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 MAP 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**
3. Complete the following fields on the **Find Distributions** window:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Name</strong></td>
<td>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. <strong>Example</strong>: Trainer, J%</td>
</tr>
<tr>
<td><strong>Begin Date</strong></td>
<td>The first date of the pay period(s) for which you need to make the adjustment. <strong>Example</strong>: 01-JUL-2014</td>
</tr>
<tr>
<td><strong>End Date</strong></td>
<td>The last date of the pay period(s) for which you need to make the adjustment. <strong>Example</strong>: 31-JUL-2014</td>
</tr>
</tbody>
</table>

4. After completing the dates, the **Currency** field will auto-populate with USD. Make sure to leave the default **Adjust by Assignment** radio button selected.

5. 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.**”

6. Click the **Transfer** checkbox on the line you want to change in the **Actual Distributions** side.

7. Click the **Done** button below that section of the screen.
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.

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:

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

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:

<table>
<thead>
<tr>
<th>If (Your LDA)</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. is associated with a grant, and 2. adjusts a Labor Distribution more than 30 days in the past.</td>
<td>Your LDA will be sent for approval. Proceed to Step 15.</td>
</tr>
<tr>
<td>1. is not associated with a grant, 2. or adjusts a Labor Distribution within the past 30 days.</td>
<td>Your LDA does not need to be approved. Proceed to Step 20.</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>The LDA notification reaches a cancelled status</td>
<td>Proceed with Step 18.</td>
</tr>
<tr>
<td>The LDA notification is approved or denied</td>
<td>Proceed to Step 20.</td>
</tr>
</tbody>
</table>

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.
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.