

# Labor Distribution: Intake Methods

## Overview

- This job aid is intended to explain the costing intake process for Departmental LD Analysts.
- This document outlines how the Departmental LD Analysts will receive information to update costing.

## I. Intake Information

1. Departmental LD Analysts will receive a weekly report from Labor Distribution Accountants (LDA) on costing changes that should be entered. Methods for identifying these changes will vary for new employees, new assignments, or Individual Compensation Plans (ICPs), the beginning of academic terms, and other changes.
2. A combination of reports and outreach to department contacts will be used.
3. Sponsored Project costing updates are originated by the Principal Investigator (PI) and/or University Research Administrator (URA) and are communicated to the Departmental LD Analysts to enter the labor schedule.

## II. Data Sources

The following reports are available in the HCM Data Portal and will be provided to the Departmental LD Analysts weekly or before payroll data entry deadlines.

**New Hires** – Provides a list of new hires with their employment/assignment profile detail along with manager name.

New Hires Analysis with Salary								
Hire Date	Person Number	Name	Action Name	Division	Department Name	Manager Name	Position Name	Assignment Number
12/11/2023	1000145073	Huynh, Dave	Hire	College of Arts and Sciences Division	College of Arts and Sciences Dean and Administration	Dobbins, Amanda	Senior Business Analyst	E1000145073
12/7/2023	3497988	Koone, Jordan	Rehire an Employee	College of Arts and Sciences Division	Chemistry and Biochemistry	Clinger, Jonathan	Postdoc Research Associate	E3497988-5

**Assignment Updates Report** – Provides a list of new assignments and transfers that require a new labor schedule entry or update of an existing schedule.

Assignment Updates										
Name	Person Number	Department	Division	Supervisor Name	Job Name	Assignment Number	Effective Start Date	Action Name	Reason Name	New or Ending
Beard, Gracie	1000131826	College of Arts and Sciences Dean and Administration	College of Arts and Sciences Division	Blake Bureson	Manager	E1000131826-2	12/01/2023	Add Assignment	Promotion	New Assignment
Nguyen, Katrina	1000132552	Office of Prehealth Studies	College of Arts and Sciences Division	Stephanie Torres	Education and Training, Student	E1000132552-5	12/04/2023	Add Assignment	Part-Time Paid Student Assignment	New Assignment
Burkhart, Tamra	3579958	Psychology and Neuroscience	College of Arts and Sciences Division	Wade Rowatt	Coordinator I, Academic Affairs	E3579958	12/04/2023	Transfer	Promotion	

# Labor Distribution: Intake Methods

**Individual Compensation Updates** – Provides a list of new ICPs issued since the report was last run by modifying start and end date filters.

ICP Updates								
Name	Person Number	Department	Assignment Number	ICP Name	ICP Effective Start Date	ICP Effective End Date	Entry Reason	ICP Value
Shaver, Lisa	1646930	English	E1646930	Event Support Faculty	12/01/2023	12/31/2023	Faculty in ENG. 2nd year of Women's Writing Group (of tenure track faculty) F honorarium for coordinator duties @\$500/semester. MB	\$ 100.00
Woytkewicz, Kristyn	1000126823	English	E1000126823-2	One Time Payment Student	12/01/2023	12/31/2023		\$ 400.00
Kennedy, Theresa	1926096	Modern Languages and Cultures	E1926096	Event Support Faculty	12/01/2023	12/31/2023	Faculty in MLC. 2nd year of Women's Writing Group (of tenure track faculty) Facilitators honorarium \$500/semester. MB	\$ 100.00

**Current Labor Distribution & Commitment Report** – The report provides labor distribution information for all active employees in the system. It provides information on whether there is an actual Labor schedule entered for the employee or not. The report also provides the costing end date of a labor schedule that helps to proactively inquire about future costing information.

Current Labor Distribution and Commitment Detail Report									
Person Number	Full Name	Home Department	Costing Department	Assignment #	Costing Type	Costing Start Date	Costing End Date	Concatenated Segments	POETAF Cond
108995	Choucair, Mona	32225-English	32225-English	E108995	ASG	01/01/2020	Ongoing	320-32225-100-1000000-91045-101-0000	
1000137077	Choutipalli, Surya	32330-Chemistry and Biochemistry	32330-Chemistry and Biochemistry	E1000137077	ORG	01/01/2019	Ongoing	320-32330-100-1000000-91100-000-0000	
1825631	Clark, Emily	32365-Museum Studies	32365-Museum Studies	E1825631-2	ASG	08/01/2023	12/31/2023	320-32365-100-1000000-91045-101-0000	

- The start of terms is the heaviest period for changes in academic departments. It will be critical for the Departmental LD Analysts to work with their department during this period to obtain costing changes.
  - Faculty summer spreadsheet – Provost’s office
  - Graduate Assistant/Graduate Student Employee
  - Adjunct Faculty
- A mass labor distribution import using File Based Data Import (FBDI) is available to load multiple costing lines at once. See the LD Mass Imports QRG for detailed instructions.
- All LD training resources are available on the Ignite Training Website: (<https://ignite.web.baylor.edu/training-information/financial-roles/labor-distribution>), select the Training Information tab, *Financial Roles*, then select the *Labor Distribution* page.