



Labor Distribution User Guide

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Labor Distribution

Labor Distribution ensures that an employee's payroll costs are charged to the appropriate project(s).

Labor Distribution is only used to allocate costs. It is not used to adjust payroll or allocate FTE's.

Schedule Versions



Schedule Versions contain the dates for a particular labor distribution.



Version dates cannot overlap.

There should be continuous version dates for an employee's length of service with Tulane.

Every Version must be distributed with the project information for that version.

Create a New Employee's First Schedule Version

From within WaveWorks, click on the Projects Tab.	Projects
Click on Labor Distribution.	 Labor Distribution
Click Create.	
Skip this box.	<div style="border: 1px solid #ccc; padding: 5px;"><p>Labor Schedule Type Assignment</p></div> <p>DO NOT CHANGE the Schedule Type</p>
Find the Employee.	<div style="border: 1px solid #ccc; padding: 5px;"><p>Person</p></div> <p style="text-align: right; font-size: small;">Required</p> <p>Search by first or last name or WaveWorks person number</p>

<input type="text" value="Assignment Number"/>	
<p>Assignment will auto generate</p>	
<p>Skip these options.</p>	<input type="checkbox"/> Distribute Using Time Cards <input type="checkbox"/> Accrue Time Card Costs Using Rates <input type="checkbox"/> Costed Only
<p>Do not update Pay Element</p>	<input type="text" value="Pay Element"/> <p style="text-align: center;">This set up is for the base pay salary assignment only</p>
<input type="text" value="Schedule Name"/> <p style="text-align: right; font-size: small;">Required</p> <p style="text-align: center;">Schedule Name will auto generate DO NOT change</p>	
<p>Enter Version Name.</p>	<input type="text" value="Version Name"/> <p style="text-align: right; font-size: small;">Required</p> <p style="text-align: center;">The naming convention is up to the department</p>
<p>Enter the Start Date.</p>	<input type="text" value="Start"/>  <p style="text-align: right; font-size: small;">Required</p> <p style="text-align: center;">This is the employee's first day of employment</p>
<p>Enter the End Date.</p>	<input type="text" value="End"/>  <p style="text-align: right; font-size: small;">Required</p> <p style="text-align: center;">Distributing to a GL or Non-Sponsored Project use 12/31/4712 as the date Distributing to a Sponsored Project use the end date of the Sponsored Project</p>
<p>Click Create.</p>	<input type="button" value="Create"/>

Distribute the Version.

Create Rule

Follow instructions for Creating a Distribution Rule

Modify a Version by Creating a New Version

Search for the Employee.

Manage Labor Schedules

Search for persons, schedules, costing segments,

Search by first or last name or WaveWorks person number

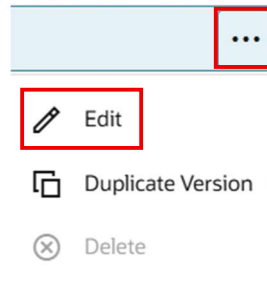
Click on the Employee.

Kirk Gordon - E250052

Kirk Gordon

Click on the main assignment (the one without anything behind the assignment number)

Edit the appropriate Version.



Change the Status to Inactive.

Status
Inactive

Click Save.

Cancel

Save

Create Version.

Create Version

Enter Version Name.


Version Name

The naming convention is up to the department

Enter the Start Date.




Start



Enter the End Date.	<input type="text" value="End"/>  Versions distributed to Sponsored Projects cannot extend past the project end date
Change Status to New.	<input type="text" value="Status New"/>
Click Create.	<input type="button" value="Cancel"/> <input type="button" value="Create"/>
Distribute the Version.	<input type="button" value="Create Rule"/> Follow instructions for Creating a Distribution Rule

Modify a Version by Duplicating a Version

This is helpful for Schedules with many distribution lines and few changes.

Search for the Employee.	<div style="background-color: #2e5436; color: white; padding: 5px; border-radius: 5px;"> <h3 style="margin: 0;">Manage Labor Schedules</h3> <input style="width: 100%; border: none; border-bottom: 1px solid #ccc; margin-top: 5px;" type="text" value="Search for persons, schedules, costing segments,"/> </div> <p style="text-align: center;">Search by first or last name or WaveWorks person number</p>
Click on the Employee.	<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <div style="display: flex; justify-content: space-between; font-size: small;"> Kirk Gordon - E250052 Kirk Gordon </div> <p style="text-align: center;">Click on the main assignment (the one without anything behind the assignment number)</p> </div>
Edit the appropriate Version.	<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid #ccc;"> <div style="display: flex; justify-content: flex-end; align-items: center; margin-bottom: 5px;"> ... </div> <ul style="list-style-type: none"> <li style="margin-bottom: 5px;"> Edit <li style="margin-bottom: 5px;"> Duplicate Version <li style="margin-bottom: 5px;"> Delete </div>
Change the Status to Inactive.	<input type="text" value="Status Inactive"/>

Click Save.	<div style="display: flex; justify-content: flex-end; gap: 10px;"> Cancel Save </div>
Duplicate the Inactive Schedule.	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #e0f0ff;"> ... </div> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> Edit </div> <div style="border: 1px solid red; display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> Duplicate Version </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Delete </div> </div>
Edit the New Version.	09/19/2025 12/31/4712 New Copy of V1 ...
Update the Version Name.	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Version Name Copy of V1 </div>
Edit the Start Date.	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Start 09/19/2025 </div>
Edit the End Date.	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> End 12/31/4712 </div>
Click Save.	<div style="display: flex; justify-content: flex-end; gap: 10px;"> Cancel Save </div>
Edit the Distribution.	<div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #e0f0ff; padding: 5px; display: inline-block; border: 1px solid #ccc;"> ... </div> </div> <p style="text-align: center; color: #0070c0;">Follow instructions for Creating a Distribution Rule</p>

Distribution Rules

Create a Distribution Rule

<p>After Version creation, click Create Rule.</p>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-bottom: 10px;"> Create Rule </div> <p>If using the Duplicate Version, do not create a rule</p>
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Create Distribution Rule with a Non-Sponsored or Sponsored Project

After Version creation, click Create Rule.	<input type="button" value="Create Rule"/>
Ensure that Project is Chosen.	<input type="button" value="Project"/>
Enter the Project.	<input type="text" value="Project"/> <small>Required</small> Search can be partial or full project number or project name
Enter the Task.	<input type="text" value="Task"/> <small>Required</small> There should only be one option
	<input type="text" value="Award"/> Non-Sponsored Projects- there is no Award Sponsored Projects- the Award will auto populate
	<input type="text" value="Funding Source"/> Non-Sponsored Projects- there is no Funding Source Sponsored Projects- the Funding Source will auto populate
Enter the Expenditure Organization.	<input type="text" value="Expenditure Organization"/> <small>Required</small> This is the Cost Center associated with the Project

Enter the Expenditure Type.	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Expenditure Type ▼</div> <p style="text-align: right; margin: 0;">Required</p> <p style="text-align: center;">This is the natural account Do not choose an ICP expenditure type See base pay natural account list</p>
Enter the Percentage.	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Percentage</div> <p style="text-align: right; margin: 0;">Required</p> <p style="text-align: center;">If less than 100% continue to create rules until distribution is at 100%</p>
Click Create.	<div style="text-align: center; margin-bottom: 5px;"> Cancel Create </div> <p style="text-align: center;">Don't forget to activate the Schedule</p>

Create Distribution Rule with a GL Project


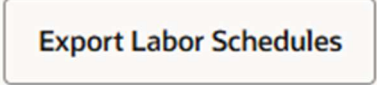
After Version creation, click Create Rule.	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Create Rule</div>
Ensure that Nonproject is Chosen.	<div style="border: 1px solid #add8e6; padding: 5px; display: inline-block;">Nonproject</div>
Click the Up Arrow	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> GL Account 00000.0000.000000000.000000.0000.0000 ↗ </div>
Enter the Project.	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #f0f0f0;"> Project 00000000 × </div> <p style="text-align: center;">Search can be partial or full project number or project name</p>
Enter the Natural Account.	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #f0f0f0; border-radius: 10px;"> Natural Account </div> <p style="text-align: center;">Search can be partial or full number or description See base pay natural account list</p>
Highlight the correct chart string.	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #f0f0f0;"> 000000 . 100 . 11002 . 800 . 00000 . 0000 . 00000000 . 000000 . 0000 . 000 </div> <p style="text-align: center;">There should only be one available</p>

Click Apply.	<input type="button" value="Cancel"/> <input type="button" value="Apply"/>
Enter the Percentage.	<input type="text" value="Percentage"/> <small>Required</small> If less than 100% continue to create rules until distribution is at 100%
Click Create.	<input type="button" value="Cancel"/> <input type="button" value="Create"/> Don't forget to activate the Schedule

Activate a Version







Edit the New Version.	<input type="button" value="..."/> Verify Version Name, Start and End Dates
Change Status to Active.	<input type="text" value="Status Active"/>
Enter Comments for approvers.	<input type="text" value="Comments"/> Please enter information on changes for approvers
Click Save.	<input type="button" value="Cancel"/> <input type="button" value="Save"/> The schedule is now in Workflow Don't forget to activate other schedules to maintain continuous schedule dates

Export Labor Schedules

Click View all applicable labor schedules.	
Click Export Labor Schedules.	
View Downloaded Report.	

Attach Documents

Documents are attached after submission.


Click on the Bell Icon.	
Click Show All.	
Click Created by Me.	
Find the appropriate schedule. Click on it.	
Click Actions. Click Add Attachment.	
Add the attachment. Click Save.	

Withdraw a Submitted Schedule

Click on the Bell Icon.	
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Click Show All.	Show All
Click Created by Me.	Created by Me (53)
Find the appropriate schedule.	Withdraw
Click Withdraw.	Can also be withdrawn from the workflow screen

View Workflow






Click on the Bell Icon.	
Click Show All.	Show All
Click Created by Me.	Created by Me (53)
Find the appropriate schedule.	<p>IN PROGRESS</p> <p>Labor Schedule Version Status Approval for</p> <p>Assigned to multiple people</p>
Click on it.	
Scroll down to view the Approval Workflow.	<p>Approval History</p> <ul style="list-style-type: none"> <input type="radio"/> Michelle Illidge <input type="radio"/> Michelle Illidge <input type="radio"/> Michelle Illidge <input type="radio"/> Michelle Illidge <input type="radio"/> Tulane RASU SOM-B Approver <input type="radio"/> Michelle Illidge <input type="radio"/> Tulane RASU Uptown Approver <input type="radio"/> Michelle Illidge <hr/> <p><input checked="" type="radio"/> Assigned to Tulane LD Budget Office Approver 03/31/2026 10:54 AM</p> <hr/> <p><input checked="" type="radio"/> Submitted by Michelle Illidge 03/31/2026 10:54 AM</p>

Reporting







Reports for LD can be accessed on the Tulane Reporting Dashboard and through the Report Catalog.

*Not all reports will be ready on day one of go live. Not all reports will be accessible through the dashboard on day one (if applicable).

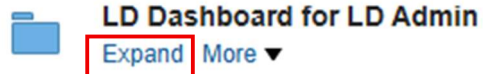
Access Reports through the Tulane Reporting Tab

Click on the Tulane Reporting Tab.									
Click on the Tulane Reporting Dashboard tile.									
Find the appropriate report or dashboard and click on it.									
Click on the Number or Report from the Dashboard.	<table border="1"> <tr> <td>Labor Schedule End Date Greater than Project End Date 4</td> <td>Employees with Labor Distribution in Suspense 2012</td> <td>Labor Schedule in 'New' Status 62</td> <td>Labor Schedule in 'Submitted' Status 139</td> </tr> <tr> <td>Labor Schedules Less than 100% 0</td> <td>ICP's Pending Approval 4</td> <td>ICP Details Report ICP Details - Admin Report</td> <td>Combined Labor Report Combined Labor Report</td> </tr> </table>	Labor Schedule End Date Greater than Project End Date 4	Employees with Labor Distribution in Suspense 2012	Labor Schedule in 'New' Status 62	Labor Schedule in 'Submitted' Status 139	Labor Schedules Less than 100% 0	ICP's Pending Approval 4	ICP Details Report ICP Details - Admin Report	Combined Labor Report Combined Labor Report
Labor Schedule End Date Greater than Project End Date 4	Employees with Labor Distribution in Suspense 2012	Labor Schedule in 'New' Status 62	Labor Schedule in 'Submitted' Status 139						
Labor Schedules Less than 100% 0	ICP's Pending Approval 4	ICP Details Report ICP Details - Admin Report	Combined Labor Report Combined Labor Report						
Enter Parameters (if applicable).									
Run Report (if applicable).									

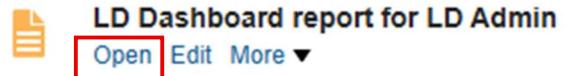
Access Reports through the Catalog

Click on the Tools Tab.	
Click on the Reports and Analytics tile.	
Click on Browse Catalog.	
Open Shared Folders.	<p> Shared Folders</p> <p>**TIP** Click on the arrow</p>
Open the Custom Folder.	<p> Custom</p> <p>**TIP** Click on the arrow</p>
Open the LD Folder.	<p> LD</p> <p>**TIP** Click on the arrow</p>

Expand the LD Dashboard.



Open the LD Dashboard.



Click on the needed Hyperlink.

Labor Schedule End Date Greater than Project End Date 4	Employees with Labor Distribution in Suspende 2017	Labor Schedule in 'New' Status 67	Labor Schedule in 'Submitted' Status 139
Labor Schedules Less Than 100% 0	ICP's Pending Approval 4	ICP Details Report ICP Details - Admin Report	Combined Labor Report Combined Labor Report

Either the data or the report parameters will load.

Enter Parameters of the Report.

Combined Labor Report

From Accounting Period	To Accounting Period	Pay Element
Pay Period Start Date	Pay Period End Date	All
Employee Home Org From All	Employee Home Org To All	
Award Number All	Project Number All	
GL Project Number All	GL Natural Account All	
Employee Number All	Employee Name All	Apply

Click Apply.

Combined Labor Report

From Accounting Period	To Accounting Period	Pay Element
Pay Period Start Date	Pay Period End Date	All
Employee Home Org From All	Employee Home Org To All	
Award Number All	Project Number All	
GL Project Number All	GL Natural Account All	
Employee Number All	Employee Name All	Apply

The combined labor report will download as an excel file

Appendix

Base Pay Natural Accounts

Natural Account Code	Description
52111	Faculty Salary
52200	Librarians
52610	Post Doctorates
52700	Sabbatical Offset (Budget Office Use Only)
53110	Staff-Exempt
53111	University Officers
53310	Staff-Non Exempt
53311	Overtime
54110	Student-Regular
54112	Medical Resident - Regular Compensation
57110	Payroll Salary Suspense

ICP Natural Accounts

Natural Account Code	Description
52112	Faculty Adjunct Salary
52401	FPP-Fixed Supplement
52402	FPP-Variable Supplement
52403	FPP-Incentive
52404	FPP-Incentive Bonus
52510	Faculty Summer
52511	Faculty-Supplemental Compensation
54111	Student-Taxable Stipend
55110	Non-Compensation ICP
55402	Staff-Supplemental Compensation
55403	Supplemental Compensation
55404	Staff-Lump Sum Merit
55406	Medical Resident - Supplemental Compensation
55610	Faculty Sabbatical Salary
56110	Foreign Post Allowance
57111	ICP Salary Suspense

Fringe Natural Accounts

Natural Account Code	Description
57210	Payroll Fringe Suspense
58611	Students/Part Time/Temp Staff Fringe Benefits
58612	Uptown Faculty Fringe Benefits
58613	Uptown Staff Fringe Benefits
58614	HSC Staff Fringe Benefits
58615	HSC Faculty Fringe Benefits
58616	HSC FPP Physicians Fringe Benefits
58617	HSC FPP Supplement Fringe Benefits
58618	HSC Residents Fringe Benefits
58619	Uptown Summer School Fringe Benefits

Standard Comments- Future date Labor Changes

Type of LD Change	Standard Comments
General Costing Update	Changing costing from XXXXXX to XXXXXX (indicate Project Number).
Percentage Change ONLY	Changing percentage allocation on Project(s) XXXXXX.
End Date Change ONLY	Updating end date only on project(s) XXXXXX.
Start Date Change ONLY	Updating start date only on project(s) XXXXXX.
Add New Project	Added project XXXXX to Distribution Rules
Change Natural Account or Expenditure Type	Changing Natural Account from XXXXX to XXXXX

Standard Comments- Back dated Labor Schedule Changes*

*Must include link to CTJF

Type of LD Change	Standard Comments
General Costing Update	RETRO: Changing costing from Project XXXXXX to Project XXXXXX. <i>I CERTIFY THAT THIS CHANGE IS WITHIN 90 DAYS OF ORIGINAL TRANSACTION. CTJF APPROVED.</i>

Percentage Change ONLY	RETRO: Changing percentage allocation on Project(s) XXXXXX from X % to X %. <i>I CERTIFY THAT THIS CHANGE IS WITHIN 90 DAYS OF ORIGINAL TRANSACTION.</i> CTJF APPROVED.
Sponsored Projects End Date Change	RETRO: Updating end date only on project(s) XXXXXX from MM/DD/YYYY to MM/DD/YYYY. I CERTIFY THAT THIS CHANGE IS WITHIN 90 DAYS OF ORIGINAL TRANSACTION. CTJF APPROVED.
Add New Project	RETRO: Adding Project(s) XXXXXX at XX %. I CERTIFY THAT THIS CHANGE IS WITHIN 90 DAYS OF ORIGINAL TRANSACTION. CTJF APPROVED.