HCM Quick Reference Guide: Salary Distribution

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.

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 [Edit] on the right side of the screen.

If the employee has no Assignment budget, clicking [Edit] will add a salary budget. If they have an Assignment budget the [Edit] 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.

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 **Save** at the bottom left side of the page when you are finished.

9. To return to the Salary Distribution Summary page, click **Return** .