

HOW PAY DISTRIBUTION WORKS

In determining where an employee's pay should be distributed, the system looks at a hierarchy of fields to determine where to charge an employee's payroll expenses. First, the process looks for pay distribution setup at the Appointment; if none exist it will then look for a Position distribution, and finally it will look at the Department distribution if there is no distribution for appointment or position for that employee.

Appointment Distribution is always linked to a specific Employee and Job Record. An Appointment Distribution should be input when an employee is OPS and the Pay Group is POH or POS. Only in rare circumstances does an employee who has a Position number ever have a distribution established under Appointment Distribution.

Position Distribution is linked to a specific position within a GEMS Department. It does not matter what employee is assigned to the position. If you have a new employee assigned to an existing Position, you will not need to establish a new pay distribution unless you now want the position to be charged to a new chart field string. The pay distribution process will use the pay distribution established for a Position regardless of employee turnover within that position. **All POSITIONS MUST HAVE A POSITION DISTRIBUTION.**

Department Distribution is a default distribution. When a GEMS Department is first set up, an account code is chosen as their default distribution which will be used in the event an employee does not have an Appointment or Position distribution established. This default account is always set to an OPS earnings account.

It is important to ensure the proper distribution records are established and maintained as any inaccuracies will affect the labor expense for the department and may cause compliance issues, in particular with Contract, Grant and E&G funding sources.

For additional information, please contact Payroll Accounting.