

LD Adjustment by Element

PURPOSE

Use this procedure to make adjustments to existing LD lines to change funding information by element level.

TRIGGER

Perform this procedure when changes in reporting move an employee to a different GL account for some or all of their salary 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

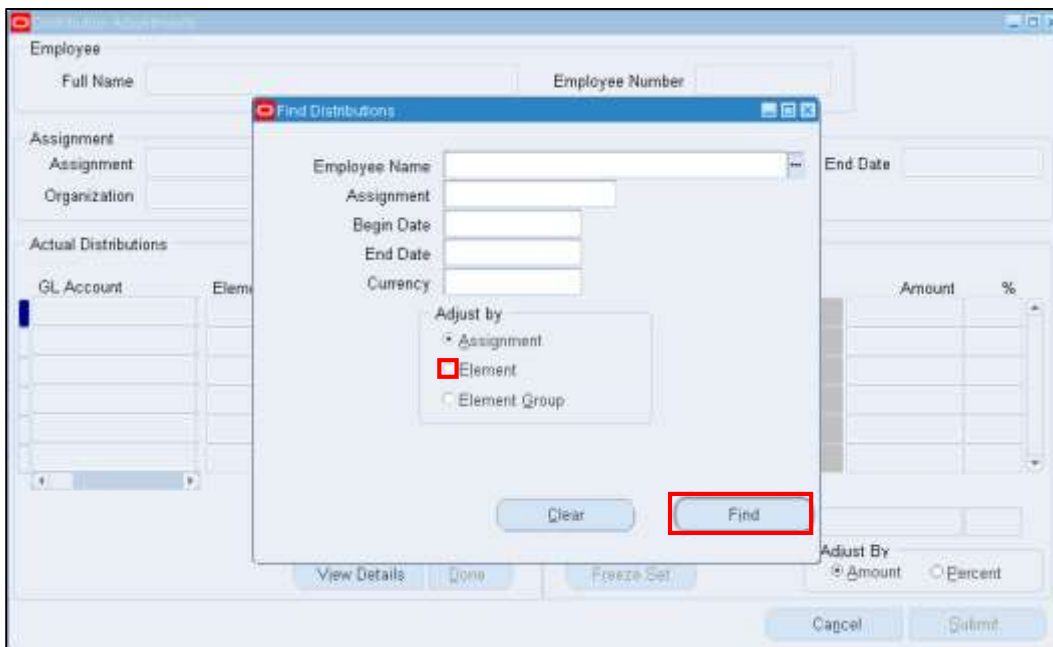
- Employee must be already paid in the period you are adjusting.
- In moving from POETA to GL or vice versa, Work Flow must be established.

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



3. 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

4. After completing the dates, the *Currency* field will auto-populate.

5. Click the **Element** radio button to adjust by Element.

6. Click the **Find** button to search for employee assignments during the selected period.

Adjust by Amount

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

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

GL Account	Element	Amount	%
11.140050001.111004	Regular Pay	(1,683.18)	
	Regular Pay		

Unaccounted Balance: 1,683.18 100.00

Adjust By: Amount Percent

Freeze Set

- 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.

- When adjusting the GL Account, you can select to *Adjust By* (in the lower right corner of the *Adjusted Distributions* area) a dollar amount, or by a percent of the salary distribution. Depending on which is selected, enter **one** of the following:

Field Name	Description
Amount	Enter the dollar amount of funding from the GL Account on the same line. If the amount does not equal the original amount, you will be required to enter additional lines until the changes equal 100% of the original amount. Example: 1683.18
%	Enter the percent of the schedule line that is being funded by the GL or POETA account. If the amount does not equal the original amount, you will be required to enter additional lines until the changes equal 100% of the original amount. Example: 100%

GL Account	Element	Amount	%
11.140050001.111004	Regular Pay	(1,683.18)	
11.140050001.111004	Regular Pay	1,683.18	100.00

Unaccounted Balance: 0.00 0.00

Adjust By: Amount Percent

Freeze Set

- Click the **Freeze Set** button.

Unaccounted Balance must be zero before freezing the set. Multiple adjustments may be made before they are submitted.

Adjust by Percent

12. To make another adjustment that is split-funded and adjusted by percent, click the the **Transfer** checkbox in the row of the next distribution to be adjusted.
13. Click the **Done** button.
14. Click on the **Percent** radio button to adjust by Percent.
15. Complete the following fields to complete the new distribution information (first partial percent):

Field Name	Description
GL Account	Enter the dollar amount of funding from the GL Account on the same line. If the amount does not equal the original amount, you will be required to enter additional lines until the changes equal 100% of the original amount. Example: 1683.18
%	Enter the percent of the schedule line that is being funded by the GL or POETA account. If the amount does not equal the original amount, you will be required to enter additional lines until the changes equal 100% of the original amount. Example: 50%

16. Complete the following fields to complete the new distribution information (remaining partial percent):

Field Name	Description
GL Account	Enter the dollar amount of funding from the GL Account on the same line. If the amount does not equal the original amount, you will be required to enter additional lines until the changes equal 100% of the original amount. Example: 1683.18
%	Enter the percent of the schedule line that is being funded by the GL or POETA account. If the amount does not equal the original amount, you will be required to enter additional lines until the changes equal 100% of the original amount. Example: 50%

Unaccounted Balance must be zero before freezing the set. Multiple adjustments may be made before they are submitted.

- 17. Click the **Freeze Set** button.
- 18. When all adjustments have been made, click the **Submit** button.

19. Complete the following fields on the **Submit** screen:

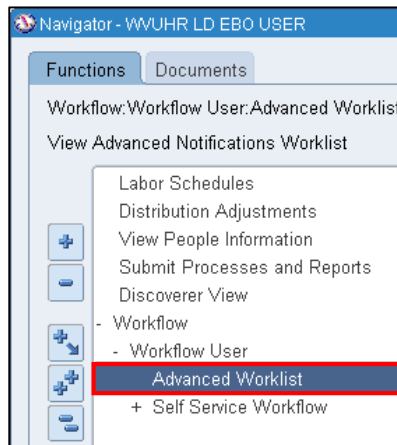
Field Name	Description
<i>Batch Name</i>	Enter the name of the batch in the following format: Your Employee Number.Employee Assignment Number in Distribution.Current Date.Batch Number Today Example: 15767.69990-7. 11-SEP-2014.1
<i>Comment</i>	You may use the default comment and create your own.

20. Click the **OK** button to submit the LD Adjustment.

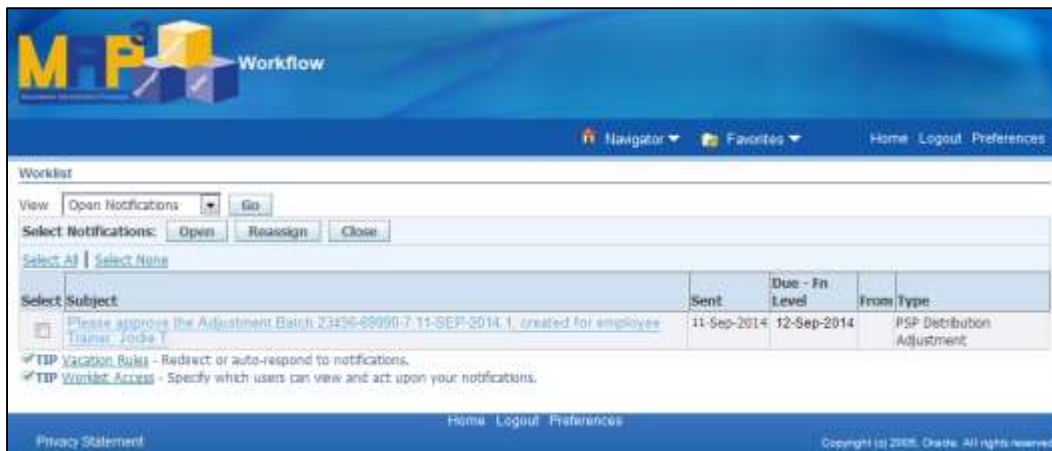
21. Depending on the funding source for the distribution adjustment, perform one of the following:

If	Then
<p style="text-align: center;">Your LDA</p> <ol style="list-style-type: none"> 1. is associated with a grant, and 2. adjusts a Labor Distribution more than 30 days in the past. 	<p>Your LDA will be sent for approval. Proceed to Step 22.</p>
<p style="text-align: center;">Your LDA</p> <ol style="list-style-type: none"> 1. is not associated with a grant, 2. or adjusts a Labor Distribution within the past 30 days. 	<p>Your LDA does not need to be approved. Proceed to Step 27.</p>

Check Your Worklist



22. 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.

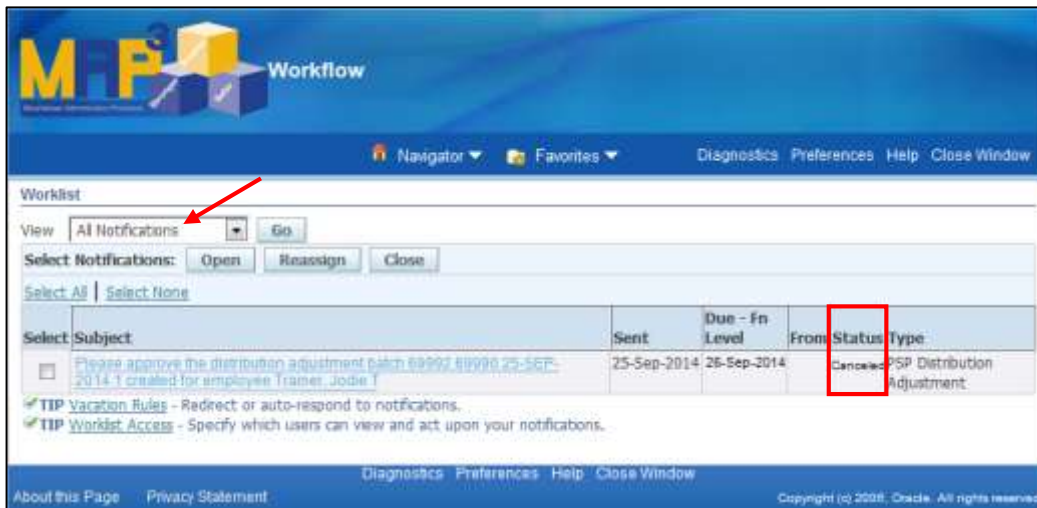


23. The LDA Approver will receive a notification which will appear in their **Worklist**. The request needs to be approved or denied by the *Due* date. The due dates are 10 days after the request has been submitted (*Sent* date). To view the notification, click on the *Subject* link.

24. Perform one of the following:

If	Then
The LDA notification reaches a cancelled status	Proceed with Step 25 .
The LDA notification is approved or denied	Proceed to Step 27 .

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.



25. 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.

26. 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.

27. You have completed this task.