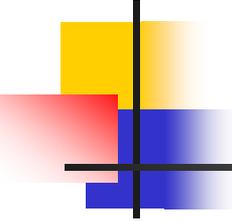


Using the Labor Distribution System

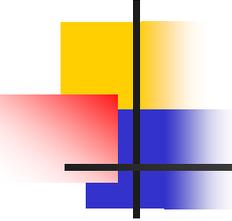




What is Labor Distribution?



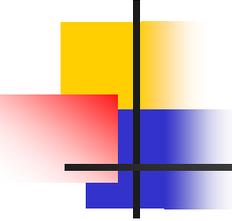
- Summary of:
 - Payroll transactions
 - Retroactive adjustments to source distributions on Personnel Action Forms (PAFs) per PAF effective date
 - Additional transactions specific to sponsored programs activity:
 - Cost transfers
 - Mass transfers from one project year to the next



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

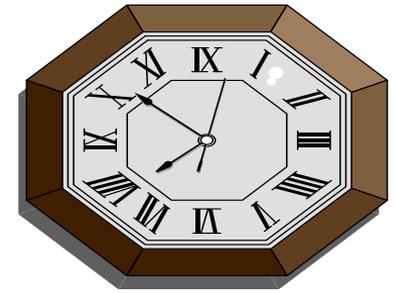


Why Obtain Access?



- 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?



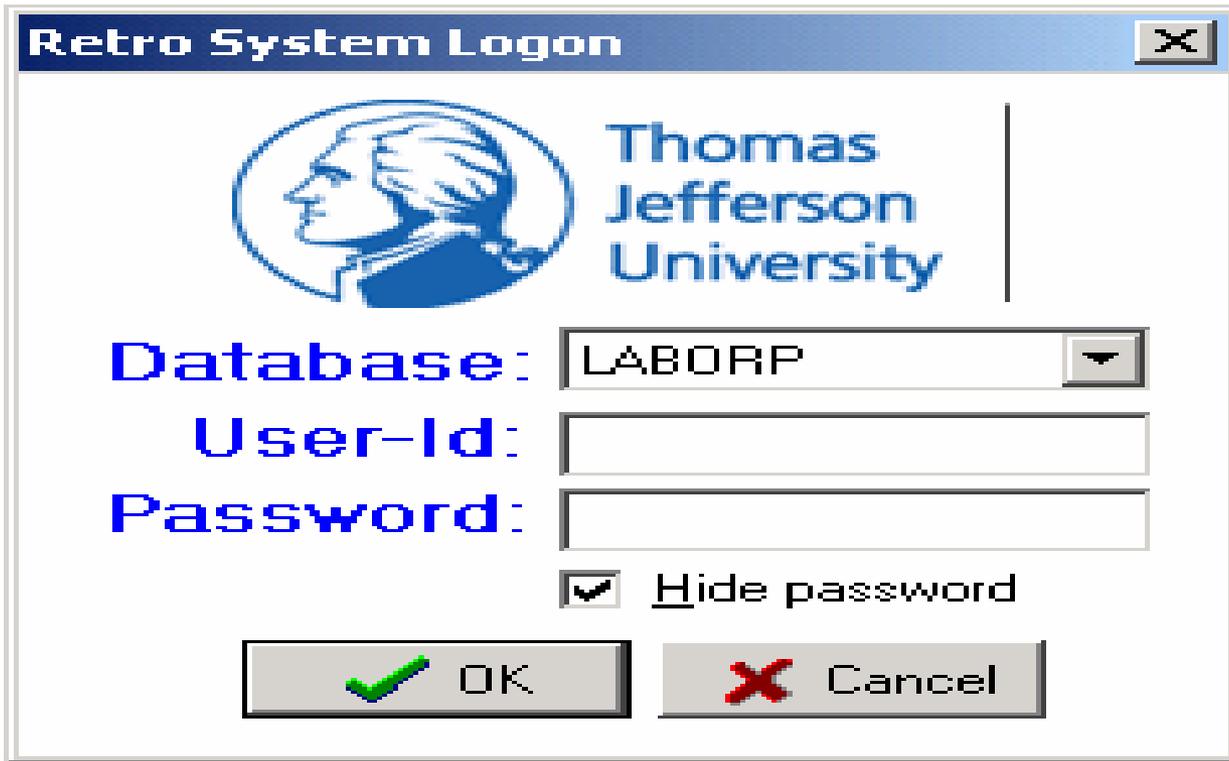
- On Tuesday preceding payday, payroll transactions available for viewing
- Retroactive salary adjustments processed during second week of the final pay period for a given month
- Summary transactions to General Ledger Wednesday before payday
- Gross Job and Current Earnings reports in VistaPlus on Wednesday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

Navigating through Labor Distribution

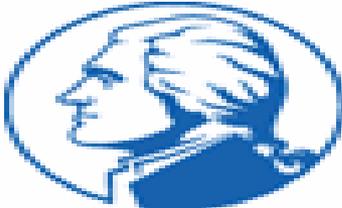
Samples of LD Screens
Samples of LD Results



Logon Requirements



Retro System Logon [X]

 Thomas
Jefferson
University

Database: LABORP [v]

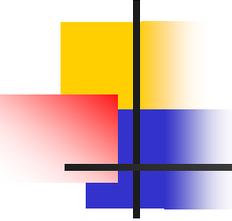
User-Id: []

Password: []

Hide password

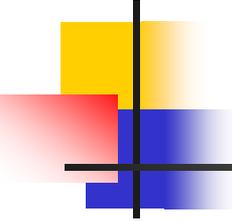
 **OK**  **Cancel**

Enter campus key, network password and click OK



What Do You Want to See or Do?

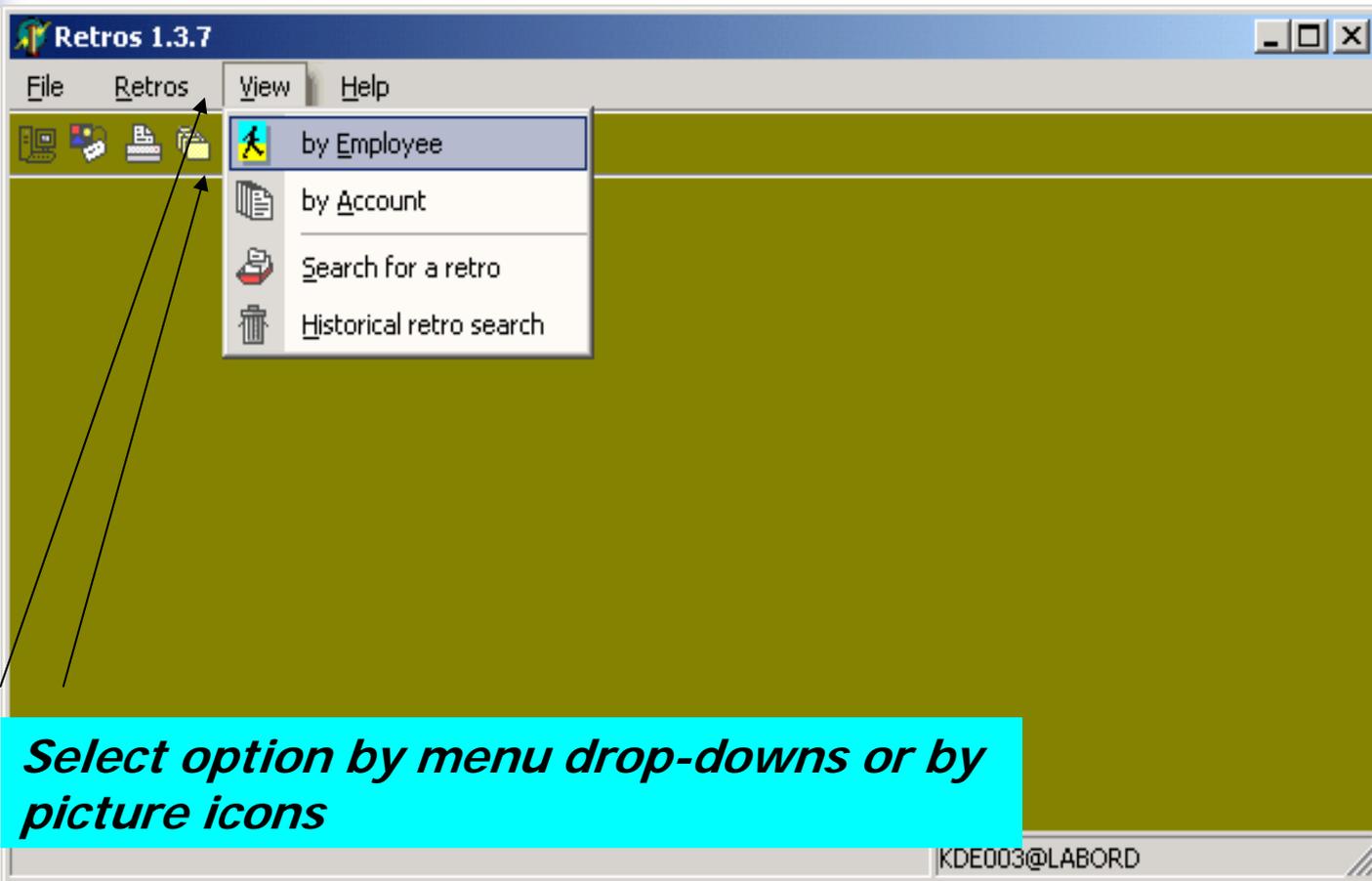
- Views
 - Employee
 - Account
 - Search for retroactive transaction
 - Historical retroactive search
- 'What if' simulations
 - Mass change
 - Percent change
 - Cost transfer



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



Employee View

The screenshot shows the 'Employee View' window with the following fields and controls:

- Employee: 000123456
- Rcd#: 0
- Account: [Dropdown]
- Period: 01/04/04 through: 09/03/04
- Buttons: Search, Close
- Summary/Detail tabs
- Table with one highlighted row
- Information dialog box: Partial Security Access, OK
- Print and Export buttons
- Status bar: KDE003@LABORD

Arrows point from the text box to the Employee, Rcd#, and Search fields.

Enter Employee number (with or without leading 3 zeros), record # (only need to update if employee has multiple jobs), period and Search

Employee View Results_Summary

Employee View

Employee: 000123456 Rcd#: 0 Account: Search

Period: 01/04/04 through: 09/03/04 Close

Summary Detail

Employee	Account Code	Salary	Fringe
John Doe	08030000 A50701	\$5,141.15	\$1,305.82
	08030000 C10101	\$3,606.65	\$916.13
	08030000 R70101	\$9,180.66	\$2,331.87
	08030000 R70401	\$13,770.92	\$3,497.89
	08030000 Z19802	\$5,901.90	\$1,499.11
	08030000 Z22401	\$524.60	\$133.24
	08030000 Z22801	\$2,295.13	\$582.93
	08030000 Z26901	\$2,032.85	\$516.35
	08030000 Z30801	\$826.26	\$209.86
	TOTALS	\$43,280.12	\$10,993.20

Print Export

03@LABORD

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 same file.

Employee View Results_Detail

Employee: 000123456 Rcd#: 0 Account: Search

Period: 01/04/04 through: 09/03/04 Close

Summary Detail

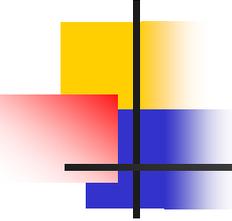
Employee	Account	Start	End	Pay No	Hours	Salary	F
John Doe	08030000 C10101	01/04/04	01/09/04	1/2004	2.80	\$91.81	\$
	08030000 R70101	01/04/04	01/09/04	1/2004	8.00	\$262.29	\$
	08030000 R70401	01/04/04	01/09/04	1/2004	12.00	\$393.46	\$
	08030000 Z19802	01/04/04	01/09/04	1/2004	5.60	\$183.64	\$
	08030000 Z22401	01/04/04	01/09/04	1/2004	4.00	\$131.15	\$
	08030000 Z22801	01/04/04	01/09/04	1/2004	2.00	\$65.58	\$
	08030000 Z26901	01/04/04	01/09/04	1/2004	2.00	\$65.58	\$
	08030000 Z30801	01/04/04	01/09/04	1/2004	3.60	\$118.04	\$
						\$1,311.55	\$
						\$183.61	\$
						\$524.61	\$

Print Export

Detail tab shows earnings by account code by pay number

If only interested in detail on a particular account, pull down account box, select account, and Search

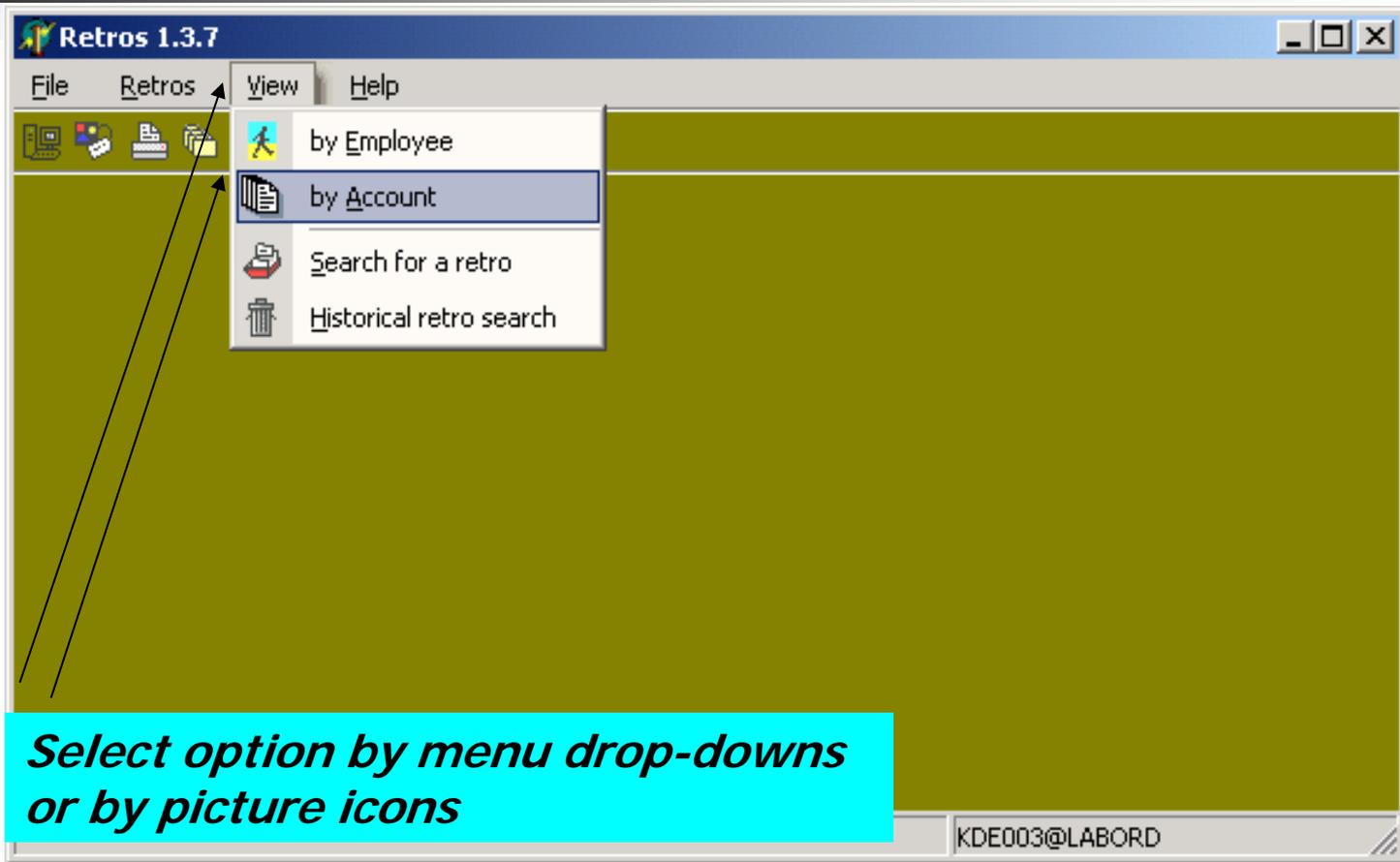
Results can be printed or downloaded to Excel. If downloaded, both tabs of results will appear in separate worksheets of same file.



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



Account Code View

Account code: 100-18005

From: 05/01/04

To: 06/20/04

Pay numbers within range:

Total Salary:

Total Fringe:

Search

Close

Summary | Employees | Pay Dates

Period Start	End Date	Pay No	Salary	Fringe

Print

Export

KDE003@LABORD

***Enter account code, from and to dates,
and Search***

Account Code View

The screenshot shows the 'Account Code View' application window. At the top, there are input fields for 'Account code: 100-18005', 'From: 05/01/04', and 'To: 06/20/04'. To the right, there are labels for 'Total Salary:' and 'Total Fringe:', and buttons for 'Search' and 'Close'. Below these is a tabbed interface with 'Summary', 'Employees', and 'Pay Dates' tabs. A table with columns 'Period Start', 'End Date', 'Pay No', 'Salary', and 'Fringe' is visible, but it is empty. An 'Information' dialog box is overlaid on the table, displaying a blue information icon and the text 'No Security Access' with an 'OK' button. At the bottom right of the window, there are 'Print' and 'Export' buttons, and the text 'E003@LABORD'.

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

Account code: 080-24987 Q18248 CODAAP Total Salary: \$96,466.22

From: 05/01/04 07/01/03 thru 06/30/04 Total Fringe: \$24,502.49

To: 06/20/04 Pay numbers within range: 10/2004 THRU 13/2004

From Date	To Date	Pay Period	Salary	Fringe
05/01/04	05/14/04	10/2004	\$27,194.87	\$6,907.53
05/15/04	05/28/04	11/2004	\$28,134.30	\$7,146.13
05/29/04	06/11/04	12/2004	\$27,421.89	\$6,965.20
06/12/04	06/20/04	13/2004	\$13,715.16	\$3,483.63

Summary Employees Pay Dates

Print Export

KDED03@LABORD

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

The screenshot shows a software window titled 'Account Code View'. At the top, there are input fields for 'Account code: 080-24987 Q18248 CODAAP', 'From: 05/01/04', 'To: 06/20/04', and a date range '07/01/03 thru 06/30/04'. Summary statistics include 'Total Salary: \$96,466.22' and 'Total Fringe: \$24,502.49'. A 'Pay numbers within range: 10/2004 THRU 13/2004' is also displayed. Below these fields are 'Search' and 'Close' buttons. A tabbed interface at the bottom has three tabs: 'Summary', 'Employees', and 'Pay Dates'. The 'Employees' tab is active, displaying a table with columns for 'Employee', 'Employee Name', 'Salary', and 'Fringe'. The table contains two rows: John Doe and Jane Smith. At the bottom right, there are 'Print' and 'Export' buttons, and a status bar showing 'KDE003@LABORD'.

Employee	Employee Name	Salary	Fringe
000123456	John Doe	\$9,790.59	\$2,486.82
000123987	Jane Smith	\$2,991.35	\$759.81

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

Account Code View

Account code: 080-24987 Q18248 CODAAP Total Salary: \$96,466.22 Search

From: 05/01/04 07/01/03 thru 06/30/04 Total Fringe: \$24,502.49

To: 06/20/04 Pay numbers within range: 10/2004 THRU 13/2004 Close

Summary Employees Pay Dates

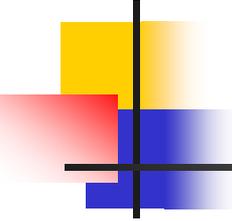
Name	Starting	Ending	Pay No	Salary	Fringe
000123456 John Doe	01-May-2004	14-May-2004	10/2004	\$2,797.31	\$710.52
	15-May-2004	28-May-2004	11/2004	\$2,797.31	\$710.52
	29-May-2004	11-Jun-2004	12/2004	\$2,797.31	\$710.52
	12-Jun-2004	25-Jun-2004	13/2004	\$1,398.66	\$355.26
	TOTALS			\$9,790.59	\$2,486.82
000123987 Jane Smith	01-May-2004	14-May-2004	10/2004	\$854.67	\$217.09
	15-May-2004	28-May-2004	11/2004	\$854.67	\$217.09
	29-May-2004	11-Jun-2004	12/2004	\$854.67	\$217.09
	12-Jun-2004	25-Jun-2004	13/2004	\$427.34	\$108.54
	TOTALS			\$2,991.35	\$759.81

Print Export

DE005@LABORD

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

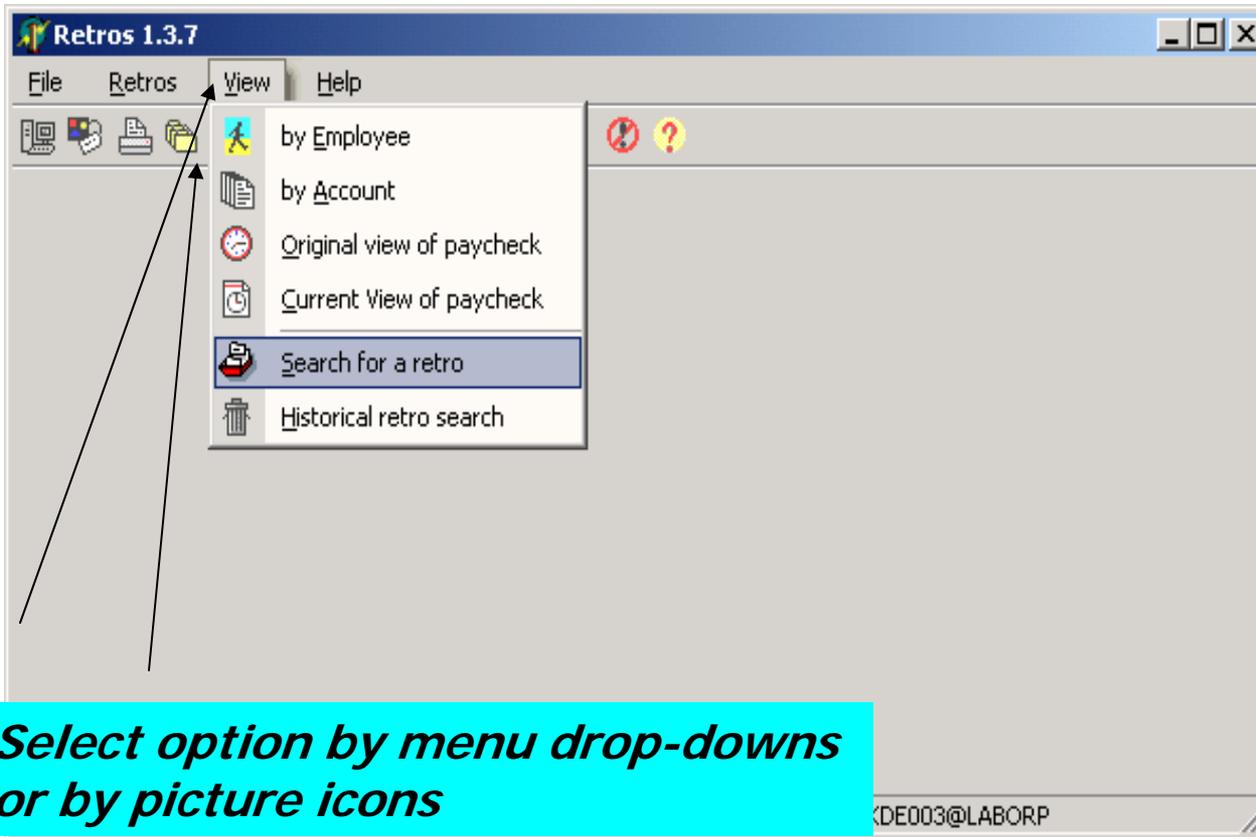
Results can be printed or downloaded to Excel. If downloaded, all three tabs of results will appear in separate worksheets of same file.



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



Search for a Retro

Search for a Retro

Retro Date: Source account: Type:
Employee ID: Target account:
Payroll Dates: thru Amount: and User:

Date	Employee ID	Source Account	Target Account	Start Date	End Date	Amount	Type	User
------	-------------	----------------	----------------	------------	----------	--------	------	------

Information
Partial Security Access

Summary Details

Enter employee ID, source account to be credited and/or target account to be debited and Search

Search for a Retro Results

Search for a Retro

Retro Date: Source account: Type:  Search

Employee ID: Target account:  Close

Payroll Dates: thru Amount: and User:

Date	Employee ID	Source Account	Target Account	Start Date	End Date	Amount	Type	User
11/25/02	000595224	08018045 H04501	08018045 A61201	07/01/02	10/04/02	509.76	PCT	NFIOLA
11/25/02	000595224	08018045 H04501	08018045 H04601	07/01/02	10/04/02	33.36	PCT	NFIOLA
11/25/02	000595224	94040720	08018045 H04601	07/01/02	10/04/02	176.4	PCT	NFIOLA
11/26/02	000595224	08018045 H04501	08018045 H12101	03/23/02	06/28/02	24.92	AMT	CXS107
11/26/02								CXS107
11/26/02								CXS107
11/26/02								CXS107

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

Summary

Account	Amount
08018045 H04501	0.000%
08018045 A61201	50.000%
08018045 H04601	50.000%

 Unpost  Print  Export

Search for a Retro Results

Search for a Retro

Retro Date:

Employee ID:

Payroll Dates: thr

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

Date	Employee ID	Source Account	Target Account	Start Date	End Date	Amount	Type	User
10/27/03	000701925	08018035 A37101	08018035 Z30301	07/01/03	09/05/03	104.16	PCT	NTF101
11/24/03	000593857	10018035	08018035 Z30301	07/01/03	10/31/03	309.14	PCT	NTF101

**Summary tab notes percentages per source
distribution section of PAF.**

Summary

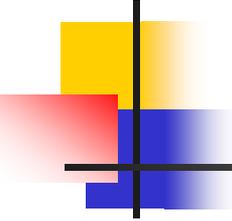
Account Code	Percent
08018035 A37101	72.000%
08018035 Z30301	18.000%

Restricted Access Percentage = 10.000%

Unpost

Print

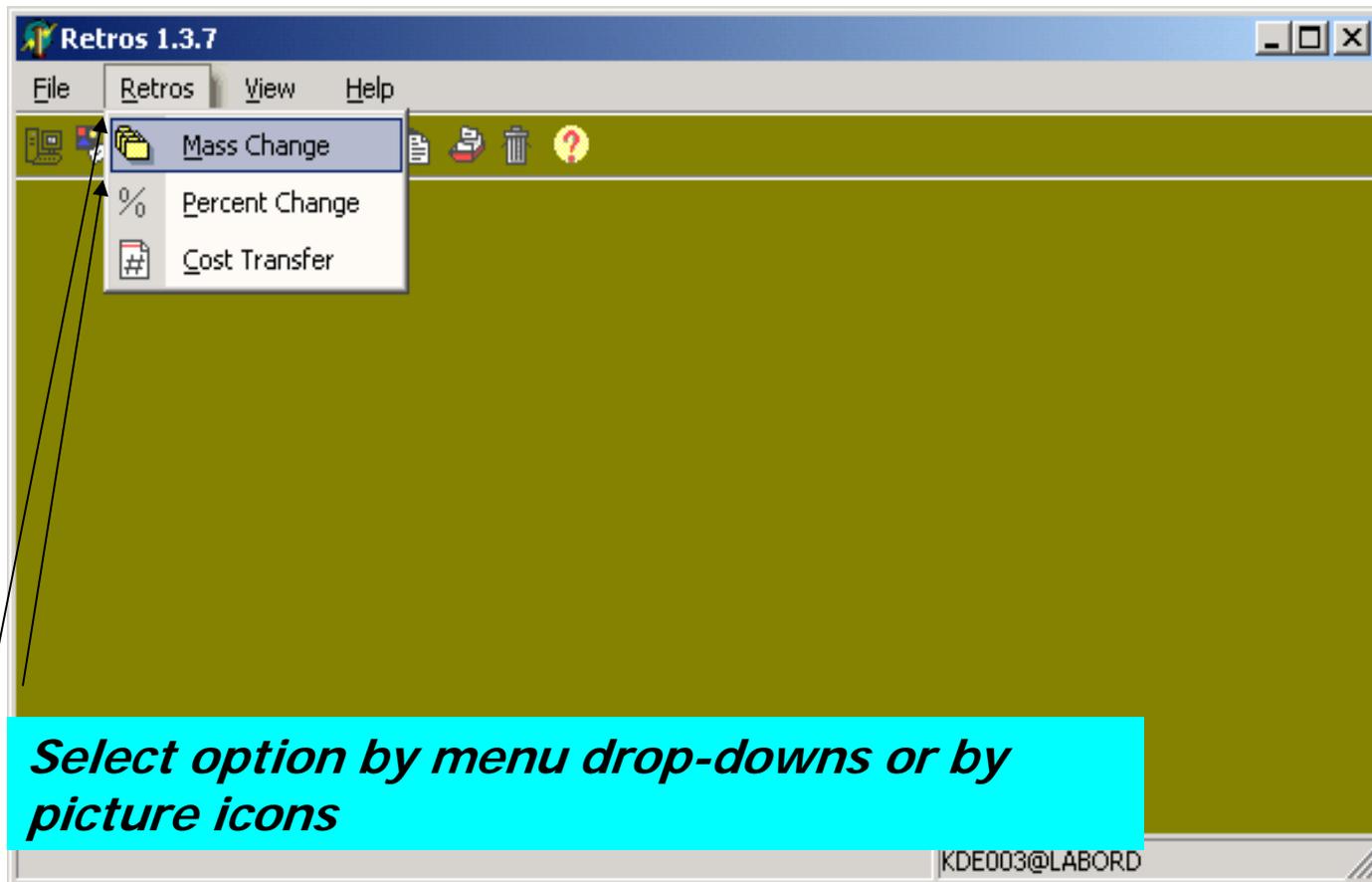
Export



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

Retros



Mass Change

Mass Change

Source: 080-18045 B03801 VARIOUS SPONSORS 11/01/98 thru 12/31/50
Target: 080-18035 H96801 MERCK 02/26/04 thru 02/25/05

03/01/04 - 03/31/04 Pay Period: Search Close

Period	Empl Id	Rcd#	Name	Pay No	Hours	Earnings	Fringe

Enter source account to credit, period to be transferred and target account to debit and Search

Cancel TOTALS:

Requested dates fall outside of grant dates TXV103@LABORP

Mass Change Results

Mass Change [X]

Source: 080-41025 A53001 RAYMOND C. AND DORIS N. GRANDO 01/01/04 - 05/01/04 Search
07/01/01 thru 06/30/05
Target: 080-18035 R45203 2R01CA75123-05 Pay Period: [] [] Close
02/25/02 thru 01/31/05

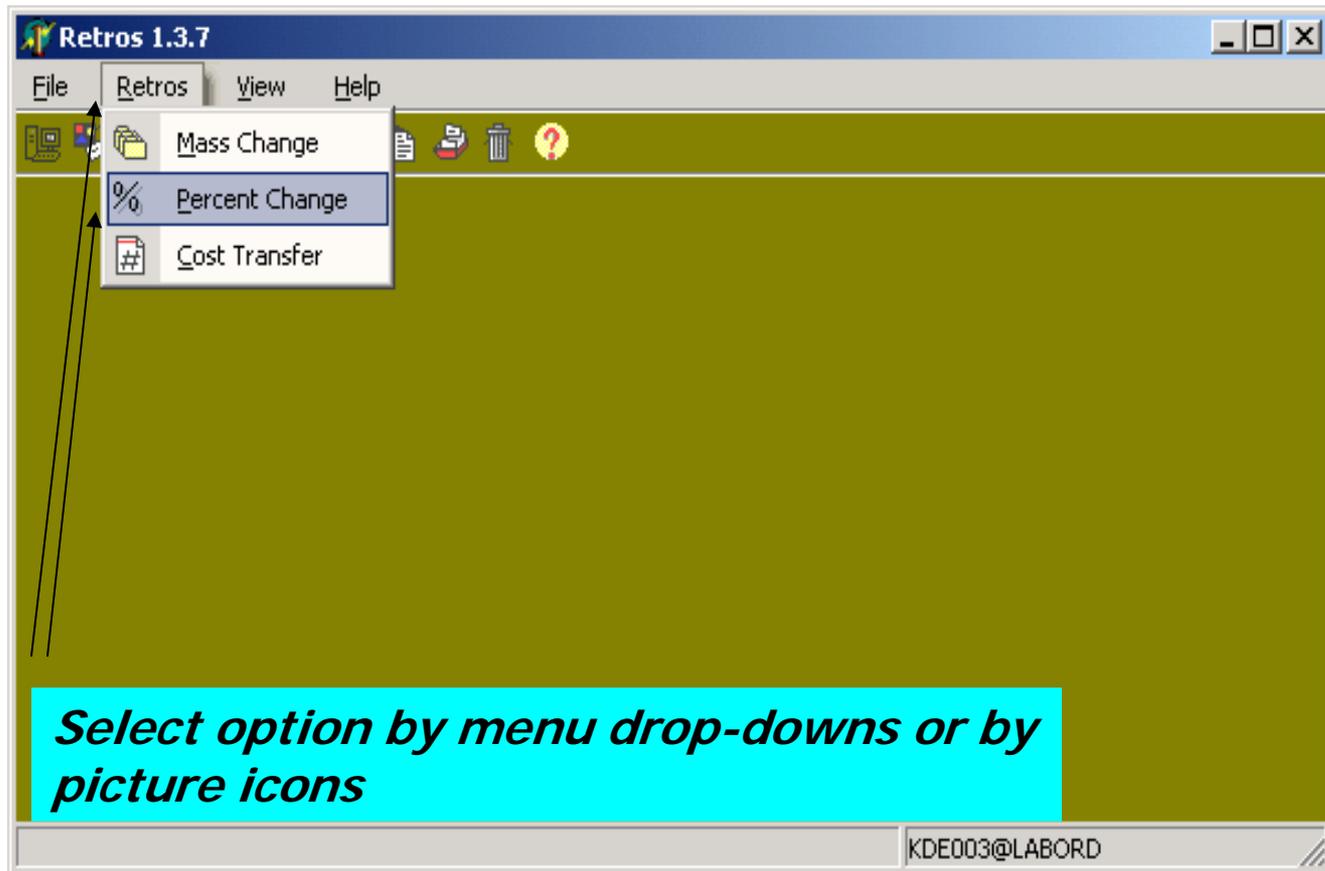
Period	Empl Id	Rcd#	Name	Pay No	Hours	Earnings	Fringe	
01/01/04 - 01/09/04	000123456	0	John Smith	1/2004	1.68	\$72.71	\$18.47	
01/01/04 - 01/09/04	00024680	0	Jane Doe	1/2004	4.82	\$250.89	\$63.73	
01/01/04 - 01/09/04	00024680	0	Jane Doe	1/2004	4.82	\$250.89	\$63.73	

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

[X] Cancel

TOTALS: 11.32 \$574.49 \$145.93

Percent Change



Percent Change

Percent Change Request Form

Empl ID: Rcd#: Beginning: Pay Period:
Ending:

Account Number	Percent	Amount	BS/OV	Adj Percent	Adj Amount

Information
Partial Security Access
OK

Post Cancel
IORP

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

Empl ID: 000595224 Rcd#: Beginn End

Tom Jones

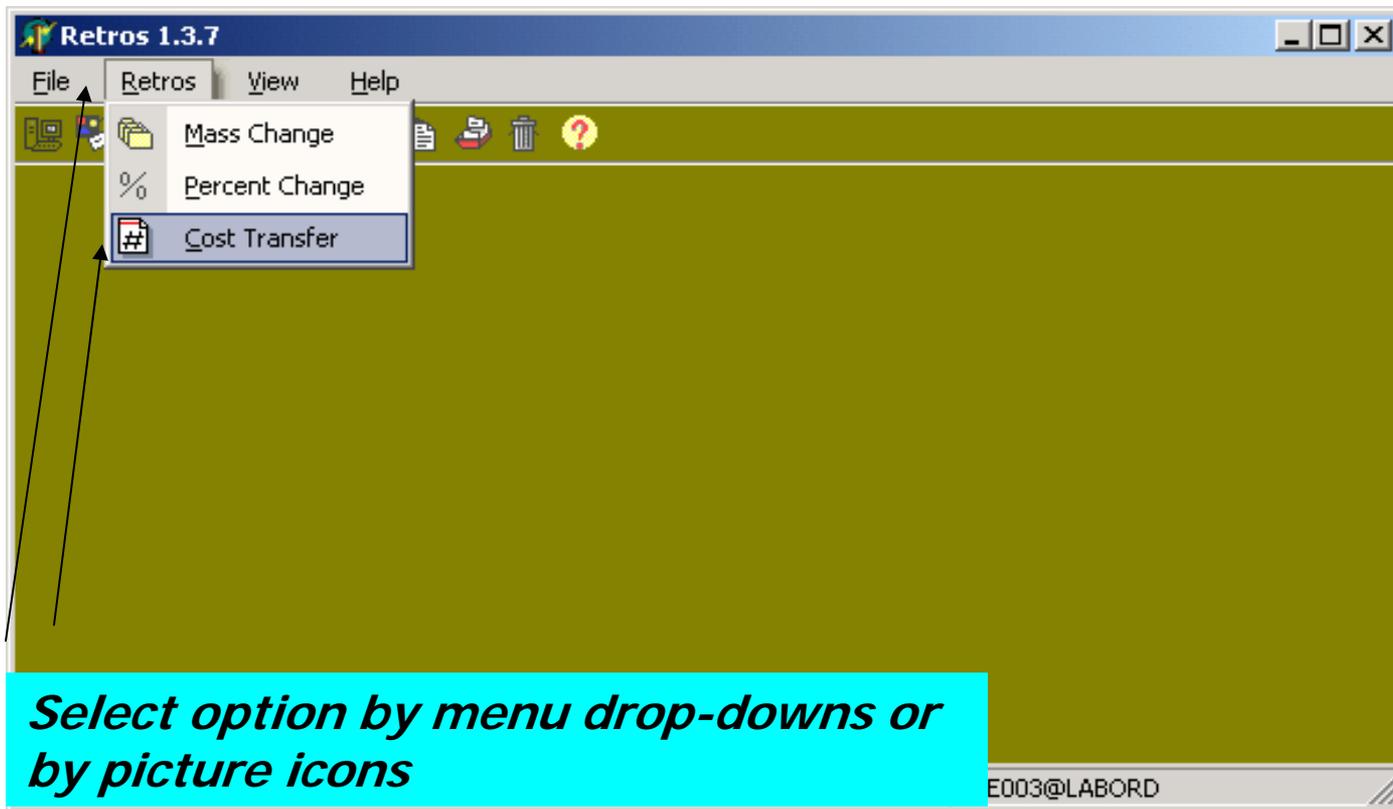
Account Number	Percent	Amount	RS/OV	Adj Percent	Adj Amount	
08012345 A61201 08/01/02 to 12/31/50	39.075	\$73,107.65		39.075	\$73,107.65	*
08012345 H04501 03/01/99 to 06/30/04	49.269	\$92,180.36		49.269	\$92,180.36	*
08012345 H04601 05/01/99 to 04/30/03	5.834	\$10,915.92		5.834	\$10,915.92	*
08012345 H12101 09/01/99 to 08/31/02	0.922	\$1,724.92		0.922	\$1,724.92	*
08012345 H31101 03/01/01 to 08/30/03	0.922	\$1,724.93		0.922	\$1,724.93	*
08012345 H31201 01/01/01 to 05/31/02	0.922	\$1,724.92		0.922	\$1,724.92	*
08012345 H35001 09/01/01 to 08/31/03	0.922	\$1,724.92		0.922	\$1,724.92	*
08012345 H38001 09/10/01 to 09/09/02	0.922	\$1,724.92		0.922	\$1,724.92	*
08012345						
TOTALS						

+ Add

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



Cost Transfer

Employee Change Request

Empl ID: Rcd#: Beginning: Pay Period:
Ending:

Account Number	Available	Adjusted	RS/OV	Target Account	Transfer Amt

Source Account | Target Account | Amount | Result

XV103@LABORP

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

Employee Change Request

Empl ID: Rcd#: Beginning: Pay Period:
John Smith Ending:

Account Number	Available	Adjusted	RS/OV	Target Account	Transfer Amt
20930020	\$94,646.66	\$94,646.66		080-41025 A53001	4646.66
93070000 919270	\$448.56	\$448.56			0.00

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

RAYMOND C. AND DORIS N. GRANDO 07/01/01 thru 06/30/05

KDE003@LABORD

Cost Transfer Results

Employee Change Request

Empl ID: Rcd#: Beginning: Pay Period: Search

John Smith Ending: Close

Account Number	Available	Adjusted	RS/OV	Target Account	Transfer Amt
20930020	\$94,646.66	\$90,000.00			0.00
93070000 919270	\$448.56	\$448.56			0.00
08041025 A53001	\$0.00	\$4,646.66			

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.

Source Account	Target Account	Amount	Result
20930020	08041025 A53001	\$4,646.66	

Clear RAYMOND C. AND DORIS N. GRANDO 07/01/01 thru 06/30/05 Cancel

KDE003@LABORD

Questions About Using Labor Distribution



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