



# Labor Cost Adjustments Manual

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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 screenshot shows the 'Labor Record Adjustment Selection Screen' with a menu bar containing 'Menu', 'Back', 'Cancel', 'System', 'Clear Values', and 'Submit'. The main form area contains several input fields: 'Business Area', 'Cost Center', 'Vendor Number', 'Processed Pay Period', 'Seq Num', and 'Sub Seq Num'. The 'Business Area' field is highlighted with a red box, and a green callout box points to it with the text: '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 screenshot shows the 'Labor Record Adjustment Selection Screen' with the same menu bar as the previous image. In this view, the 'Business Area' field contains the value 'M000' and has a dropdown arrow. The 'Cost Center' field is highlighted with a red box, and a green callout box points to it with the text: 'Type the Cost Center of the record being adjusted.'

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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.

The screenshot shows the 'Labor Record Adjustment Selection Screen' with a menu bar containing 'Menu', 'Back', 'Cancel', 'System', 'Clear Values', and 'Submit'. The form contains several input fields: 'Business Area' (M000), 'Cost Center' (MMAB000000), 'Vendor Number' (highlighted with a red box), 'Processed Pay Period', and 'Sub Seq Num'. A green callout box points to the 'Vendor Number' field with the text: 'Type the Vendor Number assigned to the employee of the record being adjusted.'



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 screenshot shows the 'Labor Record Adjustment Selection Screen' with a menu bar containing 'Menu', 'Back', 'Cancel', 'System', 'Clear Values', and 'Submit'. The form contains several input fields: 'Business Area' (M000), 'Cost Center' (MMAB000000), 'Vendor Number' (40021459), 'Processed Pay Period' (highlighted with a red box), 'Seq Num', and 'Sub Seq Num'. A green callout box points to the 'Processed Pay Period' field with the text: 'Type the pay period in the Process Pay Period field.'

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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.

**Labor Record Adjustment Selection Screen**

Menu | Back | Cancel | System | Clear Values | Submit

Business Area: M000      Cost Center: MAB000000

Vendor Number: 40021459      Processed Pay Period: 200810

Seq Num:       Sub Seq Num:

Type the sequential number in the **Seq Num** field.



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 **Submit** the **Submit** button.

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**Labor Record Adjustment Selection Screen**

Menu | Back | Cancel | System | Clear Values | **Submit**

Select the **Submit** button.

Business Area	M000	Cost Center	MMAB000000
Vendor Number	40021459	Processed Pay Period	200810
Seq Num	001	Sub Seq Num	

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.

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**Labor Object Adjustment Entry Screen**

Menu | Back | Cancel | System | Check the Adjustment Totals | Clear Values | Submit | Go to Previous Record | Go

Bureau ID 23 Sub Bureau 04 Vendor 40021459 Processed PP 200810 Seq Num 1 Sub

Employee Name Pay Code Effective PP BFY GL Account  
BIAS 010 200808 8 6100.111A0

Pay Amount Hours Additive Total Leave Surcharge Total Overhead Total  
1,208.88- 36.00- 385.63- 0.00 0.00

ORIGINAL LABOR COST OBJECTS:  
Cost Center Functional Area WBS Order Number  
MMOM521010  
Business Entity Property Number Building Number Rental Unit

POSTED COST OBJECTS:  
BFY Cost Center Functional Area WBS Order Number Fund Funds Ce  
8 MMAB000000 M03AD0000.3UP000 077M1917M MMAB000

ADJUSTABLE COST OBJECTS:  
BFY Cost Ctr Func Area WBS % Hours Order Num Business En



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.

**Labor Object Adjustment Entry Screen**

Menu | Back | Cancel | System | Check the Adjustment Totals | Clear Values | Submit | Go to Previous Record | Go

Bureau ID 23 Sub Bureau 04 Vendor 40021459 Processed PP 200810 Seq Num 1 Sub

Employee Name Pay Code Effective PP BFY GL Account  
BIAS 010 200808 8 6100.111A0

Pay Amount Hours Additive Total Leave Surcharge Total Overhead Total  
1,208.88- 36.00- 385.63- 0.00 0.00

ORIGINAL LABOR COST OBJECTS:  
Cost Center Functional Area WBS Order Number  
MMOM521010  
Business Entity Property Number Building Number Rental Unit

POSTED COST OBJECTS:  
BFY Cost Center Functional Area WBS Order Number Fund Funds Ce  
8 MMAB000000 M03AD0000.3UP000 077M1917M MMAB000

ADJUSTABLE COST OBJECTS:  
BFY Cost Ctr Func Area WBS % Hours Order Num Business En



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.

**Labor Object Adjustment Entry Screen**

Menu | Back | Cancel | System | Check the Adjustment Totals | Clear Values | Submit | Go to Previous Record | Go to Next Record

Bureau ID 23 Sub Bureau 04 Vendor 40021459 Processed PP 200810 Seq Num 1 Sub

Employee Name Pay Code Effective PP BFY GL Account  
 BIAS 010 200808 8 6100.111A0

Pay Amount Hours Additive Total Leave Surcharge Total Overhead Total  
 1,208.88 36.00 385.63 0.00 0.00

ORIGINAL LABOR COST OBJECTS:  
 Cost Center Functional Area WBS Order Number  
 MM0521010  
 Business Entity Property Number Building Number Rental Unit

POSTED COST OBJECTS:  
 BFY Cost Center Functional Area WBS Order Number Fund Funds Cntr  
 8 MMAB000000 M03AD0000.3UP000 077M1917MM MMAB000000

Business Entity Property Number Building Number Rental Unit

ADJUSTABLE COST OBJECTS:  
 BFY Cost Ctr Func Area WBS % Hours Order Num Business En



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.

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10) Type the correct Cost Center, in the **Cost Ctr** field, to reassign the cost of the labor record.

**Labor Object Adjustment Entry Screen**

Menu | Back | Cancel | System | Check the Adjustment Totals | Clear Values | Submit | Go to Previous Record | Go

Bureau ID 23 Sub Bureau 04 Vendor 40021459 Processed PP 200810 Seq Num 1 Sub

Employee Name BIAS Pay Code 010 Effective PP 200808 BFY 8 GL Account 6100.111A0

Pay Amount 1,208.88- Hours 36.00- Additive Total 385.63- Leave Surcharge Total 0.00 Overhead Total 0.00

ORIGINAL LABOR COST OBJECTS:

Cost Center	Functional Area	WBS	Order Number
MMOM521010			

Business Entity Property Number Building Number Rental Unit

POSTED COST OBJECTS:

BFY	Cost Center	Functional Area	WBS	Order Number	Fund	Funds Ce
8	MMAB000000	M03AD0000.3UP000			077M1917M	MMAB0000

Business Entity Property Number Building Number Rental Unit

ADJUSTABLE COST OBJECTS:

BFY	Cost Ctr	Func Area	WBS	%	Hours	Order Num	Business En
7							

Type the correct **Cost Center** 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.

**Labor Object Adjustment Entry Screen**

Menu | Back | Cancel | System | Check the Adjustment Totals | Clear Values | Submit | Go to Previous Record | Go

Bureau ID 23 Sub Bureau 04 Vendor 40021459 Processed PP 200810 Seq Num 1 Sub

Employee Name BIAS Pay Code 010 Effective PP 200808 BFY 8 GL Account 6100.111A0

Pay Amount 1,208.88- Hours 36.00- Additive Total 385.63- Leave Surcharge Total 0.00 Overhead Total 0.00

ORIGINAL LABOR COST OBJECTS:

Cost Center	Functional Area	WBS	Order Number
MMOM521010			

Business Entity Property Number Building Number Rental Unit

POSTED COST OBJECTS:

BFY	Cost Center	Functional Area	WBS	Order Number	Fund	Funds Ce
8	MMAB000000	M03AD0000.3UP000			077M1917M	MMAB0000

Business Entity Property Number Building Number Rental Unit

ADJUSTABLE COST OBJECTS:

BFY	Cost Ctr	Func Area	WBS	%	Hours	Order Num	Business En
7	MMAB23040						

Type the correct **Functional Area** 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.

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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 9<sup>th</sup> character (e.g., L12200000.EA0000).

- 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.

**Labor Object Adjustment Entry Screen**

Menu | Back | Cancel | System | Check the Adjustment Totals | Clear Values | Submit | Go to Previous Record | Go

Bureau ID 23 Sub Bureau 04 Vendor 40021459 Processed PP 200810 Seq Num 1 Sub

Employee Name Pay Code Effective PP BFY GL Account  
BIAS 010 200808 8 6100.111A0

Pay Amount Hours Additive Total Leave Surcharge Total Overhead Total  
1,208.88- 36.00- 385.63- 0.00 0.00

ORIGINAL LABOR COST OBJECTS:

Cost Center	Functional Area	WBS	Order Number
MMOM521010			

Business Entity Property Number Building Number Rental Unit

POSTED COST OBJECTS:

BFY	Cost Center	Functional Area	WBS	Order Number	Fund	Funds C
8	MMAB000000	M03AD0000.3UP000			077M1917M	MMAB000

Business Entity Property Number Building Number Rental Unit

ADJUSTABLE COST OBJECTS:

BFY	Cost Ctr	Func Area	WBS	%	Hours	Order Num	Business En
7	MMAB230400	M03AD0000.000000					

Type the WBS number, if necessary.



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.

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13) Type the percent (%) or number of **Hours** for each line. This defines the amount distributed to each adjustment line.

**Labor Object Adjustment Entry Screen**

Menu | Back | Cancel | System | Check the Adjustment Totals | Clear Values | Submit | Go to Previous Record | Go

Bureau ID 23 Sub Bureau 04 Vendor 40021459 Processed PP 200810 Seq Num 1 Sub

Employee Name Pay Code Effective PP BFY GL Account  
BIAS 010 200808 8 6100.111A0

Pay Amount Hours Additive Total Leave Surcharge Total Overhead Total  
1,208.88- 36.00- 385.63- 0.00 0.00

ORIGINAL LABOR COST OBJECTS:  
Cost Center Functional Area WBS Order Number  
MMOM521010  
Business Entity Property Number Building Number Rental Unit

POSTED COST OBJECTS:  
BFY Cost Center Functional Area WBS Order Number Fund Funds Ce  
8 MMAB000000 M03AD0000.3UP000 077M1917MM MMAB0000

Business Entity Property Number Building Number Rental Unit

ADJUSTABLE COST OBJECTS:  
BFY Cost Ctr Func Area WBS % Hours Order Num Business En  
7 MMAB230400 M03AD0000.000000



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.

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- 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.

**Labor Object Adjustment Entry Screen**

Menu | Back | Cancel | System | **Check the Adjustment Totals** | Clear Values | Submit | Go to Previous Record | Go

Bureau ID 23 Sub Bureau 04 Vendor 40021459 Processed PP 200810 Seq Num 1 Sub

Employee Name Pay Code Effective PP BFY GL Account  
BIAS 010 200808 8 6100.111A0

Pay Amount Hours Additive Total Leave Surcharge Total Overhead Total  
1,208.88- 36.00- 385.63- 0.00 0.00

ORIGINAL LABOR COST OBJECTS:

Cost Center	Functional Area	WBS	Order Number
MMOM521010			

Business Entity Property Number Building Number Rental Unit

POSTED COST OBJECTS:

BFY	Cost Center	Functional Area	WBS	Order Number	Fund	Funds Ce
8	MMAB000000	M03AD0000.3UP000			077M1917M	MMAB0000

Business Entity Property Number Building Number Rental Unit

ADJUSTABLE COST OBJECTS:

BFY	Cost Ctr	Func Area	WBS	%	Hours	Order Num	Business En
7	MMAB230400	M03AD0000.000000					



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

- 15) Optionally, select **Check the Adjustment Totals** 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.

**Labor Object Adjustment Entry Screen**

Menu | Back | Cancel | System | **Check the Adjustment Totals** | Clear Values | Submit | Go to Previous Record | Go

Bureau ID 23 Sub Bureau 04 Vendor 40021459 Processed PP 200810 Seq Num 1 Sub

Employee Name Pay Code Effective PP BFY GL Account  
BIAS 010 200808 8 6100.111A0

Pay Amount Hours Additive Total Leave Surcharge Total Overhead Total  
1,208.88- 36.00- 385.63- 0.00 0.00

ORIGINAL LABOR COST OBJECTS:

Cost Center	Functional Area	WBS	Order Number
MMOM521010			

Business Entity Property Number Building Number Rental Unit

POSTED COST OBJECTS:

BFY	Cost Center	Functional Area	WBS	Order Number	Fund	Funds Ce
8	MMAB000000	M03AD0000.3UP000			077M1917M	MMAB0000

Business Entity Property Number Building Number Rental Unit

ADJUSTABLE COST OBJECTS:

BFY	Cost Ctr	Func Area	WBS	%	Hours	Order Num	Business En
7	MMAB230400	M03AD0000.000000					

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

Cost Center	Functional Area	WBS	Order Number
MMOM521010			

Business Entity	Property Number	Building Number	Rental Unit

BFY	Cost Ctr	Functional Area	WBS	Order Number	Fund	Funds Ce
8	MMAB000000	M03AD0000	3UP000		077M1917MM	MMAB000

Business Entity	Property Number	Building Number	Rental Unit

BFY	Cost Ctr	Func Area	WBS	%	Hours	Order Num	Business En
7	MMAB230400	M03AD0000	000000		100		



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.

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- 17) Select  the **Continue** button to acknowledge the information pop-up box that informs you your adjusted record was saved.

**Labor Object Adjustment Entry Screen**

Menu | Back | Cancel | System | Check the Adjustment Totals | Clear Values | Submit | Go to Previous Record | Go

Information

Adjusted Records Saved



Used PP 200810 Seq Num 1 Sub

count 111A0

Burcharge Total 0.00 Overhead Total 0.00

POSTED COST OBJECTS:

BFY	Cost Center	Functional Area	WBS	Order Number	Fund	Funds Ce
8	MMAB000000	M03AD0000.3UP000			077M1917MM	MMAB0000

Business Entity Property Number Building Number Rental Unit

ADJUSTABLE COST OBJECTS:

BFY	Cost Ctr	Func Area	WBS	%	Hours	Order Num	Business En
7	MMAB23040CM03AD0000.000000			100			