INITIATOR ELECTRONIC SALARY DISTRIBUTIONS

If you have questions about information in this user guide, please e-mail the Distribution Analyst in Payroll Services.

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Overview

The distribution form is used for processing chartstring changes or effort percentages to an existing salary distribution for an employee.

Enter a Distribution Change

Below are the basic instructions for changing an existing distribution using the electronic distribution form.

Note: Only one request for a person on a particular Empl Rcd per fiscal year can be open at one time. If a distribution has not fully processed and needs to be changed, follow the instructions to cancel the request and then process a new one.

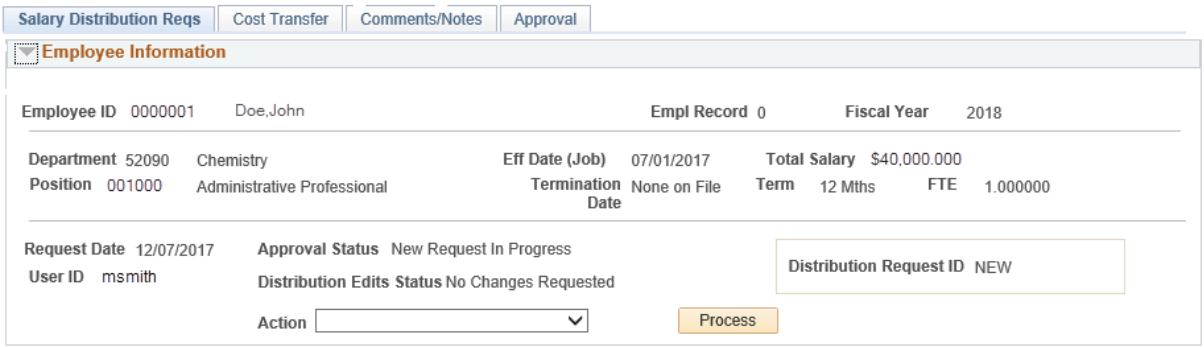
1. Log in to PeopleSoft using the **Human Resources Login** www.uvm.edu/~erp/portal
2. Navigation: **Manager Self Service > UVM Online Forms > UVM Distribution Changes > Salary Distribution Change Req**
3. Select the **Add a New Value** tab.

4. After confirming the Fiscal Year is correct, enter the appropriate search criteria.

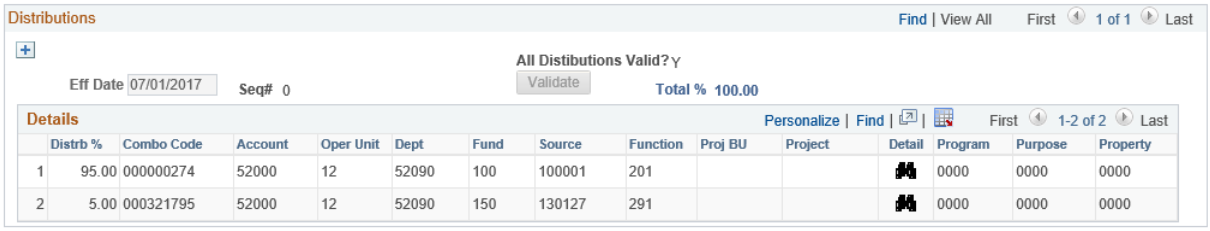
Note: The department, the Empl ID, and the Empl Record must all be entered. Empl Record defaults to 0 but may need to be changed. Refer to Job Data to find the active job and record of the employee if unsure. Use the magnifying glass to look up and select the employee to be modified or enter the information directly.

5. Click **Add**.

6. The Distribution page screen will open, displaying the job data fields at the top of the page.



7. The distribution is displayed and shows the highest sequence for each effective dated row.



	Distrb %	Combo Code	Account	Oper Unit	Dept	Fund	Source	Function	Proj BU	Project	Detail	Program	Purpose	Property
1	95.00	000000274	52000	12	52090	100	100001	201				0000	0000	0000
2	5.00	000321795	52000	12	52090	150	130127	291				0000	0000	0000

8. Review the current distribution using one of two methods:

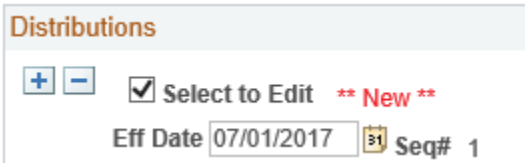
- Horizontal: Use the left and right arrows in the upper right corner to view each effective dated row.
- Vertical: Click **View All** to view all rows on one page (recommended).

9. Click on the plus sign located in the top left corner of the distribution window to insert a new effective dated row making sure the effective dates are in sequential order.

10. Enter the correct effective date.

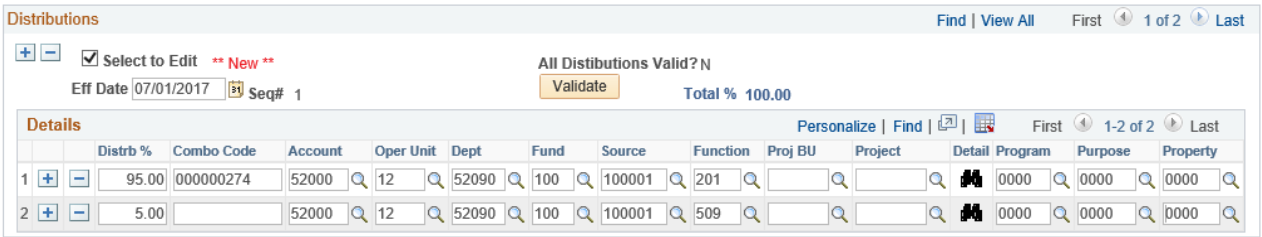
11. A new line will appear and is identified as **New**. If you are changing an existing effective date, the sequence number (Seq#) will increase by one. If it is a brand new effective date, the Seq# will be 0.

Note: If there are multiple distribution dates that need to reflect the change, a new row must be added for each effective date.



12. The existing distribution is copied to the new line. Enter or change the necessary values.

Note: Enter either the combo code or chartstring values. Once validated, the empty fields will populate.



	Distrb %	Combo Code	Account	Oper Unit	Dept	Fund	Source	Function	Proj BU	Project	Detail	Program	Purpose	Property
1	95.00	000000274	52000	12	52090	100	100001	201				0000	0000	0000
2	5.00		52000	12	52090	100	100001	509				0000	0000	0000

13. After entering all the data, click **Validate**.

14. During validation, the program will confirm the distribution total equals 100% and that the combo code is valid for the time period entered. For each combo code in the distribution that has a GCA01 project, PeopleSoft also checks that the project is open for the length of the distribution date given (binoculars to the right of the project field). It also checks that it is not closed before the next distribution date (or before the end of the fiscal year if it is the last distribution section).

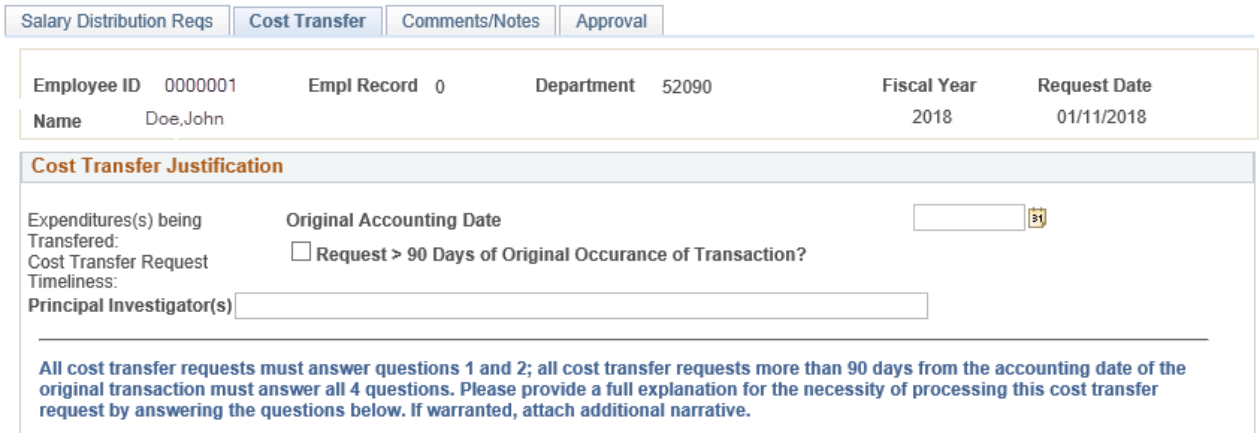
Note: All 'new' distribution sections need to be validated individually. If all new sections are validated, the Distribution Edits Status changes from "Changes Must be Validated" to "All Changes are Validated".

15. The Distribution Request ID is automatically assigned.

16. At this point, you may review the form by clicking on the yellow **View Report** button.

17. If changes are needed after validation, use the select to edit box above the effective date.

18. If the distribution needs a Cost Transfer (see Appendix A), click on the **Cost Transfer tab** and complete the fields with the appropriate information.



a. Original Accounting Date = the pay period end date of the first pay period in which the Sponsored Project is changing on the form

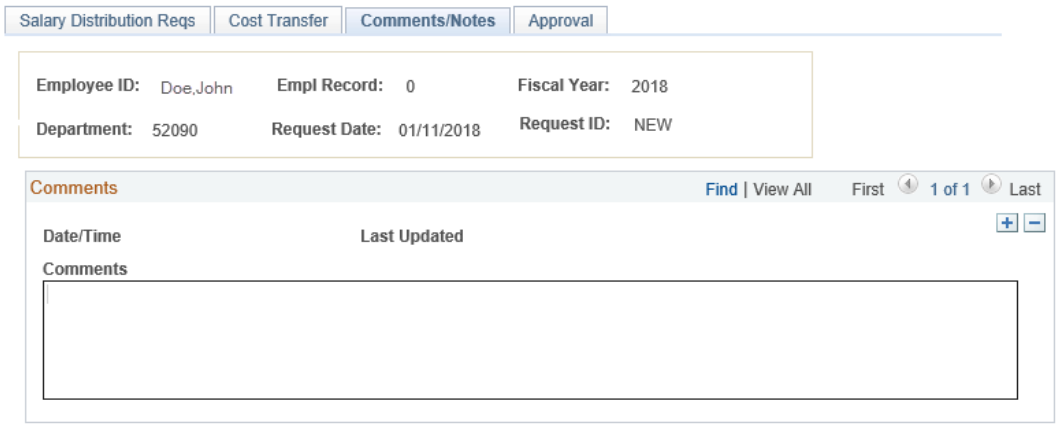
   Example: If the effort for project 00001 is changing effective 10/1/20xx, the original accounting date is 10/15/20xx.

b. Request > 90 Days of the Original Occurrence Transaction?:
   Only check the box if the last approver before routed to Payroll does not approve within 90 days from the original accounting date.
   Use Cost Accounting's cost transfer calculator (Excel) to determine timeliness vs. untimeliness.

   Principal Investigator(s) = Only enter the name of the PI for the Sponsored Project where effort is changing if over 90 days. If multiple PIs, use commas between names.

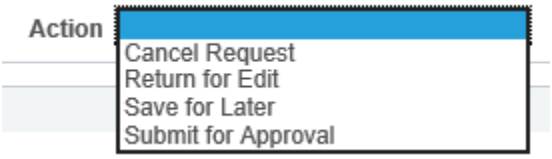
19. Click on the **Comments/Notes tab** and fill in any relevant information.

Note: This information does not appear on the report. They will appear in the notification emails (Needs Approval, Denied, etc.).



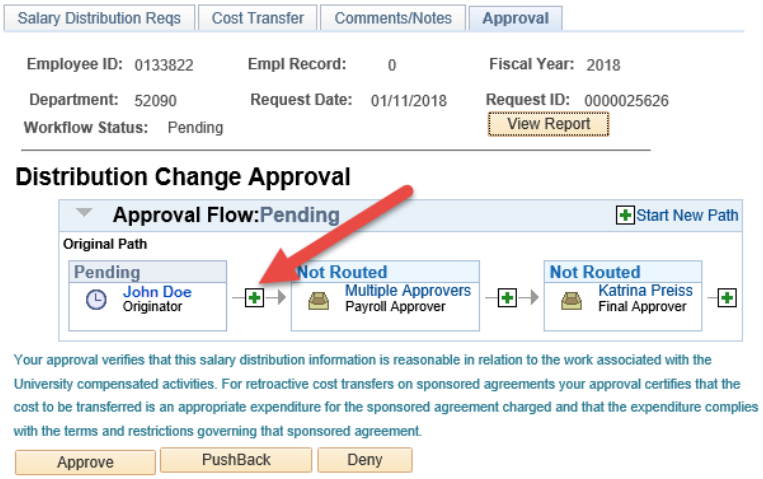
20. When finished, you may review both the distribution and cost transfer PDF by selecting **Save for Later** and clicking on **Process** on the Salary Distribution tab. Then click on the yellow **View Report** button to confirm both PDFs are correct. Each form will show in separate browser windows.

21. If no edits are necessary, select **Submit for Approval** from the **Action** dropdown menu and click **Process**. This action will generate an email to you as the originator to **Approve** the request you just submitted (see step 22).

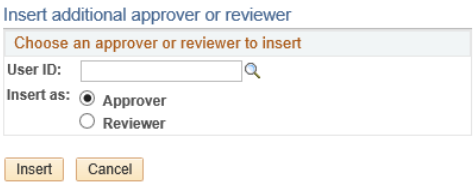


Note: It is not necessary to complete the distribution change all in one sitting. Selecting the action **Save for Later** allows a request to be saved before it is complete. This action assigns the Request ID. Use the Request ID to find the distribution at a later date. To edit any new distribution effective dates, click on **Select to Edit**.

22. Click on the **Approval tab** and insert the necessary approvers by clicking on the green plus sign between the originator and Payroll Approver. The order of how you enter additional approvers is the order that they will approve.



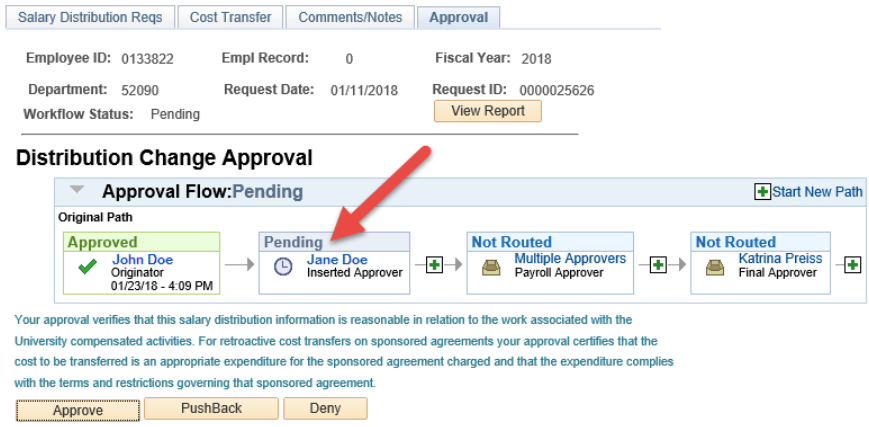
23. Enter the netID or search for name by clicking on the magnifying glass.



Note: Approver is the default. If you want to include a Reviewer, select the **Reviewer** radio button. A Reviewer is someone who you would like to review the request, but their approval is not needed. They will receive an email to review the request.

24. Once your approval workflow is set, you need to approve as the originator. Click on the yellow **Approve** button.

25. An email will be sent to the person with whom the distribution change request is now **Pending**.



26. As the request moves through the workflow, electronic approvals will show on the bottom of the report version of the change request and if applicable, the cost transfer.

APPROVALS

Name	Title	Date/time
John Doe	Business Manager	12/20/2017 10:13:27 AM
Jane Doe	Dean's Office Admin	1/10/2018 2:54:40 PM

Content of the Distribution Form Document

The following sections describe the content of the change request document.

Distribution Form

Report Header

This section details employee information including Name, Empl ID, Empl Rcd, Department, Total Salary, Term and FTE. It also contains the request id number and relevant dates.

UVM Distribution Form

Created by	jdoe	**Dept**	##### - Department Name	**Request ID**	##########	Page 1 of 1
Last Modified by	jdoe	**Position**	Pos # - Position Title	**Request Dt**	MM/DD/YYYY	
Fiscal Year	20##	**Salary/Term/ FTE**	Salary / ## Mths / #.##	**Run Date:**	MM/DD/YYYY	

Name: **Last Name, First Name** **Emplid/Rcd:** ####### / #

Distribution Rows

This section will show the old distribution with the new distribution displayed underneath.

Effective Date: 07/1/2016 ***Eff Seq: 1***

ComboCode	Dist %	Account–OU–Dept–Fund–Source–Function-Project–Prgm–Ppse–Ppty	Project Description	Project Start/End
	100	55020-12-- 300-201102-211- - 0000-0000-0000	Name of Project	6/6/2016 - 6/5/2017

Effective Date: 06/1/2017 ***Eff Seq: 0*** ******** New Distribution *******

ComboCode	Dist %	Account–OU–Dept–Fund–Source–Function-Project–Prgm–Ppse–Ppty	Project Description	Project Start/End
NEW	100	55020-12- -100-100001-201- ------0000-0000-0000		-
DEL	~~0~~	55020-12- -300-201102-211- - 0000-0000-0000	~~Name of Project~~	6/6/2016 - 6/5/2017

Approvals and Verification

This section is generated as people approve the change request.

I verify that the salary distribution information is reasonable in relation to the work associated with the University compensated activities included in this distribution form.

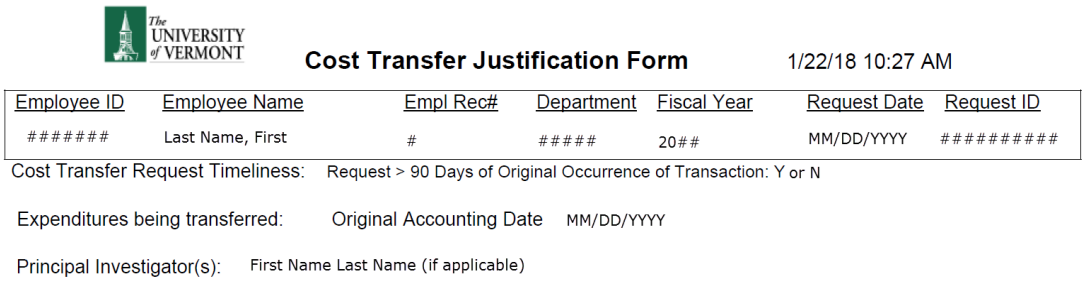
APPROVALS

Name	Title	Date/Time
John Doe	Administrative Professional	1/22/2018 11:05 AM
Jane Doe	Business Support Generalist	1/22/2018 11:15 AM

Cost Transfer Justification Form

Header

This section details employee information including Name, Empl ID, Empl Rcd, Department, Fiscal Year, Request ID and Request Date. Additionally, this section contains information specific to the expenditures being transferred.



The UNIVERSITY of VERMONT **Cost Transfer Justification Form** 1/22/18 10:27 AM

Employee ID	Employee Name	Empl Rec#	Department	Fiscal Year	Request Date	Request ID
#######	Last Name, First	#	#####	20##	MM/DD/YYYY	##########

Cost Transfer Request Timeliness: Request > 90 Days of Original Occurrence of Transaction: Y or N

Expenditures being transferred: Original Accounting Date MM/DD/YYYY

Principal Investigator(s): First Name Last Name (if applicable)

Justification

This section includes information entered in the **Cost Transfer tab** in the original request and explains the necessity of processing the cost transfer.

All cost transfer requests must answer questions 1 and 2; all cost transfer requests more than 90 days from the accounting date of the original transaction must answer all 4 questions. Please provide a full explanation for the necessity of processing this cost transfer request by answering the questions below. If warranted, attach additional narrative.

1. ***Why were the expenses included in this cost transfer request originally charged to the current chart string(s)?***
2. ***Why should these expenses be transferred to the proposed chart string(s)?***
3. ***Why is this cost transfer being requested more than 90 days after the accounting date of the original transaction and what extenuating circumstances justify this expense transfer?***
4. ***What organizational corrective action has been instituted to prevent this type of cost transfer from occurring in the future?***

Approvals and Verification

This section is generated as people approve the change request.

Note: By approving, you are certifying that the cost to be transferred is an appropriate expenditure for the sponsored agreement charged and that the expenditure complies with the terms and restrictions governing that sponsored agreement. For central units they are approving available funding (SPA) and compliance with the University Operating Procedure for Cost Transfers.

APPROVALS

Name	Title	Date/time
John Doe	Administrative Professional	1/22/2018 11:05:19 AM
Jane Doe	Business Support Generalist	1/22/2018 11:15:48 AM

Contract Pay

Special instructions are necessary for processing changes to 9-month faculty choosing to be paid over 12 months.

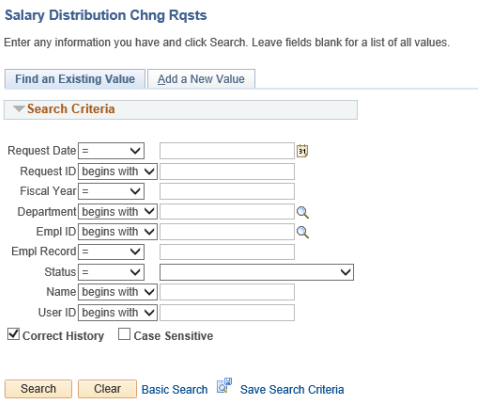
- Each job's distribution must have a 7/1 effective date to correctly calculate encumbrances.
- The **Contract Details button** will be displayed only for Empl IDs/Empl Rcds that have a contract. Clicking the button will display the contract start and end dates for that Empl ID/Empl Rcd. If there is a contract, there should be a line that says "Contract Start/End: with dates" at the top of the distribution form.

Look up Status of Requests

It is possible to check on the status of requests.

1. Log in to PeopleSoft using the **Human Resources Login** www.uvm.edu/~erp/portal
2. **Navigation: Manager Self Service > UVM Online Forms > UVM Distribution Changes > Salary Distribution Change Req**

3. Click on **Find an Existing Value.**



4. Select the status of the entries for review. Refer to the chart below for explanations of each status.

Explanations of Status Indicators

New Request in Progress	The request is in progress and has not yet been submitted.
Pending	The request has been submitted and is pending approvals.
Denied	The request has been denied back to the originator.
Request Approved	The request has been approved by Payroll but the data has not been updated to PeopleSoft.
DBT Updated	The data has now been updated in PeopleSoft and the retroactive portion (if applicable) is being processed.
Request Completed	The retro process is complete. The retroactive component of a request is considered complete when the most recent payroll has posted. If the change is prospective, the data is marked complete after the department budget table (DBT) has been updated.
Request Cancelled	The request has been cancelled, as it is no longer valid.

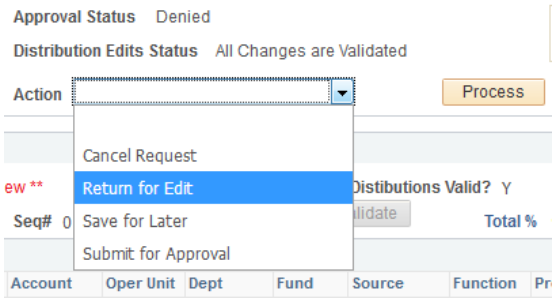
Explanations of Approval Inbox Indicators

Needs your approval	The request is in progress and pending your approval.
Other Approvals Pending	The request is in progress and is waiting for approvals of other people.
Needs originator approval	The request has not yet been submitted into the workflow. It needs the originator to approve first.
(blank)	The request either has a status of DBT Updated, Request Approved, Request Cancelled, or Request Completed. When a request is in any of these statuses, it is no longer in workflow.

Process for a Denied Request

An approver may **deny** a request back to the originator. Comments as to why the request has been denied should be entered on the Comments tab of the change request before denying. These comments will appear in the email notification received by the originator.

1. Log in to PeopleSoft using the **Human Resources Login** www.uvm.edu/~erp/portal
2. **Navigation: Manager Self Service > UVM Online Forms > UVM Distribution Changes > Salary Distribution Change Req**
3. Click on **Find an Existing Value** and select **Denied** from the status dropdown. Open the change request to make edits.
4. Select **Return for Edit** in the action dropdown. Click **Process.**



   a. If the distribution needs editing (combo codes, effective dates, and/or percentages), click on the **Select to Edit** box for the necessary effective date(s). Make the updates and validate the row(s).

b. If the Cost Transfer needs editing, make the necessary updates on the **Cost Transfer** tab.

c. If an approver was missing from the workflow, move onto step 5.

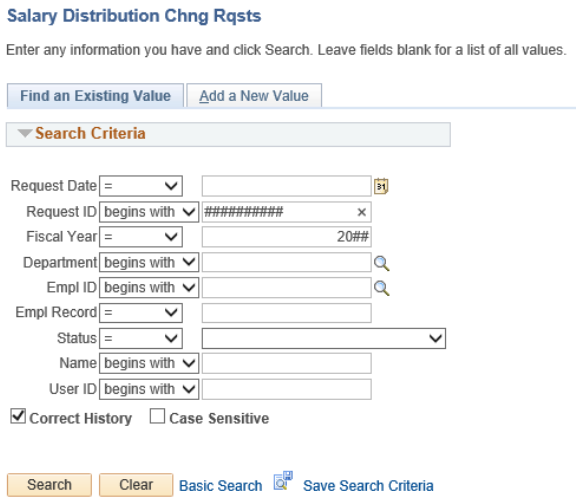
5. Once your edits have been made, select **Submit for Approval** from the **Action** dropdown menu and click **Process**.

6. A new workflow path will be generated. Insert the appropriate approvers and click on the yellow **Approve** button.

Cancel a Request

It is possible to cancel a request for distribution changes. Distributions with the status **New** or **Pending** may be cancelled. Requests with a status **Request Approved**, **DBT Updated** or **Request Completed** cannot be cancelled. In this case, a new distribution must be entered.

1. Log in to PeopleSoft using the **Human Resources Login** www.uvm.edu/~erp/portal
2. **Navigation: Manager Self Service > UVM Online Forms > UVM Distribution Changes > Salary Distribution Change Req**
3. Click on **Find an Existing Value** and enter the appropriate search criteria to locate the distribution for cancellation.



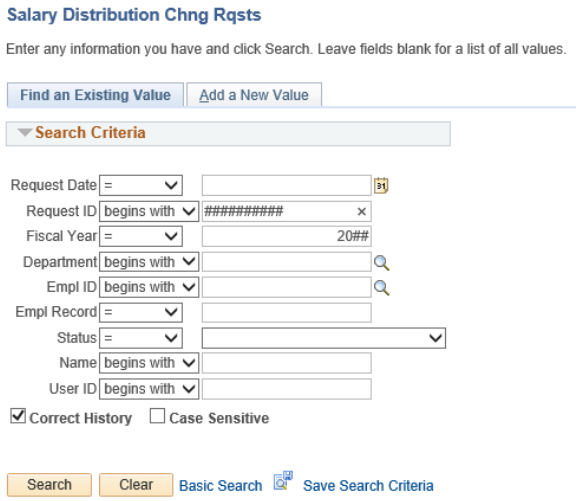
4. Enter search criteria and click search to find the distribution.
5. Select **Cancel Request** from the **Action** dropdown menu.

6. Click **Process**.
7. The **Action** dropdown menu and the **Process** button will gray out.

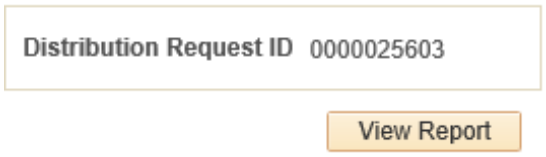
View a Distribution Form

A distribution form can be viewed at any point once saved in the system.

1. Log in to PeopleSoft using the **Human Resources Login** www.uvm.edu/~erp/portal
2. **Navigation: Manager Self Service > UVM Online Forms > UVM Distribution Changes > Salary Distribution Change Req**
3. Click on **Find an Existing Value** and enter the appropriate search criteria to locate the distribution form for viewing.



4. Click the **View Report** button on the **Salary Distribution Reqs Tab** under the Distribution Request ID number.



Frequently Asked Questions

How do I know if a Cost Transfer form is needed?

A Cost Transfer form is only needed when moving effort on a sponsored project (GCA01) for a payroll that has posted to Finance. See Appendix A.

Does this process replace the Effort Certification process?

No. Effort certification must still occur when required.

What if the PI is not available to approve?

Contact Cost Accounting Services to discuss extenuating circumstances. Sabbatical leave does not constitute an allowable circumstance.

What does this message mean when I validate distributions?

Needs a Distribution effective date after YYYY-MM-DD for Project #####. ***There needs to be a future dated Distribution row that will remove the Project from the Distribution before the Project closes.***	Pay attention to the project number. It may not necessarily be the project for the current changes. The message is saying that this project will be ending or has ended and a new effective dated row to remove the project needs to be created. The new effective dated row will need to be validated before the current changes.
Invalid Combo Code; Combo Code ######### is Inactive. ***The Combo Code entered is valid, but is not Active for this effective dated period.***	The combo code is inactive for the effective date you were trying to use. Refer to the Combination Code Table to see when the combo code became inactive. Note: Combo Codes with a sponsored project are inactivated 30 days after the project end date. The project end date should be the date used when making distribution changes.

What if an approver will be out and I need to change approvers?

Contact the Distribution Analyst in Payroll Services to reassign the request. Include the Request ID, the current approver, and to whom it needs to be reassigned. The originator will need to notify the new approver as an email is not generated during the reassignment.

Resources

Contact Payroll Services' Distribution Analyst if you have questions about information in this user guide.

Helpful Queries

UV_DIST_PAST_PROJECT_END_DATE	Shows distributions based on prompts that have salary distributions past a project end date by employee.
UV_FY_ENCUMBRANCES	Shows encumbrances as of the most recent payroll posting date based on prompts by employee.
UV_PAY_ERN_DIST	Shows payroll earnings as of the most recent payroll posting based on prompts by employee

Helpful Links

- Late Cost Transfer Rules
- Payroll Deadline Schedule
- UFS Roadshow Topics (PDF)
- Professional Development & Training Classes

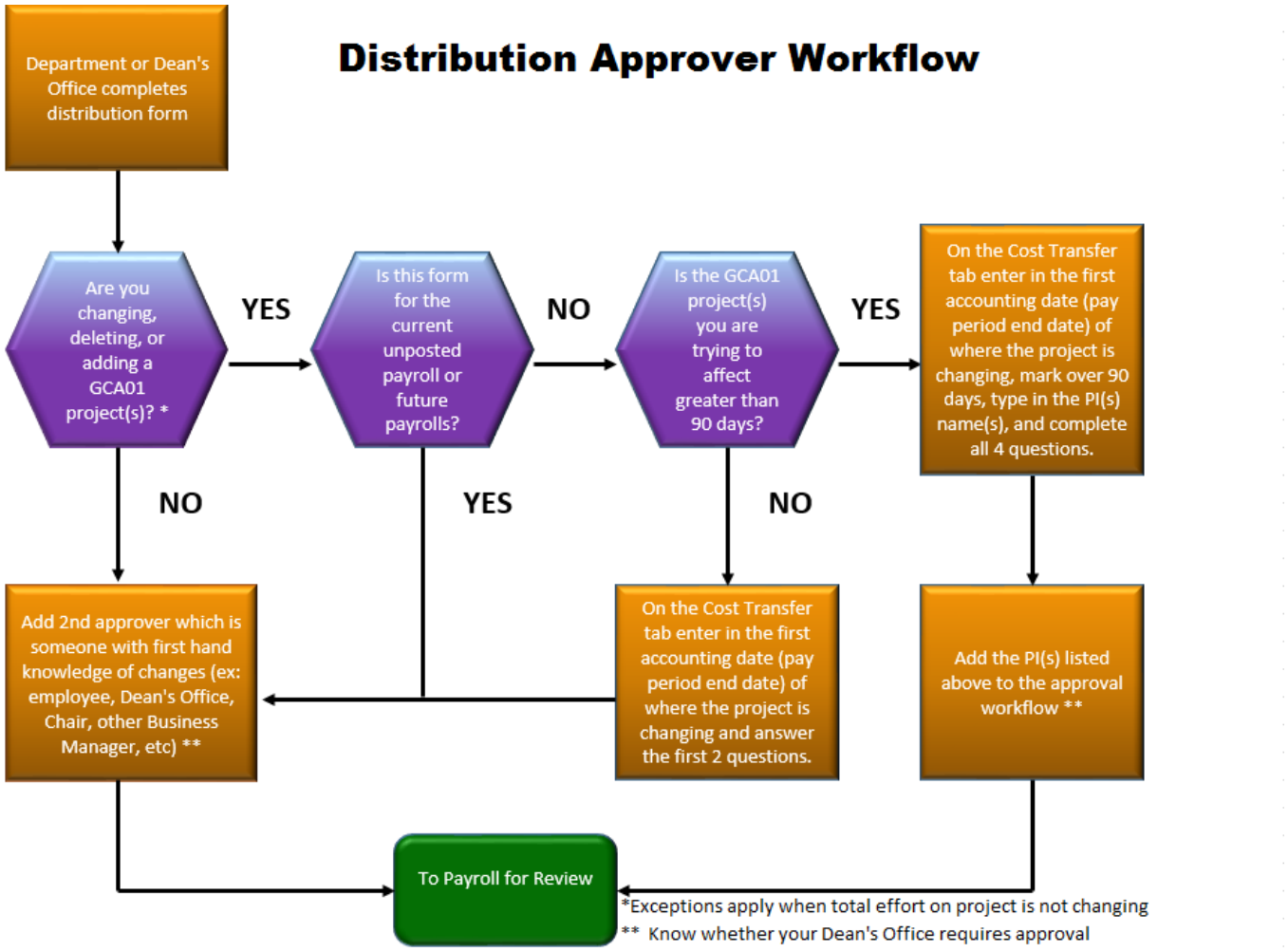
Relevant UVM Departments

- Payroll Services
- Sponsored Project Administration
- Cost Accounting Services

Related Policies

- Cost Transfers Involving Sponsored Agreements (PDF)
- University Policies and Operating Procedures

Appendix A



*If the change is only redistributing effort on the same project number between account code/department/source/fund/function, etc. (% is not changing) and this is the only change you are making then a Cost Transfer form is not needed.

**Know the requirements set forth by your Dean's Office. The Dean's Office can require that they approve all salary distribution changes before being sent to Payroll. You will need to add them into the workflow if that is the case.