

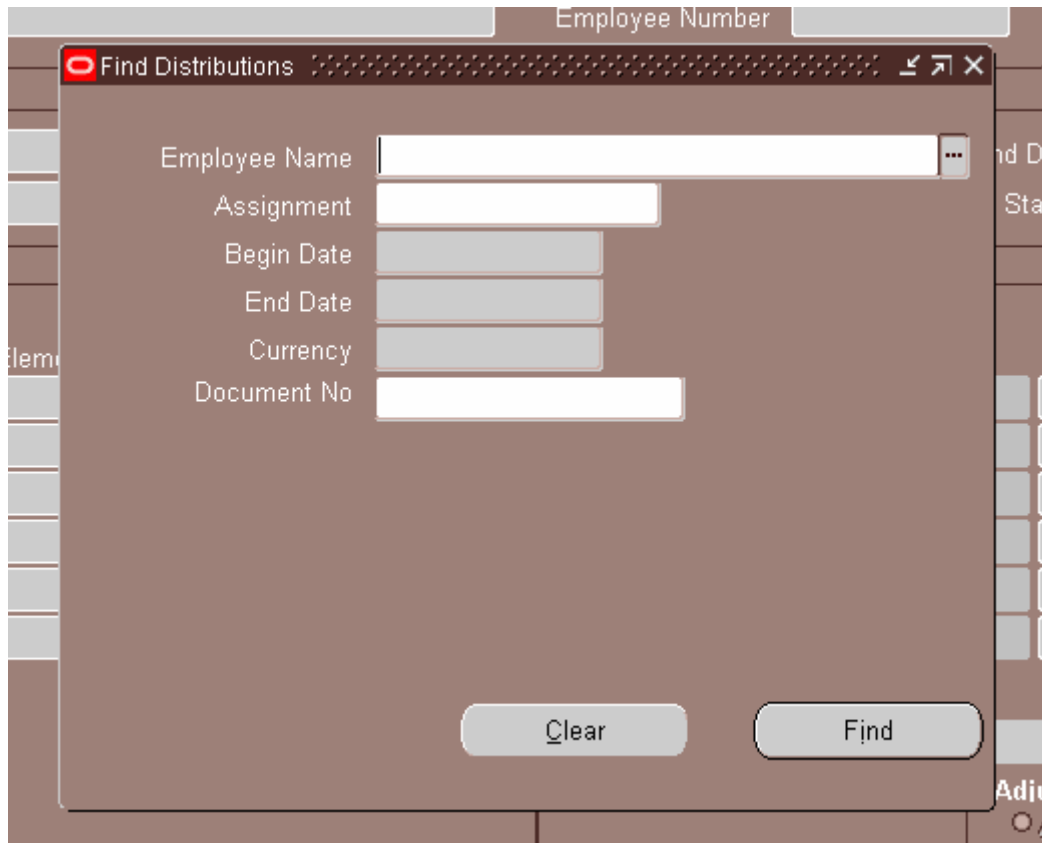
View Salary Distribution Information
View Salary Distributions by Document

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 → View Salary Distribution Information → View Salary Distributions by Document

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

The **FIND DISTRIBUTIONS** window will load.



The screenshot shows a software window titled "Find Distributions" with a search form. The form contains the following fields and controls:

- Employee Name:** A text input field with a dropdown arrow on the right.
- Assignment:** A text input field.
- Begin Date:** A date selection field.
- End Date:** A date selection field.
- Currency:** A dropdown menu.
- Document No:** A text input field.
- Buttons:** "Clear" and "Find" buttons are located at the bottom of the window.

Background elements include a label "Employee Number" at the top and partial text "nd De", "Stat", "Elem", and "Adju" on the right side.

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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

Assignment

Begin Date

End Date

Currency

Document No

Place cursor in the **DOCUMENT NO** field. Clicking on the **LOV** will launch the **BATCH NAMES** window.

Find Distributions

Employee Name

Assignment

Begin Date

End Date

Currency

Document No

Batch Names

Find %

Document No	BEGIN DATE	END DATE	Batch Status	Transaction Date	GL Override Date	STATUS
67659	01-DEC-2005	31-DEC-2005	COMPLETE	20-JAN-2006	19-JAN-2006	HISTORY AVAIL
67658	01-NOV-2005	30-NOV-2005	COMPLETE	20-JAN-2006	19-JAN-2006	HISTORY AVAIL
67657	11-OCT-2005	31-OCT-2005	COMPLETE	20-JAN-2006	19-JAN-2006	HISTORY AVAIL
66109	01-DEC-2005	31-DEC-2005	COMPLETE	06-JAN-2006	06-JAN-2006	HISTORY AVAIL
66104	01-NOV-2005	30-NOV-2005	COMPLETE	06-JAN-2006	06-JAN-2006	HISTORY AVAIL
64295	12-OCT-2005	31-OCT-2005	COMPLETE	06-DEC-2005	06-DEC-2005	HISTORY AVAIL
63372	11-OCT-2005	31-OCT-2005	COMPLETE	14-NOV-2005	14-NOV-2005	HISTORY AVAIL
54557	01-JUN-2005	30-JUN-2005	COMPLETE	23-AUG-2005	23-AUG-2005	HISTORY AVAIL
50173	01-JUN-2005	30-JUN-2005	COMPLETE	27-JUL-2005	27-JUL-2005	HISTORY AVAIL
50171	01-MAY-2005	31-MAY-2005	COMPLETE	27-JUL-2005	27-JUL-2005	HISTORY AVAIL
47114	01-APR-2004	30-JUN-2004	COMPLETE	28-JUN-2005	28-JUN-2005	HISTORY AVAIL
38824	01-SEP-2004	30-SEP-2004	COMPLETE	17-MAR-2005	17-MAR-2005	HISTORY AVAIL

View Salary Distribution Information View Salary Distributions by Document

The **BATCH NAME** window includes:

1. **Document No** –salary reclass document number
2. **Begin Date** –start date of the period when a labor adjustment was processed
3. **End Date** – end date of the period when a labor adjustment was processed
4. **Batch Status** – indicates the current status of the salary reclass document
5. **Transaction Date** – date on which the document was marked complete
6. **GL Override Date** – date on which the document was loaded into the general ledger
7. **Status** – indicates if the document is available to view (**NOTE:** documents processed in early 2004 may not have an available history)

Document No	BEGIN DATE	END DATE	Batch Status	Transaction Date	GL Override Date	STATUS
67659	01-DEC-2005	31-DEC-2005	COMPLETE	20-JAN-2006	19-JAN-2006	HISTORY AVAIL
67658	01-NOV-2005	30-NOV-2005	COMPLETE	20-JAN-2006	19-JAN-2006	HISTORY AVAIL
67657	11-OCT-2005	31-OCT-2005	COMPLETE	20-JAN-2006	19-JAN-2006	HISTORY AVAIL
66109	01-DEC-2005	31-DEC-2005	COMPLETE	06-JAN-2006	06-JAN-2006	HISTORY AVAIL
66104	01-NOV-2005	30-NOV-2005	COMPLETE	06-JAN-2006	06-JAN-2006	HISTORY AVAIL
64295	12-OCT-2005	31-OCT-2005	COMPLETE	06-DEC-2005	06-DEC-2005	HISTORY AVAIL
63372	11-OCT-2005	31-OCT-2005	COMPLETE	14-NOV-2005	14-NOV-2005	HISTORY AVAIL
54557	01-JUN-2005	30-JUN-2005	COMPLETE	23-AUG-2005	23-AUG-2005	HISTORY AVAIL
50173	01-JUN-2005	30-JUN-2005	COMPLETE	27-JUL-2005	27-JUL-2005	HISTORY AVAIL
50171	01-MAY-2005	31-MAY-2005	COMPLETE	27-JUL-2005	27-JUL-2005	HISTORY AVAIL
47114	01-APR-2004	30-JUN-2004	COMPLETE	28-JUN-2005	28-JUN-2005	HISTORY AVAIL
38824	01-SEP-2004	30-SEP-2004	COMPLETE	17-MAR-2005	17-MAR-2005	HISTORY AVAIL

Highlight the document to view and select **OK**. The **DOCUMENT NO**, **BEGIN DATE**, and **END DATE** fields will populate. Select **Find**.

Employee Number

Find Distributions

Employee Name: **Martin, Cooper**

Assignment: **1000119**

Begin Date: **01-DEC-2005**

End Date: **31-DEC-2005**

Currency:

Document No: **67659**

Clear Find

View Salary Distribution Information View Salary Distributions by Document

The **DISTRIBUTION ADJUSTMENTS** window will load. The user can view the salary reclass document that was submitted.

Distribution Adjustments

Employee
Full Name: **Martin, Cooper** Employee Number: **1000119**

Assignment
Assignment: **1000119** Organization: **123456789 UAB Organization**

Distribution Period
Begin Date: **01-DEC-2005** End Date: **31-DEC-2005**
Batch Name: **67659** Status: **COMPLETE**

Actual Distributions				Adjusted Distributions			
GL Account	Project	Amount	%	GL Account	Project	Amount	%
3101700.000.21310171		833.6	16.52	3101700.000.21310171		-833.6	
3101783.000.21310171		583.24	11.56	3100191.000.2131001!		-3629	
3100191.000.2131001!		3629	71.92	3101783.000.21310171		4462.6	100.00
		5045.84	100.00	Unaccounted Balance			

Adjust By: Amount Percent

Action Log

Click **Action Log** to view the workflow path of the document. **NOTE:** WF_COMPLETE indicates that the document 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

Workflow Status: COMPLETE
UAB_WF 67659

ACT Document Action History
(67659 Martin, Cooper)

Action	Approver UserName	Date/Time	Notes
APPROVED		Jan-19-2006 12:48:44 PM	WORKFLOW STARTED
APPROVED		Jan-20-2006 02:10:07 PM	DOCUMENT_APPROVED => Distribution Adjustments for Person , Assignment 1000119, Currency USD between 01-DEC-05 and 31-DEC-05
All Approvals Complete		Jan-20-2006 02:10:07 PM	APPROVED
WF_COMPLETE		Jan-20-2006 02:10:09 PM	Workflow Complete
COMPLETE	CONTROLM	Jan-20-2006 08:41:02 PM	Changing the status to COMPLETE