



ERSO Earnings Distribution Change Process

Distribution Change System Process

The Distribution Change Request System is a web based process used to change the distribution for an employee. Requests should be dated for the current month or a future month.

Step	Owner	Process
1	* RSO or authorized authority	<ul style="list-style-type: none"> Submits Request for distribution change through the Distribution Change System (DCS) and uploads approval or routes to authorized approver for final approval
2	HR Operations	<ul style="list-style-type: none"> Enters approved request in HCM** Notifies RSO/requester if payroll expense transfer is required
3	RSO	<ul style="list-style-type: none"> Checks the HRDB to see if request was accurately entered or runs BAIRS report (Current Activity Detail Report) the following month to ensure changes were entered accurately

EDCF Process

The Earnings Distribution Change Form (EDCF) should only be utilized if the user is having difficulty submitting a request through the DCS and the DCS problem can't be resolved quickly.

Step	Owner	Process
1	* RSO or authorized authority	<ul style="list-style-type: none"> Verifies funding and completes Earnings Distribution Change Form (EDCF)** Acquires all necessary signatures for authorization *** Confirms the effective date on the form Retains a copy of EDCF and distributes to other RSO's (if there are multiple funds) Retains a copy for the fund file Submits EDCF to ersohrops@erso.berkeley.edu
2	HR Operations	<ul style="list-style-type: none"> Enter changes in HCM (information downloads to payroll system overnight)
3	RSO	<ul style="list-style-type: none"> Checks the HRDB to see if request was accurately entered or runs BAIRS report (Current Activity Detail Report) the following month to ensure changes were entered accurately

Note:

- * Refers to the RSO or authorized authority responsible for initiating the change.
- ** Requests submitted by the 10th of the month will be processed in that month
- *** PI and RSO signatures only required for fund distributions with changes.

For any prior month transactions use the payroll expense transfer process.