

LABOR DISTRIBUTION: Workflow Approval Process

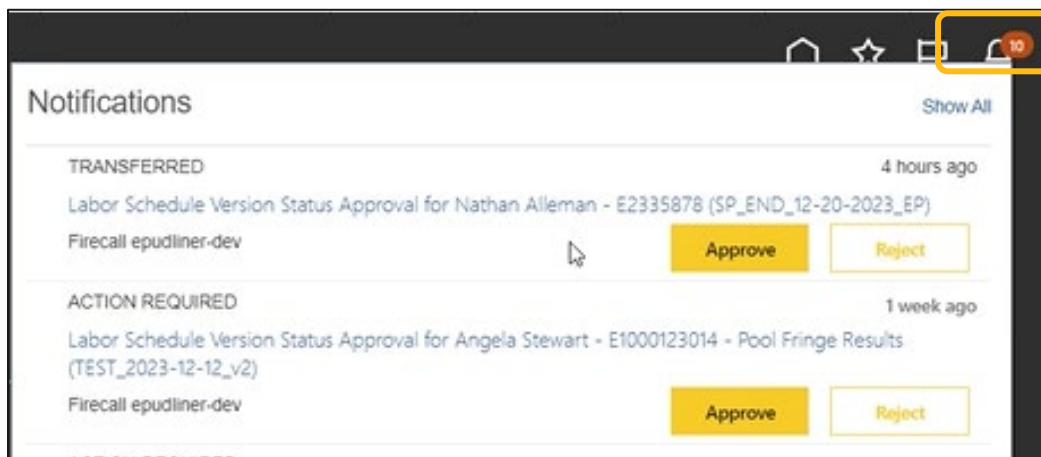
Overview

- This job aid is intended for URAs, PIs, and Business Officers.
- This document outlines the steps to approve, reject, and re-assign a labor schedule entry throughout the workflow.

In-System Processing

1. Once a labor schedule is submitted, it goes through the approval process within the module. The person in the approval workflow will receive an Ignite bell notification in the upper right corner and an email notice.

Note: *If the labor schedule is for a Sponsored Project, it routes to URA, followed by PI before the Business Officer's final approval. If it is non-sponsored project-related costing, it routes directly to the Business officer for approval.*



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- Click on the Labor Schedule Version link to view details of the costing entry. Approve or reject the schedule entry by using the Approve or Reject buttons at the top of the page.

Labor Schedule Version Status Approval for Nathan Alleman - E2335878 (SP_END_12-20-2023_EP)

Actions
Approve
Reject

Project Labor Schedule Version Approval Notification

Labor Schedule Name: Nathan Alleman - E2335878

Labor Schedule Version Name: SP_END_12-20-2023_EP

Creation Date: 12/20/2023

Submitted By: 229

Labor Schedule Type: Person assignment

Labor Schedule Type Attributes: Nathan Alleman - Associate Professor

Total Percentage: 0

Version Start Date: 12/20/2023

Version End Date: 12/20/2023

Version Comments: End SP costing for Nathan Alleman for Award-Project #100366-1000377.

Distribution Rules Details

Line Number	Project Name	Task Number	Contract Name	Funding Source Name	Expenditure Type	Expenditure Organization	GI Account Segment	Percentage
1	PNNL-DOE-IM3-McManamay	SP	PNNL-DOE-IM3-McManamay	Pacific Northwest National Laboratory	Graduate Assistant Salaries	Environmental Sciences		50
2							320-32340-100-1000000-92150-101-0000-00000-00000	50

- If the schedule needs to be routed to another approver, click on the Action menu and select “Route Task”. Enter the name of the person you want to send it to in the Name field. Select the name from the list provided. Enter additional comments explaining why the entry needs to be routed. Click “Approve”.

Note: The Route task feature is used primarily by the Departmental LD Analyst. It can be used when a labor schedule is entered to take an employee off of a project.

Route Task
Approve
Cancel

* Name

* Comment

Drag files here or click to add attachment