

# Colorado State University

## Human Resource Management System User Guide

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Unit 3: Hiring a New Employee

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Unit 6: Summer Session Appointments

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**Unit 7: Labor Scheduling**

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Appendix

# Unit 7: Labor Distribution

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## Creating a Labor Schedule

Instructions for **creating** a labor schedule can be found in Unit 3: Hiring a New Employee. They are included in the directions for hiring each employee type.

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## Editing a Labor Schedule for Hourly Employees

Approval is not required when **changing** a labor schedule. They may be edited at any time, although any changes that you want to be in effect for the current pay period must be in place before the payroll processing date. Check the hourly and salaried payroll schedules located on the HRS website <http://www.hrs.colostate.edu/payroll>.

The labor schedule for an hourly employee may include any number of accounts. All accounts should be set to 0%.

Funding proportions are determined by the account chosen when an hourly's time is entered in the Hourly Summary Time Entry screen. Please refer to Unit 8 for additional information.

## Editing a Labor Schedule for Salaried Employees

Approval is not required when **changing** a labor schedule. They may be edited at any time, although any changes that you want to be in effect for the current pay period must be in place before the payroll processing date. Check the hourly and salaried payroll schedules located on the HRS website <http://www.hrs.colostate.edu/payroll>.

When editing a labor schedule, **do not** alter funding information for pay periods which have already processed. If necessary, you can end date accounts which are no longer needed and add new accounts on blank lines.

1. From the Navigator window select Labor Distribution.
2. Click the Flashlight on the toolbar to open the 'Find' screen.



3. You may search by employee name or number. Click 'Find'.

The screenshot shows a web-based application window titled "Labor Scheduling". At the top, there is a search section for an employee with the following fields:

- Full Name: Arthur, Abbey
- Employee No.: 5216

Below the search section is a table of assignment lines. The table has columns for Assignment No., Job, Position, Begin, End, FTE, Org. Def., and Element Group. The first row is selected with a blue highlight.

Assignment No.	Job	Position	Begin	End	FTE	Org. Def.	Element Group
5216	009980.Gradua		20-AUG-2002			<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5216-2	009980.Gradua		01-JAN-2004			<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5216-3	009980.Gradua		23-AUG-2004			<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5216-5	999080.STU Tu		23-AUG-2004			<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5216-6	009980.Gradua		18-JAN-2005			<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

At the bottom of the window, there is a button labeled "Schedule Lines".

4. In the lower half of the screen, select the assignment whose funding you wish to change.

## 5. Click 'Schedule Lines'.

**Employee**

Full Name: Arthur, Abbey  
Employee No.: 5216

**Assignment**

Assignment: 5216      FTE:   
Org.:       Payroll: Calendar Month  
Begin: 20-AUG-2002      End:

**Schedule Hierarchy**

Assignment      Copy To  
 Element Group  
 Element Type

GL Account	Project	Start Date	End Date	%
167710		16-MAY-2003		100
133742		20-AUG-2002	15-MAY-2003	100

Default Account:

Totals:

Refresh Display      Schedule Summary      Monthly Summary      Payroll Period

## 6. The following changes can be made to the labor schedule above.

- You may add an end date to account 167710 which does not have one.
- Do not remove the end date from account 133742 which has an end date in the past.
- You may change the percentage of existing account 167710 (which now has an end date) by adding 167710 to a new line with the new % and a start date one day after the previous end date.
- If the new percentage for 167710 is less than 100, add one or more accounts on new lines. The sum of all active account %s must equal 100.

For any month (except the first) in which a salaried employee works, he must be funded for the entire month at 100% to prevent charges to the department's default account.

## 7. When you've completed all necessary changes, click 'Refresh Display'.

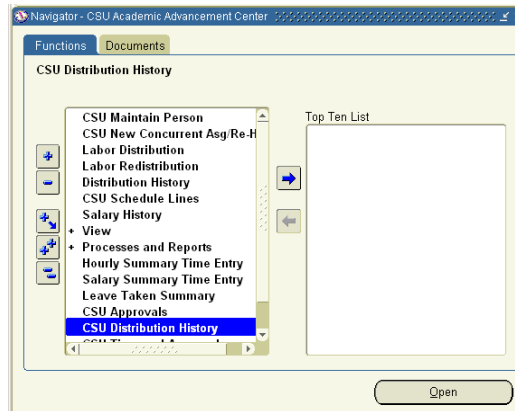
## 8. Save your work.

## 9. Close the Schedule Lines and Labor Scheduling screens.

## CSU Distribution History

CSU Distribution History provides a list of the amounts an employee was paid and the account number it came from.

1. From the Navigator window select CSU Distribution History.



2. In the Find Assignment window, enter the employee's last name or assignment number and click 'Find'.
3. The CSU Distribution History screen displays.

The screenshot shows the 'CSU Distribution History' screen. At the top, there are fields for 'Assignment' (19732), 'Name' (Avery, Anthony), 'Group' (Admin Professional,Non-Federal), 'Department' (Academic Advancement), and 'WS Plan'. Below these fields is a section titled 'Distribution Lines' containing a table with the following columns: Date Earned, Distribution Date, Element Name, Account, Earnings Subcode, Fringe Subcode, Partial Fringe, Earnings Amount, Fringe Amount, and WS Plan. The table contains 14 rows of data, alternating between 'Regular Salary' and 'Faculty Benefits Pay' entries. At the bottom of the screen, there is a 'Sort By' section with radio buttons for 'Date Earned' (selected), 'Element', 'Account', and 'Distribution Date'. There is also a 'Schedule Lines' button.

Date Earned	Distribution Date	Element Name	Account	Earnings Subcode	Fringe Subcode	Partial Fringe	Earnings Amount	Fringe Amount	WS Plan
31-JAN-2005	31-JAN-2005	Regular Salary	135833	2111	2112	No	2,916.67	586.25	
31-JAN-2005	31-JAN-2005	Faculty Benefits Pay	241219	2709		No	273.88		
31-DEC-2004	30-DEC-2004	Regular Salary	135833	2111	2112	No	2,916.67	586.25	
31-DEC-2004	30-DEC-2004	Faculty Benefits Pay	241219	2709		No	273.88		
30-NOV-2004	30-NOV-2004	Regular Salary	135833	2111	2112	No	2,916.67	586.25	
30-NOV-2004	30-NOV-2004	Faculty Benefits Pay	241219	2709		No	273.63		
31-OCT-2004	29-OCT-2004	Regular Salary	135833	2111	2112	No	2,916.67	586.25	
31-OCT-2004	29-OCT-2004	Faculty Benefits Pay	241219	2709		No	273.63		
30-SEP-2004	30-SEP-2004	Regular Salary	135833	2111	2112	No	2,916.67	586.25	
30-SEP-2004	30-SEP-2004	Faculty Benefits Pay	241219	2709		No	273.63		
31-AUG-2004	31-AUG-2004	Regular Salary	135833	2111	2112	No	2,916.67	586.25	
31-AUG-2004	31-AUG-2004	Faculty Benefits Pay	241219	2709		No	273.63		
31-JUL-2004	30-JUL-2004	Regular Salary	135833	2111	2112	No	2,916.67	586.25	
31-JUL-2004	30-JUL-2004	Faculty Benefits Pay	241219	2709		No	273.63		

4. You can sort the displayed data four ways using the Sort By options at the bottom of the screen.
5. You may print this screen by selecting File -> Print or export this data into a spreadsheet by selecting File -> Export. (To export, your cursor must be in any field of the Distribution Lines section of the screen.)

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## Labor Redistribution

When it is necessary to redistribute funds from a previous pay cycle, complete a Labor Redistribution.

An employee's earning type cannot be changed using a redistribution. Refer to the "Changing Earnings Type" section later in this unit.

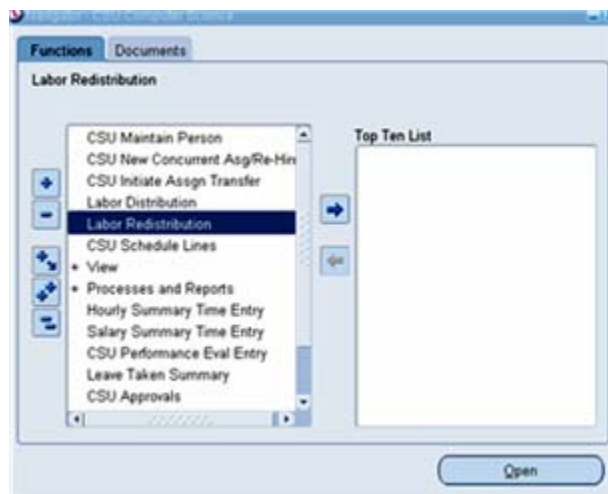
When redistributing student work study funds, **do not make any changes to an account associated with an "agency" element** (check CSU Distribution History). This is the state's contribution. You may redistribute only the 30% of the student's wages paid by your department.

To have a batch rejected, email the batch name to [hrs\\_payroll@mail.colostate.edu](mailto:hrs_payroll@mail.colostate.edu) or to [hrs\\_data\\_systems@mail.colostate.edu](mailto:hrs_data_systems@mail.colostate.edu).

For other information regarding redistributions, email [hrs\\_payroll@mail.colostate.edu](mailto:hrs_payroll@mail.colostate.edu).

### Creating the Redistribution

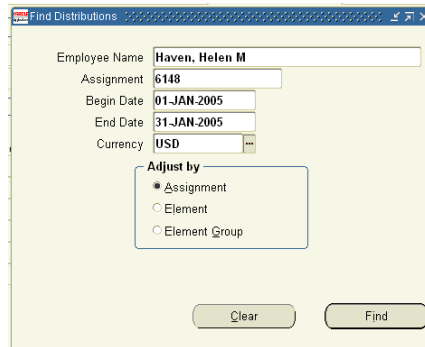
1. From the Navigator window select Labor Redistribution.



2. When the Find Distributions window appears, enter the employee's last name or assignment number and press Tab. Select the correct assignment, if given a choice.

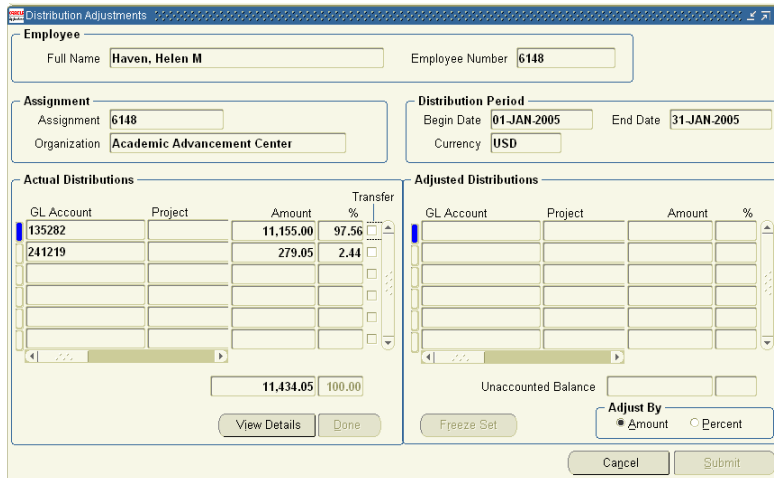
**3. Funds may be redistributed one account and pay period at a time, or in the following ways:**

- To redistribute funds from one account during one pay period, enter the pay period start and end dates in the Begin Date and End Date fields.
- To redistribute funds for two or more consecutive pay periods, enter the pay period start date of the first pay period in the Begin Date field. Enter the pay period end date of the last period in the End Date field. This allows you to redistribute funds from only one account per batch.
- To redistribute funds from more than one account in one pay period, enter the pay period end date in both the Begin Date and End Date fields. This allows you to redistribute funds from only one pay period per batch.



**4. If you need to redistribute funds according to element type, in the Adjust By box, select Element.**

**5. Click 'Find' to open the Distribution Adjustments window.**



**6. In the Actual Distribution section, place a checkmark in the Transfer box beside the lines you want to redistribute.**

7. Click the Done button. The Adjusted Distribution section on the right side of the window now contains a line that credits the entire Actual Distribution back to the account(s).

The screenshot shows the 'Distribution Adjustments' window for Employee Haven, Helen M (Employee Number 6148) at the Academic Advancement Center. The Distribution Period is from 01-JAN-2005 to 31-JAN-2005, with a USD currency. The 'Actual Distributions' table shows two lines: GL Account 135282 with an amount of 11,155.00 (97.56% transfer) and GL Account 241219 with an amount of 279.05 (2.44% transfer). The total actual distribution is 11,434.05. The 'Adjusted Distributions' table shows a single line for GL Account 135282 with an amount of -11,155.00. The 'Unaccounted Balance' is 11,155.00. The 'Adjust By' radio buttons are set to 'Amount'.

GL Account	Project	Amount	Transfer %
135282		11,155.00	97.56
241219		279.05	2.44
		<b>11,434.05</b>	<b>100.00</b>

GL Account	Project	Amount	%
135282		-11,155.00	
		<b>Unaccounted Balance</b>	<b>11,155.00 100.00</b>

8. At the bottom of the screen, you may choose whether to redistribute the payments using dollar or percentage amounts.
9. In the Adjusted Distributions section on the first blank line, enter the GL Account to which you want to redistribute funds. In the Amount column, enter the amount to be charged to this account. Enter as many lines as necessary.

If you want to move only a portion of the payment from the original account to a new account, enter the original account number on a new line and enter the amount that should remain charged to that account.

The Unaccounted Balance fields near the bottom of the screen must be 0 before proceeding.

The screenshot shows the 'Distribution Adjustments' window after redistributing funds. The 'Actual Distributions' table remains the same. The 'Adjusted Distributions' table now has three lines: GL Account 135282 with an amount of -11,155.00, GL Account 130322 with an amount of 10,000.00 (89.65% transfer), and GL Account 130323 with an amount of 1,155.00 (10.35% transfer). The 'Unaccounted Balance' is now 0.00. The 'Adjust By' radio buttons are still set to 'Amount'.

GL Account	Project	Amount	Transfer %
135282		11,155.00	97.56
241219		279.05	2.44
		<b>11,434.05</b>	<b>100.00</b>

GL Account	Project	Amount	%
135282		-11,155.00	
130322		10,000.00	89.65
130323		1,155.00	10.35
		<b>Unaccounted Balance</b>	<b>0.00 0.00</b>

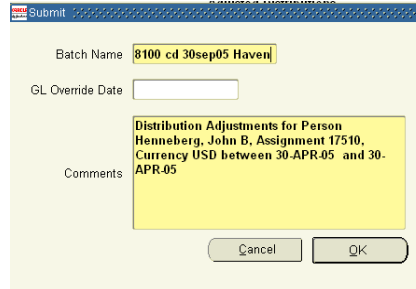
10. Click 'Freeze Set' and then 'Submit'.



11. When the Submit window displays, enter a batch name in this format: [dept number] [your initials] [date] [identifier]. Make a note of the batch number you enter.

Batch names must be unique. The identifier should be a sequence number such as “01”, “02”, etc.

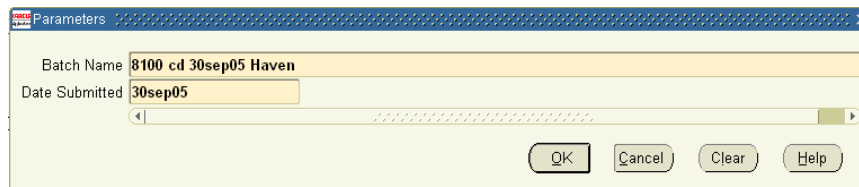
You may also include other information in the batch name that will help you identify this redistribution such as the employee’s last name.



12. Move to the Comments area and enter justification for this redistribution. If the redistribution is for a pay period more than three months in the past, include an explanation of what delayed the redistribution.
13. Only one redistribution for a given employee and pay period may be awaiting approval at a time. The funds for that employee and pay period may be redistributed again after the first has been approved or rejected.
14. Click ‘OK’ and return to the Navigator menu.

### Printing the Past Period Distribution Adjustment Report

1. Open Processes and Reports -> Submit Processes and Reports -> Single Request.
2. In the Name field, type ‘Past’ and press Tab to open the Parameters screen for the Past Period Distribution Adjustment Report.
3. In the Parameters window, press Ctrl-L in the Batch Name field. Select your redistribution from the list. Enter the date on which you submitted the redistribution. Click ‘OK’.



4. In the Submit Request window, click ‘Submit’.
5. In the Requests window, click ‘Refresh Data’ periodically until the report is complete. Click ‘View Output’.

6. **Print and complete the form. It provides instructions regarding which signatures you must obtain according to the age of the original distribution and the account number. Forward it to Payroll for approval when all signatures have been obtained.**

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## Printing the Pending Labor Redistributions Report

This report lists all the redistributions that are currently pending for all the departments to which you have access.

1. **From the Navigator window, open Processes and Reports -> Submit Processes and Reports -> Single Request.**
2. **In the Name field, type 'Pend' and press Tab. This will open the parameters box for the Pending Labor Redistributions Report.**
3. **If you have access to more than one department in the HR System, you may use the three Organization fields to limit the departments included in this report.**
4. **Click 'OK' and then 'Submit'.**
5. **Click 'Refresh' until the report is complete.**
6. **Click 'View Output'. You may print or save this report from Adobe Acrobat.**

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## Changing Earnings Type

A change in employee earnings type (for example, from overtime to regular wages) requires that the following documentation be sent to Payroll.

To change a student's earnings type from student hourly to work study, the student must have an active work study assignment in your department. If the student does have a work study assignment but it is not in your department, the other department needs to transfer their assignment to your department (see Unit 5).

If the student does not have a work study assignment elsewhere on campus, please create a new concurrent work-study assignment (see Unit 5). Then follow the directions below.

1. **Print a Personnel File Data Form for the assignment that you want to move the wages to.**
2. **Note on the PFD the change that needs to be made and mark the pay periods involved.**
3. **Print a CSU Distribution History which includes the pay period that you want to change.**
4. **Submit these forms to HR Payroll.**