Overview

- This job aid is intended for Departmental LD Analyst.
- This document outlines the steps to enter a labor schedule for a new ICP or modify an existing ICP labor schedule.
- You can add costing by selecting an employee, entering an effective date for the change, and adding appropriate percentages and information to a costing string.

I. Labor Distribution Information

1. A weekly report will be provided by LD Accountants for all new ICPs that will need to have costing entered. Reach out to the department Financial Manager to obtain costing information if unknown.

2. ICP labor schedule dates must align with the actual ICP entry effective start and end date located on the new ICP report provided by the LD Accountant.

3. Costing for ICPs must always be applied using the same pay element name as the ICP name on the LD report and with “Earnings Results” at the end of the pay element name. For example, if the individual is being paid an Overload Faculty ICP, you will select the Overload Faculty Earnings Results pay element.

4. ICPs are rarely charged to sponsored projects. Requests to add sponsored project costing to an ICP must be confirmed by a URA.

In-System Processing

II. Find Employee & Manage Labor Schedule

1. From the Ignite homepage, select the Projects tab, then select the Labor Distribution tile.
2. Search for the employee using *Name, Person number, element name, or labor schedule.*

![Manage Labor Schedules](image)

3. All existing Labor Schedule versions will appear for the selected Person. To create a labor schedule for the new ICP pay element, click “Create” located in the upper right-hand corner of the page. A “Create Labor Schedule” window will appear.

**Note:** If a labor schedule already exists for the assignment number and pay element on the search result, select the schedule name to enter the new ICP’s schedule version.

![Create Labor Schedule](image)
4. Click on the “Assignment” tab and enter the person name or number. Select the assignment where the new labor schedule will be entered. The assignment number will default based on the selection. Select the Pay Element that matches the ICP name entered. The schedule name will default to “Name-Assignment #-Pay Element”. Enter the version name, schedule the start and end date, and click “Create”.

![Image of labor distribution interface](image-url)
5. Validate that the header level schedule version details are populated correctly based on the previous step. Additional comments/Justification can be added to the version by clicking on the three dots under Actions and Edit.

6. Enter the distribution rule. Click “Create Rule” under the distribution rules section. A “Create Distribution Rule” window will open. Click on “Project” or “Nonproject” depending on the fund source. **Note: ICPs are rarely charged to projects and must be verified with URAs before the schedule is entered.**
7. Enter the costing information and percentage allocation. If the costing is split between various funding sources, create additional distribution rules until the total percentage allocation adds up to 100%. Use the appropriate account number associated to the pay element selected when entering the costing. Click “Create” as each distribution rule is completed.
8. Submit the schedule version for approval. Under the Schedule Version header, click on and highlight the labor schedule version. Under the Actions column on the far right, click on the (3) dots under “Actions” and select Edit. Verify the header level details, then update the status to “Active” and click the “Save” button. The Labor Schedule Version status will be updated to “Submitted”.

9. To track the approval status of a submitted schedule within the workflow, go to the notification bell and click “Show All”
10. Click on “Worklist” located on the upper right hand corner of the page. A separate window pops up. Click on “Initiated Tasks” to see a list of all Labor schedules entered that are pending approval.

11. Click on the schedule to view the Approval status.