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.
- A second labor schedule under **Supplemental Fringe Results** pay element is required for each ICP schedule entry. This instruction shows steps how to enter the additional schedule.

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.

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. Add New ICP 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.

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.
4. Click on the “Assignment” tab and enter the person’s 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 start and end date, and click “Create”.

5. Validate that the header level schedule version details are populated correctly based on the previous step. Enter any necessary comments 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 funding source. If the costing is split between various funding sources, create additional distribution rules until the total percentage allocation adds up to 100%. **Note:** ICPs are rarely charged to projects and must be verified with URAs before the schedule is entered. Click “Create”.

7. 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”.
8. Enter the Supplemental Fringe Results labor schedule associated to the ICP. Repeat steps 1 – 3. Create a labor schedule using the “Supplemental Fringe Results” pay element. The costing start and end date must align with the ICP element schedule version entry.

**Note:** If the person is receiving more than one ICP with different distribution rule, calculate the percentage allocation between the various costing strings and enter the distribution rule accordingly. If the effective dates on the various ICPs with different costing strings do not match, use the distribution rule with the longer effective period to apply the supplemental fringe labor schedule entry.

9. Enter a distribution rule. Enter the department default COA with account number 91300 for distributed benefits. Review and submit entry.
III. Add New ICP Schedule Version

If a new ICP is issued and a labor schedule is already in the system for the ICP element type, enter a schedule version the new ICP based on its effective start and end date.

For example: Yulissa Torres (shown below) has an active Overload Faculty ICP labor schedule already in the system for costing period through 05/31/24. If Yulissa receives a new Faculty Overload ICP for 08/01/24 – 12/31/24, we will use the existing labor schedule and create a new version for the new costing period.

<table>
<thead>
<tr>
<th>Yulissa Torres - E1000132844-3 - Overload Faculty</th>
<th>Yulissa Torres</th>
<th>Lecturer</th>
<th>Overload Faculty</th>
</tr>
</thead>
</table>

### Schedule Versions: Yulissa Torres - E1000132844-3 - Overload Faculty (1)

- **Create Version**

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Status</th>
<th>Version Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2024</td>
<td>05/31/2024</td>
<td>Active</td>
<td>CONVERTED_2024-02-21</td>
</tr>
</tbody>
</table>

I. Create a new schedule version. Duplicate the current active schedule and edit the contents of the duplicated version as needed. Click “Save” when completed.
2. Update the distribution rule of the duplicated version as needed. Review and submit the new schedule version for approval.

![Distribution Rules](image)

3. Create the corresponding **Supplemental Fringe Results** Element version schedule for the added costing period by duplicating the previous active version and updating the content of the entry as needed.

**IV. View Approval of Submitted Labor Schedule**

1. To track the approval status of a submitted schedule within the workflow, go to the notification bell and click “Show All”

![Notifications](image)

2. 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.

![BPM Worklist](image)

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

![Approval History](image)