Distributions - HRS7700

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The Payroll Simulation tabs are used to create simulated payrolls for individual employees or groups of employees. This feature can show new employees what their checks will be or to show existing employees the changes to their paychecks before the changes become effective.

The Distributions tab is used to retrieve distribution information for a current employee or create distribution information for a pending employee in the current year or next year payroll. The data allows you to create simulated payroll changes for proposed position changes or promotions. 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 Demographic Information tab on the Staff Demographic page.

This tab consists of a grid at the top and a free-form area at the bottom.

Add payroll simulation distribution information:

Under **Parameters**, select the employee to be retrieved.

Field	**Description**
Pay Status	Select whether active, inactive, or both groups are to be included in the process.
Pay Type	Click ⌄ to select the one-digit pay type to be included in the process. The system is set to All.
Job Code	Click ⌄ to select the four-digit job code to be included in the process. The system is set to All.
Accrual Code	Click ⌄ to select the one-character accrual code to be included in the process. The system is set to All.
Pay Grade	Type the three-digit pay grade to be included in the process.
Prior Yr Emp Date	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
Primary Campus	Click ⌄ to select the three-digit primary campus to be included in the process. The system is set to All.
Pay Campus	Click ⌄ to select the three-digit pay campus to be included in the process. The system is set to All.
Contract Begin Date	Click ⌄ to select the exact contract begin date to be included in the process.
Contract End Date	Click ⌄ to select the exact contract end date to be included in the process.

Field	Description
Contract Months	Type the contract months to be included in the process.
Payoff Date	Click ⋮ to select the payoff date to be included in the process.
Payroll Freq	Click ⌄ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
Salary Concept	Click ⌄ to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
Extract ID	Click ⌄ to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
Employee Nbr	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click ⋮ to select employees.

Notes:

- If more than one employee is selected, the system only populates the Addendum tab with all selected employees. The other Payroll Simulation tabs are not populated.
- Once an employee is selected, the same employee's information is presented on all tabs of the Payroll Simulation utility.
- A specific payroll frequency must be selected before clicking **Execute**; otherwise, no data displays. The user can select either current year or next year frequencies. All other parameters are optional.

Click **Execute** to retrieve the selected employee.

Click **+Add** to add a row. A blank row is added in the grid at the top, and a free-form area displays at the bottom. You can enter information in the grid and free-form area.

Job Code	Click ⌄ to select the four-digit code job to which the employee is assigned.
Extra Duty Code	Click ⌄ to select the two-digit code of the additional job assignment. The field is disabled if the selected row in the grid is not an extra duty job. If the employee does not have any extra duties entered on the Pay Info tab, no codes are displayed.
Account Type	Click ⌄ to select the one-digit code of the account type, such as, standard gross pay, supplemental pay, and non-TRS pay that best describes the portion of the pay for that job.

Account Code	Type the account code, or click ⋮ to select the code which identifies the account from which funds are expended for the activity code. For extra duty accounts, the Account Code field is populated from the extra duty code table. **Note**: When the user is logged on to the current payroll files, the account code validation occurs against the Finance Chart of Accounts. If the user is logged on to the next year payroll files, the account code validation occurs against the Budget tables.
Description	Display only and identifies the description associated with the budget code.
Amount	Type the dollar value to be expended from the budget code. For a salaried (pay rate 1 or 2) employee, the system uses the data in this field to calculate the percent amount.
Percent	Type what percentage of the total pay rate is represented by the amount indicated. This field is calculated by the system for salaried (pay rate codes 1 and 2) employees. For hourly (pay rate 3) employees, the user enters data into this field (or for more than one budget, fields). For hourly employees, the percent total for all budgets must equal 1.0.
Activity Code	
TRS Grant Code	Click ⌄ to select the code used to reference the correct amount used in the payroll for TRS calculations. This code is not used for substitute teachers. The field is disabled if the selected job row in the grid is not funded by a TRS grant program.
Workers' Comp Code	Click ⌄ to select the workers' compensation code (e.g., A, B), or leave blank if the distribution is not subject to workers' compensation taxes. This field is only enabled if the **Extra Duty Code** field is populated.
Expense 373	Click ⌄ to select if the amount is included in the ABS distribution for TRS.
Employer Contribution	Select if the distribution should be included as an employer insurance contribution. The field is only available when account type G is selected.
Performance Pay	Select if the amount to be paid for this account should be included in the TRS deposits performance pay calculations. This field is only available for account types G or S.

Click **Re-sort** to sort the order of the accounts.

Click **Refresh Percentages** or **Refresh Amounts** to update the percentage or amount totals if new percentages or amounts are added.

Click **Save** to save the changes.