

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

The **TEL LABOR SOURCES** screen is used to cost TEL elements. Changes in costing can be made on any TEL document. Costing an employee's time may be necessary for any number of reasons.

**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 was asked to work overtime on Friday afternoon to help a PI complete a grant submission. Because the overtime is for a specific project, the time is being charged to the grant account.

Because the extra time worked on the second Friday of the pay period is to be charged to an account other than her primary assignment, another element, such as ***Wk (A) Other-WK2*** should be used in order to be able to cost the appropriate hours. **NOTE: Elements may only be costed, on the TEL form, by element type. In order to be able to cost time to other accounts, a different element must be used on the TEL document.**

The screenshot displays the 'TEL Form' interface with the following details:

- 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

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
WEEK	<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"/>	
O N E	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
WEEK	<input checked="" type="checkbox"/>	Work A-WK2		8.00	8.00	8.00	8.00	8.00		40.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Wk (A) Other-WK2						2.00	3.00	5.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Wk(A) OTP Other-						2.00	3.00	5.00		<input type="checkbox"/>	<input type="checkbox"/>	
T W O	Work & Benefit Hours		0.00	8.00	8.00	8.00	8.00	10.00	3.00	45.00				OT Prem 5.00
	Impact of Reprocess													Other 0.00

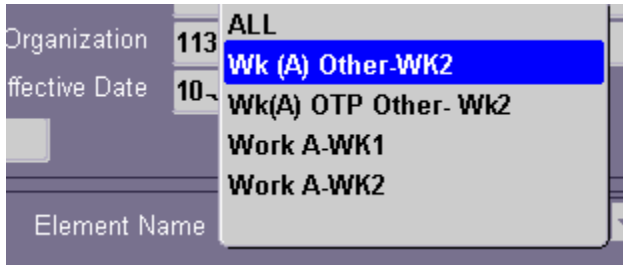
**Comments:** | All LD | LD Comments

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



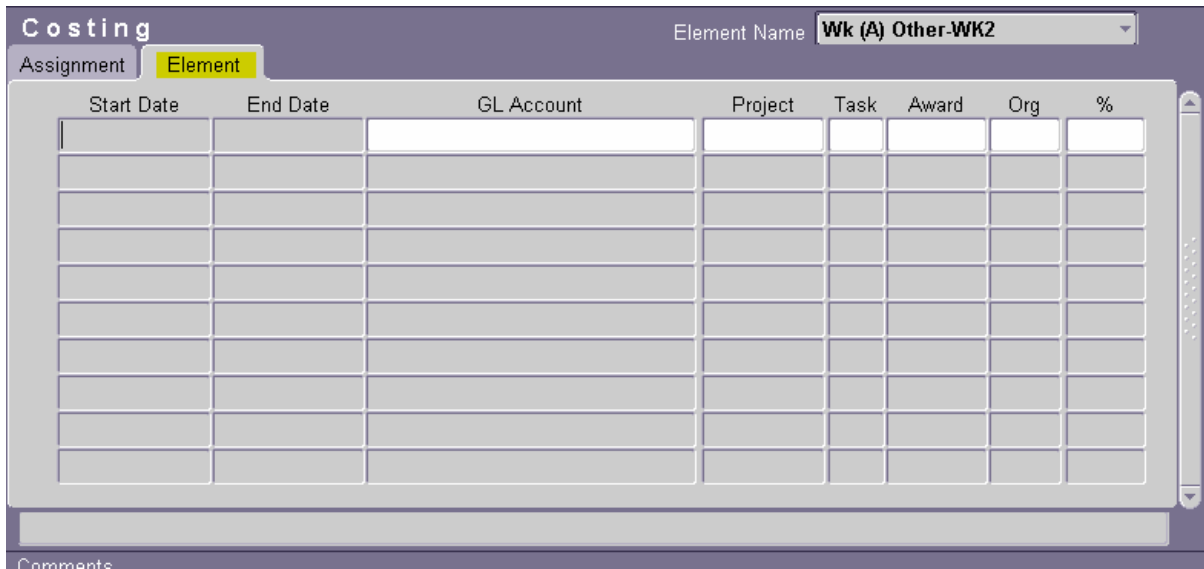
**Time Entry and Labor (TEL) Documentation**  
**Labor Sources - Costing TEL Elements**

Select the element type, *Wk (A) Other – Wk2*



The screenshot shows a software interface with a dropdown menu. The menu is open, displaying several options. The option "Wk (A) Other-WK2" is highlighted in blue. Other visible options include "ALL", "Wk(A) OTP Other- Wk2", "Work A-WK1", and "Work A-WK2". The background shows fields for "Organization" (113) and "Effective Date" (10-).

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



The screenshot shows a window titled "Costing" with a tab labeled "Element". The "Element Name" dropdown is set to "Wk (A) Other-WK2". Below the tab 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	%

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

Insert the PTAO information for the grant 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. For information on how to set up an account description, [click here](#).

**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.)

Select the element type, **Wk(A) OTP Other – Wk2**.

Element Name

- ALL
- Wk (A) Other-WK2
- Wk(A) OTP Other- Wk2**
- Work A-WK1
- Work A-WK2

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

Follow the same steps [above](#) to cost the element, *Wk(A) OTP Other-Wk2*.

**Costing** Element Name: **Wk(A) OTP 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.)

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 **LD COMMENTS** box will be checked indicating that there is a comment on the costing page of the document.

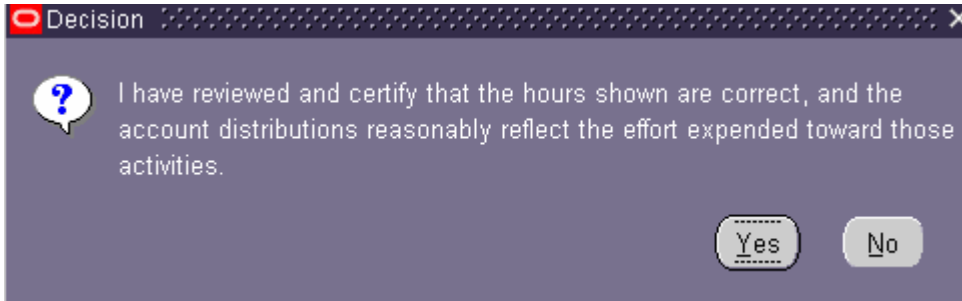
All LD LD Comments

Select **Submit**

Impact of Reprocess Other 0.00  
Comments  
All LD LD Comments  
Open Reprocess Save Submit ActionLog Reassign Labor Sources << < > >> \*

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

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



The document enters workflow.

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