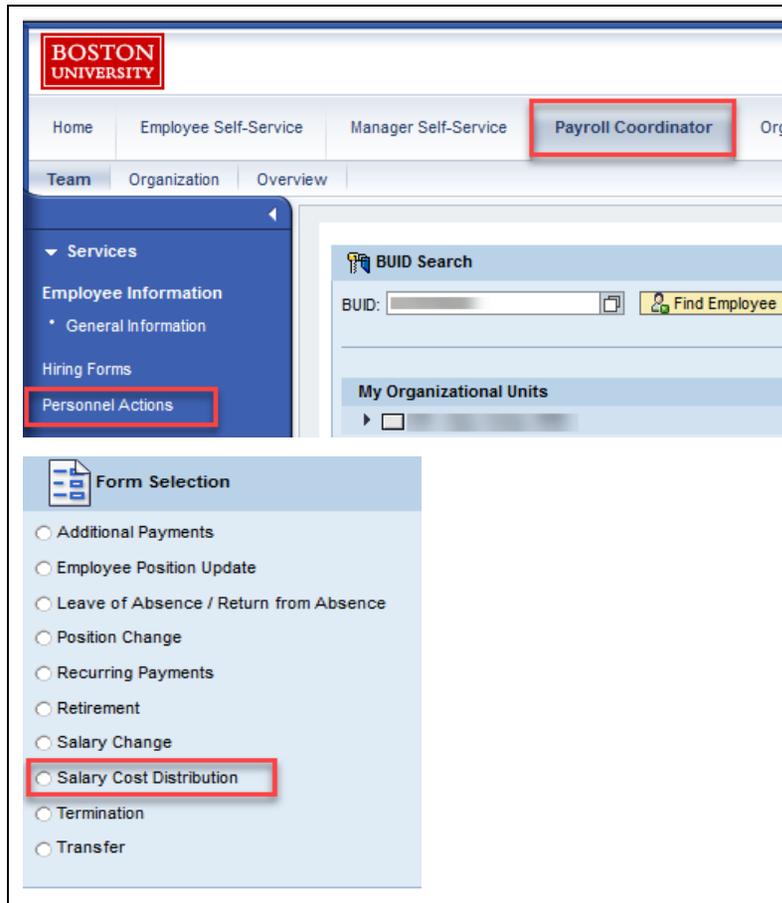


Completing a Salary Cost Distribution-Quick Reference Guide

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.



1. Log on to BUworks Central <https://ppo.buw.bu.edu>
2. Based on your privileges, you will see either the **Manager Self Service** OR the **Payroll Coordinator** tab. Click on the tab
3. Click on **Personnel Actions**
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
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**.
7. Click on the **Salary Cost Distribution** radio button

Salary Cost Distribution Cost Distribution Overview

Cost Distribution Effective Date: Continue Editing Form

Employee Information as of 02/15/2018

UD/Name:		Status:	Active
Main Assignment:	50004583 Administrator, Payroll, Accounts	Personnel Area:	Charles River Campus
Job:	20000011 Adminstr, Payroll	Personnel Sub Area:	NREP-Staff
Org. Unit:	10003153 Business Office	Employee Group:	Staff-Exempt FT
Current Employment Date:	10/28/2013	Employee Subgroup:	Admin <SG
Personnel Number:		Multiple Assignments:	No

% Time Employed: 100.00 Assignment Duration: 12 Month - 52 Weeks
 Work Schedule: F08M01N1 8 Hour 5 Day Regular Hours per Period: 173.33

Monthly Salary: Base Rate Amount:
 Salary:

Exit

Cost Distribution

Begin Date: 09/01/2016 End Date: 12/31/9999

Cost Center	Order Number	WBS Element	Amt Per Pay Period	Percentage	End Date	Description
1200400000				100.00	12/31/9999	CAS ADM
Total Amt Per Pay Period - Percentage:				100.00		

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.

NOTE: To see an overview of existing Cost Distributions, click on **Cost Distribution Overview**

9. Click on **Continue Editing Form**

Cost Distribution

Current Entries

Cost Center	Order Number	WBS Element	Amt Per Pay Period	Percentage	End Date	Description
1200400000				100.00	12/31/9999	CAS ADM

10. The Cost Distribution area is divided into two sections: The **Current Entries** section and the **New Entries** section. The Current Entries displays all existing distributions as of Effective Date entered in Step 8 and are not editable

Select Replace or Insert

- REPLACE - Select this option to replace existing cost distributions, effective from the Date of Action and continuing forward. **B**
- INSERT - Select this option to retro-actively change the cost distributions for a specific period of time without changing the existing dist

Select Percentage or Amount as method of entry

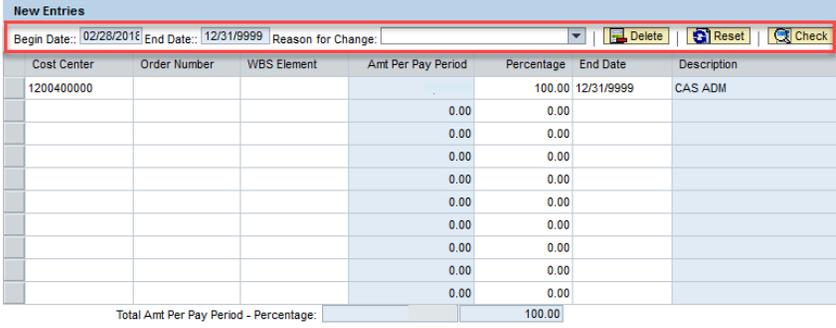
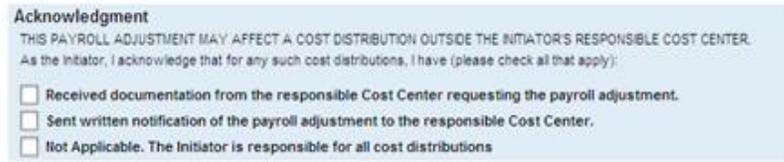
- PERCENTAGE AMOUNT **C**

New Entries **A**

A. In the **New Entries** section (labeled A), you can add or make edits to a cost distribution (e.g. Changing an End Date)

B. Click on **REPLACE** when you want to remove existing cost distributions, from 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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	<p>C. Click on “percentage” (labeled C) if you want to specify percentage OR “amount” if you want to specify amount as method of entry</p>
	<p>11. Enter the Begin and End Dates and from the drop-down menu, select the Reason for Change</p> <p>12. Enter Cost Center, Order Number and/or WBS element, Percentage up to two decimals</p> <p>The Delete button allows you to delete a distribution</p> <p>The Reset button allows you to restore the distribution settings to how they initially appeared on the form prior to the changes you made.</p> <p>The Check button allows you to perform a check for formatting of the entries up to two decimal places</p> <p>Enter the End Date for the individual cost distribution. If the end date is invalid, it will be highlighted in red and must be changed</p> <p>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 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 (optionally) email an employee a copy of the explanations in the additional fields section</p>
	<p>13. In case of multiple cost distributions, or in the case that the salary is not being charged to the Master Cost Center, an acknowledgement section will appear. Check all the options that apply in this section</p>

<p>Attachments</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>File Type</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p>Select File: <input type="button" value="Browse..."/> No file selected.</p> <p><input type="button" value="Attach File"/> <input type="button" value="Delete File"/> <input type="button" value="Clear/Reset"/></p> <p>Comments</p> <p>New Comments</p> <p><input type="text"/></p> <p><input type="button" value="Continue/Review"/> <input type="button" value="Exit"/></p>	File Name	File Type							<p>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) must be attached for review by Office of Sponsored Programs</p> <p>15. Comments – Supply a descriptive comment with additional information pertaining to the salary cost distribution to help expedite the workflow approval for your form updates</p> <p>16. Click on Continue/Review to review your entries</p> <p>17. If all the data is accurate and there are no errors, Click on Submit</p> <p>18. Track your submission via the Request Tracker</p>
File Name	File Type								