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Introduction to Oracle’s Labor Distribution Application

This training manual will describe the use of Oracle’s Labor Distribution (LD) module. From this point forward the application will be referred to as LD.

LD is the Oracle application that distributes employee earnings to the appropriate PTAE or PTAEOs, an accounting instruction comprised of five segments (Project, Task, Award, Expenditure type, Organization). For information about the segments of the PTAEO, please consult the Chart of Accounts Handbook (www.yale.edu/coa).

This on-line application will allow the user to:

- ENTER labor schedules for C&T (Clerical & Technical), M&P (Managerial & Professional), CAS (Casual), STH (Student Hourly), and FAC (Faculty) employee earnings
- UPDATE labor schedules to reflect start and end dates of funding sources
- MONITOR and MAINTAIN labor schedules based on budgetary and funding source requirements and staffing changes
- DEFINE and APPROVE Distribution Adjustments
- REVIEW LD User Reports
- INCREASE efficiency and accuracy of labor cost management

Learning Objectives

After completing this course you will be able to:

- Understand the Oracle Labor Distribution process
- Log on to the Oracle Labor Distribution Module (LD)
- Exit the Oracle Application
- Understand the components of the Labor Distribution Module
- Create labor schedules for various employee classifications
- Maintain existing labor schedules for various employee classifications, when applicable
- Define and/or approve distribution adjustments by employee name, assignment number, specific pay periods, and earnings elements
- Generate and print Labor Distribution User reports
  - Distribution Adjustment Submitted by Organization
  - Distribution Adjustment Submitted by Employee
  - Distribution History by Org
  - Employee Labor Schedule Report
Support (Who do I Contact)

This Oracle business application is not complicated. That said, business processing at the University is not a trivial affair. Various sources of funding, new applications, upgrades to existing applications, new and changing policies, procedures and compliance issues are just some of the issues all departments have to deal with.

Always remember that you are not alone. Support partners you will need to call on include…

**ITS Help Desk at 432-9000**

**Business Solutions (ga.ld@yale.edu).**

Your instructor for this application:

**Roseann McNulty**

**Business Solutions**

**203-432-9701**

roseann.mcnulty@yale.edu
**Oracle Application Responsibilities – Grants & Contracts**

*Important Note: There are important User Access differences for people doing Grant & Contract accounting transfers as compared to those not involving Grants. Please read below…*

In 2007 the University introduced a new process for employees needing "with grants" added to their Labor Distribution (LD) Oracle responsibility.

The Learning Center no longer teaches Cost Transfer Certification (CTC). Cost Transfer Certification is now taught by Grants & Contracts Financial Administration (GCFA). Cost Transfer Certification is a two hour instructor led session followed by an on-line examination which must be passed successfully.

This is how the new process works:

1. Register for LD class
2. Attend LD class and get access to standard responsibility
3. Register via TMS for Cost Transfer Principles class
4. Pass the online test for above course
5. Client Accounts is notified by GCFA to add "with grants" responsibility to the employee’s user profile.

**LD Roles & Responsibilities**

Any responsibility with grants will not be approved until the user has attended the “Allowability of Costs and Cost Transfer Principles” class and passes the certification.

- **YULD_Department_Grant_Approver**
  - **YULD_STUCAS_Department_Grant_Approver**
    - Create Labor Schedules with or with/out grants
    - Prepare and Approve Distribution Adjustments with or with/out grants
    - **YULD STUCAS**-access all undergraduate students, casual employees and Retiree’s

- **YULD_Phase 2 Dept Manager With NO Grants**
  - **YULD STUCAS Dept Manager With NO Grants**
    - Create Labor Schedules with/out grants
    - Prepare and Approve Distribution Adjustments with/out grants
    - **YULD STUCAS**-access all undergraduate students, casual employees and Retiree’s

- **YULD_Phase 2 Dept LD Accountant With Grants**
  - **YULD STUCAS Dept LD Accountant with Grants**
    - Create Labor Schedules with grants
    - Prepare Distribution Adjustments with grants
• YULD Phase 2 Dept LD Accountant With NO Grants
  YULD STUCAS Dept LD Accountant With NO Grants
  • Create Labor Schedules with/out grants
  • Prepare Distribution Adjustments with/out grants
  • YULD STUCAS-access all undergraduate students, casual employees and Retiree’s

5. YULD Phase 2 Dept LD Specialist

  • Create Labor Schedules with/out grants

  • YULD STUCAS-access all undergraduate students, casual employees and Retiree’s
Launching the Oracle Application

Use the following link to launch HOP1 – Financial, Procurement & HR Applications.

<table>
<thead>
<tr>
<th>Application/Module</th>
<th>Link Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Xtender Web Access</td>
<td>CNSPS (Student Payment System for CSUEB)</td>
</tr>
<tr>
<td>Banner (Production)</td>
<td>IAM - Identity and Access Management System</td>
</tr>
<tr>
<td>BMS Web</td>
<td>IRES Proposal Development and Tracking</td>
</tr>
<tr>
<td>Brio Overview</td>
<td>IRES Reporting Portal</td>
</tr>
<tr>
<td>Bug Report Library</td>
<td>Orbitz for Business</td>
</tr>
<tr>
<td>Business Office Guide to System Access</td>
<td>Org Hierarchy</td>
</tr>
<tr>
<td>Ccase e-OMR</td>
<td>J2P Dashboards</td>
</tr>
<tr>
<td>Data Warehouse Portal (Production)</td>
<td>Prizes &amp; Awards</td>
</tr>
<tr>
<td>Document Management (FileNet)</td>
<td>PFAE Validator</td>
</tr>
<tr>
<td>Effort Reporting</td>
<td>STARS Hiring Manager Portal</td>
</tr>
<tr>
<td>EHS Integrator</td>
<td>START</td>
</tr>
<tr>
<td>Eli Surplus Exchange</td>
<td>Student Employment E-Timesheets</td>
</tr>
<tr>
<td>eProcurement Solution (SciQuest)</td>
<td>Time and Approval</td>
</tr>
<tr>
<td>Expense Management (IMS)</td>
<td>Time and Approval (Lite)</td>
</tr>
<tr>
<td>Express Shipping (eShipGlobal)</td>
<td>Workday</td>
</tr>
<tr>
<td>FAMIS Billing</td>
<td>XTRAIN</td>
</tr>
<tr>
<td>FAMIS Space Updates</td>
<td>YBT Excel Client</td>
</tr>
<tr>
<td><strong>Financials, Procurement &amp; HR (Oracle)</strong></td>
<td>YBT Web</td>
</tr>
<tr>
<td>FWR – Facilities Work Request</td>
<td>YURAP Reconciliation Report</td>
</tr>
</tbody>
</table>
Once the user clicks on Financial, Procurement and Human Resources in the Yale Application Links window, a University Authorized User Agreement message box appears. By clicking on the OK button you agree to the terms in the message box.

![University Authorized User Agreement](image)

After clicking OK, CAS (Central Authentication Service) will display.

![Central Authentication Service](image)

To log on/access the Oracle Application, take the following steps:

1. Log on to identify yourself as a user. The user name identifies each user to the system. It is used to establish levels of responsibility for entering, viewing and modifying data.
2. Complete the NetID field with your NetID.
3. Enter your Password. Users should use their email password to log on.
4. Click the Login button. The Welcome Menu window will display as shown below. Your self-service and core applications may vary slightly compared to the list seen below.
5. Within the **Welcome Menu Navigate** list, select the appropriate LD Responsibility. This action will launch the Oracle application.
Labor Schedules (Record “Future” Charging)

The Labor Schedules function of Labor Distribution is the tool used by a department’s Business Manager or his or her designee to charge employees’ labor costs to one or more PTAEOs. In addition, labor schedules enable the creation of labor commitments (see http://www.yale.edu/ppdev/Procedures/fpm/Commitments/toc.htm for more about commitments.)

To access labor schedules:

1. From the Navigator window, select the option Labor Schedules.

![Labor Scheduling Form](image)

2. Once selected, press the Enter key on the keyboard, click once on the Open button, or double-click on the option. The Labor Scheduling form will open.

Labor Scheduling Form

The Labor Scheduling form displays information about the employee whose labor schedule is to be updated. The information is accessed using the Find Employees window.
Frame 1 - Employee

This frame displays specific information about the employee. The information is retrieved from the Human Resource Management System (HRMS) application by using the Find Employees window.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>This field displays the full name of the employee.</td>
</tr>
<tr>
<td>Employee No.</td>
<td>This field displays the employee ID number.</td>
</tr>
<tr>
<td>Employee UPI</td>
<td>This field displays the queried employee’s University Personal Identifier.</td>
</tr>
</tbody>
</table>

Frame 2 - Assignment

Information about the employee's assignment will display in Frame 2 of the Labor Scheduling form as seen below. This information, which is generated from the HR application, is protected against data entry.

The Distribution Instructions, on the right side of the frame, will show whether a scheduling hierarchy has been created for an employee at any time. When distributing labor costs after a payroll has processed, LD will look first for accounting instructions at the Element level, then at the Assignment level, and finally, at the Organizational Default level, when applicable.
If an employee is scheduled at the **Element** level, only the portion of the employee’s pay that was entered in the employee’s Human Resource (HR) record for that element for that time period will be charged to the PTAEO or PTAEOs indicated on the Element level schedule. For example, if an employee receives pay in the element **One Time Extra Comp**, this amount of pay will be charged to the indicated PTAEO if and only if the labor schedule has a current element level schedule for the element **One Time Extra Comp**. The Element level accounting instructions are entered on the **Schedule Lines** window (see page 16.)

All of an employee’s pay that is not charged at the **Element** level is charged according to the **Assignment** level labor schedule. The Assignment level accounting instructions are entered on the **Schedule Lines** window (see below.)

If there is no current Assignment level labor schedule, the employee’s pay will be charged according to the **Org Def** (Organization Default Account or Organization Default Labor Schedule if supplied by the department.) The **Organization Default Account** is the schedule to which S&M, Casual, Undergraduate, and Non-GSPS Graduate students compensation is automatically charged, if no other accounting instructions are entered. The **Organization Default Labor Schedule** is the schedule to which C&T, M&P, and faculty compensation is automatically charged, if no other accounting instructions are entered. The **Organization Default Labor Schedule** cannot include a grant account. Please see the **Labor Distribution Procedures** at [http://www.yale.edu/ppdev/GA/LaborDistribution/procedures.htm](http://www.yale.edu/ppdev/GA/LaborDistribution/procedures.htm) for more information on the Organization Default accounts.

Please note that the indicator in the **Org Def** column will be turned on for every assignment, even if the organization does not have an Organization Default Account or Organization Default Labor Schedule.

<table>
<thead>
<tr>
<th>Assignment No.</th>
<th>Job</th>
<th>Position</th>
<th>Begin</th>
<th>End</th>
<th>FTE</th>
<th>Org Def</th>
<th>Element Group</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>49476</td>
<td>CAS</td>
<td>Casual MP FINC</td>
<td>01-MAR-2000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Column** | **Description**
--- | ---
**Assignment No.** | **Assignment No.** is based on the employee number (**Employee No.**) that is displayed in Frame 1. It will show the same value if the employee has only has one assignment within the University. Assignment numbers for a second, third, etc., assignment have the ending -02 (-03, etc.) added.

**Job** | This column represents the job classification for the employee; i.e., **FAC** for faculty; **CT** for Clerical & Technical; **MP** for Managerial & Professional, **CAS** for Casual, and **STH** for Student Hourly.

**Position** | This column displays the employee’s job title.
**Labor Distribution Module (LDM) User Guide**

**February 2016**

The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.

<table>
<thead>
<tr>
<th><strong>Begin</strong></th>
<th>This column displays the date on which the assignment of the employee became effective. If a new employee, it is the employee’s Date of Hire.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>End</strong></td>
<td>This column represents the end date for the given assignment.</td>
</tr>
<tr>
<td><strong>FTE</strong></td>
<td><strong>Full Time Equivalent</strong> is that part of full time that a given employee is engaged.</td>
</tr>
<tr>
<td><strong>Org. Def.</strong></td>
<td>This field will be checked for each assignment.</td>
</tr>
<tr>
<td><strong>Assignment</strong></td>
<td>The <strong>Assignment</strong> level is the level at which an employee’s regular salary or wages should be charged if there is no <strong>element level schedule</strong> or if the employee’s regular salary or wages should be charged differently from the default account/labor schedule. An ‘X’ in this column indicates that the employee has one or more specific PTAEO(s) for some period of time at the assignment level.</td>
</tr>
<tr>
<td><strong>Element Group</strong></td>
<td>This level is currently not in use at Yale.</td>
</tr>
<tr>
<td><strong>Element</strong></td>
<td>The <strong>Element</strong> level is the first level of the hierarchy. Each <strong>Earnings Element</strong> represents a compensation or benefit type over and above an employee’s regular salary. An ‘X’ in this column indicates that a specific earnings element(s) has one or more specific PTAEO(s) for some period of time.</td>
</tr>
</tbody>
</table>

The **Schedule Lines** button opens the **Schedule Lines** form.

**Find Person**

Information that displays on the **Labor Scheduling** window is retrieved from the Human Resource Management System (HRMS) application. By using the **Find** button on the **Toolbar**, the user will open the **Find Employees** window, which is used to find a specific employee’s record.

**To search:** Type information in one field and select the **Find** button. Information will populate on the **Labor Scheduling** form.

![Find Employees Window](image)

---

**Labor Distribution Module (LDM) User Guide**

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### Field Name

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name</strong></td>
<td>This field is used to query the full name of the employee record. It is recommended to initiate a query by typing the last name of the employee.</td>
</tr>
<tr>
<td><strong>Employee No.</strong></td>
<td>This field is used to enter the employee ID number of the employee to be queried.</td>
</tr>
<tr>
<td><strong>Employee UPI</strong></td>
<td>This field is searchable and is used to enter the University Personal Identifier number of the employee to be queried. The Clear button will clear the window.</td>
</tr>
<tr>
<td><strong>New</strong></td>
<td>The New button has no functionality, and will return the user to the Labor Scheduling form.</td>
</tr>
<tr>
<td><strong>Find</strong></td>
<td>The Find Button will initiate the search based on the criteria above. The results will display on the Labor Scheduling form.</td>
</tr>
</tbody>
</table>

### Schedule Lines Form

The Schedule Lines form is used to enter accounting instructions for employees who need the Organization Default overridden or if there is no Organization Default. It is also used to enter accounting instructions for any individual elements that should have different accounting instructions from the assignment level schedule or the Organization Default. The form is divided into four frames. Each frame is described below.
### Frame 1— Employee

This frame contains specific information about the employee as taken from the Oracle HRMS application. It is reproduced from Frame 1 of the Labor Scheduling form.

#### Employee

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>This field displays the full name of the employee.</td>
</tr>
<tr>
<td>Employee No.</td>
<td>This field displays the employee ID number of the employee.</td>
</tr>
<tr>
<td>Employee UPI</td>
<td>This field displays the University Personal Identifier number of the employee.</td>
</tr>
</tbody>
</table>
### Frame 2 -- Assignment

This frame displays specific information about the employee as taken from the Oracle HRMS application.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment</td>
<td>The <strong>Assignment</strong> field contains the number that identifies the employee’s assignment. It is the same number as the <strong>Employee ID No.</strong> All employees have at least one <strong>Assignment</strong>. Employees may have more than one <strong>Assignment</strong>, in which case the HRMS application will add a hyphen and a number to the <strong>Assignment</strong> number.</td>
</tr>
<tr>
<td>FTE</td>
<td>The <strong>Full Time Equivalent</strong> field is used in calculating accruals and commitments.</td>
</tr>
<tr>
<td>Org.</td>
<td>This field is used to display the employee’s primary organization.</td>
</tr>
<tr>
<td>Payroll</td>
<td>This field is generated based upon the employee’s job classification; i.e., <strong>FAC</strong> and <strong>M&amp;P</strong> – Calendar Month; <strong>C&amp;T</strong> – Bi-week; <strong>Casuals</strong> and <strong>Students</strong> – Week. It displays the frequency with which an employee is paid.</td>
</tr>
<tr>
<td>Begin</td>
<td>This field represents the date that an employee’s particular assignment starts.</td>
</tr>
<tr>
<td>End</td>
<td>This field represents the date that an employee’s particular assignment ends or is scheduled to end.</td>
</tr>
</tbody>
</table>
Frame 3 -- Schedule Hierarchy

The Schedule Hierarchy is used to create a hierarchy for an employee at either the Assignment level or the Element Type level. A new hierarchy must be created for each element. This must be created before accounting instructions can be entered on the Schedule Lines. This area is also used to move from the assignment schedule to the various element schedules. To move to a different schedule, click on one of the radio buttons, and use the appropriate arrow key on the keyboard.

### Field Name

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment</td>
<td>This level of the Schedule Hierarchy is used to apply the appropriate accounting instructions for an employee’s regular salary and any other types of compensation that should be charged to the same PTAEO(s). This is the second level of instruction in the Schedule Hierarchy after the Element Type Labor Schedule.</td>
</tr>
<tr>
<td>Element Group</td>
<td>The Element Group field is currently not in use at Yale.</td>
</tr>
<tr>
<td>Element Type</td>
<td>This level of the Schedule Hierarchy is used to apply the appropriate accounting instructions for anticipated earnings types over and above an employee’s regular salary that should be charged differently from any earnings specified at either the Assignment level or the Organization Default Account/Labor Schedule. These earnings types include overtime, faculty summer compensation, on going extra compensation, etc.</td>
</tr>
</tbody>
</table>

The Copy To button is currently not in use at Yale.
Frame 4 – Schedule Lines

Schedule Lines are used to enter the specific PTAEO(s) to which an employee’s labor costs are to be charged.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Account</td>
<td>This field is used to enter the accounting instructions in PTAEO format. It is strongly recommended that the List of Values (or F9 key) function be used to enter the appropriate PTAEO in the Accounting Flexfield (see section on Accounting Flexfield, page 17.)</td>
</tr>
<tr>
<td>Start Date</td>
<td>This field is used to enter the date the schedule line begins. Labor costs will be charged to the PTAEO as of this date.</td>
</tr>
<tr>
<td>End Date</td>
<td>This required field is used to enter the end date of the schedule line as applicable. This is the last date the labor costs will be charged to this PTAEO.</td>
</tr>
<tr>
<td>%</td>
<td>This field is used to enter the percentage of labor costs to be distributed to the PTAEO. The total percentage(s) for a particular time period must equal 100%.</td>
</tr>
<tr>
<td>Default Account</td>
<td>This field is currently not in use at Yale.</td>
</tr>
<tr>
<td>Totals</td>
<td>This field is used to display the total percentage of the labor costs entered on the schedule line(s).</td>
</tr>
</tbody>
</table>

This function button is used to display the Matrix for the schedule lines entered. The percentage of distribution of labor for the specific time period will display in the Matrix.

This function button is currently not in use at Yale.

This function button is currently not in use at Yale.
Accounting Flexfield

The recommended way to enter a PTAEO is to use the Accounting Flexfield. This window validates the segments of the PTAEO against the project number and allows the user to use List of Values functionality on each segment of the PTAEO. Please note that any value of the PTAEO that is linked or has ever been linked to the project will display in the list of values.

To use the Accounting Flexfield:

1. With the cursor in the GL Account field, use the List of Values button or the F9 key to open the Accounting Flexfield.

2. Type the Project number in the Project field.

Note: It is very important to use the proper Project number, as the values for the remaining fields are called up based upon the Project number.

3. When the cursor moves to the Task field, use the List of Values button on the Accounting Flexfield window (or the F9 key) to open a list of all the tasks that have ever been linked to the project. If only one Task has been linked to the Project, it will automatically fill in the Task field.
4. The cursor will move to the Award field. (Note: If the task has been manually entered in the field and is shorter than eight characters, the cursor must be moved to the Award field using the tab key.)

5. Use the List of Values to call up all Awards that have ever been linked to the Project, and select one, or type in the award number.

6. Do not use the List of Values to call up the Expenditure type. This List of Values contains all the expenditure types that exist. Instead, type in the appropriate Expenditure Type number. Instead, type the Expenditure Type number.
7. The cursor will move to the **Organization** field. Use the **List of Values** to call up all Organizations that have ever been linked to the Project, and select one.

If the **Balancing Segment** field is blank, enter the value **02**.

8. Select the **OK** button. The PTAEO will fill in the **GL Account** field.
Distribution Adjustments (Correct “Previous” Charging)

The Distribution Adjustments form allows the end user to make corrections or adjustments to labor charges after payroll has been processed through the Labor Distribution module. As soon as the end user is aware that a correction or adjustment is necessary, the user should enter the appropriate corrections in order to redistribute labor costs because of new funding, delays in funding, reassignment of personnel or other factors.

To access distribution adjustments:

Under Distribution Adjustments in the Navigator window, select and open the Define option.

Defining a Distribution Adjustment

Find Person

Once the option, Define, has been selected, the Find Distributions window will display as seen below. This window is used to define the specific employee, time period and element of the distribution adjustment.
**Employee Name**
The Employee Name field may be used to find the record that is being adjusted. Enter the last name of the employee and tab to see a list of all employees with that last name.

**Assignment**
Type in the employee’s assignment number and tab. The Employee Name will auto-populate. This is the faster way to search for the employee name and assignment number.

**Begin Date**
This field is used to enter the beginning date of the specific payroll period for which an adjustment is to be made.

**End Date**
This field is used to enter the end date of the specific payroll period for which an adjustment is to be made.

**Earnings Element**
This field is used to enter the specific Earnings Element that is being modified or adjusted.
- **Leave this field blank** to see all elements charged for the selected time period.
- The Earnings Element may be selected from a list of values that will only contain the Earnings Elements that were paid to the selected employee in the specific payroll period. Use the List of Values button or F9 key to access the available Earnings Elements.

**Clear**
This button is used to clear entries that have been made in the Find Distributions fields.

**Find**
This button is used to access the distribution to be adjusted according to the parameters entered in the Find Distributions window.
Effort Report Coordination (Effort Report Status)

The Labor Distribution Adjustment Form will do a call to the Effort Reporting System for the current status of individuals' Effort Reports. If the individual is not in the Effort Reporting System (no data found for individual) a note box will not appear. This is an informational box only.

Distribution Adjustments Form

The Distribution Adjustments form will open as displayed below. The Distribution Adjustments form is divided into three frames. A description of each frame follows.
Frame 1 – Employee

Frame 1 will populate with employee data taken from the parameters established in the **Find Distributions** window.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>This field will display the full name of the employee queried in the <strong>Find Distributions</strong> window.</td>
</tr>
<tr>
<td>University Person Identifier</td>
<td>This field displays the University Person Identifier of the queried employee.</td>
</tr>
<tr>
<td>Employee Number</td>
<td>This field displays the employee ID number of the queried employee.</td>
</tr>
<tr>
<td>Assignment</td>
<td>This field will display the assignment number of the queried employee.</td>
</tr>
<tr>
<td>Begin Date</td>
<td>This field will display the begin date of the specific payroll period to be adjusted as taken from the parameters established in the <strong>Define Distribution</strong> window.</td>
</tr>
</tbody>
</table>
End Date | This field will display the end date of the specific payroll period to be adjusted as taken from the parameters established in the Define Distribution window.
---|---
Element Class | This field is currently not in use at Yale.
Earnings Element | This field will display the specific Earnings Element to be adjusted as taken from the parameters established in the Define Distribution window.

Frame 2 – Actual Distributions

This frame will display the PTAEO(s) to which the queried employee’s labor costs were actually distributed by LD after payroll ran.

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Earnings Element</th>
<th>Amount</th>
<th>%</th>
<th>TF</th>
</tr>
</thead>
<tbody>
<tr>
<td>0031201.00.0001AA.723300</td>
<td>SM Overt</td>
<td>$270.00</td>
<td>31.91</td>
<td></td>
</tr>
<tr>
<td>0031201.00.0001AA.723100</td>
<td>SM Straight</td>
<td>$576.00</td>
<td>68.09</td>
<td></td>
</tr>
</tbody>
</table>

Batch Status [More... Done]

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Account</td>
<td>The PTAEO of the original distribution appears in this field.</td>
</tr>
<tr>
<td>Earnings Element</td>
<td>The earnings element paid for the period specified.</td>
</tr>
<tr>
<td>Amount</td>
<td>This field contains the actual dollar amount paid through the selected earnings element.</td>
</tr>
<tr>
<td>%</td>
<td>The value in this field is the percentage of the employee’s total pay for the selected element and the selected period that was charged to this PTAEO.</td>
</tr>
<tr>
<td>TF</td>
<td>The TF column is used to select the schedule line(s) that is to be transferred to the Adjusted Distributions side of the form for adjustment. Only lines from a single element may be selected at one time.</td>
</tr>
</tbody>
</table>
| More... | The More button is used to adjust multiple earnings elements within one adjustment batch. When the Adjusted Distribution total is zero, select the More button to enable the selection of more Actual Distributions to be moved. When the More button is selected,
Frame 3 – Adjusted Distributions

This frame will display the PTAEO that was transferred from the Actual Distributions side of the form. It is also used to enter the correct PTAEO(s) for the Adjusted Distributions.

### Adj usted Distributions

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Earnings Element</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Unaccounted Balance

Adjust By

- Amount
- Percent

### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Account</td>
<td>The PTAEO of the original distribution appears on the top line in this field. Correcting PTAEOs should be entered into this field on subsequent lines.</td>
</tr>
<tr>
<td>Earnings Element</td>
<td>The earnings element paid for the period specified.</td>
</tr>
<tr>
<td>Amount</td>
<td>This field displays the dollar amount to be distributed to the appropriate PTAEO(s) on the top line, and the amount to be distributed on the correcting lines. In most cases, the original amount will display as a negative number, indicating the PTAEO that will be credited, and correcting amounts will show as positive (debit) amounts. If the original in this column is a positive amount, the correcting entry must be made as a percentage, as the application will not allow users to enter negative dollar amounts.</td>
</tr>
<tr>
<td>%</td>
<td>This field is used to enter the specific percentage of labor costs to be charged to that PTAEO.</td>
</tr>
<tr>
<td>Unaccounted Balance</td>
<td>These fields display both the dollar amount and the percentage that is to be adjusted. Both values must be brought to zero in order to complete the...</td>
</tr>
<tr>
<td><strong>Adjust By</strong></td>
<td>Distribution Adjustments process. This selector displays the preferred method of adjustment; i.e., the adjustment is made either by a dollar amount or a specific percentage.</td>
</tr>
</tbody>
</table>
Distribution Adjustment Information Box

The Labor Distribution Adjustment Form will display an information box which will provide information on the batch being created. This information will only appear once you have created the Adjusted Distributions. The information box will provide the following information.

1. If a Federal Award has been used in this batch
2. If the time period selected has any previously certified effort.
3. If the time period selected creates a grant cost transfer that is over 90 days
4. If the total amount of the batch is over the allowed threshold for grant cost transfers

This “Information Box” is for information purposes only.
Distribution Adjustment Approval (Status)

The image shows a screenshot of the Distribution Adjustment Approval Status screen. The screen displays the employee information, transfer period details, and actual and adjusted distributions. The screenshot highlights the batch status as "Requires Dept. Action."
**Additional Buttons**

For LD users authorized to prepare adjustments, the following two buttons will appear on the distribution adjustment form.

- View Element Details
- Submit

For LD users authorized to approve adjustments, the following three buttons will appear on the distribution adjustment form.

- View Element Details
- Submit
- Approve
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Element Details</td>
<td>Selecting this button opens a display window that contains information on the distribution line selected. This detailed information includes a breakdown of all the individual payroll periods included in the distribution line.</td>
</tr>
<tr>
<td>Submit</td>
<td>When all adjustments have been made to the record, select the <strong>Submit</strong> button to open the <strong>Submit</strong> window.</td>
</tr>
<tr>
<td>Approve</td>
<td>Available only for labor distribution adjustment authorized approvers. Selecting this button approves the transaction; it will not receive further review. The <strong>Approve</strong> window will open; a batch name and comments must be entered.</td>
</tr>
</tbody>
</table>
Submit and Approve Windows

These windows are used to name the batch of the distribution that is being adjusted. **Comments** must be entered, and will appear on certain reports. The comment is part of the audit trail for this transaction.

**Note:** Using the Submit button will open the Submit window; using the Approve button opens the Approve window. It is recommended that LD users check to see which window they are on to be sure they have selected the correct function.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Batch Name</strong></td>
<td>This field is used to enter the name of the batch to be submitted for approval. When entering a batch name, the end user should be consistent with the naming convention used.</td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>This field is used to enter an appropriate description as to why the adjustment is being made. The comments should be used for the purpose of an audit trail. <strong>This is a required field.</strong></td>
</tr>
<tr>
<td><strong>Cancel</strong></td>
<td>This button may be used to exit the Submit or Approve window. Selecting the Cancel button will return the end user to the Distribution Adjustments form.</td>
</tr>
<tr>
<td><strong>OK</strong></td>
<td>This button is used to complete the submission or approval process. Once the end user has selected the OK button, the adjustment is submitted for approval or approved in the approve form.</td>
</tr>
</tbody>
</table>
Approving a Distribution Adjustment

All **Distribution Adjustments** must be approved in order to transfer the correction to the General Ledger. Distribution adjustments created by an authorized approver that have been approved at the time of data entry, do not need to be approved on this form. All other distribution adjustments (all distribution adjustments that have been submitted) must be approved on the **Approve Adjustments** form.

Under **Distribution Adjustments** in the **Navigator** window, select and open the **Approve** option.

![Navigator Window](image)

Find Batches Window

This window is used to access the batch that is to be approved.
Field | Description
--- | ---
**Batch Name** | This field is used to query the batch to be approved. The beginning of the batch name (as defined on the **Submit** window) followed by a percent sign (%) may be entered to access the batch. If more than one batch begins with the characters typed, a List of Values will show all choices. Select the correct batch by double clicking, and select the **Find** button.

| **Clear** | This button is used to clear entries that have been made in the **Batch Name** field.

| **Find** | This button is used to access the batch once the **Batch Name** field has been completed.

**Approve Adjustments Form**

The **Approve Adjustments** form is used to approve batches submitted from the **Distribution Adjustments** form.

The form is divided into three frames. Each frame is described below.
Frame 1 – Employee

This frame shows the parameters that were selected for the distribution adjustment. All fields are shaded to show that no data entry is possible.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>This field displays the full name of the employee.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>University Person Identifier</td>
<td>This field displays the University Person Identifier (UPI) of the employee.</td>
</tr>
<tr>
<td>Employee Number</td>
<td>This field displays the ID number of the employee.</td>
</tr>
<tr>
<td>Assignment</td>
<td>This field displays the Assignment number of the employee.</td>
</tr>
<tr>
<td>Begin Date</td>
<td>This field displays the begin date of the specific payroll period being adjusted.</td>
</tr>
<tr>
<td>End Date</td>
<td>This field displays the end date of the specific payroll period being adjusted.</td>
</tr>
<tr>
<td>Element Class</td>
<td>This field is currently not in use at Yale.</td>
</tr>
<tr>
<td>Earnings Element</td>
<td>This field displays the specific Earnings Element being adjusted.</td>
</tr>
</tbody>
</table>

**Frame 2 – Actual Distributions**

This frame will not display any information from the Actual Distributions for the specific payroll period as established. It will be shaded gray.

**Frame 3 – Adjusted Distributions**

This frame will display information from the Actual Distributions form for the specific payroll period as previously defined. It will reflect the incorrect and correct PTAEOS and the specific dollar amounts and percentages being adjusted.

Incorrect lines will be highlighted in blue. Lines turn blue when the PTAEO that was entered on the adjustment is no longer valid. Any incorrect adjustment PTAEO may be corrected by changing the PTAEO to a different, currently valid PTAEO.

- If the distribution adjustment is approved on the same day it is defined, this problem will not occur. Adjustments should be approved as soon as possible after they are defined.
- Actual Distribution lines (lines that the charges are being moved from – usually the negative dollar amount) cannot be changed on this form. If the PTAEO is for a grant that has ended, contact GCFA about re-opening the award.
Only the PTAEO may be changed on incorrect lines. If the dollar amount/percentage should be changed, reject the entire batch (click the Reject button) and define a new distribution adjustment for this employee for this time period.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Account</td>
<td>This field will display the original and updated PTAEOs of the distribution adjustment.</td>
</tr>
<tr>
<td>Amount</td>
<td>This field displays the dollar amount, positive or negative, associated with the PTAEO on that line.</td>
</tr>
<tr>
<td>%</td>
<td>This field displays the percentage associated with the PTAEO on that line.</td>
</tr>
<tr>
<td>Unaccounted Balance</td>
<td>This field will display the value “zero” for both the amount and percentage (%) that is being adjusted.</td>
</tr>
<tr>
<td>Adjust By</td>
<td>This field displays the method of adjustment used by the end user; i.e., the adjustment was made either by a dollar amount or a specific percentage. The field will be shaded.</td>
</tr>
</tbody>
</table>

This button may be used when an LD Dept Manager needs to correct PTAEOs on the Adjusted Distributions form but does not have all the data. The Manager would correct as many PTAEOs as he/she can and would then click the Save button and close the form. Once the rest of the PTAEO information is obtained, the Manager can query the batch again, complete the corrections and approve the batch.

Additional Buttons
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Box</td>
<td>This button is used to display cost transfer information (i.e. transfer over 90 days, Federal Award, amount over threshold etc.)</td>
</tr>
<tr>
<td>View Element Details</td>
<td>Selecting this button opens a display window that contains information on the distribution line selected. This detailed information includes a breakdown of all the individual payroll periods included in the distribution line.</td>
</tr>
<tr>
<td>Approve</td>
<td>This button is used to approve the Distribution Adjustment once the LD Department Manager has reviewed the PTAEO and Comments.</td>
</tr>
<tr>
<td>Reject</td>
<td>This button is used by the Department Manager to reject a Distribution Adjustment when the adjustment is not correct. If the distribution adjustment is rejected, it must be redefined before it may be approved.</td>
</tr>
<tr>
<td>Comments</td>
<td>This button is used to access the Comments window. The Department Manager should review the Comments entered by the LD Accountant before approving the batch.</td>
</tr>
</tbody>
</table>

**Cost Transfer Process Flow**

**Department Preparer**
1. Prepare Distribution Adjustment
2. Complete the “Cost Transfer Justification” Form
3. Scan Supporting Documentation (including the scanning submission form cover sheet)
4. Attach Supporting Documentation
5. Submit Distribution Adjustment

**Department Approver**
1. Dept Approver reviews “Cost Justification Form”
2. Dept Approver reviews Attached Supporting Documentation
3. Dept Approver Approves or Rejects Batch

**Prepare Distribution Adjustment for G&C**
1. Select “Define” (from main “navigator” menu)
2. Find Distributions (find individual and begin date & end date)
3. Select Individual
4. Check “TF” Code (on line to be adjusted)
5. Select new Account Number(s)
Complete Cost Transfer Justification Form for G&C

To access the Justification Form:

1. Click “Zoom” icon to open the Justification Form (the “toaster” icon)

2. **Question #1 – Select Reason**
   - “Correction of an erroneously charged expense”
   - “Allocation of costs that benefit more than one project”
   - “Transfer pre-award / late-award costs from a department holding account”
   - “Intra-inter-department billing for internal services”
   - “Other” – Contact your GCFA Representative before using “Other”

3. **Enter detailed description** (applicable for the reason selected)

4. **Question #2 – Indicate if correction is being made late**
   - “Is the transfer within 90 days form the end of the calendar month which the transaction appeared?”
     - a. If “No” enter detailed reason
5. Question #3 – Describe why charge should be charged to proposed award and how it will benefit this project

6. Click in “Name” field (list-of-values)

7. Enter “Last Name” of PI (name fragment followed by “%”)

8. Hit “Tab”

9. Select Person Click “OK”

10. Click “Justification Complete”

11. Click “OK” (note what documentation must be attached)

**Attach Supporting Documentation for G&C**

Use scanning submission form to scan hard copy documentation that needs to be attached to the distribution adjustment batch.

To attach soft copy documentation **Click “Attachments”** (the “paperclip” icon)
1. In “Category” bring up LOV, enter % and find. Select category.
2. Select “File” in “Data Type” (Oracle upload file page will drop to the bottom of your screen)
3. Complete “Oracle Upload a File” (“browse” to find file)
4. Select file and Click “OK”
5. Close “Oracle Upload Form”
6. Has File Been Uploaded Successfully, Click “Yes”
7. Click “Open Document” (optional step to view attached document if desired)
8. Close “Attachments” window

**Department Approval for G&C**

Select “Approve” (from main “Navigator” menu)

1. Enter “Batch” for Search (e.g. “%KTM-07-NOV%”)
2. Click “Find”
3. Click “Zoom” icon (review “Cost Justification Form” and correct where applicable)
4. Click “Justification Complete”
5. Click “OK”
6. Click “Attachment” icon (review attachments and correct and reattach where applicable)
7. Click “Open Document”
8. Close Window (after reviewing attached file)
9. Click a new attachment line (the next unused line)
10. Select “Department Comment” in “Category” (List of Values)
    (or enter “de” for “Department Comment” …” and Tab to next field)
11. Click “OK”
12. Select “Short Text” in “Data Type” (list-of-values)
    (or enter “sh” for “File” and Tab to next field)
13. Click “OK”
14. Click “Save” icon
15. Click “Yes” (“Has File Been Uploaded Successfully”)
16. Click “Save” icon
Enter Batch Status ("Approved by Department") for G&C

Entering this status confirms that the Dept Approver is satisfied with (1) LD charging detail, (2) Transfer Justification Form, (3) Attachments and certifies that this LD Batch is ready for Dept Approval.

1. Click Batch Status
2. Select “Ready for GCFA Approval” and click save button or click “Dept Approval” button which will automatically change the batch status to “Ready for GCFA Approval”.
3. Click “OK”
Distribution Adjustments – Approved Batches

This form will show all the details of a Distribution Adjustment after the batch has been approved.
User Reports

There are several reports available to end users for use with Labor Distribution. The purpose of these reports is specific for the information provided.

- Two reports show information regarding submitted Distribution Adjustments. These reports are:
  - Distribution Adjustment Submitted by Employee
  - Distribution Adjustment Submitted by Organization

Accessing the User Reports

On the Navigator window, select the option, User Reports. Double click User Reports to expand the option. Distribution Adjustment Submitted by Organization Report

The Distribution Adjustment Submitted by Organization report is used to show the end user a list of distribution adjustments that were created between selected dates for a specific home organization. The adjustments shown have been submitted to the Labor Distribution module (LD) but have not yet been approved, or have been approved but not yet processed by the Central LD Administrator. The report may be generated any time after Distribution Adjustments have been submitted.

Distribution Adjustment Submitted by Organization Report Form

Once the option, Dist Adj Submitted by Org has been selected, the Parameters for Submitted Distribution Adjustment Transaction Register will display as seen below.
### Field Description

**Submitted Distribution Adjustment Dates**
- This field is used to enter a date range, which must include the date the distribution adjustment was created. Please note that this is **not** the actual dates worked (not the payroll period dates).

**Show Organizations**
- This button is used to display all Organizations to which the end user has YAS access.

**Run Report**
- This button is used to run the **Distribution Adjustment Submitted by Organization** report.

After the **Show Organizations** button has been selected, a **Restrictions Criteria** window will display as seen below.
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Your Restriction for Organization Name</td>
<td>This field is used to search for organizations by name (FESADM), or by organization number (621201). When searching by short org name, the organization name must be entered in all capital letters. This search is case sensitive. Any organizations to which the user has YAS access may be queried.</td>
</tr>
<tr>
<td><img src="image" alt="Cancel Button" /></td>
<td>This button may be used to exit the Restrictions Criteria window. Selecting the Cancel button will return the end user to the Parameters for Submitted Distribution Adjustment Transaction Register.</td>
</tr>
<tr>
<td><img src="image" alt="OK Button" /></td>
<td>This button is used to complete the organization search. Once the end user has selected the OK button, all organizations to which the end user has YAS access will display.</td>
</tr>
</tbody>
</table>

### Distribution Adjustment Submitted by Employee Report

The Distribution Adjustment Submitted by Employee report is used to show the end user a list of distribution adjustments that were created between selected dates for a specific home employee. The adjustments shown have been submitted to the Labor Distribution module (LD) but have not yet been approved, or have been approved but not yet processed by the Central LD Administrator. The report may be generated any time after Distribution Adjustments have been submitted.

### Distribution Adjustment Submitted by Employee Report Form

Once the option, Dist Adj Submitted by Emp has been selected, the Parameters for Submitted Distribution Adjustment Transaction Register will display as seen below.
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted Distribution Adjustment Dates</strong></td>
<td>This field is used to enter a date range, which must include the date the distribution adjustment was created. Please note that this is <strong>not</strong> the actual dates worked (not the payroll period dates).</td>
</tr>
<tr>
<td><img src="Image" alt="Show Employees button" /></td>
<td>This button is used to display all employees that the end user has <strong>YAS</strong> access to.</td>
</tr>
<tr>
<td><img src="Image" alt="Run Report button" /></td>
<td>This button is used to run the <strong>Distribution Adjustment Submitted by Employee</strong> report.</td>
</tr>
</tbody>
</table>

After the **Show Employees** button has been selected, a **Restrictions Criteria** window will display as seen below.
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Your Restriction for Employee Name</td>
<td>This field is used to search for an employee by name. This field is not case sensitive. Any employee to whom the user has YAS access may be queried.</td>
</tr>
<tr>
<td>Cancel</td>
<td>This button may be used to exit the Restrictions Criteria window. Selecting the Cancel button will return the end user to the Parameters for Submitted Distribution Adjustment Transaction Register.</td>
</tr>
<tr>
<td>OK</td>
<td>This button is used to complete the employee search. Once the end user has selected the OK button, all employees to whom the end user has YAS access will display.</td>
</tr>
</tbody>
</table>
**Distribution History by Org**

The Distribution History by Org report is used to provide prior payroll distribution charges by org.
Employee Labor Schedule Report

The Employee Labor Schedule Report is used to verify labor schedules for a time period specified in the parameters.

![Employee Labor Schedule Report -- Input Parameters](Image)

- **Employee Organization(s)**
  - Show Organizations
  - FACBO Business Office 971002
  - York St, 180-200 Art School Lib
    - %527017%
    - %713032
    - %721025
    - %997103
  - 44 POWE AVE BERKELEY 94704

- **Period**
  - Period From: 01-JAN-2010
  - To: 31-DEC-2010

- **Options**
  - Regular Report
  - Exception Report
  - Printing Options...