

COS

Salary Distribution Change (SDC)

Process for Additional Compensation Actions

Below is the path to navigate to the Create Redistribution panel. Enter the Pay Period that you want to redistribute. Next enter either the Employee ID or Name to pull up their earnings record and then hit the Search button.

MyPack Portal

MYPACK HOME FOR FACULTY & STAFF MYTAB FOR MANAGERS HR DASHBOARD

Favorites ▾ **Main Menu ▾ > Human Resources Systems ▾ > Commitment Accounting ▾ > NCSU Redistributions ▾ > Create Redistribution**

Create Redistribution

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Company: begins with ▾ NCS

Pay Period End Date: = ▾ [] [BT]

Pay Group: begins with ▾ []

Off Cycle?: begins with ▾ []

Page Nbr: = ▾ []

Line Nbr: = ▾ []

Separate Check Nbr: = ▾ []

Empl ID: begins with ▾ []

Name: begins with ▾ []

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

You will see something like this:

Earnings Request
Deduction Request
Tax Request

Company: Pay Group: MTH Empl ID: 000 Redistribution# Comments

Name:

User ID: CEL DateTime Stamp: 08/14/2017 2:14PM

Check Information

Off Cycle ?	Pay Period End Date	Pay Run ID	Paycheck Issue Date	Page Nbr	Line Nbr	Separate Check #	Total Gross
N	07/31/2017	20181R01	07/31/2017	142	13	0	21,854.25

Check Earning Lines Personalize | Find | 1 of 2

Page Nbr	Line Nbr	Separate Check Nbr	Empl Record	Earnings Code	Earnings	Total Dollar Count
142	13	0	0	010	11,122.25	11,122.25

Earnings Distribution Old Data Personalize | Find | View All | 1 of 1

Old Fiscal Year	Old Accounting Period	Old Department	Old Job Code	Old Position Number	Old Project/Grant	Old Account	Old Earnings	Old Reverse Seq	% Old
2018	1	170701	F011	00007029	201585	51319	11,122.25	0	100.000

Earnings Distribution New Data Personalize | Find | View All | 1 of 1

New Fiscal Year	New Accounting Period	New Department	New Job Code	New Position Number	New Project/Grant	New Account	New Earnings	New Reverse Seq	% New
2018	2	170701	F011	00007029	201585	51319	11,122.25	1	100.000

Enter in the Comments box the detailed reason for the salary distribution change. Look at the Check Earning Lines and if there is more than one line (such as 1 of 2 as below) you will need to click on the black arrow to pull up the earnings line that you want to change.

Earnings Request
Deduction Request
Tax Request

Company: Pay Group: MTH Empl ID: 000 Redistribution#

Name:

User ID: CEL DateTime Stamp: 08/14/2017 2:14PM

Comments

Check Information

Off Cycle ?	Pay Period End Date	Pay Run ID	Paycheck Issue Date	Page Nbr	Line Nbr	Separate Check #	Total Gross
N	07/31/2017	20181R01	07/31/2017	142	13	0	21,854.25

Check Earning Lines Personalize | Find | 1 of 2

Page Nbr	Line Nbr	Separate Check Nbr	Empl Record	Earnings Code	Earnings	Total Dollar Count
142	13	0	0	010	11,122.25	11,122.25

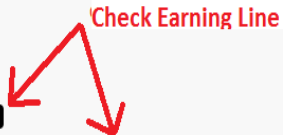
Earnings Distribution Old Data Personalize | Find | View All | 1 of 1

Old Fiscal Year	Old Accounting Period	Old Department	Old Job Code	Old Position Number	Old Project/Grant	Old Account	Old Earnings	Old Reverse Seq	% Old
2018	1	170701	F011	00007029	201585	51319	11,122.25	0	100.000

Earnings Distribution New Data Personalize | Find | View All | 1 of 1

New Fiscal Year	New Accounting Period	New Department	New Job Code	New Position Number	New Project/Grant	New Account	New Earnings	New Reverse Seq	% New
2018	2	170701	F011	00007029	201585	51319	11,122.25	1	100.000

Redistribution Close Date: 08/31/2017



The earnings to be redistributed will populate in the Earnings Distribution New Data Box as seen below:

Earnings Request | **Deduction Request** | **Tax Request**

Company: Pay Group: MTH Empl ID: 000010424 Redistribution# Comments

Name: Franzen, Stefan

User ID: CEL Date/Time Stamp: 08/14/2017 2:14PM

Check Information

Off Cycle ?	Pay Period End Date	Pay Run ID	Paycheck Issue Date	Page Nbr	Line Nbr	Separate Check #	Total Gross
N	07/31/2017	20181R01	07/31/2017	142	13	0	21,854.25

Check Earning Lines Personalize | Find | 2 of 2

Page Nbr	Line Nbr	Separate Check Nbr	Empl Record	Earnings Code	Earnings	Total Dollar Count
142	13	0	0	602	10,732.00	10,732.00

Earnings Distribution Old Data Personalize | Find | View All | 1-2 of 2

Old Fiscal Year	Old Accounting Period	Old Department	Old Job Code	Old Position Number	Old Project/Grant	Old Account	Old Earnings	Old Reverse Seq	Old % Old
2018	1	170701	F011	00007029	201585	51116	10,112.00	0	94.223
2018	1	170701	F011	00007029	571088	51116	620.00	0	5.777

Earnings Distribution New Data Personalize | Find | View All | 1-2 of 2

New Fiscal Year	New Accounting Period	New Department	New Job Code	New Position Number	*New Project/Grant	*New Account	New Earnings	New Reverse Seq	% New
2018	2	170701	F011	00007029	<input type="text" value="201585"/>	<input type="text" value="51116"/>	10,112.00	1	94.223
2018	2	170701	F011	00007029	<input type="text" value="571088"/>	<input type="text" value="51116"/>	620.00	1	5.777

Calc Ben/Taxes | Redistribution Close Date: 08/31/2017 | PRINT ALL CHECKS

Save | Return to Search | Previous in List | Next in List | Notify | Update/Display | Include History

The fields for new project/grant, new account and new earnings will be open so that you can make the necessary changes. Please note that your total dollar amount needs to be the same as the original amount. Enter the changes.

Earnings Distribution New Data Personalize | Find | View All | 1-2 of 2

New Fiscal Year	New Accounting Period	New Department	New Job Code	New Position Number	*New Project/Grant	*New Account	New Earnings	New Reverse Seq	% New
2018	2	170701	F011	00007029	<input type="text" value="201585"/>	<input type="text" value="51116"/>	10,112.00	1	94.223
2018	2	170701	F011	00007029	<input type="text" value="571088"/>	<input type="text" value="51116"/>	620.00	1	5.777

Hit the Calc Ben/Taxes button and then the Save button.

Earnings Request | **Deduction Request** | **Tax Request**

Company: Pay Group: MTH Empl ID: Redistribution# **Comments**
 Name: COS requested phase to be created to track personnel costs for summer salary.
 User ID: CEL DateTime Stamp: 08/14/2017 2:14PM

Check Information

Off Cycle ?	Pay Period End Date	Pay Run ID	Paycheck Issue Date	Page Nbr	Line Nbr	Separate Check #	Total Gross
N	07/31/2017	20181R01	07/31/2017	142	13	0	21,854.25

Check Earning Lines Personalize | Find | 2 of 2

Page Nbr	Line Nbr	Separate Check Nbr	Empl Record	Earnings Code	Earnings	Total Dollar Count
142	13	0	0	602	10,732.00	10,732.00

Earnings Distribution Old Data Personalize | Find | View All | 1-2 of 2

Old Fiscal Year	Old Accounting Period	Old Department	Old Job Code	Old Position Number	Old Project/Grant	Old Account	Old Earnings	Old Reverse Seq	% Old
2018	1	170701	F011	00007029	201585	51116	10,112.00	0	94.223
2018	1	170701	F011	00007029	571088	51116	620.00	0	5.777

Earnings Distribution New Data Personalize | Find | View All | 1-2 of 2

New Fiscal Year	New Accounting Period	New Department	New Job Code	New Position Number	*New Project/Grant	*New Account	New Earnings	New Reverse Seq	% New
2018	2	170701	F011	00007029	<input type="text" value="201585-100xx"/>	<input type="text" value="51116"/>	10,112.00	1	94.223 <input type="button" value="+"/> <input type="button" value="-"/>
2018	2	170701	F011	00007029	<input type="text" value="571088"/>	<input type="text" value="51116"/>	620.00	1	5.777 <input type="button" value="+"/> <input type="button" value="-"/>

Redistribution Close Date: 08/31/2017

You will see a Salary Redistribution #. Click the PRINT ALL CHECKS button.

Earnings Request | **Deduction Request** | **Tax Request**

Company: Pay Group: MTH Empl ID: 0000 **Redistribution#** 792768 **Comments**
 Name: COS requested phase to be created to track personnel costs for summer salary.
 User ID: CEL Date/Time Stamp: 08/14/2017 2:14PM

Check Information

Off Cycle ?	Pay Period End Date	Pay Run ID	Paycheck Issue Date	Page Nbr	Line Nbr	Separate Check #	Total Gross
N	07/31/2017	20181R01	07/31/2017	142	13	0	21,854.25

Check Earning Lines Personalize | Find | 2 of 2

Page Nbr	Line Nbr	Separate Check Nbr	Empl Record	Earnings Code	Earnings	Total Dollar Count
142	13	0	0	602	10,732.00	10,732.00

Earnings Distribution Old Data Personalize | Find | View All | 1-2 of 2

Old Fiscal Year	Old Accounting Period	Old Department	Old Job Code	Old Position Number	Old Project/Grant	Old Account	Old Earnings	Old Reverse Seq	% Old
2018	1	170701	F011	00007029	201585	51116	10,112.00	0	94.223
2018	1	170701	F011	00007029	571088	51116	620.00	0	5.777

Earnings Distribution New Data Personalize | Find | View All | 1-2 of 2

New Fiscal Year	New Accounting Period	New Department	New Job Code	New Position Number	New Project/Grant	New Account	New Earnings	New Reverse Seq	% New
2018	2	170701	F011	00007029	201585-100 <input type="text"/>	51116	10,112.00	1	94.223
2018	2	170701	F011	00007029	571088	51116	620.00	1	5.777

Redistribution Close Date 08/31/2017
PRINT ALL CHECKS

A PDF file will be created detailing the corrected distributions. Review for accuracy. Below is a copy of what it will look like.

REDISTRIBUTION REQUEST FORM														
Employee: ██████████			Request #: 792768			Check Dt: 31-Jul-2017								
ID#: ██████████			Redistribution #: 1			Check #: 3795964								
Deptid: 170701			Status: Selected			Payroll ID: 20181R01								
Posn #: 0000 ██████████						Redistribution Close Date: 31-Aug-2017								
Job Code: F011														
** Above data reflects the employee information when check was issued. **														
Earnings Distribution														
New						Old								
Ern Code	Project ID	Acct	Amount	Pct.	Ern Code	Project ID	Acct	Amount	Pct.	Ern Code	Project ID	Acct	Amount	Pct.
010	Total Earnings		\$11,122.25		010	Total Earnings		\$11,122.25		010	Total Earnings		\$11,122.25	
	201585	51319	\$11,122.25	100.00		201585	51319	\$11,122.25	100.00		201585	51319	\$11,122.25	100.00
602	Total Earnings		\$10,732.00		602	Total Earnings		\$10,732.00		602	Total Earnings		\$10,732.00	
	201585-100	51116	\$10,112.00	94.22		201585	51116	\$10,112.00	94.22		201585	51116	\$10,112.00	94.22
	571088	51116	\$620.00	5.78		571088	51116	\$620.00	5.78		571088	51116	\$620.00	5.78
Benefits Distribution														
New						Old								
Ded Code	Plan Type	Bnft Plan	Project ID	Acct	Amount	Pct.	Ded Code	Plan Type	Bnft Plan	Project ID	Acct	Amount	Pct.	
442	10	VALIC ER	Total Deduction		\$479.48		442	10	VALIC ER	Total Deduction		\$479.48		
			201585	51830	\$479.48	100.00				201585	51830	\$479.48	100.00	
041	7K	VALIC ER	Total Deduction		\$1,352.78		041	7K	VALIC ER	Total Deduction		\$1,352.78		
			201585	51873	\$688.47	50.89				201585	51873	\$1,314.40	97.16	
			201585-100	51873	\$625.93	46.27						\$40.00		
			571088	51873	\$38.38	2.84				571088	51873	\$38.38	2.84	
040	7B	VALIC ER	Total Deduction		\$1,494.83		040	7B	VALIC ER	Total Deduction		\$1,494.83		
			201585	51871	\$760.76	50.89				201585	51871	\$1,452.42	97.16	
			201585-100	51871	\$691.66	46.27						\$42.00		
			571088	51871	\$42.41	2.84				571088	51871	\$42.41	2.84	
Tax Distribution														
New						Old								
Tax Class	Project ID	Acct	Amount	Pct.	Tax Class	Project ID	Acct	Amount	Pct.	Tax Class	Project ID	Acct	Amount	Pct.
OASDI/ER	Total Tax		\$1,298.12		OASDI/ER	Total Tax		\$1,298.12		OASDI/ER	Total Tax		\$1,298.12	
	201585	51811	\$660.65	50.89		201585	51811	\$1,261.29	97.16		201585	51811	\$36.83	2.84
	201585-100	51811	\$600.64	46.27		571088	51811	\$36.83	2.84		571088	51811	\$36.83	2.84
	571088	51811	\$36.83	2.84		Total Tax		\$303.59			Total Tax		\$303.59	
Med/ER	Total Tax		\$303.59		Med/ER	Total Tax		\$303.59		Med/ER	Total Tax		\$303.59	
	201585	51813	\$154.51	50.89		201585	51813	\$294.98	97.16		201585	51813	\$294.98	97.16
	201585-100	51813	\$140.47	46.27		571088	51813	\$8.61	2.84		571088	51813	\$8.61	2.84
	571088	51813	\$8.61	2.84										
Request Information														
User: CEL										Date: 14-Aug-2017				
Comments: COS requested phase to be created to track personnel costs for summer salary.														