

Filling out the Payroll Distribution Form

The following items are important to validate when you are completing the Payroll Distribution form. This will ensure that your requests are processed timely, and will not have to be sent back for correction:

- If an employee has **more than 4 distributions**, continue your entry into the next “block” of distribution rows in next the section below.
- To view the combo codes available for a department, run the following query:
PR_COMBO_CODE_LIST_BY_GL_DEPT (if you do not have this query, please email UCO_Payroll_Accounting@usf.edu)
- Verify that the **combo code entered on the form matches the chartfield** entered onto the form.
- Verify that the employee’s wages are being charged to the **correct GL account**:
 - Administration - 50021
 - Faculty - 50022
 - Staff - 50023
 - Admin/Clerical - 50030
 - Temporary Employees - 50040
 - Graduate Assistants - 50041
 - Temporary OPS - 50042
- For **Federal Work Study** Students:
 - Verify in Job Data that they are designated as FWSP
 - This can be found on the USF Job Data tab by clicking the “Student Status” button – if this does not show the employee as FWSP, HR will need to correct this before distributing the employee to an FWSP fund.
 - All FWS employees should be charged to a chartfield that has the fund 28000. This fund is ONLY for FWS employees.
- Verify the **effective date**:
 - For new hires, the effective date should be the date of hire.
 - For transfers or position changes, the effective date should be the date of transfer or position change.
 - For most others, the beginning date will be the beginning of the pay period.
 - If someone is changing from an appointment to a position (or vice versa) or is changing appointments/positions within your department, please let us know so that their “old” distribution can be inactivated. Not inactivating an invalid distribution can cause the need for your department to prepare RETS until this “old” distribution is inactivated.
- Verify that any split distributions ultimately **add up to 100%**.
- Distribution entries **can be** future dated. If you are already aware of a distribution change that will need to be made in the future, it can be entered now in preparation for the distribution change.

Employee Name: GEMS ID: Job Record:

☐ Appointment ☐ Position Position Number: Effective Date of Distribution:

Dist %	Combo Code	GL Account	Project	GL Dept	Product	Fund	Oper Unit	Initiative

Employee Name: GEMS ID: Job Record:

☐ Appointment ☐ Position Position Number: Effective Date of Distribution:

Dist %	Combo Code	GL Account	Project	GL Dept	Product	Fund	Oper Unit	Initiative

Employee Name: GEMS ID: Job Record:

☐ Appointment ☐ Position Position Number: Effective Date of Distribution:

Dist %	Combo Code	GL Account	Project	GL Dept	Product	Fund	Oper Unit	Initiative

Requested By:

Telephone or Email:

FOR PAYROLL USE ONLY

Date Received:

Date Entered:

Completed By: