

[Payroll Distributions]

This instructional guide reviews the process for establishing payroll distributions. Payroll distributions are required for all approved hire job actions in myUFL. Before a payroll distribution may be established for a new hire in your department, the hire job action must have been approved by level 1 and level 2 approvers. Payroll distributions also must be established for the entire fiscal year. Retroactive distributions are supported: just change, save, and post. To learn more, attend PST081 Payroll Distributions.

- ▶ Log in to myUFL using your GatorLink username and password (<http://my.ufl.edu>)
- ▶ Navigate to Set Up HRMS > Product Related > Commitment Accounting > Budget Information USA > UF Payroll Distribution
- ▶ Click the "Add a New Value" tab to set up a new distribution

Remember: In order for a new distribution to be established, the job action must have been approved by both the appropriate level 1 and level 2 approvers. Check the status of the pending hire by following the navigation: Workforce Administration > Job Information > Job Data

- ▶ "SetID" is always UFLOR
- ▶ Enter the "Department ID" to which the employee's job is assigned or search using the magnifying glass search icon
 - ▶ You will only see the department IDs for which you have security
- ▶ Enter or select the fiscal year
- ▶ Select the "Academic Year" from the drop-down menu. Select 9-, 10-, or 12-month appointment
 - ▶ Summer appointments are considered 12-month appointments for proper rate of encumbrance
- ▶ For "Budget Level," "Appointment" is the only option and is selected for you
- ▶ Enter or search for and select the EmplID (UFID) of the individual for whom you are completing the distribution. To search, use the magnifying glass view icon to the right of the field
 - ▶ You will only see employees associated with the department IDs for which you have security
- ▶ **Associate the payroll distribution with the right job by ensuring the intended Empl Rcd Nbr is displayed**
 - ▶ Employees will have an Employee Record Number (Empl Rcd Nbr) for each job occupied at the same time beginning with Empl Rcd Nbr "0"
 - ▶ **IMPORTANT!** If the incorrect Empl Rcd Nbr is used, you will set up the distribution incorrectly. Avoid this problem by ensuring that the proper Empl Rcd Nbr is selected. **Do not assume the default number is correct.** If needed, confirm the Empl Rcd Nbr by following the navigation: Workforce Administration > Job Information > Job Data
- ▶ Enter or select a **Sequence Number**
 - ▶ The first distribution created with the unique combination of UFID, DeptID, Fiscal Year, and EmplRec will have a sequence of "0"
 - ▶ If this employee is returning to work in your department, AND this distribution will have the same UFID, DeptID, Fiscal Year and EmplRec, a new sequence number is required
- ▶ Click "Add"



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UF Payroll Distribution Maintenance Screen—Appointment

Verify that the correct employee has been selected by reviewing employee information at top of screen

- ▶ If the distribution is marked “Inactive,” you can only complete retros that fall within the original distribution dates

UF Payroll Distribution Maintenance Screen—Payroll Accounting Distributions

- ▶ Enter the “Distribution Start Date” in this field located in the middle of the screen

Earnings/Benefits/Taxes Account Codes

- ▶ Enter or select the correct “Earnings Account Code”
 - ▶ You will only see the earnings account codes for which you have security
 - ▶ You also can search for an earnings account code using specific ChartField values

Note

- ▶ The earnings account code is a human resources “key” defining a valid combination of ChartField values (Dept, Project, Fund, Program, Flex, etc.)
- ▶ It is used to indicate the funding source to which the payroll expense should be attributed
- ▶ You can request new Earnings Account Codes from General Accounting by emailing CHARTFIELD@admin.ufl.edu

- ▶ Enter the “Earnings Distribution Percent”
 - ▶ Total must equal 100 percent for each time period’s distribution
 - ▶ Click the “ChartField” link to [view](#) which ChartFields are mapped to the earnings account code
 - ▶ Press “OK” or “Cancel” to return to the distribution

College Work Study:

- ▶ Input the distribution for **100%** to the department’s account
- ▶ **Contact Student Employment**
 - They will change the distribution to reflect the 75/25 split

- ▶ “Prorated Additional Encumbrance Amount” is an optional field
 - ▶ Use to encumber an estimated amount of extra bi-weekly compensation related to overtime and/or on-call
 - ▶ Encumbrance will be reduced on a pro-rated basis every two weeks. It is not affected by actual overtime or on-call payments as reflected in the “Time and Labor” system
- ▶ The Benefits Distribution and the Tax Distribution tabs are populated based on what is entered on the Earnings Distribution tab
 - ▶ These tabs cannot be changed. If an override is needed, contact your budgetary unit’s budget office (Level 2)

If finished:

- ▶ Click “Save”
- ▶ Then click “Post Distribution”

OR

Add an Earnings Account Code Row to the Distribution Panel

You can set up a distribution with multiple funding sources

- ▶ Add a row if an additional earnings account code is needed by clicking the “Plus” sign located to the immediate right of the “Prorated Additional Encumbrance Amount” field
- ▶ Enter or select the second earnings account code (using the magnifying glass) in this new row
- ▶ Enter the earnings percent (total of the two rows must equal 100 percent)

Add as many rows as needed following this process (again the rows’ total earnings percent must equal 100 percent)

If finished:

- ▶ Click "Save"
- ▶ Then click "Post Distribution"

OR

Add a Distribution Panel (Another Date Range)

You also can add another date range, or distribution, as needed to accommodate different funding sources or different proportions associated with funding sources for different time periods

- ▶ To add a distribution, using a different date range, add the new distribution panel in order of the start date
- ▶ Click the "Plus" sign associated with the original distribution panel (this "Plus" sign is located to the right of the screen, below the blue bar titled "Payroll Accounting Distributions." For this functionality, do NOT use the "Plus" sign to the right of the "Prorated Additional Encumbrance Amount" field)
- ▶ A new distribution panel will be inserted above the plus sign
- ▶ On the added distribution panel, enter the second "Distribution Start Date" to establish a new date range
 - ▶ The old or existing distribution's end date (in the panel below) will change automatically to the day before the added start date
- ▶ Enter or select the correct "Earnings Account Code" as well as the "Earnings Distribution Percent," adding rows as needed to indicate funding sources. To do this, DO use the "Plus" sign to the right of the "Prorated Additional Encumbrance Amount" field

If finished:

- ▶ Click "Save"
- ▶ Then click "Post Distribution"

Remember

- ▶ The most current distribution should always be at the top of the screen
- ▶ You can only add distributions in start date order. If you are out of order, you will get an error message

A Word About Contingent Distributions

- ▶ You must distribute each person 100 percent to the end of the fiscal year
- ▶ Cost Accounting Standards are applied (CAS)
- ▶ Grant start and end dates are verified
- ▶ If the grant ends mid-year, you will have to distribute on another earnings account code through the rest of the year
 - ▶ Flag these distributions as "Contingent"
 - ▶ You can run a report on "Contingent" distributions in order to monitor these and as a reminder to change them
 - ▶ Then, change the distribution to grant funds when they become available

A Word About Cross-College Distributions

- ▶ In the event you must set up a distribution using earnings account codes that are not associated with your department (and for which you do not have security) submit the form FA-PR-260D to Finance and Accounting. An electronic version of the form is available at <http://fa.ufl.edu/forms>. The form then should be completed by the initiating department, e-mailed to the next department for approval, which then should forward the form to Finance and Accounting at distributions@admin.ufl.edu.
- ▶ In the event you must set up a distribution that will be paid for, in part, by Federal Work Study funds, complete the distribution for the student with 100 percent of the funds coming from your earnings account code. Contact Student Employment. They will change the distribution to the 75/25 percent split.