

Salary Reclass

The Salary Reclass Form is used to retroactively redistribute previously posted salary/benefit dollars for an employee or fellowship/scholarship dollars for a trainee. The user access or security 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.

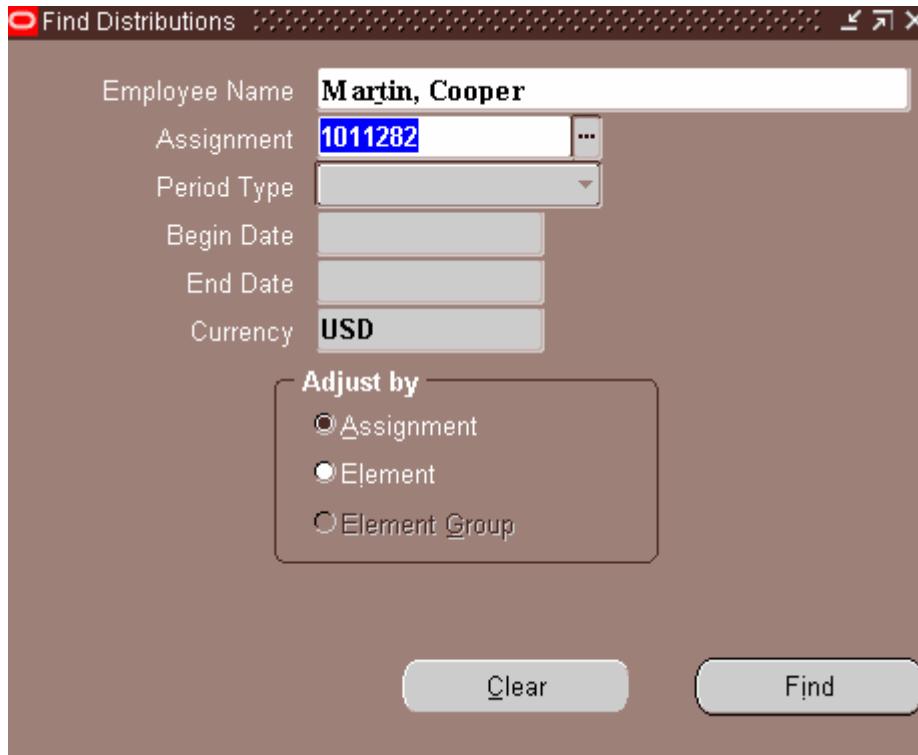
The screenshot shows a 'Find Distributions' dialog box with the following fields and options:

- Employee Number: [Text Field]
- Employee Name: [Text Field]
- Assignment: [Text Field]
- Period Type: [Dropdown Menu]
- Begin Date: [Text Field]
- End Date: [Text Field]
- Currency: **USD** [Text Field]
- Adjust by:
 - Assignment
 - Element
 - Element Group
- Buttons: Clear, Find

At the bottom of the window, there are additional buttons: View Details, Done, Freeze Set, and Adjust.

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Using the LOV in the **EMPLOYEE NAME** field, the user may search for the employee or may enter the appropriate digits in the **ASSIGNMENT** field. After entering the employee name or assignment number, press the **tab** key to populate the employee name or assignment field.



Find Distributions

Employee Name **Martin, Cooper**

Assignment **1011282**

Period Type

Begin Date

End Date

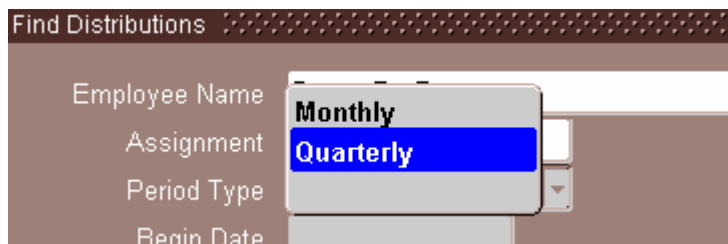
Currency **USD**

Adjust by

- Assignment
- Element
- Element Group

Clear Find

Click in the **PERIOD TYPE** field. The options are monthly, quarterly, or biweekly depending on the employee's employment status. Select the **appropriate time period**.



Find Distributions

Employee Name

Assignment

Period Type

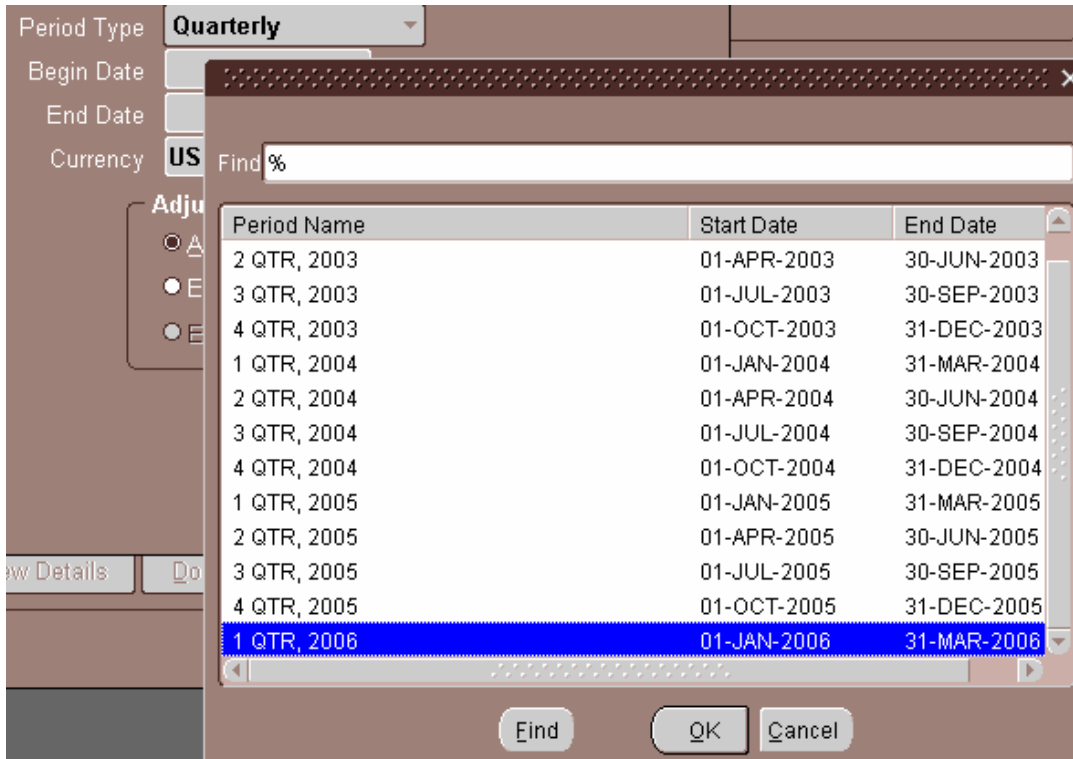
Begin Date

Monthly

Quarterly

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Once selecting the time period, a list of values will load including all applicable options. Highlight the **appropriate value** and click **OK**.



The screenshot shows a software window with a search criteria panel on the left and a list of results on the right. The search criteria include:

- Period Type: Quarterly
- Begin Date: (empty)
- End Date: (empty)
- Currency: US
- Find %: (empty)
- Adjust by: Assignment, Element, Element Group

The results list is as follows:

Period Name	Start Date	End Date
2 QTR, 2003	01-APR-2003	30-JUN-2003
3 QTR, 2003	01-JUL-2003	30-SEP-2003
4 QTR, 2003	01-OCT-2003	31-DEC-2003
1 QTR, 2004	01-JAN-2004	31-MAR-2004
2 QTR, 2004	01-APR-2004	30-JUN-2004
3 QTR, 2004	01-JUL-2004	30-SEP-2004
4 QTR, 2004	01-OCT-2004	31-DEC-2004
1 QTR, 2005	01-JAN-2005	31-MAR-2005
2 QTR, 2005	01-APR-2005	30-JUN-2005
3 QTR, 2005	01-JUL-2005	30-SEP-2005
4 QTR, 2005	01-OCT-2005	31-DEC-2005
1 QTR, 2006	01-JAN-2006	31-MAR-2006

Buttons at the bottom of the window include Find, OK, and Cancel.

The dates will auto populate in the **FIND DISTRIBUTIONS** window.



The screenshot shows the 'Find Distributions' window with the following search criteria populated:

- Employee Name: Martin, Cooper
- Assignment: 1011282
- Period Type: Quarterly
- Begin Date: 01-JAN-2006
- End Date: 31-MAR-2006
- Currency: USD
- Adjust by: Assignment, Element, Element Group

Buttons at the bottom of the window include Clear and Find.

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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.

Assignment

Distribution Adjustments

Employee
Full Name: Employee Number:

Assignment
Assignment:
Organization:

Distribution Period
Begin Date: End Date:
Currency:

Actual Distributions

GL Account	Project	Amount	Transfer %
	221002	5250.00	100.00

5250.00 100.00

Adjusted Distributions

GL Account	Project	Amount	%

Unaccounted Balance:

Adjust By
 Amount Percent

Element

Distribution Adjustments

Employee
Full Name: Employee Number:

Assignment
Assignment:
Organization:

Distribution Period
Begin Date: End Date:
Currency:

Actual Distributions

Project	Element	Amount	Transfer %
221002	UAB REGUL	5250.00	100.00

5250.00 100.00

Adjusted Distributions

GL Account	Element	Amount	%

Unaccounted Balance:

Adjust By
 Amount Percent

Salary Reclass

Click 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**.

Distribution Adjustments

Employee
Full Name: **Martin, Cooper** Employee Number: **1011282**

Assignment
Assignment: **1011282**
Organization: **123456789 UAB Organization**

Distribution Period
Begin Date: **01-JAN-2006** End Date: **31-MAR-2006**
Currency: **USD**

Actual Distributions

GL Account	Project	Amount	Transfer %
	221002	5250.00	100.00

5250.00 100.00

View Details Done

Adjusted Distributions

GL Account	Project	Amount	%

Unaccounted Balance

Adjust By
 Amount Percent

Freeze Set Cancel Submit

Autopop is ON

The funding lines will move to the right side of the form. Enter the new **ASBOF** or **PTAO** account. 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.

Distribution Adjustments

Employee
Full Name: **Martin, Cooper** Employee Number: **1011282**

Assignment
Assignment: **1011282**
Organization: **123456789 UAB Organization**

Distribution Period
Begin Date: **01-JAN-2006** End Date: **31-MAR-2006**
Currency: **USD**

Actual Distributions

GL Account	Project	Amount	Transfer %
	221002	5250.00	100.00

5250.00 100.00

View Details Done

Adjusted Distributions

GL Account	Project	Amount	%
2100011.000.12310001	221002	5250.00	

Unaccounted Balance 5250.00 100.00

Adjust By
 Amount Percent

Freeze Set Cancel Submit

Autopop is ON

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Once the funding amount/percent has been entered, select **Freeze Set**. Note that the **UNACCOUNTED BALANCE** must total to zero (-0).

Distribution Adjustments

Employee
Full Name: **Martin, Cooper** Employee Number: **1011282**

Assignment
Assignment: **1011282**
Organization: **123456789 UAB Organization**

Distribution Period
Begin Date: **01-JAN-2006** End Date: **31-MAR-2006**
Currency: **USD**

Actual Distributions

GL Account	Project	Amount	Transfer %
	221002	5250.00	100.00

5250.00 100.00

Adjusted Distributions

GL Account	Project	Amount	%
	221002	-5250.00	
2100011.000.1231000		5250.00	100.00

Unaccounted Balance 0.00 0.00

Adjust By
 Amount Percent

Freeze Set

Autopop is ON

Cancel Submit

Select **Submit**.

Distribution Adjustments

Employee
Full Name: **Martin, Cooper** Employee Number: **1011282**

Assignment
Assignment: **1011282**
Organization: **123456789 UAB Organization**

Distribution Period
Begin Date: **01-JAN-2006** End Date: **31-MAR-2006**
Currency: **USD**

Actual Distributions

GL Account	Project	Amount	Transfer %
	221002	5250.00	100.00

5250.00 100.00

Adjusted Distributions

GL Account	Project	Amount	%
	221002	-5250.00	
2100011.000.1231000		5250.00	100.00

Unaccounted Balance 0.00 0.00

Adjust By
 Amount Percent

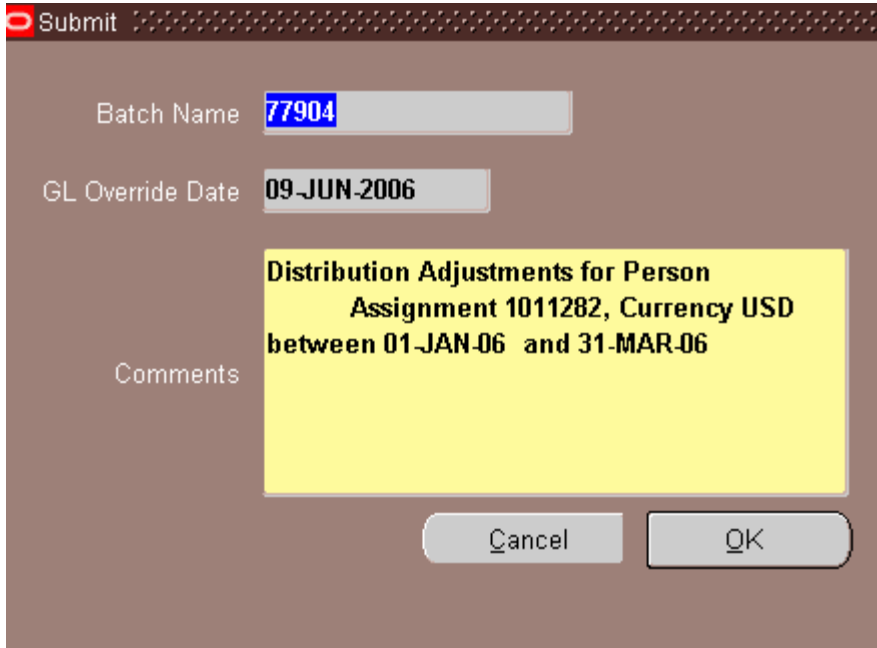
Freeze Set

Autopop is ON

Cancel **Submit**

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The **SUBMIT** box will load indicating the Batch Name, GL Override Date, and Comments. Select **OK**.



The screenshot shows a dialog box titled "Submit" with a red icon. It contains three input fields: "Batch Name" with the value "77904", "GL Override Date" with the value "09-JUN-2006", and "Comments" with a yellow highlighted text area containing the text: "Distribution Adjustments for Person Assignment 1011282, Currency USD between 01-JAN-06 and 31-MAR-06". At the bottom right, there are two buttons: "Cancel" and "OK".

The document will enter the workflow approval path.