View Salary Distributions by Document

The View Salary Distributions by Document menu option allows the user to view submitted/historical salary reclass documents and provides a history of all documents processed for the specified assignment.

UAB Salary Reclass > HR Data Views > View Salary Distribution Information > View Salary Distributions by Period
UAB HR Officer > View 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.

Note: Salary/benefit dollars for an employee or fellowship/scholarship dollars for a trainee, are based on the assignment. If the employee has more than one active assignment, the LOV will list all assignments affiliated with the employee.
Place the cursor in the **Document No** field; clicking on the **LOV** will launch the **Batch Names** window.

The **Batch Names** window displays:

- **Document No**: Salary Reclass document number
- **Begin Date**: Start date of the period when the labor adjustment was processed
- **End Date**: End date of the period when the labor adjustment was processed
- **Batch Status**: Indicates the current status of the salary reclass document
- **Transaction Date**: Date the document reached **COMPLETE** status
- **GL Override Date**: Date on which the adjustments were loaded into the general ledger
- **Status**: Indicates if the document history is available to view
- **Full Name**: Employee Name
- **Assignment Number**: Assignment for which the labor adjustment was processed

*Note: documents processed in early 2004 may not have an available history*

Highlight the document to view and select **OK**.
The **Document No**, **Begin Date** and **End Date** fields will populate. Select **Find** to open the selected document.

The **Distribution Adjustments** window will open, and the user can view the selected salary reclass document.

Click the **Action Log** to view the workflow approval path of the document.
**Note:** “WF_COMPLETE” indicates that the document has completed all of the required approvals. Until the Action column displays “Complete” and the Approver UserName column populates with “CONTROLM”, the adjustments have not been posted to the account (s).