Distribution Entry and Earnings Codes

Employee earnings are paid based on the distributions in UM Distribution Entry. This job aid reviews the use of blank earnings codes, distribution percentages by pay component percentages, specific earnings codes, and sequencing with multiple earnings codes.

Each earnings code listed must have a total distribution of 100% in Total Dist % field.

BLANK EARNINGS CODES

A blank earnings code signifies that any and all earnings codes (regular or otherwise) used for this employee will pay according to the distribution. Note: It is mandatory for each distribution to contain ONE blank earnings code.

SPLITTING DISTRIBUTIONS USING PAY COMPONENTS %

Pay components, housed in job data, will pay out as REG earn codes when distributed. If pay components should be distributed differently, use Percent of Annual for each pay component and for each of the different distribution rows.
Distribution Entry and Earnings Codes (cont.)

OTHER EARNINGS CODES

If a specific earnings code should be paid on a specific distribution(s), use the earnings code in the Earnings Code field. When payroll distributions are run, the specific earnings codes will pay out according to the distribution set in UM Distribution Entry. Note: The system still requires a blank earnings code in addition to the specific earnings code.