

Time Entry and Labor (TEL) Documentation
Labor Sources – Costing on the TEL form

The **TEL LABOR SOURCES** screen is used to cost TEL elements. The TEL form gives the option to do **ELEMENT** level or **ALL** elements costing along with a **PASTE SCHEDULE FUNCTION**. Changes in costing can be made on any TEL document. Costing an employee's time may be necessary for any number of reasons. The documentation below gives instructions on how to do:

- ❖ [ELEMENT level costing](#)
- ❖ [ALL element costing](#)
- ❖ [The PASTE SCHEDULE function](#)

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

UAB TEL → TEL

UAB HR Officer → Biweekly Timesheets → TEL

UAB Timekeeper → Biweekly Timesheets → TEL

Element Level Costing

NOTE: In the event an ACT document is processed in the middle of the pay period to complete a:

- ❖ **Change of assignment**
- ❖ **Promotion same department**
- ❖ **Transfer lateral/different department**
- ❖ **Transfer lateral/same department**
- ❖ **Transfer with promotion**
- ❖ **Reclassification**

A mid period TEL document is generated giving the employee two TEL documents for that pay period. Mid period TEL document are generated for the beginning of the second week in the pay period which always begins on a Sunday. Element level costing is required on each TEL documents for the pay period to ensure hours are posted to the appropriate accounts.

NOTE: In order to cost work, benefit, or other hours to an account, the particular element must be used on the TEL document for the specific pay period.

Time Entry and Labor (TEL) Documentation Labor Sources – Costing on the TEL form

Click on the LABOR SOURCES tab

TEL Form
 Assignment # 1015971 Dist # Document # 1492380 Submit Date
 Person Smith, Linda Document Status OPEN Reprocessed
 Job Title Coord Payroll Systems Document Reason DATA ENTRY
 Organization 113003000 Payroll Reporting Method TEL
 Asg Category 01 Regular FT Requestor Smith, Linda

Effective Date 10-JUL-2005 - 23-JUL-2005

Balances: Vacation 8.75 Sick 136.28 Personal Holiday 24.00 Work & Benefit Hrs Total 85.00

Costing Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
Work A-WK1		8.00	8.00	8.00	8.00	8.00		40.00				
Work & Benefit Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 0.00 Other 0.00

Costing Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
Work A-WK2		8.00	8.00	8.00	8.00	8.00		40.00				
Wk (A) Other-WK2							2.00	3.00				
Wk(A) OTP Other							2.00	3.00				
Work & Benefit Hours	0.00	8.00	8.00	8.00	8.00	10.00	3.00	45.00				OT Prem 5.00 Other 0.00

Comments: All LD LD Comments

Buttons: Open, Reprocess, Save, Submit, ActionLog, Reassign, Labor Sources

The ASSIGNMENT tab in the labor sources screen shows the GL or GA account from which the employee is paid.

NOTE: The assignment level funding on the TEL labor sources tab reflects assignment level funding on the most current ACT document at the point the TEL document is generated. TEL documents are generated the first Tuesday in the biweekly pay period.

TEL Labor Sources

Assignment # 1015971 Dist #
 Document # 1492380 Person Smith, Linda
 Document Status OPEN Organization 113003000 Payroll
 Document Reason DATA ENTRY Effective Date 10-JUL-05
 Pay Period 10-JUL-2005 - 23-JUL-2005

Costing Element Name

Assignment Element

Stop	Start Date	End Date	GL Account	Project	Task	Award	Org	%
<input type="checkbox"/>	28-JUL-2002	31-DEC-4712	1234567.000.123456789.123456789					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"/>								

PAYROLL DEPARTMENT

Comments

Buttons: Copy Schdl, Paste Schdl, Save, Return

Time Entry and Labor (TEL) Documentation Labor Sources – Costing on the TEL form

Select the **ELEMENT NAME** field to view the list of elements used for this document.

A screenshot of a software interface showing a dropdown menu for the 'Element Name' field. The menu is open, displaying a list of options: 'ALL', 'Wk (A) Other-WK2', 'Wk(A) OTP Other- Wk2', 'Work A-WK1', and 'Work A-WK2'. The 'Wk (A) Other-WK2' option is highlighted in blue. The background shows fields for 'Organization' (113) and 'Effective Date' (10-).

Select an element type.

A screenshot of the same software interface as above, but with the 'Wk (A) Other-WK2' option selected in the dropdown menu. The background fields for 'Organization' (113) and 'Effective Date' (10-) are visible.

This activates the **ELEMENT** tab.

A screenshot of the 'Costing' tab in the software interface. The 'Element Name' dropdown is set to 'Wk (A) Other-WK2'. The 'Assignment' tab is active, and the 'Element' sub-tab is selected. Below the tabs is a table with the following columns: Start Date, End Date, GL Account, Project, Task, Award, Org, and %. The table is currently empty. At the bottom of the window, there is a 'Comments' field.

Start Date	End Date	GL Account	Project	Task	Award	Org	%

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Enter the GL or GA account to be used 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.

Note: The GL account description is in accordance with an account attribute. The PTAO (grant) accounts' description defaults to the task long name.

Costing Element Name: **Wk (A) Other-WK2**

Start Date	End Date	GL Account	Project	Task	Award	Org	%
10-JUL-2005	23-JUL-2005		223456	01.01	1523456	10	100.00

5 R01 ES123567

Comments
 Payment for work performed outside of regular work hours (working with Dr. C. on grant submission.)

If the long name for the PTAO is not available, the task short name is used.

Costing Element Name: [blank]

Stop	Start Date	End Date	GL Account	Project	Task	Award	Org	%
<input type="checkbox"/>	28-JUL-2002			123456	01.01	1234567	10	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"/>								

234567

Task long names may be defined by the department. To change the task long name, access the **Create/Change Long Task Name** excel spreadsheet and send to Debbie Snider, Director of Grants and Contracts Accounting.

Once the information is complete, select **Save**.

Copy Schdl Paste Schdl Save Return

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After the labor source changes are saved, select **Return** to bring up the main page of the TEL document. A check mark auto populates on the side of each element to indicate costing instructions have been given.

Costing	Element
<input type="checkbox"/>	Work A-WK2
<input checked="" type="checkbox"/>	Wk (A) Other-WK2
<input checked="" type="checkbox"/>	Wk(A) OTP Other

The **LD COMMENTS** box will be checked if comments were entered in the comment field under the **LABOR SOURCES** tab.

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

ALL Elements Costing

TEL elements can also be costed for specific pay periods using **ALL** elements costing as described in the following documentation.

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

NOTE: ALL elements costing cannot be done on mid period TEL documents. Mid period TEL documents require [element level](#) costing for each document.

Time Entry and Labor (TEL) Documentation Labor Sources – Costing on the TEL form

Click the LABOR SOURCES button.

TEL Form

Assignment # **1015971** Dist # Document # **1492380** Submit Date

Person **Smith, Linda** Document Status **OPEN** Reprocessed

Job Title **Coord Payroll Systems** Document Reason **DATA ENTRY**

Organization **113003000 Payroll** Reporting Method **TEL**

Asg Category **01 Regular FT** Requestor **Smith, Linda**

Effective Date **10-JUL-2005** - **23-JUL-2005**

Balances: Vacation **8.75** Sick **136.28** Personal Holiday **24.00** Work & Benefit Hrs Total **86.00**

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
ONE	<input type="checkbox"/>	Work A-WK1		8.00	9.50	5.00	9.00	8.00		39.50		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Pers Holiday-WK1				3.00				3.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
Work & Benefit Hours			0.00	8.00	9.50	8.00	9.00	8.00	0.00	42.50				OT Prem 0.00
Impact of Reprocess														Other 0.00
TWO	<input type="checkbox"/>	Work A-WK2		8.00	9.50	8.00	10.00	8.00		43.50		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	OTP-WK2			1.50		2.00			3.50		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
Work & Benefit Hours			0.00	8.00	9.50	8.00	10.00	8.00	0.00	43.50				OT Prem 3.50
Impact of Reprocess														Other 0.00

Comments

All LD LD Comments

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

Time Entry and Labor (TEL) Documentation Labor Sources – Costing on the TEL form

Select the **ELEMENT NAME** field to see a list of elements for this document. Highlight or double click **ALL**.

Organization 113
Effective Date 10-
Element Name

- ALL
- OTP-WK2
- Pers Holiday-WK1
- Work A-WK1
- Work A-WK2

This activates the **ELEMENT** tab.

Costing Element Name: **Wk (A) Other-WK2**

Assignment **Element**

Start Date	End Date	GL Account	Project	Task	Award	Org	%

Comments

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Paste Schedule

It may be necessary to extend an alternate costing schedule past one pay period. In order to cost the elements, there is a paste schedule function to save time when costing elements for subsequent pay periods.

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

Click the *Labor Sources* button on the TEL document that has the correct labor source information.

TEL Form

Assignment # **1015971** Dist # Document # **1479923** Submit Date

Person **Smith, Linda** Document Status **COMPLETE** Reprocessed

Job Title **Coord Payroll Systems** Document Reason **DATA ENTRY**

Organization **113003000 Payroll** Reporting Method **TEL**

Asg Category **01 Regular FT** Requestor **Smith, Linda**

Effective Date **26-JUN-2005** - **09-JUL-2005**

Balances: Vacation **8.75** Sick **136.28** Personal Holiday **24.00** Work & Benefit Hrs Total **86.00**

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
WEEK	<input type="checkbox"/>	Work A-WK1		8.00	9.50	5.00	9.00	8.00		39.50		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Pers Holiday-WK1				3.00				3.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
ONE	Work & Benefit Hours		0.00	8.00	9.50	8.00	9.00	8.00	0.00	42.50				OT Prem 0.00
	Impact of Reprocess													Other 0.00
WEEK	<input type="checkbox"/>	Work A-WK2		8.00	9.50	8.00	10.00	8.00		43.50		<input type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	OTP-WK2			1.50		2.00			3.50		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
TWO	Work & Benefit Hours		0.00	8.00	9.50	8.00	10.00	8.00	0.00	43.50				OT Prem 3.50
	Impact of Reprocess													Other 0.00

Comments All LD LD Comments

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

Select the ELEMENT tab.

Costing

Assignment Element

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Click COPY SCHDL

NOTE: The information bar at the bottom of the screen will indicate that you have selected the element level for copy.



Find the current TEL document (the one in which you need to paste the schedule), and **select LABOR SOURCES**.

TEL : Form

Assignment # **1015971** Dist # Document # **1492380** Submit Date

Person **Smith, Linda** Document Status **OPEN** Reprocessed

Job Title **Coord Payroll Systems** Document Reason **DATA ENTRY**

Organization **113003000 Payroll** Reporting Method **TEL**

Asg Category **01 Regular FT** Requestor **Smith, Linda**

Effective Date **10-JUL-2005** - **23-JUL-2005**

Balances: Vacation **8.75** Sick **136.28** Personal Holiday **24.00** Work & Benefit Hrs Total **86.00**

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
WEEK	<input type="checkbox"/>	Work A-WK1		8.00	9.50	5.00	9.00	8.00		39.50		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Pers Holiday-WK1				3.00				3.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
ONE	Work & Benefit Hours		0.00	8.00	9.50	8.00	9.00	8.00	0.00	42.50				OT Prem 0.00
	Impact of Reprocess													Other 0.00
WEEK	<input type="checkbox"/>	Work A-WK2		8.00	9.50	8.00	10.00	8.00		43.50		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	OTP-WK2			1.50		2.00			3.50		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
TWO	Work & Benefit Hours		0.00	8.00	9.50	8.00	10.00	8.00	0.00	43.50				OT Prem 3.50
	Impact of Reprocess													Other 0.00

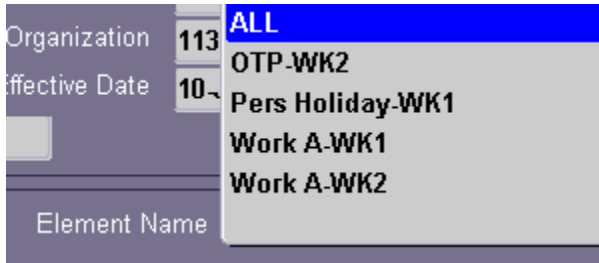
Comments

All LD LD Comments

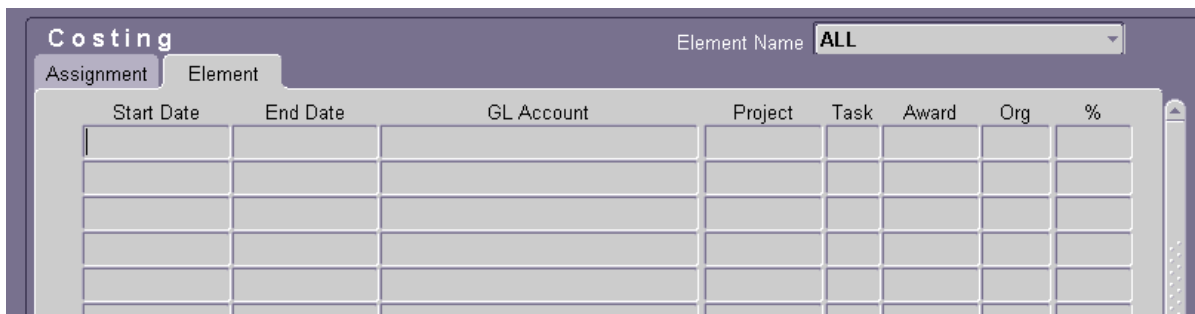
Open Reprocess Save Submit ActionLog Reassign **Labor Sources** << < > >> *

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Select the **ELEMENT NAME** field to see the list of elements used for this document. Highlight or double click **ALL**.



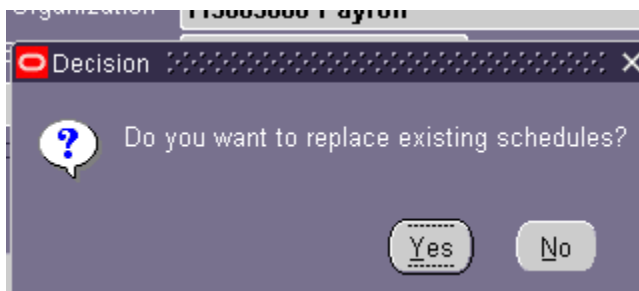
This activates the **ELEMENT** tab.



Click PASTE SCHDL



Select YES.



Time Entry and Labor (TEL) Documentation Labor Sources – Costing on the TEL form

The **START DATE**, **END DATE**, **GL** or **GA** fields will populate automatically. Input the effort percentage (%) and any corresponding comments.

Costing Element Name **ALL**

Assignment Element

Start Date	End Date	GL Account	Project	Task	Award	Org	%
10-JUL-2005	23-JUL-2005	1234567.000.123456789.123456789.					
10-JUL-2005	23-JUL-2005	7654321.000.987654321.987654321.					
10-JUL-2005	23-JUL-2005		223456	01.01	1523456	10	

XYZ

Comments
Supported from Department XYZ for fill-in.

Once the information is complete, select **Save**.

Copy Schdl
Paste Schdl
Save
Return

Selecting **Return** will bring up the main page of the TEL document. A check mark will auto populate in the **ALL LD** and **LD COMMENTS** box indicating that all TEL elements have been costed and comments are included on the **LABOR SOURCES** page of the document.

All LD
LD Comments

<
>
*

Select **Submit**

Impact of Reprocess
Other **0.00**

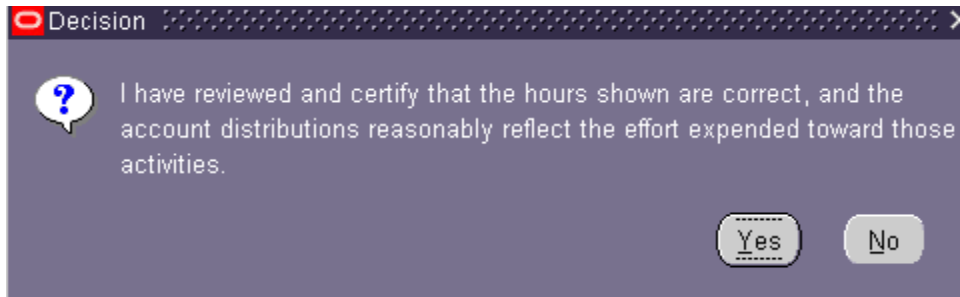
Comments

Open
Reprocess
Save
Submit
ActionLog
Reassign
Labor Sources

<<
<
>
>>
*

Time Entry and Labor (TEL) Documentation Labor Sources – Costing on the TEL form

The **DECISION** box will appear. If the information is correct, ***select YES***



The document enters workflow.

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