

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:

Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

Field	Description
Campus ID	
Pass/Fail	

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.


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