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
7. Click on the Salary Cost Distribution radio button
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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**

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.

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”
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 drop-down menu, select the Reason for Change

12. Enter Cost Center, Order Number and/or WBS element, Percentage up to two decimals

The Delete button allows you to delete a distribution

The Reset button allows you to restore the distribution settings to how they initially appeared on the form prior to the changes you made.

The Check button allows you to perform a check for formatting of the entries up to two decimal places

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.

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

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
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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.

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.

16. Click on **Continue/Review** to review your entries.

17. If all the data is accurate and there are no errors, Click on **Submit**.

18. Track your submission via the **Request Tracker**.

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**Attachments**

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**Select File:** [Browse...](#)  [No file selected.](#)

**Comments**

**New Comments**

[Attach File] [Delete File] [Clear/Reset]

[Continue/Review] [Exit]