

Updating Earnings Distribution

To enter an earnings distribution change you will go HRWEB> Special Update >Earnings Distribution.

Search for the employee using the name, national ID (SSN), or the 7-digit HR/Payroll system employee ID and click the search button:

The top half of the page will display the current earnings information:

Earnings Distrib

EMP ID: Empl Record: 0

Department:

Dept SpeedType Default: Yes No:

Current Earnings Distribution

Effective Date	SpeedType	Percent of Distribution	Grant End Dt	Monthly Rate	Annual Rate
09/01/2016		100.000			

The lower half of the page is the update section:

Effective Date

Default to Dept Account? Yes No

Change Earnings Distribution Personalize | Find | | | First 1 of 1 Last

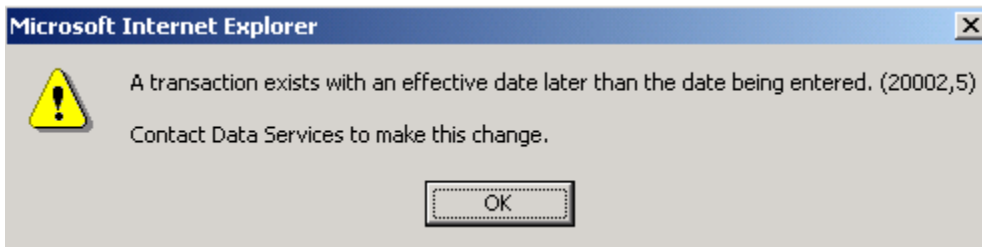
SpeedType	Select/Edit SpeedType	Percent of Distribution	Grant End Date	Monthly Rate	Annual Rate	
	Select/Edit SpeedType	<input type="text" value="100.000"/>				<input type="button" value="+"/> <input type="button" value="-"/>

Distribution Percent Total: 100.000

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1) Enter the effective date in this format: MM/DD/YYYY or use the calendar icon to select a date.

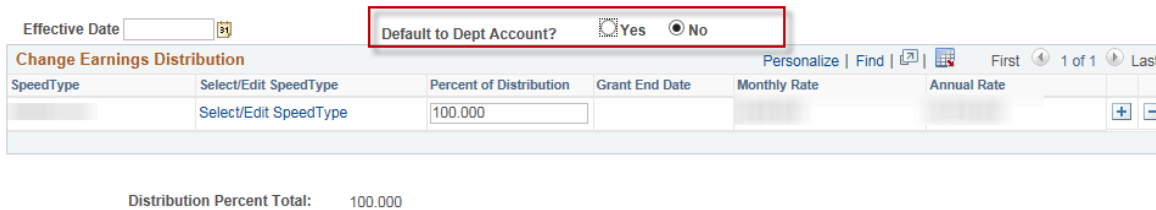
If a transaction exists in the HR database with a date later than the one selected, this is the error message you will see:



Do not submit an E-HRAF, but contact Data Services for assistance.

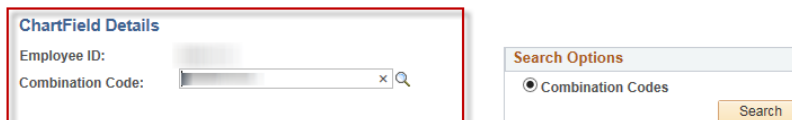
2) If you are changing the distribution to “Default to Dept Account”, select “Yes”. You will be asked,

Selecting this button will clear all distribution lines below. Do you want to proceed? When you select “OK” you will see the following:

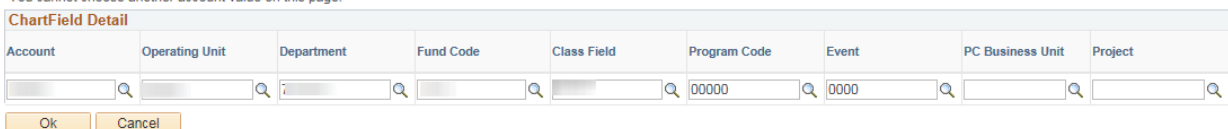


3) If you are keeping the same SpeedType but changing the percentages, just highlight the percent amounts and change the percent amounts.

4) If you are changing the SpeedType only, click on **Select/Edit SpeedType**, and enter the 10 digit SmartKey and click “Ok”.



Please note: Account 50999 is a default value for all HR SpeedTypes and will be replaced with the appropriate account for the employee and/or earnings code when the payroll is distributed and sent to the Financials system. You cannot choose another account value on this page.



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5) Enter the percentages of the earnings to be charged to that account (do not use the % sign). **You must tab out of the percent field when you are done with entry of a row of data so the system can calculate the total percent.**

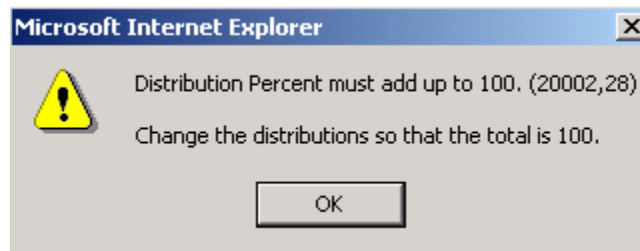
Effective Date Default to Dept Account? Yes No

Change Earnings Distribution Personalize | Find | First 1 of 1 Last

SpeedType	Select/Edit SpeedType	Percent of Distribution	Grant End Date	Monthly Rate	Annual Rate		
	Select/Edit SpeedType	100.000				<input type="button" value="+"/>	<input type="button" value="-"/>

Distribution Percent Total: 100.000

Your percentages must total 100% upon save or you will get an error message:



6) To add a distribution row, click the plus button next to the row.

Effective Date Default to Dept Account? Yes No

Change Earnings Distribution Personalize | Find | First 1-2 of 2 Last

SpeedType	Select/Edit SpeedType	Percent of Distribution	Grant End Date	Monthly Rate	Annual Rate		
	Select/Edit SpeedType	50.000				<input type="button" value="+"/>	<input type="button" value="-"/>
	Select/Edit SpeedType					<input type="button" value="+"/>	<input type="button" value="-"/>

Distribution Percent Total: 50.000

7) Enter in the data for the added row(s).

Effective Date Default to Dept Account? Yes No

Change Earnings Distribution Personalize | Find | First 1-2 of 2 Last

SpeedType	Select/Edit SpeedType	Percent of Distribution	Grant End Date	Monthly Rate	Annual Rate		
	Select/Edit SpeedType	50.000				<input type="button" value="+"/>	<input type="button" value="-"/>
	Select/Edit SpeedType	50.000				<input type="button" value="+"/>	<input type="button" value="-"/>

Distribution Percent Total: 100.000

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8) To delete a distribution row, click the minus button on the row.

Do not use the minus button to delete a row if there is only one row in the record. Instead, add a row for the new data first, and then delete the old row!

9) Tab out of the percent field when you are done with entry of a row of data so the system can calculate the total percent

10) Don't forget to click the save button!

11) Your update will be viewable instantly via the job summary view.

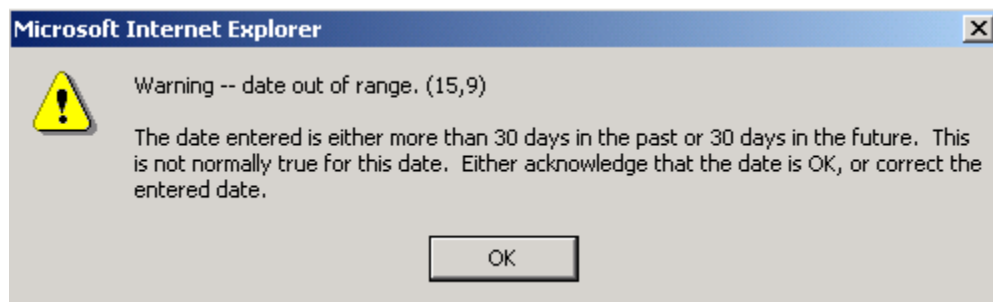
NOTE: You may enter a future effective date as long as it is no more than 30 days out from the current date.

Retroactive Changes to Account Data

Enter the effective date in this format MM/DD/YYYY or use the calendar button to select. In Emory HR Web, you may enter a retroactive account change as long as the effective date is not earlier than the effective date of the last data change on the employee record (check Job Summary to be sure).

If the effective date is earlier than the last entry on the employee record, you will not be able to save the entry online. You must submit the change via Human Resources Action Form.

If the effective date you enter is more than 30 days before or after the entry date, but, is allowable for entry, you will get this warning message:



If you get this message, click the OK button and continue. If the account update was retroactive, you will need to do a Retroactive Salary Transfer with the Controller's Office to transfer the funds as intended.

Make sure your percents add up to 100% and click the save button!

Once you have saved the entry, you will be able to see the changes.

If you have made a mistake, contact Data Services immediately. You do not have correction mode!