

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

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**UAB TEL** → TEL

**UAB HR Officer** → Biweekly Timesheets → TEL

**UAB Timekeeper** → Biweekly Timesheets → TEL

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**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. **For information on how to process this scenario, [click here](#).**

**Scenario (extended):**

At the end of the two week period above, Linda has been asked to continue to fill-in for another two weeks. Because this is the definitive end for the alternate work, Linda's primary department has elected not to submit an ACT document; rather, they will again cost her time on the TEL document.

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

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
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 <b>0.00</b>
	Impact of Reprocess													Other <b>0.00</b>
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 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"/>	
	Work & Benefit Hours		0.00	8.00	9.50	8.00	10.00	8.00	0.00	43.50				OT Prem <b>3.50</b>
	Impact of Reprocess													Other <b>0.00</b>

Comments

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

Select the **ELEMENT** tab.

Costing

Assignment Element

Click **Copy Schdl**. Note: The information bar at the bottom of the screen will indicate that you have selected the element level for copy.

Copy Schdl Paste Schdl S

ELEMENT level schedule marked for copy.

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

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
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"/>	
	Work & Benefit Hours		0.00	8.00	9.50	8.00	9.00	8.00	0.00	42.50				OT Prem <b>0.00</b>
	Impact of Reprocess													Other <b>0.00</b>
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"/>	
	Work & Benefit Hours		0.00	8.00	9.50	8.00	10.00	8.00	0.00	43.50				OT Prem <b>3.50</b>
	Impact of Reprocess													Other <b>0.00</b>

Comments

All LD LD Comments

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

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

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

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

Start Date	End Date	GL Account	Project	Task	Award	Org	%

Click **Paste Schdl**

Copy Schdl   **Paste Schdl**   S

Select **Yes**.

Organization: 11303000 Payroll

Decision [X]

? Do you want to replace existing schedules?

Yes No

**Time Entry and Labor (TEL) Documentation**  
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The **START DATE**, **END DATE**, **GL ACCOUNT** or **PTAO** 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. 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**

O Impact of Reprocess Other **0.00**

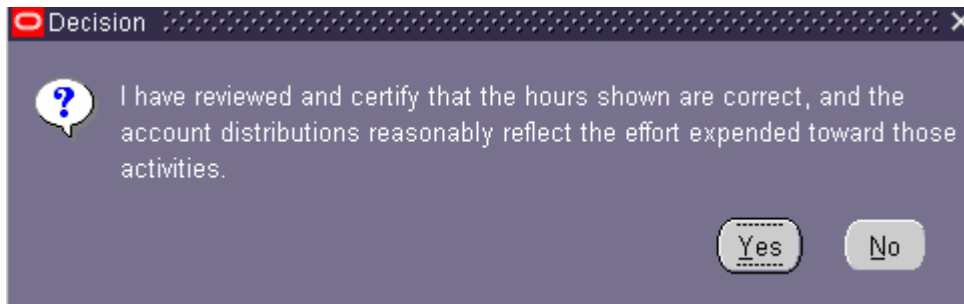
Comments

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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