NC STATE UNIVERSITY College of Natural Resources

# Salary Distributions
# Standard Operating Procedure

(Revised March 2023)

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# CHAPTER 1: Purpose

The objective of a salary distribution (or redistribution) is to modify the funding source(s) of an employee's salary, either by redistributing salaries that have already been paid, or by changing the funding source(s) for future payments. When submitting a Salary Distribution Change (SDC) form to the College, it is the department/unit's responsibility to adhere to the guidelines outlined in this SOP.

# CHAPTER 2: Salary Distributions

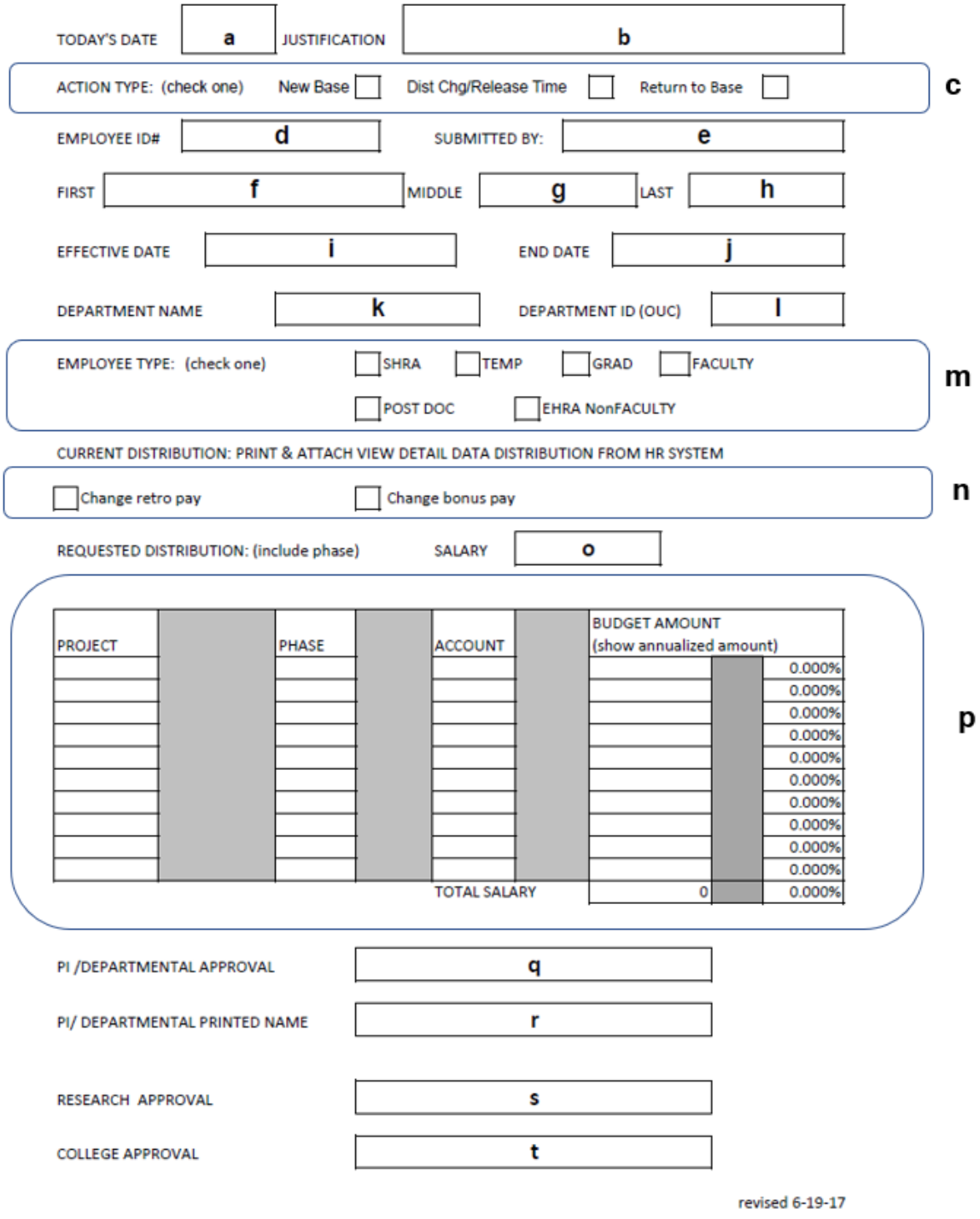
## PROCESS: How to Submit a Salary Distribution Change Request

**Frequency**: As needed

## STEP 1: Complete the Salary Distribution Change Form

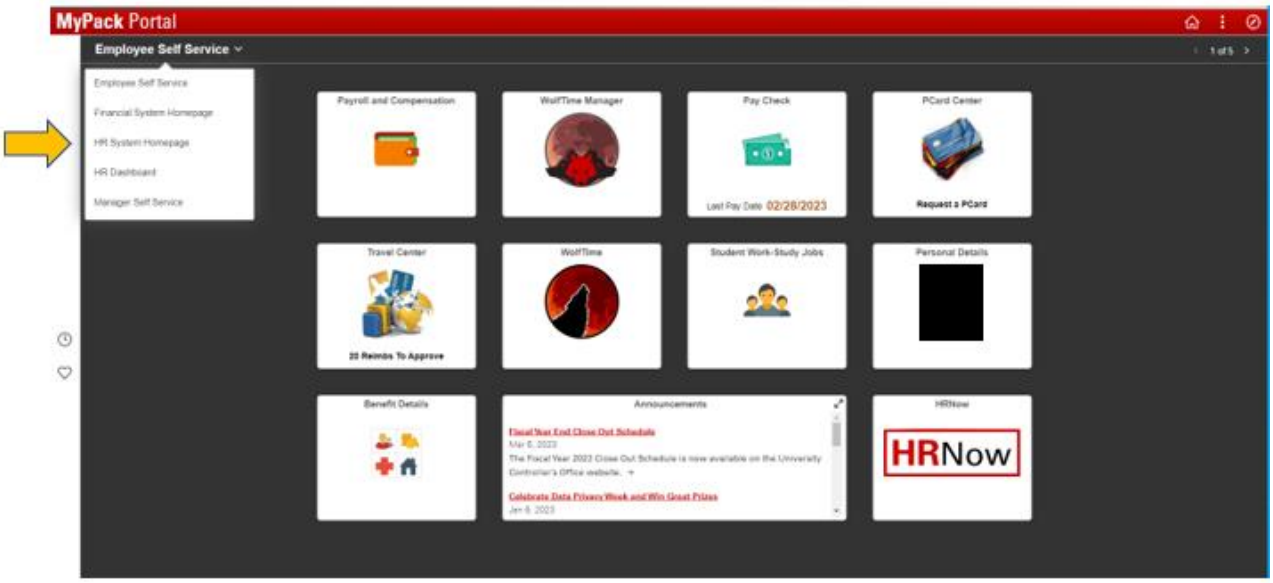
1. Follow the steps below for completing the Salary Distribution Change (SDC) form. If you need a copy of the SDC form, you may obtain one from CNR Internal Resources.

    a. Enter today's date
    b. Enter the justification as to why you want to distribute/redistribute the salary
    c. Check a box for the appropriate action type
    d. Enter the employee's ID number
    e. Enter the name of the person that is submitting the form
    f. Enter the first name of the individual for whom you are requesting a distribution/redistribution
    g. Enter the middle name (if applicable) of the individual for whom you are requesting a distribution/redistribution
    h. Enter the last name of the individual for whom you are requesting a distribution/redistribution
    i. Enter the effective date of the distribution/redistribution
    j. Enter the end date of the distribution/redistribution
    k. Enter the name of the department where the individual has their primary appointment
    l. Enter the OUC that corresponds to the department name in field k
    m. Select one of the employee types that corresponds with the individual's appointment
    n. If you are changing the funding source(s) for salary that has already been distributed, check the "change retro pay" box. Or, if you are changing bonus pay, check the "change bonus pay" box. If neither is applicable, please disregard this section
    o. Enter the annual salary for the employee (if a temporary employee, enter the hourly rate)
    p. In this section, enter the project ID, phase (if applicable), account code, and annualized amount for which the salary should be distributed to
    q. Include the signature of the PI or departmental approver
    r. Enter the name of the PI or departmental approver
    s. The College Business Office will complete this field (if applicable)
    t. The College Business Office will complete this field (if applicable)

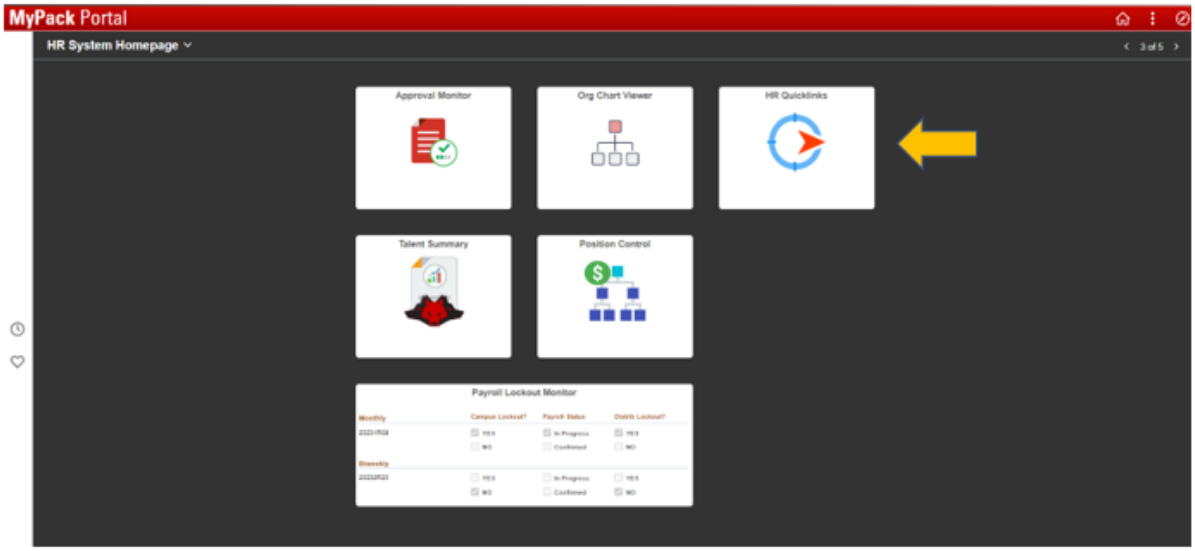



## STEP 2: Generate Employee's Current Salary Distribution

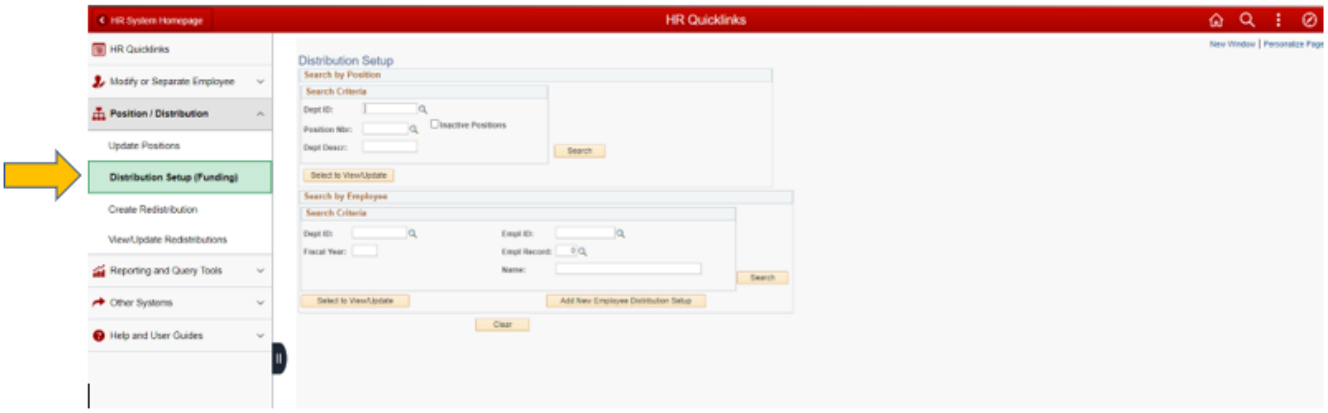
1. From **MyPack Portal**, select the **HR System Homepage** from the top navigation menu.



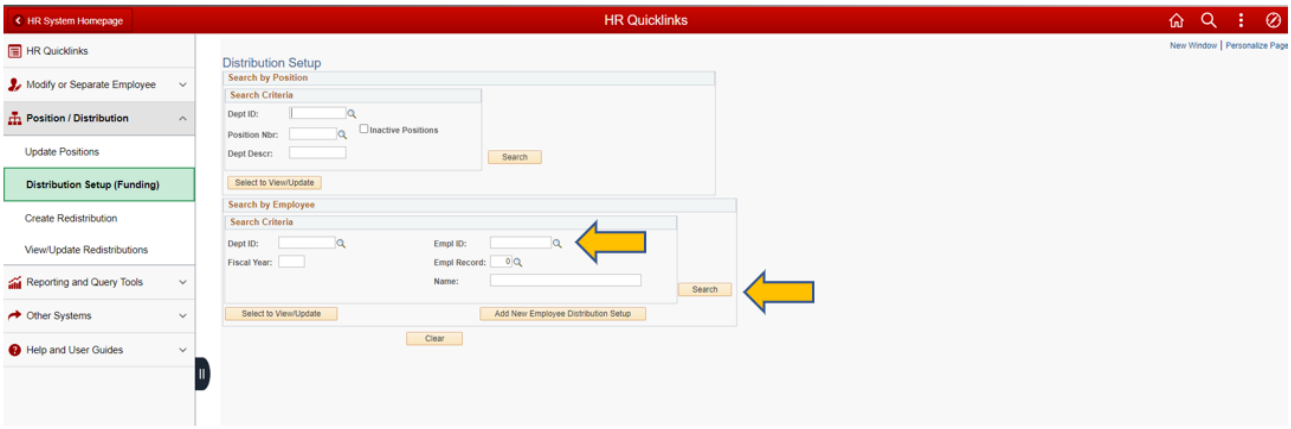

2. Select the **HR Quicklinks** tile.



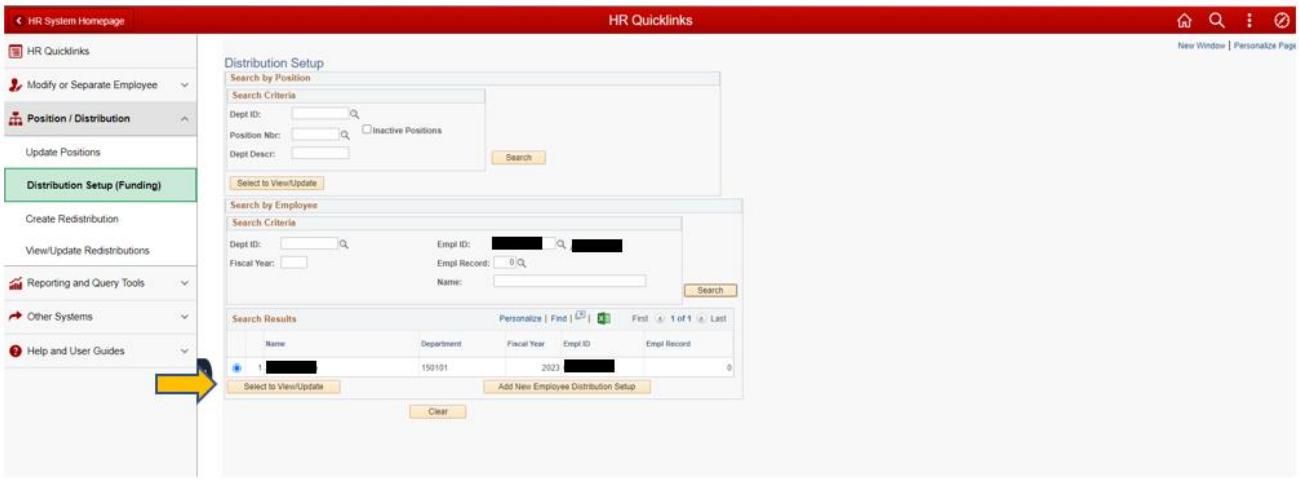

3. Select the **Distribution Setup (Funding)** icon under the **Position/Distribution** section.



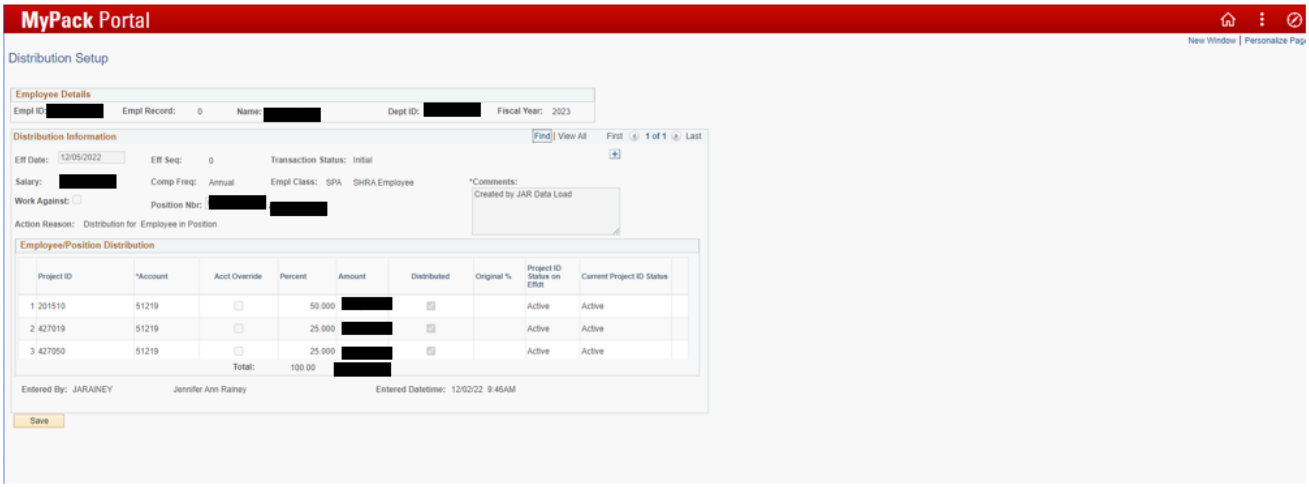

4. Enter the **Employee ID** number in the corresponding field, then click on the **Search** field.



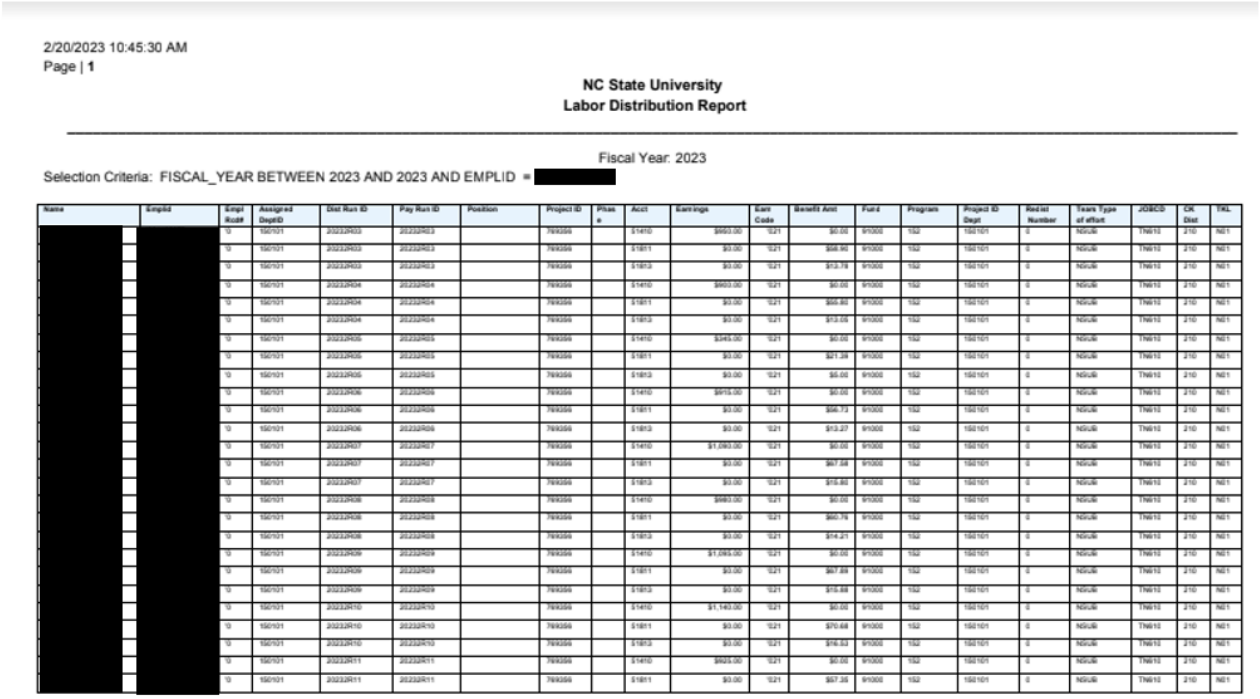

5. Click on the **Select to View/Update** field.




6. Save the **Distribution Setup** as a PDF file.



7. For temporary employees, you will also need to generate a Labor Distribution report capturing the payroll period(s) that you want to redistribute (if applicable). To do so, select **Labor Distribution** under **Reporting and Query Tools** (located in HR System Homepage>HR Quicklinks). Complete the appropriate fields, generate the report, and save it as a PDF.



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**NC State University**
**Labor Distribution Report**

Fiscal Year: 2023

Selection Criteria: FISCAL_YEAR BETWEEN 2023 AND 2023 AND EMPLID = [redacted]

| Name | Emplid | Empl Rcd# | Assigned DeptID | Dist Run ID | Pay Run ID | Position | Project ID | Phase | Acct | Earnings | Earn Code | Benefit Amt | Fund | Program | Project ID Dept | Redist Number | Tears Type of effort | JOBCD | CK Dist | TKL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| [redacted] | [redacted] | 0 | 150101 | 20232R03 | 20232R03 | | 7XK356 | | 51410 | $663.00 | 121 | $0.00 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R03 | 20232R03 | | 7XK356 | | 51811 | $0.00 | 121 | $58.90 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R03 | 20232R03 | | 7XK356 | | 51813 | $0.00 | 121 | $13.78 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R04 | 20232R04 | | 7XK356 | | 51410 | $663.00 | 121 | $0.00 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R04 | 20232R04 | | 7XK356 | | 51811 | $0.00 | 121 | $58.90 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R04 | 20232R04 | | 7XK356 | | 51813 | $0.00 | 121 | $13.05 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R05 | 20232R05 | | 7XK356 | | 51410 | $345.00 | 121 | $0.00 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R05 | 20232R05 | | 7XK356 | | 51811 | $0.00 | 121 | $21.28 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R05 | 20232R05 | | 7XK356 | | 51813 | $0.00 | 121 | $5.00 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R06 | 20232R06 | | 7XK356 | | 51410 | $915.00 | 121 | $0.00 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R06 | 20232R06 | | 7XK356 | | 51811 | $0.00 | 121 | $58.73 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R06 | 20232R06 | | 7XK356 | | 51813 | $0.00 | 121 | $13.27 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R07 | 20232R07 | | 7XK356 | | 51410 | $1,093.00 | 121 | $0.00 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R07 | 20232R07 | | 7XK356 | | 51811 | $0.00 | 121 | $67.68 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R07 | 20232R07 | | 7XK356 | | 51813 | $0.00 | 121 | $15.80 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R08 | 20232R08 | | 7XK356 | | 51410 | $993.00 | 121 | $0.00 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R08 | 20232R08 | | 7XK356 | | 51811 | $0.00 | 121 | $60.76 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R08 | 20232R08 | | 7XK356 | | 51813 | $0.00 | 121 | $14.21 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R09 | 20232R09 | | 7XK356 | | 51410 | $1,093.00 | 121 | $0.00 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R09 | 20232R09 | | 7XK356 | | 51811 | $0.00 | 121 | $67.89 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R09 | 20232R09 | | 7XK356 | | 51813 | $0.00 | 121 | $15.88 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R10 | 20232R10 | | 7XK356 | | 51410 | $1,140.00 | 121 | $0.00 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R10 | 20232R10 | | 7XK356 | | 51811 | $0.00 | 121 | $70.68 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R10 | 20232R10 | | 7XK356 | | 51813 | $0.00 | 121 | $16.53 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R11 | 20232R11 | | 7XK356 | | 51410 | $825.00 | 121 | $0.00 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |
| | | 0 | 150101 | 20232R11 | 20232R11 | | 7XK356 | | 51811 | $0.00 | 121 | $57.35 | 91000 | 152 | 150101 | 0 | NSUB | TN610 | 210 | N01 |

## STEP 3: Complete Retroactive 90-Day Adjustment Form - IF APPLICABLE

1. If you are submitting a Salary Distribution Change form with an effective date greater than 90 days in the past, you will need to complete the Retroactive 90-Day Adjustment form, which can be found here.
2. You must complete all of the fields within the form, including a strong justification explaining the delay in processing this change.
3. Save the completed form as a PDF file.
4. Note - since these types of adjustments should only be used in extreme cases, approval of this request should not be assumed.

## STEP 4: Submit Documentation via Email

1. Once you have completed the Salary Distribution Change (SDC) form, Retroactive 90-day Adjustment form (if applicable), Labor Distribution report (if applicable), and saved the employee's current distribution as a PDF, you are ready to submit the documentation via email.
2. Upload these documents to an email addressed to cnr_salary_distriubtions@ncsu.edu.
3. The subject line in the email should include the payroll type (Monthly or Bi-Weekly), Name, Employee ID, and Effective Date.
    a. E.g. Monthly_Scooby Doo_123456789_Effective 5-16-23
4. If additional documentation justifying the change in distribution is required, the College Business Office will reach out to you directly.

## CHAPTER 3: Submission Deadlines

1. Requests may be submitted after the deadlines below; however, there is no guarantee that the submission will be approved and completed before payroll lockout.
2. Bi-Weekly Payroll Deadline: Three (3) business days prior to payroll lockout date
    a. Retroactive Adjustments: Six (6) business days prior to payroll lockout date
3. Monthly Payroll Deadline: Three (3) business days prior to payroll lockout date
    a. Retroactive Adjustments: Six (6) business days prior to payroll lockout date
4. Payroll deadlines can be found on the University Controller's Office website.
5. For FY23, requests submitted after April 1st that impact state funds may not be processed.