



STATE OF NORTH DAKOTA

TIME DISTRIBUTION MANUAL



T A B L E O F C O N T E N T S

TIME DISTRIBUTION

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TIME DISTRIBUTION

OVERVIEW

Time Distribution is used as a means to redistribute time charged to a particular string of chartfields. An employee's original advanced and supplemental payroll charges are charged to a default combination code, based on information entered on the Department Budget Table. After the supplemental payroll, the advanced and supplemental payroll charges are redistributed according to the entries made in the employee's time redistribution entry record (this overrides the Department Budget Table).

Time Distribution is needed for two types of employees: Employees whose time is charged to various projects based on actual hours worked in each project; and employees who charge time to the sub-project level (Activity ID's, Resource Types, and Resource Categories). All other employees will not need to be set up in Time Distribution.

Particular earnings codes are set up in the time distribution processing rules to redistribute time. An earnings code can have either the earnings, the hours, or both the earnings and hours redistributed. A table outlining the time distribution process rules for the earnings codes is provided in Appendix A at the end of the manual.

TIME REDISTRIBUTION ENTRY

OVERVIEW

Time Redistribution Entry is a page used to enter chartfields to designate where an employee's time is to be allocated. The Time Redistribution Entry page can be added, updated, or deleted. Once a Time Redistribution Entry page is added, it is saved as a template and can be used each month as needed to enter hours to be allocated. The account information entered in the time redistribution entry record for an employee supersedes what has been entered for the employee in their department budget table.

OBJECTIVES

After completing this section you will be able to:

1. Understand the time redistribution entry page components
2. Create a time redistribution entry record
3. Enter time redistribution detail
4. Add additional time redistribution entry records
5. Find existing time redistribution entry records and enter employee hours
6. Delete a time redistribution entry record

CREATING A TIME REDISTRIBUTION ENTRY RECORD

To begin the process of creating a time redistribution entry record for an employee, use the following navigational path: **ND State Applications > Time Distribution > Time Redistribution Entry**. The following page will appear.

Time Redistribution Entry
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Business Unit: begins with ▼

Department: begins with ▼

Name: begins with ▼

EmpID: begins with ▼

Empl Rcd Nbr: = ▼

Case Sensitive

Search
Clear
[Basic Search](#)
📄
[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Note: This is the initial page you will see for all time redistribution entry transactions.

To add an employee to the time redistribution entry, click on Add a New Value tab. The following page will appear.

Time Redistribution Entry

Find an Existing Value
Add a New Value

Business Unit:

Department:

EmpID: 🔍

Empl Rcd Nbr:

Add



| | |
|-------------------|--|
| Department | Required field (4-digit Finance Department) |
| Project/Grant | Optional field (validates against projects module) |
| Fund Code | Required field (3 or 5 digits) |
| Class Field | Required field (5 digits) |
| Operating Unit | Required field (3 digits) |
| Program Code | Optional field – most agencies will not use |
| Activity ID | Optional field (validates against projects module) |
| Resource Type | Optional field (validates against projects module) |
| Resource Category | Optional field (validates against projects module) |

ENTERING TIME REDISTRIBUTION DETAIL

An employee will be classified as either a static employee or an allocated employee.

A static employee is an employee whose time is distributed as a fixed percent to one or more set of chartfields.

An allocated employee is an employee whose time distribution is not static. The allocation of hours fluctuates and is charged to more than one set of chartfields.

Time Redistribution Entry for a Static Employee

A static employee's hours are distributed by a fixed percent each month to the same Project/Grant, **Fund Code**, **Class Field**, **Operating Unit**, Program Code, Activity ID, Resource Type, and/or Resource Category. (Fields in bold print are required fields.) To set up their record, click the Use Percent Distribution box and the employee's time will be charged according to the percent distribution of time in the employee's redistribution entry record. Once the Use Percent Distribution box is clicked on, the Total Hours field in the header becomes a non-enterable field and the Hours field will now be titled Current Percent. Enter the employees Project/Grant, Fund Code, Class Field, Operating Unit, Program Code, Activity ID, Resource Type, and Resource Category (as described below), and the percentage of the employee's salary to be charged to that line and save the employee's time redistribution entry record. Following is an example of as static employee's time redistribution entry page:

Time Redistribution

Employee Time Redistribution Record Find | View All First 1 of 1 Last

EmplID: [redacted] Empl Rcd Nbr: 0 Business Unit: 11000 Department: 110110
 Name: [redacted] Pay Group: PG1
 Total Hours: [input] Use Percent Distribution

Time Redistribution Detail Customize | Find | View All First 1-2 of 2 Last

| Current Percent | Department | Project/Grant | Fund Code | Class Field | Operating Unit | Program Code | Activity ID | Resource Type | Resource Category |
|-----------------|------------|---------------|-----------|-------------|----------------|--------------|-------------|---------------|-------------------|
| 1 75.00 | 1000 | [input] | 001 | 11010 | 110 | [input] | [input] | [input] | [input] |
| 2 25.00 | 1050 | MB20507 | 298 | 11010 | 110 | [input] | 08 | [input] | [input] |

Save Refresh Add

Time Redistribution Entry for an Allocated Employee

An allocated employee’s hours are charged to various combinations of chartfields each month. To set up their record, enter each combination of the employee’s **Project/Grant**, **Fund Code**, **Class Field**, **Operating Unit**, Program Code, Activity ID, Resource Type, and Resource Category (as described below) and save the employees time redistribution entry record. (Fields in bold print are required fields.) This entry record can initially be saved without hours – each month you will enter the hours into this entry. The distribution process will clear out the hour’s fields so they are ready for the next month’s entry. Following is an example of an allocated employee’s time redistribution entry page:

Time Redistribution

Employee Time Redistribution Record Find | View All First 1 of 1 Last

EmplID: [redacted] Empl Rcd Nbr: 0 Business Unit: 11000 Department: 110110
 Name: [redacted] Pay Group: PG1
 Total Hours: [input] Use Percent Distribution

Time Redistribution Detail Customize | Find | View All First 1-2 of 2 Last

| Hours | Department | Project/Grant | Fund Code | Class Field | Operating Unit | Program Code | Activity ID | Resource Type | Resource Category |
|-----------|------------|---------------|-----------|-------------|----------------|--------------|-------------|---------------|-------------------|
| 1 [input] | 1000 | [input] | 001 | 11010 | 110 | [input] | [input] | [input] | [input] |
| 2 [input] | 1050 | MB20507 | 298 | 11010 | 110 | [input] | 08 | [input] | [input] |

Save Refresh Add

Charging Overtime to Separate Chartfields

Some agencies need to charge overtime to a different grant from the regular salary. Your agency will need to contact OMB if you need to do this so OMB can change your setup. With the new setup, you will see one more column near the left side in your timesheet entry – Account. After completing the rows for charging the employees regular salary (leaving the account field blank), you can then add rows and fill in the overtime account – 514005 – along with the coding for the overtime in as many rows as you need.

| Hours | Account | Department | Project/Grant | Fund Code | Class Field | Operating Unit | Program Code | Activity ID | Resource Type | Resource Category |
|-------|---------|------------|---------------|-----------|-------------|----------------|--------------|-------------|---------------|-------------------|
| 1 | | 1000 | | 001 | 11010 | 110 | | | | |
| 2 | | 1050 | MB20507 | 298 | 11010 | 110 | | 08 | | |
| 3 | 514005 | 3000 | SP15001 | 001 | 11010 | 110 | | 01 | | |

Adding and Deleting Entry Rows

To enter the employees Project/Grant, Fund Code, Class Field, Operating Unit, Program Code, Activity ID, Resource Type, Resource Category and the Current Percent of time to be charged you can do so by completing the first line of entry. If additional lines are needed you may insert a new row by clicking the **+** sign. Enter any additional Project/Grant, Fund Code, Class Field, Operating Unit, Program Code, Activity ID, Resource Type, Resource Category and the Current Percent or Hours to be charged to each line of distribution. You may insert as many lines as needed. Once you have entered all of the information into the employee’s time redistribution entry record click **Save**. (NOTE: The hours entered must equal the total hours in the header, OR the percentages entered must total 100%. You will received an error message when saving if these to do agree. You can go back into the entry and correct as needed, then save again.)

If a line of entry will not be needed any more, you may delete the row by clicking the **-** sign. You will get a message that asks, “Delete current/selected rows from this page?”

The delete will occur when the transaction is saved.” Click **OK** and then **Save**. The row will be deleted.

FINDING AN EXISTING TIME REDISTRIBUTION RECORD AND ENTERING EMPLOYEE HOURS

To find an existing time redistribution entry record for an employee, use the following navigational path: **ND State Applications > Time Distribution > Time Redistribution Entry**. The following page will appear.

Time Redistribution Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Business Unit: begins with

Department: begins with

Name: begins with

EmpID: begins with

Empl Rcd Nbr: =

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

You may enter a search by Business Unit and also Department, depending on the search you would like to do. Click on **Search** and the following screen will appear.

Time Redistribution Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Business Unit: begins with
Department: begins with
Name: begins with
EmplID: begins with
Empl Rcd Nbr: =

Case Sensitive

[Basic Search](#)

Search Results

[View All](#) First [Last](#)

| Business Unit | Department | Name | EmplID | Empl Rcd Nbr |
|---------------|------------|------|----------|--------------|
| 20100 | 201 | | 70010740 | |
| 20100 | 201 | | 5910 | |
| 20100 | 201 | | 5171 | |

Click on the desired line and the following would appear:

Time Redistribution

Employee Time Redistribution Record Find | View All First 1 of 1 Last

EmplID: **Empl Rcd Nbr:** 0 **Business Unit:** 20100 **Department:** 201
Name: **Pay Group:** PG1
Total Hours: Use Percent Distribution




Time Redistribution Detail Customize | Find | View All First 1 of 3 Last

| Hours | Department | Project/Grant | Fund Code | Class Field | Operating Unit | Program Code | Activity ID | Resource Type | Resource Category |
|------------------------------------|------------|---------------|------------------------------------|------------------------------------|----------------|--------------|---------------------------------|----------------------|----------------------|
| 1 <input type="text" value="96"/> | 1061 | PII00506 | <input type="text" value="10056"/> | <input type="text" value="20110"/> | 201 | | <input type="text" value="06"/> | <input type="text"/> | <input type="text"/> |
| 2 <input type="text" value="149"/> | 1061 | PII00706 | <input type="text" value="10076"/> | <input type="text" value="20110"/> | 201 | | <input type="text" value="18"/> | <input type="text"/> | <input type="text"/> |
| 3 <input type="text"/> | 1061 | PII01406 | <input type="text" value="10146"/> | <input type="text" value="20110"/> | 201 | | <input type="text" value="02"/> | <input type="text"/> | <input type="text"/> |

Enter the total hours to be entered in the Total Hours field, then enter the hours pertaining to each line. (Lines can be left blank if the employee does not need to charge to that line in the current month.) Then click . You may then click on , or to enter hours for the next employee.

DELETING A TIME REDISTRIBUTION ENTRY RECORD

To delete an existing time redistribution entry record for an employee, use the following navigational path: **ND State Applications > Time Distribution > Time Redistribution Entry**. Pull up the record for the applicable employee.

To delete a time redistribution record for an employee, click on the  sign to the right of Department. You will get a message that asks, "Delete current/selected rows from this page? The delete will occur when the transaction is saved." as shown below. Click . Then click . The record will be deleted.

ACTUALS REDISTRIBUTION

OVERVIEW

The actuals redistribution pages are the pages that show you how an employee's salary was charged out after the time redistribution process.

The navigation to Actuals Redistribution is **ND State Applications > Time Distribution > Actuals Redistribution**.

This will bring you to the following search page, from which you can access existing values:

Actuals Redistribution

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Company:
Pay Group:
Pay Period End Date:
Off Cycle ?:
Page #:
Line #:
Separate Check #:
Paycheck Number:
EmpID:
Name:

Include History
 Correct History
 Case Sensitive

[Basic Search](#)

Enter a value in one or more of the search fields and click the **Search** button. You can narrow the search by entering as much information as you can. You can also enter partial values into some fields.

EARNINGS, DEDUCTIONS, AND TAXES PAGES

Use these pages to view the actuals redistribution for an employees earnings, deductions, and taxes. These pages show how an employee's salary was charged out for each type of earnings, employer deduction, and employer tax that is charged to the financial statements. (Leave and employee withholdings do not appear here.) An example of an actuals distribution page is shown below:

| | | | | | |
|---|------------------------------|--|-------|---------------------------|--|
| Earnings Redistribution | | Deduction Redistribution | | Tax Redistribution | |
| Company: ND | Pay Group: PG1 | End Date: 06/30/2006 | | | |
| <input type="checkbox"/> Off Cycle | Page: 201 | Line: 1 | | | |
| <input type="checkbox"/> Corrected | Corrected Date: | | | | |
| EmplID: [REDACTED] | Name: [REDACTED] | | | | |
| Earnings Find View All First 1 of 1 Last | | | | | |
| Separate Check #: 0 | | Empl Rcd Nbr: 0 | | | |
| Earnings Code: Regular | | Earnings: 3,182.00 | | | |
| Distribution Find View All First 1 of 4 Last | | | | | |
| Fiscal Year: 2006 | Accounting Period: 12 | Earnings: | 90.37 | | |
| | | Hours: | 5.00 | | |
| Account: 511005 | Department: 8001 | Project/Grant: PII04806 | | | |
| Product: | Fund Code: I0486 | Program Code: | | | |
| Class Field: 20110 | Affiliate: | Operating Unit: 201 | | | |
| Alternate Account: | Budget Reference: | Chartfield 1: | | | |
| Chartfield 2: | Chartfield 3: | | | | |
| Activity ID: 03 | Resource Type: | Resource Category: | | | |
| <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> | | <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> | | | |
| Earnings Redistribution Deduction Redistribution Tax Redistribution | | | | | |

These tab/components will be inquiry only.

REPORTS

TIME REDISTRIBUTION ENTRY REPORT

You may run two different types of reports. One is a blank entry form and the other is for existing employees records. The entry form is printed with the chartfield lines that currently exist in the employee's time redistribution entry record. If you no longer want a line to appear on the entry form the employee uses to fill out their time you should delete the line of coding from the time redistribution entry record.

The pay period end date is left blank on the time redistribution entry form for employees to complete.

REQUESTING A TIME REDISTRIBUTION ENTRY REPORT

Navigate to: **ND State Applications > Time Distribution > Time Redist. Entry Rpt.** Select the Add a New Value tab unless you have run this report before, then you can 'Search' or simply enter your 'Run Control ID'.

Time Redist. Entry Rpt.
 Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Search](#) | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit number in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

In the following screen you will enter your 5-digit Business Unit and department number. If you wish to run the 'Time Redist. Entry Rpt.' for the entire Business Unit check the 'all selected' box and the report will be run for all departments (you will only get results for the Business Units and departments for which you have security access). Then click 'Run'.

Time Redistribution Entry Rpt

Run Control ID: 20100 [Report Manager](#) [Process Monitor](#)

Business Unit: 20100

Department: % all selected

The following screen shows the parameters for the report. The Server Name should be PSNT. You will need to check the boxes for both reports. If you only need to print one report then only click that box. The report is formatted to show best in adobe PDF format, so we recommend you select "PDF" for the Format. Then click 'OK' and you will be returned to the previous screen.

Process Scheduler Request

User ID: jschafer Run Control ID: 20100

Server Name: PSNT Run Date: 10/04/2006

Recurrence: Run Time: 3:15:32PM

Time Zone:

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|--------------------------------|--------------|--------------|------|--------|------------------------------|
| <input type="checkbox"/> | NDS0166B - blank tm sheet | NDS0166B | Crystal | Web | PDF | Distribution |
| <input checked="" type="checkbox"/> | NDS10166 - Existing Timesheets | NDS10166 | Crystal | Web | PDF | Distribution |

When returned to the previous screen, click on 'Process Monitor' near the upper right corner to view the status of the report running. At this Process Monitor screen click on 'Refresh' periodically until the Run Status of your report shows 'Success' then click on 'Details'.

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with search filters for User ID, Type, Last (1 Days), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is present. Below the filters is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one entry with Instance 457866, Process Type Crystal, Process Name NDS10166, Run Date/Time 10/04/2006 3:15:32PM CDT, Run Status Processing, and Distribution Status N/A.

At the Detail screen, click on 'View Log/Trace'.

The screenshot shows the 'Process Detail' interface. It is divided into several sections:

- Process:** Instance: 457866, Type: Crystal, Name: NDS10166, Description: NDS10166 - Existing Timesheets, Run Status: Success, Distribution Status: Posted.
- Run:** Run Control ID: 20100, Location: Server, Server: PSNT, Recurrence: (empty).
- Update Process:** Radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request (selected), and Restart Request.
- Date/Time:** Request Created On: 10/04/2006 3:18:40PM CDT, Run Anytime After: 10/04/2006 3:15:32PM CDT, Began Process At: 10/04/2006 3:19:17PM CDT, Ended Process At: 10/04/2006 3:19:58PM CDT.
- Actions:** Parameters, Transfer, Message Log, Batch Timings, View Log/Trace.

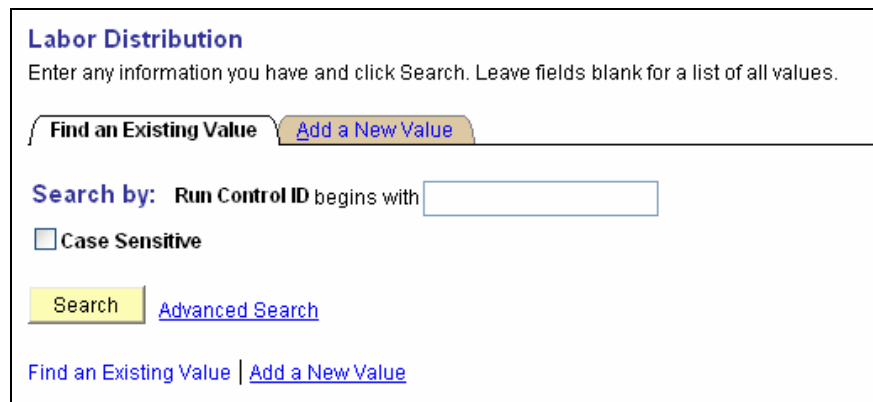
 At the bottom, there are 'OK' and 'Cancel' buttons.

LABOR DISTRIBUTION REPORT

The Labor Distribution report show to which chartfields each employee's salary and benefits were charged. This report can be run in several different sort formats.

REQUESTING A LABOR DISTRIBUTION REPORT

Navigate to: **ND State Applications > Reports > Labor Distribution**. Select the Add a New Value tab unless you have run this report before, then you can 'Search' or simply enter your 'Run Control ID'.



The screenshot shows a web interface for the 'Labor Distribution' report. At the top, it says 'Labor Distribution' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Underneath, there is a 'Search by:' label followed by 'Run Control ID begins with' and a text input field. Below the input field is a checkbox labeled 'Case Sensitive'. At the bottom of the search area are two buttons: 'Search' and 'Advanced Search'. Below the search area, there are two links: 'Find an Existing Value' and 'Add a New Value'.

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit number in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

In the following screen you will enter your 5-digit Business Unit (you will only get results for the Business Units and departments for which you have security access) the calendar Pay End Month/Year that you wish to run and the Sort Order you would like the report printed by: Fund; Department; Project, Activity; Project, Resource Type; Resource Type; or Resource Category. (Detailed vs. Summarized refers to the federal funds – the Detailed will show each individual federal fund, while the Summarized will show them all under 002.) You may only choose one sort order at a time. You can also choose to have a download file created the appropriate box. Then click 'Run'.

Labor Distribution

Run Control ID: 20100 [Report Manager](#) [Process Monitor](#) [Run](#)

Business Unit:

'Pay End Month / Year:

Download Option

Build Download File?

Sort Order

Fund - Detailed Fund - Summarized

Department - Detailed Department - Summarized

Project, Activity Project, Resource Type

Resource Type Resource Category

The following screen shows the parameters for the report and the *Format defaults to 'HTM'. The Server Name should be PSNT. You will need to check the box for the Labor Distribution Report. The report is formatted to show best in adobe PDF format, so we recommend you select "PDF" for the Format. Then click 'OK' and you will be returned to the previous screen.

Process Scheduler Request

User ID: Run Control ID: 20100

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

| Process List | | | | | | |
|-------------------------------------|---------------------------|--------------|--------------|------|--------|------------------------------|
| Select | Description | Process Name | Process Type | Type | Format | Distribution |
| <input checked="" type="checkbox"/> | Labor Distribution Report | NDSR20 | SQR Report | Web | PDF | Distribution |

When returned to the previous screen, click on 'Process Monitor' near the upper right corner to view the status of the report running. At this Process Monitor screen click on 'Refresh' periodically until the Run Status of your report shows 'Success' then click on 'Details'.

Process List **Server List**

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 457867 | | SQR Report | NDSR20 | | 10/04/2006 3:37:21PM CDT | Success | Posted | Details |
| <input type="checkbox"/> | 457866 | | Crystal | NDS10166 | | 10/04/2006 3:15:32PM CDT | Success | Posted | Details |

[Go back to Labor Distribution](#)

[Process List](#) | [Server List](#)

At the Detail screen, click on 'View Log/Trace' to get to the next screen with the report file name.

Process Detail

Process

Instance: 457867 Type: SQR Report
 Name: NDSR20 Description: Labor Distribution Report
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: 20100 Hold Request
 Location: Server Queue Request
 Server: PSNT Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 10/04/2006 3:39:14PM CDT [Parameters](#) Transfer
 Run Anytime After: 10/04/2006 3:37:21PM CDT [Message Log](#)
 Began Process At: 10/04/2006 3:39:31PM CDT Batch Timings
 Ended Process At: 10/04/2006 3:40:29PM CDT [View Log/Trace](#)



Click the report name below to view the report. The report name should end with 'PDF' and the download file with end with 'TXT'.

View Log/Trace

Report

Report ID: 1162 Process Instance: 457867 [Message Log](#)
 Name: NDSR20 Process Type: SQR Report
 Run Status: Success

Labor Distribution Report

Distribution Details

Distribution Node: REFNODE Expiration Date: 10/11/2006

File List

| Name | File Size (bytes) | Datetime Created |
|-----------------------------------|-------------------|---------------------------------|
| DOWNLOAD.TXT | 427,947 | 10/04/2006 3:40:29.990000PM CDT |
| NDSR20_457867.PDF | 115,037 | 10/04/2006 3:40:29.990000PM CDT |
| Trace File | 94 | 10/04/2006 3:40:29.990000PM CDT |
| Message Log | 1,655 | 10/04/2006 3:40:29.990000PM CDT |

Distribute To

| Distribution ID Type | Distribution ID |
|----------------------|-----------------|
| User | |

[Return](#)

The download file may be saved to your hard drive, then imported into Excel, Access or other applications. The report, shown in part below, may be saved wherever you prefer to store it or printed at your own printer.

NDSR20 RUN DATE 10/04/2006
 20100 Public Instruction

LABOR DISTRIBUTION BY DEPARTMENT - DETAILED
 FOR PAY PERIOD 06/2006

Page 1

| NAME | EMPLID / EMPL RCD | TYPE | GROSS PAY AMOUNT | RETIREMENT | SEC 125 | HOSPITAL | M A T C H I N G LIFE | EAP | FICA | UNEMPLOYMENT |
|------------------------|----------------------|-------|---------------------|------------|---------|----------|-------------------------|------|--------|--------------|
| Oper Unit Dept Id Fund | | | | | | | | | | |
| 201 1000 001 | | | | | | | | | | |
| | 02 0 | REG | 125.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9.56 | 0.00 |
| | 26 0 | REG | 125.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9.56 | 0.00 |
| | 62 0 | REG | 125.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9.57 | 0.00 |
| | 59 0 | REG | 2,584.00 | 235.66 | 0.00 | 553.94 | 0.28 | 1.42 | 197.68 | 7.64 |
| | 81 0 | TEMP | 1,665.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 127.38 | 0.00 |
| | 00 0 | REG | 6,711.00 | 0.00 | 26.64 | 553.94 | 0.28 | 1.42 | 486.75 | 0.00 |
| Fund 001 | 2,094.34 | REG | 9,670.00 | 235.66 | 26.64 | 1,107.88 | 0.56 | 2.84 | 713.12 | 7.64 |
| | 127.38 | TEMP | 1,665.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 127.38 | 0.00 |
| | 2,221.72 | TOTAL | 11,335.10 | 235.66 | 26.64 | 1,107.88 | 0.56 | 2.84 | 840.50 | 7.64 |
| Dept Id 1000 | 2,094.34 | REG | 9,670.00 | 235.66 | 26.64 | 1,107.88 | 0.56 | 2.84 | 713.12 | 7.64 |
| | 127.38 | TEMP | 1,665.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 127.38 | 0.00 |
| | 2,221.72 | TOTAL | 11,335.10 | 235.66 | 26.64 | 1,107.88 | 0.56 | 2.84 | 840.50 | 7.64 |

If you wish to run and print the Labor Distribution Report in a different sort order you will need to go back to your 'Run Control Page' and select a different sort order and follow the steps above to view or print the report.



APPENDIX A

| Earnings Code | Description | Time Dist Processing Rules | |
|---------------|--------------------------------|----------------------------|-------|
| | | Earnings | Hours |
| S01 | Regular Pay | X | X |
| S02 | Temporary Pay | X | X |
| S03 | Board Member Pay | X | X |
| S06 | Contract Earnings | X | X |
| S07 | State Active Duty | X | X |
| S08 | Military Pay | X | X |
| S10 | Overtime at Straight | X | X |
| S11 | Overtime at 1.5 | X | X |
| S12 | Overtime at Double | X | X |
| S13 | Compensatory Time Paid | X | |
| S14 | Pay Adjustment | X | |
| S15 | Retro Pay | X | |
| S16 | Worker's Comp Adjustment | X | |
| S17 | Reduction in Pay | X | |
| S20-S2E | Shift Differential - Various | X | |
| S30 | On Call Differential | X | |
| S35 | Motor Vehicle Allowance | X | |
| S36 | Meal Allowance Taxable | X | |
| S38 | Vacation Balance Pay | X | |
| S39 | Sick Leave Pay at Termination | X | |
| S74 | Service Award | X | |
| S76 | Performance Bonus Pay - Redist | X | |
| S80 | Educational Assistance | X | |
| S81 | Housing Allowance Reportable | X | |
| S90 | Moving Expense Reimbursement | X | |
| S91 | Moving Expense Reportable | X | |