

Labor Distribution: Pool Fringe Labor Schedule

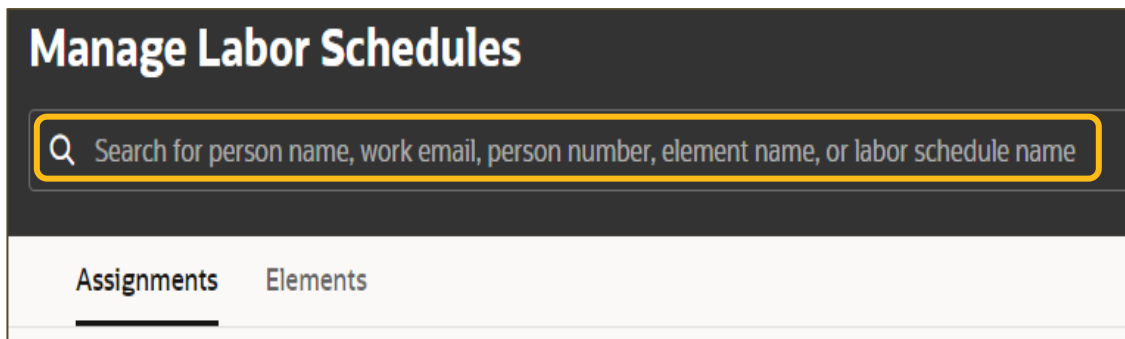
Overview

- This job aid is intended for Departmental LD Analysts.
- This document outlines steps to enter a Pool Fringe Result pay element labor schedule.
- The schedule entry is only needed when a grant does **not allow** pool fringe expenses.
- This requires an additional Pool Fringe Result pay element labor scheduled entry using department COA, account number 91300 (Distributed Benefits), and purpose code 301.

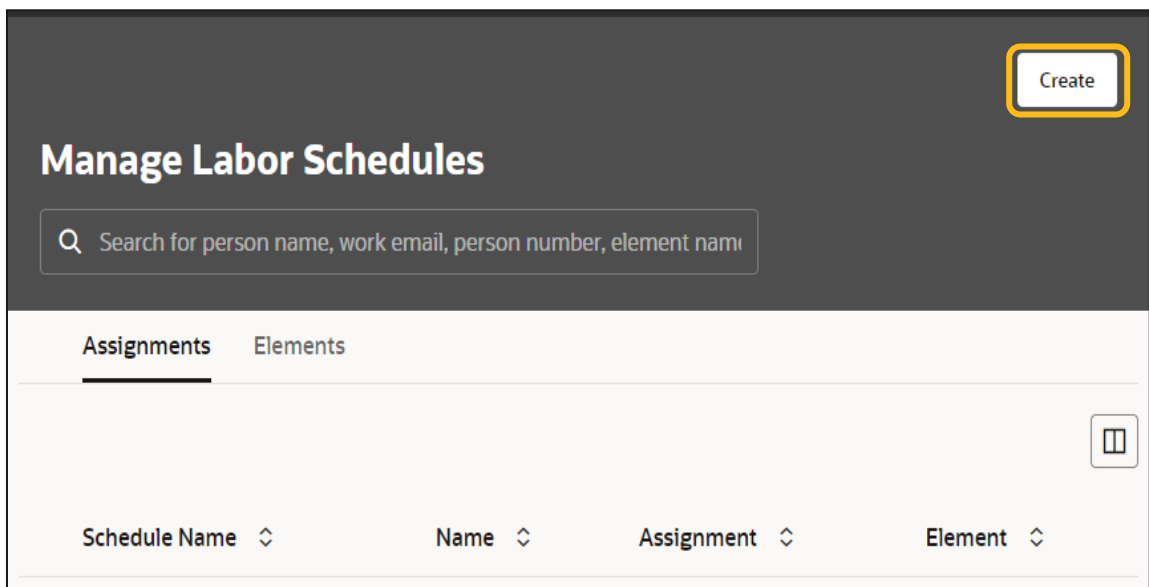
In-System Processing

Find Employee & Enter 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. Check to make sure Pool Fringe Results pay element schedule is not previously entered. Click "Create".



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- Click on the "Assignment" tab and enter the person's name or number. Select the assignment where the new labor schedule will be entered. Select "Pool Fringe Results" under the pay element. Schedule Name number will default based on the selection. Enter the version name and the scheduled start and end dates. Click "Create". The schedule start and end date must align with the main assignment costing period.

Create Labor Schedule

Assignment | Element

Person
Abhishek Raj

Assignment Number
E1000138102

Costed Only

Pay Element
Pool Fringe Results

Schedule Name
Abhishek Raj - E1000138102 - Pool Fringe Results

Version Name
SP_No Fringe-04/08/24-A. Cherinet

Start
06/01/2023

End
05/31/2024

- Review the schedule version detail entered and add a comment by selecting "Edit" under Action.

Schedule Versions: Abhishek Raj - E1000138102 - Pool Fringe Results (1)

Create Version

Start	End	Status	Version Name	Comments	Actions
06/01/2023	05/31/2024	New	SP_No Fringe-04/08/24-A. Cherinet	Adding pool fringe labor schedule to project 1001178. The project does no	...

Distribution Rules: SP_No Fringe-04/08/24-A. Cherinet

Edit

Labor Distribution: Pool Fringe Labor Schedule

5. Enter a distribution rule. Enter the department default COA with account number 91300 (distributed COA) and purpose code 301. Click “Create”.

Create Distribution Rule

Project Nonproject

GL Account: 320-32330-100-1000000-91300-301-0000-000

Percentage: 100

6. Review and submit for approval.

Multiple Projects Labor Schedule Pool Fringe Entry

If the distribution rule has multiple grants, but only one does not allow fringe pool expenses charged to the project, the additional labor schedule entry for the Pool Fringe Results pay element will be entered as follows:

Example: Mary Herbert has a 10% distribution currently on project 1001308. The project does not allow fringe expenses. A Pool Fringe Results Pay element labor schedule entry with the 10% allocation costed to department funds is required to avoid fringe expenses being charged to this project.

Schedule Versions: Mary Herbert - E107176 (8)							
Start	End	Status	Version Name		Comments		
01/01/2024	05/31/2024	Active	CONVERTED_2024-02-21				
09/01/2023	12/31/2023	Active	CONVERTED_2024-02-21				
07/01/2023	08/31/2023	Active	CONVERTED_2024-02-21				

Distribution Rules: CONVERTED_2024-02-21 (3)							
Line	Project	Task	Award	Funding Source	Expenditure Organization	Expenditure Type	Percentage
1							65.00%
2	1001308	SP	102763	AARP Foundation	Baylor Collaborative on Hunger and Poverty	Staff-Regular	10.00%
3	1001613	SP	103031	Episcopal Health Foundation	Baylor Collaborative on Hunger and Poverty	Staff-Regular	25.00%
Total							100.00%

Labor Distribution: Pool Fringe Labor Schedule

1. Enter the **Pool Fringe Results** pay element labor schedule. Enter the person's name or number, select "Pool Fringe Results" from the Pay Element drop-down menu, and enter the schedule start and end date. The dates must align with the main assignment costing period. Click "Create".

Create Labor Schedule

Assignment	Element
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Person
Mary Herbert

Assignment Number
E107176

Costed Only

Pay Element
Pool Fringe Results

Schedule Name
Mary Herbert - E107176 - Pool Fringe Results

Version Name
SP_No Fringe-04/08/24-A. Cherinet

Start
01/01/2024

End
05/31/2024

Labor Distribution: Pool Fringe Labor Schedule

- Enter the distribution rule. Mary Herbert has three distribution lines. Re-enter the two distribution lines (same costing and percentage allocation) that are not affected by Pool Fringe restrictions using account number 91300 and expenditure type "Distributed Benefits" for the project line. Enter the distribution line with pool fringe restriction using the department COA, account 91300, and purpose code 301.

Schedule Versions: Mary Herbert - E107176 - Pool Fringe Results (1)

Create Version

Start	End	Status	Version Name	Comments
01/01/2024	05/31/2024	New	SP_No Fringe-04/08/24-A. Cherinet	

Distribution Rules: SP_No Fringe-04/08/24-A. Cherinet (3)

Create Rule

Source	Expenditure Organization	Expenditure Type	GL Account	Percentage
			310-30530-220-2200780-91300-401-0000-00000-00000	65.00%
Health Foundation	Baylor Collaborative on Hunger and Poverty	Distributed Benefits		25.00%
			310-30530-124-2200261-91300-301-0000-00000-00000	10.00%
Total				100.00%

- Review and submit for approval.