

The GEMS pay distribution process uses percentages assigned to Account Codes for each employee's payroll expenditures.

For example, departments can establish a simple pay distribution record that will distribute 100% of an employee's payroll expenditures to a single account code. Departments can also establish more complex pay distribution records that will distribute an employee's pay to a maximum of ten different account codes based on a percentage assigned to each account. Below is an example of pay being distributed to four different Account Codes:

15.000% 000012345
25.000% 000034567
10.000% 000056789
50.000% 000067890
100.000 % Total

GEMS requires all pay distribution records to total 100%, regardless of an employee's appointed FTE. For example, employees hired into a department at a total of .50 FTE will also require a pay distribution record that totals 100%. Departments with employees that shift between multiple funding sources will need to closely track the hours and adjust the payroll distribution accordingly.

Additionally, if the effective date of the change is not equal to the first day of a pay period, the department will need to submit two pay distribution updates.

For example, if a faculty member is paid 100% from account 000012345, and then, effective on the fourth day of a pay period, the pay account is changed to 000067890, the department will need to submit two pay distribution updates. In the pay period where the change was effective, the distribution would be as follows:

30.000% 000012345 (for 3 of 10 days)
70.000% 000067890 (for 7 of 10 days)
100.000% Total

In the subsequent pay period the distribution would be as follows:

100.000% 000067890 (for 10 of 10 days)

Colleges and departments may choose to develop their own alternative method of calculating pay distribution percentages. Each department should check with the area responsible for inputting their pay distribution data for any specific approvals or requirements unique to their area. Once departments have calculated the new pay distribution percentages for employees that change accounts, those changes should be reported to the area responsible for maintaining their pay distribution data within GEMS.

For additional information, contact a Payroll Specialist.