



***Labor Distribution (LD)
Training Guide***

**Finance Outreach & Compliance
<http://foc.virginia.edu>**

NOTE:

This edition of the Labor Distribution Training Guide incorporates changes that occurred as a result of the transition to Workday. Although Labor Distribution processes will remain in Oracle, there are changes that you should be aware of.

Sections that have changed are highlighted in the table of contents, and the changes are highlighted within those sections.

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LD-Labor Distribution

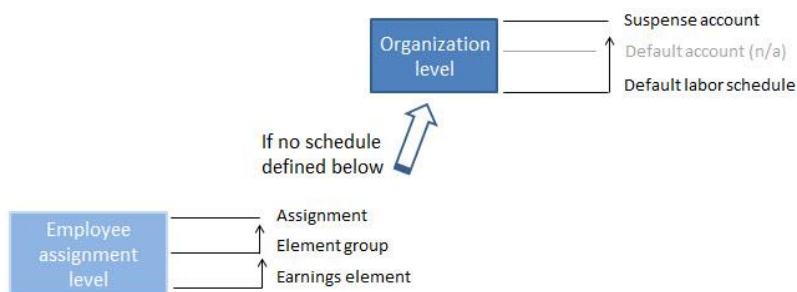
After completing this course, online help is available within the Integrated System and the printed guide can be found on the Finance Outreach and Compliance website (<http://foc.virginia.edu/training-guides>).

Labor Distribution (LD) is a module within the Fin/HR system that allows you to distribute payroll earnings to appropriate PTAEOs. LD does not determine whether or not an employee will be paid; the pay type and frequency of pay is determined by the supervisor or HR Solutions Center and entered into Workday Human Capital Management (HCM). The LD schedule is relevant only if there is pay to be distributed.

The Labor Scheduling Hierarchy

LD supports a hierarchical approach in determining the charging instructions for incoming labor transactions. Transactions from the payroll process are imported into LD immediately after the payroll is completed. These transactions record the employee, assignment and earnings element for each amount the employee was paid.

As shown here, LD begins searching for a labor schedule at the bottom of the hierarchy and moves up until finding a labor schedule for either the employee or (if none found) for the organization.



The first level is the employee assignment level. When scheduling labor for an individual employee in LD you will choose among three levels of the hierarchy within the employee assignment level: the earnings element level, the element group level and the assignment level. An assignment schedule is required for every employee.

If no schedule is defined at these levels, LD will move up to the organization level, beginning with the default labor schedule. If no schedules are identified, the amount will be charged against the suspense account. LD ensures that all amounts paid to employees are accounted for in the University's financial records.

Transaction types include labor schedules and labor distribution adjustments:

- **Labor schedule** - Defined as a collection of future charging instructions that specify what percentage of an employee's pay should be charged to each PTAEO. Charging instructions are linked to General Ledger (GL) accounts which are then linked to PTAEO combinations in Grants Accounting (GA).
- **Labor distribution adjustment** - Use when payroll earnings post to an incorrect PTAEO or to an organization suspense account. A correcting entry is made to move the payroll charges to an appropriate PTAEO. You will also have to make an adjustment if charging to a previous pay period.

LD Terminology and Acronyms

Term	Definition
Assignment	The portion of information for an employee that includes Organization, Job, Payroll, Supervisor, etc.
Burden Rate	Total payroll charges for an employee, including fringes.
Charging Instructions	Distributed PTAEOs for effort
Earnings Element	Details associated with the pay type
Employee	Anyone who receives a paycheck in Workday
Encumbrances	Estimates for anticipated payroll amounts, shown on the Grants Accounting reports
Expenditure Type	The Fin/HR System automatically assigns the appropriate expenditure type based on the information entered in Workday (e.g. Classified Salary FT). The expenditure type determines the fringe rate that is assigned to the distribution of pay according to the assignment information in Workday .
Fringe Rate	The fringe rate is charged by expenditure type, unless the charge hits the suspense account. See https://payroll.vpfinance.virginia.edu/fringe-rates (https://payroll.vpfinance.virginia.edu/fringe-rates)
Workday HCM	Workday Human Capital Management
Labor Schedule	Collection of charging instructions that specify how labor costs should be distributed for an employee ad assignment. PTAEOs are identified to distribute pay charges
Premium Pay	Any pay that is in addition to regular pay (e.g. overtime, time and a half)
Regular Pay	The established Salary Base Rate

By the end of this module, you will be able to:

- View LD information (LD Viewer, all)
- Set up and modify organizational default labor schedules (LD Approver/Setups only)

- Perform labor scheduling (all but LD Viewers)
- Define labor distribution adjustments (LD Specialists, LD Approvers, and LD Approvers/Setups)

Viewing LD Information

By the end of this section, you will be able to:

- View the organization default labor schedule
- View the labor schedule hierarchy
- View employee labor schedules

Viewing Your Organization Default Labor Schedule

Departments may schedule one or multiple PTAEOs for each organization using the **Organization Default Labor Schedule** window. One labor schedule may be created for each unique organization that applies to all assignment and earnings elements associated with employees belonging to that organization.

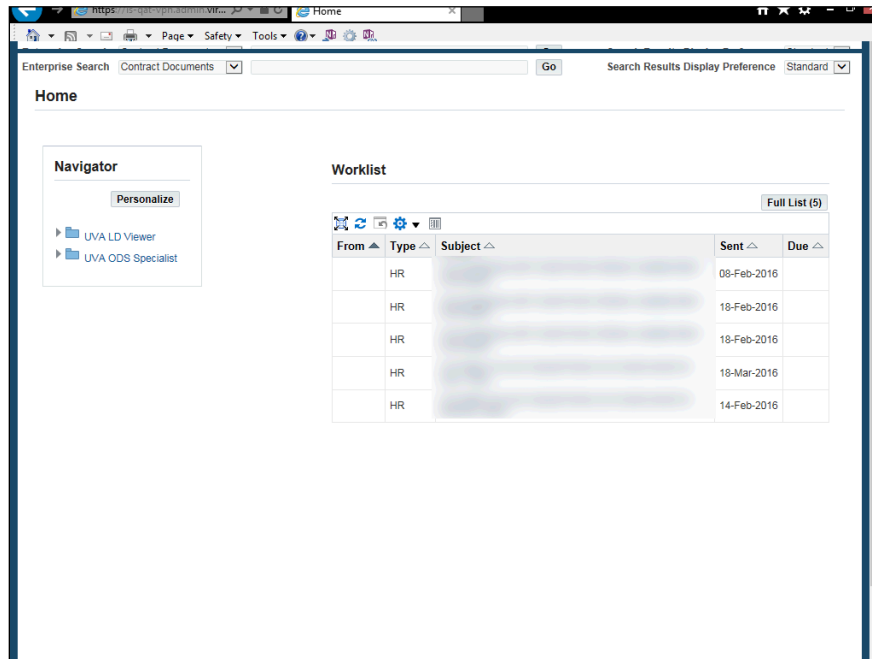
For example: you've created a single labor schedule for the Budget Office organization. All employee assignments in the Budget Office that do not have an assignment, element group or element level schedule will default to the organization level default labor schedule for the Budget Office. You do not have to create an individual labor schedule for each employee assignment that is attached to the Budget Office.

A set of labor schedule lines and percentages may be created for the organization. The sum of the percentages for all schedule lines must equal 100% for the organization default labor schedule.

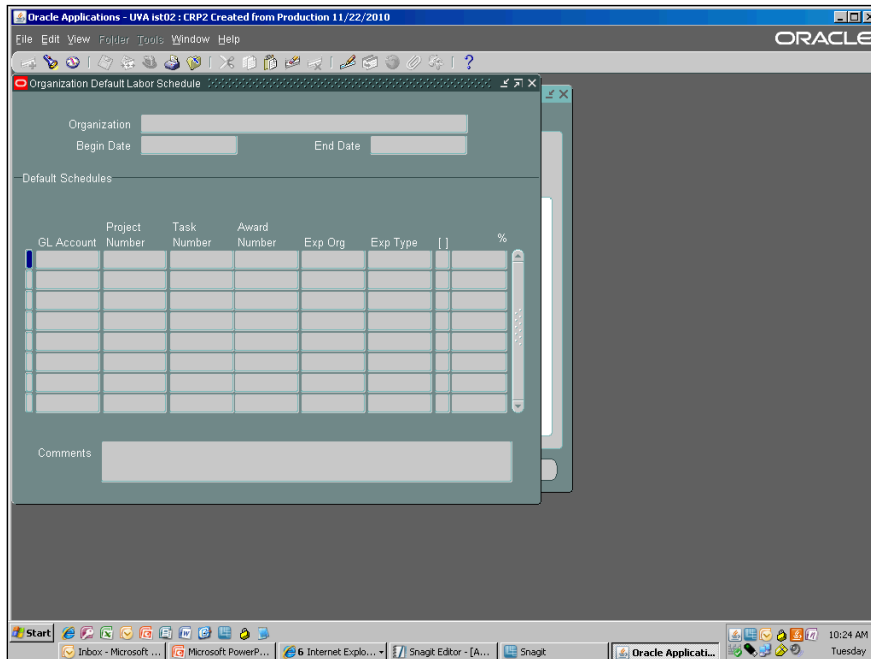
Important: The organization default may not be used for employees who have any portion of their pay distributed to sponsored projects. In that circumstance the department must create a labor schedule at the employee assignment level.



Procedure

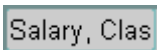

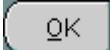

In this exercise you will search for and view an organization's default labor schedule.



Step	Action
1.	<p>Begin by navigating to View Default Labor Schedules.</p> <p>Click the expand button.</p> <p>▶</p>
2.	<p>Click the View Default Labor Schedules link.</p> <p>View Default Labor Schedules</p>



Step	Action
3.	<p>The Organization Default Labor Schedule window displays.</p> <p>Click the Find button.</p> 
4.	<p>The Organization Names search box displays. Using the example data, note the following:</p> <ul style="list-style-type: none"> • Org '10015' had a previous schedule with an end date of 24-APR-2003. • The same org has another previous schedule that was active from 25-Apr-2003 until 24-Mar-2011.
5.	<p>Org '10025' does not have a value in the End Date field, indicating that the schedule began on 25-May-2001 and is still active.</p> <p>Note: '31-Dec-4712', the default system date when none is listed, will display in the results window.</p>
6.	<p>To search for your org, click in the Find field.</p>
7.	<p>Enter the five-digit org code followed by the wild card (%).</p> <p>Enter "20030".</p>
8.	<p>Click the Find button.</p> 

Step	Action
9.	The org information displays in the Organization Default Labor Schedule window. Note: If no org results are found, your department has never used an organization default labor schedule.
10.	The Begin Date field displays the date the schedule was created.
11.	End Date: In this example the system date of 31-Dec-4712 displays, indicating that there is no end date.
12.	Default Schedules section: PTAO values are listed, along with the expenditure organization (Exp Org) field, and expenditure type (Exp Type).
13.	To view its full details click in the Expenditure Type field. 
14.	Click the Edit Field button. 
15.	Detailed information displays. Although an LD Specialist must enter information in this field, the expenditure type charged by the system is determined by the assignment information. Click the OK button. 
16.	In this example the PTAEO displayed is scheduled at 100%.
17.	Click the Close button. 
18.	Congratulations! You have completed the simulation on Viewing Your Organization Default Labor Schedule . End of Procedure.

Viewing the Labor Scheduling Hierarchy

A **labor schedule** specifies how an employee's pay is to be distributed to PTAEO(s) in Grants Accounting. Schedules are established for specific time period. They may be established for any period of time in the future but once payroll is run for the time period a labor schedule cannot be changed. *Future* charging instructions include a current pay period that has not yet been processed. This feature allows you to enter schedule information as it becomes known, instead of having to retain the information off-line until the current period.

Estimates for anticipated future payroll amounts are called *encumbrances*. All salaried employees (faculty and staff) and Goal Pay (referred to in Workday as "Period Activity Pay") employees are encumbered. Wage paid employees are not encumbered. Non-sponsored awards are encumbered through the last pay period paid in the fiscal year (i.e., monthly through 24-May-xxxx).

Sponsored (OSP) awards have the functionality to encumber through the sponsor's current funding period. For *sponsored projects* (G or Z awards), the Integrated System automatically stops encumbering salary on the earliest date of the following:

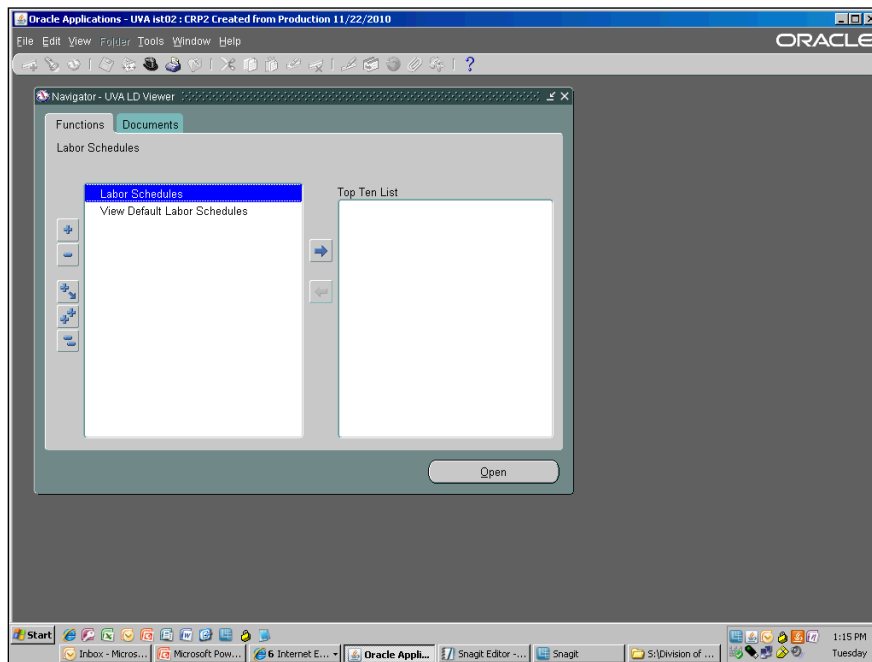
- Any segment of the PTAE0 (Project End Date, Task End Date, Award End Date, OR
- Labor Encumbrance End Date (LEED), OR
- The labor schedule, OR
- The individual's appointment end date (HR)

Proper scheduling and maintenance of labor schedules that include sponsored projects requires special attention and frequent review. For guidance on managing labor distribution with sponsored projects, click this link: <http://foc.virginia.edu/labor-distribution-adjustments>


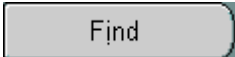
Each payroll is distributed according to the *schedule lines* in effect for the payroll period. An employee can have an unlimited number of schedule lines. The sum of the percentage for all schedule lines for a given period cannot exceed 100%. Percentages may be less than 100% for future periods but must equal 100% for the current period.

Procedure

In this exercise you will view a labor scheduling hierarchy.



Step	Action
1.	<p>Begin by navigating to an employee's Labor Scheduling window.</p> <p>Double-click the Labor Schedules list item.</p> <p>Labor Schedules</p>

Step	Action
2.	<p>The Labor Scheduling window displays. Locate the employee's form.</p> <p>Click the Find button.</p> 
3.	<p>You can search for employees using the Full Name field [enter last name, first initial, wild card (%)] or by entering their six-digit employee number in the Employee No. field.</p> <p>In this exercise you will search by name.</p> <p>Enter "Sevreux, J%".</p>
4.	<p>Click the Find button.</p> <p>If a list of results display, choose the appropriate name and click OK.</p> 
5.	<p>The employee and associated assignment information is displayed.</p> <p>In this example you see that Jacques has one active assignment.</p>
6.	<p>The boxes in the Distribution Instructions section will display a check if the employee has a current or end-dated schedule at the assignment, element group, or element level.</p> <p>Ignore the Org. Def. checkboxes, which are not active.</p>
7.	<p>Element level:</p> <p>Examples at the individual earnings elements level include salary and wages, overtime, sick time, and health insurance. So LD scheduling can distribute an employee's time and a half overtime to a different PTAEO(s) than the employee's regular salary.</p> <p>A labor schedule of this type is used to distribute all earnings against a particular element for a specific employee assignment. Labor schedules defined at this level will be charged first over labor schedules defined at the element group, assignment, and organization default labor schedule levels.</p>

Step	Action
8.	<p>Element Group level:</p> <p>Used to group earnings elements, this allows you to create one labor schedule that applies to all earnings elements in a specified element group. Elements within a group are scheduled and distributed based on the specified PTAE0(s) for an employee assignment.</p> <p>For example, an element group has been established to group all earnings elements that capture overtime. You could enter a labor schedule to distribute overtime to a different PTAE0 than regular salary.</p> <p>Labor schedules defined at this level will be charged after those defined at the earnings element level but before any defined at the assignment and organization default labor schedule levels.</p>
9.	<p>Assignment level:</p> <p>At this level you can create one labor schedule that applies to all earnings elements that may be paid to an employee assignment. Labor schedules defined at this level will be charged after the earnings element and/or the element group level.</p> <p>Any remaining pay which is not scheduled at the assignment level is charged to the organization, beginning with the default labor schedule account and concluding with the suspense account.</p>
10.	<p>Congratulations! You have completed the simulation on Viewing the Labor Scheduling Hierarchy.</p> <p>End of Procedure.</p>

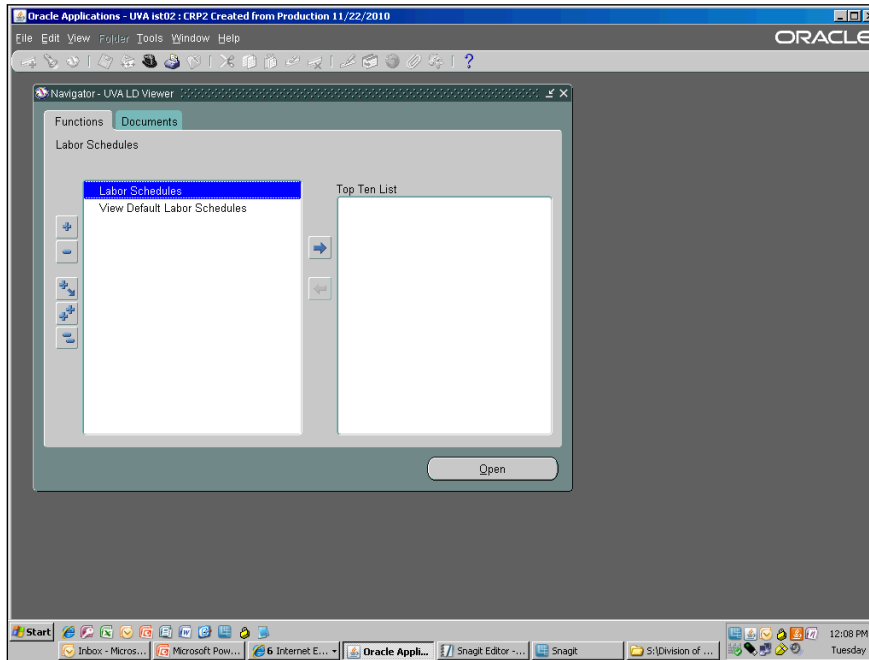
Viewing an Employee's Labor Schedule




When scheduling labor for an individual employee, three levels of the hierarchy within the employee assignment level may be used.


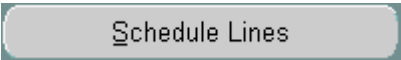





If there is no labor schedule for a particular period of time the organization default labor schedule is charged, if defined. Otherwise the organization level suspense account will be charged. When terminating employees the labor schedules are not ended, to allow for payout of any benefits owed to them. The termination of their appointments will end the charging of their salary to a project.


Procedure

In this exercise you will view an employee's labor distribution schedule.



Step	Action
1.	<p>Begin by navigating to the employee's Labor Scheduling window.</p> <p>Double-click the Labor Schedules list item.</p> 
2.	<p>The Labor Scheduling window displays. Locate the employee's form.</p> <p>Click the Find button.</p> 
3.	<p>You can search for employees using the Full Name field [enter last name, first initial] or by entering their six-digit employee number in the Employee No. field.</p> <p>In this exercise you will search by name.</p> <p>Enter "Rousseau, G".</p>
4.	<p>Click the Find button.</p> <p>If a list of results display, choose the appropriate name and click OK.</p> 

Step	Action
5.	The employee and associated assignment information is displayed. In this example the employee has three terminated assignments and one active assignment.
6.	The boxes in the Distribution Instructions section will display a check if the employee has a current or end-dated schedule at the assignment, element group, or element level. Ignore the Org. Def. checkboxes, which are not active.
7.	To view current information, position your cursor to the left of the active assignment's Assignment No. field. Click in the [] field. 
8.	Click the Schedule Lines button. 
9.	The Schedule Lines form displays. In this example the first two rows display the current labor schedule, indicated by the system default end date of 31-DEC-4712. The last two rows are end-dated labor schedules.
10.	To view the individual PTAE0 components, click the horizontal scrollbar. 
11.	Click the horizontal scrollbar. 
12.	Click the horizontal scrollbar. 
13.	The vertical scrollbar, if available, displays more labor schedules. Click the vertical scrollbar. 
14.	To view whether the schedules are or were previously scheduled at 100%, click the Refresh Display button. 

Step	Action
15.	The most recent schedule displays in the first column. Note that in this example, the end date is the system end date of 31-DEC-4712. Use the left and right arrows to view all schedules. You can verify that all date ranges are covered and that the totals for each column are 100%.
16.	You are currently viewing the schedule hierarchy at the Assignment level. To view at the Element Group or Element Type level, click the radio button. Click the Element Type option. 
17.	Press [Down] .
18.	The Element Type labor schedule displays. In this example you see that the org has defined a separate account for the element 'Reward and Recog Bonus' charges.
19.	Congratulations! You have completed the simulation on Viewing an Employee's Labor Schedule . End of Procedure.

Maintaining Organization Default Labor Schedules

Create labor schedules for each organization using the Organization Default Labor Schedule window. You can create one labor schedule for that unique organization that applies to all assignment and earnings elements associated with employees belonging to that organization.



For example, you create a single labor schedule for the Budget Office organization. All employee assignments in the Budget Office that do not have an assignment, element group or element level schedule will default to the organization level default labor schedule for the Budget Office. You do not have to create an individual labor schedule for each employee assignment that is attached to the Budget Office.

A set of labor schedule lines and percentages must be created for the organization. The sum of the percentages for all schedule lines must equal 100% for the organization default labor schedule.

The start date must be a current or future payroll (<https://payroll.vpfinance.virginia.edu/academic-payroll-and-leave-calendar>) date.

Important: You may not use the organization default for employees who have any portion of their pay distributed to sponsored projects. In that circumstance you must create a labor schedule at the employee assignment level.

Navigating the Monthly Payroll Calendar

At UVA, paychecks for staff and Faculty are generated on different frequencies:

- **University and Classified Staff and Students** - Paychecks are generated every other Friday or twenty-six times per year. When the normal payday falls on a weekend, the payments are payable on the last workday immediately prior to the weekend.
- **Faculty** - Paychecks are generated once per month or twelve times per year, with pay periods beginning on the 25th of the month and end on the 24th of the following month. The employee's salary payment is normally payable on the 1st of the month following in which the pay period ended. When the normal payday falls on a weekend, the payments to Faculty are payable on the last workday immediately prior to the weekend.

Note that paydays for Faculty for months ending fiscal year quarters (September, December and March) are on the last day of the fiscal quarter unless falling on a weekend, in which case, pay day is the last workday of the quarter immediately prior to the weekend. Payments for the final month of the fiscal year (June) are made on the first business day of the new fiscal year. This means if July 1st falls on a Saturday, the employee will be paid on July 3rd. If July 1st falls on a Sunday, the employee will be paid on July 2nd.

Payroll Term Definitions

The following is an example of a bi-weekly payroll:

Pay Period Number	Pay Period Begin Date	Pay Period End Date	Last Day Dept Enter Assignments, Hires, Schedules	Last Day Enter Time, Approve Hires, & LD	Payroll Processing	Bank File Due Date	Check Date	Deductions	Benefit Deductions - Month Covered	Fiscal Year
1	12/25/17	01/07/18	01/07/18	01/07/18	01/09/18	01/10/18	01/12/18	All Deductions	January	2018
2	01/08/18	01/21/18	01/21/18	01/21/18	01/23/18	01/24/18	01/26/18	All Deductions	January	2018
3	01/22/18	02/04/18	02/04/18	02/04/18	02/06/18	02/07/18	02/09/18	All Deductions	February	2018
4	02/05/18	02/18/18	02/18/18	02/18/18	02/20/18	02/21/18	02/23/18	All Deductions	February	2018
5	02/19/18	03/04/18	03/04/18	03/04/18	03/06/18	03/07/18	03/09/18	All Deductions	March	2018
6	03/05/18	03/18/18	03/18/18	03/18/18	03/20/18	03/21/18	03/23/18	All Deductions	March	2018

Payroll term definitions are as follows:

Training Guide

Labor Distribution (LD)

Term	Definition
Pay Per #	Represents the number of the payroll
Pay Period Begin Date	The start date of a payroll
Pay Period End Date	The end date of a payroll
Last Day Dept Enter Hires, Assigns, & Salaries	Deadline for entering any new faculty or Professional Research Staff
Last Day Dept Approve Hires, Salaries, Enter LD	Deadline to approve salary or enter the Labor Distribution schedule
Payroll Processed	Date payroll is processed
Bank File Due Date	Date employee can preview their paycheck for the upcoming payday
Check Date	Date funds are in the employee's account
Deduction	Indicates whether all benefits, etc. will be deducted from the paycheck
FY	Represents the fiscal year the funds will be charged

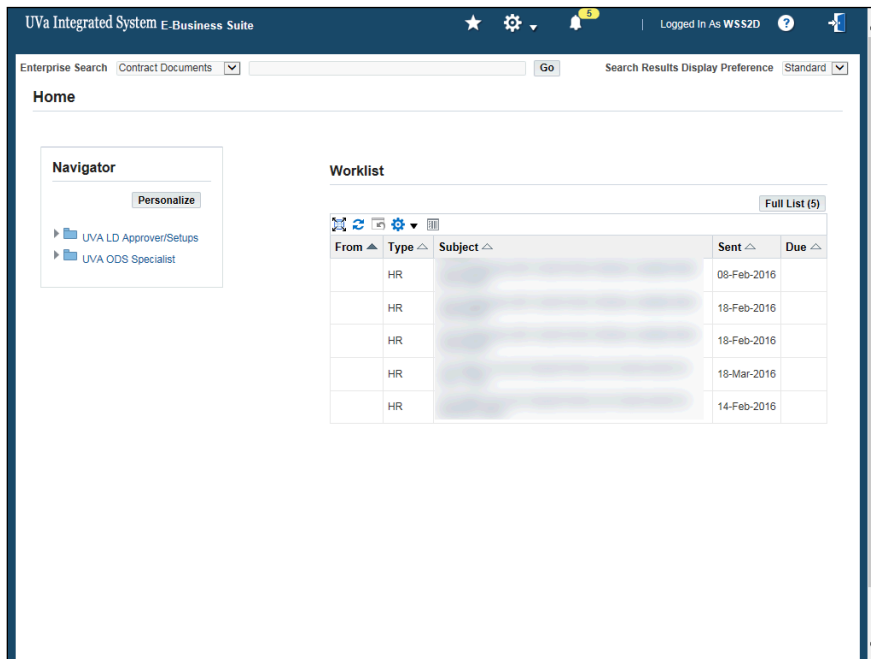
By the end of this section, you will be able to:

- Set up default labor schedules
- Modify default labor schedules

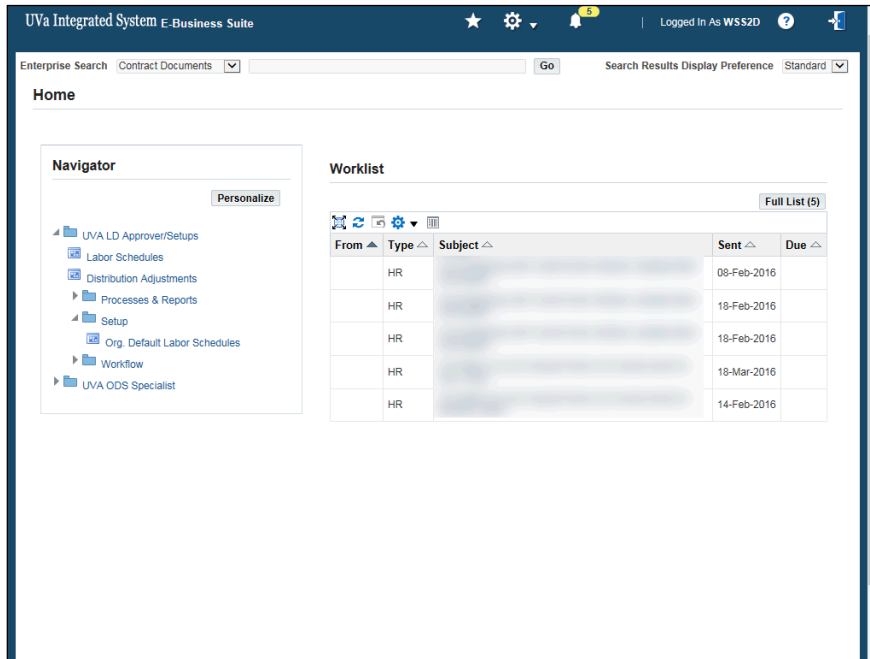
Setting Up a Default Labor Schedule

Procedure

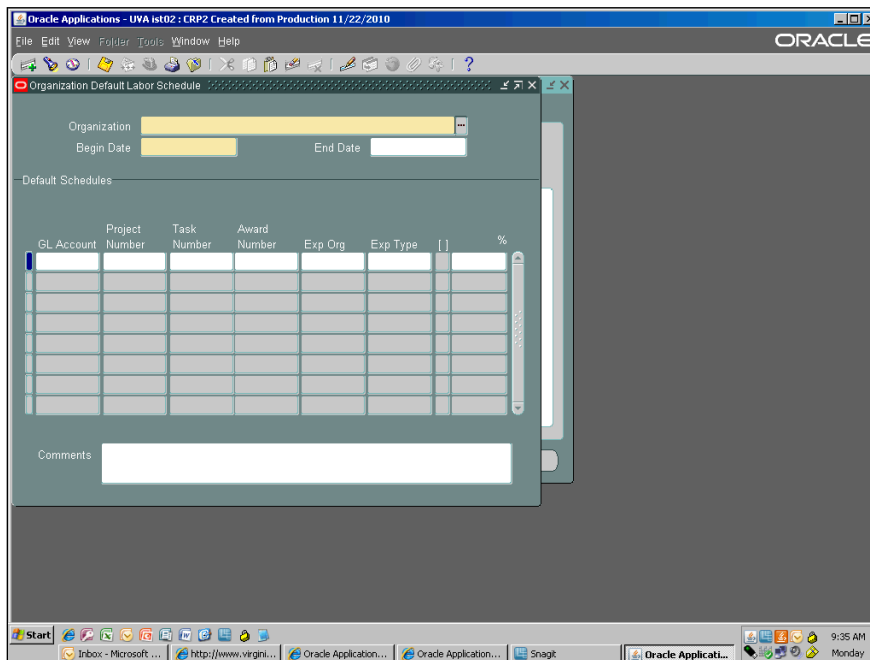
In this exercise you will set up an organization default labor schedule for an organization.




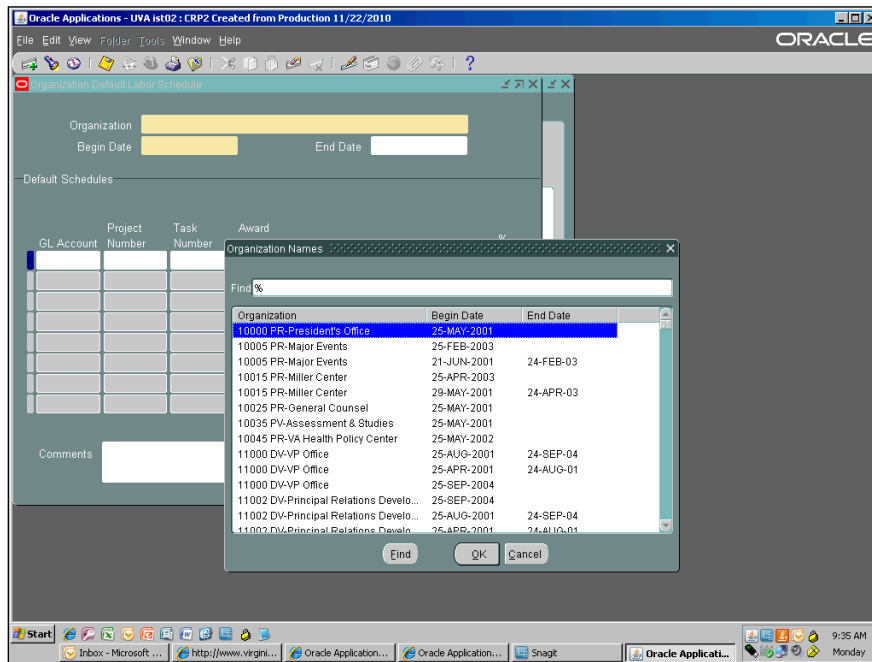
Step	Action
1.	Begin by navigating to the Organizational Default Labor Schedule window. Click the UVA LD Approver/Setups expand button. ▶
2.	Click the Setup expand button. ▶




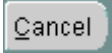

Step	Action
3.	Click the Org. Default Labor Schedules link. Org. Default Labor Schedules

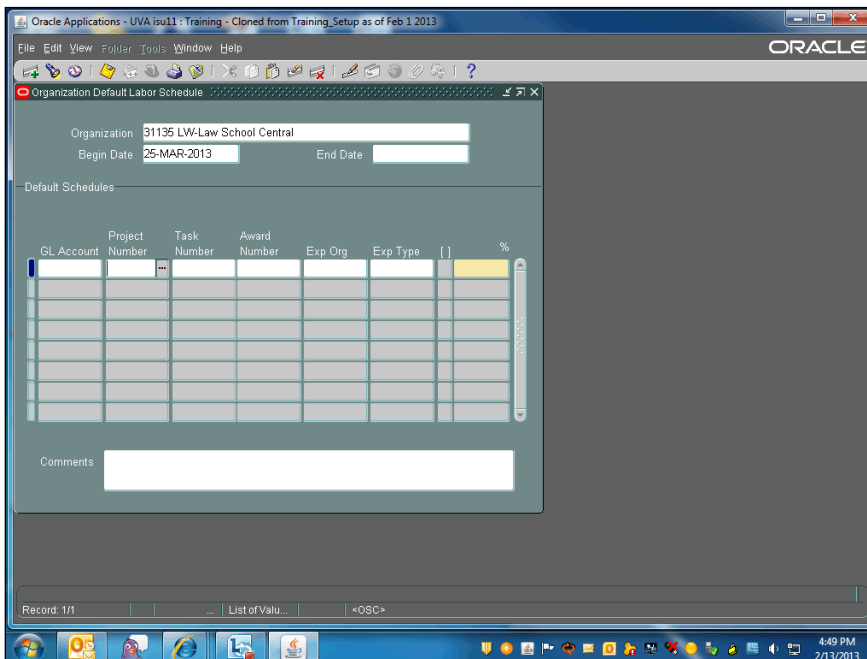


Step	Action
4.	<p>The Organization Default Labor Schedule window displays.</p> <p>First check for a default schedule for your organization.</p> <p>Click the Find button.</p> 

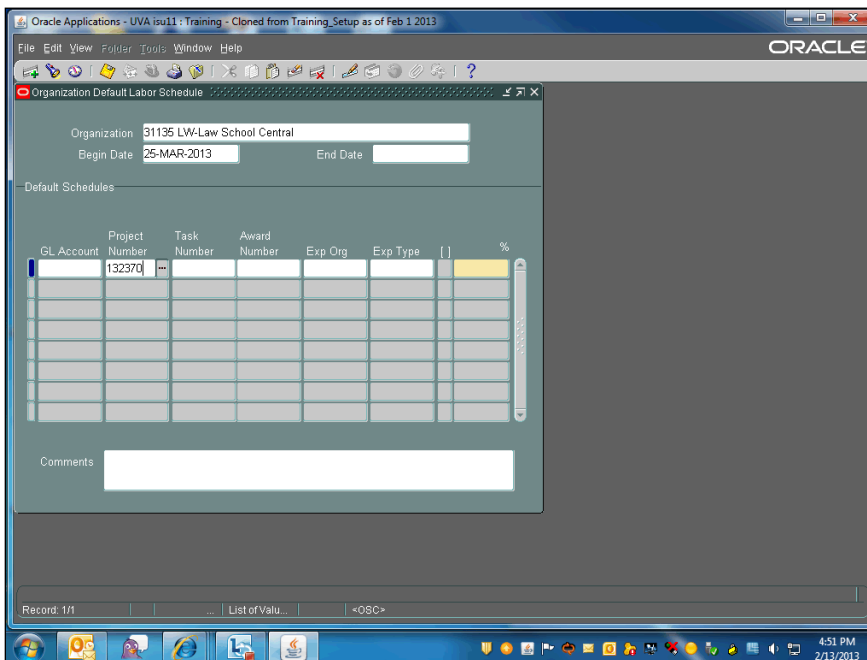


Step	Action
5.	Click in the Find field.
6.	<p>Enter your organization number.</p> <p>Enter "31135".</p>
7.	<p>Click the Find button.</p> 

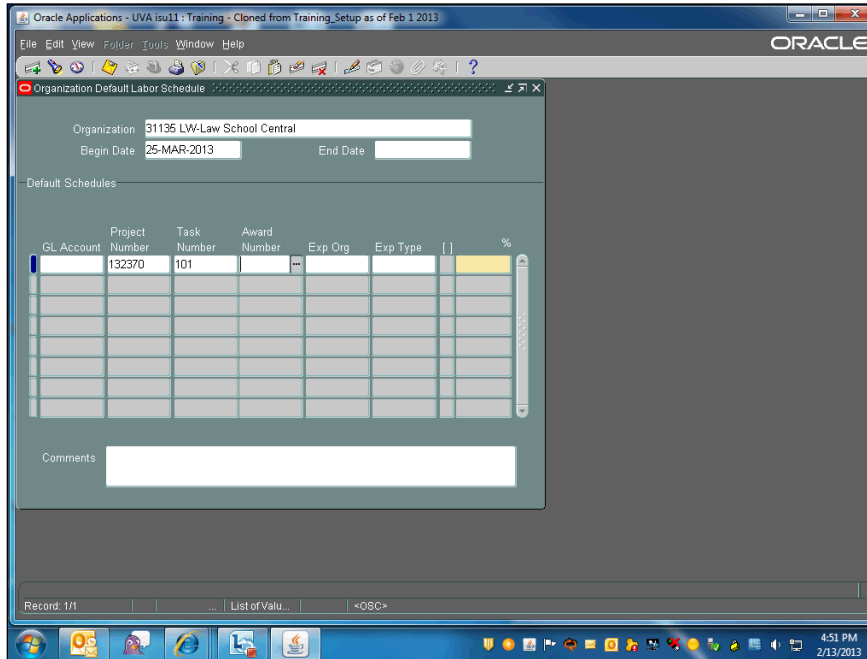
Step	Action
8.	<p>If your organization is not found, enter a new schedule by first selecting the Cancel button.</p> <p>If your organization is found, make sure all previous organization default schedule(s) are end dated. Refer to the UPK topic Modifying an Organizational Default Labor Schedule.</p> <p>In this exercise you did not find your organization.</p> <p>Click the Cancel button.</p> 
9.	<p>Enter your five digit org code in the Organization field or use the list of values to find your number.</p> <p>Enter "31135%".</p>
10.	<p>Press [Tab].</p>
11.	<p>Click in the Begin Date field.</p> 
12.	<p>Enter a current or future pay period effective date.</p> <p>Enter "25-mar-2013".</p>
13.	<p>Entering an end date for the schedule is optional.</p> <p>In this simulation, do not enter an end date.</p>
14.	<p>You must leave the GL Account field blank.</p>



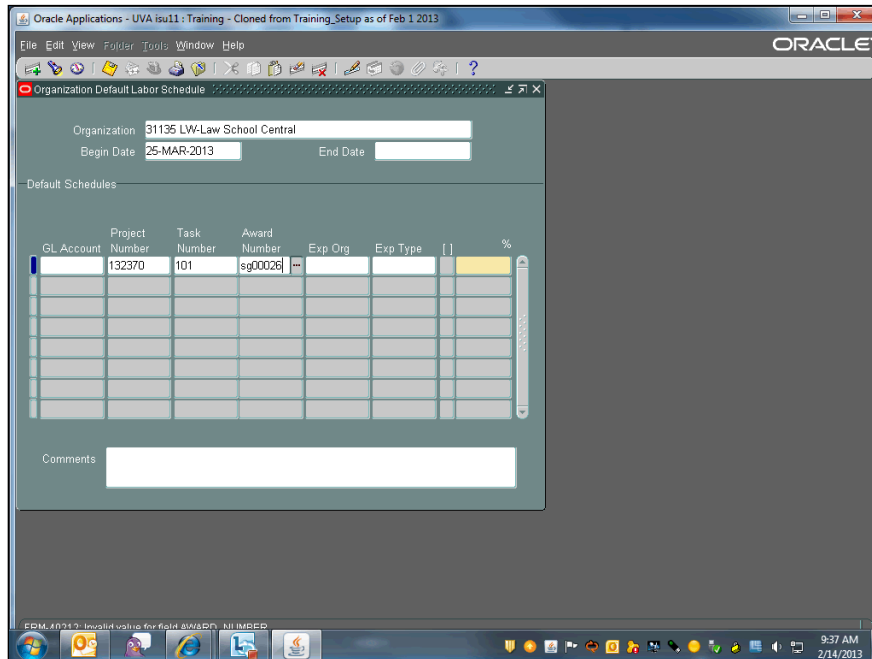
Step	Action
15.	<p>Enter your Project Number.</p> <p>Enter "132370".</p>



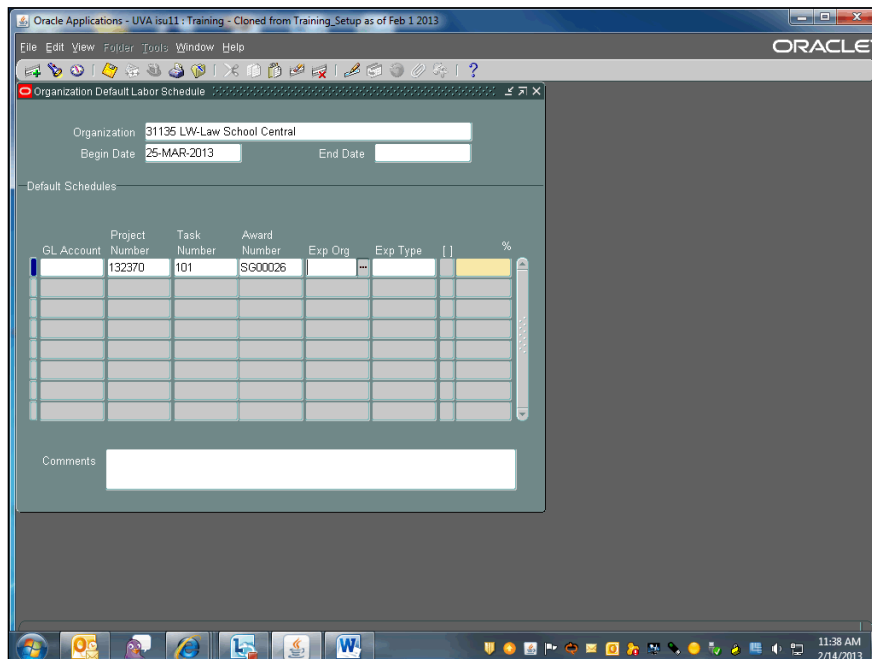
Step	Action
16.	Press [Tab] .


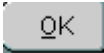


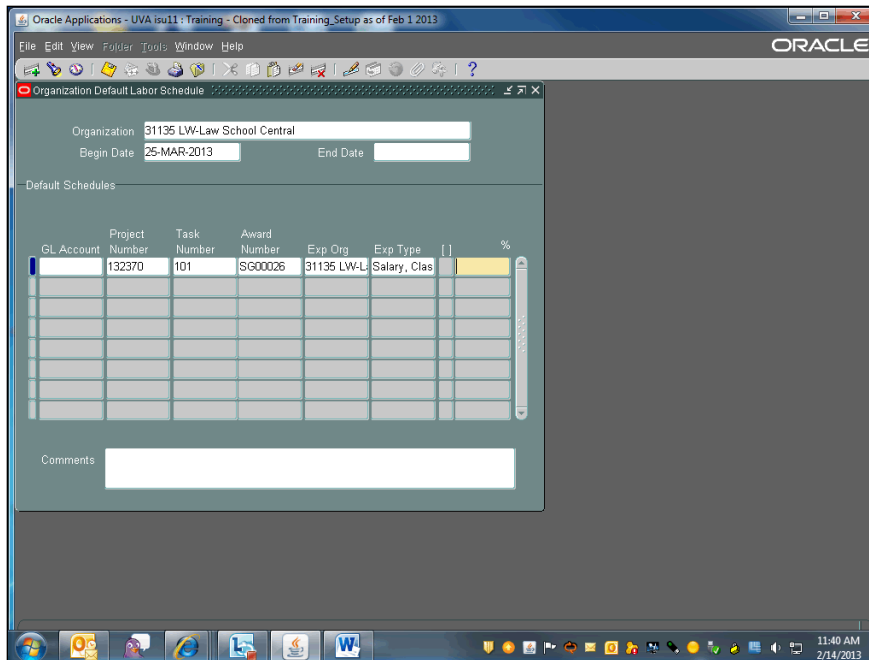
Step	Action
17.	<p>Enter the Task Number. In this example we entered the task number for you.</p> <p>Enter your Award Number.</p> <p>Enter "SG00026".</p>



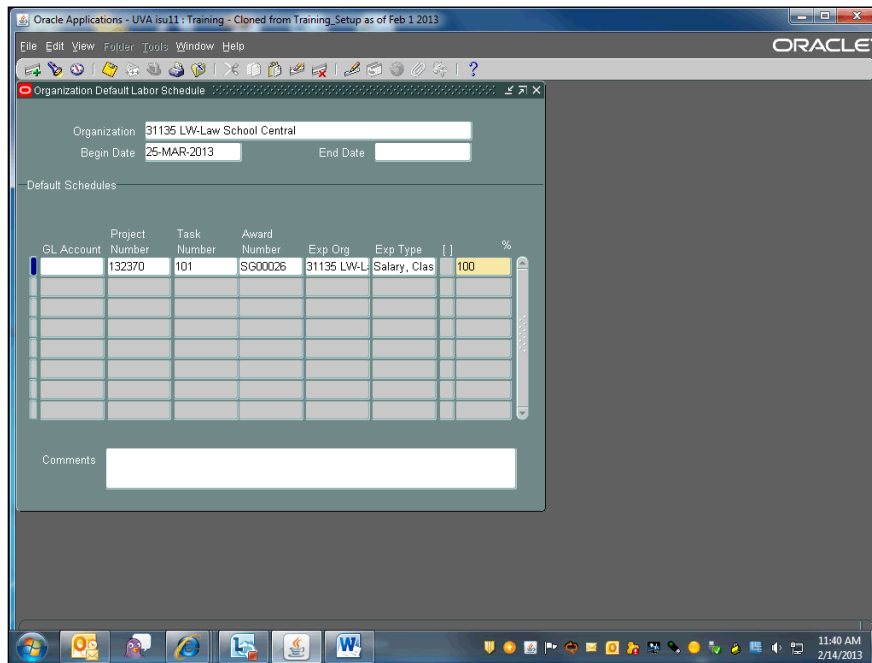
Step	Action
18.	Press [Tab] .



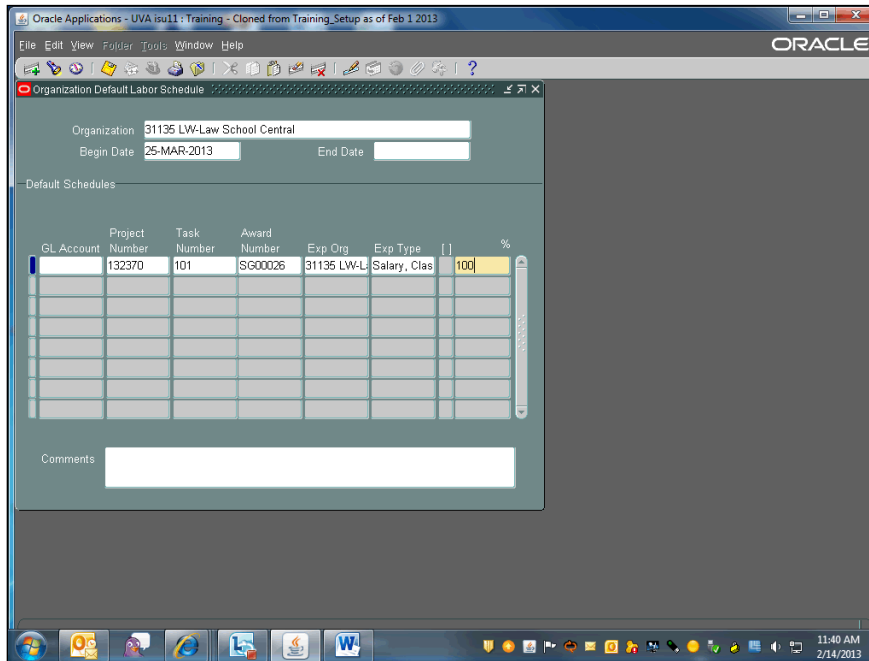
Step	Action
19.	Click in the Exp Org field. 
20.	Enter your 5-digit org code. Enter " 31135 ".
21.	Press [Tab].
22.	Enter an expenditure type in the Exp Type . You must enter a value; however, the system will charge the expenditure type based on the assignment information (as long as the PTAE0 used is still active). In this exercise select 'Salary, Class Staff FT' by entering just the first character. Enter " s ".
23.	Choose from the list of results. In this example choose 'Salary Class Staff FT', which is preselected. Click the OK button. 




Step	Action
24.	Percent total of all entered PTAEOs must equal 100. If less, the remaining amount is automatically charged to your organization's suspense account. Enter " 100 ". Do not use a % sign.



Step	Action
25.	Press [Tab] .
26.	You may split the funding between multiple PTAEOs by entering them in the subsequent lines. The total of all lines must equal 100%.



Step	Action
27.	Click the Save button. 
28.	Congratulations! You have completed the simulation on Setting Up a Default Labor Schedule. End of Procedure.

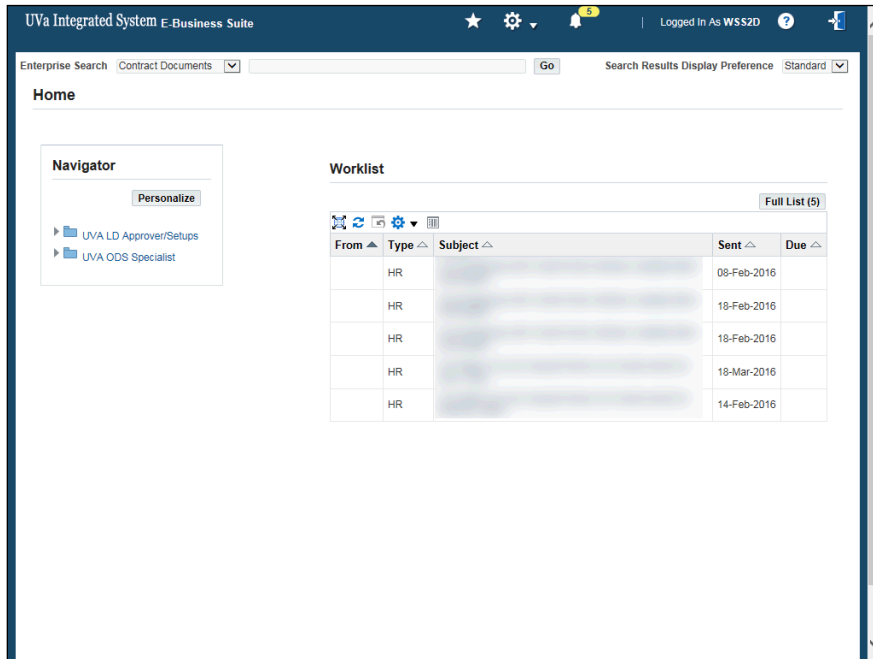
Modifying a Default Labor Schedule

A default labor schedule end date may be altered if the end date is a future payroll end date (<https://payroll.vpfinance.virginia.edu/academic-payroll-and-leave-calendar>). The end date may be changed to the last payroll processed end date.

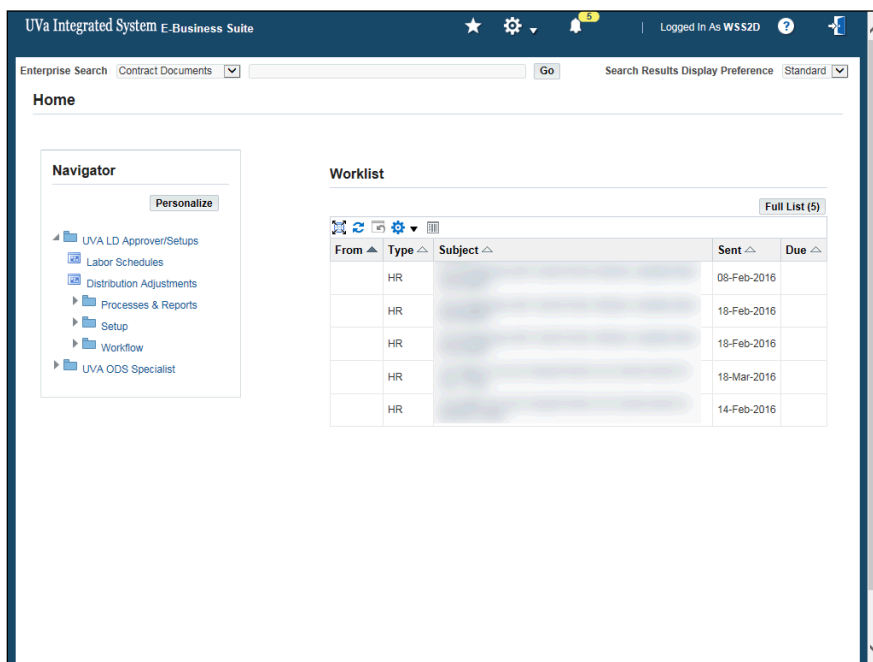
To add a different PTAE0, change the percentage or split the funding among several PTAEOS. Enter the day before the new schedule is effective in the End Date field if it is blank, or the date is a future payroll end date.

Procedure

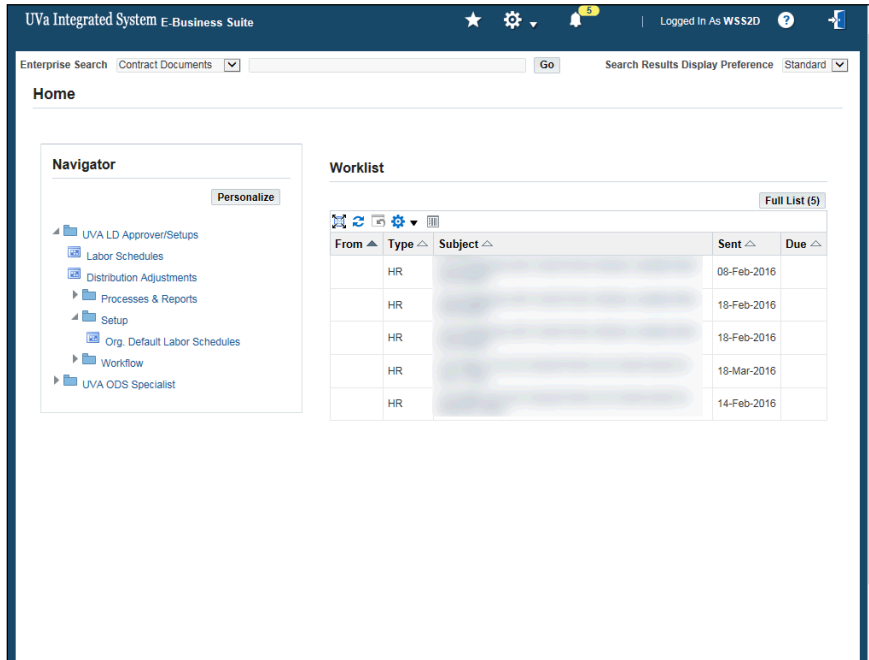
In this exercise you will modify the organization default labor schedule for an org by end-dating the old schedule and creating a new one.



Step	Action
1.	<p>Begin by navigating to the Organizational Default Labor Schedule window.</p> <p>Click the UVA LD Approver/Setups expand button.</p>



Step	Action
2.	Click the Setup expand button. ▶



Step	Action
3.	Click the Org. Default Labor Schedules link. Org. Default Labor Schedules

Step	Action
11.	<p>Notes on modifying the default labor schedule:</p> <ul style="list-style-type: none"> • If the schedule has a future end date it can be modified to the pay period end date of the last payroll processed. • Once a payroll is processed and the existing schedule charged, extend the end date to a future date or end the schedule with the pay period end date of the last payroll that ran. • Monitor the Payroll Schedule (https://payroll.vpfinance.virginia.edu/academic-payroll-and-leave-calendar) closely at all times
12.	<p>1. End date the current schedule:</p> <p>Click in the End Date field.</p> <div data-bbox="354 758 583 810" style="border: 1px solid black; width: 141px; height: 25px; margin-left: 10px;"></div>
13.	<p>In this exercise the current last processed payroll end date is 24-Mar-2013.</p> <p>Enter "24-mar-2013".</p>
14.	<p>Click the Save button.</p> <div data-bbox="354 989 407 1031" style="border: 1px solid black; width: 33px; height: 20px; background-color: #ffff00; margin-left: 10px;"></div>
15.	<p>2. Enter a new organization default schedule:</p> <p>Click in the Organization field.</p> <div data-bbox="354 1161 1118 1209" style="border: 1px solid black; width: 471px; height: 23px; background-color: #cccccc; margin-left: 10px;"></div>
16.	<p>Press the [Down Arrow] button.</p>
17.	<p>Click in the Organization field.</p> <div data-bbox="354 1318 1092 1367" style="border: 1px solid black; width: 455px; height: 23px; background-color: #ffff00; margin-left: 10px;"></div>
18.	<p>Enter your org code.</p> <p>Enter "10015".</p>
19.	<p>Press [Tab].</p>
20.	<p>Enter the Begin Date.</p> <p>Enter "25-mar-2013".</p>
21.	<p>Press [Tab].</p>
22.	<p>In this exercise leave the End Date blank.</p> <p>Press [Tab].</p>

Step	Action
23.	Do not enter anything in the GL Account field. Press [Tab] .
24.	Enter the Project Number . Enter " 102621 ".
25.	Press [Tab] .
26.	Enter the Task Number . Enter " 101 ".
27.	Press [Tab] .
28.	Enter the Award Number . Enter " SG00113 ".
29.	Press [Tab] .
30.	Enter the organization number in the Exp Org field. Enter " 10015 ".
31.	Press [Tab] .
32.	Enter the Exp Type . Enter " s ".
33.	Press [Tab] .
34.	In this exercise use 'Salary, Class Staff FT' which is preselected. Click the OK button. 
35.	Enter the percent value. Enter " 100 ".
36.	Press [Tab] .
37.	Click the Save button. 
38.	Congratulations! You have completed the simulation on Modifying a Default Labor Schedule . End of Procedure.

Labor Scheduling

A **labor schedule** specifies how an employee's pay is to be distributed to PTAE0(s) in Grants Accounting. Schedules are established for specific time period. They may be

established for any period of time in the future but once payroll is run for the time period a labor schedule cannot be changed. Future charging instructions may include a current pay period that has not yet been processed. This feature allows you to enter schedule information as it becomes known, instead of having to retain the information off-line until the current period.

Estimates for anticipated future payroll amounts are called encumbrances. All salaried employees (faculty and staff) and Goal Pay (referred to in Workday as "Period Activity Pay") employees are encumbered. Wage paid employees are not encumbered. Non-sponsored awards are encumbered through the last pay period paid in the fiscal year (i.e., monthly through 24-May-xxxx)

Sponsored (OSP) awards have the functionality to encumber through the sponsor's current funding period. For sponsored projects (G or Z awards), the Integrated System automatically stops encumbering salary on the earliest date of the following:

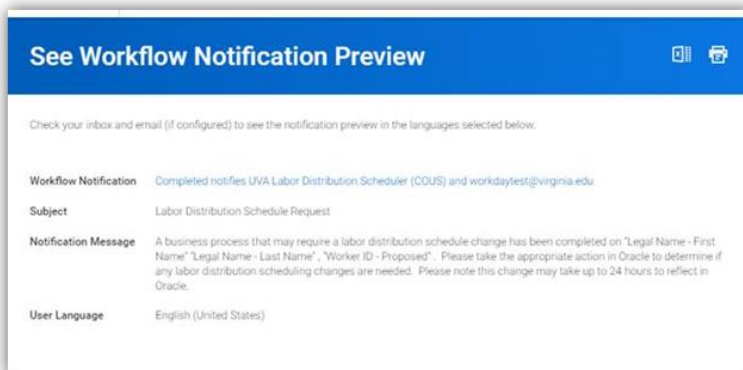
- Any segment of the PTAE0 (Project End Date, Task End Date, Award End Date, OR
- Labor Encumbrance End Date (LEED), OR
- The labor schedule, OR
- The individual's appointment end date (HR)

Proper scheduling and maintenance of labor schedules that include sponsored projects requires special attention and frequent review. Click here (<https://foc.virginia.edu/sites/foc.virginia.edu/files/LD%20Scheduling%20Presentation.pdf>) for guidance on managing labor distribution with sponsored projects.

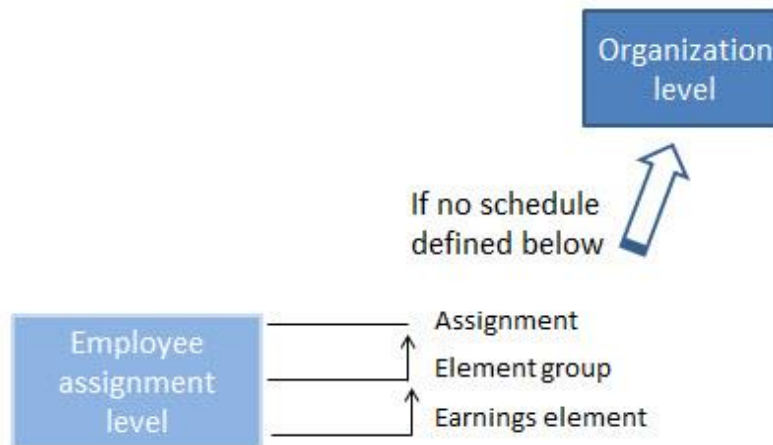
Each payroll is distributed according to the schedule lines in effect for the payroll period. An employee can have an unlimited number of schedule lines. The sum of the percentage for all schedule lines for a given period cannot exceed 100%. Percentages may be less than 100% for future periods but must equal 100% for the current period.

Creating labor schedules

Managers, Delegates, or Human Resources personnel enter or modify employee assignments or Goal Pay (Period Activity Pay) in Workday, which then pushes the assignments into Oracle **after an integration period of 24 hours**. Those who are responsible for setting up labor distribution in Oracle will receive Workday notifications (in Workday and Outlook) informing them of HR changes that may require labor distribution updates in Oracle. **The push to Oracle happens on a nightly basis, so you will receive the notification likely the day before the assignment is visible in Oracle.** The notifications look like this:



When scheduling labor for an individual employee you will choose among the three levels of the hierarchy within the employee assignment level. If there is no labor schedule for a particular period of time the organization default labor schedule is charged, if defined. Otherwise the organization level suspense account will be charged. When terminating employees the labor schedules should not be ended, to allow for payout of any benefits owed to them. The termination of their appointments will end the charging of their salary to a project.



By the end of this section you will be able to:

- Define the labor schedule hierarchy
- Define schedule lines
- Modify labor schedules

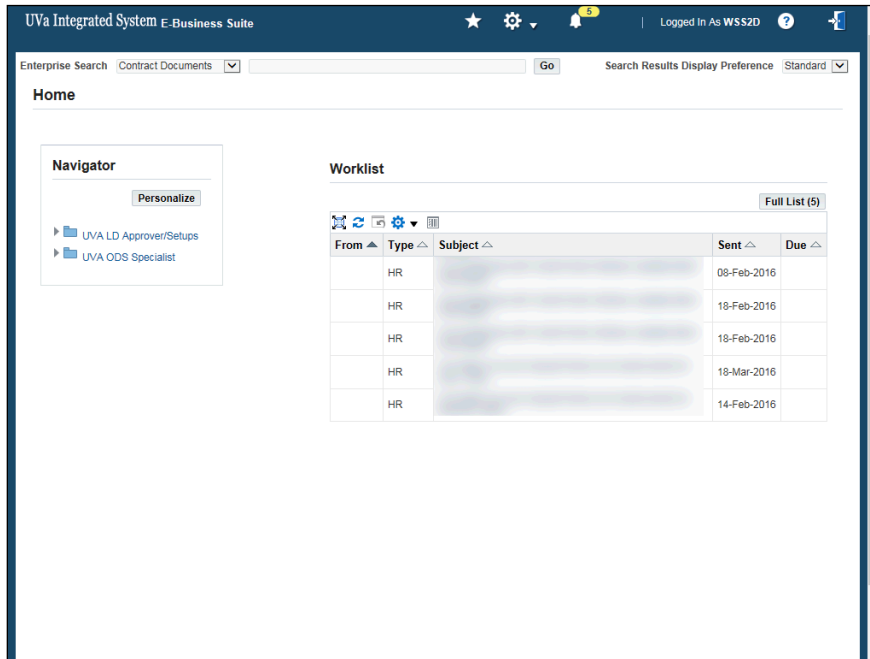
Creating a Labor Schedule at the Assignment Level

At the **assignment** level, you can create one labor schedule that applies to all earnings elements that may be paid to an employee assignment. Labor schedules defined at this level will be charged after the earnings element and/or the element group level. Any remaining pay which is not scheduled at the assignment level is charged to the organization, beginning with the default labor schedule account and concluding with the suspense account.

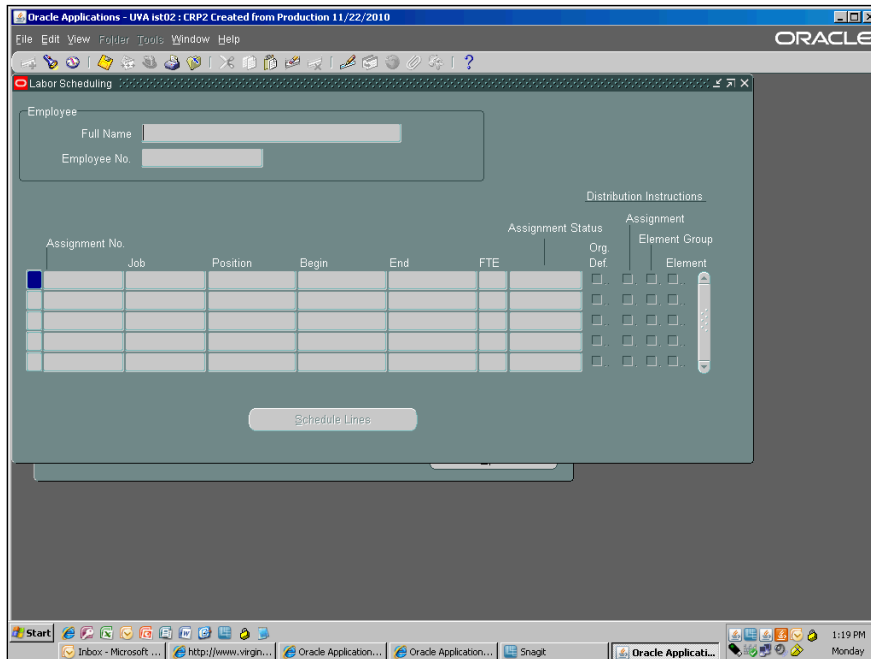
Non-sponsored awards are encumbered through the last pay period paid in the fiscal year (i.e., monthly through 24-May-xxxx). A labor schedule must be entered with a current or future payroll (<https://payroll.vpfinance.virginia.edu/academic-payroll-and-leave-calendar>) effective date. For information on *sponsored* awards, see topic.


Procedure

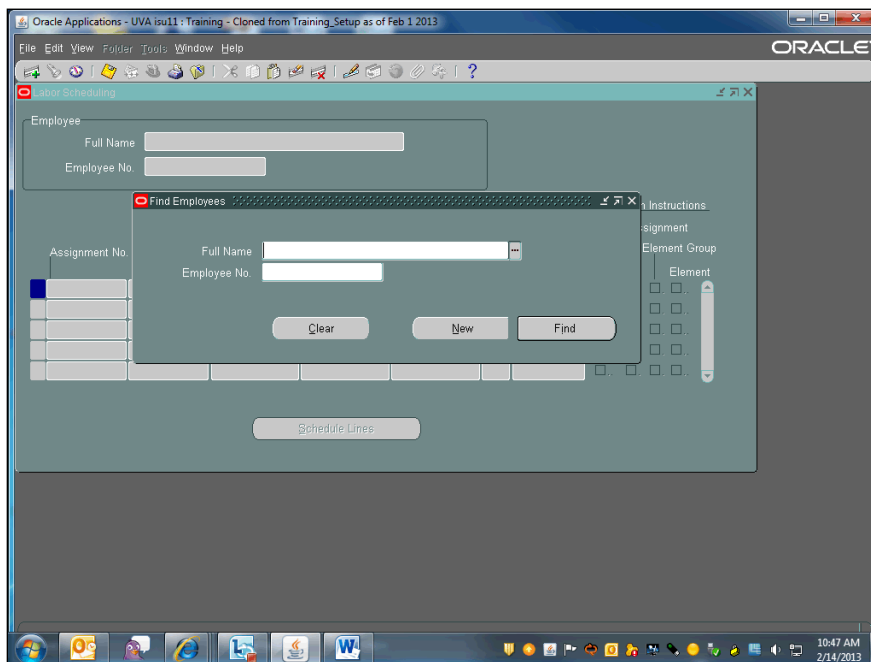
In this exercise you will create a labor schedule for an employee at the assignment level.




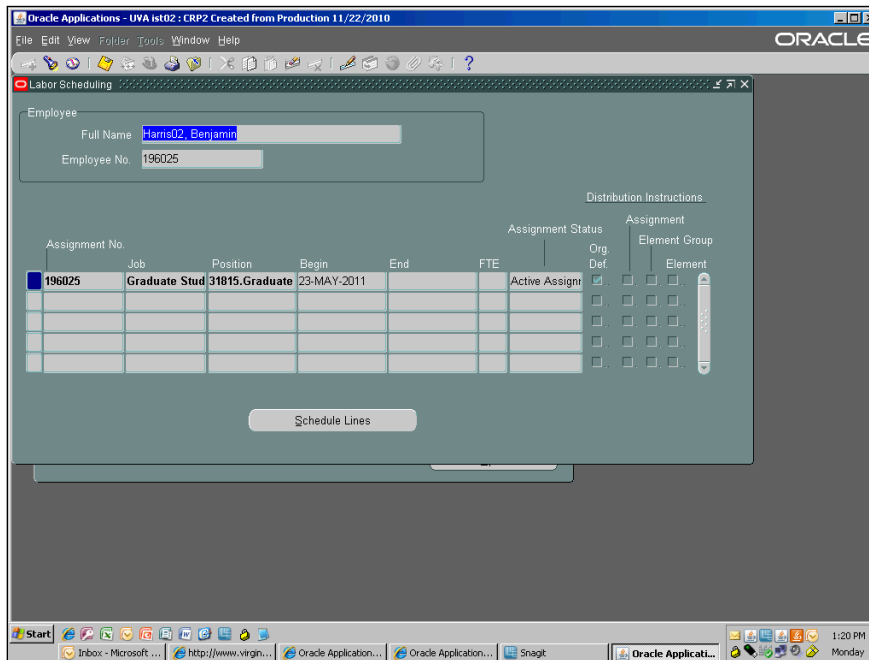
Step	Action
1.	<p>Begin by navigating to Labor Scheduling.</p> <p>Click the UVA LD Approver/Setups expand button.</p>
2.	<p>Click Labor Schedules.</p> <p>Labor Schedules</p>

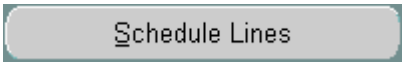


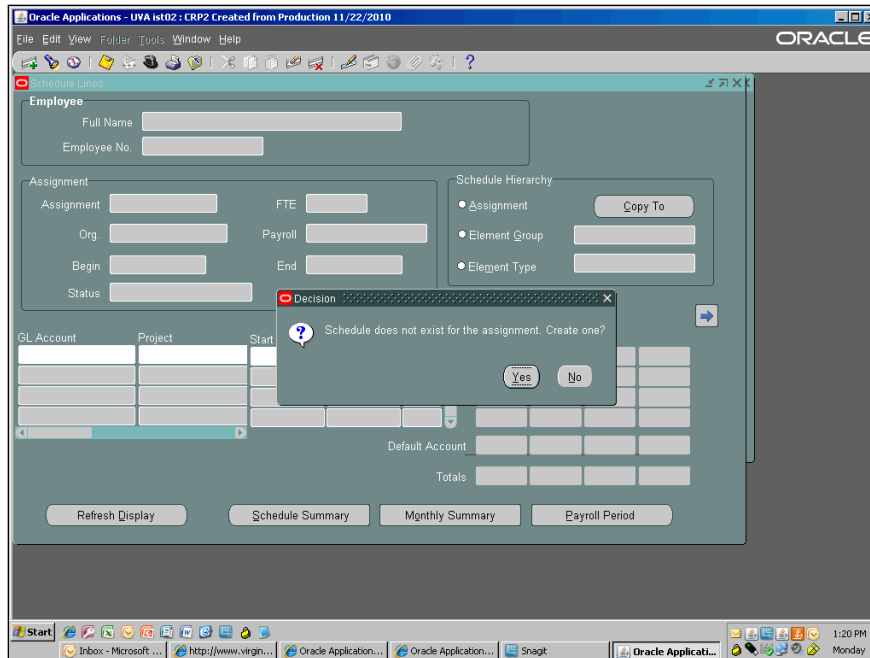
Step	Action
3.	<p>The Labor Scheduling window displays. Pull up the employee's form.</p> <p>Click the Find button.</p> 







Step	Action
4.	<p>Find employees using the Full Name field [last name, first initial] or by entering their six-digit employee number in the Employee No. field.</p> <p>In this exercise you will search by name.</p> <p>Enter "Harris02, B".</p>
5.	<p>Click the Find button.</p> <p>If a list of results display, choose the appropriate name and click OK.</p> 
6.	<p>The associated employee and assignment information is displayed.</p> <p>In this example you see that Ben has one active assignment.</p>
7.	<p>Boxes in the Distribution Instructions section will display a check if the employee has a current or end-dated schedule at the assignment, element group, or element level.</p> <p>Ignore the check in the Org. Def. checkbox, which is not active.</p>

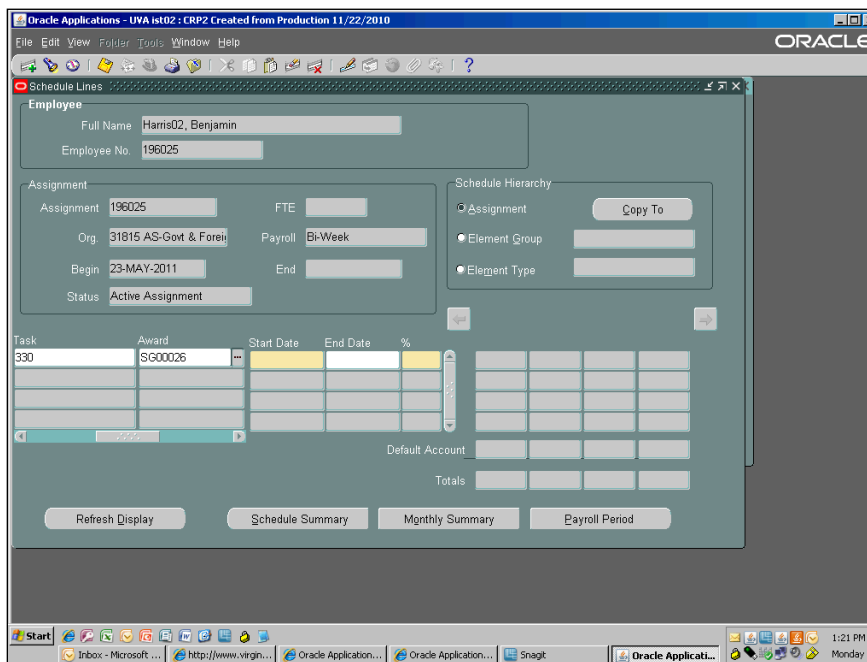


Step	Action
8.	<p>To create a labor schedule, click the Schedule Lines button.</p> 

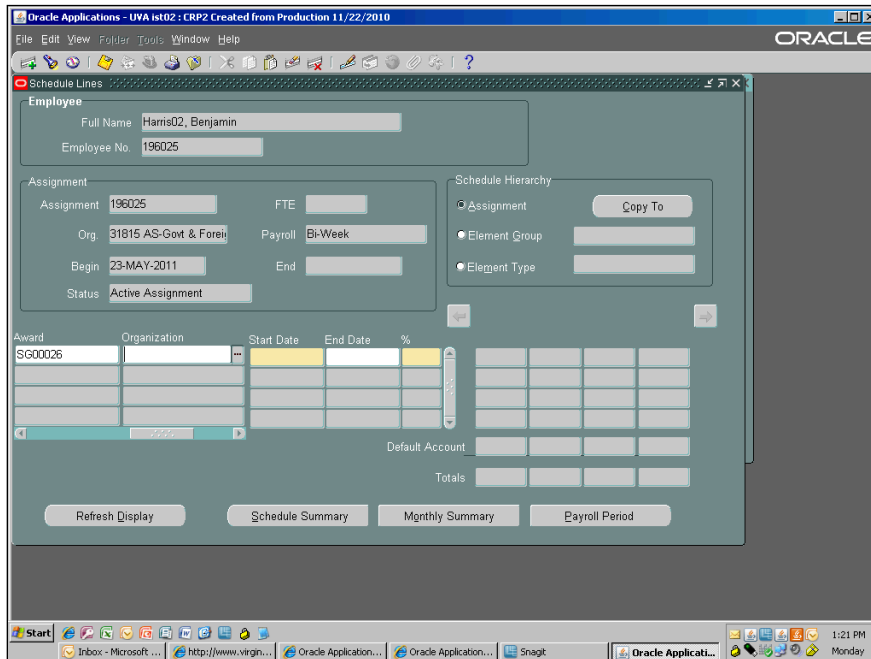




Step	Action
9.	<p>This dialog box displays the first time you create an individual schedule for an employee.</p> <p>Click the Yes button.</p> 
10.	<p>The Schedule Lines form displays. Before entering the schedule line(s) you must first choose and save the schedule hierarchy level.</p> <p>In this exercise use the Assignment level.</p>
11.	<p>Use for those labor costs not defined in the element group or element type schedule.</p> <p>Click the Assignment option.</p> 
12.	<p>Save your schedule hierarchy selection before entering the schedule line information.</p> <p>Click the Save button.</p> 

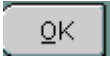


Step	Action
13.	<p>Enter PTAE0 information in the corresponding fields.</p> <p>Important Note: Never enter a value in the GL Account field.</p> <p>Click in the Project field.</p> 
14.	Enter " 105251 ".
15.	<p>Enter a value in the Task field.</p> <p>In this exercise we have added one for you.</p> <p>Press [Tab].</p>
16.	<p>Enter a value in the Award field.</p> <p>Enter "SG00026".</p>








Step	Action
17.	Press [Tab] .



Step	Action
18.	<p>Enter the employee's five-digit org code into the Organization field.</p> <p>Note: Do not use the organization in the PTAE0 if different than the employee's organization.</p> <p>Enter "31815".</p>
19.	<p>Press [Tab].</p>
20.	<p>You can search for the expenditure type by clicking in the field and keying in one letter, or by using the LOV.</p> <p>Click the Exp. Type List of Values button.</p> 
21.	<p>To view the list of values, enter the wild card.</p> <p>Enter "%".</p>
22.	<p>Click the Find button.</p> 
23.	<p>Choose the appropriate employee expenditure type, scrolling as needed.</p> <p>Click the vertical scrollbar.</p>

Step	Action
24.	<p>In this example, Ben is a graduate student being paid hourly wages.</p> <p>Click the Wages, Student list item.</p> <p>Wages, Student</p>
25.	<p>Click the OK button.</p> 
26.	<p>Click in the Start Date field.</p> 
27.	<p>Note: The employee's hire date displays in the Begin field. Use this date as the start date if it is in the middle of a pay period, unless it equals a payroll date that has been processed.</p> <p>In this exercise the current payroll effective date is 25-Mar-2013, so do not use the hire date in the Start Date field.</p> <p>Enter "25-mar-2013".</p>
28.	<p>Press [Tab].</p>
29.	<p>You may leave the End Date field blank, unless you are using a grant sponsored award (G or Z).</p> <p>Exception: Work study dates are not consistent with pay period start and end dates. When entering a schedule for a work study assignment, end date the labor schedule with the last day of the work study.</p> <p>In this exercise, you will leave the field blank.</p> <p>Press [Tab].</p>
30.	<p>% field: Enter the percent value of labor that will be charged to this PTAE0. If entering multiple schedule lines, the total of all must equal 100.</p> <p>Enter "100".</p>
31.	<p>Click the Save button.</p> 

Step	Action
32.	<p>When the End Date field is blank, notes will always display after you enter or save your information.</p> <p>This note confirms that the project end date in GA is not equal to 31-Dec-4712, the default end date in the system.</p> <p>Click the OK button.</p> 
33.	<p>The associated task end date is not equal to the default end date of 31-Dec-4712.</p> <p>Click the OK button.</p> 
34.	<p>The associated award end date is not equal to the default end date of 31-Dec-4712.</p> <p>Click the OK button.</p> 
35.	<p>Note: When using <i>sponsored</i> accounts, always enter the project end date (see related topic).</p>
36.	<p>Click the Save button.</p> 
37.	<p>After entering all schedule lines and saving, refresh the display to ensure schedule lines total up to 100%.</p> <p>Click the Refresh Display button.</p> 
38.	<p>The first column displays the most current date and percentage of the labor schedule entered.</p> <p>When the end date is blank, the labor schedule displays the end date for the system (31-Dec-4712, shown as 31DEC12).</p>
39.	<p>Congratulations! You have completed the simulation on Creating a Labor Schedule at the Assignment Level.</p> <p>End of Procedure.</p>

Creating a Labor Schedule at the Element Group Level

Used to group earnings elements, **element groups** allow you to create one labor schedule that applies to all earnings elements in a specified element group. Elements within a group are scheduled and distributed based on the specified PTAE0(s) for an employee assignment.

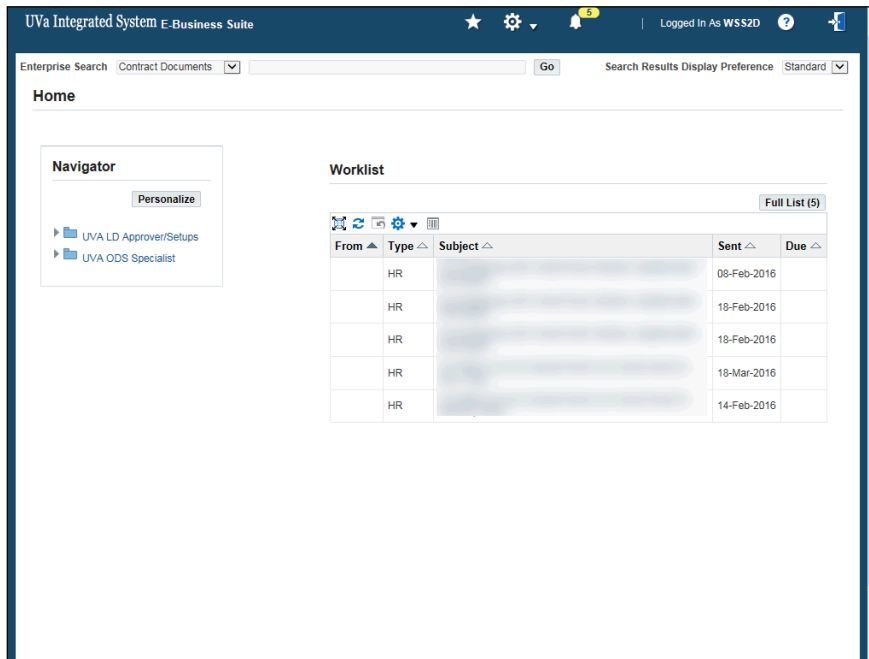
For example, an element group has been established to group all earnings elements that capture overtime. You could enter a labor schedule to distribute overtime to a different PTAE0 than regular salary.

Labor schedules defined at this level will be charged after those defined at the earnings element level but before any defined at the assignment and organization default labor schedule levels.

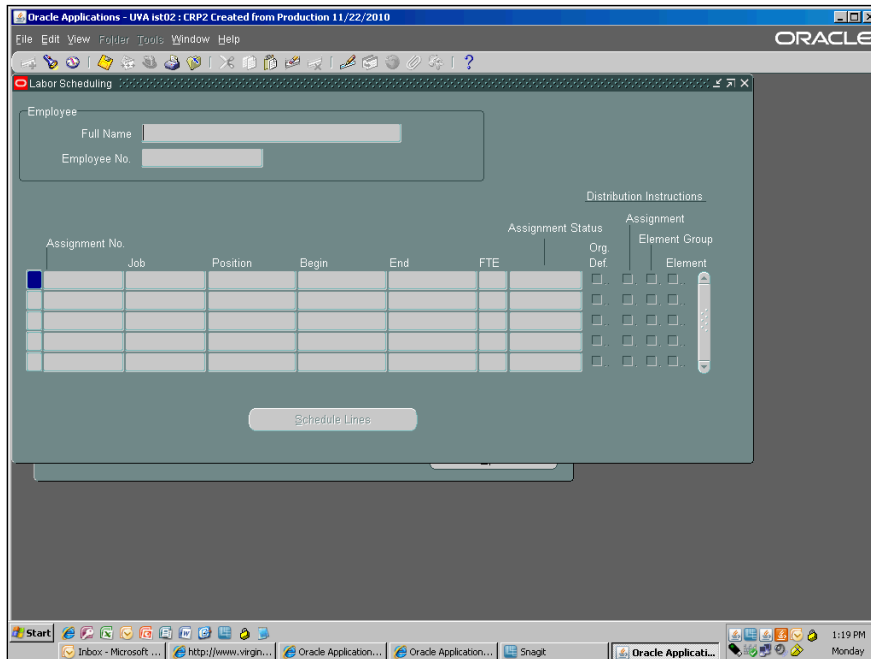
Non-sponsored awards are encumbered through the last pay period paid in the fiscal year (i.e., monthly through 24-May-xxxx). A labor schedule must be entered with a current or future payroll (<https://payroll.vpfinance.virginia.edu/academic-payroll-and-leave-calendar>) effective date. For information on *sponsored* awards, see topic.


Procedure

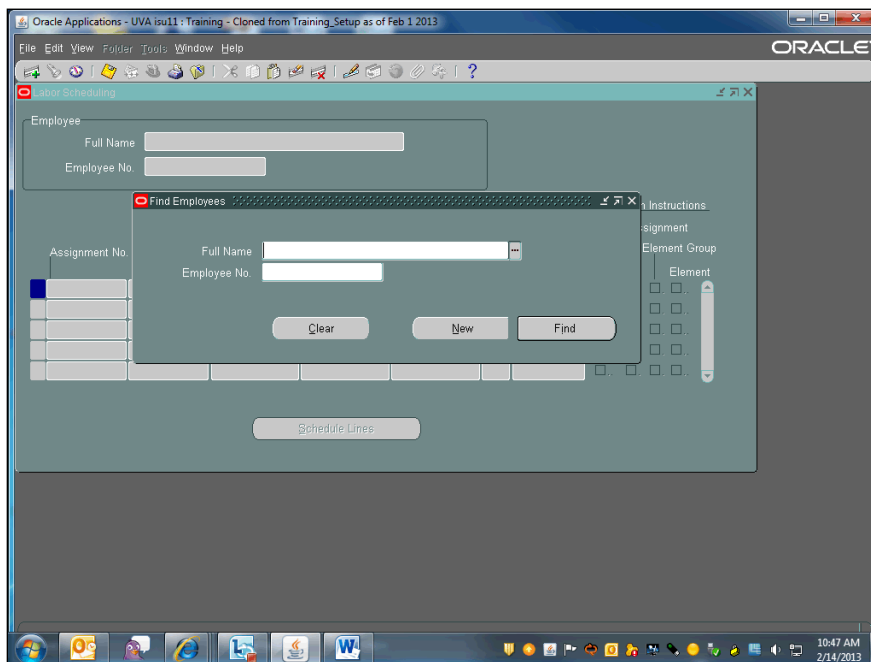
In this exercise you will create a labor schedule for an employee at the Element Group level.




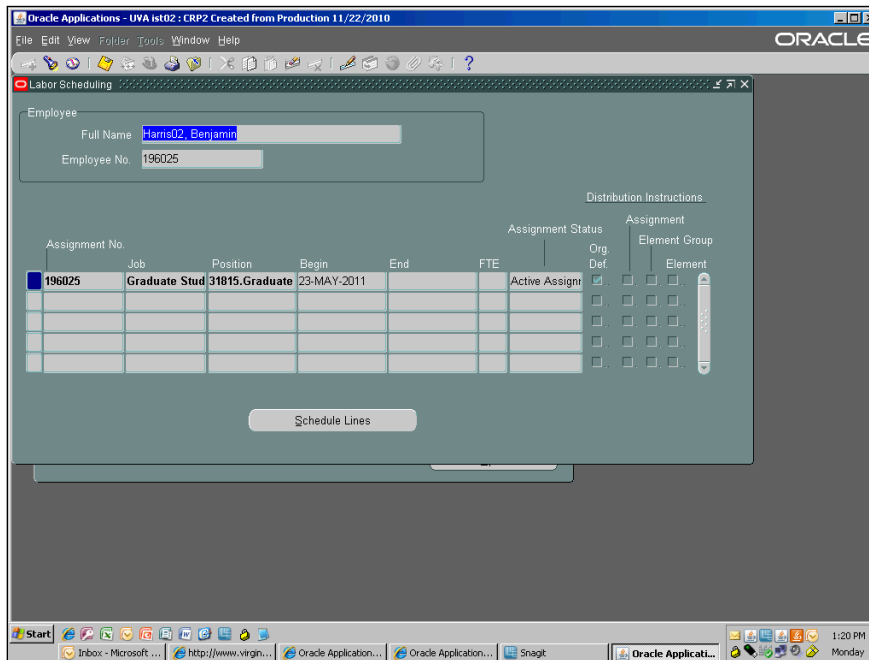
Step	Action
1.	Begin by navigating to Labor Scheduling . Click the UVA LD Approver/Setups expand button. ▶
2.	Click Labor Schedules . Labor Schedules

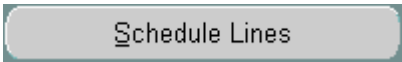


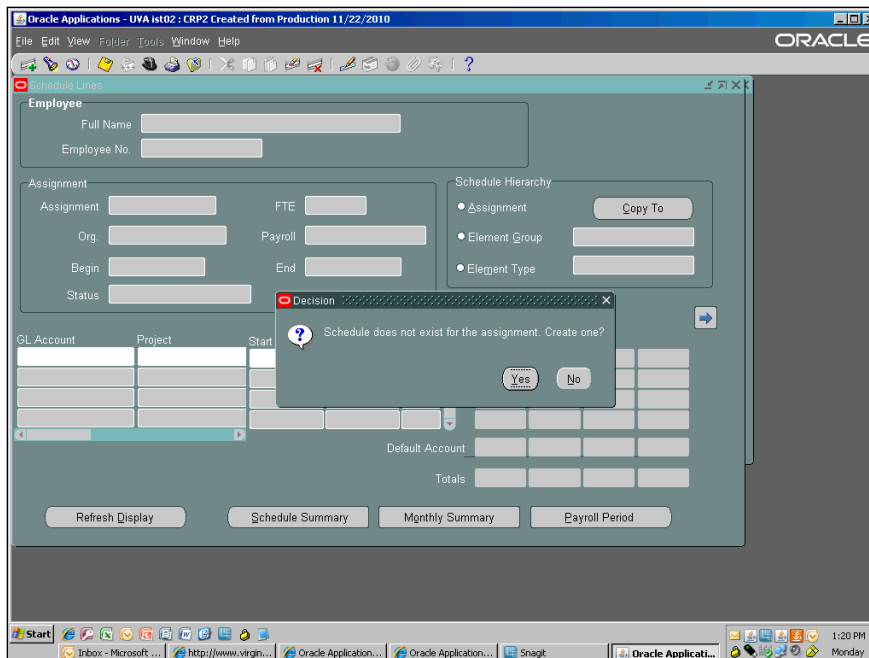
Step	Action
3.	<p>The Labor Scheduling window displays. Pull up the employee's form.</p> <p>Click the Find button.</p> 











Step	Action
4.	Find employees using the Full Name field [last name, first initial] or by entering their six-digit employee number in the Employee No. field. In this exercise you will search by name. Enter " Harris02, B ".
5.	Click the Find button. If a list of results display, choose the appropriate name and click OK. 
6.	The associated employee and assignment information is displayed. In this example you see that Ben has one active assignment.
7.	Boxes in the Distribution Instructions section will display a check if the employee has a current or end-dated schedule at the assignment, element group, or element level. Ignore the check in the Org. Def. checkbox, which is not active.


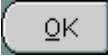









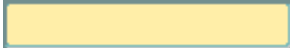
Step	Action
8.	To create a labor schedule, click the Schedule Lines button. 







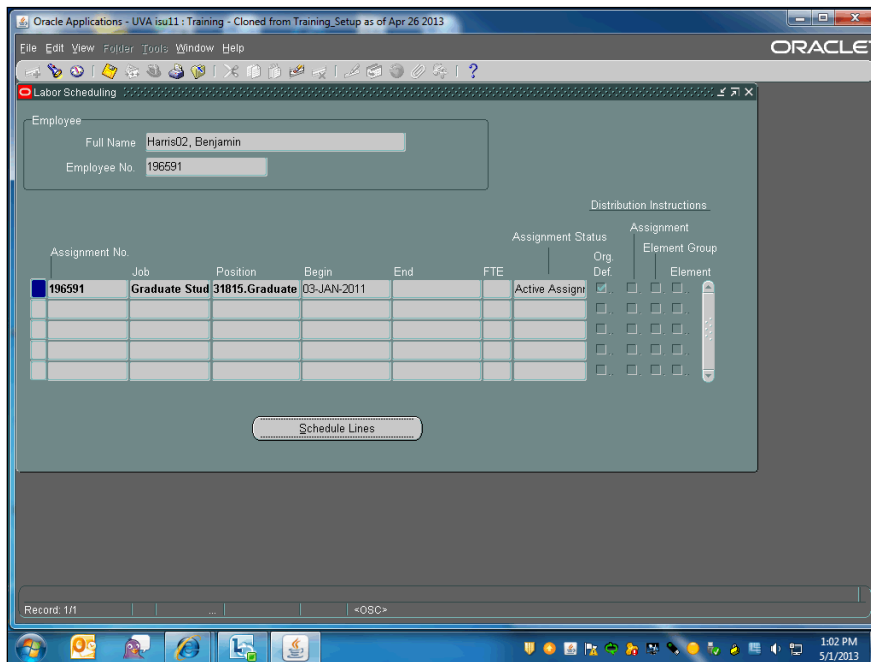
Step	Action
9.	<p>This dialog box displays the first time you create an individual schedule for an employee.</p> <p>Click the Yes button.</p> 
10.	<p>The Schedule Lines form displays. Before entering the schedule line(s) you must first choose and save the schedule hierarchy level.</p>
11.	<p>Use this level when you want to schedule an employee's regular pay to charge to a different PTAE0 than their premium pay (e.g., overtime, straight time).</p> <p>Click the Element Group option.</p> 
12.	<p>Choose which element group you want to schedule.</p> <p>Click in the Element Group field.</p> 
13.	<p>Click the List of Values button.</p> 


Step	Action
14.	<p>In this exercise you will create a schedule for each, beginning with Premium Pay, which is preselected.</p> <p>Click the OK button.</p> 
15.	<p>Before entering the schedule line information, click the Save button.</p> 
16.	<p>Enter PTAE0 information in the corresponding fields.</p> <p>Important Note: Never enter a value in the GL Account field.</p> <p>Click in the Project field.</p> 
17.	<p>Enter "120673".</p>
18.	<p>Press [Tab].</p>
19.	<p>Enter the Task.</p> <p>Enter "101".</p>
20.	<p>Press [Tab].</p>
21.	<p>Enter the Award.</p> <p>Enter "SG00260".</p>
22.	<p>Press [Tab].</p>
23.	<p>Enter the employee's five-digit org code in the Organization field.</p> <p>Note: Do not use the organization in the PTAE0 if different than the employee's organization.</p> <p>Enter "31815".</p>
24.	<p>Press [Tab].</p>
25.	<p>You can search for the expenditure type by clicking in the field and keying one letter, or by using the LOV.</p> <p>Click the Exp. Type List of Values button.</p> 
26.	<p>To view the list of values, enter the wild card.</p> <p>Enter "%".</p>

Step	Action
27.	Click the Find button. 
28.	Choose the appropriate employee expenditure type, scrolling as needed. Click the vertical scrollbar.
29.	In this example, Ben is a graduate student being paid hourly wages. Click the Wages, Student list item. Wages, Student
30.	Click the OK button. 
31.	Click in the Start Date field. 
32.	<p>Note: The employee's hire date displays in the Begin field. Use this date as the start date if it is in the middle of a pay period, unless it equals a payroll date that has been processed.</p> <p>In this exercise the current payroll effective date is 08-Apr-2013, so do not use the hire date.</p> <p>Enter "08-Apr-2013".</p>
33.	Press [Tab] .
34.	<p>You may leave the End Date field blank, unless you are using a grant sponsored award (G or Z).</p> <p>Exception: Work study dates are not consistent with pay period start and end dates. When entering a schedule for a work study assignment, end date the labor schedule with the last day of the work study.</p> <p>In this exercise, you will leave the field blank.</p> <p>Press [Tab].</p>
35.	<p>% field: Enter the percent value of labor that will be charged to this PTAE0. If entering multiple schedule lines, the total of all must equal 100.</p> <p>Enter "100".</p>
36.	Press [Tab] .

Step	Action
37.	<p>When the End Date field is blank, PTAE0 notes will always display after you enter or save your information.</p> <p>The first note confirms that the project end date in GA is not equal to 31-Dec-4712, the default end date in the system.</p> <p>Click the OK button.</p> 
38.	<p>The associated award end date is not equal to the default end date of 31-Dec-4712.</p> <p>Click the OK button.</p> 
39.	<p>Note: When using <i>sponsored</i> accounts, always enter the project end date (see related topic).</p>
40.	<p>When you have finished entering all schedule lines, click the Save button.</p> 
41.	<p>Refresh the display to ensure all schedule lines total to 100%.</p> <p>Click the Refresh Display button.</p> 
42.	<p>The first column displays the most current date and percentage of the labor schedule entered.</p> <p>When the end date is blank, the labor schedule displays the end date for the system (31-Dec-4712, shown as 31DEC12).</p>
43.	<p>To enter another schedule, click the Element Group option.</p> 
44.	<p>A white dotted line displays above and below the Element Group choice.</p>
45.	<p>Press the [Down Arrow].</p>
46.	<p>A blank scheduling form displays.</p> <p>Click the Element Group option.</p> 
47.	<p>Click in the Element Group field.</p> 

Step	Action
48.	Click the List of Values button. 
49.	This time click the Regular Pay list item. Regular Pay
50.	Click the OK button. 
51.	Save your hierarchy selection before entering the schedule line information. Click the Save button. 
52.	In this exercise we have entered, saved, and verified the PTAEO information for you. Click the Close button. 



Step	Action
53.	Click the Close button. 

Step	Action
54.	Congratulations! You have completed the simulation on Creating a Labor Schedule at the Element Group Level . End of Procedure.

Creating a Labor Schedule at the Element Level

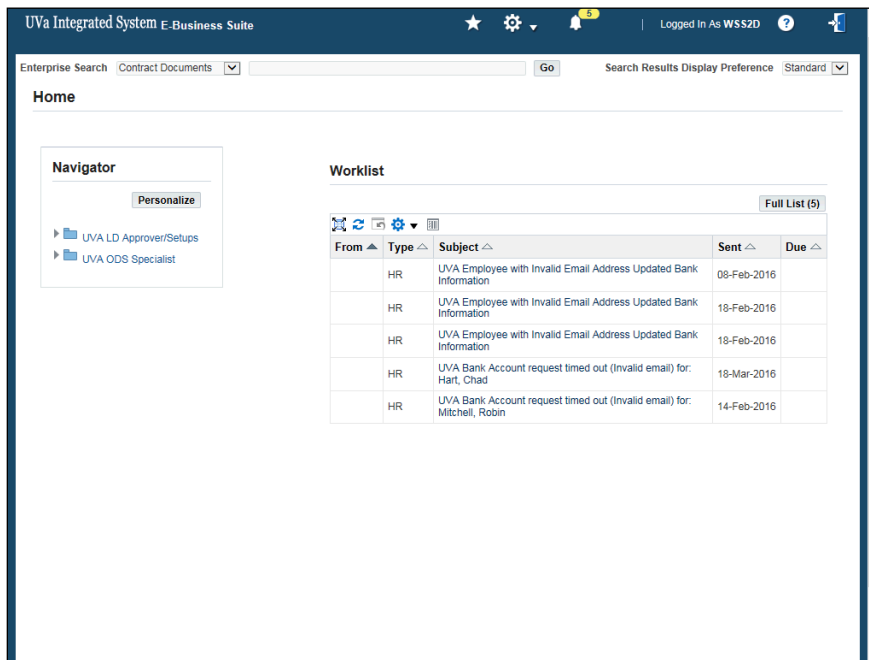
Earnings elements allow you to create labor schedules for individual earnings elements. Examples of elements include salary and wages, overtime, sick time, and health insurance. This means that LD scheduling can distribute an employee's time and a half overtime to different PTAEOs than those used for regular salary.


A labor schedule of this type is used to distribute all earnings against a particular element for a specific employee assignment. Labor schedules defined at this level will be charged first over labor schedules defined at the element group, assignment, and organization default labor schedule levels.

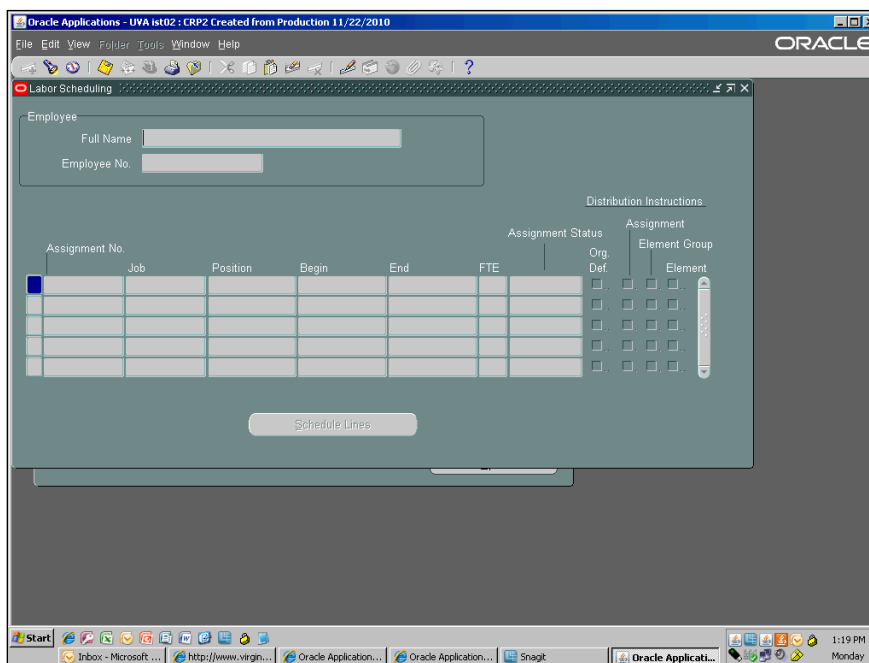
Non-sponsored awards are encumbered through the last pay period paid in the fiscal year (i.e., monthly through 24-May-xxxx). A labor schedule must be entered with a current or future payroll (<https://payroll.vpfinance.virginia.edu/2018-payroll-and-leave-calendar>) effective date. For information on *sponsored* awards, see topic.


Procedure

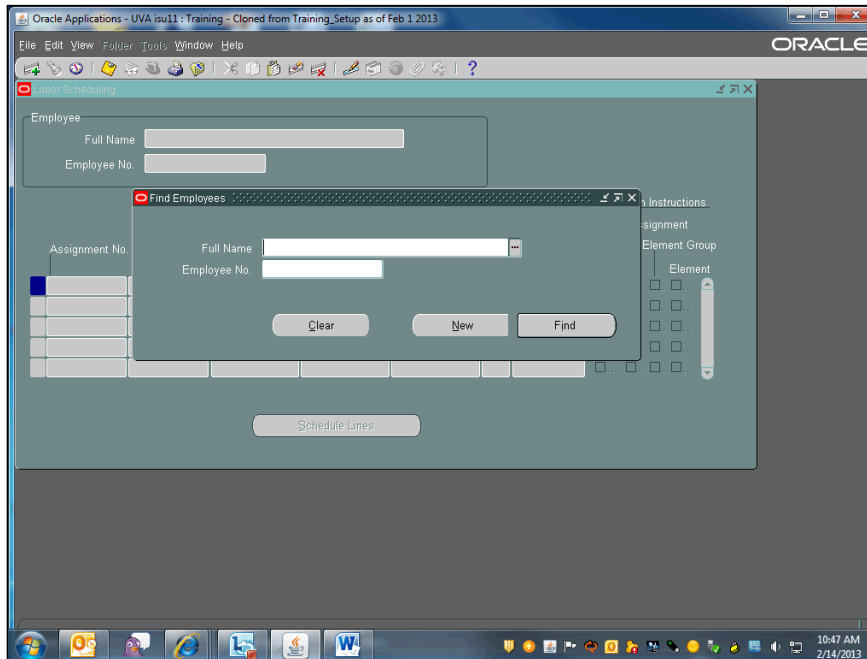
In this exercise you will create a labor schedule for an employee at the element level.




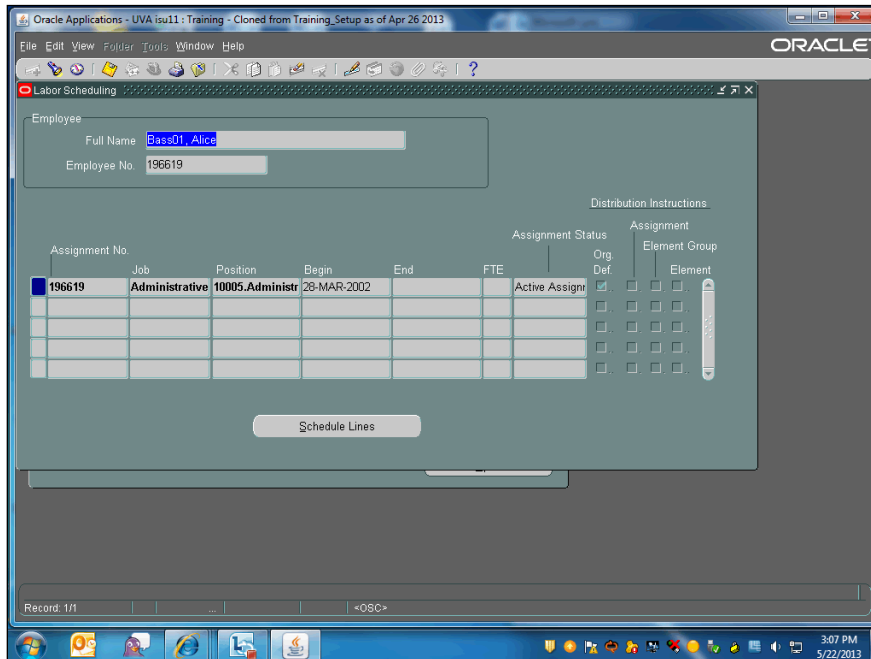
Step	Action
1.	<p>Begin by navigating to Labor Scheduling.</p> <p>Click the UVA LD Approver/Setup expand button.</p> 
2.	<p>Click Labor Schedules.</p> <p>Labor Schedules</p>



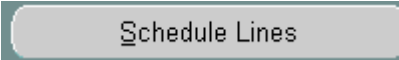
Step	Action
3.	<p>The Labor Scheduling window displays. Pull up the employee's form.</p> <p>Click the Find button.</p> 

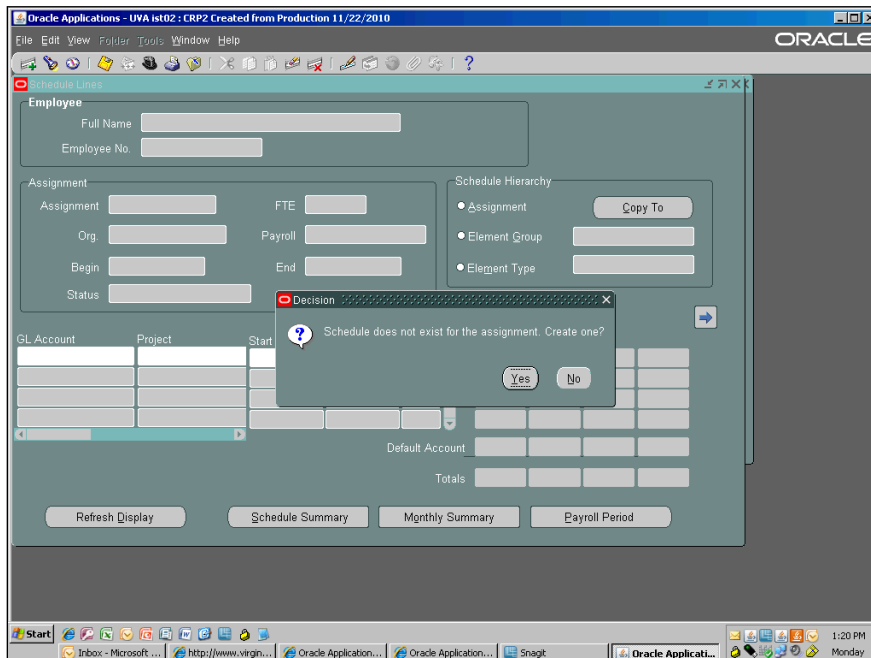






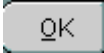


Step	Action
4.	<p>Find employees using the Full Name field [last name, first initial] or by entering their six-digit employee number in the Employee No. field.</p> <p>In this exercise you will search by name.</p> <p>Enter "Bass01, A".</p>
5.	<p>Click the Find button.</p> <p>If a list of results display, choose the appropriate name and click OK.</p> 
6.	<p>The associated employee and assignment information is displayed.</p> <p>In this example you see that Alice has one active assignment.</p>
7.	<p>Boxes in the Distribution Instructions section will display a check if the employee has a current or end-dated schedule at the assignment, element group, or element level.</p> <p>Ignore the check in the Org. Def. checkbox, which is not active.</p>










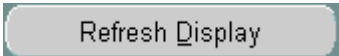
Step	Action
8.	To create a labor schedule, click the Schedule Lines button.






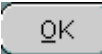




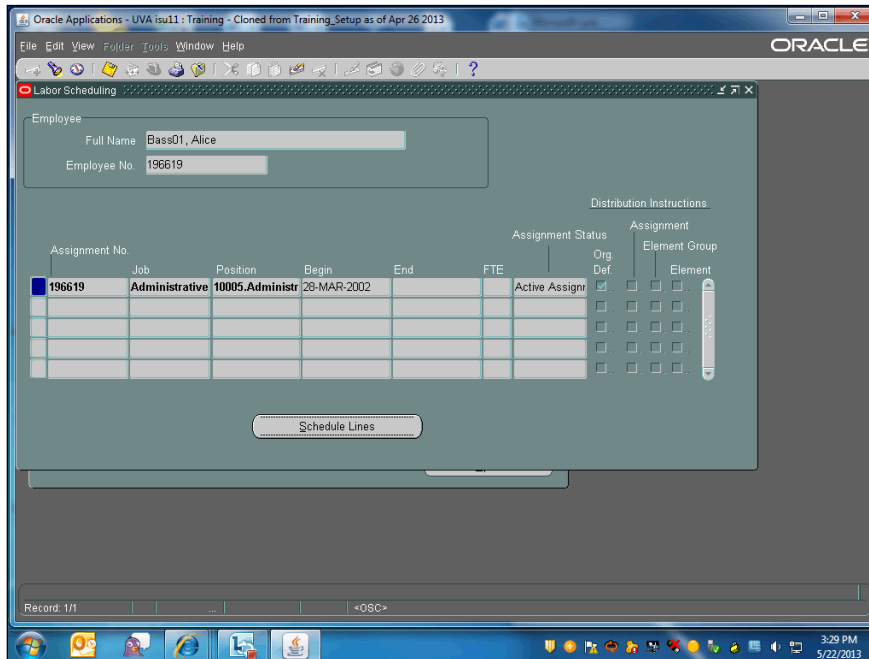



Step	Action
9.	<p>This dialog box displays the first time you create an individual schedule for an employee.</p> <p>Click the Yes button.</p> 
10.	<p>The Schedule Lines form displays. Before entering the schedule line(s) you must first choose and save the schedule hierarchy level.</p>
11.	<p>Use for labor costs not defined in the assignment or element group type schedule. Elements are typically used for charging a special item (such as a bonus) to a different PTAEO.</p> <p>Click the Element Type option.</p> 
12.	<p>You must choose the element.</p> <p>Click in the Element Name field.</p> 
13.	<p>Click the List of Values button.</p> 
14.	<p>Select from the list of options. You can scroll to or use the Find feature as needed.</p> <p>Click the vertical scrollbar.</p>
15.	<p>In this exercise, click the Recognition Bonus list item.</p> <p>Recognition Bonus</p>
16.	<p>Click the OK button.</p> 
17.	<p>Save your schedule hierarchy selection before entering the schedule line information.</p> <p>Click the Save button.</p> 
18.	<p>Enter PTAEO information in the corresponding fields.</p> <p>Important Note: Never enter a value in the GL Account field.</p> <p>Click in the Project field.</p> 

Step	Action
19.	Enter the Project . Enter " 120673 ".
20.	Press [Tab] .
21.	Enter the Task . Enter " 101 ".
22.	Press [Tab] .
23.	Enter the Award . Enter " sg00260 ".
24.	Press [Tab] .
25.	Enter the employee's five-digit org code in the Organization field. Note: Do not use the organization in the PTAE0 if different than the employee's organization. Enter " 31815 ".
26.	Press [Tab] .
27.	You can search for the expenditure type by clicking in the field and keying in one letter, or by using the LOV. Click the Exp. Type List of Values button. 
28.	To view the list of values, enter the wild card. Enter " % ".
29.	Click the Find button. 
30.	Choose the appropriate employee expenditure type, scrolling as needed. Click the vertical scrollbar.
31.	In this example, Alice is a salaried staff employee. Click the Employee, Bonuses & Incentives list item. Employee, Bonuses & Incentives
32.	Click the OK button. 

Step	Action
33.	Click in the Start Date field. 
34.	<p>Note: The employee's hire date displays in the Begin field. Use this date as the start date if it is in the middle of a pay period, unless it equals a payroll date that has been processed.</p> <p>In this exercise the current payroll effective date is 08-Apr-2013.</p> <p>Enter "08-apr-2013".</p>
35.	Press [Tab] .
36.	<p>You may leave the End Date field blank, unless you are using a grant sponsored award (G or Z).</p> <p>Press [Tab].</p>
37.	<p>% field: Enter the percent value of labor that will be charged to this PTAE0. If entering multiple schedule lines, the total of all must equal 100.</p> <p>Enter "100".</p>
38.	Press [Tab] .
39.	<p>When the End Date field is blank, PTAE0 notes will always display after you enter or save your information.</p> <p>The first note confirms that the project end date in GA is not equal to 31-Dec-4712, the default end date in the system.</p> <p>Click the OK button.</p> 
40.	<p>The associated award end date is not equal to the default end date of 31-Dec-4712.</p> <p>Click the OK button.</p> 
41.	Note: When using <i>sponsored</i> accounts, always enter the project end date.
42.	<p>When you have finished entering all schedule lines, click the Save button.</p> 
43.	<p>Refresh the display to ensure all schedule lines total to 100%.</p> <p>Click the Refresh Display button.</p> 

Step	Action
44.	<p>The first column displays the most current date and percentage of the labor schedule entered.</p> <p>When the end date is blank, the labor schedule displays the end date for the system (31-Dec-4712, shown as 31DEC12).</p>
45.	<p>To enter another element, click the Element Type option.</p> 
46.	A white dotted line displays above and below the Element Group choice.
47.	Press the [Down Arrow] .
48.	<p>A blank scheduling form displays.</p> <p>Click the Element Type option.</p> 
49.	<p>Click in the Element Name field.</p> 
50.	<p>Click the List of Values button.</p> 
51.	<p>Choose from the list of options, scrolling as needed.</p> <p>Click the vertical scrollbar.</p>
52.	<p>Click the Overtime Time and Half list item.</p> 
53.	<p>Click the OK button.</p> 
54.	<p>Save your hierarchy selection before entering the schedule line information.</p> <p>Click the Save button.</p> 
55.	<p>In this exercise we have entered, saved, and verified the PTAE0 information for you.</p> <p>Click the Close button.</p> 



Step	Action
56.	Click the Close button. 
57.	Congratulations! You have completed the simulation on Creating a Labor Schedule at the Element Level. End of Procedure.

Creating a Labor Schedule with a Sponsored Account

Sponsored (OSP) awards have the functionality to encumber through the sponsor's current funding period. For sponsored projects (i.e., G or Z awards), the Integrated System automatically stops encumbering salary on the earliest date of the following:

- Any segment of the PTAEO
 - o Project End Date
 - o Task End Date
 - o Award End Date, or
- Labor Encumbrance End Date (LEED), OR
- The Labor Schedule, OR
- The individual's appointment end date (HR)
- The individual's visa end date (HR)

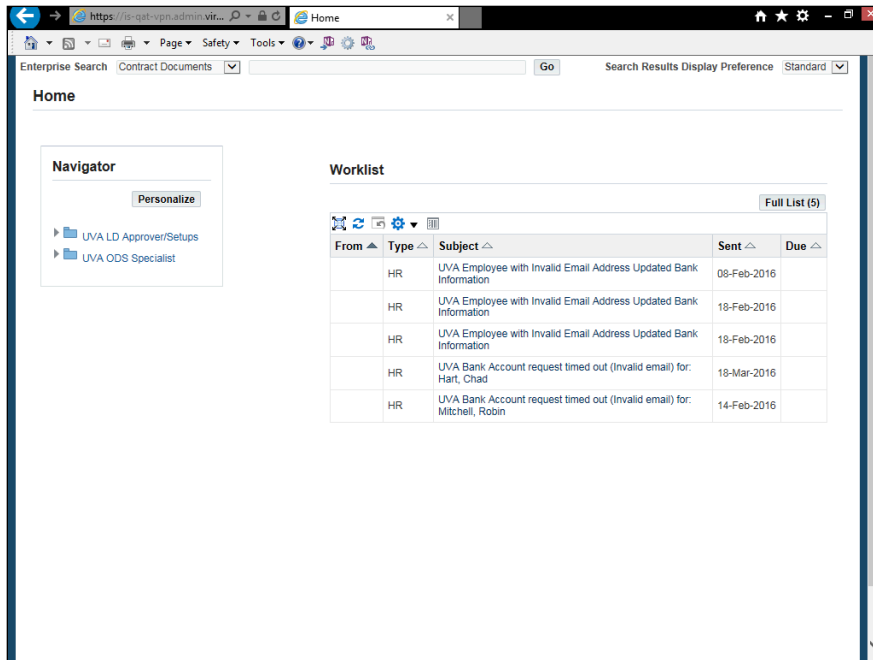
Note: Proper scheduling and maintenance of labor schedules that include sponsored projects requires special attention and frequent review. Click here (<https://foc.virginia.edu/sites/foc.virginia.edu/files/LD%20Scheduling%20Presentation.pdf>) for guidance on managing LD and sponsored projects.

If you need to enter numerous individuals with Goal Pay (referred to in Workday as "Period Activity Pay"), there is an option that allows an upload of the assignments and their schedules by an EIB spreadsheet upload process. Contact HR Solution Center to request this: email askHR@virginia.edu (<mailto:askHR@virginia.edu>) or call 434-243-3344.

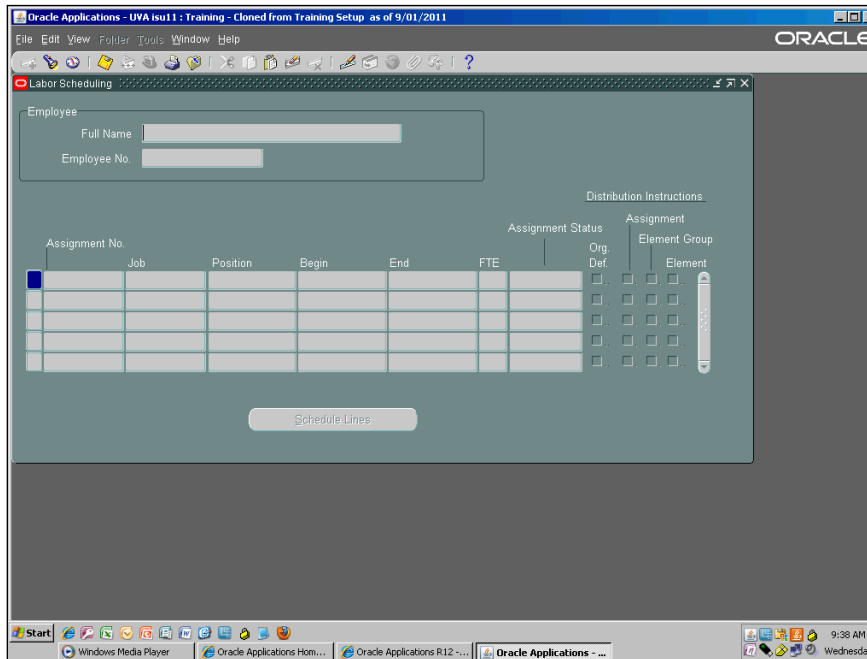
Procedure


In this exercise you will create a labor schedule for an employee using a sponsored account.

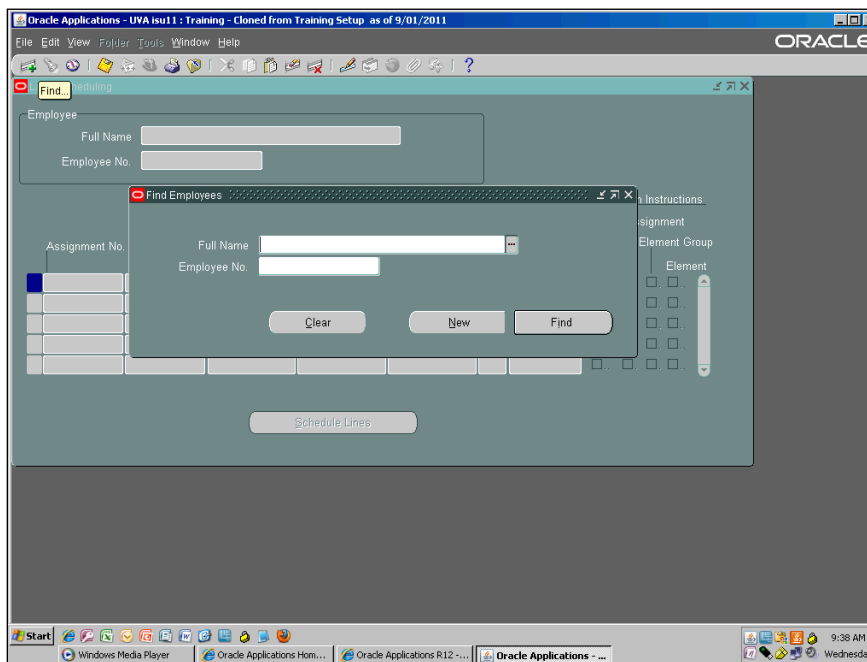
The start date for a labor schedule has to be a current or future payroll date. View one of the *Defining a Distribution Adjustment* topics if you need to move an incorrect charge to a different account.



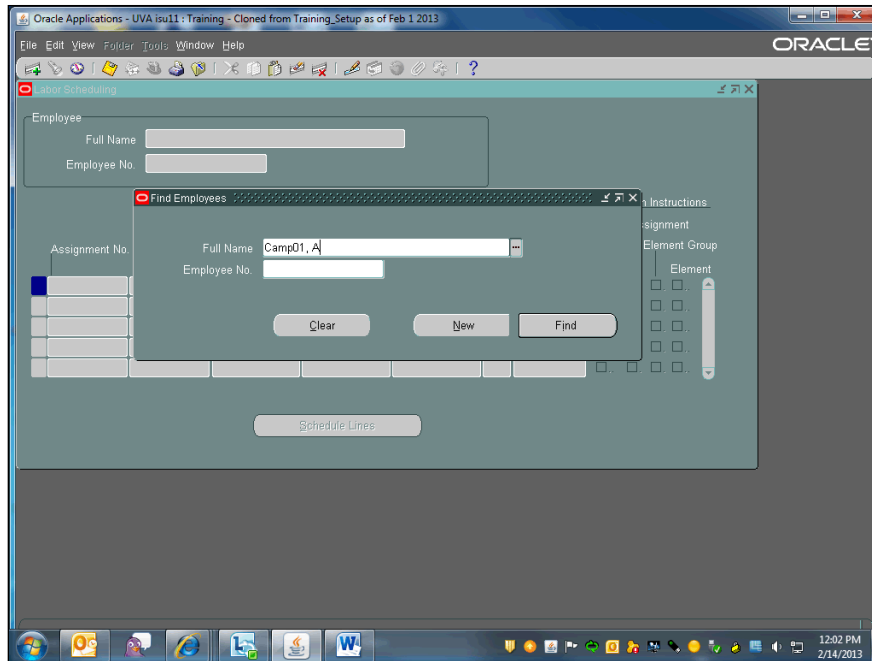
Step	Action
1.	<p>Begin by navigating to Labor Scheduling.</p> <p>Click the UVA LD Approver/Setups expand button.</p>
2.	<p>Click Labor Schedules.</p> <p>Labor Schedules</p>




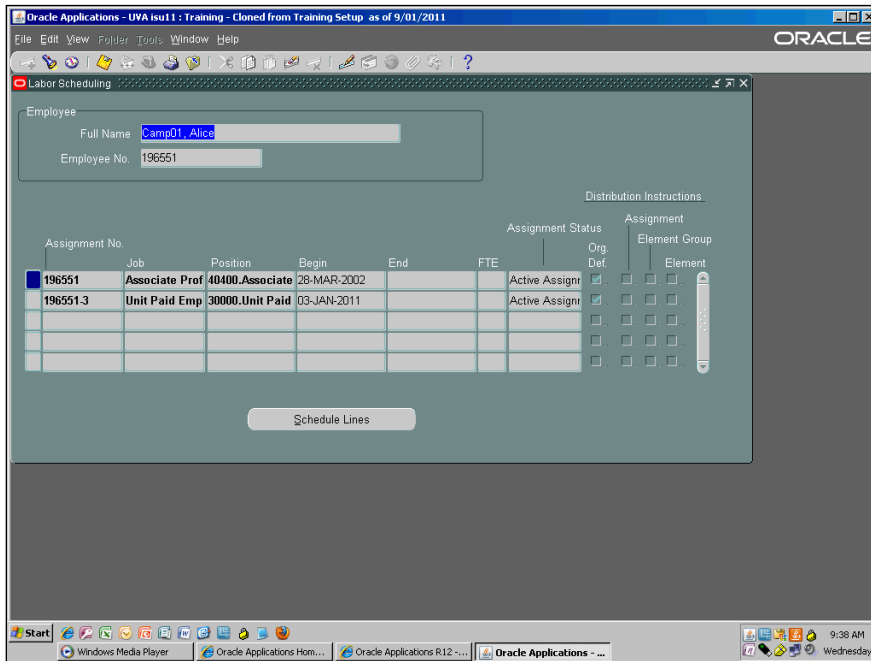
Step	Action
3.	<p>The Labor Scheduling window displays. Pull up the employee's form.</p> <p>Click the Find button.</p> 



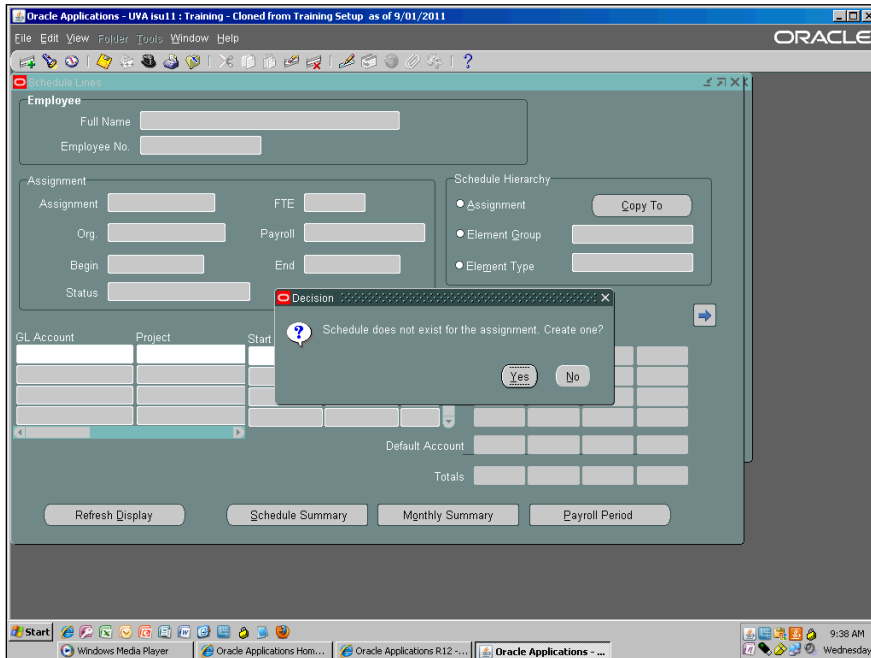
Step	Action
4.	<p>Find employees using the Full Name field [last name, first initial] or by entering their six-digit employee number in the Employee No. field.</p> <p>In this exercise you will search by name.</p> <p>Enter "Camp01".</p>







Step	Action
5.	<p>Click the Find button.</p> <p>If a list of results display, choose the appropriate name and click OK.</p> <p></p>
6.	<p>The associated employee and assignment information is displayed.</p> <p>In this example you see that Alice has two active assignments.</p>
7.	<p>Boxes in the Distribution Instructions section will display a check if the employee has a current or end-dated schedule at the assignment, element group, or element level.</p> <p>Ignore the check in the Org. Def. checkbox, which is not active.</p>

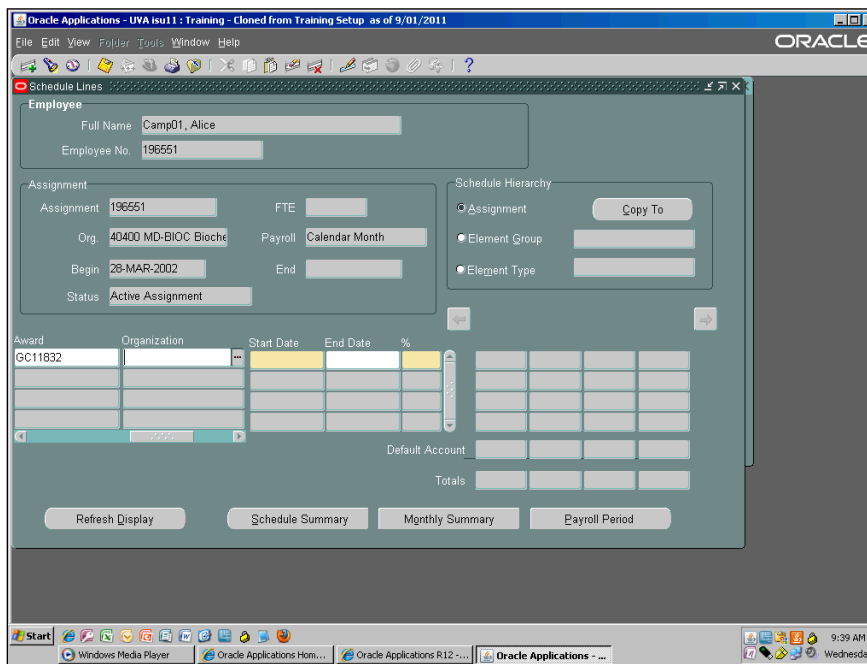


Step	Action
8.	To create a labor schedule, click the Schedule Lines button.

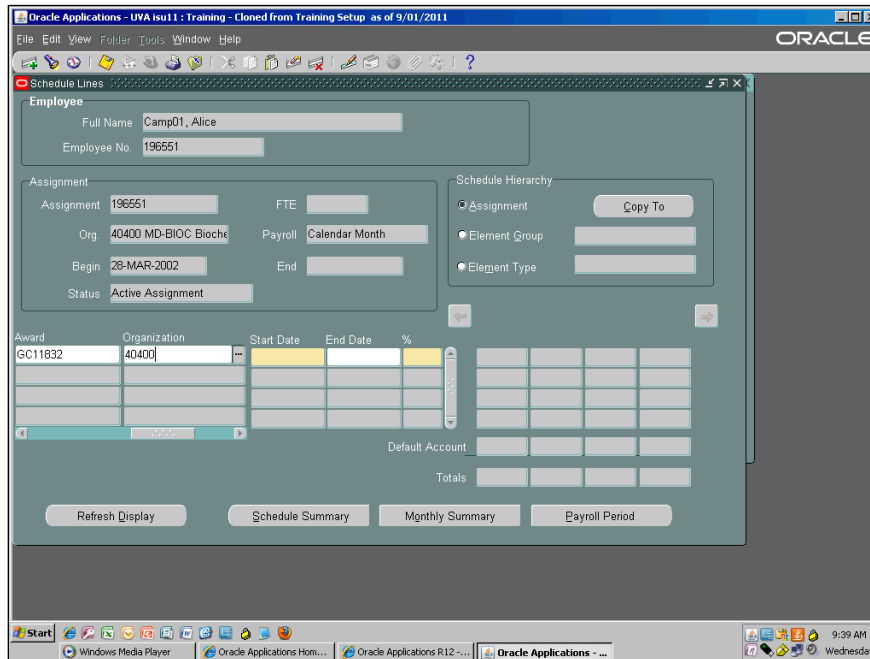


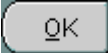

Step	Action
9.	<p>This dialog box displays the first time you create an individual schedule for an employee.</p> <p>Click the Yes button.</p> 
10.	<p>The Schedule Lines form displays. Before entering the schedule line(s) you must first choose and save the schedule hierarchy level.</p> <p>All levels will be shown but this exercise uses the assignment level.</p>
11.	<p>At the Element Type (earnings element) level:</p> <p>Select from the list of values.</p>
12.	<p>At the Element Group level:</p> <p>Use this level when you want to schedule an employee's regular pay to charge to a different PTAE0 than their premium pay (e.g., overtime, straight time).</p> <p>You would create a schedule for each: one for regular pay and one for premium pay.</p>
13.	<p>At the assignment level:</p> <p>Use for those labor costs not defined in the element group or element type schedule.</p> <p>Click the Assignment option.</p> 
14.	<p>At all levels:</p> <p>Save your schedule hierarchy selection before entering the schedule line information.</p> <p>Click the Save button.</p> 
15.	<p>Enter PTAE0 information in the corresponding fields.</p> <p>Important Note: Never enter a value in the GL Account field.</p> <p>Click in the Project field.</p> 
16.	<p>Enter "132753".</p>
17.	<p>Press [Tab].</p>

Step	Action
18.	Enter the Task . Enter " 101 ".
19.	Press [Tab] .
20.	Enter the Award . Enter " GC11832 ".
21.	Press [Tab] .

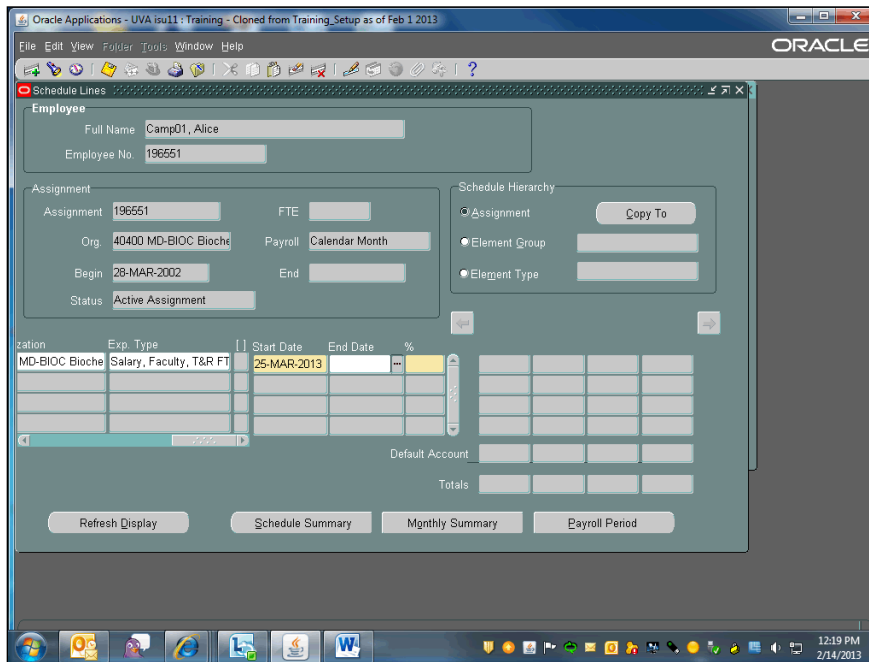


Step	Action
22.	Enter the employee's five-digit org code in the Organization field. Note: Do not use the organization in the PTAE0 if different than the employee's organization. Enter " 40400 ".

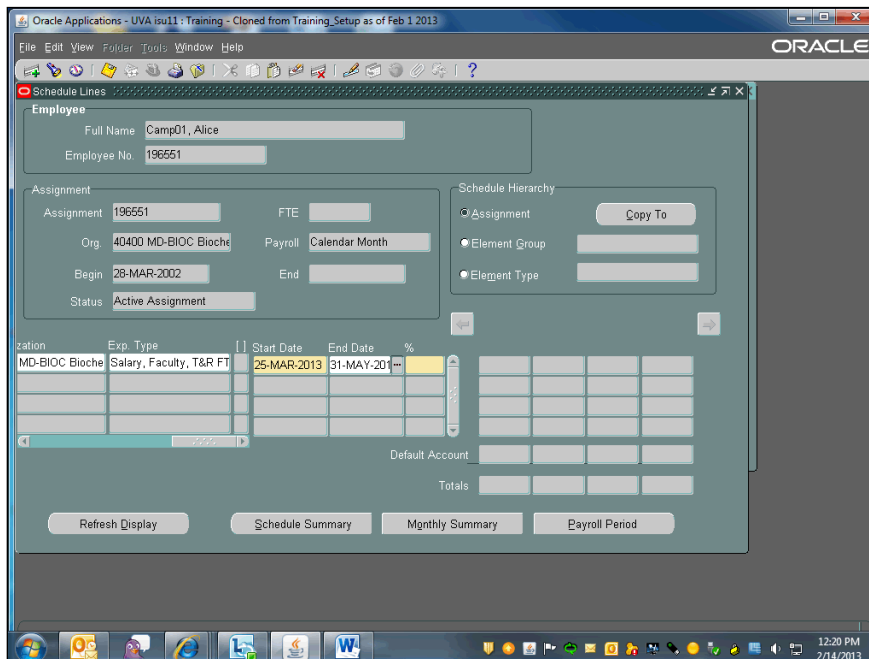




Step	Action
23.	Press [Tab] .
24.	<p>Exp. Type: You can search for the expenditure type by clicking in the field and keying in one letter, or by using the LOV.</p> <p>Enter "s".</p>
25.	Press [Tab] .
26.	<p>Choose the appropriate employee expenditure type, scrolling as needed.</p> <p>Alice Camp01 is a Faculty salaried employee who is paid on an annual monthly basis.</p> <p>Click the Salary, Faculty T&R FT list item.</p> <p>Salary, Faculty, T&R FT</p>
27.	<p>Click the OK button.</p> 
28.	<p>The start date must be a current or future payroll effective date. It cannot be before the end date of the last payroll processed.</p> <p>Note: Previous charges must be adjusted by submitting a Labor Distribution Adjustment form.</p> <p>Click in the Start Date field.</p> 

Step	Action
29.	Do not use the payroll start and end dates. The scheduled start date can be the first day of the sponsored activity, but if the employee will be starting on a sponsored activity after the project start date, the scheduled start date is when the person's effort actually begins. Enter " 25-mar-2013 ".
30.	Press [Tab] .



Step	Action
31.	End dates are required when using a sponsored account. Use the project end date if the employee's effort on a project is limited to a predetermined period of time. If limited, set it to the date the Principal Investigator has determined the employee's work on the project will end. The report LD Schedules_History ("By Dates" tab) in UBI provides the labor schedule, sponsored program Labor Encumbrance End Dates (LEED), and PTAE0 end dates. Enter " 31-may-2013 ".

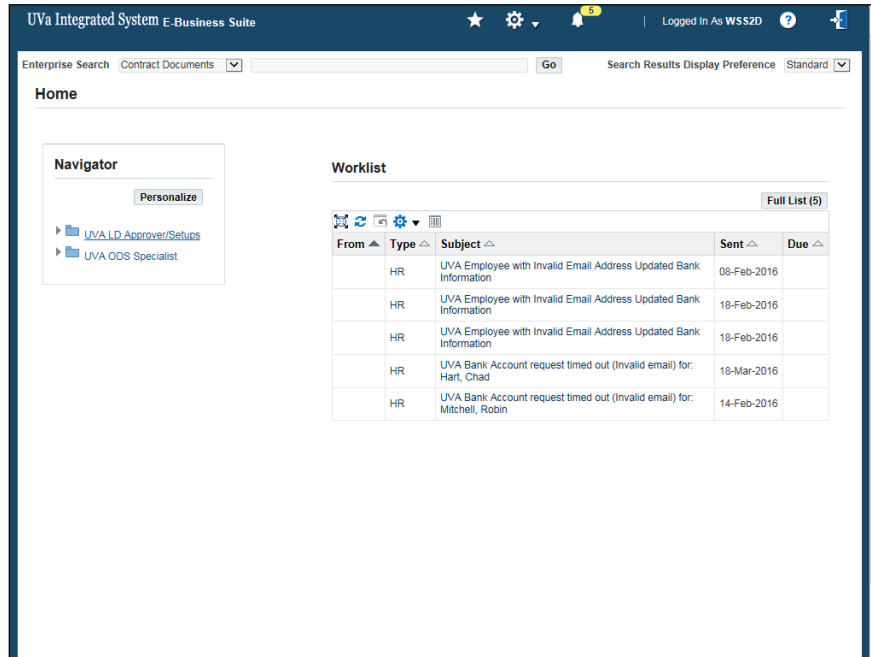


Step	Action
32.	Press [Tab] .
33.	% field: Enter the percent value of labor that will be charged to this PTAE0. If entering multiple schedule lines, the total of all must equal 100. Enter " 100 ".
34.	After entering your account if you receive a note that states, " <i>Project/Task/Award is not valid for the schedule line dates</i> ", check the end date entered for the sponsored account by running the LD-Schedules History Report in UBI.
35.	After entering all schedule lines, click the Save button. 
36.	Refresh the display to ensure schedule lines total up to 100%. Click the Refresh Display button. 
37.	The first column displays the most current dates and percentage of the labor schedule entered.
38.	Congratulations! You have completed the simulation on Creating a Labor Schedule With a Sponsored Account . End of Procedure.

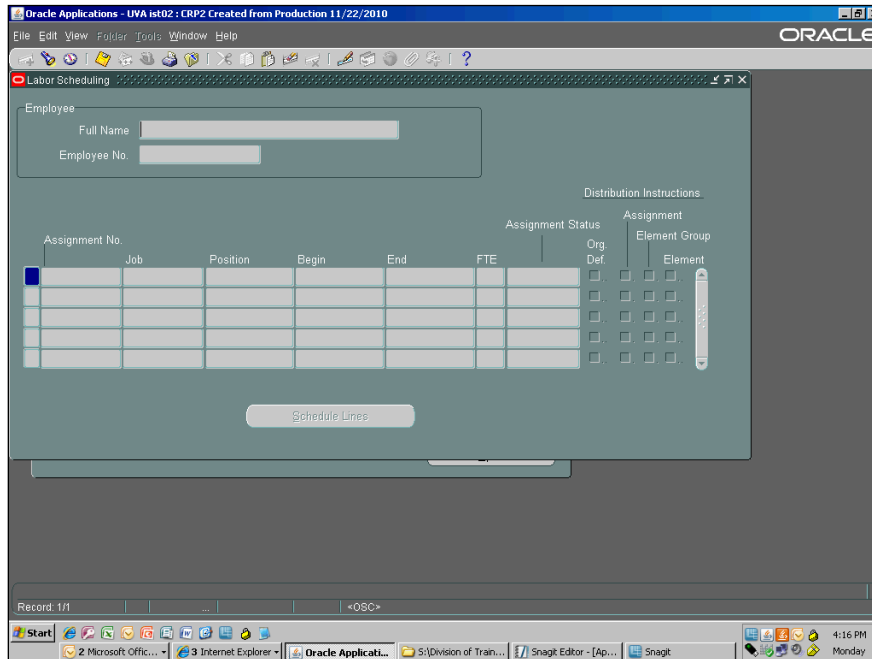
Modifying an Existing Labor Schedule



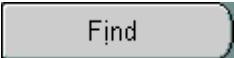

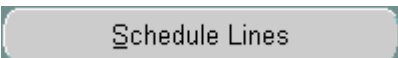
Procedure

In this exercise, you will modify the labor schedule for Gigi Rousseau and schedule an element at the Element Type level to cover a Reward and Recognition bonus.

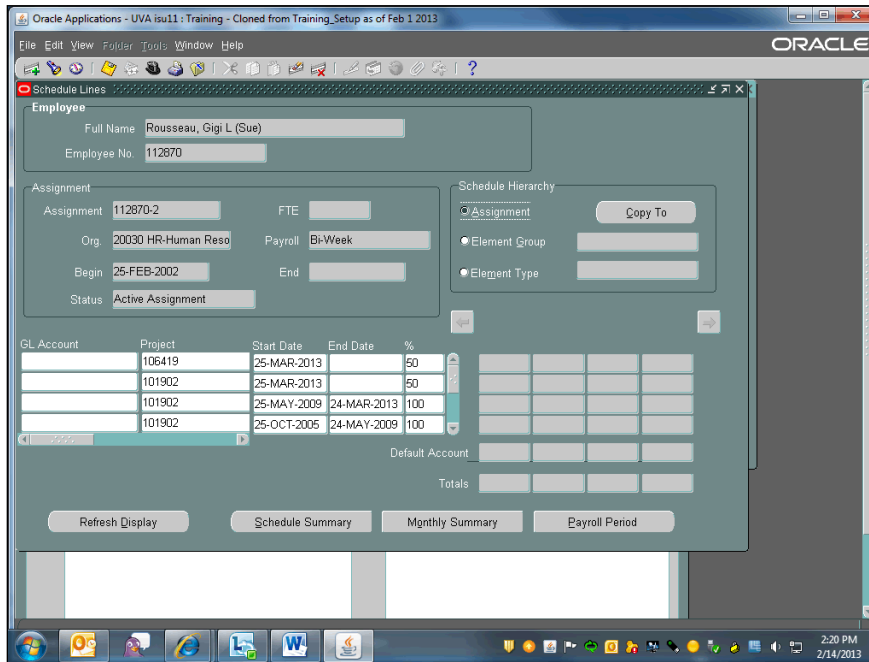


Step	Action
1.	<p>Begin by navigating to Labor Scheduling.</p> <p>Click the UVA LD Approver/Setups expand button.</p> <p>▶</p>
2.	<p>Click Labor Schedules.</p> <p>Labor Schedules</p>

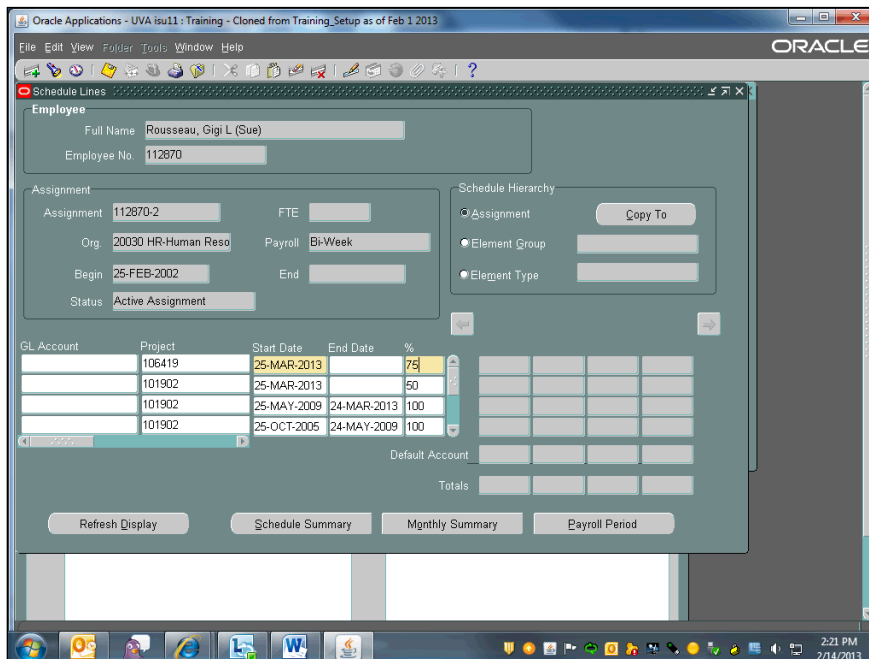


Step	Action
3.	The Labor Scheduling window displays. Pull up the employee's form. Click the Find button. 
4.	Find employees using the Full Name field [last name, first initial] or by entering their six-digit employee number in the Employee No. field. In this exercise, search by employee number. Click in the Employee No. field. 
5.	Enter " 112870 ".
6.	Click the Find button. 
7.	Locate the active assignment. Click in the active assignment's Current Record Indicator field. 
8.	Click the Schedule Lines button. 

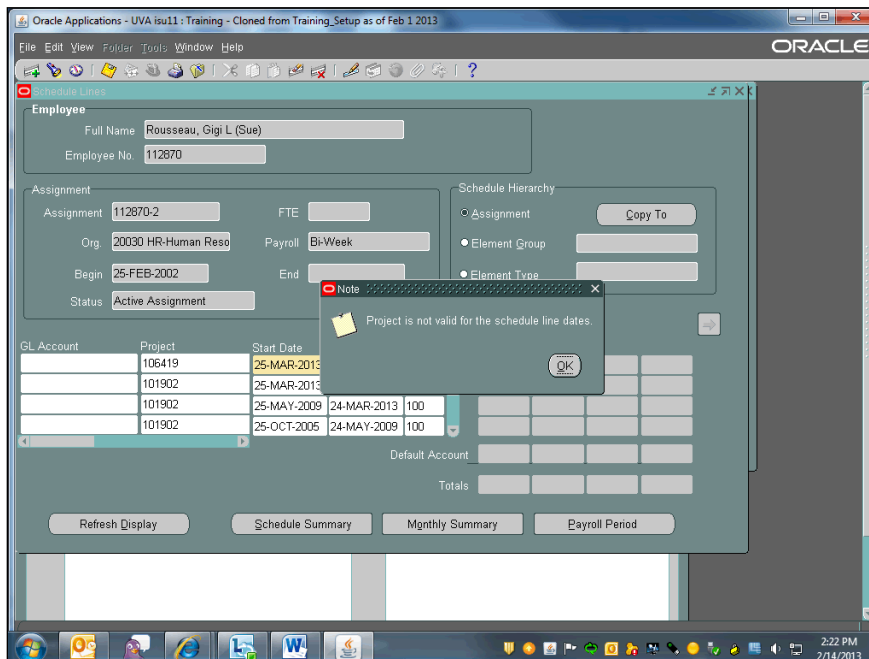
Step	Action
9.	<p>If a payroll on the schedule has processed, end date the schedule using the date of the last processed payroll. <u>Do not make any other modifications.</u></p> <p>If payroll has not been processed, some options are to:</p> <ul style="list-style-type: none"> • Change information on an existing line (e.g., the percentage) • Delete a line and save your deletion by choosing a line and selecting the red x on the toolbar • Add or extend an end date on one of the existing lines if the end date is in a current pay period • Replace the PTAE0 with a different PTAE0 on an existing line <p>In this exercise the current payroll has a 25-Mar-2013 effective date, so pay has not been processed on the current scheduled lines.</p>




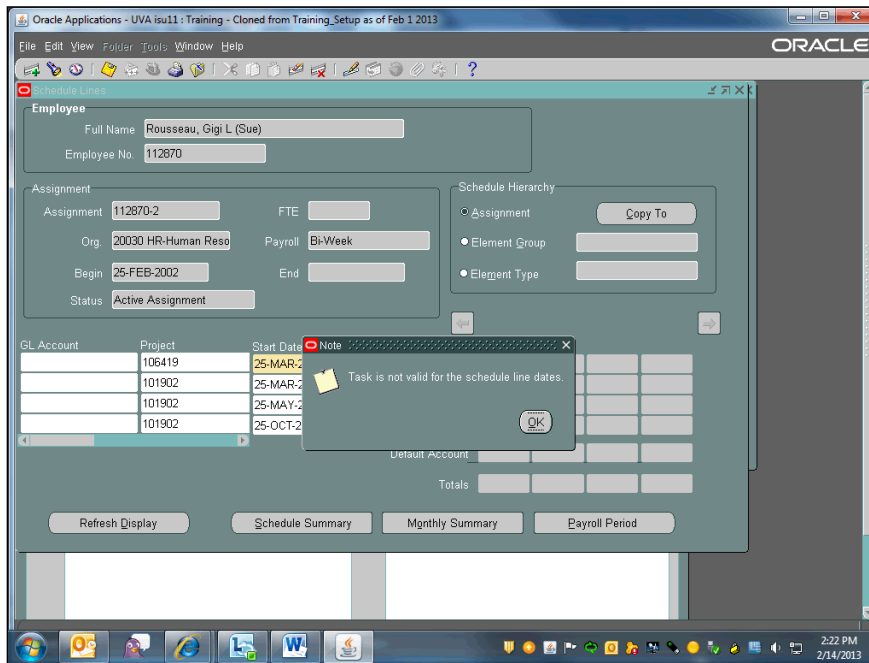
Step	Action
10.	<p>To change the percentage: Enter a new value on the top line.</p> <p>Enter "75".</p>





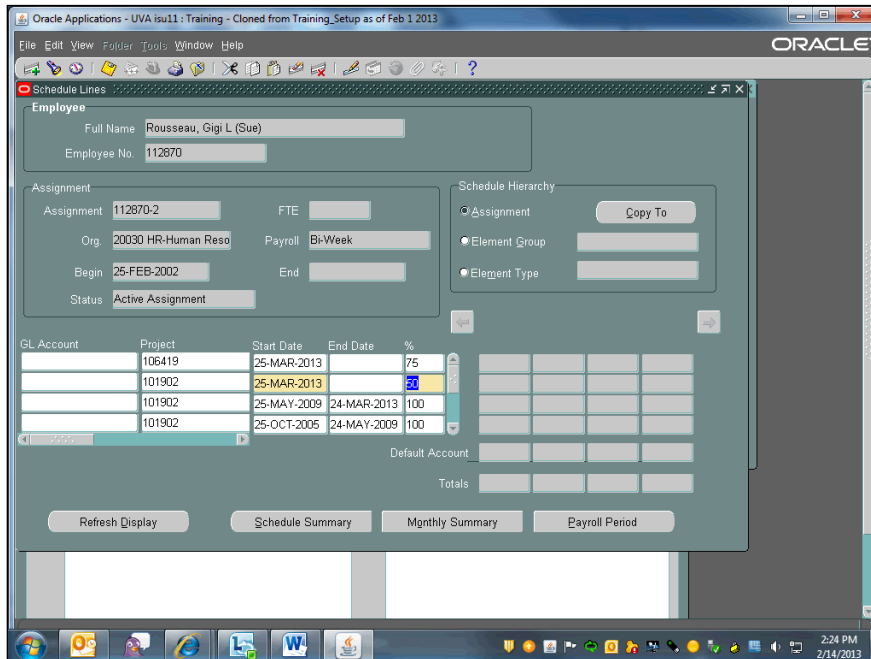
Step	Action
11.	Press [Tab] .




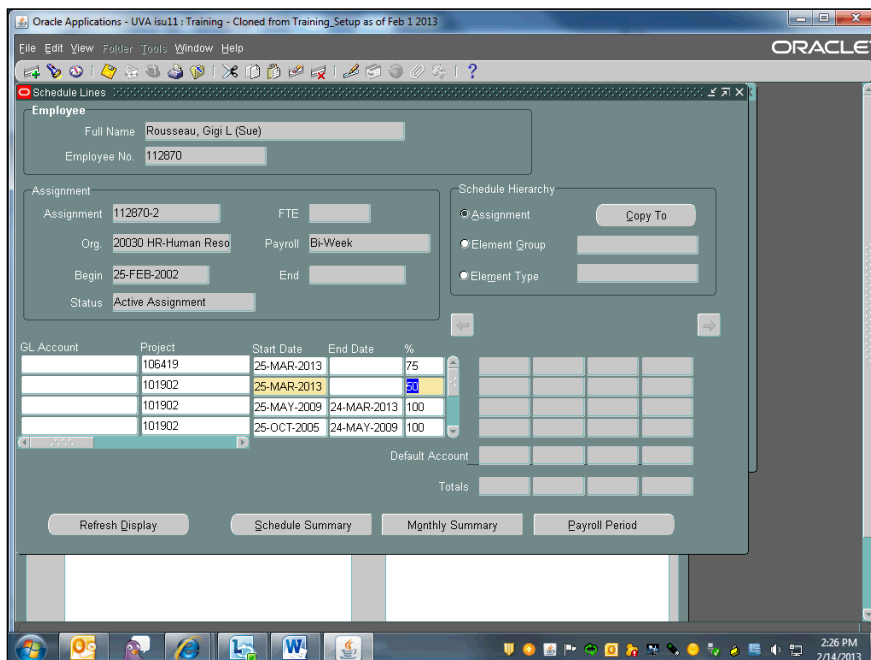
Step	Action
12.	<p>The system default end date is 31-Dec-4712. You will receive the next several notes when you leave the End Date field blank, which is ok for non-sponsored accounts.</p> <p>Click the OK button.</p> 









Step	Action
13.	<p>Click the OK button.</p> 
14.	<p>Click the OK button.</p> 

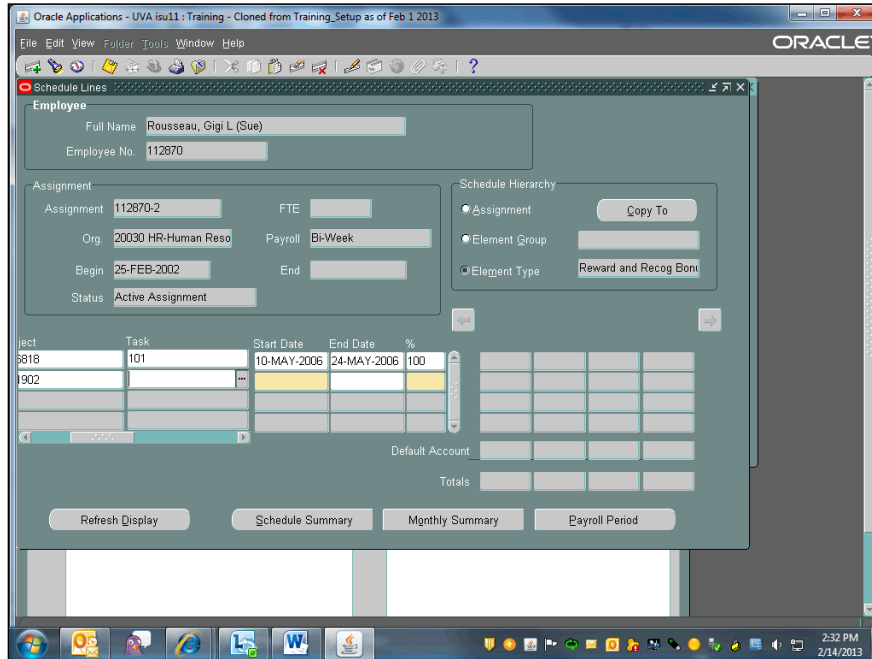


Step	Action
15.	<p>The schedule must equal 100%, whether the employee is part-time or full-time, so adjust subsequent lines as needed.</p> <p>Click in the appropriate % field.</p> 

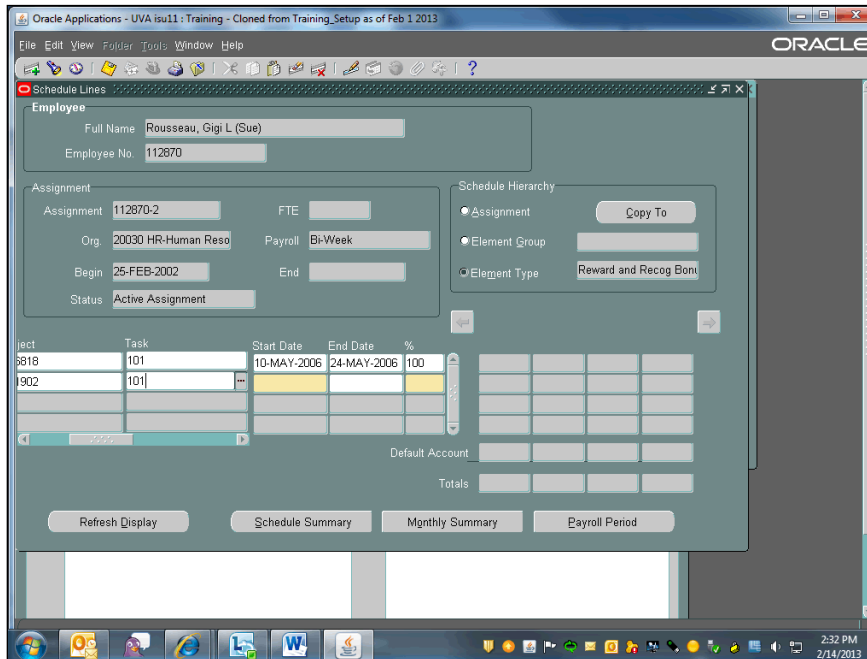


Step	Action
16.	Enter " 25 ".
17.	Press [Tab] .
18.	Click the OK button. 
19.	Click the OK button. 
20.	Click the OK button. 
21.	If the 25-Mar-2013 payroll <i>had</i> run and you want to adjust the percentages, you would: 1. End date the first two lines with a 24-Mar-2013 end date. 2. Add new line(s) to enter the start date, PTAEOs and new percentage.
22.	Click the Save button. 
23.	To add a PTAEO: In this exercise you want to enter a PTAEO for a specific element type. Click the Element Type option. 
24.	Press the [Down Arrow] button.
25.	In this example you see an element record that is end-dated. If Reward and Recog Bonus is the element you wish to schedule, use this form. If you wish to schedule a different element, keep selecting the down arrow until you reach a blank scheduling form. If this section did not have any radio buttons selected, select the appropriate option and element, then save before entering a labor schedule.
26.	Since the existing schedule is in a payroll that has processed, you must add a new schedule line.
27.	Click in the Project field. 
28.	Enter the Project . Enter " 101902 ".

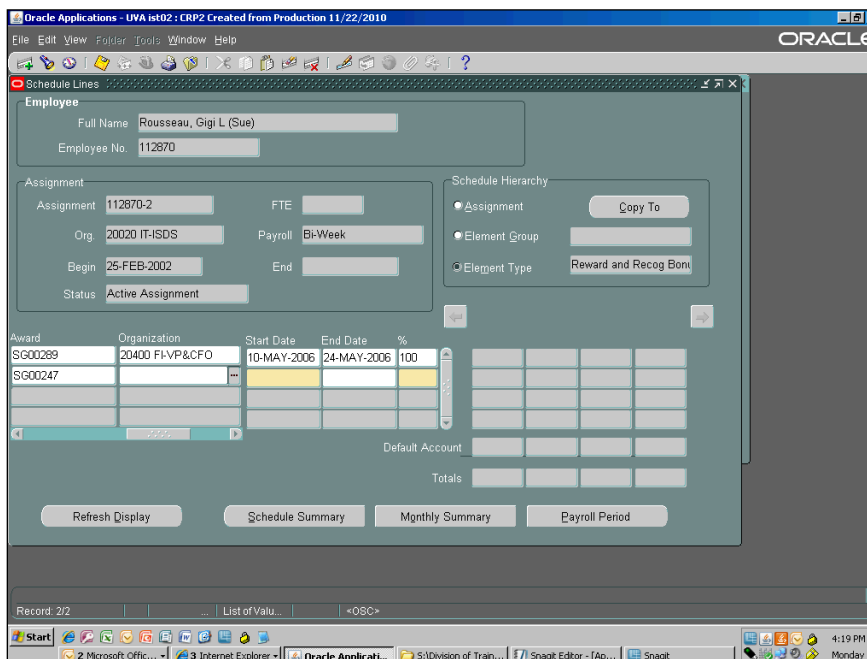
Step	Action
29.	Press [Tab] .





Step	Action
30.	Enter the Task . Enter " 101 ".



Step	Action
31.	Press [Tab] .
32.	Enter the Award . Enter " SG00247 ".
33.	Press [Tab] .




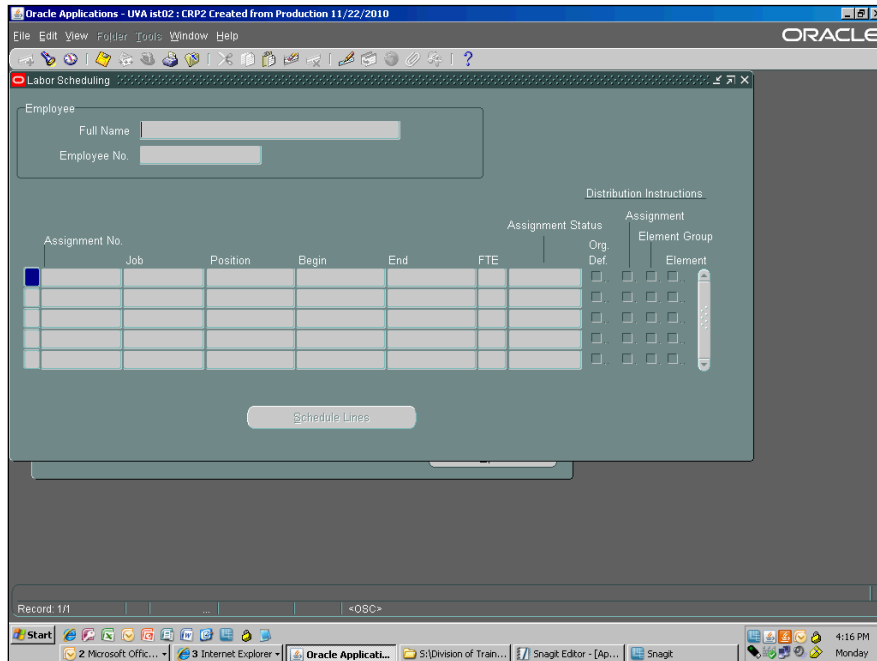
Step	Action
34.	Enter the Organization number. Note: Do not use the organization in the PTAE0 if different than the employee's organization. Enter " 20020 ".
35.	Press [Tab] .
36.	To copy the previous Exp. Type on your new labor schedule line, press [Shift+F5] .
37.	Press [Tab] .
38.	Start Date: Enter the date you want the new PTAE0 to charge to this assignment. It must be a current or future payroll date. Enter " 25-mar-2013 ".
39.	Press [Tab] .
40.	Leave the End Date field blank unless you are using a grant account (G or Z).
41.	% field: Enter the percent value of labor that will be charged to this PTAE0. If entering multiple schedule lines, the total of all must equal 100. Enter " 100 ".
42.	When you have finished, click the Save button. 
43.	Click the Refresh Display button. 
44.	The system default end date is 31-Dec-4712. Click the OK button. 
45.	Click the OK button. 
46.	Click the OK button. 


Step	Action
47.	<p>Refresh the display to ensure all schedule lines total to 100%.</p> <p>Click the Refresh Display button.</p> 
48.	<p>The first column displays the most current date and percentage of the labor schedule entered.</p> <p>When the end date is blank, the labor schedule displays the end date for the system (31-Dec-4712, shown as 31DEC12).</p>
49.	<p>Congratulations! You have completed the simulation on Modifying an Existing Labor Schedule.</p> <p>End of Procedure.</p>

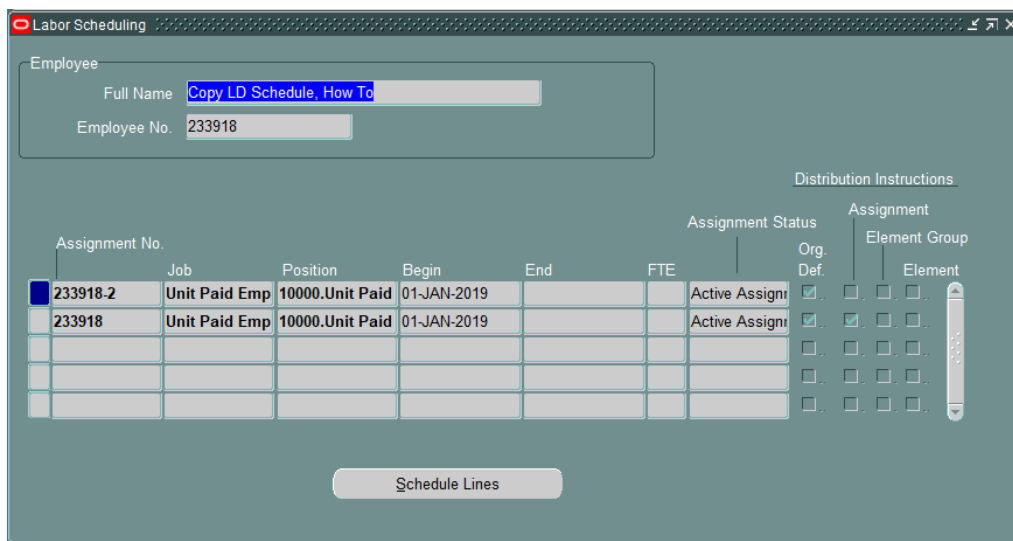
Copying an Assignment Level Labor Schedule

Because each new Period Activity Pay (goal pay) entered into Workday will result in a new assignment number in Oracle, you may find that copying a labor schedule from the old assignment to the new one is a more effective and efficient way to accomplish your labor scheduling in these cases.

Step	Action
1.	<p>Begin by navigating to Labor Scheduling.</p> <p>Click the UVA LD Approver/Setups expand button.</p> 
2.	<p>Click Labor Schedules.</p> <p>Labor Schedules</p>



Step	Action
3.	<p>The Labor Scheduling window displays. Pull up the employee's form.</p> <p>Click the Find button.</p> 
4.	<p>Find employees using the Full Name field [last name, first initial] or by entering their six-digit employee number in the Employee No. field.</p>



Step	Action
5.	Note that the first assignment has an assignment-level labor schedule, while the -2 assignment has no schedule (org default only). Select the line that has a labor schedule, and click the Schedule Lines button.

The screenshot shows the 'Schedule Lines' window with the following details:

- Employee:** Full Name: Copy LD Schedule, How To; Employee No: 233918
- Assignment:** Assignment: 233918; Org: 10000 PR-President's C; Payroll: Bi-Week; Begin: 01-JAN-2019; Status: Active Assignment
- Schedule Hierarchy:** Assignment; Element Group; Element Type
- Table:**

GL Account	Project	Start Date	End Date	%
	102179	01-JAN-2019		100
- Buttons:** Refresh Display, Schedule Summary, Monthly Summary, Payroll Period, Copy To

Step	Action
6.	Click the Copy To button.

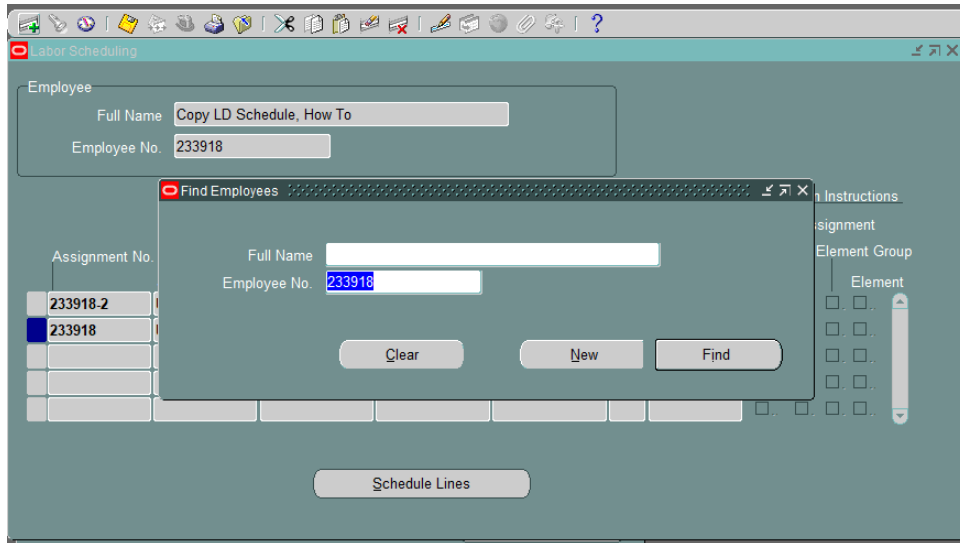
The screenshot shows the 'Copy To' dialog box with the following details:

- Employee:** [Field]
- Assignment Number:** [Field]
- Buttons:** Copy to New Schedules, Merge to Existing Schedules
- Element Groups:** [List Box] with Select All and Deselect buttons
- Element Types:** [List Box] with Select All and Deselect buttons
- Assignment:** Assignment
- Bottom Buttons:** Cancel, Done

Step	Action
7.	Enter the Assignment Number for the assignment that does not have an existing labor schedule.

Step	Action
8.	Click the Copy to New Schedules button to activate the form.

Step	Action
9.	Check the Assignment checkbox, and then click the Done button.
10.	In the list of values, select the assignment that does not have an existing labor schedule.
11.	Close the Schedule Lines form. Use the 'Flashlight' () to access the Find Employees form.



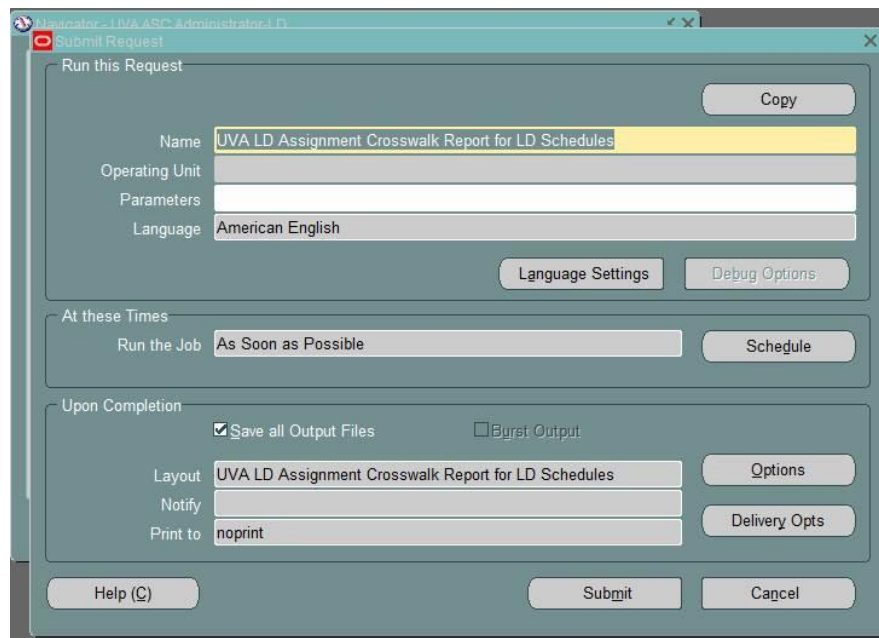
Step	Action
12.	Re-enter your employee information and click Find .
13.	Verify both assignments now show an Assignment Level Labor Schedule.

View UVA LD Assignment Crosswalk Report for LD Schedules

Workday does not have the same naming convention for assignments as Oracle. If you have an employee with multiple assignments, you can verify you are scheduling against the correct assignment by running the "UVA LD Assignment Crosswalk Report for LD Schedules."

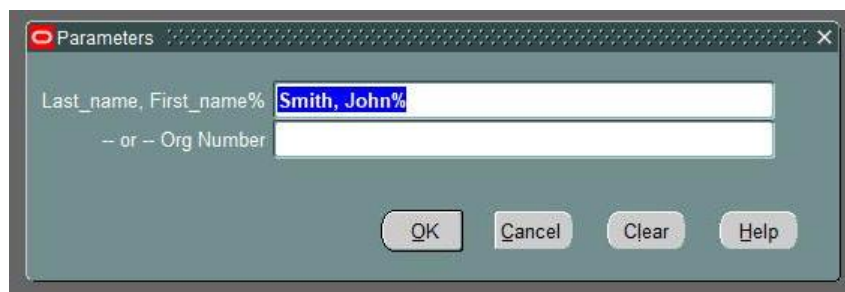
In ORACLE, Run a request with the following:

In the Name field, enter: UVA LD Assignment Crosswalk Report for LD Schedules.



Click in the parameters field and enter:

- Name or partial name followed by %. Without %, which is a wildcard, the name must match exactly.
- Or, enter Org Number to display all employees in that Org.
- Select "OK"



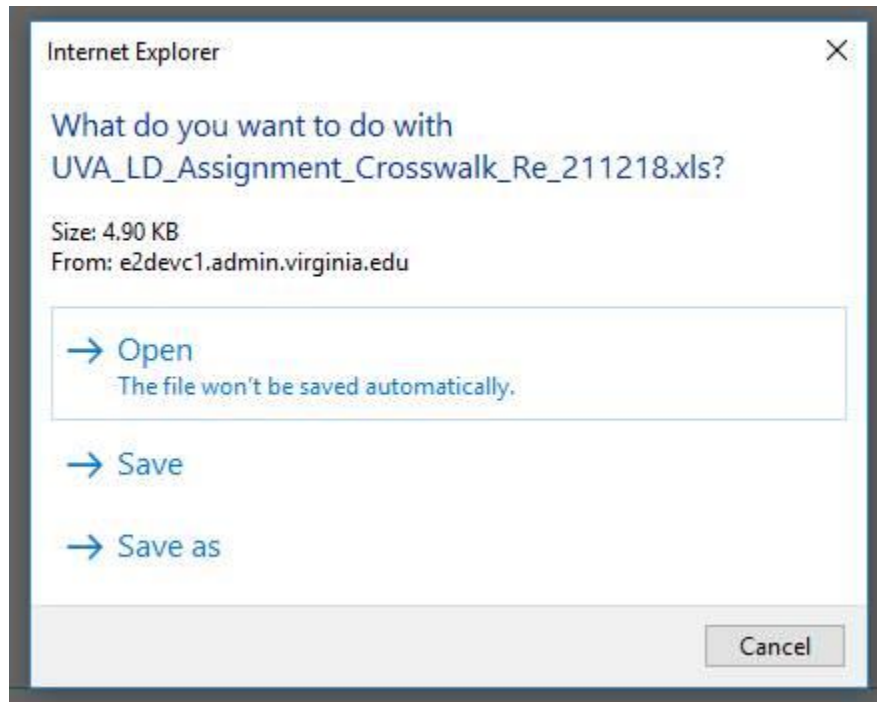
Select "Submit," then in the following window, wait for the report to come back as "Completed" in the Phase column (you can click the "Refresh Data" button). Select the line that you want to view and select the button "View Output":

The screenshot shows the Oracle Requests window with the following table of data:

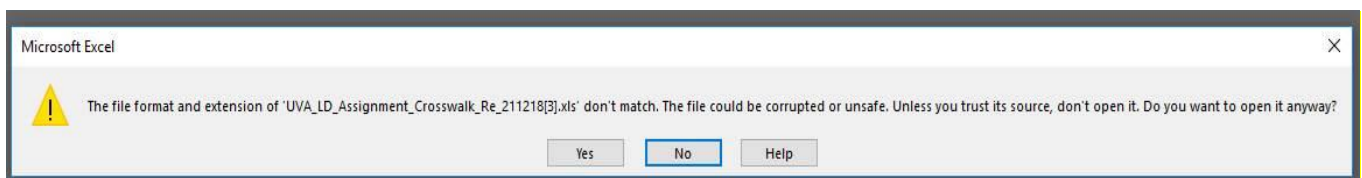
Request ID	Name	Parent	Phase	Status	Parameters
20197946	UVA LD Assignment Cross		Completed	Normal	Smith, John%
20197873	UVA HR Med Center Data		Completed	Normal	2018, N, N
20197869	UVA HR Med Center Data		Completed	Normal	2018, N, Y
20197868	UVA HR Load Med Center		Completed	Normal	2018
20197849	UVA HR Med Center Data		Completed	Normal	2018, N, Y
20197848	UVA HR Load Med Center		Completed	Normal	2018
20197825	UVA LD Assignment Cross		Completed	Error	Jewell%, 99999
20197823	UVA LD Assignment Cross		Completed	Normal	, 99999
20197820	UVA LD Assignment Cross		Completed	Error	,
20197474	UVA HR Update Position X		Completed	Normal	NO, 24SEP18

Below the table are several action buttons: Hold Request, View Details, Rerun Request, View Output, Cancel Request, Diagnostics, Reprint/Republish (J), and View Log (K).

Select the option you want from the pop-up below:



Select "Yes" on whichever pop-up you receive from Microsoft excel - it may look like either of the images below:



View Report. The report will show the following parameters:

- Employee Name
- Employee Number
- Workday Worker ID
- Workday Position ID
- Activity Name
- Activity Sequence
- Total Pay (if goal pay/period activity pay)
- Activity Pay Periods (the number of goal pays/period activity pay)
- Assignment Number
- Assignment Effective Date
- Labor Schedule Updated
- Position Name (the position to look for in the labor schedule)

Troubleshooting:

Issue: Your report is blank when you open it.

This is likely an issue with default file type that is trying to open the document.

Solution: Ask your LSP to help you to reset the default app so that .tsv files open with Excel

Issue: Your reports are opening in "Read-only Mode" and will not allow you to save (either are wiped blank when you try or you receive an "authentication failed" error).

Solution:

- In Excel, select File --> Options
- Select "Trust Center" from left menu --> Trust Center Settings
- Select "Protected View" from left menu
- Uncheck the box for "Enable Protected View for files originating from the internet" (Note: doing this will allow other Excel files from the internet to open without being in protected mode, so you will need to **reset this after you save this report**).

Adjusting Labor Distribution

Every organization has an **organization level suspense account**, used to collect costs from labor distribution if charging instructions at other levels of the schedule hierarchy are missing or incorrect. In this way, LD ensures that all amounts paid to employees are accounted for in the University's financial records.



Organizations designate a unique project number/PTAEO for labor suspense charges only. Charges to this account must be regularly reviewed and moved to the correct PTAEO(s). All labor charges to the organization level suspense account are *burdened* (pay charges plus fringes) at the highest fringe rate. When a charge is moved to the correct PTAEO the burden rate is automatically applied. Use the distribution adjustment process to move the charges from the suspense account to the correct account.

Distribution Adjustment Process

This process allows you to view, modify, and transfer payroll distributions to Grants Accounting. Use it when payroll earnings post to an incorrect PTAEO or to your organization level suspense account. Adjustments will be posted nightly to GA. The process does not allow you to change total distribution amounts, original pay period dates, or the distribution from one assignment to another.

Review the important general notes on defining labor distribution adjustments.

There are special workflow and approval requirements (<http://foc.virginia.edu/labor-distribution-adjustments>) for adjustments impacting sponsored projects (G or Z awards).

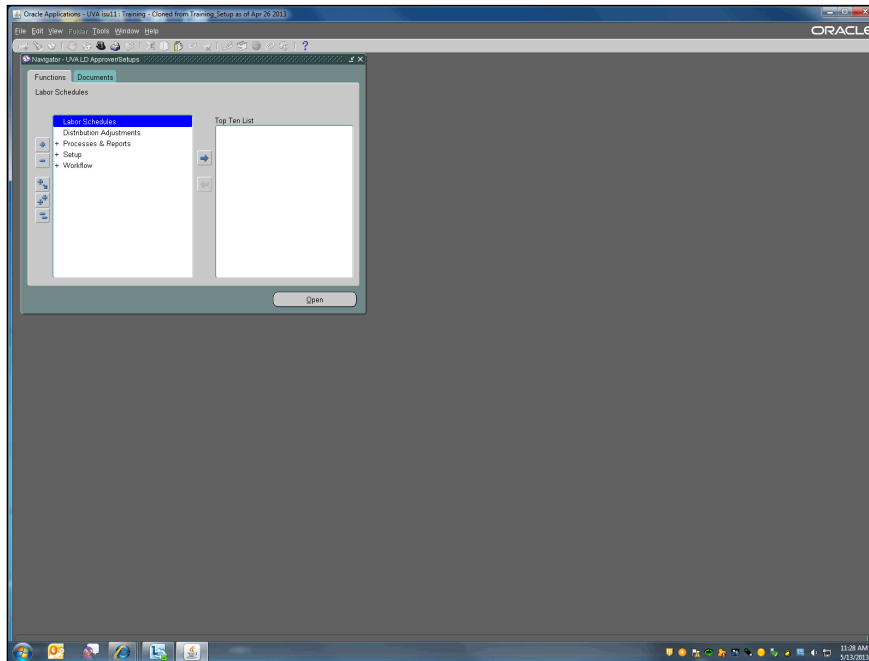
At the end of this section you will be able to:

- Define a distribution adjustment by element type and assignment
- Cancel a distribution adjustment

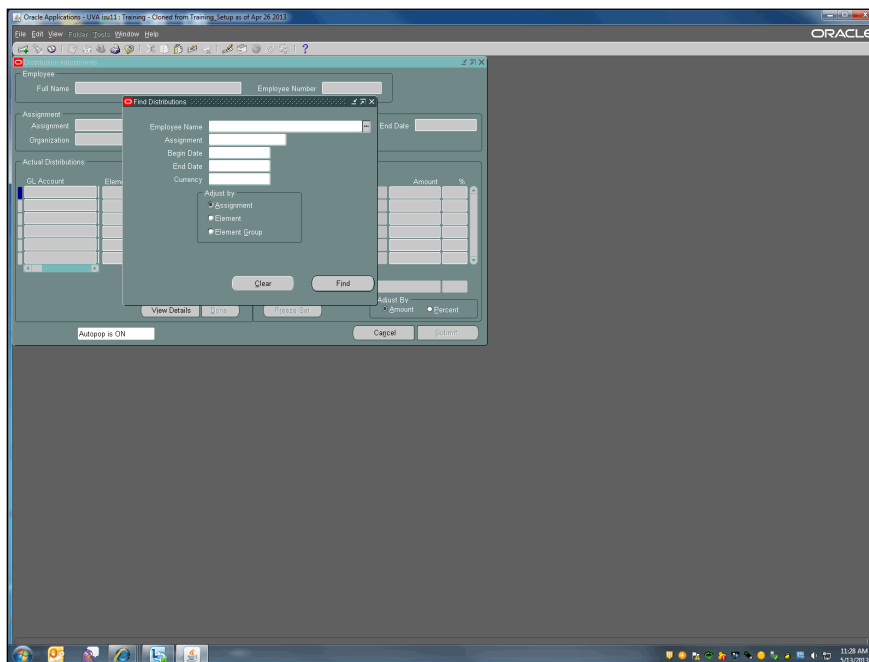
Defining a Distribution Adjustment by Assignment

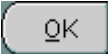

Procedure


In this exercise you will adjust the previous payroll charges for an employee.

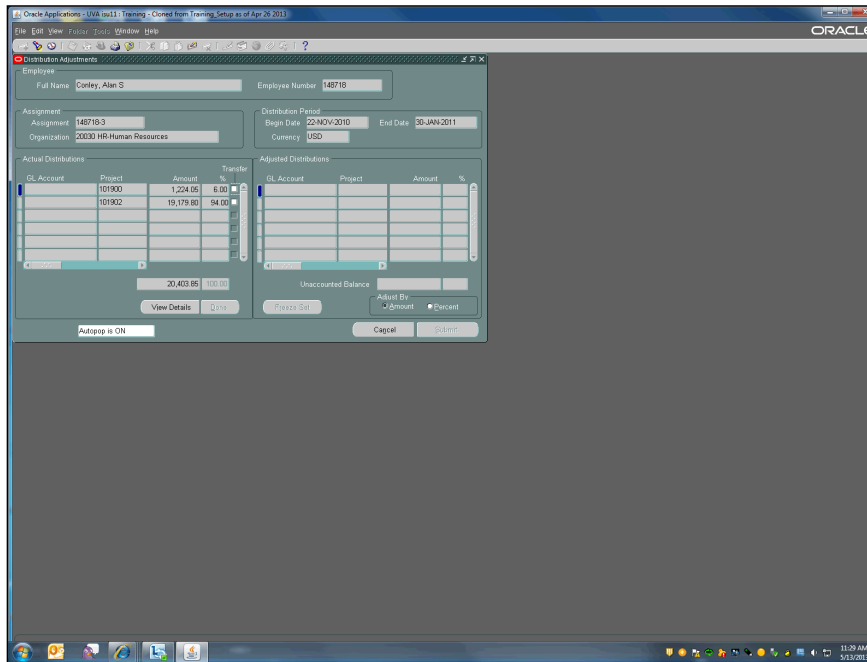





Step	Action
1.	<p>Begin by navigating to the employee's Distribution Adjustments form.</p> <p>Double-click the Distribution Adjustments list item.</p> <p><u>Distribution Adjustments</u></p>




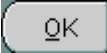


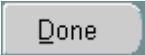


Step	Action
2.	<p>Find employees using the Employee Name field [last name, first initial] or by entering the assignment number in the Assignment field.</p> <p>In this exercise you will enter the employee's name.</p> <p>Enter "Conley, A".</p>
3.	<p>Press [Tab].</p>
4.	<p>If a list of results display, choose the appropriate name. In this exercise you are using Alan Conley, who is preselected in the list.</p> <p>Click the OK button.</p> 
5.	<p>A list of assignments will display if the employee has more than one assignment. You must choose your assignment.</p> <p>In this exercise the correct assignment is preselected.</p> <p>Click the OK button.</p> 
6.	<p>Press [Tab].</p>
7.	<p>Enter the distribution adjustment start and end dates.</p> <p>Enter "22-nov-2010".</p>
8.	<p>Press [Tab].</p>
9.	<p>Enter the End Date.</p> <p>Enter "30-jan-2011".</p>
10.	<p>When terminating employees: If adjusting the final pay period, <u>enter the employee's actual last day and not the current payroll end date.</u></p> <p>If you use a date other than the employee's last day, the distribution adjustment will fail.</p>
11.	<p>Press [Tab].</p>
12.	<p>Adjust by options:</p> <ul style="list-style-type: none"> • Assignment - this is the most efficient way to adjust pay charges • Element - use when the employee was paid a combination of elements • Element Group - use when the employee was paid from only one element group (e.g., regular pay <i>or</i> premium pay)




Step	Action
13.	<p>Before making a selection:</p> <p>First determine what kind of elements charged for the adjustment period.</p> <p>Click the Find button.</p> 


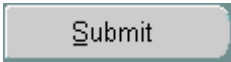


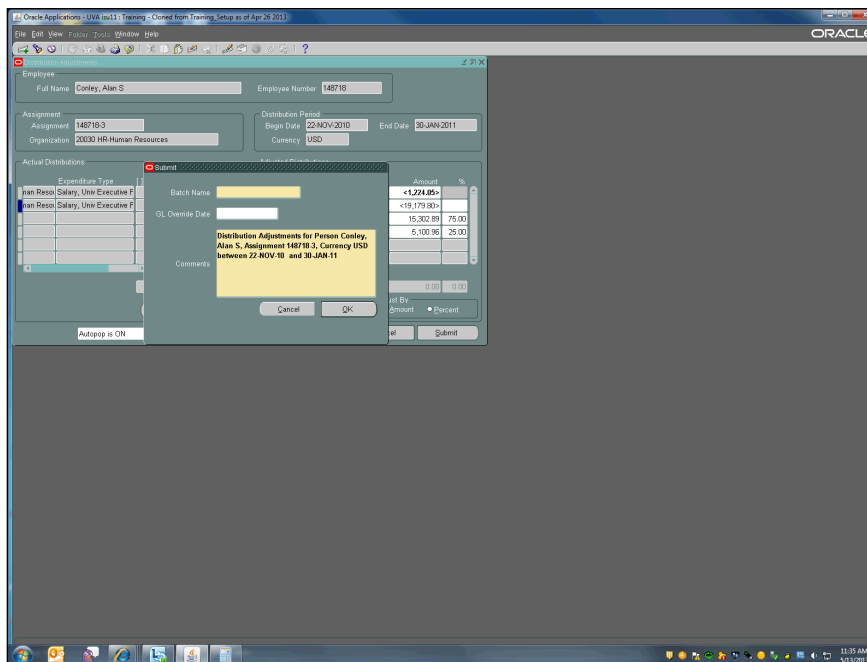
Step	Action
14.	<p>View the expenditure type for each element listed.</p> <p>Click the horizontal scrollbar.</p> 
15.	<p>Click in the Expenditure Type field.</p> 
16.	<p>Click the Edit Field button.</p> 


Step	Action
17.	<p>The element displayed here is regular wages. Regular wages do not have OT or ST appended at the end.</p> <p>Click the OK button.</p> 
18.	<p>Check the next line.</p> <p>Click in the Expenditure Type field.</p> 
19.	<p>Click the Edit Field button.</p> 
20.	<p>The element displayed here is regular wages. Regular wages do not have OT or ST appended at the end.</p> <p>If all the expenditures charged are exactly the same, you may adjust at the assignment level (defaulted).</p> <p>Click the OK button.</p> 
21.	<p>Actual Distributions:</p> <p>If all elements are the same (regular wages), you may select all of the Transfer checkboxes at the same time.</p> <p>Click the Transfer option.</p> 
22.	<p>Click the Transfer option.</p> 
23.	<p>To move the charges click the Done button.</p> 

Step	Action
24.	<p>The amounts now show as debits in the Adjusted Distributions section. The Payroll office will credit your department suspense account, which you can view on the LD-Schedules History Report in UBI.</p> <p>Note: You will only see a credit (an amount without brackets) instead of a debit amount when an employee was overpaid and has paid the money back to the University.</p> <p>If an adjustment needs to be performed on a credit, you must adjust by percent not amount.</p>
25.	<p>Move the charges to the correct PTAE0:</p> <p>Do not make changes on the line that transferred, unless the wrong expenditure type displays.</p> <p>Click in the Adjusted Distributions: GL Account field.</p> <div data-bbox="354 827 621 877" style="border: 1px solid gray; width: 165px; height: 24px; margin-left: 20px;"></div>
26.	Press [Tab] .
27.	<p>Enter the Project.</p> <p>Enter "120673".</p>
28.	Press [Tab] .
29.	<p>Enter the Task.</p> <p>Enter "101".</p>
30.	Press [Tab] .
31.	<p>Enter the Award.</p> <p>Enter "SG00260".</p>
32.	Press [Tab] .
33.	<p>Your Expenditure Organization stays the same, so you can copy from the previous line.</p> <p>Press [Shift+F5].</p>
34.	<p>Adjust By choices:</p> <p>Select Amount or Percent. If you choose Amount, do not enter the [+] plus sign in front of the value.</p> <p>In this exercise adjust by amount, which is the default choice.</p> <p>If an adjustment needs to be performed on a credit, you <u>must</u> adjust by percent not amount.</p>

Step	Action
35.	Press [Tab] .
36.	Press [Tab] .
37.	Amount: Enter the amount you want moved to the new account. Enter " 15302.89 ".
38.	Press [Tab] .
39.	The % value defaults. In this exercise you have chosen to split the amount between two accounts, so enter the next line. Click in the Expenditure Type field. 
40.	Scroll back to the beginning. Click the horizontal scrollbar. 
41.	Click in the Adjusted Distributions: Project field. 
42.	Enter the Project . Enter " 102621 ".
43.	Press [Tab] .
44.	Enter the Task . Enter " 101 ".
45.	Press [Tab] .
46.	Enter the award . Enter " SG00113 ".
47.	Press [Tab] .
48.	The Expenditure Organization will stay the same. Copy from the previous line. Press [Shift+F5] .
49.	Press [Tab] .
50.	Press [Tab] .
51.	Amount: Enter the amount you want moved to the new account. Enter " 5100.96 ".
52.	Press [Tab] .

Step	Action
53.	Verify that the value in Unaccounted Balance for both the amount and percent is zero.
54.	<p>Before submitting the action:</p> <p>You must "freeze" the record. Once the record is frozen, you can still cancel your entry but you cannot change it.</p> <p>Click the Freeze Set button.</p> 
55.	<p>Perform a final check of your work before submitting the request for processing.</p> <p>When ready click the Submit button.</p> 
56.	<p>The Submit dialog displays. Notes about Batch Name creation:</p> <ul style="list-style-type: none"> • Name must be unique and consist of no more than 30 character spaces • UVa uses the following naming convention: <ul style="list-style-type: none"> • School/department prefix • Last name of employee you are adjusting • First name or initial • Date entered • Name cannot contain the following characters: <, >, “, ‘, \, &

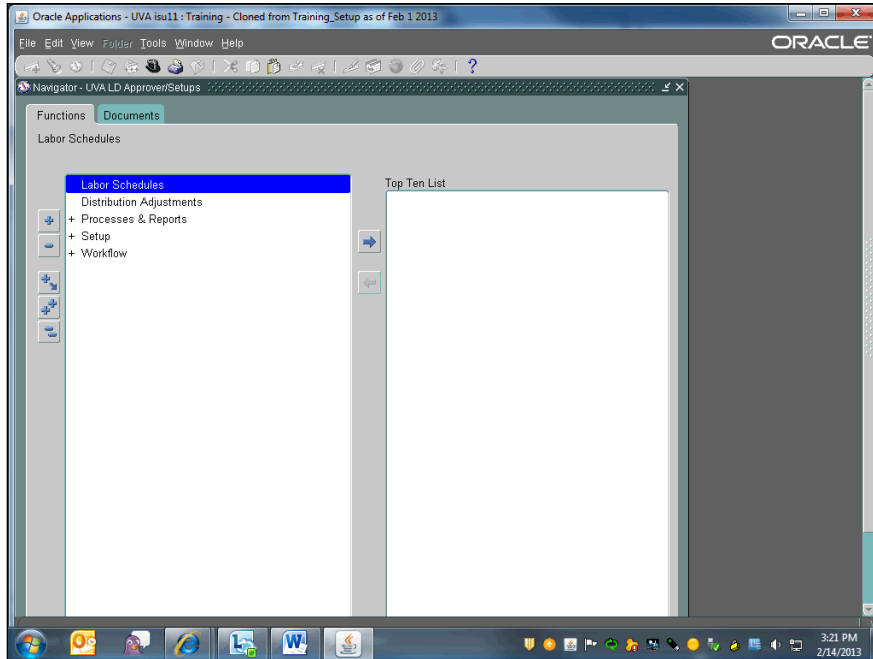


Step	Action
57.	<p>Enter the Batch Name.</p> <p>In this exercise the employee's Organization is '20030 HR-Human Resources'. The school department prefix is the two alpha characters after the Organization number, in this case 'HR'. Use your Organization prefix when doing your LD Adjustments.</p> <p>Enter "HR-Conley, Alan-13-May-2013".</p>
58.	<p>Some text is defaulted in the Comments field. Enter additional comments that explain why you need to submit an adjustment.</p> <p>If the adjustment impacts a G or Z award, follow these (http://www.virginia.edu/sponsoredprograms/compliance/labordistribution.html) instructions</p>
59.	<p>Click the OK button.</p> <p>(If you do not want to submit the adjustment click Cancel instead of OK.)</p> 
60.	<p>Important Notes:</p> <ul style="list-style-type: none"> • If you determine at this point that a mistake was made or the adjustment is no longer needed, you cannot do a new adjustment to reverse this request until the next day. • Adjustments to G and Z awards route to OSP for approval via workflow. Contact osp-help@virginia.edu to request the adjustment be returned or rejected.
61.	<p>The Distribution Adjustments form is cleared and a blank Find Distributions window displays. If not initiating further adjustments you may close the windows.</p>
62.	<p>Congratulations! You have completed the simulation on Defining a Distribution Adjustment by Assignment.</p> <p>End of Procedure.</p>

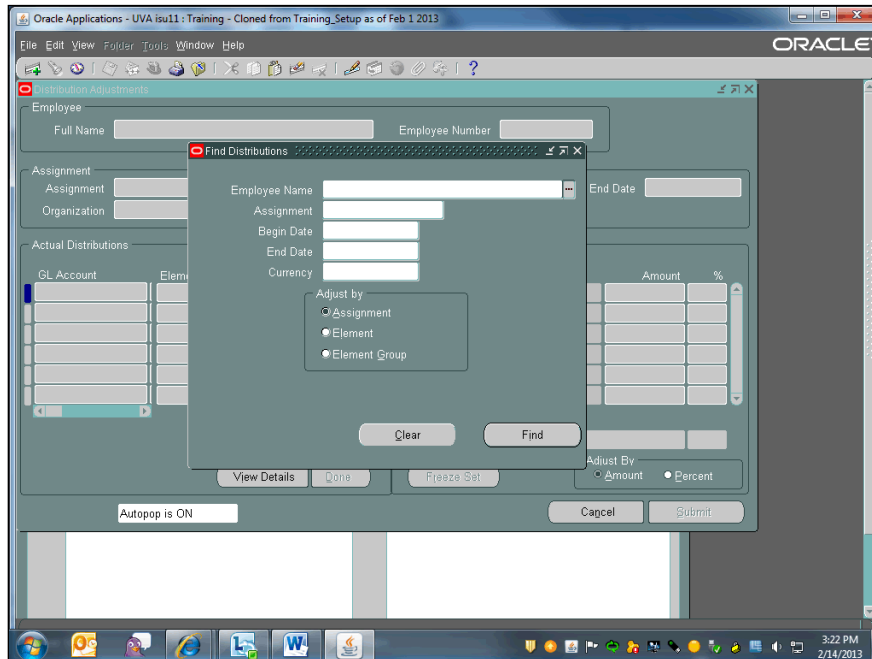
Defining a Distribution Adjustment by Element Type

Procedure

In this exercise you will adjust the previous payroll charges for an employee.

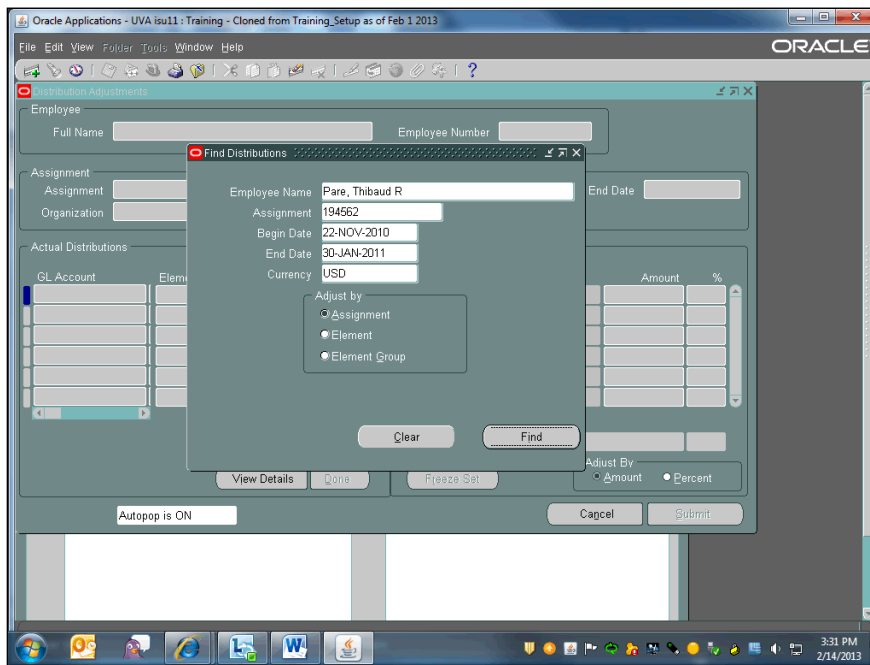


Step	Action
1.	<p>Begin by navigating to the employee's Distribution Adjustments form.</p> <p>Double-click the Distribution Adjustments list item.</p> <p>Distribution Adjustments</p>






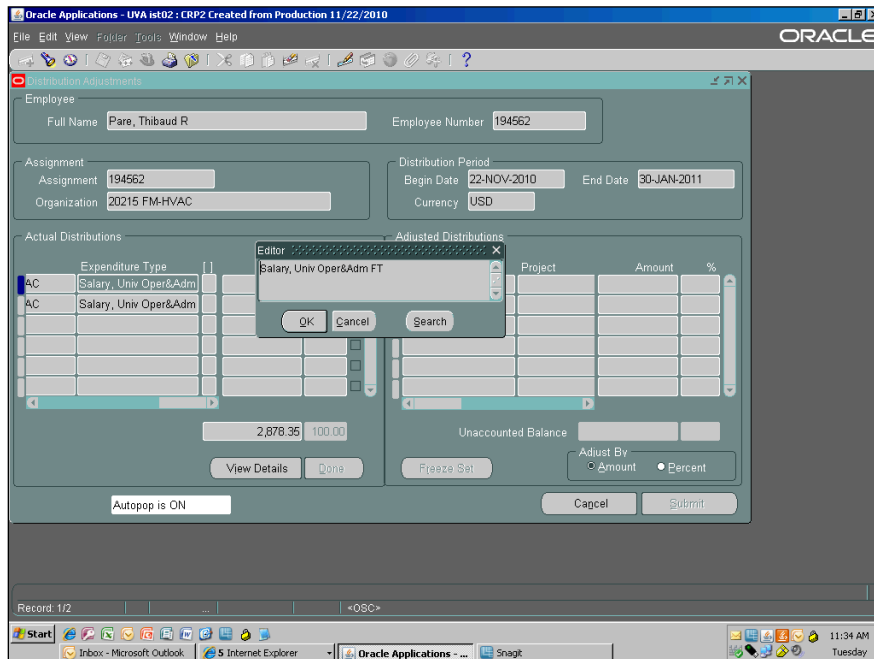
Step	Action
2.	<p>Find employees using the Employee Name field [last name, first initial] or by entering the assignment number in the Assignment field.</p> <p>In this exercise you will search by employee name.</p> <p>Enter "Pare, T".</p>
3.	<p>Press [Tab].</p> <p>If a list of results display, choose the appropriate name and click OK.</p>
4.	<p>If the employee has more than one assignment you must choose from the resulting list. In this exercise the employee has only one assignment.</p>
5.	<p>Enter the distribution adjustment start and end dates.</p> <p>Click in the Begin Date field.</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 20px;"></div>
6.	<p>Enter "22-nov-2010".</p>
7.	<p>Press [Tab].</p>
8.	<p>Enter the End Date.</p> <p>Enter "30-jan-2011".</p>

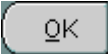

Step	Action
9.	<p>When terminating employees: If adjusting the final pay period, <u>enter the employee's actual last day and not the current payroll end date.</u></p> <p>If you use a date other than the employee's last day, the distribution adjustment will fail.</p>
10.	Press [Tab] .
11.	<p>Adjust by options:</p> <ul style="list-style-type: none"> • Assignment - this is the most efficient way to adjust pay charges • Element - use when the employee was paid a combination of elements • Element Group - use when the employee was paid from only one element group (e.g., regular pay <i>or</i> premium pay)







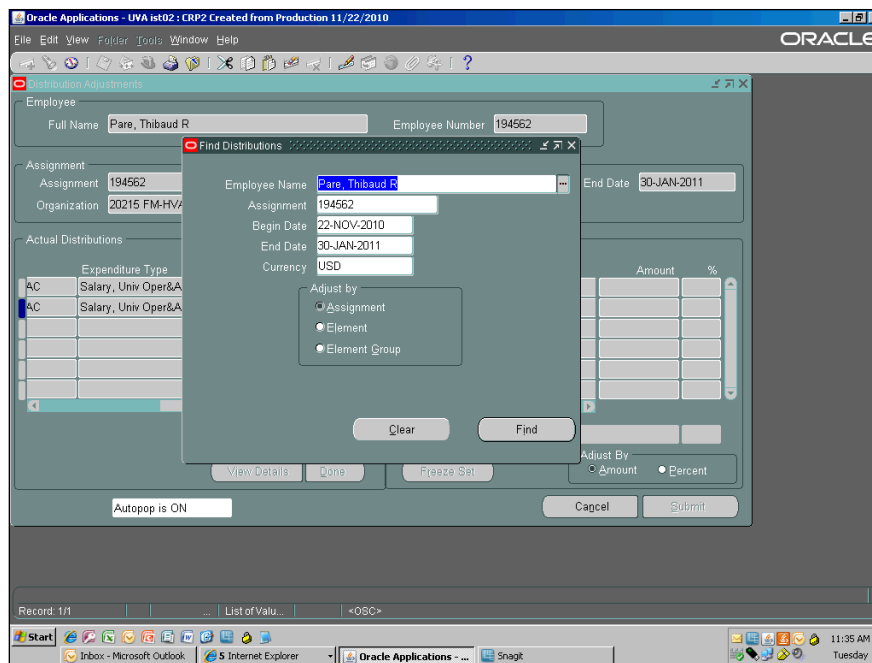
Step	Action
12.	<p>Before making a selection:</p> <p>First determine what kind of elements charged for the adjustment period.</p> <p>Click the Find button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center;">Find</p> </div>


Step	Action
13.	View the expenditure type for each element listed. Click the horizontal scrollbar. 
14.	Click in the Expenditure Type field. 
15.	Click the Edit Field button. 




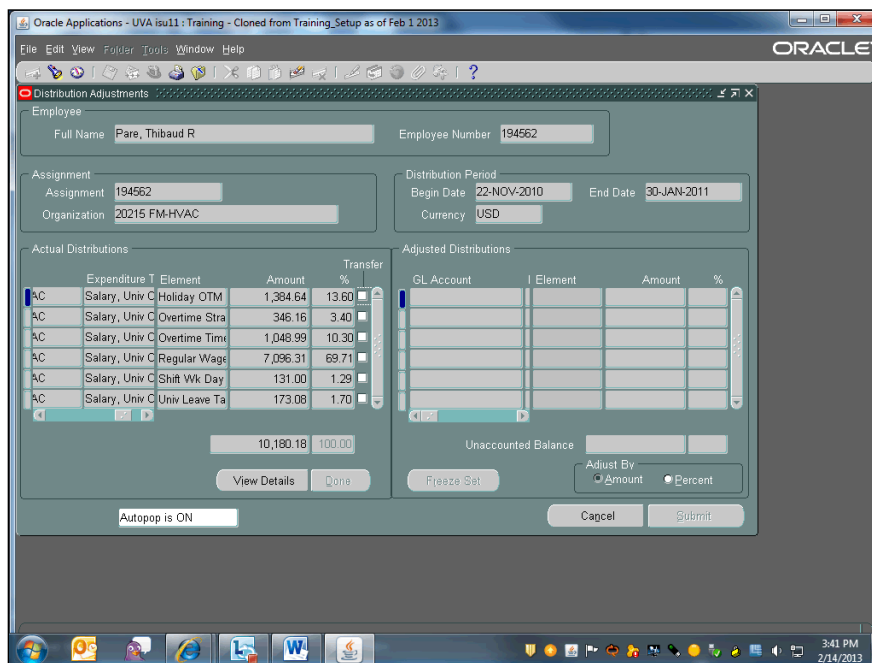
Step	Action
16.	The element displayed here is regular wages. Regular wages do not have OT or ST appended at the end. Click the OK button. 
17.	Check the next line. Click in the Expenditure Type field. 


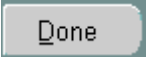
Step	Action
18.	Click the Edit Field button. 
19.	This element is overtime (OT). This means you will adjust by Element , the option when there are both regular pay <i>and</i> premium pay charges. Click the OK button. 
20.	Now make the Adjust by selection: To return to Find Distributions , click in the Full Name field. 
21.	Click the Find button. 






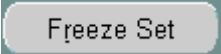
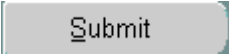
Step	Action
22.	The Find Distributions form displays. Click the Element option. 

Step	Action
23.	Click the Find button. 
24.	The elements display in the Actual Distributions section. If all elements are the same (regular wages), you may select all of the Transfer checkboxes at the same time. In this exercise the elements are different, so you must transfer each separately.

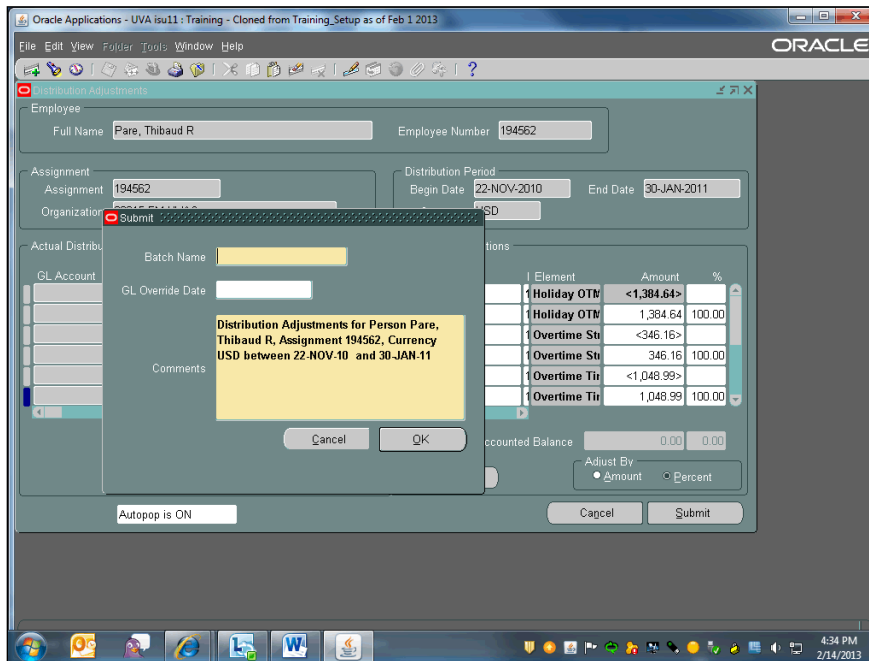


Step	Action
25.	Make the adjustment(s): Click the Transfer option. 
26.	To move the charge, click the Done button. 

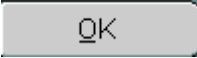
Step	Action
27.	<p>The amount now shows as a debit in the Adjusted Distributions section. The Payroll office will credit your department suspense account, which you can view on the LD-Schedules History Report in UBI.</p> <p>Note: You will only see a credit (an amount without brackets) instead of a debit amount when an employee was overpaid and has paid the money back to the University.</p> <p>If an adjustment needs to be performed on a credit, you must adjust by percent not amount.</p>
28.	<p>Move the charge to the correct PTAE0:</p> <p>Do not make changes on the line that transferred, unless the wrong expenditure type for the employee auto-populates.</p> <p>Click in the Adjusted Distributions: GL Account field.</p> 
29.	Press [Tab] .
30.	<p>Enter the Project.</p> <p>Enter "101902".</p>
31.	Press [Tab] .
32.	<p>Enter the Task.</p> <p>Enter "101".</p>
33.	Press [Tab] .
34.	<p>Enter the Award.</p> <p>Enter "SG00026".</p>
35.	Press [Tab] .
36.	<p>Your Expenditure Organization stays the same, so you can copy from the previous line.</p> <p>Press [Shift+F5].</p>

Step	Action
37.	<p>Adjust By choices:</p> <p>Select Amount or Percent. If you choose Amount, do not enter the [+] plus sign in front of the value.</p> <p>If an adjustment needs to be performed on a credit, you must adjust by percent not amount.</p> <p>In this exercise you will adjust by percent.</p> <p>Click the Percent option.</p> 
38.	<p>Click in the % field.</p> 
39.	<p>Enter the percentage you want moved to the new account. You may split the charges by entering additional lines.</p> <p>Enter "100".</p>
40.	<p>Press [Tab].</p>
41.	<p>Before submitting the action:</p> <p>You must "freeze" the record. Once the record is frozen, you can still cancel your entry but you cannot change it.</p> <p>Click the Freeze Set button.</p> 
42.	<p>Repeat the previous steps (transfer and new PTAE0 entry) for all lines.</p> <p>To add more lines select the green Plus icon on the toolbar.</p>
43.	<p>In this exercise we have moved the rest of the lines for you. Verify that the values in the Unaccounted Balance fields for both the amount and percent are zero.</p>
44.	<p>Perform a final check of your work before submitting the request for processing.</p> <p>When ready, click the Submit button.</p> 

Step	Action
45.	<p>The Submit dialog displays. Notes about Batch Name creation:</p> <ul style="list-style-type: none"> • Name must be unique and consist of no more than 30 character spaces • UVa uses the following naming convention: <ul style="list-style-type: none"> • School/department prefix • Last name of employee you are adjusting • First name or initial • Date entered • Name cannot contain the following characters: <, >, “, ‘, \, &



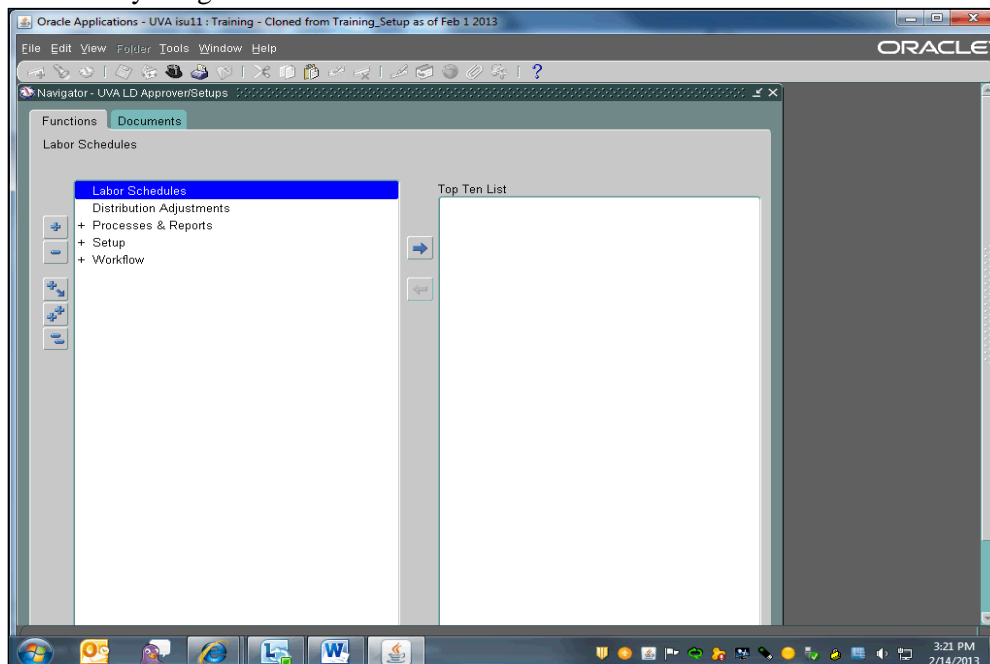
Step	Action
46.	<p>Enter the Batch Name.</p> <p>In this exercise the employee's Organization is '20215 FM-HVAC'. The school department prefix is the two alpha characters after the Organization number, in this case 'FM'. Use your Organization prefix when doing your LD Adjustments.</p> <p>Enter "FM-Pare, Thibaud-05-Mar-2013".</p>
47.	<p>Some text is defaulted in the Comments field. Enter additional comments that explain why you need to submit an adjustment.</p> <p>If the adjustment impacts a G or Z award, follow these (http://www.virginia.edu/sponsoredprograms/compliance/labordistribution.html) instructions.</p>

Step	Action
48.	<p>Click the OK button.</p> <p>(If you do not want to submit the adjustment click Cancel instead of OK.)</p> 
49.	<p>Important Notes:</p> <ul style="list-style-type: none"> • If you determine at this point that a mistake was made or the adjustment is no longer needed, you cannot do a new adjustment to reverse this request until the next day. • Adjustments to G and Z awards route to OSP for approval via workflow. Contact osp-help@virginia.edu to request the adjustment be returned or rejected.
50.	The Distribution Adjustments form is cleared and a blank Find Distributions window displays. If not initiating further adjustments you may close the windows.
51.	<p>Congratulations! You have completed the simulation on Defining a Distribution Adjustment by Element Type.</p> <p>End of Procedure.</p>

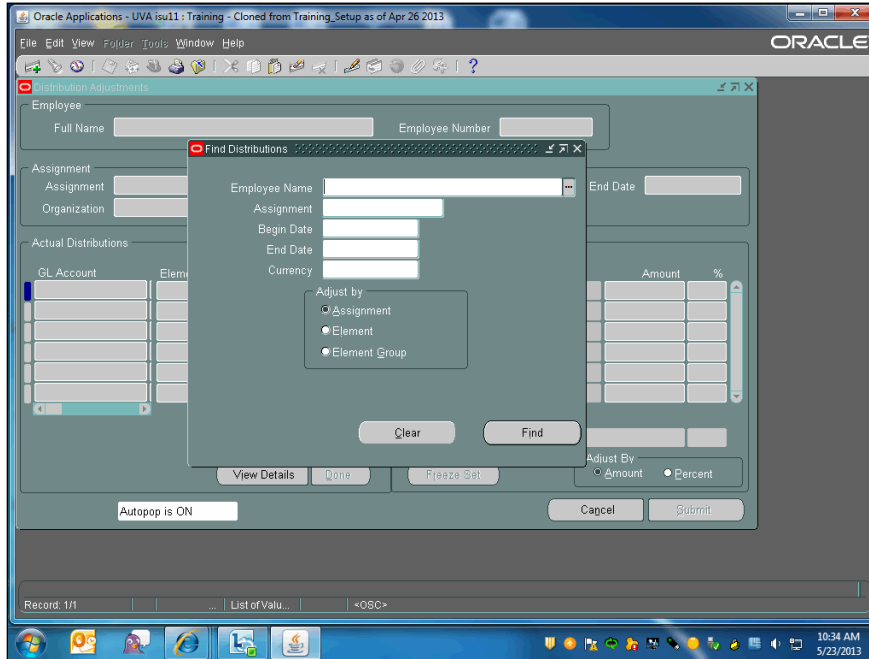
Defining a Distribution Adjustment with Multiple Exp Types by Assignment

Procedure


In this exercise you will adjust the previous payroll charges for an employee with multiple elements by assignment.

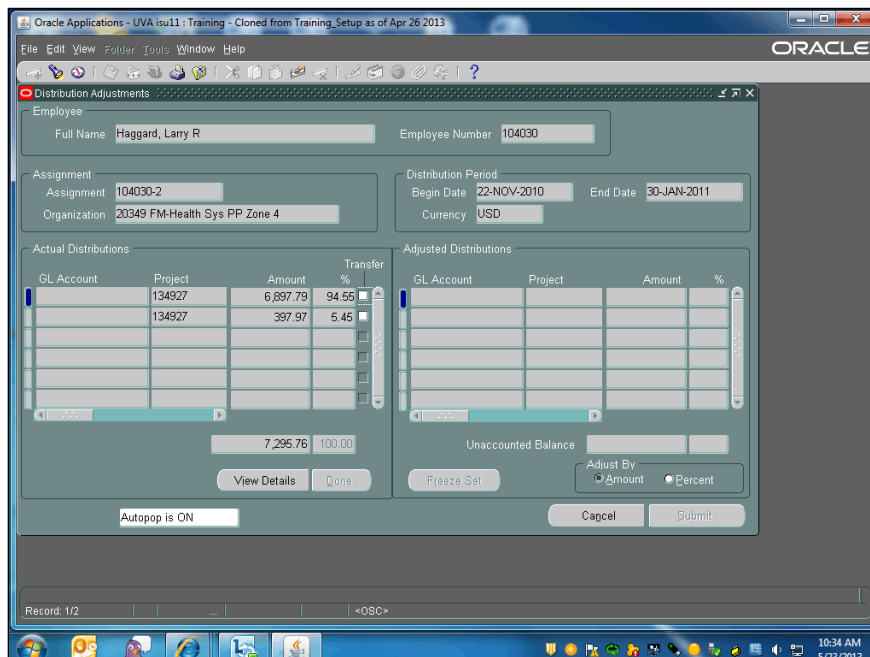




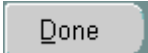

Step	Action
1.	<p>Begin by navigating to the Distribution Adjustments form.</p> <p>Double-click the Distribution Adjustments list item.</p> <p>Distribution Adjustments</p>









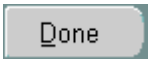

Step	Action
2.	<p>Find employees using the Employee Name field [last name, first initial] or by entering the assignment number in the Assignment field.</p> <p>In this exercise you will search by employee name.</p> <p>Enter "Haggard, L".</p>
3.	<p>Press [Tab].</p> <p>If a list of results display, choose the appropriate name and click OK.</p>
4.	<p>If the employee has more than one assignment you must choose from the resulting list. In this exercise the employee has only one assignment.</p>
5.	<p>Enter the distribution adjustment start and end dates.</p> <p>Click in the Begin Date field.</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 20px;"></div>


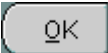
Step	Action
6.	Enter " 22-nov-2010 ".
7.	Press [Tab] .
8.	Enter the End Date . Enter " 30-jan-2011 ".
9.	Press [Tab] .
10.	When terminating employees: If adjusting the final pay period, <u>enter the employee's actual last day and not the current payroll end date</u> . If you use a date other than the employee's last day, the distribution adjustment will fail.
11.	Press [Tab] .
12.	Adjust by options: <ul style="list-style-type: none"> • Assignment - this is the most efficient way to adjust pay charges • Element - use when the employee was paid a combination of elements • Element Group - use when the employee was paid from only one element group (e.g., regular pay <i>or</i> premium pay)
13.	Before making a selection: First determine what kind of elements charged for the adjustment period. Click the Find button. 




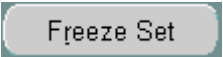

Step	Action
14.	<p>Actual Distributions section: View the expenditure type for each element listed.</p> <p>Click the horizontal scrollbar.</p> 
15.	<p>Expenditure Type: If all elements are the same (regular wages), you may select all of the Transfer checkboxes at the same time.</p> <p>In this exercise the elements are different (FT and OT), so you must transfer each separately.</p> <p>When transferring, ensure the expenditure type in Actual Distributions stays the same when moved into the Adjusted Distributions.</p>
16.	<p>Make the adjustment(s):</p> <p>Click the Transfer option.</p> 
17.	<p>To move the charge, click the Done button.</p> 
18.	<p>The amount now shows as a debit in the Adjusted Distributions section. The Payroll office will credit your department suspense account, which you can view on the LD-Schedules History Report in UBI.</p> <p>Note: You will only see a credit (an amount without brackets) instead of a debit amount when an employee was overpaid and has paid the money back to the University.</p> <p>If an adjustment needs to be performed on a credit, you must adjust by percent not amount.</p>
19.	<p>Move the charges to the correct PTAE0:</p> <p>Do not make changes on the line that transferred, unless the wrong expenditure type displays</p> <p>Click in the Adjusted Distributions: GL Account field.</p> 
20.	<p>Press [Tab].</p>
21.	<p>Enter the Project.</p> <p>Enter "102621".</p>
22.	<p>Press [Tab].</p>

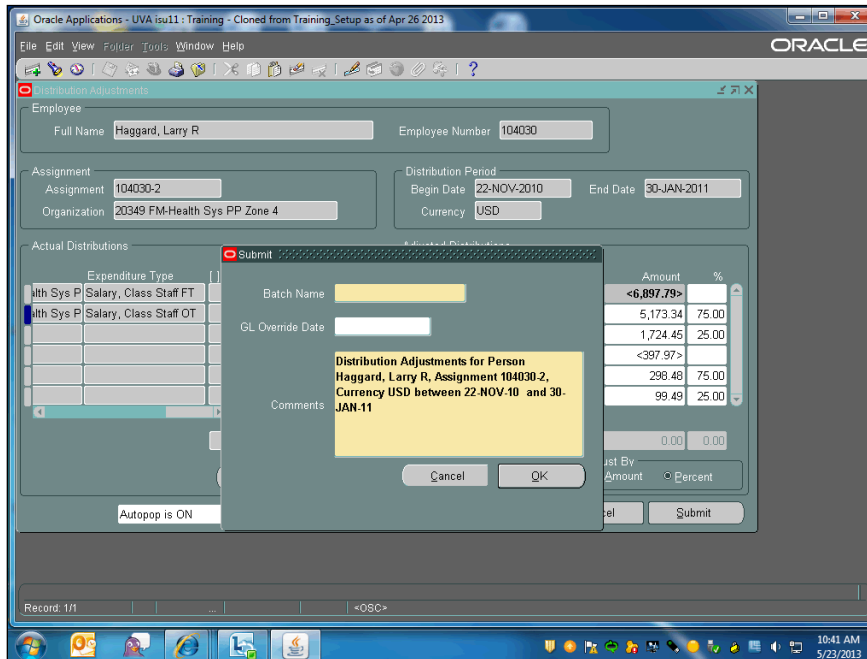
Step	Action
23.	Enter the Task . Enter " 101 ".
24.	Press [Tab] .
25.	Enter the Award . Enter " sg00113 ".
26.	Press [Tab] .
27.	Your Expenditure Organization stays the same, so you can copy from the previous line. Press [Shift+F5] .
28.	Press [Tab] .
29.	Expenditure type auto-populates with the organization. The expenditure type auto-populates with the correct expenditure type for the employee. Click in the Expenditure Type field. 
30.	Adjust By choices: Select Amount or Percent . If you choose Amount , do not enter the [+] plus sign in front of the value. If an adjustment needs to be performed on a credit, you must adjust by percent not amount. In this exercise, adjust by percent. Click the Percent option. 
31.	Click in the % field. 
32.	Enter the percentage you want moved to the new account. Enter " 75.00 ".
33.	Press [Tab] .
34.	Enter the next PTAEO. Click in the GL Account field. 


Step	Action
35.	Press [Tab] .
36.	Enter the Project . Enter " 120673 ".
37.	Press [Tab] .
38.	Enter the Task . Enter " 101 ".
39.	Press [Tab] .
40.	Enter the Award . Enter " sg00260 ".
41.	Press [Tab] .
42.	Press [Shift+F5] .
43.	Press [Tab] .
44.	Check to ensure the correct expenditure type for the employee auto-populated. Click in the Expenditure Type field. 
45.	Press [Tab] .
46.	Enter the percentage. Enter " 25.00 ".
47.	Press [Tab] .
48.	Ensure the unaccounted balance is zero in both columns.
49.	Repeat the previous steps (transfer and new PTAE0 entry) for all lines. To add more lines select the green Plus icon on the toolbar. Click the Transfer option. 
50.	To move the charge, click the Done button. 
51.	Click in the GL Account field (never enter a value here). 
52.	Press [Tab] .

Step	Action
53.	Enter the Project . Enter " 102621 ".
54.	Press [Tab] .
55.	Enter the Task . Enter " 101 ".
56.	Press [Tab] .
57.	Enter the Award . Enter " sg00113 ".
58.	Press [Tab] .
59.	Your Expenditure Organization stays the same, so you can copy from the previous line. Press [Shift+F5] .
60.	Press [Tab] .
61.	The correct expenditure type for the employee will auto-populate. Click in the Expenditure Type field. Salary, Class Staff F
62.	Select the List of Values button.
63.	Enter the wild card into the Find field. Enter " % ".
64.	Click the Find button. 
65.	Choose from the list of options. Click the Salary, Class Staff OT list item. Salary, Class Staff OT
66.	Click the OK button. 
67.	Enter Percent . Enter " 75.00 ".
68.	Press [Tab] .

Step	Action
69.	Click in the GL Account field. 
70.	Press [Tab] .
71.	Enter the Project . Enter " 120673 ".
72.	Press [Tab] .
73.	Enter the Task . Enter " 101 ".
74.	Press [Tab] .
75.	Enter the Award . Enter " sg00260 ".
76.	Press [Tab] .
77.	Press [Shift+F5] .
78.	Press [Tab] .
79.	Click in the Expenditure Type field. 
80.	Click the Edit Field button. 
81.	Because the auto-population in this example failed, you must alter the expenditure type to the correct expenditure type for the employee. Click the OK button. 
82.	Click the Expenditure Type button. 
83.	Enter the wild card into the Find field. Enter " % ".
84.	Click the Find button. 

Step	Action
85.	<p>Choose from the list of options.</p> <p>Click the Salary, Class Staff OT list item.</p> <p>Salary, Class Staff OT</p>
86.	<p>Click the OK button.</p> 
87.	<p>Enter Percent.</p> <p>Enter "25.00".</p>
88.	<p>Press [Tab].</p>
89.	<p>Verify that the values in the Unaccounted Balance fields for both the amount and percent are zero.</p>
90.	<p>Before submitting the action:</p> <p>You must "freeze" the record. Once the record is frozen, you can still cancel your entry but you cannot change it.</p> <p>Click the Freeze Set button.</p> 
91.	<p>Perform a final check of your work before submitting the request for processing.</p> <p>When ready, click the Submit button.</p> 
92.	<p>The Submit dialog displays. Notes about Batch Name:</p> <ul style="list-style-type: none"> • Name must be unique and consist of no more than 30 character spaces. • UVa uses the following naming convention: <ul style="list-style-type: none"> • School/department prefix • Last name of employee you are adjusting • First name or initial • Date entered • Name cannot contain the following characters: <, >, “, ‘, \, &



Step	Action
93.	<p>Enter the Batch Name.</p> <p>In this exercise the employee's Organization is '20349 FM-Health Sys PP Zone 4'. The school department prefix is the two alpha characters after the Organization number, in this case 'FM'. Use your Organization prefix when doing your LD Adjustments.</p> <p>Enter "FM-Haggard, Larry-23-may-2013".</p>
94.	<p>Some text is defaulted in the Comments field. Enter additional comments that explain why you need to submit an adjustment.</p> <p>If the adjustment impacts a G or Z award, follow these (http://www.virginia.edu/sponsoredprograms/compliance/labordistribution.html) instructions.</p>
95.	<p>If you do not want to submit the adjustment click Cancel instead of OK.</p> <p>Click the OK button.</p> 
96.	<p>Important Notes:</p> <ul style="list-style-type: none"> • If you determine at this point that a mistake was made or the adjustment is no longer needed, you cannot do a new adjustment to reverse this request until the next day. • Adjustments to G and Z awards route to OSP for approval via workflow. Contact osp-help@virginia.edu to request the adjustment be returned or rejected.

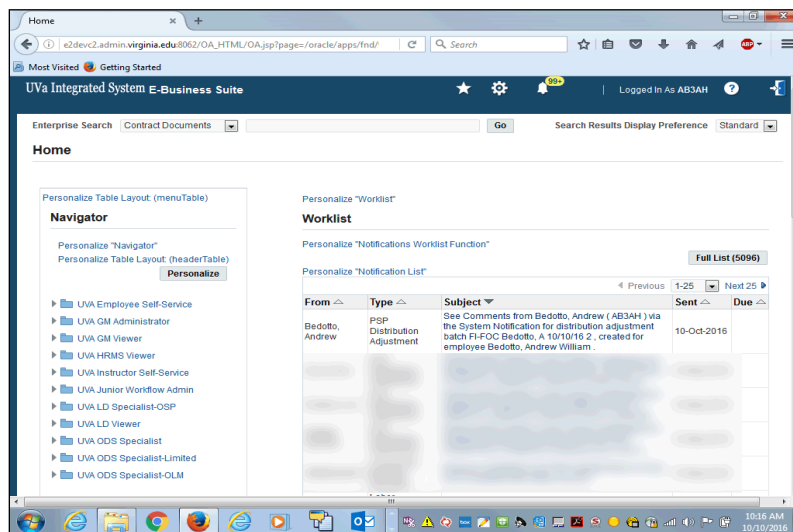
Step	Action
97.	The Distribution Adjustments form is cleared and a blank Find Distributions window displays. If not initiating further adjustments you may close the windows.
98.	Congratulations! You have completed the simulation on Defining a Distribution Adjustment with Multiple Exp Types by Assignment . End of Procedure.

Working with LD Notifications


Procedure

After submitting an LD Adjustment on a G or Z account, the adjustment goes to the Office of Sponsored Programs (OSP) for approval. If OSP needs more information they may return the adjustment in the form of an LD notification.

In this exercise you will resubmit a labor distribution adjustment notification.



Step	Action
1.	Click the worklist notification Subject to open the details of the notification. See Comments from Bedotto, Andrew (AB3AH) via the System Notification for distribution adjustment batch FI-FOC Bedotto, A 10/10/16 2 , created for employee Bedotto, Andrew William .
2.	Click the vertical scrollbar.
3.	Enter the requested information into the Note field after the pre-populated comments using the following format. See the FOC reason code list (http://foc.virginia.edu/labor-distribution-adjustments) if you need assistance. Enter " cce4f: reason code #5, lab specialist ".
4.	Click the horizontal scrollbar to display the action push buttons.

Step	Action
5.	Clicking the Cancel button takes you back to the worklist page so you can start over.
6.	Clicking the Finish button will delete your adjustment batch and allow you to access the distribution lines for the period again. Clicking Finish throws away your adjustment.
7.	Click the Resubmit button to return the requested information to OSP. 
8.	Note you no longer see the notification in your worklist.
9.	Congratulations! You have completed the simulation on Working with LD Notifications . End of Procedure.