Log in to **Oracle HR & Finance**
- Navigate to myUAB or AdminSys
- Locate and click **Oracle HR & Finance**

Open the **Oracle Navigator**
- Click on the 3-lined “hamburger” icon in the top left corner
Navigate to Salary Reclass Form via [Org#]-Reclass Salaries or your HR Officer responsibility

- Select your HR responsibility
- Select Update Salary Distributions
- Click Salary Reclass Form

The Find Distributions form will open

- Use the 3-dot LOV to locate and enter the Employee Name
  - Dollars are based on assignment. If employee has >1 active assignment, the LOV will list all assignments affiliated with the employee.
- Or enter the Assignment number in the Assignment field
Select the appropriate **Period Type** based on the employee’s employment and payroll status

- Options include **Biweekly**, **Monthly**, and **Semi-Annual**
  - Biweekly is only available for nonexempt assignments; Semi-Annual periods are 01OCT-31MAR & 01APR-30SEP

After Period Type is selected, a list of values will load to choose **Period Dates**

- Selecting the appropriate **Period Name**
- Click **OK**
  - The Begin and End Date fields will populate

**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. To reclass an employee/trainee paid by a GA (grant) account, complete a Recertification of Effort if the period is closed.
For **Biweekly** employees only, the **Adjust by** box is used to select information that is viewable on the salary reclass form

- **Assignment** - funding information will be viewable by the employee’s assignment funding
- **Element** - will show all elements used to pay the employee for the selected period
  - **Monthly** employees only have the option of viewing the salary reclass form by **Element**
- **Click Find**

Use the **Distribution Adjustments** form to make needed adjustments to each line item

- **Check** the box next to the line(s) that need to be adjusted – the **Done** button will become available
- **Click Done** after marking the line item(s)
  - The funding lines will move right to the Adjusted Distributions pane
- On a new line, enter the new **GL (ASBOF)** or **GA (PTAOE)** account(s)
- **Choose to Adjust By** Amount or Percent, and enter value in **Amount/%** field
- **Click Freeze Set**
  - Unaccounted Balance must equal 0.00 before submitting

**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.
Once all adjustments have been made, click **Submit**.

The Submit box will appear, indicating the **Batch Name**, **GL Override Date**, and **Comments**:
- Add additional **Comments** if necessary to justify reclass.
- Click **OK** to submit the document into the electronic approval path.

You can view previously submitted salary reclass documents via the **View Salary Distributions by Document** menu option available on the **HR Officer** and **UAB Salary Reclass User** responsibilities.