Using the Labor Distribution System
What is Labor Distribution?

Summary of:
- Payroll transactions
- Retroactive adjustments to source distributions on Personnel Action Forms (PAFs) per PAF effective date
- Additional transactions specific to sponsored programs activity:
  - Cost transfers
  - Mass transfers from one project year to the next
What Can I Access?

- **Account level**
  - Per your security authorization, you may have access by business unit, department and/or product (grant, special purpose, or gift account)

- **Employee level**
  - *Full access*- security authorization for all accounts this employee has been charged to since 12/98
  - *Partial access*- security authorization for some accounts this employee has been charged to since 12/98; pop-up box will advise you that you are seeing partial information for an employee; click OK to proceed
Why Obtain Access?

- View employee detail to support General Ledger summary
- View pay-related transactions on timely basis
- Determine if retroactive salary adjustments processed
- Perform ‘what if’ analysis
When Are Transactions Available?

- On Tuesday preceding payday, payroll transactions available for viewing
- Retroactive salary adjustments processed during second week of the final pay period for a given month
- Summary transactions to General Ledger Wednesday before payday
- Gross Job and Current Earnings reports in VistaPlus on Wednesday before payday
Navigating through Labor Distribution

Samples of LD Screens
Samples of LD Results
Logon Requirements

Enter campus key, network password and click OK
What Do You Want to See or Do?

- Views
  - Employee
  - Account
  - Search for retroactive transaction
  - Historical retroactive search

- ‘What if’ simulations
  - Mass change
  - Percent change
  - Cost transfer
What is View by Employee?

- Review salary information for an employee for a specified time period by account
- Results displayed two ways:
  - Summary
  - Detail by pay period
View Options

Select option by menu drop-downs or by picture icons
Enter Employee number (with or without leading 3 zeros), record # (only need to update if employee has multiple jobs), period and Search
### Summary View

The **Summary tab** shows earnings by account code. Results can be printed or downloaded to Excel. If downloaded, both tabs of results will appear in separate worksheets of the same file.

#### Detailed View

<table>
<thead>
<tr>
<th>Employee</th>
<th>Account Code</th>
<th>Salary</th>
<th>Fringe</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>08030000 A50701</td>
<td>$5,141.15</td>
<td>$1,305.62</td>
</tr>
<tr>
<td></td>
<td>08030000 C10101</td>
<td>$3,606.65</td>
<td>$916.13</td>
</tr>
<tr>
<td></td>
<td>08030000 R70101</td>
<td>$9,180.66</td>
<td>$2,331.87</td>
</tr>
<tr>
<td></td>
<td>08030000 R70401</td>
<td>$13,770.92</td>
<td>$3,497.89</td>
</tr>
<tr>
<td></td>
<td>08030000 Z19802</td>
<td>$5,901.90</td>
<td>$1,499.11</td>
</tr>
<tr>
<td></td>
<td>08030000 Z22401</td>
<td>$524.60</td>
<td>$133.24</td>
</tr>
<tr>
<td></td>
<td>08030000 Z22801</td>
<td>$2,295.13</td>
<td>$582.93</td>
</tr>
<tr>
<td></td>
<td>08030000 Z26901</td>
<td>$2,032.85</td>
<td>$516.35</td>
</tr>
<tr>
<td></td>
<td>08030000 Z30801</td>
<td>$826.26</td>
<td>$209.86</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>$43,280.12</strong></td>
<td><strong>$10,993.20</strong></td>
</tr>
</tbody>
</table>
**Employee View Results_Detail**

The **Detail tab** shows earnings by account code by pay number. If only interested in detail on a particular account, pull down the account box, select the account, and search.

Results can be printed or downloaded to Excel. If downloaded, both tabs of results will appear in separate worksheets of same file.
What is View by Account?

- Review salary information for a specified time period by account
- Results displayed three ways:
  - Summary by pay period
  - Summary by employee
  - Employee by pay period
View by Account

Select option by menu drop-downs or by picture icons
Account Code View

Enter account code, from and to dates, and Search
Account Code View

If you enter an account code for which you are not authorized, you will receive above violation and no resulting information.
Account Code View

Results_Summary

Summary tab shows earnings by pay period with total in top right corner. For grant accounts, note sponsor name and grant period per general ledger.

Results can be printed or downloaded to Excel. If downloaded, all three tabs of results will appear in separate worksheets of same file.
Account Code View

Results_Employees

Click on Employees tab showing earnings by employee

Results can be printed or downloaded to Excel. If downloaded, all three tabs of results will appear in separate worksheets of same file.
Account Code View

Results_Pay Dates

Click on Pay Dates tab showing earnings by employee by pay period

Results can be printed or downloaded to Excel. If downloaded, all three tabs of results will appear in separate worksheets of same file.
What is Search for Retro?

- Allows you to determine if a retroactive salary adjustment (PAF) or cost transfer has been processed
- Search by:
  - Employee
  - Account from (account being credited)
  - Account to (account being debited)
- Historical search for transactions prior to 5/02
Search for a Retro

Select option by menu drop-downs or by picture icons
Enter employee ID, source account to be credited and/or target account to be debited and Search
Search for a Retro Results

**Results show date retroactive adjustment processed, employee ID, source account credited, target account debited, start and end dates of transaction, salary amount**
Search for a Retro Results

Type column codes: PCT-adjustment per PAF, AMT-adjustment per Cost Transfer, MASS-mass transfer

Summary tab notes percentages per source distribution section of PAF.

<table>
<thead>
<tr>
<th>Date</th>
<th>Employee ID</th>
<th>Source Account</th>
<th>Target Account</th>
<th>Start Date</th>
<th>End Date</th>
<th>Amount</th>
<th>Type</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/27/03</td>
<td>000701925</td>
<td>A37101</td>
<td>08018035</td>
<td>07/01/03</td>
<td>09/05/03</td>
<td>104.16</td>
<td>PCT</td>
<td>NT101</td>
</tr>
<tr>
<td>11/24/03</td>
<td>00593857</td>
<td>10018035</td>
<td>08018035</td>
<td>07/01/03</td>
<td>10/31/03</td>
<td>309.14</td>
<td>PCT</td>
<td>NT101</td>
</tr>
</tbody>
</table>

Restricted Access Percentage = 10.0000%
What is Retros menu option?

- Perform ‘what if’ analysis for account or employee
  - Account
    - Mass change of all activity for specified period from one account to another
  - Employee
    - Percent change—simulate processing of retroactive PAF
    - Cost transfer—simulate processing of sponsored programs Request for Cost Transfer

- Your simulation will *not* be posted to the labor distribution system
Select option by menu drop-downs or by picture icons
Enter source account to credit, period to be transferred and target account to debit and Search.
### Mass Change Results

**Results show period, employee, pay number, hours, salary, fringe benefits, total at bottom**

<table>
<thead>
<tr>
<th>Period</th>
<th>Empl Id</th>
<th>Rcd#</th>
<th>Name</th>
<th>Pay No</th>
<th>Hours</th>
<th>Earnings</th>
<th>Fringe</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/04 - 01/09/04</td>
<td>000123456</td>
<td>0</td>
<td>John Smith</td>
<td>1/2004</td>
<td>1.68</td>
<td>$72.71</td>
<td>$18.47</td>
</tr>
<tr>
<td>01/01/04 - 01/09/04</td>
<td>00024680</td>
<td>0</td>
<td>Jane Doe</td>
<td>1/2004</td>
<td>4.82</td>
<td>$250.89</td>
<td>$63.73</td>
</tr>
<tr>
<td>01/01/04 - 01/09/04</td>
<td>00024680</td>
<td>0</td>
<td>Jane Doe</td>
<td>1/2004</td>
<td>4.82</td>
<td>$250.89</td>
<td>$63.73</td>
</tr>
</tbody>
</table>

**Totals:**

- 11.32
- $574.49
- $145.93
Percent Change

Select option by menu drop-downs or by picture icons
Enter Employee number (with or without leading 3 zeros), record # (only need to update if employee has multiple jobs), beginning and ending dates and Search
**Percent Change Results**

**Percent Change Request Form**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Percent</th>
<th>Amount</th>
<th>RS/OV</th>
<th>Adj Percent</th>
<th>Adj Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>08012345</td>
<td>39.075</td>
<td>$73,107.65</td>
<td></td>
<td>39.075</td>
<td>$73,107.65</td>
</tr>
<tr>
<td>08012345</td>
<td>49.269</td>
<td>$92,180.36</td>
<td></td>
<td>49.269</td>
<td>$92,180.36</td>
</tr>
<tr>
<td>08012345</td>
<td>5.834</td>
<td>$10,915.92</td>
<td></td>
<td>5.834</td>
<td>$10,915.92</td>
</tr>
<tr>
<td>08012345</td>
<td>0.922</td>
<td>$1,724.92</td>
<td></td>
<td>0.922</td>
<td>$1,724.92</td>
</tr>
<tr>
<td>08012345</td>
<td>0.922</td>
<td>$1,724.93</td>
<td></td>
<td>0.922</td>
<td>$1,724.93</td>
</tr>
<tr>
<td>08012345</td>
<td>0.922</td>
<td>$1,724.92</td>
<td></td>
<td>0.922</td>
<td>$1,724.92</td>
</tr>
<tr>
<td>08012345</td>
<td>0.922</td>
<td>$1,724.92</td>
<td></td>
<td>0.922</td>
<td>$1,724.92</td>
</tr>
</tbody>
</table>

**Red asterisk indicates portion of specified period falls outside grant period**

**Result shows percentage charged to each account for specified period totaling 100%. To simulate retroactive PAF, enter revised percentages in Adj Percent column which will then recompute Adj Amount column. Click Add button to enter additional account numbers.**
Cost Transfer

Select option by menu drop-downs or by picture icons
Enter Employee number (with or without leading 3 zeros), record # (only need to update if employee has multiple jobs), beginning and ending dates and Search
Cost Transfer Results

To simulate processing of Cost Transfer, enter target account and transfer amt
Cost Transfer Results

Result shows dollars charged to each account number for specified period. Entries you make will be reflected in Adjusted column and summarized at bottom of panel.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Available</th>
<th>Adjusted</th>
<th>RS/OV</th>
<th>Target Account</th>
<th>Transfer Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>20930020</td>
<td>$34.646.66</td>
<td>$30.000.00</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>93070000</td>
<td>$448.56</td>
<td>$448.56</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>08041025</td>
<td>$0.00</td>
<td>$4,646.66</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source Account</th>
<th>Target Account</th>
<th>Amount</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>20930020</td>
<td>08041025</td>
<td>$4,646.66</td>
<td></td>
</tr>
</tbody>
</table>
Questions About Using Labor Distribution

- Select Help on menu and review troubleshooter tips
- Contact cheryl.scully@jefferson.edu or 3-7965