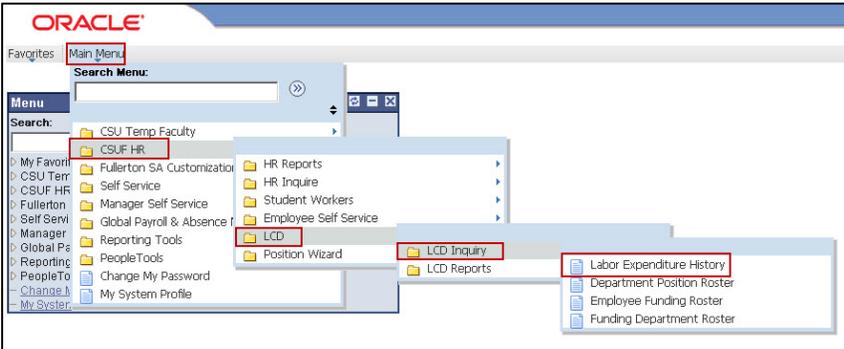
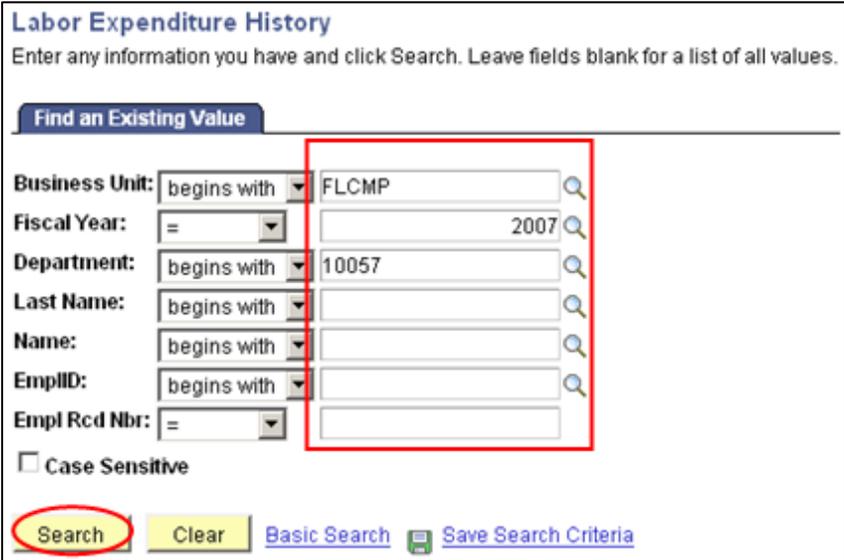


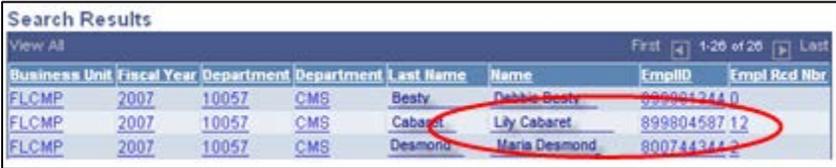


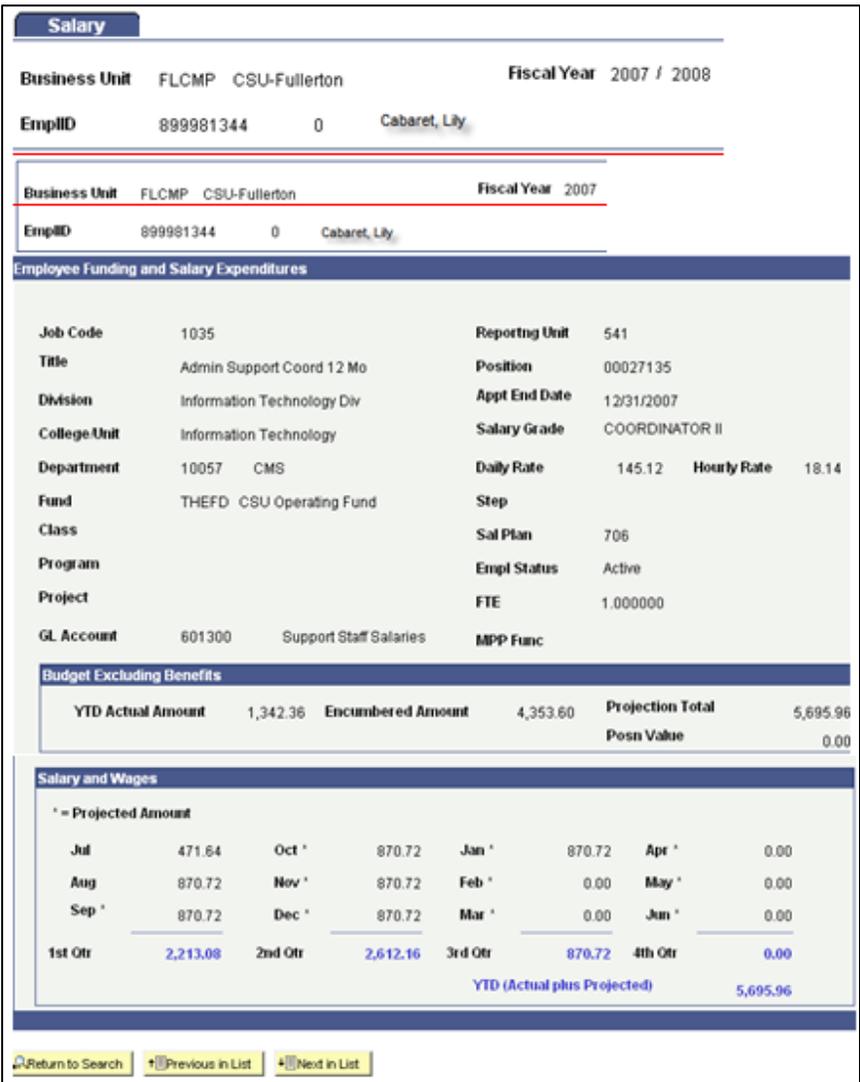
To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

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

Processing Steps	Screen Shots
<p>Step 1: Navigate to the correct page: Main Menu > CSUF HR > LCD > LCD Inquiry > Labor Expenditure History.</p>  <p>You may navigate to the appropriate link using the menu list on the left or the menu navigation at the top of the page.</p>	
<p>Step 2: 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 magnifying glass 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 magnifying glass icon () to look up the appropriate values.</p> <p>Then click Search.</p>	

Processing Steps	Screen Shots																																
<p>Step 2a: 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 [4] 1-26 of 26 [2] 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>EmpID</th> <th>EmpI Rcd Nbr</th> </tr> </thead> <tbody> <tr> <td>FLCMP</td> <td>2007</td> <td>10057</td> <td>CMS</td> <td>Besty</td> <td>Dabbe 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	EmpID	EmpI Rcd Nbr	FLCMP	2007	10057	CMS	Besty	Dabbe 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: 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> Refer to page 5 for field definitions.</p>	 <p>Salary Benefits Summary</p> <hr/> <p>Business Unit FLCMP CSU-Fullerton Fiscal Year 2007</p> <p>EmpID 899981344 0 Cabaret, Lily</p>																																

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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.