



HRIS Job Role Training

Assigning Multiple Labor Distributions

Forms: XR23

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Introduction

Every Position in HRIS has an associated Labor Distribution (LD), which determines how payroll expenditures will post to Arizona Financial Information System (AFIS).

When a **Position** is initially set up on the **Position Form (XP02.1)**, Labor Distribution information (Expense Account/Funding Source) must be entered at that time. The **Position Form (XP02.1)** only allows one Labor Distribution (funding source). If the Labor Distribution needs to be charged to multiple funding sources, these must be setup on the **Payroll Distribution - Positions Form (XR23.3)**.

The **Payroll Distribution - Positions Form (XR23.3)** allows for multiple labor distributions for each Position, and it will supersede the existing labor distribution set-up on the Position Form (XP02.1)/Employee record (HR11.1).

This lesson teaches the Labor Distribution Specialist how to create the labor distribution change for each position using the **Payroll Distribution - Positions Form (XR23.3)**. Percentages entered for a position must always total 100%.

Notes

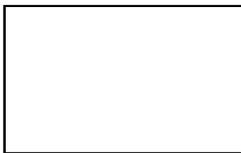
- This process will be performed periodically and may be triggered by hires, separations, position changes, budget implications, department reorganizations or changes in work assignments.
- The intent of the **Payroll Distributions - Positions Form (XR23.3)** is to add multiple labor distribution splits, but this form can also be used by Agencies to do temporary (long-term) changes to a position's labor distribution.
The Agency Non-System A Class & Comp Analyst or the ADOA Class & Comp Administrator can make permanent changes to the single default labor distribution on a position using the **Position Form (XP02)**. Agency HR Offices can update this information using the **Agency Position Form (ZP02)**.
Changes that are made from one pay period to the next for labor distribution should be made directly on the Employee's timesheet.
- Once changed, the labor distribution split setup on the **Payroll Distribution - Positions Form (XR23.3)** will permanently override the default for the position. If additional Labor Distribution changes occur on the position, this form must also be updated.

HRIS Position Labor Distribution Changes Chart

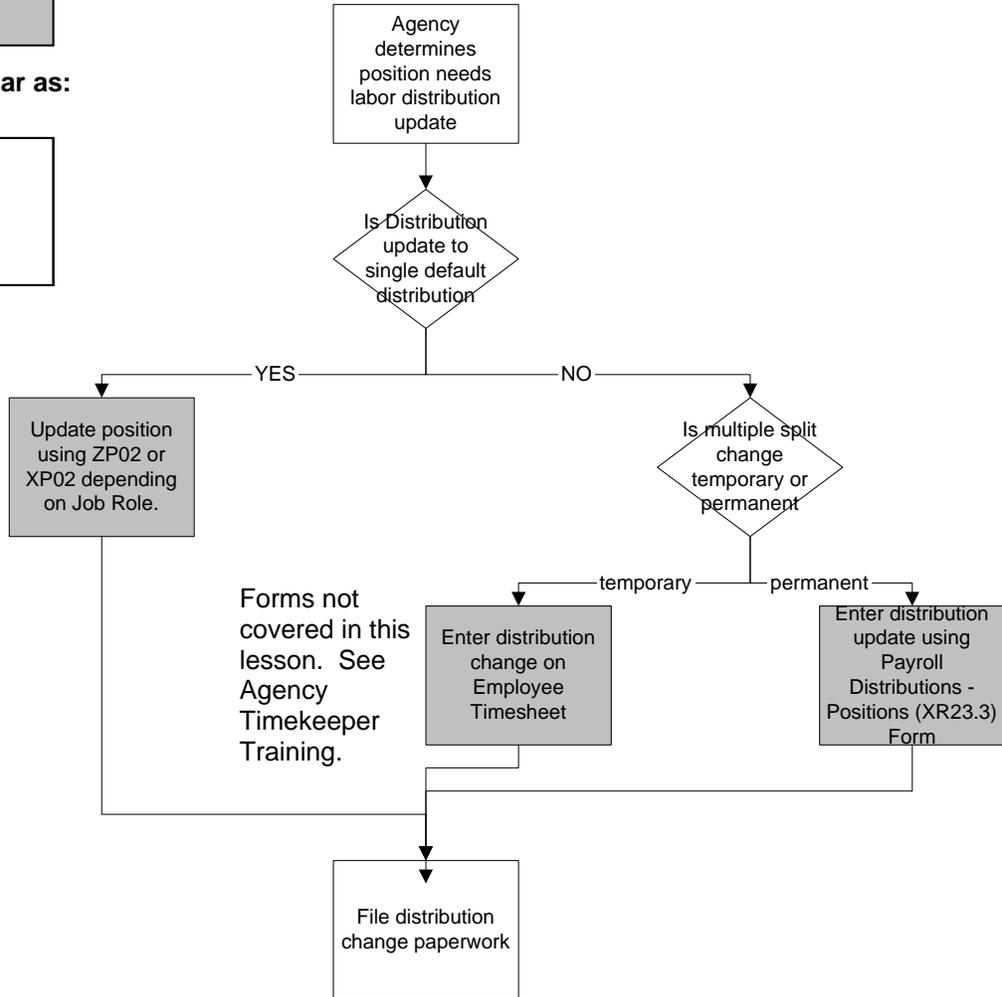
Required forms appear as:



Optional forms appear as:



Forms not covered in this lesson. See Agency HR Initiator, Agency Non-System A Class/Comp or ADOA Central Class/Comp Admin Training.



Forms not covered in this lesson. See Agency Timekeeper Training.

See Payroll Distribution – Positions (XR23.3) Form (Page 6)

Payroll Distribution – Positions (XR23.3) Form

Add New Multiple Labor Distribution Splits to Position

The screenshot shows the HRIS State of Arizona interface for the 'Payroll Distribution - Positions (XR23.3)' form. The top navigation bar includes the HRIS logo, the title 'Payroll Distribution - Positions (XR23.3)', and a user welcome message 'Welcome Frank [logout]'. A search box contains 'xr23.3'. Below the navigation bar is a toolbar with buttons: '+ Add' (highlighted with a red box), 'Change', 'Delete', 'Previous', 'Inquire', and 'Next'. A 'Totals' button is also present. The main form area has several fields: 'Company', 'Position', 'Process Level', and 'Dept'. Below these fields is a table with the following columns: FC, Co, Account Unit, Acct, Sub, Percent, Activity, and AcctCat. The table contains 14 rows, each with a dropdown arrow in the 'FC' column and a magnifying glass icon in the 'Co' column. The bottom of the screen shows a Windows taskbar with 'Done', 'Internet', and '100%' zoom level.

13 Payroll Distribution - Positions (XR23.3)

1 Welcome Frank [logout]
xr23.3

2 Company
3 Position
5 FC Co Account Unit Acct Sub Percent Activity AcctCat

4 Inquire

6 7 8 9 10 11 12

14 Totals

Done Internet 100%

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type XR23.3 in the White Search Box. Press <i>Enter</i> on the keyboard	The Payroll Distribution – Positions (XR23.3) form will open.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Position Field	R	Type in the Position number to be updated.	System will bring up needed information from the position record.	You must enter the correct position number. If the number is unknown, click the grey drop down arrow at the end of the field.
4	Inquire Button	R	Click Inquire	<p>If multiple labor distributions exist for the position, the information will be displayed on the form.</p> <p>If no multiple distributions have been established, the following message will appear in the lower left corner of the screen “No (more) distributions for position.”</p> <p>If Position does not exist, the following message will appear in the lower left corner of the screen “Position does not exist for today’s date.”</p>	<p>If multiple labor distributions appear, then follow the steps in the section for Changing or Deleting Multiple Labor Distribution Splits.</p> <p>If the position number does not exist, contact your Agency HR Office.</p>
5	FC field	R	Type ‘A’ or select ‘Add’ from the drop down menu to add a new distribution split.		
6	Co Field	R	Type or select from the drop down menu the GL Company for this distribution split.		Company represents the GL Company (Appropriated Fund) example 1000 General Fund.
7	Account Unit Field	R	Type or select from the drop down menu the Account Unit for the distribution split.		Accounting Unit is tied to the GL Company, combination must be applicable in HRIS or user will receive an error message.
8	Acct Field	R	Type in the Account for the distribution split.		The Account field equates to the Comptroller Object (COBJ) – Example 6011-Regular Base Salary
9	Sub Field	R	Type in the Sub-Account for the distribution split.		The Sub-Account field equates to the Appropriation Year (AY)-Example 2006
10	Percent Field	R	Type in the percent for this distribution.		Percents are entered with decimals XX.XXX (if necessary). Example – 33% would be entered as 33.000.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					•
11	Activity Field	O	Type or select from the drop down menu the Activity for the distribution split.		 Notes <ul style="list-style-type: none"> If an activity is entered, then the AcctCat field becomes required. For agencies that do not have AcctCat, use the default "ZZZZZ".
12	AcctCat Field	O	<p>AcctCat is only required if Activity is entered.</p> <p>Type or select from the drop down menu the account category for the activity defined in step 11.</p> <p>If Activity field is blank, skip this step.</p>		 Notes <ul style="list-style-type: none"> If Acct Unit AFund Attribute is not blank, it must match the GL Company provided. If not, message will appear "AFund Attribute does not match GL Company". If Acct Unit AFund Attribute is blank, then system checks the Activity AFund Attribute. This attribute must then match the GL Company. If not, message will appear "AFund Attribute does not match GL Company". If Accounting Unit AFund is blank, then an Activity Code must be provided. If not, message will appear "AFund Attribute does not match GL Company".
<p>Repeat steps: 5 – 12 for all remaining distributions.</p> <p>Agencies can enter as many distributions as necessary for each position. The Payroll Distribution – Positions Form (XR23.3) provides 17 lines to enter distribution splits. If additional distributions are required, then the PageDown button must be used. Warning: If number of distributions exceeds 17 lines, HRIS will no longer check that the total percent = 100%. To ensure total percent equals 100%, use the TTL field. If more than 17 distributions are needed, follow these steps:</p> <ol style="list-style-type: none"> After inputting the 17th distribution, Click Add. Click PageDown Repeat steps 5 –12 for remaining distributions Click Change button (after the next group of 17 – repeat steps B-D for each additional group of up to 17). 					
13	Add Button	R	Click the 'Add' button after all distributions have been added	See message 'Add Complete – Continue' in lower left corner after clicking 'Add'.	

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
				If message "Labor split percentages must total 100" appears in the lower left corner then review all splits to ensure total equals 100%. If not, then adjustments must be made for the changes to be saved.	
14	Totals Button	R	Click the Totals button to have HRIS calculate the total distributions for the position.		Distributions must total 100%.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type XR23.3 in the White Search Box. Press <i>Enter</i> on the keyboard	The Payroll Distribution – Positions (XR23.3) form will open.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Position Field	R	Type in the Position number to be updated.	System will bring up needed information from the position record.	You must enter the correct position number. If the number is unknown, click the grey drop down arrow at the end of the field.
4	Inquire Button	R	Click Inquire	<p>If multiple labor distributions exist for the position, the information will be displayed on the form.</p> <p>If no multiple distributions have been established, the following message will appear in the lower left corner of the screen “No (more) distributions for position.”</p> <p>If Position does not exist, the following message will appear in the lower left corner of the screen “Position does not exist for today’s date.”</p>	<p>If the message “No (more) distributions for position” appears, then follow the steps to Add New Multiple Labor Distribution Splits to Position</p> <p>If the position number does not exist, contact your Agency HR Office.</p>
5	FC field	R	<p>Type ‘C’ or select ‘Change’ from the drop down for the row that will be changing.</p> <p>If a row is being removed, type ‘D’ or select ‘Delete’ from the drop down.</p>		<p>You will have to place a ‘C’ or ‘D’ in the FC field for each row that is being changed or removed.</p> <p>Rows that are not changing, can be left with FC = Blank.</p>
6	Co Field	R	<p>If company is changing, type or select from the drop down menu the NEW company code.</p> <p>If company is not changing, skip this field.</p>		Company represents the GL Company. (Appropriated Fund) Example - 1000 General Fund.
7	Account Unit Field	R	<p>If account unit is changing, type or select from the drop down menu the NEW Account Unit for the distribution split</p> <p>If account unit is not changing, skip</p>		Accounting Unit is tied to the GL Company, combination must be applicable in HRIS or user will receive an error message.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			this field..		
8	Acct Field	R	If account is changing, type in the NEW account for the distribution split. If Account is not changing, skip this field.		The Account field equates to the Comptroller Object (COBJ) – Example 6011-Regular Base Salary
9	Sub Field	R	If Sub-Account is changing, type in the NEW sub account for the distribution split. If Sub-Account is not changing, skip this field.		The Sub-Account field equates to the Appropriation Year (AY)-Example 2006
10	Percent Field	R	If percent is changing, type in the NEW percent for this distribution. If percent is not changing, skip this field.		Percents are entered with decimals XX.XXX (if necessary). Example – 33% would be entered as 33.000. •
11	Activity Field	O	If Activity is changing, type or select from the drop down menu the NEW Activity for the distribution split. If activity is not changing, skip this field.		Notes <ul style="list-style-type: none"> • If an Activity is entered, then the AcctCat field becomes required. For agencies that do not have AcctCat, use the default “ZZZZZ”.
12	AcctCat Field	O	AcctCat is only required if Activity is entered. If Activity is changing, type or select from the drop down menu the NEW Account Category for the Activity defined in step 11. If Activity field is blank, skip this step.		Notes <ul style="list-style-type: none"> • If Acct Unit AFund Attribute is not blank, it must match the GL Company provided. If not, message will appear "AFund Attribute does not match GL Company". • If Acct Unit AFund Attribute is blank, then system checks the Activity AFund Attribute. This attribute must then match the GL Company. • If Accounting Unit AFund is blank, then an Activity Code must be provided.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
Repeat steps: 5 – 12 for all remaining distributions that are changing.					
Agencies can enter as many distributions as necessary for each position. The Payroll Distribution – Positions Form (XR23.3) provides 17 lines to enter distribution splits. To see additional distributions for this position, you may need to use the PageDown button.					
13	Change Button	R	Click the 'Change' button after all distributions have been changed	See message 'Change Complete – Continue' in lower left corner after clicking 'Change'. If message "Labor split percentages must total 100" appears in the lower left corner then review all splits to ensure total equals 100%. If not, then adjustments must be made for the changes to be saved.	
14	Totals Button	R	Click the Totals button to have HRIS calculate the total distributions for the position.		Distributions must total 100%.

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4	Inquire Button	R	Click Inquire	<p>If multiple labor distributions exist for the position, the information will be displayed on the form.</p> <p>If no multiple distributions have been established, the following message will appear in the lower left corner of the screen “No (more) distributions for position.”</p> <p>If Position does not exist, the following message will appear in the lower left corner of the screen “Position does not exist for today’s date.”</p>	<p>If the message “No (more) distributions for position” appears, then follow the steps to Add New Multiple Labor Distribution Splits to Position</p> <p>If multiple labor distributions appear, and you want to change these distributions, follow the steps to Change Existing Multiple Labor Distribution Splits for a Position</p> <p>If the position number does not exist, contact your Agency HR Office.</p>
5	Delete Button	R	Click Delete	See message “Records Have Been Deleted” in the lower left corner.	