STATE OF NORTH DAKOTA

TIME DISTRIBUTION MANUAL

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

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 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
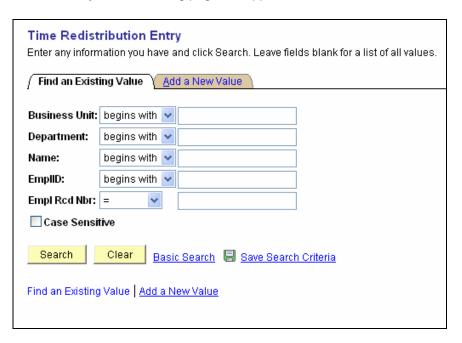
After completing this section you will be able to:

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
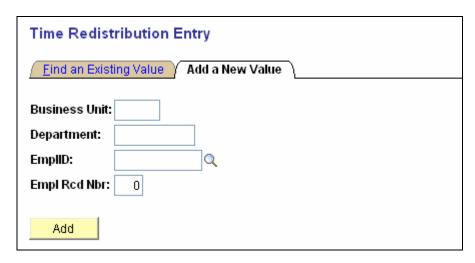6. Delete a time redistribution entry record

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 ▼ [_____]
EmplID: begins with ▼ [_____]
Empl Rcd Nbr: = ▼ [_____]
☐ Case Sensitive

[Search] [Clear]   Basic Search 🖫 Save Search Criteria

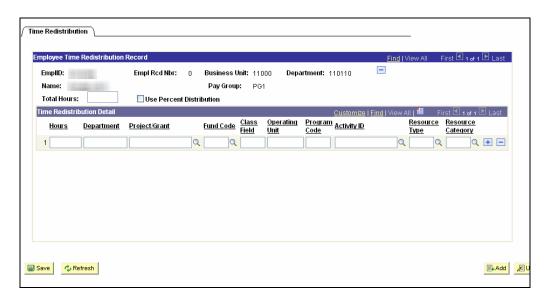Find an Existing Value | Add a New Value

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: [_____]
EmplID: [_____] 🔍
Empl Rcd Nbr: [0]

[Add]

Enter the employee's Business Unit, Department, EmplID, and Empl Rcd Nbr and click [Add] and the following screen will appear.

The EmplID, Empl Rcd Nbr, Business Unit, Department, Name and Pay Group default in from the employee's Personal and Job Data record.

Enter the components in the time redistribution entry page as outlined below and click [Save].

TIME REDISTRIBUTION ENTRY PAGE COMPONENTS

The components on the time redistribution entry page are as follows:

Total Hours	The total number of hours to be distributed
Use Percent Distribution	Click on for static employees
Hours/Current Percent	Hours are input each month for the hours to be allocated to that particular set of chartfields **OR** the percentage of the static employee's salary to be charged to that set of chartfields. (The current percent for all lines must equal a total of 100%.) This field could be left blank for **initial** time redistribution entry page setup for allocated employees then filled in at month end.

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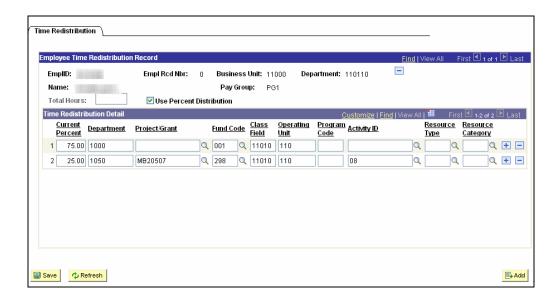
A static employee is an employee whose time is distributed as a fixed percent to one or more set of chartfields.

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.

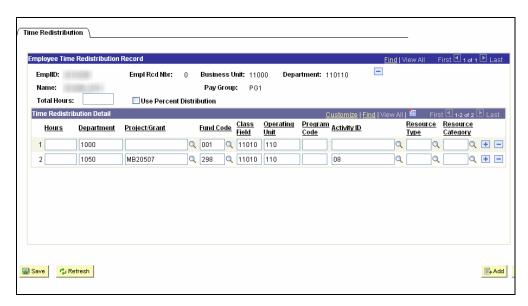**Time Redistribution Entry for a Static Employee**
A static employee's hours are distributed by a fixed percent each month to the same Project/Grant, **Fund Code**, **Class Field**, **Operating Unit**, Program Code, Activity ID, Resource Type, and/or Resource Category. (Fields in bold print are required 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:

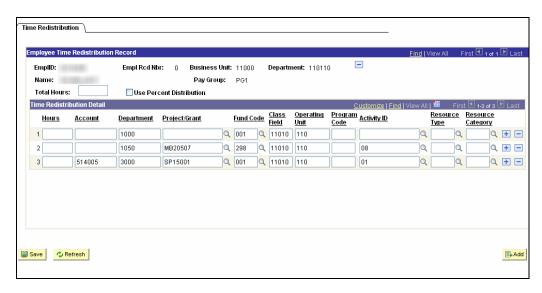**Time Redistribution Entry for an Allocated Employee**

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:

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.

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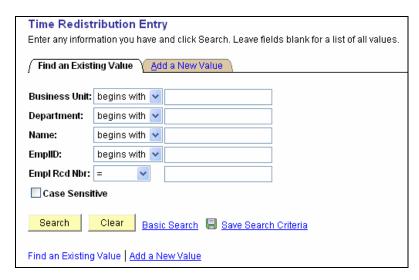
If a line of entry will not be needed any more, you may delete the row by clicking the ➖ sign. You will get a message that asks, *"Delete current/selected rows from this page?*

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.

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.

Click on the desired line and the following would appear:

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 [Save]. You may then click on [Next in List], [Previous in List] or [Return to Search] 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.
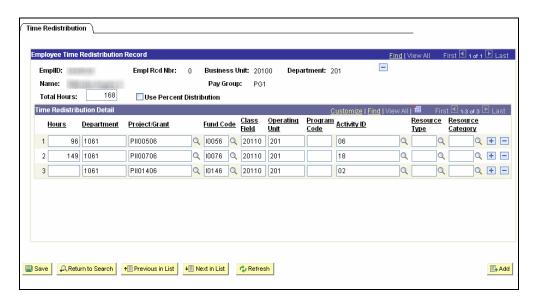
To delete a time redistribution record for an employee, click on the ⊟ sign to the right of Department. You will get a message that asks, *"Delete current/selected rows from this page? The delete will occur when the transaction is saved."* as shown below. Click ⊡ OK ⊡. Then click 🖫 Save.   The record will be deleted.
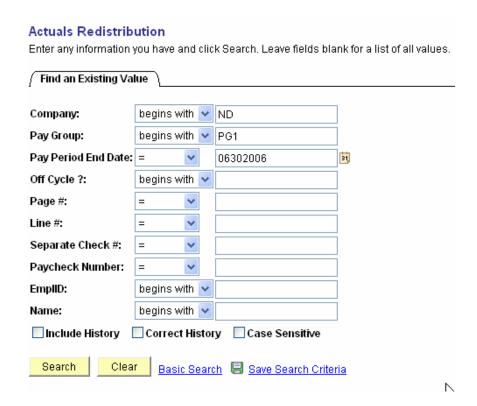
ACTUALS REDISTRIBUTION

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:

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:

These tab/components will be inquiry only.

REPORTS

TIME REDISTRIBUTION ENTRY REPORT

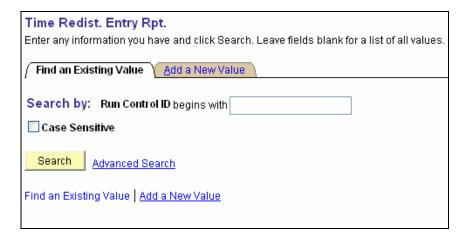You may run two different types of reports. One is a blank entry form and the other is for existing employees records.   The entry form is printed with the chartfield lines that currently exist in the employee's time redistribution entry record. If you no longer want a line to appear on the entry form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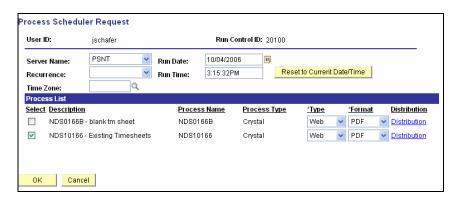

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit number in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

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'.

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.

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'.

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

Click the report name below to view the report. The report name should end with 'PDF'.

The report, shown in part below, may be saved wherever you prefer to store it or printed at your own printer.

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'.

'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 yo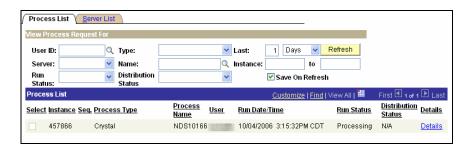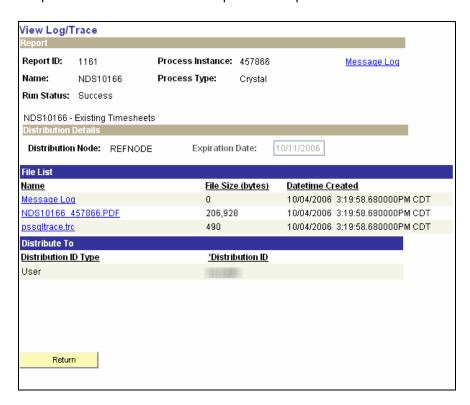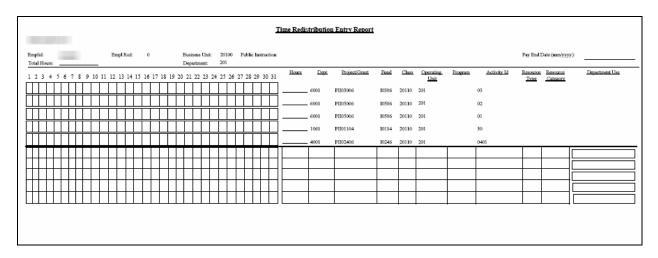u wish to run and the Sort Order you would like the report printed by: Fund; Department; Project, Activity; Project, Resource Type; Resource Type; or Resource Category. (Detailed vs. Summarized refers to the federal funds – the Detailed will show each individual federal fund, while the Summarized will 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'.

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.

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'.

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

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:	NDSPR20	**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
NDSPR20_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 applciations. The report, shown in part below, may be saved wherever you prefer to store it or printed at your own printer.
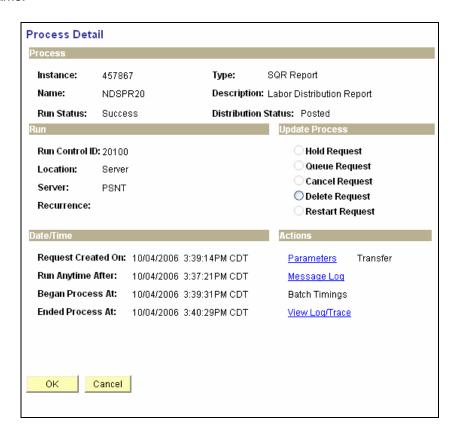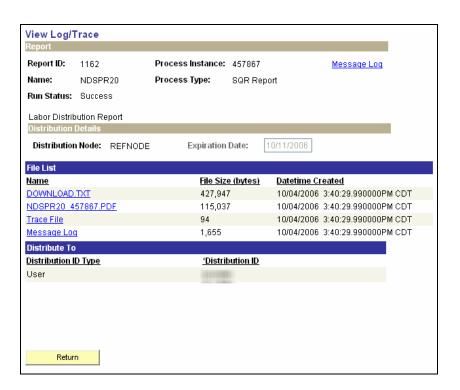
```
NDSPR20  RUN DATE  10/04/2006                          LABOR DISTRIBUTION BY DEPARTMENT - DETAILED                                    Page 1
20100 Public Instruction                                     FOR PAY PERIOD 06/2006

                          EMPLID /   ----- GROSS PAY ------  * * * * * * * * * * * * * * M A T C H I N G * * * * * * * * * * *
         NAME             EMPL RCD  TYPE    AMOUNT      RETIREMENT       SEC 125       HOSPITAL         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        7.64

   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	