

Labor Distribution: Biweekly Employee on a Sponsored Project and Biweekly Staff Employees

Overview

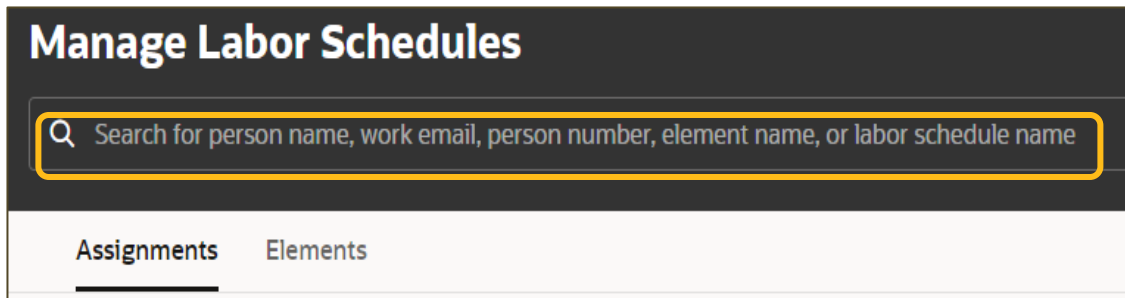
- This job aid is intended for Departmental LD Analysts.
- This document outlines the steps to enter a labor schedule for an hourly employee when the funding source is a Sponsored Project and biweekly staff employee.
- For hourly employees on SP funding source, two additional labor schedules; **Overtime 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

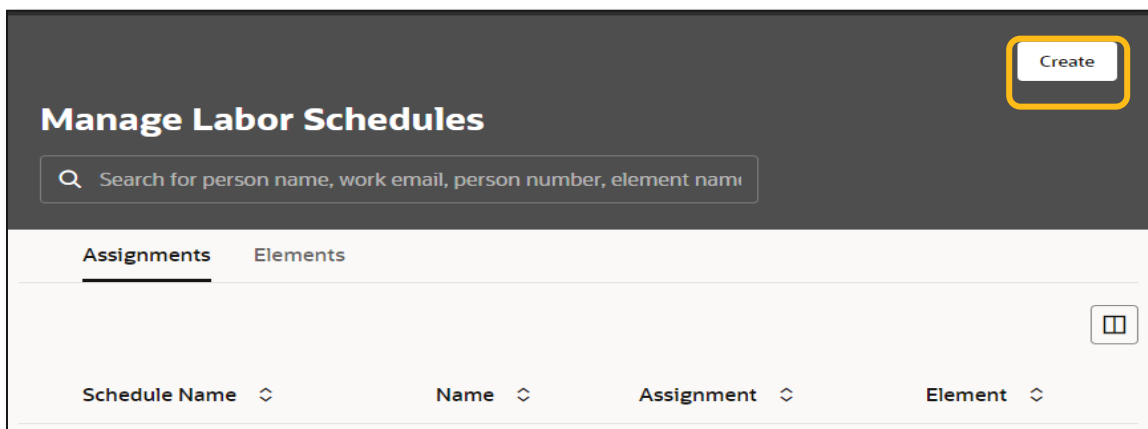
Biweekly Employee on Sponsor Project

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



The screenshot shows the 'Manage Labor Schedules' interface. At the top, there is a search bar with a magnifying glass icon and the text 'Search for person name, work email, person number, element name, or labor schedule name'. Below the search bar are two tabs: 'Assignments' and 'Elements'. The 'Assignments' tab is currently selected and highlighted with a yellow border.

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.



The screenshot shows the 'Manage Labor Schedules' interface with a 'Create' button highlighted in the upper right-hand corner. Below the search bar and tabs, there is a table with the following headers: 'Schedule Name', 'Name', 'Assignment', and 'Element'. Each header has a dropdown arrow next to it. A small icon in the bottom right corner of the table area suggests a grid or refresh function.

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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. 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

Assignment | Element

Person
Emily DeMieri

Assignment Number
E1000141562-2

Costed Only

Pay Element

Schedule Name
Emily DeMieri - E1000141562-2

Version Name
SP_Add - 04/07/24 - A. Cherinet

Start
12/04/2023

End
06/08/2024

Cancel Create

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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.

Distribution Rules: SP_Add - 04/07/24 - A. Cherinet (1)

Create Rule

Line	Project	Task	Award	Funding Source	Expenditure Organization	Expenditure Type	GL Account	Percentage
1	1001263	SP	102725	National Science Foundation	Geosciences	Other Student Wages		100.00%
								Total
								100.00%

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.

Create Labor Schedule

Assignment Element

Person
Emily DeMieri

Assignment Number
E1000141562-2

Costed Only

Pay Element
Overtime Premium

Schedule Name
Emily DeMieri - E1000141562-2 - Overtime Premium

Version Name
BW OT - 04/07/24 - A. Cherinet

Start
12/04/2023

End
06/08/2024

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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.

Project Nonproject

GL Account
320-32345-100-1000000-92220-301-0000-00

Percentage
100

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.

Create Labor Schedule

Assignment Element

Person
Emily DeMieri

Assignment Number
E1000141562

Costed Only

Pay Element
Supplemental Fringe Results

Schedule Name
Emily DeMieri - E1000141562 - Supplemental Fringe Results

Version Name
BW OT - 04/07/24 - A. Cherinet

Start
12/04/2023

End
06/08/2024

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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.

The screenshot shows a form with two tabs: 'Project' and 'Nonproject'. Below the tabs is a 'GL Account' field containing the text '320-32345-100-1000000-91300-301-0000-000'. Below that is a 'Percentage' field containing the text '100'.

Biweekly Staff Employee Labor Schedule

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

The screenshot shows the 'Manage Labor Schedules' interface. It has a search bar with the placeholder text 'Search for person name, work email, person number, element name, or labor schedule name'. Below the search bar are two tabs: 'Assignments' and '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.

The screenshot shows the 'Manage Labor Schedules' interface with a 'Create' button in the upper right corner. Below the search bar and tabs are two tabs: 'Assignments' and 'Elements'. At the bottom, there is a table header with columns: 'Schedule Name', 'Name', 'Assignment', and 'Element'. Each column has a dropdown arrow next to it.

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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. 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

Assignment | Element

Person
Andrea Reyes


Assignment Number
E1000147096


Costed Only

Pay Element 

Schedule Name
Andrea Reyes - E1000147096

Version Name
New Hire - 06/03/24 - A. Cherinet

Start
05/26/2024 

End
12/31/2050 

- 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.

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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.

Create Labor Schedule

Person Andrea Reyes

Assignment
Research Assistant

Costed Only

Pay Element
Supplemental Fringe Results

Schedule Name
Andrea Reyes - E1000147096 - Supplemental Fringe P

Version Name
BW OT - 06/03/24 - A. Cherinet

Start
05/26/2024

End
12/31/2050

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.

Create Distribution Rule

Project Nonproject

GL Account
320-32345-100-1000000-91300-101-0000-000

Percentage
100