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**.
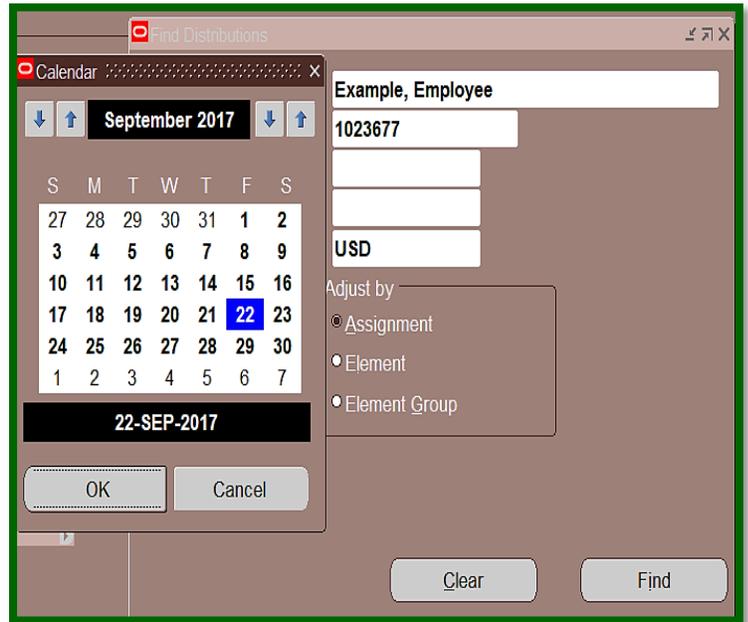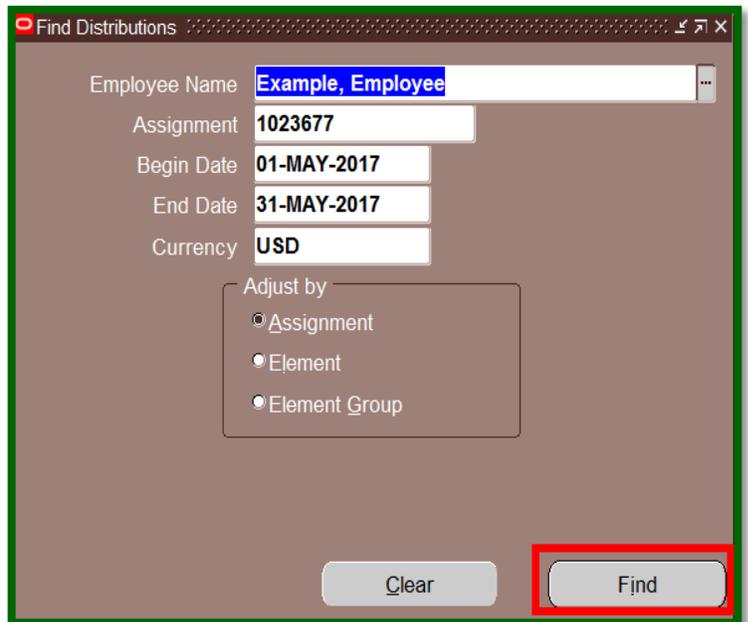

The **Adjust by** box allows the user to select the appropriate information detail.

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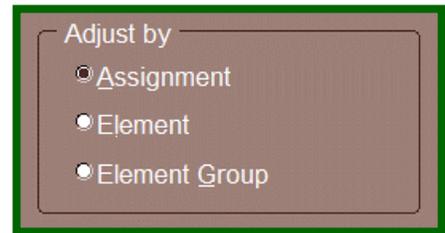
After determining the view, select **Find**.

Note: UAB does not utilize the Element Group option.

Updated 22-SEP-2017

Assignment "Adjust by" View

Element "Adjust by" View

*Note: Information displaying in the **Actual 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.*

Updated 22-SEP-2017

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.

*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.

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Updated 22-SEP-2017