



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:

Employee was asked to work overtime on Saturday 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.**

Click on the **LABOR SOURCES** button.

TEL : Form

Assignment # 1234567 Dist # Document # 4931281 Submit Date

Person Example, Employee Document Status OPEN Reprocessed

Job Title OFFICE ASSOCIATE I Document Reason DATA ENTRY

Organization 100000000 Office of the President Reporting Method TEL

Asg Category 01 Regular FT Requestor Boyd, Cecelia

Effective Date 07-FEB-2016 - 20-FEB-2016

Balances: Vacation 326.85 Sick 1628.28 Personal Holiday 0.00 Work & Benefit Hrs Total 84.00

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
OPEN	<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"/>													
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
TWO	<input checked="" type="checkbox"/>	Work A-WK2		8.00	8.00	8.00	8.00	8.00		40.00				
	<input checked="" type="checkbox"/>	Wk (A) Other-WK2								4.00				
	<input checked="" type="checkbox"/>	Wk(A) OTP Other								4.00				
Work & Benefit Hours			0.00	8.00	8.00	8.00	8.00	8.00	4.00	44.00				OT Prem 4.00
Impact of Reprocess														Other 0.00

Comments

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

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The **ASSIGNMENT** tab on the labor sources screen shows the account (GL or grant) from which the employee is paid. This information is in accordance with the employee's most current ACT document.

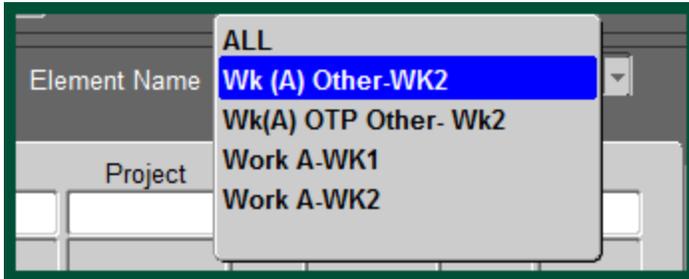
The screenshot shows the 'Costing' section of the TEL Labor Sources application. It features a table with the following columns: Stop, Start Date, End Date, GL Account, Project, Task, Award, Org, and %. The first row contains the following data: Stop (checkbox), Start Date (17-AUG-2008), End Date (31-DEC-4712), GL Account (2100639.000.110100000.100000000), Project, Task, Award, Org, and % (100.00). Below the table is a 'Comments' text area and a row of buttons: Copy Schdl, Paste Schdl, Save, Return, and navigation arrows.

Select the drop down arrow in the **ELEMENT NAME** field to see a list of elements for this document.

This screenshot shows the same 'Costing' section as the previous image, but with the 'Element Name' dropdown menu open. The dropdown menu lists the following options: ALL (highlighted in blue), Wk (A) Other-WK2, Wk(A) OTP Other- Wk2, Work A-WK1, and Work A-WK2. The table below the dropdown is currently empty.

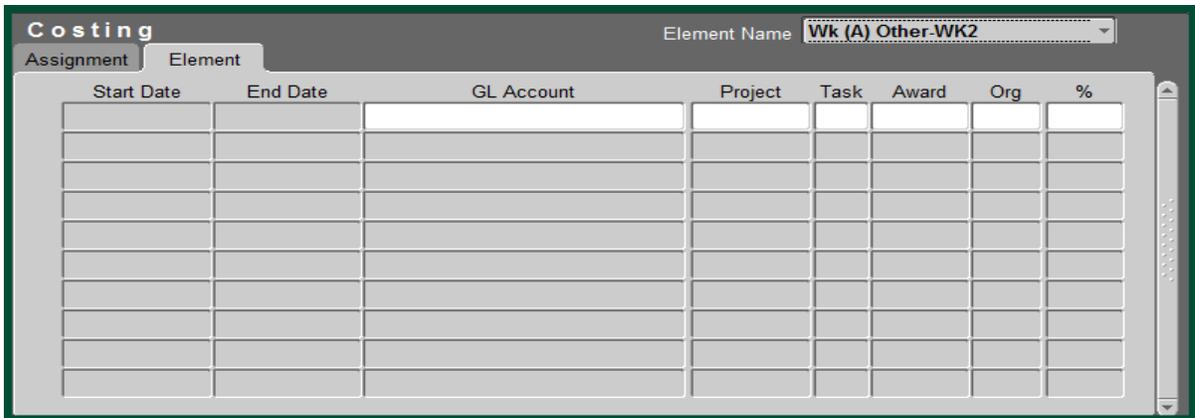
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Select the element type, *Wk (A) Other – Wk2*



A screenshot of a software interface showing a dropdown menu for 'Element Name'. The menu is open, displaying several options: 'ALL', 'Wk (A) Other-WK2' (highlighted in blue), 'Wk(A) OTP Other- Wk2', 'Work A-WK1', and 'Work A-WK2'. The background shows a 'Project' field and other form elements.

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

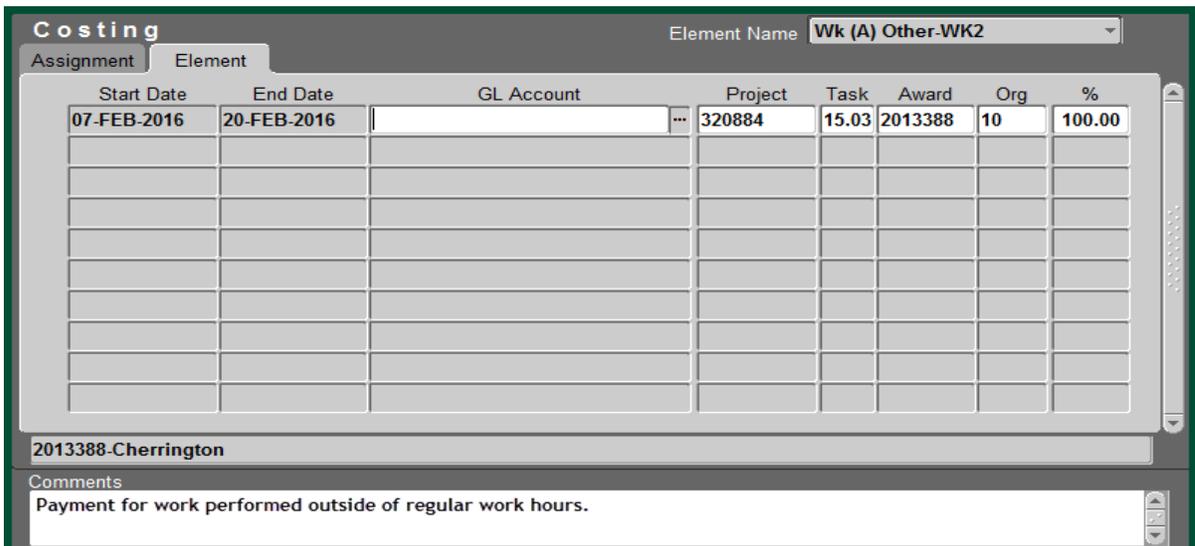


A screenshot of the 'Costing' window, 'ELEMENT' tab. The 'Element Name' dropdown is set to 'Wk (A) Other-WK2'. Below the tabs is a table with the following columns: Start Date, End Date, GL Account, Project, Task, Award, Org, and %. The table is currently empty.

Start Date	End Date	GL Account	Project	Task	Award	Org	%

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](#).



A screenshot of the 'Costing' window, 'ELEMENT' tab, showing the table populated with data. The 'GL Account' field is expanded to show '2013388-Cherrington'. Below the table is a 'Comments' box containing the text: 'Payment for work performed outside of regular work hours.'

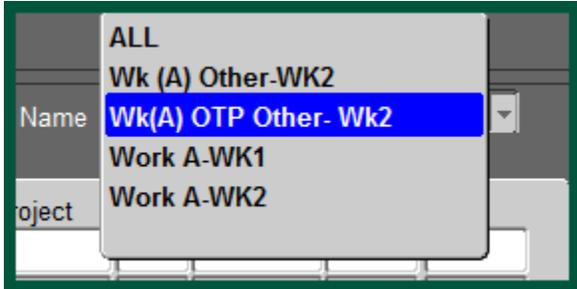
Start Date	End Date	GL Account	Project	Task	Award	Org	%
07-FEB-2016	20-FEB-2016	2013388-Cherrington	320884	15.03	2013388	10	100.00

2013388-Cherrington

Comments
Payment for work performed outside of regular work hours.

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



Follow the steps 4 & 5 to cost the element, **Wk(A) OTP Other-Wk2**.

A screenshot of the "Costing" form in a software application. The "Element Name" field is set to "Wk(A) OTP Other- Wk2". The form has two tabs: "Assignment" and "Element". The "Element" tab is active, showing a table with the following data:

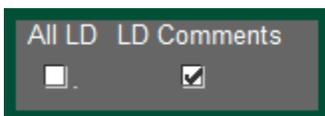
Start Date	End Date	GL Account	Project	Task	Award	Org	%
07-FEB-2016	20-FEB-2016		325412	01.02	2014948	10	100.00

Below the table, there is a "Prime" field and a "Comments" section. The "Comments" section contains the text: "Payment for work performed outside of regular work hours."

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

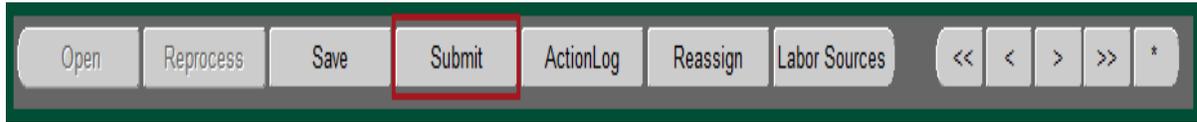


Selecting **Return** will bring up the main page of the TEL document. The **LD COMMENTS** box will be checked indicating that there is a comment on the costing page of the document.

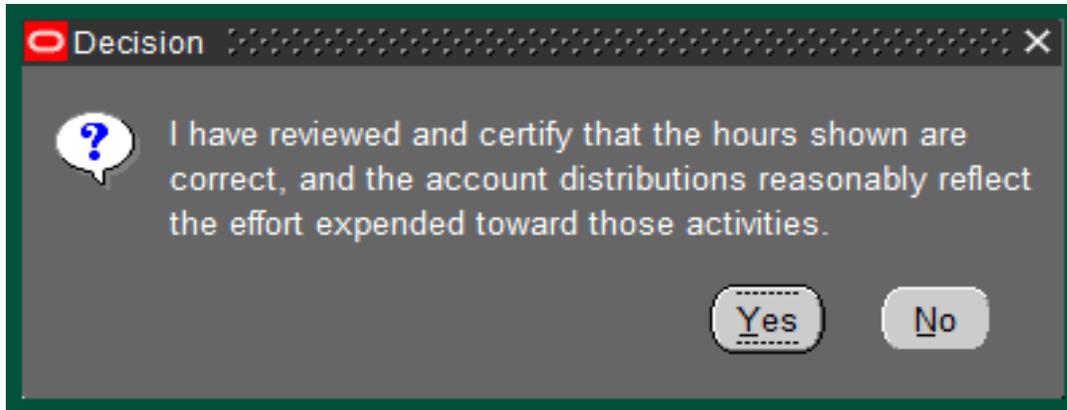


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Select **Submit**



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



The document enters workflow.

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