

### View Salary Distributions by Period

The **View Salary Distributions by Period** menu option allows the user to view funding/costing data for a specified period. Distributions may be viewed according to the employee's **assignment**, **element** or **element group**.

**UAB Salary Reclass** > View Salary Distribution Information > View Salary Distributions by Period

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

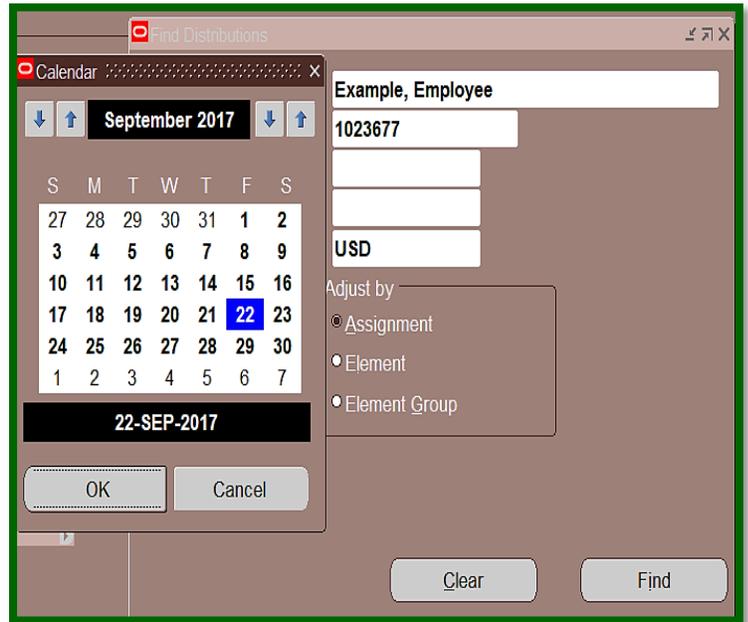
The **Find Distributions** window will load.

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.

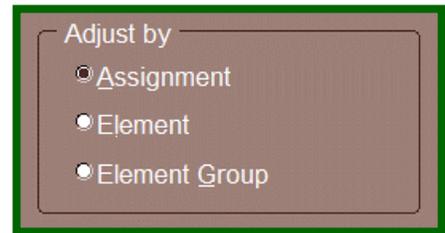
**Note:** Salary/benefit dollars for an employee or fellowship/scholarship dollars for a trainee, are based on the assignment. If the employee has more than one active assignment, the LOV will list all assignments affiliated with the employee.

Place the cursor in the **Begin Date** field. Clicking the **LOV** will launch the **Calendar**. Select the begin date for the period to view. Follow the same action to select the value for the **End Date**.



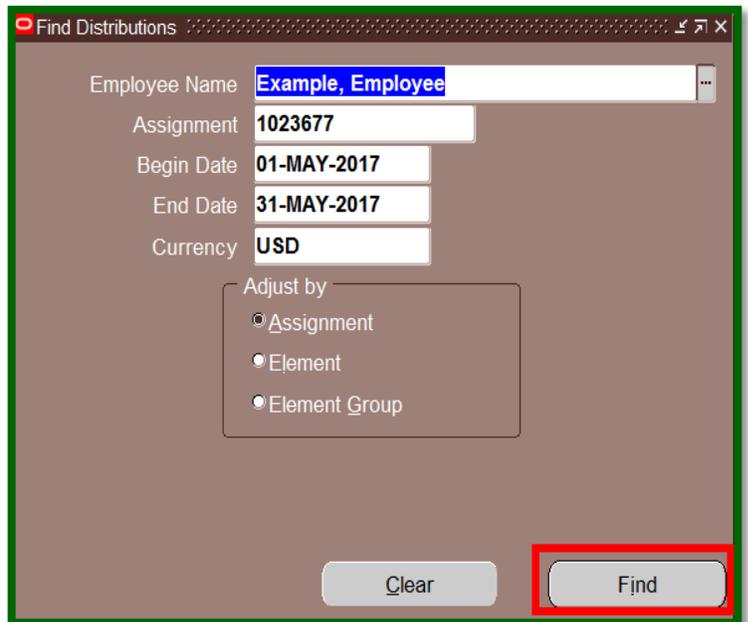
The **Adjust by** box allows the user to select the appropriate information detail.

- **Assignment** will cause the funding formation be viewable by the employee's assignment funding.
- **Element** will show all elements used to pay the employee for the selected time period.



After determining the view, select **Find**.

**Note:** UAB does not utilize the Element Group option.





To view details, highlight the requested **funding line** and select **View Details**. The information available includes element, payroll, period, source type and amount. Select **Close** to return to the main page.

The screenshot shows a 'View Details' window with the following data:

Original Charging Instruction	
Project	322306
Task	01.07
Award	2016851
Expenditure Organization	10
Expenditure Type	8103020 SAL-PROF NONFAC:ADMIN
Amount	294.85
Currency	USD

Original Distributions				
Element	Payroll	Period	Source Type	Amount
UAB REGULAR	Monthly	5 2017 Calendar Month	PAY	294.85

A 'Close' button is highlighted in the bottom right corner.

**Note:** Information displaying in the **Original Distributions** columns may be easily exported to **Excel**, if supported by the selected Internet Browser. Using **Internet Explorer**, simply select **File** from the tool bar, and then select **Export**. Once information has exported, proceed to **Open** or **Save** the document.

To switch between assignment and element views or change the distribution period, place the cursor in the **Full Name** field and click the **flashlight icon** in the Oracle Toolbar. This will return the user to the **Find Distributions** window and allow changes without having to exit out of the form.

The screenshot shows the 'Find Distributions' window with the following search criteria:

Employee	
Full Name	Example, Employee
Employee Number	1023677

Assignment		Distribution Period	
Assignment	1023677	Begin Date	01-MAY-2017
Organization	123456789 Example Organization	End Date	31-MAY-2017
		Currency	USD

Find Distributions	
Employee Name	Example, Employee
Assignment	1023677
Begin Date	01-MAY-2017
End Date	31-MAY-2017
Currency	USD
Adjust by	
<input checked="" type="radio"/> Assignment <input type="radio"/> Element <input type="radio"/> Element Group	
<input type="button" value="Clear"/> <input type="button" value="Find"/>	

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