

PROCESS FOR A SALARY REALLOCATION **WITHIN 90 DAYS OF NEW FUNDING**

Salary Reallocation can be the result of one or both of the following:

1. Reallocation of funds due to a lapse of funding on a current grant
2. Reallocating of funding in regards to percentage
3. Both are occurrence the DAAF or Business Mgr should be aware and conscience of

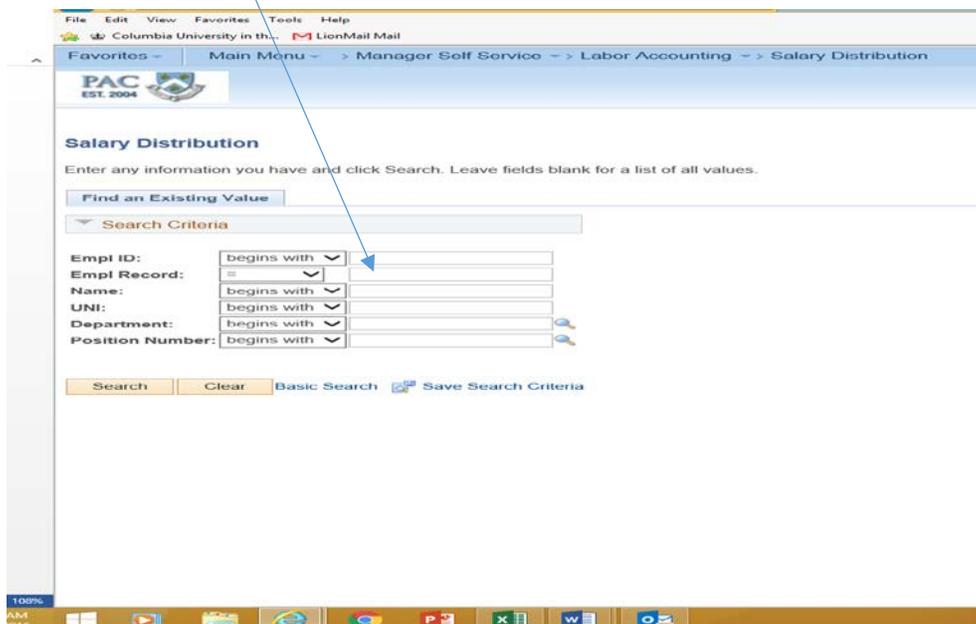
WHAT YOU NEED:

In order to process a Salary Reallocation, please identify if it happen with the last 90 days or beyond. In addition, make sure you have available:

1. The employee ID
2. Hire date or when new grant was effective
3. Copy of payroll schedule, which can be accessed by clicking [THIS](#) link.

If the new funding source has been entered into the Budget Tool and the salary allocation has not been corrected within the last 90 days, please proceed with the following steps:

1. Login to PAC
2. Go to Manager Self Service
3. Under Labor Accounting, select Salary Distribution
4. Now enter the employee ID



The screenshot shows a web browser window with the URL 'Columbia University in the City of New York' and 'LionMail Mail'. The breadcrumb navigation is 'Main Menu > Manager Self Service > Labor Accounting > Salary Distribution'. The page title is 'Salary Distribution' with the PAC logo (EST. 2004). Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A button labeled 'Find an Existing Value' is present. A 'Search Criteria' section contains several dropdown menus, each with 'begins with' selected. A blue arrow points to the 'Empl ID' dropdown. At the bottom of the search criteria, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The Windows taskbar at the bottom shows the system clock as 10:00 AM on 01/16.

5. The following information will appear.

Empl ID:	10125374	Empl Rad#:	0	Salary Distribution Approval history	
UNI:	cn2183				
Job:	315101	Mgr - Dept Admin - ADMN			
Pay Group:	MO1	Officers			
Company:	CU1	Columbia University			
Department:	400200X	A&S EVP Administration			
Location:	01	Morningside			
Position Number:	20026767	Human Resources Manager			
Annual Rate:	\$85,000.00				
Contract Period Sal:	\$0.00	Appointment End Date:			

Salary Distribution History						Find View All	First	1 of 12	Last
Effective Date:	09/08/2015	Effective Sequence:	0	Department:	400200X				
Allocation						Find	First	1 of 1	Last
Combination Code:	1000001263	53330-UR003343-25000-00000000-01		Earnings Code:	REG				
% Distribution:	100.000			Funding End Date:	06/30/2016				

New Salary Distribution Info	
Initiated Date	02/04/2016
Approval Action	
Comments:	

Profile Effective Date:	11/02/2015	Period Amount:	\$2,250.00
RSD	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Allocation			
Combination Code:	1000231033	54615-UR005374-61000-09000002-01	
Combination Code Department:	0925102	RES MS Vivaria	
% Distribution:	50.00	Combination Code Amount:	
		*Funding End Date:	06/30/2016
Combination Code:	1000001263	53330-UR003343-25000-00000000-01	
Combination Code Department:	4002102	A&S EVP Administration	
% Distribution:	50.00	Combination Code Amount:	
		*Funding End Date:	06/30/2016

Last Approved By	Last Updated On
Save and Submit	Save for Later
Quit Without Saving	

6. Clearing of the suspense account transaction starts by putting in the '*Profile Effective Date'. The 'Profile Effective Date can be one of the following:
 - a. Employee hire date or the payroll date (payroll schedule)
 - b. When the new funding became available to continue the employee salary
7. The next step is to fill in the 'Period Amount'. The 'Period Amount' can be one of the following :
 - a. The semi-monthly, bi-weekly or weekly amount of salary that should be allocated to a specific funding source for whatever reason it wasn't enter into the budget tool, or
 - b. Their has been some change in the funding or cost share or
 - c. Simply because the new hire was processed through a PAF instead of Temple Base Hire (further discussions to come).
8. Select RSD for Yes = Retro Salary Distribution – This is how the employee salary allocation should have been set-up since their hire or since the change in funding source.
9. Just to show how an employee being paid from more than one combocode (chartstring) appears, this is the next step to provide the information
10. Once the combination code(S) are enter and the percentage(s) is applied correctly the 'Funding End Date" should be one of the following:
 - a. End of the fiscal year in the case 6/30/16.
 - b. The end of the grant. If this is case, please be mindful that if another combo code is not provided and the employee is still active, they will have additional salaries go into suspense
11. Hit Save and Submit

If you have any questions or concerns, please feel free to reach out to [Arya Tashahood](#) for assistance in processing or review.