Non-Exempt/Exempt Account Distribution (NEAD)

Chapter 10
Non-Exempt/Exempt Account Distribution (NEAD)

Section Objectives

At the end of this section, you should be able to:

View the NEAD records of your direct reports

Change the account numbers that time is charged to

Enter split costing for any category (REG, CT, OT, SP or VP)

Enter vacation and sick termination costing for exempt and non-exempt staff
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General Information

The NEAD form holds all costing information for:

- Salaried Non-exempt staff
  - Compensatory Time (CT category)
  - Overtime (OT category)
  - Vacation & Sick Termination Payout (VP/SP categories, respectively)
- Hourly Non-exempt staff
  - Regular Time (REG category)
  - Compensatory Time (CT category)
  - Overtime (OT category)
  - Vacation & Sick Termination Payout (VP/SP categories, respectively)
- Salaried Exempt staff
  - Vacation & Sick Termination Payout (VP/SP categories, respectively)
- Currently, NEAD information is transferred from PittSource Hiring System for new hires and entered by HR for staff transfers and rehires
- As a back-up, if no data exists in the Account Distribution by Element Category and Effective Dates section of the NEAD form when the process is run to transfer the hours recorded to element entry, the account information is defaulted from the employee’s organization from the PRISM HR application
- NEAD records can be changed as needed. For example, in a grant situation, overtime may need to be charged to a non-grant account number.
- In cases of split costing, each NEAD timecard category can be distributed to multiple account numbers with a percentage allocated to each account. The percentages must total 100.

Add New Line

The Add New Line button adds a line at the top of the page. The Add New Line allows the user to add new account number/percentage changes to the NEAD form.

Record History

Provides Financial Information Systems (FIS) system information relative to who updated each line of the NEAD form (not displayed for PRISM TRKS Supervisor). If Supervisor would need information, please contact FIS.
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Further Information

The intent of this document is to provide a review of the most commonly required information for the purpose of completing PRISM TRKS timecards. Every effort has been made to keep this document up-to-date. However in all cases, the information cited throughout this document is governed by official University Policies, Procedures, and Staff Handbooks located at http://www.cfo.pitt.edu/policies/.
Non-Exempt/Exempt Account Distribution (NEAD)

Navigate to the Non-Exempt/Exempt Account Distribution Form

PRISM TRKS Supervisor

1. The Staff List identifies all staff employees that report to the supervisor. Select a staff employee.

2. Click the Return to Staff List Page to return to the Staff List page (can be found in the lower left hand corner of the NEAD form)
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Change Account Number for any categories

1. The Staff List identifies all staff employees that report to the supervisor. Select the staff employee whose CT category account number is changing.

2. End date current active CT category line as of 27-AUG-11 (must enter as dd-mm-yyyy, including dashes)
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3. Click *Add New Line*, category defaults to *REG*. Change the category to *CT* and complete the line with new account number with start date 28-AUG-11 (must enter as dd-mm-yyyy, including dashes).

4. Click the *Save* button.

5. Read certification statement and click the *Certify* button – the line that was end dated moves below the active lines.

6. NEAD reflecting changes.
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Change Percentage

1. The Staff List identifies all staff employees that report to the supervisor. Select the staff employee whose REG category account number is changing.

2. End date current active REG category line as of 03-SEP-11 (must enter as dd-mm-yyyy, including dashes)
3. Click Add New Line, category defaults to REG. Complete the line with account number and percentage with start date 04-SEP-11 and as many Add New Line records to complete percentage to equal 100%.

4. Click the Save button

5. Read certification statement and click the Certify button – the line that was end dated moves below the active lines

6. NEAD reflecting changes
Correct Errors

1. The following message will appear at the top of the page if an error exists after data is entered identifying the line in error with a reason for the error

2. Correct the information that is in error and Save the change

3. Read certification statement and click the Certify button – the line that was end dated moves below the active lines

4. NEAD reflecting changes

Note: The CT and OT categories for Non-exempt staff should have the same start date when the records are created. When changes are made to either CT or OT categories, the time range must cover the same period or an error message will appear at the top of the page.
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Correct Subcode Error

1. If the subcode entered is incorrect, the following message will appear at the top of the page. The line will show a Warning symbol ⚠ and the subcode will automatically be updated to reflect the correct subcode.

![Warning message example]

2. Click the Save button so the automatic correction to the subcode is saved.

3. Read certification statement and click the Certify button – the line that was end dated moves below the active lines.

![Certification statement example]

4. NEAD reflecting changes.

![NEAD example]

5. Click Home to return to the PRISM Home Page.
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PRISM TRKS (All) – this section is for Human Resources, Payroll, Regional campus Payroll, and Financial Information Systems users only

1. Enter the last name of the employee of the NEAD form that is to be retrieved

2. Click the Go button

3. Click the Return to Staff Search Page to return to the Search Staff page (can be found in the lower left hand corner of the NEAD form)

4. Click Close Window to return to the PRISM Navigator Page