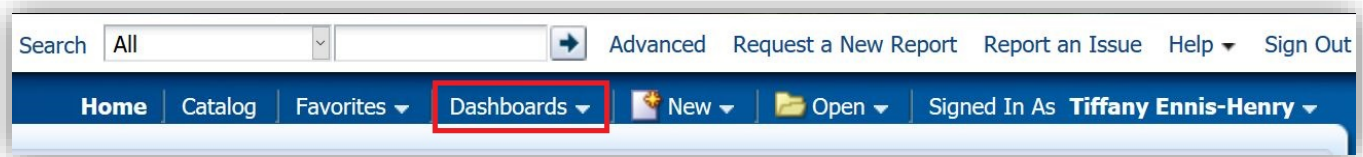# Job Aid: Earnings Distribution and Projections Dashboard

Purpose:

Earnings Distribution and Projection is a dashboard in EBI created to help you manage earnings distributions for the employees for which you are responsible. It will help you budget and plan by giving insight as to when distribution changes will need to occur based on the Compass project and budget end dates. It provides a foundation for conversation between a faculty member and their support staff when making decisions regarding earnings distribution changes.

Navigation: Where can I find the Earnings Distribution and Projections Dashboard?

- Log in to EBI: https://dwbi.emory.edu/analytics
- Click on the Dashboards menu in the upper right

- Earnings Distribution and Projection appears in the **FMS – Operational** folder

Emory Business Intelligence

Running the Report: How does the Earnings Distribution and Projections Dashboard work?

- Prompts:
  - Choose the employee (or employees) that you would like to view.
    - Employees' distribution tables are separated with each name listed above the table of distributions for that employee.
  - Choose the number of fiscal years beyond the current fiscal year that you would like to project.
    - If you would like to view only the current fiscal year, leave the default selection in this field (0).
  - Click "Apply".

- Content included in the report:
  - A table that shows the Employee's total monthly and annual salary by job code/employee record:

Employee Record #	Jobcode Desc	Monthly Rate	Total Annual Salary ($)
0	Professor - CT	19,683.41	236,200.92
1	Physician Member	447.00	5,364.00

⤷ When you run the report, you will see the Employee ID and name in an additional column to the left.

  - A warning note that alerts you to the first month in which the employee is not distributed at 100% on one of their employee records:

is not 100% distributed for EMPL record **#0** starting **1/1/2018**

Please check below report for details.

⤷ The Employee ID and name have been removed from the example above.

  - The prompted employee's current earnings distribution percentage(s) by SpeedType as entered into the Earnings Distribution module in Peoplesoft HR*.
  - Additional chartfield details for each SpeedType to which the prompted employee is distributed.

See a partial example on the next page

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Employee	Employee Record Number	Jobcode Desc	Fund Group	Fund Code	Department	Award	Project	SpeedType	PD 03 - November		PD 04 - December		PD 0!
									Projected Earnings Distribution (%)	Projected Monthly Earnings ($)	Projected Earnings Distribution (%)	Projected Monthly Earnings ($)	Proje Earni Distri (%)
▮	0	Professor - Tenured	Non Sponsored Projects	2002- Used 2 B Grants & Out of Bnds	▮	-- -	▮ M	▮	5.435%	2,038.13	5.435%	2,038.13	5.
				3311- Restricted Funds (SOM G&A)		-- -	▮ A	▮	3.488%	1,308.00	3.488%	1,308.00	3.
						-- -	▮	▮	6.800%	2,550.00	6.800%	2,550.00	6.

⭐ **IMPORTANT**:

- Content not included in the report
  - Speedtypes on which the employee is newly distributed but has not yet been paid
  - Payments from Disability Services
- Projections **end** based on the following dates (whichever comes first)
  - Project end date
  - Budget end date
  - Future termination date

Need additional help?

- For further instruction, please visit our eLearning series in ELMS
- For additional assistance, please contact EBI via the Financial Support Center.
  - Choose **Emory Business Intelligence** as your ticket category