**Distribution Entry for UNS Funding**

Certain fellowship stipends must be paid via UNS earnings. Consult the Office of Human Resources “Scholarship and Fellowship Department Aid” web page for criteria.

Company UNS earnings, “FSR,” must be set up in Additional Pay. Unit-level human resources personnel or financial accountants should verify distributions for these payments and set up the appropriate distribution housed in UM Distribution Entry.

**SET UP ADDITIONAL PAY FOR “FSR”**

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

Navigate in HRMS: Payroll for North America > Employee Pay Data USA > Create Additional Pay.

1. Search for the employee using EmplID or Name.
2. Click on the correct record number if more than one record exists.
   - If existing additional pay exists, click the plus sign in the Additional Pay section then add “FSR” in the Earnings Code field.
   - If additional pay earnings code already exists for “FSR,” click the plus sign in the Effective Date section below that earnings code.
4. Enter the Effective Date of the additional pay (can only be current or future date). Best practice is to use the beginning of a payroll period.
5. Enter the sequence number in the Add’l Seq Nbr field. Note: If this is the first time the earnings code is used, the sequence number is 1; if not, increase the value by one.
6. Enter the end date of the additional pay. Whenever possible, the end date should be the last day of a pay period. Do not use End Date if Goal Amount is used.
7. Enter the total earnings to be paid.
8. Expand the Job Information section.
9. Verify the Default Job Data information. Additional earnings, funded by the distribution found in UM Distribution Entry, will be paid to the employee.
10. If funding for FSR should NOT be paid from the primary job, complete the following field in the Job Data Override section:
   - **Position** - Enter the position value that contains the accurate distribution for the FSR earnings code. All other fields will auto-populate based on position data.
11. All distribution rows should collectively reflect a total distribution of 100% in the Earnings Distribution section.

12. Click <Save>.

Questions related to processing Additional Pay should be directed to the OHR Contact Center at ohr@umn.edu or 612-624-8647.

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**VERIFY AND/OR UPDATE FUNDING IN UM DISTRIBUTION ENTRY FOR “FSR” EARNINGS**

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

1. Select “Department” in Search By. Modify As Of date to view future distributions if desired. Enter a DeptID value in Department.

2. Select “Employee” in Search By. Modify As Of date to view future distributions if desired. Enter the EmplID of the employee.

3. Click <Search>.

Earnings will distribute based on what is set up in UM Distribution Entry pages for the position number.

If overriding Job Data, the additional pay will distribute based on what is set up in UM Distribution Entry pages for the position number.
4. Select the Show Vacant Positions checkbox.

5. Click <View All> to view all positions.

6. Locate the position number on the page.

7. Click on the Funded By links (Department, Position, Position Pool, Appointment) to view distributions.
   a. To view Department-level funding, click <View/Edit Department Level Funding> at the top of the page.
   b. NEVER modify the Department-level funding. If this funding is not accurate, a new funding level must be added.
   c. To add a new funding level, follow the instructions on the “Distribution Entry for Payroll Earnings” job aid.

8. If displayed distribution(s) are accurate for paying “FSR” earnings, leave as is and skip to step 14.
   a. UM Distribution Entry requires one blank Earnings Code field. If the Earnings Code field is blank, the “FSR” earnings will be captured and paid on the distribution row(s) listed.

9. If displayed distribution(s) are inaccurate, click the plus sign in the Effective Date field.

10. Add the effective date of the new distribution.
    a. Date will default to current date.
    b. Date should be today, future, or within current unprocessed payroll period only.
    c. Date should mirror the effective date used in the Additional Pay section.

11. The existing distributions for the vacant earnings code should remain untouched.

12. Click the plus sign in the Earnings Code section.


14. Enter the combo code/ChartField string for the “FSR” funding.

15. Enter the percentage of distribution in the Dist Pct field. Note: Every Earnings Codes section listing in UM Distribution Entry should have a total distribution equal to 100%.

16. Click <Save>. 
**UM DISTRIBUTION WITH VACANT EARNINGS CODE**

“FSR” Additional Pay earnings will pay out based on *Distribution Details* of the blank *Earnings Code*.