

Time Entry and Labor (TEL) Documentation Labor Sources - Costing Mid-Period TEL Documents

The **TEL LABOR SOURCES** screen is used to cost TEL elements. When an employee transfers between two different departments or internally within the same department, in the middle of a biweekly pay period, TEL requires element level costing for each reported element.

NOTE: No costing changes may be submitted on reprocessed documents.

UAB TEL → TEL

UAB HR Officer → Biweekly Timesheets → TEL

UAB Timekeeper → Biweekly Timesheets → TEL

Scenario #1:

An employee transferred from Department A to Department B in the middle of a biweekly pay period. Week One she worked 40 hours in Department A. Week Two she worked 40 hours in Department B.

When an employee transfers to a different department in the middle of a biweekly pay period, two (2) TEL documents must be processed for the pay period in which the transfer occurred; TEL Document #1 documenting time worked in Department A and TEL Document #2 documenting time worked in Department B. To ensure each department is appropriately charged for time worked, TEL requires element level costing on **both** TEL documents.

TEL Document #1:

Enter elements and hours for Week One on the original TEL document; once all time has been entered for Week One, click on **SAVE**.

TEL Form

Assignment # 1234567 Dist # Document # 4931281 Submit Date

Person Example, Employee Document Status OPEN Reprocessed

Job Title OFFICE ASSOCIATE I Document Reason DATA ENTRY

Organization 100000000 Office of the President Reporting Method TEL

Asg Category 01 Regular FT Requestor Boyd, Cecelia

Effective Date 07-FEB-2016 - 20-FEB-2016

Balances: Vacation 326.85 Sick 1628.28 Personal Holiday 0.00 Work & Benefit Hrs Total 40.00

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
ONE	<input checked="" type="checkbox"/>	Work A-WK1		8.00	8.00	8.00	8.00	8.00		40.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	Work & Benefit Hours		0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 0.00
	Impact of Reprocess													Other 0.00
TWO	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	Work & Benefit Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				OT Prem 0.00
	Impact of Reprocess													Other 0.00

Comments

Open Reprocess Save Submit ActionLog Reassign **Labor Sources** << < > >> *

Time Entry and Labor (TEL) Documentation Labor Sources - Costing TEL Elements

Click on the **LABOR SOURCES** button.

The **ASSIGNMENT** tab on the Labor Sources screen shows the account(s) (GL or grant) in which pay will be charged for work in Department A. This information is in accordance with the employee's most current ACT document.

Assignment # 1234567 Dist #
Document # 4931281 Person Example, Employee
Document Status OPEN Organization 100000000 Office of the President
Document Reason DATA ENTRY Effective Date 07-FEB-16
Pay Period 07-FEB-2016 - 20-FEB-2016

Costing Element Name

Stop	Start Date	End Date	GL Account	Project	Task	Award	Org	%
<input type="checkbox"/>	17-AUG-2008	31-DEC-4712	2100639.000.110100000.100000000					100.00
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Comments

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Select the drop down arrow in the **ELEMENT NAME** field to see a list of elements for this document.

Select the element type, **Work A-WK1 element**.

Assignment # 1234567 Dist #
Document # 4931281 Person Example, Employee
Document Status OPEN Organization 100000000 Office of the President
Document Reason DATA ENTRY Effective Date 07-FEB-16
Pay Period 07-FEB-2016 - 20-FEB-2016

Costing Element Name

ALL
Work A-WK1

Note: Do not select ALL, if multiple elements are listed, you must “cost” each element individually.

Time Entry and Labor (TEL) Documentation Labor Sources - Costing TEL Elements

This will bring up the **ELEMENT** tab.

Costing Element Name: Work A-WK1

Assignment | **Element**

Start Date	End Date	GL Account	Project	Task	Award	Org	%

Insert the GL Account(s) or PTAO information for grant account(s) to be charged along with the appropriate percentage of distribution. The start and end date will auto populate with the selected TEL document effective dates. The account description will show in the field above the **COMMENTS** box. For information on how to set up an account description, [click here](#).

Costing Element Name: Work A-WK1

Assignment | **Element**

Start Date	End Date	GL Account	Project	Task	Award	Org	%
07-FEB-2016	20-FEB-2016	3101720.000.213101720.311652400.					50.00
07-FEB-2016	20-FEB-2016	3101718.000.213101718.311652410.					50.00

HSF-PED ADOL MED.DEFAULT SUBACCOUNT.HSF-PED ADOL MED.PED-ADOLESCENT MEDICINE..

Comments
Week One Work 40 hours in Department A

Copy Schdl | Paste Schdl | Save | Return | << | < | > | >> | *

If multiple elements are listed; repeat above steps for each element. Additional comments can be entered in the **COMMENTS** field.

Time Entry and Labor (TEL) Documentation Labor Sources - Costing TEL Elements

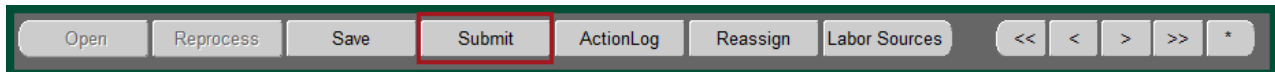
Once costing has been applied to all week one elements, click on **Save**.



Selecting **Return** will bring up the main page of the TEL document. The **COSTING** box will be checked for each element; and the **LD COMMENTS** box will be checked indicating that there is a comment on the costing page of the document.



Once all information has been entered click on **Submit**.



Time Entry and Labor (TEL) Documentation Labor Sources - Costing TEL Elements

TEL Document #2:

Open the TEL document for the new department

Find : Document Inquiry

Find 4%

Document No.	Document Status	Pay Period Start Date	Full Name	Name
4931281	OPEN	February 7, 2016	Example, TEL	100000000 Office of the President
4917214	COMPLETE	February 7, 2016	Example, TEL	100000000 Office of the President
4904767	COMPLETE	December 27, 2015	Example, TEL	100000000 Office of the President

Enter elements and hours for Week Two; once all time has been entered, click on **SAVE**.

Click on the **LABOR SOURCES** button.

TEL : Form

Assignment # **1234567** Dist # Document # **4928690** Submit Date

Person **Example, Employee** Document Status **OPEN** Reprocessed

Job Title **Financial Assoc** Document Reason **DATA ENTRY**

Organization **111500000 Parking & Transportation** Reporting Method **TEL**

Asg Category **01 Regular FT** Requestor **Boyd, Cecelia**

Effective Date **07-FEB-2016** - **20-FEB-2016**

Balances: Vacation **23.95** Sick **104.74** Personal Holiday **8.00** Work & Benefit Hrs Total **40.00**

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
ONE	<input type="checkbox"/>													
	<input type="checkbox"/>													
	<input type="checkbox"/>													
Work & Benefit Hours													OT Prem	
Impact of Reprocess													Other	
TWO	<input type="checkbox"/>	Work A-WK2		8.00	8.00	8.00	8.00	8.00	8.00	40.00				
	<input type="checkbox"/>													
	<input type="checkbox"/>													
Work & Benefit Hours			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00			OT Prem	0.00
Impact of Reprocess													Other	0.00

Comments **Only Week 2 is able to be updated. This document was created based on changes to ACT Doc. 987542** All LD LD Comments

Open Reprocess Save Submit ActionLog Reassign **Labor Sources** << < > >> *

Time Entry and Labor (TEL) Documentation Labor Sources - Costing TEL Elements

The **ASSIGNMENT** tab on the labor sources screen shows the account(s) (GL or grant) from which the employee is paid from. This information is in accordance with the employee's most current ACT document.

Select the drop down arrow in the **ELEMENT NAME** field to see a list of elements for this document. Select the element type, **Work A-WK2 element**.

Note: Do not select ALL; if multiple elements are listed, you must “cost” each element individually.

This will bring up the **ELEMENT** tab.

Time Entry and Labor (TEL) Documentation Labor Sources - Costing TEL Elements

Insert the GL Account(s) or PTAO information for grant account(s) to be charged along with any comments. The start and end date will auto populate with the selected TEL document effective dates. The account description will show in the field above the **COMMENTS** box.

Start Date	End Date	GL Account	Project	Task	Award	Org	%
07-FEB-2016	20-FEB-2016	2101468.000.110100000.000000001.					

PURCHASING SERVICES GROUP.DEFAULT SUBACCOUNT.CENTRAL GEN OPER FDS...

Comments
Week 2 worked 40 hours in Department B

If multiple elements are listed; repeat above steps for each element. Additional comments can be entered in the **COMMENTS** field.

Once costing has been applied to all week two elements, click on **Save**.

Selecting **Return** will bring up the main page of the TEL document. The **COSTING** box will be checked for each element; and the **LD COMMENTS** box will be checked indicating that there is a comment on the costing page of the document.

WEEK	Costing	Element
W	<input checked="" type="checkbox"/>	Work A-WK2
E	<input type="checkbox"/>	
E	<input type="checkbox"/>	
K	<input type="checkbox"/>	
T	Work & Benefit Hours	
W	Impact of Reprocess	
O		

All LD	LD Comments
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Once all information has been entered, click on **Submit**.

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