

distributions

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Human Resources > Maintenance > Staff Job/Pay Data > Distributions

This tab links budget codes, pay amounts (and percents), and grant codes to activity codes, which indicate specific job responsibilities. The tab serves to identify the specific sources of the funds used to cover an employee's total salary. The tab also shows how the employee's salary is distributed. Before using this tab, ensure that each employee has a demographic record as created using the Maintenance > Staff Demo > Demographic Information tab.

Add distribution data:

Retrieve an existing record.	Search for a record. Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory.

Click **+Add** to add a row.

Field	Description
Job Code	Click ⌄ to select the four-digit job code to which the employee is assigned. The job code list is generated by the jobs on the Job Info tab. **Note**: All distributions for a particular job code and account type are totaled together. Any new type G distributions are totaled with the regular type G distributions. The total contract amount is applied to these distributions.
Extra Duty Code	Click ⌄ to select the two-digit code of the additional job assignment. The drop down can include type G and type S extra duty codes. If the employee does not have any extra duties entered on the Pay Info tab, no codes are displayed. **Notes**: The type G extra duty code can be split between account codes. The extra duty job code cannot be split between job codes. It can only exist with one job code. The type S extra duty code can only have an XTRA job code.
Account Type	

Click **Save**.

**NOTE:

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.