Salary Reclass Form

The Salary Reclass Form is used to retroactively redistribute previously posted salary/benefit dollars for an employee or fellowship/scholarship dollars for a trainee. Access is based on the Human Resource securities for each user.

UAB Salary Reclass → Update Salary Distribution Information → Salary Reclass Form
UAB HR Officer → Update Salary Distribution Information → Salary Reclass Form

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.

Note: Salary/benefit dollars for an employee or fellowships/scholarship dollars for a trainee are based on the assignment. If the employee has more than one assignment the LOV will list all assignments affiliated with the employee.
Salary Reclass Form

Select the **appropriate period type** from the **Period Type** field, based on the employee’s employment status.

Options include: *Biweekly, Monthly, or Quarterly*

![Image of Salary Reclass Form]

Once the period type has been selected, a list of values will load including all applicable options. Highlight the **appropriate value** and click **OK**.

![Image of Salary Reclass Form with list of values]

**NOTE:** A salary reclass cannot be done for a closed period. If the period is closed, it will not be available in the list of values. The **Cost Transfer Form** must be completed to reclass Salary/benefit dollars for an employee or fellowship/scholarship dollars for a trainee for a closed period.
Salary Reclass Form

The dates will auto populate in the **Find Distributions** window.

For **Biweekly** employees only, the **Adjust by** box allows the user to select the information that is viewable on the salary reclass form. Selecting **Assignment** will cause the funding information to be viewable by the employee’s assignment funding. Selecting **Element** will show all elements used to pay the employee for the selected time period. Monthly employees only have the option of viewing the salary reclass form by element.

**Assignment**
Place a **check mark** in the box(es) beside the line(s) that needs to be adjusted. The **Done** button will become available. After marking all applicable lines, click **Done**.
Salary Reclass Form

The funding lines will move to the right side of the form.

On a new line, enter the new ASBOF or PTAOE account(s).

The user may select to adjust the funding by amount or percent by clicking the appropriate radio button in the Adjust By box.

*Amount allows the user to make changes using dollar amounts.

*Percent allows the user to make changes based on percentages of funding.

Once the funding amount/percent has been entered, select Freeze Set.
The **Unaccounted Balance** must total to zero (0.00).

**NOTE:** Multiple elements may be reclassified on the same document by completely adjusting each element line individually. Once the initial element reclassification is complete up to the **Freeze Set** step, the user may then select another element(s) and follow the same process. Once all elements have been selected and adjusted, the document is ready for submission.

Select **Submit**.
Salary Reclass Form

The Submit box will load, indicating the Batch Name, GL, Override Date, and Comments.

Select OK.

The document will enter the workflow approval path.

Once submitted into workflow, Salary Reclass documents can be viewed using the View Salary Distributions by Document Menu Option.

Return to Top