BOSTON UNIVERSITY Completing a Salary Cost Distribution-Quick Reference Guide

Complete a Salary Cost Distribution form when an employee's cost distribution must change due to the expiration of a cost object or when a new cost object needs to be added to the current cost distribution of the employee.

The Salary Cost Distribution form allows you to change salary cost distributions either from the Effective Date you specify onward, or insert a change within a specific window of time that you designate, without impacting other/existing distributions. Cost distributions on the Salary Cost Distribution form must always total to 100%. When retroactive changes are made to the Sponsored Programs/PAFO grants, you will be required to provide answers/explanations to questions in the "Additional Fields" section.

POSTON	1.Log on to BUworks Central <u>https://ppo.buw.bu.edu</u>
BOSTOR UNIVERSITY Home Employee Self-Service Manager Self-Service Payroll Coordinator Org Team Organization Overview	2. Based on your privileges, you will see either the Manager Self Service OR the Payroll Coordinator tab. Click on the tab
✓ Services	3. Click on Personnel Actions
Employee Information BUID: Difference • General Information BUID: Difference Hiring Forms My Organizational Units Personnel Actions Image: Construction of the second	 4. Enter a BUID and click on Find Employee. Alternatively, via the My Organizational Units area of the screen, click on the black arrow to expand the Org Units. Click on the specific Org. Unit of the employee for whom you'll be completing a Salary Cost Distribution Change form
Form Selection Additional Payments Employee Position Update Leave of Absence / Return from Absence Position Change	 5. From the display of employees, click on the specific employee for whom you'll be completing a Salary Cost Distribution form. Note the row becomes yellow. 6. Click on Select Form
Recurring Payments Retirement Salary Change Salary Cost Distribution Termination	7. Click on the Salary Cost Distribution radio button 🖸
○ Transfer	



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Salary Cost Distribution Cverview Cost Distribution Effective Date:* Continue Editing Form	8. Cost Distribution Effective Date - Enter the date the cost distribution must be effective from. This can be a date in the future or for retro-active distributions, enter a date in the past.
Ch Employee Information as of 02/15/2018	
UDName: Status: Active Main Assignment: 50004583 Administrator, Payroll, Accounts Personnel Rub Charles River Campus Job: 20000011 Administrator, Payroll Personnel Sub Area NREP-Staff Org. Unit: 10023153 Business Office Employee Group: Staffice-Staff Current Employment Date: 10/28/2013 Employee Subgroup: Administrator, Payroll Versionel Number: Multiple Assignments No	NOTE: To see an overview of existing Cost Distributions, click on Cost Distribution Overview
% Time Employed: 100.00 Assignment Duration: 12 Month - 52 Weeks Work Schedule: F08MO1N1 8 Hour 5 Day Regular Hours per Perio 173.33	9. Click on Continue Editing Form
Monthly Salary: Base Rate Amount: Salary:	
L Eve	
Cost Distribution Begin Date:: 09/01/201€ End Date:: 12/31/9999 Cost Center Order Number WBS Element Amt Per Pay Period Percentage End Date Description 1200400000 0 0 100.00 12/31/9999 CAS ADM Total Amt Per Pay Period - Percentage: 100.00 12/31/9999 CAS ADM	
B ² Cost Restriction	10. The Cost Distribution area is divided into two sections:
Systematic Cost Center Order Number WIBS Element Amt Per Pay Period Percentage End Date Description 128040000 120040000 100.00 12/31/9899 CAS ADM	The Current Entries section and the New Entries sections. Current Entries displays all existing distributions as of Effective Date entered in Step 8 and are not editable
Palast Declara or local	A In the New Entries section (labeled A) you can add or make
REPLACE – Select this option to replace existing cost distributions, effective from the Date of Action and continuing forward. INSERT – Select this option to retro-actively change the cost distributions for a specific period of time without changing the existing distributions	edits to a cost distribution (e.g. Changing an End Date)
Select Percentage or Amount as method of entry	B. Click on REPLACE when you want to remove existing cost distributions, from the Effective Date that you entered, continuing
	distributions, nom the Effective Date that you entered, continuing
	forward. These may be retro-active or prospective changes. Click on
	INSERT when you want to insert a change to a particular cost
	distribution – but only within a specific period of time that you
	designate. Existing distributions after that specified period of time
	continue forward. NOTE: When using INSERT, the End Dates of
	the cost distributions have to be the same. If this is not the case,
	you'll receive an error: "End dates of cost distributions need to
	match on Insert"



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						C. Click on "percentage" (labeled C) if you want to specify
						percentage OR "amount" if you want to specify amount as method
						of entry
						11 Enter the Begin and End Dates and from the dron-down menu
New Entries Readin Date: 02/28/2016 End Date: 12/31/9999 Descent for Changes						select the Reason for Change
Cost Center	Order Number	WBS Element	Amt Per Pay Period	Percentage End Date	Description	Select the Reason for Change
1200400000				100.00 12/31/9999	CAS ADM	
			0.00	0.00		12. Enter Cost Center, Order Number and/or WBS element,
			0.00	0.00		Percentage up to two decimals
			0.00	0.00		refeentage up to two deeminais
			0.00	0.00		
			0.00	0.00		The Delete button allows you to delete a distribution
			0.00	0.00		
			0.00	0.00		
T	Total Amt Der Dav Derio	d - Percentage:	0.00	0.00		The Reset button allows you to restore the distribution settings to
	iotari anti or ray rono	a rereatinge.				how they initially appeared on the form prior to the changes you
						mada
						maue.
						The Check button allows you to perform a check for formatting of
						the entries on to tree designed along
						the entries up to two decimal places
						Enter the End Date for the individual cost distribution. If the end
						data is involid, it will be highlighted in red and must be abanged
						date is invalid, it will be inglingited in red and must be changed
						NOTE: For action show one for DAFO grout related distributions
						NOTE: For retroactive changes for PAFO grant related distributions
						less than 90 days from the system date, you will need to answer two
						questions that annear in "Additional fields" section For retroactive
						questions that appear in Additional fields section. For retroactive
						requests greater than 90 days, you will need to answer four questions
						, choose an approver from a list of Principal Investigators (PI), and
						(ontionally) amail an amployee a copy of the avalenations in the
						(optionally) email all employee a copy of the explanations in the
						additional fields section
						13. In case of multiple cost distributions, or in the case that the
Acknowledgm	IENT				COST CENTER	aslam is not being abarroad to the Moster Cost Canton -
As the initiator, I a	acknowledge that fo	r any such cost di	stributions, I have (please	e check all that apply):	COST CENTER	salary is not being charged to the Master Cost Center, an
						acknowledgement section will appear. Check all the options that
Sectives documentation from the responsible Cost Center requesting the payroll adjustment.					DINL.	apply in this section
Sent written notification of the payroll adjustment to the responsible Cost Center. Not Applicable. The initiator is responsible for all cost distributions.						appry in uns section
Not Applicable. The Initiator is responsible for all cost distributions						



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Attachments	14. Attachments - Upload any back-up documents used to facilitate the approval of new entries. When retroactive adjustments are being made, a completed Salary Adjustment Request form (SARF) <u>must</u> be attached for review by Office of Sponsored Programs
	15. Comments – Supply a descriptive comment with additional information pertaining to the salary cost distribution to help expedite
Select File: Browse No file selected.	the workflow approval for your form updates
Commonstant	16. Click on Continue/Review to review your entries
New Comments	17. If all the data is accurate and there are no errors, Click on Submit
	18. Track your submission via the Request Tracker
Continue/Review Exit	