

Frequently Asked Questions - Navigation

Q: After accessing Oracle from MSS => Labor Distribution, the system will not allow me to click on a cell name.

A: To initiate the query mode, press the F11 key. Enter the employee name (Last, First) OR the employee number/Tulane ID. The Tulane ID is best to use because the name is case sensitive and must match the name in the system. The wildcard “%” can be used to assist the name lookup. Once the name or number is entered, press Ctrl/F11 to initiate the query. If an error message occurs at the bottom left hand side of the screen (i.e. no data retrieved), the name or Tulane ID was entered incorrectly. Try again.

Q: After entering the employee name, the system does not allow me to do anything else.

A: If the error message is received “no data retrieved”, the employee name or Tulane ID number were entered incorrectly.
NOTE: If you are the Delegated Manager (previously known as Initiator) access Labor Distribution using the Tulane Manager Self-Service – Delegated responsibility.

Q: My F11 key does not work (i.e. Macs).

A: Click the flashlight icon.  Enter the name or employee number in the Find Employees pop-up window and click the Find button.

Q: The “Done” and “Submit” buttons are not showing on my form.

A: This issue is currently being corrected so that the buttons are visible. In the meantime, after entering the new or changed distribution lines, select Save  and Close the function. The distribution will be moved into the submission process .

Q: How do I create a new distribution line to enter new information?

A: Scroll to the last distribution line, place the cursor in the Percentage column (last column) and press the enter key. A new line will be created.

Q: How do I delete a distribution line?

A: Place cursor in the GL Account field of the line you want to delete and click the Delete button .

Frequently Asked Questions – Business Process

Q: If the Account/Project is not changing, can I just change the percentage?

A: No. An end date must be entered to the current percentage and re-enter the Account with the date the new percentage starts and the new percentage.

Q: Can there be multiple assignments?

A: Yes. They will be signified by a “-2”, “-3”, etc. after the assignment number, depending on the number of assignments the employee has. Each assignment will have its own labor distribution (labor schedule must be 100% for each assignment). Payroll will manage the distribution between assignments.

Q: Does this replace the manual PAF?

A: Yes, for the current pay period and going forward. For previous pay period adjustments, the Retro Only PAF must be used. It can be found by clicking on Forms on the left side of the top dark blue menu bar at the HCM website: <http://tulane.edu/wfmo/hris/hcm.cfm>, then clicking on the “Payroll Retro Only PAF” form.

Q: If an Account/Project and the percentage are not changing, do I need to end-date that line along with the other lines?

A: No. Only the lines where the Account and/or percentage are changing have to be end dated.

Q: Can we create a labor distribution change of 4 and 6 ledger accounts?

A: Yes.

Q: Why can't I make changes to my employees?

A: There are two HCM responsibilities that are available based on User's authorizations, Tulane Manager Self Service and Tulane Manager Self Service – Delegate. The first responsibility is for your direct reports. The second responsibility is for employees assigned to you to manage their information on behalf of their manager.

Frequently Asked Questions – Business Process

Q: I can't enter employee distribution lines. I get an error in the Schedule Lines form of "APP-PSP-138166: Schedule Lines cannot be created without creating a hierarchy. Create and save a hierarchy before proceeding."

A: On the Schedule Lines form, click on the radio button on the left of the "Assignment" text so it turns black. Click on the Save icon . Enter distribution lines for the employee.

This condition means that the correct procedure was not followed when entering an employee for the first time. If this is a new employee, a message should appear when you enter the Schedule Lines form for the first time.



Click on the Yes button and follow the instructions above.

Q: When I try to enter a Grant in the Project Number column, I get an error indicating that the project has been disabled but I know the Grant is active. What do I do?

A: This happens because the security rule that has been placed on the users HCM responsibilities does not allow the user to view the project.

* Contact the HCM help line to get your security profile corrected.

Q: Where do I process a salary change for an employee ?

A : Salary changes can be processed through the Personal Action Request (PAR) in MSS or MSS (Delegated)

*Contact WFMO for assistance with processing salary changes prior to July 1, 2013.