

Salary Distribution Report

The Salary Distribution report provides 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

*Options with an * must be populated

1. Enter a run control ID or add a new value. If you are creating a new run control, enter a name for this control ID and click **Add**.
2. Select Business Unit: **UND01**
3. Enter the **Check Date From** and **Through Date**
4. Select **Yes** or **No** for the additional information to be included in the report.

Run Control ID CH_SAL_DIST_1219 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

5. Select one of the four following options:

*Select one option below:

1. Dept From: Through:

2. Awards 3. Projects 4. Sponsors

6. Click **Run**.
7. Click **Ok**.

Process Scheduler Request x

[Help](#)

User ID chassi.herman Run Control ID CH_SAL_DIST_1219

Server Name Run Date

Recurrence Run Time

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AE for Salary Distribution Rpt	NDU_CA_4798	Application Engine	Web	PDF	Distribution

8. Click **Process Monitor**.
9. When it states “Success” and “Posted” click the **Details** hyperlink.
10. Click the **View Log/Trace** hyperlink under Process Detail.
11. Click File: XMLP_CA_4798_SalaryDistributionReport

File List

Name	File Size (bytes)	Datetime Created
AE_NDU_CA_4798_5278817.stdout	337	06/24/2021 9:35:15.557000AM CDT
AE_NDU_CA_4798_5278817.trc	2,412	06/24/2021 9:35:15.557000AM CDT
XMLP_CA_4798_SalaryDistributionReport_5278817.pdf	8,481	06/24/2021 9:35:15.557000AM CDT