Working on Projects in Labor Accounting

Logging On
To log onto Labor Accounting:
1. Start your browser and enter the following URL in the address bar:
   www.princeton.edu/laboraccounting.
2. Enter your net ID (LDAP userid) and password in the NetID and Email Password fields. If you have only project authorization, the Project Browse page is displayed.

   If you have department or central office authorization, the General Browse page is displayed. Click Project Browse to display the Project Browse page.

Displaying a Project Summary
You can display a summary page for each project for which you are authorized. This summary shows the yearly and total distributions charged to the project for which you are authorized. Whenever you add or reduce distributions to your project, the department default project for the earnings type is adjusted accordingly.

1. In the Search Criteria panel on the Project Browse page, type the 7-digit project/grant number in the Project Grant field, or click Find to use the Find Project/Grant window to locate the project/grant number.
2. To limit the display to individuals who have project commitments within a particular date range, select the Fiscal Year or Date Range for which you want to see project commitments.

   Tip: The drop-down lists in the From and To field list the months that are within the range of fiscal years indicated by the Fiscal Year checkboxes, and display the values in YYYYMM format, where YYYY is the year, and MM is the month.

Changing Project Distributions
You can change project distributions for any project for which you are authorized. Whenever you add or reduce distributions to your project, the department default project for the earnings type is adjusted accordingly.

1. From the Project Browse page, select the person you want by clicking the Edit button on that line. The earnings type pages are displayed.
2. Click on the page tab for the earnings type you need to change.
3. If you need to add a distribution period for the fiscal year, click Add Yr End, and enter the desired search criteria for the project/grant.

   a) Click Add P/G, and enter the desired search criteria for the project/grant.
   b) Click Find to list the projects that match your criteria.
   c) Double click on the desired project/grant, or click on and click Finish to select the project/grant.

   Note: The Find Project Grant window lists only the projects for which you are authorized.
4. To display only vacancies on the project, select Vancancies Only from the drop-down list in the Special field.
5. Click Search to display the records that match your criteria.

   To reset the search criteria to the last search values used, click Reset. To clear all values in the Search Criteria panel, click Clear.
6. To change distributions:

   • If you know the FTE percentage to be charged to the project, type the percentage in decimal format (50% is entered as 0.500) in the Distrib FTE field.
   • If you know the dollar amount to be charged, click the $ checkbox and type the amount in the Distrib Amt field.

7. Click Calc to calculate the remaining values.

   Note: If you are changing the amount charged, the difference will be charged to the default project/grant, which is not displayed on the page.
8. When you are finished with changes for this person, click Submit to save and submit your changes for approval, or click Save if you are not yet ready to submit the changes.
9. Enter a comment explaining your changes in the appropriate comment box and click Finish.
Adding Personnel to a Project

You can add staff to a project in Labor Accounting by using the Project Browse page to search for the person to add, and then editing the record to add the project distributions.

1. On the Project Browse page:
   a) In the Project Grant field, select the project to which you are adding staff by either typing in the project/grant number or clicking Find to use the Find Project/Grant window.
   b) Enter the person’s EmplID in the ID field. If you don’t know the person’s EmplID, click the Find button next to the ID field to locate the person using the Find Person window.
   c) Click Search to display the person on the project summary.
   d) Click the Edit button at the end of the summary line to display the tabbed detail pages for the person.

2. If necessary, select the appropriate page by clicking on the page tab. The project/grant you entered on the Project Browse search criteria is displayed, with distributions of zero in all fields.

3. If you know the FTE percentage to be charged to the project, type the percentage as a decimal (50% is entered as 0.500) in the Distrib FTE field.

   If you know the dollar amount to be charged to your project, click the $ checkbox and type the amount in the Distrib Amt field.

4. Click Calculate to calculate the remaining values.

   Note: If you are not authorized to see this person, the calculated values are not displayed until the distributions are fully approved. In addition, the project summary displays the values for this person as dashes until the distributions are approved.

5. To see all project/grant distributions for the person, click All P/G. To return to displaying only the project/grant you began with, click BRWS P/G. Tip! These buttons are available whenever you are editing distributions.

   Note: You will still see only the distributions that you are authorized to see.

6. To enter other earnings types, click on the appropriate tab and repeat steps 3 and 4.

7. To work on another year click the appropriate year button and repeat steps 3 through 5.

8. When you are finished with changes for this person, click Submit to save your changes and submit them for approval.

   If you are not ready to submit the changes for approval, click Save to lock the record to other users for 24 hours.

9. Enter a comment explaining your changes in the appropriate comment box and click Finish.

Using the Find Person Window

The Find Person window is displayed when you click on the Find button next to the ID field, or double-click on the ID field in the Project Browse search criteria panel.

1. Enter as much of the lastname as you are sure of in the Last Name field.

2. Enter as much of the first name as your are sure of in the First Name field.

3. If you know the person’s home department, enter the 3-digit department code in the Dept field.

4. If you know the person’s staff class, select it from the drop-down list in the Staff Class field.

5. If you know the beginning of the person’s employee ID (their PeopleSoft EmplID), enter it in the PUID field.

6. Check the Currently Active checkbox, unless you know the person is not currently active.

7. Click Find to list all the records that match your criteria.

8. Double click on the person’s name or click once and then click Finish to select the person you want from the list.