Labor Distribution: Manage Labor Cost for LDAs

Overview

- This job aid is intended for Labor Distribution Accountants.
- This document outlines the steps to review errors under Manage Labor Cost (Labor cost Exceptions on Import), rejected labor costs for missing active labor schedules on import, and how to process labor costs after changes in existing labor schedules are made.

I. Manage Labor Cost

1. Manage Labor Cost is a section in the LD Module that displays labor cost transactions that are both successful as well as those in error status.

2. These transactions are displayed after each payroll import.

> **Note:** *Payroll import is scheduled on the 14th and 29th of each month.*

3. After the payroll import is completed, the Labor Distribution Execution Report is generated which provides the number and amount of labor costs imported successfully and those rejected or those that appear on the exception list.

- **Labor Costs Rejected**: These are payroll transactions that do not have corresponding labor schedules in the LD module.
- **Labor Cost Exceptions on Import**: These are transactions that did get imported to the LD module with "*Error*" status and are displayed under Manage Labor Costs. Most of these errors are due to budgetary control set on projects that validate for funds availability and that expenses are not posted outside the project dates. Department FAs/FMs must work with URAs to correct these errors before labor costs can be re-processed.
- **Labor Costs Imported Successfully**: These are transactions that successfully imported and are displayed under Manage Labor cost as "Success".

4. A summarized Labor Cost Import Error Report is prepared by the LD Manager and shared with LD Accountants to work with their assigned departments. The report consists of two sections: missing labor schedules, and the labor cost exception list.

   - **Missing labor schedules**: These must be entered by the Departmental LD Analysts and approved by everyone on the workflow within 3 business days after receipt of the report. A Payroll import will be processed after all missing labor schedules are entered.

   - **Labor cost exception list**: Departmental LD Analysts must work with URAs to correct labor schedules on the report. Any correcting entries must be approved by everyone on the workflow within 3 business days after receipt of the report. LD Accountants will monitor labor costs with error status and reprocess the cost once correcting entries are approved.

In-System Processing

II. Process Labor costs

Labor costs are processed automatically after each payroll import, except when a change in the existing labor schedule is entered afterward which would require processing labor costs in-system manually. A change in labor schedule can be initiated due to a request from the department, URA, PI, or to correct labor cost exception items on payroll imports.

Change in existing labor schedule

1. Run the Labor Distribution changes report.
   HCM Management Data Portal > HCM Transactions > Labor Distribution Changes
2. Select an entity or department and enter the cost detail update start date beginning with the last date the report was last run.
3. Filter report for effective start dates that are before the last payroll import date.
4. Analyze the list by reviewing the current labor cost. Process labor cost if the current distribution rule is different from what is shown on the LD change report.
   - Go to "Manage Labor Cost". The search box defaults to Error status filter. Remove the default filter and search for the employee by name or select other filter as an alternative method for searching.

- Select the labor cost lines for the period start and end date that match the entry on the LD change report.

Manage Labor Costs

Q | Daniel Agu ✕ Search for employees by name

Person Number | Batch Name | Status Error | Period Start Date 11/29/2023–12/29/2023 | More Filters

Labor Costs

1 of 9 selected | Process Costs | Delete

	Name ⇅	Period Start Date ⌄	Period End Date ⇅	Pay Element ⇅	Assignment ⇅	Amount ⇅	Batch Name ⇅	Status
☑	Daniel Agu	01/01/2024	01/31/2024	Regular Hourly Earnings	Graduate Assistant	$215.38	PR Import_012024	Success

- Scroll down and review the original distribution rule.

Distribution Rules : Daniel Agu, Graduate Assistant 01/01/2024 To 01/31/2024

Project ⇅	Task ⇅	Award ⇅	Funding Source ⇅	GL Account ⇅	Percentage ⇅	Amount ⇅
				370-37300-100-1000000-92150-101-0000-00000-00000	100.00%	$215.38

- Click on "Process Costs" to apply the new distribution rule to the labor cost. Click "Ok" to submit the cost.

1 of 9 selected | Process Costs | Delete

	Name ⇅	Period Start Date ⌄	Period End Date ⇅
☑	Daniel Agu	01/01/2024	01/31/2024

Submit costs?

If you continue, you will submit 1 labor costs to be distributed by their associated labor schedules. Once the process is complete, you can review the results in this page.
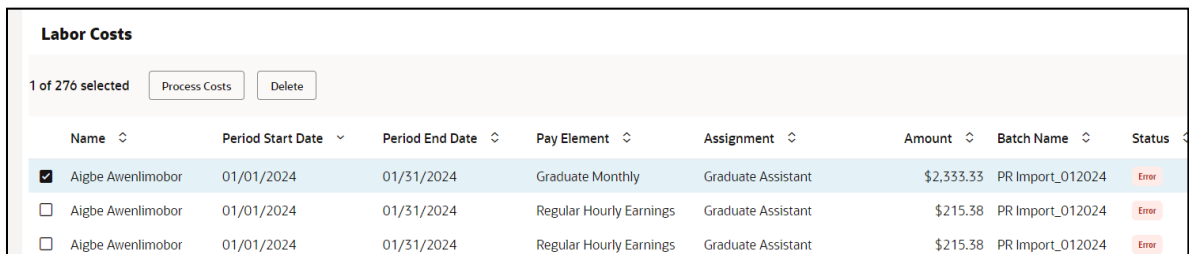
Cancel | OK

- Once the cost is processed, the original labor cost will be credited, and the new distribution rule will be applied to the labor cost.
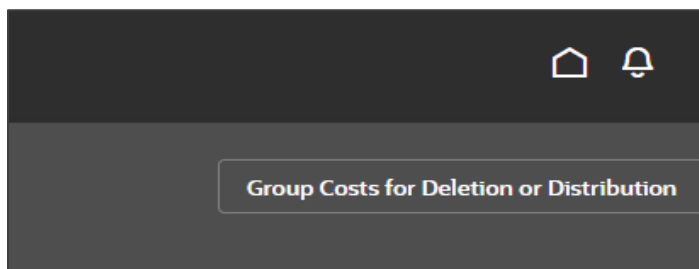
Labor Cost Exceptions on Import

1. Go to "Manage Labor Cost". The search box defaults to Error status filter and all labor cost imports with error status are displayed below.

2. A report with a list of labor cost exceptions on Import is provided to the Departmental LD Analysts at the end of each payroll import process. After necessary corrections are made to the labor schedule, these costs must be re-processed again using the same method as described on page 3.

3. Alternatively, for payroll import errors, you can also use the Group Cost for distribution option located in the top right corner of the Manage Labor Cost section.

4. Select "Process Costs", enter the payroll import batch name which is displayed on the column before Error or Success status, select "BAYLOR" under Business Unit, and the period start date associated to the payroll batch name.

5. All labor costs under the batch will be re-processed and any corrections made to errored transactions are applied to the revised labor distribution rule. If the transaction was successful during the original payroll import and no change was made to the existing labor schedule after that, no change in the labor cost occurs when the batch is re-processed.

6. Group cost for distribution can be run multiple times as corrections are made to clear up all labor costs with Error status.