



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.	 Labor Distribution
Click Create.	
Skip this box.	Labor Schedule Type Assignment 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.

End



Required

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.

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 name or filter on Assignment for a list

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.

...



Edit



Duplicate Version



Delete

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.	End  Versions distributed to Sponsored Projects cannot extend past the project end date
Change Status to New.	Status New
Click Create.	Cancel Create
Distribute the Version.	Create Rule 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.	Manage Labor Schedules  Search for persons, schedules, costing segments, Search by first name or filter on Assignment for a list
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.	...  Edit  Duplicate Version  Delete
Change the Status to Inactive.	Status Inactive
Click Save.	Cancel Save
Duplicate the Inactive Schedule.	...  Edit  Duplicate Version  Delete
Edit the New Version.	09/19/2025 12/31/4712 New Copy of V1 ...
Update the Version Name.	Version Name Copy of V1
Edit the Start Date.	Start 09/19/2025 
Edit the End Date.	End 12/31/4712 
Click Save.	Cancel 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.	Create Rule If using Duplicate Version, do not create a rule
Ensure that Project is Chosen.	Project
Enter the Project.	Project Required Search can be partial or full project number or project name
Enter the Task.	Task Required Cost Center Programs live in the task field, users may see multiple options here
	Award Non-Sponsored Projects- there is no Award Sponsored Projects- the Award will auto populate
	Funding Source Non-Sponsored Projects- there is no Funding Source Sponsored Projects- the Funding Source will auto populate

Enter the Expenditure Organization.	Expenditure Organization  Required This is the Cost Center associated with the Project
Enter the Expenditure Type.	Expenditure Type  Required This is the natural account Do not choose an ICP expenditure type See base pay natural account list
Enter the Percentage.	Percentage Required If less than 100% continue to create rules until distribution is at 100%
Click Create.	Cancel Create Don't forget to activate the Schedule

Create Distribution Rule with a GL Project

After Version creation, click Create Rule.	Create Rule If using Duplicate Version, do not create a rule
Ensure that Nonproject is Chosen.	Nonproject
Click the Up Arrow	GL Account 00000.0000.00000000.000000.0000.000 
Enter the Project.	Project 00000000  Search can be partial or full project number or project name

Enter the Natural Account.	Natural Account Search can be partial or full number or description See base pay natural account list
Highlight the correct chart string.	000000 . 100 . 11002 . 800 . 00000 . 0000 . 00000000 . 000000 . 0000 . 000 There should only be one available
Click Apply.	Cancel Apply
Enter the Percentage.	Percentage Required If less than 100% continue to create rules until distribution is at 100%
Click Create.	Cancel 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.	Status Active
Enter Comments for approvers.	Comments 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 continuous 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.



Click Show All.

Show All

Click Created by Me.

Created by Me (53)

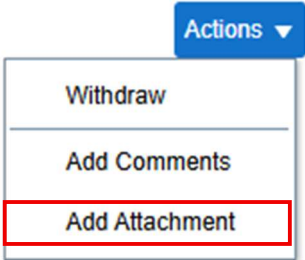
Find the appropriate schedule.

IN PROGRESS

Labor Schedule Version Status Approval for

Click on it.

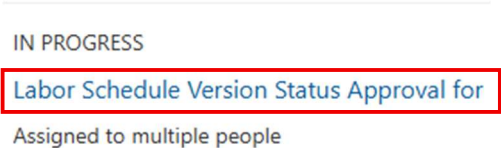
Assigned to multiple people

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

Withdraw a Submitted Schedule

Click on the Bell Icon.	
Click Show All.	Show All
Click Created by Me.	Created by Me (53)
Find the appropriate schedule.	
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.	
Click on it.	

Scroll down to view the Approval Workflow.

Approval History	
☐ Michelle Illidge	
☐ Michelle Illidge	
☐ Michelle Illidge	
☐ Michelle Illidge	
☐ Tulane RASU SOM-B Approver	
☐ Michelle Illidge	
☐ Tulane RASU Uptown Approver	
☐ Michelle Illidge	
Assigned to Tulane LD Budget Office Approver	03/31/2026 10:54 AM
Submitted by Michelle Illidge	03/31/2026 10:54 AM

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.

- Information Requested

[Approve Requisition PR108212](#)39 minutes ago

Michelle Illidge

Dismiss

Click on Actions.

Actions ▼

Click on Submit Information.

Actions ▼

Reassign

Submit Information

Add Comments

Add Attachment

Add Assignee

Add a comment. Attach documents (if applicable). Click Submit.	Submit Information Submit Cancel Requested By Jai Shankar Requested Information Please include more information about the req * Comment  Drag files here or click to add attachment
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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.	 Reports and Analytics
Click on Browse Catalog.	Browse Catalog
Open Shared Folders.	▶  Shared Folders **TIP** Click on the arrow
Open the Custom Folder.	▶  Custom **TIP** Click on the arrow
Open the LD Folder.	▶  LD **TIP** Click on the arrow
Expand the LD Dashboard.	 LD Dashboard for LD Admin Expand More ▼

Open the LD Dashboard.



LD Dashboard report for LD Admin

Open Edit More ▼

Click on More to make the Dashboard a favorite and see it on the Reports and Analytics Homepage

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

If using the accounting period, enter both a from and a to accounting period

Click Apply.

Combined Labor Report

From Accounting Period: [] To Accounting Period: []
Pay Period Start Date: [] Pay Period End Date: []
Employee Home Org From: All Employee Home Org To: All Pay Element: 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

Access the Active Labor Schedules Report through the Catalog

Click on the Tools Tab.

Tools

Click on the Reports and Analytics tile.



Reports and Analytics

Click on Browse Catalog.

Browse Catalog

Open Shared Folders.

► Shared Folders

****TIP**** Click on the arrow

Open the Custom Folder.

► Custom

****TIP**** Click on the arrow

Open the LD Folder.	 **TIP** Click on the letters LD
Open the Active Labor Schedules Report.	 Active Labor Schedules Last Modified 04/20/2026 10:01 AM A report that shows all current ACTIVE labor schedule versions Open Edit More ▼ Click on More to make the Dashboard a favorite and see it on the Reports and Analytics Homepage
Review the data, print, or export.	Edit - Refresh - Print - Export - Add to Briefing Book - Email - Copy

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 Add New Project Change Natural Account or Expenditure Type	Updating start date only on project(s) XXXXXX. Added project XXXXXX to Distribution Rules Changing Natural Account from XXXXXX to XXXXXX

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