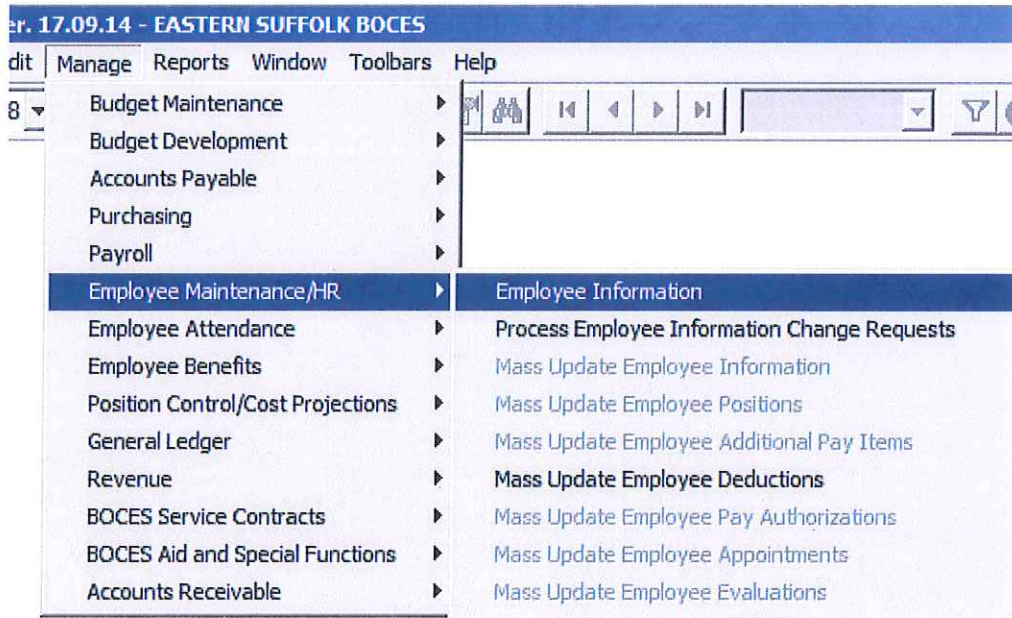


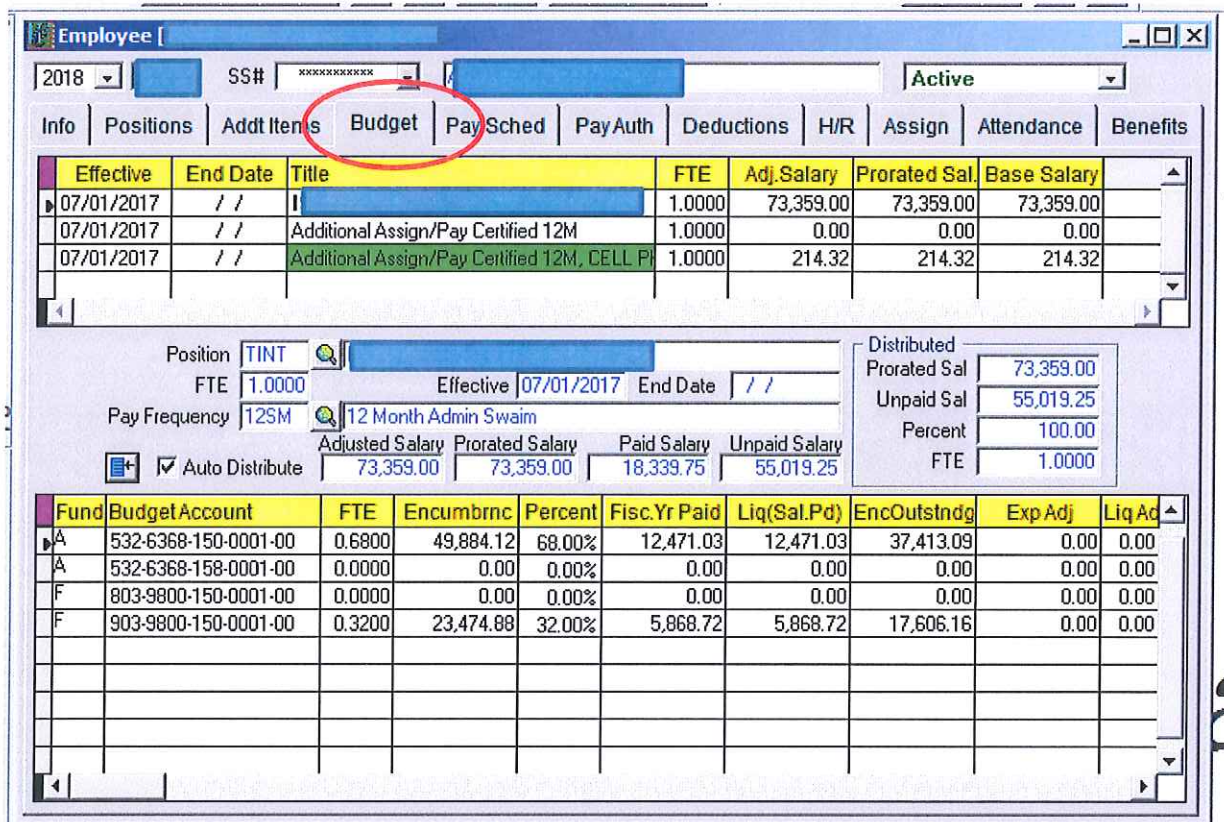
Salary and Benefit Distribution Budget Code Change Instructions

Salary Recode

Manage, Employee Maintenance, Employee Information



Select Modify from the tool bar and go to the Budget tab.



If one of the new budget codes does not exist on the employee budget screen, click on the Blue Options Button (BOB) to add a new code.

The screenshot shows the 'Employee' budget screen. At the top, there are fields for '2018', 'SS#', and 'Active'. Below this is a navigation bar with tabs: Info, Positions, Add Items, Budget, Pay Sched, Pay Auth, Deductions, H/R, Assign, Attendance, Benefits. The main table has columns: Effective, End Date, Title, FTE, Adj. Salary, Prorated Sal, Base Salary. The table contains three rows of budget items. Below the table, there are fields for Position (TINT), FTE (1.0000), Effective (07/01/2017), End Date (//), Pay Frequency (12SM), and 12 Month Admin Swaim. To the right, a 'Distributed' summary shows Prorated Sal (73,359.00), Unpaid Sal (55,019.25), Percent (100.00), and FTE (1.0000). A dropdown menu is open over the table, showing options: 'Add Budget Accounts', 'Delete Budget Account A532-6368-150-0001-00', 'Delete All Budget Accounts', 'Recode Budget Data for A532-6368-150-0001-00', and 'Recode Budget Data by Dates'. A table below the dropdown shows 'Fisc. Yr Paid', 'Liq (Sal. Pd)', 'EncOutstndg', 'Exp Adj', and 'Liq Ac' for various fund and budget account combinations.

Search for the budget code or type the budget code.

The screenshot shows the 'Budget Code Search' dialog box. It has fields for 'Fiscal Year' (2018), 'Criteria Name' (Last Run), 'Fund' (A), 'Budget Account' (326-????-???-????-??), 'Budget Type' (R), and 'Payroll' (Y). There is a 'Where' field and buttons for 'Query', 'Cancel', and a search icon.

When you have all the budget codes listed, go back to BOB and select recode by date.

This is a close-up of the 'Add Budget Accounts' dropdown menu from the previous screenshot. It shows the same options: 'Delete Budget Account A532-6368-150-0001-00', 'Delete All Budget Accounts', 'Recode Budget Data for A532-6368-150-0001-00', and 'Recode Budget Data by Dates'. The 'Recode Budget Data by Dates' option is highlighted in blue. The background shows the 'Pay Frequency' (12SM) and '12 Month Admin Swaim' fields.

When you select recode by date, the below grid will appear. Select the effective date range on the left, if the date range is not there add it using BOB. On the right side, you can adjust the budget code distribution percentage for the effective date range selected on the left.

FTE | 1.0000 | Effective | 07/01/2017 | End Date | / / | Paid Salary | 18,339.75 | Unpaid Salary | 55,019.25

Effective	End Date	Encumbrnc	Fund	Budget Code	Percent	Encumbrnc
07/01/2017	00/00/0000	73,359.00	A	532-6368-150-0001-00	68.00%	49,884.12
			A	532-6368-158-0001-00	0.00%	0.00
			F	803-9800-150-0001-00	0.00%	0.00
			F	903-9800-150-0001-00	32.00%	23,474.88

Distributed Prorated Salary | 73,359.00

07/01/2017-EndOfYr
 Prorated Sal | 73,359.00
 Percent | 100.00

OK Cancel

FTE | 1.0000 | Effective | 07/01/2017 | End Date | / / | Paid Salary | 18,339.75 | Unpaid Salary | 55,019.25

Effective	End Date	Encumbrnc	Fund	Budget Co	Percent	Encumbrnc
07/01/2017	00/00/0000	73,359.00	A	532-6368-150-0001-00	68.00%	49,884.12
			A	532-6368-158-0001-00	0.00%	0.00
			F	803-9800-150-0001-00	0.00%	0.00
			F	903-9800-150-0001-00	32.00%	23,474.88

Distributed Prorated Salary | 73,359.00

07/01/2017-EndOfYr
 Prorated Sal | 73,359.00
 Percent | 100.00

OK Cancel

Add New Effective Dates
 Remove 07/01/2017-EndOfYr
 Display Encumbrance Calculations

Add Effective Date

Effective Date | 09/28/2017

End Date | 00/00/0000

OK Cancel

Click **SAVE** when done.

When you save, you will see multiple payroll periods to select from. Please select the **RECODE** schedule available at that time.

Period Number	Desc	Pay Type	Status
012	Check Date 10/13/2017	RBW	Open
010	Recode 09/30/2017	EOYADJ	Posted

Click **OK** when done.

Benefit Recodes

All salary related benefits will recode automatically along with the salaries (such as FICA, FICA MED, WC, etc.).

All other benefits are done monthly by the Business Office. **IMPORTANT** please send a copy of all recodes to Benefit-Recodes@esboces.org in order for your benefits be recoded.

Forms for salary recodes are available on ESOBCES docushare form 8010F.2.