



To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

The **LCD Expenditure History Page** allows departments to view funding that has been distributed through the Labor Cost Distribution (LCD) process for any given accounting period. Identified users are able to view salary and benefits information for each employee in their department.

Frequency: Ad hoc

<p>Step 1: Navigate to the correct page:</p> <p>Menu > CSUF HR > LCD > LCD Inquiry > Labor Expenditure History</p> <p>Note: You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>	
<p>Step 2: The Labor Expenditure History page appears.</p> <p>The Business Unit automatically defaults to "FLCMP", you do not need to change this value.</p> <p>Enter in the Fiscal Year or use the icon to look it up. (Example: 2007 = FY 2007/08). It will default to the current fiscal year.</p> <p>To filter your search results, enter information in one or more of the following fields:</p> <ul style="list-style-type: none"> - Department ID - Last Name - Name (First Name Last Name) - EmplID (CWID) - Empl Rcd Nbr <p>You may also use the icon to look up the appropriate values.</p> <p>Then click <input type="button" value="Search"/></p>	<p>Labor Expenditure History</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Business Unit: begins with <input type="text" value="FLCMP"/> </p> <p>Fiscal Year: = <input type="text" value="2007"/> </p> <p>Department: begins with <input type="text" value="10057"/> </p> <p>Last Name: begins with <input type="text"/> </p> <p>Name: begins with <input type="text"/> </p> <p>EmplID: begins with <input type="text"/> </p> <p>Empl Rcd Nbr: = <input type="text"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p>



<p>Step 2A:</p> <p>Search results appear based upon the criteria entered in Step 2.</p> <p>Select the appropriate person from the list.</p>	<p>Search Results</p> <p>View All First 1-26 of 26 Last</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Fiscal Year</th> <th>Department</th> <th>Department</th> <th>Last Name</th> <th>Name</th> <th>EmplID</th> <th>Empl Rcd Nbr</th> </tr> </thead> <tbody> <tr> <td>FLCMP</td> <td>2007</td> <td>10057</td> <td>CMS</td> <td>Besty</td> <td>Debbie Besty</td> <td>899981344</td> <td>0</td> </tr> <tr> <td>FLCMP</td> <td>2007</td> <td>10057</td> <td>CMS</td> <td>Cabaret</td> <td>Lily Cabaret</td> <td>899804587</td> <td>12</td> </tr> <tr> <td>FLCMP</td> <td>2007</td> <td>10057</td> <td>CMS</td> <td>Desmond</td> <td>Maria Desmond</td> <td>800744344</td> <td>2</td> </tr> </tbody> </table>	Business Unit	Fiscal Year	Department	Department	Last Name	Name	EmplID	Empl Rcd Nbr	FLCMP	2007	10057	CMS	Besty	Debbie Besty	899981344	0	FLCMP	2007	10057	CMS	Cabaret	Lily Cabaret	899804587	12	FLCMP	2007	10057	CMS	Desmond	Maria Desmond	800744344	2
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<p>Step 3:</p> <p>The Labor Expenditure History Page appears.</p> <p>There are two tabs on this page:</p> <ul style="list-style-type: none"> - Salary - Benefit Summary <p>Choose the tab you wish to view.</p> <p>Note: Refer to page 6 for field definitions.</p>	<p>Salary Benefits Summary</p> <hr/> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>FLCMP</th> <th>CSU-Fullerton</th> <th>Fiscal Year</th> <th>2007</th> </tr> </thead> <tbody> <tr> <td>EmplID</td> <td>899981344</td> <td>0</td> <td colspan="2">Cabaret, Lily</td> </tr> </tbody> </table>	Business Unit	FLCMP	CSU-Fullerton	Fiscal Year	2007	EmplID	899981344	0	Cabaret, Lily																							
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The **Salary Tab** displays salary actuals and projections for the Fiscal Year.

The following fields are displayed on this page (left to right):

- Job Code
- Reporting Unit
- Title
- Position Number
- Division
- Appt End Date
- College/Unit
- Salary Grade
- Department
- Step
- Fund
- Sal Plan
- Class
- Empl Status
- Program
- FTE
- Project
- MPP Func
- GL Account
- Total Expenditures
- YTD Actual Amount
- Position Value
- Encumbered Amount
- Salary and Wages (actuals and projected)

Click [Return to Search](#) to return to the search page.

Salary

Business Unit FLCMP CSU-Fullerton **Fiscal Year** 2007 / 2008

EmplID 899981344 0 Cabaret, Lily

Employee Funding and Salary Expenditures

Job Code	1035	Reporting Unit	541		
Title	Admin Support Coord 12 Mo	Position	00027135		
Division	Information Technology Div	Appt End Date	12/31/2007		
College/Unit	Information Technology	Salary Grade	COORDINATOR II		
Department	10057 CMS	Daily Rate	145.12	Hourly Rate	18.14
Fund	THEFD CSU Operating Fund	Step			
Class		Sal Plan	706		
Program		Empl Status	Active		
Project		FTE	1.000000		
GL Account	601300 Support Staff Salaries	MPP Func			

Budget Excluding Benefits

YTD Actual Amount	1,342.36	Encumbered Amount	4,353.60	Projection Total	5,695.96
				Posn Value	0.00

Salary and Wages

* = Projected Amount							
Jul	471.64	Oct *	870.72	Jan *	870.72	Apr *	0.00
Aug	870.72	Nov *	870.72	Feb *	0.00	May *	0.00
Sep *	870.72	Dec *	870.72	Mar *	0.00	Jun *	0.00
1st Qtr	2,213.08	2nd Qtr	2,612.16	3rd Qtr	870.72	4th Qtr	0.00
YTD (Actual plus Projected)						5,695.96	

[Return to Search](#)
[Previous in List](#)
[Next in List](#)



The **Benefits Summary Tab** displays salary actuals and projections for the Fiscal Year.

The following fields are displayed on the page:

- Job Code
- Reporting Unit
- Title
- Position Number
- Division
- Appt End Date
- College/Unit
- Salary Grade
- Department
- Step
- Fund
- Sal Plan
- Class
- Empl Status
- Program
- FTE
- Project
- MPP Func
- GL Account
- Total Expenditures
- YTD Actual Amount
- Position Value
- Encumbered Amount
- Salary and Wages (actuals and projected)

Click [Return to Search](#) to return to the search page.

Benefits Summary

Business Unit	FLCMP CSU-Fullerton	Fiscal Year	2007 / 2008
EmpID	899981344 0 Cabaret, Lily		

Employee Funding and Benefit Expenditures

Job Code	1035	Reporting Unit	541
Title	Admin Support Coord 12 Mo	Position	00027135
Division	Information Technology Div	Appt End Date	12/31/2007
College/Unit	Information Technology	Salary Grade	COORDINATOR II
Department	10057 CMS	Daily Rate	145.12
Fund	THEFD CSU Operating Fund	Hourly Rate	18.14
Class		Step	
Program		Sal Plan	706
Project		Empl Status	Active
		FTE	1.000000
		MPP Func	

Benefit Totals

	%		%		%			
Total Expenditure	82.62	1.45	YTD Actual Amount	19.47	1.45	Encumbered Amount	63.15	1.45

Benefits

* = Projected Amount		%		%		%		%			
Jul	6.84	0.10	Oct *	12.63	0.19	Jan *	12.63	0.19	Apr *	0.00	0.00
Aug	12.63	0.19	Nov *	12.63	0.19	Feb *	0.00	0.00	May *	0.00	0.00
Sep *	12.63	0.19	Dec *	12.63	0.19	Mar *	0.00	0.00	Jun *	0.00	0.00
1st Qtr	32.10	0.16	2nd Qtr	37.89	0.19	3rd Qtr	12.63	0.16	4th Qtr	0.00	0.00
YTD (Actual plus Projected)										82.62	0.10

[Return to Search](#) [Previous in List](#) [Next in List](#)



The following table lists CMS field names and their definitions used for the LCD Expense by Department Report:

Field	Definition
Job Code	Identifies the job classification of the employee.
Reporting Unit	Identifies how the paychecks are distributed.
Title	Employee's classification title. If MPP, working title.
Position Number	CMS position an employee occupies for a specific department. Unlike the SCO position number, the CMS Position number has no meaning and is a randomly generated number that has data elements attached to it which define an appointment for a person.
Division	Division the employee reports to.
College/Unit	College/Unit the employee reports to.
Department	Specific department an employee reports to.
Appt End Date	If applicable, the employee's appointment end date is displayed.
Salary Grade	Identifies the alternate salary grade of the employee's classification when the Job Code has more than one range.
Salary Step	Indicates the step number within a given Salary Grade
Salary Plan	Identifies those Job Codes that share the same Salary Grade information (e.g., salary, range minimum and maximum, FLSA status, affirmative action coding, overtime eligibility, shift differential eligibility, occupational index).
Employee Status	Indicates the employee's overall current status (Active (A) or Terminated (T)).
FTE	Percent of full time the employee occupies the position
MPP Function	Describes work activities commonly associated with a particular occupational group or discipline.
Total Expenditures	Calculates total for actuals and projections.
YTD Actual Amount	Calculates total for actuals.
Position Value	Expected salary expenditure amount which can be different from the budgeted amount for the position.
Encumbered Amount	Calculates total remaining.
Salary and Wages (actual and projected)	Identifies actuals and projected salaries by month and summarized by quarter.
Fund	Represents the source of money related to financial transactions.
Class	Provides for any special cost reporting needs a division, department or other organizational unit may have that are not met by the campus-wide reporting values defined in the other Chartfields. Extension of department.
Program	A set of ongoing general activities for which financial activity needs to be tracked. A Program, unlike a Project, does not have start and end date. Used by Accounting Services.
Project	Discrete set of activities. Values should be considered a further breakdown of CMS Account values. Activities associated with this Chartfield may span multiple



	Departments, Funds and/or Accounts. Extension of account.
GL Account	Provides the detail breakdown for Revenue/Expenditure reporting and is the lowest level of detail required for campus-wide reporting.