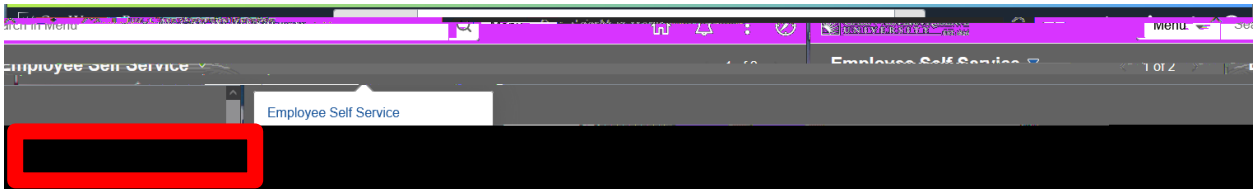


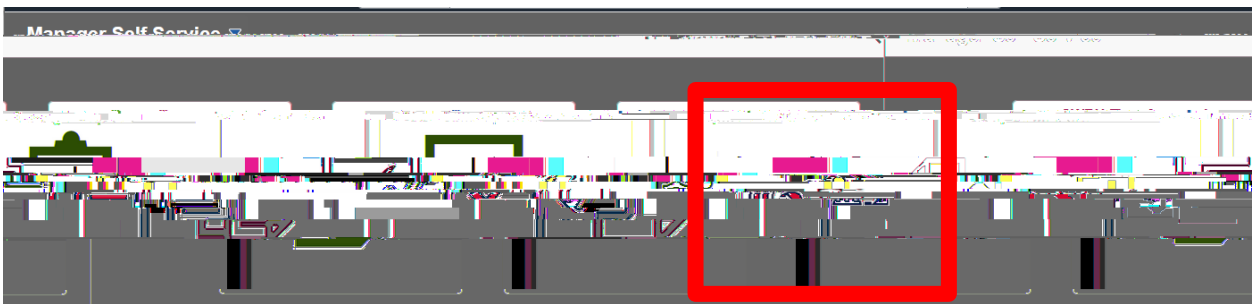


Salary Distribution Setup

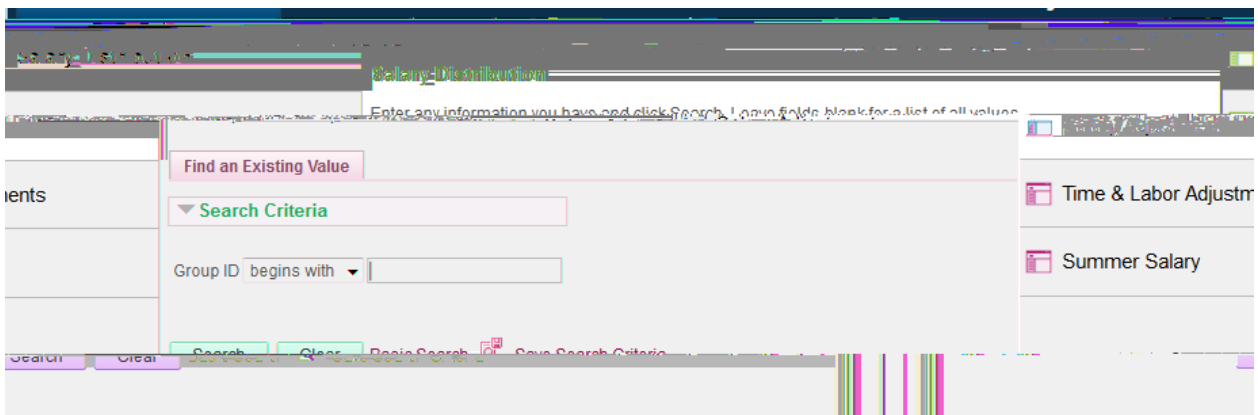
Designated individuals have the ability to setup salary distributions for Exempt employees.



1. Select the Manager Self Service Homepage.



2. Select the Salary Administration tile.

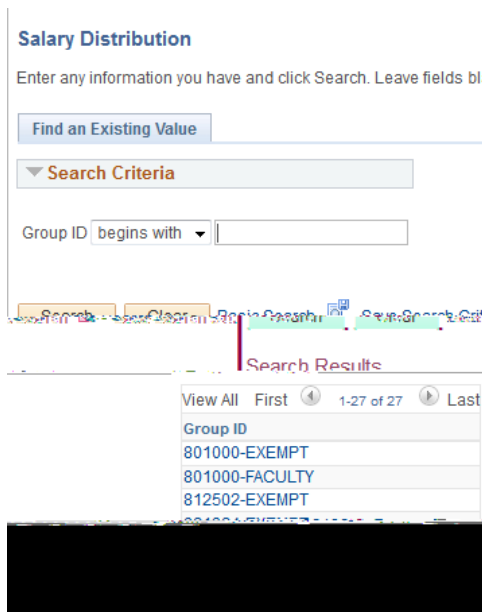


3. The Salary Distribution search screen is displayed

Enter the department to adjust or

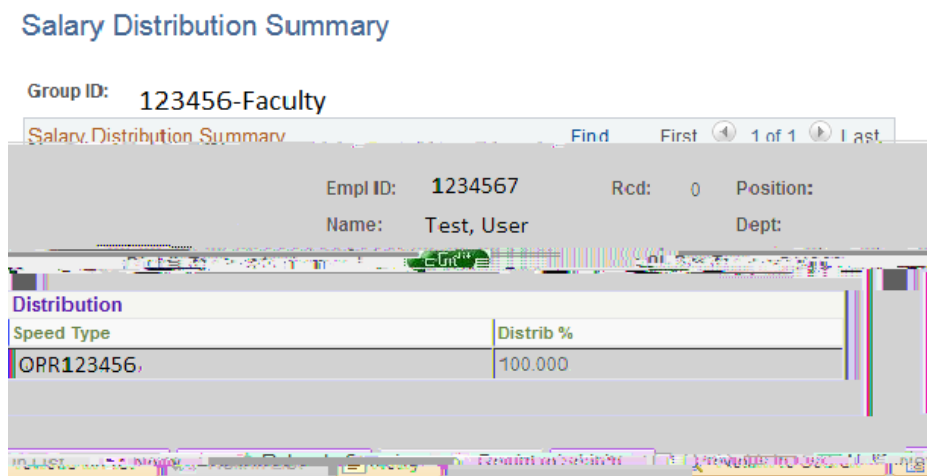
Select Search

4. Select the Department



5. A list of individuals will be displayed

6. Scroll to the Individual to update



7. Click the Edit Button

