Entering Employee Instructions – Labor Distribution

Overview

Labor distribution instructions are entered for employees to automate the process of distributing work time to multiple general ledger accounts. Enter labor distribution instructions for hourly and salaried employees. Labor distribution instructions will simplify time entry. The system uses the labor distribution instructions when it creates timecards for auto-pay employees.

An example of using Labor Distribution is; an employee spends 5 hours per week performing administrative duties and 35 hours performing regular salaried duties, you allocate the hours to two different G/L accounts.

Labor Distribution Instructions are used to complete the following tasks:

- Distribute time to multiple general ledger accounts
- Distribute time by either percentage or number of hours
- Set effective dates for distributions
- Create a template for time entry
- Define job type information when the employee has more than one job
- Override Position ID and AAI accounts for an employee

This work instruction shows how to enter Labor Distribution instructions.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.

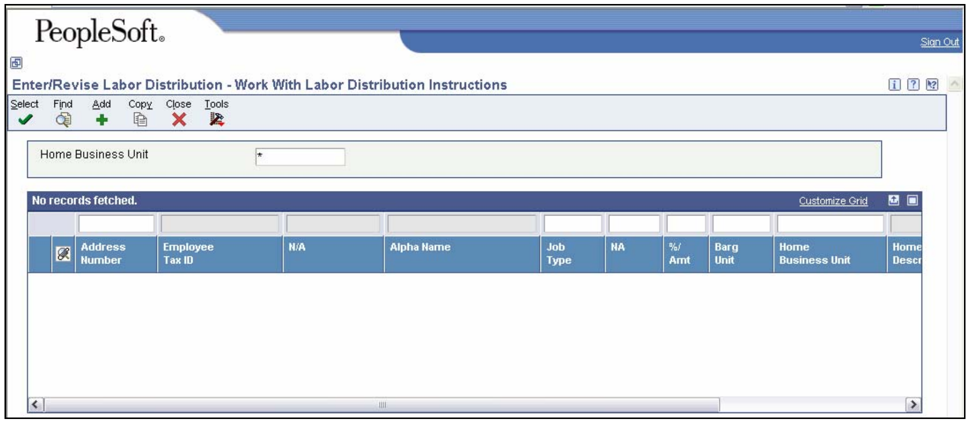
Navigation

Click Roles, HR_PR.
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

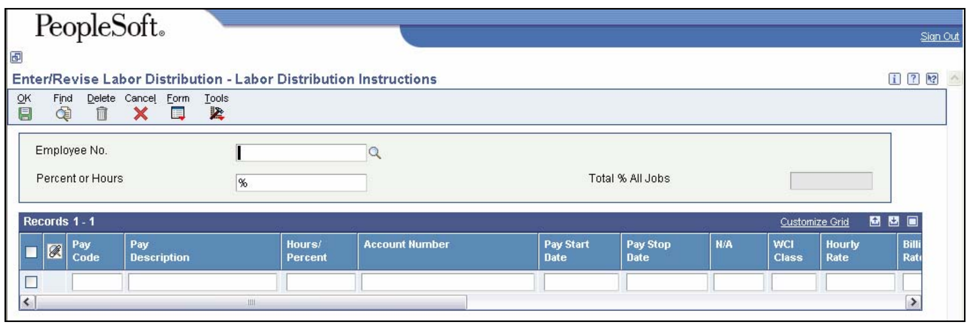
Human Resources and Payroll – Agencies > Employee Maintenance > Enter/Revise Labor Distribution

Steps

Start this instruction from the Enter/Revise Labor Distribution – Work with Labor Distribution Instructions window.



1. Click **Add**. The Enter/Revise Labor Distribution – Labor Distribution Instructions window appears.



2. Complete the following fields in the header:
   - Employee No.
   - Percent or Hours
3. Complete the following fields on the grid:
   - Pay Code
   - Hours/Percent
   - Account Number
   - Position ID
   - Job Code
   - Home Business Unit
4. To override default job, pay, or tax information, complete any of the following optional fields:
   - Pay Start Date
   - Pay Stop Date
   - Hourly Rate
   - Sub-ledger

- Sub Type

5. Use the down arrow key to move the cursor to the next row on the grid.
6. If using Percent, repeat steps 3 – 5 until all rows are equal to 100%.
7. Click **OK** to accept the data and clear the Labor Distribution Instructions window.
8. Click **Cancel**.
9. Click **Close**.