

TIME ADMINISTRATION

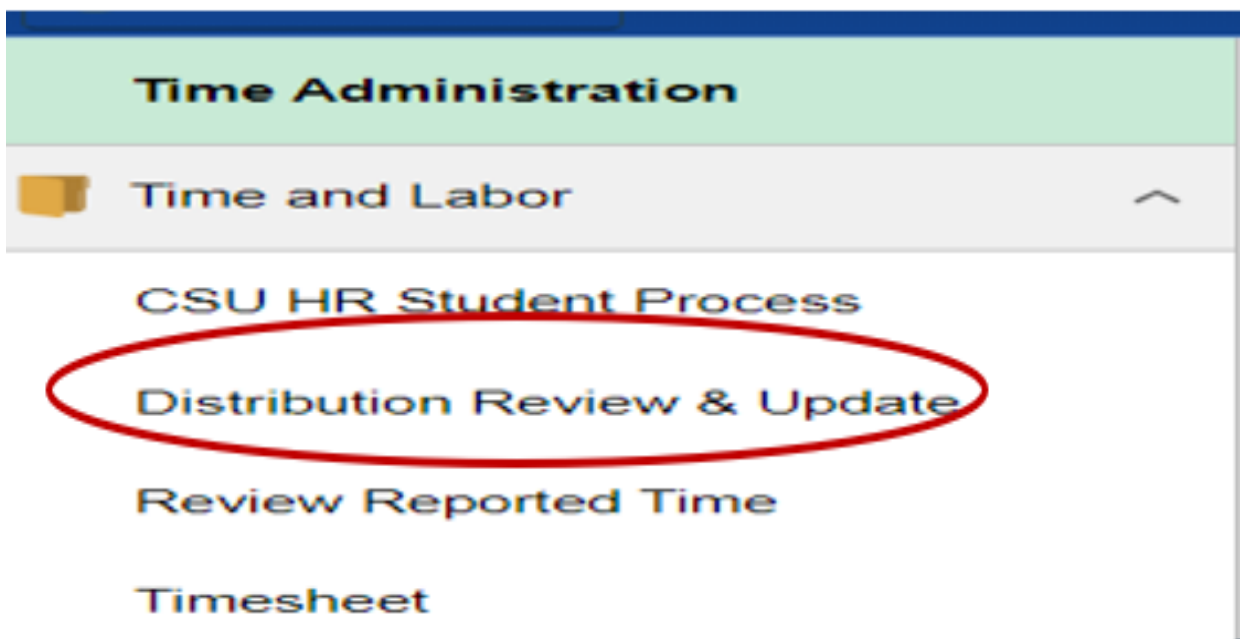
Distribution Review & Update

- Check to make sure the hourly employee are paid from the correct chartfield

Go to Time Administration



Under Time and Labor, select Distribution Review & Update



Distribution Review Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID: = FRSNO

Department: begins with 12345

Description: begins with

Company: begins with

Location SetID: begins with

Location Code: begins with

Case Sensitive

Enter the Dept ID number you needed to do an update [here](#), or use the magnifying glass to do a search.

Account Code Maintenance

Account Code Maintenance

40400 - VP for Administration

Show: All Non-Student Student

Empl ID	Name	Empl Rcd#	Job Code	Position Number	Hourly Rate	Current Distribution	Effective Date	Combination Code 1	Dist Pct 1	Combination Code 2	Dist Pct 2
108836500	G Employee, A	1	1870	00400906	\$12.500000	100%: 90000-40400-00000-601981					
106300161	M Employee, B	0	1870	00400906	\$11.000000	100%: 90000-40400-00000-601981					
109834029	M Employee, C	0	1870	00400906	\$11.000000	100%: 90000-40400-00000-601981					
10840	Ti Employee, D	0	1176	00001350	\$25.003846	100%: 54323-41406-00000-601981					

If the chartfield is not correct, or you need to change the chartfield, please make sure the following are fill in correctly:

1. Effective Date
2. Combo Code
3. Distribution %

Save | Return to Search | Notify

4. Don't forget to save your changes