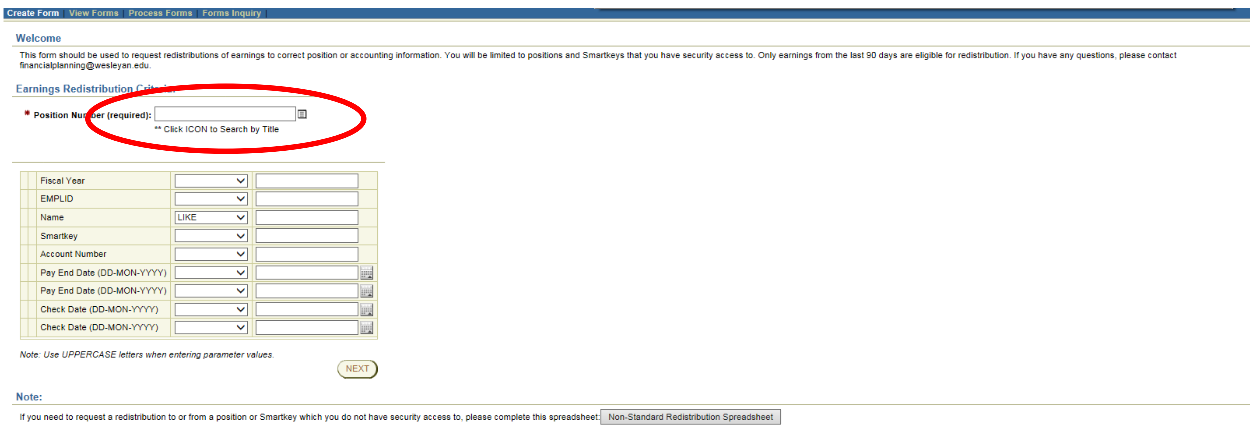
# Procedures for Earnings Redistribution Process

Effective Date 1/1/2015

1. The navigation to the Earnings Redistribution Request is: EPortfolio-> Forms-> Earnings Redistribution Request.



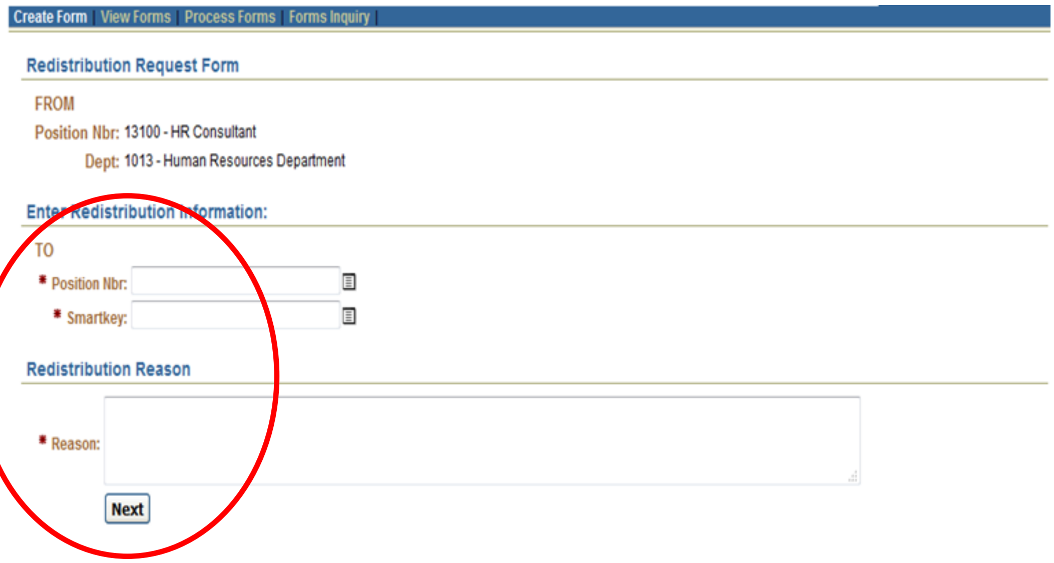

2. On the “Create Form” page, enter the position number of the earnings that you want to move. This field is required.

Earnings must be moved within 90 days of the pay end date. Different deadlines apply at year-end (refer to the year-end memo for the exact dates).

NOTE: If you need to move earnings for position that you do not have security access to, please complete the “Non-Standard Redistribution Spreadsheet” located on the bottom of the “Create Form” page and send to financialplanning@wesleyan.edu for approval and processing.

You can enter more information to narrow down the search results (fiscal year, emplid, name, smartkey, account number, pay end date and check date).

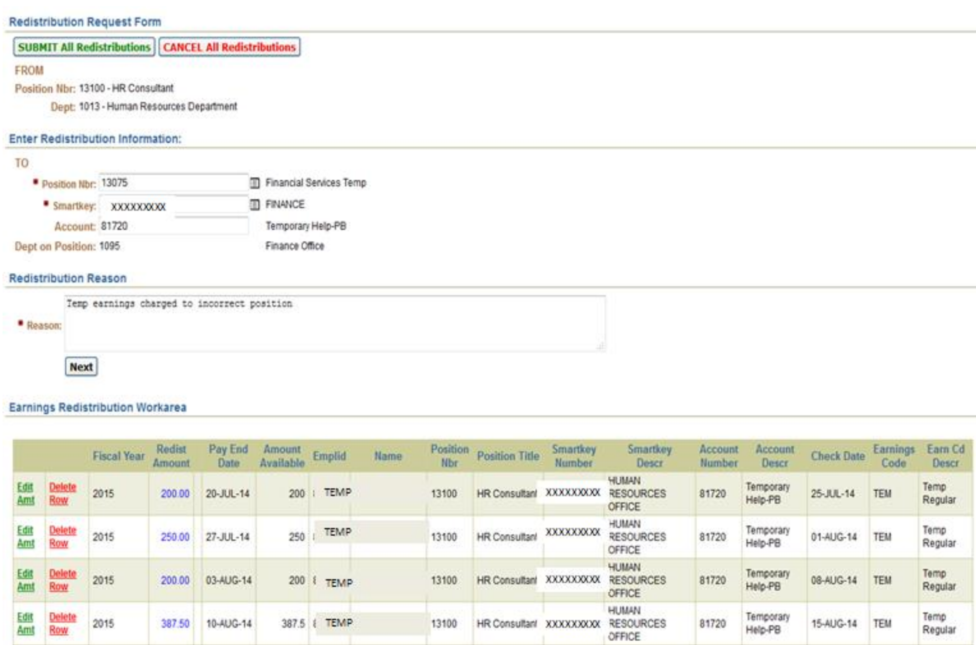
Click the “Next” button to continue.




3. Enter the position number, smartkey and redistribution reason that you want the earnings moved to.  All three fields are required.

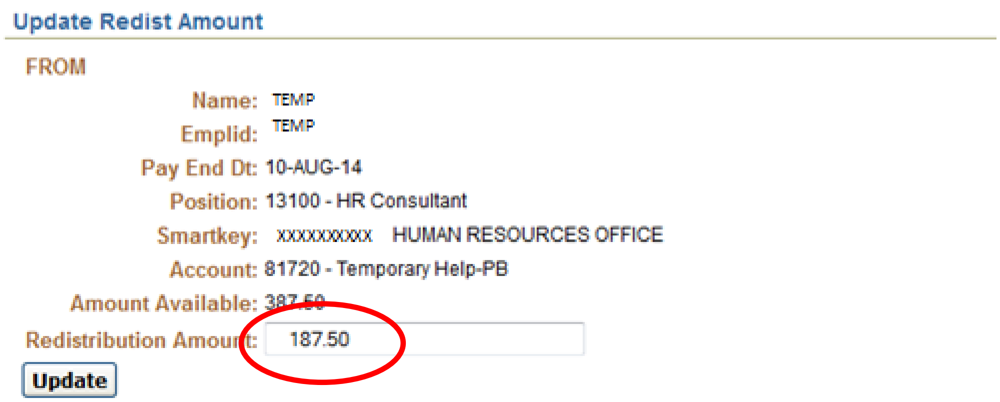
Note: A warning will be displayed if the smartkey you entered does not match the commitment accounting for the position. You may need to complete a “Commitment Accounting Change form” if necessary.

Click the “Next” button to continue.




| | | Fiscal Year | Redist Amount | Pay End Date | Amount Available | Emplid | Name | Position Nbr | Position Title | Smartkey Number | Smartkey Descr | Account Number | Account Descr | Check Date | Earnings Code | Earn Cd Descr |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Edit Amt | Delete Row | 2015 | 200.00 | 20-JUL-14 | 200 | TEMP | | 13100 | HR Consultant | XXXXXXXXX | HUMAN RESOURCES OFFICE | 81720 | Temporary Help-PB | 25-JUL-14 | TEM | Temp Regular |
| Edit Amt | Delete Row | 2015 | 250.00 | 27-JUL-14 | 250 | TEMP | | 13100 | HR Consultant | XXXXXXXXX | HUMAN RESOURCES OFFICE | 81720 | Temporary Help-PB | 01-AUG-14 | TEM | Temp Regular |
| Edit Amt | Delete Row | 2015 | 200.00 | 03-AUG-14 | 200 | TEMP | | 13100 | HR Consultant | XXXXXXXXX | HUMAN RESOURCES OFFICE | 81720 | Temporary Help-PB | 08-AUG-14 | TEM | Temp Regular |
| Edit Amt | Delete Row | 2015 | 387.50 | 10-AUG-14 | 387.5 | TEMP | | 13100 | HR Consultant | XXXXXXXXX | HUMAN RESOURCES OFFICE | 81720 | Temporary Help-PB | 15-AUG-14 | TEM | Temp Regular |

4. The system will return all earnings rows that meet your search criteria.  If you need to edit the amount in the rows, click on the “**Edit Amt**” link. If you need to delete some rows, click the “**Delete Row**” link.



Update Redist Amount

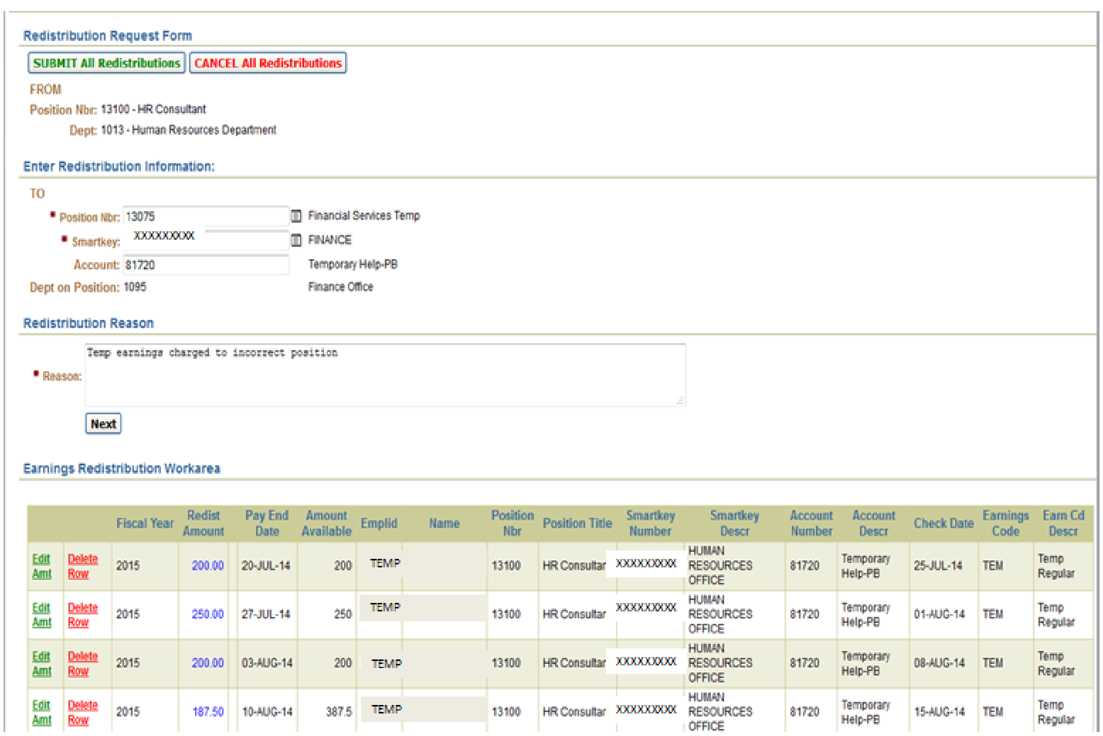
FROM

Name: TEMP
Emplid: TEMP
Pay End Dt: 10-AUG-14
Position: 13100 - HR Consultant
Smartkey: XXXXXXXXX HUMAN RESOURCES OFFICE
Account: 81720 - Temporary Help-PB
Amount Available: 387.50
Redistribution Amount: 187.50

Update

5. Change the value you want redistributed in the Redistribution Amount field (anything above 0.00, but less or equal to the amount available).

Click “Update” to return to the review page with the changes you have made.



Redistribution Request Form

SUBMIT All Redistributions | CANCEL All Redistributions

FROM
Position Nbr: 13100 - HR Consultant
Dept: 1013 - Human Resources Department

Enter Redistribution Information:

TO
* Position Nbr: 13075 Financial Services Temp
* Smartkey: XXXXXXXXX FINANCE
Account: 81720 Temporary Help-PB
Dept on Position: 1095 Finance Office

Redistribution Reason

* Reason: Temp earnings charged to incorrect position

Next

Earnings Redistribution Workarea

| | | Fiscal Year | Redist Amount | Pay End Date | Amount Available | Emplid | Name | Position Nbr | Position Title | Smartkey Number | Smartkey Descr | Account Number | Account Descr | Check Date | Earnings Code | Earn Cd Descr |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Edit Amt | Delete Row | 2015 | 200.00 | 20-JUL-14 | 200 | TEMP | | 13100 | HR Consultar | XXXXXXXXX | HUMAN RESOURCES OFFICE | 81720 | Temporary Help-PB | 25-JUL-14 | TEM | Temp Regular |
| Edit Amt | Delete Row | 2015 | 250.00 | 27-JUL-14 | 250 | TEMP | | 13100 | HR Consultar | XXXXXXXXX | HUMAN RESOURCES OFFICE | 81720 | Temporary Help-PB | 01-AUG-14 | TEM | Temp Regular |
| Edit Amt | Delete Row | 2015 | 200.00 | 03-AUG-14 | 200 | TEMP | | 13100 | HR Consultar | XXXXXXXXX | HUMAN RESOURCES OFFICE | 81720 | Temporary Help-PB | 08-AUG-14 | TEM | Temp Regular |
| Edit Amt | Delete Row | 2015 | 187.50 | 10-AUG-14 | 387.5 | TEMP | | 13100 | HR Consultar | XXXXXXXXX | HUMAN RESOURCES OFFICE | 81720 | Temporary Help-PB | 15-AUG-14 | TEM | Temp Regular |

6. Review all information one last time. Press the “**Submit All Redistributions**” button once all changes have been made.

Press the “**Cancel All Redistributions**” button to cancel the transaction.

**Submit Successful**

You have **SUCCESSFULLY** submitted this Redistribution Request Form to the Financial Planning Office.

This form is no longer available for changes.

Please go to **View Forms** to see the status of the form.

**Redistribution Form**

Form ID: 216

FROM

Position: 13100 - HR Consultant

Dept: 1013 - Human Resources Department

TO

Position: 13075 - Financial Services Temp

Dept: 1095 - Finance Office

Smartkey: XXXXXXXXX FINANCE

Account: 81720 - Temporary Help-PB

Reason for Request: Temp earnings charged to incorrect position

Submitted on: 09/18/2014 11:30:24 AM by candrews01

**Redistribution Details**

| Fiscal Year | Employee | Pay End Dt | Redistribution Amount | Smartkey | | Account | Earnings Code | Check Dt |
|---|---|---|---|---|---|---|---|---|
| 2015 | TEMP | 20-JUL-14 | 200 | XXXXXXXXX | HUMAN RESOURCES OFFICE | 81720 - Temporary Help-PB | TEM - Temp Regular | 25-JUL-14 |
| 2015 | TEMP | 27-JUL-14 | 250 | XXXXXXXXX | HUMAN RESOURCES OFFICE | 81720 - Temporary Help-PB | TEM - Temp Regular | 01-AUG-14 |
| 2015 | TEMP | 03-AUG-14 | 200 | XXXXXXXXX | HUMAN RESOURCES OFFICE | 81720 - Temporary Help-PB | TEM - Temp Regular | 08-AUG-14 |
| 2015 | TEMP | 10-AUG-14 | 187.5 | XXXXXXXXX | HUMAN RESOURCES OFFICE | 81720 - Temporary Help-PB | TEM - Temp Regular | 15-AUG-14 |
| 2015 | TEMP | 17-AUG-14 | 275 | XXXXXXXXX | HUMAN RESOURCES OFFICE | 81720 - Temporary Help-PB | TEM - Temp Regular | 22-AUG-14 |

7. When successfully submitted, a confirmation page will appear. The form will be routed to the correct department (Grants and/or Financial Planning) to obtain the necessary approvals.

8. After the redistribution has been processed, you will receive an email.

*Please contact the Financial Planning Office if you have any question or concerns.