

## View Salary Distributions by Document

The **View Salary Distributions by Document** menu option allows the user to view submitted/historical salary reclass documents and provides a history of all documents processed for the specified assignment.

UAB Salary Reclass > HR Data Views > View Salary Distribution Information > View Salary Distributions by PeriodUAB HR Officer> View Salary Distribution Information > View Salary Distributions by Period

The Find Distributions window will load.

Using the **LOV** in the **Employee Name** field, the user may search for the employee or may enter the appropriate assignment number in the **Assignment** field.



After entering the employee name or assignment number, press the **tab** key to populate the employee name or assignment field.

**Note:** Salary/benefit dollars for an employee or fellowship/scholarship dollars for a trainee, are based on the assignment. If the employee has more than one active assignment, the LOV will list all assignments affiliated with the employee.

->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Example, Employee
<mark>1023677</mark>
<u>C</u> lear Find

Place the cursor in the **Document No** field; clicking on the **LOV** will launch the **Batch Names** window.

<mark>으</mark> Distribu	tion Adjustments						<u> </u>	ях
C Employ	yee ———					]		
F	Full Name							
				Linpio				
·			Distributions					
- Assign	iment							
Ass	signment		Employee Name	Example, Employee		nd Dat	te	
Orga	anization		Assignment	1023677		Statu	IS	
L			Begin Date					
C Actual	Distributions -		End Date					
CL A	ocount	Flom	Currency				Amount 04	
	ccoum		Document No				Amount %	
			Boodinone no					
	Batch Names 😳		*************************				**************************	eeeeeeee ×
	Find %							
	Document No	BEGIN DATE	END DATE	Batch Status	Transaction Date	GL Override Date	STATUS	
	339643	16-NOV-2016	30-NOV-2016	COMPLETE	26-APR-2017	26-APR-2017	HISTORY AVAILABLE	
	338020	01-MAR-2017	31-MAR-2017	COMPLETE	07-APR-2017	06-APR-2017	HISTORY AVAILABLE	
	334629	01-DEC-2016	31-DEC-2016	COMPLETE	06-MAR-2017	03-MAR-2017	HISTORY AVAILABLE	
	334628	01-FEB-2017	28-FEB-2017	COMPLETE	06-MAR-2017	03-MAR-2017	HISTORY AVAILABLE	
	333874	01-JAN-2017	31-JAN-2017	COMPLETE	27-FEB-2017	24-FEB-2017	HISTORY AVAILABLE	
	333873	01-DEC-2016	31-DEC-2016	COMPLETE	27-FEB-2017	24-FEB-2017	HISTORY AVAILABLE	
	333063	01-NOV-2016	30-NOV-2016	COMPLETE	15-FEB-2017	15-FEB-2017	HISTORY AVAILABLE	
L	332622	01-DEC-2016	31-DEC-2016	TRANSFER ER		08-FEB-2017	HISTORY AVAILABLE	
	332603	01-JAN-2017	31-JAN-2017	COMPLETE	08-FEB-2017	08-FEB-2017	HISTORY AVAILABLE	
	319508	01-APR-2016	30-APR-2016	COMPLETE	12-AUG-2016	11-AUG-2016	HISTORY AVAILABLE	
	319484	01-JUL-2016	31-JUL-2016	COMPLETE	11-AUG-2016	11-AUG-2016	HISTORY AVAILABLE	
	317244	01-JUN-2016	30-JUN-2016	COMPLETE	13-JUL-2016	13-JUL-2016	HISTORY AVAILABLE	
	317243	01-MAY-2016	31-MAY-2016	COMPLETE	13-JUL-2016	13-JUL-2016	HISTORY AVAILABLE	
	313955	01-APR-2016	30-APR-2016	COMPLETE	25-MAY-2016	25-MAY-2016	HISTORY AVAILABLE	
	0							D
				Find	OK Cancel			
				End				

## The Batch Names window displays:

Document No	Salary Reclass document number
Begin Date	Start date of the period when the labor adjustment was processed
End Date	End date of the period when the labor adjustment was processed
Batch Status	Indicates the current status of the salary reclass document
Transaction Date	Date the document reached COMPLETE status
GL Override Date	Date on which the adjustments were loaded into the general ledger
Status	Indicates if the document history is available to view*
Full Name	Employee Name
Assignment Number	Assignment for which the labor adjustment was processed
	* <b>Note:</b> documents processed in early 2004 may not have an available history

Highlight the document to view and select *OK*.

-					
Find %					
Batch Status	Transaction Date	GL Override Date	STATUS	FULL NAME	ASSIGNMENT NUMBER
COMPLETE	26-APR-2017	26-APR-2017	HISTORY AVAILABLE	Example, Empl	1023677
COMPLETE	07-APR-2017	06-APR-2017	HISTORY AVAILABLE	Example, Empl	1023677
COMPLETE	06-MAR-2017	03-MAR-2017	HISTORY AVAILABLE	Example, Empl	1023677
COMPLETE	06-MAR-2017	03-MAR-2017	HISTORY AVAILABLE	Example, Empl	1023677
COMPLETE	27-FEB-2017	24-FEB-2017	HISTORY AVAILABLE	Example, Empl	1023677
COMPLETE	27-FEB-2017	24-FEB-2017	HISTORY AVAILABLE	Example, Empl	1023677 🐷
					$\mathbf{\Sigma}$
			Find OK Cancel		

Batch Names

The **Document No**, **Begin Date** and **End Date** fields will populate. Select *Find* to open the selected document.

Find Distributions		≚ ⊼ ×
Employee Name	Example, Employee	
Assignment	1023677	
Begin Date	16-NOV-2016	
End Date	30-NOV-2016	
Currency		
Document No	339643	
	<u>C</u> lear	Find

The Distribution Adjustments window will open, and the user can view the selected salary reclass document.

Distribution Adjustments とうしんがいいいいいので、ビアト									
Employee									
Full Name	Examp	le, Employee				Employee Number	1023677		
- Assignment						- Distribution Poriod			
Assignment	102367	7				Begin Date 16-N	OV-2016 End I	Date 30-NOV-20	16
Assignment	102007			_					
Organization	123456	789 Example O	rganization			Batch Name 33964	<b>43</b> St		
- Actual Distributi						- Adjucted Distribution			
	IONS					Aujustea Distribution	15		
GL Account		l Element	Amount	%		GL Account	Element	Amount	%
2100137.000.1	231000	UAB REGUL	280.74	10.00		2100137.000.1231	000 UAB REGUL	-280.74	Â
		UAB REGUL	2105.94	75.00			3 UAB REGUL	280.74	100.00
		UAB REGUL	140.37	5.00					
		UAB REGUL	84.26	3.00	2				
		UAB REGUL	140.37	5.00					
		UAB REGUL	56.21	2.00	<b>T</b>				
	Þ						Þ		
			2807.89	100.00		Unacco	unted Balance		
							– Adi	uet By	
								Amount OPe	rcent
						Action Log			

Click the Acton Log to view the workflow approval path of the document.



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Home Logout

## UAB Document Locator Results

Workflow Status: COMPLETE UAB\_WF 339643

## LD Document Action History (339643 Example, Employee )

Action	Approver UserName	Date/Time	Notes
APPROVED	East, Audrey M	Apr-26-2017 10:12:39 AM	WORKFLOW STARTED
	East, Audrey M	Apr-26-2017 10:12:39 AM	Submission Comments=> Distribution Adjustments for Person Arynchyn, Alexander, Assignment 1023677, Currency USD between 16-NOV-16 and 30-NOV- 16
	Workflow	Apr-26-2017 10:12:39 AM	Status of Effort Report for Arynchyn, Alexander (Report ID: 1860376) has been changed to SUSPEND
APPROVED	Baylor, Anitra	Apr-26-2017 05:41:29 PM	DOCUMENT_APPROVED =>
All Approvals Complete		Apr-26-2017 05:41:29 PM	APPROVED
WF_COMPLETE		Apr-26-2017 05:41:30 PM	Workflow Complete
	Workflow	Apr-26-2017 05:41:30 PM	Status of Effort Report for Arynchyn, Alexander (Report ID: 1860376) has been changed to ABORT
COMPLETE	CONTROLM	Apr-26-2017 08:03:46 PM	Changing the status to COMPLETE
			-

**Note:** "WF\_COMPLETE" indicates that the document has completed all of the required approvals. Until the Action column displays "Complete" and the Approver UserName column populates with "CONTROLM", the adjustments have not been posted to the account (s).

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