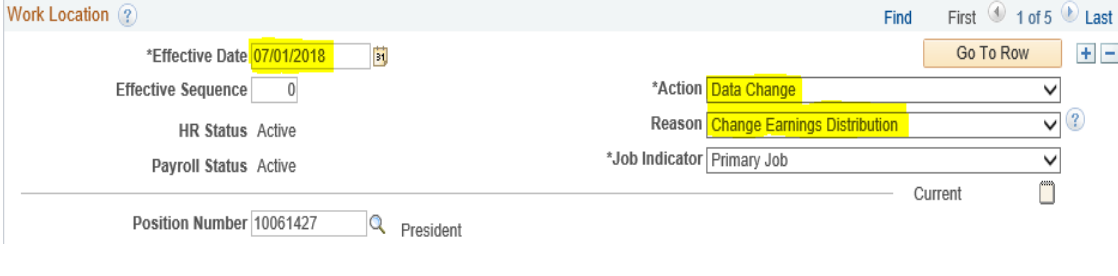


Setup Earnings Distribution in Job Data

<p><b>Description</b></p>	<p>This process describes the steps necessary to setup the new allowance for presidents under Earnings Distribution in Job Data.</p> <p>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.</p>
<p><b>Conditions</b></p>	<ul style="list-style-type: none"> <li>• Housing, car and subsistence allowances have been end-dated on the Additional Pay panel</li> <li>• Earnings distribution/combo codes should be setup correctly on the position in the Department Budget Table</li> <li>• Coordination between Human Resources, Payroll and Commitment Accounting departments is key</li> <li>• Obtain the following information prior to data entry:             <ul style="list-style-type: none"> <li>○ Effective date of change</li> <li>○ Earnings code for allowance</li> <li>○ Percentages of earnings types</li> </ul> </li> </ul>
<p><b>Source Documents</b></p>	<p>Offer letter, employment contract, reappointment notice</p>



<b>Output Information</b>	Earnings distribution is setup correctly in Job Data with the appropriate earnings codes and percentages.
<b>Update Job Data</b>	
<b>PATH</b>	Workforce Administration > Job Information > Job Data
<b>Select Employee</b>	<ul style="list-style-type: none"> <li>• Enter the employee ID (EMPLID)</li> <li>• Click Search</li> </ul>
<b>Work Location Tab</b>	<p>Insert a new row and enter the following data</p> <ul style="list-style-type: none"> <li>• <b>Effective Date:</b> Enter appropriate date             <ul style="list-style-type: none"> <li>○ New Earn Codes are effective 07/01/2018</li> </ul> </li> <li>• <b>Effective Sequence:</b> If using the same effective date as the prior row, use the next effective sequence number</li> <li>• <b>Action:</b> Data Change</li> <li>• <b>Reason:</b> Change Earnings Distribution</li> </ul>
	



<p><b>Compensation Tab, Pay Components area</b></p>	<ul style="list-style-type: none"> <li>Enter the <b>Comp Rate</b></li> </ul> <p>The compensation amount should include the base salary and allowance.</p> <p>Example:</p> <p style="margin-left: 40px;">Base Salary \$200,000 President Allowance \$3000 annually (\$250 monthly * 12 months) Total Earnings \$203,000</p>
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*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 NAANNL	0	203,000.000000	USD	A			

Calculate Compensation

<p><b>Benefits Program Participation Link</b></p>	<p>The Annual Benefits Base Rate (ABBR) should only reflect the base salary. It should <b>NOT</b> include the allowance.</p>
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Benefit Record Number 0

Effective Date 07/01/2018

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Data Change

Reason Change Earnings Distribution

Job Indicator Primary Job

\*Benefits System Benefits Administration

Annual Benefits Base Rate 200000.00 USD

<p><b>Earnings Distribution Link</b></p>	<p>On the Job Earnings Distribution panel, enter the following data</p>
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	<ul style="list-style-type: none"> <li>• <b>Earnings Distribution Type:</b> Select By Percent</li> </ul>
<p><b>Update Distribution Key Fields</b></p>	<ul style="list-style-type: none"> <li>• <b>Position Number:</b> Enter the Position Number from the Work Location tab</li> <li>• <b>Business Unit:</b> Enter the institution's business unit number</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>• <b>Earnings Code:</b> Enter appropriate code             <ul style="list-style-type: none"> <li>○ <b>PAN</b> for ERS participants</li> <li>○ <b>PAL</b> for TRS/ORP participants</li> </ul> </li> <li>• <b>Percent of Distribution:</b> Enter appropriate percentage for the earnings code</li> </ul> <p><b>Note:</b> The Percentage of Distribution will be the percent of the total earnings listed on the compensation panel (regular earnings plus allowance). <b>You will need to work with your</b></p>



**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 (-).

The screenshot displays the 'Job Earnings Distribution' interface. It features two rows of data entry. The first row is for the 'PAL' earnings code, showing a 'Percent of Distribution' of 1.478. The second row is for the 'REG' earnings code, showing a 'Percent of Distribution' of 98.522. Both rows share the same 'Position Number' (10061427), 'Department' (1211000), 'Business Unit' (98000), and 'Job Code' (102X00). The interface includes search icons and navigation buttons like 'Find', 'First', '1-2 of 2', and 'Last'.

**Save Data**

Click the Save button

**Warning Messages**

You may receive the following warning messages when saving the data:



	<ul style="list-style-type: none"><li>• Warning – Grade is invalid for salary plan or salary ranges are missing on job row.</li><li>• You are entering a transaction prior to the current pay period begin date.</li></ul> <p>Click <b>OK</b> through the messages to save the data, just be sure to review salary plans, etc. to ensure they are correctly entered (if applicable).</p> <p><b>Note:</b> 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%.</p>
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