

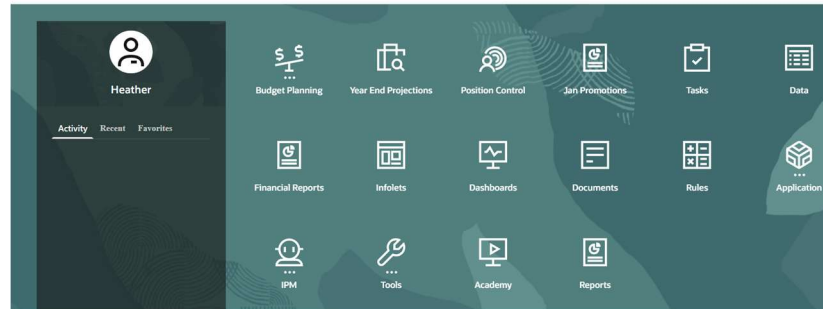
Quick Reference Guide: How to Review Labor Distribution Activity in EPM

Purpose:

Reviewing Labor Distribution Activity in EPM in Workforce Planning.

Step-by-Step:

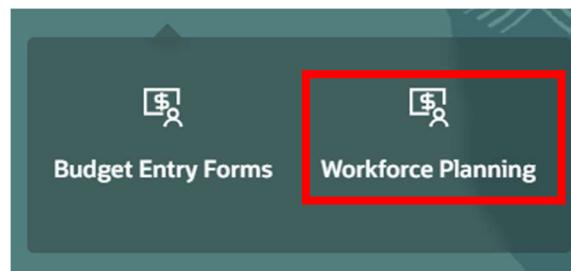
Start on EPM Home
Page.



Navigate to Budget
Planning.



Navigate to Workforce
Planning.



Select Workforce
Allocation.



This is the top tile

Quick Reference Guide:

How to Review Labor Distribution Activity in EPM



Review LD Salary Allocation

Years: FY27 CostCenter: 811100-BON TEMP

This is the Review LD Salary Allocation Screen.

To change the Cost Center, click the hyperlink under Cost Center.

CostCenter
[811100-BON TEMP](#)

Click the Arrow next to Cost Center.

▶ Cost Center

Click the box next to the correct Cost Center.

Cost Center

- Training CostCenter
 - 811100-BON TEMP
 - 911100-PURPLE GREEN GOLD

Click Ok.

Cancel

Review Labor Distributions.

Home Cost Center	Position	Employee	Charged Cost Center	Project	Account	Cost Cen University Actr	Original		Current		Proposed	
							LD %	LD Salary	LD %	LD Salary	LD %	Total LD

Click on the employee to review.

[112226-Domino, Fats](#)

The amounts will be highlighted with a blue box.

100.00%	156000.00	100.00%	156000.00	40.00%	67720.00
				60.00%	101580.00

The Original, Current and Proposed LD can be seen.

Original		Current		Proposed	Proposed
LD %	LD Salary	LD %	LD Salary	LD %	Total LD

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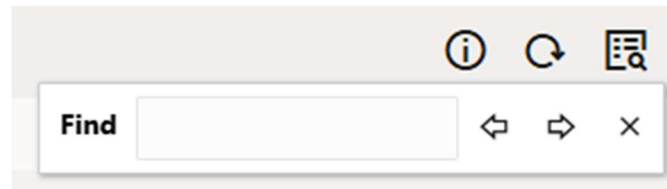
The charged Projects and natural accounts are listed.

GL221122-YOU KNOW THAT'S	52111-Faculty Salary
ID661166-LAGNIAPPE	52111-Faculty Salary

Lines without percentages are not included in an employee's base salary.

53110-Staff-Exempt	00000-Un	0000-Undefined	100.00%	190000.00	100.00%	190000.00	50.00%	102250.00
52405-Faculty-Retirement Supplement	00000-Un	0000-Undefined						5000.00
53110-Staff-Exempt	00000-Un	0000-Undefined					50.00%	102250.00

Use the Search button to find a specific employee.



Updates to Labor Distribution are made in the Labor Distribution Module in WaveWorks.