

FTE % Column and July column configurations

Axiom has a known issue with \$0 entered in the FTE columns. If you need to zero a distribution that was on the Positions Plan:

1. Leave the FTE % column Blank
2. Zero the July 2021 column (by typing in the number 0) in the distribution that you need to make \$0.
3. In the new distribution or distributions, type the % that you want to pay in the FTE% column and leave the July 2021 column blank.

Distributions							
Orgn	Actv	Index	Acct		FTE %	July 2021	August 2021
111100	-	MFRR05	61125	Distribution Override		0.0%	
				Distribution %	100.0%	0.0%	0.0%
				Distribution \$		0	0
				Health Insurance	\$12,648.00	0.00	0.00
				Benefits	18.50%	0.00	0.00
111200	-	MFRR02	61125	Distribution Override	100.0%		
				Distribution %	100.0%	100.0%	100.0%
				Distribution \$		2,741	2,741
				Health Insurance	\$12,648.00	1,054.00	1,054.00
				Benefits	18.50%	507	507
				Total Distributed Salary \$		2,741	2,741

Note: when you leave the FTE % column blank the Health Insurance shows \$12,648.00 in the column. This does not matter. This number does not distribute through the months.

Leave Blank

If you have any questions, please let us know. Thank you.