

LABOR DISTRIBUTION ADJUSTMENT FORM INSTRUCTIONS

Purpose: To move labor charges from one index, section, or labor distribution code to another within the labor distribution reports. A journal voucher is also required in order to make the correction in FAMIS, if moving from one index to another.

Procedures: Gather the following documents before beginning:
1) Copy of the labor distribution report that requires correcting
2) Earnings Code Listing

Find in the labor distribution report the itemized earnings and benefits totals for the employee(s) whose labor charges posted to the wrong index, section, or labor code.

For each line of earnings and/or benefits that you wish to correct, you will need to copy the information from the labor distribution to the labor distribution adjustment form. The labor distribution shows a description of each type of earnings or benefits. Use this description to find the two digit earnings code from the Payroll-Organization DOE Data table. Detailed instructions follow.

Complete each of the following fields as described:

Employee's number and levels L3-L8

For each employee record that requires an adjustment, enter the employee's social security number and the department, section, job class, and labor distribution code exactly as it appears on the labor distribution report. Then translate each line item from the labor distribution report to the Labor Distribution Adjustment form by looking each earnings description up in the Earnings code (DOE) table and finding the corresponding two digit earnings code. See instructions that follow.

You should end up with a list of all earnings and benefits that were charged incorrectly. Now, repeat this process using the dept., sect., job class, and labor distribution codes that you want the charges moved to as per the attached example.

Earn/ hour/ tax code (4 digit field, last digit always blank)

- Enter regular earnings as ARG.
- Enter overtime earnings as AOT.
- Enter all other **earnings (vac, sick leave, holiday) as E followed by the two digit number** that corresponds with the **earnings code** (refer to earnings code listing). Each line item that appears on the labor distribution report **before the "total earnings"** line should be listed in this way.
- **After the "total earnings" line** on the Labor Distribution Report each applicable county paid **benefit** will be listed. Enter all **county paid benefits as D followed by the earnings code**.
- Enter FICA as FIC.
- Enter Medicare as MED.

Adjustment Earning Column

Enter the number of hours that corresponds with each earnings code.

Adjustment Earnings

Enter the dollar amount that corresponds with each earnings code.

Update

This is the field that determines whether you are making a positive or a negative adjustment and whether you are adjusting year-to-date, quarter-to-date, or month-to-date figures. If you want to adjust labor that was paid in the current month, enter an M in the Update field. This will adjust monthly, quarterly, and annual totals. If you want the adjustment to be reflected in your next quarterly labor distribution totals, enter a Q in the update field. This will adjust quarterly and year to date totals. If adjusting labor paid in the current FY, but you don't want the quarter to date totals to reflect the adjustment, enter a Y in the Update field. Q is the most commonly used.

M=MTD, QTD, & YTD

Q=QTD& YTD

Y=YTD only

Adj Code

- Enter M to reverse a charge (M=Minus).
- Enter A to add a charge (A=Add). Use "A" for each correct labor charge in order to add the charges back after all the wrong charges are reversed.

When all reversed entries are subtracted and all added entries for each employee are totaled, the result must equal zero. One exception to this rule is sick leave converted to retirement credit. This labor adjustment will not result in a zero balance. Refer to separate instructions.

When all of the above is complete, fill in the bottom portion of the form and submit to Auditor-Payroll by the first day of each pay period in order to be keyed and processed. Most labor adjustments also require a corresponding journal voucher in order to balance the labor distribution to FAMIS at year end. Submit both the labor adjustment and the journal voucher to Auditor-Payroll. The JV will be matched up with the corresponding labor adjustment, initialed, and sent over to Auditor-Accounting for processing. If your adjustment does not involve a change to the index or department number, then no JV is required.

Refer to the attached samples. Call Jill at 565-4686 if you have questions.

D/OE CODE	D/OE DESCRIPTION	D/OE CODE	D/OE DESCRIPTION
A1	BOND 1	L1	*DEF CMP 457
A2	BOND 2	L2	VOL DF CMP 457
B1	CANINE HANDLER	L7	DF CMP HOLD ND
B4	PREM REFUND NT	M1	MLG REIMB
B5	PREM REFUND TX	M3	AUTO ALLOWANCE
C1	*C PHY FIT A/T	M5	HOUSING ALLOW
C2	*C PHY FIT R/T	N3	*CALPER ER HLH
DB	ESC DUES	N4	CALPERS EE RET
DC	OP ENG LCL 39	N5	*CALPER ER RET
DE	WEST COUNC ENG	N6	LONG TERM CARE
DF	SCLEA DUES	N7	*STNDRD LTD
DH	SCSOEA B/SVC F	P1	DEPEND CARE
DM	SCLEMA DUES	P2	HLTH CARE RMB
DP	DSA DUES	P3	DEP CARE REFND
DZ	SEIU HOME LOAN	P4	HLT CARE REFND
D0	SEIU VOL FEE	Q1	CHP (PRE-T)
D1	SEIU DUES	Q3	KAISER (PRE-T)
D2	SEIU INS	Q4	DENTAL (PRE-T)
D3	SEIU STD	Q5	EH KAISR (PRE-T)
D4	SEIU CONS OBJ	Q7	PACIFICARE
D5	SEIU SVC FEE	Q8	VISION (PRE-T)
D6	HOUSING FUND	R4	RET/SAFETY PP
D7	*HOUSING FUND	R5	RET/GEN PP
D8	SEIU COPE	R8	RET PAYPLAN S
D9	SEIU MISC	R9	RET PAYPLAN G
E1	*BASIC LIFE	S2	* EH KAISER
E3	DEP LIFE	S5	PACIFICARE (T)
E4	SUPPL LIFE	S6	*PACIFICARE
E5	*EXCESS LIFE	S7	*PACIFICARE TX
F5	*ER DF CMP-PST	S8	VISION PRORATE
F6	EE DF CMP-PST	T1	*MBA TAXABLE
F9	457 WAGES PST	T2	MGT BEN R/T
KB	COMP HOL TKN	T3	*CONF BEN A/T
KC	COMP HOL PAID	T4	CONF BEN R/T
KE	S-ASSAULT PREM	T5	*SCSOEA PHYS
KF	CLLBK ASLT PRM	T6	SCSOEA PHY R/T
KG	SICK LV CONVRT	T7	*SEIU WELL R/T
K1	OT PREM SHIFT	T8	SEIU WELL R/T
K2	MISC OT PREM	Z5	*RET SFETY POB
K3	BILINGUAL OT	Z6	*RET GEN POB
K4	SH 2.5% OT PRM	01	PREMIUM SHIFT
K5	SHER 5% OT PRM	02	HALF TIME
K6	SH 7.5% OT PRM	03	STANDBY REG
K8	SHER 7% OT PRM	07	COMP TAKEN
K9	SERVICE AWARD	08	COMP PAYOFF
LA	*401(A)	09	SICK LEAVE
LC	DEF COMP ADMIN		

D/OE CODE	D/OE DESCRIPTION	D/OE CODE	D/OE DESCRIPTION
10	VACTN, LEAVE	58	RETMNT GENERAL
12	EXTRA HELP	59	WC PAYMENT
14	BOARD/COMM	60	RCU REGULAR
15	HOLIDAY	61	RCU MONTHLY
16	VAC BUYBACK	63	DENTAL PRORATE
17	FLSA COMP PREM	64	JUDGES RET II
18	FLSA ADJUSTMNT	65	PARKS RENT
19	CONTRACT	66	JUDGES RETMNT
20	4850 PAY	67	EMPL PD LTD
21	VAC PAYOFF	68	DEPENDENT SUPP
22	SICK LV PAYOFF	70	*KAISER HEALTH
25	MTO PAID	71	*KAISER TAXABL
28	PREMIUM PAY	72	COMB FND CONTR
30	PREMIUM PAY	75	COURT ATTACH
34	LTDI PAYMENT	76	IRS
35	FLSA PAYMENT	77	FRNCHISE TAX
36	CLTH/EQP ALLOW	78	*CO RET SAFETY
39	DIRECT DEPOSIT	79	*SAF RET HI
42	KAISER HEALTH	80	*REG RET HI
43	BILING PAY	81	*CO RET GEN
44	SHER SPEC 2.5%	82	*WKRS COMP
45	SHER SPEC 5.0%	83	*VISION CARE
46	SHER SPEC 7.5%	84	*UNEMPL INS
48	PROB SPEC 7.0%	88	*COUNTY HEALTH
50	SAL O/PAYMENT	89	*CHP TAXABLE
52	NON SAL O/PAY	90	*DENTAL INS
54	COUNTY HEALTH	92	SDI
57	RETMNT SAFETY	93	*LTD INS
		96	TOTAL EARNINGS
		97	TOTAL DEDUCTS
		98	TOTAL BENEFITS

DEPT: _____
 CONTACT: _____
 PHONE NO: _____
 FY: _____

COUNTY OF SONOMA
AUDITOR-CONTROLLER'S OFFICE
JOURNAL VOUCHER
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DOCUMENT NO: _____
 BATCH DATE/NO: _____
 CODED BY: _____

Sample

LINE SUFF	TC	DOCUMENT REFERENCE	INDEX	SUB-OBJECT	VENDOR NUMBER	AMOUNT	TREAS NO.	SUBSIDIARY NUMBER	DESCRIPTION ADDITIONAL SPACE ON BACK
1	237		065219	5100		\$547.60			Labor correction, PPE 12/24/03
2	237		065219	5220		40.79			from 6522 to 6521
3	237		065219	5330		0.15			
4	237		065219	5210		71.82			
5	237		065219	5400		7.88			
6	237		065219	5340		0.77			
7	237		065219	5310		5.70			
8	237		065219	5300		36.28			
9	237		065219	5320		3.81			
10									
	2133					\$714.80			

PREPARED BY: _____

DATE: 01/22/02

CC: _____

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8	238		065227	5300		36.28			
9	238		065227	5320		3.81			
10									
	2142					\$714.80			

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