

Labor Cost Distribution

Labor Cost Distribution (LCD) is a system process in SJSU @ Work that allows for the import and processing of the pay file from the State Controller’s Office. As part of the process, several tables are populated and used for reporting via customized LCD reports. The benefit of Labor Cost Distribution is that employees can receive one paycheck, while allowing their home department to charge these payroll expenses to one or more chartfields. You can confirm the chartfields for posted payroll expenses by running LCD reports.

Requesting Access to LCD Reports

In order to get access to LCD reports, you will need to submit a PeopleSoft HR [System Access Request](#):

1. Enter an Initiator and an Appropriate Administrator; Click “Begin Signing.”
2. Click “Continue,” if prompted.
3. Complete the following sections:
 - a. Who is Completing this Form?
 - b. Employee Information
 - c. Action
4. Under “Access Requested,” select the check box for “Department User.”

ACCESS REQUESTED
Check the boxes for requested access. Please note, access is not automatically granted; it must be approved by University Personnel. Items marked with an * require training before access will be granted.
General
<input type="checkbox"/> Academic HR Processing (temp fac contracts)
<input type="checkbox"/> Department User (View Person, Job, Position data, run custom reports including Active Position List, Employee Profile, LCD)
Recruiting
<input type="checkbox"/> CHRS Recruiting (Create Job Card, Manage Recruitments, Create Offer Card)

5. Under “Department Access and Additional Information,” you must specify all of the Dept IDs you want to run LCD reports for.
6. Sign your name under “Acknowledgements and Approvals.”
7. Click Finish; the document will begin the signature routing and approval process.

What You Need to Know...

Department IDs

It is important to note there are two department IDs involved in any position funding setup:

Home Dept ID	The department that manages the position (where it “resides”)
Charge Dept ID	The department(s) that incurs payroll expenses for incumbents in the position

When requesting a position funding update, you must specify the Home Dept ID and the Charge Dept ID(s) so that the position can be properly identified in the system and the funding chartfield updated to meet your department’s objectives. You will also need to identify the Home Dept ID of your positions so that you can run the appropriate LCD reports.

Position Management

Position funding can be updated through [Position Management](#). When positions are created or updated, they will be assigned a Pool ID, which represents its **permanent funding source**. Prior to submitting a [position management request](#), departments should run the HR_POOLID_FUND_MAPPING query in SJSU @ Work. If the Pool ID exists for the funding, you can indicate it on the position management request. If not, you can indicate the funding chartfields and percentages. University Personnel will work with FinanceConnect to setup new Pool IDs.

In some cases, your department might set up **temporary funding** using [appointment-level funding](#). Please reach out to FinanceConnect if you think a temporary funding arrangement might be overriding the permanent funding source. Changes to temporary funding should be submitted to FinanceConnect using an [Employee Profile](#). A position management request is not required.

All position funding information is stored in the Department Budget Table. See the following section for more information.

Department Budget Table

The Department Budget Table (DBT) is maintained by FinanceConnect. The information entered into the DBT will determine to which chartfields your payroll expenses will post and at what percentage.

You will notice that many of our LCD reports provide information about position funding setup under an **Acct Cd Level** column. Although SJSU typically uses position pool (Pool ID) funding, there are some situations that warrant the use of appointment and position level funding. We recommend you familiarize yourself with each of the possible funding types and how your department positions are setup. It could help you discover problems with your payroll charges.

Position Pool Funding

This is an ongoing funding arrangement that uses “Pool IDs” to designate default chartfields for the positions in your department. Your department may have several different Pool IDs, each with their own unique chartfields and percentage splits. Multiple positions can be assigned to the same Pool ID.

Departments can change the chartfields of a position by submitting a PMAF and specifying “funding update,” University Personnel will either select an existing Pool ID in the system or work with FinanceConnect to create

a new Pool ID that meets the department’s needs. This funding arrangement will automatically carry into the next fiscal year; no action needs to be taken by departments.

If your LCD position listing does not say “Position Pool” then you might have a different funding arrangement setup in the system (such as Appointment or Position). You may need to work with FinanceConnect to resolve any issues with your payroll chartfields.

Appointment Funding

This is a temporary funding arrangement that is assigned to a specific employee using their Employee ID and Record Number. This funding arrangement requires a specific start and end date within the current fiscal year. If the effective date is 7/1/YYYY, then the appointment will continue every fiscal year until it is inactivated with FinanceConnect.

Faculty appointments are set up with 9/1/YYYY and 2/1/YYYY effective dates depending on whether the appointment is for fall, spring, or the academic year. SJSU has a custom module that will automatically establish July and August funding for the next fiscal year based on prior year appointments. Spring funding will be applied to the July pay period, whereas Fall funding will be applied to the August pay period (see *Paycheck Distribution for Academic Year Appointments*).

Paycheck Distribution for Academic Year Appointments

Semester	Payment No.	Pay Period	Fiscal Year
Fall	1	September	2022
Fall	2	October	2022
Fall	3	November	2022
Fall	4	December	2022
Fall	5	January	2022
Spring	1	February	2022
Spring	2	March	2022
Spring	3	April	2022
Spring	4	May	2022
Spring	5	June	2022
Spring	6	July	2023
Fall	6	August	2023

For information on how to establish an appointment level funding, go to [Temporary Funding Appointment Changes](#).

Position Funding

This is a temporary funding arrangement that is assigned to a specific position number. It will automatically continue every fiscal year until it is inactivated with FinanceConnect.

This funding level is only used for special circumstances; please contact [FinanceConnect](#).

Department Funding

This is an ongoing funding arrangement that is assigned to a specific Department ID. It establishes a default funding chartfield for all positions in your department, in the rare instance that a position is not set up with any other funding arrangement. Department level funding will carry forward automatically every year, until a change is made.

This funding level suggests that a position does not have a Position Pool assigned to it; you should submit a [position management request](#) to University Personnel to update the position with a Pool ID.

DBT Hierarchy

When multiple levels of the Department Budget Table are set up for a position/employee, there is a hierarchy as to which funding will take precedence during payroll processing [1-highest priority; 4-lowest priority]:

1. Appointment
2. Position
3. Position Pool (Pool ID)
4. Department

Examples of DBT Hierarchies:

- a. If an incumbent has Appointment (#1) level funding and a Position Pool (#3) linked to their position, their payroll will be processed using the Appointment level funding details.
- b. If an incumbent has Position (#2) level funding and a Position Pool (#3) linked to their position, their payroll will be processed using the Position level funding details.
- c. If an incumbent **doesn't** have Appointment (#1), Position (#2), or Position Pool (#3) level funding set up, their payroll will be processed using the Department (#4) level funding details.

Running LCD Reports

Budget analysts and managers can review their departments' monthly payroll expenses and funding setup by running various LCD reports.

Here are the steps for running LCD reports:

- 1) Login to [SJSU@Work](#)
- 2) Navigate to: SJSU Human Resources > Payroll for North America > SJSU Labor Dist Reports
- 3) Select the appropriate report:

LCD – By Account Period Earned

Shows payroll data based on the pay period in which the salary was earned.
Retroactive pay increases will typically post across several months in equal sums.

LCD – By Account Period Paid

Shows payroll data based on when the check was issued.
Retroactive pay increases will post as a lump sum in the month it was paid.

LCD – By Job Function Period Earned

Shows payroll data based on the pay period in which the salary was earned.
Retroactive pay increases will typically post across several months in equal sums.

LCD – By Job Function Period Paid

Shows payroll data based on when the check was issued.
Retroactive pay increases will post as a lump sum in the month it was paid.

LCD – Monthly Pay Check Report

Shows detailed paycheck data for a specific month.
This report should be run before processing an HR Expense Adjustment in FTS.

LCD – Position Expenditures

Shows the current monthly salary and year-to-date expenditures for positions in a Dept ID.

- 4) Identify the Fiscal Year and Home Dept ID
- 5) Run the report
- 6) Go to the Process Monitor
- 7) Click on Details > View Log/Trace
- 8) Determine whether you want the D – Detailed or the S – Summary report

File List		
Name	File Size (bytes)	Datetime Created
LCD Acct by Period Earned.csv	2,979	11/13/2019 6:20:25.792533PM PST
SJLCD004D4327947.PDF	6,207	11/13/2019 6:20:25.792533PM PST
SJLCD004S4327947.PDF	6,576	11/13/2019 6:20:25.792533PM PST
SQR_SJLCD004_4327947.log	1,612	11/13/2019 6:20:25.792533PM PST
sjlcd004_4327947.out	258	11/13/2019 6:20:25.792533PM PST

Period Paid versus Period Earned

LCD reports can either display information by period paid or period earned. Depending on the report you select, payroll data will either display based on when checks were issued or which payroll period they are associated with.

Let's consider a retroactive pay increase scenario:

- At the beginning of the fiscal year, Jane was being paid \$3,000 per month.
- In October, she was approved for a pay increase of \$150 each month.
 - The effective date of the pay increase was the start of the fiscal year.
 - This resulted in a lump sum of \$600 to cover the increase between July to October.
- Moving forward, Jane will receive a paycheck for \$3,150 per month.

This is how paycheck information would display based on the selected report:

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN
Period Paid	3000	3000	3000	3600	3150	3150	3150
Period Earned	3150	3150	3150	3150	3150	3150	3150

Additional Reports

There are three additional LCD reports that provide high-level summaries regarding the funding arrangements setup in your departments. You can use these reports to determine how your payroll expenses will be charged in a future pay period or how they did get charged in a prior pay period.

LCD Setup Audit

Navigate to: SJSU Human Resources > Payroll for North America > SJSU Labor Dist Reports

This report displays up-to-date position information and funding chartfields for active positions with incumbents. This report is especially useful before and after you submit a PMAF request.

What should I know about this report?

- Up-to-date position information.
- Active positions with incumbents only.
- Does not include salary information.
- Account code *might not* be 100% accurate.
- PDF format is available.

Example of LCD Setup Audit Report

Emplid - Red	Name	Business Title	Pos.-Job Cd.-Grade	Effective Dt	Percent	Budget Level	Inactive Dt	Fund	Dept	Account	Class	Program	Project
Faculty													
				07/01/2022	100.00	Position Pool		70000		601813			
				02/01/2023	74.00	Appointment		70000		601100			
					20.00	Appointment		78005		601100			
					6.00	Appointment		70019		601100			99999
				07/01/2022	100.00	Position Pool		70000		601304			
				07/01/2022	100.00	Position Pool		70000		601813			
				07/01/2022	100.00	Position Pool		70000		601813			
				07/01/2022	100.00	Position Pool		70000		601813			

Active Position List

Navigate to: SJSU Human Resources > Organizational Development > Active Position List

This report displays up-to-date position information for all active and inactive positions. This report is helpful for managers who want to review their position information.

What should I know about this report?

- Up-to-date position information.
- Does not include salary information.
- Choose between:
 - Active Positions:
 - Details by position number.
 - Chartfield information.
 - CSV format only.
 - Active/Inactive Positions:
 - Details by position number.
 - No chartfield information.
 - Position effective date.
 - CSV format or PDF format.
- Account code *might not* be 100% accurate.

Example of Active Position List

1	Position	Approval	Position Code	Job Title	Working Dept ID	Check Sor	Reg	Temp	Location	FTE	Max Inc	Pos Budg	Incumber	Inc Empli	Supv	Nar	Supv	Em	Pos Budg	Pos Pool	Split	Funi	Charge	Di	Fund	Account	Class	Project	Program	Funding Level
2	10990	Approved	A	2360/5		66	R		66	0	1	Y						6397	O	100	100	1249	70000	250802					Position Pool Level	
3	1375	Approved	A	2358/3		66	T		66	1	999	Y						6397	O	100	100	1249	70000	250802					Position Pool Level	
4	1375	Approved	A	2358/3		66	T		66	1	999	Y						6397	O	100	100	1249	70000	250802					Position Pool Level	
5	1375	Approved	A	2358/3		66	T		66	1	999	Y						6397	O	100	100	1249	70000	250802					Position Pool Level	
6	1555	Approved	A	2358/5		66	T		66	1	999	N						6397	O	100	100	1249	70000	250802					Position Pool Level	
7	1465	Approved	A	2358/4		907	T		66	1	999	Y						6397	O	100	100	1249	70000	250802					Position Pool Level	
8	11898	Approved	A	1150/0			T		66	0.01	999	Y						O	F62	100	100	1249	70000	250802	4021				Position Pool Level	
9	12664	Approved	A	2360/4			R		66	1	1	Y						O	A97	100	100	1249	70006	250802					Position Pool Level	
10	5909	Approved	A	2358/3			T		66	1	999	Y						O	533	100	100	1249	48120	250802					Position Pool Level	
11	2958	Approved	A	1800/			T		66	0.01	999	N						O		100	100	1249	70000	250802					Position Pool Level	
12	1915	Approved	A	2359/4			T		66	1	999	Y						O		100	100	1249	70000	250802					Position Pool Level	
13	11899	Approved	A	1868/0			T		66	0.01	999	Y						O	F62	100	100	1249	70000	250802	4021				Position Pool Level	
14	743	Approved	A	2360/3			R		66	1	1	Y						O		100	100	1249	70000	250802					Position Pool Level	
15	11282	Approved	A	1874/0			T		66	0.01	999	Y						O	C11	100	100	1249	70020	250802					Position Pool Level	
16	2592	Approved	A	1871/0			66	T	66	0.01	999	N						O		100	100	1249	70000	250802					Position Pool Level	
17	4458	Approved	A	2360/3			66	R	66	1	1	N						6397	O	100	100	1249	70000	250802					Position Pool Level	
18	2683	Approved	A	2360/3			66	R	66	1	1	Y						6397	O	100	100	1249	70000	250802					Position Pool Level	
19	1375	Approved	A	2358/3			66	T	66	1	999	Y						6397	O	100	100	1249	70000	250802					Position Pool Level	

Example of Active/Inactive Position List

Report ID: SJHR021	San Jose State University										Report Date: 01/08/20				
Page 1 of 1	Active/Inactive Position List										Report Time: 10:50:41				
Department: [REDACTED]															
Posn Type/ Position Number	JobCd/ Grade	Position Description	Short Descr	CSU Unt	Reg Tmp	Pos FTE	Pos Budg	Pos Pool	Max Inc	Pos Eff Date	Pos Eff Stat	Emplid/Rcd	Incumbent Name	EE FTE	Report To Name
MPP															
00000521	3312/1			042	R	1.00	Y	100	1	12/01/19	A			1.00	
00013445	3312/			041	R	1.00	Y	B16	1	05/01/19	I			0.00	
Staff															
00013540	1741/1			041	R	1.00	Y	100	1	05/30/19	A			1.00	
00010926	1741/1			041	R	1.00	Y	100	1	08/02/19	A			1.00	
00013620	1740/1			041	R	1.00	Y	100	1	10/01/19	A			1.00	

Summary of Active Position (DIVISION-LEVEL REPORT)

Navigate to: SJSU Human Resources > Payroll for North America

This report is typically restricted to division-level budget personnel. It displays all active positions, salary information, and funding chartfields during a prior pay period; these are historical records and cannot be relied on for current information.

What should I know about this report?

- Historical data through prior pay period.
- All active positions.
- Includes salary information for each incumbent.
- Account code discrepancies can be found using LCD Chg. Acct.
- CSV format only.

Example of Summary of Active Positions Report

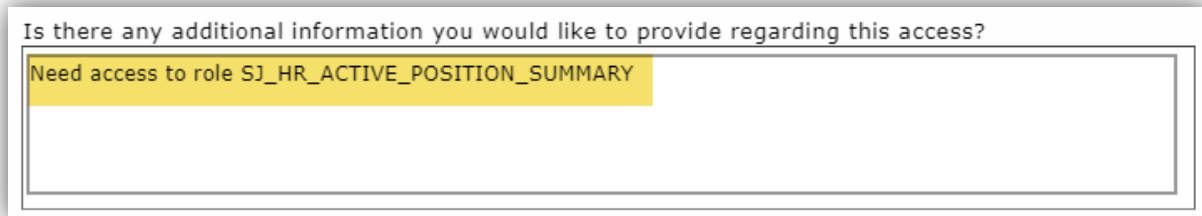
Summary of Active Position Listing																
Run Date: 09/25/2019																
Deptid	Dept. Name	Position	Pool ID.	Jobcode d	Union Cd.	Emplid/Rcd	Last Name	Pos. Reg/T	Job Annua	DeptID.	fr. Fund	fr. Df LCD	Annua LCD	Chg. F LCD	Chg. D	CSU Acct. CD. Level
			100		M80			R			70000		70000			Pool - Dept Budget Tbl
			100		R09			R			70000		70000			Pool - Dept Budget Tbl
			100		R09			R			70000		70000			Pool - Dept Budget Tbl
			100		M80			T			70000					
			100		M80			R			70000					
			100		R09			R			70000					

How do I get access to this report?

In order to get access to the Summary of Active Positions report, you will need to submit a [Peoplesoft HR System Access Request](#).

1. Enter an Initiator and an Appropriate Administrator; Click "Begin Signing."
2. Click "Continue," if prompted.

3. Complete the following sections:
 - a. Who is Completing this Form?
 - b. Employee Information
 - c. Action
4. Under “Department Access and Additional Information,” you must specify all of the Dept IDs you want to run LCD reports for.
5. Under “Is there any additional information you would like to provide regarding this access?”, provide the following statement:
 - a. *Need access to role SJ_HR_ACTIVE_POSITION_SUMMARY*



Is there any additional information you would like to provide regarding this access?

Need access to role SJ_HR_ACTIVE_POSITION_SUMMARY

6. Sign your name under “Acknowledgements and Approvals.”
7. Click Finish; the document will begin the signature routing and approval process.

Please note: This request must be approved by the Budget and Financial Management Office and University Personnel before the role is granted.

HR Expense Adjustments

Whenever a paycheck is issued, the system automatically processes payroll charges based on the position type (management personnel plan, staff, faculty, special consultant, etc.) and corresponding benefits (retirement, medicare, vision care, dental insurance, etc.)

When payroll expenses are charged to the wrong fund or department ID, it is important to process an HR Expense Adjustment to redirect the salary expenses, as well as the corresponding benefit expenses, to the appropriate chartfields. The HR Expense Adjustment module in the Finance Transaction Services (FTS) system makes correcting salary expense chartfields relatively easy and it will realign the benefit expenses at the same time.

However, individual paycheck data can only be corrected **one time**. This means that you can correct the chartfields for a specific employee one time for each check that is issued in a month. Due to the sensitive nature of HR Expense Adjustments, we usually limit this access to one employee in each division or college.

If you expect to have HR Expense Adjustment responsibilities in your job, please reach out to FinanceConnect to schedule a training session. You should also become familiar with running LCD reports.

Impact on LCD Reports

After an HR Expense Adjustment changes to “distributed” status in FTS, the SJSU @ Work system will automatically update many of your LCD reports to reflect the new chartfield information. This means that your LCD reports will continue to be a reliable source of information throughout the fiscal year.

In those cases where you reverse someone’s payroll expenses and a specific fund or department ID are no longer being charged for that employee’s payroll expenses, the corresponding position information will remain on the department’s LCD report, but the expenditure line will contain zeroes.

Example of Zero Dollar Expenditure Lines on an LCD Report

Report ID: SJLCD004	San Jose State University												Report Date: 10/15/19	
Page 1 of 4	LCD - Monthly Payroll Expenditures												Report Time: 15:11:33	
Report Level:	Salaries & Distribution FTE for Fiscal Yr 2019												Process Instance: 4322992	
Department:	Account by Period Earned													
Fund:														
Account:	July	August	September	October	November	December	January	February	March	April	May	June	Total	
MANAGEMENT AND SUPERVISORY 601201	0	0	0	0	0	0	0	0	0	0	0	0	0	

It is also common to find zero dollar expenses on your next Monthly Pay Check Report. This is a normal part of the payroll process and indicates that an adjustment was made in the last month relating to a prior charge period. You can typically ignore these transactions. Since the earnings for those lines are zero dollars, you will not be able to adjust this expenditure again in the FTS system.

Example of Zero Dollar transactions on the Monthly Pay Check Report

0.00	100.00	0.00	Pool - Dept Budget Tbl	1223-77001-601201	77001 1223 601201	201901	5993293
0.00	100.00	0.00	Pool - Dept Budget Tbl	1223-77001-601201	77001 1223 601201	201902	5993294

Questions?

If you have any questions about funding arrangements associated with your department, please reach out to FinanceConnect at financeconnect@sjsu.edu or 408-924-1558.