Overview

- This job aid is intended for Financial Managers (FMs) and Financial Administrators (FAs).
- This document outlines the steps to enter a labor schedule for an hourly employee when the funding source is a Sponsored Project.
- An additional labor schedule for Overtime Pay Element is required to be entered to avoid overtime expenses charged to a Sponsored Project.

In-System Processing

Find Employee & Entering Labor Schedule

1. Search for the Employee using Name, Person number, element name, or labor schedule name.

2. All existing Labor Schedule versions will appear for the selected Person. If the employee or assignment is new, create a new labor schedule by clicking “Create” located in the upper right-hand corner of the page. A “Create Labor Schedule” window will appear.
3. Click on the “Assignment” tab and enter person name or number. Select the assignment where the new labor schedule will be entered. Schedule Name number will default based on the selection. Enter the version name, the schedule start and end dates, and click “Create”.

4. Enter the distribution rule. Click the “Create Rule” button under the distribution rules section. A “Create Distribution Rule” window will open. Click on “Project” and enter the project information. Review and submit the schedule version for approval.
5. Enter a second Labor Schedule for the Overtime Pay Element. This is a required entry when an hourly employee is costed to a project to avoid overtime expenses charged to a project. Repeat steps 1 & 2. Create a labor schedule using the “Overtime Premium” Pay Element.

6. Enter a distribution rule. Enter the department default COA with purpose code 301 unless otherwise specified. Overtime expenses can not be charged to Sponsored Projects. Review and submit entry.