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

**Step Two**
**Navigation:**
Home > Develop Workforce > Manage Positions > Use > Position Data

Contact: Laurie Borello  Lborello@calpoly.edu    Page - 1 - of 4
Last Date Revised    10/15/05
Business Process Owner: BABS
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Populate the Department field with your Dept ID and click Search to see your department list.

Three different levels used in Labor Cost Distribution:
- Position Pool
- Position
- Appointment

HR Account Code

Percent of distribution will be split for Work Study positions.

Click View All to see both rows.

Hierarchy for the levels in the Department Budget Table:

Contact: Laurie Borello lborello@calpoly.edu

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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: