



GO TO YOUR INTERNET BROWSER AND LOGON TO  
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ENTER YOUR **LOGON** AND **PASSWORD**  
CLICK ON **EMPLOYEE LIFE** TAB  
CLICK ON **LOBO WEB**



Back to Employee Life Tab

E-mail Calendar Groups Logout Help

**Make Bursar Payments**

Pay Bursar billed insurance, parking tickets, etc. by credit card, checking or savings account.

**Electronic Personnel Action Forms**

Labor Distribution Change

**Benefits and Deductions**

Retirement, Health, Flexible Spending, Miscellaneous, Beneficiaries, Benefit Statement

**Pay Information**

Direct Deposit, Earnings History, Deductions History, Pay Stubs

**Tax Forms**

W4 Form, W2 Statement

**Jobs Summary**

List of Jobs and Associated Transactions

**Leave Balances**

List of Leave Balances

**Salary Planner**

Update Position Budgets, Job Salary and Labor Distribution for the Upcoming Fiscal Year

**Time Sheet (Approvals and View Only)**

Departmental Time Entry Approvals and View

**Labor Redistribution**

New! Allows administrative staff to create and approve labor redistribution transactions.



Click on the "SALARY PLANNER" link

UNM FastInfo Find help about:

within:  Student  Faculty/Staff

Search

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Employee Payment Finance

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# Salary Planner

## Create Scenario

Create a new salary planner scenario from a salary planner extract.

## Copy Scenario

Copy a salary planner scenario to another salary planner scenario.

## Edit Scenario

Update salary planner scenario information.

## Organization Lock

Lock or unlock salary planner organization locks.

## Query Multiple Extracts

View multiple salary planner scenarios by organization.

## Salary Planner Reports Menu

View Salary Planner reports.

## Budget Planner Menu

Update or review Budget Development phase information, Manage phase organization locks, or view Budget Development reports.

Click on "Edit Scenario"

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Employee

Search

Edit Scenario

Choose

Scenario Selection

**Extract ID:** 12FAC09

**Scenario:** 12 MO FACULTY 09

**Filter Criteria**

**By Position Attributes:**

**By Employee Name:**

Select

# EDIT SCENARIO SCREEN

[RETURN TO SALARY PLANNER MENU](#) [SITE MAP](#) [HELP](#)

Scenario, then select filter criteria.

Extract ID & Scenario will always be the same

THERE ARE NINE (9) SCENARIOS FOR DEPARTMENTS TO SELECT FROM

\*Extract ID and Scenario must be selected in combination as listed below\*

Extract ID:	Scenario:
12FAC15	12_MO_FACULTY_15
9FAC15	9_MO_FACULTY_15
HSTAFF15	HOUSESTAFF_15
RSTAFF15	REG STAFF_15
POOL15	POOLED_POSITIONS_15
CSTAFF15	CONTRACT_STAFF_15

UNION SCENARIOS

CWA15	CWA_BARG_UNIT_15
POLICE15	POLICE_BARG_UNIT_15
USUNM15	USUNM_BARG_UNIT_15

THERE ARE TWO FILTER CRITERIA:

BY POSITION ATTRIBUTES (WILL SELECT ALL POSITIONS) – DEFAULT OPTION

BY EMPLOYEE NAME (WILL SELECT ONE EMPLOYEE AT A TIME)

CLICK ON SELECT BUTTON AT BOTTOM OF SCREEN

Enter filter criteria and select desired button. Use Ctrl or Shift key to select multiple.

### 12FAC15, 12 MO FACULTY 15

**Organizations:** All  
013A - Continuing Medical Educ Department  
013B - Continuing Med Educ Gen Admin

**Include Subordinate Organizations:**

**Employee Class:** All  
FE - Executive Faculty  
FY - 12 Month Faculty

**Bargaining Unit:** All  
None

**Faculty Rank:** All  
None

**Include Pooled Positions:**

**Include Vacant Positions:**

**Number of Records per Page:** 100

List By Employee Summary Totals List By Position

Select which organization number you would like to see, or choose all. (You will only see orgs. That you have access to.)

Employee Classes for Org . selected will show . Select all to see all the Employee Classes listed.

You may select 25, 50 or 100 records to view all at once.

### List By Employee

Enter a Mass Change or modify an employee, then select Save. Rounding applies to mass change as well as individual employee changes.

#### Mass Change

Hourly or Salary: Both

Reason	Percent	Amount	Include in Change Totals
Annual Salary Increase			Yes

Mass Apply

A percent or amount may be entered to mass apply a change of salary to all those who have been selected. Enter change percent or amount and click "Mass Apply".

Proposed Salary is the rate the employee will be paid come July 1<sup>st</sup> or August 1<sup>st</sup> (Faculty) as their Base Salary in NBAJOBS.

Jump to Bottom

#### 023A SOE Mechanical Engineering, Locked, Updated

		Employee Totals		Department Totals								
ID and Name	Position, Suffix and Title	Appointment Percent	Salary	Base Appointment Percent	Proposed Appointment Percent	Base Salary	Change Percent	Change Amount	Proposed Salary	Extract Status	Excluded from Totals	
100000000	FY0160 - 00 Research Assoc Professor	38.30	29,490.96	38.30	38.30	29,490.93	.00	.00	29,490.93	Changed	No	
101340000	FY1015 - 00 Research Assoc Professor	87.50	93,730.00	87.50	87.50	93,730.00	.00	.00	93,730.00	Changed	No	
100020000	FY0965 - 00 Research Asst Professor	100.00	55,000.00	100.00	64.00	55,000.00	.00	.00	35,200.00	Changed	No	
<b>Total:</b>						178,220.93	.00	.00	158,420.93			

Click on ID to go to Employee Detail

This will reflect if something has been added or changed from the refresh process

To change the salary on an individual Job choose to enter manually either a percentage or amount is entered **IAB** **OUT! DO NOT USE THE MOUSE AND CLICK OUT**

#### Totals

Organization	Base Salary	Change Percent	Change Amount	Proposed Salary
023A - SOE Mechanical Engineering	178,220.93	.00	.00	158,420.93
<b>Total:</b>	178,220.93	.00	.00	158,420.93

#### 12FAC11 - 12 MO FACULTY 11

Organization	Include Subordinate Organizations	Employee Classes	Bargaining Units	Faculty Rank	Include Pooled Positions	Include Vacant Positions
023A - SOE Mechanical Engineering	Yes	All	All	All	Yes	Yes

#### Organizations with No Employees

Records 1 - 3 of 3

Save Reset

Download Job Data Download Job and Distribution

NOTE: IF CHANGES HAVE BEEN SAVED YOU MUST APPLY A ZERO VALUE TO RESET AND THEN SAVE.

Return to Top

List By Position | Summary Totals Employee Filter | Position Filter

Organization	Base Salary	Change Percent	Change Amount	Proposed Salary
<a href="#">023A - SOE Mechanical Engineering</a>	178,220.93	.00	.00	158,420.93
<b>Total:</b>	178,220.93	.00	.00	158,420.93

# List By Employee Cont.

## 12FAC15 – 12 MO FACULTY 15

Organization	Include Subordinate Organizations	Employee Classes	Bargaining Units	Faculty Rank	Include Pooled Positions	Include Vacant Positions
023A - SOE Mechanical Engineering	Yes	All	All	All	Yes	Yes

### Organizations with No Employees

Records 1 - 3 of 3

**Don't forget to hit SAVE!**

Save Reset

Download Job Data Download Job and Distribution

You can double check all employee salaries by downloading the spreadsheet with or without labor.

[Return to Top](#)

[List By Position](#) | [Summary Totals](#)  
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UNM FastInfo Find help about:  within:  Student  Faculty/Staff

[\[ Edit Scenario \]](#)

RELEASE: 8.2

- LINKS (BOTTOM OF SCREEN)**
- [Return to Top](#)** – CLICK ON THIS LINK TO GO TO TOP OF LIST BY EMPLOYEE SCREEN
  - [List by Position](#)** – CLICK ON THIS LINK TO GO TO LIST BY POSITION SCREEN
  - [Summary Totals](#)** – CLICK ON THIS LINK TO GO TO SUMMARY TOTALS SCREEN
  - [Employee Filter](#)** – CLICK ON THIS LINK TO GO TO EMPLOYEE FILTER SCREEN
  - [Position Filter](#)** – CLICK ON THIS LINK TO GO TO POSITION FILTER SCREEN
  - [Edit Scenario](#)** -- CLICK ON THIS LINK TO GO BACK TO EDIT SCENARIO SCREEN

Search  Go

## Employee Detail

Enter a Mass Change and select Mass Apply, or modify an individual Job record. Select Save before accessing another page.

**Mass Change**

Hourly or Salary:  Both

Reason	Percent	Amount	Include in Change Totals
Annual Salary Increase	<input type="text"/>	<input type="text"/>	Yes

IF INCREASES ARE TO BE APPLIED INDIVIDUALLY  
 CLICK ON EITHER CHANGE PERCENT or CHANGE AMOUNT BASED ON PREFERENCE  
 CHANGE PERCENT BOX – ENTER CHANGE PERCENT IF APPLYING A SPECIFIC PERCENTAGE INCREASE  
 CHANGE AMOUNT BOX – ENTER CHANGE AMOUNT IF APPLYING A SPECIFIC DOLLAR INCREASE

AFTER ENTERING INTO EITHER THE CHANGE PERCENT OR CHANGE AMOUNT BOXES PRESS TAB BUTTON TO SEE RESULT OF INCREASE

**LINKS (RIGHT SIDE OF SCREEN)**

**Job Detail** – CLICK ON THIS LINK TO GO TO JOB DETAIL SCREEN  
**Distribution** – CLICK ON THIS LINK TO GO TO JOB LABOR DISTRIBUTION SCREEN  
**Comments** – CLICK ON THIS LINK TO GO TO JOB COMMENTS SCREEN  
**Position Detail** – CLICK ON THIS LINK TO GO TO POSITION DETAIL SCREEN

**Employee**  
 Name and ID: David G. Bower 10000001  
 Home Organization: 624A - Cell Biology  
 Last Review Rating: -

**Extracted Jobs**

Position Suffix and Title	Organization	Base Appointment Percent	Proposed Appointment Percent	Base Salary	Annual Salary Increase Percent	Annual Salary Increase Amount	Percent	Amount	Proposed Salary	Links	Exclude from Totals
FY0485 - 00 Professor	624A - Cell Biology	100.00	100.00	159,369.45	.00	.00	.00	.00	159,369.45	<a href="#">Job Detail</a>   <a href="#">Distribution</a>   <a href="#">Comments</a>   <a href="#">Position Detail</a>	<input type="checkbox"/>
<b>Total:</b>				159,369.45	.00	.00	.00	.00	159,369.45		

[Job Detail](#) | [Distribution](#) | [Comments](#) | [Position Detail](#)

**Extract Totals**

Organization	Base Salary	Change Percent	Change Amount	Proposed Salary
624A - Cell Biology	159,369.45	.00	.00	159,369.45
<b>Total:</b>	159,369.45	.00	.00	159,369.45

**LINKS (BOTTOM OF SCREEN)**

**List by Employee** – CLICK ON THIS LINK TO GO TO LIST BY EMPLOYEE SCREEN  
**List by Position** – CLICK ON THIS LINK TO GO TO LIST BY POSITION SCREEN  
**Position Filter** – CLICK ON THIS LINK TO GO TO POSITION FILTER SCREEN  
**Employee Filter** – CLICK ON THIS LINK TO GO TO EMPLOYEE FILTER SCREEN  
**Summary Totals** – CLICK ON THIS LINK TO GO TO SUMMARY TOTALS SCREEN

**Don't forget to hit SAVE!**

[List By Employee](#) | [List By Position](#) | [Position Filter](#) | [Employee Filter](#) | [Summary Totals](#)



Search  Go

# Job Detail

Change Job Appointment Percent and select Save.

## Employee

Name and ID: David S. Dean 100000001  
Home Organization: 624A - Cell Biology

\* - indicates a required field.

## Job Detail for Position and Suffix FY0485 - 00

Model:	Proposed	Base	Current
Effective Date:	Jul 01, 2010	Jul 01, 2009	Jul 01, 2010
Title:	Professor	Professor	Professor
Hourly Rate:	76.621401	76.621401	76.621401
Annual Salary:	159,369.45	159,369.45	159,369.45
Total Change Percent:	.00		
Total Change Amount:	.00		
Appointment Percent: *	100.00	100.00	100.00
FTE:	1	1	1
Hours per Day:	8.00	8.00	8.00
Hours per Pay:	173.33	173.33	173.33
Salary Group:	2011	2010	2011
Table:		FA	FA FA
Grade:	99	99	99
Step:		0	0 0
Budget Factor:	100.00		
Estimated Fiscal Year Budget:	159,369.45		
Exclude from Totals:	<input type="checkbox"/>		

THIS SCREEN HAS TWO UPDATEABLE FIELDS, THE APPOINTMENT PERCENT AND EXCLUDE FROM TOTALS  
 THE APPOINTMENT PERCENT BOX IS FOR VALUES FROM 1-100%  
 THE EXCLUDE FROM TOTALS CHECK BOX WILL EXCLUDE SALARY FROM ORG TOTALS WHEN CHECKED

NOTE: IF CHANGES ARE CORRECT SAVE THE CHANGES. CHANGES ARE SAVED BY CLICKING SAVE BUTTON AT BOTTOM OF SCREEN.

- LINKS (BOTTOM OF SCREEN)**
- Distribution** – CLICK ON THIS LINK TO GO TO JOB LABOR DISTRIBUTION SCREEN
  - Position Detail** – CLICK ON THIS LINK TO GO TO POSITION DETAIL SCREEN
  - Comments** – CLICK ON THIS LINK TO GO TO JOB COMMENTS SCREEN
  - List by Employee** – CLICK ON THIS LINK TO GO TO LIST BY EMPLOYEE SCREEN
  - List by Position** – CLICK ON THIS LINK TO GO TO LIST BY POSITION SCREEN
  - Employee Detail** – CLICK ON THIS LINK TO GO TO EMPLOYEE DETAIL SCREEN
  - Position Filter** – CLICK ON THIS LINK TO GO TO POSITION FILTER SCREEN
  - Employee Filter** – CLICK ON THIS LINK TO GO TO EMPLOYEE FILTER SCREEN
  - Summary Totals** – CLICK ON THIS LINK TO GO TO SUMMARY TOTALS SCREEN

Don't forget to hit SAVE!

**Base Job**  
Begin Date: Jan 01, 2008  
End Date:  
Job Status: Active  
Salary Type: Salary  
Rank:  
Tenure Status:  
EPAF Transaction #: 60389

Save Reset Next

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# Job Labor Distribution

Select the percent link to change the Proposed Job Labor Distribution. Select Add a new record to add distribution records.

Name and ID: **100000001**  
Position-Suffix and Title: **FY0485-00 Professor**  
EPAF Transaction #: **60389**

### Current

COA Index	Fund	Organization Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
U 889025	2U0224	889C	2000	P108	GNACTV			50.00	79,684.73
U 524104	3U0032	524B	2000	P222	524B15			7.69	12,255.51
U 914059	3U0044	914C	2000	P121	GNACTV			42.31	67,429.21
<b>Total</b>									<b>100.00 159,369.45</b>

### Proposed

COA Index	Fund	Organization Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Del	
U 914059	3U0044	914C	2000	P121	GNACTV			45.49	72,497.16	X	
U 524104	3U0032	524B	2000	P222	524B15			4.51	7,187.56	X	
U 889025	2U0224	889C	2000	P108	GNACTV			50.00	79,684.73	X	
<b>Total</b>									<b>100.00</b>	<b>159,369.45</b>	

Add New Record

Note the copy function only applies to the Labor Distribution it does not include any changes done in the List by Position.

### Proposed Position Distribution

COA Index	Fund	Organization Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
U 914059	3U0044	914C	2000	P121	GNACTV			45.49	72,497.00
U 524104	3U0032	524B	2000	P222	524B15			4.51	7,187.56
U 889025	2U0224	889C	2000	P108	GNACTV			50.00	79,685.00
<b>Total</b>									<b>100.00 159,370.00</b>

Save Copy Position Distribution to Job Copy Job Distribution to Position

THIS SCREEN IS USED TO UPDATE BOTH JOB AND POSITION LABOR DISTRIBUTIONS  
CURRENT SECTION DETAILS THE EXISTING JOB RECORD LABOR DISTRIBUTION

PROPOSED SECTION DETAILS THE PROPOSED JOB RECORD LABOR DISTRIBUTION  
THE INDEX FIELD CAN BE UPDATED WITH NEW OR DIFFERENT VALUE  
THE ACCOUNT FIELD CAN BE UPDATED WITH NEW OR DIFFERENT VALUE BUT SHOULD FOLLOW ACCOUNT CODE RULES (NOTE: TRANSACTION WILL ERROR IF ACCOUNT CODE 2005 IS USED, THIS IS NOT A VALID ACCOUNT CODE FOR THE "JOB" IN SALARY PLANNER)  
THE PERCENT FIELD IS THE PERCENT OF ALLOCATION TO THIS INDEX; MULTIPLE LABOR DISTRIBUTION INDICES MUST TOTAL 100%  
THE X BUTTON WILL DELETE THIS LINE OF LABOR DISTRIBUTION

PROPOSED POSITION DISTRIBUTION SECTION DETAILS THE PROPOSED POSITION BUDGET RECORD LABOR DISTRIBUTION

### BUTTONS

**ADD NEW RECORD** -- WILL ADD ADDITIONAL LABOR DISTRIBUTION LINES  
**SAVE** -- THIS BUTTON WILL SAVE ANY CHANGES TO LABOR DISTRIBUTIONS ADDITONS, CHANGES, OR MODIFICATIONS  
**COPY POSITION DISTRIBUTION TO JOB** -- WILL COPY POSITION RECORD LABOR DISTRIBUTION STRATEGY TO JOB RECORD LABOR DISTRIBUTION (NOTE: COPY TRANSACTION WILL ERROR IF ACCOUNT CODE 2005 IS USED IN THE POSITION LABOR DISTRIBUTION)  
**COPY JOB DISTRIBUTION TO POSITION** -- WILL COPY JOB RECORD LABOR DISTRIBUTION STRATEGY TO POSITION RECORD LABOR DISTRIBUTION.

[Employee Detail](#) | [Job Detail](#)

[List By Employee](#) | [List By Position](#) | [Summary Totals](#)

# Job Comments

**Name and ID:** Employee ID Number 100000001  
**Position-Suffix and Title:** FY0485-00 Professor  
**Last Updated by:** Alex Jacob Lopez  
**Last Updated on:** Mar 19, 2010

Comments:

THIS SCREEN IS TO BE USED TO ENTER SPECIFIC DETAILS AND JUSTIFICATIONS RELATED TO SALARY CHANGES OUT OF RANGE, APPOINTMENT PERCENT CHANGES, CARRER LADDERS, AND ANY OTHER RELEVANT INFORMATION.

**BUTTONS**  
**SAVE** -- THIS BUTTON WILL SAVE ANY COMMENTS  
**RESET** -- THIS BUTTON WILL RESET VALUES TO ORIGINAL

[Employee Detail](#) | [Job Detail](#)

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### List By Position

Enter a Mass Change and select Mass Apply, or modify an individual position

#### Mass Change

Percent:

Amount:

**MASS CHANGE SECTION -- THIS SECTION IS TO MASS APPLY POSITION BUDGET INCREASES (DO NOT USE THIS SECTION IF NOT MASS APPLYING INCREASES)**  
**PERCENT BOX – ENTER A PERCENT TO MASS APPLY**  
**AMOUNT BOX – ENTER A DOLLAR AMOUNT TO MASS APPLY**

CLICK ON MASS APPLY BUTTON FOR MASS APPLY OPTIONS TO BE APPLIED

IF SATISFIED WITH MASS APPLY CLICK ON SAVE BUTTON AT BOTTOM OF SCREEN

Jump to Bottom

#### 023A - SOE Mechanical Engineering, Locked, Updateable

Position and Title	Base Appointment Percent	Proposed Appointment Percent	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget	Bargaining Unit	Estimated Fiscal Year	Links	Extract Status	Exclude from Totals
<a href="#">FY0160 Research_Assoc Professor</a>	100.00	100.00	1.383	1.383	68,251.00	12.82	8,749.00	77,000.00		29,490.93	<a href="#">Distribution Comments Employee</a>		<input type="checkbox"/>
<a href="#">FY0965 Research_Assist Professor</a>	100.00	100.00	1.64	1.64	55,000.00	.00	.00	55,000.00		35,200.00	<a href="#">Distribution Comments Employee</a>		<input type="checkbox"/>
<a href="#">FY1015 Research_Assoc Professor</a>	100.00	100.00	.95	.875	98,800.00	8.42	8,320.00	107,120.00		93,730.00	<a href="#">Distribution Comments Employee</a>		<input type="checkbox"/>
<a href="#">FY1017 Research_Professor</a>	100.00	100.00	.19	0	22,230.00	-100.00	-22,229.00	1.00		.00	<a href="#">Distribution Comments* Employee</a>		<input type="checkbox"/>
<a href="#">FY1101 Research_Professor</a>	100.00	100.00	1.0	0	144,000.00	-100.00	-144,000.00	.00		.00	<a href="#">Distribution Comments* Employee</a>		<input type="checkbox"/>
<b>Total:</b>			4.14	1.90	388,281.00	-38.42	-149,160.00	239,121.00		158,420.93			

#### Summary

Organization	Base Appointment Percent	Proposed Appointment Percent	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget
<a href="#">023A - SOE Mechanical Engineering</a>			4.14	1.90	388,281.00	-38.42	-149,160.00	239,121.00
<b>Total:</b>			4.14	1.90	388,281.00	-38.42	-149,160.00	239,121.00

#### 12FAC11 - 12 MO FACULTY 11

Organization	Include Subordinate Organizations	Employee Classes	Bargaining Units	Faculty Rank	Include Pooled Positions	Include Vacant Positions
023A - SOE Mechanical Engineering	Yes	All	All	All	Yes	Yes

#### Organizations with No Positions

Records 1 - 5 of 5

#### BUTTONS

**COPY ESTIMATED BUDGET TO BUDGET TO UPDATE ALL POSITIONS TO MATCH JOB AMOUNTS**  
**CLICK ON DOWNLOAD POSITION DATA BUTTON TO OPEN OR SAVE JOB DATA TO AN EXCEL SPREADSHEET**  
**CLICK ON DOWNLOAD POSITION AND DISTRIBUTION BUTTON TO OPEN OR SAVE JOB AND LABOR DISTRIBUTION DATA TO AN EXCEL SPREADSHEET**

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Employee Payment Finance

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# Position Detail

### Mass Changes

Percent:   
Amount:

Apply

THIS SECTION IS TO MASS APPLY SALARY INCREASE/(DECREASE) TO THIS EMPLOYEE  
**PERCENT BOX** – ENTER A PERCENT TO MASS APPLY  
**AMOUNT BOX** – ENTER DOLLAR AMOUNT TO MASS APPLY  
  
CLICK ON **APPLY BUTTON** FOR MASS APPLY OPTIONS TO BE APPLIED  
  
THE **FTE BOX** WILL CHANGE THE FTE VALUE ON THE POSITION RECORD  
THE **EXCLUDE FROM TOTALS CHECK BOX** WILL EXCLUDE SALARY FROM ORG TOTALS WHEN CHECKED

\* - indicates a required field.

### Budget Detail for Position FY0246 Associate Professor

Model:	Proposed	Base Current
Fiscal Year Budget:	101,174.00	94,493.00
FTE: *	<input type="text" value="1"/>	<input type="text" value="1"/>
Appointment Percent:	100.00	100.00
Total Salaries:	101,174.00	94,493.00
Estimated Fiscal Year Budget:	101,174.00	
Exclude from Totals:	<input type="checkbox"/>	

### Position

**Organization:** 624A - Cell Biology  
**Type:** Single  
**Begin Date:** Jul 01, 2007  
**End Date:**  
**Status:** Active

Save Reset Next

[Position Distribution](#) | [Position Budget Comments](#) | [Employee List By Employee](#) | [List By Position](#) | [Summary Totals](#)

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# Position Labor Distribution

Select the Percent link to change the proposed position budget distribution. Select Add a New Record to add distribution records.

Budget Distribution for Position FY0246 Associate Professor.

### Current

COA Index	Fund	Organization Account	Program	Activity	Location	Project	Type	Cost	Type	Percent	Amount	
U 624000	3U0044	624C0	2000	P101	GNACTV					30.00	30,352.00	
U 624176	362V0	624C04	2000	P16R	GNACTV					65.00	65,762.00	
U 624185	372N0	624C12	2000	P16R	GNACTV					5.00	5,060.00	
<b>Total</b>											100.00	101,174.00

### Proposed

COA Index	Fund	Organization Account	Program	Activity	Location	Project	Type	Cost	Type	Percent	Amount	Del	
U 624000	3U0044	624C0	2000	P101	GNACTV					30.00	30,352.00	X	
U 624176	362V0	624C04	2000	P16R	GNACTV					65.00	65,762.00	X	
U 624185	372N0	624C12	2000	P16R	GNACTV					5.00	5,060.00	X	
<b>Total</b>											100.00	101,174.00	

Add New Record

### Current Incumbent

Name and ID: **Laurel V Gonzalez, BSN: 100030000**  
Position-Suffix and Title: **FY0246-00 Assistant Professor**

COA Index	Fund	Organization Account	Program	Activity	Location	Project	Type	Cost	Type	Percent	Amount	
U 624000	3U0044	624C0	2000	P101	GNACTV					30.00	30,352.20	
U 624176	362V0	624C04	2000	P16R	GNACTV					65.00	65,763.10	
U 624185	372N0	624C12	2000	P16R	GNACTV					5.00	5,058.70	
<b>Total</b>											100.00	101,174.00

Save Copy Position Distribution to Job Update Budget

[Position Detail](#)  
[List By Employee](#) | [List By Position](#) | [Summary Totals](#)

**CURRENT SECTION** DETAILS THE EXISTING POSITION RECORD LABOR DISTRIBUTION

**PROPOSED SECTION** DETAILS THE PROPOSED POSITION RECORD LABOR DISTRIBUTION  
THE **INDEX FIELD** CAN BE UPDATED WITH NEW OR DIFFERENT VALUE  
THE **ACCOUNT FIELD** CAN BE UPDATED WITH NEW OR DIFFERENT VALUE BUT SHOULD FOLLOW ACCOUNT CODE DEFINITION RULES  
THE **PERCENT FIELD** IS THE PERCENT OF ALLOCATION TO THIS INDEX;  
MULTIPLE LABOR DISTRIBUTION INDICES **MUST** TOTAL 100%  
THE **AMOUNT FIELD** CAN BE UPDATED WITH POSITION BUDGET AMOUNT (**NOTE: SYSTEM WILL AUTOMATICALLY ROUND TO THE NEAREST DOLLAR**)  
THE **X BUTTON** WILL DELETE THIS LINE OF LABOR DISTRIBUTION

**CURRENT INCUMBENT SECTION** DETAILS THE PROPOSED JOB RECORD LABOR DISTRIBUTION

**BUTTONS**

**ADD NEW RECORD BUTTON** -- WILL ADD ADDITIONAL LABOR DISTRIBUTION LINES  
**SAVE BUTTON** -- THIS BUTTON WILL SAVE ANY CHANGES TO LABOR DISTRIBUTIONS ADDITONS, CHANGES, OR MODIFICATIONS  
**COPY POSITION DISTRIBUTION TO JOB** -- WILL COPY POSITION RECORD LABOR DISTRIBUTION STRATEGY TO JOB RECORD LABOR DISTRIBUTION (**NOTE: COPY TRANSACTION WILL ERROR IF ACCOUNT CODE 2005 IS USED IN THE POSITION LABOR DISTRIBUTION**)  
**UPDATE BUDGET** -- WILL UPDATE THE POSITION BUDGET ON THE LIST BY POSITION SCREEN TO MATCH THE MODIFIED **TOTAL BUDGET IN THE PROPOSED SECTION**

Search  Go

## Position Comments

**Position and Title:** FY0246 Associate Professor

**Last Updated by:** Yolanda M. Chavez Aguilar

**Last Updated on:** Apr 01, 2010

Comments:

THIS SCREEN IS TO BE USED TO ENTER SPECIFIC DETAILS AND JUSTIFICATIONS RELATED TO POSITION CHANGES, FTE CHANGES, CARRER LADDERS, AND ANY OTHER RELEVANT INFORMATION RELATED TO THE DEVELOPMENT OF THE POSITION BUDGET



**BUTTONS**  
**SAVE** -- THIS BUTTON WILL SAVE ANY COMMENTS  
**RESET** -- THIS BUTTON WILL RESET VALUES TO ORIGINAL



[List By Position](#) | [Position Detail](#)