Quick Reference Card – FES Client

Initial Payroll Distribution Processing

Process: Follow this QRC to enter and process a faculty member's initial payroll distribution (Track 1/Version 1) for the fiscal year.

Role: Authorized Users | **Frequency:** When needed

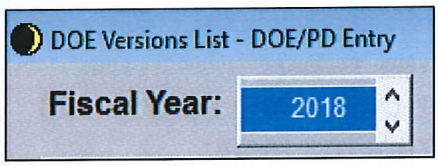
FES Client Main Screen

Click on the **DOE FY16+** button

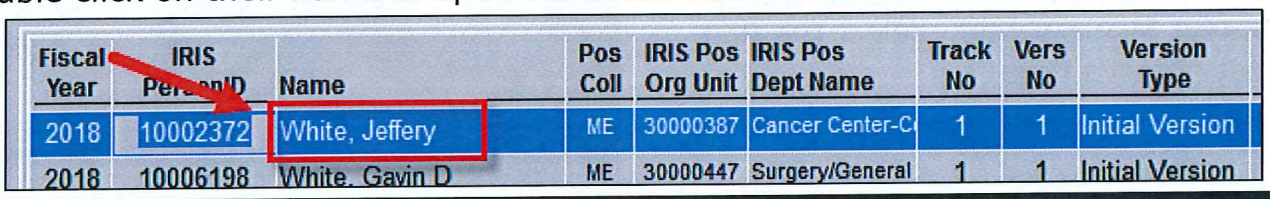
DOE Versions List – DOE/PD Entry Screen

Ensure that the desired **Fiscal Year** is displayed

To change, click in the up/down arrows until the desired year is displayed, and then click once directly on the date. The screen will update with that year's data.



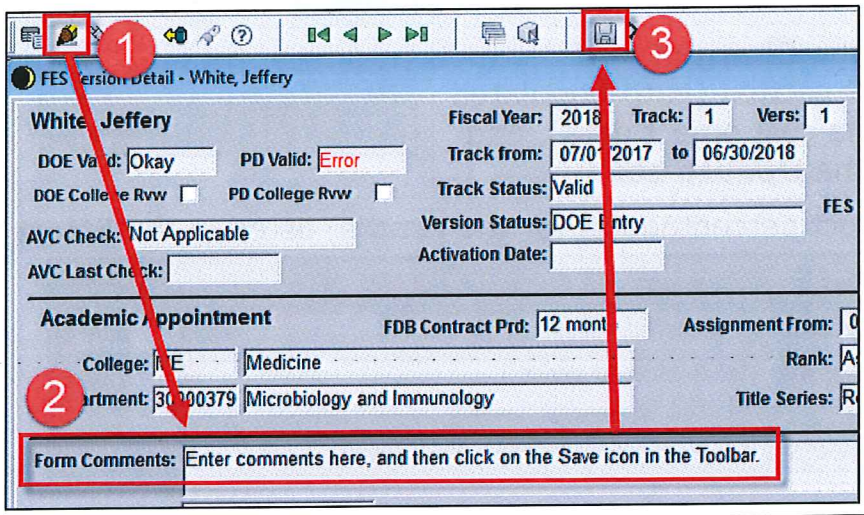
Find the faculty member's Track 1/Version 1 record in the versions list, and then double click on their name to open the detail screen



Fiscal Year	IRIS Person ID	Name	Pos Coll	IRIS Pos Org Unit	IRIS Pos Dept Name	Track No	Vers No	Version Type
2018	10002372	White, Jeffery	ME	30000387	Cancer Center-C	1	1	Initial Version
2018	10006198	White, Gavin D	ME	30000447	Surgery/General	1	1	Initial Version

DOE Version Detail – Version Header Screen

As a Track 1/Version 1, no data entry is required on the **Version Header** screen. However, if you wish to enter any **Form Comments**, you will need to (1) click on the **Update** icon in the Toolbar, (2) enter the comments, and then (3) click on the **Save** icon in the Toolbar.



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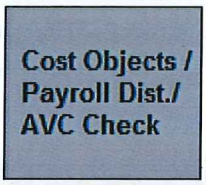
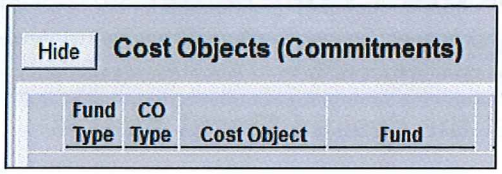
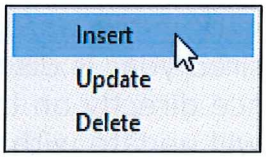
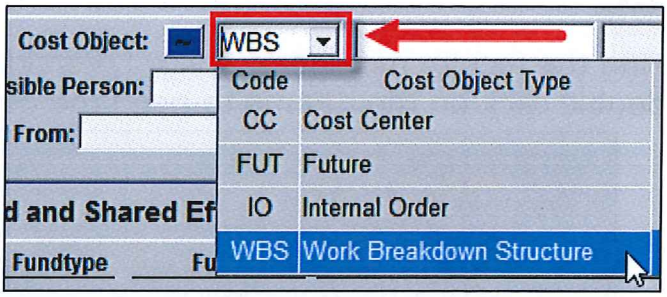
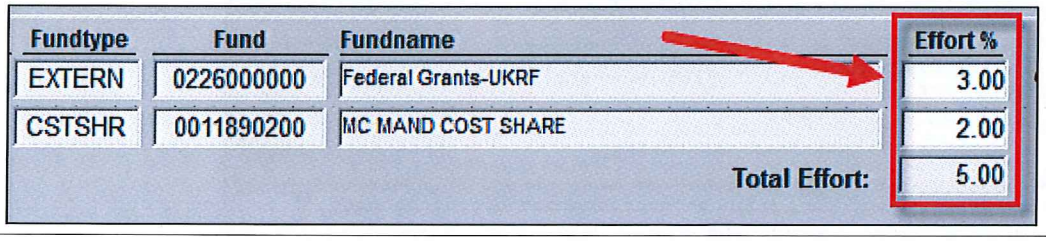
Last Updated: 11/28/2017

myHelp Website:
http://myhelp.uky.edu/rwd/HTML/index.html

Initial Payroll Distribution Processing

IRIS Integrated Resource Information System

Click on the **Cost Objects / Payroll Dist. / AVC Check** tab	
DOE Version Detail – Cost Objects / Payroll Dist. / AVC Check Screen	
Always start with the **Cost Objects (Commitments)** section.	
Either click on the **Insert** icon in the Toolbar or right-click in the section and select **Insert** from the menu	OR 
On the **Payroll Distribution Entry – Insert Mode** screen, select the first cost object's type	
In the field immediately to the right of the cost object type field, enter the cost object number	
Click on the **Save** icon in the Toolbar	
Right-click in the **Charged and Shared Effort** section (auto-populated after saving the cost object data), and then click on the **Update** box	
Enter the correct percentage(s) for the Fund(s) listed in the **Effort %** column	

Fundtype	Fund	Fundname	Effort %
EXTERN	0226000000	Federal Grants-UKRF	3.00
CSTSHR	0011890200	MC MAND COST SHARE	2.00
		Total Effort:	5.00

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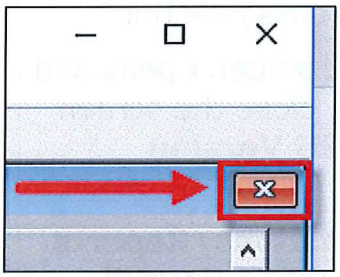
Click on the **Save** icon

Close the **Payroll Distribution Entry** screen and repeat the last steps for inserting a cost object's information for each additional cost object in the faculty's cost distribution.



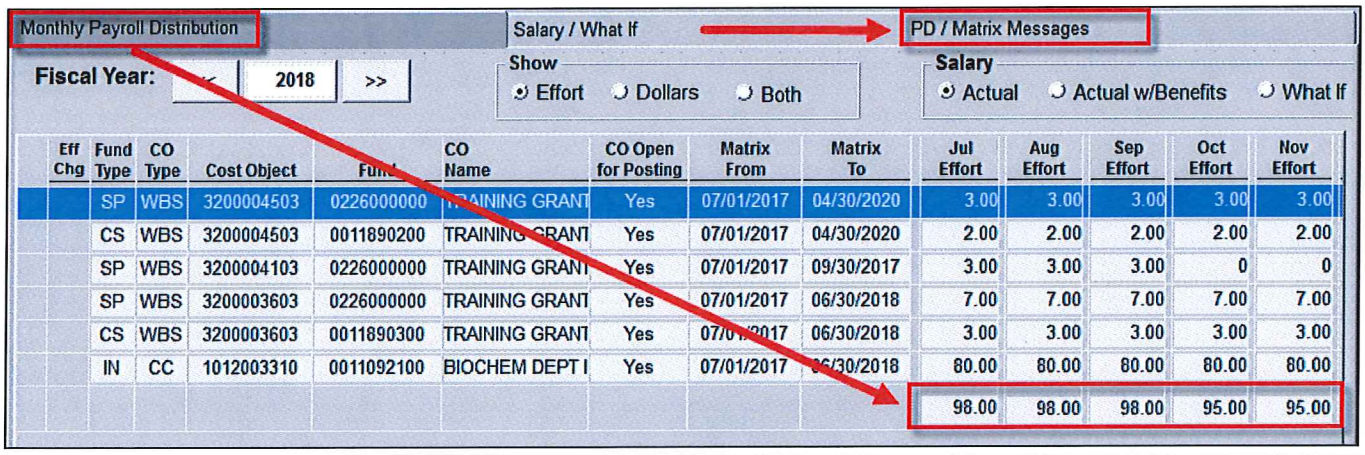
After all cost objects are entered and saved, review the data on the **Monthly Payroll Distribution** tab in the matrix to ensure each month's total for the current fiscal year is **100.00** (100%).

If any months have less than 100%, you will need to update the appropriate percentage(s) directly in the matrix (NOT the **Cost Objects (Commitments)** section!

If all months do total 100%, then you will proceed to the next step of performing the AVC Check.

NOTE: Always check the **PD / Matrix Messages** tab to see if there are any system messages pertaining to the payroll distribution, especially if you see the red-font word **Error** in the **PD Valid** field in the upper-left corner of the screen:

PD Valid: Error .



Eff Chg	Fund Type	CO Type	Cost Object	Fund	CO Name	CO Open for Posting	Matrix From	Matrix To	Jul Effort	Aug Effort	Sep Effort	Oct Effort	Nov Effort
	SP	WBS	3200004503	0226000000	TRAINING GRANT	Yes	07/01/2017	04/30/2020	3.00	3.00	3.00	3.00	3.00
	CS	WBS	3200004503	0011890200	TRAINING GRANT	Yes	07/01/2017	04/30/2020	2.00	2.00	2.00	2.00	2.00
	SP	WBS	3200004103	0226000000	TRAINING GRANT	Yes	07/01/2017	09/30/2017	3.00	3.00	3.00	0	0
	SP	WBS	3200003603	0226000000	TRAINING GRANT	Yes	07/01/2017	06/30/2018	7.00	7.00	7.00	7.00	7.00
	CS	WBS	3200003603	0011890300	TRAINING GRANT	Yes	07/01/2017	06/30/2018	3.00	3.00	3.00	3.00	3.00
	IN	CC	1012003310	0011092100	BIOCHEM DEPT I	Yes	07/01/2017	06/30/2018	80.00	80.00	80.00	80.00	80.00
									98.00	98.00	98.00	95.00	95.00

To update various percentages in the matrix, right-click anywhere in the matrix and select **Update** from the menu

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Initial Payroll Distribution Processing

Once the payroll distribution is correct and all errors corrected, click on the **AVC Check** button above the **Cost Objects (Commitments)** section	
After the **Check AVC** screen opens and the check completes, close the screen and then close the **FES Version Detail** screen.	
To print, click on **Functions/Reports** in the Menu Bar and select **Payroll Distribution Report → Print → Print**	
To submit, click on **Functions/Reports** in the Menu Bar and select **Payroll Dist Only – Submit to College**	

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