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”.

![Manage Labor Schedules](image-url)
3. 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.

4. Review the schedule version detail entered and add a comment by selecting “Edit” under Action.
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]

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 (B)]

![Distribution Rules: CONVERTED_2024-02-21 (B)]
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](image-url)
2. 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.

3. Review and submit for approval.