## Setup Earnings Distribution in Job Data

### Description

This process describes the steps necessary to setup the new allowance for presidents under Earnings Distribution in Job Data.

The best practice for paying the president's allowance is to set up the allowance on job data. The utilization of the additional pay method for paying this allowance is not recommended due to segregation of duties issues for which compensating controls must be established, documented and verified.

### Conditions

- Housing, car and subsistence allowances have been end-dated on the Additional Pay panel
- Earnings distribution/combo codes should be setup correctly on the position in the Department Budget Table
- Coordination between Human Resources, Payroll and Commitment Accounting departments is key
- Obtain the following information prior to data entry:
  - Effective date of change
  - Earnings code for allowance
  - Percentages of earnings types

### Source Documents

Offer letter, employment contract, reappointment notice
**Output Information**

Earnings distribution is setup correctly in Job Data with the appropriate earnings codes and percentages.

<table>
<thead>
<tr>
<th><strong>Update Job Data</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PATH</strong></td>
</tr>
<tr>
<td>Workforce Administration &gt; Job Information &gt; Job Data</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Select Employee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enter the employee ID (EMPLID)</td>
</tr>
<tr>
<td>• Click Search</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Work Location Tab</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert a new row and enter the following data</td>
</tr>
</tbody>
</table>

- **Effective Date**: Enter appropriate date
  - New Earn Codes are effective 07/01/2018
- **Effective Sequence**: If using the same effective date as the prior row, use the next effective sequence number
- **Action**: Data Change
- **Reason**: Change Earnings Distribution
Compensation Tab, Pay Components area

- Enter the **Comp Rate**

The compensation amount should include the base salary and allowance.

Example:

- Base Salary $200,000
- President Allowance $3000 annually
  ($250 monthly * 12 months)
- Total Earnings $203,000

Benefits Program Participation Link

The Annual Benefits Base Rate (ABBR) should only reflect the base salary. It should **NOT** include the allowance.

Earnings Distribution Link

On the Job Earnings Distribution panel, enter the following data
• **Earnings Distribution Type**: Select By Percent

<table>
<thead>
<tr>
<th>Earnings Distribution Type</th>
<th>Find</th>
<th>First</th>
<th>1 of 5</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date: 07/01/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective Sequence: 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR Status: Active</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Status: Active</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compensation Rate: 203,000.00</td>
<td>USD</td>
<td>Work Period: Weekly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Hours: 40.00</td>
<td></td>
<td>Compensation Frequency: Annual</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Earnings Distribution Type: By Percent

**Update Distribution Key Fields**

• **Position Number**: Enter the Position Number from the Work Location tab

• **Business Unit**: Enter the institution’s business unit number

After entering the Position Number and Business Unit, you can click the green refresh button to the right of the Business Unit field and the system will auto populate the Department and Job Code.

• **Earnings Code**: Enter appropriate code
  - **PAN** for ERS participants
  - **PAL** for TRS/ORP participants

• **Percent of Distribution**: Enter appropriate percentage for the earnings code

**Note**: The Percentage of Distribution will be the percent of the total earnings listed on the compensation panel (regular earnings plus allowance). **You will need to work with your**
Payroll and/or Commitment Accounting departments to get the correct percentages. Example of percentages and number format:

Regular Earnings (REG) 98.522%
Presidents Allowance (PAN or PAL) 01.478%
Total Earnings 100% ($203,000)

You will click the plus sign (+) to add a new row for the REG earnings code information. Complete the same fields for the REG earnings as you did for the PAN/PAL earnings.

**Note:** If the record already has Job Earnings Distributions setup, the rows will need to either be updated or deleted by clicking the minus sign (−).

<table>
<thead>
<tr>
<th>Save Data</th>
<th>Click the Save button</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning Messages</td>
<td>You may receive the following warning messages when saving the data:</td>
</tr>
</tbody>
</table>
• Warning – Grade is invalid for salary plan or salary ranges are missing on job row.

• You are entering a transaction prior to the current pay period begin date.

Click OK through the messages to save the data, just be sure to review salary plans, etc. to ensure they are correctly entered (if applicable).

Note: If you receive a message indicating that the percents must add up to 100, you will need to go back and review the percentages entered for the earnings codes. They must be in the (##.###) format and add up to 100.00%.