Procedures for Earnings Redistribution Process

Effective Date 1/1/2015

1. The navigation to the Earnings Redistribution Request is: EPortfolio-> Forms-> Earnings Redistribution Request.

te Form View Forms Process F	orms Forms Inquiry	
elcome		
nis form should be used to request re ancialplanning@wesleyan.edu.	distributions of earnings	s to correct position or accounting information. You will be limited to positions and Smartkeys that you have security access to. Only earnings from the last 90 days are eligible for redistribution. If you have any questions, please contact
rnings Redistribution Criteri		
Position Number (required):	lick ICON to Search by T	
Fiscal Year		
EMPLID		
Name	LIKE	
Smartkey		
Account Number	✓ [
Pay End Date (DD-MON-YYYY)		
Pay End Date (DD-MON-YYYY)		
Check Date (DD-MON-YYYY)		
Check Date (DD-MON-YYYY)	<u> </u>	
	entering parameter value	vēs .
ote: Use UPPERCASE letters when a		NEXT

2. On the "Create Form" page, enter the position number of the earnings that you want to move. This field is required.

Earnings must be moved within 90 days of the pay end date. Different deadlines apply at yearend (refer to the year-end memo for the exact dates).

NOTE: If you need to move earnings for position that you do not have security access to, please complete the "Non-Standard Redistribution Spreadsheet" located on the bottom of the "Create Form" page and send to <u>financialplanning@wesleyan.edu</u> for approval and processing.

You can enter more information to narrow down the search results (fiscal year, emplid, name, smartkey, account number, pay end date and check date).

Click the "Next" button to continue.

Redistribution Request Fo	rm				
FROM					
Position Nbr: 13100 - HR Con	sultant				
Dept: 1013 - Human R	esources Depar	tment			
Enter Redistribution inform	nation:				
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* Position Nbr:					
* Smartkev:					
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Redistribution Reason					
••					
* Reason:					

3. Enter the position number, smartkey and redistribution reason that you want the earnings moved to. All three fields are required.

Note: A warning will be displayed if the smartkey you entered does not match the commitment accounting for the position. You may need to complete a "Commitment Accounting Change form" if necessary.

Click the "Next" button to continue.



4. The system will return all earnings rows that meet your search criteria. If you need to edit the amount in the rows, click on the "Edit Amt" link. If you need to delete some rows, click the "Delete Row" link.

date Redist Amount	
ROM	
Name: TEMP	
Emplid: TEMP	
Pay End Dt: 10-AUG-14	
Position: 13100 - HR Consultant	
Smartkey: XXXXXXXXXX HUMAN RESOURCES OFFICE	
Account: 81720 - Temporary Help-PB	
Amount Available: 387.59	
edistribution Amount: 187.50 Ipdate	

5. Change the value you want redistributed in the Redistribution Amount field (anything above 0.00, but less or equal to the amount available).

Click "Update" to return to the review page with the changes you have made.

redist	ribution R	equest Fo	rm													
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FROM																
Positi	on Nbr: 131	00 - HR Cons	sultant													
	Dept: 101	3 - Human R	esources De	partment												
Enter I	Redistribu	tion Inform	nation:													
то																
	Position Nbr	13075			Financial S	Services Ter	mp									
	Smartkey	XXXXXXX	000		FINANCE											
	Account	81720			Temporary	Help-PB										
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			Amount	Date	Available	cp.i.e		Nbr		Number	Descr	Number	Descr		Code	Descr
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6. Review all information one last time. Press the "Submit All Redistributions" button once all changes have been made.

Press the "Cancel All Redistributions" button to cancel the transaction.

Submit Suc	cessfu	I									
You have SUC	CESSFU	LLY submitted this R	edistribution R	equest Form to th	e Financial Plar	nning Office.					
This form is n	This form is no longer available for changes.										
Please go to	View For	ms to see the status	of the form.								
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Redistribut		m									
	Form II); 216									
FROM											
	Positio	n: 13100 - HR Consu	ultant								
	Dep	t: 1013 - Human Re:	sources Depar	tment							
TO											
	Positio	h: 13075 - Financial S	Services Temp								
	Dep	t: 1095 - Finance Off	fice								
S	martke	XXXXXXXXXX FIN	ANCE								
	Accoun	t: 81720 - Temporan	y Help-PB								
Reason for	Reques	t: Temp earnings ch	arged to incorr	ect position							
Subn	nitted or	n: 09/18/2014 11:30:	24 AM by cand	rews01							
Redistribut	ion Det	ails									
Fiscal Year		Employee	Pay End Dt	Redistribution Amount		Smartkey		Account	Earnings Code	Check Dt	
2015	TEMP		20-JUL-14	200	XXXXXXXXX	HUMAN RESOURCES OFFICE	81720 -	Temporary Help-PB	TEM - Temp Regular	25-JUL-14	
2015	TEMP		27-JUL-14	250	XXXXXXXXX	HUMAN RESOURCES OFFICE	81720 -	Temporary Help-PB	TEM - Temp Regular	01-AUG-14	
2015	TEMP		03-AUG-14	200	XXXXXXXXXX	HUMAN RESOURCES OFFICE	81720 -	Temporary Help-PB	TEM - Temp Regular	08-AUG-14	
2015	TEMP		10-AUG-14	187.5	*****	HUMAN RESOLINCES OFFICE	81720-	Temporary Help-PR	TEM - Temp Regular	15-AUG-14	

XXXXXXXX HUMAN RESOURCES OFFICE 81720 - Temporary Help-PB TEM - Temp Regular 15-AUG-14

17-AUG-14 275 XXXXXXXXX HUMAN RESOURCES OFFICE 81720 - Temporary Help-PB TEM - Temp Regular 22-AUG-14

7. When successfully submitted, a confirmation page will appear. The form will be routed to

the correct department (Grants and/or Financial Planning) to obtain the necessary approvals.

8. After the redistribution has been processed, you will receive an email.

10-AUG-14 187.5

2015

2015

TEMP

*Please contact the Financial Planning Office if you have any question or concerns.