

Distribution Entry for UNS Funding

Certain fellowship stipends must be paid via UNS earnings. Consult the Office of Human Resources [Scholarship and Fellowship webpage](#) for criteria.

Company UNS earnings, “FSR,” must be set up in **Additional Pay**. Unit-level human resources personnel or financial accountants should verify distributions for these payments and set up the appropriate distribution housed in **UM Distribution Entry**.

SET UP ADDITIONAL PAY FOR “FSR”

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

Navigate in HRMS: **Payroll for North America > Employee Pay Data USA > Create Additional Pay**.

1. Search for the employee using *EmplID* or *Name*.
2. Click on the correct record number if more than one record exists.
3. Enter “FSR” in the *Earnings Code* field.
 - a. If existing additional pay exists, click the plus sign in the *Additional Pay* section then add “FSR” in the *Earnings Code* field.
 - b. If additional pay earnings code already exists for “FSR,” click the plus sign in the *Effective Date* section below that earnings code.
4. Enter the *Effective Date* of the additional pay (can only be current or future date). Best practice is to use the beginning of a payroll period.
5. Enter the sequence number in the *Add'l Seq Nbr* field. Note: If this is the first time the earnings code is used, the sequence number is 1; if not, increase the value by one.
6. Enter the end date of the additional pay. Whenever possible, the end date should be the last day of a pay period. Do not use *End Date* if *Goal Amount* is used.
7. Enter the total earnings to be paid.
8. Expand the *Job Information* section.
9. Verify the *Default Job Data* information. Additional earnings, funded by the distribution found in **UM Distribution Entry**, will be paid to the employee.
10. If funding for FSR should NOT be paid from the primary job, complete the following field in the *Job Data Override* section:
 - a. *Position* - Enter the position value that contains the accurate distribution for the FSR earnings code. All other fields will auto-populate based on position data.

Distribution Entry for UNS Funding (cont.)

11. All distribution rows should collectively reflect a total distribution of 100% in the *Earnings Distribution* section.
12. Click <Save>.



Questions related to processing Additional Pay should be directed to the OHR Contact Center at ohr@umn.edu or 612-624-8647.

Create Additional Pay

Ralph White Person of Interest Other Payee Empl ID 5399099 Empl Record 4

Additional Pay [Search] [1 of 1] [View All]

*Earnings Code FSR [Search] Fellowship/Scholarship

Effective Date [Search] [1 of 1] [View All]

Effective Date 06/06/2022 [Calendar] [Add] [Remove]

Payment Details [Search] [1 of 1] [View All]

*Addl Seq Nbr 1 End Date 08/31/2023 [Calendar] [Add] [Remove]

Rate Code [Search] Reason Not Specified [Dropdown]

Earnings \$1,308.00

Hours [Text] Hourly Rate [Text]

Goal Amount [Text] Goal Balance [Text]

Sep Check Nbr [Text]

☐ Disable Direct Deposit

☒ OK to Pay ☒ Prorate Additional Pay

Applies To Pay Periods

☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Job Information

Employee Type Salaried Standard Hours 40.00

Compensation Rate Frequency Biweekly

Default Job Data

Position	204171
Business Unit	UMNHR UMN BUSINESS UNIT
Department	11719 PHCL Pharmacology Grad Educ
Job Code	9562 Graduate School Trainee
Combination Code	
GL Pay Type	
Shift	Not Applicable

Job Data Override

Position	[Search]
Business Unit	[Search]
Department	[Search]
Job Code	[Search]
Combination Code	
GL Pay Type	
*Addl Shift	Use Job Shift [Dropdown]

[Edit ChartFields](#)

Earnings will distribute based on what is set up in **UM Distribution Entry** pages for the position number.

If overriding **Job Data**, the additional pay will distribute based on what is set up in **UM Distribution Entry** pages for the position number.

Distribution Entry for UNS Funding (cont.)

VERIFY AND/OR UPDATE FUNDING IN UM DISTRIBUTION ENTRY FOR “FSR” EARNINGS

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

1. Select “Department” in *Search By*. Modify *As Of* date to view future distributions if desired. Enter a DeptID value in *Department*.
2. Select “Employee” in *Search By*. Modify *As Of* date to view future distributions if desired. Enter the EmplID of the employee.
3. Click <Search>.
4. Select the *Show Vacant Positions* checkbox.
5. Click <View All> to view all positions.
6. Locate the position number on the page.
7. Click on the *Funded By* links (Department, Position, Position Pool, Appointment) to view distributions.
 - a. To view Department level funding, click <View/Edit Department Level Funding> at the top of the page.
 - b. NEVER modify the Department level funding. If this funding is not accurate, a new funding level must be added.
 - c. To add a new funding level, follow the instructions on the [“Distribution Entry for Payroll Earnings”](#) job aid.
8. If displayed distribution(s) are accurate for paying “FSR” earnings, leave as is and skip to step 14.
 - a. **UM Distribution Entry** requires one blank *Earnings Code* field. If the *Earnings Code* field is blank, the “FSR” earnings will be captured and paid on the distribution row(s) listed.
9. If displayed distribution(s) are inaccurate, click the plus sign in the *Effective Date* field.
10. Add the effective date of the new distribution.
 - a. Date will default to current date.
 - b. Date should be today, future, or within current unprocessed payroll period only.
 - c. Date should mirror the effective date used in the *Additional Pay* section.
11. The existing distributions for the vacant earnings code should remain untouched.
12. Click the plus sign in the *Earnings Code* section.

Distribution Entry for UNS Funding (cont.)

13. Enter "FSR" in the *Earnings Code* field.
14. Enter the combo code/ChartField string for the "FSR" funding.
15. Enter the percentage of distribution in the *Dist Pct* field. Note: Every *Earnings Codes* section listing in **UM Distribution Entry** should have a total distribution equal to 100%.
16. Click <Save>.

UM DISTRIBUTION WITH VACANT EARNINGS CODE

"FSR" *Additional Pay* earnings will pay out based on *Distribution Details* of the blank *Earnings Code*.

Pay Components				View More Additional Pay									
Rate Code	Comp Rate	FTE Proration	Percent of Annual	Earn Cd	Addl Seq #	Position Override	Combo Code Override	Start Date	End Date	Amount	Goal Amount	Goal Balance	Dept ID Override
ASGN	\$0.00	\$0.00	0.000	FSR	1			08/01/2022	01/01/2023	\$1,937.54	\$0.00	\$0.00	

Earnings Distribution													
Find View All First 1 of 1 Last													
Earnings Code: <input type="text"/>		Dist Seq: 1		Total Dist %: 100.000		Pay Pd Earnings: \$1,937.54		Pay Pd Fringe: \$0.00		ReCalc			
Distribution Details													
Find View All First 1 of 1 Last													
*Combination Code: <input type="text"/>				*Dist Pct: <input type="text"/>		PP Earnings: <input type="text"/>		PP Fringe: <input type="text"/>		Fringe Type: <input type="text"/>		Redirect Combination Cd: <input type="text"/>	
3002112190006505400301564 Stipends, tuition and fees				100.000		\$1,937.54		\$0.00					
Fund	DeptID	Program	Project	Fin EmplID	ChartField 1	ChartField 2	Cost Shr	Retrieve					
3002	11219		00065054										