The View Salary Distributions by Document menu option allows the user to view submitted salary reclass documents and provides a history of all documents processed for the specified assignment.

UAB Salary Reclass → Updated Salary Distribution Information → View Salary Distributions by Document

UAB HR Officer → HR Data Views → Update Salary Distribution Information → View Salary Distributions by Document

The Find Distributions window will load.
View Salary Distributions by Document

Using the LOV in the Employee Name field, the user may search for the employee or may enter the appropriate assignment number in the Assignment field. After entering the employee name or assignment number, press the tab key to populate the employee name or assignment field.

Place the cursor in the Document No field.

Clicking on the LOV will launch the Batch Names window.
View Salary Distributions by Document

The **Batch Names** window includes:

- **Document No** - salary reclass document number
- **Begin Date** - start date of the period when a labor adjustment was processed
- **End Date** - end date of the period when a labor adjustment was processed
- **Batch Status** - indicates the current status of the salary reclass document
- **Transaction Date** - date of which the document was marked complete
- **GL Override Date** - date on which the document was loaded into the general ledger
- **Status** - indicates if the document is available to view
- **Full Name** - employee name
- **Assignment Number** - employee assignment number

*NOTE*: documents processed in early 2004 may not have an available history

Highlight the document to view and select **OK**.
View Salary Distributions by Document

The Document No, Begin Date, and End Date will populate.

Select **Find**.

The **Distribution Adjustments** window will load, and the user can view the salary reclass document that was submitted.
View Salary Distributions by Document

Click the **Action Log** to view the workflow path of the document.

**NOTE:** “WF_Complete” indicates that the document has completed all of the required approvals. Until the **Action** is “Complete” and the **Approver UserName** column is populated with “CONTROLM”, the adjustments have not been posted to the account(s).

![UAB Document Locator Results](Image)

**LD Document Action History**

<table>
<thead>
<tr>
<th>Action</th>
<th>Approver UserName</th>
<th>Date/Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVED</td>
<td></td>
<td>Jan-11-2016 11:20:49 AM</td>
<td>WORKFLOW STARTED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan-11-2016 11:20:49 AM</td>
<td>Submission Comments=&gt;</td>
</tr>
<tr>
<td>WF_COMPLETE</td>
<td></td>
<td>Jan-11-2016 12:17:48 PM</td>
<td>Workflow Complete</td>
</tr>
<tr>
<td>APPROVED</td>
<td></td>
<td>Jan-11-2016 12:17:48 PM</td>
<td>DOCUMENT_APPROVED =&gt;</td>
</tr>
<tr>
<td>All Approvals Complete</td>
<td></td>
<td>Jan-11-2016 12:17:48 PM</td>
<td>APPROVED</td>
</tr>
<tr>
<td>COMPLETE</td>
<td>CONTROLM</td>
<td>Jan-11-2016 08:20:01 PM</td>
<td>Changing the status to COMPLETE</td>
</tr>
</tbody>
</table>

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