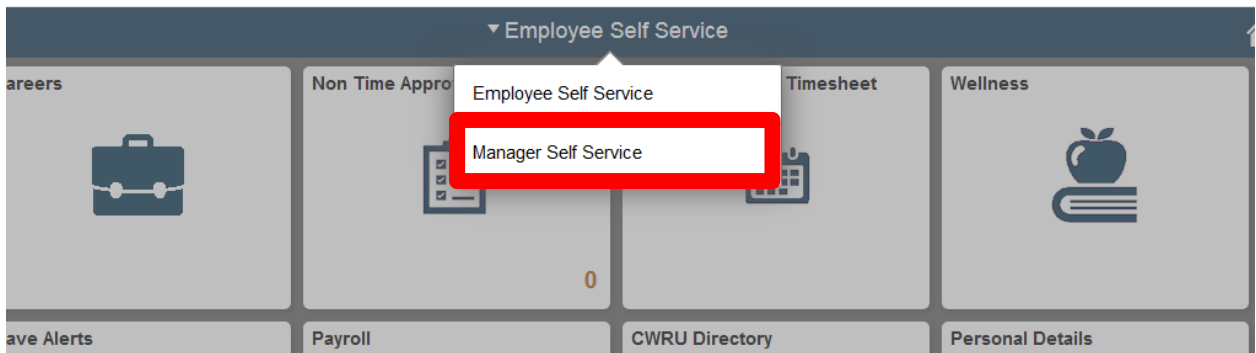
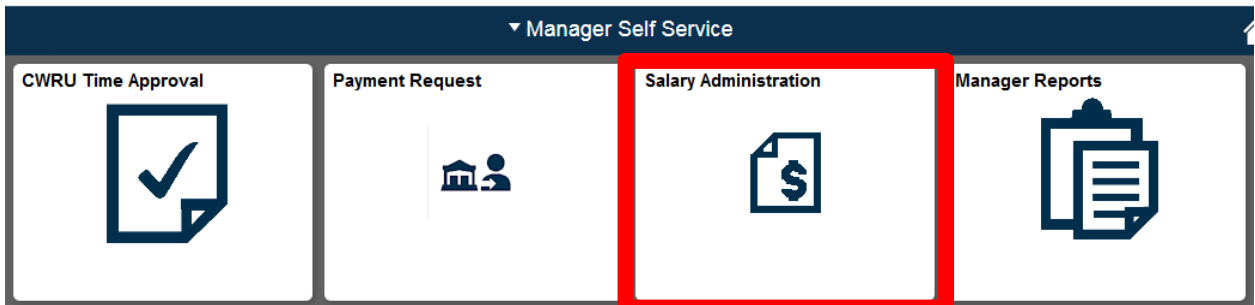


Salary Distribution Setup

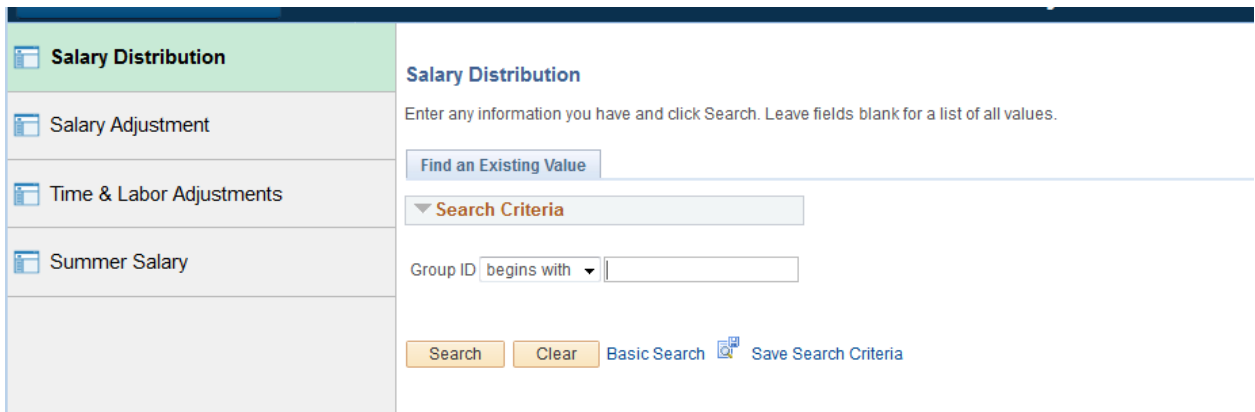
Designated individuals have the ability to setup salary distributions for Exempt employees.



1. Select the **Manager Self Service** Homepage.



2. Select the **Salary Administration** tile.



3. The Salary Distribution search screen is displayed

- Enter the department to adjust or
- Select Search

4. Select the Department

Salary Distribution

Enter any information you have and click Search. Leave fields blank.

[Find an Existing Value](#)

▼ **Search Criteria**

Group ID begins with

[Search](#) [Clear](#) [Basic Search](#) [Save Search Crit](#)

Search Results

View All First 1-27 of 27 Last

Group ID
801000-EXEMPT
801000-FACULTY
812502-EXEMPT
821324-EXEMPT
821325-EXEMPT
892501-EXEMPT
892501-FACULTY
892504-EXEMPT

5. A list of individuals will be displayed

6. Scroll to the Individual to update

Salary Distribution Summary

Salary Distribution Summary Find First 1 of 1 Last

Group ID: 123456-Faculty

Empl ID: 1234567 Rcd: 0 Position: Test, User

Name: Test, User Dept: 511900

GL Pay Type: 511900 Distrib Type: Assignment [Edit](#)

Distribution	
Speed Type	Distrib %
OPR123456	100.000

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

7. Click the Edit Button

Salary Distribution Details

Fiscal Year: 2020

Distribution Type: Assignment

Empl ID: 1234567 - Test, User

Rcd#: 0 Position Number:

Department: Academic Affairs

Title: Visiting Faculty

Account: 511900

Salary:

Salary Distribution Detail			
*Speedtype	*Percent of Distribution		
OPR123456	100.000	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

I have reviewed the salary/effort distribution above. I certify that this distribution accurately reflects effort as reported to me by the principal investigator and/or others.

8. Add the speedtypes to make up the salary distribution
 - Use the Add and Delete buttons to add and remove rows as needed
 - Distribution will need to equal 100 percent
9. Select Save
10. Click Return to return to department listing
11. Click Return again to return list of departments