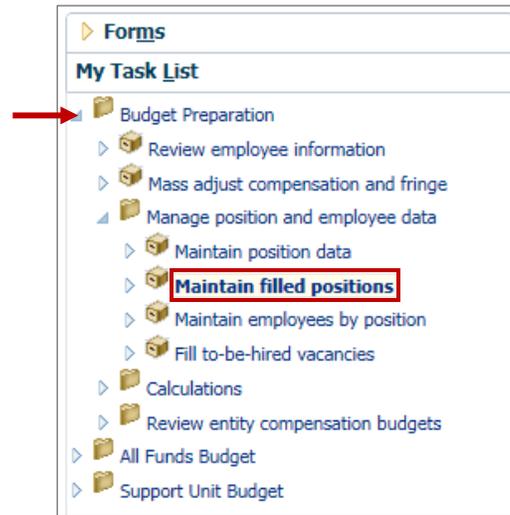


Deleting a Distribution

1. Navigate to: **My Task List > Budget Preparation > Manage position and employee > Maintain filled positions.**



2. Right-click the **Name/UFID of the individual** field.
3. Select **Edit Employee Details**.

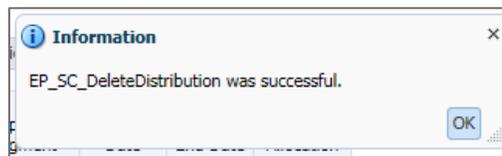
P_00004089	Carter, Jerome	LECTURER - 000531	7/1/16
P_00004089	Thoms, Jim	Calculate Compensation Expense	7/1/16
P_00004779	Wilson, Amy	Allocate Compensation Budget to GL Accounts	7/1/16
P_00004869	Johnson, Mack	Delete Employee Assignment	7/1/16
P_00005734	Greenhill, Tawny	Assign Employee	7/1/16
P_00005736	Corden, James	Edit Employee Details	7/1/16
P_00005737	James, Pamela	Change Status	7/1/16
P_00005739	Lawrence, Gina	Review Employee Allocation Results	7/1/16
P_00005814	Felicitano, Malcolm	Edit	7/1/16
P_00008508	Curtis, Dominique	Adjust	7/1/16
P_00008831	Clarke, Victoria	Comments	7/1/16
P_00009022	Morton, Carrie	Supporting Detail	7/1/16
P_00009080	Morrow, Holly	Change History	7/1/16
P_00009022	Morton, Carrie	Fiscal Assistant II - 002009	7/1/16
P_00009080	Morrow, Holly	Web Developer - 001899	7/1/16

4. Click the **Distributions** tab.
5. Select the **Allocation** you wish to delete. Right click to select **Delete Distribution Information**.

	Entity Segment	Fund Segment	Program Segment	Dept Flex Segment	Allocation Start Date	Allocation End Date	Percentage Allocation
1st Allocation	D_130101...	101-CRRNT-NO_SOF	PRG_46...	No Dept Flex	7/1/16	6/30/17	50
2nd Allocation	D_491001...	No Fund	PRG_11...	No Dept Flex	7/1/16	6/30/17	50

	August	September	October
Basic Salary	2,883	2,883	2,883
Benefits Ex	1,292	1,292	1,292
Total Com	4,175	4,175	4,175
Gross Earning	2,883	2,883	2,883

The distribution is deleted.



- Click in the **Percentage Allocation** field of the remaining allocation.
- Enter "**100**".

	Entity Segment	Fund Segment	Program Segment	Dept Flex Segment	Allocation Start Date	Allocation End Date	Percentage Allocation
1st Allocation	D_130101...	101-CRRNT-NO_SOF	PRG_46...	No Dept Flex	7/1/16	6/30/17	100

Remember, the lines must add up to 100.

- Click the **Save** button.

If you need help with...

- Technical issues, contact the UF Help Desk:
 - 392-HELP(4357)
 - helpdesk@ufl.edu
- Policies and Directives, contact the UF Budget Office:
 - 392-2402
 - <http://cfo.ufl.edu/administrative-units/budget/>