


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

Run Control ID HE_SALARY_DISTRIBUTION_REPORT

[Report Manager](#)

[Process Monitor](#)

[Run](#)

*Business Unit: 

*Check Date From: 

*Through: 

*Subtotal by? Projects Awards

*Include Retro Date? Yes No

*Include Emplid? Yes No

*Include Earnings Code? Yes No

*Include Hourly Rate? Yes No

*Include Check/ACH Number? Yes No

*FERPA Applied? Yes No

***Select one option below:**

Search by Departments, Awards, Projects, Sponsors, Project PIs, or Award PIs

*Select one option below:

Refresh Grid Clear All Options

1. Departments (Y/N) 2. Awards (Y/N) 3. Projects (Y/N) 4. Sponsors (Y/N) 5. Project PIs (Y/N) 6. Award PIs (Y/N)

Award	Description
1	

2. Click **Save**.

Save Return to Search Previous in List Next in List

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**.

Process Scheduler Request

User ID jackie.pic Run Control ID HE_SALARY_DISTRIBUTION_REPORT

Server Name Run Date 12/04/2023

Recurrence Run Time 8:44:09AM Reset to Current Date/Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AE for Salary Distribution Rpt	NDU_CA_4798	BI Publisher	Web		Distribution

OK Cancel

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**.

Process List | Server List

View Process Request For

User ID: jackie.pic | Type: [] | Last: [] | [] 1 Days | **Refresh** | Clear | Reset

Server: [] | Name: [] | Instance From: [] | Instance To: []

Run Status: [] | Distribution Status: [] | Save On Refresh | Report Manager

▼ **Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	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

Save | Notify

Process List | Server List

7. Click **Report Manager**.

Process List | Server List

View Process Request For

User ID: jackie.pic | Type: [] | Last: [] | [] 1 Days | Refresh | Clear | Reset

Server: [] | Name: [] | Instance From: [] | Instance To: []

Run Status: [] | Distribution Status: [] | Save On Refresh | **Report Manager**

8. Click the hyperlink of the desired report.

List | Explorer | Administration | Archives

View Reports For

Folder: [] | Instance: [] to [] | Refresh

Name: [] | Created On: [] | Last: [] | [] 1 Days

Reports

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