## 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

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5. The following information will appear.

Empl ID: 10125374 Empl Red#: 0 UN: en2183 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: 365,000.00 Contract Period Sal: \$0,00 Appointment End Date: Salary Distribution Flistory Find   View All First I of 12 Last Effective Date: 00/08/2015 Effective Sequence: 0 Department: 400200X Allocation Code: 1000001203 53330-UR003343-25000- Biotistribution: 100.000 Distribution First I of 12 Last Effective Date: 00/08/2015 Effective Sequence: 0 Department: 400200X Allocation First I of 10 Last Combination Code: 1000001203 53330-UR003343-25000- Biotistribution: 100.000 Distribution First I of 10 Last First I of 10 Last Combination Code: 11/02/2015 IS Period Amount: \$2,250.00 First I of 10 Last Combination Code: 11/02/2015 IS Period Amount: \$2,250.00 First I of 10 Last Combination Code: 1000231033 \$4615-UR005374-61000-00000002-01 First I of 10 Last Combination Code: 1000231033 \$4615-UR005374-61000-00000002-01 First I of 10 Last Combination Code: 10000231033 \$4615-UR005374-61000-00000002-01 First I of 10 Last Combination Code: 10000231033 \$4615-UR005374-61000-00000002-01 First I of 20 Last Combination Code: 1000001203 \$3330-UR003343-25000-00000002-01 First I cod 2 Last Combination Code: 10000231033 \$4615-UR005374-61000-00000002-01 First I cod 2 Last Combination Code: 1000001203 \$3330-UR003343-25000-00000002-01 First I cod 2 Last Combination Code: 1000001203 \$3330-UR003343-25000-00000002-01 First I cod 2 Last Combination Code: 1000001203 \$3330-UR003343-25000-00000002-01 First I cod 2 Last Combination Code: 1000001203 \$3330-UR003343-25000-00000000-01 First I cod 2 Last Combination Code: 1000001203 \$3330-UR003343-25000-00000000-01 First I cod 2 Fir	Empl ID:       10122374       Empl Red#:       0         UNI:       en2183       Job:       315101       Mgr - 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Pay Group:       MO1       Officers         Company:       CU1       Columbial University         Department:       400200X       A&S EVP Administration         Location:       01       Morningside         Position Number:       20026767       Human Resources Manager         Annual Rate:       \$\$5,000.00       Contract Period Sal:       \$0.0         Contract Period Sal:       \$0.0       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       Earnings Code:       REG         % Distribution:       100.000       53330-UR003343-25000-       Funding End Date:       06/30/2016         Sever Salary Distribution Info       Initiated Date:       02/04/2016       Approval Action         Comments:       11/02/2016       Period Amount:       \$2,260.00       Image:         Profile Effective Date:       11/02/2016       Period Amount:       \$2,260.00       Image:         RSD       Image:       No       S2,260.00       Image:       Image:         Profile Effective Date:       11/0	Exprop:       MO1       Officers         Comparing:       GUI       Columbia University         Department:       400200X       AAS EVP Administration         Location:       01       Morningside         Provision Number:       20020777       Human Resources Manager         Annual Rate:       385,000.000         Combination Sai:       200.000         Combination Code:       1000001203         Distribution:       100.000         Combination Code:       1000001203         Distribution:       100.000         Combination Code:       1000001203         Distribution:       100.000         Vew Salery Distribution Info       Earnings Code::         Initiated Date:       00/000000-01         Bitribution:       11/002/015         Bitribution:       11/002/015         Bitribution:       11/002/015         Bitribution:       11/002/015         Bitribution:       11/002/02/016         Profile Effective Date:       11/002/02/016         Sobistribution:       10/002/016         Sobistribution:       10/002/016         Sobistribution:       10/000         Combination Code:       10/0001203	Pay Group:       MO1       Officers         Compartment:       400200X       ASE EVP Administration         Location:       0       Morningside         Provide Number:       20020707       Human Resources Manager         Amual Rate:       385,000.00       Appointment End Date:         Contract Period Sat:       90.00       Appointment End Date:         Comparison:       000001203       B3336-UR003343-25000-       Department:       400200X         Allocation:       100.0001203       B3336-UR003343-25000-       Earnings Code:       REG         Visitibution:       100.000       Approval Action       Combination Code:       Earnings Code:       REG         Visitibution:       11/02/2015       Period Amount:       \$2,250.00       Earnings Code:       Earnings Code:       Earnings Code:       Earnings Code:       Earnings Code:       Earning	Period Groups: MO1 Officers Comparing: CU1 Columbia University Department: 400200X AAS EVP Administration Desition Number: 20020767 Annual Rate: 585.00.00 Contract Period Sat: 50.00 Appointment End Date: Bissibution History Find   View All First 1 of 12 Last Effective Date: 00/08/2015 Effective Sequence: 0 Department: 400200X Allocation Find First 1 of 12 Last Effective Date: 1000001203 B3330-UR00343-25000- Substitution: 100.000 B3330-UR00343-25000- Termings Code: REG Substitution: 100.000 B3330-UR00343-25000- Comments: Find First 1 of 1 Last Frofile Effective Date: 11002015 IS Period Amount: S2250.000 Substitution: 50.00 Combination Code Amount: S2250.0000000-01 Combination Code: 10000231033 S4015-UR003343-261000-0000000-01 Combination Code Department: 0025102 RES MS Vivaria Substitution: 50.00 Combination Code Amount: Funding End Date: 00302010 S Sa30-UR0034343-25000-0000000-01 Combination Code: 100002103 S430-UR003343-261000-0000000-01 Combination Code Department: 4002102 AAS UVeria Sast Approved By Last Updated On Save and Submit Save for Later Combination Code Amount: Funding End Date: 00302010 S Save and Submit Save for Later Combination Code Department: 400210 Association States Dy putting in the '*Profile Effective Date Effective Date can be one of the following:	Job:	315101	Mgr - Dept Admin - ADN	MN
Company:       CU1       Columbia University         Department:       400200X       A&S EVP Administration         Location:       01       Morningside         Position Number:       20026787       Human Resources Manager         Annual Rate:       S85,00.00         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 12 @ Last       Effective Date:       09/08/2015       Effective Sequence::       0       Department:       400200X         Allocation       Find       First @ 1 of 12 @ Last       Effective Date::       09/08/2015       Effective Sequence::       0       Department:       400200X         Allocation       1000001203       53330-UR003343-25000-       Earnings Code::       REG       %////////////////////////////////////	Company:       CU1       Columbia University         Department:       400200X       ASS EVP Administration         Location:       01       Memingside         Position Number:       20027677       Human Resources Manager         Annual Rate:       \$85,000.00       Appointment End Date:       400200X         Contract Period Sat:       \$90.00       Appointment End Date:       400200X         Salary Distribution Flatory       Find (First 1 of 12)       Last         Effective Date:       09005/2015       Effective Sequence::       0       Department::       400200X         Microstion       Code:       1000001203       53330-UR003343-25000-       Earnings Code::       REG         % bistribution:       100.0001203       53330-UR003343-25000-       Earnings Code::       REG         % bistribution:       100.0001203       00000000-01       Earnings Code::       REG         % bistribution:       11/02/2015       B       Period Amount:       \$2,250.00       Image:         * State       No       Find       First 1 of 1 * Last       Earnings Code::       REG         * for file Effective Date:       11/02/2016       B       Period Amount:       \$2,250.00       Image:         * fore file Effective Date:<	Company:       CU1       Columbia University         Department:       400200X       ASS EVP Administration         Location:       01       Mominguide         Position Number:       20020777       Human Resources Manager         Annual Rate:       285,000.00         Contract Period Sal:       20.00       Appointment End Date:         Islany Distribution History       Find   View All       First @ 1 of 1 2 & Last         Effective Date:       000002015       Effective Sequence:       0         Visitibution:       1000001203       E3330-UR003343-25000-       Find       First @ 1 of 1 & Last         Combination Code:       1000001203       E3330-UR003343-25000-       Find Date:       00/30/2010         Kex Salary Distribution       1000001203       E3330-UR003343-25000-       Find       First @ 1 of 1 @ Last         Combination Code:       10002103       Approval Action       Find       First @ 1 of 1 @ Last         Yes No       No       Find       First @ 1 of 1 @ Last       Earnings Code:       # Of 30/2010         Yes No       No       Find       First @ 1 of 2 @ Last       # Of 30/2010	Company:       CU1       Columbia University         Department:       400200X       A&S EVP Administration         Location:       01       Momingaide         Position Number:       20020707       Human Resources Manager         Annual Rate:       \$85,000.00       Appointment End Date:         Contract Period Sat:       90.00       Appointment End Date:         Combination Code:       100001203       \$3330-UR003343-25000-       Earing Scode:       REG         % Distribution Hit       100.001       \$3330-UR003343-25000-       Earing Scode:       REG         % Distribution Info       Initiated Date       00/02/018       Period Amount:       \$2,260.01       Earing End Date:       00/02/02/10         Initiated Date       02/04/2018       Period Amount:       \$2,260.01       Earing       Earing First 1 of 1 & Last         Visition Code:       1000231033       \$4615-UR00374-6100-00000002-01       Earing       Earing in the 's provid Code in the interest in the intere	Pay Group:	MO1	Officers	
Department:       400200X       A&S EVP Administration         Location:       01       Morningside         Position Number:       20026767       Human Resources Manager         Annual Rate:       \$\$85,000.00         Contract Period Sat:       \$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       Find       Find       Find       1 of 1 ● Last         Combination Code:       1000001283       53330-UR003343-25000-       Earnings Code:       REG         % Distribution:       1000.000       B00000000-01       Find       Find       Find       0/30/2010         Very Salary Distribution Info       Initiated Date:       0/30/2016       Approval Action       Comments:         Salary Distribution Info       Initiated The Code:       11/02/2015       Period Amount:       \$2,250.00       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Date: 1000231033   Station Code: 10000231033   Station Code: 1000023103   Station C	Company:	CU1	Columbia University	
Location: 01 Morningside Position Number: 20026767 Human Resources Manager Annual Rate: \$85,000.00 Contract Period 5at: \$0.00 Appointment End Date: Salary Distribution History Find   View All First @ 1 of 12 @ Last Effective Date: 00/08/2015 Effective Sequence: 0 Department: 400200X Allocation Find First @ 1 of 1 @ Last Combination Code: 1000001283 53330-UR003343-25000- % Distribution: 100.000 503000000-01 Earnings Code: REG % Distribution: 100.000 503000000-01 Earnings Code: REG Funding End Date: 08/30/2018 Here Salary Distribution Info Initiated Date 02/04/2016 Approval Action Comments: Profile Effective Date: 11/02/2015 # Period Amount: 32.250.00 # = Find First @ 1 of 1 @ Last Profile Effective Date: 1000231033 @ S4815-UR003343-481000-09000002-01 # = RSD @ Yes No Niloceation Code: 1000231033 @ S4815-UR003343-481000-09000002-01 # = % Distribution: 00.00 Combination Code Amount: *Funding End Date: 00/30/2010 # = % Distribution: 00.00 Combination Code Amount: *Funding End Date: 00/30/2010 # = Combination Code: 1000001283 \$ 53330-UR003343-25000-00000000-01 # = = % Distribution: 00.00 Combination Code Amount: *Funding End Date: 00/30/2010 # = % Distribution: 00.00 Combination Code Amount: *Funding End Date: 00/30/2010 # = % Distribution: 00.00 Combination Code Amount: *Funding End Date: 00/30/2010 # = % Distribution: 00.00 Combination Code Amount: *Funding End Date: 00/30/2010 # = % Distribution: 00.00 Combination Code Amount: *Funding End Date: 00/30/2010 # = % Distribution: 00.00 Combination Code Amount: *Funding End Date: 00/30/2010 # =	Location:       01       Morningside         Position Number:       20020767       Human Resources Manager:         Annual Rate:       885.000.00         Contract Period Sai:       90.00       Appointment End Date:         Salary Distribution History       Find   View All       First 1 of 12 Last         Effective Date:       00/08/2015       Effective Sequence:       0       Department:       400200X         Annual Rate:       00/08/2015       Effective Sequence:       0       Department:       400200X         Annual Rate:       00/08/2015       Effective Sequence:       0       Department:       400200X         Annual Rate:       00/08/2015       Signonuclean Sequence:       0       Department:       40020X         Annual Rate:       00/08/2016       Signonuclean Sequence:       0       Department:       40020X         Annual Rate:       00/08/2016       Signonuclean Sequence:       0       Department:       40020X         No       Indication       Combination Code:       1000001203       Signonuclean Sequence:       Find       Find <t< td=""><td>Location:       01       Mominguide         Position Number:       20020707       Human Resources Manager         Annual Rate:       \$\$5,000.00       Appointment End Date:       1 of 12 &amp; 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Allocation Find First I of 1 Last Combination Code: 1000001283 53330-UR003343-25000- 00000000-01 Section Earnings Code: REG Funding End Date: 08/30/2018 Vew Salary Distribution Info Initiated Date 02/04/2018 Approval Action Comments: Find First I of 1 Last Find First I of 1 Last Period Amount: S2,250.00 Allocation Combination Code: 1000231033 S4815-UR005374-81000-09000002-01 Combination Code: 1000231033 S4815-UR005374-81000-09000002-01 Combination Code: 1000231033 S4815-UR005374-81000-09000002-01 Combination Code: 100001283 S330-UR003343-25000-00000000-01 Combination Code: 1000001283 S330-UR003343-25000-00000000-01 Combination Code Department: 4002102 A&S EVP Administration % Distribution: 50.00 Combination Code Amount *Funding End Date: 08/30/2018 S	Allocation       Find       Find       Find       first 1 of 1 1 Last         Combination Code:       100.000       53330-UR003343-25000-01       Earnings Code::       REG         New Salary Distribution info       Approval Action       Funding End Date::       00/30/2018         New Salary Distribution Info       Approval Action       Find       First 1 of 1 1 Last         Period Date:       02/204/2018       Approval Action         Solid Date:       02/204/2018       Find       First 1 of 1 1 Last         Period Info       Find       First 1 of 1 2 Last       Find       First 1 of 1 2 Last         Period Receive Date:       11/02/2015 (*       Period Amount:       \$2,250.00       ************************************	Allocation     Find     First @ 1 of 1 @ Last       Combination Code:     1000001203     53330-UR003343-25000- 0000000-01     Earnings Code::     REG       Ye Distribution:     100.000     Rest @ Date:     00/30/2018       Sew Salary Distribution Info     Approval Action       Initiated Date     02/04/2018       Profile Effective Date:     11/02/2015       Yes     No       Allocation     Find       Find     First @ 1 of 1 @ Last       Profile Effective Date:     11/02/2015       Yes     No       Allocation     Find       Combination Code:     1000231033       Statistic Code:     1000231033       Statistic Code:     100001283       Statistic Code:     1000001283       Statistic Code Department:     4002102       Abs EVP Administration     *Funding End Date:       Statistic Code Department:     4002102       Abs EVP Administration     *Funding End Date:       Statistic Code Department:     4002102       Abs EVP Administration     *Funding End Date:       Save and Submit     Save for Later <td>Allocation       Find       Find       Find       I of 1 to Last         Combination Code:       1000001283       53330-UR003343-25000- 00000000-01       Earnings Code:       REG         Se Distribution:       1000001283       Approval Action       Funding End Date:       00/30/2018         Initiated Date       02/04/2018       Approval Action       Find       First 1 of 1 to Last         Profile Effective Date:       11/02/2015       Period Amount:       \$2,250.00       Image: Code:       Image: Code:</td> <td>Effective Date:</td> <td>09/08/2015</td> <td>Effective Sequence:</td> <td>0 Department: 400200X</td>	Allocation       Find       Find       Find       I of 1 to Last         Combination Code:       1000001283       53330-UR003343-25000- 00000000-01       Earnings Code:       REG         Se Distribution:       1000001283       Approval Action       Funding End Date:       00/30/2018         Initiated Date       02/04/2018       Approval Action       Find       First 1 of 1 to Last         Profile Effective Date:       11/02/2015       Period Amount:       \$2,250.00       Image: Code:	Effective Date:	09/08/2015	Effective Sequence:	0 Department: 400200X
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- 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 <u>Arya Tashahood</u> for assistance in processing or review.