

PeopleSoft 8.8 Quick Reference Guide: Salary Distribution - DRAFT

Salary Distribution

URL: www.case.edu/erp/hcm

- **1.** From the left-hand navigation menu, select **Manager Self Service**.
- 2. Select Case Time Reporting.
- 3. Select Salary Distribution.

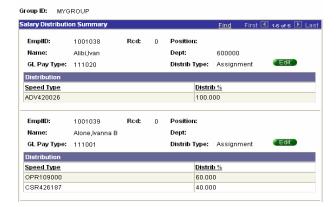
The Salary Distribution search page appears.



- **4.** Click Search to view all the groups in your list.
- **5.** Select a group you want to view by clicking on the blue underlined hyperlink.

The Salary Distribution Summary page for that group will appear. You will see information about each employee including EmplID, Department, Name, GL Pay Type(account), and Distrib Type. Beneath the employee information will be the detailed distribution for that employee.

Salary Distribution Summary



For distribution Type you will see one of two values:

Department – the salary is charged to the department

Assignment – employee has an individual salary budget

NOTE: Assignment is specific to one employee job assignment. If the employee has multiple job assignments, each must have have its own salary budget or those positions without one will be charged to the department associated with that job assignment.

6. To make changes to the distribution for a specific employee click on the right side of the screen.

If the employee has no Assignment budget, clicking will add a salary budget. If they have an Assignment budget the will allow you to modify that budget.

The Salary Distribution Details screen will appear. You will see information about the employee and the distribution information below.



7. To change the SpeedType and/or Percent of Distribution delete the information populated in the field and type in the correct SpeedType and/or Percent of Distribution.



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if you need to distribute between more
than one SpeedType, click the Add to
add another row. There is no limit to the
number of distribution rows.

- **8.** Click at the bottom left side of the page when you are finished.
- **9.** To return to the Salary Distribution Summary page, click Return.

