**Salary Distribution Report**

The Salary Distribution report gives you detailed information about salary and fringe expenditures for an award or project. This report is available in HRMS Production environment.

**HRMS Navigation:** ND HE Applications > Commitment Accounting > HE Salary Distribution Report OR ND HE Applications > Effort Certification > HE Salary Distribution Report

A run control will need to be added the first time trying to run the report.

**Run Control:**

![Run Control Image](image)

Options with an * need to be populated to run the report.

To collect information only pertaining to your award or project(s) you will need to fill in the following fields:

- **Bus Unit:** UND01
- **Check Date From:** (could be the start date of the project, or you could start 1/1/1900)
- **Check Date Through:** (the end date of data you need)
- Choose any of the radio button options to add additional detail to the report.
1. If you have a range of department numbers within the college the report can be run by Dept.
number range.
   OR
2. The report can be run to summarize all of the projects within an award, if there are multiple
projects related to one agreement. Populate the Award #.
   OR
3. The report can be run by a specific project # to capture only the salary related to one project
under an award with multiple projects.

Click Run button.
Click Ok to the Process Scheduler Request page.
Go to Process Monitor. Wait for Distribution Status to reflect “Posted”. Click on Details hyperlink.
Click View Log/Trace hyperlink.
Click the .pdf for your report.