

CoA Labor Distribution

CoA Distribution Guidelines for costing to operating budget, reserve funds, or designated funds:

Entity and Department:

Entity and Department should always be aligned using the department map. Each department shows an associated entity

Department numbers ending in a letter (A, B, C, D) should *never* be used, as these are rollup values.

Operating Budget:

Labor charges to the operating budget can be in one of four funds:



This fund should be used with departments:

- 11350
- 11405
- 11410
- 11505
- 16210
- 16505
- 17001
- 71100

Designation:

- For Operating Budget, should always be **1000000**
- Only use **1000004** with POET, never for CoA distribution

Never use:

- 1000001
- 1000003
- 1000006
- 1000007
- 1000008
- 1000009
- 1000010
- 1000011

Natural Accounts:

These are the only accounts to be used:

- 91045 Faculty-Full Time
- 91055 Faculty-Part Time
- 91080 Faculty-Supplemental Comp
- 91100 Staff-Regular
- 91190 Staff-Supplemental Comp
- 92150 Graduate Stipend
- 92180 Work Study

Account **18150** should never be used

Natural account **00000** should *never* be used

Purpose and Activity Codes:

Purpose code follows the individual's primary type of work; labor can be split by purpose code if there are distinct types of work (splitting instruction from academic support for a department chair, for example)

The following Purpose Codes should never be used:

- 051
- 052
- 054
- 056
- 060

The following Purpose Code should only be used with POET:

- 000

Activity code should default to **0000** unless a specific code has been given to you. Any activity code can be used for labor distribution

POET Distributions:

For POET distributions, the default CoA should always be:

- Entity **101**
- Department **10010**
- Fund **100**
- Designation **1000004**
- Account **BLANK**
- Purpose **000**
- Activity **0000**

POET Costing Guidelines

POET Costing Guidelines for labor distribution to sponsored projects or faculty funds projects:

Only Sponsored Projects (SP Task) require Award (A) and Funding Source (F). These fields will not be used with Capital Projects, Startup Funds or Faculty Discretionary Funds

Project Number and Task:

Project number and task are related:

Project Numbers

- Task SP – project number will always begin with 1
- Task 01 or 02 – project number will always begin with 7
- Task SU or FD – project number will always begin with 8

Valid Task

- SP – Sponsored Projects
- 01 – Capital Projects: Capitalizable Costs
- 02 – Capital Projects: Non-Capitalizable Costs
- SU – Startup Funds
- FD – Faculty Discretionary

Expenditure Types:

Valid Expenditure
Types are:

- Faculty-Full Time
- Faculty-Part Time
- Faculty-Supplemental Comp
- Graduate Stipend
- Staff-Regular
- Staff-Supplemental Comp
- Work Study