated in a RSD are not locked while the transaction is in workflow. Therefore, a cost transfer can be made on those earnings
- The cost transfer will be automatically created and processed once the transaction receives final approval
- Upon final approval of a RSD any cost transfers on the same pay data that are Pending in the workflow or Approved and not processed yet will be canceled
- 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 of the transaction
- 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 can be made for the current fiscal year only and they cannot cross fiscal years. A system edit will prevent these types of transactions from being initiated
- 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
The Reg Earnings Code

**The REG Earnings Code**
Regular earnings are indicated in PAC by the REG earnings code. Remember, as salary distribution transactions communicate the allocation for regular earnings, only earnings with a REG earn code are eligible and can thus be transferred via the cost transfer portion of the retro salary distribution. The REG earn code does not need to be selected and is automatically applied to the transaction.

The "REG" earnings code is considered a "parent" code as it has many codes that roll-up to it, called "child" codes. All earning codes that roll up to REG are eligible for a retroactive salary distribution cost transfer and are automatically included in the transfer. This is because of the "parent/child" relationship in PAC. Note: 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.

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).

Note: 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 of 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.

Here is the list of earnings codes that roll up to the REG earn code.

**Earning Codes that rollup to REG**

<table>
<thead>
<tr>
<th>ERNCD</th>
<th>DESCR</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>Workers Compensation</td>
</tr>
<tr>
<td>017</td>
<td>Termination Vacation Pay</td>
</tr>
<tr>
<td>018</td>
<td>Post Mortem Pay</td>
</tr>
<tr>
<td>020</td>
<td>Shift</td>
</tr>
<tr>
<td>04G</td>
<td>2110 4% Differential</td>
</tr>
<tr>
<td>08R</td>
<td>Shift 8% Regular</td>
</tr>
<tr>
<td>10G</td>
<td>Shift 10% on Gross</td>
</tr>
<tr>
<td>10R</td>
<td>Shift 10% Regular</td>
</tr>
<tr>
<td>25G</td>
<td>Shift 2.57% on Gross</td>
</tr>
<tr>
<td>BGD</td>
<td>Red Bag Disposal</td>
</tr>
<tr>
<td>CCC</td>
<td>Child Care Credit</td>
</tr>
<tr>
<td>DBH</td>
<td>Double and one-half time</td>
</tr>
<tr>
<td>DBL</td>
<td>Double Time</td>
</tr>
<tr>
<td>DEF</td>
<td>Deferred Income</td>
</tr>
<tr>
<td>DPE</td>
<td>Disability Pension</td>
</tr>
<tr>
<td>HLF</td>
<td>Overtime at Half Time</td>
</tr>
<tr>
<td>HOL</td>
<td>Holiday Pay</td>
</tr>
<tr>
<td>N12</td>
<td>Royalties</td>
</tr>
<tr>
<td>N15</td>
<td>Scholarship/Fellowship</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>N16</td>
<td>Independent Personal Services</td>
</tr>
<tr>
<td>NWD</td>
<td>Non Watch Differential</td>
</tr>
<tr>
<td>OPR</td>
<td>Overpayment Recovery - REG</td>
</tr>
<tr>
<td>OPT</td>
<td>Overpayment Recovery - OT</td>
</tr>
<tr>
<td>OTS</td>
<td>Overtime at Straight Time</td>
</tr>
<tr>
<td>OVT</td>
<td>Overtime</td>
</tr>
<tr>
<td>PEN</td>
<td>Pension</td>
</tr>
<tr>
<td>REG</td>
<td>Regular Earnings</td>
</tr>
<tr>
<td>RGR</td>
<td>Retro Regular Earnings</td>
</tr>
<tr>
<td>SCK</td>
<td>Sick Pay</td>
</tr>
<tr>
<td>SHF</td>
<td>Shift - Mntce &amp; Custodial</td>
</tr>
<tr>
<td>SHL</td>
<td>Shift - TWU Lamont</td>
</tr>
<tr>
<td>SHS</td>
<td>Shift - Securities</td>
</tr>
<tr>
<td>SNW</td>
<td>Snow Removal</td>
</tr>
<tr>
<td>SRB</td>
<td>Scrub Time</td>
</tr>
<tr>
<td>T15</td>
<td>Scholarship/Fellowship</td>
</tr>
<tr>
<td>T16</td>
<td>Independent Personal Services</td>
</tr>
<tr>
<td>T17</td>
<td>Independent Personal Services</td>
</tr>
<tr>
<td>T18</td>
<td>Teaching</td>
</tr>
<tr>
<td>T19</td>
<td>Studying &amp; Training</td>
</tr>
<tr>
<td>T50</td>
<td>Other Income</td>
</tr>
<tr>
<td>VAC</td>
<td>Vacation Pay</td>
</tr>
</tbody>
</table>
The Profile Effective Date

**The Profile Effective Date**
The Profile Effective Date is the date the employee's salary distribution goes into effect. Effective dates are a key indicator within PAC as it processes information by effective dates. This is a required field.

Profile Effective Dates for retroactive salary distributions can be earlier than the current pay period, and this will define the dates for the associated cost transfer. Remember, the date must be within the current FY. If payroll charges from the prior FY are to be transferred, a cost transfer transaction must be submitted. See next topic for more on this.

The Profile Effective Date can begin on any date (within the current FY). If only a portion of the payroll is to be reallocated, and thus the Profile Effective Date is in the middle of a pay period, a cost transfer transaction must be completed. The key to remember here is if the transaction is retroactive.

When an effective date is entered, the system will find all regular earnings for that pay period. For example, if today is 11/12/YYYY and the salary needs to be reallocated as of 10/8/YYYY (for a semi-monthly employee), entering a 10/8/YYYY Profile Effective Date will move payrolls beginning with all regular earnings through the 10/15/YYYY paycheck. Therefore, you should enter a Profile Effective Date equal to 10/16/YYYY and process a cost transfer for the partial amount in the 10/1/YYYY - 10/15/YYYY payroll.

Reference the Cost Transfer Transactions training for information on calculating percentages to move a portion of a payroll. View the Payroll Calendar for a listing of payroll dates.

---

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.
Profile Effective Date Edits

Profile Effective Date Edits
After entering the Profile Effective Date in the field 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 (see next topic for an example of the error message)
- entering a retroactive date requires a comment be added for the cost transfer portion (see upcoming topic for an example of the error message)
- cannot allocate earnings to a Grants project over 90 days (a cost transfer is required) - example below
RSDs in the Current Fiscal Year Only

**RSDs in the Current Fiscal Year Only**

As we saw, a Profile Effective Date earlier than today’s date indicates that this is 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 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.

For example, if today is 10/13/YYYY and the employee’s regular earnings should be changed going forward as well as should be moved since 05/05/YYYY (prior fiscal year), two transactions are needed to complete this. See below for two options.

### 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

<table>
<thead>
<tr>
<th>Option 1 – RSD is triggered</th>
<th>Option 2 – RSD not triggered</th>
</tr>
</thead>
</table>
| 1. Profile Effective Date = 7/1/YYYY (earliest date allowable)  
  • Funding End Date = 12/31/YYYY  
  • RSD processes for 07/01/YYYY – 10/15/YYYY  
  • SD processes for 10/15/YYYY – 12/31/YYYY  
  2. A CT is required to move payroll for 5/5/YYYY – 6/30/YYYY | 1. Profile Effective Date = 10/16/YYYY (next payroll begin date)  
  • 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 |
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. For example, if a transaction is created for 10/16/YYYY - 12/31/YYYY and does not receive approval until 10/31/YYYY (thus missing the 10/16 - 10/31 payroll), the salary distribution with a profile effective date of 10/16/YYYY is still created but PAC will automatically create the required cost transfer as well for the 10/16 - 10/31 pay period.

Overlaying a Current Salary Distribution

Overlay a Current Salary Distribution
A salary distribution with a more recent Profile Effective Date will overlay (replace) a current profile.

Let's look at this a bit more closely.

Salary Allocated through an End Date and the Profile is changed through the same End Date

- Let's say a salary distribution profile was established from 7/1/YYYY - 6/30/YYYY charging the salary 100% to one ChartString
- On 2/1/YYYY, the employee’s salary is to be charged 100% to a different ChartString from 2/1/YYYY - 6/30/YYYY and a new salary distribution profile is created
- The allocation indicated in the 2/1/YYYY profile will overlay (replace) the original distribution. This is because of effective dating. PAC will distribute the salary per the latest profile
### Overlay a Current Salary Distribution Profile

1. Salary distribution profile effective 7/1/2014 – 6/30/2015

2. New salary distribution profile effective 2/1/2015 – 6/30/2015. This funding arrangement will be in place.
Overlaying a Portion of a Current Salary Distribution

**Overlay a Portion of a Current Salary Distribution**
A salary distribution with a more recent Profile Effective Date will overlay (replace) a current profile - even if there were future dates indicated in the previously entered profile.

Let's look at another example.

**Salary Allocated through an End Date and the Profile is changed for a Portion of that Timeframe**

- Let's say a salary distribution profile was established for 7/16/YYYY - 6/30/YYYY charging the salary 10% to one ChartString and 90% to another ChartString
- On 2/1/YYYY, it is determined that the 100% salary is to be charged to a different ChartString for the period of 2/1/YYYY - 4/30/YYYY
- The allocation indicated in the 2/1/YYYY profile will take effect through 4/30/YYYY
- A new profile must be created allocating the salary effective 5/1/YYYY, otherwise the salary will be charged to the department suspense ChartString - even though the prior profile indicated an end date of 6/30/YYYY. This is because of effective dating. PAC will distribute the salary per the latest profile

Each new salary distribution must equal 100% of the employee's salary for the period being entered. The most recent effective dated distribution completely replaces the old transaction. You cannot "insert" a new profile for a period of time and then revert back to the old profile.
Overlay a Portion of a Current Profile Effective Date

1. Salary distribution profile effective 7/16/2014 – 6/30/2015

2. New salary distribution profile effective 2/1/2015 – 4/30/2015. This funding arrangement will be in place effective 2/1/2015 and end on 4/30/2015. A new profile must be established effective 5/1/2015. PAC will not refer back to distributions entered in a prior profile.
Enter a Profile Effective Date

Let's practice entering a profile effective date.

Procedure

This is the "Enter a Profile Effective Date" topic where you will learn how to enter a Profile Effective Date in a Salary Distribution Transaction.

1. First, access the employee record for the Salary Distribution and review the Employee Information on the top of the screen to ensure you are updating the correct record.

   Click and drag the scrollbar to the New Salary Distribution Info section of the page.

2. Click in the **Profile Effective Date** field.

   Remember that a comment is required if this is a Retroactive Salary Distribution.

3. Enter the date the new salary distribution is to begin.

   For this example, enter "04/01/2015" into the **Profile Effective Date** field.

4. Note that the date entered is greater than the last confirmed payroll. Therefore, this is not a retroactive salary distribution and the RSD Indicator = "No".

5. Here is an example of a "Profile Effective Date" that is prior to the current date and is a retroactive salary distribution and the RSD Indicator = "Yes".

   Therefore, the cost transfer portion of the transaction will be triggered to make changes to the payroll dollars already paid out.

6. You have successfully completed the "Enter a Profile Effective Date" topic. You can now move onto the next lesson, "Funding End Date" where you will learn how to enter the funding end date in a salary distribution transaction.

   **End of Procedure.**

### Table: Procedure Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>First, access the employee record for the Salary Distribution and review the Employee Information on the top of the screen to ensure you are updating the correct record. Click and drag the scrollbar to the New Salary Distribution Info section of the page.</td>
</tr>
<tr>
<td>2.</td>
<td>Click in the <strong>Profile Effective Date</strong> field. Remember that a comment is required if this is a Retroactive Salary Distribution.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter the date the new salary distribution is to begin. For this example, enter &quot;04/01/2015&quot; into the <strong>Profile Effective Date</strong> field.</td>
</tr>
<tr>
<td>4.</td>
<td>Note that the date entered is greater than the last confirmed payroll. Therefore, this is not a retroactive salary distribution and the RSD Indicator = &quot;No&quot;.</td>
</tr>
<tr>
<td>5.</td>
<td>Here is an example of a &quot;Profile Effective Date&quot; that is prior to the current date and is a retroactive salary distribution and the RSD Indicator = &quot;Yes&quot;. Therefore, the cost transfer portion of the transaction will be triggered to make changes to the payroll dollars already paid out.</td>
</tr>
<tr>
<td>6.</td>
<td>You have successfully completed the &quot;Enter a Profile Effective Date&quot; topic. You can now move onto the next lesson, &quot;Funding End Date&quot; where you will learn how to enter the funding end date in a salary distribution transaction. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
The RSD Indicator

**Retroactive Salary Distribution Indicator**
There is a Retro Salary Distribution indicator on the page that indicates either "yes or no" to identify the transaction as retroactive. This helps to visually identify a retroactive from a non-retroactive transaction. It is for display purposes only and cannot be selected or deselected. The "yes / no" is driven by a Profile Effective Date earlier than the current date.

**Important!**
PAC considers a 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 when required because the profile effective date is earlier than the current payroll run date.

For example: Today is 4/2/YYYY and a transaction is created using a Profile Effective Date = 4/1/YYYY. The RSD Indicator will read "yes" because the Profile Effective Date is earlier than today's date. However, if the transaction receives final approval prior to the Pay Calendar deadline, the new salary distribution profile will take effect and no cost transfer will have run, as there weren't any payroll dollars to move. Now, if the transaction received final approval after the deadline, e.g. 4/14/YYYY, the 4/1 - 4/15 paycheck will be moved via the cost transfer portion of the transaction with the new profile taking effect going forward.

Also, the indicator will turn to yes if a transaction becomes retroactive, i.e. it was created for a go-forward pay period, but didn't receive approval by the deadline and is now considered retroactive.

The Retroactive Salary Distribution Indicator appears on the following pages:

- Salary Distribution
- Mass Review Salary Distribution
- Cost Transfer Inquiry
- Worklist
- Workflow Status
Timing and Processing of a Retro Salary Distribution

**Retroactive Salary Distributions - Timing and Process**

Retroactive salary distributions follow the same workflow as stand alone salary distributions.

Once the RSD transaction is created and submitted into workflow, it can be approved, denied or recycled. Remember that stand alone cost transfers cannot be recycled, only approved or denied.

The reason it can be recycled is that when a RSD is created, the cost transfer portion is included in the transaction without having locked the data before it receives final approval. Therefore, as the payroll lines indicated in the transaction (the individual paycheck data) did not "lock", the following actions are allowed to happen until the transaction receives final approval and is committed into the system.

- If a future dated salary distribution is entered and it is not approved by payroll deadline, it becomes a retroactive salary distribution automatically and will process the go-forward profile as well as kick-off the cost transfer
- The payroll(s) indicated in a RSD are not locked while the transaction is in workflow. Therefore, a cost transfer can be made on those earnings until the RSD transaction is approved
- Upon final approval of a RSD, the details are viewable in the Cost Transfer Inquiry page. See upcoming topic for more information
- The cost transfer portion will be automatically created and processed once the RSD transaction receives final approval
- 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 approval of a RSD, the payroll distributions indicated in the transaction will be included, even if previous cost transfers occurred on one of the payrolls indicated in the transaction

The key point to remember is the differentiating behaviors for the cost transfer when requested using the Retro Salary Distribution process. Until the approval of a RSD, the payrolls indicated in the transfer are not locked and can be acted upon via a separate cost transfer transaction. The RSD approval then supersedes any pending cost transfers and cancels them in the system as well as now locking the payroll lines indicated in the transaction to process the cost transfer portion.
Transaction Date Views with RSDs

Transaction Date View with Retroactive Salary Distributions

When a RSD is processed for someone who has an existing salary distribution in the system, the dates display in separate rows both the retroactive (cost transfer) portion as well as the go-forward allocation.

Let’s look at an example: If an employee's current salary distribution profile in PAC is from 7/1/2017 - 12/31/2017 and on 10/14/2017 a RSD transaction was processed with the dates of 7/1/2017 - 6/30/2018, it appears in two rows on the page.

- 7/1/2017 - 6/30/2018 (the RSD timeframe entered and includes the cost transfer portion of the RSD from 7/1/2017 - 10/15/2017)
- 10/16/2017 - 6/30/2018 (the 'go-forward' portion of the RSD)
Funding End Date

**Funding End Date**
The end date on an employee’s salary distribution profile which indicates the last day the employee's regular earnings should be charged to the combo code.

The Funding End Date is the last day the employee's regular earnings should be charged to the specified ChartString(s)/combo code(s). However, there are instances where the profile rolls over to the next fiscal year. A Funding End Date is required for all Salary Distribution transactions.

Let's explore the different ways a Funding End Date is used:

**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/YYYY), unless you want to stop charging the ChartString(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 ChartString(s) and apply that same percentage allocation. If the salary increase/decrease requires a change to the percent(s) or amount(s) charged to a ChartString a new profile must be created. We'll explore this shortly in the course

**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/YYYY, a new profile must be set up effective 12/15/YYYY otherwise the salary charges will fall into the department suspense ChartString

**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/YYYY, a new profile must be set up effective 12/15/YYYY otherwise the salary charges will fall into the department suspense ChartString
Combination Codes

**Combination Codes in Salary Distributions**
Recall that the combination code in a salary distribution identifies the ChartFields to charge regular earnings in ARC. In the Combination Code field, enter the combo code to which you want to allocate part or all of the employee's salary.

Once a combo code is entered, the description of that combo code appears along with the "Combination Code Department" number and name.

You can enter the combo code directly into the field, if you know it, or search for the code by clicking on the magnifying glass icon next to the combination code field and then entering at least two items in the search criteria. The combo code list is restricted based on the earnings code (REG). That is, PAC will not let you charge a combo code that is invalid for that earnings code.

**Can I distribute salary to Foreign Department Combo Codes?**
When creating a new salary distribution you may charge your own combo codes or foreign department combo codes. If charging one or more foreign department combo codes, the transaction will route to all foreign funding department approvers after home department approval.

As salary distribution profiles are established for employees in your own admin department(s), you cannot create a new profile for an employee who is not currently in your admin department(s).
Combination Code Errors

After entering the combo code in the field and then either pressing the Enter key or tabbing or clicking into another field, PAC will run edits to check the validity of the combo code. If the entered combination code is invalid or does not exist, you will not be able to save or proceed with the transaction. The entry field will turn red and PAC will generate a pop-up window with a message related to the error such as, "Invalid combination code value. Please check the value and re-enter or use the search page to find a valid value." Or, "The Combination Code 1234567898 (e.g.) does not exist on the Valid Combo Table."

There are many reasons why a combo code is invalid. Let's look at a few of these and explore correcting the errors.

Correcting Combination Code Errors

Here are some examples of combination code errors and reasons why they appear. Depending on the error, you may need to research the attributes with your department to resolve the error. Once you have the correct combo code, or the correct combo code is valid in PAC, you may enter the transaction.

- **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 1/1/15 - 12/31/17, the combo code(s) for that project will become inactive on 1/1/18.

- **Project Activity Date Errors** - This occurs when the 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, the combo code will give you an error message when 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 = 1/1/15 - 12/31/15 = combo code 1234567891, Activity 2 = 1/1/16 - 12/31/16 = combo code 1425369685 and activity 3 = 1/1/17 - 12/31/17 = combo code 1236547898

- 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. Refer to the "Request a New Combo Code" topic for detailed information and a simulation of the request

Profile Effective Date and Combo Code Edits

Profile Effective Date with Combination Code Edits

Remember - PAC will also run an edit to check that the entered Profile Effective Date is a valid date 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 entered. For example, if the activity dates for a combo code = 10/1/12 - 5/31/13 and the entered Profile Effective Date entered = 9/16/12, PAC will return an error stating that the Profile Effective Date must be within the Activity Dates for the Combo Code.
Percent Distribution and Combo Code Amount

**Percent Distribution and Combination Code Amount**
The Percent (%) Distribution is the percentage of a payment (regular salary or add comp) being charged to a specified combo code. The Combination Code Amount in salary distribution transactions is the *dollar amount of the salary* charged to a particular ChartString.

To assign the salary distribution for the profile, enter either the percent in the % (Percent) Distribution field or the dollar amount in the Combination Code Amount field.

- A % Distribution is the *percentage amount of the payment* to be charged to the combo code
- A Combo Code Amount is the *dollar amount of the payment* to be charged to the combo code

To allocate the distribution to more than one ChartString, simply click on the "+" button, in the Allocations section, to add another entry section.

You may choose as many distribution lines as necessary, as long as the total percentage amount equals 100% OR the total Combo Code Amount equals the Period amount. Let's take a closer look on how to do this.
Salary Distributions by Percent

**Percent Distribution**
A percent distribution or dollar amount (Combo Code Amount) can be entered for each profile. Let's explore entering salary distributions 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.

- A % Distribution is the *percentage amount of the salary* to be charged to the ChartString

---

**Allocate Charges by Percentage**

Let's practice allocating a salary distribution by percentage.

**Procedure**

This is the "Allocate Charges by Percentage" topic where you will learn how to distribute an employee's salary to a combo code by percentage amount.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>For this example, the employee record was accessed and the Profile Effective Date and Combination Code were entered.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
2. | To allocate the salary by percentage amount, enter the number into the % Distribution field. For this example, enter "100".
3. | Press [Enter].
4. | Note how the Combination Code Amount field is "grayed out" as the distribution can only be entered by either a percent or dollar amount in one allocation line.
5. | Next, enter the date that this allocation ends. Click in the Funding End Date field.
6. | For this example, enter "06/30/2015" into the Funding End Date field.
7. | Press [Enter].
8. | The new salary distribution profile is entered and distributes 100% of the regular earnings to combo code 1000274425 through 6/30/2015.
9. | You have successfully completed the "Allocate Charges by Percentage" topic. You can now move onto the "Salary Distribution to Multiple Combo Codes" where you will learn how to distribute salary charges to more than one combo code. 

End of Procedure.
Salary Distributions to Multiple Combo Codes by Percent

To distribute the salary to more than one ChartString, simply click on the "+" button in the Allocation section to add another allocation entry section.

You may choose as many distribution lines as necessary, as long as the total percentage amount equals 100%.

- For each allocation line, you may only enter either a percentage or a dollar amount. In this example, a percentage is entered. When a percentage is entered in the % Distribution field, the Combo Code Amount field turns grey - cannot enter into the field.

Salary Distribution to Multiple ChartStrings by Percentage

1. Click the “+” sign in the Allocation section
2. Enter the percentages in each allocation section. In this example, 50% and 50% (50% of the Regular Earnings charged to each ChartString). Combination Code Amount field is “greyed out” – cannot enter into field.
Salary Distributions by Combo Code and Period Amounts

**Combination Code and Period Amounts**
A Combination Code Amount (dollar amount) can be entered for each profile. Let's explore entering salary distributions by combo code amounts.

To assign the amount of the salary to be charged to the combo code by combination code amount (dollar amount), enter the $ amount to allocate in the Combination Code Amount field. When a dollar amount (combo code amount) is entered, a Period Amount must also be entered. A Period Amount is only required, and must be entered, when you want to allocate regular earnings by dollar amount (combo code amount).

1. **Step 1 (ENTER THIS FIRST):** The Period Amount is the dollar amount of regular earnings between the timeframe of the Profile Effective Date through the Funding End Date entered for the specific allocation/distribution. This amount is used by PAC along with the combo code amount entered (next step) to calculate the percent distribution.
   - For example, if regular earnings = $57,000 and the timeframe for the allocation (between the Profile Effective Date through the Funding End Date) is for one month (e.g. 3/1/YYYY – 3/31/YYYY), the Period Amount = $4,750.00 ($57,000/12).

2. **Step 2:** The Combination Code Amount is the dollar amount of the Period Amount (defined and entered in Step 1) that is to be charged to the ChartString.
   - For example, using the above example, if the amount to charge to the ChartString = $1,000.00 for the timeframe of the allocation (between the Profile Effective Date through the Funding End Date), the Combination Code Amount = $1,000.00.

3. **Result/Percent Distribution:** Once the Period Amount and Combination Code Amount are entered, PAC will calculate the percentage based upon these entries. For example, the percent distribution amount for this example is 21.05% ($1000/$4,750).

A period amount can equal up to but not greater than a full year's regular earnings.

To distribute the salary to more than one ChartString, simply click on the "+" button, in the Allocations section, to add another allocation entry section.

You may choose as many distribution lines as necessary, as long as the total amount equals the total period amount. Even when allocating by dollar amount, the system validates that you have allocated 100%. Yes, percentage. Why? Because PAC converts the dollar amount(s) entered to a percentage and displays that percentage in the % Distribution field. PAC rounds to two decimal places.
Allocate Salary Charges by Dollar Amount

Let's practice allocating a salary distribution by combination code amount (dollar amount).

Procedure

This is the "Allocate Charges by Dollar Amount" where you will learn how to enter a salary distribution profile by dollar (combination code) amount.

### Salary Distribution by Combo Code Amount – Period Amount Entered

1. 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%.

### Allocate Salary Charges by Dollar Amount

Let's practice allocating a salary distribution by combination code amount (dollar amount).

#### Procedure

This is the "Allocate Charges by Dollar Amount" where you will learn how to enter a salary distribution profile by dollar (combination code) amount.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Let's search for the employee by EmplID.  
Click in the EmplID field. |
| 2.   | Enter "10183862" into the EmplID field. |
| 3.   | Click the Search button. |
Training Guide

Step | Action
---|---
4. | Note the employee's salary (annual rate) - $65,000. This number is needed when calculating the period amount.  
   Click and drag the scrollbar to view the entry section.

5. | Click in the **Profile Effective Date** field.

6. | Enter the start date for the new salary distribution profile. Enter "3/1/2015".  
   For this example, a combo code is to be charged for $2,500 of the employee's salary from 3/1/15 - 3/31/15.
7. Click in the **Period Amount** field.  

   ![Image](image1.png)

8. In the Period Amount Field, enter the dollar amount of the salary from the timeframe between the Profile Effective Date and the Funding End Date. For this example, this is $5,416.67. The employee's salary is $65,000 and the timeframe is for one month. Therefore, $65,000/12 = $5,416.67.

   Enter "5416.67" into the **Period Amount** field.

9. Search for or enter the combination code that is to be charged.

   Click in the **Combination Code** field.

10. For this example, enter "1000274411" into the **Combination Code** field.

11. Press [Enter].

---

12. The combination code data populates on the page.

13. The combo code entered is to be charged $2,500 of the employee's salary (from 3/1/15 - 3/31/15)

   Enter "2500" into the **Combination Code Amount** field.

   Once the combination code amount is entered, PAC calculates the percentage amount to charge for the timeframe of the salary distribution profile.

14. Now enter the date this distribution profile is to end (which is 3/31/15).

   Enter "03/31/2015" into the **Funding End Date** field.

15. Press [Enter].
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 16.  | The transaction is complete. Let's recap the entry - -  
From 3/1/2015 - 3/31/2015, combo code 1000274411 is being charged $2,500 of the employee's salary.  
For PAC to calculate the percentage to charge the combo code, the amount of salary for that timeframe is entered in the Period Amount field. PAC can then calculate the percentage amount to charge (2,500/5,416.67 = 46.15%).  
Note: As salary distributions must equal 100%, the distribution(s) for the remaining percentage amount (53.85%) must be entered. We'll explore charging multiple combo codes by dollar amount next.  
Also, effective 4/1/2015, a new salary distribution profile must be set up or PAC will allocate the earnings to the department suspense ChartString. |
| 17.  | You have successfully completed the "Allocate Charges by Dollar Amount" topic. You can now move onto the next lesson, "Allocate Charges to Multiple ChartStrings" where you will learn how to enter a salary distribution profile charging multiple combination codes by dollar amount. **End of Procedure.** |
Salary Distributions to Multiple ChartStrings within the Same Profile Dates by Combo Code Amount

Salary Distributions to Multiple ChartStrings within the Same Profile Dates (by Combo Code Amount)

To distribute the salary to more than one ChartString within the same profile dates, simply click on the “+” button, in the Allocations section, to add another allocation entry section that is effective for the Profile Effective Date entered. This function allows you to distribute regular earnings across as many ChartStrings as required.

You may choose as many distribution lines as you desire, as long as the total percentage amount equals 100% of the Period Amount entered.

• For each allocation line, you may only enter either a percentage or a dollar amount. In this example, a dollar amount is entered. When a dollar amount is entered in the Combo Code Amount field, the % Distribution field "greys out"
Allocate Salary Charges to Multiple ChartStrings

Let's practice allocating a salary distribution to multiple combo codes (ChartStrings).

**Procedure**

This is the "Allocate Charges to Multiple ChartStrings" topic where you will learn how to distribute an employee's salary to multiple combo codes.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Navigate to the Salary Distribution page.  

![Salary Distribution](image)

Let's search for the employee by EmplID. Enter "10183862" into the EmplID field. |
| 2.   | Click the Search button. |
| 3.   | This employee's regular earnings are charged 100% to combo code 1000274411 from 1/1/2015 - 6/30/2015.  

The employee will be working on a project from 3/1/2015 - 5/31/2015 and during this time the earnings charge will be split equally between two combo codes.  

Let's enter this transaction.  

![Salary Distribution](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Click and drag the scrollbar to view the blank salary distribution profile section.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>5.</td>
<td>Click in the <strong>Profile Effective Date</strong> field to enter the date when the new salary distribution profile begins.</td>
</tr>
<tr>
<td>6.</td>
<td>Enter &quot;3/1/2015&quot; into the <strong>Profile Effective Date</strong> field.</td>
</tr>
</tbody>
</table>
| 7.   | Now enter the combination code to charge the 1st 50% of the salary.  
Click in the **Combination Code** field. |
| 8.   | For this example, enter "1000274411" into the **Combination Code** field. |
| 9.   | Next, enter the amount to charge to this combo code. For this example, two combo codes are equally charged the regular earnings, i.e. 50%.  
Click in the **% Distribution** field. |
| 10.  | Enter "50" into the **% Distribution** field. |
| 11.  | Now enter the date the allocation ends.  
Click in the **Funding End Date** field. |
| 12.  | Enter "05/31/2015" into the **Funding End Date** field. |
| 13.  | Press [Enter]. |
| 14.  | Click the "+" sign next to the Combination Code line to reveal another allocation section. |
| 15.  | Note that a new combination code section is revealed in the Allocation section within the same Profile Effective Date.  
This is because we are allocating the charges to multiple combo codes for the same profile effective date.  
We will explore creating multiple profiles in a different topic.  
Enter "1000274409" into the **Combination Code** field. This is the combo code to be charged the other 50% of the employee's regular earnings. |
<p>| 17.  | Press [Enter]. |
| 18.  | To enter the remaining 50% of the employee's salary, click in the <strong>% Distribution</strong> field. |
| 19.  | Enter &quot;50&quot; into the <strong>% Distribution</strong> field. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>To enter the end date for this funding allocation, click in the <strong>Funding End Date</strong> field.</td>
</tr>
<tr>
<td>21.</td>
<td>Enter &quot;05/31/2015&quot; into the <strong>Funding End Date</strong> field.</td>
</tr>
<tr>
<td>22.</td>
<td>Press [Enter].</td>
</tr>
<tr>
<td>23.</td>
<td>The entry is complete. Let's recap the transaction---</td>
</tr>
<tr>
<td></td>
<td>When charging regular earnings to more than one combination code, click the &quot;+&quot; button to reveal additional allocation sections for the same profile effective date.</td>
</tr>
<tr>
<td></td>
<td>The employee's regular earnings will be charged 50% to combo code 1000274411 and 50% to combo code 1000274409 from 3/1/2015 - 5/31/2015.</td>
</tr>
<tr>
<td></td>
<td>Remember to set up a new salary distribution profile as of 6/1/2015 or the employee's salary will be charged to the department suspense combo code.</td>
</tr>
<tr>
<td>24.</td>
<td>You have successfully completed the &quot;Allocate Salary Charges to Multiple ChartStrings&quot; topic. You can now move on to the next lesson, &quot;Create Multiple Salary Distribution Profiles in the Same Transaction&quot; where you will learn how to create salary distribution profiles for multiple timeframes.</td>
</tr>
<tr>
<td></td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
Create Multiple Salary Distribution Profiles in the same Transaction

**Create Multiple Salary Distribution Profiles in One Transaction**
Creating multiple salary distribution profiles in one transaction is a way to set up funding when one distribution profile ends and a new distribution profile is to be established.

Simply click on the "+" button, in the Period Amount section, to add another Profile Effective Date entry section.

You may enter as many profiles as you need as well as multiple allocation lines within each new profile, as long as the total percentage amount equals 100% for each profile.

When multiple salary distribution profiles are submitted in the same transaction, they will be approved/denied/recycled together. An approver cannot take an action on one and a different action on the other. We'll review workflow and approver actions later in the lesson.

---

**Multiple Salary Distribution Profiles in One Transaction**

1. Click to "+" sign to the right of the Period Amount field. This opens up a new Profile Effective Date section.
2. Enter the information for the next profile.
Save and Submit the Salary Distribution Transaction

**Review, Save and Submit the Transaction**
Now that the salary distribution profile(s) are entered, you are ready to submit the transaction through workflow for review and approval. Review the information entered for accuracy and click the "Save and Submit" button on the bottom of the page.

**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.

**How do I access a saved transaction?**
When you save a salary distribution transaction for later, the transaction remains on the employee's page. Navigate to the "Salary Distribution" link and search for and select the employee record. The transaction data as saved appears and it can be updated, if needed, and submitted into workflow.

**Note:** If a transaction was saved for later, and not yet submitted into workflow, it cannot be deleted. If the transaction needs to be deleted, submit the transaction into workflow and inform the 1st level approver(s) to deny the transaction. This will remove the transaction and you will be able to enter a new transaction.

**Quit Without Saving**
To return to the Search page without saving any entered information, click the "Quit Without Saving" button.

Save the Transaction for Later

Let's practice saving an entered salary distribution transaction to submit at a later time.

**Procedure**

This is the "Save the Transaction for Later" topic where you will learn how to save an entered salary distribution transaction where you can then access it and submit it at a later time.
### Step 1

On the bottom of the salary distribution screen are three option buttons. Clicking *Save and Submit* submits the transaction into workflow. Clicking *Quit Without Saving* deletes the entered information.

For this example we want to save the transaction to submit later. To do this, click the **Save for Later** button.

#### Action

1. Click **Save for Later**

### Step 2

Notice that the data remains on the screen and the name of the person who saved the transaction along with the date and time appear on the bottom of the transaction.

### Step 3

You have successfully completed the "Save the Transaction for Later" topic. You can now move onto the "Access and Submit a Saved Salary Distribution Transaction" topic where you will learn how to access a saved transaction and submit it into workflow.

**End of Procedure.**

### Access and Submit a Saved Salary Distribution Transaction

Let's practice accessing a saved salary distribution transaction and submitting it into workflow.

#### Procedure

This is the "Access and Submit a Saved Salary Distribution Transaction" topic where you will learn how to access a saved salary distribution transaction to submit it into workflow.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To access a saved salary distribution transaction, first navigate to the salary distribution section of labor accounting. Click the <strong>Salary Distribution</strong> link.</td>
</tr>
<tr>
<td></td>
<td><img src="SalaryDistribution" alt="Salary Distribution" /></td>
</tr>
<tr>
<td></td>
<td>Search for an employee record by entering data into any of the provided search fields. For this example, let's search by name. Click in the <strong>Name</strong> field.</td>
</tr>
<tr>
<td>2.</td>
<td>The employee's name is Lewis Frost. Remember that the &quot;wildcard&quot; search character, &quot;%&quot; can be used to enhance a search. Enter &quot;lewis%&quot; into the <strong>Name</strong> field.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>
Step 4. In the test environment, one employee is named "Lewis" and thus his record was returned.

Remember, if multiple records match the search criteria, select the correct employee record from the options provided in the Search Results list.

Drag the scrollbar to view the bottom of the page.

Step 5. The saved data appears in the fields. Review the data and enter any changes, if needed.

To submit the transaction into workflow, Click the Save and Submit button.
### Step 6
The Submit Confirmation message appears.

Click the **OK** button.

### Step 7
**Process Tip**

Once data is saved using the "Save for Later" feature, it cannot be removed.

Note that there is not a "cancel" button. Deleting the data from the fields does not remove it as it remains in saved status.

If upon review, it is determined that this transaction should be cancelled, submit it into workflow and notify the 1st level approver to "deny" it. This will remove the transaction from workflow and clear the entry fields in the employee record.

### Step 8
You have successfully completed the "Access and Submit a Saved Salary Distribution Transaction" topic. You can now move onto the "Submit Paper Salary Distribution Forms" lesson to learn how to submit salary distributions by paper when unable to submit an electronic transaction.

**End of Procedure.**

---

### Submit Paper Salary Distribution Forms

**Submit Paper Salary Distribution Forms**

In limited circumstances, there may be certain situations that require you to process a salary distribution transaction submitting a paper form to the HR Service Center. Access the Labor Accounting Form (PAC) - Salary Distribution and Additional Compensation ([http://finance.columbia.edu/forms-library](http://finance.columbia.edu/forms-library)) in the "Payroll/PAC" section of the Forms Library on the Finance Gateway for more information.
Suspense Charges

**Suspense Charges**

**What is Payroll Suspense?**

When an employee is paid, the earnings need to be allocated to a single or set of combo codes (representing ChartStrings.) If during the course of employment, an employee’s earnings points 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 the difference is that the default ChartString is used to charge salary and additional compensation when the ChartString to charge has not yet been established and 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. Both types are department specific.

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.

**Common Causes of Payroll Suspense for Salary Distributions and Solutions**

**Causes**

- 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**

- 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)

*How can funding end for a salary distribution but an employee continue to be paid?*

As we just saw, 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 - refer back to the Funding End Date topic for more information) 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.

For example: Let's say an employee's regular earnings are funded by a grant from 9/1/YYYY - 12/31/YYYY and on 1/1/YYYY, the earnings are funded by the department. A salary distribution profile is created for the 9/1/YYYY - 12/31/YYYY timeframe but the new profile effective 1/1/YYYY is not set up. On 1/1/YYYY, the employee will continue to be paid and PAC will place the labor charges into the department suspense ChartString.

Salary Distributions Workflow

This is the Salary Distributions Workflow lesson of the Salary Distribution Transactions course. Upon completion of this lesson, you will be able to:

- Recall the Salary Distribution Workflow and the required approval levels
- Using the Payroll Calendar, understand the relationship between the Initiated Date, Approved Date and the Salary Distribution Profile Effective Date.

Estimated Time to Complete Lesson: 2 minutes

For more information on workflow, roles and access, reference the Introduction to PAC course.
Salary Distribution Transactions Workflow

Below is a representation of the Salary Distribution workflow. This is the path a Salary Distribution transactions follows once submitted.

The Initiator gathers and enters information into the transaction pages. The transaction then moves to the approver(s) who review and approve the transaction. The approver is the final stop along the workflow and once the last approver approves the transaction (clicks approve) it is automatically entered into PAC. The number of approvers required to review and approve a salary distribution transaction is determined by campus and the funding department(s). Earnings charged outside the admin department will be approved by the foreign funding departments.

CUMC transactions receive final approval by the 1st Level Approvers in the department. 2nd Level Approvers provide the next level of review for Morningside transactions only. Transactions are approved by the school or department at Morningside. The Graduate School of Arts and Sciences approves all student officer transactions for the Arts and Sciences.

Only the Initiator or 1st Approver in the admin department can make changes to a transaction. If any subsequent approver needs to make changes, he/she must recycle the transaction so the admin department 1st level approver can make the requested changes.
Using the Payroll Calendar

Salary Distribution Transactions and the Payroll Calendar

Now that we reviewed workflow, let’s review the relationship between the Initiated Date, Approved Date and the Salary Distribution Profile Effective Date.

The 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 (1st level approval is the final approval for CUMC transactions). For Morningside transactions, the transaction goes to the 2nd level approvers, then on to GSAS approvers (if needed) for final approval.

For Salary Distribution transactions, departments have until the Final Approve Add Comp Date on the CUMC or Morningside Payroll Calendar to submit Final Approval for the new salary distribution profile to take effect, as of the Profile Effective Date entered.

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

Visit the Payroll Calendar (http://hr.columbia.edu/helpful-tools/hr-manager-toolkit/managing-staff/managing-pay/pay-transactions/pay-calendar) section of the HR Website for more information.
Transaction Status and Location

This is the *Transaction Status and Location* lesson of the *Salary Distribution Transactions* course. Upon completion of this lesson, you will be able to:

- Determine Status and Location of Transactions

**Estimated Time to Complete Lesson:** 5 minutes

### Pending Transactions - Initiator View

**Pending Transactions Page**
The Pending Transactions page provides a view only summary of pending, cancelled (denied) and processed *Labor Accounting* transactions from an *Initiator* view. If you initiated a transaction, the status for those transactions only 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 also Workflow Status pages (per the department security access granted).

*How do I access the Pending Transactions Page?*

Click on the “Pending Transactions” page link within the "Labor Accounting" section in "Manager Self Service".

**Note:** This page provides view only status. You cannot access or take action on a transaction from this page.
More on the Pending Transaction Page

More on Pending Transaction Statuses
In addition to the three status sections shown on this page, there are additional status types displayed within the Pending and Cancelled sections

Pending Transaction Section: these transactions were submitted into workflow for approval. Additionally, there are three status types displayed in the Pending Transactions section

- Submitted = the transaction was submitted into workflow and is awaiting approver review and action
- Approved = the transaction received approval by an approver. It does not indicate the approver or approval level pending
- Requested = the transaction received final approval and is on its way to be processed by PAC

Cancelled Transactions Section: this section displays denied transactions. 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

- Denied = by an approver
- Incomplete = no results returned (for Cost Transfer transactions)

Processed Transactions Section: this section displays transactions that were approved and processed in the system

Locate Transaction on the Pending Transactions Page

Let's practice navigating to the Pending Transaction page to locate pending salary distributions.

Procedure

This is the "Locate Transactions on the Pending Transaction Page" topic where you will learn how to navigate to the Pending Transactions page and locate transactions.
### Step 1

From within the Labor Accounting menu, click the **Pending Transactions** link.

This simulation is displaying navigation from the left side menu.

#### Pending Transactions

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Trns</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Person ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Elizabeth</td>
<td>Add Pay</td>
<td>12/15/2014</td>
<td>12/15/2014</td>
<td>Initiated</td>
<td>10103959</td>
</tr>
<tr>
<td>Sullivan, Steven</td>
<td>Add Pay</td>
<td>02/09/2015</td>
<td>02/09/2015</td>
<td>Initiated</td>
<td>10103864</td>
</tr>
<tr>
<td>Costello, Catherine</td>
<td>Add Pay</td>
<td>01/31/2015</td>
<td>01/31/2015</td>
<td>Pending</td>
<td>10103866</td>
</tr>
<tr>
<td>Nickels, Nicholas</td>
<td>Gli Dist</td>
<td>12/19/2014</td>
<td></td>
<td></td>
<td>10103869</td>
</tr>
</tbody>
</table>

#### Transaction Status:

The following people are currently in the Approval Workflow:

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Trns</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Person ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costello, Catherine</td>
<td>Add Pay</td>
<td>12/01/2014</td>
<td>12/31/2014</td>
<td>Denied</td>
<td>10103866</td>
</tr>
<tr>
<td>Anderson, William</td>
<td>Add Pay</td>
<td>02/01/2014</td>
<td>02/31/2014</td>
<td>Denied</td>
<td>10103867</td>
</tr>
</tbody>
</table>

#### Processed Transactions:

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Trns</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Person ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downs, Donald</td>
<td>Gli Dist</td>
<td>11/15/2014</td>
<td></td>
<td>Approved</td>
<td>16893802</td>
</tr>
<tr>
<td>Peplik, Jeremy</td>
<td>Add Pay</td>
<td>08/01/2014</td>
<td>09/30/2014</td>
<td>Approved</td>
<td>16893077</td>
</tr>
<tr>
<td>Goodyear, Collin</td>
<td>Add Pay</td>
<td>01/02/2014</td>
<td>01/20/2014</td>
<td>Approved</td>
<td>16893900</td>
</tr>
</tbody>
</table>

### Step 2

This is the Pending Transactions Page. The top section displays Pending Transactions that you submitted. You will not see any other initiator's transactions.

If there are more transactions, you can click the "arrow" button to cycle through by pages.
### Step | Action
--- | ---
3. | You can also view all transactions in the list by clicking the **View All** link.

**Note:** if you have many transactions, PAC will place them on pages and you will not see a view all link but a larger grouping, e.g. "View 25" or "View 50".

View All

4. | Columns can be sorted in ascending or descending order by clicking on the column header.

5. | Cancelled transactions display in the middle of the page and processed transactions appear on the bottom of the page.

6. | You can remove an item from the Cancelled or Processed section by checking the select box next to a person's name and then clicking on the delete button.

Try it. Click the **Select** box next to the item you would like to remove.

7. | Now click the **Delete** button.

8. | The selected employee is removed from **view** on the page.

**Remember:** this page only displays status of transactions. Transactions cannot be accessed on this page.

9. | You have successfully completed the "Locate Transactions on the Pending Transactions Page" topic. You can now move onto the next lesson, "Locate Transactions in Workflow - Approver View" where you will learn how an approver can locate where a transaction is in the workflow.

**End of Procedure.**
Locating Transactions in Workflow - Approver View

**Workflow Status**
Approvers access transactions submitted into workflow via the Worklist. Within the worklist is a Workflow Status page which provides the location of transactions currently in workflow. This page is not viewable to the Initiator Only role. If you have the Initiator Only role and to inquire on the location of a transaction, contact a department approver(s) who can locate this information for you.

**Workflow Status Page Filter**
On this page, a list of transactions currently in workflow appear on the displayed list. On the top section of the page is a Filter used to locate a specific transaction or group of transactions. This feature is helpful when looking for a specific transaction and you have the name, employee ID or Transaction ID.

**Locate Transaction in Workflow**
Next to each transaction is a "Details" link. Clicking on this link displays the status, details and current location of the transaction in workflow.

**Workflow Status and the Current Active Worklists Section**
On the bottom of the Workflow Page is a "Current Active Worklists" section that lists which approvers can review the transaction at the level indicated.

If you are an approver, more information and details on the Workflow Status page and the Worklist can be found in the Approver course.

**View Salary Distribution Approval History**

**View Salary Distribution Approval History**
In the upper right hand corner of the screen is a "Salary Distribution Approval History" link. This view allows you to view the chain of approvals and comments for all prior approved salary distribution transactions for the employee.
Course References

You can access the Lesson, Job Aids, Policies, and Procedures that were referenced throughout this course in the Course Catalog (http://hr.columbia.edu/course-catalog/search) on the HR Website:

Lesson:
Salary Distribution Transactions Course Training Guide (http://hr.columbia.edu/course-catalog/search)

Job Aids (located in the Course Catalog in the HR Website):
Salary Distribution Transactions (http://hr.columbia.edu/course-catalog/search)
Getting Started with the Web-Based Training Tool (http://hr.columbia.edu/course-catalog/search)
How to Create Favorites in PAC (http://hr.columbia.edu/course-catalog/search)
How to Navigate PAC (http://hr.columbia.edu/course-catalog/search)
Create a Combo Code Job Aid (http://hr.columbia.edu/course-catalog/search)
Search Combo Codes Job Aid (http://hr.columbia.edu/course-catalog/search)
ChartFields, ChartStrings and Combo Codes in PAC (http://hr.columbia.edu/course-catalog/search)
PAC Security Handbook (http://hr.columbia.edu/course-catalog/search)

Websites:
Columbia University Human Resources Website (http://hr.columbia.edu/)
Course Catalog (in the HR Website) (http://hr.columbia.edu/course-catalog/search)
Payroll Calendar (http://hr.columbia.edu/helpful-tools/hr-manager-toolkit/managing-staff/managing-pay/pay-transactions/pay-calendar)
CourseWorks (https://courseworks.columbia.edu/welcome/)
HR Service Center (https://columbia.service-now.com/)
Knowledge Assessment

Congratulations! You have successfully navigated through the instructional portion of Salary Distribution Transactions course. We hope that the concepts and skills you have learned in this course have prepared you for your day to day tasks.

Please complete the required knowledge assessment associated with this course. Successful completion of this knowledge assessment and the Cost Transfers knowledge assessment (a passing grade of 90%) is required to receive credit for the courses and to gain access to the Salary Distribution and Cost Transfer functionalities in PAC.

To access and complete the knowledge assessment, click on the following link. You will be prompted to log in with your UNI and Password to access CourseWorks.

Salary Distribution Transactions Knowledge Assessment  (https://courseworks.columbia.edu/samigo-app/servlet/Login?id=0ca4ee8b-c782-4c51-ba50-7f2bd2add6431517436090991)

**Estimated Time to Complete Assessment:** 10 minutes
Salary Distribution Transaction Examples

Following are sample salary distribution transactions.

Create a Salary Distribution by Percentage

Let's practice creating a salary distribution profile for an administrative officer. In this example, let's set up the profile from 4/1/YYYY through 6/30/YYYY, charging the earnings 100% to a non-grant funding source.

Procedure

This is the "Create a Salary Distribution by Percentage" topic where you will learn how to create a salary distribution profile allocating charges to combo codes by percentage amounts.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In this example, let's navigate to the Salary Distribution page using the left side menu. Click the Manager Self Service link.</td>
</tr>
<tr>
<td></td>
<td>Manager Self Service</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Click the Labor Accounting link.</td>
</tr>
</tbody>
</table>
3. Click the **Salary Distribution** link.

   **Salary Distribution**

   Enter criteria into any of the provided search fields. For this example we will search by Employee ID.

   Click in the **EmplID** field.

4. Enter "10183876" into the **EmplID** field.

5. Click the **Search** button.

6. Confirm that you accessed the correct record for the salary distribution.

   For this example, let's allocate 100% of the salary to a combo code effective 4/1/2015 - 6/30/2015.

7. Enter the date the new salary distribution profile is effective.

   Enter "4/1/2015" into the **Profile Effective Date** field.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Enter &quot;1000274445&quot; into the Combination Code field.</td>
</tr>
<tr>
<td>9.</td>
<td>Click in the % Distribution field.</td>
</tr>
<tr>
<td>10.</td>
<td>Enter &quot;100&quot; into the % Distribution field.</td>
</tr>
<tr>
<td>11.</td>
<td>Click in the Funding End Date field.</td>
</tr>
<tr>
<td>12.</td>
<td>Enter &quot;06/30/2015&quot; into the Funding End Date field. This is the date the funding allocation ends. However, as this employee is funded by a non-grant account, this funding arrangement will rollover into the next fiscal year (unless another entry is made).</td>
</tr>
<tr>
<td>13.</td>
<td>Click the Save and Submit button. Note that the Sponsored Projects Details section is not displaying in this example.</td>
</tr>
<tr>
<td></td>
<td>The Submit Confirmation message appears.</td>
</tr>
<tr>
<td></td>
<td>Click the OK button.</td>
</tr>
<tr>
<td>14.</td>
<td>You have successfully completed the, “Create a Salary Distribution by Percentage” topic. You can now move onto the next topic, &quot;Create a Salary Distribution by Combination Code Amount&quot; where you will learn how to enter a salary distribution profile using dollar amounts.</td>
</tr>
</tbody>
</table>

**End of Procedure.**
Create a Salary Distribution by Combination Code Amount

Let’s practice creating a salary distribution profile by combination code amount. In this example, $12,000 of an academic officer’s regular earnings are charged to a different combo code for a two-month period of time (11/1/YYYY - 12/31/YYYY).

Procedure

This is the "Create a Salary Distribution by Combination Code Amount" topic where you will learn how to create a new salary distribution profile charging the combo code by dollar amount.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the Salary Distribution search page, search for the employee by entering data into any of the search fields provided. For this example, let’s use the Employee ID. Click in the <strong>EmpID</strong> field.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter &quot;10183883&quot; into the <strong>EmpID</strong> field.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>4.</td>
<td>Click and drag the <strong>scrollbar</strong> to view the entry section.</td>
</tr>
<tr>
<td>5.</td>
<td>Click in the <strong>Profile Effective Date</strong> field.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| **6.** | The combo code is being charged from 11/1/2015 - 12/31/15, therefore, the Profile Effective Date is 11/1/2015.  

Enter "**11/01/2015**" into the **Profile Effective Date** field.  

Note: It is September 2015 so the RSD indicator = 'no' as this is not a retroactive transaction. |
| **7.** | Press [Enter]. |
| **8.** | Because we are entering a combo code amount, a Period Amount must be entered.  

Click in the **Period Amount** field. |
| **9.** | The Period Amount is the amount of regular earnings for the timeframe between the Profile Effective Date and the Funding End Date.  

1st let's view the earnings - $100,000.  

Point to the **$100,000.00** object. |
| **10.** | Calculate the Period Amount and enter it into the field.  

11/1/2015 - 12/31/2015 = 2 months of the employee's salary.  

$100,000/12 = $8,333.33.  

$8,333.33 x 2 = $16,666.67  

Enter "**16666.67**" into the **Period Amount** field. |
| **11.** | Press [Enter]. |
| **12.** | Now enter the combination code to charge.  

Click in the **Combination Code** field. |
| **13.** | Enter "**1000274425**" into the **Combination Code** field. |
| **14.** | Press [Enter]. |
| **15.** | Now enter the dollar amount to charge to the combo code.  

Click in the **Combination Code Amount** field. |
| **16.** | Enter "**12000**" into the **Combination Code Amount** field (the amount to charge the combo code). |
| **17.** | Press [Enter]. |
### Step 18
Now enter the date the funding ends.

Click in the **Funding End Date** field.

### Step 19
Enter "12/31/2015" into the **Funding End Date** field.

Note that the Sponsored Projects Details section is not displaying in this example.

### Step 20
Press [Enter].

### Step 21
Remember that salary distributions must equal 100%. If you try to submit this transaction or save it for later, the following message appears.

Click the **OK** button.

### Step 22
Charging multiple combination codes is demonstrated in a different topic. For this example, the balance percent (28.00) was charged to the combo code by entering a %Distribution amount.

You can only enter either a %Distribution or Combination Code Amount on *each* line. However, you can enter a mix of both *among all the allocation lines*.

### Step 23
You have successfully completed the "Create a Salary Distribution by Combination Code Amount" topic. You can now move on to the next topic, "Create a Salary Distribution Charging Multiple Combo Codes" where you will learn how to enter a salary distribution profile charging multiple combo codes for the employee's regular earnings.

**End of Procedure.**
Create a Salary Distribution Charging Multiple Combination Codes

Let's practice creating a salary distribution profile for an administrative officer to multiple combination codes. In this example, let's set up the profile from 1/1/YYYY through 6/30/YYYY, charging the earnings 75% to one combo code and 25% to another combo code.

Procedure

This is the "Create a Salary Distribution Charging Multiple Combination Codes" topic where you will learn how to allocate the charges for regular earnings to more than one combination code.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter criteria into any of the provided search fields. For this example we will search by Employee ID. Enter &quot;10183864&quot; into the EmplID field.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Search button.</td>
</tr>
<tr>
<td>3.</td>
<td>Confirm that you accessed the correct record for the salary distribution. The most recent salary distribution is effective 7/1/2014 - 6/30/2015 charging the earnings 100% to one combo code. The earnings are to be charged 75% to one combo code and 25% to another combo code effective 1/1/2015 - 6/30/2015.</td>
</tr>
</tbody>
</table>
### Step | Action
--- | ---
4. | Click and drag the **scrollbar** to view the entry section.
5. | Enter the date the new salary distribution profile is effective.
   - Click in the **Profile Effective Date** field.
6. | Enter "01/01/2015" into the **Profile Effective Date** field.
   - The distribution will take effect as of this date and "override" the existing entry.
7. | First, let's enter the distribution for the 75% portion of the distribution.
   - Click in the **Combination Code** field.
8. | Enter "1000274411" into the **Combination Code** field.
9. | Press [Enter].
10. | The combination code description displays.
    - Click in the **% Distribution** field.
11. | Enter the percentage to charge to this combo code (75%).
    - Enter "75" into the **% Distribution** field.
12. | Press [Enter].
   - Note that the Combination Code Amount is "grayed out".
13. | Now indicate when this Funding is to end.
    - Click in the **Funding End Date** field.
14. | Enter "06/30/2015" into the **Funding End Date** field.
   - Remember, as this is a salaried employee not grant funded, this funding allocation will rollover into the next FY as the end of a fiscal year was entered (6/30/2015).
15. | To reveal another allocation section where the remaining 25% can be entered, click the "+" button to the right of the combination code line.
16. | Enter "1000274409" into the **Combination Code** field.
17. | Press [Enter].
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 18.  | The combo code description displays.  
      | Click in the % **Distribution** field. |
| 19.  | Enter "25" into the % **Distribution** field.  
      | The distribution now equals 100% (75% + 25%). |
| 20.  | Press [Enter]. |
| 21.  | Click in the **Funding End Date** field. |
| 22.  | Enter "06/30/2015" into the **Funding End Date** field. |
| 23.  | The entry is complete. Let's recap the transaction - -  
      | The employee's regular earnings were currently charged 100% to one combo code in a salary profile set up from 7/1/2014 - 6/30/2015.  
      | Because a new profile was created with a later Profile Effective Date, this profile will take effect as of the date entered (1/1/2015).  
      | The charges to the ChartStrings was changed to now charge multiple ChartStrings (by entering their combo codes) and distribution percentages.  
      | Note that the Sponsored Projects Details section is not displaying in this example. |
| 24.  | You have successfully completed the "Create a Salary Distribution Charging Multiple Combination Codes" topic. You can now move on to the next topic, "Create Multiple Salary Distribution Profiles in the Same Transaction" where you will learn how to create multiple salary distribution profiles with different Profile Effective Dates.  
      | **End of Procedure.** |
Create Multiple Salary Distribution Profiles in the Same Transaction

Let's practice creating multiple salary distribution profiles within the same transaction. In this example, an administrative officer's regular earnings are charged to multiple combination codes, each with its corresponding effective dates.

Effective 2/1/YYYY - 3/31/YYYY, the employee is working on a project that is funding the regular earnings 50% to one combo code and 50% to another combo code.

Effective 4/1/YYYY - 6/30/YYYY, the employee is no longer working on the project and is the salary distribution is again 100% funded by a department combo code.

Procedure

This is the "Create Multiple Salary Distribution Profiles in the Same Transaction" topic where you will learn how to enter salary distribution profiles for different timeframes within the same transaction.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The first profile is already entered. To enter the second profile, click the &quot;+&quot; sign to the right of the Period Amount field to reveal a new section.</td>
</tr>
<tr>
<td>2.</td>
<td>Click and drag the scrollbar to view the new section.</td>
</tr>
<tr>
<td>3.</td>
<td>To enter the start date for the new profile, click in the Profile Effective Date field.</td>
</tr>
</tbody>
</table>
### Training Guide

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 4.   | Enter "04/01/2018" into the **Profile Effective Date** field.  
We are entering 4/1/2018 because the prior profile ends on 3/31/2018. |
| 5.   | Press [Enter]. |
| 6.   | Now enter the combination code to charge.  
Click in the **Combination Code** field. |
| 7.   | For this example, enter "1000001927" into the **Combination Code** field. |
| 8.   | Press [Enter]. |
| 9.   | Now enter the amount to charge to the combo code. For this example, 100% will be charged to the combo code.  
Click in the **% Distribution** field. |
| 10.  | Enter "100" into the **% Distribution** field. |
| 11.  | Press [Enter]. |
| 12.  | Now enter the end date for this salary distribution.  
Click in the **Funding End Date** field. |
| 13.  | Enter "06/30/2018" into the **Funding End Date** field. |
| 14.  | Press [Enter]. |
| 15.  | The entry is complete. Let's recap the transaction - - -  
From 2/1/2018 - 3/31/2018, the employee's regular earnings were charged 50% each to two combo codes.  
As of 4/1/2018, 100% of the regular earnings will be charged to the combo code entered. The end date for this distribution is 6/30/2018 and as this is a salaried employee not on a grant, the funding arrangement will roll over to the next FY. |
| 16.  | 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. |
| 17.  | You successfully completed the "Create Multiple Salary Distribution Profiles in the Same Transaction" topic. You can now move onto the next topic, "Split Funding with Multiple Effective Dates" where you will learn how to enter multiple salary distribution profiles for different timeframes charging multiple ChartStrings.  
**End of Procedure.** |
Split Funding with Multiple Effective Dates

Let's practice creating a salary distribution profile with split funding and multiple effective dates. In this example, an academic officer's regular earnings are charged to multiple combination codes, each with its corresponding effective dates.

Effective 2/1/YYYY - 3/31/YYYY, 75% of the earnings are charged to one combo code and 25% charged to another combo code.

Effective 4/1/YYYY - 6/30/YYYY, 50% of the earnings are charged to one combo code and 50% charged to another combo code.

At the end, you will see an entry example of the same type of allocation by combo code amount.

Procedure

This is the "Split Funding with Multiple Effective Dates" topic where you will learn how to enter multiple salary distribution profiles for different timeframes charging multiple ChartStrings.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter search criteria to locate the employee record. For this example, enter &quot;10175661&quot; into the EmplID field.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Search button.</td>
</tr>
<tr>
<td>3.</td>
<td>The employee's current profile is effective from 7/1/2017 charging one combo code 100%.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4.</td>
<td>Enter the Profile Effective Date for the 1st portion of this distribution. Enter &quot;2/1/2018&quot; into the Profile Effective Date field.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter the combo code to charge for the portion of the allocation. For this example, enter &quot;100001602&quot; into the Combination Code field.</td>
</tr>
<tr>
<td>6.</td>
<td>Press [Enter].</td>
</tr>
<tr>
<td>7.</td>
<td>Now we can enter the percentage amount to charge to the combo code (for this example 75%). Click in the % Distribution field. 75</td>
</tr>
<tr>
<td>8.</td>
<td>Enter &quot;75&quot; into the % Distribution field.</td>
</tr>
<tr>
<td>9.</td>
<td>Press [Enter].</td>
</tr>
<tr>
<td>10.</td>
<td>In this example, this funding arrangement is only effective from 2/1/2018 - 3/31/2018. Enter &quot;3/31/2018&quot; into the Funding End Date field.</td>
</tr>
<tr>
<td>11.</td>
<td>Press [Enter].</td>
</tr>
<tr>
<td>12.</td>
<td>Click the &quot;+&quot; button to the right of the Combination Code line to reveal another allocation section.</td>
</tr>
<tr>
<td>13.</td>
<td>Now enter the combination code for the next portion of the allocation. Enter &quot;1000004869&quot; into the Combination Code field.</td>
</tr>
<tr>
<td>14.</td>
<td>Click in the % Distribution field.</td>
</tr>
<tr>
<td>15.</td>
<td>Enter the percentage amount to charge into the % Distribution field. Enter &quot;25&quot;.</td>
</tr>
<tr>
<td>16.</td>
<td>Now enter the funding end date for this allocation. This will be the same as the date entered for the first part of the allocation. Enter &quot;3/31/2018&quot; into the Funding End Date field.</td>
</tr>
<tr>
<td>17.</td>
<td>Click the &quot;+&quot; button to the right of the Profile Effective Date line to reveal a new Profile Effective Date section where a new distribution can be entered.</td>
</tr>
<tr>
<td>18.</td>
<td>Click and drag the scrollbar to view the entry section.</td>
</tr>
<tr>
<td>19.</td>
<td>Enter the date the next profile is to begin. In this example, it is 4/1/2018 as the prior profile ends on 3/31/2018. Enter &quot;4/01/2018&quot; into the Profile Effective Date field.</td>
</tr>
<tr>
<td>20.</td>
<td>Enter &quot;1000001602&quot; into the Combination Code field.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>21.</td>
<td>Press [Enter].</td>
</tr>
<tr>
<td>22.</td>
<td>Now enter the percentage amount to charge to the combo code (50%) as of this profile effective date. Enter &quot;50&quot; into the % Distribution field.</td>
</tr>
<tr>
<td>23.</td>
<td>Enter &quot;06/30/2018&quot; into the Funding End Date field. This is the end date for this distribution.</td>
</tr>
<tr>
<td>24.</td>
<td>Click the &quot;+&quot; button to the right of the Combination Code line to reveal a new combination code section.</td>
</tr>
<tr>
<td>25.</td>
<td>Now enter the combination code to charge the remaining 50%. Click in the Combination Code field.</td>
</tr>
<tr>
<td>26.</td>
<td>Enter &quot;1000004869&quot; into the Combination Code field.</td>
</tr>
<tr>
<td>27.</td>
<td>Enter &quot;50&quot; into the % Distribution field.</td>
</tr>
<tr>
<td>28.</td>
<td>Enter &quot;06/30/2018&quot; into the Funding End Date field.</td>
</tr>
<tr>
<td>29.</td>
<td>The entry is complete. Let's recap the transaction - - The academic officer's regular earnings are charged to two combo codes at 75%/25% for the period 2/1/2018 - 3/31/2018. Effective 4/1/2018 - 6/30/2018 the funding is set up to equally charge those combo codes at 50% each.</td>
</tr>
<tr>
<td>30.</td>
<td>This is the example allocated by dollar amount (combo code amount). The regular earnings are charged to two combo codes at $4,000/$6,000 for the period 2/1/2018 - 3/31/2018. Effective 4/1/2018 - 6/30/2018 the funding is set up to charge three combo codes at $6,000/$2,700/$1,300 respectively. The Period Amount for the timeframe of the profile was entered into each profile. PAC calculates the percentage to charge to each ChartString by dividing the Combination Code Amount by the Period Amount.</td>
</tr>
<tr>
<td>31.</td>
<td>You successfully completed the &quot;Split Funding with Multiple Effective Dates&quot; topic. You can now move onto the next topic, &quot;Promotion of Support Staff Employee to Officer Employee within the same Department&quot; where you will learn how to create a salary distribution profile for a support staff employee who is promoted to an officer employee in the same department. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
Promotion of Support Staff to Officer Employee in the Same Department

Let’s practice creating a salary distribution profile for the promotion of a support staff employee to an officer position in the same department. In this example, the profile is set up in advance of the effective date and a PAF (Personnel Action Form used to process the promotion) is completed.

Procedure

This is the "Promotion of Support Staff Employee to Officer Employee within the same Department" topic where you will learn how to create a salary distribution profile for a support staff employee who is promoted to an officer employee in the same department.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter search criteria to locate the employee record. Enter &quot;10183863&quot; in the EmplID field.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Search button.</td>
</tr>
<tr>
<td>3.</td>
<td>Confirm this is the correct record to modify. Click and drag the scrollbar to view the entry section.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 4.   | The promotion is effective 12/17/2015. Enter "12/17/2015" into the **Profile Effective Date** field.  

**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. |
| 5.   | Enter the combination code to charge.  

Enter "1000274423" into the **Combination Code** field. |
| 6.   | Enter the amount to charge to the combo code. For this example, 100% is charged to the combo code.  

Enter "100" into the **% Distribution** field. |
| 7.   | Enter "06/30/2016" into the **Funding End Date** field.  

Remember, entering a Funding End Date = 6/30 will roll over the funding into the next FY.  

Note that the Sponsored Projects Details section is not displaying in this example. |
| 8.   | The entry is complete. Let's recap the transaction - -  

What we are telling PAC to do is to: Create a new salary funding profile for this employee effective 12/17/2015 and charge 100% of the earnings to combo code 1000274423.  

The approved allocation will go into effect regardless of when the Promotion PAF is processed. |
| 9.   | You have successfully completed the "Promotion of Support Staff Employee to Officer Employee within the same Department" topic. You can now move on to the next topic, "Funding Change for a Support Staff Employee" where you will learn how to enter a funding change for a support staff employee.  

**End of Procedure.** |
Change to ChartString Charged for a Support Staff Employee

Let's practice creating a salary distribution profile that indicates a funding change for a support staff employee. In this example, a support staff employee is being funded 100% to one combo code. Effective 12/7/YYYY, the earnings will be funded to a different combo code.

Procedure

This is the "Change to ChartString for a Support Staff Employee" topic where you will learn how to charge a different combo code (ChartString) in a salary distribution profile for a support staff employee.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter &quot;10183878&quot; into the EmplID field.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Search button.</td>
</tr>
<tr>
<td>3.</td>
<td>Confirm this is the correct employee record to modify the salary profile. Click and drag the scrollbar to view the entry section.</td>
</tr>
<tr>
<td>4.</td>
<td>Enter &quot;12/7/2015&quot; into the Profile Effective Date field.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter the new combination code to charge effective 12/7/2015. Enter &quot;1000274443&quot; into the Combination Code field.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>6.</td>
<td>Now enter the percentage amount to charge to the ChartString. Enter &quot;<strong>100</strong>&quot; into the <strong>% Distribution</strong> field.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter &quot;<strong>06/30/2016</strong>&quot; into the <strong>Funding End Date</strong> field. Note that the Sponsored Projects Details section is not displaying in this example.</td>
</tr>
<tr>
<td>8.</td>
<td>The entry is complete. Let's recap the transaction - - What we are telling PAC to do is to: Create a new salary funding profile for this employee effective 12/7/2015 and charge 100% of the earnings to combo code 1000274443. <strong>Note:</strong> The Retro Salary Distribution process will pick up the entire payroll that begins for this 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.</td>
</tr>
<tr>
<td>9.</td>
<td>You have successfully completed the &quot;Change to ChartString Charge for a Support Staff Employee&quot; topic. You can now move on to the next topic, &quot;Create a Retroactive Salary Distribution&quot; where you will learn how to move already paid payrolls with a salary distribution transaction. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
Create a Retroactive Salary Distribution

Let's practice creating a salary distribution profile that includes moving prior allocated payrolls, thus a retroactive salary distribution.

Procedure

This is the "Create a Retroactive Salary Distribution" topic where you will learn how to create a retroactive salary distribution.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate to the Salary Distribution page and enter criteria into any of the provided search fields. For this example we will search by Employee ID. Click in the <strong>Empl ID</strong> field.</td>
</tr>
<tr>
<td>2.</td>
<td>The Employee ID is entered. Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>3.</td>
<td>This employee has two employment records. We want to create the RSD for the Assistant Clinical Professor job, the &quot;0&quot; Empl Record here. You can click on any link in that row to bring up the record. For this example, click the <strong>10183873</strong> link in that job row.</td>
</tr>
<tr>
<td>4.</td>
<td>Confirm that you accessed the correct record for the salary distribution. For this example, let's allocate 100% of the salary to a combo code effective 8/1/2014 - 6/30/2015. A comment is required when entering a retroactive salary distribution. Click in the <strong>Comments</strong> field.</td>
</tr>
<tr>
<td>5.</td>
<td>Next, click in the <strong>Profile Effective Date</strong> field.</td>
</tr>
<tr>
<td>6.</td>
<td>Enter the effective date for the new profile. Enter &quot;08/01/2014&quot;.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Combination Code</strong> field and enter &quot;1000016727&quot;. Note that the RSD indicator switches to yes once you tab, enter or click into another field.</td>
</tr>
<tr>
<td>8.</td>
<td>Click in the <strong>% Distribution</strong> field.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>9.</td>
<td>Enter &quot;100&quot; into the <strong>Distribution</strong> field.</td>
</tr>
<tr>
<td>10.</td>
<td>Click in the Funding End field.</td>
</tr>
<tr>
<td>11.</td>
<td>Enter &quot;06/30/2015&quot; into the Funding End Date field.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the Save and Submit button.</td>
</tr>
<tr>
<td></td>
<td>Note that the Sponsored Projects Details section is not displaying in this example.</td>
</tr>
</tbody>
</table>
|      | ![New Salary Distribution Info](image)
| 13.  | The transaction was submitted into workflow and the Submit Confirmation message appears. |
|      | Click the OK button. |
| 14.  | Let's approve the transaction. Note to those who hold the Initiator Only role - these are the approval steps for submitted transactions. |
|      | Click the Worklist link. |
|      | ![Worklist](image)
<p>| 15.  | Locate the transaction on the worklist. Click on the link in the Link column for the employee. |
| 16.  | Click the Approve button. |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>This was the final approval and the transaction was stored in PAC. The Submit Confirmation message appears. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>18.</td>
<td>Let's verify that the salary distribution and the cost transfer are reflected in the system. First, navigate to the cost transfer inquiry screen. Click the <strong>Cost Transfer Inquiry</strong> link in the menu.</td>
</tr>
<tr>
<td>19.</td>
<td>Enter data into one of the provided search fields to search for the transaction.</td>
</tr>
<tr>
<td>20.</td>
<td>Locate the transaction in the Search Results list and click on any of the links in the row.</td>
</tr>
<tr>
<td>21.</td>
<td>Here are the details for the Cost Transfer. Note the status for the transaction is approved and the reason for the transfer is &quot;RSD&quot;. Also, remember that additional payroll lines may be viewable than those that appear on the first screen. Check the Transaction Details header and click &quot;View All&quot; or the arrows to view and cycle through the rows.</td>
</tr>
<tr>
<td>22.</td>
<td>Now let's navigate to the Salary Distribution page to view the new profile.</td>
</tr>
<tr>
<td>23.</td>
<td>Enter data into any of the search fields provided and click Search.</td>
</tr>
<tr>
<td>24.</td>
<td>As we entered a salary distribution today, we are prevented from entering an additional one. You can see the new distribution in the Salary Distribution History section of the page. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>25.</td>
<td>You have successfully completed the &quot;Create a Retroactive Salary Distribution&quot; topic. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
Glossary

ARC
Accounting and Reporting at Columbia, our finance system.

ChartStrings
The combination of ChartFields and the level at which accounting charges and credits are applied.

Combination Code
A 10-digit system-generated number representing a unique ChartString. It is not a characteristic of the ChartString, it is a representation of it. Combo codes are required by PAC to assign labor charges. Also known as combination code.

Combination Code Amount
In add comp transactions, the combination code amount is the dollar amount of the Total Earnings Code Payment charged to a particular ChartString. In salary distribution transactions it is the dollar amount of the salary to be charged to the ChartString.

Combo Code
A 10-digit system-generated number representing a unique ChartString. It is not a characteristic of the ChartString, it is a representation of it. Combo codes are required by PAC to assign labor charges. Also known as combination code.

Combo Code Amount
In add comp transactions, the combo code amount (or combination code amount) is the dollar amount of the Total Earnings Code Payment charged to a particular ChartString. In salary distribution transactions it is the dollar amount of the salary to be charged to the ChartString.

Cost Transfer
Ability to change the accounting for an employee’s salary or add comp retroactively in PAC. Also refers to the retroactive transfer of expenditures from one account to another.

Cost Transfers
Ability to change the accounting for an employee’s salary or add comp retroactively in PAC. Also refers to the retroactive transfer of expenditures from one account to another.

EmplID
Employee ID: Unique identification code for an individual associated with the University.

Field
An area on a page that displays or requires data.

Funding End Date
The end date on an employee's salary distribution profile which indicates the last day the employee’s regular earnings should be charged to the combo code.

Labor Accounting
Manages an employee’s salary profile, additional compensation, and cost transfers.
**Manager Self-Service**  
MSS. Manager Self-Service is a set of pages in PAC that allows managers to view job and personal data for the employees in their departments.

**PAC**  
People@Columbia. The customized version of PeopleSoft Human Resources Capital Management that integrates and processes all Human Resources and Payroll transactions for Columbia University including hire/rehire, salary distribution, additional compensation and cost transfer transactions.

**PAF**  
Personnel Action Form - used to convey individual personnel data to HR and Payroll systems.

**PC**  
Petty Cash - cash held in department for small or emergency purchases.

**Period Amount**  
The Period Amount is the amount of regular earnings to allocate for the timeframe beginning on the Profile Effective Date through the Funding End Date. It is used to calculate the percent distribution when a combo code amount is entered. Used in Salary Distribution transactions.

**Profile Effective Date**  
The Profile Effective Date is the date the employee's new salary distribution is effective. Used in Salary Distribution transactions.

**Project**  
A specific funding source. The First (highest) level at which you can budget and record project activity. Projects are generally set up where a separate fund balance must be tracked and carried forward.

**Role**  
A named set of work that a user can do. A role is associated with one or more permission lists that authorize access to particular system functions.

**Salary Distribution**  
The process by which departments communicate charges to the University’s accounting system, ARC, for regular earnings for faculty and staff.

**UNI**  
University Network Identification.

**Workflow**  
The routing of transactions based on rules.

**Worklist**  
The automated to-do list created by workflow. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.