TULANE UNIVERSITY

WaveWorks!

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 **MUST** be continuous version dates for an employee’s length of service with Tulane.

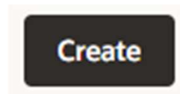
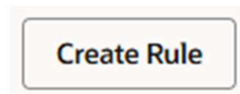
Every Version must be distributed with the project information for that version.

Create a New Employee’s First Schedule Version

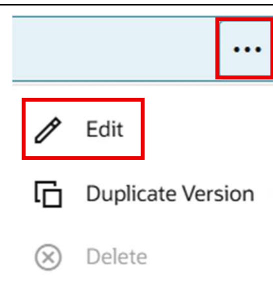
Only create a new schedule for first time employees. Employee transfers should not create a new schedule, instead complete a modification to update the labor distribution.

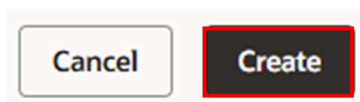
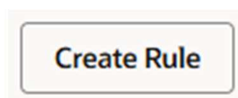
From within WaveWorks, click on the Projects Tab.	Projects
Click on Labor Distribution.	
Click Create.	
Skip this box.	 DO NOT CHANGE the Schedule Type

Find the Employee.	Person Required Search by first name
	Assignment Number Assignment will auto generate
Skip these options.	☐ Distribute Using Time Cards ☐ Accrue Time Card Costs Using Rates ☐ Costed Only
Do not update Pay Element	Pay Element This set up is for the base pay salary assignment only
	Schedule Name Required Schedule Name will auto generate DO NOT change
Enter Version Name.	Version Name Required The naming convention is up to the department
Enter the Start Date.	Start Required This is the employee's first day of employment

Enter the End Date.	 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
Click Create.	
Distribute the Version.	 Follow instructions for Creating a Distribution Rule

Modify a Version by Creating a New Version

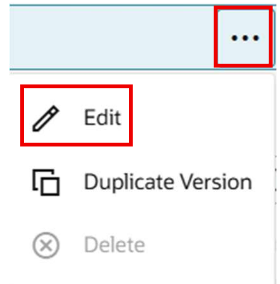
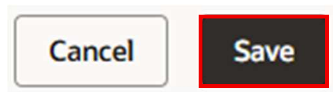
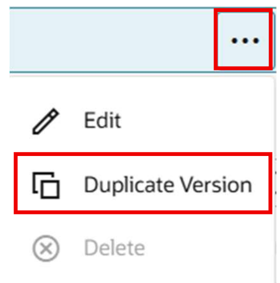
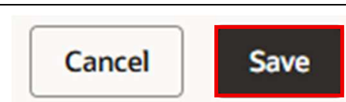
Search for the Employee.	 Search by first name or filter on Assignment for a list
Click on the Employee.	 Click on the main assignment (the one without anything behind the assignment number)
Edit the appropriate Version.	
Change the Status to Inactive.	
Click Save.	

Create Version.	
Enter Version Name.	 The naming convention is up to the department
Enter the Start Date.	
Enter the End Date.	 Versions distributed to Sponsored Projects cannot extend past the project end date
Change Status to New.	
Click Create.	
Distribute the Version.	 Follow instructions for Creating a Distribution Rule

Modifying a Version by Duplicating a Version

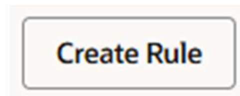
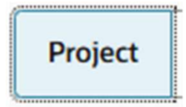
This is helpful for Schedules with many distribution lines and few changes.

Search for the Employee.	 Search by first name or filter on Assignment for a list
Click on the Employee.	 Click on the main assignment (the one without anything behind the assignment number)

Edit the appropriate Version.	
Change the Status to Inactive.	
Click Save.	
Duplicate the Inactive Schedule.	
Edit the New Version.	
Update the Version Name.	
Edit the Start Date.	
Edit the End Date.	
Click Save.	
Edit the Distribution.	 Follow instructions for Creating a Distribution Rule

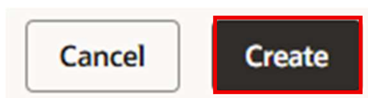
Distribution Rules

Create Distribution Rule with a Non-Sponsored or Sponsored Project

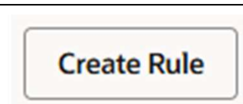
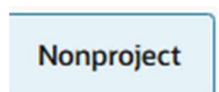
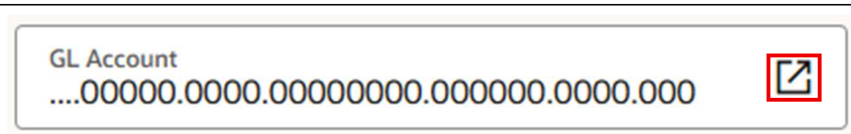
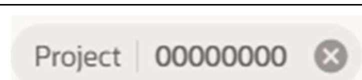
After Version creation, click Create Rule.	 If using Duplicate Version, do not create a rule
Ensure that Project is Chosen.	
Enter the Project.	 Search can be partial or full project number or project name
Enter the Task.	 Cost Center Programs live in the task field, users may see multiple options here
	 Non-Sponsored Projects- there is no Award Sponsored Projects- the Award will auto populate
	 Non-Sponsored Projects- there is no Funding Source Sponsored Projects- the Funding Source will auto populate

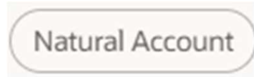
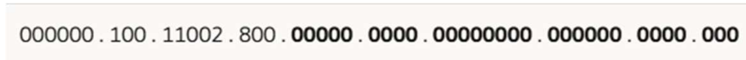
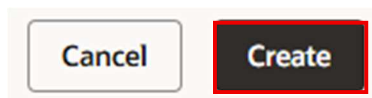
<table>
<tr><td>Enter the Expenditure Organization.</td><td>
This is the Cost Center associated with the Project</td></tr>
<tr><td>Enter the Expenditure Type.</td><td>
This is the natural account

Do not choose an ICP expenditure type

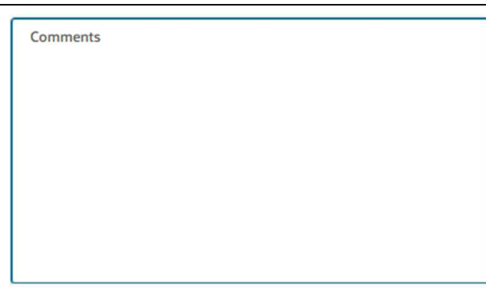
See base pay natural account list</td></tr>
<tr><td>Enter the Percentage.</td><td>
If less than 100% continue to create rules until distribution is at 100%</td></tr>
<tr><td>Click Create.</td><td>
Don’t forget to activate the Schedule</td></tr>
</table>

Create Distribution Rule with a GL Project

<table>
<tr><td>After Version creation, click Create Rule.</td><td>
If using Duplicate Version, do not create a rule</td></tr>
<tr><td>Ensure that Nonproject is Chosen.</td><td></td></tr>
<tr><td>Click the Up Arrow</td><td></td></tr>
<tr><td>Enter the Project.</td><td>
Search can be partial or full project number or project name</td></tr>
</table>

Enter the Natural Account.	 Search can be partial or full number or description See base pay natural account list
Highlight the correct chart string.	 There should only be one available
Click Apply.	
Enter the Percentage.	 If less than 100% continue to create rules until distribution is at 100%
Click Create.	 Don't forget to activate the Schedule

Activate a Version

Edit the New Version.	 Verify Version Name, Start and End Dates
Change Status to Active.	
Enter Comments for approvers.	 Please enter information for approvers on every new or modified labor distribution

Click Save.	Cancel Save The schedule is now in Workflow Don’t forget to maintain continous active schedule versions

Export Labor Schedules

Click View all applicable labor schedules.	View all applicable labor schedules
Click Export Labor Schedules.	Export Labor Schedules
View Downloaded Report.	LaborSchedules (1)

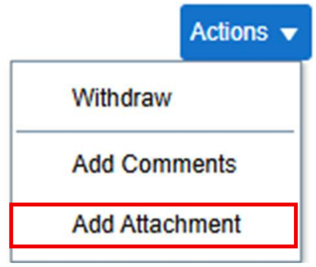
Attach Documents

Documents can be attached after submission.

Cost Transfer Justification Forms (CTJF) should be emailed to retros@tulane.edu and the RASU approver.

Please see https://research.tulane.edu/spa-cost-transfer-policy for more information on Cost Transfer Policies and forms.

Click on the Bell Icon.	4
Click Show All.	Show All
Click Created by Me.	Created by Me (53)
Find the appropriate schedule. Click on it.	IN PROGRESS Labor Schedule Version Status Approval for Assigned to multiple people

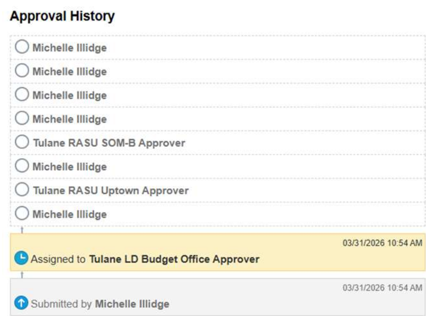
Click Actions. Click Add Attachment.	
Add the attachment. Click Save.	

Withdraw a Submitted Schedule

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

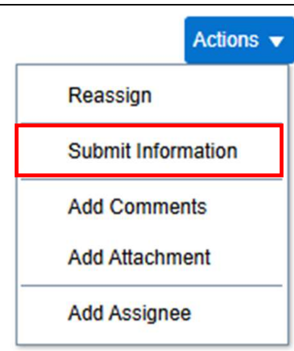
View Workflow

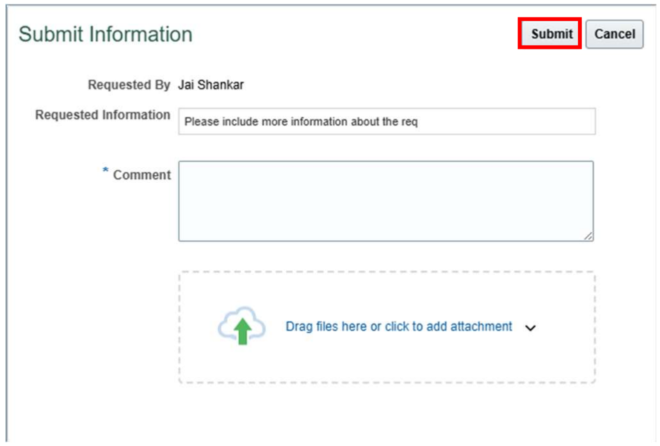
Click on the Bell Icon.	
Click Show All.	
Click Created by Me.	
Find the appropriate schedule. Click on it.	

Scroll down to view the Approval Workflow.	

Submit Requested Information

To respond to a request for information in WaveWorks, a user must submit the information from the notification bell. If you do not submit the information following these steps, the transaction will not go back to the approver and back into workflow.

Sign into WaveWorks. Click on the Bell Notification.	
Click on the blue hyperlink for the Requested Information item.	
Click on Actions.	
Click on Submit Information.	

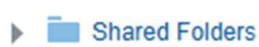
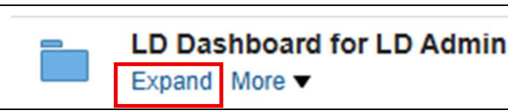
Add a comment. Attach documents (if applicable). Click Sumbit.	

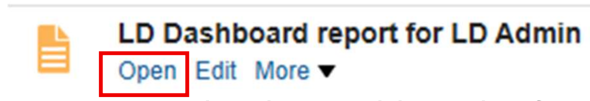
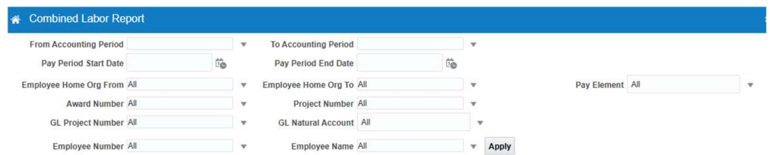
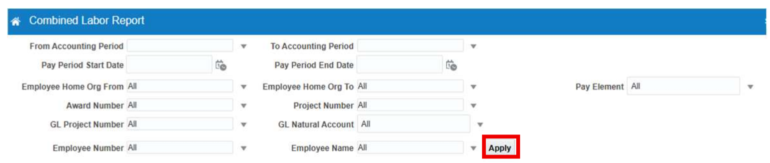
Reporting

Reports for LD can be accessed through the Report Catalog.

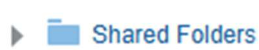
*Not all reports will be ready on day one of go live. Not all reports will be accessible through the dashboard on day one.

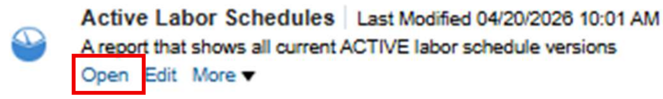
Access the LD Dashboard (including the Combined Labor Report) through the Catalog

Click on the Tools Tab.	Tools
Click on the Reports and Analytics tile.	
Click on Browse Catalog.	
Open Shared Folders.	 **TIP** Click on the arrow
Open the Custom Folder.	 **TIP** Click on the arrow
Open the LD Folder.	 **TIP** Click on the arrow
Expand the LD Dashboard.	

Open the LD Dashboard.	 Click on More to make the Dashboard a favorite and see it on the Reports and Analytics Homepage
Click on the needed Hyperlink. Either the data or the report parameters will load.	
Enter Parameters of the Report.	 If using the accounting period, enter both a from and a to accounting period
Click Apply.	 The combined labor report will download as an excel file

Access the Active Labor Schedules Report through the Catalog

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

Open the LD Folder.	 **TIP** Click on the letters LD
Open the Active Labor Schedules Report.	 Click on More to make the Dashboard a favorite and see it on the Reports and Analytics Homepage
Review the data, print, or export.	

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 CERTIFY THAT THIS CHANGE IS WITHIN 90 DAYS OF ORIGINAL TRANSACTION. CTJF APPROVED.*
Percentage Change ONLY	**RETRO:** Changing percentage allocation on Project(s) XXXXXX from X % to X %. *I CERTIFY THAT THIS CHANGE IS WITHIN 90 DAYS OF ORIGINAL TRANSACTION.* 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.