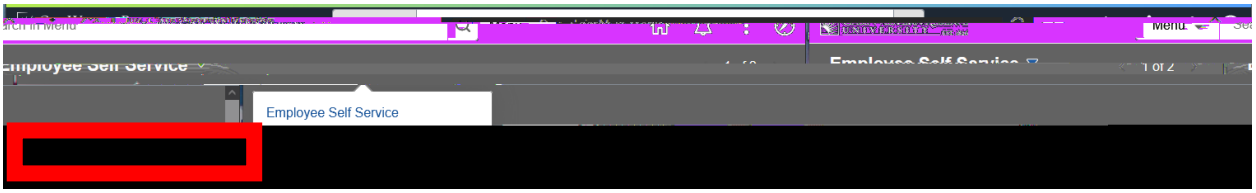
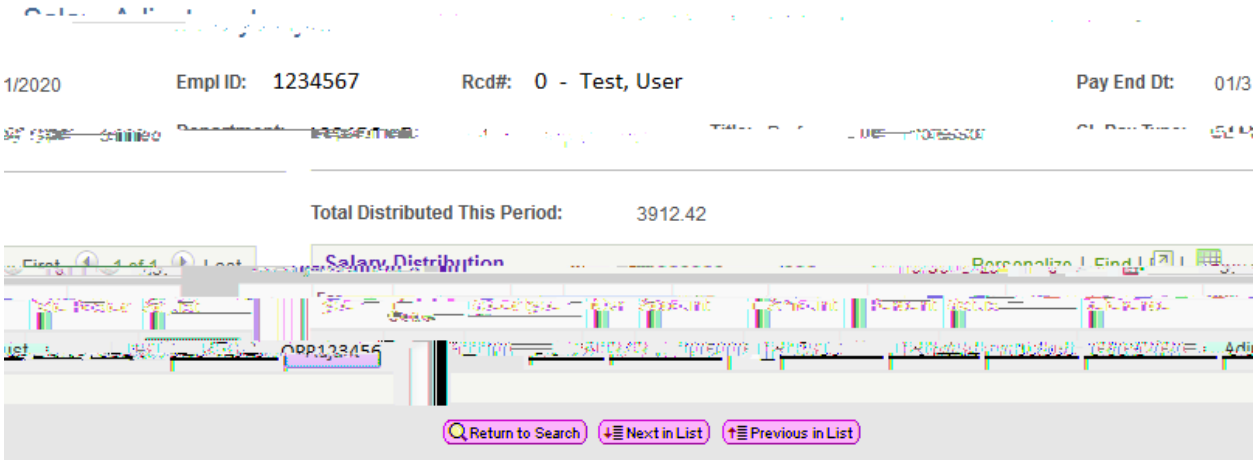
Managers can create alternate distributions for an employee's salary using the Salary Adjustment function.



1.	Select the Home Page.
2.	Select the .
3.	Select link from the side menu.



7.	The Salary Adjustment page appears. Here you can view specific information about the employee including , , , , (Account) and . Below the employee data is the Salary Distribution block, which displays the total dollar amount paid for that accounting period and the salary distribution Click the button.

10.	Use the button to attach documentation for Sponsored project approval.
11.	When finished, click the button.
12.	To return to the salary adjust0527 0 Td(n f)2 ah004f8s2(c)4T8 rg6-(or)