

View Salary Distribution Information
View Salary Distributions by Period

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 → View Salary Distribution Information → View Salary Distributions by Period

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

The **FIND DISTRIBUTIONS** window will load.

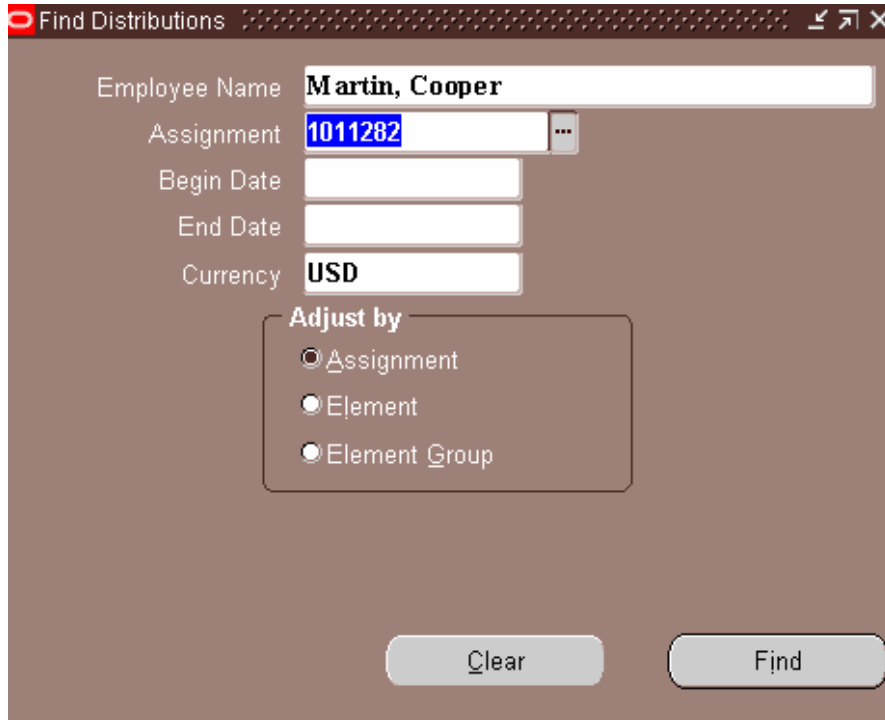
The screenshot shows a 'Find Distributions' dialog box with the following fields and options:

- Employee Name: [Empty text box]
- Assignment: [Empty text box]
- Begin Date: [Empty text box]
- End Date: [Empty text box]
- Currency: **USD**
- Adjust by:
 - Assignment
 - Element
 - Element Group

Buttons: **Clear** and **Find**

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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**

Begin Date:

End Date:

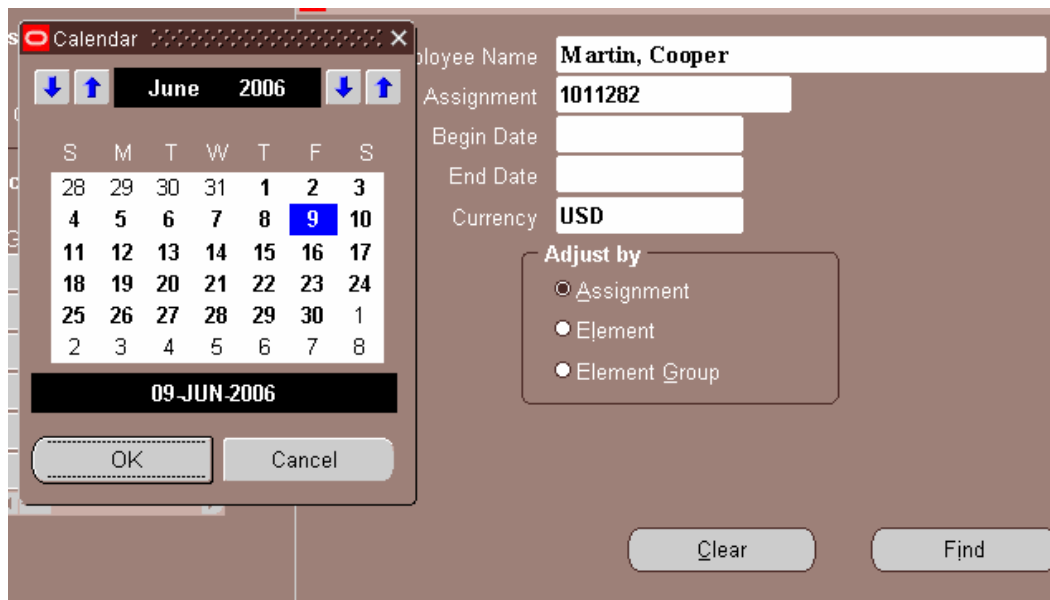
Currency: **USD**

Adjust by:

- Assignment
- Element
- Element Group

Clear Find

Place cursor in the **BEGIN DATE** field. Clicking on 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**.



Calendar

June 2006

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

09 JUN 2006

OK Cancel

Find Distributions

Employee Name: **Martin, Cooper**

Assignment: **1011282**

Begin Date:

End Date:

Currency: **USD**

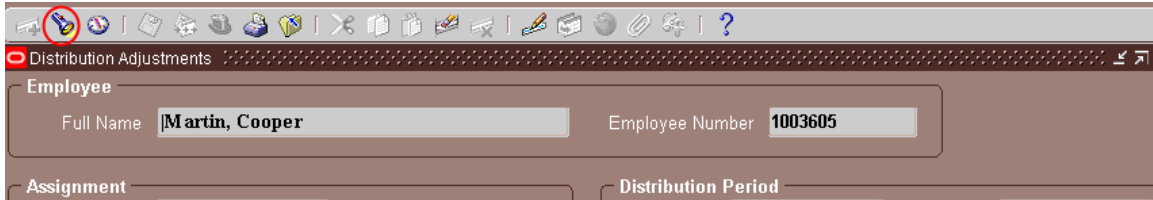
Adjust by:

- Assignment
- Element
- Element Group

Clear Find

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NOTE: To switch between assignment, element, and element group views, place 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 the form.

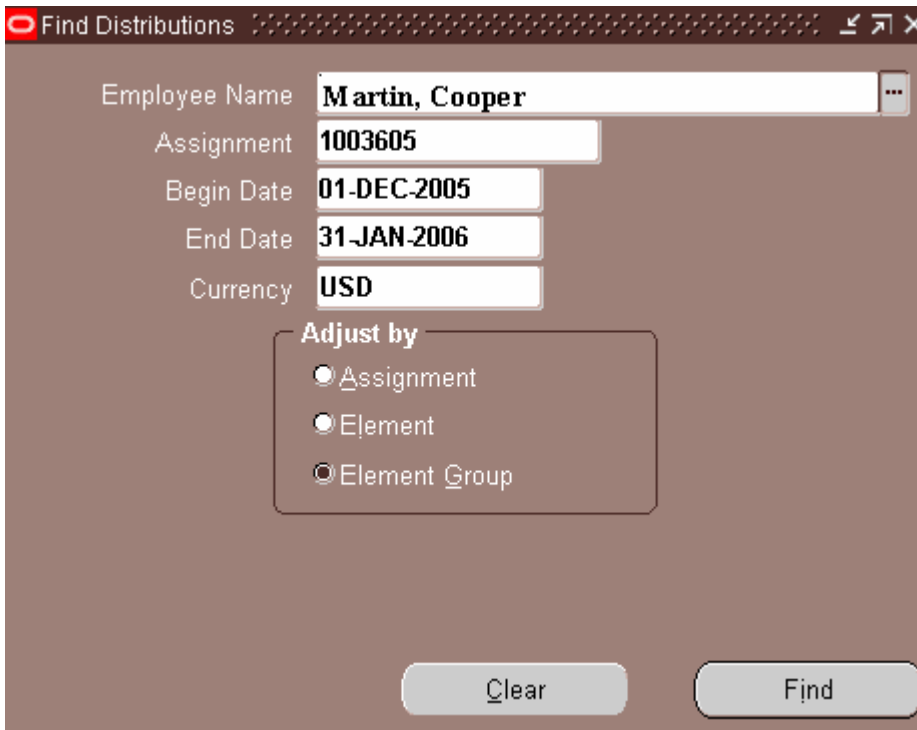


Distribution Adjustments

Employee

Full Name Employee Number

Assignment Distribution Period



Find Distributions

Employee Name

Assignment

Begin Date

End Date

Currency

Adjust by

Assignment

Element

Element Group

