Overview

- This job aid is intended for Departmental LD Analysts.
- This document outlines the steps to enter a labor schedule for an hourly employee when the funding source is a Sponsored Project and biweekly staff employee.
- For hourly employees on SP funding source, two additional labor schedules; **Overtime Pay Element** and **Supplemental Fringe** is required to be entered to avoid overtime expenses charged to a Sponsored Project.
- For hourly staff employee, a **Supplemental Fringe** pay element labor schedule entry is required.

In-System Processing

Find Employee & Entering Labor Schedule

Biweekly Employee on Sponsor Project

1. Search for the Employee using **name, person number, element name, or labor schedule name**.

   ![Manage Labor Schedules](image1)

   - Assignments   Elements

2. 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.

   ![Manage Labor Schedules](image2)

   - Schedule Name   Name   Assignment   Element
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. Schedule Name number will default based on the selection. Enter the version name and the scheduled start and end dates. Click “Create”.

![Create Labor Schedule](image)
4. Enter the distribution rule. Click the “Create Rule” button under the distribution rules section. A “Create Distribution Rule” window will open. Click on “Project” and enter the project information. Review and submit the schedule version for approval.

5. Enter the **Overtime Pay Element** labor schedule. This is a required entry when an hourly employee is costed to a project to avoid overtime expenses charged to a project. Repeat steps 1 & 2. Create a labor schedule using the “Overtime Premium” Pay Element.
6. Enter a distribution rule. Enter the COA where the overtime expenses should be charged to with the appropriate overtime account number (92220-Student Overtime or 91160-Staff Overtime) and purpose code 301 unless otherwise specified. **Overtime expenses cannot be charged to Sponsored Projects.** Review and submit entry.

7. Enter the **Supplemental Fringe Results** labor schedule to avoid fringe expenses related to overtime being charged to the sponsor project. Repeat steps 1 & 2. Create a labor schedule using the “**Supplemental Fringe Results**” pay element.
8. Enter a distribution rule. Enter the COA used to enter the Overtime pay element with account number 91300 for distributed benefits and purpose code 301. Review and submit entry.

**Biweekly Staff Employee 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. 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.
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. Schedule Name number will default based on the selection. Enter the version name and the scheduled start and end dates. Click “Create”.

4. Enter the distribution rule. Click the “Create Rule” button under the distribution rules section. A “Create Distribution Rule” window will open. Review and submit the schedule version for approval.
5. Enter the **Supplemental Fringe Results** pay element labor schedule. Repeat steps 1 & 2. Create a labor schedule using the “**Supplemental Fringe Results**” pay element.

6. Enter a distribution rule. Enter the COA used to enter main assignment schedule with account number 91300 for distributed benefits. Review and submit entry.