View Payroll Accounting Distribution By Employee

Use the Payroll Accounting Distribution page to verify the distribution funding source identified for an employee.

Log in to MyU (myu.umn.edu). Navigate to: Key Links > PeopleSoft > Human Resources.

Navigate in HRMS: UM Payroll Accounting > UM Payroll Accounting > UM Distribution Entry.

1. Select the By Employee Job Summary radio button.

Note: Viewing by Department Funding List displays all positions in the department at once; viewing by Employee Job Summary displays one employee at a time.

Selecting the By Employee Job Summary radio button displays a search page where information can be entered to search for a specific employee.

2. On the UM PA Employee Job Summary page, conduct a search following the steps below:
   a. In the Empl ID field, enter the desired employee ID, or enter the employee's first name and last name in the appropriate fields.
b. In the Fiscal Year field, enter the year (e.g., 2019). Note: The fiscal year runs from July 1 to June 30 and is identified by the year in which it ends. Thus, the fiscal year is 2019 for events that occur in September 2018.

c. Click <Search>.

The Employee Job Summary page appears. It contains information about the pay period, pay components, and distribution details for that employee.

All positions the employee holds display on this page.

The Funded By column displays the following funding sources:

- Department – If the employee has one Appointment, Position, or Pool level distribution covering that job.
- Pool – If the employee’s position is part of a position pool and that pool is where funding is defined.
- Position – If the employee’s position has specific funding defined.
- Appointment – If there is a funding definition specific to that employee and that job record.
- If the Funded By space is blank, the funding must be identified and added for distributions to be made.

Note: Funding sources in blue are links to more detailed information about the source.