Labor Distributions

HR FRONT END TRAINING

HOW-TO GUIDE
APPROPRIATE USE AND SECURITY OF CONFIDENTIAL AND SENSITIVE INFORMATION

Similar to Banner, HRFE allows you to access confidential and sensitive information. Guidelines have been created to help you manage your responsibility.

You are responsible for any activity that occurs using your logon

- Do not share your passwords or store them in an unsecured manner.
- Do not leave your workstation unattended while logged on to administrative information systems.

You have access to very sensitive personal information

- Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- Retrieve printed reports quickly, and do not leave the reports lying around in plain view.
- Secure reports containing confidential and sensitive information (e.g., FERPA, EEO, or HIPAA protected data).
- Shred the documents in a timely manner when disposing of reports containing confidential or sensitive information.

Any violation could subject you to disciplinary action.
HR Front End Labor Distributions Quick View

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<th></th>
<th></th>
</tr>
</thead>
<tbody>
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<td>1</td>
<td>• Locate the employee’s record.</td>
</tr>
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<td>2</td>
<td>• Enter the change date in the date field and click View.</td>
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<td>• Select Labor Distribution from the Transaction Menu.</td>
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<td>• Make necessary changes to the Labor Distribution fields and Save.</td>
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Introduction

This guide will help you understand and process Labor Distributions transactions in the HR Front End. It includes an explanation of the Labor Distributions transaction and gives general guidelines about when it is appropriate to use the Labor Distributions transaction type. It also provides instructions on how to complete Labor Distributions transactions.

Assumptions

This guide assumes that you have completed the HR Front End Overview and Navigation online course. This prerequisite helps acquaint you with the general functionality of and navigation in the HR Front End. Material presented in the HR Front End Overview and Navigation course is not repeated in this guide.

What Is Labor Distribution Transaction?

Labor Distribution transactions are used when only the Labor Distribution or Budget Profile Code needs to be changed. Labor Distribution and Budget Profile Codes can also be changed using an Employee Job Record Change, but using the Labor Distribution transaction will allow for Department or College users to apply the transactions directly to Banner in most instances.

NOTE: If other Job or Position data needs to be changed in addition to the Labor Distribution or Budget Profile, use the Employee Job Record Change transaction type. (See Employee Job Record Change Quick Reference Guide)

Conventions Used in this Guide

- Indicates a Note or additional information that might be helpful to you.

- Indicates a Hint such as a tip, shortcut, or additional way to do something.

- Indicates a Warning of an action that you should not perform or that might cause problems in the application.
Completing a Labor Distribution Change

The Labor Distribution transaction is completed directly in the Employee Record View screen. It is important that the date be set to the date the change should occur prior to selecting the transaction type.

NOTE: The Labor Distribution only transaction can be directly applied to Banner if there are no additional changes (components). If there are additional components, then additional route stops will be added.

HINT: The Labor Distribution transaction type only allows changes since the Last Paid Date on the job record. If you need to make a labor distribution change that should have taken effect before the Last Paid Date on the job record you must make the change using an Employee Job Record Change transaction.

1. Use the **Employee Search** to locate the employee and open the Employee Record View (ERV).

   *The Employee Search screen is displayed. (See Figure 1: Employee Search Screen)*

2. Select the desired employee from the search results and click **Select**.

   *The Employee Record View is displayed.*

![Employee Search Screen](image)

**Figure 1: Employee Search Screen**
3. Enter the date the change should be effective in the **Date** field, and then click **View**. 
   *Screen refreshes and displays Employee Record View for the date selected.*

4. From the **Transactions** menu, select **Labor Distributions**.
   *Screen refreshes and transaction type is displayed on the Transaction Bar.*

5. Expand the appropriate **Job Detail** Accordion.
   *Current Job Detail is displayed.*

6. Expand the **Job Labor Distributions** accordion. From this point, users will have different options:
   a. **Edit** the Labor Distribution
   b. **Remove** the Labor Distribution
   c. **Add** a new Labor Distribution

*Figure 2: Labor Distribution Accordion - Expanded*
Updating Existing Labor Distribution

There are two methods to add or update an existing Labor Distribution: using the drop-down menus and using the inline method. If you are certain of the data you are entering in the fields, using the inline method will save time. If you need to verify that the data entered in each field of the FOAPAL is correct, click Edit and use the drop-down menus.

Updating Labor Distribution Using Drop-down Menus

1. Follow the steps for beginning a Labor Distribution transaction located on pgs. 6-7 of this guide.
   
    *Current Labor Distribution is shown and is editable.*

2. Click Edit (located to the left of the row to be changed).

    *Screen refreshes and a vertical menu appears showing the current LD Values and Descriptions.*

3. Change the necessary Labor Distribution fields.

    **HINT:** If you begin typing a number in any of the FOAPAL fields, you can use the menus to the right to select the correct value. Once a value is entered, check the description that is populated to verify the data entered is correct.

4. Click the Update button located below the list.

    *Labor Distribution row is updated with new values displayed in red, and old values displayed in white. Effective date is updated to match the date selected in step 3.*

    **WARNING:** When using the vertical menu to edit Labor Distribution, you must use the Update button located below the list. Using the Update button to the right of the row will result in an error. Also, clicking the Save button without first clicking Update will result in changes being lost.

5. Click Save.

    *Transaction is saved. Changes are shown under the Proposed Changes accordion.*
Updating Labor Distribution Using the Inline Method

The Inline method for changing Labor Distribution information allows for faster changes. Note that if this method is used, the user will not see the descriptions for each of the Labor Distribution fields.

1. Follow the steps for beginning a Labor Distribution transaction located on pgs. 6-7 of this guide.
   
   *Current Labor Distribution is shown and is editable.*

2. Click inside the desired labor distribution fields to be changed and enter the new data.

3. Click **Tab** to move to next field.
   
   *New values show in red. Old values show in white below.*

4. When all fields have been changed, click the **Update** button to the right of the row.
   
   *Labor Distribution row is updated with new values displayed in red, and old values displayed in white. Effective date is updated to match the date selected in step 3.*

5. Click **Save**.
   
   *Transaction is saved. Changes are shown under the Proposed Changes accordion.*
**Figure 4: Updated Labor Distribution Using the Inline Method**

**Adding a Labor Distribution**

1. Follow the steps for beginning a Labor Distribution transaction located on pgs. 6-7 of this guide.
   
   *Current Labor Distribution is shown and is editable.*

2. Click **Add**.
   
   *Labor Distribution fields are populated.*

3. Enter the necessary Labor Distribution information
   
   *As information is entered, the description menus are refreshed and data can be selected from the menus.*

4. Enter the percentage or salary information for the Labor Distribution.

5. When all necessary fields have been completed, click **Add**.
   
   *New Labor Distribution row is displayed*

6. Click **Save**
   
   *Transaction is saved. Changes are displayed under Proposed Changes accordion.*

   **HINT:** If the new Labor Distribution row is similar to an existing row, click **Edit** next the existing row, modify the data, and then click **Add** to add as a new row.

   **NOTE:** Remember that the total percentage of all Labor Distribution rows must equal 100%.
Figure 5: Adding a Labor Distribution

Figure 6: Labor Distribution Section after Adding New Row
Removing an Existing Labor Distribution

1. Follow the steps for beginning a Labor Distribution transaction located on pgs. 6-7 of this guide.
   
   *Current Labor Distribution is shown and is editable.*

2. Click **Remove** next to the row to be removed.
   
   *Screen refreshes and Labor Distribution row is removed.*

3. Make any other needed changes to other Labor Distribution rows (for example, changing the percentage of salary or adding additional rows).

4. Click **Save**.
   
   *Transaction is saved. Changes are displayed under the Proposed Changes accordion.*

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*Figure 7: Removing a Labor Distribution Row*
Routing and Applying the Transaction

Routing the Transaction

1. Once all changes have been entered, click Save.
2. Click Route.

Once the transaction routes, a success message will appear in green, located above the transaction.

NOTE: If the Labor Distribution transaction is able to be directly applied, you will see a Take Ownership button on the Employee Record View after routing.

Figure 8: Success Routing Message
Applying the Transaction

In most instances, Labor Distribution Only changes are able to be applied to Banner by the Department Initiator. After the Initial route, you will see a Take Ownership button in the Employee Record View.

To apply the transaction:

1. Click Take Ownership.
2. Review the transaction and make any necessary changes
3. Click Apply.

The screen will refresh with the Historical Employee Record View and a Success Applying message. Both of these factors indicate that the data has been successfully applied to Banner.

NOTE: If the labor distribution was changed to an organization that you do not have security for, the transaction will need to route to that other organization for review before it can be applied to Banner.

Figure 9: Success Applying Message
**Labor Distribution Change Process Flow**

Below is the flow of the Job Labor Distribution Changes process.

1. Access Employee Record View for the employee
2. Enter date that transaction should become effective in the Date Field.
3. Select **Labor Distributions** from the Transaction Menu.
4. Expand the Job Accordion and the Job Labor Distribution Accordion
5. Modify, remove or add Labor Distribution information as needed.
6. Save the Transaction.
7. Review transaction
8. Route the Transaction
9. Transaction is routed and reviewed until it reaches the Apply Stop.
10. Apply the Transaction.
Appendix A: Screenshots from HRFE Video

Welcome to the:

Labor Distribution

course
This course will help to equip you when working with Labor Distribution transactions in the HR Front End Application.

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<td>3 – Updating an Existing Labor Distribution using the Drop-Down Menus</td>
<td>• How to edit Labor Distributions using the drop-down menus</td>
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<td>• How to edit Labor Distributions using the inline method</td>
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<td></td>
<td>• How to save</td>
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<tr>
<td>6 – Removing a Labor Distribution</td>
<td>• How to Remove a Labor Distribution</td>
</tr>
<tr>
<td></td>
<td>• How to save</td>
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<tr>
<td>7 – Routing and Applying a Labor Distribution Transaction</td>
<td>• How to route the transaction</td>
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<td></td>
<td>• How to apply the transaction</td>
</tr>
<tr>
<td>8 – Course Review</td>
<td>• You will participate in activities that will assess your understanding of the content covered in this course</td>
</tr>
</tbody>
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Appropriate Use and Security of Confidential and Sensitive Information

Users are responsible for any activity that occurs during their logon. The HR Front End Application allows users to access confidential and sensitive information. Guidelines have been created to help users manage their responsibility.

- Do NOT share passwords or store them in an unsecured manner
- Do NOT leave workstation unattended while logged on to administrative information systems
- Do NOT share confidential and sensitive information with anyone, including colleagues, unless there is a business reason
- Retrieve printed reports quickly, and do not leave the reports lying around in plain view
- Secure reports containing confidential and sensitive information (e.g. FERPA, EEO, or HIPAA protected data)
- Shred the documents in a timely manner when disposing of reports containing confidential or sensitive information.
Chapter 1

Common Terminology

In this Chapter, you will learn:

• Common Terminology
• What a Labor Distribution transaction is
• Labor Distribution Quick View
Labor Distribution Transaction - Button Functionality

<table>
<thead>
<tr>
<th>BUTTON</th>
<th>FUNCTIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply</td>
<td>The <strong>Apply</strong> feature completes the transaction and applies the data to Banner. The User must have <strong>Apply</strong> permissions for this button to be active.</td>
</tr>
<tr>
<td>Close</td>
<td>The <strong>Close</strong> button enables the user to exit the transaction.</td>
</tr>
<tr>
<td>Continue</td>
<td>The <strong>Continue</strong> button is used to proceed through the screens of a Wizard.</td>
</tr>
<tr>
<td>Delete Transaction</td>
<td>The <strong>Delete Transaction</strong> button is used to delete a transaction from the system.</td>
</tr>
<tr>
<td>Print Friendly View</td>
<td>The <strong>Print Friendly View</strong> button opens a separate window that will align the data from the current screen in a format that can be easily printed.</td>
</tr>
<tr>
<td>Route</td>
<td>The <strong>Route</strong> feature sends the transaction on to the next stop in the predetermined routing for the transaction.</td>
</tr>
<tr>
<td>Save</td>
<td>The <strong>Save</strong> button is used to save the transaction to be worked on at a time in the future. Saved transactions can be accessed in the User’s Inbox (My Inbox).</td>
</tr>
<tr>
<td>Send To</td>
<td>The <strong>Send To</strong> feature allows the transaction to be sent to a user that is not in the predetermined routing for the transaction.</td>
</tr>
</tbody>
</table>

Click the **Next** button to continue.
What is a Labor Distribution Transaction?

Labor Distribution transactions are used when only the Labor Distribution or Budget Profile Code needs to be changed. Labor Distribution and Budget Profile Codes can also be changed using an Employee Job Record Change, but using the Labor Distribution transaction will allow for Department or College users to apply the transactions directly to Banner in most instances.

Labor Redistributions will still need to be done through Banner.
Labor Distribution Quick View

1. Locate the employee’s record
2. Enter the change date in the date field and click View
4. Make necessary changes to the Labor Distribution fields and Save.
5. Review the proposed changes in the Employee Record View.
6. Transaction is routed and applied to Banner.
Chapter 1 Review

In this Chapter, you have learned:

- Common Terminology
- What a Labor Distribution transaction is
- Labor Distribution Quick View
Chapter 2
Initiating a Labor Distribution Transaction

In this Chapter, you will learn:

- How to enter the appropriate view date
- How to initiate a Labor Distribution transaction
- How to expand the appropriate accordions
Enter 1/1/2010 in the Date field and click View.

The Labor Distribution transaction is completed directly in the Employee Record View screen. It is important that the date be set to the date the change should occur prior to selecting the transaction type.
You are now viewing this person as of 1/1/2010.

To initiate the transaction click Labor Distributions from the Transactions menu.
Under the Jobs tab, click the accordion bar of the job you wish to edit.
Both the Job Labor Distribution and the Position Labor Distribution are editable and the same changes can be made.

At this point, users will have 3 different options:

- **Edit** the Labor Distribution
- **Remove** the Labor Distribution
- **Add** a new Labor Distribution
Chapter 2 Review

In this Chapter, you have learned:

- How to enter the appropriate view date
- How to initiate a Labor Distribution transaction
- How to expand the appropriate accordions
Chapter 3

Updating an Existing Labor Distribution using the Drop-Down Menus

In this Chapter, you will learn:

- How to edit Labor Distributions using the drop-down menus
- How to update the fields
- How to save
To edit the Labor Distributions using the drop-down menus click **Edit**.

There are two methods to add or update an existing Labor Distribution: using the drop-down menus and using the inline method. If you are certain of the data you are entering in the fields, using the in-line method will save time. If you need to verify that the data entered in each field of the FOAPAL is correct, click **Edit** and use the drop-down menus.
If you begin typing a number in any of the FOAPAL fields, you can use the menus to the right to select the correct value. Once a value is entered, check the description that is populated to verify the data entered is correct.

When using the vertical menu to edit Labor Distribution, you must use the Update button located below the list. Using the Update button to the right of the row will result in an error. Also, clicking the Save button without first clicking Update will result in changes being lost.

Enter 200100 in the Fund field and enter 213300 in the Account field. Then click Update.
Click **Save**.

Labor Distribution row is updated with new values displayed in red, and old values displayed in white. Effective date is updated to match the date entered in the view date field.
You will now see the Labor Distribution component in the Proposed Changes accordion. If you have multiple components click the view link to view the change.
Chapter 3 Review

In this Chapter, you have learned:

- How to edit Labor Distributions using the drop-down menus
- How to update the fields
- How to save
Chapter 4

Updating an Existing Labor Distribution using the Inline Method

In this Chapter, you will learn:

- How to edit Labor Distributions using the inline method
- How to update the fields
- How to save
Enter 200100 in the Fund field and 213300 in the Account field. Then click Update.

The InLine method for changing Labor Distribution information allows for faster changes. Note that if this method is used, the user will not see the descriptions for each of the Labor Distribution fields.
Labor Distribution row is updated with new values displayed in red, and old values displayed in white. Effective date is updated to match the date entered in the view date field.

Click Save.
You will now see the Labor Distribution component in the **Proposed Changes** accordion. If you have multiple components click the view link to view the change.

<table>
<thead>
<tr>
<th>ID</th>
<th>Change Date</th>
<th>Personnel Date</th>
<th>Job</th>
<th>TS Org</th>
<th>Job Change Reason</th>
<th>Change Type</th>
<th>Apply Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>01/01/2010</td>
<td></td>
<td>U82205-00 Office Support Spec (LU)</td>
<td>1-418001 Bureau Admin</td>
<td></td>
<td>LD</td>
<td>Delete</td>
</tr>
</tbody>
</table>
Chapter 4 Review

In this Chapter, you have learned:

- How to edit Labor Distributions using the inline method
- How to update the fields
- How to save
Chapter 5

Adding a Labor Distribution

In this Chapter, you will learn:

• How to add a Labor Distribution
• How to populate each field
• How to save

Click the Next button to continue.
To add another Labor Distribution, click Add.

After completing the same steps in Chapter 2, you are ready to add a Labor Distribution.
If you begin typing a number in any of the FOAPAL fields, you can use the menus to the right to select the correct value. Once a value is entered, check the description that is populated to verify the data entered is correct.

If the new Labor Distribution row is similar to an existing row, click Edit next the existing row, modify the data, and then click Add to add as a new row. Remember that the total percentage of all Labor Distribution rows must equal 100%.

Enter the following in each field:
- **COA:** 1 - University of Illinois - Urbana
- **Index:**
- **Fund:** 100010
- **Organization:**
- **Account:** 213300
- **Program:** 418001
- **Activity:**
- **Location:**
- **Effective Date:** 1/1/2010
- **Percent:** 50
- **Salary:** 0.00

Then click Add.
There are now two rows. Note that the new values display in red. Effective date is updated to match the date entered in the view date field. Remember if you are adding a new Labor Distribution you must also edit the percent for the existing Labor Distribution. Together they must equal 100 Percent.

Click Save.
You will now see the Labor Distribution component in the Proposed Changes accordion. If you have multiple components click the view link to view the change.

Click the Next button to continue.
Chapter 5 Review

In this Chapter, you have learned:

- How to add a Labor Distribution
- How to populate each field
- How to save
Chapter 6

Removing a Labor Distribution

In this Chapter, you will learn:

• How to Remove a Labor Distribution
• How to save

Click the Next button to continue
To remove a Labor Distribution, click "Remove."
### Labor Distribution Transaction - HR Front End

**Employee Record View**

- **Employee Name**: John Doe
- **Employee ID**: 651234567
- **Department**: ECLS CA
- **Total FTE**: 1.000
- **Base Salary**: $43,299.68
- **Total Salary**: $43,299.68

**Full View/New Transaction**

**Date**: 11/1/2010

**Job Comments**
- **Comments**: Labor distribution change
- **UserID**: sandrin
- **Date**: 12-4-2009 09:26:56

**Job Labor Distributions**

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Start Date</th>
<th>Percent</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>EUR</td>
<td>PERM1</td>
<td>20001</td>
<td>418001</td>
<td>213320</td>
<td>416004</td>
<td></td>
<td></td>
<td>11/1/2010</td>
<td>50.00</td>
<td>21614.84</td>
</tr>
</tbody>
</table>

**Notes**

Percent must always equal 100. So enter 100 in the percent field and then click update.
Click Save.

Note that the new values display in red. Effective date is updated to match the date entered in the view date field.
You will now see the Labor Distribution component in the Proposed Changes accordion. If you have multiple components click the view link to view the change.
Chapter 6 Review

In this Chapter, you have learned:

• How to remove a Labor Distribution
• How to save
Chapter 7

Routing and Applying a Labor Distribution Transaction

In this Chapter, you will learn:

• How to route the transaction
• How to apply the transaction
The Labor Distribution only transaction can be directly applied to Banner if there are no additional changes (components). If there are additional components, then additional route stops will be added.

Once the transaction is completed, it is ready to be routed. Click Route.

<table>
<thead>
<tr>
<th>ID</th>
<th>Change Date</th>
<th>Personnel Date</th>
<th>Job</th>
<th>TS Org</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>194651</td>
<td>01/01/2010</td>
<td></td>
<td>U82205-00 OFFICE SUPPORT SPEC (LU)</td>
<td>1-418001 Admin</td>
<td></td>
</tr>
</tbody>
</table>
Once the transaction has been routed you will get a success routing message.
The screen will refresh with the Historical Employee Record View and a Success Applying message. Both of these factors indicate that the data has been successfully applied to Banner.

If the labor distribution was changed to an organization that you do not have security for, the transaction will need to route to that other organization for review before it can be applied to Banner.

Click the **Next** button to continue.
Chapter 7 Review

In this Chapter, you have learned:

• How to route the transaction
• How to apply the transaction
You have reached the conclusion of the Labor Distribution Course. Feel free to navigate to any section of this course. In order to certify your completion of this course, please click the COMPLETE COURSE button below.