Overview

- This job aid is intended for Departmental LD Analysts.
- This document outlines the steps to enter a labor schedule for a new employee or new assignment. Refer to separate job aid for Revising an LD Schedule for an Existing Assignment.
- 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 Labor Distribution (LD) Accountants for all new hires or assignments that require a labor schedule entry. Reach out to Financial Managers for costing information.
2. Ensure you have reviewed all active labor schedules and enter the correct effective start date and end date. The Costing End Date is a required field. If an employee has an ongoing assignment and it is known that costing remains the same, use 12/31/2050 for the default costing end date.
3. Refer to separate job aids for Costing on New ICPs or Revising an Existing Labor Schedule.

In-System Processing

II. Find Employee & Entering 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 name**.

3. 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.
4. Click on the “Assignment” tab and enter a 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. The schedule name defaults to “Name – Assignment #”. Enter the version name, the scheduled start date, and the end date, then click “Create”. **Note: The Schedule Date should always be the start date of the employee’s first pay period. There should not be a costing date gap between given pay periods.**

![Image of the interface for managing labor schedules.](image)

5. Validate the header level schedule version details populated correctly based on the previous step. Additional comments/Justification can also be added to the version by clicking on the three dots under Actions and then selecting Edit.

![Image of the schedule version management interface.](image)
6. Enter a distribution rule. Click the “Create Rule” button under the distribution rules section. A “Create Distribution Rule” window will open. Click on “Project” or “Nonproject” depending on the funding source.

7. For the Project funding source, enter the project number. Award and Funding source information will auto-populate. Select the task from the drop-down menu. Enter the Expenditure Organization, Expenditure Type, and the percentage allocation. If the percentage allocation entered under the project is less than 100%, click “Create” and enter another distribution rule.
8. For Non-project costing, click “Create Rule” again, select the “Nonproject” header, and enter the COA string and percentage allocation. Click on “Create”

![Distribution Rule](image)

9. Review the distribution rule created. The total percentage allocation between various funding sources must add up to 100%.

![Distribution Rules](image)
10. 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. Note that the Labor Schedule Version status will be updated to “Submitted”.

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

![Schedule Version Table]

![Distribution Rules]

![Schedule Version Table]

![Notification Display]
13. 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.

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