

Inquire on Labor Cost Distribution

Inquiring on Labor Cost Distribution may require accessing Job Data, Position Data and the Department Budget Table.

Step One

Navigation:

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data

Work Location Job Information Job Labor Payroll Salary Plan CSU Job Compensation

Kidd,Carolyn L. Employee ID: 000058808 Empl Rcd#: 0

Work Location View All First 1 of 1 Last

Employee Status: Active Action Date: 01/24/2002

*Effective Date: 01/01/2002 Effective Sequence: 0 *Job Indicator: Not Applicable

Action / Reason: Data Change APT New Temp Appointment

Position Number: 00004210 Independent Contractor Position Entry Date: 01/01/2002

Position Data Override Position Management Record Encumbrance Override

*Regulatory Region: USA United States

*Company: SLO Cal Poly - SLO

*Business Unit: SLCMP Cal Poly, San Luis Obispo

*Department: 126400 AFD Technology Services Department Entry Date: 01/01/2002

Location: SLO CPSLO

Reports To:

ID:

Establishment ID: SLO

Job Data Employment Data Earnings Distribution Benefits Program Participation

Step Two

Navigation:

Home > Develop Workforce > Manage Positions > Use > Position Data

[Home](#) > [Develop Workforce](#) > [Manage Positions](#) > [Use](#) > **Position Data**

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CSU Position Data](#)

Position Number: 00004210 Independent Contractor
Headcount Status: Partially Filled **Current Head Count:** 17 out of 999

View All First 1 of 1 Last

Effective Date: 01/01/2002 **Status:** Active

***Regulatory Region:** USA United States
***Company:** SLO Cal Poly - SLO
Business Unit: SLCMP Cal Poly, San Luis Obispo
Department: 126400 AFD Technology Services
Location Code: SLO Cal Poly-San Luis Obispo

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CSU Position Data](#)

Position Number: 00004210 Independent Contractor
Headcount Status: Partially Filled **Current Head Count:** 17 out of 999

View All First 1 of 1 Last

Effective Date: 01/01/2002 **Status:** Active

Max Head Count: 999 Update Incumbents
Mail Drop ID: Budgeted Position
Work Phone: Confidential Position
Health Certificate: Job Sharing Permitted
Signature Authority:

Education and Government

Position Pool ID: 100
***Pre-Encumbrance Indicator:** Immediate **Calc Group (Flex Service):**
***Encumber Salary Option:** Salary Step **Academic Rank:**
***Classified Indc:** All **FTE:** Adds to FTE Actual Count

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Department ID

Position Pool ID

Step Three

Navigation:

[Home](#) > [Define Business Rules](#) > [Define Commit Accounting\(US\)](#) > [Setup](#) > [Department Budget Table](#)

Department Budget Table

Find an Existing Value

Populate the Department field with your Dept ID and click Search to see your department list.

SetID:

Department:

Fiscal Year:

Budget Level:

Position Pool ID:

Job Code SetID:

Job Code:

Position Number:

EmplID:

Empl Rcd Nbr:

Include History Correct History

[Basic Search](#)

[Add a New Value](#)

Search Results

View All First 1-5 of 5 Last

SetID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code SetID	Job Code	Position Number	EmplID	Empl Rcd Nbr
SLCMP	126400	2002	Posn Pool	100	(blank)	(blank)	(blank)	(blank)	0

[Home](#) > [Define Business Rules](#) > [Define Commit Accounting\(US\)](#) > [Setup](#) > **Department Budget Table**

Three different levels used in Labor Cost Distribution:

Position Pool, Position or Appointment

HR Account Code

Percent of distribution will be split for Work Study positions.

Dept Budget Date | Dept Budget Earnings | **CSU Dept Budget Adjustment** | Dept Budget Deductions | Dept Budget Tax

SetID: SLCMP Department: 126400 AFD Technology Services Fiscal Year: 2002

Budget Begin Date: 07/01/2002 Offset Group: DEFLT Budget Cap: Per Budget Level Per Earn/Tax/Ded

Budget End Date: 06/30/2003

Level View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment

Position Pool ID: 100 GF-AFD Technology Services

*Effective Date: 07/01/2002 Status: Active Budget Earnings: 0.00 *Currency: USD

Budget Level Cap:

Earnings Distribution View All First 1 of 1 Last

Earnings Code: *SEQ#: 1 % Effort:

*Account Code: 126400-AD202-601300-P Salary Staf-GF-OMS

Account: 601300 Department: 126400 Project/Grant:

Product: Fund: AD202 Program: PA003

Class: Affiliate: Operating Unit:

Alt. Account: Budget Amount: 0.000 → Distrib %: 100.000 Funding End Date:

Click View All to see both rows.

Hierarchy for the levels in the Department Budget Table:

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Position Pool

Position

Appointment

The Position Pool is found on the position page group, as detailed above in step two. This is where the payroll will be charged if no other requests have been made.

If there is a temporary change to a positions funding source, an appointment level will be added to the Department Budget Table by the Employee ID.

If a permanent funding source change is to be made to a position, there will either be a new pool created, or the change will be entered at the position level in the Department Budget Table.

Note: Any temporary change entered at an appointment level will have an ending date and the Budget office will need to be notified of any changes to the temporary status of the funding.

For Labor Cost Distribution definitions using BrioQuery see:

http://cms.calpoly.edu/step/lcd/LCD_Definitions.pdf