Distribution Entry for Payroll Earnings

Distribution entry assigns the funding source for employees' current or future payroll expenses (salary and fringe). It consists of five parts: Funding Level, Effective Date, Earnings Code, Combination Code/ChartField String, and Distribution Percentage. Unit-level human resources personnel or financial accountants should review and change funding levels and sources as appropriate when the following situations arise:

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

REVIEW FUNDING LEVELS

Four funding levels exist. Selection of which funding level to use depends on the funding source, employee, position, and groups of employees being managed.

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

LOCATE DISTRIBUTION FUNDING PAGE

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

Log in to MyU (myu.umn.edu). Navigate to: **Key Links > PeopleSoft > Human Resources**.

Navigate in HRMS: **UM Payroll Accounting > UM Payroll Accounting > UM Distribution Entry**.

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Distribution Entry for Payroll Earnings (cont.)

1. In *Search By*, select either "Department" or "Employee" from the drop-down menu.

   a. If selecting Department, use additional search fields:

      i. Modify *As Of* date to view future distributions, if desired.

      ii. Enter the DeptID value in *Department*.

   b. If selecting Employee, use additional search fields:

      i. Modify *As Of* date to view future distributions, if desired.

      ii. Enter EmplID of employee.

2. Click <Search>.

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

ADD NEW FUNDING LEVEL

Add a new funding level if Department level funding distributions are not accurate.

1. Locate the position that requires new funding.

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

3. Select either "Appointment" or "Position" from the **Budget Level** drop-down menu.

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

5. Update the *Effective Date:*

   a. Date will default to the current date.

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    b.   Date should be today, future, or within current unprocessed payroll period only. Use of historic dates for closed payroll period will not correct distributions. See the "Creating a Retro Distribution" job aid.

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

7.   Enter the combination code and/or the ChartField string values in the *Distribution Details* section.

    a.   Click <Retrieve> if searching by ChartField string. This will populate the combo code field if the ChartField string is valid.

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

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

10. Click <Save>.

11. Click <Return to List>.

INACTIVATE FUNDING LEVEL

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

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

2.   Click on a funding level link in the *Funded By* column.

3.   Select "Inactive" from the **Status** drop-down menu. Note: Every active effective date must be inactivated to revert funding back to the Department level default.

Distribution Effective Date		
*Effective Date: 07/10/2022	Effective Sequence: 0	*Status: Inactive ▼

4.   Click <Save>.

5.   Click <Return to List>.

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VERIFY OR UPDATE FUNDING DISTRIBUTIONS

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

1. Locate the position number.

2. Click <Funded By> (Department, Position, Position Pool, Appointment) to view distributions.

   a. To view Department level funding, click <View/Edit Department Level Funding> at the top of the page.

   b. ⚠️ NEVER modify Department level funding. If this funding is not accurate, a new funding level must be added. See prior steps to add funding levels.

3. If the displayed distributions are accurate, leave the distribution as is and go to step 11.

   a. All distributions should have one *Earnings Code* field which is blank.

   b. All distributions should have total distribution equal to 100%.

4. If displayed distribution(s) are inaccurate, click the plus sign in the *Effective Date* section.

   a. Date will default to current date.

   b. Date should be today, future, or within current unprocessed payroll period only.

5. Prior distributions will display.

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

7. Change the combo code/ChartField string values in the *Distribution Details* section, if needed. Repeat as necessary.

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

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

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

11. Click <Save>.

12. Click <Return to List>.

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