The View Salary Distributions by Period menu option allows the user to view funding/costing data for a specified period of time. Distributions may be viewed according to the employee’s assignment, element, or element group.

```
UAB Salary Reclass → Update Salary Distribution Information → View Salary Distributions by Period
UAB HR Officer → HR Data Views → Updated Salary Distribution Information → View Salary Distributions by Period
```

The Find Distributions window will load.

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.
View Salary Distributions by Period

Place the cursor at the **Begin Date** field. Clicking the **LOV** will launch the **Calendar**. Select the **begin date** for the period to view. Follow the same action to select the value for the **End Date**.

The **Adjust by** box allows the user to select the information detail that is appropriate.

* **Assignment** will cause the funding information to be viewable by the employee’s assignment funding.
* **Element** will show all elements used to pay the employee for the selected time period.
After determining the view, select **Find.**

**NOTE:** UAB does not utilize the Element Group option.

**Assignment**
To view details, highlight the requested **funding line** and select **View Details**. The information available includes element, payroll, period, source type and amount. Select **Close** to return to the main page.
NOTE: To switch between assignment and element views, place the cursor in the Full Name field and click the *flashlight icon* in the toolbar. This will return the user to the *Find Distributions* window and allow changes without having to exit How the form.

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