

View Salary Distributions by Document

The **View Salary Distributions by Document** menu option allows the user to view submitted/historical salary reclass documents and provides a history of all documents processed for the specified assignment.

UAB Salary Reclass > HR Data Views > View Salary Distribution Information > View Salary Distributions by Period
UAB HR Officer > View Salary Distribution Information > View Salary Distributions by Period

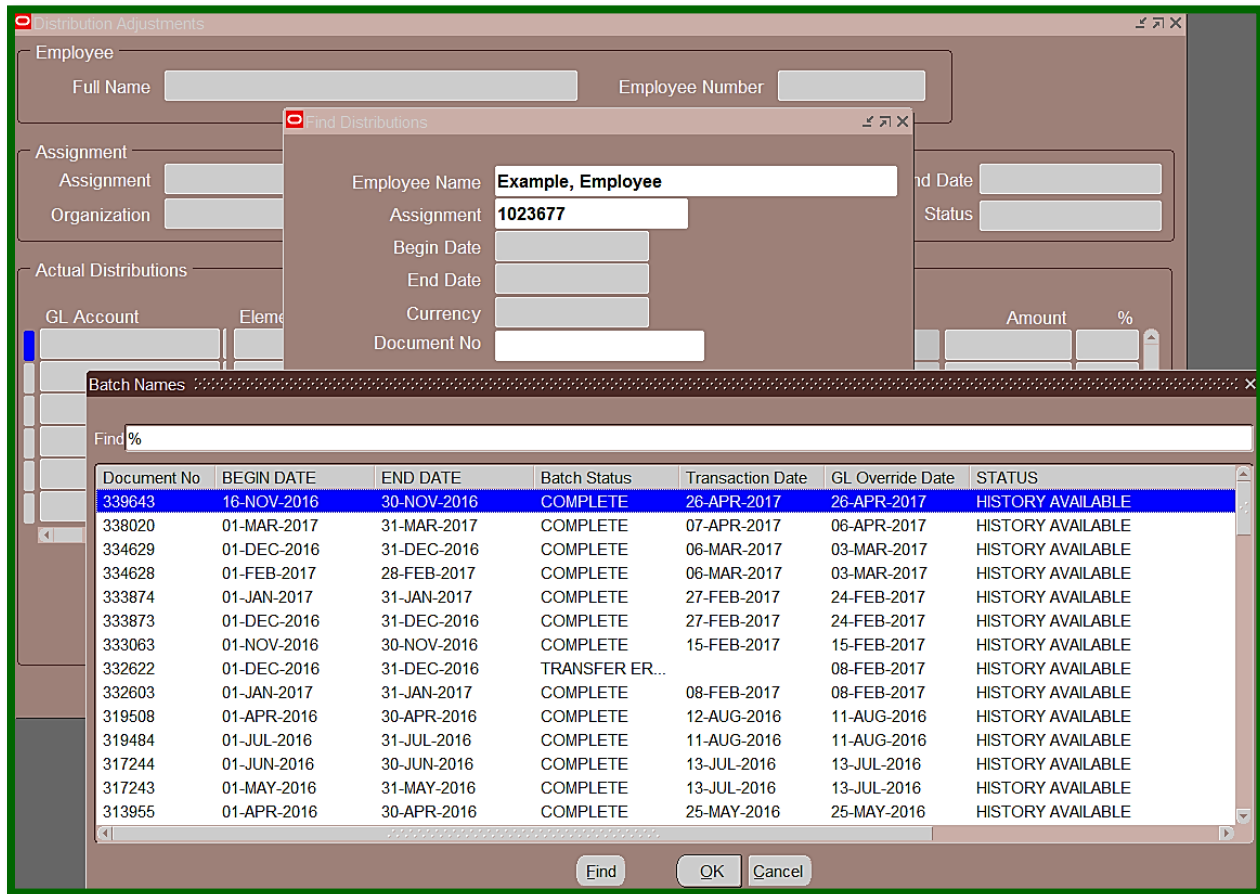
The **Find Distributions** window will load.

Using the **LOV** in the **Employee Name** field, the user may search for the employee or may enter the appropriate assignment number in the **Assignment** field.

After entering the employee name or assignment number, press the **tab** key to populate the employee name or assignment field.

Note: Salary/benefit dollars for an employee or fellowship/scholarship dollars for a trainee, are based on the assignment. If the employee has more than one active assignment, the LOV will list all assignments affiliated with the employee.

Place the cursor in the **Document No** field; clicking on the **LOV** will launch the **Batch Names** window.

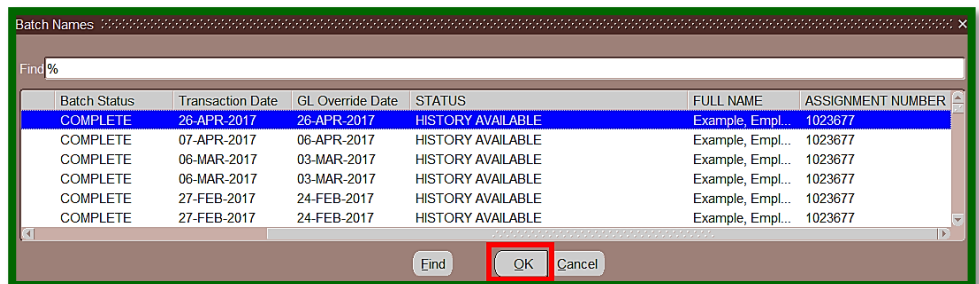


The **Batch Names** window displays:

Document No	Salary Reclass document number
Begin Date	Start date of the period when the labor adjustment was processed
End Date	End date of the period when the labor adjustment was processed
Batch Status	Indicates the current status of the salary reclass document
Transaction Date	Date the document reached COMPLETE status
GL Override Date	Date on which the adjustments were loaded into the general ledger
Status	Indicates if the document history is available to view*
Full Name	Employee Name
Assignment Number	Assignment for which the labor adjustment was processed

**Note: documents processed in early 2004 may not have an available history*

Highlight the document to view and select **OK**.



The **Document No**, **Begin Date** and **End Date** fields will populate. Select **Find** to open the selected document.

The **Distribution Adjustments** window will open, and the user can view the selected salary reclass document.

GL Account	Element	Amount	%
2100137.000.1231000	UAB REGUL	280.74	10.00
	UAB REGUL	2105.94	75.00
	UAB REGUL	140.37	5.00
	UAB REGUL	84.26	3.00
	UAB REGUL	140.37	5.00
	UAB REGUL	56.21	2.00
		2807.89	100.00

GL Account	Element	Amount	%
2100137.000.1231000	UAB REGUL	-280.74	
	UAB REGUL	280.74	100.00

Click the **Action Log** to view the workflow approval path of the document.

UAB Document Locator Results
Workflow Status: COMPLETE

UAB_WF 339643

**LD Document Action History
(339643 Example, Employee)**

Action	Approver UserName	Date/Time	Notes
APPROVED	East, Audrey M	Apr-26-2017 10:12:39 AM	WORKFLOW STARTED
	East, Audrey M	Apr-26-2017 10:12:39 AM	Submission Comments=> Distribution Adjustments for Person Arynchnyn, Alexander, Assignment 1023677, Currency USD between 16-NOV-16 and 30-NOV-16
	Workflow	Apr-26-2017 10:12:39 AM	Status of Effort Report for Arynchnyn, Alexander (Report ID: 1860376) has been changed to SUSPEND
APPROVED	Baylor, Anitra	Apr-26-2017 05:41:29 PM	DOCUMENT_APPROVED =>
All Approvals Complete		Apr-26-2017 05:41:29 PM	APPROVED
WF_COMPLETE		Apr-26-2017 05:41:30 PM	Workflow Complete
	Workflow	Apr-26-2017 05:41:30 PM	Status of Effort Report for Arynchnyn, Alexander (Report ID: 1860376) has been changed to ABORT
COMPLETE	CONTROLM	Apr-26-2017 08:03:46 PM	Changing the status to COMPLETE

Note: "WF_COMPLETE" indicates that the document has completed all of the required approvals. Until the **Action** column displays "**Complete**" and the **Approver UserName** column populates with "**CONTROLM**", the adjustments have not been posted to the account (s).

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