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**Labor Cost Adjustment**

**Helpful Hints:**

Before you begin a Labor Cost Adjustment it is important to know the following information:

- Payroll is processed by the Federal Personnel and Payroll System (FPPS) and the labor records are sent to FBMS. The accounting information is provided on the records: if the account assignment is invalid, the expense is posted to a default account.

- The FBMS Labor Cost Adjustment process allows users to modify incorrect account assignments on the labor records using hours or percentage of cost. Validation of the accounting information and calculation of the amount distributed occurs in real time.

- The FBMS Labor Cost Adjustment process does not include other changes to labor costs records such as pay code, total hours or pay rate changes; these changes must be submitted to FPPS or requested through the time and attendance system.

- Labor records contain sensitive (Privacy Act) information. To maintain security standards, FBMS users who receive access to the Labor Cost Adjustment module must have approved security profiles.

- The FBMS roles with access to the Labor Cost Adjustment functionality are the Bureau Labor Interface Analyst and the Bureau Labor Adjustment Specialist.

**Let’s Begin:**

Use the following portal path to begin this transaction

- Select **CORE FINANCIALS** tab ➔ **LABOR** tab ➔ **Labor Cost Adjustments** folder ➔ Enter Adjustment to go to the Labor Record Adjustment Selection screen.
Locate the Labor Cost Record

1) Type the Business Area to which the employee belongs.

   The Business Area represents your Bureau. For example, Business Area L000 is for BLM, M000 is for MMS, and S000 is for OSM.

2) Type the Cost Center of the labor record being adjusted. The cost center is provided on a default labor cost record report.
The Cost Center defines a Bureau's organizational structure and reporting hierarchy.

3) Type the **Vendor Number** assigned to the employee of the record being adjusted. The vendor number is provided on a default labor cost record report.

Employee Vendor Numbers are 8 digits and within the 40000000 number series.

4) Type the pay period in which the labor record being adjusted was originally processed in the **Process Pay Period** field. The process pay period is provided on a default labor cost record report.
The pay period is a 4-digit year and a 2-digit period of pay within the year. For example, pay period 200901 is the first pay period in the year 2009.

5) If you wish to display one default record, type the sequential number assigned to the labor record being adjusted in the **Seq Num** field (this field is optional). The Seq Num field is provided on a default labor cost record report.

A 3-digit sequential number beginning with 001 is assigned to each Labor record in a pay period for an employee. To display one default record, enter the 3-digit sequential number shown on a default labor record report for the labor cost record being adjusted.

The **Sub Seq Num** field is also optional and is typically not entered.

6) Select the **Submit** button.
After selecting the **Submit** button, FBMS performs a check on the information entered. If there are errors, an error message displays at the bottom of the screen, and the user cannot proceed until the errors are corrected.

Common errors include:

- Invalid cost center
- Invalid vendor number
- Pending adjustments already exist
- User does not have authorization to adjust cost center

To correct the error(s), press the **Enter** key to suppress the error message, reenter the necessary data, and select **Submit** again.

7) On the **Labor Object Adjustment Entry screen**, review the **Key Data Element information** from the original FPPS labor record displayed in the Original Labor Cost Objects section.
The top five rows of this screen contain detailed information showing an employee’s specific data, type of record, actual amount of pay/benefits, and number of hours reported for a particular pay period.

The Original Labor Cost Objects section shows the accounting information from the original FPPS labor record. If it was invalid, it will require adjustment.

8) Review the Posted Cost Objects section.
The Posted Cost Objects section displays the default assignment where the labor record posted in FBMS. If the original account assignment on the record was invalid, the record posts to the Bureau-defined default account assignment. Note: the accounting information in this section is updated with each adjustment processed to this record, so it always displays the current account assignment for this record.

Adjust the Labor Cost Account Assignment

Enter the adjusted accounting information in the Adjustable Cost Objects section to reassign the cost of the labor record to the appropriate account assignment.

9) Enter the Budget Fiscal Year (BFY) only when it is necessary to reassign the cost of the labor record to a prior year Annual or Multi-Year fund; otherwise, leave blank. The BFY is a two-digit entry, e.g., the BFY for 2008 is 08.

You need to determine if the BFY shown in the Key Data Element section is the correct BFY for the reported Pay Period in which the labor cost was incurred.
10) Type the correct Cost Center, in the **Cost Ctr** field, to reassign the cost of the labor record.

If you leave the Cost Ctr field blank, the Cost Center from the Posted Cost Objects field is copied into this field when you submit the record.

11) Type the correct Functional Area, in the **Func Area** field, to reassign the cost of the labor record.

If you leave the Func Area field blank, the Functional Area from the Posted Cost Objects field is copied into this field when you submit the record.
The Functional Area represents a budget activity, program, or business line and is specific to your Bureau. The format for this field depends on a Bureau’s business process. For example, OSM requires 5 characters (e.g., S1P1P); BLM requires entry of 16 characters, including a period after the 9th character (e.g., L12200000.EA0000).

12) Depending on your Bureau’s process, type the WBS, in the WBS field, to reassign the cost of the labor record. Omit periods when entering the WBS; they automatically populate upon submission of the record.

The WBS field is optional depending on a Bureau’s process. It represents accounting information used for projects and funded programs to report costs. Some Bureaus always require an entry; other may require an entry only in certain circumstances.
13) Type the percent (%) or number of **Hours** for each line. This defines the amount distributed to each adjustment line.

*If you are entering one adjustment line, the % field defaults to 100 and the hours field remains blank. If you are entering multiple adjustment lines, enter either a percent or the number of hours for each line. Enter only **whole percentages and hours** (no decimals or partial hour are accepted). Do not enter both a percent and hours on any one adjustment line or record.*
14) Type a Work Order Number in the **Order Num** field if required by your Bureau to track labor costs for maintenance or repairs for vehicles, buildings, structures, dams, etc.

The entry of a work order depends on your Bureau’s business process or mission.

15) Optionally, select the **Check the Adjustments Totals** button to verify the entry of multiple adjustment lines to check the sum of the entered percentages or hours on the record.
Using the Check the Adjustment Totals button helps you check your work and determine the number of adjustments lines remaining (total allowed is 10).

16) Select the Submit button when the adjustment line(s) on the record is complete.

FBMS checks the information you entered. If there are errors, they will appear at the bottom of the screen. You cannot proceed until you correct the error(s). If you exit the transaction before correcting any errors, the data you entered will be lost.

Common errors include:

- Invalid accounting information
- Error in percentages or hours (such as not putting in whole numbers)

To correct the error(s), press the Enter key to suppress the error message, reenter the necessary data, and select Submit again.
17) Select the **Continue** button to acknowledge the information pop-up box that informs you your adjusted record was saved.