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Labour Distribution:

Viewing Labour Schedules & Distribution Adjustments

Contents

Key Points

- Labour Distribution (LD) is a new element of ICIS and will be incorporated within the HR Module. Other ICIS modules will use the data entered and processed in Labour Distribution: Payroll, Finance – General Ledger and the new Grants module.

- Within LD there is a Labour Schedule that replaces the Costing Allocation Profile (CAP) for recording salary charging details and charge codes.

- The CAP will remain on the Assignment in **view only** mode to show historic charging information on existing records, but will not be used to enter any new details.

- Current active charge codes only will be migrated from the CAP into a Labour Schedule for each current employee.

- You can not and do not need to Date Track in any of the LD forms.

- All entries in the Labour Distribution module for charge codes must be percentage based.
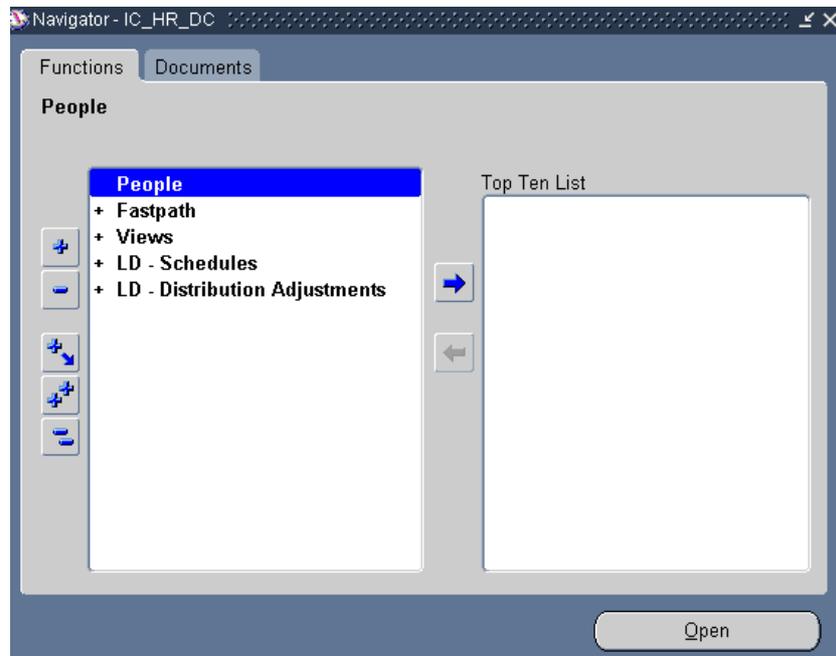
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Navigator Options

On the Navigator there are two new options. These are:
LD - Schedules
LD – Distribution Adjustments

Double clicking on LD - Schedules will expand the list of options to show **Schedules**.

Double clicking on LD – Distribution Adjustments will expand the list of options to show **Distribution Adjustments**.

These two sections - Schedules and Distribution Adjustments - provide a total picture of the costings for an employee's salary.

The **Schedules** shows the planned charge codes for an employee's salary - what was initially requested on a Contract Request or Contractual Change form.

The **Distribution Adjustments** form shows the actual expenditure made from a specific charge code for a set period. This can be the same charge code as shown on the Schedule, but it could show a different charge code if a department has requested a costing adjustment be made, so the employee has been retrospectively charged to a different code.

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Schedules

The Schedules option consists of a **Schedule Lines** form, which contains rows where costing data is held. Depending on the pay elements an individual receives and whether they are all charged to the same cost centre or not, will influence whether an employee's schedule has more than one record (Schedule Lines form) attached.

The Schedule Lines form records the costing data for the employee's pay elements; this is instead of using the Costing Profile. This form will now be used to record charge codes for new starters, contract extensions, transfers between departments, paid maternity leave and any other changes made to charge codes.

The Schedule Lines form works slightly differently to the Costing Profile, in that it can only be updated for dates that are **after** the last payroll was processed. For example the current date is in February, new charge code starts from 1 January 2005 and the last payroll was processed in January. The Schedule Lines can only be updated with effect from 1 February 2005. The charges for January will need to be processed as a distribution adjustment.

Viewing Labour Schedules

Each employee record has a Labour Schedule that contains at least one record (**Schedule Lines** forms) that shows the charge code(s) for all pay elements the employee receives. This includes the Basic Salary as well as any other payments such as allowances, bonuses, honorariums, etc.

If the employee receives other pay elements as well as their basic salary, and these additional payments are charged to the same code, then the Labour Schedule will only have a record for the assignment costing.

If any of the additional pay elements an employee receives are charged to a different code then additional records will exist for each element. Therefore it is important to check as a Labour Schedule could contain from one to many records.

If pay elements are charged to different cost codes then the Distribution Instructions on the Labour Schedule will indicate this.

1.   From the Navigator, select the option **LD - Schedules: Schedules**.

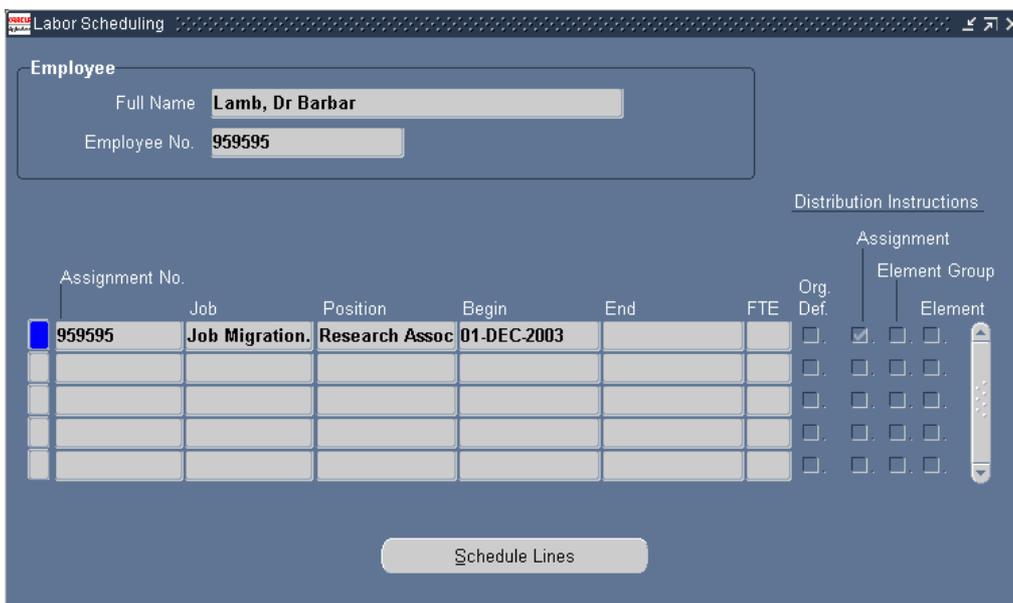2.   The **Labour Scheduling** form is displayed.

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3. Find the employee whose details you want to view by clicking on the **Find** button on the toolbar (Torch icon). As usual records can be found by either using the Employee No. (CID) or Full Name fields.
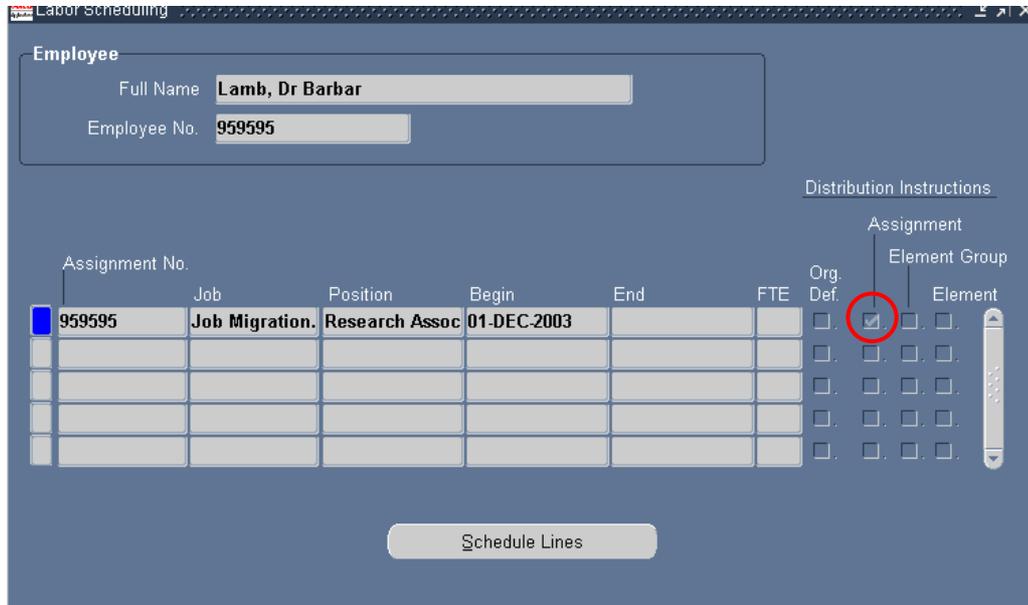

4. The **Labour Scheduling** form will show the basic assignment details of the employee.

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5.   If the assignment is linked to a labour schedule then the **Assignment check box** in the **Distribution Instructions** columns at the right of the screen will be ticked.

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Labour Schedule shows more than one assignment

When viewing the Labour Schedule, if an employee has, or has had, more than one assignment the schedule will list these. For example if they had previous service with the college, or if they have a secondary assignment these assignments will be displayed on the schedule. It is important the correct assignment is selected from the schedule, when viewing any charging details.

Where more than one assignment is listed:

Previous Assignment: If an assignment is no longer active it will have an **end date** that is prior to the current date. It could still have a tick in the assignment column if the assignment and costing were active when Labour Distribution was implemented. If there is not a tick in the column, this indicates a labour schedule does not exist and any costing details for this assignment will be found on the costing profile. Some assignments will show future end dates as they are for the duration of a fixed term contract.

New Appointment: If a new assignment for a new appointment has been created this will be listed with the **start date** of the assignment.

Secondary Assignment: If a secondary assignment - where an employee has two contracted posts running concurrently - is shown on a schedule, the charging details will be attached to the schedule for the primary assignment, so the secondary assignment will not have a tick in the assignment column.

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Employee pay elements and charge codes

Pay elements are a description of payments made to an employee. Pay elements can include basic salary, location allowance, bonus, honorarium, etc. Prior to Labour Distribution, the costing profile on the assignment held the charging details that pay elements could be debited from. If a specific element, e.g. honorarium was to be paid from a different charge code, then the actual element would have the charge code recorded on it. This information could be viewed in the Element History form if the payment had been made or in the Entries form if it was a planned or recurring payment.

In Labour Distribution the same principle applies - assignment charges are debited from the main charge code the basic salary is paid from, but individual elements can be charged to a different code if required. This information is all held on the Labour Schedule. A Schedule Lines form holds the charge code for the assignment based costing and additional Schedule Lines will record each element separately that is charged to a different code to that of the assignment.

Assignment based costings

If the employee receives other pay elements as well as their basic salary, and these additional payments are charged to the same code, then the Labour Schedule will show a tick only in the **Assignment** column in the **Distribution Instructions** section. This indicates the schedule only has a schedule lines form for the assignment charge code(s).

1.   To view the funding details for the assignment click on the **Schedule Lines** button.

2.   The **Schedule Lines** form will then be displayed and will provide details of where the basic salary element (and any other pay elements charged to the same code) is charged.

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3. If the employee is funded from more than one account (split costing) then you will see more than one completed row on the Schedule Lines table. The **%** column will indicate what percentage of charges are attributed to each code.

4. If there has been a change in charge codes, either due to a contract extension with a change of funding or a transfer of department, then you will see more than one completed row on the Schedule Lines table.

5. If not indicated otherwise by the Distribution Instructions on the Labour Schedule, then the rows on the Schedule Lines form all relate to the pay elements on the employee's assignment, that are charged to the same account as the basic salary element.

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Element based costings

In addition to the basic salary element, some employees will have additional elements on their records, e.g. allowances, London weighting, bonuses. If these are charged to the same code as the basic salary, then the charge code on the Assignment Schedule Lines form will be used for the additional elements too.

If any additional elements are charged to a different code, a tick in the **Element** column as well as the Assignment column in the **Distribution Instructions** section will indicate this.

NOTE: Bursary payments will be recorded as an element charge on the Labour Schedule.

1.   To view the funding for any elements individually coded, click on the **Schedule Lines** button.

2.   The Schedule Lines form is displayed and initially provides details of the assignment based charge codes.

3.   To see the element based charge codes, in the **Schedule Hierarchy** section of the form, click into the **Element Type** field. **NOTE:** The radio button will not move to show the Element Type as selected.

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4.   The Schedule Lines form will now indicate it has an additional record(s) on it. The prompt **Record 1/?** on the status line will indicate this (make sure your ICIS window is maximised first so you can view the status line).

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5.   Press the **down arrow key** to see the additional Schedule Lines forms.

6.   The **Schedule Hierarchy** section will indicate that the form is now showing details for an element and also display the element name.

7.   The tabular section will provide the charge code, dates and percentage relevant to that specific element.

8.   If additional elements are also charged to this account, they will appear on separate forms. Pressing the **down arrow key** will display any additional forms.

Costing History

To see any charge code details that applied prior to the 1 January 2005 on the Labour Schedule, the **Costing Allocation Profile** (CAP) is still available and can be accessed from the Assignment. The CAP will have **view only** access, so no further updates can be recorded here.

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Viewing Bursary Details

Any bursary payments will follow the same format as an element based costing. Use the Labour Schedule to see where a bursary element is going to be charged.

The **Distribution Instructions** will indicate the bursary element is recorded on the Labour Schedule as an element based charge.

1.   In the **Labour Schedule** find the bursary person whose details you wish to check.

2.   The **Distribution Instructions** show that the bursary payment is recorded an element type charge.
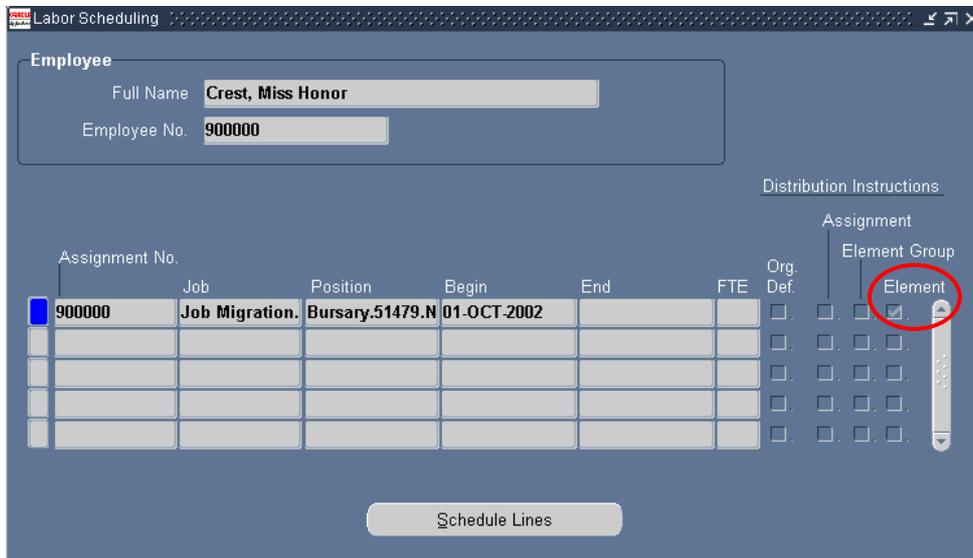
3.   To view the charge code for the element click on the **Schedule Lines** button.
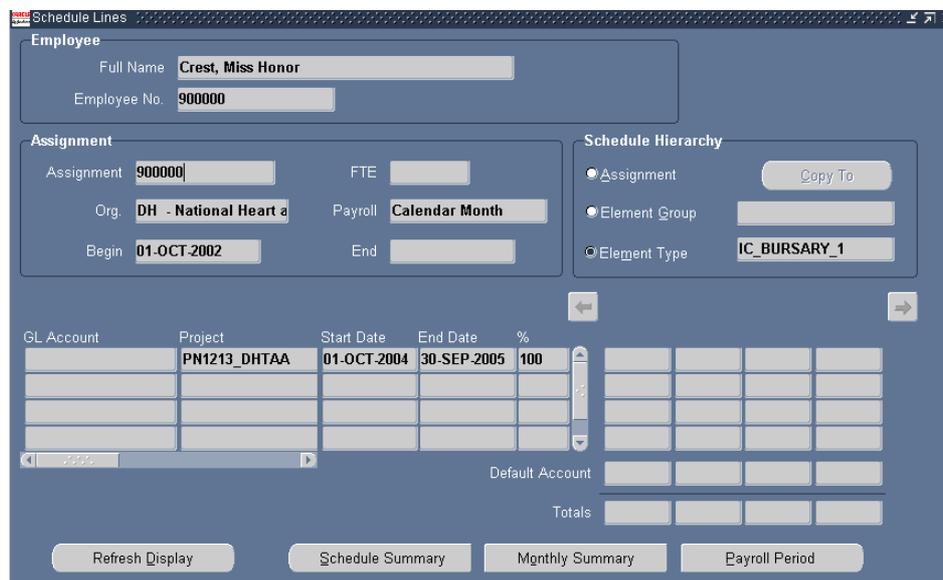
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4.   The Schedule Lines form displays details of the bursary charge codes.

5.   The end date on the Labour Schedule record can match the end date of the bursary, but may not if the funding of the bursary has changed or is due to change.

6.   To check the bursary amount, you would use the **Entries** button on the **Assignment** form, accessed from the bursary's record as usual.

7.   To see any charge code details that applied prior to the 1 January 2005 for a bursary element, you will need to use the **Element History** option from the **Assignment** form.

NOTE: When you view the bursary element from the Entries or Element History on the Assignment record, you may see more than one bursary element listed for the same person for the same period. For example from the 1 October 2004 to 30 September 2005, you may see the bursary element IC_Bursary_1 and IC_Bursary_2 on the same bursary record. This will indicate that two separate bursary amounts are being paid. The Entry Values button on the Entries or Element History form will indicate the amounts being paid. The Labour Schedule will show the planned cost codes for the bursary. The Distribution Adjustments will show the cost codes actually debited for the preceding bursary payroll month.
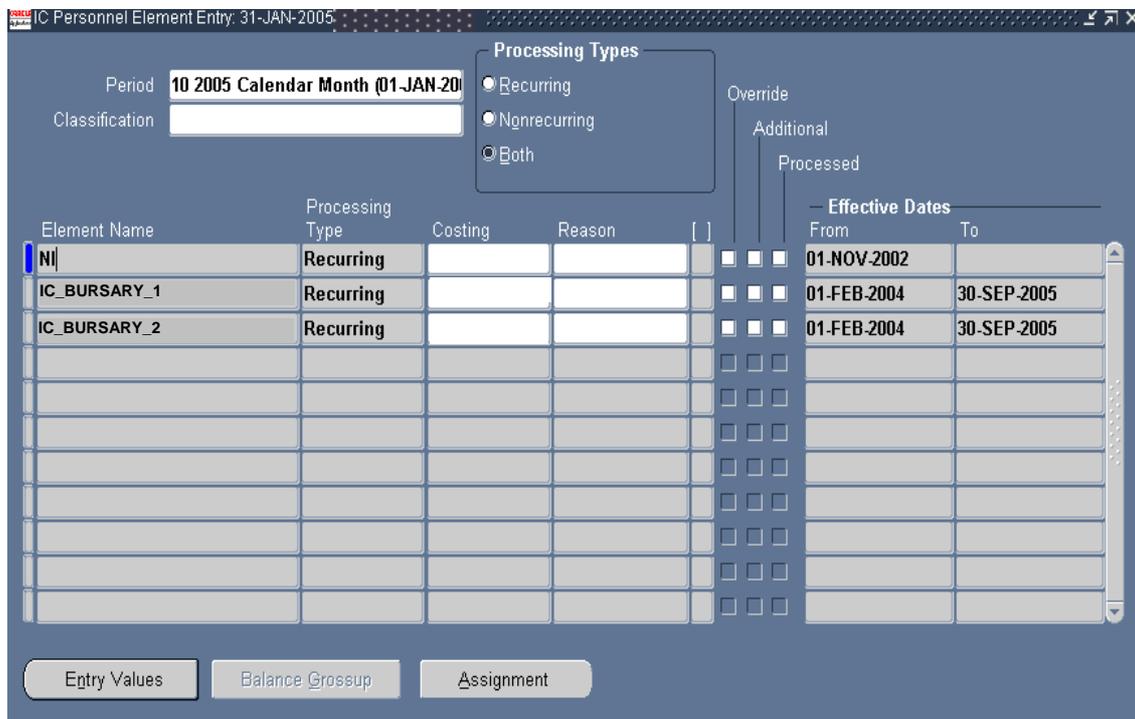
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Payroll Process Dates

Charge codes can only be entered on the Labour Schedule with effect from the date the last payroll was processed. For example: current date is in February, new charge code starts from 1 January 2005 and the last payroll was processed in January. The Schedule Lines can only be updated with effect from 1 February 2005. Any amendment to the charges for January will need to be treated as a distribution adjustment.

If you need a code to be charged retrospectively (the start date is before the last payroll process) please forward a completed Adjustment Request form to Sonja Porovic in the Information Section. The necessary adjustments can then be made to ensure the correct charge codes are debited for the relevant period for the month(s)/day(s) that have already passed.

Please note all entries in the Labour Distribution module for charge codes must be percentage based.

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Summary

- Charge codes for employees will now be recorded on a Labour Schedule. This will include new starters as well as modifications to charge codes such as when a contract is extended or a charge code for an employee changes – e.g. goes onto paid maternity leave.

- The Labour Schedule specifies where an employee's salary is to be funded from - a GL (General Ledger) account or from a Research Project (Oracle Grants) account.

- Data entered on the Labour Schedule, when processed, will feed through to the General Ledger and/or Grants accounts.

- Research funded posts now have a slightly different account structure. The structure is called POETA as it consists of the fields: Project, Organisation, Expenditure Type, Task, Award.

- For modifications to an existing employee's charge code(s) their current schedule will be updated by adding new lines to the existing data.

- Please note all entries in the Labour Distribution module for charge codes must be percentage based.

- When accessing a Labour Schedule, if an employee has, or has had, more than one assignment the schedule will list these. For example if they had previous service with the college, or if they have a secondary assignment. In these cases it is important the correct assignment is selected from the schedule, prior to viewing any charging details.

- Labour Schedules consist of a Hierarchy, which means they can be created for charges relating to the Assignment, i.e. all elements of pay, or for charges relating to a specific element entry, i.e. bonus or honorarium that is funded from a different account.

- Changes to charge codes on the Labour Schedule can only be entered with effect from the date the last payroll was processed. For example: current date is in February, new charge code starts from 1 January 2005 and the last payroll was processed in January. The Schedule Lines can only be updated with effect from 1 February 2005. The charges for January will need to be processed as a distribution adjustment.

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Distribution Adjustments

Distribution Adjustments consists of an **Adjustments** form and this is updated for each employee once the payroll process has been run through the Labour Distribution module. After payroll has been processed the form will show the charge code that has been debited with the employee's pay element(s).

In addition, the Distribution Adjustment process can update the Adjustments form. This process is used to apply costing adjustment requests. This means the Adjustments form shows the actual deductions made to a charge code for a specific period of time. Therefore if a costing adjustment has been made this form will show the charge code that was actually debited. It will not show the charge code that was initially incorrectly debited after the adjustment has been processed. However users with the relevant Finance responsibility will be able to view the credit on the relevant account.

Viewing Distribution Adjustments Form

To check which charge code has actually been debited for an employee's pay element(s) for a specific period of time, use the Distribution Adjustment Form: **LD - Distribution Adjustments: Distribution Adjustments**.

The Distribution Adjustments form can only be used for dates preceding a payroll process. If the current month is January and you want to check where an employee is being charged to for that month, then the Labour Schedule is the place to check. If in January you want to check where an employee was charged to for December, then the Distribution Adjustment is the place to check.

When you first enter the form the **Find Distributions** dialog is displayed automatically. To check further records, use the Find button (Torch icon) on the toolbar.

To find the employee's record:

1. Enter the CID number in the **Assignment** field or enter their name details - last name first in the **Employee name** field.

2. Press the **TAB** key. If you have searched by CID number the employee name field will automatically be completed. If you have searched by name, you may get a list of names from which to select. When you have made your selection, the employee name and assignment field will be completed.

3. Enter the dates for the period to be displayed in the **Begin Date** and **End Date** fields. This can be for a longer period than a month.

4. Press the **TAB** key. The currency field will default in automatically.

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NOTE: You can only view records that have been processed through Labour Distribution. A new starter record, not yet paid, would not be accessible from the Distribution Adjustments form as their record would not have been processed, therefore there are no costs to be distributed to charge codes.

5.   From the list in the **Adjust by** section of the Find Distribution form, either select **Assignment** or **Element** to view the data.

6.   The **Assignment** option will show the charge code with the amount debited from it for the time frame you have requested.
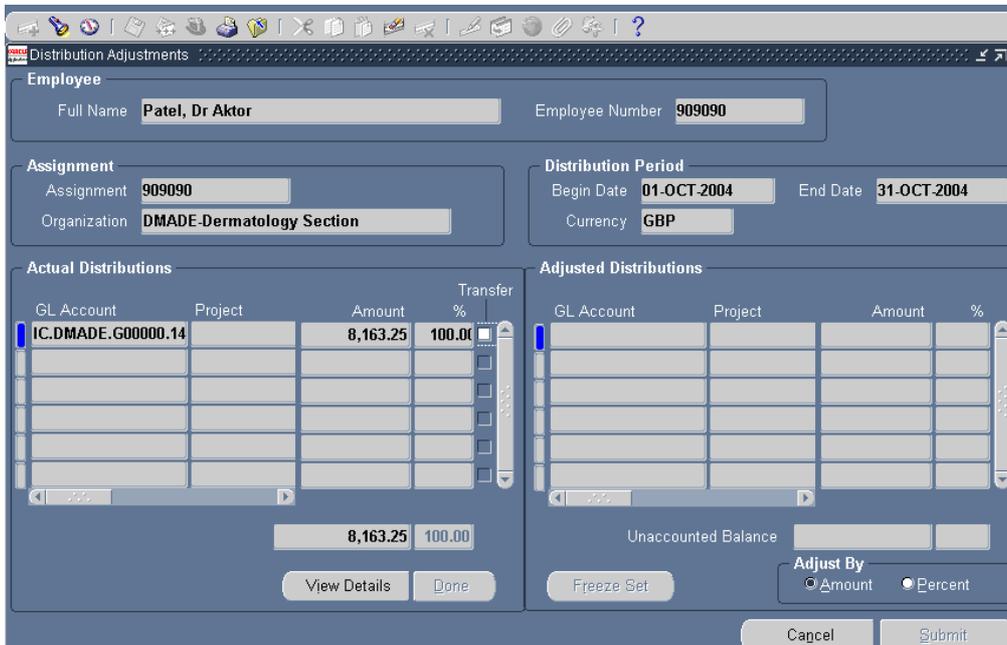
7.   The **View Details** button provides additional information regarding the charge code debits. It provides details of the pay elements that make up the debited value and clarifies if these deductions are the result of a payroll process or a costing adjustment.

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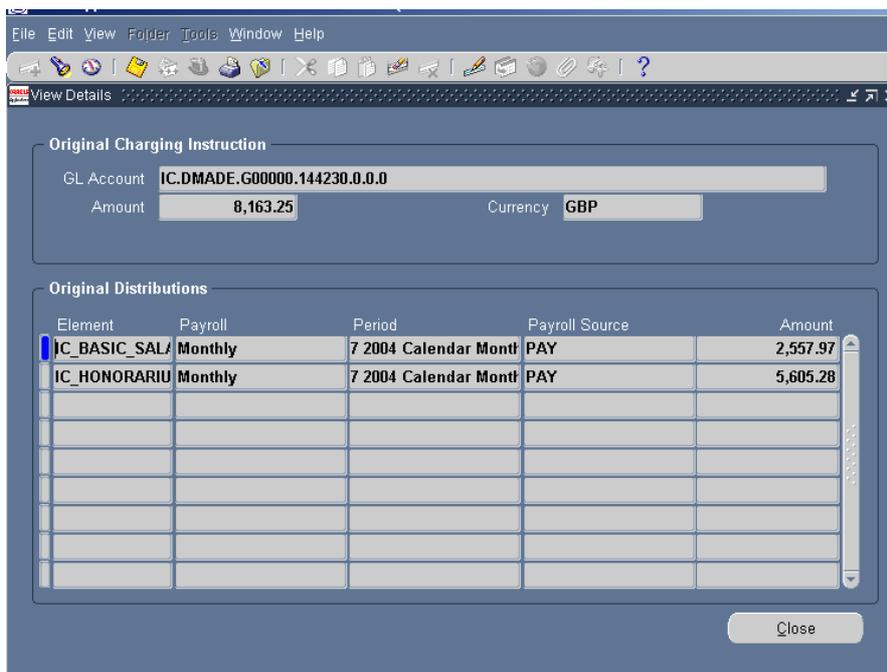8.   If the **Payroll Source** column displays **PAY** against an element then the deduction is the result of a payroll process. If the Payroll Source column shows **Adjustments** against an element then the deduction is the result of a costing adjustment request.

If you want to view the current record using the **Element** option:

9.   Click into the **Full Name** field.

10.   Click onto the **Find** button on the toolbar (Torch icon).

11.   The **Find Distributions** dialog will be displayed with completed details of the employee.

12.   In the **Adjust by** section click onto the **Element** option and then the **Find** button.

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13.   The Distribution Adjustment form will now display the charge code with a breakdown of the employee's pay element(s) debited for the time frame you have requested.

14.   The **View Details** button provides additional information regarding the selected element. It confirms if the pay element deduction is the result of a payroll process or a costing adjustment. If the **Payroll Source** column displays **PAY** against an element then the deduction is the result of a payroll process. If the **Payroll Source** column shows **Adjustments** against an element then the deduction is the result of a costing adjustment.

NOTE: To view an adjustment to a bursary record, you would use the same procedure as above.

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Example Adjustment

Step 1:

1. View record for employee for January and see charge code they have been debited from.

2. Use the **View Details** button to confirm the process that has led to the charge code being debited. The example shows this is via the payroll process.

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Step 2:

3.   Conclude this is incorrect charge code for November.

4.   Complete an **Adjustment Request** form and forward to Sonja Porovic in the Information Section.

5.   Adjustment is entered on ICIS and processed overnight.

Step 3:

6.   View employee's record again for November and see correct charge code.

Use the **View Details** button to confirm the charge code has been debited via an adjustment process.

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Summary

- The Distribution Adjustments form can only be used for dates preceding a payroll process. If the current month is January and you want to check where an employee is being charged to for that month, then the Labour Schedule is the place to check. If in January you want to check where an employee was charged to for December, then the Distribution Adjustment is the place to check.

- Changes to charge codes on the Labour Schedule can only be entered with effect from the date the last payroll was processed. For example: current date is in February, new charge code starts from 1 January 2005 and the last payroll was processed in January. The Schedule Lines can only be updated with effect from 1 February 2005. The charges for January will need to be processed as a distribution adjustment.

- If you need a code to be charged retrospectively - the start date is before the last payroll process - please forward a completed Adjustment Form to Sonja Porovic in the Information Section. The necessary adjustments can then be made to ensure the correct charge codes are debited for the relevant period (month(s) and/or day(s)) that have already passed.

- Once they have been processed, usually overnight, the adjustments can be viewed in the Distribution Adjustment form, they can not been seen on the Labour Schedule. The Distribution Adjustment form shows where the employee's salary was actually paid from, even though this may have happened retrospectively.