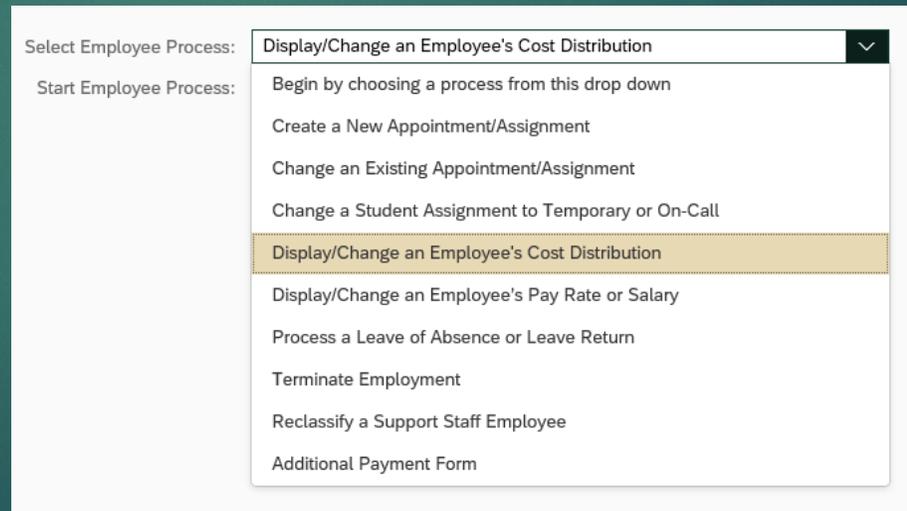


Submitting Cost Distributions

Prepared by Renee Gagnier, Director
College of Agriculture and Natural
Resources
Human Resources

Submitting Cost Distributions

- ▶ Cost distributions are one of the more challenging transactions, as the EBS system is not very intuitive with these actions.
- ▶ In the “Actions” area of the EBS portal, choose the HR/Payroll Forms & Cost Distributions tile. Choose “Display/Change an Employee’s Cost Distribution” from the drop-down menu.



Cost Distributions continued.....

- ▶ After entering the personnel number, or using the look-up option to enter the employee name to find the personnel number, double click on "New Distribution Change".

The screenshot shows a software interface with a 'Choose' menu on the left and a 'Personnel No.' field on the right. The 'Choose' menu is expanded, showing a folder icon next to 'DISTRIBUTION CHANGE'. Under this folder, 'NEW DISTRIBUTION CHANGE' is highlighted with a blue background and a red border. Below it are three other options: 'ACCESS HELD CHANGES', 'VIEW UNIT INITIATED CHANGES', and 'VIEW BASE PAY AND DISTRIBUTION'. The 'Personnel No.' field contains the number '12345' and is also highlighted with a red border. To the right of the field is a button labeled 'rs. Assgn'. Below the field is a dark green button labeled 'Select a Transaction'.

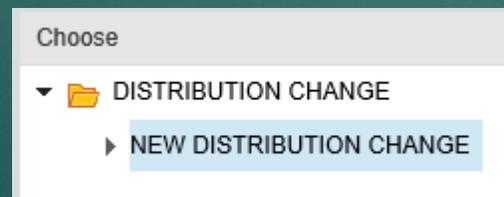
Cost Distributions continued.....

- ▶ Enter the time period that the change is to be effective. If the change is open-ended, use the end date of 12/31/9999.



The screenshot shows a dialog box titled "Define Period For Salary Redistribution". Under the "Period" section, the "Period" radio button is selected. The "From" date is set to "10/01/2019" and the "To" date is set to "12/31/9999".

- ▶ Double click again "New Distribution Change".



The screenshot shows a "Choose" dialog box with a tree view. The "DISTRIBUTION CHANGE" folder is expanded, and the "NEW DISTRIBUTION CHANGE" item is selected and highlighted.

Cost Distributions continued.....

- ▶ Choose a reason code for the change. Double click in the reason code field to see options:

Reason Code

Infotype	Reason Code	Reason Text
9027	C1	Funding Change
9027	C2	Administrative Error
9027	CH	Permissible Account Change

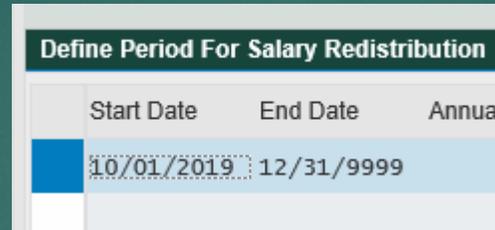
- ▶ Double click AGAIN "New Distribution Change":

Choose

- ▼ DISTRIBUTION CHANGE
 - ▶ NEW DISTRIBUTION CHANGE

Cost Distributions continued.....

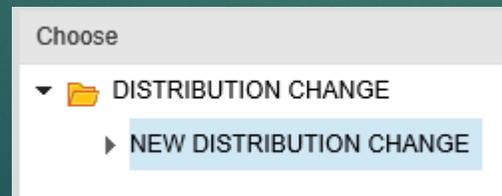
- ▶ Click to the left of the date period where the change is needed.



The screenshot shows a dialog box titled "Define Period For Salary Redistribution". It contains a table with three columns: "Start Date", "End Date", and "Annual". The first row has a blue selection box on the left, a dotted text box containing "10/01/2019" under "Start Date", a dotted text box containing "12/31/9999" under "End Date", and an empty cell under "Annual".

	Start Date	End Date	Annual
<input checked="" type="checkbox"/>	10/01/2019	12/31/9999	

- ▶ There may be multiple lines to choose from, and the desired start date that was entered may not show. Choose the timeframe that includes the dates that are desired. For example, if a change is to be effective November 1, and all that is displayed is an October 1 option, that is the line that should be chosen.
- ▶ Double click, once again, the "New Distribution Change".



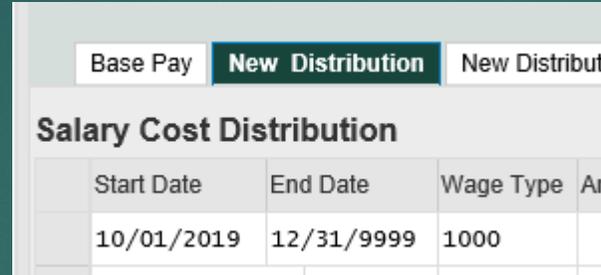
The screenshot shows a "Choose" dialog box. It has a dropdown menu with a folder icon and the text "DISTRIBUTION CHANGE". Below it, there is a sub-item "NEW DISTRIBUTION CHANGE" which is highlighted with a blue background.

Choose

- ▼  DISTRIBUTION CHANGE
 - ▶ NEW DISTRIBUTION CHANGE

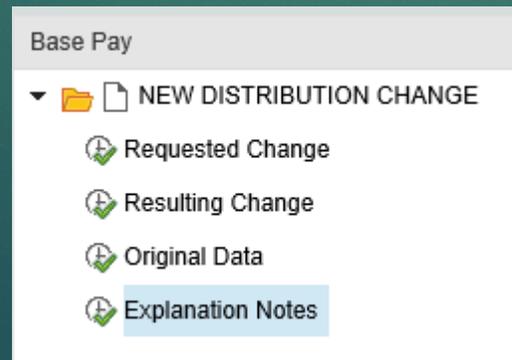
Cost Distributions continued.....

- ▶ Once the cost distribution is displayed, click into the middle “New Distribution” tab.



Start Date	End Date	Wage Type	Ar
10/01/2019	12/31/9999	1000	

- ▶ Enter dates, new dollar amounts, account funds, and sub-accounts (WBS Element field) as appropriate. Once all entries are complete, hit the “enter” key on the keyboard, and the system should calculate the new percentages.
- ▶ Double-click on the “Explanation Notes”, as this will be required.



Cost Distributions continued.....

- ▶ Depending on what type of change is being made, more than one area of explanation may be required.

Additional Note and Explanation

Funding Change

60 Days Late. Add justification attachment if 90 days late.

User Comment

- ▶ Once the explanation area is complete, double-click on "Requested Change" to get back to the distribution tab.

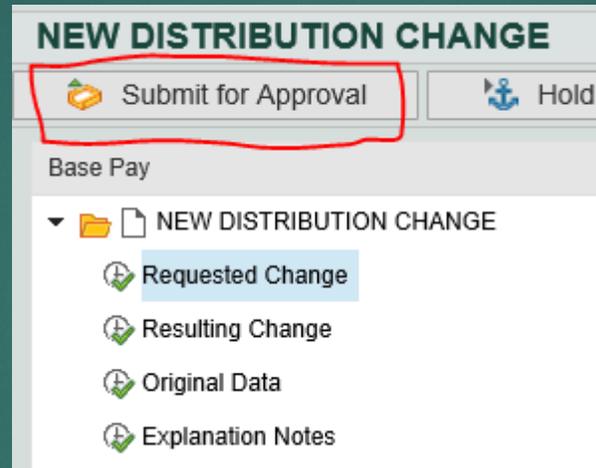
Base Pay

NEW DISTRIBUTION CHANGE

- Requested Change
- Resulting Change
- Original Data
- Explanation Notes

Cost Distributions continued.....

- ▶ If all is correct, click on "Submit for Approval".



- ▶ Any warnings or errors will display in the lower left of the screen. If successful, the message will say "Record created". This means the cost distribution has been submitted into HR workflow for approvals.
- ▶ TIP: If there is an error/warning, and revisions need to be made, hit the "enter" key on the keyboard. This will allow for edits. Otherwise, it may appear "frozen" and changes cannot be made.