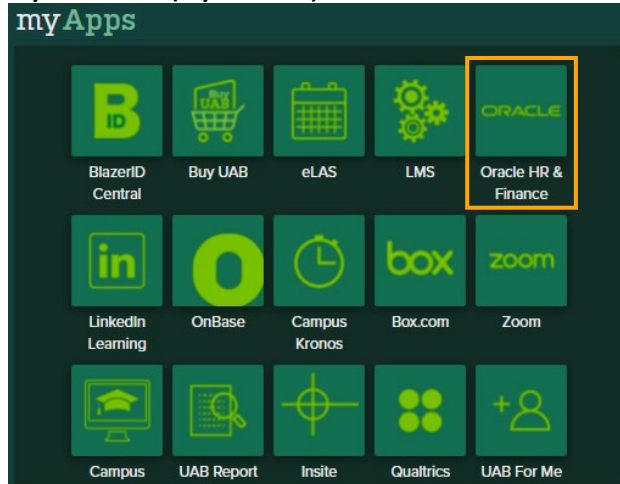


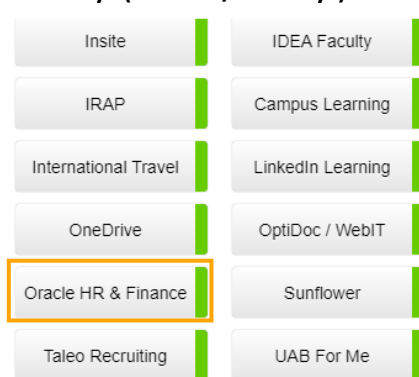
Log in to **Oracle HR & Finance**

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

**myUAB Portal (my.uab.edu)**

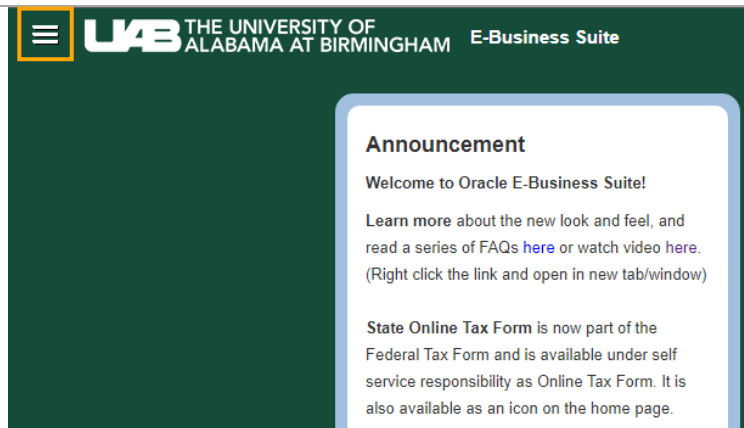


**AdminSys (uab.edu/adminsys)**



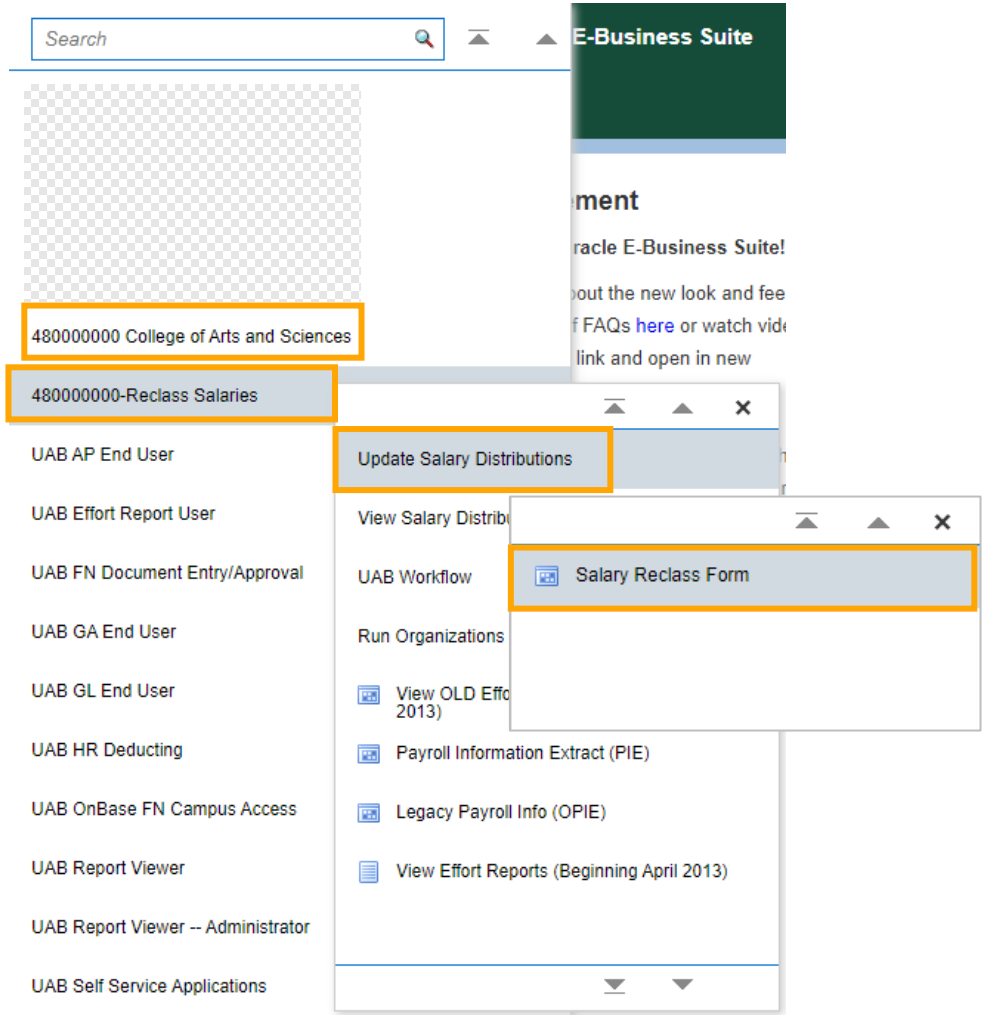
Open the **Oracle Navigator**

- Click on the **3-lined "hamburger" icon** in the top left corner



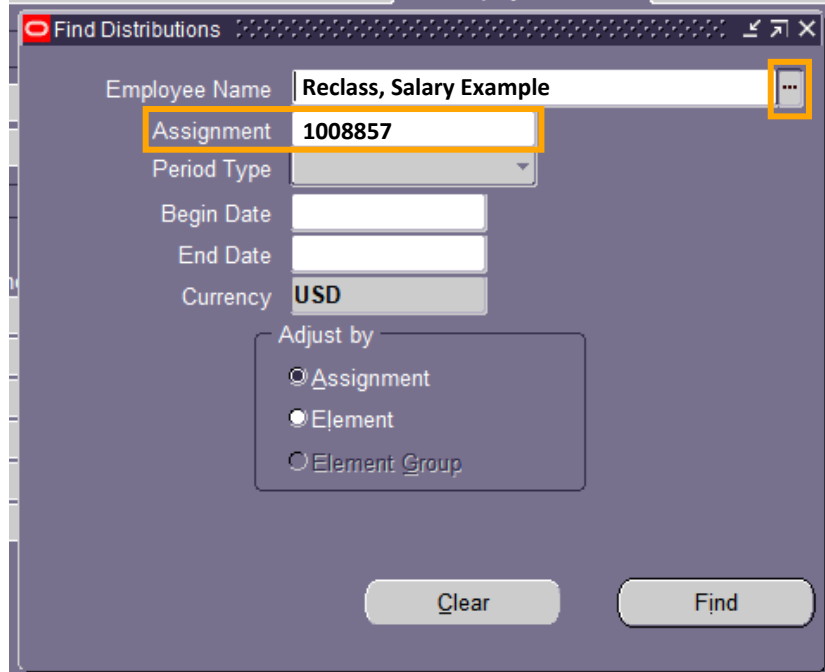
Navigate to Salary Reclass Form via [Org#]-Reclass Salaries or your HR Officer responsibility

- 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

Period Name	Start Date	End Date
13 2022 Bi-Week	05-JUN-2022	18-JUN-2022
12 2022 Bi-Week	22-MAY-2022	04-JUN-2022
11 2022 Bi-Week	08-MAY-2022	21-MAY-2022
10 2022 Bi-Week	24-APR-2022	07-MAY-2022
9 2022 Bi-Week	10-APR-2022	23-APR-2022
8 2022 Bi-Week	27-MAR-2022	09-APR-2022
7 2022 Bi-Week	13-MAR-2022	26-MAR-2022
6 2022 Bi-Week	27-FEB-2022	12-MAR-2022
5 2022 Bi-Week	13-FEB-2022	26-FEB-2022
4 2022 Bi-Week	30-JAN-2022	12-FEB-2022
3 2022 Bi-Week	16-JAN-2022	29-JAN-2022
2 2022 Bi-Week	02-JAN-2022	15-JAN-2022
1 2022 Bi-Week	19-DEC-2021	01-JAN-2022

**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*

GL Account	Element	Amount	Transfer
2101609.000.1248000	UAB EA 9 IN	23250.93	<input checked="" type="checkbox"/>
2101609.000.1248000	UAB INF ESC	7751.85	<input type="checkbox"/>

GL Account	Element	Amount	%
2101609.000.1248000	UAB EA 9 IN	23250.93	
2100638.000.11010	UAB EA 9 IN	23250.93	100.00

**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**

Adjusted Distributions

GL Account	Element	Amount	%
2101609.000.1248000	UAB EA 9 IN	-23250.93	
2100638.000.1101000	UAB EA 9 IN	23250.93	100.00

Unaccounted Balance: 0.00 0.00

Adjust By:  Amount  Percent

Buttons: Freeze Set, Cancel, 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

Submit

Batch Name: 482214

GL Override Date: 05-JUL-2022

Comments: **Distribution Adjustments for Person Reclass, Salary, Assignment 1008857 Currency USD between 01-JAN-22 and 31-MAR-22**

Buttons: Cancel, OK

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

The screenshot shows a user interface with a list of responsibilities on the left and a menu on the right. The 'View Salary Distributions by Document' option is highlighted in a yellow box. Other visible options include 'View Salary Distributions by Period' and 'View Salary Distributions by Document'.