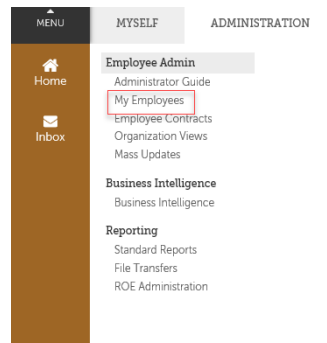


Add Labour Allocations

The purpose of this document is to describe how to allocate pay between different departments. Some employees have their pay split by percentage between different departments. This task is done by an Employee Administrator.

Note: This allocation function can only be used for jobs in the same pay group. (e.g. both hourly, or both salaried). Hourly time entry can be allocated across departments in **Time and Attendance** (but the entry can only be in hours, not % or dollars).

1. Click on **My Employees**.



2. Search for and click on desired employee,

My Employees + add ? help

Find by: Last name | starts with | test | Search

Filtered by: Last name - starts with test [Clear Filters](#) | Displaying all records

Actions: [Dropdown] | OK | [Refresh] | [Print]

Name	Employee Number	Work Phone	Extension	Status	Job	[Ca] Div/District
test_abc	0001245			Active	Admin Manager	Territorial Headquarters
Test_Aleks	123TEST			Active	Summer Student	Territorial Headquarters
Test_Beth	3000164			Active	Cashier	Territorial Headquarters
test_bobby	0032145			Active	Manager Help Desk	Territorial Headquarters
test_boe	0000456			Active	Adpt a Fam Coord	Territorial Headquarters
Test_First	3000276			Terminated	Cashier	Territorial Headquarters
test_James	0000012			Active	Staff Accountant	Territorial Headquarters

3. Click on **Jobs**.
4. Click on **Add Employee Labour Allocations**.

James test - 0000012 ULTI PRO ULTIMA SOFTWARE

James test

Personal | **Jobs** | Time & Attendance | Pay | Benefits | Taxes | Documents

Job Summary | Compensation | Organization | Work Location | Job History | Allocations | Other Company Info

Job Summary edit print help

Primary Job

Job group	JG006 - Finance
Job	61000006 - Staff Accountant
Alternate title	
Date in job	11/16/2016
Time in job	11 months 15 days
Pay group	TSAL - Test Salary
Pay frequency	Biweekly
Hourly/Salaried	Salaried
Employee number	0000012
Time clock	

Things I Can Do

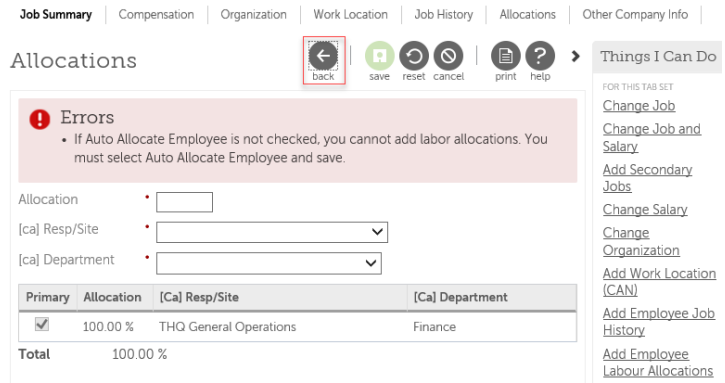
FOR THIS PAGE

- Change Job
- Change Job and Salary
- Add Secondary Jobs

FOR THIS TAB SET

- Change Salary
- Change Organization
- Add Work Location (CAN)
- Add Employee Job History
- Add Employee Labour Allocations**
- Change Other

5. Click **back** to check off Auto Allocate option.



Job Summary | Compensation | Organization | Work Location | Job History | Allocations | Other Company Info

Allocations back save reset cancel print help Things I Can Do

Errors

- If Auto Allocate Employee is not checked, you cannot add labor allocations. You must select Auto Allocate Employee and save.

Allocation

[ca] Resp/Site

[ca] Department

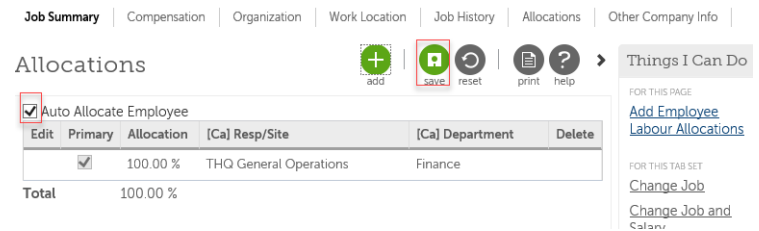
Primary	Allocation	[Ca] Resp/Site	[Ca] Department
<input checked="" type="checkbox"/>	100.00 %	THQ General Operations	Finance
Total	100.00 %		

FOR THIS TAB SET

- [Change Job](#)
- [Change Job and Salary](#)
- [Add Secondary Jobs](#)
- [Change Salary](#)
- [Change Organization](#)
- [Add Work Location \(CAN\)](#)
- [Add Employee Job History](#)
- [Add Employee Labour Allocations](#)

6. Click in the box **Auto Allocate Employee**.

7. Click **Save**.



Job Summary | Compensation | Organization | Work Location | Job History | Allocations | Other Company Info

Allocations add save reset print help Things I Can Do

Auto Allocate Employee

Edit	Primary	Allocation	[Ca] Resp/Site	[Ca] Department	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.00 %	THQ General Operations	Finance	
Total		100.00 %			

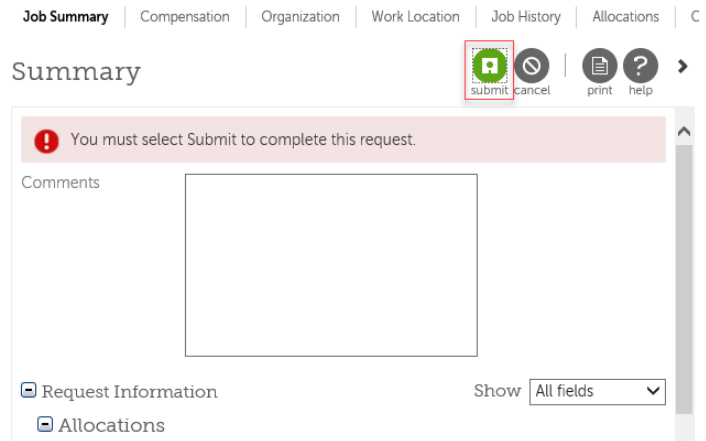
FOR THIS PAGE

- [Add Employee Labour Allocations](#)

FOR THIS TAB SET

- [Change Job](#)
- [Change Job and Salary](#)

8. Click **Submit**.



Job Summary | Compensation | Organization | Work Location | Job History | Allocations | C

Summary submit cancel print help Things I Can Do

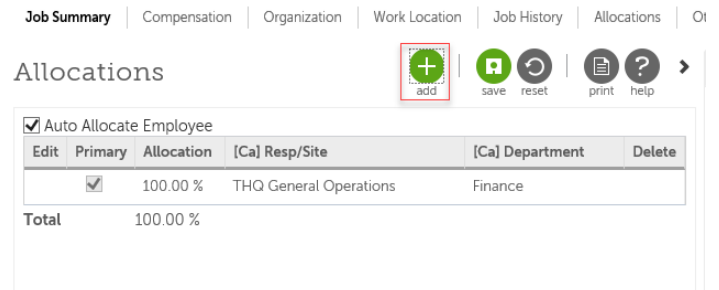
! You must select Submit to complete this request.

Comments

Request Information Show

Allocations

9. The employee can now be allocated. Click on **Add**.



Job Summary | Compensation | Organization | Work Location | Job History | Allocations | Ot

Allocations add save reset print help Things I Can Do

Auto Allocate Employee

Edit	Primary	Allocation	[Ca] Resp/Site	[Ca] Department	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.00 %	THQ General Operations	Finance	
Total		100.00 %			

10. Type in the allocation percentage.
11. Select the responsibility site from the drop down list.
12. Select department from the drop down list.
13. Click on **Save**.

14. Click **Submit**.

Job Summary | Compensation | Organization | Work Location | Job History | Allocations | 0

Allocations

back save reset cancel print help

Allocation: 10.00 %
 [ca] Resp/Site: 300101 - THQ General Operations
 [ca] Department: 1048 - Communications

Primary	Allocation	[Ca] Resp/Site	[Ca] Department
<input checked="" type="checkbox"/>	100.00 %	THQ General Operations	Finance
Total	100.00 %		

Summary

submit cancel print help

Request Information Show: All fields

Allocations

Allocation 1

	Before	Submitted
Allocation	1.000000	0.900000
Resp/Site	300101 - THQ General Operations	300101 - THQ General Operations

15. The allocation displays.

Job Summary | Compensation | Organization | Work Location | Job History | Allocations | 0

Allocations

add save reset print help

Auto Allocate Employee

Edit	Primary	Allocation	[Ca] Resp/Site	[Ca] Department	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	90.00 %	THQ General Operations	Finance	
		10.00 %	THQ General Operations	Communications	<input type="checkbox"/>
Total		100.00 %			