



Auto Labor Distribution


The screenshot shows the 'Auto Labor Distribution' screen for employee Patterson, Florance. The interface includes a navigation menu on the left with options like 'Systems', 'SB Admin', 'Agmin', 'Finance', 'S/B Report', 'Bureau', 'Client', 'Company', 'Employee', 'HR Module', 'Aux Payroll', 'Payroll', 'Reports', 'Operations', 'Tax reports', and 'Misc'. The main area is divided into two sections: 'Summary' and 'Auto Labor Distribution Detail'. The 'Summary' section has a dropdown for 'E/D Group' and a 'Total Allocation' field. The 'Auto Labor Distribution Detail' section has a table with columns for 'Division Code', 'Branch Code', 'Department Code', 'Team Code', 'Job', and 'Percentage'. Below this is a form with fields for 'Divison', 'Branch', 'Department', 'Team', 'Job', and 'Workers Comp Code'.




From the Employee / Employee screen

1. On the Details Tab- Labor Distribution Options should be Distribute Both
2. You can pull in the Auto Labor Distribution Group under Auto Labor Distribution E/D Group now or pull it in from the Auto Labor Distribution screen. If you do not have an Auto Labor Distribution E/D Group, please contact your Client Service Representative.

3. Click the green  or F10 to save and the Green stack of coins  to commit the changes.

From the Employee/ Auto Labor Distribution Screen

4. Click the  key to pull in the Auto Labor Distribution E/D Group if you did not add it on the employee Details Tab.

5. Click the  Assign D/B/D/T picker to the right of Division Code. Select the appropriate Division/Branch/ Department.
6. Go to the bottom right hand corner and put in the % that the employee works in that department.
7. Click the green  or F10 to save and the Green stack of coins  to commit the changes.
8. Continue with the above steps until the employee's labor is 100% distributed.