

PROCESS FOR A RETROACTIVE SALARY DISTRIBUTION

A retroactive salary distribution (RSD) can be made for the current fiscal year only and they cannot cross fiscal years. A RSD can be the result 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. At the time of hire, the Grant Project was not yet established, and the expenses were allocated to the department default ChartString/Combo Code via Template-Based Hire

WHAT YOU NEED:

In order to process a RSD, please identify if it is for the current fiscal year. 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 distribution 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

File Edit View Favorites Tools Help
Columbia University in the City of New York LionMail Mail
Favorites Main Menu > Manager Self Service > Labor Accounting > Salary Distribution
PAC EST. 2004
Salary Distribution
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
Search Criteria
Empl ID: begins with
Empl Record: all
Name: begins with
UNI: begins with
Department: begins with
Position Number: begins with
Search Clear Basic Search Save Search Criteria

5. The following information will appear.

Empl ID:	10125374	Empl Rad#:	0
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			
Effective Date:	09/08/2015	Effective Sequence:	0
Department:	400200X		
Allocation			
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
Comments:	
Approval Action	
Profile Effective Date:	11/02/2015
RSD	☒ Yes ☐ No
Period Amount:	\$2,250.00
Allocation	
Combination Code:	1000231033
Combination Code Department:	0925102
% Distribution:	50.00
Combination Code Amount:	
*Funding End Date:	06/30/2016
Combination Code:	1000001263
Combination Code Department:	4002102
% 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.
8. Select RSD for Yes = Retro Salary Distribution – This is how the employee salary distribution 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 above case it would be 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.