Getting Started
System Access Requirements

The Labor Accounting system is a web-based application. To use Labor Accounting, you must have access to the internet through a browser application, such as Internet Explorer. You must also be identified in the system as an authorized user.

The Labor Accounting system operates on a central University server where all the Labor Accounting information is processed and stored. This way, authorized users can access the same information at the same time from any location, and any updates will be immediately accessible.

Software Requirements

To access Labor Accounting you will need Web access and a browser:

- Internet Explorer (Windows)
- Firefox (Windows, Linux, and Macintosh)
- Safari (Macintosh)

In addition, JavaScript must be enabled in your browser settings, and pop ups must not be disabled.

To see the Labor Accounting pages and windows in full, the optimum resolution for your monitor is 1280 x 1064. However, the lower resolution of 1024 x 768 will work; it will just require you to scroll down to see the buttons at the bottom of the Summary pages. You can check the resolution of your monitor (and change it, if necessary) by right clicking on the desktop, and selecting Properties from the shortcut menu. Click on the last tab, Settings, to display the current resolution.

Tip! You can get to the same Properties dialog box from the Start menu by selecting Settings, Control Panel and then Display.
User Identification

In order to use the labor accounting application, you must have access to the database server. Access to the database server and the labor accounting application is controlled through your LDAP user ID and password (your LDAP ID is the one you use for standard (IMAP or Exchange) e-mail and Webmail, or to sign onto PeopleSoft, and is often referred to as your Net ID). Your user ID also controls whether you can view or update personnel records, and which departments and project/grants you can display or approve.

You can obtain a request form to access Labor Accounting, or to change your current access, by going to the PS Financial Systems Business Operations Group web page at: [http://www.princeton.edu/ufinsi](http://www.princeton.edu/ufinsi) and selecting All Treasurer's Forms from the side menu. Print the form, complete and sign it, and send it to the address on the form. If you prefer, you may fax the completed form to 258-1982.

If you have any comments, questions, or revisions to the form you may contact the Security Administrator identified on the Operations Group web page.
Starting Labor Accounting

You start Labor Accounting by going to the Labor Accounting Welcome page and clicking the Login option. The Welcome page also provides information on scheduled outages, Labor Accounting news, deadlines, and so on.

On the Login page, you must enter your Net ID and password. Without this password, the system will not allow you to access Labor Accounting.

After you enter the application, you must select a subset of people from the database as a starting point. Special security features restrict your access according to established update and view authorizations.

To start Labor Accounting:

1. Open your internet browser (Internet Explorer v. 5.5 or higher is the preferred browser for PCs).

2. From the Princeton home page, navigate to the Labor Accounting Welcome page:
   a) Click on the Administration & Services link in the menu on the left.
   b) On the Administration & Services: Overview page, click on the Business Systems link in the menu on the left.
   c) Scroll down, if necessary, and click on Labor Accounting in the Other Business Resources area.

   Alternatively, you can type www.princeton.edu/laboraccounting in the Address bar and press the Enter key or click the Go button.

   **Tip!** The Labor Accounting Departmental Reports are available in the Data Warehouse.

3. When the Welcome page is displayed, click on the Log In link to display the Labor Accounting Login page.

4. Type your net ID (also known as your LDAP user ID) in the Net ID field.
5. Press the Tab key, or click in the Email Password field and type your LDAP password.

**Note:** This field is case sensitive. For example, the value Ab45XzY is not the same as ab45xzy or AB45XZY.

6. Press Tab and then Enter, or click on the Log in button. A blank General Browse or Project Browse page is displayed, with the Search Criteria fields set to blank or -----All-----.

**Note:** If you have only project authorization, the Project Browse page is displayed. Otherwise, the General Browse page is displayed.

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**Changing Your User Profile**

Your user profile controls your default settings for

- which years are expanded on the Summary pages,
- whether the work list is shown on the General Browse page, and
- whether or not you want to receive email notification when a change requires your approval.

You can access your user profile from the Login page, by clicking the **User Profile** link.

**To edit default settings in your user profile:**

1. On the Login page, enter your Net ID in the Net ID field.

2. Enter your LDAP password in the Email Password field. This field is case sensitive, so be sure that Caps Lock is not on.

3. Click the **User Profile** link to display the Edit Default Settings page.

4. To show the data for the prior year when the Summary page is opened, select ( ) the **Expand prior year** checkbox.

**Tip!** On the Graduate Student Support Summary page, the internal support lines are expanded. On the Faculty & Staff Commitment Summary, the Commitment lines are expanded.
5. To show data for the current year when the Summary page is opened, select (✓) the *Expand current year* checkbox. *Expand current year* is the default the first time you sign onto Labor Accounting.

6. To show the data for the budget year (next year) when the Summary page is opened, select (✓) the *Expand budget year* checkbox.

7. To use the General Browse page as your Labor Accounting worklist, select (✓) the *Show work list in browse page* checkbox. This will set the General Browse search criteria to include the All Approvals Pending Status.

8. To receive email notification when a change requires your approval, select (✓) the *Receive email notification* checkbox. This is selected by default the first time you sign onto Labor Accounting.

| Note: If you turn email notification off, you will still receive email notification for any pending changes that have been awaiting approval for 14 or 21 days. |

9. Click the Save button to save the new profile settings and login to Labor Accounting. The General Browse page is displayed.

*Tip! Clicking the Cancel button will still log you in to Labor Accounting, but without making any changes to your user profile.*
Exiting Labor Accounting

To exit from Labor Accounting, click the Log Out button on either the General Browse or the Project Browse page. If you have made changes to an individual’s data and you want the changes saved, be sure to save or submit the changes before you exit Labor Accounting.

**Note:** If you close the browser while you are on a detail page, such as the Asst Instr page for graduate students or the Regular Pay (REG) page for faculty or staff members, any changes entered on that page will be lost. You must return to the Summary page and save or submit changes before closing the browser if you do not want to lose the changes.

**To exit from Labor Accounting:**

1. Save or submit your changes, or quit editing to abandon your changes. This returns you to the General Browse or Project Browse page.

2. Click the Log Out button.

3. Close the browser window.

**Session Security Measures**

Because Labor Accounting is a web-based application that works through your browser, a Labor Accounting session remains active until you log out or close the browser window, even if you navigate away from Labor Accounting in the browser window. If you log out and navigate away in the same browser window, any Labor Accounting data in your cache remains available for display, although no one would be able to actually make changes, or navigate to a page that you did not access during your session.

Because your session remains active if you navigate away without logging out, you should make a practice of opening a separate browser window if you need to check out another web site and then return to Labor Accounting. This will help you to remember that your Labor Accounting session is still active. You should always log out of Labor Accounting when you complete your work.
To provide security, the application will time out after 30 minutes of inactivity, and any changes that have not been saved or submitted will be lost. Only actions that communicate with the database are considered activity. Therefore, clicking a tab or a button is considered activity, but typing on a page is not. If you are called away from your work, you should save your changes before leaving.

**Important!** Labor Accounting data is sensitive data. Never walk away from your computer with Labor Accounting data visible or easily accessible. Use password security on your screen saver, or lock the screen when you must leave your desk.