

# PeopleSoft 8.8 Quick Reference Guide: Salary Distribution - DRAFT


## Salary Distribution

URL: [www.case.edu/erp/hcm](http://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  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 EmpID, Department, Name, GL Pay Type(account), and Distrib Type. Beneath the employee information will be the detailed distribution for that employee.

### Salary Distribution Summary


Group ID: MYGROUP


Salary Distribution Summary			
EmpID:	1001038	Rcd:	0
Name:	Alibi,Ivan	Position:	
GL Pay Type:	111020	Dept:	600000
		Distrib Type:	Assignment 
Distribution			
Speed Type	Distrib %		
ADV420026	100.000		
EmpID:	1001039	Rcd:	0
Name:	Alone,Ivanna B	Position:	
GL Pay Type:	111001	Dept:	
		Distrib Type:	Assignment 
Distribution			
Speed Type	Distrib %		
OPR109000	60.000		
CSR426187	40.000		




 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 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.

### Salary Distribution Details

Fiscal Year: 2005      Distribution Type: Assignment  
 EmpID: 1001038 Alibi,Ivan      Rcd#: 0      Position Number:  
 Department: School of Medicine      Title: Professor  
 Account: 111020      Salary: 220,000.080


Salary Distribution Detail	
SpeedType	Percent of Distribution
ADV420026	100.000  


 


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  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 .



### Need Additional Help?

Please contact the Help Desk at x4357.