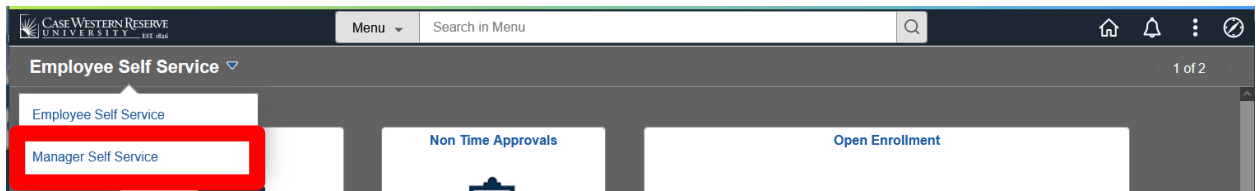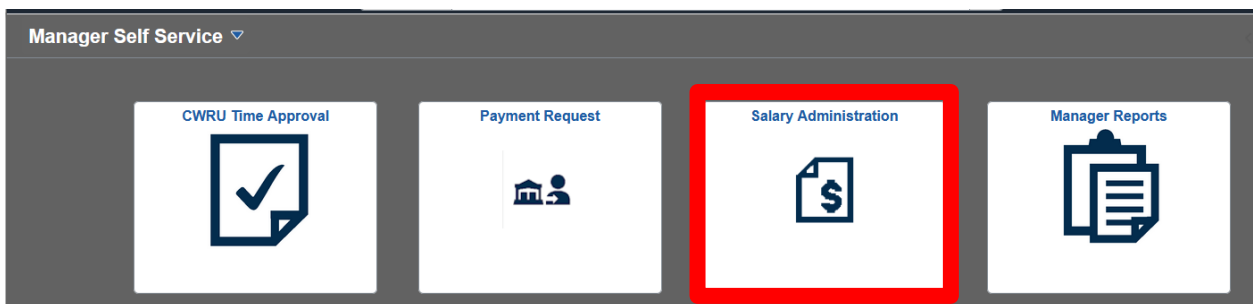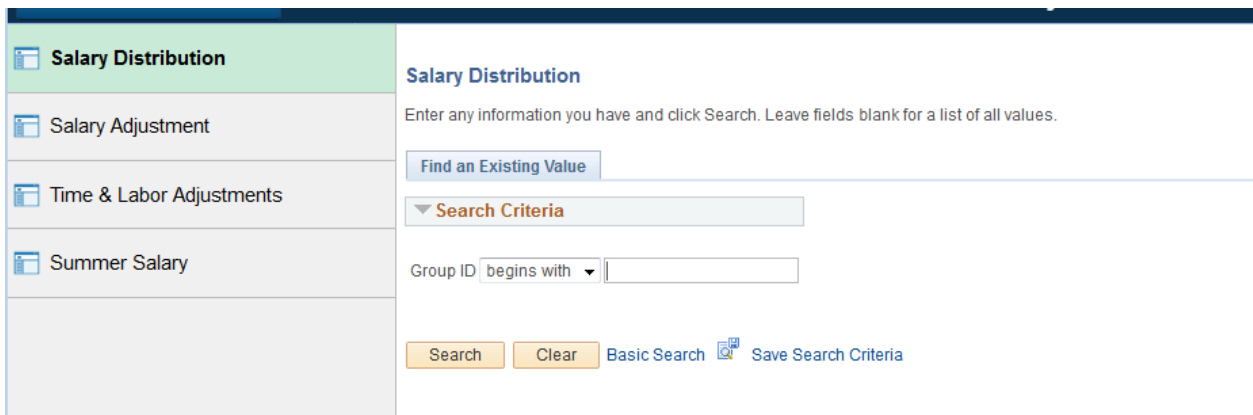# Salary Distribution Setup

Designated individuals have the ability to setup salary distributions for Exempt employees.



1. Select the **Manager Self Service** Homepage.



2. Select the **Salary Administration** tile.

3. The Salary Distribution search screen is displayed

   ○ Enter the department to adjust or

   ○ Select Search

4. Select the Department



5. A list of individuals will be displayed

6. Scroll to the Individual to update



7. Click the Edit Button

## Salary Distribution Details

| | | | |
|---|---|---|---|
| **Fiscal Year:** | 2020 | **Distribution Type:** | Assignment |
| **Empl ID:** | 1234567 - Test, User | **Rcd#:** 0 | **Position Number:** |
| **Department:** | Academic Affairs | **Title:** | Visiting Faculty |
| **Account:** | 511900 | **Salary:** | |

### Salary Distribution Detail

| *Speedtype | *Percent of Distribution | | |
|---|---|---|---|
| OPR123456 | 100.000 | Add | Delete |

I have reviewed the salary/effort distribution above. I certify that this distribution accurately reflects effort as reported to me by the principal investigator and/or others.

Save    Return

8. Add the speedtypes to make up the salary distribution

   ○ Use the Add and Delete buttons to add and remove rows as needed

   ○ Distribution will need to equal 100 percent

9. Select Save

10. Click Return to return to department listing

11. Click Return again to return list of departments