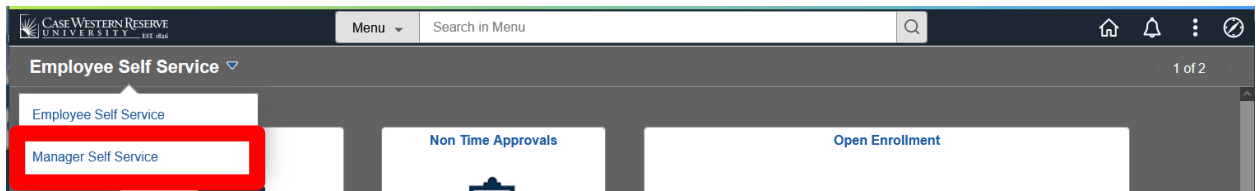
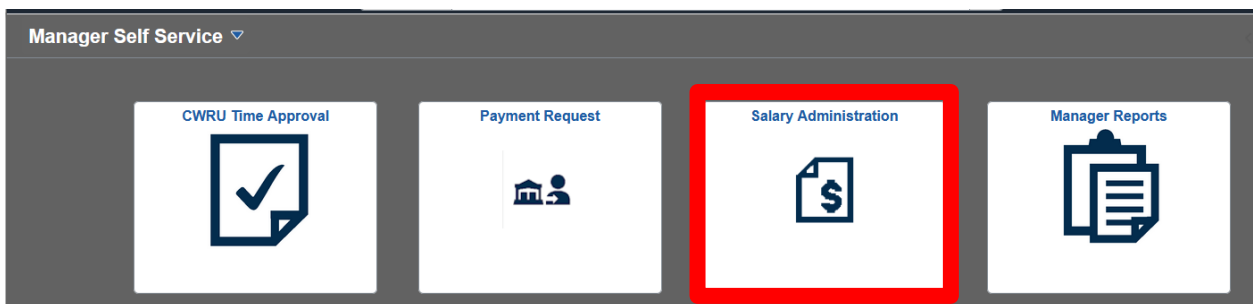


Salary Distribution Setup

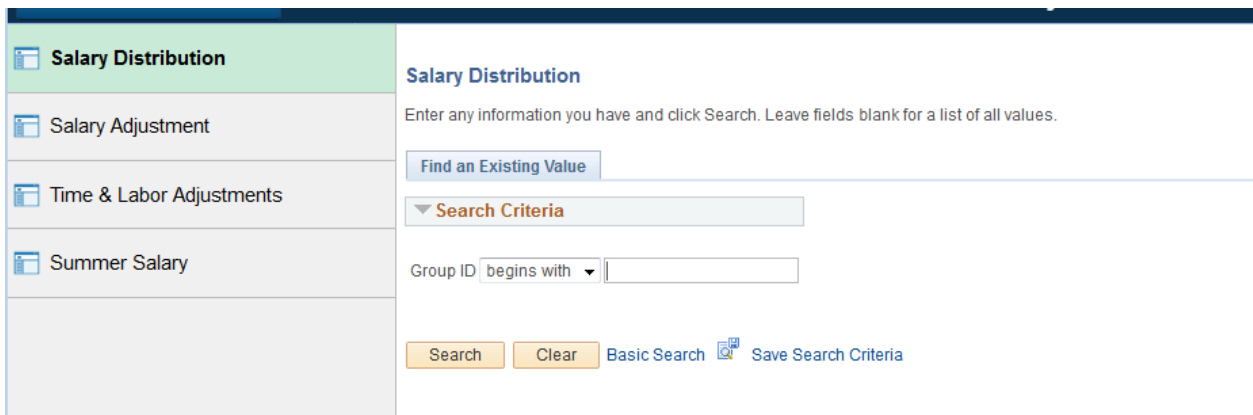
Designated individuals have the ability to setup salary distributions for Exempt employees.



1. Select the **Manager Self Service** Homepage.



2. Select the **Salary Administration** tile.



3. The Salary Distribution search screen is displayed

- Enter the department to adjust or
- Select Search

4. Select the Department

Salary Distribution

Enter any information you have and click Search. Leave fields blank.

[Find an Existing Value](#)

Search Criteria

Group ID begins with

[Search](#) [Clear](#) [Basic Search](#) [Save Search Crit](#)

Search Results

View All First 1-27 of 27 Last

| Group ID |
|----------------|
| 801000-EXEMPT |
| 801000-FACULTY |
| 812502-EXEMPT |
| 821324-EXEMPT |
| 821325-EXEMPT |
| 892501-EXEMPT |
| 892501-FACULTY |
| 892501-EXEMPT |

5. A list of individuals will be displayed

6. Scroll to the Individual to update

Salary Distribution Summary

Group ID: 123456-Faculty

Salary Distribution Summary Find First 1 of 1 Last

Empl ID: 1234567 Rcd: 0 Position:

Name: Test, User Dept:

GL Pay Type: 511900 Distrib Type: Assignment [Edit](#)

| Distribution | |
|--------------|-----------|
| Speed Type | Distrib % |
| OPR123456 | 100.000 |

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

7. Click the Edit Button

Salary Distribution Details

Fiscal Year: 2020

Distribution Type: Assignment

Empl ID: 1234567 - Test, User

Rcd#: 0 Position Number:

Department: Academic Affairs

Title: Visiting Faculty

Account: 511900

Salary:

Salary Distribution Detail

| *Speedtype | *Percent of Distribution | | |
|------------|--------------------------|-----|--------|
| OPR123456 | 100.000 | Add | Delete |

I have reviewed the salary/effort distribution above. I certify that this distribution accurately reflects effort as reported to me by the principal investigator and/or others.

Save

Return

8. Add the speedtypes to make up the salary distribution
 - Use the Add and Delete buttons to add and remove rows as needed
 - Distribution will need to equal 100 percent
9. Select Save
10. Click Return to return to department listing
11. Click Return again to return list of departments