Oracle® Labor Distribution

User's Guide

Release 11*i*

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ORACLE®

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Oracle Labor Distribution User's Guide, Release 11*i*

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Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

- Did you find any errors?
- Is the information clearly presented?
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  Oracle Corporation

  Oracle Public Sector Applications Documentation Development

  500 Oracle Parkway, MS 3op7

  Redwood Shores, CA 94065

  U.S.A

If you would like a reply, please give your name, address, telephone number, and (optionally) electronic mail address.

If you have problems with the software, please contact Oracle Support Services.

Preface

The *Oracle Labor Distribution User's Guide* provides information on how to use Oracle Labor Distribution.

The following sections are included in this preface:

- Audience
- New Features
- Online Documentation
- Related Publications
- Document Conventions
- Training
- Do Not Use Database Tools to Modify Oracle Public Sector Applications Data
- About Oracle
- Customer Support
- Documentation Sales and Client Relations

Audience

The *Oracle Labor Distribution User's Guide* provides information about Labor Distribution, describes how to use each feature, provides illustrations of windows and reports, and includes detailed process diagrams and descriptions. It is designed to assist the following:

- human resources administrators and staff
- payroll staff
- business managers
- faculty
- administrators
- investigators

This guide assumes users have a basic familiarity with Oracle Public Sector Financials and Oracle Applications.

New Features

Users can find out about new features by selecting the Product Overview from the HTML help window for Labor Distribution. This section describes:

- New features in 11*i*. The information is updated for each new release of Labor Distribution.
- Information about any features that were not yet available when this user guide was printed. For example, if the system administrator has installed software from a mini pack as an upgrade, this document describes the new features.

Online Documentation

All Oracle Applications documentation is available online in HTML and PDF. The technical reference guides are available in paper format only.

The HTML version of this guide is optimized for on screen reading, and users can follow hypertext links for easy access to other HTML guides in the library. When the HTML window is open, users can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

Note: The HTML help may contain information that was not available when this guide was printed. If there is a discrepancy between product functionality and this guide, check the online help. The system administrator must install the most recent updates to ensure that online help is current.

Related Publications

This guide contains references to the following Oracle publications. Use the Release 11*i* versions of these guides, unless otherwise specified.

- *Oracle Applications Flexfields Guide*
- *Oracle Applications System Administrator's Guide*
- *Oracle Application's User's Guide*
- *Oracle Grants Accounting User's Guide*
- *Oracle HRMS Documentation Set*
- *Oracle HRMS US Implementation Guide*
- *Oracle General Ledger User's Guide*
- *Oracle Projects User's Guide*
- *Oracle Workflow Guide*

Document Conventions

The following conventions are observed:

- special conventions
- usage conventions
- references

Special Conventions

The following special conventions are observed:

bold	Bold type denotes buttons or menu paths, as in the following example:
	Submit and **File** - **New** - **Open**
UPPERCASE	Uppercase text denotes Oracle keywords, statements, and statuses, as in the following example:
	CONFIRMED
Courier	Courier font denotes a mathematical formula, as in the following example:
	2%/(100%-2%) x 360/((30-(10-0)) = 0.367
<>	Angle brackets denote a user-selected value, as in the following example:
	<Pagebreak 1>
[ ]	Square brackets denote a description that assists the user, but is not actually a part of the application, as in the following example:
	[field not available]
WARNING:	Warnings alert users to the following type of information in this guide:
	WARNING: Warnings highlight text that warns of actions that could result in loss of data or incorrect processing.

Usage Conventions

The following usage conventions are observed:

Close the window.	Indicates users should close the window using either the **File** - **Close Form** command or by clicking on the x in the upper right-hand corner. **Note:** The **File** - **Close Form** command produces different results depending on the product and platform in use. For example, sometimes it closes only one window; at other times, it closes all open windows. Users must familiarize themselves with how the command behaves in their own environments.
Descriptions of Graphics	Textual descriptions accompany all graphics that appear in this guide. Screen shot fields are described in the accompanying window description tables.

References

All references to specific chapters refer to chapters in this guide unless otherwise noted.

Training

Oracle Corporation offers a complete set of training courses to help users master Oracle Applications. We can help users develop a training plan that provides thorough training for both the project team and end users. We can work with users to organize courses appropriate to the particular user's job or area of responsibility.

Training professionals can show users how to plan training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. Users can attend courses at any of the Oracle Educational Centers, or Oracle trainers can teach at the users' facility. We also offer Net classes, deliver training over the Internet, and provide many multimedia-based courses on CD. In addition, we can tailor standard courses or develop custom courses to meet users' needs.

Do Not Use Database Tools to Modify Oracle Public Sector Applications Data

We STRONGLY RECOMMEND that users never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Public Sector Applications tables, unless users are told to do so in the guide.

Oracle Corporation provides powerful tools users can employ to create, store, change, retrieve, and maintain information in an Oracle database. But if users employ tools such as SQL*Plus to modify Oracle Public Sector Applications data, users risk destroying the integrity of the data and lose the ability to audit changes to the data.

Because Oracle Public Sector Applications tables are interrelated, any change made using an Oracle Public Sector Applications window can update many tables at once. But when users modify Oracle Public Sector Applications data using anything other than Oracle Applications windows, users might change a row in one table without making corresponding changes in related tables. If the tables get out of synchronization with each other, users risk retrieving erroneous information and unpredictable results throughout Oracle Public Sector Applications.

When users employ Oracle Public Sector Applications windows to modify the data, Oracle Public Sector Applications automatically checks that the changes are valid. Oracle Public Sector Applications also keeps track of who changes the information. But if users enter information into database tables using database tools, users can store invalid information. Users also lose the ability to track who has changed the information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Public Sector Applications. Oracle Applications provides the E-business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, supply chain management, manufacturing, project systems, human resources, and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and application products, along with related consulting, education, and support services, in over 145 countries around the world.

Customer Support

From on-site support to central support, a team of experienced professionals provides the help and information that users need to keep Oracle Public Sector Applications working for its users. This team includes the Technical Representative, Account Manager, and Oracle Corporation's large staff of consultants, and support specialists with expertise in the user's business area, managing an Oracle server, and the user's hardware and software environment.

Oracle Support Services can be reached 24 hours a day. To obtain assistance, please call one of the following numbers:

In the USA: **1.650.506.1500**

In Europe: **+44 1344.860160**

You will be asked a series of questions that help direct you to the correct Oracle product support group. Be prepared to supply the following information:

- your CSI number, which helps Oracle Support Services track problems recorded for each customer and identifies you as a supported customer

- version numbers of the Oracle products

- operating system name and version number

- details of error numbers and descriptions, which help Oracle Support Services track down the problem more quickly

- a description of the problem

Documentation Sales and Client Relations

To order hard copy documentation, call Documentation Sales at one of the following numbers:

In the USA: **1.800.252.0303**

In Europe: **+44 0990.332200**

For shipping inquiries, product exchanges, or returns, call Client Relations at one of the following numbers:

In the USA: **1.650.506.1500**

In Europe: **+44 0990.622300**

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Product Overview

This chapter provides an overview of Oracle Labor Distribution. The following sections are in this chapter:

- Definition
- Overview
- New Features in Labor Distribution

Definition

Oracle Labor Distribution provides a flexible approach to the following:

- scheduling employees
- encumbering labor costs
- distributing labor costs

Labor Distribution enables organizations to schedule, create, correct, and certify labor cost distribution without a timecard system.

Overview

Labor Distribution is fully integrated with Oracle Human Resources, Oracle Payroll, Oracle General Ledger, Oracle Projects, and Oracle Grants Accounting.

Labor Distribution provides organizations and institutions with the ability to perform the following:

- create and update employee labor schedules
- distribute pay amounts
- encumber salary and wages
- provide interfaces to non-Oracle payroll and timecard systems
- adjust posted labor distribution
- create and certify employee effort reports
- route effort reports for review, approval, and certification
- route distribution adjustment for approval

Labor Distribution supports OMB A-21 Effort Reporting for institutions receiving federal research funding.

Labor Distribution includes the following features:

- Create and Maintain Labor Distribution Schedules
- Distribute Pay Amounts
- Provide Interfaces to Other Payroll and Timecard Systems
- Distribution Adjustments
- Create and Certify Effort Reports

- Labor Encumbrances
- Auto-Population of Expenditure Type and Natural Account
- Reconciliation Reports
- Scheduling and Distribution Reports
- Multiple Organization Compliance
- Summarize and Transfer Adjustments
- Rollback of Labor Distribution Processes
- Recovery Processes
- Enhanced Workflow
- Security
- Integration with Oracle Public Sector Budgeting
- Printing Options

Create and Maintain Labor Distribution Schedules

Labor Distribution enables the user to create labor schedules for each employee assignment. These labor schedules are the basis for payroll labor distribution and encumbrances.

Each labor schedule provides a set of charging instructions that reflects the percentage of earnings to be charged to General Ledger, Grants Accounting, or Projects. The charging instructions are entered on a schedule line that identifies the start and end date and the percent of effort to be charged to one of the target accounts. Each employee assignment can have unlimited labor schedule lines. Labor schedules can be modified at any time to reflect changes in charging instructions.

To simplify schedule line data entry, Labor Distribution includes default labor schedules for specific organizations and a user-defined schedule hierarchy. Default schedules can be created for a department, and the pay for all the employees in that department is charged on the basis of the default schedule.

Schedule hierarchies enable the user to create schedules at the employee assignment, earnings element group, and earnings element levels. Labor Distribution uses the schedule hierarchy to determine which labor schedule to use.

Distribute Pay Amounts

Labor Distribution enables users to distribute all types of pay to General Ledger accounts, Grants Accounting awards, and Projects based on labor schedules defined for the employee assignment. Distribution amounts are calculated on a daily basis.

Provide Interfaces to Other Payroll and Timecard Systems

Labor Distribution provides integration with other non-Oracle payroll systems by providing open interfaces to import non-Oracle payroll data and charging instructions created by time management systems. The user populates an interface table with non-Oracle payroll data. The user can edit payroll entries before distributing them to their target accounts. These distributions can be used in effort reporting and can be adjusted.

Distribution Adjustments

Labor Distribution enables users to adjust posted payroll distributions. Distributions to be adjusted are reversed and new distributions are created. The user must provide an explanation for the adjustment.

Adjustments are subject to appropriate security approvals. Adjustment approvals are routed to appropriate personnel using Workflow. The adjustments are posted to General Ledger, Grants Accounting, or Projects. After distribution adjustments are approved and processed, new effort reports can be generated and approved to certify the correct effort distribution for the effort report period.

Create and Certify Effort Reports

Effort reporting ensures accurate disbursement of labor charges. Effort reports summarize the labor distributions made over a period of time. Certification of the effort report by an employee or supervisor verifies distributions made against actual work performed. Workflow routes effort reports to employees and supervisors for review, approval, and certification.

Effort reports can be customized to meet the needs of an institution or organization.

Labor Encumbrances

Labor Distribution encumbers salary and wages and posts the encumbrances to General Ledger, Grants Accounting, and Projects. By reserving funds from a budget for expenses committed yet not expended, a user can see what funds are available

and plan accordingly. As payroll charges are distributed to the target accounts, encumbrances can be liquidated.

Employee assignments can be selected for encumbrance by selecting the payrolls to encumber, thereby including all assignments in the selected payroll. Different charging instructions can be encumbered for differing time periods based on a 100% time period definition for each organization. Labor Distribution creates encumbrance lines for the future based on the employee's organization and other setup information.

A number of options are provided for summarizing and transferring encumbrances to the appropriate target accounts.

Auto-Population of Expenditure Type and Natural Account

Auto-population of expenditure type and natural account automatically populates expenditure type and natural account fields during labor distribution. The user defines and modifies the auto-fill mapping rules using a wide range of parameters.

Reconciliation Reports

A series of reconciliation reports enables users to view the step-by-step distribution of labor costs. Totals for each step are compared with totals from the previous step to verify accurate labor cost distribution.

Scheduling and Distribution Reports

Scheduling and Distribution reports show details about labor schedules, default labor schedules, default accounts, suspense accounts, and actual distributions.

Multiple Organization Compliance

Multiple Organizations enables users to define multiple organizations and the relationships among them in a single installation and to secure access to data so that users can access only the information that is relevant to them.

Without multiple organizations, a user with multiple business entities must install Labor Distribution multiple times within the same database. Multiple Organizations supports a single installation with any number of different logical business entities.

Summarize and Transfer Adjustments

Summarize and Transfer Adjustments enables users to approve defined distribution adjustment batches without automatically transferring approved distribution adjustments to General Ledger, Grants Accounting, or Projects.

Summarize and Transfer Adjustments provides the following benefits to the user:

- approve distribution adjustment batch without automatically running the Summarize and Transfer Adjustments process

- summarize and transfer approved distribution batches at one time

- redefine distribution adjustments for rejected adjustments during the Summarize and Transfer Adjustments process

Rollback of Labor Distribution Processes

Rolling back Labor Distribution processes enables users to correct errors after running each process. This reduces the requirement to create distribution adjustments.

Rollback of Labor Distribution processes provides the following benefits to users:

- Roll back of Oracle and Non-Oracle Payroll Import processes enables users to reimport the same payroll.

- Rollback of Create Distribution Lines enables users to re-create distribution lines for lines that have not been summarized and transferred.

Recovery Processes

If there is a system crash or an abnormal termination while certain processes are running, Labor Distribution provides recovery processes that includes a log file with a list of batches that terminated abnormally. The recovery processes are as follows:

- Recover Summarize and Transfer

- Recover Summarize and Transfer Adjustments

Enhanced Workflow

Labor Distribution is integrated with Workflow to facilitate the approval processes in effort reporting and distribution adjustments. Workflow automates the approval and certification processes.

Security

Labor Distribution uses standard Oracle Applications security. Access and approvals are controlled through responsibilities that are created and assigned to users.

Integration with Oracle Public Sector Budgeting

The integration of Labor Distribution with Public Sector Budgeting enables the Public Sector Budgeting user to access a labor schedule from Labor Distribution instead of Oracle Human Resource Management Systems. This integration includes the following features:

- ability to bring salary distribution lines information into Public Sector Budgeting from Labor Distribution

- ability to facilitate successful completion of budget worksheet with position budgeting

Printing Options

Printing Options enables users to print out hard copies of reports in their entirety.

New Features in Labor Distribution

Labor Distribution, Release 11i, incorporates the following new features:

- Distribution Adjustments Approval Notification Workflow
- Multiple Organizations
- ability to work with Oracle Projects and Grants Accounting
- separate process for Summarize and Transfer of Distribution Adjustments
- processes for rollback
- recovery processes
- printing options
- Schedules Exceeding 100% report

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Introduction

This chapter describes how the *Oracle Labor Distribution User's Guide* is organized. The following sections are in this chapter:

- Overview
- Setting Up Oracle Labor Distribution
- Labor Scheduling
- Payroll Interface
- Non-Oracle Payroll Interface
- Distribution Adjustments
- Labor Encumbrances
- Effort Reporting
- Reports
- Reconciliation and Control
- Topical Essays
- Reference

Overview

The *Oracle Labor Distribution User's Guide* contains information needed to understand and use Oracle Labor Distribution.

This guide is divided into the following parts:

- Setting Up Oracle Labor Distribution
- Labor Scheduling
- Payroll Interface
- Non-Oracle Payroll Interface
- Distribution Adjustments
- Labor Encumbrance
- Effort Reporting
- Reports
- Reconciliation and Control
- Topical Essays
- Reference

WARNING: Enhancements are added to this product regularly. Information presented here may be superseded by subsequent updates to online help. If there is a discrepancy between product functionality and the online help describing it, ensure that the system administrator has installed the most current updates to online help.

Setting Up Oracle Labor Distribution

Implementation of Labor Distribution requires setting up the following Oracle applications:

- System Administration
- Human Resource Management Systems
- General Ledger
- Grants Accounting
- Workflow

The following setup features in Labor Distribution are provided:

- Labor Scheduling Setup

- Effort Reporting Setup

- Labor Encumbrance Setup

- Expenditure Type and Natural Account Auto-Population Setup

The following books must be used with the *Oracle Labor Distribution User's Guide* to set up Oracle Applications and Oracle Financials:

- *Oracle Applications Flexfields Guide*

- *Oracle Applications System Administrator's Guide*

- *Oracle Grants Management User's Guide*

- *Oracle Human Resources North American User's Guide*

- *Oracle HRMS US Implementation Guide*

- *Oracle Projects User's Guide*

- *Oracle General Ledger User's Guide*

- *Oracle Workflow Guide*

Complete setup checklists and detailed descriptions of setup steps that are required for implementation of Labor Distribution are included in this guide.

Setup should be reviewed annually or as needed to update system security, reflect changes in the organization's structure, or accommodate new requirements.

Labor Scheduling

The following procedure describes how to create, update, and review employee labor schedules:

- Labor Scheduling

Payroll Interface

The following procedures describe how to distribute pay amounts from Oracle Payroll and transfer them to General Ledger, Projects, and Grants Accounting.

- Import Payroll Transactions

- Rollback Imported HRMS Payroll

- Create Distribution Lines

- Roll Back Distribution Lines

- Recover Liquidation Encumbrance

- Recover Summarize and Transfer

Non-Oracle Payroll Interface

The following procedures describe how to summarize pay amounts from non-Oracle applications and transfer those transactions to Grants Accounting, Projects, and General Ledger:

- Non-Oracle Payroll Interface

- Rollback of Non-Oracle Payroll

- Pre-generated Distribution Lines Interface

Distribution Adjustments

The following procedures describe how to adjust labor distributions that are already posted to Grants Accounting, Projects, and General Ledger:

- Distribution Adjustments

- Resetting Incomplete Distribution Adjustments

- Approve Adjustments

- Summarize and Transfer Adjustments

- Recover Summarize and Transfer Adjustments

Labor Encumbrance

The following procedures describe how to use encumbrances:

- Create Encumbrance Lines

- Encumbrance Summarize and Transfer

- Update Encumbrance Lines

- Encumbrance Liquidation Process

- Recover Liquidation Encumbrance

- Recover Liquidation Encumbrance

Effort Reporting

The following procedures and reports describe effort reporting:

- Create Effort Report Template
- Create Effort Report
- Review, Accept, or Return Effort Report with Comments Effort Reports
- Effort Certification Status (Aging) Report
- Create Ad Hoc Effort Report

Reports

The following report procedures are described in this section:

- Labor Schedules by Employee
- Employees Using Default Labor Schedules
- Default Account
- Suspense Account
- Distribution History by Employee
- Distribution History by Project
- Distribution History by Award
- Distribution History by Organization

Reconciliation and Control

The following procedure describes how to accomplish reconciliation and control:

- Reconciliation and Control

Topical Essays

The following processes are described in topical essays:

- Oracle Labor Distribution
- scheduling hierarchy
- labor encumbrance
- data entry validation

- effort calculation

- effort report notification workflow

- distribution adjustments approval workflow

Reference

The following topics are included in the reference section:

- Oracle Labor Distribution navigator paths

- payroll distribution and configuration options

- labor distribution and accounting example

- non-Oracle Interface table

- pre-generated interface table

- multiple organizations compliance in Oracle Labor Distribution

Setting Up Oracle Labor Distribution

This section describes the setup procedures and requirements in Oracle Financials, Oracle Applications, Oracle Public Sector Applications, and Labor Distribution that are required for implementation of Labor Distribution.

Oracle Labor Distribution Setup Overview

Oracle Labor Distribution Setup Overview provides setup checklists and an overview of the setup steps required for Labor Distribution.

Information on the labor distribution setup overview is provided in the following chapter:

- Oracle Labor Distribution Setup Overview, page 3-1

Oracle Applications System Administration Setup

Setup of Oracle Applications System Administration is required to implement Labor Distribution.

Information on setup of System Administration is provided in the following chapter:

- System Administration Setup, page 4-1

Labor Scheduling Setup

Labor scheduling setup is used to create, update, and review employee labor schedules. To set up labor scheduling, users define the following:

- organization suspense accounts
- organization default labor schedules
- organization default accounts
- earnings elements imported
- global earnings element overrides
- earnings element groups
- payroll sources
- begin date and end date auto-fill parameters
- clearing account

Details on labor scheduling setup are provided in the following chapter:

- Labor Scheduling Setup, page 5-1

Effort Reporting Setup

Effort reporting setup is used to create effort reports. Users define the following:

- effort report periods
- earnings elements included in effort reporting
- system default text messages displayed when certifying and reviewing an effort report
- Oracle notification users

Details on effort reporting setup are provided in the following chapter:

- Effort Reporting Setup, page 6-1

Labor Encumbrance Setup

Labor encumbrance setup is required for the use of labor encumbrance in Labor Distribution. The following components must be set up:

- encumbrance payroll and assignment
- default encumbrance period
- encumbrance earnings elements
- encumbrance options
- encumbrance summarization options

Details on labor encumbrance setup are provided in the following chapter:

- Labor Encumbrance Setup, page 7-1

Expenditure Type and Natural Account Auto-Population Setup

Expenditure Type and Natural Account Auto-Population Setup defines the auto-population rules for expenditure types and natural accounts. Users complete the following tasks:

- seed all parameters and their associated information into a lookup table to make them available for setting up rules and executing rules

- define rules for expenditure types

- define rules for natural accounts

- set up lookup tables

- set up the Bypass table

Details on setting up expenditure type and natural account auto-population rules are provided in the following chapter:

- Expenditure Type and Natural Account Auto-Population Setup, page 8-1

Labor Scheduling

This section describes features used to perform labor scheduling.

Labor Scheduling Procedures

The Labor Scheduling procedure creates, reviews, and updates labor distribution schedules. The Schedules Exceeding 100% report is also included in this chapter.

Details on employee selection and scheduling are provided in the following chapter:

- Labor Scheduling Procedures, page 9-1

Payroll Interface

This section describes the features used in salary distribution.

Import Payroll Transactions Procedures

The Import Payroll Transactions procedure imports Oracle Payroll lines and preformats them for the distribution lines process. These preformatted lines are called payroll sublines.

Details on importing payroll transactions are provided in the following chapter:

■   Import Payroll Transactions Procedures, page 10-1

Create Distribution Lines Procedures

The Create Distribution Lines procedure generates distribution lines to be posted to Grants Accounting, Projects, and General Ledger accounts based on the labor schedules defined for the employee assignment together with the employee payroll sublines.

Details on creating distribution lines are provided in the following chapter:

■   Create Distribution Lines Procedures, page 11-1

Summarize and Transfer Payroll Distributions Procedures

The Summarize and Transfer Payroll Distributions procedure reads and summarizes the distribution lines created from the Create Distribution Lines process, which includes pre-generated distribution and distribution adjustments. This process includes transferring the distribution lines to Grants Accounting, Projects, and General Ledger.

Details on summarizing distribution lines and transfer are provided in the following chapter:

■   Summarize and Transfer Payroll Distributions Procedures, page 12-1

Non-Oracle Payroll Interface

This section describes the features used in non-Oracle payroll interface.

Non-Oracle Payroll Interface Procedures

The non-Oracle payroll interface allows the user to import, review, edit, and validate payroll sublines that are created using a non-Oracle payroll system.

Details on the non-Oracle payroll interface are provided in the following chapter:

■ Non-Oracle Payroll Interface Procedures, page 13-1

Pre-generated Distribution Lines Interface Procedures

The pre-generated distribution lines interface allows the user to import, review, edit, and validate unprocessed pre-generated distribution lines that were loaded using a time management system before initiating the transfer process within Labor Distribution.

Details on the pre-generated distribution lines interface are provided in the following chapter:

■ Pre-generated Distribution Lines Interface Procedures, page 14-1

Distribution Adjustments

This section describes the features used in distribution adjustments.

Distribution Adjustments Procedures

Distribution adjustments allows the user to modify or approve distribution after they are posted to General Ledger, Projects, or Grants Accounting. Oracle Workflow is used to route the distribution adjustments through the approval process. This chapter includes the Summarize and Transfer Adjustments procedure and the Recover Summarize and Transfer Adjustments procedure.

Details on distribution adjustments are provided in the following chapter:

- Distribution Adjustments Procedures, page 15-1

Labor Encumbrances

This section describes the features used in labor encumbrances.

Labor Encumbrance Processes and Reports Procedures

Labor encumbrances processes and reports allow the user to perform the following tasks:

- create encumbrances
- summarize and post encumbrances to General Ledger, Projects, or Grants Accounting
- update encumbrances
- liquidate encumbrances
- review posted encumbrance reports

Details on labor encumbrance processes and reports are provided in the following chapter:

- Labor Encumbrance Processes and Reports Procedures, page 16-1

Effort Reporting

This section describes the features used in effort reporting.

Effort Reporting Procedures

Effort reporting allows users to create and regenerate effort reports for an employee in order to review, accept, and certify the amount of pay distributed to Grants Accounting, Projects, and General Ledger. Effort reports summarize the labor distributions made over a period of time for an employee. Workflow options can be enabled to route effort reports to employees and supervisors for approval and certification.

Details on effort reporting are provided in the following chapter:

- Effort Reporting Procedures, page 17-1

Reports

This section describes the various management and operational reports that are provided with Labor Distribution.

Reports Procedures

The following reports are described in this chapter:

- Labor Schedules by Employee

- Employees Using Default Labor Schedules

- Default Account

- Suspense Account

- Distribution History by Employee

- Distribution History by Project

- Distribution History by Award

- Distribution History by Organization

    Note: The Schedules Exceeding 100% Report is included in Labor Scheduling Procedures, page 2-1.

Details on reports are provided in the following chapter:

- Reports Procedures, page 18-1

Reconciliation and Control

This section describes the features used in reconciliation and control.

Reconciliation and Control Procedures

Reconciliation and control allows users to ensure that reconciliation between processes can be accomplished and that amounts and records are accounted for between processes.

Details on reconciliation and control are provided in the following chapter:

- Reconciliation and Control Reports Procedures, page 19-1

Topical Essays

This section describes the topical essays included in this user's guide.

Oracle Labor Distribution Process

Oracle Labor Distribution Process provides a process flow diagram and shows the interaction between the different components in Labor Distribution.

Details on the labor distribution process are provided in the following chapter:

- Labor Distribution Process, page A-1

Scheduling Hierarchy Process

Labor schedules can be created at multiple levels associated with the employee assignment and the assignment organization. The scheduling hierarchy process determines which labor schedule to use based on a defined priority.

Details on the scheduling hierarchy process are provided in the following chapter:

- Scheduling Hierarchy Process, page B-1

Labor Encumbrance Process

Labor Encumbrance Process provides a process flow diagram and shows the interaction between the different components in the labor encumbrance process for Labor Distribution.

Details on the labor encumbrance process are provided in the following chapter:

- Labor Encumbrance Process, page C-1

Data Entry Validations Process

Data Entry Validations Process describes the validation process and rules used in Labor Distribution for deleting items and changing begin and end dates.

Details on data entry validation are provided in the following chapter:

- Data Entry Validations Process, page D-1

Effort Calculation Process

Effort Calculation Process describes the process steps in effort calculation and provides examples of the effort calculation process.

Details on the effort calculation process are provided in the following chapter:

■ Effort Calculation Process, page E-1

Effort Report Notification Workflow Process

Effort Report Notification Workflow Process describes how Enhanced Workflow is used in effort reporting. Workflow diagrams illustrate how notifications are routed.

Details on the effort report notification workflow process are provided in the following chapter:

■ Effort Report Notification Workflow Process, page F-1

Distribution Adjustments Approval Notification Workflow Process

Distribution Adjustments Approval Notification Workflow Process describes how Workflow is used in the distribution adjustments approval process. Workflow diagrams illustrate how notifications are routed.

Details on the distribution adjustments approval workflow process are provided in the following chapter:

■ Distribution Adjustments Approval Notification Workflow Process, page G-1

Reference

This section describes the reference topics included in this user's guide.

Oracle Labor Distribution Navigator Paths

Oracle Labor Distribution Navigator Paths lists navigation paths for windows in Labor Distribution.

Details on navigator paths are provided in the following chapter:

- Navigator Paths, page H-1

Payroll Distribution and Configuration Options

Payroll Distribution and Configuration Options describes how scheduling elements are used in the scheduling hierarchy process and how setup configuration options alter the labor scheduling hierarchy.

Details on payroll distribution and configuration options are provided in the following chapter:

- Distribution and Configuration Options, page I-1

Labor Distrbution Accounting Example

Labor Distribution Accounting Example describes the accounting transactions that are used in Oracle Labor Distribution. The example presents one example of how payroll transactions, labor distribution transactions, and distribution transactions can be selected in General Ledger.

Details on the labor distribution accounting example are provided in the following chapter:

- Labor Distribution Accounting Example, page J-1

Non-Oracle Payroll Interface Table

Non-Oracle Payroll Interface Table describes the Non-Oracle Payroll Interface table.

Details on the non-Oracle Payroll Interface table are provided in the following chapter:

- Non-Oracle Payroll Interface Table, page K-1

Pre-generated Interface Table

Pre-generated Interface Table describes the Pre-generated Interface table.

Details on the Pre-generated Interface table are provided in the following chapter:

- Pre-generated Interface Table, page L-1

Multiple Organizations Compliance in Oracle Labor Distribution

Multiple Organizations Compliance in Oracle Labor Distribution describes how Multiple Organizations is used in Labor Distribution.

Details on Multiple Organizations compliance in Labor Distribution are provided in the following chapter:

- Multiple Organizations Compliance in Oracle Labor Distribution, page M-1

Part I

Setting Up Oracle Labor Distribution

3

Oracle Labor Distribution Setup Overview

This chapter provides an overview of the setup steps required for Oracle Labor Distribution. The following sections are in this chapter:

- Overview
- Labor Distribution Setup Checklist
- Labor Distribution Setup Steps

Overview

This chapter provides a checklist of setup steps in Labor Distribution.

Complete all required setup steps for the following applications before beginning the Labor Distribution setup steps.

- Oracle Applications System Administration
- Oracle General Ledger
- Oracle Human Resource Management Systems
- Oracle Grants Accounting

  Note: Grants Accounting is optional.

- Oracle Projects

  Note: Oracle Projects is optional.

- Oracle Workflow

Labor Distribution Setup Checklist

Table 3–1, page 3-3, shows the Labor Distribution setup checklist.

Note: The sequence indicated for the setup checklist applies to the Labor Distribution setup process only. For each application installed, consult the guides for that application to determine the sequence of setup steps.

All required setup steps in this checklist must be completed.

Table 3–1   Labor Distribution Setup Checklist

Step Number	Setup Step	Type	Oracle Applications
Oracle Applications System Administration			
1.	Set up System Administration	required	System Administration
Oracle General Ledger			
2.	Define Account Combinations.	required	General Ledger
Oracle Human Resource Management Systems			
3.	Define Cost Allocation Flexfield	required	HRMS
4.	Create Locations	required	HRMS
5.	Create Organizations	required	HRMS
6.	Define Jobs	required	HRMS
7.	Define Payrolls	required	HRMS
8.	Define Elements and Input Values	seeded/ user-defined	HRMS
9.	Define Elements Links	required	HRMS
10.	Define a Salary Basis	required	HRMS
Oracle Grants Accounting			

Table 3–1   Labor Distribution Setup Checklist

Step Number	Setup Step	Type	Oracle Applications
11.	Set Up Grants Accounting.	optional	Grants Accounting
Oracle Projects			
12.	Set Up Projects	optional	Projects
Workflow			
13.	Set Up Workflow.	required	Workflow
Labor Distribution			
Labor Scheduling Setup			
14.	Set Up Organization Suspense Accounts	optional	Labor Distribution
15.	Set Up Organization Default Labor Schedule	optional	Labor Distribution
16.	Set Up Organization Default Accounts	optional	Labor Distribution
17.	Set Up Earnings Elements Imported	required	Labor Distribution
18.	Set Up Global Earnings Element Override	optional	Labor Distribution
19.	Set Up Earnings Element Groups	optional	Labor Distribution
20.	Set Up Payroll Sources	optional	Labor Distribution
21.	Set Up Begin Date Auto-fill Parameters	optional	Labor Distribution
22.	Set Up End Date Auto-fill Parameters	optional	Labor Distribution
23.	Set Up Clearing Account	required	Labor Distribution

Table 3–1   Labor Distribution Setup Checklist

Step Number	Setup Step	Type	Oracle Applications
Effort Reporting Setup			
24.	Set Up Effort Report Periods	required if effort reporting used	Labor Distribution
25.	Set Up Earnings Elements Included in Effort Reports	required if effort reporting used	Labor Distribution
26.	Modify Text Message on Effort Report	required if effort reporting used	Labor Distribution
27.	Create Notification Users	required if effort reporting used	Labor Distribution
Labor Encumbrance Setup			
28.	Set Up Encumbrance Payroll and Assignment Selection	required if encumbrances used	Labor Distribution
29.	Set Up Default Encumbrance Period Definition for Organization	required if encumbrances used	Labor Distribution
30.	Set Up Encumbrance Earnings Element Selection	required if encumbrances used	Labor Distribution
31.	Set Up Payroll Effective Date Selection	required if encumbrances used	Labor Distribution
32.	Set Up Encumbrance Summarize and Transfer	required if encumbrances used	Labor Distribution
Expenditure Type and Natural Account Auto-Population Setup			

Table 3–1   Labor Distribution Setup Checklist

Step Number	Setup Step	Type	Oracle Applications
33.	Set Up Lookups Table	required if auto-population enabled	Labor Distribution
34.	Define Expenditure Type Auto-Population Rules	required if auto-population enabled	Labor Distribution
35.	Define Natural Account Auto-Population Rules	required if auto-population enabled	Labor Distribution
36.	Set Up By-Pass Table	required if auto-population enabled	Labor Distribution
37.	Set Up Autopop Segment	required if Natural Account auto-population is enabled	Labor Distribution

Labor Distribution Setup Steps

To set up Labor Distribution, perform the following steps.

1. Set Up System Administration.

Set up System Administration.

To set up System Administration, see Oracle Labor Distribution Setup Overview, page 3-1 and *Oracle Applications System Administrator's Guide.*

2. Define Account Combinations

Accounting flexfield combinations must be defined to use Labor Distribution.

WARNING: Labor Distribution may not allow users to select accounting flexfield combinations for the labor schedule if journals cannot be posted for those value combinations. For example, users may not be able to exit the accounting flexfield window when setting up labor schedule lines if the selected accounting flexfield combination is not setup, enabled, and postable.

To define accounting flexfield combinations, see Defining Accounts, *Oracle General Ledger User's Guide.*

3. Define Cost Allocation Flexfield

The cost allocation flexfield must be defined and mapped to General Ledger to use Labor Distribution.

WARNING: The cost allocation flexfield segments to General Ledger segment mapping must populate all fields of the General Ledger accounting flexfield structure. Otherwise, payroll costing does not post to General Ledger and payrolls cannot be imported to Labor Distribution.

To define the cost allocation flexfield, see Key Flexfield Segments Window and Cost Allocation Flexfield, *Oracle Applications Flexfields Guide* and Cost Allocation Key Flexfield, *Using Oracle HRMS - The Fundamentals.*

To map the cost allocation flexfield to General Ledger accounting flexfield segments, see Running the Transfer to GL Process, *Using Oracle HRMS - The Fundamentals.*

4. Create Locations

Location must be set up in Human Resources to use Labor Distribution.

To set up the location, see Setting Up Locations, *Using Oracle HRMS - The Fundamentals.*

5. Create Organizations

Organizations must be defined in Human Resources to use Multiple Organizations in Labor Distribution.

For information on creating organizations, see Creating an Organization, *Using Oracle HRMS - The Fundamentals.*

6. Define Jobs

Jobs must be defined in Human Resources to use Labor Distribution. If using Grants Accounting, each employee assignment must have a job assigned to it.

To define jobs, see Defining a Job, *Using Oracle HRMS - The Fundamentals.*

7. Define Payrolls

Payrolls must be defined in Human Resources to use Labor Distribution.

WARNING: Labor Distribution imports and redistributes all employee assignments on a payroll for the earnings elements selected. If users want to exclude certain employees from labor distribution, these employees must be assigned to a separate payroll that is not to be imported to Labor Distribution.

Within Oracle Human Resources and Oracle Payroll, labor costs can be assigned at the following hierarchical levels:

- payroll
- element link
- organization
- assignment
- element entry

For payroll imported to Labor Distribution, it is recommended that costing be done at the Payroll level. When distributing labor costs to General Ledger, Projects, or Grants Accounting charging instructions, Labor Distribution journals against the costing account setup for the payroll.

WARNING: The costing account must be one of the clearing accounts selected in Labor Distribution; otherwise the payroll selected for import cannot be processed.

> **Note:** The following settings must be defined as follows.
>
> - A payroll clearing costing account must be entered in the Costing field.
>
> - An appropriate General Ledger suspense account must be entered in the Suspense field.

For information on accounting transactions, see Labor Distribution Accounting Example, page J-3.

To define payroll groups, see Defining a Payroll, *Using Oracle HRMS - The Fundamentals.*

8. Define Elements and Input Values

WARNING: Labor Distribution performs special calculations on the earnings element Regular Salary to account for changes in salary or wages. If users create other elements for these types of pay, no special calculations are performed for those elements.

For information on defining elements and inputs, see Defining an Element and Defining an Element's Input Values, *Compensation and Benefits Using Oracle HRMS (US).*

9. Define Element Links

WARNING: Labor Distribution imports and redistributes all pay amounts for employees on the selected payrolls for the earnings elements selected. If users do not want the pay amount distributed, a separate earnings element that is not selected for import to Labor Distribution can be used.

WARNING: For earnings elements to be imported to Labor Distribution, if costing is set up at this level, the costing account must be identical to the clearing account selected in Labor Distribution; otherwise, the payroll selected for import cannot be processed.

For information on defining element links, see Defining Element Links, *Compensation and Benefits Using Oracle HRMS (US).*

For information on accounting transactions, see Labor Distribution Accounting Example, page J-1.

10. Define a Salary Basis

A salary basis must be defined in Labor Distribution to use Labor Distribution.

To define salary bases, see Defining a Salary Basis, *Compensation and Benefits Using Oracle HRMS (US).*

11. Set Up Grants Accounting

Set up Grants Accounting. This step is optional.

To set up Grants Accounting, see Oracle Grants Accounting Setup Overview, *Oracle Grants Accounting User's Guide.*

12. Set Up Projects

Set up Projects. This step is optional.

To set up Projects, see Planning Your Implementation, *Oracle Projects User's Guide.*

13. Set Up Workflow

Set up Workflow to enable the effort reporting and distribution adjustments workflow processes.

To set up Workflow, see Overview of Setting Up, *Oracle Workflow Guide.*

14. Set Up Organization Suspense Accounts

Define Grants Accounting and Projects charging instructions and General Ledger accounting flexfields to set up Organization Suspense Accounts.

To set up Organization Suspense Accounts, see Labor Scheduling Setup, page 5-1.

15. Set Up Organization Default Labor Schedule

Define Grants Accounting and Projects charging instructions and General Ledger accounting flexfields and percentages to set up Organization Default Labor Schedule.

To set up Organization Default Labor Schedule, see Labor Scheduling Setup, page 5-1.

16. Set Up Organization Default Accounts

Define Grants Accounting charging instructions and General Ledger accounting flexfields to set up Organization Default Accounts.

To set up Organization Default Accounts, see Labor Scheduling Setup, page 5-1.

17. Set Up Earnings Element Imported

Select payroll earnings elements to be imported during the payroll import process.

To select payroll earnings elements, see Labor Scheduling Setup, page 5-1.

18. Set Up Global Earnings Element Override

Define a set of charging instructions for a particular earnings element that overrides all of the employee, organization, and assignment schedule hierarchy selections.

To set up global earnings override, see Labor Scheduling Setup, page 5-1.

19. Set Up Earnings Element Groups

Define earnings element groups at the site level.

To define earnings element groups, see Labor Scheduling Setup, page 5-1.

20. Set Up Payroll Sources

Define source codes for the payroll source.

To define payroll sources, see Labor Scheduling Setup, page 5-1.

21. Set Up Begin Date Auto-fill Parameters

Select an auto-fill option for the begin date field.

To select a begin date auto-fill option, see Labor Scheduling Setup, page 5-1.

22. Set Up End Date Auto-fill Parameters

Select an auto-fill option for the end date field.

To select an end date auto-fill option, see Labor Scheduling Setup, page 5-1.

23. Set Up Clearing Account

Set up a clearing account to maintain balancing transactions.

To set up a clearing account, see Labor Scheduling Setup, page 5-1.

24. Set Up Effort Report Periods

Define calendar days used in a specific effort reporting period.

To define effort report periods, see Effort Reporting Setup, page 6-1.

25. Set Up Earnings Elements Included in Effort Reports

Select earnings elements to be included in effort reports.

To select earnings elements to be included in effort reports, see Effort Reporting Setup, page 6-1.

26. Modify Text Message on Effort Report

Modify the certify text message or the review text message for effort reports.

To modify the text message on an effort report, see Effort Reporting Setup, page 6-1.

27. Create Users

Define employees as notification users to enable them to view, certify, and approve effort reports.

To define employees as notification users, see Effort Reporting Setup, page 6-1.

28. Set Up Encumbrance Payroll and Assignment Selection

Set up encumbrance payroll and assignment selection to select specific payroll names for encumbrance.

To set up encumbrance payroll and assignment selection, see Labor Encumbrance Setup, page 7-1.

29. Set Up Default Encumbrance Period Definition for Organization

Set up the default encumbrance period to define a time period that is common for all employee assignments in a specified organization.

To define the default encumbrance period, see Labor Encumbrance Setup, page 7-1.

30. Set Up Encumbrance Earnings Element Selection

Select earnings elements to be included in encumbrances.

To select encumbrance earnings elements, see Labor Encumbrance Setup, page 7-1.

31. Set Up Payroll Effective Date Selection

Select the payroll effective date to post encumbrance transactions to General Ledger or Grants Accounting.

For information on selecting the payroll effective date, see Labor Encumbrance Setup, page 7-1.

32. Setting Up Encumbrance Summarize and Transfer

Select the encumbrance summarization option to expedite posting encumbrances to General Ledger or Grants Accounting.

For information on selecting encumbrance summarization options, see Labor Encumbrance Setup, page 7-1.

33. Set Up Lookup Tables

Seed all parameters and their associated information into a lookup table.

To seed the lookup tables, see Expenditure Type and Natural Account Auto-Population Setup, page 8-1.

34. Define Expenditure Type Auto-Population Rules

Define auto-population rules for expenditure types.

To define auto-population rules for expenditure types, see Expenditure Type and Natural Account Auto-Population Setup, page 8-1.

35. Define Natural Account Auto-Population Rules

Define auto-population rules for natural accounts.

To define auto-population rules for natural accounts, see Expenditure Type and Natural Account Auto-Population Setup, page 8-1.

36. Set Up By-Pass Table

Set up the By-Pass table to define expenditure types to be passed over by auto-population.

To set up the By-Pass table, see Expenditure Type and Natural Account Auto-Population Setup, page 8-1.

37. Set Up Autopop Segment

Set up Autopop Segment to use auto-population.

To set up Autopop Segment, see Expenditure Type and Natural Account Auto-Population Setup, page 8-1.

4

System Administration Setup

This chapter describes System Administration setup steps that are required for Oracle Labor Distribution. The following sections are in this chapter:

- Overview
- System Administration Setup Steps

Overview

This chapter describes the setup steps that are required for System Administration in Labor Distribution.

Use the *Oracle Applications System Administrator's Guide* with this guide to complete or modify System Administration setup.

System Administration Setup Checklist

Table 4–1 shows the System Administration setup checklist.

All required setup steps in this checklist must be completed. Setup steps that need specific settings or additional information to implement Oracle Labor Distribution are shown in bold italic and described in the following section, System Administration Setup Steps, page 4-4.

Table 4–1   System Administration Setup Checklist

Step Number	Setup Step	Oracle Applications System Administration	Oracle Labor Distribution
Step 1.	Create an Oracle Applications User	Required	Required
Step 2.	Create New Responsibilities	Optional	Required
Step 3.	Implement Function Security	Optional	Required
Step 4.	Create Additional Users	Required	Required
Step 5.	Set Up Printers	Required	Required
Step 6.	***Specify Site-Level and Application-Level Profile Options***	***Required with Defaults***	***Required with Defaults***
Step 7.	Define Concurrent Managers	Optional	Optional
Step 8.	Define Request Sets	Optional	Optional
Step 9.	Set Up AuditTrail	Optional	Optional
Step 10.	Modify Language Prompts	Optional	Optional
Step 11.	Modify Territory LOV Values	Optional	Optional

System Administration Setup Steps

All required System Administration setup steps must be completed to use Labor Distribution.

Use the *Oracle Applications System Administrator's Guide* with this guide to complete all required setup steps that are not described in this section.

Step 6. Specify Site-Level and Responsibility-Level Profile Options

This section includes the following parts:

- Set Up Profile Option Levels
- Set Up Profile Option Values

Set Up Profile Option Levels

The common user profile options for Oracle Applications must be specified as part of Oracle Applications System Administration setup. There are a maximum of four levels at which a profile can be set: Site, Application, Responsibility, and User. Most profiles are seeded with default values at the site-level that serve as the defaults until they are overridden at other levels.

If a user is using single organization, the profile options are set at the site level. If Multiple Organizations is implemented, all Labor Distribution profile values should be set at the responsibility level.

Table 4–2, page 4-4, describes the profile option levels.

Table 4–2   Profile Option Levels

Feature	Profile Option Name	Settings			
		Site	Applica-tion	Respon-sibility	User
Labor Scheduling	PSP: Use Organization Default Labor Schedule	x		x	
	PSP: Use Organization Default Account	x		x	
	PSP: Display Organization Default Account	x		x	
	PSP: FTE Options	x		x	
	PSP: FTE Attribute	x		x	

Table 4–2   Profile Option Levels

| Feature | Profile Option Name | Settings | | | |
		Site	Application	Respon-sibility	User
	PSP: Generic Suspense Account Organization	x		x	
Labor Scheduling	PSP: Organization to be shown in reports	x		x	
	GL: Set of Books	x		x	
	HR: Business Group	x		x	
	MO: Operating Unit	x		x	
Summarize Distribution Lines and Transfer	PSP: Enable Summarize & Transfer User Hooks	x		x	
Auto-Popu-lation	PSP: Use Auto-Population	x		x	
Summarize Distribution Lines and Transfer, Maintenance of Non-Oracle Payroll Sublines, Maintenance of Pre-gen-erated Distribution Lines, Distribution Adjustments	PSP: Use Default GL Posting Override Date	x		x	
Distribution Adjustments	PSP: Adjustment Approval Timeout in Days	x		x	
Effort Reporting	PSP: Enable Effort Report User Hooks			x	
Reports	File Server: Enabled	x		x	

Table 4–2   Profile Option Levels

Feature	Profile Option Name	Settings			
		Site	Applica-tion	Respon-sibility	User
	Concurrent: Save Output	x		x	
	Concurrent: Report Copies	x		x	
	Printer	x		x	

Set Up Profile Option Values

Table 4–3, page 4-6, describes the profile option values.

Table 4–3   Labor Distribution Profile Option Values

Profile Option Name	Value	Description
PSP: Use Organization Default Labor Schedule	yes or no	enables user to use the Organization Default Labor Schedule; if enabled, the Use Organization Default Labor Schedule check box is selected in the Labor Scheduling window for every employee assignment
PSP: Use Organization Default Account	yes or no	if enabled, the organization default account is included in the schedule hierarchy
PSP: Display Organization Default Account	yes or no	if enabled, the organization default account is displayed in the Schedule Lines, Monthly Schedule Summary, and Payroll Period Schedule Summary windows **Note:** If this profile option is set to Yes, the Use Organization Default Account profile option must also be set to Yes.
PSP: FTE Options	attribute or BUDGET_VALUES	values selected from Oracle Human Resources
PSP: FTE Attribute	attributes	if enabled, user can select Attribute 1 through 30 in the assignment descriptive flexfield from Human Resources **Note:** if enabled, PSP: FTE Options must be set to Attribute.
PSP: Generic Suspense Account Organization	generic suspense account	any Organization can be set as the Generic Suspense Account Organization; must be set up at the Responsibility level **Note:** Profile must be enabled if Multiple Organizations is implemented, and a generic suspense account must be linked to each responsibility.

Table 4–3   Labor Distribution Profile Option Values

Profile Option Name	Value	Description
PSP: Organization to be shown in reports	organization name	organization name displayed in reports as the institution name
GL: Set of Books	set of books	enables set of books to be used in Labor Distribution; must be set up at the Responsibility level **Note:** If Multiple Organizations is implemented, a set of books is linked to a specific Labor Distribution responsibility.
HR: Business Group	business group	enables business group to be used; must be set up at the Responsibility level **Note:** If Multiple Organizations is implemented, data relating to the employee assignments and organizations is secured by the specific business group to which the Labor Distribution responsibility is linked.
MO: Operating Unit	operating unit	enables operating unit to apply to a specific Labor Distribution responsibility if Multiple Organizations is implemented; must be set up at the Responsibility level
PSP: Enable Summarize & Transfer User Hooks	yes or no	if enabled, user hooks are recognized in the Summarize and Transfer Payroll Distributions process
PSP: Use Auto-Population	yes	enables auto-population of expenditure type and natural account
PSP: Use Default GL Posting Override Date	yes	uses system date as the effective date for all General Ledger transactions. Users cannot override this date; GL Date fields greyed out in the Distribution Adjustments window.
	no	specifies the override date for posting transactions to General Ledger. For example, if the original transaction occurs on 10-JAN-2000 and the user sets the GL override date to 31-JAN-2000, the effective date used for General Ledger transactions is 31-JAN-2000. If the user does not specify an override date, the transaction goes through on the original date.
PSP: Adjustment Approval Timeout in Days	number	number of days in which a distribution adjustment workflow approval notification times out; default is zero days, which means no timeout
PSP: Enable Effort Report User Hooks	yes or no	if enabled, user hooks are recognized in effort report creation
File Server: Enabled	yes or no	enables users to view reports in the concurrent manager

Table 4–3   Labor Distribution Profile Option Values

Profile Option Name	Value	Description
Concurrent: Save Output	yes or no	if enabled, the default value is the selected check box in the Printing Options window that is used to print out a hard copy of a report in its entirety
Concurrent: Report Copies	number	default value for the number of copies to appear in the Printing Options window that is used to print out a hard copy of a report in its entirety
Printer	printer	default printer to appear in the Printing Options window that is used to print out a hard copy of a report in its entirety

Part II

Labor Scheduling

5

Labor Scheduling Setup

This chapter describes how to set up labor scheduling. The following sections are in this chapter:

- Definition

- Overview

- Setting Up Organization Suspense Accounts Procedure

- Organization Suspense Accounts Window

- Organization Suspense Accounts Window Description

- Setting Up Organization Default Labor Schedule Procedure

- Organization Default Labor Schedule Window

- Organization Default Labor Schedule Window Description

- Setting Up Organization Default Accounts Procedure

- Organization Default Accounts Window

- Organization Default Accounts Window Description

- Setting Up Earnings Elements Imported Procedure

- Earnings Element Imported Window

- Earnings Element Imported Window Description

- Setting Up Global Earnings Element Override Procedure

- Global Earnings Element Override Window

- Global Earnings Element Override Window Description

- Setting Up Earnings Element Groups Procedure

- Earnings Element Groups Window
- Earnings Element Groups Window Description
- Setting Up Payroll Sources Procedure
- Payroll Sources Window
- Payroll Sources Window Description
- Setting Up Begin Date Auto-fill Parameters Procedure
- Begin Date Auto-fill Parameters Window
- Begin Date Auto-fill Parameters Window Description
- Setting Up End Date Auto-fill Parameters Procedure
- End Date Auto-fill Parameters Window
- End Date Auto-fill Parameters Window Description
- Setting Up Clearing Account Procedure
- Clearing Account Setup Window
- Clearing Account Setup Window Description

Definition

The labor scheduling setup options provide users with flexibility in labor scheduling.

Overview

Oracle Labor Distribution is set up to distribute payroll costs to one or more charging instructions in Oracle Grants Accounting, Oracle Projects, or Oracle General Ledger.

Table 5–1 shows the charging instructions that must be entered for Projects and Grants Accounting.

Table 5–1   Projects and Grants Accounting Charging Instructions

Field	Projects	Grants Accounting
Project	x	x
Expenditure Organization	x	x
Expenditure Type	x	x
Task	x	x
Award		x

Process

The labor scheduling setup process includes setting up the following:

- Organization Suspense Accounts

- Organization Default Labor Schedule

- Organization Default Accounts

- Earnings Elements Imported

- Global Earnings Element Override

- Earnings Element Groups

- Payroll Sources

- Begin Date and End Date Auto-fill Parameters

- Clearing Account

Organization Suspense Accounts

Rules Setting up Organization Suspense Accounts is optional. Users can specify Grants Accounting and Projects charging instructions and General Ledger accounting flexfields. Users specify the effective date range of the organization suspense account.

Once an organization suspense account is saved, the following rules apply:

- An organization suspense account cannot be deleted if payrolls are imported for the date range of the suspense account.

- The begin date cannot be modified.

For information on validation rules, see Data Entry Validations Process, Data Entry Validations Process, page D-1.

Organization Default Labor Schedule

Setting up the Organization Default Labor Schedule is optional. Users make this determination when setting up system profile options.

For information on setting up system profile options, see System Administration Setup, page 4-1

The Organization Default Labor Schedule setup procedure defines the organization default labor schedule by specifying Grants Accounting and Projects charging instructions and General Ledger accounting flexfields and percentages. Users specify the effective date range of the default labor schedule.

Rules Once the default labor schedule is saved, the following rules apply:

- The default labor schedule cannot be deleted if payrolls are imported for the date range of the default labor schedule.

- The begin date cannot be modified.

For information on validation rules, see Data Entry Validations Process, page D-1.

Organization Default Accounts

Setting up Organization Default Accounts is optional. Users make this determination when setting up system profile options.

For information on setting up system profile options, see System Administration Setup, page 4-1.

The Organization Default Accounts setup procedure sets up an organization default account by specifying Grants Accounting and Projects charging instructions and General Ledger accounting flexfields. Users specify the effective date range of the default account.

Rules Once the default account is saved, the following rules apply:

- The default account cannot be deleted if payrolls are imported for the date range of the organization default account.

- The begin date cannot be modified.

For information on validation rules, see Data Entry Validations Process, page D-1.

Earnings Elements Imported

The Earnings Elements Imported setup procedure enables users to define which payroll earnings elements are to be imported during the payroll import process and the effective date range of the earnings element. Users can add or delete earnings elements from the Earnings Element Imported setup window. The earnings element cannot be deleted if there are payrolls imported for the defined dates.

Note: Only elements selected for import can be used in the Scheduling Hierarchy region of the Schedule Lines window.

The following rules apply to Earnings Elements Imported:

- The same earnings element can occur more than once as long as the periods do not overlap.

- The end date of an earnings element can be extended as long as the new period does not overlap with that of an already existing period of the same element type.

- Once an earnings element import setup is saved, the begin date of an element cannot be modified.

For information on validation rules, see Data Entry Validations Process, page D-1.

Global Earnings Element Override

The Global Earnings Element Override setup procedure creates a specific set of charging instructions for a particular earnings element. The global earnings element overrides all of the employee and assignment schedule hierarchy selections. The global earnings element cannot be deleted if there are payrolls imported for the defined dates.

The user specifies Grants Accounting and Projects charging instructions and General Ledger accounting flexfields and percentages. The user also specifies the effective date range of the override.

Rules Once the override schedule is saved, the following rules apply:

- The override schedule cannot be deleted if there are payrolls imported for the defined dates.
- The begin date cannot be modified.

For information on validation rules, see Data Entry Validations Process, page D-1.

Earnings Element Groups

Element Groups are defined at the site level and are used to group earnings elements. These classification groups identify a common distribution group of all earnings elements within that classification that are scheduled and distributed for an employee assignment.

Rules The following rules apply to the earnings element groups:

- An earnings element can be active in only one group for a given day.
- Once the earnings element group is saved, the begin date of an element group cannot be modified.

For information on validation rules, see Data Entry Validations Process, page D-1.

Example A single schedule is created for an employee assignment at the Element Group level of Regular Salary where Regular Salary includes the earnings elements of Regular Pay, Overtime, and Shift. Any Regular Pay, Overtime, and Shift earnings element that is paid to that employee assignment uses the labor schedule defined for the Regular Salary element group. This means that the user does not have to individually create a labor schedule for each earnings element.

For information on scheduling hierarchies, see Scheduling Hierarchy Process, page B-1.

Payroll Sources

The Payroll Sources setup procedure is used to define source codes for payroll sources other than Oracle. The Source Type source code is used for validations on the import of non-Oracle payroll sources and pregenerated distribution lines. It is possible to have more than one source code for each payroll source type.

Begin Date and End Date Auto-fill Parameters

The Begin Date and End Date Auto-fill Parameters setup procedures are used to select one of three options to auto-fill the begin date field and end date field in the Schedule Lines window for each charging instruction to Grants Accounting, Projects, and General Ledger.

Clearing Account

The clearing account in Labor Distribution is used for all types of balancing transactions. The clearing account maintains a balance of zero as transactions are processed. The clearing account can be used by users to verify that transactions are processing correctly by returning to a zero balance.

The clearing account is usually the same General Ledger account that was charged with employee payroll costs when they were transferred to General Ledger from Oracle Payroll. Use the Clearing Account setup procedure to change the clearing account.

For information on accounting transactions, see Labor Distribution Accounting Example, page J-1.

For information on defining payrolls, see Labor Scheduling Setup, page 5-1.

Setting Up Organization Suspense Accounts Procedure

Setting up Organization Suspense Accounts includes the following:

- Entering a General Ledger Accounting Flexfield
- Entering a Grants Accounting or Projects Instruction

To set up organization suspense accounts, perform the following steps.

1. In Labor Distribution, navigate to the Organization Suspense Accounts window as follows:

   Setup - **Organization Suspense Accounts**

2. Perform one of the following tasks:

   - To set up a generic suspense account, select the Generic Suspense Account check box.
   - To set up an organization suspense account, in the Organization field, select an organization from the list of values.

Entering a General Ledger Accounting Flexfield

If entering a General Ledger accounting flexfield, perform the following steps.

1. In the GL Account field, select a General Ledger account from the list of values.

   A pop-up find window appears.

2. In the Shortcut Code field, enter a code from the list of values.

3. Click **OK**.

   The Parameters pop-up window appears.

4. Enter data in each field as required from the list of values.

5. Click **OK**.

6. In the Begin Date field, enter the start date for the use of the General Ledger account specified by the accounting flexfield.

7. Optionally, in the End Date field, enter the end date for the use of the General Ledger account specified by the accounting flexfield.

   For information on end date validation rules, see Data Entry Validations Process, page D-1.

8. Repeat steps 1 through 7 until completed.

Note: Records must be end-dated before additional records can be created.

9. Optionally, in the Comments field, enter comments.

Entering a Grants Accounting or Projects Instruction

If entering a Grants Accounting or Projects charging instruction, perform the following steps.

1. Enter data in the following fields as described in Table 5–2, page 5-11:

   ■ Project Number

   ■ Task Number

   ■ Award Number, for Grants Accounting only

   ■ Exp Org

   ■ Exp Type

   ■ Begin Date

   ■ End Date

2. Repeat Step 1 until completed.

   Note: Records must be end-dated before additional records can be created.

3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. Close the window.

Organization Suspense Accounts Window

Figure 5–1   Organization Suspense Accounts Window
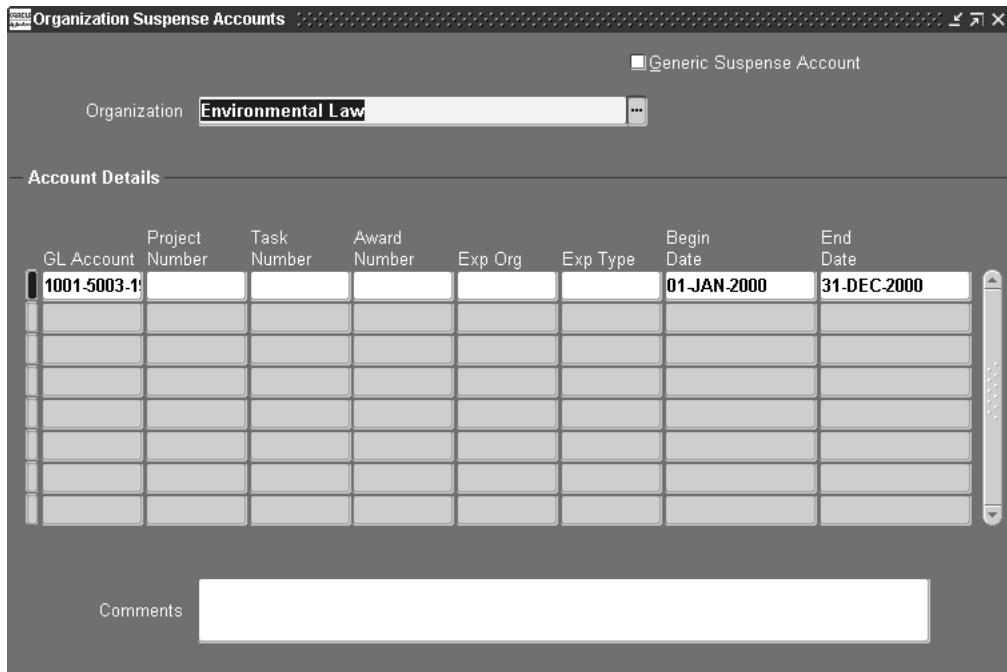
Organization Suspense Accounts Window Description

Table 5–2   Organization Suspense Accounts Window Description

Field Name	Type	Features	Description
Organization	required	list of values	organization name
Generic Suspense Account	display only	check box	indicates if this organization is to be used as generic suspense account; corresponds to organization selected as PSP: Generic Suspense Account Organization profile option
Account Details Region			
GL Account	conditionally required	list of values: pop-up window	General Ledger accounting flexfield; required if there are no Grants Accounting or Projects charging instructions
Project Number	conditionally required	list of values	Grants Accounting or Projects project number charging instruction; required if there are no General Ledger accounting flexfields
Task Number	conditionally required	list of values	Grants Accounting or Projects task number charging instruction; required if there are no General Ledger accounting flexfields
Award Number	conditionally required	list of values	Grants Accounting award number charging instruction; required if there are no General Ledger accounting flexfields; not required if entering a Projects charging instruction
Exp Org	conditionally required	list of values	Grants Accounting or Projects expenditure organization charging instruction; required if there are no General Ledger accounting flexfields
Exp Type	conditionally required	list of values	Grants Accounting or Projects expenditure type charging instruction; required if there are no General Ledger accounting flexfields
Begin Date	required	list of values: pop-up calendar	effective start date of suspense account; cannot be modified or deleted
End Date	optional	list of values: pop-up calendar	effective end date of suspense account
Comments	optional		user setup comments

Setting Up Organization Default Labor Schedule Procedure

Setting up Organization Default Labor Schedule includes the following:

- Entering a General Ledger Accounting Flexfield
- Entering a Grants Accounting or Projects Charging Instruction

To set up organization default labor schedules, perform the following steps.

1. In Labor Distribution, navigate to the Organization Default Labor Schedule window as follows:

   Setup - **Org. Default Labor Schedules**

2. In the Organization field, select an organization from the list of values.

3. In the Begin Date field, enter the effective start date for the Organization Default Labor Schedule from the list of values.

4. Optionally, in the End Date field, enter the effective end date for the Organization Default Labor Schedule from the list of values.

   For information on deletion and end date validation rules, see Data Entry Validations Process, page D-1.

Entering a General Ledger Accounting Flexfield

If entering a General Ledger accounting flexfield, perform the following steps.

1. In the GL Account field, select a General Ledger account from the list of values.

   A pop-up find window appears.

2. In the Shortcut Code field, enter a code from the list of values.

3. Click **OK**.

   The Parameters pop-up window appears.

4. From the list of values, enter data in each field as required.

5. Click **OK**.

6. In the % field, enter the distribution percentage to be applied to this accounting flexfield.

7. Repeat steps 1 through 6 until completed.

   Note: Records must be end-dated before additional records can be created.

Entering a Grants Accounting or Projects Charging Instruction

If entering a Grants Accounting or Projects charging instruction, perform the following steps.

1. Enter data in the following fields as described in Table 5–3, page 5-15:

   - Project Number

   - Task Number

   - Award Number, for Grants Accounting only

   - Exp Org

   - Exp Type

   - %

2. Repeat Step 1 until completed.

   Note: Records must be end-dated before additional records can be created.

3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. Close the window.

Organization Default Labor Schedule Window

Figure 5–2   Organization Default Labor Schedule Window
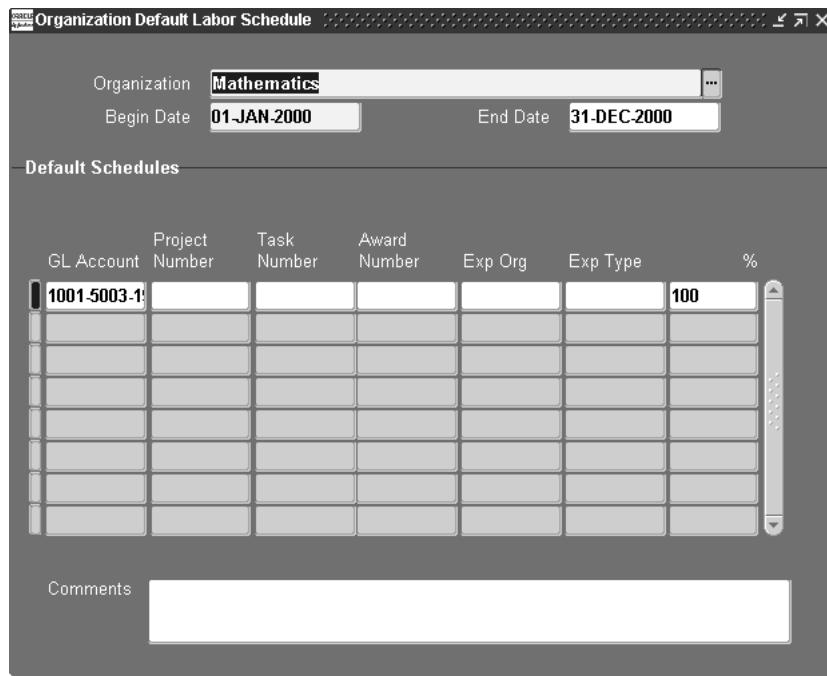
Organization Default Labor Schedule Window Description

Table 5–3   Organization Default Labor Schedule Window Description

Field Name	Type	Features	Description
Organization	required	list of values	organization name
Begin Date	required	list of values: pop-up calendar	effective start date for default labor schedule; cannot be modified or deleted
End Date	optional	list of values: pop-up calendar	effective end date for default labor schedule
Default Schedules Region			
GL Account	conditionally required	list of values: pop-up window	General Ledger accounting flexfield; required if there are no Grants Accounting or Projects charging instructions
Project Number	conditionally required	list of values	Grants Accounting or Projects project number charging instruction; required if there are no General Ledger accounting flexfields
Task Number	conditionally required	list of values	Grants Accounting or Projects project task number charging instruction; required if there are no General Ledger accounting flexfields
Award Number	conditionally required	list of values	Grants Accounting project award number charging instruction; required if there are no General Ledger accounting flexfields; not required if entering a Projects charging instruction
Exp Org	conditionally required	list of values	Grants Accounting or Projects project expenditure organization charging instruction; required if there are no General Ledger accounting flexfields
Exp Type	conditionally required	list of values	Grants Accounting or Projects project expenditure type charging instruction; required if there are no General Ledger accounting flexfields
%	required		distribution percentage applied to schedule line for dates specified
Comments	optional		user setup comments

Setting Up Organization Default Accounts Procedure

Setting up Organization Default Accounts includes the following:

- Entering a General Ledger Accounting Flexfield
- Entering a Grants Accounting or Projects Instruction

To set up organization default accounts, perform the following steps.

1. In Labor Distribution, navigate to the Organization Default Accounts window as follows:

   Setup - **Organization Default Accounts**

2. In the Organization field, select an organization from the list of values.

Entering a General Ledger Accounting Flexfield

If entering a General Ledger accounting flexfield, perform the following steps.

1. In the GL Code field, select a General Ledger account from the list of values.

   A pop-up find window appears.

2. In the Shortcut Code field, enter a code from the list of values.

3. Click **OK**.

   The Parameters pop-up window appears.

4. From the list of values, enter data in each field as required.

5. Click **OK**.

6. In the Begin Date field, enter the start date for the use of the General Ledger account specified by the accounting flexfield.

7. Optionally, in the End Date field, enter the end date for the use of the General Ledger account specified by the accounting flexfield.

   For information on end date validation rules, see Data Entry Validations Process, page D-1.

8. Repeat steps 1 through 7 until completed.

   Note: Records must be end-dated before additional records can be created.

Entering a Grants Accounting or Projects Instruction

If entering a Grants Accounting or Projects charging instruction, perform the following steps.

1. Enter data in the following fields as described in Table 5–4, page 5-19:

   ■   Project Number

   ■   Task Number

   ■   Award Number, for Grants Accounting only

   ■   Exp Org

   ■   Exp Type

   ■   Begin Date

   ■   End Date

   ■   Comments

2. Repeat Step 1 until completed.

   Note: Records must be end-dated before additional records can be created.

3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. Close the window.

Organization Default Accounts Window

Figure 5–3   Organization Default Accounts Window
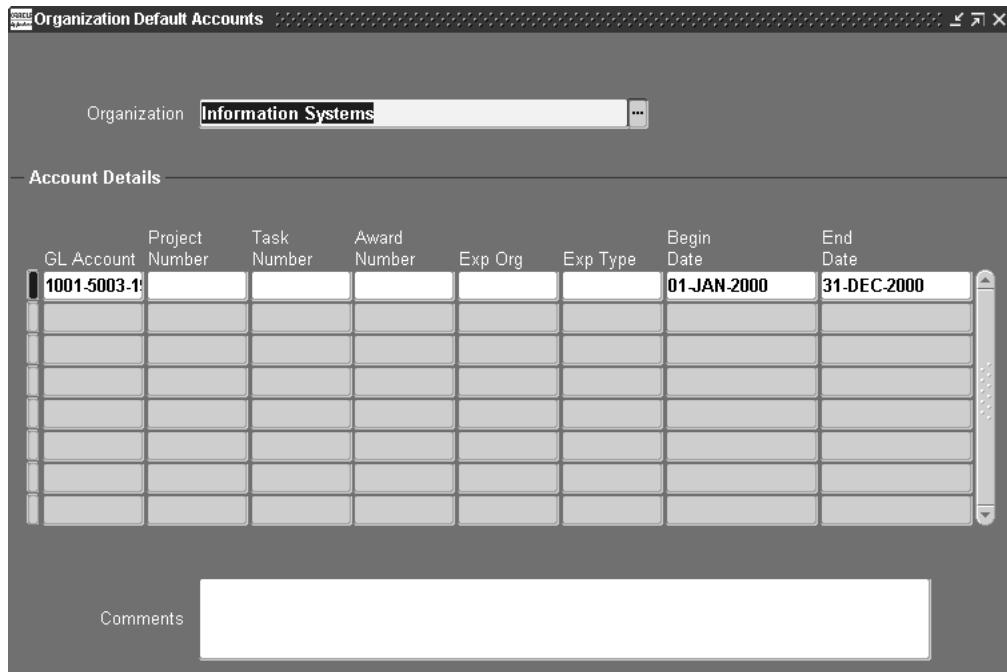
Organization Default Accounts Window Description

Table 5–4   Organization Default Accounts Window Description

Field Name	Type	Features	Description
Organization	required	list of values	organization name
Account Details Region			
GL Account	conditionally required	list of values: pop-up window	General Ledger accounting flexfield; required if there are no Grants Accounting charging instructions
Project Number	conditionally required	list of values	Grants Accounting or Projects project number charging instruction; required if there are no General Ledger accounting flexfields
Task Number	conditionally required	list of values	Grants Accounting or Projects project task number charging instruction; required if there are no General Ledger accounting flexfields
Award Number	conditionally required	list of values	Grants Accounting award number charging instruction; required if there are no General Ledger accounting flexfields; not required if entering a Projects charging instruction
Exp Org	conditionally required	list of values	Grants Accounting or Projects expenditure organization charging instruction; required if there are no General Ledger accounting flexfields
Exp Type	conditionally required	list of values	Grants Accounting or Projects expenditure type charging instruction; required if there are no General Ledger accounting flexfields
Begin Date	required	list of values: pop-up calendar	effective start date of the default account; cannot be modified
End Date	optional	list of values: pop-up calendar	effective end date of the default account
Comments	optional		user setup comments

Setting Up Earnings Elements Imported Procedure

To set up earnings elements, perform the following steps.

1. In Labor Distribution, navigate to the Earnings Element Imported window as follows:

    Setup - **Element Types**

2. Enter data in each field of the Earnings Element Imported window as described in Table 5–5, page 5-22.

3. To add a new line place the cursor in the Element Name field.

    A new line appears.

4. Select an earnings element from the list of values.

5. Repeat Step 2.

6. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

7. Close the window.

Earnings Element Imported Window

Figure 5–4   Earnings Element Imported Window

Earnings Element Imported Window Description

Table 5–5   Earnings Element Imported Window Description

Field Name	Type	Features	Description
Element Name	required	list of values	payroll earnings elements
Import	required	check box	indicates element to be imported
Begin Date	required	list of values: pop-up calendar	effective import start date
End Date	optional	list of values: pop-up calendar	effective import end date
Comments	optional		user setup comments

Setting Up Global Earnings Element Override Procedure

Setting up Global Earnings Element Override includes the following:

- Entering a General Ledger Accounting Flexfield
- Entering a Grants Accounting or Projects Instruction

To set up a global earnings element override, perform the following steps.

1. In Labor Distribution, navigate to the Global Earnings Element Override window as follows:

   Setup - **Global Earnings Elements**

2. In the Element field, select an earnings element from the list of values.

3. In the Begin Date field, enter the effective start date for the global earnings element override from the list of values.

4. Optionally, in the End Date field, enter the effective end date for the global earnings element override from the list of values.

   For information on end date validation rules, see Data Entry Validations Process, page D-1.

Entering a General Ledger Accounting Flexfield

If entering a General Ledger accounting flexfield, perform the following steps.

1. In the GL Account field, select a General Ledger account from the list of values.

   A pop-up find window appears.

2. In the Shortcut Code field, enter a code from the list of values.

   The Parameters pop-up window appears.

3. Click **OK**.

4. From the list of values, enter data in each field as required.

5. Click **OK**.

6. In the % field, enter the distribution percentage to be applied to the accounting flexfield.

Entering a Grants Accounting or Projects Instruction

If entering Grants Accounting or Projects charging instructions, perform the following steps.

1. Enter data in the following fields as described in :

   ■ Project Number

   ■ Task Number

   ■ Award Number, for Grants Accounting only

   ■ Exp Org

   ■ Exp Type

   ■ %

2. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

3. Close the window.

Global Earnings Element Override Window

Figure 5–5   Global Earnings Element Override Window

Global Earnings Element Override Window Description

Table 5–6   Global Earnings Element Override Window Description

Field Name	Type	Features	Description
Element	required	list of values	earnings element
Begin Date	required	list of values: pop-up calendar	effective start date of the override; cannot be modified or deleted
End Date	optional	list of values: pop-up calendar	effective end date of the override
Account Details Region			
GL Account	conditionally required	list of values: pop-up window	General Ledger accounting flexfield; required if there are no Projects or General Ledger charging instructions
Project Number	conditionally required	list of values	Grants Accounting or Projects project number charging instruction; required if there are no General Ledger accounting flexfields
Task Number	conditionally required	list of values	Grants Accounting or Projects project task number charging instruction; required if there are no General Ledger accounting flexfields
Award Number	conditionally required	list of values	Grants Accounting project award number charging instruction; required if there are no General Ledger accounting flexfields; not required if entering a Projects charging instruction
Exp Org	conditionally required	list of values	Grants Accounting or Projects project expenditure organization charging instruction; required if there are no General Ledger accounting flexfields
Exp Type	conditionally required	list of values	Grants Accounting or Projects project expenditure type charging instruction; required if there are no General Ledger accounting flexfields
%	required		distribution percentage applied to schedule line for dates specified
Comments	optional		user setup comments

Setting Up Earnings Element Groups Procedure

To set up an earnings element group, perform the following steps.

1. In Labor Distribution, navigate to the Earnings Element Groups window as follows:

   Setup - **Element Groups**

2. Enter data in each field of the Earnings Element Groups window as described in Table 5–7, page 5-29.

3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. Close the window.

Earnings Element Groups Window

Figure 5–6   Earnings Element Groups Window
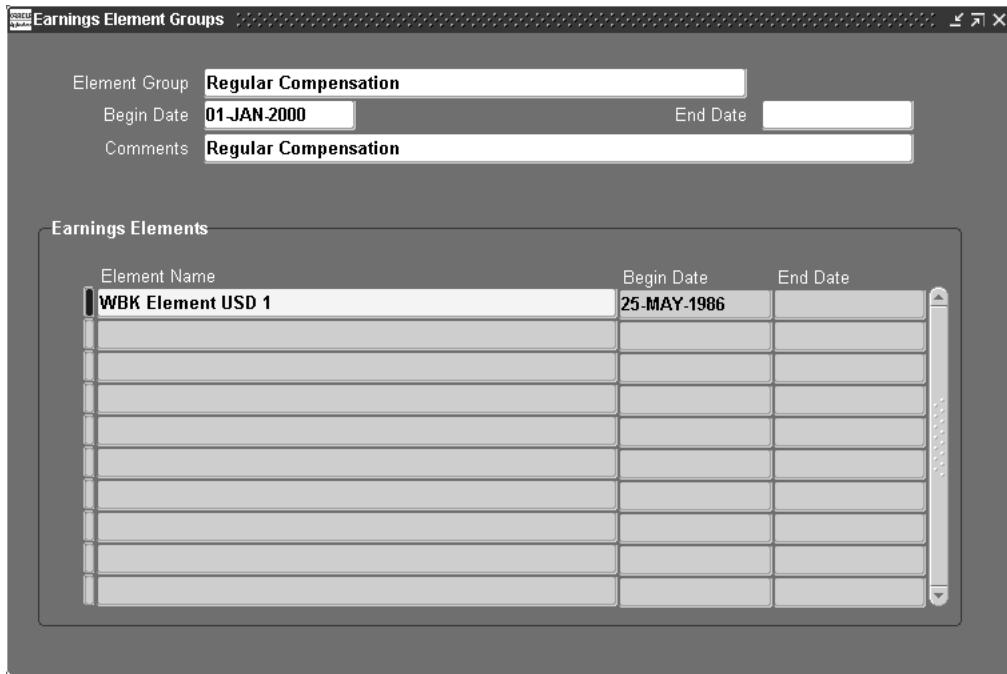
Earnings Element Groups Window Description

Table 5–7   Earnings Element Groups Window Description

Field Name	Type	Features	Description
Element Group	required		earnings element group name
Begin Date	required	list of values: pop-up calendar	effective start date for group; cannot be modified or deleted
End Date	optional	list of values: pop-up calendar	effective end date for group
Comments	optional		user setup comments
Earnings Elements Region			
Element Name	required	list of values	earnings element to be grouped under classification; can be active in only one group for a given day
Begin Date	display only		effective start date for element as part of group
End Date	display only		effective end date for element as part of group

Setting Up Payroll Sources Procedure

Perform the following steps to set up payroll sources.

1. In Labor Distribution, navigate to the Payroll Sources window as follows:

   Setup - **Payroll Sources**

2. To enter a new payroll source, enter data in each field as described in Table 5–8, page 5-32.

3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. To query all available payroll sources records, navigate as follows:

   View - **Find All**

5. Close the window.

Payroll Sources Window

Figure 5–7   Payroll Sources Window

Payroll Sources Window Description

Table 5–8   Payroll Sources Window Description

Field Name	Type	Features	Description
Header Region			
Payroll Source Type	required	list of values	payroll source type name
Source Codes Region			
Source Code	required		user-defined source code
Description	required		user description of source code

Setting Up Begin Date Auto-fill Parameters Procedure

To set up the begin date auto-fill parameter, perform the following steps.

1. In Labor Distribution, navigate to the Begin Date Auto-fill Parameters window as follows:

   Setup - **Auto-fill Begin Date**

2. Enter data in each field of the Begin Date Auto-fill Parameters window as described in Table 5–9, page 5-36.

3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. Close the window.

Begin Date Auto-fill Parameters Window

Figure 5–8 through Figure 5–10 show the Begin Date Auto-fill Parameters window with sample data.

This example shows the rules for each of the following begin-date parameters:

- system-generated
- user-specified
- no auto-filled

Figure 5–8   Begin Date Auto-fill Parameters Window, System-generated
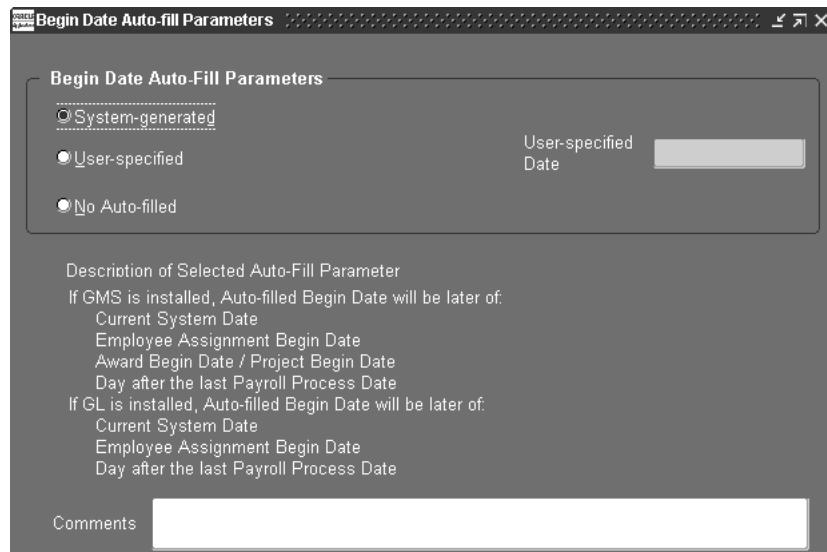
Figure 5–9   Begin Date Auto-fill Parameters Window, User-specified
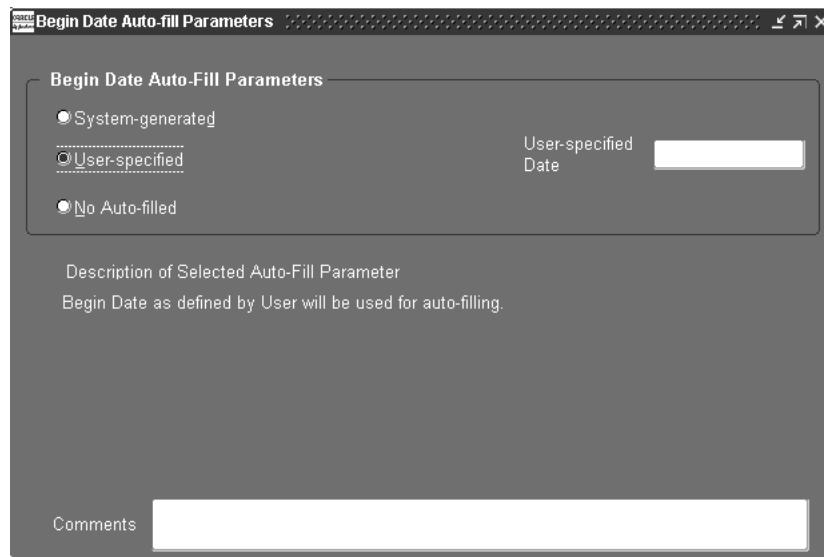
Figure 5–10   Begin Date Auto-fill Parameters Window, No Auto-filled
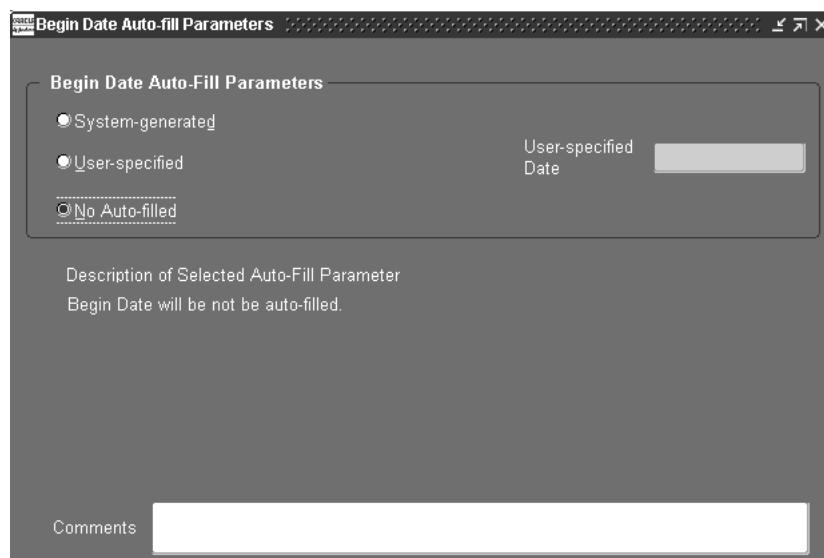
Begin Date Auto-fill Parameters Window Description

Table 5–9   Begin Date Auto-fill Parameters Window Description

Field Name	Type	Features	Description
Begin Date Auto-Fill Parameters Region			
System-generated	optional	radio button	indicates if begin date field automatically populated based on defined parameters
User-specified	optional	radio button	indicates if users specify begin date
No Auto-filled	optional	radio button	indicates if there is no begin date
User-specified Date	optional	list of values: pop-up calendar	users specify auto-fill begin date
Description of Selected Auto-Fill Parameter Region			
Description of Selected Auto-Fill Parameter	display only		displays the auto-fill parameter rules for selected begin date auto-fill parameter
Comments	optional		user comments

Setting Up End Date Auto-fill Parameters Procedure

To set up the end date auto-fill parameter, perform the following steps.

1. In Labor Distribution, navigate to the End Date Auto-fill Parameters window as follows:

   Setup - **Auto-fill End Date**

2. Enter data in each field of the End Date Auto-fill Parameters window as described in Table 5–10, page 5-40.

3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. Close the window.

End Date Auto-fill Parameters Window

Figure 5–11 through Figure 5–13 show the End Date Auto-fill Parameters setup window with sample data.

This example shows the rules for each of the end-date parameters:

- System-generated
- User-specified
- No Auto-filled

Figure 5–11   End Date Auto-fill Parameters, System-generated
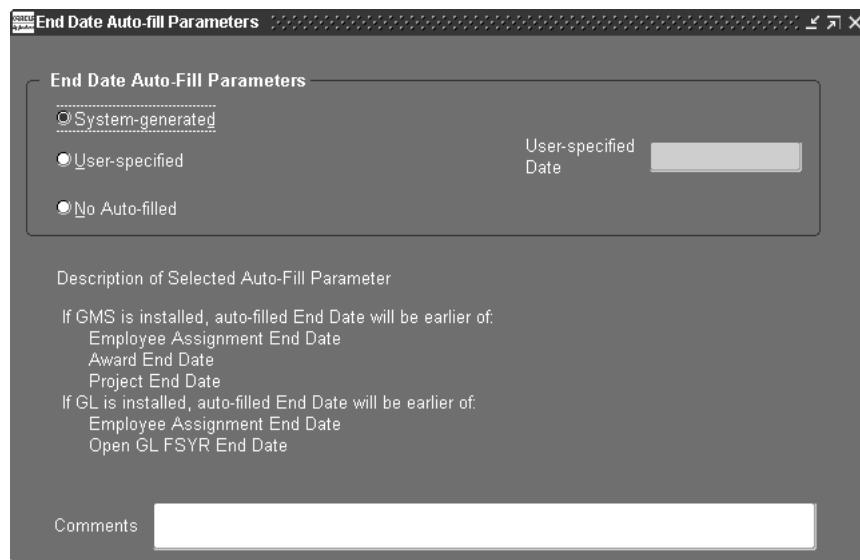
Figure 5–12   End Date Auto-fill Parameters Window, User-specified
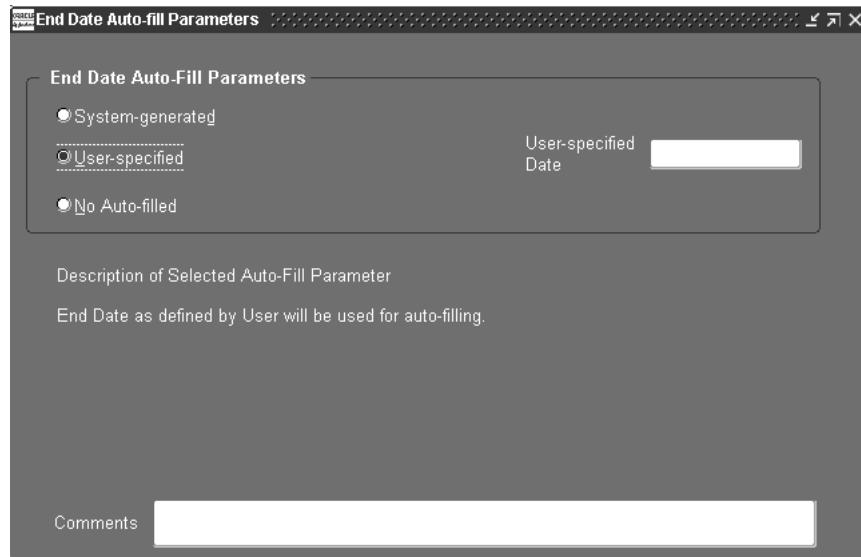
Figure 5–13   End Date Auto-fill Parameters Window, No Auto-filled
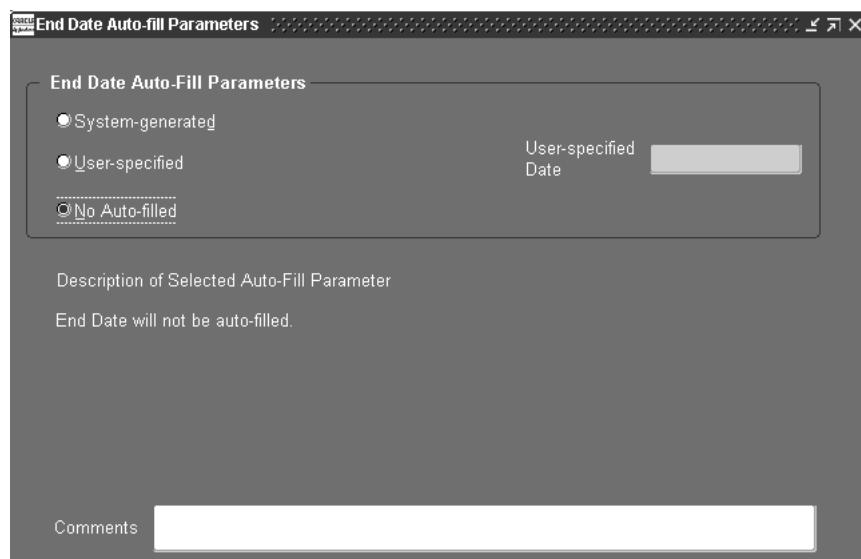
End Date Auto-fill Parameters Window Description

Table 5–10   End Date Auto-fill Parameters Window Description

Field Name	Type	Features	Description
End Date Auto-Fill Parameters Region			
System-generated	optional	radio button	indicates if end date field automatically populated based on defined parameters
User-specified	optional	radio button	indicates if users specify end date
No Auto-filled	optional	radio button	indicates if there is no end date
User-specified Date	optional	list of values: pop-up calendar	users specify auto-fill end date
Description of Selected Auto-Fill Parameter Region			
Description of Selected Auto-Fill Parameter	display only		displays the auto-fill rules for selected end date auto-fill parameter
Comments	optional		user comments on setup

Setting Up Clearing Account Procedure

To set up a clearing account, perform the following steps.

1. In Labor Distribution, navigate to the Clearing Account window as follows:

    Setup - **Clearing Account**

2. To change the clearing account, in the Clearing Account field, select a clearing account from the list of values.

    A pop-up find window appears.

3. In the Shortcut field, select a code from the list of values.

4. Click **OK**.

    The Parameters pop-up window appears.

5. From the list of values, enter data in each field as required.

6. Click **OK**.

7. In the Comments field, enter a description of the clearing account.

8. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

9. Close the window.

Clearing Account Setup Window

Figure 5–14   Clearing Account Setup Window

Clearing Account Setup Window Description

Table 5–11   Clearing Account Setup Window Description

Field Name	Type	Features	Description
GL Account	required	list of values	General Ledger clearing account
Comments	required		user-defined comments

6

Effort Reporting Setup

This chapter describes the Effort Reporting Setup procedures. The following sections are in this chapter:

- Definition
- Overview
- Setting Up Effort Report Periods Procedure
- Effort Report Periods Window
- Effort Report Periods Window Description
- Setting Up Earnings Elements Included in Effort Reports
- Earnings Elements Included in Effort Reports Window
- Earnings Elements Included in Effort Reports Window Description
- Modify Text Message in Effort Report Procedure
- Effort Report Messages Window
- Effort Report Messages Window Description
- Creating Notification Users Procedure
- Create Users Window
- Create Users Window Description Table

Definition

Effort Reporting Setup provides flexibility in the following areas:

- effort report periods
- earnings elements included in effort reporting
- text messages on effort reports

Overview

Effort reports are created for specific employees for a specific period of time.

Process

The effort reporting setup process consists of the following:

- Define Effort Report Periods
- Define Earnings Elements Included in Effort Reports
- Modify Text Message on Effort Report
- Create Users

Define Effort Report Periods

The Effort Report Periods window is used to define the calendar days that are in a specific period. Users select an effort report period when creating an effort report. The effort report period is used to create the percent of effort distributed to cost objectives according to the Oracle General Ledger account or Oracle Grants Accounting charging instructions.

Once an effort period is saved, it cannot be deleted.

Define Earnings Elements Included in Effort Reports

The Earnings Elements Included in Effort Reports window is used to select all earnings elements to be imported in an effort report and to indicate whether the element is to be included in base compensation.

Modify Text Message on Effort Report

The Effort Report Messages window is used to modify the certify message or to add and modify review messages that are displayed when certifying or reviewing an effort report.

There can only be one certify message, but there can be more than one review message. The review messages appear in the list of values when the user returns an effort report with comments.

Create Users

Create Users procedure defines all employees as Oracle application users enabling employees to perform the following workflow tasks:

- review and approve their own effort reports
- view their own effort report workflow notifications
- review and approve employees' effort reports, if qualified
- certify effort reports, if qualified
- approve distribution adjustments

In the Create Users window, the user clicks the Create Users button, and Oracle Labor Distribution searches the Oracle Human Resources database to add or delete new and former employees as notification users. This procedure must be repeated regularly to update the database.

Setting Up Effort Report Periods Procedure

To set up effort report periods, perform the following steps.

1. In Labor Distribution, navigate to the Effort Report Periods window as follows:

   Effort Reporting - **Effort Report Periods**

2. Enter data in each field of the Effort Report Periods window as described in Table 6–1, page 6-6.

3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. Close the window.

Effort Report Periods Window

Figure 6–1   Effort Report Periods Window

Effort Report Periods Window Description

Table 6–1   Effort Report Periods Window Description

Field Name	Type	Features	Description
Periods Region			
Period Name	required		user-defined effort report period name
Description	required		effort report period description
From	required	list of values: pop-up calendar	effort report period start date
To	required	list of values: pop-up calendar	effort report period end date

Setting Up Earnings Elements Included in Effort Reports

To set up earnings elements to be included in effort reporting, perform the following steps.

1. In Labor Distribution, navigate to the Earnings Elements Included in Effort Reports window as follows:

   Setup - **Effort Report Element Types**

2. To select an element to include in effort reporting, select the Use in Effort Report check box.

3. To identify whether an earnings element is to be included in base compensation, select the Base Compensation check box.

4. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

5. Close the window.

Earnings Elements Included in Effort Reports Window

Figure 6–2   Earnings Elements Included in Effort Reports Window
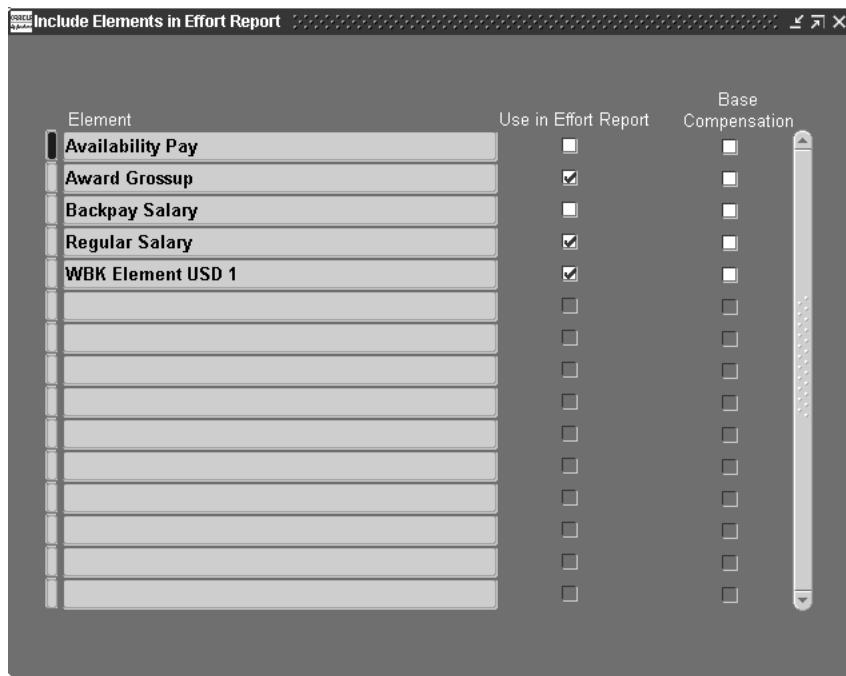
Earnings Elements Included in Effort Reports Window Description

Table 6–2   Earnings Elements Included in Effort Reports Window Description

Field Name	Type	Features	Description
Element	display only		earnings element name
Use in Effort Report	optional	check box	indicates if earnings element to be imported in effort reports
Base Compensation	optional	check box	indicates if element is to be included in base compensation

Modify Text Message in Effort Report Procedure

The following tasks must be performed to modify the text message in effort reports:

- Modify Certify Message
- Create Review Message

Modify Certify Message

To modify the certify message for an effort report, perform the following steps.

1. In Labor Distribution, navigate to the Effort Report Messages window as follows:

   Effort Reporting - **Effort Report Messages**

2. Click the Certify Message radio button.

3. Make necessary changes to the text message in the text message box.

4. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

5. Close the window.

Create Review Message

To create review messages for an effort report, perform the following steps.

1. In Labor Distribution, navigate to the Effort Report Messages window as follows:

   Effort Reporting - **Effort Report Messages**

2. Select the Review Message radio button.

3. Enter a text message in the text message box.

4. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

5. To add a review message, select the Review Messages radio button again.

6. From the Edit Menu, select Add Record or press the down arrow on the keyboard.

   Note: The scroll bar on the right of the text field has moved.

7. Complete steps 4 through 6 until all messages are entered.

8. To review messages, scroll through the text message box.

9. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

10. Close the window.

Effort Report Messages Window

Figure 6–3 through Figure 6–5 show the Effort Report Messages window.

Figure 6–3   Effort Report Messages Window, Certify Message
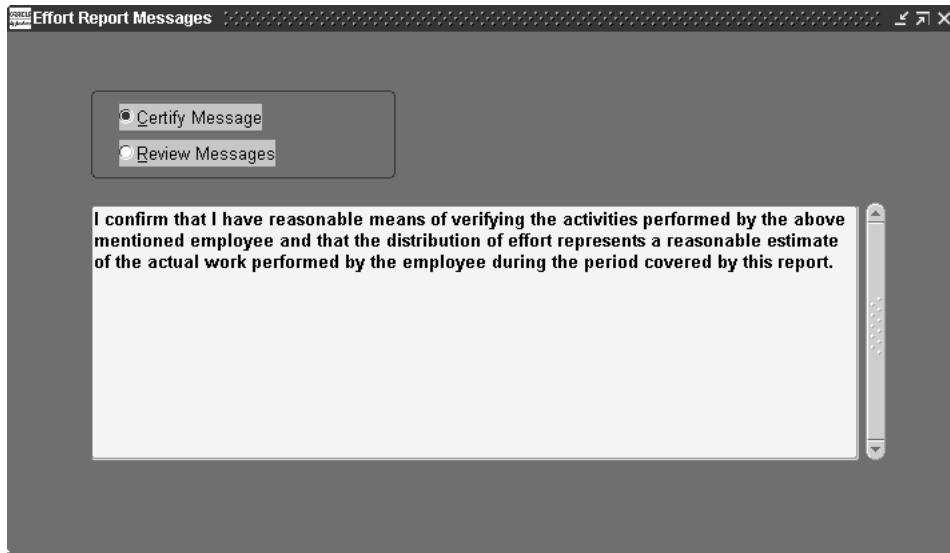
Figure 6–4 and Figure 6–5 show two different review messages. Note the positioning of the scroll bar button for each message.

Figure 6–4   Effort Report Messages Window, Review Message #1
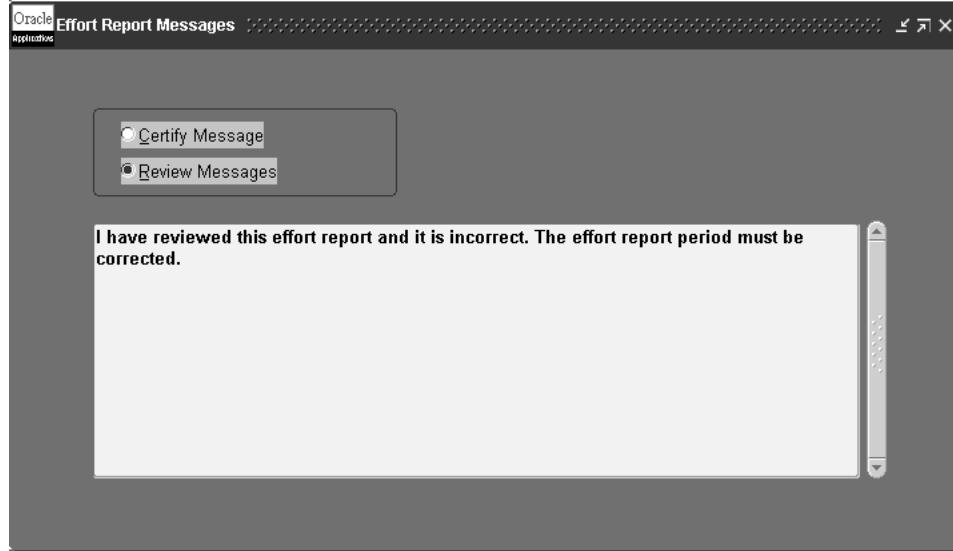
Figure 6–5   Effort Report Messages Window, Review Message #2
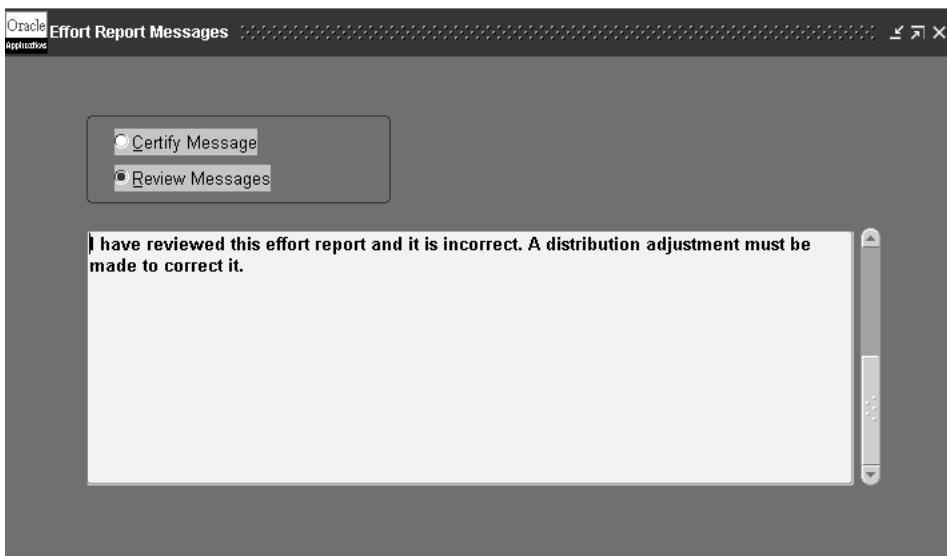
Effort Report Messages Window Description

Table 6–3   Effort Report Messages Window Description

Field Name	Type	Features	Description
Message Region			
Certify Message	optional	radio button	message used to certify effort reports
Review Message	optional	radio button	message used to review effort reports
[Message Box]	optional		user-modified message

Creating Notification Users Procedure

To create Oracle notification users, perform the following steps.

1. In Labor Distribution, navigate to the Create Users window as follows:

    Setup - **Create Notification Users**

2. Click **Create Users**.

    Labor Distribution automatically creates the appropriate responsibilities for each employee defined in Human Resources.

3. Close the window.

Create Users Window

Figure 6–6   Create Users Window
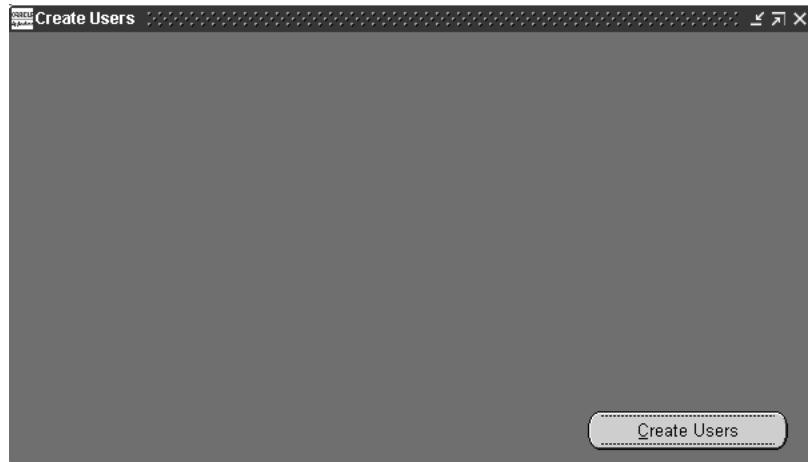
Create Users Window Description Table

Table 6–4   Create Users Window Description

Field Name	Type	Features	Description
Create Users	required	button	initiates procedure to update Workflow users

7

Labor Encumbrance Setup

This chapter describes the Labor Encumbrance Setup procedures. The following sections are in this chapter:

Definition

Labor Encumbrance Setup options provide users with flexibility in using the labor encumbrance functionality.

Overview

Oracle Labor Distribution encumbers salary and wages and posts the encumbrances to Oracle General Ledger, Oracle Projects, and Oracle Grants Accounting.

Process

The labor encumbrance setup process includes the following tasks:

- Setting Up Encumbrance Payroll and Assignment Selection
- Setting Up Default Encumbrance Period Selection
- Setting Up Encumbrance Earnings Element Selection
- Setting Up Payroll Effective Date Selection
- Setting Up Encumbrance Summarize and Transfer

Setting Up Encumbrance Payroll and Assignment Selection

Setting Up Encumbrance Payroll and Assignment Selection enables users to select specific payroll names for encumbrance. In addition, users specify if all assignments in the selected payroll are to be included or excluded from encumbrance by default. Users can also specify whether to include or exclude individual employee assignments for encumbrance. Therefore, if all employee assignments in a payroll are included or excluded in encumbrance by default, users can specify individual assignments to include or exclude in encumbrance. The assignments specified for inclusion or exclusion are used for all payroll periods in the specified payrolls

Setting Up Default Encumbrance Period Selection

The default encumbrance period provides a common encumbrance time period for all employee assignments in a specified organization. This allows Labor Distribution to create encumbrance lines for the future based on the employee's organization. If a default encumbrance period is not defined for an organization, Labor Distribution uses the Generic Encumbrance Period for the site, which must be set up before encumbrances can be created.

The beginning of the default encumbrance period is determined by the earliest unpaid payroll that exists after the last paid payroll period for an assignment. Users define the end date of this period. The end date may be specified for every organization listed in Oracle Human Resources.

The definition of the default encumbrance period is date-tracked. Users can define the end date of the default encumbrance period with the effective date. Therefore, different end dates can be specified for the default encumbrance period for each organization between specific effective periods.

Setting Up Encumbrance Earnings Element Selection

Salary and wage encumbrances are based on earnings elements. Only regular and recurring earnings elements can be selected for encumbrance.

Setting Up Payroll Effective Date Selection

The Payroll Effective Date Selection option allows users to select the date that transactions are posted to General Ledger or Grants Accounting. The default transaction date is the payroll period's end date. The options to select are as follows:

- Begin Date
- End Date, default
- Check Date
- Scheduled Run Date
- Cutoff Date

Setting Up Encumbrance Summarize and Transfer

Summarization of encumbrances that are posted to General Ledger and Grants Accounting can be based on the following options:

- Time-based Encumbrance Summarization Options
- Charging Instruction Based Encumbrance Summarization Options

Note: These options must be saved to successfully run the Encumbrance Summarize and Transfer process.

Time-based Encumbrance Summarization Options Table 7–1, page 7-4, describes the time-based encumbrance summarization options.

Table 7–1   Time-based Encumbrance Summarization Options

Time-based Option	Description
Payroll Period	applies encumbrances by payroll period; any assignment's schedule with an effective date that falls within the payroll period is encumbered on the payroll period's effective date selected at setup
General Ledger Period	applies encumbrances by General Ledger period; any assignment's schedule with an effective date that falls within the General Ledger period is encumbered on the General Ledger period's first date

Charging Instruction Based Encumbrance Summarization Options Charging instruction options are based on whether transactions are posted to General Ledger or Grants Accounting.

The options for summarizing encumbrances based on charging instructions for transactions posted to General Ledger are as follows:

- General Ledger charging instruction
- charging instruction and employee
- charging instruction, employee, and assignment

The option for summarizing encumbrances based on charging instructions for transactions posted to Grants Accounting is as follows:

- charging instruction and employee

Setting Up Encumbrance Payroll and Assignment Selection Procedure

To set up encumbrance payroll and assignment selection, perform the following steps.

1. In Labor Distribution, navigate to the Encumbrance - Payroll and Assignment Selection window as follows:

   Labor Encumbrance - **Enc Payroll Selection**

2. Select one of the following options:

   - In the Payroll Name field, select a payroll from the list of values.

     The employee assignments associated with the selected payroll appear in the window.

   - In the Employee Name field, query an employee as follows:

     View - **Find All**

3. Make changes as described in Table 7–2, page 7-7.

4. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

5. Close the window.

Encumbrance - Payroll and Assignment Selection Window

Figure 7–1   Encumbrance - Payroll and Assignment Selection Window
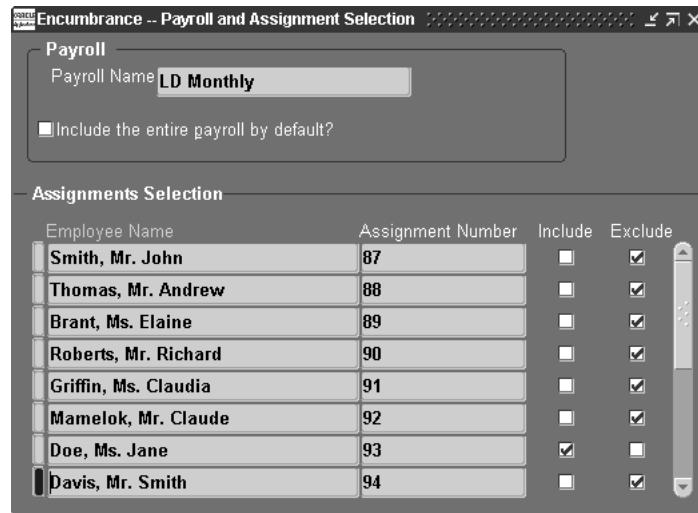
Encumbrance - Payroll and Assignment Selection Window Description

Table 7–2   Encumbrance - Payroll and Assignment Selection Window Description

Field Name	Type	Features	Description
Payroll Region			
Payroll Name	required		payroll name
Include the entire payroll by default?	default	check box	indicates whether all individual employee assignments are to be included in encumbrance
Assignments Selection Region			
Employee Name	default display only		employee name; defaults when Payroll Name selected or can query employee
Assignment Number	default display only		assignment number
Include	required, if excluded not selected	check box	indicates employee assignment to be included in encumbrancing
Exclude	required, if included not selected	check box	indicates employee assignment to be excluded in encumbrance

Setting Up Default Encumbrance Period Definition for Organization Procedure

To set up a default encumbrance period definition for an organization, perform the following steps.

1. In Labor Distribution, navigate to the Encumbrance - Default Encumbrance Period Definition window as follows:

   Labor Encumbrance - **Enc Default Period**

2. Enter data in each field of the Encumbrance - Default Encumbrance Period Definition window as described in Table 7–3, page 7-10.

3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. Close the window.

Encumbrance - Default Encumbrance Period Definition Window

Figure 7–2   Encumbrance - Default Encumbrance Period Definition Window

Encumbrance - Default Encumbrance Period Definition Window Description

Table 7–3   Encumbrance - Default Encumbrance Period Definition Window Description

Field Name	Type	Features	Description
Generic Encumbrance Period	required	check box	indicates that organization selected is the generic encumbrance period. At least one organization must be selected.
Organization	required	list of values	organization for which time period defined. At least one time period must be defined as the generic encumbrance period.
Default Encumbrance Period Definition Region			
Default Period End Date	required	list of values: pop-up calendar	default period end date; last date to run selected encumbrance period; must be current date or later
Effective Start Date	required	list of values: pop-up calendar	user-defined date
Effective End Date	optional	list of values: pop-up calendar	user-defined date
Comments	optional		user-defined comments

Setting Up Encumbrance Earnings Element Selection Procedure

To set up encumbrance earnings element selection, perform the following steps.

1. In Labor Distribution, navigate to the Encumbrance - Earnings Element Selection window as follows:

    Labor Encumbrance - **Enc Element Selection**

2. Place the cursor on a new line.

3. Select an earnings element from the list of values.

4. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

5. Close the window.

Encumbrance - Earnings Element Selection Window

Figure 7–3   Encumbrance - Earnings Element Selection Window
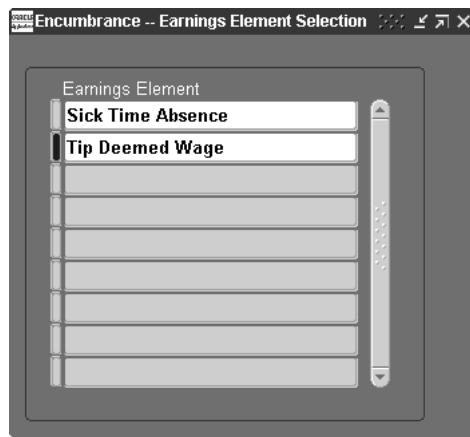
Encumbrance - Earnings Element Selection Window Description

Table 7–4   Encumbrance - Earnings Element Selection Window Description

Field Name	Type	Features	Description
Earnings Elements	optional		regular salary earnings element included in encumbrance

Setting Up Encumbrance Options Procedure

WARNING: Users must access this window at least once and save the default settings for encumbrances to work.

To set up encumbrance options, perform the following steps.

1. Navigate to the Encumbrance - Creation Options window as follows:

   Labor Encumbrance - **Enc Creation Options**

2. To save the default settings, click **Save** on the toolbar.

3. To change the default settings, select the appropriate radio button as described in Table 7–5, page 7-16.

4. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

5. Close the window.

Encumbrance - Creation Options Window

Figure 7–4   Encumbrance - Creation Options Window
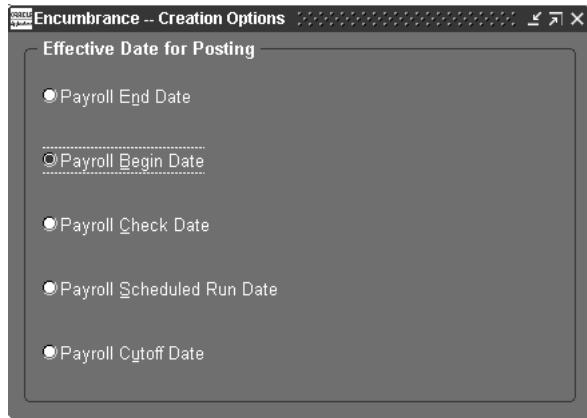
Encumbrance - Creation Options Window Description

Table 7–5   Encumbrance - Creation Options Window Description

Field Name	Type	Features	Description
Effective Date for Posting			
Payroll End Date	optional	radio button	payroll period end date; default
Payroll Begin Date	optional	radio button	payroll period begin date
Payroll Check Date	optional	radio button	constructive receipt of pay date when paychecks become negotiable
Payroll Scheduled Run Date	optional	radio button	payroll run date
Payroll Cutoff Date	optional	radio button	final date for entering or charging payroll information before a run

Setting Up Encumbrance Summarize Options Procedure

To set up encumbrance summarizing options, perform the following steps.

1. In Labor Distribution, navigate to the Encumbrance - Summarization Options window as follows:

    Labor Encumbrance - **Enc Summarize Options**

2. In the Summarize Option drop-down list, select Time Based or Charging Instruction Based.

3. Select the appropriate radio button as described in Table 7–6, page 7-20.

4. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

5. Close the window.

Encumbrance - Summarization Options Window

Figure 7–5 and Figure 7–6 show the Encumbrance - Summarization Options window.

Figure 7–5 Encumbrance - Summarize Options Window, Time Based Tab
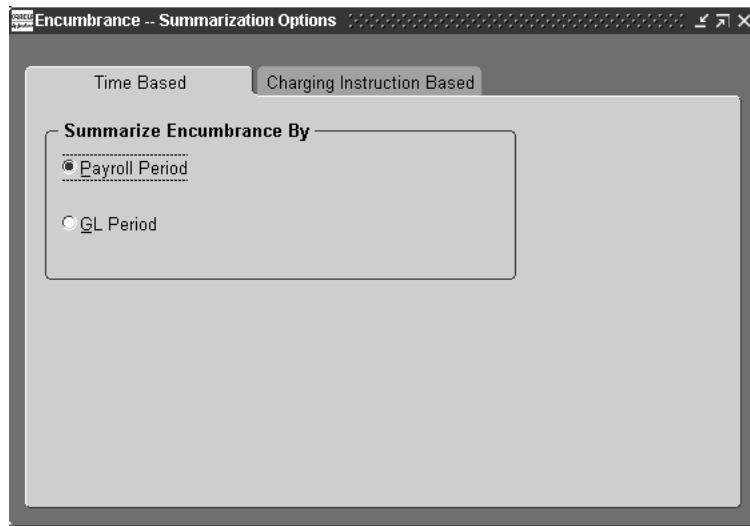
Figure 7–6   Encumbrance - Summarize Options Window, Charging Instruction Based Tab
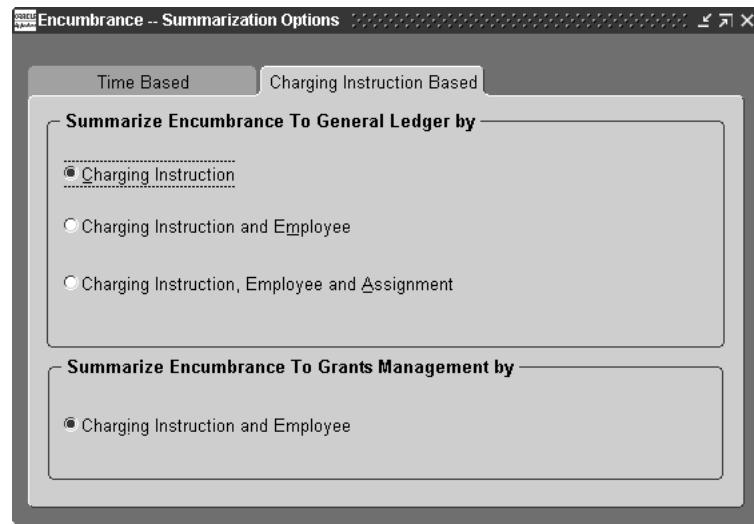
Encumbrance - Summarization Options Window Description

Table 7–6   Encumbrance - Summarization Options Window Description

Field Name	Type	Features	Description
Time Based Tab			
Summarize Encumbrance By Region			
Payroll Period	default	radio button	encumbrances applied by payroll period
GL Period	optional	radio button	encumbrances applied by General Ledger period
Charging Instruction Based Tab			
Summarize Encumbrance to General Ledger by Region			
Charging Instruction	default	radio button	encumbrances applied by charging instruction
Charging Instruction and Employee	optional	radio button	encumbrances applied by charging instruction and employee
Charging Instruction, Employee and Assignment	optional	radio button	encumbrances applied by charging instruction, employee, and assignment
Summarize Encumbrance To Grants Management by Region			
Charging Instruction and Employee	default	radio button	encumbrances applied by charging instruction

8

Expenditure Type and Natural Account Auto-Population Setup

This chapter describes how to set up auto-population for expenditure types and natural accounts. The following sections are in this chapter:

- Definition
- Overview
- Setting Up Autopop Segment Procedure
- Autopop Segment Setup (Autopop Segment Definition) Window
- Autopop Segment Setup (Autopop Segment Definition) Window Description
- Setting Up Lookup Procedure
- LOOKUPS (Auto Lookups) Window
- LOOKUPS (Auto Lookups) Window Description
- Defining Expenditure Type Auto-Population Rules Procedure
- Auto-Fill Expenditure Types Window
- Auto-Fill Expenditure Types Window Description
- Rules Window
- Rules Window Description
- Defining Natural Account Auto-Population Rules Procedure
- Auto-Fill Natural Account Window
- Auto-Fill Natural Account Window Description
- Setting Up the By-Pass Table Procedure

- Bypass (By-Pass Expenditure Types) Window
- Bypass (By-Pass Expenditure Types) Window Description

Definition

Setup of Expenditure Type and Natural Account Auto-Population provides for automatic auto-population of expenditure type and natural account information for an employee's charging instruction based on user-defined auto-fill mapping rules.

Overview

Auto-Population can be used for the following processes:

- Create Distribution Lines
- Summarize and Transfer Payroll Distributions
- Distribution Adjustments
- Import Pre-generated Distribution Lines

This section describes the following:

- Auto-Population Rules
- Process
- References

Auto-Population Rules

Expenditure Type and Natural Account Auto-Population setup procedures allow the user to define rules for auto-population from a wide range of parameters that are presented for selection. A rule calculator is used to build the rules.

Users can develop ordering rules to order and specify effective dates for the auto-population rules. Ordering rules ensure that one rule is used over another in the event that multiple rules validate to true. This allows users to create multiple rules for the same expenditure type and to order them among the other rules as desired. Effective dates ensure that a rule is used only for distribution lines with a proper payroll date.

Users can group rules by period type to achieve the following results:

- Rules can be applied to specific employees based on their payroll.
- The processing time needed to cycle through a set of rules when validating them is reduced.

Only those rules grouped under a specific period type can be applied to a given employee when determining the correct expenditure type or natural account to use.

Users can override auto-population values from the list of values.

Note: The rules are specific to the business group and set of books of the logged-in responsibility.

Process

The expenditure type and natural account auto-population setup process includes the following:

- Enabling or Disabling Auto-Population
- Setting Up the Natural Account Segment for Auto-Population
- Setting Up the Lookup
- Defining Expenditure Type Auto-Population Rules and Defining Natural Account Auto-Population Rules
- Setting Up the By-Pass Table

Enabling or Disabling Auto-Population

Auto-Population is enabled or disabled by setting the appropriate profile option.

For information on setting up the auto-population profile option, see System Administration Setup, page 4-1.

Setting Up the Natural Account Segment for Auto-Population

If auto-population is enabled, the Natural Account Segment for auto-population must be set up.

If Multiple Organizations is implemented, the natural account auto-population segment must be set up for each business group and set of books combination.

Setting Up the Lookup

In setting up the lookup, the user seeds the lookup table with all the parameters and their associated information to make these parameters available for setting up rules and executing rules. The user must select parameters that the auto-population rules can be based upon. The parameters selected in this setup appear in the list of values of the procedures defining auto-population rules.

Note: Lookup data is not partitioned by Multiple Organizations.

Defining Expenditure Type Auto-Population Rules and Defining Natural Account Auto-Population Rules

When defining expenditure type and natural account auto-population rules, the user performs the following tasks:

- selects the Period Type to group rules applying to a specific payroll as described in Table 8–1, page 8-5.

Table 8–1   Period Type Description

Period Type	Description
Calendar Month	applies rules to all employee assignments belonging to a payroll based on a calendar month period
Semi-Month	applies rules to all employee assignments belonging to a payroll based on a semi-month period
Bi-Weekly	applies rules to all employee assignments belonging to a payroll based on a bi-weekly period
Weekly	applies rules to all employee assignments belonging to a payroll based on a weekly period

- selects the expenditure type or the natural account

- selects effective start and end dates for a rule

- defines rules by defining parameter expressions

- builds a rule expression by combining parameter expressions with Boolean logic using a rule calculator

- saves validated rules

Setting Up the By-Pass Table

The By-Pass table stores the expenditure types that are to be passed over by auto-population. The auto-population process compares the current expenditure type on an employee's labor schedule that is being used to distribute a line with the expenditure types in the By-Pass table. If there is a match, auto-population returns this same expenditure type and skips any further processing of the rules.

Note: By-pass expenditure types are specific to the business group and set of books of the logged-in responsibility.

References

To define expenditure types, see Expenditure Types, *Oracle Projects User's Guide.*

To define natural accounts, see Designing Your Account Segments and Defining Your Account Structure, *Oracle General Ledger User's Guide.*

Setting Up Autopop Segment Procedure

To set up the autopop segment for Multiple Organizations, perform the following steps.

1. In Labor Distribution, navigate to the Autopop Segment Setup (Autopop Segment Definition) window as follows:

   Setup - **Auto-Population** - **Segment Setup**

2. In the Business Group field, select a business group from the list of values.

3. In the Set of Books field, select a set of books from the list of values.

4. In the Segment field, select a segment name from the list of values.

5. Repeat steps 2 through 4 until completed.

6. Close the window.

Autopop Segment Setup (Autopop Segment Definition) Window

Figure 8–1   Autopop Segment Setup (Autopop Segment Definition) Window
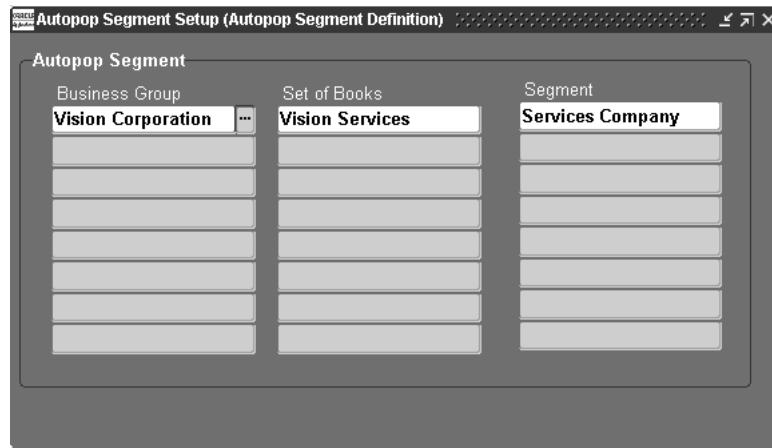
Autopop Segment Setup (Autopop Segment Definition) Window Description

Table 8–2   Autopop Segment Setup (Autopop Segment Definition) Window Description

Field Name	Type	Features	Description
Autopop Segment Region			
Business Group	required	list of values	business group from Oracle Human Resource Management Systems
Set of Books	required	list of values	Set of Books from Oracle General Ledger
Segment	required	list of values	natural account segment used for auto-population

Setting Up Lookup Procedure

To set up Lookup, perform the following steps.

1. In Labor Distribution, navigate to the LOOKUPS (Auto Lookups) window as follows:

   Setup - **Auto**-**Population** - **Lookups Table**

2. Enter data in each field of the LOOKUPS (Auto Lookups) window as described in Table 8–3, page 8-12.

3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. Close the window.

LOOKUPS (Auto Lookups) Window

Figure 8–2   LOOKUPS (Auto Lookups) Window

LOOKUPS (Auto Lookups) Window Description

Table 8–3   LOOKUPS (Auto Lookups) Window Description

Field Name	Type	Features	Description
Parameter Class	required	list of values	enabled flexfield segments for Human Resources Job Key Flexfield and project information from Oracle Grants Accounting tables
Parameter	required	list of values	parameter values associated with selected parameter class
Datatype	users		datatype information; automatically populated when parameter selected

Defining Expenditure Type Auto-Population Rules Procedure

The Defining Expenditure Type Auto-Population Rules procedure includes the following parts:

- Defining Parameters
- Defining Parameter Expressions and Building Rule Expressions

Defining Parameters

To define parameters, perform the following steps.

1. In Labor Distribution, navigate to the Auto-Fill Expenditure Types window as follows:

    Setup - **Auto-Population** - **Expenditure Type**

2. Enter data in each field of the Auto-Fill Expenditure Types window as described in Table 8–4, page 8-16.

3. Perform one of the following steps:

    - save the record without defining a rule
    - go to Step 4 to re-order the sequence of Expenditure Types,
    - save the record and go to Step 8 to define a rule for an expenditure type

4. To re-order the sequence of Expenditure Types, place the cursor on the line to be reordered and click **Re-Order**.

    The RE-ORDER pop-up window appears.

5. In the From field, enter the sequence number of the selected line.

6. In the To field, enter the new sequence number for the selected line.

7. Click **OK**.

8. To define a rule for the expenditure type, click **Rules**.

    The Rules window appears.

Defining Parameter Expressions and Building Rule Expressions

To define parameter expressions, perform the following steps.

1. In the Parameter Class field, select a parameter class from the list of values.

2. If required, in the Parameter field, select a parameter from the list of values.

3. In the Operand field, select an operand from the pop-up list.

4. In the Parameter Value field, enter a value from the list of values.

5. Repeat steps 1 through 4 until all expressions needed are entered.

6. Save the record as follows:

    File - **Save** or **Save and Proceed**

7. In the calculator field, click the line numbers for a particular expression on the calculator and combine them with the logic and parentheses buttons.

8. When the rule expression is complete, click **OK**.

    A Note pop-up window appears acknowledging the validity of the rule or indicating an error.

9. If the rule is valid, click **OK**.

10. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

11. Close the window.

Auto-Fill Expenditure Types Window

Figure 8–3   Auto-Fill Expenditure Types Window
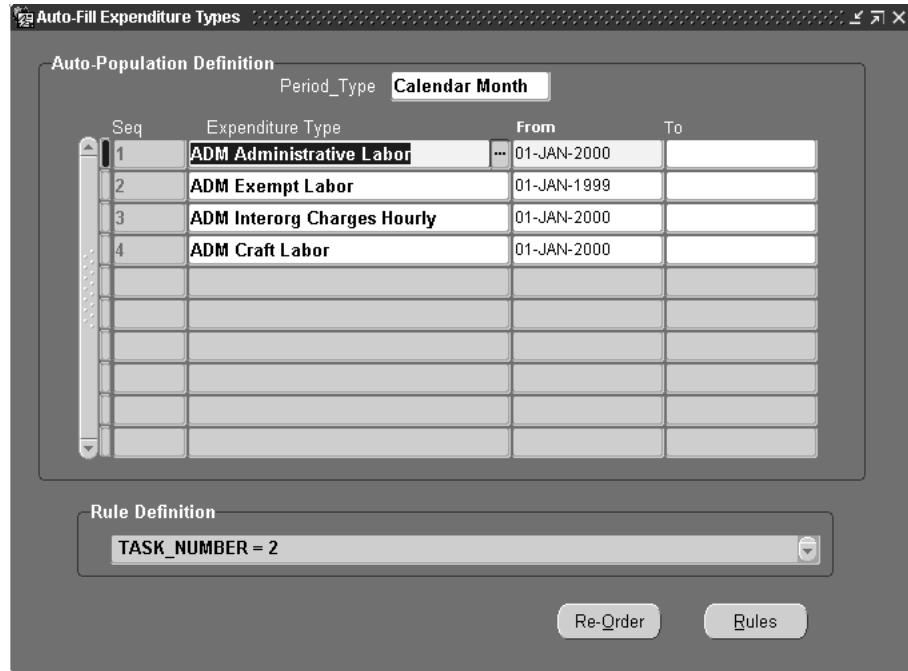
Auto-Fill Expenditure Types Window Description

Table 8–4   Auto-Fill Expenditure Types Window Description

Field Name	Type	Features	Description
Auto-Population Definition Region			
Period Type	required	list of values	window and displays rules, if any, defined for selected category
Seq.	display only		sequence number automatically generated after saving
Expenditure Type	required	list of values	expenditure types
From	required	list of values: pop-up calendar	start date; can be overridden
To	optional	list of values: pop-up calendar	end date; can be overridden
Rule Definition Region			
Rule Definition	users		user-defined rule; displayed after rule defined
Re-Order		button	re-orders Expenditure Type lines
Rules	optional	button	opens Rules window

Rules Window

Figure 8–4   Rules Window
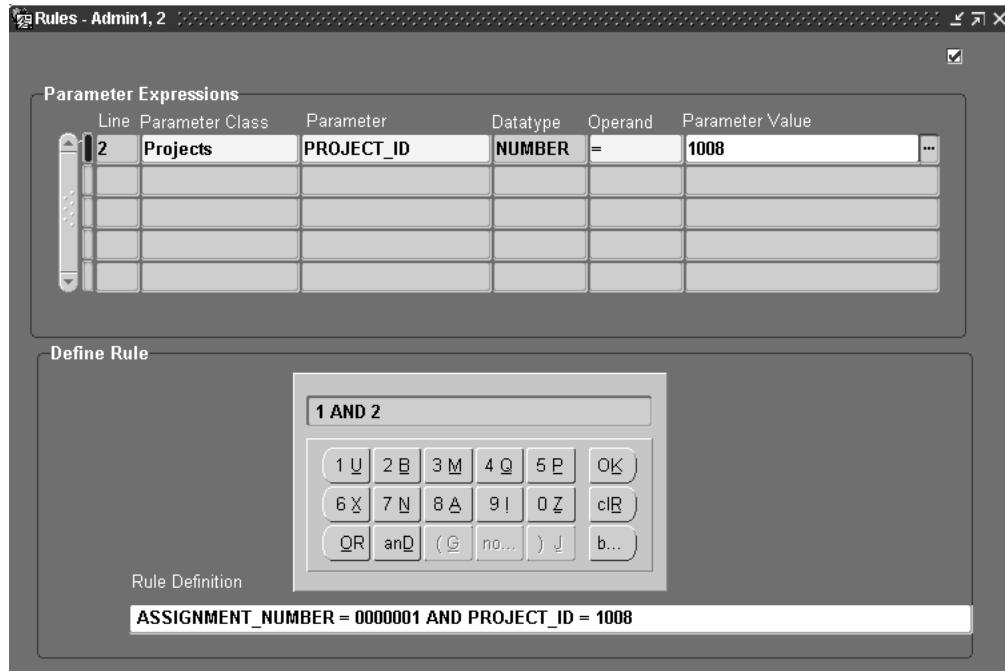
Rules Window Description

Table 8–5   Rules Window Description

Field Name	Type	Features	Description
		check box	indicates Rules window is linked to master detail windows, Auto-Fill Expenditure Types and Auto-Fill Natural Account; master detail windows refreshed when data saved in Rules window
Parameter Expressions Region			
Line	users		sequence number automatically generated when record saved
Parameter Class	required	list of values	parameter class
Parameter	required	list of values	parameter
Datatype	display only		automatically populated based on parameters selected
Operand	required	list of values	appropriate operand list for datatype selected
Parameter Value	required	list of values	value to compare to the parameter with the operand chosen; automatically populated when operand selected
Define Rule Region			
calculator	required		parameter expressions combined into a Boolean expression using sequence numbers
rule definition	display only		successfully validated rule displayed with parameter expressions substituted for sequence numbers used during calculator entry

Defining Natural Account Auto-Population Rules Procedure

The Defining Natural Account Auto-Population Rules procedure includes the following parts:

- Defining Parameters
- Defining Parameter Expressions and Building Rule Expressions

Defining Parameters

To define parameters, perform the following steps.

1. In Labor Distribution, navigate to the Auto-Fill Natural Account window as follows:

   Setup - **Auto-Population** - **Natural Account**

2. Enter data in each field of the Auto-Fill Natural Account window as described in Table 8–6, page 8-22.

3. Perform one of the following steps:

   - save the record without defining a rule
   - go to Step 4 to re-order the sequence of Natural Accounts
   - save the record and go to Step 8 to define a rule for a natural account

4. To re-order the sequence of Natural Accounts, place the cursor on the line to be reordered and click **Re-Order**.

   The RE-ORDER pop-up window appears.

5. In the From field, enter the sequence number of the selected line.

6. In the To field, enter the new sequence number for the selected line.

7. Click **OK**.

8. To define a rule for the natural accounts, click **Rules**.

   The Rules window appears as shown in Figure 8–4.

Defining Parameter Expressions and Building Rule Expressions

To define parameter expressions, perform the following steps.

1. In the Parameter Class field, select a parameter class from the list of values.

2. If required, in the Parameter field, select a parameter from the list of values.

3. In the Operand field, select an operand from the pop-up list.

4. In the Parameter Value field, enter a value from the list of values.

5. Repeat steps 1 through 4 until all expressions needed are entered.

6. Save the record as follows:

   File - **Save** or **Save and Proceed**

7. In the calculator field, click the line numbers for a particular expression on the calculator and combine them with the logic and parentheses buttons.

8. When the rule expression is complete, click **OK**.

   A Note pop-up window appears acknowledging the validity of the rule or indicating an error.

9. If the rule is valid, click **OK**.

10. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

11. Close the window.

Auto-Fill Natural Account Window

Figure 8–5   Auto-Fill Natural Account Window
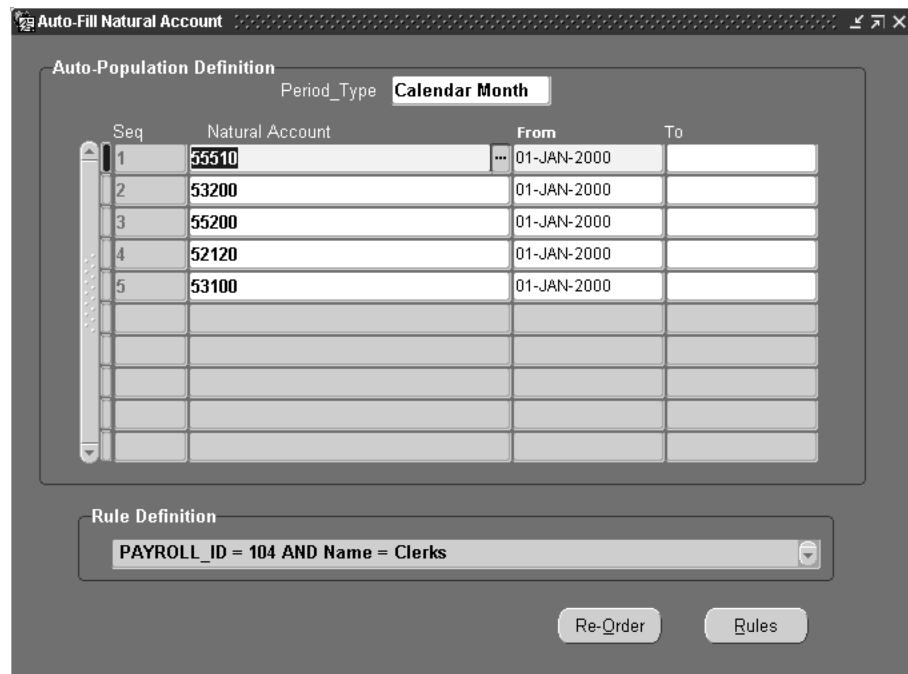
Auto-Fill Natural Account Window Description

Table 8–6   Auto-Fill Natural Account Window Description

Field Name	Type	Features	Description
Auto-Population Definition Region			
Period Type	required	list of values	clears form and displays rules, if any, defined for selected category
Seq.	users		sequence number automatically generated after saving
Natural Account	required	list of values	natural account
From	required	list of values: pop-up calendar	start date; can be overridden
To	optional	list of values: pop-up calendar	end date; can be overridden
Rule Definition Region			
Rule Definition	users		user-defined rule; displayed after rule defined
Re-Order		button	re-orders Natural Account lines
Rules		button	opens Rules window

Setting Up the By-Pass Table Procedure

To set up the By-Pass table, perform the following steps:

1. In Labor Distribution, navigate to the Bypass (By-Pass Expenditure Types) window as follows:

   Setup - **Auto-Population** - **By-Pass Table**

2. In the By-Pass Expenditure Types fields, select expenditure types from the list of values.

3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. Close the window.

Bypass (By-Pass Expenditure Types) Window

Figure 8–6   Bypass (By-Pass Expenditure Types) Window

Bypass (By-Pass Expenditure Types) Window Description

Table 8–7   Bypass (By-Pass Expenditure Types) Window Description

Field Name	Type	Features	Description
Bypass Expenditure Type Region			
Bypass Expenditure Types	optional	list of values	expenditure types bypassed

9

Labor Scheduling Procedures

This chapter describes how to create and update employee labor schedules. The following sections are in this chapter:

- Definition

- Overview

- Prerequisites

- Creating and Updating Labor Schedules Procedure

- Labor Scheduling Window

- Labor Scheduling Window Description

- Schedule Lines Window

- Schedule Lines Window Description

- Generating the Schedules Exceeding 100% Report Procedure

- Viewing Labor Schedule Lines Procedure

- Schedule Summary Window

- Schedule Summary Window Description

- Monthly Schedule Summary Window

- Monthly Schedule Summary Window Description

- Payroll Period Schedule Summary Window

- Payroll Period Schedule Summary Window Description

Definition

Labor Scheduling is used to create, update, and review employee labor schedules.

Overview

A labor schedule specifies how an employee's pay is to be distributed to Oracle Grants Accounting, Oracle Projects, or Oracle General Ledger.

Multiple labor schedules can be created for each employee assignment. Each schedule contains schedule lines with charging instructions for Grants Accounting, Projects, or General Ledger. Each payroll is distributed according to the schedule lines in effect for the period of the payroll to be distributed. An employee can have an unlimited number of schedule lines.

Users can define labor schedules at different levels and use a hierarchy structure to determine the charging instructions in effect for a given day. Schedule hierarchies provide the user with the ability to create schedules at the employee assignment, earnings element group, earnings element, global earnings element, or organization levels.

For information on scheduling hierarchies, see Scheduling Hierarchy Process, page B-1.

For information on organization level schedules, see Labor Scheduling Setup, page 5-1.

Process

To create or update labor schedules at the employee or assignment level and to view labor schedule lines, the labor scheduling process consists of the following tasks:

- Select Employee and Assignment in Labor Distribution
- Define Labor Schedule Hierarchy Level
- Define Schedule Lines
- Create or Modify Labor Schedules Using the Copy and Merge Functions
- Schedules Exceeding 100% Report
- View Schedule Summary
- View Monthly Schedule Summary

- View Payroll Period Schedule Summary

Select Employee and Assignment in Labor Distribution

Users can select an employee assignment by navigating in Labor Distribution to the Labor Scheduling window and selecting an employee and an assignment. To navigate to the Schedule Lines window, users click the Schedule Lines button.

Users have the option of enabling the Organization Default Labor Schedule profile option when setting up system profile options. For each employee assignment, an Organization Default check box is displayed.

- If users select Use Organization Default Labor Schedule during setup, the Organization Default check box is automatically selected. The selected check box is viewed in the Labor Scheduling window.

- If users do not select Use Organization Default Labor Schedule during setup, the Organization Default check box is not checked in the Labor Scheduling window.

For information on setting up system profile options, see System Administration Setup, page 4-1.

If the Organization Default check box is checked and an Organization Default Labor Schedule is defined, the Organization Default Labor Schedule is applied to each payroll earnings element to be processed when an earnings element does not have a labor schedule defined at either the Global Earnings Element, Element Group, or Assignment level.

Note: The check box in the Schedule Lines window is the same as the check box in the Labor Scheduling window.

For information on scheduling hierarchies, see Scheduling Hierarchy Process, page B-1.

Define Labor Schedule Hierarchy Level

The user selects one of the following levels of the labor schedule hierarchy to create a labor schedule:

- assignment
- element group
- element type

Labor schedules can be added or deleted at the schedule hierarchy level.

Note: Users must save the scheduling hierarchy before proceeding to defining schedule lines. This enables Labor Distribution to record the hierarchy level selected.

For information on scheduling hierarchies, see Scheduling Hierarchy Process, page B-1.

Define Schedule Lines

At the hierarchy level selected, users can create an unlimited number of schedule lines for the labor schedule. Each schedule line includes the following:

- General Ledger accounting flexfield, Grants Accounting, or Projects charging instructions
- begin and end dates for each schedule line
- labor distribution percentage to be applied to each schedule line for the date specified

For all the labor distribution lines specified for a labor schedule, Labor Distribution displays a detailed matrix in which days that have identical charging instructions are separated into dynamic labor schedule lines period columns. The period represents a set of continuous days for which the charging instructions are identical.

Create or Modify Labor Schedules Using the Copy and Merge Functions

Users can create or modify the labor schedules by using the copy or merge function to perform the following tasks:

- copy the schedule lines from the current labor schedule to create a new schedule for the same employee assignment or for a different employee assignment
- merge the schedule lines of the current labor schedule with the labor schedule lines present on an existing labor schedule for the same or for a different employee assignment

Schedules Exceeding 100% Report

If labor schedule lines are loaded through a custom load using SQL*PLUS instead of using the Schedule Lines window, Users can run the Schedules Exceeding 100% report to determine if any scheduling percentage exceeds 100% for at least one period. If there are scheduling percentages exceeding 100%, the user can go to the Schedule Lines window to correct the errors.

The Schedules Exceeding 100% report includes information grouped in order as follows:

- organization

- employee name

- assignment number

- hierarchy type in order of Assignment, Element Group, and Element Type

- period begin and end date

- total percentage

View Schedule Summary

After completing and saving the schedule lines, users can view a summary display of how each earnings element and associated earnings group of the assignment is scheduled in the Schedule Summary window. This display allows the user to view how the entire assignment is scheduled.

The scheduling hierarchy that is displayed identifies the levels at which the assignment is scheduled. The highest level of the hierarchy displayed is the organization default and earnings element is at the lowest level. Schedules at the lower level of the hierarchy take precedence over schedules at the higher level.

View Monthly Schedule Summary

In the Monthly Schedule Summary window, users enter the begin date and end date, and Labor Distribution displays a monthly summary of the schedule lines.

View Payroll Period Schedule Summary

In the Payroll Period Schedule Summary window, users enter the begin date and end date, and Labor Distribution displays the schedule lines and percentages by payroll periods.

Prerequisites

❏ Employees to be scheduled must exist in Human Resources, have at least one active assignment for the dates the labor schedules are to be created, and be assigned to a payroll.

To enter employees in Human Resources and assigning employees to a payroll, see Entering a New Person and The Employee Assignment, *Managing People Using Oracle HRMS.*

❏ The end date of the most recent payroll imported into Labor Distribution must be checked for the employee assignment because schedules can only be adjusted for dates after that end date.

Creating and Updating Labor Schedules Procedure

The following procedures are used to create employee labor schedules:

- Selecting Employee and Assignment
- Defining Labor Schedule Hierarchy Level
- Defining Schedule Lines
- Creating or Modifying Labor Schedules Using the Copy and Merge Functions

Selecting Employee and Assignment

To select an employee and assignment, perform the following steps.

1. In Labor Distribution, navigate to the Labor Scheduling window as follows:

   Labor Schedules

   The Labor Scheduling window appears as shown in Figure 9–1, page 9-12.

2. In the Full Name field, query the list of employees as follows:

   View - **Find** or **View** - **Find All**

   If **View** - **Find** is selected, the Find Employees window appears.

3. Select an employe from the list of values.

4. Click **Find**.

5. If there are more than one assignments listed in the assignment region, select an assignment in the Assignment No. field.

6. Click **Schedule Lines**.

   The Schedule Lines window appears.

7. Go to the following section:

   Defining Labor Schedule Hierarchy Level

Defining Labor Schedule Hierarchy Level

Define Labor Schedule at Hierarchy Level includes the following procedures:

- Defining First Labor Schedule for the Employee Assignment
- Adding a Labor Schedule

■   [Deleting a Labor Schedule](#)

Defining First Labor Schedule for the Employee Assignment

To define a labor schedule hierarchy level when a labor schedule is not already created for the employee assignment, perform the following steps.

1. In the Schedule Hierarchy region of the Schedule Lines window, click the appropriate hierarchy level radio button for the labor schedule.

2. If Element Group or Element Type is selected, place the cursor in the Element Group or Element Type field and select an Element Group or Element Type from the list of values.

3. To create the scheduling hierarchy, save and continue as follows:

    File - **Save and Proceed**

4. Go to the following section:

    [Defining Schedule Lines](#)

Adding a Labor Schedule

To add a labor schedule at a hierarchy level, perform the following steps.

1. In the Schedule Hierarchy region of the Schedule Lines window, click one of the radio buttons.

2. Add a new labor schedule as follows:

    Edit - **New Record**

    The schedule lines fields are cleared.

3. In the Schedule Hierarchy region of the Schedule Lines window, click the appropriate hierarchy level radio button for the labor schedule.

4. If Element Group or Element Type is selected, place the cursor in the Assignment, Element Group, or Element Type field and select an Element Group or Element Type from the list of values.

5. Save or save and continue as follows:

    File - **Save and Proceed**

6. Go to the following section:

    [Defining Schedule Lines](#)

Deleting a Labor Schedule

To delete a labor schedule at a hierarchy level, perform the following steps.

1. In the Schedule Hierarchy region of the Schedule Lines window, place the cursor in the Element Group or Element Type field.

2. To select the labor schedule to be deleted, navigate through the Schedule Hierarchy region using the down arrow on the keyboard.

3. Delete the labor schedule as follows:

   Edit - **Delete Record**

4. Save or save and continue as follows:

   File - **Save and Proceed**

5. Close the window.

Defining Schedule Lines

To define schedule lines, perform the following steps.

1. In the GL Account field, select a General Ledger account from the list of values.

   If not entering a General Ledger accounting flexfield, go to Step 5.

   Note: It is not possible to enter a Grants Accounting charging instruction and a General Ledger accounting flexfield on the same line.

   The accounting flexfield window appears.

2. Enter data in each required field from the list of values.

3. Click **OK**.

4. Enter data in each of the following fields as described in Table 9–2, page 9-19.

   ■ Start Date

   ■ End Date

   ■ %

   If not entering Grants Accounting charging instructions, go to Step 6.

5. If entering Grants Accounting charging instructions, enter the data in the following fields as described in Table 9–2, page 9-19.

   ■ Project

- Task
- Award
- Organization
- Exp. Type
- Start Date
- End Date
- %

6. Repeat Steps 1 through 4 or Step 5 until all labor schedules and schedule lines are created for the selected employee assignment.

7. Click **Refresh Display**.

   The matrix displays an updated schedule view where columns display dates that have consistent charging instructions.

8. If no errors are displayed, save the schedule lines as follows:

   File - **Save** or **Save and Proceed**

9. Repeat the Define Schedule Hierarchy and Define Schedule Lines procedures until all labor schedules are created for the employee assignment.

10. To delete a schedule line, place the cursor on the line to be deleted and delete the line as follows:

    Edit - **Delete**

    Note: A line cannot be deleted if it has already been distributed.

11. Click **Refresh Display**.

12. If no errors are displayed, save the schedule lines as follows:

    File - **Save** or **Save and Proceed**

Creating or Modifying Labor Schedules Using the Copy and Merge Functions

To create or modify labor schedules using the copy and merge functions, perform the following steps.

WARNING: Labor Distribution does not perform validations on copy and merge to check whether the new or modified labor schedules exceed 100%. Users can review and correct all Copy To destinations when using the Merge to Existing Schedules

functionality. If the labor schedule is not corrected at the time of distribution and transfer, the entire distribution may be sent to the suspense account.

1. In the Schedule Hierarchy region, click **Copy To**.

   The Copy To window appears as shown in Figure 9–6, page 9-18.

2. In the Assignment Number field, select an employee assignment from the list of values.

3. Perform one of the following tasks:

   ■ To create a new labor schedule for the selected employee assignment or for a different employee assignment, click **Copy to New Schedules**.

   Hierarchy values where no labor schedule exists for the selected employee assignment are displayed. These values include assignment, element groups, and element types.

   ■ To update an existing labor schedule for the selected employee assignment or for a different employee assignment, click **Merge to Existing Schedules**.

   Hierarchy values where labor schedules exist for the selected employee assignment are displayed. These include labor schedules defined at the assignment, element groups, and element type levels.

4. To select an assignment, select the Assignment check box.

5. To select an item in the Element Groups or Element Type regions, double click the item.

6. To select all items in the Element Groups or Element Type regions, click **Select All.**

7. To deselect an item in the Element Groups or Element Types region, select the item and click **Deselect**.

8. Click **Done.**

9. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

10. Close the window.

Labor Scheduling Window

Figure 9–1   Labor Scheduling Window
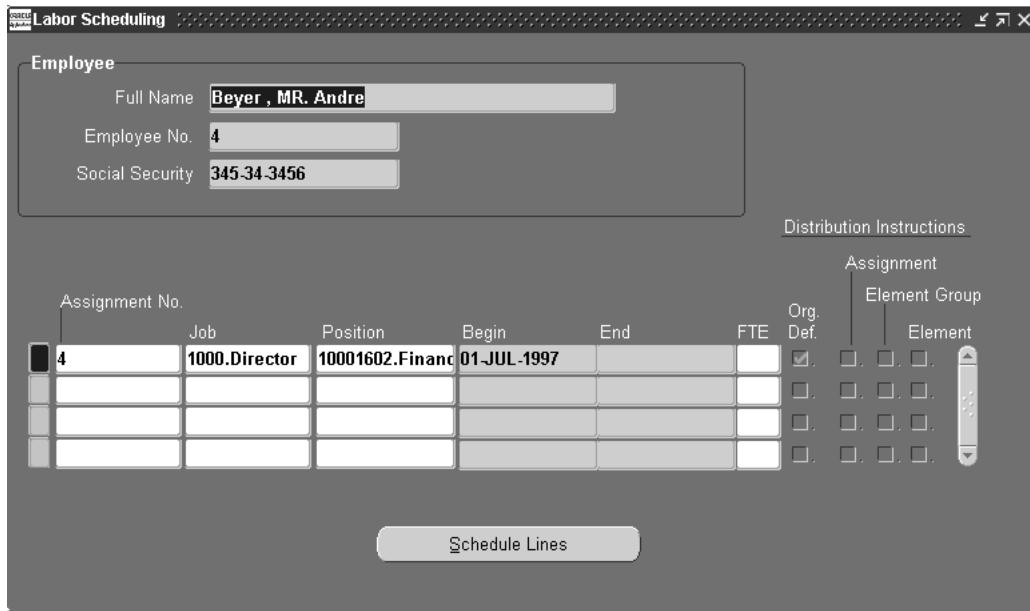
Labor Scheduling Window Description

Table 9–1   Labor Scheduling Window Description

Field Name	Type	Features	Description
Employee Region			
Full Name	display only		employee full name; last name first
Employee No.	display only		employee identification number
Social Security	display only		employee social security number
Assignment No.	display only		assignment identification number
Job	display only		organization assignment
Position	display only		position assignment
Begin Date	display only		assignment start date
End Date	display only		assignment end date
FTE	display only		full-time equivalent employment status for assignment
Distribution Instructions Region			
Org. Def.	display only	check box	indicates if organization default labor schedule is used for assignment; if set up at the site level, Organization Default Labor Schedule used for all employee's assignments and cannot be modified
Assignment	display only	check box	indicates if labor schedule defined at Assignment level
Element Group	display only	check box	indicates if labor schedule defined at Earnings Element Group level
Element	display only	check box	indicates if earnings element defined at Element level
Schedule Lines		button	opens Schedule Lines window

Schedule Lines Window

Figure 9–2 through Figure 9–5 show the Schedule Lines window with sample data.

Figure 9–2 shows sample data for General Ledger account charging instructions. The corresponding matrix shows the time periods that the charging instructions fall into. The matrix allows the user to view the labor schedule for an employee on a daily basis.

Figure 9–2   Schedule Lines Window

Figure 9–3   Schedule Lines Window, Project and Task Fields

Figure 9–4   Schedule Lines Window, Award and Organization Fields

Figure 9–5   Schedule Lines Window, Exp. Type Field

Figure 9–6   Copy To Window

Schedule Lines Window Description

Table 9–2   Schedule Lines Window Description

Field Name	Type	Features	Description
Employee Region			
Full Name	display only		employee full name
Employee No.	display only		employee identification number
S.S.N.	display only		employee social security number
Assignment Region			
Assignment	display only		assignment identification number
Org.	display only		organization component of assignment
Begin	display only		assignment start date
FTE	optional		assignment employment status
Payroll	display only		employee payment cycle
End	default, display only		assignment end date
Schedule Hierarchy Region			
Assignment	optionally required	radio button	indicates if labor schedule defined at Assignment level
Element Group	optionally required	radio button: list of values	indicates if labor schedule defined at Earnings Element Group level
Element Type	optionally required	radio button: list of values	indicates if labor schedule defined at Element level
Copy To		button	opens Copy To window

Table 9–2   Schedule Lines Window Description

Field Name	Type	Features	Description
Schedule Lines Region			
GL Account	conditionally required	pop-up window	General Ledger accounting flexfield; required if there are no Grants Accounting or Projects charging instructions
Project	conditionally required	list of values	Grants Accounting or Projects project name; required if there are no General Ledger accounting flexfields **Note:** To see the entire Project's line, navigate horizontally using the scroll bar.
Task	conditionally required	list of values	Grants Accounting or Projects task number charging instruction; required if there are no General Ledger accounting flexfields
Award	conditionally required	list of values	Grants Accounting award number charging instruction; required if there are no General Ledger accounting flexfields
Organization	conditionally required	list of values	Grants Accounting or Projects organization charging instruction; required if there are no General Ledger accounting flexfields
Exp. Type	conditionally required	list of values	Grants Accounting or Projects expenditure type charging instruction; required if there are no General Ledger accounting flexfields
Start Date	required	list of values: pop-up calendar	charging instruction start date **Note:** The end date of the most recent Oracle or non-Oracle payroll imported into Labor Distribution is checked by Labor Distribution. Schedules can only be adjusted for dates after the end date of the last processed payroll for the selected employee assignment.
End Date	optional	list of values: pop-up calendar	charging instruction end date
%	required		labor distribution percentage applied to that schedule line for dates specified

Table 9–2   Schedule Lines Window Description

Field Name	Type	Features	Description
[Matrix]	display only		displays dates with identical charging instructions **Note:** Navigate horizontally using the **Move Left** and **Move Right** buttons.
Refresh Display		button	updates display matrix
Schedule Summary		button	opens Schedule Summary window
Monthly Summary		button	opens Monthly Schedule Summary window
Payroll Period		button	opens Payroll Period Schedule Summary window
Copy To Window			
Employee	required	list of values	employee name to whom schedule line is copied or merged
Assignment	required	list of values	employee assignment
Copy to New Schedules		button	copies the schedule lines from the current labor schedule for the same employee assignment or for a different employee assignment
Merge to Existing Schedules		button	merges schedule lines of current labor schedule with labor schedule lines present on an existing labor schedule for the same or for a different employee assignment
Element Groups	default		If Copy to New Schedules is selected, displays the element group hierarchy values where no labor schedule exists for the selected employee assignment. If Merge to Existing Schedules is selected, displays element group hierarchy values that do exist for the selected employee assignment. If a value is selected, it appears in the corresponding destination window.
Element Types	default		If Copy to New Schedules is selected, displays the element type hierarchy values where no labor schedule exists for the selected employee assignment. If Merge to Existing Schedules is selected, displays element type hierarchy values that do exist for the selected employee assignment. If a value is selected, it appears in the corresponding destination window.
Assignment	check box	check box	Users select Assignment check box to merge a schedule line to a labor schedule defined at the Assignment level.

Table 9–2   Schedule Lines Window Description

Field Name	Type	Features	Description
Select All		button	selects all items in Element Groups or Element Type regions
Deselect		button	deselects items selected in the Element Groups or Element Types region
Cancel		button	closes window without saving
Done		button	indicates task completion

Generating the Schedules Exceeding 100% Report Procedure

To print the Schedules Exceeding 100% report, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

   Processes & Reports - **Run**

   The Submit a New Request pop-up window appears.

2. Click the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select PSP: Schedules Exceeding 100% Report from the list of values.

5. Click **OK**.

6. To send the request to the concurrent manager, click **Submit**.

7. To view the output, select the appropriate Request ID and click **View Output**.

8. Close the window.

9. To correct scheduling percentages exceeding 100%, navigate to the Schedule Lines window as follows:

   Labor Schedules

   The Labor Scheduling window appears.

10. In the Full Name field, query the list of employees as follows:

    View - **Find** or **View** - **Find All**

    If **View** - **Find** is selected, the Find Employees window appears.

11. Select an employe from the list of values.

12. Click **Find**.

13. If there are more than one assignments listed in the assignment region, select an assignment in the Assignment No. field.

14. Click **Schedule Lines**.

    The Schedule Lines window appears.

Viewing Labor Schedule Lines Procedure

The following procedures are used to view schedule lines:

■ Viewing Schedule Summary

■ Viewing Monthly Schedule Summary

■ Viewing Payroll Period Schedule Summary

Viewing Schedule Summary

Perform the following steps to view the schedule summary.

1. In Labor Distribution, navigate to the Labor Scheduling window as follows:

   Labor Schedules

   The Labor Scheduling window appears.

2. In the Full Name field, query the list of employees as follows:

   View - **Find** or **View** - **Find All**

   The Find Employees window appears

3. Select an employee.

   Click **Find**

4. Click **Schedule Lines**.

   The Schedule Lines window appears as shown in Figure 9–2, page 9-14.

5. Click Schedule Summary.

   The Schedule Summary window appears as shown in Figure 9–7, page 9-27.

6. In the Begin field in the Display region, enter the start display date from the list of values.

7. In the End field in the Display region, enter the end display date from the list of values.

8. Click **Display**.

   A display appears summarizing how each earnings element of the assignment is scheduled.

9. Close the window.

   The Schedule Lines window appears as shown in Figure 9–2, page 9-14.

Viewing Monthly Schedule Summary

To view the monthly schedule summary, perform the following steps.

1. In the Schedule Lines window, click **Monthly Summary**.

    The Monthly Schedule Summary window appears as shown in

2. In the Begin field in the Display region, enter the start display date from the list of values.

3. In the End field in the Display region, enter the end display date from the list of values.

4. In the Schedule Hierarchy region, select a hierarchy level to display.

5. Click **Refresh Display**.

    A monthly summary of the schedule lines appears.

6. Repeat Steps 4 and 5 until finished.

7. Close the window.

    The Schedule Lines window appears.

Viewing Payroll Period Schedule Summary

To view the schedule lines by payroll period, perform the following steps.

1. In the Schedule Lines window, click **Payroll Period**.

    The Payroll Period Schedule Summary window appears as shown in

2. In the Begin field of the Display region, enter the start display date from the list of values.

3. In the End field of the Display region, enter the end display date from the list of values.

4. In the Schedule Hierarchy region, select a hierarchy level to display.

5. Click **Refresh Display**.

    A monthly summary of the schedule lines appears.

6. Repeat Steps 4 and 5 until finished.

7. Close the window.

The Schedule Lines window appears.

8.   Close the Schedule Lines window.

Schedule Summary Window

Figure 9–7   Schedule Summary Window
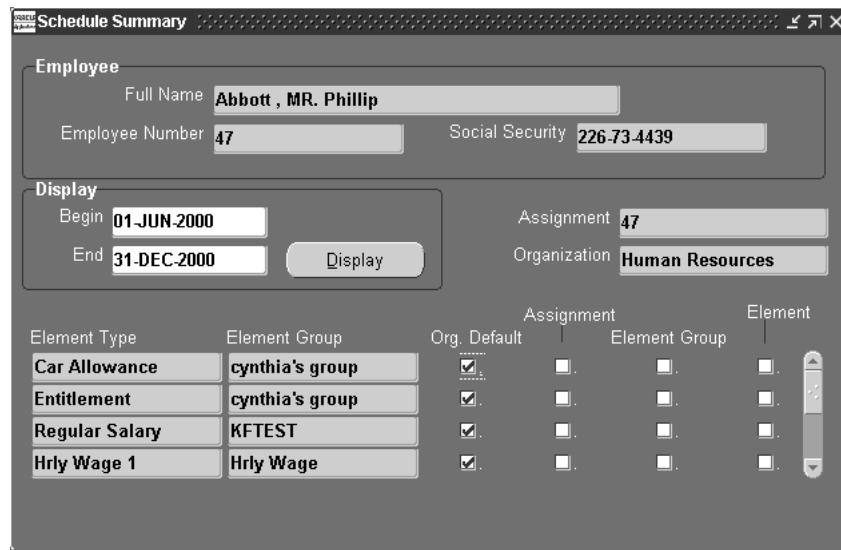
Schedule Summary Window Description

Table 9–3   Schedule Summary Window Description

Field Name	Type	Features	Description
Employee Region			
Full Name	display only		employee name
Employee Number	display only		employee identification number
Social Security	display only		employee social security number
Display Region			
Begin	required	list of values: pop-up calendar	schedule line for assignment begin date
End	required	list of values: pop-up calendar	schedule line for assignment end date
Display		button	populates Earnings Element and Element Group regions with appropriate data
Main Region			
Assignment	display only		assignment identification number
Organization	display only		assignment organization name
Element Type	display only		lists earnings elements scheduled for assignment
Element Group	display only		lists element groups scheduled for assignment
Org Default	display only		indicates if earnings element defined at Organization Default level
Assignment	display only		indicates if earnings element defined at Assignment level
Element Group	display only		indicates if earnings element defined at Element Class level
Element	display only		indicates if earnings element defined at Element level

Monthly Schedule Summary Window

Figure 9–8   Monthly Schedule Summary Window

Monthly Schedule Summary Window Description

Table 9–4   Monthly Schedule Summary Window Description

Field Name	Type	Features	Description
Employee Region			
Full Name	display only		employee full name
Employee Number	display only		employee identification number
Social Security	display only		employee social security number
Assignment Region			
Assignment	display only		assignment identification number
Organization	display only		organization component of employee's assignment
Begin	display only		assignment start date
FTE	display only		employment status of employee's assignment
Payroll	display only		employee payment cycle
End	display only		assignment end date
Schedule Hierarchy Region			
Assignment	display only		Users can select but cannot add; indicates if earnings element defined at Assignment level.
Element Group	display only		Users can select but cannot add; indicates if earnings element defined at Element Type level.
Element Type	display only		Users can select but cannot add; indicates if earnings element defined at Element level.

Table 9–4   Monthly Schedule Summary Window Description

Field Name	Type	Features	Description
Display Region			
Begin	required	list of values: pop-up calendar	schedule line assignment begin date
End	required	list of values: pop-up calendar	schedule line assignment end date
Refresh Display		button	updates matrix with appropriate data
GL Account	display only		General Ledger accounting flexfield; required if there are no Grants Accounting or Projects charging instructions
Project	display only		Grants Accounting or Projects project name; required if there are no General Ledger accounting flexfields **Note:** To see the entire Project's line, navigate horizontally using the scroll bar.
Task	display only		Grants Accounting or Projects task number charging instruction; required if there are no General Ledger accounting flexfields
Award	display only		Grants Accounting award number charging instruction; required if there are no General Ledger accounting flexfields
Organization	display only		Grants Accounting or Projects organization charging instruction; required if there are no General Ledger accounting flexfields
Expenditure Type	display only		Grants Accounting or Projects expenditure type charging instruction; required if there are no General Ledger accounting flexfields
Start Date	display only		charging instruction start date
End Date	display only		charging instruction end date
%	display only		labor distribution percentage applied to that schedule line for dates specified
[Matrix]	display only		displays dates with identical charging instructions

Payroll Period Schedule Summary Window

Figure 9–9   Payroll Period Schedule Summary Window

Payroll Period Schedule Summary Window Description

Table 9–5   Payroll Period Schedule Summary Window Description

Field Name	Type	Features	Description
Employee Region			
Full Name	display only		employee full name
Employee Number	display only		employee identification number
Social Security	display only		employee social security number
Assignment Region			
Assignment	display only		assignment identification number
Organization	display only		organization component of employee's assignment
Begin	display only		assignment start date
FTE	display only		employment status of employee's assignment
Payroll	display only		employee payment cycle
End	display only		assignment end date
Schedule Hierarchy Region			
Assignment	display only		User can select but cannot add; indicates if earnings element defined at Assignment level
Element Group	display only		User can select but cannot add; indicates if earnings element defined at Element Type level
Element Type	display only		User can select but cannot add; indicates if earnings element defined at Element level

Table 9–5   Payroll Period Schedule Summary Window Description

Field Name	Type	Features	Description
Display Region			
Begin	required	list of values	schedule line assignment begin date
End	required	list of values	schedule line assignment end date
Refresh Display	required	button	updates matrix with appropriate data
GL Account	display only		General Ledger accounting flexfield; required if there are no Grants Accounting or Projects charging instructions
Project	display only		Grants Accounting or Projects project name; required if there are no General Ledger accounting flexfields **Note:** To see the entire Project's line, navigate horizontally using the scroll bar.
Task	display only		Grants Accounting or Projects task number charging instruction; required if there are no General Ledger accounting flexfields
Award	display only		Grants Accounting award number charging instruction; required if there are no General Ledger accounting flexfields
Organization	display only		Grants Accounting or Projects organization charging instruction; required if there are no General Ledger accounting flexfields
Expenditure Type	display only		Grants Accounting or Projects expenditure type charging instruction; required if there are no General Ledger accounting flexfields
Start Date	display only		charging instruction start date
End Date	display only		charging instruction end date
%	display only		labor distribution percentage applied to that schedule line for dates specified
[Matrix]	display only		displays dates with identical charging instructions

Part III

Payroll Interface

10

Import Payroll Transactions Procedures

This chapter describes how to import payroll transactions. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Importing Payroll Transactions Procedure
- Rolling Back Oracle Payroll Import Procedure

Definition

The Import Payroll Transactions concurrent process imports Oracle Payroll lines and preformats them for the distribution process.

Overview

This section describes the Import Payroll Transactions process.

Process

The Import Payroll Transactions process consists of the following tasks:

- Select Payroll to be Imported
- Calculate Balance Amounts for Regular Salary Earnings Element
- Create Payroll Sublines
- Calculate Daily Pay Rate for the Subline
- Store Sublines
- Payroll Import Rollback

Select Payroll to be Imported

To select a payroll to be imported, users run the Import Payroll Transactions concurrent process.

Calculate Balance Amounts for Regular Salary Earnings Element

For all earnings elements, Oracle Labor Distribution distributes the pay amount evenly across the payroll period with one exception, the Regular Salary earnings element. Because salary is typically the largest pay amount and salary information is directly available in Oracle Human Resources, Labor Distribution performs a special calculation for Regular Salary. This special calculation enables Labor Distribution to adjust daily pay amounts to account for salary increases. The balance amount is used for this special calculation for Regular Salary to account for any pay amount differences from pay that results from salary alone.

The balance amount, if any, is distributed evenly across the payroll period through incorporation in the daily rate. Balance amounts are created only for the earnings element Regular Salary, which is a seeded element value in Human Resources.

Example If a salaried employee is on a biweekly payroll and is paid $1,000 on the earnings element Regular Salary, the daily rate is $100. If, in the next payroll period, the employee has a pay increase to $1,000 per week, the employee is paid $1,500 with a daily rate of $100 for the first week and $200 for the second week.

If a user performs a manual override for that payroll and pays Regular Salary of $1,800, the balance amount would equal $300 and the daily rate would be $130 for the first week and $230 for the second week.

Create Payroll Sublines

Labor Distribution splits each employee, assignment, and earnings element payroll line into sublines based on dates of interest. The dates of interest are as follows:

- date of salary or wage change

- date of FTE change

- date employment begins

- date employment ends

- date employee status becomes active

- date employee status becomes inactive

- date assignment begins

- date assignment ends

- organization change date

- date job changes

- date position changes

- earnings element effective date begin

- earnings element effective date end

- assignment status

  The sublines cover all the days between the payroll begin date and payroll end date. Each day within the payroll period can be covered by only one subline. Labor Distribution populates the subline begin date and subline end date for each subline.

Calculate Daily Pay Rate for the Subline

Labor Distribution determines a daily earnings rate for each subline and populates the appropriate subline field. Daily rates are used to calculate distribution amounts for a particular employee assignment, earnings element, payroll, and day.

The daily rate is calculated as follows:

- For each earnings element, except for Regular Salary, the daily rate equals the amount of the payroll run for the selected earnings element and employee assignment divided by the number of working days in the payroll period where a working day equals a day in which the employee assignment is active.

- For Regular Salary, the daily rate equals the daily rate based on salary plus the balance amount, divided by the number of working days in the payroll period.

Daily rates are used to calculate distribution amounts for a particular employee assignment, earnings element, payroll, and day.

Store Sublines

All sublines are stored in a table where the Create Distribution Lines process can access them.

Note: Import Payroll Transactions picks up payroll transactions in Human Resources on the basis of Date Earned. When the user runs the Import Payroll Transactions process, the user enters the payroll name and the pay period name. Labor Distribution gets the Date Earned for the selected payroll and pay period combination.

Payroll Import Rollback

The Rollback Imported HRMS Payroll process rolls back a payroll imported from Oracle Human Resource Management Systems to rectify errors after the Import Payroll Transactions process is run but before Create Distribution Lines is run. This process reduces the need to create distribution adjustments to a great extent.

After a payroll is rolled back, users can reimport the same payroll. This process can be repeated several times.

Payroll Import Rollback Rules The following rules apply to the Rollback Imported HRMS Payroll process.

1. The Rollback Imported HRMS Payroll rolls back imported payrolls only for undistributed payrolls.

2. If the Create Distribution Lines process has been run, users must first roll back the distribution lines and then roll back the payroll.

   Note: If users attempt to roll back an imported payroll after running Create Distribution Lines, a message appears advising the user to roll back the distribution lines first.

   For information on rolling back distribution lines, see Rolling Back Distribution Lines Procedure, page 11-7.

3. If the Summarize and Transfer Payroll Distributions process has been run, the imported payroll cannot be rolled back. A message appears advising users that a rollback is not allowed.

Example 1 If the user runs the Reconciliation Report between Payroll Lines and Sublines after running Import Payroll Transactions, any errors relating to the creation of sublines, such as assignments and elements, are reported. Users can roll back the imported payroll and make changes to data in Human Resources or Labor Distribution.

For information on running Reconciliation Report between Payroll Lines and Sublines, see Generating Reconciliation and Control Reports Procedure, page 19-4.

Example 2 If the user runs the Reconciliation Report between Payroll Sublines and Distribution Lines after running Create Distribution Lines, the user can identify distribution lines that are not targeted for the correct transfer destination. To rectify the distributions, the user rolls back the distribution lines and the imported payroll, makes changes to labor schedules, and reruns the two processes. This rollback process is essential to preclude making adjustments in Distribution Adjustments for a large amount of distribution lines.

For information on running Reconciliation Report between Payroll Sublines and Distribution Lines, see Generating Reconciliation and Control Reports Procedure, page 19-4.

Prerequisites

❏ Oracle Payroll Costing must be run, costed, and transferred to Oracle General Ledger before initiating the Import Payroll Transactions procedure.

For information on payroll runs, see Payroll Runs and Processes, Running Your Payroll Using Oracle HRMS .

Importing Payroll Transactions Procedure

To import payroll transactions, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

    Processes & Reports - **Run**

    The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

    The Submit Request window appears.

4. In the Name field, select PSP: Import Payroll Transactions from HRMS from the list of values.

5. Click **OK**.

    The Parameters pop-up window appears.

6. In the Payroll Name field, select a payroll from the list of values.

    Note: Users select the period name corresponding to the payroll run they want to import.

7. In the Period Name field, select a payroll period type from the list of values.

    Note: The period type corresponds to the payroll period types in Oracle Human Resources. Users select the period type corresponding to the payroll run they want to import.

8. To apply the parameters, click **OK**.

9. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

10. To view the log file, select the appropriate Request ID and click **View Log**.

11. Close the window.

Rolling Back Oracle Payroll Import Procedure

To roll back payroll imported from Human Resource Management Systems, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

    Processes & Reports - **Run**

    The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

    The Submit Request window appears.

4. In the Name field, select PSP: Rollback Imported HRMS Payroll from the list of values.

5. Click **OK**.

    The Parameters pop-up window appears.

6. In the Payroll Name field, select a payroll name from the list of values.

7. In the Period Name field, select a period name from the list of values.

8. To apply the parameters, click **OK**.

9. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

10. To view the log file, select the appropriate Request ID and click **View Log**.

11. Close the window.

11

Create Distribution Lines Procedures

This chapter describes how to create distribution lines. The following sections are in this chapter.

- Definition
- Overview
- Creating Distribution Lines Procedure
- Rolling Back Distribution Lines Procedure

Definition

The Create Distribution Lines concurrent process is used to distribute all types of pay to Oracle Grants Accounting and Oracle Projects projects and awards and to Oracle General Ledger accounts based on the labor schedules defined for the employee assignment.

Overview

The Create Distribution Lines process includes the following inputs:

- payroll sublines generated by the Import Payroll Transactions process
- payroll sublines exported into and maintained through the Maintain Non-Oracle Payroll Interface process
- labor schedules defined within the labor scheduling process
- Oracle Human Resources and Oracle Payroll information
- General Ledger account information
- Grants Accounting and Projects accounting information

Using these inputs, the Create Distribution Lines process calculates payroll distribution records that generate transactions to be posted to either Grants Accounting, Projects, or General Ledger.

Create Distribution Lines is run with auto-population if the auto-population profile option is enabled and if auto-population is set up. Auto-population is used for assignments at the element type, element class, assignment, or default organization labor schedule levels. Auto-population is not used at the Suspense Account, Default Organization Account, and Global Earnings Element levels.

For information on enabling the auto-population profile option, see System Administration Setup, page 4-1.

For information on setting up auto-population, see Expenditure Type and Natural Account Auto-Population Setup, page 8-1.

Process

The Create Distribution Lines process consists of the following tasks:

- Create Distribution Lines

- Determine Labor Schedule and Charging Instructions to Be Used for Distribution
- Calculate Distribution Amounts
- Perform Validation of Charging Instructions
- Produce Control Reports
- Roll Back Distribution Lines

Create Distribution Lines

For each payroll subline, Oracle Labor Distribution creates one or more distribution lines. The number of distribution lines created depends on the following:

- number of unique schedule lines across the payroll periods
- number of working days in the payroll sublines

Example If the payroll subline covers January 16 to January 31, the number of distribution lines equals the number of Grants Accounting and Projects charging instructions and General Ledger accounts for that employee assignment across all periods of the earnings element labor schedule that includes a date in the period from January 16 to January 31. As a result, distribution sublines are created for each day in the payroll period, for each employee, assignment, element type, and for each Grants Accounting and Projects charging instruction and General Ledger account.

Determine Labor Schedule and Charging Instructions to Be Used for Distribution

To determine the labor schedule to be used for an earnings element on a payroll, Labor Distribution begins searching at the bottom of the schedule hierarchy and moves upward until it finds a defined labor schedule or account for the day being processed. The lower levels, which include Earnings Element, Element Group, and Assignment, are defined for the employee assignment linked to the earnings element on the payroll. The upper levels, which include Organization Suspense Account, Organization Default Account, and Default Labor Schedule, are defined at the human resources organization level for the specified employee assignment.

For information on the labor scheduling hierarchy process and hierarchy rules, see the following:

- Scheduling Hierarchy Process, page B-1
- Distribution and Configuration Options, page I-1

Calculate Distribution Amounts

For each distribution line, Labor Distribution calculates the amount to be distributed for the Grants Accounting or Projects charging instruction or the General Ledger account of that line for the dates of the distribution line. The distribution amount is calculated for each charging instruction for each day. The amount for a single day is the daily rate. The distribution amount is then stored in the Distribution Lines table.

Perform Validation of Charging Instructions

A final validation of the charging instructions is performed after the charging instruction population is completed. All validations performed during labor scheduling are applied at this time with the following changes:

- The expenditure item date used for validation is the effective date from the payroll sublines.

- All edit failures are considered errors.

- If an edit failure occurs, the charging instruction is replaced by the organizational suspense charging account.

  For information on the validation process and rules, see Data Entry Validations Process, page D-1.

Produce Control Reports

Labor Distribution provides control reports to assist the user with reconciling the payroll sublines with the distribution lines generated. The following reports can be produced:

- Suspense Account Report

- payroll reconciliation reports

For information on Suspense Account Report, see Reports Procedures, page 18-1.

For information on payroll reconciliation reports, see Reconciliation and Control Reports Procedures, page 19-1.

Roll Back Distribution Lines

The Roll Back Distribution Lines process rolls back distribution lines to rectify errors after the Create Distribution Lines process is run but before the Summarize and Transfer Payroll Distributions process is run. This process reduces the need to create distribution adjustments to a great extent.

To roll back Oracle Payroll distributions, users specify the following:

- payroll source name

- payroll source code

- optionally, payroll period to roll back a specific payroll

  Note: If the user does not specify a payroll period, the process rolls back all Oracle payroll distribution lines that are not summarized and transferred.

To roll back non-Oracle payroll distributions, users specify the following:

- payroll source name

- payroll source code

- optionally, batch name to roll back a specific batch

  Note: If the user does not specify a batch name, the process rolls back all non-Oracle payroll distribution lines that are not summarized and transferred.

After the Roll Back Distribution Lines process is run, users run one of the following processes to rectify errors:

- Rollback Imported HRMS Payroll

- Rollback of Non-Oracle Payroll

For information on rolling back Oracle Payroll distribution lines, see Rolling Back Oracle Payroll Import Procedure, page 10-8.

For information on rolling back non-Oracle Payroll distribution lines, see Rolling Back Non-Oracle Payroll Procedure, page 13-21.

Example If the user runs the Reconciliation Report between Payroll Sublines and Distribution Lines after running Create Distribution Lines, the user can identify distributions that are not targeted for the correct transfer destination. To rectify the distributions, the user rolls back the distribution lines and the imported Oracle or non-Oracle payroll, makes changes to labor schedules, and reruns the processes. This rollback process is essential to preclude making adjustments in Distribution Adjustments for a large amount of distribution lines.

For information on running Reconciliation Report between Payroll Sublines and Distribution Lines, see Generating Reconciliation and Control Reports Procedure, page 19-4.

Creating Distribution Lines Procedure

To create distribution lines, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

   Processes & Reports - **Run**

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select PSP: Create Distribution Lines from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

   Note: If auto-population is enabled, Create Distribution Lines is run with auto-population.

6. In the Source type field, select a source type from the list of values.

7. In the Source code field, select a source code from the list of values.

8. In the Time period field, select a time period from the list of values.

9. In the Batch name field, select a batch name from the list of values.

10. To apply the parameters, click **OK**.

11. To send the request to the concurrent manager, click **Submit**.

12. To view the log file, select the appropriate Request ID and click **View Log**.

13. Close the window.

Rolling Back Distribution Lines Procedure

To roll back distribution lines, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

   Processes & Reports - **Run**

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select PSP: Roll Back Distribution Lines from the list of values.

   The Parameters pop-up window appears.

5. In the Source Type field, select a payroll name from the list of values.

   Note: O indicates an Oracle payroll and N indicates a non-Oracle payroll batch.

6. In the Source Code field, enter a source code from the list of values.

   Note: PAY indicates an Oracle payroll and NON-ORACLE indicates a non-Oracle payroll batch.

7. Perform one of the following:

   ■ If rolling back distribution lines from an Oracle payroll, in the Time Period Id field, enter a time period from the list of values.

   ■ If rolling back distribution lines from a non-Oracle payroll batch, in the Batch Name field, select a batch from the list of values.

8. To apply the parameters, click **OK**.

9. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.

10. To view the log file, select the appropriate Request ID and click **View Log**.

11. Close the window.

12

Summarize and Transfer Payroll Distributions Procedures

This chapter describes the Summarize and Transfer Payroll Distributions process. The following sections are in this chapter:

- Definition

- Overview

- Prerequisites

- Summarizing and Transferring Payroll Distributions Procedure

- Recovering the Summarize and Transfer Payroll Distributions Procedure

Definition

The Summarize and Transfer Payroll Distributions concurrent process reads and summarizes the distribution lines created from the Create Distribution Lines process and transfers these lines to Oracle Grants Accounting, Oracle Projects, and Oracle General Ledger for posting.

Overview

This section describes the Summarize and Transfer Payroll Distributions process.

Note: If the Create Distribution Lines process was run with auto-population enabled, the Summarize and Transfer Payroll Distributions process uses the auto-populated expenditure type or natural account in the distribution lines table.

Process

The Summarize and Transfer Payroll Distributions process consists of the following tasks:

- Select Records for Summarization and Distribution
- Summarize Distribution Lines
- Execute a Prenamed Procedure
- Transfer Distribution Lines and Initiate Import
- Produce Control Reports
- Recover Summarize and Transfer Payroll Distributions

Select Records for Summarization and Distribution

The user submits a request to the concurrent manager and Labor Distribution selects the records for summarization and transfer. Summarize and Transfer Payroll Distributions reads the following tables to select records for summarization and transfer:

- Distribution Lines Table
- Pre-Generated Distribution Lines Table

Distribution Lines Table Summarize and Transfer Payroll Distributions selects all previously unprocessed records and batches the records by payroll. Each batch and record is marked with a status indicating the state of processing that the batch and

record are in. This ensures that previously summarized and transferred records are not transferred more than once.

The Distribution Lines table includes distribution adjustments that are summarized and transferred. Distribution adjustments have unique identifiers to identify them separately from normal payroll distribution lines.

Pre-Generated Distribution Lines Table Summarize and Transfer Payroll Distributions reads the Pre-generated Distribution Lines table to select all previously unprocessed records and batches the records by reference identifiers. Each batch and record is marked with a status identifying the state of processing that each batch and record is in. This ensures that previously summarized and transferred records are not transferred more than once.

The Pre-generated Distribution Lines table can include pre-generated distribution adjustments that are summarized and transferred. Pre-generated distribution adjustments have unique identifiers to identify them separately from other payroll distribution lines.

Summarize Distribution Lines

For lines that are to be transferred to Grants Accounting or Projects, Labor Distribution summarizes the distribution lines and the pre-generated distribution lines at the employee, assignment, project, task, award, expenditure type, expenditure organization, and effective dates levels. The award level applies to Grants Accounting only.

For lines that are transferred to General Ledger, Labor Distribution summarizes the distribution lines by employee, assignment, General Ledger accounting flexfields, and effective dates.

All summarized distribution lines are posted to the Distribution Lines Summary table.

If the PSP: Default GL Posting Override Date system profile is set to No and a General Ledger override date is specified for a batch, the Summarize and Transfer Payroll Distributions process uses this date as the effective date in posting General Ledger transactions. If this date is not specified, the effective date is based on the distribution dates on the distribution lines.

When posting to Grants Accounting and Projects, edits of the effective date are performed so that the effective date equals the earlier of the following:

- project end date

- award end date, applicable to Grants Accounting only

- payroll effective date

If the status of an employee assignment is changed to Superseded or Terminated, the effective date is adjusted to equal the earlier of the following:

- project end date

- award end date, applicable to Grants Accounting only

- payroll effective date

- assignment terminated or suspended date

Execute a Prenamed Procedure

Users can customize and execute a prenamed procedure to update or populate the Distribution Lines Summary table with additional information to be transferred to Grants Accounting, Projects, or General Ledger.

Transfer Distribution Lines and Initiate Import

Labor Distribution transfers the summarized distribution lines from the Distribution Lines Summary table to Grants Accounting, Projects, and General Ledger and initiates the journal import programs and the transaction import programs.

Produce Control Reports

Labor Distribution provides control reports to assist the user with reconciling the following:

- payroll information imported

- distribution lines created and summarized

- transfer of the lines to the Grants Accounting, Projects, and General Ledger interface tables

For information on distribution reports, see Reports Procedures, page 18-1.

Recover Summarize and Transfer Payroll Distributions

Labor Distribution provides the Recover Summarize and Transfer process if one of the following situations occurs while running the Summarize and Transfer Payroll Distributions process:

- system crash

- abnormal termination of the process

- an inconsistency with one of the target systems that includes General Ledger, Grants Accounting, or Projects

  After the recovery process is run, a message appears indicating that the process completed successfully.

PSP_PAYROLL_CONTROLS Table Status At the beginning of the PSP: Summarize and Transfer Payroll Distributions process, the status code in the PSP_PAYROLL_ CONTROLS table is N for Normal; as the process is running, the status code changes to I, for In Process. If the process completes successfully, the system changes the status code to P for Processed. If the process fails, the status code does not change from the I status.

The steps in the Recover Summarize and Transfer process are as follows:

1. If there is a failure, the user runs the PSP: Recover Summarize and Transfer Payroll Distributions process.

   If the failure is the result of an inconsistency with one of the target systems, the recovery process attempts to bring the process to a consistent state with at least one of the target systems attaining a status of N or P depending on whether there is data left to be processed.

2. After Recover Summarize and Transfer Payroll Distributions brings the process to a consistent state for one target system, users must run the PSP: Summarize and Transfer Payroll Distributions process again to bring the remaining target systems to a consistent state.

Prerequisites

❏ The Summarize and Transfer Payroll Distributions and the Use Default GL
Posting Override Date profile options must be set.

To set up system profile options, see System Administration Setup, page 4-1.

Summarizing and Transferring Payroll Distributions Procedure

To summarize distribution lines and transfer, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

    Processes & Reports - **Run**

    The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

    The Submit Request window appears.

4. In the Name field, select PSP: Summarize and Transfer Payroll Distributions from the list of values.

    The Parameters pop-up window appears.

    Note: If Create Distribution Lines was run with auto-population enabled, Summarize and Transfer Payroll Distributions uses the expenditure type and natural account auto-populated values.

5. Click **OK**.

6. In the Source type field, select a source type from the list of values.

7. In the Source code field, select a source code from the list of values.

8. In the Time period field, select a time period from the list of values.

9. In the Batch name field, select a batch name from the list of values.

10. To apply the parameters, click **OK**.

11. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

12. To view the log file, select the appropriate Request ID and click **View Log**.

13. Close the window.

Note: Each time the Summarize and Transfer Payroll Distributions procedure is run, Labor Distribution updates the appropriate tables in Oracle Projects.

Recovering the Summarize and Transfer Payroll Distributions Procedure

To recover summarize and transfer payroll distributions, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

   Processes & Reports - **Run**

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select PSP: Recover Summarize and Transfer Payroll Distributions from the list of values.

   The Parameters pop-up window appears.

5. Click **OK**.

6. In the Source type field, select a source type from the list of values.

7. In the Source code field, select a source code from the list of values.

8. In the Time period field, select a time period from the list of values.

9. In the Batch name field, select a batch name from the list of values.

10. In the Payroll Control ID field, select a payroll control identifier from the list of values.

11. To apply the parameters, click **OK**.

12. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

13. To view the log file, select the appropriate Request ID and click **View Log**.

14. Close the window.

Part IV

Non-Oracle Payroll Interfaces

13

Non-Oracle Payroll Interface Procedures

This chapter describes how to import non-Oracle payroll systems. The following sections are in this chapter:

- Definition

- Overview

- Prerequisites

- Maintaining Non-Oracle Payroll Interface Procedure

- Maintenance of Non-Oracle Payroll Sublines Window, Payroll Period, Name, Source Tab

- Maintenance of Non-Oracle Payroll Sublines Window Description, Payroll Period, Name, Source Tab

- Maintenance of Non-Oracle Payroll Sublines Window, Element, Earned, Check Date Tab

- Maintenance of Non-Oracle Payroll Sublines Window Description, Element, Earned, Check Date Tab

- Maintenance of Non-Oracle Payroll Sublines Window, Amt, Dly Rate, Salary, D/C Flag Tab

- Maintenance of Non-Oracle Payroll Sublines Window Description, Amt, Dly Rate, Salary, D/C Flag Tab

- Maintenance of Non-Oracle Payroll Sublines Window, Subline Start End Dates, FTE Tab

- Maintenance of Non-Oracle Payroll Sublines Window Description, Subline Start End Dates, FTE Tab

- Rolling Back Non-Oracle Payroll Procedure

Definition

Non-Oracle Payroll Interface enables the user to import, review, and edit a file created using a non-Oracle payroll system before initiating the Create Distribution Lines process.

Overview

Users who are likely to use the Non-Oracle Payroll Interface include the following:

- institutions using non-Oracle payroll applications
- institutions using Oracle Human Resources and Oracle Payroll that want to distribute certain labor costs that are not within the scope of the Oracle payroll generation

Process

The Non-Oracle Payroll Interface process includes the following parts:

- Import Non-Oracle Sublines
- Maintain Non-Oracle Payroll Interface
- Non-Oracle Payroll Import Rollback

Import Non-Oracle Sublines

The methods for importing non-Oracle payroll sublines are as follows:

- Importing Non-Oracle Payroll Sublines Using the Maintenance of Non-Oracle Payroll Sublines Window
- Importing Non-Oracle Payroll Sublines Using the Concurrent Manager

Importing Non-Oracle Payroll Sublines Using the Maintenance of Non-Oracle Payroll Sublines Window This method includes importing sublines and validating each transaction.

Importing Non-Oracle Payroll Sublines Using the Concurrent Manager This method includes importing non-Oracle payroll sublines and validating each transaction. Oracle Corporation recommends using this method only if all transactions are valid.

The Import Non-Oracle Sublines concurrent process completes the following tasks:

- reads the Non-Oracle Payroll Interface table
- validates data in the Non-Oracle Payroll Interface table

- imports valid records into the Payroll Control table

All sublines are stored in the Non-Oracle Payroll Interface table by an interface program developed by the user during implementation. The information to be included on each subline is described in Table 13–1, page 13-3.

Table 13–1   Non-Oracle Payroll Interface Table

Field Name	Description
Payroll ID	payroll cycle name; must be defined in Human Resources and linked to selected assignment
Payroll Period ID	payroll period name; must be defined in Human Resources and linked to payroll name of interface table record
Person ID	employee identifier; must be entered in Human Resources
Assignment ID	assignment number; assignment must be linked to employee in Human Resources
Element Type ID	element type identifier; must be linked to assignment in Human Resources
Pay Amount	pay amount equals daily rate minus number of business days between subline start and end dates
Date Earned	date salary or wage earned
Check Date	check date
Effective Date	date used when transaction posted to General Ledger, Projects, or Grants Accounting
Payroll Source Code	payroll batch source; payroll source code must be available in PSP_Payroll_Sources table
FTE	full time equivalent employment status for assignment; value must not be greater than 10 and must be entered in the 9.99 format
Status Code	validation status of subline; changes to New when record modified. Values are New, Valid, and Error.
Reason Code	reason code; indicates what needs to be fixed
Payroll Interface ID	table primary key
DR Flag	indicates debit
CR Flag	indicates credit

Table 13–1   Non-Oracle Payroll Interface Table

Field Name	Description
Batch Name	batch name
Error Code	error lookup token
Subline Begin Date	subline start date; must be a date after employee hire date in Human Resources
Subline End Date	subline end date
Daily Rate for Subline	daily pay rate
Salary or Wage Used	salary batch used
GL Posting Override Date	effective date for posting transactions to General Ledger; date to be specified if required to override this date to the Effective Date in PSP_ DISTRIBUTION_LINES which is later summarized and transferred to GL Accounts Interface
GMS Posting Override Date	not currently used

Each entry has a status code linked to it. The code values are as follows:

- New
- Error
- Valid
- Transfer

When the user populates the interface table, the status of all records is New. If users make any changes to a record, the status of that record is changed to New.

Users see only the batches that have not been transferred. If errors occur during the import process, the process is terminated. Users should delete or correct the error records in the source system or in the Maintenance of Non-Oracle Payroll Sublines window.

Upon completion of Import Non-Oracle Sublines, users can proceed to the Create Distribution Lines procedure and Summarize Distribution Lines and Transfer Summarize and Transfer Payroll Distributions procedure.

For information on creating distribution lines, see Create Distribution Lines Procedures, page 11-6.

For information on summarize and transfer, see Summarize and Transfer Payroll Distributions Procedures, page 12-7.

Maintain Non-Oracle Payroll Interface

The Maintenance of Non-Oracle Payroll Sublines window enables users to view the Non-Oracle Payroll Sublines Interface table and to make simple edits, corrections, and updates to the data.

The following steps illustrate the Maintain Non-Oracle Payroll Interface process:

1. The user navigates to the Maintenance of Non-Oracle Payroll Sublines window and selects a payroll batch.

2. To run the Import Payroll Transactions concurrent process and to validate the transactions, the user clicks **Validate**.

3. The user views the request in the concurrent manager.

   If the process is complete with no errors, the Status field displays Normal and the process is complete.

   If there are errors, the Status field displays Error, and the user continues to Step 4 in the process.

4. The user returns to the Maintenance of Non-Oracle Payroll Sublines window to correct the errors. The Maintenance of Non-Oracle Payroll Sublines window displays the error status as follows:

   - The statuses of records with errors displays Error.

   - An error description appears in the window.

   - The error status is displayed for each row in the window.

5. After correcting errors, the user completes Steps 1 through 3 until all errors are corrected.

Upon completion of Maintain Non-Oracle Payroll Interface, users can proceed to the Import Non-Oracle Sublines concurrent process or the Create Distribution Lines procedure and Summarize and Transfer Payroll Distributions procedure.

For information on creating distribution lines, see Create Distribution Lines Procedures, page 11-6.

For information on summarize distribution lines and transfer, see Summarize and Transfer Payroll Distributions Procedures, page 12-7.

Non-Oracle Payroll Import Rollback

The Rollback of Non-Oracle Payroll process rolls back the import of a non-Oracle payroll batch to make changes after the Import Non-Oracle Sublines process is run but before Create Distribution Lines is run. This process reduces the need to create Distribution Adjustments to a great extent.

After a payroll batch is rolled back, users can reimport the same batch. This process can be repeated several times. The rollback process resets the status of the non-Oracle payroll batch to allow import of the same batch. Users can view the same batch in the Maintenance of Non-Oracle Payroll Sublines window.

Non-Oracle Payroll Import Rollback Rules The following rules apply to the Rollback of Non-Oracle Payroll process.

1. The Rollback of Non-Oracle Payroll rolls back an imported payroll batch only for an undistributed batch.

2. If the Create Distribution Lines process has been run, the user must first roll back the distribution lines and then roll back the payroll batch.

   Note: If the user attempts to roll back a payroll batch after running Create Distribution Lines, a message appears advising the user to roll back the distribution lines first.

   For information on rolling back distribution lines, see Rolling Back Distribution Lines Procedure, page 11-7.

3. If the Summarize and Transfer Payroll Distributions process has been run, the distribution lines and the payroll batch cannot be rolled back.

Example 1 If the user runs the Reconciliation Report between Payroll Lines and Sublines after running Import Non-Oracle Sublines, any errors relating to the labor schedules, such as assignments and elements, are reported. The user can roll back the imported payroll batch and make changes to data in the Maintenance of Non-Oracle Payroll Sublines window.

For information on running Reconciliation Report between Payroll Lines and Sublines, see Generating Reconciliation and Control Reports Procedure, page 19-4.

Example 2 If the user runs the Reconciliation Report between Payroll Sublines and Distribution Lines after running Create Distribution Lines, the user can identify

distributions that are not targeted for the correct transfer destination. To rectify the distributions, the user rolls back the distribution lines and the imported payroll batch, makes changes to labor schedules, and reruns the two processes. This rollback process is essential to preclude making adjustments in Distribution Adjustments for a large amount of distribution lines.

For information on running Reconciliation Report between Payroll Sublines and Distribution Lines, see Generating Reconciliation and Control Reports Procedure, page 19-4.

Prerequisites

❏ Earnings Elements to be imported must be selected within Labor Distribution.

To define earnings elements to be imported, see Labor Scheduling Setup, page 5-1.

❏ Non-Oracle payroll sources must be defined.

To define non-Oracle payroll sources, see Labor Scheduling Setup, page 5-1.

❏ The Non-Oracle Payroll Interface Table must be loaded with appropriate data either through a user-defined process or through the Maintenance of Non-Oracle Payroll Sublines window.

For information on loading the Non-Oracle Payroll Interface Table, see Non-Oracle Payroll Interface Table, page K-1.

Maintaining Non-Oracle Payroll Interface Procedure

Use one of the following methods to maintain the non-Oracle payroll interface:

- Importing Non-Oracle Payroll Sublines Using the Maintenance of Non-Oracle Payroll Sublines Window

- Importing Non-Oracle Payroll Sublines Using the Concurrent Manager

Importing Non-Oracle Payroll Sublines Using the Maintenance of Non-Oracle Payroll Sublines Window

To import non-Oracle payroll sublines using the Maintenance of Non-Oracle Payroll Sublines window, perform the following steps.

1. In Labor Distribution, navigate to the Maintenance of Non-Oracle Payroll Sublines window as follows:

   Payroll Interface - **Non-Oracle Sublines**

   The Maintenance of Non-Oracle Payroll Sublines window appears.

2. Select a batch name as follows:

   View - **Find**

3. Select a batch and click **OK**.

4. To run the Import Non-Oracle Sublines process and validate those transactions, click **Validate**.

5. To view the request in the concurrent manager, navigate to the Requests window as follows:

   Processes & Reports - **View**

   The Find Requests pop-up window appears.

6. Select the appropriate radio button and click **Find**.

   The Requests window appears.

7. Select the request and click **View Log**.

8. Close the window.

9. If there are errors, return to the Maintenance of Non-Oracle Payroll Sublines window to correct the errors as follows:

   Payroll Interface - **Non-Oracle Sublines**

10. To display errors only, in the Display region, click the Error Records radio button.

11. Select one of the following tabs:

   - Payroll Period, Name, Source

   - Element, Earned, Check Date

   - Amt, Dly Rate, Salary, D/C Flag

   - Subline Start End Dates, FTE

   Note: To navigate to unseen tabs, use the arrows next to the tabs.

12. Enter data in each field of the Maintenance of Non-Oracle Payroll Sublines window as described in Table 13–2, page 13-13.

13. Repeat Steps 4 and 5 until completed.

14. Close the window.

Importing Non-Oracle Payroll Sublines Using the Concurrent Manager

Note: Use this method only if all transactions are valid.

To import non-Oracle payroll sublines using the concurrent manager, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

   Processes & Reports - **Run**

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

4. In the Request Name field, select PSP: Import Non-Oracle Sublines from the list of values.

   The Parameters pop-up window appears.

5. In the Batch Name field, select a batch name from the list of values.

6. To apply the parameters, click **OK**.

7. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.

8. Close the window.

Maintenance of Non-Oracle Payroll Sublines Window, Payroll Period, Name, Source Tab

Figure 13–1   Maintenance of Non-Oracle Payroll Sublines Window, Payroll Period, Name, Source Tab

Maintenance of Non-Oracle Payroll Sublines Window Description, Payroll Period, Name, Source Tab

Table 13–2   Maintenance of Non-Oracle Payroll Sublines Window Description, Payroll Period, Name, Source Tab

Field Name	Type	Features	Description
Header Region			
Batch Name	required	list of values	imported batch name
GL Posting Date	optional	list of values	effective posting date to General Ledger; cannot be modified if the date is populated when loading data into the interface table
Payroll Period, Name, Source Tab			
Effective Date	required	list of values	date used when transaction posted to General Ledger, Projects, or Grants Accounting
Person	required	list of values	employee name; must be entered in Human Resources
Assignment	required	list of values	assignment number. Assignment must be linked to employee in Human Resources.
Payroll Name	required	list of values	payroll cycle name; payroll name must be defined in Human Resources and linked to the assignment selected.
Payroll Period	required	list of values	payroll period name; must be defined in Human Resources and linked to the assignment selected
Payroll Source	required	list of values	payroll batch source; must be available in PSP_Payroll_Sources table
Status	default display only		validation status of pre-generated distribution line; changes to New when record modified. Values are New, Valid, and Error.
Error Description Footer Region			
Error Description	default display only		describes errors for all records
Validate	optional	button	validates records with New and Error statuses

Table 13–2   Maintenance of Non-Oracle Payroll Sublines Window Description, Payroll Period, Name, Source Tab

Field Name	Type	Features	Description
Display Footer Region			
All Records in Batch	optional	radio button	displays all records in batch
Error Records in Batch	optional	radio button	displays only records in batch with errors

Maintenance of Non-Oracle Payroll Sublines Window, Element, Earned, Check Date Tab

Figure 13–2   Maintenance of Non-Oracle Payroll Sublines Window, Element, Earned, Check Date Tab

Maintenance of Non-Oracle Payroll Sublines Window Description, Element, Earned, Check Date Tab

Table 13–3 describes the Maintenance of Non-Oracle Payroll Sublines window, Element, Earned, Check Date tab. For information on the header, footer, and Display regions, see Table 13–2, page 13-13.

Table 13–3   Maintenance of Non-Oracle Payroll Sublines Window Description, Element, Earned, Check Date Tab

Field Name	Type	Features	Description
Element, Earned, Check Date Tab			
Effective Date	required	list of values	date used when transaction posted to General Ledger, Projects, or Grants Accounting
Person	required	list of values	employee name; must be entered in Human Resources
Assignment	required	list of values	assignment number. Assignment must be linked to employee in Human Resources.
Element Type	required	list of values	payroll element type; must be linked to assignment in Human Resources
Earned Date	optional	list of values	date salary or wage earned
Check Date	optional	list of values	check date
Status	default display only		validation status of pre-generated distribution line; changes to New when record modified. Values are New, Valid, and Error.

Maintenance of Non-Oracle Payroll Sublines Window, Amt, Dly Rate, Salary, D/C Flag Tab

Figure 13–3   Maintenance of Non-Oracle Payroll Sublines Window, Amt, Dly Rate,
Salary, D/C Flag Tab

Maintenance of Non-Oracle Payroll Sublines Window Description, Amt, Dly Rate, Salary, D/C Flag Tab

Table 13–4 describes the Maintenance of Non-Oracle Payroll Sublines window, Amt, Dly Rate, Salary, D/C Flag tab. For information on the header and footer regions, see Table 13–2, page 13-13.

Table 13–4   Maintenance of Non-Oracle Payroll Sublines Window Description, Amt, Dly Rate, Salary, D/C Flag Tab

Field Name	Type	Features	Description
Amt, Dly Rate, Salary, D/C Flag Tab			
Effective Date	required	list of values	date used when transaction posted to General Ledger, Projects, or Grants Accounting
Person	required	list of values	employee name; must be entered in Human Resources
Assignment	required	list of values	assignment number. Assignment must be linked to employee in Human Resources.
Pay Amount	optional	list of values	pay amount equals daily rate times number of business days between subline start and end dates
Daily Rate	required	list of values	daily pay rate
Salary Used	required	list of values	salary batch used
Debit/Credit	required	list of values	indicates amount is debited or credited to an account in General Ledger
Status	default display only		validation status of pre-generated distribution line; changes to New when record modified. Values are New, Valid, and Error.

Maintenance of Non-Oracle Payroll Sublines Window, Subline Start End Dates, FTE Tab

Figure 13–4   Maintenance of Non-Oracle Payroll Sublines Window, Subline Start End Dates, FTE Tab

Maintenance of Non-Oracle Payroll Sublines Window Description, Subline Start End Dates, FTE Tab

Table 13–5 describes the Maintenance of Non-Oracle Payroll Sublines window, Subline Start End Dates, FTE tab. For information on the header, footer, and Display regions, see Table 13–2, page 13-13.

Table 13–5   Maintenance of Non-Oracle Payroll Sublines Window Description, Subline Start End Dates, FTE Tab

Field Name	Type	Features	Description
Subline Start End Dates, FTE Tab			
Effective Date	required	list of values	date used when transaction posted to General Ledger, Projects, or Grants Accounting
Person	required	list of values	employee name; must be entered in Human Resources
Assignment	required	list of values	assignment number. Assignment must be linked to employee in Human Resources.
Start Date	required	list of values	subline start date
End Date	required	list of values	subline end date
FTE	optional	list of values	full time equivalent employment status for assignment; must not be greater than 10 and must be entered in the 9.99 format
Status	default display only		validation status of pre-generated distribution line; changes to New when record modified. Values are New, Valid, and Error.

Rolling Back Non-Oracle Payroll Procedure

To roll back a non-oracle payroll batch, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

    Processes & Reports - **Run**

    The Submit a New Request pop-up window appears.

2. Click the Single Request radio button.

3. Click **OK**.

    The Submit Request window appears.

4. In the Name field, select PSP: Rollback of Non-Oracle Payroll from the list of values.

    The Parameters pop-up window appears.

5. In the Batch Name field, select a batch name from the list of values.

6. To apply the parameters, click **OK**.

7. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

8. To view the log file, select the appropriate Request ID and click **View Log**.

9. Close the window.

14

Pre-generated Distribution Lines Interface Procedures

This chapter describes how to use the pre-generated distribution lines interface. The following sections are in this chapter:

- Definition

- Overview

- Prerequisites

- Maintaining Pre-generated Distribution Lines Procedure

- Maintenance of Pre-Generated Distribution Lines Window, Payroll Name, Period, Element Tab

- Maintenance of Pre-Generated Distribution Lines Window Description, Payroll Name, Period, Element Tab

- Maintenance of Pre-Generated Distribution Lines Window, Pay Source, Dist Amt, D/C Flag Tab

- Maintenance of Pre-Generated Distribution Lines Window Description, Pay Source, Dist Amt, D/C Flag Tab

- Maintenance of Pre-Generated Distribution Lines Window, GL Account Tab

- Maintenance of Pre-Generated Distribution Lines Window Description, GL Account Tab

- Maintenance of Pre-Generated Distribution Lines Window, Project, Task, Award Tab

- Maintenance of Pre-Generated Distribution Lines Window Description, Project, Task, Award Tab

- Maintenance of Pre-Generated Distribution Lines Window, Expenditure Organization, Type Tab

- Maintenance of Pre-Generated Distribution Lines Window Description, Expenditure Organization, Type Tab

Definition

The Pre-generated Distribution Lines Interface process enables the user to review, edit, and validate unprocessed pre-generated distribution lines before initiating the Import Pre-generated Distribution Lines concurrent process within Oracle Labor Distribution. The distribution lines can then be posted to Oracle Grants Accounting, Oracle Projects, and to Oracle General Ledger accounts through the Summarize and Transfer Payroll Distributions process.

Overview

Labor Distribution imports already-distributed charges from time management systems and transfers them to Grants Accounting, Projects, and General Ledger accounts.

Features

The Pre-generated Distribution Lines Interface process enables users to perform the following tasks:

- integrate timecard data with labor distribution data for reporting
- post timecard information to Grants Accounting, Projects, and General Ledger through Labor Distribution

Process

The Pre-generated Distribution Lines Interface process includes the following parts:

- Import Pre-generated Distribution Lines
- Maintain Pre-generated Distribution Lines Interface

Import Pre-generated Distribution Lines

The methods for importing pre-generated distribution lines are as follows:

- Importing Pre-generated Distribution Lines Using the Maintenance of Pre-Generated Distribution Lines Window
- Importing Pre-generated Distribution Lines Using the Concurrent Manager

Importing Pre-generated Distribution Lines Using the Maintenance of Pre-Generated Distribution Lines Window This method includes importing pre-generated distribution lines and validating each transaction.

Importing Pre-generated Distribution Lines Using the Concurrent Manager This method includes importing pre-generated distribution lines and validating each transaction. Oracle recommends using this method only if all transactions are valid.

The Import Pre-generated Distribution Lines concurrent process performs the following tasks:

- reads the Pre-generated Distribution Lines Interface table

- validates data in the Pre-generated Distribution Lines Interface table

- imports valid records into the Payroll Control table

  The Import Pre-generated Distribution Lines concurrent process merges all of the transactions into the Pre-generated Distribution Lines Interface table. The following information must be included on each line as described in Table 14–1, page 14-4.

Table 14–1   Pre-generated Distribution Lines Interface Table

Field Name	Description
Distribution_ Interface_ID	pre-generated distribution unique batch identification number
Person_ID	employee identifier; must be entered in Oracle Human Resources
Assignment_ID	assignment number; must be linked to an employee in Oracle Human Resources
Element_Type_ID	element type; must be linked to assignment in Human Resources
Distribution_Date	distribution date used when posting transactions to General Ledger, Grants Accounting, and Projects
Distribution_ Amount	amount distributed
Payroll_ID	payroll cycle identifier; must be defined in Human Resources and linked to the selected assignment
Time_Period_ID	payroll period identifier; must be defined in Human Resources and linked to payroll name of interface table record

Table 14–1   Pre-generated Distribution Lines Interface Table

Field Name	Description
DR_CR_Flag	indicates debit or credit
Source_Code	payroll batch source; must be available in PSP_Payroll_Sources table
GL_Code_Combination_ID	General Ledger accounting flexfield; required if there is no project and awards data entered
Project_ID	Grants Accounting or Projects project identifier
Expenditure_Organization_ID	expenditure organization
Expenditure_Type	project expenditure type
Task_ID	task identifier linked to the selected project
Award_ID	project award identifier
Status_Code	validation status of pre-generated distribution line; changes to New when record modified and Valid when Validated. Values are New, Valid, and Error.
Batch_Name	unique batch name
Error_Code	describes errors for all records
GL Posting Override Date	effective date for posting transactions to General Ledger; date to be specified if required to override this date to the Effective Date in PSP_DISTRIBUTION_LINES, which is later summarized and transferred to the GL Accounts Interface
GMS Posting Override Date	not currently used

Each entry has a status code. The status code values are as follows:

- new

- error

- valid

- transfer

  When the user loads the interface table, the status of all records is New.

If errors occur during the import process, the process is terminated. Users must delete or correct the errors. Updates can be made in the source system or in the Maintenance of Pre-Generated Distribution Lines window.

If the auto-population profile option is enabled and if auto-population is set up, the Auto-Populate Pre-Gen Distribution Table process substitutes the original expenditure type or natural account with the auto-populated values.

For information on enabling the auto-population profile options, see System Administration Setup, page 4-1.

For information on setting up auto-population, see Expenditure Type and Natural Account Auto-Population Setup, page 8-1.

Upon completion of the Import Pre-generated Distribution Lines concurrent process, users can proceed to the Summarize and Transfer Payroll Distributions procedure.

For information on summarize distribution lines and transfer, see Summarize and Transfer Payroll Distributions Procedures, page 12-1.

Maintain Pre-generated Distribution Lines Interface

The Maintenance of Pre-Generated Distribution Lines window enables users to view the Pre-generated Distribution Lines Interface table and to make simple edits, corrections, and updates to the data.

The following steps illustrate the Maintain Pre-generated Distribution Lines process:

1. The user navigates to the Maintenance of Pre-Generated Distribution Lines window and selects a payroll batch.

2. To run the Import Pre-generated Distribution Lines process and to validate the transactions, the user clicks Validate.

3. The user views the request in the concurrent manager.

   If the process is complete with no errors, the Status field displays Normal and the process is complete.

   If there are errors, the Status field displays Error, and the user continues to Step 4 in the process.

4. The user returns to the Maintenance of Pre-Generated Distribution Lines window to correct the errors. The Maintenance of Pre-Generated Distribution Lines window displays the error status as follows:

- The statuses of records with errors displays Error.

- An error description appears in the window.

- The error status is displayed for each row in the window.

5. After correcting errors, the user completes Steps 1 through 3 until all errors are corrected.

Prerequisites

❏ The Pre-generated Distribution Lines Interface table must be loaded with appropriate data either through a user-defined process or through the Maintenance of Pre-Generated Distribution Lines window.

To load the Pre-generated Distribution Lines Interface table, see Pre-generated Interface Table, page L-1.

Maintaining Pre-generated Distribution Lines Procedure

Use one of the following methods to maintain pre-generated distribution lines:

- Importing Pre-generated Distribution Lines Using the Maintenance of Pre-Generated Distribution Lines Window

- Importing Pre-Generated Distribution Lines Using the Concurrent Manager

Importing Pre-generated Distribution Lines Using the Maintenance of Pre-Generated Distribution Lines Window

To import pre-generated distribution lines using the Maintenance of Pre-Generated Distribution Lines window, perform the following steps.

1. In Labor Distribution, navigate to the Maintenance of Pre-Generated Distribution Lines window as follows:

   Payroll Interface - **Pre-Gen Distribution Lines**

   The Maintenance of Pre-Generated Distribution Lines window appears.

2. Select a batch name as follows:

   View - **Find**

3. Select a batch and click **OK**.

4. To run the Import Pre-generated Distribution Lines process and validate those transactions, click **Validate**.

5. To view the request in the concurrent manager, navigate to the Requests window as follows:

   Processes & Reports - **View**

   The Find Requests pop-up window appears.

6. Select the appropriate radio button and click **Find**.

   The Requests window appears.

7. Select the request and click **View Log**.

8. If there are no errors, close the window.

9. If there are errors, return to the Maintenance of Pre-Generated Distribution Lines window to correct the errors as follows:

   Payroll Interface - **Pre-Gen Distribution Lines**

10. To display errors only, in the Display region click the Error Records radio button.

11. Select one of the following tabs:

   ■ Payroll Name, Period, Element

   ■ Pay Source, Dist Amt, D/C Flag

   ■ GL Account

   ■ Project, Task, Award

   ■ Expenditure Organization, Type

   Note: To navigate to unseen tabs, use the arrows next to the tabs.

12. Enter data in each field of the Maintenance of Pre-Generated Distribution Lines window as described in Table 14–2, page 14-13.

13. Repeat Steps 4 and 5 until completed.

14. Close the window.

Importing Pre-Generated Distribution Lines Using the Concurrent Manager

Note: Use this method only if all transactions are valid.

To import pre-generated distribution lines using the concurrent manager, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

   Processes & Reports - **Run**

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

4. In the Request Name field, select PSP: Import Pre-generated Distribution Lines from the list of values.

   The Parameters pop-up window appears.

   Note: If auto-population is enabled, the Import Pre-generated Distribution Lines procedure uses auto-population.

5. In the Batch Name field, select a batch name from the list of values.

6. To apply the parameters, click **OK**.

7. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

8. Close the window.

Maintenance of Pre-Generated Distribution Lines Window, Payroll Name, Period, Element Tab

Figure 14–1   Maintenance of Pre-Generated Distribution Lines Window, Payroll Name, Period, Element Tab
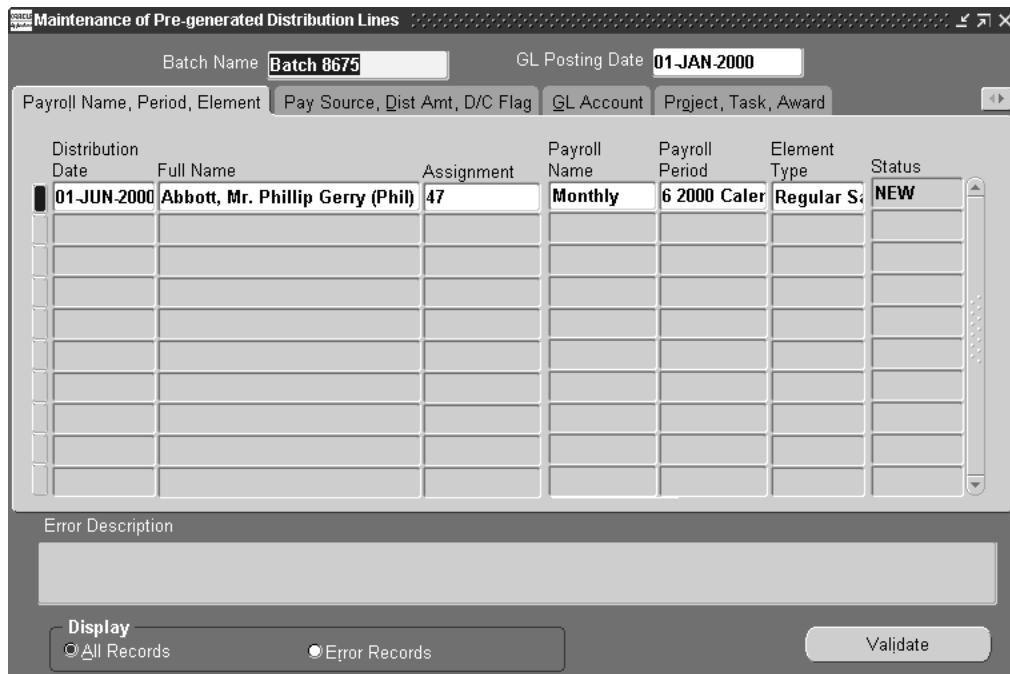
Maintenance of Pre-Generated Distribution Lines Window Description, Payroll Name, Period, Element Tab

Table 14–2   Pre-generated Distribution Lines Interface Window Description, Payroll Name, Period, Element Tab

Field Name	Type	Features	Description
Header Region			
Batch Name	required	list of values	pre-generated distribution batch identification number
GL Posting Date	optional	list of values: pop-up calendar	effective date for posting transactions to General Ledger; cannot be modified if date is populated when loading data into the interface table
Payroll Name, Period, Element Tab			
Distribution Date	required	list of values	distribution date
Full Name	required	list of values	employee full name; must be entered in Human Resources
Assignment	required	list of values	assignment number; must be linked to employee in Human Resources
Payroll Name	required	list of values	payroll cycle name; must be defined in Human Resources and linked to the selected assignment
Payroll Period	required	list of values	payroll period name; must be defined in Human Resources and linked to payroll name of interface table record
Element Type	required	list of values	element type; must be linked to assignment in Human Resources
Status	default display only		validation status of pre-generated distribution line; changes to New when record modified and Valid when validated. Values are New, Valid, and Error.
Error Description Footer Region			
Error Description	default display only		describes errors for all records
Validate		button	validates records with New or Error status

Table 14–2   Pre-generated Distribution Lines Interface Window Description, Payroll Name, Period, Element Tab

Field Name	Type	Features	Description
Display Footer Region			
All Records	optional	radio button	displays all imported records
Error Records	optional	radio button	displays imported records with errors only

Maintenance of Pre-Generated Distribution Lines Window, Pay Source, Dist Amt, D/C Flag Tab

Figure 14–2   Maintenance of Pre-Generated Distribution Lines Window, Pay Source, Dist Amt, D/C Flag Tab

Maintenance of Pre-Generated Distribution Lines Window Description, Pay Source, Dist Amt, D/C Flag Tab

Table 14–3 describes the Maintenance of Pre-Generated Distribution Lines window, Pay Source, Dist Amt, D/C Flag tab. For information on the header, footer, and Display regions, see Table 14–2, page 14-13.

Table 14–3   Maintenance of Pre-Generated Distribution Lines Window Description, Pay Source, Dist Amt, D/C Flag Tab

Field Name	Type	Features	Description
Pay Source, Dist Amt, D/C Flag Tab			
Distribution Date	required	list of values	distribution date
Full Name	required	list of values	employee full name; must be entered in Human Resources
Assignment	required	list of values	assignment number; must be linked to employee in Human Resources
Payroll Source	required	list of values	payroll batch source; must be available in PSP_Payroll_Sources table
Distribution Amount	required	list of values	amount distributed
D/C Flag	required	list of values	indicates debit or credit
Status	default display only		validation status of pre-generated distribution line; changes to New when record modified and Valid when validated. Values are New, Valid, and Error.

Maintenance of Pre-Generated Distribution Lines Window, GL Account Tab

Figure 14–3   Maintenance of Pre-Generated Distribution Lines Window, GL Account Tab

Maintenance of Pre-Generated Distribution Lines Window Description, GL Account Tab

Table 14–4 describes the Maintenance of Pre-Generated Distribution Lines window, GL Account tab. For information on the header, footer, and Display regions, see Table 14–2, page 14-13.

Table 14–4   Maintenance of Pre-Generated Distribution Lines Window Description, GL Account Tab

Field Name	Type	Features	Description
GL Account Tab			
Distribution Date	required	list of values	distribution date
Full Name	required	list of values	employee full name; must be entered in Human Resources
Assignment	required	list of values	assignment number; must be linked to employee in Human Resources
GL Account	conditionally required	list of values	General Ledger accounting flexfield; required if no other charging instruction entered
Status	default display only		validation status of pre-generated distribution line; changes to New when record modified and Valid when validated. Values are New, Valid, and Error.

Maintenance of Pre-Generated Distribution Lines Window, Project, Task, Award Tab

Figure 14–4   Maintenance of Pre-Generated Distribution Lines Window, Project, Task, Award Tab

Maintenance of Pre-Generated Distribution Lines Window Description, Project, Task, Award Tab

Table 14–5 describes the Maintenance of Pre-Generated Distribution Lines window, Project, Task, Award tab. For information on the header, footer, and Display regions, see Table 14–2, page 14-13.

Table 14–5   Maintenance of Pre-Generated Distribution Lines Window Description, Project, Task, Award Tab

Field Name	Type	Features	Description
Project, Task, Award Tab			
Distribution Date	required	list of values	distribution date
Full Name	required	list of values	employee full name; must be entered in Human Resources
Assignment	required	list of values	assignment number; must be linked to employee in Human Resources
Project	conditionally required	list of values	Grants Accounting or Projects project number; required if there is no General Ledger account entered
Task	conditionally required	list of values	task number linked to the selected project
Award	conditionally required	list of values	project award number
Status	default display only		validation status of pre-generated distribution line; changes to New when record modified and Valid when validated. Values are New, Valid, and Error.

Maintenance of Pre-Generated Distribution Lines Window, Expenditure Organization, Type Tab

Figure 14–5   Maintenance of Pre-Generated Distribution Lines Window, Expenditure Organization, Type Tab

Maintenance of Pre-Generated Distribution Lines Window Description, Expenditure Organization, Type Tab

Table 14–6 describes the Maintenance of Pre-Generated Distribution Lines window, Expenditure Organization, Type tab. For information on the header, footer, and Display regions, see Table 14–2, page 14-13.

Table 14–6   Maintenance of Pre-Generated Distribution Lines Window Description, Expenditure Organization, Type Tab

Field Name	Type	Features	Description
Expenditure Organization, Type Tab			
Distribution Date	required	list of values	distribution date
Full Name	required	list of values	employee full name; must be entered in Human Resources
Assignment	required	list of values	assignment number; must be linked to employee in Human Resources
Exp. Org.	conditionally required	list of values	expenditure organization
Expenditure Type	conditionally required	list of values	project expenditure type
Status	default display only		validation status of pre-generated distribution line; changes to New when record modified and Valid when validated. Values are New, Valid, and Error.

Part V

Distribution Adjustments

15

Distribution Adjustments Procedures

This chapter describes the Distribution Adjustments process. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Adjusting Distributions Procedure
- Distribution Adjustments Window
- Distribution Adjustments Window Description
- Resetting Incomplete Distribution Adjustment Lines Procedure
- Approving the Distribution Adjustments Workflow Procedure
- Summarizing and Transferring Adjustments Procedure
- Recovering Summarize and Transfer Adjustments Procedure

Definition

The Distribution Adjustments process adjusts payroll distributions and posts the new distributions to Oracle Grants Accounting, Oracle Projects, or Oracle General Ledger. Distribution Adjustments does not allow changes to total distribution amounts or changes to distribution dates.

Overview

Distribution Adjustments enables users to view, modify, and transfer payroll distributions to Grants Accounting, Projects, or General Ledger. Once approved, adjustments are automatically posted to Grants Accounting, Projects, and General Ledger.

Auto-Population of natural account and expenditure type can be used with Distribution Adjustments if the auto-population profile option is enabled. If auto-population is enabled, a label appears in the lower section of the window indicating that auto-population is on. Auto-population can be overridden by choosing a natural account or expenditure type from the list of values.

For information on enabling the auto-population profile option, see System Administration Setup, page 4-1.

This section describes the following:

- Features
- Process

Features

Distribution Adjustments allows users to perform the following tasks:

- reverse original distributions
- select new distributions
- summarize and transfer new distribution transactions to Grants Accounting, Projects, and General Ledger
- recover summarize and transfer adjustments

Process

The Distribution Adjustments process consists of the following:

- View the Distribution Lines

- Select the Earnings Distributions to be Transferred

- Specify the Transfer

- Submit the Transfer

- Reset Incomplete Distribution Adjustment Lines

- Approve Distribution Adjustments Workflow

- Summarize and Transfer Adjustments

- Recover Summarize and Transfer Adjustments

View the Distribution Lines

Users select the following five items, and Oracle Labor Distribution displays the associated distribution lines for viewing:

- employee

- assignment

- begin date

- end date

- earnings element

Select the Earnings Distributions to be Transferred

Users can select a distribution amount to transfer, and Labor Distribution reverses the selected distribution amount. In the Actual Distributions region of the Distribution Adjustments window, users can select either one row for multiple days or multiple rows if only one day is selected.

Users can override the GL Posting date if the PSP: Use Default GL Posting Override Date profile option is set to No.

For information on setting the PSP: Use Default GL Posting Override Date profile option, see System Administration Setup, page 4-1.

Specify the Transfer

Once the reversing amounts are displayed in the Adjusted Distributions region of the Distribution Adjustments window, users cannot modify the reversing amounts.

Users enter Grants Accounting or Projects charging instructions or General Ledger accounts as transfer destinations. For each Grants Accounting and Projects charging instruction and General Ledger account, users specify the modified distribution amount to be transferred in either dollar amounts or percentages.

Submit the Transfer

Users submit the transfer for validation. All of the validations performed during labor scheduling are applied. If the validations pass, the user is prompted to enter a reason for the transfer and a unique identifier to group all of the specified transactions as follows:

- original distributions
- distribution reversals
- distribution transfers

The unique identifier provides a detailed audit trail for each transfer.

Labor Distribution warns users if a distribution transfer is affecting a previously certified distribution line. If users select to continue, Labor Distribution marks the affected effort report as superseded and removes it from certified status.

For information on the validation process, see Data Entry Validations Process, page D-1.

Reset Incomplete Distribution Adjustment Lines

If there is a system failure that interrupts the Distribution Adjustments process, users can run the Reset Incomplete Distribution Adjustment Lines to reset the line to its original state. This process must be run before approving the adjustment.

Approve Distribution Adjustments Workflow

Oracle Workflow routes the distribution adjustment to the appropriate approver for approval. The approver has the following options:

- approve the adjustment
- reject the adjustment
- return the adjustment with comments.

Users with the necessary security access navigate to the Worklist window to approve or reject the transfer. The approver cannot modify the adjustment. If the adjustment is approved, the distribution lines are summarized and transferred to General Ledger, Projects, or Grants Accounting at the user's convenience as

described in the following section, Summarize and Transfer Adjustments. If the adjustment is rejected, the distribution lines revert to the original charging instructions.

Summarize and Transfer Adjustments

After distribution adjustments are defined and approved, the Summarize and Transfer Adjustments process is run as a separate process. Users can include one or more batches in the process and can run the process at any time.

The steps in the PSP: Summarize and Transfer Adjustments process are as follows:

1. The user initiates the Summarize and Transfer Adjustments process.

2. The user gives the adjustment summary batch a unique name.

3. Labor Distribution searches for all the distribution adjustment batches that are approved and must be summarized and transferred.

4. The Grants Accounting and Projects lines are compiled into one batch, and the General Ledger lines are compiled into multiple batches.

5. The Summarize and Transfer Adjustments process combines all the batches and creates an adjustment summary batch.

6. If a distribution line is rejected, only the batch that includes this line is rejected, not the entire adjustment summary batch.

7. The rejected batch is rolled back to what it was before the adjustment was defined.

   Note: The Summarize and Transfer Adjustments does not use a suspense account to resend rejected lines to General Ledger, Grants Accounting, or Projects.

8. The Summarize and Transfer Adjustments process provides a log file with details of batches and adjustment summary batches that terminated normally and abnormally and the selection criteria included in the batches.

Recover Summarize and Transfer Adjustments

Labor Distribution provides the Recover Summarize and Transfer Adjustments process if one of the following situations occurs while running the Summarize and Transfer Adjustments process:

■ system crash

■ abnormal termination of the process

- an inconsistency with one of the target systems that includes General Ledger, Grants Accounting, or Projects

The recovery process provides a log file with a list of adjustment summary batches that terminated abnormally and the selection criteria included in the terminated batches.

PSP_PAYROLL_CONTROLS Table Status Because multiple batches can be run with the PSP: Summarize and Transfer Adjustments process, the batches can be in different stages of processing is a failure occurs. The status code in the PSP_PAYROLL_ CONTROLS table is I for In Process.

The steps in the Recover Summarize and Transfer Adjustments process are as follows:

1. If there is a failure, the user runs the PSP: Recover Summarize and Transfer Adjustments process.

2. If the recovery process fails to produce a status code of P for Processed, the user reruns the PSP: Summarize and Transfer Adjustments process.

   Note: The PSP: Summarize and Transfer Adjustments process picks up new and old batches if the recover process brings the batch to status N for Normal.

Prerequisites

❏ The timeout system profile option for approvals must be defined if the user wants to set a timeout for the Workflow approval process.

To define the PSP: Adjustment Approval Time Out in Days system profile, see System Administration Setup, page 4-1.

Adjusting Distributions Procedure

To execute distribution transfers, perform the following steps.

1. In Labor Distribution, navigate to the Distribution Adjustments window as follows:

   Distribution Adjustments - **Define**

   The Find Distributions pop-up window appears.

2. In the Full Name field or Assignment field, select an employee with corresponding assignment from the list of values.

3. In the Begin Date field, enter a beginning date from the list of values.

4. In the End Date field, enter an ending date from the list of values.

5. In the Earnings Element field, enter an earnings element from the list of values.

6. Click **Find**.

   The Distribution Adjustments window appears.

7. To transfer a distribution line, in the Actual Distributions region, select the TF check box.

   Note: If the begin date is not the same as the end date, only one box can be checked.

8. When all distribution lines to be transferred are selected, click **Done.**

   The selected line appears in the Adjusted Distributions region of the Distribution Adjustments window.

9. To select the method of adjustment, in the Adjust By region, click one of the following radio buttons:

   - Amount

   - Percent

10. In the Adjusted Distributions region, specify new charging instructions and amounts as described in Table 15–1, page 15-12.

11. Click **Submit**.

    The Submit pop-up window appears.

12. In the Batch Name field, enter a batch name.

13. If necessary, enter a date in the GL Override field from the list of values.

14. In the comments field, enter comments describing the reasons for the transfer.

15. Click **OK**.

The Find Distributions pop-up window appears to enter another adjustment.

16. Close the window.

Distribution Adjustments Window

Figure 15–1   Distribution Adjustments Window, Before Adjustments

Figure 15–2   Distribution Adjustments Window, After Adjustments

Figure 15–3   Submit Pop-up Window

Distribution Adjustments Window Description

Table 15–1   Distribution Adjustments Window Description

Field Name	Type	Features	Description
Employee Region			
Full Name	default display only		employee name
Employee Number	default display only		employee identification number
Social Security	default display only		employee social security number
Assignment	default display only		employee assignment identification number
Transfer Period Region			
Begin Date	default display only		distribution transfer period start date
End Date	default display only		distribution transfer period end date
Element Class	default display only		element group
Earnings Element	default display only		user-defined earnings element
Actual Distributions Region			
GL Account	default display only		General Ledger accounting flexfield
Project	default display only		Grants Accounting and Projects project charging instruction **Note:** Navigate horizontally to see the entire line by using the scroll bar.
Task	default display only		Grants Accounting and Projects task number charging instruction
Award	default display only		Grants Accounting award number charging instruction

Table 15–1   Distribution Adjustments Window Description

Field Name	Type	Features	Description
Organization	default display only		Grants Accounting and Projects organization charging instruction
Expenditure Type	default display only		Grants Accounting and Projects expenditure type charging instruction
Amount	default display only		dollar amount distributed for a specific period
%	default display only		percentage distributed for a specific period
TF	optional	check box	indicates if distribution item is to be transferred
[%]	default display only		total percentage of distribution line to be transferred
[Total Amount]	default display only		total amount of distribution line to be transferred
Done	required	button	indicates task completion
Adjusted Distributions Region			
GL Account	conditionally required		General Ledger accounting flexfield; required if no Grants Accounting or Projects charging instruction is entered; auto-population value can be overridden from the list of values
Project	conditionally required		identifies Grants Accounting or Projects project charging instruction; required if no General Ledger account is entered **Note:** Navigate horizontally to see the entire line by using the scroll bar.
Task	conditionally required		Grants Accounting or Projects task number charging instruction
Award	conditionally required		Grants Accounting award number charging instruction
Organization	conditionally required		Grants Accounting or Projects organization charging instruction
Expenditure Type	conditionally required		Grants Accounting or Projects expenditure type charging instruction; auto-population value can be overridden from the list of values
Amount	optional		dollar amount distributed for a specific period

Table 15–1   Distribution Adjustments Window Description

Field Name	Type	Features	Description
%	optional		percentage distributed for a specific period
Unaccounted Balance	default display only		unaccounted balance that must become $0.00 before submitting the transfer
Adjust By Region			
Amount	optionally required	radio button	indicates if adjusted by amount
Percent	optionally required	radio button	indicates if adjusted by percent
GL Override Date	optional		If the PSP: Use Default GL Posting Override Date profile option is set to No, the user can enter a transaction posting date. Otherwise, the system defaults to the default date.
Autopop is ON	default is Auto-population profile option is enabled	button	indicates if auto-population is enabled. If not enabled, button is not displayed.
Submit	required	button	submits the transfer for validation
Submit Pop-up Window			
Batch Name	required		user-defined batch
GL Override Date	optional		date is specified to override the General Ledger posting date
Comments	optional		user comments describing reason for transfer
Cancel		button	closes window without saving
OK		button	confirms action and closes window

Resetting Incomplete Distribution Adjustment Lines Procedure

WARNING: All users must exit the Distribution Adjustments window before the Reset Incomplete Distribution Adjustment Lines can be run to protect changes.

To reset incomplete distribution adjustment lines, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

    Processes & Reports - **Run**

    The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

    The Submit Request window appears.

4. In the Name field, select PSP: Reset Incomplete Distribution Adjustment Lines from the list of values.

5. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

6. To view the log file, select the appropriate Request ID and click **View Log**.

7. Close the window.

Approving the Distribution Adjustments Workflow Procedure

To approve a distribution adjustment, perform the following steps.

1. In Labor Distribution, navigate to the Worklist window as follows:

   Workflow - **Workflow User** - **Worklist**

   The Worklist window appears.

2. In the Subject column, double-click on a notification link.

   The Notification Details window appears.

3. Click the Workflow Monitor icon.

   The Distribution Adjustments window appears.

4. To approve the distribution adjustment, click **Approve**.

5. To reject the distribution adjustment, click **Reject**.

   The distribution lines revert to the original charging instructions.

6. Close the window.

Summarizing and Transferring Adjustments Procedure

To summarize and transfer adjustments to General Ledger, Projects, and Grants Accounting, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

    Processes & Reports - **Run**

    The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

    The Submit Request window appears.

4. In the Name field, select PSP: Summarize and Transfer Distribution Adjustments from the list of values.

    The Parameters pop-up window appears.

5. In the Source Type field, select a source type from the list of values.

6. To apply the parameters, click **OK**.

7. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

8. To view the log file, select the appropriate Request ID and click **View Log**.

9. Close the window.

Recovering Summarize and Transfer Adjustments Procedure

To recover summarize and transfer adjustments to General Ledger, Projects, and Grants Accounting, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

    Processes & Reports - **Run**

    The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

    The Submit Request window appears.

4. In the Name field, select PSP: Recover Summarize and Transfer Adjustments from the list of values.

    The Parameters pop-up window appears.

5. Select the parameters from the list of values.

6. To apply the parameters, click **OK**.

7. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

8. To view the log file, select the appropriate Request ID and click **View Log**.

9. Close the window.

Part VI

Labor Encumbrance

16

Labor Encumbrance Processes and Reports Procedures

This chapter describes the Labor Encumbrance Processes and Reports procedures. The following sections are in this chapter:

- Definition

- Overview

- Prerequisites

- Creating Encumbrance Lines Procedure

- Summarizing and Transferring Encumbrances Procedure

- Updating Encumbrance Lines Procedure

- Liquidating Encumbrances Procedure

- Recovering Encumbrances Procedure

- Generating Suspense Charge Encumbrance Report Procedure

- Generating Organization Default Usage Encumbrance Report Procedure

Definition

Labor encumbrance allows users to differentiate unspent and uncommitted funds from unspent funds. In Oracle Labor Distribution, the user can reserve funds by selecting charging instructions in Oracle General Ledger and Oracle Grants Accounting. By reserving funds from a budget for expenses committed but not expended, users can see a more accurate available funds figure.

Overview

The encumbrance features in Labor Distribution enables users to accomplish the following:

- avoid overspending on budgets for General Ledger accounts and Grants Accounting awards

- predict and channel cash outflow

- ensure that actual and planned labor cost and salary do not exceed available funds and grants

- modify posted encumbrances as requirements change

This section describes the labor encumbrance processes and reports.

Processes

The labor encumbrance process includes the following processes:

- Create Encumbrance Lines

- Encumbrance Summarize and Transfer

- Update Encumbrance Lines

- Encumbrance Liquidation Process

- Recover Summarize and Transfer Encumbrances

- Recover Liquidation Encumbrances

Create Encumbrance Lines

Create Encumbrance Lines is a concurrent process that generates encumbrances for the earnings element selected when setting up labor encumbrance. Encumbrances are created at the payroll period level. This process only creates new encumbrance lines, which means that it cannot be used to create encumbrances for any time

period for which encumbrances are already created. The following example illustrates the Create Encumbrance Lines process.

Example If the user defines an encumbrance period from 01-Jan-99 to 30-Jun-99 and runs the Create Encumbrance Lines process, encumbrance lines for the January to June period are created. If the user modifies the encumbrance period end-date to 31-Dec-99 and runs the Create Encumbrance Lines process again, encumbrance lines are created only for the newly-defined period of time, which is 01-Jul-99 to 31-Dec-99. To make changes to encumbrance lines already created, the user runs the Update Encumbrance Lines process.

Encumbrances for any payroll period equal the sum of all daily encumbrances for each employee and assignment on that payroll and for each day in that payroll period. Based on similar logic, encumbrance for an employee assignment for a day is calculated by taking the daily rate for the employee assignment, based on salary, wages, and standard work week, and multiplying that by the percentages in the labor schedule line, based on charging instructions, for that date.

The pay amount for an employee assignment for each particular payroll period is obtained from Oracle Payroll. This amount is broken down into the daily rate, based on the number of working days in each payroll period as shown in the following example.

Example

If the regular salary for an employe assignment is $1,000 for the period of January, 2000 and if January of this year has 20 working days, then the daily rate is calculated to be $1,000 divided over the 20 working days which comes out to $540 per day.

For information on setting up earnings elements for labor encumbrance, see Setting Up Encumbrance Earnings Element Selection Procedure, page 7-11.

Encumbrance Rules Encumbrances are always created by payroll period for each assignment, earnings element, and charging instruction. While generating encumbrances, users select a payroll period. Based on the payroll selected, the encumbrance lines are created using the following rules:

1. All assignments in the user-specified payroll that are selected for encumbrance in the Encumbrance - Payroll and Assignment Selection window are used for creating encumbrance lines.

2. Only the assignments from Rule 1 that have any of the earnings elements specified in the Encumbrance Earnings Elements Selection region of the Encumbrance - Earnings Element Selection window are encumbered.

3. For the employee assignments identified in Rule 2, the encumbrance periods are determined for all charging instructions of the assignment. For each charging instruction, the encumbrance period is calculated by the following:

- obtaining the Default Encumbrance Period Definition for Organization end-date of the organization that the employee assignment belongs to

- determining the Default Encumbrance Period Definition for Organization begin-date based on the first unpaid payroll for the assignment

- using the default organization's charging instructions, which are set up in Labor Distribution, for the unaccounted schedule percentage if the charging instructions do not account for 100% of an employee's schedule

  Note: The Organization Default Accounts labor schedule must be set up for all organizations and the Default Encumbrance Period Definition for Organization for each organization must fall within the range of dates for which the Organization Default Accounts labor schedule contains valid charging instructions. If the Organization Default Accounts labor schedule is not set up for any organization, the encumbrance lines that exceed the employee's labor schedule are posted to the Organization Suspense Account. The Organization Suspense Account must be set up in Labor Distribution.

- calculating the encumbrance amount for each payroll period in the encumbrance period determined in Rule 3 by taking the daily rate for the employee assignment based on salary, wage, and standard work week, and multiplying that by the percentages in the labor schedule for that date and the number of business days in the payroll period

- identifying each encumbrance identified with the payroll it is associated with and the payroll effective date selected at the time of setup

- validating each encumbrance line created for Grants Accounting using Grants Accounting expenditure item validation rules

Encumbrance Summarize and Transfer

The summarization of encumbrances organizes the detailed accounting data into meaningful financial information in order to post this data to General Ledger or Grants Accounting. After the encumbrance lines are created, data exists for different assignments and charging instructions based on the payroll period selected. Summarization allows users to perform the following tasks:

- summarize encumbrance transactions based on a user-selected time period

- summarize encumbrance transactions based on a user-selected charging instruction grouping

Summarization Rules Summarization is based on the following rules:

1. All encumbrance lines are summarized.

2. The encumbrance lines are summarized based on the time period option selected in the Time-based region of the Encumbrance - Summarization Options setup window.

   If the Payroll Period summarization option is selected, then no further summarization is performed at the time period level. If other options are selected, summarization is based on the following rules:

   - The effective dates for each of the new summarized lines is calculated based on the summarization option selected.

   - All the encumbrance lines with effective dates that fall within the summarized lines' effective dates are summed up as new lines and their effective dates are calculated based on the summarization option selected.

3. Further grouping of data is based on the charging instruction method selected. If the selected option is by charging instruction, employee, and assignment, then no further summarization is required. Any other option selected requires summarization of data to the level desired.

   When summarization is for a Grants Accounting charging instruction, summarization is performed by charging instruction and employee.

When summarization is completed, the summarized encumbrance lines are posted to General Ledger and Grants Accounting. Any lines that are rejected by General Ledger or Grants Accounting are reposted to the suspense account.

The reasons for rejecting lines are stored in the summarization table. These encumbrances can be viewed by the user in any of the reports provided, which are described in the Review Posted Encumbrances Reports section in this chapter. This allows the user to fix problems with these lines and run the Update Encumbrance Lines process to post the encumbrances to the modified charging instructions.

Update Encumbrance Lines

Encumbrances are updated by reversing existing encumbrances first and then creating new encumbrances. The Update Encumbrance Lines process does not create additional encumbrance lines because the process does not create any encumbrances for a date greater than the original Default Encumbrance Period

Definition for Organization used while creating the encumbrance lines that are being updated. To create lines for an incremental default encumbrance period, the Create Encumbrance Lines process must be run.

Update Encumbrance Lines Process The following steps illustrate the Update Encumbrance Lines process:

1. The user specifies the payroll name for the encumbrances that are to be updated.

2. Labor Distribution liquidates encumbrances for periods for which payroll transactions are already posted.

3. Labor Distribution reverses transactions for all unpaid payroll periods in the payroll selected by posting the transactions to General Ledger or Grants Accounting.

4. Labor Distribution creates new encumbrance lines for the payroll selected using the rules described in the Create Encumbrance Lines section in this chapter.

Encumbrance Liquidation Process

Liquidating encumbrances involves removing encumbrances for periods for which payroll transactions are already posted.

Recover Summarize and Transfer Encumbrances

Labor Distribution provides the Recover Summarize and Transfer Encumbrances recovery process if one of the following situations occurs while running the Encumbrance Summarize and Transfer process:

- system crash

- abnormal termination of the process

- an inconsistency with one of the target systems that includes General Ledger or Grants Accounting

  The Recover Summarize and Transfer Encumbrances provides a log file indicating whether the process completed successfully.

PSP_ENC_CONTROLS Table Status At the beginning of the PSP: Recover Summarize and Transfer Encumbrances process, the action code in the PSP_ENC_CONTROLS table is N for Normal; as the process is running, the action code changes to I, for In Process. If the process completes successfully, the system changes the action code to

P for Processed. If the process fails, the action code does not change from the I designation.

The steps in the process are as follows:

1. The user runs the PSP: Recover Summarize and Transfer Encumbrances process.

   If the failure is the result of an inconsistency with one of the target systems, the recovery process attempts to bring the process to a consistent state with at least one of the target systems attaining an action code designation of N or P depending on whether there is any data left to be processed.

2. After Recover Summarize and Transfer Encumbrances brings the process to a consistent state for one target system, users must run the PSP: Summarize and Transfer Encumbrances process again to bring the remaining target systems to a consistent state.

Recover Liquidation Encumbrances

Labor Distribution provides the Recover Liquidation Encumbrances process if one of the following situations occurs while running the Encumbrance Liquidation Process:

- system crash

- abnormal termination of the process

- an inconsistency with one of the target systems that includes General Ledger or Grants Accounting

  The Recover Liquidation Encumbrances process provides a log file indicating whether the process completed successfully.

PSP_ENC_CONTROLS Table Status At the beginning of the PSP: Encumbrance Liquidation Process process, the action code in the PSP_ENC_CONTROLS table is P for Processed; as the process is running, the action code changes to I, for In Process. If the process completes successfully, the system changes the action code L for Liquidated. If the process fails, the action code does not change from the I designation.

The steps in the Recover Liquidation Encumbrances process are as follows:

1. The user runs the PSP: Recover Liquidation Encumbrances process.

If the failure results in an inconsistency with one of the target systems, the recovery process attempts to bring the process to a consistent state with at least one of the target systems attaining an action code designation of L.

2. After Recover Liquidation Encumbrance brings the process to a consistent state for one target system, users must run the PSP: Encumbrance Liquidation Process again to bring the remaining target systems to a consistent state.

Review Posted Encumbrance Reports

Labor encumbrance includes the following reports:

■ Suspense Charge Encumbrance Report

■ Organization Default Usage Encumbrance Report

Suspense Charge Encumbrance Report

If an employee has invalid schedule lines, the encumbrance lines are posted to the suspense account. The Suspense Charge Encumbrance Report provides a listing by time period of employees with encumbrance lines posted to the suspense account.

Organization Default Usage Encumbrance Report

If an employee has insufficient charging instructions for a labor schedule, encumbrance lines are posted to the Organization Default Account. The Organization Default Usage Encumbrance Report provides a listing by time period of all employees with encumbrance lines posted to the Organization Default Account.

Prerequisites

❏ Earnings elements must be selected to generate encumbrances.

To select earnings elements for labor encumbrance, see Setting Up Encumbrance Earnings Element Selection Procedure, page 7-11.

❏ Assignments for selected payroll must be selected.

To select assignments for a selected payroll, see Setting Up Encumbrance Payroll and Assignment Selection Procedure, page 7-5.

❏ Default encumbrance period must be set up.

To set up the default encumbrance period, see Setting Up Default Encumbrance Period Definition for Organization Procedure, page 7-8.

❏ An Organization Suspense Account must be set up.

To set up an Organization Suspense Account, see Setting Up Organization Suspense Accounts Procedure, page 5-8.

❏ Time period options and charging instruction options must be selected.

To select time period options and charging instruction options, see Setting Up Encumbrance Options Procedure, page 7-14.

Creating Encumbrance Lines Procedure

To create encumbrance lines, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

    Processes & Reports - **Run**

    The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

    The Submit Request window appears.

4. In the Name field, select PSP: Create Encumbrance Lines from the list of values.

5. Click **OK**.

    The Parameters pop-up window appears.

6. Select parameters from the list of values.

7. To apply the parameters, click **OK**.

8. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

9. To view the log file, select the appropriate Request ID and click **View Log**.

10. Close the window.

Summarizing and Transferring Encumbrances Procedure

To summarize and transfer encumbrances, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

   Processes & Reports - **Run**

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select PSP: Encumbrance Summarize and Transfer from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. Select parameters from the list of values.

7. To apply the parameters, click **OK**.

8. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. To view the log file, select the appropriate Request ID and click **View Log**.

10. Close the window.

Updating Encumbrance Lines Procedure

To update encumbrance lines, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

   Processes & Reports - **Run**

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select PSP: Update Encumbrance Lines from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. Select parameters from the list of values.

7. To apply the parameters, click **OK**.

8. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. To view the log file, select the appropriate Request ID and click **View Log**.

10. Close the window.

Liquidating Encumbrances Procedure

To liquidate encumbrances, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

   Processes & Reports - **Run**

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select PSP: Encumbrance Liquidation Process from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. Select parameters from the list of values.

7. To apply the parameters, click **OK**.

8. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. To view the log file, select the appropriate Request ID and click **View Log**.

10. Close the window.

Recovering Encumbrances Procedure

This procedure includes the following processes:

- PSP: Recover Summarize and Transfer Encumbrances
- PSP: Recover Liquidation Encumbrances

To recover encumbrances, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

   Processes & Reports - **Run**

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select one of the following from the list of values.

   - PSP: Recover Summarize and Transfer Encumbrances
   - PSP: Recover Liquidation Encumbrances

   The Parameters pop-up window appears.

5. Click **OK**.

6. Select parameters from the list of values.

7. To apply the parameters, click **OK**.

8. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. To view the log file, select the appropriate Request ID and click **View Log**.

10. Close the window.

Generating Suspense Charge Encumbrance Report Procedure

To print the Suspense Charge Encumbrance Report, perform the following steps:

1. In Labor Distribution, navigate to the Submit Request window as follows:

   Processes & Reports - **Run**

   The Submit a New Request pop-up window appears.

2. Click the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select PSP: Suspense Charge Encumbrance Report from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. Select parameters from the list of values.

7. To apply the parameters, click **OK**.

8. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. To view the log file, select the appropriate Request ID and click **Log File**.

10. Close the window.

Generating Organization Default Usage Encumbrance Report Procedure

To print the Organization Default Usage Encumbrance Report, perform the following steps:

1. In Labor Distribution, navigate to the Submit Request window as follows:

    Processes & Reports - **Run**

    The Submit a New Request pop-up window appears.

2. Click the Single Request radio button.

3. Click **OK**.

    The Submit Request window appears.

4. In the Name field, select PSP: Organization Default Usage Encumbrance Report from the list of values.

5. Click **OK**.

    The Parameters pop-up window appears.

6. Select parameters from the list of values.

7. To apply the parameters, click **OK**.

8. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

9. To view the log file, select the appropriate Request ID and click **Log File**.

10. Close the window.

Part VII

Effort Reporting

17

Effort Reporting Procedures

This chapter describes the effort reporting process. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Creating an Effort Report Template Procedure
- Create Effort Report Window
- Create Effort Report Window Description
- Creating Effort Report Procedure
- Warning Report
- Warning Report Description
- Reviewing, Approving, and Certifying Effort Report Workflow Procedure
- Review Effort Report Window
- Review Effort Report Window Description
- Printing Options Window Description
- Printing Options Window Description
- Generating Effort Certification Status (Aging) Report Procedure
- Effort Certification Status (Aging) Report Window
- Effort Certification Status (Aging) Report
- Effort Certification Status (Aging) Report Description

- Creating Ad Hoc Effort Report Procedure
- Create Ad Hoc Effort Report Window
- Create Ad Hoc Effort Report Window Description

Definition

The Effort Reporting process enables users to create, review, revise, and certify the amount of salary distributed to Oracle Grants Accounting, Oracle Projects, and Oracle General Ledger.

Overview

Effort reporting ensures accurate disbursement of labor charges. Effort reports summarize the labor distributions over a period of time. An employee and a supervisor can verify distributions made against actual work performed. The supervisor certifies the effort report as accurate.

This section describes the following:

- Effort Reporting Process
- Effort Report Workflow Notification Process
- Create Effort Report Window

Effort Reporting Process

The Effort Reporting process allows users to perform the following tasks:

- Create Effort Report Template
- Create Effort Report
- Review, Accept, or Return Effort Report with Comments
- Review and Certify Effort Report
- Create an Effort Certification Status (Aging) Report
- Create Ad Hoc Effort Report

Create Effort Report Template

An effort report template defines a set of parameters that are used for a specified effort reporting period. The selection criteria is saved as a template to be used at a different time. Users can add, delete, or modify templates as needed.

Create Effort Report

Users create an effort report based on an employee's labor distribution history for user-defined time periods. users can generate a new effort report by selecting a previously saved effort report template or creating a new template.

Users can create effort reports for the following:

- individual employees

- all employees who work for a selected supervisor

- all employees in a selected People group

- all the employees with the same General Ledger account, project, organization, or award

Labor Distribution automatically generates a warning report listing employees who meet the selection criteria yet do not have an effort report created because there are previously created effort reports that overlap the selected time period for those employees.

If one of the workflow options is enabled, Labor Distribution routes the effort report based on defined workflow rules. Workflow routes the effort report to the employee for approval and then to the supervisor for certification.

Review, Accept, or Return Effort Report with Comments

Employees can review, approve, or reject their own effort report. The Review Effort Report window includes a printing option to print out a hard copy of the report in its entirety.

The employee uses the Workflow Notifications Summary window for reviewing and approving effort reports.

For information on the reviewing, approving, or rejecting effort report procedure, see Reviewing, Approving, and Certifying Effort Report Workflow Procedure, page 17-24.

Review and Certify Effort Report

Supervisors review and certify an employee's effort report. The Review Effort Report includes a printing option to print out a hard copy of the report in its entirety.

The supervisor uses the Workflow Notifications Summary window for reviewing and certifying effort reports.

For information on the certifying or rejecting effort report procedure, see
Reviewing, Approving, and Certifying Effort Report Workflow Procedure,
page 17-24.

Create an Effort Certification Status (Aging) Report

The Effort Certification Status (Aging) Report provides the status of outstanding
effort certification reports for a specified reporting period by organizational unit
and a given period name. The report summary is based on status and aging. The
Effort Certification Status (Aging) Report includes a printing option to print out a
hard copy of the report in its entirety.

Reports based on status are grouped by the following categories:

- Effort Reports Superseded

- Effort Reports Not Approved

- Effort Reports Approved but Not Certified

- Effort Reports Returned for Correction

- Effort Reports Certified

- Warning Report

Aging is the number of days that an effort report has a particular status. Reports
based on aging are grouped by the following categories:

- 0 - 30 days

- 31 - 60 days

- 61 - 90 days

- more than 91 days

Create Ad Hoc Effort Report

Labor Distribution allows users to create an ad hoc effort report. Creating an ad hoc
effort report is the same as creating a normal effort report except that ad hoc effort
report versions are not saved and they cannot be used for certifying. Creating an ad
hoc effort reports does not affect the creation of normal effort reports. Ad hoc effort
reports are used to view an effort report before creating a final effort report.

Effort Report Workflow Notification Process

The following approval and certification processes are automated in Workflow:

- Approval
- Certification

Approval

If employees are allowed to review and accept their effort reports, the approval process is used. Users can route effort reports to one or more individuals as approvers and certifiers.

Workflow notifies the effort report creator of the status of the effort report and updates the effort report in the database.

Certification

Upon receiving an effort report for certification, a supervisor can certify or reject an effort report.

Workflow notifies the effort report creator of the status of the effort report and updates the effort report in the database.

For information on the Workflow process, see Effort Report Notification Workflow Process, page F-1.

Create Effort Report Window

The Create Effort Report window specifies the employees, assignments, and distribution records to be used in generating an effort report for a specified effort report window. Table 17–1, page 17-6, describes the regions of the Create Effort Report window and the selection criteria for each region.

Table 17–1   Create Effort Report Window Overview

Region	Selection Criteria
Boundary	Template, previously created and saved
	People Group
	Effort Period
Employee	Employee
	Supervisor
Financial	GL Account
	Project Type

Table 17–1 Create Effort Report Window Overview

Region	Selection Criteria
	Project Class
	Award
	Award Type
	Award Funding Source
Work Structure	Organization(s)
	Project(s)

Prerequisites

❏ Effort report periods must be defined for normal effort reports.

To define effort report periods, see Effort Reporting Setup, page 6-1.

❏ Earnings elements to be included in effort reporting must be selected.

To define earnings elements, see Effort Reporting Setup, page 6-1.

❏ The effort report text message must be set up.

To set up the effort report text message, see Effort Reporting Setup, page 6-1.

Creating an Effort Report Template Procedure

To create an effort report template, perform the following steps.

1. In Labor Distribution, navigate to the Create Effort Report window as follows:

   Effort Reporting - **Create Effort Report**

2. In the Template Name field, enter a template name.

3. In the Name field in the Effort Period region, select an effort report period from the list of values.

4. Enter data as needed in each field of the Create Effort Report window as described in Table 17–2, page 17-16.

5. Click **Save Template**.

   A Decision pop-up window appears.

6. Click **Save As**....

   A Save pop-up window appears.

7. In the New Template Name field, enter a template name.

8. Click **Save**.

   A Note pop-up window appears.

9. Click **OK**.

Create Effort Report Window

Figure 17–1 shows an effort report to be created for an employee using TemplateA.

Figure 17–1   Create Effort Report Window, Employee Tab
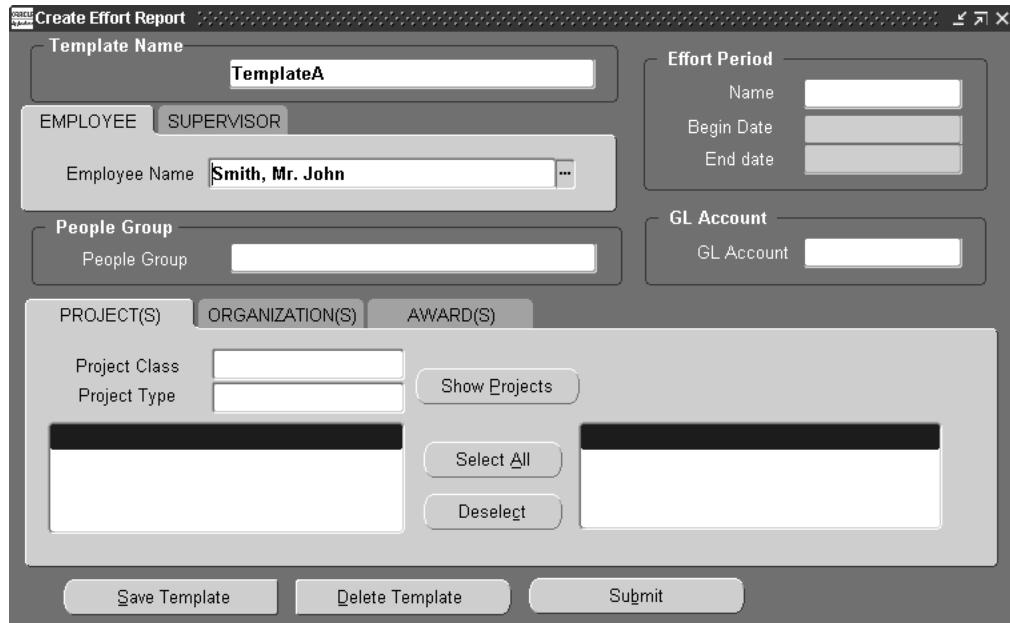
Figure 17–2 shows an effort report to be created for all employees with the same General Ledger account.

Figure 17–2   Create Effort Report Window, General Ledger Account Region

Figure 17–3 shows an effort report to be completed for all employees with the same project charging instructions.

Figure 17–3   Create Effort Report, Projects Tab

Figure 17–4 shows an effort report to be completed for all employees within the same organization.

Figure 17–4   Create Effort Report Window, Organization(s) Tab

Figure 17–5 shows an effort report to be completed for all employees with the same awards.

Figure 17–5   Create Effort Report, Award(s) Tab

Figure 17−6 shows an effort report to be completed for all employees who work for the selected supervisor.

Figure 17–6   Create Effort Report, Supervisor Tab

Create Effort Report Window Description

Table 17–2   Create Effort Report Window Description

Field Name	Type	Features	Description
Template Name Region			
[Template Name]	optional	list of values	template name
Effort Period Region			
Name	required	list of values	effort report period name
Begin Date	default		effort report period start date
End date	default		effort report period end date
Employee Tab			
Employee Name	optional	drop-down list	employee assignment; creates effort report for selected employee assignment; cannot be selected if supervisor selected
Supervisor Tab			
Supervisor	optional	list of values	supervisor name; creates effort report for all employees working for selected supervisor; cannot be selected if employee selected
People Group Region			
People Group	optional	list of values	creates effort report for all employees in selected People group; user-defined in Oracle Human Resources setup
GL Account Region			
GL Account	optional	list of values	General Ledger accounting flexfield
Projects Tab			
Project Class	optional	list of values	project class; required if there is no General Ledger code entered; can select by Class or Type
Project Type	optional	list of values	project type; can select by Class or Type
Show Projects		button	displays project list for Project Class and Project Type selected
[Project List]	optional		project list associated with Project Class and Type

Table 17–2   Create Effort Report Window Description

Field Name	Type	Features	Description
Select All		button	selects all projects in project list to be included in effort report
Deselect		button	selects projects to be excluded from effort report
Organization(s) Tab			
Show Organizations		button	activates display of organizations in text box
[Organization List]	optional		organization list; creates effort reports for employees in selected organizations
Select All (I)		button	selects all organizations to be included in effort report
Deselect (G)		button	selects organizations to be excluded from effort report
[Organization List]	display only		displays organizations to be included in effort report
Award(s) Tab			
Type	optional	list of values	award agreement type
Fund Source	optional	list of values	funding source name
Show Awards		button	activates display of awards in drop-down list
[Award List]	optional	drop-down list	award list associated with Type and Funding Source
Select All (I)		button	selects all awards to be included in effort report
Deselect (G)		button	selects awards to be excluded from effort report
[Organization List]	display only		displays awards to be included in effort report
Footer Region			
Save Template		button	saves effort report template
Delete Template		button	deletes effort report template
Submit		button	sends request to concurrent manager to run effort report

Creating Effort Report Procedure

The Create Effort Report window includes the following regions for entering General Ledger accounts, Grants Accounting or Projects instructions, and organization information:

- GL Account Tab
- Project(s) Tab
- Organization(s) Tab
- Award(s) Tab

    Note: The Award(s) tab applies only if Grants Accounting is installed.

To create effort reports, perform the following steps.

1. In Labor Distribution, navigate to the Create Effort Report window as follows:

    Effort Reporting - **Create Effort Report**

2. Perform one of the following tasks:

    - In the Template field, select a template from the list of values.

    - In the Effort Period Name field, select a period from the list of values.

3. Enter data as needed in the following fields of the Create Effort Report window as described in Table 17–2, page 17-16:

    - Employee Name, Employee tab

    - Employee Name, Supervisor tab

    - People Group

GL Account Tab

To enter data in the GL Account tab, perform the following steps.

1. In the GL Account field, select an account from the list of values.

    A General Ledger find pop-up window appears.

2. Select parameters from the list of values.

3. Click **OK**.

    A General Ledger parameter window appears.

4. Select parameters from the list of values.

5. To apply parameters, click **OK**.

6. If the data in the window is complete and no data is to be entered in the Project(s), Organization(s), or Award(s) tabs, go to Step 8 in the Awards tab.

Project(s) Tab

To enter data in the Project(s) tab, perform the following steps.

1. To enter project data, select the Project(s) tab.

2. To display all projects, click **Show Projects**.

   A list of related projects appears.

3. To display a selected list of projects, complete one or both of the following steps:

   - In the Project Class field, enter the type class code from the list of values.

   - In the Project Type field, enter the project type from the list of values.

4. Click **Show Projects**.

5. To select one project, double-click the project in the Projects tab.

   A projects list appears.

6. To select all projects, click **Select All**.

   The projects list appears in the box to the right.

7. To deselect a project, perform one of the following tasks:

   - Double-click the project.

   - Select the project and click **Deselect.**

8. If the data in the window is complete, go to Step 8 in the Awards tab.

Organization(s) Tab

To enter data in the Organization(s) tab, perform the following steps.

1. To enter organization data, select the Organization(s) tab.

2. To display all organizations, click **Show Organizations**.

   An organizations list appears.

3. To select one organization, double-click the organization in the organizations tab.

4. To select all organizations, click **Select All (K)**.

   The organizations list appears in the box to the right.

5. To deselect an organization, perform one of the following tasks:

   ■ Double-click the organization.

   ■ Select the organization and click **Deselect (J)**.

6. If the data in the window is complete, go to Step **8** in the Awards tab.

Award(s) Tab

To enter data in the Award(s) tab, perform the following steps.

1. To enter award data, select Award(s) from the drop-down list.

2. To display all awards, click **Show Awards**.

   An awards list appears.

3. To display a selected list of awards, complete one or both of the following steps:

   ■ In the Type field, select the award type from the list of values.

   ■ In the Fund Source field, enter the funding source from the list of values.

4. Click **Show Awards**.

   An awards list appears.

5. To select one award, double-click the award in the Awards tab.

6. To select all awards, click **Select All (I)**.

   The awards list appears in the box to the right.

7. To deselect an award, perform one of the following tasks:

   ■ Double-click the award.

   ■ Select the award and click **Deselect (G)**.

8. To submit the effort report to the concurrent manager, click **Submit**.

   If there is an error, a warning report appears as a separate request in the concurrent manager.

9. View the request in the concurrent manager as follows:

View - **Requests**

The Find Requests pop-up window appears.

10. Click **Find**.

11. Close the window.

Warning Report

Figure 17–7 is described in the Warning Report Description table.

Figure 17–7   Warning Report

```
Print Date  06/01/98                    Oracle University
                       Warning Report For Already Processed Effort Reports        Page :     1 of 1
                         For The Period : CS01-98 01/01/98 To 03/25/98

+------------------------------------------------------------------------------------------------------
!   Template Name No Template Selected (NORMAL REPORT)          Period Name CS01-98
!                                                               Begin Date 01/01/98
!    Supervisor
!   People Group                                                 End Date 03/25/98
!                                               Date & Time Error Occured 06/12/1998  ::  08:06:16
! Geleral Ledger
!
!     Project(s) AH Shasta-FB(124),AH-Everest-FB(52)
!
! Organization(s)
!       Award(s) DOE(11),AH Shasta-FB(61)
+------------------------------------------------------------------------------------------------------

  REPORT NOT PRODUCED FOR THE FOLLOWING EMPLOYEES ::

               Employee Name                        Previous Effort Report #
          --------------------------------------  ----------------------------------------
          190  Jacks, Doctor Glenda Kay                   12345  /1

          218  Awindstar, Mr. Wind                        12345  /1

          111  Bigler, Ms. Catherine Anne (Ca             12345  /1
```

Warning Report Description

Table 17–3   Warning Report Description

Header Section	date report printed, effort report period, page number, template name, effort report period name, effort report period begin and end dates, supervisor name, People group, date and time of error, General Ledger account, organization
Column	**Description**
REPORT NOT PRODUCED FOR THE FOLLOWING EMPLOYEES	list of employees for whom a new effort report was not created because a previous effort report exists with overlapping dates

Reviewing, Approving, and Certifying Effort Report Workflow Procedure

To review, approve, and certify the effort report, the employee or supervisor performs the following steps.

1. In Labor Distribution, navigate to the Worklist window as follows:

   Workflow - **Workflow User** - **Workflow List**

   The Worklist window appears.

2. In the Subject column, double click on the notification link.

   The Notifications Summary window appears.

3. Click the Workflow Monitor icon.

   The Review Effort Report window appears.

4. In the Employee name field, select the employee from the list of values.

   The Employee Name, Employee Number, and Social Security fields are populated.

5. In the Name field, enter a period name from the list of values.

   The Name, Begin Date, and End Date fields are populated.

6. To print a hard copy of the report in its entirety, click **Printing Options**.

   The Printing Options window appears.

7. Enter data in the Printing Options window as described in Table 17–5, page 17-29.

8. Click **OK**.

9. Click **Run Report**.

   A Note pop-up window appears acknowledging successful completion of the request.

10. Click **OK**.

11. To review the effort report in the concurrent manager, in the Review Effort Report window, click **Review**.

    The Requests window appears.

12. Click **View Output**.

    The effort report appears.

13. After reviewing the effort report, return to the Notification Details window.

14. To act upon the effort report, click one of the following buttons as appropriate:

- **Approve**
- **Reject**
- **Certified**
- **Rejected**

15. Close the Worklist window.

Review Effort Report Window

Figure 17–8   Review Effort Report Window
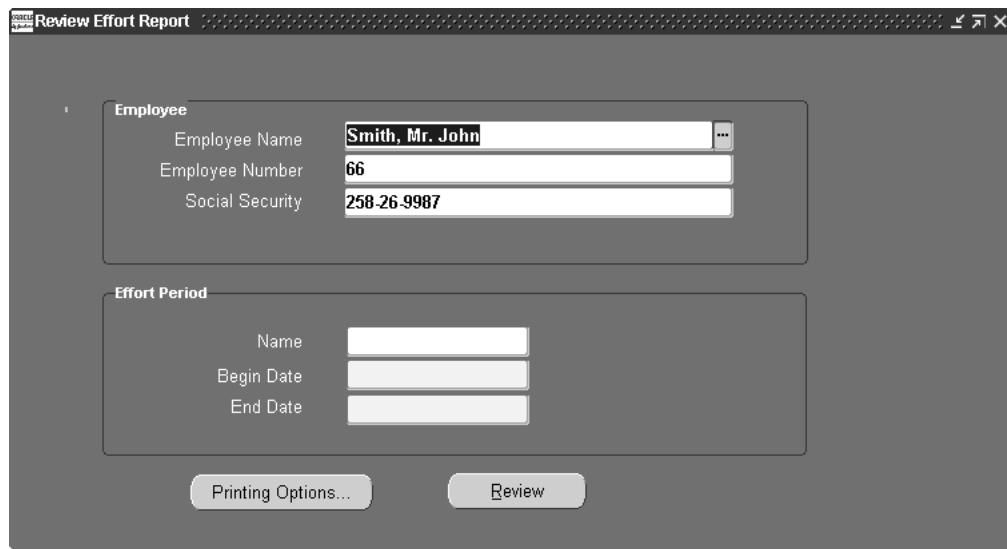
Review Effort Report Window Description

Table 17–4   Review Effort Report Window Description

Field Name	Type	Features	Description
Employee Region			
Employee Name	required	list of values	employee name
Employee Number	default		employee number
Social Security	default		employee social security number
Effort Period Region			
Name	required	list of values	effort report period name; must select same period used in the Create Effort Report procedure
Begin Date	default		effort report period start date
End Date	default		effort report period end date
Printing Options		button	opens Printing Options window
Review		button	opens effort report

Printing Options Window

Figure 17–9   Printing Options Window

Printing Options Window Description

Table 17–5   Printing Options Window Description

Field Name	Type	Features	Description
Save all Output Files	required	check box	If selected, report is saved to a file and printed; if deselected, only a hard copy can be printed, and the report is not saved. **Note:** If the system profile value Concurrent: Save Output is set to Yes, the default value is the selected check box.
Notify the Following People	disabled		
Print the Output to: Region			
Style	required	list of values	printing style
Printer	required	list of values	printer **Note:** The default value for the printer is set up using the system profile value Printer in Oracle Applications System Administration.

Table 17–5   Printing Options Window Description

Field Name	Type	Features	Description
Copies	required		number of copies to be printed **Note:** The default value for the number of copies is set using the system profile value Concurrent: Report Copies in System Administration.
Cancel		button	closes window without saving
OK		button	saves the printing options and returns to the report parameters window

Generating Effort Certification Status (Aging) Report Procedure

To print the Effort Certification Status (Aging) Report, perform the following steps.

1. In Labor Distribution, navigate to the Effort Certification Status (Aging) Report parameters window as follows:

   Effort Reporting - **Effort Certify Aging Report**

2. Click **Show Organizations**.

3. To include all the organizations in the report, click >> **(A)**.

4. To include specific organizations in the report, select an organization and

   click > **(B)**.

5. In the Effort Report Period Name field, select the effort report period from the list of values.

6. To print a hard copy of the report in its entirety, click **Printing Options**.

   The Printing Options window appears as shown in Figure 17–9, page 17-28.

7. Enter data in the Printing Options window as described in Table 17–5, page 17-29.

8. Click **OK**.

9. Click **Submit Report**.

   A Note pop-up window acknowledging the request appears.

10. Click **OK.**

11. Close the window.

12. View the request in the concurrent manager as follows:

    Processes & Reports - **View**

    The Find Requests pop-up window appears.

13. Select the All My Requests radio button.

    The Requests window appears.

14. Select the request and click **View Output**.

15. Close the windows.

Effort Certification Status (Aging) Report Window

Figure 17–10   Effort Certification Status (Aging) Report
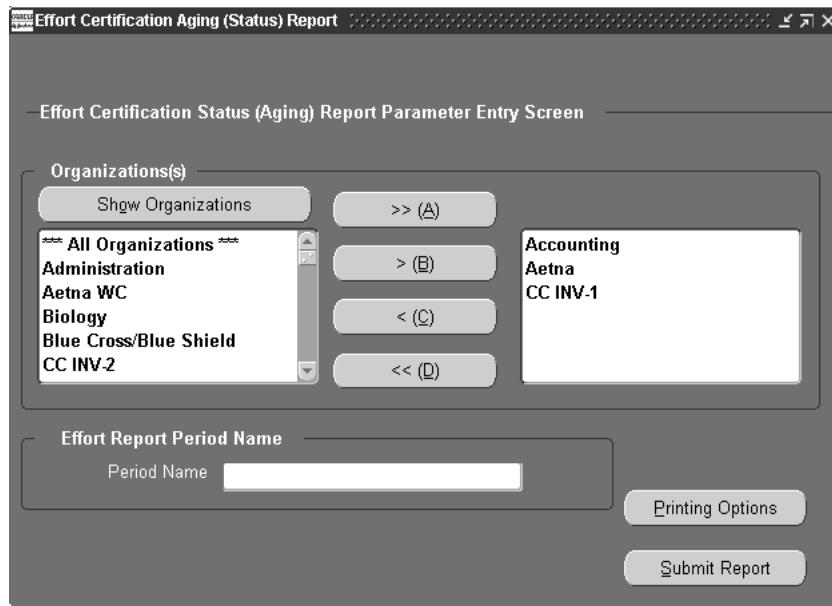
Effort Certification Status (Aging) Report

Figure 17–11 is described in the Effort Certification Status (Aging) Report Description.

Figure 17–11   Effort Certification Status (Aging) Report Window

```
+-------------------------------------------------------------------------------------------------
!
!    Print Date   06/02/98                          Oracle University                    Page :    1 of 1
!                                          Effort Certification Status (Aging) Report
!
!                                          For The Period : CS01-98 01/01/98 To 03/25/98
+-------------------------------------------------------------------------------------------------


  Employee Organization :          All Organizations

                                    Effort Report  Days Past Distribution              Workflow
                                    Distribution   Date (If Not Certified)             Responsible
  Employee ID    Employee Name      Date                           Current Status      Individual
  -----------------------------------------------------------------------------------------------
       30 Alterman, Doctor Kerrie      05/29/98      3    Not Approved Not Certified *** W/F Not Initiated **


        --------------------------------------------------------------------------------

           Report Summary
        ----------------------------------------------------
        Effort Reports Superseded                           0
        Effort Reports Not Approved                         1
        Effort Reports Approved But Not Certified           0
        Effort Reports Returned For Correction              0
        Effort Reports Certified                            0
                                                        -------
                                  TOTAL                     1

          Aging Schedule For Not Certified Status
        ----------------------------------------------------
        0 To 30 Days                                        1
        31 To 60 Days                                       0
        61 To 90 Days                                       0
        More Than 91 Days                                   0
                                                        -------
                                  TOTAL                     1
```

Effort Certification Status (Aging) Report Description

Table 17–6   Effort Certification Status (Aging) Report Description

Header Section	date report printed, effort report period, and page number
Column	**Description**
Employee Organization	employee organization
Employee ID	employee identification number
Employee Name	employee name
Effort Report Distribution Date	date effort report created
Days Past Distribution Date (If Not Certified)	number of days past the date effort report created if not yet certified
Current Status	indicates current status of effort report
Workflow Responsible Individual	employee who initiated workflow process to circulate effort report
Report Summary	summarizes effort reports by current status
Aging Schedule for Not Certified Status	summarizes effort reports by number of days not certified

Creating Ad Hoc Effort Report Procedure

The Create Ad Hoc Effort Report window includes the following regions for entering accounts, Grants Accounting or Projects instructions, and organization information:

- GL Account Tab
- Project(s) Tab
- Organization(s) Tab
- Award(s) Tab

    Note: Awards tab is applicable only if Grants Accounting is installed.

To create effort reports, perform the following steps.

1. In Labor Distribution, navigate to the Create Ad Hoc Effort Report window as follows:

    Effort Reporting - **Create Ad Hoc Report**

2. Perform one of the following tasks:
    - In the Template field, select a template from the list of values.
    - In the Effort Period Name field, select a period from the list of values.

3. Enter data as needed in the following fields of the Create Ad Hoc Effort Report window as described in Table 17–7, page 17-40:
    - Employee Name, Employee tab
    - Employee Name, Supervisor tab
    - People Group

GL Account Tab

To enter data in the GL Account tab, perform the following steps.

1. In the GL Account field, select an account from the list of values.

    A General Ledger find pop-up window appears.

2. Select parameters from the list of values.

3. To apply parameters, click **OK**.

4. If the data in the window is complete and no data is to be entered in the Project(s), Organization(s), or Award(s) tabs, go to Step **8** in the Awards tab.

Project(s) Tab

To enter data in the Project(s) tab, perform the following steps.

1. To enter project data, select Project(s) from the drop-down list.

2. To display all projects, click **Show Projects**.

    A list of related projects appears.

3. To display a selected list of projects, complete one or both of the following steps:

    ■   In the Project Class field, enter the type class code from the list of values.

    ■   In the Project Type field, enter the project type from the list of values.

4. Click **Show Projects**.

5. To select one project, double-click the project in the Projects tab.

    A projects list appears.

6. To select all projects, click **Select All**.

    The projects list appears in the box to the right.

7. To deselect a project, perform one of the following tasks:

    ■   double-click the project

    ■   select the project and click **Deselect**

8. If the data in the window is complete, go to Step **8** in the Awards tab.

Organization(s) Tab

To enter data in the Organization(s) tab, perform the following steps.

1. To enter organization data, select Organization(s) from the drop-down list.

2. To display all organizations, click **Show Organizations**.

    An organizations list appears.

3. To select one organization, double-click the organization in the organizations tab.

4. To select all organizations, click **Select All (K)**.

    The organizations list appears in the box to the right.

5. To deselect an organization, perform one of the following tasks:

    ■   double-click the organization

    ■   select the organization and click **Deselect (J)**

6. If the data in the window is complete, go to Step 8 in the Awards tab.

Award(s) Tab

To enter data in the Award(s) tab, perform the following steps.

1. To enter award data, select Award(s) from the drop-down list.

2. To display all awards, click **Show Awards**.

    An awards list appears.

3. To display a selected list of awards, complete one or both of the following steps:

    ■   In the Type field, select the award type from the list of values.

    ■   In the Fund Source field, enter the funding source from the list of values.

4. Click **Show Awards**.

    An awards list appears.

5. To select one award, double-click the award in the Awards tab.

6. To select all awards, click **Select All (I)**.

    The awards list appears in the box to the right.

7. To deselect an award, perform one of the following tasks:

    ■   double-click the award

    ■   select the award and click **Deselect (G)**

8. To submit the effort report to the concurrent manager, click **Submit**.

    If there is an error, a warning report appears as a separate request in the concurrent manager.

9. View the request in the concurrent manager as follows:

    View - **Requests**

The Find Requests pop-up window appears.

10. Click **Find**.

11. Close the window.

Create Ad Hoc Effort Report Window

Figure 17–12   Create Ad Hoc Effort Report Window

Create Ad Hoc Effort Report Window Description

Table 17–7   Create Ad Hoc Effort Report Window Description

Field Name	Type	Features	Description
Template Name Region			
[Template Name]	optional	list of values	template name
Effort Period Region			
Name	required	list of values	effort report period name
Begin Date	default		effort report period start date
End date	default		effort report period end date
Employee Tab			
Employee Name	optional	drop-down list	employee assignment; creates effort report for selected employee assignment; cannot be selected if supervisor selected
Supervisor Tab			
Supervisor	optional	list of values	supervisor name; creates effort report for all employees working for selected supervisor; cannot be selected if employee selected
People Group Region			
People Group	optional	list of values	creates effort report for all employees in selected People group; user-defined in Oracle Human Resources setup
GL Account Region			
GL Account	optional	list of values	General Ledger accounting flexfield
Projects Tab			
Project Class	optional	list of values	project class; required if there is no General Ledger code entered; can select by Class or Type
Project Type	optional	list of values	project type; can select by Class or Type
Show Projects		button	displays project list for Project Class and Project Type selected
[Project List]	optional		project list associated with Project Class and Type

Table 17–7   Create Ad Hoc Effort Report Window Description

Field Name	Type	Features	Description
Select All		button	selects all projects in project list to be included in effort report
Deselect		button	selects projects to be excluded from effort report
Organization(s) Tab			
Show Organizations		button	activates display of organizations in display list
[Organization List]	optional		organization list
Select All (K)		button	selects all organizations to be included in effort report
Deselect (J)		button	selects organizations to be excluded from effort report
[Organization List]	display only		displays organizations to be included in effort report
Award(s) Tab			
Type	optional	list of values	award agreement type
Fund Source	optional	list of values	funding source name
Show Awards		button	activates display of awards in the drop-down list
[Award List]	optional	drop-down list	award list associated with Type and Funding Source
Select All (I)		button	selects all awards to be included in effort report
Deselect (G)		button	selects awards to be excluded from effort report
[Organization List]	display only	drop-down list	displays awards to be included in effort report
Footer Region			
Save Template		button	saves effort report template
Delete Template		button	deletes effort report template
Submit		button	sends request to concurrent manager to run effort report

Part VIII

Reports

18

Reports Procedures

This chapter describes how to create reports. The following sections are in this chapter:

■ Generating Distribution History by Organization Report Procedure

■ Distribution History by Organization -- Input Parameters Window

Definition

Oracle Labor Distribution provides various management and operational reports that can be used for inquiry and analysis.

Overview

The reports defined in this section are as follows:

- Labor Schedules by Employee Report
- Employees Using Default Labor Schedules Report
- Default Account Report
- Suspense Account Report
- Distribution History by Employee Report
- Distribution History by Project Report
- Distribution History by Award Report
- Distribution History by Organization

The option to print a hard copy of the report in its entirety is included with each report parameter window.

Labor Schedules by Employee Report

The Labor Schedules by Employee report provides a detailed view of the employee labor schedules for a given period, organization, and earnings element.

Employees Using Default Labor Schedules Report

The Employees Using Default Labor Schedules report provides a listing of employees and assignments for which the organization level default labor schedule is to be used. The report is based on selected organizations, earnings element, and a time period.

Default Account Report

The Default Account report provides a listing of employees, assignments, and elements for which a default account is charged. This report is based on selected organizations and a time period.

Suspense Account Report

The Suspense Account report provides a listing of employees, assignments, and elements for which a suspense account is charged. This report is based on selected organizations and a time period.

Distribution History by Employee Report

The Distribution History by Employee report provides a detailed view of the actual employee salary distributed for a given period. This report displays only earnings element labor schedules by employee.

Distribution History by Project Report

The Distribution History by Project report provides the labor distribution history by Oracle Grants Accounting charging instruction by project. This report is based on selected Grants Accounting awards and a Grants Accounting period.

Distribution History by Award Report

The Distribution History by Award report provides the labor distribution history by Grants Accounting charging instruction by award.

Note: If Grants Accounting is not installed, a warning message appears when the user attempts to navigate to this window.

Distribution History by Organization

The Distribution History by Organization report provides the labor distribution history by charging instruction by organization.

Generating Labor Schedules by Employee Report Procedure

To print the Labor Schedules by Employee report, perform the following steps.

1. In Labor Distribution, navigate to the Labor Schedules by Employee -- Input Parameters window as follows:

   Scheduling Reports - **Schedules for an Employee**

   The Labor Schedules by Employee -- Input Parameters window appears.

2. Click **Show Earnings Elements**.

3. To include all the earnings elements in the report, click >> (**A**).

4. To include selected earnings elements in the report, select an earnings element and click > (**B**).

5. Click **Show Organizations**.

6. To include all the organizations in the report, click >> (**G**).

7. To include selected organizations in the report, select an organization and click > (**I**).

8. To deselect all organizations, click << (**K**).

9. To deselect selected organizations, select an organization and click < **J**).

10. In the From field, select the start date for the report from the list of values.

11. In the To field, select the end date for the report from the list of values.

12. To print a hard copy of the report in its entirety, click **Printing Options**.

    The Printing Options window appears.

13. Enter data in the Printing Options window as described in Table 18–1, page 18-9.

14. Click **OK**.

15. Click **Run Report**.

    A Note pop-up window appears indicating that the request was successfully submitted to the concurrent manager.

16. Click **OK**.

17. Close the window.

18. View the request in the concurrent manager as follows:

Processes & Reports - **View**

The Find Requests pop-up window appears.

19. Select the All My Requests radio button.

    The Requests window appears.

20. Select the request and click **View Output**.

21. Close the window.

Labor Schedules by Employee -- Input Parameters Window

Figure 18–1   Labor Schedules by Employee -- Input Parameters Window
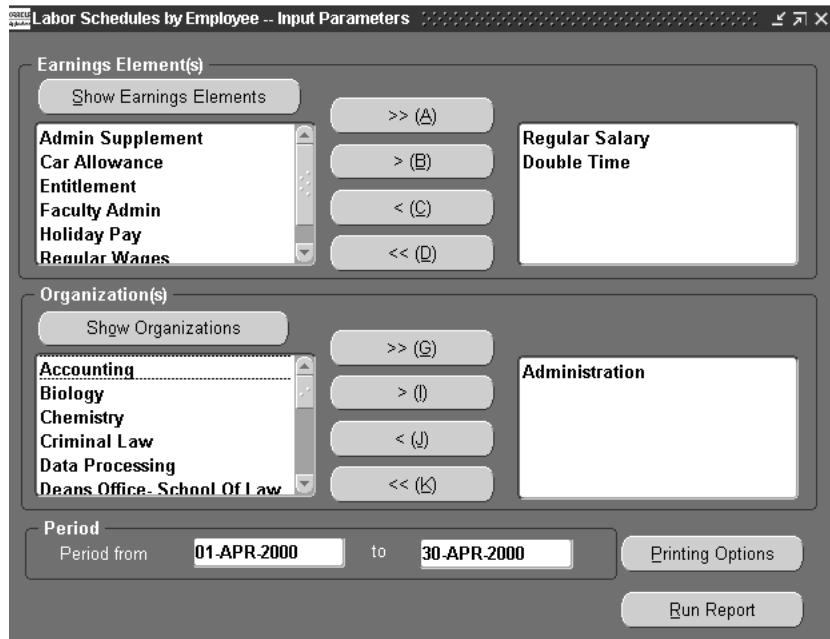
Printing Options Window

Figure 18–2   Printing Options Window

Printing Options Window Description

Table 18–1   Printing Options Window Description

Field Name	Type	Features	Description
Save all Output files	required	check box	If selected, the report is saved to a file and printed; if deselected, only a hard copy can be printed, and the report is not saved. **Note:** If the system profile value Concurrent: Save Output is set to Yes, the default value is the selected check box.
Notify the Following People	disabled		
Print the Output to: Region			
Style	required	list of values	printing style
Printer	required	list of values	printer **Note:** The default value for the printer is set up using the system profile value Printer in Oracle Applications System Administration.

Table 18–1   Printing Options Window Description

Field Name	Type	Features	Description
Copies	required		number of copies to be printed **Note:** The default value for the number of copies is set using the system profile value Concurrent: Report Copies in System Administration.
Cancel		button	closes window without saving
OK		button	saves the printing options and returns to the report parameters window

Generating Employees Using Default Labor Schedules Report Procedure

To print the Employees Using Default Labor Schedules report, perform the following steps.

1. In Labor Distribution, navigate to the Employees using Default Labor Schedules window as follows:

    Scheduling Reports - **Emp Using Def Schedules**

2. Click **Show Earnings Elements**.

3. To include all the earnings elements in the report, click >> (**A**).

4. To include selected earnings elements in the report, select an earnings element and click > (**B**).

5. Click **Show Organizations**.

6. To include all the organizations in the report, click >> (**G**).

7. To include selected organizations in the report, select an organization and click > (**I**).

8. To deselect all organizations, click << (**K**).

9. To deselect selected organizations, select an organization and click < (**J**).

10. In the From field, select the start date for the report from the list of values.

11. In the To field, select the end date for the report from the list of values.

12. To print a hard copy of the report in its entirety, click **Printing Options**.

    The Printing Options window appears.

13. Enter data in the Printing Options window as described in Table 18–1, page 18-9.

14. Click **OK**.

15. Click **Run Report**.

    A Note pop-up window appears indicating that the request was successfully submitted to the concurrent manager.

16. Click **OK**.

17. Close the window.

18. View the request in the concurrent manager as follows:

    Processes & Reports - **View**

    The Find Requests pop-up window appears.

19. Select the All My Requests radio button.

    The Requests window appears.

20. Select the request and click **View Output**.

21. Close the window.

Employees using Default Labor Schedules Window

Figure 18–3   Employees using Default Labor Schedules Window
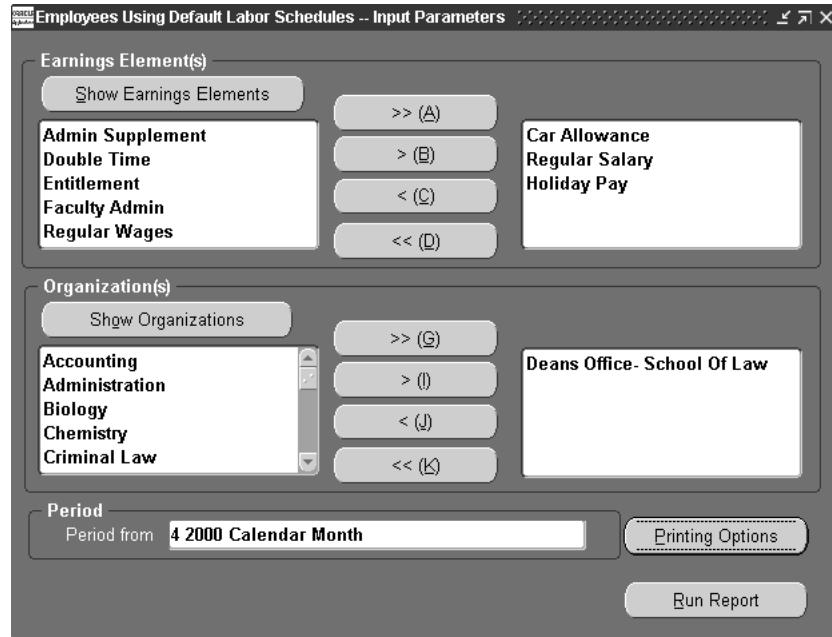
Generating Default Account Report Procedure

To print the Default Account report, perform the following steps.

1. In Labor Distribution, navigate to the Default Account Report window as follows:

    Distribution Reports - **Default Acct. Charge Report**

2. Click **Show Organizations**.

3. To include all the organizations in the report, click >> (**A**).

4. To include selected organizations in the report, select an organization and click > (**B**).

5. To deselect all organizations, click << (**D**).

6. To deselect selected organizations, select an organization and click < (**C**).

7. In the From field, select the start date for the report from the list of values.

8. In the To field, select the end date for the report from the list of values.

9. To print a hard copy of the report in its entirety, click **Printing Options**.

    The Printing Options window appears.

10. Enter data in the Printing Options window as described in Table 18–1, page 18-9.

11. Click **OK**.

12. Click **Run Report**.

    A Note pop-up window appears indicating that the request was successfully submitted to the concurrent manager.

13. Click **OK**.

14. Close the window.

15. View the request in the concurrent manager as follows:

    Processes & Reports - **View**

    The Find Requests pop-up window appears.

16. Select the All My Requests radio button.

    The Requests window appears.

17. Close the window.

Default Account Report Window

Figure 18–4   Default Account Report Window
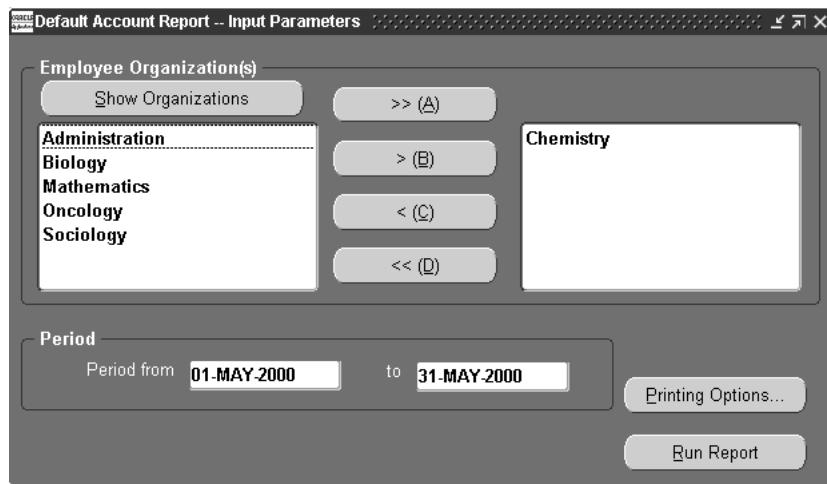
Generating Suspense Account Report Procedure

To print the Suspense Account report, perform the following steps.

1. In Labor Distribution, navigate to the Suspense Account Report -- Input Parameters window as follows:

    Distribution Reports - **Suspense Account Report**

2. Click **Show Organizations**.

3. To include all the organizations in the report, click >> (**A**).

4. To include selected organizations in the report, select an organization and click > (**B**).

5. To deselect all organizations, click << (**D**).

6. To deselect selected organizations, select an organization and click < (**C**).

7. In the From field, select the start date for the report from the list of values.

8. To print a hard copy of the report in its entirety, click **Printing Options**.

    The Printing Options window appears.

9. Enter data in the Printing Options window as described in Table 18–1, page 18-9.

10. Click **OK**.

11. Click **Run Report**.

    A Note pop-up window appears indicating that the request was successfully submitted to the concurrent manager.

12. Click **OK**.

13. Close the window.

14. View the request in the concurrent manager as follows:

    Processes & Reports - **View**

    The Find Requests pop-up window appears.

15. Select the All My Requests radio button.

    The Requests window appears.

16. Select the request and click **View Output**.

17. Close the window.

Suspense Account Report -- Input Parameters Window

Figure 18–5   Suspense Account Report -- Input Parameters Window
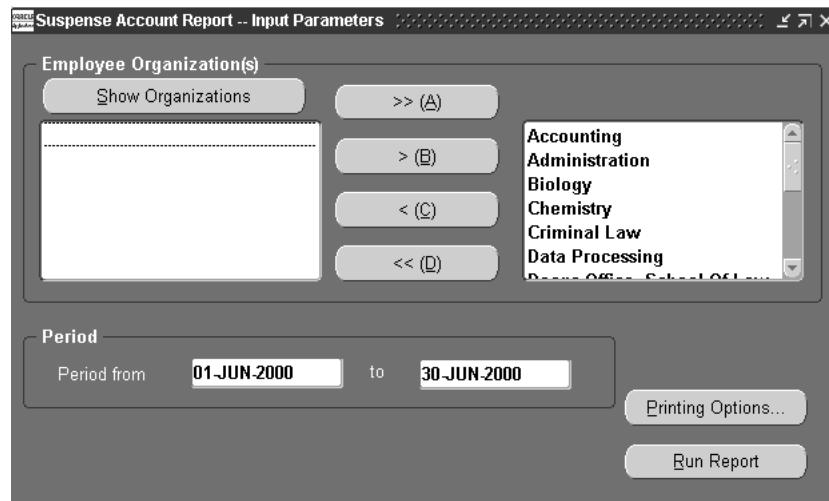
Generating Distribution History by Employee Report Procedure

To print the Distribution History by Employee report, perform the following steps.

1. In Labor Distribution, navigate to the Report Submission window as follows:

    Distribution Adjustments - **Distribution Adj. History by Emp.**

    The Report Submission window appears.

2. In the Employee Name field, select the employee and assignment from the list of values.

3. In the Begin Date field, select the start date of the report from the list of values.

4. In the End Date field, select the end date of the report from the list of values.

5. In the Earnings Element field, select an earnings element from the list of values.

6. To print a hard copy of the report in its entirety, click **Printing Options**.

    The Printing Options window appears.

7. Enter data in the Printing Options window as described in Table 18–1, page 18-9.

8. Click **OK**.

9. Click **Run Report**.

    A Note pop-up window appears indicating that the request was successfully submitted to the concurrent manager.

10. Click **OK**.

11. Close the window.

12. View the request in the concurrent manager as follows:

    Processes & Reports - **View**

    The Find Requests pop-up window appears.

13. Select the All My Requests radio button.

    The Requests window appears.

14. Select the request and click **View Output**.

15. Close the window.

Report Submission Window

Figure 18–6   Report Submission Window
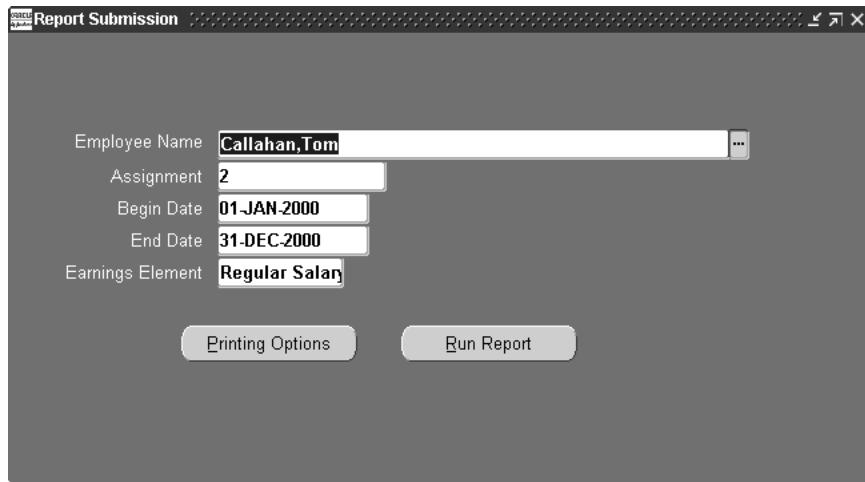
Generating Distribution History by Project Report Procedure

To print the Distribution History by Project report, perform the following steps.

1. In Labor Distribution, navigate to the Distribution History by Project Parameters window as follows:

   Distribution Reports - **Distribution History by Proj.**

2. Click **Show Projects**.

3. To include all the projects in the report, click >> (**A**).

4. To include selected projects in the report, select a project and click > (**B**).

5. To deselect all projects, click << (**D**).

6. To deselect selected projects, select a project and click < (**C**).

7. In the OGM Period Name field, select the Grants Accounting period for the report from the list of values.

8. To print a hard copy of the report in its entirety, click **Printing Options**.

   The Printing Options window appears.

9. Enter data in the Printing Options window as described in Table 18–1, page 18-9.

10. Click **OK**.

11. Click **Run Report**.

    A Note pop-up window appears indicating that the request was successfully submitted to the concurrent manager.

12. Click **OK**.

13. Close the window.

14. View the request in the concurrent manager as follows:

    Processes & Reports - **View**

    The Find Requests pop-up window appears.

15. Select the All My Requests radio button.

    The Requests window appears.

16. Select the request and click **View Output**.

17. Close the window.

Distribution History by Project Parameters Window

Figure 18–7   Distribution History by Project Parameters Window
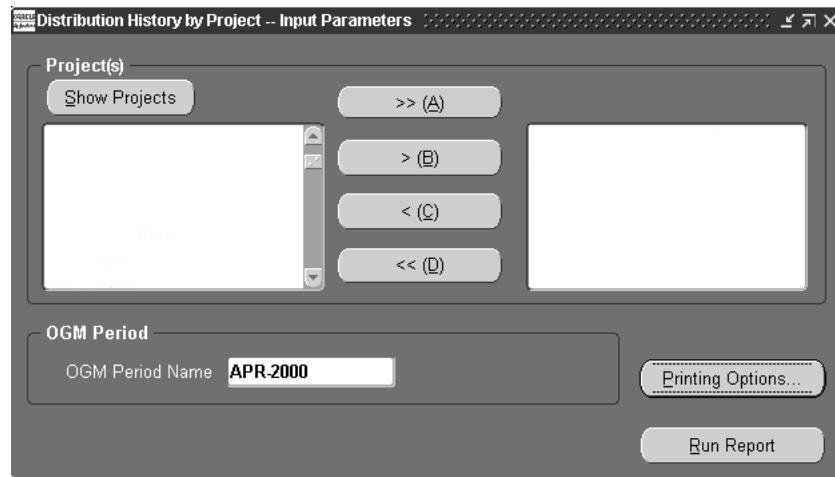
Generating Distribution History by Award Report Procedure

To print the Distribution History by Award report, perform the following steps.

1. In Labor Distribution, navigate to the Distribution History by Award Parameters window as follows:

    Distribution Reports - **Distribution History by Award**

2. Click **Show Awards**.

3. To include all the awards in the report, click >> (**A**).

4. To include selected awards in the report, select an award and click > (**B**).

5. To deselect all awards, click << (**D**).

6. To deselect selected awards, select an award and click < (**C**).

7. In the OGM Period Name field, select the Grants Accounting period for the report from the list of values.

8. To print a hard copy of the report in its entirety, click **Printing Options**.

    The Printing Options window appears.

9. Enter data in the Printing Options window as described in Table 18–1, page 18-9.

10. Click **OK**.

11. Click **Run Report**.

    A Note pop-up window appears indicating that the request was successfully submitted to the concurrent manager.

12. Click **OK**.

13. Close the window.

14. View the request in the concurrent manager as follows:

    Processes & Reports - **View**

    The Find Requests pop-up window appears.

15. Select the All My Requests radio button.

    The Requests window appears.

16. Select the request and click **View Output**.

17. Close the window.

Distribution History by Award Parameters Window

Figure 18–8   Distribution History by Award Parameters Window
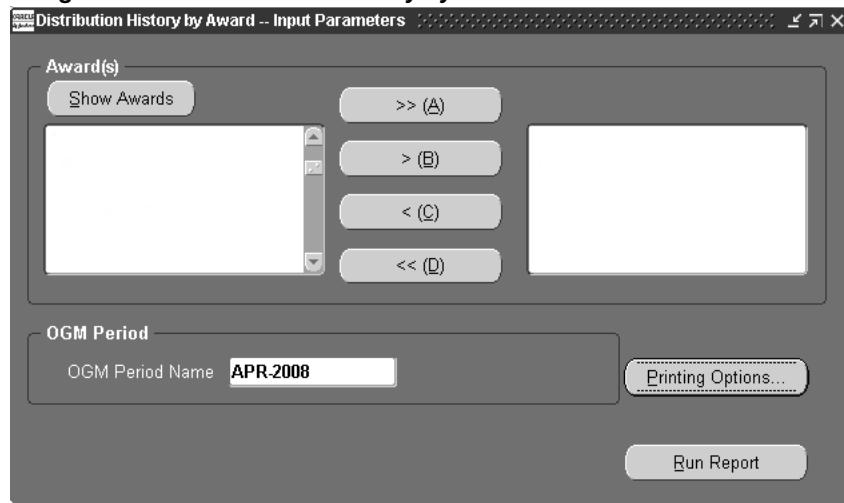
Generating Distribution History by Organization Report Procedure

To print the Distribution History by Organization report, perform the following steps.

1. In Labor Distribution, navigate to the Distribution History by Organization -- Input Parameters window as follows:

   Distribution Reports - **Distribution History by ORG.**

2. Click **Show Organizations**.

3. To include all the organizations in the report, click >> (**A**).

4. To include selected organizations in the report, select an organization and click > (**B**).

5. To deselect all organizations, click << (**D**).

6. To deselect selected organizations, select an organization and click < (**C**).

7. In the Begin Date field, select the start date for the report from the list of values.

8. In the End Date field, select the end date for the report from the list of values.

9. To print a hard copy of the report in its entirety, click **Printing Options**.

   The Printing Options window appears.

10. Enter data in the Printing Options window as described in Table 18–1, page 18-9.

11. Click **OK**.

12. Click **Run Report**.

    A Note pop-up window appears indicating that the request was successfully submitted to the concurrent manager.

13. Click **OK**.

14. Close the window.

15. View the request in the concurrent manager as follows:

    Processes & Reports - **View**

    The Find Requests pop-up window appears.

16. Select the All My Requests radio button.

    The Requests window appears.

17. Close the window.

Distribution History by Organization -- Input Parameters Window

Figure 18–9　Distribution History by Organization -- Input Parameters Window
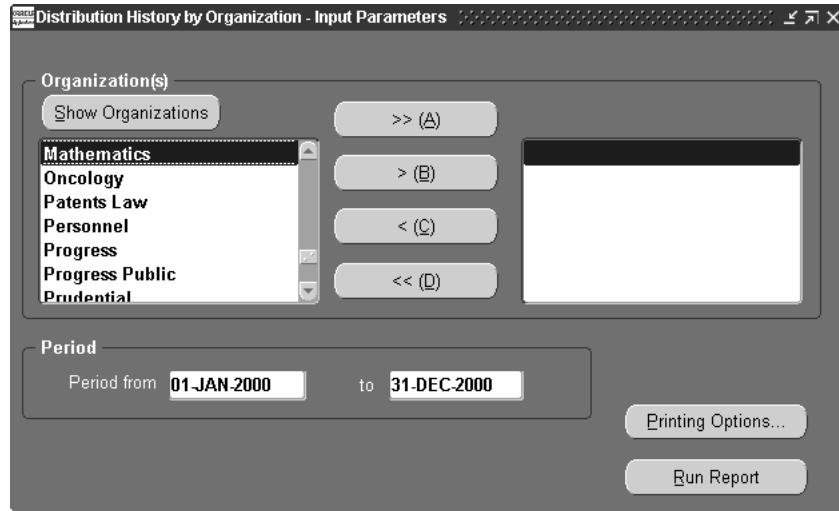
Part IX

Reconciliation and Control

19

Reconciliation and Control Reports Procedures

This chapter describes the Reconciliation and Control procedure. The following sections are in this chapter:

- Definition

- Overview

- Generating Reconciliation and Control Reports Procedure

Definition

Reconciliation and Control allows users to ensure reconciliation between processes. The basic principle in Oracle Labor Distribution is to ensure that amounts and records are accounted for. This means that there are ways to ensure that the amount distributed and transferred between one process or application and the next are equal and that all of the records are accounted for in the process.

Overview

For each of the processes, appropriate control structures are maintained and reports and inquiries are available to confirm the reconciliation. When a problem exists with the reconciliation or when exceptions exist, users can view a report describing the problem.

Process

Reconciliation reports are generated for the following payroll sources:

- Oracle and Non-Oracle Payroll Sources
- Pre-generated Distributions

Oracle and Non-Oracle Payroll Sources

The Reconciliation and Control process generates the following reports for payrolls from Oracle and Non-Oracle sources:

- Reconciliation Between Payroll Lines and Sublines Report
- Reconciliation Between Distribution Lines and Payroll Sublines Report
- Reconciliation Between Summarized Distributions and Distribution Lines Report

Reconciliation Between Payroll Lines and Sublines Report As a result of the Import Payroll Transactions process, the sum of the amounts of the payroll sublines must equal the sum of the amounts of the payroll lines coming from the payroll report. The amounts summarized by employee, assignment, and earnings element should match between the payroll lines and payroll sublines.

If the reconciliation report indicates errors and the Create Distribution Lines process has not been run, users can roll back the Oracle payroll or the Non-Oracle payroll batch to correct the errors.

For information on rolling back an Oracle payroll, see Import Payroll Transactions Procedures, page 10-7.

For information on rolling back a non-Oracle payroll batch, see Rolling Back Non-Oracle Payroll Procedure, page 13-21.

Reconciliation Between Distribution Lines and Payroll Sublines Report As a result of the Create Distribution Lines process, the sum of the dollar amounts of the distribution lines for any one set of payroll sublines must equal the sum of the dollar amounts of those payroll sublines in total and by employee, assignment, and earnings element.

If the reconciliation report indicates error and the Summarize and Transfer Payroll Distributions process has not been run, users can roll back the distribution lines to correct the errors.

For information on rolling back distribution lines, see Rolling Back Distribution Lines Procedure, page 11-7.

Reconciliation Between Summarized Distributions and Distribution Lines Report As a result of the Summarize and Transfer Payroll Distributions process, the sum of the amounts of the summarized lines for any one set of distribution lines must equal the sum of the amounts of those distribution lines in total and by employee, assignment, and charging instructions.

Pre-generated Distributions

The Reconciliation and Control process generates the following report for pre-generated distributions:

- Reconciliation Between Summarized Distributions and Pre-generated Distribution Lines Report

Reconciliation Between Summarized Distributions and Pre-generated Distribution Lines Report As a result of the Summarize and Transfer Payroll Distributions process, the sum of the amounts of the summarized lines for any one set of pre-generated distribution lines must equal the sum of the amounts of those pre-generated distribution lines in total and by employee, assignment, and charging instructions.

Generating Reconciliation and Control Reports Procedure

To create payroll sublines, perform the following steps.

1. In Labor Distribution, navigate to the Submit Request window as follows:

   Processes & Reports - **Run**

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select one of the following:

   - Reconciliation between distribution lines and summary
   - Reconciliation between pre-generated distribution lines and summary lines
   - Reconciliation between payroll lines and sublines
   - Reconciliation between sublines and distribution lines

     The Parameters pop-up window appears.

5. In the Source Type field, select a source type from the list of values.

6. In the Source Code field, select a source code from the list of values.

7. If the source type is Oracle, in the Time Period field, select a time period from the list of values.

8. If the source type is not Oracle, in the Batch Name field, select a batch name from the list of values.

9. To apply the parameters, click **OK**.

10. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

11. To view the log file, select the appropriate Request ID and click **View Log**.

12. Close the window.

Part X

Topical Essays

A

Labor Distribution Process

This appendix contains a detailed discussion of the Oracle Labor Distribution process. The following sections are in this appendix:

- Definition

- Oracle Labor Distribution Process Flow Diagram

- Oracle Labor Distribution Process

Definition

The purpose of this appendix is to provide an understanding of the Oracle Labor Distribution process. A process flow diagram shows the interaction between the different components in Labor Distribution. Each process is briefly explained and chapter references are provided for more information.

Oracle Labor Distribution Process Flow Diagram

Figure A–1 shows the Oracle Labor Distribution Process Flow diagram as described in the accompanying text.

Figure A–1   Oracle Labor Distribution Process Flow Diagram
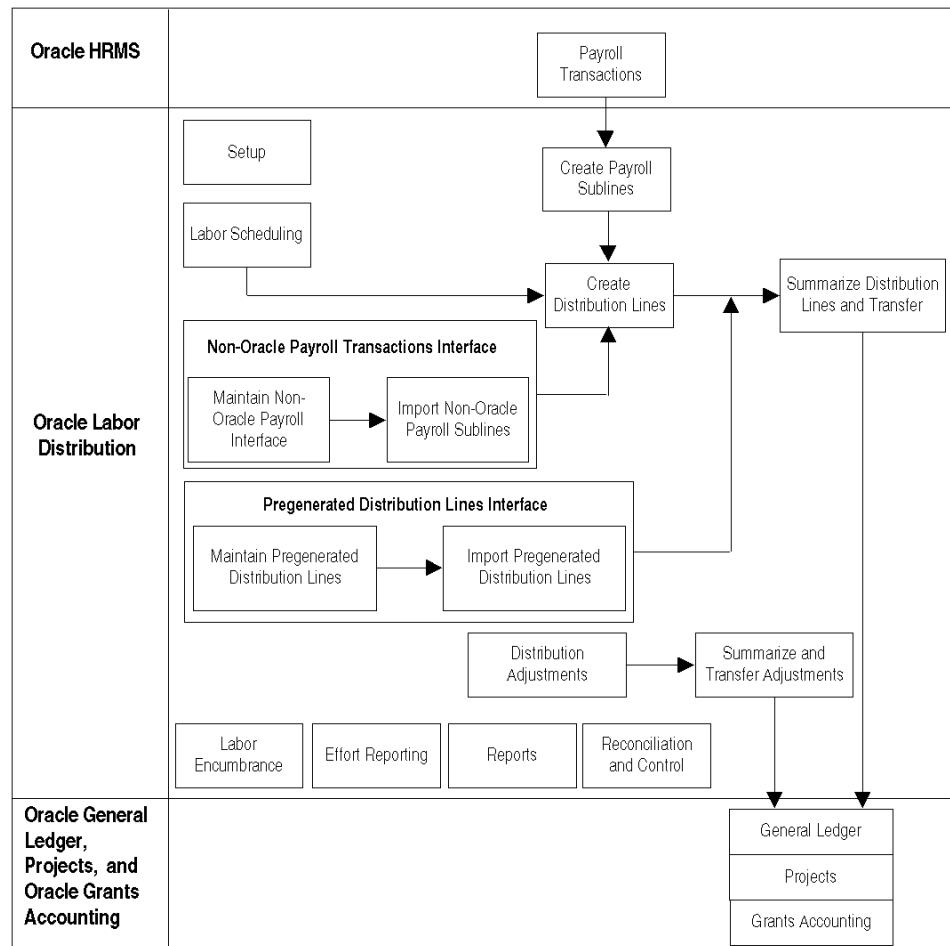
Oracle Labor Distribution Process

This section describes the Labor Distribution process flow diagram.

The Labor Distribution process includes the following components:

- Setup
- Labor Scheduling
- Payroll Transactions
- Non-Oracle Payroll Transactions Interface
- Create Distribution Lines
- Pre-generated Distribution Lines Interface
- Summarize and Transfer Payroll Distributions
- Distribution Adjustments
- Labor Encumbrance
- Effort Reporting
- Reports
- Reconciliation and Control

Setup

Labor Distribution setup provides users with the ability to customize predefined components or modules through configuration options. These options, delivered with Labor Distribution, alleviate the need for software code modifications.

Reference

For information on Labor Distribution setup, see Labor Scheduling Setup, page 5-1.

Labor Scheduling

Labor scheduling is an online process used to create, update, and review employee labor schedules. The labor schedules are a required input for the Create Distribution Lines process.

Reference

For information on labor scheduling, see Labor Scheduling Procedures, page 9-1.

Payroll Transactions

For each payroll that is run, users initiate a concurrent process to export the payroll run results in preparation for the Create Payroll Sublines process.

Create Payroll Sublines

The following are inputs for the Create Payroll Sublines process:

- export payroll transactions
- information from Oracle Human Resources

Based on these two inputs, payroll sublines are generated in preparation for the Create Distribution Lines process.

Reference

For information on importing Oracle Payroll, see Import Payroll Transactions Procedures, page 10-1.

Non-Oracle Payroll Transactions Interface

If users do not use Oracle Payroll or uses another payroll system in addition to Oracle Payroll, the Non-Oracle Payroll Interface process is initiated to import transactions from the interface table. This process feeds Maintain Non-Oracle Payroll Transactions. Users must write their own process to export the appropriate records and load this interface table.

The Non-Oracle Payroll Transactions Interface includes the following:

- Maintain Non-Oracle Payroll Interface
- Import Non-Oracle Sublines

Maintain Non-Oracle Payroll Interface

Once a non-Oracle payroll interface is imported, the Maintain Non-Oracle Payroll Interface allows users to edit the imported file.

Import Non-Oracle Sublines

The Import Non-Oracle Sublines process reads the interface table and creates records in the Payroll Sublines table.

Reference For information on maintaining non-Oracle payroll interface and importing non-Oracle payroll sublines, see Non-Oracle Payroll Interface Procedures, page 13-1.

Create Distribution Lines

There are three inputs for the Create Distribution Lines process. They are as follows:

- Create Payroll Sublines transactions
- Maintain Non-Oracle Payroll Interface transactions
- information from Oracle Human Resources

Based on the inputs, distribution lines are generated in preparation for the Summarize Distribution Lines and Transfer process.

To distribute payroll charges accurately, the system uses various employee-related events, such as salary increase, to calculate an accurate distribution amount. Actual payroll charges are distributed based on a daily rate. The daily rate is calculated by taking the salary that is in effect for the weekdays based on the payroll period and appropriate employee events. The total distribution for any employee assignment and earning classification or pay element cannot exceed 100% for any given day.

Labor Scheduling can be used to transfer pre-generated distribution charging instructions from other systems such as time and attendance systems. Labor Scheduling can also be used to distribute non-Oracle payrolls.

Reference

For information on Create Distribution Lines, see Create Distribution Lines Procedures, page 11-1.

Pre-generated Distribution Lines Interface

The Pre-generated Distribution Lines Interface table is used to import transactions from timecard systems. Users must write their own process to export the appropriate records and to load this interface table. This process creates records in the Pre-Generated Distribution Lines table.

The Pre-generated Distribution Lines Interface process includes the following:

- Maintain Pre-generated Distribution Lines
- Import Pre-generated Distribution Lines

Maintain Pre-generated Distribution Lines

Once pre-generated distribution lines are created in the interface table, Maintain Pre-generated Distribution Lines allows users to edit the imported transactions.

Import Pre-generated Distribution Lines

Import Pre-generated Distribution Lines reads the interface table and creates records in the Payroll Sublines table.

Reference For information on maintaining pre-generated distribution lines and importing pre-generated distribution lines, see Pre-generated Distribution Lines Interface Procedures, page 14-1.

Summarize and Transfer Payroll Distributions

The Summarize and Transfer Payroll Distributions process summarizes the distribution lines and transfers the summarized transactions into the General Ledger, Oracle Projects, and Grants Accounting interface tables.

Reference

For information on summarizing distribution lines and transferring them to General Ledger, Projects, and Grants Accounting, see Summarize and Transfer Payroll Distributions Procedures, page 12-1.

Distribution Adjustments

Distribution Adjustments involves changing labor distributions that have already been posted to General Ledger, Projects, and Grants Accounting. Distribution Adjustments can be made to each actual distribution or to a set of distributions across time. Labor Distribution reverses the original distribution transaction and creates new distribution transactions.

Once the transfers are specified, they must be approved before they are processed. Users can configure workflow rules to determine appropriate routing and approvals for modifying payroll distributions.

Reference

For information on distribution adjustments, see Distribution Adjustments Procedures, page 15-1.

Labor Encumbrance

Labor Encumbrance allows users to differentiate unspent and uncommitted funds from unspent funds. The labor encumbrance process includes the following processes:

- create encumbrance lines

- summarize and transfer encumbrances

- update encumbrance lines

Reference

For information on the encumbrance processes and reports, see Labor Encumbrance Processes and Reports Procedures, page 16-1.

For information on the encumbrance process, see Labor Encumbrance Process, page C-1.

Effort Reporting

Effort reports can be created for specified time periods, by employee, groups of employees, or other selection criteria. Effort reports can be generated online or in hard-copy format.

Effort is calculated based on the actual amount of base salary distributed. Therefore, effort equals base pay.

Online forms can be routed to appropriate individuals using workflow rules. Users can accept or return the report with comments. Users can also create ad hoc effort reports based on various user-selected parameters.

Reference

For information on effort reporting, see Effort Reporting Procedures, page 17-1.

Reports

Labor Distribution provides various management reports.

Reference

For information on reports, see Reports Procedures, page 18-1.

Reconciliation and Control

Reconciliation and Control allows users to ensure reconciliation between processes by generating various reports.

Reference

For information on reconciliation and control, see Reconciliation and Control Reports Procedures, page 19-1.

B

Scheduling Hierarchy Process

This appendix describes the Scheduling Hierarchy process. The following sections are in this appendix:

- Definition

- Process

- Scheduling Hierarchy Process Diagram

Definition

Oracle Labor Distribution allows users to create default labor schedules at the following levels:

- employee organization

- employee assignment

- earnings element

The Scheduling Hierarchy process is used to determine which labor schedule to use based on the hierarchy.

Process

Figure B - 1 illustrates the Scheduling Hierarchy process. Labor Distribution begins searching for a labor schedule at the lower level of the hierarchy and moves upward until finding a labor schedule or account.

The Global Earnings Element labor schedule is at the lowest level of the schedule hierarchy. At the next three levels of the scheduling hierarchy, Element Type, Element Group, and Assignment labor schedules are defined for the employee assignment. Schedules at the employee assignment level can apply to multiple earnings elements for an employee.

At the upper three levels of the scheduling hierarchy, Organization Default Labor Schedule, Organization Default Account, and Organization Suspense Account labor schedules are defined at the human resources organization level. Schedules at the employee organization level can apply to many employees in that organization.

The Scheduling Hierarchy process consists of the following levels:

1. Organization

    ■ Suspense Account

    ■ Default Account

    ■ Default Labor Schedule

2. Employee Assignment

    ■ Assignment

    ■ Element Group

    ■ Earnings Element

3. Element

    ■ Global Earnings Element

Organization Suspense Account

The Organization Suspense Account is set up to collect costs from labor distribution if charging instructions at any level of the scheduling hierarchy are missing.

Organization Default Account

The Organization Default Account is set up to collect costs from labor distribution if charging instructions at the lower level of the scheduling hierarchy are missing.

Default Labor Schedule

Users can create labor schedule lines for each organization. This labor schedule is used when the Organization Default Labor Schedule is selected at setup. This allows the user to create one labor schedule set at the Organization Default level for that unique organization that applies to all assignments and the earnings elements associated with it.

Example

A single schedule is created for the Budget Office. All assignments with an organization of Budget Office and labor schedule set at the Organization Default level use the labor schedule defined for the organization of Budget Office. The user does not have to individually create a labor schedule for each employee assignment that is attached to the Budget Office.

Employee Assignment

Users can create labor schedule lines for an employee assignment. This labor schedule is used when the Assignment box is checked in the Schedule Hierarchy region of the Labor Scheduling window. This allows the user to create one labor schedule that applies to all earnings elements that may be paid to that assignment.

Labor schedules defined at the assignment level take precedence over labor schedules defined at the Organization level.

Example

A single schedule is created at the employee assignment level. Any earnings element paid to that employee assignment uses the assignment labor schedule. The user does not have to individually create a labor schedule for each earnings element that an employee assignment might pay.

Element Group

Element groups are defined at the site level and are used to group earnings elements. These groups can be used to identify a common distribution schedule to which all earnings elements that are within the specified group are scheduled and distributed to an employee assignment. This feature allows users to specify one distribution profile for a group, and all elements associated with this group are scheduled and distributed based on the specified single profile for an employee assignment.

For an employee assignment, users can define a labor schedule for each element group. This allows users to create one labor schedule that applies to all earnings elements in a specified element group. Labor schedules defined at the element group level take precedence over labor schedules defined at the Assignment and Organization Default Schedule levels.

Example

A single schedule is created for an employee assignment at the element group level of Regular Salary, where Regular Salary includes the earnings elements of Regular Pay, Overtime, and Shift. Any Regular Pay, Overtime, and Shift earnings element that is paid to the specified employee assignment uses the labor schedule defined for the Regular Salary element group. The user does not have to individually create a labor schedule for each earnings element.

Earnings Element

Users can create labor schedules for individual earnings elements. Labor schedules defined at the Earnings Element level take precedence over labor schedules defined at the Element Group, Assignment, and Organization Default Schedule levels.

Example

A single schedule is created for an employee assignment at the earnings element level. The user creates a schedule at the element group of Regular Salary, which includes the earnings element of Regular Pay, Overtime, and Shift. The user also creates a schedule for the Shift earnings element. Any pay for Shift pay uses the schedule for Shift and uses the Elements Group Schedule for any pay for Regular Pay and Overtime.

The user can create an earnings element level labor schedule for any earnings element that an employee assignment is paid.

Global Earnings Element

Users can define a Global Earnings Element labor schedule for an individual earnings element at the site level. This labor schedule is used only for the associated earnings element and applies to all employee assignments. Users cannot select or change the Global Earnings Element labor schedule in the employee assignment labor schedule. This allows the institution to create a global labor schedule that applies across the entire institution.

Labor schedules defined at the Global Earnings Element level take precedence over labor schedules defined at the Earnings Element, Element Group, Assignment, and Organization Default Schedule levels.

Example

A Global Earnings Element Schedule is created for the earnings element of Paid Time Off. Any pay for Paid Time Off uses the Global Earnings Element Schedule, regardless of other scheduling instructions.

Scheduling Hierarchy Process Diagram

Figure B–1 shows the Scheduling Hierarchy Process diagram as described in the accompanying text.

Figure B–1   Scheduling Hierarchy Process Diagram
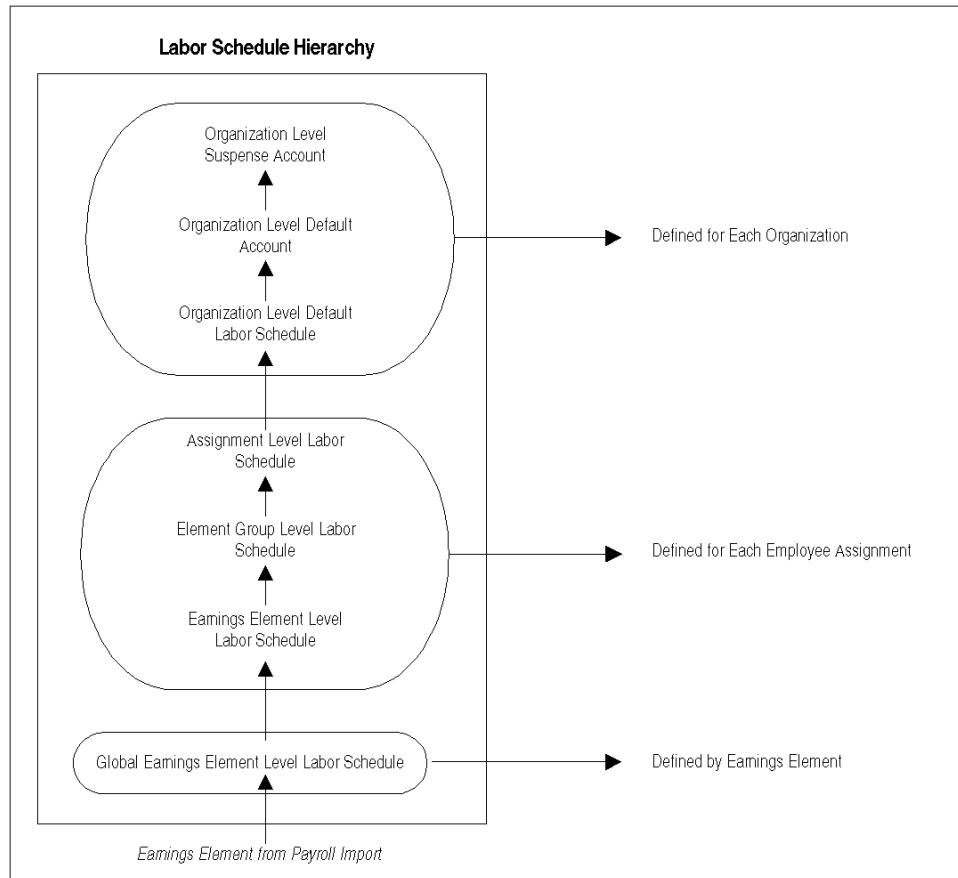
C

Labor Encumbrance Process

This appendix contains a detailed discussion of the Labor Encumbrance process in Oracle Labor Distribution. The following sections are in this appendix:

- Definition
- Labor Encumbrance Process Flow Diagram
- Labor Encumbrance Process

Definition

The purpose of this appendix is to provide an understanding of the Labor Encumbrance process in Labor Distribution. A process flow diagram shows the interaction between the different components in Labor Distribution. Each process is briefly explained and chapter references are provided for more information.

Labor Encumbrance Process Flow Diagram

Figure C–1 shows the Labor Encumbrance Process Flow diagram as described in the accompanying text.

Figure C–1   Labor Encumbrance Process Flow Diagram
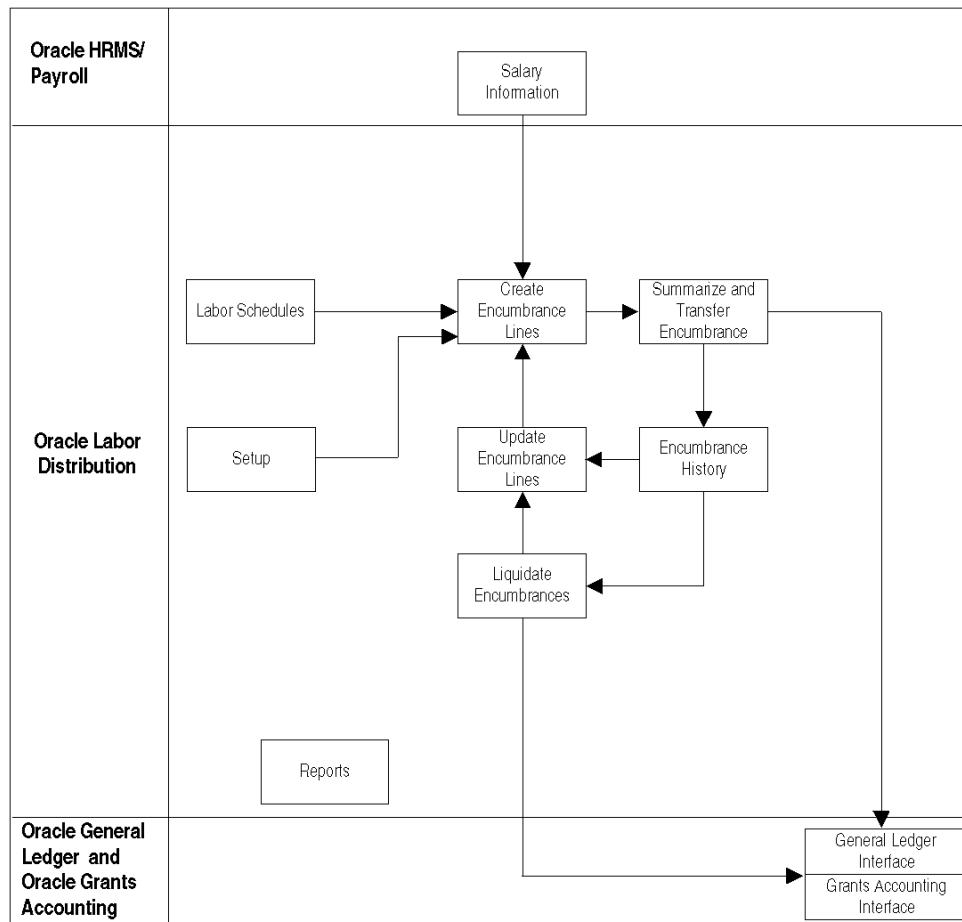
Labor Encumbrance Process

This section describes the Labor Encumbrance process flow diagram.

The Labor Encumbrance process includes the following components:

- Setup
- Labor Scheduling
- Create Encumbrance Lines
- Summarize and Transfer Encumbrances
- Encumbrance History
- Update Encumbrance Lines
- Liquidate Encumbrances
- Reports

Setup

Labor Encumbrance setup provides users with the ability to customize predefined components through configuration options. These options delivered with Labor Distribution alleviate the need for software code modifications.

Reference

For information on Labor Encumbrance setup, see Labor Encumbrance Setup, page 7-1.

Labor Scheduling

Labor scheduling is an online process used to create, update, and review employee labor schedules. The labor schedules are a required input for the Create Encumbrance Lines process.

Reference

For information on labor scheduling, see Labor Scheduling Procedures, page 9-1.

Create Encumbrance Lines

Create Encumbrance Lines is a concurrent process that generates new encumbrances for the earnings elements selected when setting up labor encumbrances.

Reference

For information on creating encumbrance lines, see Labor Encumbrance Processes and Reports Procedures, page 16-1.

Summarize and Transfer Encumbrances

Summarize and Transfer Encumbrances is a concurrent process that posts data to Oracle General Ledger and Oracle Grants Accounting. Setup options allow the user to group the data based on time period and charging instructions.

Reference

For information on summarizing and transferring encumbrances, see Labor Encumbrance Processes and Reports Procedures, page 16-1.

Encumbrance History

During the Summarize and Transfer Encumbrances process, an encumbrance history is stored in the tables to be used for Update Encumbrance Lines and Encumbrance Liquidation Process.

Update Encumbrance Lines

Update Encumbrance Lines is a concurrent process that updates encumbrances that have been posted to General Ledger and Grants Accounting. Data is imported from the encumbrance history generated during the Summarize and Transfer Encumbrances process.

Reference

For information on updating encumbrances, see Labor Encumbrance Processes and Reports Procedures, page 16-1.

Liquidate Encumbrances

The Encumbrance Liquidation Process is a concurrent process that liquidates encumbrances before sending actual labor costs to General Ledger or Grants Accounting. Setup options determine the process for liquidating encumbrances while posting actual transactions in Labor Distribution.

Reference

For information on liquidating encumbrances, see Labor Encumbrance Processes and Reports Procedures, page 16-1.

Reports

Labor Encumbrance includes the following reports:

- Suspense Charge Encumbrance Report

- Organization Default Usage Encumbrance Report

Reference

- For information on encumbrance reports, see Labor Encumbrance Processes and Reports Procedures, page 16-1.

D

Data Entry Validations Process

This appendix describes the data entry validation process. The following sections are in this appendix:

- Overview
- Data Entry Validations

Overview

Data entry validations in Oracle Labor Distribution are performed on the following attributes:

- Oracle Projects charging instructions
- Oracle Grants Accounting charging instructions
- Oracle General Ledger code combinations

The purpose of data entry validation in Labor Distribution is as follows:

- to ensure that labor scheduled cannot be distributed more than 100% on any given day
- to prevent deletion of any schedule line whose begin and end dates overlap with the date of any distribution lines that are generated in the past

The validations that are performed for General Ledger code combinations are the same as those performed for other Oracle financial applications.

The validations that are performed for Projects and Grants Accounting charging instructions during the labor scheduling process are the same as those performed during the Create Distribution Lines process.

Data Entry Validations

Data Entry Validations consists of the following:

- Labor Scheduling Validation Rules
- Labor Scheduling Setup Deletion Validation Rules
- Labor Scheduling Setup End-Dating Validation Rules
- Labor Scheduling Validation Errors
- Labor Scheduling Validation Warnings
- Create Distribution Lines Validations
- Other Validations
- Custom Data Entry Validation

Labor Scheduling Validation Rules

In the Labor Scheduling window, the following validation rules are applied:

- The expenditure item date used when validating the Grants Accounting charging instruction is the begin date from the schedule line.
- The message box displayed to the user indicates which particular entry failed validation.
- All entry failures are considered errors or warnings.
- If entry failures are considered errors, Labor Distribution does not allow the schedule line to be saved until a correction is entered and passes validation.
- If entry failures are considered warnings, corrective action is not required, and the schedule line can be saved without making corrections.

Labor Scheduling Setup Deletion Validation Rules

Labor scheduling rules for deletions are as follows:

- Element types can be deleted if the following conditions apply:
  - No payrolls for the element type dates exist.
  - No schedule lines for the element type dates exist.
  - No element groups are associated with the element type.

- If a global earnings element exists for this element type, the element type must exist in the PSP element types table at least once or more to maintain referential integrity.

- An element type can be deleted from an element group if there are no schedule lines for the dates of the associated element group.

- An element group can be deleted if there are no element types associated with it.

- A global earnings element can be deleted if there are no payrolls for the dates of the global earnings element.

- A default schedule can be deleted if there are no payrolls imported for the dates of the default schedule.

- A default account can be deleted if there are no payrolls imported for the default account dates.

- A suspense account can be deleted if there are no payrolls imported for the dates of the suspense account.

Labor Scheduling Setup End-Dating Validation Rules

Rules for end-dating apply to the following:

- element type
- element group
- global element
- default schedules
- default accounts
- suspense accounts

Element Type

End-dating rules for element types are as follows:

- An element type can be end-dated to the last payroll import date.
- An element type can be end-dated to the last schedule line date.
- An element type in an element group must be end-dated to make the element type active for at least one day.

- An element type's end date can be extended if it does not overlap with other instances of this element type.

Element Group

End-dating rules for element groups are as follows:

- An element group can be end-dated to the last payroll import date.

- An element group can be end-dated to the date of the element group's last schedule line.

- An element group can be end-dated so that each element type associated with it can be active for at least one day.

- An element group's end date can be extended if it does not overlap with other instances of this element group.

Global Element

End-dating rules for global elements are as follows:

- A global element can be end-dated to the last payroll date.

- A global element's end date can be extended if there are no payrolls for the extended period and if the global element does not overlap with other instances of this global element.

Default Schedules

End-dating rules for default schedules are as follows:

- A default schedule can be end-dated to the last payroll date.

- A default schedule's end date can be increased if there are no payrolls for the extended period and if the default schedule does not overlap with other instances of the default schedule organization.

Default Accounts

End-dating rules for default accounts are as follows:

- A default account can be end-dated to the last payroll date.

- A default account's end date can be increased if there are no payrolls for the extended period and if the default account does not overlap with other default accounts for this organization.

Suspense Accounts

End-dating rules for suspense accounts are as follows:

- A suspense account can be end-dated to the last payroll date.

- A suspense account's end date can be increased if there are no payrolls for the extended period and if the suspense account does not overlap with other suspense or global accounts for this organization.

Labor Scheduling Validation Errors

In the Labor Scheduling window, entry failures of many charging instructions or accounting flexfields are considered errors. Entry failure for charging instructions include the following:

- Project does not exist.

- Task does not exist for the project.

- Award does not exist.

- Expenditure Organization does not exist.

- Expenditure Type does not exist.

- General Ledger code combination does not exist.

Labor Scheduling Validation Warnings

In the Labor Scheduling window, the following entry failures are considered warnings:

- Project is not active for schedule line begin date.

- Task is not active for schedule line begin date.

- Award is not linked to the Project via an installment.

- A new schedule line is entered which has a begin-date that includes a payroll that has already been distributed.

Create Distribution Lines Validations

During the Create Distribution Lines process, all entry failures are considered errors. All charging account entry failures are posted to the organizational suspense account.

Other Validations

Other data entry validations include the following:

- End date can be changed if it is greater than the last payroll process date and can be changed to a date greater than the payroll process date.

- Begin date can be changed if it is greater than the last payroll process date and can be changed to a date greater than the payroll process date.

- New schedule lines can be created with a begin date that is greater than the last payroll process date.

- Percentages cannot be changed on any schedule line if the schedule line has already been used in any payroll distribution.

  Note: Users can change the end date and create a new record.

- The end date of the most recent Oracle or non-Oracle payroll imported into Oracle Labor Distribution is checked by Labor Distribution. Schedules can only be adjusted for dates after the end date of the last processed payroll for the selected employee assignment.

Custom Data Entry Validation

Users can define and program additional validation rules for the labor scheduling process that meet the needs of their unique business requirements.

E

Effort Calculation Process

This appendix describes the effort calculation process.The following sections are in this appendix:

- Definition
- Process

Definition

The underlying concept of effort calculation is that effort equals the percentage of pay distributed.

Process

The following steps illustrate the effort calculation process:

1. Determine the individual's meeting coverage criteria for the given effort reporting period.

2. Summarize all distribution lines, including transfers, where earnings elements are not excluded from base pay and where begin and end dates fall completely within the effort reporting period.

3. Calculate the effort base for an individual employee by summing the total applicable distributions.

4. Calculate effort percentages by summing for each individual employee the applicable distributions for each project and award combination and dividing those amounts by the employee's effort base.

Examples

The following examples provide clarification of the effort calculation process.

Doctor Jane Doe Smith has one assignment, Principal Investigator. Her annual salary was $60,000 ($5,000 per month) starting January 1, 1999. Her annual salary was increased to $72,000 on April 16, 1999 ($5,500 for the month of April).

Dr. Smith was scheduled as follows:

Project 89AC Cardiology	01-Jan-1999 to 31-Mar-1999	100%
Project 756 Study	01-Apr-1999 to 20-Apr-1999	50%
Project 912 NIH Ca	01-Apr-1999 to 15-Apr-1999	50%
Project 3784 NSF S	16-Apr-1999 to 30-Apr-1999	50%

Dr. Smith was paid as follows:

- $5,000.00 per month for January through March
- $2,500.00 for 1 - 15 April

■ $3,000.00 for 16 - 30 April

Dr. Smith's actual distributions were as follows:

Project 89AC Cardiology	01-Jan-1999 to 31-Mar-1999	$15,000.00
Project 756 Study	01-Apr-1999 to 20-Apr-1999	$ 1,659.09
Project 912 NIH	01-Apr-1999 to 15-Apr-1999	$ 1,250.00
Note: Project 3784 NSF was invalid at the time of distribution; suspense account posting is driven by user setup options.		
Cardiology Suspense	21-Apr-1999 to 30-Apr-1999	$ 1,090.91
Total		$20,500.00

Before any distribution adjustment, Dr. Smith's effort is calculated for the period of February 1 through April 30 as follows:

Project 89AC Cardiology	$10,000.00/$15,500.00 = 64.52%
Project 756 Study	$ 1,659.09/$15,500.00 = 10.70%
Project 912 NIH	$ 1,250.00/$15,500.00 = 8.06%
Note: Project 3784 NSF was invalid at the time of distribution; suspense account posting is driven by setup options.	
Total	100%

F

Effort Report Notification Workflow Process

This appendix contains a detailed discussion of the Effort Report Notification Workflow processes in Oracle Labor Distribution. The following topics are in this appendix:

- Overview
- The PSP Effort Report Item Type
- Effort Report Approval Workflow Diagram
- Effort Report Approval Workflow Process
- Customizing Effort Report Approval Workflow
- Effort Report Certification Workflow Diagram
- Effort Report Certification Workflow Process
- Customizing Effort Report Certification Workflow

Overview

Labor Distribution uses Oracle Workflow to define and implement effort reporting processes.

Workflow features include the following:

- Oracle Workflow Builder, a graphical tool that allows users to create business process definitions
- Workflow Engine, which implements process definitions at runtime
- Notification System, which sends notifications and processes responses in a workflow

Workflow functionality in Labor Distribution automatically routes effort reports throughout the organization and delivers electronic notifications to users regarding effort reports that require their attention or processes that are completed.

Use Oracle Workflow Builder to customize workflows or to create new workflows. For information on Workflow, see Introduction to Workflow, *Oracle Workflow Guide*.

Effort Report Notification Process

The Effort Report Notification process includes the following subprocesses:

- approval
- notification

The Effort Report Notification workflow process is initiated in Labor Distribution when an effort report is created.

Notification is sent to approvers of the effort report. When the effort report is approved, the effort report is sent to a supervisor for certification. The creator of the effort report can monitor the status of the effort report.

The PSP Effort Report Item Type

Several Workflow attributes are associated with the PSP Effort Report item type that reference information in the application tables. The attributes are used and maintained by function activities as well as notification activities throughout the process.

Table F–1 describes the attributes associated with PSP Effort Report.

Table F–1   Attributes Associated with the PSP Effort Report Item Type

Display Name	Description	Type	Length/Format /Lookup Type
Omit Approval Step	for customization purposes	Lookup	Yes/No
Can Employee Approve	for customization purposes	Lookup	Yes/No
Can Supervisor Certify	for customization purposes	Lookup	Yes/No
Process	approval or certification	Lookup	Process
Template ID		Number	
Report ID	effort report unique identifier	Number	
Begin Date	effort report begin date	Date	
End Date	effort report end date	Date	
Employee Person ID		Number	
Employee UserName		Text	100
Employee Display Name		Text	240
Creator UserName		Text	100
Creator Display Name		Text	240
Approver UserName		Text	100
Approver Display Name		Text	240
Certifier UserName		Text	100
Certifier Display Name		Text	240
Notes		Text	2000

Table F–1   Attributes Associated with the PSP Effort Report Item Type

Display Name	Description	Type	Length/Format /Lookup Type
Review Effort Report		Form	
Workflow Monitor		Form	

Effort Report Approval Workflow Diagram

Figure F–1 shows the effort report workflow nodes as described in the accompanying text.

Figure F–1   Effort Report Approval Workflow Diagram
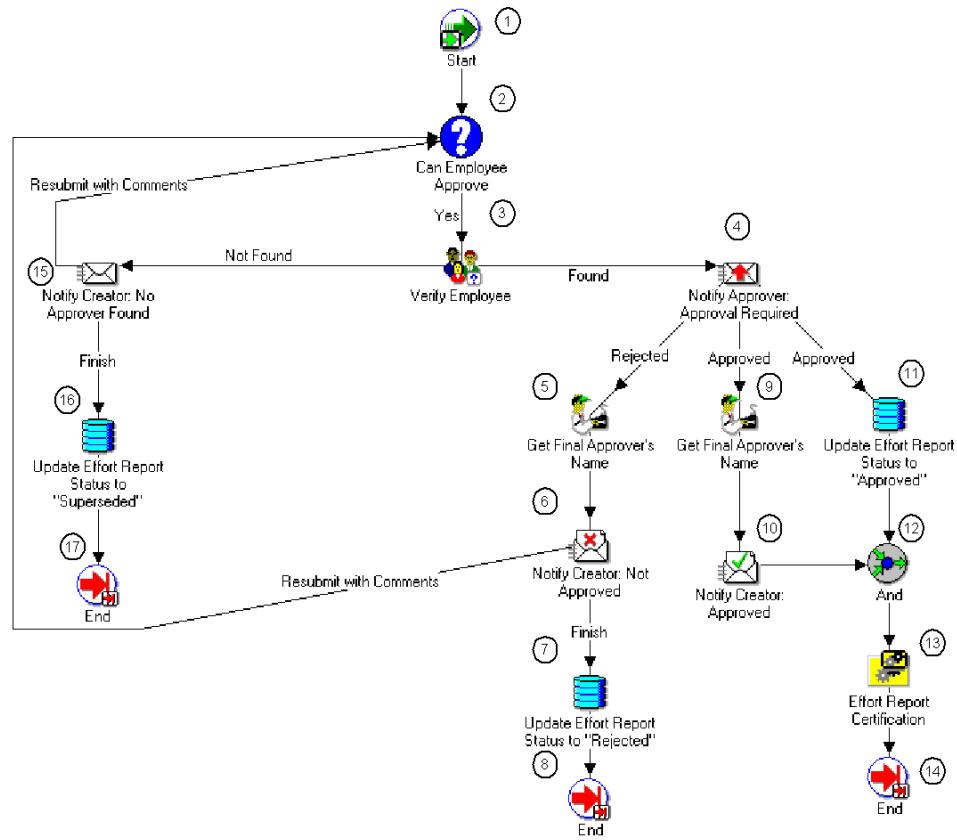
Effort Report Approval Workflow Process

This section describes the Effort Report Approval workflow diagram and processes.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	None

Can Employee Approve (Node 2)

This function activity checks to see whether employees can approve their own effort reports.

Function	PSP_WF_EFF_PKG.CNA_EMPLOYEE_APPROVE
Result Type	Yes/No
Prerequisite Activities	Start

Verify Employee (Node 3)

If employees can approve their effort reports, this function activity searches for the employee.

Function	PSP_WF_EFF_PKG.VERIFY_EMPLOYEE
Result Type	Found/Not Found
Prerequisite Activities	Can Employee Approve

<div align="center">or</div>

Notify Creator: Not Approved

<div align="center">or</div>

Notify Creator: No Approver Found

Notify Approver: Approval Required (Node 4)

This activity notifies the employee that effort report approval is required.

Message   Notification to Approver: Approval Required

Result Type   Approval

Prerequisite   Verify Employee and Select Approver
Activities

Get Final Approver's Name (Node 5)

If the employee rejects the effort report, this function activity gets the final approver's name.

Function   PSP_WF_EFF_PKG.GET_APPROVAL_RESPONDER

Result Type   None

Prerequisite   Notify Approver: Approval Required
Activities

Notify Creator: Not Approved (Node 6)

This activity notifies the effort report creator that the effort report is not approved by the employee.

Message   Notification to Approver: Not Approved

Result Type   Decision

Prerequisite   Get Final Approver's Name
Activities

Update Effort Report Status to Rejected (Node 7)

This function activity updates the effort report status to rejected in the database.

Function   PSP_WF_EFF_PKG.STATUS_REJECTED

Result Type   None

Prerequisite   Notify Creator: Not Approved
Activities

End (Node 8)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Update Effort Report Status to Rejected

Get Final Approver's Name (Node 9)

If the employee accepts the effort report, this function activity gets the final approver's name.

Function	PSP_WF_EFF_PKG.GET_APPROVAL_RESPONDER
Result Type	None
Prerequisite Activities	Notify Approver: Approval Required

Notify Creator: Approved (Node 10)

This activity notifies the effort report creator that the effort report is approved by the employee.

Message	Notification to Creator: Approved
Result Type	None
Prerequisite Activities	Get Final Approver's Name

Update Effort Report Status to Approved (Node 11)

This function activity updates the effort report status to approved in the database.

Function	PSP_WF_EFF_PKG.STATUS_APPROVED
Result Type	None
Prerequisite Activities	Notify Approver: Approval Required

And (Node 12)

This function activity completes when the Update Effort Report Status to Approved and the Notify Creator: Approved branches converge.

Function	WF_STANDARD.AND JOIN
Result Type	None
Prerequisite Activities	Update Effort Report Status to Approved and Notify Creator: Approved

Effort Report Certification (Node 13)

This process certifies effort reports.

Result Type	None
Required	No
Prerequisite Activities	Update Effort Report Status to Approved and Notify Creator: Approved

End (Node 14)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Effort Report Certification

Notify Creator: No Response (Timeout) (Node 15)

If the effort report is not approved or rejected within a specified period of time, this activity notifies the effort report creator.

Message	Notification to Creator: Timeout
Result Type	Decision
Prerequisite Activities	Notify Approver: Approval Required

Update Effort Report Status to Superseded (Node 16)

This function activity updates the effort report status to superseded in the database.

Function	PSP_WF_EFF_PKG.STATUS_SUPERSEDED
Result Type	None
Prerequisite Activities	Notify Creator: No Response (Timeout)

End (Node 17)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Update Effort Report Status to Superseded

Notify Creator: No Approver Found (Node 18)

This activity notifies the effort report creator that there is no approver to be found.

Message	Notification to Approver: No Approver Found
Result Type	Decision
Prerequisite Activities	Verify Employee

Update Effort Report Status to Superseded (Node 19)

This function activity updates the effort report status to superseded in the database.

Function	PSP_WF_EFF_PKG.STATUS_SUPERSEDED
Result Type	None
Prerequisite Activities	Notify Creator: No Approver Found

End (Node 20)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Update Effort Report Status to Superseded

Select Approver (Node 21)

If employees do not approve their effort reports, this function activity selects the appropriate approver.

Function	PSP_WF_EFF_PKG.SELECT_APPROVER
Result Type	Found/Not Found
Prerequisite Activities	Can Employee Approve

Notify Creator: No Approver Found (Node 22)

This activity notifies the effort report creator that there is no approver to be found.

Message	Notification to Approver: No Approver Found
Result Type	Decision
Prerequisite Activities	Select Approver

Update Effort Report Status to Superseded (Node 23)

This function activity updates the effort report status to superseded in the database.

Function	PSP_WF_EFF_PKG.STATUS_SUPERSEDED
Result Type	None
Prerequisite Activities	Notify Creator: No Approver Found

End (Node 24)

This function activity marks the end of the process.

Function   WF_STANDARD.NOOP

Result Type   None

Prerequisite   Update Effort Report to Superseded
Activities

Customizing Effort Report Approval Workflow

This section describes how the Effort Report Approval workflow process can be customized.

Required Modifications

No modifications are required to run the Effort Report Approval workflow process.

Optional Customizations

Organizations can make the following optional customizations:

- Organizations can create new messages. Messages are used for notification activities in the workflow process.

- Organizations can create new notifications and notification activities and can modify the workflow process to accommodate these new activities.

Creating a New Custom Process

It is not recommended that organizations create their own custom process to replace the Effort Report Approval workflow process.

Effort Report Certification Workflow Diagram

Figure F–2 shows the effort report certification nodes as described in the accompanying text.

Figure F–2   Effort Report Certification Workflow Diagram
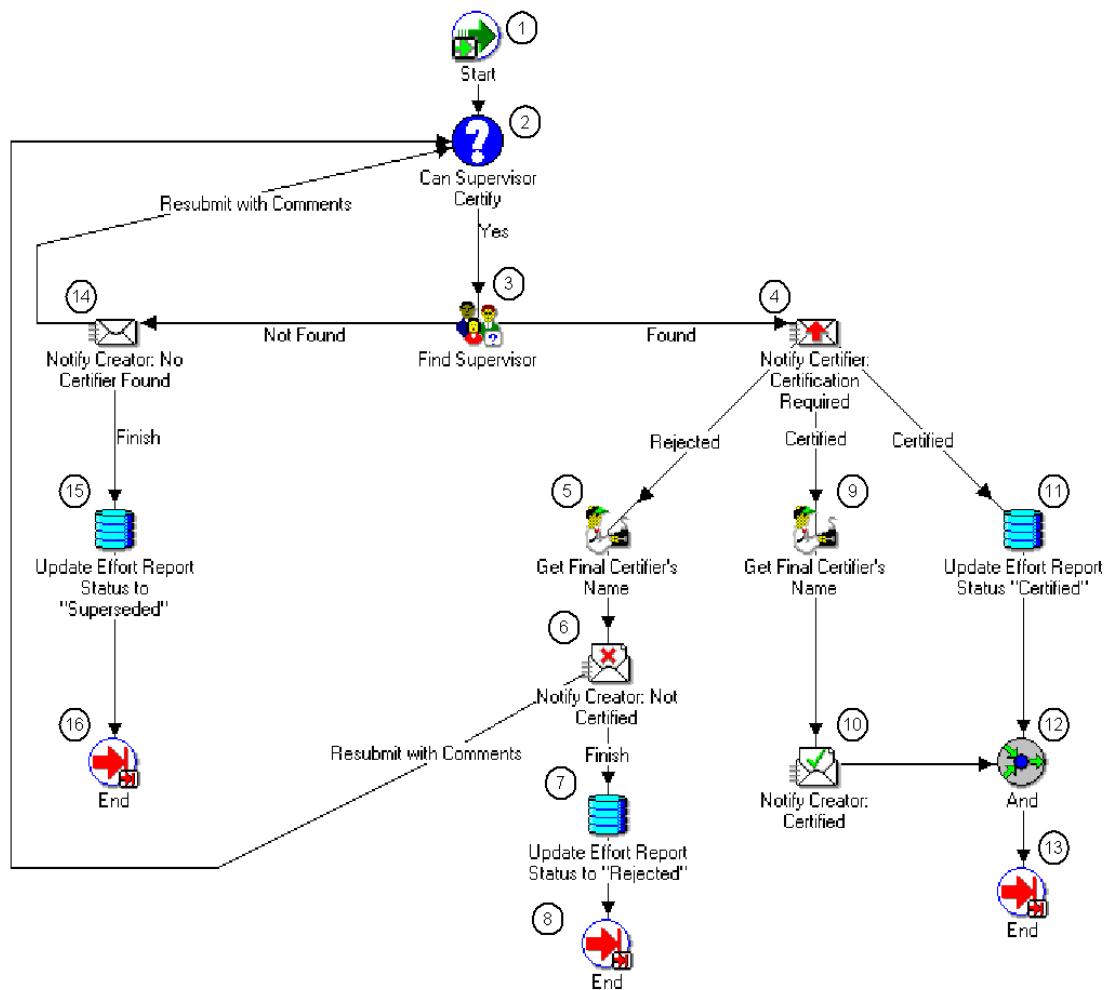
Effort Report Certification Workflow Process

This section describes the Effort Report Certification workflow processes.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	None

Can Supervisor Certify (Node 2)

This function activity checks to see whether an employee's supervisor can certify the effort report.

Function	PSP_WF_EFF_PKG.CAN_SUPERVISOR_CERTIFY
Result Type	Yes/No
Prerequisite Activities	Start

Find Supervisor (Node 3)

If supervisors can approve an employee's effort reports, this function activity searches for the supervisor.

Function	PSP_WF_EFF_PKG.VERIFY_SUPERVISOR
Result Type	Found/Not Found
Prerequisite Activities	Can Supervisor Certify

> or

Notify Creator: Not Certified

> or

Notify Creator: No Certifier Found

Notify Certifier: Certification Required (Node 4)

This activity notifies the certifier that effort report certification is required.

Message	Notification to Certifier: Certification Required
Result Type	Certification
Prerequisite Activities	Find Supervisor and Select Certifier

Get Final Certifier's Name (Node 5)

If the certifier rejects the effort report, this function activity gets the final certifier's name.

Function	PSP_WF_EFF_PKG.GET_CERTIFICATION_RESPONDER
Result Type	None
Prerequisite Activities	Notify Certifier: Certification Required

Notify Creator: Not Certified (Node 6)

This activity notifies the effort report creator that the effort report is not certified.

Message	Notification to Creator: Not Certified
Result Type	Decision
Prerequisite Activities	Get Final Certifier's Name

Update Effort Report Status to Rejected (Node 7)

This function activity updates the effort report certification status to rejected in the database.

Function	PSP_WF_EFF_PKG.STATUS_REJECTED
Result Type	None
Prerequisite Activities	Notify Creator: Not Certified

End (Success) (Node 8)

This function activity marks the end of the process.

Function   WF_STANDARD.NOOP

Result Type   None

Prerequisite   Update Effort Report Status to Rejected
Activities

Get Final Certifier's Name (Node 9)

If the effort report is certified, this function activity gets the final certifier's name.

Function   PSP_WF_EFF_PKG.GET_CERTIFICATION_RESPONDER

Result Type   None

Prerequisite   Notify Certifier: Certification Required
Activities

Notify Creator: Certified (Node 10)

This activity notifies the effort report creator that the effort report is certified.

Function   Notification to Creator: Certified

Result Type   None

Prerequisite   Get Final Certifier's Name
Activities

Update Effort Report Status to Certified (Node 11)

This function activity updates the effort report status to certified in the database.

Function   PSP_WF_EFF_PKG.STATUS_CERTIFIED

Result Type   None

Prerequisite   Notify Certifier: Certification Required
Activities

And (Node 12)

This function activity completes when the Update Effort Report Status to Certified and the Notify Creator: Certified branches converge.

Function	WF_STANDARD.AND JOIN
Result Type	None
Prerequisite Activities	Update Effort Report Status to Certified

> or

Notify Creator: Certified

End (Node 13)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Effort Report Certification

Notify Creator: No Response (Timeout) (Node 14)

If the effort report is not certified or rejected within a specified period of time, this activity notifies the effort report creator.

Message	Notification to Creator: Timeout
Result Type	Decision
Prerequisite Activities	Notify Certifier: Certification Required

Notify Creator: No Certifier Found (Node 15)

This activity notifies the effort report creator that there is no certifier to be found.

Message	Notification to Creator: No Certifier Found
Result Type	Decision

| **Prerequisite Activities** | Find Supervisor |

Update Effort Report Status to Superseded (Node 16)

This function activity updates the effort report status to superseded in the database.

Function	PSP_WF_EFF_PKG.STATUS_SUPERSEDED
Result Type	None
Prerequisite Activities	Notify Creator: No Certifier Found

End (Node 17)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Update Effort Report Status to Superseded

Select Certifier (Node 18)

If the supervisor does not certify an employee's effort report, this function activity selects the appropriate certifier.

Function	PSP_WF_EFF_PKG.SELECT_CERTIFIER
Result Type	Found/Not Found
Prerequisite Activities	Can Supervisor Certify

Notify Creator: No Certifier Found (Node 19)

This activity notifies the effort report creator that there is no certifier to be found.

| **Message** | Notification to Creator: No Certifier Found |
| **Result Type** | Decision |

| **Prerequisite Activities** | Select Certifier |

Update Effort Report Status to Superseded (Node 20)

This function activity updates the effort report status to superseded in the database.

Function	PSP_WF_EFF_PKG.STATUS_SUPERSEDED
Result Type	None
Prerequisite Activities	Notify Creator: No Certifier Found and Notify Creator: No Response (Timeout)

End (Node 21)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Update Effort Report to Superseded

Customizing Effort Report Certification Workflow

This section describes how the Effort Report Certification workflow process can be customized.

Required Modifications

No modifications are required to run the Effort Report Certification workflow process.

Optional Customizations

Organizations can make the following optional customizations:

- Organizations can create new messages. Messages are used for notification activities in the workflow process.

- Organizations can create new notifications and notification activities, and modify the workflow process to accommodate these new activities.

G

Distribution Adjustments Approval Notification Workflow Process

This appendix contains a detailed discussion of the Distribution Adjustments Approval Notification Workflow process in Oracle Labor Distribution. The following topics are in this appendix:

- Overview
- The PSP Distribution Adjustments Approval Item Type
- Distribution Adjustments Approval Workflow Diagram
- Distribution Adjustments Approval Workflow Process
- Customizing Distribution Adjustments Approval Workflow

Overview

Labor Distribution uses Oracle Workflow to define and implement the distribution adjustments approval process.

Workflow features include the following:

- Oracle Workflow Builder, a graphical tool that allows users to create business process definitions

- Workflow Engine, which implements process definitions at runtime

- Notification System, which sends notifications and processes responses in a workflow

Workflow functionality in Labor Distribution automatically routes distribution adjustments approval notifications throughout the organization and delivers electronic notifications to users regarding distribution adjustments that require their attention or processes that are completed.

Use Oracle Workflow Builder to customize workflows or to create new workflows. For information on Workflow, see Introduction to Workflow, *Oracle Workflow Guide.*

The PSP Distribution Adjustments Approval Item Type

Several Workflow attributes are associated with the PSP Distribution Adjustments Approval item type that reference information in the application tables. The attributes are used and maintained by function activities as well as notification activities throughout the process.

Table G–1 describes the attributes associated with PSP Distribution Adjustments Approval.

Table G–1   Attributes Associated with the PSP Distribution Adjustments Approval Item Type

Display Name	Description	Type	Length/Format /Lookup Type
Batch Name		Text	
Employee Person ID		Number	
Employee Display Name		Text	240
Assignment		Text	
Earnings Element		Text	
Begin Date		Date	
End Date		Date	
Distribution Adjustment	form	Form	
Creator UserName		Text	100
Creator Display Name		Text	240
Approver UserName		Text	100
Approver Display Name		Text	240
Note		Text	
Time Out	time out for approver to approve		

Distribution Adjustments Approval Workflow Diagram

Figure G–1 shows the distribution adjustments approval nodes as described in the accompanying text.

Figure G–1   Distribution Adjustments Approval Workflow Diagram
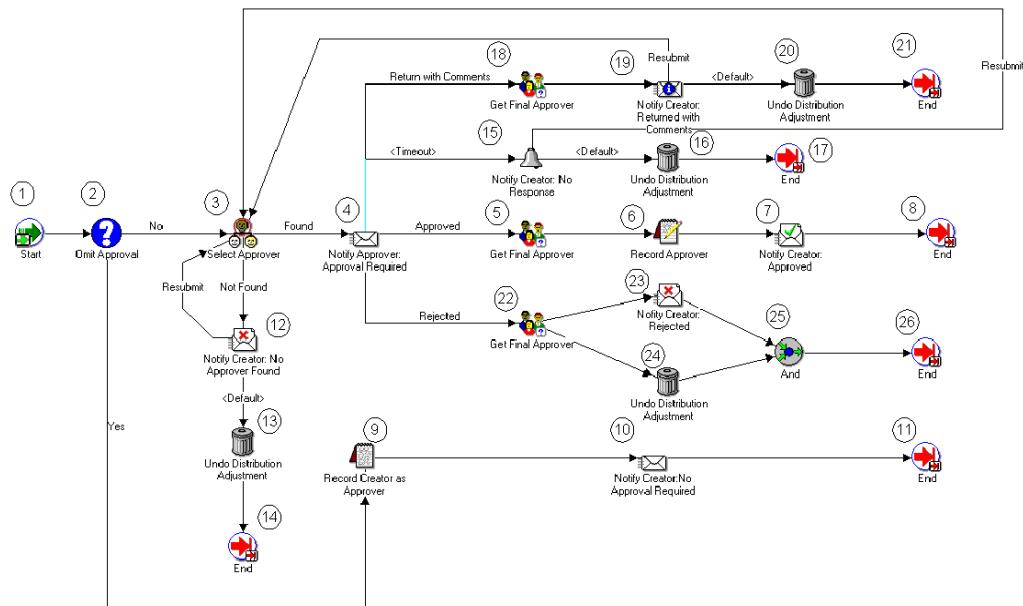
Distribution Adjustments Approval Workflow Process

This section describes the Distribution Adjustments Approval workflow process.

Start (Node 1)

This is a standard function activity that marks the start of the Distribution Adjustments Approval process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	None

Omit Approval (Node 2)

This function activity checks to see whether an approver is required for the distribution adjustment.The system default is No. To customize this activity, use the PL/SQL stored procedure PSP_WF_ADJ_CUSTOM.OMIT_APPROVAL_CUSTOM.

Function	PSP_WF_ADJ_PKG.OMIT_APPROVAL
Result Type	Yes/No
Prerequisite Activities	Start

Select Approver (Node 3)

If an approver for the distribution adjustment is required, this function activity searches for the approver. To customize this activity, use the PL/SQL stored procedure PSP_WF_ADJ_CUSTOM.SELECT_APPROVER_CUSTOM.

Function	PSP_WF_ADJ_PKG.SELECT_APPROVER
Result Type	Found/Not Found

or

Notify Creator: Returned with Comments

or

Notify Creator: No Response

Prerequisite   Omit Approval
Activities

Notify Approver: Approval Required (Node 4)

This activity notifies the approver that approval for a distribution adjustment is required.

Message   To Approver: Approval Required

Result Type   Approval

Prerequisite   Select Approver
Activities

Get Final Approver [Approved] (Node 5)

If the distribution adjustment is approved, this function activity searches for the final approver's name.

Function   PSP_WF_ADJ_PKG.GET_APPROVAL_RESPONDER

Result Type   None

Prerequisite   Notify Approver: Approval Required
Activities

Record Approver (Node 6)

This function activity updates the database to approved with the approver identifier.

Function   PSP_WF_ADJ_PKG.RECORD_APPROVER

Result Type   None

Prerequisite   Get Final Approver
Activities

Notify Creator: Approved (Node 7)

This activity notifies the creator that the distribution adjustment is approved.

Message   To Creator: Approved

| **Result Type** | None |
| **Prerequisite Activities** | Record Approver |

End (Node 8)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Notify Creator: Approved

Record Creator as Approver (Node 9)

If the approval process is omitted, this function activity updates the distribution adjustment status in the database to approved with the creator as the approver identifier. To customize this activity, use the PL/SQL stored procedure PSP_WF_CUSTOM.RECORD_CREATOR_CUSTOM.

Function	PSP_WF_ADJ_PKG.RECORD_CREATOR
Result Type	None
Prerequisite Activities	Omit Approval

Notify Creator: No Approval Required (Node 10)

This activity notifies the distribution adjustment creator that no approval is required for the adjustment.

Message	To Creator: No Approval Required
Result Type	None
Prerequisite Activities	Record Creator as Approver

End (Node 11)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Notify Creator: No Approval Required

Notify Creator: No Approver Found (Node 12)

This activity notifies the creator that no approver was found.

Message	To Creator: No Approver Found
Result Type	Decision
Prerequisite Activities	Select Approver

Undo Distribution Adjustment (Node 13)

As a result of this function activity, the distribution adjustment reverts to its original state.

Function	PSP_WF_ADJ_PKG.UNDO_DISTRIBUTION_ADJUSTMENT
Result Type	None
Prerequisite Activities	Notify Creator: No Approver Found

End (Node 14)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Undo Distribution Adjustment

Notify Creator: No Response [Timeout] (Node 15)

If the adjustment is not approved, rejected, or returned with comments within a specified period of time, this activity notifies the distribution adjustment creator that there is no response to the distribution adjustment notification. The measure of time is in days and the default value is 0, which means no timeout.

Message	To Creator: No Response
Result Type	Decision
Prerequisite Activities	Notify Approver: Approval Required

Undo Distribution Adjustment (Node 16)

As a result of this function activity, the distribution adjustment reverts to its original state.

Function	PSP_WF_ADJ_PKG.UNDO_DISTRIBUTION_ADJUSTMENT
Result Type	None
Prerequisite Activities	Notify Creator: No Response

End (Node 17)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Undo Distribution Adjustment

Get Final Approver [Return with Comments] (Node 18)

If the distribution adjustment is returned with comments, this function activity searches for the final approver.

Function	PSP_WF_ADJ_PKG.GET_APPROVAL_RESPONDER
Result Type	None

Prerequisite Activities	Notify Approver: Approval Required

Notify Creator: Returned with Comments (Node 19)

This activity notifies the creator that the distribution adjustment is returned with comments.

Message	To Creator: Returned with Comments
Result Type	Decision
Prerequisite Activities	Get Final Approver

Undo Distribution Adjustment (Node 20)

As a result of this function activity, the distribution adjustment reverts to its original state.

Function	PSP_WF_ADJ_PKG.UNDO_DISTRIBUTION_ADJUSTMENT
Result Type	None
Prerequisite Activities	Notify Creator: Returned with Comments

End (Node 21)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Undo Distribution Adjustment

Get Final Approver [Rejected] (Node 22)

If a distribution adjustment is rejected, this function activity searches for the final approver.

Function	PSP_WF_ADJ_PKG.GET_APPROVAL_RESPONDER

Result Type	None
Prerequisite Activities	Notify Approver: Approval Required

Notify Creator: Rejected (Node 23)

This activity notifies the distribution adjustment creator that the distribution adjustment is rejected.

Message	To Creator: Rejected
Result Type	None
Prerequisite Activities	Get Final Approver

Undo Distribution Adjustment (Node 24)

As a result of this function activity, the distribution adjustment reverts to its original state.

Function	PSP_WF_ADJ_PKG.UNDO_DISTRIBUTION_ADJUSTMENT
Result Type	None
Prerequisite Activities	Get Final Approver

And (Node 25)

This function activity completes when the Notify Creator: Rejected and the Undo Distribution Adjustment branches converge.

Function	WF_STANDARD.AND JOIN
Result Type	None
Prerequisite Activities	Notify Creator: Rejected and Undo Distribution Adjustment

End (Node 26)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Notify Creator: Rejected and Undo Distribution Adjustment

Customizing Distribution Adjustments Approval Workflow

This section describes how the Distribution Adjustments Approval workflow process can be customized.

Required Modifications

No modifications are required to run the Distribution Adjustments Approval workflow process.

Optional Customizations

Organizations can make the following optional customizations:

- Organizations can create new messages. Messages are used for notification activities in the workflow process.

- Organizations can create new notifications and notification activities and can modify the workflow process to accommodate these new activities.

Part XI

Reference

H

Navigator Paths

This appendix lists navigation paths for windows in Oracle Labor Distribution. The following sections are in this appendix:

- Navigation

Navigation

Table H–1   Navigation Paths

Window	Navigation Path
Auto-Fill Expenditure Types	Setup - Auto-Population - Expenditure Type
Auto-Fill Natural Account	Setup - Auto-Population - Natural Account
Auto-Population Segment Definition	Setup - Auto-Population - Segment Setup
Begin Date Auto-fill Parameters	Setup - Auto-fill Begin Date
Bypass (By-Pass Expenditure Types)	Setup - Auto-Population - By-Pass Table
Clearing Account Setup	Setup - Clearing Account
Create Ad Hoc Effort Report	Effort Reporting - Create Ad Hoc Report
Create Effort Report	Effort Reporting - Create Effort Report
Create Users	Setup - Create Notification Users
Default Account Report - Input Parameters	Distribution Reports - Default Acct. Charge Report
Distribution Adjustments	Distribution Adjustments - Define
Distribution History by Award - Input Parameters	Distribution Reports - Distribution History by Award
Distribution History by Project - Input Parameters	Distribution Reports - Distribution History by Proj.
Distribution History by Organization - Input Parameters	Distribution Reports - Distribution History by Org.
Earnings Element Groups	Setup - Element Groups
Earnings Elements Imported	Setup - Element Types
Effort Certification Aging (Status) Report	Effort Reporting - Effort Certify Aging Report
Effort Report Messages	Effort Reporting - Effort Report Messages

Table H–1   Navigation Paths

Window	Navigation Path
Effort Report Periods	Effort Reporting - Effort Report Periods
Employees Using Default Labor Schedules - Input Parameters	Scheduling Reports - Emp using Def Schedules
Encumbrance - Creation Options	Labor Encumbrance - Enc Creation Options
Encumbrance - Default Encumbrance Period Definition	Labor Encumbrance - Enc Default Period
Encumbrance - Earnings Element Selection	Labor Encumbrance - Enc Element Selection
Encumbrance - Payroll and Assignment Selection	Labor Encumbrance - Enc Payroll Selection
Encumbrance - Summarization Options	Labor Encumbrance - Enc Summarize Options
End Date Auto-fill Parameters	Setup - Auto-fill End Date
Find Distributions	Distribution Adjustments - Define
Global Earnings Element Override	Setup - Global Earnings Elements
Include Elements in Effort Report	Setup - Effort Report Element Types
Labor Schedules by Employee - Input Parameters	Scheduling Reports - Schedules for an Employee
Labor Scheduling	Labor Schedules
Lookups (Auto Lookups)	Setup - Auto-Population - Lookups Table
Maintenance of Non Oracle Payroll Sub lines	Payroll Interface - Non Oracle Sublines
Maintenance of Pre-generated Distribution Lines	Payroll Interface - Pre-Gen Distribution Lines
Monthly Schedule Summary	Labor Schedules Click Schedule Lines Click Monthly Summary
Organization Default Accounts	Setup - Organization Default Accounts

Table H–1   Navigation Paths

Window	Navigation Path
Organization Default Labor Schedule	Setup - Org. Default Labor Schedules
Organization Suspense Accounts	Setup - Organization Suspense Accounts
Payroll Period Schedule Summary	Labor Schedules Click Schedule Lines Click Payroll Period
Re-Order	Setup - Auto-Population - Expenditure Type Click Re-Order
	Setup - Auto-Population-Natural Account Click Re-Order
Payroll Sources	Setup - Payroll Sources
Report Submission	Distribution Adjustments - Distribution History By Emp.
Review Effort Report	Effort Reporting - Review Effort Report
Rules	Setup - Auto-Population - Expenditure Type Click Rules
	Setup - Auto-Population-Natural Account Click Rules
Schedule Lines	Labor Schedules Click Schedule Lines
Schedule Summary	Labor Schedules Click Schedule Lines Click Schedule Summary
Suspense Account Report - Input Parameters	Distribution Reports - Suspense Account Report
Worklist	Workflow - Workflow User - Worklist

I

Distribution and Configuration Options

This appendix describes and illustrates the configuration options applied to the payroll distribution process. The following sections are in this appendix:

- Overview
- Payroll Distribution Process
- Configuration Options
- Case 1 Diagram
- Case 2 Diagram
- Case 3 Diagram
- Case 4 Diagram

Overview

The purpose of this appendix is to provide an understanding of how scheduling elements are used in the payroll distribution process to configure labor schedules.

Payroll Distribution Process

The Payroll Distribution Process illustrates the interaction of the organization level default labor schedule, organization default accounts, and organization suspense account during distribution in the labor schedule hierarchy.

For a specific payroll run that has been exported to Oracle Labor Distribution and for every payroll line that includes a single employee, assignment, and earnings element, Labor Distribution performs the following steps:

1. Identifies the Oracle Grants Accounting charging instruction or Oracle General Ledger account that determines labor distribution by using the labor schedule hierarchy.

    Labor Distribution begins searching for a labor schedule at the lower level of the hierarchy and moves upward until it finds a labor schedule or account.

    At the lower three levels of the scheduling hierarchy, Element Type, Element Group, and Assignment, labor schedules are defined for the employee assignment.

    At the upper three levels of the scheduling hierarchy, Organization Default, Organization Default Account, and Suspense Account, labor schedules are defined at the human resources organization level for that employee assignment.

2. Identifies and corrects incomplete labor schedules.

    If a labor schedule is identified, Labor Distribution checks if the schedule distributes 100% of the earnings element for the entire payroll period. If not, Labor Distribution adds a Grants Accounting suspense account charging instruction or a General Ledger suspense account to the labor schedule based on the Hierarchy for Balances on Incomplete Labor Schedules illustrated in Figure C - 1. This additional line includes valid dates equal to the times when the labor schedule distribution does not equal 100%.

    Only one suspense account, either a Grants Accounting suspense account or a General Ledger suspense account, can be set up for an organization.

3. Replaces Invalid, Closed, or Inactive charging instructions.

For every Grants Accounting charging instruction and General Ledger account line in the labor schedule, Labor Distribution checks if it is still valid. If the charging instruction or account is invalid, Labor Distribution replaces it with a Grants Accounting suspense account charging instruction or a General Ledger suspense account as illustrated in Figure I–1.

Only one suspense account, either a Grants Accounting suspense account or a General Ledger suspense account, can be set up for an organization.

4. Distributes the Earnings Element.

Configuration Options

The diagrams in this section illustrate how the scheduling hierarchy process works based on the site implementation of the following configuration options:

■   Organization Level Default Labor Schedule for All Employees or Assignments

■   Organization Level Default Accounts

The diagrams are explained in the previous section, Payroll Distribution Process.

Case 1 Diagram

Figure I–1 illustrates how the Scheduling Hierarchy works with the following configuration setting:

Enable: Organization Level Default Labor Schedule for All Employees or Assignments

Enable: Organization Level Default Accounts

Figure I–1   Case 1 Diagram
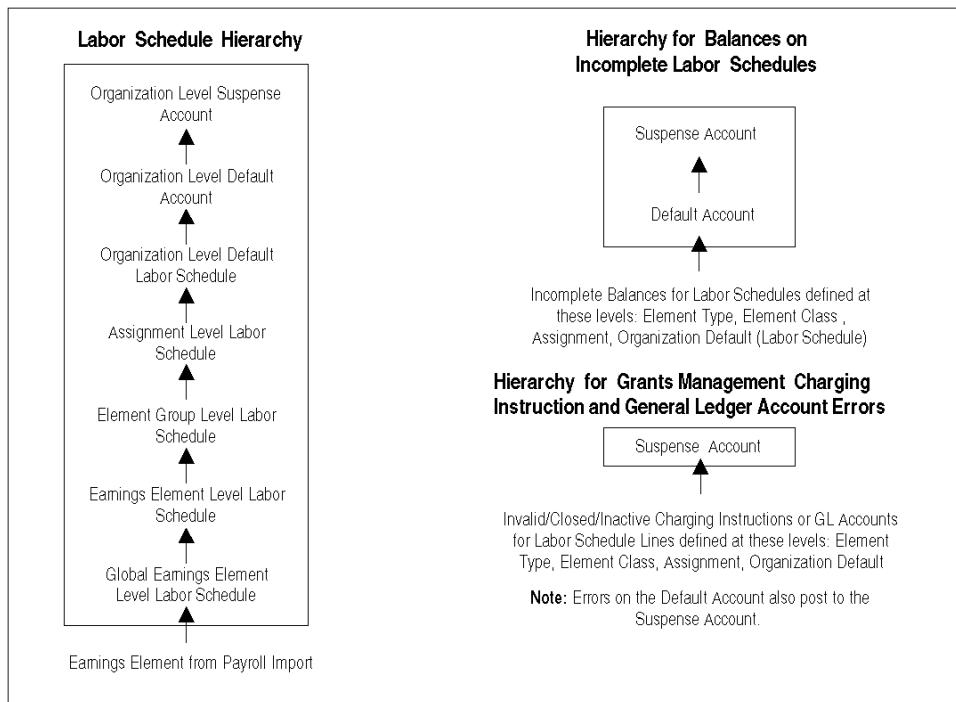
Case 2 Diagram

Figure I–2 illustrates how the Scheduling Hierarchy works with the following configuration setting:

Enable: Organization Level Default Labor Schedule for All Employees or Assignments

Disable: Organization Level Default Accounts; indicated in italics

Figure I–2   Case 2 Diagram
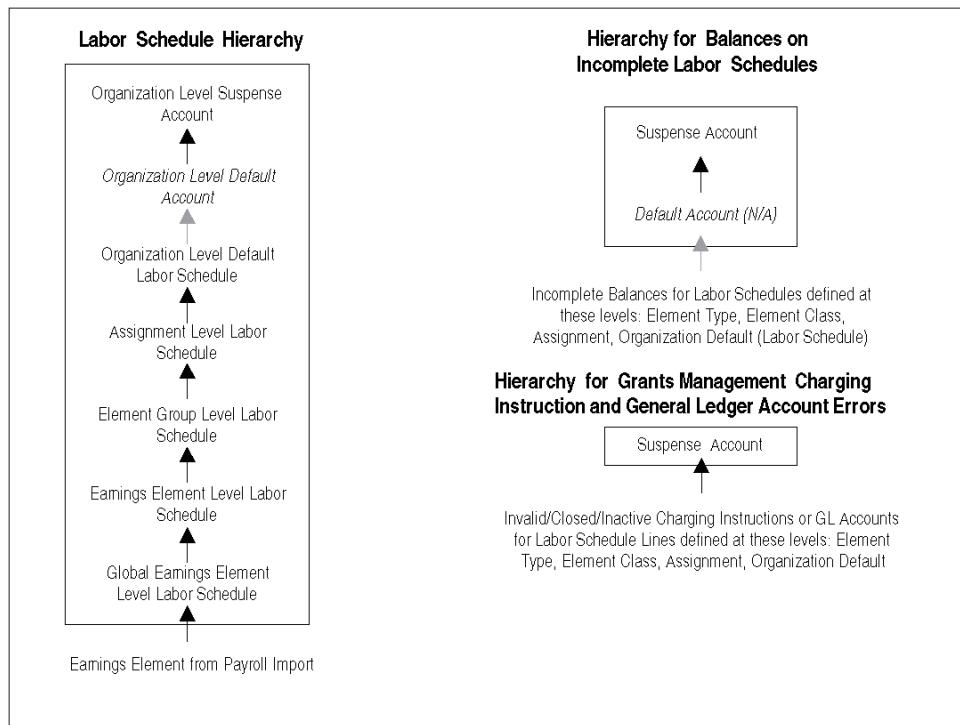
Case 3 Diagram

Figure I–3 illustrates how the Scheduling Hierarchy works with the following configuration setting:

Disable: Organization Level Default Labor Schedule for All Employees or Assignments

Disable: Organization Level Default Accounts; indicated in italics

Figure I–3 Case 3 Diagram
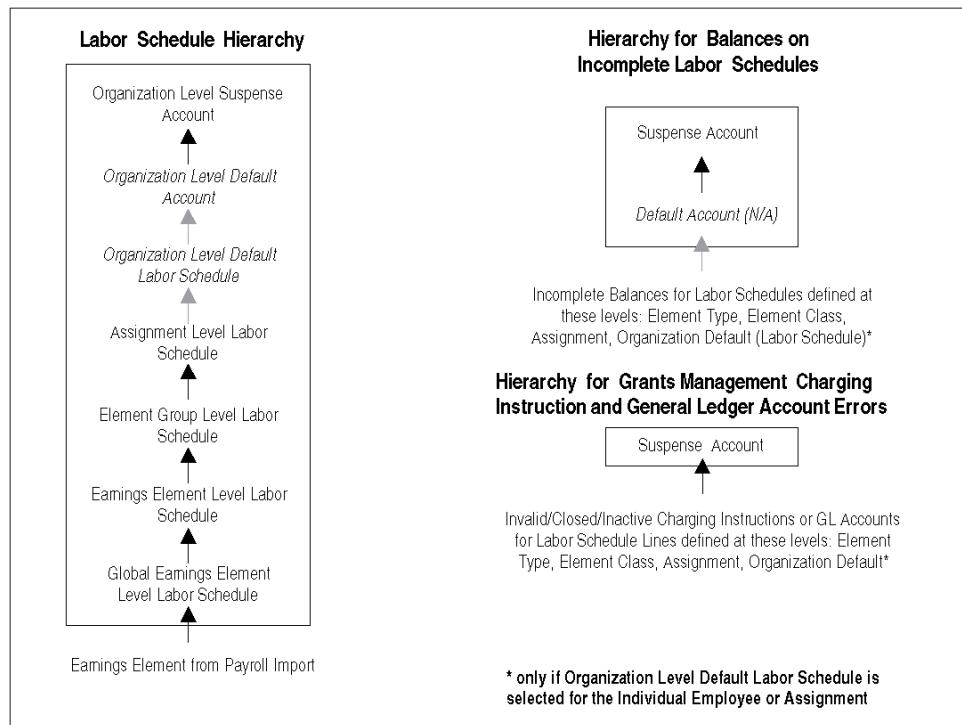
Case 4 Diagram

Figure I–4 illustrates how the Scheduling Hierarchy works with the following configuration setting:

Disable: Organization Level Default Labor Schedule for All Employees or Assignments

Enable: Organization Level Default Accounts; indicated in italics

Figure I–4   Case 4 Diagram

J
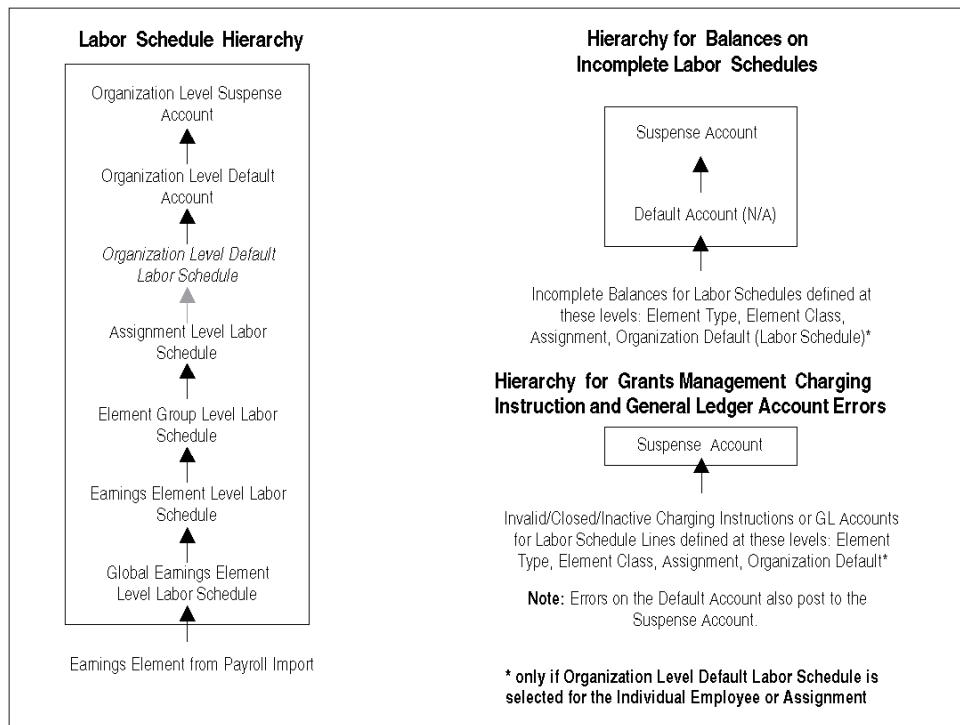
Labor Distribution Accounting Example

This appendix provides an example that describes the accounting transactions that are used for Oracle Labor Distribution. The following sections are in this appendix:

- Definition
- Payroll Balancing Overview
- Labor Costing Example

Definition

The purpose of this appendix is to provide an understanding of balancing journal entries that are created during payroll, labor distribution, and grants processing.

Payroll Balancing Overview

In Oracle Human Resources, there is a hierarchy for payroll costing. Labor costs can be assigned at the following levels with payroll at the highest level:

- payroll
- element link
- organization
- assignment
- element entry

In Human Resources and Payroll, each earnings element is linked to a payroll using the Cost Allocation flexfield segments. Each earnings element and payroll combination is costed using the payroll costing hierarchy, with the balancing account being an appropriate liability or cash account defined in the Element Link window.

Entries made at the lower levels override entries at higher levels.

Reference

For information on labor costs, see The Oracle HRMS Cost Allocation Key Flexfield Example, Using Oracle HRMS - The Fundamentals.

Labor Costing Example

The labor costing example includes the following parts:

- labor costing
- distribution adjustments

In the labor costing example, payroll is run and costed for two employees. These payroll costs are distributed to Oracle Grants Accounting and Oracle General Ledger. These costs are then adjusted using Labor Distribution.

In this example, the balancing account is payroll liability.

Labor Costing

The following examples illustrate labor costing.

1. Two employees are on the monthly payroll at Oracle University. They are John Smith with a monthly salary of $2,400 and Mary Marshall with a monthly salary of $3,600. The one earnings element is Regular Salary.

   Total payroll costs are $6,000 for the current month, and these costs are processed and costed from Payroll to General Ledger as follows:

Payroll Clearing (00.000.1500)	$6,000	Debit
Payroll Liability (00.000.2100)	$6,000	Credit

2. Labor schedules are established at the employee assignment level for each employee in Labor Distribution. The schedule lines for John Smith and Mary Marshall are as follows:

   John Smith:

GL Account 10.200.6010	General Fund.Engineering.Salary	20%
OGM DOD Project	Project, Task, Award, Organization, Expenditure Type	80%

Mary Marshall:

GL Account 10.300.6010	General Fund.Cardiology.Salary	40%
OGM NSF Project	Project, Task, Award, Organization, Expenditure Type	60%

3. Through Labor Distribution, current payroll is matched with schedule lines for each employee. Distribution Lines are created as follows:

John Smith	GL 10.200.6010	$ 480
John Smith	DOD Project	$1,920
Mary Marshall	GL 10.300.6010	$1,440
Mary Marshall	NSF Project	$2,160

4. Labor Distribution summarizes and transfers distribution lines to the appropriate General Ledger accounts and Grants Accounting projects as follows:

- General Ledger journal creates the following:

GL 10.200.6010	$ 480	Debit
GL 10.300.6010	$1,440	Debit
Payroll Clearing	$1,920	Credit

- Grants Accounting import is as follows:

DOD Project	$1,920
NSF Project	$2,160

5. In Grants Accounting, concurrent processes are initiated to transfer labor costs to General Ledger. After these processes are complete, the following journals are created according to the AutoAccounting setup in Grants Accounting:

GL 20.000.6000	$4,080	Debit

Payroll Clearing $4,080   Credit

> **Note:** The auto accounting setup in Grants Accounting must include an
> appropriate payroll clearing account. If it is important that the payroll clearing
> account net to zero, then the auto accounting setup in Grants Accounting must
> generate the same payroll clearing account as defined in Labor Distribution.
> This labor costing example assumes that this is true.

For information on defining auto accounting, see How to Use AutoAccounting,
Oracle Public Sector Receivables User's Guide.

6. Table J–1 shows the entries for each General Ledger account. After all processes
and steps are complete, the payroll clearing has a zero balance and appropriate
General Ledger accounts show debit balances for labor expenditures.

Table J–1   General Ledger Journal Account Entries for Labor Costing

Account	Example Number	Debit	Credit
00.000.1500, Payroll Clearing	1.	$6,000	
	4.		$1,920
	5.		$4,080
00.000.2100, Payroll Liability	1.		$6,000
10.200.6010, General Fund.Engineering.Salary	4.	$ 480	
10.300.6010, General Fund.Cardiology.Salary	4.	$1,440	
20.000.6000, Restricted Fund.General.Salary	5.	$4,080	

Distribution Adjustments

The logic for distribution adjustments is the same as that of regular Labor
Distribution transactions.

The following examples illustrate distribution adjustments in the labor costing
example.

7. After the payroll was distributed, it was determined that only 50% of John
Smith's time should have been charged to the DOD project instead of 80%. The

other 30% should be charged to the General Fund.Engineering.Salary account, 10.200.6010.

After adjusting the distribution in the Distribution Adjustments window, the entries in the Adjusted Distributions region of the Distribution Adjustments window are as follows, with the calculations shown in parentheses:

DOD Project	-$1,920	
DOD Project	$1,200	($2,400 x 50%)
GL 10.200.6010	$ 720	($2,400 X 30%)
Unaccounted Balance	$ 0.00	

8. After the distribution adjustment is entered and approved, the following occurs in General Ledger and Grants Accounting:

- Labor Distribution creates the General Ledger journal. The journal entries are as follows:

GL 10.200.6010	$ 720	Debit
Payroll Clearing	$ 720	Credit

- The Grants Accounting import is created as follows:

DOD Project	-$1,920
DOD Project	$1,200

- The Grants Accounting transfer to General Ledger process creates the following import and posting using AutoAccounting.

Payroll Clearing	-$ 720	Credit
GL 20.000.6000 for DOD Project	-$ 720	Debit (1,200-1,900)

9. Table J–2 shows the entries for each General Ledger account transaction. Labor Distribution processes all adjustments as positive or negative debits and the clearing account as positive or negative credits.

Table J–2   General Ledger Journal Account Entries for Distribution Adjustments, John Smith

Account	Example Number	Debit	Credit
00.000.1500, Payroll Clearing	1.	$6,000	
	4.		$1,920
	5.		$4,080
	7.		$ 720
	8.		-$ 720
00.000.2100,Payroll Liability	1.		$6,000
10.200.6010, General Fund.Engineering.Salary	4.	$ 480	
	7.	$ 720	
10.300.6010, General Fund.Cardiology.Salary	4.	$1,440	
20.000.6000, Restricted Fund.General.Salary	5.	$4,080	
	8.	-$ 720	

10. After the payroll was distributed, it was determined that Mary Marshall should have only 10% of her time charged to the General Fund in General Ledger instead of 40%. The other 30% should be charged to the NSF Project.

After adjusting the distribution in the Distribution Adjustments window, the entries in the Adjusted Distributions region of the Distribution Adjustments window are as follows, with the calculations shown in parentheses:

GL 10.300.6010	-$1,440	
NSF Project	$1,080	($3,600 x 30%)
GL 10.300.6010	$ 360	($3,600 x 10%)
Unaccounted Balance	$ 0.00	

11. After the distribution adjustment is entered and approved, the following occurs to create journals in General Ledger.

■ Labor Distribution creates the General Ledger journal. The journal entries are as follows:

GL 10.300.6010	-$1,080	Debit
Payroll Clearing	-$1,080	Credit

■ The Grants Accounting import is created as follows:

DOD Project	$1,080

■ The Grants Accounting transfer to General Ledger creates the following import and posting using AutoAccounting:

Payroll Clearing	$1,080	Credit
GL 20.000.6000 (for DOD Project)	$1,080	Debit

12. Table J–3 shows the entries for each General Ledger account transaction. Labor Distribution processes all adjustments as positive or negative debits and the clearing account as positive or negative credits.

Table J–3   General Ledger Journal Account Entries for Distribution Adjustments, Mary Marshall

Account	Example Number	Debit	Credit
00.000.1500, Payroll Clearing	1.	$ 6,000	
	4.		$1,920
	5.		$4,080
	7.		$ 720
	8.		-$ 720
	10.		-$1,080
	11.		$1,080
00.000.2100, Payroll Liability	1.		$6,000

Table J–3 General Ledger Journal Account Entries for Distribution Adjustments, Mary Marshall

Account	Example Number	Debit	Credit
10.200.6010, General Fund.Engineering.Salary	4.	$ 480	
	7.	$ 720	
10.300.6010, General Fund.Cardiology.Salary	4.	$1,440	
	10.	-$1,080	

Table J–3 General Ledger Journal Account Entries for Distribution Adjustments, Mary Marshall

Account	Example Number	Debit	Credit
20.000.6000, Restricted Fund.General.Salary	5.	$4,080	
	8.	-$ 720	
	11.	1,080	

K

Non-Oracle Payroll Interface Table

This appendix describes the Non-Oracle Payroll Interface table. The following topics are in this appendix:

- Non-Oracle Interface Table Field Description Table
- Non-Oracle Interface Table Population Rules

Non-Oracle Interface Table Field Description Table

The interface table that contains data for sublines from non-Oracle sources is the PSP_PAYROLL_INTERFACE table. Table K–1 describes the various fields in this table and their data types.

Table K–1   Non-Oracle Interface Table Field Description Table

NAME	NULL?	DATA TYPE
PAYROLL_INTERFACE_ID	NOT NULL	NUMBER(10)
PAYROLL_ID	NOT NULL	NUMBER(9)
PAYROLL_PERIOD_ID	NOT NULL	NUMBER(9)
PERSON_ID	NOT NULL	NUMBER(9)
ASSIGNMENT_ID	NOT NULL	NUMBER(9)
ELEMENT_TYPE_ID	NOT NULL	NUMBER(9)
PAY_AMOUNT	NOT NULL	NUMBER
EARNED_DATE		DATE
CHECK_DATE		DATE
EFFECTIVE_DATE	NOT NULL	DATE
PAYROLL_SOURCE_CODE	NOT NULL	VARCHAR2(30)
FTE		NUMBER
REASON_CODE		VARCHAR2(30)
SUB_LINE_START_DATE	NOT NULL	DATE
SUB_LINE_END_DATE	NOT NULL	DATE
DAILY_RATE	NOT NULL	NUMBER
SALARY_USED	NOT NULL	NUMBER
DR_CR_FLAG	NOT NULL	VARCHAR2(1)
STATUS_CODE	NOT NULL	VARCHAR2(1)
BATCH_NAME	NOT NULL	VARCHAR2(30)
ERROR_CODE		VARCHAR2(30)
LAST_UPDATE_DATE	NOT NULL	DATE
LAST_UPDATED_BY	NOT NULL	NUMBER(15)

Table K–1   Non-Oracle Interface Table Field Description Table

NAME	NULL?	DATA TYPE
LAST_UPDATE_LOGIN	NOT NULL	NUMBER(15)
CREATED_BY	NOT NULL	NUMBER(15)
CREATION_DATE	NOT NULL	DATE
GL_POSTING_OVERRIDE_ DATE		DATE
GMS_POSTING_OVERRIDE_ DATE		NOT CURRENTLY USED
ATTRIBUTE1 through ATTRIBUTE15		

Non-Oracle Interface Table Population Rules

This section describes the validation checks that are performed by Labor Distribution when validating and importing data from the interface tables. Clients writing programs to load the interface table must ensure that the data entered complies with the rules. If there is invalid data in the interface table, Labor Distribution traps the errors and allows the user to correct the errors using the Non-Oracle Sub-lines Maintenance window.

The validation checks performed before importing data are described as follows:

1. BATCH_NAME	Sublines from non-Oracle sources are imported into Labor Distribution based on the batches in which they were loaded into the interface table. The batch names in the interface table must be unique. Batch names must not be reused even after batches are loaded into Labor Distribution and the transferred data is removed from the interface table.
2. PAYROLL_INTERFACE_ID	The PAYROLL_INTERFACE_ID field is a means of identifying records within any batch. The loader program can use a sequence that is created during the Labor Distribution installation process. The sequence that is used for this purpose is PSP_PAYROLL_INTERFACE_S.
3. EFFECTIVE_DATE	The EFFECTIVE _DATE field is used when a transaction is posted to Oracle Grants Accounting or Oracle Public Sector General Ledger. This date field is used to check the validity of a number of other fields.
4. PERSON_ID	The PERSON_ID field refers to the person for whom the subline is created. The PERSON_ID must be a valid ID in Oracle Human Resource Management Systems for an active employee for the effective date specified in the record.
5. ASSIGNMENT_ID	The ASSIGNMENT_ID field must be a valid assignment for the PERSON_ID specified in the record. The field must also be defined in Human Resource Management Systems.
6. PAYROLL_ID	The PAYROLL_ID field must refer to a valid payroll cycle name in Human Resource Management Systems. The payroll name referred to by this field must also be a valid payroll for the ASSIGNMENT_ID and EFFECTIVE_DATE specified by the record.

7. PAYROLL_PERIOD_ID   The PAYROLL_PERIOD_ID field must refer to a valid payroll period in Human Resource Management Systems. The payroll period must be linked to the PAYROLL_ID on the effective date selected.

8. ELEMENT_TYPE_ID   The ELEMENT_TYPE_ID field must refer to a valid earnings element selected in the Earning Elements Imported window in Labor Distribution for the dates of the payroll period. The elements selected in the setup window are valid element types in Human Resource Management Systems.

9. PAY_AMOUNT   PAY_AMOUNT is the amount that is to be paid to an employee over the subline date range specified. Pay amount = daily rate x number of business days between subline Start and End dates

10. EARNED_DATE   EARNED_DATE is the date that the salary or wage is earned.

11. CHECK_DATE   CHECK_DATE is the date that the check for the pay amount is dated.

12. PAYROLL_SOURCE_CODE   The PAYROLL_SOURCE_CODE field must refer to a valid non-Oracle source as specified in the Payroll Sources window in Labor Distribution.

13. DR_CR_FLAG   The DR_CR_FLAG field must contain either a D for debit amount or C for credit amount.

14. STATUS_CODE   All records loaded into the interface table by an external loader program must contain a status code of N for New.

15. ERROR_CODE   The ERROR_CODE field must not contain any value. This is filled by Labor Distribution when validating and importing records.

16. SUB_LINE_START_DATE   The SUB_LINE_START_DATE field must fall within the valid date range for the specified payroll period in the PAYROLL_PERIOD_ID field. The date cannot fall before the assignment start date, and it must be before the subline end date.

17. SUB_LINE_END_DATE   The SUB_LINE_END_DATE field must fall within the valid date range for the specified payroll period in the PAYROLL_PERIOD_ID field. The date cannot be after the assignment end date, and it must be greater than the SUB_LINE_START_DATE.

18. GL_POSTING_OVERRIDE_ DATE	Date is to be specified if required to override this date to the Effective Date in PSP_DISTRIBUTION_LINES which is later transferred to the GL Accounts Interface.
19. GMS_POSTING_OVERRIDE_ DATE	Not currently used
20. Invalid records	No employee can be paid more than once for the same assignment, earnings element, payroll period, and payroll source for overlapping subline date ranges. This rule ensures that there are no two records with the same ASSIGNMENT_ID, ELEMENT_TYPE_ID, PAYROLL_PERDIOD_ID, and PAYROLL_SOURCE_ CODE for subline start and end dates that overlap each other.

This rule is restricted to records in the same batch.

Table 1 shows an example of two records in a batch that would result in an error when importing the two records because of overlapping date ranges.

Table K–2   Example of Invalid Records in a Batch with Overlapping Date Ranges

Assgn_ID	Elmnt_ID	Period_ID	Pay_ID	Srce_cde	Start_Date	End_Date	Pay_amnt
10	201	220	22	NON_1	01-jan-97	10-jan-97	100
10	201	220	22	NON_1	20-dec-96	05-jan-97	200

| 21. DAILY_RATE | The external loader program must ensure that the PAY_AMOUNT field equals the product of DAILY_ RATE and the number of working days, excluding Saturday and Sunday in every week, between the subline start and subline end dates for each subline. |

Note: Labor Distribution does not perform any validation on the DAILY_RATE field. Therefore, if this rule is not enforced, distribution results may turn out to be different from that expected.

L

Pre-generated Interface Table

This appendix describes the Pre-generated Interface Table. The following sections are in this appendix:

- Pre-generated Interface Table Field Description Table
- Pre-generated Interface Table Population Rules

Pre-generated Interface Table Field Description Table

The interface table that contains data for sublines from Non-Oracle sources is the PSP_DISTRIBUTION_INTERFACE table. Table L–1, page L-2, describes the various fields in this table and their data types.

Table L–1   Pre-generated Interface Table Field Description Table

NAME	NULL?	DATA TYPE
DISTRIBUTION_INTERFACE_ID	NOT NULL	NUMBER(10)
PAYROLL_ID	NOT NULL	NUMBER(9)
TIME_PERIOD_ID	NOT NULL	NUMBER(9)
PERSON_ID	NOT NULL	NUMBER(9)
ASSIGNMENT_ID	NOT NULL	NUMBER(9)
ELEMENT_TYPE_ID	NOT NULL	NUMBER(9)
DISTRIBUTION_AMOUNT	NOT NULL	NUMBER
DISTRIBUTION_DATE	NOT NULL	DATE
SOURCE_CODE	NOT NULL	VARCHAR2(30)
GL_CODE_COMBINATION_ID		NUMBER(15)
PROJECT_ID		NUMBER(15)
EXPENDITURE_ORGANIZATION_ID		NUMBER(15)
EXPENDITURE_TYPE		VARCHAR2(30)
TASK_ID		NUMBER(15)
AWARD_ID		NUMBER(15)
DR_CR_FLAG	NOT NULL	VARCHAR2(1)
STATUS_CODE	NOT NULL	VARCHAR2(1)
BATCH_NAME	NOT NULL	VARCHAR2(30)
ERROR_CODE		VARCHAR2(30)
ATTRIBUTE_CATEGORY		VARCHAR2(30)
ATTRIBUTE1		VARCHAR2(150)
ATTRIBUTE2		VARCHAR2(150)
ATTRIBUTE15		VARCHAR2(150)

Table L–1   Pre-generated Interface Table Field Description Table

NAME	NULL?	DATA TYPE
LAST_UPDATE_DATE	NOT NULL	DATE
LAST_UPDATED_BY	NOT NULL	NUMBER(15)
LAST_UPDATE_LOGIN	NOT NULL	NUMBER(15)
CREATED_BY	NOT NULL	NUMBER(15)
CREATION_DATE	NOT NULL	DATE
GL_POSTING_OVERRIDE_DATE		DATE
GMS_POSTING_OVERRIDE_DATE		NOT CURRENTLY USED

Pre-generated Interface Table Population Rules

This section describes the validation checks that are performed by Labor Distribution when validating and importing data from the interface tables. Clients writing programs to load the interface table must ensure that the data entered complies with the rules. If there is invalid data in the interface table, Labor Distribution traps the errors and allows users to correct the errors using the Maintenance of Pre-Generated Distribution Lines window.

The validation checks performed before importing data are described as follows:

1. BATCH_NAME	Pre-generated distribution lines from non-Oracle sources are imported into Labor Distribution based on the batches in which they were loaded into the interface table. The batch names in the interface table must be unique. Batch names must not be reused even after batches are loaded into Labor Distribution and the transferred data is removed from the interface table.
2. DISTRIBUTION_INTERFACE_ID	The DISTRIBUTION_INTERFACE_ID field is a means of identifying records within any batch. The loader program can use a sequence that is created during the Labor Distribution installation process. The sequence that is used for this purpose is PSP_PAYROLL_INTERFACE_S.
3. DISTRIBUTION_DATE	The DISTRIBUTION _DATE field is used when a transaction is posted to Oracle Grants Accounting, Oracle Projects, or Oracle General Ledger. This date field is used to check the validity of a number of other fields.
4. PERSON_ID	The PERSON_ID field refers to the person for whom the subline is created. The PERSON_ID must be a valid ID in Oracle Human Resource Management Systems for an active employee for the effective date specified in the record.
5. ASSIGNMENT_ID	The ASSIGNMENT_ID field must be a valid assignment for the PERSON_ID specified in the record. The field must also be defined in Human Resource Management Systems.

6. PAYROLL_ID	The PAYROLL_ID field must refer to a valid payroll cycle name in Human Resource Management Systems. When there is a complete installation of Human Resource Management Systems, the payroll name referred to by this field must also be a valid payroll for the ASSIGNMENT_ID and EFFECTIVE_DATE specified by the record.
7. TIME_PERIOD_ID	The TIME_PERIOD_ID field must refer to a valid payroll period in Human Resource Management Systems. The payroll period must be linked to the PAYROLL_ID on the effective date selected.
8. ELEMENT_TYPE_ID	The ELEMENT_TYPE_ID field must refer to a valid earnings element selected in the Earning Elements Imported window in Labor Distribution. The elements selected in the setup window are valid element types in Human Resource Management Systems.
9. DISTRIBUTION_AMOUNT	DISTRIBUTION_AMOUNT is the amount that is to be paid to an employee over the subline date range specified.
12. PAYROLL_SOURCE_CODE	The PAYROLL_SOURCE_CODE field must refer to a valid non-Oracle source as specified in the Payroll Sources window in Labor Distribution.
13. DR_CR_FLAG	The DR_CR_FLAG field must contain either a D for debit amount or C for credit amount.
14. GL_CODE_COMBINATION_ ID	The GL_CODE_COMBINATION (GL_CCID) field must refer to a valid General Ledger account in General Ledger. This field can contain a value only if the PROJECT_ID, EXPENDITURE_ORGANIZATION_ ID, EXPENDITURE_TYPE, TASK_ID, and AWARD_ID (POETA) fields are NULL. During validation and the import of sublines, Labor Distribution checks to ensure that GL_CCID and the POETA are mutually exclusive.
15. PROJECT_ID	The PROJECT_ID field must refer to a valid project in Grants Accounting and Projects. Labor Distribution ensures that the PROJECT_ID field exists in the Grants Accounting view GMS_PROJECT_EXPEND_V. This field can contain a value only if the GL_CODE_ COMBINATION_ID field does not. The PROJECT_ID field and the GL_CODE_COMBINATION_ID fields are mutually exclusive and Projects is implemented.

16. EXPENDITURE_ ORGANIZATION_ID	The EXPENDITURE_ORGANIZATION_ID field must refer to a valid Expenditure Organization in the Grants Accounting view PA_ORGANIZATIONS_EXPEND_V. This field can contain a value only if the GL_CODE_ COMBINATION_ID field does not contain a value if Projects is implemented.
17. GL_POSTING OVERRIDE_ DATE	Date is to be specified if required to override this date to the Effective Date in PSP_DISTRIBUTION_LINES which is later transferred to the GL Accounts Interface.
18. GMS_POSTING_OVERRIDE_ DATE	Not currently used
19. EXPENDITURE_TYPE	The EXPENDITURE_TYPE field must be defined in Projects with an ST or STRAIGHT TIME system linkage function. If award is implemented, it must have an allowability schedule related to an award. This field can contain a value only if the GL_CODE_ COMBINATION_ID field does not and Projects is implemented.
20. TASK_ID	The TASK_ID field must refer to a valid task in the Oracle Projects view PA_TASKS_EXPEND_V and must be linked to the project identified by the field PROJECT_ID. This field can contain a value only if the GL_CODE_COMBINATION_ID field does not contain a value and Projects is implemented.
21. AWARD_ID	The AWARD_ID field must refer to a valid award in the Grants Management view GMS_AWARDS_BASIC_ V. This field can contain a value only if the GL_CODE_ COMBINATION_ID field does not contain a value and awards is implemented.
22. ATTRIBUTE_CATEGORY, ATTRIBUTE1 through ATTRIBUTE15	The attribute fields are designed for Descriptive Flexfields that are reserved for future use.

M

Multiple Organizations Compliance in Oracle Labor Distribution

This appendix describes Multiple Organizations compliance in Oracle Labor Distribution. The following sections are in this appendix:

- Definition
- Overview
- User Procedures

Definition

Multiple Organizations enables users to define multiple organizations and the relationships among them in a single installation of Labor Distribution.

Overview

Multiple Organizations provides secure access to Oracle Human Resources data. Without Multiple Organizations, any user who logs into Labor Distribution can access scheduling and distribution data for all employees in the entire site because Labor Distribution does not specify the data that can be accessed by different users even if multiple business groups are defined in the implementation.

If Multiple Organizations is implemented, more than one Labor Distribution responsibility can be set up linking each responsibility to a specified business group, set of books, operating unit, and generic suspense account.

For information on Multiple Organizations, see *Multiple Organizations in Oracle Applications*.

Features

Multiple Organizations includes the following features:

- Business Group
- Set of Books
- Operating Unit

Business Group

In Multiple Organizations, a Labor Distribution responsibility is linked to a business group set up in Human Resources. Data relating to employee assignments and organizations in a business group is accessible only to users using the related responsibility.

For information on defining business groups, see Adapting and Creating a New Business Group, *Using Oracle HRMS - The Fundamentals*.

Set of Books

In Multiple Organizations, a Labor Distribution responsibility is linked to a business group defined in Oracle General Ledger. Payrolls in Human Resources point to specific sets of books, and Multiple Organizations partitions the payroll

information according to the set of books that is linked to each Labor Distribution responsibility.

For information on defining a set of books, see Defining Sets of Books, *Oracle General Ledger User's Guide.*

Operating Unit

In Multiple Organizations, a Labor Distribution responsibility is linked to an operating unit defined by the Multiple Organizations profile, MO: Operating Unit. The information relating to Oracle Projects charging instructions is derived in the same manner as the Expenditure Entry feature in Projects. Depending on the profile for operating unit, the assignments can be scheduled to Projects that belong to the specified operating unit.

For information on operating units in Projects, see Support for Multiple Organizations in Oracle Projects, *Oracle General Ledger User's Guide.*

User Procedures

This section describes how Multiple Organizations is used in Labor Distribution for the following:

- Labor Distribution Responsibility
- Labor Distribution Setup
- Labor Scheduling
- Labor Distribution Processes

Labor Distribution Responsibility

Labor Distribution responsibility is tied to a unique combination of one business group, BG, one business group, SOB, and one operating unit, OU. If there are multiple business groups, sets of books, and operating units, then multiple Labor Distribution responsibilities must be created for each BG-SOB-OU combination.

If Multiple Organizations is not implemented, the default Labor Distribution responsibility uses the default Human Resources business group and the General Ledger default set of books.

If Multiple Organizations is implemented, users set up Labor Distribution responsibilities and link these responsibilities to specific BG-SOB-OU combinations by using the following profile options:

- HR: Business Group
- GL: Set of Books
- MO: Operating Unit
- PSP: Generic Suspense Account Organization

  The PSP: Generic Suspense Account Organization profile identifies the Organization that is denoted as having the Generic Suspense Account.

  For each unique BG-SOB combination, users must select one organization in the Labor Distribution profile set. Multiple Organizations does not require any changes in functionality for setting up a valid charging instruction for each Generic Suspense Account.

For information on defining system profiles, see System Administration Setup, page 4-1.

Example

If a user has one business group, BG1, and one set of books, SOB2, and two operating units, OU1 and OU2, the user sets up two Labor Distribution responsibilities. Figure M–1 illustrates how the responsibilities can be linked in a combination of BG, SOB, and OU. LD1 is linked to BG1, SOB1, and OU1. LD2 is linked to BG2 SOB2, and OU2.

Figure M–1   Multiple Organizations Combination Example
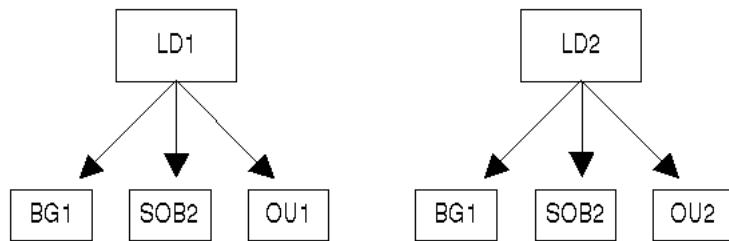
Labor Distribution Setup

With Multiple Organizations implemented, all the setup in Labor Distribution must be unique to each combination of business group and set of books. If there are two different BG-SOB combinations, then the entire Labor Distribution setup must be completed twice to use the application with two BG-SOB combinations. For every unique BG-SOB combination, a unique setup must be made for Labor Distribution.

Labor Distribution data is partitioned only by business group and set of books. The MO: Operating Unit profile is relevant only to the extent of determining the Projects information as far as scheduling and distribution is concerned.

For each unique BG-SOB combination, a different Generic Suspense Account must be specified. This account is linked to the organization selected in the PSP: Generic Suspense Account Organization profile that is linked to the relevant responsibility.

A clearing account must be set up for each unique BG-SOB combination using the Clearing Account window. A natural account auto-population segment must be set up in the Autopop Segment Setup (Autopop Segment Definition) window.

For information on setting up a clearing account, see Labor Scheduling Setup, page 5-1.

For information on setting up a natural account auto-population segment, see Expenditure Type and Natural Account Auto-Population Setup, page 8-1.

Example

If there is only one business group and two sets of books, there could be a situation where one organization could end up having two records as far as the various organization defaults are concerned. For example, the Chemistry department could have one Organization Suspense Account pointing to an accounting flexfield in SOB1, which is set up by LD1 responsibility. It could also have another record for Organization Suspense Account pointing to SOB2, which is set up by LD2 responsibility. While each of these users are transparent to the occurrence of the duplicate record, the data is stored with the proper context of the business group identifier and the Set of Books identifier and therefore does not cause any conflicts during any of the Labor Distribution processes. This partition occurs even if the default uses a Projects charging instruction instead of a General Ledger one.

Note: The same applies to Organization Default Labor Schedule, Organization Default Accounts, Generic Suspense Account, and Global Earnings Element Override.

Figure M–2 illustrates the Labor Distribution setup example. LD1 is linked to BG1, SOB1, and OU1. LD2 is linked to BG1, SOB2, and OU1.

Figure M–2   Multiple Organizations In Labor Distribution Setup Example
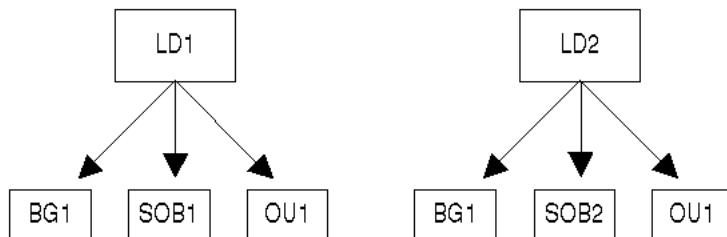
Labor Scheduling

When users log on to Labor Distribution with a specific responsibility, they can access and schedule labor schedules only for those employee assignments that are part of the BG-SOB combination linked to the responsibility. This means that the employee assignments belong to an Organization that is linked to the business group, and their respective payrolls point to the set of books. In an implementation where there is only one business group and two sets of books, as described in the Labor Distribution setup example, the Human Resources data relating to employees and organizations cannot be secured since both LD1 and LD2 point to the same business group.

Data relating to employee assignments is further filtered based on the assigned payroll, which determines the set of books that is relevant to the employee assignment.

Example

Labor Distribution is set up with two responsibilities, LD1 and LD2, because there is one business group and two sets of books. If Sarah Brown is on payroll PR1 and this payroll points to SOB1, the employee assignment is available for scheduling only with responsibility LD1.

Figure M–3 illustrates a labor scheduling example. LD1 is linked to BG1, SOB1, and OU1, and PR1 is linked to SOB1. LD2 is linked to BG2, SOB2, and OU2.

Figure M–3 Multiple Organizations in Labor Scheduling Example
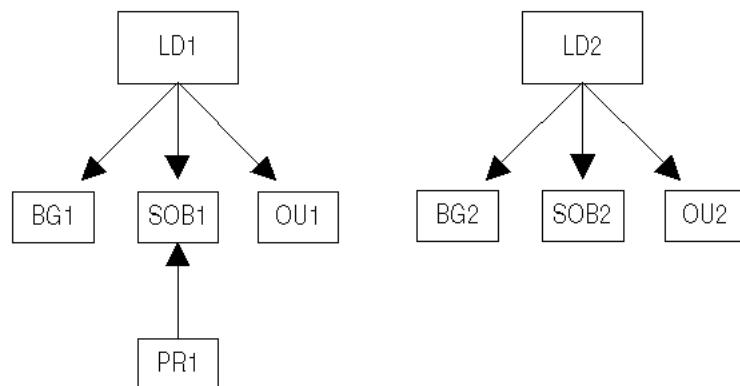
Labor Distribution Processes

This section describes the following processes:

- Import Payroll Transactions from Human Resources
- Import Non-Oracle Sublines
- Create Distribution Lines
- Import Pre-generated Distribution Lines
- Summarize and Transfer Payroll Distributions
- Distribution Adjustments and Summarize and Transfer Adjustments

- Effort Report
- Labor Encumbrance

Import Payroll Transactions from Human Resources

In the Import Payroll Transactions from Human Resources process, users select payroll name and time period for the payroll to be imported. Depending on the responsibility used to access the application, users see a list of valid payrolls. These payrolls are linked to the business group and to the set of books attached to the responsibility. This ensures that payroll lines are imported for the relevant employee assignments.

Import Non-Oracle Sublines

Payroll lines from non-Oracle payroll sources are populated in an interface table as batches based on a set of rules. These rules must ensure that one such batch contains payroll lines pertaining to employee assignments that belong to the same payroll. Since each payroll as defined in Human Resources can be part of only one unique BG-SOB combination, such a rule ensures that the data imported in one batch into Labor Distribution is grouped in such a manner that it can be linked to a responsibility.

Create Distribution Lines

In the Create Distribution Lines process, users select a payroll name and payroll period if it is an Oracle payroll or a batch name if using non-Oracle payroll. Users select these parameters as long as such parameters are relevant to the specific BG-SOB combination that the responsibility is linked to.

The Create Distribution Lines process applies the appropriate schedules to the payroll lines while creating the distribution lines. If an assignment has a valid labor schedule defined against it, this schedule is used. Since the context in terms of the business group and the set of books is set at the responsibility level, the integrity of data in terms of assignments, payroll lines, and schedule lines is maintained.

If the organization defaults are used, the BG-SOB identifier ensures that the correct organization defaults are picked up by the process to be used for creation of the distribution lines. Even though any organization can have multiple records for each default, as described in the Labor Distribution setup example, there can be only one record for any BG-SOB combination resulting in no loss of integrity.

Import Pre-generated Distribution Lines

Pre-generated distribution lines are loaded into an interface table based on a set of rules. These rules include a rule that stipulates that one batch can only contain distribution information pertaining to employee assignments all belonging to the same business group and assigned to payrolls that all point to the same sets of books. This ensures that each batch can be processed by at least one responsibility tied to a specific BG-SOB combination.

Summarize and Transfer Payroll Distributions

In the Summarize and Transfer Payroll Distributions process, users specify a payroll name and payroll period if it is an Oracle payroll or a batch name for non-Oracle payroll or pre-generated distribution lines. The parameter values for this process are determined by the specific BG-SOB combination. Therefore specific responsibilities can process data that is relevant to them.

Distribution Adjustments and Summarize and Transfer Adjustments

Users can complete distribution adjustments for all employee assignments in the specific BG-SOB context. The integrity of the assignment data and the charging instructions is maintained.

If users select a date range for the distribution adjustment that encompasses a time period during which the charging instructions point to two different sets of books, the distribution adjustments process limits the user to a modified date range that includes the begin date on the original user-specified date ranges and the last distribution date for the period when the assignment pointed to the first set of books.

To make a distribution adjustment for the second set of charging instructions, the user defines a separate distribution adjustment by accessing the application from a different responsibility. This ensures that the Summarize and Transfer Adjustments process always processes individual distribution adjustment batches that point to the same set of books.

Projects Charging Instructions The rules described in the Distribution Adjustments and Summarize and Transfer Adjustments section are not valid for Projects charging instructions. Because Labor Distribution does not maintain any information relating to operating units at the distribution history level, users can potentially access distribution lines that originally charged to projects in OU1 and attempt to transfer it to a project in OU2. Labor Distribution allows such a transfer as long as the proposed charging instruction is valid.

If users carry out a distribution adjustment from projects in OU1 to projects in OU2, the process completes successfully. If there is an anomaly in terms of cross charging, it is dealt with independent of Labor Distribution.

Effort Report

The Create Effort Report window includes various selection criteria drawn from Human Resources, General Ledger, Grants Accounting, and Projects. However, the underlying objective is to identify the employee assignment required to generate effort reports. Each individual selection criterion is a filter to arrive at the subset of assignments required to generate effort reports. An additional filter ensures that the BG-SOB context is maintained in any such selection. This filter ensures that the employee assignment belongs to the relevant business group and the assignment's payroll is pointing to the relevant set of books.

Labor Encumbrance

If Multiple Organizations is implemented, users set up the HR: Business Group profile option. The parameter values for this process are determined by the specific BG-SOB combination linked to a specific responsibility.

For information on setting up profile options, see System Administration Setup, page 4-1.

Glossary

account segment

One of up to 30 different sections of an accounting flexfield, which together make up the General Ledger account code. Each segment is separated from the other segments by a symbol, such as -, ∕, or \. Each segment typically represents an element of the business structure, such as Company, Cost Center, or Account.

accounting flexfield

The code used to identify a general ledger account in Oracle Applications. Each accounting flexfield segment value corresponds to a summary or rollup account within the chart of accounts.

accounting flexfield structure

The account structure defined to fit the specific needs of the organization. Users choose the number of segments as well as the length, name, and order of each segment in the accounting flexfield structure.

alternate regions

A collection of logically related fields in a window, set apart from other fields by a drop-down list box.

assignment

An employee's assignment identifies the employee's role and payroll within a business group. The assignment is made up of a number of assignment components. Of these, organization is mandatory and payroll is a required component for payment purposes.

assignment number

A number that uniquely identifies an employee's assignment. An employee with multiple assignments has multiple assignment numbers.

business unit

An organization which represents the consolidated enterprise, a major division, or an operation company. This entity partitions Oracle Human Resource Management Systems information.

DateTrack

When the user changes the effective date to past or future, DateTrack enables the user to enter information that takes effect on the new effective date and to review information as of the new date.

descriptive flexfield

A field that an organization can extend to capture extra information not otherwise tracked by Oracle Applications. A descriptive flexfield appears on the form as a single character, unnamed field. An organization can customize this field to capture additional information unique to the business.

distribution line

A line corresponding to an accounting transaction for an expenditure item on an invoice or the liability on a payment.

distribution line adjustments

An adjustment of a distribution line that has already been posted.

element

A component in the calculation of employee pay. Each element represents a compensation or benefit type, such as salary, wages, stock purchase plans, and pension contributions.

element link

The association of an element to one or more components of an employee assignment. The link establishes employee eligibility for that element. Employees whose assignment components match the components of the link are eligible for the element.

expenditure type

An expenditure type is an implementation-defined classification of cost that users assigns to each expenditure item. Expenditure types are grouped into expenditure categories such as Labor, Expense Reports, Assets, and Vendor Invoices and revenues categories such as Labor and Non-labor revenue. They are also made up of units of measure and system linkages which define a relationship between the expenditure type and another system such as Oracle Public Sector Payables. Examples of expenditure types are Professional Labor, Clerical Labor, Faculty Tenured Salary, Air Travel, Automobile Rental, Computer Services, and Supplies.

FTE

See full-time equivalency.

full-time equivalency

The sum of full-time positions plus part-time positions. For example, if a department has 3 full-time positions, 2 three-quarter time positions, 4 half-time positions, and 1 quarter-time positions, the department has 10 staff, but a full-time equivalency of 6.75 employees.

General Ledger account

A specific account within an organization's chart of accounts. A General Ledger account is made up of the General Ledger accounting flexfield segments that are defined for a set of books.

Grants Accounting charging instruction

A user-defined combination of Project, Organization, Expenditure Type, Task, and Award that specifies a particular charging instruction to Oracle Grants Accounting. These instructions constitute the Oracle Grants Accounting equivalent of a General Ledger account.

labor schedule

A collection of schedule lines that is defined at a single level of the labor schedule hierarchy. A single labor schedule specifies how all pay elements for an assignment, all pay elements in an element group, or a single pay element from a payroll is to be distributed for a given employee and assignment. A special case labor schedule is an Organization Default Labor Schedule.

labor schedule hierarchy

A collection of labor schedules that specify how payroll pay elements associated with an employee and assignment are to be distributed.

Labor Scheduling window

A window that displays an employee and the employee's assignments. Each assignment is scheduled at one of the following levels of the schedule hierarchy: Assignment, Element Group, Element, or Organization Default.

natural account

A natural account is the segment that determines whether an account is an asset, liability, equity, revenue, or expense account. When chart of accounts is defined, one segment must be defined as the natural account segment. Examples of natural accounts are Accounts Payable, Accounts Receivable, Revenue, Fixed Assets, and Accrued Liabilities.

operating unit

An organization that partitions data for subledger products, such as Payables, Receivables, Purchasing, and Oracle Order Entry. It is roughly equivalent to a single pre-Multi-Org installation.

organization

A required component of employee assignments. Users can define as many organizations as required within a Business Group. Organizations can be internal, such as departments, or external, such as recruitment agencies. Users can structure organizations into organizational hierarchies for reporting purposes and for system access control.

payroll

A group of employees that Oracle Payroll processes together with the same processing frequency, such as weekly, monthly, or bimonthly. Users can set up as many payrolls as required within a business group.

period type

A time division in a budgetary calendar, such as week, month, or quarter.

region

A collection of logically related fields in a window, set apart from other fields by a rectangular box or a horizontal line across the window.

report parameters

Inputs made when submitting a report to control the sorting, formatting, selection, and summarizing of information in the report.

responsibility

Determines the data, windows, menus, reports, and concurrent programs to access in Oracle Applications. It is linked to a data group. Several users can share the same responsibility, and a single user can have multiple responsibilities.

reversal

Method of correcting payroll runs or QuickPay runs after post-run processing has taken place. The system replaces positive run result values with negative ones and negative run result values with positive ones. Both old and new values remain on the database.

salary basis

The period of time for which an employee's salary is quoted, such as hourly or annually. Defines a group of employees assigned to the same salary basis and receiving the same salary element.

schedule line

A combination of Grants Accounting and General Ledger charging instructions, schedule line begin date, schedule line end date, and distribution percentage. One or more schedule lines constitute a labor schedule.

schedule line period

Contiguous days in the schedule lines in which the distribution percent is the same.

Schedule Lines

Window that is used to create a labor schedule by entering all schedule lines for that labor schedule.

Scheduling Summary

Window that summarizes all labor schedules for an employee and assignment. The window also displays the hierarchy of labor schedules.

suspense account

An account that collects costs from labor distribution if charging instructions at lower levels are missing or if charging instructions at any level of the scheduling hierarchy are missing. For example, if an employee receives a Special Production Bonus but no General Ledger account code for this earning type to debit exists in the Cost Allocation flexfield, the cost of the bonus goes into the suspense account.

system profile options

Features that allow system administrators and users to tailor Oracle Labor
Distribution to their exact requirements.

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