Earnings Redistribution Tips &
Position Cross Reference
Tips & Reminders:

Earnings Redistribution Request:

It is important to understand the Earnings Redistribution Request is only to be used as a last resort when charging payroll to the correct smartkey. Always double checking the position numbers and the smartkeys that the specific payroll is supposed to be charged is vital. To ensure that payroll is being charged correctly, Personal Earnings Detail reports should be run on a monthly basis. There is only a 90 day policy for this request.

Position Cross Reference:

To prevent payroll from being incorrectly charged to the wrong smartkey, please use position cross reference in HRMS to ensure the correct position number and the smartkey associated to the position number is chosen.
**Position Numbers/Position Cross Reference**

Main Menu->Wesleyan menu->Manager's Tool Box->Position Cross Reference

What are position numbers?
- Position numbers are numbers that are attached to a smartkey that are used to process payroll.
- For Students, one position number can be used for multiple students.
- Depending on the type of student employment, will determine which smartkey they will be paid from.
  - Ex: student workers will be paid from the student worker position number and smartkey and course assistants will be paid from the course assistant position number and smartkey

Please verify the type of student employment for each student.
- Ex: Student Workers/Course Assistants

What is Position Cross Reference?
- This is where the appropriate position number will be selected so that payroll can be charged to the correct smartkey.

**Verify the Commitment Accounting of a Position Number before assigning it to an Employee.**
Finding Positions:

- Enter in the department number to find the correct position number - **click search** -
- Find the correct student employee position number
- Verify the position number by the Account Code
- Use this format below when entering data into the Account Code section:
  - **Position number-smartkey-account code**
  - Verify the smartkey and account code ex: 81630
- Once verified, use the position number to process payroll
To verify if the correct position is being entered, click on the Position Cross Reference.

This is another way to access Position Cross Reference and to verify that the correct position number is being entered for payroll.

Also note that the FRS Acct where the smartkey will appear which indicates that this is where the payroll will be charged too.