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**.

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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.

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.***

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

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

Assignment	Element								
Start Date	End Date	GL Account		Project	Task	Award	Org	%	

Costing — Element Name: Work A-WK1

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

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.

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

Copy Schdl	Paste Schdl	Save	Return

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.

W E E K	Costing	Element
	☑	Work A-WK1
	☐	
	☐	

All LD	LD Comments
☐	☑

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

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

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

TEL Document #2:

Open the TEL document for the new department

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

Click on the **LABOR SOURCES** button.

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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.

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.

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