Labor Distribution: Biweekly Employee on a Sponsored Project
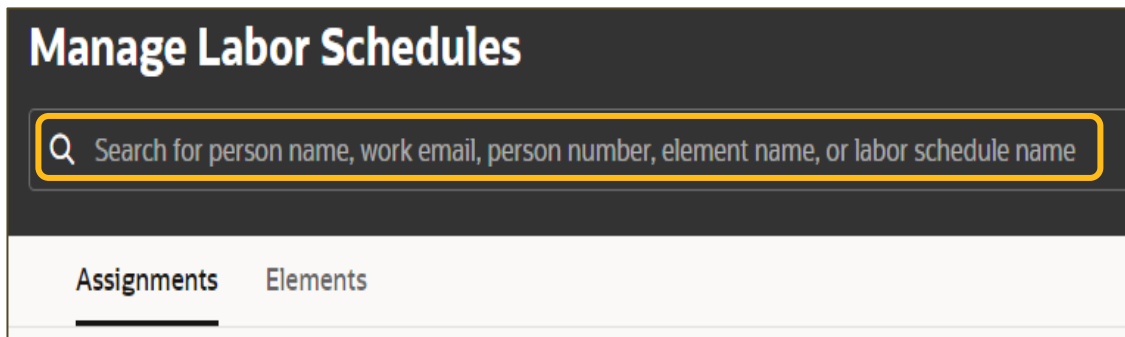
Overview

- This job aid is intended for Departmental LD Analysts.
- 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** and **Supplemental Fringe** is required to be entered to avoid overtime expenses charged to a Sponsored Project.
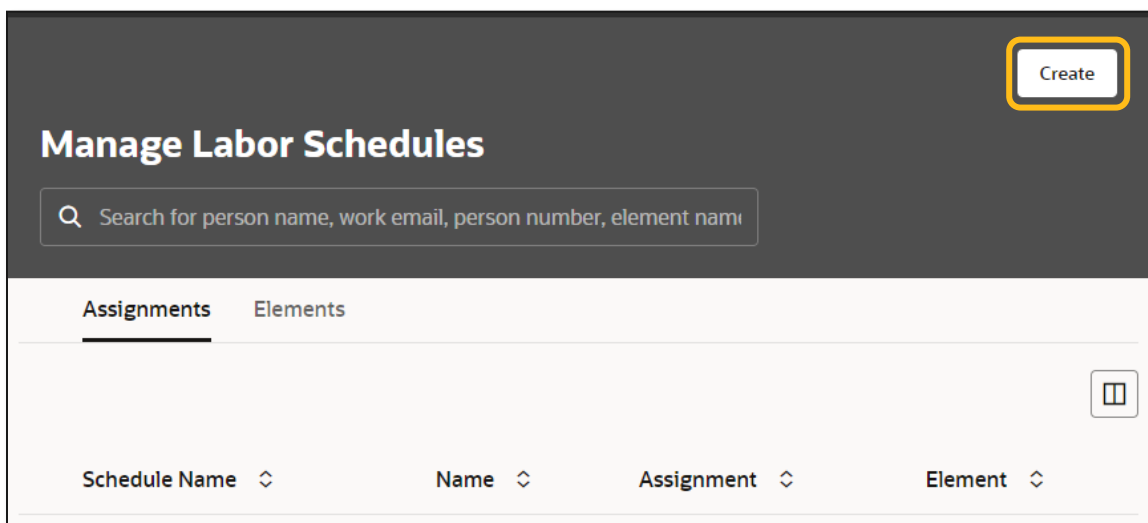
In-System Processing

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 the person's 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 and the scheduled start and end dates. Click "Create".

Create Labor Schedule

Assignment	Element

Person
Emily DeMieri

Assignment Number
E1000141562-2

☐ Costed Only

Pay Element

Schedule Name
Emily DeMieri - E1000141562-2

Version Name
SP_Add - 04/07/24 - A. Cherinet

Start
12/04/2023

End
06/08/2024

Cancel   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.

Distribution Rules: SP_Add - 04/07/24 - A. Cherinet (1)

Create Rule								
Line ◇	Project ◇	Task ◇	Award ◇	Funding Source ◇	Expenditure Organization ◇	Expenditure Type ◇	GL Account ◇	Percentage ◇
1	1001263	SP	102725	National Science Foundation	Geosciences	Other Student Wages		100.00%
							Total	100.00%

5. Enter the **Overtime Pay Element** labor schedule. 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.

Create Labor Schedule

Assignment	Element

Person
Emily DeMieri

Assignment Number
E1000141562-2

☐ Costed Only

Pay Element
Overtime Premium

Schedule Name
Emily DeMieri - E1000141562-2 - Overtime Premium

Version Name
BW OT - 04/07/24 - A. Cherinet

Start
12/04/2023

End
06/08/2024

6. Enter a distribution rule. Enter the COA where the overtime expenses should be charged to with the appropriate overtime account number (92220-Student Overtime or 91160-Staff Overtime) and purpose code 301 unless otherwise specified. **Overtime expenses cannot be charged to Sponsored Projects**. Review and submit entry.

7. Enter the **Supplemental Fringe Results** labor schedule to avoid fringe expenses related to overtime being charged to the sponsor project. Repeat steps 1 & 2. Create a labor schedule using the "**Supplemental Fringe Results**" pay element.

8. Enter a distribution rule. Enter the COA used to enter the Overtime pay element with account number 91300 for distributed benefits and purpose code 301. Review and submit entry.