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 DASHBOAR	D
Favorites 🔹 < Main Menu 🔹 > Human Resources Systems 🔹 > Commitment Accountin	g 🔹 $ ightarrow$ NCSU Redistributions 🔹 $ ightarrow$ 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 V Pay Period End Date: Image: Company: Pay Group: begins with V Pay Group: begins with V Off Cycle ?: begins with V Page Nbr: Image: V Image: Check Nbr: Image: V Separate Check Nbr: Image: V begins with V Image: V Empl ID: begins with V	
Name: begins with 🔻	
Include History Case Sensitive Search Clear Basic Search	

You will see something like this:

Company: NC Name: User ID CEL	S Pay Gr	oup:MTH Em			tribution# 08/14/20 מו	17 2-14PM	Comments					
Check Inform	nation						L					
Off Pa Cycle ? En	y Period d Date	Pay Run ID	Paycheck Issue Date 07/31/2017	Page Nbr		Separate Check #	Total Gross 21.854.25					
Check Earnii	-	Courses Charle	NIL -	Emal Dava	d Fee	da es Cada	[and in		nalize Find	1 of 2		
Page Nbr L 42 1		Separate Check 0	NDI	Empl Record	0 Ean	nings Code	Earnin	gs 11,12		11,122.2	5	
Earnings Dis	tribution (Old Data							Personalize	Find View All	1 of 1	
)ld Fiscal Year	Old Accountin Period	ng Old Departme	ent Ole	l Job Code	Old Position Number	Old Project/	/Grant	Old Account	Old Earnings	Old	se % Old	
2018	1	170701	FO	11	00007029	201585		51319		11,122.25 0	100.000	
Earnings Dis	tribution I	New Data							Pe	ersonalize Find V	iew All	1
ew Fiscal Year	New Accountin Period	ng New Departm	ent Nev	v Job Code	New Position Number	New Project	/Grant	New Acc	ount New Ea	irnings	New Reverse % New Seq	
2018	2	170701	F0'	11	00007029	201585		51319		11,122.25	1 10	00.00

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.

Name: User ID CEI	-	3	D	ateTime Star	mp 08/14/20	17 2:14PM						
Check Inform	mation											
Cycle ? Er	ay Period nd Date	Pay Run ID	Paycheck Issue Date	Page Nbr	Line Nbr		Total Gross			Check	Earning Line	
N 07	/31/2017	20181R01	07/31/2017	142	13	0 2'	1,854.25					
Check Earni										1 of 2		
0	ine Nbr 3	Separate Chec O	k Nbr	Empl Reco O	rd Earr 010	nings Code	Earning	js 11,122	Total Dollar Cour .25	it 11,122.25		
Earnings Di	stributior	old Data							Personalize Find	View All	1 of 1	
ld Fiscal Year	Old Accoun Period	ting Old Departn	nent O	ld Job Code	Old Position Number	Old Project/G	Grant	Old Account	Old Earnings	Old Reverse Seq	% Old	
018	1	170701	F	011	00007029	201585		51319	1'	1,122.25 0	100.000	
Earnings Di	stributior	New Data							Person	alize Find Viev	v All 🔤	
ew Fiscal Year	New Accoun Period	ting New Depart	ment Ne	w Job Code	New Position Number	New Project/C	Grant	New Acco	unt New Earning	js Re Sec	verse % New	
018	2	170701	FC	11	00007029	201585		51319		11,122.25 1	10	0.0

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

Name: Fr	anzen,Stefar	Group: MTH En					ments						
User ID CE	ĒL		Date	Time Stam	o 08/14/20	17 2:14PM				<i>//</i>			
Check Info	rmation												
Cycle ? E	ay Period ind Date 7/31/2017	Pay Run ID 20181R01	Paycheck Issue Date 07/31/2017	Page Nbr I 142	-ine Nbr 13	Separate Check # Total 0 21,854	Gross 1.25						
Check Earr	ing Lines							Person	alize F		2 of 2		
age Nbr	Line Nbr	Separate Check	Nbr	Empl Record	Ear	nings Code	Earnings	1 613011		I Dollar Count	2012		
42	13	0		0	602	2	_	10,732	2.00	1	0,732.00		
Earnings D	Old				Old					alize Find View A	Old	1-2 of 2	
Id Fiscal Yea	Account Period	ting Old Departm	ent Old	Job Code	Position Number	Old Project/Grant	OI	d Account	Old E	Earnings	Reverse Seq	% Old	
2018	1	170701	F01		00007029			116		10,112.0		94.223	
2018	1	170701	F01	1	00007029	571088	51	116		620.0	00	5.777	
Earnings D	istribution	New Data								Personalize	e Find Vi	iew All	1-2 o
lew Fiscal Yea	New Account Period	ing New Departm	ent New J	ob Code P	ew osition umber	New Project/Grant		*New Acco	ount	New Earnings	Ne Re Se	verse % New	
018	2	170701	F011	0	0007029	201585	0	51116	Q	10	,112.00 1	9.	4.223 🛨
018	2	170701	F011	0	0007029	571088	0	51116	Q		620.00 1		5.777 🛨

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 Dist	tribution Ne	ew Data							Personalize Find	View All		<u>,</u>	1-2 of 2
New Fiscal Year	New Accounting Period	New Department	New Job Code	New Position Number	*New Project/Grant		*New Account		3	New Reverse Seq	% New		
2018	2	170701	F011	00007029	201585	2	51116	Q	10,112.00	1		94.223	+ -
2018	2	170701	F011	00007029	571088	Q	51116	Q	620.00	1		5.777	+ -

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

Name:		up: MTH Empl ID:	Redi	stribution# mp 08/14/20	to track salary.	equested p	phase to be el costs for					
Check Infor	mation											
Cycle ? E	nd Date	NY Run ID Paycl Issue 181R01 07/31/	Date Page Nb		Separate Check # Total Gr 0 21,854.23							
Check Earn	ing Lines						Persona	lize F		of 2		
age Nbr	ine Nbr S	eparate Check Nbr	Empl Rec	ord Ear	nings Code Ea	arnings	i cisona		I Dollar Count	012		
142	13 0		0	602	2		10,732.	00	10,7	32.00		
Earnings Di	stribution O	ld Data					F	Person	alize 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 A	Account	Old I	Earnings R	ld everse % Old eq		
2018	1	170701	F011	00007029		5111			10,112.00 0		94.223	
2018	1	170701	F011	00007029	571088	5111	6		620.00 0		5.777	
	stribution N	ew Data							Personalize F	ind View All		1-2 of 2
Earnings Di				New			*New Accou	int	New Earnings	New Reverse	% New	
Earnings Di New Fiscal Yea	New Accounting Period	New Department	New Job Code	Position Number	*New Project/Grant					Seq		
-	Accounting	New Department	New Job Code F011	Number	201585-100 _{XX}	Q	51116	Q	10,11		94.223	

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

Name:		roup: MTH Empl ID: 0		stribution#		ick personn	phase to be cr el costs for sur				
User ID C	EL		DateTime Star	np 08/14/20	17 2:14PM			<i>li</i>			
Check Info	ormation										
Cycle ?	End Date	Pay Run ID 20181R01 Pay Run ID Paych Issue	Date Page Nor		eparate Check # Total 0 21.854	Gross					
				10	0 21,001	.20					
	ning Lines						Personalize	1.1.1.1.1	2 of 2		
Page Nbr 142	Line Nbr 13	Separate Check Nbr 0	Empl Reco	rd Earr 602	nings Code	Earnings	10.732.00	Total Dollar Count	10,732.00		
Earnings [Distribution	Old Data					Per	sonalize Find \	/iew All	x ∎ 1-2	of 2
Old Fiscal Yea	Old ar Accounti Period	ng 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	5111	6	10,	112.00 0	94	4.223
2018	1	170701	F011	00007029	571088	5111	6		620.00 0	Ę	5.777
Earnings [Distribution	New Data						Personalize F	ind View All	a 🚺	1-2 of 2
New Fiscal Ye	ar Accounti Period	ng New Department	New Job Code	New Position Number	New Project/Grant		New Account	New Earnings	Ne Re Se	verse % New	
2018	2	170701	F011	00007029	201585-100		51116		10,112.00 1		94.2
018	2	170701	F011	00007029	571088		51116		620.00 1		5.7

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

					REDISTR	IBUTION	REQU	EST FO)RM					
Empl	oyee:			Re	equest #:	7	92768		Che	ck Dt:	31-Jul	-2017		
ID#:				Re	distributio	on #: 1			Che	ck #:	379596	4		
Dept	id:	170701		st	tatus:	S	elect	ed	Pay	roll ID:	20181R	01		
Posn	#:	0000							Red	istribut	ion Clo	se Date	e: 31-Aug	-2017
Job	Code :	F011											,	
** Al	bove d	data reflec	ts the employ	ee info	rmation whe	en checl	k was	issue	d. **					
						ings Di								
			New		Earn	ings Di	SUID	ución	Old					
Ern (Code	Project I	D Acct		Amount	Pct.	Ern	Code	Project	: ID	Acct		Amount	Pct
010		Total Ear	nings		\$11,122.25		010		Total H	arnings		\$1	1,122.25	
		201585	51319	9	\$11,122.25	100.00			201585		51319		1,122.25	100.0
602		Total Ear			\$10,732.00		602			Carnings			0,732.00	
		201585-10 571088	0 5111 5111	-	\$10,112.00 \$620.00				201585 571088		51116 51116	\$1	0,112.00 \$620.00	94.2 5.7
		5/1088	51110	0	\$620.00	5.78			571066		51110		\$620.00	5.7
			New		Bene	fits Di	strib	ution	Old					
			New						014					
	Plan	Bnft	Durai ant TD			Det	Ded							Det
Code	Type 10	Plan VALIC ER	Project ID	Acct	Amount \$479.48	Pct.		Type	Plan VALIC ER	Projec		Acct	Amount \$479.48	Pct.
442	10	VALIC ER	Total Deduct 201585	51830		100 00	442	10	VALIC ER	201585	eductio	51830		100 0
041	7K	VALIC ER	Total Deduct		\$1,352.	100.00	041	7K	VALIC ER		eductio		\$1,352.	100.0
			rotar bounde		78								78	
			201585	51873	\$688.47	50.89				201585		51873	\$1,314.	97.1
			201585-100	51873									40	
			571088	51873	,	2.84		_		571088		51873	\$38.38	2.84
040	7B	VALIC ER	Total Deduct	ion	\$1,494. 83		040	7B	VALIC ER	Total I	eductio	n	\$1,494.	
			201585	51871		50 80				201585		51871	83 \$1,452.	97.1
			201585-100	51871						201365		51071	42	97.1
			571088	51871						571088		51871	\$42.41	2.84
			New		Та	x Dist	ribut:	lon	Old					
Tax (Class	Project	ID Acc	t	Amount	Pct.	Tax	Class	Project	ID	Acct		Amount	Pct
OASDI	I/ER	Total T	ax		\$1,298.1		OASI	DI/ER	Total T			\$	31,298.12	
					2				201585		51811		1,261.29	97.1
		201585	518	11	\$660.65	50.89			571088		51811		\$36.83	2.84
		201585-1			\$600.64	46.27	Med,	ER	Total 1	ax			\$303.59	
	_	571088	518	11	\$36.83	2.84			201585		51813		\$294.98	97.1
Med/E	sR	Total T 201585	ax 518	12	\$303.59	50 00			571088		51813		\$8.61	2.84
		201585			\$154.51 \$140.47	50.89 46.27								
		571088	518		\$8.61	2.84								
					Req	uest In	forma	tion						
											14-Aug			