



# distribution\_grid



# Table of Contents



<b>Job Code</b>	Click <input type="button" value="v"/> to select the job code to which the employee is assigned.
<b>Account Code</b>	Type an account code, or with the cursor in the field, press F2 to display the Account Codes lookup. To view a list of account code components, place the cursor in one of the account code component fields, and then click <input type="button" value="i"/> or press F2.  Type the applicable account code components, or leave blank for all account codes, and then click <b>Search</b> . A list of available account code components is displayed.  Select an account code from the list. Otherwise, click <b>Cancel</b> .
<b>Description</b>	This field is display only and identifies the description associated with the budget code.
<b>Account Type</b>	Click <input type="button" value="v"/> to select the code and description of the account type (e.g., standard gross pay, supplemental pay, or non-TRS pay) that best describes the portion of the pay for that job.
<b>Amount</b>	Type the amount of the employee's pay for each account code on the Maintenance > Staff Job/Pay > Distribution tab. This is the dollar value to be expended from the budget code. The system uses the data in this field to calculate the percent amount. If the employee's salary is derived from more than one account, the amount for each account must be entered. <b>Calculate</b> and <b>Reset</b> are enabled.
<b>Percent</b>	This field is calculated by the system per job, per account type.
<b>Activity Code</b>	Click <input type="button" value="v"/> to select the code identifying the activity for which the employee is receiving pay according to the budget code and amount indicated.
<b>TRS Grant</b>	This field is display only and is populated based on entries in the Fund to Grant table.
<b>Expense 373</b>	Click <input type="button" value="v"/> to select if the amount is included in the ABS distribution for TRS. The field is only available when account type G is selected.
<b>W/C Code</b>	Click <input type="button" value="v"/> to select the employee's workers' compensation code.
<b>Employer Contribution</b>	Select to include the distribution as Employer Insurance Contribution eligible. The field is only available for account type G.
<b>Extra Duty Cd</b>	Click <input type="button" value="v"/> to select the code and description if this distribution entry is for an additional job assignment. The field is only available when the job code is XTRA.
<b>Taxed Fringe Benefit</b>	Select to include the amount in the <b>Taxed Fringe Benefit</b> field on the of the Calendar YTD > Calendar YTD tab. The field is only available for account type L.
<b>Suppl Tax</b>	Select to tax the amount at the supplemental tax rate. The field is only available for account types B, S, L, and O.
<b>Serv Rec Days Deduct</b>	The system will calculate the number of days automatically (based on the amount/employee daily rate of pay). This is only available when account type A is selected. Positive days are added to employee's service days; negative days are subtracted from the employee's service days. Users can override the amount.
<b>Adj Salary Cd</b>	If the account type is A, the user can click <input type="button" value="v"/> to change the salary code.
<b>Performance Pay</b>	Select to indicate if the amount to be paid for this account should be included in the TRS deposits performance pay calculations. The check box should only be used for account types G or S.

**Apply 457**

Select to allow the extra duty transmittal to be subject to the 457 deferred compensation alternative retirement plan. The flag applies only when the transmittal is processed as part of a supplemental payroll process and **457 Def Comp** is selected as a supplemental payroll option. The column is only available if the account type is S.



## Back Cover