Salary Distribution Report

The HE Salary Distribution Report provides detailed information about salary and fringe expenditures for an award or project.

To access the HE Salary Distribution Report in HRMS, log in and click on the NavBar icon located in the upper right corner. From there, select Menu and scroll down to ND HE Applications. Click on Commitment Accounting to find the HE Salary Distribution Report.

1. Complete the following fields. All fields with an asterisk (*) are required.

*Business Unit:	UND01
*Check Date From:	Enter the check date to begin from
*Through:	Enter the check date to end through
*Subtotal by?	Select Projects or Awards
*Include Retro Date?	Select Yes or No
*Include Emplid?	Select Yes or No
*Include Earnings Code?	Select Yes or No
*Include Hourly Rate?	Select Yes or No
*Include Check/ACH Number?	Select Yes or No
*FERPA Applied?	Select Yes or No

*Select one option below:	Search by Departments, Awards, Projects, Sponsors, Project PIs, or Award PIs

*Select one option below:

2. Click **Save**.

3. Click **Run.**

Run Control ID   HE_SALARY_DISTRIBUTION_REPORT   Report Manager   Process Monitor   Run

4. Select **PDF** or **XLS Format** in **Process Scheduler Request** and click **OK**.

5. Click **Process Monitor**.

Run Control ID   HE_SALARY_DISTRIBUTION_REPORT   Report Manager   Process Monitor   Run

6. Click **Refresh** until the Run Status reads **Success,** and the Distribution Status reads **Posted**.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	6763274		BI Publisher	NDU_CA_4798	jackie.pic	12/04/2023 8:44:09AM CST	Success	Posted	Details	▼ Actions

Go back to HE Salary Distribution Report

7. Click **Report Manager**.

8. Click the hyperlink of the desired report.

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	NDU_CA_4798 - CA_4798_SalaryDistributionReport_6763274.pdf	NDU_CA_4798 - CA_4798_SALARYDISTRIBUTIONREPORT_6763274.PDF	General	12/04/23 8:56AM	4484707	6763274

Updated 12.4.23