

Time Entry and Labor (TEL) Documentation Labor Sources - ALL Element Costing

TEL elements may be costed for specific pay periods by [element level costing](#) or ALL element costing as described in the following documentation.

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:

Linda has been asked to fill in for someone who will be away for the next couple of weeks. The area that she will be working in has agreed to support her salary for this time period. Because the time period is not ongoing and the dates are very specific, there is no reason for an ACT document to be processed. However, in order for Linda's time to be charged to the other area, she will need to cost ALL of the elements on her TEL document.

Click the **LABOR SOURCES** button.

The screenshot shows the TEL Form interface with the following details:

- Assignment #:** 1015971, **Dist #:** [blank], **Document #:** 1492380, **Submit Date:** [blank]
- Person:** Smith, Linda, **Document Status:** OPEN, **Reprocessed:** [checkbox]
- 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: [text area]

Buttons: Open, Reprocess, Save, Submit, ActionLog, Reassign, **Labor Sources**, <<, <, >, >>, *

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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 will bring up 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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Insert the GL or grant account number(s) that will be used to support the salary for ALL elements on this TEL document along with any comments. The **START** and **END DATE** will auto populate with the selected TEL document effective dates.

Costing Element Name: **ALL**

Start Date	End Date	GL Account	Project	Task	Award	Org	%
10-JUL-2005	23-JUL-2005	1234567.000.123456789.123456789.					45.00
10-JUL-2005	23-JUL-2005	7654321.000.987654321.987654321.					25.00
10-JUL-2005	23-JUL-2005		223456	01.01	1523456	10	30.00

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. The **ALL LD** and **LD COMMENTS** box will be checked 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

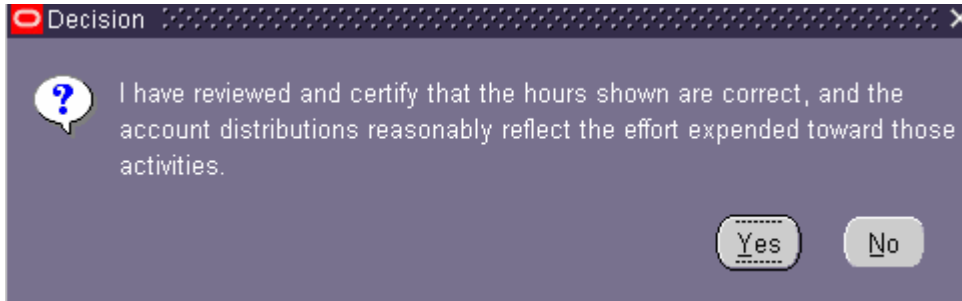
Comments

All LD LD Comments

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

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



The document enters workflow.

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