

# *Earnings Redistribution Tips & Position Cross Reference*

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WESLEYAN UNIVERSITY

# Tips & Reminders:

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## Earnings Redistribution Request:

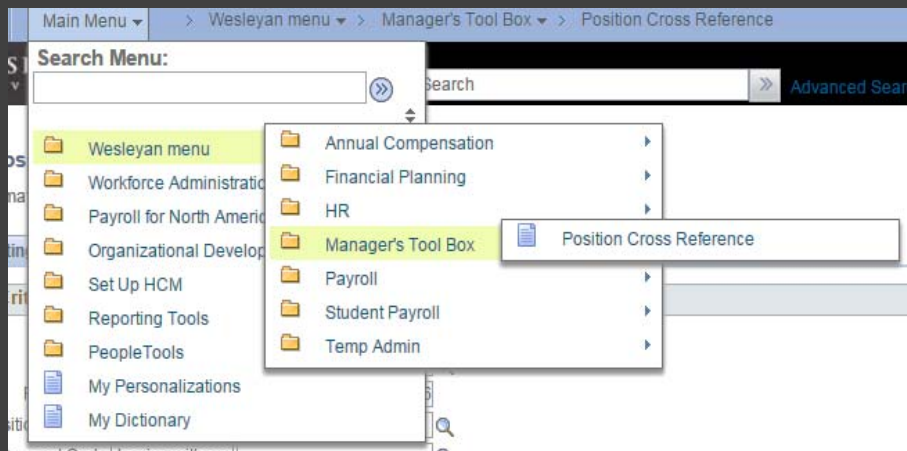
It is important to understand the Earnings Redistribution Request is only to be used as a last resort when charging payroll to the correct smartkey. Always double checking the position numbers and the smartkeys that the specific payroll is supposed to be charged is vital. To ensure that payroll is being 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.**

## Position Cross Reference

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

▼ Search Criteria

Set ID = ▼ WSLYN

Fiscal Year = ▼ 2016

Position Number begins with ▼

Account Code begins with ▼

Empl ID begins with ▼

Empl Record = ▼

Name begins with ▼

Department contains ▼ 1095

Short Description begins with ▼

Long Description begins with ▼

Classified/Unclassified Ind = ▼

Case Sensitive

### Finding Positions:

- Enter in the department number to find the correct the 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:

Code section:

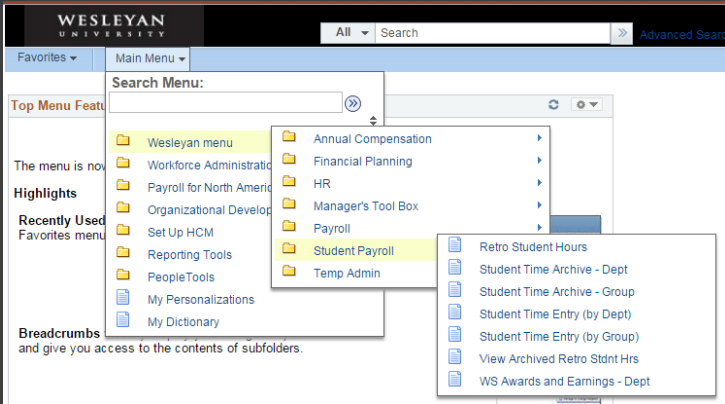
- **Position number-smartkey-account code**
- Verify the smartkey and account code ex: 81630
- Once verified, use the position number to process payroll

Search Results

View All First 1-13 of 13 Last

Set ID	Fiscal Year	Position Number	Account Code	Empl ID	Empl Record	Name	Department	Short Description	Long Description	Classified/Unclassified Ind
WSLYN 2016	12252	12252	1001095100-81630 (blank)	0		Vacant 1095	1095	Student	Student Employee	Student
WSLYN 2016	13075	13075	1001095100-81720 (blank)	0		Vacant 1095	1095	Temp	Financial Services Temp	Temp

# Position Cross Reference



Main Menu-Wesleyan menu-Student Payroll-Student Time Entry (by Dept)

**Wesleyan Student Time Entry**

Set ID: WSLYN

**Student Time**

Department: 1095 Finance Office  
 Pay Period End Date: 01/31/2016  
 Paycheck Issue Date: 02/05/2016

[Position Cross Reference](#)

**Weekly Time** Personalize | Find | View All | First | 1-4 of 6 | Last

*Position	WesID	*Rate	Hours	Group	Name	Posn Title	FRS Acct	FRS x RATE	User ID	Apprv ID
12252			0.00	STUACCTS		Student Employee	1001095100	0.00	JMITCHELL01	145992

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.