

Labor Distribution Adjustment

PURPOSE

Use this procedure to make adjustments to existing LD Schedule Lines to change funding information.

TRIGGER

Perform this procedure when changes in reporting move an employee to a different GL account for some or all of their salary, or when transferring funding between GL and Grant funding.

ASSISTANCE

If you need assistance, please report your issue to the Self Service Help Desk:

- <http://it.wvu.edu/support/service-desk/selfservice>

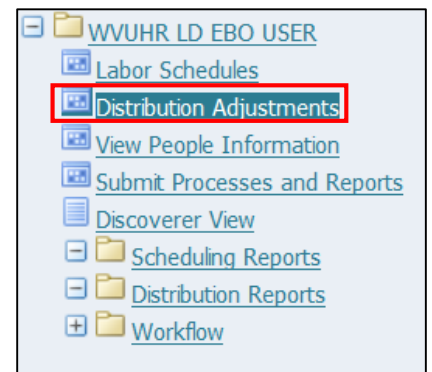
PROCEDURE

Prerequisites

- Employee must be already paid in the period you are adjusting.
- In moving from POETA to GL or vice versa, Work Flow must be established.

Open MAP Forms

1. From the MAP³ Main Menu, click on the **WVUHR LD EBO USER** responsibility to open the folder.
2. Click on the **Distribution Adjustments** link. The **Distribution Adjustments** form will open in a new window.



Labor Scheduling

A screenshot of the 'Distribution Adjustments' form. The 'Find Distributions' dialog box is open in the foreground. In the dialog, the 'Employee Name' field is empty, and the 'Assignment' radio button is selected under the 'Adjust by' section. The 'Find' button at the bottom right of the dialog is highlighted with a red box. The background form shows fields for Employee (Full Name, Employee Number), Assignment (Assignment, Organization), and Actual Distributions (GL Account, Element).

- Complete the following fields on the **Find Distributions** window:

Field Name	Description
<i>Employee Name</i>	Enter the employee's full name as Lastname, Firstname Middlename. You may also enter a portion of the name utilizing the wildcard symbol (%). You can also click the List of Values (LOV) button in the field to search for the employee. Example: Trainer, J%
<i>Begin Date</i>	The first date of the pay period(s) for which you need to make the adjustment. Example: 01-JUL-2014
<i>End Date</i>	The last date of the pay period(s) for which you need to make the adjustment. Example: 31-JUL-2014

- After completing the dates, the *Currency* field will auto-populate with USD. Make sure to leave the default *Adjust by Assignment* radio button selected.
- Click the **Find** button to search for employee assignments during the selected period.

If you are trying to define a Distribution Adjustment for a date range where an existing distribution adjustment is pending, you will receive a Note stating,
"One or more distribution lines are in use."

The screenshot shows the 'Distribution Adjustments' window. At the top, there are fields for 'Employee' (Full Name: Trainer, Jodie T; Employee Number: 69990) and 'Assignment' (Assignment: 69990-7; Organization: Administrative Tech Solutions). Below these are 'Distribution Period' fields (Begin Date: 01-JUL-2014; End Date: 31-JUL-2014; Currency: USD). The main area is divided into two sections: 'Actual Distributions' and 'Adjusted Distributions'. The 'Actual Distributions' table has columns for GL Account, Project, Amount, and Transfer. The first row shows GL Account 11.778050001.111004, Project, Amount 3,408.62, and Transfer 100.00. The 'Adjusted Distributions' table is currently empty. At the bottom, there are buttons for 'View Details', 'Done', 'Freeze Set', 'Cancel', and 'Submit'. There is also an 'Unaccounted Balance' field and an 'Adjust By' section with radio buttons for 'Amount' (selected) and 'Percent'.

- Click the **Transfer** checkbox on the line you want to change in the *Actual Distributions* side.
- Click the **Done** button below that section of the screen.

Distribution Adjustments

Employee
Full Name: Trainer, Jodie T Employee Number: 69990

Assignment
Assignment: 69990 Organization: Administrative Tech Solutions

Distribution Period
Begin Date: 01-JUL-2014 End Date: 31-JUL-2014
Currency: USD

Actual Distributions

GL Account	Project	Amount	Transfer %
11.778050001.111004		3,408.62	100.00

3,408.62 100.00

View Details Done

Adjusted Distributions

GL Account	Project	Amount	%
11.778050001.111004		(3,408.62)	

Unaccounted Balance 3,408.62 100.00

Adjust By
☒ Amount ☐ Percent

Freeze Set Cancel Submit

8. In the *Adjusted* Distributions side, click on a new line below the grey transfer line, and enter the necessary account information.

When entering a GL accounting string, you can click the List of Values (LOV) button in that field to enter the segments of the GL account.

9. Enter the **Amount** of the adjusted distribution that will be paid from this account.
 - a. If only one account will fund the distribution adjustment, enter the whole amount that was transferred.
 - b. If you will be entering multiple accounts to fund this distribution adjustment, they should total the amount that was transferred.

Adjusted Distributions

GL Account	Project	Amount	%
11.778050001.111004		(3,408.62)	
11.778050001.111004		3408.62	

Unaccounted Balance 3,408.62 100.00

Adjust By
☒ Amount ☐ Percent

Freeze Set

10. Click the **Freeze Set** button to complete the transfer for this line.
 - a. If another transfer is necessary for the same employee during the same period, return to [Step 6](#) to transfer another *Actual Distribution*.

11. When you are done transferring and adjusting all lines (and the Unaccounted Balance is zero), click the **Submit** button.

12. Complete the following fields:

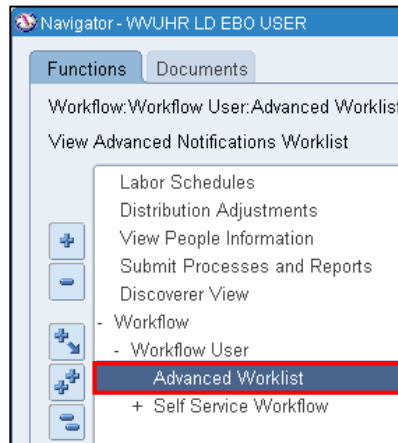
Field Name	Description
<i>Batch Name</i>	Enter the name of the batch in the following format: Your Employee Number.Employee Assignment Number in Distribution.Current Date.Batch Number Today Example: 15767.69990-7. 11-SEP-2014.1
<i>Comment</i>	You may use the default comment, or create your own.

13. Click the **OK** button. You will be returned to a blank **Find Distributions** search screen.

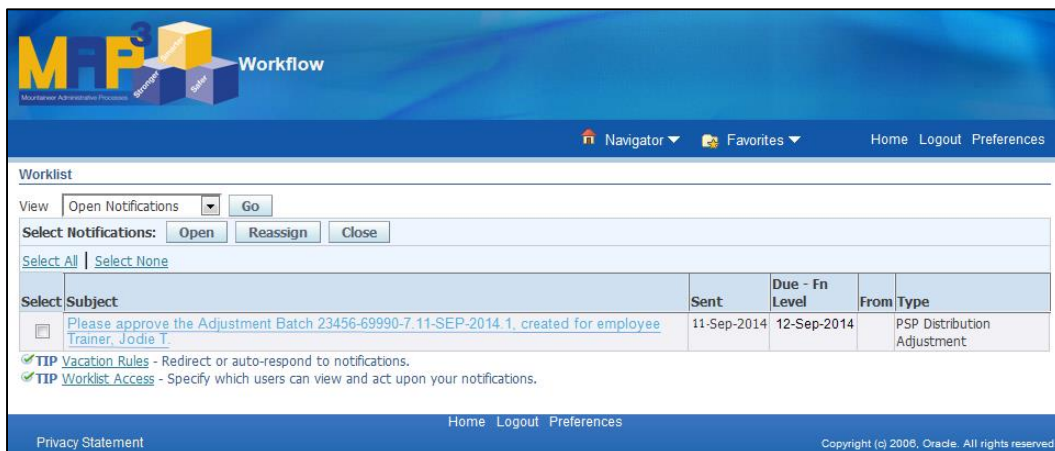
14. Depending on the funding source for the distribution adjustment, perform one of the following:

If	Then
<p><i>Your LDA</i></p> <ol style="list-style-type: none"> 1. <i>is associated with a grant, and</i> 2. <i>adjusts a Labor Distribution more than 30 days in the past.</i> 	<p>Your LDA will be sent for approval. Proceed to Step 15.</p>
<p><i>Your LDA</i></p> <ol style="list-style-type: none"> 1. <i>is not associated with a grant,</i> 2. <i>or adjusts a Labor Distribution within the past 30 days.</i> 	<p>Your LDA does not need to be approved. Proceed to Step 20.</p>

Check Your Worklist



15. On the **Navigator** screen (or on the MAP homepage), double-click to expand the **Workflow** menu group, then click to expand the **Workflow User** section, and click on the **Advanced Worklist** link.

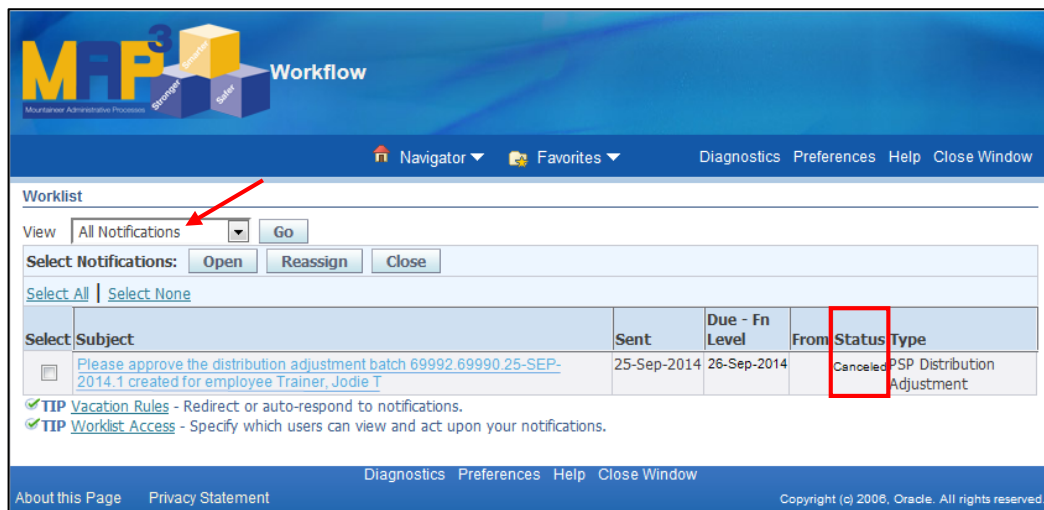


16. The LDA Approver will receive a notification which will appear in their **Worklist**. The request needs to be approved or denied by the **Due** date. The due dates are 10 days after the request has been submitted (**Sent** date). To view the notification, click on the **Subject** link.

If the LDA notification passes its due date and has not been approved or rejected, the notification will change to a Cancelled status when the central process is run in MAP.

17. Perform one of the following:

If	Then
<i>The LDA notification reaches a cancelled status</i>	Proceed with Step 18 .
<i>The LDA notification is approved or denied</i>	Proceed to Step 20 .



18. After a notification reaches a cancelled status, a new notification is automatically sent to the original LDA submitter, to let you know that the Approver did not act on your LDA.

The cancelled notification will be in the LDA Approver's Worklist.
 In order to see cancelled notifications, as well as any completed notifications, you must
 choose **All Notifications** in the View List.
 This option is only available in the Advanced Worklist menu.

19. Click on the **Subject** link to open the notification to choose the appropriate action. Notes can be added (in the *Note* section) to the document so that they will appear on the new notification that the LDA Approver receives.



MAP3 Workflow
Maintainer Administrative Process

Navigator Favorites Diagnostics Preferences Close Window

Worklist >

Cancel Finish **Resubmit** Reassign Request Information

From
To Trainer, Alexander C
Sent 25-Sep-2014 11:03:52
Notification ID 148451050

An approval request for batch 69992.69990-7.25-SEP-2014.1 has been sent to Approvers4, LDA Workflow. No response is heard from Approver4, LDA Workflow. Would you like to resubmit the distribution adjustment or cancel it?

Details of Distribution Adjustment

Employee: Blackshire, Shana L
Assignment No.: 28306-7
Date: 01-MAY-2014 to 16-MAY-2014
Currency Code: USD
Comments: Distribution Adjustments for Person Trainer, Jodie T, Assignment 69990-7, Currency USD between 01-MAY-14 and 16-MAY-14

To view the details of the distribution adjustment, please click the "Distribution Adjustment" icon in the reference region.

References

Response

Note Distribution Adjustments for Person Trainer, Jodie T, Assignment 69990-7, Currency USD

Diagnostics Preferences Close Window

About this Page Privacy Statement Copyright (c) 2008, Oracle. All rights reserved.

If the LDA Submitter chooses **Resubmit**, a new LDA notification will appear in the LDA Approver's Worklist for approval.

20. You have completed this task.